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**Software for warehouse and analytical account  
of electronic components**

**'Component 2014'** <sup>TM</sup>

**Version 2.7**

**User Guide**

09<sup>th</sup> March 2017

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## **1. Introduction**

This document is intended to guide the reader through the process of using Component-2014 software.

Component-2014 is the software for warehouse and analytical accounting of electronic components. It contains the key features for developers of electronics, OEMs, repair services, electronics enthusiasts and hobbyists.

Application features:

- manufacturers, vendors, packages catalogs;
- warehousing management;
- bill of materials;
- locations feature;
- purchasing history;
- products list;
- categories of components with tree structure;
- alternative parts;
- product batches;
- product costing;
- choosing a lot size;
- bill of materials;
- stock sheet;
- printing analytic reports and documents (invoices, orders);
- import and export data;
- password protection;
- user permissions;
- storage of data in the database MS Access;
- automatic check of updates;
- portable version with no installer required.

## 2. Terms & Definitions

**Batch** - a certain amount of similar products produced at the same time.

**Bill of materials** - a document containing a list of electronic components with the indication of their quantity necessary for a complete the finished product.

**Catalog** - an array of structured information.

**Catalog of Components** - the qualifier of the applied electronic components ordered on functional signs and united in categories.

**Category** - set of electronic components, combined on a functional basic. Examples of categories: resistors, capacitors, diodes, chips.

**Component** (electronic component) - an elementary integral part of an electronic device. Synonyms of an electronic component: a radio component, element.

**Distributor** (vendor) - a company supplier of electronic components.

**Kit** - two or more products which production and respectively purchase of components are interconnected.

**Lot** - a quantity of at a time manufactured products or kits.

**Package** - the unified designation which is determining the geometrical and landing sizes of an electronic component, and also number and an arrangement of its outputs.

**Product** - an electronic device (module) completed from electronic components.

**Section** (storage, store) - a physical part of a warehouse for storage of electronic components or other sections.

**Vendor** (distributor) - a company supplier of electronic components.

### **3. Installation**

#### **3.1. System requirements**

##### **3.1.1. Hardware requirement**

Desktop PC or notebook with a free disk space of at least 10 Mb. Printer for printing reports (optional).

##### **3.1.2. Software requirements**

Software is compatible with operating system Windows XP or superior.

Microsoft .NET Framework version 4.0 or higher is required (included with the default Windows, and is also available for download on the Microsoft Web site).

MS Access Database Driver (.MDB Driver). The driver is a part of, and is available on the computer when you install any of the following software products:

- MS Access 2003, 2007, 2010;
- MS Access Database Engine 2010 Redistributive;
- MS Jet 4.0 Database Engine.

#### **3.2. Program directory**

##### **3.2.1. Single PC**

Extract the files from the archive (.zip) to any directory. Create a shortcut on the desktop for a quick start of the program.

NOTE! When placing the program in the Program Files directory, make sure that the user has rights to create and edit files, or use any other directory.

##### **3.2.2. PC & notebook**

Place the database on a removable disk for use on different computers.

##### **3.2.3. Local network**

Place the database on a network drive to use the local network. Make sure you have the rights to create and edit files in a shared directory for user accounts program.

#### **3.3. Initial configuration**

Run the program. Intro dialog is displayed during loading.



Before work make the necessary settings in menu "Configuration" using of this manual.

## 4. User interface

The program interface consists of a main window and dialog boxes.

### 4.1. Main window

Main window consists of a main menu, toolbar and status bar.



Main menu contains commands grouped by function.

Toolbar buttons are used for quick access to frequently used commands.

### 4.2. Main menu

#### 4.2.1. File menu items

*Import...* - opens the Import dialog.

*Page Setup...* - opens the Page Setup dialog.

*Exit* - closes the program.

#### 4.2.2. Components menu items

*Components Receipt...* - opens the Components Receipt dialog.

*Components Issue...* - opens the Components Issue dialog.

*Components Reservation...* - opens the Components Reservation dialog.

*Stocks of Components...* - opens the Stocks of Components dialog.

#### 4.2.3. Documents menu item

*Incoming Invoices...* - opens the Incoming Invoices dialog.

*Outgoing Invoices...* - opens the Outgoing Invoices dialog.

*Reservations...* - opens the Reservations dialog.

*Orders...* - opens the Orders dialog.

*Ordered Items...* - opens the Ordered Items dialog.

*Order Codes and Prices...* - opens the Order Codes & Prices dialog.

#### 4.2.4. Reports menu item

*Stock Sheet...* - opens the Stock Sheet dialog.

*Purchase Order...* - opens the Purchase Order dialog.

*Movement Report...* - opens the Movement Report dialog.

*Event Log...* - opens the Event Log dialog.

#### 4.2.5. Catalogs menu item

*Currencies...* - opens the Currencies dialog.

*Units of Measurement...* - opens the Units of Measurement dialog.

*Packages...* - opens the Packages dialog.

*Manufacturers...* - opens the Manufacturers dialog.

*Distributors...* - opens the Distributors dialog.

*Categories of Components...* - opens the Categories of Components dialog.

*Components Catalog...* - opens the Components dialog.

#### 4.2.6. Products menu item

*List of Products...* - opens the Products dialog.

*Bill of Materials...* - opens the Bill of Materials dialog.

*Kits of Products...* - opens the Kits of Products dialog.

*Kits Contents...* - opens the Kits Contents dialog.

*Batches of Products...* - opens the Batches of Products dialog.

*Alternative Parts...* - opens the Alternative Parts dialog.

#### 4.2.7. Analytics menu item

*Receipts from Suppliers...* - opens the Receipts from Suppliers dialog.

*Consumption for Products...* - opens the Consumption for Products dialog.

*Used Components...* - opens the Used Components dialog.

*Applicability of Component...* - opens the Applicability of Component dialog.

*Movement of Component...* - opens the Movement of Component dialog.

*Range of Supplies...* - opens the Range of Supplies dialog.

*Dynamics of Prices...* - opens the Dynamics of Prices dialog.

#### 4.2.8. Configuration menu item

*Settings...* - opens the Settings dialog.

*Users...* - opens the Users dialog.

*Function Keys...* - opens the Function Keys dialog.

*Store Sections...* - open the Store Sections dialog.

#### 4.2.9. Tools menu item

*Select Database...* - opens the Select Database dialog.

*Inventory...* - opens the Inventory dialog.

**Delete Data...** - opens the Delete Data dialog.

#### 4.2.10. Help menu item

**License Info...** - opens the License Info dialog.

**System Information...** - opens the System Information dialog.

**Check for Updates** – checks for program updates.

**About...** - open the About dialog.

### 4.3. Dialogs

The size and position of all dialog windows containing the table can be changed by the user. Changes the user interface are saved and restored automatically by the program.

Examples of dialog boxes that are referenced from several sections of the document are given below.

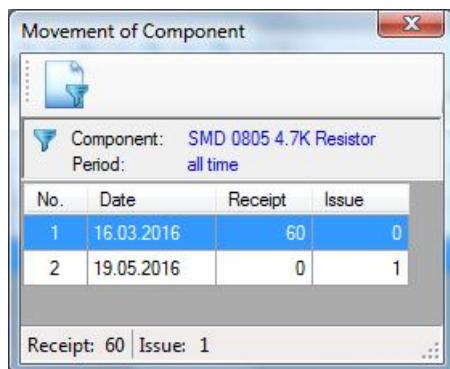
#### 4.3.1. Dialog “Component Location”



Component	Manufacturer	Qty	Storage
BS-102B Relay	Bestar	3	Box
BS-102B Relay	Bestar	9	

Sections: 2

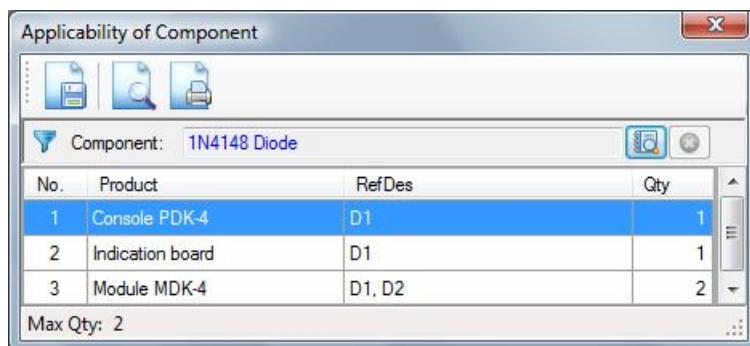
#### 4.3.2. Dialog “Movement of Component”



No.	Date	Receipt	Issue
1	16.03.2016	60	0
2	19.05.2016	0	1

Receipt: 60 | Issue: 1

#### 4.3.3. Dialog “Applicability of Component”



No.	Product	RefDes	Qty
1	Console PDK-4	D1	1
2	Indication board	D1	1
3	Module MDK-4	D1, D2	2

Max Qty: 2

#### 4.4. Buttons

Buttons in the dialog windows unified. Buttons with the same icons perform similar functions in all dialog boxes. The buttons shown in the table:

№ п/п	Кнопка	Название	Назначение кнопки
1		Open File	Button press opens a file selection dialog box containing the selected type of data to be imported into the database.
2		Import	Button press opens the Import dialog box depending on the current dialog box.
3		Export to File	Button press opens a file selection dialog to export data from the table. Data will export from the visible columns in the table and in the selected sort order.
4		Preview	Button press opens a preview of the document or report.
5		Print	Button press sends a document or report to print on the default printer.
6		Add	Button press adds a new object to the table. Depending on the type of object is created or an object with default attributes, or displays a dialog for entering the attributes of the object.
7		Edit	Button press opens a dialog to change an object attributes. The button is active when the object selected.
8		Move	Button press opens a dialog to select a new parent for an embedded object in the hierarchical list.
9		Delete / Cancel	Button press deletes the selected object in a table or cancels the selected operation.
10		Save to DB	Button press saves the changes made to the database. The button is active when data changed.
11		Find	Button press starts the search or opens a window to enter the criteria search.
12		Criteria Search	Button press opens a dialog box for data selection criteria to display in the table.
13		Photo	Button press opens the "Photo" dialog box to view and change the image of the selected object.
14		Refresh	Button press reloads the data from the database to display in the table.
15		Columns Selections	Button press shows a list of possible columns to select / deselect the columns in the table.
16		Options	Button press opens the settings for the current dialog box.
17		Select	Button press selects the current object in the table or list and closes the dialog box. The button is active when you can select an object.
18		Help	Button press opens help information associated with the current dialog.

#### **4.5. Function keys**

To access frequently used functions of the program allows you to use the "hot" keys. They may be either alphabetic key or function key or combinations of keys: ALT or CTRL or SHIFT + alphabetic key. The specified key combinations are pre-configured and can be changed by the user. You can view "hot" keys and adjust function keys in the "Function keys" dialog.

The list of "hot" keys given in the table:

Main Window	
Ctrl + C	Open the "Components Catalog" dialog
F10	Open the "Find Components" dialog
Ctrl + L	Open the "Event Log" dialog
Dialogs	
Alt + V	Press button "Preview"
Alt + A	Press button "Add"
Ctrl + F	Press button "Find"
Ctrl + S	Press button "Select"

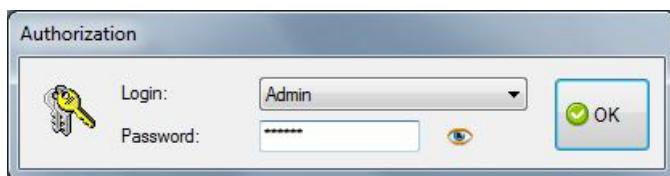
#### **4.6. Sorting records and customizing tables**

Width, visibility and the order of columns can be adjusted in all the tables. Use drag & drop columns for adjust. The sort order of records can be changed click on the title of a table column.

## 5. Working with the software

### 5.1. Authorization

You will see this dialog when start the program if the authorization mode enabled.



Select user and enter the current password. Password embedded user "Admin" default - "123456". To enter the program, click button "OK".

By default the request of authorization is disabled. Authentication mode is being selected in dialog "Users".

### 5.2. Catalogs

Use of catalogs allows exclude repeated input of often used data.

Catalogs contain as the basic data delivered together with the program, and the data entered by the user in the course of work.

#### 5.2.1. Currencies

The program includes a list of usable currencies.

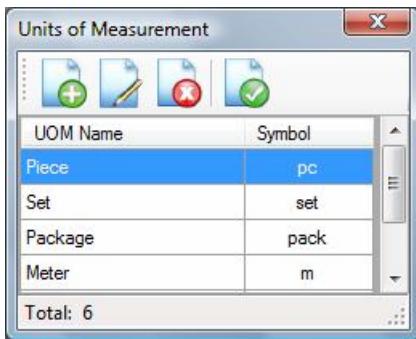
Currencies		
Currency Name	Alphabetic Code	Numeric Code
US Dollar	USD	840
Euro	EUR	978
Russian Ruble	RUB	643
Total: 3		

To add a new currency click button "Add". "Currency" dialog box will appear.

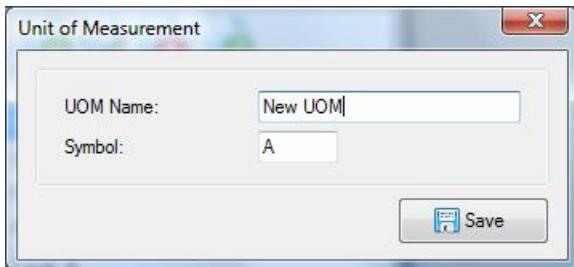
A screenshot of a Windows-style dialog box titled "Currency". It has three input fields: "Currency Name" with the value "New Currency", "Alphabetic Code" with the value "AAA", and "Numeric Code" with the value "000". At the bottom right is a "Save" button with a disk icon.

#### 5.2.2. Units of Measurement

The program contains units of measurements.

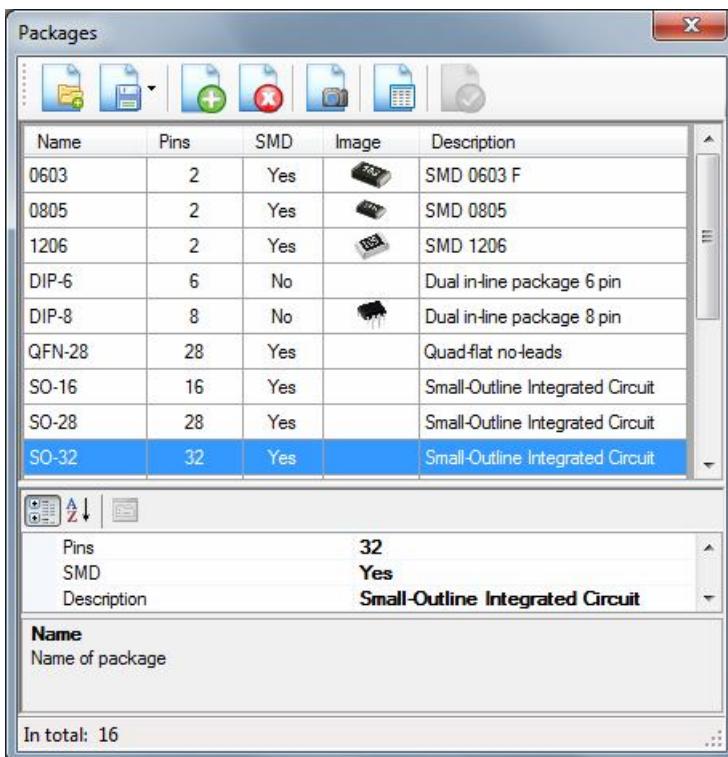


To add a new unit of measurement, click button "Add". "Unit of Measurement" dialog box will appear.

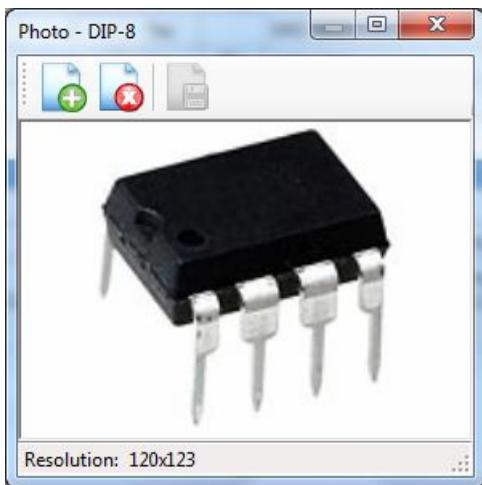


### 5.2.3. Packages catalog

The program includes list packages of electronic components.



To view, add or delete the image of object, click "Photo". "Photo" dialog box will appear.



#### 5.2.4. Manufacturers

The program contains the reference manufacturers of electronic components. Directory allows you to set the relationship between manufacturers and component suppliers.

Name	Full Name	URL	Note
AD	Analog Devices Inc.	<a href="http://www.analog.com">www.analog.com</a>	
AIC	Hitachi AIC Inc.	<a href="http://www.hitachi-aic.com">www.hitachi-aic.com</a>	capacitors
Amotech	Amotech Co. Ltd.	<a href="http://www.amotech.co.kr">www.amotech.co.kr</a>	antennas
ATMEL	Atmel Corporation	<a href="http://www.atmel.com">www.atmel.com</a>	MCUs, memory
Bestar	Bestar Electronic Ltd.	<a href="http://www.bestarhk.com">www.bestarhk.com</a>	relay
Boums	Boumc Inc.	<a href="http://www.boums.com">www.boums.com</a>	fuses
CLEC	ChuangLian Electronic Component	<a href="http://www.clecgroup.com">www.clecgroup.com</a>	RF-connectors

**Manufacturer details**

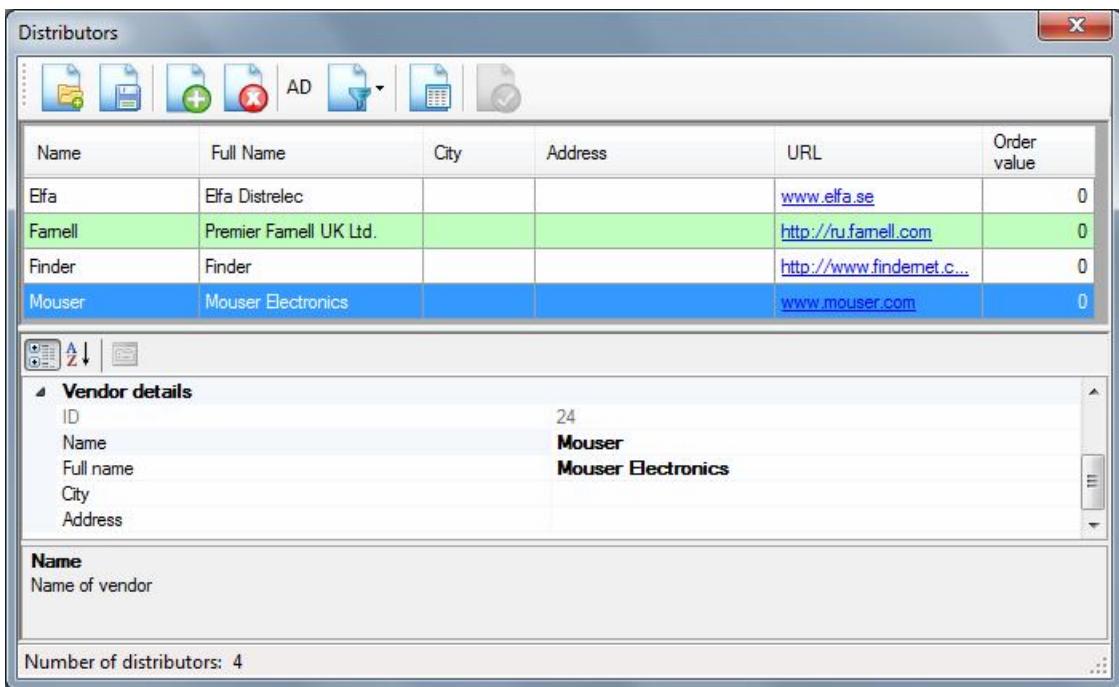
ID	44
Name	CLEC
Full name	ChuangLian Electronic Component
Site	<a href="http://www.clecgroup.com">www.clecgroup.com</a>
Note	RF-connectors

**Name**  
Name of manufacturer

In total: 45

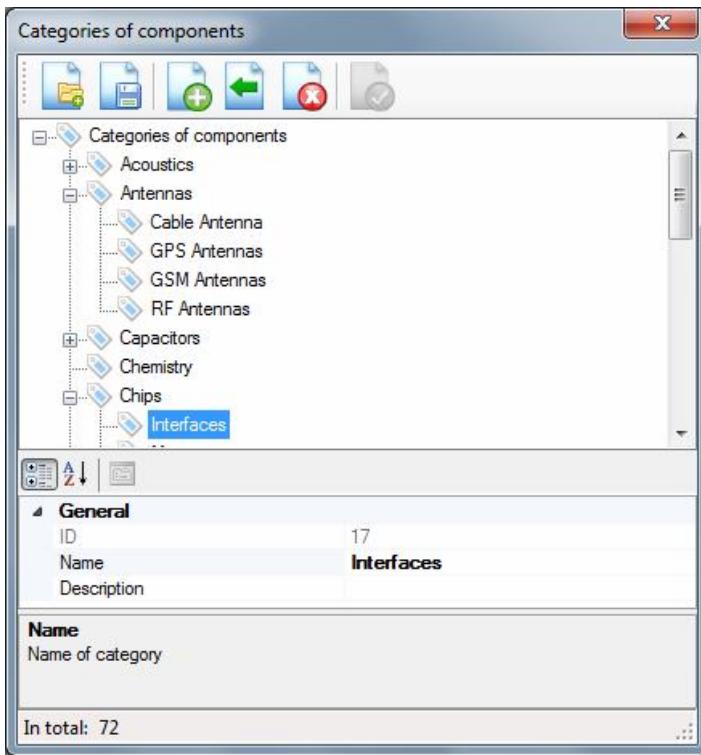
#### 5.2.5. Distributors

The program contains a catalog of suppliers of electronic components. Catalog allows you to set the relationship between manufacturers and component suppliers.

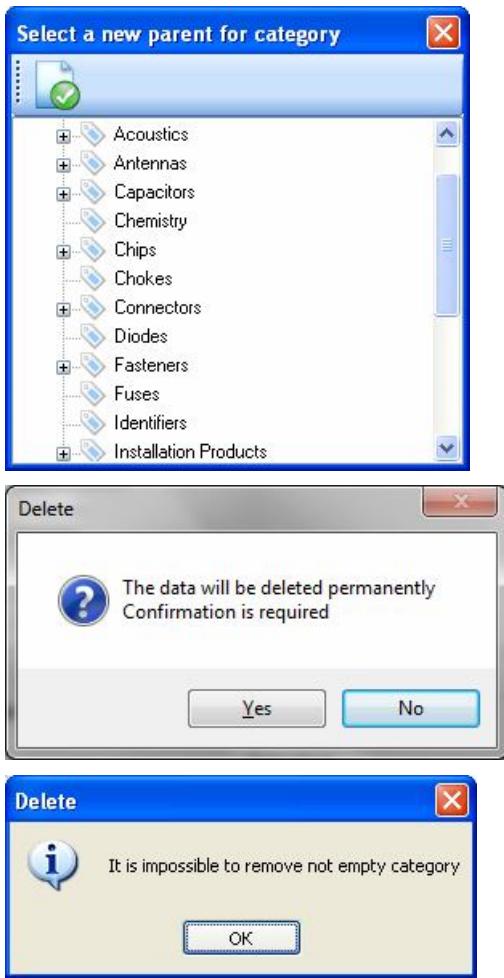


### 5.2.6. Categories of components

Categories allow you to create a hierarchical list to find the desired component quickly. The entire range of components is divided into categories.



To expand or collapse all nodes right click on the tree. Select "Expand All" or "Collapse All" item in the context menu.



### 5.2.7. Components Catalog

The program contains a directory of electronic and other components used.

To view, supplement or modify the catalog, select option "Components Catalog" menu "Catalogs".

	Name	Package	Manufacturer	Image	Multiple	Description	Min stock
510 Ohm Resistor					1	510 Ohm Resistor	0
SMD 0805 100 Ohm Resistor	0805				1	SMD 0805 100 Ohm Resistor	0
SMD 0805 150 Ohm Resistor	0805				1	SMD 0805 150 Ohm 0.125W 5% ...	0
SMD 0805 4.7K Resistor	0805	Yageo			1	SMD 0805 4.7K 0.125W 5% Resis...	0
SMD 0805 47K Resistor	0805	Yageo			1	SMD 0805 47K 0.125W 5% Resistor	10
SMD 0805 510 Ohm Resistor	0805				1	SMD 0805 510 Ohm Resistor	0
SMD 0805 75 Ohm Resistor	0805				1	SMD 75 Ohm 0.125W 5% Resistor	0
SMD 1206 1 Ohm Resistor	1206				1	SMD 1 Ohm 0.125W 5% Resistor	0
SMD 1206 10K Resistor	1206				1	SMD 1206 10K Resistor	0
SMD 1206 10K Resistor	1206	Yageo			1	SMD 1206 10K Resistor	0
SMD 1206 1K Resistor	1206	Yageo			1	SMD 1206 1K Resistor	0
SMD 1206 200K Resistor	1206				1	SMD 1206 200K Resistor	0
SMD 1206 220 Ohm Resistor	1206				1	SMD 1206 220 Ohm Resistor	0
SMD 1206 Zero-Ohm Resistor	1206				1	SMD 1206 Zero-Ohm Resistor	0

To expand or collapse all nodes right click on the tree. Select "Expand All" or "Collapse All" item in the context menu.

To select columns to display, click "Columns Selection" button. You will see a popup menu with a list of all available columns. Check the boxes next column, which will be displayed in the table.

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	ID Number
<input checked="" type="checkbox"/>	UOM
<input checked="" type="checkbox"/>	Package
<input checked="" type="checkbox"/>	Manufacturer
<input checked="" type="checkbox"/>	Manufacturer Part Number
<input checked="" type="checkbox"/>	Image
<input checked="" type="checkbox"/>	Order Code
<input checked="" type="checkbox"/>	Multiple
<input checked="" type="checkbox"/>	Storage
<input checked="" type="checkbox"/>	Min stock
<input checked="" type="checkbox"/>	Description
<input checked="" type="checkbox"/>	Category

**Component**

**Component details**

Category:	Fixed Resistors
Component Name:	SMD 0805 4.7K Resistor
Unit of Measurement:	pc
Component ID:	
Manufacturer:	Yageo
Manufacturer Part Number:	1000-2400088
Package:	0805
Multiple for order:	1
Default store section:	
Minimum stock:	100
Selling price:	Standard markup percentage, %
Description:	SMD 0805 4.7K 0.125W 5% Resistor

**Image**

**Order Codes**

171-2070 Famell
-----------------

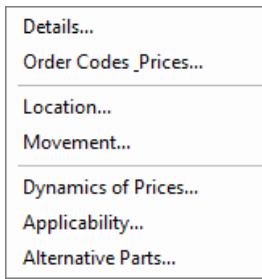
**Buttons:** Save, Close

**Select a new category of component**

**Categories of components**

- Acoustics
- Antennas
- Capacitors
  - Ceramic
  - Electrolytic
  - Tantalum
- Chemistry
- Chips
- Chokes
- Connectors
- Diodes

Right click on the table to open a context menu:

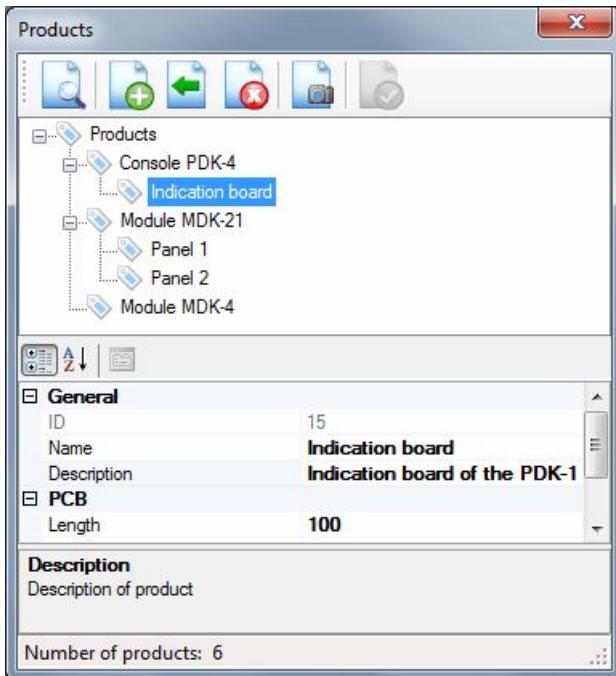


## 5.3. Products

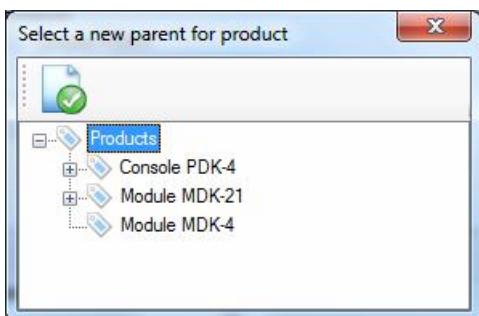
### 5.3.1. List of Products

The program supports nested grouping of manufactured products. For example, the device may include multiple modules, the modules divided into blocks, and the blocks on the electronic board.

To generate the classifier manufactured products, click option "List of Products" menu "Products".

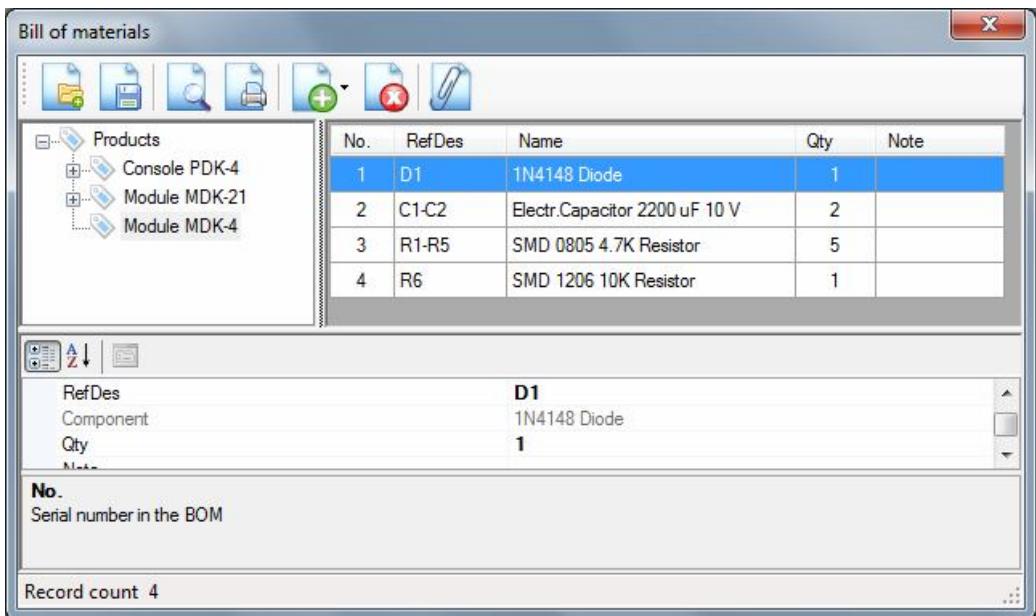


To expand or collapse all nodes right click on the tree. Select "Expand All" or "Collapse All" item in the context menu.



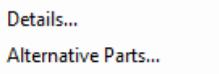
### 5.3.2. Bills of Materials

The set of components required for a complete of products is created in the form of a BOM.



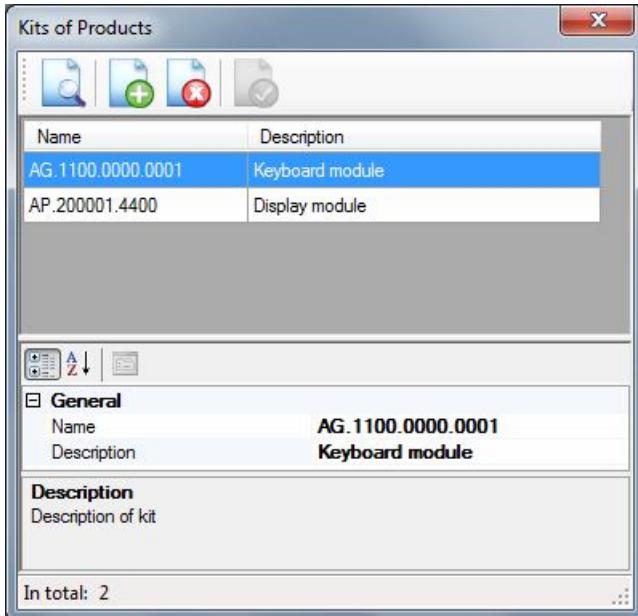
To expand or collapse all nodes right click on the tree. Select "Expand All" or "Collapse All" item in the context menu.

Right click on the table to open a context menu:



### 5.3.3. Kits of Products

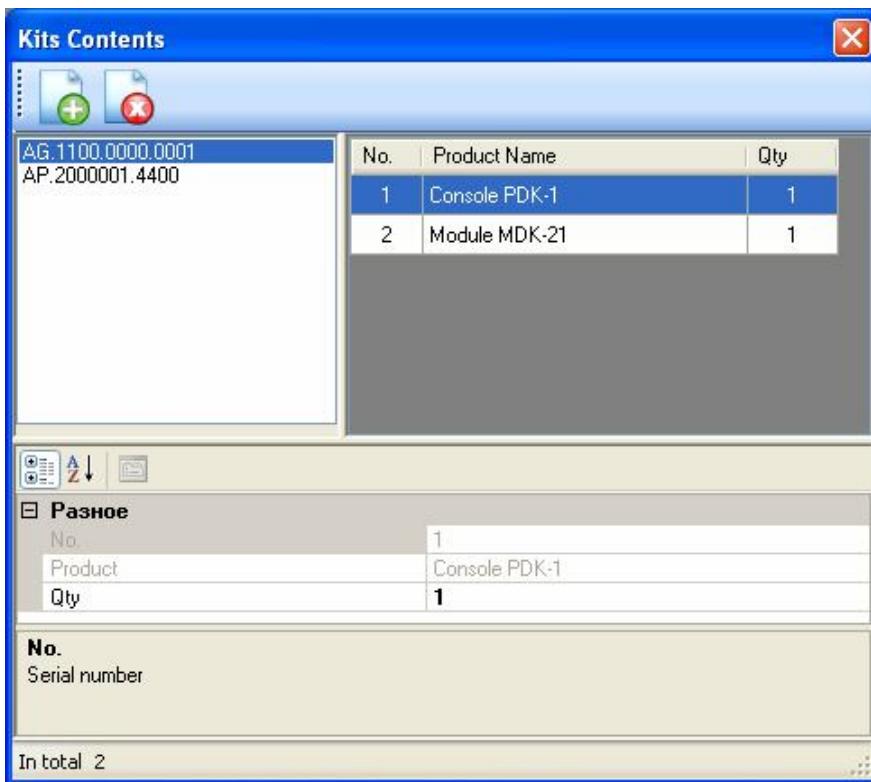
The program supports sets of products. This feature allows you to automatically calculate the cost of sets and generate statements for a set of products.



### 5.3.4. Kits Contents

The kit may include two or more products.

To specify the composition of kits click item "Kits Contents" menu "Products".



### 5.3.5. Batches of Products

Support production batches allows you to automate the process of one-time or gradual write-off of parts of components for the production of products and check stocks in a warehouse for a production batch, and if necessary to create orders for the purchase of components.

To work with the production batch click the item "Batches of Products" menu "Products".

No.	Date	Batch Number	Product	Qty	Note
1	23.11.2016	3	Module MDK-4	10	
2	23.11.2016	2	Module MDK-21	20	
3	23.11.2016	1	Indication board	10	

Amount: 3

**Batch**

Date: 23.11.2016  
 Batch Number: 3  
 Product: Module MDK-4  
 Quantity: 10  
 Note:

Save

To view information about the availability of components for batch production, select the batch in the table and then click "Preview". The "Details of Batch" dialog box appears on the screen.

**Details of Batch**

No.	Component	Qty by BOM	Qty issued	Qty for issue	Qty available	Qty for order
1	1N4148 Diode	20	20	0	80	0
2	Electr. Capacitor 2200 uF 10 V	20	0	20	0	20
3	SMD 0805 4.7K Resistor	50	0	50	149	0
4	SMD 1206 10K Resistor	10	0	10	0	10

To produce: 3 | To purchase: 2

The color in the table means:

- 1) Red - not enough components for production batch. Create an order for the purchase of accessories components. The list for the order components will be formed automatically.
- 2) Yellow - the required components are available from stock. Create an invoice on write-off of components for production. The list of components for the write-off will be formed automatically.
- 3) Green - all the necessary components to complete batch production were written off.

### 5.3.6. Alternative Parts

Components may have analogues used for the assembly of products in the absence of stock components from the BOM

To specify the substitution items click item "Alternative Parts" menu "Products".

**Alternative Parts**

No.	Base Component	Alternative Item	Product	RefDes	All Qty	Priority
1	1N4148 Diode	1N5820 Diode	Module MDK-4	<All>		1
2	1N4148 Diode	SM4002 Diode	Indication board	<All>		1

Amount: 2

**Alternative Item**

Base Component: 1N4148 Diode

Alternative Item: 1N5820 Diode

Product: Module MDK-4

RefDes: <All>

Priority: 1

All Qty

Save

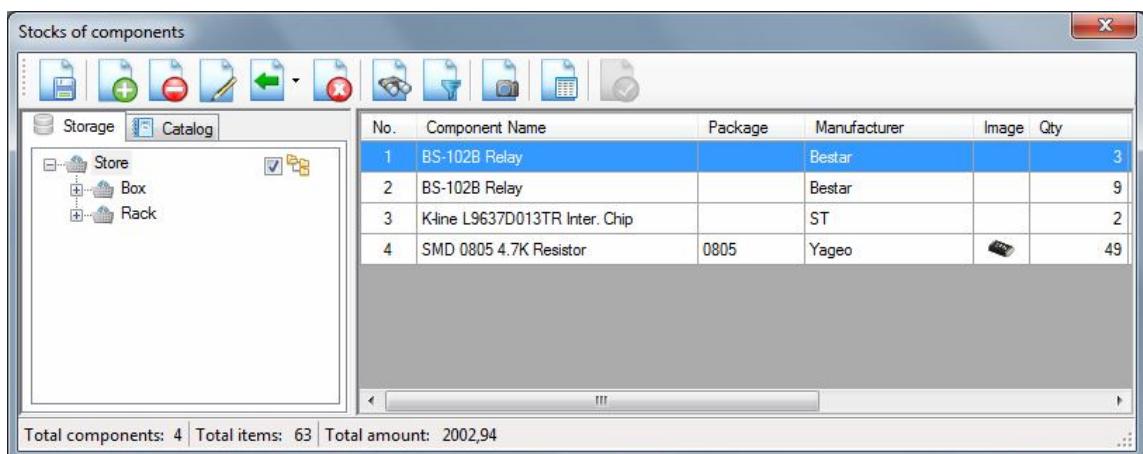
### 5.4. Actions on Components

The program allows you to record the following actual transactions carried out with the electronic components:

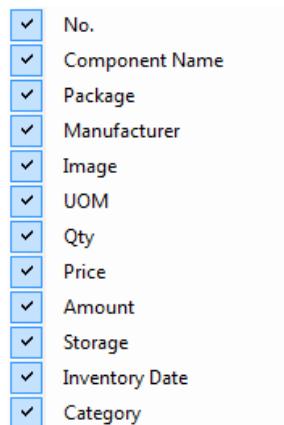
- Search for the availability of components;
- Receipt of components;
- The placement of components in stock;
- Consumption of components for the production of products;
- Adjustment of stocks;
- Cancel actions.

#### 5.4.1. Stocks of Components

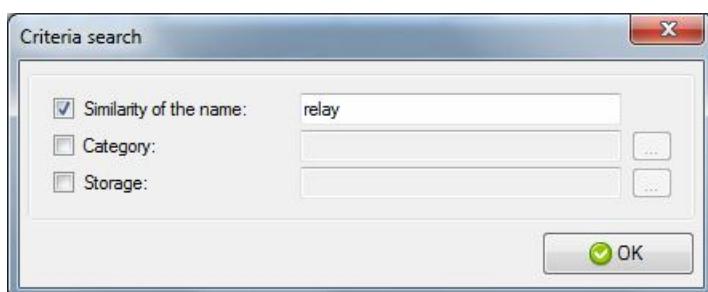
"Stocks of Components" dialog allows you to view the availability of components in each section of the warehouse or to search for the presence of the components meeting the specified search criteria.



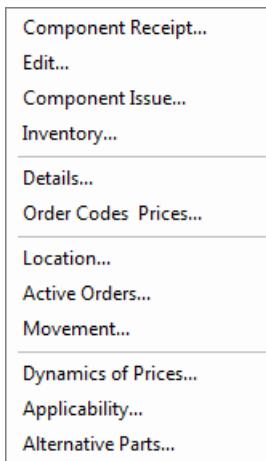
Click the button "Columns Selection" to set the visible columns.



Click the button "Criteria search" to enter the search criteria.



Right click on the table to open a context menu:



#### 5.4.2. Receipt of components with issuing invoice

Operation of receipt of components is carried out at each purchase of components.

**Components Receipt**

No.	Component Name	Manufacturer	Qty	Price	Total	UOM	Currency	Storage Section
1	1N4148 Diode	DC	50	0,10	5,00	pc	USD	Cell A1
2	BAV99 SOT23 Dual Diode		100	0,20	20,00		USD	
3	RL201 2A 50V Diode		200	0,30	60,00		USD	
4	SM4002 Diode		50	0,05	2,50		USD	
Total amount: 87,50								

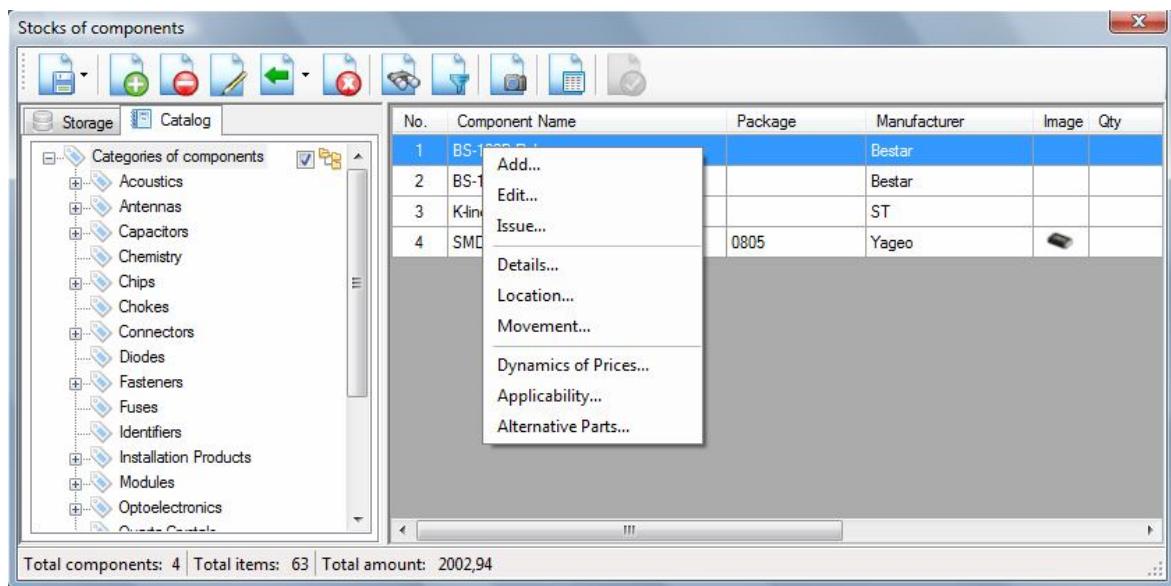
**Component Receipt**

No.:	1
Component Name:	1N4148 Diode
Manufacturer:	
UOM:	
Qty:	50
Price:	0,10
Currency:	USD
Total:	5,00
Storage Section:	...

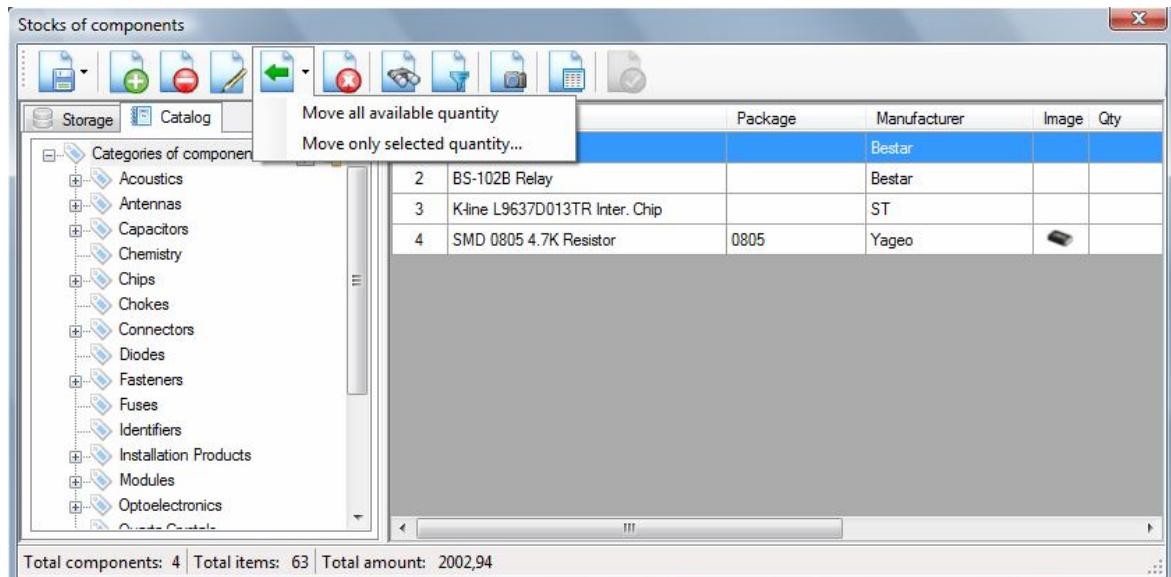
**Document details**

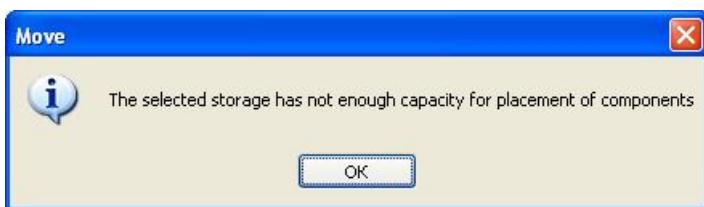
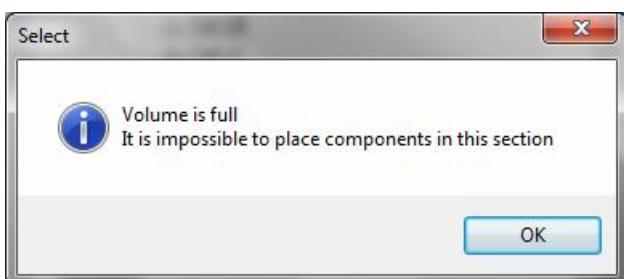
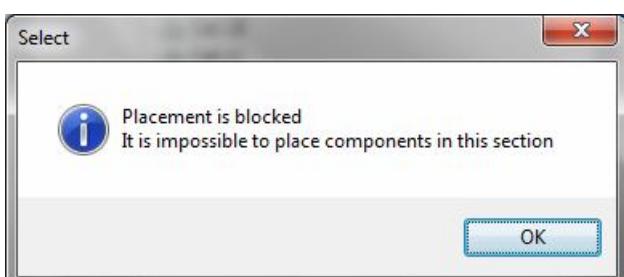
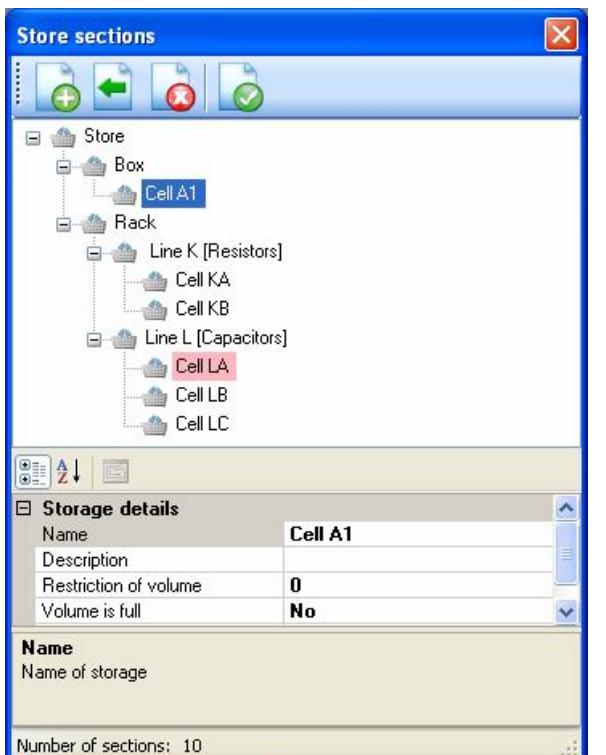
Date:	Wednesday, December 03, 2014
Number:	10
Vendor:	Famell
Note:	

### 5.4.3. Receipt of components without issuing invoice



### 5.4.4. Transfer of components in the warehouse





### 5.4.5. Issue of components with invoice

Components Issue								
No.	Component Name	Package	Manufacturer	Storage	Stock Qty	Issue Qty	Price	Total
1	BS-102B Relay		Bestar	Box	3	1	0,00	0,00
2	Capacitor SMD 0805 0.01 uF	0805			20	4	0,06	0,24
3	Tantalum Capacitor 1 uF				10	2	0,20	0,40
4	AT24C512C SO-8 Memory	SO-8	ATMEL		10	1	1,00	1,00
5	K-line L9637D013TR Inter. Chip		ST		2	1	1000,00	1000,00
Total amount: 1001,64								

The automatic selection of possible replacement of missing components is made in order of priority specified in the alternative parts table.

Select quantity

Component Name:	BS-102B Relay
Manufacturer:	Bestar
Available quantity:	9
Selected quantity:	1
<input type="button" value="Select"/>	

Lot Size

Product:	Display LD-20
Quantity:	10
<input type="button" value="Save"/>	

Search from bill of materials

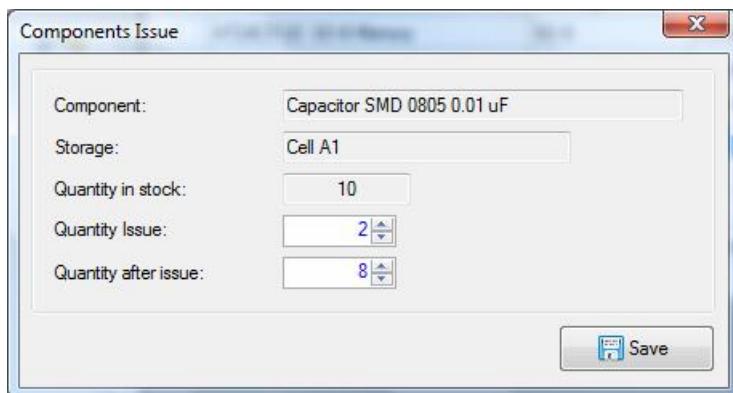
There is not enough components necessary for a product  
Continue anyway?

Document details

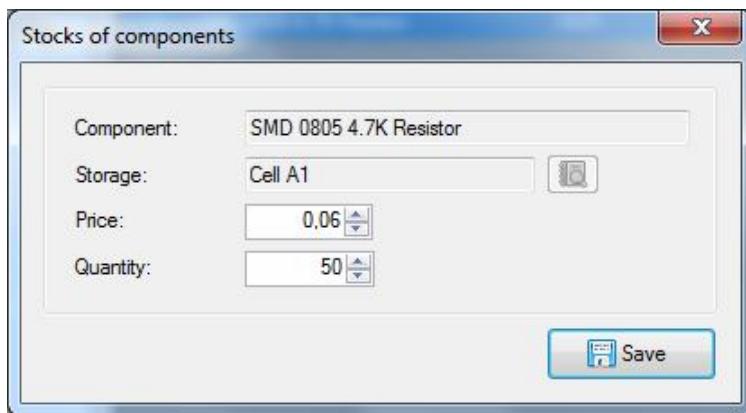
Date:	Wednesday, December 03, 2014
Number:	6
Product:	Console PDK-1
Note:	
<input type="button" value="Save"/>	

#### **5.4.6. Issue of components without invoice**

For fast issue of the components without the need for registration of the invoice in the "Stocks of Components" dialog box, select the component for issue and click on the "Issue" button.



#### **5.4.7. The adjustment of component stocks**



#### **5.4.8. Cancel operations**

Cancel operations can return the presence of stocks of components in stock to the state existing before the operation.

Click item "Event Log" menu "Documents". Select the operation to be canceled and click "Cancel" button.

### **5.5. Order Components**

The program allows you to record orders for the purchase of components for automating the following operations:

- Maintain a list of codes and prices for order;
- Formation of the registry of orders;
- View and edit order items.

#### **5.5.1. Order Codes and Prices**

The dialog used for viewing and editing the catalogue of the order codes and price of components. To view, supplement or modify the catalog, select option "Order Codes and Prices" menu "Catalogs".

The screenshot shows the 'Order Codes & Prices' dialog box. At the top, there are buttons for adding (+), editing (pencil), and deleting (red X). Below this, there are fields for 'Component' (set to 'none') and 'Distributor' (set to 'none'), each with a search icon and a delete icon.

No.	Component Name	Distributor	Order Code	UOM	Price	Currency	Note
1	SMD 0805 4.7K Resistor	Farnell	171-2070		0,10	USD	
2	1N4148 Diode	Finder	2132345		0,05	USD	

Amount: 2

This is a smaller dialog box titled 'Order Code & Price'. It contains fields for 'Component' (SMD 0805 4.7K Resistor), 'Distributor' (Farnell), 'UOM' (empty), 'Order Code' (171-2070), 'Price' (0,10), 'Currency' (USD), and 'Note' (empty). A 'Save' button is at the bottom.

### 5.5.2. Orders

The program allows you to create purchase orders for components and monitor their status.

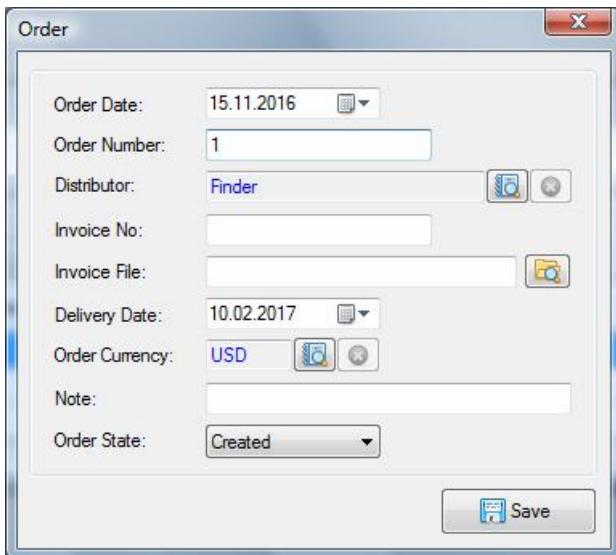
To create a report, select the "Orders" menu "Documents". You will see the "Orders" dialog box.

The 'Orders' dialog box shows a list of purchase orders. At the top, there are buttons for adding (+), editing (pencil), deleting (red X), and saving (green checkmark). Below this, there are filters for 'Distributor' (set to 'none') and 'Status' (set to 'All').

No.	Order Date	Distributor	Order Number	Order State	Invoice	Order Amount	Note	Delivery Date	Currency
1	15.11.2016	Finder	1	Created		0,00		10.02.2017	USD
2	15.11.2016	Farnell	2	Created		0,00		10.02.2017	USD
3	15.11.2016	Farnell	3	Created		87,50		10.02.2017	USD

Amount: 3

Click "Add" button to create a new order. "Order" window will appear.



The following order status: created, ordered, received.

"Created" - this status is assigned automatically when you create the order. Just order with the status of the data can be changed.

"Ordered" - set manually after the transfer order to the supplier. Only the components in the status display when viewing the active orders in the table "Stocks of components".

"Received" - set manually after the arrival of the received component to the warehouse. It is used for the purposes of the history of orders and reorder components.

### 5.5.3. Ordered Items

For the formation and adjustment of the ordered components in the table "Orders" and select the order from the context menu, select "Ordered Items" will be "Ordered Items" dialog box appears.

Ordered Items								
Component:		All	Order:		All	Status:		All
No.	Component	Delivery Date	Distributor	Order Status	UOM	Qty	Price	Currency
1	1N4148 Diode	10.02.2017	Famell	Created		50	0,10	USD
2	BAV99 SOT23 Dual Diode	10.02.2017	Famell	Created		100	0,20	USD
3	RL201 2A 50V Diode	10.02.2017	Famell	Created		200	0,30	USD
4	SM4002 Diode	10.02.2017	Famell	Created		50	0,05	USD
Amount: 4								

Click "Add" button and select the required component to add it to the order. To edit the ordered quantity and prices, click in the appropriate column of the table and enter a new value

### 5.6. Components Reservation

The program allows you to reserve components in stock:

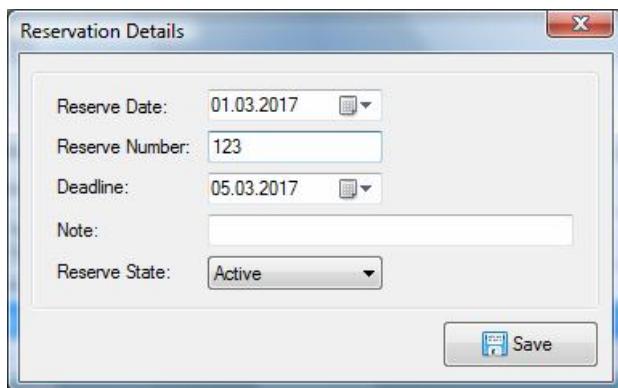
- creation and updating of the reserves list;
- view and edit reserve items.

### 5.6.1. Reservations

To view and create the reserves list, select the "Reservations" item in the "Documents" menu. The "Reservations" dialog box appears.

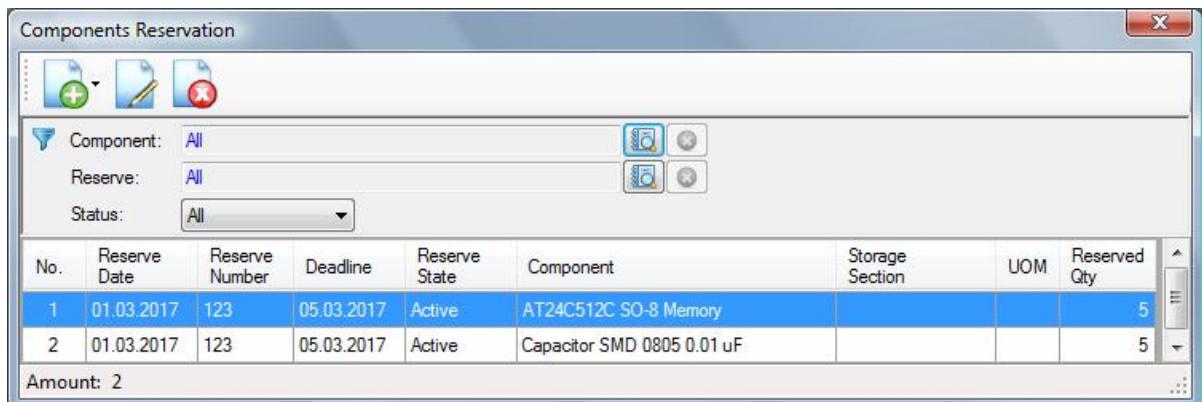


To create a new reserve, click the "Add" button. The "Reservation Details" window appears on the screen.

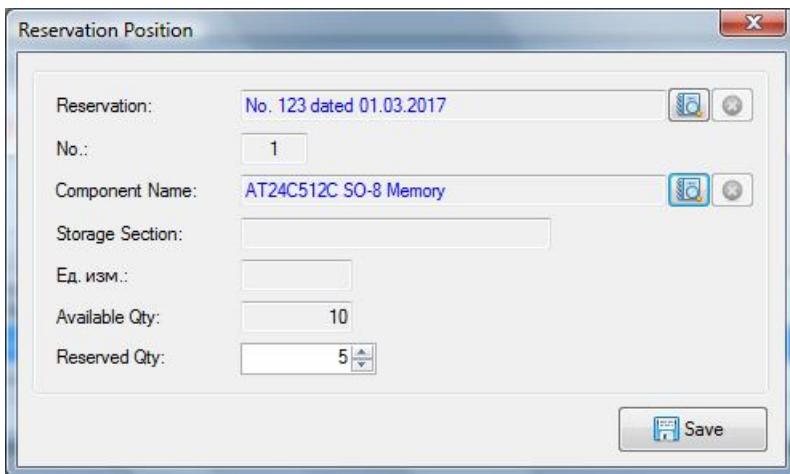


### 5.6.2. Components Reservation

To create or view the list of reserved components select "Components Reservation" in the "Components" menu. The "Components Reservation" dialog box appears.



To add a component to the reserve, click the "Add" button and select "Add Component" from the drop-down list.



Select the reserve and the required component. Enter the reserved quantity and click "Save".

## 5.7. Viewing and printing documents

The program allows you preview, print, save to files and export to Excel the primary documents (Incoming and Outgoing Invoices) and Event Log records.

### 5.7.1. Incoming Invoices

	Date	Document Number	Vendor	Note
▶	27.11.2014	1	Farnell	
	30.09.2014	8	Farnell	
	30.09.2014	7	Farnell	
	30.09.2014	5	Farnell	
	30.09.2014	3	Farnell	
	30.09.2014	2	Farnell	

The form of the report is given in Annex.

### 5.7.2. Outgoing Invoices

The screenshot shows two windows. The top window is titled "Outgoing Invoices" and contains a table with three rows of data. The columns are labeled "Date", "Document Number", "Product", and "Note". The data is as follows:

	Date	Document Number	Product	Note
▶	30.09.2014	78		
	30.09.2014	2		
	30.09.2014	1		

Below the table, it says "Number of documents: 3". The bottom window is titled "Document details" and contains fields for Date, Number, Product, and Note, along with a "Save" button.

Document details	
Date:	Wednesday, December 03, 2014
Number:	2
Product:	Panel 2
Note:	Module MDK-21
<input type="button" value="Save"/>	

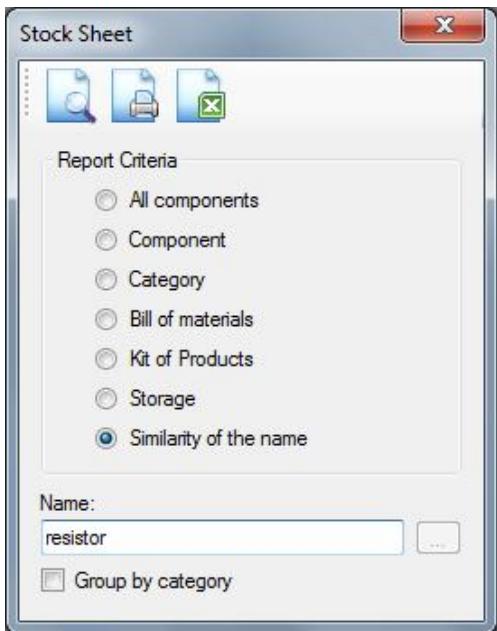
### 5.8. Actual Reports

The program allows you generate, preview and print the following reports:

- Stock Sheet;
- Purchase Order;
- Movement Report.

#### 5.8.1. Stock Sheet

This report allows you to identify the presence and location of components in stock, residues distribution warehouse sections, the total balances for complex products.



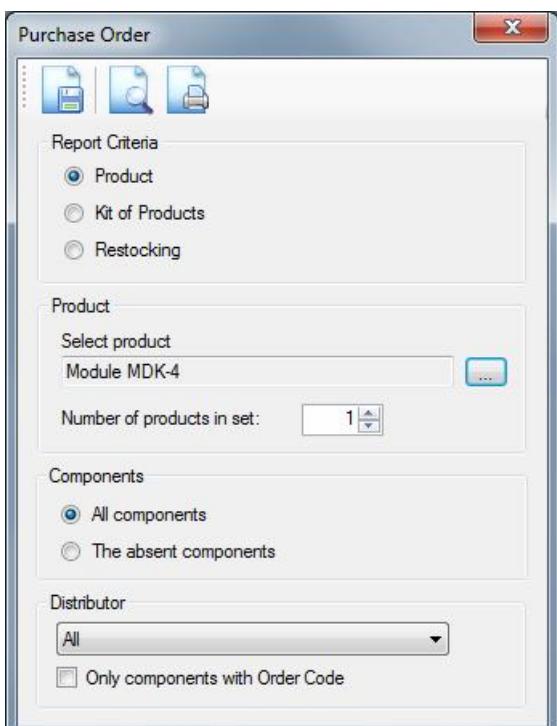
Click "Print" button to print the report.

The form of the report is given in Annex.

### 5.8.2. Purchase Order

This report provides a list of components to be acquired for the following cases:

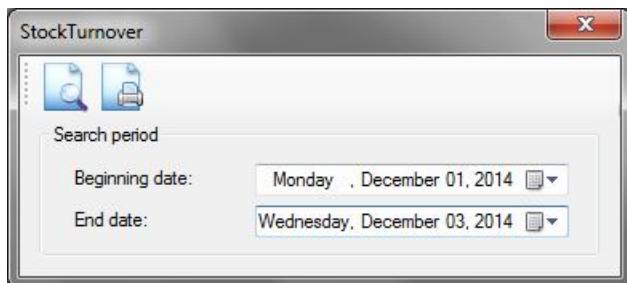
- 1) Complectation of the product;
- 2) Complectation of a party of products;
- 3) Production of a kit of products;
- 4) Production of a party of kit of products;
- 5) Replenishment of minimum stock.



Click "Print" button to print the report.

### 5.8.3. Movement Report

Report provides information on the amount of receipts and issues of each component for the selected period of time. This information allows you to minimize component procurement costs by optimizing the volume of orders.



Click "Print" button to print the report.

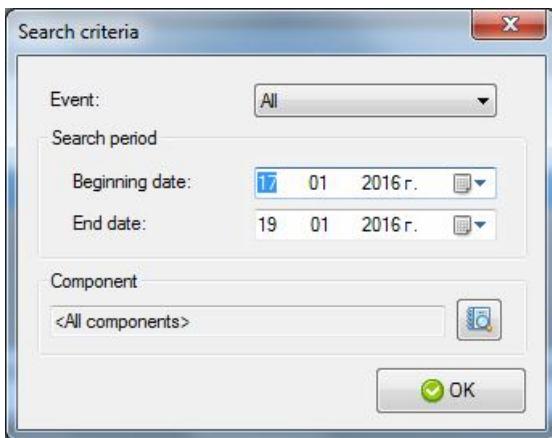
### 5.8.4. Event Log

All receipts and issues of components record to the event log.

A screenshot of a Windows-style application window titled "Event Log". The main area displays a table of transaction records. The columns are: No., Date/time, Event, Component Name, Package, Manufacturer, Qty, Price, Total, Storage, and Invoice. The data includes:

No.	Date/time	Event	Component Name	Package	Manufacturer	Qty	Price	Total	Storage	Invoice
1	16.03.2016 0:49	Receipt	SMD 0805 4.7K Resistor	0805	Yageo	50	0.05	2.50		65
2	16.03.2016 0:57	Receipt	SMD 0805 4.7K Resistor	0805	Yageo	10	0.06	0.60	Cell A1	
3	14.05.2016 14:25	Receipt	Kline L9637D013TR Inter. Chip		ST	1	1000.00	1000.00		66
4	14.05.2016 14:27	Receipt	BS-102B Relay		Bestar	2	0.00	0.00		
5	19.05.2016 12:54	Issue	SMD 0805 4.7K Resistor	0805	Yageo	1	0.06	0.06	Cell A1	

Below the table, a message says "Records found: 5". To the left of the table is a sidebar with checkboxes for filtering: No., Date/time, Event, Component Name, Package, Manufacturer, Qty, Price, Total, Storage, Invoice, and User. All checkboxes are checked.



## 5.9. Analytics Reports

The program provides the following analytical data for any selected period of time:

- Information of receipt of components from suppliers
- Information of the issues of the components in the products
- Information on the use of the components in the products
- Information of circulation (the receipt and issue) of the component
- Information on the nomenclature of the components for the selected vendor
- Information on the price movements of selected component

### 5.9.1. Receipts from Suppliers Report

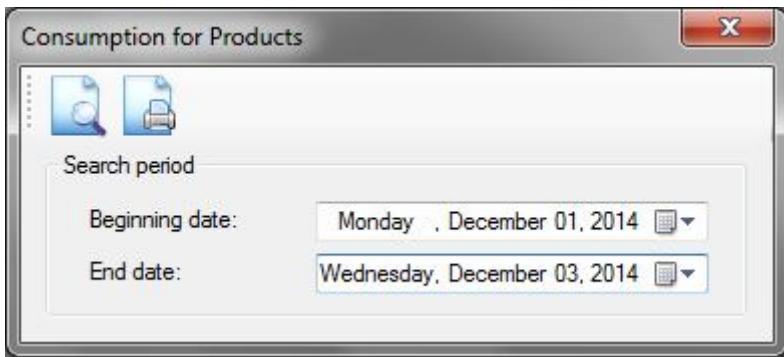
Report allows you to get statistics on the amount of components of the proceeds from all suppliers for the selected time period. This information allows you to determine the proportion of each supplier in the total procurement of components.



Click "Print" button to print the report.

### 5.9.2. Consumption for Products

Report allows you to get statistics on the amount of issues for all components finished products for the selected time period. This information allows you to determine the share of each product in total write-downs components.



Click "Print" button to print the report.

### 5.9.3. Used Components Report

Report provides information about the statistics of the use of components in the products. This information is useful for determining the most used components and unification of products.

Used Components					
No.	Component Name	Package	Products	Qty	
1	1N4148 Diode		3	4	
2	BS-102B Relay		1	1	
3	Electr.Capacitor 2200 uF 10 V		3	6	
4	SMD 0805 4.7K Resistor	0805	3	15	
5	SMD 1206 10K Resistor	1206	3	3	

Click "Print" button to print the report.

### 5.9.4. Applicability of Component Report

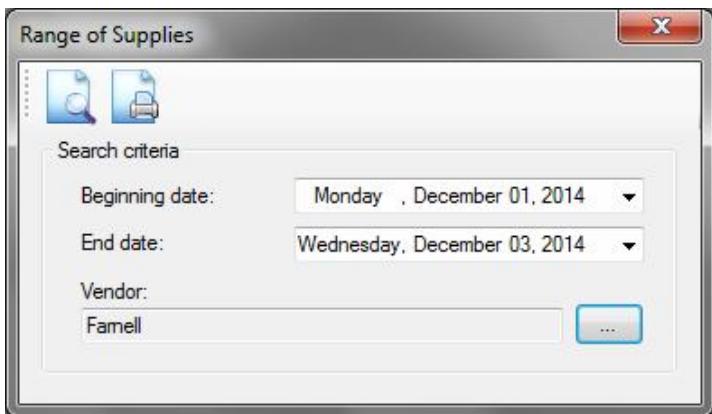
Report allows you to get detailed information about the products in which the selected component is used. This information is useful for the unification of products.

### 5.9.5. Movement of Component

Report provides information on the amount of income and issues of any component for the selected period of time. This information allows you to minimize component procurement costs by optimizing the volume of orders.

### 5.9.6. Range of Suppliers Report

Report provides information about the range of components purchased from selected suppliers. This information is useful to diversify the supply of components.



Click "Print" button to print the report.

### 5.9.7. Dynamics of Prices Report

Report provides information about the selected component of the price movements. This information is useful to predict the cost of production.

Dynamics of Prices					
Component: SMD 0805 4.7K Resistor Period: all time					
No.	Date	Vendor	Qty	Price	Total
1	16.03.2016	Finder	50	0,05	2,50
2	16.03.2016		10	0,06	0,60

Change in price: 0,01

Click "Criteria Search" to change component or period of report.

Click "Print" to print the report.

## 5.10. Data exchange

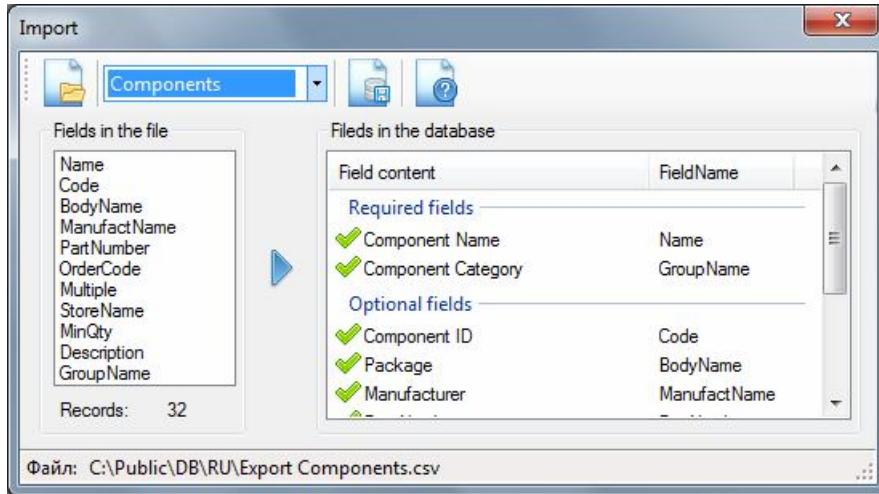
To exchange data with other programs using the CSV text files (Comma-Separated Values). Most programs, including Microsoft Office Excel, support loading and unloading of data in this format. File format is described in RFC 4180.

### 5.10.1. Import

The program allows you to upload the information into the database from a CSV file. The order of fields is an arbitrary. The contents of the file should meet the following requirements:

- 1) The field separator should correspond to the separator specified in the program settings.
- 2) The first line of the file must contain the headers of the data fields (field names).
- 3) The file must contain the required fields listed in the "Import" dialog.

To load the data, select item "Import" menu "File" of the main window, or click on the button "Import" in the dialog according to the type of imported data. You will see "Import" dialog box.



### 5.10.2. Export

Export settings include the selection of the separator, and a flag of the need to save in the first line of the file with the names of the data fields.

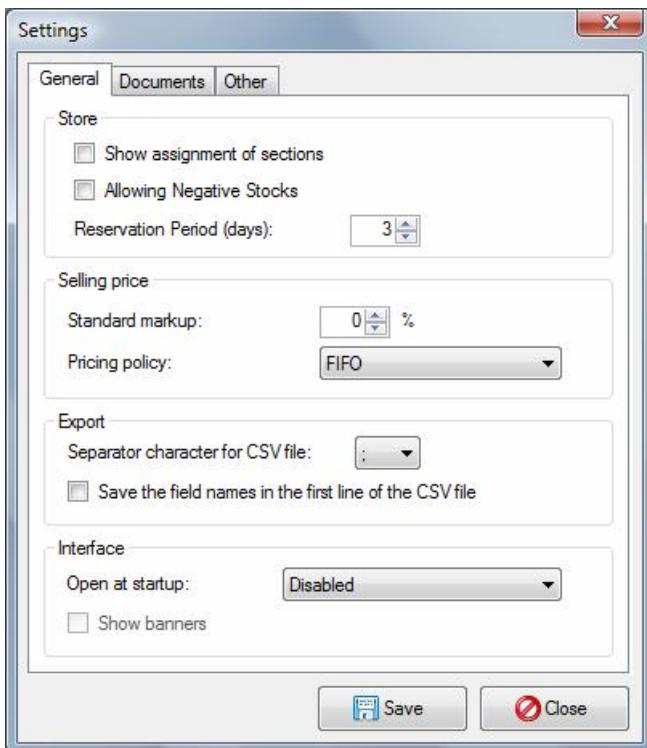
The list of exported fields, and the sort order of the data corresponds of the display columns in the table.

To save data to a file, click "Export to File" in the dialog box that contains the data to be exported.

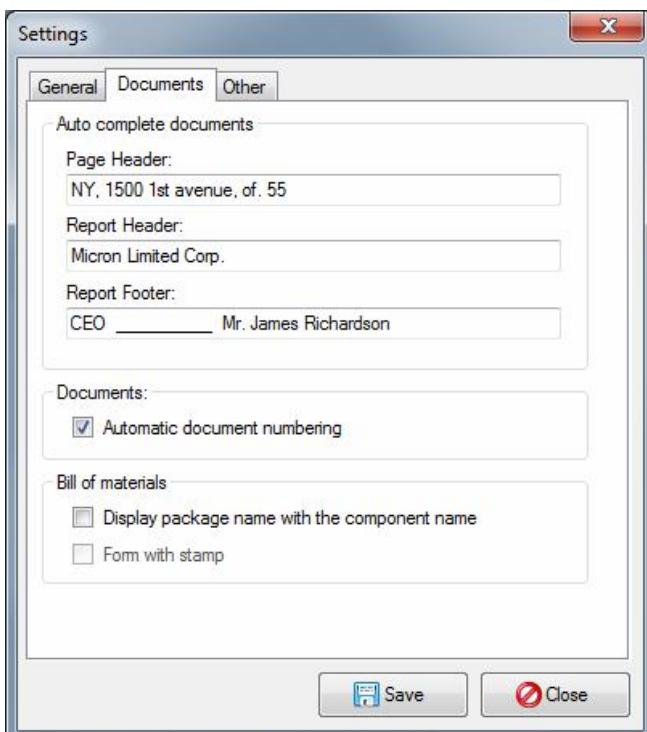
## 5.11. Preferences

### 5.11.1. Configuring application settings

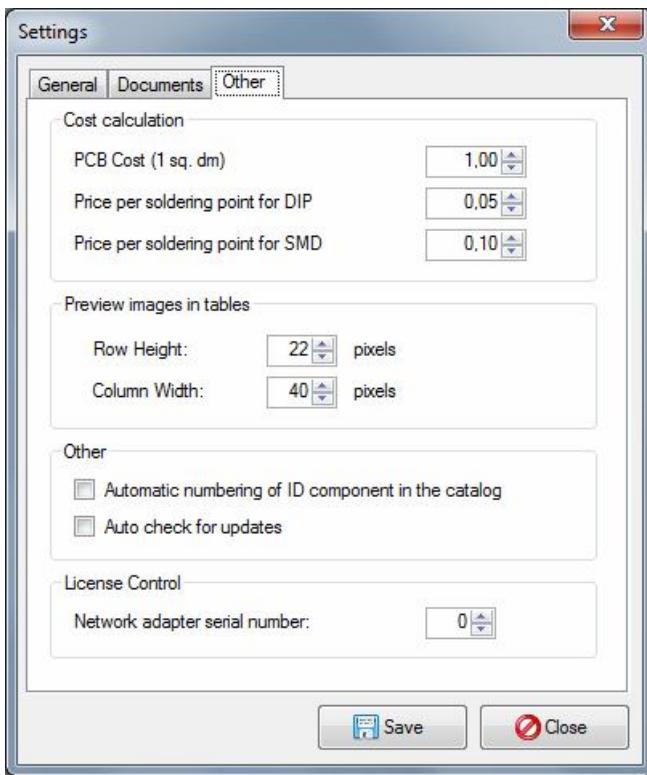
Select command "Settings" menu "Configuration".



Select the tab "Documents"



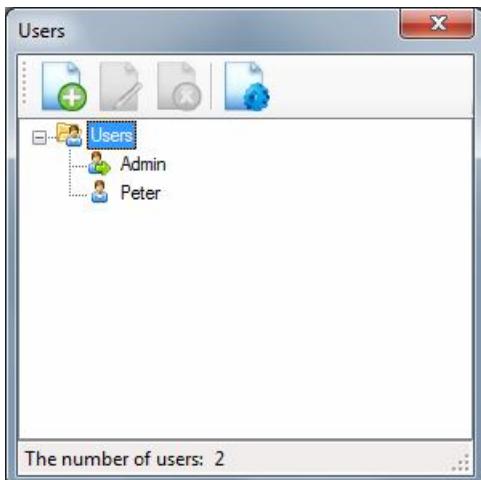
Select the tab "Other"



Press "Save" button to save the settings.

### 5.11.2. Manage security settings

Select command "Users" menu "Configuration".



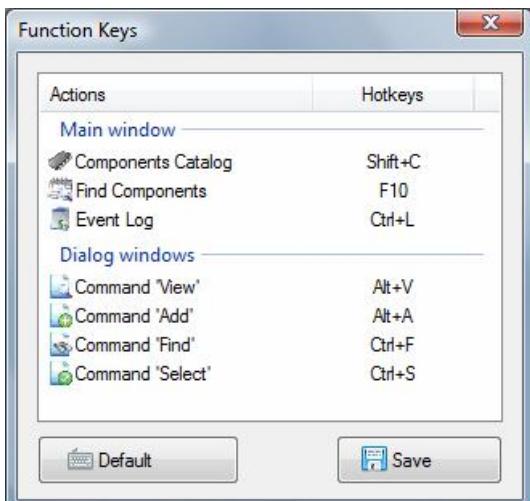
The default user icon is marked with a green arrow and the name "Admin". The default admin password is "123456". It is recommended to change it before turning on the authorization mode. The program is launched with the default user rights at the disabled user authorization mode.



By default the request of authorization is disabled. Press button "Login Options" in the menu "Configuration" and set flag in the "Authorization" dialog.



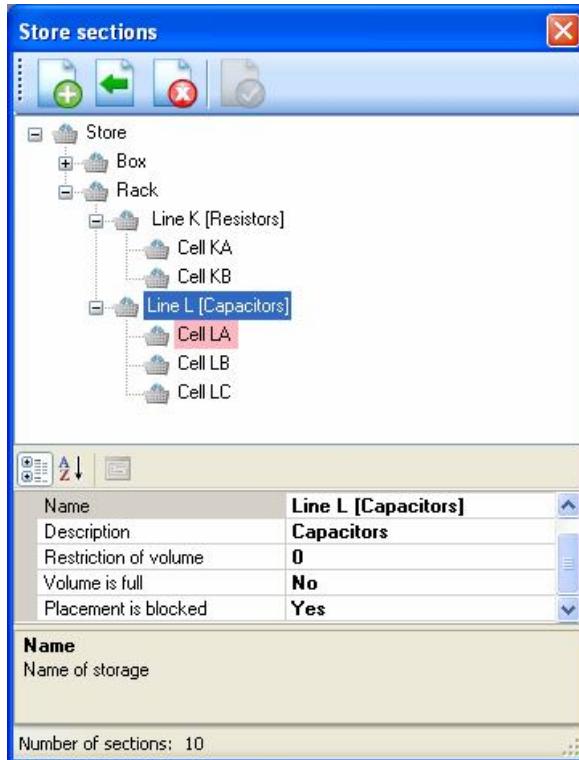
### 5.11.3. Function keys



#### 5.11.4. Definition of the warehouse's structure

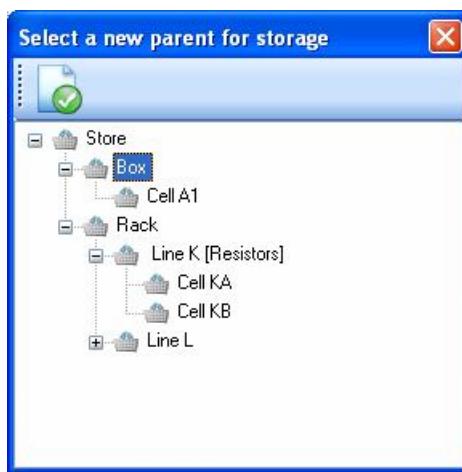
The program supports multi-level system of the warehouse. For example, a warehouse can include multiple racks, shelves, boxes and cells.

Click item "Store Sections" in the menu "Configuration" for definition of the actual warehouse's structure. Dialog "Store Sections" is displayed.



To expand or collapse all nodes right click on the tree. Select "Expand All" or "Collapse All" item in the context menu.

Click "Add new section" button to create a new section (storage, rack, box...). Section called "New section" will be created and added to the structure of the warehouse.

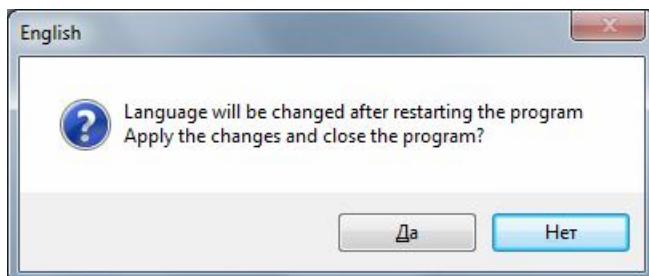


Select a new parent and click "Select" button.

#### 5.11.5. Selecting a language

The program supports multi-language interface. The default language of the interface corresponds to the operating system language.

To change the interface language, click on the button  in the toolbar and in the list that appears, select the desired interface language. A confirmation will be displayed.



After confirmation, the program will be automatically closed. After restarting the program will have selected the required language.

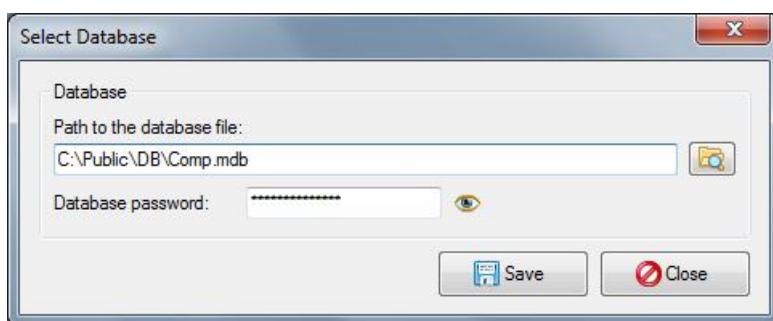
## 5.12. Service functions

### 5.12.1. Select the database

If was changed the database location will be displayed the warning.



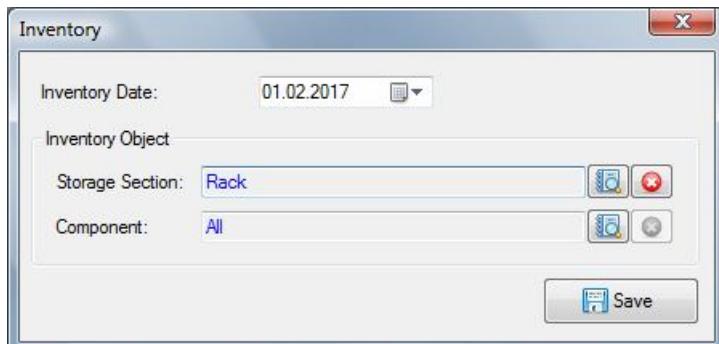
Click item "Select Database" menu "Tools". A dialog box "Select Database" appears on the screen.



Select the database file "Comp.mdb" and click "Save".

Attention! After change of the path to the database it is required a restart program to reconnect.

### 5.12.2. Inventory



### **5.12.3. Database maintenance**

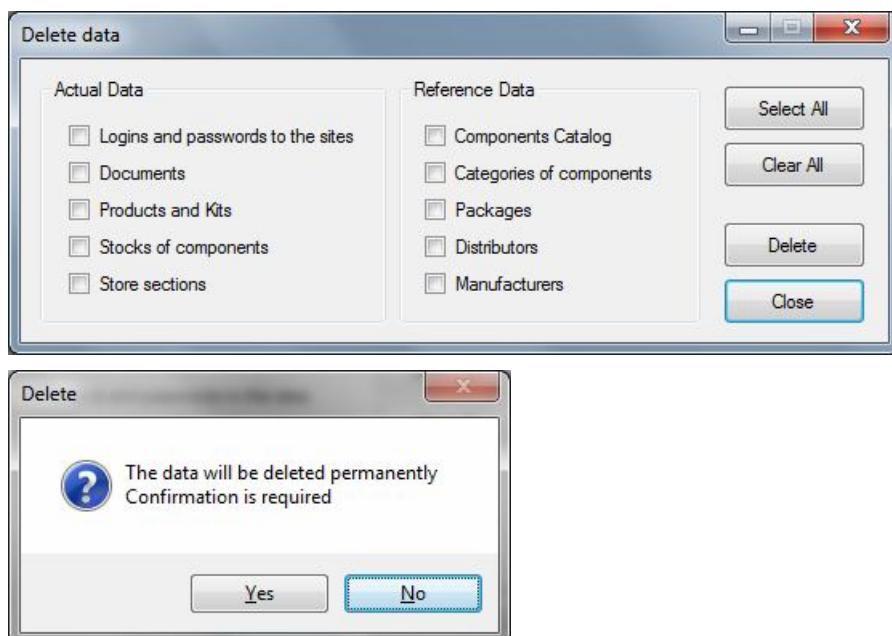
Database maintenance includes backup and compact database.

It is recommended to periodically copy the file "Comp.mdb" to the backup disk.

Compact database to reduce the database file size. To compact the database you have to use MS Access or utility "Jetcomp.exe" (available for download from the Microsoft website).

### **5.12.4. Deleting data**

Select command "Delete data" menu "Tools".

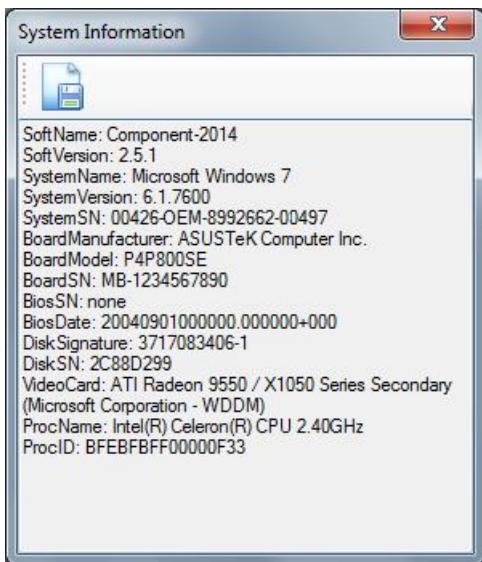


Click "Yes" button to delete the selected data. Click "No" button to cancel deleting.

**WARNING:** It is recommended to make a copy of the database file before deleting the data.

### **5.12.5. System Information**

Select command "System Information" menu "Help".



### 5.12.6. About dialog

Click "About" item from "Help" menu. The "About" dialog is displayed.



## 5.13. Software licensing

### 5.13.1. License options

The functionality of the program depends on the type of license. License options with their comparative characteristics indicated in the table.

Software Restrictions	License	
	FREE	PRO
Limits the number of storages	7	$\infty$
Limits the number of components types in a warehouse	70	$\infty$
Limits the number of components in a warehouse	1000	$\infty$
Export data about stocks of components	-	✓

The default program comes with a FREE license.

To expand the possibilities of the program is enough to get PRO license and activate the license key.

### 5.13.2. License info

To view information about the active license type, click the "License Info" menu "Help". You will see a window "License Info" with information about the active license.



### 5.13.3. Licensing description

The license grants the right to use the program on one computer. Checking license includes comparing the license key and ID code of PC.

ID code of PC is generated automatically based on the hardware configuration of the computer with the installed program.

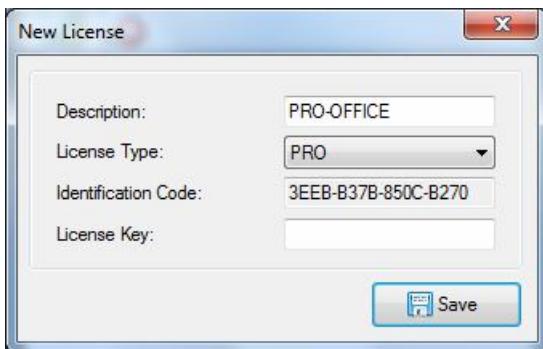
To obtain a PRO license, you must open the dialog "License Info", copy the ID code of the computer from the field "ID Code" and send it to the address of the program developer.

If you change the ID code as a result of renovation or replacement of the hardware configuration of the computer the license key must be replaced at the user's request.

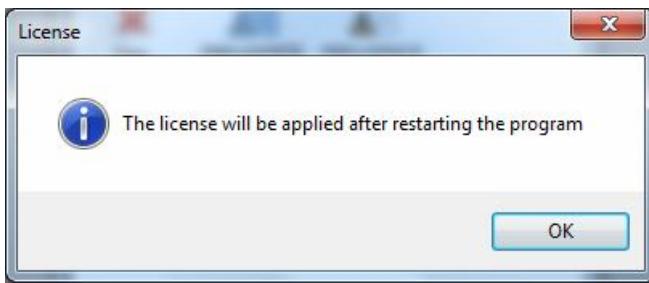
The database and program files can be placed and run from removable media (such as flash drives). You can enter more one license key for usage PRO license on some computers. The program select the active key automatically.

### 5.13.4. License activation

To enter a new license key, click on the "Add" button in the "License Information" dialog box. A dialog box will appear "New License".



Enter the received license key and click "Save." The program will confirm the saving of the license and will display alert you to restart.



### 5.13.5. Troubleshooting the license verification

Virtual network adapters can modify MAC address after restart the computer. It is cause, a change of ID code used for verification license key.

In this case, before requesting of the license key is recommended:

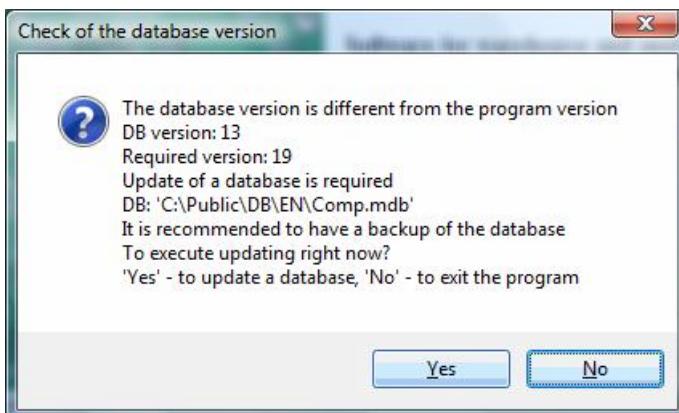
- 1) Click item "System Information" menu "Help". Wait until the completion of data collection and take a screenshot of the window.
- 2) Restart the computer and repeat first step. Compare the MAC addresses of network adapters before and after the reboot.
- 3) If there is no change, no additional configuration is required. If there are changes to remember the sequence number of the network adapter, MAC address, which remains unchanged.
- 4) Click item "Settings" menu "Configuration" and open the "Other" tab. Enter the sequence number specified in third step to the field "Network adapter serial number" of the panel "License control". Save the changes and restart the program.
- 5) Make sure the ID code in the "System Information" remains the same after a reboot.

### 5.14. Update version software

In the case of the release of a new version it becomes available for download from the developer's site. Updating is as follows:

- Download the latest version and unpack it from archive
- Make the database backup and save the old version of the program;
- Copy the new version to the catalog of the program
- Launch a new version of the program.

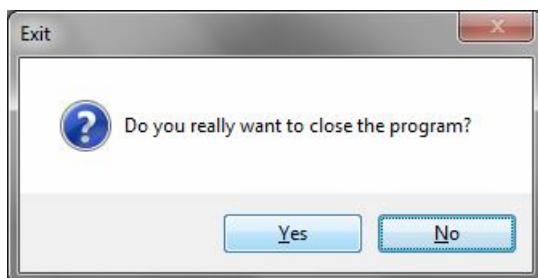
The program can ask for confirmation to update the database version:



After updating the database the new version of the program will be ready for use.

## **5.15. Closing the program**

Select "Exit" item from "File" menu. The confirmation request will be displayed.



Click "Yes" button to close the program. Click "No" button to cancel closing.

**WARNING!** It is recommended periodically to make a copy of the database file in a safe place.

## **6. Technical Support**

If you have any queries about using the program or you need additional information, contact us:

Alfa-Galaxy Ltd.

<http://www.alfa-galaxy.com>

E-mail: [info@alfa-galaxy.com](mailto:info@alfa-galaxy.com)

## **7. Appendices**

### **7.1. File list**

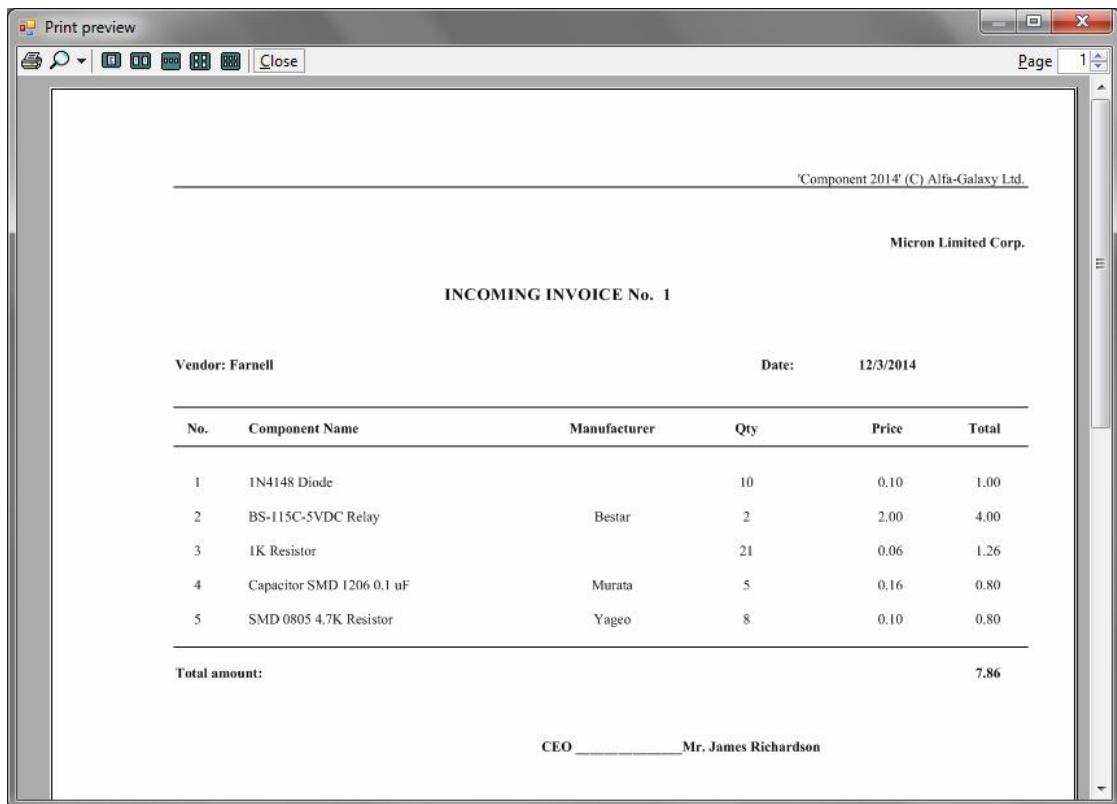
No.	File	Description
1	Comp.exe	Executable File
2	Comp.mdb	Database File
3	UserGuide.pdf	User Guide
4	History.txt	Version History

### **7.2. List of Reports**

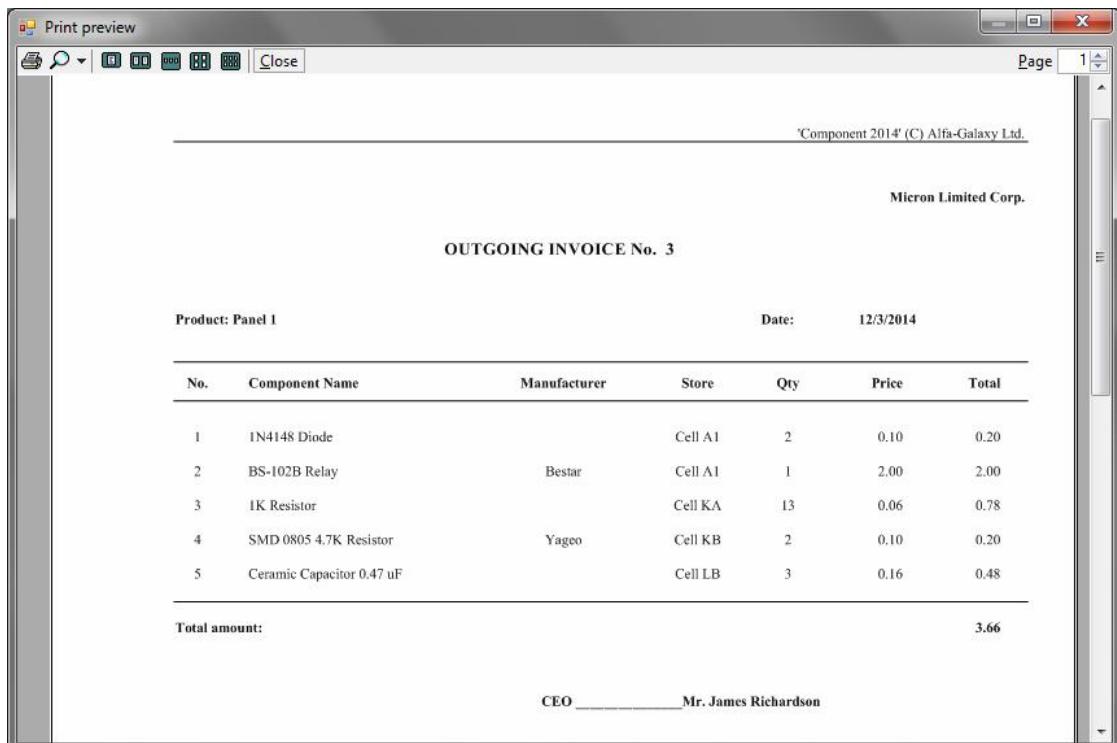
No.	Documents & Reports
1	Incoming Invoice
2	Outgoing Invoice
3	Bill of Materials
4	Stock Sheet
5	Purchase Order
6	Movement Report
7	Receipts from Suppliers Report
8	Consumption for Products Report
9	Used Components Report
10	Applicability of Component Report
11	Range of Supplies
12	Dynamics of Prices
13	Component Catalog
14	Product Costing
15	Event Log

### **7.3. The printed forms**

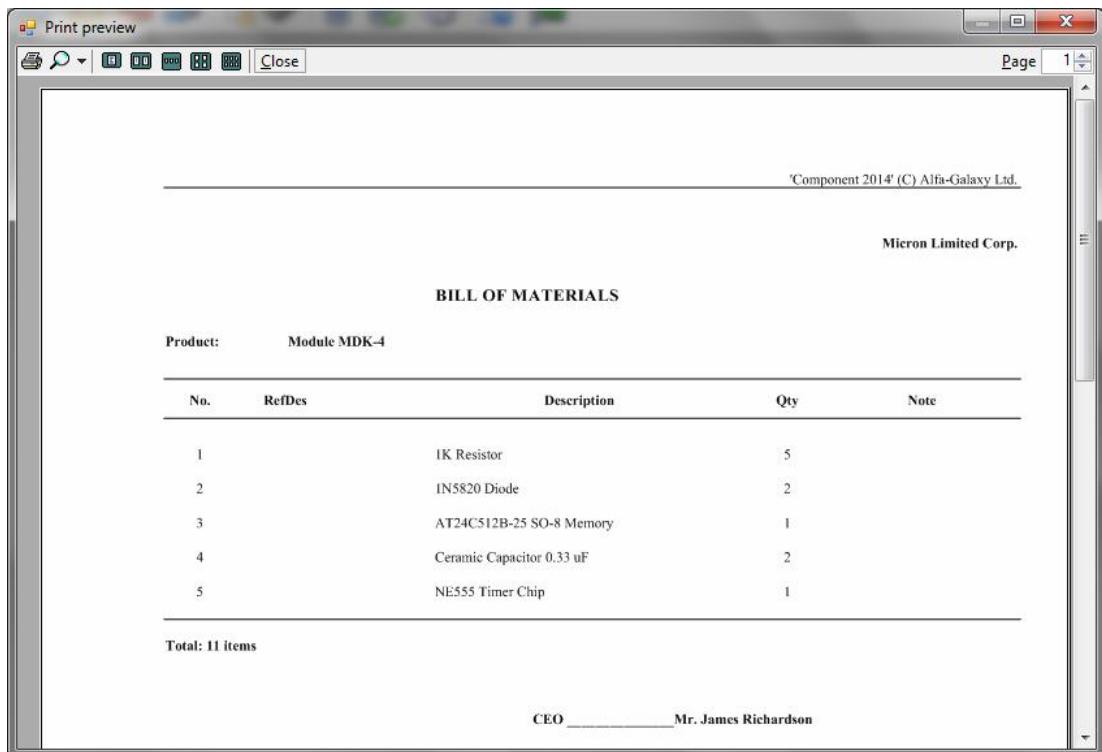
### 7.3.1. Print form "Incoming Invoice"



### 7.3.2. Print form "Outgoing Invoice"



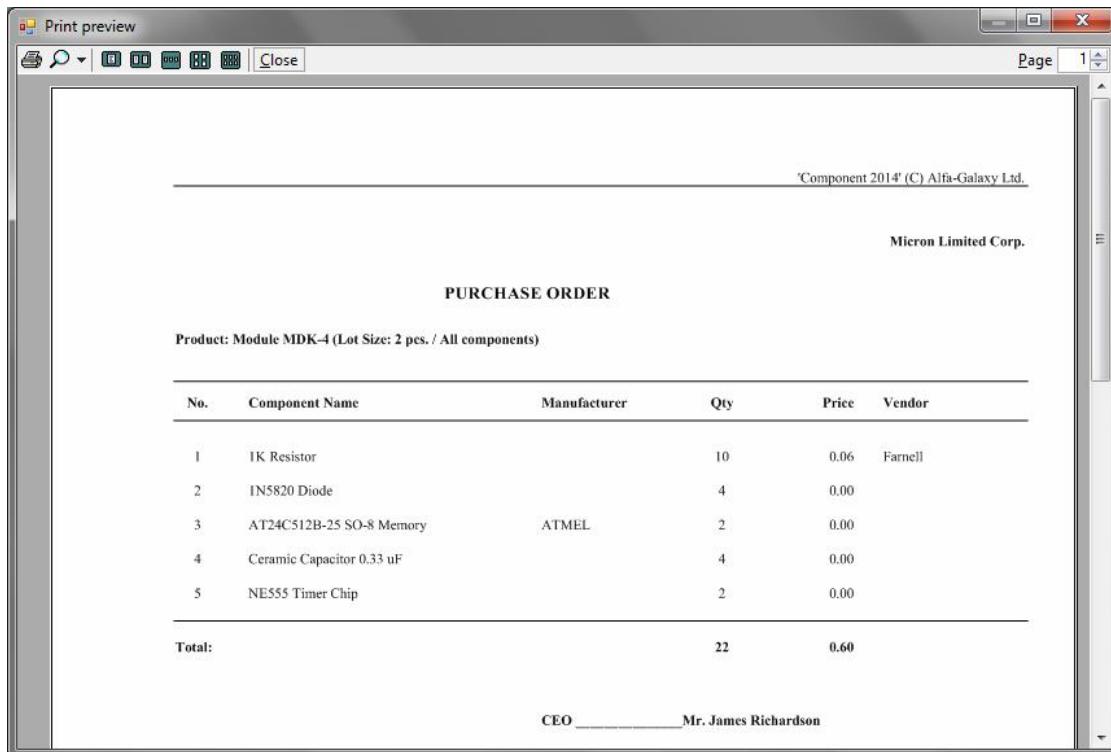
### 7.3.3. Print form "Bill of Materials"



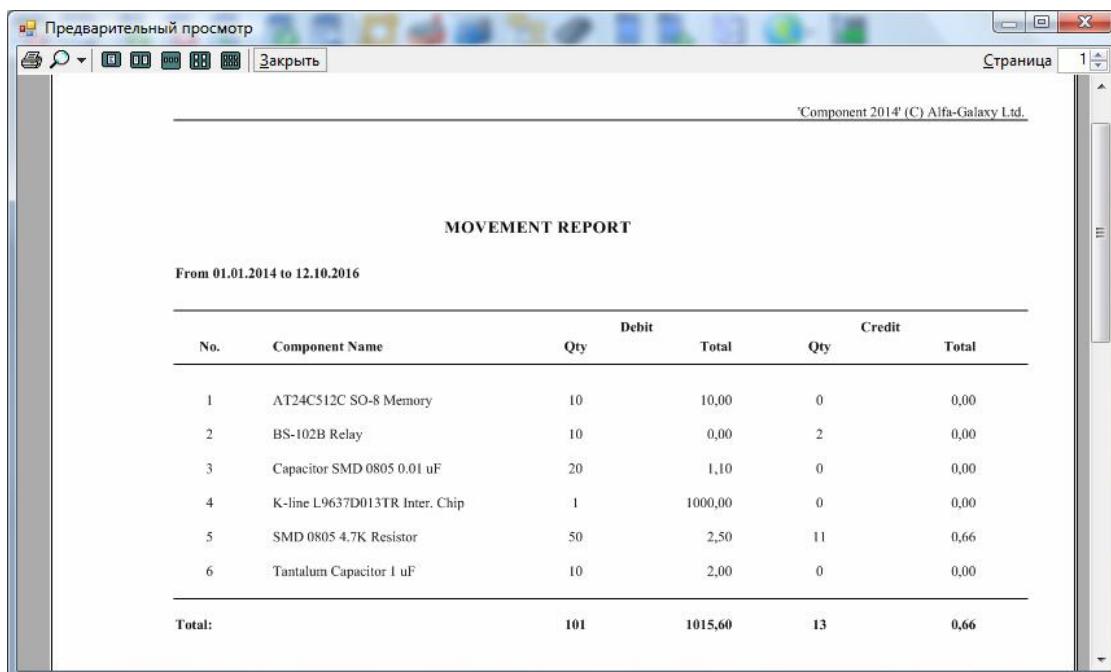
### 7.3.4. Print form "Stock Sheet"



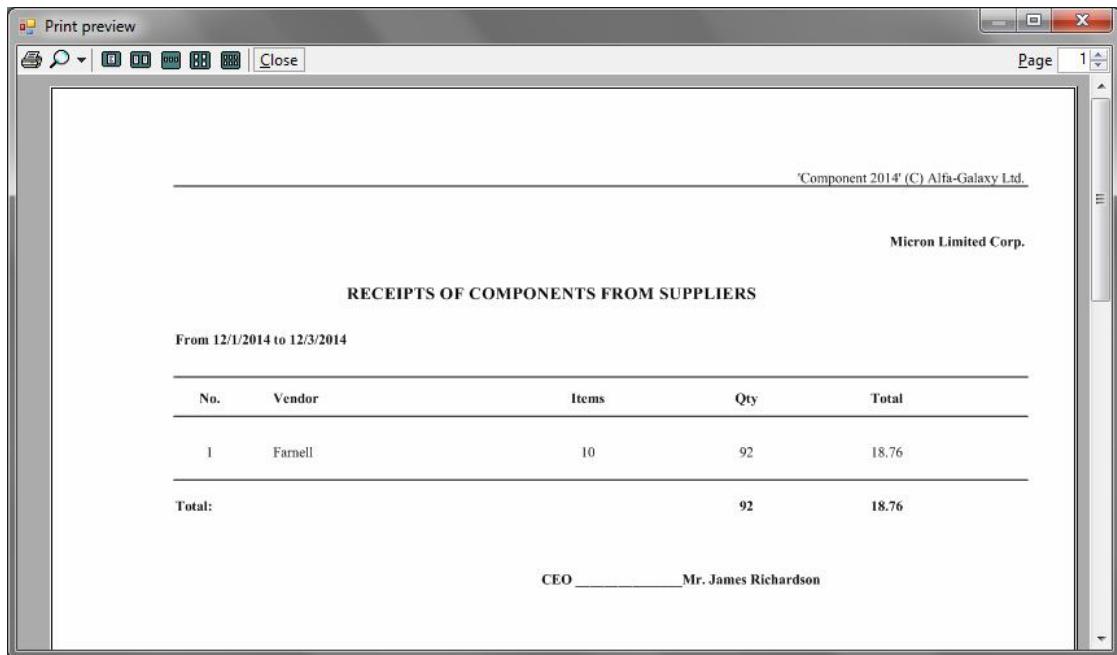
### 7.3.5. Print form "Purchase Order"



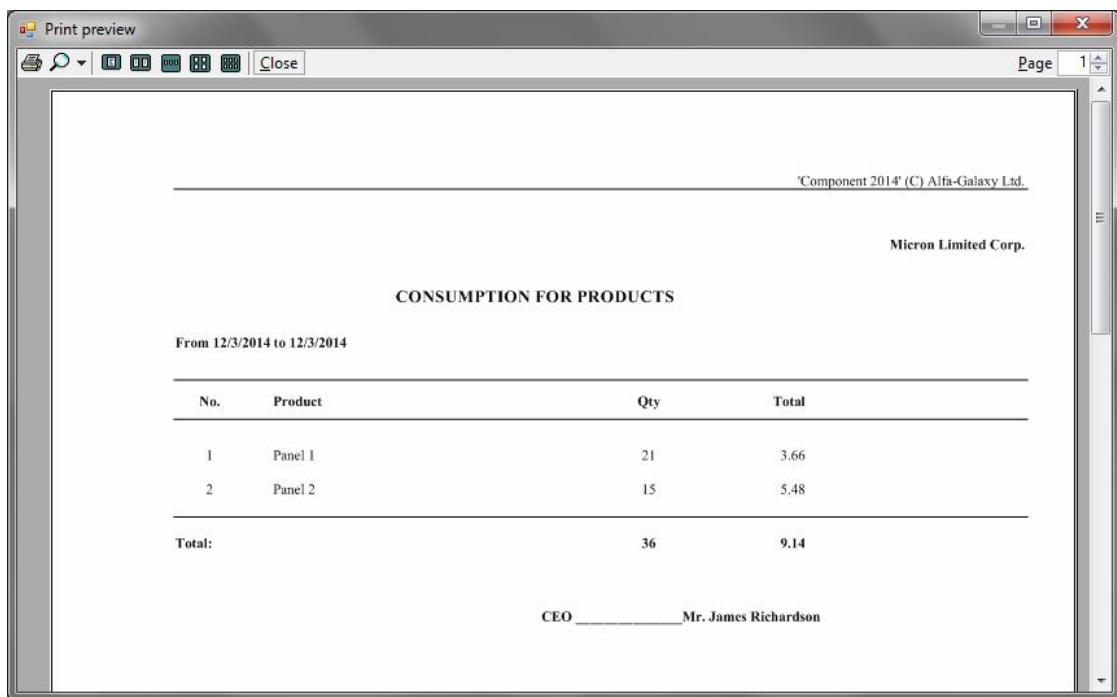
### 7.3.6. Print form "Movement Report"



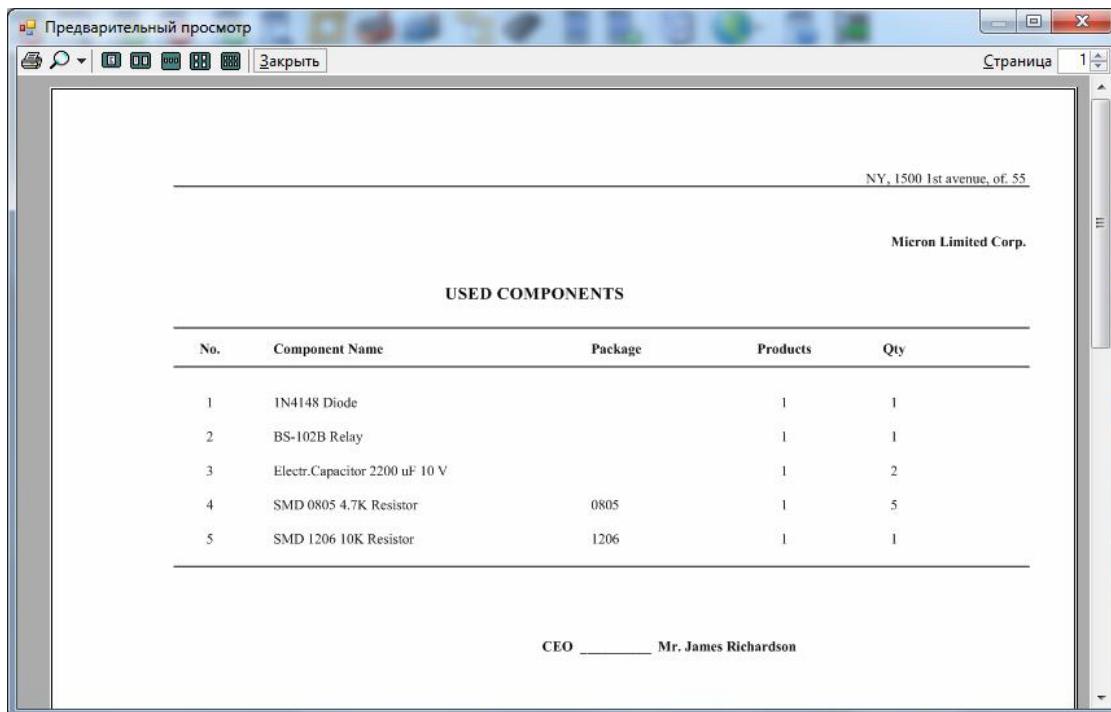
### 7.3.7. Print form "Receipts of components from suppliers"



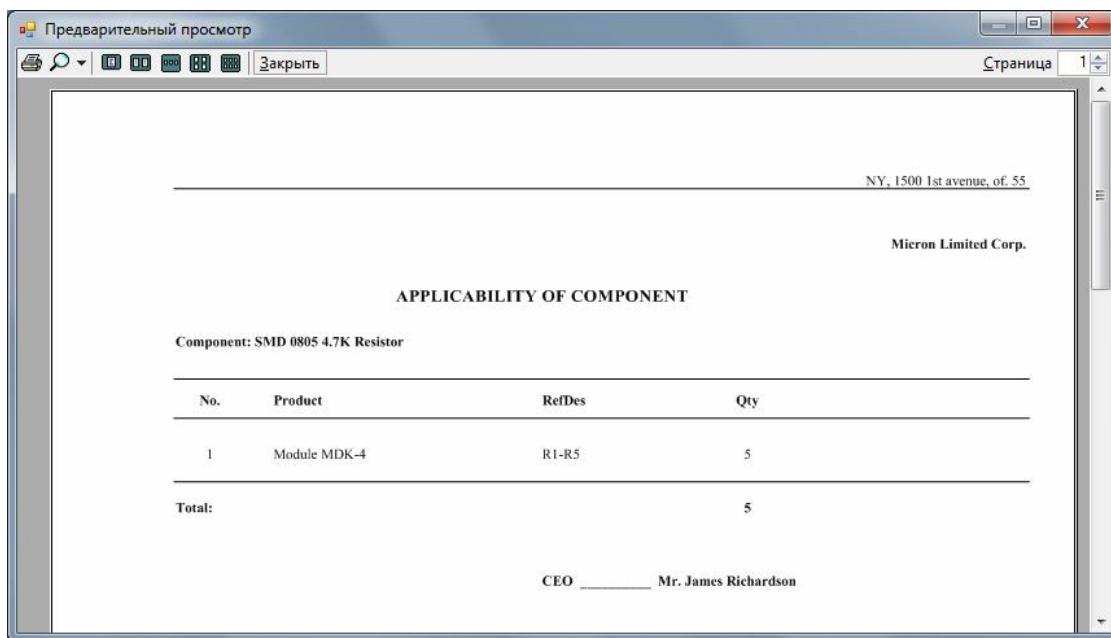
### 7.3.8. Print form "Consumption for products"



### 7.3.9. Print form "Used Components"



### 7.3.10. Print form "Applicability of component"



### 7.3.11. Print form "Range of supplies"

Print preview

Page 1

'Component 2014' (C) Alfa-Galaxy Ltd.

Micron Limited Corp.

**RANGE OF SUPPLIES**

Vendor: Farnell      From 12/3/2014 to 12/3/2014

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No.	Component Name	Qty	Price	Total
1	1K Resistor	15	0.06	0.90
2	1K Resistor	21	0.06	1.26
3	IN4148 Diode	8	0.10	0.80
4	IN4148 Diode	10	0.10	1.00
5	BS-102B Relay	2	2.00	4.00
6	BS-115C-5VDC Relay	1	2.00	2.00
7	BS-115C-5VDC Relay	2	2.00	4.00
8	Capacitor SMD 1206 0.1 uF	5	0.16	0.80
9	Ceramic Capacitor 0.47 uF	20	0.16	3.20
10	SMD 0805 4.7K Resistor	8	0.10	0.80
Total:		92		18.76

CEO \_\_\_\_\_ Mr. James Richardson

### 7.3.12. Print form "Dynamics of prices"

Предварительный просмотр

Страница 1

'Component 2014' (C) Alfa-Galaxy Ltd.

**DYNAMICS OF PRICES**

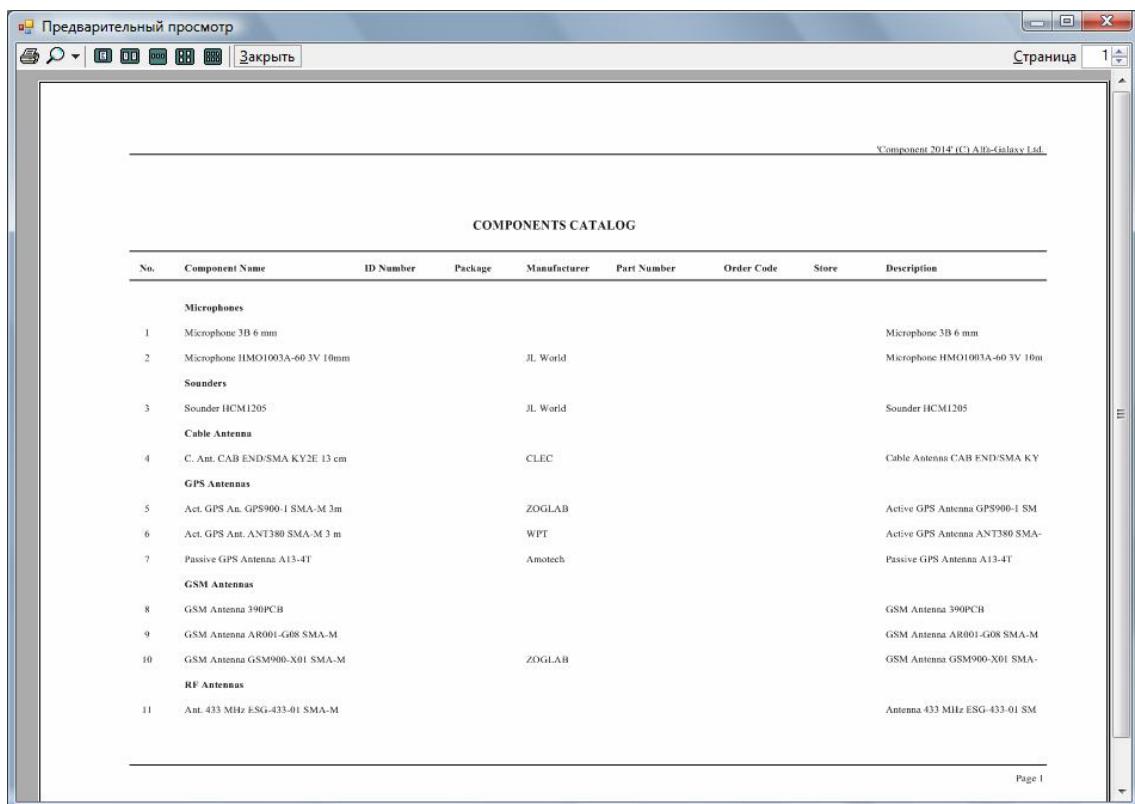
Component: SMD 0805 4.7K Resistor      Period: all time

---

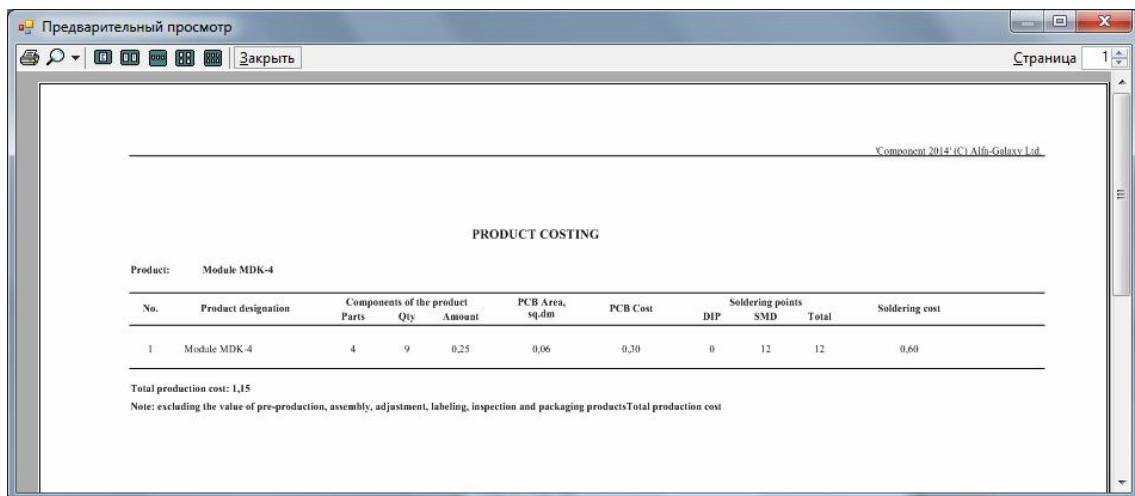
No.	Date	Vendor	Qty	Price	Total
1	16.03.2016	Finder	50	0,05	2,50
2	16.03.2016		10	0,06	0,60

Min price: 0,05    Max price: 0,06    Change in price: 0,01

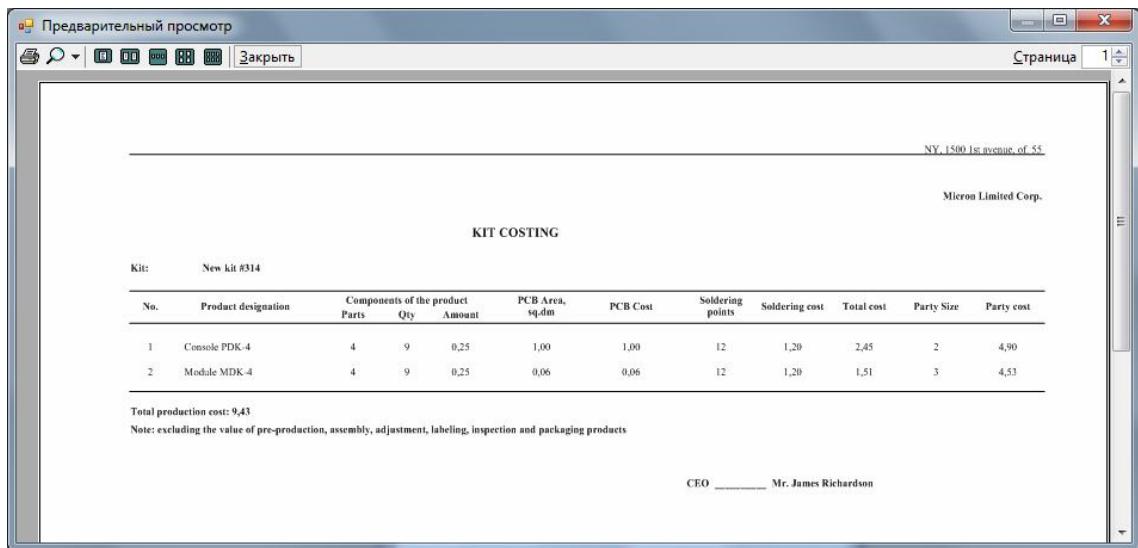
### 7.3.13. Print form "Components Catalog"



### 7.3.14. Print form "Product Costing"



### 7.3.15. Print form "Kit Costing"



### 7.3.16. Print form "Event Log"

