

Struxure 5.1

Catalog Authoring and
Management Tool

IHS INTERMAT Solutions

Overview: A Quick Look for Admin Users

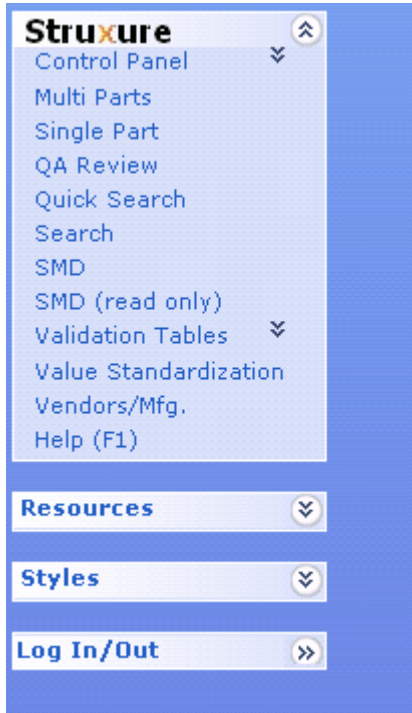
Now that you've completed your training with Struxure and understand the basic features of the software, it's time for Admins to get acquainted with the tools they will use in managing the database and the users.

Because we customize our software for every client, your screens may not look exactly like the ones shown here. However, the basic concepts and procedures remain the same.

Control Panel—Categories	3
QA Review	13
Validation Tables	14
Value Standardization	16
Vendors/Mfg.....	18

Main Menu

Your Main Menu has five tools for Admin Users.



Control Panel: Assign User Rights

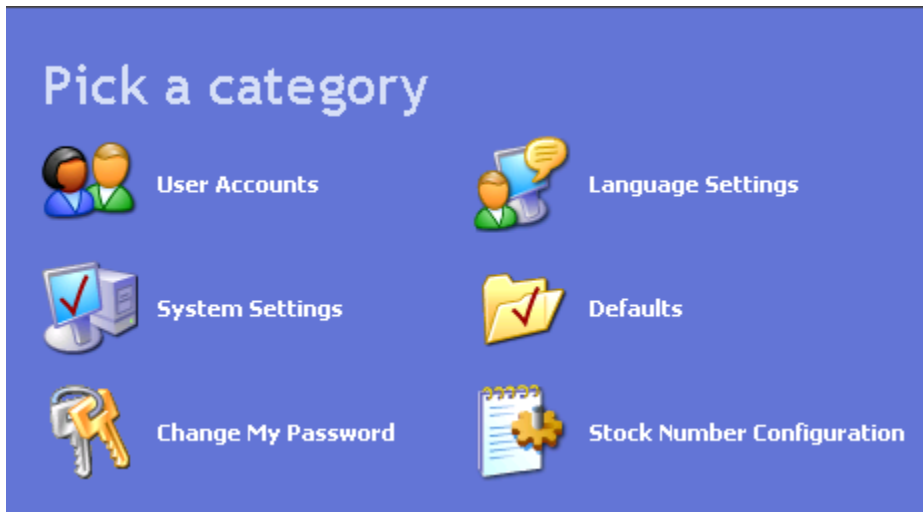
QA Review: Monitor User Activity

Validation Tables: Ensure Accuracy of Data

Value Standardization: Ensure Consistency

Vendors/Mfg: Update/Consolidate Suppliers

Control Panel—Categories



User Accounts

Create and manage users, assign rights.

System Settings

Caution! Affects database operations, such as calculation of Stock Numbers and generation of Short Descriptions.

Change My Password

Users can change passwords, but forgotten passwords require an administrator to reset.

Language Settings

Shows phrases, translations, and languages used in the database. Allows for edits, additions, and deletions.

Defaults

Assign defaults for creation of New Stock Numbers.

Stock Number Configuration

Allows for automatic or manual assignment of Stock Numbers, and inclusion of prefixes and/or suffixes, and determination of number of characters.

Control Panel—User Accounts

The screenshot shows a web interface for managing users. On the left, a scrollable list contains names such as 'admin', 'Alan Northey', 'Andrea Haskell', 'Andrew Date', 'Andrew Koedyk', 'Andrew Mynard', 'Andrew White', 'Angelo Ferlauto', 'Anthony Cipolla', 'Bruce Warburton', 'Byron Vangeyzel', 'Carol Wood', 'Charles Barui', 'Charles Warren', 'Chris Davis', 'Chris Leahy', 'Colin Cowell', 'Colin Marsh', 'Darryl Swan', 'Dean Robinson', 'Elizabeth Topolcsanyi', and 'Fred Allen'. To the right of this list is a table with columns labeled 'Add', 'Edit', 'Delete', and 'View'. The rows represent various system components: 'All Plants', 'Commodity Codes', 'Export', 'Import', 'Modifier Dictionary', 'Parts', 'QA Review', 'Search', 'Validation Tables', 'Value Standardization', 'Vendors', and 'Control Panel Access'. Each cell in the table contains a small square checkbox. Below the table, a paragraph explains that this is where users are created and managed, and that permissions are set with check boxes. At the bottom of the interface, there is a row of buttons: 'Add', 'Edit', 'Delete', 'Password', 'Grant All', 'Save', and 'Plant Permissions'.

Users

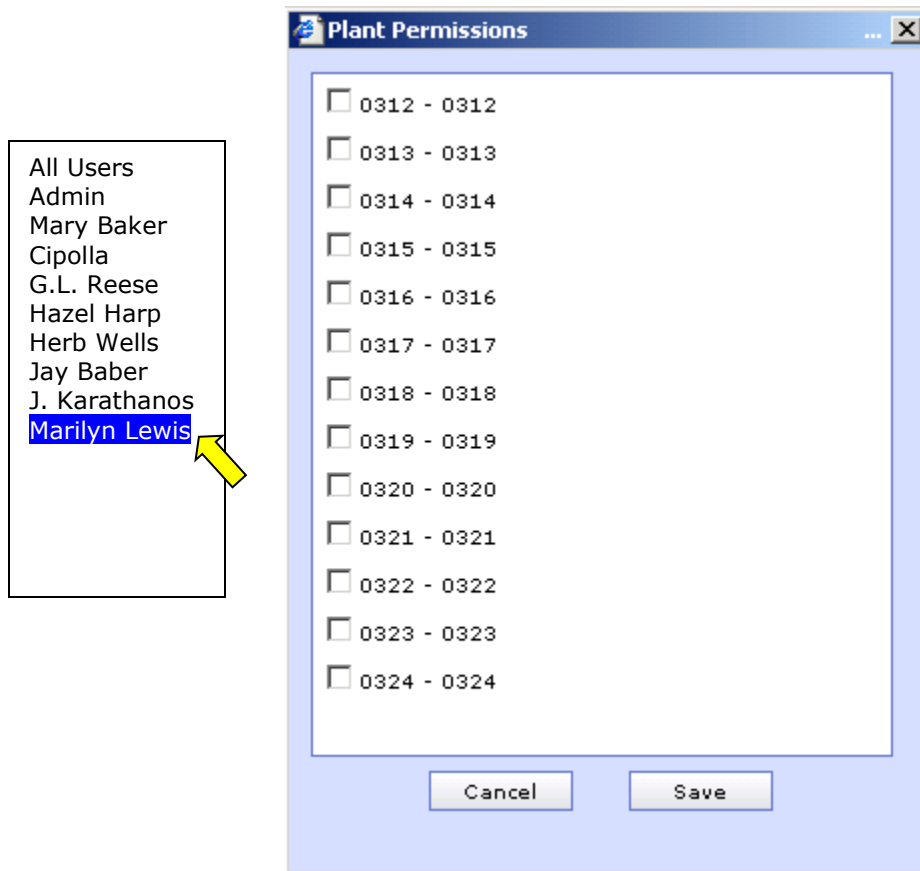
	Add	Edit	Delete	View
All Plants		<input checked="" type="checkbox"/>		
Commodity Codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export				<input type="checkbox"/>
Import				<input type="checkbox"/>
Modifier Dictionary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QA Review				<input type="checkbox"/>
Search				<input type="checkbox"/>
Validation Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value Standardization		<input type="checkbox"/>		<input type="checkbox"/>
Vendors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control Panel Access		<input type="checkbox"/>		

This is where Struxure users are created and managed. Permissions for specific pages are set with check boxes on the right. You may also make changes by clicking on the column or row headings to change several boxes at once.

Add Edit Delete Password Grant All Save Plant Permissions

1. Highlight a name from the user list.
2. Use the check boxes on the right to assign privileges to that user.
3. Click a column heading to select all check boxes in that column.
4. Click the **Grant All** button at the bottom of the screen to assign all rights to a user (except for rights to the Control Panel, which you must select separately).
5. Click the **Save** button at the bottom of the screen.
6. Use the buttons at the bottom of the screen to **Add**, **Edit**, or **Delete** a user name.
7. Use the **Password** button at the bottom center of the screen to assign passwords for individual users. (NOTE: When users sign on for the first time, they'll create new passwords for themselves.)
8. Click the **Plant Permissions** button at the bottom right of the screen to assign rights for user access to plant data, as shown on the next page.

Control Panel—User Accounts—Plant Permissions



1. Highlight a user name from the list.
2. Use the check boxes to select permissions for that user.
3. Click the **Save** button at the bottom of the screen.

Control Panel—System Settings

System Settings

Category

Database	Version	5.1
Environment		
Short Description		
SMD		
StockNumber		

System settings make various changes in the way Struxure behaves. Settings are stored in the database and some settings may be used by other applications. Be careful when changing settings here.

Add Setting Delete Setting Save

1. Highlight an item in the list to display its information.
2. Select **Database** to display the current version of **Struxure**.
3. Select any other item on the list. Use the buttons at the bottom of the screen to **Add** or **Delete** Settings for each item. See the following pages for more detail on the items on this list.
4. Click the **Save** button at the bottom of the screen when you have added and deleted your information.

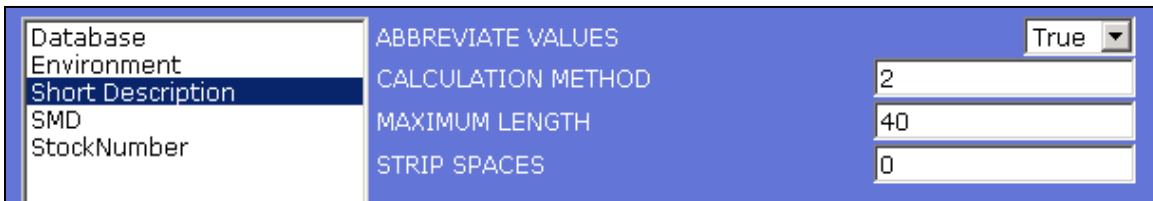
Control Panel—System Settings—(cont'd)

1. Highlight **Environment** to show the **Client Name** and **Max Number of Rows** per client. Remember, you can add or delete settings by using the links at the bottom of the page.



The screenshot shows a control panel with a blue background. On the left, a white box contains a list of categories: Database, Environment (highlighted), Short Description, SMD, and StockNumber. To the right, the 'ClientName' field is set to 'Marilyn & Co., Inc.' and the 'MaxRows' field is set to '1000'.

2. Highlight **Short Description** to see the criteria used for these part descriptions.



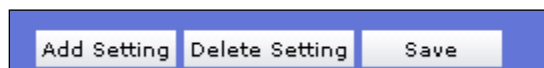
The screenshot shows the control panel with 'Short Description' highlighted in the category list. The settings for this category are: 'ABBREVIATE VALUES' (True), 'CALCULATION METHOD' (2), 'MAXIMUM LENGTH' (40), and 'STRIP SPACES' (0).

3. **SMD** currently has no settings in this application.



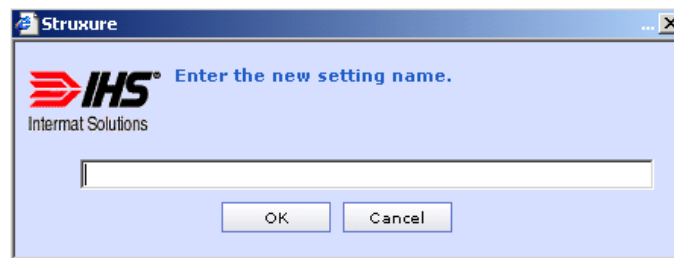
The screenshot shows the control panel with 'SMD' highlighted in the category list. The right side of the panel is empty, indicating no settings are defined for this category.

4. To add settings, use the button at the bottom of the screen.



The screenshot shows three buttons at the bottom of the control panel: 'Add Setting', 'Delete Setting', and 'Save'.

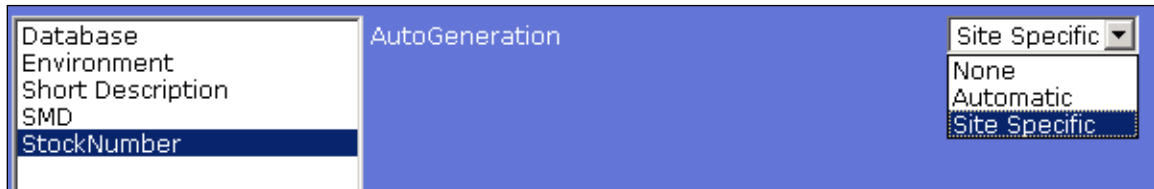
5. When the pop-up window appears, enter your setting name, and click the **OK** button.



The screenshot shows a pop-up window titled 'Struxure' with the IHS logo and 'Intermat Solutions' text. The window contains the text 'Enter the new setting name.' above a text input field. At the bottom, there are 'OK' and 'Cancel' buttons.

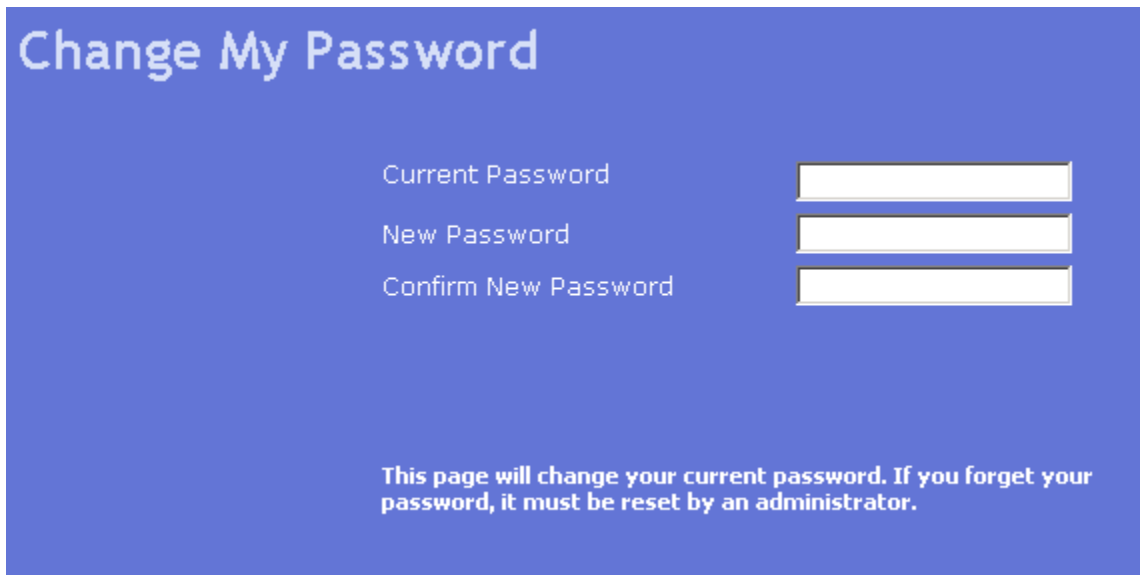
Control Panel—System Settings—(cont'd)

6. **Stock Number** shows the criteria used to generate Stock Numbers.



Your Categories and Settings may differ from those shown in these examples.

Control Panel—Change My Password



The screenshot shows a blue control panel titled "Change My Password". It contains three input fields for "Current Password", "New Password", and "Confirm New Password". Below the fields is a warning message: "This page will change your current password. If you forget your password, it must be reset by an administrator."

Change My Password

Current Password

New Password

Confirm New Password

This page will change your current password. If you forget your password, it must be reset by an administrator.

1. If you want to change your password, you must sign in.
2. If you've forgotten your password and cannot sign in, you'll have to get an administrator to reset it for you.

Control Panel—Language Settings

Struxure has two types of language settings. One affects the words and phrasing used in the system, as seen on the white area of the screen below. The other allows the user to add or delete languages that any users may select when they sign in.

Language Settings

Languages in Database

Global Languages (on Login page only)

English - United States

Phrase	Translated Phrase	Key
%1 records	%1 records	100395
%1 stocknumbers were added to the current working list	%1 stocknumbers were added to the current working list	100446
(Your search returned %1 records. The maximum records allowed is %2.)	(Your search returned %1 records. The maximum records allowed is %2.)	100424
Abbreviation	Abbreviation	100004
Abv.	Abv.	100003
Add	Add	100001
Add Language	Add Language	100319
Add Setting	Add Setting	100133
Add Site	Add Site	100460
Add Space	Add Space	100144
Add to Working	Add to Working	100065
Additional Data	Additional Data	100254

1 2 3 4 5 6 7 8 9 10 ...

Struxure supports multiple languages. Most language text is stored in the database. Some text, such as the text used on the Login screen, is stored globally. Some text contains special characters that may be required. For example %1 is a placeholder for a parameter to be inserted at run time. These items must be handled with extra care.

1. To work with the words and phrasing in the system:
 - a. Click the option next to **Languages in Database**.
 - b. Highlight a phrase in the left column, i.e. “Additional Data.”
 - c. Click the **Edit** button at the bottom of the screen.
 - d. Go to the field in the top center of the screen and enter the translated phrase, in this case you might want to change “Additional Date” to “Extra Data.”
 - e. Note that saved changes will not appear until you sign off and sign on again.
2. To work with Global Languages:
 - a. Click the option next to **Global Languages**.
 - b. Click the arrow next to the list box to view your choices.
 - c. Highlight a language and use the buttons at the bottom of the screen to add or delete a language.

Control Panel–Defaults

Noun	NO NOUN
Modifier	NO MODIFIER
Major CC	-
Minor CC	-
Status	Pending
Class	-
Unit of Purchase	-
Unit of Issue	-
Conversion	-
Average Unit Price	-
Shelf Life	-
Storage	-
Inspection	-
Attachment	-
Memo Info	-
Location	-
Mfg. Flag	M
Ref. Flag	P

Defaults are used when a new stock number is created. The corresponding fields are populated with the values assigned on this page. This speeds data entry in most cases.

Save

1. Click one of the default labels on the left side of the screen to start a search.
2. Make a selection from the resulting pop-up window.
3. Click the **Save** button at the bottom of the screen to save your work.

When you create new part records for your database, your selected defaults will automatically appear.

Control Panel–Stock Number Configuration

Site Name	Last Number Generated	Auto Generate Stock Number	Apply check digit	Prefix	Suffix	Pad Length
Corp	7	True	False			7

You are about to override the default behavior of Struxure and generate your own stock numbers. All the settings are stored in table tblCustomSnSequence. Make sure you have StockNumber/AutoGeneration set to 'Site Specific' in system settings for this to take effect.

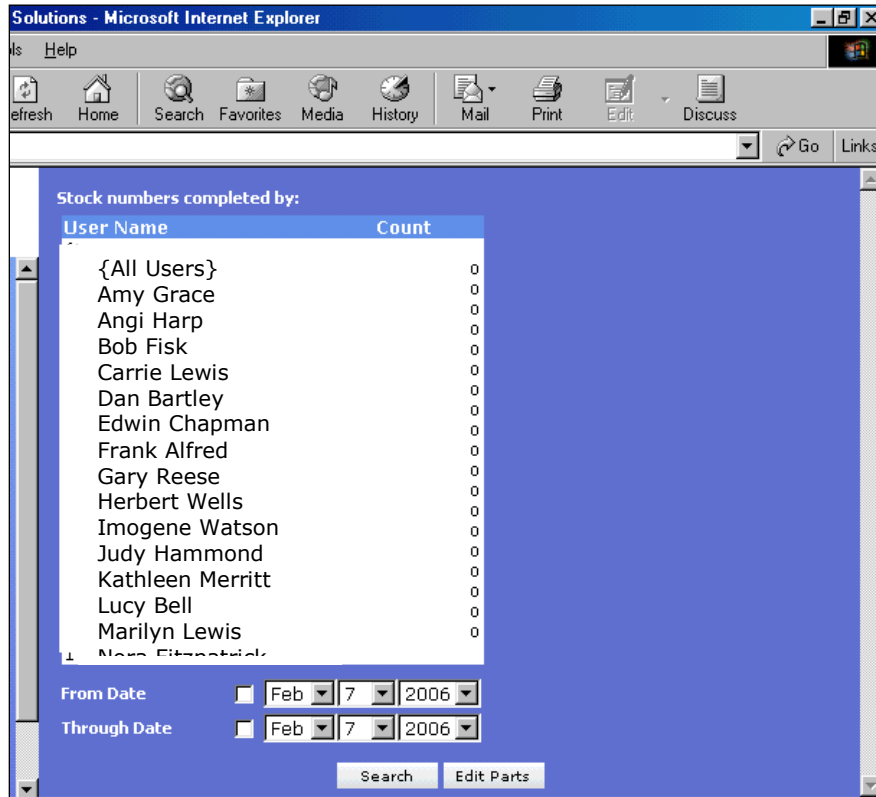
Add Site Delete Site Save

1. Understand that **Struxure** automatically generates Stock Numbers in sequence.
2. Generate your own Stock Numbers by overriding the settings in System Settings, as shown on the screen above. Select **System Settings** and set the auto-generation feature to **False**.
3. Click the **Save** button at the bottom of the screen. (Note: To make this change effective, go back to the Control Panel, and change the System Settings for Stock Number.)
4. **Add Sites** and **Delete Sites** using the buttons at the bottom of the screen.
5. Click the **Save** button at the bottom of the screen to save your additions and deletions.

This concludes the overview of the Control Panel.

QA Review

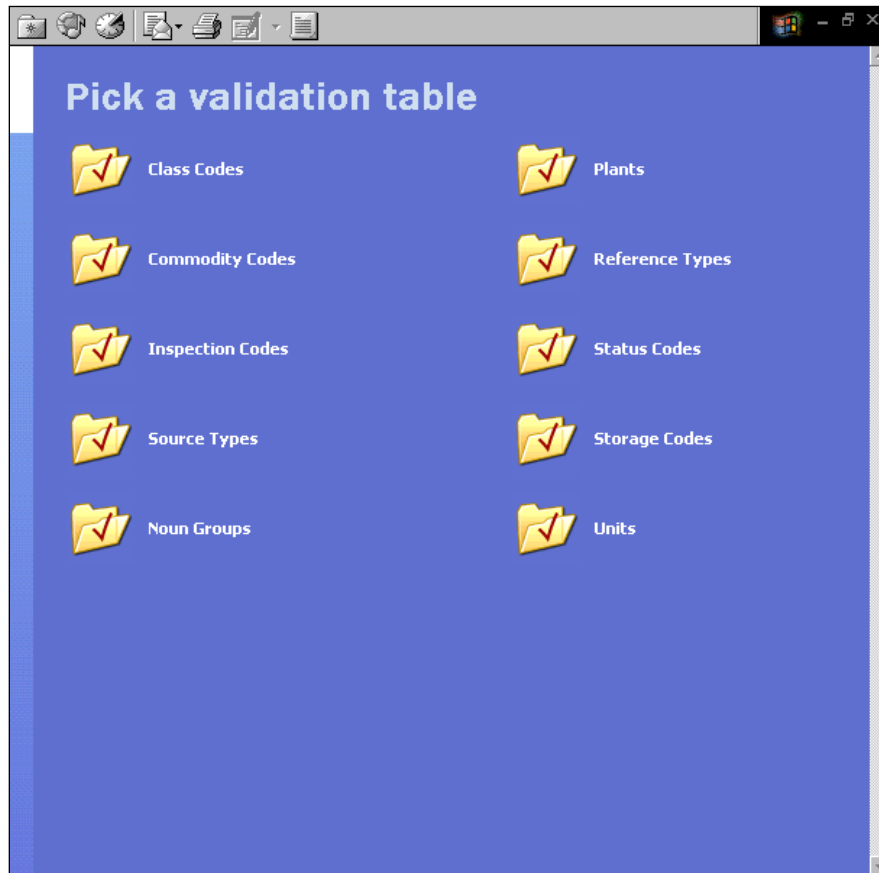
This feature of **Struxure** allows monitoring of user progress. You can specify a day or range of days and view the number of part records completed per person(s) within that period. You can also edit user records.



1. Choose **QA Review** from the Main Menu.
2. Highlight a name or names and choose a date or dates.
3. Click the **Search** button to see results.
4. Highlight a name and click the **Edit Parts** button to edit records completed by individual users.

This concludes the overview of the QA Review.

Validation Tables

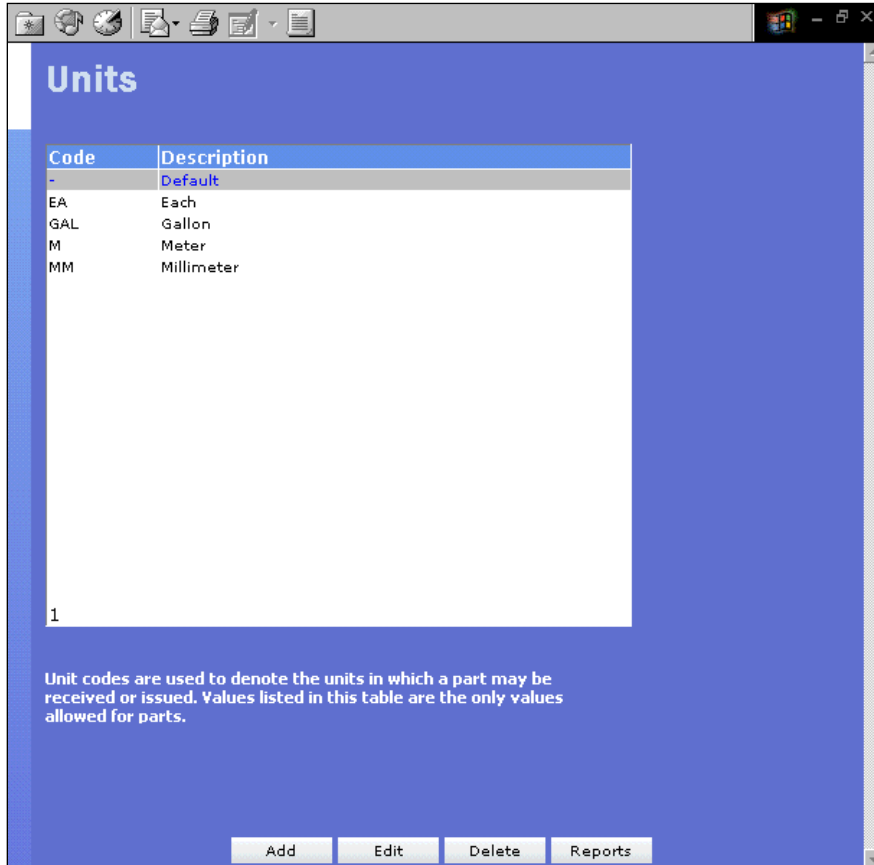


1. Use Validation Tables to your parts data consistent.
2. Choose a category of codes for reference and/or maintenance. A code represents an abbreviation or number and shows a description.
3. These are your types of codes.
 - a. **Class Codes** are numerical and denote the class of an item.
 - b. **Commodity Codes**, also numerical, identify NMPs.
 - c. **Inspection Codes**, alphabetical characters, identify items according to results of an inspection, i.e., New, Used, or Repaired.
 - d. **Source Types** might include M for MANUFACTURER or V for VENDOR.
 - e. **Noun Groups**, abbreviated words, show which Group a Noun belongs to. For example, EMSN represents the group known as TRANSMISSION.
 - f. **Plants** are codes that identify individual sites. Examples include CORP or 0001.
 - g. **Reference Types** enable you identify the way the part is referenced, such as P for PART NUMBER.
 - h. **Status Codes** indicate whether a part record is PENDING or COMPLETE.
 - i. **Storage Codes** denote conditions for storing an item.
 - j. **Units** indicates units of measurement, i.e. GAL for GALLON or EA for EACH, as seen on the next page.

Validation Tables—Units

Here you see the screen that shows codes for Units.

Using the buttons at the bottom of the screen, you can **Add**, **Edit**, and **Delete** Codes. You can also print **Reports** for each category.

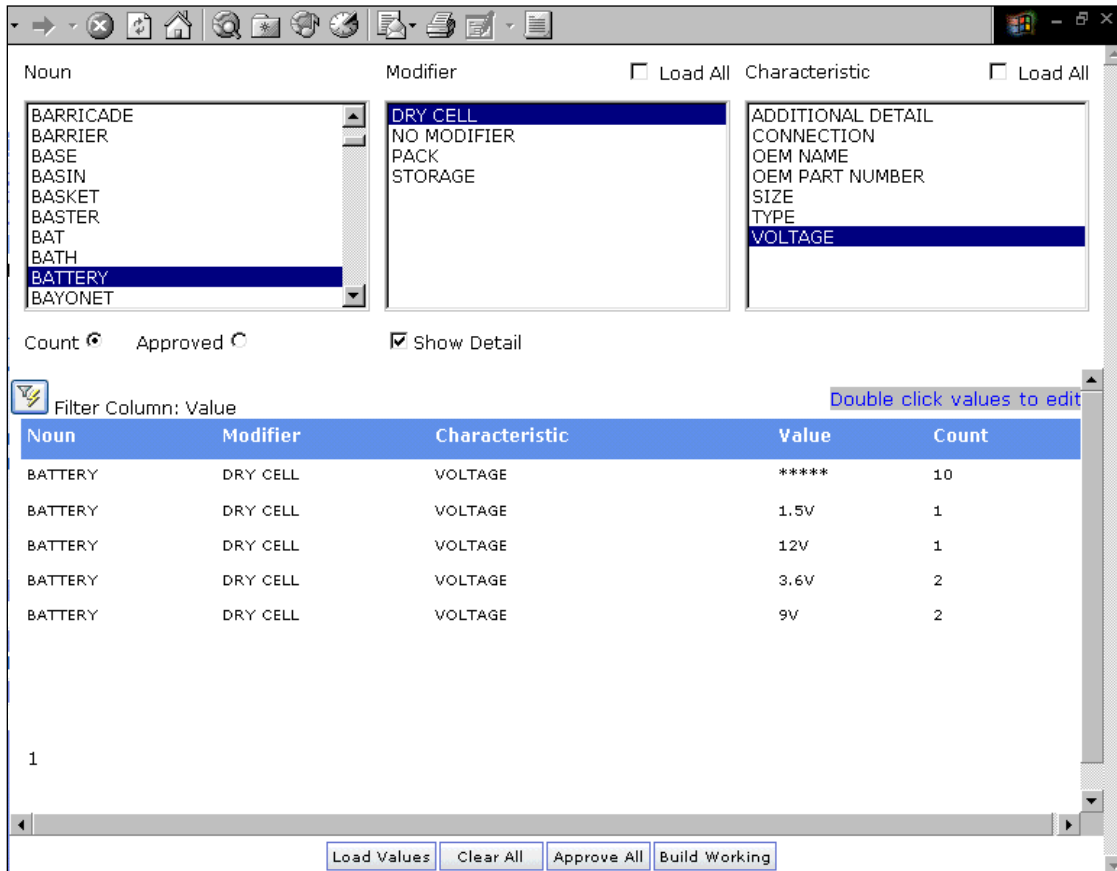


This concludes the overview of the Validation Tables.

Value Standardization

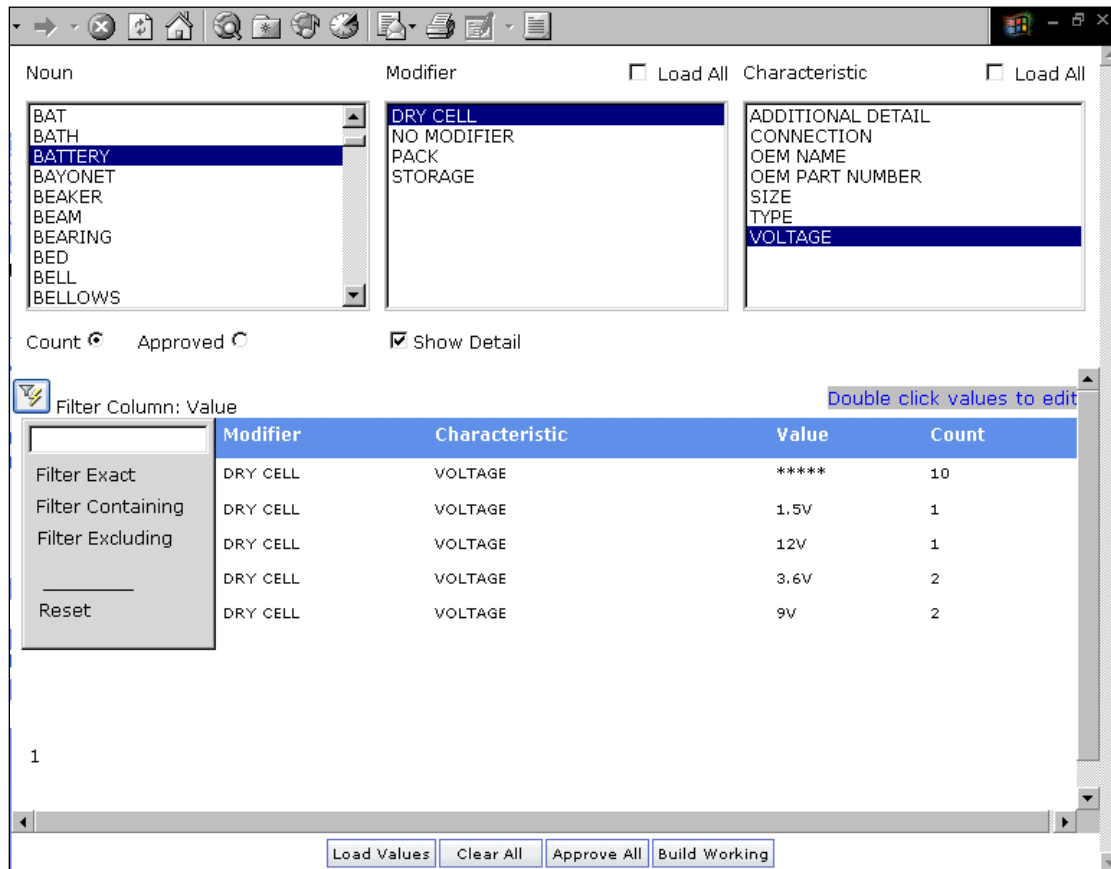
Use this feature to standardize your Values throughout the system. Example: if some part records for a particular item indicate ½” for size and others indicate .5” or .5in, your searches will yield incomplete results because you can only search using one of those Values.

Sometimes Values get recorded incorrectly, such as 15V vs. 15 V. Value Standardization allows you to correct these problems.



1. Choose **Value Standardization** from the Main Menu.
2. Use the << in the upper left corner of the screen to shrink the Menu.
3. Choose a Noun, Modifier, and Characteristic from the list boxes.
4. Check the option next to **Count** to see the number of records your search will yield.
5. Check the option next to **Approved** to see only the approved records.
6. Check the box for **Show Detail** for more comprehensive information.
7. Go the bottom of the screen and click the **Load Values** button.
8. Double click a value to edit it. A prompt will ask you to indicate its approval status.

Value Standardization

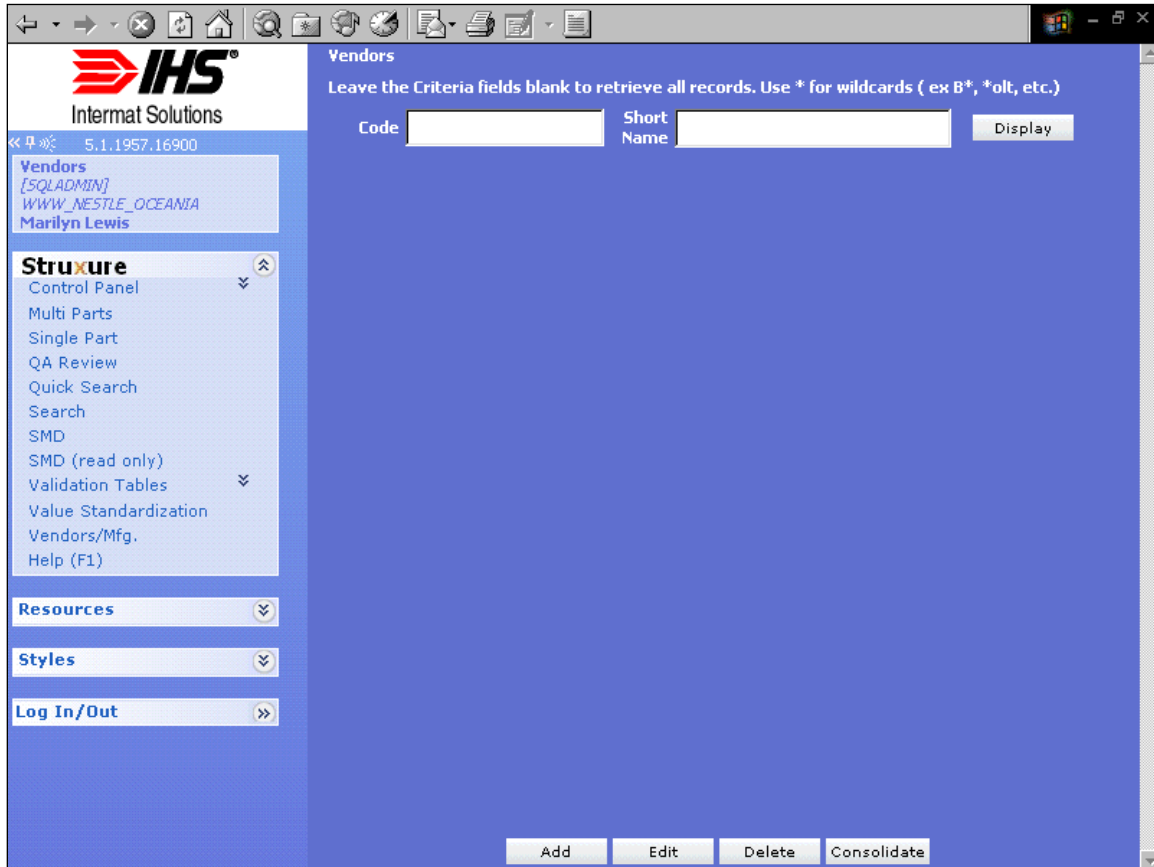


1. To see a list of filtering options, click the button on the left center of the screen. You can choose filters for exact matches or you can filter for matches containing or excluding your selection.
2. Highlight an item. Click the **Build Working** button at the bottom of the screen. (Remember you can also access this list through **Multi Parts**. It speeds up the editing process because you're working with similar items.)
3. Click the **Clear All** button to clear the search results.

NOTE: If you don't select a Noun, you can have all Modifiers and Characteristics displayed by selecting the check box next to **Load All**.

This concludes the overview of Value Standardization.

Vendors/Mfg



1. Search for Vendors either by Code or Name. Enter your criteria and click the **Display** button.
2. To display all, leave the search fields blank and click the **Display** button. See next page for results.

Vendors/Mfg—Search Results

Vendors

Leave the Criteria fields blank to retrieve all records. Use * for wildcards (ex B*, *olt, etc.)

Code Short Name Display

Code	Short Name
Bonfiglioli	Bonfiglioli
Bonfiglioli	Bonfiglioli
BONGSHIN	BONGSHIN
BORG-WARNER	BORG-WARNER
BorgWarner	BorgWarner
Bosch	Bosch
Bostone	Bostone
BRADY	BRADY
BRAHMA	BRAHMA
Bran&Lubbe	Bran&Lubbe

1 2 3 4 5 6 7 8 9 10 ...

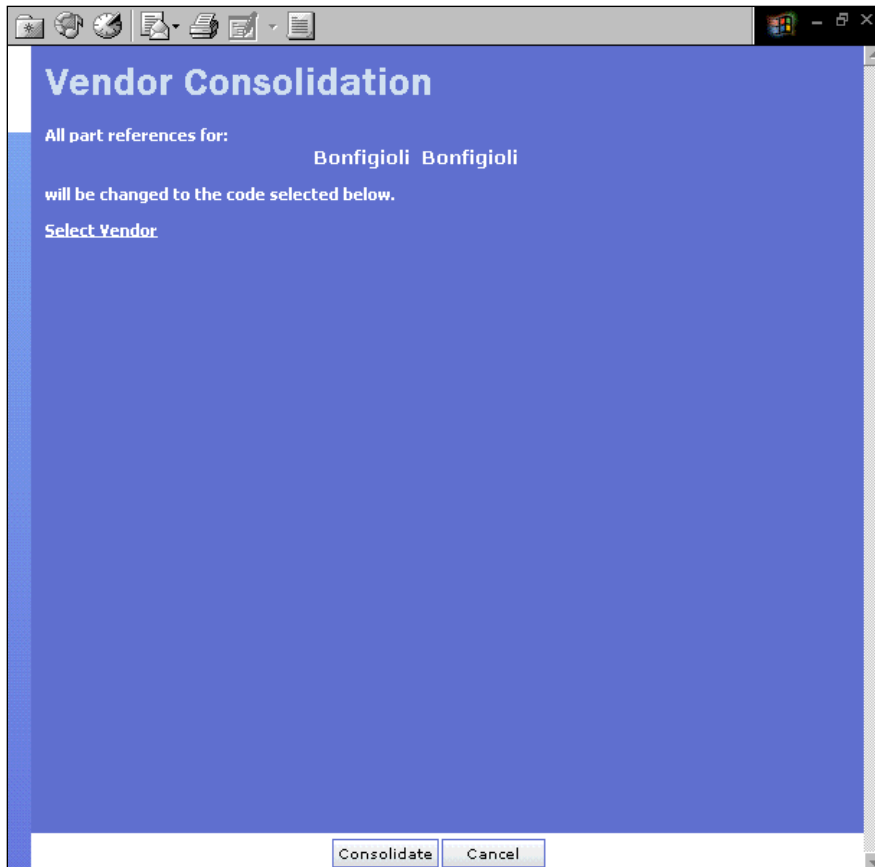
Long Name Bonfiglioli
Address

Add Edit Delete Consolidate Reports

1. On this screen you can browse for duplicate vendors.
2. Highlight possible duplicates and click the **Consolidate** button. See next page.

Vendors/Mfg—Combining

Here you see the consolidation screen. To combine these vendors under a single name, click [Select Vendor](#).



This concludes the overview of Vendors/Mfg.

Index

A

Add Codes15
 Add settings..... 7
 Add Sites.....12
 Add, Edit, Delete User..... 4
 Assign Passwords..... 4

C

Change my password 9
 Class Codes14
 Codes.....14
 Commodity Codes.....14
 Consolidate Vendors.....19
 Control Panel 3
 Control Panel, rights to 4

D

Defaults 3, 11
 Delete Codes.....15
 Delete Sites.....12

E

Edit Codes.....15
 Environment 7

G

Generate Stock Numbers12
 Global Languages10

I

Inspection Codes.....14

L

Language Settings 3, 10
 Languages In Database10

M

Max Number of Rows 7

N

NounGroups14

P

Password.....9
 Password Change3
 Plant Permissions4
 Plants 14
 Print Reports for Codes 15

Q

QA Review 13
 Quality Assessment 13

R

Reference Codes..... 14

S

Short Description Criteria 7
 Shrink Menu..... 16
 Source Codes..... 14
 Status Codes..... 14
 Stock Number Configuration 12
 Stock Number Criteria 8
 Stock NumberConfiguration 3
 Stock Numbers 12
 Storage Codes 14
 System Settings 3, 6
 System Settings, Categories..... 7
 System words, phrases 10

U

Units 14
 User Accounts 3, 4
 User Progress 13

V

Value Standardization 16
 Vendors..... 18

W

Working List 17