



## Order / Pick Ticket Spoolers For Sage 100 2015

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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.

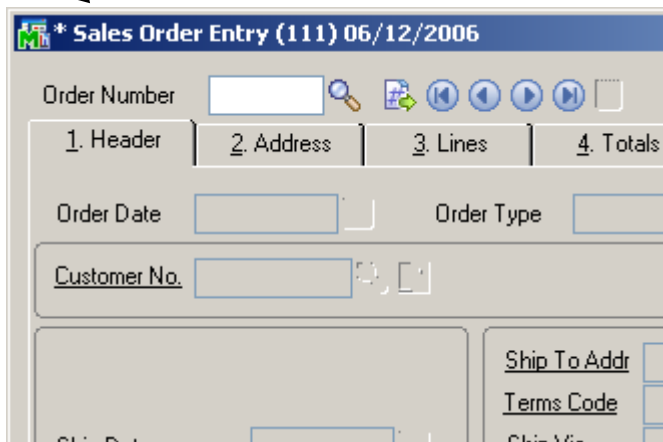
### Wait! Before You Install – Do You Use CUSTOM OFFICE?

**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	5.10		AAAAAAAAAAAAAAAAAAAA	BBBBB
IIG Enhancement	5.20		AAAAAAAAAAAAAAAAAAAA	BBBBB

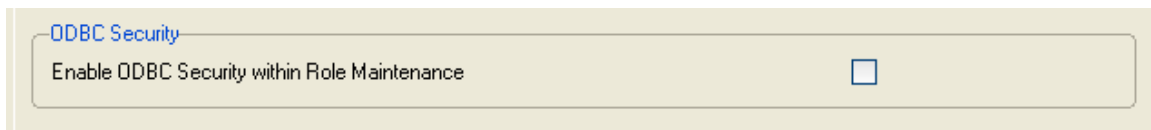
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

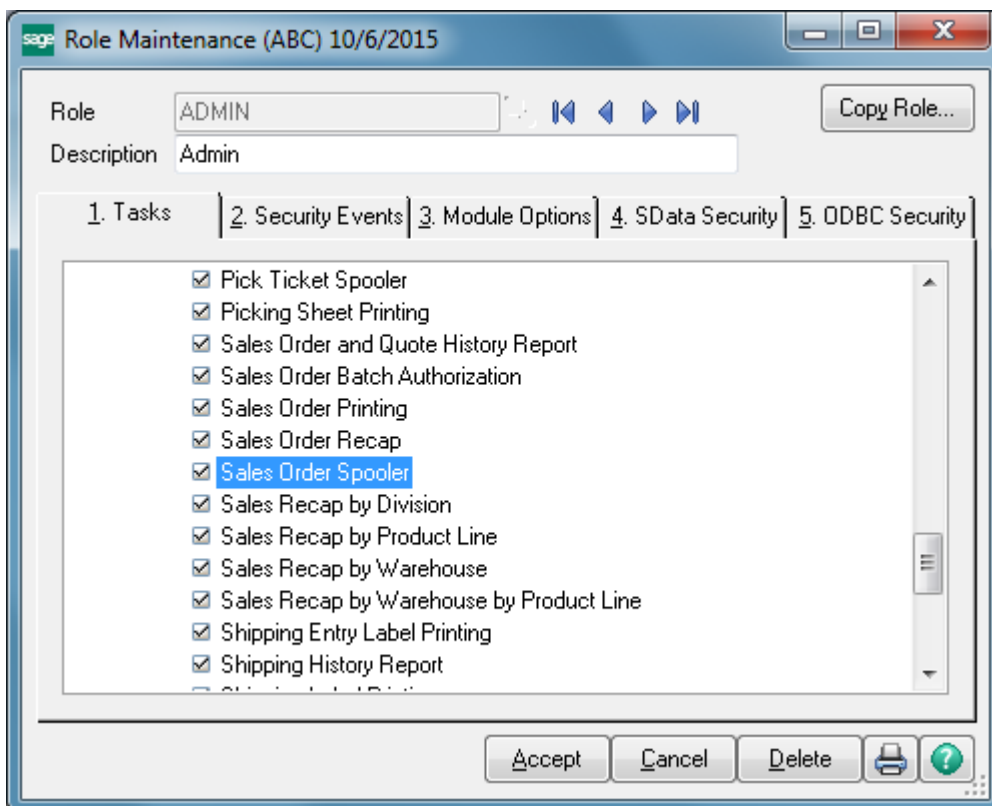
## ODBC Security

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 Spooler programs 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.*

### Pick Ticket Spooler

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

The screenshot shows the 'IIG Pick Ticket Spooler' application window. The title bar reads 'sage IIG Pick Ticket Spooler (ABC) 10/6/2015'. The interface includes several sections:

- Form Information:** Form Code: STANDARD, Description: Plain. A 'Designer...' button is on the right.
- Spooling Options:** Number of Copies: 1, Collated: , Multi-Part Form Enabled: . A 'Multi Part...' button is on the right.
- Batch Details:** Batch Date: 10/06/2015, Batch Time: 10:16 AM, Active Records: 12, Order Number: [empty], Name: [empty].
- Performance Metrics:** Average time to process: 3, Estimated time completed: 036 s, Actual Transaction Time: 0.
- Status and Printer:** Status: [empty], Printer: Microsoft XPS Document Writer. A 'Start' button with a traffic light icon is next to the status field.
- Last Action:** A large text area labeled 'Last action:' is currently empty.
- Footer:** A dropdown menu shows 'Adobe PDF' and a 'Setup' button is at the bottom right.

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.

sage IIG Pick Ticket Spooler (ABC) 10/6/2015

Form Code: STANDARD  
Description: Plain

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

Batch Date: 10/06/2015 Average time to process: 3  
Batch Time: 11:42 AM Estimated time completed: 012 s  
Active Records: 4 Actual Transaction Time: 0  
Order Number: 0000161 Name: Hillsboro Service Center

Status: Processing records... Stop  
Printer: Adobe PDF

Last action:

Last Processed: IIG ABC S0000160 R & S Supply Corp.  
Last Processed: IIG ABC S0000159 Greater Alarm Company  
Last Processed: IIG ABC S0000158 Autocraft Accessories  
Last Processed: IIG ABC S0000157 Custom Craft Products  
Last Processed: IIG ABC S0000156 A To Z Carpet Supply  
Last Processed: IIG ABC S0000153 American Business Futures  
Last Processed: IIG ABC S0000116 Breslin Parts Supply  
\*\* !ORDER ON HOLD\*\*  
Last Processed: IIG ABC S0000115 American Business Futures  
PTS Pick Ticket Spooler Startup!

Adobe PDF Setup

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.

## Sales Order Spooler

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

The screenshot shows the 'IIG Sales Order Spooler (ABC) 10/6/2015' window. It contains the following fields and controls:

- Form Code:** STANDARD
- Description:** Preprinted Laser
- Number of Copies:** 1
- Collated:**
- Multi-Part Form Enabled:**
- Batch Date:** 10/06/2015
- Batch Time:** 11:44 AM
- Active Records:** 13
- Order Number:** (empty)
- Name:** (empty)
- Average time to process:** 3
- Estimated time completed:** 039 s
- Actual Transaction Time:** 0
- Status:** (empty)
- Printer:** Microsoft XPS Document Writer
- Last action:** (empty)
- Start button:** A button with a traffic light icon and the text 'Start'.
- Designer... button:** Located at the top right.
- Multi Part... button:** Located below the collated checkbox.
- Adobe PDF dropdown:** Located at the bottom left.
- Setup button:** Located at the bottom right.

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.

sage IIG Sales Order Spooler (ABC) 10/6/2015

Form Code: STANDARD Designer...

Description: Preprinted Laser

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

Batch Date: 10/06/2015 Average time to process: 3

Batch Time: 11:46 AM Estimated time completed: 015 s

Active Records: 5 Actual Transaction Time: 0

Order Number: 0000160 Name: R & S Supply Corp.

Status: Processing records... Stop

Printer: Adobe PDF

Last action:

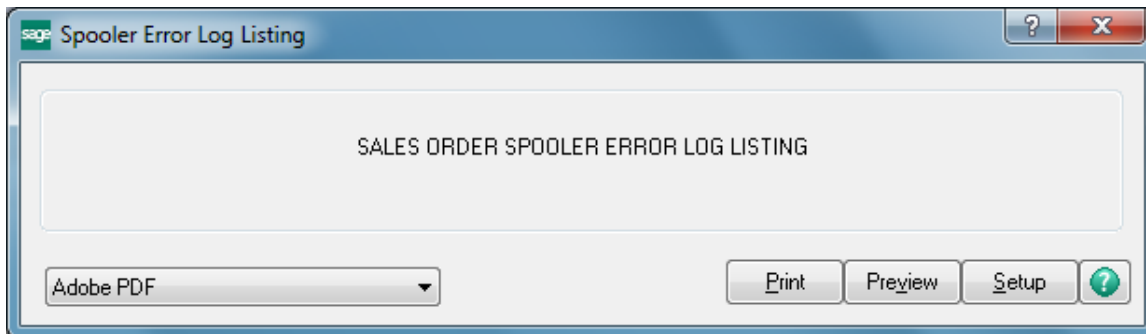
Last Processed: IIG ABC S0000159 Greater Alarm Company  
Last Processed: IIG ABC S0000158 Autocraft Accessories  
Last Processed: IIG ABC S0000157 Custom Craft Products  
Last Processed: IIG ABC S0000156 A To Z Carpet Supply  
Last Processed: IIG ABC S0000153 American Business Futures  
Last Processed: IIG ABC S0000116 Breslin Parts Supply  
\*\*\* !ORDER ON HOLD \*\*\*  
Last Processed: IIG ABC S0000115 American Business Futures  
Last Processed: IIG ABC S0000103 Orange Door & Window Co.  
\*\*\* !NONE STANDARD/BACK ORDER \*\*\*  
Sales Order Print Spooler Startup!

Adobe PDF Setup

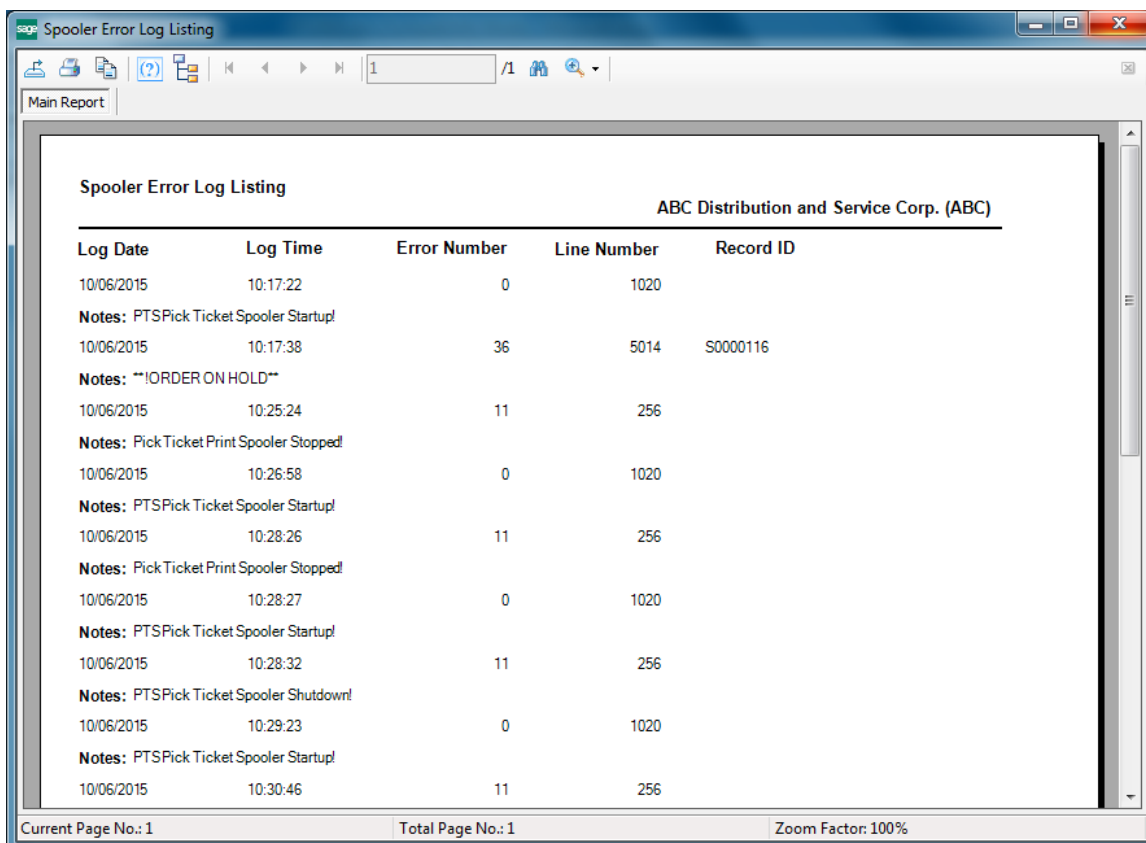
To send a sales order to **Sales Order Spooler**, select the **Print Order** box on the **Header** tab of the **Sales Order Entry**, and accept the order.

Spooler Error Log

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

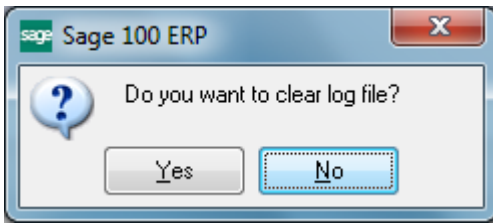


Here is an example of printout:



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 deleting the log file:



Selecting Yes will clear the log file records.