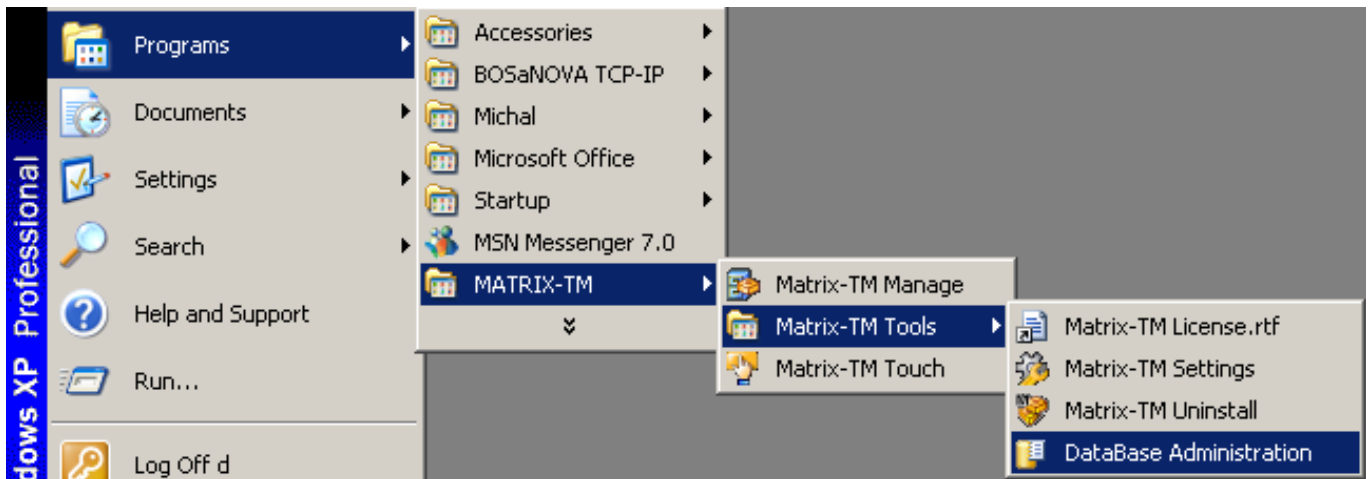


Go to the Matrix machine and log in and exit to gain access to Windows. Once there go to Start > Matrix-TM > Matrix-TM Tools > Database Administration



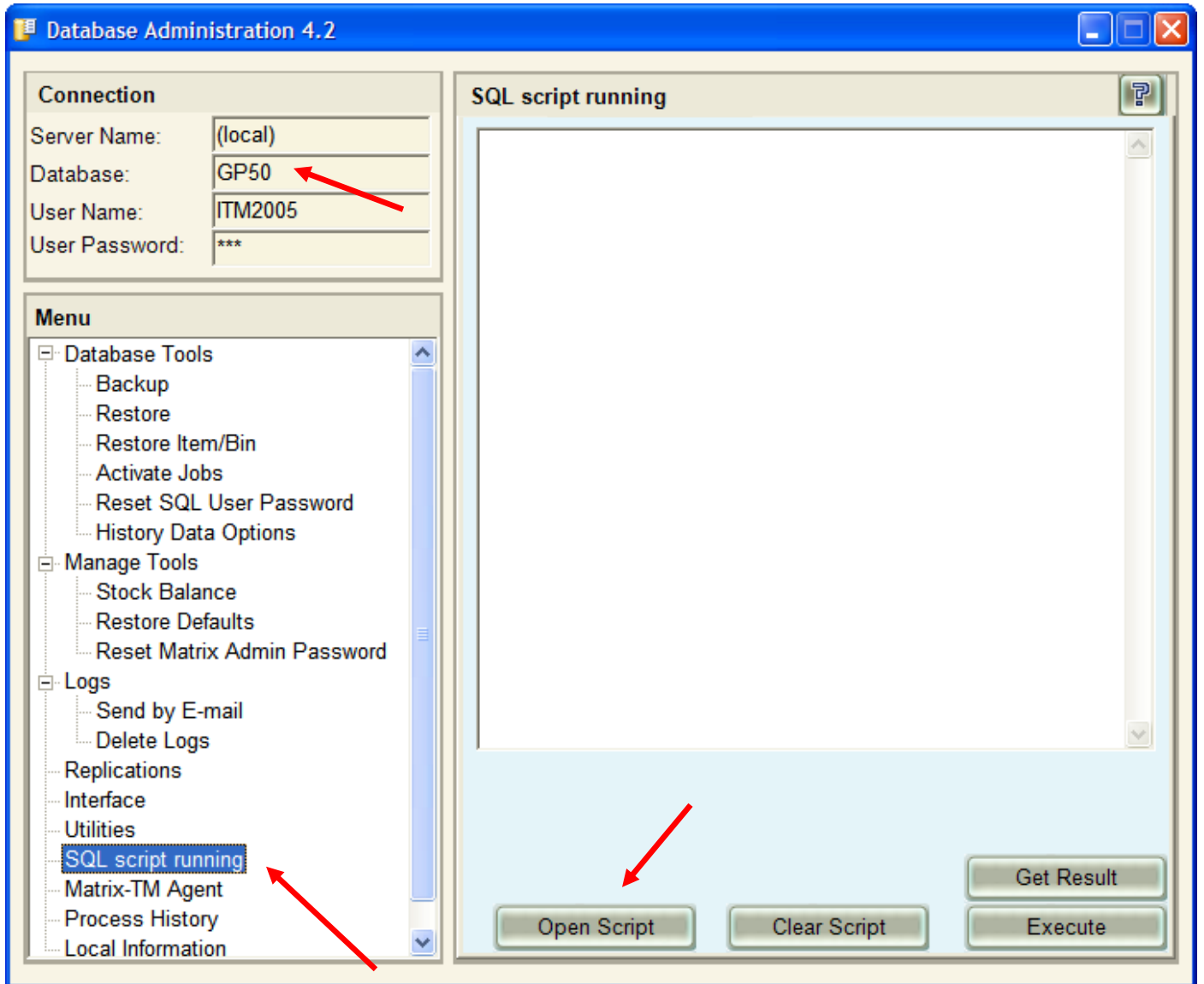
Once you get to the User and Password screen, insert the user name and password.

User Name: ctmsusr

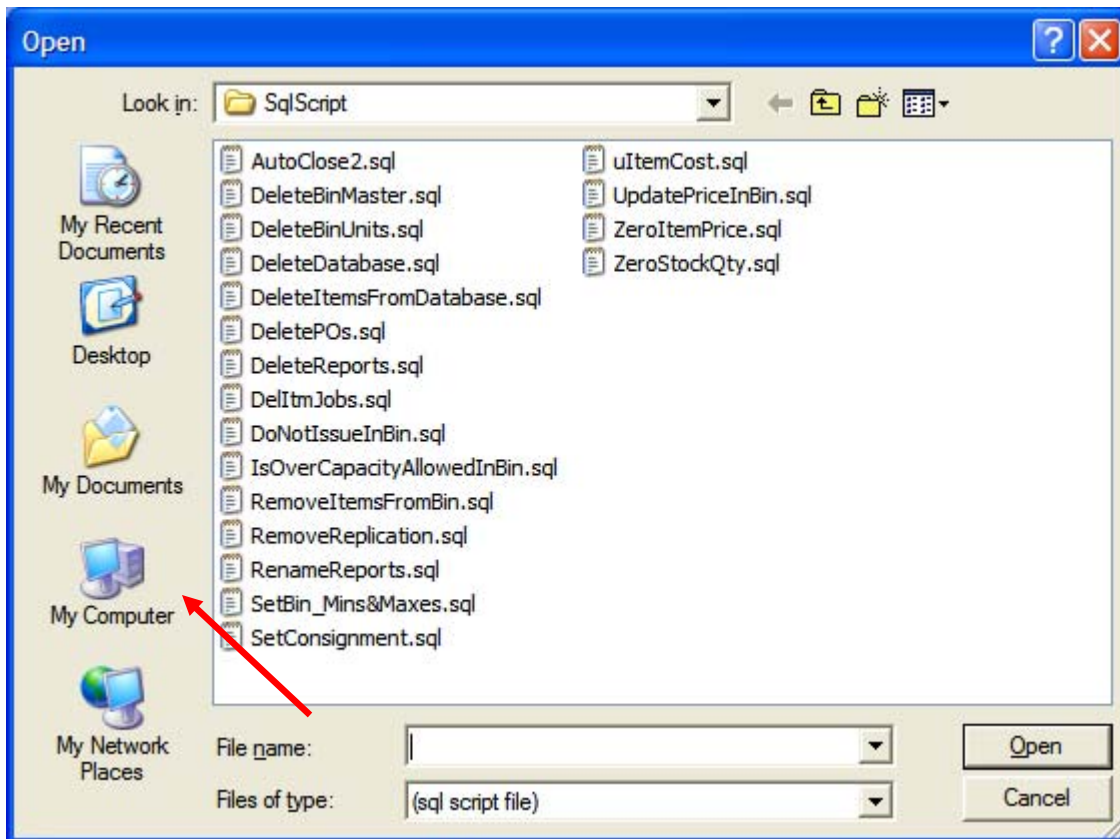
Password: rsumtc (ctmsusr backwards)



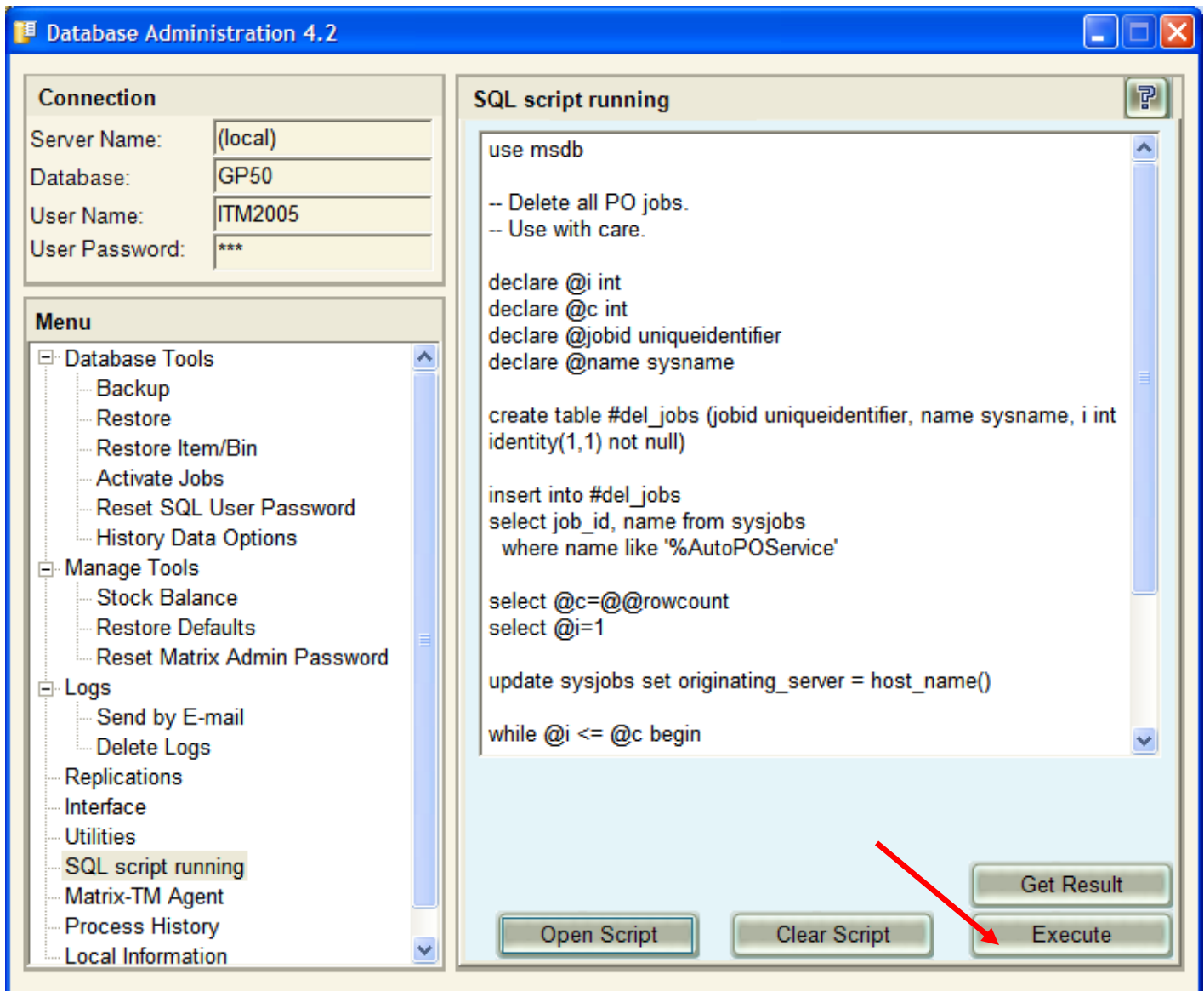
Now go to the left side in the menu section under logs and click on SQL script running. Make sure your database is shown where database is. Now go to the bottom and click open script.



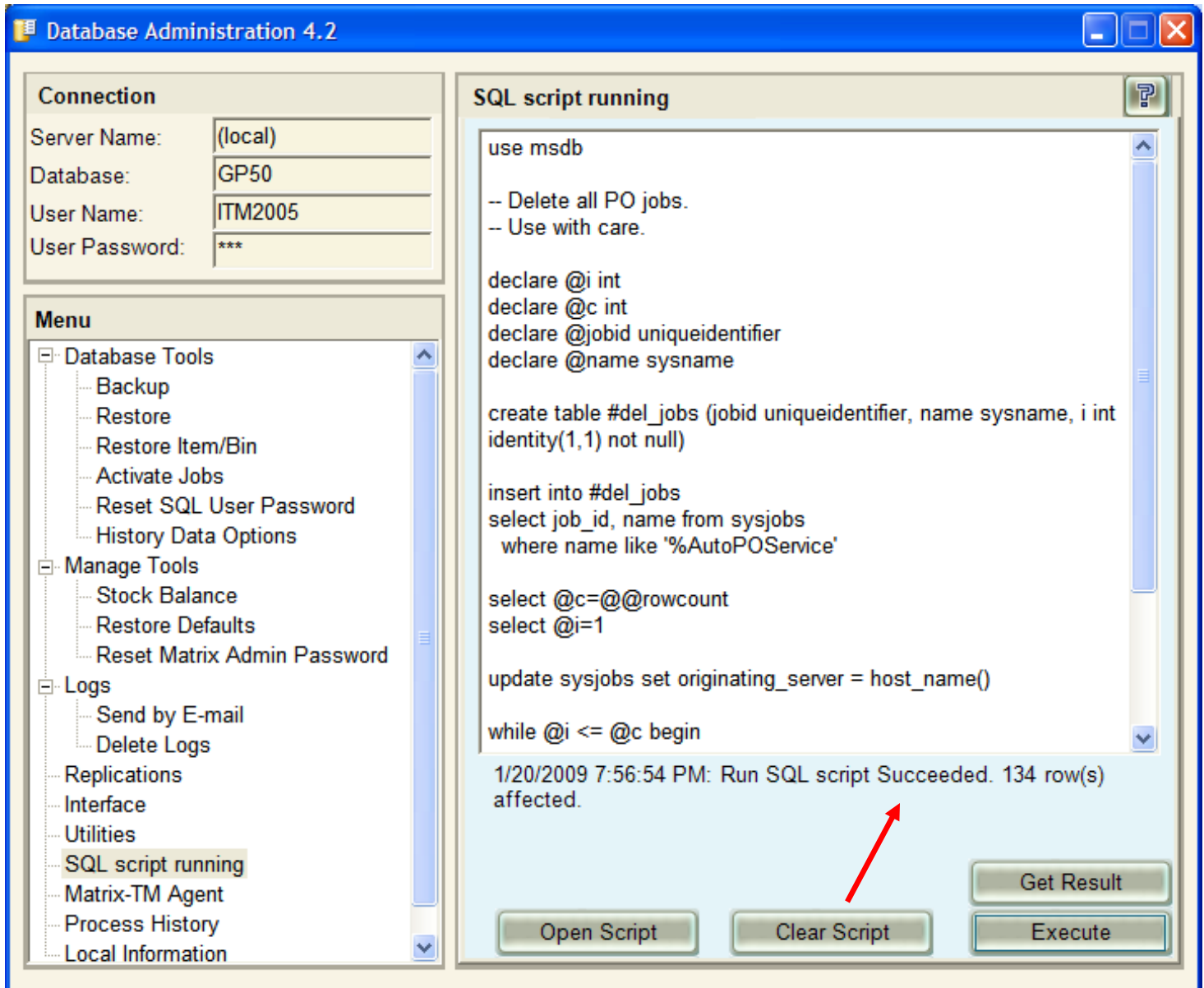
Here you will navigate to where the script file is that you want to load. (DelPOJobs.sql) More than likely it is on a flash drive so you will go to My Computer then to where the file is.



Once you loaded the script it should look like this. Now all you need to do is click the execute button at the bottom

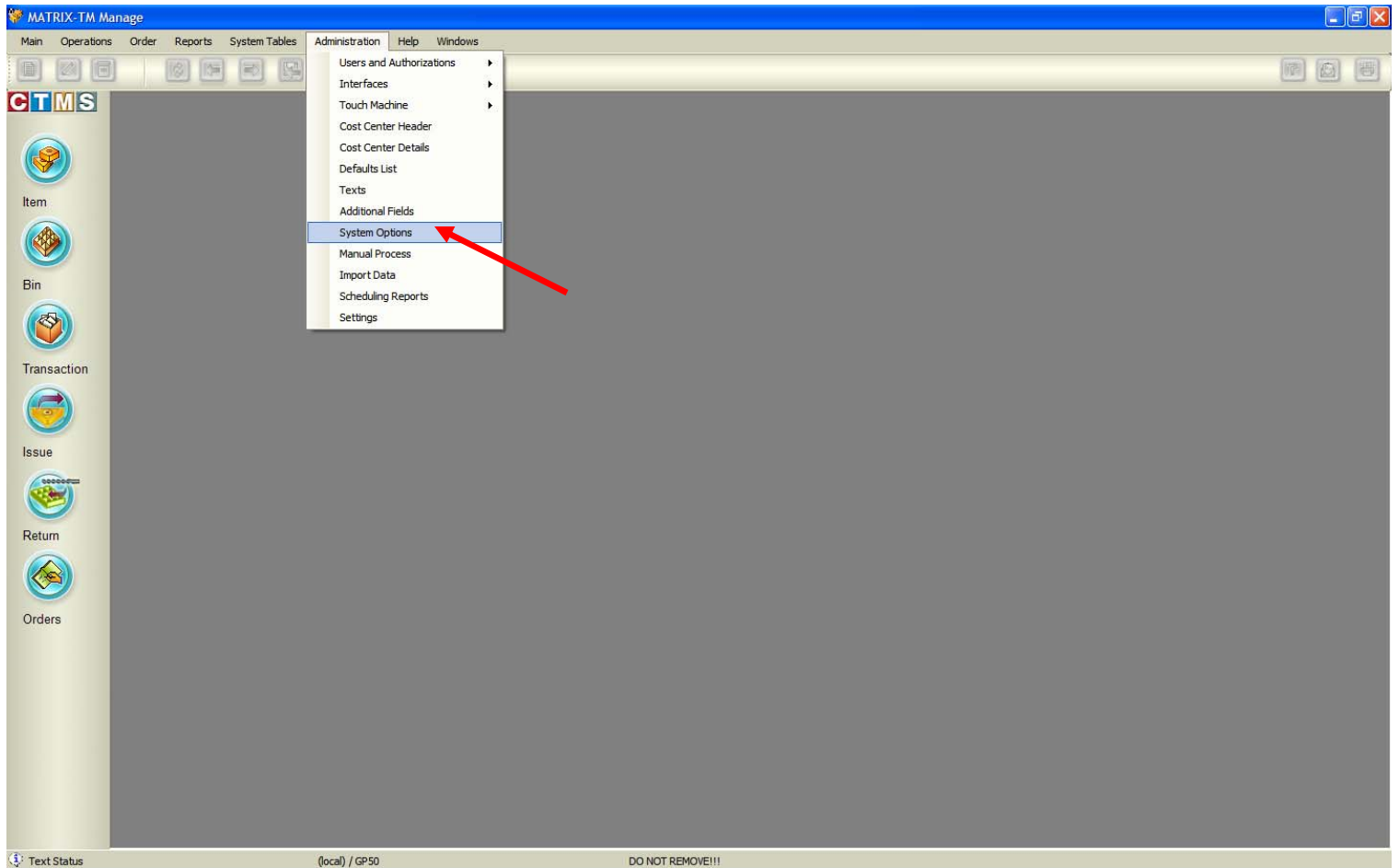


Once you execute the script take note at the bottom you should see something similar. It will say succeeded.



Now close and open Manage-TM Software.

Go to Administration and system options



Go to option 802 first and double click.

Search System Options

Group: Option Key:

Option Name: Option Description:

Found 11 Records.

Option Key	Option Name	Group	Option Description	Option Value
801	Auto-Purchase print...	Purchase	Auto-Purchase print destination.	E-Mail
802	Auto-Purchase crea...	Purchase	How to run auto purchase: 0=No run, 1= Create...	Create purchase Draft (recomme...
804	Percent for consider...	Purchase	For calculating lead times of suppliers, if an ord...	90
805	PO code prefix	Purchase	First part of the Purchase Order number.	XXXX
806	Default file format fo...	Purchase	Default file format for Order.	xls
807	Auto PO Day	Purchase	What day to generate the automatic PO.	Daily
808	Auto PO Time	Purchase	What time to generate the automatic PO.	06:00
809	Default Site Key	Purchase	Default Site Key for New Order.	0
810	Critical Minimum Sto...	Purchase	Percent from the Minimum stock quantity that d...	50
811	Show Supplier' Item ...	Purchase	Show the Supplier' Item Code and Description (...	Yes
812	Auto PO Code	Purchase	Auto PO Code	Yes

Click the drop down and select the option value you want. Then click the save and close icon.

System Option Maintenance

Option Key: 802

Option Name: Auto-Purchase creation mode

Option Description: How to run auto purchase: 0=No run, 1= Create purchase Draft, 2= Create purchase Orders, 3=Create purchase Orders and Send to supplier.

Option Value: Create purchase Draft (recommended)

804	Percent for...	Purchase	Suppliers, if an ord...	90
805	PO code prefix	Purchase	First part of the Purchase Order number.	XXXX
806	Default file format fo...	Purchase	Default file format for Order.	xls
807	Auto PO Day	Purchase	What day to generate the automatic PO.	Daily
808	Auto PO Time	Purchase	What time to generate the automatic PO.	06:00
809	Default Site Key	Purchase	Default Site Key for New Order.	0
810	Critical Minimum Sto...	Purchase	Percent from the Minimum stock quantity that d...	50
811	Show Supplier' Item ...	Purchase	Show the Supplier' Item Code and Description (...	Yes
812	Auto PO Code	Purchase	Auto PO Code	Yes

Now go to option 807 and double click.

Search System Options

Group: Option Key:

Option Name: Option Description:

Found 11 Records.

Option Key	Option Name	Group	Option Description	Option Value
801	Auto-Purchase print...	Purchase	Auto-Purchase print destination.	E-Mail
802	Auto-Purchase crea...	Purchase	How to run auto purchase: 0=No run, 1= Create...	Create purchase Orders and Se...
804	Percent for consider...	Purchase	For calculating lead times of suppliers, if an ord...	90
805	PO code prefix	Purchase	First part of the Purchase Order number.	XXXX
806	Default file format fo...	Purchase	Default file format for Order.	xls
807	Auto PO Day	Purchase	What day to generate the automatic PO.	Daily
808	Auto PO Time	Purchase	What time to generate the automatic PO.	06:00
809	Default Site Key	Purchase	Default Site Key for New Order.	0
810	Critical Minimum Sto...	Purchase	Percent from the Minimum stock quantity that d...	50
811	Show Supplier' Item ...	Purchase	Show the Supplier' Item Code and Description (...	Yes
812	Auto PO Code	Purchase	Auto PO Code	Yes

Click the drop down and select the option value you want. Then click the save and close icon

The screenshot shows the 'MATRIX-TM Manage' application interface. The 'System Option Maintenance' window is open, displaying a form for editing system options. The 'Option Key' is 807, 'Option Name' is 'Auto PO Day', and 'Option Description' is 'What day to generate the automatic PO.'. The 'Option Value' dropdown menu is open, showing a list of days: 'Every Sunday', 'Every Monday', 'Every Tuesday', 'Every Wednesday', 'Every Thursday', 'Every Friday', and 'Every Saturday'. A red arrow points to the dropdown arrow, and another red arrow points to the 'Every Saturday' option. Below the form is a table of system options.

Option Key	Option Name	Option Type	Option Description	Option Value
804	Percent fo			
805	PO code p			
806	Default file			
807	Auto PO D			Every Saturday
808	Auto PO Time	Purchase	What time to generate the automatic PO.	06:00
809	Default Site Key	Purchase	Default Site Key for New Order.	0
810	Critical Minimum Sto...	Purchase	Percent from the Minimum stock quantity that d...	50
811	Show Supplier' Item ...	Purchase	Show the Supplier' Item Code and Description (...	Yes
812	Auto PO Code	Purchase	Auto PO Code	Yes

Now close this window by clicking on the x.



Search System Options

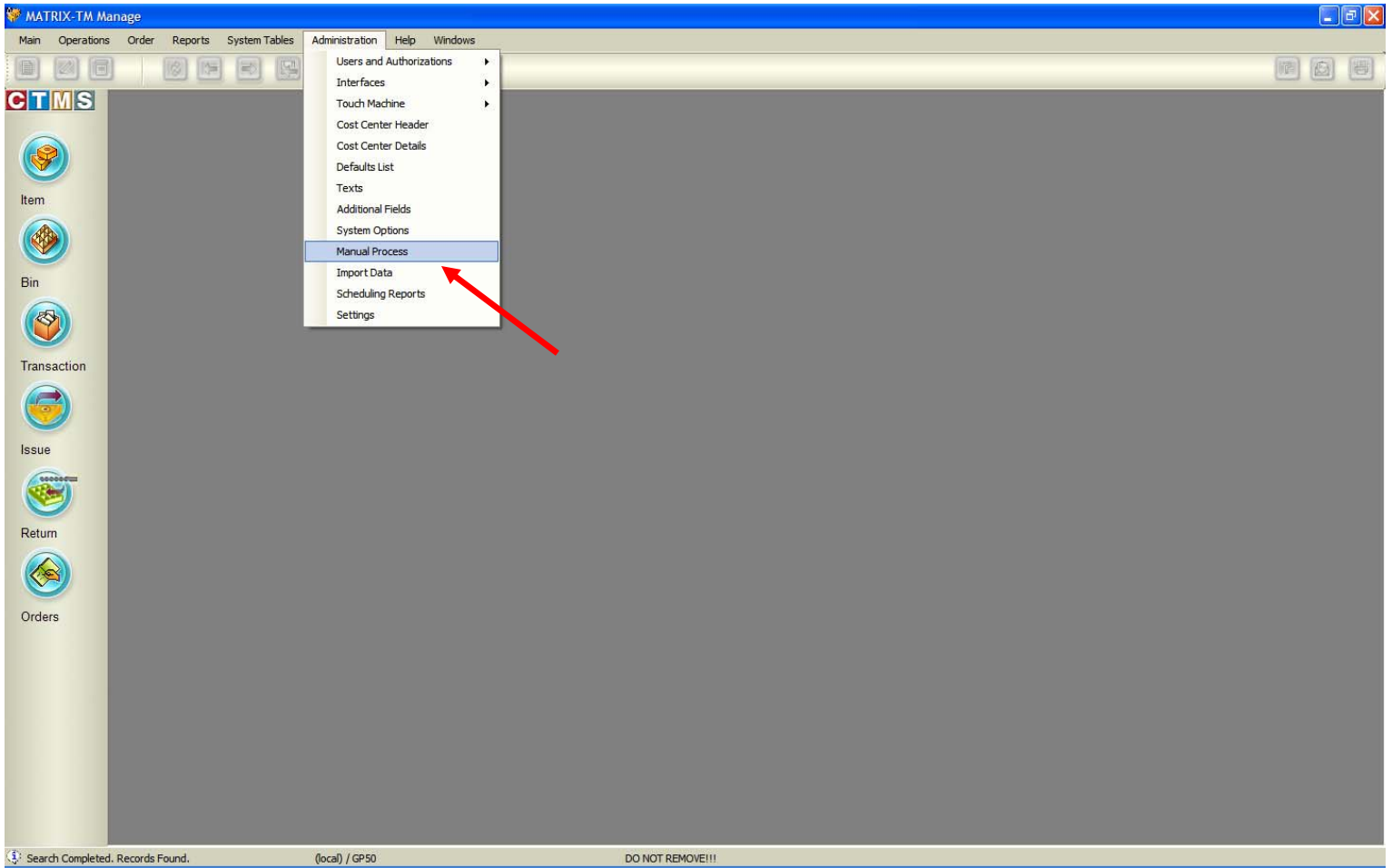
Group: Option Key:

Option Name: Option Description:

Found 11 Records.

Option Key	Option Name	Group	Option Description	Option Value
801	Auto-Purchase print...	Purchase	Auto-Purchase print destination.	E-Mail
802	Auto-Purchase crea...	Purchase	How to run auto purchase: 0=No run, 1= Create...	Create purchase Orders and Se...
804	Percent for consider...	Purchase	For calculating lead times of suppliers, if an ord...	90
805	PO code prefix	Purchase	First part of the Purchase Order number.	XXXX
806	Default file format fo...	Purchase	Default file format for Order.	xls
807	Auto PO Day	Purchase	What day to generate the automatic PO.	Monday, Wednesday and Friday
808	Auto PO Time	Purchase	What time to generate the automatic PO.	06:00
809	Default Site Key	Purchase	Default Site Key for New Order.	0
810	Critical Minimum Sto...	Purchase	Percent from the Minimum stock quantity that d...	50
811	Show Supplier' Item ...	Purchase	Show the Supplier' Item Code and Description (...)	Yes
812	Auto PO Code	Purchase	Auto PO Code	Yes

Now click on Administration and go down to Manual process and click.



Now select Automatic PO Process and click commit

The image shows a software dialog box titled "Manual Process" with a close button in the top right corner. It contains two radio button options: "Monthly Usage Process" (unselected) and "Automatic PO Process" (selected). The "Automatic PO Process" option is enclosed in a dashed rectangular box, and a red arrow points to its radio button. Below these options are three dropdown menus: "Supplier Name:" with "All Suppliers" selected, "Cabinet Name:" with "All Cabinets" selected, and "Site:" with "All Sites" selected. At the bottom of the dialog, there is a text message: "The process might take few minutes!:". Below this message is a "Commit" button, which is highlighted with a red arrow. A horizontal line is visible at the very bottom of the dialog box.

After you click commit and it is processed you will get the following message. Click OK and close the Manual Process window. You are done.

