

Ink Manager

Training Manual

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Windows® Ink Manager – An Explanation

Windows® Ink Manager from Vale-Tech is an effective computerised ink management system.

It maintains information on recipe formulations and base colours, provides accurate weighing facilities, manages the stock and inventory information and provides full reporting functions.

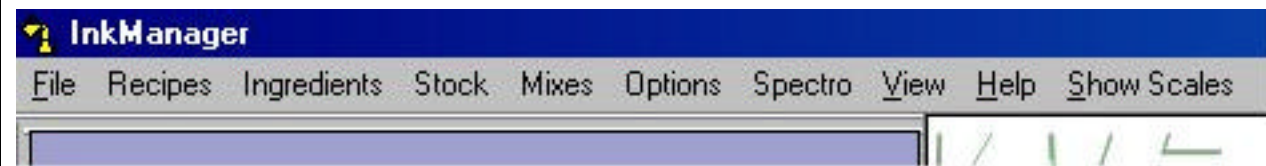
The Main Menu Bar directs you to the main areas of operation. By selecting any one of the options from the Main Menu Bar, the services related to the option selected become available.

However, some areas will inter-relate and can often be accessed from alternative areas when in normal operation.

DON'T START THE INK MANAGER PROGRAM JUST YET.

Please take the time to read the first few pages until we get to the point when we start to use Ink Manager.

Main Menu Bar



Windows® Ink Manager – An Explanation

FILE

Pressing the **FILE** option, offers the following functions...

Database – can be secured and restored and recipe formulation files can be imported into the system automatically.

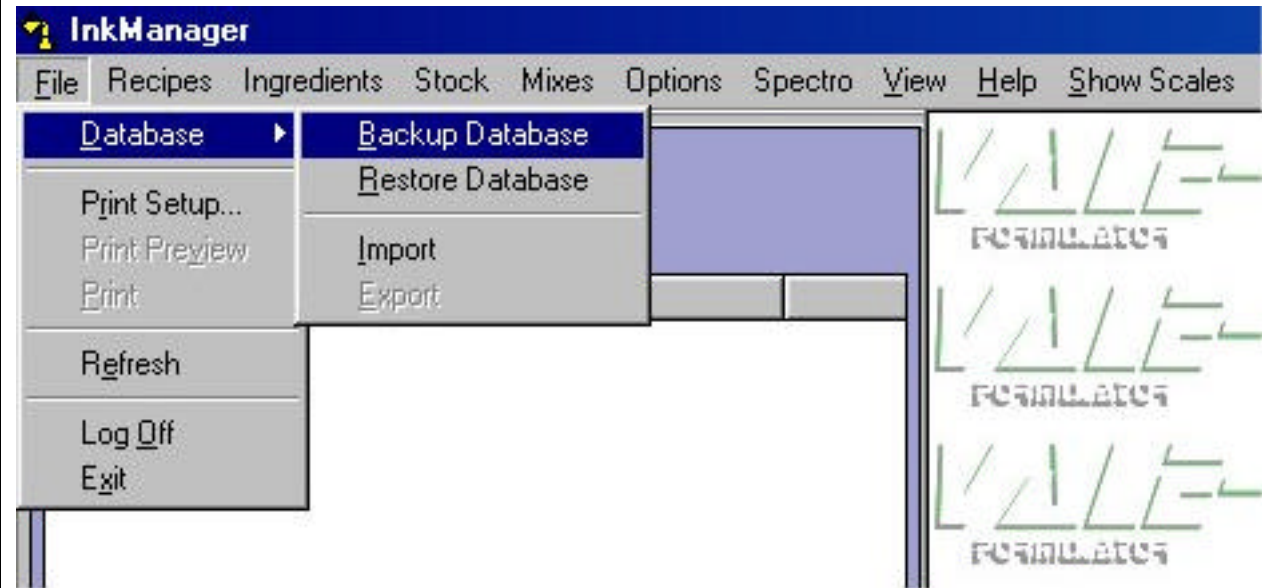
Print Setup – sets the criteria for the main report printer attached to the system.

Refresh – refreshes the list of the current recipe formulations being displayed.

Log Off – signs you off as the current named user and allows anyone else to sign into the system with a new user name and password.

Exit – exits the Ink manager program completely.

Menu Options



Windows® Ink Manager – An Explanation

RECIPES

Pressing the **RECIPES** option, offers the following functions...

New – allows you to add a new recipe formulation.

Edit – allows you to change the information in a recipe formulation. Here you can add or remove base colours and change the values of any of the base colours.

Edit Stock Record – allows you to change the information held against the selected recipe formulation.

Copy – will copy one recipe formulation to create another.

Delete – will remove a recipe formulation.

Blend – starts the weighing procedure and lets you mix a recipe formulation.

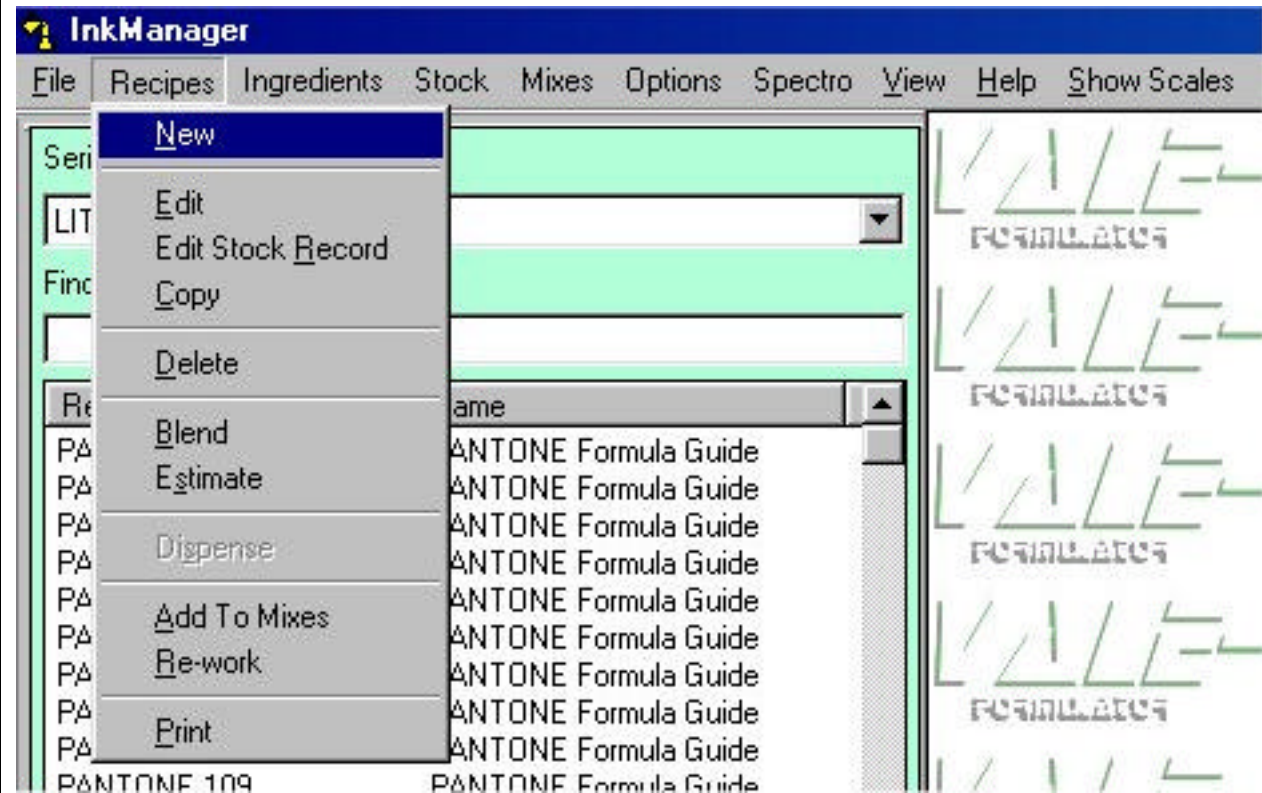
Estimate – takes you to the Estimating screen in order to evaluate quantities of the selected colour to be used on a print run.

Add To Mixes – writes an entry into the Mix List with a Job Number and Quantity. The recipe can then be mixed at a later time.

Re-work – allows you to use up old colours from your stocks to make new colours.

Print – will print the information about a selected recipe(s).

Menu Options



Windows® Ink Manager – An Explanation

INGREDIENTS

Pressing the **INGREDIENTS** option, offers the following functions...

Add – allows you to create a new base colour for the selected ink series.

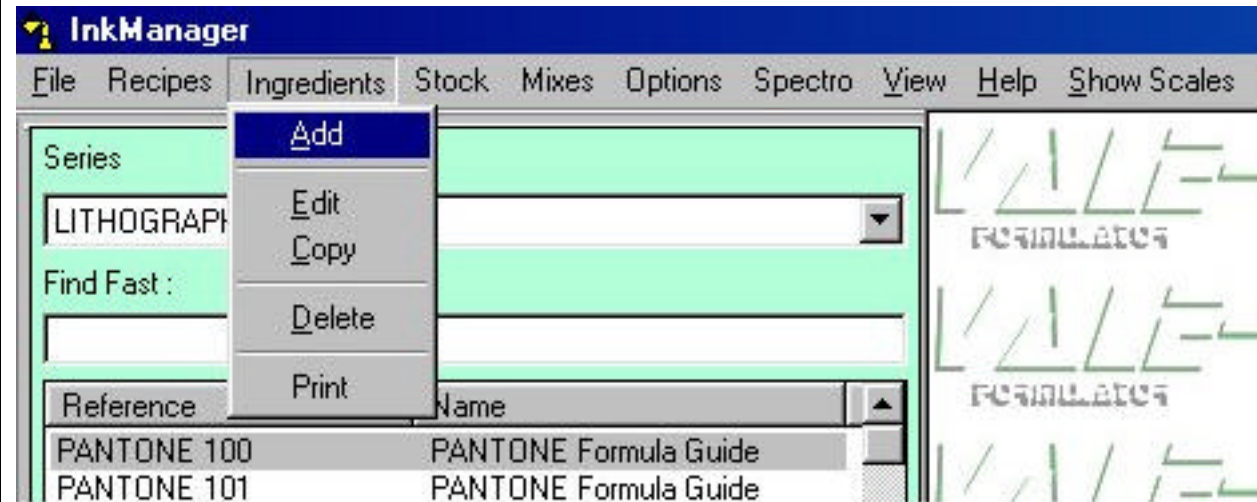
Edit – allows you to change information about a base colour.

Copy – will copy one base colour to create and another.

Delete – will remove a base colour from the selected ink series.

Print – will print the information about a selected base colour(s).

Menu Options



Windows® Ink Manager – An Explanation

STOCK

Pressing the **STOCK** option, offers the following functions...

View – allows you to produce any one of the following reports.

Suppliers – allows you to maintain information on your suppliers.

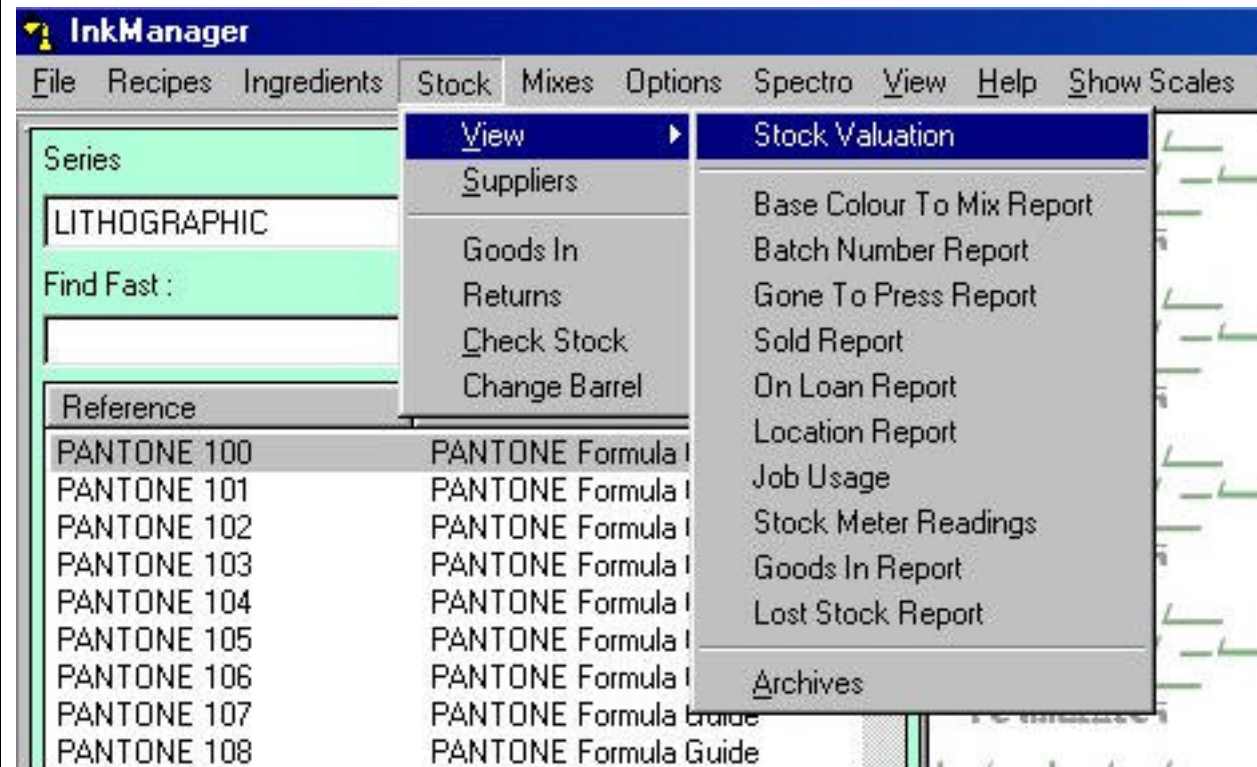
Goods In – increments the stock levels from deliveries made to the company of base colours, mixed colours and other goods.

Returns – books back in any returns from print runs, press, and loan materials or sold goods.

Check Stock – will give you the current stock quantity held of the selected base colour, mixed colour or other component.

Change Barrel – is where you can enter the batch number of the barrel, pot, tin or container of the component currently being used. A batch number entered at this point will be included in any subsequent mix until the batch number for the component is next changed.

Menu Options



Windows® Ink Manager – An Explanation

MIXES

Pressing the **MIXES** option, offers the following functions...

Delete – will delete a single selected entry contained within the Mix List. *(The Mix List is normally created from the RECIPES area, the ESTIMATOR area or when creating DESIGNS).*

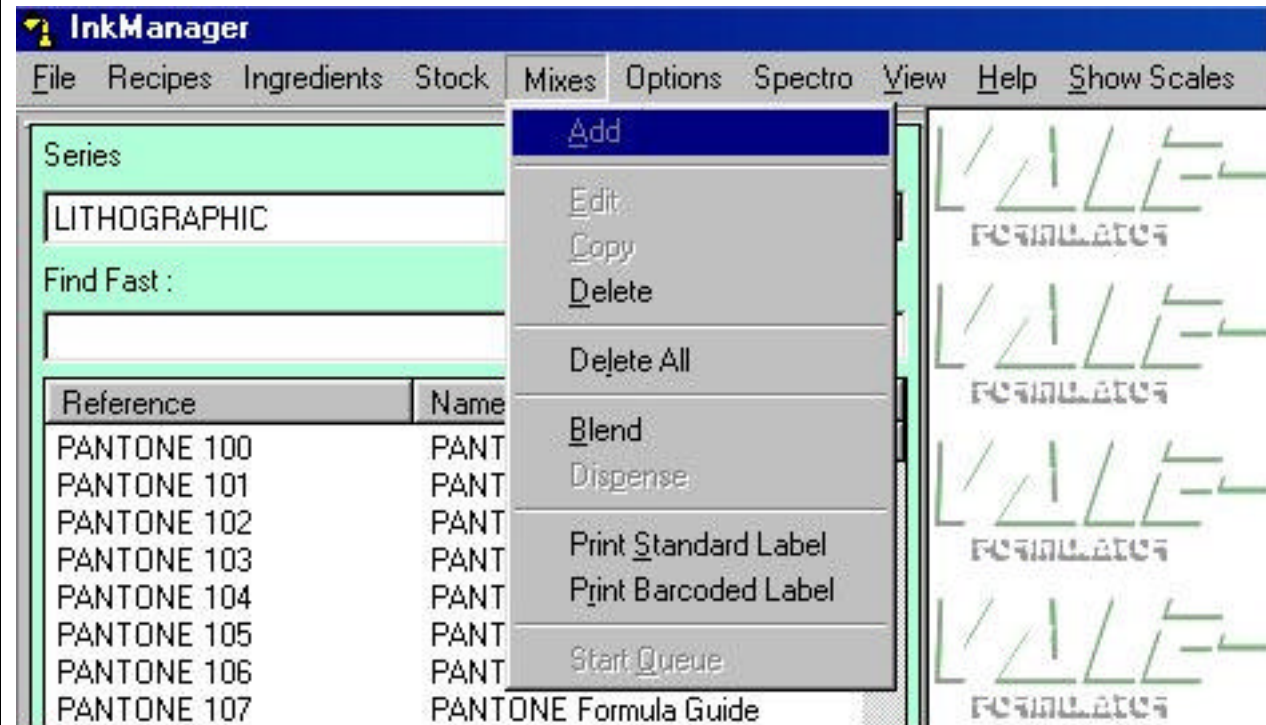
Delete All – will remove ALL entries within the Mix List.

Blend – will begin the weighing procedure of the selected entry held within the Mix List.

Print Standard Label – produces a standard plain label.

Print Barcoded Label – will print the 3-part bar code label. *(This is used in conjunction with the Q-Manager Automated Batch Queueing System).*

Menu Options



Windows® Ink Manager – An Explanation

OPTIONS

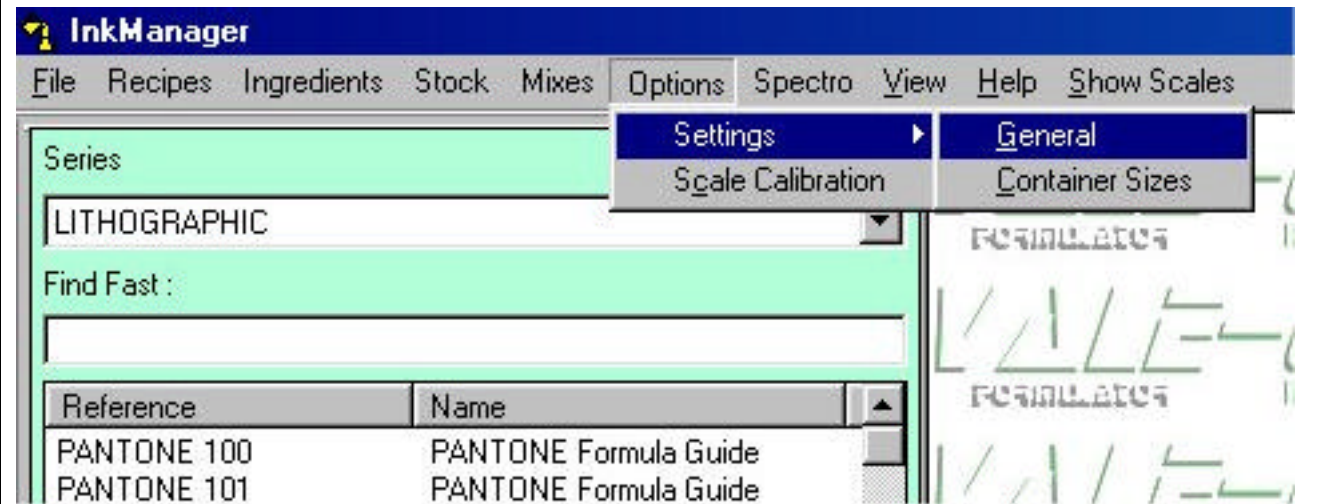
Pressing the **OPTIONS** option, offers the following functions...

Settings/General – allows you to preset any functions and variables that may be needed and more suited to the way in which you work: i.e. which type of ESTIMATOR should be used.

Container Sizes – allows you to set the names and weights of the pots you use for mixing inks. Pot weights are generally used when returning items to stock: it is an easy way to accurately calculate the weight of the contents of a container.

Scale Calibration – allows you to perform the calibration function on the scale.

Menu Options



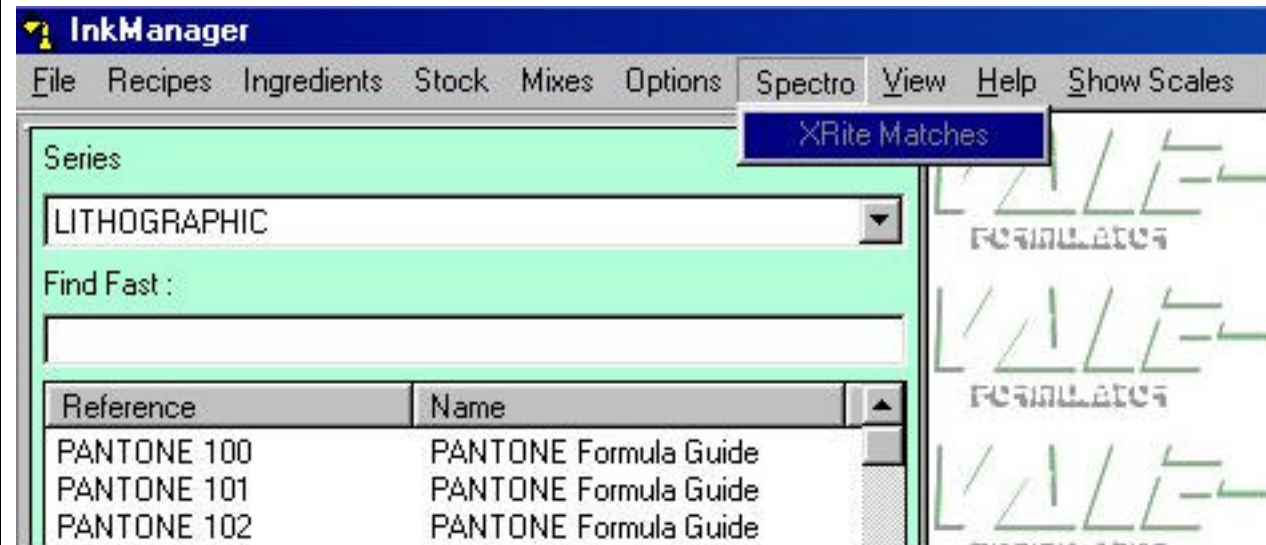
Windows® Ink Manager – An Explanation

SPECTRO

Pressing the **SPECTRO** option, offers the following functions...

Spectro – allows you to pass information from your spectrophotometer directly to Ink Manager. You should consult with Vale-Tech prior to obtaining this option.

Menu Options



Windows® Ink Manager – An Explanation

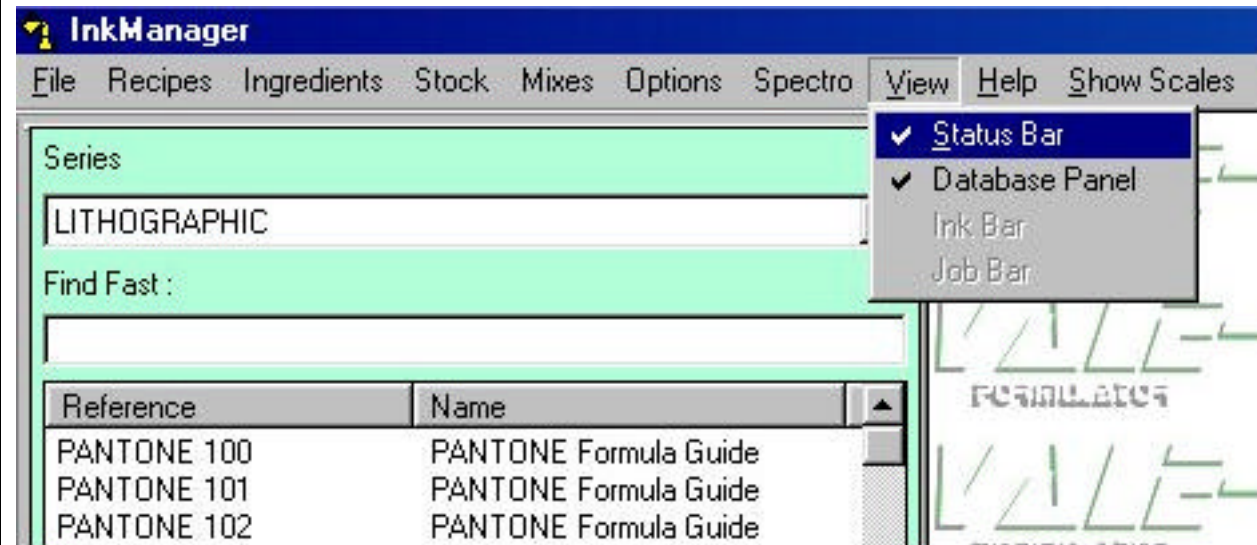
VIEW

Pressing the **VIEW** option, offers the following functions...

Status Bar – switches on and off the narrative at the foot of the screen which indicates which part of the system is in operation.

Database Panel – removes or returns the main information panel on the left hand side of the screen.

Menu Options



Windows® Ink Manager – An Explanation

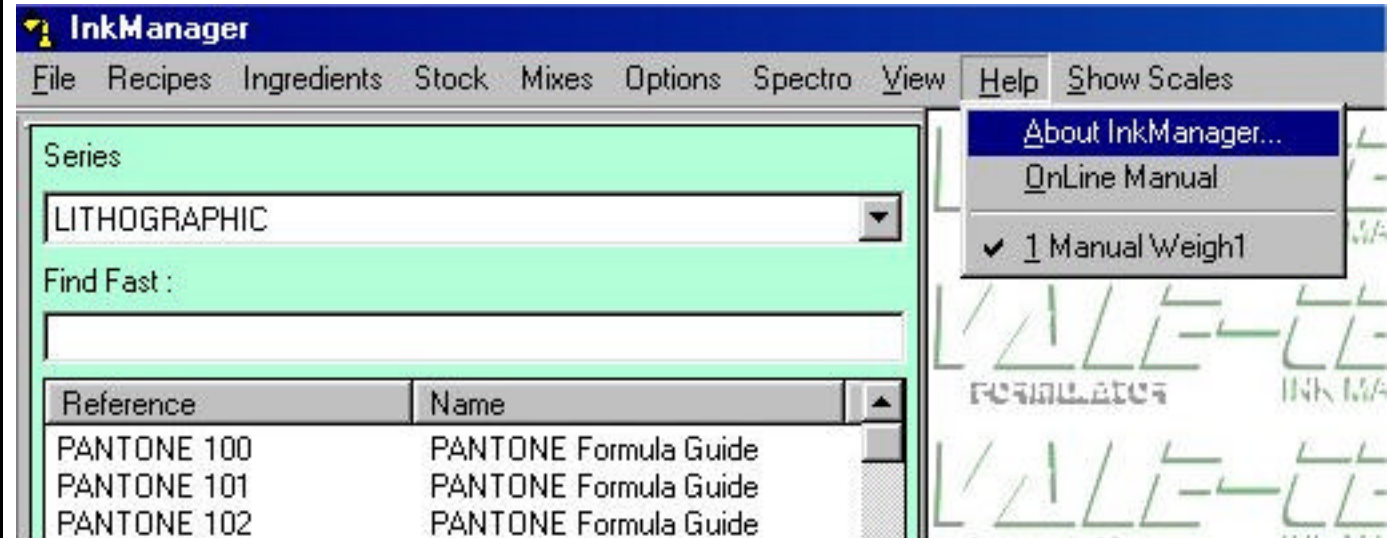
HELP

Pressing the **HELP** option, offers the following functions...

About Ink Manager – provides brief technical information about the system.

OnLine Manual – will display this manual concurrently with Ink Manager.

Menu Options



Windows® Ink Manager – An Explanation

SHOW SCALES

Pressing the **SHOW SCALES** option, offers the following functions...

This function turns the Scales ON and OFF resulting in a standard set of scales when required.

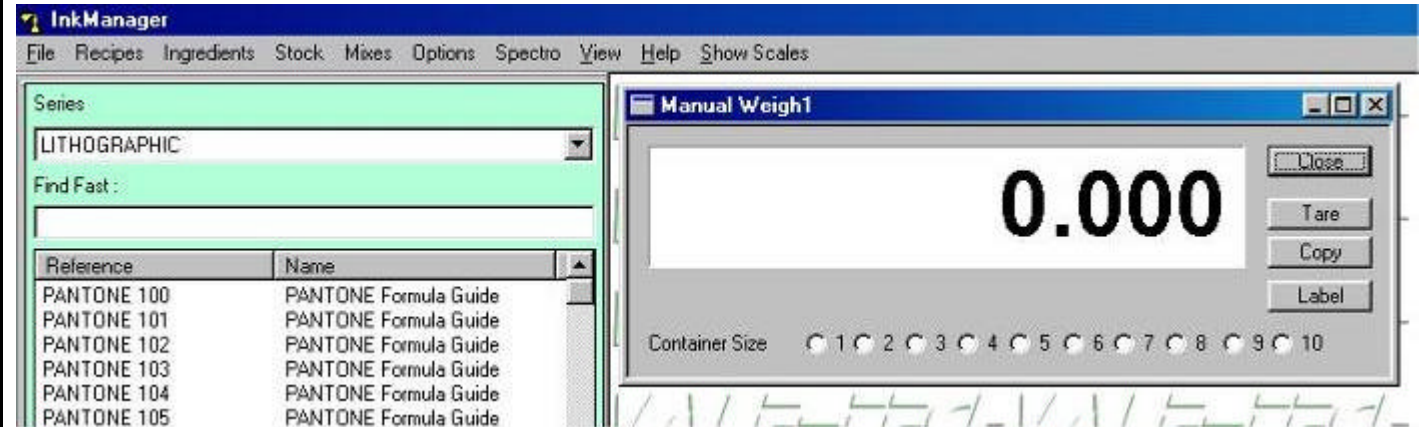
Close – will remove the scales display.

Tare – will set the scales to ZERO.

Copy – copies the scale reading so that the information can be used elsewhere.

Label – will produce a weight only label on the bar code printer.

Menu Options



How To Use Ink Manager

SIMPLE	No Stock Control. In its simplest form, you can begin to use Ink manager immediately, by entering the base colour information, creating recipes from the base colour information and then produce mixed colours using the scales. This method takes no account for any stock being introduced into the system nor for and stock control or reporting functions of any major significance.
INTERMEDIATE	Single Location Stock Control. In order to achieve the same accurate weighing system with a full Stock Control function, this option should developed and used for the business. It will mean that you will maintain levels of stock in a single location: i.e. when stock is received or return the quantity for that item is shown as a single quantity in stock. When blending or goods-out is used, that single item quantity will be reduced and maintained as a single quantity item. All subsequent reports will detail all movements of goods in and out and account for all materials used.
ADVANCED	Multi-location Stock Control. This works in exactly the same way as the INTERMEDIATE except that the stock control system can individually identify barrels, pots, containers and tins. This means that old stock can be used first or selected items of stock can be clearly identified and managed. All subsequent reports will detail all movements of goods in and out and account for all materials used on an individual and collective basis.

Before You Begin

Whether you choose to use Ink Manager as a Simple, Intermediate or Advanced system, there are decisions and sections of the program that you need to visit first in order to give Ink Manager a basic understanding of your requirements.

Whatever your choice you should now be in a position to use Ink Manager.

Firstly, visit the OPTIONS section to preset any information that is relevant to the way in which you are to use Ink Manager.

You will need to enter the details of the base colours and recipe formulations.

You can now begin using Ink Manager.



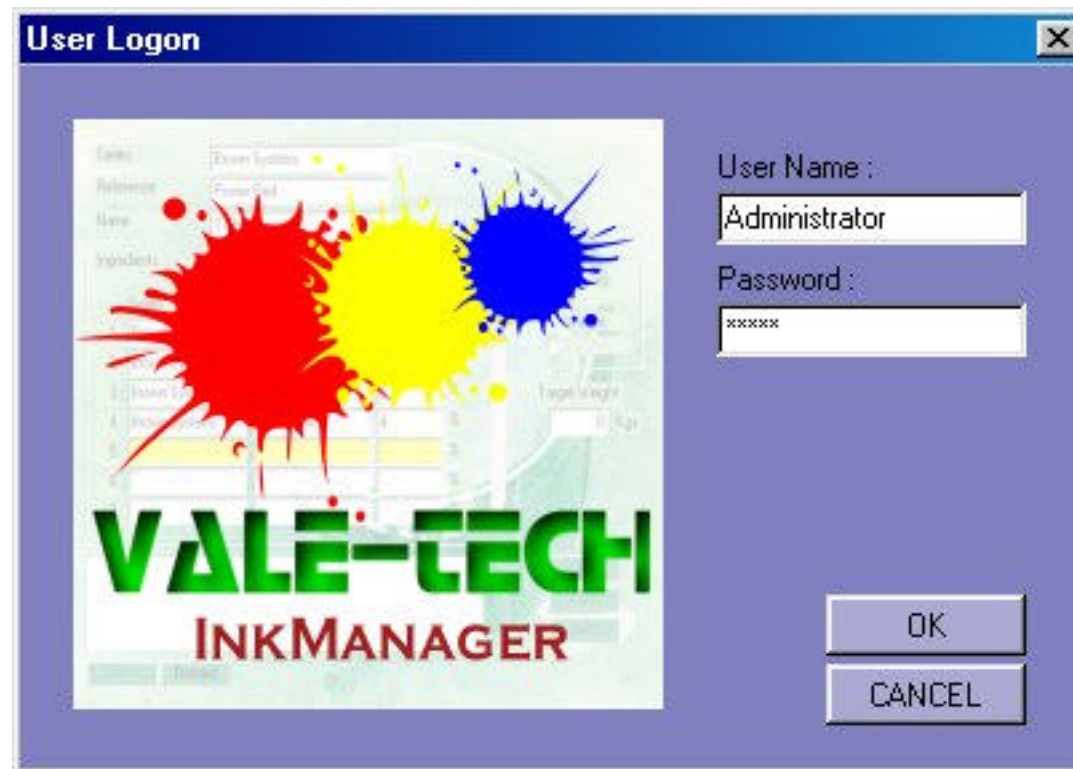
Getting Started

To start the Ink Manager program, double-click the Ink Manager icon on your screen.



This displays the Logon Screen. Enter **Administrator** as the User Name and **Admin** for the password. Please note that they should be spelt exactly as shown here.

Press the "OK" button and the Main Screen will be displayed.



Getting Started

Setting Defaults

Select **OPTIONS**, **SETTINGS** then **GENERAL**. This displays the section of the program where default information is entered.

The Hardware Tab allows you to configure Ink manager to the hardware system you are using. For manual systems select either **Formulator** or **Formulator Integra** as the hardware. Nothing else will need to be changed.

The screenshot shows the 'Settings' dialog box with the 'Hardware' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface with the following tabs: Hardware (selected), Database, Users, Weights and Measures, Defaults, Reports Config, and Visual Preferences. The 'Hardware' section is divided into several sub-sections, each with a label and a group of controls:

- System Hardware:** Dispenser Type: Formulator (dropdown)
- Manual Blending Hardware:** Manual Balance Port: COM1 (dropdown), Manual Balance Type: Vale - MkII V1.11 and above (dropdown)
- Dispensing Hardware:** Balance Port: COM1 (dropdown), Balance Type: Vale - MkII V1.11 and above (dropdown), Dispenser Port: COM2 (dropdown)
- Queuer Hardware:** Queuer Port: COM3 (dropdown)
- Bar-code Hardware:** Default Label Printer: Zebra TLP2844 (Copy 2) (dropdown), Label Scanner Port: COM3 (dropdown)

At the bottom of the dialog are three buttons: OK, Cancel, and Apply.

Getting Started

Keeping the SETTINGS section displayed...

The Database Tab allows you to network your database information if required.

If you need to be advised that stock levels are low whilst blending, tick the appropriate box at the foot of the screen.

You can also increase base colour cost prices and recipe costs by pressing the "Update all recipes" button.

If you are using the Stock Control system and enter cost prices of your base colours and components, you must use the "Update all recipes" button...but leave the percentage vale as zero. This will insert a recipe cost for each recipe in the database.

The screenshot shows a 'Settings' window with a blue title bar and a close button. The 'Database' tab is selected, showing options for database installation. The window has a light green border and a blue header bar. The main content area is light red. The 'Database' tab is highlighted in the top navigation bar. The 'Stand Alone' option is selected with a radio button. The 'Network' option is unselected. The 'Specify machine which holds the database that you wish to use' section contains a 'Machine Name' text box, a 'Machine IP Address' text box with a 'Browse Network' button to its right, and a 'Browse Network' button below it. At the bottom, there are two checkboxes for 'Show stock warnings when dispensing' and 'Show stock warnings when blending', both unselected. Below these is a 'Mark-up ingredients by' text box with '0' and a '%' symbol, followed by an 'Update all recipes' button. At the very bottom of the window are three buttons: 'OK', 'Cancel', and 'Apply'.

Settings

Hardware Database Users Weights and Measures Defaults Reports Config Visual Preferences

What kind of database support would you like to install:

Install database on local hard-drive (Stand Alone)

Use existing database from another machine (Network)

Specify machine which holds the database that you wish to use:

Machine Name:

Machine IP Address:

Browse Network

Show stock warnings when dispensing

Show stock warnings when blending

Mark-up ingredients by : %

OK Cancel Apply

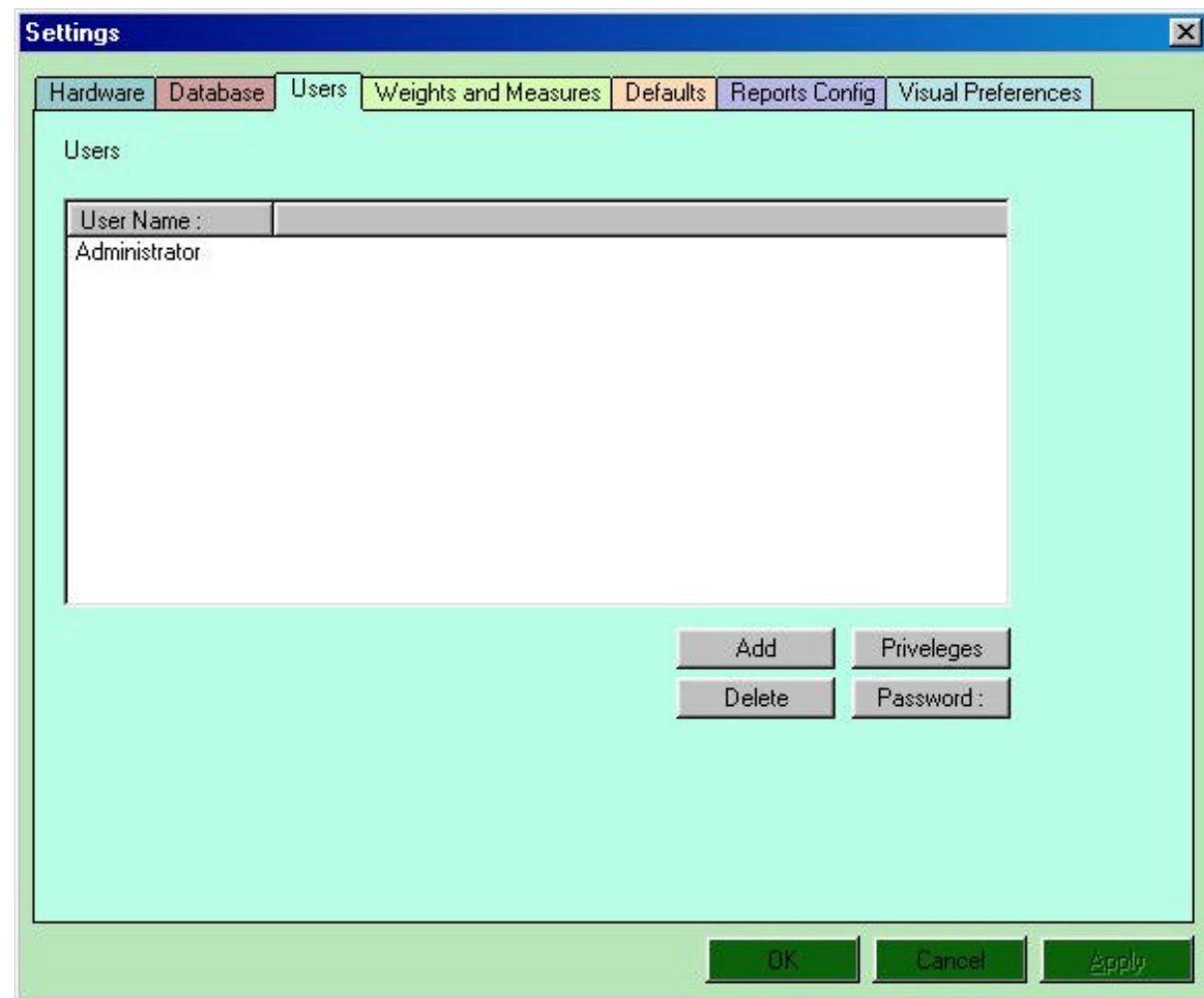
Getting Started

Keeping the SETTINGS section displayed...

The Users Tab allows you to manage the users of your Ink Manager system.

Here you can add new users to the system and set the criteria for what parts of Ink Manager that they can use.

To add a new user, press the "Add" button.



The screenshot shows a window titled "Settings" with a blue title bar and a close button (X). The window has a light green background and a tabbed interface. The tabs are: Hardware (light blue), Database (light red), Users (light green, selected), Weights and Measures (light yellow), Defaults (light orange), Reports Config (light purple), and Visual Preferences (light blue). The "Users" tab is active, displaying a list of users. The list has a header "User Name :" and one entry "Administrator". Below the list are four buttons: "Add", "Delete", "Priveleges", and "Password :". At the bottom of the window are three buttons: "OK", "Cancel", and "Apply".

User Name :
Administrator

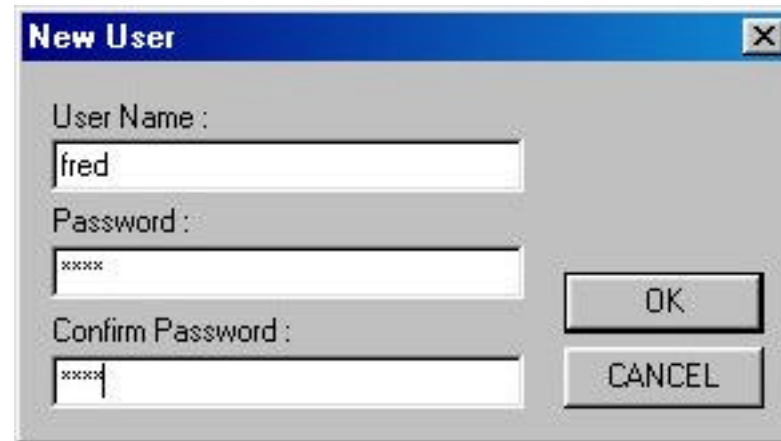
Buttons: Add, Delete, Priveleges, Password :
Bottom Buttons: OK, Cancel, Apply

Getting Started

To add a new user, press the “Add” button.

Enter the new user’s name and a password: you will need to confirm the password in the next box.

Press the “OK” button.



New User

User Name :
fred

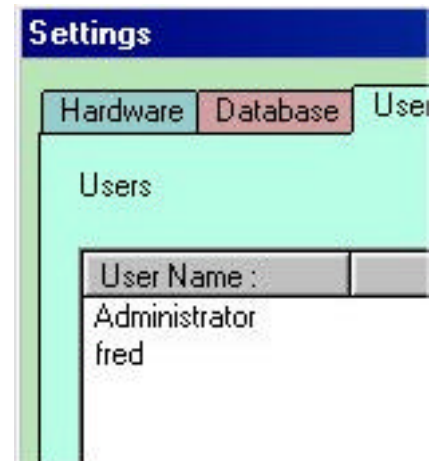
Password :
xxxx

Confirm Password :
xxxx

OK

CANCEL

“fred” is now a user on your system.



Settings

Hardware Database Users

Users

User Name :	
Administrator	
fred	

Getting Started

To enable "fred" to use all or parts of the Ink Manager system, you will need to make those selections by pressing the "Privileges" button.

Highlight the user "fred".

Press the "Privileges" button.

Put a v against each part of the system that "fred" can use.

Press the "OK" button.

The screenshot shows a dialog box titled "User Privileges" with a close button (X) in the top right corner. The dialog is divided into several sections, each with a title and a list of items with checkboxes:

- Recipe Functions**
 - Recipe Creation
 - Recipe Deletion
 - Recipe Editing
 - Estimation
 - Recipe Blending
 - Recipe Re-working
- Ingredient Functions**
 - Ingredient Creation
 - Ingredient Deletion
 - Ingredient Editing
- General**
 - Bacup/Restore Database
 - Import/Export Database
 - System Settings
 - Database Settings
 - User Settings
 - Weight Settings
 - Defaults Settings
 - Reports Settings
 - Visual Settings
- Dispenser Function**
 - Machine Configuration
 - Dispensing
 - Delete Dispenses
 - Add Dispenses
 - Reset Machine
- Stock Control Functions**
 - Change Supplier Details
 - View Reports
 - Goods In
 - Returns
 - Check Stock
 - Change Barrel

At the bottom right of the dialog, there are two buttons: "OK" and "CANCEL".

Getting Started

Keeping the SETTINGS section displayed...

The Weights and Measures Tab allows you to set weight units, length units and decimal places of weights and percentages.

The Split Mixes box holds a number whereby it will split a mix at that point. Example is that if you are using a 10Kgs scale and you have a result from the ESTIMATOR giving a mix quantity of 15Kgs, the system will make 2 entries in the Mix List – one at 10Kgs and another at 5Kgs because of the limit on the scale being used.

The screenshot shows a 'Settings' dialog box with a blue title bar and a close button (X). The 'Weights and Measures' tab is selected, with other tabs including Hardware, Database, Users, Defaults, Reports Config, and Visual Preferences. The dialog is divided into several sections:

- Weight Units:** Three radio buttons are present: 'Gms' (unselected), 'Kgs' (selected), and 'Lbs' (unselected).
- Length Units:** Two radio buttons are present: 'Metres' (selected) and 'Feet' (unselected).
- Number Of Decimal Places:** Two input fields are shown: 'Weights' with a value of '3' and 'Percentages' with a value of '3'.
- Split Mixes:** An input field contains the value '30', followed by the text 'Kg'.

At the bottom right of the dialog, there are three buttons: 'OK', 'Cancel', and 'Apply'.

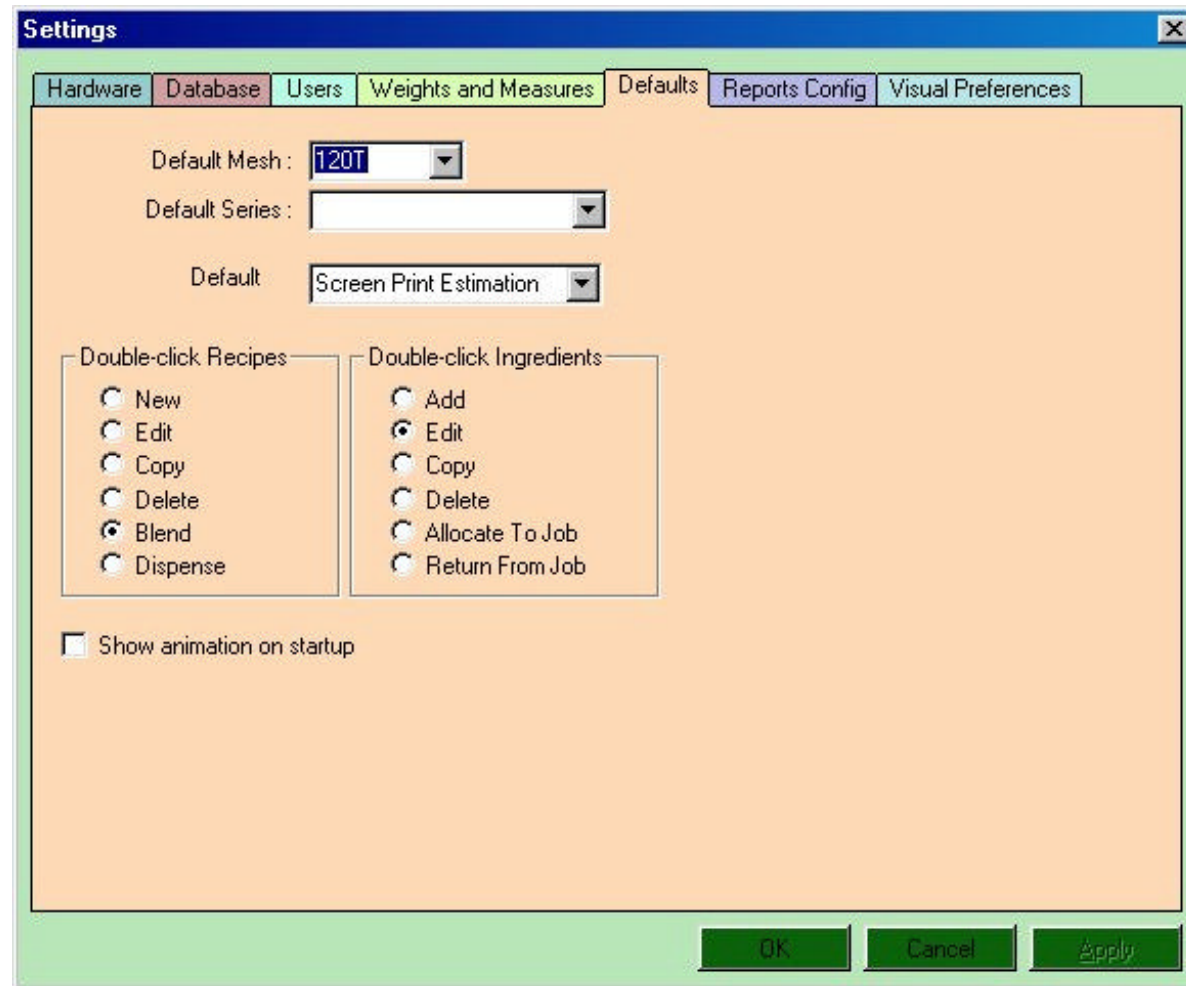
Getting Started

Keeping the SETTINGS section displayed...

The Defaults Tab allows you to set your mesh size (if screen printing), default ink series to be used and which ESTIMATOR to operate.

When you have created your ink series, you can set it as the default here by selecting it from Default Series.

Double-click Recipes and Double-click Ingredients means that if you double-click the mouse key in those areas, the selection with the 'bullet' adjacent will be performed. Example here is that if a recipe is double-clicked, the immediate action is to open the Blend procedure.



Getting Started

Keeping the SETTINGS section displayed...

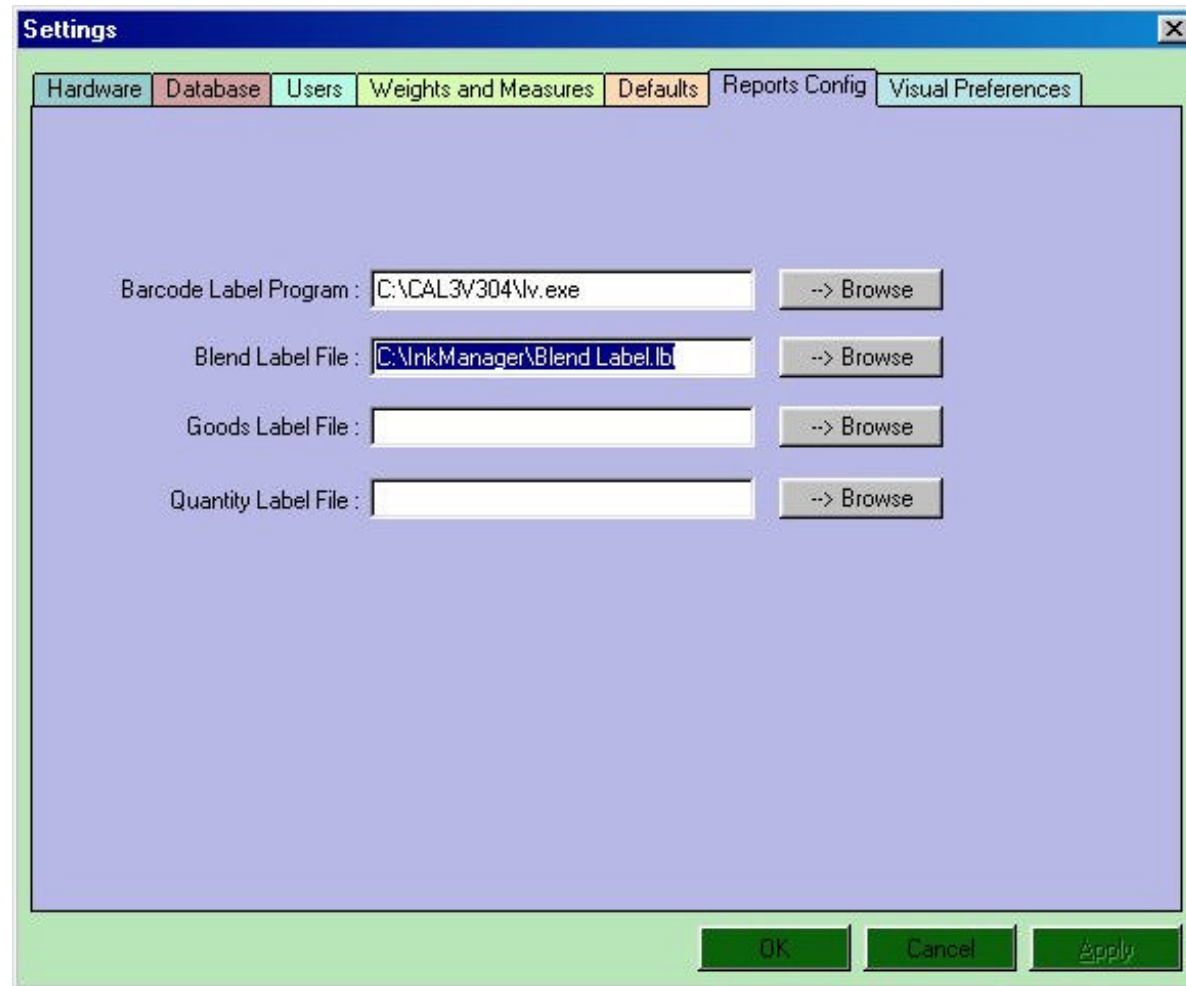
The Reports Config Tab allows you to select which labels to print when using a bar code label printer.

The Bar Code Label Program would be supplied with the system.

Blend Label File is the label produced from the Blend procedure.

Goods Label File is the label produced from the Goods-Out procedure.

Quantity Label File is the label produced by the Show Scales procedure.

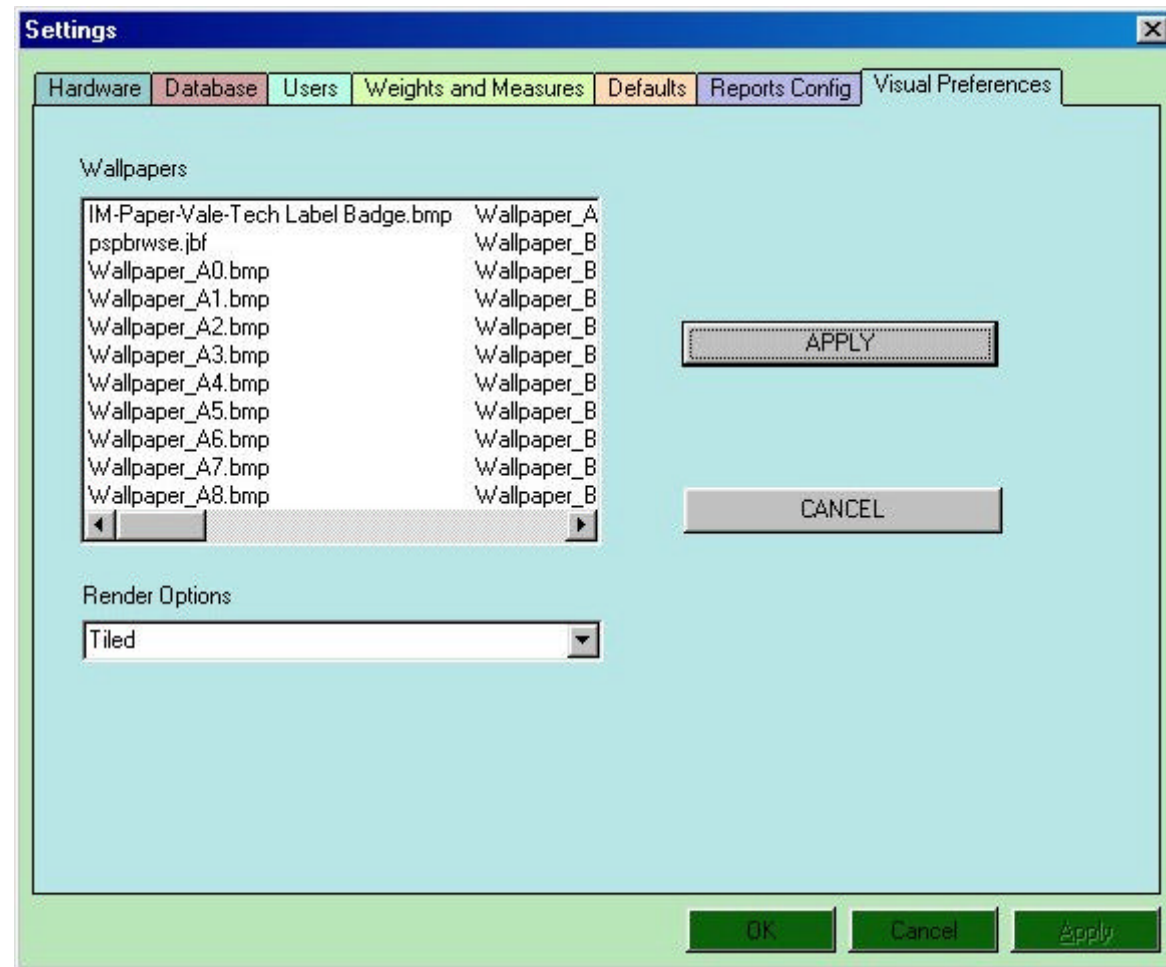


Getting Started

Keeping the SETTINGS section displayed...

The Visual Preferences Tab allows you to select a suitable wallpaper for the background on the Main Screen.

Now press the "OK" to close the Settings screen.



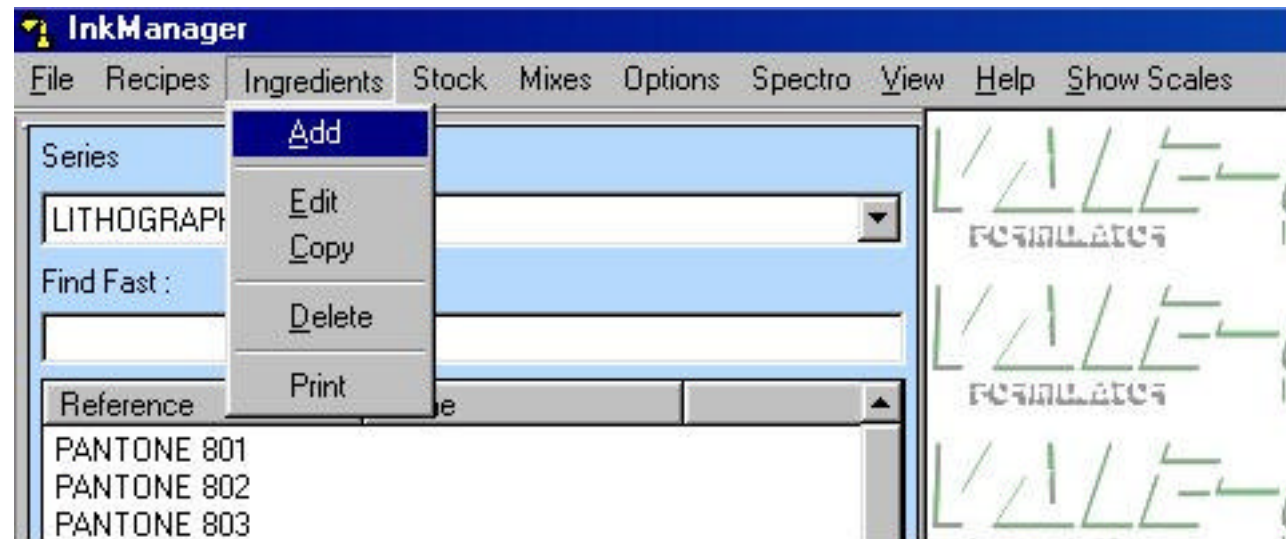
Getting Started

Create Base Colours

At the foot of the Main Screen, press the "Ingredients" Tab.

In a freshly installed system, it will display the Pantone® base colours.

To create a new ink series and your first base colour in that new ink series, right-click the mouse key anywhere on the list of current base colours displayed. Alternatively, select Ingredients from the Main Menu Bar then select the "Add" option.



Getting Started

Create Base Colours

The Add Ingredient box will be displayed.

If this is a newly installed system, it may display some information from the Pantone® bases.

Enter the information about the base colour that is relevant to your business.

Enter the name of your new Ink Series.
Enter the reference of this base colour.
Enter a name for this base colour (if needed).
Select Screen or Non-screen Ink
Enter a mileage (if appropriate).
If you are using screen ink, you may want to enter a mesh size for this base colour.
Enter a Specific Gravity for this ink (if appropriate).

Enter the cost price for this base colour if needed.

Enter the Re-Order Point if needed.

Enter the Quantity if needed.

The Batch Number is not important at this stage.

Place a v against Bought In if you buy this material in.

Press the "Save" button.

Your new ink series will have been created containing your first base colour.

Add Ingredient

Ingredient Description

Series: AN INK SERIES

Reference: Base Colour-1

Name:

Ingredient Type

Ingredient Type: Non-Screen Ink

Mileage: 45 M Sq./Kg

Mesh Size: 10T

SG: 0 L/Kg

Stock Control

Cost: 15.35 Per Kg

Quantity In Stock: 0 Kg

Re-Order Point: 10 Kg

Re-Order Quantity: 25 Kg

Batch Number:

Bought In:

Save Close Prev Page Next Page

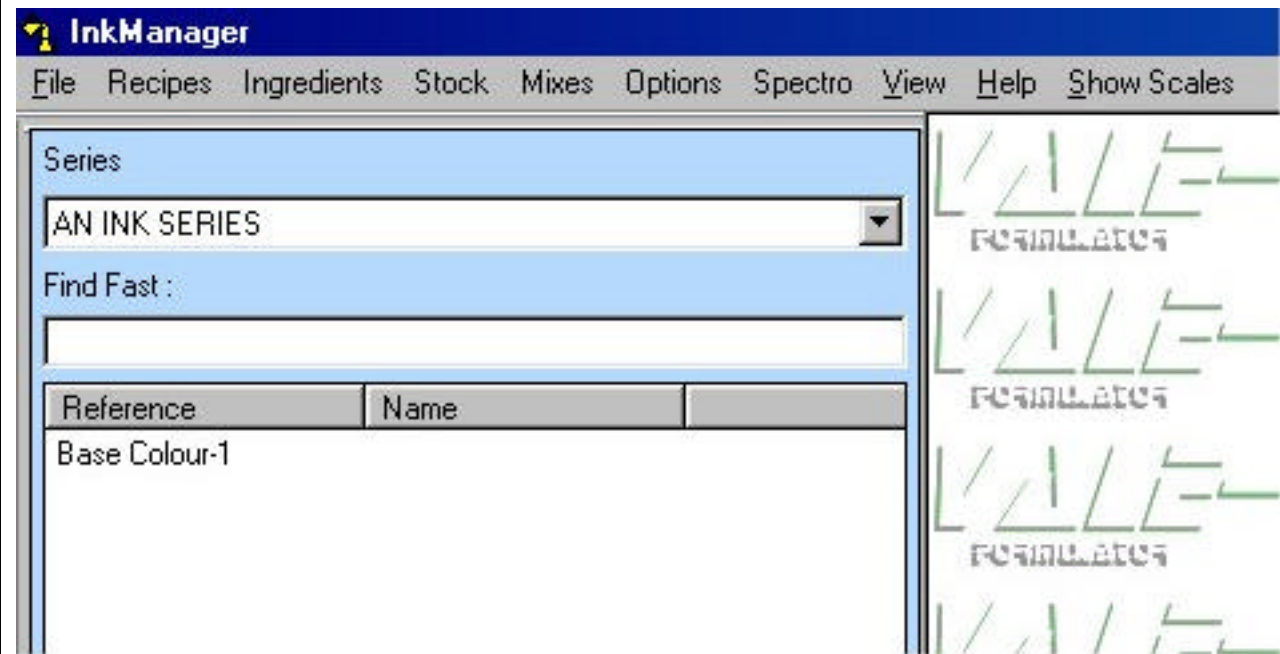
Getting Started

Create Base Colours

Change your ink series being displayed by selecting it from the drop down menu under "Series".

Select your new series.

Now you can continue to add the rest of your base colours for this series.

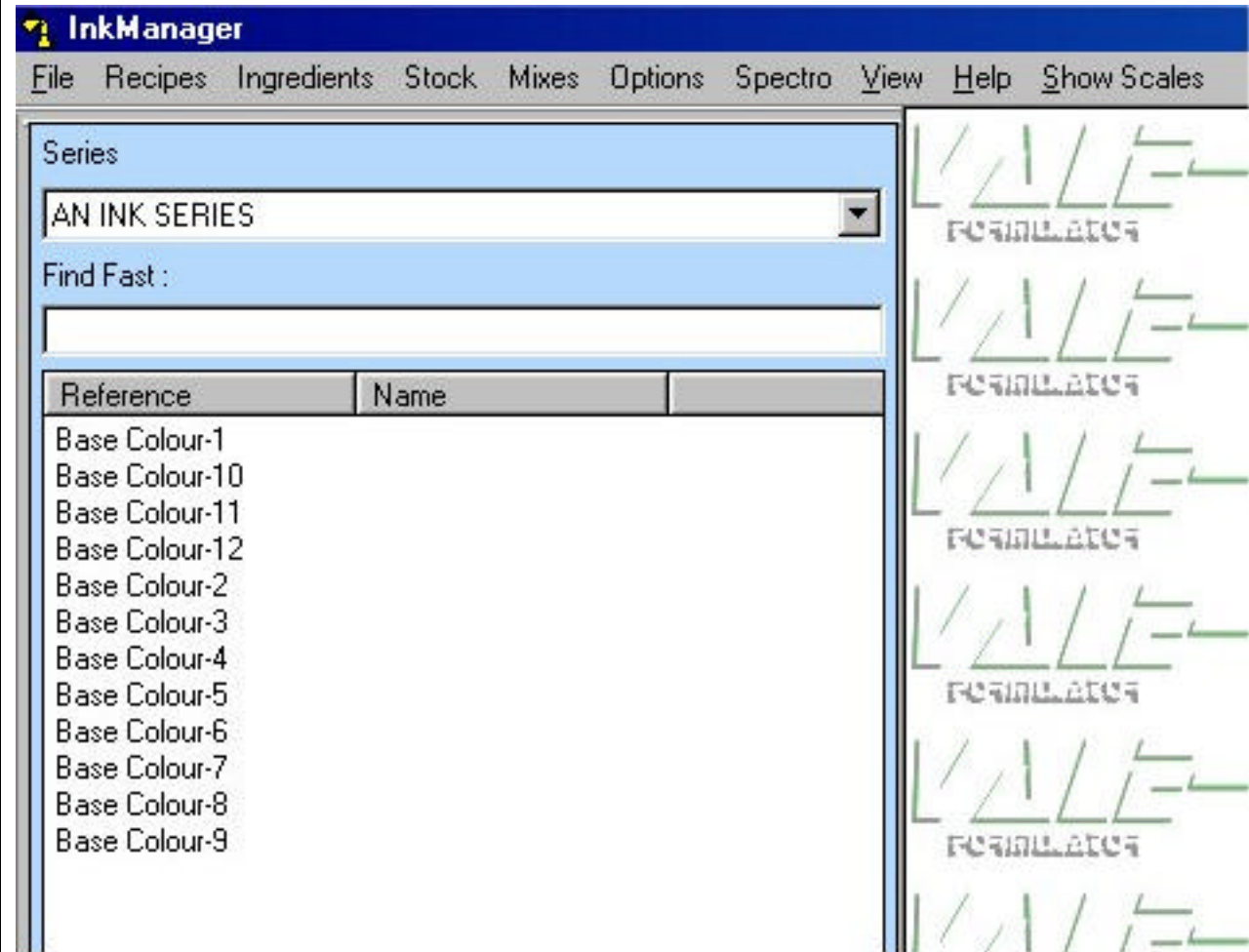


Getting Started

Create Base Colours

Your base colours may now be complete.

You may also want to visit **OPTIONS**, **SETTINGS** then **GENERAL** to make you new ink series the default ink series to be displayed when you next start Ink Manager.



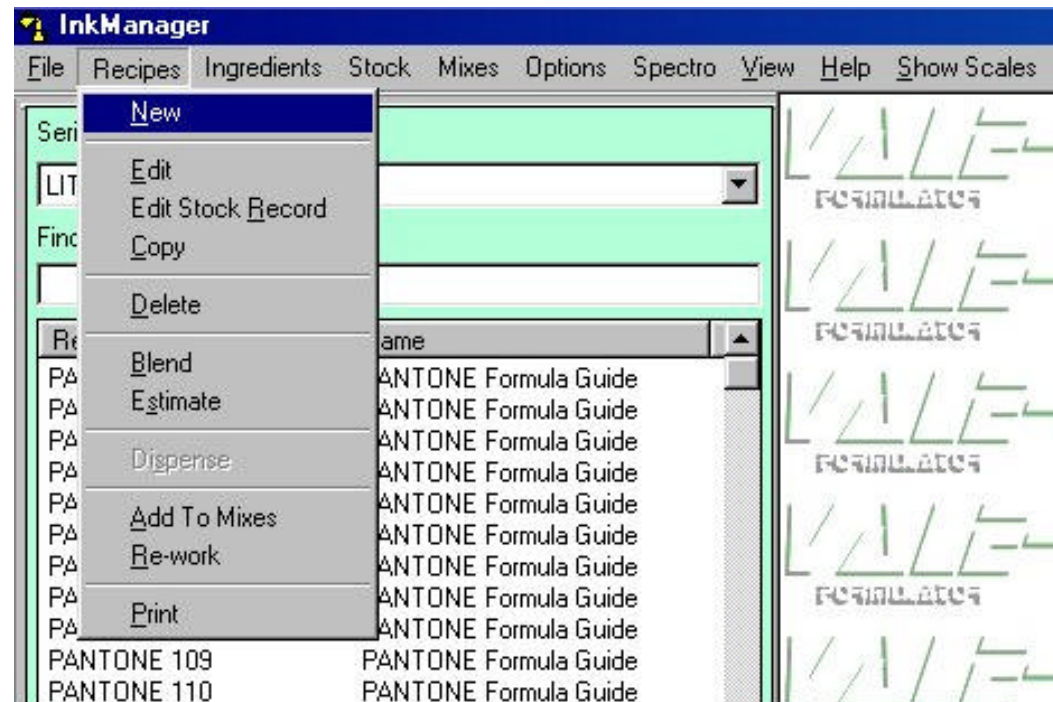
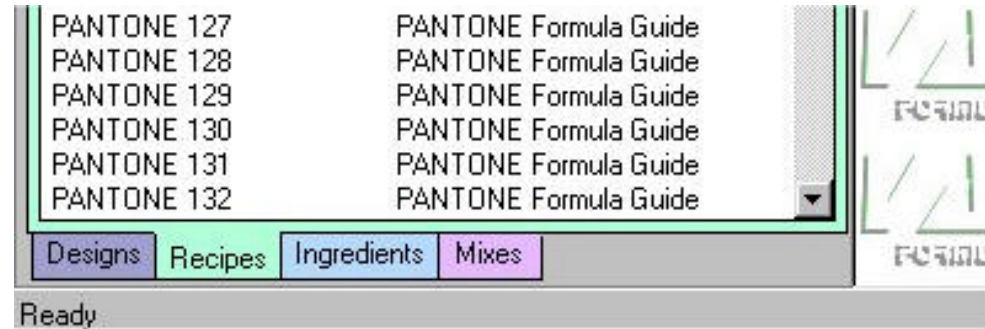
GETTING STARTED

Create Recipe Formulations

At the foot of the Main Screen, press the **"Recipes"** Tab.

In a freshly installed system, it will display the Pantone® base colours even though you have created your base colour information.

To create the new ink series proper and your first recipe formulation in that new ink series, right-click the mouse key anywhere on the list of current recipes displayed. Alternatively, select recipes from the Main Menu Bar then select the "New" option.



GETTING STARTED

Create Recipe Formulations

This displays the New Recipe Box.

Note that the title needs to be changed to the name of your new ink series and **MUST** be spelt exactly the same as when you created your first base colour.

New Recipe

Series: LITHOGRAPHIC

Reference:

Name:

Ingredients:

	Series	Reference	Quantity
1.			%
2.			%
3.			%
4.			%
5.			%
6.			%
7.			%

Units:

%

Weight

Volume

Target Weight: 0 Kgs

Weigh

Tare

Set

Save Discard

GETTING STARTED

Create Recipe Formulations

Enter the name of your new ink series.

You can create your new recipe formulation by percentages, weight or use the scales to weigh in the base colours.

This example will create a new recipe by percentage: therefore note that the selection under 'Units' is left at "%".

New Recipe

Series: AN INK SERIES

Reference:

Name:

Ingredients

	Series	Reference	Quantity	%
1.				%
2.				%
3.				%
4.				%
5.				%
6.				%
7.				%

Units

%

Weight

Volume

Target Weight: 0 Kgs

Weigh

Tare

Set

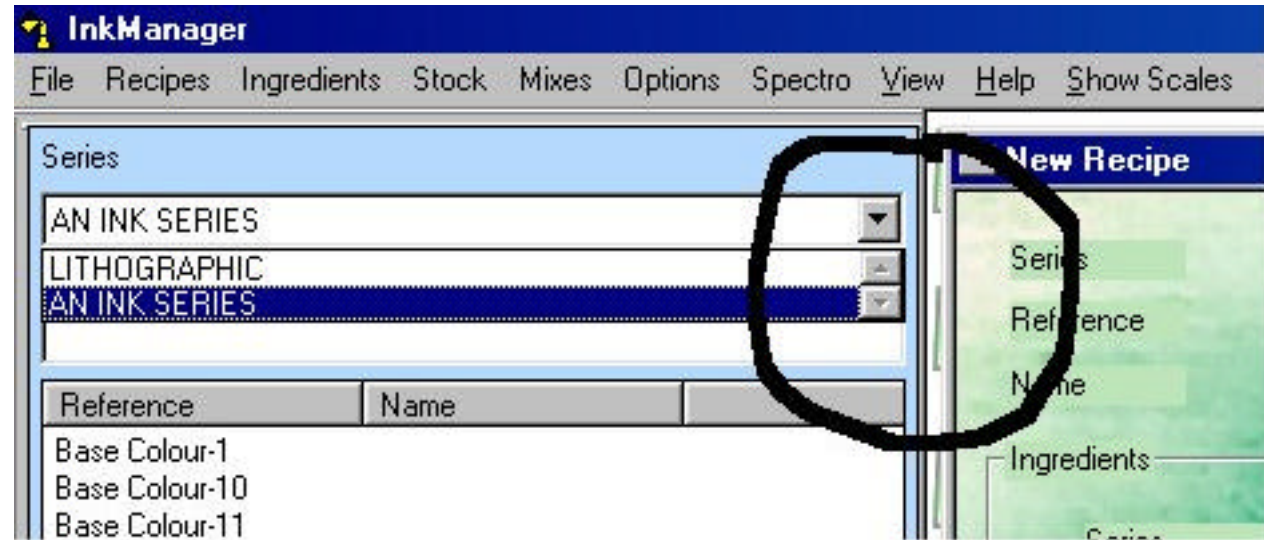
Save Discard

GETTING STARTED

Create Recipe Formulations

Now press the “Ingredients” tab at the foot of the screen. This should display the base colours from the ink series that you are creating.

If it doesn't, then change the ink series to the one that you need by selecting it from the drop down menu under 'series'.



GETTING STARTED

Create Recipe Formulations

Your screen should now look something like this.

You now need to enter the names of the base colours to be used into the 'Series' box in the New Recipe screen.

There are 2 ways to do this.

Firstly, you could type the names in manually – but they **MUST** be spelt exactly as you see them in the list displayed.

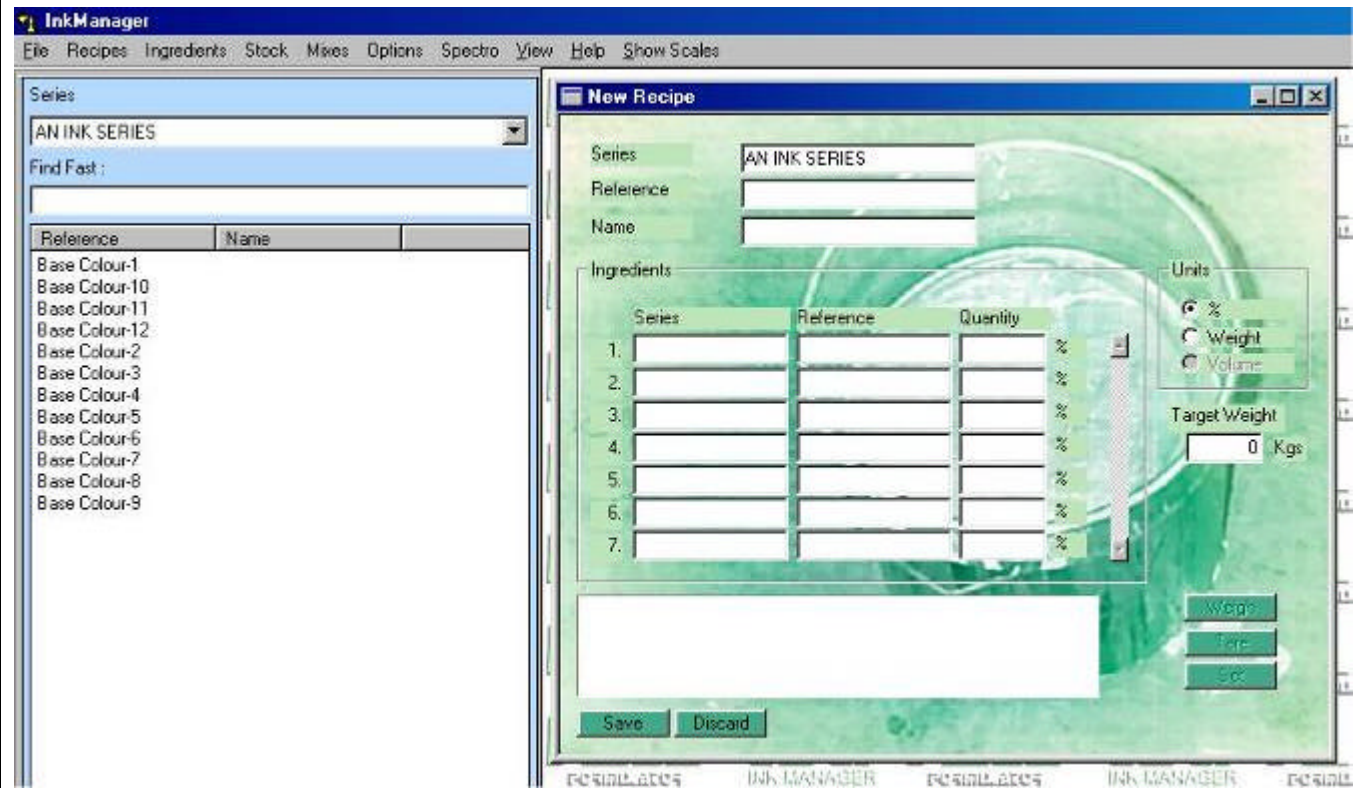
Alternatively, and far more effectively, is to “click and drag” the base colours to the Series box on the New Recipe screen.

To do this, select the base colour you need by left-clicking the mouse button – **DON'T LET GO...KEEP THE MOUSE BUTTON DOWN.**

Now simply drag the name of the base colour to the New Recipe screen, then let go of the mouse button.

The name of the base colour will appear in the next available box in the New Recipe screen.

Repeat this for all the base colours required.



GETTING STARTED

Create Recipe Formulations

You should now have a screen that looks something like this.

Now enter a "Reference" to give your new recipe a name.

In turn, click in each "Quantity" box for each base colour and enter the percentage for that base colour.

Note that the total percentage MUST be equal to 100%.

New Recipe

Series: AN INK SERIES

Reference:

Name:

Ingredients

	Series	Reference	Quantity
1.	AN INK SERIES	Base Colour-1	<input type="text"/> %
2.	AN INK SERIES	Base Colour-2	<input type="text"/> %
3.	AN INK SERIES	Base Colour-3	<input type="text"/> %
4.	<input type="text"/>	<input type="text"/>	<input type="text"/> %
5.	<input type="text"/>	<input type="text"/>	<input type="text"/> %
6.	<input type="text"/>	<input type="text"/>	<input type="text"/> %
7.	<input type="text"/>	<input type="text"/>	<input type="text"/> %

Units: % Weight Volume

Target Weight: Kgs

Buttons: Weigh, Tare, Set, Save, Discard

GETTING STARTED

Create Recipe Formulations

You should now have a screen that looks something like this.

Now press "SAVE".
Now press "DISCARD"

Now press the "Recipes" tab at the foot of the screen. Choose your new Ink Series from the drop down menu under "Series".

New Recipe

Series: AN INK SERIES
Reference: RECIPE-1
Name:

Ingredients

	Series	Reference	Quantity	
1.	AN INK SERIES	Base Colour-1	30	%
2.	AN INK SERIES	Base Colour-2	30	%
3.	AN INK SERIES	Base Colour-3	40	%
4.				%
5.				%
6.				%
7.				%

Units:
 %
 Weight
 Volume

Target Weight: 0 Kgs

Weigh
Tare
Set

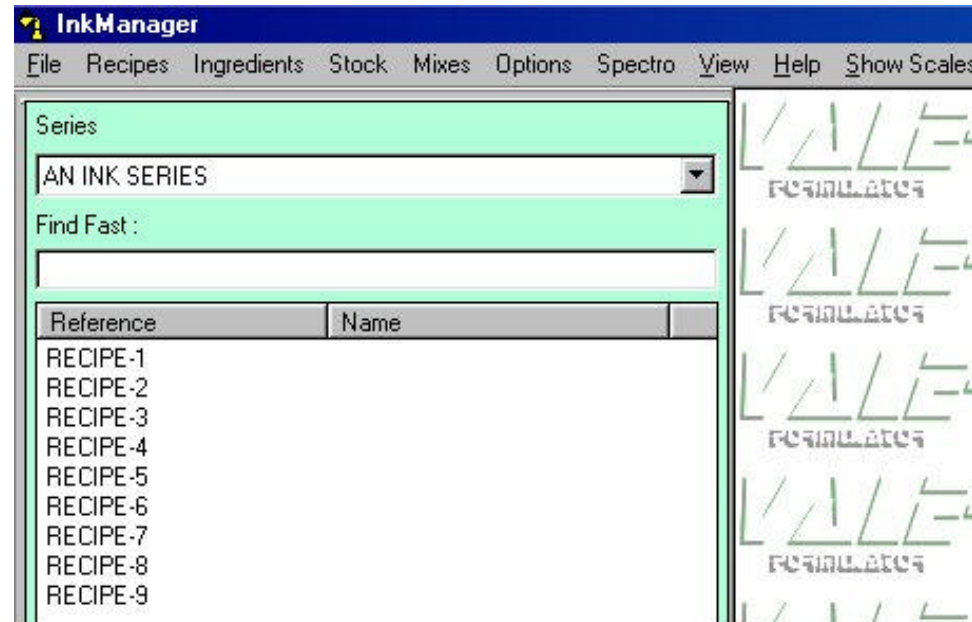
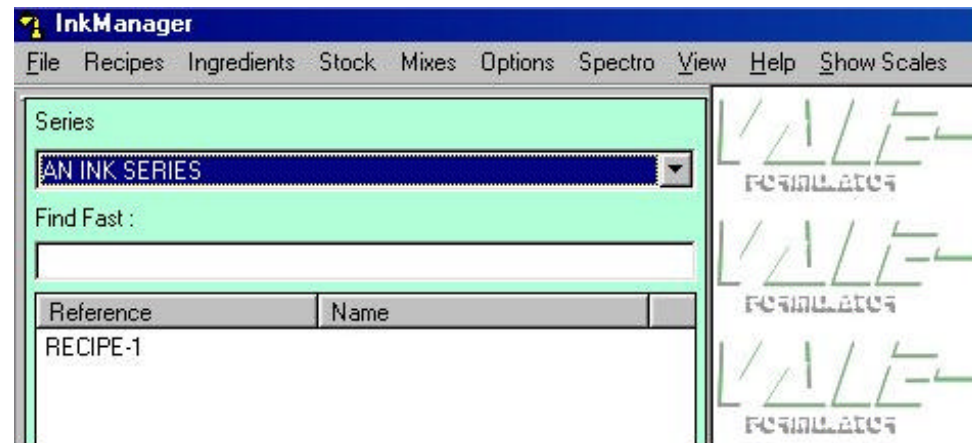
Save Discard

GETTING STARTED

Create Recipe Formulations

You should now have a screen that looks something like this.

You can now continue to add more recipe formulations.

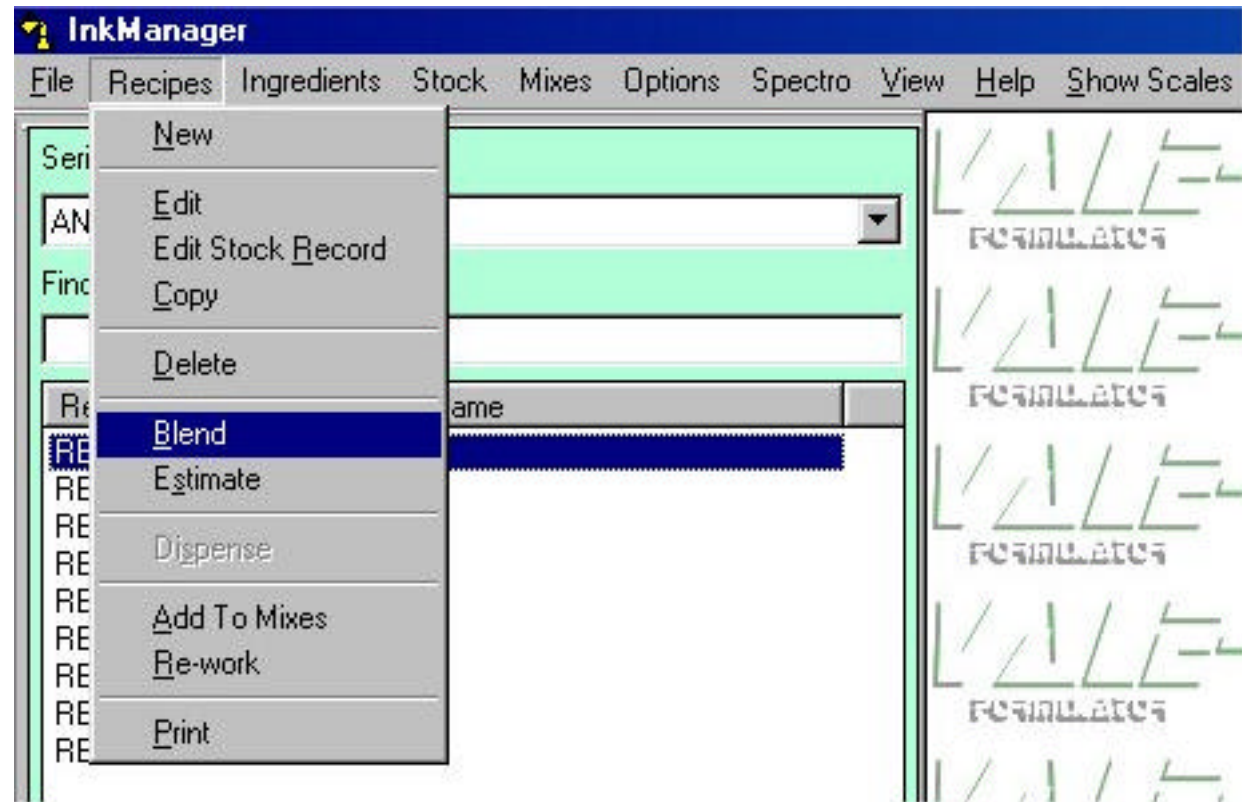


GETTING STARTED

Blend From a Recipe

Highlight the recipe you wish to blend by left-clicking the mouse key once.

Select "Blend" from the Main Menu Bar.



Blend From a Recipe

The first thing you will be asked for will be the weight of the mix.

Enter the weight of the mix. (In our settings, we selected our weights in Kilograms).

For this example, enter a weight of 100gms as ".1".

The Blend Recipe screen is now displayed with the base colours and the weights of the base colours as a percentage according to the weight of the mix required.

Press the "START" button on the Blend Recipe screen.

The image shows two overlapping software windows. The top window is titled "Enter Blend Quantity" and contains a text input field with a cursor, followed by "Kgs", and two buttons: "OK" and "CANCEL". The bottom window is titled "Blend Recipe : AN INK SERIES, RECIPE-1" and contains several input fields: "Series" (AN INK SERIES), "Reference" (RECIPE-1), "Name" (empty), and "Quantity" (0.100). There is a "Print Label" button to the right of the "Reference" field. Below these fields is a "Recipe Cost" field showing "1.279". A section titled "Ingredients" contains a table with 7 rows. The first three rows are highlighted in yellow. The table has columns for "Series", "Reference", and "Quantity", with "Kgs" listed to the right of each row. Below the table are "Previous" and "Next" buttons. At the bottom of the window are "Start", "Overweigh", and "Tare" buttons.

	Series	Reference	Quantity	
1.	AN INK SERIES	Base Colour-3	0.040	Kgs
2.	AN INK SERIES	Base Colour-2	0.030	Kgs
3.	AN INK SERIES	Base Colour-1	0.030	Kgs
4.				Kgs
5.				Kgs
6.				Kgs
7.				Kgs

GETTING STARTED

Blend From a Recipe

This switches on the scales and displays the weight needed of the first base colour.

Put your container on the scales and press the **"Tare"** button.

Introduce the first base colour into your pot until the scales read ZERO.

STOP!

The screenshot shows a software window titled "Blend Recipe : AN INK SERIES, RECIPE-1". The interface includes the following elements:

- Series:** AN INK SERIES
- Reference:** RECIPE-1
- Name:** (empty field)
- Quantity:** 0.100
- Recipe Cost:** 1.279
- Ingredients Table:**

	Series	Reference	Quantity	
1.	AN INK SERIES	Base Colour-3	0.040	Kgs
2.	AN INK SERIES	Base Colour-2	0.030	Kgs
3.	AN INK SERIES	Base Colour-1	0.030	Kgs
4.				Kgs
5.				Kgs
6.				Kgs
7.				Kgs
- Navigation Buttons:** Previous, Next
- Scale Display:** 0.040
- Control Buttons:** Complete, Overweigh, Tare

GETTING STARTED

Blend From a Recipe

You now have the right quantity of your first base colour.

Press the NEXT button on the Blend Recipe screen.

Repeat the process for each base colour listed in the Blend Recipe screen.

Blend Recipe : AN INK SERIES, RECIPE-1

Series: AN INK SERIES
Reference: RECIPE-1
Name:
Quantity: 0.100

Recipe Cost: 1.279

Ingredients

	Series	Reference	Quantity	
1.	AN INK SERIES	Base Colour-3	0.040	Kgs
2.	AN INK SERIES	Base Colour-2	0.030	Kgs
3.	AN INK SERIES	Base Colour-1	0.030	Kgs
4.				Kgs
5.				Kgs
6.				Kgs
7.				Kgs

0.000

Complete Overweigh Tare

GETTING STARTED

Blend From a Recipe

When you have entered the last quantity of the last base colour, your screen should look something like this.

The scale reading of ZERO signifies that the correct amount of the last base colour has been entered. The quantity boxes for all other base colours should read ZERO: this signifies that the correct quantities of those base colours have been added correctly.

Press the **“Complete”** button on the Blend Recipe screen.

Blend Recipe : AN INK SERIES, RECIPE-1

Series: AN INK SERIES
Reference: RECIPE-1
Name:
Quantity: 0.100

Print Label

Recipe Cost: 1.279

Ingredients

	Series	Reference	Quantity	
1.	AN INK SERIES	Base Colour-3	0.000	Kgs
2.	AN INK SERIES	Base Colour-2	-0.000	Kgs
3.	AN INK SERIES	Base Colour-1	0.030	Kgs
4.				Kgs
5.				Kgs
6.				Kgs
7.				Kgs

0.000

Complete Overweigh Tare

GETTING STARTED

Blend From a Recipe

You will now have the “Goods-Out” screen displayed.

This is the screen that determines where the mixed ink is to go and for which area it is booked.

The screenshot shows a software window titled "Goods Out1". The window is divided into two main sections: "Detail" and "Weigh out".

Detail Section:

- Series: AN INK SERIES
- Reference: RECIPE-1
- Name: (empty field)
- Quantity: 0.100
- Remaining: 0.100
- Batch Number: (empty field)
- Used On: Job, Sold, Press, On Loan, Stock, Unknown
- Job Number: (empty field)
- Location 1: (empty field)
- Location 2: (empty field)
- Location 3: (empty field)
- Container size: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Weigh out Section:

- A large empty rectangular box for weighing.
- Buttons: Weigh, Tare, Set.

Additional buttons on the right side of the "Detail" section include "Print Label", "Close", and "Issue".

GETTING STARTED

Blend From a Recipe

For this example, press the “Press” option on the Goods-Out screen.

Note that the Job Number box becomes unavailable.

Goods Out1

Detail

Series : AN INK SERIES

Reference : RECIPE-1

Name :

Quantity : 0.100 Remaining : 0.100

Batch Number :

Used in : Job Sold
 Press On Loan
 Stock Unknown

Job Number : [disabled]

Location 1 :

Location 2 :

Location 3 :

Container size : 1 2 3 4 5 6 7 8 9 10

Print Label

Close

Issue

Weigh out

Weigh

Tare

Set

GETTING STARTED

Blend From a Recipe

Press the "Issue" button.

This will issue the quantity of the recipe mixed to "Press".

The screenshot shows a software window titled "Goods Out1" with a parchment background. The "Detail" section contains the following fields and controls:

- Series: AN INK SERIES
- Reference: RECIPE-1
- Name: (empty)
- Quantity: 0.100
- Remaining: 0.100
- Batch Number: (empty)
- Used On: Radio buttons for Job, Press (selected), Stock, Sold, On Loan, and Unknown.
- Job Number: (empty)
- Location 1: (empty)
- Location 2: (empty)
- Location 3: (empty)
- Container size: Radio buttons for 1 through 10.

Buttons in the "Detail" section include "Print Label", "Close", and "Issue" (circled in black). The "Weigh out" section at the bottom has a large empty input area and buttons for "Weigh", "Tare", and "Set".

GETTING STARTED

Blend From a Recipe

The quantity has now disappeared.

Press the "Close" button.

The Goods-Out screen will disappear and you will now be ready to create another mixed colour using the blend screen.

Goods Out1

Detail

Series: AN INK SERIES

Reference: RECIPE-1

Name:

Quantity:

Batch Number:

Used On: Job Press Stock Sold On Loan Unknown

Job Number:

Location 1:

Location 2:

Location 3:

Container size: 1 2 3 4 5 6 7 8 9 10

Print Label

Close

Issue

Weigh out

Weigh

Tare

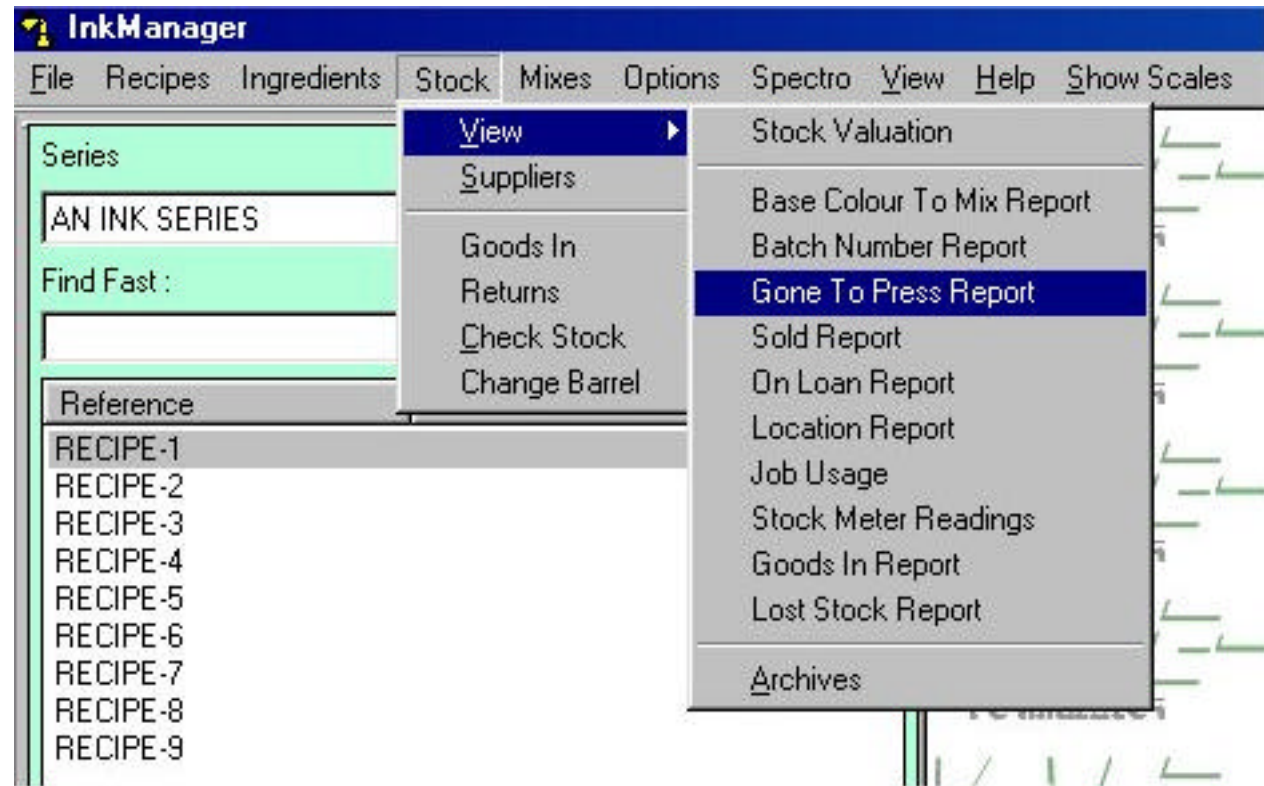
Set

GETTING STARTED

Blend From a Recipe

In order to track the locations and usage of our mixed colours, we can produce various reports to help us.

For this example, choose the “Gone To Press” report from the Stock option from the Main menu bar.



GETTING STARTED

Blend From a Recipe

In order to track these locations and usage of our mixed colours, we can produce various reports to help us.

For this example, choose the “**Gone To Press**” report from the Stock option from the Main menu bar.

You should have a report looking something like this...

This report details the ink series we used, the recipe that we mixed, any alternative name we may have called the recipe, the date we mixed it, the quantity we mixed and any batch number that we may have assigned to the mixed colour.

Gone To Press Report

06 August 2003

Series	Recipe	Name	Date Mixed	Quantity	Base Batch No
AN INK SERIES	RECIPE-1		06-Aug-2003	0.100 Kg	
		Total Press Quantity		0.100 Kg	

GETTING STARTED

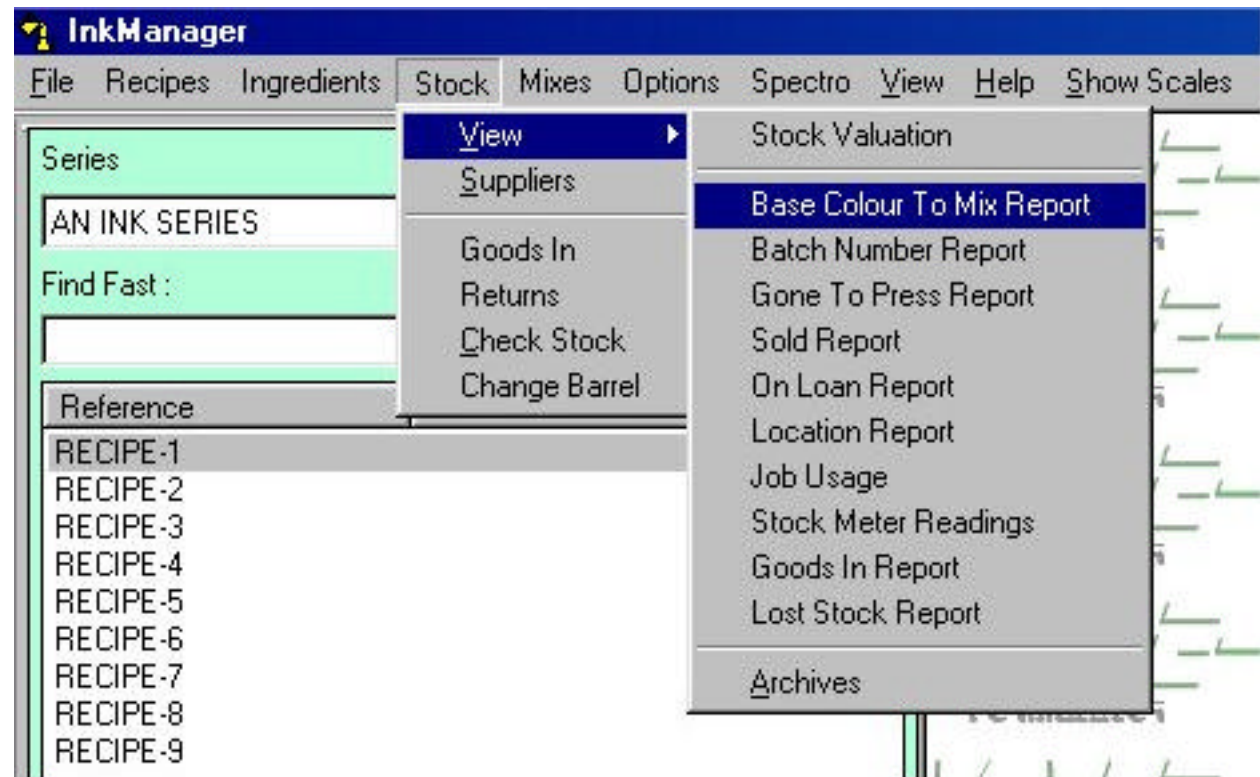
Blend From a Recipe

Similarly, we can track the base colours and raw materials to the finished products.

For this example, choose the “**Base Colour To Mix Report**” report from the Stock option from the Main menu bar.

You should have a report looking something like this...

This report details the ink series we used, the recipe that we mixed, any alternative name we may have called the recipe, the date we mixed it, the quantity we mixed and any batch number that we may have assigned to the mixed colour.



GETTING STARTED

<p>Blend From a Recipe</p> <p>Press PRINT PREVIEW.</p> <p>You should have a report looking something like this...</p> <p>This report details the ink series we used, the recipe that we mixed and the raw materials used for the finished product.</p>	<h3 style="text-align: center;">Base Colour To Mix Report</h3> <p style="text-align: center;">07 August 2003</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Job Number</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Series</th> <th style="text-align: left;">Ingredient Used</th> <th style="text-align: left;">Ingredient Quantity</th> <th style="text-align: left;">Ingredient Value</th> <th style="text-align: left;">Finished Colour</th> </tr> </thead> <tbody> <tr> <td>PRESS</td> <td>06-Aug-2003 - 11:59</td> <td>AN INK SERIES</td> <td>Base Colour-1</td> <td>0.030 Kg</td> <td>£ 0.46</td> <td></td> </tr> <tr> <td>PRESS</td> <td>06-Aug-2003 - 11:59</td> <td>AN INK SERIES</td> <td>Base Colour-2</td> <td>0.030 Kg</td> <td>£ 0.37</td> <td></td> </tr> <tr> <td>PRESS</td> <td>06-Aug-2003 - 11:59</td> <td>AN INK SERIES</td> <td>Base Colour-3</td> <td>0.040 Kg</td> <td>£ 0.45</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Total for mix</td> <td></td> <td>0.100 Kg</td> <td>£ 1.28</td> <td>RECIPE-1</td> </tr> <tr> <td>PRESS</td> <td></td> <td>Totals</td> <td></td> <td>0.100 Kg</td> <td>£ 1.28</td> <td></td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Total Quantities and Costs</td> <td>0.100 Kg</td> <td>£ 1.28</td> <td></td> </tr> </tbody> </table>	Job Number	Date	Series	Ingredient Used	Ingredient Quantity	Ingredient Value	Finished Colour	PRESS	06-Aug-2003 - 11:59	AN INK SERIES	Base Colour-1	0.030 Kg	£ 0.46		PRESS	06-Aug-2003 - 11:59	AN INK SERIES	Base Colour-2	0.030 Kg	£ 0.37		PRESS	06-Aug-2003 - 11:59	AN INK SERIES	Base Colour-3	0.040 Kg	£ 0.45				Total for mix		0.100 Kg	£ 1.28	RECIPE-1	PRESS		Totals		0.100 Kg	£ 1.28				Total Quantities and Costs		0.100 Kg	£ 1.28	
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		Total Quantities and Costs		0.100 Kg	£ 1.28																																													

GETTING STARTED

Summary

This basic introduction should now allow you to set your information in the SETTINGS area that suit your business and the way you wish to use Ink Manager.

You should now be able to manually create new ink series with base colours and recipe formulations.

You should now be able to use your recipe formulations with the scales in order to mix your colours.

You should now be able to select simple reports to account for the materials used in your weighing down and recipe mixing.

For a more in depth look at Ink Manager, please read on as we have so much more to offer.



Making Your Stock and Inventory Work

Single Location Stock Control

During the Getting Started process we learned how to set the system up in readiness and to be able to use the scales to mix our colours.

When the base colours in this example were created, cost prices for each base colour were entered along with re-order points and re-order quantities.

What we didn't enter was any stock and inventory values. In order to maintain our stock on a single location level, we will need to introduce the stock quantities through the **Goods-In** procedure.

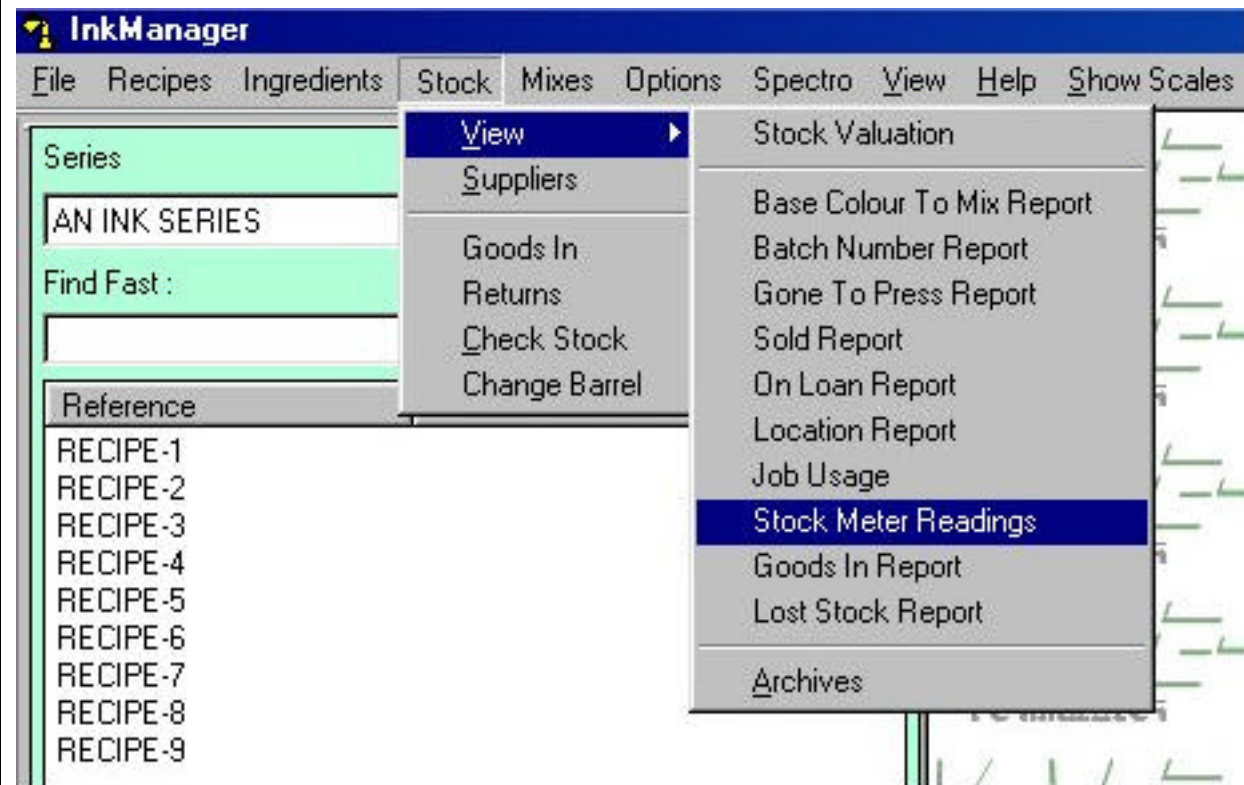
All stock and inventory will be held at a single location as a bulk item.



Making Your Stock and Inventory Work

Single Location Stock Control

In order to take a simple stock check, select "Stock Meter Readings" from the Stock option from the main Menu Bar.



Making Your Stock and Inventory Work

Single Location Stock Control

This report will be displayed. Note that it will report on ALL ink series in your database.

We are just interested in the stock levels for "AN INK SERIES". To filter out just the information that we need for our new ink series enter 2-3 characters of the ink series name you need in the "Series Filter" on the Stock Meter Readings screen then press the "Search" button.

C:\InkManager\StockMeterReadings.plr

Series Filter : Stock Code Filter :

Returned Data :

Stock Code	Quantity in sto...	Cost	Value In...	Re-Ord...	Re-Ord...	LOW ! ▲
Base Colour-1	-0.030 Kg	£ 15.35	£ -0.46	10.000 ...	25.000 ...	ORC
Base Colour-10	0.000 Kg	£ 9.75	£ 0.00	10.000 ...	20.000 ...	ORC
Base Colour-11	0.000 Kg	£ 15.25	£ 0.00	10.000 ...	20.000 ...	ORC
Base Colour-12	0.000 Kg	£ 12.44	£ 0.00	10.000 ...	20.000 ...	ORC
Base Colour-2	-0.030 Kg	£ 12.25	£ -0.37	20.000 ...	45.000 ...	ORC
Base Colour-3	-0.040 Kg	£ 11.28	£ -0.45	20.000 ...	45.000 ...	ORC
Base Colour-4	0.000 Kg	£ 12.34	£ 0.00	15.000 ...	35.000 ...	ORC
Base Colour-5	0.000 Kg	£ 10.90	£ 0.00	15.000 ...	35.000 ...	ORC
Base Colour-6	0.000 Kg	£ 12.50	£ 0.00	15.000 ...	35.000 ...	ORC
Base Colour-7	0.000 Kg	£ 9.75	£ 0.00	10.000 ...	20.000 ...	ORC
Base Colour-8	0.000 Kg	£ 14.22	£ 0.00	10.000 ...	20.000 ...	ORC
Base Colour-9	0.000 Kg	£ 12.96	£ 0.00	10.000 ...	20.000 ...	ORC
PANTONE 801	0.000 Kg	£ 0.00	£ 0.00	0.000 Kg		
PANTONE 802	0.000 Kg	£ 0.00	£ 0.00	0.000 Kg		
PANTONE 803	0.000 Kg	£ 0.00	£ 0.00	0.000 Kg		
PANTONE 804	0.000 Kg	£ 0.00	£ 0.00	0.000 Kg		

Making Your Stock and Inventory Work

Single Location Stock Control

Now we have all the information we need about the ink series we are using.

If you have a printer attached to your system, you can print this report.

Stock Code	Quantity in sto...	Cost	Value In...	Re-Ord...	Re-Ord...	LOW S...
Base Colour-1	-0.030 Kg	£ 15.35	£ -0.46	10.000 ...	25.000 ...	ORDEF
Base Colour-10	0.000 Kg	£ 9.75	£ 0.00	10.000 ...	20.000 ...	ORDEF
Base Colour-11	0.000 Kg	£ 15.25	£ 0.00	10.000 ...	20.000 ...	ORDEF
Base Colour-12	0.000 Kg	£ 12.44	£ 0.00	10.000 ...	20.000 ...	ORDEF
Base Colour-2	-0.030 Kg	£ 12.25	£ -0.37	20.000 ...	45.000 ...	ORDEF
Base Colour-3	-0.040 Kg	£ 11.28	£ -0.45	20.000 ...	45.000 ...	ORDEF
Base Colour-4	0.000 Kg	£ 12.34	£ 0.00	15.000 ...	35.000 ...	ORDEF
Base Colour-5	0.000 Kg	£ 10.90	£ 0.00	15.000 ...	35.000 ...	ORDEF
Base Colour-6	0.000 Kg	£ 12.50	£ 0.00	15.000 ...	35.000 ...	ORDEF
Base Colour-7	0.000 Kg	£ 9.75	£ 0.00	10.000 ...	20.000 ...	ORDEF
Base Colour-8	0.000 Kg	£ 14.22	£ 0.00	10.000 ...	20.000 ...	ORDEF
Base Colour-9	0.000 Kg	£ 12.96	£ 0.00	10.000 ...	20.000 ...	ORDEF

Making Your Stock and Inventory Work

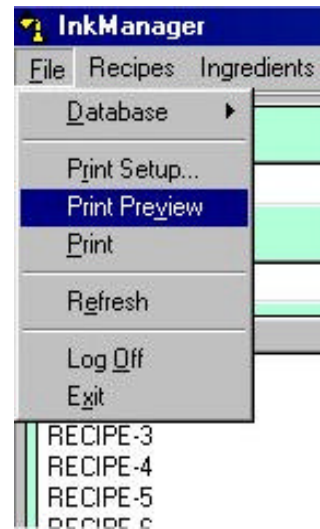
Single Location Stock Control

Alternatively, press FILE and PRINT PREVIEW to display the report on your computer.

Notice that the quantity in stock for Base Colour-1, Base Colour-2 and Base Colour-3 are negative: this is because we had no recorded stock values when we blended RECIPE-1 earlier in Getting Started.

We now need to enter stock values for our base colours for AN INK SERIES.

Press Close at the top of the screen to remove the displayed report. Then press Close on the Stock Meter Readings report display box.



Stock Meter Readings Report

06 August 2003

Stock Code	Quantity In Stock	Cost	Value In Stock	Re-Order Level	Re-Order Quantity	LOW STOCK	Order Value
Base Colour-1	-0.030 Kg	£ 15.35	£ -0.46	10,000 Kgs	25,000 Kgs	ORDER	£ 383.75
Base Colour-10	0.000 Kg	£ 9.75	£ 0.00	10,000 Kgs	20,000 Kgs	ORDER	£ 195.00
Base Colour-11	0.000 Kg	£ 15.25	£ 0.00	10,000 Kgs	20,000 Kgs	ORDER	£ 305.00
Base Colour-12	0.000 Kg	£ 12.44	£ 0.00	10,000 Kgs	20,000 Kgs	ORDER	£ 248.80
Base Colour-2	-0.030 Kg	£ 12.25	£ -0.37	20,000 Kgs	40,000 Kgs	ORDER	£ 651.20
Base Colour-3	-0.040 Kg	£ 11.20	£ -0.45	20,000 Kgs	45,000 Kgs	ORDER	£ 607.60
Base Colour-4	0.000 Kg	£ 12.34	£ 0.00	15,000 Kgs	35,000 Kgs	ORDER	£ 431.90
Base Colour-5	0.000 Kg	£ 10.80	£ 0.00	15,000 Kgs	30,000 Kgs	ORDER	£ 381.00
Base Colour-6	0.000 Kg	£ 12.50	£ 0.00	15,000 Kgs	35,000 Kgs	ORDER	£ 437.50
Base Colour-7	0.000 Kg	£ 9.75	£ 0.00	10,000 Kgs	20,000 Kgs	ORDER	£ 195.00
Base Colour-8	0.000 Kg	£ 14.22	£ 0.00	10,000 Kgs	20,000 Kgs	ORDER	£ 284.40
Base Colour-9	0.000 Kg	£ 12.95	£ 0.00	10,000 Kgs	20,000 Kgs	ORDER	£ 259.20
Totals:	-0.100 Kg		£ -1.28		340,000 Kgs		£ 4180.90

Making Your Stock and Inventory Work

Single Location Stock Control

In the normal course of events, deliveries of raw materials will be made to your company along with delivery documentation such as a delivery noted or GRN (Goods Received Note).

The information from this documentation can be entered into the stock control system and the values entered will increment the levels of stock.

If this is a new system you may need to do a physical stock check and then enter those values as "Opening Stock" for example.

Select "Goods In" from the Stock option on the Main Menu Bar.



Making Your Stock and Inventory Work

Single Location Stock Control

This displays the **Goods In** screen.

If you are entering the stock values of your bases colours and raw materials, press the "Ingredients" tab at the foot of the screen.

Goods In

Detail

Series:

Reference:

Name:

Quantity:

Batch Number:

Used On: Job Sold
 Press On Loan
 Stock Goods In

GRN Number:

Location 1:

Location 2:

Location 3:

Container size: 1 2 3 4 5 6 7 8 9 10

Print Label

Close

Received

Weigh out

Weigh

Tare

Set

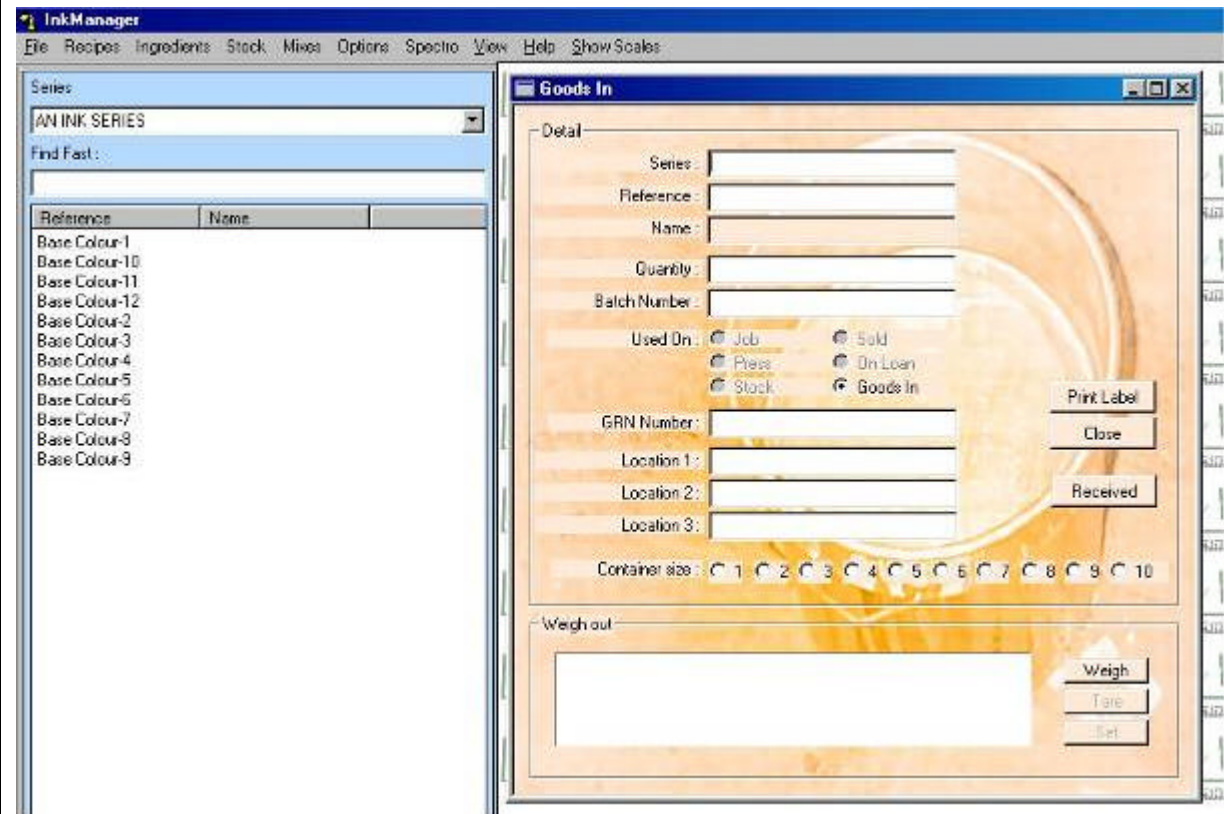
Making Your Stock and Inventory Work

Single Location Stock Control

You should now have a screen looking something like this...

We used “click and drag” earlier in Getting Started and we now do the same thing here for each individual item for which we have an Opening Stock value.

Click and drag your first item to the Goods In screen.



Making Your Stock and Inventory Work

Single Location Stock Control

Enter the quantity that you have in stock.

Ignore the Batch Number for now.

Enter "Opening Stock" into the GRN Number.

Leave the Locations BLANK.

Press the "Received" button.

The quantity will disappear but the item name and GRN Number information will remain.

Click and drag your next item and repeat this process until you have entered all the Opening Stock values for your base colours and raw materials.

When you have entered all the information, press the Close button.

The screenshot shows a software window titled "Goods In : AN INK SERIES, Base Colour-1". The window is divided into two main sections: "Detail" and "Weigh out".

Detail Section:

- Series: AN INK SERIES
- Reference: Base Colour-1
- Name: (empty)
- Quantity: 25
- Batch Number: (empty)
- Used On: Radio buttons for Job, Press, Stock, Sold, On Loan, Goods In. "Goods In" is selected.
- GRN Number: Opening Stock
- Location 1: (empty)
- Location 2: (empty)
- Location 3: (empty)
- Container size: Radio buttons for 1 through 10.

Buttons: Print Label, Close, Received.

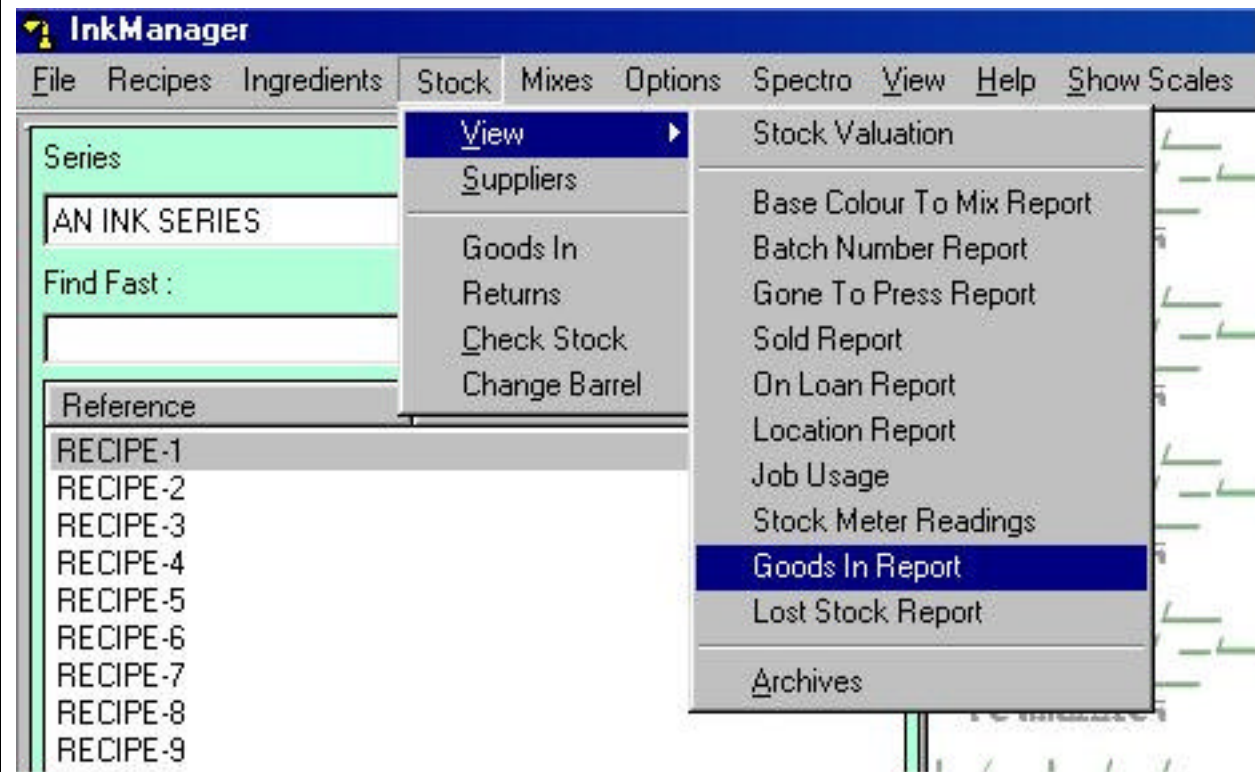
Weigh out Section:

- Large empty input field.
- Buttons: Weigh, Tare, Set.

Making Your Stock and Inventory Work

Single Location Stock Control

Now select the "Goods In Report"



Making Your Stock and Inventory Work

<p>Single Location Stock Control</p> <p>Press FILE then PRINT PREVIEW</p> <p>You should have a report looking something like this...</p>	<h3>Goods-in Report</h3> <p>07 August 2003</p>																																																																																																								
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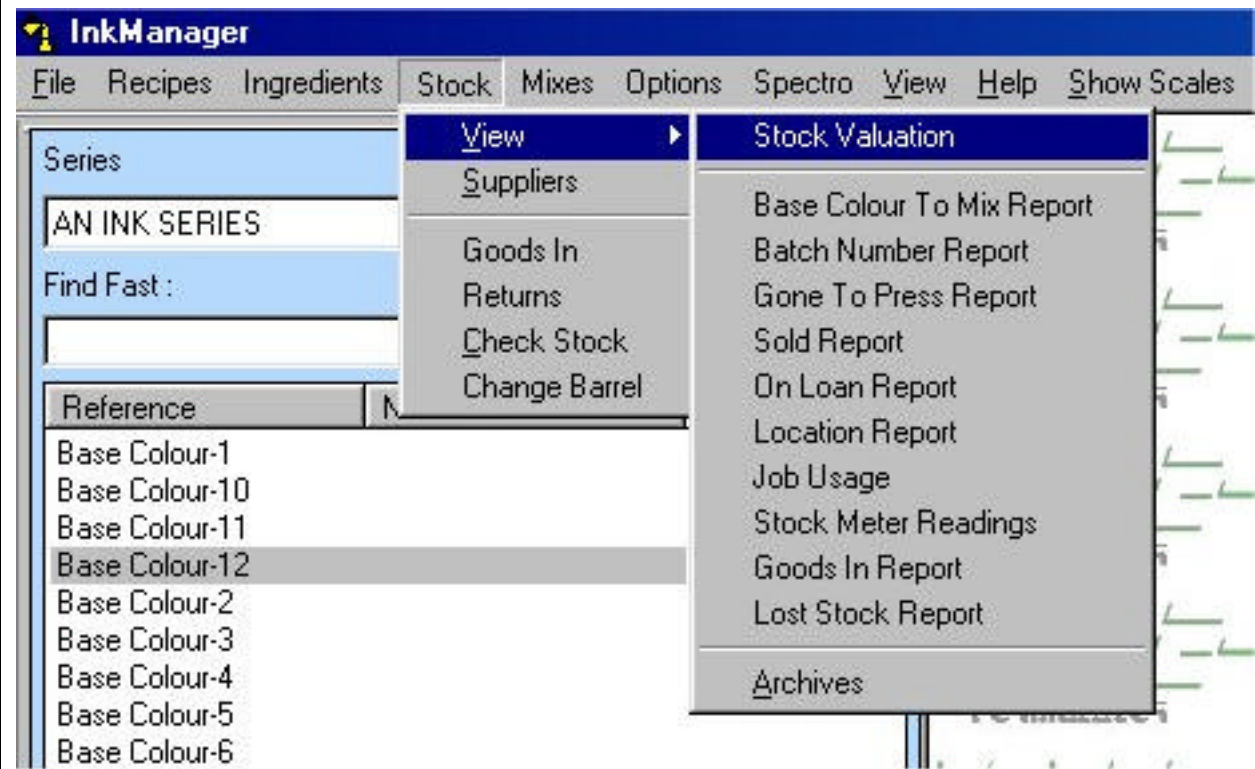
Making Your Stock and Inventory Work

<p>Single Location Stock Control</p> <p>Now select STOCK, VIEW then STOCK METER READINGS from the Main Menu Bar.</p> <p>Press FILE then PRINT PREVIEW.</p> <p>You should have a report displayed similar to this...</p>	<h3>Stock Meter Readings Report</h3>																																																																																																															
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Making Your Stock and Inventory Work

Single Location Stock Control

To verify the Stock Meter Readings, select Stock Valuation Report from the Stock options from the Main Menu Bar.



Making Your Stock and Inventory Work

Single Location Stock Control

This will currently give the same information as the Stock Meter Readings report. However, this is the Stock Valuation Report and in time when other Goods In and Returns are made, those items will also be listed here.

Press Close if you have finished.

C:\InkManager\StockValue.plr

Series Filter : Reference Filter :

Returned Data

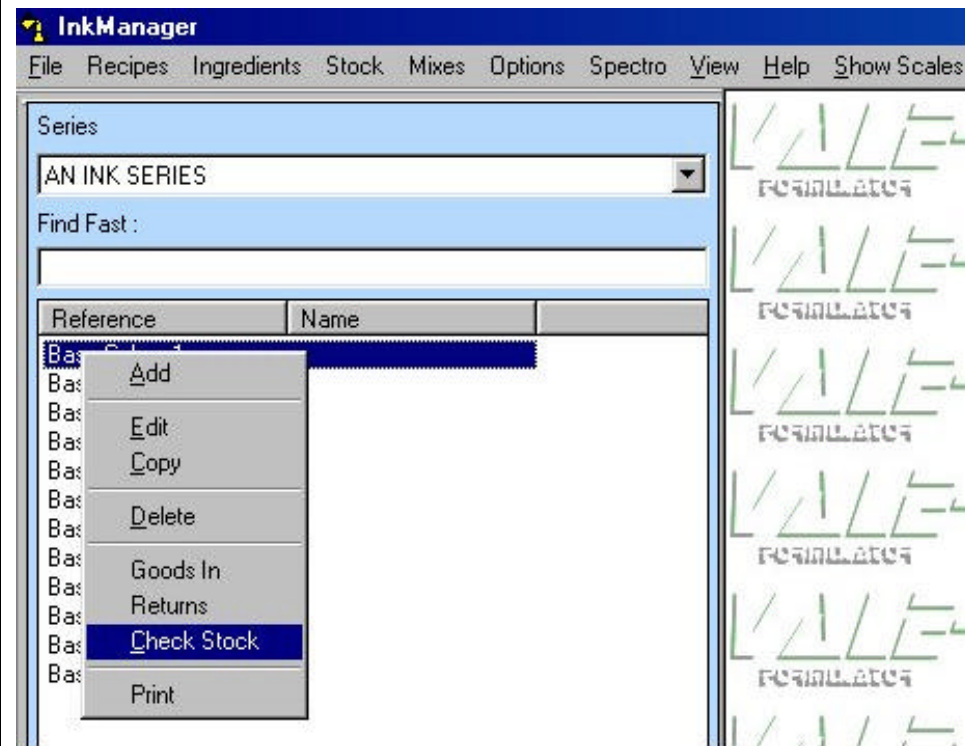
Series	Reference	Level	Value	Location
AN INK SERIES	Base Colour-1	24.970 kgs	£383.29	
AN INK SERIES	Base Colour-10	20.000 kgs	£195.00	NOT USE
AN INK SERIES	Base Colour-11	20.000 kgs	£305.00	NOT USE
AN INK SERIES	Base Colour-12	20.000 kgs	£248.80	NOT USE
AN INK SERIES	Base Colour-2	44.970 kgs	£550.88	NOT USE
AN INK SERIES	Base Colour-3	44.960 kgs	£507.15	NOT USE
AN INK SERIES	Base Colour-4	35.000 kgs	£431.90	NOT USE
AN INK SERIES	Base Colour-5	35.000 kgs	£381.50	NOT USE
AN INK SERIES	Base Colour-6	35.000 kgs	£437.50	NOT USE
AN INK SERIES	Base Colour-7	20.000 kgs	£195.00	NOT USE
AN INK SERIES	Base Colour-8	20.000 kgs	£284.40	NOT USE
AN INK SERIES	Base Colour-9	20.000 kgs	£259.20	NOT USE

Totals

Making Your Stock and Inventory Work

Single Location Stock Control

For a simple stock check on an individual base colour or raw material item, simply right-click the mouse key on the required item, choose "Check Stock".



Making Your Stock and Inventory Work

Single Location Stock Control

This screen will appear...

This shows the current level of stock for this item only.

If you have finished, press the Close button.

However, at this point, you could book some of this item out to a different location or area.

It may be that someone needs a 5Kgs pot of this base colour and in order to account for it, you should use the Goods-Out button.

Press Goods Out.

The screenshot shows a software window titled "Check Stock : AN INK SERIES, Base Colour-1". The window contains a form with the following fields and values:

Series :	AN INK SERIES	
Reference :	Base Colour-1	
Name :		
Quantity :	24.970	Total : 24.970 Kgs
Batch No. :		
Location 1 :		
Location 2 :		
Location 3 :		

At the bottom of the window, there are four buttons: "Previous", "Next", "Goods Out", and "Close".

Making Your Stock and Inventory Work

Single Location Stock Control

This screen will appear...

It displays the entire quantity held so you will need to change the quantity to the quantity you need to book out.

Ignore the Batch Number for now...

Click the location to where this quantity is to go: i.e. Job, Sold, Press, On Loan or Unknown.

Leave it as going to "Job".

Enter a Job Number in the Job Number box.

Leave the Locations BLANK.

The screenshot shows a software window titled "Goods Out2". The window is divided into two main sections: "Detail" and "Weigh out".

Detail Section:

- Series: AN INK SERIES
- Reference: Base Colour-1
- Name: (empty)
- Quantity: 24.970
- Batch Number: (empty)
- Used On: Job, Sold, Press, On Loan, Stock, Unknown
- Job Number: (empty)
- Location 1: (empty)
- Location 2: (empty)
- Location 3: (empty)
- Container size: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Weigh out Section:

- A large empty rectangular box for weighing.
- Buttons: Weigh, Tare, Set.

Buttons on the right side of the "Detail" section: Print Label, Close, Issue.

Making Your Stock and Inventory Work

Single Location Stock Control

Now press the "Issue" button.

The quantity will disappear but the Job Number will remain available should you wish to book another quantity out to the same Job Number.

If you have finished, press the Close button.

The screenshot shows a software window titled "Goods Out2". The window is divided into two main sections: "Detail" and "Weigh out".

Detail Section:

- Series: AN INK SERIES
- Reference: Base Colour-1
- Name: (empty)
- Quantity: 5
- Batch Number: (empty)
- Used On: Job, Sold, Press, On Loan, Stock, Unknown
- Job Number: ABC/123
- Location 1: (empty)
- Location 2: (empty)
- Location 3: (empty)
- Container size: 1 2 3 4 5 6 7 8 9 10

Weigh out Section:

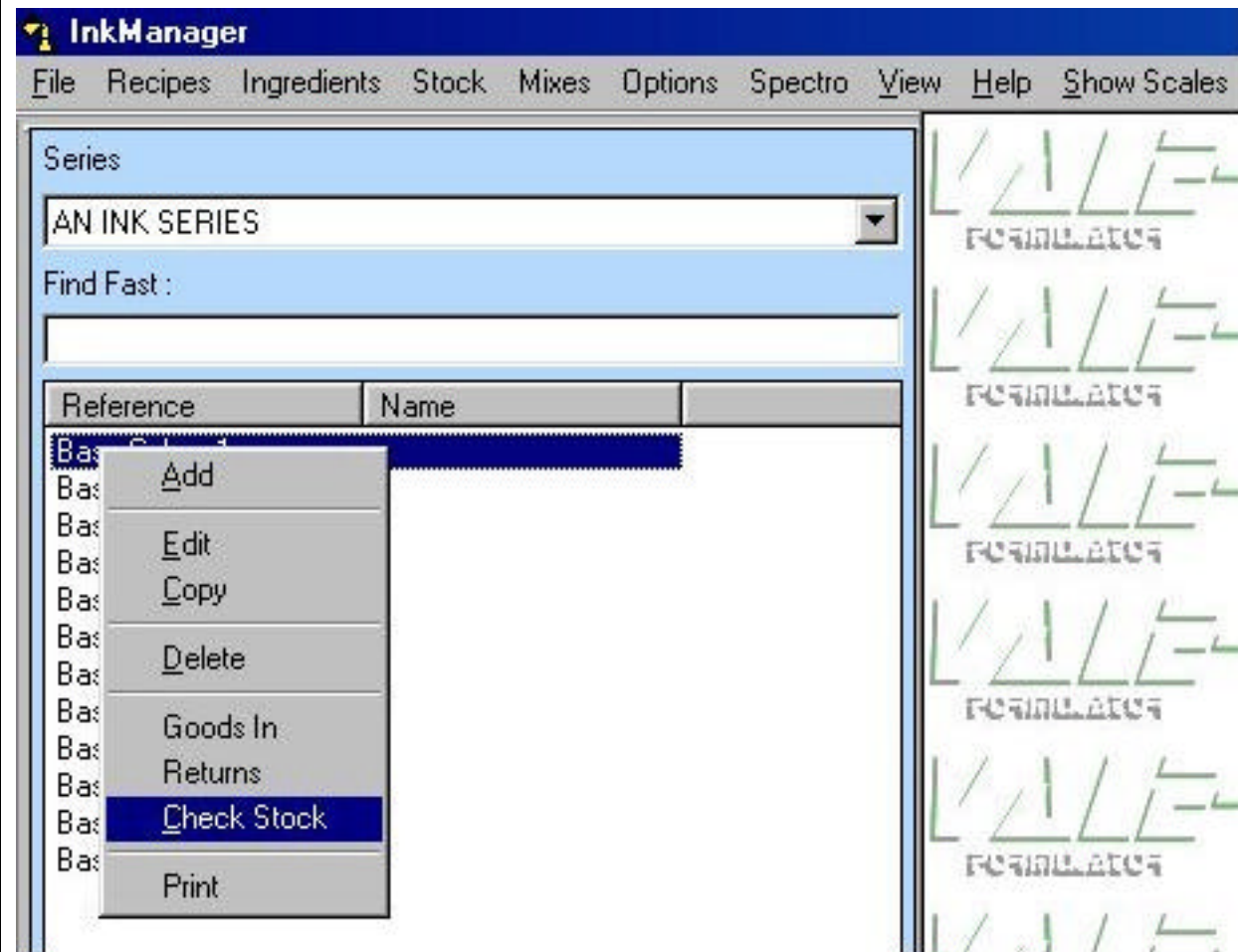
- Weigh
- Tare
- Set

Buttons on the right side of the window: Print Label, Close, Issue (circled in black).

Making Your Stock and Inventory Work

Single Location Stock Control

To check the stock level again, right-click on the required item and select "Check Stock".

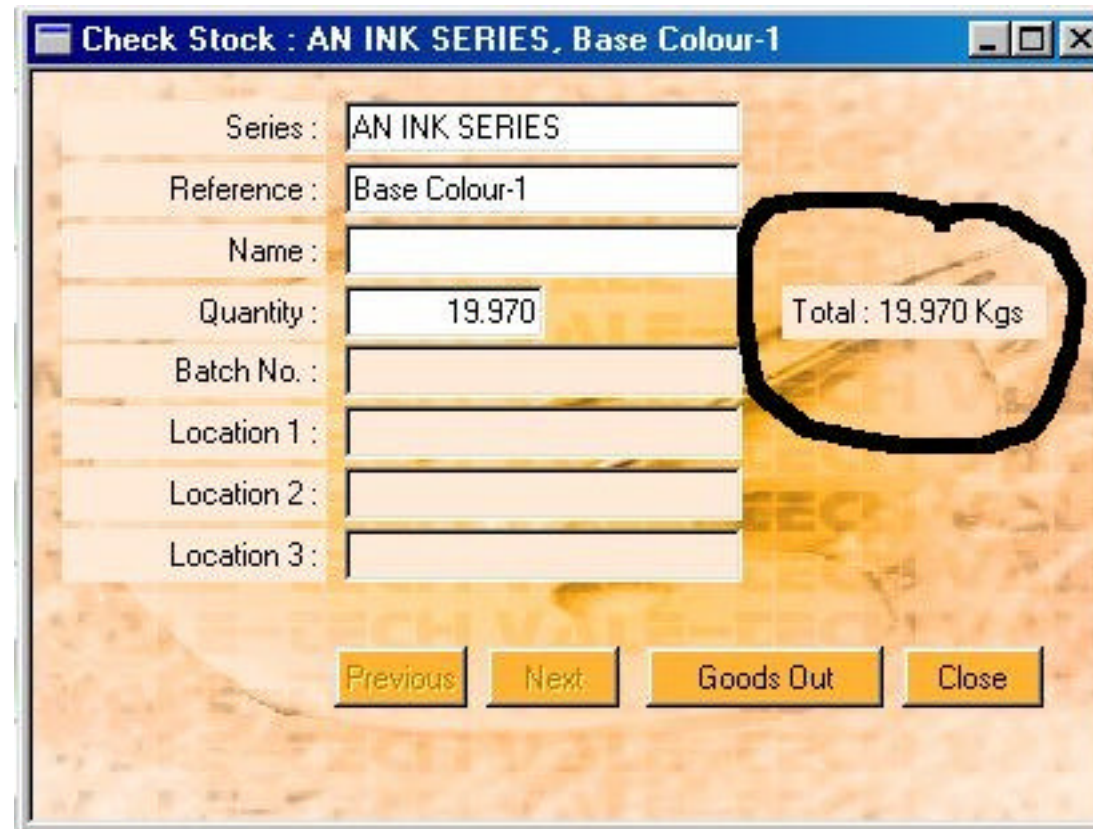


Making Your Stock and Inventory Work

Single Location Stock Control

Note that the total held in stock has now been reduced by the quantity taken out through the Goods In screen.

Press the Close button.



The screenshot shows a software window titled "Check Stock : AN INK SERIES, Base Colour-1". The window contains several input fields and buttons. The fields are:

- Series : AN INK SERIES
- Reference : Base Colour-1
- Name : (empty)
- Quantity : 19.970
- Batch No. : (empty)
- Location 1 : (empty)
- Location 2 : (empty)
- Location 3 : (empty)

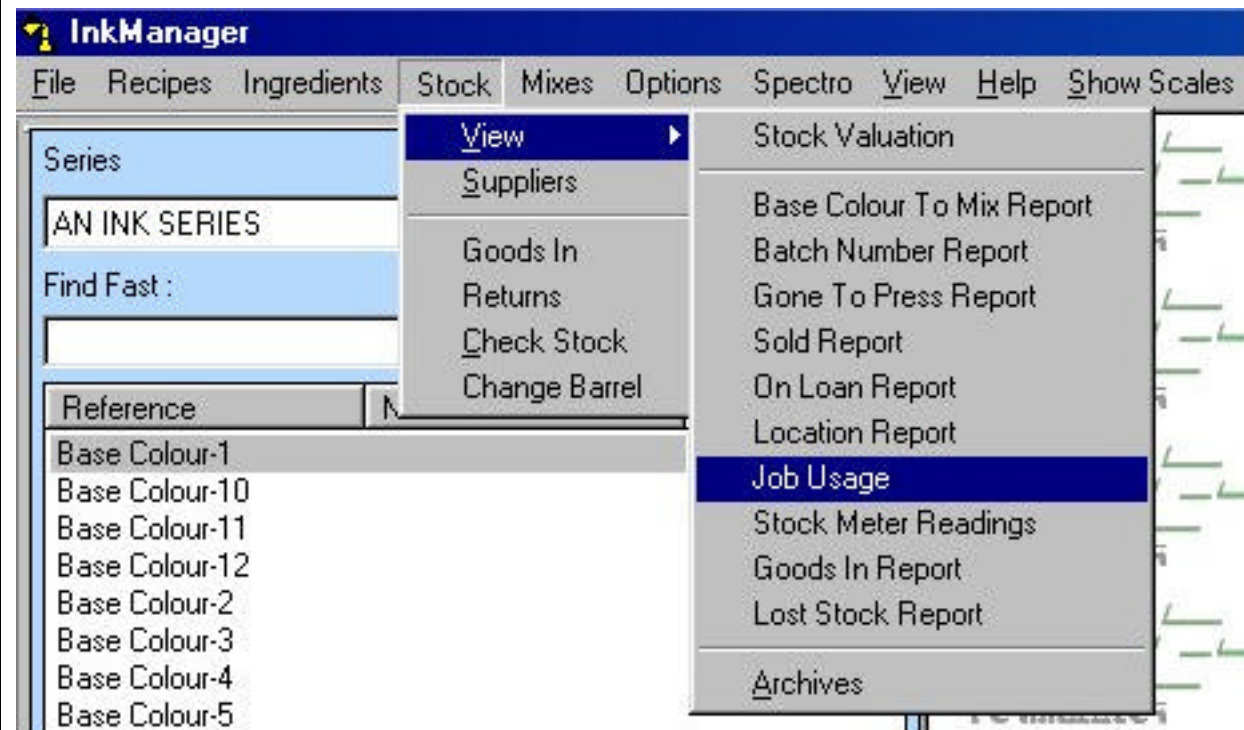
A callout box with a black border points to the Quantity field, containing the text "Total : 19.970 Kgs". At the bottom of the window, there are four buttons: "Previous", "Next", "Goods Out", and "Close".

Making Your Stock and Inventory Work

Single Location Stock Control

We can now produce a report detailing all the materials that have been booked to Job Numbers.

Select Job Usage from the Stock option from the Main Menu Bar.



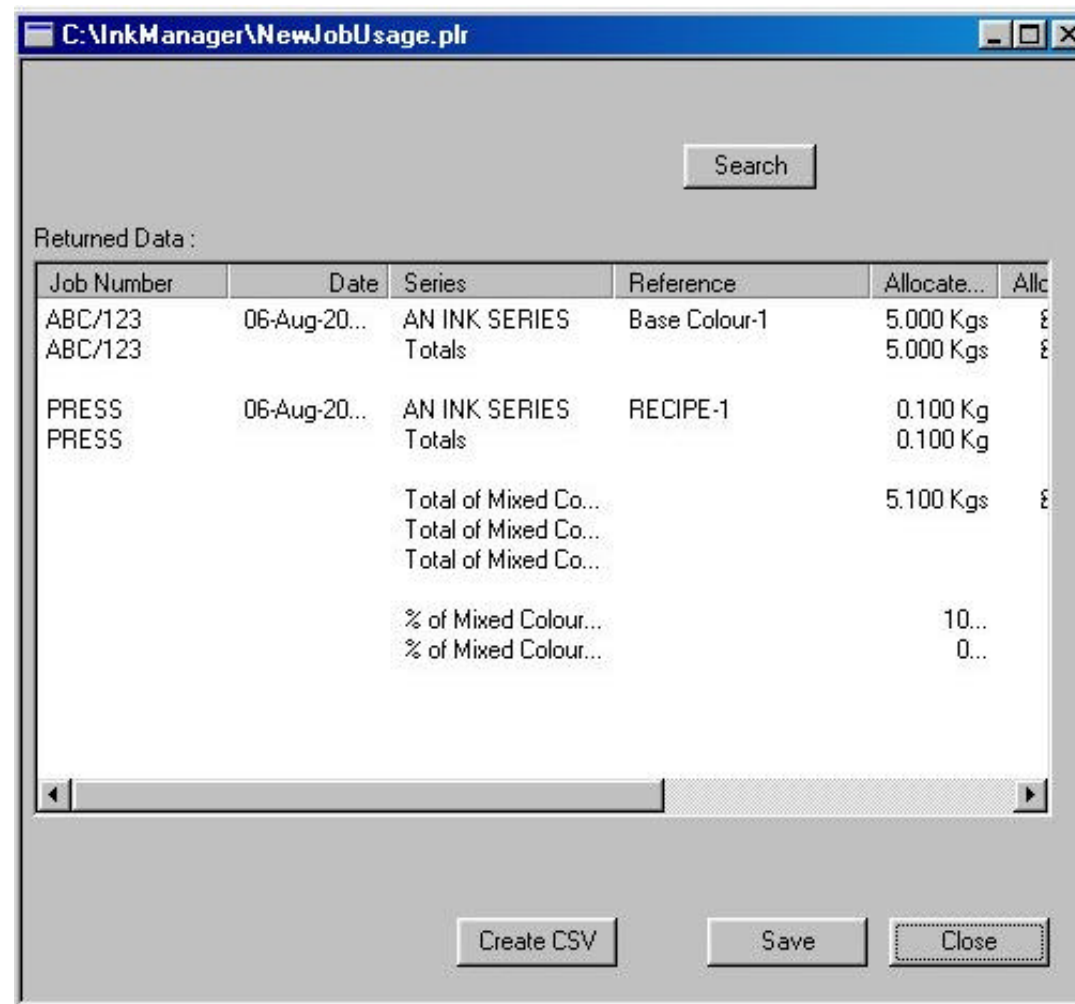
Making Your Stock and Inventory Work

Single Location Stock Control

The Job Usage report box appears.

It may be more convenient to use FILE then PRINT PREVIEW in order to see the report more clearly.

Press Close if you have finished.



The screenshot shows a window titled 'C:\InkManager\NewJobUsage.plr'. It contains a 'Search' button at the top. Below it, the text 'Returned Data:' is followed by a table. The table has columns for Job Number, Date, Series, Reference, and Allocate... (partially visible). The data is grouped into two main sections: one for 'ABC/123' and one for 'PRESS', each with a 'Totals' row. Below these are summary rows for 'Total of Mixed Co...' and percentage rows for '% of Mixed Colour...'. At the bottom of the window are three buttons: 'Create CSV', 'Save', and 'Close'.

Job Number	Date	Series	Reference	Allocate...	Allc
ABC/123	06-Aug-20...	AN INK SERIES	Base Colour-1	5.000 Kgs	£
ABC/123		Totals		5.000 Kgs	£
PRESS	06-Aug-20...	AN INK SERIES	RECIPE-1	0.100 Kg	
PRESS		Totals		0.100 Kg	
		Total of Mixed Co...		5.100 Kgs	£
		Total of Mixed Co...			
		Total of Mixed Co...			
		% of Mixed Colour...		10...	
		% of Mixed Colour...		0...	

Making Your Stock and Inventory Work

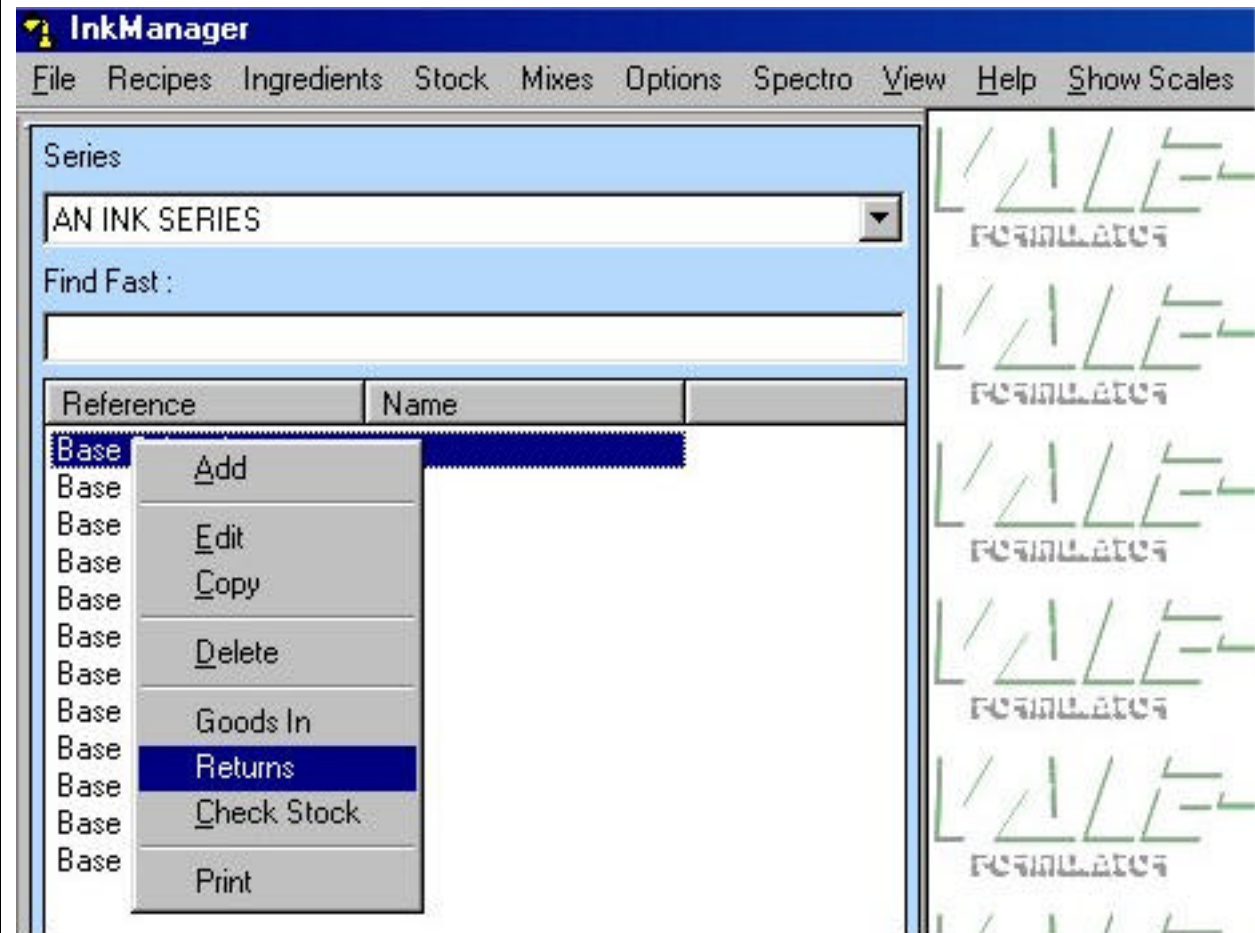
<p>Single Location Stock Control</p> <p>Job Usage Report.</p> <p>Note that our last mixed recipe that we sent to Press is also listed.</p> <p>Press Close if you have finished.</p>	<h3>Job Usage Report</h3> <p>06 August 2003</p>																																																																																																			
	<table border="1"> <thead> <tr> <th>Job Number</th> <th>Date</th> <th>Series</th> <th>Reference</th> <th>Allocated Quantity</th> <th>Allocated Value</th> <th>Returned Quantity</th> <th>Returned Value</th> <th>Used Quantity</th> <th>Used Value</th> </tr> </thead> <tbody> <tr> <td>ABC/123</td> <td>06-Aug-2003 - 15:17</td> <td>AN INK SERIES</td> <td>Base Colour-1</td> <td>5.000 Kgs</td> <td>£ 76.75</td> <td></td> <td></td> <td>5.000 Kgs</td> <td>£ 76.75</td> </tr> <tr> <td>ABC/123</td> <td></td> <td>Totals</td> <td></td> <td>5.000 Kgs</td> <td>£ 76.75</td> <td>0.000 Kg</td> <td>£ 0.00</td> <td>5.000 Kgs</td> <td>£ 76.75</td> </tr> <tr> <td>PRESS</td> <td>06-Aug-2003 - 12:20</td> <td>AN INK SERIES</td> <td>RECIPE-1</td> <td>0.100 Kg</td> <td>£ 0.00</td> <td></td> <td></td> <td>0.100 Kg</td> <td>£ 0.00</td> </tr> <tr> <td>PRESS</td> <td></td> <td>Totals</td> <td></td> <td>0.100 Kg</td> <td>£ 0.00</td> <td>0.000 Kg</td> <td></td> <td>0.100 Kg</td> <td>£ 0.00</td> </tr> <tr> <td colspan="4">Total of Mixed Colours Allocated</td> <td>5.100 Kgs</td> <td>£ 76.75</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Total of Mixed Colours Returned</td> <td></td> <td></td> <td>0.000 Kg</td> <td>£ 0.00</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Total of Mixed Colours Used</td> <td></td> <td></td> <td></td> <td></td> <td>5.100 Kgs</td> <td>£ 76.75</td> </tr> <tr> <td colspan="4">% of Mixed Colours Used</td> <td>100.00 %</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">% of Mixed Colours Returned</td> <td>0.00 %</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Job Number	Date	Series	Reference	Allocated Quantity	Allocated Value	Returned Quantity	Returned Value	Used Quantity	Used Value	ABC/123	06-Aug-2003 - 15:17	AN INK SERIES	Base Colour-1	5.000 Kgs	£ 76.75			5.000 Kgs	£ 76.75	ABC/123		Totals		5.000 Kgs	£ 76.75	0.000 Kg	£ 0.00	5.000 Kgs	£ 76.75	PRESS	06-Aug-2003 - 12:20	AN INK SERIES	RECIPE-1	0.100 Kg	£ 0.00			0.100 Kg	£ 0.00	PRESS		Totals		0.100 Kg	£ 0.00	0.000 Kg		0.100 Kg	£ 0.00	Total of Mixed Colours Allocated				5.100 Kgs	£ 76.75					Total of Mixed Colours Returned						0.000 Kg	£ 0.00			Total of Mixed Colours Used								5.100 Kgs	£ 76.75	% of Mixed Colours Used				100.00 %						% of Mixed Colours Returned				0.00 %				
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Making Your Stock and Inventory Work

Single Location Stock Control

Once this item has been used, you may get a quantity back, in which case we will need to return it to the Stock file through the "Returns" screen.

Right-click the mouse key on the required raw material and select "Returns".



Making Your Stock and Inventory Work

Single Location Stock Control

The "Returns" screen will appear.

The raw material named will already be displayed.

You need to enter the quantity to be returned.

Leave the "Job" as it is because the material is coming back from Job.

Enter the Job Number from where the material has been used.

Leave the Locations BLANK.

Returns : AN INK SERIES, Base Colour-1

Detail

Series : AN INK SERIES

Reference : Base Colour-1

Name :

Quantity :

Batch Number :

Used On : Job Sold
 Press On Loan
 Stock Goods In

Job Number :

Location 1 :

Location 2 :

Location 3 :

Container size : 1 2 3 4 5 6 7 8 9 10

Weigh out

Weigh

Tare

Set

Print Label

Close

Return

Making Your Stock and Inventory Work

Single Location Stock Control

Press "Return".

This will return to stock the quantity specified in the Quantity box of the Returns screen.

Press the Close button.

Returns : AN INK SERIES, Base Colour-1

Detail

Series : AN INK SERIES

Reference : Base Colour-1

Name :

Quantity : 1.5

Batch Number :

Used On : Job Sold
 Press On Loan
 Stock Goods In

Job Number : ABC/123

Location 1 :

Location 2 :

Location 3 :

Container size : 1 2 3 4 5 6 7 8 9 10

Print Label

Close

Return

Weigh out

Weigh

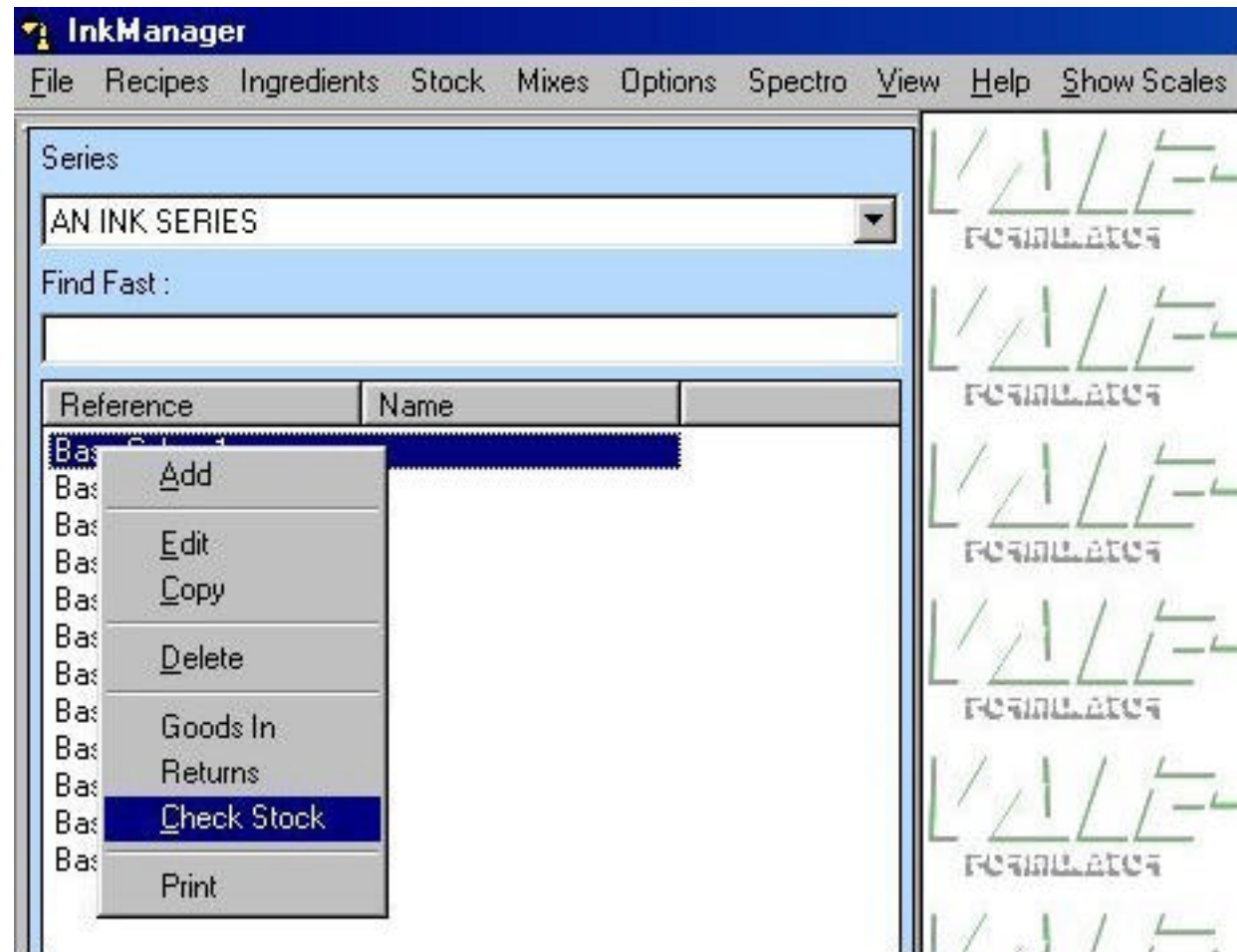
Tare

Set

Making Your Stock and Inventory Work

Single Location Stock Control

For an immediate check on stock availability for this material, right-click the mouse key and select "Check Stock".



Making Your Stock and Inventory Work

Single Location Stock Control

Note that the stock level has been increased by the amount that was entered through the Returns screen.

Press the Close button.

The screenshot shows a software window titled "Check Stock : AN INK SERIES, Base Colour-1". The window contains several input fields and buttons. The "Quantity" field is highlighted in yellow and contains the value "21.470". To the right of the "Quantity" field, a callout box with a black border contains the text "Total : 21.470 Kgs". At the bottom of the window, there are four buttons: "Previous", "Next", "Goods Out", and "Close".

Series :	AN INK SERIES
Reference :	Base Colour-1
Name :	
Quantity :	21.470
Batch No. :	
Location 1 :	
Location 2 :	
Location 3 :	

Total : 21.470 Kgs

Previous Next Goods Out Close

Making Your Stock and Inventory Work

Single Location Stock Control

We can now print another Job Usage report to see what the changes have been.

Note the Return on Job Number ABC/123.

Press Close.

Job Usage Report

06 August 2003

Job Number	Date	Series	Reference	Allocated Quantity	Allocated Value	Returned Quantity	Returned Value	Used Quantity	Used Value
ABC/123	06-Aug-2003 - 15:56	AN INK SERIES	Base Colour-1			1.500 Kgs	£ 23.02	-1.500Kg	£ -23.02
ABC/123	06-Aug-2003 - 15:17	AN INK SERIES	Base Colour-1	5.000 Kgs	£ 76.75			5.000 Kgs	£ 76.75
ABC/123		Totals		5.000 Kgs	£ 76.75	1.500 Kgs	£ 23.02	3.500 Kgs	£ 53.73
PRESS	06-Aug-2003 - 12:20	AN INK SERIES	RECIPES-1	0.100 Kg	£ 0.00			0.100 Kg	£ 0.00
PRESS		Totals		0.100 Kg	£ 0.00	0.000 Kg		0.100 Kg	£ 0.00
Total of Mixed Colours Allocated				5.100 Kgs	£ 76.75				
Total of Mixed Colours Returned						1.500 Kgs	£ 23.02		
Total of Mixed Colours Used								3.600 Kgs	£ 53.73
% of Mixed Colours Used				70.59 %					
% of Mixed Colours Returned				29.41 %					

Making Your Stock and Inventory Work

Single Location Stock Control

We can now take another Stock Valuation Report to see the changes.

Press Close.

Note the level of "Base Colour-1".

Stock Valuation Report

Report Generated on: 6/8/2003

Series	Reference	Level	Value	Location
AN INK SERIES	Base Colour-9	20.000 kgs	£259.20	NOT USED
AN INK SERIES	Base Colour-8	20.000 kgs	£284.40	NOT USED
AN INK SERIES	Base Colour-7	20.000 kgs	£195.00	NOT USED
AN INK SERIES	Base Colour-6	35.000 kgs	£437.50	NOT USED
AN INK SERIES	Base Colour-5	35.000 kgs	£381.50	NOT USED
AN INK SERIES	Base Colour-4	35.000 kgs	£431.90	NOT USED
AN INK SERIES	Base Colour-3	44.960 kgs	£507.15	NOT USED
AN INK SERIES	Base Colour-2	44.970 kgs	£550.88	NOT USED
AN INK SERIES	Base Colour-12	20.000 kgs	£248.80	NOT USED
AN INK SERIES	Base Colour-11	20.000 kgs	£305.00	NOT USED
AN INK SERIES	Base Colour-10	20.000 kgs	£195.00	NOT USED
AN INK SERIES	Base Colour-1	21.470 kgs	£329.57	

Page Totals: 336.400 kgs £4,125.89

Totals: 336.400 kgs £4,125.89

Page 1

Making Your Stock and Inventory Work

Summary

You should now be able to manage the movements of your base colours and raw materials. But don't forget that what you may have done with raw materials also applies to finished inks too.

We looked at...

Stock Meter Readings

Goods In (we did opening stock values but this applies to all deliveries made to your business).

Goods In Report

Stock Valuation Report

Stock level enquiry on single items with "Check Stock".

Goods Out.

Job Usage.

Returns.



Batch Numbers and Traceability

Setting Current Batch Numbers

Each individual base colour or raw material component can carry its own batch number. Normally this may be the batch on the container that is delivered to you by your supplier.

A batch number can be entered against each individual component so that when that component is used during the blending process, the batch number is associated with the current blend. Batch numbers can then be subsequently traced using the Batch Number Report for traceability purposes.

The time to change a batch number is when a new container of base colour or raw material is opened. In this case, we call it our "Change Barrel" routine: albeit you may just be opening a new tin.



Batch Numbers and Traceability

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The time to change a batch number is when a new container of base colour or raw material is opened. In this case, we call it our "Change Barrel" routine: albeit you may just be opening a new tin.

Select the "Change Barrel" option.

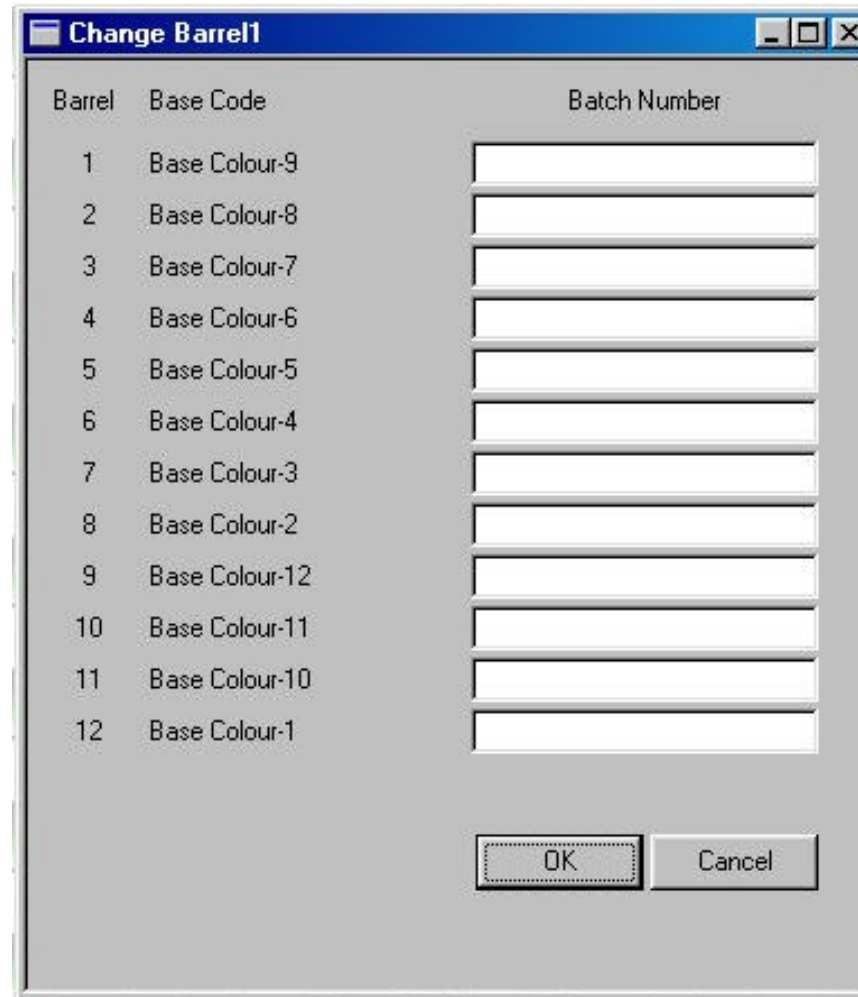


Batch Numbers and Traceability

Setting Current Batch Numbers

This displays a table containing the base colours and raw materials for the ink series currently in use.

From your tins/containers of base colours that you are using, enter the batch numbers into the respective boxes on the "Change Barrel" table.



The screenshot shows a dialog box titled "Change Barrel" with a table containing 12 rows. Each row has three columns: "Barrel", "Base Code", and "Batch Number". The "Batch Number" column contains empty input boxes for each row. At the bottom of the dialog box are "OK" and "Cancel" buttons.

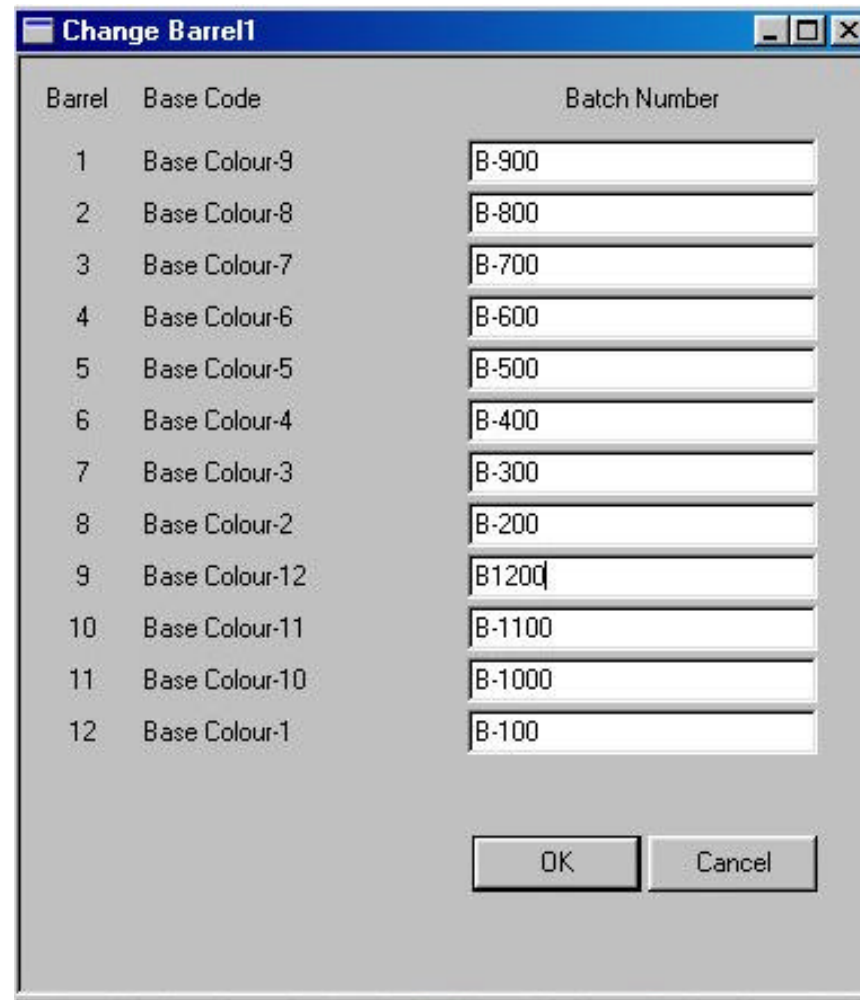
Barrel	Base Code	Batch Number
1	Base Colour-9	<input type="text"/>
2	Base Colour-8	<input type="text"/>
3	Base Colour-7	<input type="text"/>
4	Base Colour-6	<input type="text"/>
5	Base Colour-5	<input type="text"/>
6	Base Colour-4	<input type="text"/>
7	Base Colour-3	<input type="text"/>
8	Base Colour-2	<input type="text"/>
9	Base Colour-12	<input type="text"/>
10	Base Colour-11	<input type="text"/>
11	Base Colour-10	<input type="text"/>
12	Base Colour-1	<input type="text"/>

Batch Numbers and Traceability

Setting Current Batch Numbers

When you completed as much of the batch number information as you need, press the "OK" button.

This will record the batch number against each individual base colour and raw material.



Barrel	Base Code	Batch Number
1	Base Colour-9	B-900
2	Base Colour-8	B-800
3	Base Colour-7	B-700
4	Base Colour-6	B-600
5	Base Colour-5	B-500
6	Base Colour-4	B-400
7	Base Colour-3	B-300
8	Base Colour-2	B-200
9	Base Colour-12	B1200
10	Base Colour-11	B-1100
11	Base Colour-10	B-1000
12	Base Colour-1	B-100

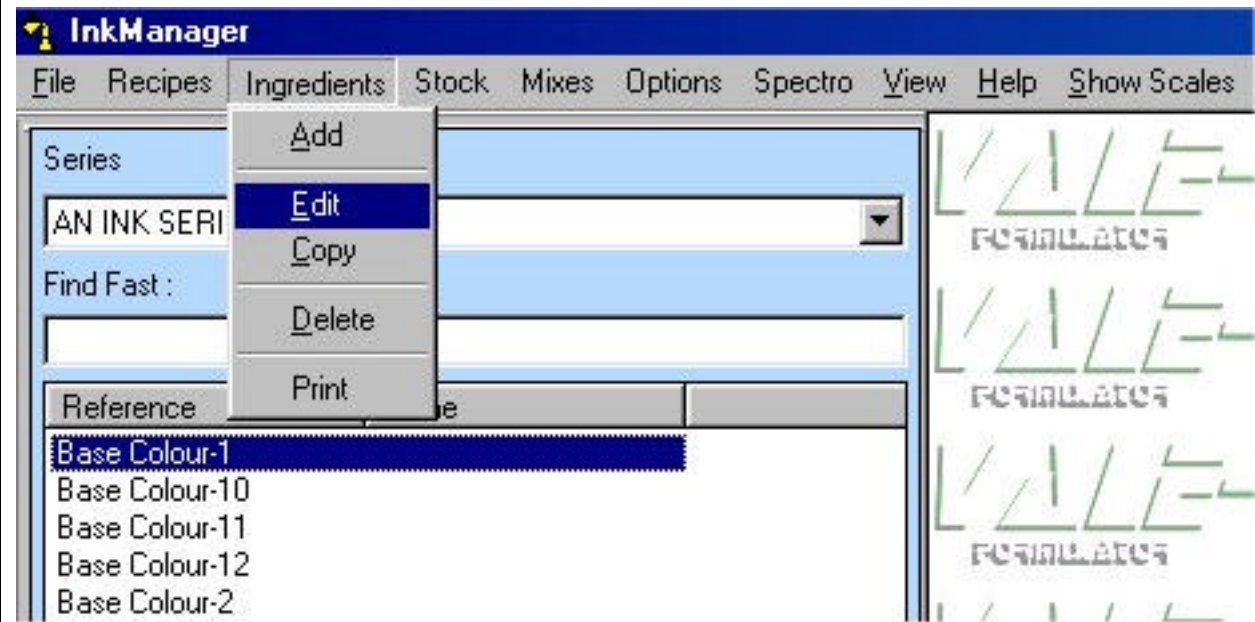
OK Cancel

Batch Numbers and Traceability

Setting Current Batch Numbers

To see where this batch number has been recorded, select the "Ingredients" tab at the foot of the screen so that the base colours are being displayed.

Left-click the mouse key to select the base colour needed, then select "EDIT" from the Main Menu Bar.



Batch Numbers and Traceability

Setting Current Batch Numbers

This presents a view of the base colour information.

Note the batch number has been included from the "Change Barrel" procedure.

The screenshot shows a software window titled "Edit Ingredient : AN INK SERIES, Base Colour-1". The window is divided into three main sections: "Ingredient Description", "Ingredient Type", and "Stock Control".

Ingredient Description:

Series	AN INK SERIES
Reference	Base Colour-1
Name	

Ingredient Type:

Ingredient Type	Non-Screen Ink
Mileage :	45 M Sq./Kg
Mesh Size :	10T
SG :	0 Kg/L

Stock Control:

Cost :	15.35	Per Kg
Quantity In Stock:	21.47	Kg
Re-Order Point :	10	Kg
Re-Order Quantity :	25	Kg
Batch Number :	B-100	
Bought In :	<input checked="" type="checkbox"/>	

At the bottom of the window, there are four buttons: "Save", "Close", "Prev Page", and "Next Page".

Batch Numbers and Traceability

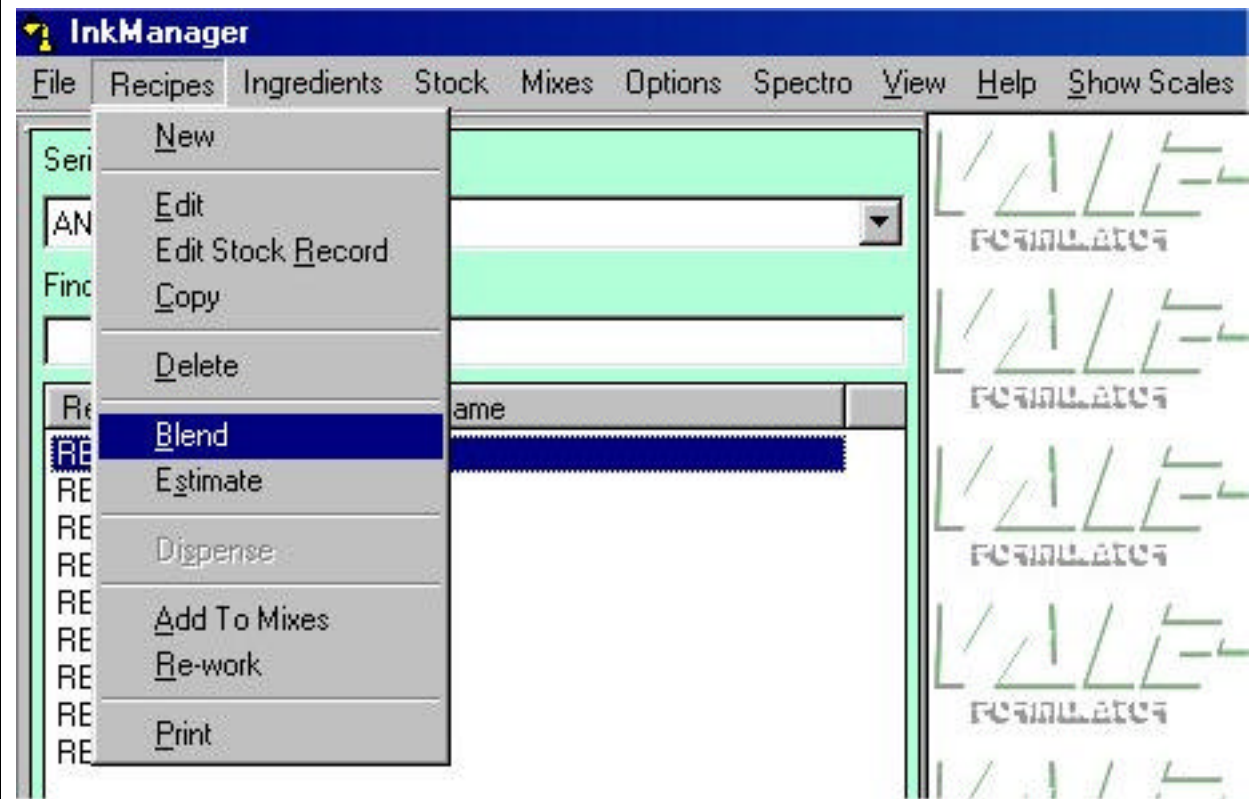
Setting Current Batch Numbers

To see the affect the batch numbering has on the mix information, select the “recipes” tab at the foot of the screen.

Highlight the required recipe and select “BLEND” from the Main Menu Bar.

Enter a weight of 100gms as “.1”.

Blend this recipe as normal.



Batch Numbers and Traceability

Setting Current Batch Numbers

On pressing the “Complete” button on the Blend Recipe screen, the Goods Out screen appears with the weight of the mix displayed.

You may also note that the blend can have its own batch number. These may be an entirely different range or follow a company policy on batch for further internal traceability.

If you have a batch number for the blend, enter it in the Batch Number box.

The screenshot shows a software window titled "Goods Out1". The interface is divided into two main sections: "Detail" and "Weigh out".

Detail Section:

- Series: AN INK SERIES
- Reference: RECIPE-1
- Name: (empty)
- Quantity: 0.100
- Remaining: 0.100
- Batch Number: (empty)
- Used On: Job, Sold, Press, On Loan, Stock, Unknown
- Job Number: (empty)
- Location 1: (empty)
- Location 2: (empty)
- Location 3: (empty)
- Container size: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Weigh out Section:

- Buttons: Weigh, Tare, Set

Additional buttons on the right side of the "Detail" section include "Print Label", "Close", and "Issue".

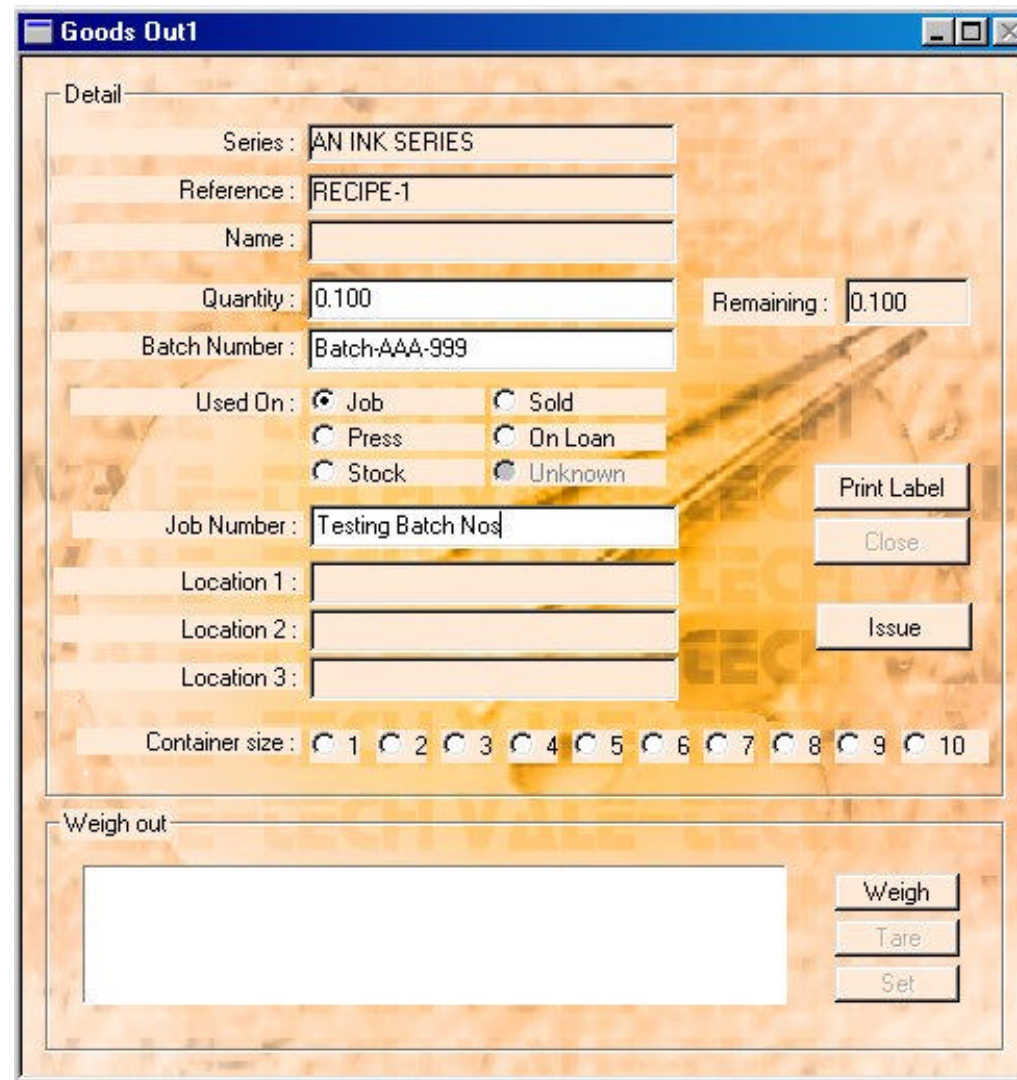
Batch Numbers and Traceability

Setting Current Batch Numbers

For this example, enter "Testing Batch Nos" in the "Job Number" box.

Press the "Issue" button.

Press the "Close" button.



The screenshot shows a software window titled "Goods Out1" with a "Detail" section. The fields and controls are as follows:

- Series: AN INK SERIES
- Reference: RECIPE-1
- Name: (empty)
- Quantity: 0.100
- Remaining: 0.100
- Batch Number: Batch-AAA-999
- Used On: Job, Sold, Press, On Loan, Stock, Unknown
- Job Number: Testing Batch Nos
- Location 1: (empty)
- Location 2: (empty)
- Location 3: (empty)
- Container size: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

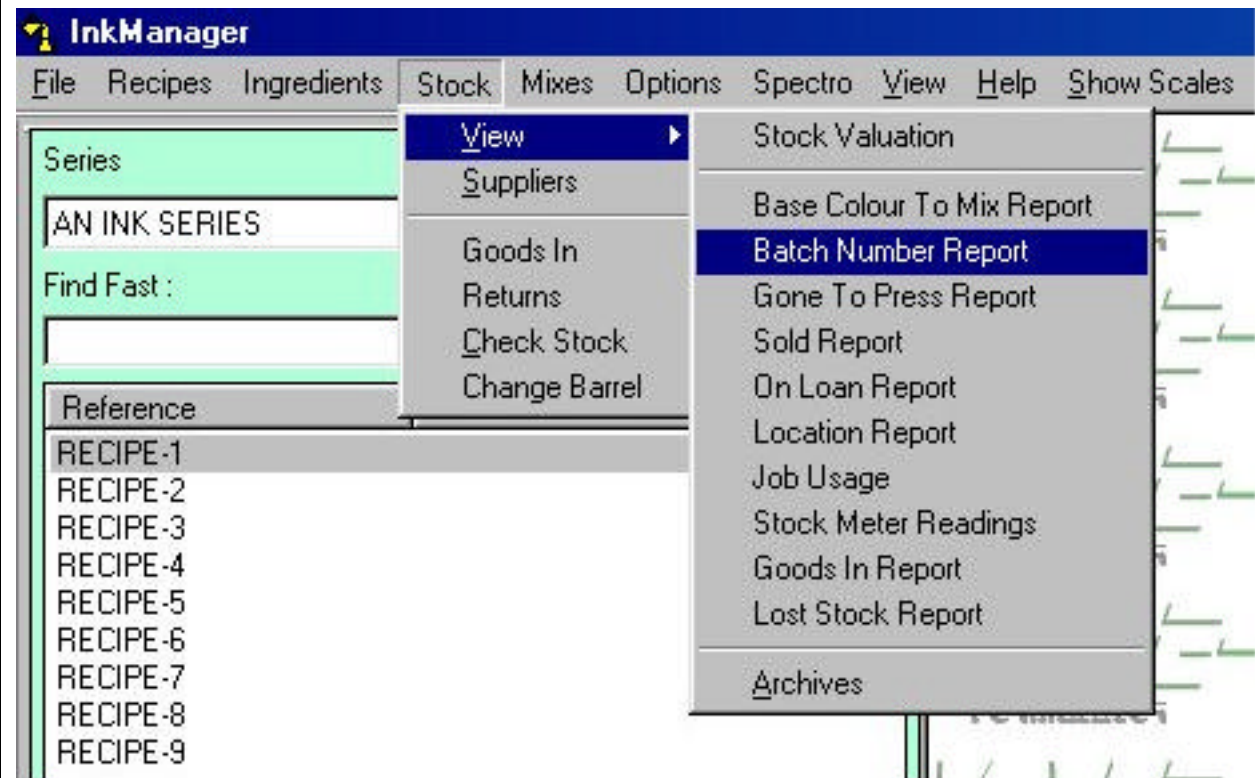
Buttons visible in the "Detail" section include "Print Label", "Close", and "Issue".

The "Weigh out" section at the bottom contains a large empty text area and three buttons: "Weigh", "Tare", and "Set".

Batch Numbers and Traceability

Batch Number Report

Now select the "Batch Number Report" from the Main Menu Bar.



Batch Numbers and Traceability

<p>Batch Number Report</p> <p>Press FILE and PRINT PREVIEW.</p> <p>You should have a report looking something like this...</p> <p>Notice the batch numbers of the base colours and raw materials are shown on this report.</p>	<p style="text-align: center;">Batch Number Report For Mixed Colours</p> <p style="text-align: center;">08 August 2003</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Series</th> <th style="text-align: left;">Mixed Colour Name</th> <th style="text-align: left;">Date Mixed</th> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Base Colour</th> <th style="text-align: left;">Base Batch No</th> </tr> </thead> <tbody> <tr> <td>AN INK SERIES</td> <td>RECIPE-1</td> <td>08-Aug-2003</td> <td>-0.100Kg</td> <td>Base Colour-1</td> <td>B-100</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Base Colour-2</td> <td>B-200</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Base Colour-3</td> <td>B-300</td> </tr> <tr> <td>AN INK SERIES</td> <td>RECIPE-1</td> <td>06-Aug-2003</td> <td>-0.100Kg</td> <td>Base Colour-1</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Base Colour-2</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Base Colour-3</td> <td></td> </tr> </tbody> </table>	Series	Mixed Colour Name	Date Mixed	Quantity	Base Colour	Base Batch No	AN INK SERIES	RECIPE-1	08-Aug-2003	-0.100Kg	Base Colour-1	B-100					Base Colour-2	B-200					Base Colour-3	B-300	AN INK SERIES	RECIPE-1	06-Aug-2003	-0.100Kg	Base Colour-1						Base Colour-2						Base Colour-3	
Series	Mixed Colour Name	Date Mixed	Quantity	Base Colour	Base Batch No																																						
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				Base Colour-2																																							
				Base Colour-3																																							

Batch Numbers and Traceability

Summary

The batch number system is optional.

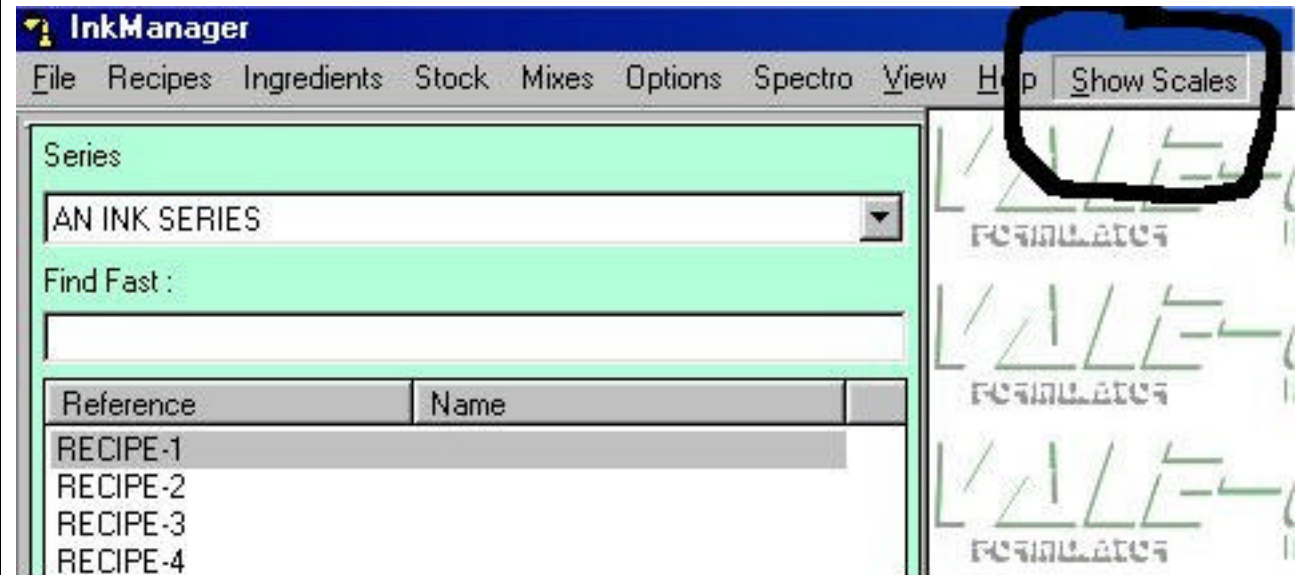
However, if you use it, then remember to change the batch numbers in the “Change Barrel” procedure only for the container of the new base colour you have just opened.



Other Weighing Functions

Show Scales

You can use the scales in isolation of any blending function by pressing the **"SHOW SCALES"** button on the Main Menu Bar.



Other Weighing Functions

Show Scales

Pressing "SHOW SCALES" activates the scales.

The scales panel appears.

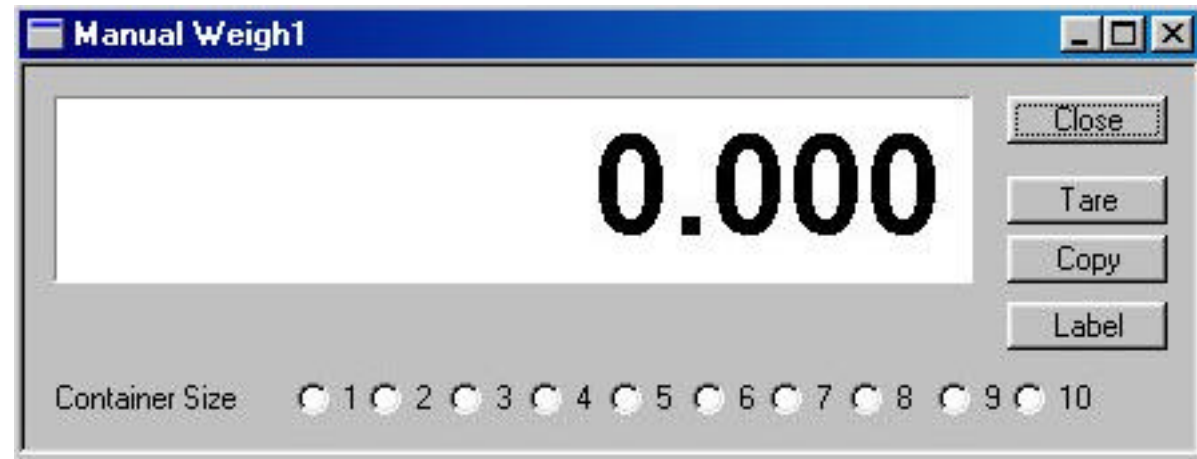
Close – will de-activate the scales.

Tare – will reset the scales to ZERO.

Copy – will copy the recorded weight to another area of the system: i.e. to the weight box of a new recipe that you may be creating for example.

Label – will print a "Weight-Only" label (if you have installed a label printer).

To turn OFF the scales, press the "SHOW SCALES" button on the Main Menu Bar.



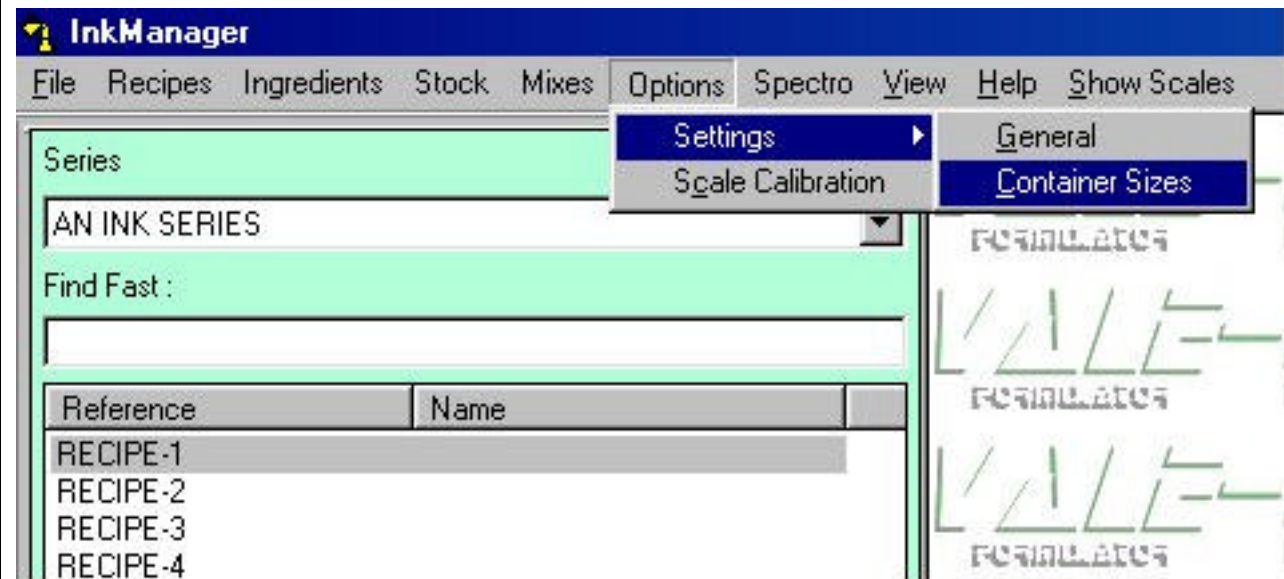
Other Weighing Functions

Container Sizes

Ink Manager can keep a record of the type of pots/containers into which you mix your colours.

You will need to set them up in the Container Sizes section.

Select "CONTAINER SIZES" from the Main menu Bar.



Other Weighing Functions

Container Sizes

The Container Sizes table will be displayed.

To record the weight of your containers, replace the name "Not Used" with a suitable name in the required position.

Then press the "Weigh" button.

Container	Description	Weight
1	Not Used	0.000
2	Not Used	0.000
3	Not Used	0.000
4	Not Used	0.000
5	Not Used	0.000
6	Not Used	0.000
7	Not Used	0.000
8	Not Used	0.000
9	Not Used	0.000
10	Not Used	0.000

Other Weighing Functions

Container Sizes

The Container Sizes table will be displayed.

To record the weight of your containers, replace the name "Not Used" with a suitable name in the required position.

Then press the "Weigh" button.

The scales become active.

Place your container on the scales.

Container	Description	Weight
1	Proofing Cup	0.000
2	Not Used	0.000
3	Not Used	0.000
4	Not Used	0.000
5	Not Used	0.000
6	Not Used	0.000
7	Not Used	0.000
8	Not Used	0.000
9	Not Used	0.000
10	Not Used	0.000

Scales

0.000

Weigh
Tare
Set

Other Weighing Functions

Container Sizes

The weight of the container will be displayed.

Left-click the mouse key once in the corresponding "Weight" box of the container being weighed.

Press the "Set" button.

The weight registered on the scales will be set in the weight box for the container.

Container	Description	Weight
1	Proofing Cup	0.003
2	Not Used	0.000
3	Not Used	0.000
4	Not Used	0.000
5	Not Used	0.000
6	Not Used	0.000
7	Not Used	0.000
8	Not Used	0.000
9	Not Used	0.000
10	Not Used	0.000

Finished

Cancel

Scales

0.003

Weigh

Tare

Set

Other Weighing Functions

Container Sizes

Repeat the process for each container that you plan to use.

Press the "Finish" button when complete.

Container	Description	Weight
1	Proofing Cup	0.003
2	Standard Pot	0.034
3	Medium Pot	0.062
4	Large Pot	0.111
5	Green Bucket	0.200
6	Large Pail	0.292
7	Not Used	0.000
8	Not Used	0.000
9	Not Used	0.000
10	Not Used	0.000

Scales

0.292

Buttons: Weigh, Tare, Set, Finished, Cancel

Other Weighing Functions

Container Sizes

If you now use the "SHOW SCALES" function, you will be able to click on which container you are weighing and this will give you the true weight of the contents of the container.

Press the "SHOW SCALES" button on the Main Menu Bar.

Left-click the Container Size number 6 displayed on the active scales.

You will see that it deducts the weight of Container Number 6.

If you now put your container on the scales, it will register the true weight of the contents of container number 6.



Preparing Your Workload

Mix List

The Mix List is used to create a list of pre-define recipes to be blended with known quantities.

Typically, a Mix List may be created for a later shift or for weekend work.

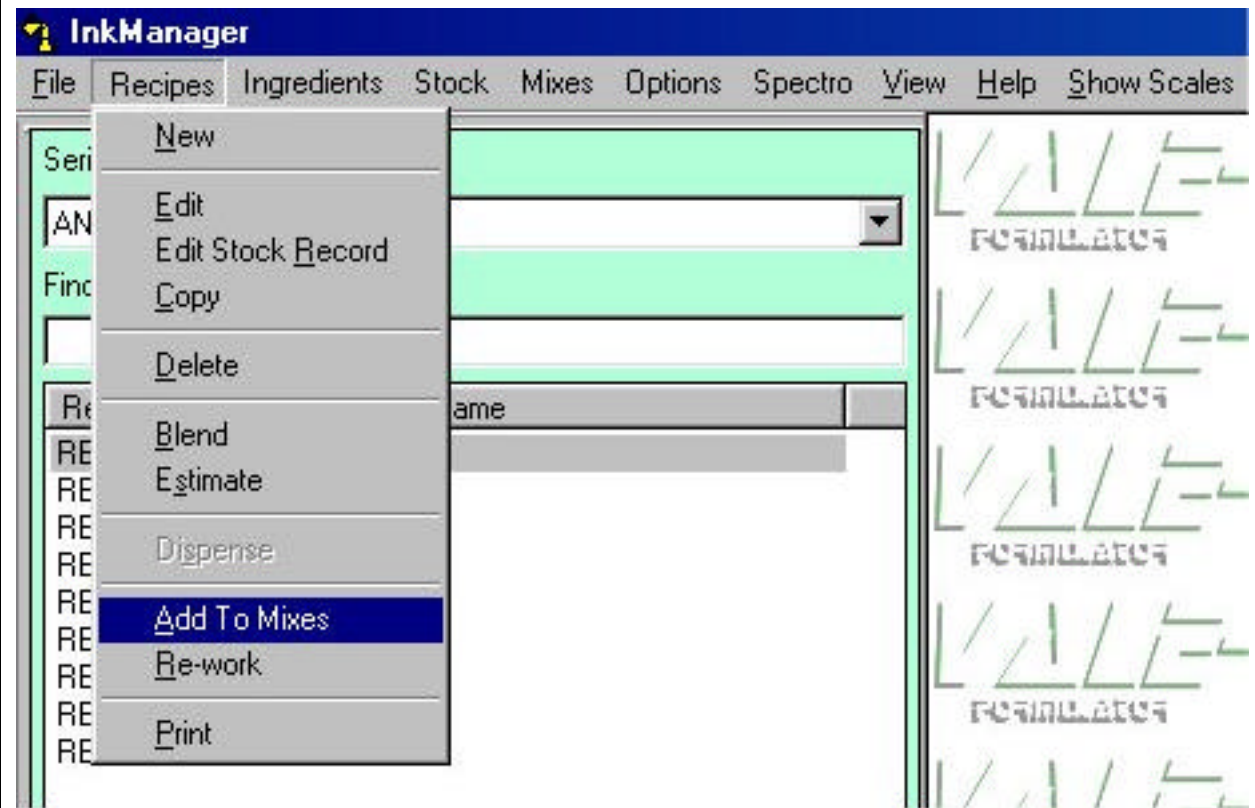
An item from the Mix List is easily accessible by selecting the "Blend" button.



Preparing Your Workload

Mix List

Highlight the recipe that you wish to add to the Mix List.



Preparing Your Workload

Mix List

You will be asked to enter the quantity for the recipe that is to be added to the Mix List.

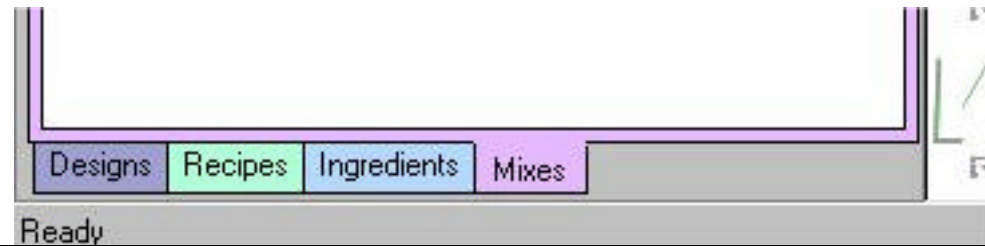
Enter your quantity and press the "OK" button.

Repeat this process for as many recipes that you wish to add to the Mix List.

Select "Mixes" from the foot of the screen.



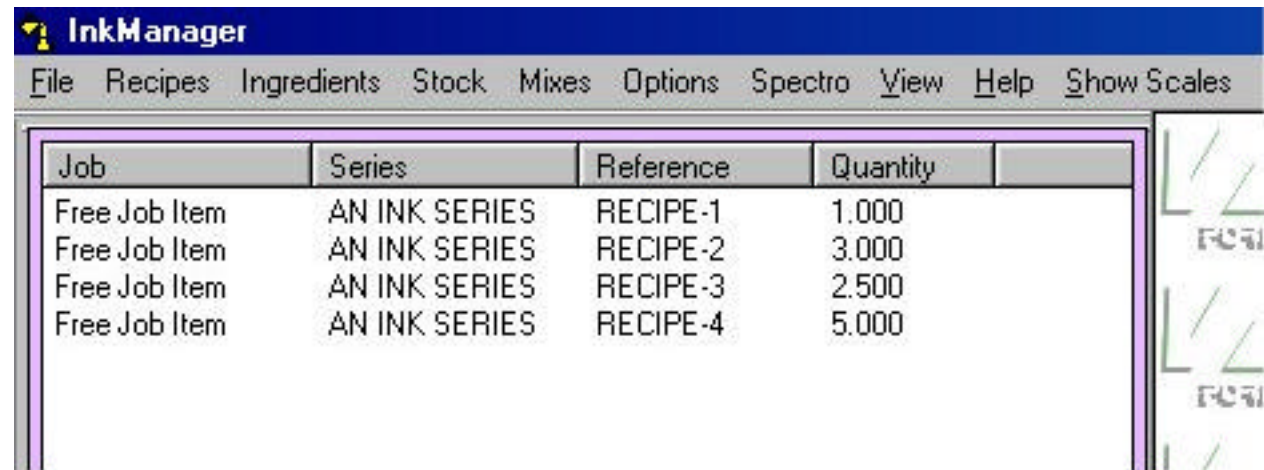
The dialog box has a blue title bar with the text "Enter Dispense Quantity" and a close button (X). Below the title bar, the text "Please Enter Required Quantity :" is displayed. To the right of this text is an "OK" button. Below the text is a text input field containing a cursor and the unit "Kgs" to its right. To the right of the input field is a "CANCEL" button.



Preparing Your Workload

Mix List

This displays the Mix List and the jobs that have been added to it ready for blending at a later stage.



The screenshot shows the InkManager software interface. The title bar reads "InkManager". The menu bar includes "File", "Recipes", "Ingredients", "Stock", "Mixes", "Options", "Spectro", "View", "Help", and "Show Scales". The main window displays a table with the following data:

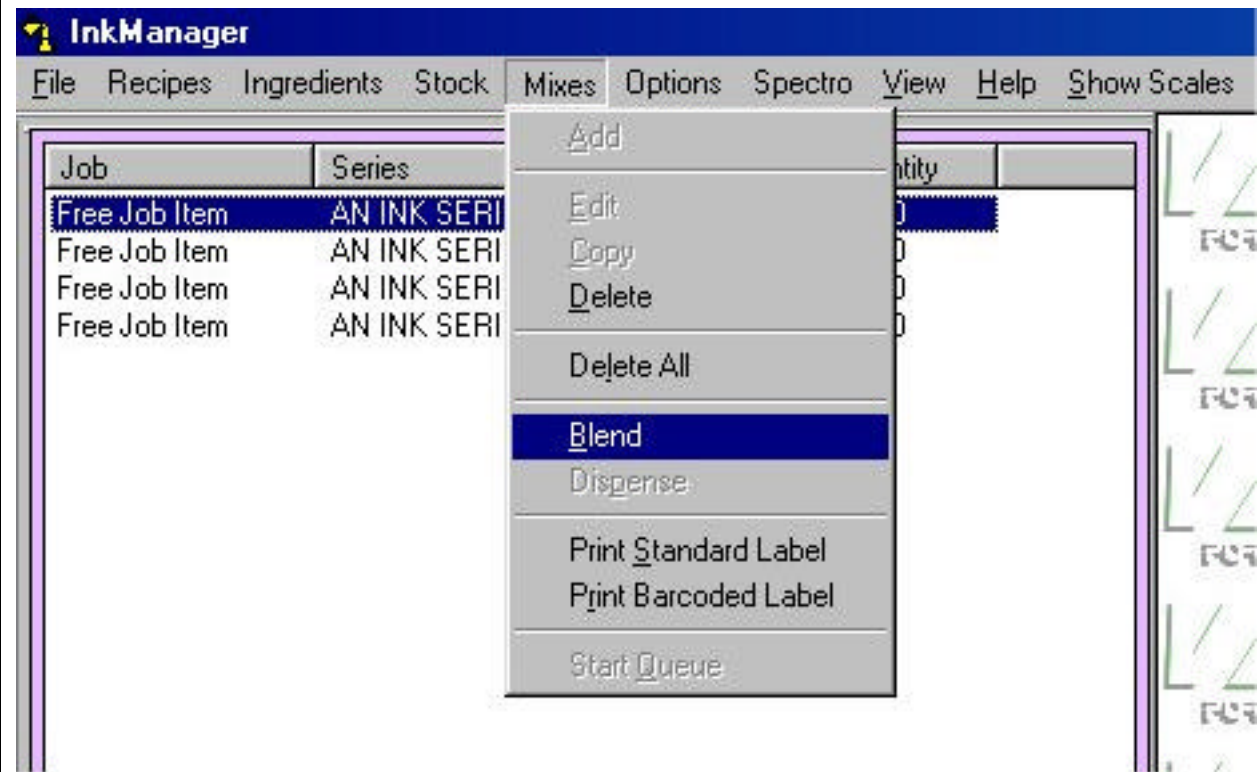
Job	Series	Reference	Quantity
Free Job Item	AN INK SERIES	RECIPE-1	1.000
Free Job Item	AN INK SERIES	RECIPE-2	3.000
Free Job Item	AN INK SERIES	RECIPE-3	2.500
Free Job Item	AN INK SERIES	RECIPE-4	5.000

On the right side of the table, there are two green checkmarks and the text "FCBI" appearing twice, indicating that the items are ready for blending.

Preparing Your Workload

Mix List

To begin the blending process for any of the recipes in the Mix List, firstly, highlight the recipe you wish to blend, then select "Blend" from the options from the Main menu Bar.



Preparing Your Workload

Mix List

This displays the "Blend Recipe" box.

Notice that the quantity field is already completed.

Continue with the blending process as normal and as previously covered in this Training Manual.

You go through the Goods Out procedure and the job chosen from the Mix List will be removed as having been completed through the blending procedure.

Blend Recipe : AN INK SERIES, RECIPE-1

Series: AN INK SERIES
Reference: RECIPE-1
Name:
Quantity: 1.000

Print Label

Recipe Cost: 12.792

Ingredients

	Series	Reference	Quantity	
1.	AN INK SERIES	Base Colour-3	0.400	Kgs
2.	AN INK SERIES	Base Colour-2	0.300	Kgs
3.	AN INK SERIES	Base Colour-1	0.300	Kgs
4.				Kgs
5.				Kgs
6.				Kgs
7.				Kgs

Previous
Next

Start Overweigh Tare

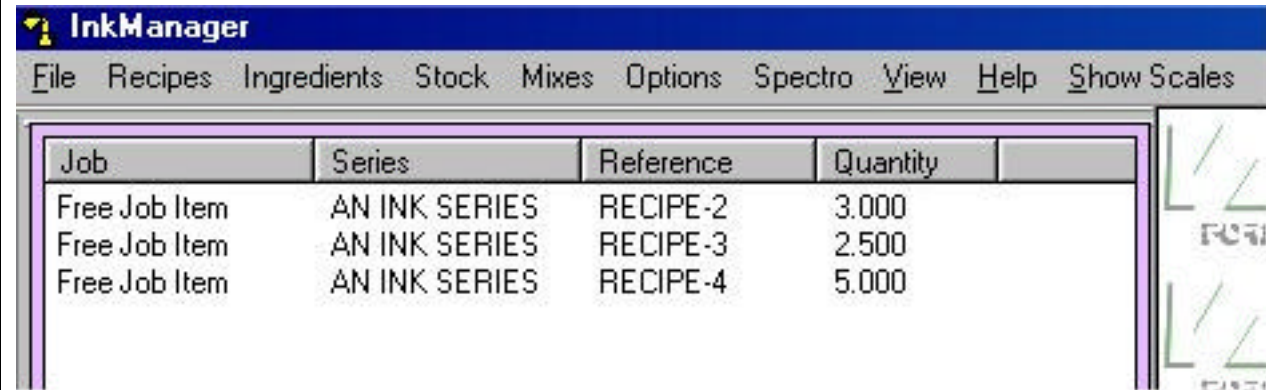
Preparing Your Workload

Mix List

Your Mix List may now look something like this...

Note that the job you have blended has been removed from the list.

In turn, wherever you decided to book the mixed ink, the reporting section will contain the details of this mixed ink, recipe details, base colours used and its final destination.



The screenshot shows the InkManager software interface. The title bar reads "InkManager". The menu bar includes "File", "Recipes", "Ingredients", "Stock", "Mixes", "Options", "Spectro", "View", "Help", and "Show Scales". The main window displays a table with the following data:

Job	Series	Reference	Quantity
Free Job Item	AN INK SERIES	RECIPE-2	3.000
Free Job Item	AN INK SERIES	RECIPE-3	2.500
Free Job Item	AN INK SERIES	RECIPE-4	5.000

Preparing Your Workload

Estimator

Ensure that you are using the correct Estimator.

You can estimate the required quantity of ink to be used during a print run by using the appropriate Estimator supplied with Ink Manager.

This description refers to the Lithographic Estimator.



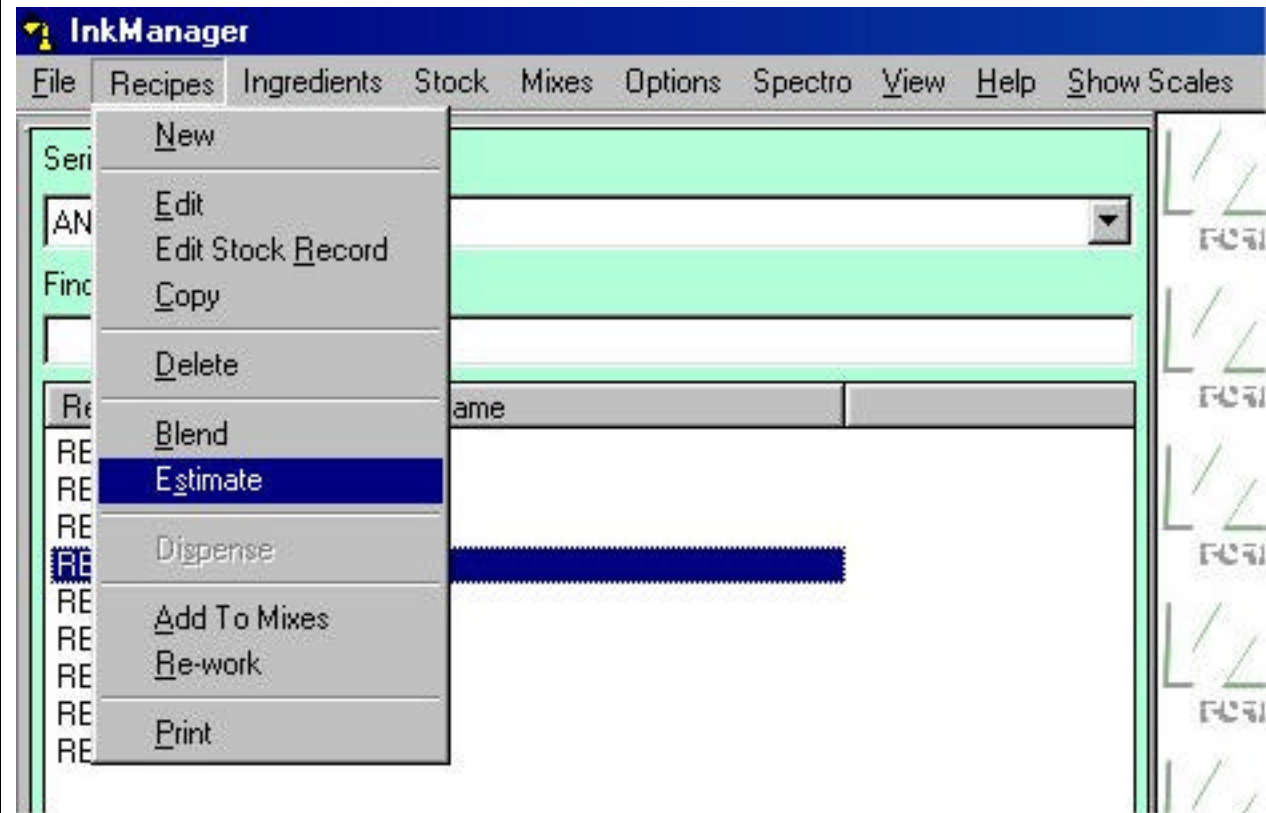
Preparing Your Workload

Estimator

Return to the Recipes main menu by selecting the “Recipes” tab at the foot of the screen.

Highlight the recipe that you wish to estimate the quantity.

Then select the “Estimate” option.



Preparing Your Workload

Estimator

Return to the Recipes main menu by selecting the “Recipes” tab at the foot of the screen.

Highlight the recipe that you wish to estimate the quantity.

Then select the “Estimate” option.

This displays the Estimator screen.

Complete the available boxes with your information.

Litho Estimator : AN INK SERIES, RECIPE-4

Ink Series: AN INK SERIES Colour Reference: RECIPE-4 Colour Name: []

Height: 0 Mtr Stock: Art Coated

Width: 0 Mtr Process: Letterpress

Coverage: 0 % Forme: Solids

Copies: 0 SG-Val: Oil-Based

Sides: 0

Required By: August 2003

Mon	Tue	Wed	Thu	Fri	Sat	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Recalculate

Ink Required: 0 Kgm Cost: £0.00

Manual Blend Dispense Add To Mix List

Preparing Your Workload

Estimator

Use the drop-down menus available to help you with your choices.

Litho Estimator : AN INK SERIES, RECIPE-4

Ink Series: AN INK SERIES Colour Reference: RECIPE-4 Colour Name: []

Height: 0 Mtr Width: 0 Mtr Coverage: 0 % Copies: 0 Sides: 0

Stock: Art Coated
Process: Imit Art
Forme: N.F. ptg
SG-Val: Smooth Cartridge
News
Antique
Carton Board
Cartridge Cover

Required by: August 2003

Mon	Tue	Wed	Thu	Fri	Sat	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Recalculate

Ink Required: 0 Kgm Cost: £0.00

Manual Blend Dispense Add To Mix List

Preparing Your Workload

Estimator

You may now have a screen looking something like this...

My estimation shows me that for the information I entered about my print job, I will need 5.214Kgs of ink that will cost £66.27.

If you wish to blend this recipe now, press the "Blend" button.
Alternatively, press the "Add To Mix List" button.

The Estimator screen will disappear and add the prepared recipes as waiting job in the Mix List.

Litho Estimator : AN INK SERIES, RECIPE-4

Ink Series	Colour Reference	Colour Name
AN INK SERIES	RECIPE-4	

Height	1.5	Mtr	Stock	Art Coated
Width	0.75	Mtr	Process	Offset Litho
Coverage	25	%	Forme	Solids
Copies	12000		SG-Val	UV Inks
Sides	1			

Required By

Recalculate

Ink Required	5.214	Kgm
Cost	£66.27	

August 2003

Mon	Tue	Wed	Thu	Fri	Sat	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

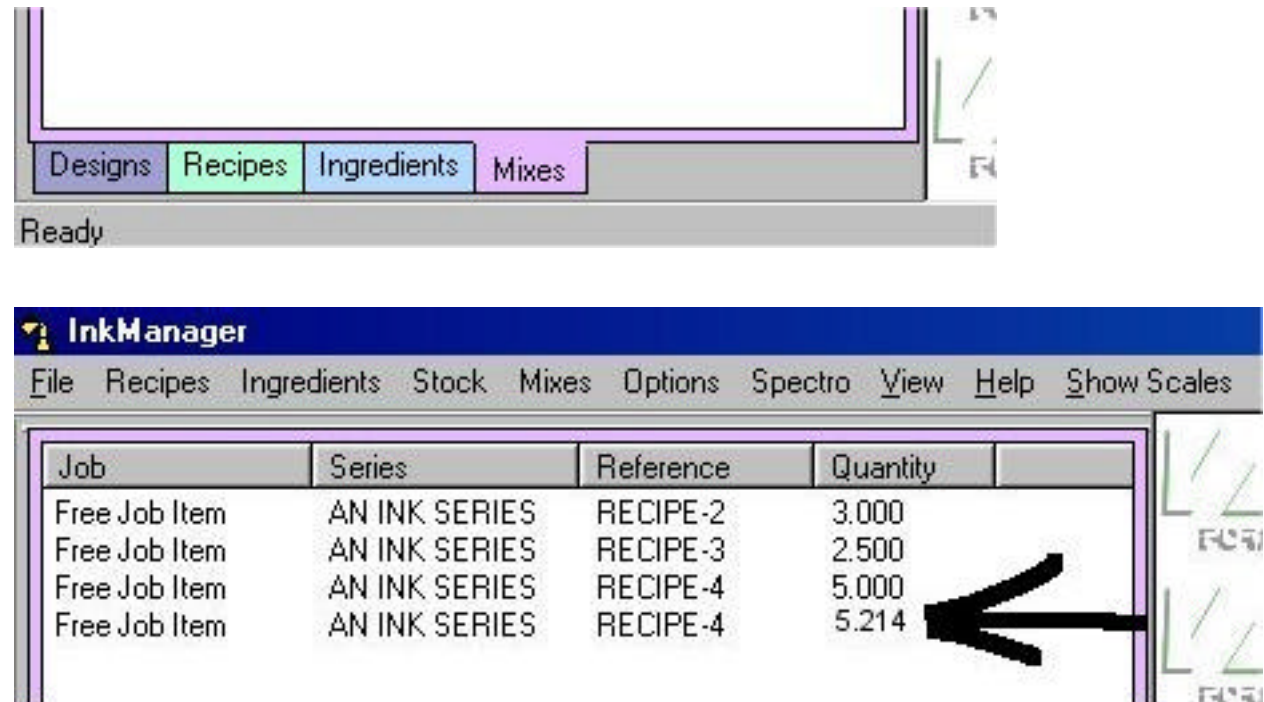
Manual Blend Dispense Add To Mix List

Preparing Your Workload

Estimator

Select the Mixes from the foot of the screen.

Note that your estimated job results have been added to the Mix List as a job waiting to be blended.



The screenshot shows the InkManager software interface. At the bottom, there is a navigation bar with four tabs: 'Designs', 'Recipes', 'Ingredients', and 'Mixes'. The 'Mixes' tab is currently selected and highlighted in purple. Below the navigation bar, the status bar reads 'Ready'. The main window displays a table with the following data:

Job	Series	Reference	Quantity
Free Job Item	AN INK SERIES	RECIPE-2	3.000
Free Job Item	AN INK SERIES	RECIPE-3	2.500
Free Job Item	AN INK SERIES	RECIPE-4	5.000
Free Job Item	AN INK SERIES	RECIPE-4	5.214

A black arrow points to the '5.214' value in the 'Quantity' column of the last row. The 'InkManager' title bar and a menu bar with options like 'File', 'Recipes', 'Ingredients', 'Stock', 'Mixes', 'Options', 'Spectro', 'View', 'Help', and 'Show Scales' are also visible.

Preparing Your Workload

Summary

Using the Mix List and Estimator, we can prepare jobs to be done at a later date.

The Mix List can be managed directly by selecting a recipe from the main list or by adding information from the Estimator.



Minimising Your Stock Levels

Re-Work Old Inks To New

The Re-Work facility enables you to use any returns or pre-mixed colours from your stock and inventory in order to help make up quantities of new blends.

This helps to maintain a low-level of stocked mixes.

Earlier in this Training Manual we prepared and blended a recipe from the Mix List. We blended a 1Kgs batch of RECIPE-1 and gave it a Job Number of "Job From The Mix List".

In order to demonstrate the Re-Work facility, I shall make a return of half of the quantity that we sent to Job using the Returns function described earlier in this Training Manual. I have also added RECIPE-10: this contains Base Colour-1, Base Colour-2, Base Colour-3, Base Colour-4 and Base Colour-5.



Minimising Your Stock Levels

Re-Work Old Inks To New

Re-Work

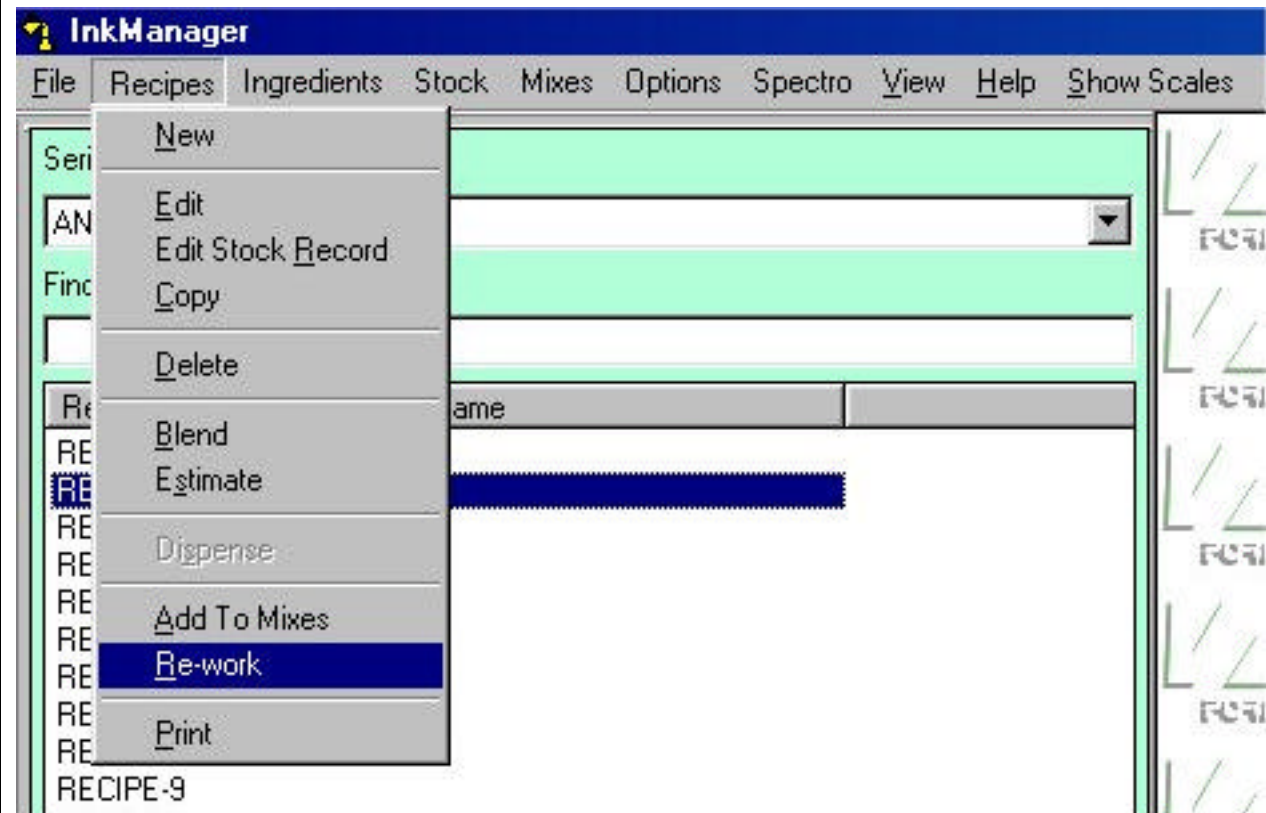
RECIPE-1 contains 3 base colours.
RECIPE-10 contains 5 base colours.
RECIPE-10 contains 3 of the base colours contained within RECIPE-1.
We have a 0.5Kgs quantity of RECIPE-1 in stock.

I need to make a 3Kgs blend of RECIPE-10.

I now have the opportunity to see if I have any old inks in my stock room that will help me with this new blend that I need.

Therefore, rather than making a new blend of RECIPE-10 using new components, I can use the **Re-Work** facility on RECIPE-10.

Highlight the recipe that you wish to make and select "Re-Work" from the Main Menu Bar.



Minimising Your Stock Levels

Re-Work Old Inks To New

Re-Work

You will be asked for the quantity of the blend to be mixed.

Enter the required quantity and press the "OK" button.

I entered "3Kgs".

Ink Manager now searches the stock file...



The screenshot shows a dialog box with a blue title bar containing the text "Enter quantity of ink to be re-worked" and a close button (X). The main area of the dialog is light gray and contains the text "Please Enter Required Quantity :". Below this text is a text input field with a blue cursor icon and the unit "Kgs" to its right. To the right of the input field are two buttons: "OK" and "CANCEL".

Minimising Your Stock Levels

Re-Work Old Inks To New

Re-Work

I entered "3Kgs".

Ink Manager now searches the stock file...

In this instance, it finds that there is a "0.5Kgs" quantity of RECIPÉ-1 that is suitable to be used as a Re-Work component.

Select the required item from the displayed stock list and press the "Blend" button.

Mathematical Re-work - COMPLETED!

Series	AN INK SERIES
Reference	RECIPÉ-10
Quantity	3.000 Kgs

Maximum required	Reference	Quantity I...
1.500 Kgs	RECIPÉ-1	0.500 Kg

Blend
Dispense
OK
CANCEL

Minimising Your Stock Levels

Re-Work Old Inks To New

Re-Work

The Blend Recipe screen will be displayed containing the formula information for RECIPE-10.

Note that it contains the stocked quantity of RECIPE-1.

As detailed on the previous screen, we required a maximum of 1.5Kgs. We only had 0.5Kgs stocked, therefore we still need to add some more of Base Colour-1, Base Colour-2 and Base Colour-3 along with the additional components of RECIPE-10, Base Colour-4 and Base Colour-5.

Once this blend procedure has been completed, you will have 3Kgs of RECIPE-10 by using a stocked item of a pre-mixed colour.

Perform the blending process through to completion.

Press the Complete button when finished. Complete the Goods Out procedure as normal.

Blend Recipe : AN INK SERIES, RECIPE-10

Series: AN INK SERIES
 Reference: RECIPE-10
 Name:
 Quantity: 3.000

Print Label

Recipe Cost : 30.507

Ingredients

	Series	Reference	Quantity	
1.	AN INK SERIES	Base Colour-4	0.800	Kgs
2.	AN INK SERIES	Base Colour-5	0.800	Kgs
3.	AN INK SERIES	RECIPE-1	0.500	Kgs
4.	AN INK SERIES	Base Colour-2	0.350	Kgs
5.	AN INK SERIES	Base Colour-1	0.350	Kgs
6.	AN INK SERIES	Base Colour-3	0.200	Kgs
7.				Kgs

Previous
Next

Start Overweigh Tare

Re-Work Old Inks To New

Summary

The blend will appear in the Job Usage Report.

The stock levels of base colours will be decremented as normal through the blending process for all the base colours in RECIPE-10.

The stocked quantity of RECIPE-1 will no longer be available and will not appear on the Stock Valuation Report.

The Base Colour To Mix Report will detail our new blend of RECIPE-10.

Re-Work enables you to manage and minimise the quantities of mixed inks you hold in your stock and inventory.

