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**!
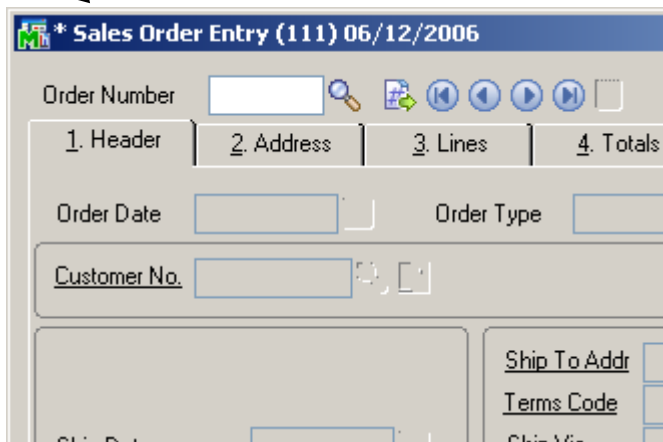
Registering IIG products

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**.

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.

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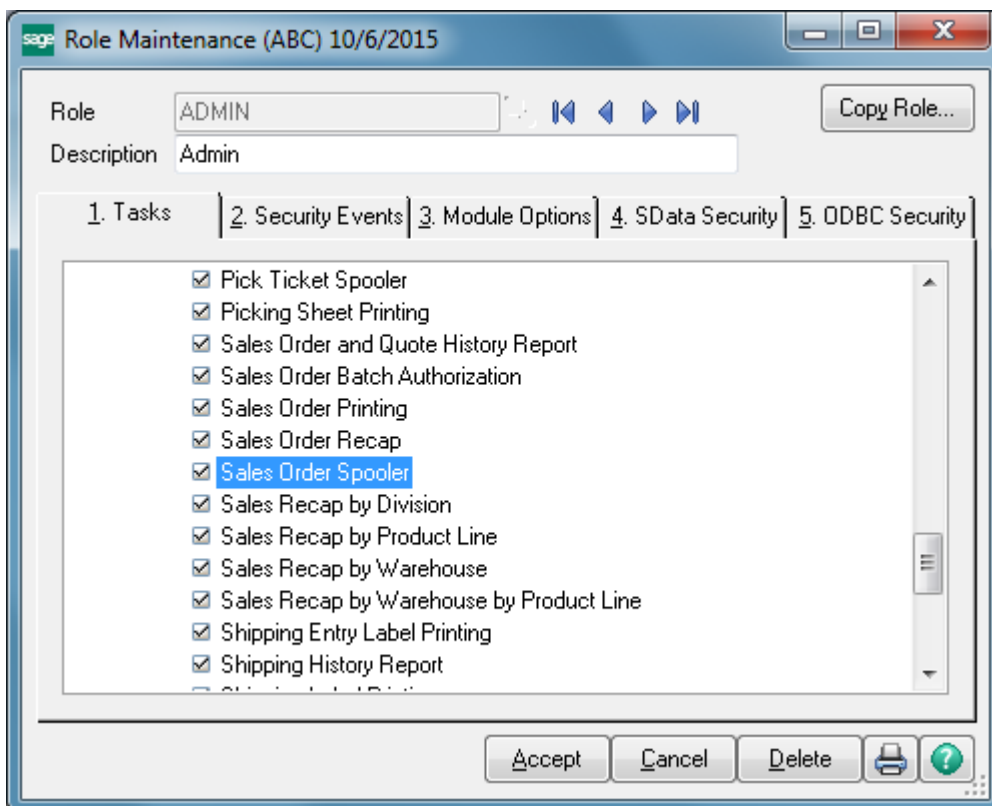457 PALM DRIVE   WWW.IIGSERVICES.COM
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ODBC Security

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.

ODBC Security
Enable ODBC Security within Role Maintenance   ☐
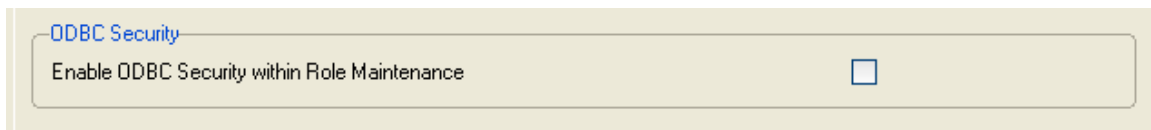
Role Maintenance

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

Role Maintenance (ABC) 10/6/2015

Role   ADMIN
Description   Admin   Copy Role...

1. Tasks | 2. Security Events | 3. Module Options | 4. SData Security | 5. ODBC Security

☑ Pick Ticket Spooler
☑ Picking Sheet Printing
☑ Sales Order and Quote History Report
☑ Sales Order Batch Authorization
☑ Sales Order Printing
☑ Sales Order Recap
☑ Sales Order Spooler
☑ Sales Recap by Division
☑ Sales Recap by Product Line
☑ Sales Recap by Warehouse
☑ Sales Recap by Warehouse by Product Line
☑ Shipping Entry Label Printing
☑ Shipping History Report

Accept   Cancel   Delete

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.

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.

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Sales Order Spooler

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

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
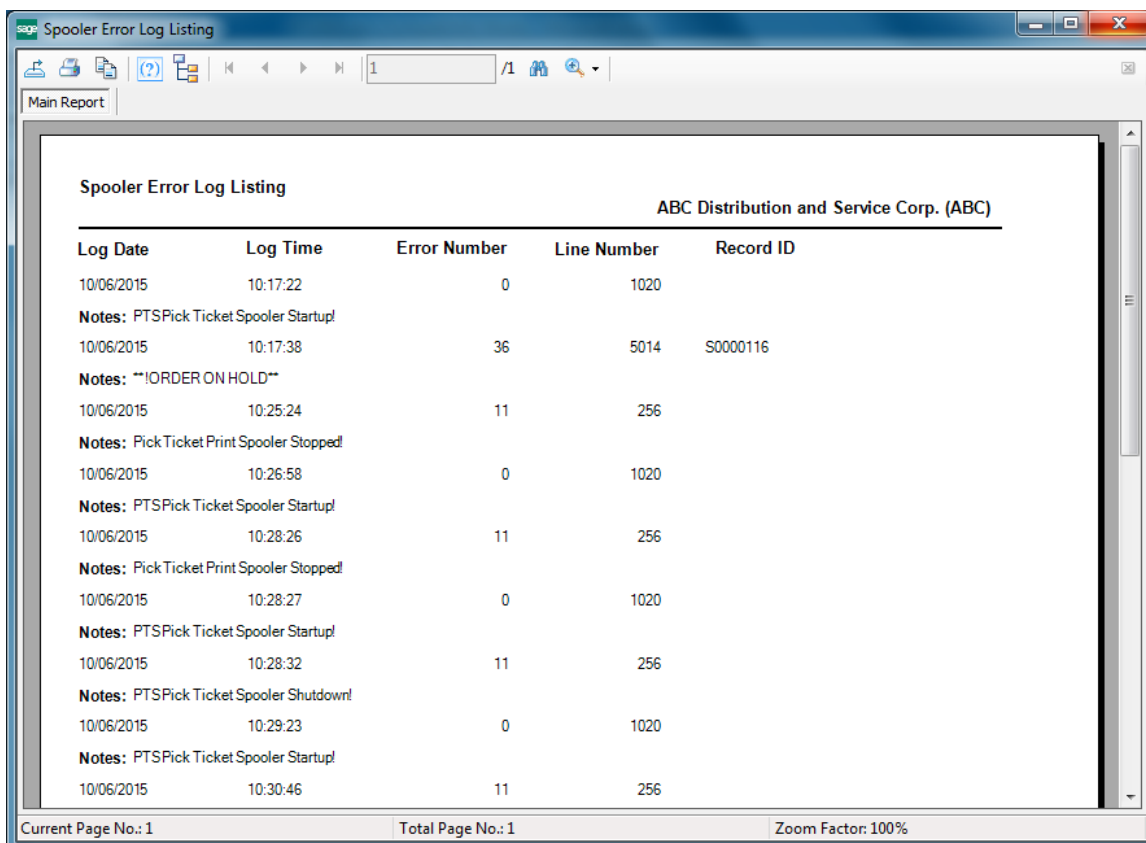lines), the error description is displayed.

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

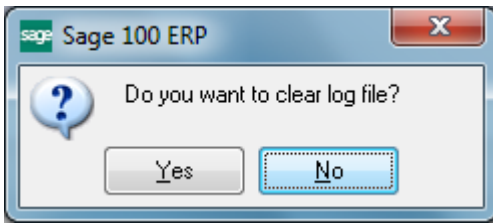Select the **Spooler Error Log** program under the **Sales Order Reports** menu.
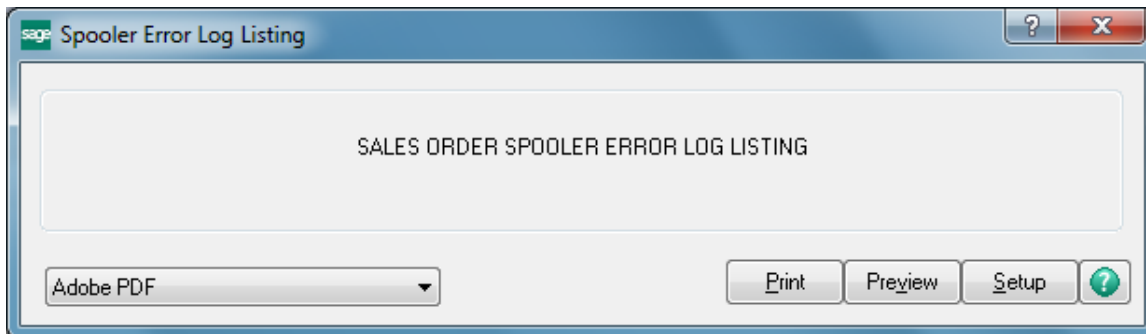
Here is an example of printout:

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.