



EsInventory

User manual

EsInventory

EsInventory is simple and powerful inventory program

by executivpro.com

*You can use this system in your business, office, rental store
and home.*

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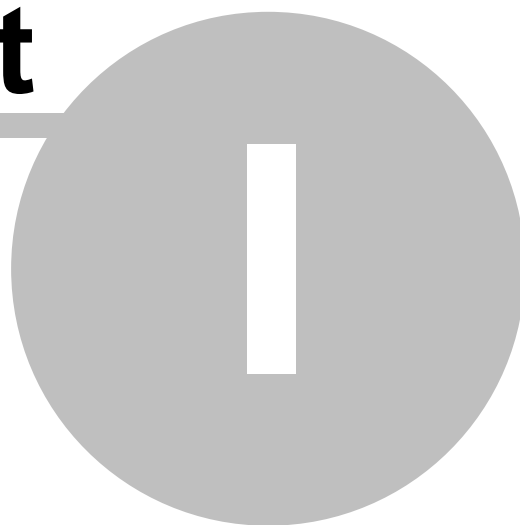
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Part



1 Introduction

1.1 What is EsInventory?

EsInventory is an universal inventory tool with multi-location feature. You can use this program in your business, office, rental store and home. This software will guide you through the creation of item list, tracking receiving, shipping and rental actions. EsInventory has the transfer order function for tracking moving between locations and various types of reports for monitoring your inventory. .

EsInventory Features:

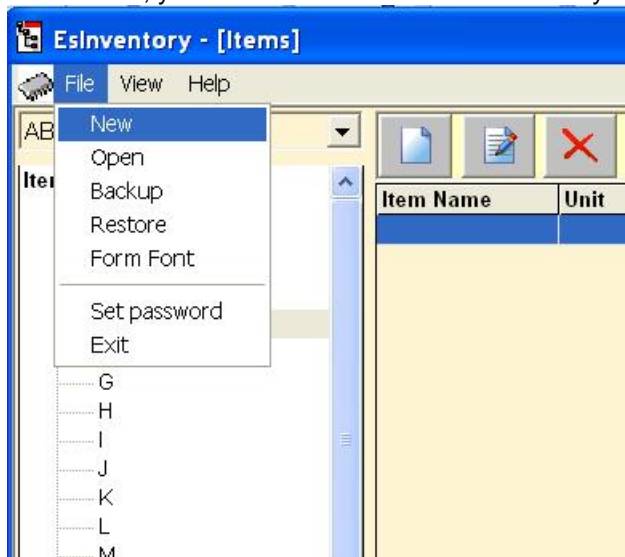
- 1) EsInventory is a multi-user and multi-location system .
- 2) You'll be able to track item costs and sales prices.
- 3) You'll be able to group products in storage location, categories, types, manufacturers and vendors.
- 4) Tracking rental operations as for receiving products as for shipping
- 5) EsInventory calculates real-time on hand stock levels on different locations
- 6) You can create and print various types of management reports.
- 7) The system is protected with data access control.
- 8) The program has the backup and restore inventory database functions.
- 9) Export information into html files.

1.2 How to begin?

Once you are familiar with the EsInventory and have worked through the tutorial, you are ready to create your own inventory database and then add your own data based upon how your organization

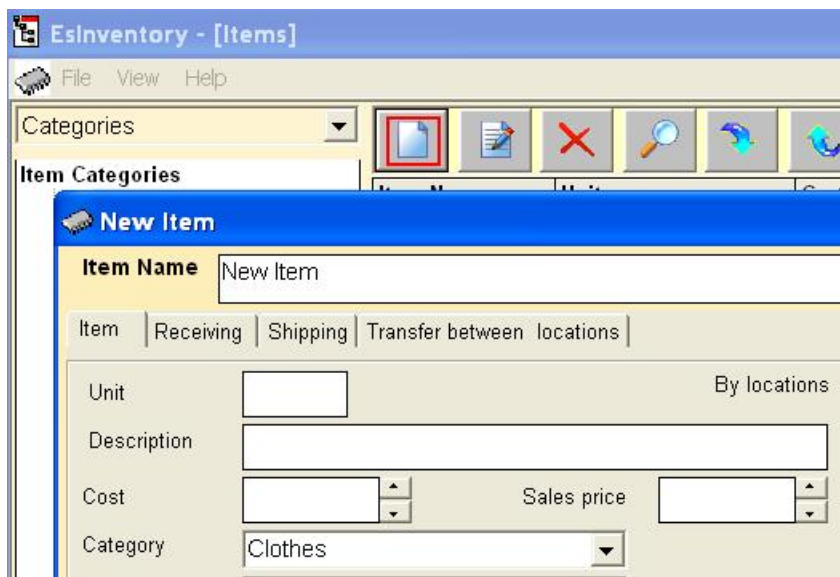
does its business.

First of all, you have to create a new database by clicking the **File** Menu. Select **New**.



This database can be created at own computer or any network computer. If you work with the several companies then create the database for each company.

After creating the database, the system is ready to function all its features as mentioned earlier. You can begin to insert products from your storehouses or rooms into inventory program. Click on the button **New** and enter name and details of your product.



The screenshot shows the 'EsInventory - [Items]' application window. A 'New Item' dialog box is open, allowing the user to add a new item. The dialog has a title bar with a blue background and a yellow border. Below the title bar, there is a 'Categories' dropdown menu. The main area of the dialog contains several input fields: 'Item Name' (with the text 'New Item'), 'Unit' (with a text box), 'Description' (with a text box), 'Cost' (with a text box and a small up/down arrow), 'Sales price' (with a text box and a small up/down arrow), and 'Category' (with a dropdown menu showing 'Clothes'). There are also tabs for 'Item', 'Receiving', 'Shipping', and 'Transfer between locations'. A red box highlights the 'New Item' button in the top right corner of the dialog.

You can enter category and type of the product and add manufacturer or vendor. Click on the button **OK**.



This screenshot shows the 'New Item' dialog box with the following fields filled out: 'Item Name' is 'Jeans', 'Unit' is empty, 'Description' is empty, 'Cost' is empty, 'Sales price' is empty, 'Category' is 'Clothes', 'Type' is 'New', 'Manufacturer' is 'Levi Strauss', and 'Vendor' is empty. A red box highlights the 'Category', 'Type', 'Manufacturer', and 'Vendor' fields. The 'By locations' checkbox is checked. The 'Warranty' and 'Size' fields are also visible on the right side of the dialog.

Program will ask you about a current amount of products on your warehouse and create initial receiving.

The screenshot shows a software interface for creating a new item. The main form is titled "New Item" and has a blue header bar. Below the header, there is a tabbed interface with tabs for "Item", "Receiving", "Shipping", and "Transfer between locations". The "Item" tab is currently selected. The form contains several input fields: "Item Name" (containing "Jeans"), "On Hand" (empty), "Unit" (empty), "Description" (empty), "Cost" (empty), "Sales price" (empty), "Category" (empty), "Type" (empty), "Manufacture" (empty), "Vendor" (empty), "Bar code" (empty), and "Reference No." (empty). A "By locations" section is also visible. A "Save or not" dialog box is overlaid on the form, asking: "You can enter a current on hand amount for this item. Do you want to create initial receiving of new item?". The dialog box has two buttons: "Да" (Yes) and "Нет" (No).

You enter quantity and location at the Receiving form.

Receiving of the Jeans

Date: 7/2/2008

Item Name: Jeans

Quantity: 2

Price: 22.99

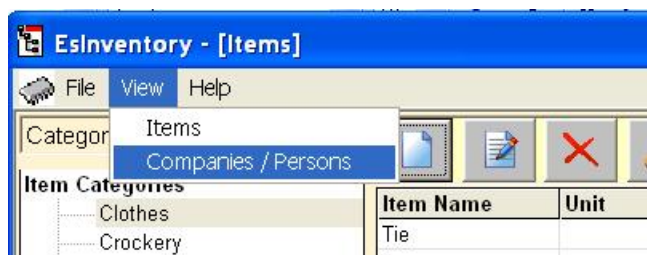
From Company/Person: Frank Smith

To Location: Garage

Rent: ☐

Buttons: OK, Help, Cancel

Program will fill up the lists of categories, types, manufactures and vendors. If you want to add your customers select the menu "View-Companies/Persons"



Click on the button **New** and enter the details accordingly.



You'll be able to track shipping of your items to the customers also. Use the button "Item shipping".

Items

Categories

Item Categories

- Clothes
- Crockery
- Equipment
- Furniture
- Music
- Vehicle

Item Name	Unit	Cost	On Hand
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Shipping of the Jeans

Date: 7/2/2008

Item Name: Jeans

Quantity: 1

Price: 22.99

From Location: Garage

To Company/Person: Hugo Boss

Rent: ☐

If you want to move the item to other location use the button "**Transfer**".

The screenshot displays the 'Items' application interface. A dialog box titled 'Transfer of the Jeans' is open, allowing for a location transfer. The dialog includes the following fields:

- Date:** 7 / 2 / 2008
- Item Name:** Jeans
- Quantity:** 1
- Price:** 22.99
- From Location:** Garage
- To Location:** Floor 2

The background shows a table with the following columns: Item Name, Unit, Cost, and On Hand. The 'Transfer' button in the top toolbar is highlighted with a red box.

Program keeps all your transactions . You can see the tables **Receiving, Shipping and Transfer between locations** at the **Item Edit** form. You can print any forms using the button **Print**.

Items

Categories: Item Categories

- Clothes
- Crockery
- Equipment

Item Name	Unit	Cost	On Hand
Tie		115	3
Jeans		22.99	1


Jeans

Item Name: On Hand:

Item | Receiving | **Shipping** | Transfer between locations

Date	Quantity	Price	Amount	To Company/Person	From Location
7/2/2008	1	22.99	22.99	Hugo Boss	Garage
			0.00		

Total cost:



1.3 System Requirements

- Windows 2000,NT 4,Me XP and Vista;
- 30 MB hard drive space;
- 128 MB RAM;
- Ink or Laser Printer.

1.4 License Agreement

EsInventory

EsInventory and its related software components

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SOFTWARE PRODUCT. Because some states and jurisdictions do not allow the exclusion or limitation of liability, the above limitation may not apply to you.

1.5 Installation

Before installing use EsInventory make sure that your system has the required components. In many cases, you will already have everything you need on your system. Otherwise you have to download the necessary files from and install what you are missing. The following service packs are provided by Microsoft at no charge.

MDAC 2.5 - mdac_type.exe - Standard with Windows 2000/Millennium

Visual Basic Runtime - VBRUN60sp5.exe - Standard with Windows 2000/Millennium

DCOM95 - dcom95.exe - Win 95 ONLY (if requested when installing MDAC 2.5)

For your convenience you may download these service packs from . They are easy to download and install, and will ensure that your system has the necessary system files to run the Bronze Inventory System.

Windows 2000/XP/Millennium/Vista

Windows 2000 and Millennium has everything needed to run Bronze Inventory System.

Windows NT4.0 Should have service pack 6 installed.

Windows 95/98/NT4.0 Should have MDAC 2.5 installed, please download from http://www.microsoft.com/data/download_25SP2.htm

Should have Visual Basic Runtime installed, please download from <http://download.microsoft.com/download/vb60pro/Redist/sp5/WIN98Me/EN-US/vbrun60sp5.exe>

While installing MDAC 2.5 on Windows 95, a message may be displayed requesting DCOM be installed. Normally, it will have already been installed by another application and you will not see this message. If you get a request for DCOM, please download and install dcom95.exe from <http://www.microsoft.com/com/dcom/dcom95/download.asp>.

or dcom98 for Windows 98 from <http://www.microsoft.com/com/dcom/dcom98/download.asp>

If your system has MDAC 2.6 installed, download and install the Microsoft Jet 4.0 Service pack. http://www.microsoft.com/data/download_Jet4SP3.htm

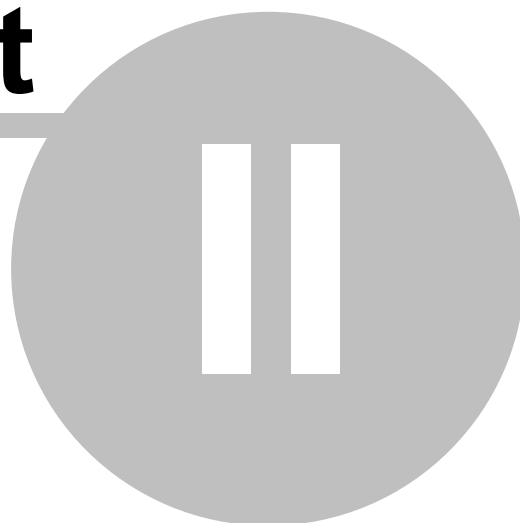
Multi-user using

You have to install EsInventory on each your computer and locate the file esinvent.mdb in a shared folder. Then you can run all programs and connect all their to the file esinvent.mdb in the shared folder using the menu **File-Open**.

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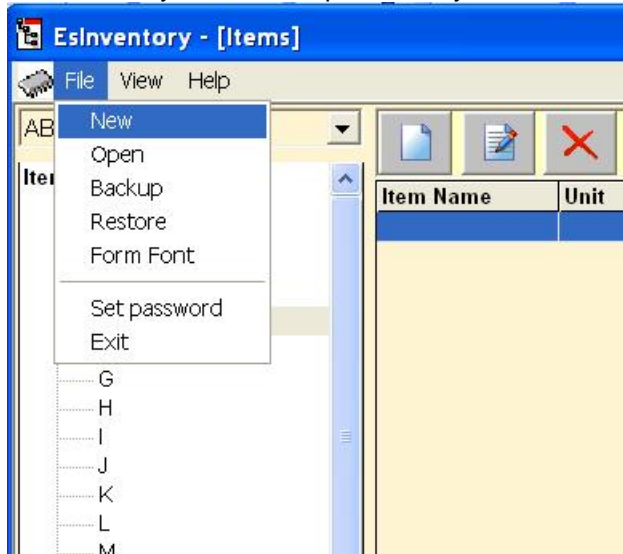
Part



2 Main Menu

2.1 New Database

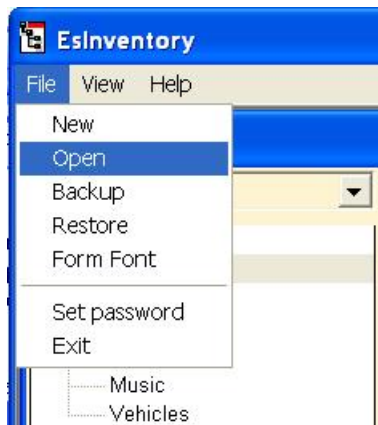
The system is delivered with the demo database "esinvent.mdb". You can use it for practical work. If you work with several companies you can create for each one a separate database. If you want to create a new database select in the menu "**File**" the item "**New**". You can create the database on your own computer or any network computer.



You have to enter a name of the new database in the appeared dialog box. If the database already exists the program will alert about it and if you ignore it, the program will replace the existing one. Now you can connect to the new database using the menu item **Open**.

2.2 Open Database

When you open the program, it takes you to its connected the default database "esinvent.mdb". But if you need to be connected to another database, click the Menu "**File -Open**" and select a location in the dialog box.



Then enter "OK" and EsInventory will close. You'll have to launch the program again. The program will keep the last database and will fill out the program forms and data lists using this database.

2.3 Backup

It is very important to secure your business data through the backup system using Flash device, Re-Writeable CD's or any other Hard Drives. To do so, click the Menu "File" and select the item "Backup". In the appeared dialog box, choose a location and enter a name for the backup file and save it in any of the available backup drives



2.4 Restore

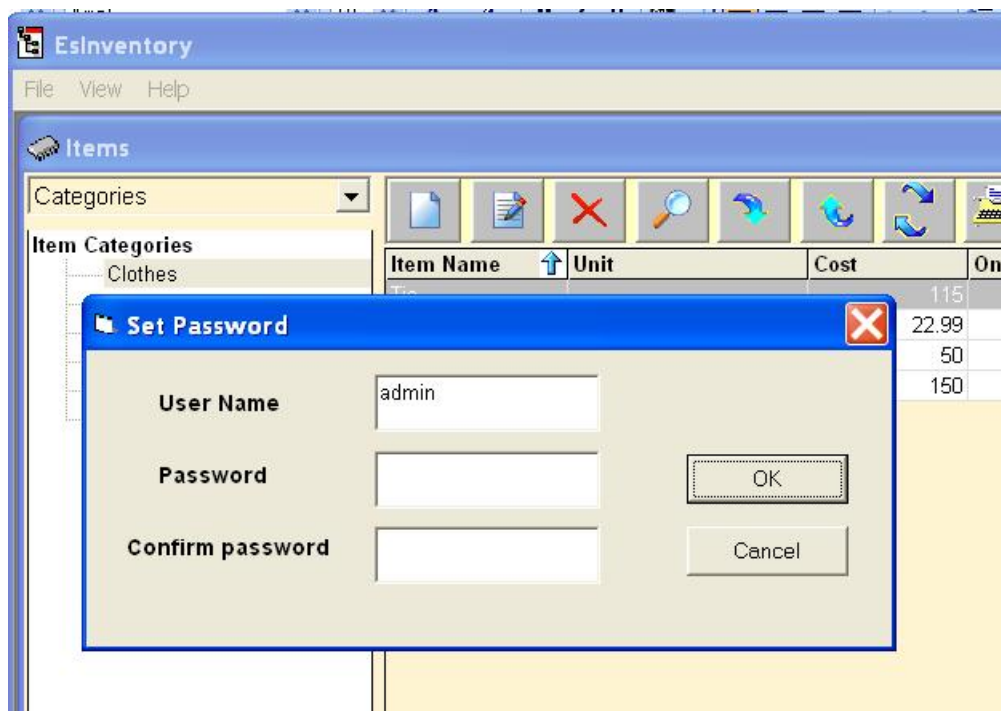
If you want to restore your data from your backup files in the menu **File** select the item **Restore** and in the appeared dialog box , choose the location of the backup file and click the button **OK**.

2.5 Forms Font

With this function, you can change the program default font and color to any other desired ones.

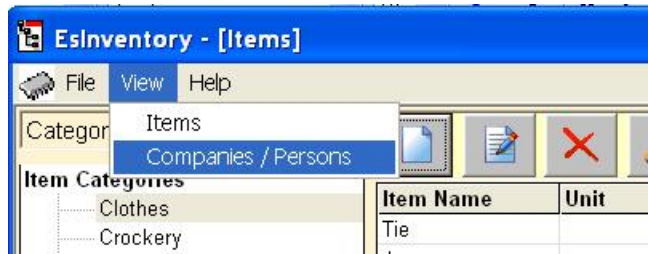
2.6 Set password

The program is protected with data access control. It can restrict the unauthorized users from having full access to the database by limiting their access to certain management or confidential information. If you want to set a password on your inventory information. Use the menu **File-Set Password**. Enter an user name or use the default name "admin" and enter your password and confirm it. If you want to use the ExInventory without password enter empty fields.



2.7 View

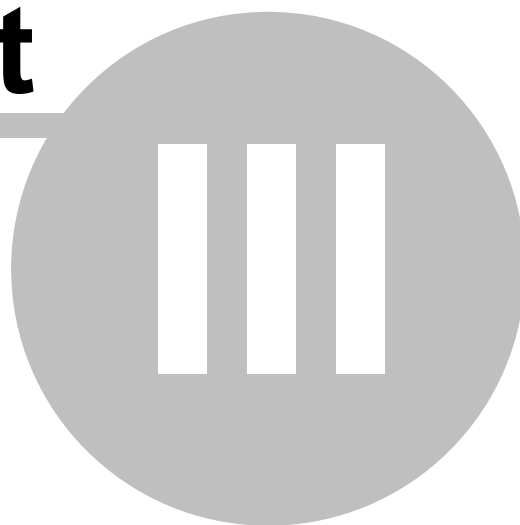
You can call the **Company list** and **Item list** using the menu items **View-Items** and **Companies/Persons**



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3 Companies / Persons

3.1 Companies List

The form **Companies** allows to manage creating, editing, deleting, sorting, filtering of companies and persons and printing reports. You can get to the Company list by selecting the menu **View** on the Main Form .

Full Company Name	City	State	Phone
Goldman Sachs			
Furniture store			
Hugo Boss			
Frank Smith			
Home automation			
Harley			

Functions:

New

If you want to add a new company, click on the button "**New**" and fill out the **Company** form.

**Edit**

If you want to edit a company features, click on the button "**Edit**" and change the required fields in the **Company** form.

Delete

To delete a company click on the button "**Delete**" and confirm your request to delete. You cannot delete the company if it still active in any operation.

Find

If you want to find a company by description, number, phone click on the button "**Find**" and enter what you want to find in the appeared dialog box. This function searches for concurrence in any part of all list fields.

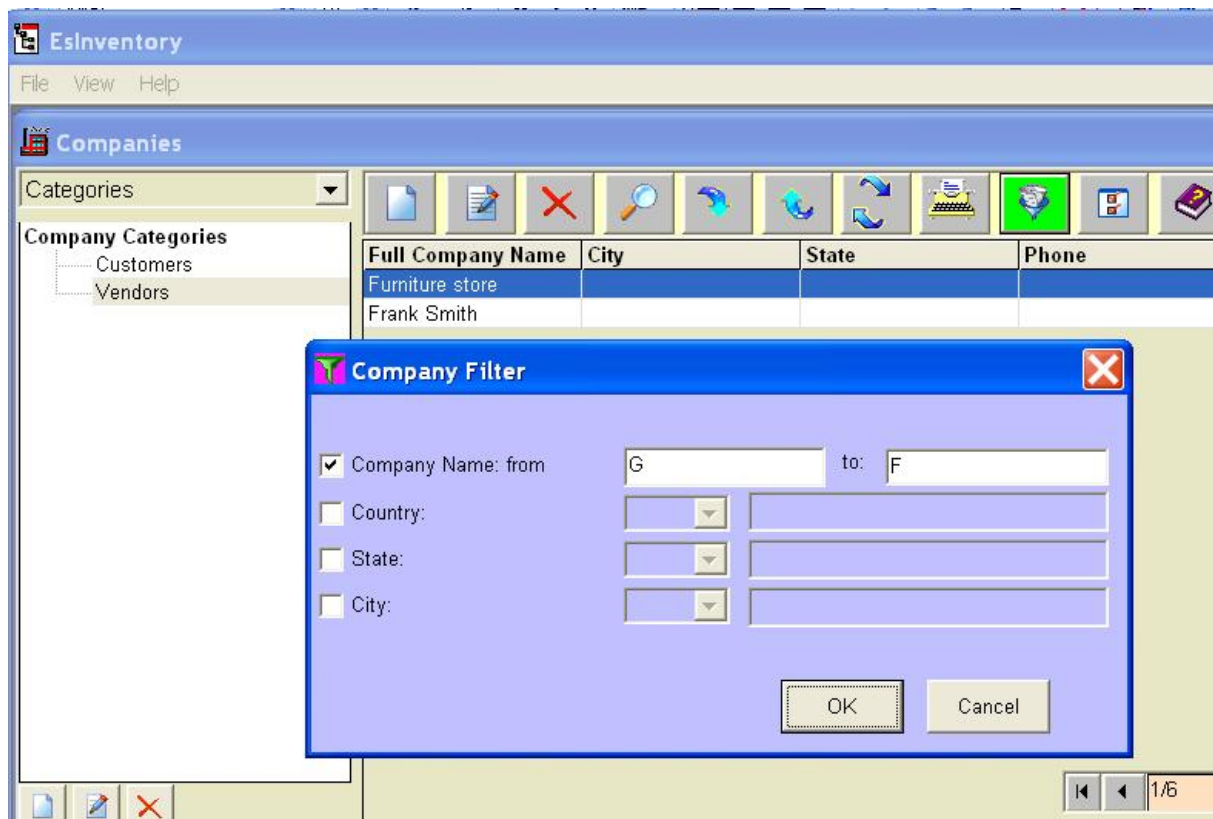
Print List

To print the company list click on the button "**Print List**".

Filter

If you want to show on the screen only part of the company list, click on the button "**Filter**" and enter what you want to select in the appeared dialog box. Pay attention that after filtration the button "Filter" to

be highlighted by green light.



Options

When you click the button " **Options** " , you can select fields for showing in the company list .

Help

Call the ExInventory Help.

You can sort the list for any field having clicked the mouse on title of field .

3.2 New Company

To create a new Company click the button "**New**" on the Company list form.

Fields:

Company name

You must enter a company name. This name will be used at the documents, material and money actions. Name is enough for creation of the new company.

Type ,Category

These fields are used for classification of the company. You can sort and select by Type or Category in the Company list . The fields Type and Category are used in the left tree view panel of the company

list.

Parent Company

This field for branch of other company.

Billing and Shipping Address

The billing address is where you should send purchase orders to. The shipping address is where you ship products to. These addresses will appear on the top of your purchase orders. You can use a button "=>" for copying the billing addresses into the shipping address.

E-Mail

In the field E-Mail you must enter the e-mail address of this company. That allows you to send by e-mail . If you click the button "E-mail", it can send the letter immediately from this form.

Comment

To enter any special notes about the company.

Part

IV

4 Items

4.1 Items List

The Item List Form allows to manage creating, editing, deleting, sorting, filtering of materials . You can get to the material List by selecting the View Menu at the Main Form .

Item Name	Unit	Cost	On Hand
Tie		115	3
Jeans		22.99	1
Jeans		50	2
Helmet		150	1

Functions:

New

If you want to add a new item, click on the button "**New**" and fill out the appeared Item edit form.

Edit

If you want to edit the item features, click on the button "**Edit**" and edit fields in the appeared Item edit form.

Delete

If you want to delete a Item, click on the button "**Delete**" and confirm your wish to delete. You can't delete the item, if you've assigned material actions to this item.

Find

If you want to find a Item by name or bar code click on the button "Find" and enter what you want to find in appeared dialog box. This function searches for concurrence to any part of all list fields.

Print List

To print the Item list click on the button "Print".

Filter

If you want to show on a screen only part of the Items list click on the button "Filter" and enter what you want select in appeared dialog box. Pay attention after filtration on the button "Filter" to be highlighted by green light.

Options

When you click the button " **Options** ", you can select fields for showing in the Item list

Help

Call the ExInventory Help.

You can sort the list for any field having clicked the mouse on title of field .

4.2 New Item

To create a new Item click the button "New" on the Item list form.

The screenshot shows the 'EsInventory - [Items]' application window. A 'New Item' dialog box is open, displaying the 'Item' tab. The 'Item Name' field contains 'New Item'. Below the tabs, there are input fields for 'Unit', 'Description', 'Cost', 'Sales price', and a dropdown for 'Category' set to 'Clothes'. A 'By locations' checkbox is also present. Above the dialog, a toolbar contains icons for creating, editing, deleting, and searching items.

Fields:

Item name

You must enter the Item name. This name will be used at the documents, material and money actions. Name is enough for creation of a new Item.

Type ,Category

These fields are use for classification of the Item You can sort and select by Type or Category in the Item list . The fields Type and Category are used in the left tree view panel of the Item list.

Cost

How much the material costs for you.

Sales price

If you plan to sell this product.

On hand

The program calculates this field using information about receiving and shipping .

By Location

The program calculates amount of item on each location using information about transfers.

Manufacturer

You can enter manufacturer of this product

Vendor

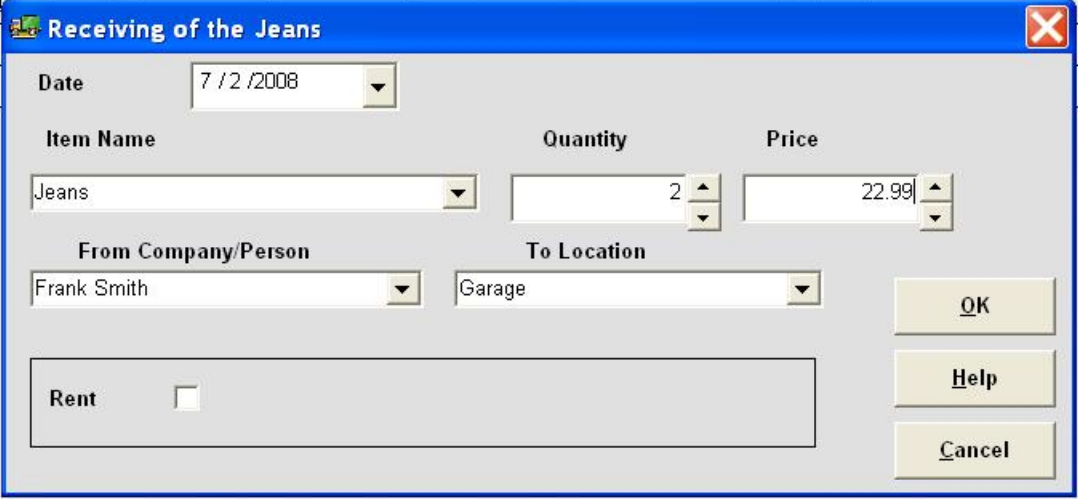
It is last Item vendors.

Comment

To enter any special notes about the Item

4.3 Item Receiving

The Item Receiving Form allows to track receiving of products in your storehouses and rooms. You can call the Item Receiving Form clicking on the button "Item Receiving".



The screenshot shows a software window titled "Receiving of the Jeans". It features a date picker set to 7/2/2008, a dropdown for "Item Name" showing "Jeans", a numeric spinner for "Quantity" at 2, and a numeric spinner for "Price" at 22.99. Below these are dropdowns for "From Company/Person" (Frank Smith) and "To Location" (Garage). A "Rent" checkbox is present and unchecked. On the right, there are "OK", "Help", and "Cancel" buttons.

Fields:**Date**

You can select a date from the calendar which will appear after click on the field "Date".

Item name

If you open the Receiving form from the Item list you'll see the same product in this field. If you open the Receiving Form from the Company List you should select the product from the drop down list.

Quantity and Price

It is fields for received quantity and vendor price of the product.

From Company/Person

You can select a vendor name from drop down list or enter name of a new vendor from your keyboard.

To Location

You should select or enter a Location name for the received product.

Rent

You use this check box only if you receive this product on loan. You should select the Date of return this product in the special field .

4.4 Item Shipping

The Item Shipping Form allows to track shipping of products from your storehouses to customers. You can call the Item Shipping Form clicking on the button "Item Shipping".

The screenshot shows a software interface for managing items. A background window titled 'Items' displays a table with columns: Item Name, Unit, Cost, and On Hand. Overlaid on this is a 'Shipping of the Jeans' form. The form has a title bar and a toolbar with icons for file operations and navigation. The form fields include: Date (7/2/2008), Item Name (Jeans), Quantity (1), Price (22.99), From Location (Garage), To Company/Person (Hugo Boss), and a Rent checkbox.

Fields:**Date**

You can select a date from the calendar which will appear after click on the field "Date".

Item name

If you open the Shipping form from the Item list you'll see the same product in this field. If you open Shipping Form from Companies List you should select the product from the drop down list.

Quantity and Price

It is fields for shipped quantity and sales price of the product.

To Company/Person

You can select a Customer name from the drop down list or enter name of a new customer from your keyboard.

From Location

You should select or enter a Location name for the shipped product.

Rent

You use this check box only if you ship this product on loan. You should select the Date of return this product in the special field .

4.5 Transfer between locations

You buy goods and dispose them in different storehouses and rooms. You can track quantity of the products in the each locations when you create Item Receiving and Item Shipping. When you move products from one locations to other you can use the Transfer between locations form.

Click on the button **Transfer** between location at the Item List.

Fields:

Date

You can select a date from the calendar which will appear after click on the field "Date".

Item name

If you open the Transfer form from the Item list you'll see the same product in this field.

Quantity and Price

It is fields for shipped quantity and sales price of the product.

To Location

You can select a Location name from the drop down list or enter a name of a new Location from keyboard. It is destination for the moved product.

From Location

You should select the Location as source for the moved product.

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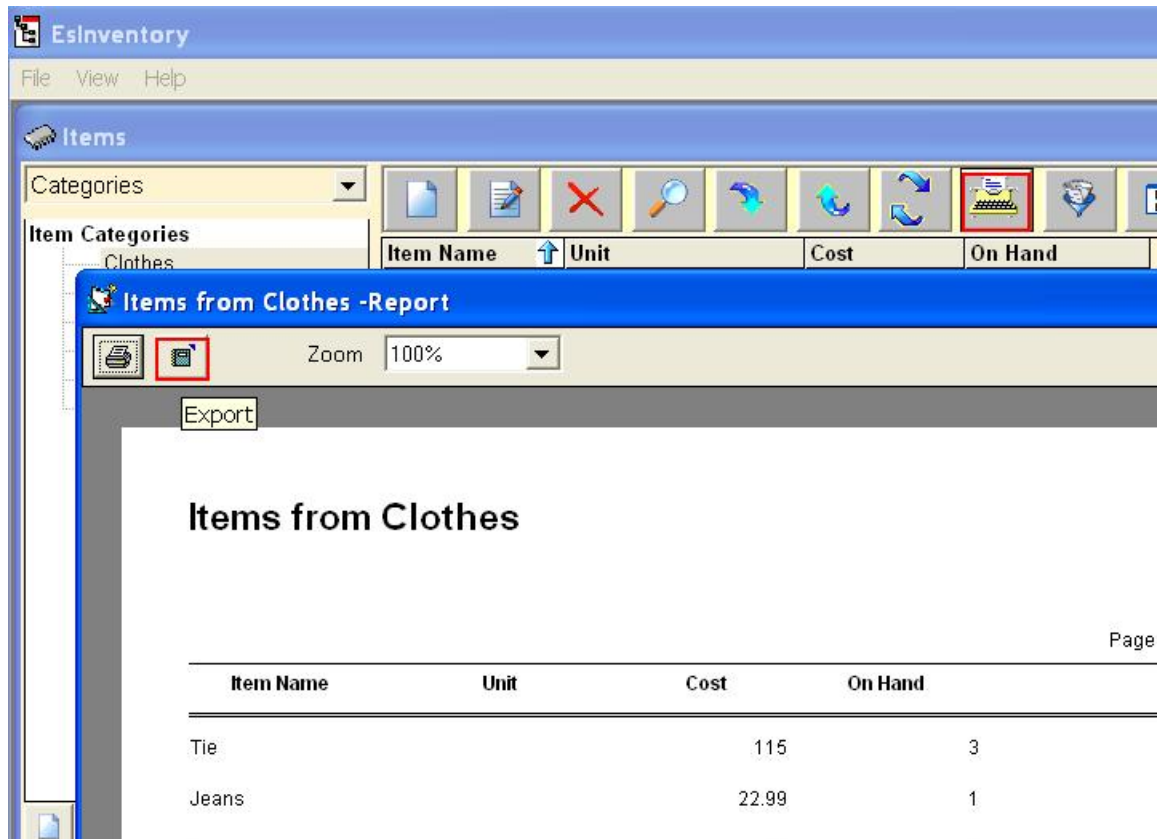


V

5 Export data

5.1 Txt and HTML files

You can export information about your Customers, Vendors and Items to the standard txt and html files. Click on the button **Print List** at the Company List or Item List. Select the button **Export** at the Report Preview form. Enter a file name and save report as txt or html file. You can use this feature at the Item Edit form for the Receiving, Shipping and Transfer tables.



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<http://www.executivpro.com>