



Order / Pick Ticket Spoolers For Sage 100 2018

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Installation Instructions and Cautions

PLEASE NOTE: SAGE 100 must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

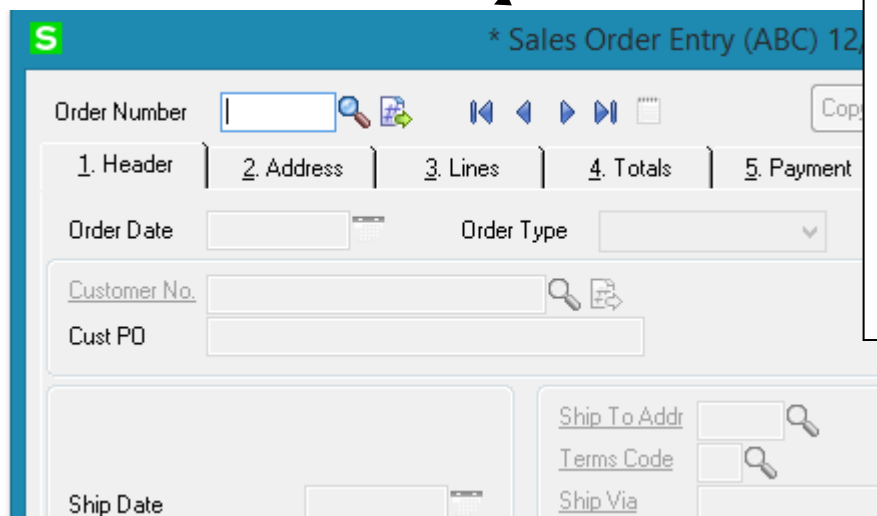
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any SAGE 100 screens, you must run **Customizer Update** after you do an enhancement installation.

But wait! BEFORE you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	6.00		AAAAAAAAAAAAAAAAAA	BBBBB

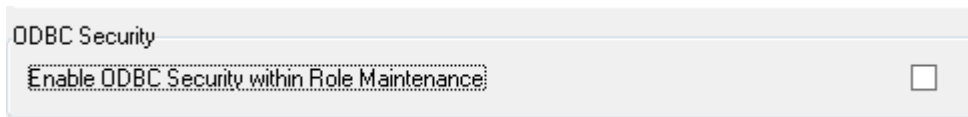
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

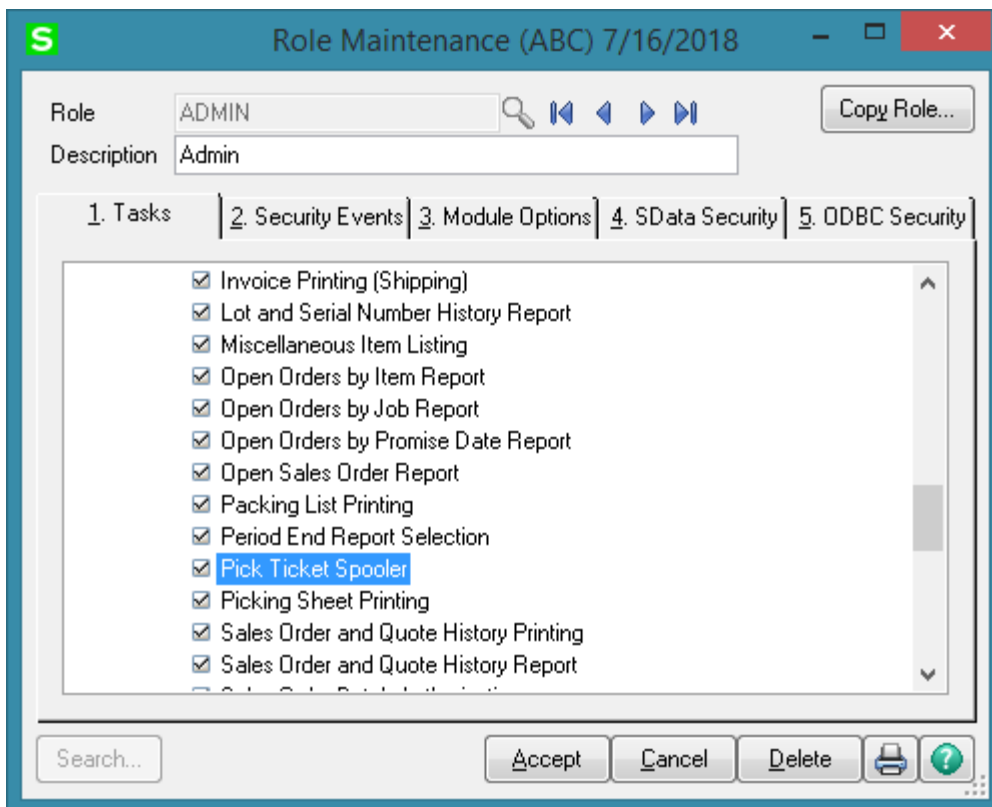
ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.



Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



Introduction

The **Order / Pick Ticket Spoolers** enhancement enables printing Sales Orders and Pick Tickets automatically from the spooler programs.

Only Standard and Back Orders can be printed from the spooler programs.

For Picking Sheets, Comment, Miscellaneous, Special item lines will be printed.

The **Pick Ticket Spooler** does not print pick sheets for orders **On Hold**. They can be printed only manually with the standard **Picking Sheet Printing** program.

The **Pick Ticket Spooler** does not print orders that are expired or unauthorized, irrespective of the setting on the **Picking Sheet Printing** screen.

Note: When running the Sales Order Spooler program for the first time in a Company the Template Selection screen is opened allowing the user to select the form template to be used for printing.

When running the Pick Ticket Spooler program for the first time in a Company it is necessary to have a form code created for the Picking Sheet Printing.

Pick Ticket Spooler

Select the **Pick Ticket Spooler** program under the **Sales Order Reports** menu.

S IIG Pick Ticket Spooler (ABC) 7/16/2018

Form Code: STANDARD

Description: Plain

Number of Copies: 1 Collated: Multi-Part Form Enabled:

Order Type to Print: Standard & Back Orders Include Unauthorized/Expired Credit Card Orders:

Print Orders on Hold: Include Back Order Quantity in Quantity Ordered:

Print Comments: Partial Include Back Ordered Lines:

Print Orders for Customers on Credit Hold:

Additional Item Types to Print

Charge Items: Miscellaneous Items: Special Items:

Batch Date: 07/16/2018 Average time to process: 3

Batch Time: 05:28 PM Estimated time completed: 0

Active Records: 0 Actual Transaction Time: 0

Order Number: Name:

Status: Logging:

Printer: Adobe PDF

Last action:

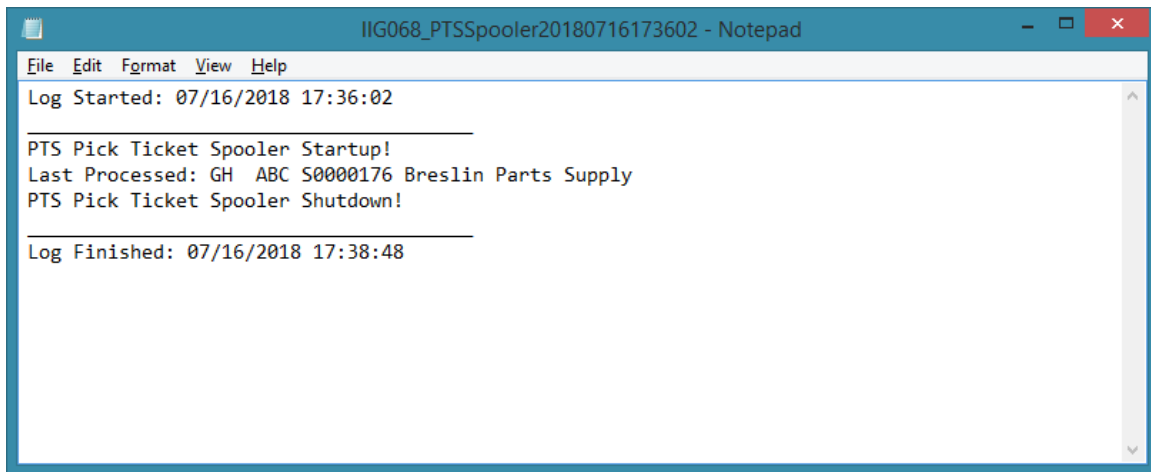
Click the **Start** button to start processing active records.
 After these records are processed, the program will wait for new records and continue to process any new ones added to the spooler.

The **Last action** pane displays the description of the action last performed by the spooler. If there is an error (for example, an order is deleted or there are no printable lines), the error description is displayed.

To send a sales order to **Pick Ticket Spooler**, select the **Print Pick Sheets** box on the **Header** tab of **Sales Order Entry**, and accept the order.

The Pick Ticket Spooler printing options are defaulted from respective Form Code created in the Picking Sheet Printing. The report options for Pick Ticket Spooler are saved in a separate record.

If the **Logging** checkbox is selected the spooler log file is opened upon stopping the spooler:



Sales Order Spooler

Select the **Sales Order Spooler** program under the **Sales Order Reports** menu.

The screenshot shows the IIG Sales Order Spooler application window. The title bar reads "IIG Sales Order Spooler (ABC) 7/16/2018". The main interface is divided into several sections. At the top, there is a "Form Code" field containing "STANDARD" and a "Description" field containing "Preprinted Laser". To the right of the description field is a "Designer..." button. Below this, there is a section for "Number of Copies" (set to 1), a "Collated" checkbox (checked), and a "Multi-Part Form Enabled" checkbox (unchecked), with a "Multi Part..." button. The central section contains a grid of fields: "Batch Date" (07/16/2018), "Batch Time" (04:05 PM), "Active Records" (1), "Order Number" (empty), "Average time to process" (3), "Estimated time completed" (03 s), and "Actual Transaction Time" (0). Below this grid, there is a "Status" field, a "Printer" field containing "Adobe PDF", and a "Last action:" label. A large, empty text area is positioned below the printer field. At the bottom of the window, there is a "Start" button with a traffic light icon, a "Setup" button, and a dropdown menu showing "Adobe PDF".

Click the **Start** button to start processing active records. After these records are processed, the program will wait for new records and continue to process any new records added to the spooler.

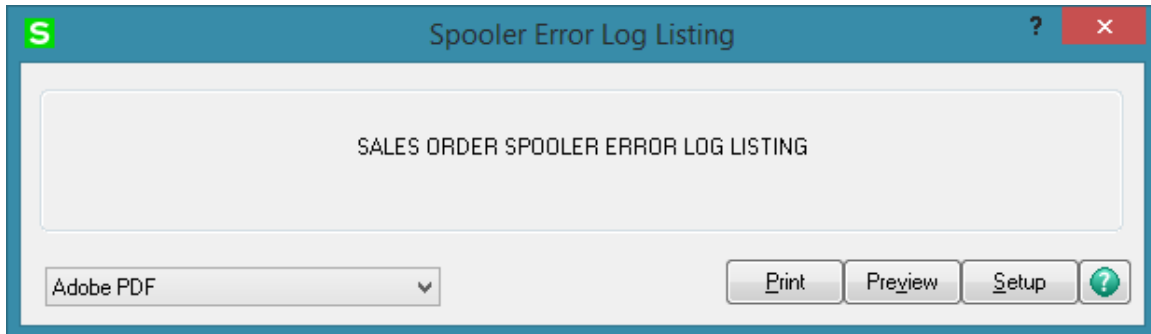
The **Last action** pane displays the description of the action last performed by the spooler. If there is an error (for

example, an order is deleted, or there are no printable lines), the error description is displayed.

To send a sales order to **Sales Order Spooler**, select the **Print Order** box on the **Header** tab of the **Sales Order Entry**, and accept the order.

Spooler Error Log

Select the **Spooler Error Log** program under the **Sales Order Reports** menu.



Here is an example of printout:

Log Date	Log Time	Error Number	Line Number	Record ID
07/16/2018	11:26:33	0	1020	
Notes: PTS Pick Ticket Spooler Startup!				
07/16/2018	11:27:10	11	309	
Notes: Pick Ticket Print Spooler Stopped!				
07/16/2018	11:27:19	12	1640	
Notes: PTS Pick Ticket Spooler Startup!				
07/16/2018	11:28:08	11	309	
Notes: Pick Ticket Print Spooler Stopped!				
07/16/2018	11:28:37	12	1640	
Notes: PTS Pick Ticket Spooler Startup!				
07/16/2018	11:28:37	36	5226	S0000174
Notes: ** !ORDER ON HOLD**				
07/16/2018	11:28:48	11	309	
Notes: Pick Ticket Print Spooler Stopped!				
07/16/2018	11:29:02	12	1640	

This report prints information about the **Pick Ticket Spooler** and **Sales Order Spooler** activity.

After the report is previewed/printed the user is prompted about clearing the log file:



Selecting Yes will clear the log file records.