

**Oracle® Hospitality Cruise Materials  
Management System**  
User Guide  
Release 7.30

May 2016

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# Preface

## About This Document

Oracle Corporation acquired MICROS and its Fidelio Cruise products. All further references to Fidelio Cruise should be considered as Oracle Corporation.

This document is a PDF rendition of the Help that you received when you first purchased the Fidelio Cruise Material Management System and may have formatting inconsistencies.

## Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:  
<https://support.oracle.com>

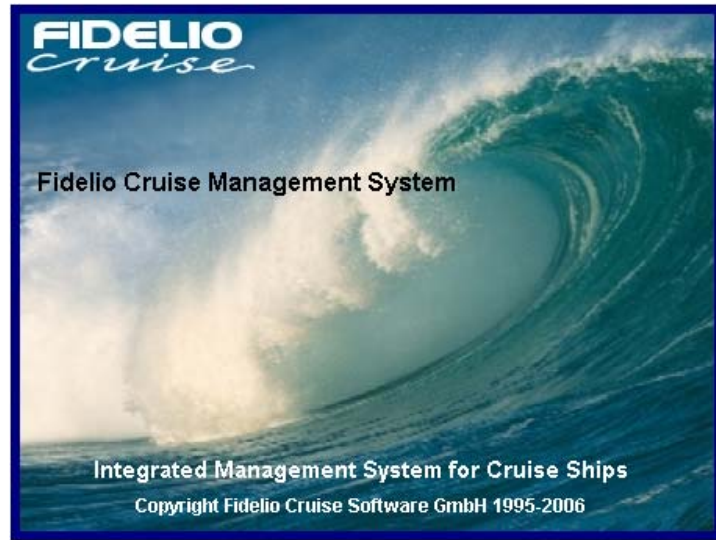
When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received and any associated log files
- Screen shots of each step you take

## Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at  
<http://docs.oracle.com/en/industries/hospitality/>

## Welcome to Fidelio Cruise Material Management System Help module



*Fidelio Cruise Management System*

The **Fidelio Cruise Materials Management System** (FCMMS) offers the ship operator a complete tool to manage the purchasing and inventory control processes in an efficient, time and cost saving manner.

The program follows the logical purchasing process from time of purchase to the point of consumption and is fully integrated with the Fidelio Cruise Ship's Property Management System (SPMS). This program can be used in a shore side location - at a cruise operator's Head Office (the Head Quarter Module) if they are responsible for the purchasing process for the vessel or fleet of vessels or onboard a ship (Shipside Module) if the ship is directly responsible for the purchasing task.

Customers for FCMMS are the existing Fidelio Cruise customers who have been using the original Fidelio Cruise Food & Beverage system but as this program is also a stand-alone product - it can be used independently of the Fidelio Cruise SPMS - non-Fidelio Cruise customers are potential customers. In addition to offering full integration with the Fidelio Cruise SPMS and an on-line interface to the Micros Point of Sale system, one of the key benefits of FCMMS is that it gives the user a total overview (historic and real time) of all consumables. The user can track and check on the status of all food, beverage, uniforms, tools, shop stock, medical items and more, that have been ordered, purchased, delivered, consumed and invoiced throughout the life cycle of that item.



## About Fidelio Cruise



Fidelio Cruise Software GmbH was founded in February 1995 by Tony Heuer and Max Lessmoellmann and is headquartered in the district of Altona in Hamburg, Germany. Today the company has grown into a global operator with offices in Fort Lauderdale and Kuala Lumpur and is considered market leader in the provision of integrated Shipboard Property Management Systems.

As President of Fidelio Cruise Software GmbH, Tony brings nearly 30 years of experience gained in the hotel and cruise industries both from an operational and IT perspective. Tony's focus is on the on-going development of the wide range of Fidelio Cruise products as well as looking at future industry needs.

Max holds the position of Managing Director at Fidelio Cruise with over 25 years experience from the international hospitality industry. Max's main responsibility is overseeing the day-to-day operation of the business including all remote offices, financial planning and control, human resources and sale and pricing strategy.

Tony and Max lead a team of highly experienced individuals who bring a vast pool of knowledge and expertise - gained in the cruise, hotel and IT industries - to the organization and ultimately to the customer.

Ever since its founding, Fidelio Cruise has built a vast wealth of knowledge and expertise while serving a worldwide client base.

The company philosophy is simple - to be innovative, pro-active and flexible while maintaining a focused vision for the future. Fidelio Cruise endeavors to seek the best possible utilization of major shareholder Micros-Fidelio (Ticker symbol MCRS, NASDAQ) and their worldwide support structure. Using the experience and expertise gained in the past 8 years, Fidelio Cruise delivers ongoing development of software systems for use onboard ocean and river passenger vessels and more recently, Naval vessels and super yachts. Additionally, Fidelio Cruise conducts turnkey installations including yard and owner consultation on new builds and conversions, project management, cabling, hardware to name a few of the services on offer.

In these 15 years, Fidelio Cruise has grown into a global company whose software packages are installed on almost 200 vessels representing 50 companies. To support this worldwide operation, Fidelio Cruise Group operates a 24-hour, 365 day a year Customer Support Center in Hamburg and Ft. Lauderdale, for the exclusive use of Fidelio Cruise Group clients.

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### See Also:

-

## Article Manager

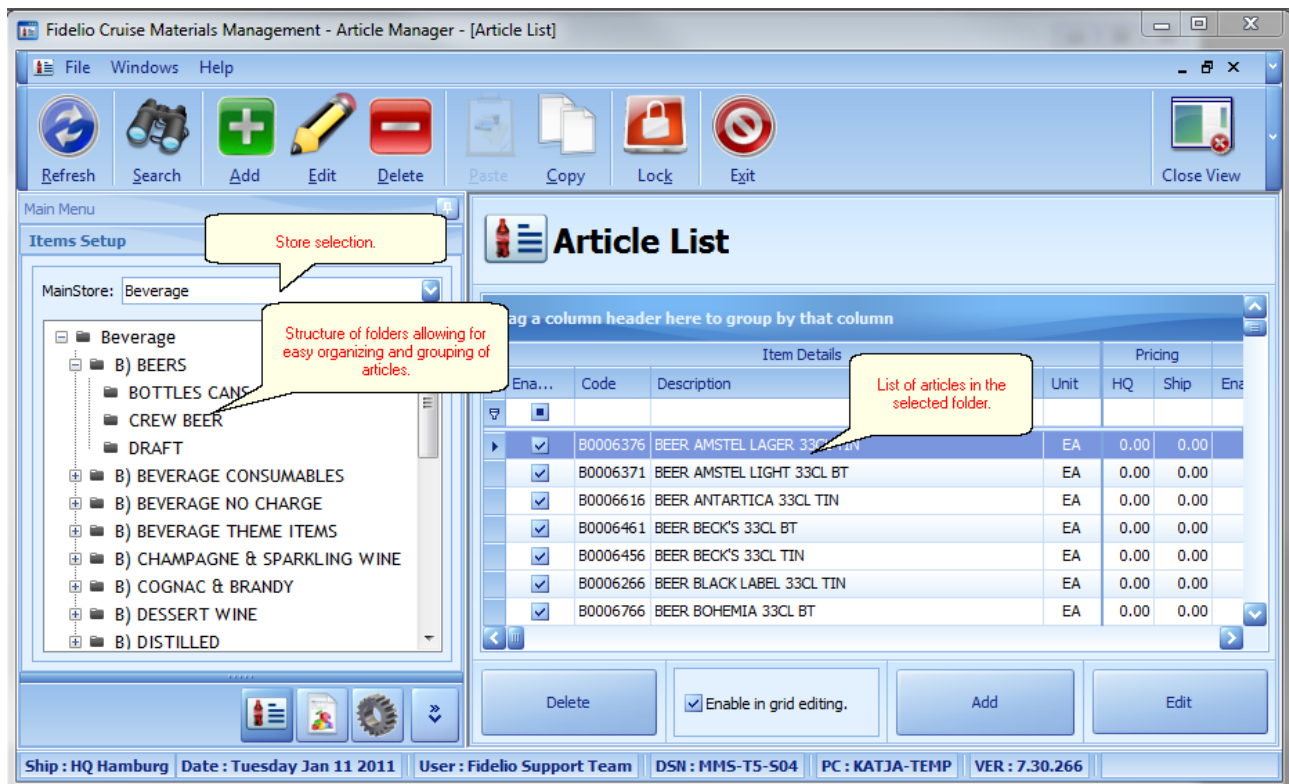


The Article Manager can be considered the first point of reference for all products available company wide and may be used to setup and view product items, view purchase history and view consumption information. The module has multi language support allowing several languages for product descriptions\*. Each product can also have multiple unit conversions allowing different purchasing, receiving and recipe units. This coding can be established directly at the headquarters and relevant information can be transferred to the vessel by the system ensuring product information for all users is up to date in real time.

### Article Manager Main Screen:

The image below represents the Article Manager main screen as it would look during normal operation. We can see the main function buttons on the toolbar and, below this, we have multiple windows showing the store, grouping and product detail. We can also see the 'path' of the selected article and the store currency. At the very bottom of the screen, you will see your vessel information, date & time, current user, computer name, database in use and the module version number.

Moving your mouse over the screenshot you will be able to activate 'hotspots' identified with the cursive lining changing to a . Click on these to jump to more detailed information about that particular button or window.



\*The number of languages should be setup at time of install.

## Buttons:



The buttons toolbar contains the basic and most frequently used options for creating articles, copying and pasting, searching etc. within Article Manager.

**Buttons:**

You can click on the buttons below or the links to see more information and instructions on the buttons usage.



- Refresh** Will revert the screen layout to its default state.
- Search:** Opens the 'search engine' where you can look for an item by entering full or partial data.
- Add:** Starts the process of creating a new article.
- Edit:** Starts the process of editing an existing article.
- Delete:** Starts the process of deleting an existing article.
- Copy:** Copies an existing article.
- Paste:** Pastes an existing article.
- Lock:** Locks the currently opened module.
- Exit:** Exiting out the current module.
- Close View:** Closes the current view.

Most of the options have corresponding tools in the menu, keyboard shortcuts assigned to them, or are available with a right mouse click.

**See Also:**

- [Article View](#)
- [How to add a new Article](#)

Navigation: [Reference](#) > [Main Screen](#) > [Buttons](#) >

**Button: Refresh**



This option refreshes the screen layout. For example, when you have sorted columns by their heading or resized them, then clicking refresh will reset the layout to the default view.

**Button Refresh:**



Click to refresh your screen layout.

**See Also:**

- [Item list](#)

Navigation: [Reference](#) > [Main Screen](#) > [Buttons](#) >

**Button: Search**



In order to make it easier to find an article among the many thousands that have been created, there is an effective search engine which can be utilized in a number of ways. On occasion, you may be able to remember the code of a particular product, maybe even the barcode, but for the most part you will probably want to search using the article description, either full or partial. Sometimes you might just want to look in the product groupings for an item or similar items. All these options are possible with the product search facility.

**Button Search:**



Click on Search and the Product Search Engine will appear on the screen.

**Search for Article**

Search Criteria (Item name, Item code, Barcode, Alternative code, or Internal ID)

dom

Filter by Store: Beverage

Items can be searched by full or partial item name, item code, barcode, alternative code or internal ID.

Items can also be searched according to their location in the stores and substores.

As soon as the search engine has found the item criteria, the item will then pop up in this window.

Item	Unit
AGNE DOM PERIGNON 75CL	EA
AGNE MOET CHANDON DOM PERIGNON 75CL	EA

2 records returned in 0 seconds

Clear Results History Ok

By clicking on the **Search Options** tab the following screen will appear:

**Search for Article**

Search Criteria (Item name, Item code, Barcode, Alternative code, or Internal ID)

Search Options

Enabled Search for Disabled Items

Enable Search for Barcodes

Enable Search Alternative Code

Select this option to search also for disabled items.

Select those options only when searching for barcodes or alternative codes.

Code

Unit

Clear Results History Ok

By clicking on the **Clear Results** button you will clear all search results from the window.

By clicking on the **History** button you will be able to retrieve the last searched item

## Note:

The system will only show articles that are enabled!! If you require the system to look for all articles, you have to click the ☒ Enabled Search for Disabled Items checkbox under the Search Options.

**See Also:**

- [Article View](#)

Navigation: Reference > Main Screen > Buttons >

**Button: Add**



Selecting 'Add' will create a new article file. The system will open the Article window, displaying a series of folders containing all the available article settings. Here you will enter all the necessary information regarding this item. Many of the fields are optional and serve to enhance the article detail such as Images, Notes and Documents.

**Button Add:**



Create a new Article.



The Article window appears as follows:

Ena...	Code	Description	Unit	Promotion Group	En
<input checked="" type="checkbox"/>	80011771	BEER DRAFT WHEAT ANKERBRAU 25LT			
<input checked="" type="checkbox"/>	80006171	BEER DRAFT WARSTEINER 30LTR			
<input checked="" type="checkbox"/>	80006241	BEER DRAFT TUBORG 25L			
<input checked="" type="checkbox"/>	80011706	BEER DRAFT SWEETWATER 60LT			
<input checked="" type="checkbox"/>	80011716	BEER DRAFT SWEETWATER *420 60LT			
<input checked="" type="checkbox"/>	80014596	BEER DRAFT SWEETWATER SCH WHEAT 60 LT (15.5			
<input checked="" type="checkbox"/>	80014601	BEER DRAFT SWEETWATER IPA 60 LT (15.5 GAL)			
<input checked="" type="checkbox"/>	80006231	BEER DRAFT STRONGBOW 30L			
<input checked="" type="checkbox"/>	80006206	BEER DRAFT STELLA ARTOIS 30L			
<input checked="" type="checkbox"/>	80011696	BEER DRAFT STARRHILL 60LT			
<input checked="" type="checkbox"/>	80006256	BEER DRAFT SIMON 30L			

The same function can be accessed with a right mouse click in the item list.

**See Also:**

- [Article view](#)

- [How to create a new Article](#)

Navigation: Reference > Main Screen > Buttons >

Button: Edit



Selecting 'Edit' will allow the user to modify or edit an existing article file. The system will open the Article window and allow changes to certain settings.

Button Edit:



Edit

Edit an existing Article.



See Also:

- [Article view](#)

Navigation: Reference > Main Screen > Buttons >

Button: Delete

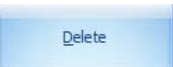


Selecting 'Delete' will allow the user to modify or edit an existing article file.

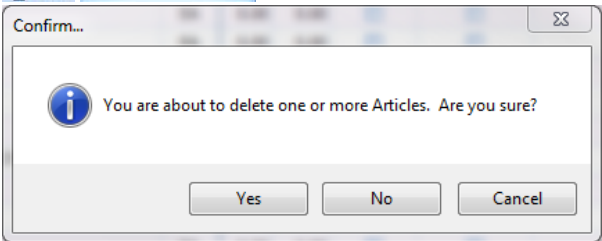
Button Delete:



Delete



Delete an existing Article.



When selecting this button, the following screen will appear for confirmation.

See Also:

- [Article view](#)

Navigation: Reference > Main Screen > Buttons >

Button: Paste



This option pastes a previously copied article setup. When the article is pasted, by default it is pasted as 'disabled'. If you wish to start using the article immediately, then you should thoroughly check ALL the article settings before enabling it for use, especially the Micros configuration needs to be appropriate.

## Button Paste:



After clicking 'Copy' and selecting the destination folder, click on 'Paste' to drop the newly copied article to the folder.

The same function can be accessed with right mouse click in the right item list or as a keyboard shortcut - CTRL+P

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Navigation: Reference > Main Screen > Buttons >

## Button: Copy



This option copies an existing article setup. All of the fields are copied like for like when the article is 'pasted' with the exception of 'Images'.

## Button Copy:



You first have to select the article you want to copy, then click on copy and select the final destination.

The same function can be accessed with right mouse click in the item list or as a keyboard shortcut - CTRL+C

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Navigation: Reference > Main Screen > Buttons >

## Button: Lock



This option locks the current module and will show the log in prompt. For using the module again the user needs to log in again.

## Button Lock:



Locks the current module.

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Navigation: Reference > Main Screen > Buttons >

## Button: Close View



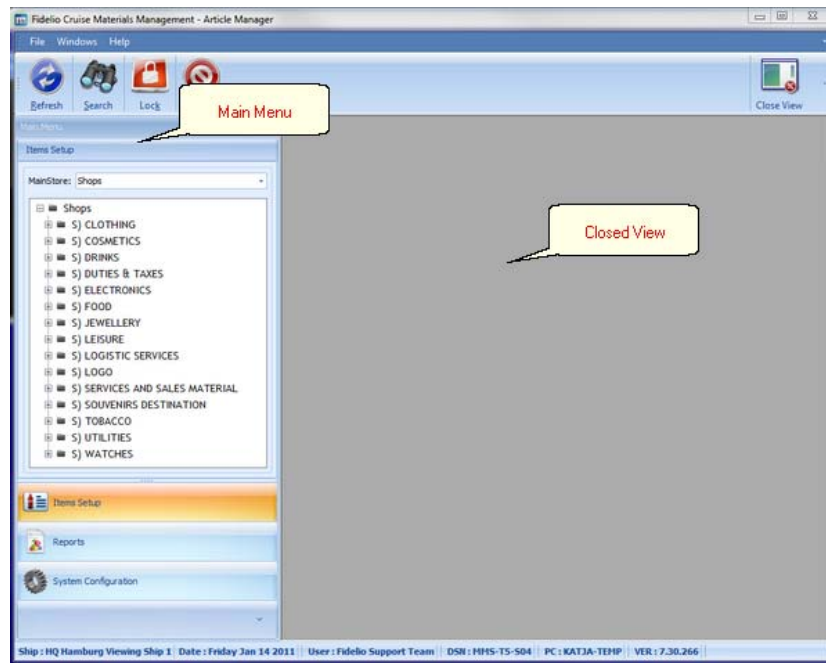
This option closes the current view. The Article Manager is divided into 2 sections the main menu on the left hand side of the window and the item, report or system configuration details view. By selecting this option the user can close one view and change to another.

## Button Close View:

# Main Screen



Click to close the current view.



Navigation: Reference > Main Screen > Buttons >

## Button: Exit



This option will close the Article Manager. You can also select from the Menu; File -> Exit.

### Button Exit:



Click to close Article Manager.

Navigation: Reference > Main Screen >

## Tree of Folders

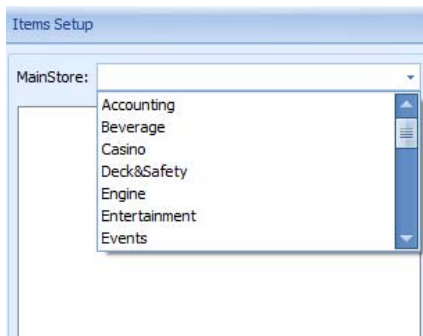


The folder tree represents the groups and subgroups for items within Article Manager.

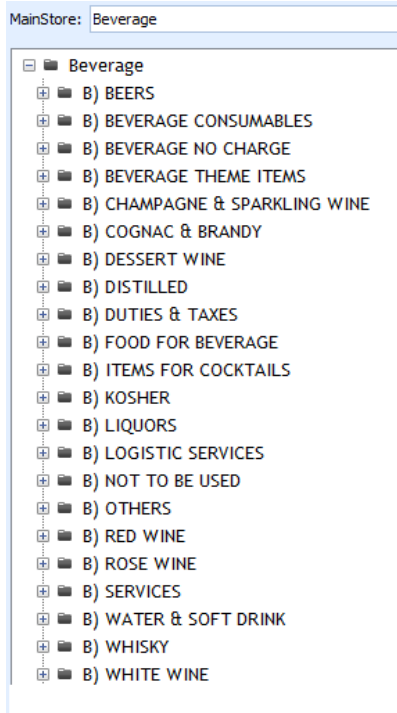
### Groups and Subgroups:

To view the Article, first select the Store...

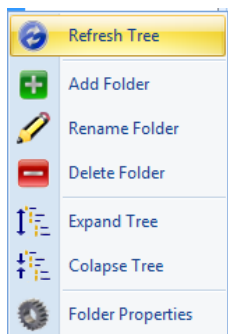
# Main Screen



...then select the group



By selecting a folder and then using a right mouse click, the following menu will appear:



Refresh Tree:	Returns to the main tree
Add Folder	Add a new folder
Rename Folder:	Rename an existing folder
Delete Folder:	Delete an existing folder. Please note: Only empty folder can be deleted.
Expand Tree:	Opens subgroups for selected folder
Collapse Tree:	Closes subgroups for selected folder
Folder Properties:	Displays selected folder information

Most of these options are also available as keyboard shortcuts or can be found in the Toolbar.

You can drag and drop folders with the following procedure:

Left click on the folder you wish to move to select it, hold <SHIFT> on the keyboard and then drag the folder to the desired location.


Item List



In the main window, you will see all the Articles that are assigned to the selected group.

Item List:

On the top of the item list, you will see the path of the selected group ( \ Spirits \ Vodka \ ) and the currency of the Store (GBP).

<div> Article List</div>									
Drag a column header here to group by that column									
Item Details				Pricing					
Ena...	Code	Description	Unit	HQ	Ship	Enabled	Discountable	Ma	
>	<input checked="" type="checkbox"/>	B0006161 BEER DRAFT AMSTEL LIGHT 30L	LT	0.00	0.00				
	<input checked="" type="checkbox"/>	B0006211 BEER DRAFT ANTARTICA 50L	LT	0.00	0.00				
	<input checked="" type="checkbox"/>	B0006201 BEER DRAFT BECK'S 30L	LT	0.00	0.00				
	<input checked="" type="checkbox"/>	B0012181 BEER DRAFT BECK'S 50L	LT	0.00	0.00				
	<input checked="" type="checkbox"/>	B0006156 BEER DRAFT BRAHMA 30L	LT	0.00	0.00				

On above screen, the system displays all articles in the currently selected folder. From that screen, the user may double click the selected article in order to preview all article properties and the user can modify and change current settings for items. By utilizing the option “Enable in grid editing”, the system will allow the user to type values of the fields directly inside the grid displayed to perform easy update of article data, without opening the article properties screen.

Below are the column headings:

Group	Field	Notes
Item Details	Enabled	Is the article enabled on the ship? Can it be utilized?
	Code	Article Code
	Description	Primary Description of the article
	Unit	Base unit of measure of the article
Pricing	HQ	Fixed cost used by the HQ.
	Ship	Fixed cost to be utilized by the ship.
Retail POS	Enabled	Will the article ne available for sales in the RPOS system?
	Discountable	Is the item allowed to be discounted?
	Maximum Discount %	What is the maximum % discount allowed?
	Sales Group	Sales group assigned to the article.
	Promotion Group	Promotion group assigned to the article.
	Service Charge Group	Service Charge group assigned to the article.
	Tax Group	Tax group assigned to the article.
	SPMS Posting Group	SPMS posting group assigned to the article.
	Status Discount	Type of status discount assigned to the article.
	Menu Item ID	Menu item ID to be used by other POS systems.
	Check Description	Short description of the article to be printed on the RPOS check.
	Minimum Age	Which is the minimum age the article can be sold to?
	Selling factor	If stocking and selling units are different, factor should
	Weighted item	Will the item be used with electronic scales.
	Secondary Receipt	Does this article require secondary receipt? For example deposit receipt for alcohol purchased.
	Stock Control	Is this item stock controlled?

# Main Screen

## Ordering Properties

Order Group	What is the ordering group for that item? E.g.: Fish, fresh vegetables, liquor.
Lead Time	What is the lead time for ordering this item?
Consignment Goods	Should this item be considered a consignment good?
Consumption Type	Type of consumption for the article.
# Reserve Days	Should additional consumption reserve be added to the order request? Reflected in days of consumption.
Weight	Article weight reflected in KG.
Tax Group	The tax group the article will be assigned to.
Invoice Controlled	By default this option is disabled and should only be enabled for items which are invoiced but not received.

## Custom declaration

Included	Should this article be included in ships custom declaration?
Customs	Which category should the article belong to?
Factor	The conversion factor between based unit of measure and the unit of measure of the category.

## Shelf Life Control

Stock Controlled	Is this item stock controlled?
Enabled	Does the article need to have indicated on the PO specific expiry date?
#Days	How many days counted from the date of delivery is requested as an expiry date of the product?

## Various

General Ledger Account	Which GL account (item class) is the article linked to?
Comments	Additional comments about the article.
Internal ID	Internal ID used by the system.

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### See Also:

- [Article View - General](#)

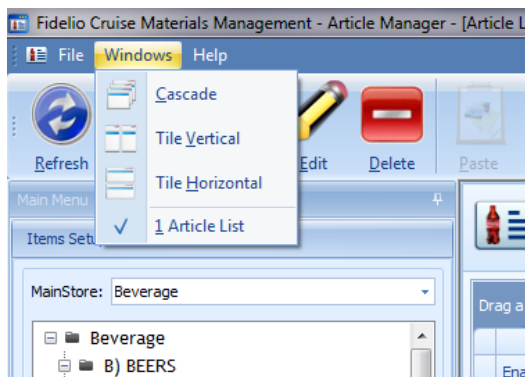
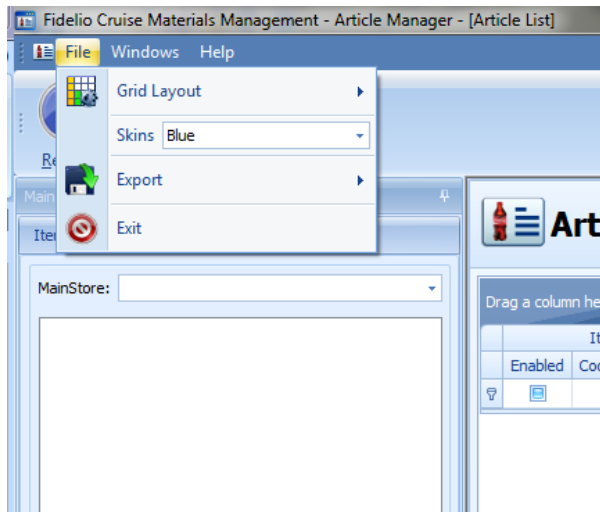
Navigation: Reference > Main Screen >

## Menu



This Menu contains basic options which are also represented in the Toolbar and, often available with a right mouse click.

Menu:



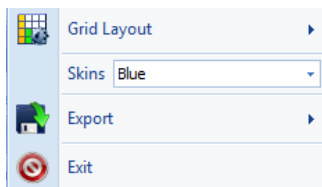
Navigation: Reference > Main Screen > Menu >

## File Menu



This menu contains the basic layout setup and offers the possibility to export selected data into text, pdf or excel sheets.

### File Menu options:



- Grid Layout:** When changing the layout of the items in the window save changes so that the grid will always stay the same.
- Skins:** With this option the color of the windows can be set.
- Export:** By selecting export you will be able to export the selected store data into an excel, pdf or text file.
- Exit:** By selecting this you will exit the Article Manager Module.

**See Also:**

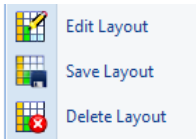
Navigation: Reference > Main Screen > Menu > File Menu >

## File -> Grid Layout



As mentioned before here you can edit, save and delete adjustments to the structure/ sorting of the Article List window.

### Modify the grid layout:



**Edit Layout:** With this option you can personalize the appearance and order of the item properties.

**Save Layout:** When unique settings have been made you can save them with this option.

**Delete Layout:** Deletes a previously customized layout.

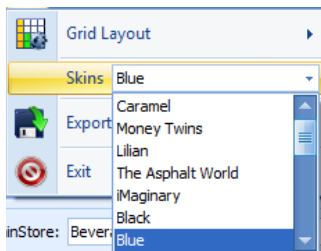
Navigation: Reference > Main Screen > Menu > File Menu >

## File -> Skins



With this option the user can modify the appearance of the Article Manager window .

### Changing a skin:



Here you are able to select the color of your windows.

Please keep in mind that selecting skins with many images may slow down your system.

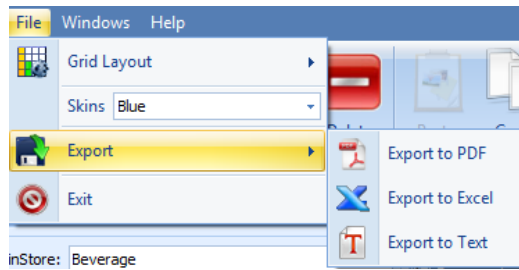
Navigation: Reference > Main Screen > Menu > File Menu >

## File Menu : Export



This allows the user to export the contents of the Article list in the main window into text, PDF or Excel.

### Export of data:



Click on Export and select the kind of file you want to export to.

Enabled	Code	Description	Unit	Promotion Group	Enabled	Maximum Discount %	Discountable	Sales
<input checked="" type="checkbox"/>	B0013541	CHANDON RICHE DEMI SEC 75CL	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None
<input checked="" type="checkbox"/>	B0013546	CHANDON BRUT ROSE' 75CL	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None
<input checked="" type="checkbox"/>	B0013536	CHANDON BRUT RESERVE 75CL	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None
<input checked="" type="checkbox"/>	B0000051	CHAMPAGNE VEUVE CLICQUOT VINTAGE ROSE' 75CL	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None
<input checked="" type="checkbox"/>	B0000041	CHAMPAGNE VEUVE CLICQUOT TRAVELLER	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None
<input checked="" type="checkbox"/>	B0000046	CHAMPAGNE VEUVE CLICQUOT GRAND DAMME 75CL	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None
<input checked="" type="checkbox"/>	B0000036	CHAMPAGNE VEUVE CLICQUOT CITY TRAVELLER	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None
<input checked="" type="checkbox"/>	B0000021	CHAMPAGNE VEUVE CLICQUOT BRUT 75CL	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None
<input checked="" type="checkbox"/>	B0000031	CHAMPAGNE VEUVE CLICQUOT BRUT 37,5CL	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None
<input checked="" type="checkbox"/>	B0000026	CHAMPAGNE VEUVE CLICQUOT BRUT 20CL	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None
<input checked="" type="checkbox"/>	B0013276	CHAMPAGNE VEUVE CLICQUOROSE NV 75CL	EA	- None -	<input type="checkbox"/>	0.00	<input type="checkbox"/>	-None

Exporting the view to Excel allows the user to manipulate the data using the extended functionality that Excel provides.

Perhaps you want to produce your statistical information and create graphs and charts, this is where the export feature will prove useful.

Enabled	Code	Description	Unit
<input checked="" type="checkbox"/>	B0013541	CHANDON RICHE DEMI SEC 75CL	EA
<input checked="" type="checkbox"/>	B0013546	CHANDON BRUT ROSE' 75CL	EA
<input checked="" type="checkbox"/>	B0013536	CHANDON BRUT RESERVE 75CL	EA
<input checked="" type="checkbox"/>	B0000051	CHAMPAGNE VEUVE CLICQUOT VINTAGE ROSE' 75CL	EA
<input checked="" type="checkbox"/>	B0000041	CHAMPAGNE VEUVE CLICQUOT TRAVELLER	EA
<input checked="" type="checkbox"/>	B0000046	CHAMPAGNE VEUVE CLICQUOT GRAND DAMME 75CL	EA
<input checked="" type="checkbox"/>	B0000036	CHAMPAGNE VEUVE CLICQUOT CITY TRAVELLER	EA
<input checked="" type="checkbox"/>	B0000021	CHAMPAGNE VEUVE CLICQUOT BRUT 75CL	EA
<input checked="" type="checkbox"/>	B0000031	CHAMPAGNE VEUVE CLICQUOT BRUT 37,5CL	EA
<input checked="" type="checkbox"/>	B0000026	CHAMPAGNE VEUVE CLICQUOT BRUT 20CL	EA
<input checked="" type="checkbox"/>	B0013276	CHAMPAGNE VEUVE CLICQUOROSE NV 75CL	EA

Exporting into PDF.

Article List.TXT - Notepad									
File Edit Format View Help									
Item Details									
Enabled	Code	Description	Unit	Retail POS	Promotion Group	Enabled	Maximum		
<input checked="" type="checkbox"/>	B0013541	CHANDON RICHE DEMI SEC 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0013546	CHANDON BRUT ROSE' 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0013536	CHANDON BRUT RESERVE 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000051	CHAMPAGNE VEUVE CLICQUOT VINTAGE ROSE' 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000041	CHAMPAGNE VEUVE CLICQUOT TRAVELLER	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000046	CHAMPAGNE VEUVE CLICQUOT GRAND DAMME 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000036	CHAMPAGNE VEUVE CLICQUOT CITY TRAVELLER	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000021	CHAMPAGNE VEUVE CLICQUOT BRUT 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000031	CHAMPAGNE VEUVE CLICQUOT BRUT 37,5CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000026	CHAMPAGNE VEUVE CLICQUOT BRUT 20CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0013276	CHAMPAGNE VEUVE CLICQUOROSE NV 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000081	CHAMPAGNE PERRIER JOUET 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0013271	CHAMPAGNE HENRI CHANDON ROUGE 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000006	CHAMPAGNE HOET CHANDON ROSE PERIGNON 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000011	CHAMPAGNE HOET CHANDON BRUT ROSE' 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000006	CHAMPAGNE HOET CHANDON BRUT IMPERIAL 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000016	CHAMPAGNE HOET CHANDON BRUT IMPERIAL 37,5CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000076	CHAMPAGNE JACQUART BRUT 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000001	CHAMPAGNE DOM PERIGNON 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000061	CHAMPAGNE CRISTAL BRUT MILLESIME' 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000005	CHAMPAGNE CHASSENAY D'ARCE BRUT 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000056	CHAMPAGNE BRUT ROSE' DEMOISELLE 20CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0011790	CHAMPAGNE BRUT CUVÉE MARCEAUX ELYANE DE BIRON 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000071	CHAMPAGNE BRUT BAUDIN FILS 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	
<input checked="" type="checkbox"/>	B0000066	CHAMPAGNE BLANC DE BLANCS DHONDY 75CL	EA	- None -		<input type="checkbox"/>	0.00	%	

Exporting into text.

Navigation: Reference > Main Screen > Menu > File Menu >

## File Menu : Exit



This option will close the Articles Manager Module. You may also select from the Menu; File -> Exit.

### Exit:



Click to close Article Manager.

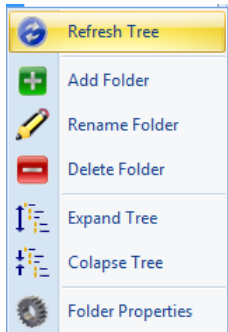
Navigation: Reference > Main Screen > Menu >

## Edit if folder selected



This menu contains the basic file options for creating and renaming or cutting & pasting folders. Most of the options have corresponding tools in the Toolbars, and several already have keyboard shortcuts assigned to them.

### Edit:



- Refresh Tree:** Returns to the main tree with the added folders.
- Add Folder** Add a new folder.
- Rename Folder** Rename an existing folder.
- Delete Folder:** Deleting an existing folder. Note: Only empty folder can be deleted.
- Expand Tree:** Opens all subgroups.
- Collapse Tree:** Closes all subgroups.
- Folder Properties:** Displays selected folder information.

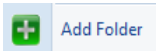
Navigation: Reference > Main Screen > Menu > Edit if Folder Selected >

## Add Folder



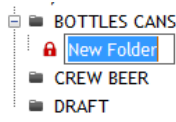
Here you can create a new sub-folder in the Tree of Folders. The same option can be accessed with a right mouse click in the folder section.

### Add Folder:



By clicking on AD FOLDER a new folder will be created.

When prompted enter a folder name. by default the folder has no options security roles assigned. The users can only



work with the newly created folder if security groups have been properly assigned to the folder.

**See Also:**

- [Folder Properties](#)

Navigation: Reference > Main Screen > Menu > Edit if Folder Selected >

## Rename Folder



With this option you can rename an existing Folder. The same function can be accessed with F2 or right mouse click on the Folder.

**Rename:**



Click on rename to change the name of the folder.

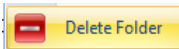
Navigation: Reference > Main Screen > Menu > Edit if Folder Selected >

## Delete Folder



Here you can permanently delete an existing Folder. The same function can be accessed with SHIFT+DEL or by a right mouse click on the Folder.

**Delete:**



Click to delete a folder.

**Note:** You can only delete an existing Folder if there are no Articles assigned to it. If there are Articles assigned, you have to remove them first before you can delete the Folder

Navigation: Reference > Main Screen > Menu > Edit if Folder Selected >

## Expand Tree



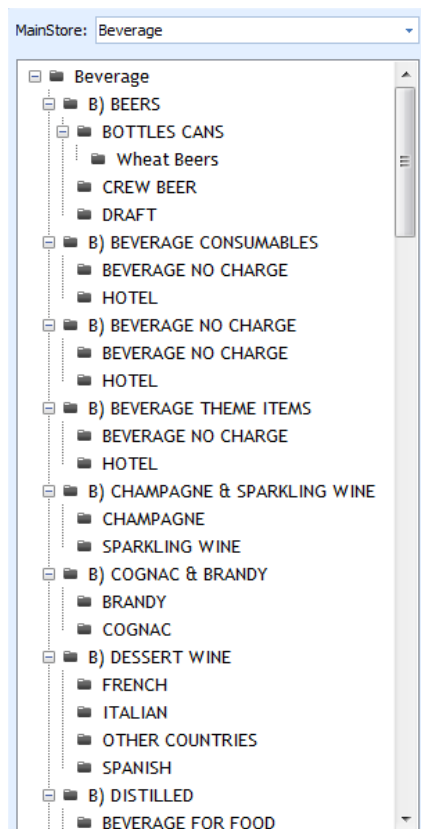
This option allows the user to open all groups and subgroups in the selected Mainstore with one click.

**Expand Tree:**



Click on EXPAND to open all subgroups.

# Main Screen



Navigation: Reference > Main Screen > Menu > Edit if Folder Selected >

## Collapse Tree

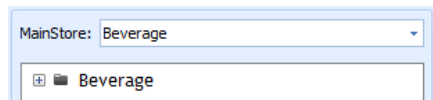


This option allows the user to close all groups and subgroups in the selected Mainstore with one click.

### Collapse Tree:



Click to close all open subgroups.



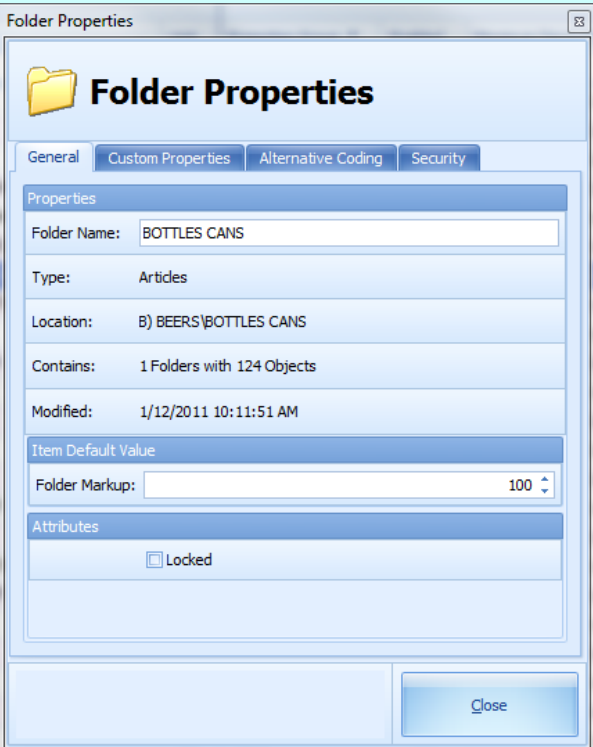
Navigation: Reference > Main Screen > Menu > Edit if Folder Selected >

## Edit -> Properties



Properties displays the system information related to the folder and allows the user to assign markups for all items belonging to the selected folder.

## Folder Properties:



The screenshot shows the 'Folder Properties' dialog box with the 'General' tab selected. The dialog has a title bar with the text 'Folder Properties' and a close button. Below the title bar is a folder icon and the text 'Folder Properties'. There are four tabs: 'General', 'Custom Properties', 'Alternative Coding', and 'Security'. The 'General' tab contains the following fields: 'Folder Name' (BOTTLES CANS), 'Type' (Articles), 'Location' (B) BEERS\BOTTLES CANS, 'Contains' (1 Folders with 124 Objects), 'Modified' (1/12/2011 10:11:51 AM), 'Item Default Value' (Folder Markup: 100), and 'Attributes' (Locked checkbox). A 'Close' button is at the bottom right.

**Folder Name:** Name of the folder.

**Type:** Folder Type.

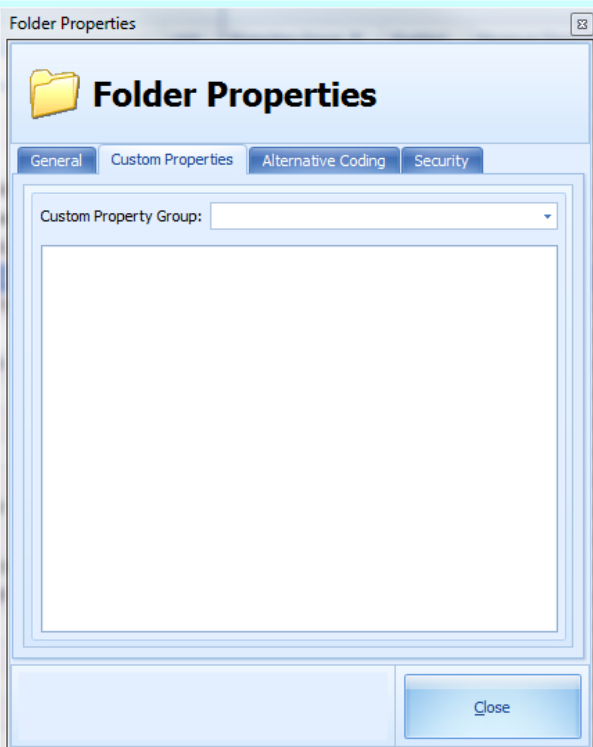
**Location:** Sub folder of ....

**Contains:** Shows how many Articles belong to this folder.

**Modified:** Shows when the last changes were made to the folder.

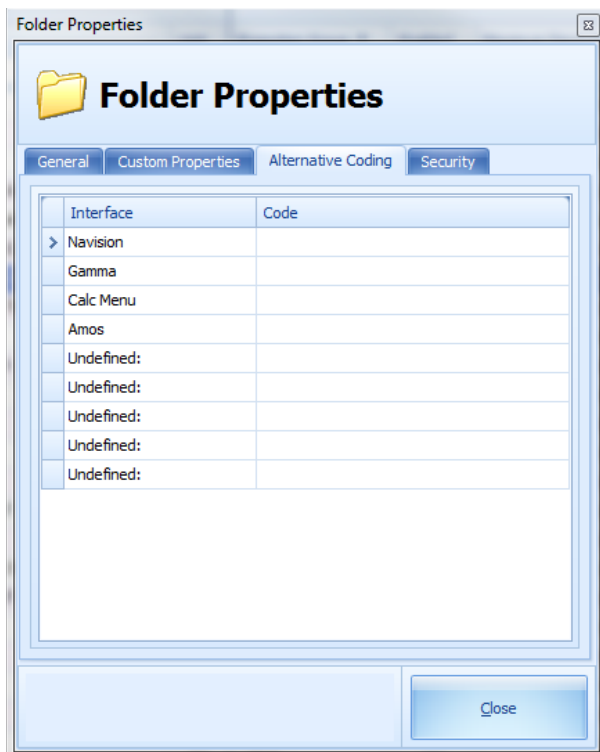
**Markup:** Default Markup for the whole group in %.

**Attributes:** If locked, the individual Markup per Article can't be changed.

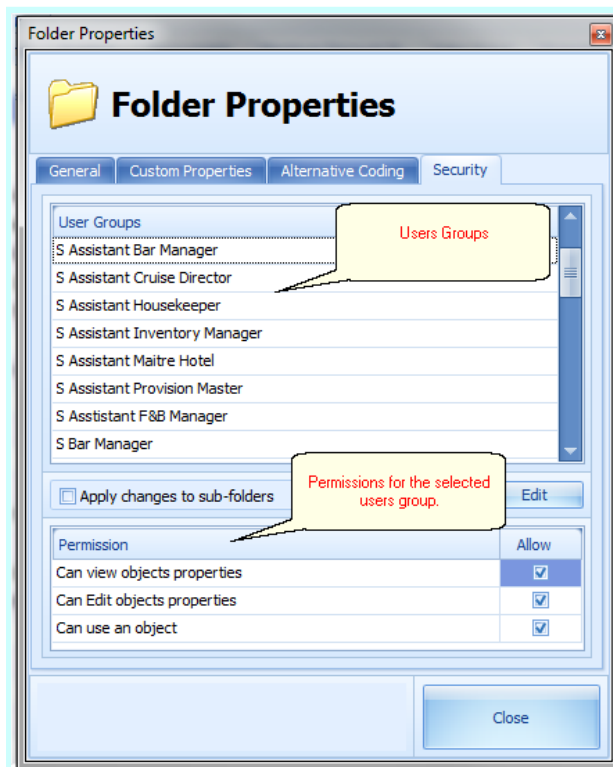


The screenshot shows the 'Folder Properties' dialog box with the 'Custom Properties' tab selected. The dialog has a title bar with the text 'Folder Properties' and a close button. Below the title bar is a folder icon and the text 'Folder Properties'. There are four tabs: 'General', 'Custom Properties', 'Alternative Coding', and 'Security'. The 'Custom Properties' tab contains a 'Custom Property Group' dropdown menu and a large empty text area. A 'Close' button is at the bottom right.

Allows the user



Allows the user to enter alternative codes for the pre-defined interfaces.



Allows the user to assign security groups to the folder. Only users within the assigned users group may modify the folder and its content.

\*\*\*


Navigation: Reference > Main Screen > Menu >

**Menu -> Edit**



This menu contains the basic file options for creating, opening and copying articles. In addition to this, the File menu also contains the options for statistical information. Most of the options have corresponding buttons in the Toolbars, and several have keyboard shortcuts assigned to them.

**Edit Article:**

Ena...	Code	Description	Unit	Promotion Group	En
					
<input checked="" type="checkbox"/>	B0011771	BEER DRAFT WHEAT ANKERBRAU 25LT			
<input checked="" type="checkbox"/>	B0006171	BEER DRAFT WARSTEINER 30LTR			
<input checked="" type="checkbox"/>	B0006241	BEER DRAFT TUBORG 25L			
<input checked="" type="checkbox"/>	B0011706	BEER DRAFT SWEETWATER 60LT			
<input checked="" type="checkbox"/>	B0011716	BEER DRAFT SWEETWATER *420 60LT			
<input checked="" type="checkbox"/>	B0014596	BEER DRAFT SWEETWATER SCH WHEAT 60 LT (15.5			
<input checked="" type="checkbox"/>	B0014601	BEER DRAFT SWEETWATER IPA 60 LT (15.5 GAL)			
<input checked="" type="checkbox"/>	B0006231	BEER DRAFT STRONGBOW 30L			
<input checked="" type="checkbox"/>	B0006206	BEER DRAFT STELLA ARTOIS 30L			
<input checked="" type="checkbox"/>	B0011696	BEER DRAFT STARRHILL 60LT			
<input checked="" type="checkbox"/>	B0006256	BEER DRAFT SIMON 30L			
<input checked="" type="checkbox"/>	B0011696	BEER DRAFT STARRHILL 60LT			

**Add:**

Clicking Add will insert a new Article row and open a new popup window on the General setup ready for entry.

**Delete:**

By selecting an item and then selecting DELETE the user will delete the item from the system.

**Copy:**

By selecting this icon the user will be able to copy the item and all its details.

**Paste:**

By selecting this icon the user is able to insert an article which has been copied to the clipboard before.

**Show Purchase History:**

Shows the Purchase History per Article.

**Show Consumption History:**

Shows the Consumption History per Article.

**Show on Order Details :**

Shows the On Order details per Article.

**Show item summary :**

Shows the Item Summary per Article.

**Properties:**

Shows the item properties/ article details screen..

**See Also:**

- [Add a new Article](#)
- [Article View](#)

Navigation: [Reference](#) > [Main Screen](#) > [Menu](#) > [Edit if Article Selected](#) >

**Add**



Selecting 'Add' will create a new article file. The system will open the Article window, displaying a series of folders containing all the available article settings. Here you will enter all the necessary information regarding this item. Many of the fields are optional and serve to enhance the article detail such as Images, Notes and Documents.

**Add:**



Create a new Article.



The Article window appears as follows:

Article Details - ACCU-CHECK AVIVA STRIPS

General Properties | SPQ Properties | Images and Documents | Interfaces | Modification Log

Article Details

Status: ☒ Enabled Article Type: Parent Code

Article Code: H0013411

Article Description (\*): ACCU-CHECK AVIVA STRIPS

Article Properties

Purchasing

Shelf Life Control: ☐ Enabled Range (# of Days): 0

Order Group:

Order Lead Time(Days): 0

Consignment Goods: ☐ Enabled Invoice Control: ☒ Enabled

Bid Specifications:

Product Tax Group: MEDICAL CONSUMABLES

General Ledger Account: H0 HOSPITAL

Serialized Lot and Serial Number Tracking

Status: ☐ Enabled Tracking Type: Serial Number Control

Control Type: Optional

Unit Properties

Article Unit: Each

Fixed Price HQ: 0.000

Store Markup: 300

Fixed Price Shop: 0.000

Gross Unit Weight: 1.00

Plant Ranges

Enabled Type Entity

<input checked="" type="checkbox"/>	Vessel	Shop 1
<input checked="" type="checkbox"/>	Vessel	Shop 2
<input checked="" type="checkbox"/>	Vessel	Shop 3
<input checked="" type="checkbox"/>	Vessel	Shop 4
<input checked="" type="checkbox"/>	Vessel	Shop 5
<input checked="" type="checkbox"/>	Vessel	Shop 6
<input checked="" type="checkbox"/>	Vessel	Shop 7
<input checked="" type="checkbox"/>	Vessel	Shop 8
<input checked="" type="checkbox"/>	Vessel	Shop 9
<input checked="" type="checkbox"/>	Vessel	Shop 10
<input checked="" type="checkbox"/>	Vessel	Shop 11
<input checked="" type="checkbox"/>	Vessel	Shop 12
<input checked="" type="checkbox"/>	Vessel	Shop 13
<input checked="" type="checkbox"/>	Warehouse	SHOP-TO-SHOP transfer
<input checked="" type="checkbox"/>	Warehouse	WH 1

Remove All Add All

Options

Close

Ena...	Code	Description	Unit	Promotion Group	En
<input checked="" type="checkbox"/>	B0011771	BEER DRAFT WHEAT ANKERBRAU 25LT			
<input checked="" type="checkbox"/>	B0006171	BEER DRAFT WARSTEINER 30LTR			
<input checked="" type="checkbox"/>	B0006241	BEER DRAFT TUBORG 25L			
<input checked="" type="checkbox"/>	B0011706	BEER DRAFT SWEETWATER 60LT			
<input checked="" type="checkbox"/>	B0011716	BEER DRAFT SWEETWATER *420 60LT			
<input checked="" type="checkbox"/>	B0014596	BEER DRAFT SWEETWATER SCH WHEAT 60 LT (15.5			
<input checked="" type="checkbox"/>	B0014601	BEER DRAFT SWEETWATER IPA 60 LT (15.5 GAL)			
<input checked="" type="checkbox"/>	B0006231	BEER DRAFT STRONGBOW 30L			
<input checked="" type="checkbox"/>	B0006206	BEER DRAFT STELLA ARTOIS 30L			
<input checked="" type="checkbox"/>	B0011696	BEER DRAFT STARRHILL 60LT			
<input checked="" type="checkbox"/>	B0006256	BEER DRAFT SIMON 30L			
<input checked="" type="checkbox"/>	B0011771	BEER DRAFT WHEAT ANKERBRAU 25LT			

The same function can be accessed with a right mouse click in the item list.

See Also:

- [Article view](#)
- [How to create a new Article](#)

Navigation: Reference > Main Screen > Menu > Edit if Article Selected >

Delete



Delete will remove an existing Article. The same function can be accessed with a right mouse click in the right item list, or as a keyboard shortcut SHIFT+DEL

Delete:

Once you click 'Delete', the system will prompt the message below to make sure you are happy to continue:

Confirm...

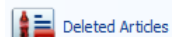
You are about to delete one or more Articles. Are you sure?

Yes No Cancel

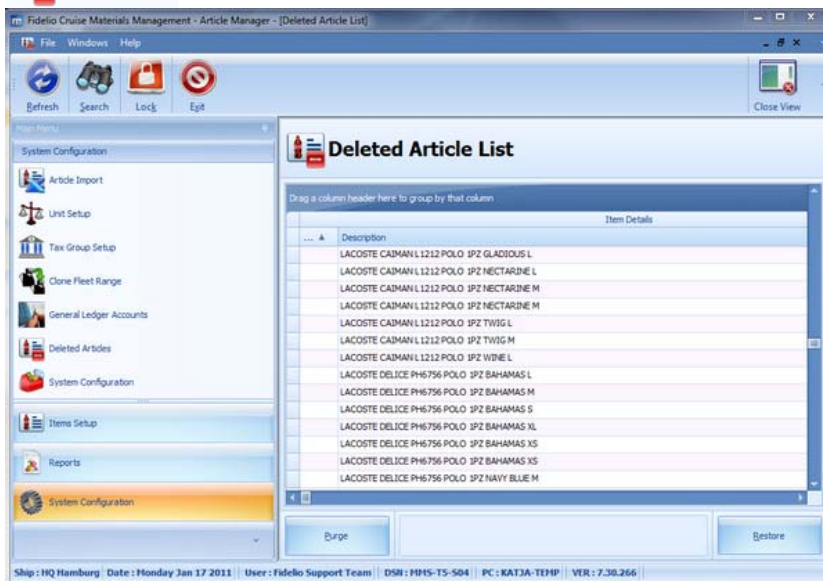
**Note:** If you pressed YES by mistake, you are still able to restore your Article from the Deleted Items within the Article Manager.



Select System Configuration.



Select Deleted Articles.



Here the user can see all the items that have been deleted. Select the article to be restored, once highlighted select either 'Restore' the item or 'Purge' it from the database.

Navigation: Reference > Main Screen > Menu > Edit if Article Selected >

## Copy



This option copies an existing article setup. The same function can be accessed with a right mouse click in the right item list or, as a short key CTRL+C

### Copy:



You first have to select the article you want to copy, then click on copy and select the final destination for pasting.

Navigation: Reference > Main Screen > Menu > Edit if Article Selected >

## Menu -> Edit -> Paste



This option pastes an existing article setup which has been copied. The same function can be accessed with a right mouse click in the item list or, as a keyboard shortcut CTRL+P.

Paste:



After you have clicked on 'Copy' and selected the final destination folder, click paste to place the article into the folder.

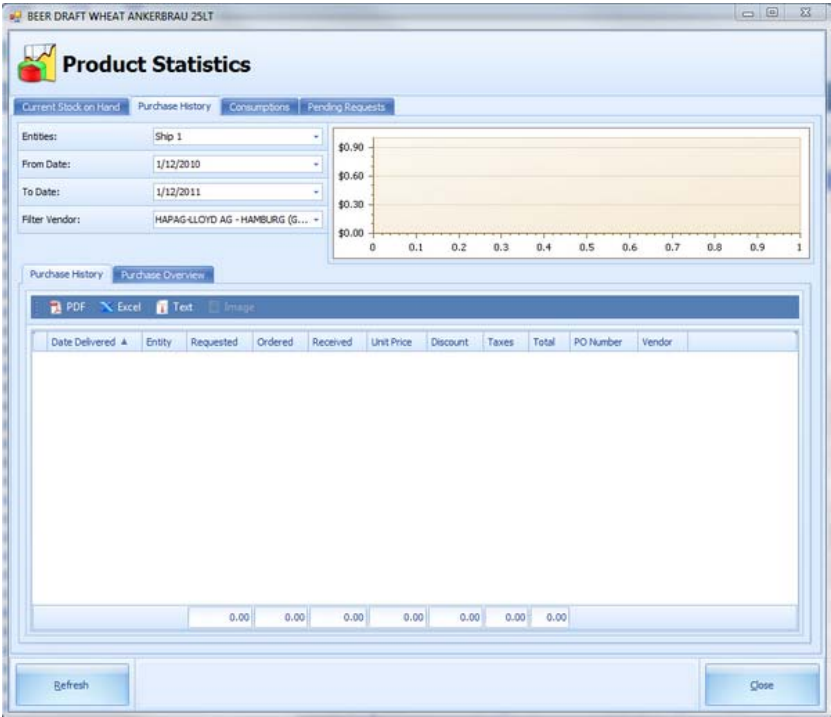
Navigation: Reference > Main Screen > Menu > Edit if Article Selected >

Show Purchase History



This option shows the user the purchase history for the selected item, for a specified period of time, a selected vendor and selected entities.

Show Purchase History



**ENTITIES:** Use the drop down to select one or more entities. Within the drop down menu you have the option to mark ALL or to CLEAR all entries.

**FROM DATE:** Select the start date.

**TO DATE:** Select the end date.

**FILTER VENDOR:** Use the drop down to the select one or more vendors. Within the drop down menu you have the option to mark ALL or to CLEAR all vendors. When the requested data is shown the user can select to export the data into Excel, PDF or Text.

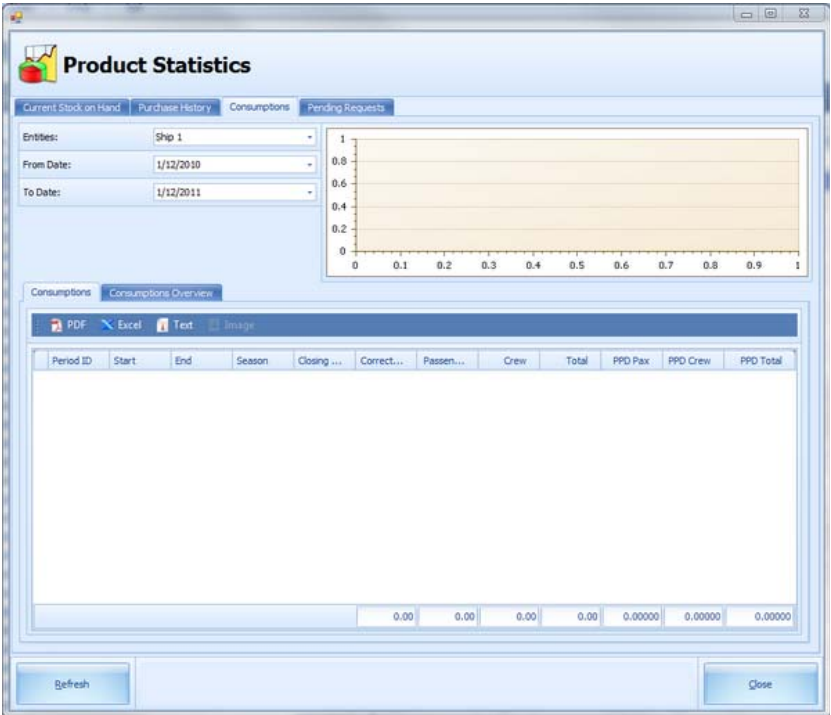
Navigation: Reference > Main Screen > Menu > Edit if Article Selected >

## Show Consumption History



This option shows the user the consumption history for the selected item for a specified period of time and selected entities.

### Show Consumption History:



**ENTITES:** Use the drop down to select one or more entities. Within the drop down menu you have the option to mark ALL or to CLEAR all entries.

**FROM DATE:**

**TO DATE:**

Select the start date.

Select the end date.

When the requested data is shown the user can select to export the data into Excel, PDF or Text.

Navigation: Reference > Main Screen > Menu > Edit if Article Selected >

## Show On Order Details



This option shows the user the pending requests for the selected item for a specified period of time and selected ships.

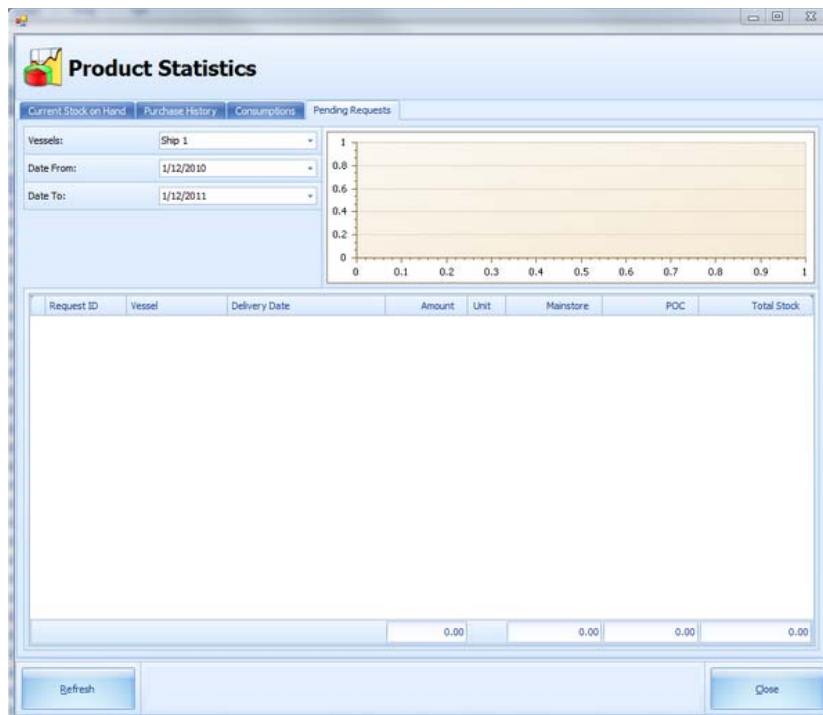
### Show On Order Details:

Selecting this will open a window with information as shown below:

**VESSELS:** Use the drop down to select one or more vessels. Within the drop down menu you have the option to

**FROM DATE:**

**TO DATE:**



mark ALL  
or to  
CLEAR all  
entries.

Select the  
start date.

Select the  
end date.


Navigation: Reference > Main Screen > Menu > Edit if Article Selected >

## Show Item Summary



This option shows the user product statistics for the selected item, like the current stock on hand in the warehouses or onboard the vessels.

**Show Item Summary:**



# Product Statistics

Current Stock on Hand

Purchase History

Consumptions

Pending Requests

Item Code:

80011771

Item Unit:

Litre (LT)

Item Description:

BEER DRAFT WHEAT ANKERBRAU 25LT

Fixed Price #1:

0.00 EUR

Last Purchase Price:

0.75 EUR

Fixed Price #2:

0.00 EUR

Current Bid Average:

0.00 EUR

Current Amount on Order:

0.00

Current Amount On Request:

0.00

Current Stock on Hand

Onboard Vessels

In Warehouses

Onboard Vessels

Warehouse	▲	Stock	▼	Vessel	▲	MainStore	POC	Total
> CABOSHIP TO CABOSHIP Transfer		0.00		> Ship 1		0.00	0.00	0.00
SHIP-TO-SHIP transfer		0.00		Ship 10		0.00	0.00	0.00
WH 1		0.00		Ship 11		0.00	0.00	0.00
WH 10		0.00		Ship 12		0.00	0.00	0.00
WH 11		0.00		Ship 13		0.00	0.00	0.00
WH 12		0.00		Ship 2		0.00	0.00	0.00
WH 13		0.00		Ship 3		0.00	0.00	0.00
WH 14		0.00		Ship 4		0.00	0.00	0.00
WH 15		0.00		Ship 5		0.00	0.00	0.00
WH 16		0.00		Ship 6		0.00	0.00	0.00
WH 17		0.00		Ship 7		0.00	0.00	0.00
WH 18		0.00		Ship 8		0.00	0.00	0.00
WH 2		0.00		Ship 9		0.00	0.00	0.00
WH 3		0.00						
WH 4		0.00						
		0.00				0.00	0.00	0.00

Refresh

Close



This option opens the article details.

#### Properties

Click to open Article properties.

Article Details - ACCU-CHECK AVIVA STRIPS

General Properties | **Article Details** | Secondary Languages | Alternative Coding | Unit Properties | User Notes

Status: ☒ Enabled Article Type: Parent Code

Article Code: H0015411

Article Description (\*)

Article Unit: Each

Fixed Price HQ: 0.000

Store Markup: 100

Fixed Price Ship: 0.000

Gross Unit Weight: 1.00

Article Properties | Inventory | Custom Properties | Maximums & Minimums

Purchasing

Shelf Life Control: ☐ Enabled Range (# of Days): 0

Order Group:

Order Lead Time(days): 0

Consignment Goods: ☐ Enabled Invoice Controlled: ☒ Enabled

Bid Specifications:

Product Tax Group: MEDICAL CONSUMABLES

General Ledger Account: H) HOSPITAL

Product Lot and Serial Number Tracking

Status: ☐ Enabled Trading Type: Serial Number Control

Control Type: Optional

Fleet Ranges: Bar codes | Lockers

Enabled	Type	Entity
<input checked="" type="checkbox"/>	Vessel	Ship 1
<input type="checkbox"/>	Vessel	Ship 2
<input checked="" type="checkbox"/>	Vessel	Ship 3
<input checked="" type="checkbox"/>	Vessel	Ship 4
<input checked="" type="checkbox"/>	Vessel	Ship 5
<input checked="" type="checkbox"/>	Vessel	Ship 6
<input checked="" type="checkbox"/>	Vessel	Ship 7
<input checked="" type="checkbox"/>	Vessel	Ship 8
<input checked="" type="checkbox"/>	Vessel	Ship 9
<input checked="" type="checkbox"/>	Vessel	Ship 10
<input checked="" type="checkbox"/>	Vessel	Ship 11
<input checked="" type="checkbox"/>	Vessel	Ship 12
<input checked="" type="checkbox"/>	Vessel	Ship 13
<input type="checkbox"/>	Warehouse	SHIP-TO-SHIP transfer
<input checked="" type="checkbox"/>	Warehouse	Unit 1

Remove All Add All

Options

Close

See also

- [Article View](#)

Navigation: Reference >

## Article Details



When creating a new item or opening an existing one, MMS opens the Article Details window. This is where all the necessary information regarding the article is entered. Certain fields are compulsory, others are optional such as alternate language description, images etc. The folder icons in the right window represent various pieces of information that relate to the article. Each time the user clicks on a different folder he will be presented with a new set of fields to add to the description and setup of that article. With these options it is possible to make the configuration as simple or as detailed as required. The users can, for example, set up to 5 language descriptions, upload 3 different images and also create notes and even attach other documents if relevant. All of the folders are broken down individually in this help section and, for ease of use, we refer to them as tabs.

### General Properties:

When first opened, the window defaults to the 'General' settings for the primary setup as shown in the screenshot below. Move your mouse over the image and you can click on certain parts to jump to the help information.

Article Details - ACCU-CHECK AVIVA STRIPS

General Properties | **Article Details** | Secondary Languages | Alternative Coding | Unit Properties | User Notes

Status: ☒ Enabled Article Type: Parent Code

Article Code: H0015411

Article Description (\*)

Article Properties | Inventory | Custom Properties | Maximums & Minimums

Purchasing

Shelf Life Control: ☐ Enabled Range (# of Days): 0

Order Group:

Order Lead Time(days): 0

Consignment Goods: ☐ Enabled Invoice Controlled: ☒ Enabled

Bid Specifications:

Product Tax Group: MEDICAL CONSUMABLES

General Ledger Account: H) HOSPITAL

Product Lot and Serial Number Tracking

Status: ☐ Enabled Trading Type: Serial Number Control

Control Type: Optional

Unit Properties

Article Unit: Each

Fixed Price HQ: 0.000

Store Markup: 100

Fixed Price Ship: 0.000

Gross Unit Weight: 1.00

Fleet Range: Bar codes Lockers

Enabled	Type	Entity
<input checked="" type="checkbox"/>	Vessel	Ship 1
<input type="checkbox"/>	Vessel	Ship 2
<input checked="" type="checkbox"/>	Vessel	Ship 3
<input checked="" type="checkbox"/>	Vessel	Ship 4
<input checked="" type="checkbox"/>	Vessel	Ship 5
<input checked="" type="checkbox"/>	Vessel	Ship 6
<input checked="" type="checkbox"/>	Vessel	Ship 7
<input checked="" type="checkbox"/>	Vessel	Ship 8
<input checked="" type="checkbox"/>	Vessel	Ship 9
<input checked="" type="checkbox"/>	Vessel	Ship 10
<input checked="" type="checkbox"/>	Vessel	Ship 11
<input checked="" type="checkbox"/>	Vessel	Ship 12
<input checked="" type="checkbox"/>	Vessel	Ship 13
<input type="checkbox"/>	Warehouse	SHIP-TO-SHIP transfer
<input type="checkbox"/>	Warehouse	Unit 1

Remove All Add All

Options

Close

Navigation: Reference > General Properties >

## Article Details



Article Details show general information about the item.

### Article Details:

Article Details | Secondary Languages | Alternative Coding

Status: ☒ Enabled Article Type: Parent Code

Article Code: B0011771

Article Description (\*)

BEER DRAFT WHEAT ANKERBRAU 25LT

- Status:** Is article enabled for use?  
Only articles matching certain criteria can be enabled.  
As an absolute minimum the article must be assigned a **code**, **description** and **unit of measure** before it can be enabled.
- Article type:** Additional requirements may include specifying a GL code, taxation class or certain custom properties.  
MMS utilizes following article types: Grouping code, Parent code, Child code.
- Article Code:** Each article must be assigned a code, which can be assigned manually but also automatically using a sequential number.
- Article Description:** For the system to auto assign the code the user should press "." button.  
Primary description of the article. It is recommended to keep the language in English. The description can be up to 250 characters long.

Navigation: Reference > General Properties >

## Secondary Languages



Secondary languages allow the user to enter customized translations for the selected item in pre-defined languages.

### Secondary languages:

Article Details   Secondary Languages   Alternative Coding		
Language		Description
> Italian		BIRRA SPINA WHEAT ANKERBRAU 25LT
Spanish		
Portugese		

- Language:**
- Shows the pre-defined languages.
- Description:**
- The user can enter the translation of the article description for the selected language.

Navigation: Reference > General Properties >

## Alternative Coding



Alternative Coding allows the user to enter alternative codes for the selected item for pre-defined interfaces.

### Alternative Coding:

Article Details   Secondary Languages   Alternative Coding		
Interface		Code
Undefined:		
Undefined:		
Undefined:		
Undefined:		
Undefined:		

- Interface:**
- For the purpose of exchanging data with various systems, MMS can store defined type of codes utilized by 3rd party system. The list of those interfaces is predefined.
- Code:**
- An article code must be unique per interface and can be utilized in the search engine to locate necessary items.

Navigation: Reference > General Properties >



## Article Properties

Article Properties allows the user to activate shelf life control, to assign a tax group, enable tracking and other options for inventory or customs properties.

### Article Properties:

Article Properties

Inventory

Custom Properties

Maximums & Minimums

Purchasing

Shelf Life Control: ☐ Enabled Range (# of Days) 0

Order Group:

Order Lead Time(days): 0

Consignment Goods: ☐ Enabled Invoice Controlled: ☒ Enabled

Bid Specifications:

Product Tax Group: BEERS

General Ledger Account: B) BEERS

Product Lot and Serial Number tracking

Status ☐ Enabled Tracking Type: Serial Number Control

Control Type: Optional

### PURCHASING:

- Shelf Life Control:

Enabled: Does the article need to have indicated on the PO specific expiry date?  
Range (# of Days): How many days counted from the date of the delivery is requested as a expiry date of the product?
- Order Group:

Items can be part of order groups for easy purchasing.
- Order Lead Time:

The number of days it takes to have the item delivered.
- Bid Specifications:

Information is utilized to provide supplier more detailed information about the article. Used in PO, Bids, PO confirmations.
- Product Tax Group:

The tax group the product belongs to.
- General Ledger Account:

Where the item is accounted for.

### PRODUCT LOT AND SERIAL NUMBER TRACKING

Enabling this control will allow the system to track the item back to its place of origin

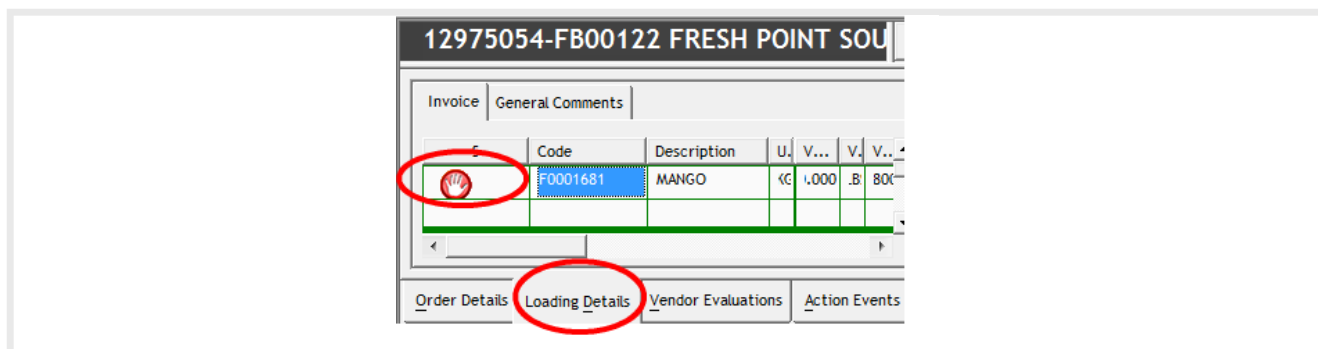
- Tracking Type:

Items can be tracked either by serial number or by batch.
- Control Type:

The system may be set to force the user to always enter a serial number.

Note:

If the Product and Serial number tracking is enabled and the control type is set to force the item can be recognized in the receiving module - loading details by the hand in front of the item line.



Navigation: Reference > General Properties >

## Inventory



Under the Inventory tab the user may modify several inventory and custom options.

### Inventory:

Article Properties	Inventory	Custom Properties	Maximums & Minimums
<b>Inventory</b>			
Stock Inventoried:	<input checked="" type="checkbox"/> Enabled		
Consumption Type:	Per Passenger Per Day		
Days Reserve Stock:	0		
<b>Customs Declaration</b>			
Custom Delocation Lists:	<input checked="" type="checkbox"/> Enabled		
Customs Group:	BEER (LITER)		
Factor:	1		

- Stock Inventoried:** If the item is a physical item then this option should always be enabled.
- Consumption Type:** Type of consumption can be chosen either per passenger per day or per passenger per cruise.
- Days Reserve Stock:** The number of days the item is available from the reserve stock.

### Customs declaration:

- Customs declaration:** Enabling this option will tell the system whether the item needs to be declared at customs.
- Customs Group:** Which customs group the item belongs to.
- Factor:** The conversion factor between based unit of measure and the unit of measure of the category.

Navigation: Reference > General Properties >

## Custom Properties



Custom properties can be grouped for easier maintenance. This can be based on brand, color, material etc.

### Custom Properties:

Custom Property Group	Brand	Colour	Maker Code	Qty	Size	Type	BrandCode	Material	Category	ItemType	Gender	Stone
Shops												

Navigation: Reference > General Properties >

## Maximums and Minimums



Allows the user to specify per ship the maximum and minimum amount of stock allowed/ required.

### Maximums and Minimums:

Location	Maximum	Minimum	Enforce
----------	---------	---------	---------

- Vessel:**  
**Show all POC:**  
**Location:**  
**Maximum:**  
**Minimum:**  
**Enforce:**

Minimum and Maximum values have to be defined per ship.  
By default includes only stock locations.  
When main store - the min max apply to Requests, when POC - the values apply to issues.  
Maximum quantity of stock allowed.  
Minimum quantity of stock that main store/ POC should have.  
If enforced, the transaction will be canceled, otherwise a warning will be displayed.

Navigation: Reference > General Properties >

Unit Properties



Units refers to '*Units of Measure*'. This is where the base unit of measure for the article is defined. If you receive the article in a different unit, the system will always convert this *back* to the base unit.

Unit Properties:

Unit Properties		User Notes
Article Unit:	Litre	
Fixed Price HQ:		0.000
Store Markup:		100
Fixed Price Ship:		0.000
Gross Unit Weight:		1.00

- Article Unit:**  
**Fixed Price HQ:**  
**Store Markup:**  
**Fixed Price Ship:**  
**Gross Unit Weight:**

Base unit of measure of the article. It is recommended to utilize the smallest issuing/sales unit of measure that has a meaning of quantity. Once the article has been enabled, this value cannot be changed.  
Fixed cost used by Headquarters.  
Calculates in % how much this item is being marked up in price. This number is being taken from the folder settings this item belongs to.  
Fixed cost to be utilized by the ship.  
Article weight reflected in KG.

Navigation: Reference > General Properties >

User Notes



Any additional comments can be added regarding the item.

User Notes

Main Screen



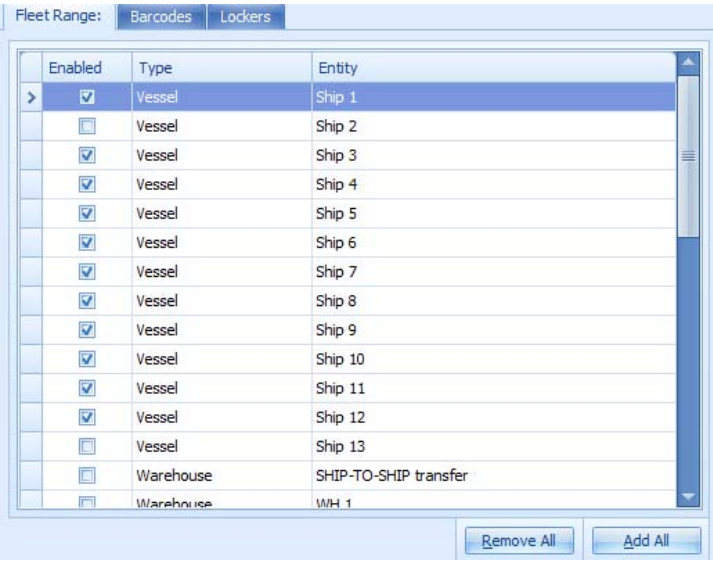
Navigation: Reference > General Properties >

Fleet Range



The fleet range option allows the user to activate items only for certain ships and warehouses or for all.

Fleet range:



The Fleet Range shows which vessels are authorized to request the particular item.

Navigation: Reference > General Properties >

Barcodes



Under the tab barcodes the user can enter several barcodes assigned to the product.

Barcodes:

BarCode	Factor
---------	--------

Add Delete

A barcode can also be entered for each item which is then used by the search engine.

Navigation: Reference > General Properties >

## Lockers



Lockers are defined onboard storage locations.

### Lockers:

Vessel:

Enabled	Code	Locker
---------	------	--------

Navigation: Reference >

## RPOS Properties



Under the RPOS Properties the user can find all options and configuration bits that are specific for the items use within Retail POS.

**General:**

Article Details - DOLCE & GABBANA D&G DW0663 1 EA

Article Details - DOLCE & GABBANA D&G DW0663 1 EA

General Properties

RPOS Properties

Images and Documents

Modification Logs

Properties

Grouping

General Properties

RPOS Status: ☒ Enabled  
Article Lookup ID:   
Check Description: D&G DW0663  
Age Restrictions: No Restrictions  
Selling Units:  1  
Quantity by Scale: ☐ Enabled  
Stock Control: ☒ Enabled  
Print on Secondary Receipt: ☐ Enabled

Promotions

Discountable: ☒ Allow Discount  
Maximum Discount %:  0.00 %

Pricing

Fixed Price HQ:  0.000  
Mark Up Factor:  100  
Suggested Sales Price:  0.000  
MRSP:  0.000  
Tools  
Round to # Decimals:  2

Price Lists

Active Promotions

Drag a column header here to group by that column

Name	Valid From	Valid To	MRSP	Price	Currency
> Euro Price List	5/1/2010	4/30/2011	0.00	169.00	EUR
PHOTO PAX SOUTH AFRIC...	11/6/2010	5/21/2011	0.00	0.00	USD
CREW Price List	5/1/2010	4/30/2011	0.00	0.00	EUR
PAX Winter Season 2010/2...	1/9/2010	5/21/2011	0.00	0.00	USD
PHOTO CREW SOUTH AFR...	11/6/2010	5/21/2011	0.00	0.00	USD
HOSPITAL EURO	1/1/2010	1/1/2000	0.00	0.00	EUR
ARGENTINA WS 2010-2011	11/22/2010	4/2/2011	0.00	0.00	USD
CARIBBEAN WS 2010-2011	9/22/2010	3/22/2011	0.00	0.00	USD
PAX SOUTH AFRICA WS 2...	11/8/2010	5/21/2011	0.00	0.00	USD
PHOTO PAX BRAZIL WS 20...	11/18/2010	4/17/2011	0.00	0.00	USD
PHOTO CREW BRAZIL WS ...	11/18/2010	4/17/2011	0.00	0.00	USD
Hospital dollars	9/18/2010	12/31/2012	0.00	0.00	USD
PAX BRAZIL WS 2010-2011	10/8/2010	5/7/2011	0.00	0.00	USD

☐ Show Expired Price Lists

Options

Close

Navigation: Reference > RPOS Properties >

## Properties



Under the RPOS properties the user may enable the item for use on the till, assign the item a shorter check name and define other RPOS specific conditions. Furthermore the RPOS properties are used to define check name and Article Lookup ID used in the MICROS export.

### Retail POS properties:

Properties

Grouping

General Properties

RPOS Status:

☒ Enabled

Article Lookup ID:

Check Description:

D&G DW0663

Age Restrictions:

No Restrictions

Selling Units:

1

Quantity by Scale:

☐ Enabled

Stock Control:

☒ Enabled

Print on Secondary Receipt:

☐ Enabled

Promotions

Discountable:

☒ Allow Discount

Maximum Discount %:

0.00 %

Pricing

Fixed Price HQ:

0.000

Mark Up Factor:

100

Suggested Sales Price:

0.000

MRSP:

0.000

Tools

Round to # Decimals

2

Auto Update Price Lists

<b>RPOS Status:</b>	If enabled the item will appear on the RPOS workstation.
<b>Article Lookup ID:</b>	If menu item numeric look up should be used, the menu item number must be entered in this field.
<b>Check Description:</b>	The item description which will be printed on the guest check. There is a limitation of 20 characters for the check description.
<b>Age Restrictions:</b>	This field will be in use for Tobacco and Alcohol items. It states the age the buyer to be to be able to purchase the selected item.
<b>Selling Units:</b>	Contains the amount of units which are included in one sale.
<b>Quantity by Scale:</b>	If enabled this item is being sold by weight.
<b>Stock Control:</b>	If this option is enabled and the item is being posted on the workstation, the POS will display a warning if the stock goes into negative. If checked the item may be discountable. Uncheck if this item should never receive any discount.
<b>Discountable:</b>	The maximum amount of discount that can be given on the selected item.
<b>Maximum Discount%:</b>	
<b>Fixed Price HQ:</b>	Fixed cost at Headquarters.
<b>Mark Up Factor:</b>	Calculates in % how much this item is being marked up in price. This number is being taken from the folder settings this item belongs to.
<b>MRSP:</b>	Manufacturer suggested retail sales price.

Navigation: Reference > RPOS Properties >

Grouping



Under the grouping the user needs to assign the item certain groups, like sales group, promotion group and tax group.

Grouping:

Properties

Grouping

Sales Group:	-None-
Promotions Group:	- None -
Tax Group:	
Service Charge Group:	
SPMS Posting Group:	
Status Discount Group:	

- Sales Group:

This field defines the sales group this item is part of. The sales group defines under which button this item will be located in the POS.
- Promotions Group:

States the promotion group this item is part of.
- Tax Group:

States the tax group this item is part of.
- Service Charge Group:

States the service charge group this item is part of.
- SPMS Posting Group:

States posting group of the item which is used by Fidelio Cruise SPMS.
- Status Discount Group:

Show the status discount group the item belongs to.

Navigation: Reference > RPOS Properties >

Price Lists



The tab price lists should be used for assigning various prices to the same item. Price Lists can be used if the item will be sold under several currencies.

Price Lists:



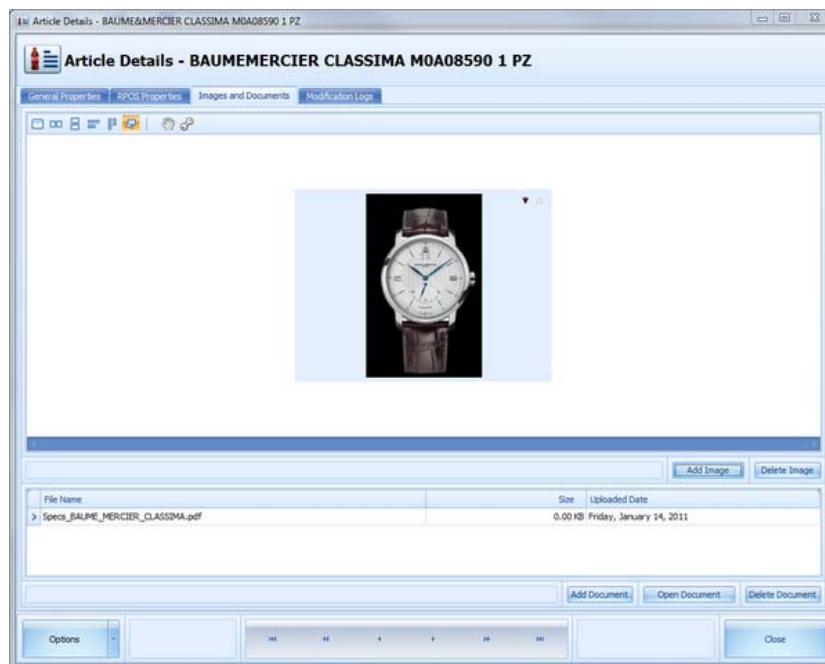
The tab Active Promotions gives the user a quick overview to which promotion(s) the article is assigned.

Price Lists	Active Promotions
-------------	-------------------

Drag a column header here to group by that column

Type	Code	Name	Description		
Sales Group Discoun...	3for57	3 Cartons Cigarettes At Fixed Price	Buy 3 mixed cartons	...	...
Sales Group Discoun...	3for66	3 Cartons Cigarettes At Fixed Price	Buy 3 mixed cartons	...	...

Under this tab users are able to upload pictures and documents regarding the item.



Navigation: Reference >

## Interfaces



### FC Medical Interface

Navigation: Reference >

## Modification Logs



The Modification Logs window will show you every step since the item has been created including all the modifications in the meantime.

### Modification Logs:

It provides information about when the item was created, or whether if anything has been changed.

Each modification is logged by its date, time, windows user, the user of the application, the computer, and of course the exact description of the modification.

Win...	User	Works...	Event
1/1...	igruiber	Fidelo Sup...	User has changed the Status: from [false] to [True] on Item BAUME&MERCIER CLASSIMA M0A08999 1 PZ
1/1...	igruiber	Fidelo Sup...	User has Added price for Price List Winter Season 10/11 Price = 1999 MRSP = 0
1/1...	igruiber	Fidelo Sup...	User has Added price for Price List Summer 2011 Price = 1750 MRSP = 0
1/1...	igruiber	Fidelo Sup...	User has changed the Article Description (*) from [BAUME&MERCIER CLASSIMA M0A08999 1 PZ] to [BAUME&MERCIER CLASSIMA M0A08999...
1/1...	igruiber	Fidelo Sup...	User has changed the Article Code: from [ ] to [S0061982] on Item BAUME&MERCIER CLASSIMA M0A08999 1 PZ
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 11 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry WH 17 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry WH 16 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry WH 15 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry WH 2 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry WH 1 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 12 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 10 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 4 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 1 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 2 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 5 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 6 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 9 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 8 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 7 to fleet Range
1/1...	igruiber	Fidelo Sup...	User has Added Entry Ship 3 to fleet Range

Navigation: Reference >

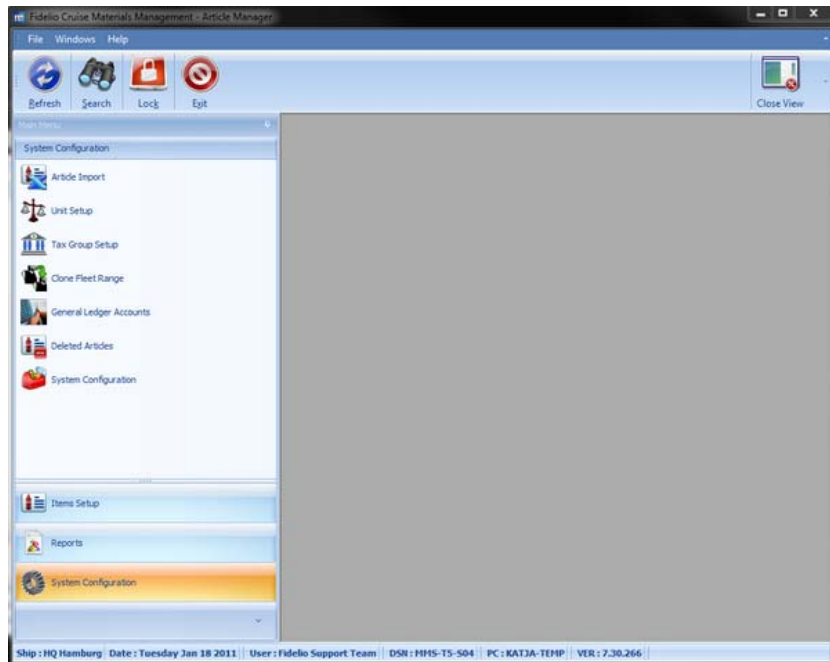
## System Configuration



The System Modification button will lead to a submenu which offers the user options for general system configuration like modification of the unit setup, restoring of deleted items, automated article import and tax group setup.

Access to each of those sections should be securely controlled, as modification of core system dictionaries may have negative impact on system performance. Please consult Fidelo Cruise if not sure about modifying any values in that menu.

### General:



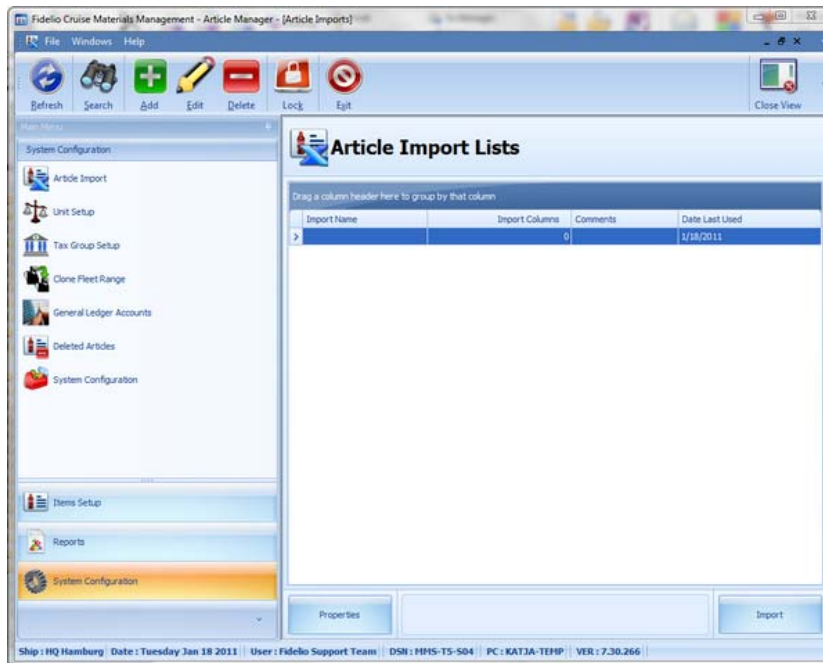
Navigation: Reference > System Configuration >

## Article Import



The Article Import has been designed in order to streamline the process of creating new items in large quantities. The import works a bit different as the article manager has its own part of application to create items. The functionality is based on pre-setup article lists in Excel. Once the articles have been imported from Excel they can be reviewed and modified in the Article Manager.

## General functionality:



Will revert the screen layout to its default state and refresh it with current updated information.

Opens the 'search engine' where you can look up an item by entering full or partial data.

Starts the process of defining the properties of a new Article Import.

Will delete the selected Article Import properties. The user will not be able to reuse this article import definition.

Displays the properties of an existing Article Import and will allow you to modify them.

Will log off the current user.

Closes the Article Manager.

## Preparation of Excel Import File:

The preparation of the Excel File is the First step in the work flow to import items. The Excel File does not require a certain layout but the presence of some information in some fields is required. The most important and required columns are:

# Main Screen

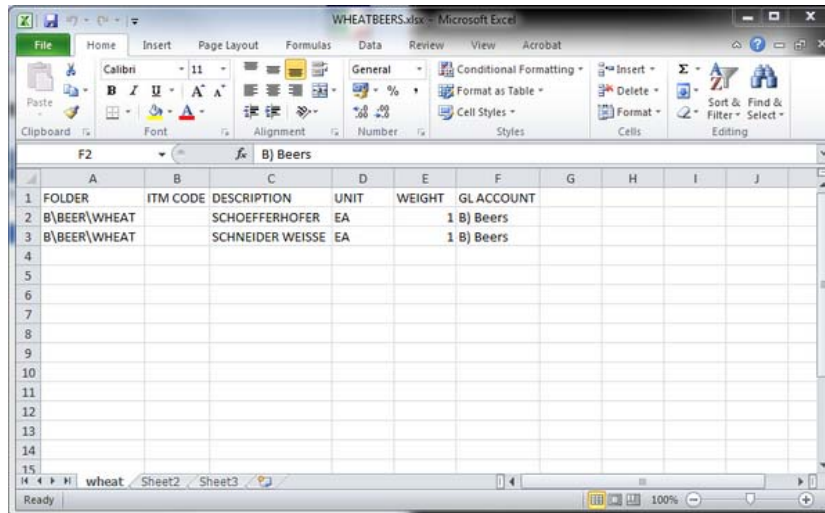
- Tree Folder Location
- Item Description Primary
- Item Unit
- Item Gross Weight
- Item Code

In addition there are some fields which must be contained in the Excel Sheet in order to use the Auto Enable functionality.  
These Fields are:

- Item Tax Group
- General Ledger Code

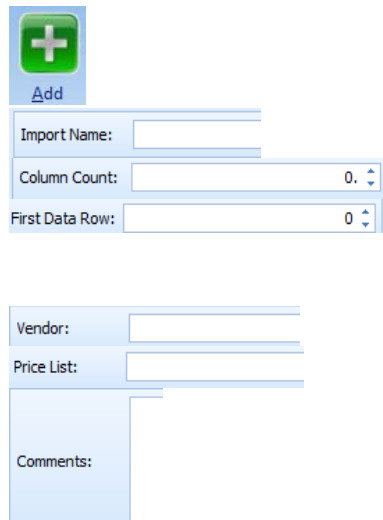
If Prices (Bids) from the suppliers should be imported some more fields need to be added in the import file.  
These Fields are:

- Bid Price
- Bid Currency
- Bid Units



	FOLDER	ITM CODE	DESCRIPTION	UNIT	WEIGHT	GL ACCOUNT
1						
2	B\BEER\WHEAT		SCHOEFFERHOFER	EA		1 B) Beers
3	B\BEER\WHEAT		SCHNEIDER WEISSE	EA		1 B) Beers
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

## Creating a new article import definition:



**ADD**

Import Name:

Column Count:

First Data Row:

Vendor:

Price List:

Comments:

Click on ADD to define the details for the article import.

Specify a name for the import. Good naming conventions make the life of all users more easy.

Specify the amount of master data columns in the Excel Sheet. Also include columns that will be skipped during the import. Define the first data row. We would recommend to have always a column header within the excel file. This will make the work in excel certainly much easier. Upon importing such a line the Application will skip the information in the column header and directly import the article from the first data row as specified. Allocates the items to a certain vendor.

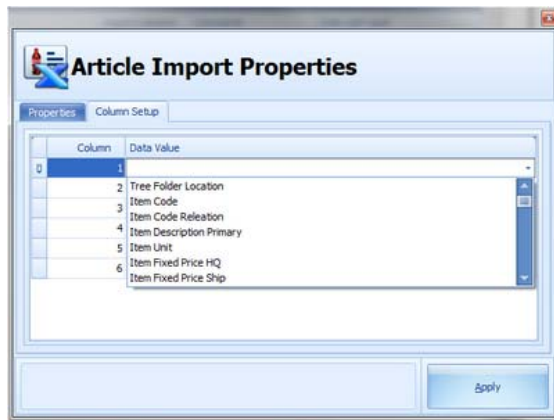
Allocates the items to a certain retail price list as per definition in the RPOS Setup.

A free text field which may contain information about the article Import definition.

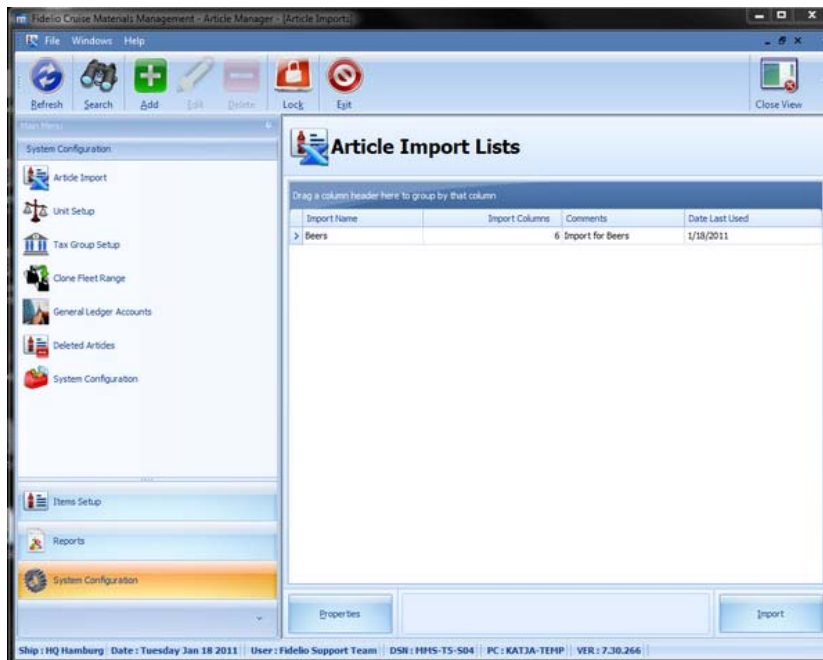
Within the second Tab the user can define what exact information is contained in each of the Columns of the Excel File.

The user should open the drop down menu and select the appropriate data field.

Upon completion APPLY will save the settings for this import definition and the window will close.



## Import of the Excel File:



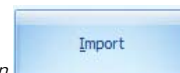
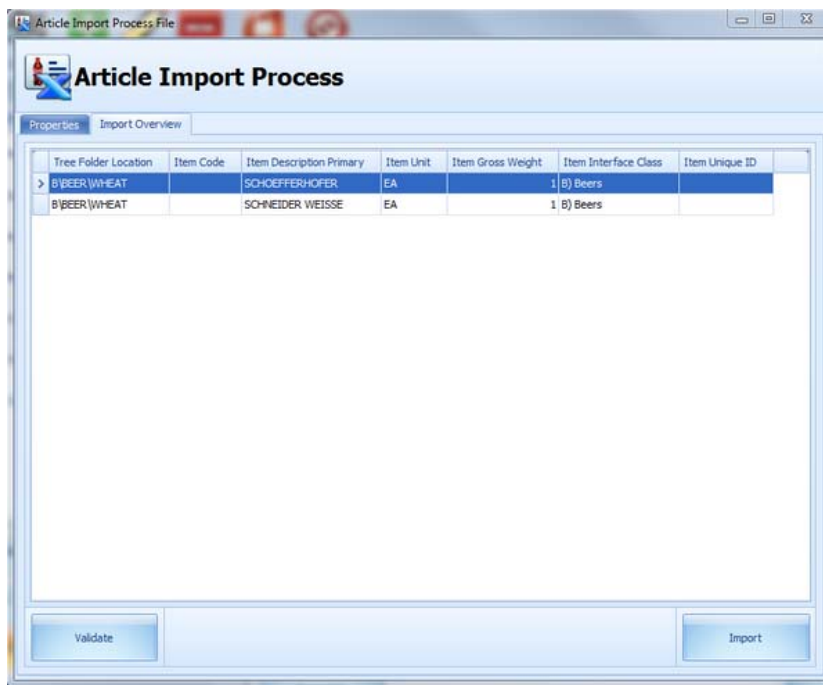
The user should select the import definition which he wants to run and click on IMPORT.

The Article Import Process window will open.

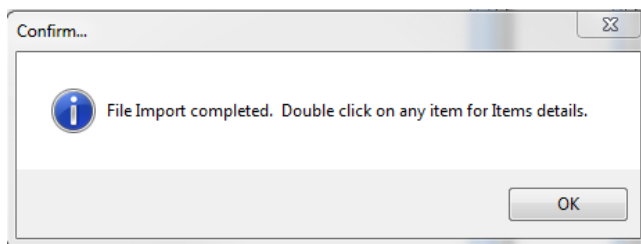
- File Location:** Specifies the path of the File:
- Excel Sheet Name:** Name of the Worksheet within the excel file.
- First row of data:** First Row within the excel sheet which contains the data.
- Default Mainstore:** Items to be imported in which Mainstore. Please select from the drop down menu.
- Auto Create Folders:** If the name of the folder/ category or Item class would not exist the Folder in the tree view will be auto created
- Update existing Items:** Add information to existing items if they already exist?
- Auto Enable Items:** If all required settings are present the items can be set to "enabled" in the system.
- Auto Generate Custom List values:** If Custom value fields are not present they will be auto generated.
- Auto Number Codes:** Enabling this function will auto generate the MMS Item Code. Only select this option if your system is configured to handle auto numbering.
- RPOS Pricelist:** Choose from the different Retail price lists to be imported.
- Bid Vendor:** Bids prices to be assigned to which vendor?
- Bid default Start Date:**
- Bid default end date:**
- Bid Currency:** Select the currency with which the item will be imported.



Once all the settings have been selected click on the  Button to import the excel sheet.



The system will perform a pre-check of the data, once this does not show any errors the users may proceed by clicking on **Import**. Once finished there will be a notification that the import is finished.



Navigation: Reference > System Configuration >

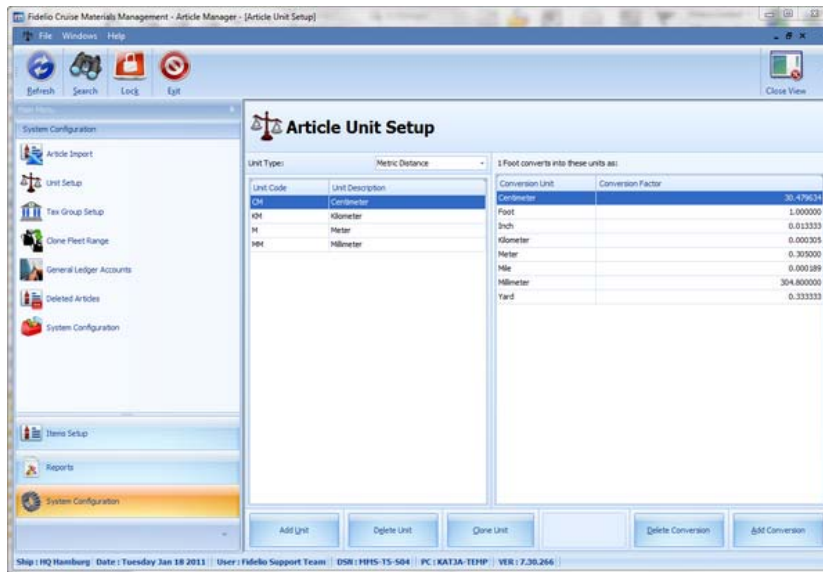
## Unit Setup



The option Unit Setup contains core information about units of measure.

### Unit Setup:

**Note:** Changing any information in the unit setup may result in damage of the system. Please DO NOT perform any changes without prior consultation of Fidelio Cruise MMS support/ installer.

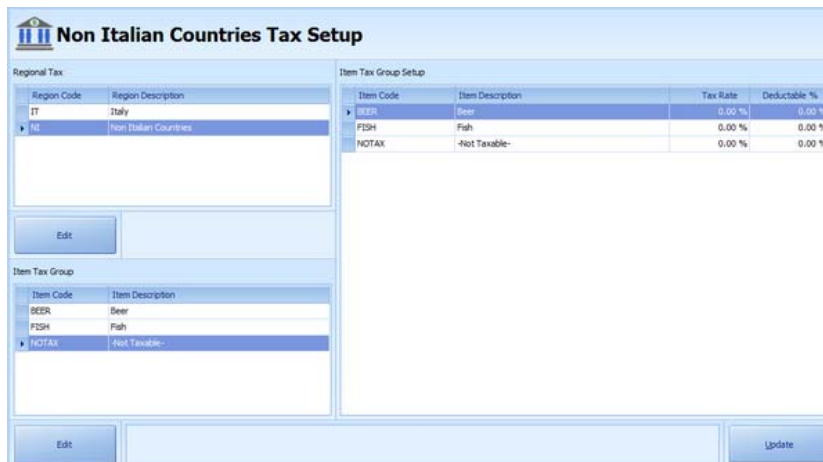


Navigation: Reference > System Configuration >

## Tax Group Setup



Available sections within the tax group setup:



Tax setup is split into 3 sections.

1. The top one identifies the region that tax calculations will be performed for;
2. The bottom one identifies the Groups of articles particular tax will be defined for;
3. On the right side, per each Region and each Item Tax Group, a tax rate and % deductible can be defined.

Once this dictionary will be setup, it will be used for calculation of necessary tax on per invoice/PO level.

Under the Region and Item Tax groups the Edit button allows to define the code and the description of each group.

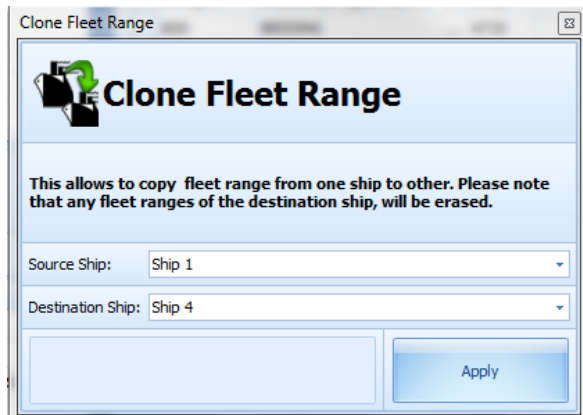
Navigation: Reference > System Configuration >

## Clone Fleet Range



This option can be utilized to copy Fleet range (allocation of ships to articles) from one ship to another. Please note that before copying the Fleet range, the system will clear the Fleet range of the destination ship.

## Clone Fleet Range:



**Clone Fleet Range**

This allows to copy fleet range from one ship to other. Please note that any fleet ranges of the destination ship, will be erased.

Source Ship: Ship 1

Destination Ship: Ship 4

Apply

Select as Source ship the ship you want to copy the information from.

Select as Destination ship the ship that should receive all the item information from the Source ship.

Navigation: Reference > System Configuration >

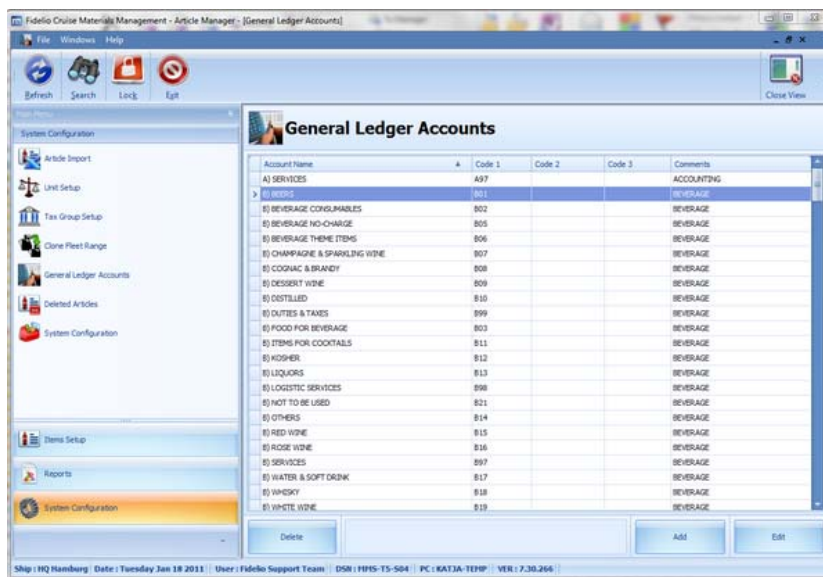
## General Ledger Accounts



Setup of General Ledger Accounts (Item Class), once initially done and verified, is a static setup, which is mirrored in the accounting system. Values presented here should always be checked against the accounting system.

Each GL Account (Item Class), contains a Name (for easy distinguishing), and code split into 3 sections, while the only section required is CODE 1.

## General Ledger Accounts



**General Ledger Accounts**

Account Name	Code 1	Code 2	Code 3	Comments
A) SERVICES	A97			ACCOUNTING
B) BEER	B01			BEVERAGE
B) BEVERAGE CONSUMABLES	B02			BEVERAGE
B) BEVERAGE NO-CHARGE	B05			BEVERAGE
B) BEVERAGE THEME ITEMS	B06			BEVERAGE
B) CHAMPAGNE & SPARKLING WINE	B07			BEVERAGE
B) COGNAC & BRANDY	B08			BEVERAGE
B) DESSERT WINE	B09			BEVERAGE
B) DISTILLED	B10			BEVERAGE
B) OUTRIG & TANKS	B19			BEVERAGE
B) FOOD FOR BEVERAGE	B03			BEVERAGE
B) ITEMS FOR COCKTAILS	B11			BEVERAGE
B) KOSHER	B12			BEVERAGE
B) LIQUORS	B13			BEVERAGE
B) LOGISTIC SERVICES	B98			BEVERAGE
B) NOT TO BE USED	B21			BEVERAGE
B) OTHERS	B14			BEVERAGE
B) RED WINE	B15			BEVERAGE
B) ROSE WINE	B16			BEVERAGE
B) SERVICES	B97			BEVERAGE
B) WATER & SOFT DRINK	B17			BEVERAGE
B) WHISKY	B18			BEVERAGE
B) WHITE WINE	B19			BEVERAGE

Ship: HQ Hamburg | Date: Tuesday Jan 18 2011 | User: Fidelio Support Team | DSR: FIDIS-TS-504 | PC: KATJA-TEHP | VER: 7.30.264

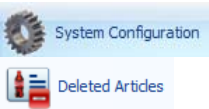
Navigation: Reference > System Configuration >

Deleted Items

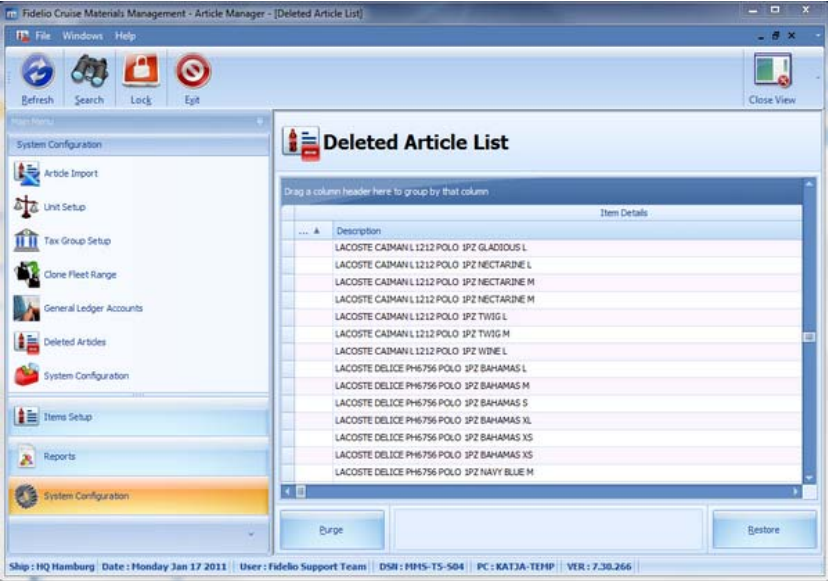


The option Deleted Item offers the user the ability to restore or purge previously deleted items.

Restore or Purge deleted items



Select System Configuration.  
Select Deleted Articles.



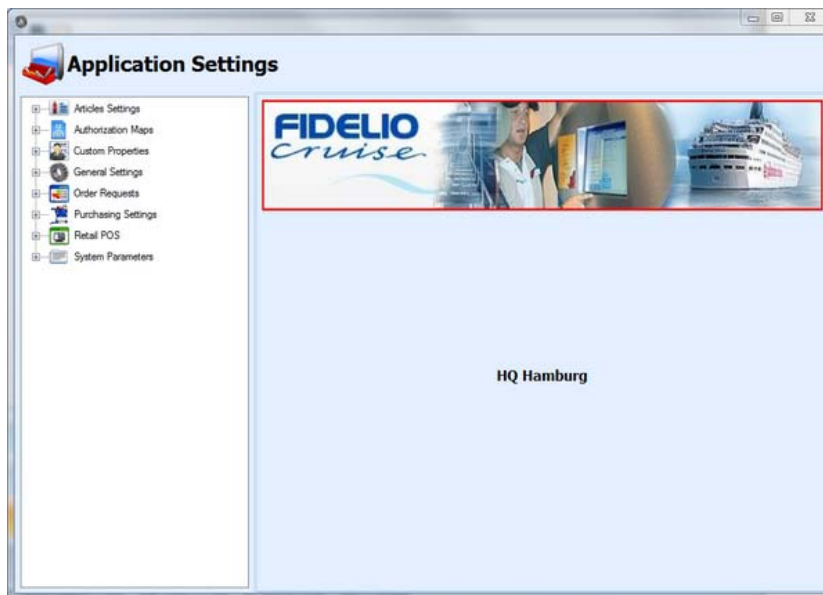
Here the user can see all the items that have been deleted. Select the article to be restored, once highlighted select either 'Restore' the item or 'Purge' it from the database.

Navigation: Reference > System Configuration >

System Configuration



Application Settings:

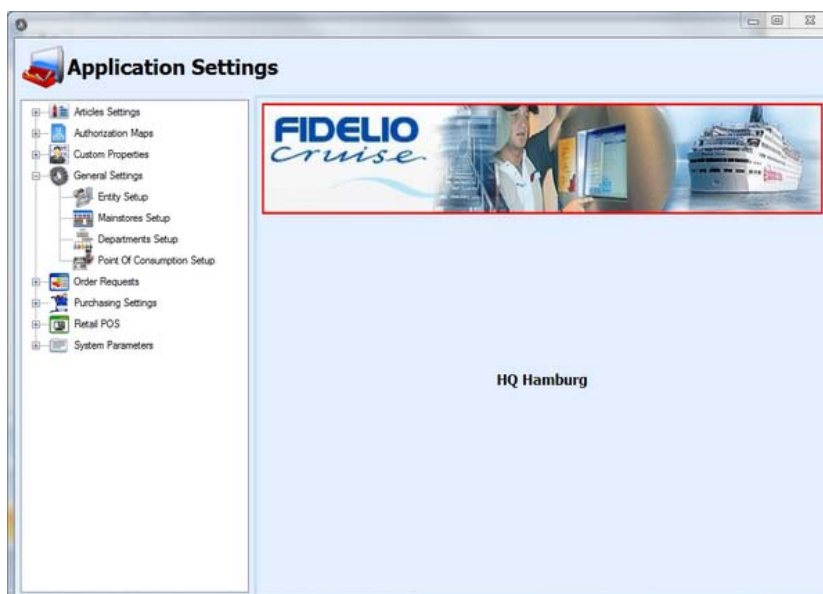


Navigation: Reference > System Configuration > System Configuration >

## General Settings



### General Settings:



Navigation: Reference > System Configuration > System Configuration > General Settings >

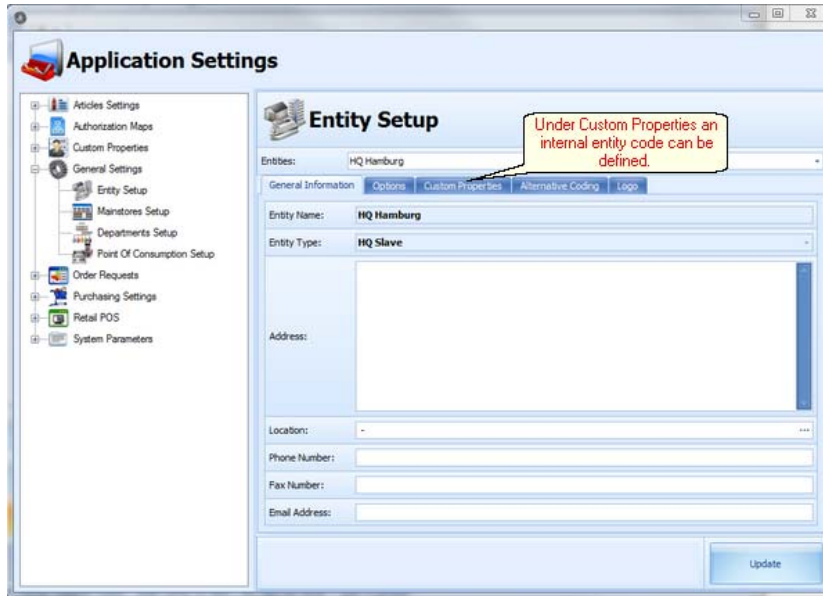
## Entity Setup



The General Settings - Entity Setup is used to maintain the list of company entities. Each unit that utilizes the MMS software is considered an entity. Normally entities consist of a headquarters, individual vessels and perhaps a warehouse.

Each ship or other entity (HQ, warehouse etc) must have an entry on this list including a valid license for the software.

## Application Settings - Entity Setup



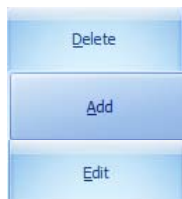
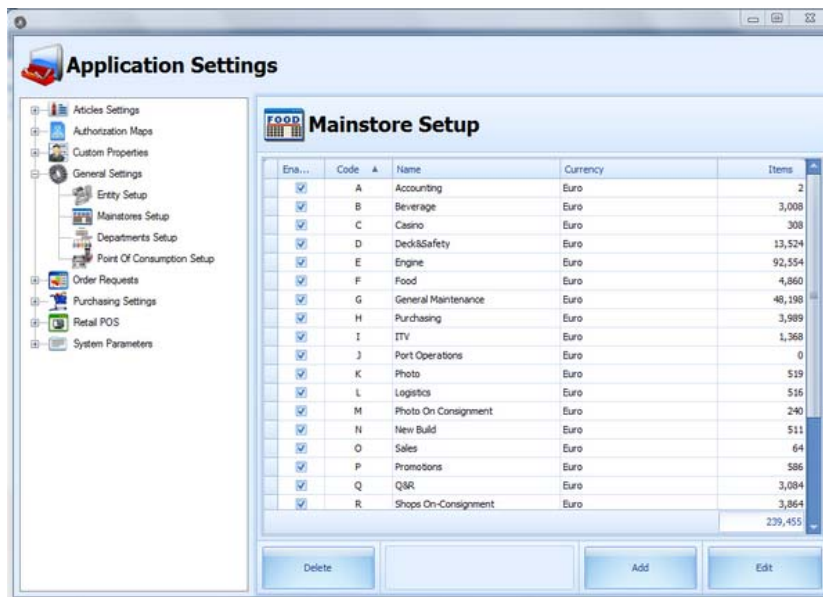
Navigation: Reference > System Configuration > System Configuration > General Settings >

## Mainstore Setup

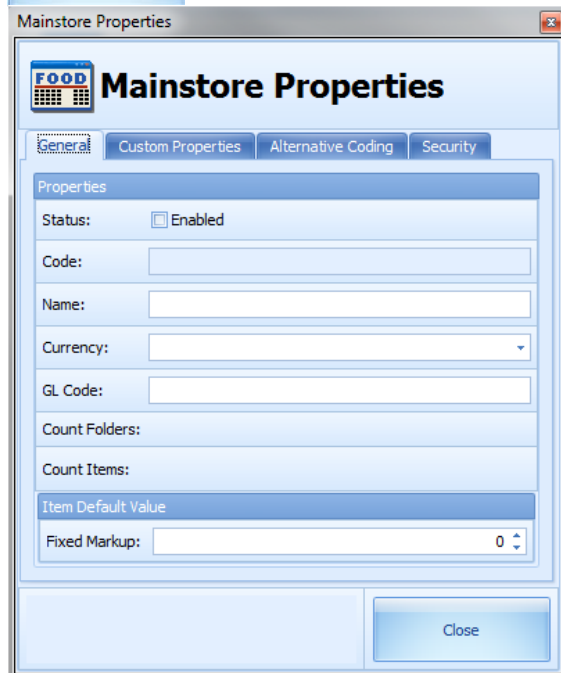


Main stores are the outlets that physically receive the various types of articles that are in use onboard. Typically each main material type is assigned a store such as food items, beverage items, consumable items, etc. The categorization can vary from operation to operation and MMS software has the ability to adjust to each particular way of working

## Application Settings - Mainstore Setup

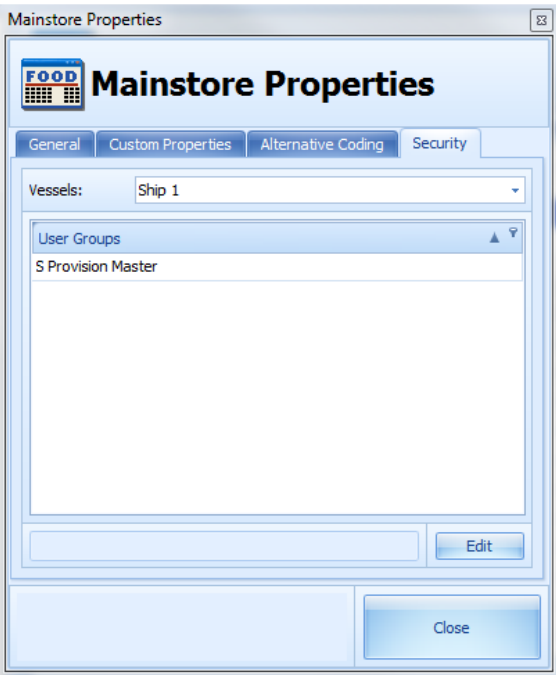


The user may delete mainstores as long as they do not have any subcodes assigned to them.  
The user can add new mainstores.



- Code:** Insert a unique code for numbering the main store to be created.
- Name:** Insert the name of the main store to be created.
- Currency:** Select the storeroom currency from the drop down list.
- GL Code:** Assign a GL code to the mainstore.
- Fixed Markup:** Assign a GL code to the mainstore.

Each store can be assigned a markup factor that is used to calculate the vessel's fixed cost. If any is used, insert the factor in the field provided. If none is used leave the default value intact.



Select the user groups that have should access the main store by selecting the group on the left to select all the users as assigned to the new store.

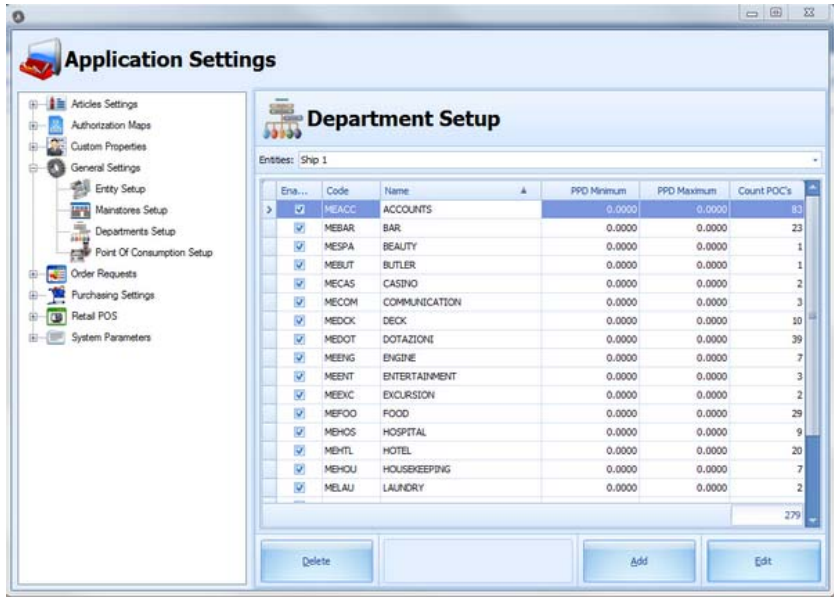
Navigation: Reference > System Configuration > System Configuration > General Settings >

Departments Setup



Shipboard departments are pieces of the onboard organization, within which the outlets (Points of Consumption) exist. Typical main departments in a normal shipboard organization are the Hotel, Deck and Engine departments. Each one of these can then contain several sub-departments depending on how the organization is set up. One of the peculiarities of the Hotel department is that it may house several sub-departments, whereas the Engine and Deck departments normally only have points of consumptions under them.

Application Settings - Departments Setup



Entities: Ship 1

From the dropdown menu select the vessel you want to define the

The screenshot shows the 'Department Properties' dialog box with the 'Security' tab selected. The 'Users' sub-tab is also active. A list of user groups is displayed, including 'S Assistant Bar Manager', 'S Bar Manager', 'S Bar Secretary', 'S F&B Manager', 'S Hotel Director', 'S Inventory Manager', and 'S Provision Master'. An 'Edit' button is visible at the bottom right of the list area.

<b>Code:</b>	Use a short (max 6 characters) code for a unique identification of the department.
<b>Name:</b>	Insert the common name of the department.
<b>PPD Minimum:</b>	(Passenger Per Day Minimum Target) Insert the minimum sales target range for the department in this field if required.
<b>PPD Maximum:</b>	(Passenger Per Day Maximum Target): Insert the maximum sales target range for the department in this field if required.
<b>GL Code:</b>	Assign a GL code to the department.

Under the security tab of the Department Properties you can define user groups who can access (users to create material issues) the department.

Two types of security need to be setup: Users and Managers.

Users are able to create issues.

**Department Properties**

General Custom Properties Alternative Coding **Security**

Users **Managers**

User Groups

- S Bar Manager
- S F&B Manager
- S Hotel Director
- S Inventory Manager

Edit

Apply

Managers authorize issues.

**Note:** Special kind of department with description "Accounts" must be created, in order to be able to create "Account" type of POC.

Navigation: Reference > System Configuration > System Configuration > General Settings >

## Point of Consumption Setup



The Points of Consumption consist of the different shipboard outlets within each main department.

### Application Settings - Point of Consumption Setup

**Application Settings**

Articles Settings Authorization Maps Custom Properties General Settings Entity Setup Mainstores Setup Departments Setup **Point Of Consumption Setup** Order Requests Purchasing Settings Retail POS System Parameters

**Point Of Consumption Setup**

Entities: Ship 1

Department: BAR

Ent...	Code	Name	PPD Minimum	PPD Maximum
<input checked="" type="checkbox"/>	MEBAR05	ME BAR BLU RIBAND	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR07	ME BAR CALYPSO	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR08	ME BAR GOOMBAY	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR09	ME BAR JUNKANOO	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR28	ME BAR RIVIERA	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR12	ME BAR SATELITE	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR10	ME BAR STARLIGHT	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR92	ME BAR SUNRISE	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR11	ME BAR UNIVERSE	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR23	ME BUTLER BEVERAGE	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR24	ME CREW BAR	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR25	ME CREW DISCO	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR77	ME MINI BAR	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR30	ME OFFICER MESS BAR	0.0000	0.0000
<input checked="" type="checkbox"/>	MEBAR32	ME OFFICERS BAR	0.0000	0.0000

Delete Add Edit

Entities: Ship 1

From the dropdown menu select the vessel you want to define the



in this field if required.

(Passenger Per Day Maximum Target): Insert the maximum sales target range for the department in this field if required.

## Closing types:

### General information regarding stock transfer from the period to be closed into the new period:

The following events are not considered when assigning a Closing Type and apply for all the Closing Types:

#### **1. Negative Stock on Hand Quantities**

The System can be configured in two ways how to handle negative Stock on Hand figures:

- Not allow negative Stock:* Negative Stock on Hand in Points of Consumption will stop the Period Reset Process. These Stock Values need to be corrected by conducting a Inventory. This is the recommended System Setting in order to check for the actual physical Stock on Hand in the Point of Consumption.
- Allow negative Stock:* In Cases were Stock on Hand Level is negative the System automatically generate an Inventory to correct these values to zero. The disadvantage of this option is that Stock on Hand is set to zero despite the fact that there might be physical stock present in a Point of Consumption.

In any Case the System will not transfer negative Stock on Hand figures into the new Period.

#### **2. No negative Prices of Items will be corrected during the Period Reset Process.**

They will be transferred with the current Stock on Hand and the current negative price.

### Closing Types of the Points of Consumptions:

#### ***Automated Stock Deduction***

The stock (inventory) of this outlet will be deducted automatically using the stock deduction function which considers the sales in the Micros Point of Sale system and automatically deducts the sold items from the current stock of the selected outlet (POC).

In order to have full control over the Stock deduction process the system allows the stock for Points of Consumption to go into negative values. Possible reasons for this events might be that an item is poured in a lower quantity than indicated in the recipes or a different item than in the recipe is physically handed out.

In any case negative Stock on Hand needs to be corrected before the Reset can be done.

Closing Stock on Hand for the old Period will be the current Stock on Hand reduced by the Stock Deduction from Micros POS System. The remaining Stock will be carried over into the new Period as Opening Stock.

#### ***Carry Over***

The carry over option does a complete transfer of the items in inventory directly to the next period without applying any corrections. This does not include negative Stock on Hand Figures.

#### ***Manual***

Processes a closing of the inventory considering all items consumed and starting with zero stock for the new period.

Most commonly this Option is used for Points of Consumptions like Galley, Food Courts etc. where the Stock on Hand is not deducted by Recipes. In these cases it is assumed that all stock of all the issues in the current period within the current period have effectively been consumed. During the Period Reset Process the present Stock on Hand will be set to zero. These Figures will appear in the corresponding Period Reports under the column "Consumption". Closing Stock on Hand will be zero as well as the Opening Stock of the new Period.

***Period End Inventory***

The setting needs to be applied for all Points of Consumptions where a End of Period Inventory needs to be conducted before a Period Reset can be done. During the Period Reset Process the system requires a confirmation from the user in order to proceed. This confirmation is applied by a special button within the Period Reset Module. Further on this confirmation is logged under Period Reset Events and can be traced back to the specific user in the Event Viewer Module. After conducting the Inventory the current Stock on Hand will be transferred into the new Period as Opening Stock. The system will not correct negative Stock on Hand values and will not carry these values over into the new Period.

***Deduction plus Inventory***

This closing method is a combination of Automated Stock Deduction and Period End Inventory and conditions for both apply on this closing type



## How to create a new Article

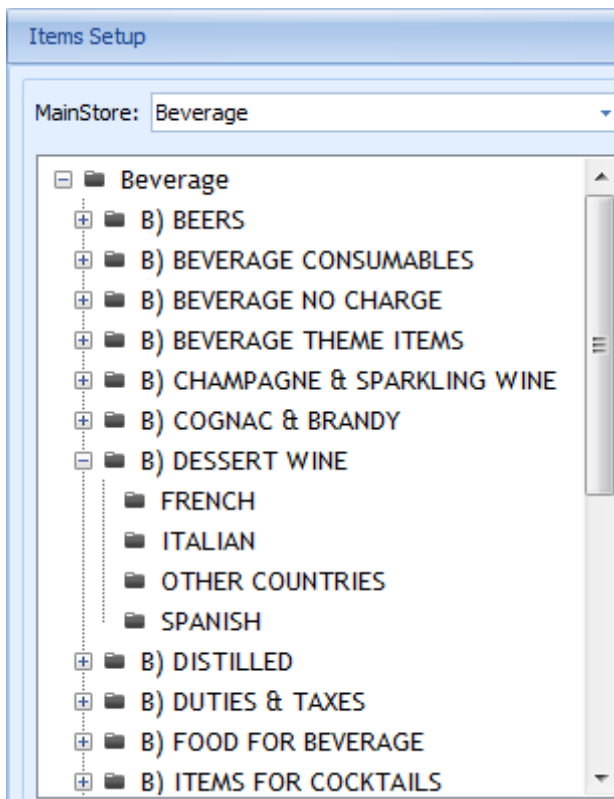
This chapter will guide you through creating a new article step by step. As mentioned elsewhere in the help, many of the fields are optional and do not need to be completed immediately during the initial setup. You can return to the setup at a later date and add in new information or change the current details as and when required.

### Create a new Article:

Before you begin to create a new article, make sure you have all the necessary details to hand. You don't want to start creating an item and then have to run down to the fish freezer to see what size your haddock fillets are or how many napkins are in the newly delivered box.

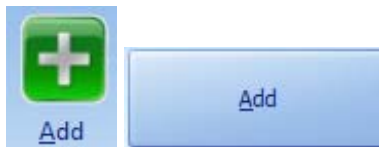
Once you have all the required information on your new article, you can begin to create it in Article Manager.

First decide in which group and subgroup the article belongs and select the group from the list.












From here, we can create a new record in a variety of ways. The easiest is to simply click the toolbar button ADD.

## Add a new Article



Alternatively, you can right click in the article list above and select ADD from the popup menu.

Ena...	Code	Description	Unit	Promotion Group ▼	En
>	<input checked="" type="checkbox"/>	B0011771 BEER DRAFT WHEAT ANKERBRAU 25LT	LT	None	
	<input checked="" type="checkbox"/>	B0006171 BEER DRAFT WARSTEINER 30LTR			
	<input checked="" type="checkbox"/>	B0006241 BEER DRAFT TUBORG 25L			
	<input checked="" type="checkbox"/>	B0011706 BEER DRAFT SWEETWATER 60LT			
	<input checked="" type="checkbox"/>	B0011716 BEER DRAFT SWEETWATER *420 60LT			
	<input checked="" type="checkbox"/>	B0014596 BEER DRAFT SWEETWATER SCH WHEAT 60 LT (15.5			
	<input checked="" type="checkbox"/>	B0014601 BEER DRAFT SWEETWATER IPA 60 LT (15.5 GAL)			
	<input checked="" type="checkbox"/>	B0006231 BEER DRAFT STRONGBOW 30L			
	<input checked="" type="checkbox"/>	B0006206 BEER DRAFT STELLA ARTOIS 30L			
	<input checked="" type="checkbox"/>	B0011696 BEER DRAFT STARRHILL 60LT			
	<input checked="" type="checkbox"/>	B0006256 BEER DRAFT SIMON 30L			
	<input checked="" type="checkbox"/>	B0011771 BEER DRAFT WHEAT ANKERBRAU 25LT			

 Add  
 Delete  
 Copy  
 Paste  
 Show Purchase History  
 Show Consumption History  
 Show On Order Details  
 Show Item Summary  
 Properties

The system will open the article screen as below.

**Article Details - ACCU-CHECK AVIVA STRIPS**

General Properties | RPOG Properties | Images and Documents | Interfaces | Modification Logs

Article Details | Secondary Languages | Alternative Coding

Status: ☒ Enabled Article Type: Parent Code

Article Code: H0015411

Article Description (\*\*): ACCU-CHECK AVIVA STRIPS

Unit Properties | User Notes

Article Unit: Each

Fixed Price HQ: 0.000

Store Markup: 100

Fixed Price Ship: 0.000

Gross Unit Weight: 1.00

Article Properties | Inventory | Custom Properties | Maximums & Minimums

Purchasing

Shelf Life Control: ☐ Enabled Range (# of Days): 0

Order Group:

Order Lead Time(days): 0

Consignment Goods: ☐ Enabled Invoice Controlled: ☒ Enabled

Bid Specifications:

Product Tax Group: MEDICAL CONSUMABLES

General Ledger Accounts: H) HOSPITAL

Product Lot and Serial Number tracking

Status: ☐ Enabled Tracking Type: Serial Number Control

Control Type: Optional

Fleet Range: Barcodes Lockers

Enabled	Type	Entity
<input checked="" type="checkbox"/>	Vessel	Ship 1
<input type="checkbox"/>	Vessel	Ship 2
<input checked="" type="checkbox"/>	Vessel	Ship 3
<input checked="" type="checkbox"/>	Vessel	Ship 4
<input checked="" type="checkbox"/>	Vessel	Ship 5
<input checked="" type="checkbox"/>	Vessel	Ship 6
<input checked="" type="checkbox"/>	Vessel	Ship 7
<input checked="" type="checkbox"/>	Vessel	Ship 8
<input checked="" type="checkbox"/>	Vessel	Ship 9
<input checked="" type="checkbox"/>	Vessel	Ship 10
<input checked="" type="checkbox"/>	Vessel	Ship 11
<input checked="" type="checkbox"/>	Vessel	Ship 12
<input type="checkbox"/>	Vessel	Ship 13
<input type="checkbox"/>	Warehouse	SHIP-TO-SHIP transfer
<input type="checkbox"/>	Warehouse	WH 1

Remove All Add All

Options

Close

By default, the article status is disabled, its default type is 'Parent'. By enabling the item, it will be visible for POC users and will be able for ordering.

Enter the description of the article. After entering the description you may enter the article code manually or by pressing "...", the system will automatically generate a code.

Before enabling the item, you must also allocate:

General Ledger Account:

Article Unit:

Gross Unit Weight:  0.00

Your new article is now setup and ready for use in its most basic form. At a later point in time, you can add extra details such as images, notes, documents etc. to make a more in depth description of the article.

#### See Also:

- [Article View](#)

Navigation: [How to ...](#) >

## How to restore a deleted article



If an article is accidentally deleted, it can be restored from the recycle bin.

### How to restore a deleted article

[Refer to the page Edit if Article Selected: Delete](#)

---

Navigation: [How to ...](#) >

## How to run the article import



The Article Import has been designed in order to streamline the process of creating new items in large quantities.

### How to run the Article Import

[Refer to the page: Article Import](#)

---



## Frequently asked questions

- ***Is it possible to add Tagalog (Phillipines) as a language tab in article manager ?***

Currently the options in the Language Tabs only include support for English, Spanish, Italian, French and German.

- ***I Added pictures to articles in MMS. How do you export them to send to suppliers?***

Unfortunately the export function currently only supports that to the pre-defined formats and does not include exporting graphical information.

- ***If we have in the main beverage stores Liter bottles and receive 70 cl bottles, how should we load the received quantity ? Is the system converting this directly to Liter or do we have to do it manually ?***

As you eventually will be issuing whole bottles during usage, the solution is to set up both articles with the corresponding units in the system. This way the recipe calculation and other transactions will always be precise

- ***I added a new article but base and ship unit cost are in Euros. How do you change this to another currency ?***

The Cost factors can be set up in Article Manager / Article properties / Units / Costa Factors to be what is in use.

- ***For some items in hotel store the cost prices are wrong. As a result the stock value is very high How can I correct this ? Some periods are already closed and we have used these items with the wrong price.***

Each item has to be individually corrected checking the cost price. After completing the correction for all articles you may run the re-calculate period module that will consider the changes made to the closed periods as well.

- ***We need to change some units of measure but the drop down box is greyed out.***

You will need to disable the article first which activates the grey box.

## Containers Main Screen




The Container Module was designed to simplify the loading process. It enables the user to collect all the supplies for a ship at a specified location. The collection of supplies and loading it into the container will "merge" the deliveries from different vendors into a single container transaction. It has to be mentioned that the implementation of the container module into a companies supply chain will also heavily relocate the controlling responsibilities from shipside receiving to the consolidation address where the goods will be collected and the stuffing of the actual container will take place. The Container Module will greatly simplify the internal logistics and assure the on time ships supply more than before. The Container Modules function is to create and specify containers so they can be handled within the other Material Management modules. These Modules are: Receiving, Purchasing and the Warehouse Module.

**Note:** Please note that the assignment of goods to containers is done in the Purchasing Module because the purchasing process has a closer connection to the delivery date and the corresponding consolidation address. For this reason many container related tasks will be found in the matching modules.

### Main Screen:

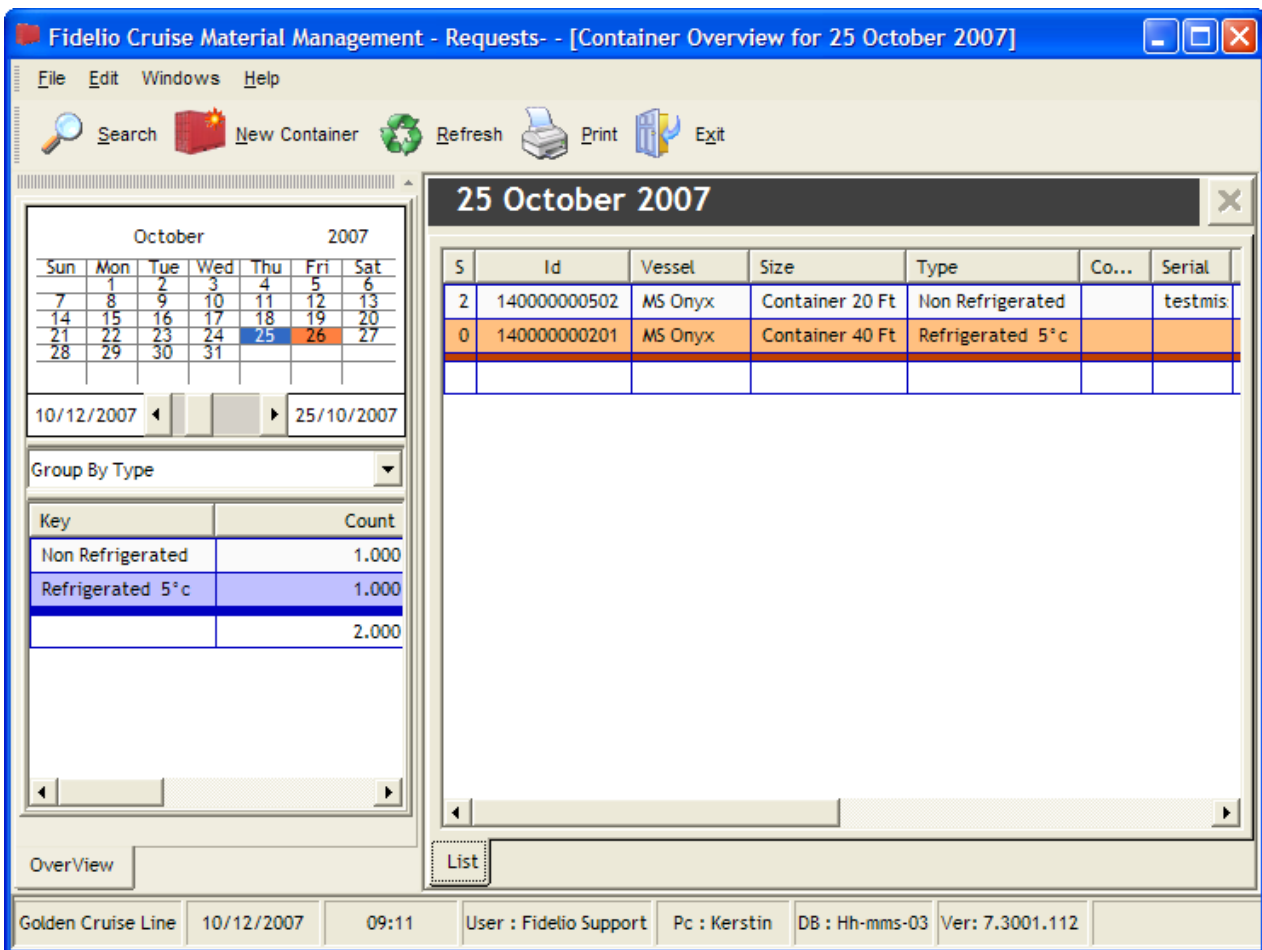
The below is an image of the Containers Module main screen as it looks once opening it. On the top is located the [buttons toolbar](#) and the [menu](#).

Below these are located the main areas :

- Calendar showing all container related activities in  orange color, The color tagging is intended to help users to quickly see for which dates containers have been created.
- An overview providing detailed information about the containers that are in the system for the selected day.
- Containers grouped by Type or by Size.

By double clicking a container the [Container View](#) will open with detailed information about the containers contents.

At the very bottom of the screen are displayed vessel information, date & time, current user and the workstation name.



- The columns displaying information for the main screen are the following :

<b>S</b>	Status of the Container.
<b>ID</b>	Transaction ID. This number is created by the system to uniquely identify the container.
<b>Vessel</b>	Vessel Name.
<b>Size</b>	Container size.
<b>Type</b>	Container type.
<b>Comment</b>	Free comments for the delivery.
<b>Serial</b>	Serial Number of the container.
<b>BOL</b>	Bill of Lading Number of the container.
<b>Count</b>	Number of items in the delivery.
<b>Value</b>	Total value of the container shipment.

Navigation: Reference >

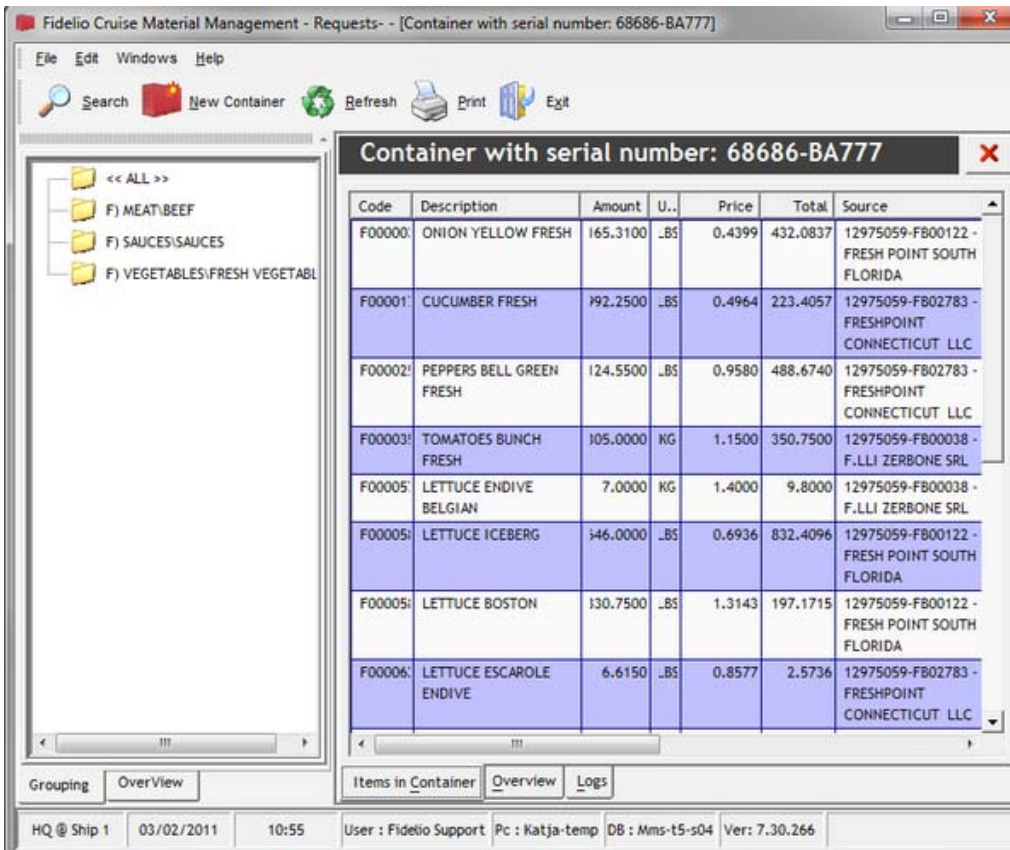
## Container View



The below is an image of the Container View screen as it looks once opening it. This screen provides an overview of the contents of container in detail. As in other modules on the top of the screen are located the [buttons toolbar](#) and the [menu](#).

### Container View:

- On the left hand side is located an overview screen of the product groups of the container.
- On the right hand side are listed the complete article list of the container.



- The columns displaying information for the container view are as follows :

<b>Code</b>	Article Code.
<b>Description</b>	Article Description.
<b>Amount</b>	Total quantity shipped.
<b>Unit</b>	Article's unit of measure.
<b>Price</b>	Article's unit price.
<b>Sub Total</b>	Sub total.
<b>Discount %</b>	Discounts received.
<b>Vat %</b>	Value added tax.
<b>Total</b>	Total value of article.
<b>Source</b>	Source of article (Original PO number and Vendor or Warehouse ID).

Navigation: Reference >

## Buttons



The buttons toolbar contains the basic and most frequently used options for creating containers, searching existing containers and printing reports.

## Buttons:

Clicking the buttons below or the links will open more information and instructions on the usage of these functions.



<b>Search</b>	Opens the document search engine.
<b>New Container:</b>	Starts the process of creating a new container.
<b>Refresh</b>	Refreshes the screen layout to default.
<b>Print:</b>	Opens the report manager module.
<b>Exit:</b>	Closes the container module.

Most of the options have corresponding tools in the [menu](#), keyboard shortcuts assigned to them, or are available with a right mouse click.

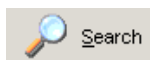
Navigation: Reference > Buttons >

## Button: Search



The Container search option provides the possibility while in the [main screen](#), view to search and locate a specific container. This can be achieved by specifying certain search criteria.

## Search:



Click the search button to initiate this function.

- Once activated the following fields for specifying the search criteria will open:

### Search for:

Search for Container ID

A container may be searched on the basis of the ID number if known and can be recognized from the scroll list of all container request stored in the system.

Search

☐ Vessel:

By activating the search by vessel, the system will only consider orders for the specified vessels in the search.

☐ Container Status:

By activating the search by status the system will only consider the requests that meet the specified status.

☐ Size

By activating the search by size, the system will only consider orders for the specified size in the search.

By activating the search by type, the system will only



Navigation: Reference &gt; Buttons &gt;

**Button: New Container**

This option starts the wizard for creating a new container primarily by inserting the required basic information concerning the container.

**New Container**

Click to start the new container shipment wizard.

A container creation window will open. In this window the basic information regarding the container needs to be inserted.

**Create new Container**

Date Arrival to Ship: 21 July 2006 Agent Stuffing:

Destination Vessel:  Freight Forwarder:

Country:  Bill of Lading Number:

City:  Serial Number:

Agent: << Please select the Vessels Port Agent >> Shipping Vessel Name:

Container Size:  Comments:

Container Type:

Date Stuffing Start: 21 July 2006

Date Stuffing End: 21 July 2006

Date Departure: 21 July 2006

Date Arrival: 21 July 2006

OK Cancel

**Date of arrival to ship**

Insert the date on which the container is scheduled to arrive at the destination vessel.

Date Arrival to Ship: 21 July 2006

July 2006

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

Today: 21/07/2006

**Destination Vessel**

Select the destination vessel to which the container is to be delivered to. After the selection the system will by default find port and country in which the target vessel will be on the selected arrival date of the container (according to the information in the itinerary planner).

Destination Vessel:

M/V Moon  
M/V Sun  
M/V Star  
M/V Galaxy

### **Destination Country**

If the delivery date has been set, this field will be filled in automatically by the system according to the selected date and the itinerary planers detail.

Country:

- Lithuania
- Luxembourg
- Macao (Spcl Admin Regn of China)
- Macedonia (Fmr. Yugoslavian Rep.)
- Madagascar
- Malawi
- Malaysia
- Maldives

### **Destination City**

Select the destination city to which the container is delivered to.

City:

- Lijendal (Etelä-Suomen lääni (fi))
- Lohja (Lojo) (Etelä-Suomen lääni (fi))
- Loimaa (Länsi-Suomen lääni (fi))
- Loviisa (Lovisa) (Etelä-Suomen lääni (fi))
- Luhtajoki (Etelä-Suomen lääni (fi))
- Luvia (Länsi-Suomen lääni (fi))
- Maaninka (Itä-Suomen lääni (fi))
- Maarianhamina (Mariehamn) (Åhvenanmaan Maakunta (Fi))

### **Name of Local Agency**

Select the name of the local port agent in the destination country and port.

Agent:

<< Please select the Vessels Port Agent >>

- A. A. B. SHIPPING AGENCIA VIKING, LDA (Mindelo)
- AGENCIA CONSIGNATARIA DEL SURESTE S.A. DE C.V. (Cancun)
- AGENCIA MARITIMA ALTAMAR LTDA. (San Andres Island)
- AGENCIA MARITIMA ALTAMAR LTDA. (Barranquilla)
- AGENCIA MARITIMA ALTAMAR LTDA. (Cartagena)
- AGENCIA MARITIMA ALTAMAR LTDA. (Santa Marta)
- AGENCIAS MARITIMAS MAGNUS LTDA. (Rio de Janeiro)
- AMELIA MARTIME SERVICES INC. (Jacksonville)
- AMELIA MARTIME SERVICES INC. (Amelia)

### **Container Size**

Select the container size from the predefined sizes.

Container Size:

- Container 20 ft
- Container 40 ft

### **Container Type**

Select the container type from the predefined types.

Container Type:

Non Refrigerated

Refrigerated 5°C

### Container Stuffing Start Date

Select the date on which the container will opened for packing (stuffing).  
This date will open the date range during which articles can be added to the packing list of the container.

Date Stuffing Start:

July 2006

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

Today: 21/07/2006

### Container Stuffing End Date

Select the date on which the container will closed and sealed.  
This date will close the date range during which articles can be added to the packing list of the container.

Date Stuffing End:

July 2006

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

Today: 21/07/2006

### Container Departure Date

Select the date on which the container will start its voyage to the selected destination.

Date Departure:

July 2006

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

Today: 21/07/2006

### Container arrival in destination Date

Select the date on which the container is supposed to arrive at the selected destination.

Date Arrival: 21 July 2006

July 2006

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

Today: 21/07/2006

**Name of Stuffing Agent**

Select the name of the agent that will handle the packing/ stuffing work.

Agent Stuffing:

- A.A.B. SHIPPING AGENCIA VIKING, LDA (Mindelo)
- AGENCIA CONSIGNATARIA DEL SURESTE S.A. DE C.V. (Cancun)
- AGENCIA MARITIMA ALTAMAR LTDA. (San Andres Island)
- AGENCIA MARITIMA ALTAMAR LTDA. (Barranquilla)
- AGENCIA MARITIMA ALTAMAR LTDA. (Cartagena)
- AGENCIA MARITIMA ALTAMAR LTDA. (Santa Marta)
- AGENCIAS MARITIMAS MAGNUS LTDA. (Rio de Janeiro)
- AMELIA MARTIME SERVICES INC. (Jacksonville)
- AMELIA MARTIME SERVICES INC. (Amelia)

**Name of Freight Forwarder**

Select the name of the Freight Forwarding Agent.

Freight Forwarder:

**Bill of Lading number**

Insert the Bill of Lading Number.

Bill of Ladings Number:

**Container Serial Number**

Insert the serial number of the container that is used.

Serial Number:

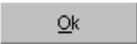
**Name of Shipping Vessel**

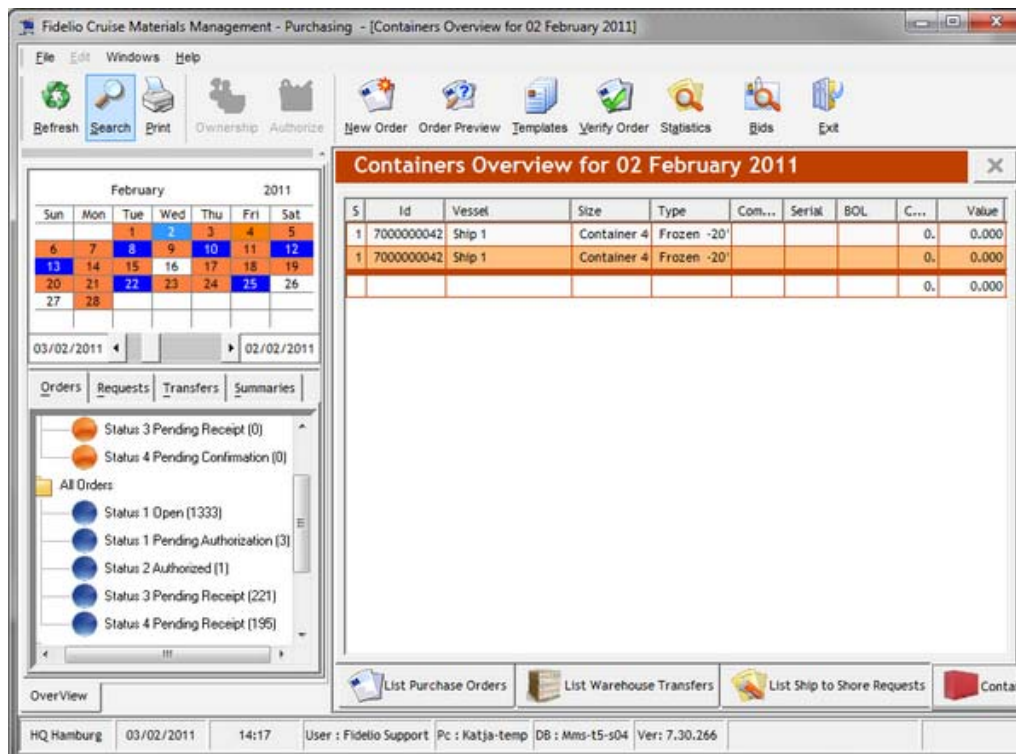
Select the name of the transportation vessel.

Shipping Vessel Name:

**Comments**

In this space any additional comments can be inserted.

- After inserting all the required information, please select  to continue.
- The created container will now appear in the container view tab of the Purchasing Module for the day of the selected date of arrival at the ship.



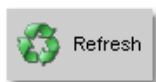
Navigation: Reference > Buttons >

## Button: Refresh



This option refreshes the screen layout. For example, having sorted the columns by their heading or resized them, then clicking refresh will reset the layout to the default view.

### Refresh:



Click to refresh your screen layout.

Navigation: Reference > Buttons >

## Button: Print



This option opens the Print Manager. This option will be also available in the Menu; File ->Print.

## Print:



Click to open the Report Manager and select a report.

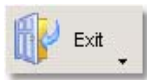
Navigation: Reference > Buttons >

## Button: Exit



This option will close the Container module.

## Exit:



Click to close container module.

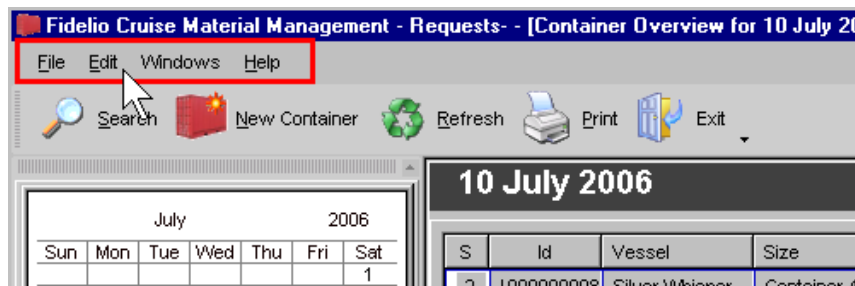
Navigation: Reference >

## Menu




This menu contains basic options which are also represented in the toolbar and often available also with a right mouse click.

## Menu:



By moving your mouse over the screenshot you will be able to activate 'hotspots' identified with the

cursor changing to a  .

Click on these to jump to more detailed information about that particular button or window.

See Also:

- [File Menu](#)
- [Edit Menu](#)
- [Windows Menu](#)

Navigation: [Reference](#) > [Menu](#) >

# Menu: File



This menu provides the basic and most frequently used options in the Container Module, such as generating New Container Requests and Exporting to Excel spreadsheets. In addition to this the file menu contains the option to open the report manager, and to exit the module.

## File:



**New Container:**

Creates a new container.

**Export:**

Exports the current main screen view into Excel.

**Print:**

Opens the Report Manager for printing options.

**Exit:**

Exits the Container Module.

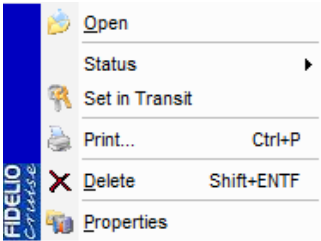
Navigation: [Reference](#) > [Menu](#) >

# Menu: Edit



This menu contains the options for opening a container request, sending a container and changing its status. In addition it contains the options for deleting, printing and showing the properties of a container request.

## Edit:



**Open:**

Opens a container entry.

**Status:**

Changes the status of a container.

**Set in Transit:**

Sets a container to status "in Transit".

**Print:**

Opens the Print Manager for printing options.

**Delete:**

Deletes a selected container entry.

**Properties:**

Views properties of the selected container.

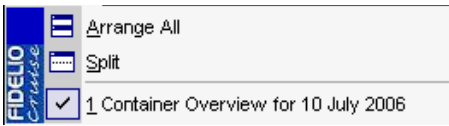
Navigation: [Reference](#) > [Menu](#) >

# Menu: Windows



The windows menu allows to change how the windows and screens are displayed.

Windows:



- Arrange All: Rearranges the windows back to the default view.
- Split: Splits the selected views equally across the screen.

## Cost Viewer



The Cost Viewer module enables you to view and print the food & beverage related costs. In addition, you can check FIFO prices and have the ability to export the information to Excel for more detailed analysis.

### Cost Viewer Main Screen:

The main part of the screen is composed of the Passenger Counts window. Here the information will be populated automatically from various sources divided by a blue vertically separator. The left side of the separator provides detailed information provided by the Fidelio SPMS System and the Itinerary Planner. In the right of the separator the Passenger and Crew Counts have to be finally confirmed to get exact cost figures. This needs to include all guests, co-workers, Customs and any other people onboard that is catered for and therefore causing Food and Beverage related cost. The not considering of these figures might lead to a increased Food and Beverage Cost.

When opening the cost viewer the system defaults is set to display the current day highlighted.

<b>Date:</b>	Shows the Date the figures are referring to.
<b>Port:</b>	Shows Ports and Sea days taken from the SPMS System
<b>Pax:</b>	Amount of Adult Passengers
<b>Crew:</b>	Crew count
<b>Children:</b>	Children onboard
<b>Total:</b>	sum of Pax + Crew + Children

### Input of Total Crew and Passengers

In the Columns Crew and Passengers located right of the blue Separator the daily figures have to be finally confirmed by entering them into the designated cells to acquire all Food and Beverage related Cost and thereby creating exact figures for the calculation.

Passenger Counts for the Month of July							
Date	Port	Pax	Crew	Children	Total	Crew	Passen...
Jul 1 2006	Bergen	0.00	0.00	0.00	0.00	173.00	398.00
Jul 2 2006	At Sea	0.00	0.00	0.00	0.00	173.00	398.00
Jul 3 2006	Kiel	0.00	0.00	0.00	0.00	157.00	355.00
Jul 4 2006	At Sea	0.00	0.00	0.00	0.00	157.00	355.00
Jul 5 2006	Vik i Sogn	0.00	0.00	0.00	0.00	157.00	355.00
Jul 5 2006	Fiåm	0.00	0.00	0.00	0.00	157.00	355.00
Jul 6 2006	Molde	0.00	0.00	0.00	0.00	157.00	355.00
Jul 6 2006	Åndalsnes	0.00	0.00	0.00	0.00	157.00	355.00
Jul 7 2006	Trondheim	0.00	0.00	0.00	0.00	157.00	355.00
Jul 8 2006	Gravdal	0.00	0.00	0.00	0.00	157.00	355.00
Jul 8 2006	Svolvær	0.00	0.00	0.00	0.00	157.00	355.00
Jul 9 2006	Nordkapp	0.00	0.00	0.00	0.00	157.00	355.00
Jul 10 200	Nordkapp	0.00	0.00	0.00	0.00	157.00	355.00
Jul 10 200	Tromsø	0.00	0.00	0.00	0.00	157.00	355.00
Jul 11 200	At Sea	0.00	0.00	0.00	0.00	157.00	355.00
Jul 12 200	Geiranger	0.00	0.00	0.00	0.00	157.00	355.00
Jul 13 200	Bergen	0.00	0.00	0.00	0.00	157.00	355.00

Passenger Counts

Sum of Columns Crew + Passengers (Automatic Calculation)

Here is were the final Passenger and Crew Counts are entered

A right click will open the direct Print Button

**Crew:** Exact Crew Count for specific Date  
**Passengers:** Exact Passenger Count including: Guests, Visitors, Costums, Co- Workers etc.  
**Total:** Sum of Columns Crew and Passenger ( no entry necessary; calculated automatically)

Navigation: Reference > Main Screen >

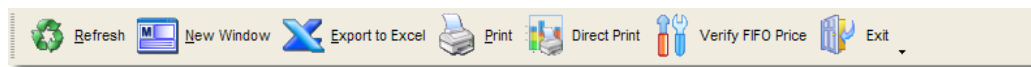
## Buttons



The main functions in the Cost Viewer can be accessed by the buttons in the toolbar.

### Buttons toolbar:

On the image below, you can click the buttons to move to the related topic in the help.



**Refresh:** Resets the screen to the default layout  
**New Window:** Opens another viewing window  
**Export to Excel:** Exports the current information directly to an Excel worksheet  
**Print:** Opens the Report Manager module  
**Direct Print:** Print out a Food Cost Report which is linked in the OPTIONS Module  
**Verify FIFO Price:** Will check and correct FIFO (First in first out) Price  
**Exit:** Closes the Cost Viewer

Navigation: Reference > Main Screen > Buttons >

## Button: Refresh



This option refreshes the screen layout. For example, when you have sorted columns by their heading or resized them, then clicking refresh will reset the layout to the default view.

### Button Refresh



Click to reset the screen layout to the system defaults.

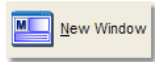
Navigation: Reference > Main Screen > Buttons >

## Button: New Window



The New Window option is very straightforward in the fact that it opens an additional viewing window. You can then arrange multiple windows to compare different months.

### Button New Window



Click to open another Passenger Count window.

See Also:

- [Windows](#)

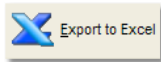
Navigation: Reference > Main Screen > Buttons >

## Button: Export to Excel

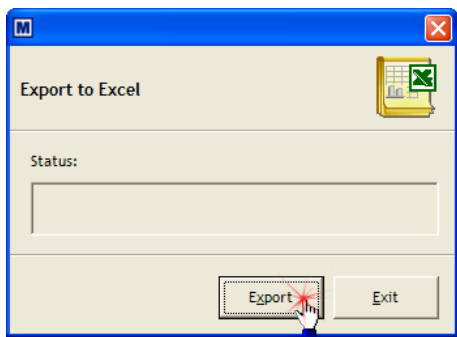


If you are familiar working with spreadsheets and would like to create your own analysis or statistics, you may use the Export to Excel function to do this.

### Button Export to Excel



Click to export the current Passenger Count window to an Excel worksheet.



As soon as you click 'Export the process will commence immediately.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date	Port	Pax	Crew	Children	Total	Crew	Passenger	Total				
2	Jun 1 2005	Dry Dock	0	0	0	0	288	0	288				
3	Jun 2 2005	Dry Dock	0	0	0	0	284	0	284				
4	Jun 3 2005	Dry Dock	0	0	0	0	283	0	283				
5	Jun 4 2005	Dry Dock	0	0	0	0	283	0	283				
6	Jun 5 2005	Dry Dock	0	0	0	0	285	0	285				
7	Jun 6 2005	Dry Dock	0	0	0	0	291	0	291				
8	Jun 7 2005	Dry Dock	0	0	0	0	292	0	292				
9	Jun 8 2005	Dry Dock	0	0	0	0	295	0	295				
10	Jun 9 2005	Dry Dock	0	0	0	0	293	0	293				
11	Jun 10 2005	Dry Dock	0	0	0	0	294	0	294				
12	Jun 11 2005	Dry Dock	0	0	0	0	290	0	290				
13	Jun 12 2005	Dry Dock	0	0	0	0	290	0	290				
14	Jun 13 2005	Dry Dock	0	0	0	0	291	0	291				
15	Jun 14 2005	Dry Dock	0	0	0	0	296	0	296				
16	Jun 15 2005	Dry Dock	0	0	0	0	327	0	327				
17	Jun 16 2005	Dry Dock	0	0	0	0	326	0	326				
18	Jun 17 2005	Dry Dock	0	0	0	0	365	0	365				
19	Jun 18 2005	Dry Dock	0	0	0	0	365	0	365				
20	Jun 19 2005	Dry Dock	0	0	0	0	408	0	408				
21	Jun 20 2005	Dry Dock	0	0	0	0	411	2	413				
22	Jun 21 2005	Dry Dock	0	0	0	0	414	3	417				
23	Jun 22 2005	Dry Dock	0	0	0	0	415	13	428				
24	Jun 23 2005	Dover	0	0	0	0	325	817	1,142.00				
25	Jun 24 2005	Guernsey	0	0	0	0	325	815	1,140.00				
26	Jun 25 2005	Amsterdam	0	0	0	0	329	815	1,144.00				
27	Jun 26 2005	Amsterdam	0	0	0	0	329	814	1,143.00				
28	Jun 27 2005	Dover	0	0	0	0	331	782	1,113.00				
29	Jun 28 2005	At Sea	0	0	0	0	331	782	1,113.00				

Navigation: Reference > Main Screen > Buttons >

## Button: Print



This option opens the *Report Manager*. This option will be also available in the Menu; File ->Print.

### Button Print



Click to open the Report Manager module.



**Remember:**  
Before printing any Food and Beverage Reports, make sure all the required Data is entered and FIFO Prices were checked with the Verify FIFO Price Button.

Navigation: Reference > Main Screen > Buttons >

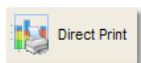
## Button: Direct Print



Direct Print is linked in the Direct Print settings to a report.

### Button Direct Print

# Main Screen



Click to open Direct Printing.



**Remember:**  
**Before printing any Food and Beverage Reports, make sure all the required Data is entered and FIFO Prices were checked with the Verify FIFO Price Button.**

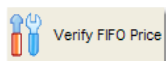
Navigation: Reference > Main Screen > Buttons >

## Button: Verify FIFO Price



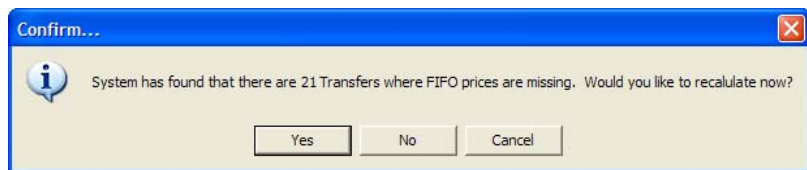
You can use this option to check & correct the FIFO (First In, First Out) price. If, for example, a loading has been carried out and, at the time of the loading, there were prices missing or unavailable for items, then this would affect the FIFO price. Consequently the daily food cost figures would be incorrect as transfers may have been completed without prices.

### Button Verify FIFO Price



Click to verify the FIFO price.

The system will prompt you to confirm if there are transfers and if you wish to recalculate.



Navigation: Reference > Main Screen > Buttons >

## Button: Exit



This option will close the Cost Viewer. You can also select from the Menu; File -> Exit.

### Button Exit



Click to close and exit the Cost Viewer module.

Navigation: Reference > Main Screen >

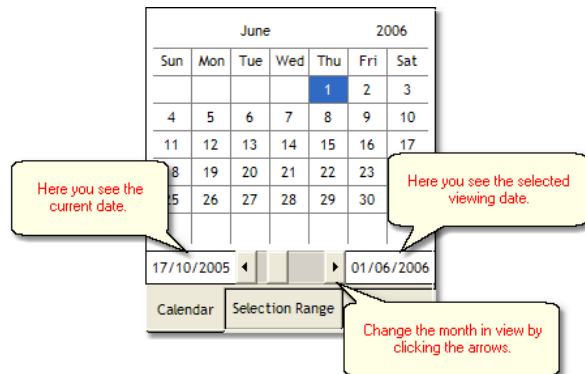
## Calendar Window



Use the Calendar window to navigate to your chosen dates. Once selected, you will see them updated in the main Passenger Counts window.

## Calendar Window:

The Calendar window:



Navigation: Reference > Main Screen >

## Cost per P.O.C. Window



You can view the individual costs per day based on the respective P.O.C or Point Of Consumption.

## Cost per P.O.C.:

Clicking the drop down arrow under the calendar window, allows you to select the Cost per P.O.C



As shown below, you will then see the costs broken down into their various departments.

# Main Screen

Key	Count	Value
Bakery		98.575
Pastry		106.891
Lido Bar		68.500
Hot Galley		527.024
Cold Galley		489.289
Wine Cellar		615.052
Aquitaine Bar		60.661
Neptune Bar Food		13.276
Restaurant Pantry		99.046
Stewardess Locker		46.285
Aquitaine Bar Food		42.771
Galley Consumables		82.660
Butcher		892.365
Crew Galley		353.753
Neptune Bar		18.717
Lido Bar Food		50.142
Bal bloom Pantry		6.264
Duty Free Sales		581.457
Restaurant Consumi		19.230
	0.0	4,171.958

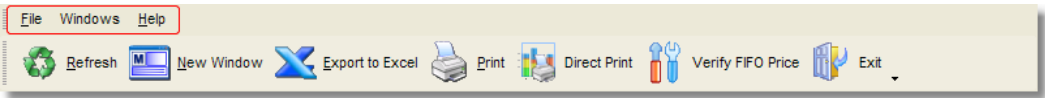
Navigation: Reference >

## Menu



At the top of the screen is the menu bar. The options contained are explained in further detail in the following section of the help.

### Menu:



Navigation: Reference > Menu >

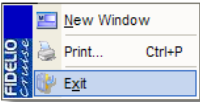
## Menu: File



The File menu contains the most basic cost viewer options. These are also available in the buttons toolbar and with keyboard shortcuts where indicated.

### File:

Click on the parts of the image below to jump to the relative help information.



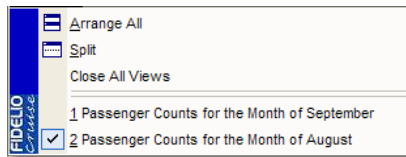


## Menu: Windows

With the ability to view multiple months on screen for comparison, the 'Windows' menu allows you to display these in a more convenient way for viewing the information.

## Windows:

Click Windows in the menu toolbar for this drop down:



## Windows: Arrange All

Clicking New Window, initially nothing seems different on the screen. However, the system *has* opened an extra window **on top** of the current one. It defaults to the same month as you are already looking at.

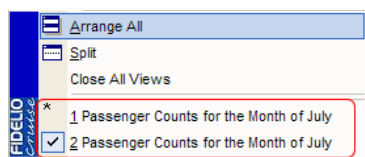
### Arrange All:

Here we actually have two windows open. We can see both windows listed in the Windows menu\* (see second screenshot below), but in the main screen they are layered on top of each other.

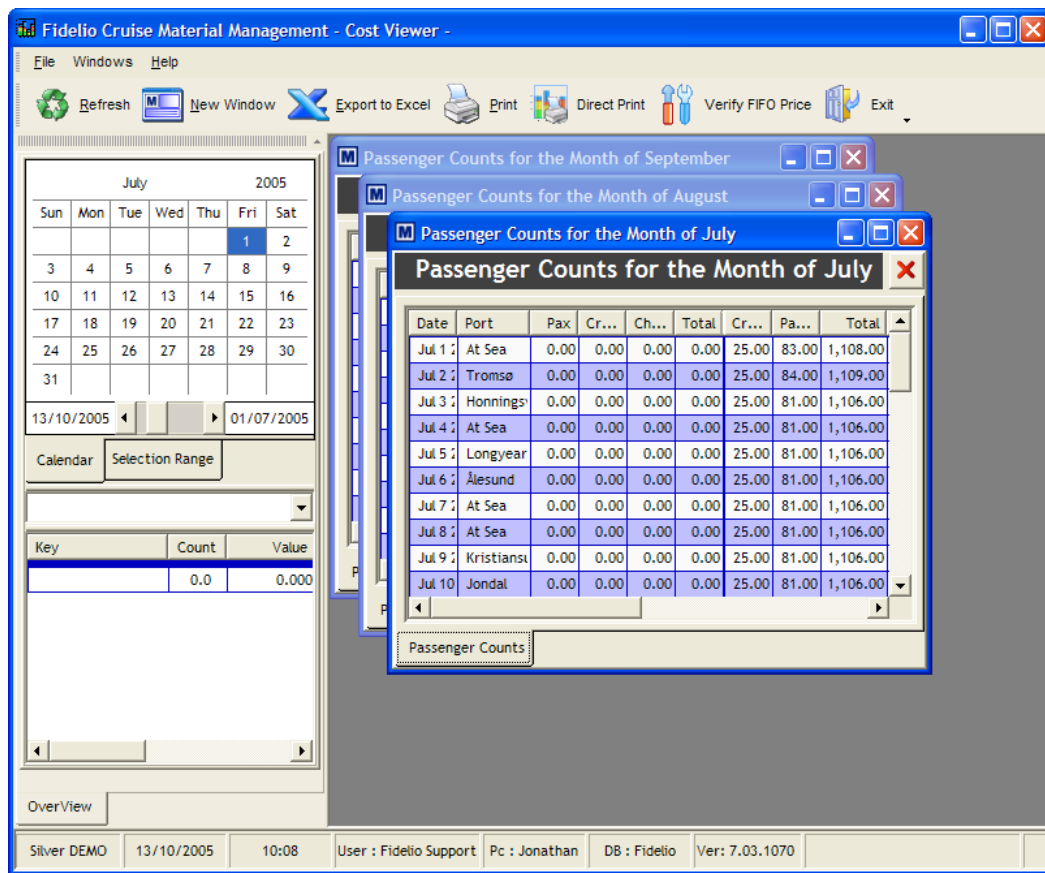
[illegible]

# Main Screen

Click:



You can select one of the windows and change dates using the calendar window to show a different month. To view extra months, follow the [New Window](#) procedure and use Arrange All to cascade them in the display:



Navigation: Reference > Menu > Windows >

## Windows: Split



To compare separate months together in the display, we can use the 'Split' view. This will resize the currently open windows, dependant on how many are open at the time, and arrange them together in the display.

### Split:

At the moment, we still have our three windows open for July, August and September. Instead of switching between each one to view the information, we can arrange them all on screen at once to compare the data.

# Main Screen

**Fidelio Cruise Material Management - Cost Viewer -**

File Windows Help

Refresh New Window Export to Excel Print Direct Print Verify FIFO Price Exit

July 2005

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

13/10/2005 01/07/2005

Calendar Selection Range

Key	Count	Value
	0.0	0.000

Overview

Silver DEMO 13/10/2005 10:08 User: Fidelio Support Pc: Jonathan DB: Fidelio Ver: 7.03.1070

**Passenger Counts for the Month of September**

**Passenger Counts for the Month of August**

**Passenger Counts for the Month of July**

Date	Port	Pax	Cr...	Ch...	Total	Cr...	Pa...	Total
Jul 1	At Sea	0.00	0.00	0.00	0.00	25.00	83.00	1,108.00
Jul 2	Tromsø	0.00	0.00	0.00	0.00	25.00	84.00	1,109.00
Jul 3	Honningsvåg	0.00	0.00	0.00	0.00	25.00	81.00	1,106.00
Jul 4	At Sea	0.00	0.00	0.00	0.00	25.00	81.00	1,106.00
Jul 5	Longyear	0.00	0.00	0.00	0.00	25.00	81.00	1,106.00
Jul 6	Ålesund	0.00	0.00	0.00	0.00	25.00	81.00	1,106.00
Jul 7	At Sea	0.00	0.00	0.00	0.00	25.00	81.00	1,106.00
Jul 8	At Sea	0.00	0.00	0.00	0.00	25.00	81.00	1,106.00
Jul 9	Kristiansund	0.00	0.00	0.00	0.00	25.00	81.00	1,106.00
Jul 10	Jondal	0.00	0.00	0.00	0.00	25.00	81.00	1,106.00

Passenger Counts

Click:

**FIDELIO**

- Arrange All
- Split
- Close All Views
- 1 Passenger Counts for the Month of September
- 2 Passenger Counts for the Month of August
- ☒ 3 Passenger Counts for the Month of July

Now all of 3 of our windows are arranged on screen simultaneously.

# Main Screen

**Fidelio Cruise Material Management - Cost Viewer -**

File Windows Help

Refresh New Window Export to Excel Print Direct Print Verify FIFO Price Exit

July 2005

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

13/10/2005 01/07/2005

Calendar Selection Range

Key	Count	Value
	0.0	0.000

Overview

Silver DEMO 13/10/2005 10:06 User : Fidelio Support Pc : Jonathan DB : Fidelio Ver : 7.03.1070

**Passenger Counts for the Month of July**

Date	Port	Pax	Crew	Child...	Total	Crew	Pass...	Total
Jul 1 2005	At Sea	0.00	0.00	0.00	0.00	0.00	0.00	1,108.00
Jul 2 2005	Tromsø	0.00	0.00	0.00	0.00	784.00	0.00	1,109.00

Passenger Counts

**Passenger Counts for the Month of August**

Date	Port	Pax	Crew	Child...	Total	Crew	Pass...	Total
Aug 1 2005	At Sea	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aug 2 2005	Oslo	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Passenger Counts

**Passenger Counts for the Month of September**

Date	Port	Pax	Crew	Child...	Total	Crew	Pass...	Total
Sep 1 2005	Helsingfors (Finland)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep 2 2005	At Sea	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Passenger Counts

You can enlarge the column widths by clicking in between the headings and dragging the mouse left or right.

Scroll through the different days here

Click to close the window

**Note:**

It will depend on your monitor size and resolution, as to how much of the data you actually see in the display.

Navigation: »No topics above this level«

## Frequently asked questions



- *When having more than one port in one day, I need to fill in pax and crew count numbers in both port fields. The case is that the system adds both those values to the total count for that cruise and since it is the same day it should only add one value. How should I solve this ?*

You may set one of the port values into zero this way not over booking the daily passenger and crew count.

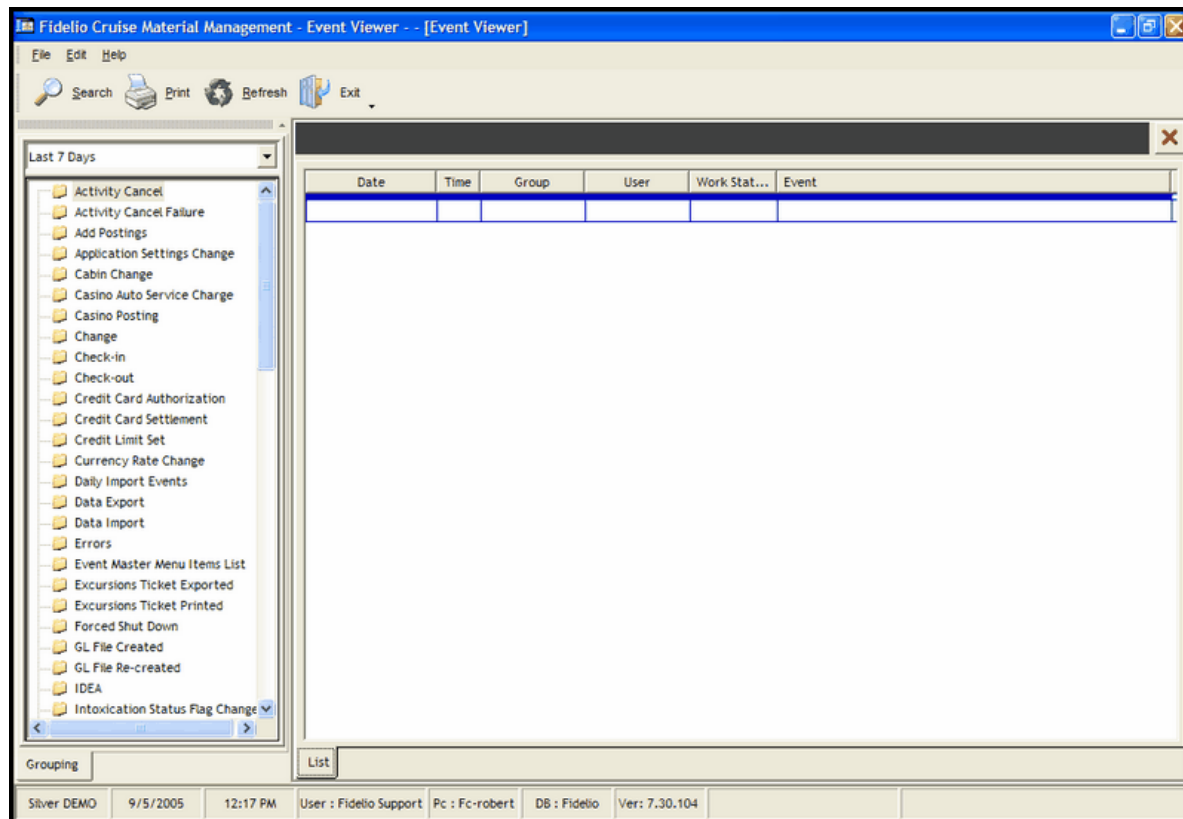
Navigation: Reference &gt;

## Event Viewer Main Screen



The Event Viewer module allows authorized users to view all system activity. The system tracks user activity in realtime, i.e. adding an article, changing a price, or creating a recipe, and this information can be displayed via Event Viewer.

### Event Viewer Main Screen :



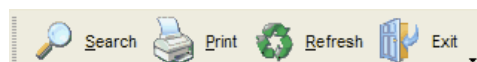
Navigation: Reference &gt; Main Screen &gt;

## Buttons:



This menu contains the basic options for various functions in the Event Manager.

### Buttons:



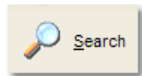
- Search:** - Opens the search engine
- Print:** - Opens Report Manager
- Refresh:** - This option refreshes the screen layout.
- Exit:** - Closes Event Viewer

## Button: Search

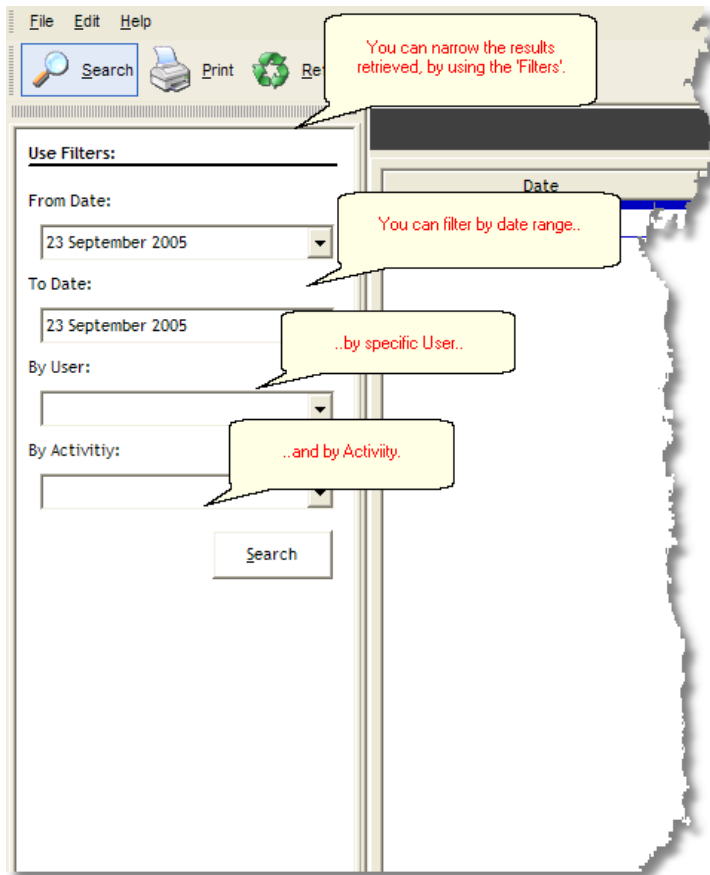


The Search function allows you to look for a specific event within a defined date period, by user, or by event type.

### Button Search:



Click to open the Search Engine.



Results of the filtering/searching will be shown in the **'Events'** window.

This way, you can easily see what an individual user has actioned over a certain period of time.

Selecting **-ALL-** in the 'By Activity' menu will display *all* related events. Alternatively, clicking an individual activity will filter out the rest

**Note:** Selecting 'All Events' may take a long time to display the results, due to the large amount of data involved.



**Remember:** Once you have clicked 'Search' it appears as the Search Order tab next to the Grouping tab. You can now switch between the two windows by clicking on the tabs. Clicking 'Search' again will close the tab.

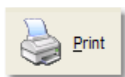
Navigation: Reference &gt; Main Screen &gt; Buttons &gt;

## Button: Print

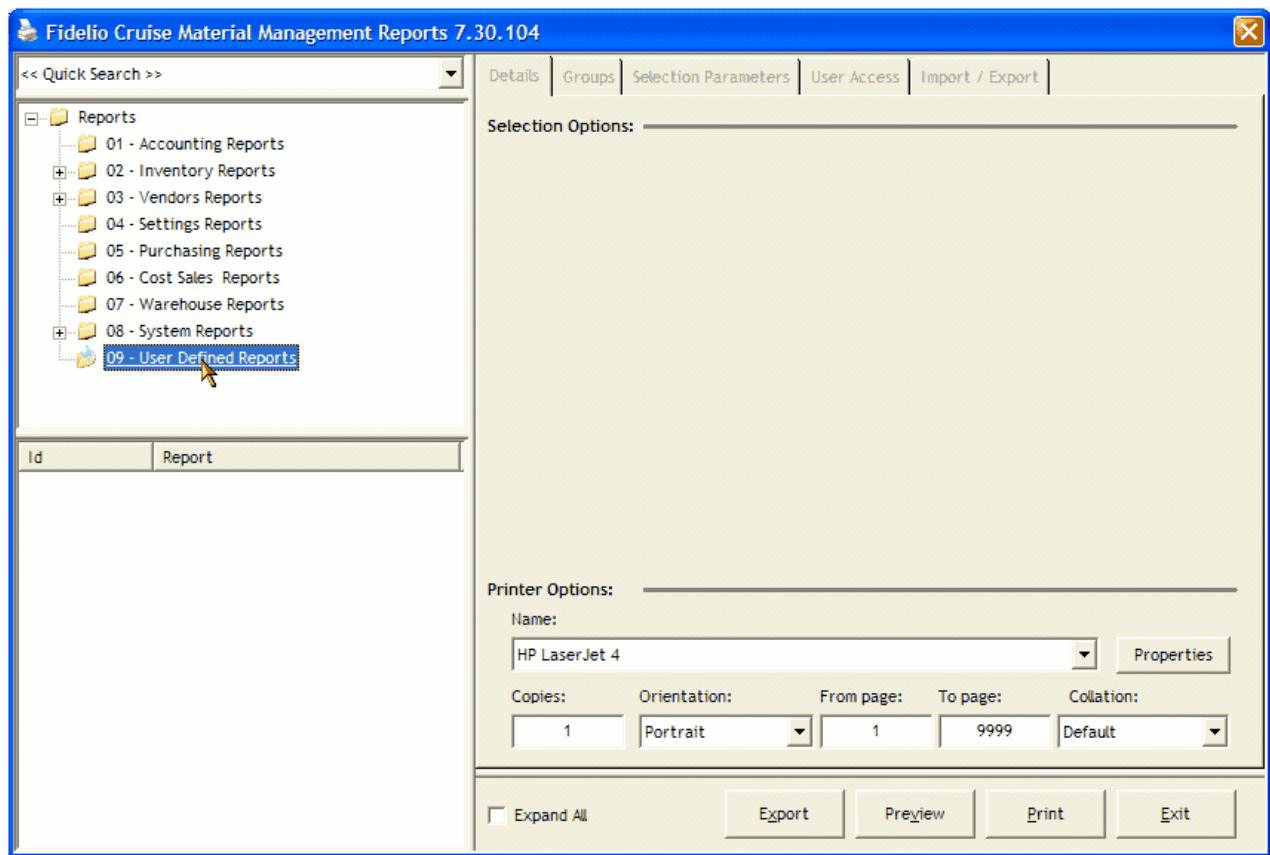


This option opens the Report Manager, which provides a selection of pre-defined and customized reports for printing. It is also available in the toolbar; File -> Print.

### Button Print:



Click to open Report Manager.



Navigation: Reference &gt; Main Screen &gt; Buttons &gt;

## Button: Refresh



This option refreshes the screen layout and restores any sort criteria to default values.

## Button Refresh:



Click to refresh your screen layout.

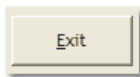
Navigation: Reference > Main Screen > Buttons >

## Button: Exit



This option will close the Event Viewer. It is also available in the toolbar; File -> Exit.

## Button Exit:



Click to close the Event Viewer.

Navigation: Reference > Main Screen >

## Tab: Grouping



The list or 'tree' of folders represents all the groups of events in Event Viewer.

## Tab Grouping:

The folder tree on the left is a list of all available events types you can filter. Clicking on the different

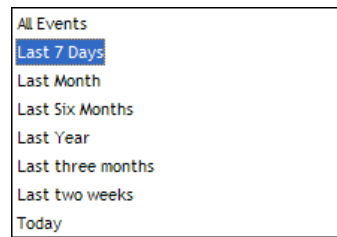
folders will automatically adjust the display in the 'Events' window.

Above the list you can see a drop down which allows you to set the time filter accordingly. By default,

the system starts with the last seven days.

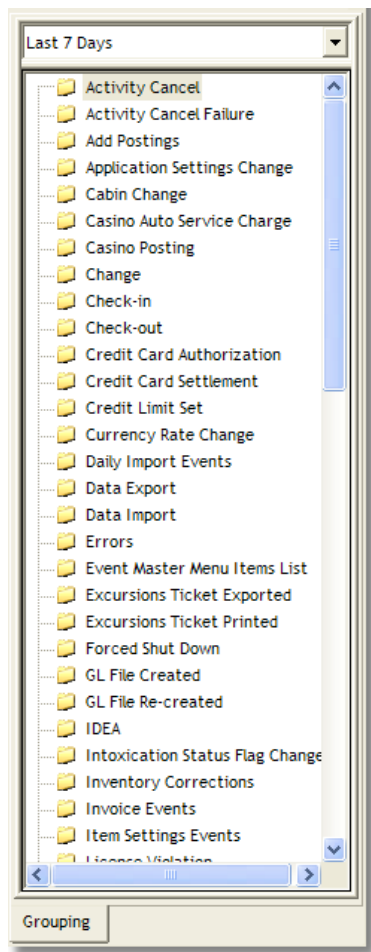


Click on the drop-down arrow to display the other options.



This way, you can find the information you require quickly and easily by selecting from the available options and clicking





Note: Selecting 'All Events' may take a long time to display the results, due to the large amount of data involved.

Navigation: Reference > Main Screen >

## Events Window



The Events Window shows you the results of your selection in the [Grouping Tab](#).

### Events Window:

The following columns are always visible:

- Date - shows the date when the event occurred
- Time - shows the time of the event
- Group - shows the Windows login username
- User - shows the username logged in to the Materials Management System
- Work Station - shows the name of the workstation user has been using
- Event - detailed description of what event took place

Events Errors					
Date	Time	Group	User	Work Sta...	Event
Sep 23 2005	09:24	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 23 2005	09:24	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 22 2005	09:52	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 22 2005	09:52	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 21 2005	08:53	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 21 2005	08:53	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 20 2005	15:23	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 20 2005	15:23	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 20 2005	09:19	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 20 2005	09:19	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 16 2005	16:30	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 16 2005	16:30	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 16 2005	09:45	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 16 2005	09:45	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 15 2005	14:50	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 15 2005	14:50	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 15 2005	10:13	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 15 2005	10:13	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 14 2005	15:55	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 14 2005	15:55	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 14 2005	15:33	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 14 2005	15:33	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 14 2005	11:10	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 14 2005	11:10	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 14 2005	09:23	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 14 2005	09:23	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 13 2005	14:15	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.

List

Navigation: Reference > Main Screen > Menu > File >

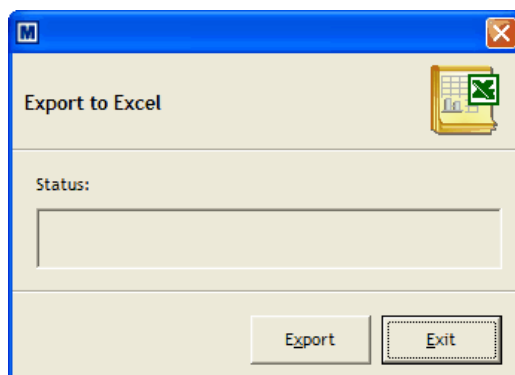
## Export



The Export function allows to export the current view to Excel for further analysis.

### Export:

From the toolbar select File -> Export.



## Main Screen

Once you click the 'Export' button, the system will generate an Excel spreadsheet containing the current [Event Window](#) and open it on your screen.

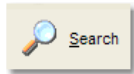
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## Button: Search

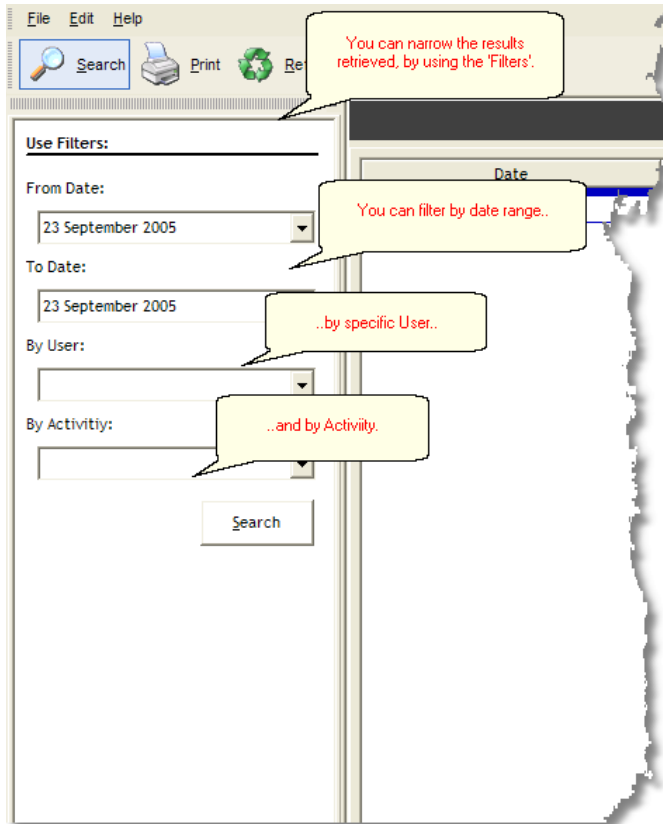


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### Button Search:



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This way, you can easily see what an individual user has actioned over a certain period of time.

Selecting **-ALL-** in the 'By Activity' menu will display *all* related events. Alternatively, clicking an individual activity will filter out the rest

**Note:** Selecting 'All Events' may take a long time to display the results, due to the large amount of data involved.



**Remember:** Once you have clicked 'Search' it appears as the Search Order tab next to the Grouping tab. You can now switch between the two windows by clicking on the tabs. Clicking 'Search' again will close the tab.

## Events Window



The Events Window shows you the results of your selection in the [Grouping Tab](#).

### Events Window:

The following columns are always visible:

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Sep 22 2005	09:52	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 21 2005	08:53	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 21 2005	08:53	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 20 2005	15:23	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
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Sep 20 2005	09:19	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 20 2005	09:19	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 16 2005	16:30	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 16 2005	16:30	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 16 2005	09:45	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 16 2005	09:45	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 15 2005	14:50	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 15 2005	14:50	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 15 2005	10:13	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 15 2005	10:13	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 14 2005	15:55	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 14 2005	15:55	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 14 2005	15:33	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 14 2005	15:33	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 14 2005	11:10	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
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Sep 14 2005	09:23	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.
Sep 14 2005	09:23	JARCHER	Fidelio Support	JONATHAN	System was not able to access user benp
Sep 13 2005	14:15	JARCHER	Fidelio Support	JONATHAN	Logon failure: unknown user name or bad password.

List

# Export

Navigation: Reference > Main Screen > Menu > File >

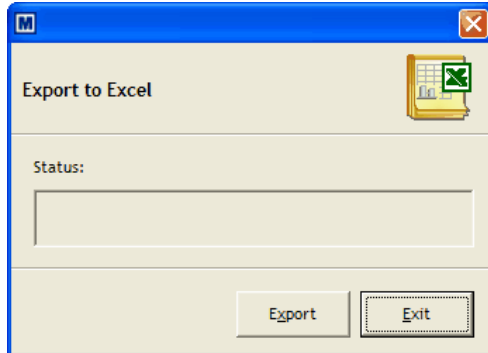
## Export



The Export function allows to export the current view to Excel for further analysis.

### Export:

From the toolbar select File -> Export.



Once you click the 'Export' button, the system will generate an Excel spreadsheet containing the current [Event Window](#) and open it on your screen.

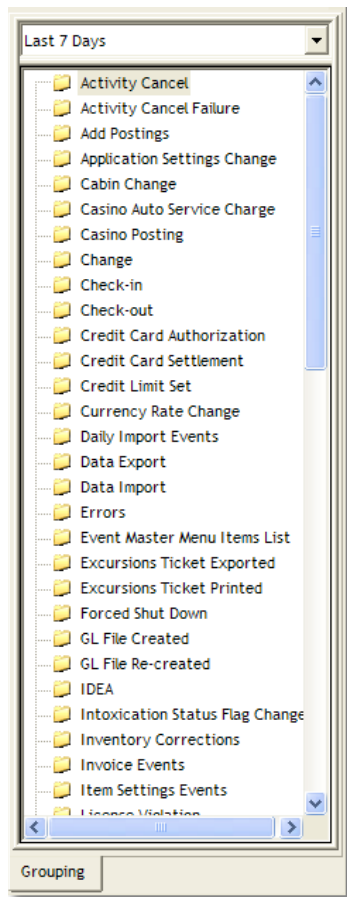
---

## Tab: Grouping



The list or 'tree' of folders represents all the groups of events in Event Viewer.

### Tab Grouping:

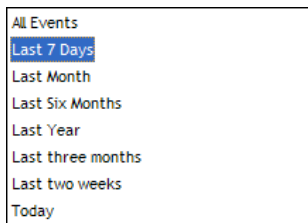


The folder tree on the left is a list of all available events types you can filter. Clicking on the different folders will automatically adjust the display in the 'Events' window.

Above the list you can see a drop down which allows you to set the time filter accordingly. By default, the system starts with the last seven days.



Click on the drop-down arrow to display the other options.



This way, you can find the information you require quickly and easily by selecting from the available options and clicking



**Note:** Selecting 'All Events' may take a long time to display the results, due to the large amount of data involved.

Navigation: »No topics above this level«

## Frequently Asked Questions



This section covers some problems that are frequently encountered by our users. The questions are organized by category and, where necessary, links are provided to relevant sections of the help.

Navigation: Frequently Asked Questions >

## General Questions



- [When I click on the event category, why does the application takes such a long time to respond?](#)

***When I click on the event category, why does the application takes such a long time to respond?***

The amount of data the program has to analyze is very large. Try selecting a smaller query period e.g. 'Last 7 days'.

---

## Inventories Main Screen



Physical inventories are completed to assist with effective management of materials and are one of the strongest tools for property control and accountability. On a practical level, the primary purpose of a physical inventory is to determine if the person responsible can account for all items on the inventory list. With this information the management can reconcile the physical items with the inventory records and update the financial records accordingly.

Inventory operations normally function in three phases. These are :

1. Physical count of items against a inventory count sheet
2. Verification of inventories though spot checking the accuracy
3. Closing of inventory and confirming adjustments

The inventories module is used onboard the ships for all inventory control and stock adjustment related operations. These tasks include displaying information on articles currently stocked onboard and processing inventory checks on the various main stores and sub-stores. The module also has a very important role prior to the closing of periods as complete inventories are a requirement before any turnover operations can be completed.

## Inventory Main Screen :

The image below represents the inventory module main screen as it would look during a normal day. At the top are located the [function buttons](#) and function menu and below, the screen is divided into three main sections displaying a [calendar](#), the inventory transactions overview and the departmental recaps. At the very bottom is information on the operational unit, date & time, current user, computer name, database in use and the module version number.

November 2005						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

26 November 2005		
Id	Date	Type
130000000501	26/11/2005	Cruise End Inventory
130000000502	26/11/2005	Cruise End Inventory
130000000503	26/11/2005	Cruise End Inventory
130000000504	26/11/2005	Cruise End Inventory
130000000505	26/11/2005	Cruise End Inventory
130000000506	26/11/2005	Cruise End Inventory
130000000507	26/11/2005	Cruise End Inventory
130000000508	26/11/2005	Cruise End Inventory
130000000509	26/11/2005	Cruise End Inventory
130000000510	26/11/2005	Cruise End Inventory
130000000511	26/11/2005	Cruise End Inventory
130000000512	26/11/2005	Cruise End Inventory
130000000513	26/11/2005	Cruise End Inventory
130000000514	26/11/2005	Cruise End Inventory
130000000515	26/11/2005	Cruise End Inventory
130000000516	26/11/2005	Cruise End Inventory
130000000517	26/11/2005	Cruise End Inventory
130000000518	26/11/2005	Cruise End Inventory

Key	Count	Value

The inventory transaction column headers below the date give the following information :

**Id**

Upon creating any new inventory document, the system will automatically assign a 12 digit ID number to the transaction for verification purposes.

**Date**

The date column will indicate the date that was selected during the creation process.

**Type**

This column will indicate the inventory document type. The following types are in use :

**Spot Check Inventory**

All documents created within the inventory module will be categorized under this type.

**Cruise End Inventory**

If the POC (Point of Consumption) properties in the setup module have been set to "end of cruise inventory" the system will automatically create inventory documents for all POCs containing this option. During the period closing process the system will verify if these documents have been correctly processed and closed.

**Status**

The status column will indicate the state of the inventory document. The status can be:

**Closed**

The inventory has been closed and can no longer be modified.

**Open**

The Inventory is open and can still be modified and deleted by those users that have rights assigned.

**Vessel**

The name of the vessel will be automatically placed into this column by the system.

# Main Screen

## Location

This column will indicate the location of the inventory that was selected during the creation process.

## Value

The system will indicate the total value of the inventory under this column heading.

Navigation: Reference > Main Screen >

## Inventories Main Screen



The calendar in the inventory module will display a pink color on each day that has inventory transactions. The color is always the same regardless if the transactions are with closed or open [status](#).

### Calendar:

June 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
13/06/2006 13/06/2006						

By selecting a day and clicking on the selection the system will display the transaction contents on the main screen.

May 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
13/06/2006 31/05/2006						

**31 May 2006**

Id	Date
140000002486	31/05/20
140000002487	31/05/20
140000002488	31/05/20
140000002489	31/05/20
140000002490	31/05/20

Navigation: Reference > Main Screen >

## Buttons:



The buttons toolbar contains the basic and most frequently used options.

### Buttons:

Clicking the buttons below or the links will open more information and instructions on the usage of these functions.



<b>Search:</b>	Search for a specific product
<b>New Spot Check:</b>	Create a new inventory control spot check
<b>Print:</b>	Opens the report manager module
<b>Refresh:</b>	Will return the screen layout to its default state
<b>Exit:</b>	Closes the movements module

Most of the options have corresponding options in the menu, keyboard shortcuts assigned to them, or are available with a right mouse click.

what need to be changed :

inventory

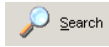
Navigation: Reference > Main Screen > Buttons >

## Button : Search



The search button provides the option to search inventory transactions from the main screen.

### Button : Search



Click on the search button to open the search engine.

You may locate inventory documents by entering the ID number in the search engine field.

**Search for:**

Search for Inventory:

Search

Activate additional search criteria by checking or un-checking the check boxes provided by the filter options.

☐

**Filter not activated**

☒

**Filter Activated**

- Search Inventory documents by store type :

**Use Filters:**

☐ Store:

- Search inventory documents by item

☐ Item:

- Search inventory documents by status Open or closed

☐ Inventory Status:

- Search inventory documents within a specified date range.

☐ Date From:

☐ Date To:



NOTE : After the first activation, the search engine will remain active during the session. You may hide and re-activate the search options from the tabs on the bottom left of the screen.



## Button : Create New Spot Check

The Create New Spot check option is used when a new inventory transaction needs to be created.

### Button : Create New Spot Check



New SpotCheck

Click to create a new spot check document

Clicking this button opens a windows into which all the necessary information should be inserted. Work your way downwards, inserting all the required information.

#### Date

Enter the date on which the inventory control will be made. The current date is circled in red.

#### Area Type

Select the main area type from

- Main Stores - Storage areas such as food, beverage, uniforms, technical items.
- Sub Stores - Sub stores and POCs (Points of Consumption) such as bar outlets, housekeeping departments etc.

#### Area

Select from the drop down list.

The options are dependent on how the articles have been categorized by company policy.

**Purchase Order 131137763 - 400686 MEEDER**

Food  
Beverage  
Tobacco  
Consumables  
Durables  
Equipment  
Uniform  
Entertainment  
Various

#### Type

Select the spot check type from the available options.

# Main Screen

Random 20  
Random 50  
Standard

- **Random 20**

This option selects 20 products from the inventory list of the selected POC at random and places them on the inventory document. The option is useful in cases where time does not permit checking the full physical inventory but a spot check needs to be made for verification purposes.

- **Random 50**

This option selects 50 products from the inventory list of the selected POC at random and places them on the inventory document. The option can be used in cases where inventory maintenance is being made but time does not permit a full inventory.

- **Standard**

This option is used in cases where a full physical inventory is made and all products need to be included.

## Locker

If the main store was selected as the area, this enables the option to target a specific product locker for the inventory.

Locker:

Fish Freezer  
Fish Thawing Room  
Fruit And Vegetable Freezer  
Fruit Fridge  
Ice Cream Freezer  
Meat Freezer  
Meat Thawing Room  
Poultry Freezer  
Poultry Thawing Room

Select  to continue.

The system will create the spot check document using the selected options and return to the main screen where the document may be selected.

Fidelio Cruise Material Management - Inventory - - [Inventory and Spot-Check Overview for 28 April 2006]

File Edit Windows Help

Search New SpotCheck Print Refresh Exit

28 April 2006

April 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

28/04/2006 28/04/2006

Id	Date	Type	Status	Location
130000000581	28/04/2006	Spot-Check Inventory	Open	La Terrazza
130000000627	28/04/2006	Spot-Check Inventory	Open	Food
130000000628	28/04/2006	Spot-Check Inventory	Open	Food

Select the newly created document and open it by DOUBLE CLICKING

Id	Date	Type	Status	Location	Value
130000000581	28/04/2006	Spot-Check Inventory	Open	La Terrazza	0.000
130000000627	28/04/2006	Spot-Check Inventory	Open	Food	0.000
130000000628	28/04/2006	Spot-Check Inventory	Open	Food	0.000
					0.000

This will open the contents of the actual inventory control sheet into which the actual inventory results need to be inserted. See the below example:

Spot-Check Inventory : 130000000627 - Food								
Code	Description	Base U...	SOH	Counted	Variance	Price	Value	Comments
133010	FISH - FRESH FROZEN, COD - FILLETS 003	LBS	384.500	0.000	0.000	0.000	0.000	
133020	FISH - FRESH FROZEN, GROUPER - FILLETS	LBS	280.800	0.000	0.000	0.000	0.000	
133030	FISH - FRESH FROZEN, HALIBUT - LOINS 01	LBS	165.000	0.000	0.000	0.000	0.000	
133032	FISH - FRESH FROZEN, HALIBUT - PORTION	LBS	90.000	0.000	0.000	0.000	0.000	
133038	FISH - FRESH FROZEN, MAHI-MAHI - PORTI	LBS	0.000	0.000	0.000	0.000	0.000	
133040	FISH - FRESH FROZEN, MONK FISH - FILLET	LBS	124.640	0.000	0.000	0.000	0.000	
133050	FISH - FRESH FROZEN, SALM	LBS	462.750	0.000	0.000	0.000	0.000	
133055	FISH - FRESH FROZEN, SALMON - PORTION	LBS	68.000	0.000	0.000	0.000	0.000	
133057	FISH - FRESH FROZEN, SEABASS - PORTION	LBS	40.000	0.000	0.000	0.000	0.000	
133060	FISH - FRESH FROZEN, SNAPPER RED - FILL	LBS	67.900	0.000	0.000	0.000	0.000	
133070	FISH - FRESH FROZEN, SWORDFISH - LOIN	LBS	127.800	0.000	0.000	0.000	0.000	
133073	FISH - FRESH FROZEN, SWORDFISH - PORT	LBS	20.900	0.000	0.000	0.000	0.000	
133080	FISH - FRESH FROZEN, TROUT RAINBOW - 1	LBS	130.000	0.000	0.000	0.000	0.000	
133085	FISH - FRESH FROZEN, TUNA - PORTIONS 6	LBS	38.000	0.000	0.000	0.000	0.000	
133090	FISH - FRESH FROZEN, TUNA YELLOWFIN -	LBS	84.300	0.000	0.000	0.000	0.000	
133095	FISH - FRESH FROZEN, TURBOT - WHOLEQU	LBS	372.480	0.000	0.000	0.000	0.000	
133096	FISH - FRESH FROZEN, TURBOT - PORTION	LBS	29.000	0.000	0.000	0.000	0.000	
						0.000		

The values in the columns represent the following:

**Code**  
Product code as described in article manager

**Description**  
Product description

**Base Unit**  
Base product unit that is used for counting the items

**SOH**  
Stock on hand. The actual quantity currently registered in the system prior to the inventory.

**Counted**  
In this space the physically counted items need to be inserted. For example.

**SOH**      **COUNTED**      **VARIANCE**  
1200      1190      -10

**Variance**  
The quantity variance between stock on hand and physical count.

**Price**  
The unit price of the single article in the document

**Value**  
The value variance found as a result of the inventory.  
This number is calculated from the total variance multiplied by the set item price.

**VARIANCE**      **PRICE**      **VALUE**  
10      1.5      15

Navigation: Reference > Main Screen > Buttons >

Button : Print



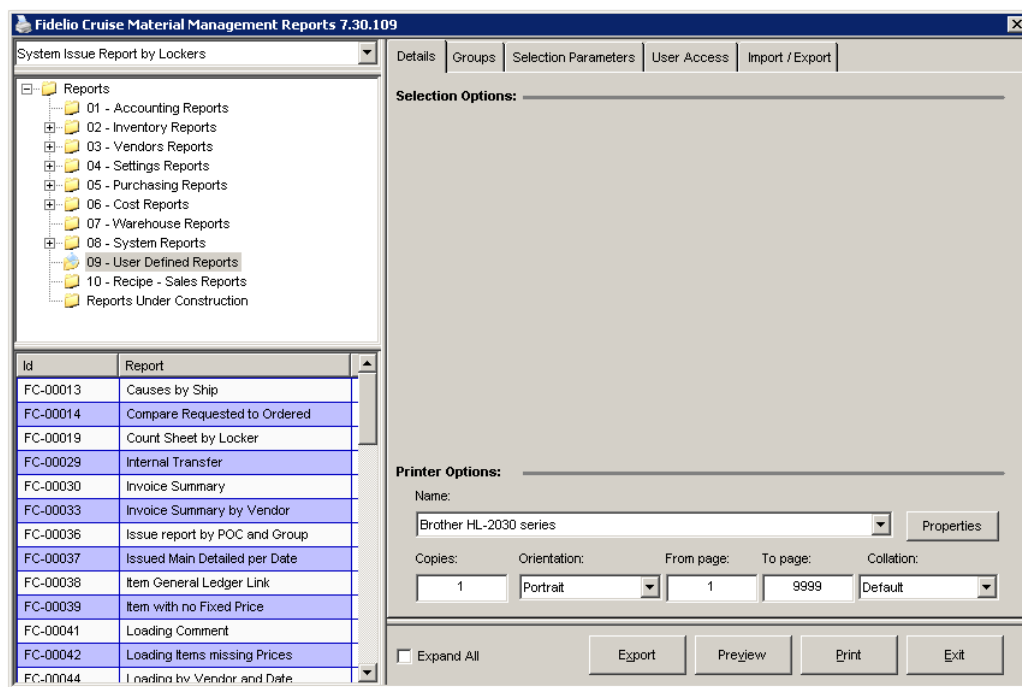
This option opens the [Report Manager](#). This option is also available in the Menu; File ->Print.

Button Print:



Click to open the Report Manager.

# Main Screen



Navigation: Reference > Main Screen > Buttons >

## Button : Refresh



This option refreshes the screen layout. For example, if you have sorted columns by their heading or resized them, clicking refresh will reset the layout to the original view.

### Button Refresh:



Click to refresh your screen layout.

Navigation: Reference > Main Screen > Buttons >

## Button : Exit



This option will close the Inventories module. You may also select from the Menu; File -> Exit.

### Button Exit:



Click to close the Inventory Module

## Menu:



The menu bar on the top of the screen contains the most common options for creating Inventory transactions. Note that the screen has different views depending on which sheet is active.

### Menu:

**Fidelio Cruise Material Management - Inventory - - [Inventory and Spot-Check Overview for 03 May 2006]**

**File Edit Windows Help**

Search New SpotCheck Print Refresh Exit

**03 May 2006**

May 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

02/05/2006 ◀ ▶ 03/05/2006

-- ▾

Key	Count	Value
Silver Cloud	57.	0.000
	57.	0.000

Id	Date
130000000642	03/05/2006

Navigation: Reference > Menu >

# Main Inventory Screen



File Menu options:

See following sections.

---

Navigation: Reference > Menu > Main Inventory Screen >

# File Menu



This menu contains the most common options for creating Inventory transactions. Note that the screen has different views depending on which sheet is active.

File Menu options:



New Spot  
Check

Create a new spot check

Export

Export the active sheet to an Excel spreadsheet

Print

Opens the report manager

Exit

Closes the inventory module

Navigation: Reference > Menu > Main Inventory Screen >






# Edit Menu



This menu contains the most common options for creating inventory transactions. The menu is

also available in the main screen by right clicking on the document grid.

**File Menu options:**

	 Open	<b>Open</b>	Open an existing inventory document
	 Close & lock Inventory	<b>Close &amp; Lock Inventory</b>	Closes and locks an inventory
	 Print... <span>Ctrl+P</span>	<b>Print</b>	Opens the report manager
	 Delete <span>ENTF</span>	<b>Delete</b>	Deletes an inventory transaction

Navigation: Reference > Menu > Main Inventory Screen > Edit Menu >


## Close & Lock Inventory



The closing and locking function firstly closes and secondly locks a completed inventory permanently. After closing a transaction it may no longer be modified.

**Closing and Locking an Inventory:**

Once the physical count of the inventory has been verified, to close the inventory, proceed as follows:

By choosing the  Close & lock Inventory option the system will change the document Status from open to closed.  
After this point the document may no longer be modified and may only be eliminated with the appropriate user rights.

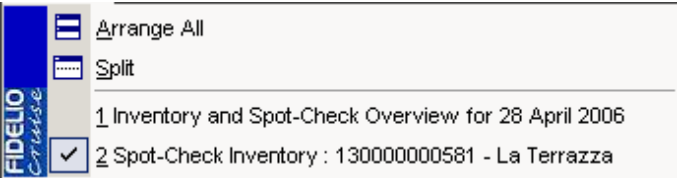
Navigation: Reference > Menu > Main Inventory Screen >

## Windows Menu



The windows menu allows to change how the windows and screens are displayed during various phases of using the software.

**Windows Menu Options :**



**Arrange All**  
**Split**

Rearranges the windows back to the default view  
Splits the selected views equally across the screen

Navigation: Reference > Menu >

## Inventory Document Screen



### Edit Menu options:

See following sections.

Navigation: Reference > Menu > Inventory Doc Screen >

## File Menu

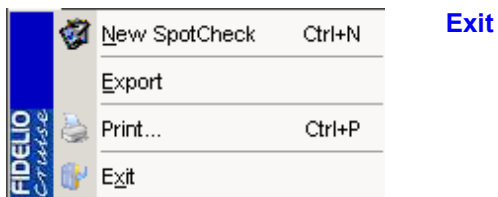


This menu contains the most common options for creating Inventory transactions. Note that the screen has different views depending on which sheet is active.

### File Menu options:

**New Spot Check**  
**Export**  
**Print**

Create a new spot check  
Export the active sheet to an Excel spreadsheet  
Opens the report manager  
Closes the inventory module



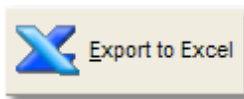
Navigation: Reference > Menu > Inventory Doc Screen > File Menu >

## File Menu



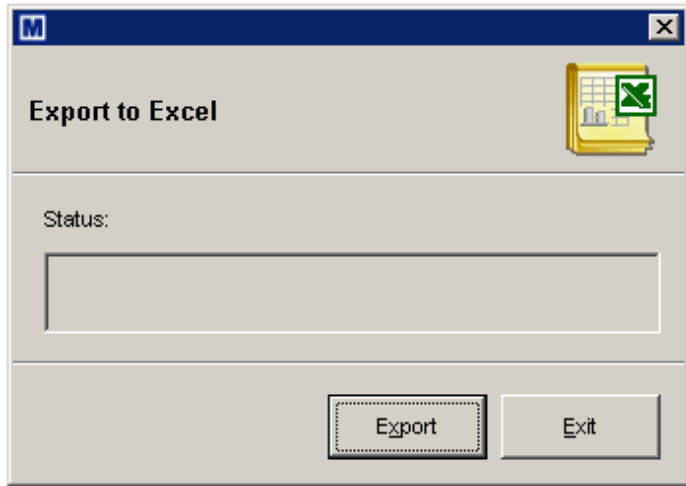
This function exports the contents of the active screen to an external Excel spreadsheet.

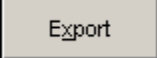
### Exporting to Excel:



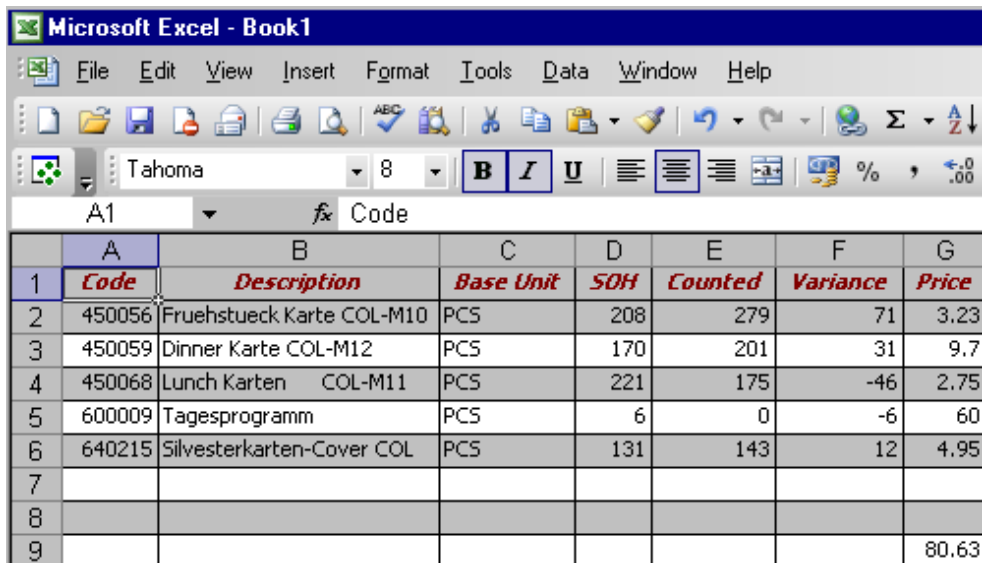
Click to export the information on the active screen to an Excel spreadsheet.

An Export window will open



Click  to continue

The exported data is displayed in Excel as shown below:



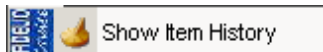
	A	B	C	D	E	F	G
1	<i>Code</i>	<i>Description</i>	<i>Base Unit</i>	<i>SOH</i>	<i>Counted</i>	<i>Variance</i>	<i>Price</i>
2	450056	Fruehstueck Karte COL-M10	PCS	208	279	71	3.23
3	450059	Dinner Karte COL-M12	PCS	170	201	31	9.7
4	450068	Lunch Karten COL-M11	PCS	221	175	-46	2.75
5	600009	Tagesprogramm	PCS	6	0	-6	60
6	640215	Silvesterkarten-Cover COL	PCS	131	143	12	4.95
7							
8							
9							80.63

Navigation: Reference > Menu > Inventory Doc Screen >

## Edit Menu



### File Menu options:



Show Item History

#### Show Item History

Open the item properties sheet to view item details and history

Clicking the SHOW ITEM HISTORY, opens the product data sheet from the article manager where all product related data can be found for deeper analysis.

Article: CIGARETTES, BENSON & HEDGES LIGHTS EA = FLIP PACK @ 20 PIECES

Date From: 02 May 2005  
Date To: 03 May 2006

Code: 302010  
Unit cost: 0.0000 / EA  
Unique Id: 110000002612

☒ Use Fixed Prices

MainStore	Stock	Unit	Value
Opening Stock	1,330.0000	EA	0.0000
Loadings	0.0000	EA	0.0000
Issues	0.0000	EA	0.0000
Returns	0.0000	EA	0.0000
Corrections	0.0000	EA	0.0000
Current Stock	1,330.0000	EA	0.0000
Pending Issues	0.0000	EA	0.0000
Pending Returns	0.0000	EA	0.0000
Available Stock	1,330.0000	EA	0.0000

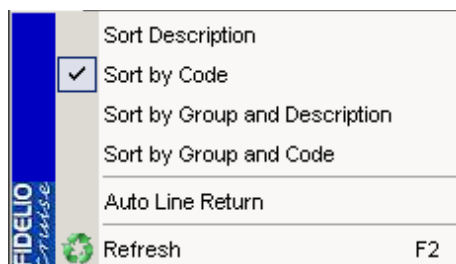
Navigation: Reference > Menu >

## View Menu



This menu contains the options for sorting the views on the active document.

### View Menu options:



#### Sort Description

Sort document by product description

#### Sort by Code

Sort document by product code

#### Sort by Group and Description

Sort document by product group and description

#### Sort by Group and Code

Sort document by product group and code

Automatically returns the line

**Auto Line  
Return**  
**Refresh**

Refreshes the screen layout to the original

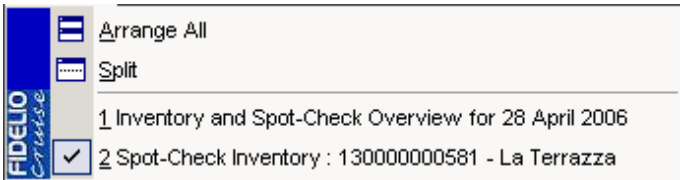
Navigation: Reference > Menu >

## Windows Menu



The windows menu allows to change how the windows and screens are displayed during various phases of using the software.

### Windows Menu Options :



**Arrange  
All**  
**Split**

Rearranges the windows  
back to the default view  
  
Splits the selected views  
equally across the screen



- ***What are the Basic requirements for a proper Inventory within MMS***

***therefore we***

- 
- 
- 
- 
- 
- 

- ***Will there be a problem with the stock in the outlets if I input the inventories the next day after the cruise ends.?***

It is always suggested to enter the inventory counts as you go. As a cruise ship never comes to a complete stand still, item inventories will continue to change and values to vary. For this reason a count will become out of date as soon as transactions are made.

- ***We set up some items in lockers but 'count sheet by locker' report is blank.***

After setting the lockers, the items need to be assigned into each locker accordingly. This is done in Article Manager / Article Properties and by selecting the corresponding store.

this :



status with the icons screenshots to be refreshed

new search capabilities

### 3088 Inventories Enhancement

Added search capabilities to the Inventory Module so that now user can search inventories by the following criteria

- 1) by mainstore Food, beverage, etc.
- 2) by Item show all inventory including a specific item
- 3) by type Spotcheck/cruise end
- 4) by Status Open/closed
- 5) by Date range From
- 6) by date range To
- 7) by Id Number

### 3277 Inventories Bug Fix

Remove PERIOD END inventory types and renamed spot-check inventory to Inventories.

Invoicing



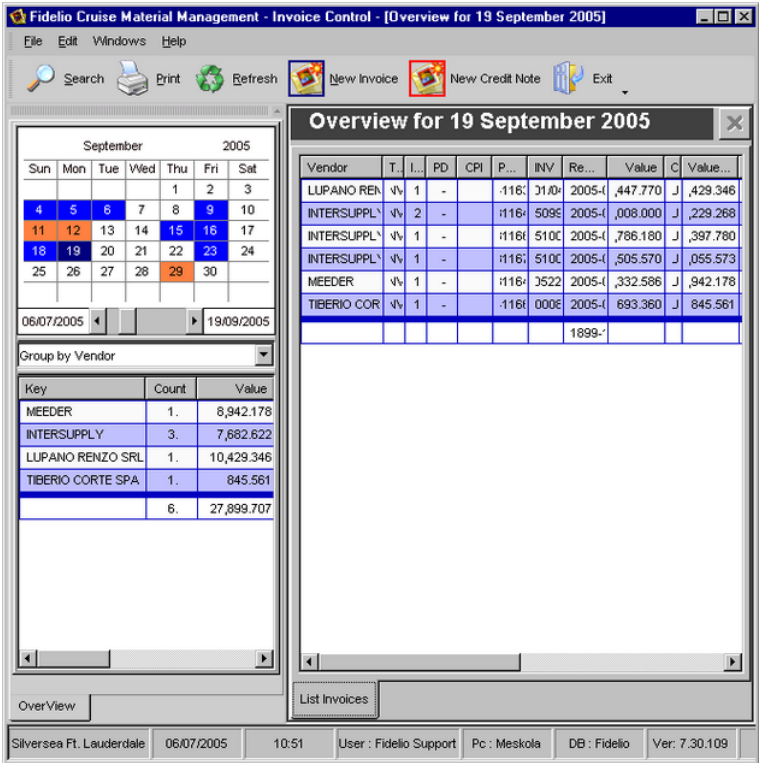
The Invoicing module is used as a Headquarter module within MMS. The module functions as a tool for maintaining the entire life span of an invoice from the moment it is registered to the system, up to the moment it is concluded as paid. This module also covers managing credit notes, variances in deliveries, and other discrepancies.

Invoicing :

Below is an image of the Invoice Control screen as it would look during normal operation. On top are located the function buttons and the Toolbar Menu. Below these are located several main screen areas:

- Calendar showing all invoicing activity on a monthly basis.
- Transactions display area on the right hand side of the screen listing all the invoices for the selected date.
- Below the calendar view is a summary screen of invoices for that date grouped either by vendor or currency.
- Below the transaction display area is a tab for listing invoices.

At the bottom of the screen the vessel information, date, time, current user and computer name are displayed..



Buttons



The buttons toolbar contains the frequently used options for accessing the invoicing tools.

Buttons:

Clicking the buttons below or the links will open more information and instructions on using these functions.



- Search** Search for an invoice with given criteria
- Print** Opens the Report Manager for printing options
- Refresh** Refreshes the screen to default view
- New Invoice** Registers a new Invoice to the system
- New Credit Note** Registers a new credit note to the system

**Exit** Exits the invoicing module

Most of the options have corresponding tools in the menu, keyboard shortcuts assigned to them, or are available with a right mouse click.

Navigation: Reference > Main Screen > Buttons >

Button : Search



The search option is used to locate a specific invoice within the module by defining specific search criteria.

Search:



Click the Search button to initiate the function.

Once activating the Search Engine, the fields for specifying the search criteria open.

Search for:

Search for Invoice:

Search

An invoice may be located on the basis of its number and can be chosen from the scroll list of all orders in the system.

Use Filters:

☐ Vendor:

<< Please select a Vendor >>

None

A ONE A

A.A.B. SHIPPING AGENCIA VIKING, L

A.S. HOSPITALITY

A S STELTON

ABX LOGISTICS (MIAMI)

ABX Logistics (Philadelphia)

AC Wellards

ACADAMY AWNING INC

By activating the search by Vendor, the system will limit the search to an invoice of a specific vendor (supplier)

☐ Vessel:

<< Please select a Vessel >>

IBESC STOCK FOR SILVERSEA

MV Silver Cloud

Mv Silver Wind

Silver Platter

Silver Shadow

Silver Whisper

Silversea Ft. Lauderdale

Warehouse 3

Warehouse 4

By activating the search by Vessel, the system will limit the search to the specified vessel.

☐ Invoice Status:

<< Please select an Order Status >>

1 - Invoice Open

2 - Invoice Controlled

3 - Invoice Paid

X - Pending Credit Note

By activating the search by status the system will only consider the invoices that meet the specified status selected in the drop down list.

☐ Purchase Order Number:

An invoice can be located on the basis of its Purchase Order Number and can be selected from the scroll list of all orders in the system.

# Main Screen

☐ Paid Status

By activating the search by Paid Status the system will only consider the invoices that meet the specified selection in the drop down list.

Blocked

Paid

PrePaid

UnPaid

After entering the desired search criteria click on the 'Search' button and the results will be displayed in the main screen.

Invoice Search...					
Vendor	Type	IS	PD	CPI	PON
INTERSUPPLY	INV	1	-		1211189
INTERSUPPLY	INV	1	-		1211182
INTERSUPPLY	INV	2	-		1311645
INTERSUPPLY	INV	1	-		1311663
INTERSUPPLY	INV	1	-		1311673
INTERSUPPLY	INV	2	-		1311985
INTERSUPPLY	INV	2	-		1311968
INTERSUPPLY	INV	1	-		1311969

The Search tab can be left open while working in other areas of the Invoicing Module. Any time a new search is needed the tab can be re-opened by clicking the Overview tab at the bottom of the search area.

Fidelio Cruise Material Ma...

File Edit Windows Help

Search

Print

Search for:

Search for Invoice:

Search

Use Filters:

☒ Vendor:

OverView

Search Order

Silversea Ft. Lauderdale07/07/2005C

Navigation: Reference > Main Screen > Buttons >

## Button : Print

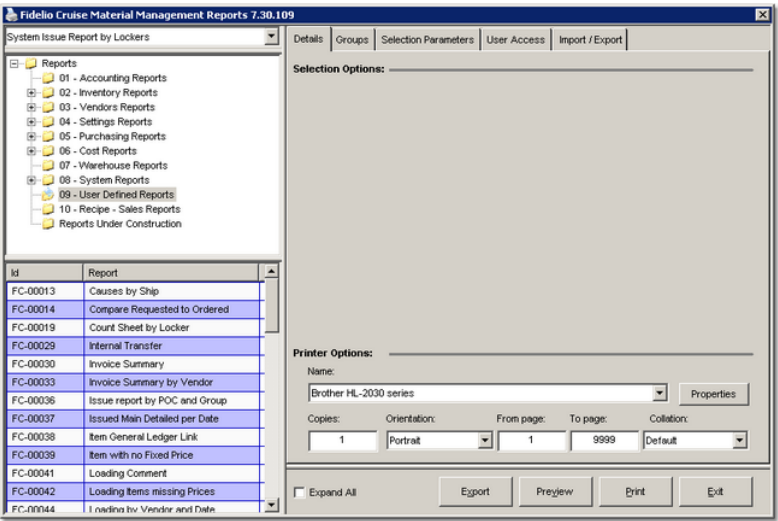


This option opens the [Report Manager](#). It is also available in Menu; File ->Print.

Print:



Click to open the Report Manager.



Navigation: Reference > Main Screen > Buttons >

## Button : Refresh



This option refreshes the screen layout. For example, once having sorted columns by their heading or resized them by clicking refresh will reset the layout to the default view.

### Refresh:



Click to refresh the screen layout.

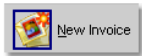
Navigation: Reference > Main Screen > Buttons >

## Button : New Invoice



The New Invoice function covers the process of creating an invoice in the system once it has been received from a Vendor.

### New Invoice :



Click to start the New Invoice registration wizard.

The 'Register New Invoice' window opens which guides the user through the process of creating a new invoice.

### Register New Invoice

Invoice Type	Invoice
Vendor	
Purchase Order	
Invoice ID	
Amount	
Currency	
Date Received	July 24 2006
Date Payment Requested	July 24 2006
Terms	
From Date	
Payable On or After	
Accounts Reference	
Document Reference	
Notes	

☐ Show Closed and Controlled Purchase Orders

Create Cancel

The first step is to complete the **Invoice Type** field. The system is using 'invoice' as the default selection, but this can be changed by choosing another option from the drop down list. Credit note or rebate are the other options.

The **Vendor** sending the invoice is selected from the list in the field's drop down list.

Invoice Type	Invoice
Vendor	ABX LOGISTICS (MIAMI) (Miami)
Purchase Order	13118131-245118 JAN-16-2006

The purchase order relating to the invoice received can be entered in the **Purchase Order** field by clicking on the drop down list. All purchase orders available in the system are shown, click on the desired one. The information can also be manually entered if needed.

Invoice Type	Invoice
Vendor	ABX LOGISTICS (MIAMI) (Miami)

If the invoice carries an individual reference number that has to be recorded for any specific purpose, this number can be entered into the field called **Invoice ID**. This id may be any combination of numbers or characters.

Invoice Type	Invoice
Vendor	-None- (At Sea)
Purchase Order	151162-400094 JUL-27-2005 Warehouse Mi
Invoice ID	REF28es94e3u9

The total dollar amount of the invoice is entered into the **Amount** field. The number can contain six places to the right of the decimal if required. Select the **currency** of the invoice from its drop down list as well..

Invoice ID	
Amount	14,000.000000
Currency	Us Dollar

To populate the **Date Received** field click on the drop down arrow and a calendar appears. Simply click on the required date. Close the calendar by clicking on the red X in the top right of the calendar.

Date Received	July 24 2006
Date Payment Requested	
Terms	
From Date	
Payable On or After	
Accounts Reference	
Document Reference	
Notes	

July 2006

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

Today: 7/24/2006

The date on which the supplier is requesting the invoice to be paid is entered in the **Date Payment Requested** field in the same manner as the receive date.

# Main Screen

The 'Terms' field is the agreed upon payment terms with which the purchase order was issued. These terms are also printed on the suppliers invoice. If the terms are entered in Vendor Manager they will show automatically otherwise select the correct term from the drop down list.

Date Received	July 24 2006
Date Payment Requested	July 24 2006
Terms	30 Days
From Date	30 Days
Payable On or After	45 Days
Accounts Reference	90 Days
Document Reference	Cash on Delivery
Notes	Invoice on Delivery
	Payment Via Credit Card
	Payment Via Port Agent

After entering the Terms information, the program will offer a default payment date by automatically populating the **Payable On or After** field. The date appearing here depends on the term that was chosen. However this can be changed to what is needed.

**NOTE:** The following three fields - **Account Reference**, **Document Reference**, and **Notes** are fields that may be needed but not required, depending on the entity's business needs. For example bank payments, g/l numbers for accounting departments, or special documents and notes can be entered here. The fields are alpha-numeric.

Accounts Reference	195858e99
Document Reference	E123-d0d0fjs2334
Notes	This order is extra special

If it is necessary to view already closed and controlled purchase orders and make them visible in the 'Purchase Order' space this option is available by ticking the option at the bottom of the window.

☐ Show Closed and Controlled Purchase Orders

Complete the invoice wizard by clicking on the 

Create

 button.

After this the invoice can be opened and viewed from the main screen by selecting the corresponding date


Navigation: Reference > Main Screen > Buttons >

## Button : New Credit Note



The New Credit note function covers the registration process of entering a Credit note to the system once it has been received from a Vendor.

### New Invoice :

 New Credit Note

Click to start the New Credit Note registration wizard

- A 'Register New Credit Note' window opens which will take through the process of New Credit Note.

### Register New Invoice

Invoice Type	Credit Note
Vendor	
Purchase Order	
Invoice ID	
Amount	
Currency	
Date Received	July 25 2006
Date Payment Requested	July 25 2006
Terms	
From Date	
Payable On or After	
Accounts Reference	
Document Reference	
Notes	

☐ Show Closed and Controlled Purchase Orders

Create Cancel

- The first step is to set the Invoice type. The system is using 'Credit' as the default in this option since the Create New Credit Note option was selected but this may be changed from the drop down list selecting the suitable option.

### Register New Credit Note

Invoice Type:	Credit Note	Purchase Order:	321148209 496
Vendor:	Zerssen & Citti Ship Service (Kiel)	Delivered To:	MS Fidelio Elbe
Purchase Order:	321148209 496 FEB 08 2008 MS Fidelio Elbe	Delivered On:	February 08 2008
Invoice ID:	12345-1		
Amount:	-100.000000	Value Ordered/Received	1,299.100000
Currency:	Euro		
Date of Invoice:	22 May 2008	Registered Invoices/Credit Notes	
Date Received:	22 May 2008		
Date Payment Requested:	22 May 2008	Total Value Invoiced	0.000000
Terms:	60 Days		
From Date:	Date Of Invoice	Variance	-1,299.100000
Payable On or After:	21 July 2008		
Accounts Reference:			
Document Reference:			
Notes:			



☐ Show Closed and Controlled Purchase Orders


Create Cancel

- The Vendor sending the Credit Note is selected from the list of vendor opening in a drop down list.

Invoice Type:	Credit Note
Vendor:	Zerssen & Citti Ship Service (Kiel)
Purchase Order:	401165314 496 MAY 20 2008 MS Fidelio Blue

- The Purchase order relating to the Credit Note received is set in the 'Purchase Order' Column by opening the list of purchase orders available and selecting the correct one or inserting the Number of the Purchase order in the space provided
- In the case that the Credit Note carries an individual reference number that has to be recorded for any specific purpose, this number may be carried into the space 'Invoice ID' This number may carry any types of numbers, characters or a combination of the two.

- The Total amount of the Credit Note is entered in the corresponding column. The total holds six decimal digits that remain on the right hand side of the decimal separator.
- The currency of the Credit Note is set by selecting the correct currency from the drop down list.
- The Date on when the Credit Note was received, is set in the 'Date Received' space by selecting the date from the calendar and thereafter closing the calendar view by clicking the  at the right hand side corner or the calendar
- The Date on which the Supplier has printed the Credit Note to be settled is entered in the 'Date Payment requested' space by selecting the date from the calendar and thereafter closing the calendar view by clicking the  at the right hand side corner or the calendar.
- The Payment term on which has been agreed upon the issuance of the Credit Note is set on the 'Terms' space of the wizard by selecting the correct term from the drop down list. After setting this information the program will offer a default payment date for the invoice depending on the length of the term however this may be changed to be what is needed.
- Payment Term that has been agreed upon issuing the Purchase order for the articles is set in the 'Payable On or After' Space from the available three options.
- An Accounts Department reference number that may be needed for Bank transactions or other may be carried into the space 'Accounts Reference' . This number may carry any types of numbers, characters or a combination of the two.

Register New Invoice			
Invoice Type	Invoice	Purchase Order:	121115521 401070
Vendor	A ONE A (Pompano Beach)	Delivered To:	Silver Whisper
Purchase Order	121115521-401070 FEB-10-2006 Silver Whisper	Delivered On:	February 10 2006
Invoice ID	1234567890		
Amount	500.470000	Value Ordered/Received	17,289.220000
Currency	Us Dollar		
Date Received	July 06 2005	Registered Invoices/Credit Notes	
Date Payment Request...	July 06 2005		
Terms	30 Days	Total Value Invoiced	0.000000
From Date	Date of Invoice		
Payable On or After	August 05 2005	Variance	-17,289.220000
Accounts Reference	123456789101112		
Notes			
<input type="checkbox"/> Show Closed and Controlled Purchase Orders		<div>Create    Cancel</div>	

- If it is necessary to vie already closed and controlled Purchase Orders and make them visible in the 'Purchase Order' space this option is available by ticking the option at the bottom of the window.

☒ Show Closed and Controlled Purchase Orders

Create

- Complete the Credit Note creation by clicking
- After this the Credit Note can be opened and viewed by selecting it from the main screen by selecting the corresponding date



# Main Screen

## Button : Exit

This option will close the invoicing module. You may also select Menu; File -> Exit.

Exit:



Click to close the module.

Navigation: Reference > Main Screen >

## Menu



The Menu bar on the top of the screen contain basic options which are also available in the Toolbar. The same options are also available by right clicking the Invoice view.

Menu:



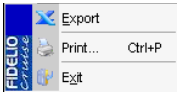
Navigation: Reference > Main Screen > Menu >

## Menu : File



This menu contains options for exporting and printing invoice information. The program can also be exited from here.

File:



**Export**  
**Print**  
**Exit**

Export the current view to an Excel Sheet  
Open the Report Manager for printing options.  
Closes the Invoicing Module

Navigation: Reference > Main Screen > Menu >

## Menu : Edit

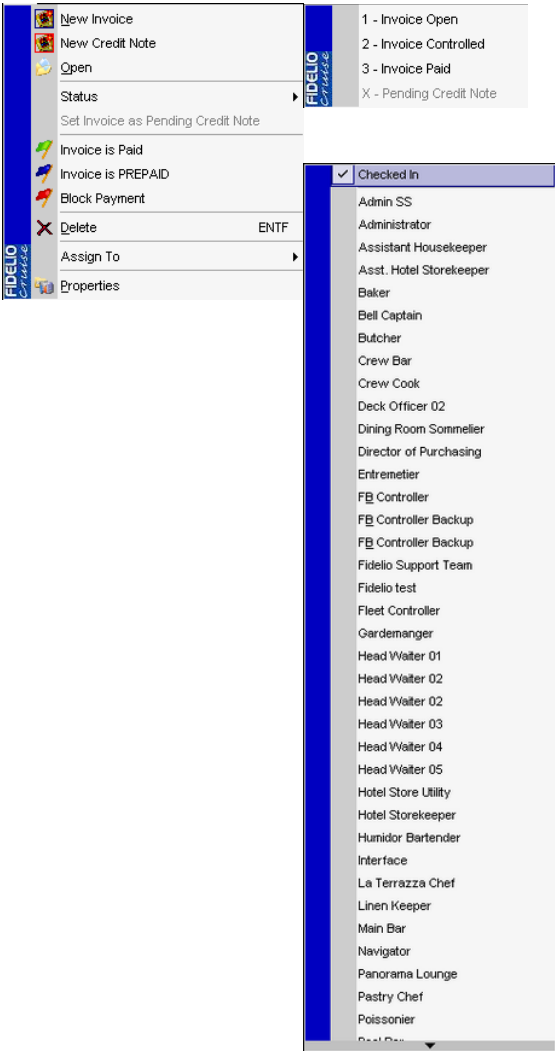


The Edit menu contains program options such as creating invoices and credit notes, changing Invoice status, as well as assigning them to different departments. Some of these options are also available in the [Buttons Toolbar](#).

Edit:

Creates a **New Invoice**  
Creates a **New Credit Note**  
**Opens** a selected document  
Change the **status** of an Invoice ( options 1-3)  
**Set invoice as pending credit note**  
Set the invoice to **Invoice is Paid**  
Set the invoice to **Invoice is Pre-paid**

# Main Screen



**Block Payment** of invoice

**Delete** a selected transaction

**Assign** invoice to a specific position from the drop down list

**Properties** of the selected invoice allows editing

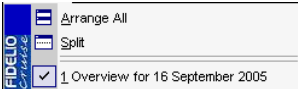
Navigation: Reference > Main Screen > Menu >

## Menu : Windows



The Windows menu changes how the windows are displayed on the screen.

### Windows :



#### Arrange All Split

Rearranges the windows back to the default view.  
Splits the selected vieqs equally across the screen

Navigation: Reference > Main Screen >

## Invoice View



Open an Invoice by *double clicking* on it from the main screen. Many types of information become available for viewing and working with the active invoice in a details view.

### Invoice View :

At the top are located the Invoice view Tool Bar buttons and the Menu for the options in this view.



Navigation: Reference > Main Screen > Invoice View >

## Buttons Invoice View :

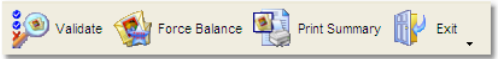


The buttons toolbar in the active invoice view contains the most frequently used functions for for managing invoices. Most of the options are also available with a right click in the details screen.

### Buttons Invoice View :



- |                        |  |
|------------------------|--|
| <b>Search</b>          | Search for an invoice with different criteria                      |
| <b>Print</b>           | Opens the Report manager for printing a specific invoice or report |
| <b>Refresh</b>         | Refreshes the screen back to default view                          |
| <b>New Invoice</b>     | Creates a new invoice in the system                                |
| <b>New Credit Note</b> | Creates a new credit note in the system                            |



- |                      |  |
|----------------------|--|
| <b>Validate</b>      | Validates the item amounts in the active invoice |
| <b>Force Balance</b> | To balance the invoice                           |
| <b>Print Summary</b> | Prints a summary of invoices                     |
| <b>Exit</b>          | Exits the invoice module                         |

Navigation: Reference > Main Screen > Invoice View > Buttons Invoice View >

## Buttons Invoice View : Search



The search option provides a possibility to locate a specific invoice within the module by defining specific Search Criteria.

### Search:



Click the Search button to initiate the function.

- Once activating the Search engine. The Fields for specifying the search criteria open.

#### Search for:

Search for Invoice:

An Invoice may be located on the basis of its number should this be known and can be recognized from the scroll list of all orders in the system.

# Main Screen

**Use Filters:**

☐ Vendor:

<< Please select a Vendor >>

None  
A ONE A  
A.A.B. SHIPPING AGENCIA VIKING, L  
A.S. HOSPITALITY  
A S STELTON  
ABX LOGISTICS (MIAMI)  
ABX Logistics (Philadelphia)  
AC Wellards  
ACADAMY AWNING INC

By activating the search by Vendor, the system will limit the search for an invoice of a specific Vendor (Supplier)

☐ Vessel:

<< Please select a Vessel >>

IBESC STOCK FOR SILVERSEA  
MV Silver Cloud  
Mv Silver Wind  
Silver Platter  
Silver Shadow  
Silver Whisper  
Silversea Ft. Lauderdale  
Warehouse 3  
Warehouse 4

By activating the search by Vessel, the system will only consider order for the specified vessels in the search.

☐ Invoice Status:

<< Please select an Order Status >>

By activating the search by Status the system will only consider the Invoices that meet the specified status listed in the drop down selection.

1 - Invoice Open  
2 - Invoice Controlled  
3 - Invoice Paid  
X - Pending Credit Note

☐ Purchase Order Number:

By activating the search by Purchase Order Number, the system will only consider Invoices for the specified Purchase Orders in the search.

☐ Paid Status

By activating the search by Paid Status the system will only consider the Invoices that meet the specified payment status listed in the drop down selection.

Blocked  
Paid  
PrePaid  
UnPaid

- Upon having selected the criteria for the search the search may be initiated by pressing and the results will be displayed in the Main Screen.

Invoice Search...					
Vendor	Type	IS	PD	CPI	PON
INTERSUPPLY	INV	1	-		1211189
INTERSUPPLY	INV	1	-		1211182
INTERSUPPLY	INV	2	-		1311645
INTERSUPPLY	INV	1	-		1311663
INTERSUPPLY	INV	1	-		1311673
INTERSUPPLY	INV	2	-		1311985
INTERSUPPLY	INV	2	-		1311968
INTERSUPPLY	INV	1	-		1311969

- The Search engine may be left open in the background by leaving the Search tab open. This is done by clicking the Overview Tab that returns the user back to the Items View Page. Any time a new search is needed the tab can be re-opened.



Navigation: Reference > Main Screen > Invoice View > Buttons Invoice View >

## Buttons Invoice View : Print



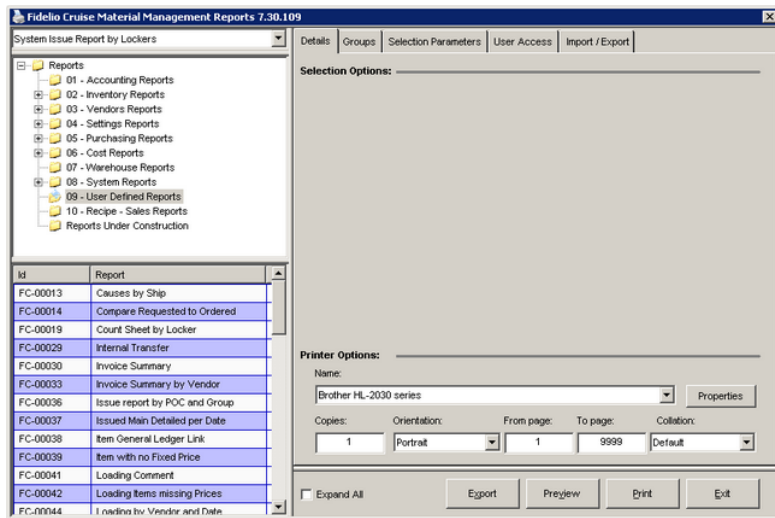
### Buttons Invoice View :

This option opens the [Report Manager](#). This option is also available in Menu; File ->Print.

#### Print:



Click to open the Report Manager.



Navigation: Reference > Main Screen > Invoice View > Buttons Invoice View >

## Buttons Invoice View : Refresh



This option refreshes the screen layout. For example, once having sorted columns by their heading or resized them, clicking refresh will reset the screen layout to the default view.

#### Refresh:

Click to refresh the screen layout.



Navigation: Reference > Main Screen > Invoice View > Buttons Invoice View >

## Buttons Invoice View : New Invoice



The New Invoice function covers the process of creating an invoice in the system once it has been received from a vendor.

### New Invoice :



Click to start the New Invoice registration wizard.

The 'Register New Invoice' window opens which guides the user through the process of creating a new invoice.

The first step is to complete the **Invoice Type** field. The system is using 'invoice' as the default selection, but this can be changed by choosing another option from the drop down list Credit note or rebate are the other options.

The **Vendor** sending the invoice is selected from the list in the field's drop down list.

The purchase order relating to the invoice received can be entered in the **Purchase Order** field by clicking on the drop down list of purchase orders available in they system and selecting the correct one. The information can also be manually entered if desired.

If the invoice carries an individual reference number that has to be recorded for any specific purpose, this number can be entered into the field called **Invoice ID** This id may be any combination of numbers or characters.

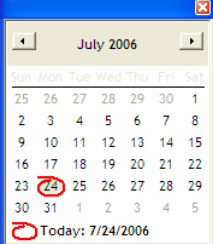
The total dollar amount of the invoice is entered into the **Amount** field. The number can contain six places to the right of the decimal if required. The currency type will be populated automatically from the information off the PO once the Purchase Order information is entered. This can be changed by choosing a different currency from the field's drop down list.

# Main Screen

Invoice ID	
Amount	14,000.000000
Currency	Us Dollar

The populate the **Date Received** field click on the drop down arrow and a calendar appears. Simply click on the required date. Close the calendar by clicking on the red X in the top right of the calendar.

Date Received	July 24 2006
Date Payment Requested	
Terms	
From Date	
Payable On or After	
Accounts Reference	
Document Reference	
Notes	



Today: 7/24/2006

The date on which the supplier is requesting the invoice to be paid is entered in the **Date Payment Requested** field in the same manner as the receive date.

The **Terms** field is the agreed upon payment terms with which the purchase order was issued. These terms are also printed on the suppliers invoice. Select the correct term from the drop down list.

Date Received	July 24 2006
Date Payment Requested	July 24 2006
Terms	30 Days
From Date	
Payable On or After	
Accounts Reference	
Document Reference	
Notes	

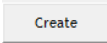
After entering the Terms information, the program will offer a default payment date by automatically populating the **Payable On or After** field. The date appearing here depends on the term that was chosen. However this can be changed to what is needed.

**NOTE:** The following three fields - **Account Reference**, **Document Reference**, and **Notes** are fields that may be needed but not required, depending on the entity's business needs. For example bank payments, g/l numbers for accounting departments, or special documents and notes can be entered here. The fields are alpha-numeric.

Accounts Reference	195858e99
Document Reference	E123-d0d0fjs2334
Notes	This order is extra special

If it is necessary to view already closed and controlled purchase orders and make them visible in the 'Purchase Order' space this option is available by ticking the option at the bottom of the window.

☐ Show Closed and Controlled Purchase Orders

Complete the invoice wizard by clicking on the  button.

After this the invoice can be opened and viewed from the main screen by selecting the corresponding date

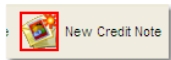
Navigation: Reference > Main Screen > Invoice View > Buttons Invoice View >

## Buttons Invoice View : New Credit Note



The New Credit Note function covers the process of entering a credit note to the system once it has been received from a vendor. It is created the same way as a new invoice, except the **Invoice Type** field will be '**credit note**' rather than invoice.

## New Invoice :



Click to start the New Credit Note registration wizard

The Register New Invoice window opens which guides the user through the process of creating a credit note..

**Register New Invoice**

Invoice Type: Credit Note

Vendor: [Empty]

Purchase Order: [Empty]

Invoice ID: [Empty]

Amount: [Empty]

Currency: [Empty]

Date Received: July 25 2006

Date Payment Requested: July 25 2006

Terms: [Empty]

From Date: [Empty]

Payable On or After: [Empty]

Accounts Reference: [Empty]

Document Reference: [Empty]

Notes: [Empty]

☐ Show Closed and Controlled Purchase Orders

Create Cancel

The first step is to set the Invoice type. The system is using 'invoice' as the default in this option but this can be changed by choosing another option from the drop down list. In this case choose 'credit note'.

The **Vendor** sending the credit note is selected from the list in the field's drop down list.

Invoice Type: Credit Note

Vendor: ABX LOGISTICS (MIAMI) (Miami)

The purchase order relating to the credit note can be entered in the **Purchase Order** field by clicking on the drop down list of purchase orders available in the system and selecting the correct one. The information can also be manually entered if desired.

Invoice Type: Invoice

Vendor: ABX LOGISTICS (MIAMI) (Miami)

Purchase Order: 13118131-245118 JAN-16-2006

If the credit note carries an individual reference number that has to be recorded for any specific purpose, this number can be entered into the field called **Invoice ID**. This id may be any combination of numbers or characters.

The total dollar amount of the credit note is entered into the **Amount** field. The number can contain six places to the right of the decimal if required. The currency type will be populated automatically from the information off the PO once the Purchase Order information is entered. This can be changed by choosing a different currency from the field's drop down list.

Amount: -14,000.000000

Currency: Us Dollar

To populate the **Date Received** field click on the drop down arrow and a calendar appears. Simply click on the required date. Close the calendar by clicking on the red X in the top right of the calendar.

# Main Screen

The screenshot shows a software interface for creating a credit note. The 'Date Received' field is set to 'July 24 2006'. The 'Date Payment Requested' field is also set to 'July 24 2006'. The 'Terms' field is empty. The 'From Date' field is empty. The 'Payable On or After' field is empty. The 'Accounts Reference' field is empty. The 'Document Reference' field is empty. The 'Notes' field is empty. A calendar is open for July 2006, showing the 24th as the selected date.

The date on which the supplier is requesting the invoice to be paid is entered in the **Date Payment Requested** field in the same manner as the receive date.

The **Terms** field is the agreed upon credit note terms with which the purchase order was issued. These terms are also printed on the suppliers invoice. Select the correct term from the drop down list.

The screenshot shows the 'Terms' dropdown menu open. The options are: 30 Days, 45 Days, 60 Days, 90 Days, Cash on Delivery, Invoice on Delivery, Payment Via Credit Card, and Payment Via Port Agent. The '30 Days' option is selected.

After entering the Terms information, the program will offer a default payment/credit date by automatically populating the **Payable On or After** field. The date appearing here depends on the term that was chosen. However this can be changed to what is needed.

**NOTE:** The following three fields - **Account Reference**, **Document Reference**, and **Notes** are fields that may be needed but not required, depending on the entity's business needs. For example bank payments, g/l numbers for accounting departments, or special documents and notes can be entered here. The fields are alpha-numeric.

The screenshot shows the 'Accounts Reference' field filled with '195858e99', the 'Document Reference' field filled with 'E123-d0d0fjs2334', and the 'Notes' field filled with 'This order is extra special'.

If it is necessary to view already closed and controlled purchase orders and make them visible in the 'Purchase Order' space this option is available by ticking the option at the bottom of the window.

The screenshot shows a checkbox labeled 'Show Closed and Controlled Purchase Orders' which is currently unchecked.

Complete the Credit Note creation by clicking the **Create** button.

After this the credit note can be opened and viewed by selecting it from the main screen by selecting the corresponding date.

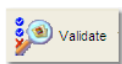
Navigation: Reference > Main Screen > Invoice View > Buttons Invoice View >

## Buttons Invoice View : Validate



The validation button is available once the user double clicks on a line item in the invoice overview screen. This brings up the details of the item.

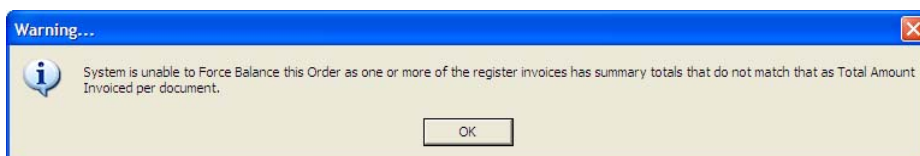
### Validate:



Click to Validate the selected invoice

## Main Screen

After clicking on the validate button, the system checks the purchase order (PO) value against the invoice value, and will attempt to close the invoice. An warning message may appear :



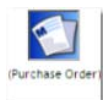
Click on OK, then a  $-/+$  variance appears at the screen bottom:

Items with different Loading Price then Invoice Price or Items with different Loading Quantity then Invoice Quantity

Code	Description	U...	Ano...	Ano...	Diffe...	Pric...	Pric...	Tota...	Tota...	Diffe...
					0.000					0.000
<div> <div>Override Total</div> <div>(+/-) 10.000</div> </div> <div> <div>Override Amount</div> <div>(+/-) 10.000</div> </div>										

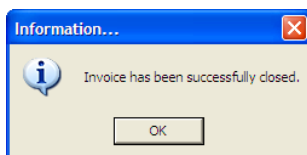
The system is complaining due to settings in the **OPTIONS** module, beneath the Invoice Settings. A maximum quantity and a maximum total are set here. The system will not close the invoice if the quantity has a difference greater than the system values set here. ( Note: these values are set at configuration time by an administrator type functionality.)

At this point click on the PO button above the main screen area:

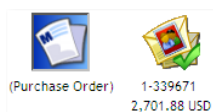


This will bring the screen back to the items listed in the PO. Now the user should check what is the difference between the Purchase Order and the Invoice.

The invoice amount now matches the received amount. If you now click on the validate button, the invoice will be closed with the following information button:



Finally, the invoice icon will now have a green check mark to show that it was successfully closed.



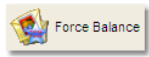
Navigation: Reference > Main Screen > Invoice View > Buttons Invoice View >

## Buttons Invoice View : Force Balance



The Force Balance button is available once the user double clicks on a line item in the invoice overview screen. This brings up the details of the item.

### Force Balance:



Press the Force Balance button to force the invoice to balance.

After clicking on the validate button, the system checks the purchase order (PO) value against the invoice value, and will attempt to close the invoice. The system may complain due to settings in the OPTIONS module, beneath the Invoice Settings. A maximum quantity and a maximum total are set here. The system will not close the invoice if the quantity has a difference greater than the system values set here. ( Note: these values are set at configuration time by an administrator type functionality.)

However, by clicking the Force Balance button, the system will force close the invoice, regardless of the quantity and maximum totals and will create a Line entry.

Navigation: Reference > Main Screen > Invoice View > Buttons Invoice View >

## Buttons Invoice View : Print Summary



This option opens the [Report Manager](#). This option is also available in Menu; File ->Print.

### Print Summary:



Click to print a summary of the invoice.

Behind this button is a Summary Report linked which was set up in the Options Module->Direct Print

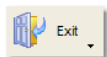
Navigation: Reference > Main Screen > Invoice View > Buttons Invoice View >

## Buttons Invoice View : Exit



This option will close the Invoicing module. You may also select Menu; File -> Exit.

### Exit:



Click to close the module.

Navigation: Reference > Main Screen > Invoice View >

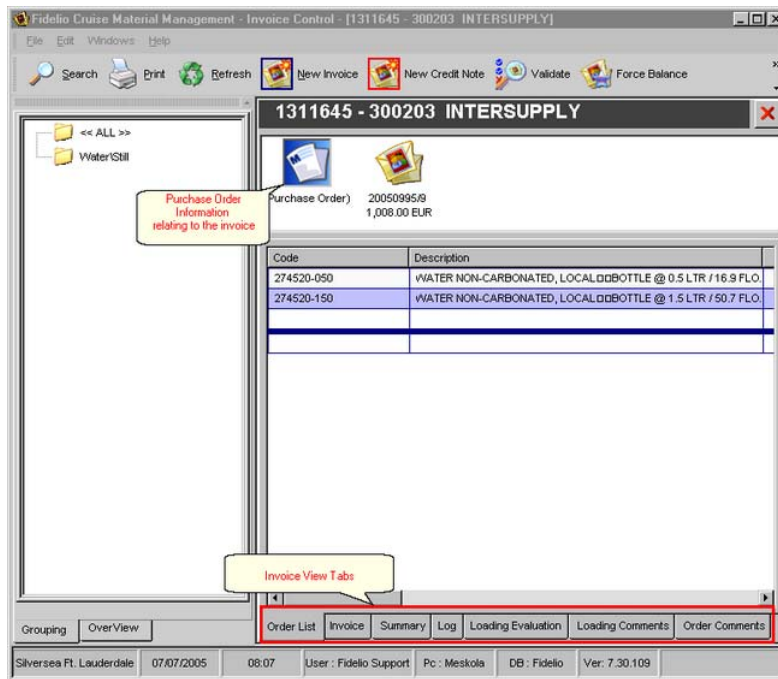
## Tabs Invoice View :



Once opening an invoice by *double clicking* it, the tabs at the bottom of the screen become visible and provide access the following areas of an individual Invoice :

- [Order List](#) for viewing the contents of an invoice that are listed in the corresponding purchase order
- [Invoice](#) that is related to the delivery being viewed
- [Summary](#) of the invoice
- [Log](#) of all events that have been collected in the system during use.
- [Loading Evaluation](#) rates the quality of the delivery information
- [Loading Comments](#) is information commenting on the quality of the loading
- [Other Comments](#) on other non -listed topics concerning the delivery of the items

### Tabs Invoice View :



Navigation: Reference > Main Screen > Invoice View > Tabs Invoice View >

## Tab Invoice View : Order List

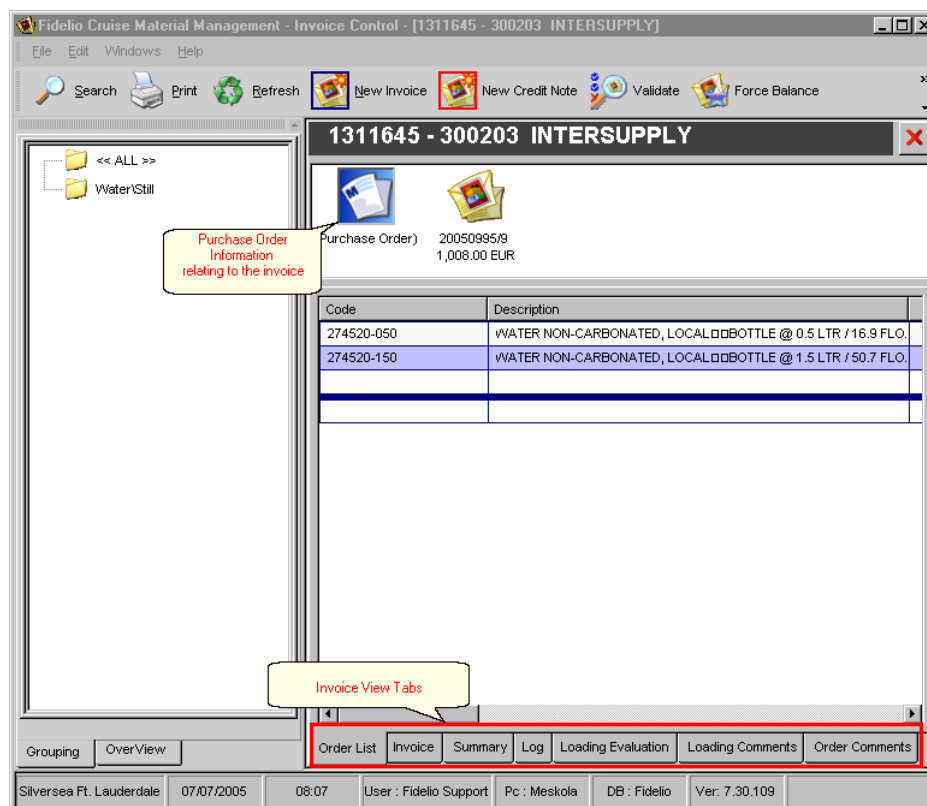


The Order List allows to view the contents of an order, listing all the products that were present in the original Purchase Order that was issued.

### Order List:

The below is an image of the Order List Tab as it looks once opening it. On the top are located the **Buttons Toolbar** and the **Menu**. Below these are located these main areas :

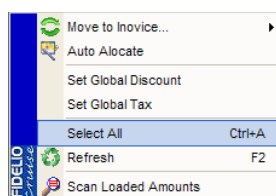
On the left hand side is the product grouping list, displaying all those product groups that are included in the purchase order. Clicking on a particular product group folder will display its item contents on the right side of the screen.



The columns displaying information for the receiving order details are as follows :

<b>Code</b>	Article code
<b>Description</b>	Article description
<b>Unit</b>	Article unit of measure
<b>Ordered</b>	Quantity ordered
<b>Confirmed</b>	Quantity confirmed by supplier
<b>Received</b>	Quantity received at delivery
<b>Invoiced</b>	Quantity invoiced
<b>Price Ord</b>	Article unit price used during ordering
<b>SubTotal</b>	Subtotal price of delivery
<b>Discount %</b>	Discount percentage received
<b>VAT</b>	Value Added tax
<b>Total</b>	Total price of delivery for article

- By [Right Clicking](#) the items details area will open a short cut menu for Order List, which are also available in the [Menu](#) bar.



Invoice Number :11029

[Move](#) item to another [Invoice](#)  
[Auto Allocate](#) this Invoice to a Document Reference Number if entered  
[Set Global Discount](#) to the selected invoice  
[Set Global Tax](#) to the selected Invoice  
[Select All](#) items in view  
[Refresh](#) the view  
[Scan Loaded Amounts](#) for the selected Invoice

Navigation: Reference > Main Screen > Invoice View > Tabs Invoice View >

## Tab Invoice View : Invoice



The Invoice Tab allows to view the contents of an invoice what comes to the single articles being invoiced.

### Invoice:

The below is an image of the Invoice Tab as it looks once opening it. On the top are located the [Buttons Toolbar](#) and the [Menu](#). Below these are located the main areas :

- On the left hand side, the product grouping list, displaying all those product groups that are included in the original order.
- On the right hand side are listed all the products present in the Invoice registered to the system.

Code	Description	Invol.	Unit	Price	SubT.	D.	V.	Total
143010	FRUIT - FRESH, APPLES	80.000	LBS	342000	27.3600	0.00	0.00	27.3600
143020	FRUIT - FRESH, APPLES	80.000	LBS	400000	32.0000	0.00	0.00	32.0000
143030	FRUIT - FRESH, APPLES	80.000	LBS	364000	29.1200	0.00	0.00	29.1200
143040	FRUIT - FRESH, APRICO	5.000	LBS	062000	5.3100	0.00	0.00	5.3100
143060	FRUIT - FRESH, AVOCA	25.000	LBS	129000	28.2250	0.00	0.00	28.2250
143080	FRUIT - FRESH, BANAN	100.000	LBS	409000	40.9000	0.00	0.00	40.9000
143090	FRUIT - FRESH, BANAN	200.000	LBS	409000	81.8000	0.00	0.00	81.8000
143100	FRUIT - FRESH, BLACKB	12.000	LBS	459000	55.0800	0.00	0.00	55.0800
143110	FRUIT - FRESH, BLUEBE	20.000	LBS	982000	79.6400	0.00	0.00	79.6400
143190	FRUIT - FRESH, FIGS - K	25.000	LBS			0.00	0.00	126.1000
143210	FRUIT - FRESH, GRAPEF	350.000	LB			0.00	0.00	102.2000
143220	FRUIT - FRESH, GRAPES	120.000	LB			0.00	0.00	73.4400
143230	FRUIT - FRESH, GRAPES	120.000	LBS	769000	92.2800	0.00	0.00	92.2800
143240	FRUIT - FRESH, GRAPES	120.000	LBS	684000	82.0800	0.00	0.00	82.0800
143280	FRUIT - FRESH, KIM - F	80.000	LBS	621000	49.6800	0.00	0.00	49.6800
143290	FRUIT - FRESH, KUMQU	5.000	LBS	993000	9.9650	0.00	0.00	9.9650
143300	FRUIT - FRESH, LEMON	150.000	LBS	319000	47.8500	0.00	0.00	47.8500
143310	FRUIT - FRESH, LIME	80.000	LBS	431000	47.4800	0.00	0.00	47.4800

The columns displaying information for the Receiving Order details are as follows :

Code	Article Code
Description	Article description
Invoiced	Quantity Invoiced
Unit	Article unit of Measure
Price	Article unit price invoiced
SubTotal	Subtotal price of delivery
Discount %	Discount percentage received
VAT	Value Added tax
Total	Total price of delievery for Article

- By [Right Clicking](#) the Items area, will activate further options for Invoice View which are also available in the [Menu](#) bar.

	<a href="#">Set Global Tax</a> to the selected Invoice
	<a href="#">Set Global Discount</a> to the selected Invoice
	<a href="#">Delete</a> a selected Article or invoice

Navigation: Reference > Main Screen > Invoice View > Tabs Invoice View >

### Tab Invoice View : Summary

After validate an Invoice the Tab Summary will display the items with differences to the Purchase Order in Quantity or Price

#### Summary:



# Main Screen

**Fidelo Cruise Material Management - Invoice Control - [1311965 - 400686 MEEDER]**

File Edit Windows Help

Search Print Refresh New Invoice New Credit Note Validate Force Balance

**1311965 - 400686 MEEDER**

(Purchase Order) 20052338 6,068.13 EUR

Code	Description	Unit	Amo...	Amo...	Differ...	Price ...	Price IN	Total ...
<b>Override Total (+/-) 10.000</b>								
<b>Override Amount (+/-) 10.000</b>								

Order List Invoice Summary Log Loading Evaluation Loading Comments Order Comments

Silversea Ft. Lauderdale 07/07/2005 14:10 User : Fidelo Support Pc : Meskola DB : Fidelo Ver: 7.30.109

The columns displaying information for the receiving order details are as follows :

Code	Article code
Description	Article description
Unit	Article unit
Amount OD	Amount ordered for article
Amount IN	Amount received at delivery
Difference	Difference between purchase quantity and quantity received
Price OD	Article price ordered for article
Price IN	Article price received at delivery
Total OD	Total ordered for article
Total IN	Total received at delivery

Navigation: Reference > Main Screen > Invoice View > Tabs Invoice View >

## Tab Invoice View : Log



The Log tab houses the list of all activity that has been collected during system operation. The tab is active normally only for administrators. Information such as document creation, modification, module access, and many more. This information may be particularly useful if tracking differences or other variances, or to confirm which user is doing a particular activity in the system.

Log:

**Fidelio Cruise Material Management - Invoice Control - [1311965 - 400686 MEEDER]**

File Edit Windows Help

Search Print Refresh New Invoice New Credit Note Validate Force Balance

**1311965 - 400686 MEEDER**

(Purchase Order) 20052338  
6,666.13 EUR

September 2005

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

07/07/2005 29/09/2005

Group by Vendor

Key	Count	Value
MEEDER	1.	7,400.159
INTERSUPPLY	3.	5,018.415
	4.	12,418.574

Date	T.	Group	User	Work...	Event
01/09/2005	3:1	MITCH_A	jhasing se	PU14	User has verified order
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has updated status from 4 to 5 - Ord
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, TU
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, TU
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, TO
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, TO
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, TO
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, SG
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, PEI
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, LE
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, KC
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, AS
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, AR
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, SG
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, SP
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, SP
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, RC
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, RA
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, PU
01/09/2005	3:0	MITCH_A	jhasing se	PU14	User has edited VEGETABLE - FRESH, PU

Order List Invoice Summary Log Loading Evaluation Loading Comments Order Comments

Silversea Ft. Lauderdale 07/07/2005 13:28 User : Fidelio Support Pc : Meskola DB : Fidelio Ver : 7.30.109

The columns displaying information are as follows :

- Event

Date

Time

Group

User

Workstation
- The actual event that has occurred.

Date  
if  
the  
log  
entry

Time of the log entry

User Group of the user that has created the log entry

User from whose action the log entry has been created from

Workstation from which the log entry transaction has been created.

Navigation: Reference > Main Screen > Invoice View > Tabs Invoice View >

Tab Invoice View : Loading Evaluation



The Loading Evaluation tab allows the user to view the loading comments and information for a particular loading.

Loading Evaluation:

The loading evaluation information is divided into three main groups within the window :

- The evaluation groups and relevant categories
- Vendor evaluation questions
- Vendor evaluation grade.

# Main Screen

**Fidello Cruise Material Management - Invoice Control - [1311965 - 400686 MEEDER]**

File Edit Windows Help

Search Print Refresh New Invoice New Credit Note Validate Force Balance

**1311965 - 400686 MEEDER**

(Purchase Order) 20052338  
6,068.13 EUR

September 2005

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

07/07/2005 29/09/2005

Group by Vendor

Key	Count	Value
MEEDER	1.	7,400.159
INTERSUPPLY	3.	5,018.415
	4.	12,418.574

Grouping OverView

Order List Invoice Summary Log Loading Evaluation Loading Comments Order Comments

Silversea Pt. Lauderdale 07/07/2005 13.31 User: Fidello Support Pc: Meskola DB: Fidello Ver: 7.30.109

**Vendor Evaluation**

0 / 0

Evaluation Groups	Question	Range	R...
2) Condition of Supplies	Were all goods without damage upon delivery?	(1 = Yes 0 = No)	
3) Documentation	Were the pallets shrink wrapped top and sides (1=unsatisfactory, 2=satisfactory, 3=good)?	Numeric ( 1 to 3)	
4) Vendor	Did all products have the correct shelf life's (1=no, 2=partial, 3=yes)?	Numeric ( 1 to 3)	
5) Security	Were all of the goods without infestation (if no please comment)?	(1 = Yes 0 = No)	
6) Shore Gang	Were the delivered items temperature according to Public Health standards ((1=no, 2=partial, 3=yes))?	Numeric ( 1 to 3)	
7) Pier	Did the goods arrive with a delivery note or invoice (if not please comment)?	(1 = Yes 0 = No)	
	Was required Health Certificates delivered	(1 = Yes 0 = No)	
	Did all goods arrive boxed and sealed (if not please comment)?	(1 = Yes 0 = No)	
	Was a Vendor Representative present to resolve problems?	(1 = Yes 0 = No)	

The evaluation is done on the basis of groups that have initially been defined by the headquarters of the operating line.

**Evaluation Groups**

<< ALL >>

1) General Packing
2) Condition of Supplies
3) Documentation
4) Vendor
5) Security
6) Shore Gang
7) Pier

Vendor evaluation questions have been designed to give a standard evaluation criteria. The range column in the questions defines the evaluation range and the result column the score achieved for each category.

**Fidello Cruise Material Management - Administrative Options - 7.3.1092**

Ship 3 Expand All

Applications Article Setup Currencies Database / Hardware Evaluations Groups Questions General Lockers Purchasing Recipe Settings Regional Settings Reports

**Evaluation Questions:**

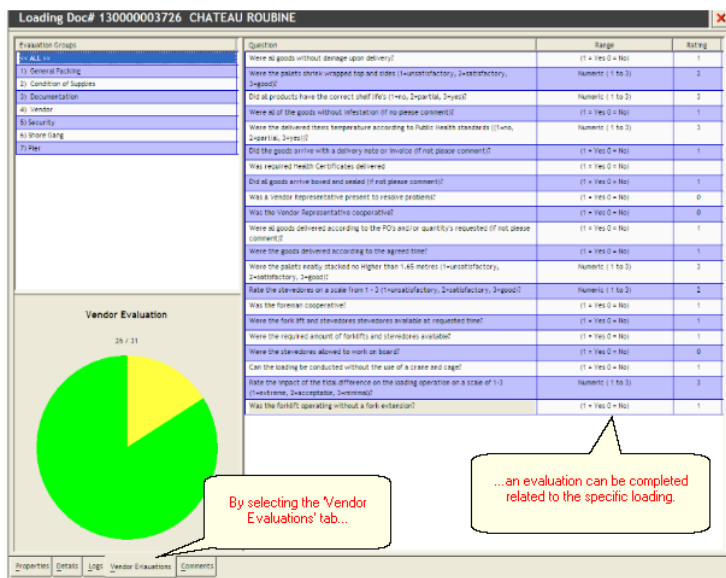
Group	Question	Type	Value
E1	Were all goods without damage upon	B	1.00
E1	Were the pallets shrink wrapped top and	N	3.00
E2	Did all products have the correct shelf	N	3.00
E2	Were all of the goods without infestation	B	1.00
E2	Were the delivered items temperature	N	3.00
E3	Did the goods arrive with a delivery note	B	1.00
E3	Was required Health Certificates	B	1.00
E4	Did all goods arrive boxed and sealed (if	B	1.00
E4	Was a Vendor Representative present to	B	1.00
E4	Was the Vendor Representative	B	1.00
E4	Were all goods	B	1.00
E4	Were the goods	B	1.00
E5	Were the pallets	B	1.00
F6	Rate the shipyard on a scale from 1	N	1.00

By selecting the questions folder...  
Additional questions can be added by clicking 'Add' button.  
...existing evaluation questions will be displayed.

Add Delete Exit

Based on the results, the vendor is evaluated and the grade is shown in the lower part of the screen in a pie chart.

# Main Screen



Navigation: Reference > Main Screen > Invoice View > Tabs Invoice View >

## Tab Invoice View : Loading Comments



The Loading Comments tab allows the user to view comments regarding the loading the active invoice is referring to. These comments may be different than what has been entered under the [Loading Evaluation](#).

### Loading Comments:

The space where the Loading comments can be entered is positioned at the center of the screen.

Key	Count	Value
MEEDER	1.	7,400.159
INTERSUPPLY	3.	5,018.415
	4.	12,418.574

Navigation: Reference > Main Screen > Invoice View > Tabs Invoice View >

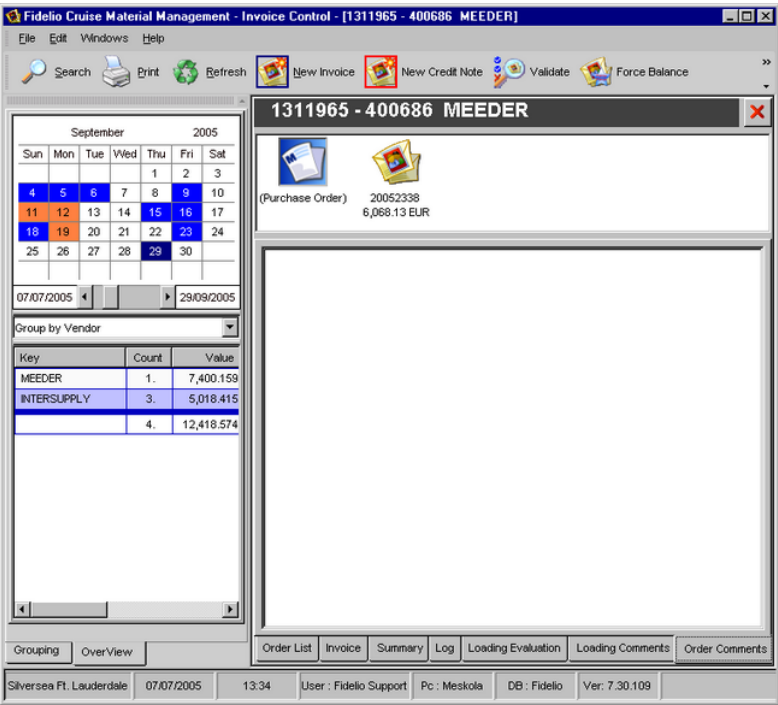
Tab Invoice View : Order Comments



The Order Comments Tab allows the user to view comments regarding the order the active invoice is referring to. These comments may be different than what has been entered under the [Loading Evaluation](#) or what has been entered regarding the [Loading Comments](#)

Order Comments:

The space where the Order comments can be entered is positioned at the center of the screen.



Navigation: Reference > Main Screen > Invoice View >

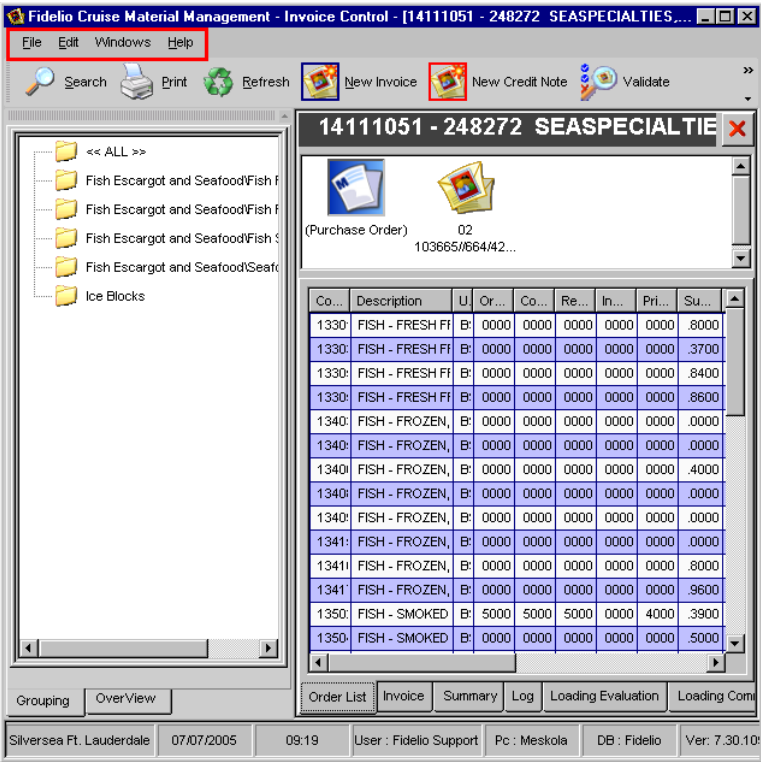
Menu Invoice View



The Menu bar on the top of the screen contain basic options which are also available in the Toolbar. The same options are also available by right clicking the Invoice information

Menu Invoice View:

# Main Screen



Navigation: Reference > Main Screen > Invoice View > Menu Invoice View >

## Menu Invoice View : File



This menu contains options for exporting and printing invoice information, as well as exiting the program.

### File:



- Export** Export the current view on the right to an Excel Sheet
- Print** Open the Report Manager for printing options.
- Exit** Closes the Invoicing Module

Navigation: Reference > Main Screen > Invoice View > Menu Invoice View >

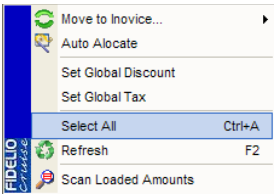
## Menu Invoice View : Edit



The Edit menu contains program options such as moving items to another invoice, setting global and discount taxes, as well as scanning loaded amounts. Some of these options are also available in the [Buttons Toolbar](#).

### Edit:

# Main Screen



**Move** item **to** another **Invoice**  
**Auto Allocate** the Invoice to Document References if entered  
**Set Global Discount** to the selected Invoice  
**Set Global Tax** to the selected Invoice  
**Select All** items in view  
**Refresh** the view  
**Scan Loaded Amounts** for the selected Invoice

Navigation: Reference > Main Screen > Invoice View > Menu Invoice View >

## Menu Invoice View : Windows



The Windows menu changes how the windows are displayed on the screen.

### Windows :



#### Arrange All Split

Rearranges the windows back to the default view.  
Splits the selected views equally across the screen

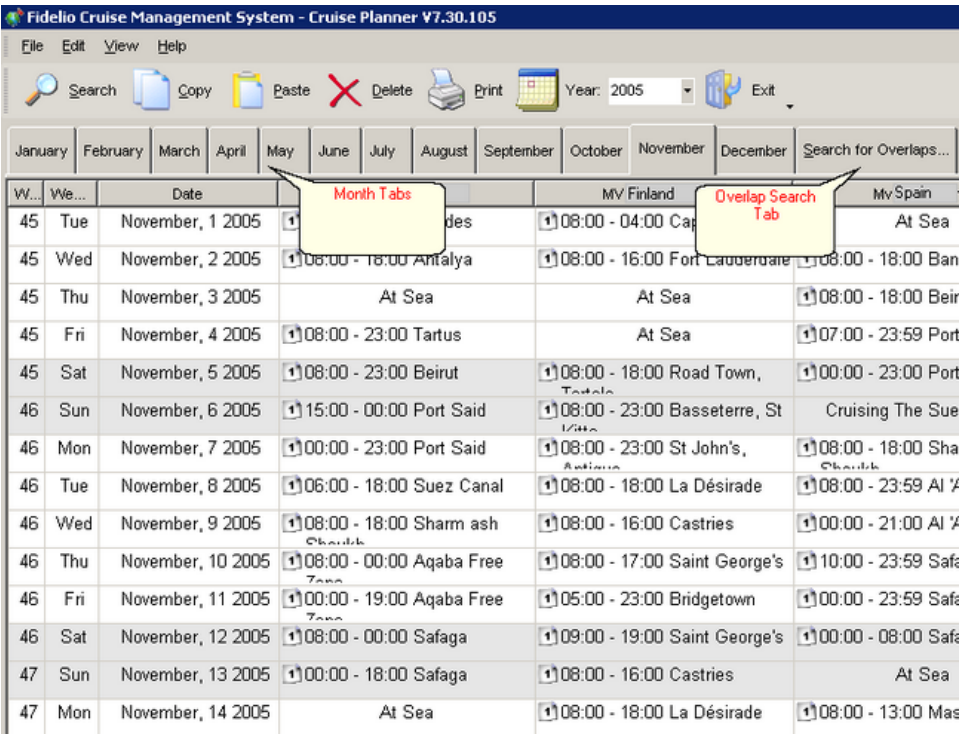
Itinerary Planner Main Screen



The Itinerary Planner is used to setup and view the itinerary of a specific vessel or the entire fleet. It displays the itineraries of multiple or selected ships on a parallel chart allowing users to view a vessel's location at any given moment of time. It also contains an overlap search making it possible to find when vessels are in the same port or region at the selected time range. The views of the module are highly customizable allowing to display the required information. The module is a powerful tool in long term planning for the departments that require this type of information.

Itinerary Planner Main Screen:

The image below represents the Itinerary Planner main screen as it looks once opened. The screen is dominated by the itinerary calendar with columns, each dedicated to a vessel and its relevant itinerary. On the top left are the main function buttons and below are the 'Month' and 'Search for Overlaps' tabs.



Buttons:



The buttons toolbar contains the most frequently used options for basic operations such as searching overlaps, copying and pasting data, and printing search results.

Buttons:

Clicking the buttons below or the links will open more information and instructions on the usage of these functions.



<b>Search</b>	The Search button will open the overlap search function.
<b>Copy</b>	Copies data within the Itinerary Planner
<b>Paste</b>	Pastes data within the Itinerary Planner
<b>Delete</b>	Deletes a selection within the Itinerary Planner
<b>Print</b>	Opens the Report Manager module.
<b>Year</b>	Selects a year in which to view the itinerary.
<b>Exit</b>	Closes the Itinerary Planner module

Most of the options have corresponding tools in the menu, keyboard shortcuts assigned to them or, are available with a right mouse click.

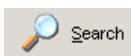
Navigation: Reference > Main Screen > Buttons >

## Buttons:



The Search button activates the Overlap Search function. This makes it possible to find when vessels are in the same port or region at the selected range of time. The views of the module are highly customizable allowing the user to decide what information is to be displayed.

### Button Search:



Click to open the overlap search function. The following field appear:

Select the starting date for the search range.

**Date from:**

24 October 2005

Select the ending date for the search range.

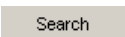
**Date to:**

17 November 2005

Select the vessels that are to be considered in the search by checking the box immediately to the left of the ship name.

**Vessels:**

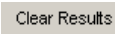
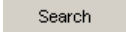
- ☒ M/V Roviniera
- ☒ M/V Costa Troppo
- ☒ M/V Playa
- ☒ M/V Jean M
- ☒ M/V Inesistente

To initiate, click the  button and the the results of the search will be displayed on the main screen.

# Main Screen

November, 3 2005		
November, 4 2005		07:00 - 23:59 Port Said / Egypt
November, 5 2005		00:00 - 23:00 Port Said / Egypt
November, 6 2005		
November, 7 2005	00:00 - 23:00 Port Said / Egypt	08:00 - 18:00 Sharm ash Shaykh / Egypt
November, 8 2005		
November, 9 2005	08:00 - 18:00 Sharm ash Shaykh / Egypt	
November, 10 2005		10:00 - 23:59 Safaga / Egypt
November, 11 2005		00:00 - 23:59 Safaga / Egypt
November, 12 2005	08:00 - 00:00 Safaga / Egypt	00:00 - 08:00 Safaga / Egypt
November, 13 2005	00:00 - 18:00 Safaga / Egypt	

If the date column shows the same port of call for any of the selected vessels, the search has resulted in a matching overlap. This might prove useful for transferring goods from one vessel to another. If overlaps cannot be located the next option is to find same ports of calls on different days, which allows transfers with a few days in between the port visits.

To start a new search, first click  , proceed to change the search criteria if necessary and then click 

Navigation: Reference > Main Screen > Buttons >

## Buttons:



Clicking this button copies data to the Windows clipboard so it can be placed in the desired destination using the [paste](#) function This can be helpful if a vessel wants to use an identical itinerary at a later date in the year. Copy the original itinerary, and paste it to the different date range.

### Button Copy:



Click the Copy button to copy any data on the main calendar area

Navigation: Reference > Main Screen > Buttons >

## Buttons:



The Paste function allows data copied to the Windows clipboard with the [copy](#) function, to be pasted somewhere else in the main screen calendar.

### Button Paste:



Click on the Search button to initiate the Search Engine

Navigation: Reference > Main Screen > Buttons >

**Buttons:**

The Delete button removes any selected information from the main screen. Use this button with care, you are able to remove ports with this functionality!

**Button Delete:**

Click on the Delete button to eliminate any selected information.

Navigation: Reference > Main Screen > Buttons >

**Buttons:**

This option opens the *Report Manager*. This option is also available in the Menu; File ->Print.

**Button Print:**

Click to open the Report Manager.

**Fidelio Cruise Material Management Reports 7.30.109**

System Issue Report by Lockers

Details Groups Selection Parameters User Access Import / Export

**Selection Options:**

**Printer Options:**

Name: Brother HL-2030 series Properties

Copies: 1 Orientation: Portrait From page: 1 To page: 9999 Collation: Default

☐ Expand All Export Preview Print Exit

Id	Report
FC-00013	Causes by Ship
FC-00014	Compare Requested to Ordered
FC-00019	Count Sheet by Locker
FC-00029	Internal Transfer
FC-00030	Invoice Summary
FC-00033	Invoice Summary by Vendor
FC-00036	Issue report by POC and Group
FC-00037	Issued Main Detailed per Date
FC-00038	Item General Ledger Link
FC-00039	Item with no Fixed Price
FC-00041	Loading Comment
FC-00042	Loading Items missing Prices
FC-00044	Loading by Vendor and Date

---

Navigation: Reference > Main Screen > Buttons >

## Buttons:



The year button allows the default current year displayed in the main screen calendar to be changed. This would be useful for setting up itineraries for an upcoming season or year.

### Button Year:



Click the drop down list next to the Year icon.

Scroll down the options and click on the desired year to be displayed in the itinerary calendar.



---

Navigation: Reference > Main Screen > Buttons >

## Buttons:



This option closes the Itinerary Planner module. You may also select from the [Menu](#); [File](#) -> Exit.

### Button Exit:



Click to close the Itinerary Planner module

---

Navigation: Reference > Main Screen >

## Menu:



The Menu bar on the top of the screen contains the most common functions useful to the Itinerary Planner.

### Menu:

Fidello Cruise Management System - Cruise Planner V7.30.105												
File Edit View Help												
Search          Copy          Paste          Delete          Print         Year: 2005          Exit												
January February March April May June July August September October November December Search for Overlaps...												
W...	We...	Date	MV France				MV Finland				My Spain	
45	Tue	November, 1 2005	08:00 - 18:00 Rhodes				08:00 - 04:00 Cape Canaveral				At Sea	
45	Wed	November, 2 2005	08:00 - 18:00 Antalya				08:00 - 16:00 Fort Lauderdale				08:00 - 18:00 Ban	
45	Thu	November, 3 2005	At Sea				At Sea				08:00 - 18:00 Beir	
45	Fri	November, 4 2005	08:00 - 23:00 Tartus				At Sea				07:00 - 23:59 Port	
45	Sat	November, 5 2005	08:00 - 23:00 Beirut				08:00 - 18:00 Road Town, Tortola				00:00 - 23:00 Port	
46	Sun	November, 6 2005	15:00 - 00:00 Port Said				08:00 - 23:00 Basseterre, St Kitts				Cruising The Sue	
46	Mon	November, 7 2005	00:00 - 23:00 Port Said				08:00 - 23:00 St John's, Antigua				08:00 - 18:00 Sha Shaulik	
46	Tue	November, 8 2005	06:00 - 18:00 Suez Canal				08:00 - 18:00 La Désirade				08:00 - 23:59 Al 7	
46	Wed	November, 9 2005	08:00 - 18:00 Sharm ash Shaikh				08:00 - 16:00 Castries				00:00 - 21:00 Al 7	
46	Thu	November, 10 2005	08:00 - 00:00 Aqaba Free Zone				08:00 - 17:00 Saint George's				10:00 - 23:59 Safe	
46	Fri	November, 11 2005	00:00 - 19:00 Aqaba Free Zone				05:00 - 23:00 Bridgetown				00:00 - 23:59 Safe	
46	Sat	November, 12 2005	08:00 - 00:00 Safaga				09:00 - 19:00 Saint George's				00:00 - 08:00 Safe	
47	Sun	November, 13 2005	00:00 - 18:00 Safaga				08:00 - 16:00 Castries				At Sea	
47	Mon	November, 14 2005	At Sea				08:00 - 18:00 La Désirade				08:00 - 13:00 Mas	

Navigation: Reference > Main Screen > Menu >

## File Menu



This menu contains the the [export](#) / [import](#) of Excel spreadsheets, as well as printing and exiting the module. To import/export Excel spreadsheets, Excel must be installed locally. Otherwise other format options are available as well.

### File Menu options:



- Export:** To export a chosen itinerary to a file.
- Import:** To Import a pre-defined sheet and information to the Itinerary Planner
- Print:** Opens the Report Manager.
- Exit:** Closes the program.

Navigation: Reference > Main Screen > Menu > File Menu >

## File Menu



The Export function allows to export a chosen itinerary to a file using several different formats.

### File Menu : Export

To export an itinerary complete the required information in the Export Itinerary window.

#### From Date

Select the starting date of the itinerary to be exported

#### To date

Select the ending date of the itinerary to be exported

#### Format

Select the format of the export file. The following types are available :


- *Microsoft Excel*
- *(,) Separated Text*
- *(/) Separated Text*
- *XML*

#### File Location

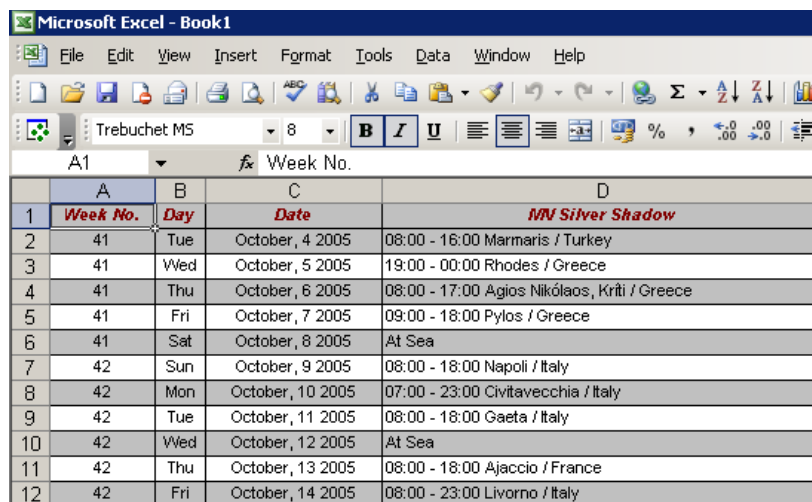
Select the destination directory of the file to be exported. Please note that if Excel is selected as the file format this option will not be available. Instead the system will open an active Excel sheet which can be saved to the desired target directory outside of MMS.

#### Vessels to be exported

Select the vessels to be included in the itinerary to be exported. Please note that if the Text file format is selected the only one vessel can be selected for the export at a time.

Once all the information is entered click on the  button.

The system will create the requested files and return the view to the main screen. If Excel file format was selected the file will open in the requested format and the sheet will remain active.



	A	B	C	D
	Week No.	Day	Date	
1	41	Tue	October, 4 2005	08:00 - 16:00 Marmaris / Turkey
2	41	Wed	October, 5 2005	19:00 - 00:00 Rhodes / Greece
3	41	Thu	October, 6 2005	08:00 - 17:00 Agios Nikolaos, Kritis / Greece
4	41	Fri	October, 7 2005	09:00 - 18:00 Pylos / Greece
5	41	Sat	October, 8 2005	At Sea
6	42	Sun	October, 9 2005	08:00 - 18:00 Napoli / Italy
7	42	Mon	October, 10 2005	07:00 - 23:00 Civitavecchia / Italy
8	42	Tue	October, 11 2005	08:00 - 18:00 Gaeta / Italy
9	42	Wed	October, 12 2005	At Sea
10	42	Thu	October, 13 2005	08:00 - 18:00 Ajaccio / France
11	42	Fri	October, 14 2005	08:00 - 23:00 Livorno / Italy

Navigation: Reference > Main Screen > Menu > File Menu >

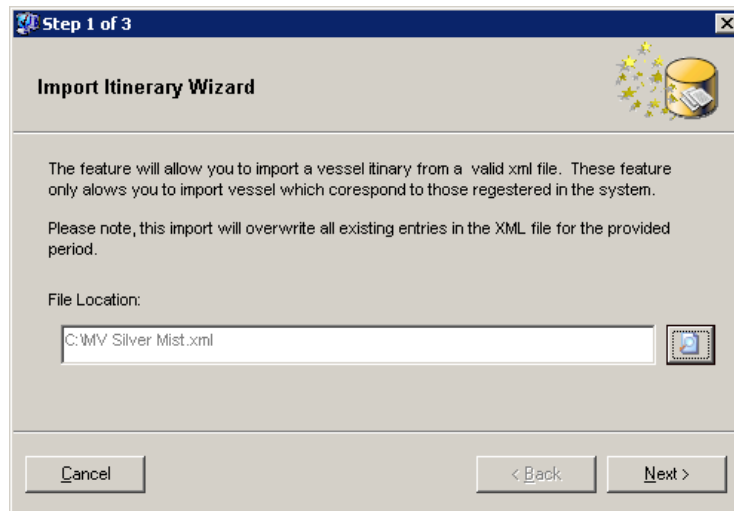
## File Menu



The Import function allows to bring a pre-defined file format containing an itinerary into MMS. The file needs to be in XML format which currently is the only type accepted by the system. To Import an itinerary follow the steps of the Import Itinerary wizard dialogue box.

### File Menu : Import

First is the prompting for location of the file to be imported. Please note that the file needs to be in XML format or the system will not be able to accept it.



**Step 1 of 3**

**Import Itinerary Wizard**

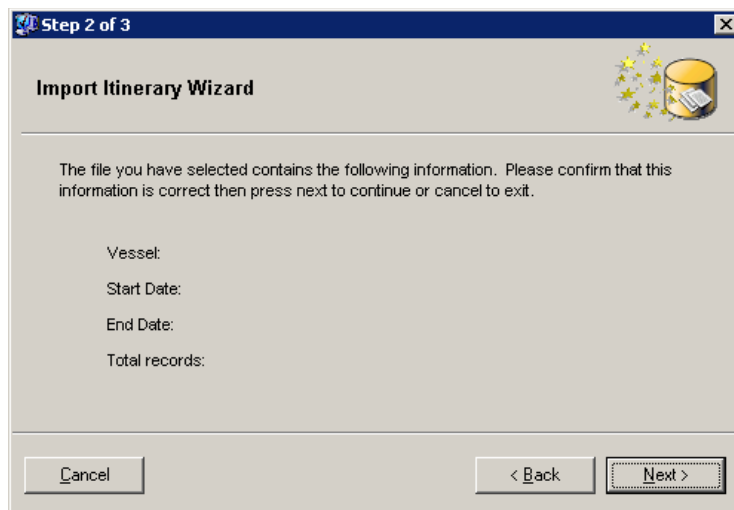
The feature will allow you to import a vessel itinerary from a valid xml file. These feature only allows you to import vessel which correspond to those registered in the system.

Please note, this import will overwrite all existing entries in the XML file for the provided period.

File Location:

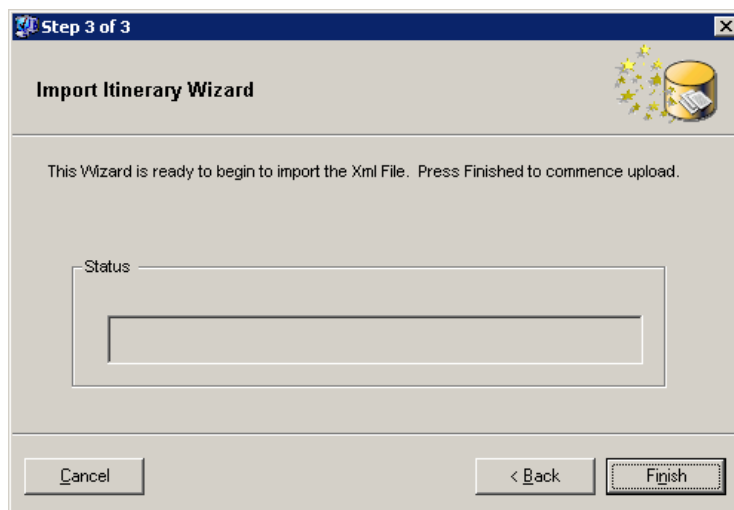
Click **Next >** to continue

The system will read and verify the contents of the import file, recapping the contents. Verify the information is correct before proceeding with the next step of the wizard.



Click **Next >** to continue.

The import will continue with the actual content of the selected file.



Click **Finish** to complete the operation.

---

Navigation: Reference > Main Screen > Menu >

## Edit Menu



The Edit Menu contains basic file options for [copying](#), [pasting](#), [deleting](#) items. In addition the [Properties](#) option is available, which will bring up the day and port details of a selected line item.

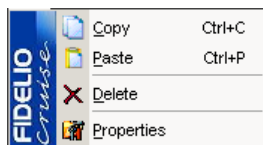
### Edit Menu options:

#### Copy

Copies data within the Itinerary Planner

#### Paste

Pastes data within the Itinerary Planner



- Delete** Deletes a selection within the Itinerary Planner
- Properties** Opens the Properties Windows for the selected Port

Navigation: Reference > Main Screen > Menu > Edit Menu >

Edit Menu - Properties



Select a specific day and either right-click =>properties, or click on Edit => properties in the menu bar to let the system display all the relevant information on the selected day. From this screen the users who have permissions to do so, can access and modify the information if needed.. This screen is normally accessible only from the Headquarters module.

Port of Call Information Properties:

A screenshot of a software window titled 'Mv Spagna - November, 3 2005'. The window has a tab labeled '1 Port'. Inside, there are several input fields: 'Country' with a dropdown menu showing 'Lebanon', 'City (Port)' with a dropdown menu showing 'Beirut', 'Time Arrival' and 'Time Departure' with time pickers set to '08:00' and '18:00' respectively, 'Port Agent' with a dropdown menu showing '-None- (At Sea)', and 'Comments' with a text area. At the bottom, there are four buttons: 'Add Port', 'Delete Port', 'Apply', and 'Exit'.

To add a port of call or update the information click on the Add Port button. If a vessel has more than one port stop on a given date, and the itinerary changes, a port can also be deleted from here.

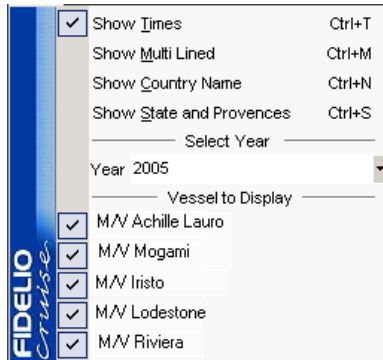
Navigation: Reference > Main Screen > Menu >

Enter topic name



The Windows menu allows to changes on views of the main screen giving the option to select those views that are the most suitable for a particular task.

## Windows Menu Options :



- Show Times** Displays the vessel ETA (estimated time of Arrival) and ETD (Estimated time of departure)
- Show multi Lined**
- Show Country** Displays the information on multiple lines
- Name** Display the country in which the port of call is located
- Show State and Provinces** Displays the State and province of the port of call.
- Select Year** Select the Year to display the itinerary information on.
- Vessel to Display** Select the Vessels of the fleet, that need to be included in the viewing

Navigation: »No topics above this level«

## Frequently Asked Questions



- ***When a ship is in 2 ports on the same day. Is it possible to enter this on itinerary planner?***

The Itinerary planner supports a maximum of four ports of call for one day. This can be done by double clicking a selected port in Itinerary planner and selecting Add Port and adding the corresponding information.

- ***Should some search criteria show when both ships are in port on the same day?***

Once having selected the vessels to view, the system will show the matching days in parallel if the ships are in port any given day but it will not show specific criteria on the topic.

## Micros Export



The Micros Export functionality is used especially for Shops items or any retail items that will be sold on a POS using barcodes or number look ups (NLU).

In the [Article Manager](#) the user can assign the MICROS menu item number, description, barcode and sales price for the Micros POS.

As a first step all or selected data is exported from Material Management and in a second step the information is imported with pre-configured autosequences into the Micros POS System.

Large amounts of items can be imported in a relatively short amount of time.

The MMS Micros Export is compatible with all Micros 9700 versions.

### Micros Export: Main Screen



- When opening the Micros Export module in the Launcher the Data Export main window appears:

- Field explanations:

- Path:** Allows the user to select the path the export files should be created in.
- Store:** Selection of the Main store the data should be exported from.
- Major Group:** Requires a valid MICROS major group entry.
- Family Group:** Requires a valid MICROS family group entry.
- Menu Levels:** Selection of the number of menu levels.
- Price List:** Selection for price lists for the prices to export.
- Price File C1:** Entry of the appropriate number for the MICROS "Price#" (MICROS - menu item maintenance - price tab) field.
- Price File C2:** Entry of the appropriate number for the MICROS "Active on Level" field.
- Barcode:** Selection of the price level to be used in the MICROS Barcode "Price#" field.
- Last Modified: "Include only items last modified on or after":** This option can be used to only export items which have been modified until the below specified date. If nothing is selected all items for the select group/ category will be exported.
- "Create Single set folder":** This option should be selected to write all items into one .txt file, e.g. one mi\_master.txt, mi\_pri.txt, etc. NOTE: This option should only be used if you are running Micros 9700 3.0 and higher. If this option is not selected several import sets will be created, each file with a maximum of 1000 items.
- "Verify if the prices exist":** This option will check all items prior to exporting if they have a price in the selected price list. If the system finds items with no prices for the selected price list, it will export them with 0,00 price.

See also:

[Article Manager](#)



This section shows the correct procedure to create export files for importing into MICROS.


## Create Export Files



**Remember:** Before you start with the creation of the export files, run the "Duplicate or Invalid Barcode" report and eliminate every erroneous entry.

- Specify the path where the export files for the MICROS import are to be stored. Simple is better, i.e. C:\TEMP.


Select the MMS Main store to export the data for.

Use the  to open the drop down menu and select the Main store accordingly.

Type the MICROS Major Group number to insert these items into. Even though more than 2 digits can be entered, only 2 digit major group entries are valid. The major group number is provided by your MICROS installer/ supporter.

Type the MICROS Family Group number to insert these items into. Even though more than 4 digits can be entered, only 4 digit family group entries are valid. The family group number is provided by your MICROS installer/ supporter. Default value would be 999.


From the Menu Levels drop down list, choose the appropriate number.

Use the  to open the drop down menu and select the Main store accordingly.

Depending on the selection of menu levels the export files will contain information for one, two or more MICROS definition and price levels. Most MMS installations have one menu level, if this is the case than you can select "All Level Active".

The number of levels is provided by your MICROS installer/ supporter.

Select the Price List to use. (For configuration of Price Lists see RPOS Configurator)

Use the  to open the drop down menu and select the Price List accordingly.

Enter the appropriate number for Price File C1, this field requires the MICROS "Price#" (MICROS - menu item maintenance - price tab) field information.


Enter the appropriate number for Price File C2, this field requires the MICROS "Active on Level" field information.

The settings should default to:

C1=1 - Price #1

C2=0 - active on all definition levels

From the Barcode drop down list, choose the appropriate number.

Use the  to open the drop down menu and select the Main store accordingly.

The selection depends on the available price levels in MICROS.

The number is provided by your MICROS installer/ supporter.

If desired, the option 'Last Modified' box can be checked, so the system will only export those items that were changed since the last export, or a specific date.

On the left side of the screen, the product tree is available.

Place a check mark in the box next to all the items that need to be exported.

Note: A data export of 'ALL' is not recommended.

Path:

Store:

Major Group:

Family Group:

Menu Levels:

Price List:

Price File C1:  Price File C2:

Barcode:

Last Modified: ☐ Include only Items Last modified on or after:

☒ << ALL >>

- ☒ S) CLOTHING
- ☒ S) COSMETICS
- ☒ S) DRINKS
- ☒ S) DUTIES & TAXES
- ☒ S) ELECTRONICS
- ☒ S) FOOD
- ☒ S) JEWELLERY
- ☒ S) LEISURE
- ☒ S) LOGISTIC SERVICES
- ☒ S) LOGO MSC
- ☒ S) SERVICES AND SALES MATERIAL
- ☒ S) SOUVENIRS DESTINATION
- ☒ S) TOBACCO
- ☒ S) UTILITIES
- ☒ S) WATCHES

## ...create export files

Depending on your MICROS version the option "Create Single set folder" needs to be enabled or disabled.

If you are running MICROS 9700 2.8 or LOWER run the export with the 'Create Single Set Folder' NOT checked. That way the system will automatically create several smaller file sets that the MICROS system can import without issues.

If you are running MICROS 9700 3.0 or HIGHER run the export with the 'Create Single Set Folder' checked. That way the system will automatically create one file set and the import needs to be run only once.

Click EXPORT to begin the export process. The export will generate the Import files in group(s) in the location specified above in the path field.

When the export is completed, follow the instructions from your MICROS installer/ supporter on how to run the import in MICROS.

☐ Create Single set folder

Export

Navigation: How to ... >

## ...create export files



This section is explaining detailed impacts of the various settings in the DATA EXPORT screen.

### Data Export Settings

- Export with one menu item definition and one price.

You should use this setting if you only accept one currency in MICROS.

Item ID	Quantity	Description		
90011761	1	"ACETILC. 600mgEFF"	"	"FF"
90011766	1	"ACICLOVIR3gCREAM"	"	"FF"
90011771	1	"ACICLOVIR400mgTBL"	"	"FF"
90011776	1	"AC. ACSAL. 500mgPA"	"	"FF"
90011781	1	"AC. ACSAL. 500mgTB"	"	"FF"
90011786	1	"AC. ACSAL. 100mgTB"	"	"FF"
90011791	1	"AC. ACSAL. ASC. EFF"	"	"FF"
90011796	1	"AC. ASCORB. 1gPACK"	"	"FF"

Item ID	Quantity					
90011738	1	1	0	0000015.00	0	
90011746	1	1	0	0000007.80	0	
90011751	1	1	0	0000000.50	0	
90011756	1	1	0	0000001.00	0	
90011761	1	1	0	0000000.50	0	
90011766	1	1	0	0000006.80	0	

- Export with 2 menu item definitions and prices.

You can select this setting if you have 2 prices, e.g.: EUR and USD.

## ...create export files

**Fidelio Cruise Material Management - Data Export 7.30.266**

### Data Export

☒ ALL  
☐ MI BEDDING  
☐ MI DECORATION  
☐ MI DETERGENT  
☐ MI DISPOSABLE  
☐ MI DUTIES & TAXES  
☐ MI EQUIPMENTS  
☐ MI GLASSWARE  
☒ MI HOSPITAL  
☐ MI INVESTMENT  
☐ MI LINEN  
☐ MI LOGISTIC SERVICES  
☐ MI METALWARE  
☐ MI OFFICE SUPPLY  
☐ MI PLASTICWARE  
☐ MI PORCELAIN  
☐ MI RECREATION  
☐ MI SERVICES  
☐ MI TABLE LINEN

Export for Pricos Item Import

Path: C:\Temp

Store: Purchasing

Major Group: 12 Family Group: 999

Menu Levels: Level 2

Price List: HOSPITAL EURO EUR (01 01 2010 to 01 01 2100)

Price File C1: 1 Price File C2: 0

Barcode: All Level Active

Last Modified: Include only items Last modified on or after: 06 January 2011

☒ Create single set folder  
☒ Verify if the prices exist

Export Cancel

**mi\_def.txt - Notepad**

90011738	1	"SOL. PIDOCCHI"	"	"	"80"	"FF"
90011738	2	"SOL. PIDOCCHI"	"	"	"40"	"FF"
90011746	1	"ACETILC. 150mgSVR"	"	"	"80"	"FF"
90011746	2	"ACETILC. 150mgSVR"	"	"	"40"	"FF"
90011751	1	"ACETILC. 200mgPAK"	"	"	"80"	"FF"
90011751	2	"ACETILC. 200mgPAK"	"	"	"40"	"FF"
90011756	1	"ACETILC. 300mgVIA"	"	"	"80"	"FF"
90011756	2	"ACETILC. 300mgVIA"	"	"	"40"	"FF"
90011761	1	"ACETILC. 600mgEFF"	"	"	"80"	"FF"
90011761	2	"ACETILC. 600mgEFF"	"	"	"40"	"FF"

**mi\_pri.txt - Notepad**

90011738	1	1	0	0000015.00	0
90011738	2	1	0	0000015.00	0
90011746	1	1	0	0000007.80	0
90011746	2	1	0	0000007.80	0
90011751	1	1	0	0000000.50	0
90011751	2	1	0	0000000.50	0
90011756	1	1	0	0000000.50	0
90011756	2	1	0	0000000.50	0

- Export current barcode information depending on the active currency level.

You can refer to these settings in case you have to switch from once currency to another, e.g. you need to switch to the 3rd price level for the South American season.

**Fidelio Cruise Material Management - Data Export 7.30.266**

### Data Export

☒ ALL  
☐ MI BEDDING  
☐ MI DECORATION  
☐ MI DETERGENT  
☐ MI DISPOSABLE  
☐ MI DUTIES & TAXES  
☐ MI EQUIPMENTS  
☐ MI GLASSWARE  
☒ MI HOSPITAL  
☐ MI INVESTMENT  
☐ MI LINEN  
☐ MI LOGISTIC SERVICES  
☐ MI METALWARE  
☐ MI OFFICE SUPPLY  
☐ MI PLASTICWARE  
☐ MI PORCELAIN  
☐ MI RECREATION  
☐ MI SERVICES  
☐ MI TABLE LINEN

Export for Pricos Item Import

Path: C:\Temp

Store: Purchasing

Major Group: 12 Family Group: 999

Menu Levels: Level 3

Price List: HOSPITAL EURO EUR (01 01 2010 to 01 01 2100)

Price File C1: 1 Price File C2: 0

Barcode: Level 3

Last Modified: Include only items Last modified on or after: 06 January 2011

☒ Create single set folder  
☒ Verify if the prices exist

Export Cancel

**mi\_def.txt - Notepad**

90011738	1	"SOL. PIDOCCHI"	"	"	"80"	"FF"
90011738	2	"SOL. PIDOCCHI"	"	"	"40"	"FF"
90011738	3	"SOL. PIDOCCHI"	"	"	"20"	"FF"
90011746	1	"ACETILC. 150mgSVR"	"	"	"80"	"FF"
90011746	2	"ACETILC. 150mgSVR"	"	"	"40"	"FF"
90011746	3	"ACETILC. 150mgSVR"	"	"	"20"	"FF"
90011751	1	"ACETILC. 200mgPAK"	"	"	"80"	"FF"
90011751	2	"ACETILC. 200mgPAK"	"	"	"40"	"FF"
90011751	3	"ACETILC. 200mgPAK"	"	"	"20"	"FF"
90011756	1	"ACETILC. 300mgVIA"	"	"	"80"	"FF"
90011756	2	"ACETILC. 300mgVIA"	"	"	"40"	"FF"
90011756	3	"ACETILC. 300mgVIA"	"	"	"20"	"FF"

**mi\_pri.txt - Notepad**

90011738	1	1	0	0000015.00	0
90011738	2	1	0	0000015.00	0
90011738	3	1	0	0000015.00	0
90011746	1	1	0	0000007.80	0
90011746	2	1	0	0000007.80	0
90011746	3	1	0	0000007.80	0
90011751	1	1	0	0000000.50	0
90011751	2	1	0	0000000.50	0

**bcode.txt - Notepad**

900117383	0000000000000000	90011738	1	3
900117463	0000000000000000	90011746	1	3
900117513	00000001020113	90011751	1	3
900117563	00000049482270	90011756	1	3
900117613	00000063809473	90011761	1	3
900117663	0000000000000000	90011766	1	3
900117713	05012617004260	90011771	1	3
900117763	0000000000000000	90011776	1	3



This section is describing the content of the export files.

## Read Export Files

- A full set of export (Records Group 01) files contains the following files:

famgrp.txt	Family Group Information
mi_ma.txt	Menu Item Master Data
mi_ma_rpt.txt	Menu Item Master Report Data
mi_def.txt	Menu Item Definition Data
mi_pri.txt	Menu Item Price Data
bcode.txt	Barcode Information

In case the option ☐ **Create Single set folder** was not selected, there will be several folders (depending on the amount of data to be exported) called **Records Group** followed by a running number.

- **famgrp.txt**

Contains 2 columns - family group number (according to the manual input in the DATA EXPORT) and a preset name "Export Folder".

- **mi\_ma.txt**

Contains 4 columns - menu item number, menu item master name, major group (according to the manual input in the DATA EXPORT) and family group (according to the manual input in the DATA EXPORT).

- **mi\_ma\_rpt**

Contains 3 columns - menu item number, report group (preset to 1) and F&B options (not in use!).

- **mi\_def.txt**

Contains 10 columns - menu item number, definition sequence, menu item name 1, menu item name 2, main level link, sub level link, SLU sorting, menu item class, NLU group, NLU number.

- **mi\_pri.txt**

Contains 6 columns - menu item number, definition sequence number, price number, level activity, price and prep cost.

- **bcode.txt**

Contains 5 columns - barcode line number, barcode, menu item master link, menu item definition link and menu item price number link.



This section shows the correct procedure to import the export files into MICROS using the pre-defined autosequences.

## Create Export Files

Before you can start using this functionality it needs to be pre-setup by your MICROS installer/ supporter.

To import item data created from MMS into MICROS proceed as follows:

- Copy the created export files from the MMS client PC to the MICROS server to D:\MICROS\LES\POS\9700\Scripts\import.

Note the name of the import folder might vary in case your system is setup to run imports for different RVC's.

Address	D:\MICROS\LES\POS\9700\Scripts\import	
Name		Size
bcode.sql		1 KB
bcode.txt		45 KB
fam.sql		1 KB
famgrp.txt		1 KB
mi_def.sql		1 KB
mi_def.txt		89 KB
mi_ma.sql		1 KB
mi_ma.txt		42 KB
mi_ma_rpt.sql		1 KB
mi_ma_rpt.txt		21 KB
mi_pri.sql		1 KB
mi_pri.txt		34 KB

- Log on to your MICROS server directly or use the recommended remote connection.

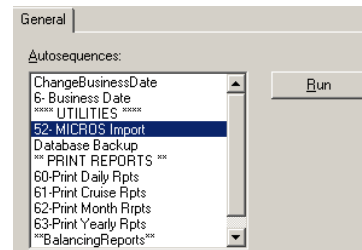
- Open the EMC - Control Panel and make sure it is set to Server Application.

### Server Applications

- Open RMC - Autosequences, highlight MICROS import and click on

...create export files

RUN.



- Wait for the import to finish and make sure there are no errors shown on the screen. Press any key to continue.

```
C:\cygwin\bin\sh.exe
D:\MICROS\LES\POS\9700\Scripts\import>8700sql -eaf ni_def.sql
Beginning 8700sql Version 3.20.89.1 10:05:26 02/03/09 pid 2560
Command line: 8700sql -eaf ni_def.sql
Command file set to ni_def.sql
Changed INPUT_FROM from 8700sql.in to ni_def.txt
update number,def_seq_num,name_1,name_2,nlv1_lnk,slv1_lnk,sort_priority,ni_cla
,nlv1_grp,nlv1_sl...
Ending 8700sql Version 3.20.89.1 10:13:38 02/03/09 pid 2560

D:\MICROS\LES\POS\9700\Scripts\import>8700sql -eaf ni_pri.sql
Beginning 8700sql Version 3.20.89.1 10:13:38 02/03/09 pid 1840
Command line: 8700sql -eaf ni_pri.sql
Command file set to ni_pri.sql
Changed INPUT_FROM from 8700sql.in to ni_pri.txt
update number,def_seq_num,pr_seq_num,menu_lvl,type_def,price,ppn_cst,tax_class
ecipe_num into ...
Ending 8700sql Version 3.20.89.1 10:16:53 02/03/09 pid 1840

D:\MICROS\LES\POS\9700\Scripts\import>ren 8700sql -eaf bcode.sql

D:\MICROS\LES\POS\9700\Scripts\import>echo "Import has been finished"
"Import has been finished"

D:\MICROS\LES\POS\9700\Scripts\import>pause 1>nul
```

- At this point the system will remove the imported .txt in order to make sure they are not imported again by accident at a later point. Press any key to continue.

```
C:\cygwin\bin\sh.exe
*** THIS PROCEDURE WILL REMOVE ALL TXT FILES ***
*** FROM THE PREVIOUS RETAIL-IMPORT ***
*** Press any key to continue ***
*** To interrupt, press CTRL+C ***
***
```

- When all imports are finished open the MICROS control panel and set it back to WORKSTATION OPERATIONS.



## Frequently Asked Questions

This section covers some problems that are frequently encountered by our users.

### What can I do when the imported prices are incorrect?

Make sure the correct price list is selected.

Price List	HOSPITAL EURO EUR (01 01 2010 to 01 01 2100)	▼
------------	--	---

Run the export again and re-import into MICROS.

### How can I find duplicate or invalid barcodes?

Open Print Manager and run the duplicate and invalid barcode report.

### What can I do if the MICROS import fails with duplicate barcodes?

```
Command line: 8700sql -eaf bcode34.sql -y
Command file set to bcode34.sql
Changed INPUT FROM from 8700sql.in to bcode.txt
update number,barcode.mi_def_seq_num,pr_seq_num into barcode_def.34
db_par_addell[4652] DB 1 Requested ms 0 [par.cpp<1417>]
db_par_addell[4652] DB 1 Completed rc 1, Rec -1 ms 16 [par.cpp<1423>]
db_par_addell[4652] DB 1 Requested ms 15 [par.cpp<1417>]
db_par_addell[4652] DB 1 Completed rc 0, Rec 38 ms 62 [par.cpp<1423>]
Warning: Barcode #1184844 not updated - duplicate barcode
Warning: Barcode #1432181 not updated - duplicate barcode
Warning: Barcode #1432182 not updated - duplicate barcode
```

When you receive this error, let the import finish.

Run the MMS "duplicate or invalid barcode" report and make sure you eliminate every duplicate.

When the report is clean, run the export again, followed by the import in MICROS.

### What can I do if I have selected "All Level Active" but the system is not exporting all levels?

Note: The MICROS export module does not have a direct connection to the MICROS database and can not see what levels are existing on the MICROS database.

This option does not mean to export all active levels but to export one entry per item which is active on all MICROS levels no matter how many exist.

## Movements

[Top](#) [Next](#)

The Movement Module can be considered the central module that organizes the flow of all articles managed by the Material Management System from the initial loading into the stores, issuing to the designated points of consumption and transferring between them.

Returns to vendors can also be handled via the movement module as well as transfers from warehouses, ship to ship movements and uniform handling.

### Movements main screen

The image below represents the movements module main screen as it looks once opening it. On the top are the main [Function Buttons](#) and below, the screen is divided into three main sections displaying a calendar which displays different colors depending on which [Overview](#) has been selected. At the very bottom is displayed information on the operational unit, date & time, current user, computer name, database in use and the module version number.

The screenshot shows the 'Movements' module main screen. At the top is a menu bar with 'File', 'Edit', 'Windows', and 'Help'. Below it is a toolbar with icons for Search, Refresh, New Task, Open Document, Print, Export to Excel, and Exit. The main area is titled 'Movement Overview for 22 June 2010'. On the left, there is a 'Movements' section with a 'BAR' dropdown and a calendar for June 2010. A callout points to the calendar with the text 'Department Selection'. Below the calendar is a 'By Department' dropdown and a table with columns 'Key', 'Count', and 'Value'. A callout points to this table with the text 'Departmental Summary'. The table lists various departments and their corresponding counts and values. On the right, there is a large table of movements with columns: 'Time', 'Department', 'Source', 'Destination', 'Cause', and 'Value'. A callout points to this table with the text 'Movement Overview for selected day or department'. The table lists various movements with their respective times, departments, sources, destinations, causes, and values. At the bottom, there are buttons for 'Overview', 'Quick View', and 'List'.

Key	Count	Value
HOUSEKEEPING	3.	71.496
HOTEL	7.	426.885
BAR	1.	-13.800
RESTAURANT	4.	123.869
BAR	14.	2,495.469
FOOD	20.	9,185.539
PURSER	1.	7.800
ROOM SERVICE	1.	39.883
	51.	12,337.141

Time	Department	Source	Destination	Cause	Value
06:00	BAR	Mainstore	PO BAR RENDE	Standard Request	606.489
06:00	BAR	Mainstore	PO BAR RENDE	Standard Request	54.484
08:00	BAR	Mainstore	PO BAR POMP	Standard Request	108.790
07:00	BAR	Mainstore	PO BAR POMP	Standard Request	38.743
08:00	BAR	Mainstore	PO BAR MOUL	Standard Request	150.468
08:00	BAR	Mainstore	PO WINE CEL	Standard Request	212.287
09:00	BAR	Mainstore	PO BAR THE Z	Standard Request	476.287
09:00	BAR	Mainstore	PO CREW BAR	Standard Request	541.547
09:00	BAR	Mainstore	PO CREW BAR	Standard Request	63.700
08:00	BAR	Mainstore	PO BAR MOJIT	Standard Request	21.904
07:00	BAR	Mainstore	PO BAR THE Z	Standard Request	139.977
10:00	BAR	Mainstore	PO MINI BAR	Standard Request	0.000
06:00	BAR	Mainstore	PO BAR MOUL	Standard Request	75.273
10:00	BAR	Mainstore	PO BAR PIRAN	Standard Request	5.520
06:00	BAR	Mainstore	PO BAR PIRAN	Return Over Stock	13.800
					2,509.269

Moving the mouse over the screenshot 'hotspots' will change the cursor into a . Clicking on these links will provide more detailed information on the particular topic.

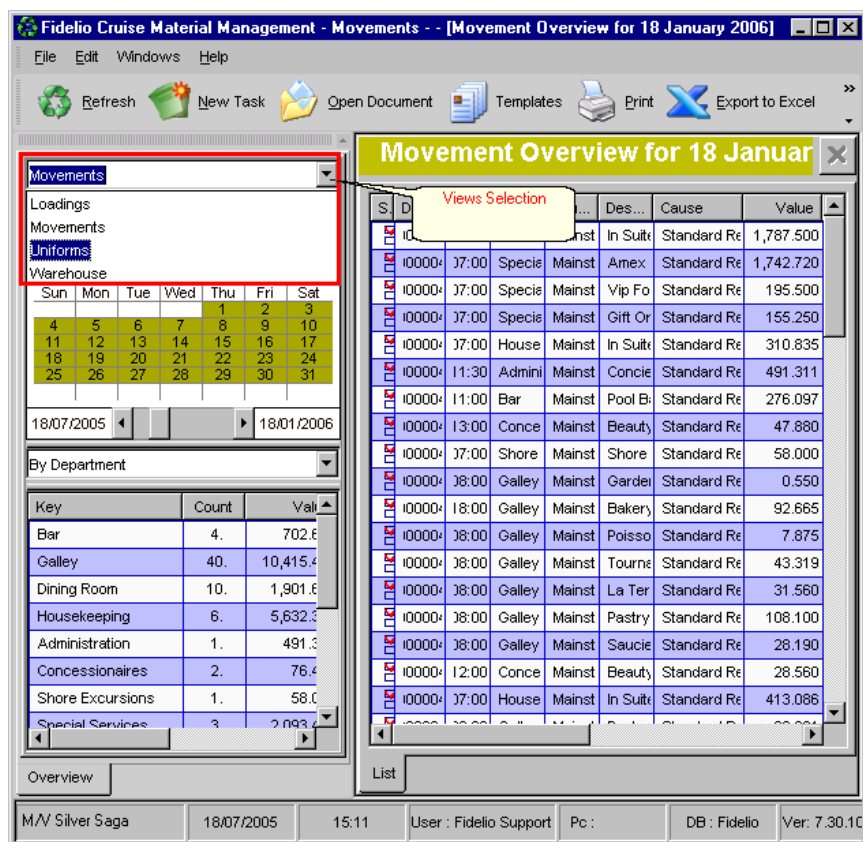
## Overview

[Top](#) [Previous](#) [Next](#)

The view in the main screen can be changed to contain only selected types of items and for selected departments. By default, the system shows all movements.

### Movement Type View:

# Main Screen



Once opening the view selection drop down list, the program has the following views available



## Movements

The system will show all movement related transactions on the main screen and the calendar will display days with transactions in brown.

January 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1/6/2011 1/6/2011

## Uniforms

The system will show all uniforms related transactions on the main screen and the calendar will display days with transactions in red.

Once the desired view is set, the transactions may be viewed by selecting a day, whereupon the corresponding transaction information will be displayed on the main screen details window.

Movement Overview for Thursday, January 06, 2011							
S...	Doc #	Time	Department	Source	Destination	Cause	Value
0	2000005480	16:00	FOOD	Mainstore	FA BAKERY ST	Standard Request	0.000
1	2000005480	16:00	FOOD	Mainstore	FA BREAKFAST	Standard Request	339.548
1	2000005480	07:00	FOOD	Mainstore	FA BUFFET ST	Standard Request	0.000
0	2000005480	16:00	FOOD	Mainstore	FA COFFEE ST	Standard Request	684.849
1	2000005481	16:00	FOOD	Mainstore	FA CREW GAL	Standard Request	40.125
1	2000005481	19:45	Accounts	Mainstore	FA BEV FOR L	BEVERAGE FOR LOADIN	10.080
0	2000005481	16:00	FOOD	Mainstore	FA ENTREMET	Standard Request	1,271.009
2	2000005481	16:00	FOOD	Mainstore	FA FOOD SPO	Standard Request	80.893

# Main Screen

If it is desired to see only the transactions related to a particular department, the information can be filtered to a specific department by selecting from the box directly under the view type (see also [department selection](#))

**Movement Overview for 18 January**

S	Do...	Ti...	Dep...	Sou...	Des...	Cause	Value
10000	07:00	House	Mainst	In Suite	Standard Re	1,787.500	
10000	07:00	Specie	Mainst	Amex	Standard Re	1,742.720	
10000	07:00	Specie	Mainst	Vip Fo	Standard Re	195.500	
10000	07:00	Specie	Mainst	Gift Or	Standard Re	155.250	
10000	07:00	Specie	Mainst	In Suite	Standard Re	310.835	
10000	11:30	Admini	Mainst	Concie	Standard Re	491.311	
10000	11:00	Bar	Mainst	Pool B	Standard Re	276.097	
10000	13:00	Conce	Mainst	Beauty	Standard Re	47.880	
10000	07:00	Shore	Mainst	Shore	Standard Re	58.000	
10000	08:00	Galley	Mainst	Garde	Standard Re	0.550	
10000	18:00	Galley	Mainst	Bakery	Standard Re	92.665	
10000	08:00	Galley	Mainst	Poisso	Standard Re	7.875	
10000	08:00	Galley	Mainst	Tourne	Standard Re	43.319	
10000	08:00	Galley	Mainst	La Ter	Standard Re	31.560	
10000	08:00	Galley	Mainst	Pastry	Standard Re	108.100	
10000	08:00	Galley	Mainst	Saucie	Standard Re	28.190	
10000	12:00	Conce	Mainst	Beauty	Standard Re	28.560	
10000	07:00	House	Mainst	In Suite	Standard Re	413.086	

**By Department**

Key	Count	Value
Bar	4.	702.6
Galley	40.	10,415.4
Dining Room	10.	1,901.6
Housekeeping	6.	5,632.3
Administration	1.	491.3
Concessionaires	2.	78.4
Shore Excursions	1.	58.0
Special Services	3.	2,093.4

A detailed breakdown of the chosen transaction type for the day will be displayed on the right hand side of the screen, while under the calendar view, a summary can be selected by various options - for example loadings can be summarized by vendor.

By Department

Key	Count	Value
FOOD	20.	6,050.783
Accounts	1.	10.080
	21.	6,060.863

Double click on a line in the main display window (i.e. on a movement) and the screen will then display the full document associated:

Movement Overview for Thursday, January 06, 2011							
S...	Doc #	Time	Department	Source	Destination	Cause	Val
0	2000005480	16:00	FOOD	Mainstore	FA BAKERY ST	Standard Request	0.0
1	2000005480	16:00	FOOD	Mainstore	FA BREAKFAST	Standard Request	339.5
1	2000005480	07:00	FOOD	Mainstore	FA BUFFET ST	Standard Request	0.0
0	2000005480	16:00	FOOD	Mainstore	FA COFFEE ST	Standard Request	684.8
1	2000005481	16:00	FOOD	Mainstore	FA CREW GALI	Standard Request	40.1
1	2000005481	19:45	Accounts	Mainstore	FA BEV FOR LI	BEVERAGE FOR LOADING	10.0
0	2000005481	16:00	FOOD	Mainstore	FA ENTREMETS	Standard Request	1,271.0
2	2000005481	16:00	FOOD	Mainstore	FA FOOD SPO	Standard Request	80.0
0	2000005481	16:00	FOOD	Mainstore	FA	Standard Request	336.0
2	2000005481	16:00	FOOD	Mainstore	FA	Standard Request	217.0
2	2000005482	16:00	FOOD	Mainstore	FA FOOD YAC	Standard Request	197.2
1	2000005482	16:00	FOOD	Mainstore	FA FOOD YAC	Standard Request	0.0
0	2000005482	16:00	FOOD	Mainstore	FA GARDE MA	Standard Request	365.1
1	2000005482	16:00	FOOD	Mainstore	FA GARDE MA	Standard Request	1,210.0
0	2000005482	09:00	FOOD	Mainstore	FA PASTRY ST	Standard Request	0.0
0	2000005482	16:00	FOOD	Mainstore	FA ROTISSERIE	Standard Request	0.0
2	2000005482	16:00	FOOD	Mainstore	FA SAUCE STA	Standard Request	611.5
0	2000005482	16:00	FOOD	Mainstore	FA VEGETABLE	Standard Request	464.0
2	2000005482	16:00	FOOD	Mainstore	FA ROOM SER	Standard Request	143.5
0	2000005500	16:00	FOOD	Mainstore	FA FOOD TO E	Standard Request	7.5
0	2000005510	16:00	FOOD	Mainstore	FA ENTREMETS	Standard Request	80.5
3	7000000316	13:13	R&P	FA R&P CACIN	FA R&P MANH	Transfer - Stock Correc	0.0

After double-clicking on one of the transactions the following screen will appear:

Transaction Doc # 970000003181 Bar 3						
Code	Description	Amount	Unit	Price	SubTotal	Comments
80005021	FANTA 33CL/12OZ TIN	0.000	EA	0.000000	0.000	
80005076	COCA COLA 33CL/12OZ TIN	0.000	EA	0.000000	0.000	
80005191	SPRITE 33CL/12OZ TIN	0.000	EA	0.000000	0.000	
					0.000	

Requested amount of units to be entered here

Properties Details Logs

When using the 'Movements' display, after clicking once on a line in the main display window, click on Quick View in the bottom left of the screen, and a 'quick view' of items in the corresponding document will appear on the left of the screen:

# Main Screen

Description	Amount
OIL FOR FRYING PET	20.000
DOILIES PAPER D.28CM	2.000
SAUSAGE TASTY COOKED	1.000
SAUCE SOYA 600ML	1.000
CHICKEN WINGS BUFFALO	2.500

Overview

Grouping

Quick View

## Department Selection

[Top](#) [Previous](#) [Next](#)

The overview selection can also be limited to contain transactions only for a selected department. This is done by selecting a specific department from the drop down list indicated.

### Department Selection View:

File Edit Windows Help

Search Refresh New Task Open Document Print Export to E

Movements

BAR

BAR

BEAUTY

BUTLER

CASINO

COMMUNICATION

DECK

DOTAZIONI

ENGINE

ENTERTAINMENT

By Department

Key	Count	Value
FOOD	20	6.050.783

Movement Overview for Thursd

S...	Doc #	Time	Department	Source
3	7000000316	13:13	BAR	FA BAR C

Department Selection

By default the system shows all transactions. By selecting a single department only those movements will be displayed that are corresponding to selected department.

- BAR
- BEAUTY
- BUTLER
- CASINO
- COMMUNICATION
- DECK
- ENGINE
- ENTERTAINMENT
- EXCURSION

The screenshot shows the 'Fidelio Cruise Material Management - Movements' application window. The title bar includes standard Windows controls and the application name. The menu bar contains 'File', 'Edit', 'Windows', and 'Help'. The toolbar features icons for Search, Refresh, New Task, Open Document, Print, Export to Excel, and Exit.

On the left side, there are two dropdown menus labeled 'Movements' and 'BAR'. Below them is a calendar for January 2011, showing dates from Sunday to Saturday. The date '6' is highlighted in blue.

The main area displays a yellow header titled 'Movement Overview for Thursday, January 06, 2011'. Below this header is a table with the following columns: St..., Doc #, Time, Department, Source, Des..., Cause, Value, and hursc. The first row of data shows a movement with Doc # 370000003162 at 13:13 in the BAR department, sourced from FA BAR CASINO, described as FA BAR, caused by Transfer - Stock Correctio, with a value of 0.000. A second row below it also shows a value of 0.000.

# Buttons

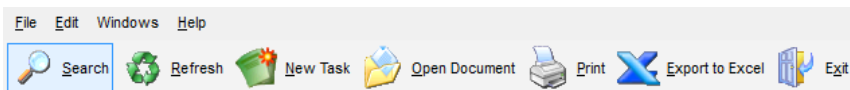
## Buttons

[Top](#) [Previous](#) [Next](#)

The buttons toolbar contains the basic and most frequently used options for creating movements, opening existing documents and printing reports.

### Buttons:

Clicking the buttons below or the links will open more information and instructions on the usage of these functions.



<a href="#">Search:</a>	Opens the document with the search engine
<a href="#">Refresh:</a>	Will return the layout of the screen to its default state
<a href="#">New Task:</a>	Starts the process of creating a new transaction
<a href="#">Open Document:</a>	Opens an existing transaction
<a href="#">Print:</a>	Allows the use of a pre-saved list of products
<a href="#">Export to Excel:</a>	Exports the active information related to loadings
<a href="#">Exit:</a>	Closes the movements module

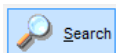
Most of the options are corresponding tools in the [Menu](#), keyboard shortcuts assigned to them, or are available by a right click with the mouse

## Button: Search

[Top](#) [Previous](#) [Next](#)

This option opens the search engine, allowing to search for a document in the movement module.

### Button Search:



Click to open the document search engine

A screenshot of a search engine window. At the top is a 'Search for:' label followed by a text input field. Below this is a 'Search for Document ID:' label followed by a dropdown menu. A 'Search' button is to the right. Underneath is a 'Use Filters:' section with several checkboxes and dropdown menus: 'Status' (checked, dropdown shows '1-Authorized'), 'Department' (unchecked, dropdown shows '<< Please select a Department >>'), 'Point of Consumption' (unchecked, dropdown shows '<< Please select a POC >>'), 'Cause' (unchecked, dropdown shows '<< Please select a Cause >>'), 'Item' (unchecked, dropdown shows '<< Please select an item >>'), and 'Date Range' (unchecked, dropdown shows 'Dec 29 2010 00:00'). At the bottom are three buttons: 'Overview', 'Quick View', and 'Search Order'.























The article can then be searched by entering the article ID number or by any of the above filters. One or more filters can be chosen in order to narrow your search.

In this case the filter "Status: 1 - Authorized" has been selected, therefore only those transactions are displayed that are in "Status 1"

After making selections, and clicking the search button, the documents meeting the search criteria will be displayed.

Buttons

Movement Search...

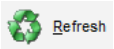
St...	Doc #	Time	Department	Source	Destination	Cause	Value
 1	!20000048407	07:30	RESTAURANT	Mainstore	FA VELVET UPP	Standard Request	85.635
 1	!20000048502	20:31	SHOP	Mainstore	FA MSC LOGO S	Emergency Request	5,595.791
 1	!20000051201	23:42	RESTAURANT	Mainstore	FA REST HTL CC	Emergency Request	68.980
 1	!20000051202	23:43	HOTEL	Mainstore	FA BAR HTL CO	Emergency Request	30.658
 1	!20000051904	08:30	HOUSEKEEPING	Mainstore	FA LOUNGES C	Standard Request	81.614
 1	!20000052411	08:30	HOUSEKEEPING	Mainstore	FA CABINS CON	Standard Request	19.467
 1	!20000052813	09:00	FOOD	Mainstore	FA CREW MESS	Standard Request	147.292
 1	!20000052814	09:00	FOOD	Mainstore	FA OFFICER ME	Standard Request	17.014
 1	!20000052816	09:00	FOOD	Mainstore	FA STAFF MESS	Standard Request	69.839
 1	!20000052906	09:00	FOOD	Mainstore	FA PO MESS FO	Standard Request	40.080
 1	!20000053401	16:00	FOOD	Mainstore	FA FOOD BUFFI	Standard Request	797.767
 1	!20000053601	10:30	HOTEL	Mainstore	FA SPA CONSUM	Standard Request	50.958
 1	!20000053602	16:00	FOOD	Mainstore	FA SAUCE STATI	Standard Request	816.726
 1	!20000053603	16:00	FOOD	Mainstore	FA FOOD YACH	Standard Request	120.390
 1	!20000053604	16:00	FOOD	Mainstore	FA FOOD TEX A	Standard Request	163.521
 1	!20000053605	16:00	FOOD	Mainstore	FA ROTISSERIE	Standard Request	226.280
 1	!20000053701	16:00	FOOD	Mainstore	FA BAKERY STA	Standard Request	1,311.719
 1	!20000053702	07:00	FOOD	Mainstore	FA BUFFET STA	Standard Request	1,685.953
 1	!20000053703	16:00	FOOD	Mainstore	FA FOOD TO B	Standard Request	7.350
 1	!20000053704	16:00	FOOD	Mainstore	FA GARDE MAN	Standard Request	3,325.038
 1	!20000053705	09:00	FOOD	Mainstore	FA PASTRY STA	Standard Request	1,189.807
 1	!20000053707	16:00	FOOD	Mainstore	FA BREAKFAST	Standard Request	473.581

Button: Refresh

[Top](#) [Previous](#) [Next](#)

This option refreshes the screen layout. For example, having sorted columns by their heading or resized them, clicking refresh will reset the layout to their original view.

Button Refresh:



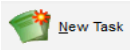
By clicking here you will be able to refresh the screen layout.

Button: New Task

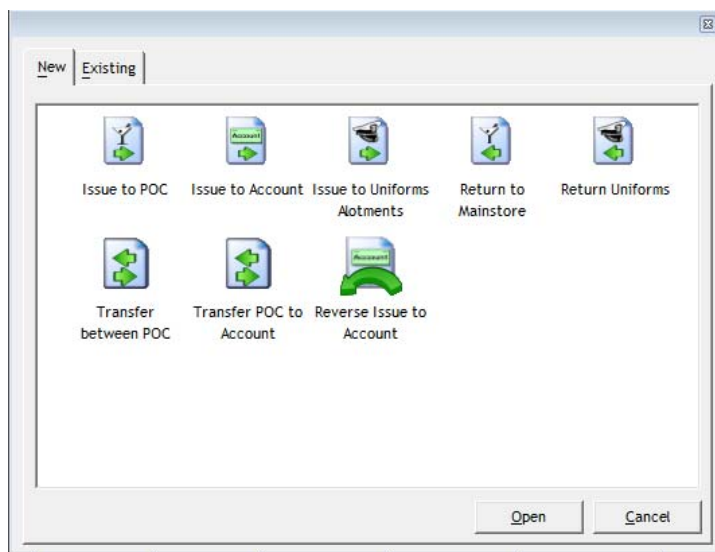
[Top](#) [Previous](#) [Next](#)

Selecting 'New Task ' will open the 'create or modify transaction' window.

Button New Task:



By clicking here you will be able to create a new movement transaction



The functions can be briefly described as follows. Please click on the corresponding topic link for further details.

### [Issue to POC](#)

This option is used for issuing any item to a POC (point of consumption) for usage

### [Issue to Account](#)

Issuing items to accounts involves transferring the articles to an account through which they will be directly expensed (consumed) without the necessity to pass through a point of consumption.

### [Issue to Uniform Allotments](#)

This module is used to assign (issue) uniforms in cases when a crew member embarks and needs to be given uniform items. It links the items issued to the specific crew member.

### [Return to Mainstore](#)

This option is used to return any item that has already been received in a POC to the main store.

### [Return Uniforms](#)

The Return uniforms module is used when a crew member disembarks and returns the issued uniform items.

### [Transfer between POC](#)

Transfers between POC allows the user to move items between departments.

### [Transfer POC to Account](#)

This module may be used to issue items from a POC directly to an account without having to pass through the main store, thereby expensing the items directly to the selected account.

### [Reverse Issue to Account](#)

This module may be used to reverse falsely transferred items to an account. Please note that in this case there is no physical movement of inventory

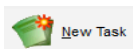
## Issue to POC

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When an onboard department or any outlet needs to issue a routine internal requisition to a store (F&B, hotel, shops etc) it is called an Issue to POC (Point of Consumption). Regardless of the material type, the procedure for making these requisitions is explained below:

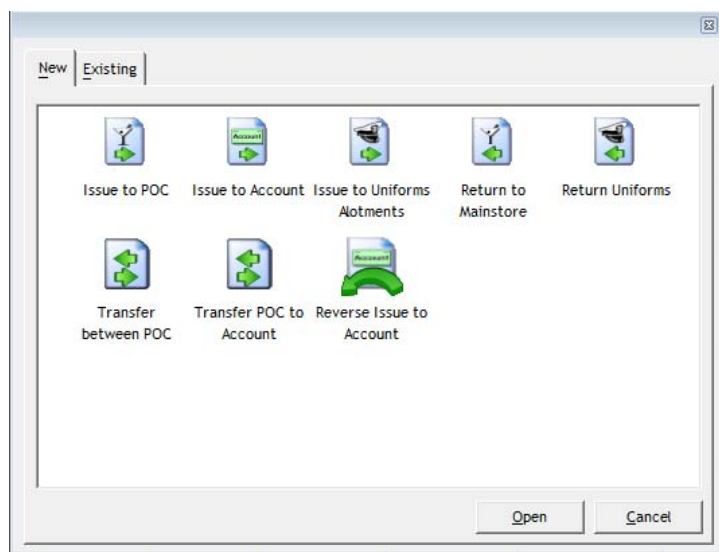
### Issuing of Items to POC

## Buttons



Click to initiate the creation of a new issue to POC

Select "Issue to POC"



Double-click on Issue to POC or select Issue to POC and then click open to create a new movement

The following details must be completed for the transfer to take place

**Source:** When creating an issue to POC, the system will automatically select the Mainstore as source.

**Destination:** this is where the POC can be selected where the item is to be transferred or moved to

**Cause:** The reason for the request of the item. This can be either of the following:

Additional Request: used to supplement a standard request

Emergency request: Used in cases of an immediate / urgent need

Price Correction: If the wrong price is entered for an item, this option will recalculate the costs

Standard Request: Routine internal requests

**Pickup Date:** Date of the items pick up

**Pickup Time:** the exact time of pickup. This option in the software will keep track of all the requisitions in the system for all departments and assign available time slots according to availability.

When the above fields have been filled in, the following screen will appear. Here is where you are to choose which item you would like to request:

By clicking in the "Code" field the user is able to search for an article by giving the code number or by entering a few letters of the description of the article

## Buttons

New Transaction

Code	Description	Amount	Unit	Price	SubTotal	C
					0.000	

Properties

Details

Logs

Select the corresponding product by double-clicking on the description. The selected article will then appear on the main screen.

Product search

Search by product code or barcode:

Search by product description containing the following:

beer

Search for product filtering select using product groupings:

Code	Description	U...	S.O.H.
F0014796	BEER BATTERED ONION RINGS 6x1KG	EA	25.000
B0006461	BEER BECK'S 33CL BT	EA	4,098.000
B0006516	BEER BUDWEISER 33CL BT	EA	576.000
B0006396	BEER CARLSBERG 33CL BT	EA	204.000
B0006491	BEER CORONA 33CL BT	EA	360.000
B0006761	BEER DOS EQUIS AMBER 33CL BT	EA	24.000
B0006161	BEER DRAFT AMSTEL LIGHT 30L	LT	570.000
B0006201	BEER DRAFT BECK'S 30L	LT	0.000
B0006191	BEER DRAFT HEINEKEN 20L	LT	220.000
B0006186	BEER DRAFT HEINEKEN 30L	LT	7,110.000
B0008666	BEER ESTRELLA DAMM 33CL GLUTEN FREE	EA	100.000
B0006341	BEER FRANZISKANER 50CL BT	EA	1,436.000
B0006691	BEER GUINNESS 33CL BT	EA	444.000
B0006291	BEER HEINEKEN 33CL BT	EA	3,190.000
B0000045	BEER JENLAIN BLOND 75CL BT	EA	0.000
B0000050	BEER JENLAIN MALT AMBREE 75CL BT	EA	37.000
B0010026	BEER KEG EMPTY 20L HEINEKEN	EA	40.000

Continue by inserting required quantity in the amount column and confirm by pressing enter.

**New Transaction** ✖

Code	Description	Amount	Unit	Price	SubTotal
B0006461	BEER BECK'S 33CL BT	24.000	EA	0.000000	0.000
					0.000

Insert amount here, then press enter

Properties Details Logs


Move the cursor to the code cell on the next line and proceed to enter the next article. Complete all the articles that are included in the movement.

**New Transaction** ✖

Code	Description	Amount	Unit	Price	SubTotal
B0006461	BEER BECK'S 33CL BT	24.000	EA	0.347951	8.351
					8.351

Move cursor to second line

Properties Details Logs

After completing the requisition close the window by clicking the  on the right hand side.

In order to *authorize*, *discharge* and to *receive* an Issue to POC see also [Approve Requisitions](#) topic.

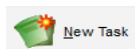
## Issue to Account

[Top](#) [Previous](#) [Next](#)

In cases where it is required to expense the required articles directly to an account (specific reason for consumption rather than issuing to a regular POC) and write them off from the main store inventory it is possible to use the 'Issue to account' function.

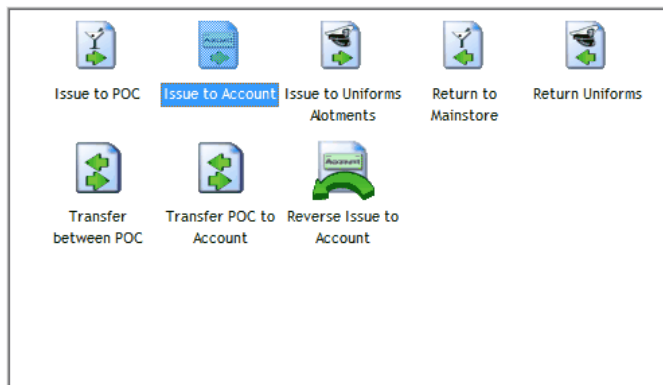
### Issuing articles to an Account

## Buttons



Click to initiate the creation of an "issue to an account"

Select Issue to Account as below



Double-click on Issue to Account or select Issue to Account and then click open to create a new movement

Complete the following fields:

**Source:** When creating an issue to Account, the system will automatically select the Mainstore as source.

**Destination:** this is where the Account can be selected where the item is to be transferred or moved to

**Cause:** Depending on which account was selected, there can be several causes set up for each account based upon the ship's operation. Most common causes are the following:

*Breakage*

*Spoilage*

*Welcome Drinks*

*Beverage for Captain's Table*

*Items for Authorities*

**Pickup Date:** Date of the pick up

**Pickup Time:** the exact time of pickup. This option in the software will keep track of all the requisitions in the system for all departments and assign available time slots according to availability.

When the above fields have been filled in, the following screen will appear.

By clicking in the code field the user is able to search for an article by giving the code number or by entering a few letters of the description of the article

## Buttons

New Transaction

Code	Description	Amount	Unit	Price	SubTotal	C
					0.000	

Properties

Details

Logs

Select the corresponding product by double-clicking on the description and it will appear on the main sheet.

Product search

Search by product code or barcode:

Search by product description containing the following:

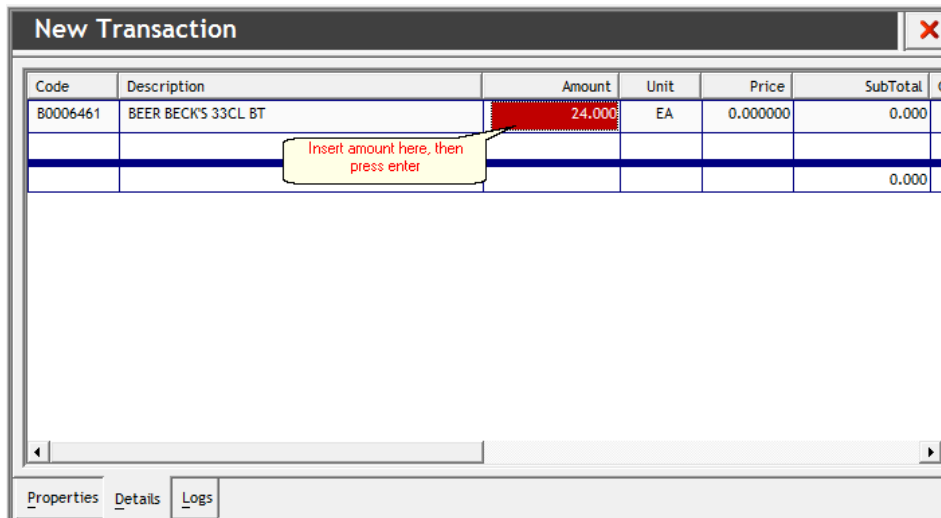
beer

Search for product filtering select using product groupings:

Code	Description	U...	S.O.H.
F0014796	BEER BATTERED ONION RINGS 6x1KG	EA	25.000
B0006461	BEER BECK'S 33CL BT	EA	4,098.000
B0006516	BEER BUDWEISER 33CL BT	EA	576.000
B0006396	BEER CARLSBERG 33CL BT	EA	204.000
B0006491	BEER CORONA 33CL BT	EA	360.000
B0006761	BEER DOS EQUIS AMBER 33CL BT	EA	24.000
B0006161	BEER DRAFT AMSTEL LIGHT 30L	LT	570.000
B0006201	BEER DRAFT BECK'S 30L	LT	0.000
B0006191	BEER DRAFT HEINEKEN 20L	LT	220.000
B0006186	BEER DRAFT HEINEKEN 30L	LT	7,110.000
B0008666	BEER ESTRELLA DAMM 33CL GLUTEN FREE	EA	100.000
B0006341	BEER FRANZISKANER 50CL BT	EA	1,436.000
B0006691	BEER GUINNESS 33CL BT	EA	444.000
B0006291	BEER HEINEKEN 33CL BT	EA	3,190.000
B0000045	BEER JENLAIN BLOND 75CL BT	EA	0.000
B0000050	BEER JENLAIN MALT AMBREE 75CL BT	EA	37.000
B0010026	BEER KEG EMPTY 20L HEINEKEN	EA	40.000

Continue by inserting required quantity in the amount column and confirm by pressing enter.

## Buttons



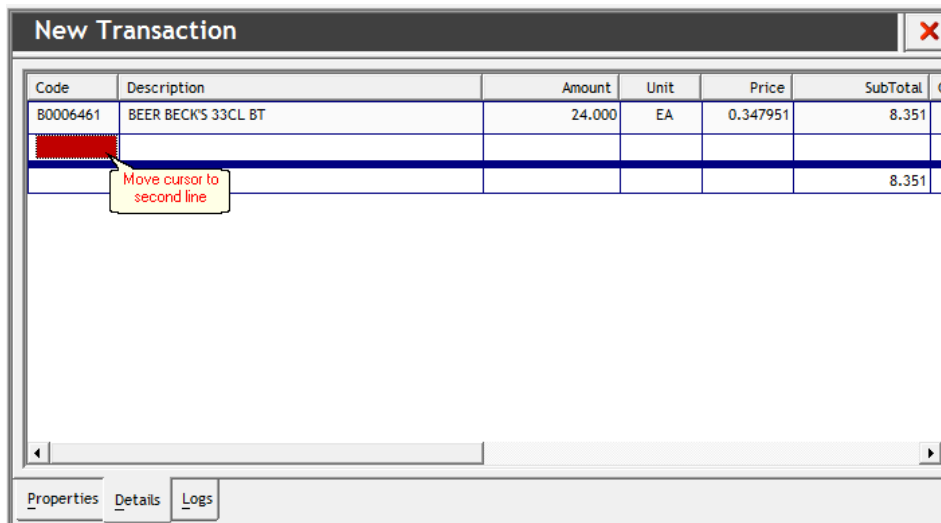
**New Transaction** [X]

Code	Description	Amount	Unit	Price	SubTotal
B0006461	BEER BECK'S 33CL BT	24.000	EA	0.000000	0.000
					0.000

Insert amount here, then press enter

Properties Details Logs

Move the cursor to the code cell on the next line and proceed to enter the next article. Complete all the articles that are included in the movement.



**New Transaction** [X]

Code	Description	Amount	Unit	Price	SubTotal
B0006461	BEER BECK'S 33CL BT	24.000	EA	0.347951	8.351
					8.351

Move cursor to second line

Properties Details Logs

After completing the requisition close the window by clicking the [X] on the right hand side

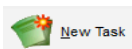
In order to *authorize*, *discharge* and to *receive* an Issue to Account see also [Approve Requisitions](#) topic

## Issue to Uniforms Allotments

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The issue to uniform allotments module is used when a crew member embarks the ship and needs to be issued uniform items. This transaction will issue the required uniforms to the crewmember directly using the uniform items store.

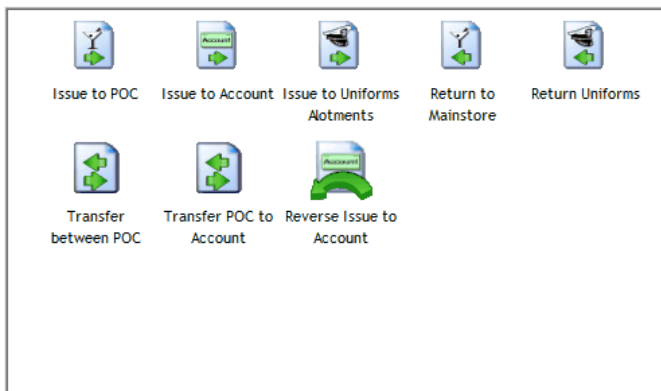
### Issuing Uniforms to Crew



Click to create a new issue to uniform allotment transaction

Select issue to uniform allotments

## Buttons



Double-click on Issue to Uniform Allotments or select Issue to Uniform Allotments and then click open to create a new movement

Complete the following fields:

**Source:** When creating an issue to Uniform Allotments, the system will automatically select the Mainstore as source.

**Destination:** the name of Crew member

### **Cause:**

#### *Full dressing*

A full catalogue of uniform items is issued to the crew member. This is the most common, and it is normally used when the crew member embarks

#### *Replacement*

This option may be used as uniform items need to be re-issued to a crew member as replacement for worn-out items

#### *Return*

The return option in this case is used when single uniform items need to be returned for a non-specified reason

#### *Selling*

In cases where company policy requires the specific crew members are to pay for uniform items, this option may be used

**Pickup Date:** Date of the items pick up

**Pickup Time:** the exact time of pickup. This option in the software will keep track of all the requisitions in the system for all departments and assign available time slots according to availability.

When the above fields have been filled in, the following screen will appear. Here is where you are to choose which item you would like to request:

By clicking in the code field the user is able to search for an article by giving the code number or by entering a few letters of the description of the article

## Buttons


Code	Description	Amount	Unit	Price	SubTotal	C
					0.000	

Properties Details Logs

Select the corresponding product by double-clicking on the description and it will appear on the main sheet.

Continue by inserting required quantity in the amount column and confirm by pressing enter.

Move the cursor to the code cell on the next line and proceed to enter the next article. Complete all the articles that are included in the movement.

After completing the requisition close the window by clicking the  on the right hand side.

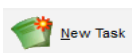
In order to *authorize*, *discharge* and to *receive* an Issue to Uniform Alotments see also [Approve Requisitions](#) topic

## Return to Mainstore

[Top](#) [Previous](#) [Next](#)

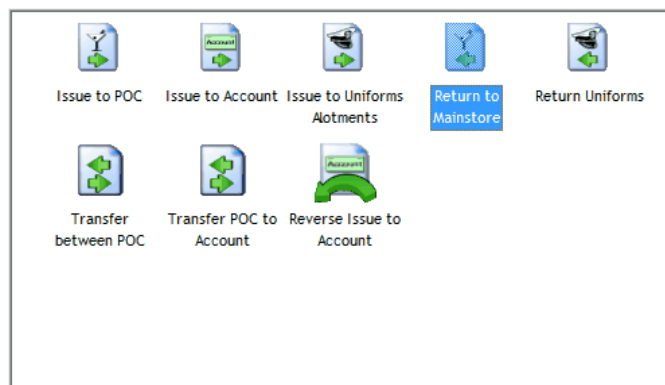
In cases where it is necessary to send goods back to the main store for any reason, this option may be used. This might be necessary where goods have already been issued from main store prior to realizing that they are damaged or when too many articles have been withdrawn initially.

### Returning Items to Main Store:



Click to create a new return to main store transaction

Select Return to Main Store



Double-click on Return to Main Store or select Return to Main Store and then click open to create a new movement

Buttons

Complete the following fields:

New Transaction

Stock Movement:

Source:

<< Select from List >>

Destination:

<< Mainstore >>

Cause:

<< Select from List >>

Pickup Date:

Thu, January 6, 2011

Pickup Time:

Apply

Store

Fixed ...

Avg 1

Avg 2

S...

End

Department

Task

Properties

Details

Logs

**Source:** this is where the POC can be selected where the item is to be transferred from

**Destination:** When creating a Return to Mainstore, the system will automatically select Mainstore as destination

**Cause:** The reason for the return of the item. This can be either of the following:

Return Damaged: select if the stock is damaged, however damaged stock is also

Return Over Stock: selecting this cause gives the opportunity to return additional stock that is not required in the POC

**Pickup Date:** Date of pick up

**Pickup Time:** the exact time of pickup. This option in the software will keep track of all the requisitions in the system for all departments and assign available time slots according to availability.

When the above fields have been filled in, the following screen will appear. Here is where you are to choose which item you would like to return:

By clicking in the code field the user is able to search for an article by giving the code number or by entering a few letters of the description of the article

New Transaction

Code	Description	Amount	Unit	Price	SubTotal	C
					0.000	

Properties

Details

Logs

Select the corresponding product by double-clicking on the description and it will appear on the main sheet.

**Product search**

Search by product code or barcode:

Search by product description containing the following:

beer

Search for product filtering select using product groupings:

Code	Description	U...	S.O.H.
F0014796	BEER BATTERED ONION RINGS 6x1KG	EA	25.000
B0006461	BEER BECK'S 33CL BT	EA	4,098.000
B0006516	BEER BUDWEISER 33CL BT	EA	576.000
B0006396	BEER CARLSBERG 33CL BT	EA	204.000
B0006491	BEER CORONA 33CL BT	EA	360.000
B0006761	BEER DOS EQUIS AMBER 33CL BT	EA	24.000
B0006161	BEER DRAFT AMSTEL LIGHT 30L	LT	570.000
B0006201	BEER DRAFT BECK'S 30L	LT	0.000
B0006191	BEER DRAFT HEINEKEN 20L	LT	220.000
B0006186	BEER DRAFT HEINEKEN 30L	LT	7,110.000
B0008666	BEER ESTRELLA DAMM 33CL GLUTEN FREE	EA	100.000
B0006341	BEER FRANZISKANER 50CL BT	EA	1,436.000
B0006691	BEER GUINNESS 33CL BT	EA	444.000
B0006291	BEER HEINEKEN 33CL BT	EA	3,190.000
B0000045	BEER JENLAIN BLOND 75CL BT	EA	0.000
B0000050	BEER JENLAIN MALT AMBREE 75CL BT	EA	37.000
B0010026	BEER KEG EMPTY 20L HEINEKEN	EA	40.000

Continue by inserting required quantity in the amount column and confirm by pressing enter.

**New Transaction**

Code	Description	Amount	Unit	Price	SubTotal
B0006461	BEER BECK'S 33CL BT	24.000	EA	0.000000	0.000
					0.000

Insert amount here, then press enter

Properties Details Logs

Move the cursor to the code cell on the next line and proceed to enter the next article. Complete all the articles that are included in the movement.


**New Transaction**

Code	Description	Amount	Unit	Price	SubTotal
B0006461	BEER BECK'S 33CL BT	24.000	EA	0.347951	8.351
					8.351

Move cursor to second line

Properties Details Logs

## Buttons

After completing the requisition close the window by clicking the  on the right hand side.

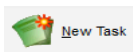
In order to *authorize*, *discharge* and to *receive* a Return to Mainstore see also [Approve Requisitions](#) topic

## Return Uniforms

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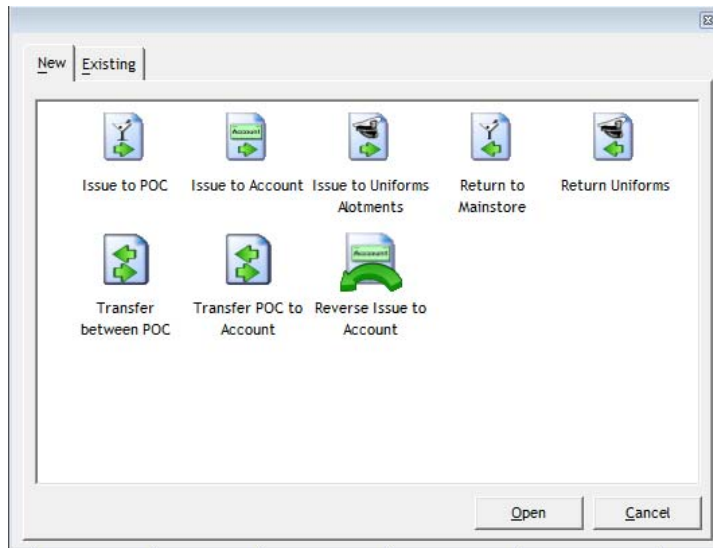
The return uniforms module is used when a crew member disembarks the ship and he/she needs to return those uniform items that were issued upon original embarkation.

### Returning Uniforms :



Click to create a new Return Uniforms transaction

Select Return Uniforms



Double-click on Return Uniforms or select Return Uniforms and then click open to create a new movement

Complete the following fields:

**Source:** The name of the crew member will be available in the Source drop down selection

**Destination:** The system will automatically assign the main store to the destination

**Cause:** The following causes may be selected

#### Full dressing

A full catalogue of uniform items is issued to the crew member. This is the most common, and it is normally used when the crew member embarks

#### Replacement

This option may be used as uniform items need to be re-issued to a crew member as replacement for worn-out items

#### Return

## Buttons

**New Transaction**

**Stock Movement:**

Source: << Select from List >>

Destination: << Mainstore >>

Cause: << Select from List >>

Pickup Date: Thu, January 6, 2011

Pickup Time:

Apply

Store	Fixed ...	Avg 1	Avg 2

Properties Details Logs

The return option in this case is used when single uniform items need to be returned for a non-specified reason

### Selling

In cases where company policy requires the specific crew members are to pay for uniform items, this option may be used

**Pickup Date:** Date of the items pick up

**Pickup Time:** the exact time of pickup. This option in the software will keep track of all the requisitions in the system for all departments and assign available time slots according to availability.

When the above fields have been filled in, the following screen will appear.

By clicking in the code field the user is able to search for an article by giving the code number or by entering a few letters of the description of the article

**New Transaction**


Code	Description	Amount	Unit	Price	SubTotal	C
					0.000	

Properties Details Logs

Select the corresponding product by double-clicking on the description and it will appear on the main sheet.

Continue by inserting required quantity in the amount column and confirm by pressing enter.

Move the cursor to the code cell on the next line and proceed to enter the next article. Complete all the articles that are included in the movement.

After completing the requisition close the window by clicking the  on the right hand side.

a Return Uniforms see also [Approve Requisitions](#) topic

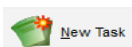
In In order to *authorize*, *discharge* and to *receive*

## Transfer between POC

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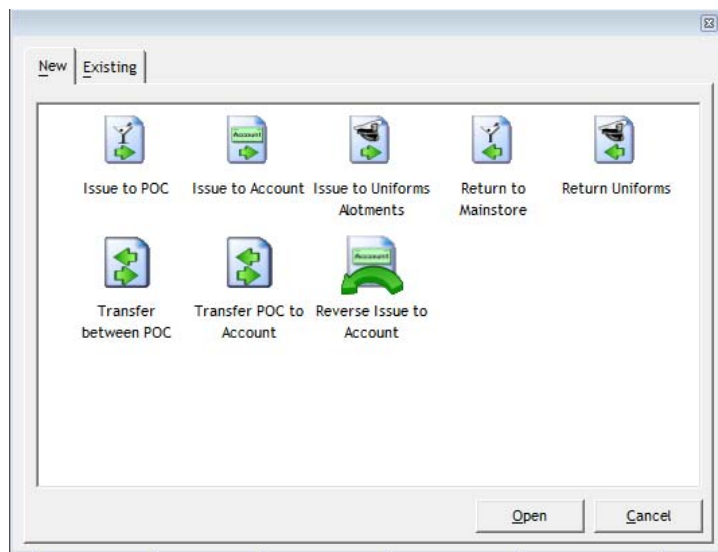
When it is necessary to transfer items between two points of consumption, this option may be used. The function transfers articles from one outlet to another without passing them through a main store.

### Transferring items between POCs (Points of Consumption)



Click to create a new Transfer between POCs

Select Transfer between POC



Double-click on Transfer between POC or select Transfer between POCs and then click open to create a new movement

Complete the following fields:

**Stock Movement:**

Source:	<< Select from List >>
Destination:	<< Select from List >>
Cause:	<< Select from List >>
Pickup Date:	Tue, July 6, 2010
Pickup Time:	

Apply

**Source:** Select POC where the item is to be transferred from

**Destination:** Select POC where the item is to be transferred to

**Cause:** The reason for the request of the item. This can be either of the following:

Additional Request: used to supplement a standard request

Emergency request: Used in cases of an immediate / urgent need

Price Correction: If the wrong price is entered for an item, this option will recalculate the costs

Standard Request: Routine internal requests

**Pickup Date:** Date of the items pick up

**Pickup Time:** the exact time of pickup. This option in the software will keep track of all the requisitions in the system for all departments and assign available time slots according to availability.

When the above fields have been filled in, the following screen will appear.

By clicking in the code field the user is able to search for an article by giving the code number or by entering a few letters of the description of the article

## Buttons

New Transaction

Code	Description	Amount	Unit	Price	SubTotal	C
					0.000	

Properties

Details

Logs

Select the corresponding product by double-clicking on the description and it will appear on the main sheet.

Product search

Search by product code or barcode:

Search by product description containing the following:

beer

Search for product filtering select using product groupings:

Code	Description	U...	S.O.H.
F0014796	BEER BATTERED ONION RINGS 6x1KG	EA	25.000
B0006461	BEER BECK'S 33CL BT	EA	4,098.000
B0006516	BEER BUDWEISER 33CL BT	EA	576.000
B0006396	BEER CARLSBERG 33CL BT	EA	204.000
B0006491	BEER CORONA 33CL BT	EA	360.000
B0006761	BEER DOS EQUIS AMBER 33CL BT	EA	24.000
B0006161	BEER DRAFT AMSTEL LIGHT 30L	LT	570.000
B0006201	BEER DRAFT BECK'S 30L	LT	0.000
B0006191	BEER DRAFT HEINEKEN 20L	LT	220.000
B0006186	BEER DRAFT HEINEKEN 30L	LT	7,110.000
B0008666	BEER ESTRELLA DAMM 33CL GLUTEN FREE	EA	100.000
B0006341	BEER FRANZISKANER 50CL BT	EA	1,436.000
B0006691	BEER GUINNESS 33CL BT	EA	444.000
B0006291	BEER HEINEKEN 33CL BT	EA	3,190.000
B0000045	BEER JENLAIN BLOND 75CL BT	EA	0.000
B0000050	BEER JENLAIN MALT AMBREE 75CL BT	EA	37.000
B0010026	BEER KEG EMPTY 20L HEINEKEN	EA	40.000

Continue by inserting required quantity in the amount column and confirm by pressing enter.

**New Transaction** ✖

Code	Description	Amount	Unit	Price	SubTotal
B0006461	BEER BECK'S 33CL BT	24.000	EA	0.000000	0.000
					0.000

Insert amount here, then press enter

Properties Details Logs

Move the cursor to the code cell on the next line and proceed to enter the next article. Complete all the articles that are included in the movement.

**New Transaction** ✖

Code	Description	Amount	Unit	Price	SubTotal
B0006461	BEER BECK'S 33CL BT	24.000	EA	0.347951	8.351
					8.351

Move cursor to second line

Properties Details Logs

After completing the requisition close the window by clicking the ✖ on the right hand side.

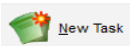
In order to *authorize*, *discharge* and to *receive* a Transfer between POC see also [Approve Requisitions](#) topic

## Transfer POC to Account

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Sometimes it is necessary to transfer items from a POC (Point of Consumption) to an account directly. This type of a case could be, that a bottle is taken from a bar as gift item and it needs to be charged to the corresponding account. For this a transfer transaction has to be created.

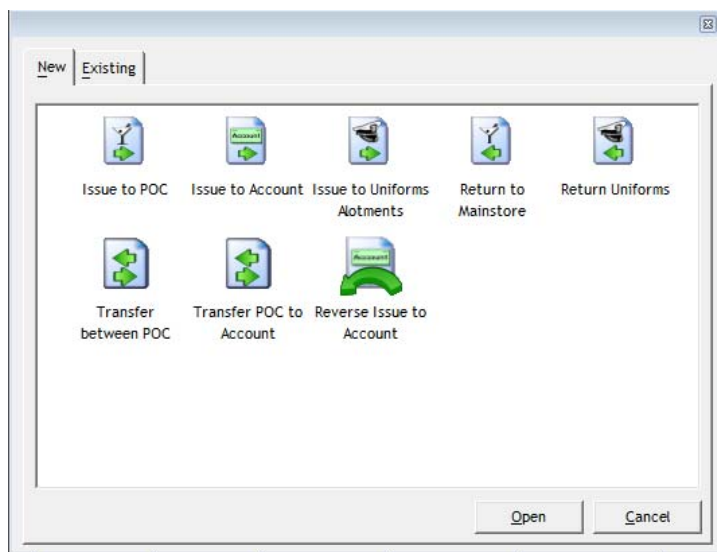
### Transferring Articles from POC to an account



Click to create a new movement from a POC to an account

Select Transfer POC to Account

## Buttons



Double-click on Transfer POC to Account or select Transfer POC to Account and then click open to create a new movement

Complete the following fields:

**Stock Movement:**

Source:	<< Select from List >>
Destination:	<< Select from List >>
Cause:	<< Select from List >>
Pickup Date:	Tue, July 6, 2010
Pickup Time:	

Apply

**Source:** Select POC where the item is to be transferred from

**Destination:** Select the Account where the item should be recorded

**Cause:** Depending on which account was selected, there can be several causes set up for each account based upon the ship's operation. Most common causes are the following:

*Breakage*

*Spoilage*

*Welcome Drinks*

*Beverage for Captain's Table*

*Items for Authorities*

**Pickup Date:** Date of the items pick up

**Pickup Time:** the exact time of pickup. This option in the software will keep track of all the requisitions in the system for all departments and assign available time slots according to availability.

When the above fields have been filled in, the following screen will appear.

By clicking in the code field the user is able to search for an article by giving the code number or by entering a few letters of the description of the article

## Buttons

New Transaction

Code	Description	Amount	Unit	Price	SubTotal	C
					0.000	

Properties

Details

Logs

Select the corresponding product by double-clicking on the description and it will appear on the main sheet.

Product search

Search by product code or barcode:

Search by product description containing the following:

beer

Search for product filtering select using product groupings:

Code	Description	U...	S.O.H.
F0014796	BEER BATTERED ONION RINGS 6x1KG	EA	25.000
B0006461	BEER BECK'S 33CL BT	EA	4,098.000
B0006516	BEER BUDWEISER 33CL BT	EA	576.000
B0006396	BEER CARLSBERG 33CL BT	EA	204.000
B0006491	BEER CORONA 33CL BT	EA	360.000
B0006761	BEER DOS EQUIS AMBER 33CL BT	EA	24.000
B0006161	BEER DRAFT AMSTEL LIGHT 30L	LT	570.000
B0006201	BEER DRAFT BECK'S 30L	LT	0.000
B0006191	BEER DRAFT HEINEKEN 20L	LT	220.000
B0006186	BEER DRAFT HEINEKEN 30L	LT	7,110.000
B0008666	BEER ESTRELLA DAMM 33CL GLUTEN FREE	EA	100.000
B0006341	BEER FRANZISKANER 50CL BT	EA	1,436.000
B0006691	BEER GUINNESS 33CL BT	EA	444.000
B0006291	BEER HEINEKEN 33CL BT	EA	3,190.000
B0000045	BEER JENLAIN BLOND 75CL BT	EA	0.000
B0000050	BEER JENLAIN MALT AMBREE 75CL BT	EA	37.000
B0010026	BEER KEG EMPTY 20L HEINEKEN	EA	40.000

Continue by inserting required quantity in the amount column and confirm by pressing enter.

## Buttons

**New Transaction** ✕

Code	Description	Amount	Unit	Price	SubTotal
B0006461	BEER BECK'S 33CL BT	24.000	EA	0.000000	0.000
					0.000

Insert amount here, then press enter

[Properties](#) [Details](#) [Logs](#)

Move the cursor to the code cell on the next line and proceed to enter the next article. Complete all the articles that are included in the movement.

**New Transaction** ✕

Code	Description	Amount	Unit	Price	SubTotal
B0006461	BEER BECK'S 33CL BT	24.000	EA	0.347951	8.351
					8.351

Move cursor to second line

[Properties](#) [Details](#) [Logs](#)

After completing the requisition close the window by clicking the ✕ on the right hand side.

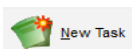
In order to *authorize*, *discharge* and to *receive* a Transfer from POC to Account see also [Approve Requisitions](#) topic

## Reverse Issue to Account

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In some cases you will have to reverse an issue that has been allocated to an account. Below are the instructions how a reverse to an account should be carried out.

### Reverse Issue to Account

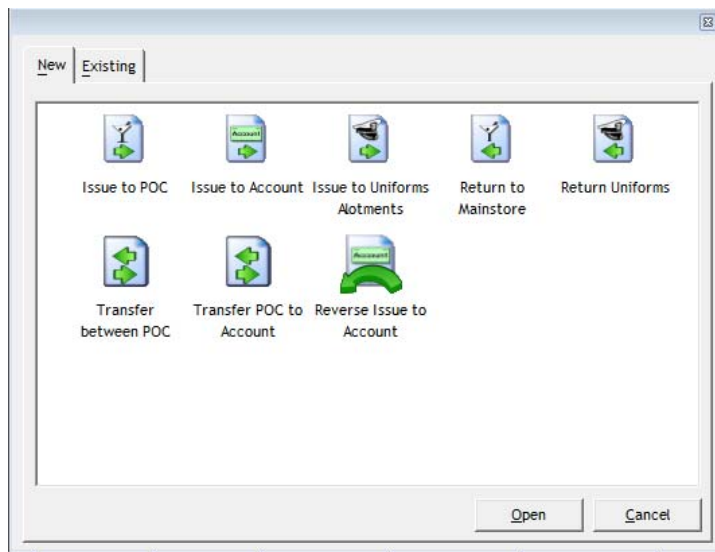


New Task

Click to create a Reverse Issue to Account

Select Reverse Issue to Account

## Buttons



Double-click on Reverse Issue to Account or select Reverse Issue to Account and then click open to create a new movement

The following window will appear:


A screenshot of a form titled 'Reverse Issue to Account'. The form has a light blue header bar with the title and a small icon of a document with a green arrow. Below the header, there are four input fields: 'Issue ID:', 'Account:', 'Cause:', and 'Date:'. The 'Date:' field is a dropdown menu showing 'May 24 2007 00:00'. At the bottom right of the form are two buttons: 'Add' and 'Exit'.

**Issue ID:** Here you will have to enter the item's issue ID number in order for the system to find the transaction

Once the issue ID has been added the system will automatically locate it and select the **account** and the **cause** of the transaction

**Date:** Date of the transaction

As soon as these fields are completed the transaction will be located in the Movement Overview screen at status 2 (item has been discharged)

Movement Overview for Friday, January 07, 2011							
S...	Doc #	Time	Department	Source	Destination	Cause	Value
 2	7000000316	11:51	Accounts	FA BEV FOR L	Mainstore	BEVERAGE FOR LOADING	10.080
							10.080

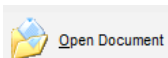
In order to *authorize*, *discharge* and to *receive* a Reverse Issue to Account see also [Approve Requisitions](#) topic

## Button: Open Document

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The open document button is used to access any existing movement transaction.

### Opening an existing transaction



by clicking on this you will be able to open an already existing movement

Select movement type from "Look for" drop down menu

New Existing			
Look for: <<Select document type>>		User:	
Id Number	Date	Destination	Cause
Open		Cancel	

Click on "Open" to view selected Movement

## Buttons

### Button: Print

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This option opens the Print Manager

#### Button Print:



Click on this icon to open the Print Manager

Fidelio Cruise Material Management Reports 7.30.264

<< Quick Search >>

Details Groups Selection Parameters User Access Import / Export

Selection Options:

Reports

- Bid Reports
- Cost Reports
- Custom Declaration Reports
- End of Cruise Reports
- Inventory Reports
- Invoicing Reports
- Loading Reports
- Movements Reports
- Order Request Reports
- Purchase Order Reports
- Recipe Reports
- RPOS Reports
- Setting Reports
- SNH Reports

Id	Report
----	--------

Printer Options:

Name: HP Color LaserJet 3600 Properties

Copies: Orientation: From page: To page: Collation:

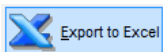
☐ Expand All Export Preview Print Exit

### Button: Export to Excel

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This function enables to export the contents of the active screen to an external Excel spreadsheet.

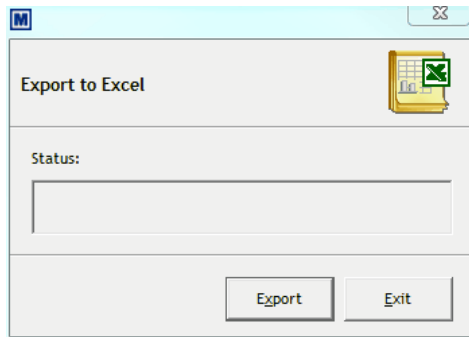
#### Exporting to Excel:



Click here when the desired document for exporting is open on the screen

## Buttons

Following this an export window will open



To continue click "Export"

As soon as this had been done the selected screen with the items will appear in an excel sheet as below:

	A	B	C	D	E	F	G	H	I	J	K
1	Status	Doc #	Time	Department	Source	Destination	Cause	Value	Date		
2	3	9.7E+11	11:10	Accounts	Mainstore	PO B&S BEVERAGE CREW	BEVERAGE BREAKAGES CREW	0.62	06-Jul-10		
3	3	9.7E+11	11:12	Accounts	PO B&S BEVERAGE CREW	Mainstore	BEVERAGE BREAKAGES CREW	0.62	06-Jul-10		
4	3	9.7E+11	11:14	Accounts	Mainstore	PO B&S BEVERAGE CREW	BEVERAGE BREAKAGES CREW	0.78	06-Jul-10		
5	2	9.7E+11	11:19	Accounts	PO B&S BEVERAGE CREW	Mainstore	BEVERAGE BREAKAGES CREW	0.78	06-Jul-10		
6											
7								2.8			
8											
9											
10											
11											
12											

This data can now be saved, manipulated, etc according to user's needs

## Button: Exit

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This option will close the movements module.

### Button Exit:



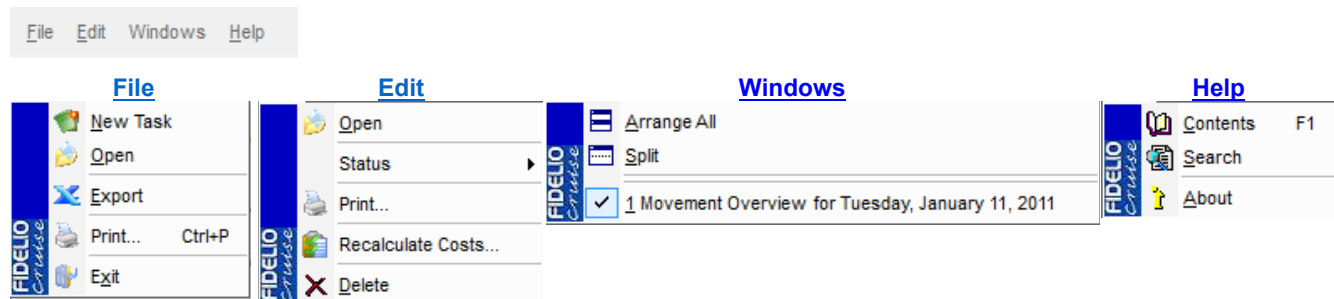
Click here to close the movements module

## Menu

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The menu bar on the top of the screen contains basic options which are also represented in the [toolbar](#) and often also available with a right mouse click.

### Menu:

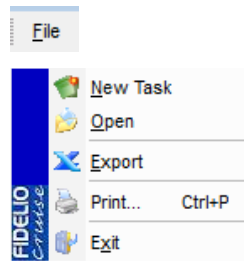


## Menu: File

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This menu contains the most common options for creating, re-opening movement transactions and export / import Excel sheets.

### File :



**New Task:** will open the 'create or modify transaction' window

**Open:** will open movement that is highlighted in the display window

**Export:** will create an excel sheet of the display window

**Print:** opens the print manager

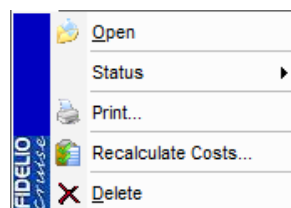
**Exit :** closes the movements module

## Menu: Edit

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The edit menu contains among the most common options, the possibility to is menu contains the basic file options for Creating, Re-opening Movement transactions and Export / Import Excel Sheets. In addition to this the File menu also contains the option to open the Report Manager.

### Edit :



**Open:** will open movement that is highlighted in the display window

**Status:** users are able to view and authorize transaction statuses using this drop down

**Print:** opens the print manager

**Recalculate Costs:** will recalculate cost prices for movement in current period

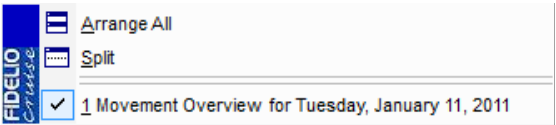
**Delete:** deletes movement and all items

## Menu: Windows

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The Windows menu allows the user to change how the windows and screens are displayed on the layout.

Windows :



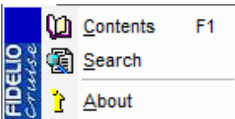
- Arrange All:**  
view
- Arranges the windows back to the default
- Split:**  
screen
- Splits the selected views equally across the

## Menu: Help

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The Windows menu allows the user to change how the windows and screens are displayed on the layout.

Help :



- Contents**
- Search**
- About**

## How to...

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In this section specific step by step guidelines can be found in order to effectively utilize the Movements Module

## Approve Requisitions

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### Approval process for requisitions and issues:

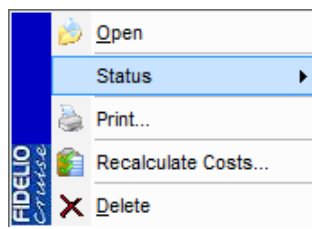
Approving requisitions / issues

After this operation, the transaction still has three stages to completion . These are:

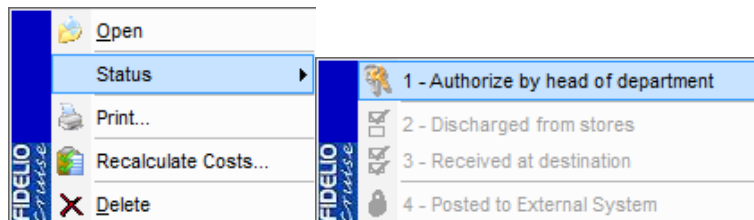
- Authorization by head of department
- Discharged from stores
- Received at destination

Each step needs to be completed by the named responsible person:

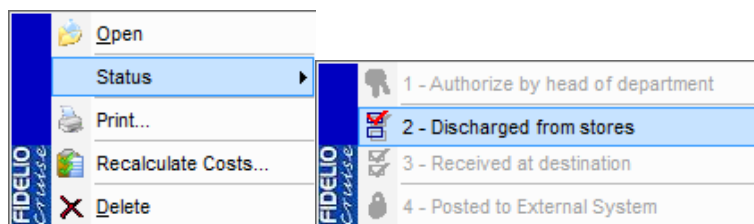
By right clicking on the mouse the menu below will be displayed



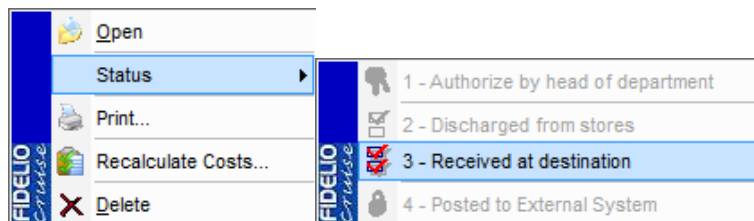
**1 - Authorize by Head of Department** - Once the transaction has been entered into the system, the head of department must approve the movement. At this authorization stage the quantities can still be changed



**2 - Discharged from stores** - This status must be selected once the goods have been dispensed from the stores. This is the approval level that changes the stock on hand in the main store (or the source of the items)



**3 - Received at destination** - The third stage will be confirmed once the goods have been received at the destination. This level closes the transaction and it may no longer be modified.



The changes made in the status can also be viewed through the status menu accessible directly on the products sheet or the edit menu

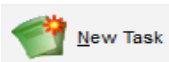
**See Also:**

- [Issue to POC](#)
- [Issue to Account](#)
- [Return to mainstore](#)
- [Transfer between POC](#)
- [Transfer POC to Account](#)

## Issue Articles to POC using Template

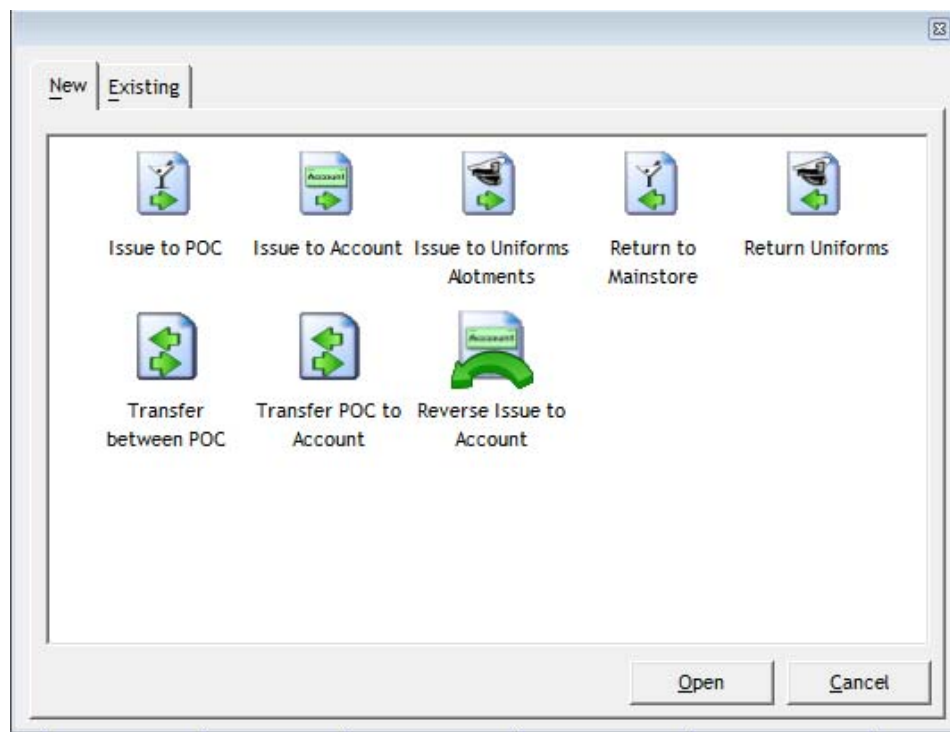
[Top](#) [Previous](#) [Next](#)

### Issuing items using a Template



Click to initiate the creation of a new issue to POC

Select Issue to POC



Complete the following fields working downwards

**Stock Movement:**

Source: << Mainstore >>

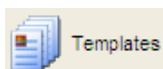
Destination: << Select from List >>


Cause: << Select from List >>

Pickup Date: Wed, November 23, 2005

Pickup Time:

Apply



After clicking "Apply", click on  and the template selection window will open:

**Product Template**

Search by Template ID or code or user defined name:

Search for product filtering select using product groupings:

HOTEL Buffet Template

HOTEL Buffet Template

Templates available under the selected product group

A list of available templates from selected subgroup will be displayed

Quick view of items belonging to the highlighted template

Id	Code	Name
990000000068	BUFFET	Accessories
210000000764	MELAMINA	Buffet
210000000763	CONSUMABLES	Buffet
990000000067	BUFFET	Melamine Display GN

Code	Description	B...	Price	Amount	Unit	Value
H0008856	MELAMINE SOUP-SALAD BOWL 8oz BLUE F	EA	0.000	0.000	EA	0.000
H0008836	MELAMINE OVAL PLATTER BLUE ROPE CO	EA	0.000	0.000	EA	0.000
H0008781	SAN MUG 8 oz BLUE ROPE PAX&BUFFET C	EA	0.000	0.000	EA	0.000
H0008851	MELAMINE SOUP-SALAD BOWL 14oz BLUE	EA	0.000	0.000	EA	0.000
H0008846	MELAMINE DINNER PLATE BLUE ROPE COI	EA	0.000	0.000	EA	0.000
H0008841	MELAMINE DESSERT PLATE BLUE ROPE CO	EA	0.000	0.000	EA	0.000
						0.000

By double-clicking on the desired template the system will then add the items into the movement request and will be displayed on the screen

Transaction Doc # 970000003181 Bar 3

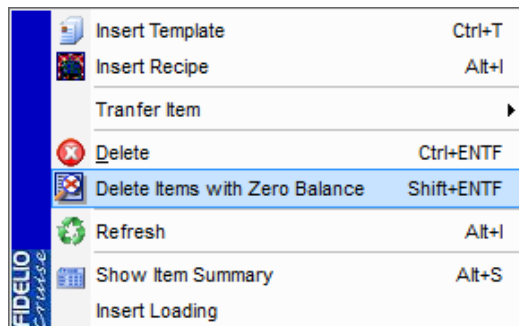
Code	Description	Amount	Unit	Price	SubTotal	Comments
B0005021	FANTA 33CL/12OZ TIN	0.000	EA	0.000000	0.000	
B0005076	COCA COLA 33CL/12OZ TIN	0.000	EA	0.000000	0.000	
B0005191	SPRITE 33CL/12OZ TIN	0.000	EA	0.000000	0.000	
					0.000	

Requested amount of units to be entered here

Properties Details Logs

Proceed downwards inserting the amount for all products that are required in this particular requisition. If a product is not needed, the amount may be left as zero.

Upon completion of all the items that are required, Right Click the requisition area to open a drop down list. From this list select "Delete Items With Zero Balance"



This will adjust the requisition to include only those items with a quantity

#### See Also:

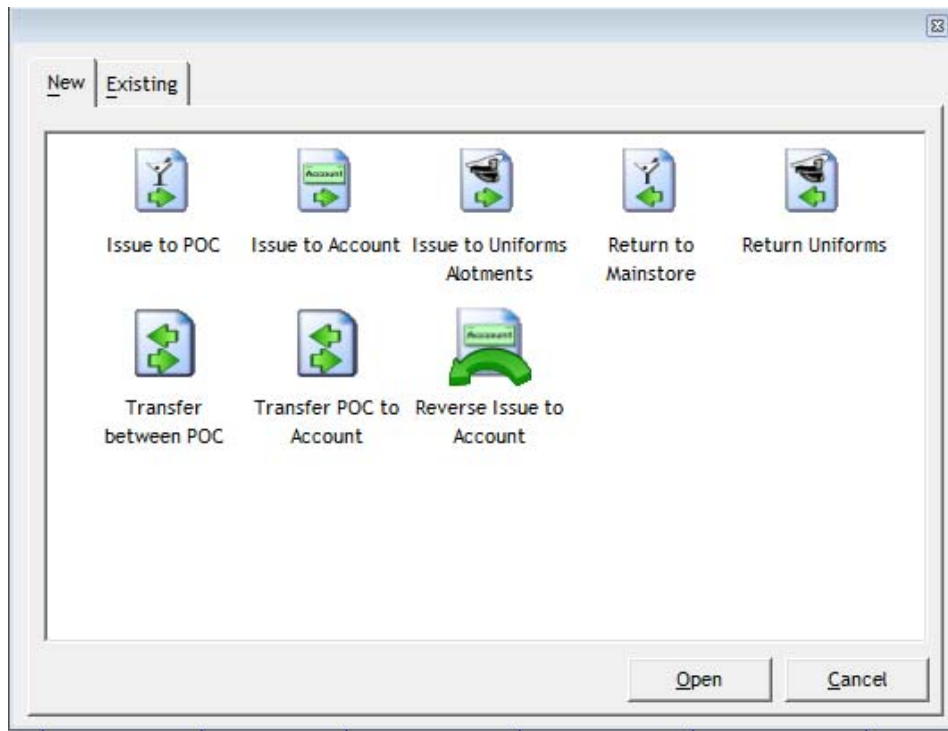
- [Issue to POC](#)

## Issue Articles to POC using Loading Document

[Top](#) [Previous](#) [Next](#)

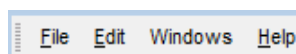
With this tool the user is enabled to add an entire loading document to a Movement by following the steps below

1. Create "New Task"  **New Task**

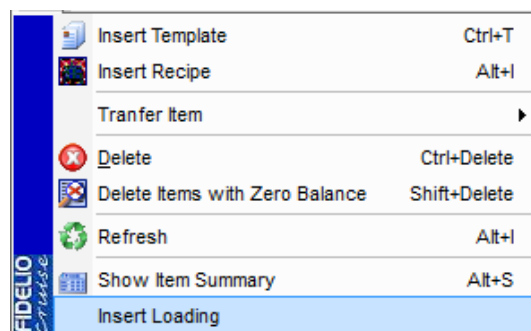


Insert movements details: destination, cause, pickup date, pickup time, then click "Apply"

## 2. Click on Edit in the menu at the top left of the screen



Select "Insert Loading" from drop down menu

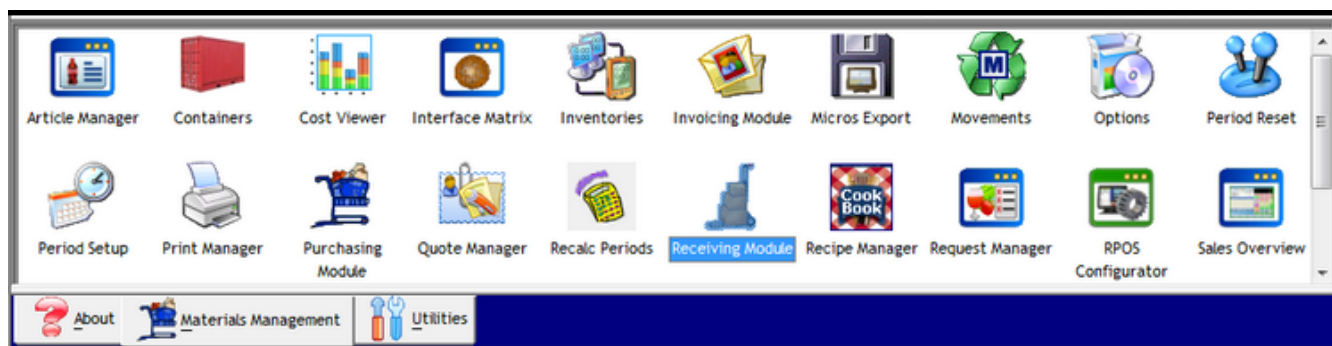


## 3. Enter Loading document ID

In order to enter items from a loading, the ID number of the respective loading document must be entered  
Please follow the steps below in order to retrieve the loading document ID

1. Go to Receiving Module

How to...



2. Select date of loading in the calendar on the left side of the screen

January 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
1/11/2011 ◀ ▶ 1/11/2011						

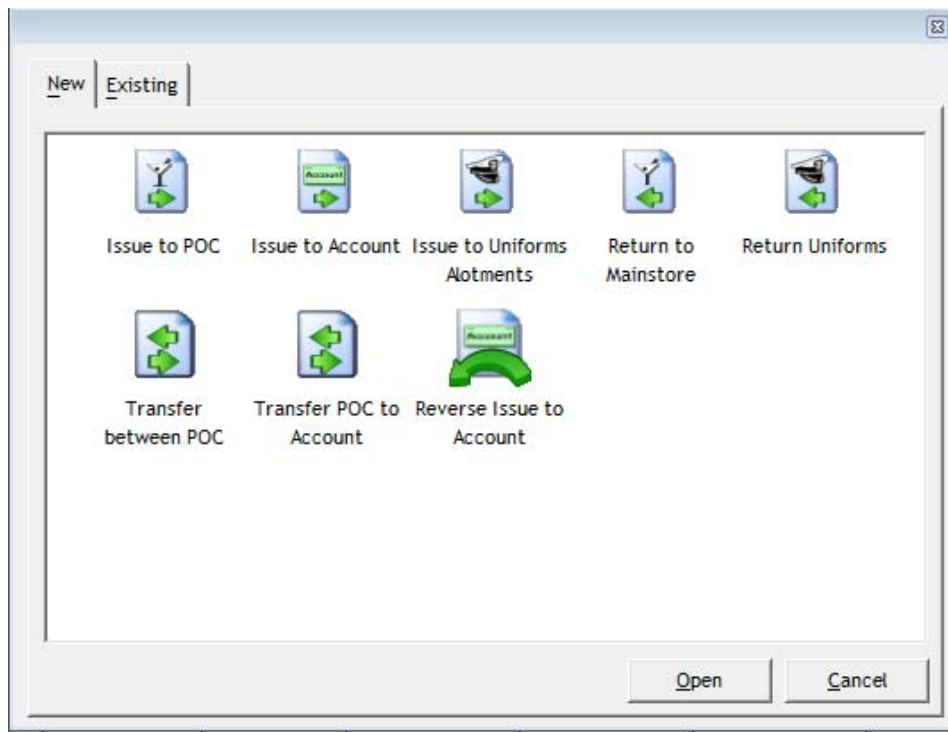
3. Click on "Receivings" tab at the bottom of the display window

The screenshot shows a window titled "Loading Overview for Tuesday, January 11, 2011". The window has a yellow header bar with the title and a close button. Below the header is a table with a single row containing a large empty cell and a value of "0.000". At the bottom of the window is a navigation bar with four tabs: Purchase Orders, Receivings (selected), Warehouse Transfers, and Containers.

4. Loading Document ID is found under the third column of the Loading overview display screen (Doc#)



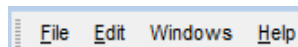
How to...



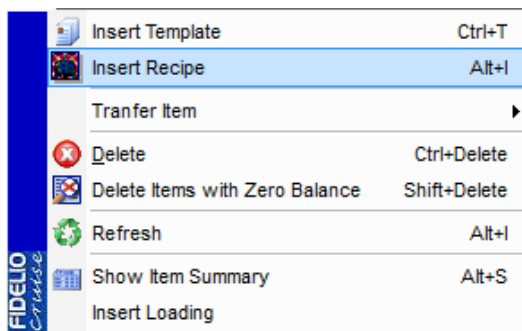
Insert movements details: destination, cause, pickup date, pickup time, then click "Apply"

A screenshot of a software window titled "New Transaction". The window has a dark header bar with a red "X" button on the right. Below the header, there is a "Stock Movement:" section on the left and a table on the right. The "Stock Movement:" section contains several dropdown menus: "Source:" (set to "<< Mainstore >>"), "Destination:" (set to "<< Select from List >>"), "Cause:" (set to "<< Select from List >>"), "Pickup Date:" (set to "Tue, January 11, 2011"), and "Pickup Time:" (empty). Below these is an "Apply" button. The table on the right has columns: "St...", "End", "Department", and "Task". At the bottom of the window, there are three tabs: "Properties", "Details", and "Logs".

2. Click on Edit in the menu at the top left of the screen



How to...



3. A Recipe can be chosen either by searching for its code, description or from the tree folder view.

The dialog box is titled 'Insert Ingredients from Recipe:' and features a 'Cook Book' icon in the top right corner. It contains a search area with fields for 'Code', 'Description', and 'Servings' (set to 1.00). Below this is a table with columns: Pos, Type, Code, Description, Unit, Per Serving, Amount, and C. The table is currently empty. At the bottom, there is a checkbox labeled 'Use Primary Units' which is checked, and two buttons: 'Add Items' and 'Cancel'.

After selecting desired recipe, the system will show all ingredients and quantities of selected recipe

Insert Ingredients from Recipe:

Code

Description

Servings

R000014

ALOHA

...

1.00

Pos	Type	Code	Description	Unit	Per Serving	Amount
1	Item	F0010916	JUICE GRAPEFRUIT 1L	EA	0.080	0.080
2	Item	F0010876	JUICE ORANGE 1L	EA	0.080	0.080
3	Item	B0003236	BAR MIX MANGO PUREE 1L	EA	0.040	0.040
4	Item	F0005176	MILK EVAPORATED 410G		0.000	0.000

☒ Use Primary Units

Add Items

Cancel

When finished click on "Add Items". All ingredients of selected recipe will then be added to the movement request

## Use Logs

[Top](#) [Previous](#) [Next](#)

Using logs is an effective and useful tool in order to summarize and monitor various actions of users in regards to specific movements

Please follow the below steps in order to view logs for a specific movement;

- 1. In movements display screen double-click on a movement**

How to...

Movement Overview for Tuesday, January 11, 2011							
Status	Doc #	Time	Department	Source	Destination (...)	Cause	Value
0	970000003201	09:00	BAR	Mainstore	Bar 1	Additional Request	0.000
							0.000

List

2. At the bottom of the display screen click on the tab "Logs"

Transaction Doc # 970000003201 Bar 1																																											
<b>Stock Movement:</b>																																											
Source:	<< Mainstore >>																																										
Destination:	Bar 1																																										
Cause:	Additional Request																																										
Pickup Date:	Tue, January 11, 2011																																										
Pickup Time:	09:00																																										
Apply																																											
<table><tr><th>Start</th><th>End</th><th>Department</th><th>Task</th></tr><tr><td>06:00</td><td>07:00</td><td>BAR</td><td>Morning</td></tr><tr><td>07:00</td><td>08:00</td><td>BAR</td><td>Morning</td></tr><tr><td>08:00</td><td>09:00</td><td>BAR</td><td>Morning</td></tr><tr><td>09:00</td><td>10:00</td><td>BAR</td><td>Morning</td></tr><tr><td>10:00</td><td>11:00</td><td>BAR</td><td>Morning</td></tr><tr><td>16:00</td><td>17:00</td><td>BAR</td><td>Afternoon</td></tr><tr><td>17:00</td><td>18:00</td><td>BAR</td><td>Afternoon</td></tr><tr><td>18:00</td><td>19:00</td><td>BAR</td><td>Afternoon</td></tr><tr><td>19:00</td><td>20:00</td><td>BAR</td><td>Afternoon</td></tr></table>				Start	End	Department	Task	06:00	07:00	BAR	Morning	07:00	08:00	BAR	Morning	08:00	09:00	BAR	Morning	09:00	10:00	BAR	Morning	10:00	11:00	BAR	Morning	16:00	17:00	BAR	Afternoon	17:00	18:00	BAR	Afternoon	18:00	19:00	BAR	Afternoon	19:00	20:00	BAR	Afternoon
Start	End	Department	Task																																								
06:00	07:00	BAR	Morning																																								
07:00	08:00	BAR	Morning																																								
08:00	09:00	BAR	Morning																																								
09:00	10:00	BAR	Morning																																								
10:00	11:00	BAR	Morning																																								
16:00	17:00	BAR	Afternoon																																								
17:00	18:00	BAR	Afternoon																																								
18:00	19:00	BAR	Afternoon																																								
19:00	20:00	BAR	Afternoon																																								
Properties	Details	Logs																																									

3. The following screen will appear

Transaction Doc # 970000003201 Bar 1					
Date	Time	Group	User	Work Stat...	Event
1/11/2011	09:36	PAUL G	Fidelio Support Team	PAULG-PC	Delete Item : B0014591 RUM CAPTAIN MORGAN SPICED GOLD 1L from Issue
1/11/2011	09:18	PAUL G	Fidelio Support Team	PAULG-PC	User has Inserted Loading ID: 980000023420
1/11/2011	09:18	PAUL G	Fidelio Support Team	PAULG-PC	Delete Item : F0010256 SAUCE MINT 140G from Issue : 970000003201
1/11/2011	09:17	PAUL G	Fidelio Support Team	PAULG-PC	User has Inserted Loading ID: 980000023414
1/11/2011	09:17	PAUL G	Fidelio Support Team	PAULG-PC	Delete Item : B0003226 BAR MIX STRAWBERRY DAIQUIRI 2L from Issue : 970
1/11/2011	09:17	PAUL G	Fidelio Support Team	PAULG-PC	User has Inserted Loading ID: 160000040901

Properties Details Logs

**The following information can be retrieved:**

- Date: Displays the date of an event
- Time: Displays the exact time of event occurrence
- Group: Displays the user group
- User: Displays the name of the user
- Work Station: Displays the name of the workstation/PC where the event was entered
- Event: Displays the description of the event

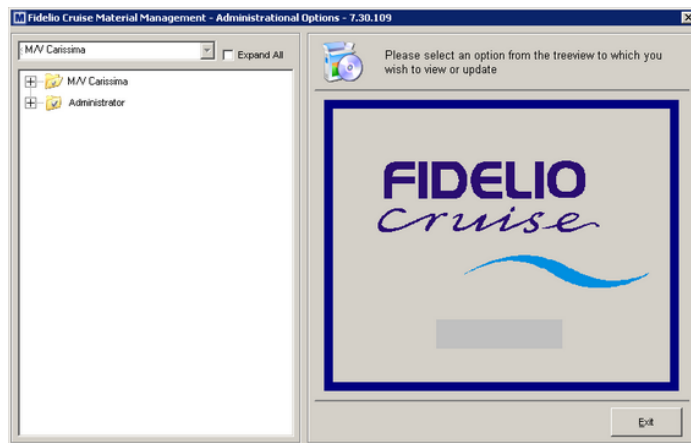
## Options Main Screen



The options module is the setup and configuration manager of the software and allows authorized users or installers to setup relevant program variables, functionalities, options, and data structures such as setting up periods, users, user rights and other operational variables.

### Options Main Screen :

The main screen of the options module will display the information on the right hand side. Above the tree using the headquarter module it is possible to select the setting of particular vessels. In vessel mode this option is disabled.



The option tree on the left hand side of the screen has two main options which are :

+ [Ship Specific Options](#)

+ Administrator Options

## Ship Specific Options



The ship specific options contain individual settings for a ship and can only be modified by those with the appropriate user rights, either onboard administration or shore side.

### Applications : Executables

The application options can be found by opening the branch of the applications tree.



In this section all the different program components can be found divided into three types:

Standard Applications  
Special Applications  
System Files

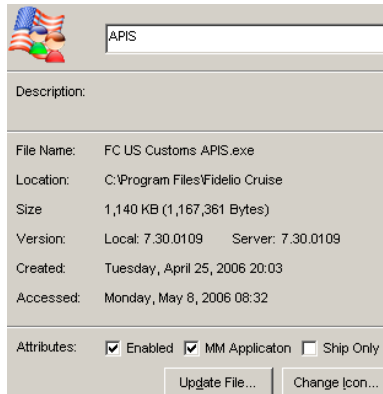
#### Standard Applications

All executable files of Fidelio Software are housed in this folder.

# Main Screen



Right clicking an individual program icon opens the individual properties of an executable. In this screen the file can be updated and the corresponding icon changed.



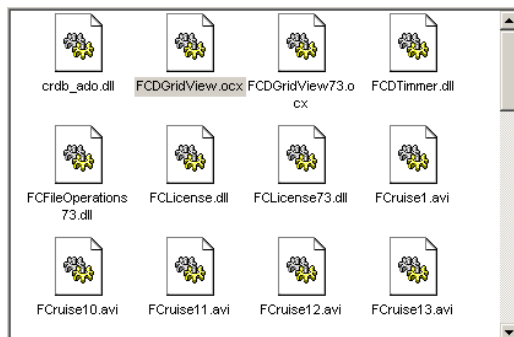
## Special Applications

All special applications are housed in a separate folder.



## System Files

The system files can be found in a dedicated folder.



Navigation: Reference > Main Screen > Ship Specific Options >

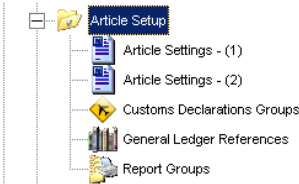
## Ship Specific Options : Article Setup



The article setup tree contains the folder for article information related maintenance.

### Article Setup:

Click on the folder heading to see details of the selected topic.



Navigation: Reference > Main Screen > Ship Specific Options > Article Setup >


## Article Setup : Article Settings (1)



The article settings folder tree contains options for setting up article descriptions. Note that this area of settings controls how the articles will eventually be shown and handled in the article manager module.

### Article Settings (1):

The article setup function has an option to set articles by auto generation. In this article settings window the auto generation variables can be set. This formatting uses the standard Visual Basic formatting.



The following options are related to Article Setup

When auto generating Article code number, the system will apply the following format string to create this code (VB Standard Formatting)

Code Format:

Maximum code length:

Maximum extension code length:

Description Maximum Length:

When generating article code numbers, a pre-defined sequence jump can be implemented. Example the sequence jump could be set to 5, therefore, numbers would be generated as 5,10,15,20....

Sequence

Navigation: Reference > Main Screen > Ship Specific Options > Article Setup >

## Article Setup : Article Settings (2)

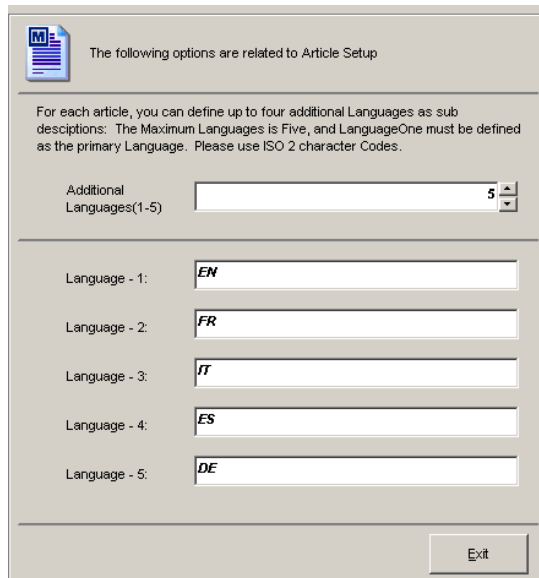


The second article settings folder tree contains additional options for setting up article descriptions. Note that this area of settings controls how the articles will eventually be shown and handled in the article manager module.

## Article Settings (1):

In this window it is possible to set up to five translations for article descriptions. The first option sets the number of translations and the second part lists the languages that have been set.

One language has to be selected as the default primary language and it will always appear in the articles main screen.



The following options are related to Article Setup

For each article, you can define up to four additional Languages as sub descriptions: The Maximum Languages is Five, and LanguageOne must be defined as the primary Language. Please use ISO 2 character Codes.

Additional Languages(1-5)

Language - 1:

Language - 2:

Language - 3:

Language - 4:

Language - 5:

Exit

Navigation: Reference > Main Screen > Ship Specific Options > Article Setup >

## Article Setup : Custom Declaration Groups



In every port, in order to gain clearance from the local authorities the ship needs to present a customs declaration form for articles specified by local law. Normally these articles include alcoholic beverages by category, cigarettes, cigars, and certain food items among others. Specific requirements vary from port to port but a guideline can be obtained from IMO (<http://www.imo.org>) standard forms.

In the MMS, it is possible to define custom declaration groups which will include the relevant items in order to be able to print an accurate custom declaration report.

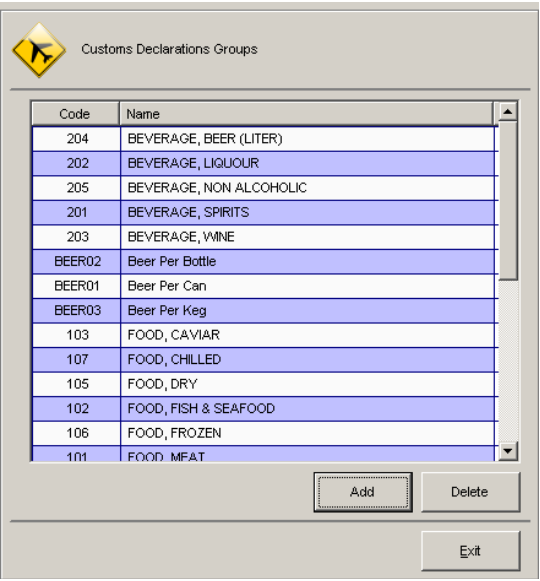
In this section of the options tree the categories can be defined (food, beverage, cigarettes etc).


## Custom Declaration Groups:

### 1. Categories creation

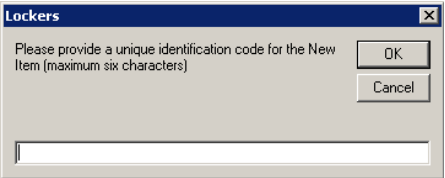
In order to define the articles that need to be included in the customs declaration reports, it is necessary to firstly define the groups under which the products will be reported. This information is available from the list of requirements for each port.


# Main Screen



Click  to add a category

Assign a category code to the group to be added and press ok.



Add the description to the new category to be added and finish the insert by clicking 

## 2. Assigning Articles

The second phase of the operation is to assign the articles that need to be included in the customs declaration report under the categories previously created.

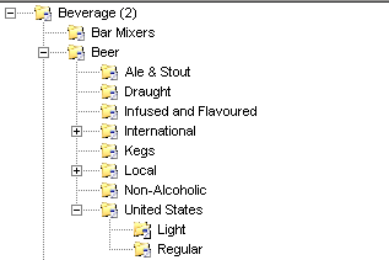


Open the *Article Manager* from Fidelio Cruise launcher

Select the mainstore under which the article is categorized.



Locate the product that needs to be included.

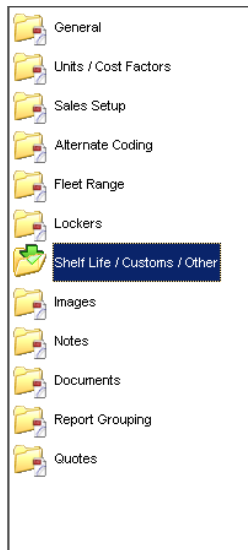


Enabled	Code	Description	Unit
<input checked="" type="checkbox"/>	1	204610 BEER, BUDWEISER LIGHT CAN @ 330ML / 12 FLOZ	EA

Right click on the description to open properties window. This will open the product data sheet in article manager.


Select 'Shelf Life / Customs / Other' Option

# Main Screen



Enable option "article listed in declaration" and select the category under which this specific product should appear on the customs declaration.

Listed in Declaration:	<input type="text" value="1 - Article is listed"/>	
Customs Category:	<input type="text" value="BEVERAGE, BEER (LITER)"/>	
Conversion factor:	<input type="text" value="1.0000"/>	<input type="text" value="Base Unit"/>

Click on  button to complete the creation process.

Navigation: Reference > Main Screen > Ship Specific Options > Article Setup >

## Article Setup : General Ledger References



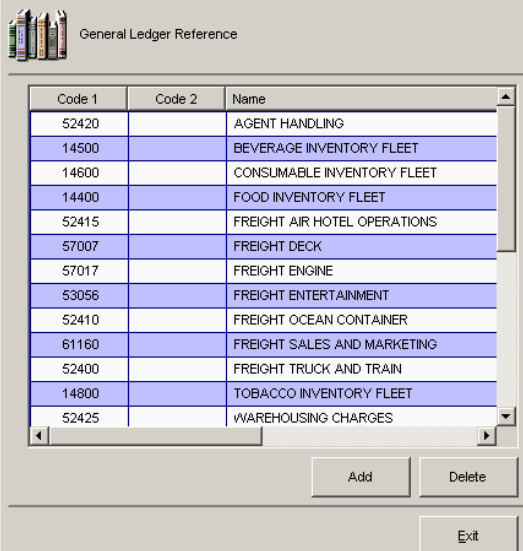
General ledger codes can be used for accounting purposes. Any item in article manager can be linked to a set general ledger code which provides the possibility to print specific reports for the accounting department. Reports could be created and printed by store, group and subgroups. In addition it is possible to create special report groups and link items to them.

### General Ledger References:

#### GL categories creation

In order to define the articles that need to be included in the general ledger related reports, it is necessary to firstly define the general ledger groups under which the products will be reported.

# Main Screen

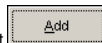


General Ledger Reference

Code 1	Code 2	Name
52420		AGENT HANDLING
14500		BEVERAGE INVENTORY FLEET
14600		CONSUMABLE INVENTORY FLEET
14400		FOOD INVENTORY FLEET
52415		FREIGHT AIR HOTEL OPERATIONS
57007		FREIGHT DECK
57017		FREIGHT ENGINE
53056		FREIGHT ENTERTAINMENT
52410		FREIGHT OCEAN CONTAINER
61160		FREIGHT SALES AND MARKETING
52400		FREIGHT TRUCK AND TRAIN
14800		TOBACCO INVENTORY FLEET
52425		WAREHOUSING CHARGES

Add Delete

Exit



To add a general ledger group select

A line will be added to the bottom of the window. Insert the corresponding codes in the columns Code 1 and Code 2 and the relevant name in the Name column.

Navigation: Reference > Main Screen > Ship Specific Options > Article Setup >

## Article Setup : Report Groups

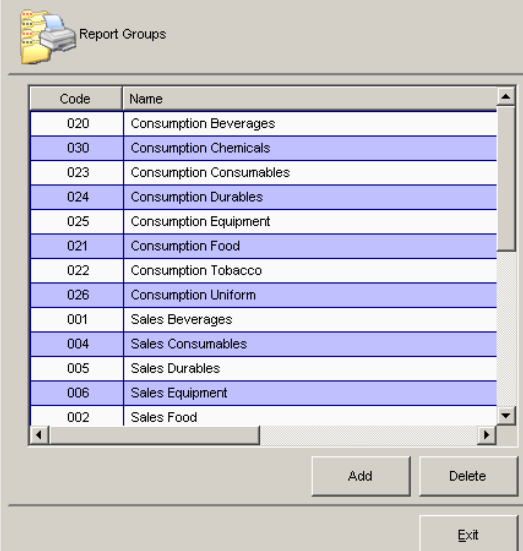


Each product in the article manager database can be linked to a specific report group. Reports can be created and printed by store, group and subgroups.

In addition it is possible to create special report groups and link items to them.

### Report Groups:

#### Report groups creation

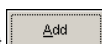


Report Groups

Code	Name
020	Consumption Beverages
030	Consumption Chemicals
023	Consumption Consumables
024	Consumption Durables
025	Consumption Equipment
021	Consumption Food
022	Consumption Tobacco
026	Consumption Uniform
001	Sales Beverages
004	Sales Consumables
005	Sales Durables
006	Sales Equipment
002	Sales Food

Add Delete

Exit



To add a report select

A line will be added to the bottom of the window. Insert the corresponding codes to the Code column and a name in the Name column.

Navigation: Reference > Main Screen > Ship Specific Options >

Ship Specific Options : Currencies



This folder branch covers all the currency related settings.

Currencies:

Click on the folder heading to see details regarding the selected topic.



Navigation: Reference > Main Screen > Ship Specific Options > Currencies >

Currencies : Currencies Exchange Rate



The currency exchange rates are updated in this option tree folder.

Currencies Exchange Rate:

In most cases the exchange rates are updated from the main office and for this reason this data is not modifiable by most users. If this is the case the system has an option to replicate the changes made to all units that use the software. If this option is not used the changes will only apply to that particular unit.

To edit an exchange rate click on the corresponding cell.

Currency Exchange Rates				
Code	Name	In USD	1 USD	Valid From
DZD	Algerian Dinar	0.000000	1.000000	19/07/2005
AUD	Australian Dollar	0.751880	1.330000	30/08/2005
GBP	British Pound	1.785714	0.560000	30/08/2005
CAD	Canadian Dollar	0.833333	1.200000	30/08/2005
DKK	Danish Krone	0.163934	6.100000	30/08/2005
EUR	Euro	1.219512	0.820000	30/08/2005
HKD	Hong Kong Dollar	0.128700	7.770000	01/08/2005
JPY	Japanese Yen	0.009040	110.620000	30/08/2005
NZD	New Zealand Dollar	0.694444	1.440000	30/08/2005
NOK	Norwegian Kroner	0.154560	6.470000	30/08/2005
SGD	Singapore Dollar	0.595238	1.680000	30/08/2005
ZAR	South African Rand	0.154560	6.470000	30/08/2005
SEK	Swedish Krona	0.131062	7.630000	30/08/2005
CHF	Swiss Franc	0.787402	1.270000	30/08/2005

☐ Show all currencies    ☒ Replicate Values


Navigation: Reference > Main Screen > Ship Specific Options > Currencies >

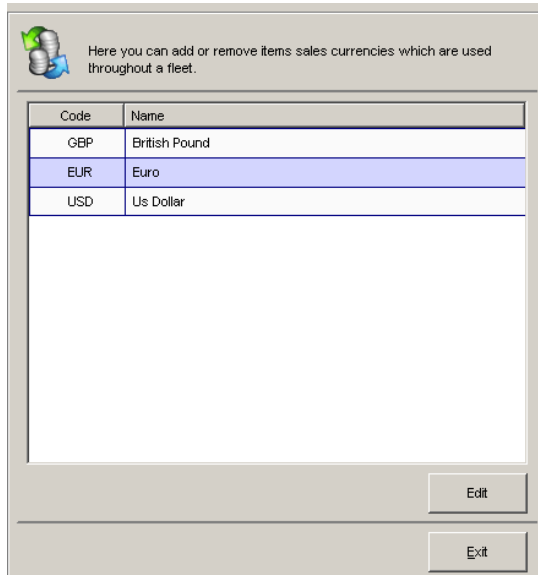
Currencies : Sales Currencies



In the sales currencies option tree folder, the system keeps track of all the currencies that are used in sales operations throughout the fleet.

## Sales Currencies:

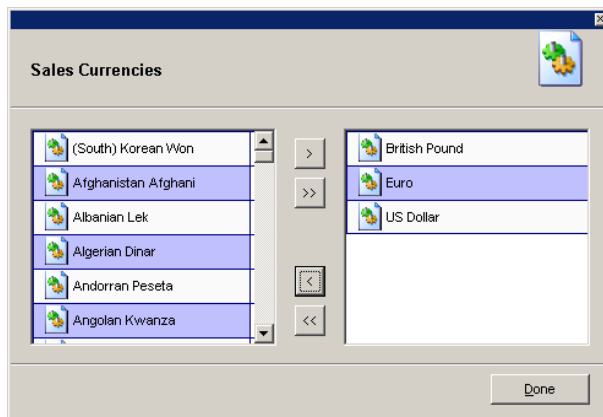
To add or edit any of the currencies select 




Code	Name
GBP	British Pound
EUR	Euro
USD	Us Dollar

A sales currencies window will appear. The left hand side window contains all currencies available in the system. The right hand side window contains a list of those currencies that are presently set in the system as fleet sales currencies.

Use the   buttons to move the selected currencies between these two windows.



Code	Name
GBP	British Pound
EUR	Euro
USD	Us Dollar

Upon completing the operation click  the button.

Navigation: Reference > Main Screen > Ship Specific Options >


## Ship Specific Options : Database / Hardware



Under the options for database and hardware the system stores the information on how averages will be calculated.

## Averages:

The MMS system uses two different types of average prices that can be set by the users. The system will calculate these averages using the system date less the number of days specified.



Calculating Averages:

When calculating averages, the system can has two sets of *Averages* which can be customized by the users. The system will calculate these averages using the system date minus the specified days:

Average 1

365

Average 2

180

Navigation: Reference > Main Screen > Ship Specific Options >

## Ship Specific Options : Evaluations



The vendor evaluation questions can be set in the system to start the process of evaluating suppliers (vendors). The purchasing department may use this information in future bidding processes to verify the track record of a selected vendor. It is recommended that the evaluation process is started as soon as the system is operational in order to ensure an accurate vendor quality registry at an early stage.

### Evaluations:

In order to set up the evaluation process it is necessary to set up the desired question [Groups](#). Upon setting up the categories, the actual [Questions](#) can be set.

Click on the folder heading to see details regarding the selected topic.



Navigation: Reference > Main Screen > Ship Specific Options > Evaluations >

## Evaluations : Groups



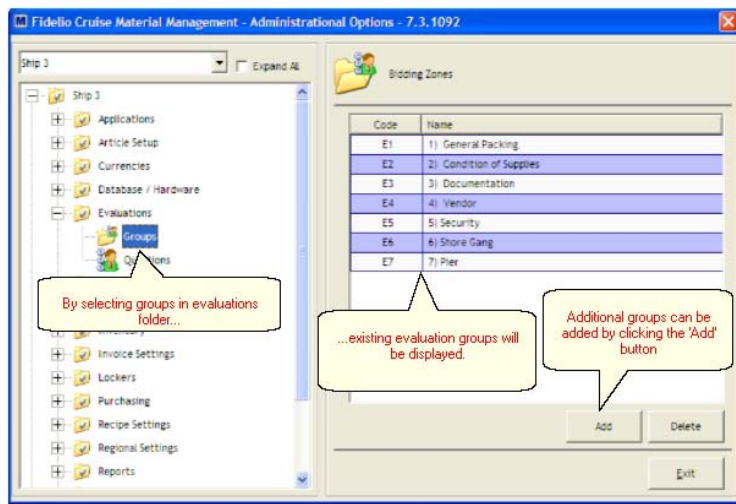
The groups are the categories in which the actual vendor evaluation questions are set.

### Groups:

The system has the following pre-set groups by default. The list may be modified according to individual needs.

- E1 General packing
- E2 Condition of supplies
- E3 Documentation
- E4 Vendor
- E5 Security

This grouping can be modified by adding to or deleting from the list.




Navigation: Reference > Main Screen > Ship Specific Options > Evaluations >

## Evaluations : Questions



The actual vendor evaluation questions are set inside this module after having completed the [groups](#) for the questions.

### Questions:

 Evaluation Questions:

Group	Question	Type	Value
E1	Were any goods damaged upon delivery	B	1.00
E1	Were the pallets shrink wrapped top and	N	5.00
E2	Did all products have the correct shelf life's?	N	5.00
E2	Were the delivered items temperature	N	5.00
E3	Did the goods arrive with a delivery note or	B	1.00
E4	Did all goods arrive boxed and sealed?	B	1.00
E4	Were all goods delivered according to the	N	5.00
E5	Were the pallets neatly stacked no Higher	N	5.00

To add questions to any group press

A new line will be added to the list of questions.

Bring the cursor into a cell in the newly created line and press the key "E" which will open a selection box according to the previously created categories in the space below .

Code	Description
E1	1) General Packing
E2	2) Condition of Supplies
E3	3) Documentation
E4	4) Vendor
E5	5) Security

Choose the category that you wish to use and accept by pressing **ENTER**

# Main Screen

In the next column insert the corresponding question for the category selected and accept by pressing ENTER

M

Did the delivery truck driver have a long smile on his face ? |

61 / 200

OkCancel

By pressing the key "B" a drop down list will open for choosing what type of answer the question is supposed to have. Please choose **Boolean** or **Numeric** and accept by pressing ENTER.

C...	Description
B	Boolean
N	Numeric

Choose the last column value depending on your selection type value :

Boolean     5  
Numeric     1

Close the question addition box by choosing

Exit

Navigation: Reference > Main Screen > Ship Specific Options >

## Ship Specific Options : General



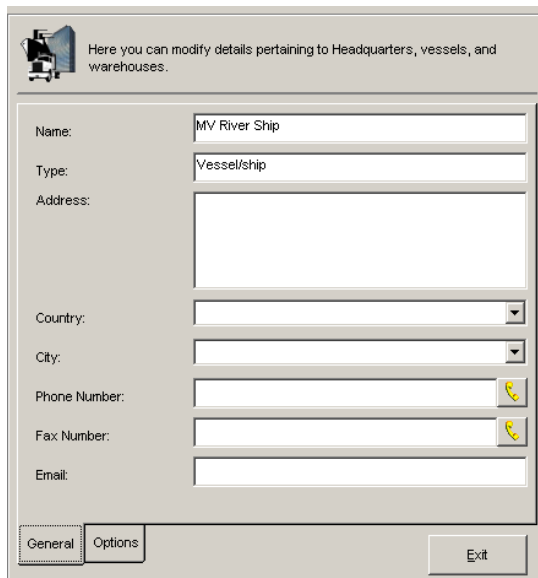
The general options folder tree is used to maintain the list of company entities (CET). Each unit that utilizes the MMS software is considered an entity. Normally entities consist of a headquarters, individual vessels and perhaps a warehouse.

### Company Entities (CET):



Each ship or other entity (HQ, warehouse etc) must have an entry on this list including a valid licence for the software.  
The following generic information can be included :

# Main Screen



Here you can modify details pertaining to Headquarters, vessels, and warehouses.


Name:


Type:

Address:

Country:

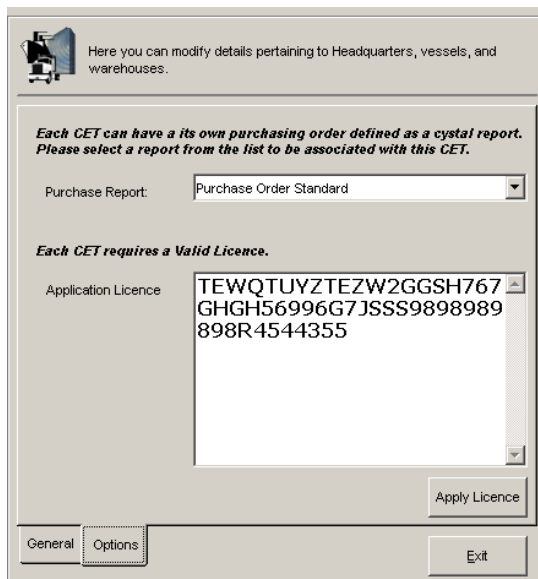
City:

Phone Number:  

Fax Number:  

Email:

In the options tab, each entity is provided a space for the licence code and the option for an individual type of purchase order.



Here you can modify details pertaining to Headquarters, vessels, and warehouses.

**Each CET can have a its own purchasing order defined as a crystal report. Please select a report from the list to be associated with this CET.**

Purchase Report:

**Each CET requires a Valid Licence.**

Application Licence:

Navigation: Reference > Main Screen > Ship Specific Options >

## Ship Specific Options : Interface



All interfaces that link the MMS to other Fidelio sytems are located in this folder.

### Interface:

Click on the folder heading to see details regarding the selected topic.



## Interface : Micros Configuration



The Micros configuration window contains the information linking the Micros POS (Point of Sale) system with MMS.

### Micros Configuration:

Micro's Interface settings: **micros**

Interface setting determin how and when the system connects and transfers data between Micro's Point of Sales System

Micro's Version: Micro's 9700

Micro's IP Address: 192.168.100.1

Telnet User Name: sscs ships\mmexport

Telnet Password: .....

FTP User Name: material

FTP Password: .....

Time Out FTP: 30000 Time Out Telnet: 30000

Export Folder: exp

Export Unix Script: \scripts\material.bat

Reset Exit

#### 9700 setup Requirements:

- \* Micros server joined to the domain
- \* Telnet enabled on the server with NTLM = 1
- \* Micros import user created on the server and given either administrator rights or added to telnetusers group.
- \* Exp directory shared on Micros server and full permissions given for the users performing sales import
- \* F&B scripts (MM Interface) installed on Micros server.


## Interface : Revenue Centers Link



The stock deduction is dependent on the links that are created between the POCs (Points of Consumption) and the Micros Revenue Centers. This linking ensures that that all sales that are registered in the Micros Point of Sales system correctly transfer for stock deduction in the MMS system.

### Revenue Centers Link:

The window contains a list of MMS POCs and the second column contains the POC links.

 Here you can Link Revenue Centers to Points of Consumption

Code	Name	POC Link
29	Unused	
30	Room Service	
31	In-Suite	
32	Crew Bar	
33	Slop Chest	
36	Photo	
41	Reception	
40	Hospital	
37	Laundry	
38	Unused	
39	Spa	
27	Champagne Room	
28	Saletta	

Delete

Exit

Clicking an empty link cell opens a selection window where all the POCs appear. Select one from the list.

Code	Description
130000000374	Amex Promotion
130000000206	Bakery
130000000389	Bar Department Consumables
130000000214	Beauty Salon Beverage And Consumables
130000000244	Bridge Food And Beverage
130000000216	Butcher
130000000228	Casino Consumables
130000000365	Chief Purser Consumables
130000000381	Chief Purser Durable And Equipment
130000000364	Chief Purser Tobacco - Beverage

Press 

Exit

 to close the module and complete the linking.

Navigation: Reference > Main Screen > Ship Specific Options > Interface >

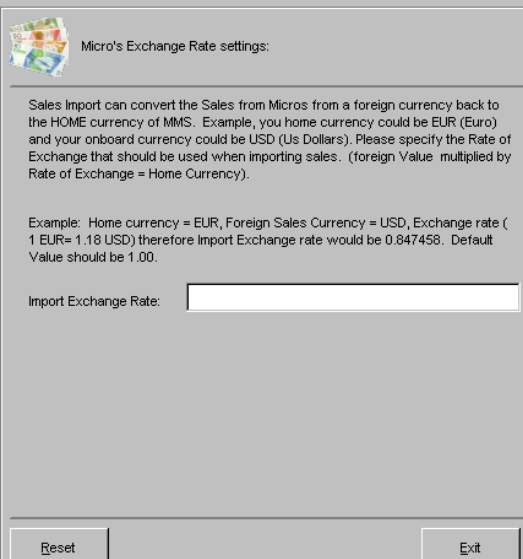
Ship Specific Options : Interface



In some specific cases (promotional cruises etc) the Micros base currency may be changed to something different than the MMS base currency (home currency). To cope with these rate differences in the sales import, the system needs to know the exchange rate between the two currencies.

Import Exchange Rate:

To insert the import exchange rate, use the space provided.



Micro's Exchange Rate settings:

Sales Import can convert the Sales from Micros from a foreign currency back to the HOME currency of MMS. Example, you home currency could be EUR (Euro) and your onboard currency could be USD (Us Dollars). Please specify the Rate of Exchange that should be used when importing sales. (foreign Value multiplied by Rate of Exchange = Home Currency).

Example: Home currency = EUR, Foreign Sales Currency = USD, Exchange rate ( 1 EUR= 1.18 USD) therefore Import Exchange rate would be 0.847458. Default Value should be 1.00.

Import Exchange Rate:

Reset Exit

Navigation: Reference > Main Screen > Ship Specific Options >

## Ship Specific Options : Inventory



In order for any kind of material accounting to take place, the shipboard materials management organization has to be setup in the MMS Software. This setup depends on the type of onboard organization that is in use and can vary in each particular case. This section of the Options tree is used for setting these preferences.

### Inventory :

Click on the folder heading to see details regarding the selected topic.



Navigation: Reference > Main Screen > Ship Specific Options > Inventory >

## Inventory : Main stores

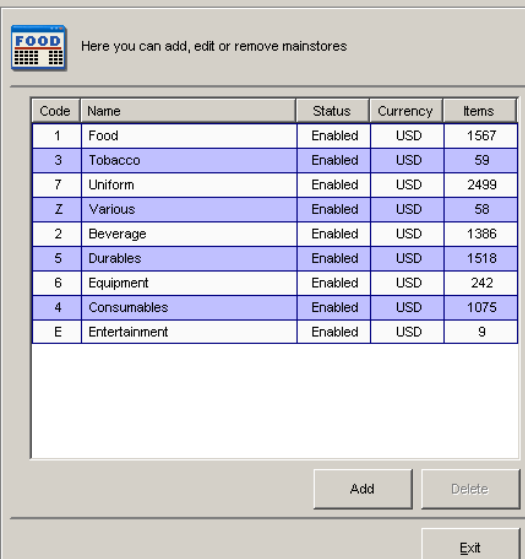


Main stores are the outlets that physically receive the various types of articles that are in use onboard. Typically each main material type is assigned a store such as food items, beverage items, consumable items, etc. The categorization can vary from operation to operation and MMS software has the ability to adjust to each particular way of working.

### Mainstores:

A typical example of a storeroom type division is shown below.

# Main Screen



FOOD Here you can add, edit or remove mainstores

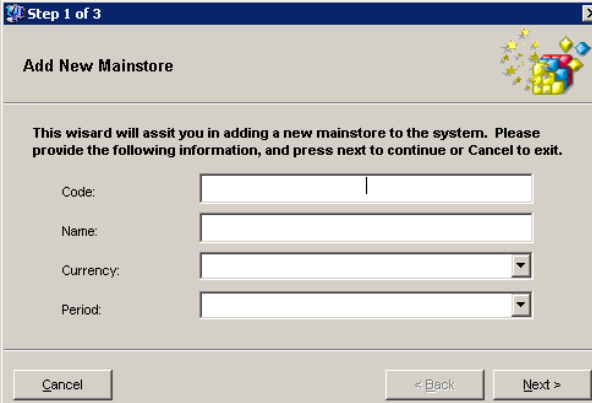
Code	Name	Status	Currency	Items
1	Food	Enabled	USD	1567
3	Tobacco	Enabled	USD	59
7	Uniform	Enabled	USD	2499
Z	Various	Enabled	USD	58
2	Beverage	Enabled	USD	1386
5	Durables	Enabled	USD	1518
6	Equipment	Enabled	USD	242
4	Consumables	Enabled	USD	1075
E	Entertainment	Enabled	USD	9

Add Delete

Exit

To add a main store click 

The add new main store wizard will appear.



Step 1 of 3

Add New Mainstore

This wizard will assist you in adding a new mainstore to the system. Please provide the following information, and press next to continue or Cancel to exit.

Code:

Name:

Currency:

Period:

Cancel < Back Next >

Complete the information required on the fields :

## Code

Insert a unique code for numbering the main store to be created.

## Name

Insert the name of the main store to be created.

## Currency

Select the storeroom currency from the drop down list




(South) Korean Won  
Afghanistan Afghani  
Albanian Lek  
Algerian Dinar  
Andorran Peseta  
Angolan Kwanza  
Argentinian Austral  
Aruban Florin  
Australian Dollar

## Period

Select the management period which the storeroom will use.



F&B (Cruisely)  
Hotel (monthly)  
Uniforms (Season)

Click  to proceed to the next screen.

Each store can be assigned a markup factor that is used to calculate the vessel's fixed cost.

If any is used, insert the factor in the field provided. If none is used leave the default value intact.

**Step 2 of 3**

**Add New Mainstore**

Each mainstore can be assigned a vessel markup factor which is then used to calculate the vessel fixed cost.

**Example:**

Vessel Fixed Price = Headquarter price = (multiplied by) Fixed Markup

Vessel Fixed Price = 1.25 Euro (x) 110% = 1.375 Euro

Fixed Markup:  %

Click  to proceed to the next screen.

Select the user groups that have should access the new store by selecting the group on the left and clicking

or  to select all the users as assigned to the new store.

**Step 3 of 3**

**Add New Mainstore**

Please select which users can access this new department

To complete the new store creation wizard please click

Navigation: Reference > Main Screen > Ship Specific Options > Inventory >

## Inventory : Departments



Shipboard departments are pieces of the onboard organization, within which the outlets ([Points of Consumption](#)) exist. Typical main departments in a normal shipboard organization are the Hotel, Deck and Engine departments. Each one of these can then contain several sub-departments depending on how the organization is set up. One of the peculiarities of the Hotel department is that it may house several sub-departments, whereas the Engine and Deck departments normally only have points of consumptions under them.

The following is a typical organizational division of a cruise vessel.

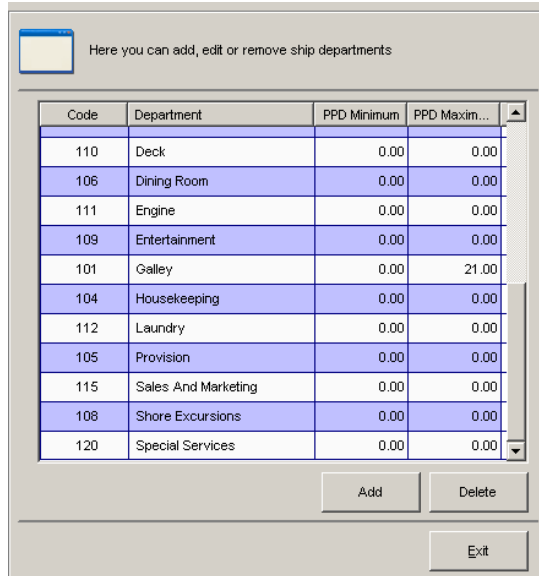
### • HOTEL DEPARTMENT

- Pursers Office
- Bar Department
- Housekeeping Department
- Restaurant
- Galley
- Crew Areas
- Duty Free Shops
- Beauty Salon
- Casino
- Shore Excursions
- Cruise Department (Entertainment)
- Photo Shop

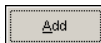
- **ENGINE DEPARTMENT**
- **DECK DEPARTMENT**

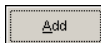
## Departments:

To commence the department setup, proceed as follows :

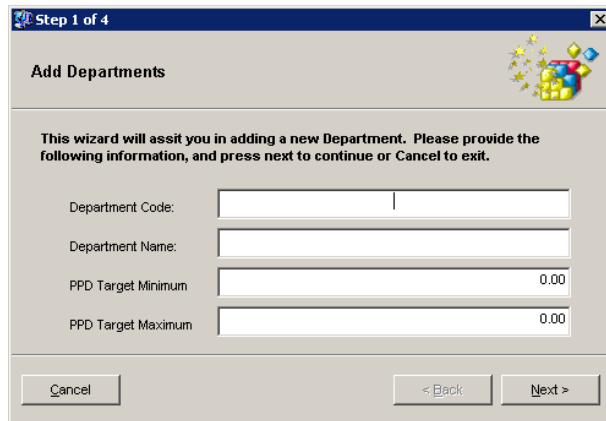


Code	Department	PPD Minimum	PPD Maxim...
110	Deck	0.00	0.00
106	Dining Room	0.00	0.00
111	Engine	0.00	0.00
109	Entertainment	0.00	0.00
101	Galley	0.00	21.00
104	Housekeeping	0.00	0.00
112	Laundry	0.00	0.00
105	Provision	0.00	0.00
115	Sales And Marketing	0.00	0.00
108	Shore Excursions	0.00	0.00
120	Special Services	0.00	0.00



Click  button which opens the creation wizard.

At this point it will be required to fill in the following information:



**Step 1 of 4**

**Add Departments**

This wizard will assist you in adding a new Department. Please provide the following information, and press next to continue or Cancel to exit.

Department Code:

Department Name:

PPD Target Minimum

PPD Target Maximum

### DEPARTMENT CODE

Use a short (max 6 characters) code for a unique identification of the department.

### DEPARTMENT NAME


Insert the common name of the department.

### PPD Target Minimum (Passenger Per Day Minimum Target)

Insert the minimum sales target range for the department in this field if required.

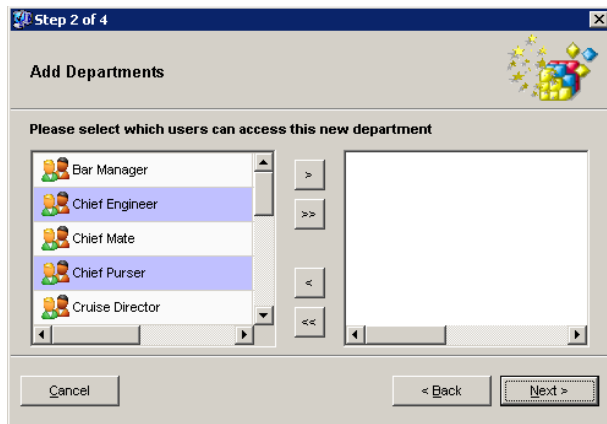
### PPD Target Maximum (Passenger Per Day Maximum Target)



Insert the maximum sales target range for the department in this field if required.


Click  to proceed to the next screen.

The next step of the wizard allows to select user groups who can access (create material issues) the new department.

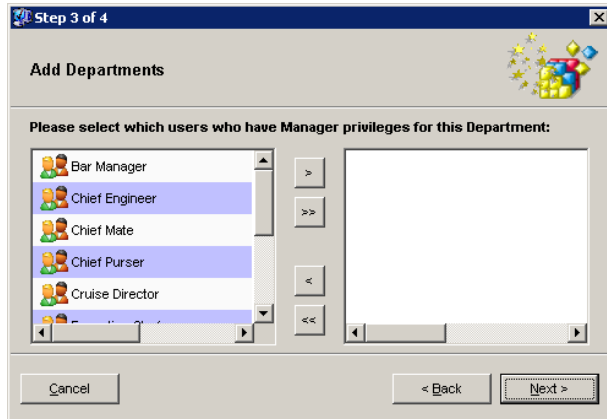
# Main Screen




Select the user groups that have access to the new department by selecting the group on the left and clicking  or  to select all the user groups as assigned to the new department.

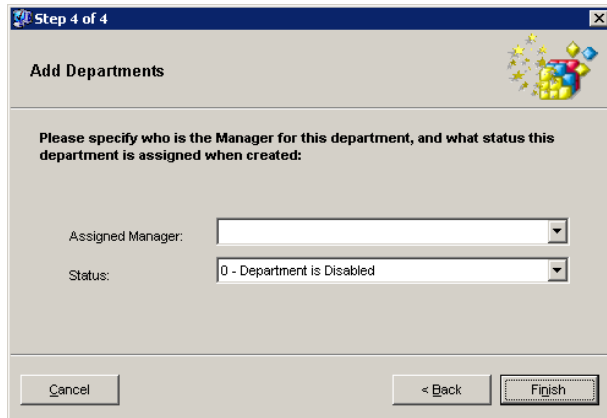
Click  to proceed to the next screen.

In the next screen it is required to choose the User Groups who have manager privileges for the department.



Click  to proceed to the next screen.

The final step requires linking the department to a shipboard manager position and to enable it in the system.



From the drop down list of positions select a person who will be the assigned manager of the new department.

1 ELECTRICIAN

1 ENGINEER

1ST COOK

2ND COOK

2ND ELECTRICIAN

2ND ENGINEER

2ND OFFICER

A/B DAILY

A/B FIREMAN

To enable the department in the system, select "Department is Enabled".  
If left disabled, it will not be possible to use the department within the MMS system.

0 - Department is Disabled

1 - Department is Enabled

Click **Finish** to close the wizard

Navigation: Reference > Main Screen > Ship Specific Options > Inventory >

Inventory : Points of Consumption



The **Points of Consumption** consist of the different shipboard outlets within each main **department**. POCs on a medium size vessel could be as shown below :

**HOTEL  
DEPARTMENT**

- |                                       |                              |
|---------------------------------------|------------------------------|
| <b><u>Pursers Office</u></b>          | <b><u>Bar Department</u></b> |
| - Reception                           | - Panorama Lounge            |
| - Printing Room                       | - Main Lobby Bar             |
| - Administrative Offices              | - Pool Bar                   |
|                                       | - Crew Bar                   |
| <b><u>Housekeeping Department</u></b> | <b><u>Restaurant</u></b>     |
| - Cabins                              | - Main Restaurant            |
| - Crew Areas                          | - Buffet                     |
| - Outer Decks                         |                              |
| - Lounges & Public Areas              |                              |
| <b><u>Crew Areas</u></b>              | <b><u>Galley</u></b>         |
| <b><u>Duty Free Shops</u></b>         | - Main Galley                |
| <b><u>Beauty Salon</u></b>            | - Crew Galley                |
| <b><u>Casino</u></b>                  | - Provision Areas            |
| <b><u>Shore Excursions</u></b>        | - Cold Pantry                |
| <b><u>Cruise Department</u></b>       | - Buffet Preparation         |
| <b><u>Photo Shop</u></b>              | - Coffee Station             |
|                                       | - Pastry                     |
|                                       | - Bakery                     |
|                                       | - Butcher                    |

**DECK  
DEPARTMENT**

- Bridge Watch
- Bosun
- Garbage Room
- Carpenter
- Upholsterer
- Radio Room

**ENGINE  
DEPARTMENT**

- Engine Watch (ECR)
- Plumber
- Reefer
- Hotel Engineer

**ACCOUNTS:**

- Breakage
- Spoilage
- Water for Excursions
- Senior Officers Treatment
- Crew Treatment
- Prepaid Packages

# Main Screen

- Passenger Treatment
- VIP Party

## Points of Consumption:

Prior to starting to create points of consumptions please choose which type of POC is to be created and click on the corresponding link to open the specific instruction on creating your selection :

- [Normal POC \(Point of Consumption\)](#)  
Normal Points of Consumption are most normal outlets onboard.
- [Uniforms Point of Consumption](#)  
The Uniforms Point of Consumption has specific requirements.
- [Account](#)

Navigation: Reference > Main Screen > Ship Specific Options > Inventory > Points of Consumption >

## Inventory : Points of Consumption



## Points of Consumption:

To create a new POC (Point of Consumption) proceed as follows :

Select the [Department](#) under which the new POC will be created :

<< Please select a department >>

Engine  
Entertainment  
Galley  
Housekeeping  
Laundry  
Provision  
Sales And Marketing  
Shore Excursions  
Special Services

The POC list for the department will open in the space below the drop down list.  
If none have previously been created the list will appear empty.

Here you can add, edit or remove ship P.O.C. (Points of Consumption)


Engine

Code	Status	Point Of Consumption	PPD Min...	PPD Ma...
E 002	Enabled	Engine Consumables	0.00	0.00
E 003	Enabled	Engine Durables And Equipment	0.00	0.00
E 001	Enabled	Engine Food Beverage	0.00	0.00

Add

Delete

Exit

Click  button to open the POC creation wizard.

The first screen of the creation wizard will open. In this screen it is necessary to select the type of POC that will be created.  
The three options available are as follows :

**Standard**  
Bars, galley outlets, sub-stores, etc.

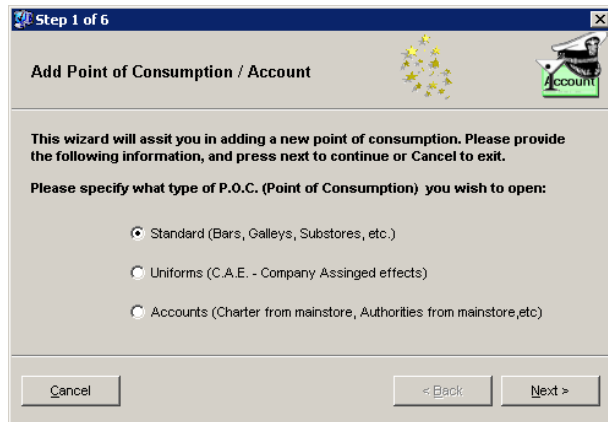
# Main Screen

## Uniforms

Crew clothing items, company assigned effects.

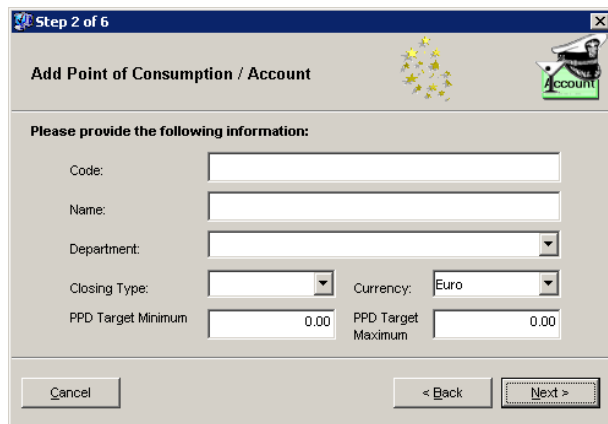
## Accounts

Items that are expensed directly to an account without passing through a POC.



Select Standard as your option and click **Next >** to proceed to the next screen.

Complete the fields required working downwards :



## Code

Use a short (max 10 characters) code/name for a unique identification of the POC. All these Codes will later appear on various Reports and especially in the Sales Import Module. Therefore it is recommended to assign sophisticated codes only which allows all Users to easily identify the POC by the Code.

## Name

Insert the common name of the POC

## Department

Select the department under which this POC will be categorized.

## Closing Type

Choosing one of the 5 Closing Types will define the way of how the System calculates the Opening Stock on Hand for the new Period based on the current Stock on Hand.

Changing the Closing Type of existing Points of Consumption might have effects to the regular Period Reset Procedure. Due to this fact the impact to the closing of the Period in the Period Reset Module is mentioned in this Manual.

### General Information regarding Stock Transfer from the Period to be Closed into the new Period

The following Events are not considered when assigning a Closing Type and apply for all the Closing Types:

#### 1. **Negative Stock on Hand Quantities**

The System can be configured in two ways how to handle negative Stock on Hand Figures:

*Not allow negative Stock:*

Negative Stock on Hand in Points of Consumption will stop the Period Reset Process. These Stock Values need to be corrected by conducting a Inventory. This is the recommended System Setting in order to check for the actual physical Stock on Hand in the Point of Consumption.

*Allow negative Stock:*

In Cases were Stock on Hand Level is negative the System automatically generate an Inventory to correct these Values to Zero. The Disadvantage of this Option is that Stock on Hand is set to Zero despite the fact that there might be physical Stock present in a Point of Consumption.

# Main Screen

In any Case the System will not transfer negative Stock on Hand figures into the new Period.

2. No negative Prices of Items will be corrected during the Period Reset Process. They will be transferred with the current Stock on Hand and the current negative price.

**Closing Types of the Points of Consumptions are selected in the Drop Down Menu:**  
**The available options are:**



## ***Automated Stock Deduction***

The stock (inventory) of this outlet will be deducted automatically using the stock deduction function which considers the sales in the Micros Point of Sale system and automatically deducts the sold items from the current stock of the selected outlet (POC).

In order to have full control over the Stock deduction Process the System allows the Stock for Points of Consumption to go into negative Values. Possible reasons for this events might be that an Items is poured in a lower quantity than indicated in the recipes or a different item than in the recipe is physically handed out.

In any case negative Stock on Hand needs to be corrected before the Reset can be done.

Closing Stock on Hand for the old Period will be the current Stock on Hand reduced by the Stock Deduction from Micros POS System. The remaining Stock will be carried over into the new Period as Opening Stock.

## ***Carry Over***

The carry over option does a complete transfer of the items in inventory directly to the next period without applying any corrections. This does not include negative Stock on Hand Figures.

## ***Manual***

Processes a closing of the inventory considering all items consumed and starting with zero stock for the new period.

Most commonly this Option is used for Points of Consumptions like Galley, Food Courts etc. where the Stock on Hand is not deducted by Recipes. In this Cases it is assumed that all Stock of all the Issues in the current Period within the current Period have effectively been consumed.

During the Period Reset Process the present Stock on Hand will be set to Zero. These Figures will appear in the corresponding Period Reports under the Column "Consumption". Closing Stock on Hand will be Zero as well as the Opening Stock of the new Period.

## ***Period End Inventory***

The Setting needs to be applied for all Points of Consumptions where a End of Period Inventory needs to be conducted before a Period Reset can be done.

During the Period Reset Process the System requires a confirmation from the User in order to proceed. This Confirmation is applied by a special Button within the Period Reset Module. Further on this Confirmation is logged under Period Reset Events and can be traced back to the specific User in the Event Viewer Module.

After conducting the Inventory the current Stock on Hand will be transferred into the new Period as Opening Stock.

The System will not correct negative Stock on Hand values and will not carry these Values over into the new Period.

## ***Deduction plus Inventory***

This closing method is a combination of Automated Stock Deduction and Period End Inventory and conditions for both apply on this closing type.

## **Currency**

Select the base currency of the POC to be created.




## **PPD Target Minimum** (Passenger Per Day Minimum Target)

Insert the minimum sales target range for the POC in this field if required.

## **PPD Target Maximum** (Passenger Per Day Maximum Target)

Insert the maximum sales target range for the POC in this field if required.

Click  to proceed to the next screen.

In this screen it will be necessary to define into which stores the new POC will have access. Select the stores by checking the corresponding boxes on the left.

**Step 4 of 6**

**Add Point of Consumption / Account**

Please specify to which mainstores this POC has access to and which Price list will be assigned.

Code	Store
<input type="checkbox"/> 1	Food
<input type="checkbox"/> 2	Beverage
<input type="checkbox"/> 3	Consumables
<input type="checkbox"/> 6	Investments

Code	Price List
<input type="checkbox"/> :REW1	Crew Sales Price (gdp)

Click  to proceed to the next screen.

The next step of the wizard allows the selection of user groups who can access (create material issues) the new POC.

**Step 5 of 6**

**Add Point of Consumption / Account**

Please select which users can access this new P.O.C.

Bar Manager	<input type="button" value=" &gt;"/> <input type="button" value=" &gt;&gt;"/> <input type="button" value=" &lt;"/> <input type="button" value=" &lt;&lt;"/>
Chief Engineer	
Chief Mate	
Chief Purser	
Cruise Director	
Executive Chef	

Select the user groups that have access to the new department by selecting the group on the left and clicking  or  to select all the user groups as assigned to the new department.

Click  to proceed to the next screen.

In the final step of the wizard, following information should be given:

#### **Count Group**

The count group refers to which group division the POC is referring. There are only options for passengers or crew.

Crew  
☒ Passenger

#### **Report Groups**

The report groups are the basic reporting categories.

**Step 6 of 6**

**Add Point of Consumption / Account**

Please select which report groups this POC should be included in if any.

Count Group:

Report Group:

Code	Price List
<input checked="" type="checkbox"/> BEV	Beverage Cost Report
<input type="checkbox"/> CONS	Consumables Cost Report
<input type="checkbox"/> FOOD	Food Cost Report

# Main Screen

Click **Finish** to close the wizard

The last step of the creation process is to enable the POC that was created.

Code	Status	Point Of Consumption	PPD Min...	PPD Ma...
DUTY	Enabled	Duty Free	0.00	0.00
GIFT	Enabled	Gift Order	0.00	0.00
BAR	Enabled	Lounge	0.00	0.00
MINI	Enabled	Minibar	0.00	0.00
PALM	Enabled	Palmgarten	0.00	0.00
REST	Enabled	Restaurant	0.00	0.00
WEIN	Enabled	Weinstube	0.00	0.00

By double clicking the created POC in the main screen, the following detail window will open :

**Folder Properties**

GeneralUsersStoresSalesReportingTargets

**Point of Consumption Details**

Code: PALM

Name: Palmgarten

Department: Bar

Closing: Automated Stock Deduction

Status: 1 - Substore (POC) is Enabled

Currency: Euro

Type: Passenger

OkCancelApply

This screen will recap the information that was inserted using the creation wizard.  
To enable the POC for usage, select the status drop down and change it to "Substore (POC) is Enabled".

- 0 - Substore (POC) is Disabled
- 1 - Substore (POC) is Enabled

To save the information click the **Apply** button and **Ok** to close the window.

Navigation: Reference > Main Screen > Ship Specific Options > Inventory > Points of Consumption >

## Inventory : Points of Consumption



### Points of Consumption: Uniforms

To create a new uniform POC (Point of Consumption) proceed as follows :

Click **Add** button which opens the POC creation wizard.

The first screen of the creation wizard will open. In this screen it is necessary to select the type of POC that will be created.  
The three options available are as follows:

#### **Standard**

Bars, galley outlets, sub stores, etc.

#### **Uniforms**

Crew clothing items, company assigned effects.

#### **Accounts**

# Main Screen

Items that are expensed directly to an account without passing through a POC.

**Step 1 of 6**

**Add Point of Consumption / Account**

This wizard will assist you in adding a new point of consumption. Please provide the following information, and press next to continue or Cancel to exit.

Please specify what type of P.O.C. (Point of Consumption) you wish to open:

☐ Standard (Bars, Galleys, Substores, etc.)

☒ Uniforms (C.A.E. - Company Assigned effects)

☐ Accounts (Charter from mainstore, Authorities from mainstore, etc)

Cancel < Back Next >

Select uniforms option and click **Next >** to proceed to the next screen.

Here, it is necessary to assign crewmembers to this new POC. This information is acquired by the software directly from the Fidelio Property Management System and the user will typically see the crew list in the space provided.

**Step 3 of 6**

**Add Point of Consumption / Account**

Please specify which Officer/Crew/Staff member this new POC will be assigned.

--All--

Last Name	First Name
-----------	------------

Cancel < Back Next >

Click **Next >** to proceed to the next screen.

In this screen it will be necessary to define to which stores the new POC will have access. Select the desired stores by clicking your selection on the left.

**Step 4 of 6**

**Add Point of Consumption / Account**

Please specify to which mainstores this POC has access to and which Price list will be assigned.

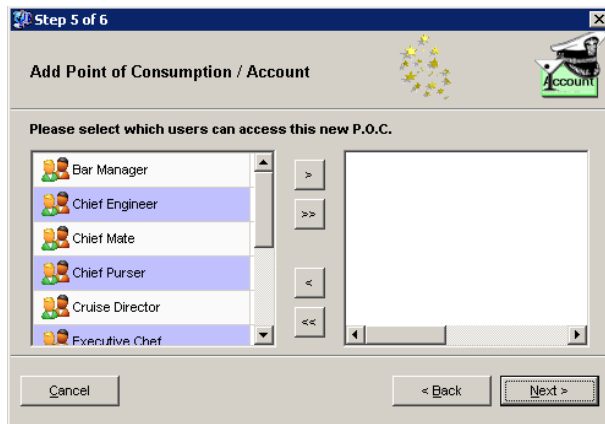
Code	Store
6	Equipment
7	Uniform
E	Entertainment
R	R & M Hotel
Z	Various

Code	Price List
CREW1	Crew Sales Price (gbp)

Cancel < Back Next >

Click **Next >** to proceed to the next screen.

The next step of the wizard allows selection of user groups who can access (create material issues) the new POC.



Select the user groups that have access to the new department by selecting the group on the left and clicking **>** or **>>** to select all the user groups as assigned to the new department.

Click **Finish** to close the wizard

Navigation: Reference > Main Screen > Ship Specific Options > Inventory > Points of Consumption >

## Inventory : Points of Consumption



### Points of Consumption: Accounts

Click **Add** button which opens the POC creation wizard.

The first screen of the creation wizard will open. In this screen it is necessary to select the type of POC that will be created. The three options available are as follows:

#### Standard

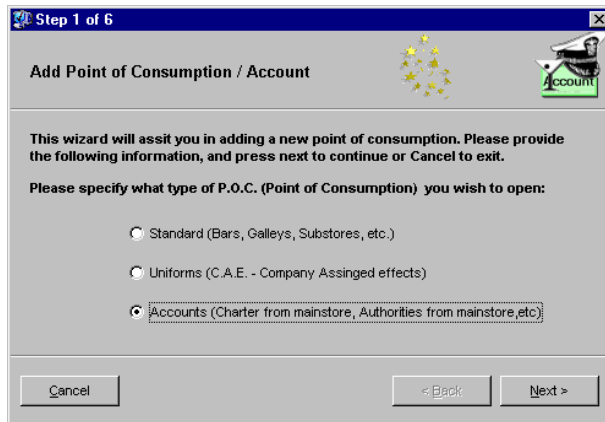
Bars, galley outlets, sub stores, etc.

#### Uniforms

Crew clothing items, company assigned effects.

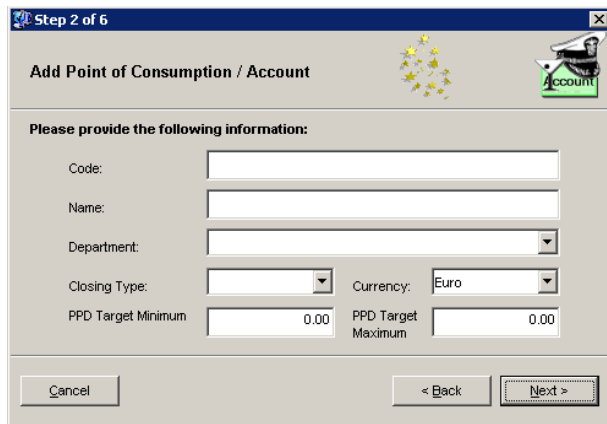
#### Accounts

Items that are expensed directly to an account without passing through a POC.



Select accounts as your option and click **Next >** to proceed to the next screen.

Complete the fields required working downwards :

**Code**

Use a short (max 10 characters) code/name for a unique identification of the POC

**Name**

Insert the common name of the POC

**Department**

Select the department under which this POC will be categorized.

**Closing Type**

Select the closing type of the POC. The options are :

**Automated Stock Deduction**

Carry Over  
Manual  
Period End Inventory

**Automated Stock Deduction**

The stock (inventory) of this outlet will be deducted automatically using the stock deduction function which considers the sales in the Micros Point of Sale system and automatically deducts the sold items from the current stock of the selected outlet (POC).

**Carry Over**

The carry over option does a complete transfer of the items in inventory directly to the next period.

**Manual**

Processes a closing of the inventory considering all items consumed and starting with zero stock for the new period.

**Period End Inventory**

The system automatically creates a spot check inventory document in the inventory module for the items in the POC and this document has to be closed in the corresponding module before any period reset can take place.

**Currency**

Select the base currency of the POC to be created.

**PPD Target Minimum** (Passenger Per Day Minimum Target)

Insert the minimum sales target range for the POC in this field if required.

**PPD Target Maximum** (Passenger Per Day Maximum Target)

Insert the maximum sales target range for the POC in this field if required.

Click **Next >** to proceed to the next screen.

In this screen it is necessary to define to which stores the new POC will have access.  
Select the desired outlets by checking the corresponding boxes on the left.

**Step 4 of 6**

**Add Point of Consumption / Account**

Please specify to which mainstores this POC has access to and which Price list will be assigned.

Code	Store
<input type="checkbox"/> 1	Food
<input type="checkbox"/> 2	Beverage
<input type="checkbox"/> 3	Consumables
<input type="checkbox"/> 6	Investments

Code	Price List
<input type="checkbox"/> :REW1	Crew Sales Price (gdp)

Cancel < Back Next >

Click **Next >** to proceed to the next screen.

The next step of the wizard allows selection of user groups who can access (create material issues) the new POC.

**Step 5 of 6**

**Add Point of Consumption / Account**

Please select which users can access this new P.O.C.

Bar Manager	<input data-bbox="479 913 503 934" type="button" value=" &gt; "/> <input data-bbox="479 924 503 945" type="button" value=" &gt;&gt; "/> <input data-bbox="479 987 503 1008" type="button" value=" &lt; "/> <input data-bbox="479 1018 503 1039" type="button" value=" &lt;&lt; "/>
Chief Engineer	
Chief Mate	
Chief Purser	
Cruise Director	
Executive Chef	

Cancel < Back Next >

Select the user groups that can access the new department by selecting the group on the left and clicking **>** or **>>** to select all the user groups as assigned to the new department.

Click **Next >** to proceed to the next screen.

In the final step of the wizard, the following information should be given:

#### **Count Group**

The count group refers to which group division the POC is referring. There are only options for passengers or crew.

Crew  
 Passenger

#### **Report Groups**

The report groups are the basic reporting categories.

**Step 6 of 6**

**Add Point of Consumption / Account**

Please select which report groups this POC should be included in if any.

Count Group: Passenger

Code	Price List
<input checked="" type="checkbox"/> BEV	Beverage Cost Report
<input type="checkbox"/> CONS	Consumables Cost Report
<input type="checkbox"/> FOOD	Food Cost Report

Cancel < Back Finish

# Main Screen

Click **Finish** to close the wizard

The last step of the creation process is to enable the POC that was created.

Code	Status	Point Of Consumption	PPD Min...	PPD Ma...
DUTY	Enabled	Duty Free	0.00	0.00
GIFT	Enabled	Gift Order	0.00	0.00
BAR	Enabled	Lounge	0.00	0.00
MINI	Enabled	Minibar	0.00	0.00
PALM	Enabled	Palmgarten	0.00	0.00
REST	Enabled	Restaurant	0.00	0.00
WEIN	Enabled	Weinstube	0.00	0.00

When double clicking the created POC in the main screen, the following detail window will open :

Folder Properties

General

Users

Stores

Sales

Reporting

Targets

Point of Consumption Details

Code:

PALM

Name:

Palmgarten

Department:

Bar

Closing:

Automated Stock Deduction

Status:

1 - Substore (POC) is Enabled

Currency:

Euro

Type:

Passenger

Ok

Cancel

Apply

This screen will recap the information that was inserted using the creation wizard.  
To enable the POC for usage click the status drop down and change it to "Substore (POC) is Enabled".

- 0 - Substore (POC) is Disabled

1 - Substore (POC) is Enabled

To save the information, click the **Apply** button and **Ok** to close the window.

Navigation: Reference > Main Screen > Ship Specific Options > Inventory >

## Inventory : Causes



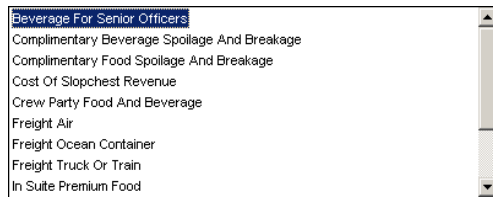
The causes are needed to state a justification for a movement to accounts and assign the destination of the issued articles. The system has the option to insert a set of default causes but in most cases users of MMS assign the causes to match those required by their accounting department and other reporting requirements.

### Causes:

To assign causes for the accounts, firstly select the account under which the causes will be set.

<< Please select an Account >>

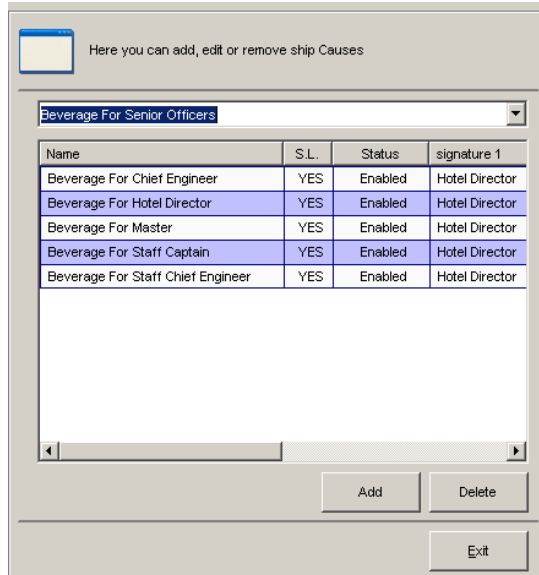
# Main Screen



A list of ship causes with a scroll bar on the right. The first item, 'Beverage For Senior Officers', is highlighted in blue.

- Beverage For Senior Officers
- Complimentary Beverage Spoilage And Breakage
- Complimentary Food Spoilage And Breakage
- Cost Of Stowage Revenue
- Crew Party Food And Beverage
- Freight Air
- Freight Ocean Container
- Freight Truck Or Train
- In Suite Premium Food

The selection will open the corresponding detail sheet for the account.



Here you can add, edit or remove ship Causes

Beverage For Senior Officers

Name	S.L.	Status	signature 1
Beverage For Chief Engineer	YES	Enabled	Hotel Director
Beverage For Hotel Director	YES	Enabled	Hotel Director
Beverage For Master	YES	Enabled	Hotel Director
Beverage For Staff Captain	YES	Enabled	Hotel Director
Beverage For Staff Chief Engineer	YES	Enabled	Hotel Director

Add Delete

Exit

To add a cause for the account select

Add

A three step cause creation wizard will open. Complete the required fields :

## Cause Name

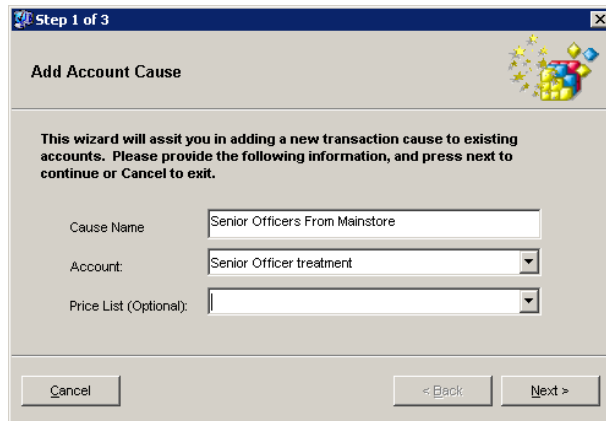
Name of the cause to be created.

## Account

Name of the main account to which the cause will be linked.

## Price List

Optionally if this account needs a specific price list it should be stated in this option.



Step 1 of 3

Add Account Cause

This wizard will assist you in adding a new transaction cause to existing accounts. Please provide the following information, and press next to continue or Cancel to exit.

Cause Name: Senior Officers From Mainstore

Account: Senior Officer treatment

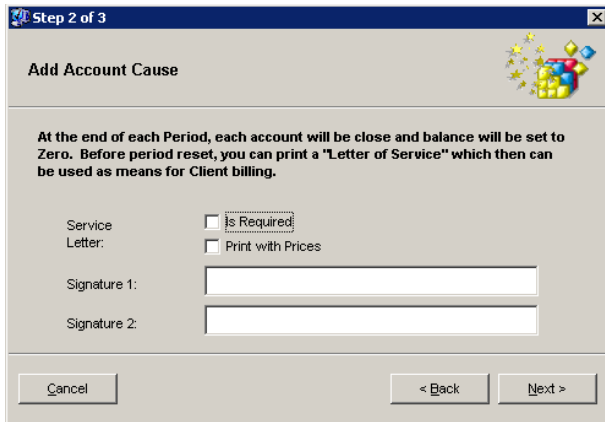
Price List (Optional):

Cancel < Back Next >

Click **Next >** to proceed to the next screen.

The next option allows to state if service recap letters need to be printed at the end of each period and if they should be printed showing the item prices. The service letters recap the complete list of the articles that have been inserted into the system using the particular cause.

At the bottom of the service letter print out, there is the possibility for two signature spaces if so required.



**Step 2 of 3**

**Add Account Cause**

At the end of each Period, each account will be close and balance will be set to Zero. Before period reset, you can print a "Letter of Service" which then can be used as means for Client billing.

Service Letter: ☐ Is Required

☐ Print with Prices

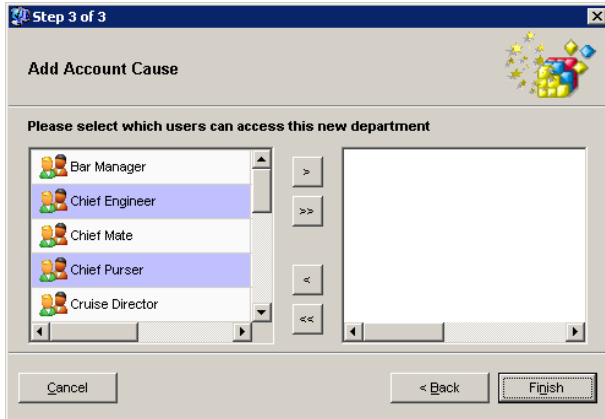
Signature 1:

Signature 2:

Cancel < Back Next >

Click **Next >** to proceed to the next screen.

The next step of the wizard allows selection of user groups who can access cause of the account.



**Step 3 of 3**

**Add Account Cause**

Please select which users can access this new department

Bar Manager  
Chief Engineer  
Chief Mate  
Chief Purser  
Cruise Director

> >> < <<

Cancel < Back Finish

Select the user groups that can access the new department by selecting the group on the left and clicking **>** or **>>** to select all the user groups as assigned to the new department.

Click **Finish** to close the wizard

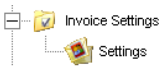
Navigation: Reference > Main Screen > Ship Specific Options >

## Ship Specific Options : Invoice Settings

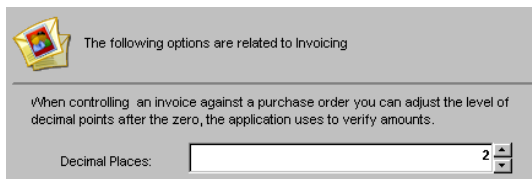


The invoice settings folder contains the options to set up invoicing details.

### Invoice Settings:



The decimal places field sets the number of decimals that the system needs to take into consideration when checking received invoices against purchase orders.



The following options are related to Invoicing

When controlling an invoice against a purchase order you can adjust the level of decimal points after the zero, the application uses to verify amounts.

Decimal Places:

# Main Screen

The maximum quantity and maximum totals are used to define the maximum value differences that will be allowed when closing an invoice.

When closing an invoice a Maximum quantity or Maximum Total difference can be used to force close an invoice when difference is below the Maximum amount.

Maximum Quantity:

Maximum Totals:

The direct printing option selects the invoice cover and invoice summary that will be available in the direct printing function of the invoicing module.

Direct Printing Reports:

Invoice Summary:

Invoice Cover:

Invoice Summary:

- System Invoice Summary
- System Invoice Summary Cover
- System Issue Report
- System Issue Report by Lockers
- System Issue Report by Lockers BULK
- System Loading Report
- System SOHPD report
- Template as Requisition Form
- Templates

Invoice Cover:

- System Invoice Summary Cover
- System Issue Report
- System Issue Report by Lockers
- System Issue Report by Lockers BULK
- System Loading Report
- System SOHPD report
- Template as Requisition Form
- Templates
- Transfer Details List

Navigation: Reference > Main Screen > Ship Specific Options >

## Ship Specific Options : Lockers



In order for the MMS to function, the system needs to be set up with what type of material is in which onboard store. Within the software these storage locations are called lockers. Each product used in the system needs to be assigned to the stores that have that product in the inventory.

### Lockers:



#### STEP 1

To assign products to lockers, the first step is to create and define the shipboard storage lockers.

Article Details - CHEESE EMMENTAL

General Properties | **Unit Properties** | Images and Documents | Modification Logs

Article Details | Secondary Languages | Alternative Coding

Status: ☒ Enabled Article Type: Parent Code: --

Article Code: POS02706

Article Description (\*): CHEESE EMMENTAL

Article Properties | Inventory | Custom Properties | Maximums & Minimums

**Unit Properties** | Unit Notes

Article Unit: Kilogram

Fixed Price HQ: 0.00

Store Markup: 100

Fixed Price Ship: 0.00

Gross Unit Weight: 1.00

First Range: Barcode Lockers

Vessel: Ship 1

Enabled	Code	Locker
<input type="checkbox"/>	CONS	Consumables
<input checked="" type="checkbox"/>	DARY	Dairy Products
<input type="checkbox"/>	DIET	Dietary Requests
<input type="checkbox"/>	FISH	Fish Freezer

Options Close

To create a new locker click

The system will ask for a unique identification code for the new locker. This ID must consist of six characters and can not contain spaces. If this criteria is not followed the system will display an [ID error message](#)

**Lockers**

Please provide a unique identification code for this locker (maximum six characters)

OK Cancel

Insert this ID in the space provided and press

Fish1

The locker ID will appear on the main creation window where it will then be necessary to insert the locker description. Type the information in the space provided :

Code	Name
FISH1	Fish Freezer Deck C Forward

Press **ENTER** to complete the creation of a locker.

## STEP 2

Once all the lockers have been created it is still necessary to assign products to the appropriate lockers.

This operation is done in



Article Manager

Select the product category folder that contains the products that need to be assigned to a locker.

Select the correct vessel.

Select the appropriate storage locker .

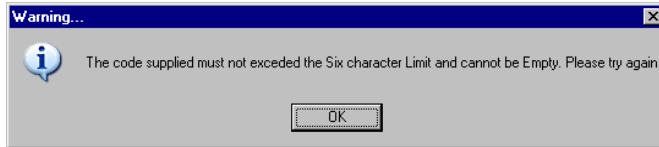
Navigation: Reference > Main Screen > Ship Specific Options > Lockers >

## Lockers : ID Mismatch



### Locker ID Mismatch: Warning

The system will ask for a Unique identification Code for the new locker to be created. This ID must consist of six characters and can not contain spaces. If the code entered does not meet the system requirements, a warning will be displayed:



Press  to try again

Navigation: Reference > Main Screen > Ship Specific Options >

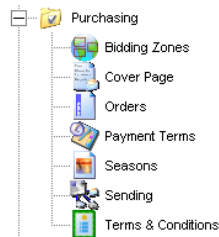
## Ship Specific Options : Purchasing



All information relating to the purchasing operation is set here.

### Purchasing:

Click on the folder heading to see details regarding the selected topic.



Navigation: Reference > Main Screen > Ship Specific Options > Purchasing >

## Purchasing : Bidding Zones



Cruises worldwide normally involve purchases worldwide. For this purpose it is possible to set electronic purchase orders for each specific geographic region in order to trace bidding on that particular area.


### Bidding Zones:

The bidding zones are set in the corresponding window. All the zones in which purchasing takes place should be included.



**Cover Page:**

The purchase order layout and other information on the cover page may be inserted in the space provided.





## Purchase Order Sending Setup.

---

When sending an order by Email, use the following email address as the cover letter:

Dear <<XVEN\_NAME>>, <<NL>> <<NL>>Please find attached our Purchase Order Number <<XORI\_PO\_NUMBER>>.<<XVEN\_CODE>>.<<NL>><<NL>> Please confirm receipt of this order.<<NL>><<NL>>With Regards<<NL>><<NL>><<USERFULLNAME>><<NL>><<NL>>






Exit

### Orders :

The variables of the purchasing module may be inserted in the spaces as follows :



Purchasing options and functionality

Next Purchase Order Number: (Warning do not set this below existing purchase order numbers)

Next Number:

When uploading a Excel PO Confirmation, use the following quantity variance

Quantity Var:

When sending an order via Excel, use the following as the Password to protect the excel worksheet.

Password:

Number of decimal to display quantity & prices for on screen displays.

Quantity

Price

Exit


Navigation: Reference > Main Screen > Ship Specific Options > Purchasing >

## Purchasing : Payment Terms



### Payment Terms:

Payment conditions may be set in the system as dictated by company policy.  
By default the system has the below terms pre-set, which may be modified as necessary.



Order Terms and Conditions

Code	Name
DY14	14 Days
DY21	21 Days
DY30	30 Days
DY45	45 Days
DY60	60 Days
DY90	90 Days
CASH	Cash on Delivery
INV	Invoice on Delivery
CREDIT	Payment Via Credit Card
AGENT	Payment Via Port Agent

AddDelete

Exit


Navigation: Reference > Main Screen > Ship Specific Options > Purchasing >

## Purchasing : Seasons



### Seasons:

The seasons are set to track transaction activity in different geographical regions and set seasons.  
MMS will collect consumption data based on the set seasons and utilize this information in the order requests.



Cruise ships: Consumption Seasons

Code	Name
AUSTNZ	Austalia / New Zealand
BAL	Baltic Season
CARIB	Caribbean Season
CHT	Charter Cruise
DD	Dry Dock
FAREST	Far East
MED	Mediterranean Season
NA	North America
SAFRIC	South Africa
SAMERI	South America
WVC	World / Long Cruise (Over 32 nights)

Add

Delete

Exit


Navigation: Reference > Main Screen > Ship Specific Options > Purchasing >

Purchasing : Sending



Sending:

This field may contain company specific information that may be included and sent with the order.



Purchase Order Sending Setup.

Use the following hyperlink as the confirmation text for sending an order.

"mailto:?subject=we here by confirn this order: " &{@PONumber}&  
"&Body=" & {XVIEW\_LIST\_VENDOR.XVEN\_NAME} & " Hereby confirm  
receipt of the order (" &{@PONumber}&") for delivery to " &  
{XVIEW\_LIST\_ORDERS.XCET\_NAME} & ". %0D%0A" & "We hereby  
confirm that we have read the terms and condition and will adhere to  
them accordingly. " & "We are aware that we am required to confirm  
final quantities delivered by completing the received Excel sheet by  
return mail 24 hours prior to delivery" & "%0D%0A %0D%0AWith  
Regards %0D%0A" & {XVIEW\_LIST\_VENDOR.XVEN\_NAME} &  
"%0D%0A" & CurrentDateTime

Exit

Navigation: Reference > Main Screen > Ship Specific Options > Purchasing >

Purchasing : Terms & Conditions



The system can hold the generic order terms and conditions. If the standard terms and conditions are not available to be printed on purchase order it is possible to define a code, name and link to specific conditions per supplier and only these will be printed on the purchase order.

Terms & Conditions:

# Main Screen

The conditions may be created in a chronological order.

Co...	Data
01	ALL INVOICES MUST BEAR PURCHASE ORDER NUMBER AND SHIP'S I
02	GOODS, AT DELIVERY, NOT IN ACCORDANCE WITH OUR SPECIFICATI
03	SILVERSEA CRUISES RESERVES THE RIGHT TO CANCEL ALL OR PAR
04	TWO ORIGINAL AND TWO COPIES OF INVOICES WITH PRICING MUST /
06	IN THE EVENT OF INTERRUPTION AND/OR CHANGES IN OUR BUSINESS
08	INVOICES MUST HAVE SILVERSEA ITEM NUMBERS PRINTED NEXT TO
16	ALL FOOD BOXES SHOULD HAVE EXPIRATION DATES GOOD FOR AT
15	PALLETS SHOULD BE WRAPPED WITH A TRANSPARENT FILM TO ALL
14	PALLETS SHOULD HAVE A MAXIMUM HEIGHT OF 120 TO 150 CM (72 I
13	EACH PALLET SHOULD BE MARKED WITH SHIP'S NAME AND PURCHA
12	ALL CHILLED AND FROZEN DELIVERIES SHOULD BE DELIVERED AT TH
11	DELIVERIES ARE REQUESTED TO BE MADE AT 8:00 AM ON THE DAY I
10	ALL ORDERS SHOULD BE CONFIRMED IN DETAIL TO OUR OFFICES BY

By double clicking on a single condition, the system will display the contents as text for easy modification.

DELIVERIES ARE REQUESTED TO BE MADE AT 8:00 AM ON THE DAY REQUESTED.

Navigation: Reference > Main Screen > Ship Specific Options >

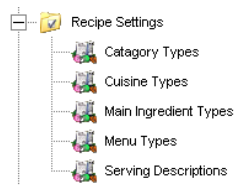
## Ship Specific Options : Recipe Settings



The maintenance of recipe related information is managed through the recipe settings folder tree. Please note that most of these options can also be managed directly in the recipes module of MMS during the creation process.

### Recipe Settings:

Click on the folder heading to see details regarding the selected topic.



Navigation: Reference > Main Screen > Ship Specific Options > Recipe Settings >


## Recipe Settings : Category Types



### Category Types:

# Main Screen

The recipe categories list may be managed in this option.



Category Types

Code	Name
B 2005	After Dinner Cocktails
B 2010	Beer Mix Drinks
B 2015	Champagne Cocktails
B 2020	Cobblers
B 2025	Collinses
B 2026	Coolers
B 2027	Crustas
B 2036	Daisies
B 2040	Egg Noggs
B 2050	Fixes
B 2052	Fizzes
B 2054	Flips
B 2058	Frappes
B 2060	Frozens

Add

Delete

Exit


Navigation: Reference > Main Screen > Ship Specific Options > Recipe Settings >

## Recipe Settings : Cuisine Types



### Cuisine Types:

The cuisine types list may be managed in this option.



Cuisine Types

Code	Name
1	Chinese

Add

Delete

Exit

Navigation: Reference > Main Screen > Ship Specific Options > Recipe Settings >


## Recipe Settings : Main Ingredient Types



### Main Ingredient Types:

The ingredients list may be managed in this option.

# Main Screen



Menu Ingredients

Code	Name
228	Anis
226	Armagnac
232	Bitter
230	Cachaca
224	Calvados
222	Cognac
210	Gin
238	Grappa
220	Liqueur
240	Port
212	Rum
242	Schnapps
236	Sherry
216	Tequila

Add

Delete

Exit


Navigation: Reference > Main Screen > Ship Specific Options > Recipe Settings >

## Recipe Settings : Menu Types



### Menu Types:

The menu list may be managed in this option.



Menu Types

Code	Name
------	------

Add

Delete

Exit

Navigation: Reference > Main Screen > Ship Specific Options > Recipe Settings >

## Recipe Settings : Serving Descriptions



### Serving Descriptions:

The serving description list may be managed in this option.

The regional settings folder contains the basic information on the countries, cities and telephone codes of the world. Though the software already recognizes most countries and cities, this option may be utilized to add and delete as necessary.

- Regional Settings
  - Cities
  - Countries
  - Telephone Codes



Afghanistan

Albania

Algeria

American samoa

Andorra

Angola

Anguilla

Antarctica

Antigua and Barbuda

 Cities

Code	Name	Sub Division
AVS	Aavasaksa	Lapin lääni (fi)
AJL	Alajärvi	Länsi-Suomen lääni (fi)
ALV	Alavus	Länsi-Suomen lääni (fi)
ANJ	Anjalankoski	Etelä-Suomen lääni (fi)
ANT	Antskog	Etelä-Suomen lääni (fi)
PIR	Birkala (Pirkkala)	Länsi-Suomen lääni (fi)
BUO	Bjorkholmsund	Länsi-Suomen lääni (fi)
POR	Björneborg (Pori)	Länsi-Suomen lääni (fi)
PRV	Borgå (Porvoo)	Etelä-Suomen lääni (fi)
RAA	Brahestad (Raase)	Oulun lääni (fi)
BRO	Bromarv	Etelä-Suomen lääni (fi)
BRA	Brändö	Ahvenanmaan Maakunta (Fi)

Find:


Navigation: Reference > Main Screen > Ship Specific Options > Regional Settings >

Regional Settings . Countries



Countries:

The countries list is set by default but may be modified through this option.

 Country Setup

Code	Name
AF	Afghanistan
AL	Albania
DZ	Algeria
AS	American samoa
AD	Andorra
AO	Angola
AI	Anguilla
AQ	Antarctica
AG	Antigua and Barbuda
AR	Argentina
AM	Armenia
AW	Aruba
ZZ	At Sea
AI	Australia

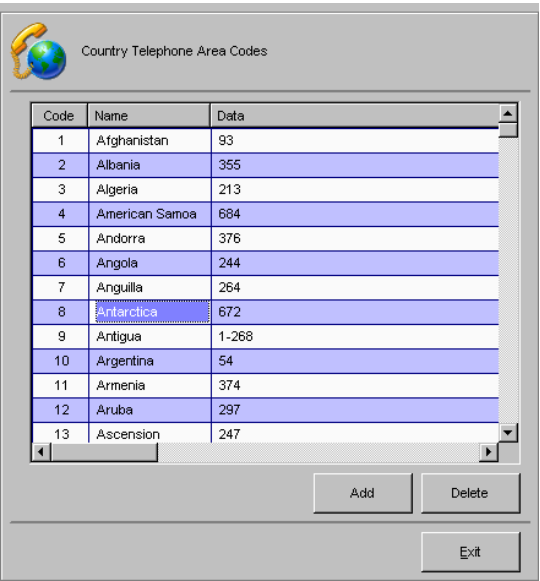
Navigation: Reference > Main Screen > Ship Specific Options > Regional Settings >

Regional Settings : Telephone Codes



Telephone Codes:

The country telephone codes may be maintained through this module.



Navigation: Reference > Main Screen > Ship Specific Options >

## Ship Specific Options : Reports



This part of the folder tree handles report groupings and printing options.

### Reports:

Click on the folder heading to see details regarding the selected topic.



Navigation: Reference > Main Screen > Ship Specific Options > Reports >


## Reports : Cost Report Groups



### Cost Report Groups:

This option allows to specify the reporting groups according to company needs and must be decided and set when installing the software for the first time.

Main Screen



Cost Report Groups

Code	Name
BEV	Beverage Cost Report
CONS	Consumables Cost Report
FOOD	Food Cost Report
HOTEL	Hotel Equipment Cost Report
MED	Medical Supplies
UNI	Uniforms

Add

Delete

Exit


Navigation: Reference > Main Screen > Ship Specific Options > Reports >

Reports : Direct Printing



Direct Printing:

Direct printing options may be set in this module.



Direct Printing

When using Direct Print, use the following Destination:

Direct Destination: 0 = Printer

All purchase reports share the following code sequence:

ORD

When using Direct Print, use the following reports:

Food Cost:

Voyage Food Cost:

Loading Slip: System Loading Report

Issue Slip: System Issue Report by Lockers

Uniform Slip:

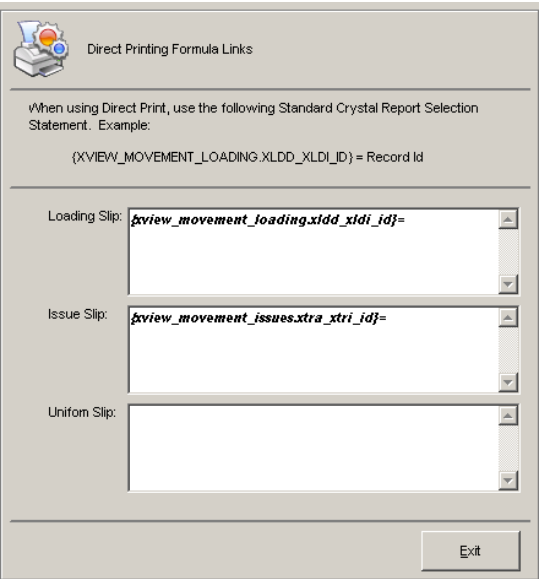
Exit

Navigation: Reference > Main Screen > Ship Specific Options > Reports >

Reports : Direct Printing formulas



Direct Printing formulas:



Direct Printing Formula Links

When using Direct Print, use the following Standard Crystal Report Selection Statement. Example:

{XVIEW\_MOVEMENT\_LOADING.XLDD\_XLDD\_ID} = Record Id

Loading Slip: 

Issue Slip: 

Uniform Slip:

Exit

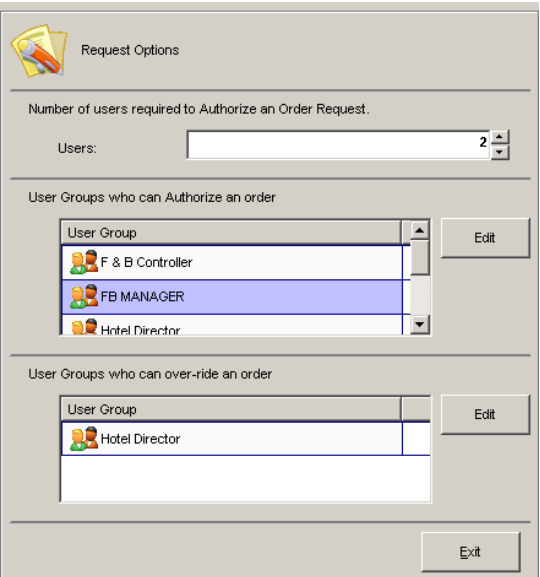
Navigation: Reference > Main Screen > Ship Specific Options >

## Ship Specific Options : Requests



The options of shipboard material requests (orders to shore side) can be managed through this option. The options include the number of users needed to approve an order request and who will perform this task.

### Request Options:



Request Options

Number of users required to Authorize an Order Request.

Users:

User Groups who can Authorize an order

User Group
F & B Controller
FB MANAGER
Hotel Director

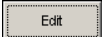
Edit

User Groups who can over-ride an order

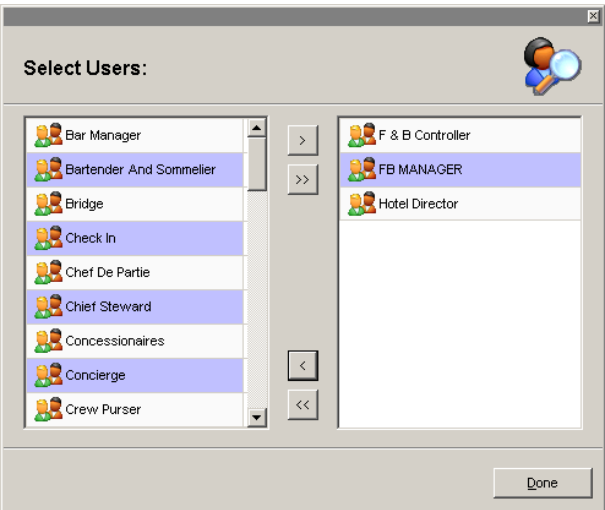
User Group
Hotel Director

Edit

Exit

By selecting  the system will allow modification of the users and user groups that have access to approve an order request.

# Main Screen



- Add a User 
- Remove a User 
- Add all Users 
- Remove all Users 

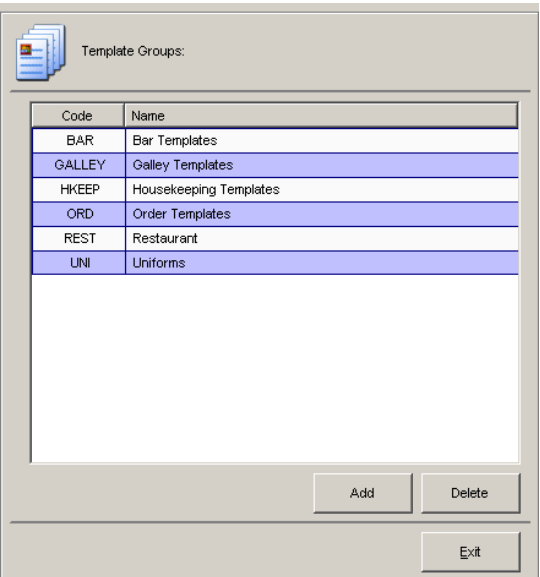
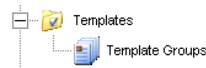
Navigation: Reference > Main Screen > Ship Specific Options >

## Ship Specific Options : Templates



The templates groups can be added, modified and deleted in this part of the options tree.

### Template Groups:



Navigation: Reference > Main Screen > Ship Specific Options >

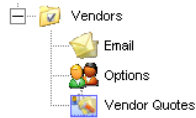
## Ship Specific Options : Vendors



This module has options for maintaining information about the suppliers.

### Vendors:

Click on the folder heading to see details regarding the selected topic.



Navigation: Reference > Main Screen > Ship Specific Options > Vendors >

## Vendors : Email



The email options that will be used when communicating with the vendors may be managed in this module

### Email:

#### Message Vendor

Vendor Messaging


When sending a message to vendor by Email, use the following formats:

```
To: <<INSTAB>> <<XVEN_NAME>> From: <<INSTAB>>
<<CETNAM>><<INSTAB>> <<USRNAM>> Date: <<INSTAB>>
<<CURDAT>> Dear Sirs, With Regards <<USRNAM>> For and
on Behalf of Riverdate Cruises Ltd.
```

Message Vendor | Message Contact | Special Fields | Options

Exit

# Main Screen

 Vendor Messaging

When sending a message to vendor by Email, use the following formats:

```
To: <<INSTAB>> <<XVEN_NAME>><<INSTAB>>
<<XCTD_NAME_FIRST>>
<<XCTD_NAME_LAST>>From:<<INSTAB>>
<<CETNAM>><<INSTAB>> <<USRNAM>>Date:<<INSTAB>>
<<CURDAT>><<INSTLN>><<INSLIN>>Dear
<<XCTD_SALUTATIONS>> <<XCTD_NAME_FIRST>>
<<XCTD_NAME_LAST>>,With Regards<<USRNAM>>For and on
Behalf of Riverdate Cruises Ltd
Lines<<INSTLN>><<INSLIN>>
```


Message Vendor

Message Contact

Special Fields

Options

Exit

 Vendor Messaging

When sending a message to vendor by Email, use the following formats:

Key	Description
INSTLN	* Insert a drawn Line *
INSTAB	* Insert a tab spacing *
INSLIN	* line feed *
CETADD	Company Address
CETFAX	Company Fax Number
CETNAM	Company Name
CETTEL	Company Telephone Number
CURDAT	Date using Windows Long Date Format
CURTIM	Time using Windows Long Time Format

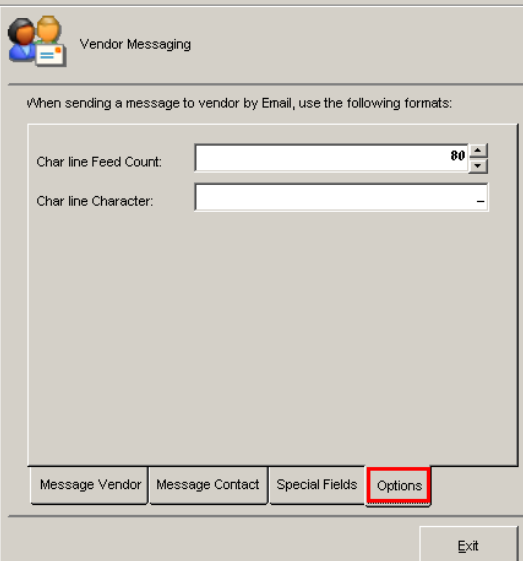
Message Vendor

Message Contact

Special Fields

Options

Exit



Vendor Messaging

When sending a message to vendor by Email, use the following formats:

Char line Feed Count:

Char line Character:

Message Vendor Message Contact Special Fields **Options**

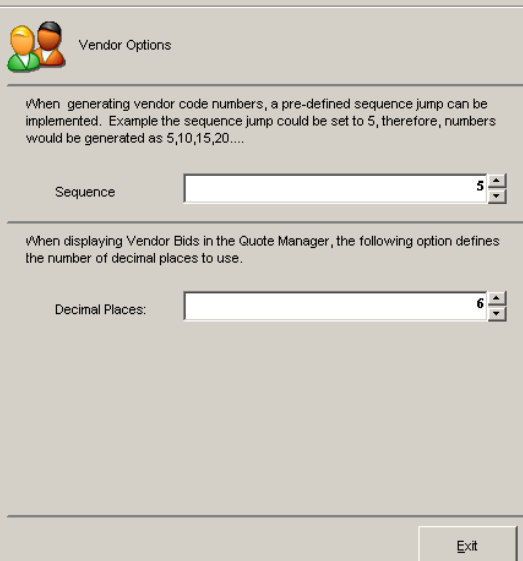
Exit

Navigation: Reference > Main Screen > Ship Specific Options > Vendors >

## Vendors : Options



### Options:



Vendor Options

When generating vendor code numbers, a pre-defined sequence jump can be implemented. Example the sequence jump could be set to 5, therefore, numbers would be generated as 5,10,15,20....

Sequence

When displaying Vendor Bids in the Quote Manager, the following option defines the number of decimal places to use.

Decimal Places:

Exit


Navigation: Reference > Main Screen > Ship Specific Options > Vendors >

## Vendors : Vendor Quotes



### Vendor Quotes:

# Main Screen



The following options are related to the functionality of Vendor Quote Managment.

Default date range to be used for new vendor quotes. System calculate these values by number of days:

Date Range:  days from current System date.

When updating a purchase order with vendor case units, use the following variance ratio as a default value:

Percentage of difference  %

Exit

## Period Reset



The Period Reset module handles the period turnover procedure in MMS. This sequence covers the phases of encapsulating and organizing data in periodical order, based on set monthly or cruise periods. This allows to report all aspects of a purchasing and inventory operation onboard the ships and ashore.

An obligatory part of the proper usage of the MMS software is that a closing is made on a regular basis. In most cases the periods are reset on per cruise and monthly basis in order to have all the relevant reporting data available to the various operational functions. All this is dependent on individual company policies.


### Period Reset Main Screen:

The period reset sequence is organized in seven steps.








Prior to a period reset it is necessary to verify that at least three future periods are set in the system, as referred to in the periods help topic. This is a generic requirement for proper functioning of the software.

Fidelio Cruise Material Management - Period Reset 7.30.109

# Period Reset:




**Reset Procedures:**

-  **1 - Validate Period**
-  2 - Confirm New Period
-  3 - Verify Transactions
-  4 - Verify Closing Inventories
-  5 - Verify Negative Stock
-  6 - Reset
-  7 - Completed

**Select Period to Reset:**

Please select which period for the list below that is to be reset. Please note that the selected open period must be completed before reset can proceed. Press Next to continue.

Period Id	Open Date	Close Date
 1533 (remaining)	Nov 23 2005	Nov 26 2005


The different steps of the Period Reset

**Cancel**

**< Back** **Next >**


## Phase 1

To start the PERIOD RESET first ensure that no pending issues exist in the system. This aspect involves checking that :

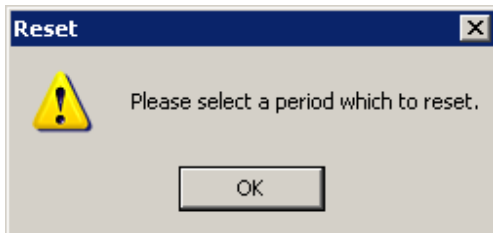
- All necessary transactions have been processed by all departments related to the period to be closed.
- The transaction approvals have been made and completed to level three in the movements module
-  3 - Received at destination
- All movements that are needed within the period to be closed have been entered in the system.
- End of cruise inventory in all POCs (Points of consumption) has been physically completed and the results entered in the MMS system.

Select the period to be closed by clicking on it and select

**Next >**

Period Id	Open Date	Close Date
 1533 (remaining)	Nov 23 2005	Nov 26 2005


NOTE : It is necessary to click on the closed period so that the selection turns blue. Otherwise the system will display an instruction message.



**Phase 2**

**Fidelio Cruise Material Management - Period Reset 7.30.109**

# Period Reset:



**Reset Procedures:**

- ✓ 1 - Validate Period
- ✗ 2 - Confirm New Period
- ✓ 3 - Verify Transactions
- ✓ 4 - Verify Closing Inventories
- ✓ 5 - Verify Negative Stock
- ✓ 6 - Reset
- ✓ 7 - Completed

**Confirm New Period Settings:**

Before system will proceed, please confirm that the below period details are correct for the Opening of the next period. If details are not correct, please exit this program, an run the Period Manager to resolve issue. To continue press next.

Period Id:

Period Type:

Period Open Date:

Period Close Date:

Season:

Confirm the period information. At this point it is still possible to change the naming of the season to include the period to be closed under a specific account group ; season etc. To change this information open the drop down list and select the corresponding one.


Select  to continue

### Phase 3

At this point if there are any open transactions, the system will display a notification of this and it is necessary to return to correct the pending issues.

Fidelio Cruise Material Management - Period Reset 7.30.109

# Period Reset:



Reset Procedures:

✓ 1 - Validate Period

✓ 2 - Confirm New Period

✗ 3 - Verify Transactions

✓ 4 - Verify Closing Inventories

✓ 5 - Verify Negative Stock

✓ 6 - Reset

✓ 7 - Completed

<

>

Transactions

System requires that all transactions have been discharged from the stores and that they have been confirmed recieved at their Destination.

System has found records that have not been yet been discharged from the store. Period Reset cannot continue until all Transaction have been discharged from the stores or removed from the system.

**11 Transactions found not discharged from store.**

System has found records that have not been confirmed as recieved at destination. Period Reset cannot continue until all Transaction have been discharged from the stores or removed from the system.

**11 Transactions found not confirmed received.**

Force Received

Cancel

< Back


Next >

Click **Cancel** and return to the **Movements** module and complete all the pending transactions that need adjustment.

Upon completing all necessary transactions, return to the Reset Period module and the system will continue to the next phase.

Fidelio Cruise Material Management - Period Reset 7.30.109

# Period Reset:



**Reset Procedures:**

- ✓ 1 - Validate Period
- ✓ 2 - Confirm New Period
- ✗ 3 - Verify Transactions
- ✓ 4 - Verify Closing Inventories
- ✓ 5 - Verify Negative Stock
- ✓ 6 - Reset
- ✓ 7 - Completed

**Transactions**

System requires that all transactions have been discharged from the stores and that they have been confirmed recieved at their Destination.

Select  to continue


#### **Phase 4**

In phase four the system will require a confirmation that a physical inventory count has been made in all relevant POCs (Points of Consumption).

This part of the closing sequence is dependent on whether under the POC settings, the 'end of cruise inventory' option has been selected, meaning that the system will in this case automatically create end of cruise inventory documents in the inventory module for the chosen POCs. For continuing from phase 4 onward, it is necessary to close these inventory documents first.

Fidelio Cruise Material Management - Period Reset 7.30.109

# Period Reset:



**Reset Procedures:**

- ✓ 1 - Validate Period
- ✓ 2 - Confirm New Period
- ✓ 3 - Verify Transactions
- ✗ 4 - Verify Closing Inventories
- ✓ 5 - Verify Negative Stock
- ✓ 6 - Reset
- ✓ 7 - Completed

**Period End Inventories**

Please verify that for the following Points Of Consumption a Cruise End Inventory has been Completed.

POC	Closing Date
Butcher	26/11/2005
Main Dining Room Durable And Ec	26/11/2005
Galley Durables Equipment	26/11/2005
Galley Beverage	26/11/2005
Galley Consumables	26/11/2005
Pool Bar Durable And Equipment	26/11/2005
Crew Bar F B And Tobacco	26/11/2005
Housekeeping Crew Area Consu	26/11/2005
Housekeeping Crew Area Durabl	26/11/2005

Click the button below to confirm that All cruise end inventories have been completed and check.

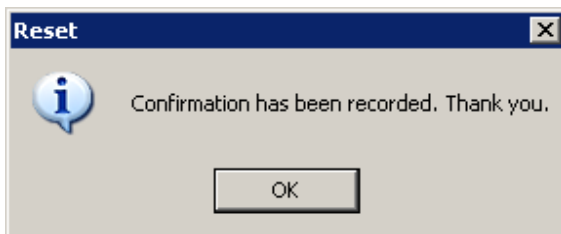
**Confirm**

**Cancel**

**< Back** **Next >**

Select **Confirm** to continue.

The confirmation will be recorded in the system by a notification of this.




Select **Next >** to continue

### Phase 5

Phase five will verify if there is negative stock in any POC.

Fidelio Cruise Material Management - Period Reset 7.30.109

Period Reset:



Reset Procedures:

✓ 1 - Validate Period

✓ 2 - Confirm New Period

✓ 3 - Verify Transactions

✓ 4 - Verify Closing Inventories

✗ 5 - Verify Negative Stock

➡ 6 - Reset

➡ 7 - Completed

Stock Control.

The following Point of consumption have negative Stock.

POC	Items
-----	-------

Cancel

< Back

Next >


Select **Next >** to continue

### Phase 6

Phase six starts the actual reset process which may take a while to process. Ensure that the system is not used from any workstation during the time this phase is running.

Fidelio Cruise Material Management - Period Reset 7.30.109

# Period Reset:



**Reset Procedures:**

- ✓ 1 - Validate Period
- ✓ 2 - Confirm New Period
- ✓ 3 - Verify Transactions
- ✓ 4 - Verify Closing Inventories
- ✓ 5 - Verify Negative Stock
- ✗ 6 - Reset
- ➡ 7 - Completed

**Cruise Reset**

System is now ready to proceed with the Period Reset. Please press NEXT to start the reset. Please note that during the reset process, All user should stop using the Material Management system until completion.

Status...

Cancel


< Back

Next >

After ensuring that the software is idle at all users, select **Next >** to continue.

Fidelio Cruise Material Management - Period Reset 7.30.109

Period Reset:



Reset Procedures:

✓ 1 - Validate Period

✓ 2 - Confirm New Period

✓ 3 - Verify Transactions

✓ 4 - Verify Closing Inventories

✓ 5 - Verify Negative Stock

6 - Reset


7 - Completed


Cruise Reset

System is now ready to proceed with the Period Reset. Please press NEXT to start the reset. Please note that during the reset process, All user should stop using the Material Management system until completion.

Resetting Stocks : 605 / 8413 ( 7% Completed )

BLOUSE - CONVERTIBLE COLLAR, WHITE  
EA = 1 BLOUSE @ SIZE 19, FEMALE  
CINTAS - 65/35 POLY/COTTON - 100678-92





Time elapsed: 00:01:19

Cancel


< Back

Next >

**Phase 7**

Fidelio Cruise Material Management - Period Reset 7.30.109

# Period Reset:



**Reset Procedures:**

- ✓ 1 - Validate Period
- ✓ 2 - Confirm New Period
- ✓ 3 - Verify Transactions
- ✓ 4 - Verify Closing Inventories
- ✓ 5 - Verify Negative Stock
- ✗ 6 - Reset
- ✗ 7 - Completed

**Cruise Reset**


System is now ready to proceed with the Period Reset. Please press NEXT to start the reset. Please note that during the reset process, All user should stop using the Material Management system until completion.

Done Resetting Periods...

Time elapsed: 00:24:30

Upon successful completion, the system will display a notification that the Period Reset has been made.


**Confirm...**



Congratulations, Period Reset has been successfully completed. New period has been opened.

Fidelio Cruise Material Management - Period Reset 7.30.109

# Period Reset:



**Reset Procedures:**

- ✓ 1 - Validate Period
- ✓ 2 - Confirm New Period
- ✓ 3 - Verify Transactions
- ✓ 4 - Verify Closing Inventories
- ✓ 5 - Verify Negative Stock
- ✓ 6 - Reset
- 🚩 7 - Completed

**System Reset Complete.**

Cancel      < Back      Finish

Select **Finish** to exit the Period Reset module and proceed to verify that all aspects of the turnover have been made correctly.

## Periods



The Periods module is where the standard operating timeframes for the vessel (s) are defined. Once the dates 'Open' and 'Close' (effectively 'from' and 'to') are defined, it is possible to produce reporting documentation for purchasing, movements, sales, inventories etc for that specified date range. The most obvious choice for periods is that they are created on a cruise basis, but there is also the option to define Summaries for different circumstances and time frames, like on monthly basis or quarterly for Accounting. The Cruise based periods then integrate with the details entered in [Itinerary Planner](#).

### Periods Main Screen:

The Below image represents the main periods screen:

- At the top are located the function buttons for the most common option.
- The [Periods are listed](#) on the left hand side in time order
- Once a cruise is selected on the left the Itinerary is shown on the right hand side in [detail](#) together with the passenger and crew column.  
Here the user will enter the passenger forecast for the next cruises. This is important as the system will take these figures to calculate the suggested Quantity in the Order Request.

**Fidelio Cruise Material Management - Period Manager - [Periods]**

File Edit Windows Help

Search Print Refresh New Exit

F&B (Cruisely)

Period Id	Open Date	Close Date
BW558	Jun 27 2005	Jul 11 2005
BW559	Jul 12 2005	Jul 23 2005
BW560	Jul 24 2005	Jul 28 2005
BW561	Jul 31 2005	Aug 04 2005
BW562	Aug 12 2005	Aug 23 2005
BW563	Aug 24 2005	Sep 04 2005
BW564	Sep 05 2005	Sep 25 2005
BW565	Sep 26 2005	Oct 22 2005

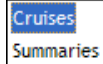
Periods in Time Order

Date	Port	Pax	Crew
June, 27 2005	Dover United Kingdom	782.00	331.00
June, 28 2005	At Sea -	782.00	331.00
June, 29 2005	Bergen Norway	783.00	328.00
June, 30 2005	Olden Norway	783.00	325.00
July, 1 2005	At Sea -	783.00	325.00
July, 2 2005	Tromsø Norway	784.00	325.00
July, 3 2005	Honningsvåg Norway	781.00	325.00
July, 4 2005	At Sea -	781.00	325.00
July, 5 2005	Longyearbyen (cf SJ LYR) Norway	781.00	325.00
July, 6 2005	Ålesund Norway	781.00	325.00
July, 7 2005	At Sea -	781.00	325.00
July, 8 2005	At Sea -	781.00	325.00
July, 9 2005	Kristiansund Norway	781.00	325.00
July, 10 2005	Jondal Norway	781.00	325.00
July, 11 2005	At Sea -	700.00	0.00
		11,645.00	4,565.00

Silver DEMO 09/11/2005 13:47 User : Fidelio Support Pc : Jonathan DB : Fidelio Ver: 7.30.109

### PERIOD TYPES

Below the function buttons is located the period type selection.



The type of Periods :

- Cruises (Cruise Based Management Period)
- Summaries (Virtual Periods)

The type of Management period should be setup during the first installation of the software.

Navigation: Reference > Main Screen >

## Buttons



The buttons toolbar contains the most frequently used options for quick and easy access.

### Buttons:



- Search: Search for a specific period  
Print: Opens the Report Manager.  
Refresh: This option refreshes the screen layout.  
New: Create a new Period.  
Exit: Closes Periods.

Navigation: Reference > Main Screen > Buttons >

## Button: Print



This option opens the *Report Manager*. This option will be also available in the Menu; File ->Print.

### Print:



Click to open the Report Manager.

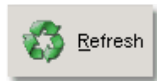
Navigation: Reference > Main Screen > Buttons >

## Button: Refresh



This option refreshes the screen layout. For example, when you have sorted columns by their headings or resized them, clicking Refresh will reset the layout to the default view.

### Refresh:



Click to refresh your screen layout.

Navigation: Reference > Main Screen > Buttons >

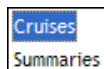
## Button: New



Click 'New' to begin creating a new period. The new period wizard will start and guide you through the necessary steps.

### New:

First it is important to ensure that the correct period type has been selected from the period type drop menu in the Main screen.:

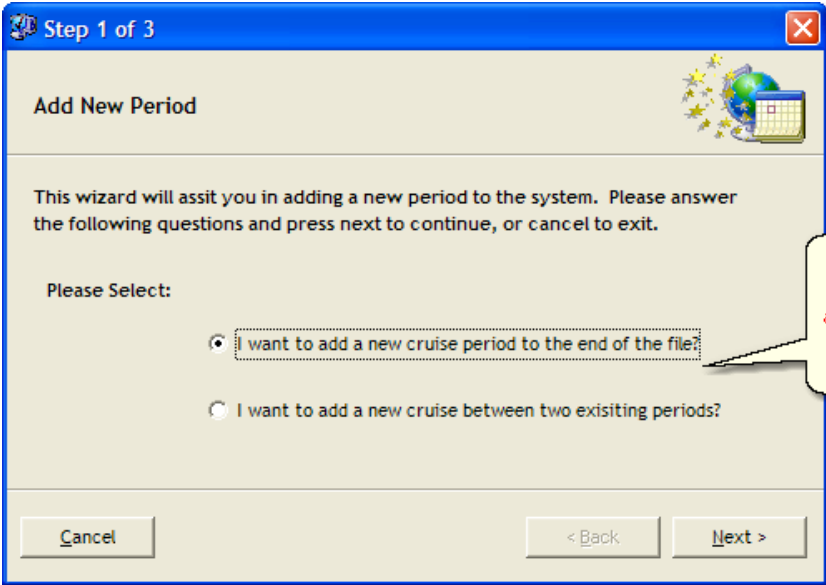


Click to create a new period. You can also right click in the Period list window and select new from the popup menu.

When you want to add a new period, you have the choice of two options. Firstly, and most commonly, you can add a new period at the end, after the last period. This is normally how you will define each period you set up. The system defaults the opening date to the day after the last period closing date. You then choose when your new period will close, assign it an Id and choose a cruising season for this period.

The second option available is to insert a new period *between* two already existing ones. In this case you will select the 2nd choice in the wizard and follow the steps detailed [here](#).

The system defaults to the first option on list:



**Step 1 of 3**

**Add New Period**

This wizard will assist you in adding a new period to the system. Please answer the following questions and press next to continue, or cancel to exit.

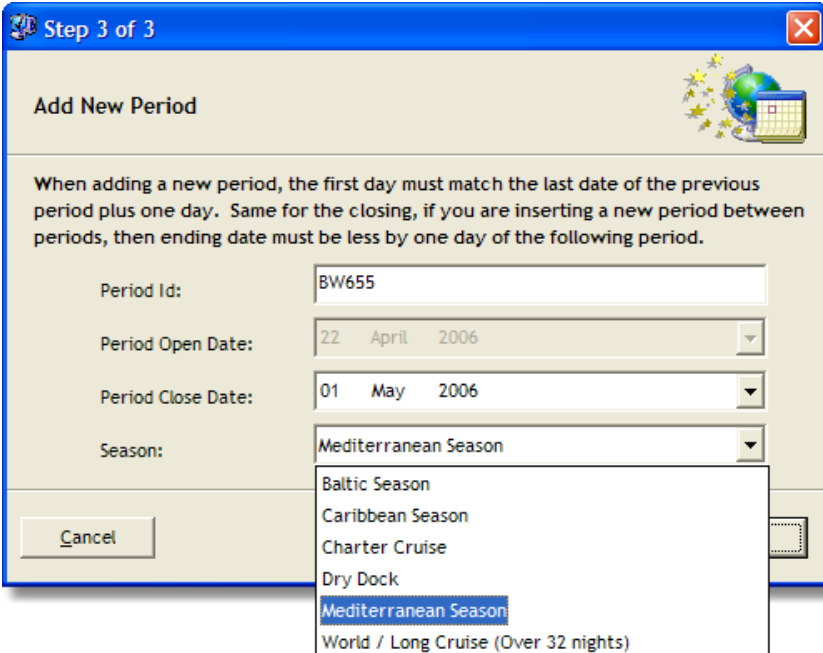
Please Select:

☒ I want to add a new cruise period to the end of the file?

☐ I want to add a new cruise between two existing periods?

Choose from the two options. The default is to add a period after the last one in the system

If you choose the option and click 'Next', the system will skip to Step 3 and prompt you for a Period Id, the closing date for the new period and also a cruising season.



**Step 3 of 3**

**Add New Period**

When adding a new period, the first day must match the last date of the previous period plus one day. Same for the closing, if you are inserting a new period between periods, then ending date must be less by one day of the following period.

Period Id:

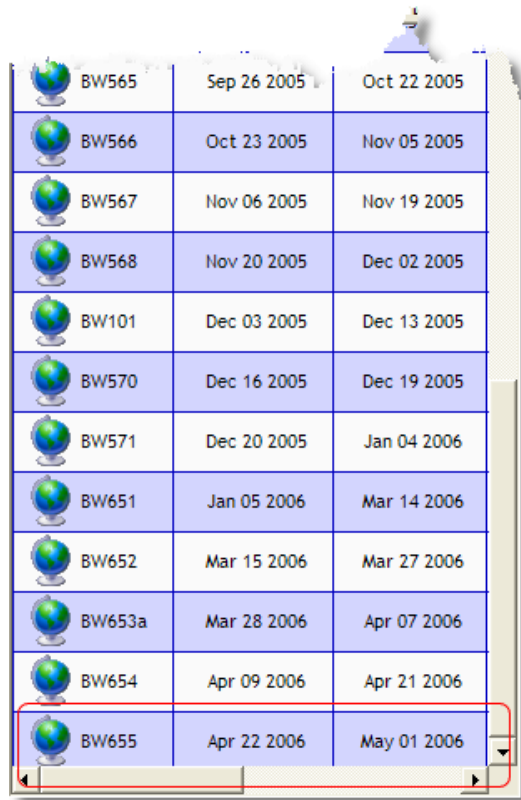
Period Open Date:









Period Close Date:

Season:

- Baltic Season
- Caribbean Season
- Charter Cruise
- Dry Dock
- Mediterranean Season**
- World / Long Cruise (Over 32 nights)

Once you've made your selection, click 'Finish' to add the period.



 BW565	Sep 26 2005	Oct 22 2005
 BW566	Oct 23 2005	Nov 05 2005
 BW567	Nov 06 2005	Nov 19 2005
 BW568	Nov 20 2005	Dec 02 2005
 BW101	Dec 03 2005	Dec 13 2005
 BW570	Dec 16 2005	Dec 19 2005
 BW571	Dec 20 2005	Jan 04 2006
 BW651	Jan 05 2006	Mar 14 2006
 BW652	Mar 15 2006	Mar 27 2006
 BW653a	Mar 28 2006	Apr 07 2006
 BW654	Apr 09 2006	Apr 21 2006
 BW655	Apr 22 2006	May 01 2006

The new period is inserted on the end of the list as shown above.

## Inserting between two existing periods.

If you choose the 2nd option, to insert a period between two existing ones, clicking 'Next' will take you to the Step 2 screen. Here you need to choose the period that your new one will appear *after*. Read the on screen instructions carefully, in order to insert your new period in the correct place.

**Step 1 of 3**

**Add New Period**

This wizard will assist you in adding a new period to the system. Please answer the following questions and press next to continue, or cancel to exit.

Please Select:

☐ I want to add a new cruise period to the end of the file?

☒ I want to add a new cruise between two existing periods?

Highlight the desired period and click 'Next'...

**Step 2 of 3**

**Add New Period**

You have selected to insert a new period between two existing periods. Please specify after which period new cruise should be inserted.

Period Id	Open Date	Close Date
BW560	Jul 24 2005	Jul 28 2005
BW561	Jul 29 2005	Aug 18 2005
BW562	Aug 19 2005	Sep 01 2005
BW563	Sep 02 2005	Sep 25 2005

Now you need to assign the new period an Id, like before, and choose the closing date and season. As indicated, the opening date defaults to the day **after** the period you choose to insert after, and the closing date **must** be at least one day **less** than the closing date of the following period.

**Step 3 of 3**

**Add New Period**

When adding a new period, the first day must match the last date of the previous period plus one day. Same for the closing, if you are inserting a new period between periods, then ending date must be less by one day of the following period.

Period Id:

Period Open Date: 02 September 2005

Period Close Date: 25 September 2005

Season:

Choose the new closing date.

Complete the creation process by selecting **Finish**

**Note:** Remember: changing periods that are already created, particularly adjusting the dates, will cause a 'knock on effect' with the remaining periods. This means each subsequent period will have to be either amended or deleted and created again.

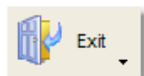
Navigation: Reference > Main Screen > Buttons >

## Button: Exit



This option will close the Periods. You can also select from the Menu; File -> Exit.

### Exit:



Click to close the Periods module.

Navigation: Reference > Main Screen >














## Period List



This window shows a concise list of the current periods. The available columns show the Period I.d. and opening and closing dates.

### Period List :

Below you see an example of the Period List window.

Period Id	Open Date	Close Date
 BW558	Jun 27 2005	Jul 11 2005
 BW559	Jul 12 2005	Jul 23 2005
 BW560	Jul 24 2005	Jul 28 2005
 BW561	Jul 29 2005	Aug 18 2005
 BW562	Aug 19 2005	Sep 01 2005
 BW564a	Sep 02 2005	Sep 15 2005
 BW111	Sep 16 2005	Nov 19 2005
 BW568	Nov 20 2005	
 BW101	Dec 03 2005	
 BW101a	Dec 11 2005	
 BW651	Jan 05 2006	Mar 14 2006
 BW652	Mar 15 2006	Mar 27 2006
 BW653a	Mar 28 2006	Apr 07 2006

A right mouse click on a period will pop up this window:

- New
- Delete DELETED
- Properties

Navigation: Reference > Main Screen >




## Period Detail Window



In the main window, you will see the detail from entered in the Cruise Planner module for the dates of the defined period.

### Period Detail:

In the image below you can see the date, current location and the estimated Passenger and Crew figures for the day.

Date	Port	Pax	Crew
 June, 27 2005	Dover United Kingdom	782.00	331.00
 June, 28 2005	At Sea -	782.00	331.00
 June, 29 2005	Bergen Norway	783.00	328.00
 June, 30 2005	Olden Norway	783.00	325.00
 July, 1 2005	At Sea -	783.00	325.00
 July, 2 2005	Tromsø Norway	784.00	325.00
 July, 3 2005	Honningsvåg Norway	781.00	325.00
 July, 4 2005	At Sea -	781.00	325.00
 July, 5 2005	Longyearbyen (cf SJ LYR) Norway	781.00	325.00
 July, 6 2005	Ålesund Norway	781.00	325.00
 July, 7 2005	At Sea -	781.00	325.00
 July, 8 2005	At Sea -	781.00	325.00
 July, 9 2005	Kristiansund Norway	781.00	325.00
 July, 10 2005	Jondal Norway	781.00	325.00
 July, 11 2005	At Sea -	700.00	0.00
		11,645.00	4,565.00

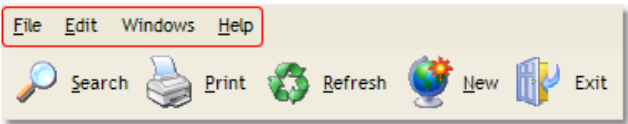
Navigation: Reference > Main Screen >

Menu



At the top of the screen is the menu bar. The options contained are explained in further detail in the following section of the help.

Menu:



Navigation: Reference > Main Screen > Menu >

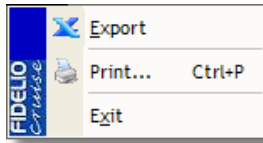
Menu: File



The file menu offers some basic options.

File:

The file menu includes one option not represented in the toolbar, Export.



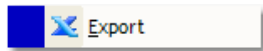
Navigation: Reference > Main Screen > Menu > File >

## File: Export

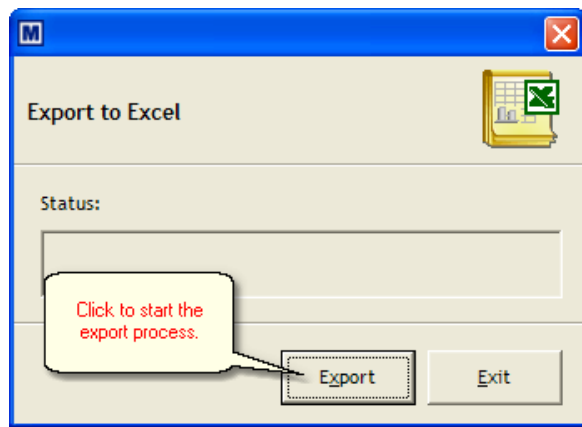


With this option you can export the contents of the main window to an Excel Sheet

### Export:



Select to Export.



The data appears in a new Excel spreadsheet as shown below:

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Book1'. The active sheet contains a table with columns A, B, C, and D. Column A is labeled 'Date', Column B is labeled 'Port', Column C is labeled 'Pax', and Column D is labeled 'Crew'. The table lists shipping schedules from 27/06/2005 to 11/07/2005, with a summary row at the bottom showing totals for Pax (11645) and Crew (4565).

	A	B	C	D
	Date	Port	Pax	Crew
1	27/06/2005	Dover United Kingdom	782	331
2	28/06/2005	At Sea -	782	331
3	29/06/2005	Bergen Norway	783	328
4	30/06/2005	Olden Norway	783	325
5	01/07/2005	At Sea -	783	325
6	02/07/2005	Tromsø Norway	784	325
7	03/07/2005	Honningsvåg Norway	781	325
8	04/07/2005	At Sea -	781	325
9	05/07/2005	Longyearbyen (cf SJLYR) Norway	781	325
10	06/07/2005	Ålesund Norway	781	325
11	07/07/2005	At Sea -	781	325
12	08/07/2005	At Sea -	781	325
13	09/07/2005	Kristiansund Norway	781	325
14	10/07/2005	Jondal Norway	781	325
15	11/07/2005	At Sea -	700	0
16				
17				
18			11645	4565

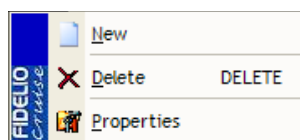
Navigation: Reference > Main Screen > Menu >

## Menu: Edit



The Edit menu contains the same options that can be accessed by performing a right click in the period list window.

### Edit:



#### New

Creates a new period

#### Delete

Deletes a selected period

#### Properties

Displays the properties of the selected period

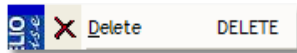
Navigation: Reference > Main Screen > Menu > Edit >



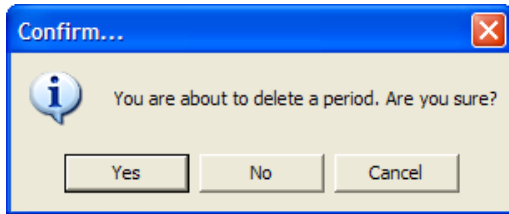
## Edit: Delete

If you need to delete a period for any reason, this is how.

### Delete:



Click to delete a period.



If you delete a period, there is no 'Undo' function. The period will have to be recreated.

---

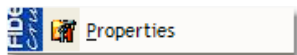
Navigation: Reference > Main Screen > Menu > Edit >

## Edit: Properties



Properties allows you to view and amend certain fields of the period.

### Properties:



Click to view the period details.

You can amend the Period Id (Reference), cruising season and the Closing Date.

The screenshot shows a 'Folder Properties' dialog box with a blue title bar and a close button. The 'General' tab is selected. Inside, there's a 'Period Details' section with a globe and calendar icon. It contains several input fields: 'Reference:' with the value 'BW562', 'Open Date:' with '19 August 2005', 'Close Date:' with '01 September 2005', 'Type:' with 'F&B (Cruisely)', 'Season:' with 'Mediterranean Season', 'Open Port:' with 'Opening Port has not been registered', and 'Close Port:' with 'Closing Port has not been registered'. At the bottom are 'Ok', 'Cancel', and 'Apply' buttons.

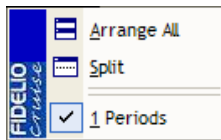
Navigation: Reference > Main Screen > Menu >

## Menu: Windows



The Windows menu allows to changes on how the windows and screens are displayed on the layout during various phases in using the software.

### Windows Menu Options :



- |                    |  |
|--------------------|--|
| <b>Arrange All</b> | Rearranges the windows back to the default view    |
| <b>Split</b>       | Splits the selected vies equally across the screen |

## Button: New



Click 'New' to begin creating a new period. The new period wizard will start and guide you through the necessary steps.

### New:

First it is important to ensure that the correct period type has been selected from the period type drop menu in the Main screen.:

Cruises  
Summaries



Click to create a new period. You can also right click in the Period list window and select new from the popup menu.

When you want to add a new period, you have the choice of two options. Firstly, and most commonly, you can add a new period at the end, after the last period. This is normally how you will define each period you set up. The system defaults the opening date to the day after the last period closing date. You then choose when your new period will close, assign it an Id and choose a cruising season for this period.

The second option available is to insert a new period *between* two already existing ones. In this case you will select the 2nd choice in the wizard and follow the steps detailed [here](#).

The system defaults to the first option on list:

The screenshot shows a Windows-style dialog box titled "Step 1 of 3" with a close button in the top right corner. The main title is "Add New Period". Below the title is a small icon of a globe with stars. The text inside says: "This wizard will assist you in adding a new period to the system. Please answer the following questions and press next to continue, or cancel to exit." Below this, it says "Please Select:" followed by two radio button options. The first option is selected and is "I want to add a new cruise period to the end of the file?". The second option is "I want to add a new cruise between two existing periods?". At the bottom are three buttons: "Cancel", "< Back", and "Next >". A yellow callout bubble points to the first radio button with the text: "Choose from the two options. The default is to add a period after the last one in the system".

Step 1 of 3

**Add New Period**

This wizard will assist you in adding a new period to the system. Please answer the following questions and press next to continue, or cancel to exit.

Please Select:

☒ I want to add a new cruise period to the end of the file?

☐ I want to add a new cruise between two existing periods?

Cancel < Back Next >

Choose from the two options. The default is to add a period after the last one in the system

If you choose the option and click 'Next', the system will skip to Step 3 and prompt you for a Period Id, the closing date for the new period and also a cruising season.

The screenshot shows a Windows-style dialog box titled "Step 3 of 3" with a close button in the top right corner. The main title is "Add New Period". Below the title is a small icon of a globe with stars. The text inside says: "When adding a new period, the first day must match the last date of the previous period plus one day. Same for the closing, if you are inserting a new period between periods, then ending date must be less by one day of the following period." Below this are four input fields: "Period Id:" with the text "BW655", "Period Open Date:" with a date picker showing "22 April 2006", "Period Close Date:" with a date picker showing "01 May 2006", and "Season:" with a dropdown menu. The dropdown menu is open, showing a list of seasons: "Baltic Season", "Caribbean Season", "Charter Cruise", "Dry Dock", "Mediterranean Season" (which is highlighted), and "World / Long Cruise (Over 32 nights)". At the bottom left is a "Cancel" button.

Step 3 of 3

**Add New Period**

When adding a new period, the first day must match the last date of the previous period plus one day. Same for the closing, if you are inserting a new period between periods, then ending date must be less by one day of the following period.

Period Id: BW655

Period Open Date: 22 April 2006

Period Close Date: 01 May 2006

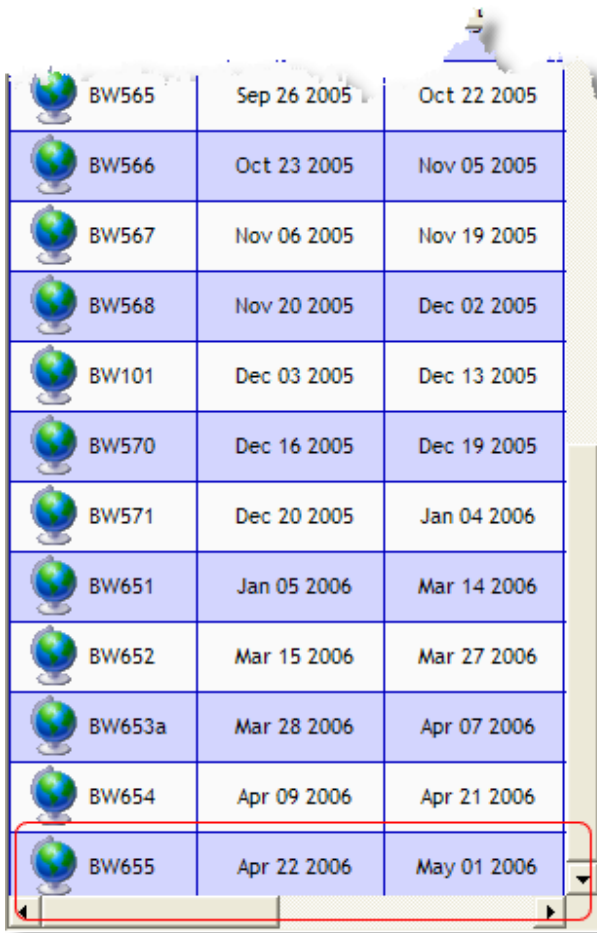
Season: Mediterranean Season












Baltic Season  
Caribbean Season  
Charter Cruise  
Dry Dock  
Mediterranean Season  
World / Long Cruise (Over 32 nights)

Cancel

Once you've made your selection, click 'Finish' to add the period.

Button: New



 BW565	Sep 26 2005	Oct 22 2005
 BW566	Oct 23 2005	Nov 05 2005
 BW567	Nov 06 2005	Nov 19 2005
 BW568	Nov 20 2005	Dec 02 2005
 BW101	Dec 03 2005	Dec 13 2005
 BW570	Dec 16 2005	Dec 19 2005
 BW571	Dec 20 2005	Jan 04 2006
 BW651	Jan 05 2006	Mar 14 2006
 BW652	Mar 15 2006	Mar 27 2006
 BW653a	Mar 28 2006	Apr 07 2006
 BW654	Apr 09 2006	Apr 21 2006
 BW655	Apr 22 2006	May 01 2006

The new period is inserted on the end of the list as shown above.

#### Inserting between two existing periods.

If you choose the 2nd option, to insert a period between two existing ones, clicking 'Next' will take you to the Step 2 screen. Here you need to choose the period that your new one will appear *after*. Read the on screen instructions carefully, in order to insert your new period in the correct place.

**Step 1 of 3**

### Add New Period

This wizard will assist you in adding a new period to the system. Please answer the following questions and press next to continue, or cancel to exit.

Please Select:

☐ I want to add a new cruise period to the end of the file?

☒ I want to add a new cruise between two existing periods?

Cancel      < Back      Next >

Highlight the desired period and click 'Next'...

**Step 2 of 3**

### Add New Period

You have selected to insert a new period between two existing periods. Please specify after which period new cruise should be inserted.

Period Id	Open Date	Close Date
BW560	Jul 24 2005	Jul 28 2005
BW561	Jul 29 2005	Aug 18 2005
BW562	Aug 19 2005	Sep 01 2005
BW563	Sep 02 2005	Sep 25 2005

Cancel      < Back      Next >

Now you need to assign the new period an Id, like before, and choose the closing date and season. As indicated, the opening date defaults to the day **after** the period you choose to insert after, and the closing date **must** be at least one day **less** than the closing date of the following period.

**Step 3 of 3**

### Add New Period

When adding a new period, the first day must match the last date of the previous period plus one day. Same for the closing, if you are inserting a new period between periods, then ending date must be less by one day of the following period.

Period Id:

Period Open Date: 02 September 2005

Period Close Date: 25 September 2005

Season:

Choose the new closing date.

Complete the creation process by selecting **Finish**

**Note:** Remember: changing periods that are already created, particularly adjusting the dates, will cause a 'knock on effect' with the remaining periods. This means each subsequent period will have to be either amended or deleted and created again.

Navigation: How to ... >

## Create a New Period Summary



Click 'New' to begin creating a new period summary. A period summary is a virtual period, the system is collecting data from existing closing periods for a specific Date Range, mostly used for Accounts purposes eg. monthly or quarterly. The new period wizard will start and guide you through the necessary steps.

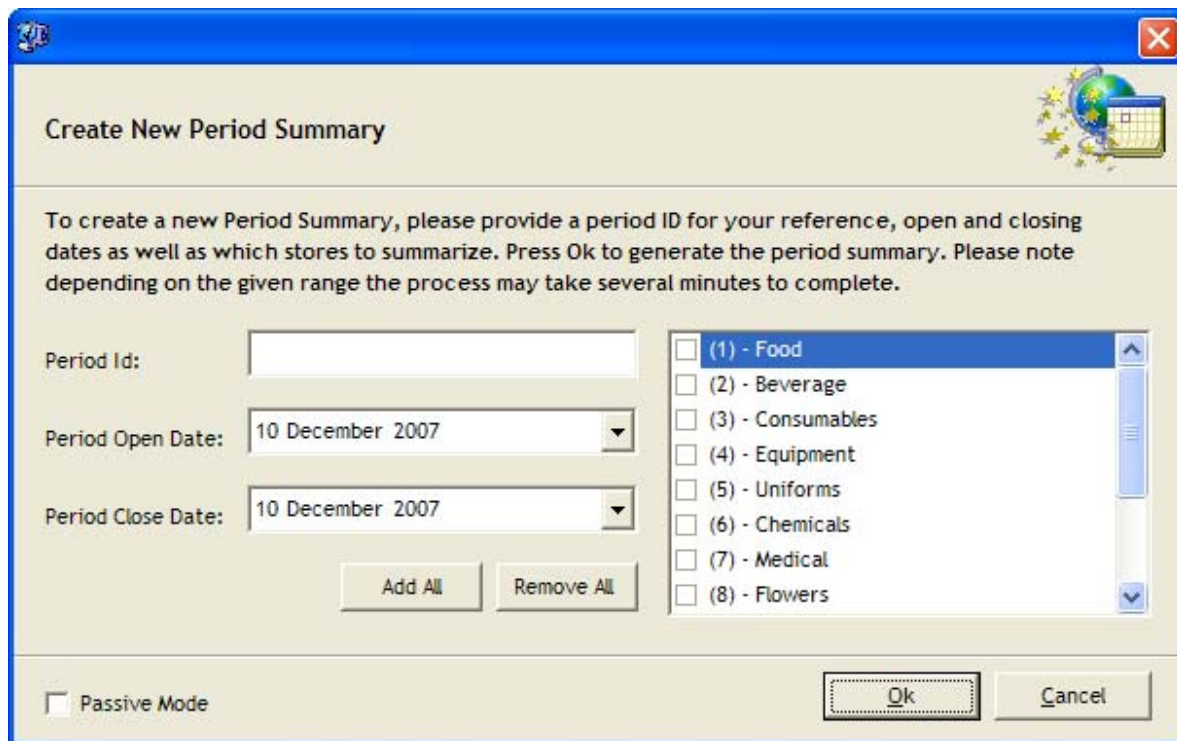
## New Summary:

First it is important to ensure that the correct period type has been selected from the period type drop menu in the Main screen.:



Click to create a new period summary. You can also right click in the Period list window and select new from the popup menu.

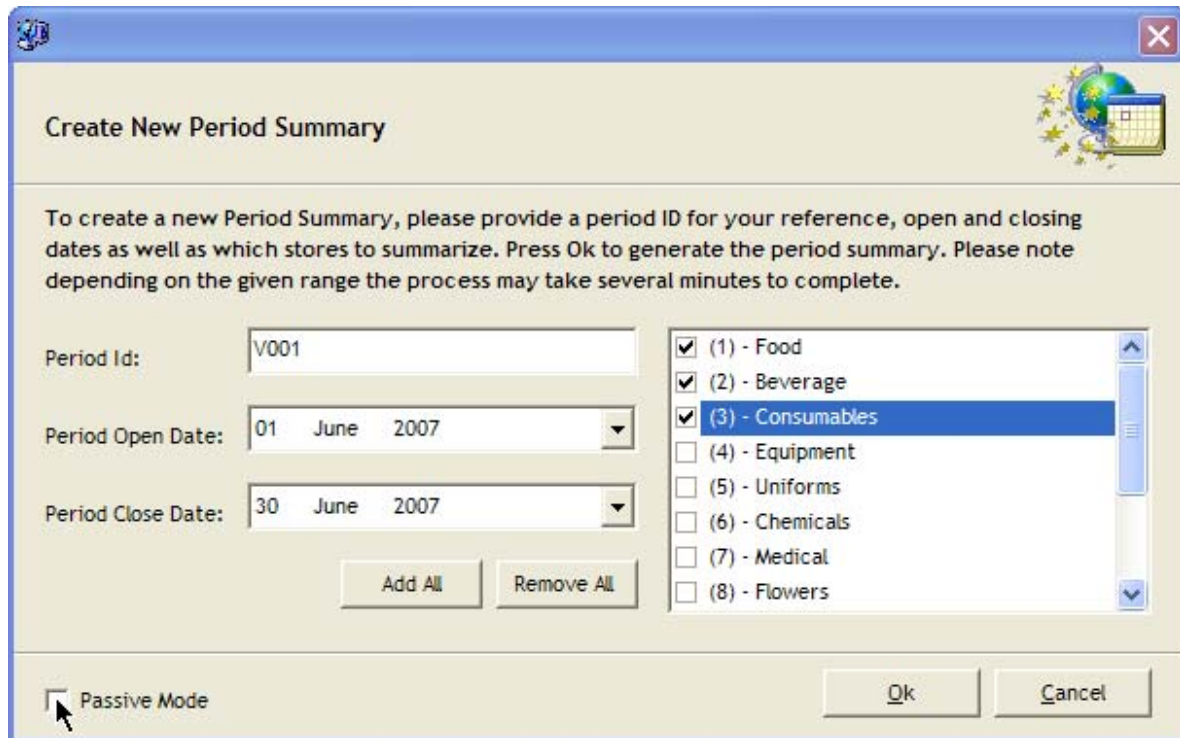
The system will prompt for a Period ID, select the Date Range.

A screenshot of a 'Create New Period Summary' dialog box. The dialog has a title bar with a blue background and a close button. Inside, there's a header 'Create New Period Summary' with a globe icon. Below the header is a paragraph of instructions: 'To create a new Period Summary, please provide a period ID for your reference, open and closing dates as well as which stores to summarize. Press Ok to generate the period summary. Please note depending on the given range the process may take several minutes to complete.' There are three input fields: 'Period Id:' (a text box), 'Period Open Date:' (a date picker showing '10 December 2007'), and 'Period Close Date:' (a date picker showing '10 December 2007'). Below these are 'Add All' and 'Remove All' buttons. To the right is a list of stores with checkboxes: (1) - Food, (2) - Beverage, (3) - Consumables, (4) - Equipment, (5) - Uniforms, (6) - Chemicals, (7) - Medical, and (8) - Flowers. At the bottom left is a checkbox for 'Passive Mode'. At the bottom right are 'Ok' and 'Cancel' buttons.

Select one or more Stores for which the system should generate a Summary.



Always select "Passive Mode" it would take longer as the system create one record per entry, but the system would not slow down and other user won't recognize it.



**Create New Period Summary**

To create a new Period Summary, please provide a period ID for your reference, open and closing dates as well as which stores to summarize. Press Ok to generate the period summary. Please note depending on the given range the process may take several minutes to complete.

Period Id:

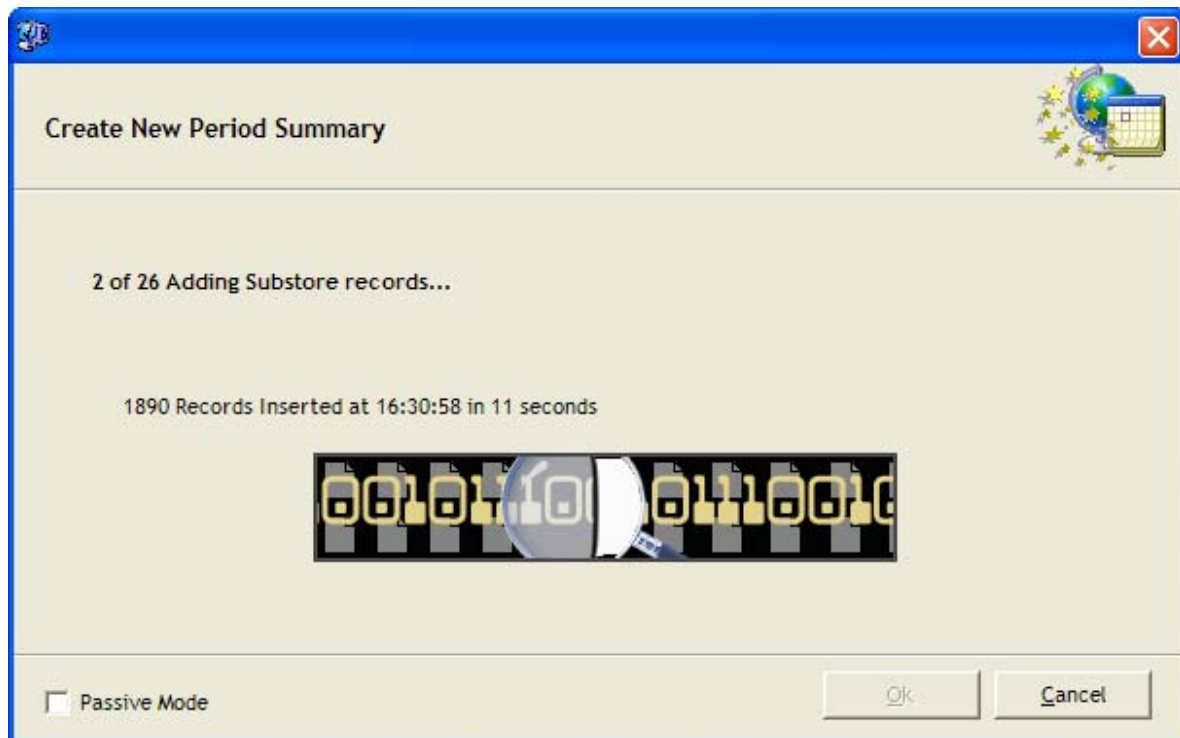
Period Open Date:

Period Close Date:

- ☒ (1) - Food
- ☒ (2) - Beverage
- ☒ (3) - Consumables
- ☐ (4) - Equipment
- ☐ (5) - Uniforms
- ☐ (6) - Chemicals
- ☐ (7) - Medical
- ☐ (8) - Flowers

☐ Passive Mode

Complete the creation process by selecting OK.



**Create New Period Summary**

2 of 26 Adding Substore records...

1890 Records Inserted at 16:30:58 in 11 seconds

☐ Passive Mode

The whole procedure will take a while according what you select as Date Range and how many stores you select.

When the Summary is finished you are able to run the same Reports as for cruise based Periods.

Button: New

## Purchasing



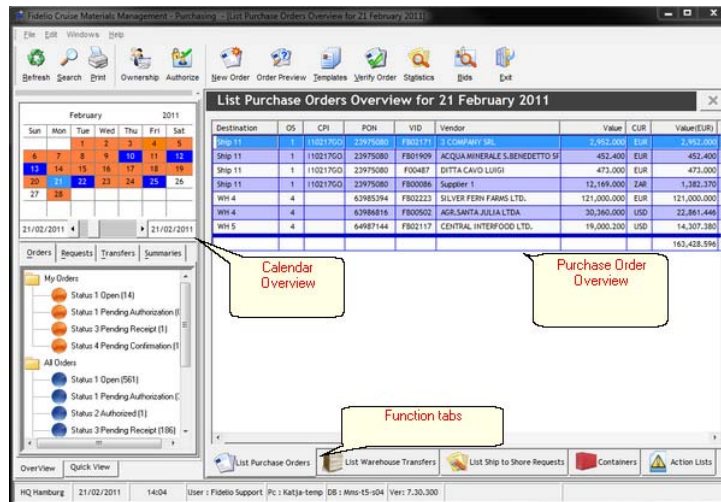
The Purchasing module is used for all sourcing related operations that involve keeping track of the supply chain and the information that is needed for the chain to function effectively. These operations involve keeping a registry of preferred suppliers, issuing of quotation requests, evaluating the received quotes and subsequently tracking delivery information and requests from the vessels.

### Purchasing:

The below is an image of the Purchasing Manager main screen as it looks when opening it. On the top are located the **Function Buttons** and then the **Toolbar Menu**. Below these are located the main areas :

- Calendar showing all purchasing related activity regarding purchase orders, warehouse transfers, ship to shore requests and containers
- **Function tabs** for accessing the options for detailed viewing of purchase orders, warehouse activity, ships requests and container activity

At the very bottom of the screen is displayed vessel information, date & time, current user and the workstation name.



## Button



The buttons toolbar contains the basic and most frequently used options for working with the purchasing module for creating new purchase orders, viewing information and printing reports.

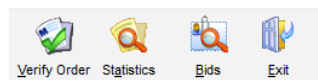
### Buttons:

Clicking the buttons below or the links will open more information and instructions on the usage of these functions.



**Search**  
**Print**  
**Refresh**  
**Ownership**  
**Authorize**  
**New Order**  
**Order Preview**  
**Templates**

Search for an order request with different criteria  
Print purchase order and other reports  
Refresh the screen view  
Changing ownership of a purchase order from one user to another  
Authorize a purchase order  
Create a new purchase order  
Create a temporary order as preview without affecting request status  
Open the templates for placing an order request



**Verify Order**  
**Statistics**

Verify a created purchase order  
View statistical for selected article

# Main Screen

<b>Bids</b>	View bidding information for selected article
<b>Exit</b>	Exit the purchasing module

Most of the options have corresponding tools in the menu, keyboard shortcuts assigned to them, or are available with a right mouse click.

Navigation: Reference > Main Screen > Buttons >

## Button : Refresh



This option refreshes the screen layout. For example, having sorted columns by their heading or resized them, clicking refresh will reset the layout to the default view.

### Button Refresh:



Click to refresh the screen layout.

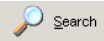
Navigation: Reference > Main Screen > Buttons >

## Button : Search



The search option can only be activated while in the purchase order view. It provides the possibility to search and locate a specific purchase order that has already been created in the system. This can be made by defining specific search criteria.

### Button Search:



Click the search button to initiate the function.

- After activating the search engine, the fields for specifying the search criteria open.

#### Search for:

Search for Purchase order:

Search

A purchase order may be searched on the basis of the purchase order number if this number is known and can be recognized from the scroll list of all orders in the system.

#### Use Filters:

☐ Vendor:

<< Please select a Vendor >>

By activating the search by vendor, the system will limit the search to orders of a specific vendor.

☐ Vessel:

<< Please select a Vessel >>

By activating the search by vessel, the system will only consider orders for the specified vessels in the search.

☐ Order Status:

<< Please select an Order Status >>

By activating the search by status the system will only consider the requests that meet the specified status.

☐ Item (Code):

<< Please select an item >>

By activating the search by code the system will only consider the requests where this code is used.

☐ Item (Description):

<< Please select an item >>

By activating the search by item description the system will only consider the requests where this description is used.

☒ Date Range:

From: February 21 2011

To: February 22 2011

By activating the search by date range the system will only consider the requests within the specified date range.

- Upon having selected the criteria for the search the search may be initiated by pressing 'Search' and the results will be displayed in the Main Screen.

**Order Search...**

Search for:

Search for Purchase order:

Search

Use Filters:

☒ Vendor:

AC Wellards (Dover)

☐ Vessel:

<< Please select a Vessel >>

☐ Order Status:

<< Please select an Order Status >>

☐ Item (Code):

<< Please select an item >>

☐ Item (Description):

<< Please select an item >>

Destination	OS	CPI	POH	VID	Vendor	Value	C...	Value(USD)
Ship 1	3		1211778	400738	AC Wellards	11,668.669	GBP	21,215.762
Ship 1	3		1211780	400738	AC Wellards	778.800	GBP	1,416.000
Ship 1	3		1211832	400738	AC Wellards	0.000	GBP	0.000
Ship 1	3		1211833	400738	AC Wellards	0.000	GBP	0.000
Ship 1	3		1211834	400738	AC Wellards	0.000	GBP	0.000
Ship 2	6		1311255	400738	AC Wellards	2,670.990	GBP	4,769.625
Ship 2	3		13111514	400738	AC Wellards	2,161.455	GBP	3,859.741
								31,261.128

Overview Search Order

List Purchase Orders List Warehouse Transfers List Ship to Shore Requests Containe

DEMO HQ 24/07/2006 11:37 User : Fidelio Support Pc : Kerstin DB : Fidelio Ver : 7.3028.1100

- The search engine may be left open in the background by leaving the search tab open. This is done by clicking the Overview Tab that returns the user to the items view page. Any time a new search is needed the tab can be re-opened.

Navigation: Reference > Main Screen > Buttons >

## Button : Print

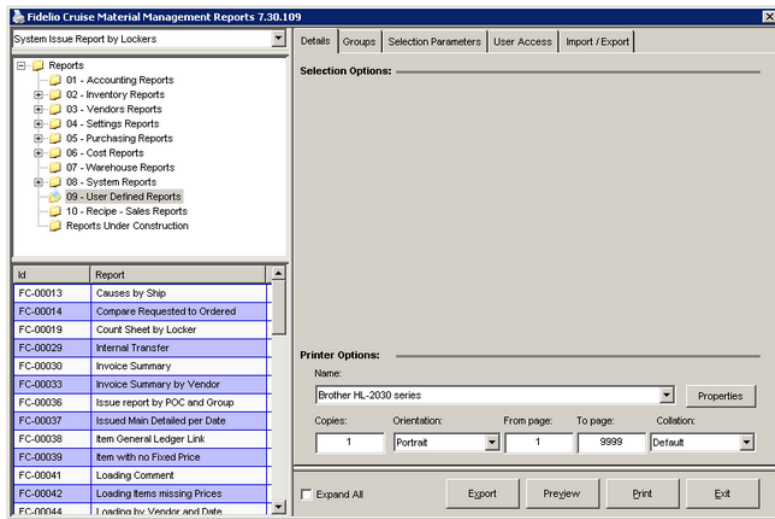


This option opens the **Report Manager**. The option is also available in the Menu; File ->Print.

### Button Print:



Click to open the Report Manager.



Navigation: Reference > Main Screen > Buttons >

## Button : Ownership



The button Ownership allows the user to transfer ownership from one user to another.

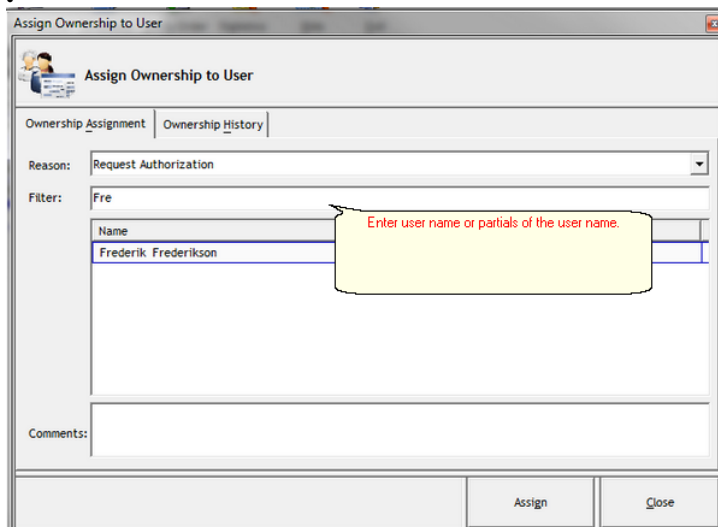
### Button Ownership:



Ownership

Click the Ownership button to initiate the function.

- Select the purchase order you want to assign a new ownership.
- When the dialog box opens you can find the user by scrolling through all users in the system or you can type the user name in the Filter field:
- 



- When the correct user is found, select Assign to save and close the dialog.
- Furthermore the window offers an overview about the ownership history.

Navigation: Reference > Main Screen > Buttons >

## Button : Authorize



The button Authorize allows the user to authorize a purchase order after it has been created from a order request (status 1). Only users with the appropriate user rights can authorize purchase orders.

### Button Authorize:

# Main Screen



Authorize

Click the Authorize button to initiate the function.

- Select the purchase order you want to authorize.
- When the dialog box opens you can either only authorize the PO.

Name	User Group
Emilie Antone	GVA Customized Settings
Eugenie Chapuis	Purchasing Team
FA Assistant Shop Manager	S Assistant Shop Manager
FA Shop Manager	Common Settings
Fabio Basco	Purchasing Team
Fidelio Support Team	Temp Security Rights

- Or authorize it and in the same step assigning it to a new user.

Name	User Group
Miles Miller	Coding Team

Navigation: Reference > Main Screen > Buttons >

## Button : New Order



The New Order function will open the step by step wizard for creating a New Purchase Order.

### New Order:



New Order

Click the New Order button to initiate the function.

- After clicking the 'New Order' button the 'Create New Purchase Order' wizard opens.

**Create New Purchase Order:**

Destination: << Please select a Vessel or Warehouse >>

Date: 21 February 2011 08:00:00

Country:

City:

Agent: << Please select the Vessels Port Agent >>

Invoice To: << Please select an Invoice Entity >>

C/o Delivery: Disabled

Delivery To:

Date: 21 February 2011 08:00:00

Order Request:

Process As:

Zone:

<< Please Select Vendor >> Add Add All Add Zone Remove Remove All

Default: None (At Sea)

Vendors Warehouses

Create Cancel

- Select the destination (vessel or warehouse) to which the order will be delivered from the drop down list. The available options will be visible in the list according to what has been set up.

**Create New Purchase Order:**

Destination: << Please select a Vessel or Warehouse >>

Date: 21 February 2011 08:00:00

Country:

City:

Agent: << Please select the Vessels Port Agent >>

Invoice To: << Please select an Invoice Entity >>

C/o Delivery: Disabled

Delivery To:

Date: 21 February 2011 08:00:00

Order Request:

Process As:

Zone:

<< Please Select Vendor >> Add Add All Add Zone Remove Remove All

Default: None (At Sea)

Vendors Warehouses

Create Cancel

- Select the date of the purchase order from the calendar by clicking the corresponding date and selecting the time aside if necessary.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: February 2011

City: 31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27 City >>  
28 1 2 3 4 5 6  
7 8 9 10 11 12 13

Agent: Today: 21/02/2011

Invoice To: Delivery To:

C/o Delivery: 21 February 2011 08:00:00

Order Request:

Process As:

Zone:

Properties Options

Vendors Warehouses

Create Cancel

- If the customer has added information to the Itinerary Planner, the country, city and agent will be displayed automatically. Otherwise select the destination country to which the delivery of the order will be made. In other words if the destination is a vessel, the delivery country will be the port in which the ship will be on the date of the delivery.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Turkmenistan  
Turks and Caicos Isl.  
Tuvalu  
Uganda  
Ukraine  
United Arab Emirates  
United Kingdom  
Disabled

Agent: Disabled

Invoice To: Delivery To:

C/o Delivery: 21 February 2011 08:00:00

Order Request:

Process As:

Zone:

Properties Options

Vendors Warehouses

Create Cancel

- Select the destination city according to the delivery country into which the delivery of the order will be made.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: Marmaris (Mugla)

Invoice To: Marmaris (Mugla)

C/o Delivery: Marmaris (Mugla)

Delivery To: Marmaris (Mugla)

Date: 21 February 2011 08:00:00

Order Request:

Process As:

Zone:

Properties Options

Vendors Warehouses

Create Cancel

- Select the agent according to the delivery destination.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: C O AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: C O AGENZIA MORBIDELLI (Ancona)

C/o Delivery: C O ANT. BELLETTERI & CO. (Civitavecchia)

Delivery To: C O ARSENALE TRIESTINO S.MARCO (Trieste)

Date: C O BLOHM & VOSS REPAIR GMBH (Hamburg)

Order Request:

Process As:

Zone:

Properties Options

Vendors Warehouses

Create Cancel

- Select the entity which should be invoiced for the purchase.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

**Invoice To:** << Please select an Invoice Entity >>

C/o Delivery: HQ Fidello

Delivery To: Sub HQ Fidello 1

Date: Sub HQ Fidello 2

Order Request: Sub HQ Fidello 3

Process As: Sub HQ Fidello 4

Zone: Sub HQ Fidello 5

Properties Options

Vendors Warehouses

Create Cancel

- If the delivery will be made through a local agent in the destination country or a vendor who will collect from another supplier to deliver to the ship, select the appropriate option:

**Disabled** = Delivery is *NOT* made through a local agent

**Enabled** = Delivery is made through a local agent

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidello

**C/o Delivery:** Disabled

Delivery To:

Date: 21 February 2011 08:00:00

Order Request:

Process As:

Zone:

Properties Options

Vendors Warehouses

Create Cancel

- If the delivery is made through a local agent or vendor, select the name of the agent or vendor from the drop down list provided.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelio

C/o Delivery: Enabled

**Delivery To:**

Date: 21 February 2011 07:00:00

Order Request: 3G ELECTRONICS SRL (Milano)

Process As: 64 s.r.l. (Lucca)

Zone: A.V. SERVICE PHILIPS ASSISTENZA AUTORIZZATA (C)

Properties Options

Vendors Warehouses

Create Cancel

- Select the delivery date and time for the local agent. This date is the time which the ordered items will be delivered to the local agent for preparing to deliver to the destination vessel.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelio

C/o Delivery: Enabled

Delivery To: 2M Italia Srl (Volla)

**Date:** 21 February 2011 08:00:00

Order Request: 3G ELECTRONICS SRL (Milano)

Process As: 64 s.r.l. (Lucca)

Zone: A.V. SERVICE PHILIPS ASSISTENZA AUTORIZZATA (C)

Properties Op

Vendors Warehouses

Create Cancel

- Select the corresponding order request number that the vessel has forwarded for the material.

### Create New Purchase Order:

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)


Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelio

C/o Delivery: Enabled

Delivery To: 2M Italia Srl (Volla)

Date: 21 February 2011 08:00:00

Order Request: 

Process As:

Zone:

Properties Options

Vendors Warehouses


Default: None (At Sea)

Create Cancel

*This will open the Order Request Search engine...*

### Search Order Requests

Search for:

Search for order request: 

Use Filters:

Type: << Please select a Request Type >>

Vessel: Ship 11

HeadQuarter: << Please Select a Buyers Group >>

Request Status: 3-processed

Buyers Group: << Please Select a Buyers Group >>

Owners: << Please Select a Owner >>

Head Quarter	Vessel	Type	Description	IT...	Cost
HQ Kuaka Lumpur	Ship 11	Manual	Manual ( )	45.	
HQ Kuaka Lumpur	Ship 11	Manual	Manual ( )	14.	
HQ Fort Lauderdale	Ship 11	Manual	Manual ( )	4.	
HQ Kuaka Lumpur	Ship 11	Manual	Split Request 98000000	161.	
HQ Kuaka Lumpur	Ship 11	Manual	Manual ( )	532.	
HQ Fort Lauderdale	Ship 11	Manual	Manual ( )	9.	
HQ Kuaka Lumpur	Ship 11	Manual	Manual ( )	4.	
HQ Fort Lauderdale	Ship 11	Manual	Manual ( )	1.	
HQ Kuaka Lumpur	Ship 11	Manual	Split Request 98000000	49.	
HQ Kuaka Lumpur	Ship 11	Manual	Manual ( )	2.	
HQ Kuaka Lumpur	Ship 11	Manual	Manual ( )	4.	
HQ Kuaka Lumpur	Ship 11	Manual	Manual ( )	19.	

Code Description

*If you know the order request number, enter it here...*

*Once found, double-click the line and the information will be filled in.*

*If you don't know the order request number, you can use several filtering criteria to search.*

- The processing priority order for checking the Quote Manager for prices is selected from the available options:

**By Default Vendor :** Use the preferred vendor (set as default in the Quote Manager).



User has the Option to override the selection and take a different Quote Date or even assign item to the default Vendor regardless if the items has a current valid bid via the Options Tab.

## Main Screen

☒ Override vendors quote selection using the following Date:

Monday February 21 2011

☐ Assign items to Defaulted vendor regardless if Items has a current valid bid.

☐ Flag Orders as Consignment Order

☐ Lock Loading Prices so that receiving user cannot change prices

☒ Allow Multiple Receivings of this Order

Transfer goods directly to POC:

<< Please select a POC if required >>

**By Default Vendor then price** : Use the preferred vendor as a reference then cheapest price in the system as criteria.

**By Price :** Use price as criteria for selecting the products for the purchase order.

 If selected by Default Vendor:

## Create New Purchase Order:

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelio

C/o Delivery: Enabled

Delivery To: ZM Italia Srl (Vola)

Date: 21 February 2011 08:00:00

Order Request: 980000000604

**Process As:**

Zone: By Default Vendor  
By Default Vendor Then By Price  
By Price

Properties: Options

<< Please Select Vendor >>

Add

Add All

Add Zone

Remove

Remove All

Default: None (At Sea)

Vendors Warehouses

Create Cancel

- Select the bidding zone of the Default Vendor.

**Create New Purchase Order:**

Destination: Ship 11  
 Date: 21 February 2011 07:00:00  
 Country: Turkey  
 City: Marmaris (Mugla)  
 Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)  
 Invoice To: HQ Fidelity  
 C/o Delivery: Disabled  
 Delivery To:  
 Date: 21 February 2011 08:00:00  
 Order Request: 990000000621  
 Process As: By Default Vendor  
 Zone: United States  
 Properties:   
 Purchase Orders

<< Please Select Vendor >>  
 Add  
 Add All  
 Add Zone  
 Remove  
 Remove All  
 Default: None (At Sea)  
 Vendors Warehouses  
 Create Cancel

ire Requests Containers Action Lists

- Click on **Create** and the purchase order will be generated.
- The system will create the purchase order with the selected criteria to the corresponding date that was selected.  
 The system open a new window summarizing the items within the purchase order. This is only intended as an overview and nothing can be changed here.

**Create New Purchase Order:**

Code	Description	Unit	Order	QTY Vendor	Vendor ID	Vendor Name
F0000696	BROCCOLI SPEARS FLOWER FRZ	KG	500.000	500.000	700000002102	WONDA FOOD CO.
F0000741	CAULIFLOWERS FLORETS FRZ	KG	600.000	600.000	700000002102	WONDA FOOD CO.
F0000796	CHAMPIGNONS WHITE SLICED FRZ	KG	1,500.000	1,500.000	900000001745	PRODA ALIMENTI SI
F0000801	CORN KERNEL WHOLE FRZ	KG	400.000	400.000	700000002102	WONDA FOOD CO.

Save Info... Exit

In case process as "default supplier then price" or "by price" was chosen:

- Select NO zone the system will take the cheapest available price in the system.
- Select one zone.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fideio

C/o Delivery: Disabled

Delivery To:

Date: 21 February 2011 08:00:00

Order Request: 970000000881

Process As: By Default Vendor Then By Price

**Zone:**

- United States
- Uruguay
- Usa Atlantic Coast
- Usa North
- Usa Pacific Coast
- Usa South
- West Africa
- West Europe
- Worldwide

Properties Options

Vendors Warehouses

Create Cancel

- Select Add Zone (to add all Vendor assigned to this Zone)

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fideio

C/o Delivery: Disabled

Delivery To:

Date: 21 February 2011 08:00:00

Order Request: 970000000881

Process As: By Default Vendor Then By Price

Zone: Europe

Properties Options

Vendors Warehouses

Create Cancel

Vendor which are assigned to selected Zone via Vendor Module


2M Italia Srl (Volla)

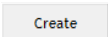
3 COMPANY SRL (Genoa)


3G ELECTRONICS SRL (Milano)

Add Zone

- ☐ In case it is required to make a purchase order without a request from ship:

- Select a vendor to whom the purchase order will be awarded to by selecting it from the drop down list and clicking the  button
- If a default Vendor needs to be selected it may be activated by selecting it from the drop down list provided.

- Click the  button to continue the purchase order creation process.
- The system will create the purchase order with the selected criteria to the corresponding date that was selected. The screen will switch to the items view window where the properties of the newly created purchase order may be observed by using the tabs at the bottom of the screen. Now you may add the item to the order.

 In case it is desired to create the new purchase order and first check the warehouse for stock on hand:

- When clicking the 'New Order' button the 'Create New Purchase Order' wizard opens.

- Select the destination (vessel or warehouse) to which the order will be delivered from the drop down list. The available options will be visible in the list according to what has been set up.

- Select the date of the purchase order from the calendar by clicking the corresponding date and selecting the time aside if necessary.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: February 2011

City: 31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27 28 1 2 3 4 5 6  
7 8 9 10 11 12 13

Agent: tity >>

Invoice To: Today: 21/02/2011

C/o Delivery: Delivery To:

Date: 21 February 2011 08:00:00

Order Request:

Process As:

Zone:

Properties Options

Vendors Warehouses

Create Cancel

- If the customer has added information to the itinerary planner, the country and city will displayed automatically. Otherwise select the destination country to which the delivery of the order will be made. In other words if the destination is a vessel, the delivery country will be the port in which the ship will be on the date of the delivery.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Turkmenistan  
Turks and Caicos Isl  
Tuvalu  
Uganda  
Ukraine  
United Arab Emirates  
United Kingdom

Agent: Disabled

Invoice To: Delivery To:

C/o Delivery: Date: 21 February 2011 08:00:00

Order Request:

Process As:

Zone:

Properties Options

Vendors Warehouses

Create Cancel

- Select the destination city according to the delivery country to which the delivery of the order will be made.

### Create New Purchase Order:

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: Marmaris (Mugla)

Invoice To: Marmaris (Mugla)

C/o Delivery: Marmaris (Mugla)

Delivery To: Marmaris (Mugla)

Date: 21 February 2011 08:00:00

Order Request:

Process As:

Zone:

Properties Options

Vendors Warehouses

Create Cancel

- If the delivery will be made through a local agent in the destination country or a vendor who will collect from another supplier to deliver to the ship, select the appropriate option :

**Disabled** = Delivery is *NOT* made through a local agent

**Enabled** = Delivery is made through a local agent

### Create New Purchase Order:

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelity

C/o Delivery: Disabled

Delivery To:

Date: 21 February 2011 08:00:00

Order Request:

Process As:

Zone:

Properties Options

Vendors Warehouses

Create Cancel

- If the delivery is made through a local agent or vendor, select the name of the agent or vendor from the drop down list provided.

### Create New Purchase Order:

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelity

C/o Delivery: Enabled

**Delivery To:**

Date: 21 February 2011 07:00:00

Order Request: 3G ELECTRONICS SRL (Milano)

Process As: 64 S.r.l. (Lucca)

Zone: A.V. SERVICE PHILIPS ASSISTENZA AUTORIZZATA (C)

Properties Options

Vendors Warehouses

Create Cancel

- Select the delivery date for the local agent. This date is the time which the ordered items will be delivered to the local agent for preparing to deliver to the destination vessel.

### Create New Purchase Order:

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelity

C/o Delivery: Enabled

Delivery To: 3M Italia Srl (Volla)

**Date:** 21 February 2011 08:00:00

Order Request: 31 1 2 3 4 5 6

Process As: 7 8 9 10 11 12 13

Zone: 14 15 16 17 18 19 20

Properties Op

Vendors Warehouses

Create Cancel

- Select the corresponding order request number that the vessel has forwarded for the material.

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)


Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelio

C/o Delivery: Enabled

Delivery To: 2M Italia Srl (Volla)

Date: 21 February 2011 08:00:00

Order Request: 

Process As:

Zone:

Properties Options

<< Please Select Vendor >>

Add

Add All

Add Zone

Remove

Remove All

Default: None (At Sea)

Vendors Warehouses

Create Cancel

This will open the Order Request Search engine...

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)


Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelio

C/o Delivery: Enabled

Delivery To: 2M Italia Srl (Volla)

Date: 21 February 2011 08:00:00

Order Request: 980000000604 

Process As:

Zone:

Properties Options

<< Please Select Vendor >>

Add

Add All

Add Zone

Remove

Remove All

Default: None (At Sea)

Vendors Warehouses

Create Cancel

By Default Vendor

By Default Vendor then Price

By Price

- The processing priority order for checking the Quote Manager for prices is selected from the available options :

**By Default Vendor** : Use the preferred vendor

**By Default Vendor then price** : Use the preferred vendor as a reference then price as criteria

**By Price** : Use price as criteria for selecting the products for the purchase order.

- Select the bidding zone of the purchase order

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelity

C/o Delivery: Disabled

Delivery To:

Date: 21 February 2011 08:00:00

Order Request: 970000000881

Process As: By Default Vendor Then By Price

Zone: Europe

Properties Options

Vendors Warehouses

Create Cancel

Vendor which are assigned to selected Zone via Vendor Module

- Click on Warehouse

**Create New Purchase Order:**

Destination: Ship 11

Date: 21 February 2011 07:00:00

Country: Turkey

City: Marmaris (Mugla)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

Invoice To: HQ Fidelity

C/o Delivery: Disabled

Delivery To:

Date: 21 February 2011 08:00:00

Order Request:

Process As: By Default Vendor Then By Price

Zone: Europe

Properties Options

Vendors Warehouses

Create Cancel

SHIP-TO-SHIP transfer

WH 1

WH 10

WH 11

WH 12

WH 13

WH 14

WH 15

WH 16

WH 17

WH 18

WH 2

WH 3

WH 4

WH 5

Priority Up Priority Down

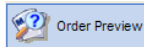
- And select the Warehouse where the system should check to see if there is stock available.

- Click the **Create** button to continue the purchase order creation process.
- The system will create the purchase order with the selected criteria to the corresponding date that was selected. If Stock is available the system will generate a Transfer from Warehouse and for outstanding quantity a Purchase Order.



The Order Preview function will open a wizard exactly the same as [New Order](#) but instead of creating, it is a preview stored only as a temporary file. This function gives you an overview how the system will assign the request to a PO. The purchasing department can review before they create the final purchase order.

## Order Preview



Select the Order Preview button to initiate this function.

- When clicking the 'Order Preview' button the 'Create New Purchase Order' wizard opens.

**List Purchase Orders Overview for 21 February 2011**

Destination	ID	C/P	P/Buyer	P/W	V/D	Vendor	Value	C/U	Value (USD)
Step 11	1	SP01-101-1706404	2297680	PR0271	1 Company's GL		22,400	EUR	2,462,000
Step 11	2	SP01-101-1706404	2297680	PR0270	ACQUAIREDALE'S BLENDED TO SPA		22,400	EUR	483,400
Step 11	3	SP01-101-1706404	2297680	PR0267	STYLA-CARD L1000		22,400	EUR	470,000
Step 11	4	SP01-101-1706404	2297680	PR0266	Supplier 1		22,400	EUR	1,080,170
									5,295,570

**Order Preview**

Destination: -- Please select a Vendor or Warehouse --

Date: 21 February 2011 08:00:00

Country: --

City: --

Agent: -- Please select the Vendor's Port Agent --

C/U Delivery: Disabled

Delivery To: --

Date: 21 February 2011 08:00:00

Order Request: --

Process As: --

Zone: --

Default: Home (All Set)

Vendors: Warehouses:

Order Preview Wizard

- To complete the order preview wizard is similar as doing a PO.
- Select the destination and delivery date and time, if the itinerary planner is up to date the country and city will be filled out automatically, otherwise select a country and city.
- Select the order request for which you want to make a preview for. (Please note that this is different from the PO creation wizard, as the system will not open the search engine but the user needs to select the request from the drop down menu.
- Select Process As.
- Select Zone.
- And click on PREVIEW.

# Order Preview

Destination: Ship 11

Date: 22 February 2011 09:00:00

Country: Egypt

City: El Iskandariya ( = Alexandria)

Agent: AGENZIA MARITTIMA EUGENIO MANNARI (Livorno)

C/o Delivery: Disabled

Delivery To:

Date: 22 February 2011 08:00:00

Order Request: 970000000941 22 FEB 2011 Emergency( )

Process As: By Default Vendor Then By Price

Zone: Worldwide

Properties

Options

CONNECTICUT, LLC (West Hartford)

Add

F.LLI ZERBONE SRL (Genoa)

Add All

FRESH POINT SOUTH FLORIDA (Por

Add Zone

FRESHPOINT CONNECTICUT, LLC (W

GANDOLFO SRL (Milano)

PRESIDENTIAL FOOD CORP., CC (Dur

SPREAFICO F.SCO & F.LLI S.P.A. (MI)

Remove

Remove All

Default: None (At Sea)

Vendors

Warehouses

☐ Used Closed Order

Preview

Cancel

- The system will create the preview purchase order with the selected criteria to the corresponding date that was selected.
- Here you have options to select by Default Vendor Then Default Price.

# Main Screen

Preview for Order Requests : 970000000941 22 FEB 2011

By Default Vendor Then By Price

Selected Bid Method

Code	Description	Unit	Order	Warehouse	QTY Vendor	Price
F0001471	BANANA 150/160R RIPE #4	KG	55,000	0,000	55,000	0.180
F0001476	CHERRIES	KG	1,000	0,000	1,000	0.000
F0001936	CHESTNUT	KG	7,000	0,000	7,000	0.000
F0001376	CLEMENTINES 110/120G	KG	45,000	0,000	45,000	1.100
F0001701	COCONUT	EA	6,000	0,000	6,000	0.000
F0001631	GRAPE WHITE	KG	33,000	0,000	33,000	0.530
F0001466	MELON YELLOW 1,2/1,3KG UP	KG	600,000	0,000	600,000	1.050
F0001336	ORANGE 90PCS	KG	80,000	0,000	80,000	0.900
F0001706	PAPAYA	KG	10,000	0,000	10,000	20.000
F0001581	PEAR WILLIAM	KG	12,000	0,000	12,000	0.000
F0001621	PLUMS RED BOG	KG	55,000	0,000	55,000	0.380
			904,000	0,000	904,000	

Displayed all items with appropriate information

Refresh Export to Excel

Filedio Support PC : Katja-temp DB : Nms-ES-04 Ver: 7.30.300

- Or by selecting the Vendor, detailed information by Vendor is available.

Preview for Order Requests : 970000000941 22 FEB 2011

By Default Vendor

SREAFICO F.SCO F.LLI S.P.A.

Code	Description	Unit	Order	Warehouse	QTY Vendor	Price
F0001376	CLEMENTINES 110/120G	KG	45,000	0,000	45,000	1.100
F0001466	MELON YELLOW 1,2/1,3KG UP	KG	600,000	0,000	600,000	1.050
F0001336	ORANGE 90PCS	KG	80,000	0,000	80,000	0.900
			725,000	0,000	725,000	

Refresh Export to Excel

- By changing the Price Method and the Refresh option, the system will recheck and re-evaluate the Vendor.

Preview for Order Requests : 970000000941 22 FEB 2011

By Price

Code	Description	Unit	Order	Warehouse	QTY Vendor	Price
F0001671	BANANA 150/160R RIPE #4	KG	55,000	0,000	55,000	0.180
F0001476	CHERRIES	KG	1,000	0,000	1,000	0.000
F0001936	CHESTNUT	KG	7,000	0,000	7,000	0.000
F0001376	CLEMENTINES 110/120G	KG	45,000	0,000	45,000	1.100
F0001701	COCONUT	EA	6,000	0,000	6,000	0.000
F0001631	GRAPE WHITE	KG	33,000	0,000	33,000	0.530
F0001466	MELON YELLOW 1,2/1,3KG UP	KG	600,000	0,000	600,000	1.050
F0001336	ORANGE 90PCS	KG	80,000	0,000	80,000	0.900
F0001706	PAPAYA	KG	10,000	0,000	10,000	20.000
F0001581	PEAR WILLIAM	KG	12,000	0,000	12,000	0.000
F0001621	PLUMS RED BOG	KG	55,000	0,000	55,000	0.380
			904,000	0,000	904,000	

Refresh Export to Excel

- Or Export to Excel for further calculations.

Navigation: Reference > Main Screen > Buttons >

## Button : Templates

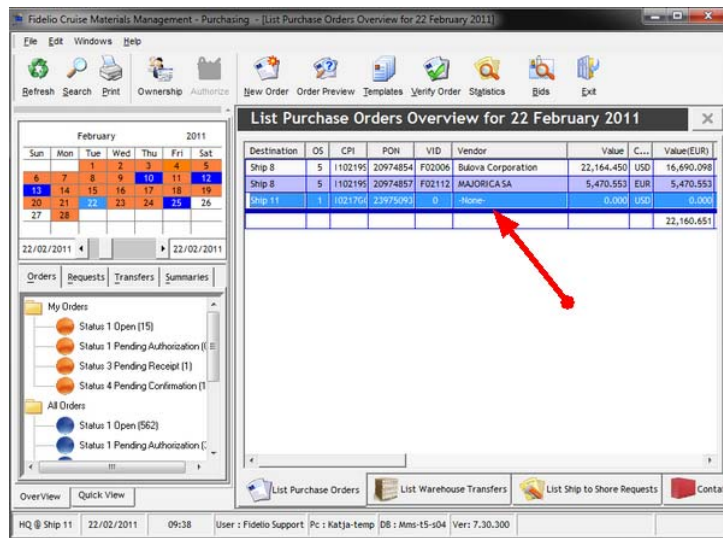


A purchase order may also be prepared and sent using a pre-programmed template. This may be the case in some companies where order grids are pre-defined and may not be altered by content. In other cases it may prove useful to have specific ordering templates for suppliers that deliver only certain types or articles such as fruit and vegetables only. In these cases the grids can be programmed into the system and used for the ordering process when needed.

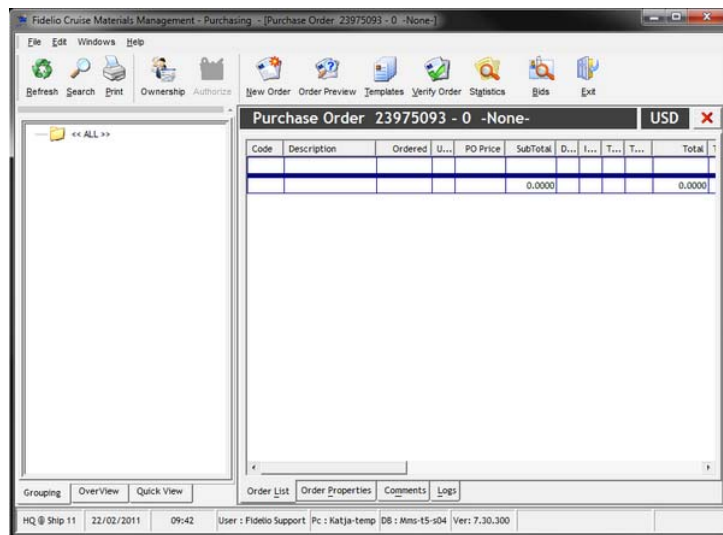
### Templates:

# Main Screen

- When opening the template manager the pre-programmed templates can be located and used in the purchase order preparation process. However the request basics needs to be prepared as normal after which the information may be inserted using a pre-programmed template :
- Complete the [New Order](#) for a purchase order by not selecting an order request for the PO. This will ensure that the order grid does not have any articles in it.
- Locate the created purchase order on the calendar and open it by double clicking it.



- When opening the order there are no articles visible since an empty purchase order was created. These items can now be inserted directly using a template.



Templates

Click to open the Template Manager.

- Locate the correct request template that is to be used for this request and select it by double clicking the description.

**Product Template**

Search by Template ID or code or user defined name:

Search for product filtering select using product groupings:

Food & Beverage Shoreside Template

- Food & Beverage Shoreside Template
  - SHIPS
    - BEVERAGE
      - SHIP1
      - SHIP10
      - SHIP11
      - SHIP2
      - SHIP3
      - SHIP4
      - SHIP5
      - SHIP6
      - SHIP7
      - SHIP8
      - SHIP9
    - FOOD
      - SHIP1
      - SHIP10
      - SHIP11
      - SHIP2
      - SHIP3
      - SHIP4
      - SHIP5
      - SHIP6
      - SHIP7
      - SHIP8
      - SHIP9
  - WAREHOUSES

Id	Code	Name
980000000321	SPMEDB2010	Ship 11 Mediterranean Beverage 2010
980000000322	SPMEDF2010	Ship 11 Mediterranean Food 2010
980000001171	SPMEDFV10	Ship 11 Mediterranean Fruit and Vegetable 2010

Code	Description	B...	Price	Amount	Unit	Value
F0008301	PASTE PISTACHIO NOBLE CREAM	KG	0.000	0.000	KG	0.000
F0005151	CHEESE EPOISSE ADC 50% 250G	EA	0.000	0.000	EA	0.000
F0009926	CHOCOLATE WHITE SURROGATE	KG	0.000	0.000	KG	0.000
F0010011	BARRY MASSE DE CACAO GRAND CAR	KG	0.000	0.000	KG	0.000
F0012871	BREAD CRUMBS 350G GLUTEN FREE	EA	0.000	0.000	EA	0.000
F0013006	BISCUITS FROLLINI CHOCOLATE 300G G	EA	0.000	0.000	EA	0.000
F0013046	CEREAL IND. MUESLI GLUTEN FREE 50G	EA	0.000	0.000	EA	0.000
F0013051	CEREAL CORNFLAKES 375G GLUTEN FRE	EA	0.000	0.000	EA	0.000
F0013366	COCONUT DRIED GRATED 250G GLUTEN	EA	0.000	0.000	EA	0.000
F0001776	STRAWBERRIES FRZ	KG	0.000	0.000	KG	0.000
F0001836	PULP PEACH FRZ	KG	0.000	0.000	KG	0.000
F0000516	ICE CREAM PISTACHIO 250G	EA	0.000	0.000	EA	0.000

- The system will bring the contents of the PO template and make them part of the purchase order. After this the quantities can be inserted in the quantity column or updated by the system through the [Edit Menu](#).

Fidelio Cruise Materials Management - Purchasing - [Purchase Order 23975093 - 0 -None-]

File Edit Windows Help


Refresh Search Print Ownership Authorize New Order Order Preview Templates Verify Order Statistics Bids Exit

Purchase Order 23975093 - 0 -None- USD

Code	Description	Ordered	U...	PO Price	SubTotal	D...	L...	T...	Total
F00044	LUMP FISH ROE RED	4.0000	EA	0.0000	0.0000	Yes	1.00	1.00	0.0000
F00044	ANCHOVY SALTED SKG	0.0000	EA	0.0000	0.0000	Yes	1.00	1.00	0.0000
F00044	MACKEREL IN OIL 1K	78.0000	EA	0.0000	0.0000	Yes	1.00	1.00	0.0000
F00045	SALMON SMOKED PRESLICED FRZ	0.0000	KG	0.0000	0.0000	Yes	1.00	1.00	0.0000
F00045	SALMON SMOKED TR	4.0000	KG	0.0000	0.0000	Yes	1.00	1.00	0.0000
F00045	OCTOPUS CARPACCH	75.0000	EA	0.0000	0.0000	Yes	1.00	1.00	0.0000
F00045	TUNA CENTER CUT FRESH VACUUM	87.0000	KG	0.0000	0.0000	Yes	1.00	1.00	0.0000
F00045	SWORDFISH CENTER CUT FRESH VACUUM	0.0000	KG	0.0000	0.0000	Yes	1.00	1.00	0.0000
F00046	CHEESE GOAT FRESH	4.0000	KG	0.0000	0.0000	Yes	1.00	1.00	0.0000
F00046	CHEESE PROVOLONE	5.0000	KG	0.0000	0.0000	Yes	1.00	1.00	0.0000

Grouping OverView Quick View Order List Order Properties Comments Logs

HQ @ Ship 11 22/02/2011 10:03 User: Fidelio Support PC: Kattja-temp DB: Mms-15-u04 Ver: 7.30.300

- Once the purchase order has been prepared the option may be closed by selecting the  from the upper right corner.

Navigation: Reference > Main Screen > Buttons >

## Button : Verify Order



The order verification option allows to work with an order file for verifying the order information once it has been updated by a vendor. This includes an import and export possibility which creates an exchange of the purchase order information in the program without the necessity to re-enter it manually.

### Verify Order:

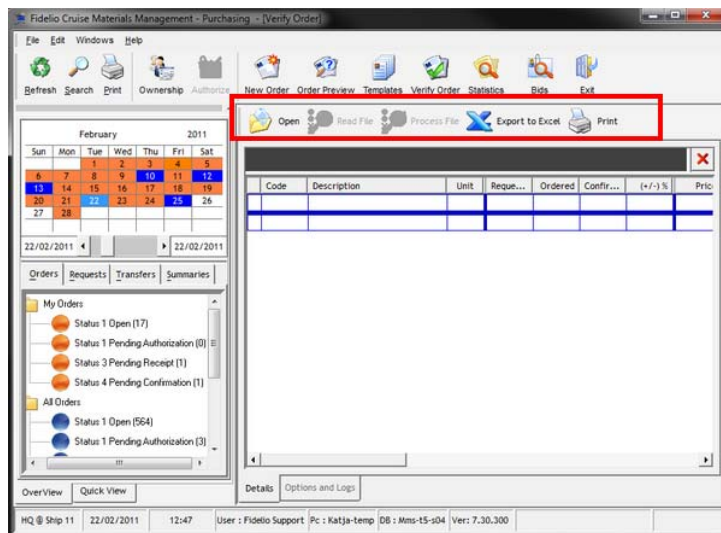


Verify Order

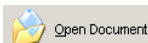
Click the Verify Order button to initiate the function.


- An additional toolbar will appear on the top of the item view.

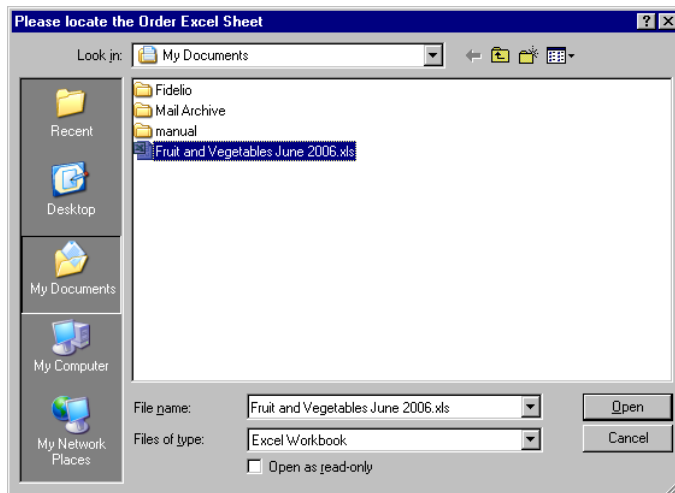
# Main Screen

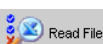



The available options are as follows :

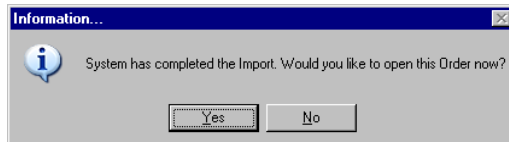
1. Click the  button to import a purchase order file to the program.

- A separate window will appear to locate the file to be opened. Select the correct file and click .

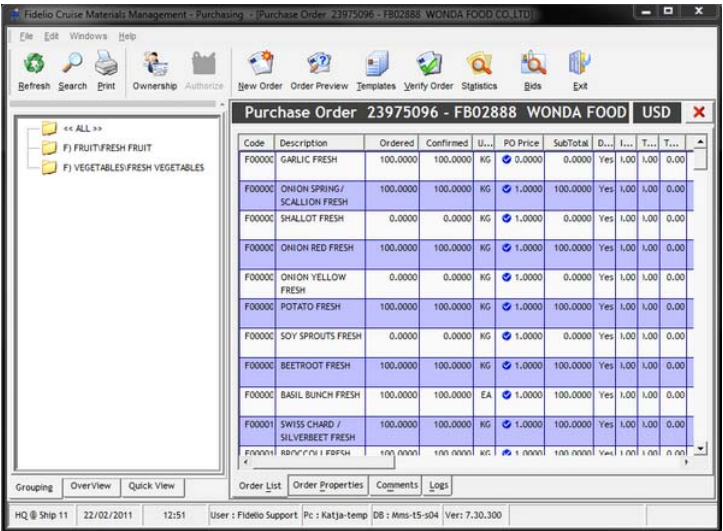


- The  button in the main screen will activate. Click this button to read the contents of the file selected. The import process will begin.

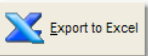
- Once the import is complete the file is ready to be processed. To start the processing click the . Once this is completed the system will display a confirmation asking if the order needs to be viewed.



- By selecting 'yes' the purchase order will be displayed on the items view window.



Code	Description	Ordered	Confirmed	U...	PO Price	SubTotal	D...	I...	T...
F00000	GARLIC FRESH	100.0000	100.0000	KG	0.0000	0.0000	Yes	1.00	0.00
F00000	ONION SPRING / SCALLION FRESH	100.0000	100.0000	KG	1.0000	100.0000	Yes	1.00	0.00
F00000	SHALLOT FRESH	0.0000	0.0000	KG	1.0000	0.0000	Yes	1.00	0.00
F00000	ONION RED FRESH	100.0000	100.0000	KG	1.0000	100.0000	Yes	1.00	0.00
F00000	ONION YELLOW FRESH	0.0000	0.0000	KG	1.0000	0.0000	Yes	1.00	0.00
F00000	POTATO FRESH	100.0000	100.0000	KG	1.0000	100.0000	Yes	1.00	0.00
F00000	SOY SPROUTS FRESH	0.0000	0.0000	KG	1.0000	0.0000	Yes	1.00	0.00
F00000	BETROOT FRESH	100.0000	100.0000	KG	1.0000	100.0000	Yes	1.00	0.00
F00000	BASIL BUNCH FRESH	100.0000	100.0000	EA	1.0000	100.0000	Yes	1.00	0.00
F00001	SWISS CHARD / SILVERBEET FRESH	100.0000	100.0000	KG	1.0000	100.0000	Yes	1.00	0.00

2. Click the  button to export a purchase order file to an Excel spread sheet.


Navigation: Reference > Main Screen > Buttons >

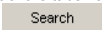
Button : Statistics



The statistics button is active only in the items view when individual products are being analyzed. While in this mode it is possible to find information concerning purchase history, consumption and pending requests for the item.

Statistics:

 Statistics While in the items view click to open the statistics module

A window will open with four separate tabs which each hold different types of information about the selected product. Most of the tabs have the date range selection option available meaning that it is possible to define a specific date range to locate the data. After setting this information please press the  button to refresh the data.

DETAILS

The details window contains the basic product details including code, description and unit. Below this are located the pricing details including the fixed and average price details. The window also displays the current stock on hand for the warehouse and vessels for those users to whom the view has been enabled.

**F0000261 TOMATOES READY SALAD FRESH**

Product:

Code: F0000261

Description: TOMATOES READY SALAD FRESH

Unit: KG

Statistics:

Fixed Price HQ: 0.000 EUR Average 1: 0.795 EUR Last Purchase 1.016 KG

Fixed Price VS: 0.000 EUR Average 2: 0.860 EUR Amounts PTD: 356,536. KG

Warehouse Stock on Hand:

Warehouse	Available	SOH
	0.000	0.000

Vessels Stock on Hand:

Vessel	Stock On Hand
Ship 4	25.000
Ship 5	712.000
Ship 10	1,347.000
Ship 1	145.000
Ship 7	1,950.000
Ship 12	1,120.000
Ship 11	84.000
Ship 8	660.000

Details Purchase History Consumptions Pending Requests Charts

#### DETAILS - COLUMN DESCRIPTIONS

##### Warehouse

Name of warehouse

##### Available

Available stock

##### SOH

Stock on Hand

#### PURCHASE HISTORY

Opening the purchase history tab provides the possibility to view complete purchase history for the selected product and the selected vessels. This information is organized in columns as described below and may be viewed within a specified date range.

**F0000261 TOMATOES READY SALAD FRESH**

Select from Entity:

- ☒ Ship 1
- ☒ Ship 10
- ☒ Ship 11
- ☒ Ship 12
- ☒ Ship 13
- ☒ Ship 3

Date Range:

Date From: Tuesday June 1 2010

Date To: Friday December 31 2010

Search

Delivery	Destination	Requested	Ordered	Received	Price	Total	V.
2010 Jun 02	Ship 6	200.000	200.000	0.000	1.0900	201.650	G
2010 Jun 04	Ship 9	1,200.000	1,200.000	1,334.000	0.9800	1,176.000	Si
2010 Jun 05	Ship 4	1,000.000	1,000.000	0.000	0.9800	980.000	F
2010 Jun 05	Ship 11	1,200.000	1,200.000	0.000	0.9800	1,176.000	F
2010 Jun 05	Ship 12	2,200.000	2,200.000	0.000	0.9800	2,156.000	T
2010 Jun 06	Ship 10	500.000	500.000	0.000	0.9800	490.000	Si
2010 Jun 06	Ship 7	1,200.000	1,200.000	0.000	0.9800	1,176.000	T
2010 Jun 07	Ship 5	1,300.000	1,300.000	0.000	0.9800	1,274.000	G
2010 Jun 10	Ship 1	500.000	500.000	0.000	0.9800	490.000	F
2010 Jun 12	Ship 4	2,100.000	2,100.000	0.000	0.9800	2,058.000	F
2010 Jun 12	Ship 12	2,200.000	2,200.000	0.000	0.9800	2,156.000	T
2010 Jun 17	Ship 11	1,500.000	1,500.000	0.000	0.9800	1,470.000	F

Details Purchase History Consumptions Pending Requests Charts

#### PURCHASE HISTORY COLUMN DESCRIPTIONS

##### Delivery

Delivery date of the purchase

##### Destination

Destination of the delivery

##### Requested

Quantity requested from vessel

##### Ordered

Quantity ordered

# Main Screen

## **Received**

Quantity received upon delivery at destination

## **Price**

Price of article upon delivery

## **Total**

Total value of delivery

## **Vendor**

Name of vendor

## **PO**

Purchase order reference number relating to the delivery.

## **CONSUMPTIONS**

The consumptions tab provides the possibility to view the consumption figures for the selected item for specified vessels and date range. The information is organized by columns which are described below :

Ship	From	To	Season	Closing SOH	Corrections	Consumption
Ship 9	2010 Jun 01	2010 Jun 03	NORTH EUROPE	288.000	283.400	695.400
Ship 9	2010 Jun 04	2010 Jun 14	NORTH EUROPE	1,320.000	516.000	818.000
Ship 9	2010 Jun 15	2010 Jun 25	NORTH EUROPE	96.200	0.000	2,052.000
Ship 9	2010 Jun 26	2010 Jul 02	NORTH EUROPE	473.000	360.800	870.000
Ship 9	2010 Jul 03	2010 Jul 09	NORTH EUROPE	548.000	-0.100	930.900
Ship 9	2010 Jul 10	2010 Jul 16	NORTH EUROPE	1,632.000	0.200	1,681.200
Ship 4	2010 Jul 15	2010 Jul 16	Mediterranean Se	504.000	0.000	0.000
Ship 4	2010 Jul 17	2010 Jul 23	Mediterranean Se	67.000	0.000	2,197.200
Ship 9	2010 Jul 17	2010 Jul 23	NORTH EUROPE	690.000	0.000	2,172.000
Ship 4	2010 Jul 24	2010 Jul 30	Mediterranean Se	520.000	-5.000	382.000
Ship 9	2010 Jul 24	2010 Jul 30	NORTH EUROPE	1,011.800	0.000	1,020.200
Ship 4	2010 Jul 31	2010 Aug 06	Mediterranean Se	130.000	130.000	1.100.000

## **CONSUMPTIONS - COLUMN DESCRIPTIONS**

### **Ship**

Name of ship

### **From**

Period starting date

### **To**

Period ending date

### **Season**

Name of season

### **Closing SOH**

Period closing stock on hand

### **Corrections**

Corrections made to stock during period

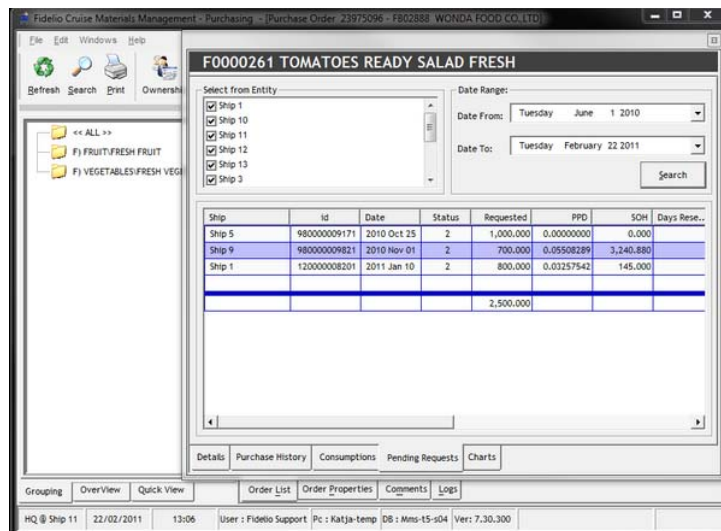
### **Consumption**

Net consumption during period

## **Pending Requests**

The pending requests tab provides the possibility to view the pending request figures for the selected item for specified vessels and date range. The information is organized by columns which are described below :

# Main Screen



## PENDING REQUESTS - COLUMN DESCRIPTIONS

### Ship

Name of ship

### Id

Request ID

### Date

Date of request made

### Status

Progress status

### PPD

Quantity requested from vessel

### SOH

Actual stock on hand

### Days Reserve

Days reserved stock entered in article manager

### Reserve

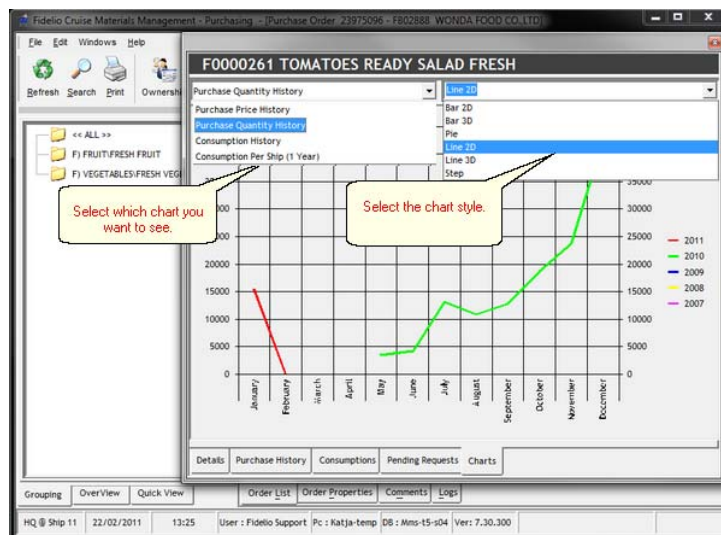
Quantity that should be in reserve

### Comment

Comment per item

## Charts

The charts tab is visualizing the purchase quantity history, the purchase price history, consumption history and consumption history per ship in 2D or 3D charts..



Navigation: Reference > Main Screen > Buttons >

Button : Bids



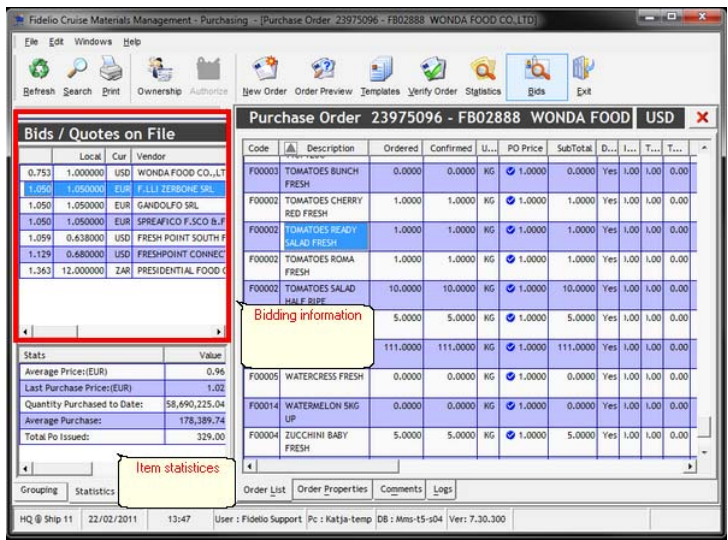
The bids option can be used to view the bidding information for the selected article to be used as the basis of a purchasing decision.

Bids :



Click the Search button to initiate Bids function

- When activating bids button the system will open a new window on the upper left part of the screen displaying the bidding information for the selected item.



All the bids for the selected item are listed organized in columns as follows :

Local	Price in local currency of vendor
Cur	Local vendor currency
Vendor	Name of vendor
Valid From	Bid valid from date
Valid To	Bid valid to date
Unit	Unit of measure of selected article
Vendor Code	Vendor product code
Brand	Product brand
Case	Case packing unit
Comments	Comments on bid
Minimum	Minimum supply quantity of product
Date	Date of bid

Stats	Value
Average Price:(EUR)	0.96
Last Purchase Price:(EUR)	1.02
Quantity Purchased to Date:	58,690,225.04
Average Purchase:	178,389.74
Total Po Issued:	329.00

Navigation: Reference > Main Screen > Buttons >

Button : Exit



This option will close the purchasing module. You may also select from the Menu; File -> Exit.

# Main Screen

## Button Exit:



Click to close the Purchasing Module.

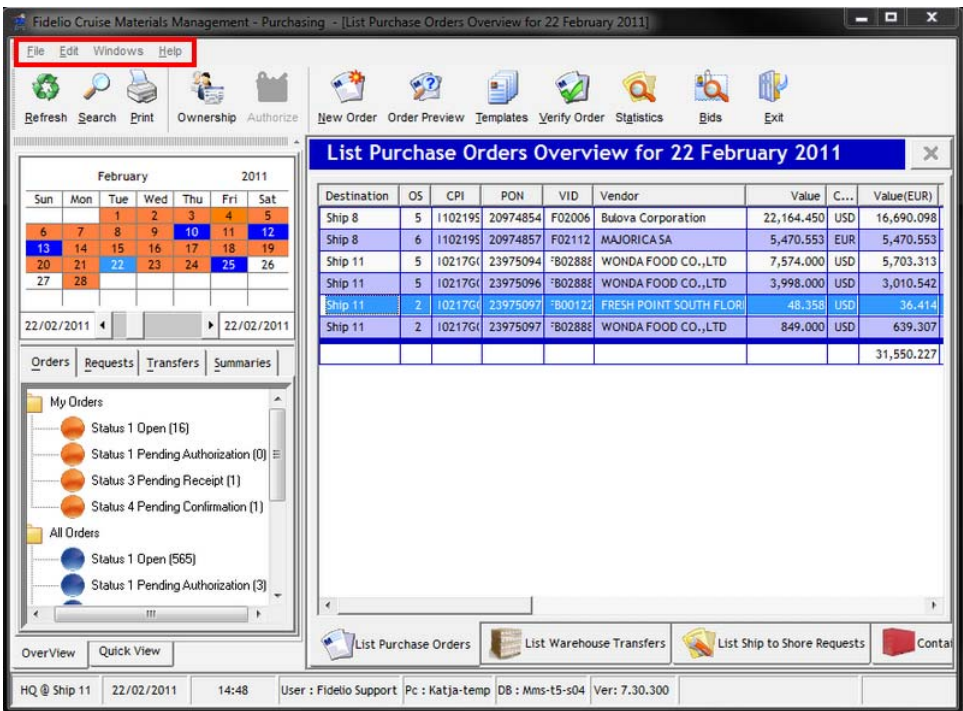
Navigation: Reference > Main Screen >

## Menu PO View



The Edit Menu contains the most common program options including the possibility for opening, changing the status and finalizing purchase order transactions.

## Menu:



Navigation: Reference > Main Screen > Menu PO View >

## Menu :



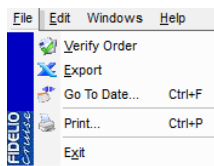
This menu contains the most common options for [verifying](#), exporting and [printing](#) purchase orders.

## File:

**Verify Order**  
**Export**  
**Go To Date**  
**Print**  
**Exit**

Verify a purchase order  
Export the current view on the right to an Excel sheet  
Allows the user to quickly navigate to a specific date in the past or the future.  
Open the report manager for printing options.  
Closes the purchasing module

# Main Screen



Navigation: Reference > Main Screen > Menu PO View >

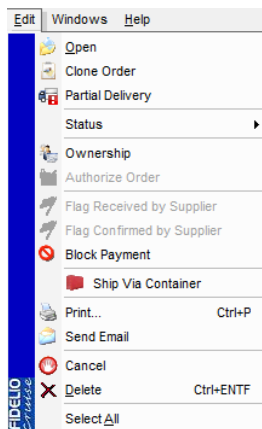
## Menu :



The edit menu in purchase order view contains options for managing the purchase orders. Most of these options are also available with a specified function button that is noted next to each function.

## Edit :

**Note:** As you can see on the screenshot below, certain options are greyed out. They will only become active if the purchase order is in the correct status to perform the operation and when the user has the appropriate rights to perform this action.



Open:

- Select the order you want to open and click on Edit - Open.

Clone:

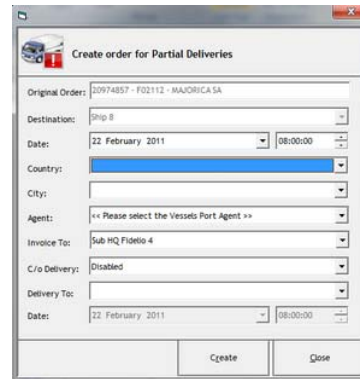
- Select the purchase order you wish to clone and click on Edit - Clone.
- The Clone Order window will open.
- Fill in the fields and click on clone.
- The system takes a moment and then the same order was created for a different entity or a different date.
- Please keep in mind that a cloned order will be put in status 1.

Partial Delivery:

- It is possible to receive purchase orders only partially.
- Instead of receiving the purchase order in multiple receivings it is possible to receive a order only partially.

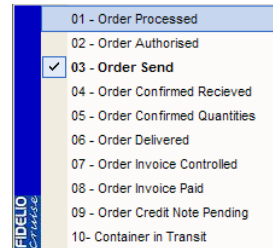
# Main Screen

- This is done with this option.
- The system will keep a link to the current PO and the future PO containing the same order.



Status:

- Here the statuses can be changed manually.



Ownership:

- Transfer ownership from one user to another.

Authorize Order:

- Authorize a Purchase Order in Status 1.

Flag Received by Supplier:


- Once the order is in status 3 (Order send) the PO can be flagged as received by the supplier.
- The order will then change to status 4.

Flag confirmed by supplier:

- Once the order is in status 4 (Order confirmed received) the PO can be flagged as confirmed by supplier.
- The order will then change to status 5.

Block Payment:

- The user with appropriate user rights can block the payment of a purchase order.
- From the status drop down box the user can select to 3 - Block or 0 - Unblock the payment.
- The field "Reason" offers the possibility to enter comments.
- A PO with blocked payment can be identified in the purchase order overview by the red font color.



Ship via Container:

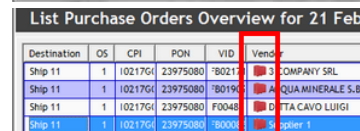
- The option Ship via Container allows the user to flag a PO to be sent within a container.
- The red container icon identifies all container deliveries.
- The print functionality from the Edit menu will (if set up accordingly) print the currently selected purchase order.

Print:

- Before the printing starts the user can select pre-defined terms and conditions to be printed on the order.
- The purchase order can be previewed before finally printing.

Send E-Mail:

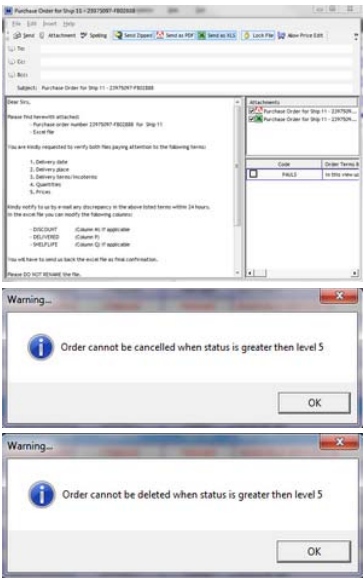
- The user can e-mail the selected purchase order to the Vendor.
- Recipient information if maintained in the Vendor module will be filled in automatically.
- Please note that the e-mail will not be sent right away but once clicked on SEND the system will transfer the e-mail to your default e-mail program and from there it will be sent out under the users name.



Destination	OS	CPI	PON	VID	Vendor
Ship 11	1	10217G	23975080	8021	COMPANY SRL
Ship 11	1	10217G	23975080	8019	AQUAMINERALE S.BE
Ship 11	1	10217G	23975080	F0048	ATA CAVO LUIGI
Ship 11	1	10217G	23975080	8000	Agent 1

Main Screen

- The purchase order will be attached to the e-mail and terms and conditions are available in the e-mail body.



- Cancel:
- Each order can be canceled until it received status level 5.
  - All canceled orders are set to status 0 and can be found under canceled orders.
- Delete:
- Each order can be deleted until it received status level 5.
  - A deleted order is completely deleted from system and once deleted cannot be found anywhere.
- Select All:
- This function will select all order in the currently open view.

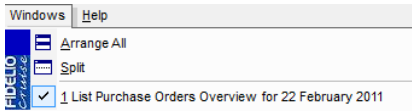
Navigation: Reference > Main Screen > Menu PO View >

Menu :



The windows menu allows to change how the windows and screens are displayed on the layout.

Windows :



- Arrange All** Rearranges the windows back to the default view.
- Split** Splits the selected views equally across the screen.

Navigation: Reference > Main Screen >

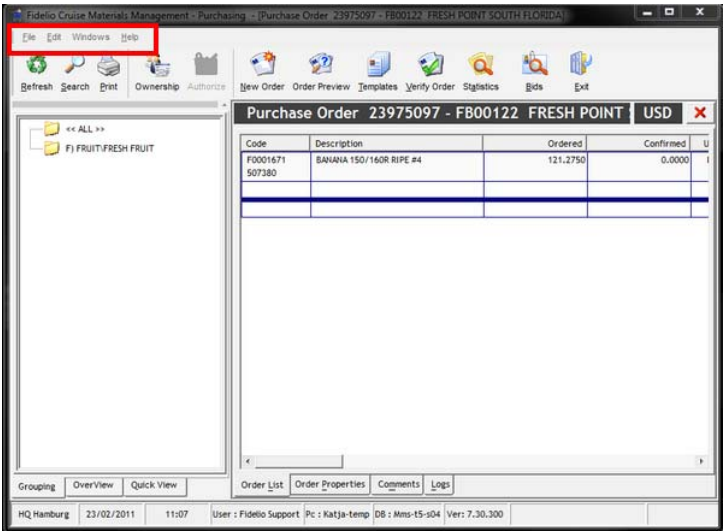
Menu Item View :



While in the item view, the menu bar on the top of the screen contains basic options some of which are also represented in the Buttons Toolbar.

Menu:

# Main Screen



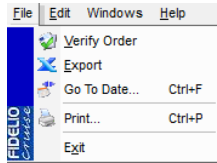
Navigation: Reference > Main Screen > Menu Item View >

## Menu Item View : File



This menu contains the most common options for verifying, exporting and printing purchase orders.

### File:



#### Verify Order

Verify the contents and quantities of a purchase order

#### Export

Export the current view to an Excel sheet

#### Go to Date...

Allows the user to quickly navigate to a specific date in the past or the future.

#### Print

Open the report manager for printing options.

#### Exit

Closes the purchasing module

Navigation: Reference > Main Screen > Menu Item View >

## Menu Item View : Edit



The Edit Menu contains many program options for managing purchase orders and editing single items in them. These options include among others the possibility to transfer and delete articles from a purchase order as well as viewing bids and statistical information for the selected item.

### Edit :

#### Transfer Item

Transfer an item to another purchase order

#### Delete

Delete a selected line or selected item

#### Delete Items with Zero Balance

Delete items on the purchase order with a zero quantity.

#### Import from Excel

Importing items from an Excel sheet into a purchase order.

#### Insert Template

Insert template information on a purchase order

#### Scale Order

Upscale or downscale order quantities with a percentage

#### Show item bids

Show the available bids for a selected item

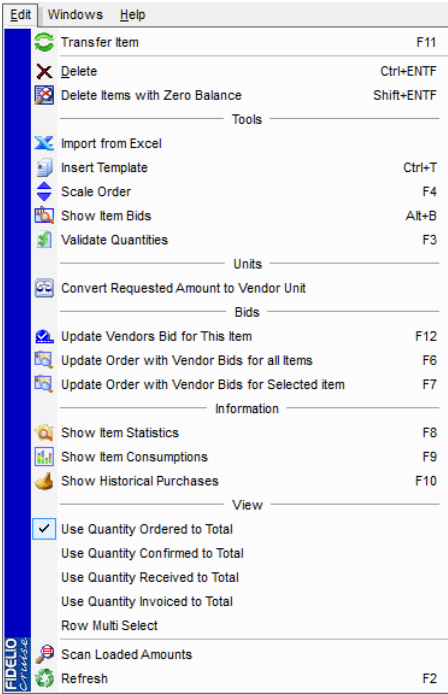
#### Validate Quantities

Validate the quantities of a purchase order to match the

#### Convert Requested Amount to Vendor Unit

vendor case size

# Main Screen



**Update Vendors Bid for This item**  
**Update Order with Vendors Bid for all items**  
**Update Order with Vendors Bid for selected items**

**Show Item Statistics**  
**Show Item Consumptions**  
**Show Historical Purchases**  
**Use Quantity Ordered to Total**  
**Use Quantity Confirmed to Total**  
**Use Quantity Received to Total**  
**Use Quantity Invoiced to Total**  
**Row Multi Select**

**Scan Loaded Amounts**  
**Refresh**

Convert requested amount to vendors order unit  
Update vendors bid for the selected item  
Update order with vendors bid for all items in the PO  
Update order with vendors bid for the selected items in PO  
  
Show statistics for selected item  
Show item consumptions for selected item  
Show historical purchases for selected item  
Use quantity ordered as total of PO  
Use quantity confirmed as total of PO  
Use quantity received to total of PO  
Use quantity invoiced as total of PO  
Select multiple rows in PO

Scan the loaded amounts  
Refresh the screen layout to the default view.

Navigation: Reference > Main Screen > Menu Item View > Menu Item View : Edit >

## Menu Item View : Edit



This option allows to transfer articles from one purchase order to another, or to a [New Purchase Order](#).

### Transfer Item:

To transfer a selected item to another purchase order or a new one, proceed as follows:

- Select the vendor from the drop down list or directly by entering the correct vendor in the vendor code column.

The screenshot shows the 'Transfer selected Items...' dialog box. It contains a table with columns: Item, Unit, Ordered, and Confirmed. The first row shows 'F0000076 SOY SPROUTS FRESH' with 'KG' unit, '1.0000' ordered, and '0.0000' confirmed. Below this is a dropdown menu for 'F.LLI ZERBONE SRL (Genoa)'. Below the dropdown is a table with columns: Vendor Code, Valid From, Valid To, Unit, Bid Price, Cur, and Price EUR/KG. The first row is 'SPREAFICO F.SCO & F.LL' with 'KG' unit, '2.700000' bid price, 'EUR' currency, and '2.700000' price. The second row is 'F.LLI ZERBONE SRL (Geno)' with 'KG' unit, '2.700000' bid price, 'EUR' currency, and '2.700000' price. The third row is 'GANDOLFO SRL (Manno)' with 'KG' unit, '2.700000' bid price, 'EUR' currency, and '2.700000' price. At the bottom, there is a 'Transfer Quantity' field with '1.0000' and a 'Transfer to Purchase Order' dropdown menu with 'New Sub Purchase Order 23975102-FB00038'. There are 'Apply' and 'Cancel' buttons at the bottom right.

- Insert the quantity to be transferred in the space provided

# Main Screen

Transfer Quantity	Transfer to Purchase Order
1.0000	New Sub Purchase Order 23975102-FB00038

- Select the purchase order into which the selected article will be transferred to or alternatively select [Create new Purchase Order](#) which will start the creation wizard.

**Transfer selected Items...**

Item	Unit	Ordered	Confirmed	
268020	VODKA, ABSOLUT CITROND BOTTLE @	BT100	11.0000	0.0000

EXPORTER BONDED CORP. (Miami)

Vendor Code	Valid From	Valid To	Unit	Bid Price	Cur	Price USD/B...
EXPORTER BONDED CO	Nov-01-2005	Apr-30-2006	BT100	6.650000	USD	6.650000
CARISAM-SAMUEL MEISE	Nov-01-2005	Apr-30-2006	BT100	5.050000	USD	5.050000

Transfer Quantity: 11.0000

Transfer to Purchase Order

171110 248617 EXPORTER BONDED CORP. Silver Platter JUL

Create New Purchase Order...

171110 248617 EXPORTER BONDED CORP.

Apply Cancel

Upon completing the information click **Apply** to proceed.

This will complete the article transfer with the information selected.

Navigation: Reference > Main Screen > Menu Item View > Menu Item View : Edit >

## Menu Item View : Edit



This option will delete all the articles in a purchase order that have an order quantity of zero. The option is helpful to clear off items that unnecessarily take space on the document.

### Delete items with Zero Balance:

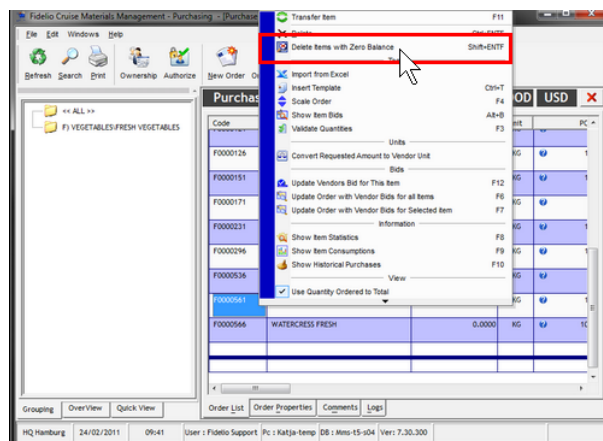
To delete zero balance articles proceed as follows :

- Open the document that has zero balance articles that need to be eliminated

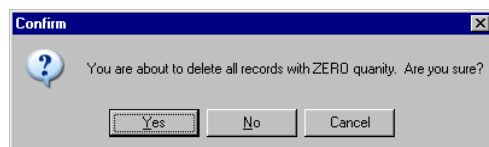
Purchase Order 23975102 - FB02888 WONDA FOOD USD										
Code	Description	Ordered	U...	PO Price	SubTotal	D...	I...	T...	T...	Tota ^
F00001	SILVERBEET FRESH	400.0000	KG	0.5000	200.0000	Yes	3.00	3.00	0.00	200.000
F00001	BROCCOLI FRESH	0.0000	KG	3.0000	0.0000	Yes	3.00	3.00	0.00	0.000
F00001	BASIL FRESH	0.0000	KG	2.0000	0.0000	Yes	3.00	3.00	0.00	0.000
F00001	CABBAGE WHITE FRES	0.0000	KG	1.5000	0.0000	Yes	3.00	3.00	0.00	0.000
F00001	CUCUMBER FRESH	50.0000	KG	1.5000	75.0000	Yes	3.00	3.00	0.00	75.000
F00002	CHERVIL FRESH	5.0000	KG	2.0000	60.0000	Yes	3.00	3.00	0.00	60.000
F00005	HERB CHIVES FRESH	400.0000	KG	0.5000	200.0000	Yes	3.00	3.00	0.00	200.000

- Right click on the product description area which will activate the edit menu. Select 'Delete Items with Zero Balance'

# Main Screen



- The system will ask for confirmation on deleting the zero balance articles from the document. Accept the selection by choosing 



- After the processing has finished, the system will display the updated information on the screen with the zero balance articles eliminated from the view.

Purchase Order 23975102 - FB02888 WONDA FOOD USD X										
Code	Description	Ordered	U...	PO Price	SubTotal	D...	I...	T...	T...	Total
F00000	SOY SPROUTS FRESH	1.0000	KG	0.0000	100.0000	Yes	3.00	3.00	0.00	100.000
F00000	BASIL BUNCH FRESH	50.0000	EA	1.5000	75.0000	Yes	3.00	3.00	0.00	75.000
F00001	SWISS CHARD / SILVERBEET FRESH	5.0000	KG	4.0000	70.0000	Yes	3.00	3.00	0.00	70.000
F00001	BROCCOLI FRESH	400.0000	KG	0.5000	200.0000	Yes	3.00	3.00	0.00	200.000
F00001	CUCUMBER FRESH	50.0000	KG	1.5000	75.0000	Yes	3.00	3.00	0.00	75.000
F00002	CHERVIL FRESH	5.0000	KG	2.0000	60.0000	Yes	3.00	3.00	0.00	60.000
F00005	HERB CHIVES FRESH	400.0000	KG	0.5000	200.0000	Yes	3.00	3.00	0.00	200.000

Navigation: Reference > Main Screen > Menu Item View > Menu Item View : Edit >

## Import from Excel



This option will allow the user to import items into a purchase order from an Excel sheet.

### Import item from Excel into a PO:

Pre-requisites:

Before starting to import from an Excel spreadsheet make sure that the spread sheet that you are trying to import meets the minimum requirements:

5 columns:

**Item Code Column:** MMS Code or any of the pre-defined alternative codes (maintained in the [Article Manager](#))

**Item Unit Column:** Valid MMS unit, e.g.: KG

**Quantity Column**

**Price Column**

**Comments Column**

Example:

# Main Screen

	A	B	C	D	E
1	code	unit	quantity	price	comment
2	F0000151	KG	5	12	dracula's special
3	F0000126	KG	5	13	
4	F0000106	KG	5	14	
5	F0000076	KG	1	100	
6	F0000121	KG	400	0.5	
7	F0000131	EA	50	1.5	

The user has the option to import the excel sheet into an empty order or into an existing order.

The following import wizard will open:

**Import items into PO from an Excel Sheet.**

Excel Sheet Properties

File Location:

Excel File: C:\Users\kggruben\Desktop\test.xlsx

Sheet Name: Sheet1

Column Linking:

Item Code Column: code

Item Unit Column: unit

Quantity Column: quantity

Price Column: price

Comments Column: comment

Options

Code Type: MMS Code

Load File

**Excel File:** Use the ... button to open the Excel file you would like to read the information from.  
**Sheet Name:** Enter the name of the sheet within the Excel spreadsheet that contains the data to be imported.  
**Item Code Column:** Select the column which contains the item code information.  
**Item Unit Column:** Select the column which contains the unit information.  
**Quantity Column:** Select the column which contains the quantity information.  
**Price Column:** Select the column which contains the price information.  
**Comments Column:** Select the column which contains the column information.  
**Code type:** Select which code is used MMS code or alternative code.

When all is linked correctly click on LOAD FILE.

The system will load the file and check it for any errors.

In case the system finds any errors it will show. You need to correct the error before you can successfully import the file.

**Import items into PO from an Excel Sheet.**

Excel Sheet Properties | Import Overview | Errors

System cannot find a conversion between 'KG' and 'EA' from line 6 of 6

The unit information for the item in the Excel sheet does not have a valid conversion rate entered in the system.

Navigation: Reference > Main Screen > Menu Item View > Menu Item View : Edit >

## Menu Item View: Statistics



# Main Screen

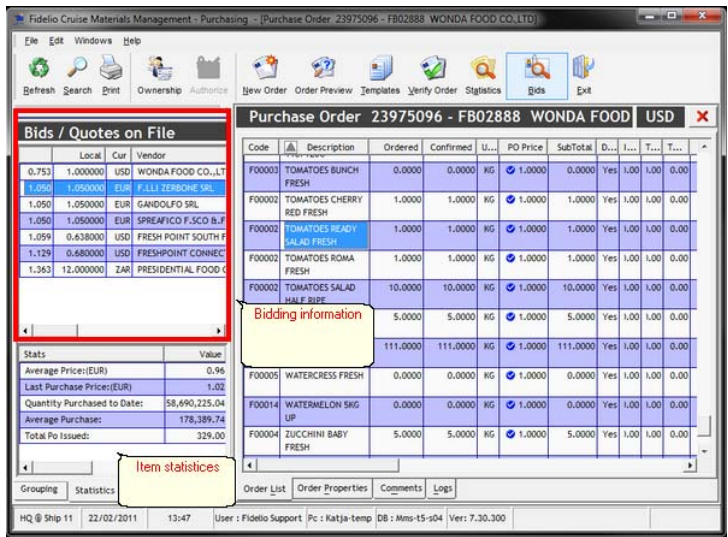
The bids option can be used to view the bidding information for the selected article to be used as the basis of a purchasing decision.

## Bids :



Click the Search button to initiate Bids function

- When activating bids button the system will open a new window on the upper left part of the screen displaying the bidding information for the selected item.



All the bids for the selected item are listed organized in columns as follows :

Local	Price in local currency of vendor
Cur	Local vendor currency
Vendor	Name of vendor
Valid From	Bid valid from date
Valid To	Bid valid to date
Unit	Unit of measure of selected article
Vendor Code	Vendor product code
Brand	Product brand
Case	Case packing unit
Comments	Comments on bid
Minimum	Minimum supply quantity of product
Date	Date of bid

Stats	Value
Average Price:(EUR)	0.96
Last Purchase Price:(EUR)	1.02
Quantity Purchased to Date:	58,690,225.04
Average Purchase:	178,389.74
Total Po Issued:	329.00

Navigation: Reference > Main Screen > Menu Item View > Menu Item View : Edit >

## Menu Item View : Edit



This option will allow the user to scale the quantities of a purchase order by the means of a scale bar that either increases or reduces the global purchase order quantities.

## Scale Order:

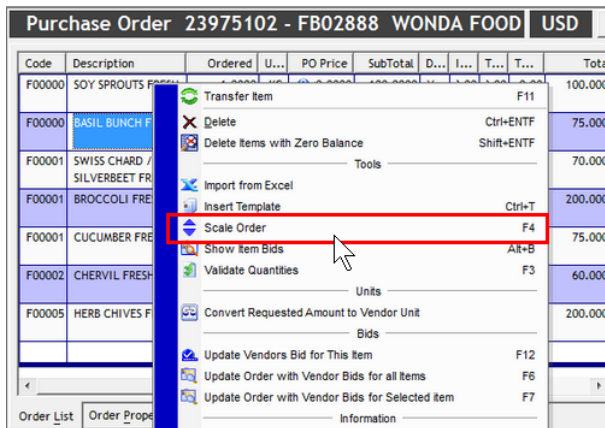
To scale the purchase order quantities, proceed as follows :

# Main Screen

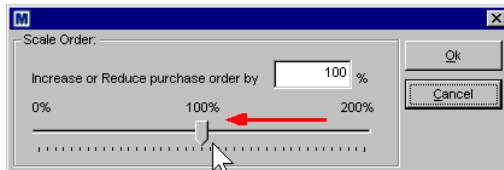
- Open the document that needs to have order quantities scaled

Purchase Order 23975102 - FB02888 WON					
Code	Description	Ordered	U...	PO Price	SubTotal
F00000	SOY SPROUTS FRESH	1.0000	KG	0.0000	100.0000
F00000	BASIL BUNCH FRESH	50.0000	EA	1.5000	75.0000
F00001	SWISS CHARD / SILVERBEET FRESH	5.0000	KG	4.0000	70.0000
F00001	BROCCOLI FRESH	400.0000	KG	0.5000	200.0000
F00001	CUCUMBER FRESH	50.0000	KG	1.5000	75.0000
F00002	CHERVIL FRESH	5.0000	KG	2.0000	60.0000
F00005	HERB CHIVES FRESH	400.0000	KG	0.5000	200.0000

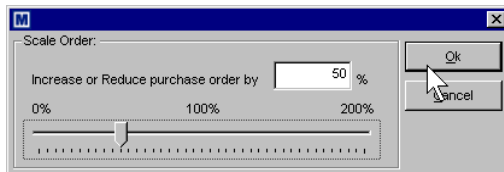
- Right Click on the product description area which will activate the edit menu. Select the 'Scale Order Option'



- The system will open a scroll bar with which the global order quantities may be scaled (increased or decreased) accordingly.



- Select the appropriate quantity by the means of the scroll bar and click  to continue



- After the processing has finished, the system will display the updated information on the screen with the quantities updated on the order accordingly.

Purchase Order 23975102 - FB02888 WO					
Code	Description	Ordered	U...	PO Price	SubTotal
F00000	SOY SPROUTS FRESH	0.5000	KG	0.0000	50.0000
F00000	BASIL BUNCH FRESH	25.0000	EA	1.5000	37.5000
F00001	SWISS CHARD / SILVERBEET FRESH	2.5000	KG	4.0000	35.0000
F00001	BROCCOLI FRESH	200.0000	KG	0.5000	100.0000
F00001	CUCUMBER FRESH	25.0000	KG	1.5000	37.5000
F00002	CHERVIL FRESH	2.5000	KG	2.0000	30.0000
F00005	HERB CHIVES FRESH	200.0000	KG	0.5000	100.0000

Navigation: Reference > Main Screen > Menu Item View > Menu Item View : Edit >

## Menu Item View : Edit



The quantity validation process will update the order quantities on the purchase order to match them with those of the vendor and the relevant delivery case sizes.

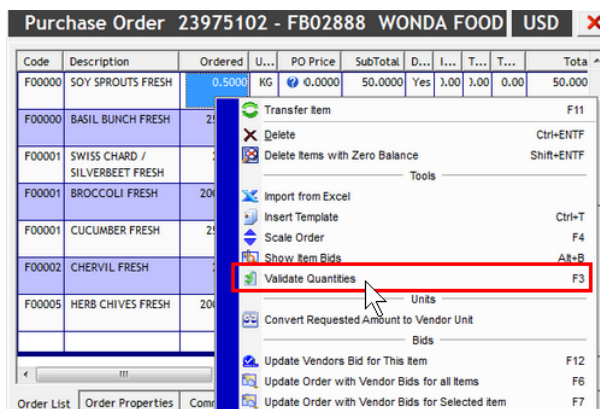
### Validate Quantities:

To validate the ordered quantities with the delivery case size of the vendor, proceed as follows :

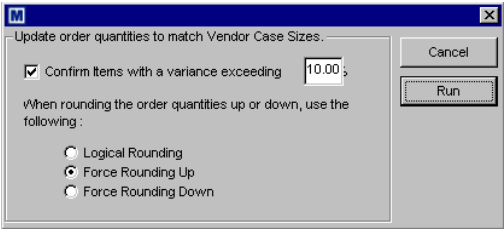
- Open the document that needs the order quantities to be validated


Purchase Order 23975102 - FB02888 WO					
Code	Description	Ordered	U...	PO Price	SubTotal
F00000	SOY SPROUTS FRESH	0.5000	KG	0.0000	50.0000
F00000	BASIL BUNCH FRESH	25.0000	EA	1.5000	37.5000
F00001	SWISS CHARD / SILVERBEET FRESH	2.5000	KG	4.0000	35.0000
F00001	BROCCOLI FRESH	200.0000	KG	0.5000	100.0000
F00001	CUCUMBER FRESH	25.0000	KG	1.5000	37.5000
F00002	CHERVIL FRESH	2.5000	KG	2.0000	30.0000
F00005	HERB CHIVES FRESH	200.0000	KG	0.5000	100.0000

- Right Click on the product description area which will activate the edit menu. Select the 'Validate Quantities' option



- The system will open a window in which the options may be set



- Validate the quantities with the selected options by clicking the  button
- After the processing has finished, the system will display the updated information on the screen with the quantities validated on the order accordingly.

Navigation: Reference > Main Screen > Menu Item View > Menu Item View : Edit >

Menu Item View : Edit




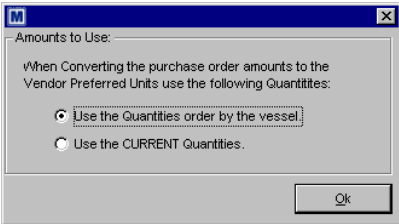
This option allows to convert the item quantities of a purchase order into the preferred unit of a vendor. The function has two options in processing :

- Using the quantities that the vessel has requested
- Using current quantities that are entered on the purchase order

Convert Requested Amount to Vendor Unit:

To convert the item quantities of a purchase order into the preferred unit sizes of a vendor, proceed as follows :

- Select the preferred option and click  to continue.



- After the processing has finished, the system will display the updated information on the screen with the quantities updated on the order accordingly.

Navigation: Reference > Main Screen > Menu Item View > Menu Item View : Edit >

Menu Item View : Edit



This option allows to manually update bidding information for a selected item. The option may be used in cases where a bid is updated by the vendor and needs to be updated in the system as well.

Update Vendor Bid for item:

To update a bid for a selected item please proceed as follows :

- Open the document that contains the article that needs the bidding information to be updated.

**Purchase Order 171110 - 248772 C USD**

Code	Description	Ordered	Cor
248910	GRAPPA RESERVE (DISCONT) PROGRAM	2.0000	0
262030-075	Transfer Item		
274050-150	WATER - CARBONATED, LOCAL BOTTLE @ 1.50 LTR / 50.7 FLOZ		
274520	WATER NON-CARBONATED, LOCAL BOTTLE @ 0.5 LTR / 16.9 FLOZ		
274520-050	WATER NON-CARBONATED, LOCAL BOTTLE @ 1.5 LTR / 50.7 FLOZ		

Tools

- Insert Template
- Scale Order
- Show Item Bids
- Validate Quantities
- Convert Requested Amount to Vendor Unit
- Update Vendors Bid for This Item**
- Update Order with Vendor Bids for all Items
- Update Order with Vendor Bids for Selected Item
- Show Item Statistics
- Show Item Consumptions
- Show Historical Purchases

Order List Order P

- The vendor bid will open where you can enter the new bid price and validation.

**Purchase Order 16113775 - 245099 INTERNATIONAL SHIP**

Code	Description	Price	Unit	SubTotal
218010	SOFT DRINK, COCA COLA DIET CAN @ 330ML / 12 FLOZ	0.4300	EA	51.6000
218230	SOFT DRINK, COCA COLA CLASSIC CAN @ 330ML / 12 FLOZ	0.3200	EA	460.8000
274050-150	WATER - CARBONATED, LOCAL BOTTLE @ 1.50 LTR / 50.7 FLOZ	0.4600	BT 150	165.6000
274520-050	WATER NON-CARBONATED, LOCAL BOTTLE @ 0.5 LTR / 16.9 FLOZ	0.1200	BT050	288.0000
274520-150	WATER NON-CARBONATED, LOCAL BOTTLE @ 1.5 LTR / 50.7 FLOZ	0.2000	BT 150	96.0000
274521-050	WATER NON-CARBONATED, LOCAL GLASS BOTTLE WITH SCREW TOP BOTTLE @ 0.5 LTR / 16.9 FLOZ	0.0000	BT050	0.0000

**Vendor Bid**

WATER NON-CARBONATED, LOCAL

Valid From: 25 July 2006 Valid To: 26 July 2006

Vendor Code: Brand: Case Size: Minimum: 0.000000 Price: 0.000000 Currency: Euro

Comments:

Case Dimensions: Height (m) X Depth (m) X Width (m) = Volume (m³)

Done

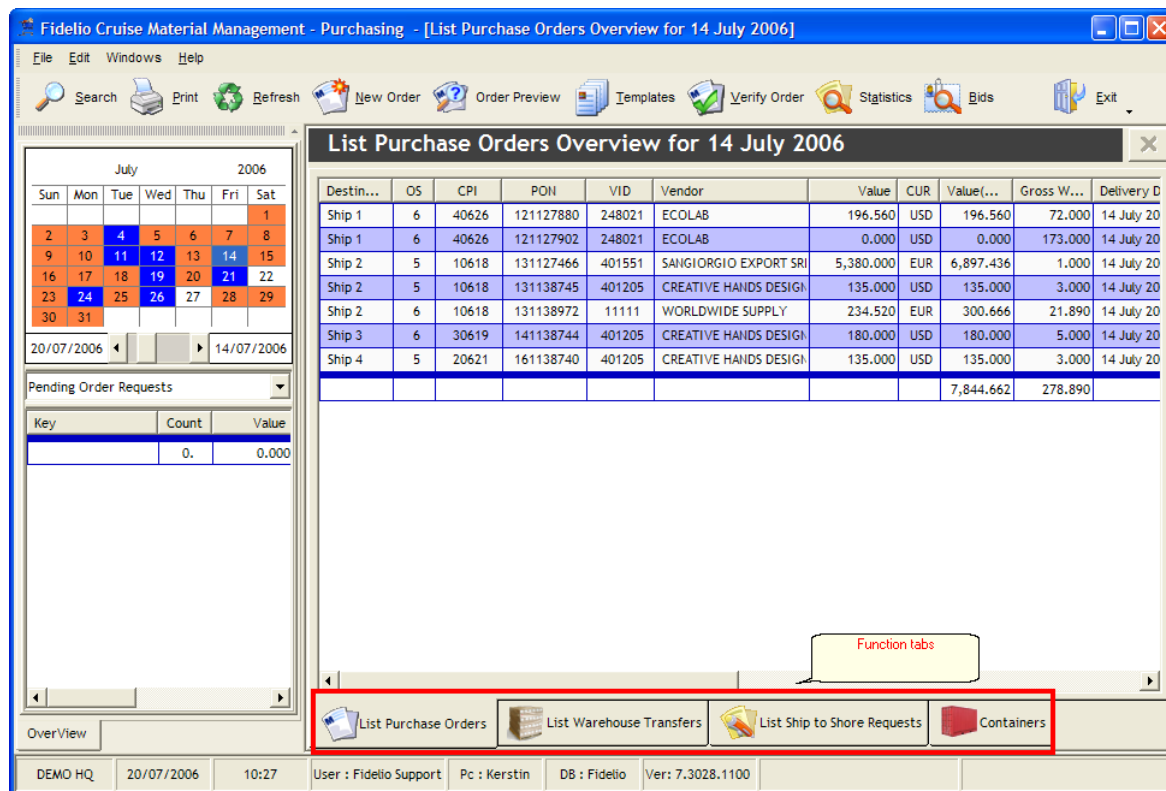
- After the processing has finished, the system will display the updated information on the screen with the quantities validated on the order accordingly.



# Main Screen

- [List Purchase Orders](#) for listing the purchase orders of the selected day on the calendar.
- [List warehouse transfers](#) for listing all inbound/outbound warehouse transfers for the selected day
- [List ship to shore transfers](#) for listing all ship issued material requests.
- [Container](#) for listing all container orders of the selected day on the calendar

## Tabs:



Navigation: Reference > Main Screen > Tabs PO View >

## Tabs PO View: List Purchase Orders



The 'list purchase orders' tab provides a complete list of all the purchase orders that have been issued for the selected day in blue color.

## List Purchase Orders:

Below is an image of the list purchase orders screen as it would look when opening it. The purchase orders for the selected day are listed on the right hand side of the screen where they may be selected for further viewing by [double clicking](#) the corresponding document or for a quick view of the purchase order just click on the tab [Quick View](#)

# Main Screen

**List Purchase Orders Overview for 30 July 2005**

Desti...	O	CPI	PON	V...	Vendor	Value	C	Valu...
Silver P	6	D00	71111	1877	CARISAM-SAMI	118.000	SI	118.000
Silver P	1	D00	71111	1861	EXPORTHER BC	99.805	SI	99.805
Silver P	1	D00	71111	1202	KANSAS PACKI	22.500	SI	22.500
Silver P	1	D00	71111	1583	SMT DUTY FREI	54.560	SI	54.560
Silver P	1	D00	71121		AGENCIA MARI	0.000		0.000
Silver P	1	D00	71121	0	-None-	0.000	B	0.000
Silver P	1	D00	71121	0	-None-	0.000	B	0.000
								394.865

Calendar: July 2005. Pending Order Requests: 0. Key: 0. Count: 0. Value: 0.000.

Buttons: OverView, Quick View, List Purchase Orders, List Warehouse Transfers.

Footer: Remontit Cruise Spa. 12/07/2005 16:43 User: Fidelio Support Pc: DB: Fidelio Ver: 7.30.109

- The columns displaying information for the purchase orders are as follows :

<b>Destination</b>	Destination of the purchase order
<b>OS</b>	Status of the purchase order
<b>PON</b>	Purchase order number
<b>VID</b>	Purchase order identity number
<b>Vendor</b>	Name of vendor
<b>Value</b>	Value of purchase order in local vendor currency
<b>CURR</b>	Vendor Currency
<b>Value (CUR)</b>	Value in system currency
<b>Authorized for Gross Weight</b>	Authorized Amount of Purchase Order Total weight of Items belonging to this purchase order
<b>Delivery Date</b>	Date of delivery
<b>Blocked by</b>	If the PO is set to block payment the system will display by whom
<b>Reason</b>	And why

- The **edit menu** for editing the contents of the selected purchase order is also accessible by **Right Clicking** the list area.

**Edit** | Windows | Help

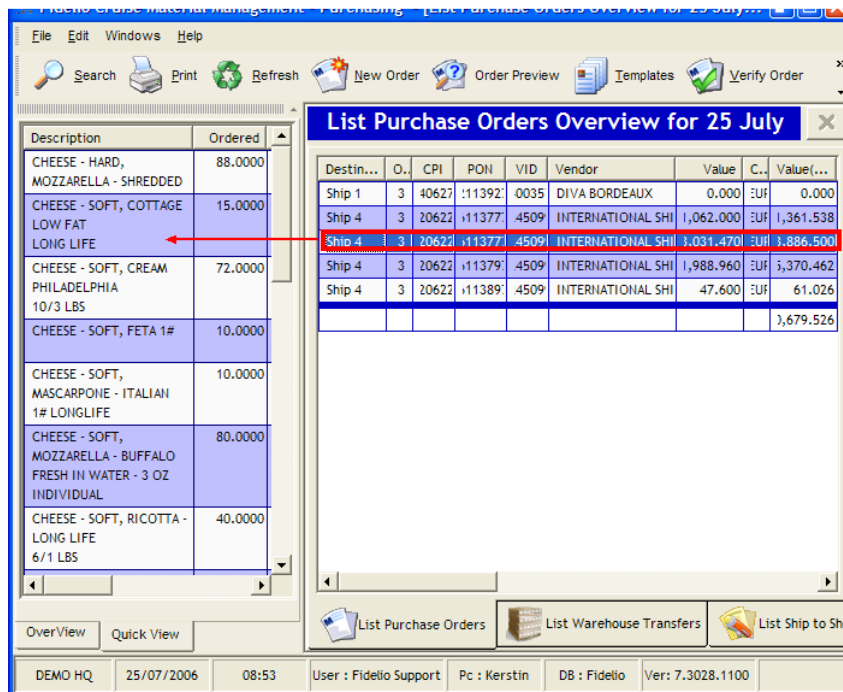
- Open
- Clone Order
- Partial Delivery
- Status
- Ownership
- Authorize Order
- Flag Received by Supplier
- Flag Confirmed by Supplier
- Block Payment
- Ship Via Container
- Print... Ctrl+P
- Send Email
- Cancel
- Delete Ctrl+ENTF
- Select All

**Status**

- 01 - Order Processed
- 02 - Order Authorised
- ☒ 03 - Order Send
- 04 - Order Confirmed Received
- 05 - Order Confirmed Quantities
- 06 - Order Delivered
- 07 - Order Invoice Controlled
- 08 - Order Invoice Paid
- 09 - Order Credit Note Pending
- 10 - Container in Transit

- Open a selected purchase order
- Status of a purchase order
- Authorize a purchase order
- Set flag received by supplier on purchase order
- Set flag confirmed by supplier on purchase order
- Block the payment of a purchase order
- Enable the option to ship via container
- Open the report manager for printing options
- Send an email to the selected supplier
- Delete a selected transaction or line
- Select all active information on the screen.

- The **Quick View** is an overview of which items belong to this purchase order without opening the whole purchase order



Description	Ordered
CHEESE - HARD, MOZZARELLA - SHREDDED	88.0000
CHEESE - SOFT, COTTAGE LOW FAT LONG LIFE	15.0000
CHEESE - SOFT, CREAM PHILADELPHIA 10/3 LBS	72.0000
CHEESE - SOFT, FETA 1#	10.0000
CHEESE - SOFT, MASCARPONE - ITALIAN 1# LONG LIFE	10.0000
CHEESE - SOFT, MOZZARELLA - BUFFALO FRESH IN WATER - 3 OZ INDIVIDUAL	80.0000
CHEESE - SOFT, RICOTTA - LONG LIFE 6/1 LBS	40.0000

Destin...	O.	CPI	PON	VID	Vendor	Value	C.	Value(...)
Ship 1	3	40627	:11392	:0035	DIVA BORDEAUX	0.000	EUR	0.000
Ship 4	3	20622	:11377	:4509	INTERNATIONAL SHI	1,062.000	EUR	1,361.538
Ship 4	3	20622	:11377	:4509	INTERNATIONAL SHI	1,031.470	EUR	1,886.500
Ship 4	3	20622	:11379	:4509	INTERNATIONAL SHI	1,988.960	EUR	3,370.462
Ship 4	3	20622	:11389	:4509	INTERNATIONAL SHI	47.600	EUR	61.026
								3,679.526

- The columns displaying information for the purchase orders are as follows :

<b>Description</b>	Item description
<b>Ordered</b>	Order quantity
<b>Confirmed</b>	Quantity confirmed by supplier
<b>Unit</b>	Item unit
<b>Price</b>	Item price
<b>Subtotal</b>	Total of the item

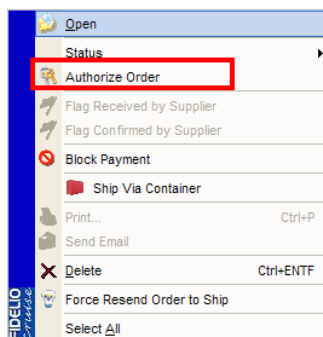
Navigation: Reference > Main Screen > Tabs PO View > Tabs PO View: List Purchase Orders >

## Tabs PO View: List Purchase Orders



Authorization is configured on a defines monetary value set for each user. Purchase Orders that exceed the user's set monetary purchasing allowance require authorization by a user with a higher allowance.

### Authorize Order:



Select Authorize Order the PO changes to Status 2 - Authorized

If "Authorize Order" option is grayed out, that means either order has been authorized (is at status 2), or current user does not have required authorization power to complete the task.

### NOTE:

Operational circumstances may require modifications be made to an authorized purchase order. When changes are made and PO value is lower than original authorized value, the purchase order does not require re-authorization. When changes are made and PO value exceeds the original authorized value, it will result in the purchase order requiring re-authorization.

**See Also:**

- Security Module (Buyers Limit)
- Link 2
- Link 3

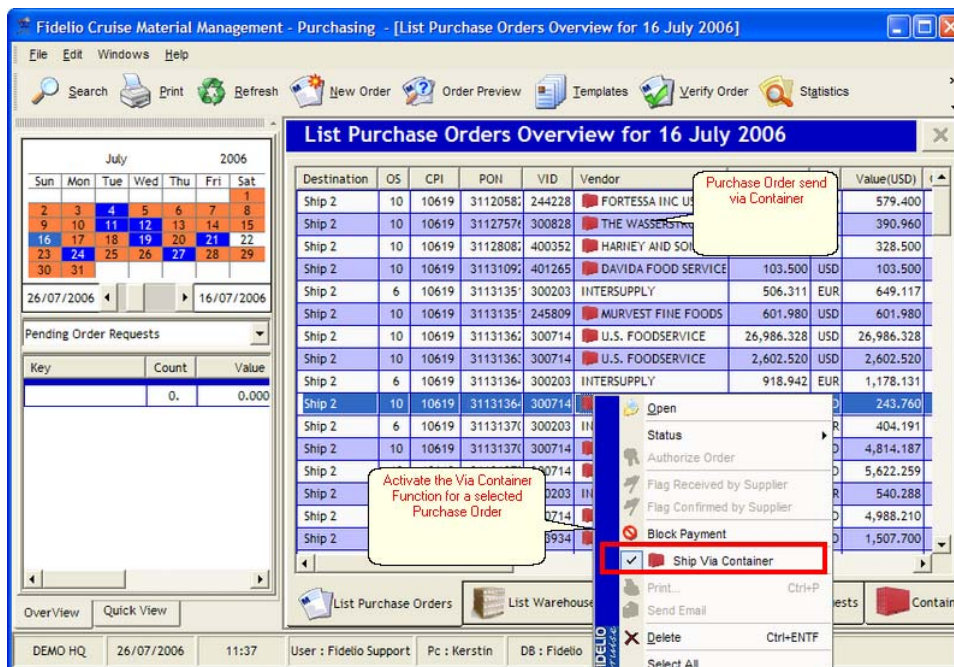
Navigation: Reference > Main Screen > Tabs PO View > Tabs PO View: List Purchase Orders >

**Tabs PO View: List Purchase Orders**

The via container option allows the user to send material with a container to the vessels. The system combines purchase orders from different suppliers into one container.

**Via Container:**

- Access this function via the edit menu or right mouse click and select *Ship Via Container*



- By activating this function a new tab in the purchase order detail screen will appear "CONTAINERS"

# Main Screen

Fidello Cruise Material Management - Purchasing - [Purchase Order - VIEW ONLY ACCESS - 131131375 - 300714 U.S. ...]

File Edit Windows Help

Search Print Refresh New Order Order Preview Templates Verify Order Statistics

Purchase Order - VIEW ONLY ACCESS - 131131375 - 3 USD

Code	Description	Ordered	Confirmed	Received	U...	Price	SubTot
103330	GLACE - DEMI, VEAU ELITE (VEAL) THICKENED VEAL STOCK REDUCTION CULIHARTE 5x1 LB	60.0000	60.0000	60.0000	LBS	8.3800	502.80
103345	GLACE - DEMI VEAU (VEAL) ROASTED VEAL STOCK REDUCTION CULIHARTE 4X5 LB	60.0000	60.0000	60.0000	LBS	9.7400	584.40
169020	VEAL - CHUCK SHOULDER CLOD ROAST HAMP 310B	0.0000	69.1500	69.1500	LBS	3.6700	253.78
169020	VEAL - CHUCK SHOULDER CLOD ROAST HAMP 310B	120.0000	50.2000	50.2000	LBS	3.6700	184.23
169030	VEAL - FAJITA SLICED NO FAT 2"x1/2" THICK FLANK STEAK	60.0000	60.0000	60.0000	LBS	5.5300	331.80
169050	VEAL - HINDSHANK, CENTER CUT	0.0000	11.7000	11.7000	LBS	9.4700	110.79

Order List Order Properties Comments Logs Containers Document Reference

DEMO HQ 26/07/2006 11:44 User: Fidello Support Pc: Kerstin DB: Fidello Ver: 7.3029.110 Release Candidate

- By selecting this tab the below view will appear and with edit or right click, the add container function will appear

Fidello Cruise Material Management - Purchasing - [Purchase Order 131137763 - 400686 MEEDER]

File Edit Windows Help

Search Print Refresh New Order Order Preview Templates Verify Order Statistics

Purchase Order 131137763 - 400686 MEEDER EUR

Id	Type	Code	Description
143010			FRUIT - FRESH, APPLES - GOLDEN DELICIOUS=
143020			FRUIT - FRESH, APPLES - GRANNY SMITH ==WA
143030			FRUIT - FRESH, APPLES - RED DELICIOUS==EXT
143080			FRUIT - FRESH, BANANA - HALF RIPE, STAGE #4
			FRUIT - FRESH, GRAPEFRUIT - PINK, SEEDLESS=
			FRUIT - FRESH, GRAPES - BLUE / BLACK, SEEDL
			FRUIT - FRESH, GRAPES - GREEN / WHITE, SEED
			FRUIT - FRESH, GRAPES - RED, EMPEROR SEEDL
			FRUIT - FRESH, KIWI - FANCY, RIPE==36 CT. 11
143350			FRUIT - FRESH, MANGO - SWEET, HALF RIPE==f
143360			FRUIT - FRESH, MANGO - SWEET, RIPE==FIBER
143380			FRUIT - FRESH, MELON - CANTALOUPE==FANC
143390			FRUIT - FRESH, MELON - HONEYDEW ==FANCY
143410			FRUIT - FRESH, MELON - WATERMELON, RED -
143470			FRUIT - FRESH, ORANGE - VALENCIA, FOR JUIC
143510			FRUIT - FRESH, PEACHES - FANCY== 72 CT. 25
143540			FRUIT - FRESH, PINEAPPLE - HALF RIPE==4/6 L

Order List Order Properties Comments Logs Containers

DEMO HQ 27/07/2006 11:04 User: Fidello Support Pc: Kerstin DB: Fidello Ver: 7.3029.110 Release Candidate

- By selecting add container, a selection of all open containers will appear, select one or more if you need to divide the purchase order into more then one container.

# Main Screen

S	Id	Date	Size	Type	Comment	Serial	BOL
0	110000000261	13/08/2006	Container 40 ft	Frozen -20°C	CPSU516250	SEAL#000187	
0	110000000281	13/08/2006	Container 40 ft	Non Refrigerated	Hapag Lloyd		

Selected Cancel

- The system will add the container and add also one more column to the items on the right side
- By right clicking on the added container, select add all items to container, and the system will add all items to it

Id	Type	Size	Serial	Code	Description	Confirmed	Unit	Total	SEAL#0001870
110000000261	Frozen -20°C	Container 40 ft	SEAL#0001870	143010	FRUIT - FRESH, APPLES - GOLDEN DELICIOUS==EXTRA FANCY WASHIN	40.0000	LBS	0.0000	0.0000
				143020	FRUIT - FRESH, APPLES - GRANNY SMITH ==WASHINGTON 113 CT. 40 LB	40.0000	LBS	0.0000	0.0000
				143030	FRUIT - FRESH, APPLES - RED DELICIOUS==EXTRA FANCY 125 CT. 40 LB	40.0000	LBS	0.0000	0.0000
				143080	FRUIT - FRESH, BANANA - HALF RIPE, STAGE #4==100/120 CT. 40 LB P	120.0000	LBS	0.0000	0.0000
				143210	FRUIT - FRESH, GRAPEFRUIT - PINK, SEEDLESS==RUBY FANCY 32/36 C	100.0000	LBS	0.0000	0.0000
				143220	FRUIT - FRESH, GRAPES - BLUE / BLACK, SEEDLESS==EXTRA FANCY 8/2	30.0000	LBS	0.0000	0.0000
				143230	FRUIT - FRESH, GRAPES - GREEN / WHITE, SEEDLESS==EXTRA FANCY 1	30.0000	LBS	0.0000	0.0000
				143240	FRUIT - FRESH, GRAPES - RED, EMPEROR SEEDLESS==EXTRA FANCY 18	30.0000	LBS	0.0000	0.0000
				143280	FRUIT - FRESH, KIWIFRUIT - FANCY, RIPE==36 CT. 10 LB LUG	30.0000	LBS	0.0000	0.0000
				143350	FRUIT - FRESH, MANGO - SWEET, HALF RIPE==FIBER FREE 10/14 CT. 1	40.0000	LBS	0.0000	0.0000
				143360	FRUIT - FRESH, MANGO - SWEET, RIPE==FIBER FREE 10/14 CT. 12 LB	60.0000	LBS	0.0000	0.0000
				143380	FRUIT - FRESH, MELON - CANTALOUPE==FANCY 2 LB AVERAGE 42 LB P	120.0000	LBS	0.0000	0.0000
				143390	FRUIT - FRESH, MELON - HONEYDEW ==FANCY 8 CT. 3 LB AVERAGE 42	120.0000	LBS	0.0000	0.0000
				143410	FRUIT - FRESH, MELON - WATERMELON, RED - SEEDLESS==10 LB AVER	200.0000	LBS	0.0000	0.0000
				143470	FRUIT - FRESH, ORANGE - VALENCIA, FOR JUICING==HAWKINS SWEET	200.0000	LBS	0.0000	0.0000
				143510	FRUIT - FRESH, PEACHES - FANCY==72 CT. 25 LB PER CASE	40.0000	LBS	0.0000	0.0000
				143540	FRUIT - FRESH, PINEAPPLE - HALF RIPE==4 LB AVERAGE	140.0000	LBS	0.0000	0.0000
				143570	FRUIT - FRESH, PLUMS - PURPLE, FANCY==4x4 CT. 28 LB PER CASE	20.0000	LBS	0.0000	0.0000
				143580	FRUIT - FRESH, PLUMS - RED, FANCY==4x4 CT. 28 LB PER CASE	20.0000	LBS	0.0000	0.0000
				143650	FRUIT - FRESH, STRAWBERRY - DRISCOL==MEDIUM NO. 1 VERY FIRM	40.0000	LBS	0.0000	0.0000
				146010	HERBS - FRESH, BASIL - VERY GREEN==VERY FRESH	5.0000	LBS	0.0000	0.0000
					HERBS - FRESH, CHIVES==VERY FRESH	2.0000	LBS	0.0000	0.0000
					HERBS - FRESH, CILANTRO / CORIANDER==VERY FRESH	2.0000	LBS	0.0000	0.0000
					HERBS - FRESH, OREGANO - WILD==VERY FRESH	2.0000	LBS	0.0000	0.0000
					HERBS - FRESH, ROSEMARY==VERY FRESH	2.0000	LBS	0.0000	0.0000
				146190	HERBS - FRESH, THYME==VERY FRESH	1.0000	LBS	0.0000	0.0000
				192040	VEGETABLE - FRESH, BEANS - FRECH, GREEN==THIN US NO. 1 - 25 LB	10.0000	LBS	0.0000	0.0000
				192050	VEGETABLE - FRESH, BEANS - STRING GREEN==FANCY 25 LB PER CASE	10.0000	LBS	0.0000	0.0000
				192070	VEGETABLE - FRESH, BOK CHOY==NO. 1 30 LB PER CASE	60.0000	LBS	0.0000	0.0000
				192080	VEGETABLE - FRESH, BROCCOLI - SPEARS==DARK GREEN 14 CT. 22 LB	60.0000	LBS	0.0000	0.0000
				192100	VEGETABLE - FRESH, CABBAGE - CHINESE / HAPA==40 LB PER CASE	60.0000	LBS	0.0000	0.0000
				192110	VEGETABLE - FRESH, CABBAGE - GREEN / WHITE==NO. 1 10/12 CT 50	20.0000	LBS	0.0000	0.0000
				192150	VEGETABLE - FRESH, CARROT - MEDIUM==50 LB PER CASE NO TOPS	160.0000	LBS	0.0000	0.0000
				192160	VEGETABLE - FRESH, CAULIFLOWER ==9/12 CT 30 LB PER CASE	40.0000	LBS	0.0000	0.0000
				192170	VEGETABLE - FRESH, CELERY - PASCAL==24 CT 40 LB PER CASE	20.0000	LBS	0.0000	0.0000
				192240	VEGETABLE - FRESH, CUCUMBERS - SEEDLESS, MEDIUM==FANCY SELE	100.0000	LBS	0.0000	0.0000
				192260	VEGETABLE - FRESH, EGGPLANT - ROUND, FANCY ==MEDIUM 18/24 C	30.0000	LBS	0.0000	0.0000
				192290	VEGETABLE - FRESH, GARLIC - BULB, JUMBO==30 LB PER CASE	20.0000	LBS	0.0000	0.0000
				192310	VEGETABLE - FRESH, GINGER - ROOT==30 LB PER CASE	10.0000	LBS	0.0000	0.0000
				192360	VEGETABLE - FRESH, LEEKS - LARGE TOPLESS==12 CT 20 LB PER CASE	40.0000	LBS	0.0000	0.0000
				192370	VEGETABLE - FRESH, LETTUCE - BELGIAN ENDIVE, GREEN==GREEN SM	10.0000	LBS	0.0000	0.0000

The container which were added

☐ Add Container  
☐ Remove Container  
☒ Add All Items to Container  
☐ Remove All Items from Container

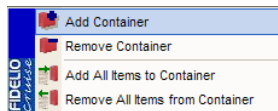
- All item quantities will be automatically transferred to the container and total column

Code	Description	Confirmed	Unit	Total	SEAL#0001870
143010	FRUIT - FRESH, APPLES - GOLDEN DELICIOUS==EXTRA FANCY WASHIN	40.0000	LBS	40.0000	40.0000
143020	FRUIT - FRESH, APPLES - GRANNY SMITH ==WASHINGTON 113 CT. 40 LB	40.0000	LBS	40.0000	40.0000
143030	FRUIT - FRESH, APPLES - RED DELICIOUS==EXTRA FANCY 125 CT. 40 LB	40.0000	LBS	40.0000	40.0000

- NOTE: If you have more then one container you will have more then one column available and could enter the quantity manually.

Add a container to the purchase order

# Main Screen



Remove the container from the selected purchase order

Add all items to the selected container

Remove all items from the selected container

Navigation: Reference > Main Screen > Tabs PO View > Tabs PO View: List Purchase Orders >

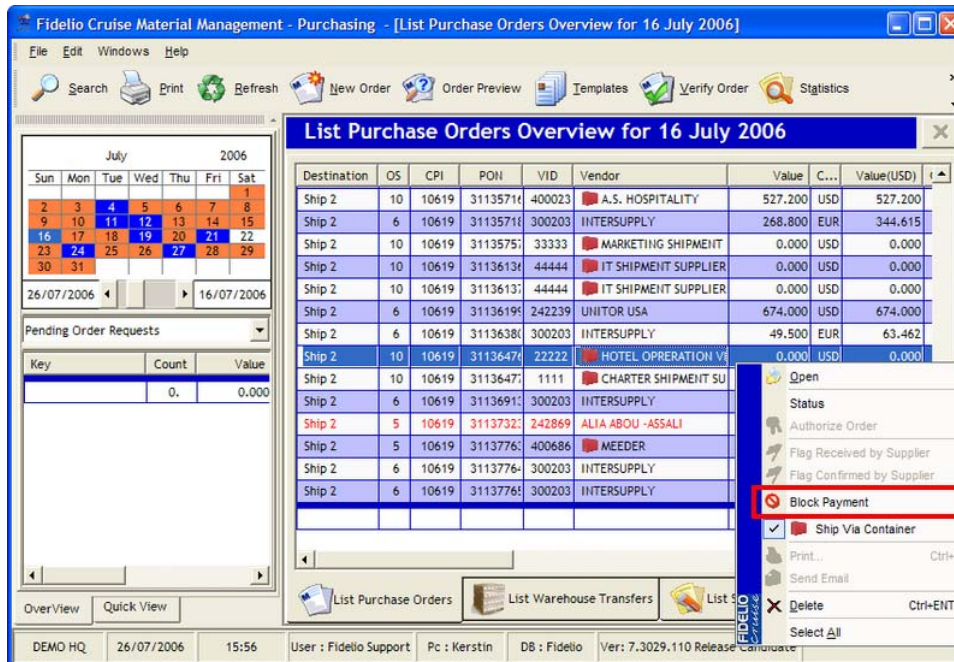
## Tabs PO View: List Purchase Orders



The block payment function will block the selected purchase order for payment.

### Block Payment:

- Selecting the block payment function will set the purchase order overview to a red color



- A blockage definition will pop up where the user will select a status and enter the reason for the blockage

Status : 0 Unblocked  
3 Blocked

Blockage Definition

Order 131137323

Status:3-Blocked

Reason:bad delivery

Apply

Exit

- On the list purchase overview, the details will appear showing who blocked this purchase order and why

Fidello Cruise Material Management - Purchasing - [List Purchase Orders Overview for 16 July 2006]

File Edit Windows Help

Search

Print

Refresh

New Order

Order Preview

Templates

Verify Order

Statistics

July2006

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

26/07/2006

16/07/2006

Pending Order Requests

Key	Count	Value
	0.	0.000

List Purchase Orders Overview for 16 July 2006

Value(USD)	Gross We...	Delivery Date	Blocked By	Reason
4,026.000	7.000	16 July 2006		
87.300	30.000	16 July 2006		
527.200	250.000	16 July 2006		
344.615	42.000	16 July 2006		
0.000	1.000	16 July 2006		
0.000	2.000	16 July 2006		
0.000	1.000	16 July 2006		
674.000	2.000	16 July 2006		
63.462	6.000	16 July 2006		
0.000	1.000	16 July 2006		
0.000	1.000	16 July 2006		
67.962	90.000	16 July 2006		
47.230	15.840	16 July 2006	Fidello Support Team	bad delivery
4,443.114	3,906.000	16 July 2006		
1,219.315	1,340.780	16 July 2006		
49.000	315.000	16 July 2006		

List Purchase Orders

List Warehouse Transfers

List Ship to Shore Requests

Container

Over/View

Quick View

DEMO HQ

26/07/2006

16:10

User : Fidello Support

Pc : Kerstin

DB : Fidello

Ver: 7.3029.110 Release Candidate

**NOTE:** If you register a blocked purchase order in the invoicing module, a flag is shown as blocked payment.

See Also:

- Invoicing

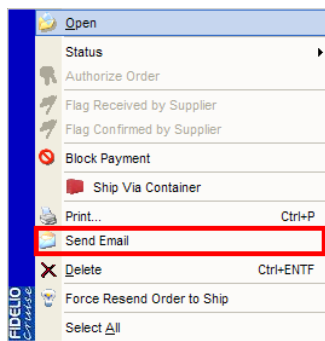
Navigation: Reference > Main Screen > Tabs PO View > Tabs PO View: List Purchase Orders >

Tabs PO View: List Purchase Orders

Within the Purchasing Module the user has the option to send the Purchase Order via Email system.

Send Email:

# Main Screen

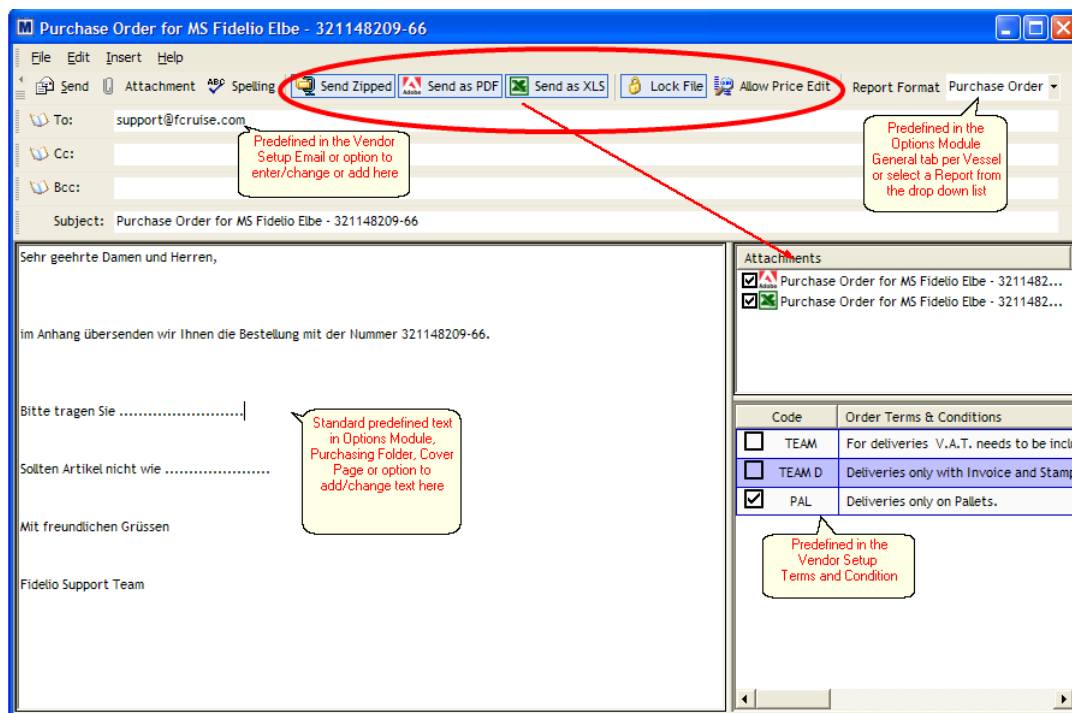


Select "Send Email" will open the internal Email engine

The send Email function is only available after the Purchase Order was authorized, otherwise the feature is grayed out.

**NOTE:** Vendor Code is required to send the purchase order via email. If no Vendor Code is present system will give a warning  
"System cannot send order where the Vendor Code is Zero or empty. Please call your system administrator for assistance"

Email new message screen will appears for review and editing.



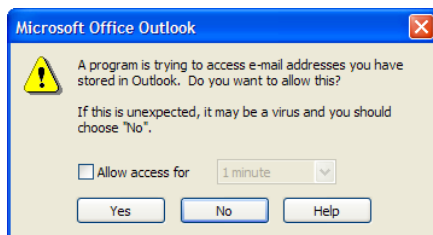
Send Zipped This is set to default. Automatically the attachments will be zipped.

Send as PDF This is set to default. Automatically the Purchase Order is generated as PDF File.

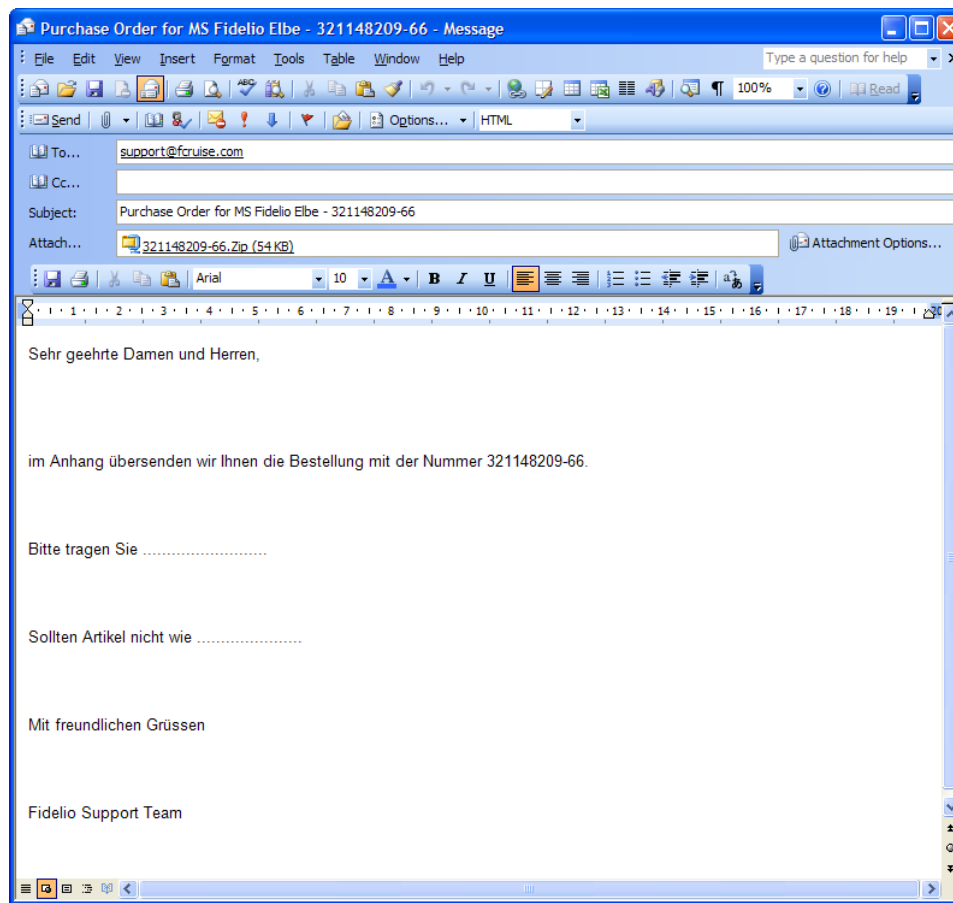
Send as Excel This is set to default. Automatically the Items get exported to an Excel sheet.

Lock File The attached Excel File is locked by default. Locked for certain columns in the Sheet. Unlock would aloud the Vendor to change all columns even description and codes.

Allow Price Edit This is by default disabled. So Prices can't changed by the Vendor



- The Purchase Order is being prepared and included to the Email as an attachment. The "Send" Function will send the Email with attachment to the Vendor. Modifications to the Email text can still be done.



---

#### See Also:

- [Option Module](#) (Email setting)
- Vendor Module
- Link 3

Navigation: [Reference](#) > [Main Screen](#) > [Tabs PO View](#) >

## Tabs PO View: List Warehouse Transfers



The list warehouse transfers displays a complete list of all the transfers that have been issued for the selected day in green color. These include all warehouse in and outbound traffic either to or from the vessels.

### List Warehouse Transfers:

Below is an image of the list warehouse transfer screen as it would look when opening it. The warehouse transfers for the selected day are listed on the right hand side of the screen where they may be selected for further viewing by [double clicking](#) the corresponding document or select [quick view](#) for a quick overview.

Fidelio Cruise Material Management - Purchasing - [List Warehouse Transfers Overview for 28 July 2006]

File Edit Windows Help

Search Print Refresh New Order Order Preview Templates Verify Order Statistics Bids

July 2006

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

24/07/2006 28/07/2006

Pending Order Requests

Key	Count	Value
	0.	0.000

OverView Quick View

List Warehouse Transfers Overview for 28 July 2006

Source	OS	Destination	Port	Via	Value(USD)
Warehouse for Stock	0	Ship 3	San Francisco	-None-	381.00
Warehouse Miami - ABX L	0	Ship 3	San Francisco	-None-	3,817.70
Warehouse Miami - ABX L	0	Ship 3	San Francisco	INCHCAPE SHIPPING	654.00
IBESC Stock	0	Ship 3	San Francisco	-None-	19,664.07
Warehouse Miami - ABX L	0	Ship 3	San Francisco	-None-	128.00
Warehouse Miami - ABX L	0	Ship 3	San Francisco	INCHCAPE SHIPPING	444.00
Warehouse Miami - ABX L	0	Ship 3	San Francisco	-None-	361.60
Warehouse Miami - ABX L	0	Ship 3	San Francisco	-None-	1,813.51
Warehouse Miami - ABX L	0	Ship 3	San Francisco	-None-	5,859.00
					33,122.85

List Purchase Orders List Warehouse Transfers List Ship to Shore Requests Containers

- The columns displaying information for the Warehouse Transfers are as follows :

**Source** Name of source warehouse  
**OS** Status of transfer  
**Destination** Destination of transfer  
**Port** Destination port of transfer  
**Via** Via the port agent name or company  
**Value (CUR)** Value of transfer in system currency  
**Gross Weight** Total weight of the transfer

- The menu for editing the contents of the selected warehouse is accessible by *Right Clicking* the list area.

List Warehouse Transfers Overview for 28 July 2006					
Source	OS	Destination	Port	Via	Value(USD)
Warehouse for Stock	0	Ship 3	San Francisco	-None-	381.000
Warehouse Miami - ABX I	0	Ship 3	San Francisco	-None-	3,817.700
Warehouse Miami - ABX I	0	Ship 3	San Francisco	INCHCAPE SHIPPING	654.000
IBESC Stock	0	Ship 3	San Francisco	-None-	19,664.078
Warehouse Miami - ABX I	0	Ship 3	San Francisco	-None-	128.000
Warehouse Miami - ABX I	0	Ship 3	San Francisco	INCHCAPE SHIPPING	444.000
Warehouse Miami - ABX I	0	Ship 3	San Francisco	-None-	361.600
Warehouse Miami - ABX I	0	Ship 3	San Francisco	-None-	1,813.517
Warehouse Miami - ABX I	0	Ship 3	San Francisco	-None-	5,859.000
					33,122.895

Open  
Status  
Finalize  
Delete Shift+ENTF  
Refresh F2  
Properties

FIDELIO  
CRUISE

List Purchase Orders

List Warehouse Transfers

List Ship to Shore Requests

Containers

Open
Status
Finalize
Delete Shift+ENTF
Refresh F2
Properties

<input checked="" type="checkbox"/>	0 - Pending
<input type="checkbox"/>	1 - Finalized

- Open a selected purchase order
- Change the status of a warehouse transfer with the available options
- Finalize a warehouse transfer
- Delete a selected warehouse transfer
- Refresh the screen view to default
- Display the properties of a warehouse transfer

- The Quick View is a quick overview of which items belong to this transfer.

**Fidelio Cruise Material Management - Purchasing - [List Warehouse Transfers Overview for 28 ...]**

File Edit Windows Help

Search Print Refresh New Order Order Preview Templates Verify Order

Description...	Sent	Unit	Pr
BAG - LAUNDRY, NYLON WITH CORD EA = 1 BAG LOGO 100/CARTO	20.000	EA	8
COVER - DUST, VINYL, GRAY, WITH LOGO EA = 1 COVER @ 24 X 12" 1.25/GUSE	288.000	EA	0

←

Source	O.	Destination	Port	Via	Value(USD)
Warehouse for	0	Ship 3	San Francisco	-None-	381.000
Warehouse Mia	0	Ship 3	San Francisco	-None-	3,817.700
Warehouse Mia	0	Ship 3	San Francisco	INCHCAPE SH	654.000
IBESC Stock	0	Ship 3	San Francisco	-None-	19,664.078
Warehouse Mia	0	Ship 3	San Francisco	-None-	128.000
Warehouse Mia	0	Ship 3	San Francisco	INCHCAPE SH	444.000
Warehouse Mia	0	Ship 3	San Francisco	-None-	361.600
Warehouse Mia	0	Ship 3	San Francisco	-None-	1,813.517
Warehouse Mia	0	Ship 3	San Francisco	-None-	5,859.000
					33,122.895

OverView Quick View List Purchase Orders List Warehouse Transfers List Ship to Sh

DEMO HQ 25/07/2006 09:10 User : Fidelio Support Pc : Kerstin DB : Fidelio Ver : 7.3028.1100

- The columns displaying information for the transfer from warehouse are as follows :

Description	Item description
Sent	Item quantity which sent/receive to/from ship
Unit	Item unit
Price	Item price
Total	Total value of the item transfer

**Navigation:** Reference > Main Screen > Tabs PO View >

## Tabs PO View: List Ship to Shore Requests



The list ship to shore requests provides a complete list of all the requests issued from the ships to the headquarters for the selected day in yellow color.

**List Ship to Shore Requests:**

Below is an image of the list ship to shore requests screen as it would look when opening it. The ship to shore requests for the selected day are listed on the right hand side of the screen where they may be selected for further viewing by [double clicking](#) the corresponding document or select [quick view](#) for a quick overview

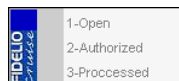
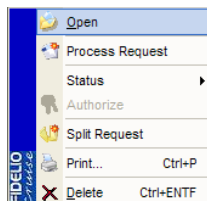
# Main Screen

The screenshot shows the 'Fidelio Cruise Material Management - Purchasing' application window. The title bar indicates '[List Ship to Shore Requests Overview for 27 July 2005]'. The menu bar includes File, Edit, Windows, and Help. The toolbar contains icons for Search, Print, Refresh, New Order, Templates, Verify Order, and Statistics. The main window is divided into two panes. The left pane shows a calendar for July 2005, a 'Pending Order Requests' dropdown, and a table with columns Key, Count, and Value. The right pane, titled 'List Ship to Shore Requests Overview', displays a table of requests. The status bar at the bottom shows 'Remonti Cruise Spa.', '12/07/2005', '16:45', 'User : Fidelio Support', 'Pc :', 'DB : Fidelio', and 'Ver: 7.30.109'.

Id	Head Quar...	Vessel	Type	De...	Cre...	I...	Co...
000000	Remonti	Silver Platt	Manual	Bever	07/20	39.	1.476
000000	Remonti	Silver Platt	Manual	Bever	07/20	34.	18.250
000000	Remonti	Silver Platt	Manual	Bever	07/20	39.	12.100
000000	Remonti	Silver Platt	Manual	Bever	07/20	39.	1.861
000000	Remonti	Silver Platt	Manual	Split R	07/20	5.	18.473
							12.160

- The columns displaying information for the ship to shore requests are as follows :

<b>S</b>	Status of transfer
<b>ID</b>	Identification number of transfer
<b>Headquarter</b>	Name of headquarters
<b>Vessel</b>	Name of vessel transmitting request to headquarter
<b>Type</b>	Request type
<b>Description</b>	Main category description of request
<b>Create Date</b>	Request creation date
<b>Items</b>	Number of items in request
<b>Cost HQ</b>	Cost of request
<b>Comment</b>	Comments per request
<b>Gross Weight</b>	Total item weight of the transfer
<b>CHK Count Items</b>	System checksum
<b>CHK Sum Items</b>	System checksum
<b>LOC Sum Items</b>	Sum of items in local currency if delivery made in other region/country



- Open a selected ship to shore request
- Process the request as **Purchase Order**
- Change the status of a ship to shore request
- Authorize a ship to shore request
- Split** a ship to shore request
- Open the report manager for printing options
- Delete a selected ship to shore request.

- The **Quick View** is a quick overview of which items belong to this ship to shore request.

# Main Screen

Fidelio Cruise Material Management - Purchasing - [List Ship to Shore Requests Overview for 2...

File Edit Windows Help

Search Print Refresh New Order Order Preview Templates Verify Order

**List Ship to Shore Requests Overview for 28**

Description	Order	Id	Head Quar...	Vessel	Type	De...	Co...	I...	Co...
BREAD - DRY, GRISSINI TOSCANI - EXTRA VIRGIN OLIVE OIL EA = PACK @ 150 GRAMS	288.000	3	1000001	DEMO HQ	Ship 3	Manual	Food	Italian	74. 74.322
BREAD - DRY, CROSTINI - ITALIAN TOSCANI - OLIVE OIL, EA = PACK @ 300 GRAMS TUSCANY	80.000	3	1000001	DEMO HQ	Ship 3	Manual	Food	ice cre	39. 14.450
BREAD - DRY, CROSTINI - ITALIAN TOSCANI - ROSEMARY, EA = PACK @ 300 GRAMS TUSCANY	80.000	3	1000001	DEMO HQ	Ship 3	Manual	Food	pork/t	17. 19.940
BREAD - DRY, CROSTINI - ITALIAN TOSCANI - GARLIC, EA = PACK @ 300 GRAMS TUSCANY	80.000	3	1000001	DEMO HQ	Ship 3	Manual	Food	frz grc	58. 51.532
BREAD - DRY - ITALIAN - ALI DI FARFALLA	80.000	3	1000001	DEMO HQ	Ship 3	Manual	Food	veal (!	11. 49.300
		3	1000001	DEMO HQ	Ship 3	Manual	Food	poultr	15. 44.200
		3	1000001	DEMO HQ	Ship 3	Manual	Food	fish/se	42. 96.690
		3	1000001	DEMO HQ	Ship 3	Manual	Food	game (!	2. 55.000
		3	1000001	DEMO HQ	Ship 3	Manual	Food	lamb (!	3. 44.500
		3	1000001	DEMO HQ	Ship 3	Manual	Food	beef (!	19. 34.900
		3	1000001	DEMO HQ	Ship 3	Manual	Food	sausag	18. 96.850
		3	1000001	DEMO HQ	Ship 3	Manual	Food	chilled	61. 54.552
		3	1000001	DEMO HQ	Ship 3	Manual	Food	dry fox	79. 52.721
		3	1000001	DEMO HQ	Ship 3	Manual	Food	flour /r	37. 58.805
		3	1000001	DEMO HQ	Ship 3	Manual	Bever	spirits	83. 52.676
		3	1000001	DEMO HQ	Ship 3	Manual	Bever	beer /s	43. 34.130

Overview Quick View

List Purchase Orders List Warehouse Transfers List Ship to Shore

DEMO HQ 25/07/2006 10:19 User : Fidelio Support Pc : Kerstin DB : Fidelio Ver: 7.3028.1100

- The columns displaying information for the request are as follows :

Description	Item description
Order	Quantity ordered by the ship
Unit	Item unit
Comment	Item comment

Navigation: Reference > Main Screen > Tabs PO View > Tabs PO View: List Ship to Shore Requests >

## Tabs PO View: List Ship to Shore Requests



The split request option allows users to divide a ship to shore request into two separate requests.

### Split Request :

- By selecting split request from the edit menu a splitting wizard window will open.  
This window divides into two separate sections in which the splitting process can be made.



# Main Screen

**Split Order Request Wizard**

Existing Order Request				New Order Request			
Code	Description	Unit	Order	Code	Description	Unit	Order
119275	CHEESE - HARD, MOZZARELLA - SHRED	LBS	60.000				
120920	CHEESE - SOFT, COTTAGE LOW FAT CDD	LBS	20.000				
120510	CHEESE - SOFT, MASCARPONE - ITALIAN	LBS	10.000				
120530	CHEESE - SOFT, MOZZARELLA - BUFFAL	LBS	40.000				
120570	CHEESE - SOFT, RICOTTA - LONG LIFE	LBS	15.000				
126110	EGGS FRESH - MEDIUM GRADE "A" WH	DOZ	900.000				
122210	MILK - FRESH, SKIMMED 00% FAT CONT	LT	6.000				
122110	MILK - LOW FAT, FRESH 001% FAT CONT	LT	6.000				
122120	MILK - LOW FAT, LONG LIFE 001% FAT C	LT	240.000				
122310	MILK - REGULAR, FRESH 003.5% FAT CO	LT	12.000				
122320	MILK - REGULAR, LONG LIFE 003.5% FAT	LT	960.000				
122220	MILK - SKIMMED, LONG LIFE 000.05% FA	LT	120.000				
102080	YEAST - FRESH	LBS	30.000				
123110	YOGURT - NO FAT AND NO SUGAR, LONG	EA	120.000				
123120	YOGURT - NO FAT, LONG LIFE DASSOR	EA	240.000				
123130	YOGURT - PLAIN DCA - CUP @ 4 OZ	EA	200.000				
123140	YOGURT - REGULAR, LONG LIFE DASSOR	EA	720.000				

☐ Include Items with Zero Quantity

Ok Cancel

- Select the product that need to be transferred to a new order request by clicking on it and selecting the  button to transfer the article to the other window. Should it be necessary to remove articles from the new order request they may be moved back to the other side by selecting the  button.

**Split Order Request Wizard**

Existing Order Request				New Order Request			
Code	Description	Unit	Order	Code	Description	Unit	Order
119275	CHEESE - HARD, MOZZARELLA - SHRED	LBS	60.000				
120920	CHEESE - SOFT, COTTAGE LOW FAT CDD	LBS	20.000				
120510	CHEESE - SOFT, MASCARPONE - ITALIAN	LBS	10.000				
120530	CHEESE - SOFT, MOZZARELLA - BUFFAL	LBS	40.000				
120570	CHEESE - SOFT, RICOTTA - LONG LIFE	LBS	15.000				
126110	EGGS FRESH - MEDIUM GRADE "A" WH	DOZ	900.000				
122210	MILK - FRESH, SKIMMED 00% FAT CONT	LT	6.000				
122120	MILK - LOW FAT, LONG LIFE 001% FAT C	LT	240.000				
122310	MILK - REGULAR, FRESH 003.5% FAT CO	LT	12.000				
122320	MILK - REGULAR, LONG LIFE 003.5% FAT	LT	960.000				
122220	MILK - SKIMMED, LONG LIFE 000.05% FA	LT	120.000				
102080	YEAST - FRESH	LBS	30.000				
123110	YOGURT - NO FAT AND NO SUGAR, LONG	EA	120.000				
123120	YOGURT - NO FAT, LONG LIFE DASSOR	EA	240.000				
123130	YOGURT - PLAIN DCA - CUP @ 4 OZ	EA	200.000				
123140	YOGURT - REGULAR, LONG LIFE DASSOR	EA	720.000				
122110	MILK - LOW FAT, FRESH 001% FAT CONT	LT	6.000				

☐ Include Items with Zero Quantity

Ok Cancel

Split Order Request Wizard

Split Order Request Wizard

Existing Order Request

Code	Description	Unit	Order
119275	CHEESE - HARD, MOZZARELLA - SHRED	LBS	60.000
120920	CHEESE - SOFT, COTTAGE LOW FAT C	LBS	20.000
120510	CHEESE - SOFT, MASCARPONE - ITALIAN	LBS	10.000
120530	CHEESE - SOFT, MOZZARELLA - BUFFAL	LBS	40.000
120570	CHEESE - SOFT, RICOTTA - LONG LIFE	LBS	15.000
126110	EGGS FRESH - MEDIUM GRADE "A" WH	DOZ	900.000
122210	MILK - FRESH, SKIMMED 00% FAT CONT	LT	6.000
122310	MILK - REGULAR, FRESH 003.5% FAT CO	LT	12.000
122320	MILK - REGULAR, LONG LIFE 003.5% FA	LT	960.000
122220	MILK - SKIMMED, LONG LIFE 000.05% FA	LT	120.000
102080	YEAST - FRESH	LBS	30.000
123110	YOGURT - NO FAT AND NO SUGAR, LONG	EA	120.000
123120	YOGURT - NO FAT, LONG LIFE DASSOR	EA	240.000
123130	YOGURT - PLAIN DDEA - CUP @ 4 OZ	EA	200.000
123140	YOGURT - REGULAR, LONG LIFE DASSK	EA	720.000
122110	MILK - LOW FAT, FRESH 001% FAT CONT	LT	6.000

New Order Request

Code	Description	Unit	Order
122120	MILK - LOW FAT, LONG LIFE 001% FAT C	LT	240.000

☐ Include Items with Zero Quantity

Ok

Cancel

- Once the contents of both requests are completed, select the 

Ok

 button.
- Both requests will be visible on the ship to shore main screen.

S	Id	Head Quarter	Vessel	Type	Description
3	100000	Saga Yachting Inc.	Sea Trophy	Manual	Food
3	100000	Saga Yachting Inc.	Sea Lion	Manual	Food
3	100000	Saga Yachting Inc.	Sea Saga	Manual	Beverage
3	100001	Saga Yachting Inc.	Sea Trophy	Manual	Food
2	100001	Saga Yachting Inc.	Sea Trophy	Manual	Food
3	100002	Saga Yachting Inc.	Sea Trophy	Manual	Split Request 1100000000625

Navigation: Reference > Main Screen > Tabs PO View >

Tabs PO View: Container



The list container view provides a complete list of all the containers that will be delivered for the selected day in red color.

List Container:

Below is an image of the container screen as it would look when opening it. The containers for the selected day are listed on the right hand side of the screen where they may be selected for further viewing by *double clicking* the corresponding document or select *quick view* for a quick overview.

# Main Screen

**Fidelio Cruise Material Management - Purchasing - [Containers Overview for 16 July 2006]**

File Edit Windows Help

Search Print Refresh New Order Order Preview Templates Verify Order Statistics

July 2006

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

26/07/2006 16/07/2006

Pending Order Requests

Key	Count	Value
	0.	0.000

Overview

List Purchase Orders List Warehouse Transfers List Ship to Shore Requests Containers

DEMO HQ 26/07/2006 09:17 User : Fidelio Support Pc : Kerstin DB : Fidelio Ver: 7.3028.1100

**Containers Overview for 16 July 2006**

S	Id	Vessel	Size	Type	Com...	Serial	BOL	C...	Value
1	1000000016	Ship 2	Container 40'	Frozen -20°	V1619	SEAL#16	HLCUATL	184.	4,223.411
1	1000000016	Ship 2	Container 20'	Non Refriger	V1619	SEAL#20	HLCUATL	3.	0.000
1	1000000016	Ship 2	Container 40'	Non Refriger	V1619	SEAL#24	HLCUATL	254.	2,124.207
								441.	6,347.618

**S** Container status 0= Open 1= Container in Transit 2= Container Received 4= Container posted to Accounting  
**ID** Container ID  
**Vessel** Destination vessel for the container  
**Size** Container size  
**Type** Container type  
**Comments** Comments per container  
**Serial** Serial number  
**BOL** Bill of lading number  
**Count** Item count  
**Value** Total value of items inside the container

- By double clicking on a container document, the detailed information screen will appear.

**Containers Overview for 16 July 2006**

S	Id	Vessel	Size	Type	Com...	Serial	BOL	C...	Value
1	1000000016	Ship 2	Container 40'	Frozen -20°	V1619	SEAL#16	HLCUATL	184.	4,223.411
1	1000000016	Ship 2	Container 20'	Non Refriger	V1619	SEAL#20	HLCUATL	3.	0.000
1	1000000016	Ship 2	Container 40'	Non Refriger	V1619	SEAL#24	HLCUATL	254.	2,124.207
								441.	6,347.618

- Below is an example of how the detail screen looks with the item details on the right and the grouping on the left of the screen

**Fidelio Cruise Material Management - Purchasing - [Container with serial number: SEAL#243835]**

File Edit Windows Help

Search Print Refresh New Order Order Preview Templates Verify Order Statistics

Grouping Overview

Items in Container Logs

DEMO HQ 26/07/2006 10:35 User : Fidelio Support Pc : Kerstin DB : Fidelio Ver: 7.3028.1100

**Container with serial number: SEAL#243835**

Code	Description	Amount	U...	Price	SubTotal	Di...	V...	Total
454118	CARD - INVITATION WITH LOGO, FOLDED EA= 1 CARD @ 6 X 4"	1,000.0000	EA	0.2825	847.4400	0.00	0.00	847.4400
457106	FORM - FROM THE TOUR OFFICE, WHITE WITH LOGO EA= 1 FORM @ 8.5 X 11"	1,000.0000	EA	0.0844	168.7000	0.00	0.00	168.7000
457115	FORM - GUEST STATEMENT O/ACCOUNT EA= 1 FORM @ 8.5 X 11"	1,000.0000	EA	0.0172	86.0000	0.00	0.00	86.0000
460112	COVER - PASSENGER LIST, FOLDED WITH LOGO EA= 1 COVER @ 5.6 X 8.7"	500.0000	EA	0.3214	160.7000	0.00	0.00	160.7000
460121	MEIU - BREAKFAST DOORHANGER, WITH LOGO EA= 1 MEIU @ 3.7 X 11.5"	1,000.0000	EA	0.2233	669.7500	0.00	0.00	669.7500
460151	PAPER - GUEST STATIONARY, WITH LOGO EA= 1 PAPER @ 7.2 X 10.5"	1,500.0000	EA	0.1408	352.0500	0.00	0.00	352.0500
465746	CARTRIDGE - LEXMARK Z55, T&E T&E... V&E V&E...	2,0000	EA	26.2600	52.5200	0.00	0.00	52.5200

<b>Code</b>	Item code
<b>Description</b>	Item description
<b>Amount</b>	Quantity loaded in container
<b>Unit</b>	Item unit
<b>Price</b>	Item price
<b>Subtotal</b>	Item subtotal
<b>Discount %</b>	Item discount
<b>VAT %</b>	Item VAT
<b>Total</b>	Item total
<b>Source</b>	Supplier and PO number

See Also:

- [Container Module](#)

Navigation: Reference > Main Screen > Tabs PO View >

## Tabs PO View: Action Events



Action Events are intended for the ship to report issues during the loading that might need a shoreside representative to become active and follow up with the vendor.

### Action Events:

Below is an image of all currently open action events.  
The action events are not separated by date.  
The action events will show depending on the user selection.



<b>ID</b>	Unique Action Event ID.
<b>Date</b>	Date when the action event was entered.
<b>Status</b>	Destination vessel for the container
<b>Type</b>	Shows whether the action event is open or closed. The status will change to close once the user selected to resolve the action event.
<b>Item</b>	Name of the item for which the action event was created.
<b>Assigned User</b>	When creating an action event the user needs to assign it to a responsible person. The selected user will show in this column. You can also work on other users action lists.
<b>Comments</b>	This field shows the comments the user who created the action event has entered.
<b>Resolve Date</b>	Date when the action event was resolved.
<b>Resolve</b>	Shows the selected resolution type.
<b>Comments</b>	This field shows the comments the user who resolved the action event has entered.

Navigation: Reference > Main Screen > Tabs PO View > Tabs PO View: Action Events >

## Menu: Action Events



The menu in the action lists view offers several options to open, resolve or close a action event.

### Open:



Use this button to open an existing action event for editing the comments.

### Resolve:



Use this button to resolve an action event.

When the button is pressed the following window opens and offers the user to specify details how the action event was resolved.

Use the drop down box for Resolution Type, if required comments can be entered. To complete click on Apply Resolve to finally resolve the Action Event.



A resolved action event cannot be reopened.

### Delete:



Use this button to delete an existing action event.

Confirm the warning to finally delete the event.



### Action Event view:



Use this dropdown box to see either all your open, all your closed or all users open or closed action events.

Navigation: Reference > Main Screen >

### Tabs Item View

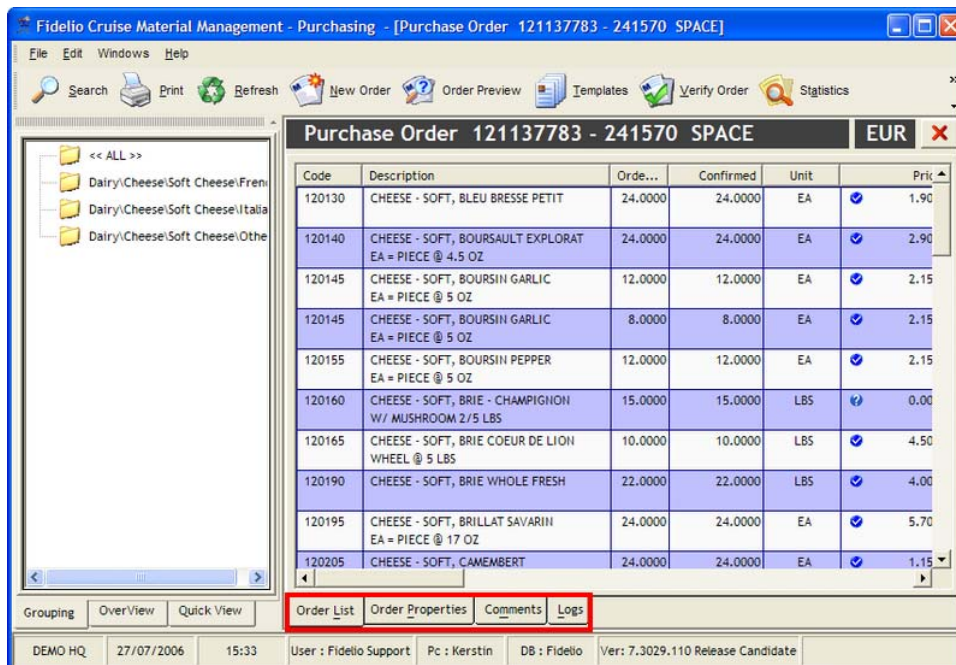


The tabs at the bottom of the screen provide the possibility to access the following areas of the purchase order :

- [Order List](#) for listing all Items included in this purchase order
- [Order properties](#) with create criteria such as delivery date, delivery port etc
- [Comments](#) for comments per purchase order
- [Logs](#) for recording who did what within the purchase order
- [Container](#) only displayed if the [Via Container](#) function is enabled
- [Document Reference](#) only displayed if the field document reference is used in [Order Properties](#)
- [Loading Log](#) only displayed if this purchase order status is higher then status 6 (received on board)

### Tabs Item View:

The below is an image of the first screen as it would look when opening a purchase order.



Navigation: Reference > Main Screen > Tabs Item View >

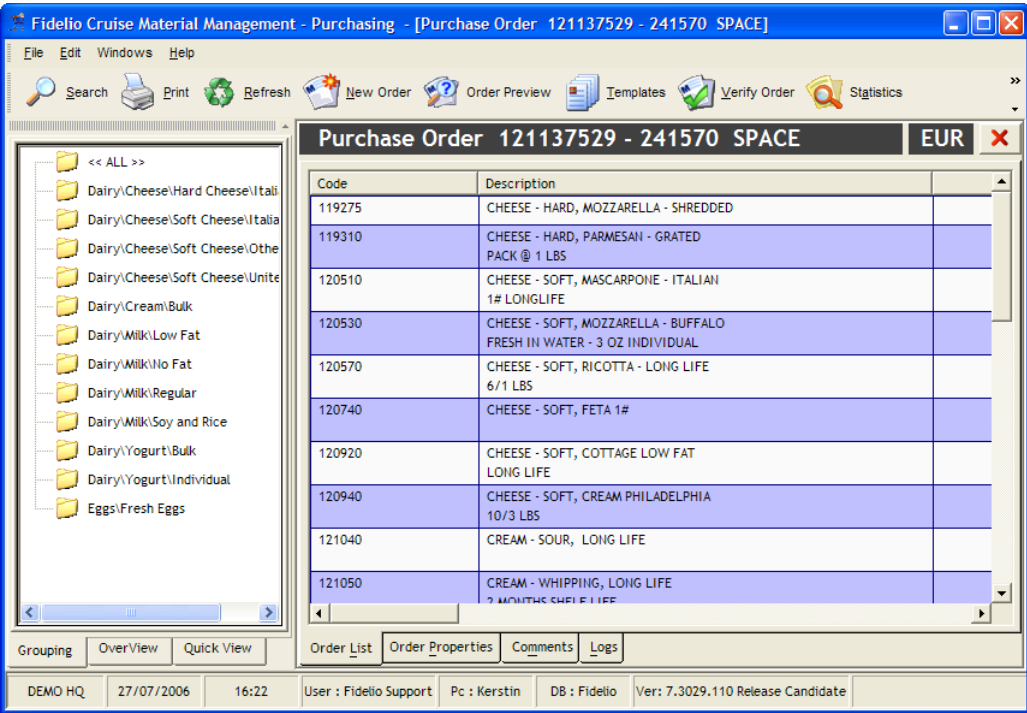
### Tabs Order List



The order list shows the detailed list of item which are ordered in the selected purchase order.

**Tabs Order List:**

The view of a purchase order list is related to which current status the purchase order has. Up to status 4 the view detail will be the same. With status 5 the detail screen will get an additional column "Confirmed" which will be the quantity confirmed by the vendor. With status 6 another column will appear "Received" which is the quantity received on board. With status 7 the column "Invoiced" will be added which is the final quantity which was invoiced in the [Invoice Module](#)



<b>Code</b>	Item code
<b>Description</b>	Item description
<b>Ordered</b>	Order quantity from ship
<b>Confirmed</b>	Confirmed quantity from supplier
<b>Received</b>	Final received quantity on board
<b>Unit</b>	Item unit
<b>Price</b>	Item price  = The Price is automatically assigned from the quote manager  = There was no bid price or the price was modified
<b>Subtotal</b>	Item subtotal
<b>Discount %</b>	Discount per item
<b>VAT %</b>	VAT per item
<b>Total</b>	Item total
<b>Expire Date</b>	Expiration date (automatic if expire date is enabled in article manager)
<b>Comments</b>	Comments per item
<b>Gross Weight</b>	Item gross weight

Navigation: Reference > Main Screen > Tabs Item View >

**Tabs Order Properties**



The order properties reflect criteria which was selected when the user created the purchase order or entered information in the vendor manager

**Order properties:**

- The red boxes are criteria which was selected when the purchase order was made. On the right side is an overview by group with actual cost and fixed cost and final variance in %.

**Purchase Order 121137783 - 241570 SPACE**

**Destination:**  
 Entity: Ship 1  
 Date: July 17, 2006 (07:00)  
 Country: Monaco  
 City: Monte-Carlo  
 Agent: CAMBIASO & RISSO  
 Doc Ref: ?

**Supplier:**  
 Vendor: SPACE  
 Terms: 30 Days  
 Currency: Euro  
 Discount: 0.000  
 VAT: 0.000  
**Delivery Care Of:**  
 Co Status: Disabled  
 Co Vendor:  
 Co Date: July 17, 2006 (07:00)  
**Date for Bids used:**  
 Date: July 17, 2006

**Order Group Summary**

Store	Actual Cost(USD)	Fixed Cost
Dairy/Cheese/Soft Cheese/French	2,389.936	0.000
Dairy/Cheese/Soft Cheese/Italian	133.333	0.000
Dairy/Cheese/Soft Cheese/Other	26.923	0.000
	2,550.192	0.000

- The Doc Ref field could be used for delivery note of the supplier etc. If you enter a doc ref or more then one, a new TAB will appear with Document Reference where the user can assign the item to a Doc Ref.

**Fidelio Cruise Material Management - Purchasing - [Purchase Order 121137528 - 248427 SAVCO]**

File Edit Windows Help

Search Print Refresh New Order Order Preview Templates Verify Order Statistics

**Purchase Order 121137528 - 248427 SAVCO** EUR

Price	Total	Doc Ref
0.4090	66.4052	
0.8181	127.7872	
0.7727	121.7157	
1.0000	33.0000	
1.3636	227.9939	
0.4545	151.1849	
0.4545	112.7887	
7.5000	82.5000	
7.5000	82.5000	
2.0454	44.9988	
5.2036	0.0000	
0.5681	587.9153	
1.0860	0.0000	
1.0000	264.0000	
0.9545	251.9880	
0.8181	179.9820	
0.4090	172.7616	

Grouping Overview Quick View

Order List Order Properties Comments Logs **Document Reference** Loading Logs

DEMO HQ 01/08/2006 09:49 User: Fidelio Support Pc: Kerstin DB: Fidelio Ver: 7.3029.110 Release Candidate

- By double clicking on the line a drop down box will appear to select the document reference number

# Main Screen

**Purchase Order 121137528 - 248427 SAVCO** EUR

Price	Total	Doc Ref
0.4090	66.4052	
0.8181	127.7872	
0.7727	121.7157	
1.0000	33.0000	
1.3636	227.9939	FR52719501652
0.4545	151.1849	
0.4545	112.7667	
7.5000	82.5000	
7.5000	82.5000	
2.0454	44.9988	
5.2036	0.0000	
0.5681	587.9153	
1.0860	0.0000	
1.0000	264.0000	
0.9545	251.9880	
0.8181	179.9820	
0.4090	172.7616	

Grouping: OverView Quick View  
Order List Order Properties Comments Logs Document Reference Loading Logs  
DEMO HQ 01/08/2006 09:52 User: Fidelio Support Pc: Kerstin DB: Fidelio Ver: 7.3029.110 Release Candidate

Navigation: Reference > Main Screen > Tabs Item View >

## Tabs Container



This tab is only shown if the VIA CONTAINER function is enabled.

### Container:

- By activating the function Via Container a new tab in the purchase order detail screen will appear "CONTAINERS"

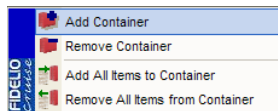
**Purchase Order - VIEW ONLY ACCESS - 131131375 - 3 USD**

Code	Description	Ordered	Confirmed	Received	U...	Price	SubTot
103330	GLACE - DEMI, VEAU ELITE (VEAL) THICKENED VEAL STOCK REDUCTION CULINARTE 5x1 LB	60.0000	60.0000	60.0000	LBS	8.3800	502.80
103345	GLACE - DEMI VEAU (VEAL) ROASTED VEAL STOCK REDUCTION CULINARTE 4X5 LB	60.0000	60.0000	60.0000	LBS	9.7400	584.40
169020	VEAL - CHUCK SHOULDER CLOD ROAST HAMP 310B	0.0000	69.1500	69.1500	LBS	3.6700	253.78
169020	VEAL - CHUCK SHOULDER CLOD ROAST HAMP 310B	120.0000	50.2000	50.2000	LBS	3.6700	184.23
169030	VEAL - FAJITA SLICED NO FAT 2"x1/2" THICK FLANK STEAK	60.0000	60.0000	60.0000	LBS	5.5300	331.80
169050	VEAL - HINDSHANK, CENTER CUT	0.0000	11.7000	11.7000	LBS	9.4700	110.79

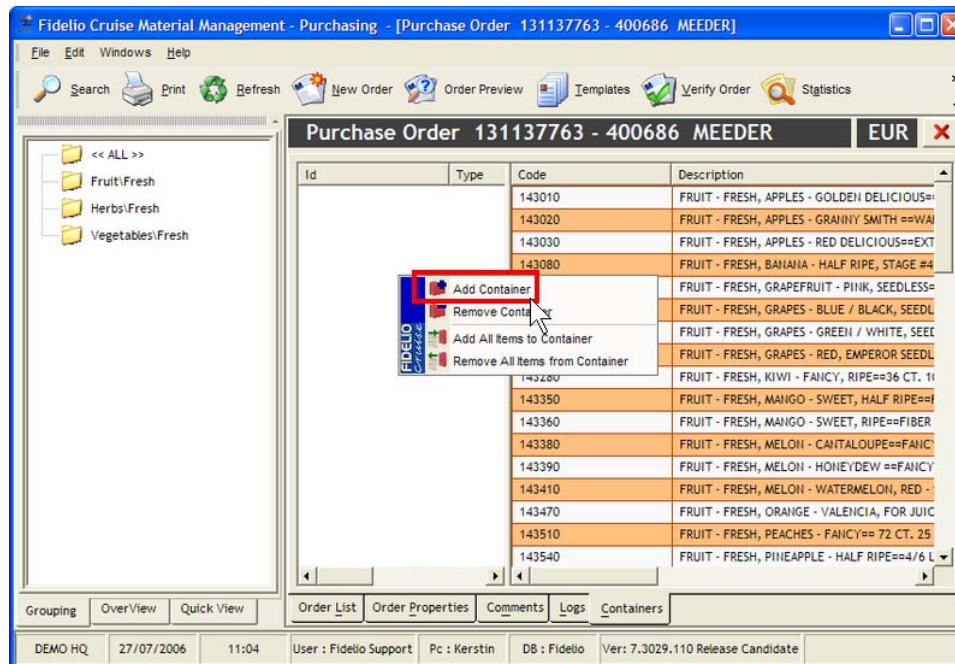
Grouping: OverView Quick View  
Order List Order Properties Comments Logs Containers Document Reference  
DEMO HQ 26/07/2006 11:44 User: Fidelio Support Pc: Kerstin DB: Fidelio Ver: 7.3029.110 Release Candidate

- By selecting this tab, the below view will appear and with edit or right click, the add container function will appear

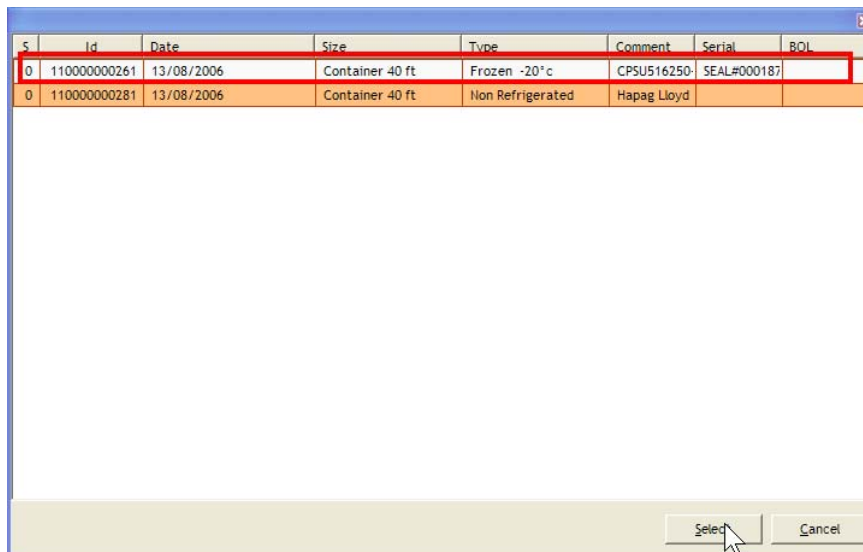
# Main Screen



- Add a container to the purchase order
- Remove the container from the selected purchase order
- Add all items to the selected container
- Remove all items from the selected container



- By pressing add container, a selection of all open containers will appear, select one or more if you wish to divide the purchase order into more then one container.



- The system will add the container and add also one more column to the items on the right sight
- By selecting the Container and then right click on the added container, select add all items to container and the system will add all items to it or enter it manually.

# Main Screen

Id	Type	Size	Serial	Code	Description	Confirmed	Unit	Total	SEAL#001870
110000000261	Frozen -20°C	Container 40 ft	SEAL#001870	143010	FRUIT - FRESH, APPLES - GOLDEN DELICIOUS==EXTRA FANCY WASHIN	40.0000	LBS	0.0000	0.0000
<div>The container which were added</div>				143020	FRUIT - FRESH, APPLES - GRAINY SMITH ==WASHINGTON 113 CT. 40 LB	40.0000	LBS	0.0000	0.0000
				143030	FRUIT - FRESH, APPLES - RED DELICIOUS==EXTRA FANCY 125 CT. 40 LB	40.0000	LBS	0.0000	0.0000
				143080	FRUIT - FRESH, BANANA - HALF RIPE, STAGE #4==100/120 CT. 40 LB P	120.0000	LBS	0.0000	0.0000
				143210	FRUIT - FRESH, GRAPEFRUIT - PIINK, SEEDLESS==RUBY FANCY 32/36 C	100.0000	LBS	0.0000	0.0000
				143220	FRUIT - FRESH, GRAPES - BLUE / BLACK, SEEDLESS==EXTRA FANCY 8/2	30.0000	LBS	0.0000	0.0000
				143230	FRUIT - FRESH, GRAPES - GREEN / WHITE, SEEDLESS==EXTRA FANCY 1	30.0000	LBS	0.0000	0.0000
				143240	FRUIT - FRESH, GRAPES - RED, EMPEROR SEEDLESS==EXTRA FANCY 18	30.0000	LBS	0.0000	0.0000
				143280	FRUIT - FRESH, KIWI - FANCY, RIPE==36 CT. 10 LB LUG	30.0000	LBS	0.0000	0.0000
				143350	FRUIT - FRESH, MANGO - SWEET, HALF RIPE==FIBER FREE 10/14 CT. 1	40.0000	LBS	0.0000	0.0000
				143360	FRUIT - FRESH, MANGO - SWEET, RIPE==FIBER FREE 10/14 CT. 12 LB	60.0000	LBS	0.0000	0.0000
				143380	FRUIT - FRESH, MELON - CANTALOUPE==FANCY 2 LB AVERAGE 42 LB F	120.0000	LBS	0.0000	0.0000
				143390	FRUIT - FRESH, MELON - HONEYDEW ==FANCY 8 CT. 3 LB AVERAGE 42	120.0000	LBS	0.0000	0.0000
				143410	FRUIT - FRESH, MELON - WATERMELON, RED - SEEDLESS==10 LB AVER	200.0000	LBS	0.0000	0.0000
				143470	FRUIT - FRESH, ORANGE - VALENCIA, FOR JUICING==HAWLTON SWEE	200.0000	LBS	0.0000	0.0000
				143510	FRUIT - FRESH, PEACHES - FANCY==72 CT. 25 LB PER CASE	40.0000	LBS	0.0000	0.0000
				143540	FRUIT - FRESH, PINEAPPLE - HALF RIPE==46 LB AVERAGE	140.0000	LBS	0.0000	0.0000
				143570	FRUIT - FRESH, PLUMS - PURPLE - FANCY==4x4 CT. 28 LB PER CASE	20.0000	LBS	0.0000	0.0000
				143580	FRUIT - FRESH, PLUMS - RED, FANCY==4x4 CT. 28 LB PER CASE	20.0000	LBS	0.0000	0.0000
				143650	FRUIT - FRESH, STRAWBERRY - DRISCOL ==MEDIUM 110. 1 VERY FIRM	40.0000	LBS	0.0000	0.0000
				146010	HERBS - FRESH, BASIL - VERY GREEN==VERY FRESH	5.0000	LBS	0.0000	0.0000
					HERBS - FRESH, CHIVES==VERY FRESH,	2.0000	LBS	0.0000	0.0000
					HERBS - FRESH, CILANTRO / CORIANDER==VERY FRESH	2.0000	LBS	0.0000	0.0000
					HERBS - FRESH, OREGANO - WILD==VERY FRESH	2.0000	LBS	0.0000	0.0000
					HERBS - FRESH, ROSEMARY==VERY FRESH	2.0000	LBS	0.0000	0.0000
				146190	HERBS - FRESH, THYME==VERY FRESH	1.0000	LBS	0.0000	0.0000
				192040	VEGETABLE - FRESH, BEANS - FREICH, GREEN==THIN US 110. 1 - 25 LB	10.0000	LBS	0.0000	0.0000
				192050	VEGETABLE - FRESH, BEANS - STRING GREEN==FANCY 25 LB PER CASE	10.0000	LBS	0.0000	0.0000
				192070	VEGETABLE - FRESH, BOK CHOY==110. 1 30 LB PER CASE	60.0000	LBS	0.0000	0.0000
				192080	VEGETABLE - FRESH, BROCCOLI - SPEARS==DARK GREEN 14 CT. 22 LB	60.0000	LBS	0.0000	0.0000
				192100	VEGETABLE - FRESH, CABBAGE - CHINESE / NAPA==40 LB PER CASE	60.0000	LBS	0.0000	0.0000
				192110	VEGETABLE - FRESH, CABBAGE - GREEN / WHITE==110. 1 10/12 CT 50	20.0000	LBS	0.0000	0.0000
				192150	VEGETABLE - FRESH, CARROT - MEDIUM==50 LB PER CASE 110 TOPS	160.0000	LBS	0.0000	0.0000
				192160	VEGETABLE - FRESH, CAULIFLOWER ==9/12 CT 30 LB PER CASE	40.0000	LBS	0.0000	0.0000
				192170	VEGETABLE - FRESH, CELERY - PASCAL==24 CT 60 LB PER CASE	20.0000	LBS	0.0000	0.0000
				192240	VEGETABLE - FRESH, CUCUMBERS - SEEDLESS, MEDIUM==FANCY SELEI	100.0000	LBS	0.0000	0.0000
				192260	VEGETABLE - FRESH, EGGPLANT - ROUND, FANCY ==MEDIUM 18/24 C	30.0000	LBS	0.0000	0.0000
				192290	VEGETABLE - FRESH, GARLIC - BULB, JUMBO==30 LB PER CASE	20.0000	LBS	0.0000	0.0000
				192310	VEGETABLE - FRESH, GINGER - ROOT==30 LB PER CASE	10.0000	LBS	0.0000	0.0000
				192360	VEGETABLE - FRESH, LEEKS - LARGE TOPLESS==12 CT 20 LB PER CASE	40.0000	LBS	0.0000	0.0000
				192370	VEGETABLE - FRESH, LETTUCE - BELGIAN ENDIVE, GREEN==GREEN SM	10.0000	LBS	0.0000	0.0000

Add Container

Remove Container

Add All Items to Container

Remove All Items from Container

Order ListOrder PropertiesCommentsLogsContainers

- All item quantities will be automatically transferred to the container and total column

Code	Description	Confirmed	Unit	Total	SEAL#001870
143010	FRUIT - FRESH, APPLES - GOLDEN DELICIOUS==EXTRA FANCY WASHIN	40.0000	LBS	40.0000	40.0000
143020	FRUIT - FRESH, APPLES - GRAINY SMITH ==WASHINGTON 113 CT. 40 LB	40.0000	LBS	40.0000	40.0000
143030	FRUIT - FRESH, APPLES - RED DELICIOUS==EXTRA FANCY 125 CT. 40 LB	40.0000	LBS	40.0000	40.0000

**NOTE:** If you have more then one container you will have more then one column available and could enter the quantity manually.

Navigation: Reference > Main Screen > Tabs Item View >

## Tabs Document Reference



This tab is only shown if a document reference number is entered.

### Document Reference:

- The Doc Ref field could be used for delivery note of the supplier etc. If you enter a doc ref or more then one, a new TAB will appear with document reference where the user can assign the item to a Doc Ref.

Fidelio Cruise Material Management - Purchasing - [Purchase Order 121137528 - 248427 SAVCO]

File Edit Windows Help

Search Print Refresh New Order Order Preview Templates Verify Order Statistics

Purchase Order 121137528 - 248427 SAVCO EUR X

Price	Total	Doc Ref
0.4090	66.4052	
0.8181	127.7872	
0.7727	121.7157	
1.0000	33.0000	
1.3636	227.9939	
0.4545	151.1849	
0.4545	112.7887	
7.5000	82.5000	
7.5000	82.5000	
2.0454	44.9988	
5.2036	0.0000	
0.5681	587.9153	
1.0860	0.0000	
1.0000	264.0000	
0.9545	251.9880	
0.8181	179.9820	
0.4090	172.7616	

Grouping OverView Quick View

Order List Order Properties Comments Logs Document Reference Loading Logs

DEMO HQ 01/08/2006 09:49 User: Fidelio Support Pc: Kerstin DB: Fidelio Ver: 7.3029.110 Release Candidate

- By double clicking on the line a drop down box will appear to select the Document Reference Number

Fidelio Cruise Material Management - Purchasing - [Purchase Order 121137528 - 248427 SAVCO]

File Edit Windows Help

Search Print Refresh New Order Order Preview Templates Verify Order Statistics

Purchase Order 121137528 - 248427 SAVCO EUR X

Price	Total	Doc Ref
0.4090	66.4052	
0.8181	127.7872	
0.7727	121.7157	
1.0000	33.0000	
1.3636	227.9939	FR52719501652
0.4545	151.1849	
0.4545	112.7887	
7.5000	82.5000	
7.5000	82.5000	
2.0454	44.9988	
5.2036	0.0000	
0.5681	587.9153	
1.0860	0.0000	
1.0000	264.0000	
0.9545	251.9880	
0.8181	179.9820	
0.4090	172.7616	

Grouping OverView Quick View

Order List Order Properties Comments Logs Document Reference Loading Logs

DEMO HQ 01/08/2006 09:52 User: Fidelio Support Pc: Kerstin DB: Fidelio Ver: 7.3029.110 Release Candidate

**NOTE:** If you have more then one select the number to which the item belongs.

Navigation: Reference > Main Screen > Tabs Item View >

## Tabs Loading Log

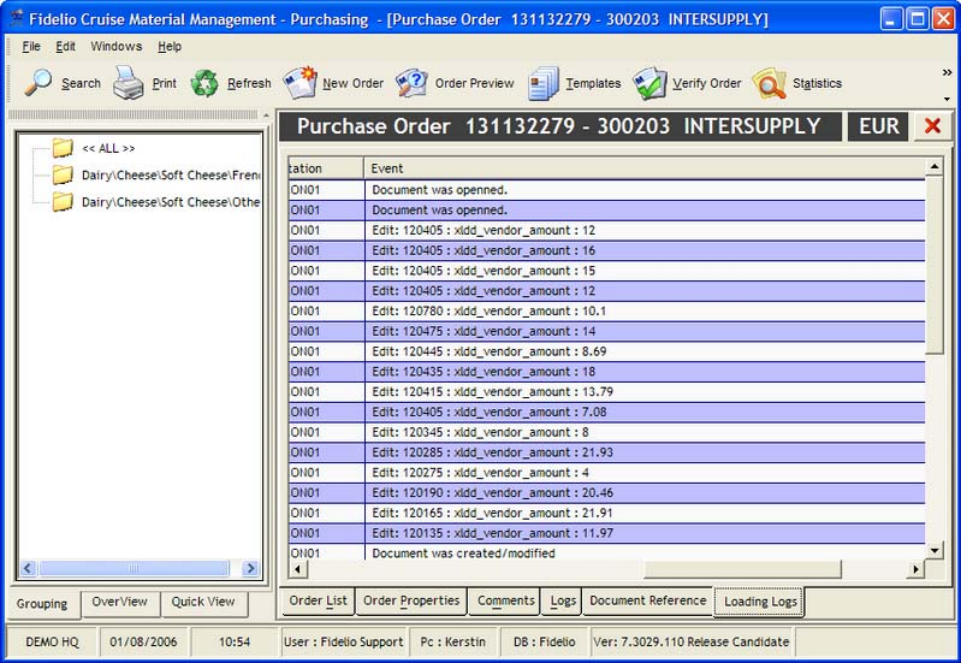


This tab is only shown if the status of the purchase order is 6.

**Loading Log:**

# Main Screen

If the purchase order was loaded on board, the status of the purchase order will change automatically to 6 and another tab will appear. The purchasing department has now an overview who loaded or what was changed.



Date	Date
Time	Time
Group	User group
User	User logged in
Workstation	Which workstation logged in
Event	Modification was done

Navigation: Reference > Main Screen >

## Action Lists

Enter topic text here.





## Introduction to Purchasing with Material Management

This chapter describes the structure and procedures of the purchasing process in Material Management. It enables the user to understand the method of operation and thus to customize his own company procedures into the Material Management work flow in order to use the full functionalities of the system and benefit from them by time and cost saving effects.

### General Preparation

The Material Management System splits the whole procurement process into far smaller pieces which involves other modules such as Movements, Requests, Quote Manager and the Invoicing Module to be able to focus with the Purchasing Manager just on the purchasing related functions such as Generated Orders, Verify Quantities, authorize the orders and forward the orders to the suppliers.

So whenever the purchasing module is used it is in fact the follow up the process of a couple of events which happened before the use of the purchasing module is indicated.

The most direct related process is the Quote Manager that helps administrating bids in order to make them work with the Purchasing Module as automatically as possible and thereby benefit from time saving effects.

Effective preparation in the Quote Manager is also of high importance in order to have the exact purchasing figures available for the concerned departments such as Controlling or Accounting.

Based on a well-organized purchasing department with clear defined module responsibilities and authorizations the whole procurement process will experience great benefits from orientating to the Material Management work flow as described here.



## Purchasing with Material Management

### General

MMS Purchasing process distinguishes between 2 different kinds of purchase orders.

- 1. Purchasing based on ship's request**
- 2. Freely generated purchase orders**

### Request Based Purchasing:

#### Orders referring to ship requests:

Will process shipside requests into a purchase order.

This method will provide much more safety in quantity planning because the requests are considering information like:

- Consumptions statistic:
  - Consumption during past cruises, time ranges and or seasons.
- Expected future consumption starting with day of request
- Passenger per day
- Actual Stock on Hand
- Quantity already expected
- Days Reserve Stock

The Purchase Order will then be processed according to the bids specified in the quote manager

Proceeding like this also assures the quantities purchased are based on exact facts, figures and quantities  
These purchase orders might have the ship stores as well as a warehouse as destination.

Fidelio Cruise recommends this way of proceeding except when the company is currently in set-up mode.

**Free Purchase Orders :**

- Free Orders:**  
Purchase Orders without having a shipside request this can be done in order to:
- Benefit from special time limited offers
  - Order of material that has to be especially produced due to companies specifications
  - Long term procurement for special events, seasons
  - Order of high quantities to benefit from increased discount
  - Order high quantities when items have a high minimum quantity and storing the bulk amount in a warehouse.

These purchase orders might have the ship stores as well as a warehouse as destination.

**See Also:**

- [The Material Management Work flow](#)
- [Set Up Mode](#)

Navigation: [How to ...](#) > [Introduction to Purchasing with MMS](#) >

**The Purchasing Workflow**



This chapter describes the exact procurement process with all related modules and functions:

**The Purchasing Work flow:**

**Step 1**  
**Daily Business**  
**Stock**  
**Decreasing**

**Stock Level is Decreasing by**

**Task**



Movements

- any issues being made on board
- transfer to Account: Officers, breakage spoiling etc



Sales Import

- reducing the Stock Level through recipe based quantities



Stock Viewer

- check Stock Level
- compare Movements with actual stock balance



Inventories

- detect total consumption of cruise or period



Will Lead to Low Stock  
Supply needed



## Step 2

**Users intention**

**responsible Module in Task**

**Daily Business  
Stock Decreasing**

**Material Management**



Requests

Generates a request in consideration of:

- Past Consumptions
- Delivery Date
- Next Delivery
- Days Reserve Stock
- Zones and Seasons
- Affected Headquarter
- estimated future consumption
- B
- transfer to Account: Officers, breakage spoiling etc.



Order will be processed Shore side  
to Headquarter and/ or Purchasing Department



**Users intention**

**responsible Module in  
Material Management**

**Task**

Check Vendors Prices and get  
missing Bids



Quote Manager

Generate Bids Excel Bid Files  
receive Prices from the vendors  
and import the Prices



All Bids for all requested Items present  
Purchase order needs to be placed



**Users intention**

Place Purchase Order

**responsible Module in  
Material Management**



Purchasing

**Task**

- create Purchase Order
- Receive confirmed Quantities  
(step changes Status)



Order arrived Shipline or at Warehouse  
Receipt of Quantities to be placed in  
Material Management



**Users intention**

load Stock into System  
check

**responsible Module in  
Material Management**



Movements

**Task**

- receipt of quantities
- confirm quantities as received



Check Invoice  
Advice Payment



**Users intention**

Check Invoice

**responsible Module in Task**

**Material Management**



Invoicing

- check of invoice if according to delivery note(s)
- approve payment if invoice is essentially and  
technically correct

This chapter describes the procurement process during the implementation time in headquarter until all the master data is entered into the system and is ready for installing fleet wide. This is required in order to have present and current bids in the system.

## The Purchasing Work flow in Set Up Mode:

### Step 1

Place



Headquarter

responsible Module in Task  
Material Management



Requests

Generates a Request in Standard Mode for a designated Store in Standard Mode containing all the Articles. (Request will contain zero(0) quantities)



Request is Created



### Step 2

Place



Headquarter

responsible Module in Task

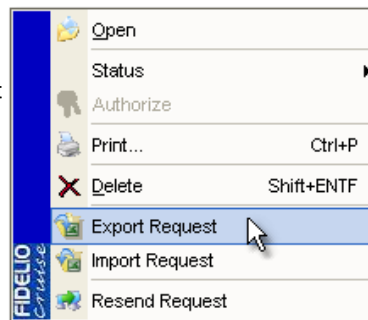
Material Management



Requests

Export the Request into an Excel File and store it locally.

Select Request and choose Export Request from the right Click Menu.



Send Request to Ship (e-mail)



### Step 3

Place

responsible Program Task



Ship

Insert Required Quantities into Excel Sheet



Microsoft Excel



Send Request to Headquarter (e-mail)



#### Step 4

Place



Headquarter

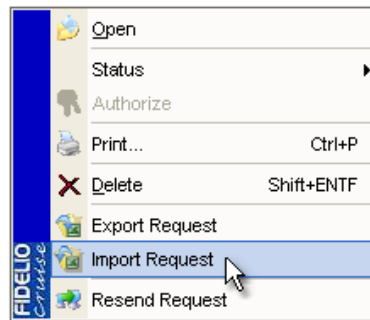
responsible Module in Task

Material Management



Requests

Import the Shipside Completed Request into Headquarters Database



Check and/ or Change  
Order Quantities



#### Step 5

Place



Headquarter

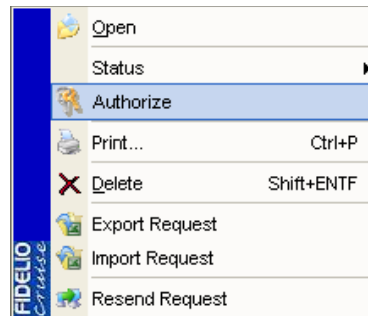
responsible Module in  
Material Management



Requests

Task

Authorize Request to enable  
access in Purchase Manager



**Step 6**  
**Place**



Headquarter

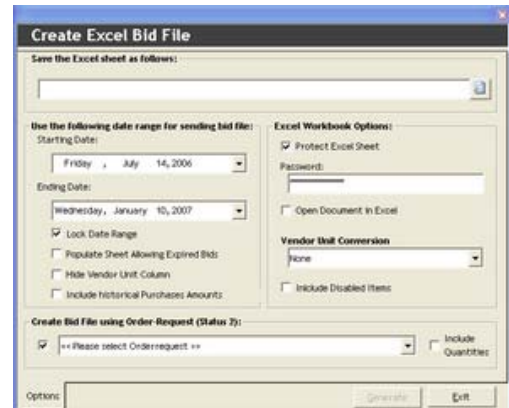
**responsible Module in**  
**Material Management**



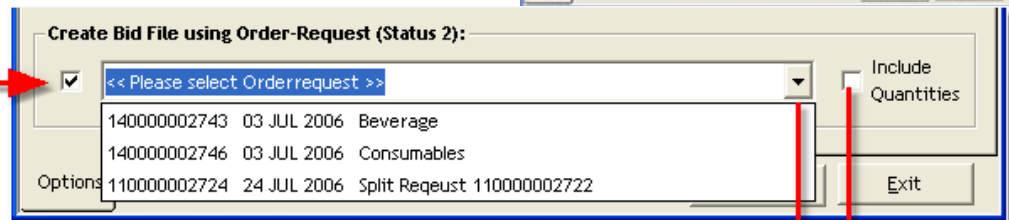
Quote Manager

**Task**

Generate Excel Bid File by using  
the Option:



Enable this Option by  
setting a check mark



Click on Arrow and all  
open Requests appear

Enabling this Option will  
include quantities into  
bid File

Send Bid File to Vendor (s)  
receive processed Bid File



## Step 7

### Place



Headquarter

### responsible Module in Material Management



Quote Manager

### Task

Verify Excel Bid File using the  
Open, Verify and Import Bid  
Functions



Send Bid File to Vendor (s)  
receive processed Bid File



## Step 8

### Place



Headquarter

### responsible Module in Material Management

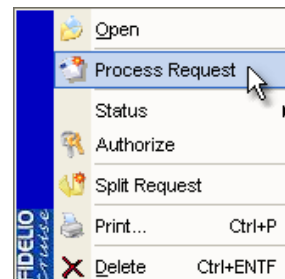


Purchasing

### Task

Task appears in Tab List Ship To  
Shore Requests

Process Order Request by  
marking the desired Request.





## Frequently Asked Questions



- ☐ We raised a purchase order but not all of the article descriptions are displayed on the line. Is it possible to extend the field for long descriptions?

You may temporarily extend the columns to display the information but by pressing the refresh button the view will return back to its original state.

- ☐ Is it possible to default purchase orders to unzipped when sending by email?

The zipping has been selected as the preferred way to send purchase orders in order to optimize data traffic by quantity.

For this reason it is suggested to ensure that the suppliers run appropriate software to open the purchase order files.

- ☐ I opened a PO and changed the ship name under properties but the change will not take affect. How should I change it?

At this point it is safer and clearer to delete the prepared purchase order and re-create it with the appropriate name to avoid mismatches in the database.

- ☐ Would it be possible to have order conditions in vendors displayed in alphabetical order by code?

In this case it is easier to insert the conditions in alphabetical order once setting them to the system This way they will be correctly displayed each time in the future as well.

- ☐ I Imported a bid but do not know the request number. I also checked the tab name on the excel bid but it just says Hotel. How can I search for this request?

You may search for the bid in Quote Manager by setting the criteria on the import date.

- ☐ When raising a purchasing order and selecting a date when the ship is at sea the system asks for a port agent? What should I use in this case?

In the case there is not an option for 'at sea' you may also leave this option blank.

- ☐ The ships buy a number of local fish at different prices, which the Chef requests as 'local fish' from Hotel Controller. If we add a new article as 'Local fish' we will need to enter an average price and expensive fish will raise cost. How should we manage this ?

It is suggested to add an item code for each type of fish purchased in different regions due to the fact of rather high price variance.

- ☐ When you raise a purchase order and manually add terms and conditions, do these selections get added to the vendor under order conditions?

These do not automatically update on the conditions document but need to be added there if they are needed in that context in the future.

**Main Screen:**

The Quote Manager plays a very important role in the Material Management Process

- It enables the purchasing department to maintain up to date information from the vendors related to quotations for items and services in the system.
- It simplifies the purchasing process.
- It helps to manage price offers from vendors and makes them accessible for possible price verifying tasks with other vendors.
- It generates the best possible cost savings if used on a regular basis and prior to the start of the actual purchasing process.



This is especially relevant for:

- Purchasing high value, high volume items and articles with variable prices.
- Taking advantage if the price has decreased (Otherwise the purchase order will only contain the old bid price).
- Having the final total of each purchase order amount on the invoice

According to the individual purchasing policies of your company it is highly recommended to have more than one quotation for an item available and to update them on a regular basis!

### Quote Manager Main Functions




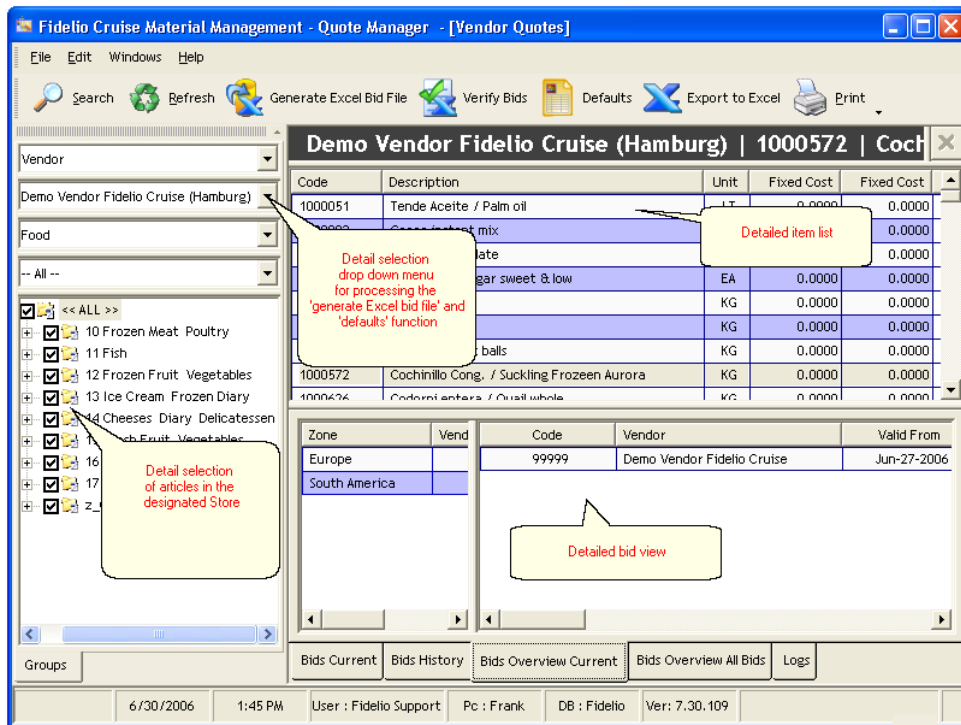
In the Quote Manager we find the usual functions: Search, Refresh, Export to Excel and Print, accompanied by a few new, essential functions that control the bidding process.

### Quote Manager Main Screen:

The image below represents the Quote Manager main screen as it appears during normal operation. We can see the main function buttons on the toolbar and, below this, we have multiple windows showing the store, grouping and product detail. We can also see the 'path' of the selected article.

The toolbar has the common Material Management look, accompanied by 3 new functions explained in this manual.

By moving your mouse over the screenshot you will be able to activate 'hotspots' identified with the cursive lining changing to a  Click on these to jump to more detailed information about that particular button or window.



See Also:

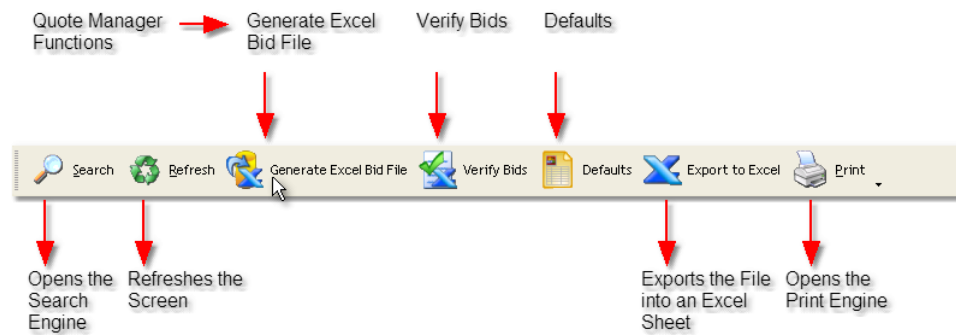
- [Quote Manager Toolbar](#)

## Buttons



### Quote Manager Main Functions

The buttons toolbar has the common Material Management look, accompanied by 3 additional Quote Manager specific functions:



To use the Quote Manager and to work with its functions the correct order for the bidding process (as described in a following topic) must be used!

#### See Also:

- [Bidding Procedure](#)
- [Generate Excel Bid File](#)
- [Verify Bids](#)
- [Defaults](#)

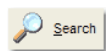
## Button: Search



If we want to check if there is a bid for an article available, the search engine is available for this purpose.

### Button: Search

Before we start the search a Vendor has to be selected first in the Drop Down Menu on the left hand side.



Click on Search and the Bid Search Engine will appear on the screen

M

Product search

Search by product code or barcode:

1002861

Search by product description containing the following:

Search for product filtering select using product groupings:

☐ Show Disabled Items

Code	Description	Unit
1002861	Ginger Cake==(Gluten Free & Wheat Free)	EA

You can search by entering the product code or barcode and, if found, the article will appear in the main window. Or...

**Product search**

Search by product code or barcode:

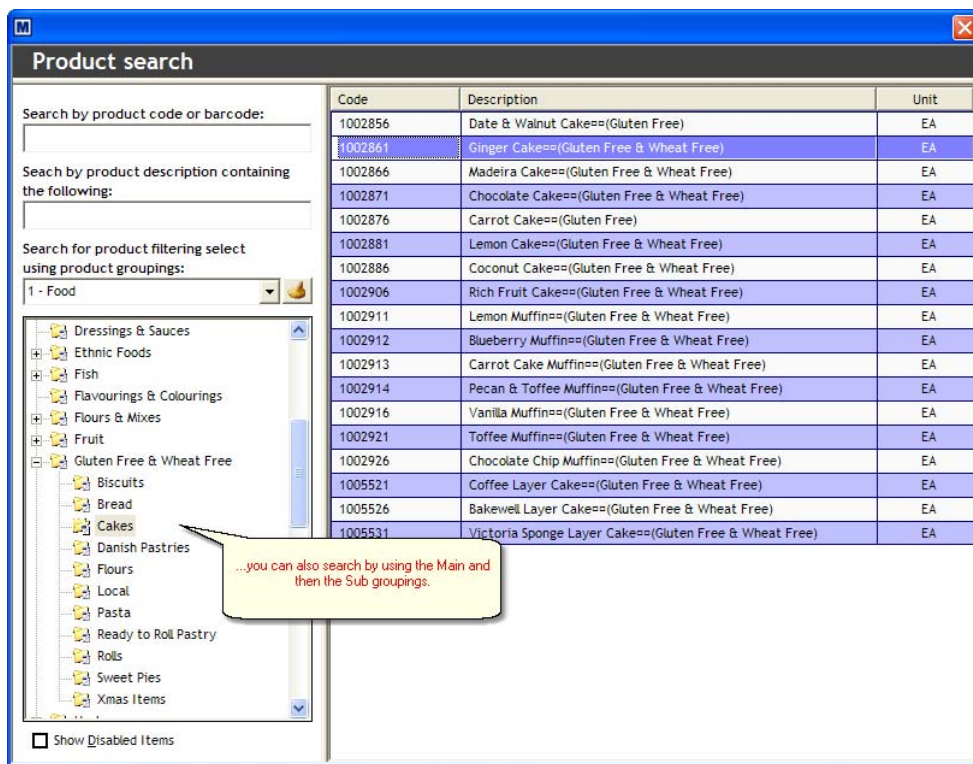
Search by product description containing the following:

ginger

...you can search by entering part of the description. All articles with this entry in their description will then be displayed. Alternatively...

☐ Show Disabled Items

Code	Description	Unit
2000830	American Ginger Ale 150ml	BT
1000451	Ginger	KG
2001621	Ginger Beer Idris	EA
1002861	Ginger Cake==(Gluten Free & Wheat Free)	EA
1002276	Ginger Ground	KG
2001616	Stones Ginger Wine	BT
8000185	Variegated Ginger Leaves	EA



**History:** If you have previously searched for an item, the system remembers the last item you looked for. Click on the History icon and the system will jump to that last searched location

**Note:** The system will only show articles that are enabled!! If you require the system to look for all articles, you have to click the ☒ Show Disabled Items checkbox at the bottom on the Search Engine.

Navigation: Reference > Main Screen > Buttons >

## Enter topic name



This option refreshes the screen layout. For example, when you have sorted columns by their heading or resized them, then clicking refresh will reset the layout to the default view.

### Button Refresh:



Click to refresh your screen layout.

Navigation: Reference > Main Screen > Buttons >

## Button: Generate Excel Bid File



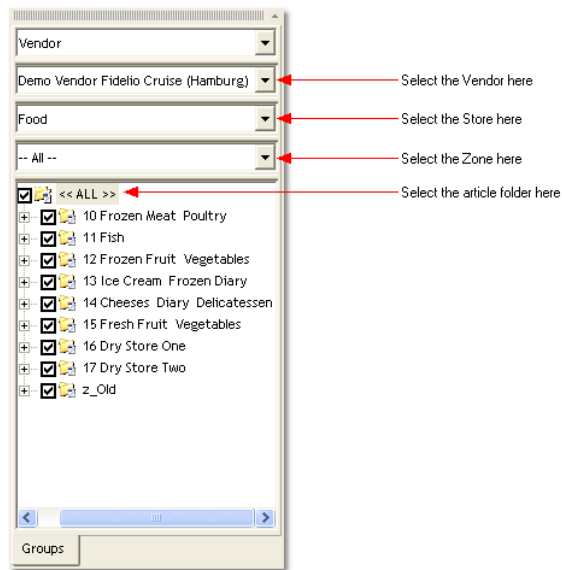
This Button will opens the Generate Excel Bid File dialog that will guide the user through the creation of an Excel Bid File.

### Pre-selection for generating the Excel Bid File:

Before the Excel Bid File can be generated the system requires certain information:  
All this information is provided to the system via the drop down menu on the left hand side.

This Chapter works with Hotspots for further explanations of certain topics.

# Main Screen



## Vendor

This field is necessary in order to name the file correctly. Material Management names the vendors bid files in order to assign the bids in the following processes correctly to the vendors.

[Back to Top](#)

## Store

Required to have the right items in the bid.

[Back to Top](#)

## Zone

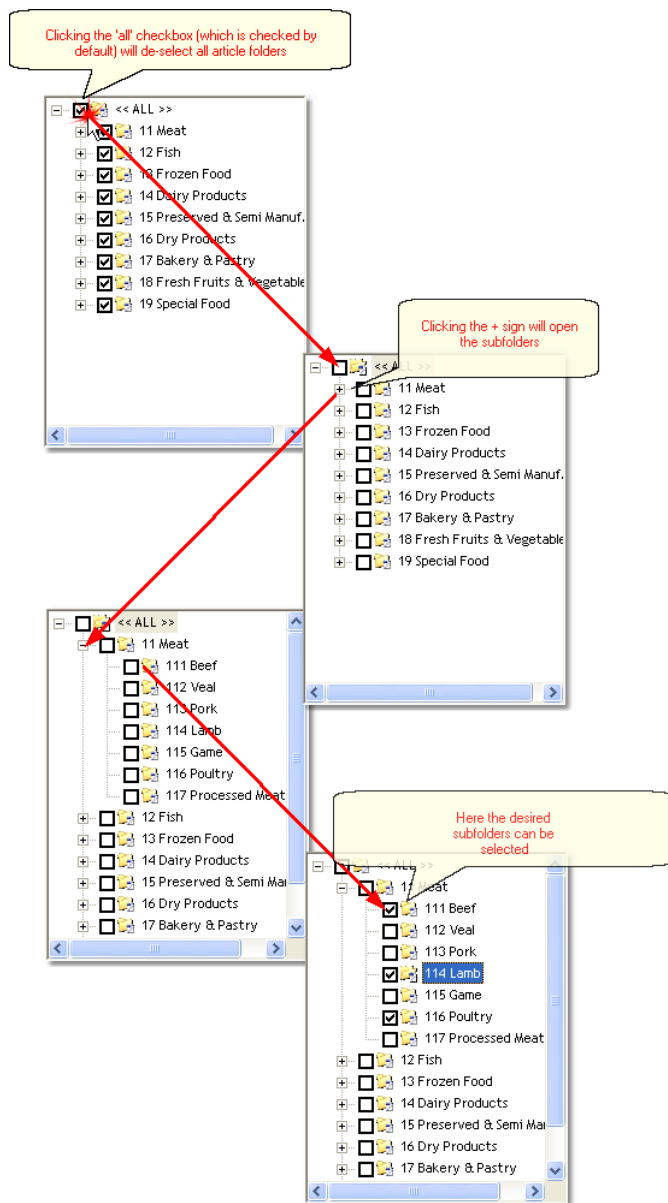
Necessary to assign the proper zones to the vendors bids and items.

[Back to Top](#)

## Article Folders

Required to specify items for which you request bids to avoid requesting bids for all items in the store. What is also of importance is that some article groups have more frequent changes in price than others and therefore new prices are requested more frequently. Additionally, most of the suppliers are specialized in supplying certain article groups only. This keeps the bid files small and clearly arranged

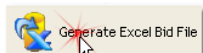
Once a store has been selected the tree of article folders will appear with all articles folders selected by default:



[Back to Drop Down Menu](#)

## Generate Excel Bid File:

To go to the Excel Bid File Generating Process simply press the Generate Excel Bid File Button in the Toolbar.



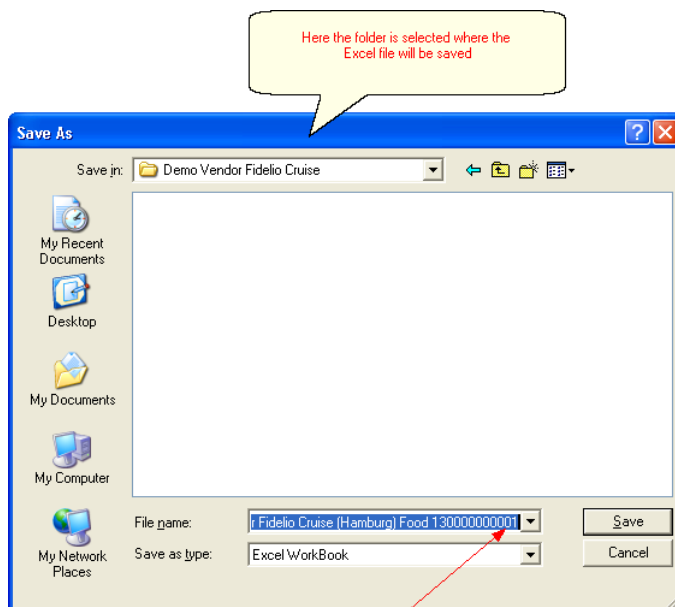
and a new Window will pop up in the center of the screen. Here we will enter information as follows, and which can be accessed by

selecting the 'hotspot'



**Save the Sheet as follows:**

Describes the path where the Excel file is saved.



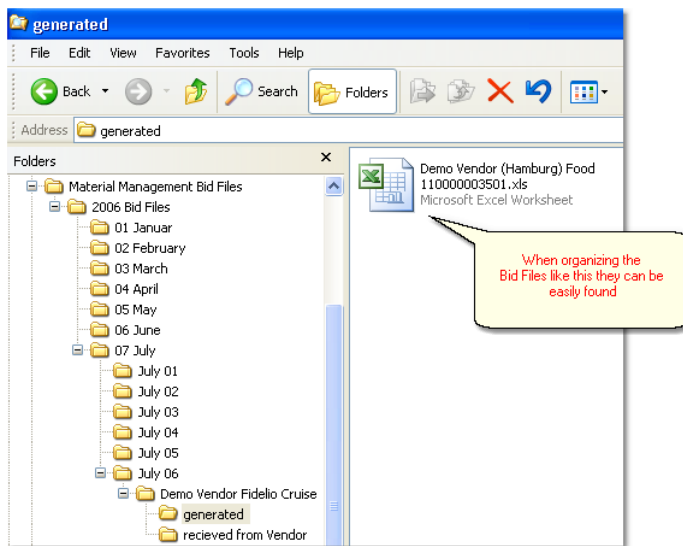
Type the name of the resulting Excel Bid File here however do not change vendor name (in this case 'Demo Vendor Fidelio Cruise (Hamburg) Food'). Only the numerical portion can be changed.

The Quote Manager uses this entry to identify the Vendor when opening the Bid File.



*The generated Excel bid files are the most important elements in this task. It is recommended to store the output bid files, as well as the ones returned from vendor, in a clear and easy to search structure in case it becomes necessary to refer to these files again.*

*Here is one example of how a windows folder structure might look:*

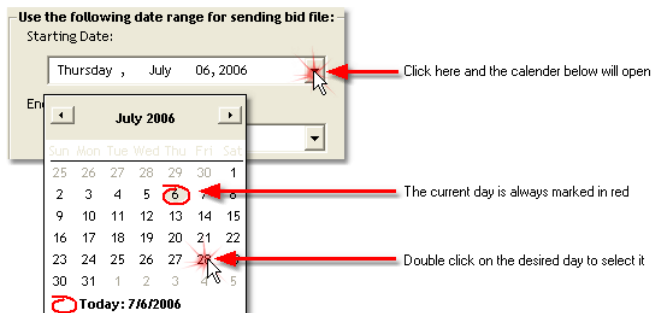


## Starting Date & Ending Date

This will specify when the validity of a bid starts and ends. After the completion of this entire process these validity dates will be used by the system in order to see when a bid is about to expire and new bid has to be requested.

This can be done for the present date range and for the future as well in order to be prepared for special seasons (i.e. Christmas or Easter) and events (i.e. a new ship.) This enables the user to go from one valid bid to the next valid bid without interruptions.

To select a Starting Date proceed as follows:



**Lock Date Range** will protect the cells that contain the date range from any changes by the users (especially vendors) as the Excel Bid File is using a specific date format.

See also: [How to understand the Excel Bid File](#)

## Protect Excel Sheet:

Enabling this function will protect the cells using a Material Management Entry in order to import the file properly. Any changes made to these cells will prevent the Excel File importing properly and the entire task beginning with the creation of the Excel Bid File would need to be repeated.

## Open Document in Excel:

Will open the Excel Bid File after creating it.

## Include Disabled Items:

Will include disabled items as well.  
This could be a useful option if an item is going to be activated and listed on board.

## Create Bid File Using Order-Request

Will open the Excel Bid File after creating it. Therefore the Items Tab will be disabled and the Excel Bid File will contain only the items from the selected Request.

Navigation: Reference > Main Screen > Buttons >

## Button: Verify Bids



Choosing the Verify Bids button will open up a new toolbar that will provide a few new functions.

Clicking on the Verify Bids Button will open the Verify Bids toolbar:



After clicking on the Verify Bids button, a new toolbar will appear underneath the main tool bar in the main window on the right.

You can click on the buttons below or the links to see more information and instructions on the buttons usage.



- Open:** Opens a bid file received from a vendor
  - Verify Bids:** Evaluate bids if the data is according to system requirements.
  - Import:** Imports the prices into the system.
  - Ignore Zero Prices:** Ignores bids with empty or zero bid price.
- Most of the options have corresponding tools in the menu, keyboard shortcuts assigned to them or, are available with a right mouse click.

See Also:

- [more about the bidding procedure:](#)

Navigation: Reference > Main Screen > Buttons >

Button: Defaults

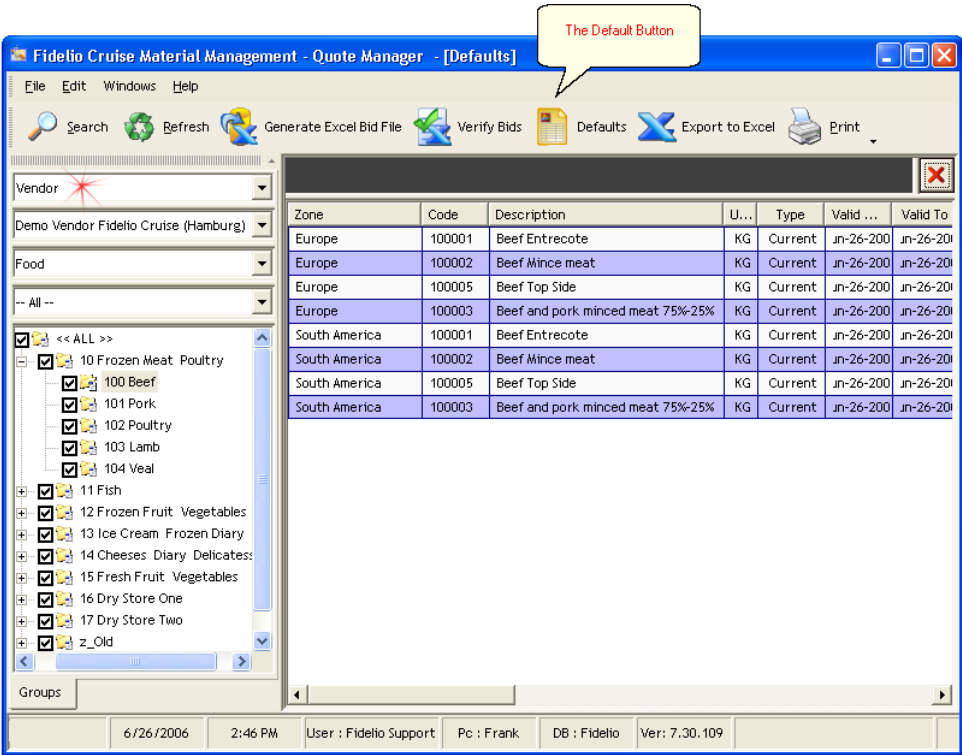


The Defaults button is an option that displays all the defaults bids with item and zone for a single vendor selected in the left hand drop down menu.

Displaying Vendors Defaults

After placing bids and default vendors for items into the system the 'defaults' button on the top of the toolbar can be used to show all the default items per Vendor, Store or Zone

As an example in the picture below it shows all default items per vendor for the food store in all zones:



Navigation: Reference > Main Screen > Buttons >

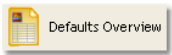
Button: Export to Excel



This Option will export the bids to an Excel worksheet.

Exporting to Excel:

Depending on the current window, the Export to Excel function converts various views from the Quote Manger into an Excel file. Some of the more useful reports for exporting may be the following:



Defaults Overview

After selecting a vendor, all the defaults will be displayed. This can be used to store snapshots of the vendors defaults at frequent intervals or to compare vendors defaults etc.  
[View Example:](#)



Bids Overview Current

Bids Overview All Bids

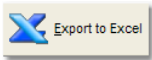
In cases where purchasing procedures or policies requires strict documentation of purchasing decisions for high value and high volume items, the price comparison selected via the tabs 'Bids Overview Current' and 'Bids Overview all Bids' can be exported to Excel as well. From the Excel file it can be easily used to evaluate potential savings etc.  
[View Example:](#)



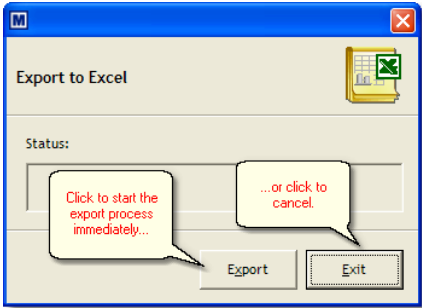
Import

After completing the import the new bids can be exported to Excel and used for example as a master for certain vendors, article groups etc.  
[View Example:](#)

To start exporting the selected view:



Click to open the export dialog.



## Export of Defaults Overview

Depending on the selection in the drop down menu, the view could be as follows:

In this example we see the entire vendors defaults containing all stores and all zones because in the drop down menu there was only a vendor selected. To narrow the export to only food items for the zone Europe for example, simply specify this in the drop down menu.

Zone	Code	Description	Unit	Type	Valid From	Valid To	As of Date	Price EUR	Bid Price
Africa	360016	Toner HP LJ 8500/cyan	PCS	Current	Jul-12-2006	Jan-10-2007		9.99	9.99
Africa	112001	Veal Breast BNLS #313	KG	Current	Jul-10-2006	Jan-06-2007		2	
Asia	360016	Toner HP LJ 8500/cyan	PCS	Current	Jul-12-2006	Jan-10-2007		9.99	9.99
Asia	112001	Veal Breast BNLS #313	KG	Current	Jul-10-2006	Jan-06-2007		2	
Australia and NZ	360016	Toner HP LJ 8500/cyan	PCS	Current	Jul-12-2006	Jan-10-2007		9.99	9.99
Australia and NZ	112001	Veal Breast BNLS #313	KG	Current	Jul-10-2006	Jan-06-2007		2	
Europe	111001	Beef Brisket BNLS #120	KG	Current	Jul-10-2006	Jan-06-2007		1	
Europe	111002	Beef Tenderloin Arg.3/4lb	KG	Current	Jul-10-2006	Jan-06-2007		1	
Europe	360016	Toner HP LJ 8500/cyan	PCS	Current	Jul-12-2006	Jan-10-2007		9.99	9.99
Europe	112001	Veal Breast BNLS #313	KG	Current	Jul-10-2006	Jan-06-2007		2	
States	360016	Toner HP LJ 8500/cyan	PCS	Current	Jul-12-2006	Jan-10-2007		9.99	9.99
States	112001	Veal Breast BNLS #313	KG	Current	Jul-10-2006	Jan-06-2007		2	

## Export of Bids Current

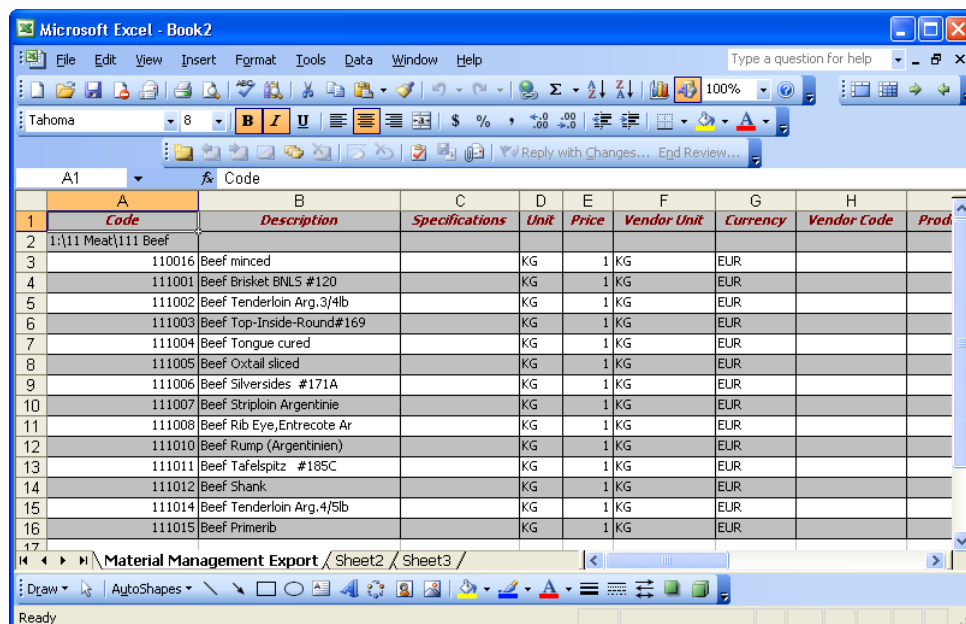
If the price comparison is exported, it will result in the following file:

Code	Vendor	Valid From	Valid To	Price EUR	Bid Price	Unit	Cur	Es
6	Chepaest Supplier will be listed on TOP	Apr-26-2006	Oct-25-2006	0.35	0	KG	EUR	
3	Demo Supplier beef and anything that lived once	Jul-10-2006	Jan-06-2007	0.5	0.5	KG	EUR	
4	Demo Vendor Fidello Cruise	Jul-10-2006	Jan-06-2007	1	1	KG	EUR	
956	The most expensive Supplier is shown on the Bottom	May-07-2006	Jan-30-2007	2.15	2.15	KG	EUR	

## Export of Bid Import

Exporting the imported prices will show the following Excel data. This might be useful in cases where the import needs to be documented and could be kept in the same Windows location as the original received bid file.

# Main Screen



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book2". The active sheet is "Material Management Export / Sheet2". The table contains the following data:

	A	B	C	D	E	F	G	H	I
	Code	Description	Specifications	Unit	Price	Vendor Unit	Currency	Vendor Code	Prod
1	11111	Meat\111 Beef							
2	110016	Beef minced		KG	1	KG	EUR		
3	111001	Beef Brisket BNL5 #120		KG	1	KG	EUR		
4	111002	Beef Tenderloin Arg.3/4lb		KG	1	KG	EUR		
5	111003	Beef Top-Inside-Round#169		KG	1	KG	EUR		
6	111004	Beef Tongue cured		KG	1	KG	EUR		
7	111005	Beef Oxtail sliced		KG	1	KG	EUR		
8	111006	Beef Silversides #171A		KG	1	KG	EUR		
9	111007	Beef Striploin Argentinie		KG	1	KG	EUR		
10	111008	Beef Rib Eye,Entrecote Ar		KG	1	KG	EUR		
11	111010	Beef Rump (Argentinien)		KG	1	KG	EUR		
12	111011	Beef Tafelspitz #185C		KG	1	KG	EUR		
13	111012	Beef Shank		KG	1	KG	EUR		
14	111014	Beef Tenderloin Arg.4/5lb		KG	1	KG	EUR		
15	111015	Beef Primerib		KG	1	KG	EUR		

Navigation: Reference > Main Screen > Buttons >

## Button: Print

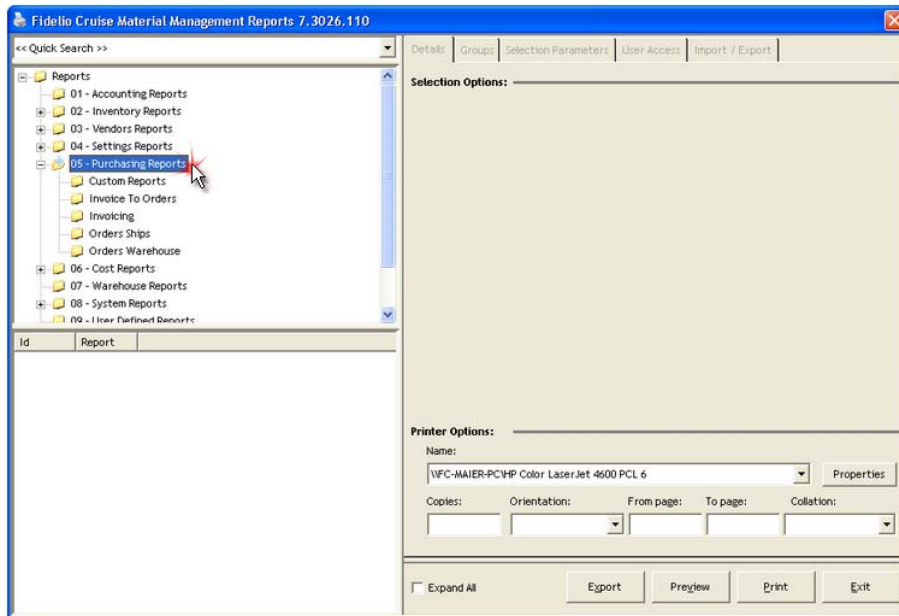


This option opens the *Report Manager*. This option will be also available in the Menu; File ->Print.

### Button Print:



Click to open the Report Manager and select the Report.



Navigation: Reference > Main Screen > Buttons >

## Buttons on Verify Bid Toolbar



After clicking on the open button, a new toolbar will appear underneath the main tool bar in the main window on the right.

The Verify Bid Toolbar:

The Verify Bids Toolbar will provide the functions that are used to generate, verify and import bids.



- Open:** Opens a bid file received from a vendor
- Verify Bids:** Evaluate bids if the data is according to system requirements.
- Import:** Imports the prices into the system.
- Ignore Zero Prices:** Will ignore bids with empty or zero bid price.

See Also:

- [Excel Bid File](#)
- [Quotation Procedure](#)

Navigation: Reference > Main Screen > Buttons > Buttons on Verify Bids Toolbar >

Button: Open




After we have received the completed Excel bid file it can be further processed with the Quote Manager. Before we can work with the received bids we need to import them into the system.





Opening a received Bid File:

By pressing the OPEN Button the received Excel file can be read by the system.



 This will not import the prices into the system so far

After selecting the file from the Windows folder location the opened bid file from the vendor will appear in the main window just below the toolbar. It will already contain the received bids:



99999 - Demo Vendor Fidelio Cruise

Code	Description	Specifications	Unit	Price	Qty	Curr	Ver
1:110 Froz							
100001	Beef Entrecote	Lomo Entrecot	KG	1.000	KG	EUR	
100002	Beef Mince meat	Carne de ternera picada	KG	2.000	KG	EUR	
100003	Beef and pork minced mea	Carne de ternera picada n	KG	3.000	KG	EUR	
100004	Beef Tenderloin chain off	Solomillo sin cordon	KG	4.000	KG	EUR	
100005	Beef Top Side	Tapa ternera	KG	5.000	KG	EUR	
100006	Beef silverside	Redondo de ternera	KG	6.000	KG	EUR	
100007	Beef Picanha - Rumpsteak	Picanha	KG	7.000	KG	EUR	
100008	Beef Maminha - Trip / Tip	Maminha	KG	8.000	KG	EUR	
100009	Beef Tenderloin	Solomillo de ternera	KG	9.000	KG	EUR	

Valid ...

Valid To

Bid Pr...

U...

C...

Vend...

Brand

Case Unit

Comments

Details

Logs

In this column, the vendors bids appear.

After this action the data is present in the system for further use.

Back to [Buttons Verify Bids](#)

See also:

- Button: [Verify Bids](#)
- Button: [Import](#)
- Button: [Ignore Zero Prices](#)

Button: Verify Bids



The verification process is a very important task for the system because it checks the validity of the bids before it actually imports the data into the Material Management Systems database. This is in order to prevent possible errors in the follow up process.

Before Bids can be verified they must first be already loaded into the system using the [Open Button](#). (Process described [here](#))

Verifying the Bids

To verify the Bids simply press associated button:



The function will now check if all the bids are according to the requirements of the Material Management System.

The function will check all the bids for each item in the list to confirm if they are valid or not.

Valid bids are marked with a green check mark  
Invalid bids are marked with a red cross.



99999 - Demo Vendor Fidelio Cruise							
Code	Description	Specifications	Unit	Price	Vend...	C...	Ve
✓ 10000	Beef Mince meat	Carne de ternera picada	KG	2.000	KG	EUR	
✓ 10000	Beef and pork minced mea	Carne de ternera picada n	KG	3.000	KG	EUR	
✓ 10000	Beef Tenderloin chain off	Solomillo sin cordon	KG	4.000	KG	EUR	
✓ 10000	Beef Top Side	Tapa ternera	KG	5.000	KG	EUR	
✓ 10000	Beef silverside	Redondo de ternera	KG	6.000	KG	EUR	
✓ 10000	Beef Picanha - Rumpsteak	Picanha	KG	7.000	KG	EUR	
✓ 10000	Beef Maminha - Trip / Tip	Maminha	KG	8.000	KG	EUR	
✓ 10000	Beef ( crew)	Callos de ternera	KG				
✓ 10000	Huesos	Huesos de ternera	KG				
✗ 10001	Liver (crew)	Higado		11.000	KG	EUR	
✗ 10001	Beef Striplon		KG	13.000	KG	EUR	

On the first view the invalid bids attract attention as they are marked with a red cross instead of a green check mark.

The cell that caused the error will be highlighted in red as well, as shown in the image. There are two reasons why a bid may be invalid.

In this example the unit is missing in the bid file.

Important information regarding Excel bid files

Invalid entry or deleted entry in the bid file: Can be avoided by using the protect Excel data sheet option (This function is enabled by default!)

The Excel bid file will appear as shown in a regular Excel workbook and all cells with mistakes are marked in red so there is no need to look into the file itself.

It could be possible however that an entry appears as a negative figure. Therefore all the relevant conversions such as unit and

currency have to be checked for existence and accuracy in the master data. In this case, we recommend to re-send the blank bid file to the supplier and ask him to redo the bids.

---

**See also:**

- Button: [Open](#)
- Button: [Import](#)
- Button: [Ignore Zero Prices](#)

Navigation: Reference > Main Screen > Buttons > Buttons on Verify Bids Toolbar >

## Button Import



The import button will actually import the correct prices into the Material Management database to make them available for the purchasing process.

### Verifying the bids

Unless the Excel bid file is 100 % free of mistakes, the Material Management System will not import the prices into the system and the Import button will not work.

To import the bids into the system simply press the button on the toolbar:



After importing, the bid prices from the vendors are available for use, for example to determine default vendors for items and zones.

Back to [Buttons Verify Bids](#)

---

**See also:**

- Button: [Open](#)
- Button: [Verify Bids](#)
- Button: [Ignore Zero Prices](#)

Navigation: Reference > Main Screen > Buttons > Buttons on Verify Bids Toolbar >

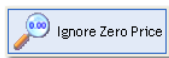
## Button Ignore Zero Prices



The Ignore Zero Prices button is an option that prevents importing items with zero price into the system.

### Ignore Zero Prices enabled

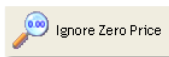
If the Ignore Zero Prices button is clicked once it will be highlighted in light blue. This will show that the function is enabled and will be used when importing bids into the system.



← Ignore Zero Prices enabled

### Ignore Zero Prices Disabled:

Pressing the button again will remove the highlighting and show that the option is disabled and will not be used while importing bids.



← Ignore Zero Prices disabled

Especially when working with detailed excel sheets the use of this function is highly recommended.

Back to [Buttons Verify Bids](#)

---

**See also:**

- Button: [Open](#)
- Button: [Verify Bids](#)

- Button: [Import](#)

Navigation: Reference > Main Screen >

## Tabs View and Edit Bids



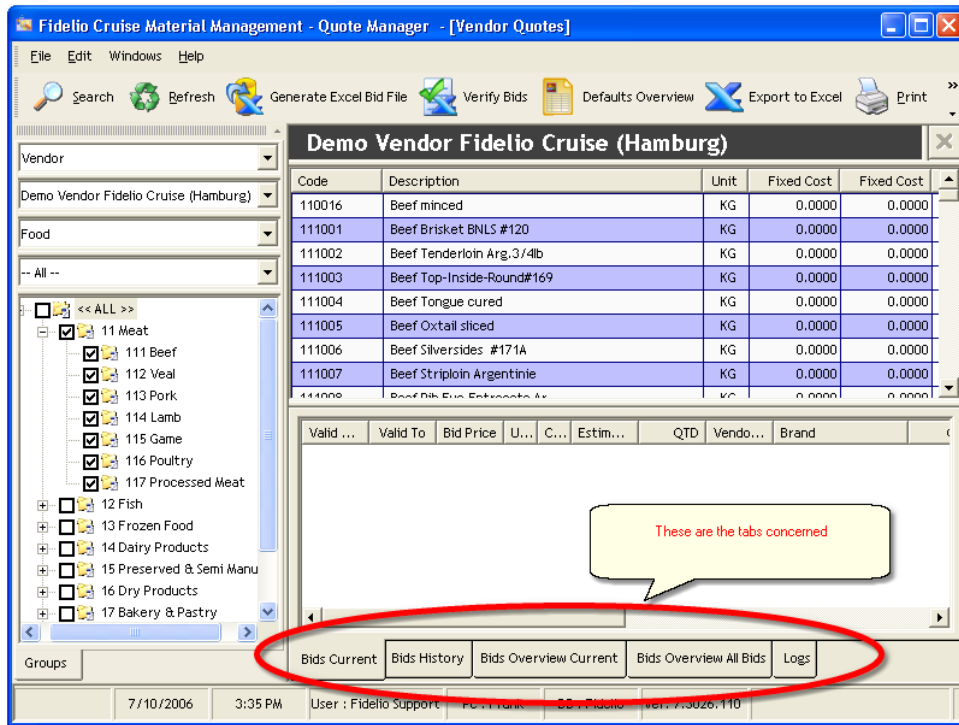
After the bids have been requested and imported into the system, they can be further processed especially for price comparison and determining of default vendors. This chapter explains how the prices can be compared and default vendors can be determined:

### What is a Default Bid?

When referring to purchasing, the default bids are what tells the system what item is going to be purchased from whom. This information is required for the system to process purchase orders automatically.

### Tabs View and Edit Bids:

At the bottom of the main window are the tabs for viewing bids. These tabs enable the user to utilize the received bids and determine the default vendors per item:



See Also:

- [Bids Current](#)
- [Bids History](#)
- [Bids Overview Current](#)
- [Bids Overview All Bids](#)

Navigation: Reference > Main Screen > Tabs View and Edit Bids >

## Tab: Current Bids



The Current Bid tab will display the current bid from the selected supplier.

### Current Bid:

Selecting an item from the item list will show the current bid from the selected supplier in the bid window below.

# Main Screen

Select these details to show current bids:

Vendor → Demo Vendor Fidelio Cruise (Hamburg)

Store → Food

Zone → All

Article group or subfolder → 11 Meat

Selecting an article will show the current price in the window below

Code	Description	Unit	Fixed Cost	Fixed Cost
110016	Beef mixed	KG	0.0000	0.0000
111001	Beef Brisket BNLS #120	KG	0.0000	0.0000
111002	Beef Tenderloin Arg.3/4lb	KG	0.0000	0.0000
111003	Beef Top-Inside-Round#169	KG	0.0000	0.0000
111004	Beef Tongue cured	KG	0.0000	0.0000
111005	Beef Oxtail sliced	KG	0.0000	0.0000
111006	Beef Silversides #171A	KG	0.0000	0.0000
111007	Beef Striploin Argentine	KG	0.0000	0.0000
111008	Beef Dk. Eye. Entrecote 4x	KG	0.0000	0.0000

Valid ...	Valid To	Bid Pr...	U...	C...	Estim...	QTD	Vend...	Brand	Case
11-10-200	11-06-200	1.00	KG	EUR	0.00	0.00			

By selecting the item and right clicking it, a new context menu will appear, providing the following functions:

	Insert Bid	will insert a bid for an item
	Delete	delete the bid
	Properties	shows the properties of the bids

Insert and Properties will display the following window where a bid can be modified or newly created.

**Vendor Bid**

**Beef Maminha - Trip / Tip**

Valid From: Wednesday, June 27, 2007 Valid To: Friday, June 27, 2008

Vendor Code:  Comments:

Brand:

Case Size:

Minimum:  0.000 KG

Price:  0.000 KG

Currency: Euro

Case Dimensions:

Height (m)  0 X Depth (m)  0 X Width (m)  0 = Volume (m³)  0

Done

## See Also:

- [Bids History](#)
- [Bids Overview Current](#)
- [Bids Overview All Bids](#)

Navigation: Reference > Main Screen > Tabs View and Edit Bids >

## Tab: Bids History

The Tab Bids History will display the entire price history of the selected item from the selected vendor

## Tab Bids History



# Main Screen

By selecting this tab, the bid history of a single item can be viewed and analysed. In contrast to the Current Bid Tab it shows *only* expired bids from the selected vendor .

Column Description are shown below the image:

Valid From	Valid To	Bid Price	Unit	Cur	Estimated	QTD	Vendor Code	Brand
May-10-2005	May-10-2006	1.00	KG	EUR	0.00	0.00		

Bids Current

Bids History

Bids Overview Current

Bids Overview All Bids

Logs

<b>Valid From:</b>	Date from which bid was valid
<b>Valid To:</b>	Expiration date of bid
<b>Bid Price:</b>	Bid price in vendors currency
<b>Unit:</b>	Shows item base unit
<b>Currency:</b>	Shows bid currency
<b>Estimated:</b>	Original estimated quantity
<b>QTD:</b>	Quantity purchased until expiration date
<b>Vendor Code:</b>	Vendor's item code
<b>Brand:</b>	Item brand
<b>Comments:</b>	Comments
<b>Minimum:</b>	Minimum quantity per order
<b>Date:</b>	Date bid was created or bid's properties were changed

**See Also:**

- [Bids Current](#)
- [Bids Overview Current](#)
- [Bids Overview All Bids](#)

Navigation: Reference > Main Screen > Tabs View and Edit Bids >

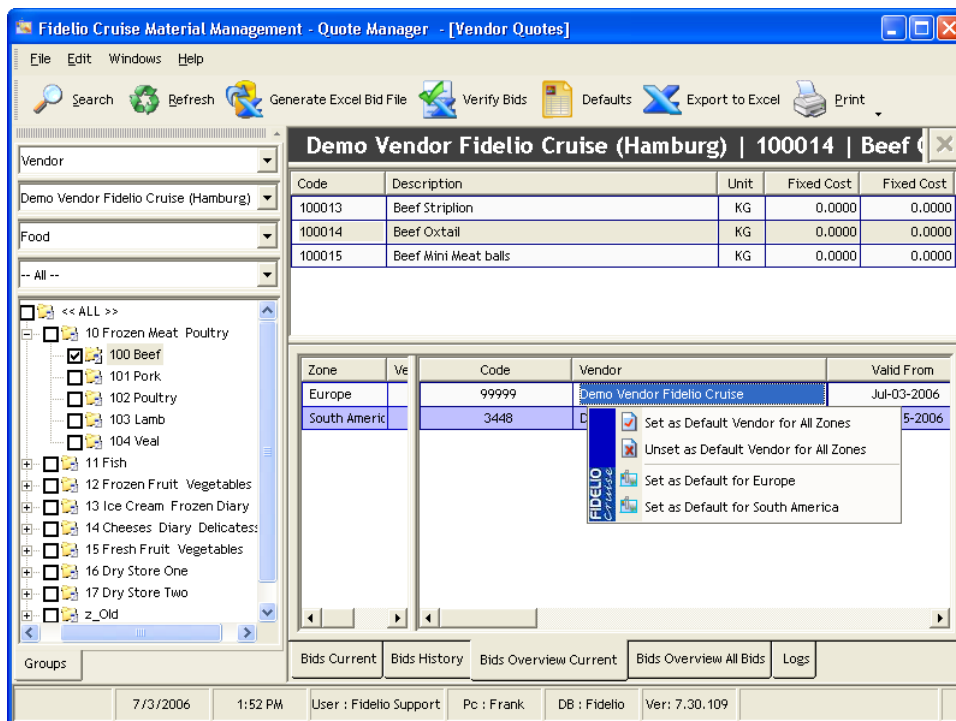
## Tab: Bids Overview Current



The Bids Overview Current will display the bids from all vendors for the item that was selected in the window above and that are currently valid.

### Bids Overview Current

The Tab Overview Current is, along with the Bids Overview All Bids Tab, the function that enables the user to do price comparisons, and to decide, based on this comparison and other purchasing related questions which will be the standard supplier for the item.

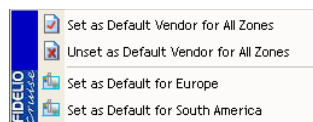


The items or articles are selected the same way as in Bids Current and Bids History.

The bids will then appear in the detail window with the cheapest bid always listed on top and the most expensive at the bottom.

Default Vendors are those that during the automatic purchasing process, these bids will be selected to place an order with the assigned vendor.

By selecting an article and then right clicking, the following context menu appears:

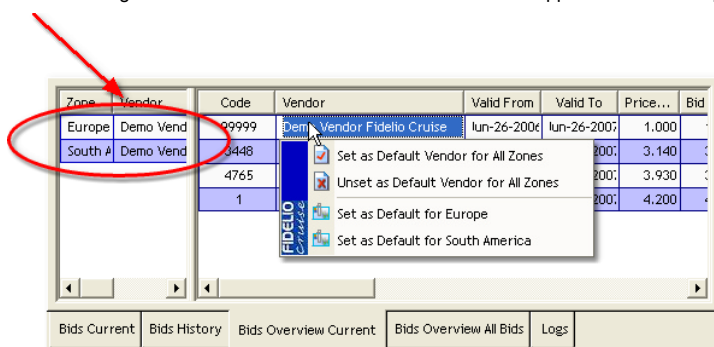


With these options we can assign the defaults as follows:



Set the selected bid as default for all zones.  
All purchases will be placed with this vendor.  
Will unset the bid and it will no longer be the default for all zones.  
Will set the selected bid as default bid for one zone only, in this case Europe.

After the assignment is done the default bid for each zone will appear in the small split window to the left of the bid view.



See Also:

- [Bids Current](#)
- [Bids History](#)
- [Bids Overview All Bids](#)

Navigation: Reference > Main Screen > Tabs View and Edit Bids >

**Tab: Bids Overview all Bids**



The difference between this option and *Bid Overview Current* is that this option is used for assigning bids to a future starting date.

### Bids Overview all Bids:

The Tab Bids Overview all Bids is, along with the the Tab Overview Current, the function that enables the user to do price comparisons, and to decide, based on this comparison and other purchasing related questions which will be the standard supplier for the item.

This function enables a well organized purchasing department to switch vendors on specified dates **and** to ensure that the bid function can be used without interruptions caused by periods without bids.

Code	Description	Unit	Fixed Cost	Fixed Cost
100013	Beef Striplion	KG	0.0000	0.0000
100014	Beef Oxtail	KG	0.0000	0.0000
100015	Beef Mini Meat balls	KG	0.0000	0.0000

Default as of Date	Code	Vendor	Valid ...	Valid To	Price EUR	Bid Pr...	Unit
	99999	Demo Vendor Fidelio Cruise	Jul-03-2006	Jul-03-2006	1.500	1.500	KG
	3446				3.700	3.700	KG

Buttons: Bids Current, Bids History, Bids Overview Current, Bids Overview All Bids, Logs

Double Clicking on a Bid will guide you to the following Dialogue:

Set as Future Default Vendor

Date: Monday, July 10, 2006

Zones:

- ☐ Africa
- ☐ Asia
- ☐ Australia and NZ
- ☐ Europe
- ☐ States

Buttons: Select All, UnSelect All, Apply, Remove, Cancel

Calendar: July 2006

Today: 7/10/2006

#### See Also:

- [Bids Current](#)
- [Bids History](#)
- [Bids Overview Current](#)


Navigation: Reference > Main Screen >

#### Menu:



This Menu contains basic options which are also represented in the toolbar and often available with a right mouse click.

Menu:

By moving your mouse over the screenshot you will be able to activate 'hotspots' identified with the cursor changing to a  Click on these to jump to more detailed information about that particular button or window.



See Also:

- [File Menu](#)
- [Edit Menu](#)
- [Windows Menu](#)

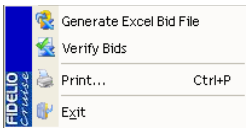
Navigation: Reference > Main Screen > Menu >

File Menu



This menu provides the basic and most frequently used options in the quote manager, such as generate Excel bid file and verify bids. In addition to this the file menu also contains the option to open the report manager, and to exit the module.

File Menu:



- |   |   |
|---|---|
| <a href="#">Generate Excel Bid File</a> | Function for initiating bid request process.              |
| <a href="#">Verify Bids</a>             | Function for ensuring that bids meet system requirements. |
| <a href="#">Print</a>                   | Open the Report Manager.                                  |
| <a href="#">Exit</a>                    | Closes the module.  |

Navigation: Reference > Main Screen > Menu > File Menu >

File Menu: Generate Excel Bid File



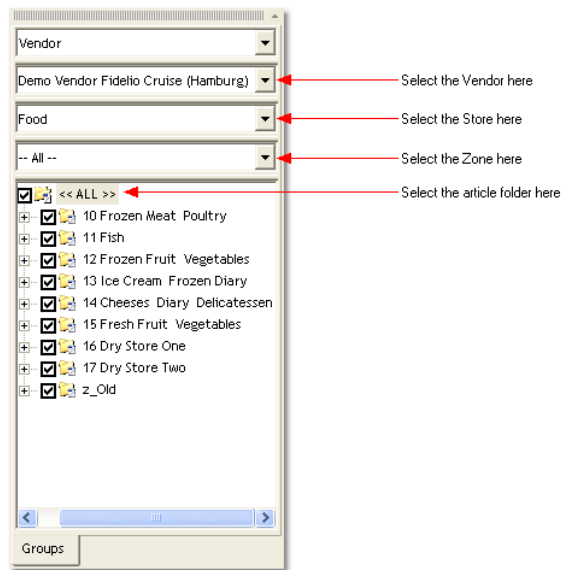
This Button will opens the Generate Excel Bid File dialog that will guide the user through the creation of an Excel Bid File.

Pre-selection for generating the Excel Bid File:

Before the Excel Bid File can be generated the system requires certain information: All this information is provided to the system via the drop down menu on the left hand side.

This Chapter works with Hotspots  for further explanations of certain topics.

# Main Screen



## Vendor

This field is necessary in order to name the file correctly. Material Management names the vendors bid files in order to assign the bids in the following processes correctly to the vendors.

[Back to Top](#)

## Store

Required to have the right items in the bid.

[Back to Top](#)

## Zone

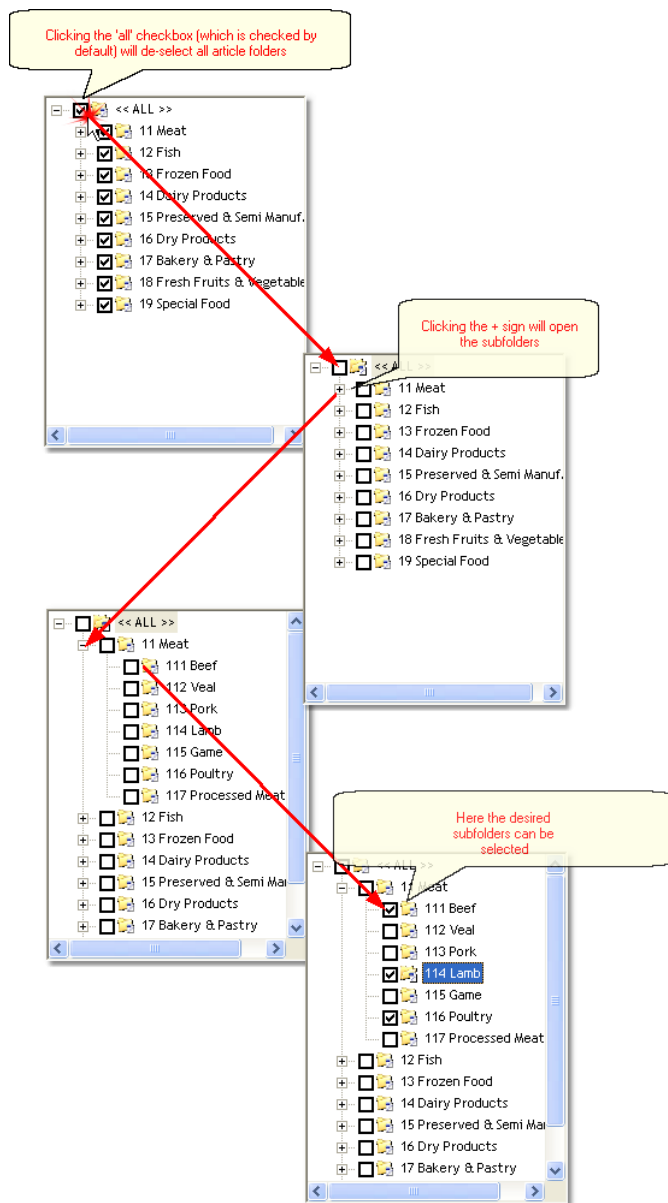
Necessary to assign the proper zones to the vendors bids and items.

[Back to Top](#)

## Article Folders

Required to specify items for which you request bids to avoid requesting bids for all items in the store. What is also of importance is that some article groups have more frequent changes in price than others and therefore new prices are requested more frequently. Additionally, most of the suppliers are specialized in supplying certain article groups only. This keeps the bid files small and clearly arranged

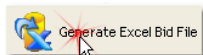
Once a store has been selected the tree of article folders will appear with all articles folders selected by default:



[Back to Drop Down Menu](#)

## Generate Excel Bid File:

To go to the Excel Bid File Generating Process simply press the Generate Excel Bid File Button in the Toolbar.



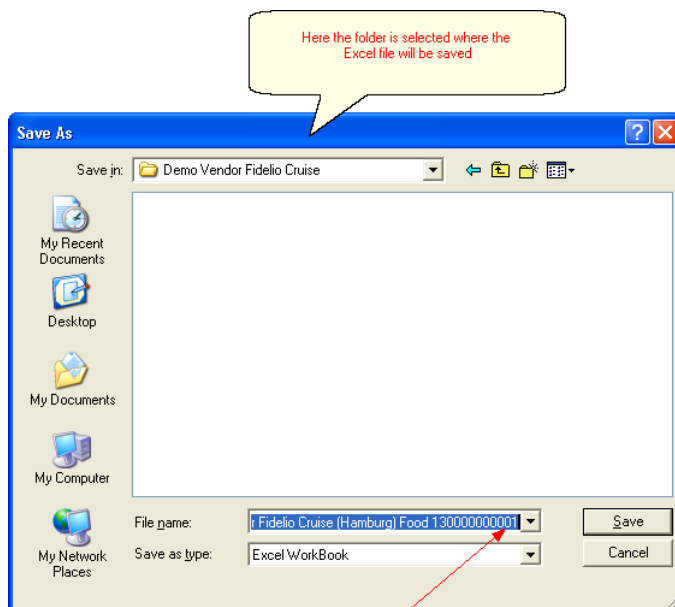
and a new Window will pop up in the center of the screen. Here we will enter information as follows, and which can be accessed by

selecting the 'hotspot'



**Save the Sheet as follows:**

Describes the path where the Excel file is saved.



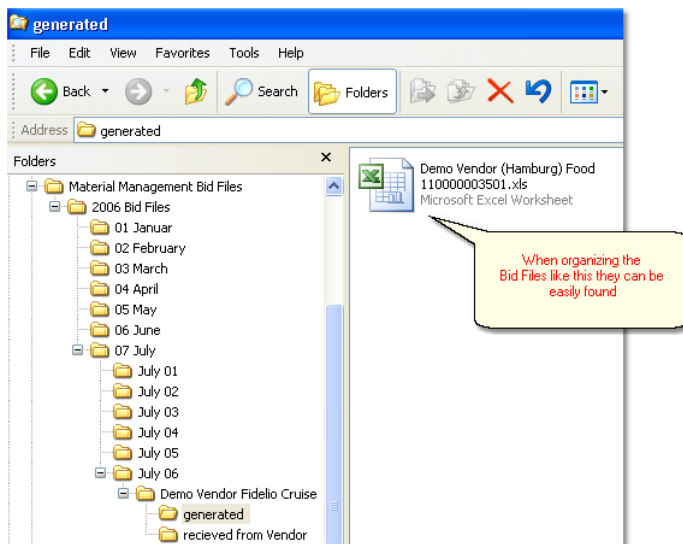
Type the name of the resulting Excel Bid File here however do not change vendor name (in this case 'Demo Vendor Fidelio Cruise (Hamburg) Food'). Only the numerical portion can be changed.

The Quote Manager uses this entry to identify the Vendor when opening the Bid File.



*The generated Excel bid files are the most important elements in this task. It is recommended to store the output bid files, as well as the ones returned from vendor, in a clear and easy to search structure in case it becomes necessary to refer to these files again.*

*Here is one example of how a windows folder structure might look:*

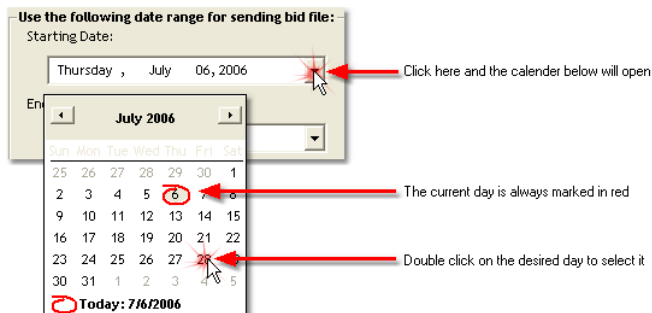


## Starting Date & Ending Date

This will specify when the validity of a bid starts and ends. After the completion of this entire process these validity dates will be used by the system in order to see when a bid is about to expire and new bid has to be requested.

This can be done for the present date range and for the future as well in order to be prepared for special seasons (i.e. Christmas or Easter) and events (i.e. a new ship.) This enables the user to go from one valid bid to the next valid bid without interruptions.

To select a Starting Date proceed as follows:



**Lock Date Range** will protect the cells that contain the date range from any changes by the users (especially vendors) as the Excel Bid File is using a specific date format.

See also: [How to understand the Excel Bid File](#)

## Protect Excel Sheet:

Enabling this function will protect the cells using a Material Management Entry in order to import the file properly. Any changes made to these cells will prevent the Excel File importing properly and the entire task beginning with the creation of the Excel Bid File would need to be repeated.

## Open Document in Excel:

Will open the Excel Bid File after creating it.

## Include Disabled Items:

Will include disabled items as well.  
This could be a useful option if an item is going to be activated and listed on board.

## Create Bid File Using Order-Request

Will open the Excel Bid File after creating it. Therefore the Items Tab will be disabled and the Excel Bid File will contain only the items from the selected Request.

Navigation: Reference > Main Screen > Menu > File Menu >

## File Menu: Verify Bids



Choosing the Verify Bids button will open up a new toolbar that will provide a few new functions.

Clicking on the Verify Bids Button will open the Verify Bids toolbar:



After clicking on the Verify Bids button, a new toolbar will appear underneath the main tool bar in the main window on the right.

You can click on the buttons below or the links to see more information and instructions on the buttons usage.

# Main Screen



**Open:** Opens a bid file received from a vendor  
**Verify Bids:** Evaluate bids if the data is according to system requirements.  
**Import:** Imports the prices into the system.  
**Ignore Zero Prices:** Ignores bids with empty or zero bid price.  
Most of the options have corresponding tools in the menu, keyboard shortcuts assigned to them or, are available with a right mouse click.

**See Also:**

- [more about the bidding procedure:](#)

Navigation: Reference > Main Screen > Menu > File Menu >

## File Menu: Print

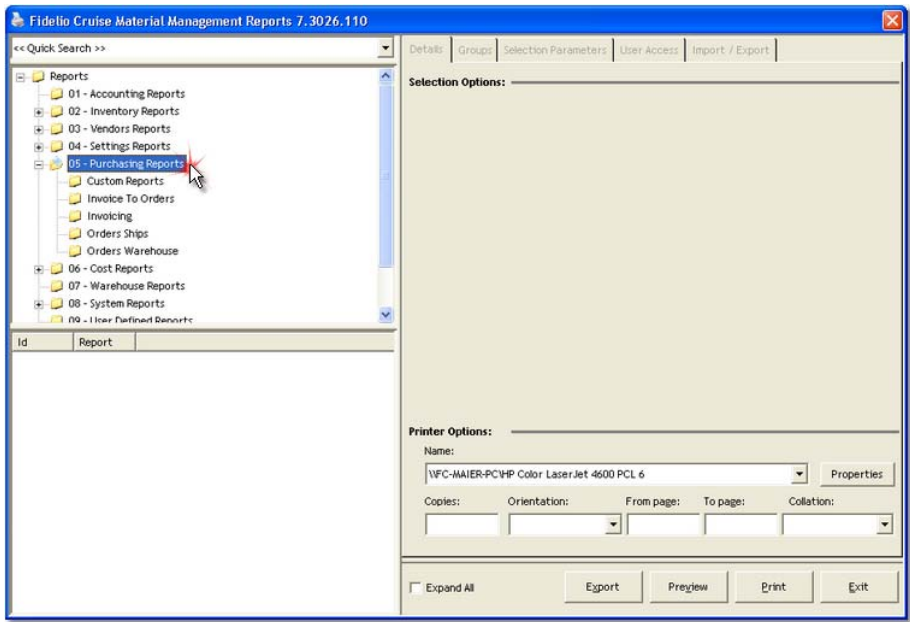


This option opens the *Report Manager*. This option will be also available in the Menu; File ->Print.

### Button Print:



Click to open the Report Manager and select the Report.



Navigation: Reference > Main Screen > Menu > File Menu >

## File: Exit



This option will close the Quote Manager module.

### Button Exit:



Click to close Quote Manager module.

Navigation: Reference > Main Screen > Menu >

## Edit Menu



# Main Screen

This menu contains the options for inserting a bid, deleting a bid and showing the properties of a bid. All of these functions are also available in the bid window by opening the context menu (right mouse click).

## Edit Menu:



**Insert Bid**  
**Delete**  
**Properties**

Insert a bid  
Delete selected bid.  
Open the properties of the bid.

Navigation: Reference > Main Screen > Menu > Edit Menu >

## Menu: Insert Bid



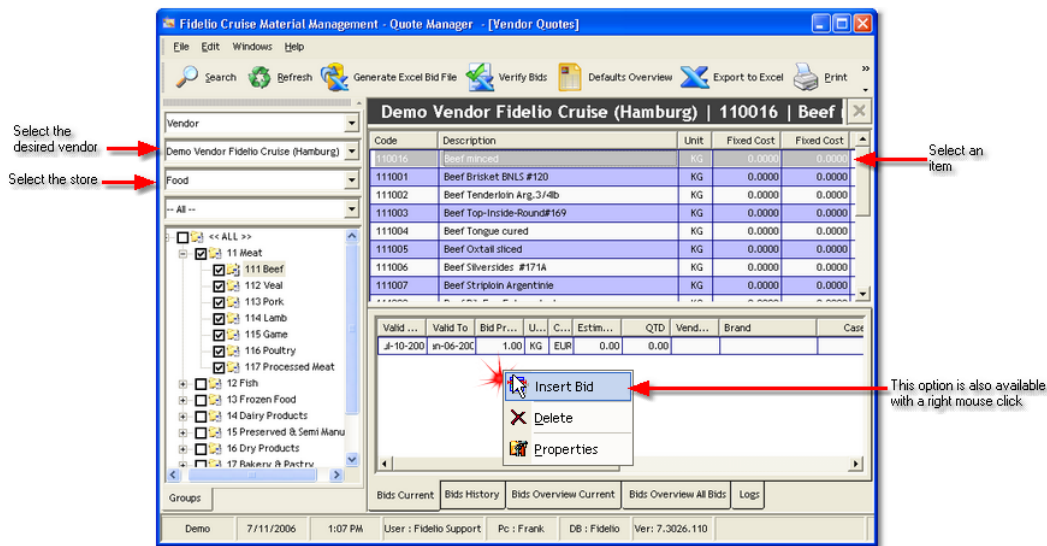
This option is used to add a bid manually, bypassing the regular purchasing and quotations procedure.

## Insert Bid:

This option would be used especially in cases when :

- Bids and quotations are received via facsimile
- Bid is negotiated via telephone
- Only single prices are missing from a vendors catalogue.

Before the option insert bid can be used, a vendor, a store and a valid item need to be selected as shown below:



When the Insert Bid Button is clicked, the following window will appear on the screen requiring the entries as described below. This is the same information that is requested when a bid file is generated.

Vendor Bid

Beef minced

Valid From: Sunday , January 07, 2007

Valid To: Saturday , July 07, 2007

Vendor Code:

Brand:

Case Size:

Minimum: 0.00 KG

Price: 0.00 KG

Currency: << Please Select a Currency >>

Estimated:

Comments:

Case Dimentions:

Height (m)

X

Depth (m)

X

Width (m)

=

Volume (m³)

Done

**Valid Date:**  
**Vendor Code:**  
**Brand:**  
**Case Size:**  
**Minimum**  
**Price**  
**Currency**  
**Estimated**  
**Case Dimensions**

Function is disabled because manual entry always has immediate effect for purchasing

Vendors article code / number

Brand of the item

Indicates case content quantity

Is a minimum order quantity required? If yes, amount can be specified here

Bid / quotation for the item per base unit

Vendor's preferred currency or headquarter home currency

Estimated order quantity for the validity of the bid.

Calculates the case volume based on the entry of: height X depth X width

See Also:

- [more about the Excel Bid File](#)

Navigation: Reference > Main Screen > Menu > Edit Menu >

Menu Delete



The Button Delete gives the opportunity to delete vendors bids in case of double entries, wrong bids or bids with zero prices.

Menu Delete:

The delete function requires the same information as insert bid before a bid can be actually deleted:

Select the desired vendor

Select the store

Vendor

Demo Vendor Fidelio Cruise (Hamburg)

Food

11 Meat

111 Beef

112 Veal

113 Pork

114 Lamb

115 Game

116 Poultry

117 Processed Meat

12 Fish

13 Frozen Food

14 Dairy Products

15 Preserved & Semi Manu

16 Dry Products

17 Bakery & Pastry

Demo Vendor Fidelio Cruise (Hamburg) | 110016 | Beef

Code	Description	Unit	Fixed Cost	Fixed Cost
110016	Beef minced	KG	0.0000	0.0000
111001	Beef Brisket BNLS #120	KG	0.0000	0.0000
111002	Beef Tenderloin Arg.3/4lb	KG	0.0000	0.0000
111003	Beef Top-Inside-Round#169	KG	0.0000	0.0000
111004	Beef Tongue cured	KG	0.0000	0.0000
111005	Beef Oxtail sliced	KG	0.0000	0.0000
111006	Beef Silversides #171A	KG	0.0000	0.0000
111007	Beef Striploin Argentine	KG	0.0000	0.0000

Valid ...	Valid To	Bid Pr...	U...	C...	Estim...	QTD	Vend...	Brand	Cost
J-10-200	in-06-200	1.00	KG	EUR	0.00	0.00			
in-07-200	J-07-200	0.00	KG	EUR	0.00	0.00			

Insert Bid

Delete

Properties

Select an item

Select the entry you want to delete

This option is also available with a right mouse click

Bids Current

Bids History

Bids Overview Current

Bids Overview All Bids

Logs

Demo

7/11/2006

2:00 PM

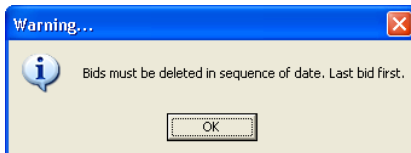
User : Fidelio Support

Pc : Frank

DB : Fidelio

Ver: 7.3026.110

If bids are to be deleted, this must be done in the chronological order in which they were entered. In this case you will see the following message that advises the user to delete the last bid first.



Navigation: Reference > Main Screen > Menu > Edit Menu >

## Menu: Bid Properties



This option allows the user to view and change the properties of the bids using the same data as described with the insert bid button.

### Bid Properties:

This option might be used in cases when:

- Case unit changes
- Expected quantity is under / overestimated and prices change
- Market situation changes and price increases or decreases
- Brand changes
- Etc.

Article / item is selected the same way as when inserting and /or deleting a bid.  
The following screenshot and table provide further information:

Select the desired vendor → Demo Vendor Fidelio Cruise (Hamburg)

Select the store → Food

Select an item → Beef minced

Select the entry for which you want the properties to be shown → Jan-07-2007

This option is also available with a right mouse click → Properties

Valid From	Valid To	Bid Price	Unit	Cur	Estimated
Jul-10-2006	Jan-06-2007	0.50	KG	EUR	0.00
Jan-07-2007	Jul-07-2007	1.00	KG	EUR	0.00

Once an article is selected the properties window opens, and the data can be edited.

Vendor Bid

Beef minced

Valid From: Sunday , January 07, 2007

Valid To: Saturday , July 07, 2007

Vendor Code:

Brand:

Case Size:

Minimum:

0.00

KG

Price:

0.00

KG

Currency:

<< Please Select a Currency >>

Estimated:

Comments:

Case Dimentions:

Height (m)

X

Depth (m)

X

Width (m)

=

Volume (m³)

Done

Valid Date:

Vendor Code:

Brand:

Case Size:

Minimum

Price

Currency

Estimated

Case Dimensions

Function is disabled because manual entry always has immediate effect for purchasing

Vendors article code / number

Brand of the item

Indicates case content quantity

Is a minimum order quantity required? If yes, amount can be specified here

Bid / quotation for the item per base unit

Vendor's preferred currency or headquarter home currency

Estimated order quantity for the validity of the bid.

Calculates the case volume based on the entry of: height X depth X width

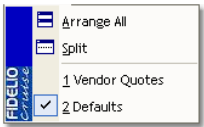
Navigation: Reference > Main Screen > Menu >

Menu Windows



The windows menu allows to change how the windows and screens are displayed.

Windows:



Arrange All

Split

Rearranges the windows back to the default view.

Splits the selected views equally across the screen.

Arrange All:

Any time a new function is chosen and opens, the windows appear on top of each other. The arrange all function can therefore be used to:

- shrink the present window
- cascade the windows if more than one is opened

Single Window View

In case only one function is presently opened the view will as follows:

## Main Screen

**Vendor Quotes**

**Demo Vendor Fidelity Cruise (Hamburg)**

Code	Description	Unit	Fixed Cost	Fixed Cost
110016	Beef round	KG	0.0000	0.0000
111001	Beef Brisket SML #120	KG	0.0000	0.0000
111002	Beef Tenderloin Arg.3/4lb	KG	0.0000	0.0000
111003	Beef Top Inside Round #169	KG	0.0000	0.0000
111004	Beef Tongue corned	KG	0.0000	0.0000
111005	Beef Corned sliced	KG	0.0000	0.0000
111006	Beef Silversides #1714	KG	0.0000	0.0000

Valid... Valid To... Bid Price... U... C... Estm... QTD... Vends... Brand... Cap Unit... Comments... **del**

## Multi Window View

In cases where more than one function is opened, the view will as shown below.  
This view can be helpful in cases where the bids and the vendors defaults need to be displayed together.

The screenshot shows the 'Vendor Quotes' application window. The title bar reads 'Demo Vendor Fidelis Cruise (Hamburg) | 111002 | Beef'. Below the title bar is a blue header area with 'Code' and 'Defaults' tabs. A sidebar on the left contains a tree view with nodes for Zone, Area, Act, Aut, Com, and Map. The main window displays a table with columns: Zone, Code, Description, Unit, Type, Valid From, and Valid To. Two rows are visible, both highlighted in light purple.

Zone	Code	Description	Unit	Type	Valid From	Valid To
Europe	111001	Beef Brisket BMSL #120	KG	Current	JUL-10-2006	Jan-06-2007
Europe	111002	Beef Tenderloin Arg. 3-lb	KG	Current	JUL-10-2006	Jan-06-2007

### Split Windows:

The split function is used to arrange the opened bid manager windows. Using the split function enables the user to work in one window and to display the data in another. When using this functionality the refresh button needs to be pressed from time to time in order to display all the edited data in both of the windows.

Products							
Zone	Code	Description	Unit	Type	Valid From	Valid To	As of Date
Europe	11001	Beef Brisket (BMS) #120	KG	Current	Jan-10-2006	Jan-06-2007	
Europe	11002	Beef Tenderloin Arg 3/4lb	KG	Current	Jan-10-2006	Jan-06-2007	

Vendor Quotes				
Demo Vendor Fidelio Cruise (Hamburg)   110016   Beef minced				
Zone	Description	Unit	Fixed Cost	Fixed Cost
Europe	Beef Brisket (BMS) #120	KG	0.0000	0.0000
11001	Beef Brisket (BMS) #120	KG	0.0000	0.0000
11002	Beef Tenderloin Arg 3/4lb	KG	0.0000	0.0000
	Beef Top Round Roast (BMS)	KG	0.0000	0.0000
11004	Beef Tongue cured	KG	0.0000	0.0000
11005	Beef Oxtail sliced	KG	0.0000	0.0000

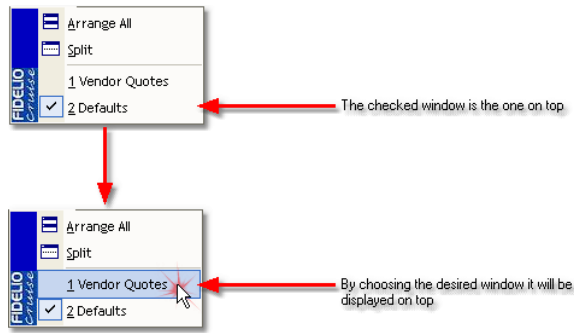
  

Zone	Vendor	Code	Valid From	Valid To	Price (EUR)	Bed Price (Unit)
Africa		Demo Supplier beef and anything th	Jan-10-2006	Jan-06-2007	0.50	0.50 KG
Asia						
Australia and NZ						
Europe	Demo Supplier Beef and anything					
States						

## Use the Windows List

The windows list in the drop down menu enables the user to switch between the opened windows. When opening the windows menu it displays all windows that are presently opened within the quote manager.

# Main Screen



Navigation: Reference > Main Screen >

## Item List



To handle all the information in the bid manager, a complex view of the items and the assigned bids is provided.

### Main Item List and Window

Once a vendor, store and zone are selected, all the items in the selected store are displayed in the item list no matter whether or not bids are available.

For further explanations, simply click on the areas of the window below using the hand Symbol:



**Item List**

Code	Description	Unit	Fixed Cost	Fixed Cost
110016	Beef Brisket #120	KG	0.0000	0.0000
111001	Beef Tenderloin Arg. 3/4lb	KG	0.0000	0.0000
111002	Beef Top-Inside-Round#169	KG	0.0000	0.0000
111003	Beef Tongue cured	KG	0.0000	0.0000
111004	Beef Oxtail sliced	KG	0.0000	0.0000
111005	Beef Silverides #171A	KG	0.0000	0.0000
111006	Beef Striploin Argentine	KG	0.0000	0.0000
111007	Beef Rib Eye Entrecote Ar	KG	0.0000	0.0000
111009	Beef Rump (Argentinien)	KG	0.0000	0.0000
111011	Beef Tafelspitz #185C	KG	0.0000	0.0000
111012	Beef Shank	KG	0.0000	0.0000
111014	Beef Tenderloin Arg. 4/5lb	KG	0.0000	0.0000
111015	Beef Primerib	KG	0.0000	0.0000

**Zone Window**

Zone	Vendor
Africa	
Asia	
Australia and NZ	
Europe	Demo Supplier beef and anyth
States	

**Bid Window**

Code	Vendor	Valid From	Valid To	Price EUR	Bid Price	Unit
	Demo Supplier beef and anything th	Jul-10-2006	Jan-06-2007	0.50	0.50	KG

### Item List is responsible for showing all default vendors for all the existing purchasing zones.

Once a vendor, store and zone are selected, all the items in the selected store are displayed in the item list no matter whether or not bids are available.

Explanations of all the column names can be found below this screenshot:

# Main Screen

Code	Description	Unit	Fixed Cost	Fixed Cost
110016	Beef minced	KG	0.0000	0.0000
111001	Beef Brisket BNLS #120	KG	0.0000	0.0000
111002	Beef Tenderloin Arg.3/4lb	KG	0.0000	0.0000
111003	Beef Top-Inside-Round#169	KG	0.0000	0.0000
111004	Beef Tongue cured	KG	0.0000	0.0000
111005	Beef Oxtail sliced	KG	0.0000	0.0000
111006	Beef Silversides #171A	KG	0.0000	0.0000
111007	Beef Striploin Argentine	KG	0.0000	0.0000
111008	Beef Rib Eye,Entrecote Ar	KG	0.0000	0.0000
111010	Beef Rump (Argentinien)	KG	0.0000	0.0000
111011	Beef Tafelspitz #185C	KG	0.0000	0.0000
111012	Beef Shank	KG	0.0000	0.0000
111014	Beef Tenderloin Arg.4/5lb	KG	0.0000	0.0000
111015	Beef Primerib	KG	0.0000	0.0000

**Code** Material Management item number as assigned in the article manager  
**Description** Item description as defined in the article manager  
**Unit** Shows the item base unit  
**Fixed Cost (left column)** Base unit cost  
**Fixed Cost (right column)** Vessel cost (vessel cost = base unit cost + store markup)

[Back to Top: Item List](#)

## Zone Window

The zone window is responsible for showing all default vendors for all the existing purchasing zones. This window is for information only, and no data can be edited.

In the left column the zone window lists all available zones.

Referring to the selected item in the item window, it will list all the default vendors for each zone. If there is no entry, it means that for the current time period no vendor is specified.

Zone	Vendor
Africa	
Asia	
Australia and NZ	
Europe	Demo Supplier beef and anything
States	

In this case the we have only one default set for the zone Europe

[Back to Top: Item List](#)

## Bid Window

The bid window shows all available bids for the selected item. It is where we actually select items, and the prices can be seen in a view that directly compares the bids from the vendors and lists the cheapest bid on top.

The bids appear with all the details that have been entered into the system via the Excel bid file or by using the insert bid function.

Code	Vendor	Valid From	Valid To	Price EUR	Bid Price	Unit	Currency
	Demo Supplier beef and anything th	Jul-10-2006	Jan-06-2007	0.50	0.50	KG	EUR

This window shows all available bids

Columns in Bid Window::

**Code** Vendors code as defined in vendor setup  
**Vendor** Vendor  
**Valid from** Show the date from which the bid is valid  
**Valid Date** Shows the expiration date of the bid  
**Price Euro** Price in company's home currency  
**Bid Price** Vendors preferred currency price according to vendor master data settings  
**Unit** Item base unit  
**Currency** Currency of base unit  
**Estimated** Estimated order quantity for the validity of the bid.

# Main Screen

QTD	Quantity purchased from selected vendor until today
Vendor Code	Vendor item/ article number
Brand	Item brand
Case Unit	Case unit referring to base unit
Comments	Manual comment regarding this bid
Minimum	The minimum order quantity for a single purchase order
Date	Shows the exact time the bid was created

---

**See Also:**

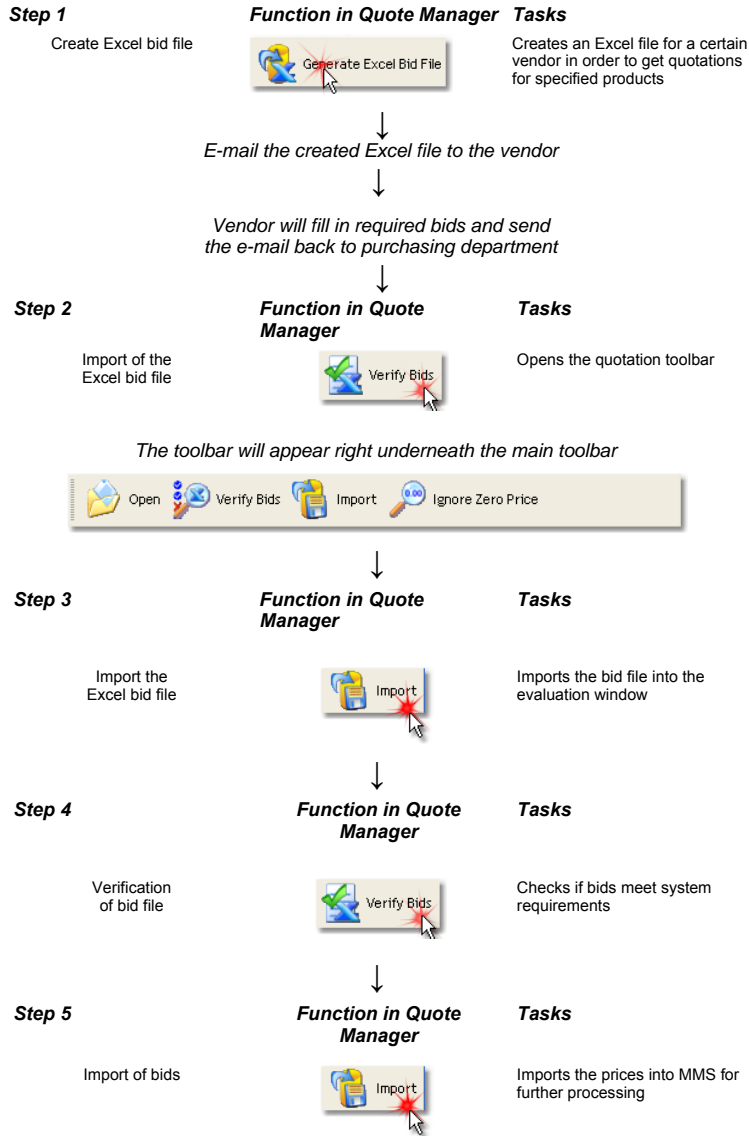
- [More About the Bid Window and how to set Defaults](#)
- [Back to Top: Item List](#)

## Bid flow in the Material Management System



### How to get new bids and manage the bidding process:

The usual way of proceeding in order to have accurate bids within the system will include the 5 following steps:



## Learn more about the Excel bid file



Here you can learn more about the Excel bid file.

### The Excel bid file:

After opening the Excel file it will appear as in the example below:

## understand the Bidding Procedure

CODE	DESCRIPTION	SPECIFICATIONS
<b>1:10 Frozen Meat Poultry\100 Beef</b>		
100001	Beef Entrecote	Lomo Entrecot
100002	Beef Mince meat	Carne de ternera pica
100003	Beef and pork minced meat 75%-25%	Carne de ternera pica
100004	Beef Tenderloin chain off	Solomillo sin cordon
100005	Beef Top Side	Tapa ter.
100006	Beef silverside	Redondo
100007	Beef Picanha - Rumpsteak	Picanha
100008	Beef Maminha - Trip / Tip	
100009	Beef Tripe ( crew)	
100010	Beef bones	
100011	Liver (crew)	
100012	Oxtongue	
100013	Beef Striploin	
100014	Beef Oxtail	
100015	Beef Mini Meat balls	
<b>1:10 Frozen Meat Poultry\101 Pork</b>		
101001	Bacon Regular Sld./Smkd.	

### Structure of the Excel bid file:

The columns contained in this excel sheet are described as follows:  
In order to avoid problems with the further processing of the Excel bid file it has cell protection activated by default.

Column description	Explanation	Status
<b>CODE</b>	<b>MMS item code</b>	<b>Protected</b>
<b>DESCRIPTION</b>	<b>MMS item description</b>	<b>Protected</b>
<b>SPECIFICATIONS</b>	<b>MMS Item additional specs.</b>	<b>Protected</b>
<b>UNIT</b>	<b>MMS unit</b>	<b>Protected</b>
<b>VENDOR PRICE</b>	<b>To be filled in by Vendor</b>	<b>Unprotected</b>
<b>VENDOR UNIT</b>	<b>To be filled in by Vendor</b>	<b>Unprotected</b>
<b>CURRENCY</b>	<b>MMS currency</b>	<b>Protected</b>
<b>VENDOR CODE</b>	<b>To be filled in by Vendor. Item code will then appear on purchase order</b>	<b>Unprotected</b>
<b>VENDOR BRAND</b>	<b>To be filled in by Vendor</b>	<b>Unprotected</b>
<b>VENDOR COMMENTS</b>	<b>To be filled in by Vendor</b>	<b>Unprotected</b>
<b>VENDOR CASE UNITS</b>	<b>To be filled in by Vendor</b>	<b>Unprotected</b>
<b>VENDOR MINIMUM QUANTITY</b>	<b>To be filled in by Vendor</b>	<b>Unprotected</b>
<b>CASE HEIGHT</b>	<b>To be filled in by Vendor</b>	<b>Unprotected</b>
<b>CASE WIDTH</b>	<b>To be filled in by Vendor</b>	<b>Unprotected</b>
<b>CASE DEPTH</b>	<b>To be filled in by Vendor</b>	<b>Unprotected</b>
<b>VALID FROM</b>	<b>Pre entered,</b>	<b>Unprotected</b>

## understand the Bidding Procedure

	<i>however vendor may change</i>	
<i>VALID TO</i>	<i>Pre entered, however vendor may change</i>	<i>Unprotected</i>

Navigation: How to ... >

### Working with bids



After the completion of the previous processes the bids have been imported into the system and can be further analysed by the purchasing team.



This is the point where the automation stops for a while, and we process manually as there are purchasing decisions to be made by the purchasing department, however this will simplify the subsequent purchasing process.

This decision-making process covers questions such as what is going to be purchased from which vendor because this is more a question of vendor contracting and purchasing policies than an MMS function, and these decisions remain the responsibility of the purchasing department.

Depending on the purchasing policies the revision of the vendors bids should be done at frequent intervals.

In order to reach the full functionality and to fulfill various purchasing policies it is recommended to have more than just one bid per item available especially for the most common / high volume items as well as for the high value article groups.

**See Also:**

- [Price Evaluation](#)

Navigation: How to ... >

### Price evaluation

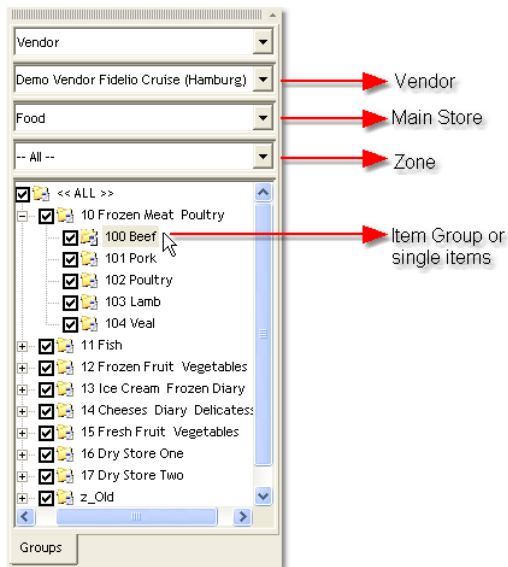


After the bidding process the quotes for the articles can be compared and a standard vendor for each item, zone and period can be defined.

#### Evaluate prices

Selecting an item from the item list will show the current bid from the selected supplier in the bid window

To initiate the price evaluation, at minimum a vendor and a store must be selected from the drop down menu located on the left of the screen.

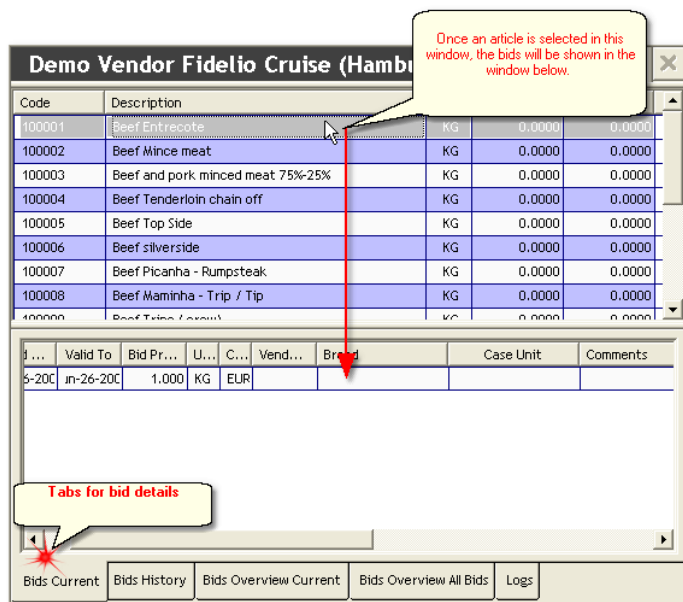


#### How to work with bids and the bidding tabs


When looking into the bids, a vendor and a store must be selected in order to do a bid comparison as described above. Depending on the selected store and item group all the relevant articles will be listed as in the screenshot below.

Once an item is selected by clicking it, the bidding details will appear in the window below.

## understand the Bidding Procedure



When looking into the main quote manager window, we see some tabs at the very bottom of the lower window:

By moving your mouse over the screenshot you will be able to activate 'hotspots' identified with the cursor changing to a  Click on these to jump to more detailed information about that particular button or window.

**These tabs offer the user a way to display the bids from various points of view.**

**Depending on the choice and the users intention they will filter required information regarding:**

Bids Current	Current bid from the selected vendor
Bids History	Bid history from current vendor
Bids Overview Current	Bid overview for all current bids from all zones and vendors
Bids Overview All Bids	Future bids overview for all current bids from all zones and vendors
Logs	Shows the records of users actions (requires special security rights)

Navigation: How to ... > Evaluate Prices >

### Bids Current



The Current Bid tab will display the current bid from the selected supplier.

#### Current Bid:

Selecting an item from the item list will show the current bid from the selected supplier in the bid window below.

## understand the Bidding Procedure

Select these details to show current bids:

Vendor → Demo Vendor Fidelio Cruise (Hamburg)

Store → Food

Zone → All --

Article group or subfolder → 11 Meat

Selecting an article will show the current price in the window below

Code	Description	Unit	Fixed Cost	Fixed Cost
110016	Beef mixed	KG	0.0000	0.0000
111001	Beef Brisket BNLS #120	KG	0.0000	0.0000
111002	Beef Tenderloin Arg.3/4lb	KG	0.0000	0.0000
111003	Beef Top-Inside-Round#169	KG	0.0000	0.0000
111004	Beef Tongue cured	KG	0.0000	0.0000
111005	Beef Oxtail sliced	KG	0.0000	0.0000
111006	Beef Silversides #171A	KG	0.0000	0.0000
111007	Beef Striploin Argentine	KG	0.0000	0.0000
111008	Beef Dih. Euc. Entrecote 4x	KG	0.0000	0.0000

Valid ... Valid To Bid Pr... U... C... Estim... QTD Vend... Brand Case

11-10-2007 11-06-2008 1.00 KG EUR 0.00 0.00

By selecting the item and right clicking it, a new context menu will appear, providing the following functions:

	Insert Bid	will insert a bid for an item
	Delete	delete the bid
	Properties	shows the properties of the bids

Insert and Properties will display the following window where a bid can be modified or newly created.

**Vendor Bid**

**Beef Maminha - Trip / Tip**

Valid From: Wednesday, June 27, 2007 Valid To: Friday, June 27, 2008

Vendor Code: Brand: Case Size: Comments:

Minimum: 0.000 KG Price: 0.000 KG Currency: Euro

Case Dimensions: Height (m) 0 X Depth (m) 0 X Width (m) 0 = Volume (m³) 0

Done

### See Also:

- [Bids History](#)
- [Bids Overview Current](#)
- [Bids Overview All Bids](#)

Navigation: How to ... > Evaluate Prices >

## Tab Bids History

The Tab Bids History will display the entire price history of the selected item from the selected vendor

## Tab Bids History



# understand the Bidding Procedure

By selecting this tab, the bid history of a single item can be viewed and analysed. In contrast to the Current Bid Tab it shows *only* expired bids from the selected vendor .

Column Description are shown below the image:

Valid From	Valid To	Bid Price	Unit	Cur	Estimated	QTD	Vendor Code	Brand
May-10-2005	May-10-2006	1.00	KG	EUR	0.00	0.00		

Bids Current

Bids History

Bids Overview Current

Bids Overview All Bids

Logs

<b>Valid From:</b>	Date from which bid was valid
<b>Valid To:</b>	Expiration date of bid
<b>Bid Price:</b>	Bid price in vendors currency
<b>Unit:</b>	Shows item base unit
<b>Currency:</b>	Shows bid currency
<b>Estimated:</b>	Original estimated quantity
<b>QTD:</b>	Quantity purchased until expiration date
<b>Vendor Code:</b>	Vendor's item code
<b>Brand:</b>	Item brand
<b>Comments:</b>	Comments
<b>Minimum:</b>	Minimum quantity per order
<b>Date:</b>	Date bid was created or bid's properties were changed

**See Also:**

- [Bids Current](#)
- [Bids Overview Current](#)
- [Bids Overview All Bids](#)

Navigation: [How to ...](#) > [Evaluate Prices](#) >

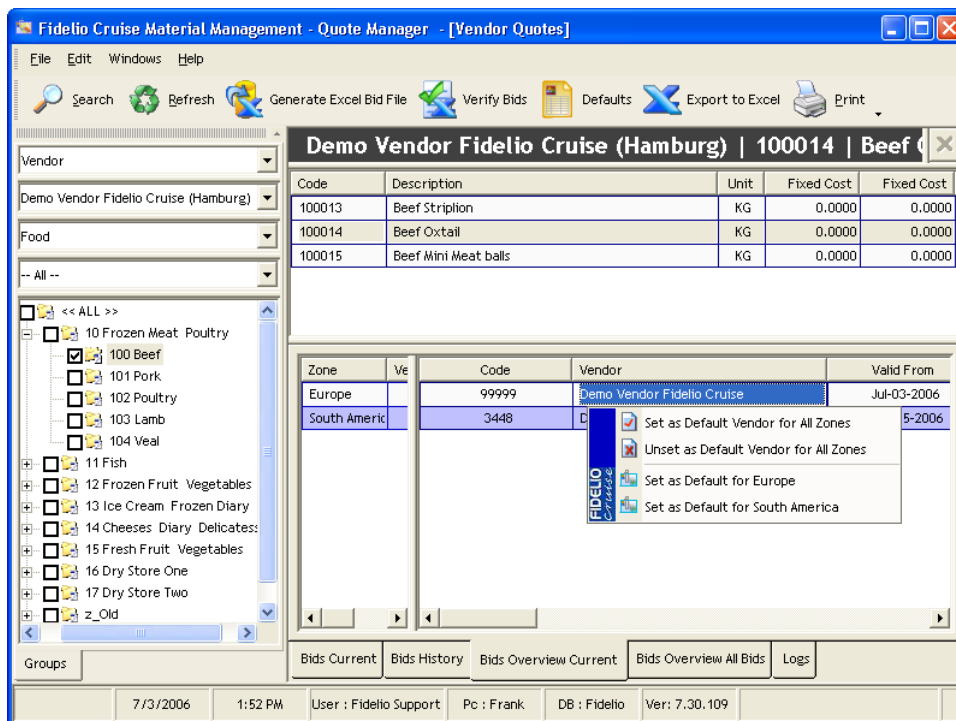
## Bids Overview Current



The Bids Overview Current will display the bids from all vendors for the item that was selected in the window above and that are currently valid.

### Bids Overview Current

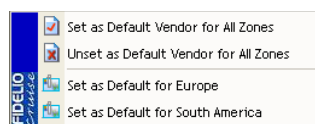
The Tab Overview Current is, along with the Bids Overview All Bids Tab, the function that enables the user to do price comparisons, and to decide, based on this comparison and other purchasing related questions which will be the standard supplier for the item.



The items or articles are selected the same way as in Bids Current and Bids History.  
The bids will then appear in the detail window with the cheapest bid always listed on top and the most expensive at the bottom.

Default Vendors are those that during the automatic purchasing process, these bids will be selected to place an order with the assigned vendor.

By selecting an article and then right clicking, the following context menu appears:

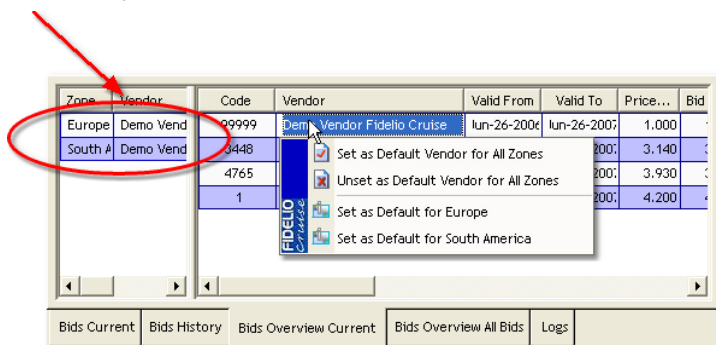


With these options we can assign the defaults as follows:



Set the selected bid as default for all zones.  
All purchases will be placed with this vendor.  
Will unset the bid and it will no longer be the default for all zones.  
Will set the selected bid as default bid for one zone only, in this case Europe.

After the assignment is done the default bid for each zone will appear in the small split window to the left of the bid view.



See Also:

- [Bids Current](#)
- [Bids History](#)
- [Bids Overview All Bids](#)

Navigation: How to ... > Evaluate Prices >

**Bids overview all Bids**



The difference between this option and *Bid Overview Current* is that this option is used for assigning bids to a future starting date.

## Bids Overview all Bids:

The Tab Bids Overview all Bids is, along with the the Tab Overview Current, the function that enables the user to do price comparisons, and to decide, based on this comparison and other purchasing related questions which will be the standard supplier for the item.

This function enables a well organized purchasing department to switch vendors on specified dates **and** to ensure that the bid function can be used without interruptions caused by periods without bids.

Code	Description	Unit	Fixed Cost	Fixed Cost
100013	Beef Striplion	KG	0.0000	0.0000
100014	Beef Oxtail	KG	0.0000	0.0000
100015	Beef Mini Meat balls	KG	0.0000	0.0000

Default as of Date	Code	Vendor	Valid ...	Valid To	Price EUR	Bid Pr...	Unit
	99999	Demo Vendor Fidelio Cru	Jl-03-200	Jl-03-200	1.500	1.500	KG
	3446				3.700	3.700	KG

Double Clicking on a Bid will guide you to the following Dialogue:

### See Also:

- [Bids Current](#)
- [Bids History](#)
- [Bids Overview Current](#)

Navigation: [How to ...](#) > [Evaluate Prices](#) >

## The Defaults Button

The Defaults button is an option that displays all the defaults bids with item and zone for a single vendor selected in the left hand



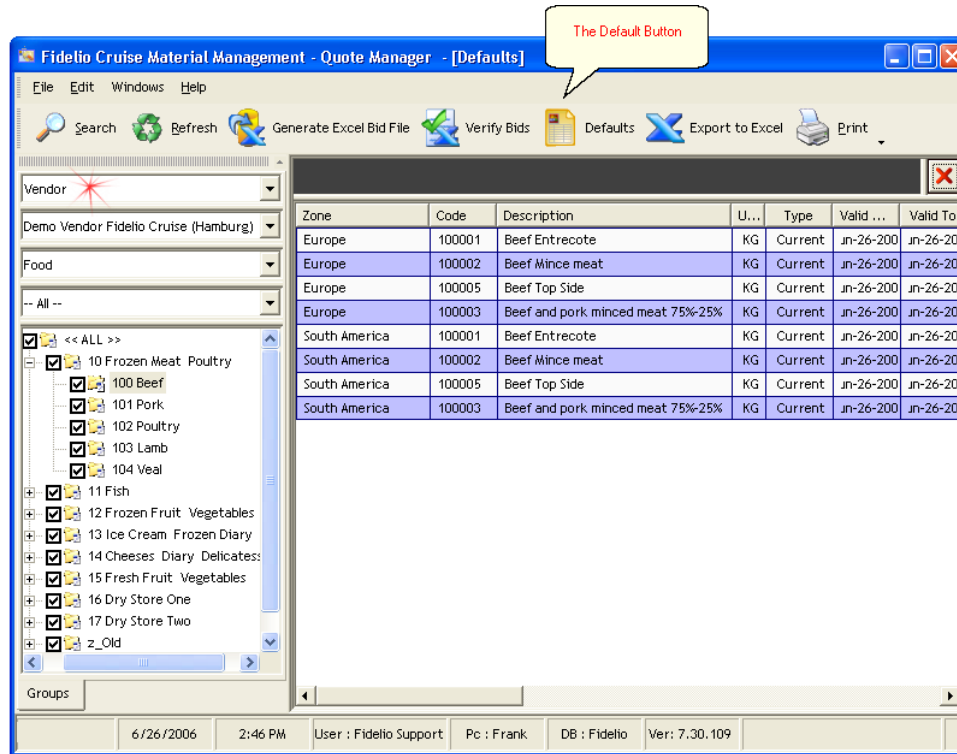
# understand the Bidding Procedure

drop down menu.

## Displaying Vendors Defaults

After placing bids and default vendors for items into the system the 'defaults' button on the top of the toolbar can be used to show all the default items per Vendor, Store or Zone

As an example in the picture below it shows all default items per vendor for the food store in all zones:





## Frequently Asked Questions

- ***We want to have all the bids from a vendor in Brazilian Reals and then the day that we make the PO apply the exchange rate in the system to Euro. Is this possible ?***

This can be made provided that you have updated the exchange rate under Options / Currencies Exchange rate accordingly.

- ***When creating bids, is it possible for the articles on the Excel spreadsheet to be in alphabetical order i.e. same as on the screen? This would make it easier for vendors to quote on.***

The articles on the Bid file are exported in a pre-defined format and this includes the sorting order of articles. Currently this is not possible.

- ***Is it possible to have the description field displayed in alphabetical order in Quote manager ?***

By clicking the description Column header the system will display the articles in alphabetical Order.

- ***We are adding vendors to MMS but do not always order from them or add quotes. Would it be possible to search for a supplier by details entered in to the Notes / Comments tab? e.g. if we entered plumbing in this tab, we could search for all plumbers on MMS.***

Currently the Notes entered are not considered in the Search query criteria.

- ***Are Excel template files available, which could be used to import items in to MMS?***

No actual template files exist but you may export an empty file without data to simulate a file that can be imported into MMS.

- ***What does QTD mean in quote manager?***

Quantity that has been purchase until Expiration date of Bid

- ***When you raise a new bid for an item in quote manager there is a field 'Estimated'. What is this field used for?***

This column indicated the estimated consumption for the selected article.

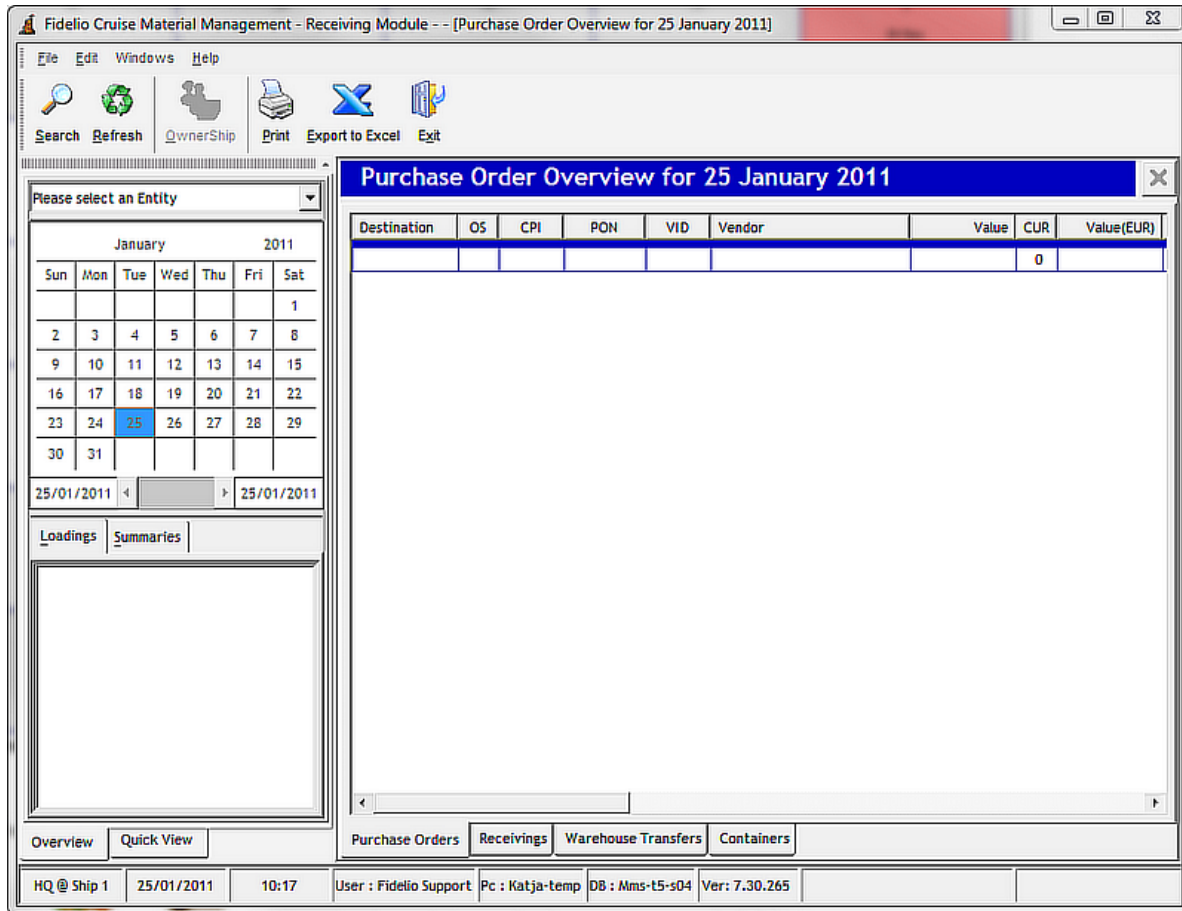
## Receiving Module


[Top](#) [Next](#)

The Receiving Module is mainly used by the vessels and warehouses to load/offload goods.

### Receiving main screen

The image below represents the receiving module main screen as it looks once opening it. On the top are the main [Function Buttons](#) and below, the screen is divided into three main sections displaying a calendar which displays different colors depending on which [Overview](#) has been selected. At the very bottom is displayed information on the operational unit, date & time, current user, computer name, database in use and the module version number.



Moving the mouse over the screenshot 'hotspots' will change the cursor into a 

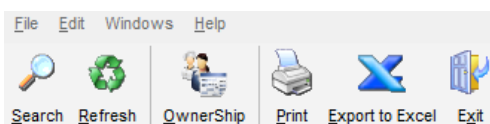
Clicking on these links will provide more detailed information on the particular topic.

## Menu Bar

[Top](#) [Previous](#) [Next](#)

The menu bar contains the basic and most frequently used options for searching, exporting into Excel and printing reports.

### Available functions in the menu bar



<a href="#">Search:</a>	Opens the document with the search engine.
<a href="#">Refresh:</a>	Will return the layout of the screen to its default state.
<a href="#">OwnerShip:</a>	Will allow the transfer of the ownership of a receiving from one user to another.
<a href="#">Print:</a>	Allows the user to print loading documents.
<a href="#">Export to Excel:</a>	Exports the active information related to loadings into Excel.
<a href="#">Exit:</a>	Closes the Receivings module.

## Button: Search

[Top](#) [Previous](#) [Next](#)

This option opens the search engine, allowing to search for a document in the receivings module.

### Button Search:



Search

Click to open the document search engine.

Search for:

Search for Purchase order:

Search

Use Filters:

☐ Vendor:

<< Please select a Vendor >>

☐ Vessel:

<< Please select a Vessel >>

☐ Order Status:

<< Please select an Order Status >>

☐ Item (Code):

<< Please select an item >>

☐ Item (Description):

<< Please select an item >>

Overview

Quick View

Search Order

A Purchase Order can be searched by entering the PO number or by using any of the pre-defined filters. One or more filters can be chosen in order to narrow your search.

After making selections, and clicking the search button, the documents meeting the search criteria will be displayed.

**Note:** The search engine will stay active as long as it is not deactivated! If your search is finished make sure you press the search button once more to end the search!

## Button: Refresh

[Top](#) [Previous](#) [Next](#)

This option refreshes the screen layout. For example, having sorted columns by their heading or resized them, clicking refresh will reset the layout to their original view.

### Button Refresh:



Refresh

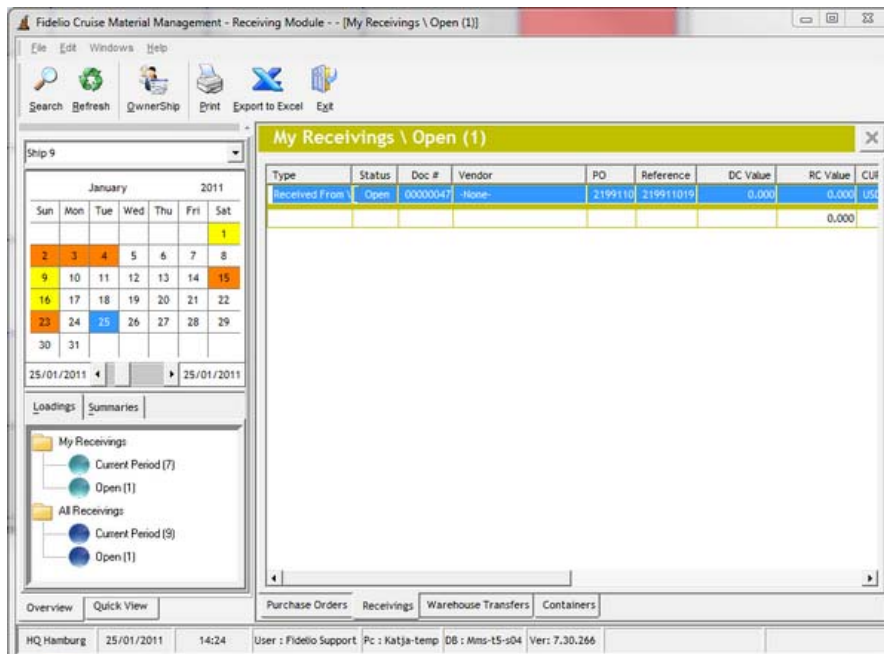
By clicking here you will be able to refresh the screen layout.

## Button: Ownership

[Top](#) [Previous](#) [Next](#)

The function Ownership allows one user to assign the ownership of an open receiving to another user.

### Transferring the ownership for a receiving to another user



Find the open Receiving and select it.

Once selected the option Ownership in the menu bar becomes active.

Click on OwnerShip, select the new owner from the list and click on Assign.

Assign Ownership to User

Ownership Assignment | Ownership History

Reason:

Filter:

Name	User Group
Fidelio Support Team	Administrator
PO Accounting Manager	S Accounting Manager
PO Assistant Maitre Hotel	S Assistant Maitre Hotel
PO Assistant Cruise Director	S Assistant Cruise Director
PO Assistant Housekeeper Cabins	S Assistant Housekeeper
PO Assistant Housekeeper Deck	S Assistant Housekeeper
PO Assistant Housekeeper Lounge	S Assistant Housekeeper

Comments:

Assign Close

## Button: Print

[Top](#) [Previous](#) [Next](#)

Depending on your system configuration it is possible to print the loading documents using the print functionality directly within the receivings module.

If your system is not preset up with a link to the loading documents it will open the print manager for your convenience.

### Button Print:

Open a loading document.

# Main Screen

Fidelio Cruise Material Management - Receiving Module -- [12975052-FB02267 PRESIDENTIAL FOOD CORP. CC Ship 1 FEB-01-2011]

File Edit Windows Help

Refresh OwnerShip Add Item Delete Item Print Export to Excel Exit

12975052-FB02267 PRESIDENTIAL FOOD CORP. CC Ship 1

Invoice General Comments

S	Code	Description	U...	Vendo...	V...	Vendo...	SubTotal	D...	I...	T...	Ta...
	F0000036	POTATO FRESH	KG	1,000.000	KG	8.2000	1,000.000	Yes	0.00	0.00	13,00
	F0000131	CARROT FRESH	KG	1,000.000	KG	8.0000	1,000.000	Yes	0.00	0.00	40,00
	F0001471	MELON HONEYDEW	KG	800.000	KG	14.0000	1,200.000	Yes	0.00	0.00	11,20
				3,800.000			1,200.000				74,20

Key Value

Ordered: 170,100.000

LD:12345 4,100.000

LD:12345 -174,200.000

Variance: 0.000

0.000

Overview ReceivingOverview Order Details Loading Details Vendor Evaluations Action Events Logs

HQ Hamburg 25/01/2011 15:03 User: Fidelio Support Rc: Katja-temp DB: Mms-t5-s04 Ver: 7.30.266



Print

Click on Print.

Fidelio Cruise Material Management Reports 7.30.266

Loading Summary per Item

Details Groups Selection Parameters User Access Import / Export

Selection Options:

Printer Options:

Name: Fabrice Desk

Copies: 1 Orientation: Portrait From page: 0 To page: 9999 Collation: Default

Expand All Export Preview Print Exit

Id	Report
FC-00048	Loading Items missing Prices
FC-00043	Loading Report
FC-00000	Loading Report BRA
FC-00009	Loading Report by Ship, Store and Date Range
FC-00053	Loading Summary per Item
FC-00050	Loading by Vendor and Date

As explained before depending on the setup of your system the report manager will open and allow the user a free selection of the loading document.

Or the pre-setup report will open and the user can print the report directly.

Fidelio Cruise Material Management Print Preview - Loading Summary per Item -

100% 1 / 1

Preview

### Loading Summary per Item

Print Date: Tuesday, 25 January, 2011  
Report Id: FC-00053 Revision: 79

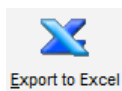
	Unit	Oty. Receive
<b>F:(F) FRUIT\FRESH FRUIT</b>		
F0001471 MELON HONEYDEW 1,2/1,3KG	KG	800.00
<b>Total per Group:</b>		
<b>F:(F) VEGETABLES\FRESH VEGETABLES</b>		
F0000036 POTATO FRESH	KG	15,000.00
F0000131 CARROT FRESH	KG	5,000.00
<b>Total per Group:</b>		
<b>Total per Report:</b>		

## Button: Export to Excel

[Top](#) [Previous](#) [Next](#)

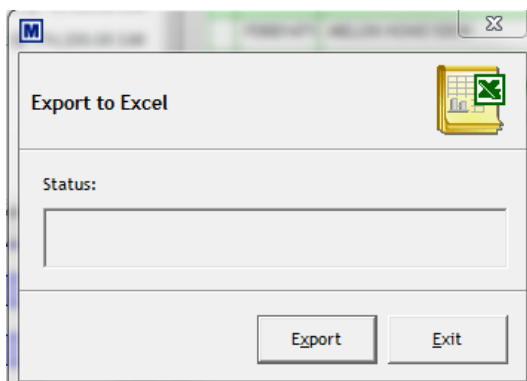
This function allows the user to export the contents of the active screen to an external Excel spreadsheet.

### Exporting to Excel:



Click here when the desired document for exporting is open on the screen.

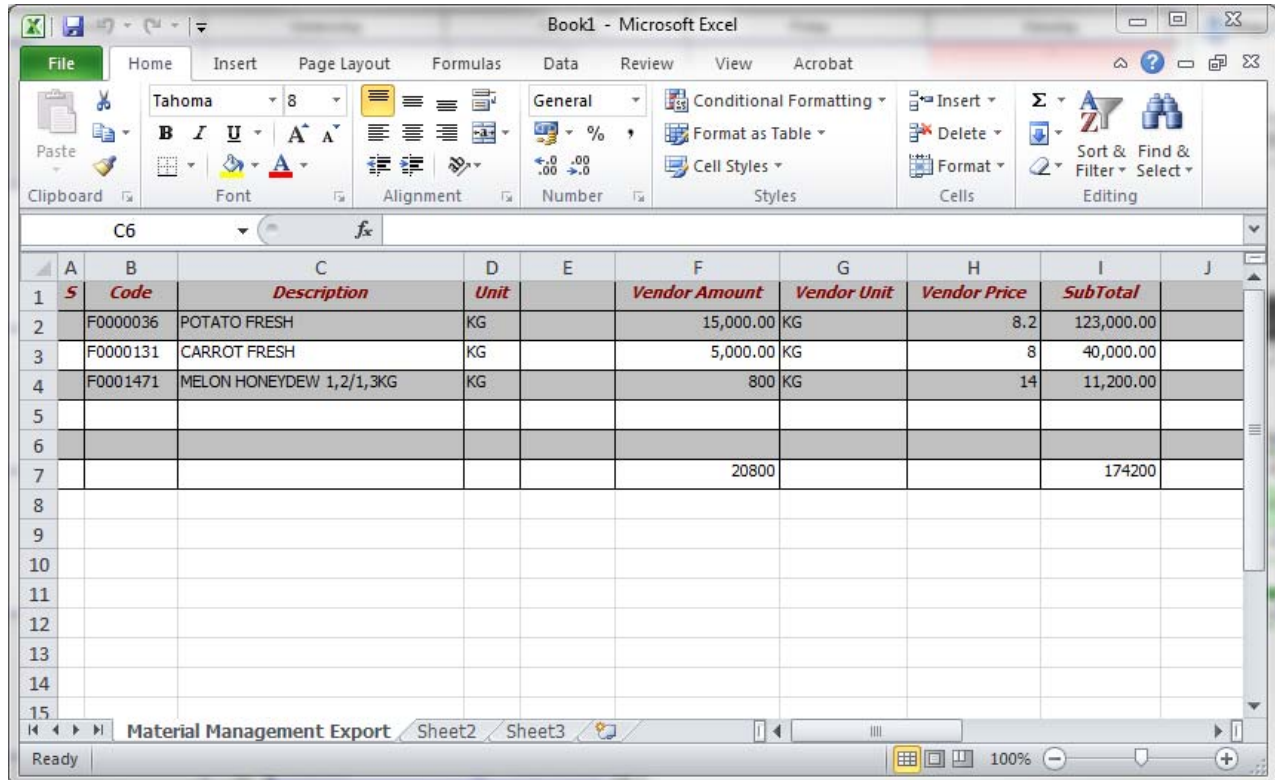
In the following an export window will open.



## Main Screen

To continue click "Export".

As soon as the export has finished an Excel spreadsheet with the selected items will appear on your screen.



The screenshot shows a Microsoft Excel window titled "Book1 - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The Home ribbon is active, showing Font, Alignment, Number, Styles, Cells, and Editing groups. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	S	Code	Description	Unit		Vendor Amount	Vendor Unit	Vendor Price	SubTotal	
2		F0000036	POTATO FRESH	KG		15,000.00	KG	8.2	123,000.00	
3		F0000131	CARROT FRESH	KG		5,000.00	KG	8	40,000.00	
4		F0001471	MELON HONEYDEW 1,2/1,3KG	KG		800	KG	14	11,200.00	
5										
6										
7						20800			174200	
8										
9										
10										
11										
12										
13										
14										
15										

The status bar at the bottom shows "Ready", "Material Management Export", "Sheet2", "Sheet3", and a zoom level of 100%.

This data can now be saved, manipulated, etc. according to user's needs.

## Button: Exit

[Top](#) [Previous](#) [Next](#)

This option will close the Receivings module.

### Button Exit:



Click here to close the Receivings module

## Menu: File

[Top](#) [Previous](#) [Next](#)

This menu offers the option to open the order details of a loading, the option to export to Excel and printing the currently open loading document.

### File :

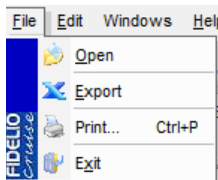
OPEN:

EXPORT:

Will export the current view to an Excel sheet.

PRINT:

Depending on the setup of MMS using the print button will open a



predefined loading document or it will open the print manager.

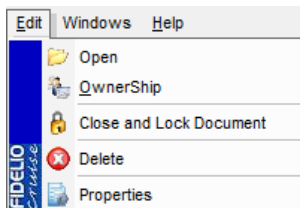
EXIT: Will close the Receivings module.

Menu: Edit

[Top](#) [Previous](#) [Next](#)

The Edit menu contains options to open a current receiving, re-assigning ownership, deleting and finalizing the loading. Furthermore loading properties can be edited.

**Edit :**



OPEN: Will open the order details.

OWNERSHIP: Allows the current user to assign the ownership of the order to another user.

CLOSE AND LOCK: Allows the user to close and lock the loading. Please keep in mind that only orders that have matching values between the order and the receiving can be closed and locked.

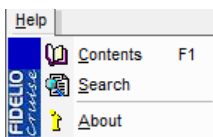
DELETE: Allows the user to delete an open loading.

PROPERTIES: Allows the user to edit the properties of the loading document.

Menu: Help

[Top](#) [Previous](#) [Next](#)

**Help :**



CONTENTS:

SEARCH:

ABOUT: Open a window which provides the user with background information about the software of the receivings module, e.g.: the software version and which company it is registered to.

Menu: Windows

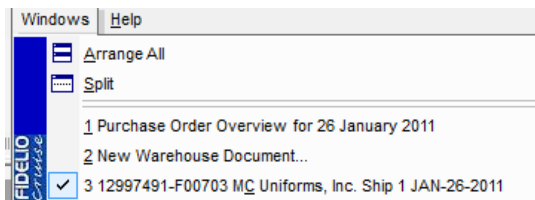
[Top](#) [Previous](#) [Next](#)

The Windows menu allows the user to change how the windows and screens are displayed on the layout.

**Windows :**

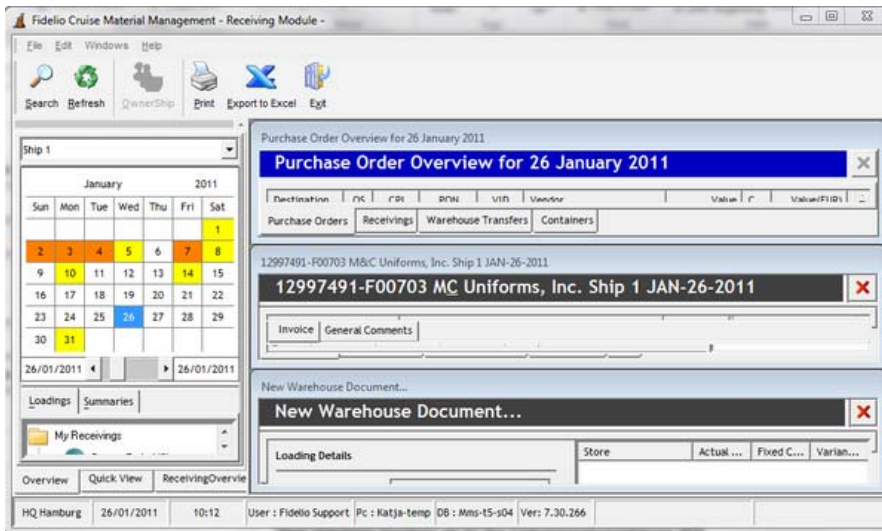
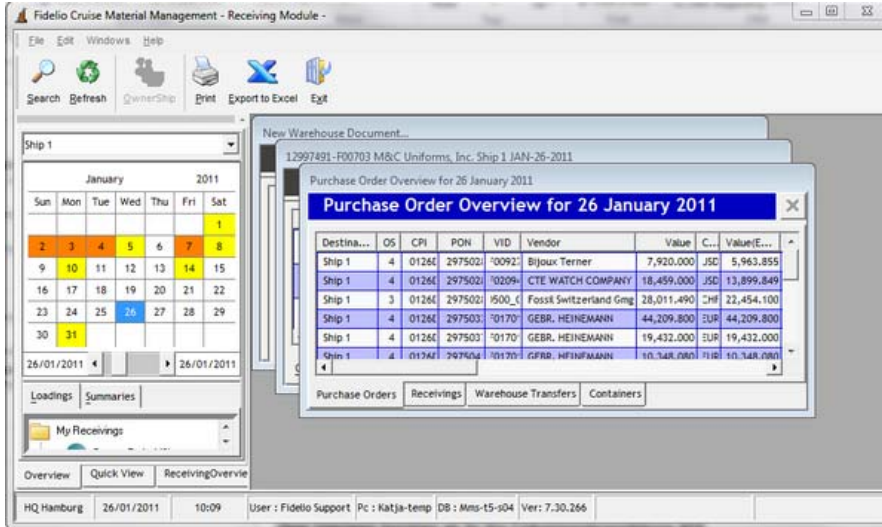
[Arrange All](#): All windows will be arranged in order.

# Main Screen



[Split:](#)

All windows will be split and all shown on the screen.



## Entity Selection

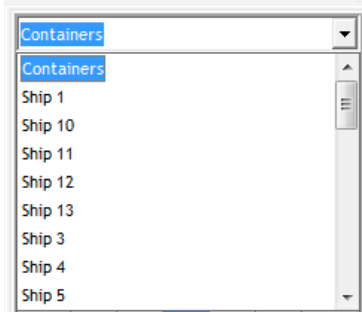
[Top](#) [Previous](#) [Next](#)

Here you can select the entity for which you want to receive the goods for.

### Entity selection:

Open the drop down menu and select the entity you want to receive goods for.

Depending on your setup this can be a container, a warehouse or a ship.



Depending on your security rights you might not see the entire fleet but only your ship.

## Calendar

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The Calendar is intended to give the users a good overview of all receiving activities for the current month. By scrolling through the calendar it is possible to look at future as well as past dates.

### Calendar - coloring schema

Open the drop down menu and select the entity you want to receive goods for.

Depending on your setup this can be a container, a warehouse or a ship.

January 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
25/01/2011 ◀ ▶ 04/01/2011						

*Light Blue shows the currently selected date.*

*Orange for past dates indicates CLOSED RECEIVINGS and WAREHOUSE TRANSFERS.*

*Orange for current and future dates indicates outstanding PURCHASE ORDERS and WAREHOUSE TRANSFERS.*

*Yellow for past and current dates indicates outstanding PURCHASE ORDERS.*

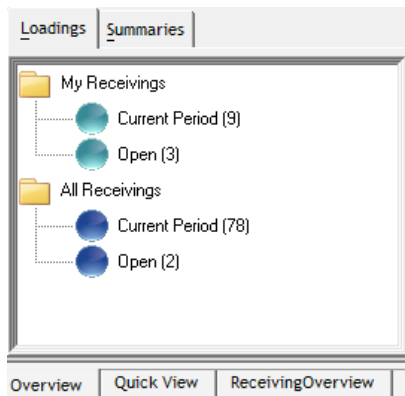
## Loadings View

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The loadings overview is giving the user a quick navigation tool to all.

### Loadings

# Main Screen



*My Receivings - gives an overview about the currently logged in user's receivings which are open or within the current period.*

*All Receivings - gives an overview about all receivings, currently open and within the current period.*

## Summaries

## Quick View

The screenshot shows a window titled 'Fidelo Cruise Material Management - Receiving Module - [Purchase Order Overview for 15 January 2011]'. It has a menu bar (File, Edit, Windows, Help) and a toolbar with icons for Search, Refresh, Ownership, Print, Export to Excel, and Exit. The main area is divided into two panes. The left pane shows a list of items with columns 'Description' and 'Ordered'. The right pane shows a detailed table for 'Purchase Order Overview for 15 January 2011' with columns: Destination, OS, CPI, PON, VID, Vendor, Value, C..., and Value(EUR). At the bottom, there are tabs for 'Overview', 'Quick View', and 'ReceivingOverview', and a status bar with information like 'HQ Hamburg', '26/01/2011', '13:04', 'User: Fidelo Support', 'Pc: Katja-temp', 'DB: Mms-t5-s04', and 'Ver: 7.30.266'.

Description	Ordered
SWAROVSKI CL 1080281	4.0000
SWAROVSKI 1 EA	
SWAROVSKI CL 1081990	4.0000
SWAROVSKI 1 EA	
SWAROVSKI OR 1081991	4.0000
SWAROVSKI 1 EA	
SWAROVSKI BR 1095683	4.0000
SWAROVSKI 1 EA	
SWAROVSKI CL 1082753	4.0000
SWAROVSKI 1 EA	
SWAROVSKI CL 1081976	4.0000
SWAROVSKI 1 EA	
SWAROVSKI AN 1081924	2.0000
SWAROVSKI 1 EA	
SWAROVSKI AN 1081925	2.0000
SWAROVSKI 1 EA	
SWAROVSKI AN 1081926	2.0000
SWAROVSKI 1 EA	
SWAROVSKI CL 1085144	4.0000
SWAROVSKI 1 EA	

Destination	OS	CPI	PON	VID	Vendor	Value	C...	Value(EUR)
Ship 11	5	10115G	23974878	F01169	DANIEL SWAROVSKI CORPC	17,721.990	EUR	17,721.990
Ship 11	3	10115G	23974879	F00506	FRATELLI GRAFFIONE SRL	621.480	EUR	621.480
Ship 11	5	10115G	23974882	F01169	DANIEL SWAROVSKI CORPC	15,234.770	EUR	15,234.770
Ship 11	5	10115G	23974885	F02140	ESPIT GROUP	24,789.360	USD	18,666.687
Ship 11	5	10115G	23974887	F01812	Swatch AG	4,815.990	CHF	3,860.513
Ship 11	3	10115G	23974976	F00514	Evensen Remen	14,561.360	EUR	14,561.360
Ship 11	3	10115G	23974978	F00508	Inch of Gold	656.555	EUR	656.555
Ship 11	4	10115G	23974981	CF2384	SLAM SpA Abbigliamento	502.700	EUR	502.700
Ship 11	4	10115G	23974982	F01407	ZEUS SPORT di Cirillo Salv.	370.000	EUR	370.000
Ship 11	1	10115G	23975045	0	-None-	0.000	USD	0.000
Ship 11	5	10115G	23997447	F02238	GRAZIA DAL POZZO SNC	423.750	EUR	423.750
Ship 11	4	10115G	13991086	F01198	SCHIAVETTI ENZO SAS di Er	1,787.500	EUR	1,787.500
Ship 11	5	10115G	13991111	F00605	LEROY SOMER	2,009.280	EUR	2,009.280
Ship 11	4	10115G	13991125	F00411	AKZO NOBEL GENOVA COLI	1,721.210	EUR	1,721.210
Ship 11	5	10115G	13991128	CF0888	Partenufficio S.A.S. di A. Fi	652.670	EUR	652.670
Ship 11	5	10115G	13991153	F00551	Wartsila Italia Spa	48,044.800	EUR	48,044.800
Ship 11	1	10115G	13991167	F01031	WMF ITALIA SPA	0.000	EUR	0.000

The Quick View allows the user to get a quick and brief overview of the content of each purchase order, receiving, warehouse transfer or container.

## Receiving Overview

Purchase Order

Loading Documents

Jan 07 2011

ID: 12345 @ -4,100.00 ZAR

ID: test @ 174,200.00 ZAR

Key	Value
Ordered:	170,100.000
LD:12345	4,100.000
LD:test	-174,200.000
Variance:	0.000
	0.000

Overview Quick View ReceivingOverview

The Receiving Overview is showing the details for the currently selected purchase order and the linked loading documents.

## Purchase Order Overview

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The Purchase Order overview provides the user a good overview over all existing Purchase Orders for the selected date. From this view the user can open a Purchase Order in order to create the loading document and process the receiving.

### Overview of Purchase Orders for selected date:

Fidelio Cruise Material Management - Receiving Module - [Purchase Order Overview for 01 February 2011]

File Edit Windows Help

Search Refresh Ownership Print Export to Excel Exit

Ship 1

February 2011

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

01/02/2011 01/02/2011

Loadings Summaries

My Receivings

- Current Period (19)
- Open (10)

All Receivings

- Current Period (88)
- Open (10)

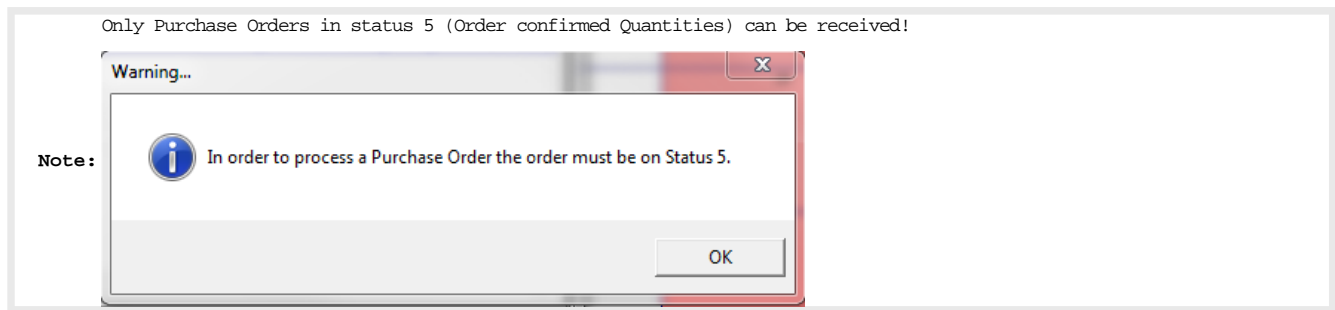
Purchase Order Overview for 01 February 2011

Destination	OS	CPI	PON	VID	Vendor	Value	CUR	Value(EUR)
Ship 1	1	012300i	12975052	FB02878	COCORICO FARM	223,965.500	ZAR	25,441.952
Ship 1	6	012300i	12975052	FB02267	PRESIDENTIAL FOOD CORP. C	170,100.000	ZAR	19,322.958
Ship 1	6	012300i	12975054	FB00122	FRESH POINT SOUTH FLORIDA	8.820	USD	6.642
Ship 1	6	012300i	12975054	FB02267	PRESIDENTIAL FOOD CORP. C	9,510.000	ZAR	1,080.314
Ship 1	1	012300i	12975054	FB00619	SPREAFICO F.SCO B.F.LLI S.P	132.000	EUR	132.000
Ship 1	3	012300i	129911618	X0787_Z	Starlight Cruises ZAR	527.000	ZAR	59.866
Ship 1	6	012300i	129911682	F00516	Marlink AS	8,500.000	EUR	8,500.000
							0	

Overview Quick View

Purchase Orders Receivings Warehouse Transfers Containers

HQ Hamburg 01/02/2011 14:56 User : Fidelio Support Pc : Katja-temp DB : Mms-t5-s04 Ver: 7.30.266



In order to receive items for an existing PO on status 5 double-click the PO or click the right mouse button and select Open.

The information about the purchase order in the receivings module is purely informational. In case you need to modify a Purchase Order please go to the [Purchasing Module](#).

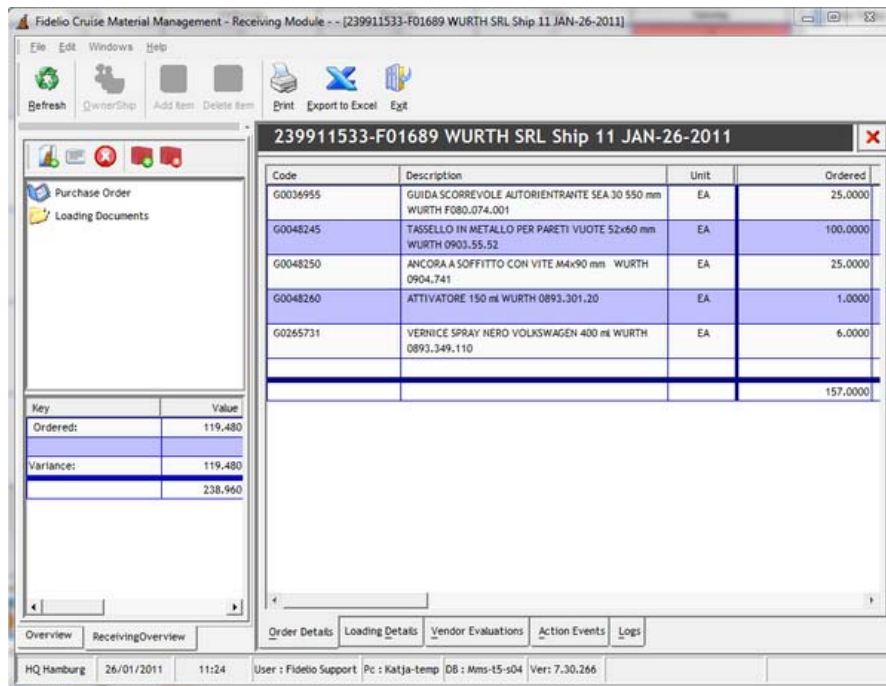
## Order Details

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Double-clicking a purchase order in status 5 or a loading on the receivings tab will open the order and loading details. Only those purchase orders can be opened that are in status 5 and converted into a loading document.

Within this screen users are able to view in detail the items belonging to the purchase order.

### Order Details:



**Code:** Unique item code.

**Description:** Item description.

**Unit:** Unit of measurement for the item.

**Ordered:** Quantity ordered from vendor.

**Confirmed:** Quantity confirmed by vendor.

**Received:** Quantity received on board.

**Price Ord:** Item price as confirmed by vendor.

**SubTotal:** Total value of items order.

**Total Disc%:** Total applicable discount in percentage.

**VAT%:** Value added tax in percentage.

**Total:** Total value including taxes and discount.

**Tax Group:** Name of tax group item belongs to.

**Posting Group:** Name of the posting group this item belongs to.

**Tax%:** Percentage of tax on the item.

**Deductable%:** Applicable percentage for price deduction.


## Loading Details

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Within this screen users are able to view items in detail which have been added to the loading document.

### Loading Details:

S	Code	Description	U...	Vendo...	V...	Vendo...	SubTotal	D...	I...	T...	Ta...	
	F0000034	POTATO FRESH	KG	1,000.000	KG	8.2000	1,000.000	Yes	0.00	0.00	0.00	13,00
	F0000131	CARROT FRESH	KG	1,000.000	KG	8.0000	1,000.000	Yes	0.00	0.00	0.00	40,00
	F0001471	MELON HONEYDEW	KG	800.000	KG	14.0000	1,200.000	Yes	0.00	0.00	0.00	11,20
				3,800.000			1,200.000					74,20

**S:** Once this column shows the  sign you are required to enter a Product LOT or Serial Number. In the article manager the item is enabled to force the logging of a tracking of a serial number or a LOT/ batch number. Please see [Article Manager](#).

**Code:** Unique item code.

**Description:** Item description.

**Unit:** Unit of measurement for the item.

**Vendor Amount:** Total amount of received goods, according to delivery note or invoice.

**Vendor Price:** Final price of the delivered item according to the delivery note or invoice.

**SubTotal:** Subtotal of the delivery for the selected item.

**DISC:** Is a discount applicable for the item.

**Item Discount:** Total value of item discount in %.

**Total Discount:** If multiple discounts apply for the item, the total discount in % is shown.

**Tax%:** Percentage of tax on the item.

**Total:** Total amount for the selected item reduced by discounts and tax added.

**Tax Group:** Name of tax group item belongs to.

**Posting Group:** Name of the posting group this item belongs to.

**Tax%:** Percentage of tax on the item.

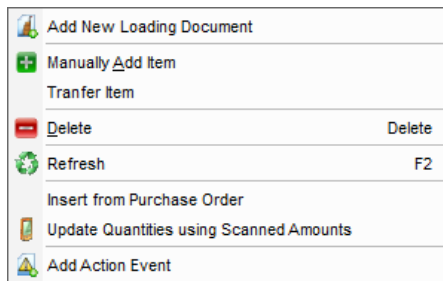
**Deductable%:** Applicable percentage for price deduction.

**Expire Date:** Expiry date of the loaded item.

**Serial/Lot:** This field requires the user to enter the Serial or batch/ lot tracking number. Depending on the setting of the article the system will not allow to leave this field blank.

**Comments:** Free entry field for user comments.

By right clicking on one of the items in the Loading Details screen the following window will appear:



**Add New Loading Document:** by selecting this option it is possible to create a new loading document

**Manually Add Item:** by selecting this, items can be added via the search engine by entering their specific code or description

**Transfer Item:** the quantities of the selected item can be transferred to another product (see detailed description below)

**Delete:** deletes selected item

**Refresh:** updates the screen with the latest information

**Insert from Purchase Order:**

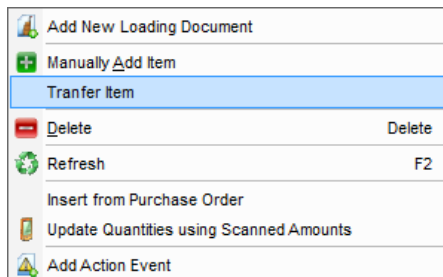
**Update Quantities using Scanned Amounts:** will update the number of items according to the amount that has been scanned via MMS Mobile

**Add Action Event:** by selecting this an event can be created regarding the standard of the delivered item or whether the delivered goods are incorrect (see below for further details)

## Transfer Item

---

By right clicking on the item in the Loading Details screen and selecting "Transfer Item", the following screen will appear:



Either by selecting the unique code for the item or entering its description, the search engine will find the item in question.

The quantities will then be transferred from the original item to the item that has been searched.

The original item will still be seen in the loading document, however with 0 quantity.

The newly added item will have the quantity of what the original item had in the first place.

### Add Action Event

By right-clicking and selecting "Add Action Event", the user will be able to add a detailed evaluation of the received items

#### Type:

*Item Delivered Damaged*

*Poor Product Standards*

*Short Delivered*

*Wrong Item Delivered*

**Assigned To:** to whom the event is allocated to

**PO ID:** identification number of purchase order

**Received:** when and where the goods were received

**Resolution Type:**

**Comments:** additional comments can be entered here

Further information can also be found under the topic [Action Events](#).

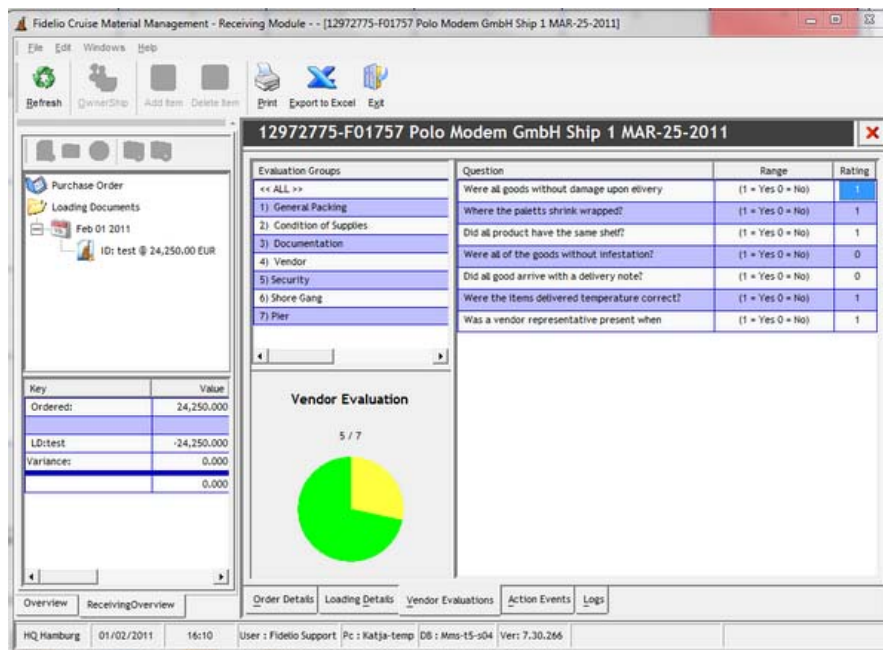
## Vendor Evaluations

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The tab Vendor Evaluations allows the user to evaluate the performance of the vendor by answering predefined questions. Performance related details and questions can be customized according to ship operation.

### Vendor Evaluations:

Depending on the question, users are able to answer with "1" or "0" meaning "Yes" and "No", respectively



### Evaluation Groups View

By selecting the specific evaluation group, only corresponding entries will appear in the right side of the screen.

### Vendor Evaluation View

A pie chart view of overall "performance" of the vendor. (Yellow: Unsatisfied; Green: Satisfied)

### Question View

List of questions considering vendor evaluation.

## Action Events

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Action Events are intended for the ship to report issues during the loading that might need a shoreside representative to become active and follow up with the vendor.

### Action Events:

## Main Screen


In order to send an action event the user should open the [Loading Details](#) view and select the item for which the event should be recorded with a right mouse-click.

Invoice		General Comments									
S	Code	Description	U...	Vend...	V...	Vend...	SubTotal	D...	I...	T...	Ta...
U0012361		SHORT PHOTOSHOP MALE PLEATED KHAKI M2561-33	EA	5.000	EA	15.0000	75.000	Yes	0.00	0.00	0.0
U0013671		JACKET CARDIG ENTERTAINMEN SINGLE BREAST NAVY BLU size						Yes	0.00	0.00	0.0
U0014001		JACKET MAO SH LONG SLEEVE W STEWART NIGHT 1541-92						Yes	0.00	0.00	0.0
U0014001		JACKET MAO SH LONG SLEEVE WHITE ROOM						Yes	0.00	0.00	0.0

Select Add Action Event.

Action Event

Edit Action Event



Type: 

Poor Product Standards

Assigned To: 

Fidelio Support Team

Product: 

U0013676

JACKET CARDIGAN ENTERTAINMENT TEAM SINGLE BREAST FEMALE NAVY E

P.O. ID: 

12997491 - F00703 M&C Uniforms, Inc.

Received: 

26 January 2011 @ Ship 1

Resolution Type:

Comments\* 

All jackets were delivered with just one arm!

Update

Cancel

**Note:** The field resolution type will stay blank as this is filled in shoreside by the assigned employee!

Shoreside the Action Event needs to be processed in the Purchasing Module. For processing of the action event please refer to [Purchasing - Action Events](#).

## Logs

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The tab logs is intended to provide the users and administrators a quick overview of all movements that happened from the moment of registering the loading document.

### Logs:

Key	Value
Ordered:	170,100,000
LD:12345	4,100,000
LD:test	-174,200,000
Variance:	0,000
	0,000

Date	Time	Group	User	Work Station	Event
25/01/2011	11:25	KGRUBER	ME Inventory Manager	KATJA-TEMP	User has finalized Loading
25/01/2011	11:25	KGRUBER	ME Inventory Manager	KATJA-TEMP	User has registered loading
25/01/2011	11:24	KGRUBER	ME Inventory Manager	KATJA-TEMP	Edit: : xldd_vendor_amount
25/01/2011	11:24	KGRUBER	ME Inventory Manager	KATJA-TEMP	Edit: : xldd_vendor_amount
25/01/2011	11:24	KGRUBER	ME Inventory Manager	KATJA-TEMP	Ownership of Document has
25/01/2011	11:24	KGRUBER	ME Inventory Manager	KATJA-TEMP	User has registered loading
25/01/2011	11:16	KGRUBER	ME Inventory Manager	KATJA-TEMP	User has finalized Loading
25/01/2011	11:16	KGRUBER	ME Inventory Manager	KATJA-TEMP	User has registered loading
25/01/2011	11:16	KGRUBER	ME Inventory Manager	KATJA-TEMP	User has registered loading
25/01/2011	11:15	KGRUBER	ME Inventory Manager	KATJA-TEMP	User has registered loading
25/01/2011	10:06	KGRUBER	Fidelio Support Team	KATJA-TEMP	User has registered loading
25/01/2011	10:06	KGRUBER	Fidelio Support Team	KATJA-TEMP	Ownership of Document has
25/01/2011	10:06	KGRUBER	Fidelio Support Team	KATJA-TEMP	User has registered loading

**Date:** Date when the action was done.

**Time:** Time when the action was done.

**Group:** Group to which the user belongs.

**User:** User logged on to the MMS module who performed the action.

**Workstation:** Name of the PC on which the user accessed the module to perform the action.

**Event:** More or less detailed explanation of what kind of action happened.

## Receivings Overview

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The loading overview gives the user a quick overview over all open and closed loadings for the selected date.

### Overview Loadings for selected date:

Type	Status	Doc #	Vendor	PO	Reference	DC Value	RC Value	CUR
Received From \	Closed	00000047	PRESIDENTIAL FOOD CORP	1297505	test	174,200.000	174,200.000	ZAF
Received From \	Closed	00000047	Martink AS	1299116	test2	8,500.000	8,500.000	EUR
Return To Vends	Closed	00000047	PRESIDENTIAL FOOD CORP	1297505	12345	-4,100.000	-4,100.000	ZAF
Received From \	Open	00000047	SVP5 VIDEO PHOTO SERVIC	1299610	12996107-1	0.000	11,250.000	EUR
Received From \	Open	00000047	Gennaro Sas	1299951	12999519-1	0.000	22,800.000	EUR
							212,650.000	

**Type:** the form of which the items have been received

**Status:**

*Open:* Items have not yet been loaded on board

*Closed:* Items have been loaded on board

**Doc#:** unique number of the document

**Vendor:** name of the supplier

**PO:** unique number of Purchase Order

**DC Value:** total value of document in the currency of the supplier

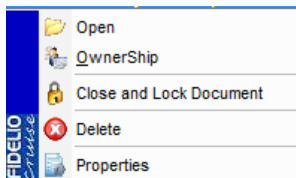
**RC Value:** total converted value of document in the default currency of MMS

**CUR:** the abbreviation of the set MMS currency (USD, EUR, GBP etc)

**Owner:** name of the user creating the document.

By double clicking a Receiving, the Order Details screen will appear.

A right mouse-click on a loading offers you the following options:



**Open:**

Will open the order details.

**Ownership:**

Allows the current user to assign the ownership of the order to another user.

**Close and Lock:**

Allows the user to close and lock the loading. Please keep in mind that only orders that have matching values between the order and the receiving can be closed and locked.

**Delete:**

Allows the user to delete an open loading.

**Properties:**

Allows the user to edit the properties of the loading document.



New Warehouse Document

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New Warehouse Document:

New Warehouse Document...

Loading Details

Date:

January 26, 2011

Source:

WH 9

Transfer Id:

980000029375

Type:

Returned To Warehouse

Document Reference:

Document Type:

Apply

Store	Actual Cost	Fixed Cost	Variance %
-------	-------------	------------	------------

Properties

Details

Logs

Comments

LOADING DETAILS

- Date:** day of the loading
- Source:** the origin of the warehouse transfers where the items are sent from
- Transfer Id:** unique identification for the specific warehouse transfer
- Type:** type of transfer
- Document Reference:** reference number of document
- Document Type:** There are 4 possible types of documents to choose from

- None
- Delivery Note
- Invoice
- Receipt

- Store:** major group of where items belong to
- Actual Cost:** the total real cost of the items
- Fixed Cost**
- Variance%**

Once the loading details have been entered, by clicking on "Apply" the new Warehouse document will be created.

PROPERTIES

On the top right hand side of the screen "Doc Number: xxxxxxxxxx" in red will appear.  
When the new warehouse document has been created only after then will the rest of the tabs be available on the bottom part of the screen as well

as more information in the properties screen.

New Warehouse Document...

Doc Number: 970000004841

Date:January 26, 2011

Source:WH 9

Transfer Id:980000029375

Type:Returned To Warehouse

Document Reference:12345

Document Type:Invoice

Apply

Total number of Items1.000

Lowest Priced Item0.750

Highest Priced Item0.750

Average Price0.750

Store	Actual Cost	Fixed Cost	Variance %
B) CHAMPAGNE & SPARKLING WI	2,835.000	0.000	283,400.00 %
	2,835.000	0.000	283,400.00 %

Properties

Details

Logs

Comments

DETAILS

By opening this tab the items and their details from the warehouse transfer will appear in the window

Warehouse Doc# 970000004841 WH 9

Code	Description	Vendor Am...	Vend...	Vendor Price	SubTotal	Discount %	VAT %	Total
80000176	SPARKLING WINE HOUSE DRY 75CL	3,780.000	EA	0.7500	2,835.000	0.000	0.000	2,835.000
					2,835.000	0.000	0.000	2,835.000

Properties

Details

Logs

Comments

- Code:**unique code of item
- Description:** full name of item in MMS
- Vendor Amount:** number of items vendor is able to issue
- Vendor Unit:** unit of measurement
- Vendor Price:** price per item
- SubTotal:** total value of items ordered in vendor currency
- Discount%:** percentage of discount (if applicable)
- VAT%:** percentage of value added tax
- Total:** Total value of items ordered in the default currency of MMS
- Expire Date:** date of expiration of items
- Comments:** messages that have been added when creating the warehouse transfer

LOGS

Within this tab users are able to view what changes (by whom, where, time etc) have been made.

Warehouse Doc# 970000004841 WH 9					
Date	Time	Group	User	Work Station	Event
1/28/2011	10:40	PAUL G	Fidelio Support Team	PAULG-PC	Document was opened.
1/27/2011	16:59	PAUL G	Fidelio Support Team	PAULG-PC	Document was created/modified
1/27/2011	16:59	PAUL G	Fidelio Support Team	PAULG-PC	Ownership of Document has been transfered to user Fidelio Supp

Properties Details Logs Comments

**Date:** Day of the event

**Time:** exact time of the event

**Group:** name of users group

**User:** name of user creating event

**Work Station:** computer name where the event was created

**Event:** exact description of the event

## COMMENTS

Within this tab users are able to enter comments in regards to the warehouse transfer document.

Warehouse Doc# 970000004841 WH 9					
Comments can be added in this area...					

Properties Details Logs Comments

## Container Overview

[Top](#) [Previous](#) [Next](#)

### Container Overview:



**New Container Document...**

File Edit Windows Help

Refresh Ownership Print Export to Excel Exit

**Loading Details**

Date: February 20, 2011

Container ID: 970000000541

Document Reference:

Document Type:

Ischly

**Store**

Actual ... Fixed C... Varian...

Key	Value
	0.000

Overview Grouping ReceivingOverview Properties Details Logs Comments

HQ @ Ship 1 16/02/2011 16:41 User : Fidelio Support Pc : Katja-temp DB : Mms-t5-s04 Ver: 7.30.300

## LOADING DETAILS

**Date:** day of the loading, will fill in automatically.

**Container ID:** unique identification for the specific container transaction.

**Document Reference:** reference number of document

**Document Type:** There are 4 possible types of documents to choose from

None

Delivery Note

Invoice

Receipt

**Store:** major group of where items belong to

**Actual Cost:** the total real cost of the items

**Fixed Cost:**

**Variance%:**

## How to...

[Top](#) [Previous](#) [Next](#)

Under this topic users will find useful information in consideration of how to effectively use the Receivings module

### How to...

[... load a Purchase Order](#)

[... receive goods to load a container](#)

[... receive a container](#)

## ...load a purchase order

[Top](#) [Previous](#) [Next](#)

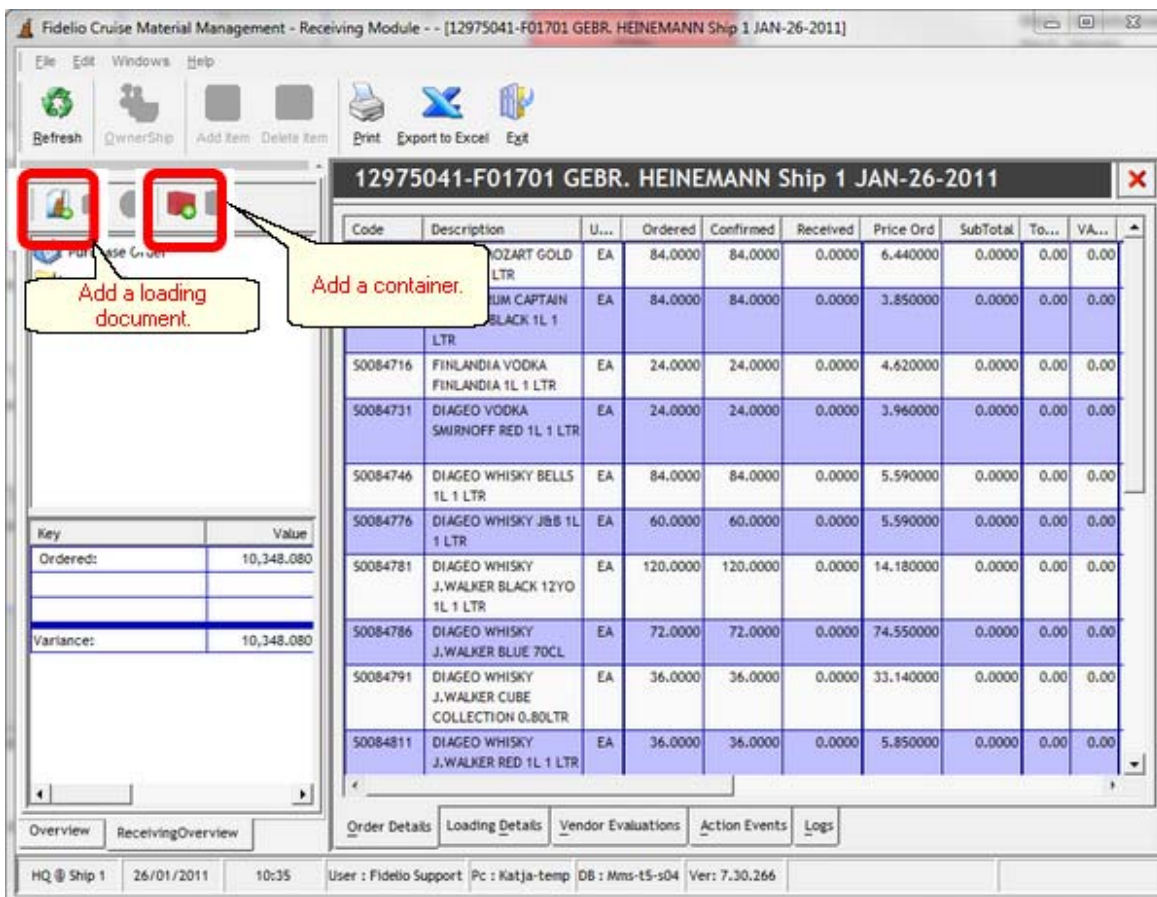
This *...how to* is intended to explain basic steps on how to convert a Purchase Order in status 5 into a loading which is being received.

### Open an existing PO:

there are several options to open an existing purchase order:

- 1) Double-click on the line of the PO.
- 2) Right-click on the line of the PO and select open.
- 3) In the menu bar select File - Open.

How to...



As soon as the purchase order is open two menu buttons become active:

### Add loading document:

When selecting Add loading document the following entry mask will open and needs to be filled in.

DATE:	Select the date for which you are receiving the loading. By default it will be today.
DOCUMENT REFERENCE:	
DOCUMENT TYPE:	Enter a document reference. According to your operational guidelines provide a clear document
LOADING TYPE:	

GLOBAL  
DISCOUNT:

VAT:

TOTAL PER  
DOCUMENT:

CURRENCY:

TRANSFER TO  
POC:

SHIP VIA  
CONTAINERS:

reference.

Select the kind of document you were receiving with the delivery (delivery note, invoice, receipt).

Select the type for the loading. (Received from vendor, received from other ship, etc.)

*Please note document and loading types might vary from site to site as this is customizable information!*

Enter the global discount amount if any. The discount will be applied to every item within the loading document which is set in the DISC column to YES.

Select the VAT that applies to the delivery.

Enter the total value for the loading according to the delivery document. Please keep in mind that in case you are entering a return the entered amount needs to be negative, e.g.: -123.12.

Select the

currency in which the loading document was issued.

Each loading entered with a loading document can automatically be transferred to a POC instead of the main store.

Check this option if the items are being received for being inserted into a container. When receiving a PO which is flagged as Ship via Container the field is checked by default.

Register New Loading Document

## Register New Document

Details Options

When creating a new Loading Document, the system can prepopulate the document with items from the original PO based on the following user selected options:

- ☐ Add all items from PO to this Document
- ☐ Add all items that have not been received yet
- ☐ Do not add items automatically to this document

Add Cancel

ADD ALL ITEMS FROM PO TO THIS DOCUMENT:

ADD ALL ITEMS THAT HAVE NOT BEEN RECEIVED YET:

DO NOT ADD ITEMS AUTOMATICALLY TO THIS DOCUMENT:

Selecting this option will automatically transfer all the items on the PO to the newly created loading document.

Selecting this option will add all the items from the PO that are not on any previous/ other loading document to the newly created document.

Selecting this option will not add any items to

the newly created document. The user needs to manually add (e.g.: by dragging and dropping or doing a right mouse-click in the order details view) the received items to the newly created document.

## ...receive a container to load

[Top](#) [Previous](#) [Next](#)

This ...*how to* is intended to explain the procedure on how to receive goods in order to load them into a container

### Prerequisites:

All requested items to be shipped with a container need to be flagged in the [purchasing module](#) as Ship via Container.

How to...

The screenshot shows the 'Fidelio Cruise Materials Management - Purchasing' application. The main window is titled 'List Purchase Orders Overview for 03 February 2011'. It features a toolbar with icons for Refresh, Search, Print, Ownership, Authorize, New Order, Order Preview, Templates, Verify Order, Statistics, Bids, and Exit. Below the toolbar is a menu bar with File, Edit, Windows, and Help. On the left, there is a calendar for February 2011 and a sidebar with 'My Orders' and 'All Orders' sections, each showing status counts. The main area displays a table of purchase orders with columns: Destination, OS, CPI, PON, VID, Vendor, Value, C..., and Value(EUR). A context menu is open over the 'Vendor' column, showing options like Open, Clone Order, Partial Delivery, Status, Ownership, Authorize Order, Flag Received by Supplier, Flag Confirmed by Supplier, Block Payment, Ship Via Container (highlighted), Print, Send Email, Cancel, Delete, and Select All. The status bar at the bottom shows 'HQ @ Ship 1', '03/02/2011', '09:22', 'User : Fidelio Support', 'Pc : Katja-temp', 'DB : Mms-t5-s04', and 'Ver: 7'.

Destination	OS	CPI	PON	VID	Vendor	Value	C...	Value(EUR)
Ship 1	5	012300	12975059	B0000	F. LI ZERBONE SRL	373.300	EUR	373.300
Ship 1	5	012300	12975059	B001	FRESH POINT SOUTH FL	1,941.091	USD	1,461.665
Ship 1	5	012300	12975059	B02	FRESHPOINT CONNECT	949.060	USD	714.653
Ship 1	5	012300	12975059	B00	SPRCAFICO F.SCO & F.	39.000	EUR	39.000
Ship 1	5	012300	12975060	B02	COMERCIAL MILANO BF	45.950	BRL	20.715
Ship 1	5	012300	12975060	B02	FABRICA DE PROD.ALIM	32.500	BRL	14.652
Ship 1	5	012300	12975060	RY0				1,290.000
WH 15	5		74974544	F020	Win			4,337.349
								8,251.334

All purchase orders flagged Ship via Container within the purchasing module can be found in the Receivings Module when selecting containers from the [Entity Selection](#).

How to...

Fidelio Cruise Material Management - Receiving Module - [Purchase Order Overview for 03 February 2011]

File Edit Windows Help

Search Refresh Ownership Print Export to Excel Exit

**Containers**

February 2011

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

03/02/2011 03/02/2011

Loadings Summaries

My Receivings

- Current Period (26)
- Open (12)

All Receivings

- Current Period (93)
- Open (11)

Overview Quick View

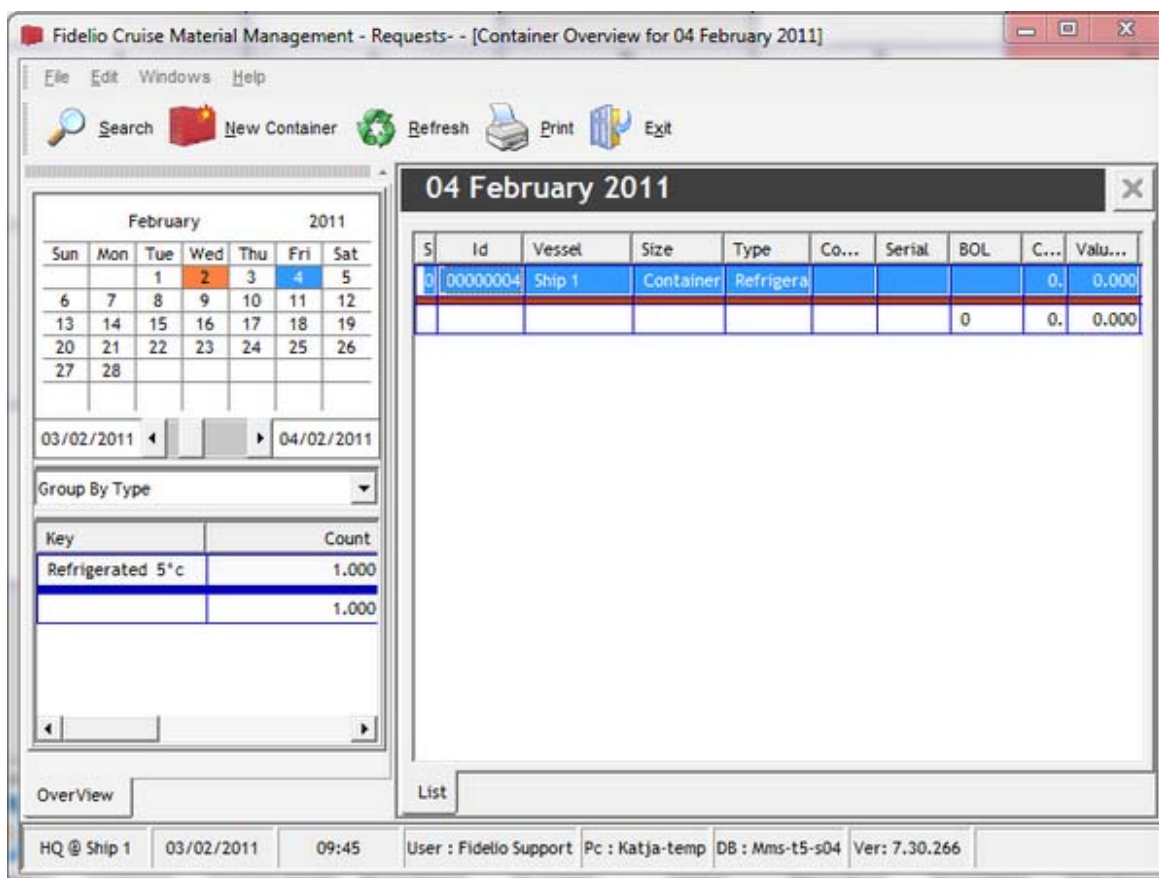
Purchase Orders Receivings Warehouse Transfers

HQ @ Ship 1 03/02/2011 09:27 User : Fidelio Support Pc : Katja-temp DB : Mms-t5-s04 Ver: 7.30.266

### Purchase Order Overview for 03 February 2011

Destination	OS	CPI	PON	VID	Vendor	Value	CUR	Value(EUR)
Ship 1	5	012300I	12975059	FB00038	F.LLI ZERBONE SRL	373.300	EUR	373.300
Ship 1	5	012300I	12975059	FB00122	FRESH POINT SOUTH FLOR	1,941.091	USD	1,461.665
Ship 1	5	012300I	12975059	FB02783	FRESHPOINT CONNECTICU	949.060	USD	714.653
Ship 1	5	012300I	12975059	FB00619	SPREAFICO F.SCO B.F.LLI	39.000	EUR	39.000
Ship 1	5	012300I	12975060	FB02865	COMERCIAL MILANO BRASI	45.950	BRL	20.715
Ship 1	5	012300I	12975060	FB02277	FABRICA DE PROD.ALIM. V	32.500	BRL	14.652
Ship 1	5	012300I	12975060	RY0927	Reichelt	1,290.000	EUR	1,290.000
						0		

The container in which the purchase orders are to be inserted needs to be created in the [Container module](#).



## Receive items on the purchase order:

In the next step the items from the purchase orders need to be received for the entity container.

The same procedure applies as explained in [...load a purchase order](#).

Open the purchase order and create a loading document.

Attention: Before completing the loading document make sure the option ☒ **Ship Via Containers** is checked!

## Create the container:

To create a container click on the Add Container button.

How to...

Fidelio Cruise Material Management - Receiving Module -- [12975041-F01701 GEBR. HEINEMANN Ship 1 JAN-26-2011]

File Edit Windows Help

Refresh OwnerShip Add Item Delete Item Print Export to Excel Exit

12975041-F01701 GEBR. HEINEMANN Ship 1 JAN-26-2011

Add a loading document.

Add a container.

Code	Description	U...	Ordered	Confirmed	Received	Price Ord	SubTotal	To...	VA...
	MOZART GOLD LTR	EA	84.0000	84.0000	0.0000	6.440000	0.0000	0.00	0.00
	JIM CAPTAIN BLACK 1L 1	EA	84.0000	84.0000	0.0000	3.850000	0.0000	0.00	0.00
	LTR								
50084716	FINLANDIA VODKA FINLANDIA 1L 1 LTR	EA	24.0000	24.0000	0.0000	4.620000	0.0000	0.00	0.00
50084731	DIAGEO VODKA SMIRNOFF RED 1L 1 LTR	EA	24.0000	24.0000	0.0000	3.960000	0.0000	0.00	0.00
50084746	DIAGEO WHISKY BELLS 1L 1 LTR	EA	84.0000	84.0000	0.0000	5.590000	0.0000	0.00	0.00
50084776	DIAGEO WHISKY JBB 1L 1 LTR	EA	60.0000	60.0000	0.0000	5.590000	0.0000	0.00	0.00
50084781	DIAGEO WHISKY J.WALKER BLACK 12YO 1L 1 LTR	EA	120.0000	120.0000	0.0000	14.180000	0.0000	0.00	0.00
50084786	DIAGEO WHISKY J.WALKER BLUE 70CL	EA	72.0000	72.0000	0.0000	74.550000	0.0000	0.00	0.00
50084791	DIAGEO WHISKY J.WALKER CUBE COLLECTION 0.80LTR	EA	36.0000	36.0000	0.0000	33.140000	0.0000	0.00	0.00
50084811	DIAGEO WHISKY J.WALKER RED 1L 1 LTR	EA	36.0000	36.0000	0.0000	5.850000	0.0000	0.00	0.00

Key Value

Ordered: 10,348.080

Variance: 10,348.080

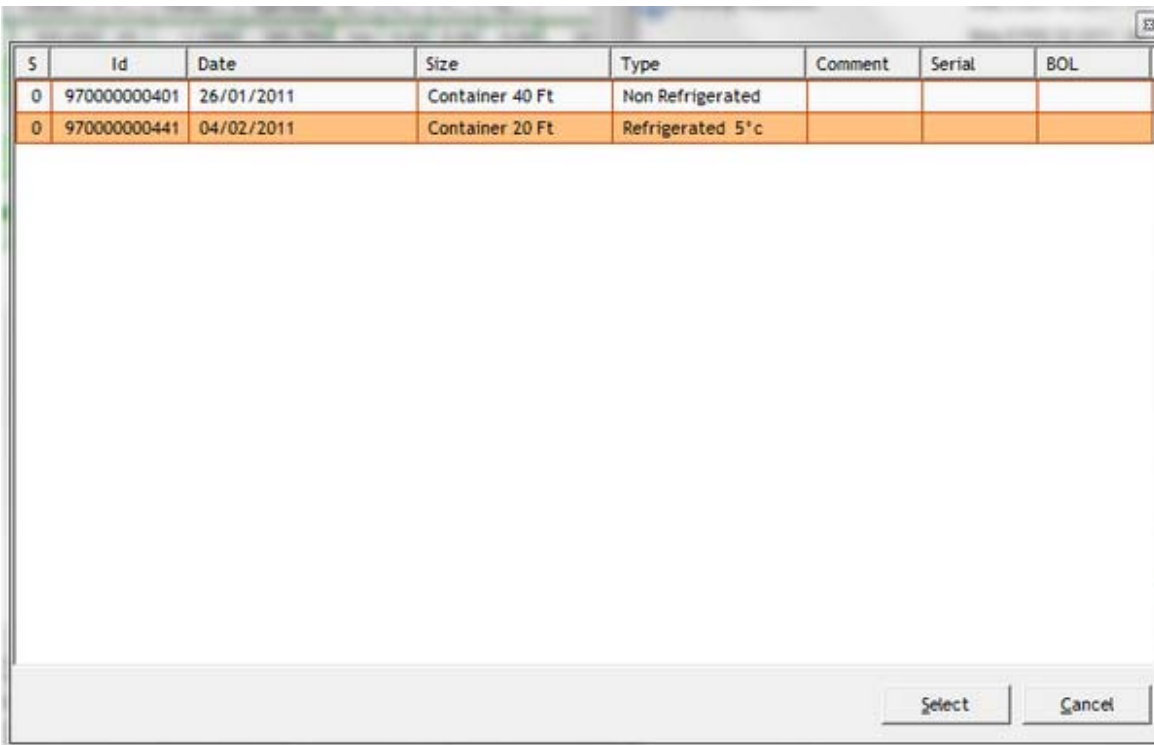
Overview ReceivingOverview

Order Details Loading Details Vendor Evaluations Action Events Logs

HQ @ Ship 1 26/01/2011 10:35 User : Fidelio Support Pc : Katja-temp DB : Mms-t5-s04 Ver: 7.30.266

A dialogue box opens which allows the user to select which container the items should be added.

How to...



S	Id	Date	Size	Type	Comment	Serial	BOL
0	970000000401	26/01/2011	Container 40 Ft	Non Refrigerated			
0	970000000441	04/02/2011	Container 20 Ft	Refrigerated 5°c			

Select Cancel

As soon as the container shows, the items that are to be inserted into the container can be added by dragging and dropping from the loading details of the loading document into the newly created container.

How to...

Fidelio Cruise Material Management - Receiving Module -- [12975059-FB02783 FRESHPOINT CONNECTICUT LLC Ship 1 FEB-03-2011]

File Edit Windows Help

Refresh Ownership Add Item Delete Item Print Export to Excel Exit

**12975059-FB02783 FRESHPOINT CONNECTICUT LLC Ship 1**

Invoice General Comments

S	Code	Description	U...	Vendo...	V...	Vendo...	SubTotal	D...	I...	T...	Ta...

Key Value

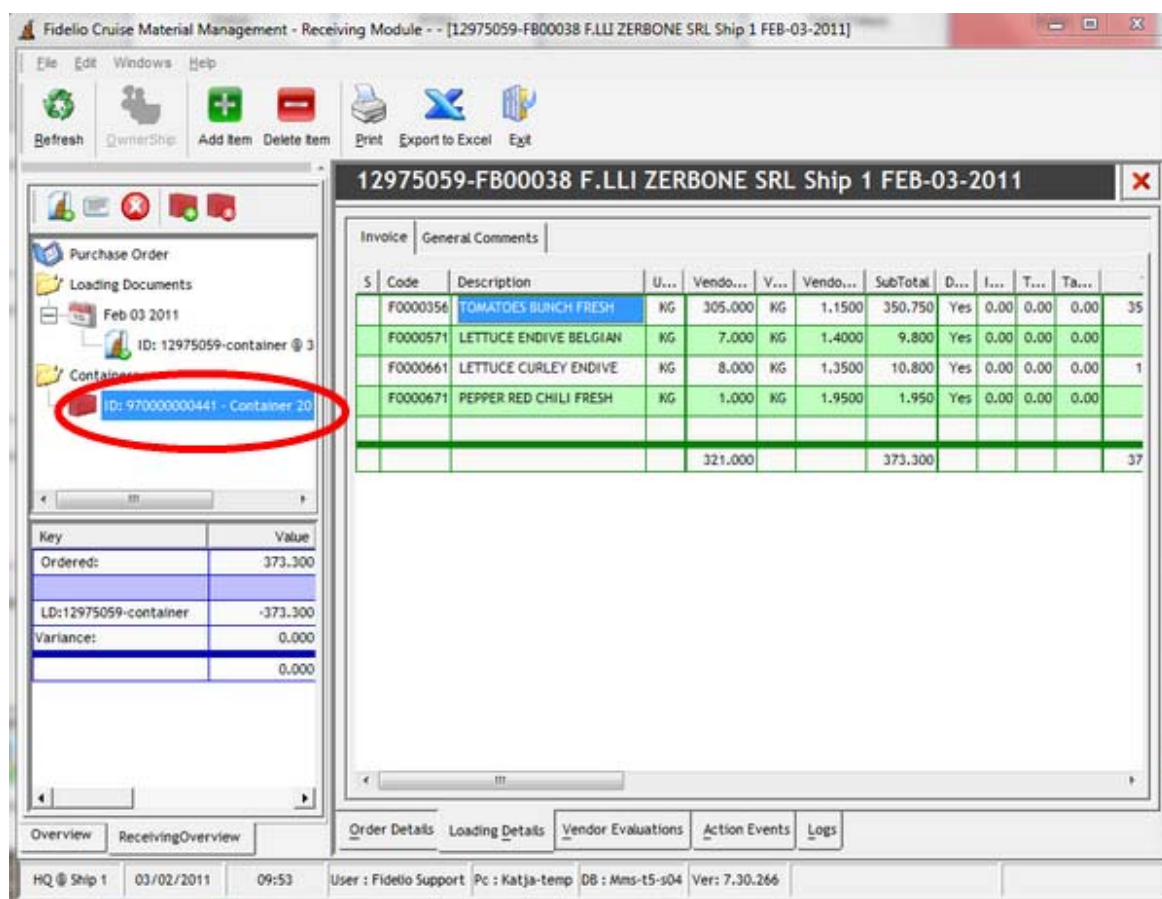
Ordered:	949.060
LD:12975059-container	-949.060
Variance:	0.000

Overview ReceivingOverview

Order Details Loading Details Vendor Evaluations Action Events Logs

HQ @ Ship 1 03/02/2011 10:06 User : Fidelio Support Pc : Katja-temp DB : Mms-t5-s04 Ver: 7.30.266

How to...



When all purchase orders have been received and inserted into the container, the content of the container can be seen in the [Container Module](#).

## ...receive a container

[Top](#) [Previous](#)

This ...*how to* is intended to explain the procedure on how to receive a container onboard the vessel.

### Prerequisites:

Before a container can be received onboard it must be flagged in the head office as status 1 - in transit.

Fidelio Cruise Material Management - Requests - [Container Overview for 04 February 2011]

File Edit Windows Help

Search New Container Refresh Print Exit

September 3011

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

03/02/2011 04/02/2011

Group By Size

Key	Count
Container 20 Ft	1.000
	1.000

Overview List

04 February 2011

	Id	Vessel	Size	Type	Com...	Serial	BOL	C...	Valu...
1	0000004	Ship 1	Container	Refrigerat		68686-B		0.	0.0
							0	0.	0.0

HQ @ Ship 1 03/02/2011 11:12 User : Fidelio Support Pc : Katja-temp DB : Mms-t5-s04 Ver: 7.30.266

## Receive a container:

In order to receive a container double-click the line on the containers tab and a new container document will open.

How to...

Fidelio Cruise Material Management - Receiving Module -- [Container Overview for 04 February 2011]

File Edit Windows Help

Search Refresh Ownership Print Export to Excel Exit

Ship 1

February 2011

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

03/02/2011 04/02/2011

Loadings Summaries

My Receivings

- Current Period [33]
- Open [13]

All Receivings

- Current Period [33]
- Open [11]

### Container Overview for 04 February 2011

Status	Id	Vessel	Size	Type	Com...	Serial	BOL	Co...	V
Transit	970000000441	Ship 1	Container 20	Refrigerated		69686-8		0	
							0		

Overview Quick View ReceivingOverview Purchase Orders Receivings Warehouse Transfers Containers

HQ @ Ship 1 03/02/2011 11:17 User : Fidelio Support Pc : Katja-temp DB : Mms-t5-s04 Ver: 7.30.266

How to...

Fidelo Cruise Material Management - Receiving Module -- [New Container Document...]

File Edit Windows Help

Refresh Ownership Print Export to Excel Exit

### New Container Document...

**Loading Details**

Date: February 20, 2011

Container ID: 970000000541

Document Reference:

Document Type:

Apply

Store	Actual ...	Fixed C...	Varian...

Key	Value
	0.000

Overview Grouping ReceivingOverview Properties Details Logs Comments

HQ @ Ship 1 16/02/2011 16:41 User : Fidelo Support Pc : Katja-temp DB : Mms-t5-s04 Ver: 7.30.300



## Recipe Manager : Main Screen

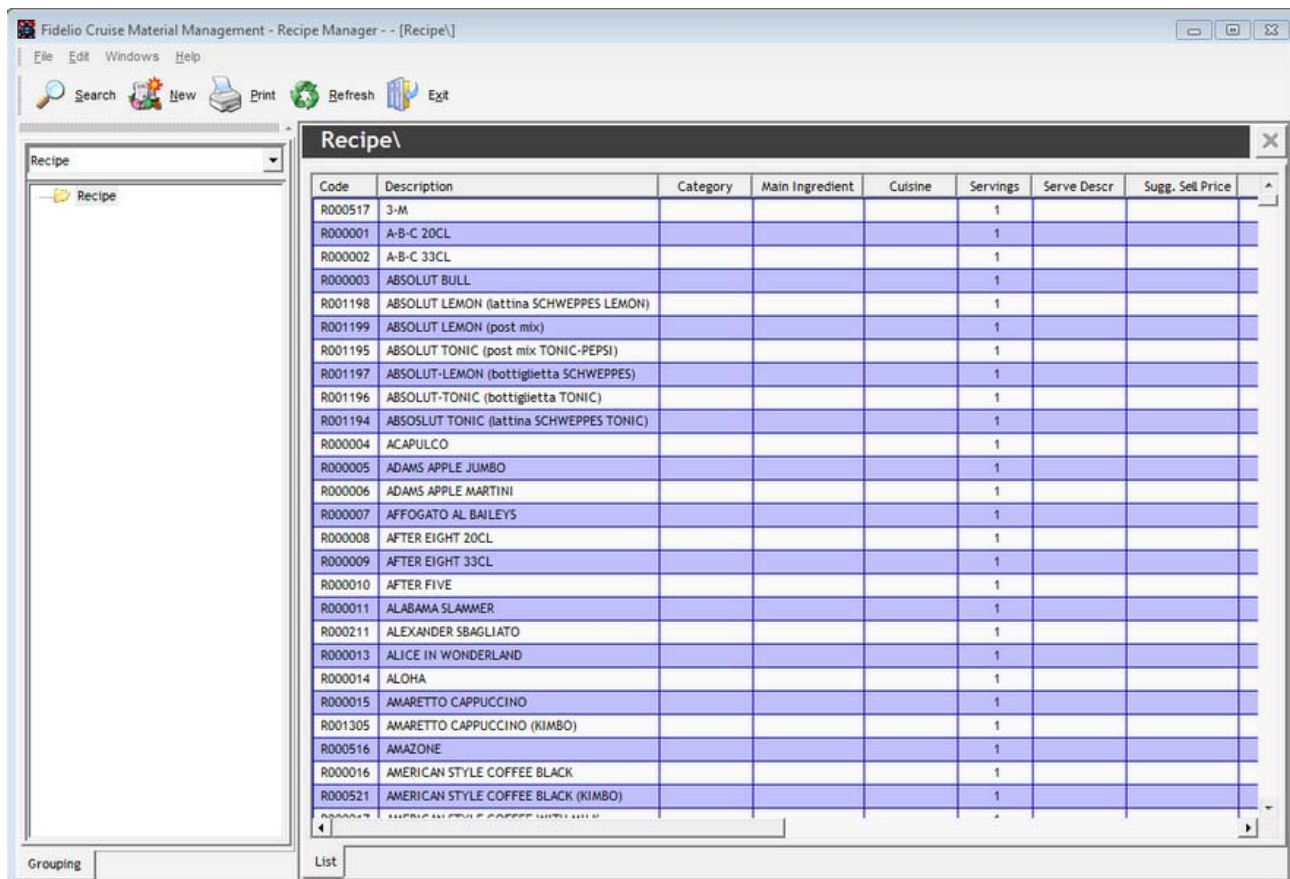
The Recipe Manager is used for setting up recipes to be used in the various Food & Beverage outlets (Points of Consumption). The library may contain recipes for both Food and beverage items and may not only contain the necessary ingredients and related quantities required to prepare a specific product (ie Gin & tonic, club sandwich) but can also store additional preparation instructions, photographs and cost calculations among others. This information may be used to maintain set company standards accessible to those who need references in preparing the various items.

The setup of recipes performs a stock deduction in the specified amounts once an article is sold via the Point of Sales System making real time stock virtualing possible. This option is called the **Sales import**.


### Recipe Manager Main Screen:

The Main screen of the Recipe manager is divided into three main sections as follows :

- At the top left area of the screen are located the main function **Buttons** and the **toolbar** through which the most common functions are accessible.
- On the right hand side of the screen are located the folders for the **Recipe** for Beverage Articles related library and **Menu** for managing entire series of items as Menus..
- The main screen is dominated by the **Recipe Details** list from which individual preparation details are accessible.



Moving the mouse over the screenshot you will be able to activate 'hotspots' identified with the cursive lining

changing to a  . Click on these to jump to more detailed information about that particular button or window.

## Buttons



The buttons toolbar contains the basic and most frequently used options for Recipe related operations such as Searching Items, Creating New entries and printing items.

### Buttons:

Clicking the buttons below or the links will open more information and instructions on the usage of these functions.



<a href="#">Search</a>	The Search module will open the Search engine for Recipes.
<a href="#">New</a>	Start the creation of a new recipe
<a href="#">Print</a>	Opens the report manager
<a href="#">Refresh</a>	Refresh the screen layout
<a href="#">Exit</a>	Exit the Recipe Manager module

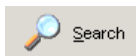
Most of the options have corresponding tools in the [menu](#), keyboard shortcuts assigned to them or, are available with a [right mouse click](#).

## Button : Search



To locate a specific piece of information, the Recipe manager is connected with the software database though a search engine, that allows to search for a specific Recipe or Menu with different categories.

### Button : Search



Click to open the Search engine

- The search engine allows to locate a created recipe or Menu with three different search criteria :

1. Inserting a known barcode or product code the search engine will list those recipes that contain the specific ingredient

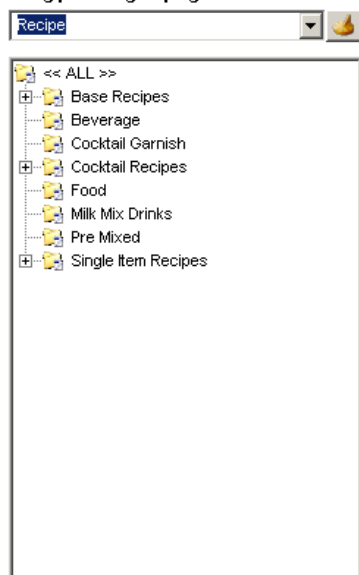
#### Search by product code or barcode:

2. Inserting a description or a cocktail name the search engine will list those recipes meeting that criteria.

#### Search by product description containing the following:

3. Selecting one of the available categories, the software allows to browse through the specific recipe descriptions to locate a specific one.

**Search for product filtering select  
using product groupings:**



- Upon finding a suitable match the system will bring the search results on the right hand side of the Search engine screen.

Code	Description
BR 002	Bloody Mary
BR 002	Bloody Mary

Navigation: Reference > Main Screen > Buttons >

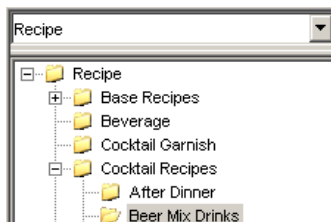
## Button : New



In order for the system to deduct items from the POC (Point of Consumption) inventories, it needs information pertaining to the ingredients of each cocktail. For this reason every cocktail recipe needs to be entered into the system before running the Sales Import. To create the recipes and for general recipe maintenance, follow the sequence outlined below. :

### Create a New Recipe

- Open the recipe manager in the Launch Panel and select the correct recipe folder before initiating the process.



Click to Create a New Recipe

- The Creation Wizard will open

- Insert the minimum required information about the cocktail - Code, Description, Category and Main Ingredient

#### Code REQUIRED

The system categorizes and further recognizes the recipes using individual codes. Assign each created recipe with a unique identification. Please note the recipe codes are different from the product codes.

#### Description REQUIRED

Insert a description for the recipe. (Bloody Mary, Tom Collins etc.)

#### Category

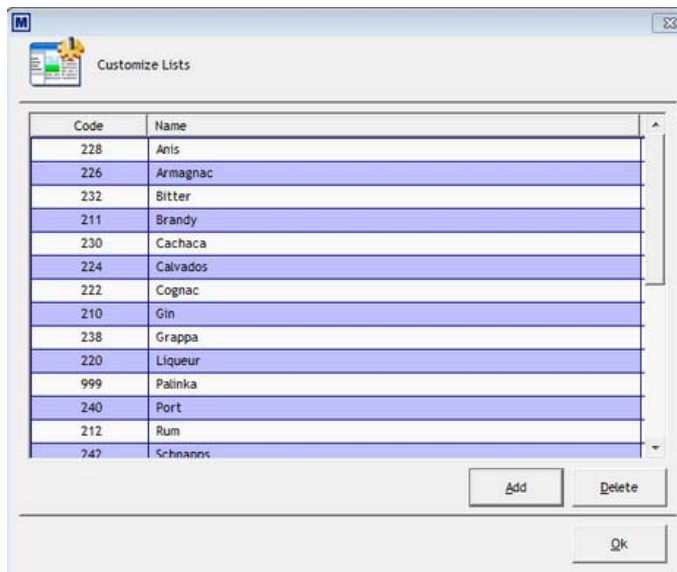
Assign the drink recipe to a specific category from the drop down list..

#### Main Ingredient

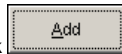
Select the main ingredient of the drink from the drop down list..

- If the main ingredient is not in the list, it can be added 'on the fly' during the creation process. To make a new addition, scroll to the end of the Main Ingredients drop down list until "..." appears. Clicking on these three dots opens a "Customize Lists box".


## Main Screen

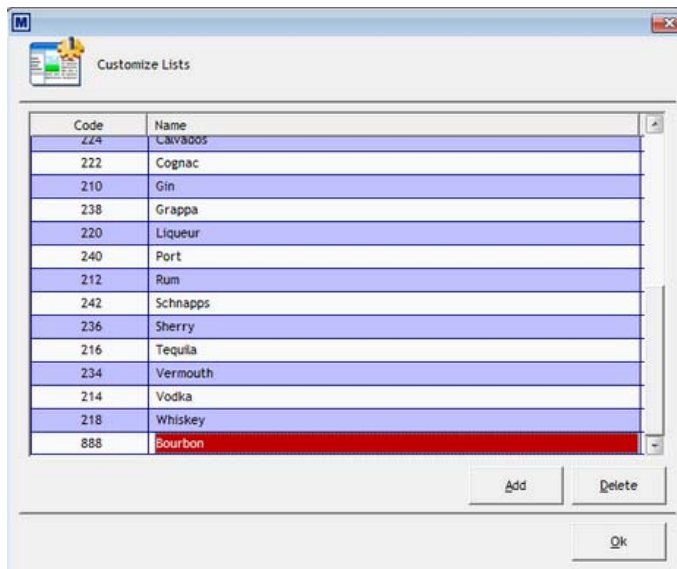


To add an article click



- The system requires a unique code. Normally, the most practical way is to choose the next available number after the last one in the list. Click on the Code column to sort the codes from low to high.

- Type the desired number in the field provided and press 
- Then click the field next to the new item number and type in the description.



- Return to the creation process and select the item that was added to the items list.



### Cuisine Type

If a food recipe is created, assign a cuisine type (French, Japanese, Oriental etc)

Cuisine Type:

### Number of Servings

Insert the number of servings (portions) the recipe has been calculated to cover.

## Main Screen

Number of Servings:

### Serving Description

If there are any particular serving instructions which must be followed, insert this information here.

Serving Description:

- Add As Filler
- As Per Recipe
- Beer Flute
- Beer Mug
- Beer Pilsener
- Beer Pint
- Beer Tulip
- Boston Shaker Glass
- Champagne Flute

### Selling Price

Insert the sales price into this field.

Selling Price:

### Preparation Time (HR)

Insert the estimated time needed for preparation in this field.

Preparation Time (HR):

### Cooking Time (HR)

Insert the estimated time for cooking needed in this field.

Cooking Time (HR):

Apply

- Upon having completed the standard information Click 

The Cocktail will appear in the main category that was selected prior to the creation process.

Code	Descripti...	Category	Main Ingredi...	Cuisine	Servings	Serve Descr
2134123	Shandy	Beer Mix Drinks	Rum		1	Add As Filler

- Double clicking on the created description will open the ingredients screen where the ingredient quantities are inserted.

Type	Code	Description	Comment	Unit	Amount	Price Per Unit	Total Cost	Pos
							0.000	

## Adding items to the Recipe.

- Positioning the Cursor on the first cell of the first column and pressing a key on the keyboard will open a selection menu for the drink type.

Code	Description
D	Disabled
I	Item
R	Recipe

- The options in this menu are :

**Disabled**

Recipe or item is not currently in use or not needed

### Item

An individual item is used as an ingredient of the drink or cocktail. This is the most common case in creating cocktail recipes.

### Recipe

If a complete other recipe is used as a component of the drink to be created, and you wish to locate this recipe,, you can start the Search Manager by pressing the “+” button and the search engine will open to locate the recipe.

Make your selection by double clicking the entry or pressing enter. This will move the cursor to the next column. In this field it is necessary to locate the individual products from the Article Manager that are components of the drink or cocktail to be created. Type the component name in the search field and select the correct ones from the search results.

**Search by product description containing the following:**

After inserting the items into the Cocktail Components list, it is necessary to insert the quantities. At this point the bottle size and in which proportion it will be needed must be defined. Start the Search Manager by pressing the “+” button and the Search Engine will open to locate the articles.

Type	Code	Description	Comment	Unit	Amount	Price Per Unit	Total Cost	Pos
Item	204720	BEER, COOR		EA	0.000	0.344	0.000	1
Item	218080	SOFT DRINK,		EA	0.000	0.275	0.000	2
							0.000	

The Formula for calculating the correct amount with the right conversion factor follows the formula :

$$\frac{\text{Required Quantity in centiliters}}{\text{Bottle size in Centiliters}} = \text{AMOUNT NEEDED}$$

For example.

If 4 centiliters are needed and a Bottle of 1 LTR of the ingredient is used the quantity may be calculated as follows:

4 CL  
100 CL: 0.04

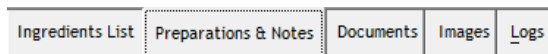
However if the bottle is 75CL and the 4 CL is still needed then the calculation will be as follows:

4CL  
75 CL:  $4 / 75 = 0.05333$

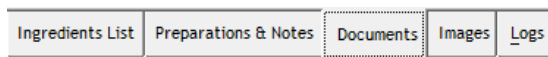
Provided that the cost prices in the Article Manager and the conversion units are correct, the price per unit will appear in the corresponding column.

Besides the ingredients, the system allows for additional information regarding the recipes to be added. These categories can be found by opening the tabs on the lower part of the screen.

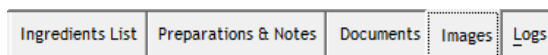
- Under the Preparations & Notes tab, text can be pasted regarding specific preparation information.



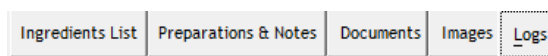
- Under the Documents Tab the system allows different types of supporting files to be attached, that perhaps are needed in connection to the recipe created.



- Under the images tab photographs of the recipe can be added to assist in the creation / production phases. Please note that it is recommended to keep the photograph resolution on a low level in order not to overload the system with unnecessary data traffic over the satellite uplink.



- Under the logs tab users will be able to see changes that have been made, as well as the users making the changes. Date of change, workstations where the changes have been made can also be viewed within this tab.



Navigation: Reference > Main Screen > Buttons >

## Button : Print



This option opens the **Report Manager**. This option is also available in Menu; File ->Print.

### Button Print:



Click to open the Report Manager.

Fidelio Cruise Material Management Reports 7.30.266

<< Quick Search >>

Details Groups Selection Parameters User Access Import / Export

Selection Options:

Printer Options:

Name: HP Color LaserJet 3600 Properties

Copies: Orientation: From page: To page: Collation:

Expand All Export Preview Print Exit

Navigation: Reference > Main Screen > Buttons >

## Button : Refresh



This option refreshes the screen layout. For example, once having sorted columns by their heading or resized them, clicking refresh will reset the layout to the original view.

### Button Refresh:



Click to refresh the screen layout.

---

Navigation: Reference > Main Screen > Buttons >

## Button : Exit



This option will close the Recipes Manager. The option is also available at [Menu; File](#) -> Exit.

### Button Exit:



Click to close the Recipe Manager Module

---

Navigation: Reference > Main Screen >

## Tree of Folders

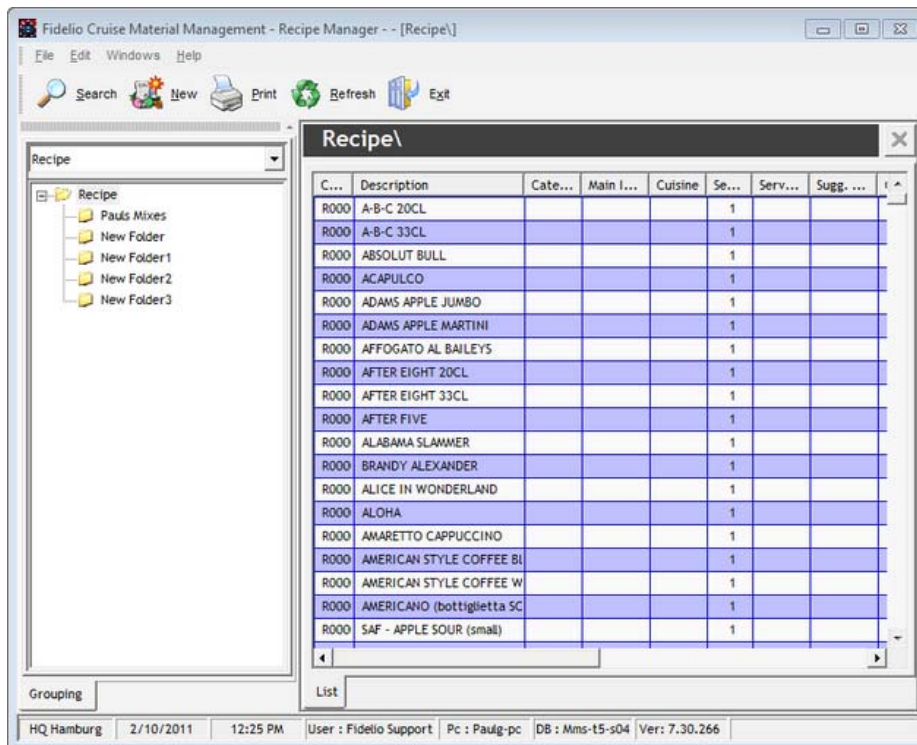


The folder tree represents the groups and subgroups for items within Recipe Manager. The groups act as the main category of recipes or menu types which then again house each independent [Drink recipe](#) or [Food menu](#).

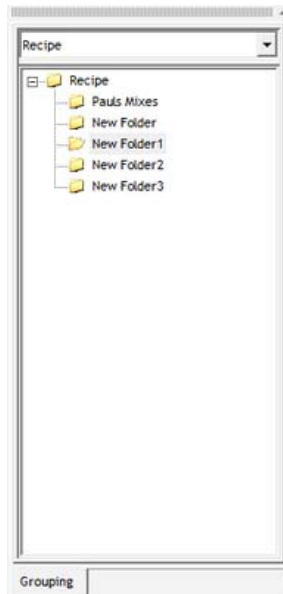
### Tree of Folders:

To view the ingredients, first select the recipe type.

# Main Screen



...then select the recipe group



By selecting a folder and then using a right mouse click, the following menu will appear:



**Open**  
**New**  
**Delete**  
**Properties**

Cut a folder to move it  
Create a New Recipe  
Delete an existing folder  
Display selected folder information

Most of these options are also available as keyboard shortcuts or can be found in the Toolbar.

You can drag and drop folders the following way :

Left click on the folder you wish to move to select it, hold <SHIFT> on the keyboard and then drag the folder to the desired location.

Navigation: Reference > Main Screen > Tree of Folders >

## Recipe Manager : Food and Beverage

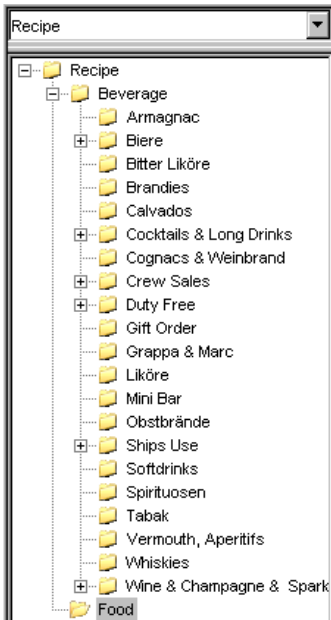


By selecting "Recipe" from the drop down list will activate the folder library for Creating a base for accessing the recipes for both Food and Beverage articles.

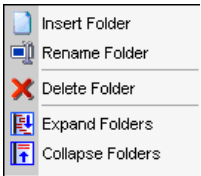
Recipe  
Menu

### Recipe Management:

- The folders may be created by categorizing the recipes by product type or other criteria. This may be decided according to company policy as by default the recipe folders do not exist and have to be created.



- The folders may be managed by right clicking any area of the folder list. This will open a selection window for the most common operations for handling the information.



<b>Insert Folder</b>	Insert a new folder or Sub-folder in the selected Category
<b>Rename Folder</b>	Rename an existing Folder or Sub-folder
<b>Delete Folder</b>	Delete a selected folder
<b>Expand Folders</b>	Expand the view to show all existing folders
<b>Collapse Folders</b>	Shrink the view to show only main Folders without sub-folders

Navigation: Reference > Main Screen > Tree of Folders > Recipe >

## Recipe : Folders

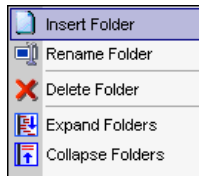


### Insert Folder:

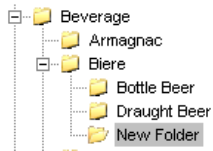
- To insert a new folder in the Library **Right Click** pointing the cursor in the Folder in which you wish to create a new Sub-folder.



- This will open a selection window. From this list select **Insert Folder**.



- The system will create new folder or sub-folder in the position selected waiting for the user to insert a name for this new folder.



- Select the desired name and press Enter to confirm the entry.



---

Navigation: Reference > Main Screen > Tree of Folders > Recipe >

## Recipe : Folders

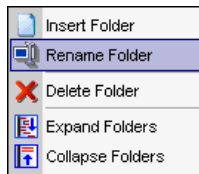


### Rename a Folder:

- To Rename a folder in the Library **Right Click** pointing the cursor in the Folder which needs to be renamed.



- This will open a selection window. From this list select Rename Folder.



- The system will enable the user to insert a new nominative for the folder. Select the desired name and press Enter to confirm the entry.

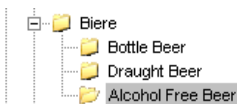




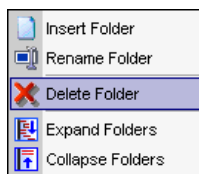
## Recipe : Folders

### Delete a Folder:

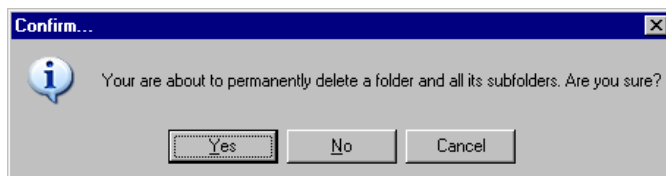
- To Delete a folder in the Library **Right Click** pointing the cursor in the Folder which needs to be deleted.



- This will open a selection window. From this list select Delete Folder.



- The system will ask for a final confirmation for removing the folder or sub-folder.



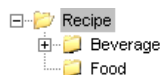
- To accept the selection please choose **YES** and the system will update the view with folder being eliminated. In the case that the folder to be removed is not empty the system will display a notification that the folder needs to be empty prior to attempting to remove it. In this case the recipe items need to be emptied from the folder before continuing,



## Recipe : Folders

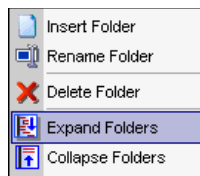
### Expand Folders:

- To Expand the folder view in the Library **Right Click** in the folder area.

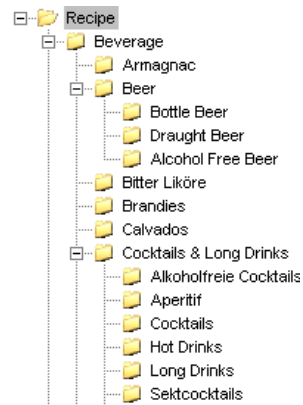


- Select expand folders

# Main Screen



- The initial view will be expanded to show all available folders existing in the library.



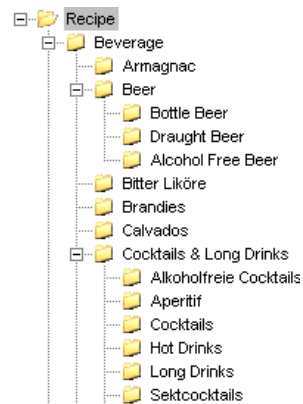
Navigation: Reference > Main Screen > Tree of Folders > Recipe >

## Recipe : Folders

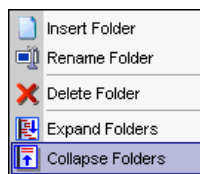


### Collapse Folders:

- To Collapse the folder view in the Library **Right Click** in the folder area.



- Select collapse folders



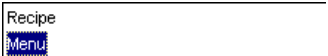
- The initial view will be collapsed to show only the root folder of the library.



## Recipe Manager : Food and Beverage

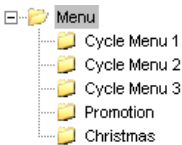


By selecting Menu from the drop down list will activate the folder library for creating a base for accessing the Food Menus.

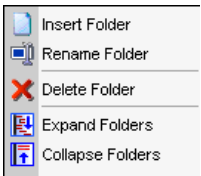


### Menu Management:

- The folders may be created by categorizing the Menus by a theme or other criteria all dependant on how the setup is. This may be decided according to company policy as by default the Menu folders do not exist and have to be created.



- The folders may be managed by right clicking any area of the folder list. This will open a selection window for the most common operations for handling the information.



<b>Insert Folder</b>	Insert a new folder or Sub-folder in the selected Category
<b>Rename Folder</b>	Rename an existing Folder or Sub-folder
<b>Delete Folder</b>	Delete a selected folder
<b>Expand Folders</b>	Expand the view to show all existing folders
<b>Collapse Folders</b>	Shrink the view to show only main Folders without sub-folders

## Recipe : Folders

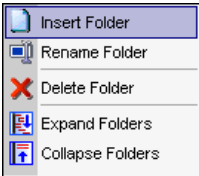


### Insert Folder:

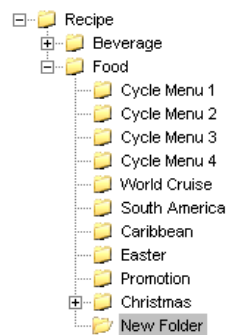
- To insert a new folder in the Library **Right Click** pointing the cursor in the Folder in which you wish to create a new Sub-folder.



- This will open a selection window. From this list select **Insert Folder**.



- The system will create new folder or sub-folder in the position selected waiting for the user to insert a name for this new folder.



- Select the desired name and press Enter to confirm the entry.

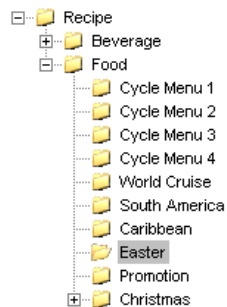
Navigation: Reference > Main Screen > Tree of Folders > Menu >

## Recipe : Folders

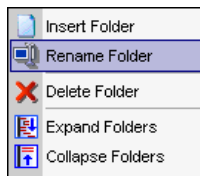


### Rename a Folder:

- To Rename a folder in the Library **Right Click** pointing the cursor in the Folder which needs to be renamed.



- This will open a selection window. From this list select Rename Folder.



- The system will enable the user to insert a new nominative for the folder. Select the desired name and press Enter to confirm the entry.

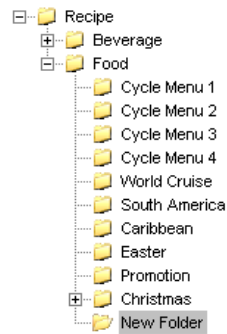
Navigation: Reference > Main Screen > Tree of Folders > Menu >

## Recipe : Folders

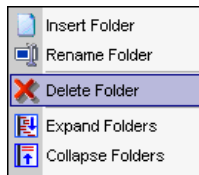


### Delete a Folder:

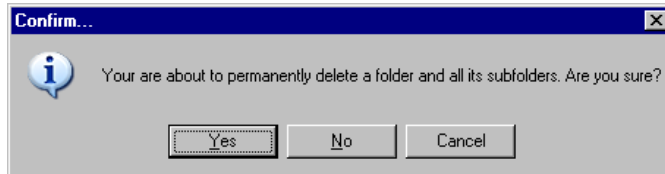
- To Delete a folder in the Library **Right Click** pointing the cursor in the Folder which needs deleted.



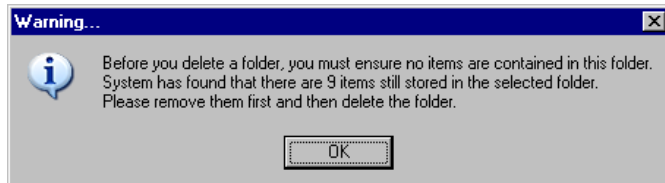
- This will open a selection window. From this list select Delete Folder.



- The system will ask for a final confirmation for removing the folder or sub-folder.



- To accept the selection please choose YES and the system will update the view with folder being eliminated. In the case that the folder to be removed is not empty the system will display a notification that the folder needs to be empty prior to attempting to remove it. In this case the Menu items need to be emptied from the folder before continuing.



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Navigation: Reference > Main Screen > Tree of Folders > Menu >

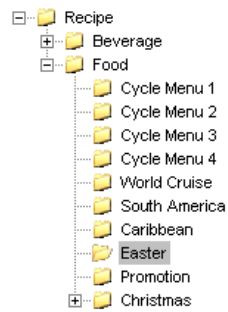
## Recipe : Folders



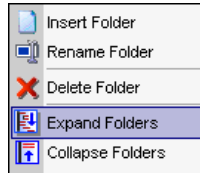
### Expand Folders:

- To Expand the folder view in the Library **Right Click** in the folder area.

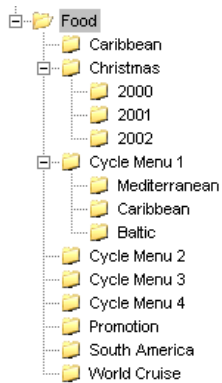
# Main Screen



- Select expand folders



- The initial view will be expanded to show all available folders existing in the library.



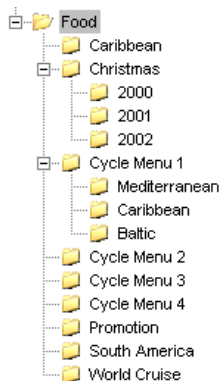
Navigation: Reference > Main Screen > Tree of Folders > Menu >

## Recipe : Folders

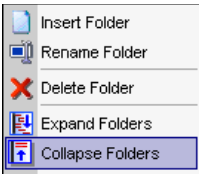


### Collapse Folders:

- To Collapse the folder view in the Library **Right Click** in the folder area.



- Select collapse folders



- The initial view will be collapsed to show only the root folder of the library.



Navigation: Reference > Main Screen >

## Recipe Manager : Details



Upon selecting a [Recipe](#) or a [Menu](#) from the folder library the contents of the folder will display on the details window on the left hand side of the screen following the information that has been inserted during the [menu creation process](#).

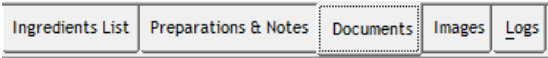
- The Recipe or Menu information within the detail window is divided by [columns](#). This information is collected during the [New recipe](#) creation process.



- Each Recipe or Menu may be viewed in detail by double clicking the corresponding line.

CO17	Flying Kangaroo	Cocktails	Vodka	1	3.6000
------	-----------------	-----------	-------	---	--------

- This opens the actual [Recipe Ingredients list](#) or [Menu details](#) to the window in which the ingredients may be observed.
- On the lower part of the screen are the located the tabs that contain additional information that may be included in the recipes.



Navigation: Reference &gt; Main Screen &gt; Recipe List &gt;

## Recipe Manager : Column Descriptions



The column headers contain the basic information on the recipes listed under each folder library. Each heading may be sorted by clicking the Column Header.

### Column Descriptions

Code	Description	Category	Main Ingredient	Cuisine	Servings	Serve Descr	Sugg. Sell ...	Created By	Prep Time	Cook Time
B05	Becks Beer Bottle 0,33ltr	Beers	Beer		1		2.1000			
B06	Becks Bottle Non Alcohol 0,33ltr	Beers	Beer		1		2.1000			
B07	Jever Pils Bottle 0,33ltr	Beers	Beer		1		2.1000			
B08	Pilsener Urquell Bottle 0,33ltr	Beers	Beer		1		2.1000			
B09	WWeizenbier Hefe Bottle 0,33ltr	Beers	Beer		1		2.3000			

The recipe details are listed by columns as follows :

#### Code

Unique code given to the Recipe or Menu during the creation process.

#### Description

A description of the Recipe or Menu

#### Category

Folder Category in which this particular item is stored in the folder library

#### Main Ingredient

The main ingredient needed in the preparation of the Recipe or Menu

#### Cuisine

Cuisine type : This may be the ethnic cuisine type : Japanese, Chinese, French etc

#### Servings

The number of servings that will be produced with the quantities indicated in the recipe or Menu

#### Serve Descr

Serving Description : Particular serving instructions that need to be followed during serving.

#### Sugg. Sell Price

Suggested sales price.

#### Created By

Recipe or Menu creator Name or Initials may be inserted in this space.

#### Prep Time

Preparation time. The time needed to prepare the specific Recipe or Menu item

#### Cook Time

Cooking time need to prepare the specific Recipe or Menu item

Navigation: Reference &gt; Main Screen &gt; Recipe List &gt;

## Recipe Manager : Ingredients List

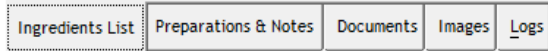


Once opening the Ingredients list, the contents of a recipe may be observed in detail.

### Ingredients List:

## Main Screen

- At the lower part of the window, the Tabs will always remain visible and can be opened for to view other details of the recipe.



- Each Ingredient is listed with the details that have been inserted during the creation process.

Recipe List for Cocktails \ Flying Kangaroo								
Type	Code	Description	Comment	Unit	Amount	Price Per Unit	Total Cost	Pos
Item	269020	Galliano 0.7l		CL	1.000	0.000	0.000	1
Item	261002	Vodka Moskovskaja 1l		CL	3.000	0.000	0.000	2
Item	262017	Bacardi C. Blanca 1 ltr		CL	3.000	0.000	0.000	3
							0.000	

### See Also:

- [Adding items to the recipe](#)

Navigation: Reference > Main Screen > Recipe List >

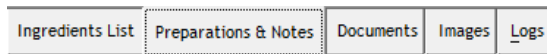
## Recipe Manager : Preparation & Notes



This part of the recipe Manager can hold preparation instructions and other necessary notes regarding the cocktail or Menu selected. The screen is divided into two sections each corresponding to a topic.

### Preparation & Notes:

- At the lower part of the window, the Tabs will always remain visible and can be opened for to view other details of the recipe.



- The Upper part of the screen houses the Generic preparations instructions on how to prepare the specific item. This information can be pasted on the area as text.

Recipe List for Long Drinks \ Cuba Libre	
Preparation:	
PREPARATION:	
1. Squeeze the juice of half a lime into a collins glass. 2. Drop the lime into the glass. 3. Add ice cubes. 4. Pour the remaining ingredients into the glass. 5. Stir well.	

- The Lower part can contain any other information that may be necessary regarding the recipe or menu. For example this part can hold fact about the history of the recipe or Menu or other information that otherwise would not be possible to remember.

Note:
Cuba Libre translated means "Free Cuba" and was popularized around the end of the Spanish American War.

Navigation: Reference &gt; Main Screen &gt; Recipe List &gt;

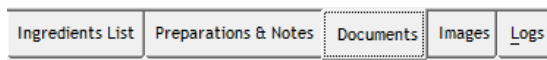
## Recipe Manager : Documents



The documents tab open the corresponding space for storing documents related to the recipe or Menu. In this space it is possible to attach documents that are for instance more useful as references than simple text pasted under the Preparation & Notes tab.

### Documents:

- At the lower part of the window, the Tabs will always remain visible and can be opened for to view other details of the recipe.

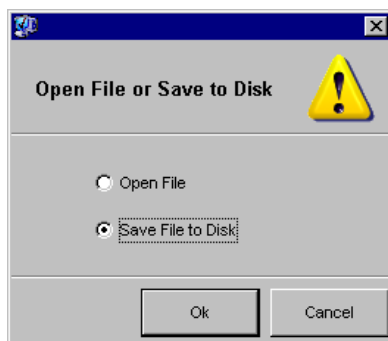


Recipe List for Long Drinks \ Cuba Libre		
File Name	Size	Date
 Bar Mixer Instructions.doc	10.500 KB	12/06/2006 15:41:43
 Bar Personell Salesmanship course.ppt	12.500 KB	12/06/2006 15:41:47

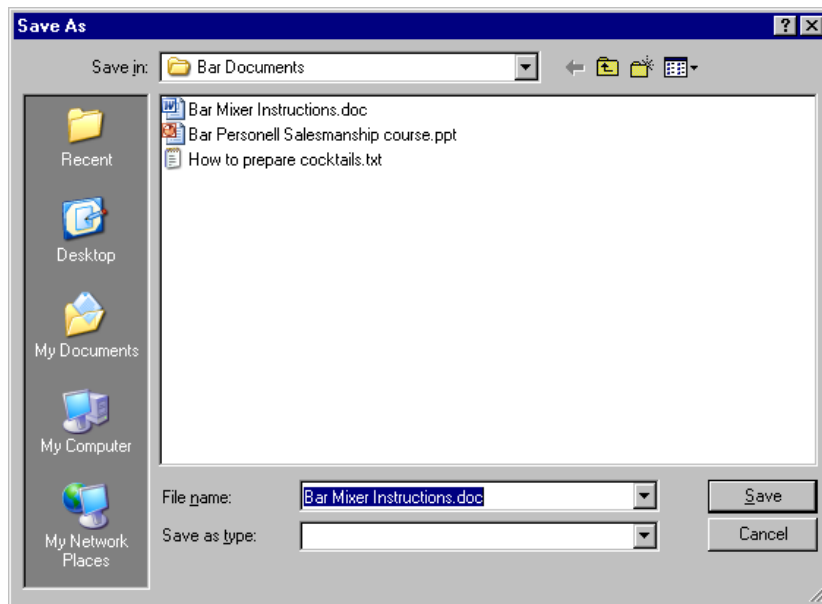
- To open a document in this space it is necessary simply to double click the document. The system will ask a confirmation to open the selection or alternatively save it to another location or the local hard drive.
- Select open file to Open the selection



- Select Save file to disk if it is necessary to save the file on a disk or local hard drive.



- In this case the system will require a destination to be selected.



- To save select **Save**.

Navigation: Reference > Main Screen > Recipe List >

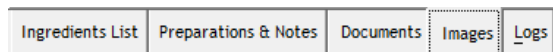
## Recipe Manager : Images



The pictures for each recipe can be housed under the Images Tab.

### Images:

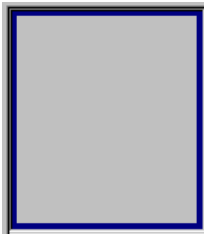
- At the lower part of the window, the Tabs will always remain visible and can be opened for to view other details of the recipe.



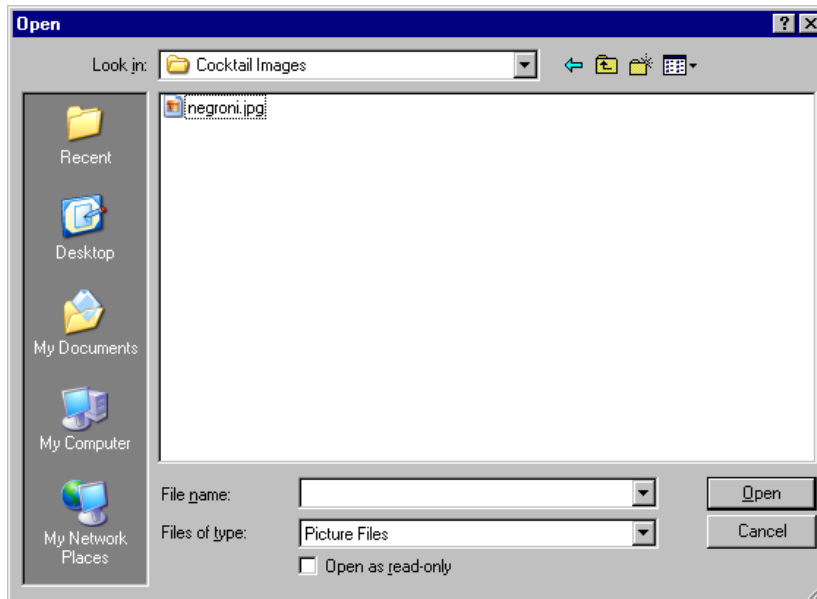
- Each recipe or Menu can hold up to six photographs. The space reserved for each picture can be adjusted by dragging the frame with mouse to suite the correct resolution and form of the image.



- To add an Image click on an empty area



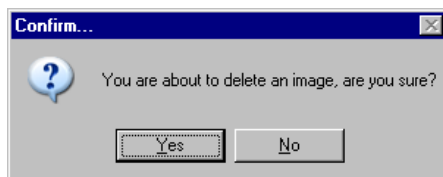
- The system will open a window to locate the image for the selected space. Locate the correct image file



- Upon selecting the file and accepting by pressing open, the image will appear in the selected space.



- For removing an image it is necessary to click on the image selected and accept the option.



---

Navigation: Reference > Main Screen > Recipe List >

## Logs



### Logs:

Under the logs tab users are able to view all changes (date, time, user group, user that made the changes, work station where

changes were made, description of event) that have been made within the recipe module.

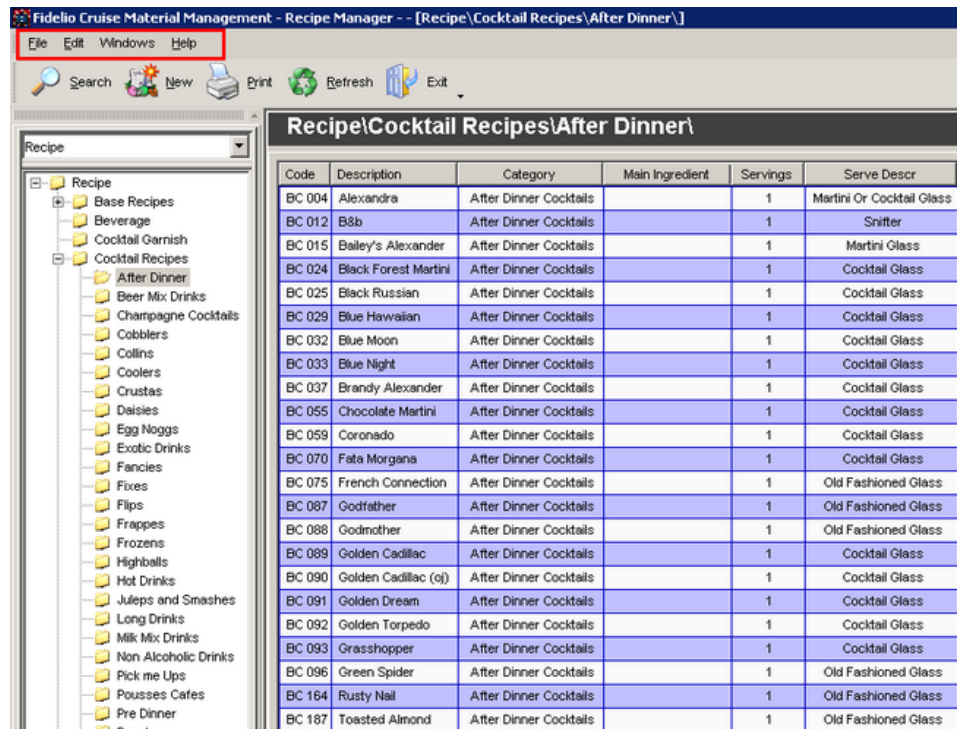
Navigation: Reference > Main Screen >

Menu



The Menu bar on the top of the screen contains basic options which are also represented in the Buttons Toolbar and, often available also with a right mouse click.

Menu:



Navigation: Reference > Main Screen > Menu >

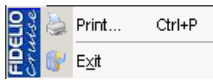
Menu : File



This menu contains the options for printing and exiting the program

File Menu options:

- Print:** Open the Report Manager for printing a recipe or details
- Exit:** Close the program



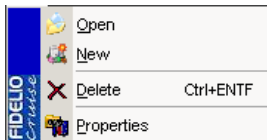
Navigation: Reference > Main Screen > Menu >

## Menu : Edit



The Edit Menu contains among the most common options, this menu contains the basic file options for Creating, Re-opening Movement transactions and Export / Import Excel Sheets. In addition to this the File menu also contains the option to open the Report Manager.

### Edit Menu options:



<b>Open :</b>	Opens an already existing transaction
<b>New :</b>	Starts the process of creating a new Recipe
<b>Delete :</b>	Deletes a selected recipe
<b>Properties :</b>	Displays the properties of a selected recipe

Navigation: Reference > Main Screen > Menu > Menu : Edit >

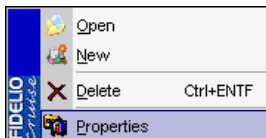
## Menu : Edit -> Properties



The properties menu holds the possibility to edit contents of a selected Recipe or Menu.

### Properties:

- By Right clicking the [Details](#) area in the [Main screen](#) the edit menu will open.



- By selecting Properties, the program will activate an edit window in which the contents of a recipe can be edited with the from the half of the selected details.  
This information is equal to that inserted during the creation process.

M

✕

Edit Recipe:

Code:

A01

Description:

Armagnac Janneau

Category:

Spirits

Main Ingredient:

Armagnac

Cuisine Type:

Created By:

Number of Servings:

1.00

Serving Description:

Selling Price:

3.30

Preparation Time (HR):

Cooking Time (HR):

Apply

Cancel

- Upon completing to modify the details please select 

Apply

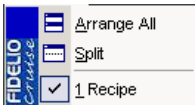
Navigation: Reference > Main Screen > Menu >

Menu : Windows



The Windows menu allows to change on how the windows and screens are displayed on the layout during various phases in using the Recipe Manager.

Windows Menu Options :



<b>Arrange All</b>	Rearranges the windows back to the default view
<b>Split</b>	Splits the selected views equally across the screen
<b>Active Documents</b>	This line displays the active documents

Navigation: [How to ...](#) >

## How to... Search a Recipe or Menu



### Search a Recipe or Menu :

For further information please follow the link below :

[Search a Recipe or Menu](#)

---

Navigation: [How to ...](#) >

## How to... Manage Folders



### Manage Folders:

For further information please follow the link below :

[Managing Folders](#)

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Navigation: [How to ...](#) >

## How to... Create a New Recipe



### Create a New Recipe:

For further information please follow the link below :

[Create a New Recipe](#)

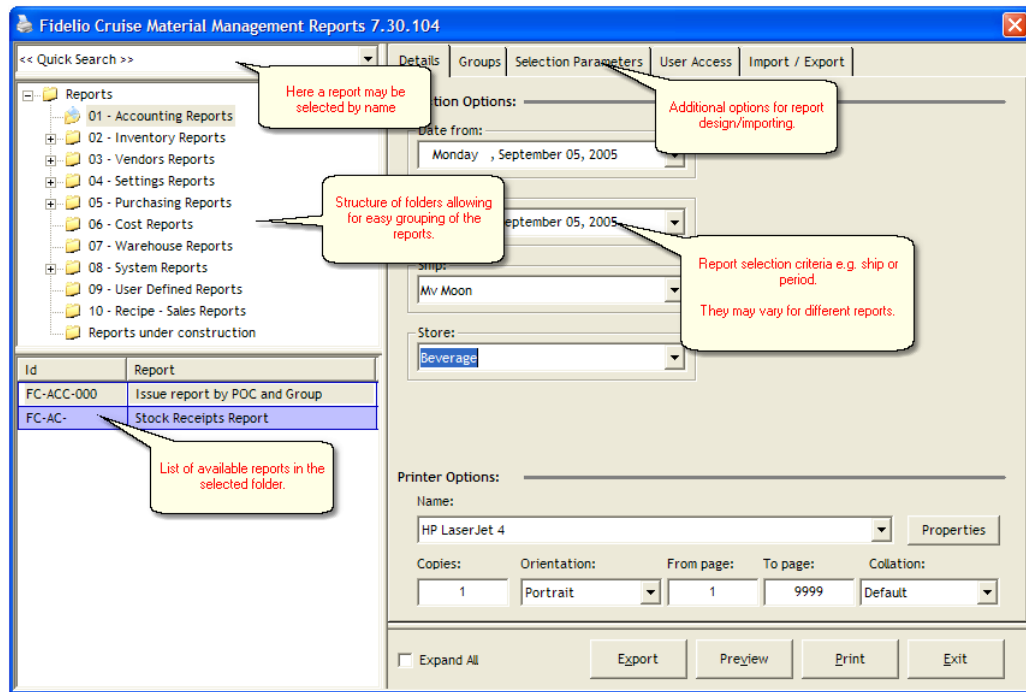
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## Report Manager Main Screen



All the reports that can be produced within MMS are housed in the report manager. The reports are grouped in folders that each contain certain types of reports. Within the folders the reports may be previewed, printed and exported. Additionally, the system can limit access to the Reports to those who need the specific information.

## Report Manager Main Screen:

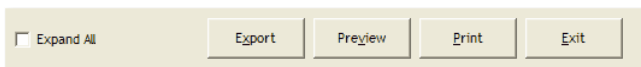


## Main Screen Buttons



These are the main options once having chosen the desired report.

## Buttons:



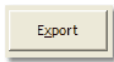
- Export:** - Export current report to various formats
- Preview:** - Preview current report
- Print:** - Print current report
- Exit:** - Close Print Manager
- Expand All:** - Expands the Tree with all sub-folders

## Button: Export

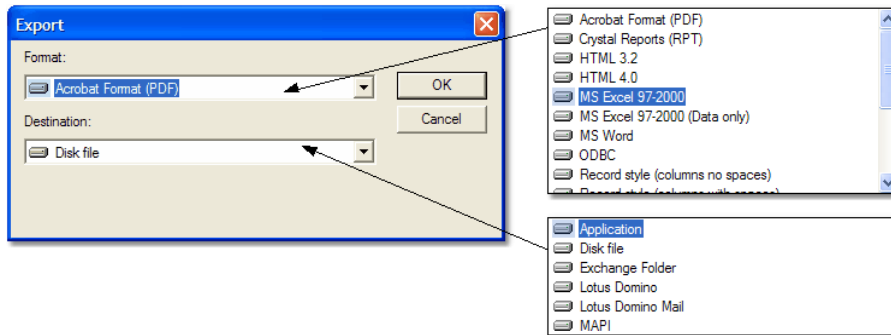


With this option it is possible to export a report to several different formats including those used in Microsoft Office applications.

## Export:



Click on the *Export* button and an Export dialog box will appear on the screen.



In the drop down box, select the type of export that is to be performed.  
By default the following choices of formats are available :

- Adobe Format (PDF)
- Crystal Reports (RPT)
- HTML 3.2
- HTML 4.0
- MS® Excel 97-2000
- MS® Excel 97-2000 (Data only)
- MS® Word
- ODBC
- Record style (columns no spaces)
- Record style (columns with spaces)
- Report Definition
- Rich Text Format
- Separated Values (CSV)
- Tab-separated text
- Text
- XML

## Note:

- When exporting to Text format, the export is based on characters per inch.
- When exporting to Adobe Format (PDF), the output file is rendered in untagged PDF format.
- When exporting a report to a file format other than Crystal Reports format (.RPT), a loss of some or all of the formatting that appears in your report is possible. However, the program attempts to preserve as much formatting as the export format allows.

Exporting can be divided into the following types based on the layout of the exported objects:

- Exact exports are exports that preserve the layout and formatting of objects in the exported document. The exported document looks almost identical to the display on the Preview tab of the report being exported. Adobe Format (PDF), Rich Text Format, MS Word, and HTML are exact exports.
- Line exports are exports that split a report's areas into lines and then project all report objects into the lines created. Lines are created with a height equal to 255 twips (or to the shortest object's height). The exported layout is not exactly the same as the report (some objects might be shifted vertically), but relative positioning among objects is similar to that of the report. Text format is a line export.
- Cell exports are exports that split a report's areas into cells. Column creation depends on export options; for example, constant column width or column width based on X offsets of the objects in a specific report area. Line creation is based on Y offsets of objects in the report.

All exported objects are projected into cells, and each cell contains only one object. This behavior means that overlapping objects are shifted and placed in separate cells. The exported layout is not exactly the same as the report (objects can be shifted vertically and horizontally to the closest free cell), but the relative positioning of objects is similar to that of the report (except for any overlapping objects).

- Data exports are exports that are not meant to preserve the layout and formatting of objects. The exported objects' layout is section based. Separated Values (CSV), XML, Excel (Data Only) are data exports.

## Exporting to text or records formats

System exports to text in one of two ways: record-based or page-based. The export behavior differs between these methods because a record-based export is meant to create a record set of data, while a page-based export is meant to produce a document to be read by users.

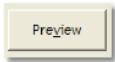
Exporting a report to Separated Values (CSV), Tab-separated text, or one of the Record styles is usually done for programmatic reasons. You might treat this exported text file as a database. Therefore, the program exports a separate column for each object that exists in your report. If you don't have any visible information in the Details section of your report, these options still export multiple records. For example, if there is one date object in your reports' Report Header, this date element is exported as one column but with multiple rows depending on how many hidden Details sections you have. This is true for any other text object in your report.

Button: Preview



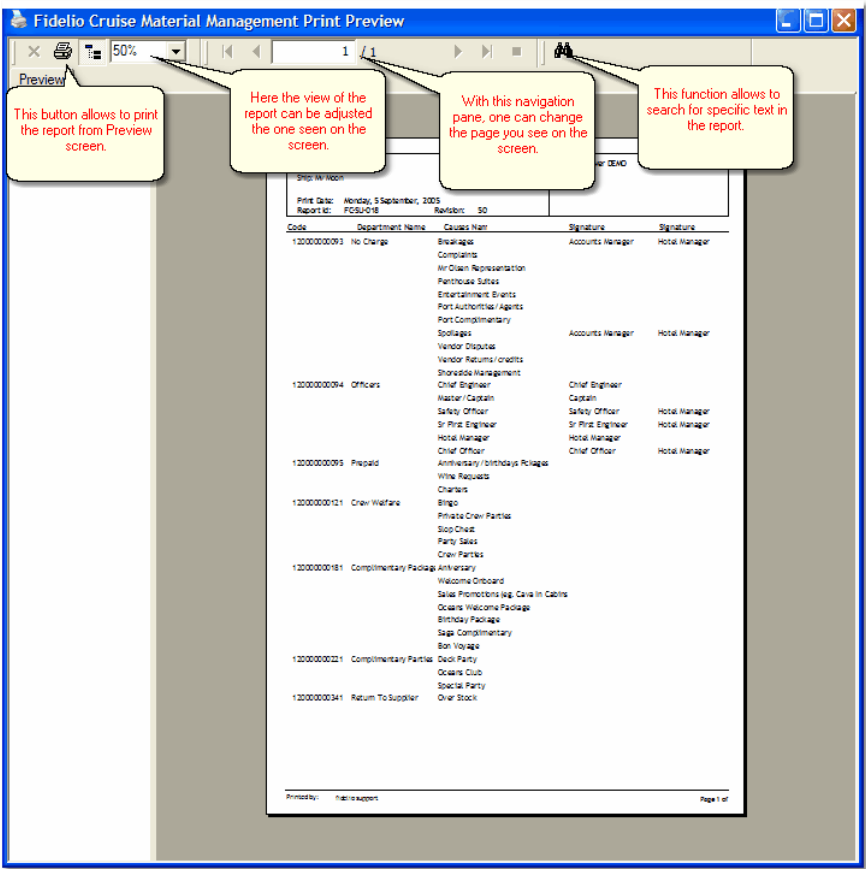
This option allows to view the selected report onscreen before printing

Preview:



Click on the *Preview* button and a Print Preview dialog box will appear on the screen.

The program gathers the required data, makes the necessary calculations and displays the report in the Preview tab. With the data in place, it is possible to review the spacing and formatting of the report and see the actual results of all summaries, formula calculations and record and group selections. In true WYSIWYG (What You See Is What You Get) style, one can work directly on this live data, fine-tuning it until the report has the exact look wanted.

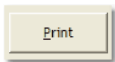


Button: Print



This function prints the report to the printer defined in [Printer Options](#).

Print:



Click to begin printing.



Before clicking print, it is always a good idea to check the [printer options](#) on the Details tab of the report.

**Fidelio Cruise Material Management Reports 7.30.104**

<< Quick Search >>

Details | Groups | Selection Parameters | User Access | Import / Export

**Selection Options:**

Date from: Monday , September 05, 2005

Date To: Monday , September 05, 2005

Ship: Mv Moon

Store: Beverage

**Printer Options:**

Name: HP LaserJet 4

Copies: 1 Orientation: Portrait From page: 1 To page: 9999 Collation: Default

Buttons: Expand All, Export, Preview, Print, Exit

Report List:

Id	Report
FC-ACC-000	Issue report by POC and Group
FC-AC-	Stock Receipts Report

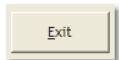
Navigation: Reference > Main Screen > Buttons >

## Button: Exit



When finished working, this option closes the the Report Manager.

### Exit:



Click to close the Report Manager.

Navigation: Reference > Main Screen >

## Tree of Folders



The tree folder structures the reports into various groups and subgroups within Report Manager.

### Tree of Folders:

Click on the relevant folder to display the available reports in the [Reports List](#).

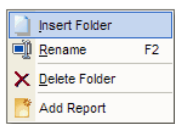
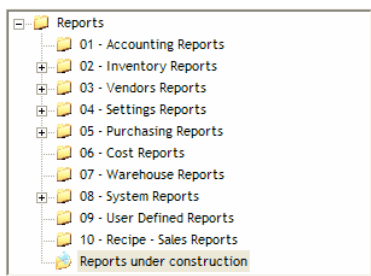
Click the + boxes to expand the sub folders.

The tree folder on the left is the folder setup. By right clicking with the mouse on a folder, the popup menu below will appear.

[Insert](#)

Add a new folder/sub-folder to the

# Main Screen



**Folder:** current folder  
**Rename:** Rename an existing folder  
**Delete:** Delete an existing folder  
**Folder:**  
**Add:** Creates an empty space for the report to be imported.  
**Report:**



It is possible to move one folder to a different folder by holding **SHIFT** on the keyboard and dragging the icon to destination.

See Also:

- [Expand All](#)

Navigation: Reference > Main Screen >

## Reports List



Reports List makes visible the contents of a selected folder.

### Reports List:

Clicking on a report will open it in the [Main Screen](#) for it to be configured with the various parameters on the [Tabs](#).



You can move a report to different folder by pressing **SHIFT** on the keyboard and dragging the report to the chosen destination.

Id	Report
FC-III-013	Count Sheet Mainstore
FC-III-014	Count Sheet Mainstore (No Stock)
FC-III-015	Count Sheet Substores
FC-III-016	Count Sheet Substores (No Stock)
FC-III-014	Count Sheet by Locker
FC-III-21	Pending Order by CET
FC-III-017	Spot Check Inventory Mainstore
FC-III-018	Spot Check Inventory Substores

Hint: To see all reports installed on your system please click on "Reports" in the tree.

Navigation: Reference > Main Screen >

## Main Screen Tabs



The tabs on the right of the screen are visible to users depending on security settings. They contain various functions for reporting configuration.

### Tabs

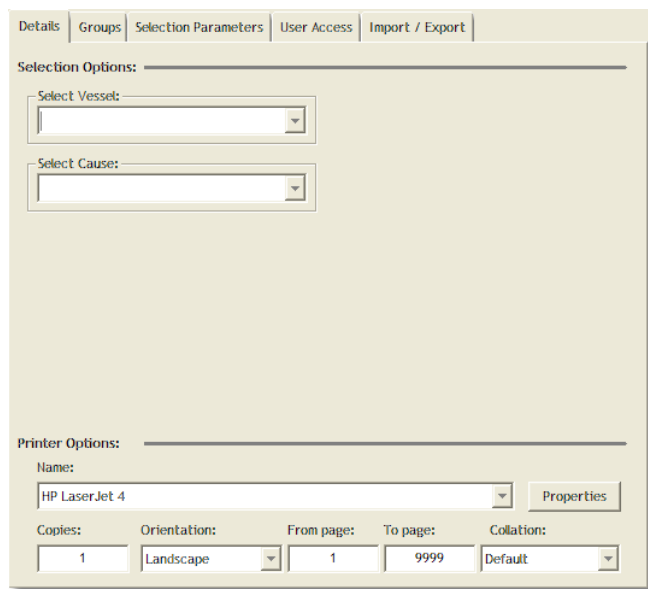
[Details](#)  
[Groups](#)

allows user to select criteria (parameters) for the report and also the [Printer Options](#).  
if enabled, allows the user to narrow down the list of items present on the report. The items are presented in tree structure, with ability to select specific nodes.  
this function is used during report design for defining parameters in the report.

[Selection](#)  
[Parameters](#)  
[User Access](#)  
[Import / Export](#)

in this tab you can specify which user groups have access to the selected report.  
used for importing new reports into the system, and exporting existing reports to file.

# Main Screen



Keep in mind some tabs can be restricted for viewing in Security module  (Security Groups -> Print Manager)

Navigation: Reference > Main Screen > Tabs >

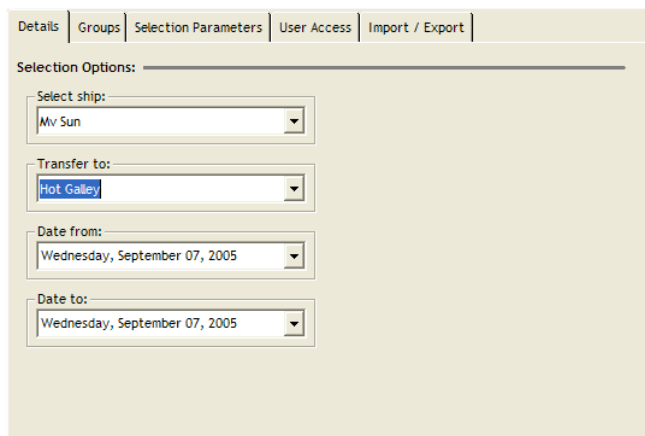
## Tab: Details



This section of Report Manager allows to select specific criteria (parameters) for the report to be printed.

### Selection Options:

Reports usually require some additional input from the user side to be printed. For example, it may require the user to select the ship to narrow down the information presented in the output. This means the screen layout will most certainly be different from one report to the next, and it would be impossible to list all the different variations. Therefore, the aim of this document is to provide guidelines on how to enter the necessary information.



As you can see on the screen above, the report requires various information: Ship, POC (Point of Consumption) and Date Range. All information must be provided in order for the report to print correctly.

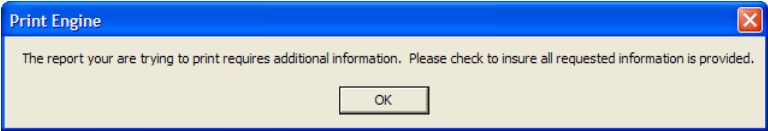
Generally speaking the selections on this screen can have various types:

- Free text entry - in this type of field you will be able to enter any type of text or numbers.
- Date entry - this type of field will usually be presented as a Combo Box (Drop Down), and when you click the arrow it will expand to show the calendar allowing easy date selection.
- Combo Box entry (called also Drop Down) - this is the most generic of all the fields. You cannot type any information, you can only select one of the presented options from the list. This may be a list of Warehouses, Vendors, Points of Consumption or Ships.



Keep in mind that the fields may be linked which means that in order to select the second parameter (as per above example "Transfer to:"), it will be necessary to select the first parameter beforehand (here "Select Ship").

If there are parameters that haven't been selected, the following warning will appear, telling to make the selection.



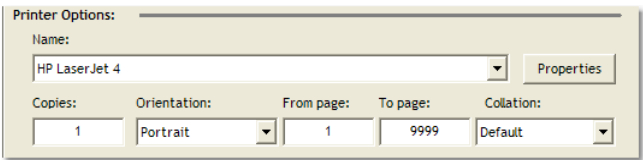
Navigation: Reference > Main Screen > Tabs > Tab: Details >

Printer Options





In this option the printing options for the reports can be defined.

Printer Options:



The top drop down allows to select any of the printers installed on the system.

Printer options allow to change the following parameters of the print engine:

- the printer where to print the report. If it is required to control more over the print settings of that particular printer, click the button *Properties* which displays the printer system settings
- how many copies of the report is needed
- paper orientation: portrait  or landscape 
- the first page (From page) and last page (To page) of the report to print
- collation (paper sorting option):

- **default**

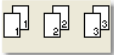
Collation helps when several copies of the same report are needed

- **collated,**



If selecting collated, it will print the 1st copy of all pages, then 2nd copy of all pages

- **uncollated.**



If selecting uncollated, it will first print x copies of page 1, then x copies of page 2, so they need to be sorted manually

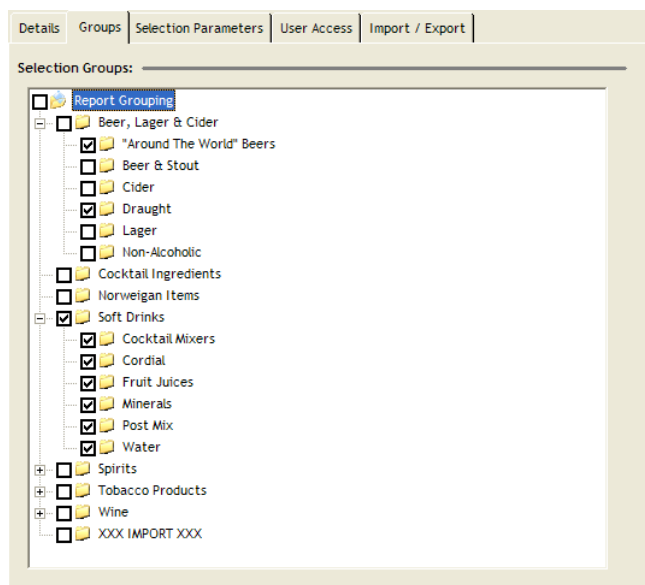
Navigation: Reference > Main Screen > Tabs >

Tab: Groups



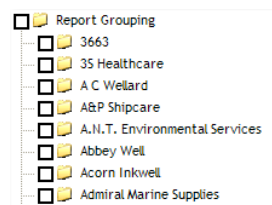
This tab, if available, allows the user to narrow down the amount of information returned by report.

Groups:

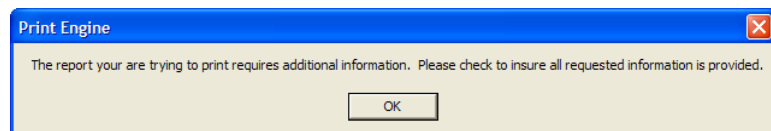


As seen on the screen above, the tree contains check boxes that allow for easy selection of tree nodes (elements). The contents of the tree may vary for example; stores list, products folders, vendors list etc. It will depend on the specific report as to which information it requires.

Below some examples:



If the Report Grouping option is necessary for the report and a selection has not been made, the following warning will appear instructing you to make the selection.



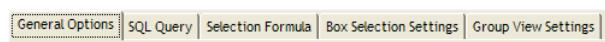
Navigation: Reference > Main Screen > Tabs >

## Tab: Selection Parameters



This tab is used almost exclusively during report development and should be disabled for regular users to avoid corrupting the report.

### Selection Parameters:



The Selection Parameters tab is further divided into the following sections:

- [General Options](#)
- [SQL Query](#)
- [Selection Formula](#)
- [Box Selection Settings](#)

- [Group View Settings](#)

Navigation: Reference > Main Screen > Tabs > Tab: Selection Parameters >

## Tab: General Options



This tab allows to view and change the basic information of the report.

### General Options:

- Code Id - is the unique number of the report used for a filename during report export.
- Display title - is the name of the report displayed throughout the system, and used for filename during exporting of report.
- Print Output - specifies what form of output the report can take. Selected from one of the following available options:
  - No Output
  - Print Only
  - Preview Only
  - Print & Preview
  - Export Only
  - Print & Export
  - Preview & Export
  - All Output
- Orientation - Paper Orientation
  - Portrait
  - Landscape
- Collation - paper sorting option
  - **Default** Collation helps when printing many copies of the same report
  - **Collated** If selecting collated, it will print 1st copy of all pages followed by 2nd copy of all pages
  - **Uncollated** If selecting uncollated, it will first print x copies of page 1 followed by x copies of page 2 and you will need to sort them manually
- Copies - how many copies of the report will be printed
- Page from - from which page the report should be printed
- Pages to - to which page number the report should be printed

Please note: The above options show up as default in [Printer Options](#) when report is selected.

### See Also:

- [Printer Options](#)

Tab: SQL Query



In this tab, an SQL query can be pasted which will become the source of data for the report. It is used only during report development and should be disabled for regular users to avoid corrupting the report.

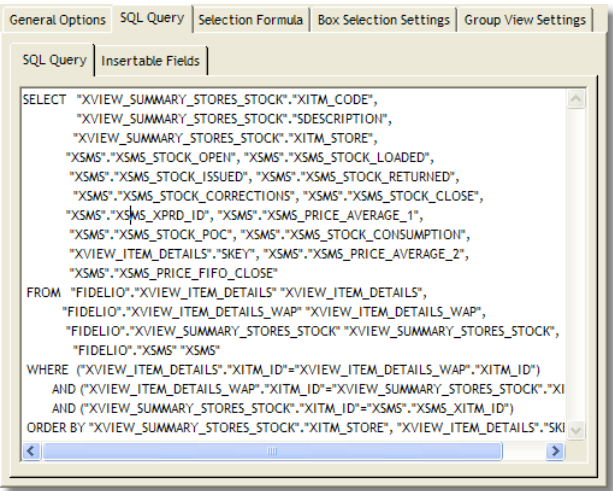
SQL Query:

An advanced SQL query can be inserted in the text box in this tab and that query will become a source recordset for the report. Please note there is no syntax checking, so any errors will be shown at the runtime of the report.

You can use following parameter fields inside your query:

- <<Box\_1>> to <<Box\_10>>
- <<Text\_1>> to <<Text\_10>>
- <<Date\_1>> to <<Date\_10>>
- <<Group\_1>> or <<Group\_2>>

Please note the parameter fields names are CASE SENSITIVE.



	<p><b>What is SQL and where does it come from?</b></p> <p>Structured Query Language (SQL) is a language that provides an interface to relational database systems. SQL was developed by IBM in the 1970s for use in System R, and is a de facto standard, as well as an ISO and ANSI standard. SQL is often pronounced SEQUEL.</p> <p>In common usage SQL also encompasses DML (Data Manipulation Language), for INSERTs, UPDATES, DELETEs and DDL (Data Definition Language), used for creating and modifying tables and other database structures.</p> <p>The development of SQL is governed by standards. A major revision to the SQL standard was completed in 1992, called SQL2. SQL3 support object extensions and are (partially?) implemented in Oracle8 and 9.</p>
--	---

See Also:

- [Oracle SQL FAQ](#)
- [Oracle FAQ: SQL Books](#)
- [Oracle FAQ: SQL code examples](#)

Tab: Selection Formula



Selection formula allows to filter out records of the record source. As with the other tabs in this section, it is used only during report development and should be disabled for regular users to avoid corrupting the report.

Selection Formula:

In here a WHERE condition is defined which filters out the results of the source recordset. One can substitute specific field names with user selection.

Please note: there is no syntax checking, so any errors will be shown at the runtime of the report. Also, the parameter field names are CASE SENSITIVE.

Details | Groups | Selection Parameters | User Access | Import / Export

Report Settings:

General Options | SQL Query | Selection Formula | Box Selection Settings | Group View Settings

Selection Query | Insertable Fields

[XVIEW\_SUMMARY\_STORES\_STOCK.XITM\_STORE]='<<Box\_2>>'

One can use the following parameter fields inside your query:

- <<Box\_1>> to <<Box\_10>>
- <<Text\_1>> to <<Text\_10>>
- <<Date\_1>> to <<Date\_10>>
- <<Group\_1>> or <<Group\_2>>

Remember: When using SQL query, the selection formula is ignored. If you use SQL query, please include selection formula in SQL query tab.

Navigation: Reference > Main Screen > Tabs > Tab: Selection Parameters >

## Tab: Box Selection Settings



As with the other tabs in this section, Box Selection Settings are used only during report development and should be disabled for regular users to avoid corrupting the report.

### Box Selection Settings:

General Options | SQL Query | Selection Formula | Box Selection Settings | Group View Settings

Selection Box 1

Status

☒ Enabled ☐ Disabled

Linked:

No Link

Box Type

☐ Free Text Entry

☐ Date Entry

☒ Combo Box Entry

Date Ranges

☐ Validate Dates

Min: 9 / 17 / 2003

Max: 9 / 17 / 2003

Select Vessel:

Combo box SQL Populate Formula

Each query must contain two fields which will be used to populate a combobox. sCaption as a text value used to display options in the combo box. vItemData as the return value for each item in the list.

select xcet\_id as vItemData,  
xcet\_name as sCaption  
from xcet  
where xcet\_type in (1)

On the main screen ([Details Tab](#)) of the Report Manager, you can define several parameter fields which will ask the user for input necessary to gather the data from the SQL engine. The parameter fields are numbered from from 1 to 10 and their layout is as follows:

The following are the available types of parameter boxes in the system:

**Free Text Entry** - allows you to ask the user for any type of text or numbers, without any syntax checking.

**Combo Box Entry** - also known as a "drop down box", allows the user to make a selection from a range of items. This could be the selection of a ship out of the whole fleet or the selection of particular department. For this type of box you have to provide a *Combo Box SQL populate formula*, which has to contain two fields: **sCaption** as a text value used to display options in the combo box, **vitemData** as the return value for each item in the list.

**Date Entry** - this will display a calendar asking the user to make a date selection. You can force the selection to be inside a specific date range by using the *Validate Dates* option.

You are able to force the user to make a selection from another parameter box *before* he is able to select the current one, this functionality is called 'linking'.

Below 'Status' of the current box, in the 'Linked:' drop down, you can select which box has to be selected first by the user.

This proves useful if you depend on the previous box to populate content of the current one. For example your previous box contains ship selection, and the current one should display a list of Periods for that particular ship. Linking in this case is obligatory, otherwise an error exception will be created.

## Tab: Group View Settings



As with the other tabs in this section, Group View Settings are used only during report development and should be disabled for regular users to avoid corrupting the report.

### Group View Settings:

For the Group View (tree selection view), you have to build a custom SQL query which returns 3 fields:

- vitemdata - the value of the selection which is returned to report manager engine
- skey - the description of the node
- sparent - ID of the parent node

Within your SQL query, all the parameters on the *Box Selection Settings* tab can be used.

# Main Screen

The screenshot shows a software interface with a tabbed menu at the top: General Options, SQL Query, Selection Formula, Box Selection Settings, and Group View Settings. The 'SQL Query' tab is active, displaying a SQL query in a text area: `SELECT xtre_id AS vitemdata, xtre_key AS skey, xtre_parent AS sparent FROM xtre WHERE xtre_group = 2 AND xtre_store= '<<Box_2>>' ORDER BY xtre_parent, xtre_key`. To the right of the text area is a 'Data Type' section with three radio buttons: Text, Number (which is selected), and Date. Below the SQL query area is another section labeled 'Selection formula Treeview Group 2' which is currently empty.

Navigation: Reference > Main Screen > Tabs >

## Tab: User Access





In the User Access tab, you can select which user groups will have print and preview access to a specific report.


### User Access:


The screenshot shows the 'User Access' tab in a software interface. It has a tabbed menu at the top: Details, Groups, Selection Parameters, User Access (which is active), and Import / Export. The main area is titled 'Users Access:' and is divided into two panes. The left pane, 'Non Authorized Users:', contains a list of user groups with icons: A/c's, Accounts, Accounts - Ipswich, Administrator, Administrator (local), Assistant Buyer, Asst Barkeeper, Baker, Barkeeper, Buyer, Captain Waiter, Chefs, and Chief Utility. The right pane, 'Authorized Users:', is currently empty and has a header 'User Gr...'. Between the two panes are four buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<).

The following buttons are available:

 Moves selected group from left side (Non Authorized Users) to the right side (Authorized Users)

 Moves ALL groups from left side (Non Authorized Users) to the right side (Authorized Users)

 Moves selected group from right side (Authorized Users) to the left side (Non Authorized Users)

 Moves ALL groups from right side (Authorized Users) to the left side (Non Authorized Users)

# Main Screen

Basic operations in this tab will be to move appropriate user groups from the left side of the screen to the right side therefore giving them access to the current report.



**Please note:**

All users will see the report in the list regardless of the security settings, but they won't be able to preview or print the report if they are declined that right.

Navigation: Reference > Main Screen > Tabs >

## Tab: Import / Export



This tab displays detailed information about the report and allows to export existing reports and import new ones into the system.

### Import / Export:

The screenshot shows a software window with a tabbed interface. The 'Import / Export' tab is selected. Inside the tab, there is a section titled 'Report file Details' which contains the following information:

Report External Name:	Breakage Spoilage current Cruise.rpt
Report file size:	1,096 KB (1,122,256 Bytes)
<hr/>	
Last modified:	Tuesday, November 16, 2004
Create Date:	Thursday, December 11, 2003
Date Last Saved:	Wednesday, August 25, 2004
Date Last Printed:	Tuesday, March 02, 2004
<hr/>	
Total Editing Time (mins):	2424
Revision Number:	62
<hr/>	

Below the table, there is a text block explaining the import/export process:

Reports can be Imported, and Exported from the database. Reports exported by the system, are embed with the Selection Parameters into the Customs properties of the report. When Importing them, click the option below to automatically insert these stored variables in to the database.

At the bottom, there is a checkbox labeled 'Load Variables from Report' which is checked. To the right of the checkbox are two buttons: 'Import...' and 'Export...'.

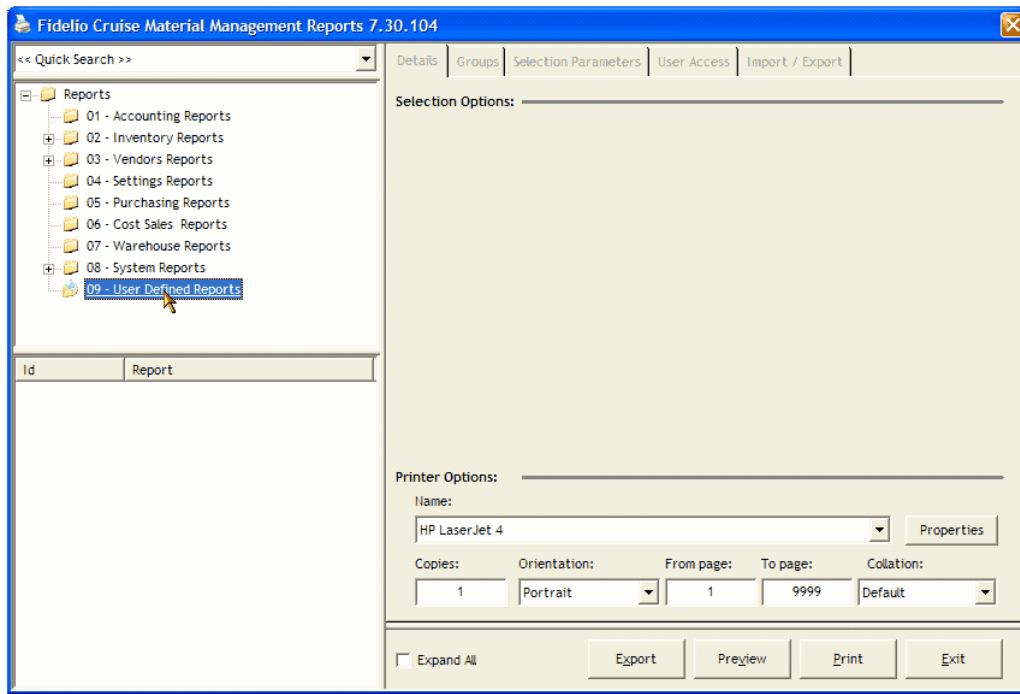
The following information is displayed on the screen:

- Report External Name - the filename of the report
- Report file size - provides information on disk size of the report (in KiloBytes and Bytes)
- Last modified - shows the timestamp of the last report modification
- Create Date - allows you to see when the report was originally created
- Date Last Saved - displays when the report was saved last (outside of the MMS system)
- Date Last Printed - shows when the last printout of the report occurred
- Total Editing Time - how much time, in minutes, has been spent on the development of the report
- Revision Number - provides information on how many revisions have been made to the report

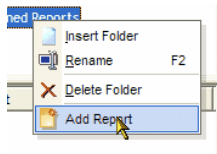
### Importing a new report

From the list on the left hand side, select the report group where you would like to add the new report.

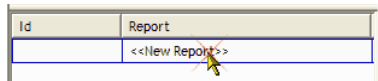
# Main Screen



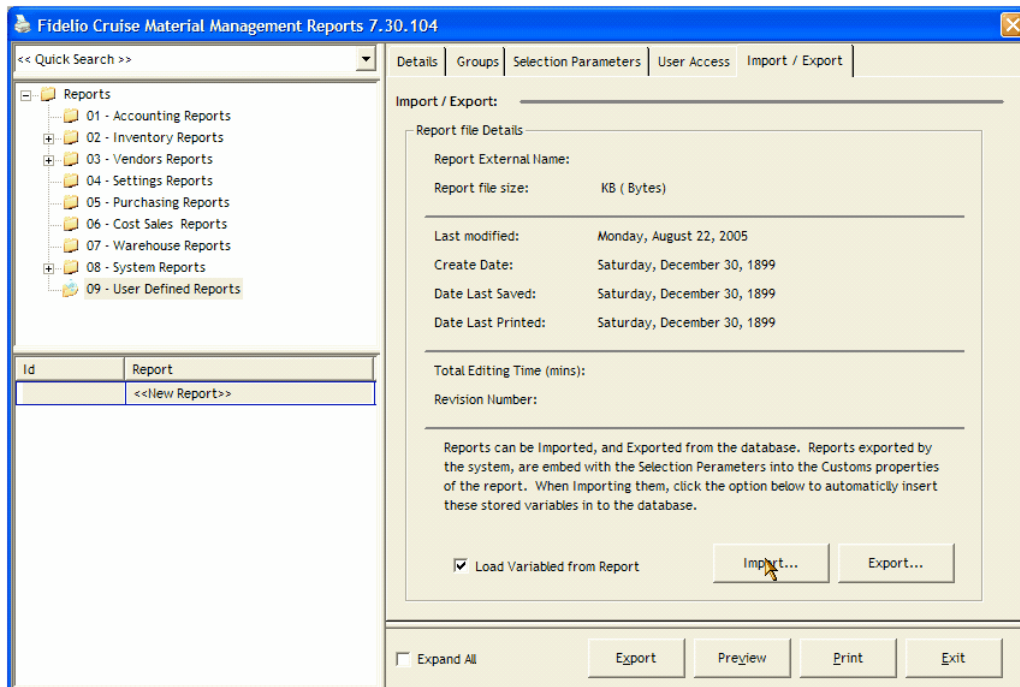
Right click the mouse on the destination report group and select *Add Report*.



In the section below the report groups an empty entry for a new report appears.

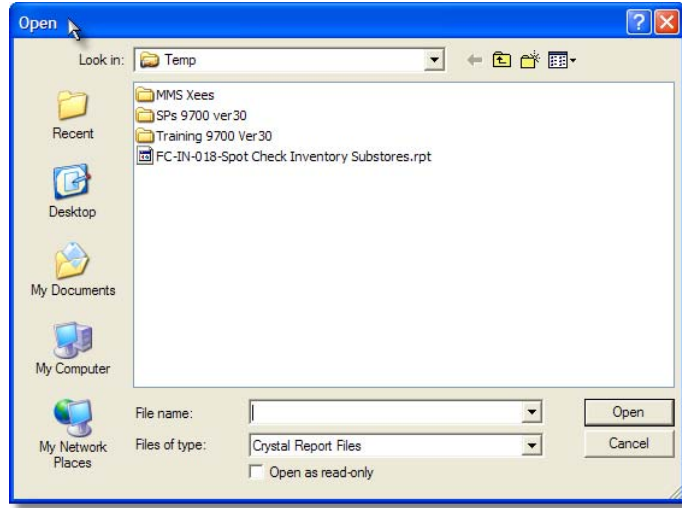


Click on it to select it, and switch to **Import / Export** tab on the right.



Make sure the *Load Variables from Report* box is checked and click the *Import...* button.

Browse to the folder on your local computer where you have extracted your new report (.rpt file) and click *Open* to finish importing the new report.



Once the report is imported, please switch to the **User Access** tab and assign user groups which will have access to this report.



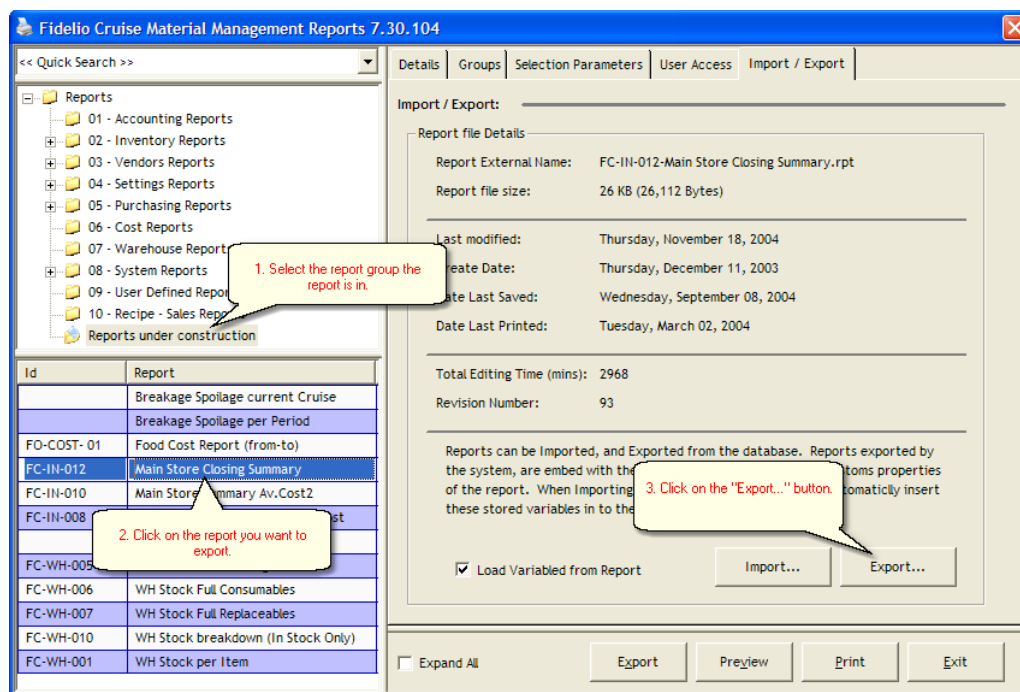
- Once a report has been added, you can move it to different folder by pressing **SHIFT** key on the keyboard and dragging the report to the destination folder. By default, the destination folder is the main folder "Reports".
- Clicking on "Reports", at the top of the tree, shows all the reports in the system. Scroll down the list to find your newly imported report and then you can move it as described above.

## Importing existing report

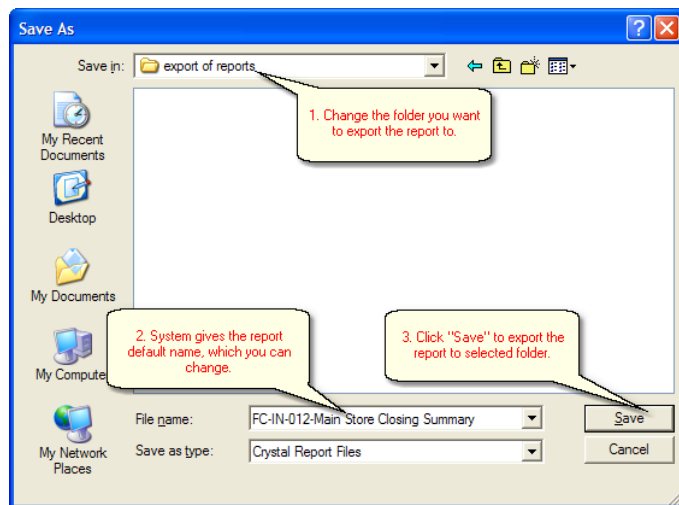
Importing existing reports is very similar to [Importing New Report](#), the only difference is you skip step 2, and in step 3 you have to highlight an existing report. Once you click import, the file will replace the selected report.

## Exporting the report

Please see the screen below for a step by step explanation of how to export an existing report.



Once you click the export button, the **Save As** dialog appears.



**Note:** Exporting the report inserts additional information necessary for the import inside the report. This information includes the definition of all parameters (criteria's), SQL queries etc. Since editing the report in Crystal Reports will strip this information from the file, after editing the report in Crystal import it into existing report in Report Manager with option "Load Variables from the Report" UNCHECKED, and afterwards export it before sending the report out.

#### See Also:

- [How to: Add a new report](#)

# Add a new report

Navigation: How to ... >

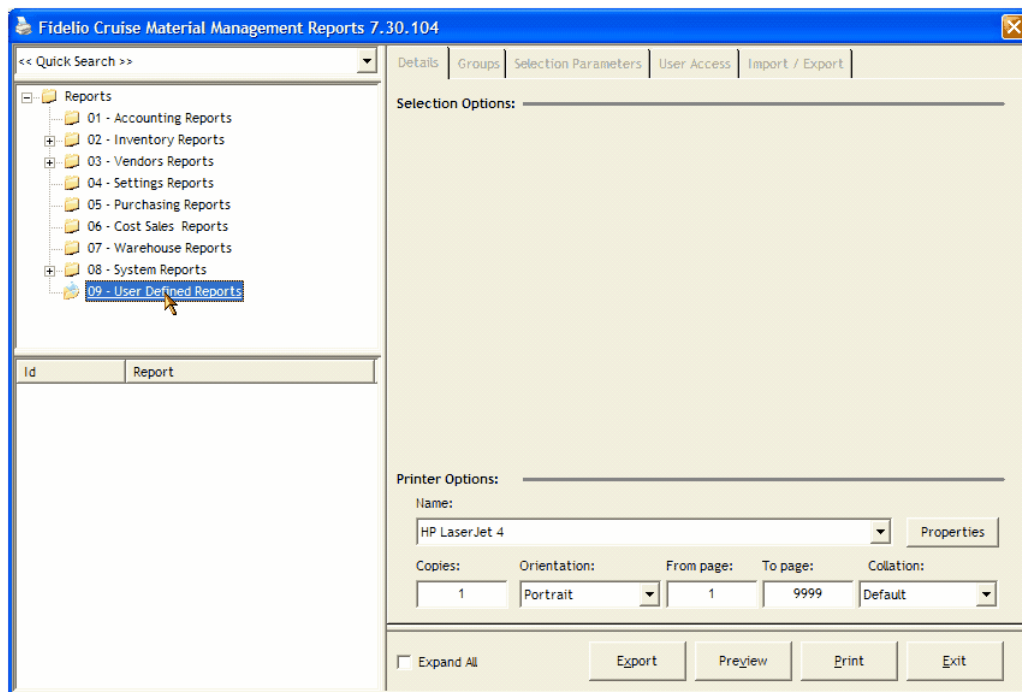
## How to... Adding new report



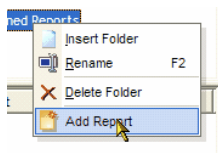
### Adding a new report.



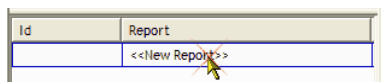
- From the *Fidelio Launcher*, please go to *Report Manager* module. On the list on the left side, select which report group into which to add the new report to.



- Right click the mouse on the destination report group and select *Add Report*.

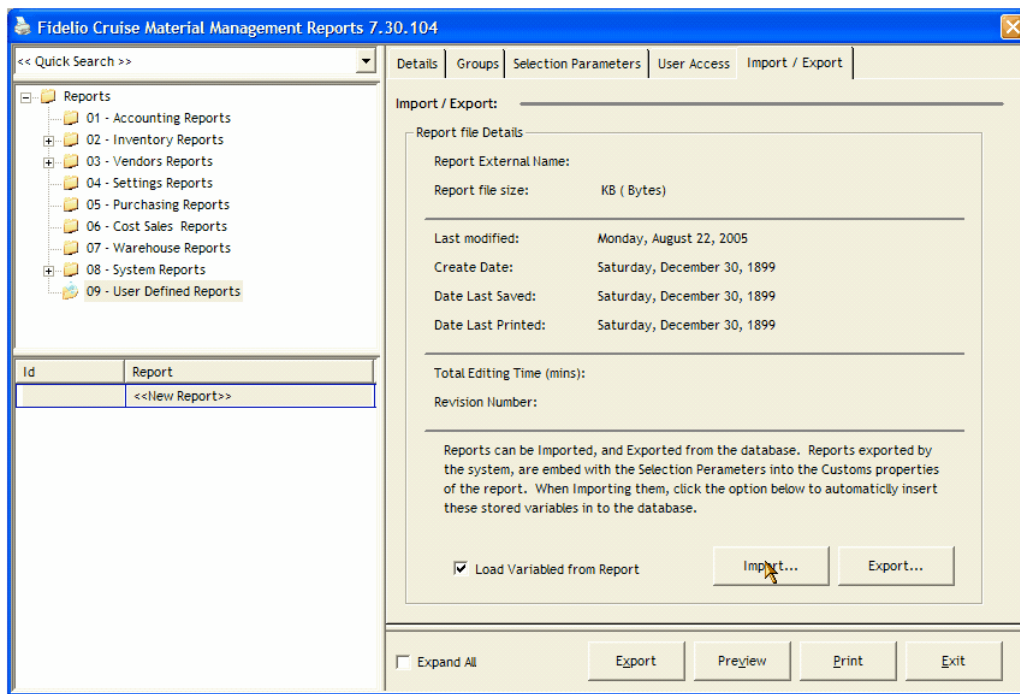


- In the section below the report groups, an empty entry for a new report appears.

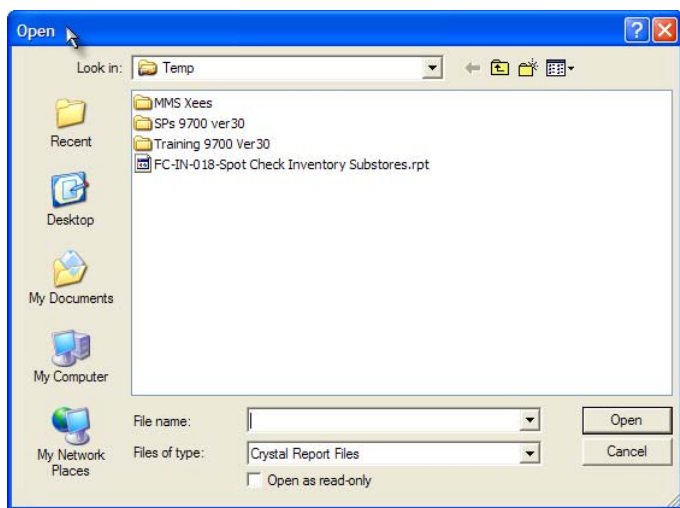


- Click on it to select it, and switch to *Import / Export* tab on the right.

## Add a new report



- Make sure the *Load Variables from Report* box is checked and click the **Import...** button.
- Browse to the folder on your local computer where you have extracted your new report (.rpt file) and click *Open* to finish importing the new report.



- Once the report is imported, please switch to the **User Access** tab and assign user groups which will have access to this report.



- Once a report has been added, it may be moved to different folder by pressing SHIFT key on the keyboard and dragging the report to the destination folder. By default, the main folder "Reports".
- Clicking on "Reports", at the top of the tree, shows all the reports in the system. Scrolling down the list to find the new imported report. It may then be moved to the folder described above.

Navigation: How to ... >

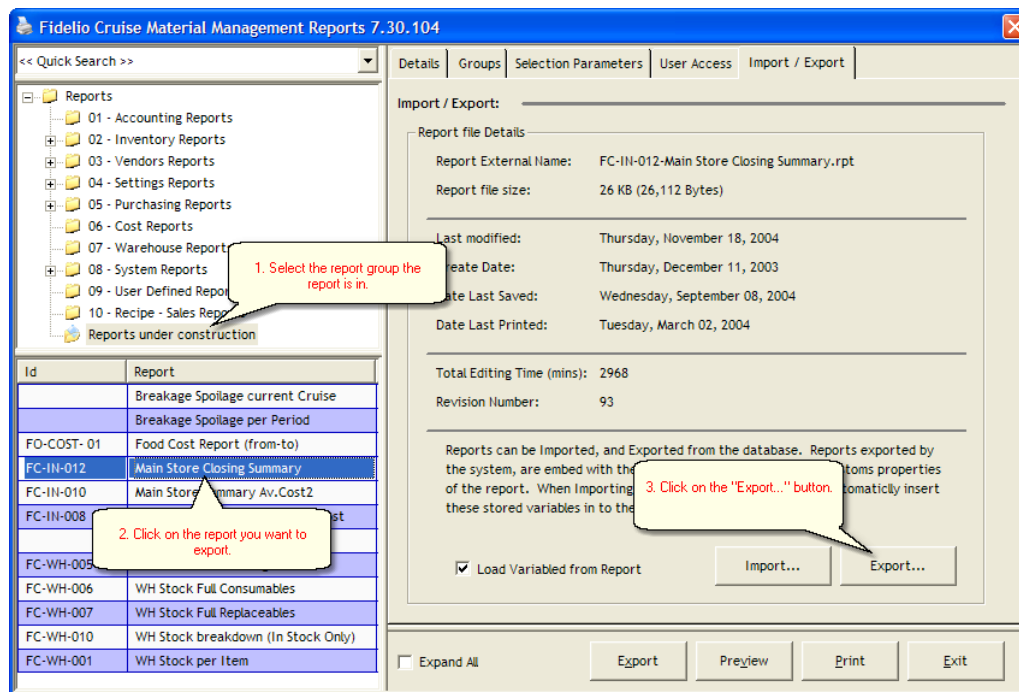
## How to... Exporting the report.



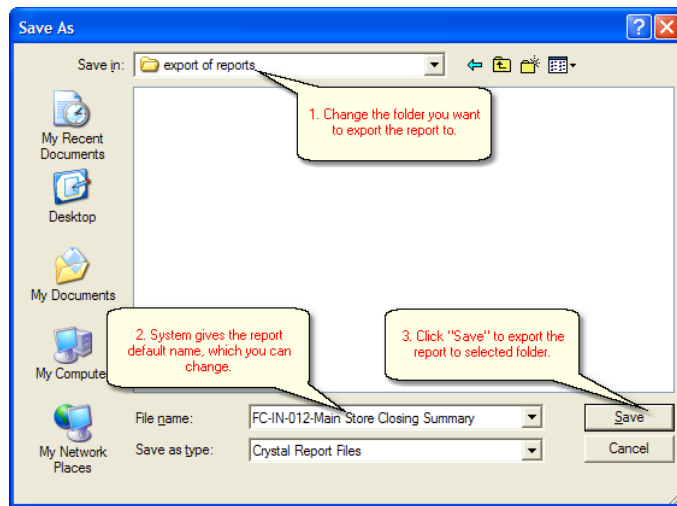
### Exporting a report

- Please see below screen for the step by step explanation how to export existing report.

## Add a new report



- Once clicking the export button, the **Save As** dialog appears.



**Note:** Exporting the report puts inside the report additional information necessary for the import. Those information include definition of all parameters (criteria's), SQL queries etc. Since editing the report in Crystal Reports will strip the file from this information - after editing the report in Crystal, import it into existing report in Report Manager with option "Load variables from the report" UNCHECKED, and afterwards export it before sending the report out.

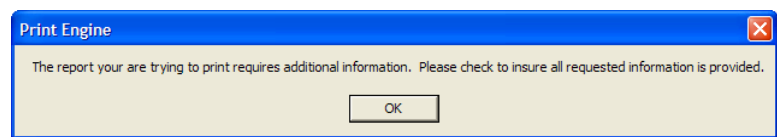
Navigation: »No topics above this level«

## Frequently asked questions

- ***I have imported a new report but the parameters section is blank. Why is this?***

The report has been opened in Crystal Reports editor and saved. This strips the file of the additional information which is necessary to pass the parameters to the Report Manager. If the report was created by Fidelio, please contact support to receive a corrected version.

- ***I receive the following message:***



This warning will appear if there are missing parameters in the [Details Tab](#) or, if no selection has been made in the tree in the [Groups Tab](#). The report requires all parameters to be chosen and you have made the appropriate selections in both tabs.

- ***I Would like to print a report on everything that has been ordered for a particular day? Looked at Report Manager - Purchasing but report. Does it exist?***

The Purchasing Reports include reports that allow a user to print deliveries by Date, PO number and Total Quantity.

- ***My reports print in wrong paper format. Where is the setting for Paper Size.A4 paper in landscape?***

This can be made by changing your printing properties in the Printer Options under Windows Control panel and selecting the correct Paper size.

- ***How do you print a food cost for a cruise?***

By selecting Report Manager and activating the food cost Report Tab.

---

## Requests: Main Screen



The Request Module is used to manage the materials ordering process between the ship and headquarters that does the central purchasing for all the ships of the fleet and all items.

Therefore we need to distinguish exactly between a request and a purchase order.

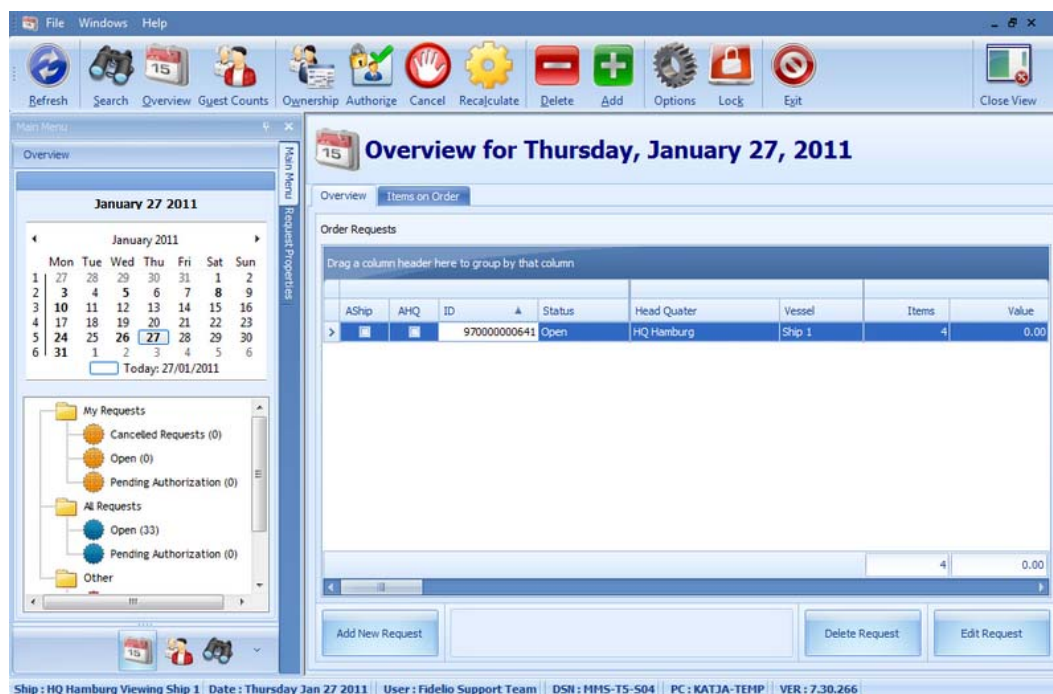
**Request:** A request is issued onboard to advise the purchasing department of the onboard supply requirements. This means the ship is requesting only items as defined in the Article Manager without prices and vendors.

**Purchase Order:** A purchase order can only be issued by the authorized purchasing department in order to buy goods for ships use. As a consequence a request will finally result in a purchase order to supply the ship. In fact a request is the follow up process of other tasks completed by other modules, like movements and sales that have to be *completed* before a request can be created that meets all the Material Management requirements.

In the case that a former task has not been fulfilled the Material Management System will prevent proceeding with the certain task and will not allow to bypass the procedure anyhow.

### Requests Main screen

The below image appears once opening the requests module. The module has different views depending on if a request is open or if a generic view is being used. In this manual we will refer to the [request overview](#) which will list all requests for the selected date, the [items on order view](#) and the [order request detail view](#). Located on the top part of the screen is the [menu bar](#) and the [function buttons](#) through which routine tasks can be reached.



## Buttons:



The buttons toolbar contains the basic and most frequently used options for creating requests, viewing information and printing reports.

### Buttons:

Clicking the buttons below or the links will open more information and instructions on the usage of these functions.

# Main Screen



<a href="#">Refresh</a>	Updates information on screen.
<a href="#">Search</a>	Enables search engine to search for specific request.
<a href="#">Overview</a>	By clicking here user will always return to main screen.
<a href="#">Guest Counts</a>	Number of guests for corresponding day.
<a href="#">Ownership</a>	Current owner of request document.
<a href="#">Authorize</a>	Enables user to authorize request.
<a href="#">Cancel</a>	Cancels order. Comments can also be added why the request has been canceled. Can still be viewed under "Cancelled Requests".
<a href="#">Recalculate</a>	Updates request with current prices.
<a href="#">Delete</a>	Delete order requests permanently.
<a href="#">Add</a>	Opens New Order Request screen.
<a href="#">Options</a>	Opens the Options Module.
<a href="#">Lock</a>	Locks the Request Module, only person locking will be able to unlock.
<a href="#">Exit</a>	Exits Request Module.
<a href="#">Close View</a>	Closes screen view.

Most of the options have corresponding tools in the menu, keyboard shortcuts assigned to them or, are available with a right mouse click.

Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Search



The search option can only be activated while in the [items view](#). It provides the possibility to search and locate a specific Order Request that has already been created in the system. This can be made by defining specific search criteria.

### Button Search:



Click the Search button to initiate the function.

Once activating the Search engine. The fields for specifying the search criteria open on the left side of the screen.

Date Ranges:	
Delivery Date From:	<input type="text"/>
Delivery Date To:	<input type="text"/>
Request Properties:	
Request ID:	<input type="text" value="0"/>
Headquarter:	<input type="text"/>
Buyers Group:	<input type="text"/>
Owners:	<input type="text"/>
Requests Contains:	
Item:	<input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>	

#### Date Ranges

A date range may be selected in order to narrow the search for a particular request.

#### Request Properties

**Request ID:** Identification number of the request.

**Headquarter:** Allows an restriction to which head quarter the request belongs.

**Buyers Group:** Allows the filtering by name of the group responsible for purchases.

**Owners:** Allows filtering by user who is the owner of the request. It can be a different user than the user who created the request if the ownership has been changed.

#### Requests Contains

**Item:** A request can also be searched by selecting an item that belongs to it.

# Main Screen

Upon having selected the criteria, the search may be initiated by pressing



and the results will be displayed in the [Main Screen Overview](#).

Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Refresh



This option refreshes the screen layout. For example, once having sorted columns by their heading or resized them by clicking refresh will reset the layout to the default view.

### Button Refresh:



Click to refresh your screen layout.

Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Overview



### Button Overview:



By selecting this function the screen will return to the default main screen.

Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Guest Counts



### Button Guest Counts:



By selecting this function the passenger and crew counts, as well as the dates, ports and period IDs will appear depending on the date range selected in the menu on the left side of the screen.

**Expected Passenger and Crew Counts**

Drag a column header here to group by that column

Date	Port	Period	Passengers	Crew	Total
> Friday, January ...	Durban (South Africa)	SI20110114DURDUR	2057	680	2737
Saturday, Janua...	Portuguese Island (Mozambique)	SI20110114DURDUR	2057	680	2737
Sunday, Januar...	Portuguese Island (Mozambique)	SI20110114DURDUR	2057	680	2737
Monday, Januar...	Durban (South Africa)	SI20110117DURDUR	1523	680	2203
Tuesday, Januar...	Maputo (Mozambique)	SI20110117DURDUR	1523	680	2203
Wednesday, Jan...	Portuguese Island (Mozambique)	SI20110117DURDUR	1523	680	2203
Thursday, Janua...	Portuguese Island (Mozambique)	SI20110117DURDUR	1523	680	2203
Friday, January ...	Durban (South Africa)	SI20110121DURDUR	1764	680	2444
Saturday, Janua...	Portuguese Island (Mozambique)	SI20110121DURDUR	1764	680	2444
Sunday, Januar...	Portuguese Island (Mozambique)	SI20110121DURDUR	1764	680	2444
Monday, Januar...	Durban (South Africa)	SI20110124DURDUR	1118	680	1798
Tuesday, Januar...	Maputo (Mozambique)	SI20110124DURDUR	1118	680	1798
Wednesday, Jan...	Inhambane (Mozambique)	SI20110124DURDUR	1118	680	1798
Thursday, Janua...	At Sea (At Sea)	SI20110124DURDUR	1118	680	1798
Friday, January ...	Durban (South Africa)	SI20110128DURDUR	1866	680	2546
			44058	21080	65138

Add Range

By selecting the "Add Range" button, the user is enabled to create a range and enter the passenger and crew counts corresponding to these days. After completing the fields, the new range will show up in the above list.

Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Ownership

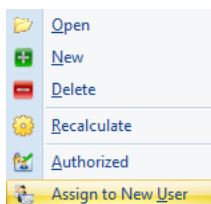


### Button Ownership:



By selecting this function the ownership of the request order can be assigned to a new user for editing or for authorization purposes.

By selecting the above button or by right clicking on a selected request the following screen will pop up allowing the user to assign ownership from here.



### Reason:

Depending on the setup of your system, define the reason for the re-assigning of ownership.

Reasons can be:

Request Authorization: By selecting this the user will request authorization from the user who the ownership is transferred to.

Decline Authorization Request: Authorizations may also be declined and sent back for readjusting requests.

Transfer Ownership: Ownership can be transferred to another user.

### Filter:

By typing the first few letters of a name in

The screenshot shows a dialog box titled "Assign Ownership to User". It has two tabs: "Ownership Assignment" (selected) and "Ownership History". Under "Ownership Assignment", there is a "Reason:" dropdown menu set to "Request Authorization" and a "Filter:" text box containing "fide". Below these is a table with two columns: "Name" and "User Group". The table contains one row: "Fidelo Support Team" under "Name" and "~GVA SHP BYR" under "User Group". Below the table is a "Comments:" text area. At the bottom right are "Assign" and "Close" buttons.

Name	User Group
Fidelo Support Team	~GVA SHP BYR

the filter enables to find users faster.

By clicking on "Assign", the ownership of the document will then be transferred to the selected user.

## Ownership History:

The screenshot shows the same dialog box but with the "Ownership History" tab selected. It displays a table with five columns: "Date / Time", "Type", "Assigning User", "Assigned To", and "Comments". The first row contains the following data: "1/26/2011 11:39 AM", "Document Ownership Created", "Fidelo Support Team", "Fidelo Support Team", and "User has created New ...". Below the table are "Assign" and "Close" buttons.

Date / Time	Type	Assigning User	Assigned To	Comments
1/26/2011 11:39 AM	Document Ownership Created	Fidelo Support Team	Fidelo Support Team	User has created New ...

**Date/Time:** Actual time and date of the entry.

**Type:** Description of the action taken.

**Assigning User:** Name of the user responsible for the corresponding action.

**Assigned To:** Name of the user newly responsible for the document.

**Comments:** Detailed description of action taken.

Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Authorize



## Button Authorize:

By clicking this button the authorization for the request can be made.



### Authorization of the Request

Once the request has been verified and found correct in its content it can be authorized by the person in charge. Depending on the company's structure it is usually the F&B Manager and/ or the Hotel Manager responsible to authorize requests.

Ownership of a document can also be transferred to another user in order for them to have the opportunity to adjust the order request

The authorization or transfer of ownership can be done by selecting the order request and right clicking on it or by clicking on the

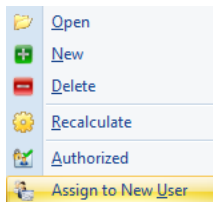


Ownership



Authorize

buttons. By right clicking the following options will be available where authorization and transferring ownership is also possible.



### Authorize Document

Ownership Assignment | Ownership History | Authorization History

**Document Properties**

Document ID:	160000034702	Document Type:	Order Requests
Authorization Status:	1 of 2	Document Value:	0.00 EUR

Users Comments:

**Next User**

User Filter: fid

Name	User Group
Fidelo Support Team	Administrator

Your Comments:

Authorize Close

### DOCUMENT PROPERTIES

**Users Comments:** any message or comment can be added here

### NEXT USER

#### Filter:

By typing the first few letters of a name in the filter enables to find users faster

### YOUR COMMENTS

Any additional comment can be added here for next user to view

Once the ownership of a document is passed on to a user with the rights to authorize the request and he verified correctness and authorized it, it then is sent on for a second authorization on board or directly on to HQ (depending on company structure).

Once the request has been authorized shipside, the box "AShip" in the overview next to the particular request will be marked as shown below.

AShip	AHQ	ID	A	Status	Head Quarter	Vessel	Owner	Buyers Group	Items	Value
>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	970000000582	Open	HQ Hamburg	Ship 4	Fidelo Support Team	Buyers Beverages	7	528.58

Once the request has been authorized shore side, the box "AHQ" in will be marked as shown below.

	AShip	AHQ	ID	Status	Head Quarter	Vessel	Owner	Buyers Group	Items	Value
>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	970000000582	Authorized	HQ Hamburg	Ship 4	Fidelo Support Team	Buyers Beverages	7	528.58

At this point the request is ready to be converted to a Purchase Order.

Navigation: Reference > Main Screen > Main Screen: Buttons >

**Button: Cancel**



## Button Cancel:



By selecting this function the order request can be cancelled, however it will not be entirely deleted. Cancelled requests can be found in the summary view under the folder "Other".

When selecting this option the following window will appear

In order to cancel a request an explanation will also be required. By clicking on "Apply Cancel", the request will then disappear from the overview screen.

Cancelled requests can be found under  **Cancelled Requests (34)** on the left hand side of the screen under the calendar view.

Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Recalculate



## Button Recalculate:



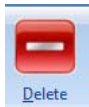
By selecting this function the system will recalculate the points that are check-marked below with the most up-to-date data

Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Delete

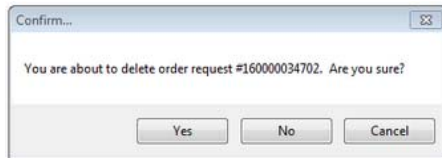


## Button Delete:



By selecting this function the system will delete the selected request permanently.

When selecting this function, the system will ask for confirmation whether the user is sure to delete the record as shown below.



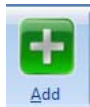
Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Add



The Add function button covers the process of creating a new Order Request. The program will help the user to gather all the necessary information so that the Order Request may be transmitted to the Headquarters containing all information required.

### Add:



Click on the Add button to create a new Request.

The system will now open a Request Creation Wizard that guides the user through the requesting process. It will collect all necessary information while going through these 3 steps.

### STEP 1

**Headquarter** This information indicates the Headquarters to where the Request will be forwarded to.

**Buyers Group:** The name of the group responsible for purchasing the items within the request.

**Requested Delivery Date:** First Choice as the Delivery date of the Request.

**Days from Today:** Number of days until first delivery. This field will automatically populate when entering the requested delivery date!

**Following Delivery Date:** Next date of delivery in case first delivery did not succeed.

**Period Duration:** Number of days between first date of delivery and second date of delivery. This field will automatically populate when entering the following

delivery date!

**Generation Type:** Select the type of the request. The system has three options available :

Standard Request: The system will generate the order suggestion and place quantities on the Request based on the statistical information. This information may be altered at a later point.

Emergency: Generates an order with an emergency status but leaves the user decide on what articles are needed.

Manual: The order request will be empty, therefore allowing the user to enter items manually (one by one).

Item Order Group: Requests can also be made by adding an entire item order group (e.g.: aperitifs, beer, fruits, vegetables, etc).

Template Request: Existing templates from the template manager can also be used when creating a new request.

**Generation Method:** Depending on the selected Generation Type the Generation Method field will populate.

Standard: Selection of stores will appear.

Item Order Group: Selection of item order groups will appear.

Template Request: Selection of available templates will appear.

**Pricing Method:** Method of calculation for items requested.

**Comments:** Any additional comments may be entered here for the request.

## STEP 2

The second step covers the consumption range mapping specifying which range and season will be used to create the request.

Wizard

Create New Order Request Wizard.

Consumption Ranges

Consumption Start Range: Thursday, November 12, 2009

Consumption End Range: Wednesday, January 12, 2011

Vessels: Ship 4

Seasons:

Periods Filters:

- ☒ Ship 4 (2010-04-22 - 2010-04-23) SI20100422LIVLIV - Mediterranean Season
- ☐ Ship 4 (2010-04-24 - 2010-04-30) SI20100424LIVLIV - Mediterranean Season
- ☐ Ship 4 (2010-05-01 - 2010-05-07) SI20100501LIVLIV - Mediterranean Season
- ☐ Ship 4 (2010-05-08 - 2010-05-14) SI20100508LIVLIV - Mediterranean Season
- ☐ Ship 4 (2010-05-15 - 2010-05-21) SI20100515LIVLIV - Mediterranean Season
- ☐ Ship 4 (2010-05-22 - 2010-05-28) SI20100522LIVLIV - Mediterranean Season
- ☐ Ship 4 (2010-05-29 - 2010-06-04) SI20100529LIVLIV - Mediterranean Season
- ☐ Ship 4 (2010-06-05 - 2010-06-11) SI20100605LIVLIV - Mediterranean Season

Check All Uncheck All

Next > Cancel

**Consumption Start Range:** Select the start date from which the system should use the historical consumption information.

**Consumption End Range:** Select the end date to which the system should use the historical consumption information.

**Vessels:** Specify which vessel will be considered in the preparation of the statistical data. Multiple selections are possible, depending on the security rights of the user multiple ship will be available for selection.

**Seasons:** Specific seasons can be chosen to be part of the calculated consumption figures for the request. The system will estimate the highs and lows for items consumed in those seasons thereby will calculate the request quantities.

**Periods Filters:** You can use additional filter to calculate the consumption by choosing some specific periods.

## STEP 3

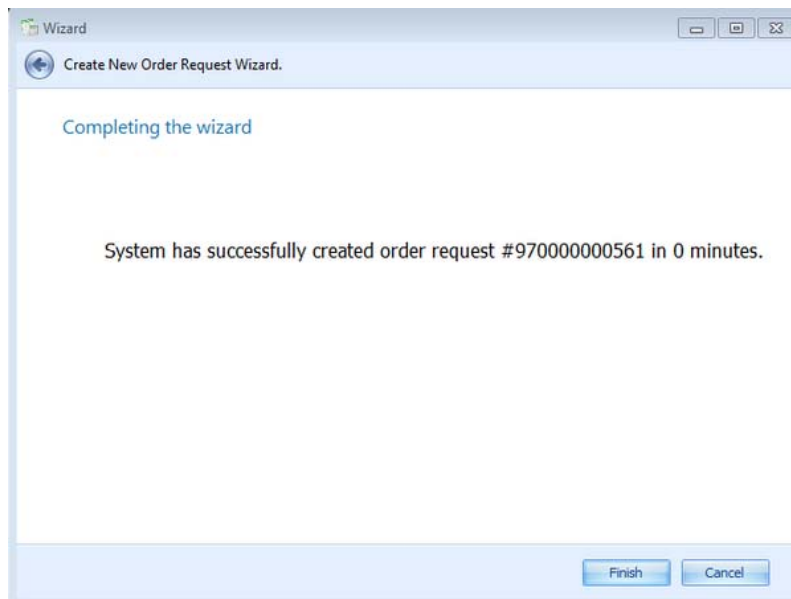
Onboard Stock calculations.

The screenshot shows a window titled "Wizard" with a subtitle "Create New Order Request Wizard." The main heading is "Onboard Stock Calculations". Below this, there is a section "Enabled POC stock Filter:" with a checkbox labeled "Enable Filter". Underneath, there is a "Filter by Departments:" dropdown menu and a large empty rectangular box labeled "Filter by POC:". At the bottom of this section are two buttons: "Check All" and "Uncheck All". At the bottom right of the window are two buttons: "Next >" and "Cancel".

After clicking NEXT the following screen will appear. Now the system is ready to create the Order Request based on the information inserted.

The screenshot shows the same window titled "Wizard" with the subtitle "Create New Order Request Wizard." The main area contains the text: "System will now proceed to create your Order Request. Depending on the nun your request, this may take a few minutes." Below this text is a horizontal progress bar. At the bottom right of the window are two buttons: "Next >" and "Cancel".

Based upon the Generation Type and Generation Method, by clicking on NEXT the system will add all respective items and generate the new request.



Once the system has finished the creation process the screen will return to the [Request Overview](#) screen and the new request may be observed on the calendar on the date it was created for.

By double clicking on the Order Request the user will then be able to add new items or edit the quantities to be ordered.

Navigation: Reference > Main Screen > Main Screen: Buttons >

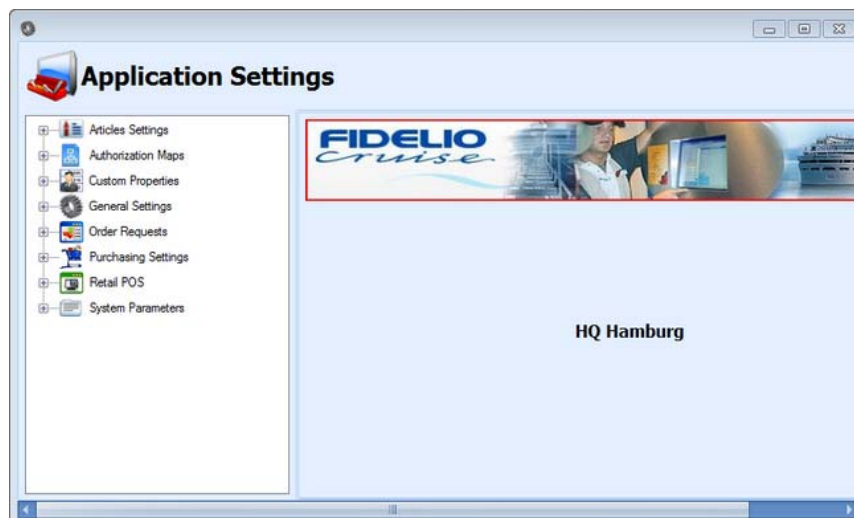
## Button: Options



### Button Options:



By selecting this option the user will be able to access the Application Settings screen.

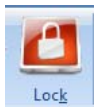


Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Lock



### Button Lock:



Selecting this key, the module can be locked by the user and can only be re accessed by entering user credentials



Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Exit



### Button Exit:



By clicking here the user will leave the Request Module.

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Navigation: Reference > Main Screen > Main Screen: Buttons >

## Button: Close View



### Button Close View:



The currently viewed screen will be closed by selecting this button.

Navigation: Reference > Main Screen >

## Request Properties



The order properties view contains all the generic information regarding the order that was inserted during the [creation process](#). This information includes request details regarding delivery dates, statistical information as well as the estimated passenger and crew count figures of the selected period.

### Request Properties:

#### [General Details](#)

**Request ID:** Identification number of selected request.

**Request Properties**

Undo Save

**General Details**

Request ID: 97000000541

Vessel: Ship 11

Headquarter: HQ Hamburg

Buyers Group: Buyers Bever...

Requested Delivery Date: Tuesday, Januar

Following Delivery Date: Wednesday, Jan

Generation Method: Manual( )

Pricing Method: Weighted Ave...

**Consumption Options**

Consumption Start Range: Thursday, Noven

Consumption End Range: Tuesday, Januar

Vessels: Ship 4

Seasons: Meditteranea...

**Periods Filters:**

- ☒ Ship 4 (2010-04-22 - 2010-04-23) SI201
- ☐ Ship 4 (2010-04-24 - 2010-04-30) SI201
- ☐ Ship 4 (2010-05-01 - 2010-05-07) SI201
- ☐ Ship 4 (2010-05-08 - 2010-05-14) SI201
- ☐ Ship 4 (2010-05-15 - 2010-05-21) SI201
- ☐ Ship 4 (2010-05-22 - 2010-05-28) SI201
- ☐ Ship 4 (2010-05-29 - 2010-06-04) SI201
- ☐ Ship 4 (2010-06-05 - 2010-06-11) SI201

**Stock on Hand Options**

Enabled POC stock Filter: ☒ Enable Filter

Filter by Departments: BAR

Filter by POC:

- ☐ Bar
- ☒ Bar 1
- ☐ Bar 2
- ☐ Bar 3
- ☐ Bar 4
- ☐ Bar 5
- ☐ Bar 7
- ☐ Beer Bar
- ☐ Pool Bar

Comments:

**Vessel:** Name of the ship which created request.

**Headquarter:** HQ responsible for purchase of request.

**Buyers group:** Group responsible for purchase of request.

**Requested Delivery Date:** Desired date of delivery of request.

**Following Delivery Date:** Next date of delivery in case first delivery did not succeed.

**Generation Method:** Method of adding items to the request.

**Pricing Method:** Type of price calculation.

### Consumption Options

**Consumption Start Range:** Starting date of Consumption range that is to be considered while calculating the consumption estimates for the request

**Consumption End Range:** Ending date of consumption range.

**Vessels:** Usually in this field the consumption of the vessel requesting for is selected. In cases when a vessel is going to have a season it never had before, it can take the average consumption of other ships into consideration to calculate future consumptions by using other ships data.

**Seasons:** The user is requested to specify which past seasons are to be considered while calculating the consumption estimates. It is absolutely recommended to select a season in this field to calculate the consumption as exact as possible.

**Periods Filters:** The user is requested to specify which past periods are to be considered while calculating the consumption estimates.

### Stock on Hand Options

**Enabled POC stock Filter:** Enables stock on hand statistics for specific POCs

**Filter by Departments:** Drop down selection of stores

**Filter by POC:** Stock on hand calculations can be filtered by POC

**Comments:** The user can add comments to the request


Navigation: Reference > Main Screen >

## Request Overview



The Request View displays all the Order Requests that have been placed for the selected day in the calendar. The system lists all orders in this space in the order of the ID number. Each order can be opened by double clicking it on. This will open the [Items View](#) with the single request articles being displayed.

### Overview:







# Overview for Tuesday, January 11, 2011

Overview **Items on Order**

## Order Requests

Drag a column header here to group by that column

	AShip	AHQ	ID	Status	Head Quarter	Ves...	Owner	Buyers Group	Description	Items	Value
>			970000000541	Open	HQ Hamburg	Ship 4	Fidelo Support Team	Buyers Beverages	Manual( )	3	0.00
			970000000542	Open	HQ Hamburg	Ship 4	Fidelo Support Team	Buyers Beverages	Manual( )	3	0.00

6 0.00

Add New Request

Delete Request

Edit Request

The overview column headers divide the information according to the following categories:

#### **AShip**

This checkbox indicates whether the request has been authorized on board.

#### **AHQ**

This checkbox indicates whether the request has been authorized in headquarters.

#### **ID**

The individual identification number of the request. This number is automatically generated by the system.

#### **Status**

*Open:* Items can still be added or can be modified in the request. Awaits authorization.

*Authorized:* Request has been authorized both on board and in headquarters.

*Processed:* Request has been converted into a Purchase Order in headquarters.

#### **Headquarter**

The name of the company headquarters or the catering company is displayed.

#### **Vessel**

The name of the vessel placing the request is displayed.

#### **Owner**

Name of the person responsible for the request. The ownership of a request may change due to authorization procedures.

#### **Description**

Type of method in which the request has been generated:

*Standard Request:* The system will generate the order suggestion based on the statistical information.

*Emergency:* Generate an order with an emergency status.

*Manual:* Items may be added individually (one by one) to the request.

*Item Order Group:* All items from a specific order group (e.g. Aperitifs, Fresh fruits, Pasta) can be added to request.

*Template Request:* Items can be added via an existing template.

#### **Buyers Group**

The specific buyers group which is responsible for converting the Request into a Purchase Order.

#### **Comment**

Free space for comments that may be added during the creation process.(e.g if the person creating the request would like to give a message to the person authorizing it)

#### **Items**

Number of individual items within request

#### **Value**

Total value of order request document

### Items On Order:

On the following screen the list of items can be found that are on order for the upcoming days. This view can be personalized based upon which information the user wishes to retrieve by selecting and rearranging the tabs.

 **Overview for Wednesday, January 12, 2011**

Overview Items on Order

Vendor	Unit	Code	Store	Amount	Delivery Date	14/01/11	24/01/11	31/01/11	01/02/11	02/02/11	07/02/11	11/02/11
H:\V\ DISPOSABLE PAPER				FACIAL TISSUE 2 PLY 40/BX		920.00						
				MULTIFOLD TOWELS WHITE		240,000.00						
				TOILET PAPER 2 PLY		4,800.00						
				TOVAGLIOLI 27X30 cm		80,000.00		192,000.00			432,000.00	
				TOVAGLIOLI BAR 17x17 cm							100,000.00	
H:\V\ DISPOSABLE PLASTIC				VELINA				3,600.00			3,600.00	
				BICOHERE KRISTAL 200/250 cc		10,000.00					15,000.00	
				BICOHERE KRISTAL 300 cc		10,000.00					20,000.00	
				BICOHERE KRISTAL 400 cc							20,000.00	
				BICOHERE KRISTAL 500 cc							20,000.00	
				BICOHERE PLASTICA 200 cc							6,000.00	
				BICOHERE PLASTICA 80 cc							9,600.00	
				BLACK PLASTIC GARBAGE BAG 90X120		10,000.00						
				GRIMBELLE MONOUSO POLITENE								
				SACCHETTO IGIBENICO RICARICA							40,000.00	
				SACCO BIANCO 70X70 cm							5,000.00	
				SACCO SPAZZATURA PLASTICA HERO 90X120 cm				10,000.00			5,000.00	
				SACCO TRASPARENTE 40X50 cm							12,000.00	
H:\V\ ACTIVITIES/ITC				I) VISAT FEES					1.00			
H:\V\ IT/POWER SUPPLY				ALIMENTATORE PER PPOS EPSON								
H:\V\ SERVICES/ENTERTAINMENT ...				I) TV CONTRACT FEE SOUTH AFRICA						1.00		

- Vendor:**  
Vendors' names.
- Unit:**  
Unit of measure of the items.
- Code:**  
Items codes.
- Store:**  
Name of the mainstore where the items belong to.
- Amount:**  
Quantities requested.
- Item Group:**  
Name of the Item Group where the item belongs to.
- Description:**  
Item descriptions.
- Delivery Date:**  
Date when the items where delivered or will be delivered.

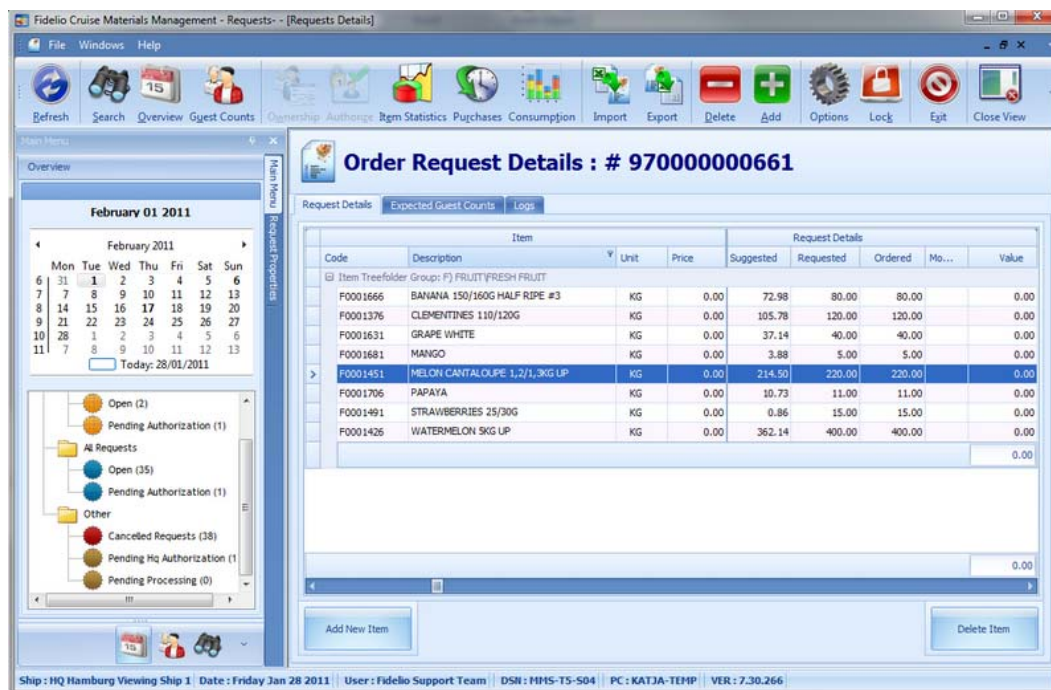
Order Request Details



The items view screen displays the contents of an Order Request in great detail for every article. The default screen displays the order article details whereas opening the function tabs at the bottom of the screen opens further views for the order including order properties and other information for the same request.

Order Request Details:

# Main Screen



Scrolling from left to right the following columns in the Order Request Details will appear. These columns are explained in detail below.

## ITEM

### Code

Article Code.

### Description

Article Description.

### Unit

Article unit of measure.

### Price

Article Unit Price.

## REQUIREMENTS

### Minimum

The minimum amount of stock of the item required on board.

### Maximum

The maximum amount of stock of the item required on board.

## PENDING

### On Request

Amount of the item requested in another request.

### On Order

Amount of the item already ordered.

### On Transfer

Amount of the item en route to ship.

## PPD (passengers per day)

These figures can be made available in order to calculate accurate stock consumption.

### PPD pax

Number of passengers per day.

### PPD Crew

Number of crew per day.

## STOCK ON HAND

### Mainstore

Current stock available in mainstore.

### Substores

# Main Screen

Total of current stock available in substores.

## **Total SOH**

Total SOH = Mainstore SOH + Substores SOH

## **CALCULATIONS BEFORE PERIOD**

### **Ext. Consumed**

Estimate on the consumption per the period range that has been specified during the New Request preparation wizard.

### **Est. Expected**

Estimated expected consumption of article within the range that has been specified for the request.

### **SOH DOD**

The stock on hand on day of delivery. SOH DOD = SOH - Est. Expected consumption.

## **CALCULATION**

### **Pax**

Actual number of passengers.

### **Crew**

Actual number of crew.

### **Required**

Pax + Crew.

## **RESERVE STOCK**

### **Days**

The reserve range is specified on how long the stock should last prior to receiving more deliveries.

### **Amount**

Total quantity of reserve stock.

## **PURCHASING DEPARTMENT**

### **Comment**

Messages concerning the request may be added here by the purchasing department.

## **REQUEST DETAILS**

### **Suggested**

Order quantity suggestion by system. This value is calculated on the basis on past consumption for the period that was ranged during the New Request preparation wizard.

### **Requested**

Request quantity. This is the Quantity on the current order.

### **Value**

Total value of items requested.

## **Expected Guest Counts:**

**Order Request Details : # 970000000541**

Request Details Expected Guest Counts Logs

Drag a column header here to group by that column

Date	Port	Period	Passengers	Crew	Total
> Wednesday, January 12, 2011	Inhambane (Mozambique)	SI20110110DURDUR	2084	680	2764

2084 680 2764

Add Range

In this screen the user is able to see the current date, the corresponding port, ID number of the current period, and also the corresponding passenger and crew count. The crew and passenger count can be edited in this view in order for more accurate consumption calculations.

Logs:

Order Request Details : # 97000000541					
Request Details Expected Guest Counts Logs					
Drag a column header here to group by that column					
Date	Time	Windows Login	User	Workstation	Event
1/11/2011	15:57	Paul G	Fidelo Support Team	PAULG-PC	User has created a new order request
1/11/2011	15:57	Paul G	Fidelo Support Team	PAULG-PC	Ownership of Document has been transferred to user Fidelo Support Tea...
1/11/2011	15:57	Paul G	Fidelo Support Team	PAULG-PC	System has successfully created order request #97000000541 in 0 min...
1/11/2011	15:57	Paul G	Fidelo Support Team	PAULG-PC	User has opened the document.
1/11/2011	15:58	Paul G	Fidelo Support Team	PAULG-PC	User has manually added item to Request : COCA COLA 33CL/12OZ TIN ...
1/11/2011	15:58	Paul G	Fidelo Support Team	PAULG-PC	User has changed the Requested from [0] to [200] on Item COCA COLA ...
1/11/2011	15:59	Paul G	Fidelo Support Team	PAULG-PC	User has manually added item to Request : FANTA 33CL/12OZ TIN ...
1/11/2011	15:59	Paul G	Fidelo Support Team	PAULG-PC	User has manually added item to Request : SPRITE 33CL/12OZ TIN ...
1/11/2011	16:00	Paul G	Fidelo Support Team	PAULG-PC	User has changed the Requested from [0] to [200] on Item FANTA 33CL...
1/11/2011	16:00	Paul G	Fidelo Support Team	PAULG-PC	User has changed the Requested from [0] to [200] on Item SPRITE 33CL...
1/11/2011	16:00	Paul G	Fidelo Support Team	PAULG-PC	User has exited the document.
1/11/2011	16:43	Paul G	Fidelo Support Team	PAULG-PC	User has opened the document.
1/11/2011	16:44	Paul G	Fidelo Support Team	PAULG-PC	User has exited the document.
1/12/2011	08:43	Paul G	Fidelo Support Team	PAULG-PC	User has opened the document.
1/12/2011	08:50	Paul G	Fidelo Support Team	PAULG-PC	User has changed the Comment from [0] to [blabla] on Item COCA C...

**Date:** Date of event occurrence.

**Time:** Exact time of event occurrence.

**Windows login:** Name of user logged in on workstation.

**User:** User login for MMS.

**Workstation:** Name of PC where event has been created/edited.

**Event:** Description of event.

Navigation: Reference > Main Screen > Order Request Details >

## Buttons



Within a request order, additional buttons are available on top of the screen. These functions are also accessible by right-clicking on the items in the list.



<a href="#">Refresh</a>	Updates information on screen.
<a href="#">Search</a>	Enables search engine to search for specific request.
<a href="#">Overview</a>	By clicking here user will always return to main screen.
<a href="#">Guest Counts</a>	Number of guests for corresponding day.
<a href="#">Item Statistics</a>	Provides detailed information concerning selected item.
<a href="#">Purchases</a>	Provides historical data of orders of item.
<a href="#">Consumption</a>	Provides history of consumption for item per cruise.
<a href="#">On Order</a>	Provides information of current and pending orders of the item.
<a href="#">Import</a>	Users are also able to import items from an excel file.
<a href="#">Export</a>	Users are able to create an excel file of requests.
<a href="#">Delete</a>	Will delete the currently selected item from the request.
<a href="#">Add</a>	Will open the search for article window in order to allow the search for another item to be added to the request.
<a href="#">Options</a>	Opens the Options Module.
<a href="#">Lock</a>	Locks the Request Module, only person locking will be able to unlock.
<a href="#">Exit</a>	Exits Request Module.
<a href="#">Close View</a>	Closes screen view.

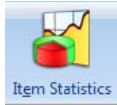
Navigation: Reference > Main Screen > Order Request Details > Buttons >

## Button: Current Stock on Hand



The Statistics button is active only in the [Items View](#) when individual products are selected. While in this mode it is possible among product details to find information concerning Purchase History, Consumptions and pending requests for the item.

## Statistics:



While in the Items View click to open the Statistics Module on the current stock on hand tab.

RUM BACARDI WHITE 1L

### Product Statistics

Current Stock on Hand | Purchase History | Consumptions | Pending Requests

Item Code: 80004271 Item Unit: Each (EA)

Item Description: RUM BACARDI WHITE 1L

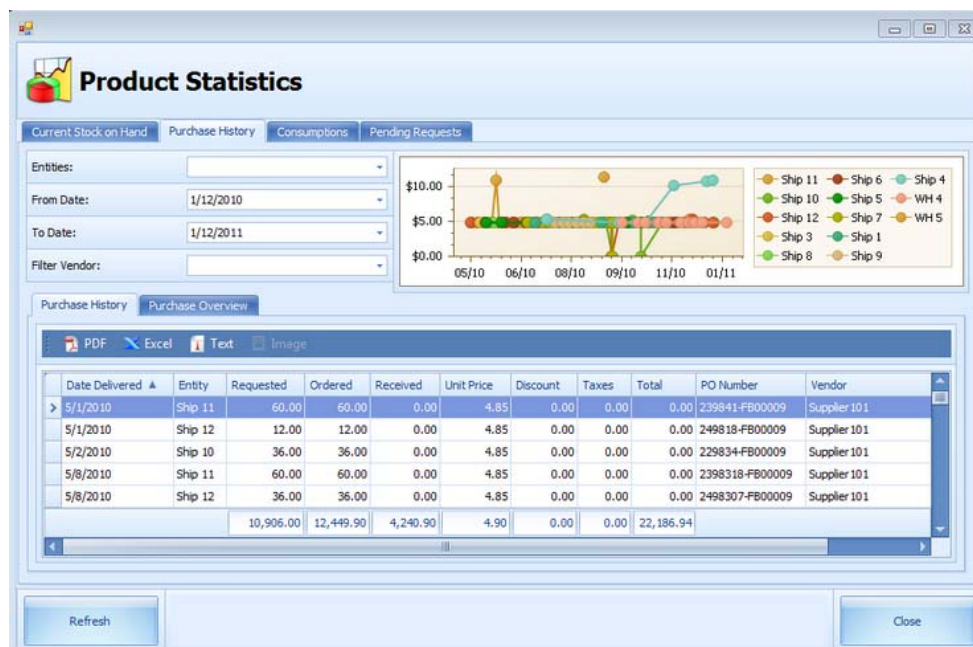
Fixed Price #1: 0.00 EUR Last Purchase Price: 4.85 EUR

Fixed Price #2: 0.00 EUR Current Bid Average: 7.64 EUR

Current Amount on Order: 684.00 Current Amount On Request: 120.00

Current Stock on Hand

Warehouse	Stock
WH 1	0.00
WH 10	0.00
WH 11	0.00
WH 12	0.00
WH 13	0.00
WH 14	0.00
WH 15	0.00
WH 16	0.00
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WH 413	0.00
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WH 415	0.00
WH 416	0.00
WH 417	0.00
WH 418	0.00
WH 419	0.00
WH 420	0.00
WH 421	0.00
WH 422	0.00
WH 423	0.00
WH 424	0.00
WH 425	0.00
WH 426	0.00
WH 427	0.00
WH 428	0.00
WH 429	0.00
WH 430	0.00
WH 431	0.00
WH 432	0.00
WH 433	0.00
WH 434	0.00
WH 435	0.00
WH 436	0.00
WH 437	0.00
WH 438	0.00
WH 439	0.00
WH 440	0.00
WH 441	0.00
WH 442	0.00
WH 443	0.00
WH 444	0.00
WH 445	0.00
WH 446	0.00
WH 447	0.00
WH 448	0.00
WH 449	0.00
WH 450	0.00
WH 451	0.00
WH 452	0.00
WH 453	0.00
WH 454	0.00
WH 455	0.00
WH 456	0.00
WH 457	0.00
WH 458	0.00
WH 459	0.00
WH 460	0.00
WH 461	0.00
WH 462	0.00
WH 463	0.00
WH 464	0.00
WH 465	0.00
WH 466	0.00
WH 467	0.00
WH 468	0.00
WH 469	0.00
WH 470	0.00
WH 471	0.00
WH 472	0.00
WH 473	0.00
WH 474	0.00
WH 475	0.00
WH 476	0.00
WH 477	0.00
WH 478	0.00
WH 479	0.00
WH 480	0.00
WH 481	0.00
WH 482	0.00
WH 483	0.00
WH 484	0.00
WH 485	0.00
WH 486	0.00
WH 487	0.00
WH 488	0.00
WH 489	0.00
WH 490	0.00
WH 491	0.00
WH 492	0.00
WH 493	0.00
WH 494	0.00
WH 495	0.00
WH 496	0.00
WH 497	0.00
WH 498	0.00
WH 499	0.00
WH 500	0.00
WH 501	0.00
WH 502	0.00
WH 503	0.00
WH 504	0.00
WH 505	0.00
WH 506	0.00
WH 507	0.00



**Entities:** Depending on your security rights you will have several vessels for selection.

**From Date:** Starting period of retrieving data.

**To Date:** Ending period of retrieving data.

**Filter Vendor:** By selecting a specific vendor, only that particular vendor will appear in the details on the bottom part of the screen.

#### Purchase Overview

**Purchase History** | **Purchase Overview**

PDF | Excel | Text | Image

Delivery Date

Amount Vessel

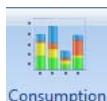
Vendor

	Ship 1	Ship 10	Ship 11	Ship 12	Ship 3	Grand Total
Supplier 101	228.00	2,124.00	3,297.00	1,296.00	528.00	7,473.00
-None-	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	228.00	2,124.00	3,297.00	1,296.00	528.00	7,473.00

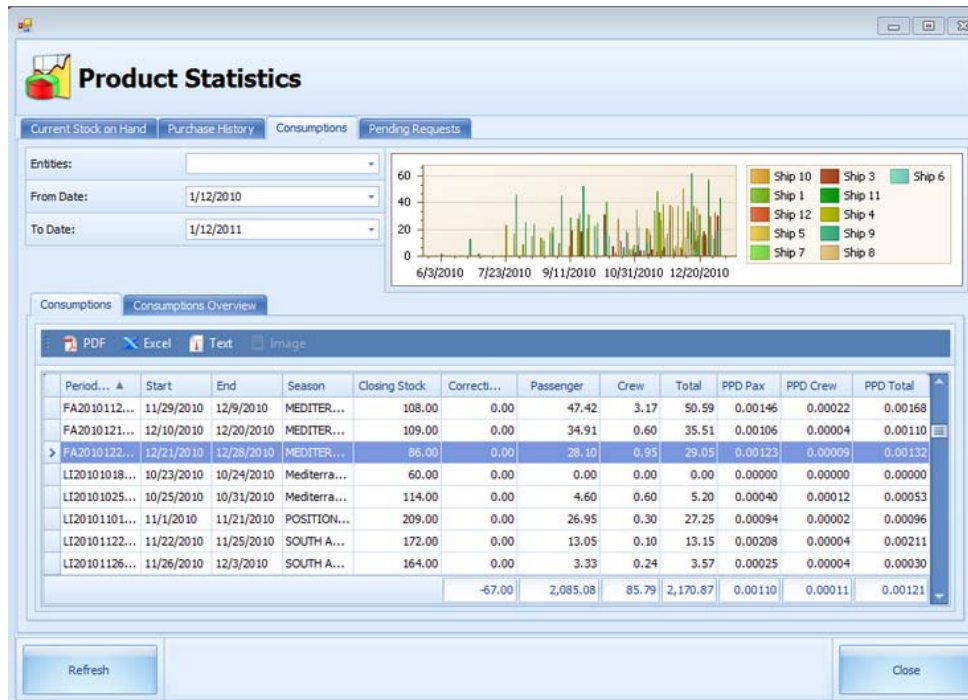
Refresh Close

Navigation: Reference > Main Screen > Order Request Details > Buttons >

#### Button: Consumptions



The consumptions Tab opens the possibility to view the consumption figures for the selected item for specified vessels and date range. The information is organized by columns as described below



**Period:** code for the period

**Start:** beginning day of the period

**End:** last day of the period

**Season:** name of season period belongs to

**Closing Stock:** stock on hand at end of period

**Correction:**

**Passenger:** consumption per passenger

**Crew:** consumption per crew member

**Total:** passenger consumption plus crew consumption

**PPD Pax:** consumption per passenger per day

**PPD Crew:** consumption per crew per day

**PPD Total:** consumption per passenger per day + consumption per crew per day

Consumptions Overview

PDF | Excel | Text | Image

Period

Passenger | Crew | Total

Vessel

Season	Ship 1			Ship 10			Ship 11			Ship 12		
	Passenger	Crew	Total	Passenger	Crew	Total	Passenger	Crew	Total	Passenger	Crew	Total
CARIBBEAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INDIAN OCEAN WINTER	17.53	-1.10	16.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSTITUTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LAY UP	0.03	0.20	0.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mediterranean Season	7.10	1.70	8.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

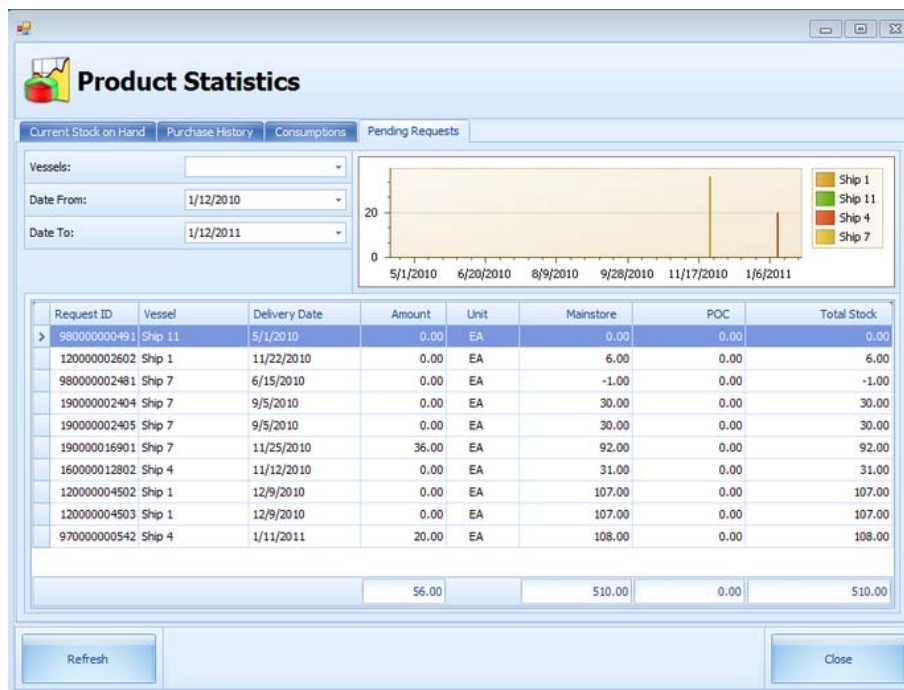
Refresh Close

Navigation: Reference > Main Screen > Order Request Details > Buttons >

## Button: Pending Requests



The On Order tab lists down the pending requests for the selected item by vessel and selected date range. The information is organized by columns which are described below.



**Request ID:** Unique identification number of request.

**Vessel:** Shows the ships name.

**Delivery Date:** Request's day of arrival.

**Amount:** Quantity of item within order request.

**Unit:** Unit of measurement for item.

**Mainstore:** Stock on hand in mainstore for particular item.

**POC:** Total stock on hand in all Point of Consumptions.

**Total Stock:** Mainstore stock on hand + POC stock on hand.

Navigation: Reference > Main Screen > Order Request Details > Buttons >

## Button: Import



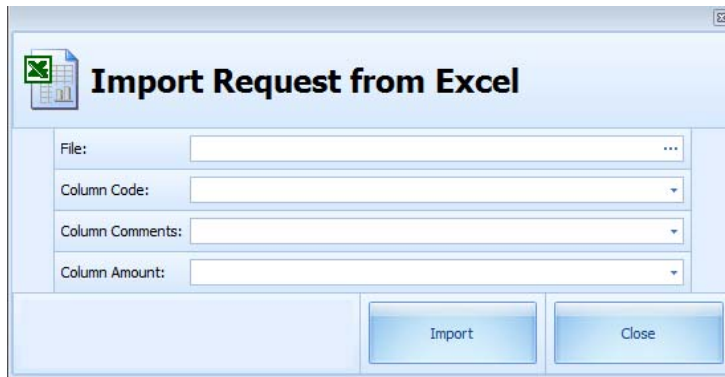
The Import function may be used to import an Order Request on a pre-defined Excel work sheet into MMS.

### Import:



Click on the Import Button to start the import of an Order Request File

An import window will open.



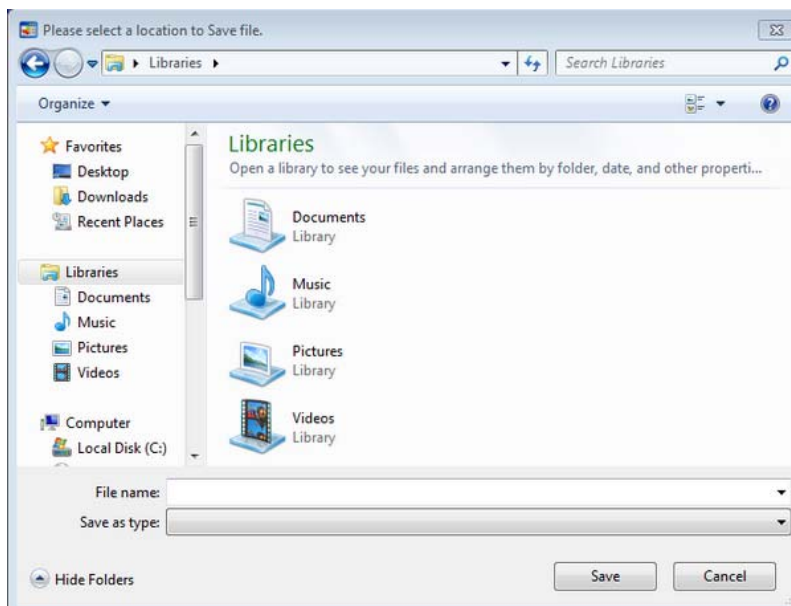
Navigation: Reference > Main Screen > Order Request Details > Buttons >

## Button: Export



The request order can be exported to an Excel document.

When selecting the export option user will have to select the export path.



Select destination folder and then click on save.

Navigation: Reference > Main Screen > Order Request Details > Buttons >

## Button: Delete



### Button Delete:

By selecting this function the system will delete the selected item from the order request..

# Main Screen



When selecting this function, the system will ask for confirmation whether the user is sure to delete the selected item as shown below.



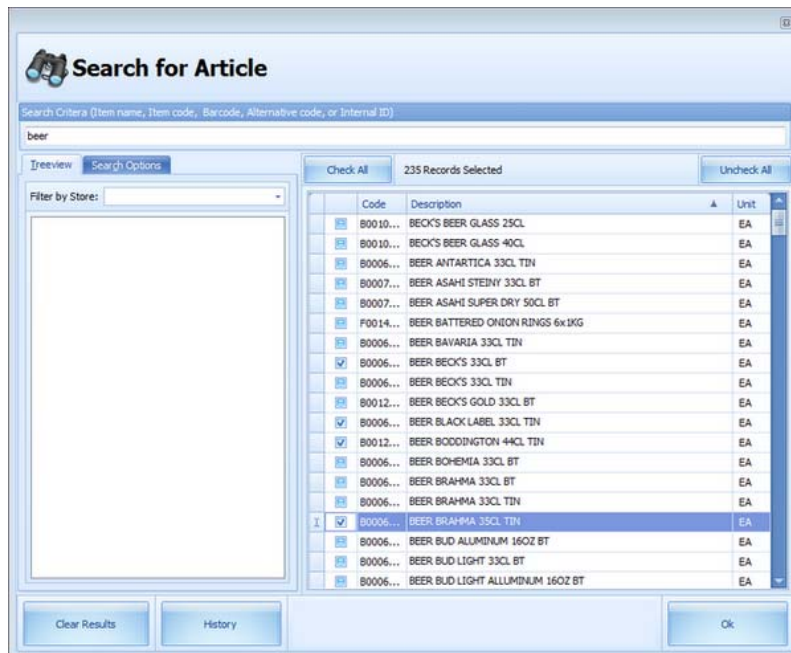
Navigation: Reference > Main Screen > Order Request Details > Buttons >

## Button : Add



Click on the Add button to insert an additional item into the order request.

By selecting "Add" the article search engine will appear where the required articles may be searched and selected. It is also possible to select multiple items to add to the Order Request. As seen below multiple items have been selected in order to add all of them to the Order Request.



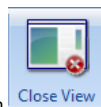
Under the column "Requested" the quantity of the item can be entered as shown below.

**Order Request Details : # 97000000582**

Request Details | Expected Guest Counts | Logs

Item		Unit	Price	Requirements		On Request	Request Details		
Code	Description			Minimum	Maximum		Suggested	Requested	Value
Item Treefolder Group: B) BEERS/BOTTLES CANS									
80006461	BEER BECK'S 33CL BT	EA	0.35	0.00	0.00	0.00	0.00	0.00	0.00
80006266	BEER BLACK LABEL 33CL TIN	EA	0.40	0.00	0.00	0.00	0.00	0.00	0.00
80006311	BEER BRAHMA 33CL TIN	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80006601	BEER BUD ALUMINUM 16OZ BT	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80006396	BEER CARLSBERG 33CL BT	EA	0.31	0.00	0.00	0.00	0.00	0.00	0.00
									0.00
Item Treefolder Group: B) BEERS/CREW BEER									
80012261	BEER BODDINGTON 44CL TIN	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
									0.00
Item Treefolder Group: B) WATER & SOFT DRINKS/DRINKS									
80005111	COCA COLA LIGHT 33CL/12OZ TIN	EA	0.32	0.00	0.00	0.00	0.00	1,000.00	316.61
									316.61
									316.61

Add New Item | Delete Item



When the necessary quantities have been entered, by clicking on [Close View](#) the order request overview screen will appear once again.

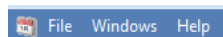
Navigation: Reference > Main Screen >

## Menu



The Menu bar on the top of the screen contains different options while an Order Request is being viewed in the Items View space.

### Menu bar:

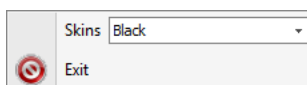


Navigation: Reference > Main Screen > Menu >

## Menu: File



### File:



**Skins:** With the selection of skins users are able to select the background color of the module.

**Exit** Exits the Request Module

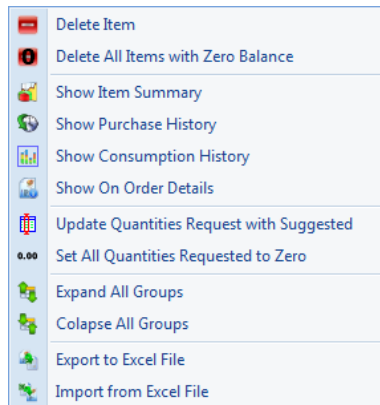
Navigation: Reference > Main Screen > Menu >

## Menu: Edit



The Edit Menu in Order Request View contains further options for managing the order requests. Most of these options are also available with a specified function button that is specified aside each function and they can be via a right mouse click in case an article is selected.

### Edit:



**Delete:** Delete a selected Item or Request

**Delete Items with zero Balance:** Delete all those articles on a Request that have the Order Quantity at Zero.

**Show Item Summary:** Shows the [statistics](#) for a selected item on an Order Request.

**Show Purchase History:** Shows the historical consumption of an Item on a selected date and ship fleet range

**Show Consumption History:** Shows the item consumptions per period per ship and date range

**Show On Order Details:** Shows any pending Order Requests for the selected Article

**Update Quantities Request with Suggested:** Will use the suggested quantity on the Order request as the quantity to be place on order

**Set All Quantities Suggested to Zero:** will set all suggested quantities to zero

**Expand all Groups:** will show all items for individual groups

**Collapse All Groups:** will only show the main groups

**Export to Excel File:** exports the order request to an excel file

**Import From Excel File:** imports items form an excel file

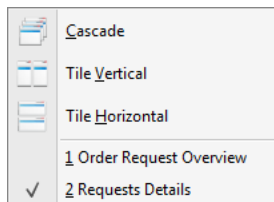
Navigation: Reference > Main Screen > Menu >

## Menu: Window



The Windows menu allows to change on how the windows and screens are displayed on the layout.

### Windows :



Navigation: Reference > Main Screen >

## Frequently Asked Questions



This section covers some problems that are frequently encountered by our users. The questions are organized by category and where necessary links are provided to relevant sections of the help.

### Why can my order request not be processed in the head office?

As already mentioned the Requests Module is an element within the Material Management process that requires a few conditions to be met in order to assure smooth supply chain operation. This chapter describes these criteria that enables the user to understand the conditions and dependencies.

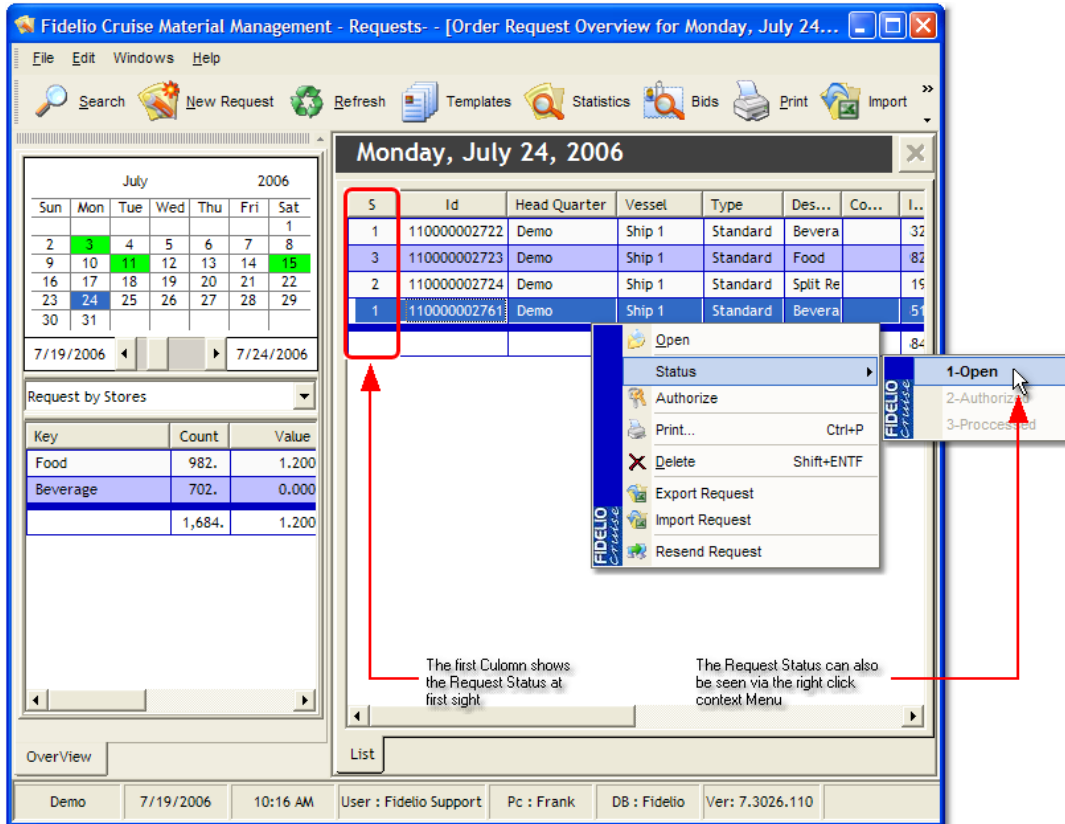
### Conditions that enable the Head office to access or "see" the Purchase Order

"I made an an Order Request but the Headquarter says they can not process it"

**Introduction:** Ship to Shore Purchasing Requests and Purchasing Orders are in fact very sensitive issues because the entire quality of the cruise line depends on a accurate procurement process. For this reason the Material Management System contains strict authorization and user limiting functions to enable any higher authorized user to control other users entries i.e. requests and to avoid mistakes that could result in financial issues.

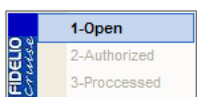
For this reason any Request made onboard even by storeroom and hotel controlling staff has still to be authorized to enable the authorizing person to check for mistakes and discrepancies to avoid any serious issue and most possibly an emergency request afterward in case something important has not been considered while constructing request.

**Solution:** Check the Order Status of the concerning request onboard if it has been set to the right authorization status. The following example shows a case where the Request can not be seen in the Purchasing Department:



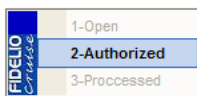
In this case the Order Status is still 1 and needs to be set to 2 by authorizing the Request. Please ask your designated Area Manager or Department Leader for assistance in this case.

Here is a Explanation of all the possible Order Statuses:



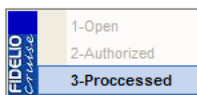
#### Status : 1-Open

Status Open means that a request has been created by the responsible and authorized persons. Any Changes i.e. in quantity can still be done by all authorized users.



#### Status : 2-Authorized

The Request has been authorized by the User in Charge i.e. Hotel Manager, Food Manager etc.. No changes are possible anymore. From now on the request can be processed in the Purchasing Department Shore side.



#### Status : 3-Processed

The Request has been processed into a purchase order that has been forwarded to the supplier. From the Purchase Order Status ??? the user is able to see the ordered Quantity in the *On Order* Column in the detail View of the Request Window.

#### What does this Pink Color mean?

The color is a warning please not to open the request at the current time. In these

5	Id
1	110000002722
3	110000002723

cases it might be possible that the Idea Interface started already the transfer for Ship to Shore while the Request is still being edited in the Headquarter. The pink color should disappear automatically after a while.

Overview

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Overview

The Sales Overview module gathers all information from Micros into MMS. By navigating within the Sales Overview many useful details in consideration to charges, revenues, revenue centers, checks, and other statistical information are available which summarize daily operations.

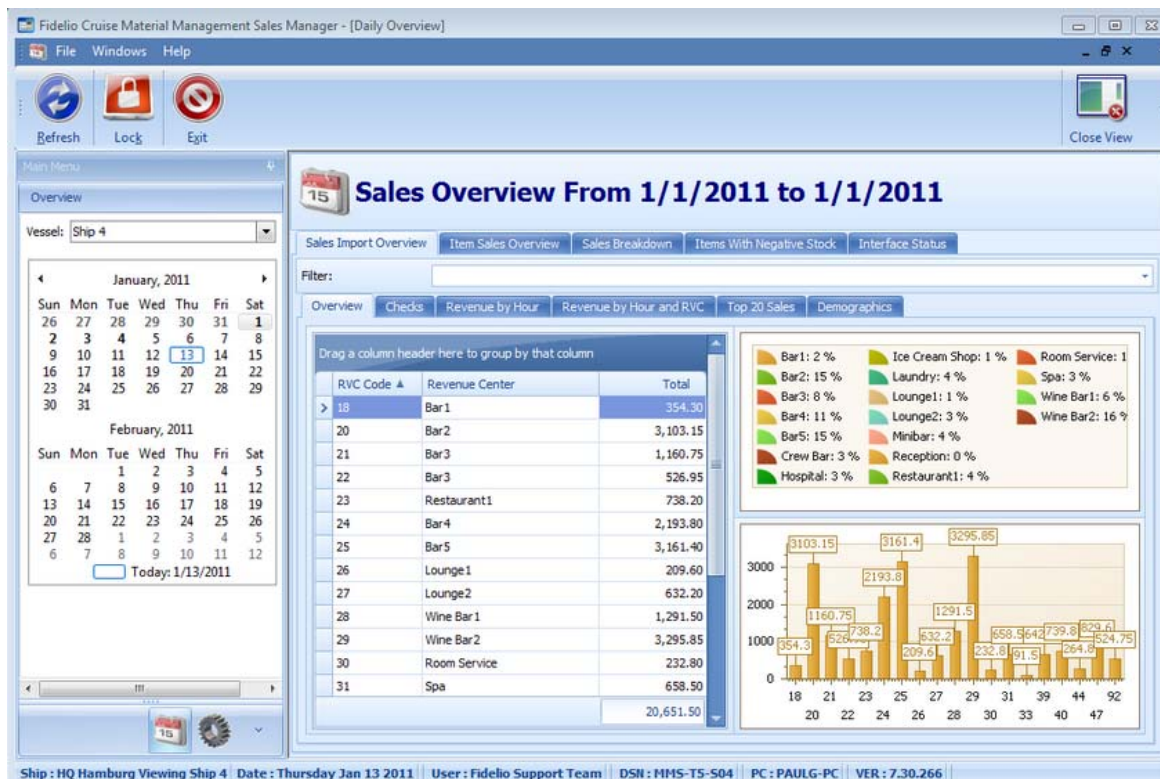


Sales Import Overview

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Sales Import Overview

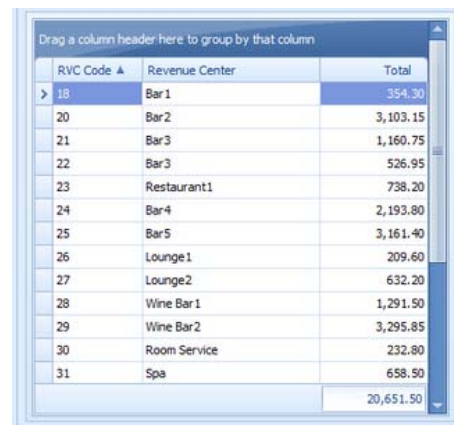
# Overview



**Vessel:** name of the ship currently viewed

By selecting a day, the corresponding details will be processed for view in the module

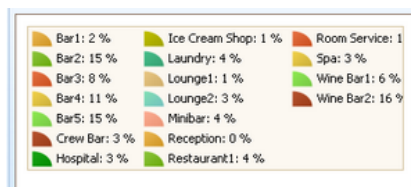
By holding down the left mouse button and dragging it across multiple days will be selected



**RVC Code:** unique revenue center identification code

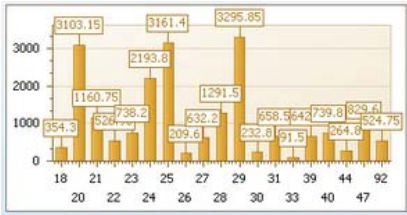
**Revenue Center:** name of the Revenue center

**Total:** value of total sales for selected date for related Revenue Center



Sales percentage breakdown per Revenue Center

Sales chart based upon Revenue Center and sales value



Checks

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Checks

This overview enables the users to search for individual checks and their corresponding details that have been imported into MMS

Overview									Checks	Revenue by Hour	Revenue by Hour and RVC	Top 20 Sales	Demographics	
RVC									▼					
Source	ID	Date	Guest/Account	▲	Nationality	Age	Sex	Value						
RVC: Wine Bar 2 TOTAL 3,295.85														
RVC: Wine Bar 1 TOTAL 1,291.50														
RVC: Spa TOTAL 658.50														
RVC: Room Service TOTAL 232.80														
RVC: Restaurant1 TOTAL 738.20														
RVC: Reception TOTAL 91.50														
RVC: Minibar TOTAL 829.60														
Micros Interf...	1798...	1/1/2011 4:57 PM	ANDERSSON richard wyatt		South Africa	62	M	2.30						
Micros Interf...	1796...	1/1/2011 7:47 ...	BESTBIER christiaan		South Africa	51	M	2.30						
Micros Interf...	1798...	1/1/2011 5:02 PM	BHAGA diyaa		South Africa	11	M	2.30						
Micros Interf...	1798...	1/1/2011 5:32 PM	BOOKHAN hansraj		South Africa	62	M	2.30						
Micros Interf...	1798...	1/1/2011 5:42 PM	BOOIYENS kaete erna		South Africa	26	F	8.60						
Micros Interf...	1798...	1/1/2011 5:42 PM	BOOIYENS kaete erna		South Africa	26	F	8.60						
								20,6...						

- Source:** where the information is coming from (micros interface)
- ID:** the unique identification number of the check
- Date:**
- Guest/Account:** name of the person signing for check (this name is retrieved by swiping customer's card)
- Nationality:** nationality of person charged
- Age:** age of person charged
- Sex:** male/female
- Value:** total value of check charged

Revenue by Hour

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Revenue by Hour

Statistical information is provided in this chart in regards to sales by the hour. In the chart the bottom line (0,3, 6, 9 etc) represents the time, while the line on the left represents the value (500, 1000, 1500)

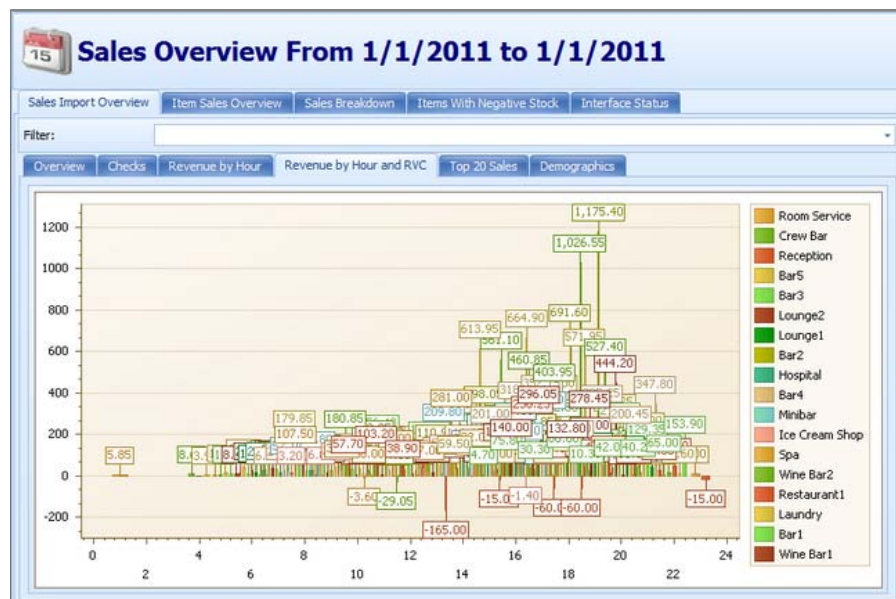
**Revenue by Gender:** breakdown of sales between male/female

## Revenue by Hour and RVC

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### Revenue by Hour and RVC

Statistical information regarding sales by the hour per revenue center



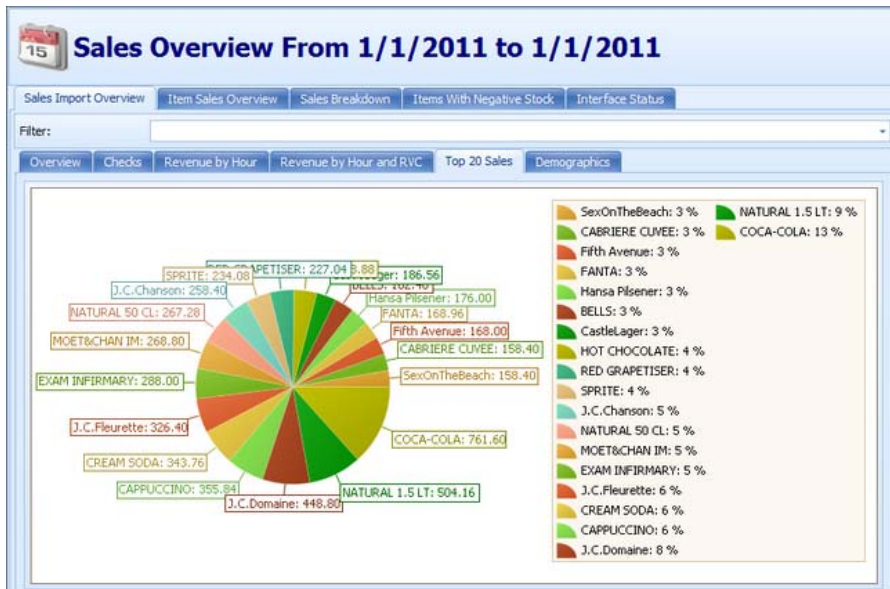
## Top 20 Sales

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### Top 20 Sales

Information regarding the top 20 best selling items. The main screen displays a pie chart with the item names and individual sales value.

On the right side of the display a breakdown of items and their total share in percentage can be viewed



## Demographics

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### Demographics

In this view various statistical data can be retrieved. Each tab in the grid can be selected and moved in order to retrieve the corresponding information from them.

**Sales Overview From 1/1/2011 to 1/1/2011**

Filter:

Overview | Checks | Revenue by Hour | Revenue by Hour and RVC | Top 20 Sales | **Demographics**

Pivot Grid | Chart

Interface	Account	Item Code	Item Description	Amount	Age	RVC	Cost	Date	Hour
Total			Gender						
Nationality			Female	Male	Unknown	Grand ...			
Australia			20.00	1.30	0.00	21.30			
Austria			9.00	47.20	0.00	56.20			
Belgium			18.80	0.00	0.00	18.80			
Botswana			0.00	21.50	0.00	21.50			
Brazil			10.80	29.00	0.00	39.80			
Bulgaria			11.05	76.35	0.00	87.40			
Cambodia			0.00	-3.85	0.00	-3.85			
Canada			10.80	0.00	0.00	10.80			
Croatia - HR			0.00	68.00	0.00	68.00			
Cuba			1.95	0.90	0.00	2.85			
France			0.00	26.30	0.00	26.30			

## Item Sales Overview

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## Item Sales Overview

**Sales Overview From 1/1/2011 to 1/1/2011**

Sales Import Overview   Item Sales Overview   Sales Breakdown   Items With Negative Stock   Interface Status

Sales Imported   Sales Summary

Item ID		RVC		Grand Total		Bar 1		Bar 2	
Sold	Value	Sold	Value	Sold	Value	Sold	Value	Sold	Value
Interface	Item Description	Sold	Value	Sold	Value	Sold	Value	Sold	Value
Micros Total		7,552	20,651.50	129	354.30	621	3,103.15		
Micros	0.5 L Sparkling	17	22.10	0	0.00	0	0.00		
	0.5 L Still	17	22.10	0	0.00	0	0.00		
	1 INGRESO	2	26.00	0	0.00	0	0.00		
	1 L Sparkling	21	48.30	0	0.00	0	0.00		
	1 L Still	77	177.10	0	0.00	0	0.00		
	4 FORMAGGI	1	4.90	0	0.00	0	0.00		
	4 Formaggi C.	3	10.20	0	0.00	0	0.00		
	4 STAGIONI	1	4.90	0	0.00	0	0.00		
	ABSOLUT	3	10.50	0	0.00	1	3.50		

## Sales Imported

Sales Imported   Sales Summary

Item ID		RVC		Grand Total		Bar 1		Bar 2		Bar 3	
Sold	Value	Sold	Value	Sold	Value	Sold	Value	Sold	Value	Sold	Value
Interface	Item Description	Sold	Value	Sold	Value	Sold	Value	Sold	Value	Sold	Value
Micros Total		7,552	20,651.50	129	354.30	621	3,103.15				
Micros	0.5 L Sparkling	17	22.10	0	0.00	0	0.00	0	0.00		
	0.5 L Still	17	22.10	0	0.00	0	0.00	0	0.00		
	1 INGRESO	2	26.00	0	0.00	0	0.00	0	0.00		
	1 L Sparkling	21	48.30	0	0.00	0	0.00	0	0.00		
	1 L Still	77	177.10	0	0.00	0	0.00	0	0.00		
	4 FORMAGGI	1	4.90	0	0.00	0	0.00	0	0.00		
	4 Formaggi C.	3	10.20	0	0.00	0	0.00	0	0.00		
	4 STAGIONI	1	4.90	0	0.00	0	0.00	0	0.00		
	ABSOLUT	3	10.50	0	0.00	1	3.50				
	Absolut V	8	31.20	0	0.00	0	0.00	0	0.00		
	ACETILC. 200mgPAK	9	5.85	0	0.00	0	0.00	0	0.00		
	AlcoholFreeBeer	8	19.20	0	0.00	1	2.40				

## Sales Summary

Sales Imported

Sales Summary

Item ID									
Sold	Value	RVC ▲							
Interface ▲	Item Description ▲	Grand Total		Bar1		Bar2		Bar3	
		Sold	Value	Sold	Value	Sold	Value	Sold	
☐ Micros Total		7,325	15,329.36	129	283.44	621	2,482.52		
Micros	*****	1	5.60	0	0.00	0	0.00		
	0.5 L Sparkling	17	17.68	0	0.00	0	0.00		
	0.5 L Still	17	17.68	0	0.00	0	0.00		
	1 L Sparkling	21	38.64	0	0.00	0	0.00		
	1 L Still	77	141.68	0	0.00	0	0.00		
	4 FORMAGGI	1	3.92	0	0.00	0	0.00		
	4 Formaggi C.	3	8.16	0	0.00	0	0.00		
	4 STAGIONI	1	3.92	0	0.00	0	0.00		
	ABSOLUT	3	8.40	0	0.00	1	2.80		
	Absolut V	8	24.96	0	0.00	0	0.00		
	ACETILC. 200mgPAK	9	4.68	0	0.00	0	0.00		
	AGUA DE COCO	27	15.12	0	0.00	0	0.00		
	AlcoholFreeBeer	8	15.36	0	0.00	1	1.92		
	AMARULA MAGIC	21	70.56	0	0.00	3	10.08		

## Sales Breakdown

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### Sales Breakdown

## Sales Overview From 1/1/2011 to 1/1/2011

[Sales Import Overview](#)

[Item Sales Overview](#)

[Sales Breakdown](#)

[Items With Negative Stock](#)

[Interface Status](#)

Item Code Unit

Amount POC ▲

Folder ▲	Item Desc... ▼	Grand Total	Bar	Bar 1	Bar 3	Bar 4	Bar 5	Bar 7	F
Grand Total		5,396.142	970.175	422.699	483.648	459.864	68.415	47.670	
B:\B) BEERS\B...	BEER SARITA 3...	13.000	1.000	0.000	1.000	3.000	0.000	0.000	
	BEER REDDS 33...	26.000	0.000	1.000	6.000	2.000	1.000	0.000	
	BEER PERONI N...	40.000	16.000	5.000	8.000	5.000	0.000	0.000	
	BEER NO ALCO...	8.000	0.000	0.000	2.000	1.000	0.000	0.000	
	BEER MILLER G...	118.000	20.000	13.000	6.000	24.000	5.000	4.000	
	BEER HANSA P1...	156.000	43.000	12.000	25.000	38.000	0.000	0.000	
	BEER HANSA M...	17.000	3.000	2.000	4.000	4.000	0.000	0.000	
	BEER GROLSCH...	5.000	2.000	0.000	0.000	0.000	0.000	0.000	
	BEER FRANZIS...	3.000	0.000	0.000	0.000	0.000	0.000	0.000	
	BEER CORONA ...	71.000	0.000	0.000	0.000	0.000	0.000	0.000	
	BEER CASTLE L...	82.000	28.000	8.000	11.000	17.000	0.000	0.000	
	BEER CASTLE L...	156.000	66.000	1.000	21.000	8.000	0.000	0.000	
	BEER BLACK LA...	94.000	16.000	19.000	11.000	20.000	0.000	0.000	
B:\B) BEERS\B...	BEER SKELTERS...	1.000	0.000	0.000	0.000	0.000	0.000	0.000	
B:\B) BEERS\B...	BEER DRAFT C...	28.800	3.200	0.800	6.400	7.800	0.000	0.000	
B:\B) BEVERAG...	BLOCCHETTO ...	3.000	0.000	2.000	0.000	1.000	0.000	0.000	
	BLOCCHETTO S...	7.000	1.000	2.000	2.000	1.000	1.000	0.000	

## Items With Negative Stock

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### Items With Negative Stock

All items that have a negative quantity in the POCs will be shown here, as well as further details of item transactions.

Sales Overview From 1/1/2011 to 1/1/2011								
<div> Sales Import Overview Item Sales Overview Sales Breakdown Items With Negative Stock Interface Status </div>								
POC ▲								
POC ▲	Item Code	Item Description	Item Unit	Opening Stock	Transfer In	Transfer Out	Stock on Hand	Available Stock
POC: Bar								
Bar	B0000110	TEA DARJEE,MARGARETS' HOPE	EA	0.00	0.00	0.00	-1.00	-1.00
Bar	B0000110	TEA DARJEE,MARGARETS' HOPE	EA	0.00	0.00	0.00	-3.00	-3.00
Bar	B0000115	TEA GRAND JASMIN CHUN FENG	EA	0.00	0.00	0.00	-1.00	-1.00
Bar	B0000115	TEA GRAND JASMIN CHUN FENG	EA	0.00	0.00	0.00	-2.00	-2.00
Bar	B0000330	CREAM TOPPING 200ML UHT	EA	0.00	0.00	0.00	-27.70	-27.70
Bar	B0000330	CREAM TOPPING 200ML UHT	EA	0.00	0.00	0.00	-50.80	-50.80
Bar	B0000836	BELLINGHAM JOHANNISBERGER 75CL	EA	5.00	0.00	0.00	-2.00	-2.00
Bar	B0000841	BELLINGHAM JOHANNISBERGER 25CL	EA	2.00	0.00	0.00	-6.30	-6.30
Bar	B0001626	CHATEAU LIBERTAS 25CL	EA	2.00	0.00	0.00	-3.00	-3.00
Bar	B0001996	APERITIF CRODINO 10CL	EA	0.00	0.00	0.00	-3.00	-3.00
Bar	B0002316	LIQUEUR PEACH SCHNAPPS 1L	EA	0.00	0.00	0.00	-0.51	-0.51
Bar	B0002331	LIQUEUR MIDORI MELON VERDE 1L	EA	0.00	0.00	0.00	-0.14	-0.14
Bar	B0002361	LIQUEUR MIDORI MELON VERDE 70CL	EA	0.00	0.00	0.00	-0.44	-0.44
Bar	B0002376	LIQUEUR CREME DE CACAO BROWN 70CL	EA	0.00	0.00	0.00	-0.30	-0.30
Bar	B0002421	LIQUEUR CREME DE CACAO WHITE 1L	EA	0.00	0.00	0.00	-0.06	-0.06
Bar	B0002581	LIQUEUR SAMBUCA ROMANA 70CL	EA	0.00	0.00	0.00	-0.20	-0.20
Bar	B0002671	LIQUEUR GALLIANO 70CL	EA	0.00	0.00	0.00	-0.03	-0.03
Bar	B0002776	LIQUEUR TRIPLE SEC 1L	EA	3.00	0.00	0.00	-1.37	-1.37

**POC:** Point of consumption

**Item Code:** unique item code in MMS

**Item Description:** name of the item within MMS

**Item Unit:** unit measurement of item

**Opening Stock:** stock on hand at beginning of period

**Transfer In:** quantity received from mainstore or other POC

**Transfer Out:** quantity to be transferred back to mainstore or to other POC

**Stock on Hand:** current physical stock on hand

**Stock Sold:** sales of item sold

**Pending Transfer In:** quantity still to be received

**Pending Transfer Out:** quantity still to be discharged

**Available Stock:** Stock on Hand - Pending Transfer Out

## Interface Status

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### Interface Status

Within this view users are able to view the status of the sales interface without having to access the interface server.

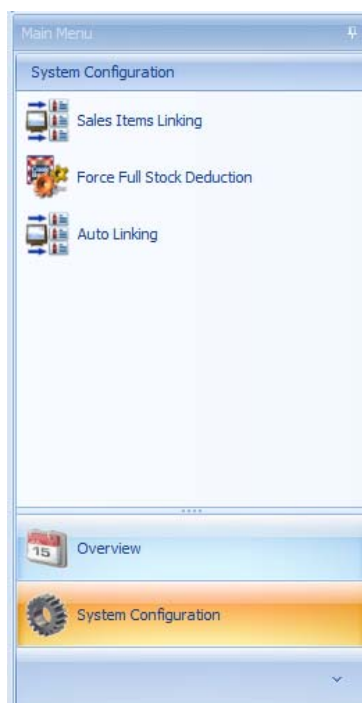
Sales Overview From 1/1/2011 to 1/1/2011						
Sales Import Overview   Item Sales Overview   Sales Breakdown   Items With Negative Stock   Interface Status						
Drag a column header here to group by that column						
D...	...	Window...	User	Workstation	Event	
> 1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 5 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 4 Micros Check Record(s)	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 38 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 7 Micros Check Record(s)	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 11 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 6 Micros Check Record(s)	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 14 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 8 Micros Check Record(s)	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 32 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 17 Micros Check Record(s)	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 25 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 9 Micros Check Record(s)	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 19 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 12 Micros Check Record(s)	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 23 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 14 Micros Check Record(s)	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 9 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 7 Micros Check Record(s)	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 52 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 10 Micros Check Record(s)	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Stock Deduction process found 54 new items to calculate.	
1/5/...	00...	Administra...	ssinterface	IFC_MMS	Info - Found 11 Micros Check Record(s)	

## System Configuration

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### System Configuration

On the bottom left side of the screen the System Configuration is accessible



## Sales Item Linking

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### Sales Item linking

On this screen users are able to view the linking between Micros and MMS items. New links and changes may also be done here.

Linking of items is a key aspect of maintaining accurate stock on hand.

**Interface:** the system retrieves information based on which interface is selected

**Filter by Group:** various groups may be selected in order to narrow the search for the list below

Drag a column header here to group by that column				
Sales Item Code	Sales Item Description	Link Type	Linked Factor	Linked Description
>	9 Jack Daniels	Item	0.05	WHISKEY JACK DANIEL'S ...
	10 Gentleman Jack	Item	0.05	WHISKY GENTLEMAN JAC...
	11 Glenmorangie Org	Item	0.05	WHISKY GLENMORANGIE ...
	12 Patron XO Tequil	Item	0.05	TEQUILA PATRON XO CAF...
	13 Patron Reposado	Item	0.05	TEQUILA PATRON REPOS...
	14 Patron Anejo	Item	0.05	TEQUILA PATRON ANEJO ...
	15 El Jimador	Item	0.05	TEQUILA EL JIMADOR 75 CL
	16 Germana Cachaca	Item	0.05	CACHACA GERMANA 1L
	17 Stolli Vodka	Item	0.05	VODKA STOLICHNAYA 1L
	18 Juice/WaterMelon	Disabled	1	
	19 Cintron Original	Item	1	CINTRON ORIGINAL CITR...
	20 Cintron Tropical	New	0	
	21 Cintron Cranbery	Item	1	CINTRON CRANBERRY SP...
	22 Milk Shake	Recipe	1	DIRTY BANANA SHAKE
	23 SH Kamikaze	Recipe	1	SAF - KAMIKAZE (BIG)
	24 SH Liq Cocaine	Recipe	1	SAF - LIQUID COCAINE (B...
	25 SH Mudslide	Recipe	1	SAF - MUDSLIDE (BIG)
	26 Cafe Royal	Recipe	1	MRTB - CAFE ROYAL

**Sales Item Code:** The unique item code in Micros

**Sales Item Description:** description of item in micros (this is the name that is displayed on the Micros screen)

**Link Type:** 4 link types exist

*New:* this type of link informs the user that a new button has been created in micros but has not yet been linked to an item. No stock deduction will occur in this case

*Item:* type of link that corresponds to a single item

*Recipe:* type of link that corresponds to a recipe where multiple items are deducted based on the recipe's ingredients

*Disabled:* existing micros item that is disabled in MMS. No stock deduction will occur in this case

**Linked Factor:** the number of units that are to be deducted from MMS.

**Linked Description:** the description of the item in MMS.

**Unique ID:** The unique item code in Micros

**Description:** description of item in micros (this is the name that is displayed on the Micros screen)

**Link Type:** 4 link types exist

**New:** this type of link informs the user that a new button has been created in micros but has not yet been linked to an item. No stock deduction will occur in this case

**Item:** type of link that corresponds to a single item

**Recipe:** type of link that corresponds to a recipe where multiple items are deducted based on the recipe's ingredients

**Disabled:** existing micros item that is disabled in MMS. No stock deduction will occur in this case

**Link Factor:** the number of units that are to be deducted from MMS.

**Item:** the description of the item in MMS. All items appear in this drop down list

**Code:** unique item code in MMS

**Unit:** measurement type of selected item

**Description:** the description of the item in MMS

**Fixed Price 1:**

**Fixed price 2:**

**On Order:** quantity of item in existing Purchase Order

**On Request:** quantity of item existing in Order Request

**Clear:** clears all items from screen and sets Link Type to disabled

**Apply:** saves changes that have been made to current item

## Force Full Stock Deduction

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### Force Full Stock Deduction

When selecting a Force Full Stock Deduction the system will ask for confirmation to proceed

There is only one reason to run a Full stock deduction, when you change a link (or a recipe which is linked) and you would like to have this change in place from the beginning of the period.

During the full stock deduction the system will recalculate all checks and deduct stock from the beginning of the period according to the changes that have been made..

**Note:** One thing to take into consideration before running a FSD, if there is a closed inventory in the open period for a sales POC, and items within that inventory will be affected by the change of the link, the variance in the inventory will stay. See example below:

#### Example 1:

Old link: Button "Coke" in Micros was linked with MMS item "Whisky Bourbon" and Factor 1

New link: Button "Coke" in Micros linked with MMS item Coca Cola Can and Factor 1

Sales in the current period of "Coke" is 5. (in this case because of the wrong link, 5 of item "Whisky Bourbon" has been deducted, and "Coke" remained the same

If a FSD is run in this case, and there was no inventory containing "Whisky Bourbon" or "Coke", then the sales for 5 "Coke" will be deducted from "Coke" in MMS and stock on hand for "Whisky bourbon" will be set back to its original quantity

#### Example 2:

In the case of an inventory being made consisting these items the following will occur:

SOH in MMS (Inventory Data):

"Coke": 10

"Whisky Bourbon": -5

Physically counted SOH:

"Coke": 5

"Whisky Bourbon": 0

In this case the variance between MMS and the Physical count would be the following

"Coke": - 5

"Whisky Bourbon": + 5

When running a FSD now, the following SOH will be shown:

"Coke": 0

"Whisky Bourbon": 5

This new (incorrect) value will be because of the fact that the system takes into consideration the variance of the SOH after the physical count

In such a situation another Inventory should be created and the two corresponding item quantities should be adjusted

## Auto Linking

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### Auto Linking

This option enables MMS to automatically link Micros items to MMS items



See topic "How to auto link medical items" for further information

## How to...

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### How to...

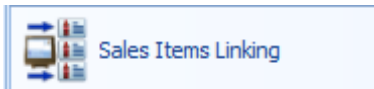
In this section of the manual several topics are listed in order to allow users to be able to use the Sales Overview module more efficiently.

## ...link or to edit items

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### ... link items or edit item links

#### Go to Sales Item Linking in System Configuration



#### Select Interface

Interface:	<input type="text" value="Micros Interface"/>
------------	---

#### Select item from list

Drag a column header here to group by that column

Sales It...	Sales Item Description	Link Type	Linked ...	Linked Description
		New		
>	39070 Bud/Corona	New	0	
	39072 Guinness/Castle	New	0	
	39073 Kirin/TsingTao	New	0	
	39077 COLA DECAF	New	0	
	39086 .	New	0	
	39087 .	New	0	
	39091 ICE THE GREEN TE	New	0	
	39094 LOWENBRAU X CREW	New	0	
	39095 HOT CHOCOLATE	New	0	
	39101 S.Peanuts2x1	New	0	
	39102 .	New	0	
	39125 J. Apple Green1L	New	0	
	39203 SOFTDRINK 33 CL	New	0	
	39204 SOFTDRINK 17.5CL	New	0	

× [Link Type] = 'New' Edit Filter

Fill out following fields on right side of the screen as below

Unique ID:	39070
Description:	Bud/Corona
Link Type:	
Link Factor:	0

**Link Type:** Depending whether it is a recipe or item

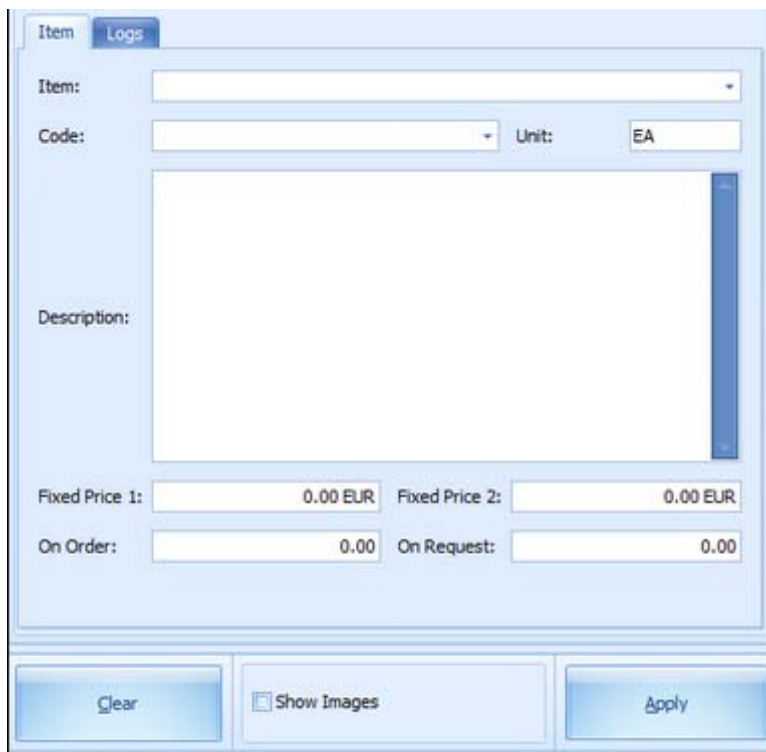
**Link Factor:** the number of items should be entered here that should be deducted from MMS

After selecting link type the tab "Item" or "Recipe" will appear

**Item:** from this drop down menu the corresponding item in MMS can be selected what is needed to be linked to the Micros item

**Code:** the code will automatically be generated according to the item selected

**Description:** the same description will appear as from the item drop down



menu

**Fixed price 1:**

**Fixed price 2:**

**On Order:** quantity of items already in a PO

**On Request:** quantity of item requested from ship

Click Apply

## ...auto link medical items

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### **Step 1**

#### **Receiving Master Data from Micros**


In order to link Micros items to MMS first you must connect to the “MMS Sales Import Interface”

Click on the icon “Master Data” to retrieve the Micros Master Data. This will copy the menu items, major groups, family groups and revenue center from Micros.

The following messages will appear at the bottom of the description column

When the message “Copying Micros Revenue Center” appears, continue with the next step

### **Step 2**

On the bottom left hand side of the screen click on the icon  which is the system configuration



### **Step 3**

On the new screen on the left hand side please select the "Auto Linking" option

### **Step 4**

After clicking on the Auto Linking option, the "Micros Item Auto Linking" window will appear

How to...

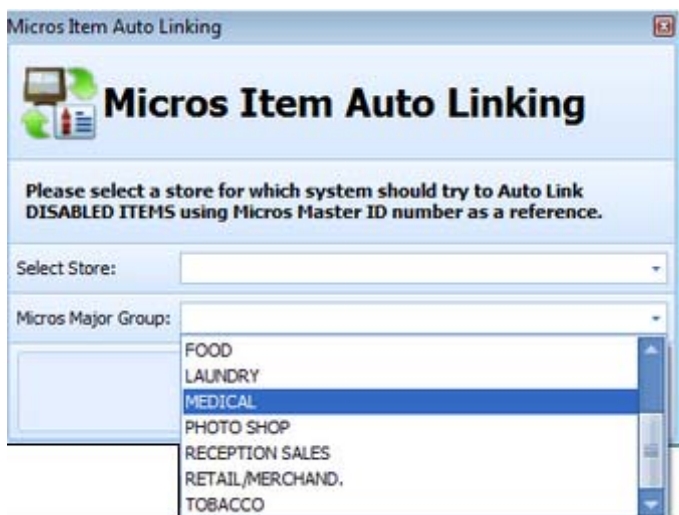


In this window in order to link the medical items please select “Purchasing” from the “Select Store” drop down menu



### Step 5

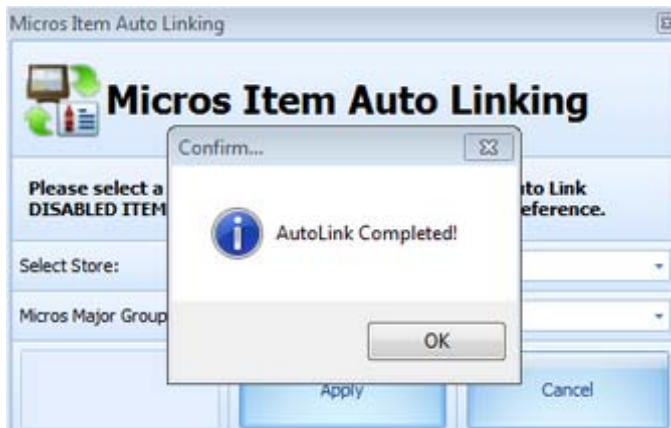
Then select “Medical” from the “Micros Major Group” drop down



## **Step 6**



Having selected this, please click **Apply** in order for the Auto Linking to commence  
When the Auto Linking is complete the following window will appear



## Main Screen

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When opening the Security Module the below screen will be visible. By filtering user names and by selecting one, the grey area will display general security information of the user selected.

### Main Screen



When selecting (highlighting) a user on the right side of the screen, security details corresponding to that user will be shown on the right side as below.



## General Properties

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### General Properties



Please find the explanations for the different entries from the above screen below

#### [Account Details](#)

**Login ID:** name to be entered when logging into MMS

#### **Account Type**

*Generic User Account:* this type of account allows multiple users from one group (with the same credentials) to access MMS

*Standard User Account:* this type of account is personalized to one specific user

**Buyers Group:** this is to determine which transactions will be visible to the user in regards to purchasing, ordering and viewing items (food, beverage, shops etc)

**Buyers Limit:** a buyers limit can be set for each user on how much they are permitted to approve in the case of purchases from vendors or requests from ships

**Onboard Crew Link:** linking between MMS and SPMS

**Email Address:** email address of user

**Account Comments:** additional comments considering the account can be entered here

### [Account Options](#)

**Password is Locked:** when this box is marked users will not be able to change their passwords

**Password Never Expires:** when this box is checked password will not have to be changed on a regular basis

**Account is Disabled:** the account can also be disabled by checking this box. Users with disabled accounts will not be able to access MMS

**Change password next Login:** by selecting this box, the user must change their password the next time they log on

**Can be Assigned an Action List:** within the various modules users who have this box marked will be able to create action events

## User Assigned Security Roles

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Various groups and security roles can be created according to operational needs. Within this box, by clicking edit, these security roles can be assigned to users. Multiple security roles can also be added to specific users.


### User Assigned Security Roles


When clicking edit the following screen will show up




Security profiles to be added to the account may be selected from the list on the left hand side and can be added by

clicking on the  button

Selecting  will add all security roles to the user account

Security profiles can also be revoked by selecting the profiles from the right side of the screen and clicking on the  button.

Selecting  will revoke all security roles from the user account

When the selection is finished, by clicking on the  button the user account will be updated accordingly.

## User Store Access

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### User Store Access

## User Entity Access


This displays the list of ships and/or warehouses of which the user has access to and can view their details





Store access for the account may be selected from the list on the left hand side and can be added by clicking on the




button

Selecting  will add all stores to the user account

Store access can also be revoked by selecting the stores from the right side of the screen and clicking on the  button.

Selecting  will revoke all store access from the user account

When the selection is finished, by clicking on the  button the user account will be updated accordingly.

## User Entity Access

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### User Entity Access

## User Entity Access


This displays the list of ships and/or warehouses of which the user has access to and can view their details




Entity access for the account may be selected from the list on the left hand side and can be added by clicking on the



button.

Selecting  will add all entities to the user account.

Entity access can also be revoked by selecting the entities from the right side of the screen and clicking on the  button.

Selecting  will revoke all entity access from the user account.

When the selection is finished, by clicking on the  button the user account will be updated accordingly.

## Account Statistics (Past 180 days)

[Top](#) [Previous](#) [Next](#)

Under this tab various statistical information can be viewed such as who logged on, where, when, from which PC etc..

### Account Statistics (Past 180 days)



#### [Account Currently logged In](#)

Here it is possible to view users that are currently logged in to MMS

**Workstation:** name of the PC where user is currently logged in

**Windows User:** name of the windows login on the machine where user is connected

**IP Address:** IP address of the PC where user is logged on

**Application:** the various modules that user is currently accessing

#### [Recent Application Usages](#)

Shows the history of accessing the modules

#### [User recent application Hits](#)

This graph represents number of times the different modules have been accessed recently

## Account Activity (Past 72 Hours)

[Top](#) [Previous](#) [Next](#)

Events of the last 72 hours are shown here in detail in regards to date, time, workstation etc...

### Account Activity (Past 72 Hours)



**Date:** date of event occurrence

**Time:** exact time of event occurrence

**Windows Login:** name of user logged in to windows

**User:** entire name of user

**Workstation:** name of PC user was logged on

**Event:** brief summary and description of event/activity

## Account Modification Logs

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Modification of different accounts and their details can be viewed here.


### Account Modification Logs



## Change password

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### Change Password

By clicking on the  button users will then be able to change their password.

After clicking on this button the following display will show up



In order to change the password users will have to enter their old password, then their new password, and reenter their new password in order to confirm it. By clicking "apply" the new password will be active the next time the user logs in.

## Security Roles Main Menu

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### Security Roles Main Menu

By selecting (marking one of the boxes) one of the security roles, the corresponding security rights to that particular role will be indicated in the right side of the screen ([Security Roles Overview](#)).



Security roles can be set up and customized according to the operation and organizational hierarchy

## Security Roles Overview

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In this screen users are able to view the security rights that correspond to the previously selected security role. The security rights that are enabled are check-marked in the box on the right side of the screen.

## Security Roles Overview



**Filter security right:** by entering the id number or the description of the searched security right, the system will filter the rights in the list below in order to search results faster

**ID:** this is the unique identification number of each individual security right

**Description:** full name of security role

**Box:** the box on the right side of the screen indicates whether this particular security right is enabled for the selected security role

## Security Roles Access

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This screen displays which modules are accessible, and the opening screen details in MMS for the selected security role.

## Security Roles Access



### [Application Access](#)

This screen shows which modules are enabled for the selected security role

### [Launcher Views Access](#)

For each security role the main screen of MMS can be personalized based upon the criteria selected in this window

## Security Roles Change logs

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Under this tab users can view all the changes and events that have occurred in regards to the Security Manager module.

## Security Roles Change logs



**Date:** date of event

**Time:** exact time of event

**Windows Login:** windows login name

**User:** full name of user

**Workstation:** name of the PC on which the event occurred

**Event:** brief summary and description of event

## Buttons

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### Buttons



**Refresh:** updates screen with current information

**Users:** by selecting this button the screen will return to the "users" screen view

**Security Roles:** when selecting this button the "security roles" menu will show up

**Add:** when selecting this function, a blank general properties sheet will appear in order to enter a new user

**Delete:** removes an already active user from the list

**Copy Roles:** this function enables users to copy the security roles from one user to another

**Options:** selecting this the application settings window will open

**Lock:** user can lock module by entering their credentials and only that user will be able to log back in

**Exit:** closes the security module

**Close View:** currently shown view will be closed

## Button: Refresh

[Top](#) [Previous](#) [Next](#)

### Button: Refresh



By selecting this button, screen will be updated with the newest information, changes etc

## Button: Users

[Top](#) [Previous](#) [Next](#)

### Button: Users



This will return the users to the main screen view of the module as shown below



## Button: Security Roles

[Top](#) [Previous](#) [Next](#)

### Button: Security Roles



This button will open the security role menu screen shown below



## Button: Add

[Top](#) [Previous](#) [Next](#)

### Button: Add



By selecting this button, new users and their security roles can be added. A new blank general properties view will show up, all details can be entered there

After selecting this function the following screen "Add New System User" will appear. After entering all the necessary details and by clicking on "Add" the system will create the new user and save its newly entered security roles.



## Button: Delete

[Top](#) [Previous](#) [Next](#)

### Button: Delete



Permanently removes the selected user. The deleted user will no longer have access to MMS

## Button: Copy Roles

[Top](#) [Previous](#) [Next](#)

### Button: Copy Roles



Security roles can be copied from one user to another using this function.

When selecting this option the following screen will show up allowing the user to be able to select the user whose security roles should be copied; and then the user to whom it should be copied to. See below:



## Button: Options

[Top](#) [Previous](#) [Next](#)

### Button: Options



This button will open the "Application Settings" window



## Button: Lock

[Top](#) [Previous](#) [Next](#)

### Button: Lock



Users will be able to lock the module by entering their credentials. Only the user who has locked the module will be able to reenter the module.



By entering the user ID and password the module will be inaccessible until the user who locked the module signs in again

### Button: Exit

[Top](#) [Previous](#) [Next](#)

#### Button: Exit



This button will close the Security module.

### Button: Close View

[Top](#) [Previous](#) [Next](#)

#### Button: Close View



Current screen view will be closed when this button is selected.

## Menu

[Top](#) [Previous](#) [Next](#)

## File

[Top](#) [Previous](#) [Next](#)

#### File



# Windows

[Top](#) [Previous](#) [Next](#)

Windows



## Stock Viewer



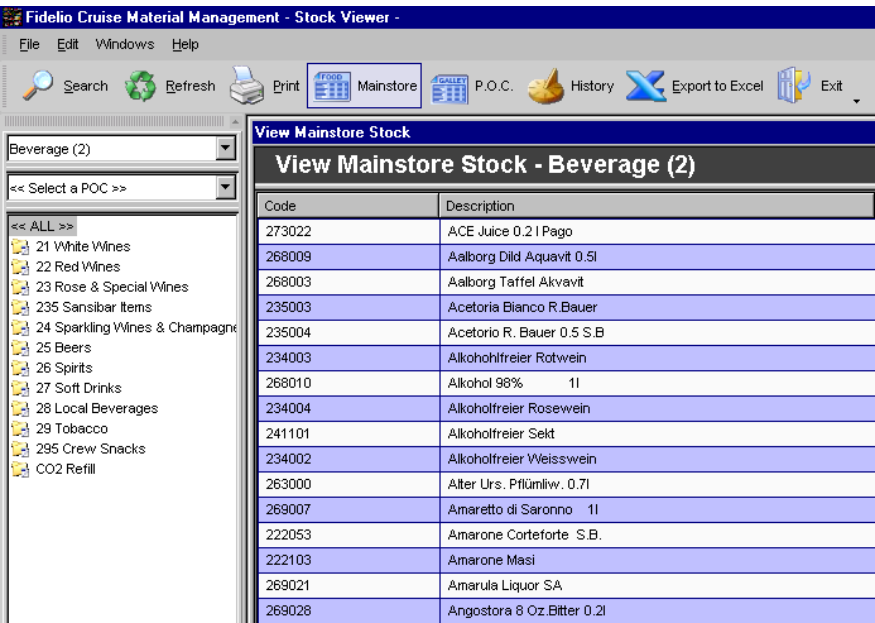
The stock viewer is used only for the shipboard operation. It contains information regarding products currently in-use and in stock onboard. The options for viewing information include displaying stock on hand by store or point of consumption, displaying statistical information related to stores, sub stores or specific items, and viewing recent product movements (loadings, issues, transfers.)

### Main Screen:

The below image represents the stock viewer main screen as it looks during normal operation. At the top are the [function buttons](#) and the [toolbar menu](#). Below these are the main screen areas:

- Store selection drop tab
- POC selection drop tab
- [Tree of folders](#) - The groups and subgroups for items within the stock viewer.
- [Items List](#)

At the very bottom of the screen, the vessel information, date & time, current user and computer name are displayed.



Moving the mouse over the screenshot, 'hotspots' may be activated. Clicking on these will display more detailed information about the particular button or window.

## Buttons



The buttons toolbar contains the basic and most frequently used options for searching for articles, changing views between main and sub-stores and the printing options.

### Buttons:

Clicking the buttons below or the links will open more information and instructions on the usage of these functions.



[Search](#)  
[Refresh](#)

Opens the search engine to search for single articles  
Refreshes screen view to the default state

# Main Screen

Print	Opens the print manager
Mainstore	Opens a window in the main screen where the main store stock will be displayed
P.O.C	Opens a window with the current stock on hand of the selected POC (Point Of Consumption)
History	Displays the stock history of the selected article
Export to Excel	Exports the current stock view into an Excel data sheet
Exit	Exits the stock viewer module

Most of the options have corresponding tools in the menu, keyboard shortcuts assigned to them or, are available with a right mouse click.

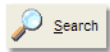
Navigation: Reference > Main Screen > Buttons >

## Button : Search



In order to make it easier to find an article and relevant stock among the many thousands, an effective search engine exists which can be utilized in a number of ways. On occasion, one may be able to remember the code of a particular product, maybe even the barcode, but often one would probably wish to search using the article description, either full or partial. Sometimes one might want to just look in the product groupings for an item or similar items. All these options are possible with the product search facility.

### Button Search:



Click on search to activate the product search engine

Code	Description	Unit
1002861	Ginger Cake==Gluten Free & Wheat Free	EA

Double-clicking on the item will then take you to the section where the article is located.

**Product search**

Search by product code or barcode:

Search by product description containing the following:

ginger

Search for product filtering select using product groupings:

☐ Show Disabled Items

Code	Description	Unit
2000830	American Ginger Ale 150ml	BT
1000451	Ginger	KG
2001621	Ginger Beer Idris	EA
1002861	Ginger Cake==(Gluten Free & Wheat Free)	EA
1002276	Ginger Ground	KG
2001616	Stones Ginger Wine	BT
8000185	Variegated Ginger Leaves	EA

...you can search by entering part of the description. All articles with this entry in their description will then be displayed. Alternatively...

**Product search**

Search by product code or barcode:

Search by product description containing the following:

Search for product filtering select using product groupings:


1 - Food


☐ Show Disabled Items

Code	Description	Unit
1002856	Date & Walnut Cake==(Gluten Free)	EA
1002861	Ginger Cake==(Gluten Free & Wheat Free)	EA
1002866	Madeira Cake==(Gluten Free & Wheat Free)	EA
1002871	Chocolate Cake==(Gluten Free & Wheat Free)	EA
1002876	Carrot Cake==(Gluten Free)	EA
1002881	Lemon Cake==(Gluten Free & Wheat Free)	EA
1002886	Coconut Cake==(Gluten Free & Wheat Free)	EA
1002906	Rich Fruit Cake==(Gluten Free & Wheat Free)	EA
1002911	Lemon Muffin==(Gluten Free & Wheat Free)	EA
1002912	Blueberry Muffin==(Gluten Free & Wheat Free)	EA
1002913	Carrot Cake Muffin==(Gluten Free & Wheat Free)	EA
1002914	Pecan & Toffee Muffin==(Gluten Free & Wheat Free)	EA
1002916	Vanilla Muffin==(Gluten Free & Wheat Free)	EA
1002921	Toffee Muffin==(Gluten Free & Wheat Free)	EA
1002926	Chocolate Chip Muffin==(Gluten Free & Wheat Free)	EA
1005521	Coffee Layer Cake==(Gluten Free & Wheat Free)	EA
1005526	Bakewell Layer Cake==(Gluten Free & Wheat Free)	EA
1005531	Victoria Sponge Layer Cake==(Gluten Free & Wheat Free)	EA

Dressings & Sauces  
 Ethnic Foods  
 Fish  
 Flavours & Colourings  
 Flours & Mixes  
 Fruit  
 Gluten Free & Wheat Free  
   Biscuits  
   Bread  
   Cakes  
   Danish Pastries  
   Flours  
   Local  
   Pasta  
   Ready to Roll Pastry  
   Rolls  
   Sweet Pies  
   Xmas Items

...you can also search by using the Main and then the Sub groupings.

**History:** If an article has previously been searched, the system remembers the last item that was looked for. Click on the History icon  and the system will jump to that last searched location

**Note:** The system will only show articles that are enabled!! If all articles are required the  needs to be activated in the 'Show Disabled Items' checkbox at the bottom on the Search Engine.

Navigation: Reference > Main Screen > Buttons >

Button : Refresh



This option refreshes the screen layout. For example, after sorting columns by their heading or resizing them, clicking refresh will reset the layout to the default view.

Button Refresh:



Click to refresh your screen layout.

Navigation: Reference > Main Screen > Buttons >

Button : Print

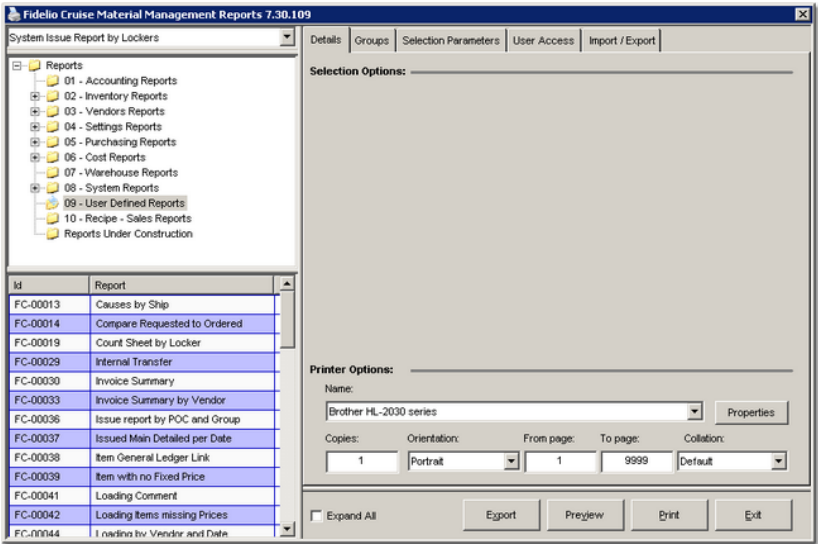


This option opens the [Report Manager](#). This option is also available in the menu; File ->Print.

Button Print:



Click to open the report manager.



Navigation: Reference > Main Screen > Buttons >

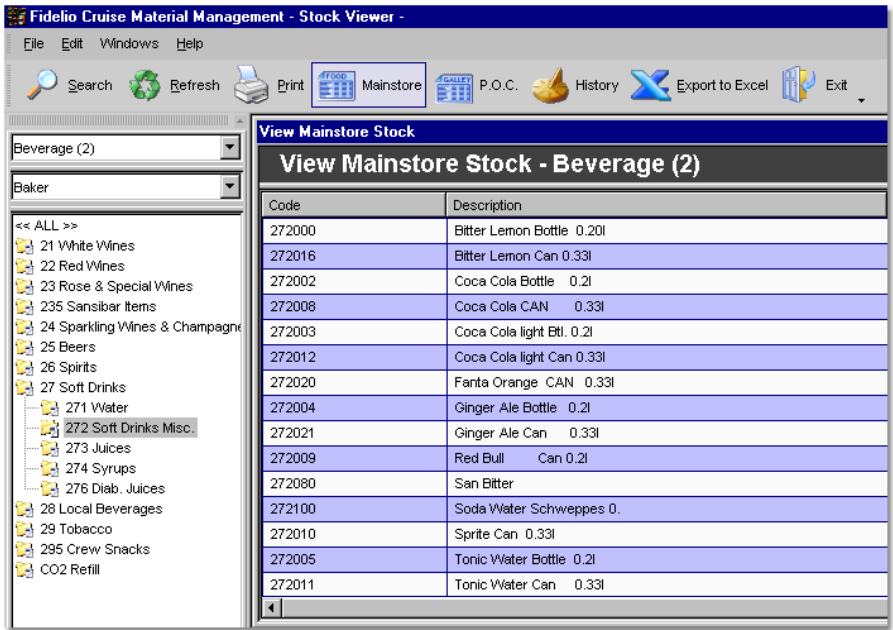
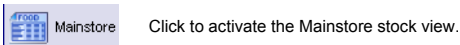
Button : Mainstore



# Main Screen

By clicking the Mainstore button on the [toolbar](#), the program will display the mainstore stock in the [Items list](#). This option can be activated at the same time as the [Substore stock](#) (POC) button being activated for simultaneous comparison of the information.

## Mainstore:



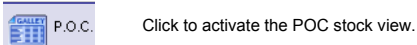
Navigation: Reference > Main Screen > Buttons >

## Button : POC



By clicking the POC button from the [toolbar](#) the program will display the sub-store stock in the [Items list](#). This option can be activated at the same time as the [Mainstore stock](#) button being activated for simultaneous viewing of the information.

## POC:



**View Mainstore Stock - Beverage (B)**

Code	Description	Unit	Open	Loaded	Issued	Returned	Corrections	In Stock
B0006461	BEER BECK'S 33CL BT	EA	0.000	0.000	0.000	0.000	0.000	0.000
B0006266	BEER BLACK LABEL 33CL TIN	EA	264.000	2,400.000	1,729.000	0.000	0.000	935.000
B0006516	BEER BUDWEISER 33CL BT	EA	0.000	0.000	0.000	0.000	0.000	0.000
B0006396	BEER CARLSBERG 33CL BT	EA	0.000	0.000	0.000	0.000	0.000	39.000
B0006301	BEER CASTLE LAGER 33CL TIN	EA	6,716.000	2,400.000	2,713.000	0.000	0.000	6,405.000
B0006466	BEER CASTLE LIGHT 33CL TIN	EA	2,040.000	1,680.000	2,104.000	0.000	0.000	1,616.000
B0006491	BEER CORONA 33CL BT	EA	196.000	0.000	196.000	0.000	0.000	0.000

**View SubStore Stock**

**View Point Of Consumption Stock - SI MINI BAR**

Code	Description	Unit	Open	In	Out	Corrections	Sold	In Stock
B0006461	BEER BECK'S 33CL BT	EA	0.000	0.000	0.000	0.000	0.000	0.000
B0006301	BEER CASTLE LAGER 33CL TIN	EA	0.000	0.000	0.000	0.000	105.000	1,013.000
B0006301	BEER CASTLE LAGER 33CL TIN	EA	863.000	165.000	0.000	0.000	115.000	916.000
B0006291	BEER HEINEKEN 33CL BT	EA	0.000	0.000	0.000	0.000	0.000	0.000
B0006366	BEER MILLER GENUINE DRAFT 33CL BT	EA	914.000	144.000	0.000	0.000	90.000	968.000
B0006366	BEER MILLER GENUINE DRAFT 33CL RT	EA	937.000	144.000	0.000	0.000	159.000	922.000

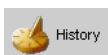
Navigation: Reference > Main Screen > Buttons >

## Button : History



Clicking the history button displays the mainstore stock history of any given product category at a given moment. This may prove helpful when comparing the stock situation with the current situation in a sub store for instance.

### History:




Click to activate the historical product stock viewer.

- In order to view historical stock it is necessary to define the store which will be viewed. This is done in the store type selection field.
- Secondly the desired date for the historical stock needs to be selected. This is done by selecting the corresponding date from the calendar.

**View Historical Mainstore Stock - Beverage (B)**

Code	Description	Unit	Open	Loaded	Issued
B0006791	BEER PERONI 33CL BT	EA	0.000	0.000	0.000
B0012271	BEER SKELTERS 33CL BT	EA	696.000	0.000	144.000

- The historical mainstore stock view can be closed by selecting  from the right corner of the screen.

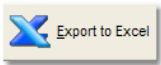
Navigation: Reference > Main Screen > Buttons >

Button : Export to Excel



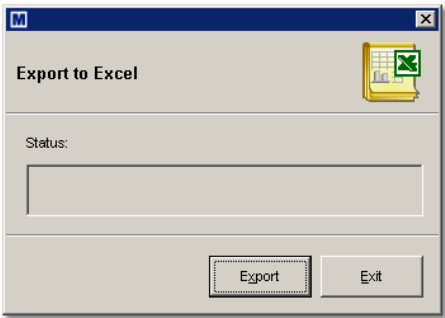
This function exports the contents of the active screen to an Excel spreadsheet.

Exporting to Excel:



Click to export the active window contents to an Excel spreadsheet.

An export window will open



Click  to continue

The exported data will be displayed in Excel, and can be manipulated, saved, or used as desired.

Navigation: Reference > Main Screen > Buttons >

Button : Exit



This option will close the stock viewer module. You may also select from the menu; File -> Exit.

Button Exit:



Click to close the stock viewer module.

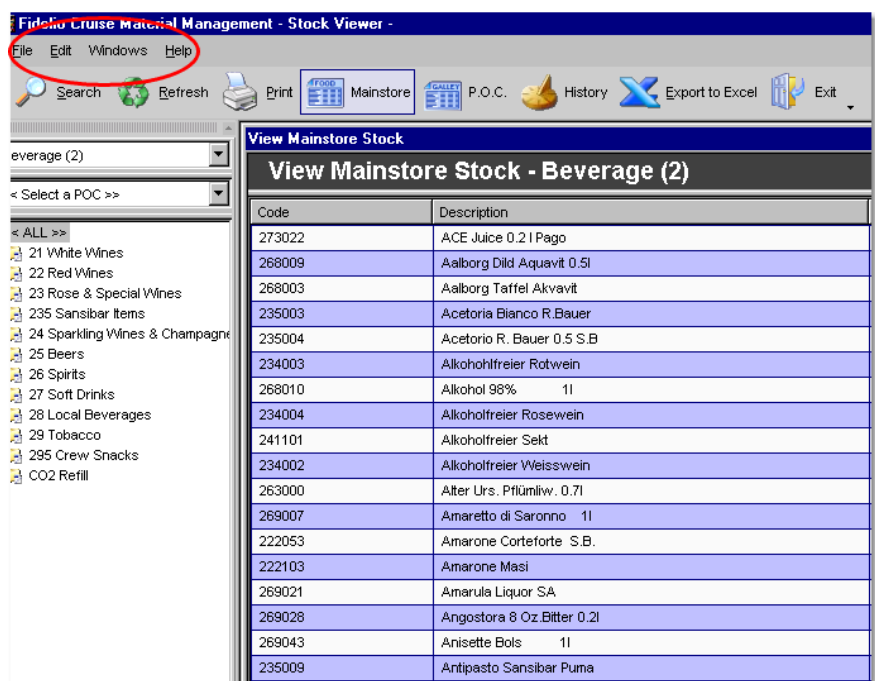
Navigation: Reference > Main Screen >

Menu



The Menu bar on the top of the screen contains basic options which are also represented in the toolbar and often also available with a right mouse click.

Menu:



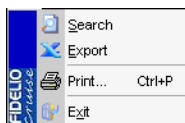
Navigation: Reference > Main Screen > Menu >

## File Menu



This menu contains the basic file options for searching and exporting to Excel sheets. In addition to this the file menu also contains the option to open the report manager.

### File Menu options:



<b>Search</b>	Search
<b>Export</b>	Export the current view to an Excel sheet
<b>Print</b>	Open the report manager
<b>Exit</b>	Close the stock viewer

Navigation: Reference > Main Screen > Menu > File Menu >

## File : Search



In order to make it easier to find an article and relevant stock among the many thousands, an effective search engine exists which can be utilized in a number of ways. On occasion, one may be able to remember the code of a particular product, maybe even the barcode, but often one would probably wish to search using the article description, either full or partial. Sometimes one might want to just look in the product groupings for an item or similar items. All these options are possible with the product search facility.

### Button Search:

Product search		
Code	Description	Unit
2000830	American Ginger Ale 150ml	BT
1000451	Ginger	KG
2001621	Ginger Beer Idris	EA
1002861	Ginger Cake==(Gluten Free & Wheat Free)	EA
1002276	Ginger Ground	KG
2001616	Stones Ginger Wine	BT
8000185	Varigated Ginger Leaves	EA

Search by product code or barcode:

Search by product description containing the following:  
ginger

Search for products using product name

*...you can search by entering part of the description. All articles with this entry in their description will then be displayed. Alternatively...*

☐ Show Disabled Items

**Product search**

Search by product code or barcode:

Search by product description containing the following:

Search for product filtering select using product groupings:


1 - Food

- Dressings & Sauces
- Ethnic Foods
- Fish
- Flavourings & Colourings
- Flours & Mixes
- Fruit
- Gluten Free & Wheat Free
  - Biscuits
  - Bread
  - Cakes
  - Danish Pastries
  - Flours
  - Local
  - Pasta
  - Ready to Roll Pastry
  - Rolls
  - Sweet Pies
  - Xmas Items

☐ Show Disabled Items

Code	Description	Unit
1002856	Date & Walnut Cake==(Gluten Free)	EA
1002861	Ginger Cake==(Gluten Free & Wheat Free)	EA
1002866	Madeira Cake==(Gluten Free & Wheat Free)	EA
1002871	Chocolate Cake==(Gluten Free & Wheat Free)	EA
1002876	Carrot Cake==(Gluten Free)	EA
1002881	Lemon Cake==(Gluten Free & Wheat Free)	EA
1002886	Coconut Cake==(Gluten Free & Wheat Free)	EA
1002906	Rich Fruit Cake==(Gluten Free & Wheat Free)	EA
1002911	Lemon Muffin==(Gluten Free & Wheat Free)	EA
1002912	Blueberry Muffin==(Gluten Free & Wheat Free)	EA
1002913	Carrot Cake Muffin==(Gluten Free & Wheat Free)	EA
1002914	Pecan & Toffee Muffin==(Gluten Free & Wheat Free)	EA
1002916	Vanilla Muffin==(Gluten Free & Wheat Free)	EA
1002921	Toffee Muffin==(Gluten Free & Wheat Free)	EA
1002926	Chocolate Chip Muffin==(Gluten Free & Wheat Free)	EA
1005521	Coffee Layer Cake==(Gluten Free & Wheat Free)	EA
1005526	Bakewell Layer Cake==(Gluten Free & Wheat Free)	EA
1005531	Victoria Sponge Layer Cake==(Gluten Free & Wheat Free)	EA

...you can also search by using the Main and then the Sub groupings.

**History:** If an article has previously been searched, the system remembers the last item that was looked for. Click on the History icon  and the system will jump to that last searched location

**Note:** The system will only show articles that are enabled!! If all articles are required the ☒ needs to be activated in the 'Show Disabled Items' checkbox at the bottom on the Search Engine.

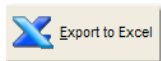
Navigation: Reference > Main Screen > Menu > File Menu >

## File : Export



This function exports the contents of the active screen to an Excel spreadsheet.

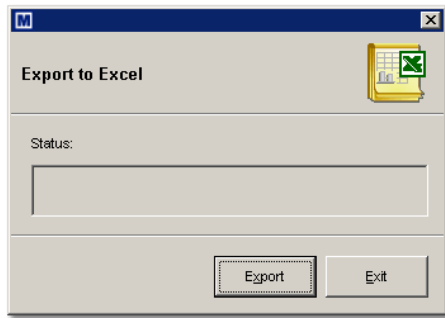
### Exporting to Excel:



Click to export the active window contents to an Excel spreadsheet.

An export window will open

## Main Screen



Click  to continue

The exported data will be displayed in Excel, and can be manipulated, saved, or used as desired.

Navigation: Reference > Main Screen > Menu > File Menu >

### File : Print

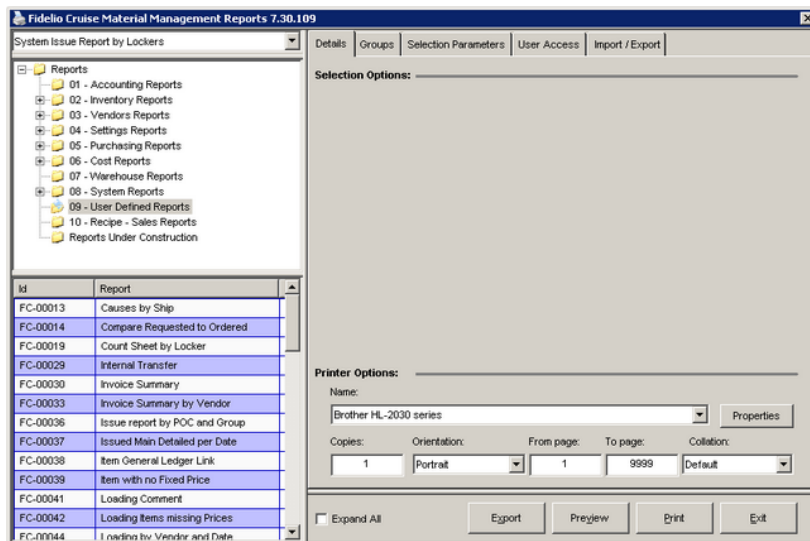


This option opens the [Report Manager](#). This option is also available in the Menu; File ->Print.

#### Button Print:



Click to open the report manager.



Navigation: Reference > Main Screen > Menu > File Menu >

### File : Exit



This option will close the stock viewer module. You may also select from the menu; File -> Exit.

#### Button Exit:

Click to close the stock viewer module.

# Main Screen



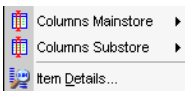
Navigation: Reference > Main Screen > Menu >

## Edit Menu



This menu contains the the options for setting how the information is displayed on the main screen and which columns are included in the view.

### Edit :



[Columns Mainstore](#)

This option chooses the columns that are displayed on the Mainstore View.

[Columns SubStore](#)

This option choosse the columns that are displayed on the Substore View.

[Item Details](#)

Opens the article view tab

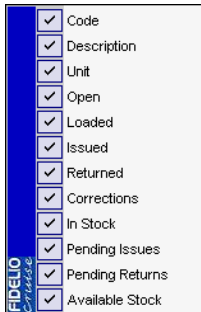
Navigation: Reference > Main Screen > Menu > Edit Menu >

## Columns Mainstore



### Columns mainstore:

Choose the columns to be displayed by checking or unchecking the boxes in the table:



<b>Code</b>	Item code
<b>Description</b>	Item description
<b>Unit</b>	Item unit of measure
<b>Open</b>	Opening stock quantity
<b>Loaded</b>	Quantity loaded since beginning of period
<b>Issued</b>	Quantity issued since beginning of period
<b>Returned</b>	Quantity returned since beginning of period
<b>Corrections</b>	Quantity adjusted as corrected stock
<b>In Stock</b>	Quantity in stock with reservations
<b>Pending Issues</b>	Total of reservations for issues to substores
<b>Pending Returns</b>	Total of reservations for returns from substores
<b>Available Stock</b>	Total of available stock

Navigation: Reference > Main Screen > Menu > Edit Menu >

## Columns Substore



### Columns sub-store:

Choose the columns to be displayed by checking or unchecking the boxes in the table:

# Main Screen

<input checked="" type="checkbox"/>	Code
<input checked="" type="checkbox"/>	Description
<input checked="" type="checkbox"/>	Unit
<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	In
<input checked="" type="checkbox"/>	Out
<input checked="" type="checkbox"/>	Corrections
<input checked="" type="checkbox"/>	Sold
<input checked="" type="checkbox"/>	In Stock
<input checked="" type="checkbox"/>	Pending In
<input checked="" type="checkbox"/>	Pending Out
<input checked="" type="checkbox"/>	Available Stock

<b>Code</b>	Item code
<b>Description</b>	Item description
<b>Unit</b>	Item unit of measure
<b>Open</b>	Opening stock quantity
<b>In</b>	Quantity received from mainstore since beginning of period
<b>Out</b>	Quantity returned to mainstore or transferred to other location since beginning of period
<b>Corrections</b>	Quantity adjusted as corrected stock
<b>Sold</b>	Quantity sold as per Micros POS
<b>In Stock</b>	Quantity in stock at location
<b>Pending in</b>	Total already requested for delivery at location but not yet delivered
<b>Pending out</b>	Total already prepared for return to mainstore but not yet returned
<b>Available Stock</b>	Total of available stock

Navigation: Reference > Main Screen >

## Tree of Folders



The folder tree represents the groups and subgroups for items in the stock viewer. By selecting a group or product category, the details will be displayed on the [Items list](#) side of the screen.

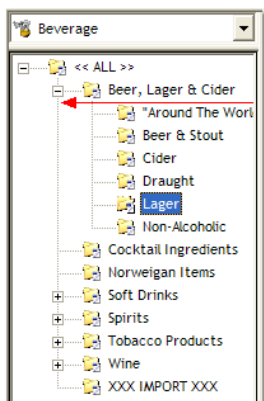
### Groups and sub-groups:

To view the stock for an article, it is always necessary to select the appropriate store. In other words this is the category of articles that is being viewed.

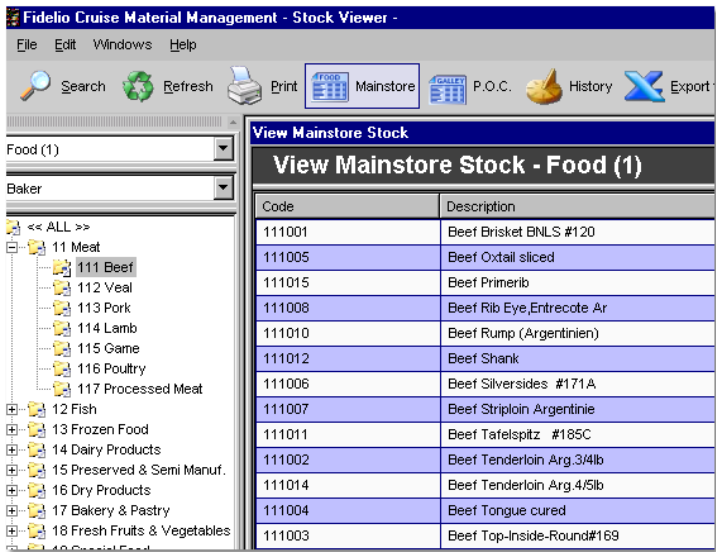
<< Select a Store >>

...then select the group

# Main Screen



By selecting a folder the corresponding articles belonging to that group will be displayed in the [items view](#). Please note that either the [Mainstore Button](#) or the [POC Button](#) must be activated for the program to view information on the selected group.



Navigation: Reference > Main Screen >

## Items List



In the main window, all the articles that are assigned to the selected group can be viewed.

### Item List:

The articles are sorted by column headings.

Status	Doc #	Time	Department	Source	Destination	Cause	
	1	210000024921	06:00	BAR	Mainstore	PO BAR RENDEZ VOUS	Standard Request
	1	210000024941	06:00	BAR	Mainstore	PO BAR RENDEZ VOUS	Standard Request
	1	210000024981	08:00	BAR	Mainstore	PO BAR POMPEIANA	Standard Request
	1	210000024982	07:00	BAR	Mainstore	PO BAR POMPEIANA	Standard Request
	1	210000025161	08:00	BAR	Mainstore	PO BAR MOULIN ROUGE	Standard Request
	1	210000025162	08:00	BAR	Mainstore	PO WINE CEL OBELISCO	Standard Request
	1	210000025163	09:00	BAR	Mainstore	PO BAR THE ZEBRA	Standard Request
	1	210000025181	09:00	BAR	Mainstore	PO CREW BAR	Standard Request
	1	210000025201	21:21	BAR	Mainstore	PO BAR MOULIN ROUGE	Emergency Request
	1	210000025222	09:00	BAR	Mainstore	PO CREW BAR	Standard Request
	1	210000025223	08:00	BAR	Mainstore	PO BAR MOJITO	Standard Request
	1	210000025224	07:00	BAR	Mainstore	PO BAR THE ZEBRA	Standard Request
	1	210000025261	06:00	BAR	Mainstore	PO BAR MOULIN ROUGE	Standard Request
	1	210000025321	10:00	BAR	Mainstore	PO BAR PIRANA	Standard Request

# Main Screen

The column headings are as follows :

**Code:** Code of article  
**Description:** Name of article  
**Unit:** Unit of article

Articles are listed in the window in the order in which they were created, this is the default sort order.  
Clicking on the column heading 'Description' or 'Unit' will change the sort order to sort by that column.

View Mainstore Stock	
View Mainstore Stock - Food (1)	
Code	Description
111001	Beef Brisket BNLS #120
111005	Beef Oxtail sliced
111015	Beef Primerib
111008	Beef Rib Eye,Entrecote Ar
111010	Beef Rump (Argentinien)
111012	Beef Shank
111006	Beef Silversides #171A
111007	Beef Striploin Argentine
111011	Beef Tafelspitz #185C
111002	Beef Tenderloin Arg.3/4lb



Click on Refresh to return the screen to the default layout.

Right mouse clicking on an article will open another menu. These options are also available as keyboard shortcuts and from the toolbar.

Navigation: Reference > Main Screen >

## Article View



In the Article View it is possible to view different types of information regarding the chosen product by selecting the tabs on the left hand side.  
The view may be changed by selecting the tabs, however the information displayed relates to transactions for the selected article only.

### Article View:

Article: Ham Black Forest smoked

Date From: 26 June 2005  
Date To: 27 June 2006

Mainstore

SubStores

Loadings

Issues

Returns

Transfers

Corrections

Consumptions

Sales

Code: 117015  
Unit cost: 0.0000 / KG  
Unique Id: 110000014769

Product Heading Information

Date Range Selection

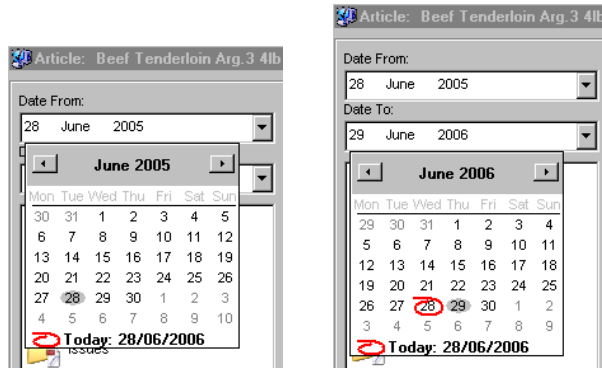
	Stock	Unit	Value
Opening Stock	92.4100	KG	0.0000
Loadings	0.0000	KG	0.0000
Issues	0.0000	KG	0.0000
Returns	0.0000	KG	0.0000
Corrections	0.0000	KG	0.0000
Current Stock	92.4100	KG	0.0000
Pending Issues	0.0000	KG	0.0000
Pending Returns	0.0000	KG	0.0000
Available Stock	92.4100	KG	0.0000

☒ Use Fixed Prices










# Main Screen

The information displayed can be set to cover a specified date range by choosing the dates from the calendar.

**Select Date From :** \_\_\_\_\_ **Select Date To :** \_\_\_\_\_



The product information side tabs contain specific information on the selected product in various categories :

	Mainstore	Article and its movements within the mainstore.
	SubStores	Article and its movements within the sub-stores (POCs).
	Loadings	Loading transactions of the selected article
	Issues	Issue transactions of the selected article
	Returns	Return transactions of the selected article
	Transfers	Transfer transactions of the selected article
	Corrections	Corrections to stock of the selected article
	Consumptions	Consumption of the selected article
	Sales	Sales of the selected article.

Navigation: Reference > Main Screen > Article View >

## Article View



The mainstore view displays information for the selected article and its movements within and from the mainstore.

**Mainstore:**

Main Screen

Article: Alkoholfreier Weisswein

Date From:  
27 June 2005

Date To:  
28 June 2006

Code: 234002

Unit cost: 0.0000 / BT075

Unique Id: 110000016916

Mainstore

SubStores

Loadings

Issues

Returns

Transfers

Corrections

Consumptions

Sales

MainStore	Stock	Unit	Value
Opening Stock	3.0000	BT075	0.0000
Loadings	0.0000	BT075	0.0000
Issues	0.0000	BT075	0.0000
Returns	0.0000	BT075	0.0000
Corrections	0.0000	BT075	0.0000
Current Stock	3.0000	BT075	0.0000
Pending Issues	0.0000	BT075	0.0000
Pending Returns	0.0000	BT075	0.0000
Available Stock	3.0000	BT075	0.0000

☒ Use Fixed Prices

The columns provide the following information:

- MainStore

Stock

Unit

Value
- Mainstore situations / events

Stock quantity involved in situations / events

Unit of measure of article

Value of each independent transaction

☒ Use Fixed Prices

If fixed prices are to be used in the numbers displayed, select this option.

Article View



The sub-store view displays information for the selected article and its movements within and from the sub-stores.

Sub-stores:

Article: Apollinaris 1L

Date From:  
27 June 2005

Date To:  
28 June 2006

Code: 271007

Unit cost: 0.0000 / BT100

Unique Id: 110000017328

Mainstore

SubStores

Loadings

Issues

Returns

Transfers

Corrections

Consumptions

Sales

POC	Stock	Unit	Value
Opening Stock	164.8050	BT100	0.0000
Restaurant	65.6000	BT100	0.0000
Palmgarten	36.9600	BT100	0.0000
Lounge	37.6000	BT100	0.0000
Weinstube	5.6000	BT100	0.0000
Minibar	9.0000	BT100	0.0000
Closing Stock	154.7600	BT100	0.0000

Refresh

Export

Exit

- POC

Stock

Unit

Value
- Point of consumption event

Stock quantity involved in event

Unit of measure of viewed article

Value of each independent transaction

The following options are available on the screen :

- Refresh

Export

Exit
- Click to refresh the screen layout to the original state

Click to export the viewed information to an Excel spread sheet.

Click to exit the module



The loadings view displays information for the selected article related to loading transactions.

Loadings:

# Main Screen

Article: Apollinaris 1L

Date From: 27 June 2005  
Date To: 28 June 2006

Mainstore

SubStores

Loadings

Issues

Returns

Transfers

Corrections

Consumptions

Sales

Code: 271007  
Unit cost: 0.0000 / BT100  
Unique Id: 110000017328

Date	Type	Amount	Unit	Price		Ar
18/05/2006	VN-IN	1,800.0000	BT100	0.5720	EUR	
17/05/2006	VN-IN	756.0000	BT100	0.5800	EUR	
17/05/2006	VN-IN	49.4000	BT100	0.5800	EUR	
17/05/2006	VN-IN	19.3850	BT100	0.5800	EUR	
17/05/2006	VN-IN	12.8000	BT100	0.5800	EUR	
17/05/2006	VN-IN	26.4500	BT100	0.5800	EUR	
17/05/2006	VN-IN	46.0000	BT100	0.5800	EUR	
		2,710.0350				

RefreshExportExit

Date

Type

Amount

Unit

Price

Currency

Price

Total

Exchange Rate

Vendor

Ref

Date of loading transaction

Type of loading transaction

Value of loading transaction

Unit of measure of viewed article

Unit price of article listed in each individual loading

Loading currency

Price in system currency

Total in system currency

Exchange rate to local currency

Name of vendor

The individual reference of the loading transaction

The following options are available on the screen :

Refresh

Export

Exit

Click to refresh the screen layout to the original state

Click to export the viewed information to an Excel spread sheet.

Click to exit the module

Navigation: Reference > Main Screen > Article View >

## Article View



The issues view displays information for the selected article related to issue transaction to the various POCs.

Issues:

Article: Apollinaris 1L

Date From:  
27 June 2005

Date To:  
28 June 2006

Code: 271007

Unit cost: 0.0000 / BT100

Unique Id: 110000017328

Mainstore

SubStores

Loadings

Issues

Returns

Transfers

Corrections

Consumptions

Sales

Date	Destination	Status	Amount	Unit
07/06/2006	Lounge	Pending	12.0000	BT100
07/06/2006	Restaurant	Pending	84.0000	BT100
06/06/2006	Palmgarten	Complete	12.0000	BT100
05/06/2006	Palmgarten	Complete	12.0000	BT100
04/06/2006	Palmgarten	Complete	12.0000	BT100
02/06/2006	Restaurant	Complete	12.0000	BT100
31/05/2006	Palmgarten	Complete	12.0000	BT100
31/05/2006	Winstube	Complete	6.0000	BT100
30/05/2006	Palmgarten	Complete	12.0000	BT100
30/05/2006	Ships Use	Complete	12.0000	BT100
30/05/2006	Restaurant	Complete	24.0000	BT100
29/05/2006	Palmgarten	Complete	12.0000	BT100
26/05/2006	Lounge	Complete	24.0000	BT100
25/05/2006	Palmgarten	Complete	12.0000	BT100
24/05/2006	Palmgarten	Complete	24.0000	BT100
22/05/2006	Palmgarten	Complete	12.0000	BT100

Refresh

Export

Exit

Date

Destination

Status

Amount

Unit

Price

Total

Ref

Date of issue transaction

Location to which items were issued

Status of transaction

Amount issued

Unit if measure used in transaction

Price in system currency

Total in system currency

Individual reference for the transaction

The following options are available on the screen :

Refresh

Export

Exit

Click to refresh the screen layout to the original state

Click to export the viewed information to an Excel spread sheet.

Click to exit the module

Article View



The returns view displays information for the selected article related to returns.

Returns:

# Main Screen

Article: Apollinaris 1L

Date From:  
27 June 2005

Date To:  
28 June 2006

Mainstore

SubStores

Loadings

Issues

Returns

Transfers

Corrections

Consumptions

Sales

Code: 271007

Unit cost: 0.0000 / BT100

Unique Id: 110000017328

Date	Destination	Status	Amount	Unit
			0.0000	

Refresh

Export

Exit

Date

Destination

Status

Amount

Unit

Price

Total

Ref.

Date of return transaction

Destination store to which the items were returned

Status of the return transaction

Amount of the return

Unit of measure of articles returned

Unit price of the returned article

Total amount of the returned articles

The individual reference of the return transaction

The following options are available on the screen :

Refresh

Export

Exit

Click to refresh the screen layout to the original state

Click to export the viewed information to an Excel spread sheet.

Click to exit the module

Navigation: Reference > Main Screen > Article View >

## Article View



The transfers view displays information for the selected article related to interdepartmental transfers.

Transfers:

## Main Screen

Article: Apollinaris 1L

Date From:

27 June 2005

Date To:

28 June 2006

Mainstore

SubStores

Loadings

Issues

Returns

Transfers

Corrections

Consumptions

Sales

Code:

271007

Unit cost:

0.0000 / BT100

Unique Id:

110000017328

Date	From	To	Status
05/06/2006	Minibar	Restaurant	Complete

Refresh

Export

Exit

<b>Date</b>	Date of the return transaction
<b>From</b>	Origin of the transferred material (From which outlet were the items taken)
<b>To</b>	Destination of the transfer (To which outlet are the items taken)
<b>Status</b>	Status of the transfer transaction
<b>Amount</b>	Amount of articles transferred
<b>Unit</b>	Unit of measure of viewed article
<b>Price</b>	Unit price of the transferred article
<b>Total</b>	Total value of the transfer transaction
<b>Ref.</b>	The individual reference of the transfer transaction

The following options are available within the screen :

Refresh	Click to <a href="#">refresh</a> the screen layout to the original state
Export	Click to <a href="#">export</a> the viewed information to an Excel spread sheet.
Exit	Click to exit the module

Navigation: Reference > Main Screen > Article View >

## Article View



Displays inventory corrections for the selected article.

### Corrections:

**Article: Alkoholfreier Weisswein**

Date From: 27 June 2005  
Date To: 28 June 2006

Code: 234002  
Unit cost: 0.0000 / BT075  
Unique Id: 110000016916

Mainstore  
SubStores  
Loadings  
Issues  
Returns  
Transfers  
**Corrections**  
Consumptions  
Sales

Date	counted	Unit	Variance	SOH	Ref
			0.0000		

Refresh Export Exit

<b>Date</b>	Date of stock adjustment (correction)
<b>Counted</b>	Counted physical stock amount
<b>Unit</b>	Unit of measure of viewed article
<b>Variance</b>	Variance between physical and theoretical stock
<b>SOH</b>	Physical stock on hand
<b>Ref.</b>	Reference number of the adjustment transaction
<b>Comments</b>	Comments that have been included in the adjustment transaction.

The following options are available within the screen :

Refresh	Click to <a href="#">refresh</a> the screen layout to the original state
Export	Click to <a href="#">export</a> the viewed information to an Excel spread sheet.
Exit	Click to exit the module

Navigation: Reference > Main Screen > Article View >

## Article View



Displays consumption information for the selected article.

### Consumptions:

Article: Apollinaris 1L

Date From:  
27 June 2005

Date To:  
28 June 2006

Code: 271007

Unit cost: 0.0000 / BT100

Unique Id: 110000017328

Mainstore

SubStores

Loadings

Issues

Returns

Transfers

Corrections

Consumptions

Sales

SummaryOptions

From	To	Closing SOH	Corrections	Consumption
21/05/2006	31/05/2006	2,370.000	-11.995	143.535
08/05/2006	20/05/2006	2,531.995	0.000	19.700

Refresh

Export

Exit

- From

To

Closing SOH

Corrections

Consumption

Season

Ship
- Period starting date

Period closing date

Closing stock on hand

Corrections made to stock on hand during the period

Consumption during period

Season of consumption

Vessel name

The following options are available within the screen :

- Refresh

Export

Exit
- Click to Refresh the screen layout to the original state

Click to export the viewed information to an Excel spread sheet.

Click to exit the module



Displays sales information from Micros POS for the selected article.

Sales:

# Main Screen

Article: Apollinaris 1L

Date From: 27 June 2005  
Date To: 28 June 2006

Code: 271007  
Unit cost: 0.0000 / BT100  
Unique Id: 110000017328

Mainstore  
SubStores  
Loadings  
Issues  
Returns  
Transfers  
Corrections  
Consumptions  
Sales

Period Id	Open	Close	Sold	Unit
611	May 21 2006	May 31 2006	139.1000	BT100
610	May 08 2006	May 20 2006	19.7000	BT100
			158.8000	

Refresh Export Exit

**Period ID** ID number of period  
**Open** Period starting date  
**Close** Period closing date  
**Sold** Quantity of articles sold during period  
**Unit** Unit of measure of viewed article

The following options are available within the screen :

Refresh	Click to <a href="#">refresh</a> the screen layout to the original state
Export	Click to <a href="#">export</a> the viewed information to an Excel spread sheet.
Exit	Click to exit the module

## Task Manager Main Screen



Task Manager functions as the module to schedule activity within MMS such as setting storeroom timetables, due times and meetings among others. In addition it may be used as the generic shipboard calendar for organizational activity and have the system alarm set for a specific activity.

### Task Manager Main Screen:

The main screen is divided into 5 main sections :

- **File Menu** - for accessing the most common options
- **Function Buttons** for accessing the most common functions
- **Calendar View** - Listing the tasks for a selected day.
- **Tasks and Events List** below the **Calendar**
- **Daily View of Tasks**

**Fidello Cruise Material Management - Time Table - [Time Table]**

File Help

Search Refresh Print Exit

**Calendar View**

September 2005

Sun Mon Tue Wed Thu Fri

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

9/9/2005 9/9/2005

**Task & Events**

<< ALL >> Meetings Requisition Due Times

Ship Orders Store Movements

Groups

Silver DEMO 9/9/2005 11:58 AM User : Fidello Support Pc : Fc-robert DB : Fidello Ver: 7.03.1031

**Clicking a day on the calendar will open the tasks for the selected day.**

Start	End	Department	Task
07:30	08:00	Galley	Galley Pick Up Requisitions
			Pick up Requisitions (Bond)
			Pick up Requisitions (Wine Locker & Bond)
			Roomservice Food Pick up Requisitions
			Pick up Requisitions (Food)
15:00	15:30	Bars	Bars Pick up Requisition (Food)
17:00	17:30	Bars	Additional Pick up Bond
17:00	17:30	Galley	Galley Pick Up Requisitions
17:00	17:30	Restaurant	Restaurant Pick Up (Wine Locker & Bond)
17:00	17:30	Housekeeping	housekeeping pick - up
18:30	19:00	Galley	Galley Pick up Requisitions (Bakery)
20:00	21:30	Galley	Galley Pick Up Requisitions (Night Galley & B)

**List of tasks for selected day.**

**Types of tasks that are available to be set.**

**Daily view of tasks displayed in a timing frame.**

**Friday, September 09, 2005**

06:00 AM

06:30 AM

07:00 AM

07:30 AM Galley Galley Pick Up Requisitions

08:00 AM

08:30 AM

09:00 AM Bars Pick up Requisitions (Bond)

09:30 AM Restaurant Pick Up Requisitions (Wine Locker & Bond)

10:00 AM Housekeeping Roomer Restaurant Pick up Requisitions

10:30 AM

11:00 AM

01:30 PM

02:00 PM

02:30 PM

03:00 PM Bars Bars Pick up Requisition (Food)


03:30 PM

04:00 PM

04:30 PM

05:00 PM Bars Add Galley Gal Restaurant Housekee

05:30 PM

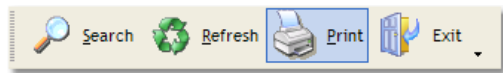
By moving the mouse over the screenshot, the 'hotspots' will be activated, changing the cursor to . Clicking on these will jump to more detailed information about the particular topic.

## Buttons:



The buttons provide quick access to options for searching and printing, among other functions.

### Buttons:



Most of the options have corresponding tools in the Toolbars, keyboard shortcuts assigned to them or, are available with a right mouse click.

- Search:** Button currently inactive
- Refresh:** This option refreshes the screen layout
- Print:** Opens Report Manager
- Exit:** Close the Tasks Manager

---

Navigation: Reference > Main Screen > Buttons >

## Button: Search



This function is currently inactive.

---

Navigation: Reference > Main Screen > Buttons >

## Button: Refresh



This option refreshes the screen layout. For example, having sorted columns by their heading or resized them, clicking refresh will reset the layout to their original view.

### Button Refresh:



Click to refresh your screen layout.

---

Navigation: Reference > Main Screen > Buttons >

## Button: Print



This button opens *Report Manager* and allows to print various reports and templates.

### Button Print:



Click to open the Report Manager

**Fidelio Cruise Material Management Reports 7.30.104**

<< Quick Search >>

**Reports**

- 01 - Accounting Reports
- 02 - Inventory Reports
- 03 - Vendors Reports
- 04 - Settings Reports
- 05 - Purchasing Reports
- 06 - Cost Reports
- 07 - Warehouse Reports
- 08 - System Reports
- 09 - User Defined Reports
- 10 - Recipe - Sales Reports
- Reports under construction

Id	Report
FC-ACC-000	Issue report by POC and Group
FC-AC-	Stock Receipts Report

**Selection Options:**

Date from: Monday , September 05, 2005

Date To: Monday , September 05, 2005

Ship: Mr Moon

Store: Beverage

**Printer Options:**

Name: HP LaserJet 4

Copies: 1 Orientation: Portrait From page: 1 To page: 9999 Collation: Default

Expand All Export Preview Print Exit



Before you click print, it's always a good idea to check the printer options on the Details tab of the report.

Navigation: Reference > Main Screen > Buttons >

## Button: Exit



This button will close the Task Manager. This option is also available in the [Toolbar](#).

### Button Exit:



Click to close the Task Manager.

Navigation: Reference > Main Screen >

## Calendar View

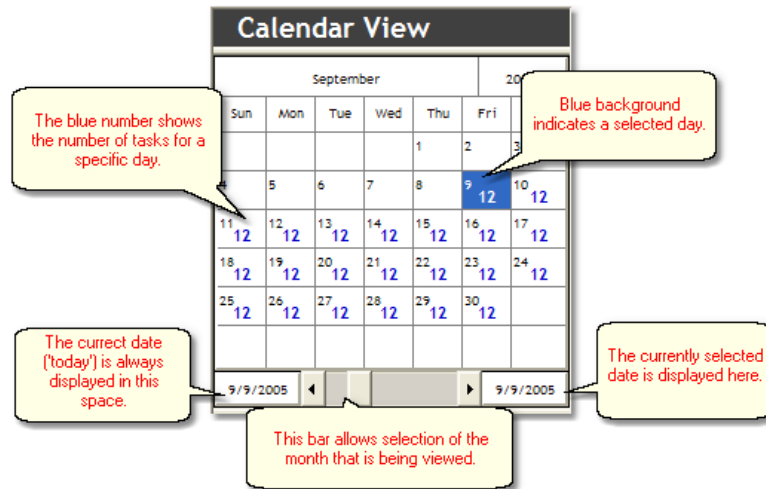


In Calendar View it is possible to see the number of tasks for each day of the month and navigation is quick and easy between

particular dates with a mouse click.

### Calendar:

Clicking on a specific day will highlight it in blue and will update the display of the [tasks list](#) and the daily view windows.



Navigation: Reference > Main Screen >

## Tasks & Events Panel



The Tasks & Events panel collects together the different types of activity that may be scheduled. By default the system displays all the activity that has been set in the activity calendar. By selecting a specific task the system will only display that particular activity on the calendar.

### Tasks & Events:

- The following types of activity can be managed and scheduled in the Task Manager:

#### Meetings

Regular meetings may be scheduled through this option.

#### Storeroom Movements

The time when items will be issued (picked up or delivered) may be set in this option.

#### Requisition due times

If requisitions have to be made by a certain time, these timeframes may be set under this category.

#### Ship Orders

If ship orders need to be sent by a certain date, these deadlines may be set here.

#### All

All the above activity may be viewed together by selecting this option.



To add a New Scheduled task please right click on the [Tasks list](#).

Navigation: Reference > Main Screen >

## Tasks List and Daily View



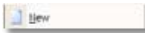
Both parts of the screen display the same information, but presented in two different ways. Double clicking an item in either panel will open the [Task View](#) screen.

### Tasks List:

Here you can see a list of tasks depending on your selection in [Calendar View](#) and in the [Tasks & Events Panel](#).

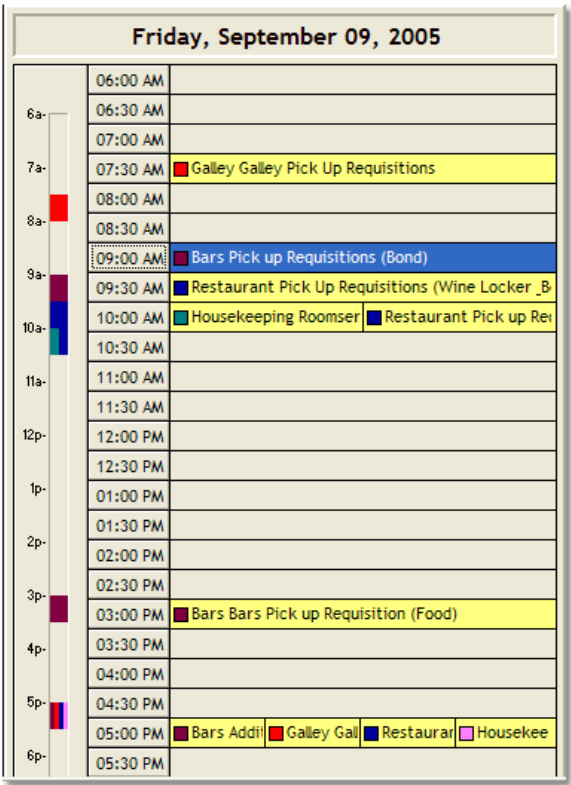
Start	End	Department	Task
07:30	08:00	Galley	Galley Pick Up Requisitions
09:00	09:30	Bars	Pick up Requisitions (Bond)
09:30	10:00	Restaurant	Pick Up Requisitions (Wine Locker & Bond)
10:00	10:30	Housekeeping	Roomservice Food Pick up Requisitions
10:00	10:30	Restaurant	Pick up Requisitions (Food)
15:00	15:30	Bars	Bars Pick up Requisition (Food)
17:00	17:30	Bars	Additional Pick up Bond
17:00	17:30	Galley	Galley Pick Up Requisitions
17:00	17:30	Restaurant	Restaurant Pick Up (Wine Locker & Bond)
17:00	17:30	Housekeeping	housekeeping pick - up
18:30	19:00	Galley	Galley Pick up Requisitions (Bakery)
20:00	21:30	Galley	Galley Pick Up Requisitions (Night Galley &

You can sort the list in different ways by clicking on the column headings, e.g. Department.

To add a new task, right click this part of the screen and select  option.

### Daily View:

This section allows you to view the daily schedule in a more user friendly way. You can easily spot if specific areas are overloaded or, if you need to move a particular event to a different spot.



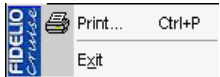
Navigation: Reference > Main Screen >

Menu : File



This menu contains the options for Printing and Exiting the program.

File :



**Print:** Open the Report Manager  
**Exit:** Close the program

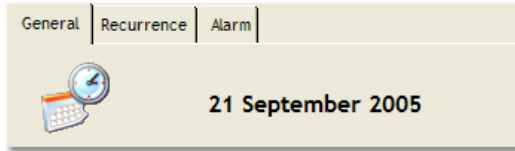
Navigation: Reference > Main Screen >

Task View



The Task window is divided into 3 tabs. Here the tasks in detail can be defined, setting recurrences and reminders.

## General:



- General:** Set the main task attributes such as times, department, group and description.
- Recurrence:** Define whether the task is a 'one-off' or will repeat on a set basis.
- Alarm:** Add reminders to tasks and configure these reminders for other users.

Navigation: Reference > Main Screen > Task View >

## Tab: General



The General tab is where the tasks main attributes may be defined such as timeframe, department & group.

## General:

A screenshot of the 'Task' window's 'General' tab. The window has a blue title bar with the text 'Task' and a close button. Below the title bar are three tabs: 'General', 'Recurrence', and 'Alarm'. The 'General' tab is active, showing a calendar icon and the date 'Friday, September 09, 2005'. Below the date are several fields: 'Start Time' (9:00:00 AM), 'End Time' (9:30:00 AM), 'Department' (Bars), 'Display Color' (a dark red color swatch), 'Group' (Store Movements), and 'Task' (Pick up Requisitions (Bond)). At the bottom are 'Ok' and 'Cancel' buttons.

The General tab contains the following information:

- **Start Time:** here you have to specify what time the task begins
- **End Time:** in this field you specify what time this particular task ends
- **Department:** select which department is involved in this task

- **Display Color:** the color in which to display the task in the [Daily View](#) panel
- **Group:** allows you to specify the group to which the task belongs:
  - Meetings
  - Ship Orders
  - Requisition Due Times
  - Store Movements: This group has a direct connection to the *Movements* module. It allows you to specify a 'window' for issuing the goods from the warehouse. During creation of a new movement for a particular department, the user must select one of these 'windows' to pick-up requested goods. You can specify this window as a task with the group - *Store Movements*
- **Task:** here you can provide more information (description) of particular task

---

## See Also:

- [Recurrence Tab](#)
- [Alarm Tab](#)

Navigation: Reference > Main Screen > Task View >

## Tab: Recurrence

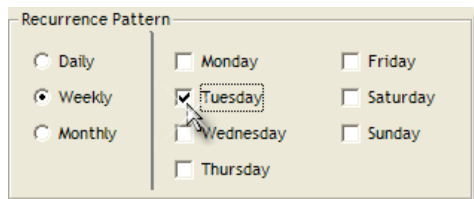


This tab allows you to define if this is a one time only task, or if it repeats periodically.

### Recurrence:

The following repeating patterns are available for selection:

- **Daily:** the task repeats every X days, it can be set to repeat for example every 1 or 7 days
- **Weekly:** you can pick the days of the week on which the task occurs:



Recurrence Pattern

☐ Daily

☒ Weekly

☐ Monthly

☐ Monday

☒ Tuesday

☐ Wednesday

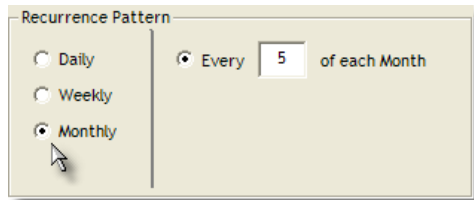
☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

- Monthly: you can specify that the task occurs on a particular day of the month, for example every 5th day of each month



Recurrence Pattern

☐ Daily

☐ Weekly

☒ Monthly

☒ Every  of each Month

You can also specify a **Range of Recurrence**:

- **Start**: the date on which the task becomes effective.
- **End**: here you can either specify the expiry date of the task recurrence or set no ending date.

**Note:** The system automatically defaults to a one-off recurrence when first creating a new task. Here the 'Start' & 'End' dates will be the same, although the Recurrence Pattern will show 'Daily' and 'Every 1 Day(s)'.

---

## See Also:

- [General Tab](#)
- [Alarm Tab](#)

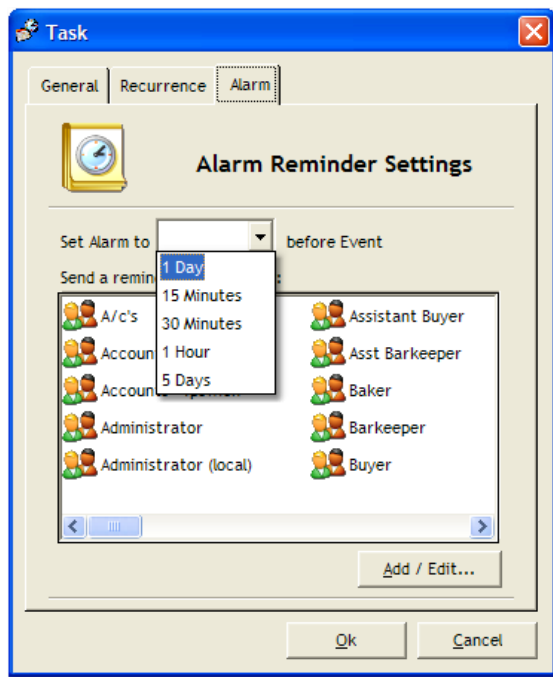
Navigation: Reference > Main Screen > Task View >

## Tab: Alarm



The Alarm tab allows you to setup reminders for particular tasks.

### Alarm:



On this screen you can setup a reminder, the time prior to the event when the reminder should be sent, and who should receive the reminder. To add recipients of the reminder, please click on [Add / Edit](#) button.

#### See Also:

- [General Tab](#)
- [Recurrence Tab](#)
- [Add / Edit Button](#)

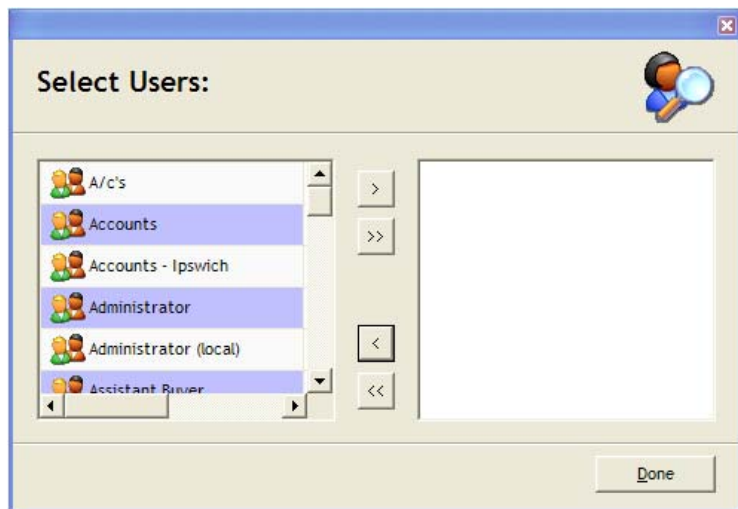
Navigation: Reference > Main Screen > Task View > Tab: Alarm >

### Button Add / Edit



Add / Edit users allows you to select recipients of the reminder for a particular task.

#### Add / Edit Users:



# Main Screen

The following buttons are available:



Moves selected user from left side to the right side (selection)



Moves ALL users from left side to the right side (selection)



Moves selected user from right side (selection) to the left side



Moves ALL users from right side (selection) to the left side

Basic operation in this tab is to move appropriate users from the left side of the screen to the right side, therefore assigning the reminder to them. When you have finished, click 'Done'.

---

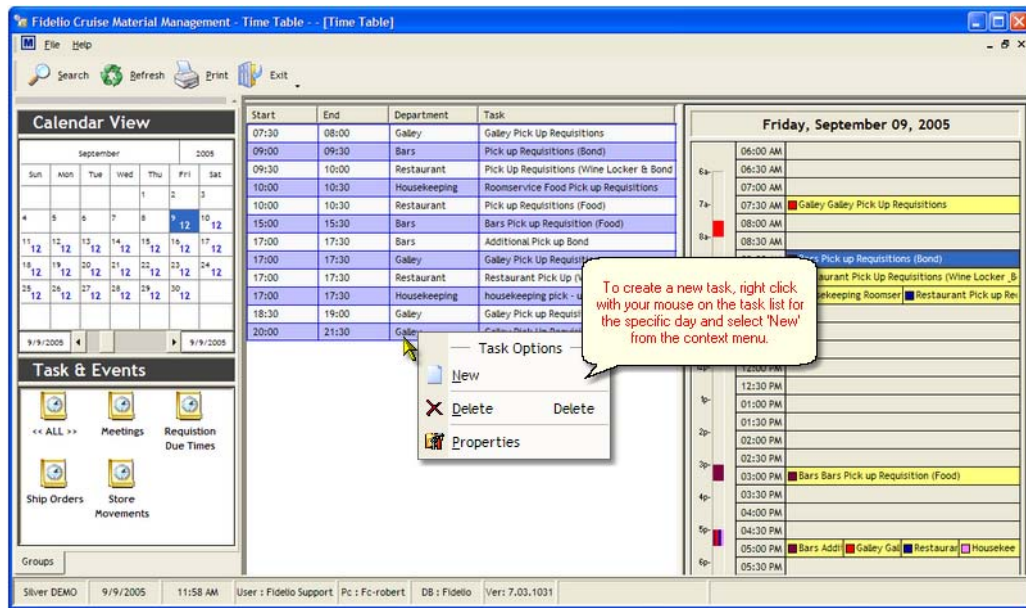
Navigation: How to ... >

How to....Add a new task



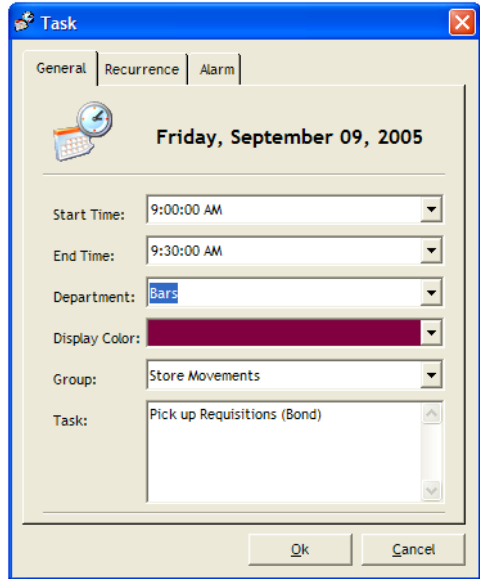
## Adding new task:

- To add a new task, first select the day in the calendar on the main screen, then right click on the [Tasks List](#) and from context menu select **New**.



- A Task View window opens.

1. Fill out the general details:



The General tab contains the following information:

- Start Time:** here you have to specify what time the task begins
- End Time:** in this field you specify what time this particular task ends
- Department:** select which department is involved in this task
- Display Color:** the color in which to display the task in the [Daily View](#) panel
- Group:** allows you to specify the group to which the task:
  - Meetings
  - Ship Orders
  - Requisition Due Times
  - Store Movements: This group has a direct connection to the *Movements* module. It allows you to specify a 'window' for issuing the goods from the warehouse. During creation of a new movement for a particular department, the user must select one of these 'windows' to pick-up requested goods. You can specify this window as a task with the group Store Movements



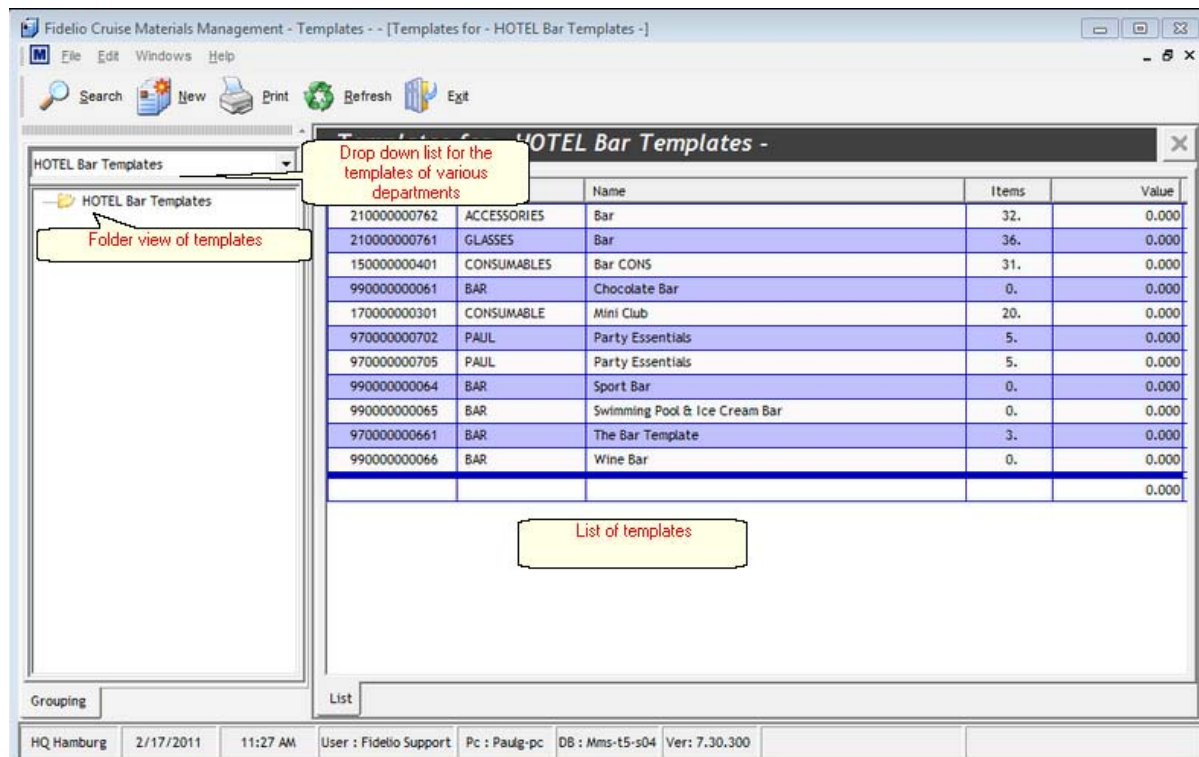
## Template Manager Main Screen

Template Manager is the module which allows created internal requisition forms of all departments to be stored for re-usage. A folder may be created for each of the departments from which the users can retrieve the ready made requisition form. This way it is necessary to insert only the material quantities in the requisition instead of searching for each and every item from the stores.


### Template Manager Main Screen:

The Main screen consists of the following sections :

- On the top part are located the the [Menu](#) and [Function Buttons](#) through which the most common functions may be accessed.
- The tree of folders consists of the [Folders](#) that may be created for each department.
- The [Template list](#) makes visible the contents of each selected folder.



By moving the mouse over the screenshot and you will see certain 'hotspots' identified with the cursor

changing to a  . Click on these to move into more detailed information about that particular topic.



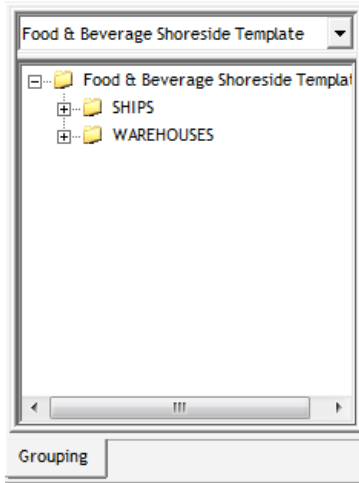
## Tree of Folders

The tree of folders represent the groups and subgroups for templates in the Template Manager. Here sub folders can be created and the templates can be organized for ease of use.

## Tree of Folders:

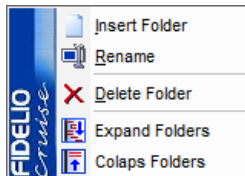
- To look for a particular template it is possible to select the folder and browse. In the main screen, the list of templates belonging to a particular folder will be displayed.

The top level folder, in this example - Bar Templates, will always contain ALL templates. When moving a template to another folder, it will still be displayed in the master folder.



The folder tree on the left is the folder setup.

- By right clicking with the mouse on a folder, the popup menu below will appear.



<b>Insert Folder:</b>	Add a new folder.
<b>Rename:</b>	Rename an existing folder.
<b>Delete Folder:</b>	Delete an existing folder.
<b>Expand Folders:</b>	Expands the tree to show all sub folders.
<b>Collapse Folders:</b>	Collapses the tree, hiding sub folders.

- These options are also available from the Edit menu when a folder is currently selected.

---

Navigation: Reference > Main Screen >

## Templates List



When clicking on a folder in the folder tree, all the templates that belong within it will be displayed in the main window.

## Templates List:

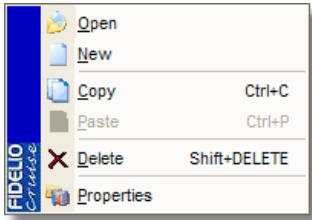
The main window displays the templates available in the current folder.

Templates				
ID	Code	Name	Items	Value
210000000762	ACCESSORIES	Bar	32.	0.000
210000000761	GLASSES	Bar	36.	0.000
150000000401	CONSUMABLES	Bar CONS	31.	0.000
990000000061	BAR	Chocolate Bar	0.	0.000
170000000301	CONSUMABLE	Mini Club	20.	0.000
970000000702	PAUL	Party Essentials	5.	0.000
970000000705	PAUL	Party Essentials	5.	0.000
990000000064	BAR	Sport Bar	0.	0.000
990000000065	BAR	Swimming Pool & Ice Cream Bar	0.	0.000
970000000661	BAR	The Bar Template	3.	0.000
990000000066	BAR	Wine Bar	0.	0.000
				0.000

Double clicking on the selected template will open it for editing, where you can add or delete items.

**Hint:** You can sort the list ascending or descending, by clicking on the available column headings (ID, Code, Name, Items, Value). The viewable columns may also be moved to display in a different order by simply clicking on the column header with the left mouse button and dragging it to the desired location.

A right click on a template will popup the following shortcut menu:



- Open:** Opens the selected template for editing.
- New:** Create a new template.
- Copy:** Copy the selected template.
- Paste:** Pastes the previously copied template.
- Delete:** Deletes the selected template.
- Properties** Shows the template attributes, allowing you to change the Code and Name.

See Also:

- [Add to a Template](#)

Navigation: Reference > Main Screen >

Buttons

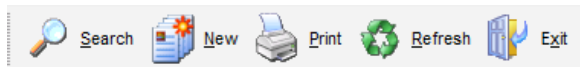


The buttons toolbar contains basic options for performing tasks in Template Manager.

Buttons:

# Main Screen

Click the buttons or links for a more detailed description of the particular function.



<b>Search</b>	- Search for a specific template
<b>New:</b>	- Create a new template
<b>Print:</b>	- Opens the Print Manager module
<b>Refresh:</b>	- Refreshes the screen layout
<b>Exit:</b>	- Closes Template Manager

Most of the options have corresponding tools in the [Toolbar](#), keyboard shortcuts assigned to them, or are available as a *Right mouse click*.


Navigation: Reference > Main Screen > Buttons >

## Button: Search



The search function enables to look for a specific template quickly by ID, code or name. It is possible also to browse by the folders indicated in the left hand window.

### Search:

 **Search**

Click to search for a template.

#### Product Template

Search by Template ID or user defined name:  
paul

Enter template ID, code or user defined name here

Id	Code	Name
000000705	PAUL	Party Essentials
000000702	PAUL	Party Essentials

The list of templates that match the search criteria will be displayed here  
Double clicking will open the row for editing

Search for product filtering select using product groupings:  
HOTEL Bar Templates

Browse templates by folders

HOTEL Bar Templates

A quick list of the highlighted template will be visible here

Code	Description	B					Value
B0000001	CHAMPAGNE DOM PERIGNON 75CL	EA	0.000	0.000	EA		0.000
B0005111	COCA COLA LIGHT 33CL/12OZ TIN	EA	0.000	0.000	EA		0.000
B0004306	RUM BACARDI 8 Y 1L	EA	0.000	0.000	EA		0.000
F0001366	LIME	KG	0.000	0.000	KG		0.000
F0015236	CAVIAR SEA URGIN 130GR	EA	0.000	20.000	EA		0.000
							0.000

You can search for a template in multiple ways:

- by entering the Template ID, code or user defined name of the template

- by browsing the tree structure and checking one template after another

Navigation: Reference > Main Screen > Buttons >

## Button: New



Clicking 'New' starts the process for creating a new template.

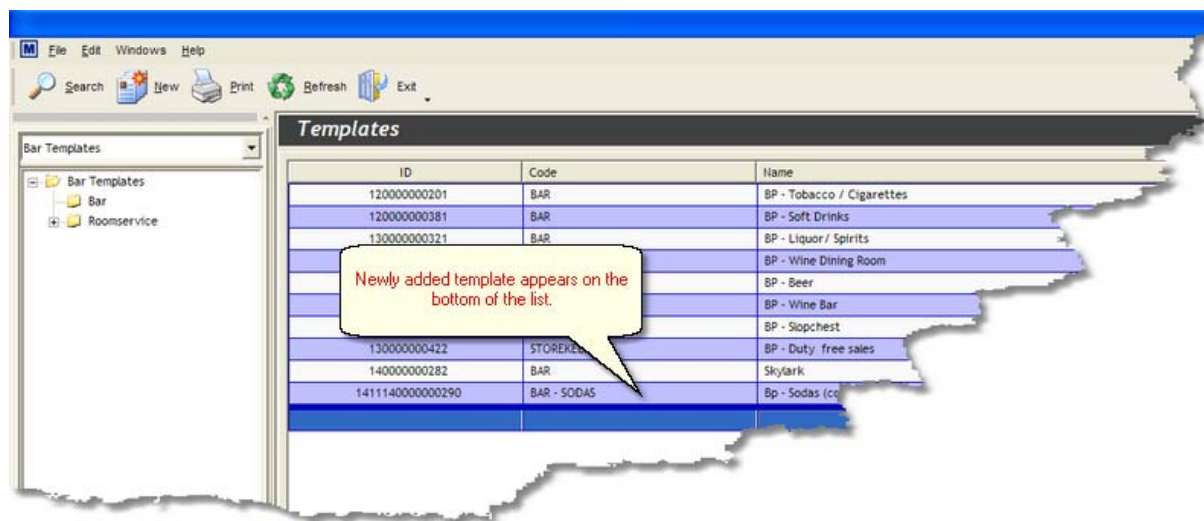
### New Template:



Click to start creating a new template.

- Once clicking the New button, a wizard will appear to help with the process of creating new template.

- On this screen you need to enter a *Code* for the template which can be alphanumeric up to 20 characters. Make the text is unique and meaningful, something that will help you when searching for the template at a later point. It will be easier to tell another user to use template 'BAR001' instead of using the whole name of the template.
- You also need to enter a *Name* for the template, which is similar to a description. It can be up to 50 characters long and can describe the template's contents,
- You will also need to add at least one *administrator* and at least one *user* in order to make the template accessible for these users
- Entities where the newly created template should be visible should also be added here
- Once this is complete, click the *Finish* button to close the wizard and start to add Articles.



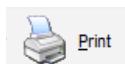
Navigation: Reference > Main Screen > Buttons >

## Button: Print

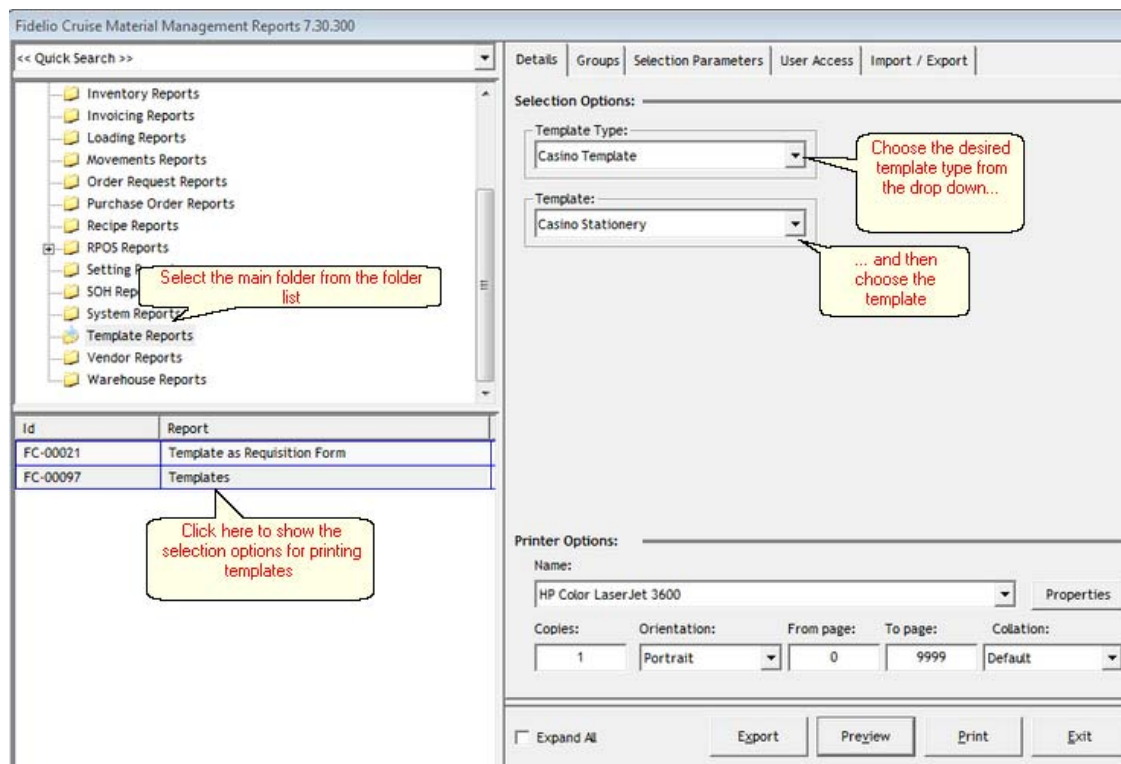


This button opens *Report Manager* and allows to print various reports and templates.

### Button Print:



Click to open the Report Manager



Navigation: Reference > Main Screen > Buttons >

## Button: Refresh



This option refreshes the screen layout back to its default appearance if the column sizes have been altered or sorted by column headings etc.

### Button Refresh:



Click to refresh your screen layout, i.e. to return to the top of a template or the folder tree if you are browsing near the bottom.

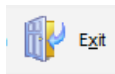
Navigation: Reference > Main Screen > Buttons >

## Button: Exit



This option will close the Template Manager. It is also available from the toolbar.

### Button Exit:



Click to close the Template Manager.

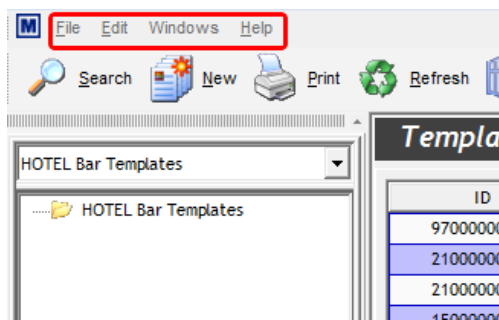
Navigation: Reference > Main Screen >

## Menu



The Menu bar on the top of the screen contains basic functions that are also represented in the toolbar, and are also available with a right mouse click.

### Menu :



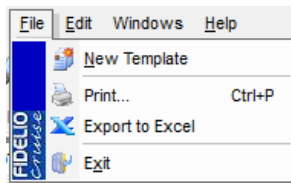
Navigation: Reference > Main Screen > Menu >

## Menu : File



This menu contains the most common options for creating a new template, printing or exiting the module.

### File :



#### [New Template](#)

Starts the process of creating a new template

#### [Print](#)

Print a Template

#### [Export to Excel](#)

Will convert the selected template into an excel file

#### [Exit](#)

Exit the Template manager module

Navigation: Reference > Main Screen > Menu >



## Menu : Edit

The Edit menu contains the most common options for creating, re-opening documents.

### Edit :



#### Open

Open a selected template. This function is equal to a double click on the mouse.

#### New

Create a New Template

#### Copy

Copy Selected Data

#### Paste

Paste the Copied data to a destination area. This option activates only after having used the copy function.

#### Delete

Delete an item or a selected template. This option is also available by right clicking an item inside a Template.

#### Properties

Display the Properties / Nominative Details of a Template

Navigation: Reference > Main Screen > Menu > Menu : Edit >

## Menu : Edit

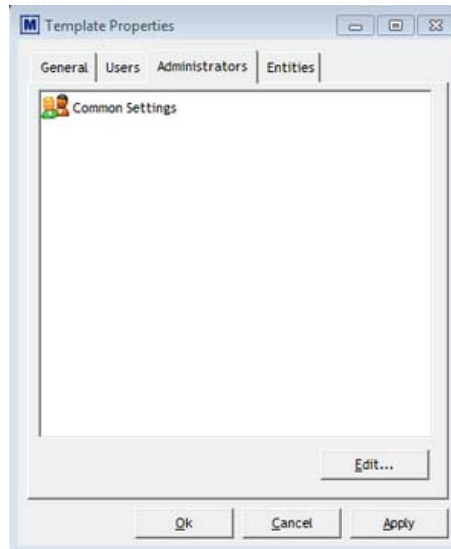
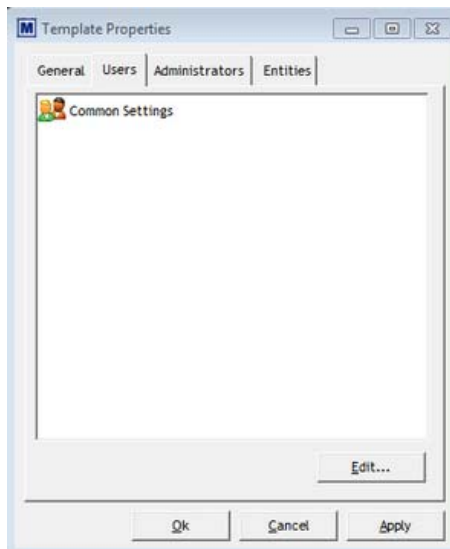



The Properties option displays the general description and security details of a single template. In this option it is possible to modify the name of the template, department, and the users who can access this template.

### Properties :





- By Opening the general tab the program displays the general properties of a template including the code, description and other comments that have been inserted during the creation process

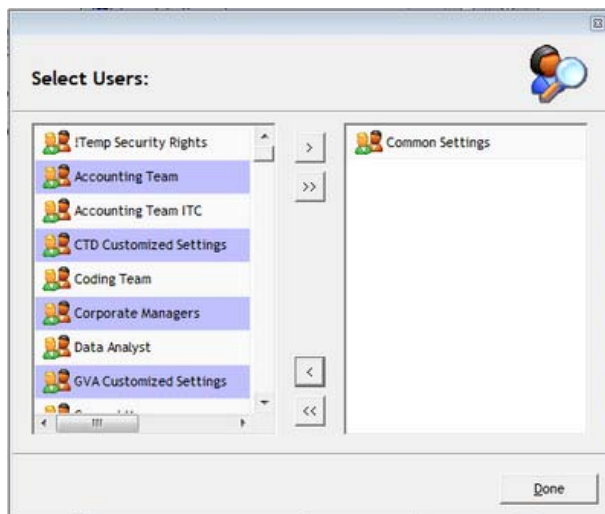
- By opening the Users and Administrators tab it is possible to modify which users have access and the rights to use the template.

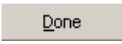


- To edit the users list, click  which will open the users list.

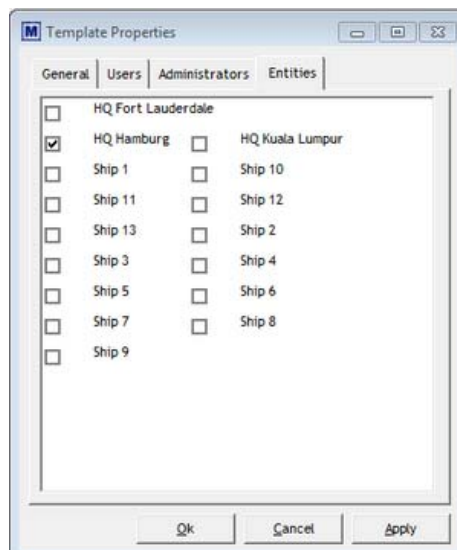
The following options are available :

- Add a user 
- Remove a user 
- Add all users 
- Remove all users 



When finished modification of the users, click 

- The entities where this template can be viewed can also be entered and modified here



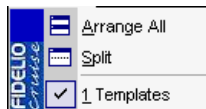
Navigation: Reference > Main Screen > Menu >

## Menu : Windows



The Windows menu allows to change how the windows and screens are displayed.

### Windows :



#### Arrange All

Rearranges the windows back to the default view

#### Split

Splits the selected vies equally across the screen

## Creating Templates and Folders



### Templates and Folders

- The first task is to create the templates for all departments that use the MMS software. To do this proceed as described below:

By *RIGHT CLICKING* the area underneath the search button a shortcut menu appears. Choose 'Insert Folder' from the menu list. (Under this folder the respective department folders for each section will be created.)

Name the new folder to your choice, i.e. Bar Templates or Housekeeping Templates might be used. Confirm the name by pressing ENTER.

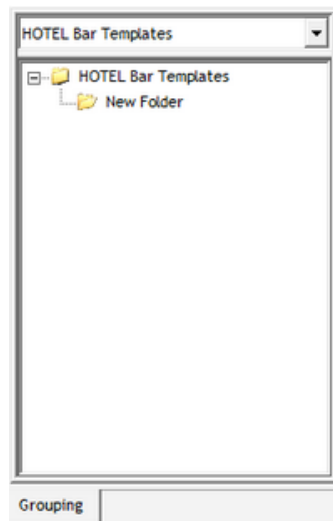
**Templates for - HOTEL Bar Templates -**

ID	Code	Name	Items	Value
97000000707	DRINKS	All Bars	0.	0.000
21000000762	ACCESSORIES	Bar	32.	0.000
21000000761	GLASSES	Bar	36.	0.000
15000000401	CONSUMABLES	Bar CONS	31.	0.000
99000000061	BAR	Chocolate Bar	0.	0.000
17000000301	CONSUMABLE	Mini Club	20.	0.000
	PAUL	Party Essentials	5.	0.000
	PAUL	Party Essentials	5.	0.000
	BAR	Sport Bar	0.	0.000
	BAR	Swimming Pool & Ice Cream Bar	0.	0.000
	BAR	The Bar Template	3.	0.000
99000000065	BAR	Wine Bar	0.	0.000
				0.000

Grouping: List

HQ Hamburg 2/17/2011 2:44 PM User : Fidelio Support Pc : Paulg-pc DB : Mms-t5-s04 Ver: 7.30.300

## Create Templates and Folders



- Move the cursor to the folder in which you wish to create a new template and click the NEW button on the top or alternatively right click in the list view and select "New"
- Complete the required fields by inserting an individual code and description for the template. Confirm the given information by clicking "Add".

A screenshot of the "CWizard - Example Wizard" dialog box, "Create New Template" screen. The dialog has tabs for "Details", "Administrators", "Users", and "Entities". The "Details" tab is active, showing instructions: "Each template will be automatically assigned a system ID. In addition to the System Id, each template can also be assigned a user defined Code and user defined Name." Below this are input fields for "Code:", "Name:", and "Comments:". The "Code:" and "Name:" fields are empty text boxes. The "Comments:" field is a larger text area. At the bottom are "Add" and "Cancel" buttons.

On the right hand side of the screen the heading for the newly created template will appear.

Templates				
ID	Code	Name	Items	Value
970000000707	DRINKS	All Bars	0.	0.000
210000000761	GLASSES	Bar	36.	0.000
210000000762	ACCESSORIES	Bar	32.	0.000
150000000401	CONSUMABLES	Bar CONS	31.	0.000
990000000061	BAR	Chocolate Bar	0.	0.000
970000000711	PAUL	Exquisite Dinner Goods	0.	0.000
170000000301	CONSUMABLE	Mini Club	20.	0.000
970000000702	PAUL	Party Essentials	5.	0.000
970000000705	PAUL	Party Essentials	5.	0.000
990000000064	BAR	Sport Bar	0.	0.000
990000000065	BAR	Swimming Pool & Ice Cream Bar	0.	0.000
970000000661	BAR	The Bar Template	3.	0.000
990000000066	BAR	Wine Bar	0.	0.000
				0.000

- To insert articles into the new template, first open the template by selecting it with the cursor and then DOUBLE CLICK it.

To add items click in the CODE column once, and then press the "+" key. The Search Engine will open to help locate the products that need to be added to the template. Type in the desired word, for example, beer and then press the enter key to initiate the search.

Product search		
Search by product code or barcode:	Code	Description
Search by product description containing the following:		Unit
beer	B0010276	BECK'S BEER GLASS 25CL
Search for product filtering select using product groupings:	B0010281	BECK'S BEER GLASS 40CL
	B0006616	BEER ANTARTICA 33CL TIN
	B0007051	BEER ASAHI STEINY 33CL BT
	B0007046	BEER ASAHI SUPER DRY 50CL BT
	F0014796	BEER BATTERED ONION RINGS 6x1KG
	B0006776	BEER BAVARIA 33CL TIN
	B0006461	BEER BECK'S 33CL BT
	B0006456	BEER BECK'S 33CL TIN
	B0012266	BEER BECK'S GOLD 33CL BT
	B0006266	BEER BLACK LABEL 33CL TIN
	B0012261	BEER BODDINGTON 44CL TIN
	B0006766	BEER BOHEMIA 33CL BT
	B0006321	BEER BRAHMA 33CL BT
	B0006316	BEER BRAHMA 33CL TIN
	B0006311	BEER BRAHMA 35CL TIN
	B0006601	BEER BUD ALUMINUM 16OZ BT
	B0006521	BEER BUD LIGHT 33CL BT
	B0006596	BEER BUD LIGHT ALLUMINUM 16OZ BT
	B0006516	BEER BUDWEISER 33CL BT
	B0006511	BEER BUDWEISER 33CL TIN
	B0006396	BEER CARLSBERG 33CL BT
	B0006401	BEER CARLSBERG 33CL TIN

- Select the desired product from the search results list and DOUBLE CLICK your selection to confirm. This will carry forward the selected product to the actual template.

Move to the next empty line in the template and repeat the process until all the required products are inserted.

Close the template creation wizard by clicking the 'Close' button in the upper right corner.

Navigation: How to ... &gt;

## Add items to a Template



### Add to a Template:

- To begin editing a template, double click on it in the main window. The following screen will show up

**Template: PAUL - Party Essentials** [X]

Code	Description	Bas...	Price	Amount	Unit	Value
B0004306	RUM BACARDI 8 Y 1L	EA	0.000	0.000	EA	0.000
F0001366	LIME	KG	0.000	0.000	KG	0.000
B0000001	CHAMPAGNE DOM PERIGNON 75CL	EA	0.000	0.000	EA	0.000
F0015236	CAVIAR SEA URGIN 130GR	EA	0.000	20.000	EA	0.000
B0005111	COCA COLA LIGHT 33CL/12OZ TIN	EA	0.000	0.000	EA	0.000
						0.000

Order List Logs

**Template: PAUL - Party Essentials** [X]

**Item Folders**

- << ALL >>
- B) CHAMPAGNE & SPARKLING WII
- B) DISTILLED\RUM
- B) WATER & SOFT DRINK\SOFT D
- F) FRUIT\FRESH FRUIT
- F) YACHT CLUB\YACHT CLUB

This will show you the folders that the items in the template belong to. The main groups/folders of the items added will show up here

Code	Description	Bas...	Price	Amount	Unit	Value
B0004306	RUM BACARDI 8 Y 1L	EA	0.000	0.000	EA	0.000
F0001366	LIME	KG	0.000	0.000	KG	0.000
B0000001	CHAMPAGNE DOM PERIGNON 75CL	EA	0.000	0.000	EA	0.000
F0015236	CAVIAR SEA URGIN 130GR	EA	0.000	20.000	EA	0.000
B0005111	COCA COLA LIGHT 33CL/12OZ TIN	EA	0.000	0.000	EA	0.000
						0.000

Here you add the items  
In the "Code" column  
enter the "+" key in order  
to open the product  
search window

Order List Logs

- You can either press the '+' key on the keyboard or type in the Article Code in the "Code" column and press Enter.

### Article Search Engine:

Once you press the '+' key, the Search Engine opens allowing you to search for specific items to enter into the Template.


The screenshot shows a 'Product search' window with a search bar containing 'b0005111'. A callout box points to the search bar with the text: 'Product code must be entered here in order to search for the item'. Below the search bar, there are two more search options: 'Search by product name' and 'Search for product using product groupings'. The search results table is visible on the right.


Code	Description	Unit
b0005111	COCA COLA LIGHT 33CL/12OZ TIN	EA

☐ Show Disabled Items

- If you don't know the Article Code or barcode, you can use the search as shown below:

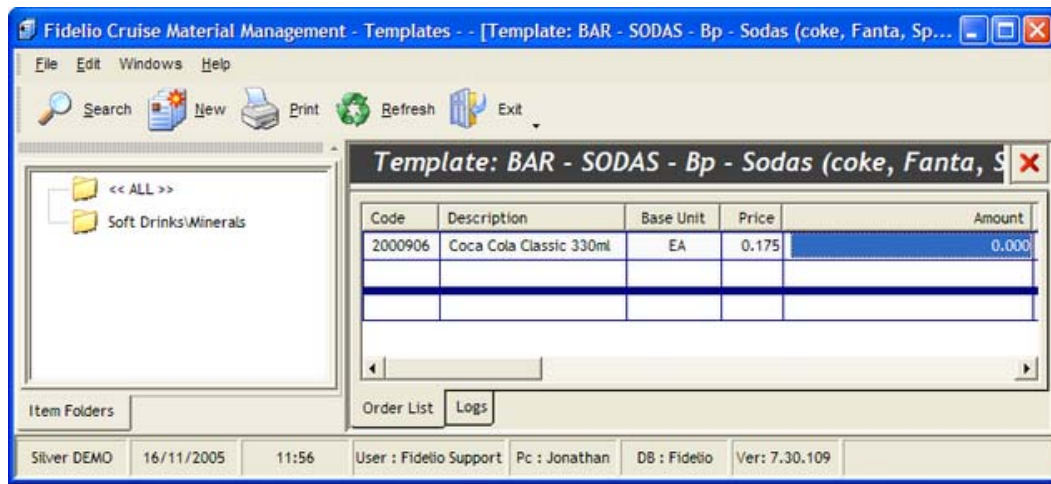


**History:** If you have previously searched for an item, the system remembers the last item you looked for. Click on the History icon  and the system will jump to that last searched location


**Note:** The system will only show articles that are enabled! If the you require the system to look for all articles, you have to click the  Show Disabled Items checkbox at the bottom on the search engine.

## Inserting an item into the template:

- Once you type the article code in the 'Code' field, or use article search engine to find a particular item, the item details are inserted into your template, and the cursor is placed into the 'Amount' column.

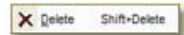


You can either enter the item amount into the template or, if you prefer, leave it as 0.000. That way users will have to type in the quantity whenever they use the template. Leaving 0.000 as the amount is the most common way of creating the templates, since most of the time the amounts are changing. Once you press enter to confirm your entry, the system is ready to accept the next one. The process begins again by either typing the article code or using the article search engine to find another item.

Once you have finished with your template, click the "Close"  button to return to the list of the templates.



**To delete an item from the template you can either right click on the item which will display**



**. In addition, you can press Shift+Delete to delete the selected item.**

Navigation: »No topics above this level«

## Frequently asked questions



This section covers some issues that are frequently encountered by our users. The questions are organized by category and, where necessary, links are provided to relevant sections of the help.

Navigation: Frequently Asked Questions >

## What is a Template?

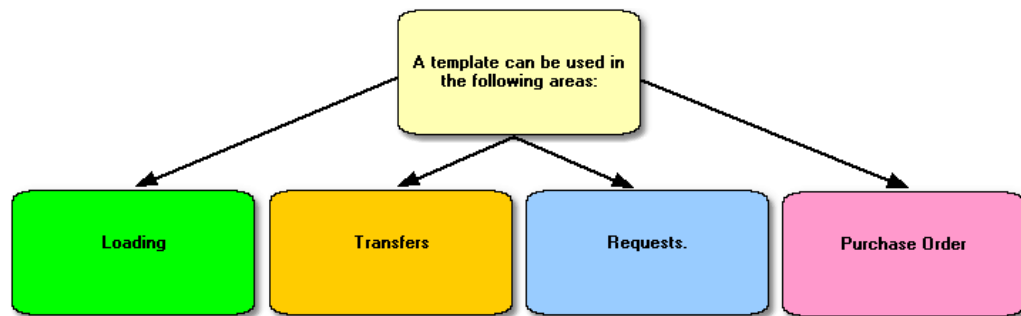


Put simply, a template is like a list that can be reused throughout the whole system. Think of it like a paper shopping list you have photocopied for yourself to use again and again at the supermarket. You just change the amounts you want each time instead of rewriting the whole list.

### Templates:

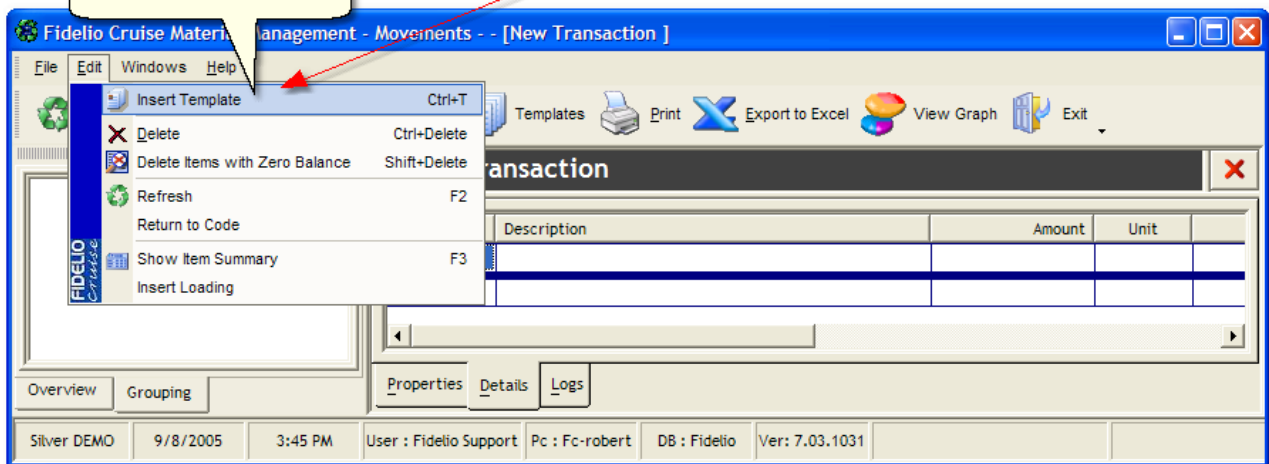
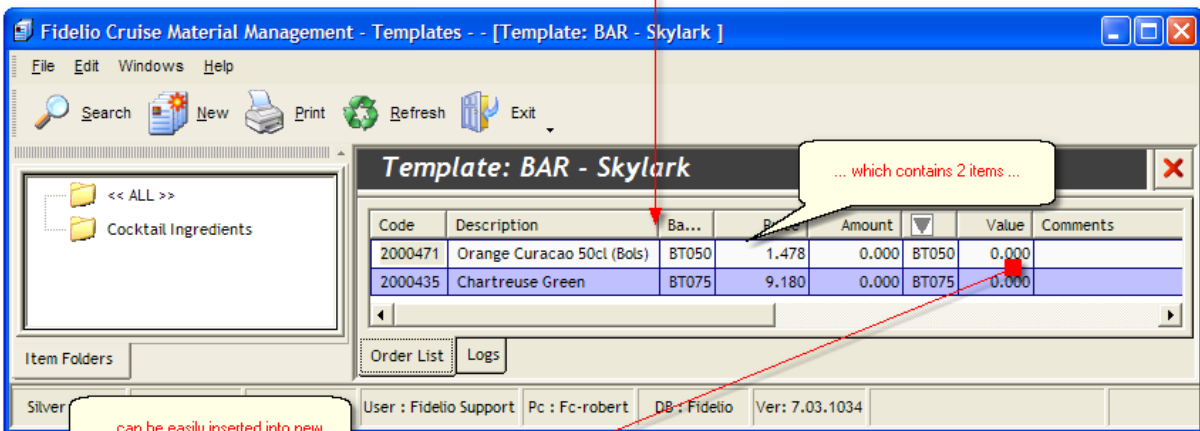
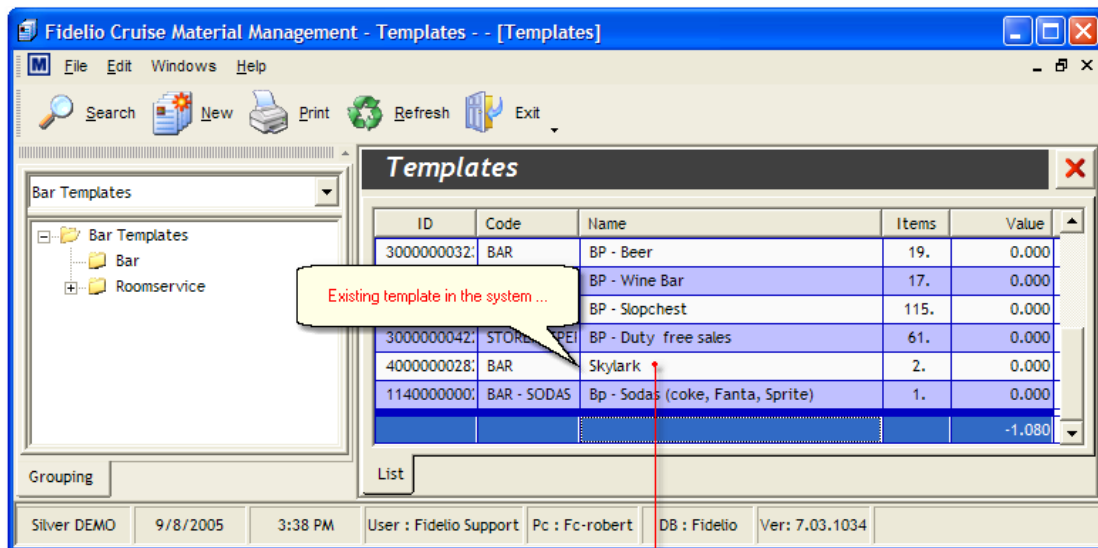
Once a template is created you can use it, for example, to create a Request. The whole list of items from the template would be inserted into your new request.

The main reason for creating templates is to save time when creating new entries in the system. When the proper templates are created, it's much faster to insert one of these into the current document and adjust the quantities, instead of entering all the articles again from the beginning.



For example:

# Frequently Asked Questions



In this case, once a template containing 2 items has been created in *Template Manager*, it can then be used when creating a new transaction in the *Movements* module.

## Vendors Main Screen

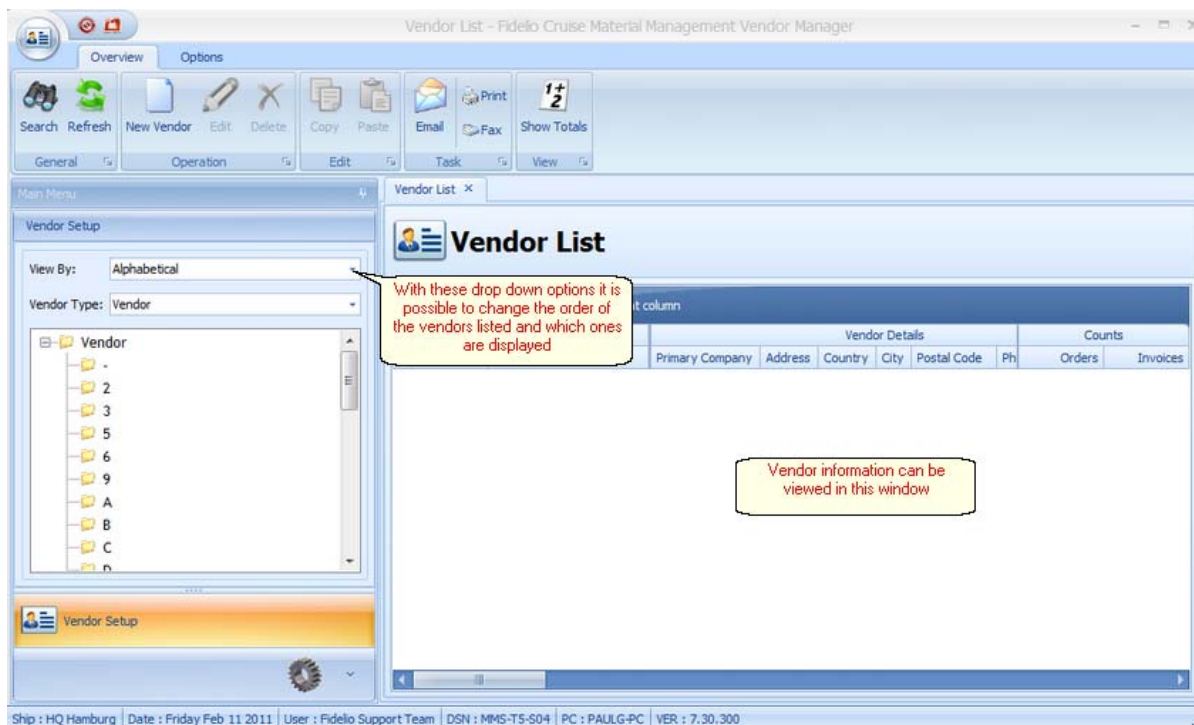


The Vendor Manager is the module which stores all information relating to suppliers, port agents and any other references. Beside the Article Manager it is the most important Module for the administration of Master Data . All Information regarding suppliers typed in the Vendor Manager will effect many other Modules (i.e. Address Field on Purchase Orders) so it is most imperative to keep this Information up to date. The main window displays the primary information for the selected record allowing to quickly find a phone number or email address when needed. In Addition the Vendor Manager also administrates more important contacts such as travel agents, port agents and others, where for related contacts like company internal contacts and port authorities can be stored.

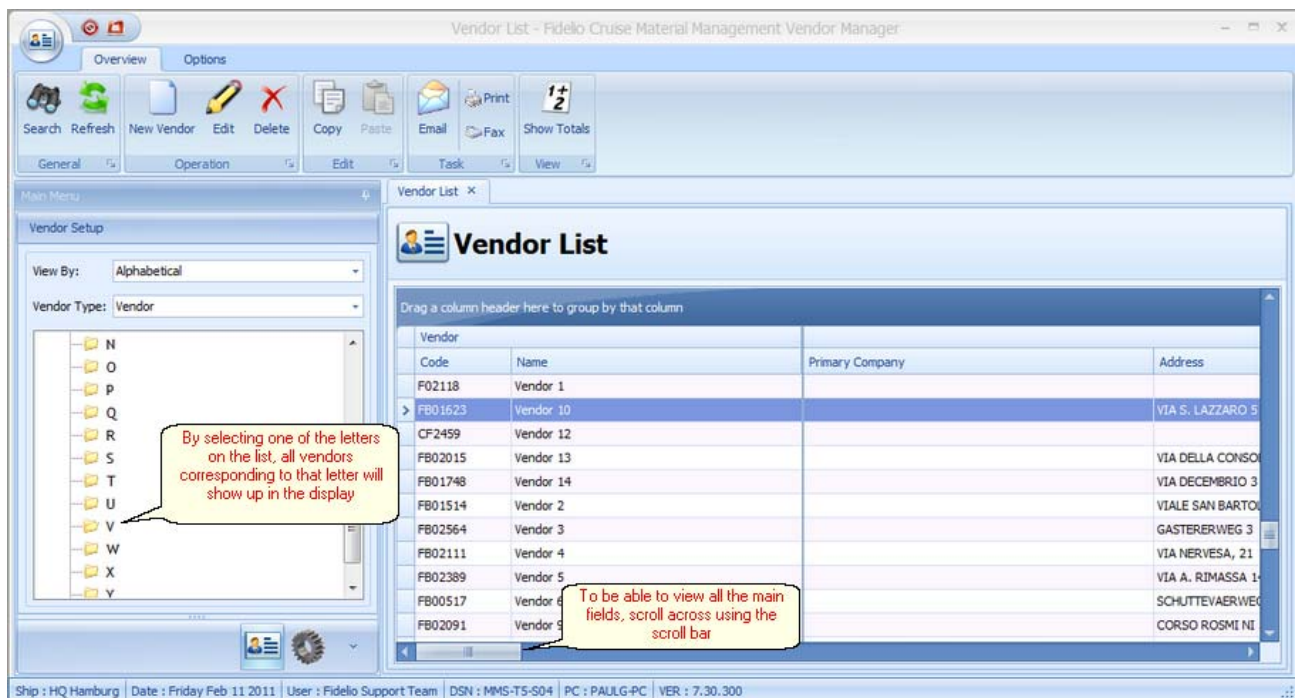
### Vendors Main Screen:



Once opening the **Vendors** module, the following screen image is presented:



Clicking on an icon in the alphabetical breakdown window populates the main screen with the details relating to that initial letter or number.



By scrolling right on this screen the primary data of the contact will also be available such as the phone number, fax and email address

#### [VENDOR DETAILS](#)

**Code:**  
**Name:**  
**Primary Company:**  
**Address:**  
**Country:**  
**City:**  
**Postal Code:**  
**Phone:**  
**Fax:**  
**Email:**

#### [TERMS, MINIMUMS, ZONES](#)

**Preferred Currency:**  
**Payment Terms:**  
**From Date of:**  
**Delivery Terms:**  
**Payment Method:**  
**Minimum Order Balance:**  
**Bidding Zone:**  
**Secondary Language:**

#### [BANK DETAILS](#)

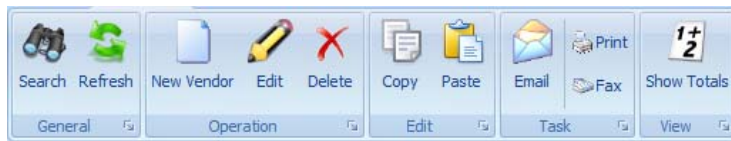
**Bank Name:**  
**Address:**  
**Country:**  
**City:**  
**Postal Codes:**  
**Phone:**  
**Fax:**  
**Branch ID:**  
**Account Number:**  
**Swift Number:**

## Buttons



The buttons toolbar contains the most frequently used options for quick and easy access.

## Buttons:



[Search](#)  
[Refresh](#)  
[New Vendor](#)  
[Edit](#)  
[Delete](#)  
[Copy](#)  
[Paste](#)  
[Email](#)  
[Show Totals](#)

By selecting this function the search engine will open  
Updates the screen with updated information  
By selecting this function the screen to enter new vendor details will open  
Enables users to modify existing vendor details  
Removes selected vendor entry permanently  
Copies the selected vendor  
Vendor that was selected to be copied will be entire by using this function  
Opens email generator  
Displays the totals of orders and invoices in the display window

These functions are also accessible from the [Menu](#).

Navigation: Reference > Main Screen > Buttons >

## Button: Search

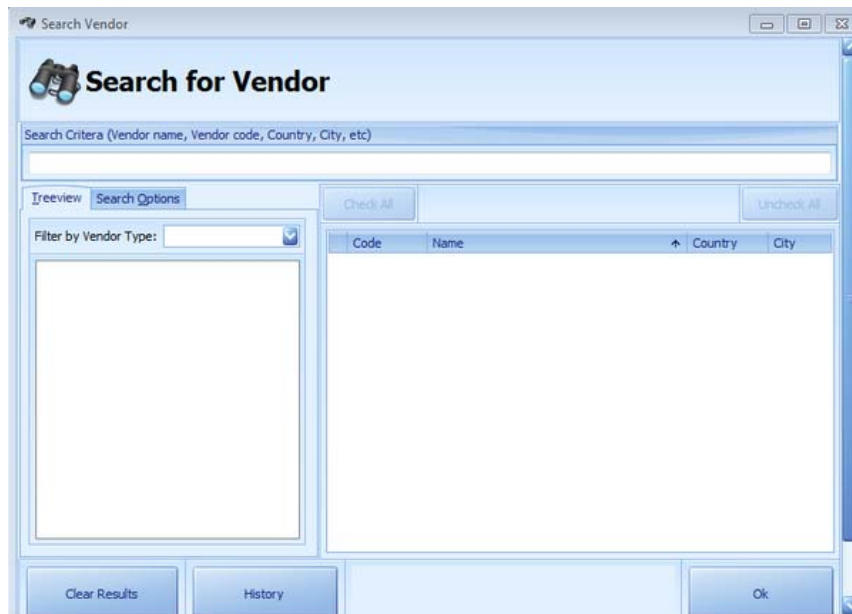


## Button: Search



By selecting this function the search engine will open

The following screen will show up:



**Search Criteria:** by entering the beginning of the description, code, country etc

### Treeview

Filter by Vendor Type;

Search Options

Treeview

Search Options

General

☐ Enable Search Country

☐ Enable Search City

☐ Enable Search Email

☐ Enable Search Contact

☐ Enable Search Address

Others

☐ Enabled Search for Disabled Items

☐ Enable Search Alternative Code

The search will only include those results that have been specified by marking the individual search criteria.

Navigation: Reference > Main Screen > Buttons >

Button: Refresh



This option refreshes the screen layout. For example, once having sorted columns by their headings or resized them, clicking Refresh will reset the layout to the default view.

Button Refresh:



Click to refresh the screen layout.

Navigation: Reference > Main Screen > Buttons >

Button: New Vendor



Selecting 'New' will open the Add New Vendor Wizard to create a new vendor file.

Button New Vendor:



Creates a new Vendor record.

The screenshot displays a software window titled 'Vendor Management' with a standard Windows-style title bar. The interface features a tabbed menu at the top with the following tabs: Documents, Notes & Comments, Invoice On File, Order On File, Custom Properties, Secondary Coding, and Security. Below this, a secondary set of tabs is visible: General (selected), Contacts, Terms, Minimums & Zones, Order Conditions, Bank Details, and Tax Discount. The 'General Information' section contains the following fields:

- Status: A checkbox labeled 'Enabled' is checked.
- Type: A dropdown menu showing 'Vendor'.
- Sub vendor of: An empty text field.
- Code & Name: Two empty text fields.
- Address: A large text area for the address.
- Country, City: A dropdown menu showing 'At Sea - At Sea'.
- Post Code: An empty text field.
- Contact: A section with four fields: Primary Phone Number, Primary Fax, Email Address, and Web Site, each with a small '...' button to its right.

At the bottom of the window, there is an 'Options' dropdown menu and a row of six small, unlabeled buttons, followed by a 'Close' button.

In order to activate the Vendor, further steps and information can be found under [Vendor View](#)

---

## See Also:

- [Vendor View](#)

Navigation: Reference > Main Screen > Buttons >

## Button: Edit



### Button: Edit



By selecting this option users will be able to modify the highlighted vendors details.

Navigation: Reference > Main Screen > Buttons >

## Button: Delete



### Button: Delete



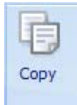
With this option the vendor will be deleted permanently from the module

Navigation: Reference > Main Screen > Buttons >

## Button: Copy



### Button: Copy



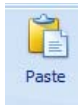
By selecting this option users will be able to copy all vendor details

Navigation: Reference > Main Screen > Buttons >

## Button: Paste



### Button: Paste



The vendor that has been copied previously will then be inserted by using this function

Navigation: Reference > Main Screen > Buttons >

## Button: Email

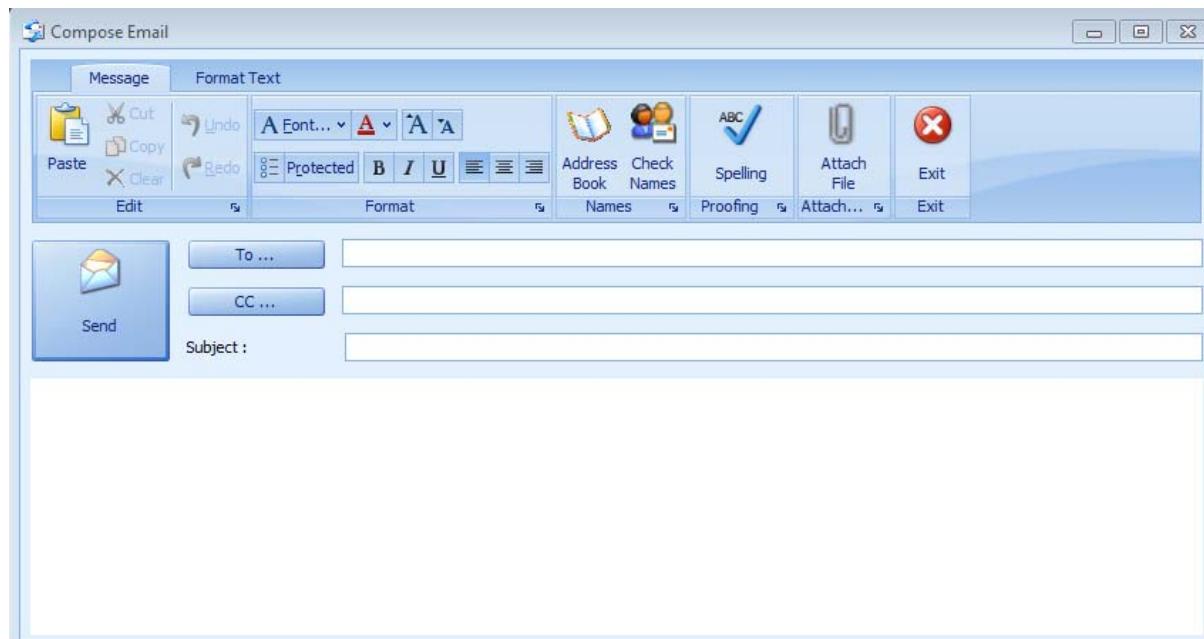


### Button: Email



By selecting this option the possibility of sending an email to the vendor will be available

When selecting this function the screen to generate emails will appear

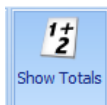


Navigation: Reference > Main Screen > Buttons >

## Button: Show Totals



### Button: Show Totals



When this option is selected the quantity of active invoices and orders will be shown for each individual vendor

As in the screenshot below the tabs "Count", "Orders" and "Invoices" will appear

Vendor List				
Drag a column header here to group by that column				
Vendor			Counts	
Code	Name	Primary Company	Orders	Invoices
FB02564	Vendor 3		28	26
FB02111	Vendor 4		0	0
FB02389	Vendor 5		0	0
FB00517	Vendor 6		0	0
FB02091	Vendor 9		0	0

Navigation: Reference > Main Screen > Buttons >

## System Configuration



Within view users have the opportunity to be able to import new Vendors and their details via an excel sheet as well as being able to view those vendors that have been deleted.

### System Configuration

# Main Screen



Navigation: Reference > Main Screen > Buttons > System Configuration >

## Vendor Import



### Vendor Import

Navigation: Reference > Main Screen > Buttons > System Configuration >

## Deleted Vendors



Vendors previously deleted can be viewed in this display list.

### Deleted Vendors



On the top left hand corner of the display a new button has been added

By highlighting a vendor from the list and then by clicking on the above mentioned restore button, the selected vendor will be reactivated and will disappear from the below list.

By clicking on "Delete" within this view, the vendor will permanently be deleted and will not be able to be recovered

Views can be changed here by selecting the appropriate tab

**Deleted Vendor List**

Drag a column header here to group by that column

Code	Name	Country	City	Phone	Fax	Email
FB02019	AAT AGROIND. ADVA.TECH SPA	Italy	Catania			
F01030	ADMIRAL HARDING Intern. Ship...	United Kingdom	Bristol	+44 11...	+44 11...	info@admiralhardin...
A00108	AGENZIA LE NAVI VENETO s.r.l.	Italy	Venezia	041 25...	041 250...	biancog@msdenavi.it
A00108	AGENZIA LE NAVI VENETO s.r.l.	Italy	Livorno	003958...	003958...	apacelli@livorno.ms...
A00108	AGENZIA LE NAVI VENETO s.r.l.	Italy	Genoa	003901...	003901...	pratolongog@msde...
FB00511	AIVEBS SPA	Italy	Venezia	+3904...	+39041...	aivebs@aivebs.it
F00679	AIVEBS Spa	Italy	Venezia	041 59...		SConti@aivebs.it
FB01997	ALBERGO NUOVA MESTRE SNC	Italy	Venezia	+3904...		
FB01532	ANT.BELLETTIERI & C.SRL	Italy	Civitavecchia	+3907...	+39076...	maurizio.pierantozzi...
F00403	Aldi	Italy	Napoli	081 79...		
F00960	BAGHINO DI PERSIO S.r.l.	Italy	Genoa	010 74...	010 741...	info@bedp.com
F01395	BANCALI.com S.R.L.	Italy	Bergamo	035 49...	035 494...	info@bancali.com
FB02260	BUREAU VERITAS ITALIA S.P.A.	Italy	Milano	+3906...	+39063...	rosaria.verdina@it...
F01334	BUREAU VERITAS ITALIA SPA UF...	Italy	Napoli	081 49 ...	081 25 ...	fulvio.iervolino@it...
PD0041	C.I.CRUISES INTERNATIONAL S.A.	At Sea	At Sea			
F00482	C.I.S.A.M. s.l.	Spain	Barcelona	093 30...	093 301...	cisam@cisam.com
C.I. BEVAGNA SPENTITOMI SBI		Italy	Trieste			

Ship : HQ Hamburg Date : Wednesday Feb 16 2011 User : Fidelo Support Team DSN : MMS-T5-S04 PC : PAULG-PC VER : 7.30.300

Navigation: Reference &gt;

## Vendor View -> General Information



When you create a new Vendor, using the wizard, only the most basic details are entered. In order to 'Activate' your new Vendor for use, you need to access the Vendor Properties to do so.

By default, the opening view is the General folder and the 'General Information' page. The folder icons in the right window represent various pieces of information that relate to the Vendor. Each time you click on a different folder you will be presented with a new set of fields to add to the description and setup of that Vendor. With these options you can make the configuration as simple or as detailed as you wish. All of the folders are broken down individually in this help section and, for ease of use, we refer to them as tabs.

### General:

To open the properties for your Vendor, double click on the Vendor in the main window..

The Vendor Properties is displayed starting in the General tab. Empty fields can now be updated

# Main Screen

The screenshot shows a window titled "Vendor 1" with a menu bar containing: Documents, Notes & Comments, Invoice On File, Order On File, Custom Properties, Secondary Coding, and Security. Below the menu bar are tabs: General, Contacts, Terms, Minimums & Zones, Order Conditions, Bank Details, and Tax Discount. The "General" tab is active, showing the "General Information" section. The "Status" is "Enabled" (checked) and "Type" is "Vendor". The "Sub vendor of:" field is empty. The "Code & Name:" field shows "F02118" and "Vendor 1". The "Address" section has fields for "Address:", "Country, City:" (Bangalore - India), and "Post Code:" (555555). The "Contact" section has fields for "Primary Phone Number:" (32584484-2346136), "Primary Fax:" (32884483), "Email Address:" (never@destinationonrtime.com), and "Web Site:" (HTTP://neveratdestinationonrtime.com). At the bottom are "Options" and navigation buttons, and a "Close" button.

Lets break this window down into more detail:

## GENERAL INFORMATION

This close-up shows the "General Information" section. The "Status:" is "Enabled" (checked) and "Type:" is "Vendor". The "Sub vendor of:" field is empty. The "Code & Name:" field shows "F02118" and "Vendor 1".

**Status:** in order to activate this vendor this box must be checked

**Type:**

*Other*

*Port Agent*

*Travel Agent*

*Vendor*

**Sub Vendor of:** vendors can also be a sub vendor of another. With this drop down users are able to select the main vendor from the list of vendors already in the system

**Code & Name:** the specific code for the vendor and the name of the vendor is to be entered in these slots

## ADDRESS

This close-up shows the "Address" section. The "Address:" field is empty. The "Country, City:" field shows "Bangalore - India". The "Post Code:" field shows "555555".

**Address:** postal address of vendor

**Country, City:** country and city of headquarters of vendor

**Post Code:** corresponding post code

## CONTACT

Contact	
Primary Phone Number:	32584484-2346136
Primary Fax:	32884483
Email Address:	never@destinationorontime.com
Web Site:	HTTP://neveratdestinationorontime.com

**Primary Phone Number:** main contact number of vendor

**Primary Fax:** main fax number for vendor

**Email Address:** email address of vendor

**Web Site:** website of vendor

At the bottom of the screen the following tab can be found

Options	⏮	⏪	⏩	⏭	⏮	⏪	⏩	⏭	Close
---------	---	---	---	---	---	---	---	---	-------

Options enables users to edit the layout of the vendor details

By clicking on Close, the vendor view will be exited.

Navigation: Reference > Vendor View - Tab: General >

## Tab: Contacts



With the Contacts tab, you can enter detailed information for individual contact persons within the specified Vendor account. This can prove useful where you are using one Vendor for an array of products and deal with separate people in that company for different items or product groups.

### Contacts:

By clicking the contact tab the following screen will show up

By clicking on  users will be able to add additional contact details corresponding to the vendor in the screen shown below

Vendor Contact

**Contact**

General Notes & Comments

Information

Salutation:

First Name:

Last Name:

Job Position:

Contacts

Phone Number:

Fax Number:

Mobile Number:

After Hours Number:

Email Address:

Web Address:

Address

Home Address:

Country\_City:

Postal Code:

PHOTO NOT AVAILABLE

Add Photo Remove Photo

Add New Close

After entering all the available contact details and by clicking on  a new contact ID will show up under the Contacts tab.

Navigation: Reference > Vendor View - Tab: General >

## Tab: Terms, Minimums & Zones



This tab allows you to define payment terms for the supplier, set a minimum order value and assign a Vendor to a particular bidding zone.

### Terms, Minimums & Zones:

This tab is split into three sections. Apart from the minimum order balance, which is free type, the other options are selected from the drop down arrows. The options within are defined in the system, Options -> Purchasing.

General

Contacts

Terms, Minimums & Zones

Order Conditions

Bank Details

Tax Discount

Payment Terms, Minimum Order Balance & Zones

Preferred Currency:

Payment Terms:

From Date of:

Delivery Terms:

Payment Method:

Each vendor can be assigned a minimum order balance. When user attempts to send an order below this balance, a warning will be triggered.

Minimum Order Balance:

0.000

Each vendor can be assigned to a user defined Zone, which is used when processing orders internationally.

Bidding Zone:

Each vendor can be assigned a default secondary Language

Language:

Payment Terms, Minimum Order Balance and Zones

**Preferred Currency:** the currency the vendor prefers to calculate in

Payment Terms

**From Date of:**  
*Date of Invoice*  
*Date of Delivery*  
*Prior to Delivery*



**Delivery Terms:** cost of freight; cost, insurance and freight; delivered duty paid; free on board; free carrier arrival etc

**Payment Method:** bank wire, cash, transfer, check etc

**Minimum Order Balance:** Each vendor can be assigned to a minimum order balance. When user attempts to send an order below this balance, a warning will be triggered

**Bidding Zone:** Each vendor can be assigned to a user defined Zone, which is used when processing orders internationally

**Language:** Each vendor can be assigned a default secondary Language

Click 'Close' to close the Vendor properties, click on another tab to continue adding detail or use the   arrows to move to the next supplier.

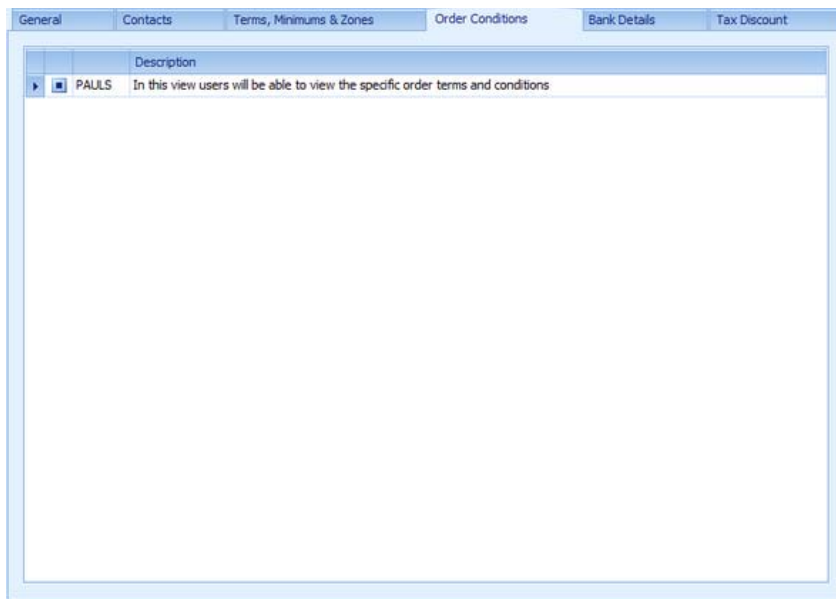
Navigation: Reference > Vendor View - Tab: General >

Tab: Order Conditions



Each Vendor will have their own way of operating and these could all differ greatly. By utilizing the Order Conditions, *you* preset the requirements that each supplier should adhere to.

Order Conditions:

Below is an example of the order conditions. Simply check the box next to the condition you wish to set for the current Vendor. The options are defined within the system, Options -> Purchasing, details of how to create these are detailed in Options section of the help.



The screenshot shows a software window titled 'Vendor Properties' with several tabs: General, Contacts, Terms, Minimums & Zones, Order Conditions, Bank Details, and Tax Discount. The 'Order Conditions' tab is currently selected. Below the tabs is a table with two columns: 'Description' and 'PAULS'. The 'Description' column contains the text 'In this view users will be able to view the specific order terms and conditions'. The 'PAULS' column is empty. Below the table is a large empty text area.

Click 'Close' to close the Vendor properties, click on another tab to continue adding detail or use the   to move to the next supplier.

---

## See Also:

- Options -> Purchasing. \*create link when module complete

Navigation: Reference > Vendor View - Tab: General >

## Tab: Bank Details



In this module the banking information for the Vendor can be stored

### Bank Details:

This tab is very straightforward, just enter the relevant banking details for the Vendor.

General

Contacts

Terms, Minimums & Zones

Order Conditions

Bank Details

Tax Discount

Bank Name:

Address

Address:

Country, City:

Postal Code:

Contact

Phone Number:

Fax Number:

Account Number:

Branch ID:

Swift Number:

Click 'Close' to close the Vendor properties, click on another tab to continue adding detail or use the



to move to the next supplier.

Navigation: Reference > Vendor View - Tab: General >

Tab: Tax Discount



With the Tax Discount tab, discount rates may be applied and also set a value added tax (VAT) rate. These are then applied at a global level for all orders for this Vendor.

**Tax Discount:**

GeneralContactsTerms, Minimums & ZonesOrder ConditionsBank DetailsTax Discount

Vendor Default Tax:

Drag a column header here to group by that column

CET CODE	C.E.T.	Global Discount	VAT
922	CABOSHIP TO CABOSHIP Tran...		
918	SHIP-TO-SHIP transfer		
123	Ship 1		
223	Ship 10		
897	Ship 11		
510	Ship 12		
920	Ship 13		
566	Ship 3		
874	Ship 4		
495	Ship 5		
516	Ship 6		
544	Ship 7		
563	Ship 8		
332	Ship 9		
900	WH 1		
909	WH 10		
910	WH 11		
911	WH 12		
912	WH 13		

**Vendor default Tax:** a default tax can be assigned to each vendor by country

**CET code:** entity code

**C.E.T.:** name of entity/ship/warehouse

**Global Discount:**

**VAT:** value added tax

Click 'Close' to close the Vendor properties, click on another tab to continue adding detail or use the  to move to the next supplier.

Navigation: Reference > Vendor View - Tab: General >

## Tab: Documents

[Previous page](#)[Return to chapter overview](#)[Next page](#)

In Documents various attachments can be added to enhance the Vendor detail. These can include Contracts, Terms & Conditions, Complaint Letters, Vendors Public Health Ratings, Pictures and any kind of Document necessary for the correspondence with the supplier.  
This is a very useful Option that provides the same Information for all the Users of the Material Management at a central storing location.

### Documents:



In order to add a new document to the vendors details, click on

The following will appear:



By selecting the file and then clicking open, the document will be attached to the selected vendor.

Click 'Exit' to close the Vendor properties, click on another tab to continue adding detail or use the to move to the next supplier.

---

Navigation: Reference > Vendor View - Tab: General >

**Tab: Notes & Comments**



Any side notes that need to be added to the Vendor can be inserted here. This option could be utilized for leaving comments in preparation for a handover or might contain a list of outstanding task with the relevant vendor or a short summary of current Performance i.e. if a Vendor is monitored more strictly than others before it gets finally approved.

**Notes & Comments:**

This section is free text and it may be typed directly in the box.

Documents

Notes & Comments



Invoice On File

Order On File

Custom Properties

Secondary Coding

Security

Click 'Close' to close the Vendor properties, click on another tab to continue adding detail or use the   to move to the next supplier.

Navigation: Reference > Vendor View - Tab: General >

**Tab: Invoice On File**



Invoice on file will display all acquired Invoices. Any Other Order that has not been received yet will be shown in the Order on File Tab.

**Invoice On File:**

The information is 'read only' and cannot be opened to view further detail from here.



Documents	Notes & Comments	Invoice On File	Order On File	Custom Properties	Secondary Coding	Security
Drag a column header here to group by that column						
Destination	Invoice Status	Invoice Number	Value	CUR	Value	
Ship 4	2	410598/IS	840.00	EUR	840.00	
Ship 3	2	666562/VA	1,195.20	EUR	1,195.20	
Ship 3	2	666562/VA	896.40	EUR	896.40	
Ship 3	2	410598/IS	304.50	EUR	304.50	
Ship 3	2	666562/VA	3,585.60	EUR	3,585.60	
Ship 12	2	696470 VA	2,091.60	EUR	2,091.60	
Ship 12	2	564269 IS	315.00	EUR	315.00	
Ship 12	2	694372 VA	2,091.60	EUR	2,091.60	
Ship 12	2	694373 VA	409.03	EUR	409.40	
Ship 12	2	545748IS	598.50	EUR	598.50	
Ship 12	2	691024VA	2,838.60	EUR	2,838.60	
Ship 11	2	557758 IS	756.00	EUR	756.00	
Ship 11	2	693395 VA	2,526.44	EUR	2,526.44	
Ship 11	2	538860 IS	903.00	EUR	903.00	
Ship 11	2	689935 VA	3,172.97	EUR	3,173.00	
Ship 10	2	694934 VA	2,095.40	EUR	2,095.40	
Ship 10	2	566265 IS	693.00	EUR	693.00	
Ship 10	2	697084 VA	3,290.60	EUR	3,290.60	
Ship 10	2	578977 IS	304.50	EUR	304.50	
					131,557.88	

columns can be sorted by ascending or descending when clicking on one of them

Clicking on the column headings will sort the data in ascending or descending order by that column.

Documents	Notes & Comments	Invoice On File	Order On File	Custom Properties	Secondary Coding	Security
Drag a column header here to group by that column						
Destination	Invoice Status	Invoice Number	Value	CUR	Value	
Ship 4	2	410598/IS	840.00	EUR	840.00	
Ship 3	2	666562/VA	1,195.20	EUR	1,195.20	
Ship 3	2	666562/VA	896.40	EUR	896.40	
Ship 3	2	410598/IS	304.50	EUR	304.50	
Ship 3	2	666562/VA	3,585.60	EUR	3,585.60	
Ship 12	2	696470 VA	2,091.60	EUR	2,091.60	
Ship 12	2	564269 IS	315.00	EUR	315.00	
Ship 12	2	694372 VA	2,091.60	EUR	2,091.60	
Ship 12	2	694373 VA	409.03	EUR	409.40	
Ship 12	2	545748IS	598.50	EUR	598.50	
Ship 12	2	691024VA	2,838.60	EUR	2,838.60	
Ship 11	2	557758 IS	756.00	EUR	756.00	
Ship 11	2	693395 VA	2,526.44	EUR	2,526.44	
Ship 11	2	538860 IS	903.00	EUR	903.00	
Ship 11	2	689935 VA	3,172.97	EUR	3,173.00	
Ship 10	2	694934 VA	2,095.40	EUR	2,095.40	
Ship 10	2	566265 IS	693.00	EUR	693.00	
Ship 10	2	697084 VA	3,290.60	EUR	3,290.60	
Ship 10	2	578977 IS	304.50	EUR	304.50	
					131,557.88	

columns can be sorted by ascending or descending when clicking on one of them

Click 'Close' to close the Vendor properties, click on another tab to continue adding detail or use the   to move to the next supplier.

Navigation: Reference > Vendor View - Tab: General >

## Tab: Order On File



In this section any current orders that have not yet been invoiced are displayed. When they have



been invoiced, they will be viewable in the Invoice On File tab.

Order on File:

The information is 'read only' and cannot be opened to view further detail from here.

Documents	Notes & Comments	Invoice On File	Order On File	Custom Properties	Secondary Coding	Security
Drag a column header here to group by that column						
Destination	Order Status	Purchase Order Number	Value	CUR	Value	
Ship 8	7	20985427-FB01609	5,976.00	EUR	5,976.00	
Ship 10	7	22985714-FB01609	4,339.20	EUR	4,339.20	
Ship 11	7	23986287-FB01609	4,075.97	EUR	4,075.97	
Ship 10	7	22986441-FB01609	3,891.00	EUR	3,891.00	
Ship 4	7	16984313-FB01609	3,891.00	EUR	3,891.00	
Ship 3	7	15983964-FB01609	3,890.10	EUR	3,890.10	
Ship 10	7	22986997-FB01609	3,594.83	EUR	3,594.83	
Ship 6	7	18985742-FB01609	3,526.68	EUR	3,526.68	
Ship 8	7	20985016-FB01609	3,513.00	EUR	3,513.00	
Ship 5	7	17985226-FB01609	3,495.96	EUR	3,495.96	
Ship 11	6	23986876-FB01609	3,455.42	EUR	3,455.42	
Ship 12	7	24986361-FB01609	3,437.10	EUR	3,437.10	
Ship 11	6	23987110-FB01609	3,328.96	EUR	3,328.96	
Ship 10	7	22986073-FB01609	3,313.58	EUR	3,313.58	
Ship 8	7	20985323-FB01609	3,292.50	EUR	3,292.50	
Ship 8	7	20984800-FB01609	3,292.50	EUR	3,292.50	
Ship 10	3	22987164-FB01609	3,288.00	EUR	3,288.00	
Ship 11	7	23986513-FB01609	3,282.26	EUR	3,282.26	
Ship 8	7	20984527-FB01609	3,145.50	EUR	3,145.50	
					151,630.52	

Clicking on the column headings will sort the data in ascending or descending order by that column.

Click 'Close' to close the Vendor properties, click on another tab to continue adding detail or use the   to move to the next supplier.

Navigation: Reference > Vendor View - Tab: General >

Tab: Custom Properties



Custom properties set up for the particular vendor can be setup here

Custom Properties:

Main Screen

Documents

Notes & Comments

Invoice On File

Order On File



Custom Properties

Secondary Coding

Security

Custom Property Group: NAVISION

VENBUSPOSTINGGROUP	
VENHQOWNER	
VENPOSTINGGROUP	
VENVATPOSTINGGROUP	
VENVATREGISTRATION	

Click 'Close' to close the Vendor properties, click on another tab to continue adding detail or use the   to move to the next supplier.

Navigation: Reference > Vendor View - Tab: General >

Tab: Secondary Coding



Secondary Coding:

Alternative codes and their descriptions will be visible here and may be added.

Documents

Notes & Comments

Invoice On File



Order On File

Custom Properties

Secondary Coding

Security

Language	Description
Alternative Code 1	
Alternative Code 2	
Alternative Code 3	
Alternative Code 4	
Undefined:	
Undefined:	
Undefined:	
Undefined:	
Undefined:	

Click 'Close' to close the Vendor properties, click on another tab to continue adding detail or use the   to move to the next supplier.

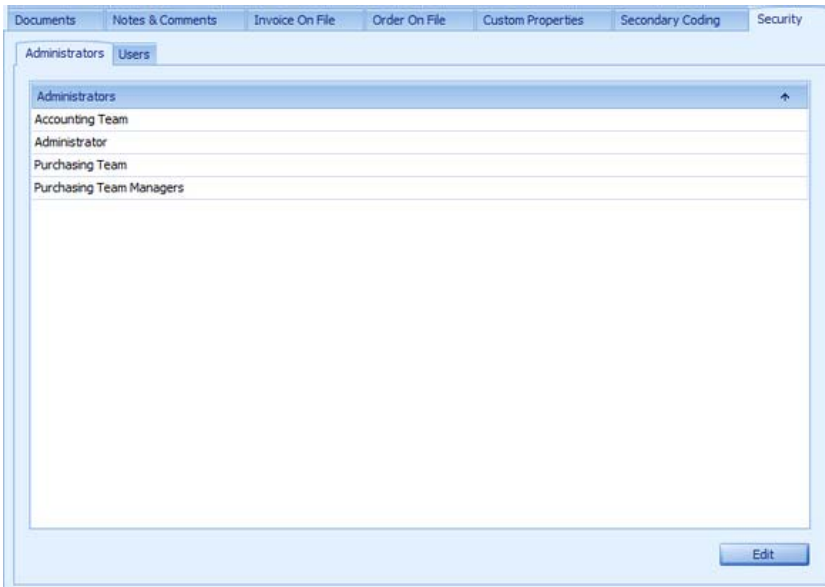
Navigation: Reference > Vendor View - Tab: General >

Tab: Security

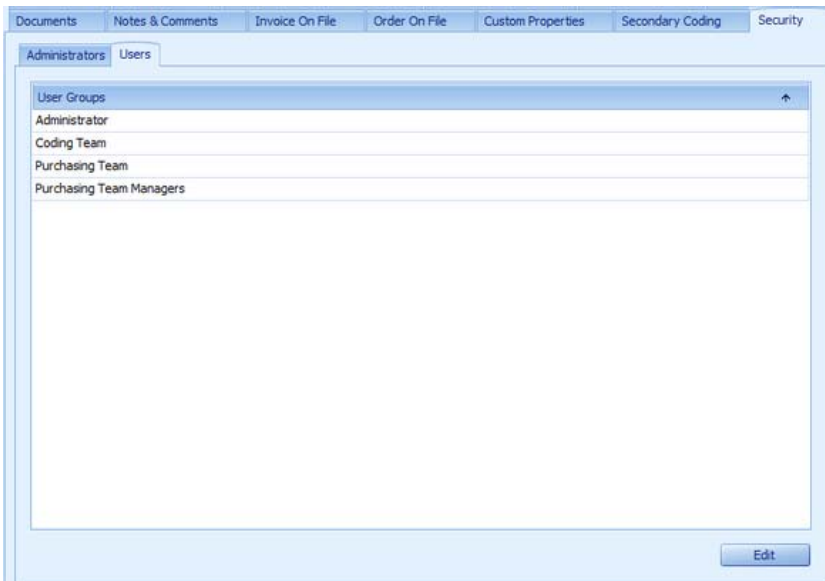




## Security:

In this tab the rights to view, access and edit the vendor can be set up. In order to add a new administrator click on "Edit"



Within this view the users who can access and view the details of the vendor can be set up.



Click 'Close' to close the Vendor properties, click on another tab to continue adding detail or use the   to move to the next supplier.

Navigation: [How to ...](#) >

## How to...Add a New Vendor



This chapter will guide the user through creating a new Vendor step by step. As mentioned elsewhere in the help, many of the fields are optional and do not need to be completed immediately during the initial setup. The properties may be edited at a later date and add in new information or change the current details as and when required. The initial wizard requires only the most basic details to setup a new Vendor.

### Add a New Vendor:



Click to create a new Vendor record.

An empty vendor details screen will show up

By filling out the fields and making sure that the vendor is enabled in the checkbox on the top left of the screen and by clicking close the new vendor will be added to the list

**Type:** this box shows whether this particular vendor is active or not

Other: Other type of contact that does not fall into the other categories

Port Agent: Ships agent in a specified port.

Travel Agent: Travel agency or Tour operator in a specified port.

Vendor: A ship chandler or supplier in a specified port.

**Sub Vendor of:** vendors can also be a sub vendor of another. With this drop down users are able to select the main vendor from the list of vendors already in the system

**Code & Name:** the specific code for the vendor and the name of the vendor is to be entered in these slots

**Address:** postal address of vendor

**Country, City:** country and city of headquarters of vendor. You can scroll down the list of countries to select or, alternatively, start to type the name of the country you are looking for. The system will jump to the nearest matches, letter by letter, as you type.

**Post Code:** corresponding post code

**Primary Phone Number:** main contact number of vendor

## Add a New Vendor

**Primary Fax:** main fax number for vendor

**Email Address:** email address of vendor

**Web Site:** website of vendor

When these basic details have been entered the vendor will then be ready to be added to the list. In order to do this the vendor must be enabled by marking the box on the top left of the display

Status:

☒ Enabled

. When this has been done, by clicking on

"Close" the newly created vendor will be added to the list.

---

## Warehousing



The Warehousing module is used to manage the stock for all product types shore side. The module functions as a tool for receiving, controlling and forwarding of items fleet wide. It also consolidates different types of articles into one dispatch / shipment.

### Warehousing:

Below is an image of the Warehousing module main screen as it looks once opened. On the top are located the **function buttons** and the **toolbar menu**. Below these are located three main areas :

- Calendar - showing all transfer activity using the color green.
- Function tabs - accessing the options for receiving and transferring material from the warehouse
- Transactions Display area - on the right hand side of the screen showing transaction details.  
is active; receiving, transfers or corrections.

At the bottom of the screen, the vessel information, date & time, current user and computer name are displayed.

**Fidelio Cruise Material Management - Warehouse - [Warehouse Movements]**

File Edit Windows Help

Search Refresh New Transfer New Correction Stock Statistics Function Buttons

**Receiving Orders for 27 July 2005**

Destination	O..	PON	VID	Vendor	Value	C..	Value(U...
Warehouse	1	151162	0009	IBESC	90.000	ISC	90.000
Warehouse	1	151163		INFLOT WORLDWIDE	0.000	IFA	0.000
IBESC STOCK	1	181165	4157	SPACE	0.000	IFJ	0.000
							90.000

Transaction View

Calendar

Receiving by Vendor

Key	Count	Value
IBESC	1.	90.000
SPACE	1.	0.000
INFLOT WORLDWIDE	1.	0.000
	3.	90.000

OverView Quick View

Receiving Transfers Corrections

Luxury Cruise Inc. 04/07/2005 09:21 User : Fidelio Support Pc : DB : Fidelio Ver : 7.30.109

## Buttons



The buttons toolbar contains the most frequently used options for accessing the warehousing tools.

**Buttons:**

Clicking the buttons or links below will open more information and instructions on using of these functions.



- Search** Search for an order request with different criteria
- Refresh** Refresh the screen view
- New Transfer** Opens a wizard that will guide the user in creating a new warehouse transfer
- New Correction** Opens a wizard that will guide the user in making a warehouse stock correction



- Stock** View warehouse stock for different groups of items
- Statistics** View statistical information on warehouse items
- Product Overview** View product information in detail
- Print** Opens the Report Manager to print and view warehouse and other reports
- Exit** Exit the requests module

Most of the options have corresponding tools in the menu, keyboard shortcuts assigned to them, or are available with a right mouse click.

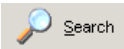
Navigation: Reference > Main Screen > Buttons >

**Buttons : Search**



The search option provides a way to search and locate a specific transaction within the warehouse module by defining specific search criteria.

**Search:**



Click the Search button to initiate the search engine functionality.

Once the search engine is activated, the various fields for specifying the search criteria open. To search using a specific criteria, first click the box to the left of the desired criteria to make the drop down lists active and available.

**Search for:**

Search for Purchase order:

Search

A warehouse transaction may be searched for on the basis of the PO (Purchase Order) number, if this number is known. Use the drop down list to choose from all the purchase orders available in the system.

☐ Vendor:

<< Please select a Vendor >>

A warehouse transaction may be searched for by vendor. The system will limit the search to the specific vendor (supplier) selected from the drop down list.

☐ Vessel:

<< Please select a Vessel >>

If doing a search by vessel, the system will only consider orders for the specified

vessel. Use the drop down list to choose from the vessels available in the system.

☐ Order Status:

<< Please select an Order Status

1 - Order Processed

2 - Order Authorised

3 - Order Send

4 - Order Confirmed Recieved

5 - Order Confirmed Quantities

6 - Order Delivered

7 - Order Invoice Controlled

8 - Order Invoice Paid

9 - Order Credit Note Pending

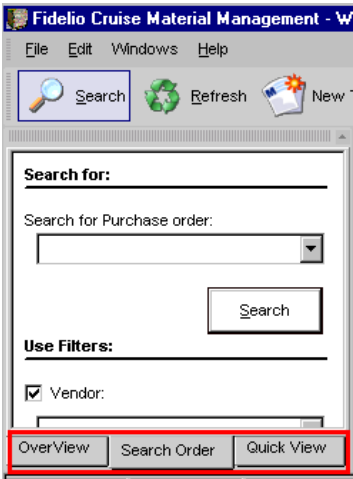
If searching by order status the system will only consider the requests that meet the status chosen from the drop down selection. The user has nine order status' to choose from.

Note: Once the criteria is chosen the search may be initiated by pressing 

Search

 and the results will be displayed in the main screen.

The search results window may be left open in the background. Any time a new search is needed click the Search Order tab..



Navigation: Reference > Main Screen > Buttons >

Buttons : Refresh



This option refreshes the screen layout. For example, once having sorted columns by their heading or resized them, clicking refresh will reset the layout to the default view.

Refresh:



Click to refresh the screen layout.

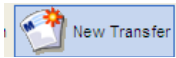
Navigation: Reference > Main Screen > Buttons >

Buttons : New Transfer



The [transfers screen](#) is used for making material transfers from selected warehouses to the vessels. This function allows information such as the destination vessel, the destination country and city, and other important details to be added. The items that will be included in the transfer can be inserted manually or directly from a purchase order. By clicking on the transfers tab located at the bottom of the main screen, all transactions relating to transfers can be viewed and accessed.

## New transfer :



Click to create a new warehouse transfer

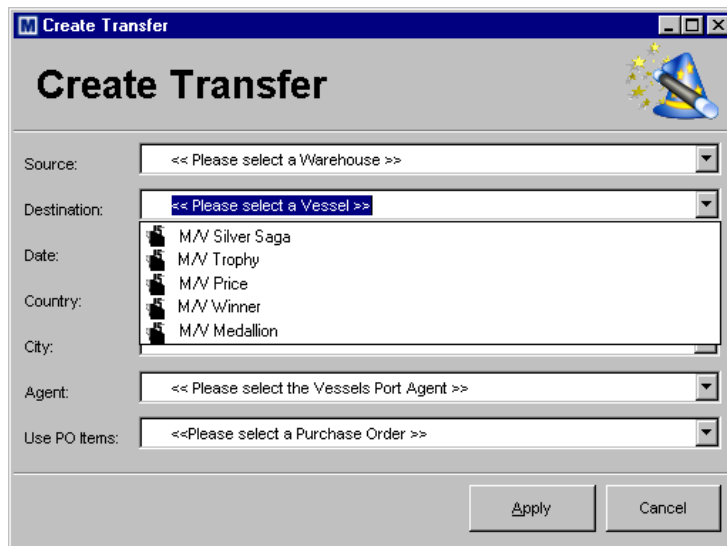
The 'Create New Transfer' wizard opens.

A screenshot of the 'Create Transfer' wizard window. The window has a title bar 'M Create Transfer' and a close button. The main title 'Create Transfer' is in large bold letters. Below it is a list of fields: 'Source:' with a dropdown menu showing '<< Please select a Warehouse >>', 'Destination:' with a dropdown menu showing '<< Please select a Vessel >>', 'Date:' with a date picker showing '03 July 2006' and a time picker showing '08:00:00', 'Country:' with a dropdown menu, 'City:' with a dropdown menu, 'Agent:' with a dropdown menu showing '<< Please select the Vessels Port Agent >>', and 'Use PO Items:' with a dropdown menu showing '<<Please select a Purchase Order >>'. At the bottom are 'Apply' and 'Cancel' buttons.

The first step is to select the [SOURCE](#) for the items that will be transferred. In other words the source is the warehouse from where the items will be taken from. Choose from the drop down list the desired warehouse. .

A screenshot of the 'Create Transfer' wizard window, showing the 'Source' dropdown menu open. The dropdown list contains the following options: 'Warehouse 1', 'Warehouse 3', 'Warehouse 4', 'Warehouse 5', and 'Warehouse Miami'. The 'Warehouse Miami' option is currently selected and highlighted. The other fields remain the same as in the previous screenshot.

The second step is to select the [DESTINATION](#) vessel that the items will be transferred to. Once again choose the appropriate vessel from the drop down list.



**Create Transfer**

Source: << Please select a Warehouse >>

Destination: << Please select a Vessel >>

Date: M/V Silver Saga  
M/V Trophy  
M/V Price  
M/V Winner  
M/V Medallion

Country:

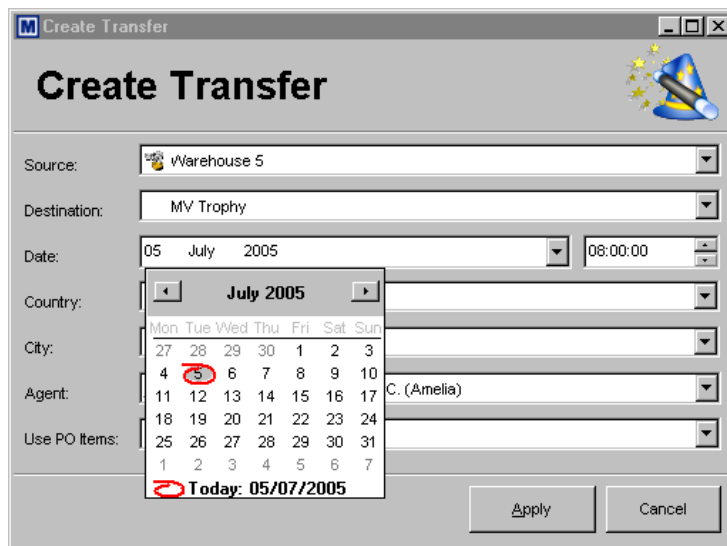
City:

Agent: << Please select the Vessels Port Agent >>

Use PO Items: <<Please select a Purchase Order >>

Apply Cancel

If there are entries for this vessel in the Itinerary Planer the country, city and agent field will be filled automatically otherwise the date field can be completed by activating the calendar selection, simply by clicking on the down arrow to the right side the field. Optionally a time can be entered in the field next to the date if needed.



**Create Transfer**

Source: Warehouse 5

Destination: M/V Trophy

Date: 05 July 2005 08:00:00

Country: July 2005

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

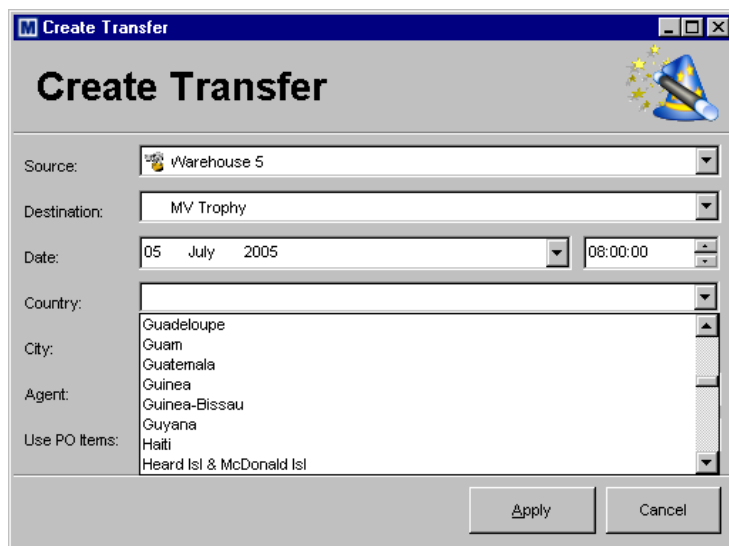
Today: 05/07/2005

Agent: C. (Amelia)

Use PO Items:

Apply Cancel

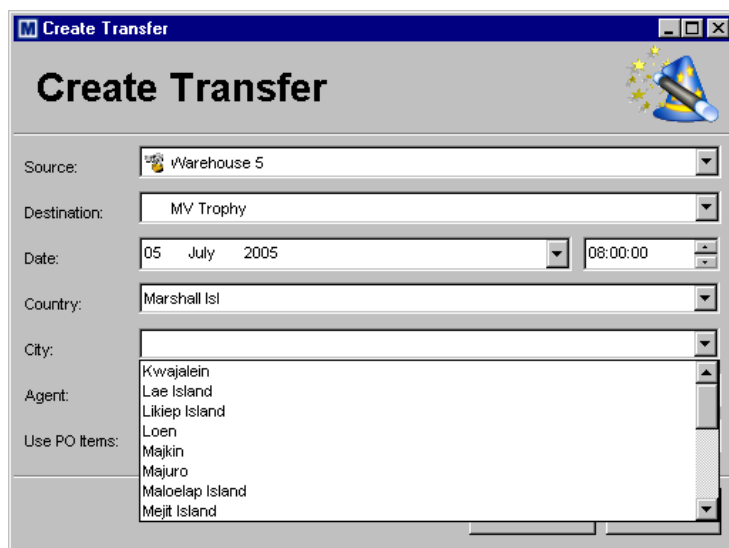
The destination country is selected in the corresponding space by clicking on the alphabetical drop down list.



The 'Create Transfer' dialog box features a title bar with a blue background and a yellow starburst icon. The main area has a light gray background. It contains several input fields: 'Source' (a dropdown menu with 'Warehouse 5' selected), 'Destination' (a dropdown menu with 'MV Trophy' selected), 'Date' (a date picker showing '05 July 2005' and a time field showing '08:00:00'), 'Country' (a dropdown menu), 'City' (a list box showing 'Guadeloupe', 'Guam', 'Guatemala', 'Guinea', 'Guinea-Bissau', 'Guyana', 'Haiti', and 'Heard Isl & McDonald Isl'), and 'Use PO Items' (a list box). At the bottom right, there are 'Apply' and 'Cancel' buttons.

Source:	Warehouse 5
Destination:	MV Trophy
Date:	05 July 2005 08:00:00
Country:	
City:	Guadeloupe Guam Guatemala Guinea Guinea-Bissau Guyana Haiti Heard Isl & McDonald Isl
Use PO Items:	

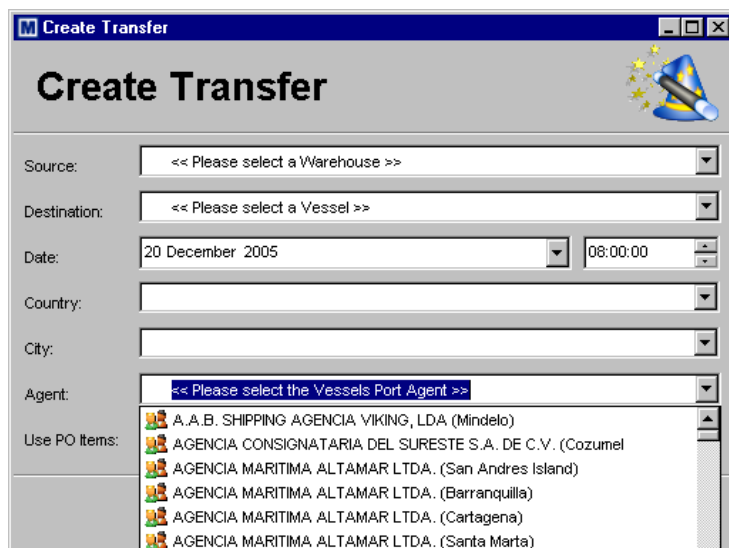
Once the destination country has been selected, the destination city can then be chosen. The available selection is limited to the country that was chosen in the field above it.



This screenshot shows the 'Create Transfer' dialog box with 'Marshall Isl' selected in the 'Country' field. The 'City' field is now empty, and the 'Agent' list box shows a different set of options: 'Kwajalein', 'Lae Island', 'Likiep Island', 'Loen', 'Majkin', 'Majuro', 'Maloelap Island', and 'Mejit Island'. The 'Use PO Items' field remains empty.

Source:	Warehouse 5
Destination:	MV Trophy
Date:	05 July 2005 08:00:00
Country:	Marshall Isl
City:	
Agent:	Kwajalein Lae Island Likiep Island Loen Majkin Majuro Maloelap Island Mejit Island
Use PO Items:	

Select the name of the local agent handling the transfer. A full list of available company agents opens for selection by clicking on the down arrow in the field..



**Create Transfer**

Source: << Please select a Warehouse >>

Destination: << Please select a Vessel >>

Date: 20 December 2005 08:00:00

Country:

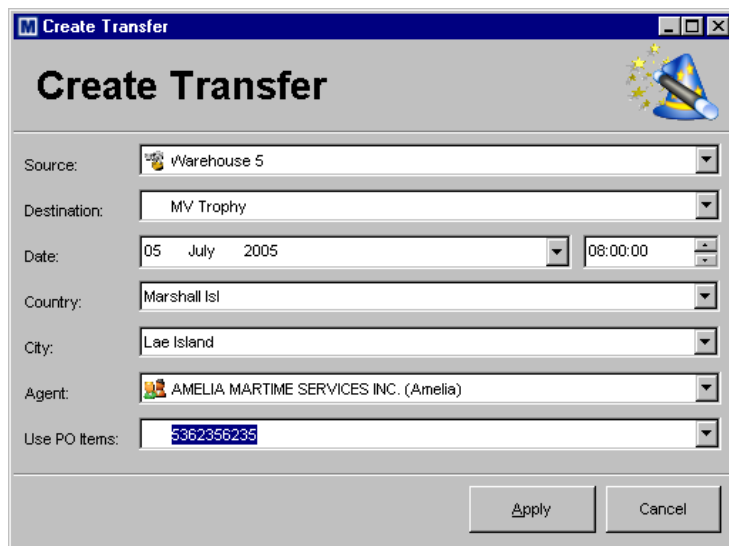
City:

Agent: << Please select the Vessels Port Agent >>

Use PO Items:

- A.A.B. SHIPPING AGENCIA VIKING, LDA (Mindelo)
- AGENCIA CONSIGNATARIA DEL SURESTE S.A. DE C.V. (Cozumel)
- AGENCIA MARITIMA ALTAMAR LTDA. (San Andres Island)
- AGENCIA MARITIMA ALTAMAR LTDA. (Barranquilla)
- AGENCIA MARITIMA ALTAMAR LTDA. (Cartagena)
- AGENCIA MARITIMA ALTAMAR LTDA. (Santa Marta)

There are now two Options, Click on Apply and items will be added in the next step or if a purchase order is used as the basis of the transfer, the number can be typed in the field 'Use PO Items', or the Purchase Order can be selected from the drop down list.



**Create Transfer**

Source: Warehouse 5

Destination: MV Trophy

Date: 05 July 2005 08:00:00

Country: Marshall Isl

City: Lae Island

Agent: AMELIA MARTIME SERVICES INC. (Amelia)

Use PO Items: 5362356235

Apply Cancel

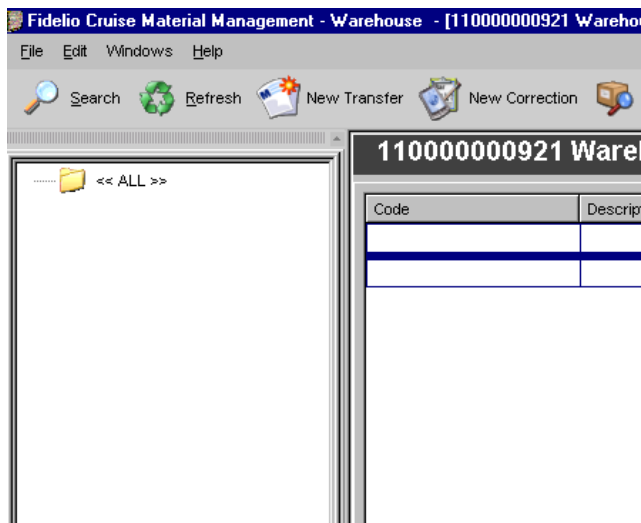
Click  to continue

The newly created transfer now appears in the [Transfers Movements](#) screen under the corresponding date that was used to create it. Notice the ID number assigned.

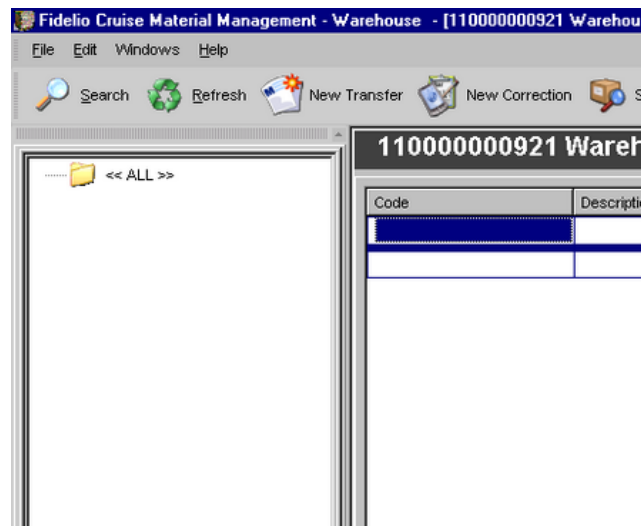
Transfers Movements for 05 July 2005						
Id	Source	OS	Destination	Port	Via	Value(USD)
110000000921	Warehouse 5	0	Mv Trophy	Fitiuta	AGENCIA MARITIMA ALTAMAR LTDA.	0.000
						0.000

By double clicking the created document a new detailed screen will open. Here articles can be inserted that need to be included in the transfer, if the Option "Use PO items" was not used,

# Main Screen



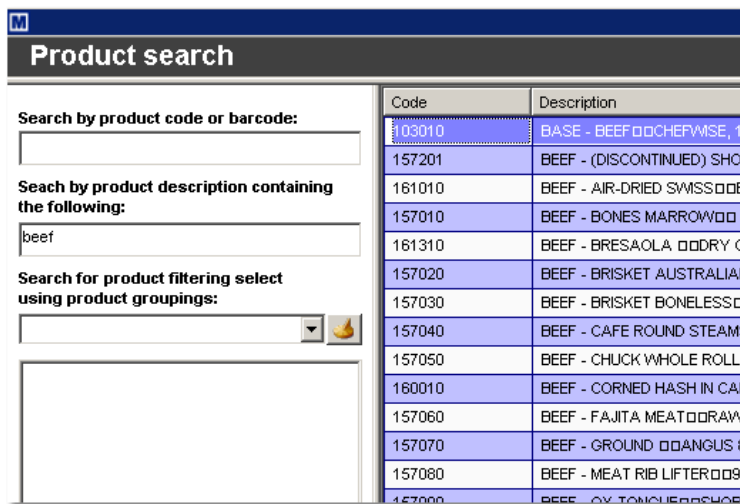
Move the cursor to the first cell under CODE



Write the name of the product directly into this cell or start the Search Engine by pressing the "+" button and locate the correct product this way.

Code	Description	Sent	Unit	Price	Total
					0.000

Using the search engine allows the system to bring up all available products from which to choose.



**Product search**

Search by product code or barcode:

Search by product description containing the following:


beef

Search for product filtering select using product groupings:

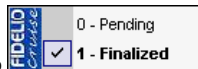
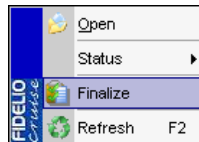
Code	Description
103010	BASE - BEEF 00CHEFWISE, 1
157201	BEEF - (DISCONTINUED) SHO
161010	BEEF - AIR-DRIED SWISS00B
157010	BEEF - BONES MARROW00
161310	BEEF - BRESAOLA 00DRY C
157020	BEEF - BRISKET AUSTRALIA
157030	BEEF - BRISKET BONELESSC
157040	BEEF - CAFE ROUND STEAM
157050	BEEF - CHUCK WHOLE ROLL
160010	BEEF - CORNED HASH IN CA
157060	BEEF - FAJITA MEAT00RAW
157070	BEEF - GROUND 00ANGUS 0
157080	BEEF - MEAT RIB LIFTER00
157090	BEEF - NY TONGUE00SHO

Select the desired product by **DOUBLE CLICKING** on the description and it will be inserted into the main sheet.

The 'Sent' column is then automatically highlighted. Type the required quantity into the field and confirm by pressing enter. Continue with this process, moving the cursor again to the code cell in the next line and enter the next article that should be included in the transfer.

When finished entering items into the transfer document, close the window by clicking the  on the right hand side. The software returns to the transaction display area.

Once the transfer document is completed, it can be finalized. This is done by selecting the corresponding document from the main screen and **RIGHT CLICKING** it. A shortcut menu appears. Select 'Finalize'.



By selecting 'Finalize' the transfer status will be set to **1 - Finalized** and this closes the transaction.

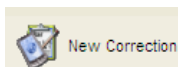
Navigation: Reference > Main Screen > Buttons >

## Buttons : New Correction



The corrections function provides the ability to process stock adjustments in a selected warehouse.

### New Correction :




Click to process a new correction

The 'Create Correction' dialogue box appears. Define which warehouse is to be adjusted. Select a warehouse from the drop down list by clicking on the down arrow.

The date field can be completed by activating the calendar selection, simply by clicking on the down arrow to the right side the field. Optionally a time can be entered in the field next to the date if needed.

Additional information can be entered in the comments space..

Continue by clicking the  button.

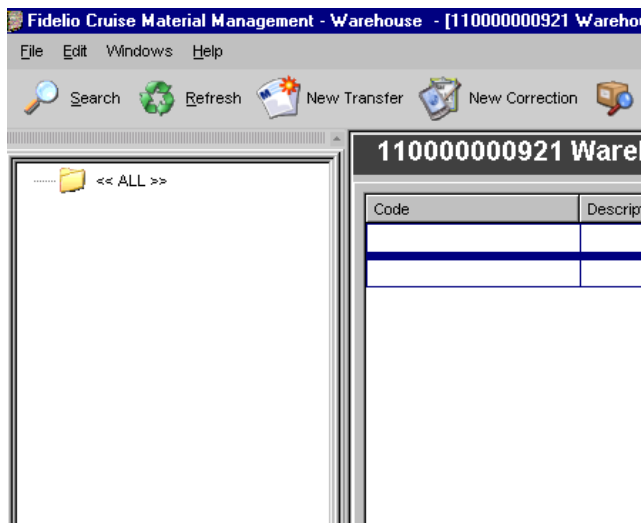
The created correction document will appear under the [corrections screen](#) under the corresponding day that was initially selected. This is the location where the corrected articles have to be inserted.

Corrections for 19 October 2005					
Warehouse	Date	OS	Port	Comments	Value(USD)
Warehouse 3	Wednesday October 19 2005	0	Fort Lauderdale		320,489.688
					320,489.688

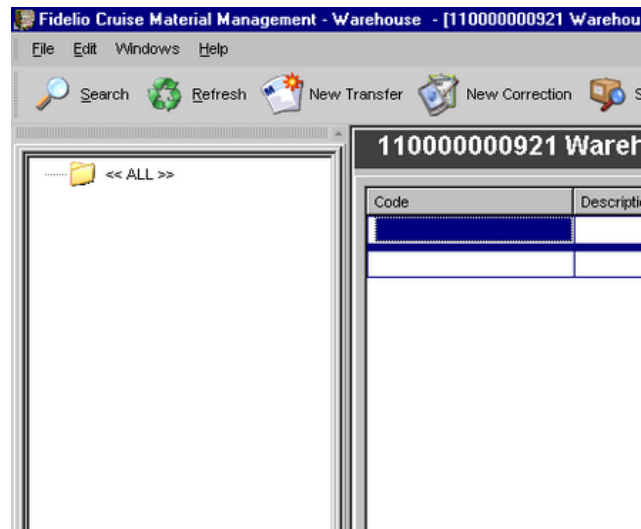
By double clicking the created document a space will open. In this space articles can be inserted that need to be included in the correction.

Corrections for 19 October 2005					
Warehouse	Date	OS	Port	Comments	Value(USD)
Warehouse 3	Wednesday October 19 2005	0	Fort Lauderdale		320,489.688
					320,489.688

# Main Screen



Move the cursor to the first cell under CODE



Write the name of the product directly into this cell or start the search engine by pressing the "+" button and locate the correct product this way.

Code	Description	Sent	Unit	Price	Total
					0.000

Using the search engine allows the system to bring up all available products from which to choose.

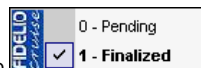
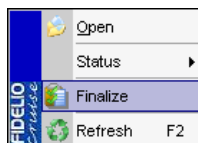
Code	Description
103010	BASE - BEEF 00CHEFWISE, 1
157201	BEEF - (DISCONTINUED) SHO
161010	BEEF - AIR-DRIED SWISS00B
157010	BEEF - BONES MARROW00
161310	BEEF - BRESAOLA 00DRY C
157020	BEEF - BRISKET AUSTRALIA
157030	BEEF - BRISKET BONELESSC
157040	BEEF - CAFE ROUND STEAM
157050	BEEF - CHUCK WHOLE ROLL
160010	BEEF - CORNED HASH IN CAI
157060	BEEF - FAJITA MEAT00RAW
157070	BEEF - GROUND 00ANGUS 0
157080	BEEF - MEAT RIB LIFTER009
157090	BEEF - OY TONGUE00SHOB

Select the desired product by **DOUBLE CLICKING** on the description and it will be inserted into the main sheet.

Continue by typing the required quantity in the 'Amount' column, and confirm by pressing enter. Move the cursor again to the code cell in the next line and complete all the articles that should be included in the correction.

After completing the correction document, close the window by clicking the on the right hand side. The software returns to the transaction display area.

Once the transfer document is completed, it can be finalized. This is done by selecting the corresponding document from the main screen and **RIGHT CLICKING** it. A shortcut menu appears. Select 'Finalize'.



By selecting 'Finalize' the correction document status will be set to **1 - Finalized** and this closes the transaction.

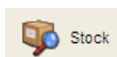
Navigation: Reference > Main Screen > Buttons >

## Buttons : Stock



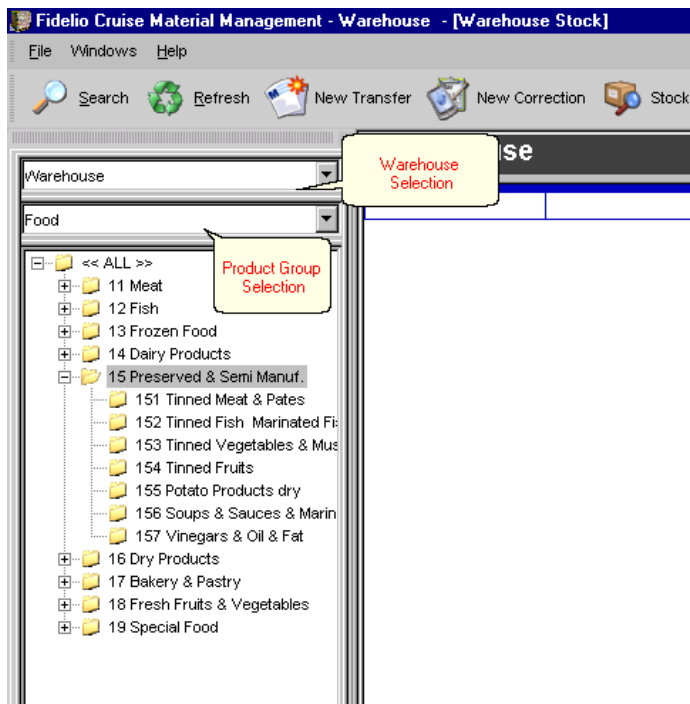
The Warehouse Stock Viewer can be used for accessing the amounts and status' of any article or product group in any of the warehouses.

### Stock:

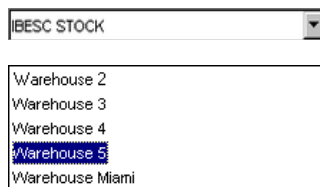


Open the Warehouse Stock Viewer

# Main Screen



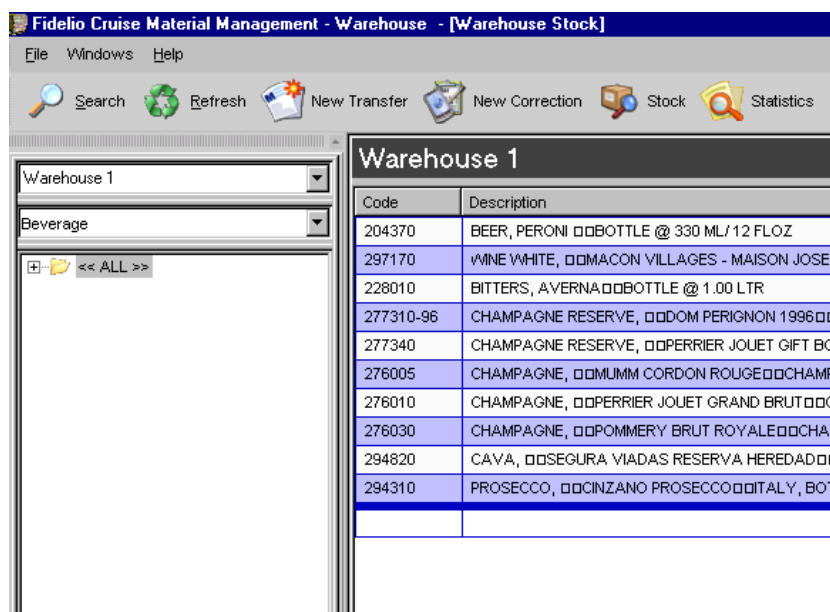
Once the Stock Viewer is open, it is necessary to define which warehouse to view. Select a warehouse from the drop down list by simply clicking on the down arrow..



The next step is to select the type of store to view. Again select the desired store type from the drop down list.



Once the warehouse and store type are selected, the detailed information of the items stored within the warehouse will display on the right hand side of the screen.



The Stock details viewing screen displays the information in columns organized as follows:

<b>Code</b>	Article Code
<b>Description</b>	Article description
<b>Unit</b>	Article Unit of measure
<b>Open</b>	Opening Stock of Article
<b>Received</b>	Quantity received in Warehouse
<b>Transferred</b>	Quantity of Article transferred from warehouse
<b>Corrections</b>	Stock adjustments marked as corrections
<b>Current</b>	Current stock of article
<b>Expected in</b>	Quantity expected to arrive to warehouse
<b>Expected out</b>	Quantity expected to transfer out from warehouse
<b>Available</b>	Available stock

Navigation: Reference > Main Screen > Buttons >

## Buttons : Statistics



The Statistics button is active only when individual products are being analyzed in the Warehouse Stock Viewer. While in this mode it is possible find detailed information concerning purchase history, consumptions, and pending requests for the item.

### Statistics:



Statistics

While in the items view click to open the Statistics form.

A window will open with four separate tabs, each having different type of information about the selected product. Most of the tabs have the date range selection option available making it possible to define a specific date range to locate the required data.

### DETAILS TAB

The information under the details tab contains the product base details such as product code, description and unit. Below this are the statistics - showing the fixed and average price details. The window also displays the current stock on hand for the warehouse and vessels.

**2000006 Vodka - Smirnoff Red**

Product:

Code: 2000006

Description: Vodka - Smirnoff

Unit: LT

Statistics:

Fixed Price HQ: 2.261 GBP    Average 1: 1.379 GBP    Last Purchase: 2.638 LT

Fixed Price VS: 2.261 GBP    Average 2: 1.187 GBP    Amounts PTD: 116,736.400 LT

Warehouse Stock on Hand:

Warehouse	Available	SOH
	0.000	0.000

Vessels Stock on Hand:

Vessel	Stock On Hand
Mv Stars	74.000
Mv Sun	171.000
Mv Moon	10.000
	255.000

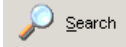
Details   Purchase History   Consumptions

The details viewing screen displays the information in columns organized as follows:

**Warehouse:** Warehouse name  
**Available:** Quantity available  
**SOH:** Stock on hand

### PURCHASE HISTORY TAB

Under this tab a complete purchase history for the selected product can be viewed. This information can be filtered to view from one entity or all entities within the company, as well as a specified date range.

Once these values are chosen, click on the  button to display detailed information in the grid below the selection criteria.

**2000006 Vodka - Smirnoff Red**

Select from Entity

- ☒ Mv Moon
- ☒ Mv Stars
- ☒ Mv Sun
- ☒ Warehouse Genova
- ☒ Warehouse Hamburg
- ☒ Warehouse Miami

Date Range:

Date From: Tuesday March 2 2004

Date From: Thursday September 29 2005

Search

Delivery	Destination	Requested	Ordered	Received	Price	Total	V
12/08/2004	Mv Moon	24.000	24.000	24.000	2.750000	66.000	H
12/08/2004	Mv Moon	0.000	86.000	86.000	2.750000	236.500	-I
12/08/2004	Mv Moon	0.000	3.000	3.000	2.750000	8.250	-I
12/08/2004	Mv Moon	0.000	1.100	1.100	2.750000	3.025	-I
12/08/2004	Mv Moon	0.000	0.600	0.600	2.750000	1.650	-I
12/08/2004	Mv Moon	0.000	6.100	6.100	2.750000	16.775	-I
12/08/2004	Mv Moon	0.000	0.200	0.200	2.750000	0.550	-I
12/08/2004	Mv Moon	0.000	3.600	3.600	2.750000	9.900	-I
12/08/2004	Mv Moon	0.000	10.100	10.100	2.750000	27.775	-I
12/08/2004	Mv Moon	0.000	7.000	7.000	2.750000	19.250	-I
26/08/2004	Mv Moon	48.000	48.000	48.000	2.750000	132.000	H
28/08/2004	Mv Sun	36.000	36.000	36.000	2.750000	99.000	H

Details Purchase History Consumptions

Scroll across to see the remaining columns.

**2000006 Vodka - Smirnoff Red**

Select from Entity

- ☒ Mv Moon
- ☒ Mv Stars
- ☒ Mv Sun
- ☒ Warehouse Genova
- ☒ Warehouse Hamburg
- ☒ Warehouse Miami

Date Range:

Date From: Tuesday March 2 2004

Date From: Thursday September 29 2005

Search

Ordered	Received	Price	Total	Vendor	PO
24.000	24.000	2.750000	66.000	Harding Brothers	1214183
86.000	86.000	2.750000	236.500	-None-	1212194
3.000	3.000	2.750000	8.250	-None-	1212203
1.100	1.100	2.750000	3.025	-None-	1212206
0.600	0.600	2.750000	1.650	-None-	1212199
6.100	6.100	2.750000	16.775	-None-	1212200
0.200	0.200	2.750000	0.550	-None-	1212205
3.600	3.600	2.750000	9.900	-None-	1212202
10.100	10.100	2.750000	27.775	-None-	1212201
7.000	7.000	2.750000	19.250	-None-	1212204
48.000	48.000	2.750000	132.000	Harding Brothers	1214222
36.000	36.000	2.750000	99.000	Harding Brothers	1114259

Details Purchase History Consumptions

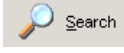
The purchase history details viewing screen displays the information in columns organized as follows:

**Delivery:** Delivery date of the purchase  
**Destination :** Destination of the delivery  
**Requested:** Quantity requested from vessel  
**Received:** Quantity received upon delivery at destination  
**Price:** Price of article upon delivery  
**Total:** Total value of delivery

**Vendor:** Name of vendor  
**PO:** Purchase order reference number relating to the delivery.

### CONSUMPTIONS TAB

Under this tab consumption figures for the selected item are available. This information can be filtered to view from one entity or all entities within the company, as well as a specified date range.

Once these values are chosen, click on the  button to display detailed information in the grid below the selection criteria.

**2000006 Vodka - Smirnoff Red**

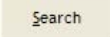
Select from Entity:

- ☒ Mv Moon
- ☒ Mv Stars
- ☒ Mv Sun

Date Range:

Date From: Tuesday March 2 2004

Date From: Thursday September 29 2005



**Inventory Periods.**

**Cruising Season.**

Ship	From	To	Season	Closing SOH	Corrections	Consumption
Mv Moon	12/08/2004	25/08/2004	Baltic Season	82.000	0.000	33.975
Mv Moon	26/08/2004	02/09/2004	Baltic Season	89.000	0.000	28.610
Mv Moon	03/09/2004	16/09/2004	Baltic Season	118.000	-3.000	40.025
Mv Sun	03/09/2004	16/09/2004	Baltic Season	32.000	0.000	0.000
Mv Moon	17/09/2004	07/10/2004	Mediterranean Se	155.000	-4.000	57.695
Mv Moon	08/10/2004	21/10/2004	Mediterranean Se	83.990	0.000	26.405
Mv Sun	08/10/2004	21/10/2004	Mediterranean Se	32.000	0.000	0.000
Mv Moon	22/10/2004	25/10/2004	Baltic Season	0.000	0.000	0.000
Mv Moon	26/10/2004	08/11/2004	Mediterranean Se	149.000	0.000	33.910
Mv Sun	01/11/2004	14/11/2004	Mediterranean Se	179.000	0.000	47.870
Mv Moon	09/11/2004	21/11/2004	Mediterranean Se	130.000	0.000	102.845
Mv Sun	15/11/2004	24/11/2004	Caribbean Season	148.000	0.000	40.805

Details Purchase History Consumptions

**2000006 Vodka - Smirnoff Red**

Select from Entity:

- ☒ Mv Moon
- ☒ Mv Stars
- ☒ Mv Sun
- ☒ Warehouse Genova
- ☒ Warehouse Hamburg
- ☒ Warehouse Miami

Date Range:

Date From: Tuesday March 2 2004

Date From: Thursday September 15 2005

Search

Ordered	Received	Price	Total	Vendor	PO
86.000	86.000	2.750000	236.500	-None-	1212194
3.000	3.000	2.750000	8.250	-None-	1212203
1.100	1.100	2.750000	3.025	-None-	1212206
6.100	6.100	2.750000	16.775	-None-	1212200
0.200	0.200	2.750000	0.550	-None-	1212205
3.600	3.600	2.750000	9.900	-None-	1212202
0.600	0.600	2.750000	1.650	-None-	1212199
7.000	7.000	2.750000	19.250	-None-	1212204
10.100	10.100	2.750000	27.775	-None-	1212201
24.000	24.000	2.750000	66.000	Harding Brothers	1214183
48.000	48.000	2.750000	132.000	Harding Brothers	1214222
36.000	36.000	2.750000	99.000	Harding Brothers	1114259

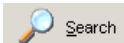
Details Purchase History Consumptions

The consumption details viewing screen displays the information in columns organized as follows:

**Ship:** Name of ship  
**From:** Period starting date  
**To:** Period ending date  
**Season:** Name of season  
**Closing SOH:** Period closing stock on hand  
**Corrections:** Corrections made to stock during period  
**Consumption:** Net consumption during period

## PENDING REQUESTS

Under this tab pending requests for the selected item are available. This information can filtered to view from one entity or all entities within the company, as well as a specified date range.

Once these values are chosen, click on the  button to display detailed information in the grid below the selection criteria.

**104120 BREAD - FROZEN, BAGLES - BULK**

Select from Entity

- ☒ Ship 1
- ☒ Ship 2
- ☒ Ship 3
- ☒ Ship 4
- ☒ Ship 5

Select or deselect an entity here and click 'Search'

Date Range:

Date From: Tuesday November 1 2005

Date From: Monday June 26 2006

Search

Ship	id	Date	Status	Requested	PPD	SOH	Days Rese..
Ship 3	110000001631	12/21/2005	2	600.000	0.00000000	0.000	
				600.000			

Delivery Date

Details Purchase History Consumptions Pending Requests

The pending requests details viewing screen displays the information in columns organized as follows:

**Ship:** Name of Ship  
**ID:** Request ID  
**Date:** Date of Request  
**Status:** Status level of request  
**Requested:** Quantity requested  
**SOH:** Stock on hand  
**Days Reserve:** Number of days defined to hold reserve.

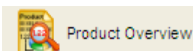
Navigation: Reference > Main Screen > Buttons >

## Buttons : Product Overview



The Product Overview displays detailed information about a selected article and its stock distribution within different storage locations. It is also possible to review the transaction delivery and purchase history per product.

### Product Overview :

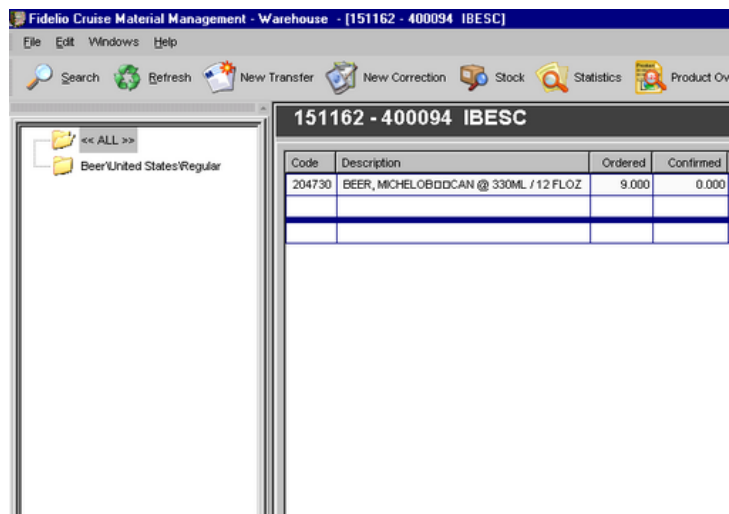


Product Overview

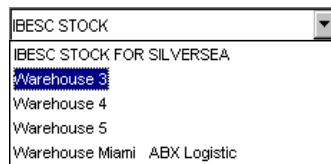
Click to open product overview.

The product overview function can be activated by clicking the button once having a product detail screen active (receiving orders, transfers or corrections).

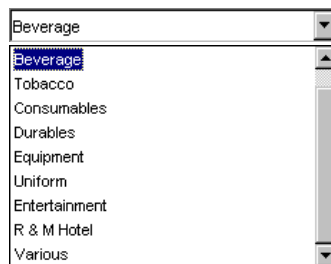
# Main Screen



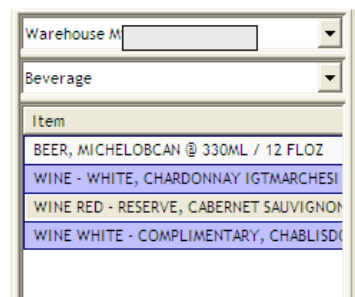
First define which warehouse to view by selecting the correct information from the drop down list provided.



Next choose which store type to view by selecting it from the drop down list provided



An inventory of the selected warehouse with a current stock on hand will be displayed in its own window on the left hand side of the screen, and the product overview tab opens to the right, which has various sub-windows.



Product Overview for Karte Bar Cover Amadea, AMA 2.01							
Vessel	Stock On Hand		Warehouse	Available	SOH		
MS Fidelio Eibe	3,500.000		Warehouse 1	1,250.000	1,250.000		
River 17	0.000						
River 1	0.000						
River 4	0.000						
MS Fidelio Blue	0.000						
MS Fidelio Cook	0.000						
MS Blue Horizon	0.000						
River 6	0.000						
River 15	0.000						
River 12	0.000						
MS Blue Water	0.000						
River 18	0.000						
Date	Source	Destination	Unit	Status	Amount	Price	Value
Nov 08 2007	Warehouse 1	MS Fidelio Eibe	PCS	Closed	-2,000.000	0.534000	-1,068.000
Oct 29 2007	Druckerei Lobbens	Warehouse 1	PCS	Closed	2,000.000	0.534000	1,068.000
Jul 21 2007	Druckerei Lobbens	Warehouse 1	PCS	Closed	1,250.000	0.569600	712.000
					1,250.000		712.000

The other windows contain the following information :

### VESSEL STOCK ON HAND DISTRIBUTION

This window displays the current stock on hand for the selected product for all the vessels of the fleet.

Vessel	Stock On Hand
MV Silver Saga	0.000
MV Medallion	0.000
MV Price	1,320.000
MV Winner	330.000
MV Trophy	249.000
	1,899.000

### ITEM TRANSFER WINDOW

This window displays the item transfers (open and finalized) per vessel into columns as described below:

Date	Source	Destination	Unit	Status	Amount	Price	Value	comments	Doc Id	Last Modified
Jan 04 2006	Warehouse 1	Mv Medallion	EA	Open	0.000	0.000000	0.000		110000000262	Nov 12 2005 22:11:16
Jan 04 2006	Warehouse 2	Mv Trophy	EA	Closed	-240.000	0.287000	-68.880		110000000263	Nov 12 2005 22:14:08
Nov 14 2005	Warehouse 1	Mv Medallion	EA	Closed	13,824.000	0.287000	3,967.488		110000000261	Nov 12 2005 21:11:46
Oct 20 2005	Warehouse 2	Correction	EA	Open	13,824.000	0.287000	3,967.488		110000000181	Oct 20 2005 20:43:19
Oct 19 2005	Warehouse 1	Correction	EA	Open	13,824.000	0.287000	3,967.488		110000000162	Oct 19 2005 21:04:52
					41,232.000		11,833.584			

**Date** Transaction date  
**Source** Source of transfer (FROM)  
**Destination** Destination of transfer (TO)  
**Unit** Unit of measure of article  
**Status** Transfer status of transaction  
**Amount** Amount of transaction  
**Price** Unit price of article used in transaction  
**Value** Total value of transaction  
**Comments** Free comments may be inserted in this space  
**Doc ID** Document ID created by the system  
**Last Modified** Date transaction last modified

### WAREHOUSE STOCK WINDOW

This window will display the current stock on hand at the selected warehouse

Warehouse	Available	SOH
Warehouse 4	13,584.000	13,584.000
	13,584.000	13,584.000

At the bottom left of the screen are located various tabs. Each one of these tabs has special functions that change the way the left part of the screen looks while the right hand side stays as before.

### OVERVIEW TAB

OverView	Grouping	Product View	Quick View
----------	----------	--------------	------------

# Main Screen

The OverView tab displays the Warehouse Management Calendar and a summary of deliveries divided by vendor for the selected day.

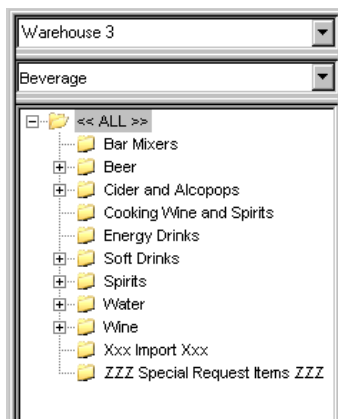
July 2005						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
04/07/2005 ◀ ▶ 27/07/2005						
Receiving by Vendor ▼						
Key			Count	Value		
IBESC			1.	90.000		
SPACE			1.	0.000		
INFLOT WORLDWIDE			1.	0.000		
			3.	90.000		

**Key** Supplier name  
**Count** Total number of articles in the transaction  
**Value** Value (dollar amount) of transaction

## GROUPING TAB



The Grouping Tab displays the categories of the products of the selected transfer, displaying every group which the products fall into.



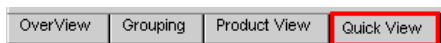
## PRODUCT VIEW TAB



This is the default look of the Product Overview screen. It displays the full inventory of the selected warehouse.

**Item** Item description  
**Stock on Hand** Stock on hand at selected warehouse

## QUICK VIEW TAB



The Quick View Tab displays further information regarding the selected article as listed below :

Description	Item description
Ordered	Quantity ordered
Confirmed	Quantity confirmed inbound
Received	Quantity received
Unit	Unit of measure of article
Price	Unit price of article used in transaction
Sub Total	Subtotal of transaction

**Buttons : Print**

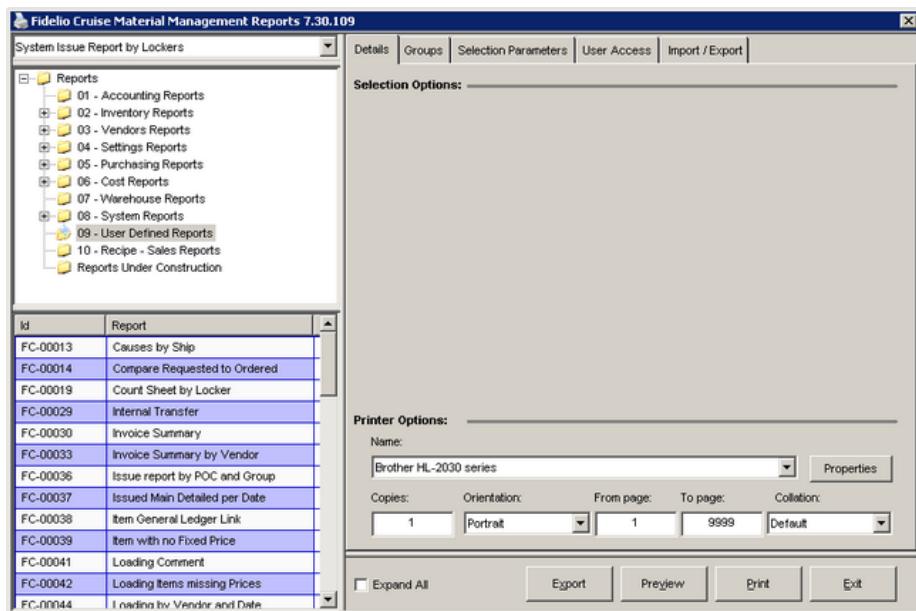


This option opens the **Report Manager**. It is also available in Menu; File ->Print.

**Print:**



Click to open the Report Manager.



## Buttons : Exit



This option will close the Warehousing module. You may also select Menu; File -> Exit.

#### Exit:



Click to close the Warehouse Module.

Navigation: Reference > Main Screen >

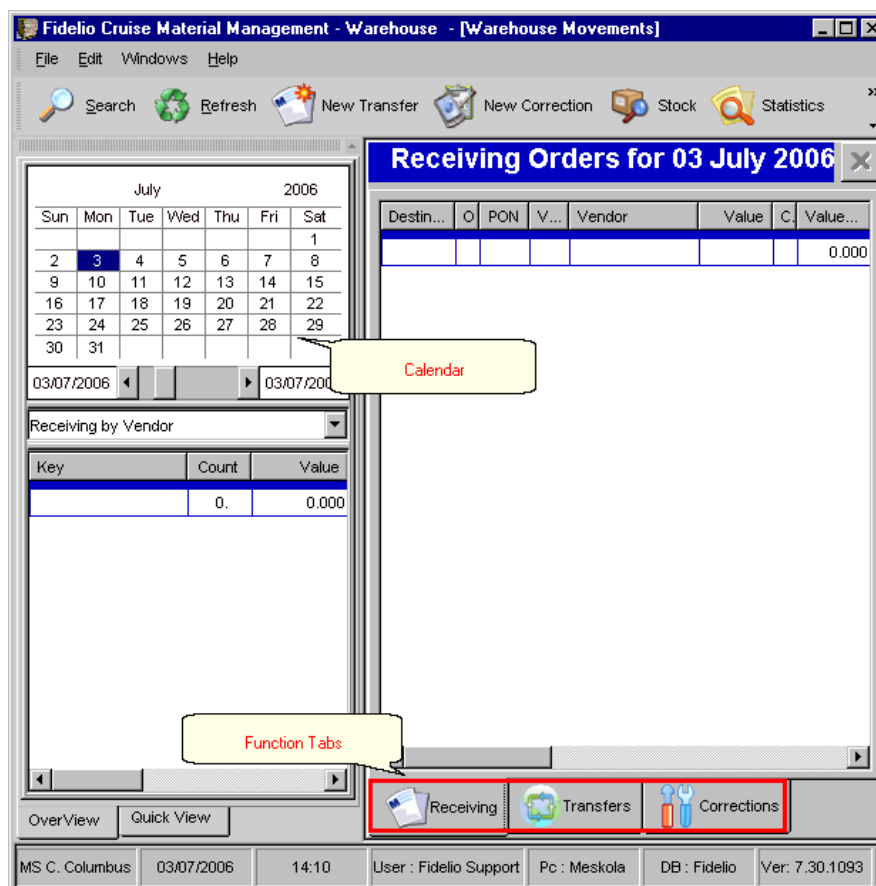
## Tabs



The Tabs at the bottom of the screen open the possibility to access the following areas of the warehouse management module :

- [Receiving Orders](#) Screen for receiving orders at a Warehouse
- [Transfers Screen](#) for working with item transfers from the warehouse to destination vessels.
- [Corrections Screen](#) to processing stock corrections at the warehouse.

#### Tabs:



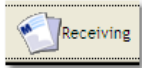
Navigation: Reference > Main Screen > Tabs >

## Tabs : Receiving



The Receiving Orders screen can be used for viewing and managing product orders. This function allows verification of orders at arrival in the warehouse, and confirmation of the quantities received prior to dispatching items to a vessel.

### Receiving:

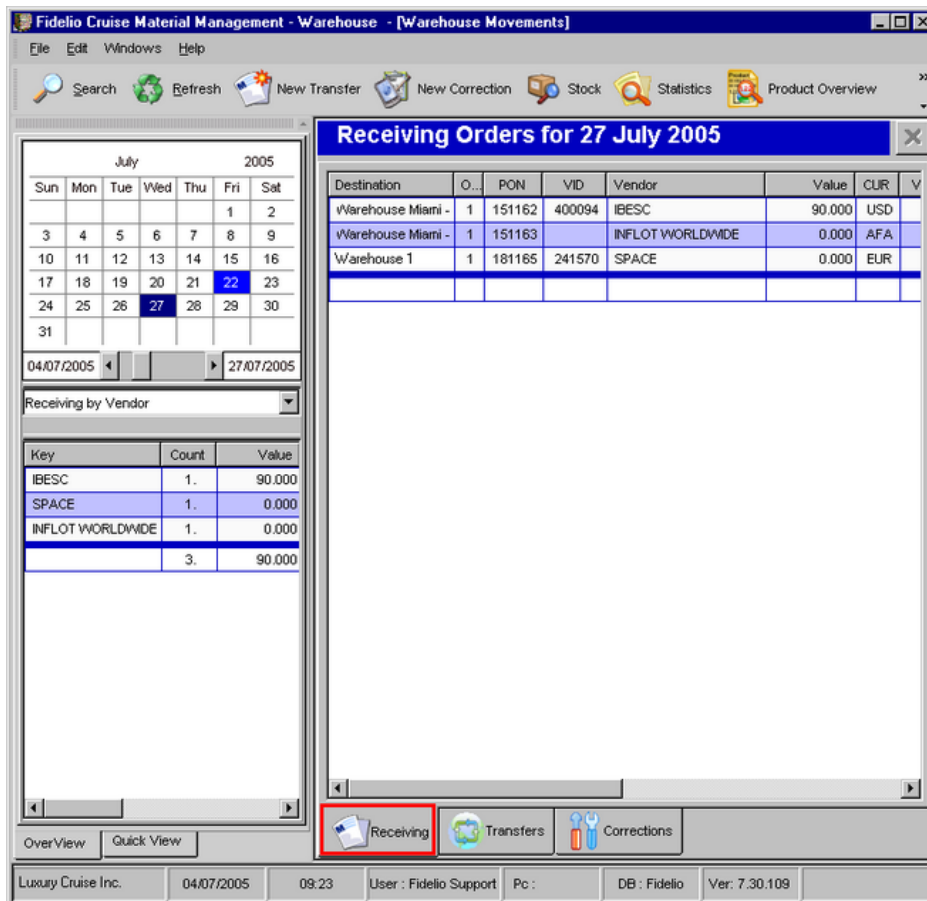


Click on tab to open the Receiving Orders screen

Below is an image of the Receiving Orders screen as it would look during normal operation. On the top are located the [Function buttons](#) and the [Toolbar Menu](#). Below these are located several main screen areas:

- Calendar showing all inbound orders activity with the color blue.
- Inbound orders transactions are listed on the right hand side of the screen.
- Below the calendar view is a summary screen of a single inbound order.
- Below the inbound orders activity area are tabs for accessing transfers and corrections functions

At the bottom of the screen, the vessel information, date, time, current user and computer name are displayed.



Inbound or 'Receiving Orders' transactions for the selected date are listed in the corresponding area.

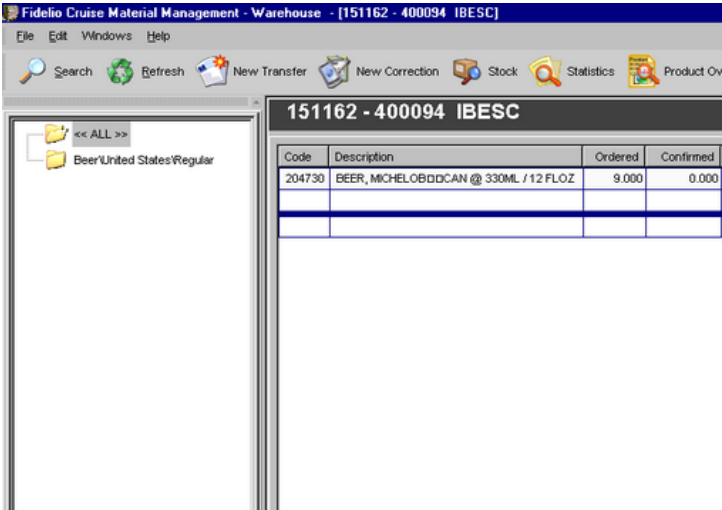
Receiving Orders for 27 July 2005							
Destination	OS	PON	VID	Vendor	Value	CUR	Value(USD)
Warehouse Miami - ABX Logistic	1	151162	400094	IBESC	90.000	USD	90.000
Warehouse Miami - ABX Logistic	1	151163		INFLOT WORLDWIDE	0.000	AFA	0.000
Warehouse 1	1	181165	241570	SPACE	0.000	EUR	0.000
							90.000

The columns displaying information about the inbound orders are as follows :

# Main Screen

<b>Destination</b>	Destination warehouse receiving the items
<b>OS</b>	Status of the selected transaction <b>0- Pending 1-Finalized 3- Posted to external system</b>
<b>PON</b>	Purchase order number
<b>VID</b>	Vendor identification code
<b>Vendor</b>	Name of vendor (supplier)
<b>Value</b>	Value in local currency
<b>CUR</b>	Local currency unit
<b>Value (System Currency)</b>	Value in system currency
<b>Gross Weight (KG)</b>	Amount in KG

Double clicking a receiving orders document will open it to its order details, where individual article details are viewed.



The columns displaying information for the receiving orders details are as follows :

<b>Code</b>	Article code
<b>Description</b>	Article description
<b>Ordered</b>	Quantity ordered
<b>Confirmed</b>	Quantity confirmed by supplier
<b>Received</b>	Quantity received at delivery
<b>Unit</b>	Article unit of measure
<b>Price</b>	Article unit price
<b>Sub Total</b>	Subtotal price of delivery
<b>Discount %</b>	Discount percentage received
<b>VAT</b>	Value added tax
<b>Total</b>	Total price of delivery for article
<b>Weight (kg)</b>	Weight per item
<b>Expire Date</b>	Expire date of product
<b>Comments</b>	Free comments can be inserted in this space .

Right clicking the items view area, will activate further options for managing the receiving, many of which also are available under the [Statistics Button](#)

	Set Ordered to Received	
	Set Confirmed to Received	
	Show Item Statistics	F8
	Show Item History	
	Show Item Consumptions	F9
	Refresh	F2

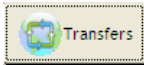
<b>Set Ordered to Received</b>	Set selected order to received status
<b>Set Confirmed to Received</b>	Set selected confirmed to received status
<b>Received</b>	Show item statistics for selected item
<b>Show Item Statistics</b>	Show item history for selected item
<b>Show Item History</b>	Show item consumptions for selected Item
<b>Show Item Consumption</b>	Refresh the view to default.
<b>Refresh</b>	

## Tabs : Transfers



The [transfers screen](#) is used for making material transfers from selected warehouses to the vessels. This function allows information such as the destination vessel, the destination country and city, and other important details to be added. The items that will be included in the transfer can be inserted manually or directly from a purchase order. Among the transfers tab a New Transfer may be created simply by clicking the [New transfer Button](#) in the Tool Bar.

### Transfers:

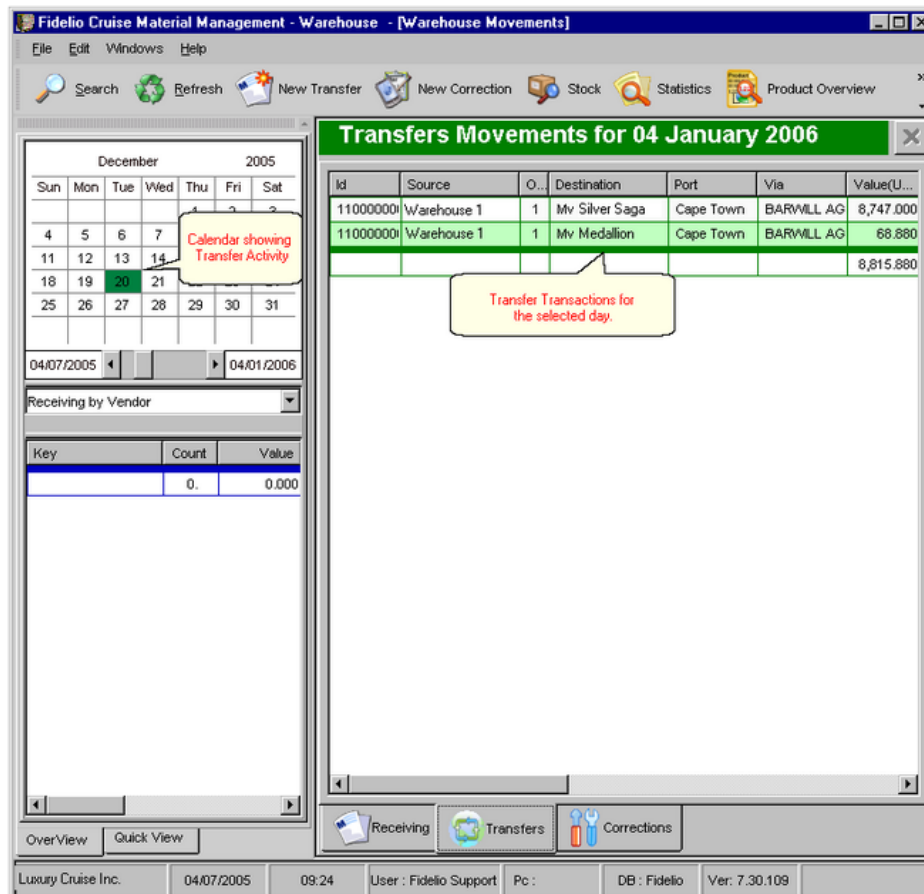


Click on tab to open the Transfers Movements screen

Below is an image of the Transfers Movements screen as it would look during normal operation. At the top are located the [function buttons](#) and the [toolbar Menu](#). Below these are located the following main areas :

- Calendar showing all transfer activity with the color green.
- Transfers Movements are listed on the right hand side of the screen
- Below the movements general area are tabs for accessing receiving and corrections functions

At the bottom of the screen, the vessel information, date, time, current user and computer name are displayed..



Transfer transactions for the selected date are listed in the corresponding area.

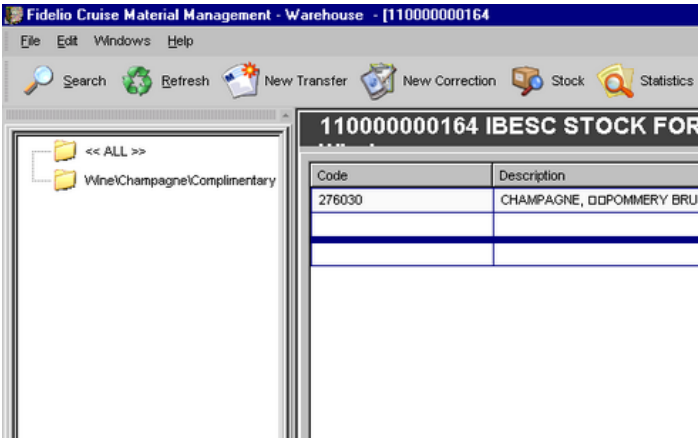
Transfers Movements for 20 December 2005						
Id	Source	OS	Destination	Port	Via	Value(USD)
11000000164	Warehouse 1	1	Mv Silver Saga	Cape Town	BARWILL AGENCIES	6,600.000
						6,600.000

The columns displaying information for the transfers are as follows :

ID Document ID

	number created by the system
Source OS	Source warehouse of the Transfer (FROM)
Destination	Transfer Status <b>0-Pending 1-Finalized 2-Received by Vessel 3-Posted to External System</b>
Port	Destination of the transfer
Via	Delivery port of transfer
Value	Name of local agent at destination
Gross Weight (kilogram)	Dollar value of transfer in system currency
	Gross Weight of this transfer in kilogram

Double clicking a transfer document will open the transfer details screen where individual article details can be added or viewed.



The columns displaying information for the Transfer details are as follows :

Code	Article code
Description	Article description
Sent	Quantity of articles sent through transfer
Unit	Unit of measure of article
Price	Unit price of article
Total	Total price of article transferred

Right clicking the items view area, will activate further options for managing transfers, many of which also are available under the [Statistics Button](#)

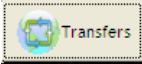
	Update Prices	<b>Update Prices</b>	Update Prices for selected Transaction
	Delete Shift+ENTF	<b>Delete</b>	Delete selected Transaction
	Delete Items with Zero Balance Ctrl+ENTF	<b>Delete Items with Zero balance</b>	Delete Items with Zero balance in selected Transaction
	Show Item Statistics F8	<b>Show Item Statistics</b>	Show Item Statistics for selected Item
	Show Item History	<b>Show Item History</b>	Show Item History for selected Item
	Show Item Consumptions F9	<b>Show Item Consumptions</b>	Show Item Consumptions for selected Item
	Refresh F2	<b>Refresh</b>	Refresh the view back to default



The [transfers screen](#) is used for making material transfers from selected warehouses to the vessels. This function allows

information such as the destination vessel, the destination country and city, and other important details to be added. The items that will be included in the transfer can be inserted manually or directly from a purchase order. Among the transfers tab a New Transfer may be created simply by clicking the [New transfer Button](#) in the Tool Bar.

## Transfers:

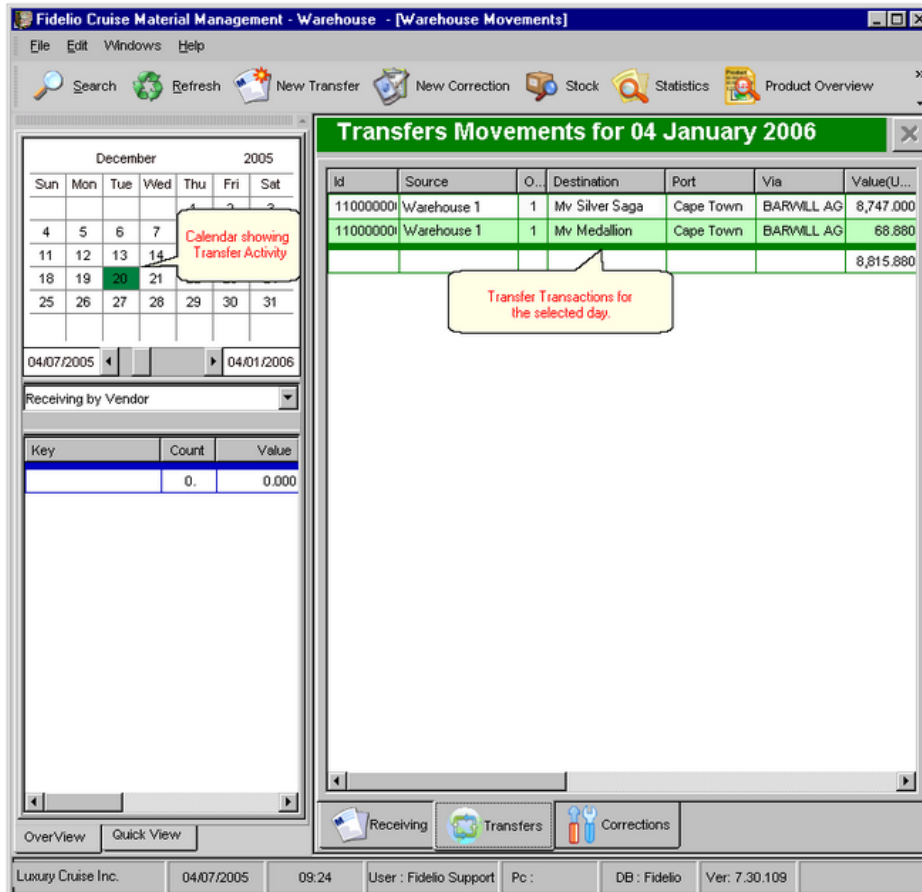


Click on tab to open the Transfers Movements screen

Below is an image of the Transfers Movements screen as it would look during normal operation. At the top are located the [function buttons](#) and the [toolbar Menu](#). Below these are located the following main areas :

- Calendar showing all transfer activity with the color green.
- Transfers Movements are listed on the right hand side of the screen
- Below the movements general area are tabs for accessing receiving and corrections functions

At the bottom of the screen, the vessel information, date, time, current user and computer name are displayed..



Transfer transactions for the selected date are listed in the corresponding area.

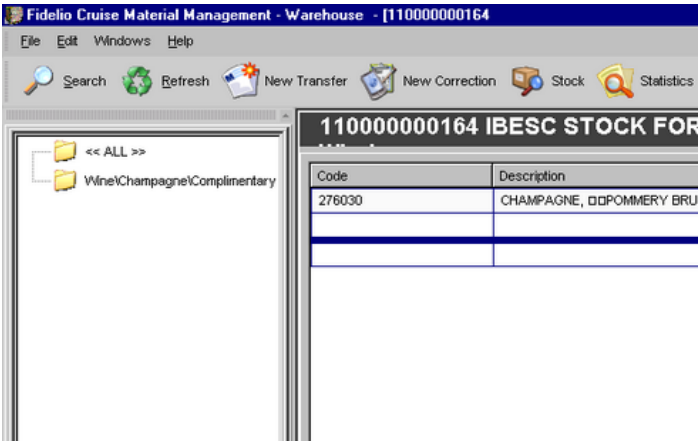
Transfers Movements for 20 December 2005						
Id	Source	OS	Destination	Port	Via	Value(USD)
11000000164	Warehouse 1	1	Mv Silver Saga	Cape Town	BARWILL AGENCIES	6,600.000
						6,600.000

The columns displaying information for the transfers are as follows :

<b>ID</b>	Document ID number created by the system
<b>Source</b>	Source warehouse of the Transfer (FROM)
<b>OS</b>	Transfer Status <b>0-Pending 1-Finalized 2-Received by Vessel 3-Posted to External System</b>
<b>Destination</b>	Destination of the transfer
<b>Port</b>	Delivery port of transfer

<b>Via</b>	Name of local agent at destination
<b>Value</b>	Dollar value of transfer in system currency
<b>Gross Weight (kilogram)</b>	Gross Weight of this transfer in kilogram

Double clicking a transfer document will open the transfer details screen where individual article details can be added or viewed.



The columns displaying information for the Transfer details are as follows :

<b>Code</b>	Article code
<b>Description</b>	Article description
<b>Sent</b>	Quantity of articles sent through transfer
<b>Unit</b>	Unit of measure of article
<b>Price</b>	Unit price of article
<b>Total</b>	Total price of article transferred

Right clicking the items view area, will activate further options for managing transfers, many of which also are available under the [Statistics Button](#)

	Update Prices		<b>Update Prices</b>	Update Prices for selected Transaction
	Delete	Shift+ENTF	<b>Delete</b>	Delete selected Transaction
	Delete Items with Zero Balance	Ctrl+ENTF	<b>Delete Items with Zero balance</b>	Delete Items with Zero balance in selected Transaction
	Show Item Statistics	F8	<b>Show Item Statistics</b>	Show Item Statistics for selected Item
	Show Item History		<b>Show Item History</b>	Show Item History for selected Item
	Show Item Consumptions	F9	<b>Show Item Consumptions</b>	Show Item Consumptions for selected Item
	Refresh	F2	<b>Refresh</b>	Refresh the view back to default

HEADER1:

Here we write something about Text1. In **Templates** topic on the bottom-left side, you have frames that you can copy and paste here.

See Also:

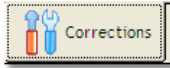
- Link 1
- Link 2
- Link 3



## Tabs : Corrections

The corrections function provides the ability to process stock adjustments in a selected warehouse.

### Corrections:

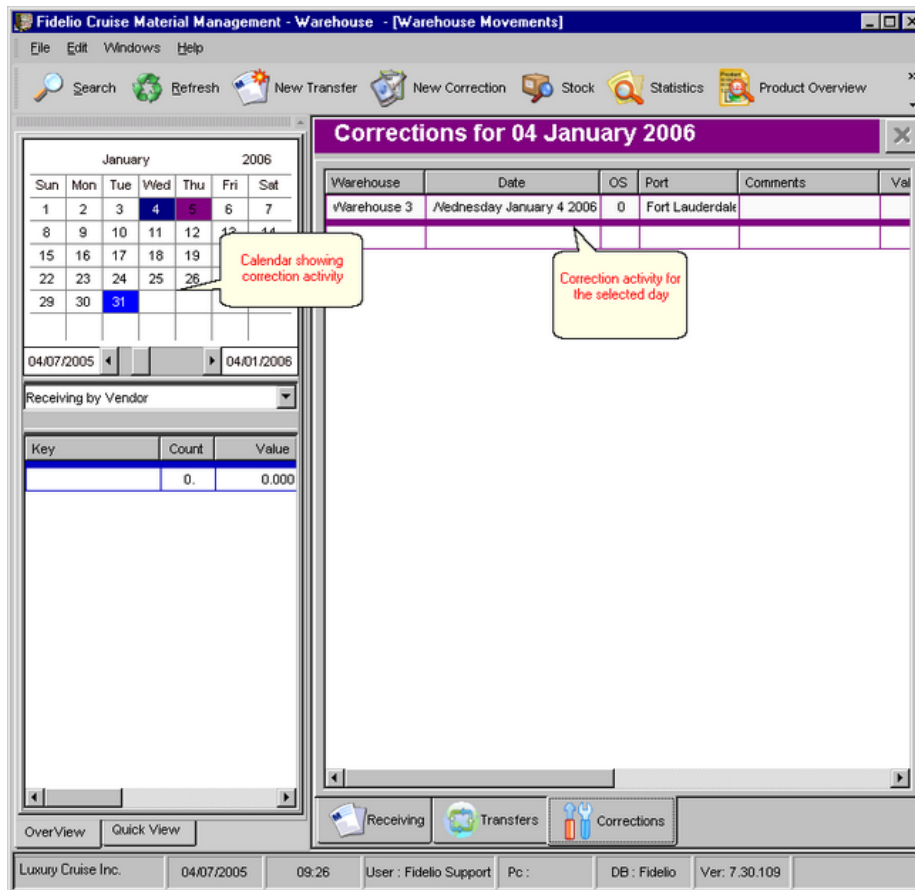


Click on tab to open the Corrections screen.

Below is an image of the Receiving Orders screen as it would look during normal operation. On the top are located the [Function buttons](#) and the [Toolbar Menu](#). Below these are located several main screen areas:

- Calendar showing all correction activity with the color purple.
- Correction transactions are listed on the right hand side of the screen
- Below the calendar view is a summary screen of a single correction.
- Below the corrections general area are tabs for accessing receiving and transfers functions

At the bottom of the screen, the vessel information, date, time, current user and computer name are displayed..



Correction transactions for the selected date are listed in the corresponding area.

Corrections for 19 October 2005					
Warehouse	Date	OS	Port	Comments	Value(USD)
Warehouse 3	Wednesday October 19 2005	0	Fort Lauderdale		320,489.688
					320,489.688

The columns displaying information for the corrections are as follows :

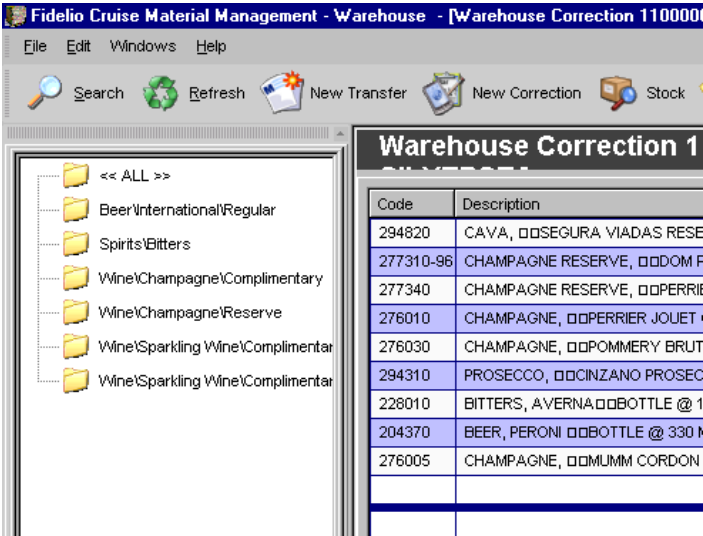
#### Warehouse

Warehouse in

# Main Screen

<b>Date</b>	which the correction is made
<b>OS</b>	Date of the correction
<b>Port</b>	Status of the correction transaction <b>0- Pending 1- Finalized</b>
<b>Comments</b>	Port in which the correction has been made.
<b>Value</b>	Free comments can be inserted in this space.
	Dollar value of the correction in system currency.

Double clicking a correction transaction document will open the details where individual article details can be viewed.



The columns displaying information for the correction details are as follows :

<b>Code</b>	Article code
<b>Description</b>	Article description
<b>Amount</b>	Quantity of articles adjusted in the correction
<b>Unit</b>	Unit of measure of article
<b>Price</b>	Unit price of article
<b>Total</b>	Total price of article transferred

Right clicking the items view area, will activate further options for managing transfers, many of which also are available under the [Statistics Button](#)

	Update Prices	<b>Update Prices</b>	Update prices for selected transaction
	Delete	<b>Delete</b>	Delete selected transaction
	Delete Items with Zero Balance	<b>Delete Items with Zero balance</b>	Delete items with zero balance in selected transactions
	Show Item Statistics	<b>Show Item Statistics</b>	Show item statistics for selected Item
	Show Item History	<b>Show Item History</b>	Show item history for selected Item
	Show Item Consumptions	<b>Show Item Consumptions</b>	Show item consumptions for selected Item
	Refresh	<b>Refresh</b>	Refresh the view back to default

Navigation: Reference > Main Screen >

## Menu Receiving View



The Menu bar on the top of the screen contain basic options which are also represented in the Toolbar. The same options are also available by right clicking the Items view.

### Menu:



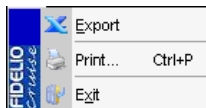
Navigation: Reference > Main Screen > Menu Receiving View >

## Menu : File



This menu contains options for exporting and printing warehouse information. The program can also be exited from here.

### File:



Export

Print

Exit

Export the current view to an Excel sheet

Opens the Report Manager for printing reports.

Closes the Warehouse Module

Navigation: Reference > Main Screen > Menu Receiving View >

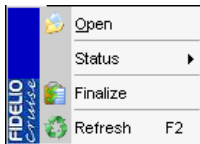
## Menu : Edit



# Main Screen

Using the edit menu functions such as opening, status changing, and finalizing warehouse transactions can be done. The screen can be returned to the default view by clicking on the refresh button.

Edit :



- Open** Opens the selected line item
- Status** View the transaction status
- Finalize** Finalize a transaction
- Refresh** Refreshes the view to the default

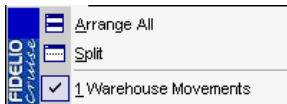
Navigation: Reference > Main Screen > Menu Receiving View >

## Menu : Windows



The Windows menu changes how the windows are displayed on the screen.

Windows :



- Arrange All** Rearranges the windows back to the default view.
- Split** Splits the selected views equally across the screen

Navigation: Reference > Main Screen >

## Enter topic name



\*\*\*  
Replace this with some text outlining and summarizing what you write about. Below split your text into sections or steps and use header to separate it.

HEADER1:

Here we write something about Text1. In **Templates** topic on the bottom-left side, you have frames that you can copy and paste here.

See Also:

- Link 1
- Link 2
- Link 3

Navigation: Reference > Main Screen > Menu Transfer View >

## Enter topic name



Replace this with some text outlining and summarizing what you write about. Below split your text into sections or steps and use header to separate it.

### HEADER1:

Here we write something about Text1. In **Templates** topic on the bottom-left side, you have frames that you can copy and paste here.

---

**See Also:**

- Link 1
- Link 2
- Link 3

Navigation: Reference > Main Screen >

## Enter topic name



Replace this with some text outlining and summarizing what you write about. Below split your text into sections or steps and use header to separate it.

### HEADER1:

Here we write something about Text1. In **Templates** topic on the bottom-left side, you have frames that you can copy and paste here.

---

**See Also:**

- Link 1
- Link 2
- Link 3

Navigation: Reference > Main Screen > Menu Correction View >

## Enter topic name



Replace this with some text outlining and summarizing what you write about. Below split your text into sections or steps and use header to separate it.

### HEADER1:

Here we write something about Text1. In **Templates** topic on the bottom-left side, you have frames that you can copy and paste here.

---

**See Also:**

- Link 1
- Link 2

- Link 3

Navigation: »No topics above this level«

## Frequently Asked Questions



- ***We use 'Loading Report' to show what has been received. Is there a similar report to show items received at warehouse?***

There are several warehouse related reports that can be used for this types of purpose. You can find them by entering in Report Manager and selecting All reports starting with WH

Navigation: »No topics above this level«

## Glossary



Here you can find an explanation of terms used throughout the system. Click the letter to expand a tree or use index to locate specific word.

Navigation: Glossary > A >

## Account



### Account

**Account:** - Called a cost center in accounting, and is used to assign cost to a specified location or usage type like maintenance, spoilage, breakage or consumption. All of the areas onboard have assignments to a certain account even if they are not visible for the regular user.

### Accounts Reference

**Accounts Reference** - a unique number given out by the accounting department and assigned to a single document to identify and trace it.

#### MORE INFORMATION

Additionally, an account is a label for recording a quantity of almost anything. Most often it is a record of an amount of money owned or owed by or to a particular person or entity, or allocated to a particular purpose. It may represent amounts of money that have actually changed hands, or it may represent an estimate of the values of assets, or it may be a combination of these.

A contra account is an account that carries a balance opposite to the normal balance. An example would be Accumulated Depreciation. The term account is also used more generally by analogy and association with accountancy concepts.

Navigation: Glossary > A >

## Accountability



### Accountability

**Accountability** - To be answerable for the results of an assigned action. Accountability is associated with delegated authority and is distinct from responsibility. A supervisor can assign responsibility but cannot give away his/her accountability; the manager is ultimately accountable. Example: The Service Center is responsible for providing financial reports and accountable to ensure the financial reports are accurate; however, the unit manager is accountable for the budgetary condition or financial standing of the unit.

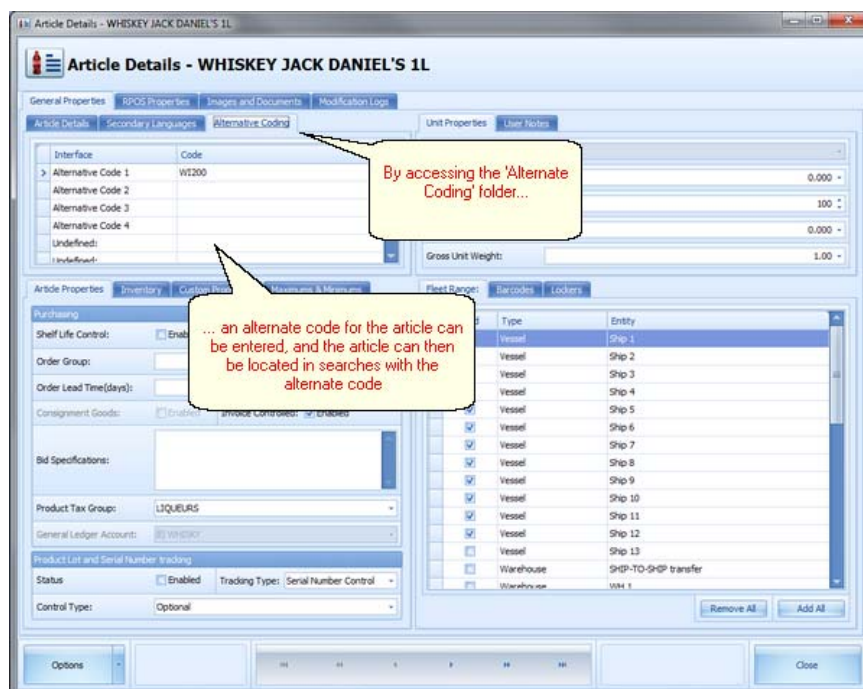
Navigation: Glossary > A >

## Alternate Coding



### Alternate or Alternative Coding

A second bar code or secondary coding that can be added to the article in the article manager if desired in order to be able to search by the alternate code (i.e. perhaps an old code for the item which is already well known to the users).



Navigation: Glossary > A >

## Article



### Article:

An article in the system is a single item, which once existing can be used to request, purchase, load, transfer and use it in a recipe via the Material Management System. The basic definition requires an **Article Type**, an **Article ID** a **Description** and a **Unit**

### Article Type:

All articles must be assigned an Article Type:

Parent Code	Where the item is the 'main' unit size (for example with liquor, the 1 liter bottle will normally be the parent code).
Child Code	The child code is related to a parent code, for example; 75 cl, 50 cl bottles which are 'sub' types to the parent code.
Grouping Code	Used for example with uniforms. You have a blazer in different sizes and the code is the general code. Then for every single size you have a different ending no 50020 (Grouping Code) 50020 – L (Size)

### Article Status:

All articles must be assigned a status:

Status 0 – Article is disabled.

An Article can be disabled in order to stop the using of article on a single vessel or fleet wide. Whenever modifying i.e. changing the description an article the article needs to be disabled first.

Status 1 – Article is enabled

When an article is enabled it can actually be used onboard.

Navigation: Glossary > A >

## Average Price



### Average Price:

The Average Price Method is a mathematical operation for evaluating the price of provisions onboard to consider the fact that some of the same items have been purchased at different purchasing prices.

#### SUMMARY

The system offers different ways to calculate the onboard price. These are:

- Use FIFO (First In First Out)
- Use Weighted Averages
- Use Last Loading Price

#### MORE INFORMATION

The basic reason why the Material Management uses an average price is because most of the purchasing prices are never fixed and vary in different ways depending on the article group. For example, the price of fruits and vegetables can change on a daily basis. The MMS needs an average price to evaluate the stock on hand correctly for the main store as well as the movements and as a result of this the outlets. There can be slightly different average prices onboard a single ship for just one single item.

In most of the cases the prices at the points of consumption varies in almost the same way as in the main store but the level depends on the request and consumption behavior of the specific point of consumption. But the average price in a POC can not be higher than the most expensive purchasing price or lower than the cheapest.

The average price is a very important figure for the accounting department in order to calculate the proper Cost of Food / Cost of Sales, consumption level and all other reports concerning the food and beverage operation.

The images of the 2 Excel sheets below represent an easy example of how the Material Management actually calculates the price.

average price.xls

	A	B	C	D	E	F	G
1	<b>Average Price</b>						
2							
3	<b>Code</b>	<b>Description</b>	<b>Purchase Date</b>	<b>Weight</b>	<b>Price Kg</b>	<b>Total Price</b>	
4	000001	Banana Fresh Fruit Ripe	1/1/2006	360	1.00 €	360.00 €	
5	000001	Banana Fresh Fruit Ripe	3/1/2006	72	3.00 €	216.00 €	
6	000001	Banana Fresh Fruit Ripe	14/1/2006	360	1.20 €	432.00 €	
7	000001	Banana Fresh Fruit Ripe	2/2/2006	720	0.90 €	648.00 €	
8	000001	Banana Fresh Fruit Ripe	18/02/2006	100	3.50 €	350.00 €	
9	000001	Banana Fresh Fruit Ripe	27/02/2006	50	4.00 €	200.00 €	
10					6		
11							
12	Average Price =	Price 1 + Price 2 + Price 3 + Price 4 + Price 5 + Price 6					
13		Amount of Prices (6)					
14							
15	Average Price =	1.00 € + 3.00 € + 1.20 € + 0.90 € + 3.50 € + 4.00 €					
16		6					
17							
18	Average Price =	13.60 €					
19		6					
20							
21	Average Price =	2.27 €					
22							
23							
24							
25							
26							
27							
28							

calculate Average/

weighted average price.xls

	A	B	C	D	E	F	G	H
1	<b>Weighted Average Price</b>							
2								
3	<b>Code</b>	<b>Description</b>	<b>Purchase Date</b>	<b>Weight</b>		<b>Price Kg</b>	<b>Total Price</b>	
4	000001	Banana Fresh Fruit Ripe	1/1/2006	360.00		1.00 €	360.00 €	
5	000001	Banana Fresh Fruit Ripe	3/1/2006	72.00		3.00 €	216.00 €	
6	000001	Banana Fresh Fruit Ripe	14/1/2006	360.00		1.20 €	432.00 €	
7	000001	Banana Fresh Fruit Ripe	2/2/2006	720.00		0.90 €	648.00 €	
8	000001	Banana Fresh Fruit Ripe	18/02/2006	100.00		3.50 €	350.00 €	
9	000001	Banana Fresh Fruit Ripe	27/02/2006	50.00		4.00 €	200.00 €	
10				1662.00				
11								
12								
13								
14								
15	Weighted Average=	Purchase 1 (Weight * Price) + Purchase 2 (Weight * Price) + Purchase 3 (Weight * Price) + Purchase 4 (Weight * Price) + Purchase 5 (Weight * Price) + Purchase 6 (Weight * Price)						
16		Total Weight Purchased						
17								
18	Weighted Average=	360 + 216 + 432 + 648 + 350 + 200						
19		360 + 72 + 360 + 720 + 100 + 50						
20								
21	Weighted Average=	2,206.00 €						
22		1662.00						
23								
24	Weighted Average=	1.33 €						
25								
26								
27								
28								

calculate Average/



In real food and beverage operation, the average calculation will be much more complex and complicated!

**192240 VEGETABLE - FRESH, CUCUMBERS - SEEDLESS, MEDIUM**

Product:

Code: 192240

Description: VEGETABLE - FRESH, CUCUMBERS - SEEDLESS, MEDIUM

Unit: LBS

Statistics:

Fixed Price HQ: 0.000 USD Average 1: 0.548 USD Last Purchase: 0.675 LBS

Fixed Price VS: 0.000 USD Average 2: 0.563 USD Amounts PTD: 2,404,022.040 LBS

Warehouse Stock and

Available	SOH
0.000	0.000

Vessels Stock on Hand:

Vessel	
Ship 2	
Ship 3	398.000
Ship 4	0.000
Ship 1	0.000
Ship 5	0.000
	398.000

Details Purchase History Consumptions Pending Requests

*Average 1 calculated over 365 days. Average 2 calculated based on user preference.*

*Fixed Price HQ and Fixed Price Vessel if manually entered under Article Unit/Cost.*

*Last purchase price per unit for this article and the amount purchased to date.*

Navigation: Glossary &gt; B &gt;

## Bar Code



### Bar Code

A bar code is a machine-readable representation of information in a visual format on a surface. The data is stored in the widths and spacings of printed parallel lines,

#### MORE INFORMATION

A bar code appears on many articles, and can be scanned with a bar code reader. The numerical equivalent of the bar code can be entered into the Alternate Coding field in the article as a point of reference and for searching.



Article Details - ARMANI ARMANI CODE D EDP 50 V 50 ML

Article Details - ARMANI ARMANI CODE D EDP 50 V 50 ML

General Properties | RPOS Properties | Images and Documents | Modification Logs

Article Details | Secondary Languages | Alternative Coding

Status: ☒ Enabled Article Type: Parent Code

Article Code: 50079176

Article Description (\*): ARMANI ARMANI CODE D EDP 50 V 50 ML

Unit Properties | User Notes

Article Unit: Each

Fixed Price HQ: 0.000

Store Markup: 100

Fixed Price Ship: 0.000

Gross Unit Weight: 1.00

Article Properties | Inventory | Custom Properties | Maximums & Minimums

Purchasing

Shelf Life Control: ☐ Enabled Range (# of Days): 0

Order Group:

Order Lead Time(days): 0

Consignment Goods: ☐ Enabled Invoice Controlled: ☒ Enabled

Bid Specifications: ARMANI CODE D EDP 50 V 50 ML

Product Tax Group: COSMETICS

General Ledger Account: 55 COSMETICS

Product Lot and Serial Number tracking

Status: ☒ Enabled Tracking Type: Serial Number Control

Control Type: Optional

Fleet Range: Barcodes | Lockers

BarCode

164626565114

1.00

Add Delete

Options

Close

... can be entered here, and used as a point of reference or for searching.



Navigation: Glossary > B >

## Base Unit



### Base Unit:

A Base Unit is a fundamental unit of measurement which is used to form other compound units for other quantities

#### SUMMARY

**Base Unit** - All units used for receiving articles are converted into the base unit . Basically this means that the system will convert for instance a 75cl

bottle (BT 075) into 0.75 liters. Base units are normally meters, liters, kilograms.

Base and derived units

Article: VODKA, ABSOLUT BOTTLE @ 1.00 LTR

The base unit appears here...

Unit Setup

Receiving Unit: Bottle 100 CL (BT100)

Conversion Factors:

Unit	Factor
Bottle 100 CL (BT100)	1.000000
Bottle 118 CL (BT 118)	0.847458
Bottle 136 CL (BT 136)	0.735294
Bottle 150 CL (BT 150)	0.666667
Bottle 180 CL (BT180)	0.555556
Bottle 20 CL (BT 020)	5.000000

... and the other units and their conversion factors appear here.

Days Reserve Stock: 3.0000

Base Unit Cost: 4.5800 USD - US Dollar

Store Markup: 100.00 % Percent

Vessel Cost: 4.7450 USD - US Dollar

<< Previous Item   Next Item >>   Exit

Units

Unit Setup

Conversion: 1 Litre (LT) converts into these units as:

1 Unit	value in Litre (LT)
Bottle 100 CL (BT100)	1.000000
Bottle 118 CL (BT 118)	0.847458
Bottle 136 CL (BT 136)	0.735294
Bottle 150 CL (BT 150)	0.666667
Bottle 180 CL (BT180)	0.555556
Bottle 20 CL (BT 020)	5.000000
Bottle 25 CL (BT 025)	4.000000
Bottle 30 CL (BT030)	3.333333
Bottle 33 CL (BT 033)	3.030303
Bottle 35 CL (BT 035)	2.857143
Bottle 37.5 CL (BT37.5)	2.666667
Bottle 5 CL (BT005)	20.000000
Bottle 50 CL (BT050)	2.000000
Bottle 70 CL (BT070)	1.428571
Bottle 75 CL (BT075)	1.333333
Bottle 95 CL (BT 095)	1.052632

Units are set up using the 'Units' screen

Add   Delete   Exit

Navigation: Glossary > B >

## Base Unit Cost



Base Unit Cost

**Base Unit Cost** - The Base Unit Cost is defined in the article Manager shore side. It is linked with the unit defined in the same module and is therefore responsible for the cost of each item. i.e. in this example, the price of one bottle of Absolut Vodka containing 1 liter is \$4.58. The basic unit price of this article is \$4.58 and the basic unit is 1 liter bottle.

Article: VODKA, ABSOLUT BOTTLE @ 1.00 LTR

- General
- Units / Cost Factors**
- Sales Setup
- Alternate Coding
- Fleet Range
- Lockers
- Shelf Life / Customs / Other
- Images
- Notes
- Documents
- Report Grouping
- Quotes

Unit Setup

Receiving Unit: Bottle 100 CL (BT100)

Conversion Factors:

Unit	Factor
Bottle 100 CL (BT100)	1.000000
Bottle 118 CL (BT 118)	0.847458
Bottle 136 CL (BT 136)	0.735294
Bottle 150 CL (BT 150)	0.666667
Bottle 180 CL (BT180)	0.555556
Bottle 20 CL (BT 020)	5.000000

Days Reserve Stock: 3.0000

Base Unit Cost: 4.5800 USD - US Dollar

Store Markup: 100.00 % Percent

Vessel Cost: 4.7450 USD - US Dollar

<< Previous Item   Next Item >>   Exit

Base unit cost, as entered into the article manager.

Navigation: Glossary > B >

## Bid/ Bids



### Bid/ Bids

**Bid, Quotes or Quotation:** Quotes or quotations are offers from vendors to supply specific items at specific prices. Also known as bids, the ship or headquarters will request quotations from a number of vendors, and will select the most suitable responses to be used for future purchasing.

Navigation: Glossary > C >

## CET



**CET = Company Entity Type**

### CET

CET describes all the entities the cruise line might have including all the warehouses, ships.

Navigation: Glossary > C >

## Consumables



## Consumables

**Consumables** - Items used to maintain the onboard operation, which are usually not items directly sold as revenue producers. Examples of consumables would be paper goods, cleaning materials, etc.

---

Navigation: Glossary > C >

## Consumption



## Consumption

The expression consumption is used to describe the amount of Stock Deduction.

### SUMMARY

The phrase consumption appears in a few important Material Management modules such as requests and sales import. Used in cases and for Points of Consumptions (mainly galleys) where the stock reduction is not initiated by recipes and end of cruise inventory will take place. Any time a period reset is performed the stock on hand will be set to zero. The resulting difference between the stock on hand and zero level stock will be assumed and accepted as the average consumption of the relevant cruise.

**Value of Consumption** is a expression that can be found especially in food cost reports and includes the consumption and the sold items.

---

Navigation: Glossary > C >

## Conversion



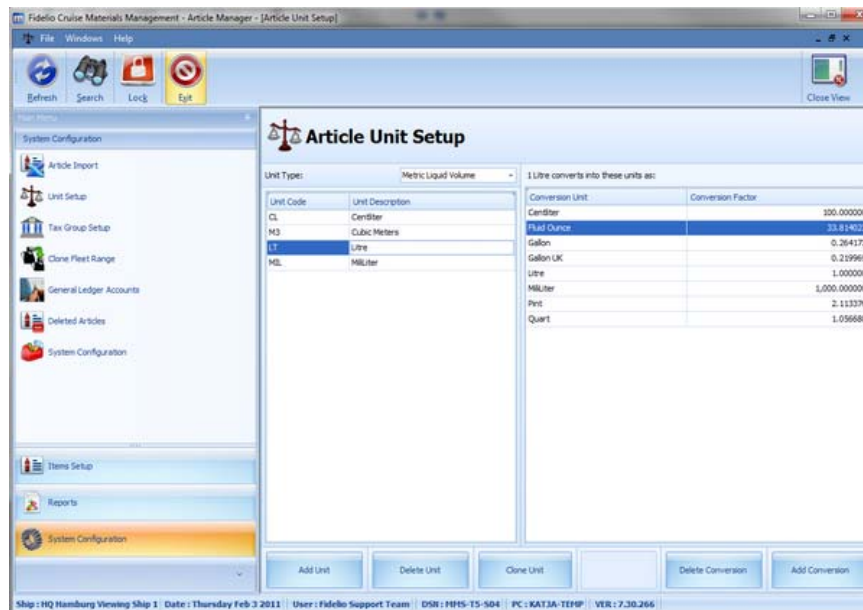
Conversions; conversion factors

## Conversion

**Conversion** - If the loading units are different to the units defined in the article manager the system needs to convert it into the correct quantity in order to achieve proper stock on hand and for deduction in usage.

## Conversion Factor

**Conversion Factor** - The relationship between the base unit and the other unit(s) being used for loading or deduction in usage.



Navigation: Glossary > C >

## Cost Center



### Cost Center:

Cost centers are expressions used in accounting / book keeping departments to record costs by area.

Navigation: Glossary > C >

## Credit Note



### Credit Note

**Credit Note** - If the buyer returns a product, the seller usually issues a *credit note* for the same (or agreed lower) amount as the invoice, and then refunds the money to the buyer or the buyer can apply that credit note to another invoice. The credit note is a very important document that enables store keeping and inventory control to remove the goods from the stock and thereby reduce the stock quantity and value.

Navigation: Glossary > C >

## Cruise Plan



### Cruise Plan

**Cruise Plan** - The schedule of the ship that includes the ports of call, sea days, dry-dock etc. The Material Management System provides a module called Itinerary Planer that will display all the necessary information for the Food and Beverage Operation in order to ensure exact provision planning.

**Fidelio Cruise Management System - Cruise Planner V7.30.105**

File Edit View Help Search Copy Paste Delete Print Year: 2006

January February March April May June July August September October November December Search for Overlaps...

W...	Date	Ship 1	Ship 2	Ship 3	Ship 4
22 Thu	June, 1 2006	08:00 - 23:00 Dubrovnik / Croatia	08:00 - 23:00 Livorno / Italy	12:00 - 00:00 London / United Kingdom	08:00 - 18:00 Otaru / Japan
22 Fri	June, 2 2006	08:00 - 19:00 Korcula / Croatia	At Sea	00:00 - 23:00 London / United Kingdom	At Sea
22 Sat	June, 3 2006	08:00 - 19:00 Split / Croatia	07:00 - 19:00 Sorrento / Italy	08:00 - 18:00 Zeebrugge / Belgium	At Sea
23 Sun	June, 4 2006	08:00 - 23:00 Rovinj / Croatia	11:00 - 19:00 Poltu Quatu / Italy	08:00 - 14:00 Amsterdam / Netherlands	12:00 - 18:00 Petropavlovsk / Russian Federation
23 Mon	June, 5 2006	08:00 - 00:00 Venezia / Italy	06:00 - 18:00 Civitavecchia / Italy	12:00 - 00:00 Hamburg / Germany	At Sea
23 Tue	June, 6 2006	00:00 - 00:00 Venezia / Italy	08:00 - 18:00 Sorrento / Italy	00:00 - 07:00 Hamburg / Germany	At Sea
23 Wed	June, 7 2006	00:00 - 18:00 Venezia / Italy	08:00 - 18:00 Taormina / Italy	07:00 - 12:00 Copenhagen (Kobenhavn) / Denmark	08:00 - 18:00 Dutch Harbor / United States
23 Thu	June, 8 2006	08:00 - 13:00 Trieste / Italy	08:00 - 23:00 Malta (Valetta) / Malta	At Sea	At Sea
23 Fri	June, 9 2006	08:00 - 17:00 Dubrovnik / Croatia	At Sea	08:00 - 00:00 St Petersburg / Russian Federation	08:00 - 18:00 Kodiak / United States
23 Sat	June, 10 2006	08:00 - 19:00 Corfu / Greece	08:00 - 17:00 Dubrovnik / Croatia	00:00 - 00:00 St Petersburg / Russian Federation	08:00 - 18:00 Homer / United States
24 Sun	June, 11 2006	08:00 - 19:00 Zante / Greece	13:30 - 00:00 Venezia / Italy	00:00 - 22:00 St Petersburg / Russian Federation	08:00 - 17:00 Anchorage / United States
24 Mon	June, 12 2006	At Sea	00:00 - 00:00 Venezia / Italy	09:00 - 18:00 Tallinn / Estonia	At Sea
24 Tue	June, 13 2006	08:00 - 19:00 Capri / Italy	At Sea	12:00 - 00:00 Stockholm / Sweden	07:00 - 13:00 Valdez / United States
24 Wed	June, 14 2006	06:00 - 17:00 Civitavecchia / Italy	At Sea	00:00 - 22:00 Stockholm / Sweden	At Sea
24 Thu	June, 15 2006	14:00 - 22:00 Taormina / Italy	At Sea	11:00 - 16:00 Tallinn / Estonia	07:00 - 16:00 Haines / United States
24 Fri	June, 16 2006	08:00 - 16:00 Malta (Valetta) / Malta	At Sea	08:00 - 00:00 St Petersburg / Russian Federation	08:00 - 23:00 Juneau / United States
24 Sat	June, 17 2006	At Sea	At Sea	00:00 - 00:00 St Petersburg / Russian Federation	At Sea
25 Sun	June, 18 2006	09:00 - 20:00 Rhodes / Greece	At Sea	00:00 - 22:00 St Petersburg / Russian Federation	08:00 - 17:00 Ketchikan / United States
25 Mon	June, 19 2006	08:00 - 00:00 Mykonos / Greece	07:00 - 19:00 Piraeus / Greece	07:00 - 18:00 Helsinki (Helsinki) / Finland	At Sea
25 Tue	June, 20 2006	00:00 - 01:00 Mykonos / Greece	08:00 - 18:00 Mykonos / Greece	At Sea	08:00 - 23:00 Victoria / Canada
25 Wed	June, 21 2006	08:00 - 19:00 Piraeus / Greece	00:00 - 18:00 Kusadasi / Turkey	07:00 - 19:00 Copenhagen (Kobenhavn) / Denmark	07:00 - 18:00 Vancouver / Canada
25 Thu	June, 22 2006	At Sea	08:00 - 16:00 Santorini / Greece	At Sea	At Sea
25 Fri	June, 23 2006	08:00 - 19:00 Darnah / Libyan Arab Jamahiriya	At Sea	08:00 - 14:00 Ullvik / Norway	13:00 - 19:00 Tracy / United States
25 Sat	June, 24 2006	At Sea	08:00 - 12:00 Dubrovnik / Croatia	08:00 - 09:00 Gudvangen / Norway	08:00 - 20:00 Juneau / United States
26 Sun	June, 25 2006	08:00 - 00:00 Tripoli / Libyan Arab Jamahiriya	08:00 - 00:00 Venezia / Italy	09:00 - 18:00 Olden / Norway	08:00 - 18:00 Skagway / United States
26 Mon	June, 26 2006	00:00 - 13:00 Tripoli / Libyan Arab Jamahiriya	00:00 - 00:00 Venezia / Italy	08:00 - 13:00 Molde / Norway	10:00 - 18:00 Siba / United States
26 Tue	June, 27 2006	09:00 - 18:00 La Goulette Nord (Halqueued) / Tunisia	00:00 - 17:00 Venezia / Italy	08:00 - 18:00 Geiranger / Norway	07:00 - 18:00 Wrangell / United States
26 Wed	June, 28 2006	At Sea	13:00 - 18:00 Dubrovnik / Croatia	09:00 - 23:00 Bergen / Norway	08:00 - 18:00 Ketchikan / United States
26 Thu	June, 29 2006	08:00 - 19:00 Valencia / Spain	09:30 - 23:00 Corfu / Greece	At Sea	At Sea
26 Fri	June, 30 2006	08:00 - 19:00 Palma de Maiorca / Spain	08:00 - 14:00 Ancona / Italy	08:00 - 18:00 Oslo / Norway	07:00 - 18:00 Vancouver / Canada

Source: Ft. Lauderdale / 6/27/2006 / 4:03 PM / User: Fidelio Support / PC / Printview / 05 / Fidelio / View: 7.30.105

The ship itinerary is entered here...

... and then appears here on the Fidelio Cruise Launch Panel

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 10614 London United Kingdom (12:00-00:00)	29 10614 London United Kingdom (12:00-00:00)	30 10614 London United Kingdom (12:00-00:00)	31 10614 London United Kingdom (12:00-00:00)	1 10614 London United Kingdom (12:00-00:00)	2 10614 London United Kingdom (12:00-00:00)	3 10614 Zeebrugge Belgium (08:00-18:00)
4 10614 Amsterdam Netherlands (08:00-14:00)	5 10614 Hamburg Germany (13:00-00:00)	6 10614 Hamburg Germany (00:00-07:00)	7 10614 Copenhagen Denmark (17:00-00:00)	8 10614 At Sea	9 10614 St Petersburg Russian Federation (10:00-00:00)	10 10614 St Petersburg Russian Federation (01:00-00:00)
11 10614 St Petersburg Russian Federation (01:00-22:00)	12 10614 Tallinn Estonia (00:00-22:00)	13 10614 Stockholm Sweden (00:00-22:00)	14 10614 Stockholm Sweden (00:00-22:00)	15 10614 Tallinn Estonia (18:00-18:00)	16 10614 St Petersburg Russian Federation (10:00-00:00)	17 10614 St Petersburg Russian Federation (01:00-00:00)
18 10614 St Petersburg Russian Federation (01:00-22:00)	19 10614 Helsinki Finland (07:00-18:00)	20 10614 Helsinki Finland (07:00-18:00)	21 10614 Copenhagen Denmark (17:00-00:00)	22 10614 At Sea	23 10614 Oslo Norway (00:00-14:00)	24 10614 Gudvangen Norway (01:00-00:00)
25 10614 Olden Norway (09:00-18:00)	26 10614 Molde Norway (06:00-12:00)	27 10614 Geiranger Norway (16:00-18:00)	28 10614 Bergen Norway (06:00-21:00)	29 10614 At Sea	30 10614 Oslo Norway (00:00-18:00)	31 10614 Oslo Norway (12:00-18:00)

Navigation: Glossary > C >

## Customs Declaration / Customs Category



### Customs Declaration

Depending on local regulations in the ports of call, the vessels will be required to present various 'Customs Declaration' reports, detailing quantities of certain items which are being carried on the vessel.

## Customs Category

In the appropriate field in MMS, the user should indicate in which category the item should be listed in order to ensure an accurate Customs Declaration.

Article Details - WHISKEY JACK DANIEL'S 1L

General Properties | POS Properties | Images and Documents | Modification Logs

Article Details | Secondary Languages | Alternative Coding

Status: ☒ Enabled Article Type: Parent Code

Article Code: 000040 (0)

Article Description (\*)

Unit Properties | User Notes

Article Unit: Each

Fixed Price HQ: 0.000

Markup: 100

Price Ship: 0.000

Unit Weight: 1.00

Article Properties | Inventory | Custom Properties | Maximums & Minimums

Inventory

Stock Invented: ☒ Enabled

Consumption Type: Per Passenger Per Day

Days Reserve Stock: 0

Customs Declaration

Custom Declaration List: ☒ Enabled

Customs Group: WHISKY, BRANDY AND COGNAC (EA)

Factor: 1

Fleet Range: | Barcodes | Lockers

Enabled	Type	Entity
<input checked="" type="checkbox"/>	Vessel	Ship 1
<input checked="" type="checkbox"/>	Vessel	Ship 2
<input checked="" type="checkbox"/>	Vessel	Ship 3
<input checked="" type="checkbox"/>	Vessel	Ship 4
<input checked="" type="checkbox"/>	Vessel	Ship 5
<input checked="" type="checkbox"/>	Vessel	Ship 6
<input checked="" type="checkbox"/>	Vessel	Ship 7
<input checked="" type="checkbox"/>	Vessel	Ship 8
<input checked="" type="checkbox"/>	Vessel	Ship 9
<input checked="" type="checkbox"/>	Vessel	Ship 10
<input checked="" type="checkbox"/>	Vessel	Ship 11
<input checked="" type="checkbox"/>	Vessel	Ship 12
<input checked="" type="checkbox"/>	Vessel	Ship 13
<input type="checkbox"/>	Warehouse	SHIP-TO-SHIP transfer
<input type="checkbox"/>	Warehouse	WH 1

Options | Close

Customs Declaration

Print Date: Tuesday, 27 June, 2006  
Report ID: FC-00020 Revision: 50

Vessel: Ship 3 Arrival: 6/27/2006 8:00:00A  
Country: Norway Departure: 6/27/2006 6:00:00P  
Port: Geiranger

FOOD, MEAT	20,085.95
FOOD, FISH & SEAFOOD	9,340.66
FOOD, CAVIAR	76.00
FOOD, PRODUCE	10,825.63
FOOD, DRY	226,063.29
FOOD, FROZEN	20,741.91
FOOD, CHILLED	5,731.81
BEVERAGE, SPIRITS	2,456.50
BEVERAGE, LIQUOR	1,231.00
BEVERAGE, WINE	10,172.50
BEVERAGE, BEER (LITER)	1,992.98
BEVERAGE, NON ALCOHOLIC	9,944.90
TOBACCO, CIGARETTES	6,300.00

... and this will then cause this item to appear as part of the total of the selected category on the Declaration.



## Container

A container is a method of combining goods from various places and suppliers into one large delivery.

### SUMMARY

The Container Module was designed to simplify the loading process. It enables the user to collect all the supplies for a ship at a specified location. The collecting of supplies and loading into the container will "merge" the supplies from different vendors into a single "container" movement. It should be mentioned that the implementation of the container module into a company's supply chain will also heavily relocate the controlling responsibilities from shipside receiving to the consolidation address where the goods will be collected and the stuffing of the actual container will take place. The container module will greatly simplify the internal logistics and assure the on time ship supply more than before.

Please note that the assignment of goods to containers is done in the purchasing module because the purchasing process has a closer connection to the delivery date **and** the corresponding consolidation address. For this reason many container related tasks will be found in the matching modules.

Navigation: Glossary > D >

## Delivery Note



## Delivery Note

**Delivery Note** - A Delivery Note is a document provided by the vendor that gives information about delivered goods. The Delivery Note contains the quantity in pieces, volume or weight of all the articles included in the delivery. In the ideal case, the quantities that have been actually received match with the delivery note as well as with the invoice.

---

Navigation: Glossary > D >

## Description



## Description

**Description** - The field in the article manager that provides a factual description of the article, such as brand name, product name, etc. MMS supports descriptions in up to 5 different languages. This functionality is provided in order to be able to purchase / request articles in various languages according to the requirements of the chosen supplier.

Navigation: Glossary > F >

## FIFO



### FIFO - First In, First Out Principle

**FIFO** - This is the most common procedure in shore side warehouses and onboard ships stores to handle the goods within the store. Following this procedure, goods are issued or consumed in the order in which they were delivered. For food and beverage items, this procedure is important due to the perishability of the items, and ensures that items in the store are always fresh.

### FIFO - First In, First Out Price

**FIFO Price:** The FIFO price is the continuation of the FIFO principle in pricing of goods onboard. FIFO accounting is a common method for recording the value of inventory. It is appropriate where there are many different batches of similar products. The method presumes that the next item to be issued to a point of consumption will be the oldest of that type in the warehouse. In practice, this usually reflects the underlying commercial substance of the issue, since many companies rotate their inventory.

MORE INFORMATION

See also:

- [Average Price](#) with detailed overview and examples of different average price calculation

Navigation: Glossary > F >

## Fleet / Fleet Range

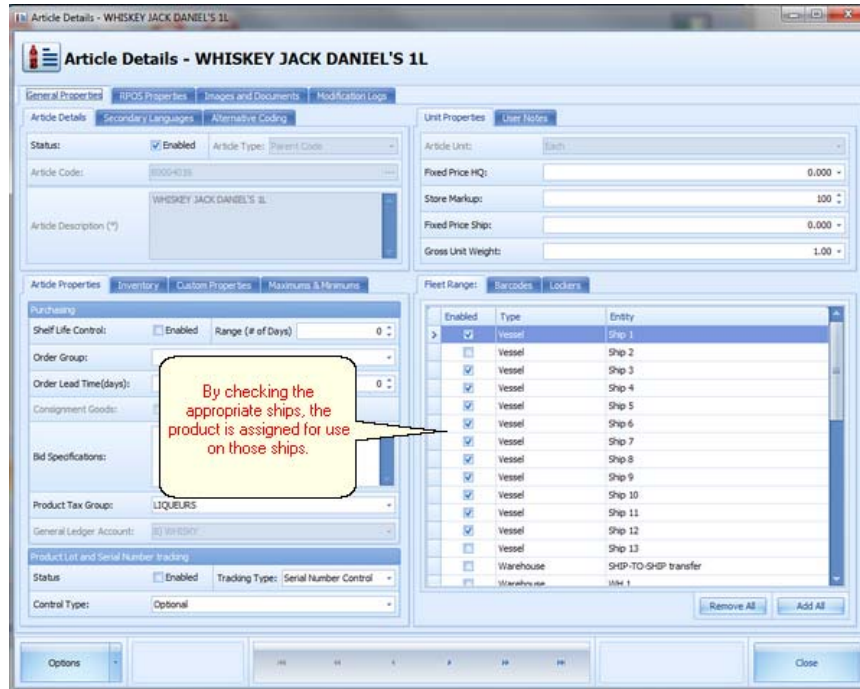


### Fleet

**Fleet** - All the ships belonging to a cruise line.

## Fleet Range

**Fleet Range** - This MMS field is used in the shore side setup of the system to allow specific articles to be used on specific ships. Therefore, the article has to be both on enabled status, and assigned to the vessel in the fleet range in order to be available for use onboard that particular ship.



Navigation: Glossary > G >

## Grey + Key



## Grey + Key (Article Search Engine):

Grey Plus Key simply refers to the key on your keyboard, which allows you to insert an item into document you are creating. Once you press that key the article search engine screen opens.



## Article Search Engine:

**Product search**

Search by product code or barcode:  
1002861

Search by product description containing the following:

Search for product filtering select using product groupings:  
▼ 🍌

☐ Show Disabled Items

Code	Description	Unit
1002861	Ginger Cake==Gluten Free & Wheat Free	EA

You can search by entering the product code or barcode and, if found, the article will appear in the main window. Or...

Single click on the item will bring you then to the section where the article is located.

Search by product code or barcode:

Search by product description containing the following:

ginger

Search for products using product code:

Code

Description

Unit

2000830

American Ginger Ale 150ml

BT

1000451

Ginger

KG

2001621

Ginger Beer Idris

EA

1002861

Ginger Cake==(Gluten Free & Wheat Free)

EA

1002276

Ginger Ground

KG

2001616

Stones Ginger Wine

BT

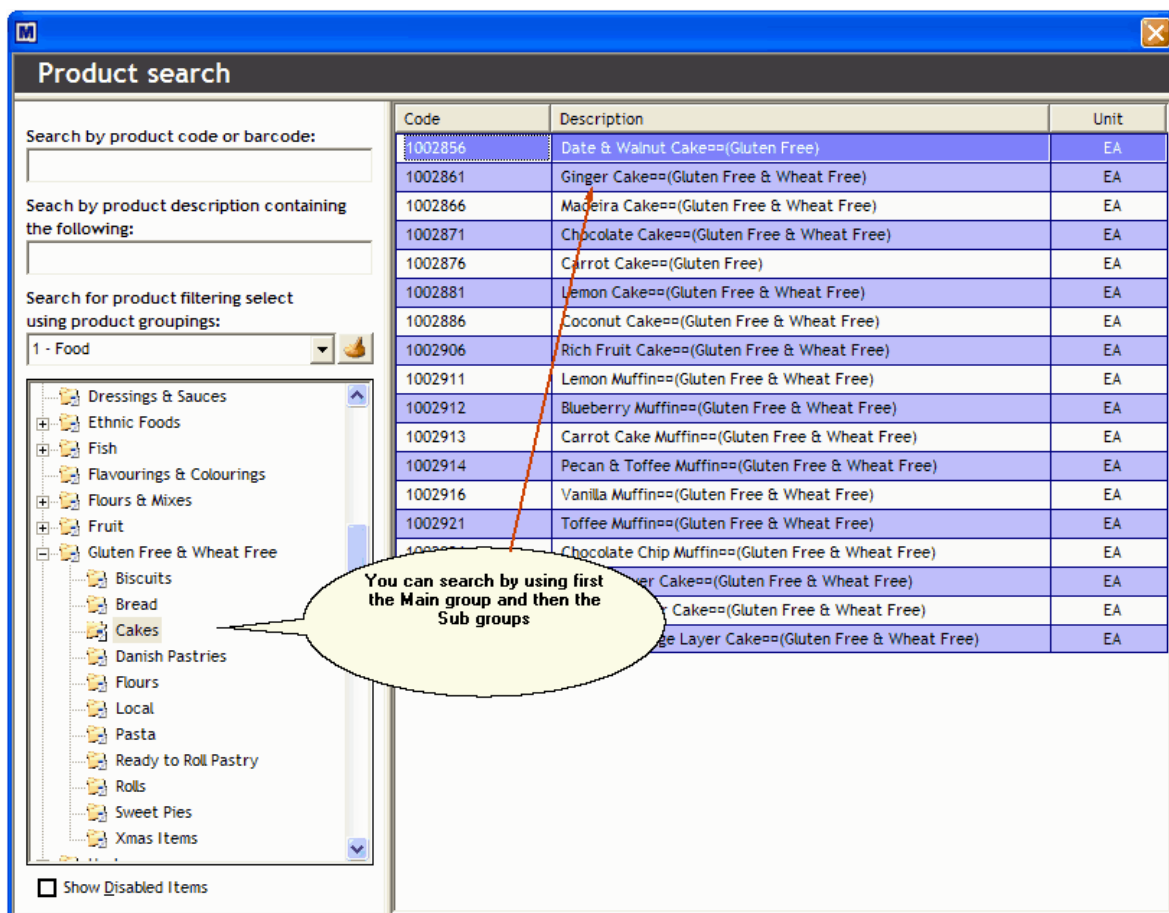
8000185

Varigated Ginger Leaves

EA

...you can search by entering part of the description. All articles with this entry in their description will then be displayed. Alternatively...

☐ Show Disabled Items



When you double click an item on the main screen, that item will be added to your current document.



**History:** The system remembers the last item you searched for, by clicking on the history button the system will jump to that last searched location.

**NOTE:**

The system will show only articles which are enabled!! If the system should search for all articles, it is necessary to check the ☒ Show Disabled Items at the bottom of the search engine.

Navigation: Glossary > G >

## GTIN

GTIN Global Trade Item Number

### GTIN

Global Trade Identification Number (GTIN) is an identifier for trade items developed by GS1 comprising the former EAN Standard.

See also:

- [Barcode](#)

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## Headquarter



### Headquarter:

The main (shore side) office for the cruise line. The place to which (in most operations) the orders (requests) are sent.

#### SUMMARY

The Material Management System divides all the necessary tasks for the whole procurement and supply chain into smaller pieces and gives the responsibility to the most appropriate department. For this reason the division of labor will pass many decision making and administrative tasks to the headquarter.

Navigation: [Glossary](#) > I >

## Invoice



### Invoice

**Invoice** - A document issued by the vendor to a customer, indicating all the products, quantities and agreed prices for products or services with which the vendor has already provided the buyer. Invoices refer to a specific delivery, and therefore, the invoice needs to be compared with the delivery note in order to check if all information, i.e. quantities delivered, etc, is corresponding. An invoice indicates that, unless paid in advance, payment is due by the buyer to the seller, according to the agreed terms of payment. Invoices are also often called bills.

### Invoice Number

**Invoice Number** - A unique number generated by the vendor that helps to identify the invoice.

Date:		Company Name		INVOICE		
		Company Address		Invoice No.		
Sold To:		Ship To:				
Sales Person	P.O. Number	Shipped Date	Ship Via	F.O.B. Point	Terms	Reference
No.	Quantity	Description	Unit Price	Amount		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
				Sub Total		
				SALES TAX %		
				SALES		
				SHIPPING AND HANDLIN		
				TOTAL		
Thank You For Your Business!						

Navigation: Glossary &gt; I &gt;

## Item



### Item

**Item** - A term used in Micros POS (Point of Sale) for the articles which are sold in any given outlet. In MMS, the Micros item information is entered in the article setup on the Sales Setup screen.

**Article Details - ALPRAZOLAM 0,25mg TABLET**

**General Properties**

Article Lookup ID: 90015366  
 Check Description: ALPRAZOLAM 0,25mgT

Age Restrictions: No Restrictions  
 Selling Units: 1  
 Quantity by Scale: 1  
 Stock Controls: 1  
 Print on Zebra Receipts: 1

Mark Up Factor: 0  
 Suggested Sales Price: 0.000  
 MRSP: 0.000

Tools: Round to # Decimals: 2 Auto Update Price Lists

**Price Lists**

Name	Valid From	Valid To	MRSP	Price	Currency
Crew Photo EUR	11/9/2010	5/21/2011	0.00	0.00	USD
Crew Shop Caribbean USD	5/1/2011	10/31/2011	0.00	0.00	EUR
Crew Shop Caribbean EUR USD	11/9/2010	5/21/2011	0.00	0.00	USD
Passenger Hospital USD	6/18/2010	12/10/2012	0.00	0.65	USD
Passenger Photo EUR	11/9/2010	5/21/2011	0.00	0.00	USD
Passenger Photo USD	11/9/2010	5/21/2011	0.00	0.00	USD
Passenger Shop Water 10/L...	10/8/2010	5/7/2011	0.00	0.00	USD

These fields reflect the item setup in the Micros POS system.  
 Article Lookup ID = Micros Menu Item #  
 Check description = Micros item name

**Data Export**

Export for Micros Item Import

Path: C:\Temp\

Store: Purchasing

Major Group: 12 Family Group: 999

Menu Levels: All Level Active

Price List: Passenger Hospital USD USD (11 01 2010 to 04 30 2011)

Price File C1: 1 Price File C2: 0

Barcode: All Level Active

Last Modified: Include only Items Last modified on or after: 04 February 2011

Create Single set folder  
 Verify if the prices exist

Export Cancel

Navigation: Glossary &gt; I &gt;

## Inventory



Inventory, Stock Count, Stock Balance

### Inventory

An inventory is a physical count of all the items present in the ships stores, points of consumption or warehouses.

#### SUMMARY

An inventory confirms that all necessary bookings regarding the provision like stock balance and value are correct and can be finally taken over to the balance sheet. As well, an inventory assures that the system stock on hand is according to the counted amount and if necessary reduces or increases the actual stock on hand. In contrast to a [Spot Check](#) inventory, a regular inventory comprises all articles.

## MORE INFORMATION

Each cruise line has its own policies and rules about inventories, their executions as well as their cycles. Usually inventories are taken at the end of the cruise or at specific times maybe when other departments may be affected. The Material Management System supports and optimizes the (periodical) accomplishment and the necessary reporting issues.

---

See also:

- [Spot Check](#)

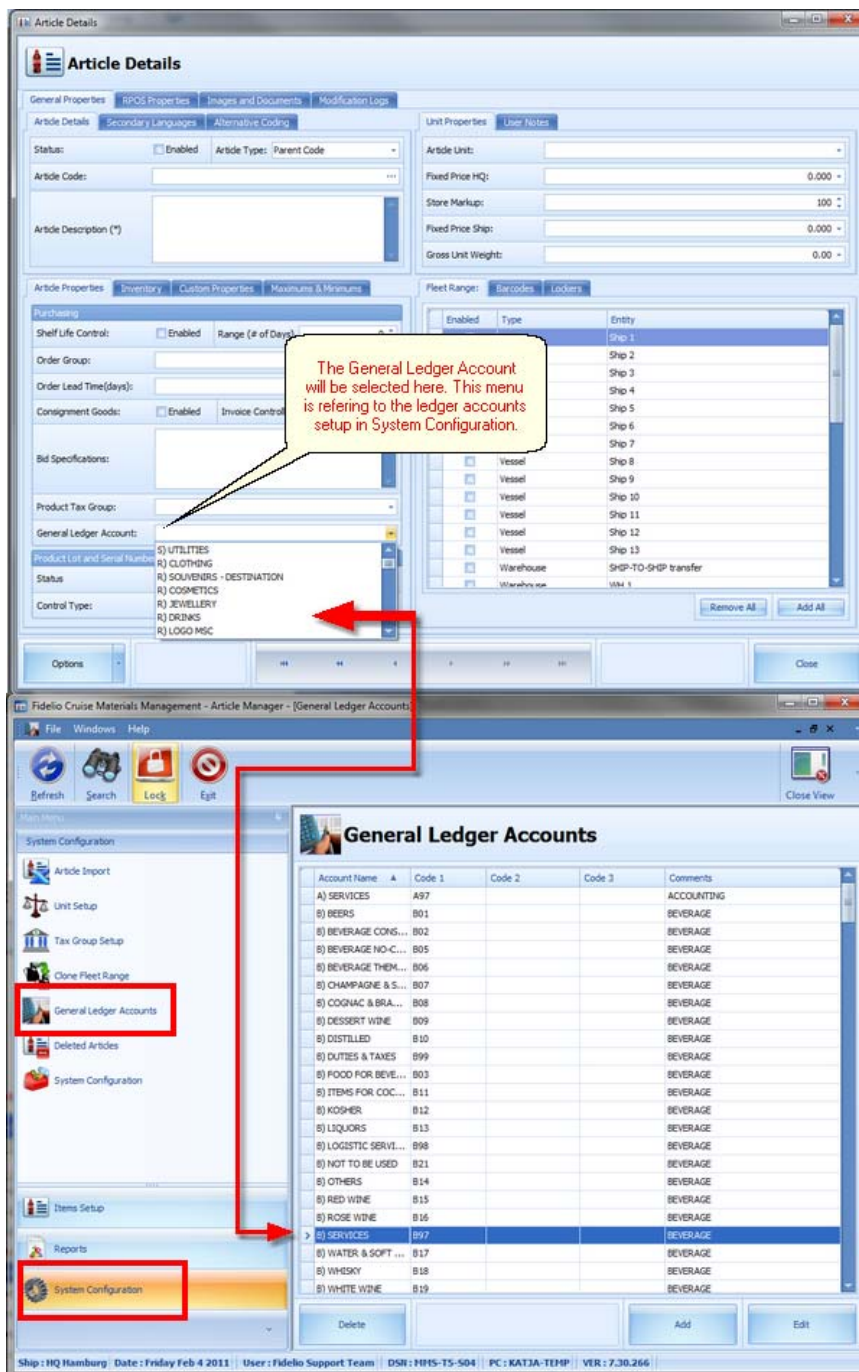
Navigation: [Glossary](#) > [L](#) >

## Ledger Code / General Ledger Code



### Ledger Code:

**Ledger Code** or **General Ledger Code** is used in the article setup (Shelf Life/ Customs / Other Tab) to assign an article to a code / description to ensure accurate record in the general ledger. The descriptions which may be found in the drop down menu are also assigned to real 5 digits account reference. This setup is done during the setup procedure of the Material Management System.



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## Loading



Loading is an expression used in the Material Management movement module.

### Loading:

A loading is a delivery from a vendor shore side to the ship main store. In order to do a system loading according to the

material management requirements, there are 2 basic conditions that have to be fulfilled **completely**:

1. A purchase order for the specific loading date has to be placed by the shore side purchasing department.
2. The purchase order has been further processed up to status 5 within the system.

In the Material Management a loading is actually a request (ship to shore) that has been processed into a purchase order. When "loading" the specific request it can again be further processed into a loading document. To enable ship side personnel to do so, the order needs to be on status 5 "order confirmed quantities" in the purchasing module.

Navigation: Glossary > L >

## Lockers



Lockers, fridges etc.

### Locker:

Lockers - Storage locations onboard the vessels are referred to as 'lockers'. They are 'sub' locations to main storage rooms.

#### SUMMARY

In contrast to the folders and sub folders in the article manager, a locker actually describes the physical storing location of the articles.

#### MORE INFORMATION

Proper locker assignment in the article master data will greatly simplify the accomplishment of inventories. The great advantage of using locker assignment is that the user is enabled to handle the inventories in locker related count sheets which will have immediate effect on the time used for a single stock count.

This means that during an inventory the actual counting can be done with a count sheet only containing the articles assigned to a specific locker and thereby avoiding the necessity to handle huge amounts of paper.

The other great advantage is that for example high valuable items can be assigned to special lockers and thereby simplify the accomplishment of spot checks of these items.

### Lockers

Article Details - CHEESE EMMENTAL

General Properties | RPOS Properties | Images and Documents | Modification Logs

Article Details | Secondary Languages | Alternative Coding

Status: ☒ Enabled Article Type: Parent Code

Article Code: P0023756

Article Description (\*): CHEESE EMMENTAL

Article Properties | Inventory | Custom Properties | Maximums & Minimums

Purchasing

Shelf Life Control: ☐ Enabled Range (# of Days): 0

Order Group:

Order Lead Time(days): 0

Consignment Goods:

Bid Specifications:

Product Tax Group: CHEESE

General Ledger Account: P0023756

Product Lot and Serial Number tracking

Status: ☒ Enabled Tracking Type: Serial Number Control

Control Type: Optional

Unit Properties | User Notes

Article Unit: Ship

Fixed Price HQ: 1,000

Store Markup: 100

Fixed Price Ship: 1,000

Gross Unit Weight: 1.00

Fleet Range: Barcode Lockers

Vessel: Ship

Enabled	Code	Locker
<input type="checkbox"/>	CONS	Consumables
<input checked="" type="checkbox"/>	DARY	Dairy Products
<input type="checkbox"/>	DIET	Dietary Requests
<input type="checkbox"/>	FISH	Fish Freezer

Options Close

## How To Configure a Firewall for MSMQ Access



Microsoft Knowledge Base Article - 183293

### How To Configure a Firewall for MSMQ Access

[View products that this article applies to.](#)

This article was previously published under Q183293

#### SUMMARY

This article describes how to configure a firewall to allow Internet access to Microsoft Message Queue Server (MSMQ). This article discusses the effects of different port restrictions.

For security, use the HTTP/HTTPS messaging that is available in MSMQ 3.0 as a solution for messaging with MSMQ through firewalls, instead of statically opening the ports that are detailed in this article.

#### MORE INFORMATION

For additional information about ports used by MSMQ, please see the following article in the Microsoft Knowledge Base:

[178517](#) INFO: TCP, UDP, and RPC Ports Used by MSMQ

Terminology used in the following examples:

DC = dependent client

IDC = independent client

Server = any of the MSMQ server installations

MQIS = Message Queue information store

RPC = remote procedure call

#### Example 1: Minimal Send-Only Access for IDC and Server

At a minimum, you must allow incoming traffic to destination TCP port 1801. This is the port over which IDCs and Servers send messages. IDCs and servers also send MSMQ internal packets for establishing sessions and so forth. DCs do not use this port.

If traffic is restricted to this port, outside clients can only send messages, and can only do so by using a direct format name. The MQIS is not available on this port, therefore calls that consult the MQIS will fail. This includes Lookups, Queue open with a non-direct format name, and so forth. Note that MSMQ routing is not used in this case. The client must be able to contact the remote queue manager directly over this port.

#### Example 2: Full Send Access for IDC, MQIS Operations

If you also allow incoming traffic to TCP ports 135, 2101, and UDP port 3527, packets that request operations involving the MQIS (for example, queue create, queue open (for send)) with a non-direct format name are permitted. Port 135 is the RPC discovery port, used to discover the ports for the different queue manager interfaces. Port 2101 carries the MQIS traffic. Allowing traffic to TCP port 3527 is necessary for full and efficient operation between queue managers. Queue managers attempt to ping each other on this port before opening a session. Note that a DC doesn't have a queue manager. This functionality is performed by the server on the DC's behalf.

One benefit is that messages can be sent to queues that are looked up and opened with non-direct format names, and as a result are routed through the MSMQ enterprise to their destination queue.

#### Example 3: Full Send-Receive Access

Allowing traffic to ports 2103 and 2105 permits the outside IDCs to read from queues on the server and from computers on its connected network. This also allows send-receive for DCs. No send or receive from a DC is possible unless these ports are open.

#### Additional Ports

Assuming that multicast network packets can reach the firewall, allowing traffic to User Datagram Protocol (UDP) port 1801 permits independent clients to discover and/or confirm their site controller on start and also to detect a halted site controller and take steps to discover a new one.

NOTE: Ports 2xxx are not necessarily fixed. For additional information about this issue, refer to the Knowledge Base article cited earlier.

#### The information in this article applies to:

- Microsoft Message Queue Server (MSMQ) 1.0
- Microsoft Message Queuing 2.0

Keywords: kbhowto KB183293



## Movement

### Movement:

**Movement** - A movement is internal transfer of stock between different internal and external sources and destinations. These can be as follows: Vendors, Warehouses, Stores, Points of Consumptions and Accounts, Uniform Allotments etc.

A movement means that the stock is transferred in 2 ways even if this is not obvious to the user.

1. The physical movement of stock:  
The release of the moved items from the issuing store and the transfer of the stock amount to the requesting outlet to ensure correct stock level.
2. The movement of stock on hand value from one account which is linked with the relevant store and to the corresponding POC account.

All of the movements are responsible for the results of the designated periods especially cost reports, stock on hand and inventories. So it is the most imperative issue for the user to handle all the movements very carefully and to be fully aware of all the effects this may cause.

### Points of Consumptions and Stores affected by Movements:

<u><b>Onboard</b></u>	<u><b>Ashore</b></u>
Main Stores	Vendors
Points of Consumption	Warehouses
Accounts	
Uniform Allotments	

#### Shipside

- Main Stores
  - o Food, Beverage, Hotel, Consumables, Medical,
    - These are the actual storing locations of all the items loaded onboard and where they will physically and system wise remain until further usage. The stock in the main stores is only reduced by issues. In a very well organized store even the quantity level of spoilage should be at an acceptable level. (The MMS system provides shelf life handling as well!)
- Points of Consumption
  - o Main Galley, Bar, Pool deck, Lido café etc.
    - POC or *Point of Consumption*  
The exact business and accounting expression for the points on board where the goods are going to be used and consumed  
The most common POC's onboard cruise ships are the main galley, the main restaurant and the main bar where benefit is going to be generated by the sold and used items. The *Point of Consumption* is actually the "final destination" of a single item. In this case consumption means that at this point the article / item is going to be sold, used or further prepared. *Consumption* in this case is referring to the way the stock is going to be reduced because the supposed method on a Point of Consumption is reducing the stock by linking recipes to the sales items. The recipes will indicate the exact quantity of each single item that has to be reduced once a sales item is sold. That is exactly the reason why the common corresponding expression in the sales system is *Point of Sale* or *POS* because these two expressions are relying to each other. The Material Management handles the stock and the POS system handles the sales that reduce the stock.
- Uniform Allotments
  - o Crew
    - Uniform Supply  
Accounts assigned to each crew member tracking the entire uniform history of a crew member and thereby having an actual stock when the crewmember is disembarking.
- Accounts
  - o Breakage, Spoilage, Officers, Dinner Parties etc.
    - An account is the accounting expression for the instrument that assigns costs to specific causes. All the areas affected by the material management system are assigned to accounts but in this case the account lists costs as an *expense account* rather than the *revenue accounts* that oppose the cost and the benefit. An account contains only values of the spent or earned sums and not the material, items or investments themselves. An *Issue to an Account* will take stock from a store and assign it to a defined cause in order to have total control of the money spent for these causes and to control the budget planned for the specific cause. The most often used accounts are, Spoilage, Breakage, Consumption of Port Authorities, Officers, Cocktail Parties, Crew Parties etc.

#### Shore side:

- Vendor
  - o Suppliers of Food, Beverage, Consumables, Medicals etc
    - A vendor is a company who supplies goods or services to the cruise line. A vendor is also called a supplier. The Material Management System also supplies an option to evaluate the vendors performance upon the quality of the delivery. This may include detailed questions about general packing, conditions of supplies, documentation, vendor, security, shore gang and the pier in order

to establish detailed ranking of supplier.

## Warehouse

### - Warehouses

#### o Company Warehouse

- Warehouses are mostly often used to store items in higher quantities than currently needed on board. This can be to be able to:
  - Purchase goods in higher quantities than currently required to achieve lower purchasing prices until needed onboard.
  - Store goods that are difficult to procure or the procurement might take longer than the standard time between shipside request and purchasing in order to have it any time available the ships are requesting the goods.
  - Goods have to be purchased in minimum quantities that are higher than the ships storing capacities and above the usual consumption level.  
For this purpose the goods can be stored in the warehouse location until requested from the shipside.
  - Warehouses can either be used for storing over capacities from ships that are presently not used on board.
  - Warehouses can also be used to transfer items between ships, when it comes to overlaps, even if the articles were not actually physically present in the specific warehouse.  
Therefore the items are transferred from the ship to the warehouse and from the warehouse to the other ship.

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## Material Management



### Material Management

The name of Fidelio's Material Management System is not just the name of the software but also a term in business and administration. Material Management includes all the processes in a supply chain as well as tracking the sales and consumptions amount while having individual stock levels in the designated area. Thereby the Material Management assures a strict control of the stock and avoiding possible loss for the cruise line.

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## Negative Stock Value



### Negative Stock Value:

**Negative Stock Value** means that the stock on hand is below zero. In real life it is of course NEVER possible to have i.e. minus 1.5 Bottle of white rum in a bar. Actually a negative stock value is an indication that some kind of mistake occurred. In most of the cases the stock viewer is the appropriate module to investigate negative stock value if necessary.

Negative stock value might appear in a Point of Consumption but not in a store because the system prohibits user actions resulting in negative stock.

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## Order Status



### *Purchase Order Status*

### Order Status:

The order status indicates level of completion in the order process tasks: Detailed description as explained in the purchasing manager help file.

Very important to note is that a loading or order number needs to be at status 5 (order confirmed quantities) before it actually can be seen shipside and be loaded into the system. If no office PO number appears within the Material Management the order status is probably below 4 and has to be set in the Head Office to status 5.



## Period

Period; defined time range

### Period:

#### Period

A season is an additional identifier assigned to a specific cruise identifying the location or the geographical position of the relevant ship. This enables the system to assign consumptions to specific seasons.

#### SUMMARY

A pre defined date range or inventory cycle which is usually according to the cruise start and end date in order to generate exact accounting figures.  
These figures will also provide the statistical information regarding the average consumption level during that cruise in that specific [season](#).

#### MORE INFORMATION

The period reset module handles the period turn over procedure in Material Management. This sequence covers the phases encapsulating and organizing data in a periodical order, based on set monthly or cruise periods. This allows to report all aspects of a purchasing and inventory operation onboard the ships and ashore.

An obligatory part of the proper functioning of the MMS software is that a closing is made on regular basis. In most cases the periods are reset on a per cruise and monthly basis in order to have all the relevant reporting data available to the various operational functions. All this is dependent on individual company policies on how the procedures should be set.



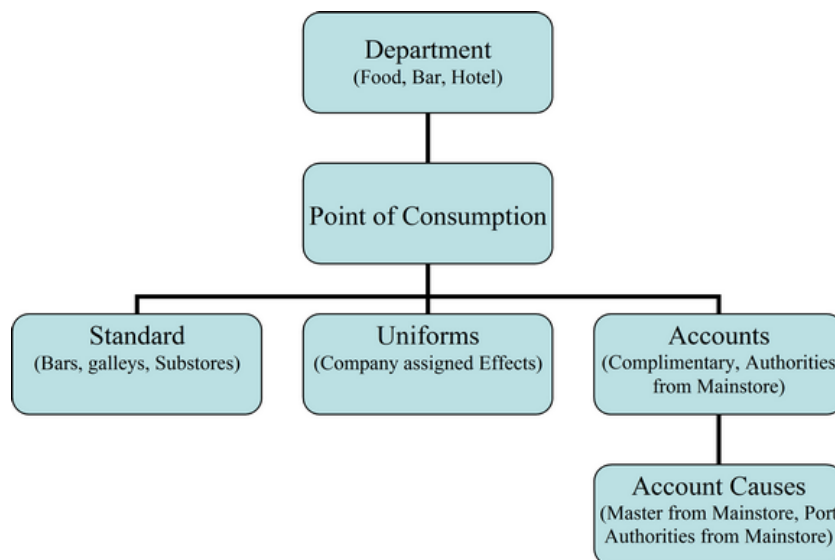
## POC Point of Consumption

### POC - POINT OF CONSUMPTION

Point of consumption is a place on the ship where something is consumed.  
In MMS following types of POC are used:

1. **Standard** (Bars, Galleys, Substores, etc.)
2. **Uniforms** (Company Assigned effects)
3. **Accounts** (eg.: Complimentary, Officers from Mainstore)  
For this type of P.O.C. you are able to create "*Causes*" giving you even more detailed information where the items go to.  
You could for example create "Officers from Mainstore" P.O.C. with following "*Causes*": Master, Staff Captain, Chief Engineer.  
Another example would be P.O.C. "Complimentary" and cause "Port Authorities". That allows you to get detailed breakdown of "*Accounts*" P.O.C. by causes.

To better understand relations between departments, POC and accounts, please see at below diagram:



See also:

- [Movement](#)

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## POS Point of Sale



### POS Point Of Sale:

POS Point of Sale: The place, cost center or F&B outlet where items are sold and transactions occur.

#### SUMMARY

**Point of Sales** is the Micros sales system term for point of consumption.

The Micros sales system is always focused on the sales because it was designed and developed for this purpose. The Material Management helps organizing the purchasing and warehouse process and therefore it is more related to consumptions figures caused by sales in the Micros system first.

That is why these 2 systems use 2 different terms.

The Material Management can actually help the Micros sales system to administrate sales items because any article in Material Management can be defined to be delivered to the Micros sales system. The actual import export will be done by persons with the necessary security rights only.

Where Material Management uses the POS Term:

In the article manager we find in each article the tab sales setup with 3 existing fields that require POS data if this functionality is going to be used by the company.

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## Price



### Price:

In economics and business, the price is the assigned numerical monetary value of a good, service or asset.

## Classification and Definition in Material Management:

The Material Management Program uses different terms for prices that sound almost the same but the meaning might differ from the users intention. So whenever looking and evaluating prices these differences have to be considered:

- **Purchase Price:** The price at which the goods were purchased.
- **Bid Price:** The price of the quotation
- **Last Loading Price:** Price of last loading / delivery or container loading
- **FiFO Price** *First In First Out Price*
- **Average Price 1** as defined in the Options Menu
- **Average Price 2** as defined in the Options Menu

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## Purchase Order



### Purchase Order:

**Purchase Order:** A Purchase Order (abbreviated PO) is a commercial document issued by a buyer to a seller, indicating the type, quantities and agreed prices for products or services that the seller will provide to the buyer.

Sending a PO to a supplier constitutes a legal offer to buy products or services. Acceptance of a PO by a seller usually forms a once-off contract between the buyer and seller and no contract exists until the PO is accepted.

### Structure

A purchase order usually contains: PO number, shipping date, billing address, shipping address, requested terms, and a list of products with quantities and prices.

### Rationale

The reasons why companies use POs vary. They allow buyers to clearly communicate their intentions to sellers, and they protect sellers in the event that a buyer refuses to pay for something which was sent.

Companies usually request POs when doing business with other companies for orders of significant size, as the PO reduces the risks involved.

In the course of the accounts payable process, purchase orders are matched with invoice and packing slips before the invoices are paid.

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## Purchase Order ID



A Purchase Order Number is an auto generated ID that is given to each Purchase Order to assign a recognizable criteria to the specific purchase order. Usually the vendors are asked to note this number on the delivery note, the invoice and any other correspondence regarding this specific order.

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## Requirements



### Material Management Technical Requirements:

Screen resolution at least 1024x768 pixels

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## Reserve Stock



### Reserve Stock

**Reserve Stock** - the 'safety' quantity that should always be on-hand to ensure that the supply of a product is not exhausted prior to the next delivery. In MMS, this is indicated in the field 'Days Reserve Stock' where the number of days worth of the item to be held in reserve should be entered.

Article: VODKA, ABSOLUT BOTTLE @ 1.00 LTR

- General
- Units / Cost Factors**
- Sales Setup
- Alternate Coding
- Fleet Range
- Lockers
- Shelf Life / Customs / Other
- Images
- Notes
- Documents
- Report Grouping
- Quotes

Unit Setup

Receiving Unit: Bottle 100 CL (BT100)

Conversion Factors:

Unit	Factor
Bottle 100 CL (BT100)	1.000000
Bottle 118 CL (BT 118)	0.847458
Bottle 136 CL (BT 136)	0.735294
Bottle 15	666667
Bottle 18	555556
Bottle 20	000000

Days Reserve Stock: 3.0000

Base Unit Cost: 4.5800 USD - US Dollar

Store Markup: 100.00 % Percent

Vessel Cost: 4.7450 USD - US Dollar

<< Previous Item   Next Item >>   Exit

In this case, 3 days supply of the product is considered the 'reserve stock'.

## Request



### Requests

A request is the document produced by the ship specifying items to be delivered, with quantities and required date for delivery. The request is produced and authorized onboard by the appropriate persons, and is then sent to the headquarters for processing.

## Report



### Report

A report is a document generated by MMS providing information related to MMS data, such as inventory figures, consumption, etc.

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## Rebate / Discount:



**Rebate / Discount:**

### Rebate/ Discount

A reduction in price, usually a percentage based on volume, applied either at the time of purchase (discount) or returned by the vendor later (rebate).

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## Receiving Unit



**Receiving Unit:**

### Receiving Unit

The unit of measure in which the vessel receives items delivered. This unit is then used for adding the received merchandise to the onhand inventory onboard.

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## Recipe



**Recipe:**

### Recipe

Recipes contain lists of ingredients in a particular sales item (such as a cocktail) in order to effectively deduct the correct items from the stock on hand when the item is sold. For example, a recipe for Bloody Mary will contain the appropriate amounts of vodka and tomato juice or mix.

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## "Sold"



Sold; Sold Item

### Sold:

**Sold:** Sold Item; in Material Management an item where stock has been reduced by a recipe and the amounts in it.

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## Season



Season; geographical location of a single vessel

### Season:

A season is an additional identifier assigned to a specific cruise identifying the location or the geographical position of the relevant ship.

Seasons were basically introduced in order to track consumptions referring to the actual location of the ship because passengers vary accordingly. Seasons will be assigned to periods in the [Period Manager](#)

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## Stock Deduction



Stock Deduction; reduction of Stock Level

### Stock Reduction

The term stock deduction is used in the Material Management System to describe the decrease of stock if caused by a

[recipe](#).

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## Sales Import

**Sales Import:**

### Sales Import

The module in Material Management which facilitates the importation of data from the Micros POS to be used in MMS for stock deduction and reporting purposes. This module is (along with the Stock Viewer) the most important tool to detect any stock discrepancies, for example if the stock of any item is not logical, i.e. has a negative value.

For the Setup Period of the Material Management the Sales Import offers a very Important functionality to link the recipes with the Micros Sales Items. This might also be source for possible stock discrepancies if the entries were not made 100% according to the Material Management, company and operational requirements.

In cases where Material Management is used in conjunction with Micros sales system, the continuous data administration with this module will lead to highly reliable accurate stock figures.

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## Store

Store; storing location for Food, Beverage, technical equipment, etc.

### Store:

A location where products are stored when received, and from where they are issued to the points of consumption (POCs) or sub-stores.

Navigation: [Glossary](#) > [S](#) >

## Storing Unit

The unit of measure in which the vessel maintains the stock onboard.

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## Sub store

**Sub store:**

The location to which products are issued from the main stores.

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## Shelf Life

The length of time a particular product can be in stock, i.e. the time between when it is produced and when it must be consumed.

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## Shelf Life Control

**Shelf Life Control:**

The process of managing products to ensure they are consumed during their shelf life period.

HACCP

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## Stock

### Stock

The stock is the total of the items carried onboard in the stores and in the Points of Consumptions.



## Importance in Material Management

The main priority of the Fidelio Cruise Material Management System is to keep focus on the stock (so called Stock on Hand) and therefore keeping direct and total control of all the items loaded or transferred to the ships stores. All processes and modules within the system directly and indirectly affect the stock balance and **all** the ships results like food cost, profit and loss etc.

Whenever mentioning inventories and spot checks there are always 3 different terms in combination with the stock:

### *Stock on Hand (SOH)*

The stock on hand is the value in the Material Management System and is providing the stock level of the specified item(s) regarding all transactions in Material Management like Loadings, Transfers, Consumptions, Sales, Spoilage, Breakage etc.

### *Counted Stock (Counted)*

The counted stock is the result of the stock count, inventory or spot check.

### *Variance*

The variance is also an expression that appears in a column heading in the inventory module. It provides the difference between stock on hand (SOH) and counted stock.

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## Spot Check



### Spot Check

**Spot check:** a kind of Inventory where only the stock of a specific locker will be counted.

### More Information

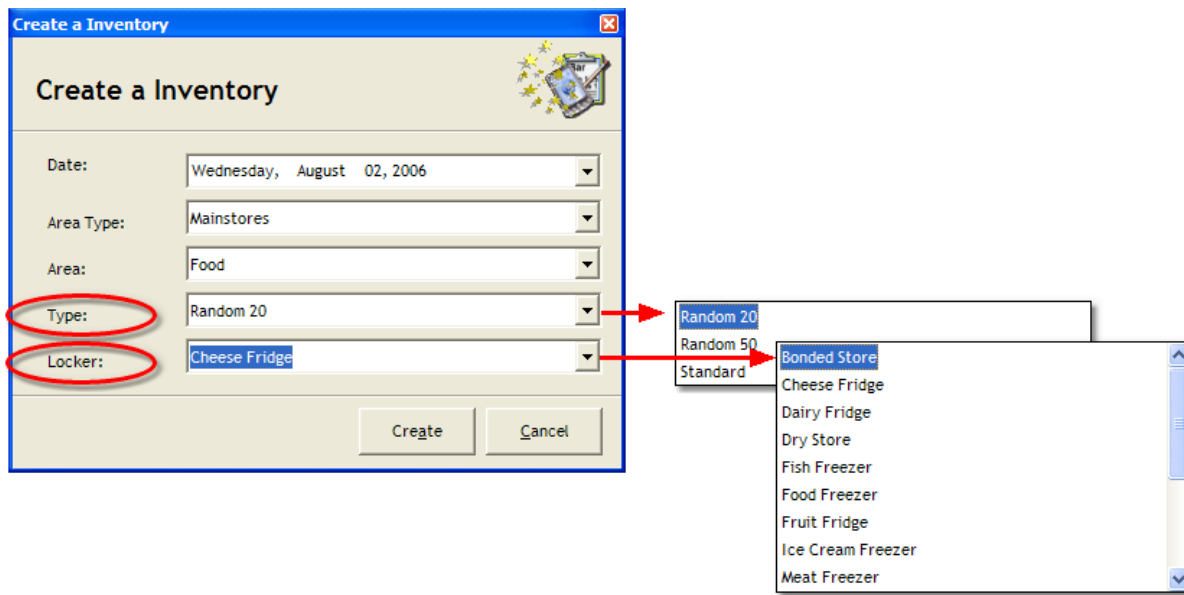
Usually these spot checks are done when a regular inventory comprising any locker and sub folder (as defined in Article Manager) is not taking place for some reason and just some sensitive lockers or article groups need to be checked. These spot check inventories can include high value items and those that are relevant for customs authorities in order to provide 100 % accurate information.

### Possibilities in Material Management

A Spot Check can actually be generated by selecting the type and/or locker option in the inventory creation window.

**Type:** Random 20 or Random 50 will randomly select 20 or 50 items for the spot check that have to be counted.

**Locker:** Selecting a locker will only add items of the specified locker to the spot check.



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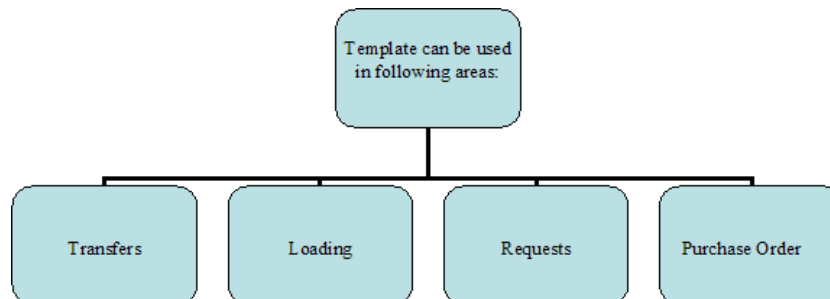
## Templates



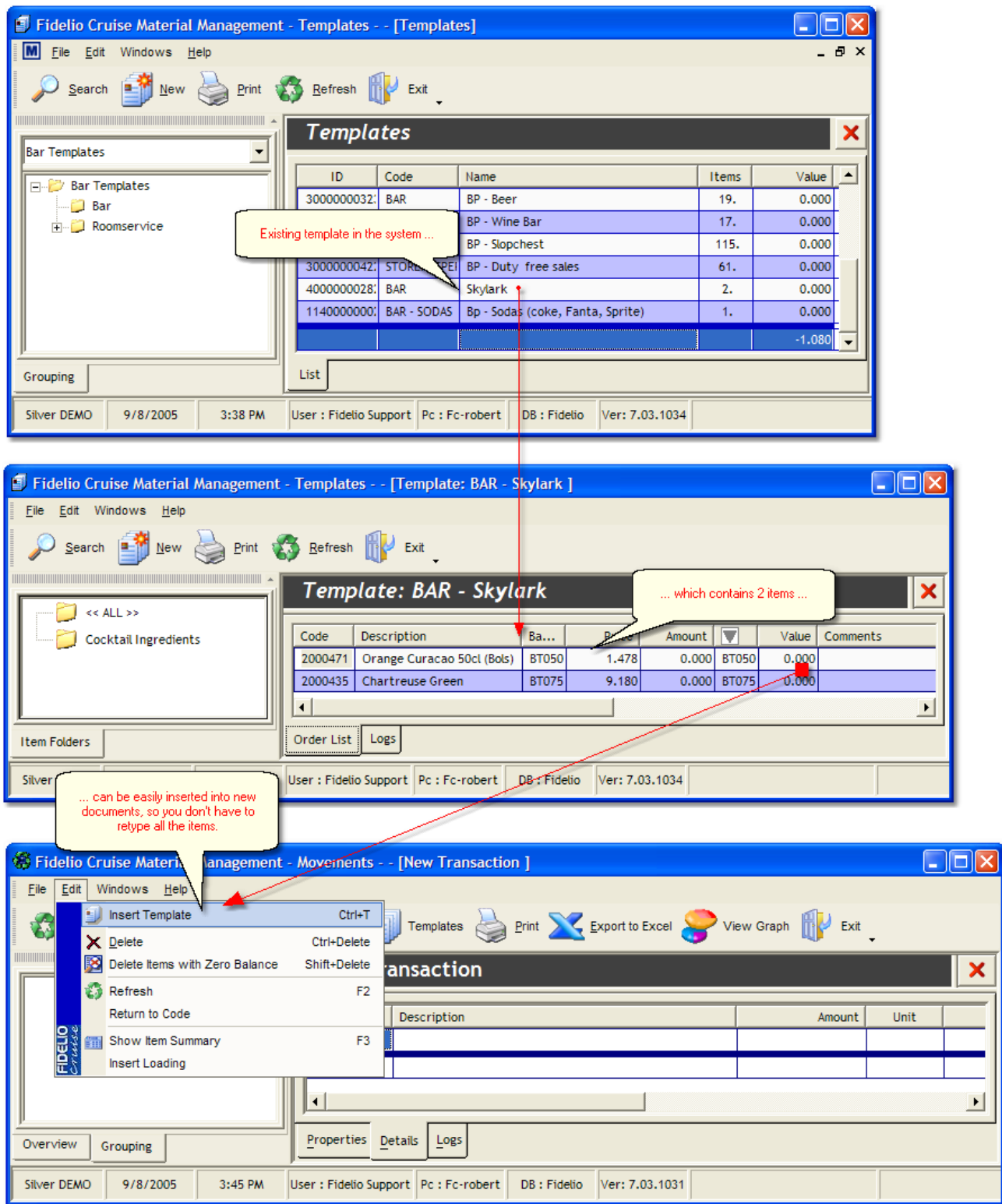
Template is a kind of a list of items, which can be used throughout the whole system.

### Templates:

Once a template is created, you can use it for example to create a request - the whole list of items from template would be inserted into your new request.



See example:



In this case, once a template containing 2 items has been created in *Template Manager*, it can be then used when creating a new transaction in *Movements* module.

Main reason for creating templates is to save time when creating new entries in the system. When the proper templates are created, it's much faster just to insert it into the current document, and then just adjust the quantities, rather than entering all the articles from the beginning.

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## Terms of Payment



### Short Meaning of Terms ..

Agreed, negotiated and contracted conditions how the seller of a product is going to receive the payments that are due.

SUMMARY

These Conditions can and should include the following points:

- Rebate, Discount, allowance etc.
- Due Date of Payment (depending on Delivery Date)
- Time for Payment Allowed

MORE

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## Warehouse



### Warehouse

**A Warehouse** is a commercial building for storage of goods. Warehouses are used by manufacturers, importers, exporters, wholesalers, transport businesses, customs, and of course they are used within the cruise ship industry.

More information

In the cruise ship industry and especially referring to the difficult problem of assuring the ships supply at any time, warehouse have become necessary to solve a few problems.

Warehouses can:

- be used as a interim storage solution for high quantity items
- difficult to procure and maybe especially produced goods or goods with long delivery times
- store goods from especially cheap offers to safe costs.