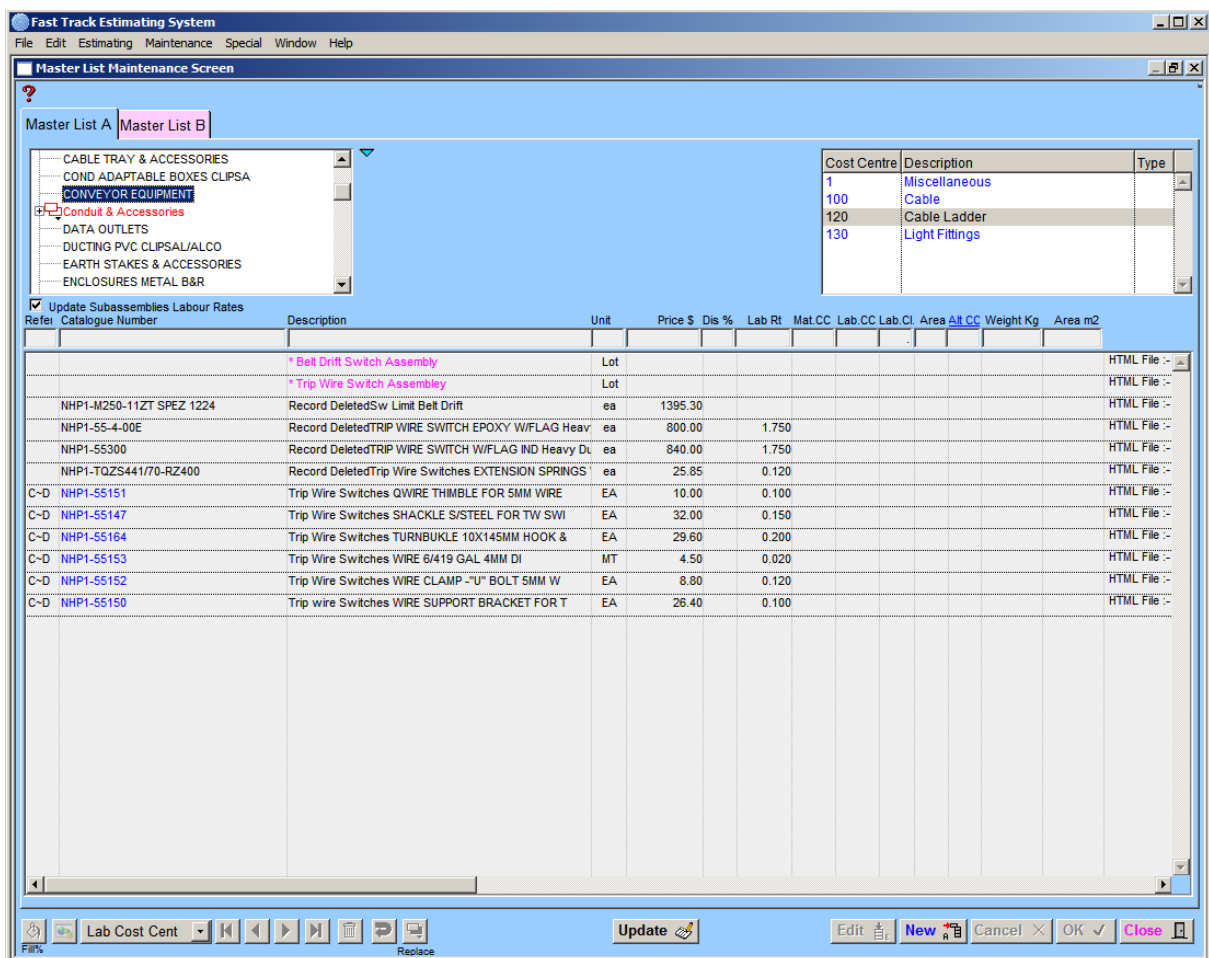


## Section 8

### 8.2 Master List



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



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

#### How it Works

The **Master List** allows you to add new and edit existing records. These records once added can be used in the subassemblies. When records are altered such as a discount, the system will go through the Master List and look for any other records with the same combined

catalogue number and ask the user if they want to amend the discount of that record as well. The system will also amend the discounts in the subassemblies. The A and B Master List are not connected in any of the above processes.

The **Cost Centre** list field has drag and drop facilities. To add or edit Cost Centres to your **Master List**, first highlight the items that require a Cost Centre, then go to the Cost Centre list field, hold the mouse button down on the Cost Centre required, the cursor is in the shape of a hand, now drag over the top of the Master List whilst holding the button down and you will see a black outline of the field appear, simply drop (release button), the procedure edits all the selected values to the new value.

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

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



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

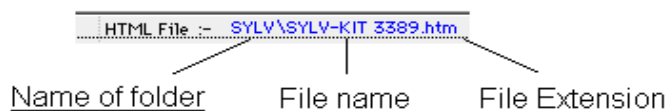


### HTML Information File

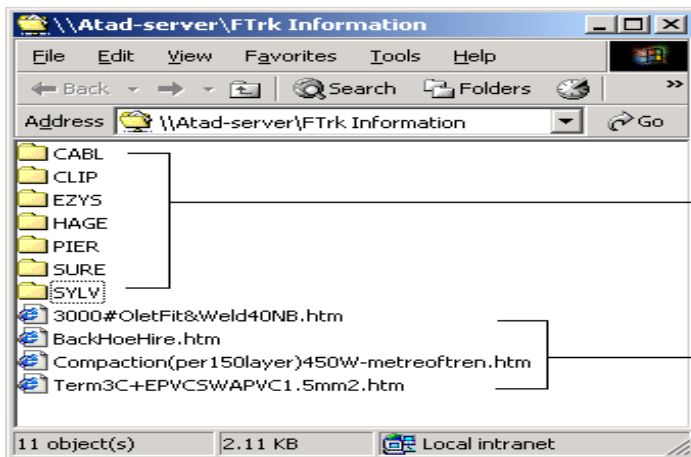
This function allows you to attach information such as comments or graphics to items in the Master List which can be viewed by any internet browser. You need to create a file destination where this information will be stored and accessed from. See Section 9.7 **Company Details** for further details on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

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

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



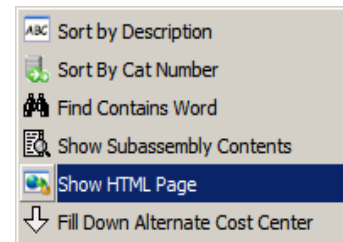
If an item does not have a catalogue number it will use the description as the file name and store the file in the designated HTML information folder.



Files created from items with Catalogue numbers

Files created from items without Catalogue numbers

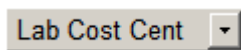
To view the HTML information once you have created it highlight the relevant line and do a right mouse click. A menu will appear giving you the following options, click on 'Show HTML Page'.



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

Management of information is essential if working with a network.

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



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

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



#### Delete

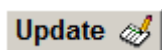
Highlight item to be deleted, a warning, "Delete current record. Are you sure?", appears, click "Yes" to delete.



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



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



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

## Notes