

2010

BIS.Net Data Editor – User Manual



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BIS.Net Data Editor

User Manual

This user manual has been written for the BIS.Net Champions of the BIS.Net Data Editor.

Overview

The BIS.Net Data Editor is an on-line application, available to all BIS.Net Champions across all sites to view and modify data for their lines. As the BIS.Net Data Editor is password protected to prevent unauthorized usage, all BIS.Net champions will be provided a username and password for their site. This means that BIS.Net champions will only be able to view and modify data for their lines ONLY.

The BIS.Net Data editor has two user levels, each with different permissions. They are:

- **Administrators**
- **Site Users (BIS.Net Champions)**

Administrators

Administrators have full rights to the BIS.Net Data Editor. The appointed administrators of the BIS.Net data editor are responsible for the entire application and are able to: *view data, update/delete data, exclude/include results for reporting purposes, enter/modify specifications and enter/modify the BIS.Net configuration table.*

Qtech International has been appointed the administrators of the BIS.Net Data Editor.

Site Users (BIS.Net Champions)

The BIS.Net champions are the appointed site users. The BIS.Net Champions have limited rights and are only able to access and modify their sites data ONLY! BIS.Net champions are able to: *view data and exclude/include data for reporting purposes.*

BIS.Net champions are not able to: *edit/delete data, enter/modify specifications and enter/modify the BIS.Net configuration table.* The administrators will need to be contacted for this.

The remainder of this user manual will now cover the following topics:

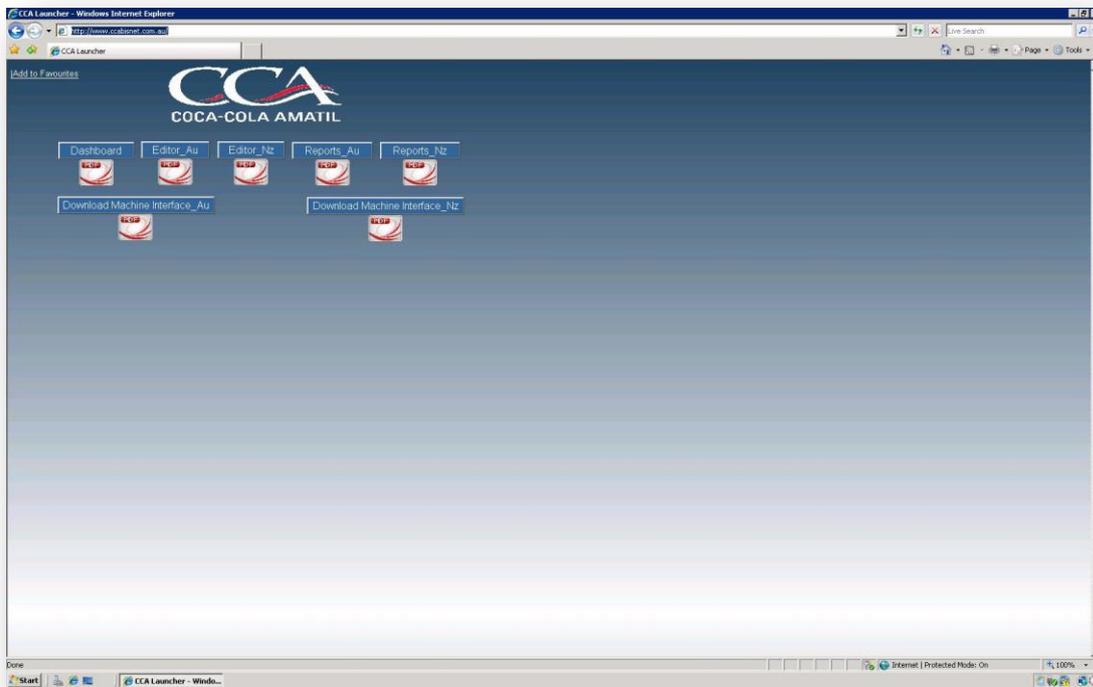
- *Login to the BIS.Net Data Editor*
- *Filtering & viewing data*
- *Clearing the filter box*
- *Bulk editing*

- *Excluding/including data for reporting purposes*
- *Adding new specifications*
- *Editing specifications*
- *Removing specifications*
- *Adding to the BIS.Net configuration table*

Login to the BIS.Net Data Editor

To login to the BIS.Net Data Editor, please follow these instructions.

1. Load your Internet Explorer.
2. In the address bar type: www.ccabisnet.com.au
3. The following launch pad will be displayed, enabling you to launch the different BIS.Net web applications and documentation.



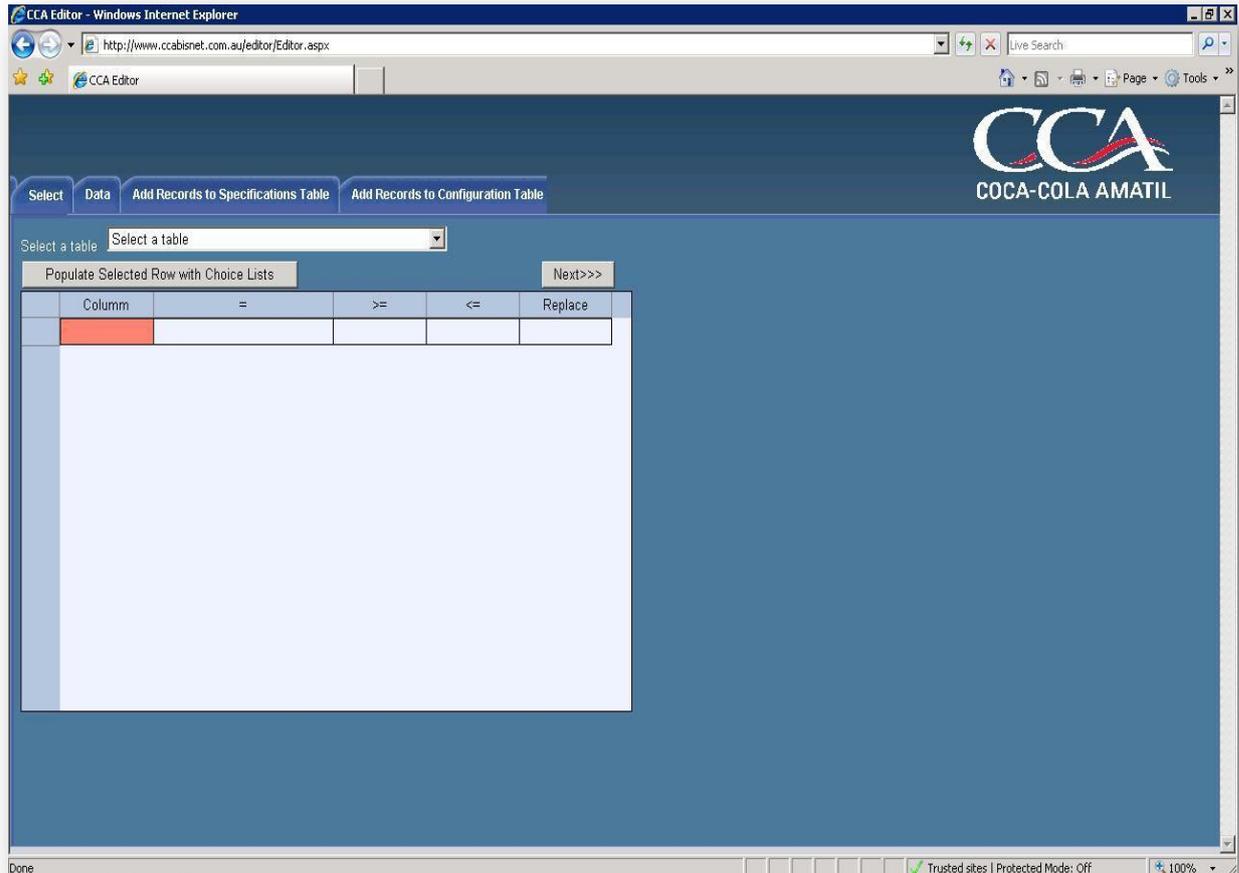
4. Click on the '**Editor_Au**' button for Australia and '**Editor_NZ**' for New Zealand.



5. The BIS.Net Data Editor will load, prompting for a username and password.



6. Enter your username and password and press the **'Log-in'** button.
7. You will be directed to the **'Select'** screen, ready to commence your session.



The layout of the BIS.Net Data Editor is as follows:

The BIS.Net Data Editor is divided into TABS. These TABS are: 'Select', 'Data', 'Add Records to Specifications Table' and 'Add Records to Configuration Table'.

- The 'SELECT' TAB displays the main screen which enables you to filter data for viewing.
- The 'DATA' TAB displays the filtered data.
- The 'ADD RECORDS TO SPECIFICATIONS TABLE' TAB is used to enter new specifications (Administrators ONLY).
- The 'ADD RECORDS TO CONFIGURATION TABLE' TAB is used to apply Machine Interface line settings (Administrators ONLY).

Please Note:

The BIS.Net launch pad, www.ccabisnet.com.au, may be set up as a 'favourite'. To set up as a favourite, load the launch pad, and then click on the 'Add to Favourites' link, located at the top left hand side of the screen.

Filtering and Viewing data

To filter data for viewing/editing purposes, please follow these instructions.

1. From the 'Select a Table' drop down list, select the appropriate table.
2. A filter box will be displayed as shown below.

Column	=	>=	<=	Replace
Record				
Date				
Time				
Location				
Line	211			
Process_Order				
Flavour				
Packaging				
Brix				
LabBrix				
Carbonation				
LabCO2				
Oxygen				
Alcohol				
LabAlcohol				
Micrometer				
Carbotrol				
Tank_Pressure				
Line_Pressure				
Temperature				
Tester				
Comments				
SaveFlag				

3. A line number, applicable to the user login, will be displayed. If you click on this drop down list, all other lines also applicable to the user login will be listed.

The structure of the filter box is as follows:

Column: Lists all of the fields in the selected table.

=: Enables you to filter data that is equal to the value entered under this column for the corresponding field.

>=: Enables you to filter data that is equal to or greater than the value entered under this column for the corresponding field.

<=: Enables you to filter data that is equal to or less than the value entered under this column for the corresponding field.

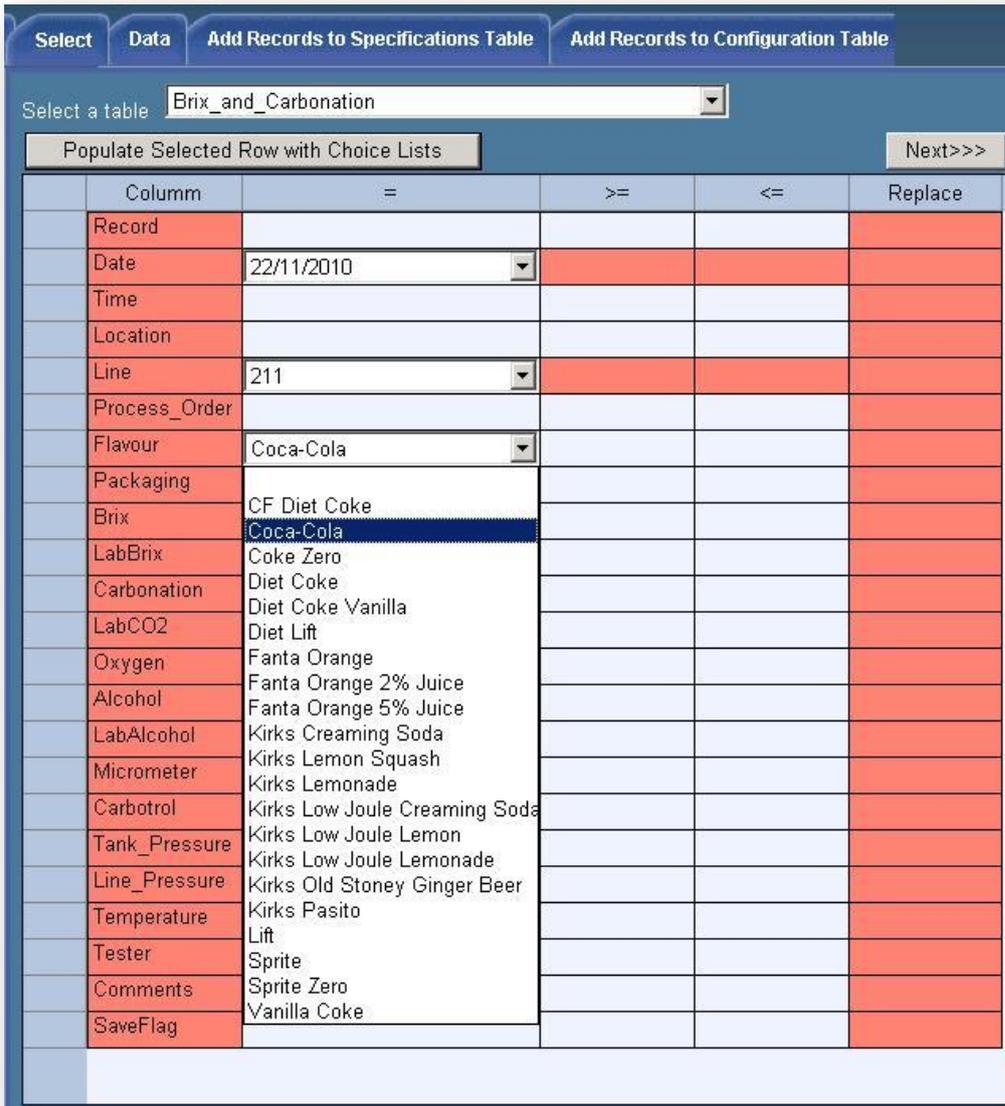
Replace: If you are updating an existing value with a new value, then the new value needs to be entered under this column for the corresponding field. (Only the Administrators will be able to carry out this function).

- Using the above descriptions as a guide, specify your filters into the filter box. An example is shown below.

The screenshot shows a software interface for configuring filters. At the top, there are buttons for 'Select', 'Data', 'Add Records to Specifications Table', and 'Add Records to Configuration Table'. Below these is a dropdown menu for 'Select a table' with 'Brix_and_Carbonation' selected. A button labeled 'Populate Selected Row with Choice Lists' is visible. The main part of the interface is a table with the following structure:

Column	=	>=	<=	Replace
Record				
Date	22/11/2010			
Time				
Location				
Line	211			
Process_Order				
Flavour	Coca-Cola			
Packaging				
Brix				
LabBrix				
Carbonation				
LabCO2				
Oxygen				
Alcohol				
LabAlcohol				
Micrometer				
Carbotrol				
Tank_Pressure				
Line_Pressure				
Temperature				
Tester				
Comments				
SaveFlag				

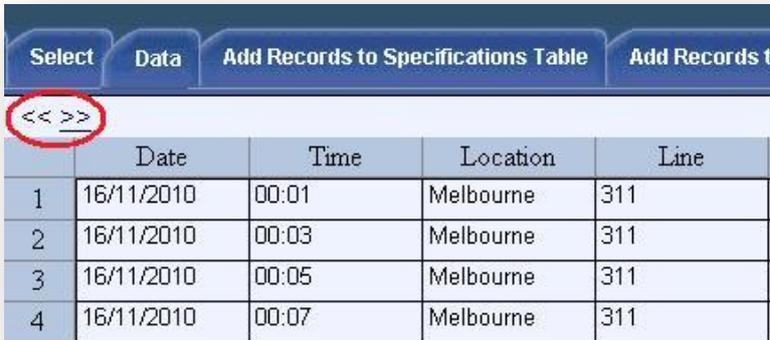
- ALTERNATIVELY**, instead of entering values directly into the filter box, you may select your filtering criteria from choice lists. To do this, click on the cell where you will be entering a filter and press the **'Populate Selected Row with Choice Lists'** button. The cell in which you have selected, will display a choice list, listing all of the values for the selected field, as shown over the page.



- Press the 'Next>>>' button to view the data. You will be directed to the 'Data' tab, which will display the data which you have just filtered.



7. Depending on how much data is returned, you may need to scroll through multiple pages to view all of the data. To scroll through the multiple pages, click on the appropriate arrows, directly underneath the **'Select'** TAB, but above the grid displaying the data.



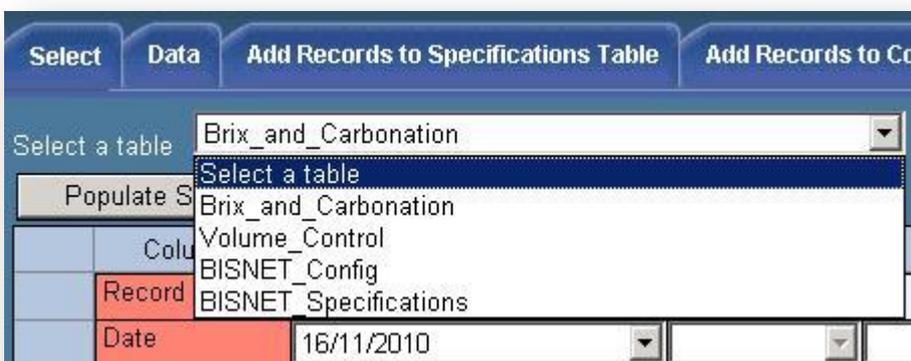
	Date	Time	Location	Line
1	16/11/2010	00:01	Melbourne	311
2	16/11/2010	00:03	Melbourne	311
3	16/11/2010	00:05	Melbourne	311
4	16/11/2010	00:07	Melbourne	311

Please Note:

1. When displaying choice lists on the filter box, if filters have already been assigned for other fields, then after pressing the **'Populate Selected Row with Choice Lists'** button, the values listed in the selected choice list will be based on the filters already assigned. *For example, if you have specified a date and wish to display a choice list for the **'Flavour'** field, the flavours which will be displayed in the choice list will be based on the date which you have specified earlier.*
2. It is highly recommended to filter data rather than extracting the entire data stored in the selected table, to obtain the best performance.
3. You cannot enter values into the **'Red'** cells. You can only enter values into the **'White'** cells.
4. You can only filter by a single date only, as if a mistake is made, it affects the entire range.

Clearing the Filter Box

To clear the filter box, from the drop down list, choose, **'Select a Table'**. This will clear the filter box.



Populate S	Colu	Record	Date
			16/11/2010

Bulk Editing

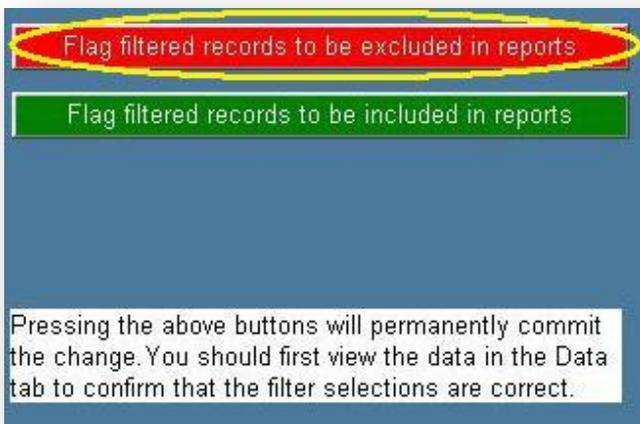
Bulk editing is for editing or removing large volumes of data. However, only the administrators have the permissions to do this. If there are large volumes of data which needs updating or removing, please contact the administrators. BIS.Net Champions are not be able to modify or remove data.

Excluding/Including records for reporting purposes in BULK

Records can be flagged to be excluded from reporting in bulk. Records which have been flagged to be excluded from reporting have not been deleted from the database. They are only simply not included in the reports.

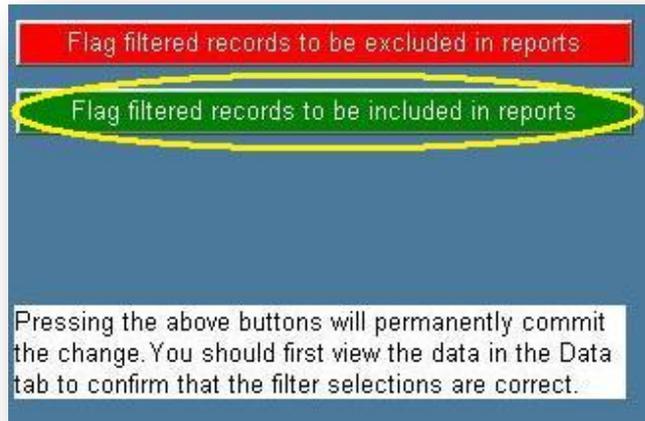
To exclude results for reporting, please follow these instructions:

1. Select the table and filter the data which needs updating.
2. After the data has been extracted and displayed, check to see if correct data set has been returned. If it has, click back to the '**Select**' tab to display the filter box, and press the '**Flag filtered records to be excluded in reports**' button.



To include these records back for reporting purposes, please follow these instructions

1. Complete Steps 1 & 2, listed above, except this time, press the '**Flag filtered records to be included in reports**' button.



Please Note:

1. When excluding records from reporting, the username is automatically stamped next to all records which have been excluded under the '**Comments**' field.
2. After you have reverted the changes back to the original, the username will be removed from the '**Comments**' field.
3. When excluding/including results, it is recommended that you re-load data to confirm if the change has been successful. To check if the change has been successful, after you have re-loaded the data and have been automatically directed to the '**Data**' TAB, scroll across to the '**Save Flag**' column. If you have excluded results, then the value **0** should be displayed. If you have included results, then the value **1** should be displayed.

Excluding/Including 'individual' records for reporting purposes

There will be many times where you will not want to exclude/include ALL records which you have filtered. Instead you may only want to exclude ONLY several records in the data which you have filtered.

To exclude individual records manually, please follow these instructions.

1. Select the table and filter the data which needs updating.
2. After the data has been extracted and displayed, check to see if the correct data set has been returned. If it has, whilst remaining on the '**Data**' TAB, scroll across to the '**Save Flag**' column and change the appropriate values from **1** to **0**.

Comments	SaveFlag	StopFlag
	0	
	1	
	1	
	1	
	1	
	1	
	1	
	1	

3. Press the UPDATE button. The UPDATE button has a TICK displayed on it and is displayed at the bottom left hand side of the screen.

45	17/11/2010	09:47	Melbourne	311
46	17/11/2010	09:49	Melbourne	311
47	17/11/2010	09:51	Melbourne	311
48	17/11/2010	09:53	Melbourne	311
49	17/11/2010	09:55	Melbourne	311
50	17/11/2010	09:57	Melbourne	311

To include these individual records back for reporting purposes, please follow these instructions.

1. Complete steps 1 to 3, listed above. Except this time, change the appropriate values under the 'Save Flag' from 0 back to 1.

Comments	SaveFlag	StopFlag
	0	
	1	
	1	
	1	
	1	
	1	
	1	
	1	

Please Note:

1. When excluding records from reporting, the username is automatically stamped next to all records which have been excluded under the '**Comments**' field.
2. After you have reverted the changes back to the original, the username will be removed from the '**Comments**' field.
3. When excluding/including results, it is recommended that you re-load data to confirm if the change has been successful. To check if the change has been successful, after you have re-loaded the data and have been automatically directed to the '**Data**' TAB, scroll across to the '**Save Flag**' column. If you have excluded results, then the value **0** should be displayed. If you have included the results, then the value **1** should be displayed.

Adding Specifications

Please contact the administrators if new specifications are required.

Edit existing specifications

Please contact the administrators if specifications need to be modified.

Removing specifications

Please contact the administrators if specifications need to be removed.

Adding to the BIS.Net Configuration table

The BISNet Configuration table is used to configure standard Machine Interface settings across all lines. These settings include: n Points, sample frequency, start-up time, max records, save intervals, purge days, version, plus more.

These settings are configured *nationally*. Although default settings have been standardized across all sites, some sites are unique, and thus each line can be configured differently. For example, 1 production line could require longer start up time or another site may have many more filler stoppages and thus will need to adjust the time for the Machine Interface to start saving again when the filter starts up again.

If you need any of the above settings changed to suit your line, please contact the administrators.