infoplex®

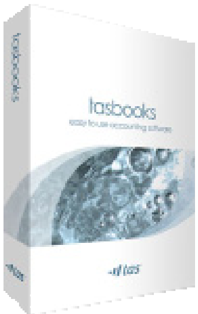
System Integration Manager

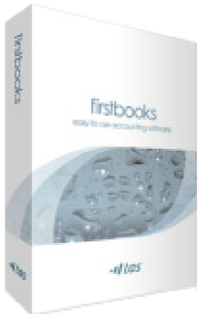
"SIM 4.50"

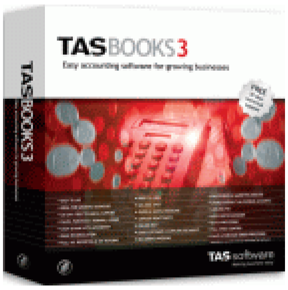
Reference Manual v4.50

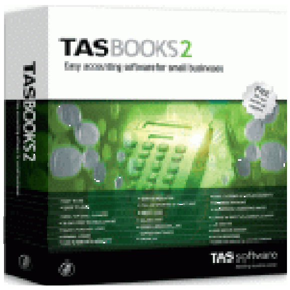
System Integration Manager

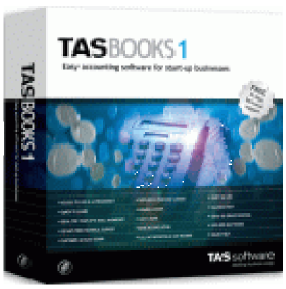
"SIM 4.50"











Reference Manual

v4.50, 20 Oct 2009

This reference manual describes the **System Integration Manager**, a computerised system developed by Infoplex Ltd with automatic integration to TAS Software's *TASBooks, FirstBooks, TAS BOOKS 1, 2 & 3, TAS Business Controller & TAS Books Accounting Plus* accounting systems.

Title: **System Integration Manager**
for TASBooks, FirstBooks, TAS BOOKS 1, 2 & 3, TAS Business Controller & TAS Books Accounting Plus.

Amendment Summary:

Type	*Version*	*Doc/Draft & Num*	*Date*
Current	**4.50**	**F1**	**20 Oct 2009**
Original	**1.00**	**N/a**	**25 Jan 2000**
Revisions	**1.01**	**N/a**	**05 Mar 2000**
	1.02	**N/a**	**23 Aug 2000**
	1.03	**N/a**	**15 Jul 2001**
	1.04	**D3**	**07 May 2002**
	2.01	**D1**	**01 May 2003**
	3.x	**F2**	**09 Aug 2006**
	4.50	**F1**	**20 Oct 2009**

File Reference: **SIM_Manual.pdf**

Author(s): **MAR, DMcL, SK, PHC**

Infoplex Ltd
Baird House
Eastfield Business Park
Newark Road South
Glenrothes
Fife
KY7 4NS
UK

t: +44 (0)1592 598100
f: +44 (0)1592 597120
e: info@infoplex.co.uk
w: http://www.infoplex.co.uk

Co Reg: SC 15434
VAT Reg: GB 663 8343 16

Table of Contents

1 Introduction & Benefits

1.1 Welcome

Welcome to Infoplex's SIM (System Integration Manager) for use with the TAS range of accounting products and Infoplex software modules. With over 85,000 TAS customers in the UK and Ireland, TAS is one of the top three systems for SMEs (Small and Medium-sized Enterprises).

SIM is the one stop manager for handling TAS integration, security, setup, user configuration, versioning and licensing for all Infoplex integration software, including OrderBooks®, MultiTAS™, TASflex™ and TASLink™ SDK.

Infoplex integration software for TAS can be implemented as individual software modules to provide significant enhancements and cost savings for TAS users. Full details can be found in the relevant manuals as listed below:

Reference Manual	*Integration Software*
System Integration Manager	SIM - this manual
MultiTAS Financial Ledgers	MultiTAS Sales Ledger
	MultiTAS Purchase Ledger
	MultiTAS Cash Book
	MultiTAS Nominal Ledger
MultiTAS Stock & Order Processing	MultiTAS Stock, Bill of Materials, Sales Order and EDI/XML Link
TASflex	Seamless Real-time integration from TASLink packages for end-users
TASLink	SDK - Software Development Kit
eBanking/BACS	eBanking/BACS for TAS Purchase Ledger
HSBC EDI Sales Invoice Finance	HSBC EDI Sales Invoice Finance
[Bespoke]	Bespoke packages

1.2 Key Features & Benefits

Although SIM itself does not provide any direct TAS data processing, which is handled by individual software modules, it does have several of its own features and benefits:

#	*Feature*	*Benefit*
1	Modular design	You only pay for the features and functions that you need
2	Single Login	Convenient and time saving, SIM saves you having to login to (and out of) each TAS company separately
3	Powerful User Management	Quickly add or discontinue users and their access rights - temporarily or permanently - at both the global level and at the software/company level, as needed
4	Crystal Reports Template Editor	Easily customise reports and documents used throughout MultiTAS, OrderBooks and many other database driven systems.
5	Fast Installation/Update	Rapidly install software modules and updates from simple website downloads
6	Flexible Activation Options	Simply activate (register and upgrade) SIM and software modules independently of each other from single screen

1.3 Licensing

1.3.1 Infoplex Software

When you install SIM, OrderBooks, MultiTAS, TASflex or TASLink you are asked to agree to the Infoplex Software Licence Agreement. A copy of this is installed in your SIM program installation folder with the filename “Licence.txt”.

1.3.2 Licensing format

SIM and its related software are available in a similar licensing format to TAS systems:

#	*Licence element*	*Notes*
1	User	You can install and run the software on any computer but only for use by the maximum number of concurrent users at any one time for which you have paid licence fees. NB: a single user licence still lets you set up several different users – but only one can be logged in at any time.
2	Company dataset	You can install and run the software on any computer but only for use with the maximum number of sets of data, whether company, partnership, group, person or otherwise, for which you have paid licence fees.
3	Purpose	The most common purpose is for internal business purposes, but different licences are available for software development and business service or bureau operations
4	Option	Optional extra “Special Features” can be purchased and licensed individually.

1.3.3 7-Zip GNU LGPL

SIM uses parts of the 7-Zip program, which is licensed under the GNU LGPL licence. You can find the source code for 7-Zip at www.7-zip.org as well as other information.

1.4 System Organisation

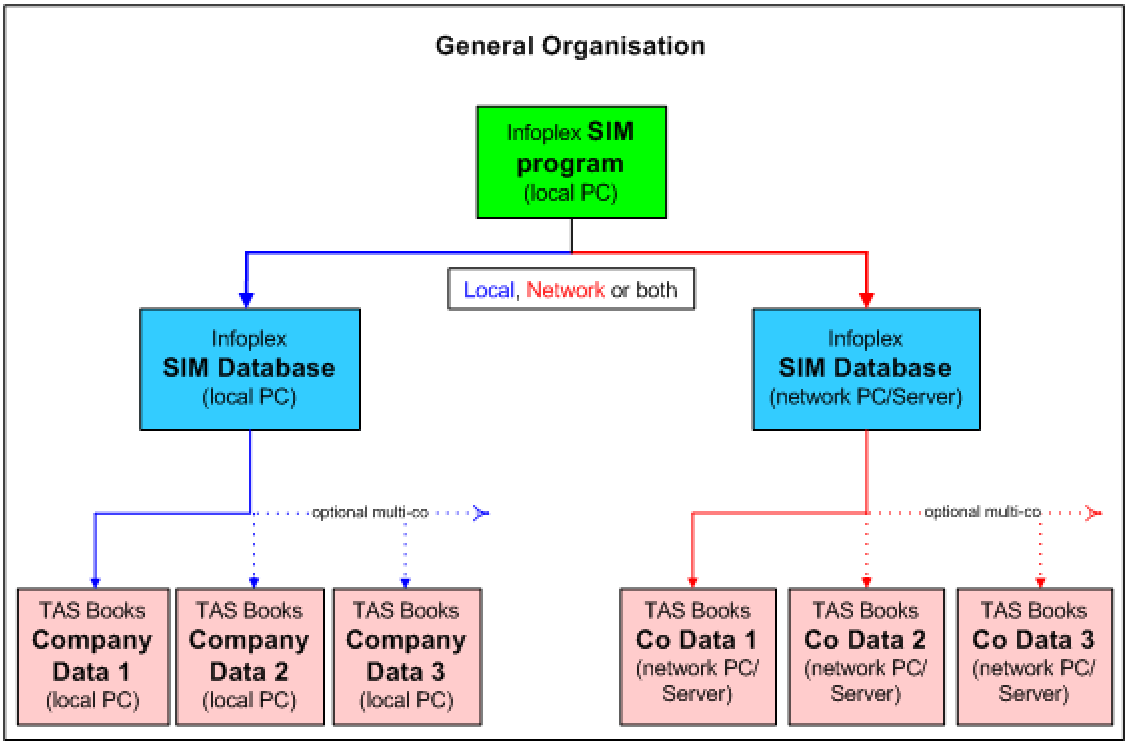
SIM must be installed and run separately on each PC. The main SIM program file “SIMgr.exe” and its dependent component files are stored and started locally on the PC, usually from a folder called “**C:\Program Files\Infoplex\SIM**” or, in legacy systems, “**C:\InfHome**”.

In a standalone (normally = single user) environment, SIM’s database files are stored in “**C:\Documents and Settings\All Users\Application Data\SIM**” or, in legacy systems, in the same place as the SIM program files (e.g. “**C:\InfHome**”).

In a network or multi-user environment the SIM database files are stored in a separate folder on a network PC or fileserver, e.g. “**\\MyServer\InfHome**”. However, it is possible to run single user SIM in a network environment.

SIM also allows both of the environments to be set up together on each PC; then you can choose at Login to which SIM database you want to connect.

The general organsisation of this is set out in the following diagram:



Each SIM database contains references or “pointers” to the TAS Company database(s); these references are set up by you in SIM (see TAS Companies – Configure). Similarly, details of Software Modules installed by you and Users are stored by SIM in its database(s).

Important – Thin Client Access

In a multi-user Thin Client environment, such as Terminal Services, WinConnect, Citrix etc, it is important to have the correct database engine deployed - see the Database System section in the Appendices for more information.

The exact implementation, including folder structures, depends on whether or not the Thin Client Host Server is also the database host.

2 Quick Start

This section explains how to quickly install and set up SIM, add a TAS company, install a software module, grant User Access Rights and run the module for that company.

Important – Network Paths

To help avoid confusion in Network installations it is strongly recommended that UNC paths are used instead of mapped drive letters.

For example: \\OurServer\TB3Data\Data1 instead of T:\Data1.

The procedures in Step 1 and 2 also apply if you are upgrading an existing SIM installation. However, when you Login to SIM for the first time after the upgrade you will be presented with the SIM Upgrade form (see below).

Step	*Action*	*Notes*
1	Make sure you have the PC set up and started correctly. If upgrading SIM, do NOT uninstall your existing copy first.	1. Have the Minimum Requirements as per the Infoplex web page relating to hardware and software, such as a. TAS b. .NET Framework c. any pending Windows Updates 2. are logged in as a Local Administrator 3. have Anti-virus turned off
2	Install SIM onto your computer using the installer **.exe** file downloaded from the Infoplex website.	Just double click the downloaded installer **.exe** file to start the process.
3	Login into SIM as the **ADMIN** user	User Name = **ADMIN**, password = **ADMIN**
4	Do the basic setup in SIM as described in steps 5 to 8 below	For full details see Initial Setup & Launch in this manual
5	Install at least one TAS company, preferably a test/demo company in the first instance	use the **Tools>TAS Companies>Configure** function; remember the Important – Network Paths note above
6	Install one or more **Software Module(s)** from within SIM	use the **Tools>SIM Modules>Configure** function
7	Integrate the Software Module(s) to at least one company, preferably the Test/Demo company initially	use the **Tools>SIM Modules>Configure>Integrate** function
8	Add access rights for each valid user in SIM for the Software Module(s) per company	using the **Tools>SIM Users>Configure Access Rights** function
9	Simply select the Company and Launch the software module at it	Double click the required target Company in the main SIM Company Selections form and click the **Launch** in the Modules Run form
10	**Important –** If this is the first time that the Software Module has been used in this company, you must now configure the default values in order that Module functions work correctly	Use the **Company Options** functions from the software module's **Setup** menu
11	Close the Software Module and then close SIM	

3 Versions, TAS Compatibility & Standards

3.1 Products and Versions

The product version(s) covered by this document are:

Infoplex Product	*Version*
System Integration Manager (SIM)	4.50

3.2 TAS Product Version Compatibility

The product(s) listed above are for use with TAS 32-bit Windows products as set out in the table below. To check which Data Version your TAS product is: login to TAS, on the menu go to Help > About, select the Product Information tab, left-click the 'System' item in the left-hand pane and you can see the Data Version in the right-hand pane (last item).

TAS Product	*Latest Data Version supported by SIM*	*Earliest Data Version supported by SIM*
TASBooks (inc Stock module)	1.20	1.20
FirstBooks	1.20	1.20
TAS BOOKS 3	8.17	4.07
TAS BOOKS 2	8.17	4.07
TAS BOOKS 1	8.17	4.07
TAS Bookkeeper	n/a	n/a
TAS Books Small Business Edition	n/a	n/a
TAS Business Controller	n/a	n/a
TAS Books Accounting Plus	n/a	n/a
TAS Books Accounting	n/a	n/a

Except where the context requires otherwise all TAS 32-bit Windows accounting systems are from here on referred to simply as "TAS".

3.3 Standards

Unless stated otherwise, the system is written to conform broadly to the same general standards utilised by TAS so that there is a common look and feel, whilst maintaining adequate security. These include user access security via SIM and the use of function keys.

4 Installation

Important – Upgrading SIM?

The same procedure applies for both New Installations and Upgrades of existing installations.

Do NOT uninstall SIM before upgrading!

Before starting the installation, please make sure that:
1. your computer meets the **minimum System Requirements**, as per the Infoplex website download page for hardware and software components, such as
   a. Memory and temporary free disk space
   b. TAS;
   c. .NET Framework;
   d. any pending Windows Updates;
2. you are logged in to the computer as a **Local Administrator**;
3. you have the computer's **Anti-virus** turned **off**.

You can install SIM either from a download from the www.infoplex.co.uk website or, by special arrangement, via a CD/DVD sent to you. NB: there are additional charges for CD media production and delivery.

#	*Source*	*What to do*
1	Website download	Double click the SIM Installation program file, e.g. "SIM_4.50.183_Release_1.exe", which you saved to your hard disk during the download from Infoplex's website.
2	CD/DVD media	Insert the the CD/DVD into your CD-ROM/DVD drive. If the Windows "Auto-run" feature is enabled on your computer the SIM Installation program starts automatically – it is called something like "SIM_4.50.183_Release_1.exe". In case it does not start use the Windows **Start>Run** utility and click the **Browse** button to browse for and find the SIM Installation program file on the CD. Click **OK** to start it.

The SIM download page gives full step-by-step installation instructions with screenshots. These are a few important points to note:

#	*Point to Note*
1	The installation starts with the Software License Agreement form. To continue with the installation you must confirm your acceptance of this.
2	You are given the option to change the default installation folder for SIM. Unless there are special overriding reasons not to, **IT IS STRONGLY RECOMMENDED** that you accept the default and click **Next**. However, in exceptional circumstances, click **Change** to change the installation folder.
3	If you have an earlier version of Btrieve/Pervasive installed the installer invokes the **Pervasive PSQL v9.5** client installer, unless you are running Windows Vista, in which case you must use PSQL v10.

5 Launch, Initial Setup, Login/Logout & Upgrade

5.1 Launching SIM

If this is your first SIM installation a new SIM shortcut icon is now available on your desktop:

Double click the shortcut to launch SIM and, depending on the situation, get to:

The Initial Setup form for this PC, or
The Upgrade form, or
The Login form.

5.2 Initial Setup

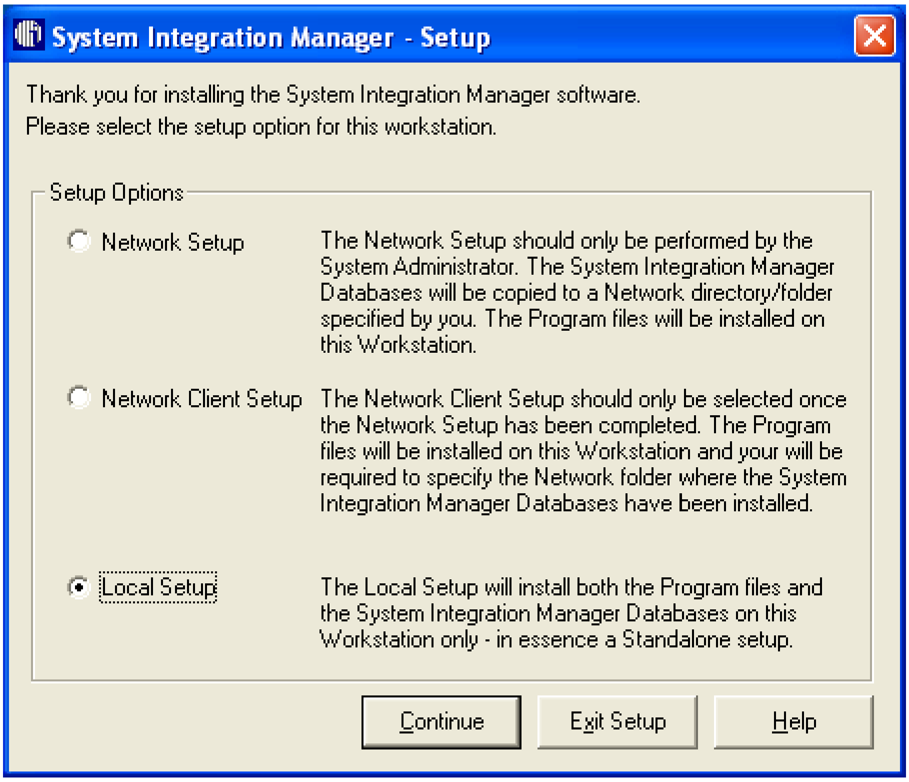
5.2.1 SIM database folder

Important – Network Paths

To help avoid confusion in Network installations it is strongly recommended that UNC paths are used instead of mapped drive letters.

For example: \\OurServer\TB3Data\Data1 instead of T:\Data1.

If this is the first time SIM has been run **on this PC** you are presented with the following **Setup** form (if not, you are presented with the Login form - see below):



There are three self-explanatory options, but the following table helps clarify these options and bear in mind that both a Local setup and a Network setup can co-exist on the same workstation:

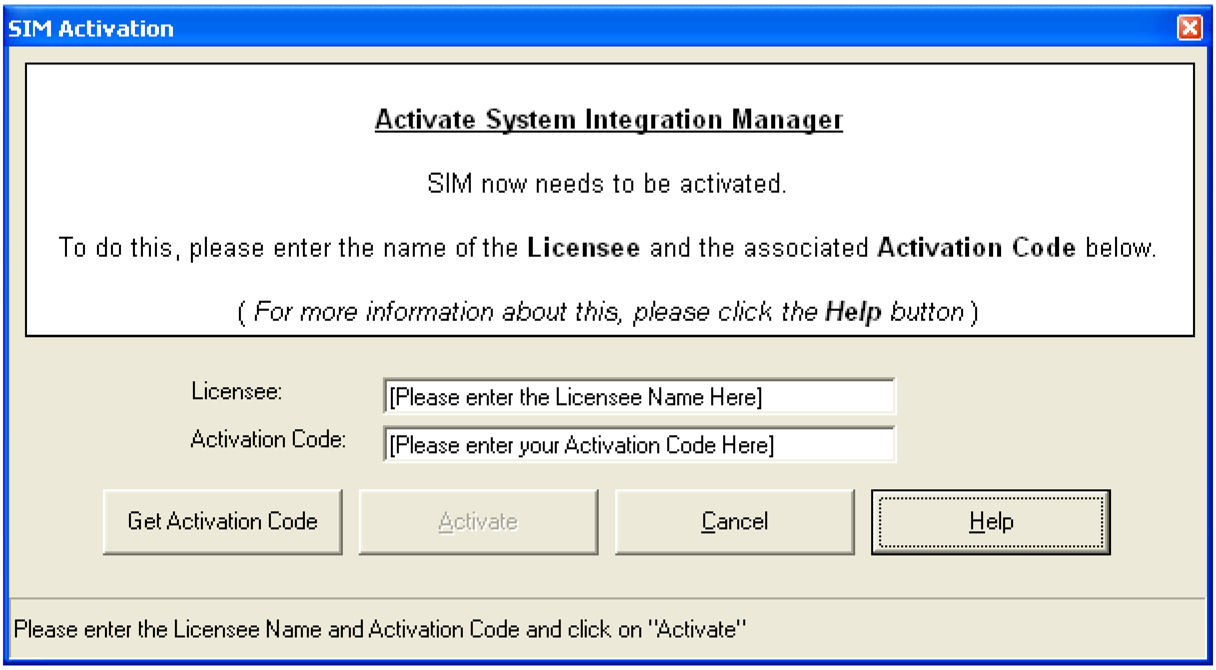
Setup Type	*Notes & Remarks*
Network	Use this on the **first** "client" workstation for the **"once-only" initial setup** of the SIM databases for network access, normally in a multi-user deployment. The SIM folder "Infhome" containing its database files is created in the folder/location that you specify. As stated above it is strongly recommended that you use UNC rather than a drive letter to specify the folder; do this by using **Network Neighbourhood** or **My Network Places**. Note - this setup can also be added from within SIM after a Local setup has been created on the workstation (see below).
Network Client	Use this for the **second** and any **subsequent** "client" workstations in a network deployment. Note - this setup, too, can be added from within SIM after a Local setup has been created on the workstation (see below).
Local	Use this for a separate or standalone SIM deployment. Note - this setup, too, can be added from within SIM after a Network setup has been created for the workstation (see above).

Select the appropriate radio button and click **Continue** to proceed.

5.2.2 SIM Activation

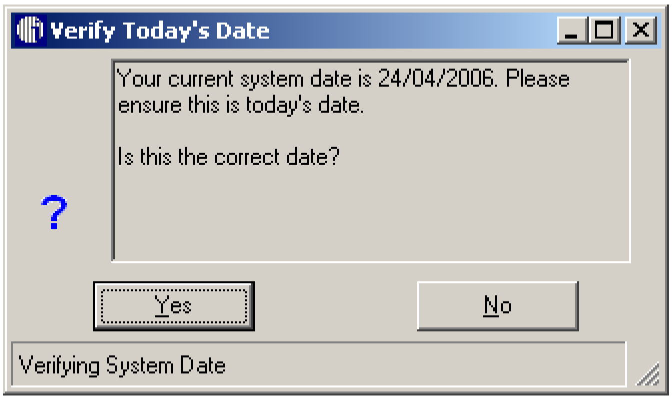
SIM and the software modules can be used for up to 30 days without being permanently activated (registered), though certain processing restrictions apply. After this period, to continue to use SIM and one or more modules, you must register them.

If this is the first time SIM is being run on your system, you need to activate SIM by entering your **Licensee** name and the associated **Activation Code** as shown on the form below. The Activation Code can be for a trial or for registering SIM (i.e. permanent activation).



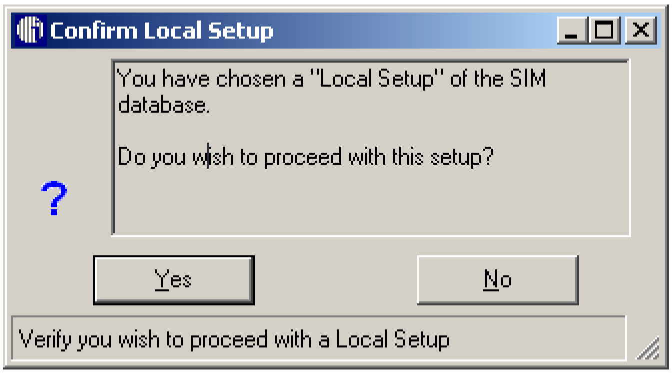
When you have entered your Licensee name and Activation code, the **Activate** button becomes enabled; simply click it to continue.

You are asked to confirm that the system date is today's actual date:



Click **Yes** to continue.

Then you need to confirm that the Setup type you chose is correct:



Click **Yes** to continue. If you chose **Network Setup**, you must browse to select the location on the network in which the "InfHome" folder is to be created (for the SIM database files):

Important – Network Paths

To help avoid confusion in Network installations it is strongly recommended that UNC paths are used instead of mapped drive letters.

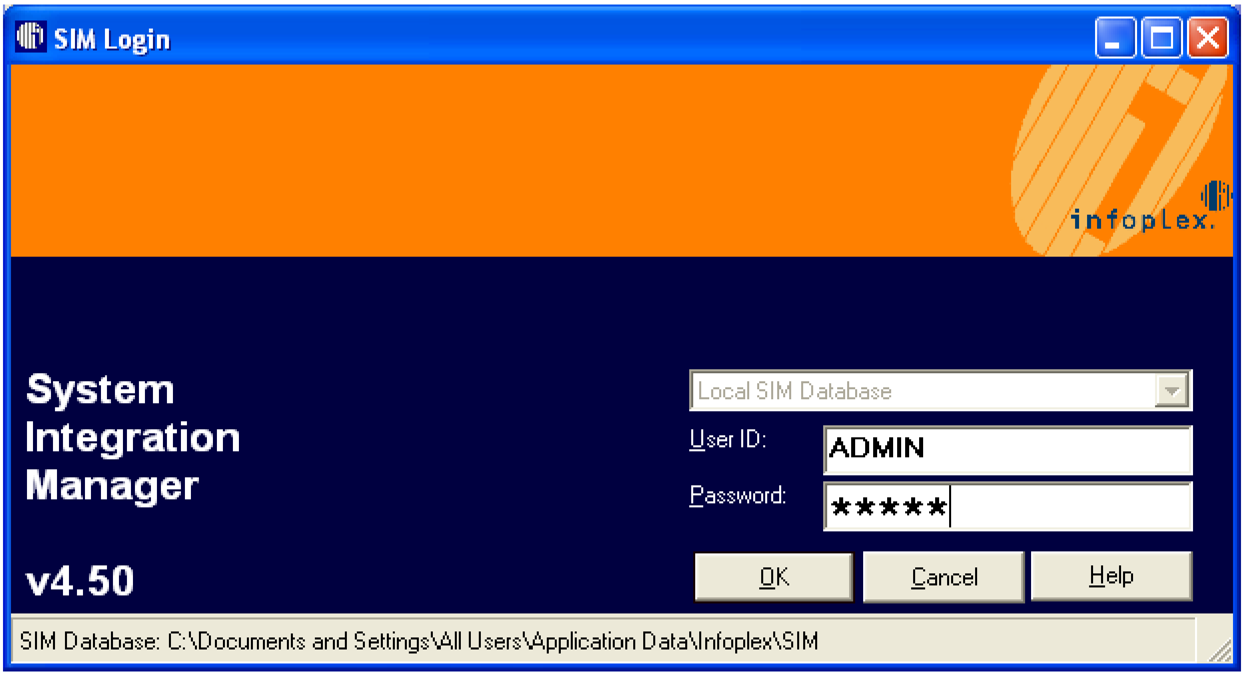
For example: \\OurServer\TB3Data\Data1 instead of T:\Data1.

Click the **OK** button to continue to the main **Login** screen (see below).

5.3 Login/Logout

5.3.1 Login

To gain access to SIM each user must enter a valid **User name** (ID) and **Password** (not case sensitive), and then click the **Login** button or press **Enter**. If you are running SIM for the first time, use the permanently setup user "ADMIN" (password = "ADMIN"); you can change ADMIN's password later, as well as add other users.



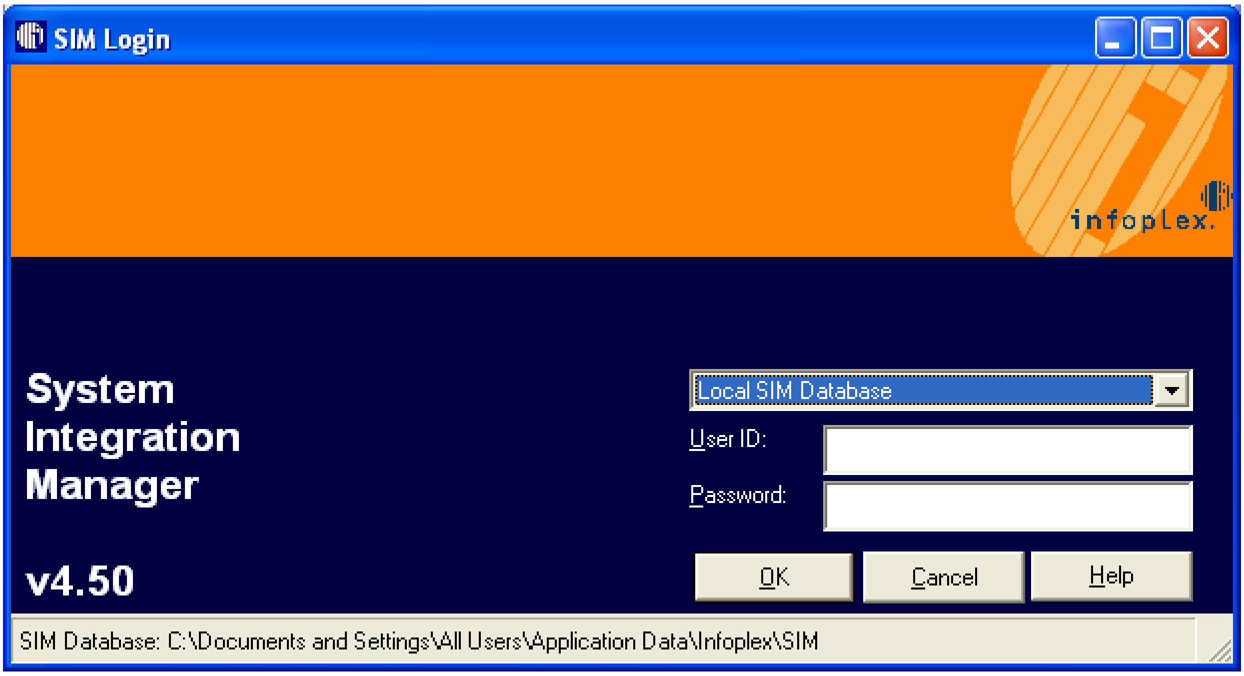
This form also displays other important information:

- Whether Login is to a “**Local SIM database**” or a “**Network SIM database**” (in the first field);
- the SIM program version, e.g. “**v4.50**” (bottom left of the form).
- The SIM Database location (in the status bar at the bottom of the form), e.g. “**SIM Database: C:\Documents and Settings\All Users\Application Data\Infoplex\SIM**” or, in legacy versions, “**C:\InfHome**”.

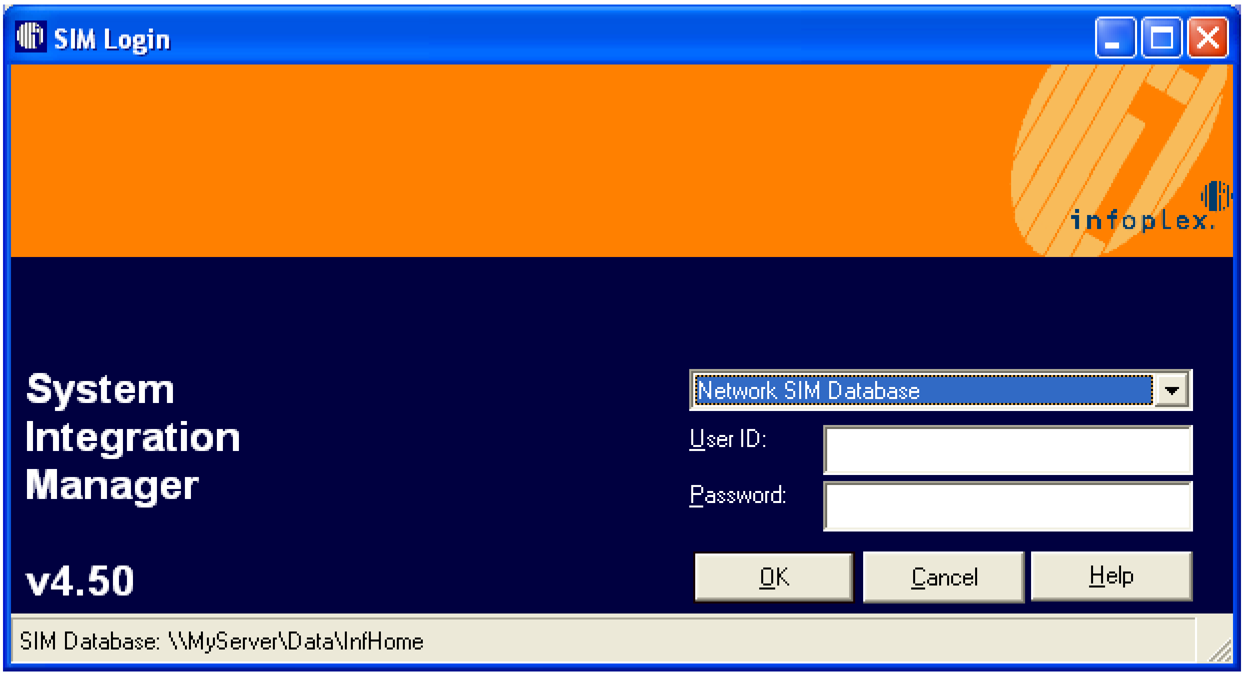
If SIM has been set up for both Local and Network use, you will be able to select which one you want to connect to via a dropdown selection box for the first field – or press **Control+L** or **Control+N**. You cannot access both Local and Network SIM simultaneously.

A successful Login takes you to SIM’s Main Company Selection form. However, if you have just installed a SIM upgrade, but the SIM Database to which you are connecting has not already been upgraded, you are presented with the Upgrade form (see below) which must be completed first.

5.3.1.1 Local Database Login



5.3.1.2 Network Database Login

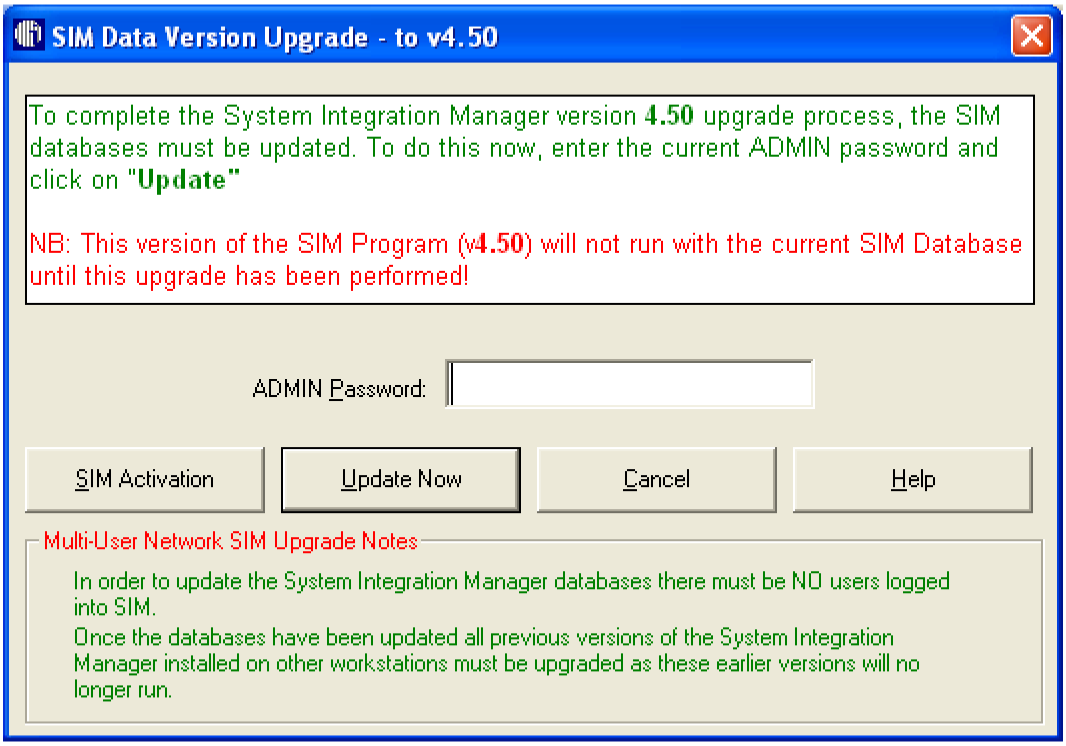


5.3.2 Logout

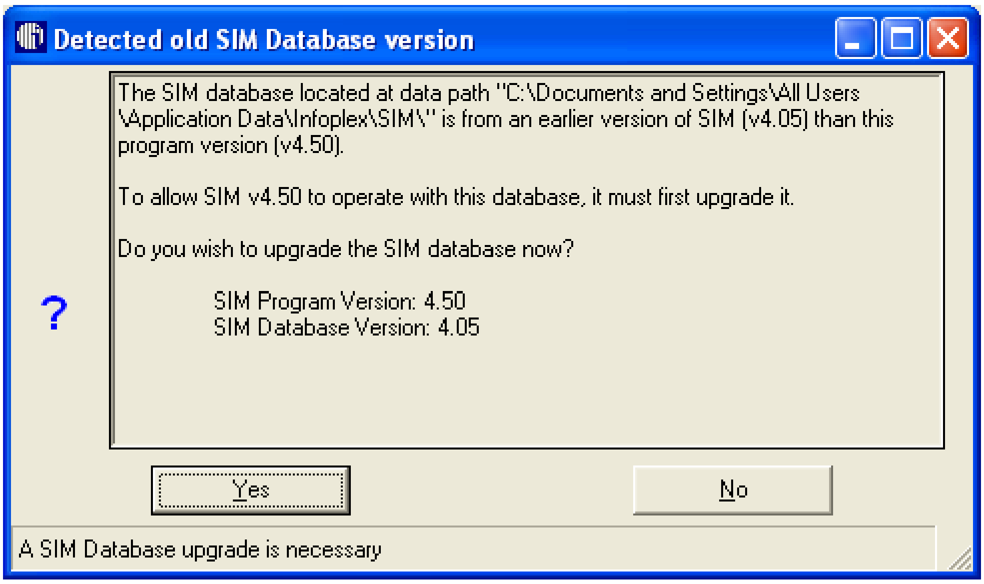
You can logout of SIM by closing it using the Window close **X** button; this closes SIM entirely. Alternatively you can use **File>Logout** or **File>Login** (or **Control+L**) from the main **Company Selection** form's menu.

5.4 Upgrade

If you have just installed a SIM upgrade on this PC, but the SIM Database to which you are connecting has not already been upgraded, you are presented with this self-explanatory Data Version Upgrade screen is displayed:

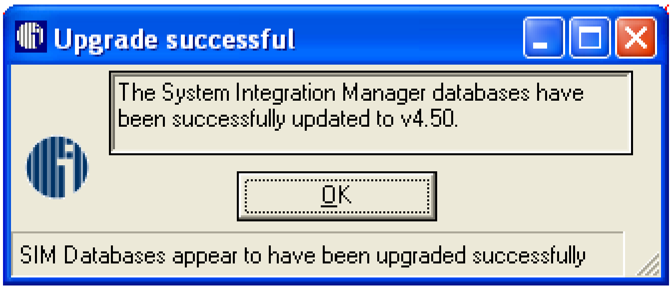


To complete the upgrade process enter the "ADMIN" user's current password and click the **Update Now** button or press **Enter**. SIM asks you to confirm that you wish to upgrade:



Click **Yes** to continue.

SIM now updates its Local or Network databases, depending on which SIM database you selected, and displays a message for you:

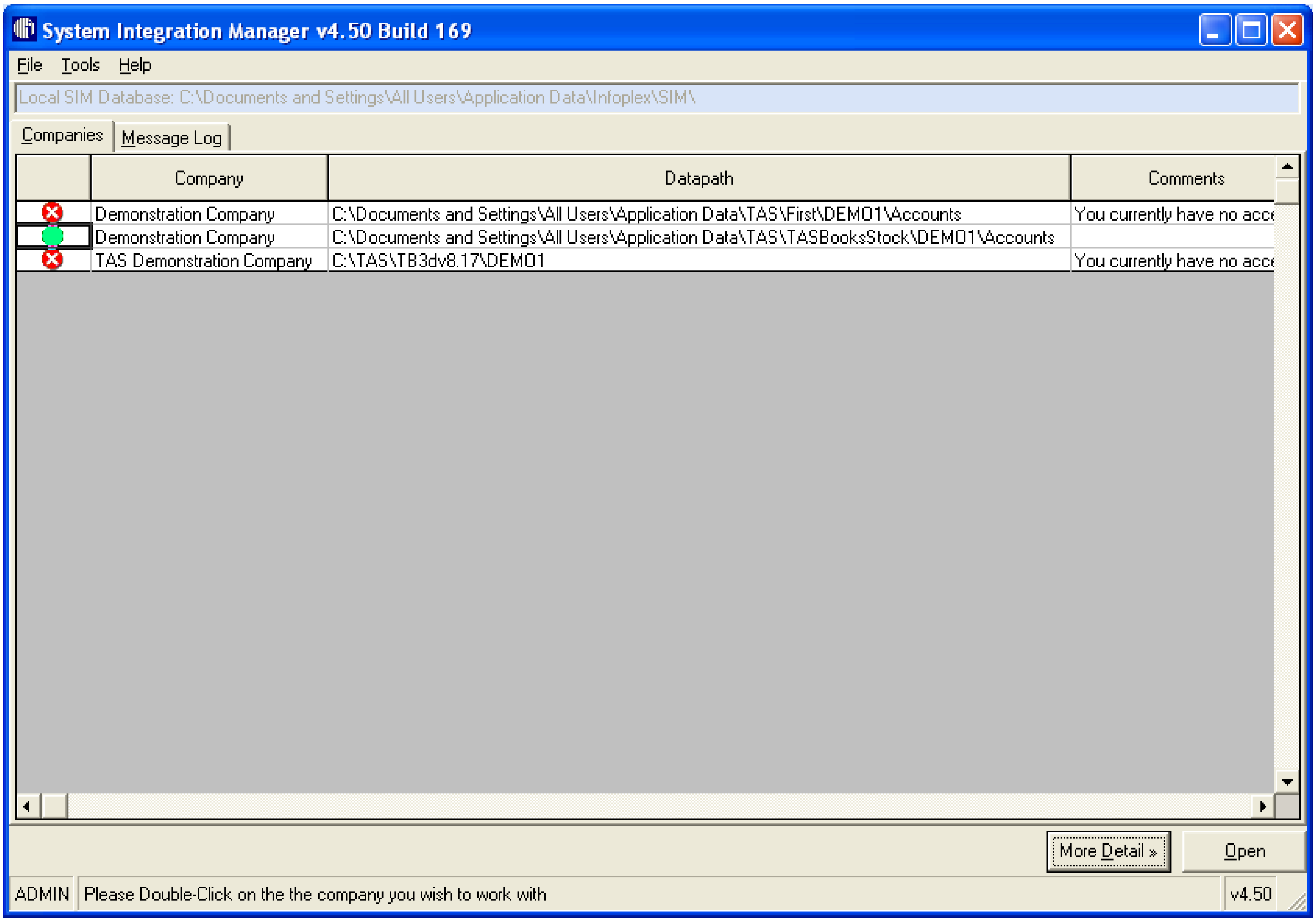


Click **OK** to continue to the the main Login screen (see below).

6 Main Company Selection Form

6.1 Companies

Once you have logged in successfully you are given the main Company Selection form. Unless there are messages for you, in which case the **Messages Log** tab is presented, the **Companies** tab is active.



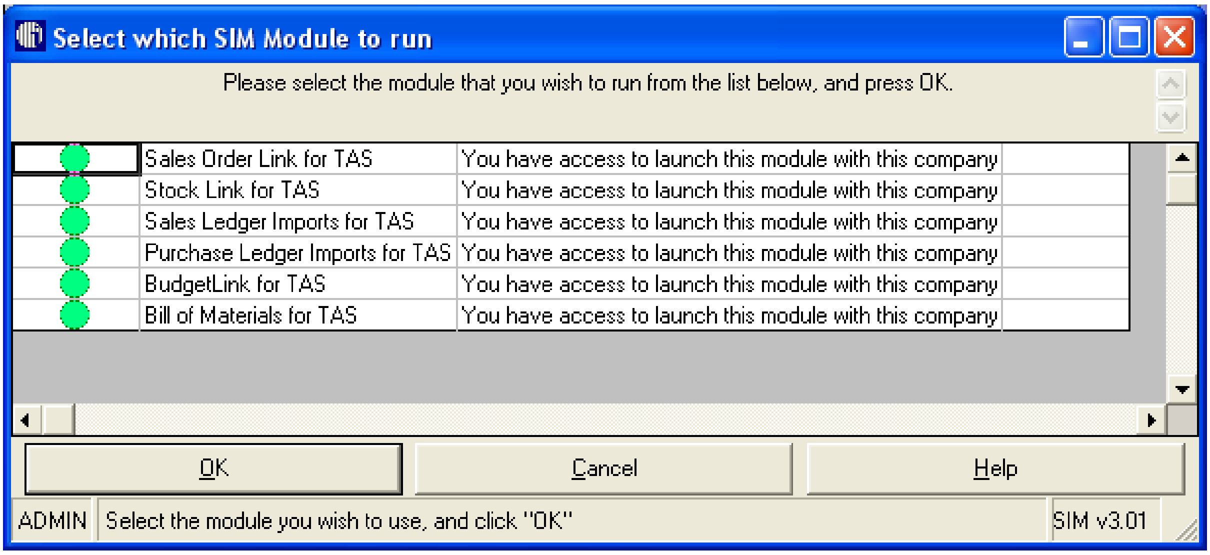
The **Companies** tab lists one or more companies which have been set up in SIM. You can select a company double clicking on it or clicking once on it and pressing the **Open** button. This opens up a new **SIM Modules to Run** window which allows you to select from a list of software modules which have already been integrated to the selected company.

6.2 Message Log

The **Message Log** tab contains any important messages for you, including notifications of new software availability.

6.3 Launching a Software Module

Simply select and double click the Software Module you want to run from the list:



At launch, SIM checks the program's version number against its database of installed programs. SIM also checks that the TAS Company's Data version (still) matches that in its own record for the target TAS company dataset. If either of these do not match, you are presented with an error message and, to avoid possible data corruption, SIM stops the launch from proceeding further. As a further security safeguard the program cannot be launched successfully directly from Windows; if a user attempts to do this, an "Invalid Startup" error message is displayed informing you that the program can only be launched from SIM.

6.4 SIM Menu & Functions

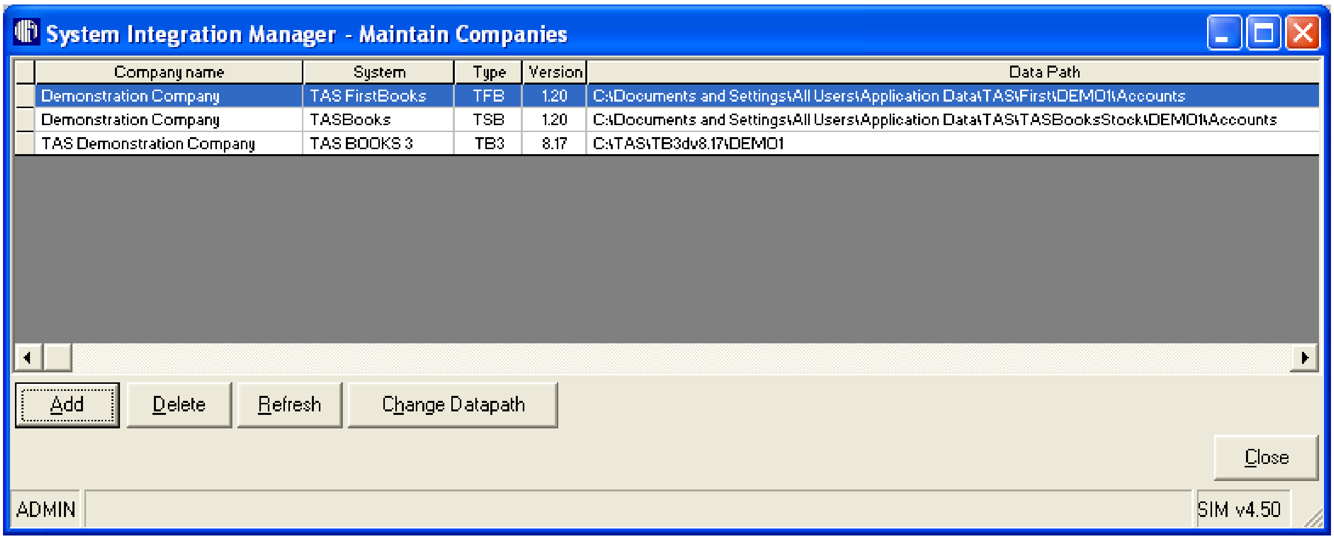
You can access all SIM functions via the menu bar at the top of the main Company Selection form. Each of these produces a drop down sub-menu, with further sub-menus as set out in the following table – click on the hyperlinks to jump to the item you want to read about:

Top Menu	Dropdown Level 1 Functions	Dropdown Level 2 Functions
File	Log in	-
	Log out	-
	Reload Details	-
	Exit	-
Tools	TAS Companies	Configure (Add, Remove etc)
	Software Modules	Configure (Add, Remove etc)
	SIM Users	Configure (Add, Remove etc)
		Configure Access Rights
		Log SIM Users out of SIM
		Log SIM Users out of SIM Modules
		Log TAS Users out of Company
	Crystal Reports	Edit Templates
	Activation	-
	Configuration Options	Add Another SIM Database
Help	Information	SIM Information
		SIM Runtime Information
		System Information
	Support	SIM Manual
		On-Line Support
		Submit Enhancement Request
	Infoplex on the Web	Infoplex Homepage
		Infoplex Software Module List
		Infoplex Software Module Compatibility
		Infoplex Third Party Links
	Check for Updates	-
	About SIM	-

7 Tools - TAS Companies

7.1 Configure (Add, Remove etc)

This allows the "ADMIN" user, as well as those set up as Supervisor equivalents, to add new links to TAS companies, delete companies no longer required, refresh companies' information or even change the TAS dataset location for a company. From the main Selections form click **Tools>SIM Companies>Configure (Add, Remove etc)** to bring up the Maintain Companies form:



7.2 Add TAS Company Link

To add a new link to a TAS company click on the **Add** button then browse for the location of your TAS Company data folder, e.g.
“C:\Documents and Settings\All Users\Application Data\TAS\TASBooks\Company001\Accounts” or "C:\TAS Books 3\Data1"
and click **OK**. When the company is set up correctly within SIM, a message saying "The Company has been set up successfully" is displayed. When browsing for a TAS data folder on a network server it is strongly recommended that you use **My Network Places** or **Network Neighbourhood** to get a UNC path rather than a drive letter to specify the folder, i.e. "\\OurServer\Data\TASData\…" rather than "F:\TASData\…"

7.3 Delete TAS Company Link

To delete a TAS company link click on the company name, then the **Delete** button and confirm you wish to delete the company; once confirmed the company is deleted.

7.4 Refresh TAS Company Link

To refresh SIM's database for a TAS company link click on the company name, then the **Refresh** button; any changes relating to the TAS company information are made - for example the version of the TAS data if TAS has had a maintenance upgrade applied.

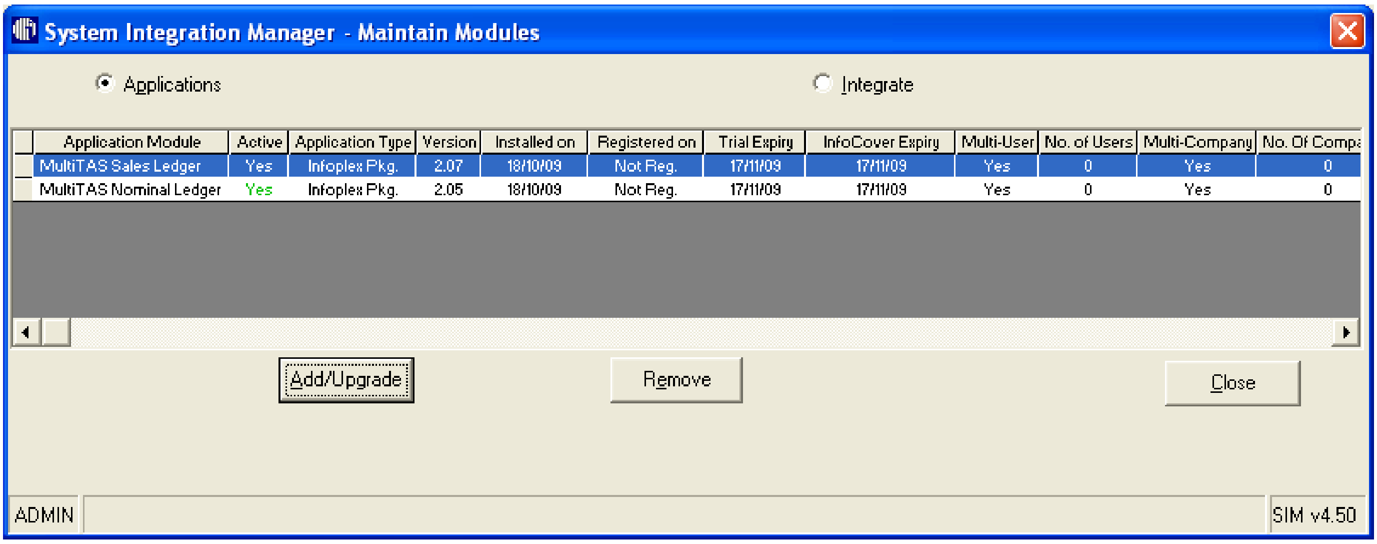
7.5 Change Datapath

If you have moved the TAS Company data to another folder, or renamed an existing folder containing TAS Company data, click on the company name, then the **Change Datapath** button, browse for the new location of your TAS Company data folder and click **OK**. When the company is refreshed correctly, a message saying "The Company's details have been successfully refreshed" is displayed. When browsing for a TAS data folder on a network server it is strongly recommended that you use **My Network Places** or **Network Neighbourhood** to get a UNC path rather than a drive letter to specify the folder, i.e. "\\OurServer\Data\TASData\…" rather than "F:\TASData\…".

8 Tools - Software Modules

8.1 Configure (Add, Remove etc)

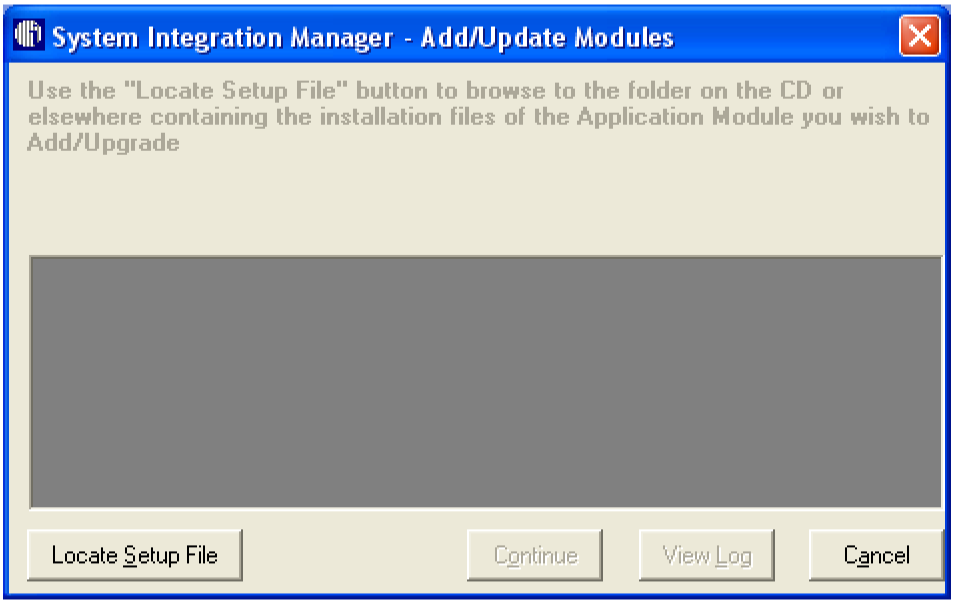
This allows the "ADMIN" user, as well as those set up as Supervisor equivalents, to add new Application software modules and to upgrade or remove existing software modules, as well as integrate them with (or remove unwanted integrations from) previously set up TAS companies. From the main Selections form click **Tools>SIM Modules>Configure (Add, remove etc)** to bring up the Maintain Software Modules form:



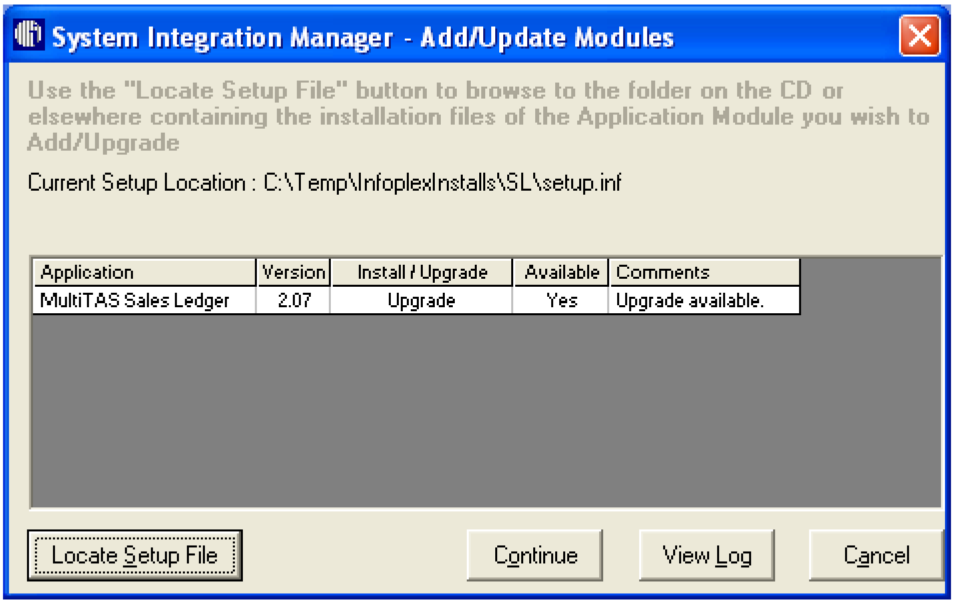
With (by default) the **Applications** radio button at the top left of the window checked, you can add, upgrade or remove Application software modules.

8.2 Add/Upgrade a Software Module

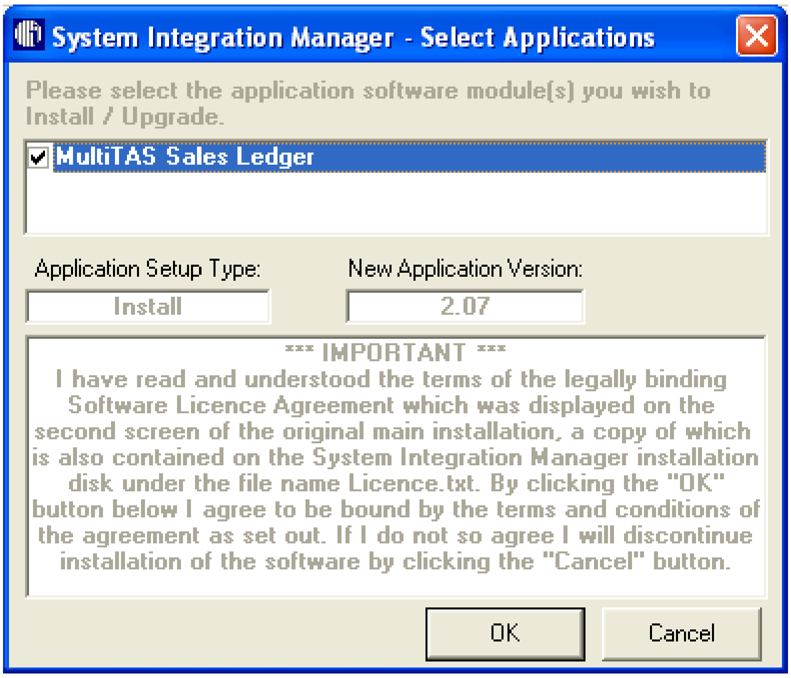
When the **Application** radio button on the top left of the Maintain Software Modules form is checked you can add or upgrade an Application software module by clicking the **Add/Upgrade** button:



Click the **Locate Setup File** button to locate the installation setup file ("Setup.inf") by browsing for its folder. Once the correct folder has been found the selected software module's name is displayed in the dialogue box:



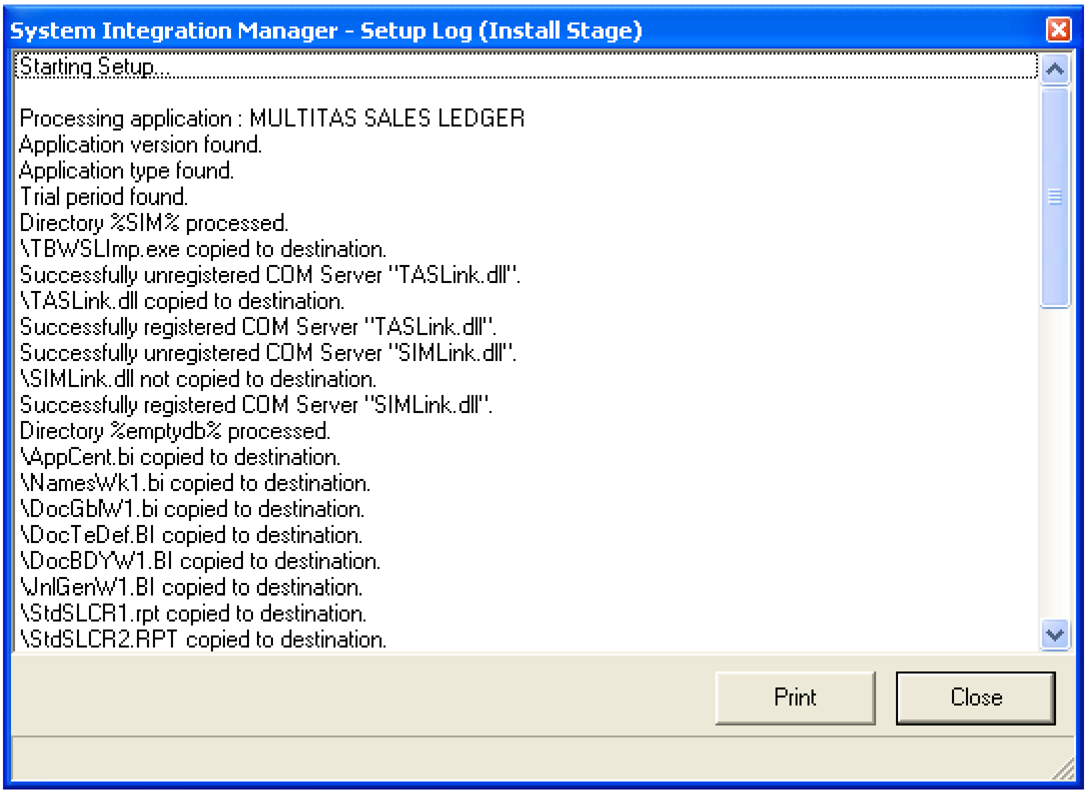
Click the **Continue** button to bring up the following dialogue:



Please read the IMPORTANT notice and, if you agree to be bound by the terms and conditions of the Software Licence Agreement, check the box next to the Application software module name, then click the **OK** button and click the **Yes** button to the Install Verification question (otherwise click the **Cancel** button).

Under certain circumstances SIM requires a special KeyCode to be entered; to obtain this KeyCode call Infoplex. Once this has been entered correctly the Application software module installation can continue.

When the installation is complete the install log is displayed; you can print this by clicking the **Print** button or you can continue by clicking the **Close** button.



You can now see that the Application software module is displayed in the modules listings on the Maintain Modules and the main Selections forms.

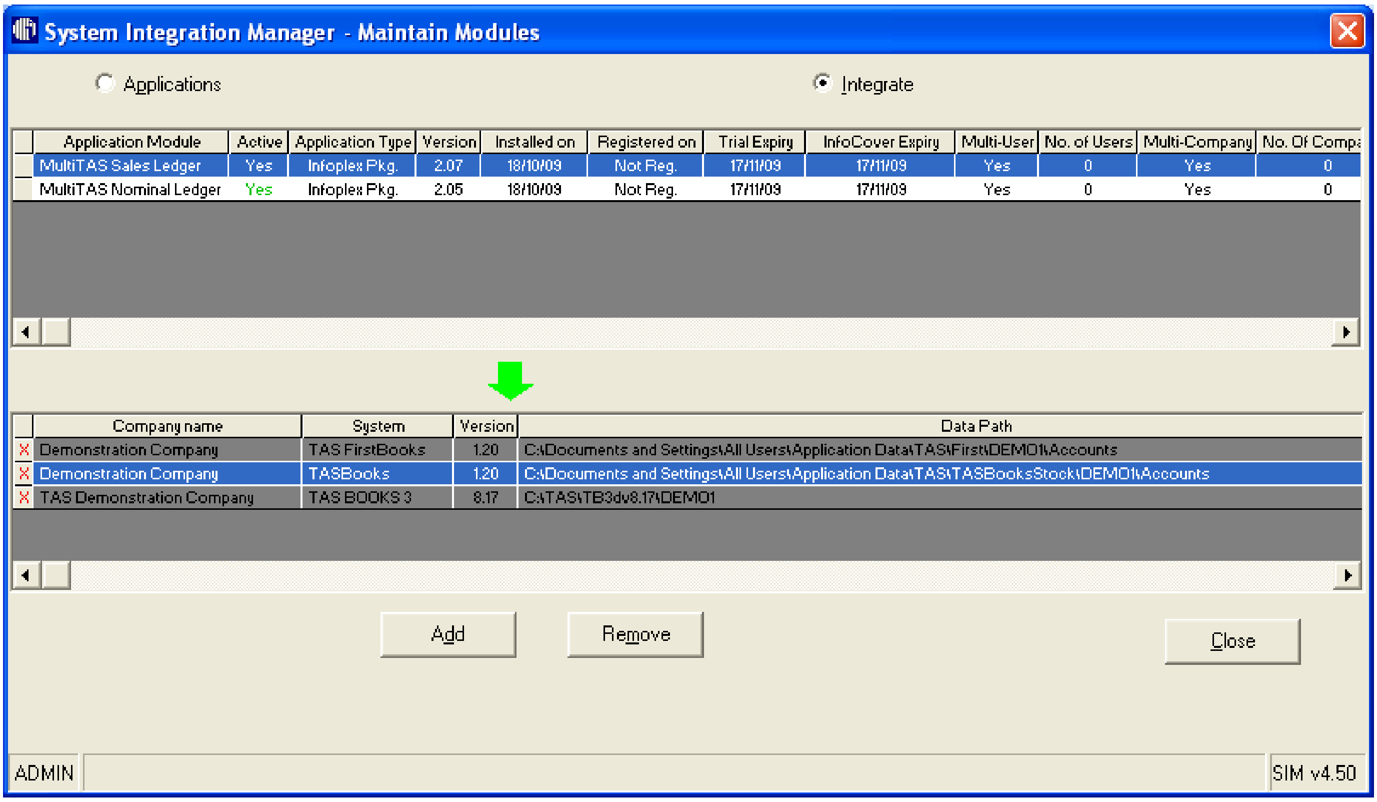
If this is the first installation of the Application software module, you must then integrate it to your TAS company (or companies) using the **Integrate** function described below.

8.3 Remove a Software Module

To remove a software module from SIM, select **Tools>SIM Modules>Configure (Add, remove etc)** from the main Company Selection form's menu, or press **Control+M**. Select the Application software module you wish to remove, click the **Remove** button and confirm you wish to remove the module. A message is displayed confirming that the module has been removed.

8.4 Integrate

To create an integration between an installed software module and a specific TAS company select **Tools>SIM Modules>Configure (Add, remove etc)** from the main Company Selection form's menu, or press **Control+M**. Check the **Integrate** radio button at the top right of the window to expand the form so that you can maintain integration links between application software modules and companies



8.4.1 Add Integration

Select the software module name in the top section, the company name in the bottom section and click the **Add** button to create the integration between the module and the company. SIM creates a new integration record in its database and copies the files needed by the Application module to the TAS company's data folder.
Important: in order to make the new Application/Company integration accessible to users, you must use the **Tools>SIM Users>Configure Access Rights** menu option.

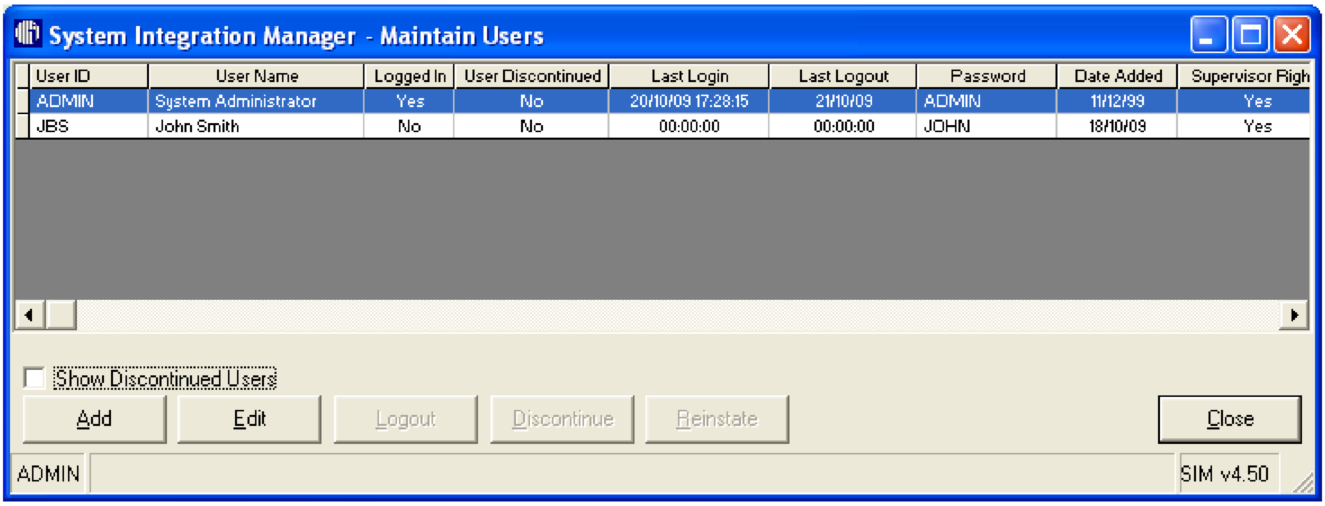
8.4.2 Remove Integration

To remove an integration link between an installed software module and a company select **Tools>SIM Modules>Configure (Add, remove etc)** from the main Company Selection form's menu, or press **Control+M**. Check the **Integrate** radio button on the top right of the screen. Select the software module name in the top section, the company name in the bottom section and click the **Remove** button to remove the integration link.

9 Tools - Users

9.1 Configure (Add, Remove etc)

Go to **Tools>SIM Users>Configure(Add, Remove etc)** from the main Company Selections form menu, or press **Control+U**, to get the **Maintain Users** form which lists the users that have already been set up:

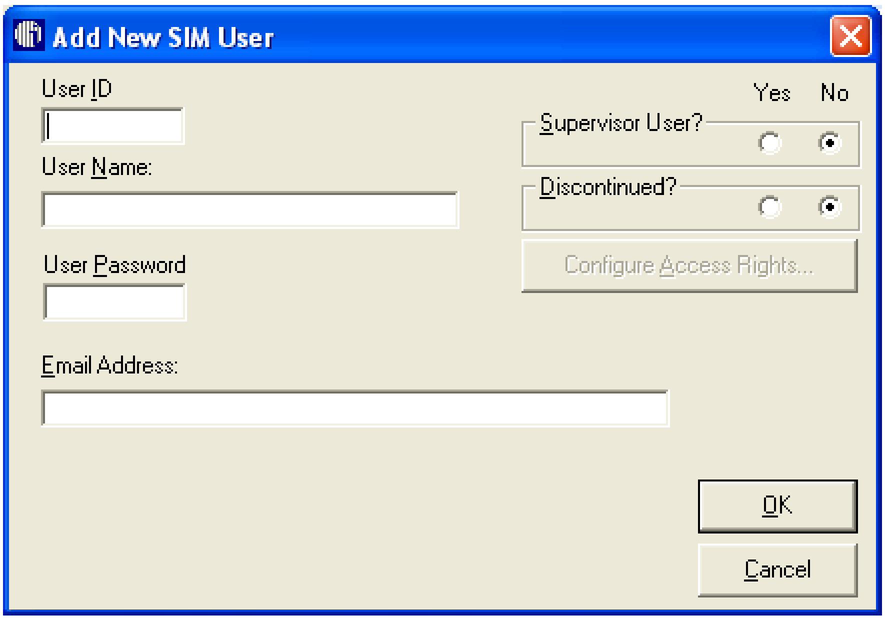


Here you can Add, Edit, Logout, Discontinue and Reinstate users.

Important: only the “ADMIN” user can edit the “ADMIN” user from this form – indeed the “ADMIN” user is not even listed when other authorised users view this form

9.1.1 Add

To add a user to SIM click the **Add** button on the Maintain Users form to display the screen below:

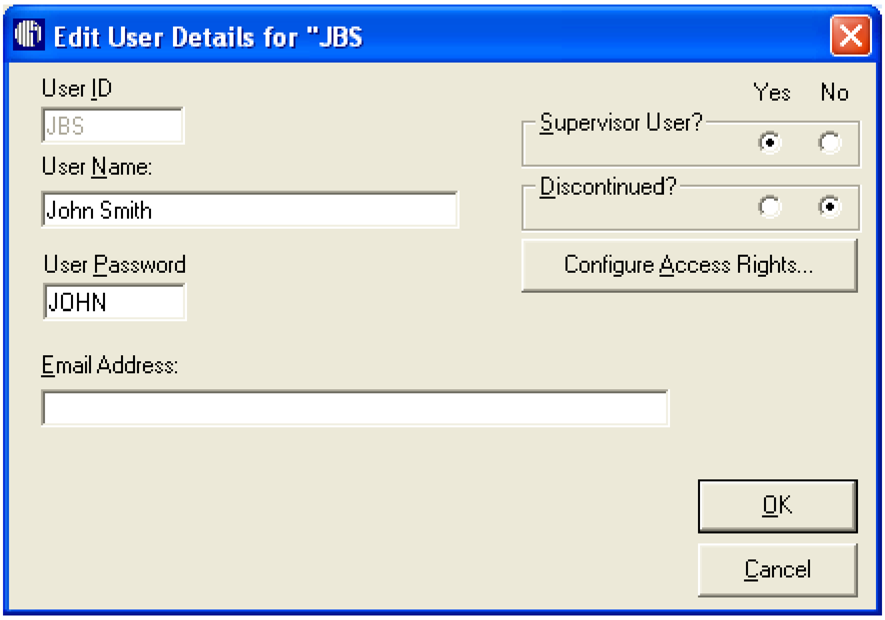


Enter the details for the user in the respective fields. Currently the Email Address is not a required field; however the User ID, User Name and Password are. The User ID is what the user types to log in to SIM; the User Name is usually the user’s first and last names; the password is the SIM Login password. To configure how the user accesses software modules and companies click the **Configure Access Rights…** button which is enabled once the required fields are entered.

If the user needs to be able to Maintain Companies, Software Modules and other Users, you must grant Supervisory rights by clicking the **Yes** radio button next to **Supervisor User?**. The user **Discontinued** radio button is used to prevent the user from using SIM - if set to **Yes** the user is not allowed to log in to SIM. Once you are happy with the users details click the **OK** button to create the new user record, which then appears in the list on the Maintain Users form.

9.1.2 Edit

To edit a user select the user in the Maintain Users form and click the **Edit** button for the screen below to be displayed:



Edit the existing user details, apart from User ID and click the **OK** button to save the changes.

<u>NB</u>: the "ADMIN" user has Supervisory Rights rights by default. This cannot be changed.

9.1.3 Discontinue User

To discontinue a user select the user in the Maintain Users form and click the **Discontinue** button; the value in the user's record under the "User Discontinued" column changes from "No" to "Yes".

<u>Important</u>: the "ADMIN" user cannot be discontinued.

9.1.4 Reinstate User

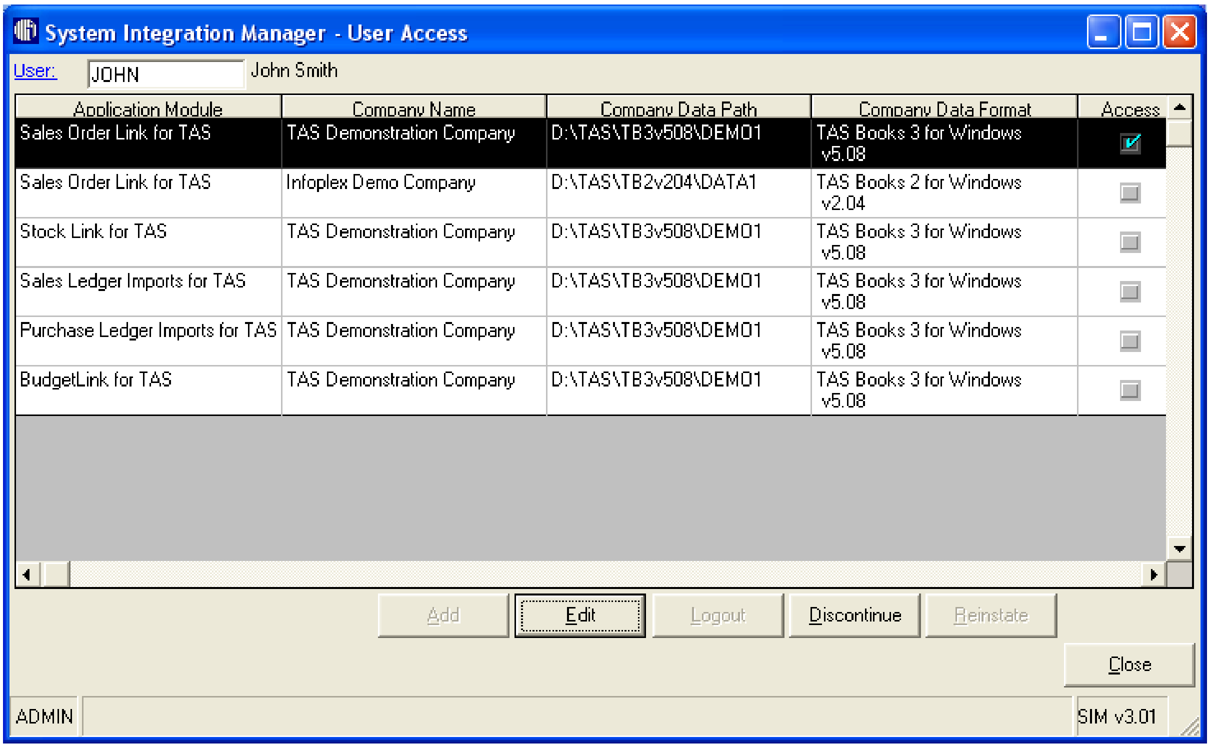
To reinstate a discontinued user select the user in the Maintain Users form and click the **Reinstate** button; the value in the user's record under the "User Discontinued" column changes from "Yes" to "No".

9.1.5 Log out User

Use the **Logout** button/function on the Maintain Users form to log out a user if for some reason, such as a system crash or SIM terminating abnormally, the user was left logged in; the value in the user's record under the "Logged In" column changes from "Yes" to "No".

9.2 Configure User Access Rights

To maintain Users' Access Rights in SIM go to **Tools>SIM Users>Configure Access Rights** to display the User Access form:



In the **User** box enter the User Name of the user whose access rights are to be added or changed. You can use the standard navigation and lookup or click the **User** hyperlink to find and select the user.

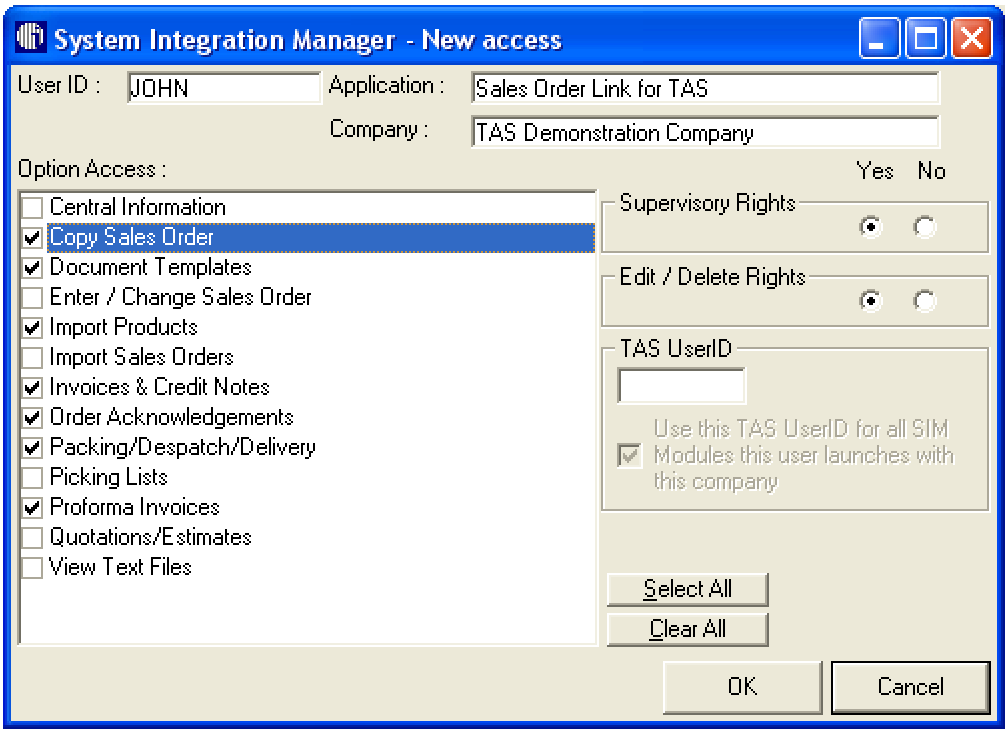
The options then available from the buttons are as follows, depending on what has already been set up:

- **Add** – adding a new set of user access rights for an Application/Company;
- **Edit** – editing current existing user access rights for an Application/Company;
- **Logout** – logging the user out of the selected Application/Company;
- **Discontinue** – discontinue the user from having access to the selected Application/Company;
- **Reinstate** – reinstate a discontinued user to allow him/her to use the selected Application/Company again.

Each of these is described in more detail in the following sections below.

9.2.1 Add User Access Rights

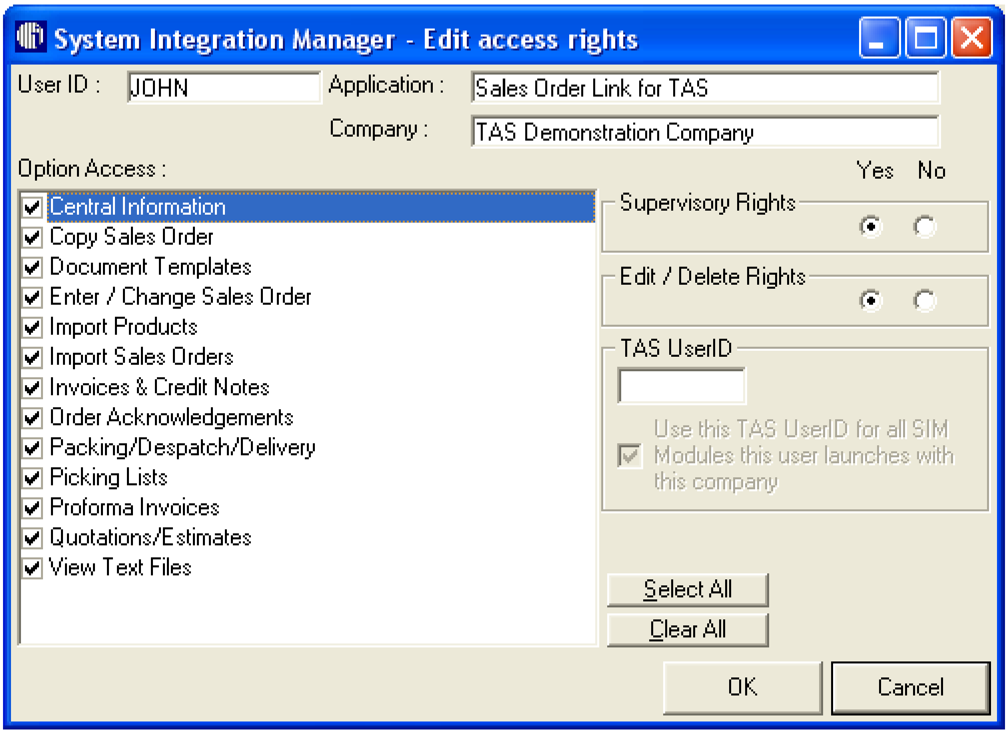
To add access rights for the selected user in the top selection box, select the Application/Company for which access rights are to be added; then click the **Add** button to display the following form:



To assign access rights simply click in the checkbox next to each function for which access is required. You can assign Supervisory rights over the Application/Company to the user by clicking the **Yes** radio button in the **Supervisory Rights** section. The **Edit/Delete Rights** section is not used in this version of SIM

9.2.2 Edit User Access Rights

To edit access rights for the selected user in the top selection box, firstly select the application the access rights have to be edited for. Then click on the **Edit** button to display the following form.



Again to alter the current rights check/uncheck the Access Options on the left to suit for the user and also the supervisory rights if they are to be changed.

9.2.3 Discontinue User Access Rights

To discontinue a user's access to an Application/Company select the user in the User Access form and click the **Discontinue** button; the value in the user's record under the "User Discontinued" column changes to "Yes".

9.2.4 Reinstate User Access Rights

To reinstate a discontinued user select the user in the User Access form and click the **Reinstate** button; the value in the user's record under the "User Discontinued" column changes from "Yes" to "No".

9.2.5 Log Out

Use the **Logout** button/function on the User Access form to log out a user if for some reason, such as a system crash or an Application software module terminating abnormally, the user was left logged in; the value in the user's record under the "Logged In" column changes from "Yes" to "No".

9.3 Logout Users – future development

There are 3 other menu items relating to SIM users. Currently they are work in progress and will be available in future releases of SIM. Clicking on any of these options will currently give you a message advising that this is currently "Work In Progress". The 3 options are:

1. Log SIM Users out of SIM
2. Log SIM Users out of SIM Modules
3. Log TAS Users out of Company

10 Tools - Crystal Reports Designer Tool

This innovative tool is the very first of its kind for TAS. Normally, TAS uses Microsoft Word to let you customise documents such as quotations and invoices, but this has a number of limitations and can often prove difficult and awkward.

The advanced document processing and reporting capability of MultiTAS and OrderBooks, using Crystal Reports, provides a convenient and sophisticated way for you to handle sales documents, invoice posting, sales analysis, stock reporting or price lists, and means that you can easily customise these documents with a minimum of fuss, and then issue them via email, effortlessly.

In addition, you can print weights, both for individual items and document totals, as well as counts of the number of items for delivery documents. This means that you can produce the total weight of a package on a delivery note or that you can place the total number of items on a delivery label – all by simply using a Crystal Reports formula.

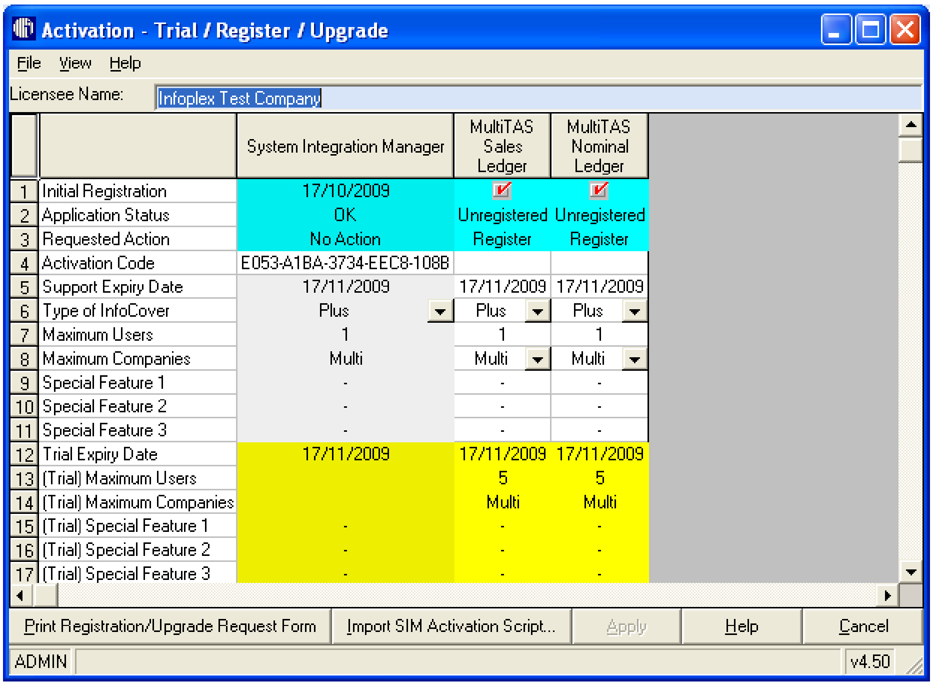
You can preview documents before committing them to printer or file (PDF, Excel, Word etc), to email or to another application. You can also generate customer-specific price lists based on TAS product prices and dynamic discounts with no trouble, using customisable report templates to change the layout, insert a company logo, or even print pictures of products or barcode labels.

The Crystal Designer tool allows you to maximise the benefits of TAS using the industry standard database reporting tool: Crystal Reports. This proven globally renowned solution helps you to design, manage and deliver reports from a wide range of data sources, such as the web or that are embedded in other applications.

Full details of how to use the Crystal Designer can be found in the Appendix.

11 Tools - Activation – Trial, Register or Upgrade

SIM and the software modules can be used for up to 30 days without being permanently activated (registered), though certain processing restrictions apply. To continue to use SIM and one or more modules, you must register them. To do so, go to **Tools > Activation** (or press **Control+A**) for the Activation form:



The form displays, in column format, SIM and all the software modules that you have installed, together with current Licence details and status. Any unregistered products default to a ticked check box for 'Initial Registration' and 'Register' as the 'Requested Action' (you can uncheck this if you want).

With appopriate Activation Codes from Infoplex you can undertake various licence-related procedures:

#	*Activation Procedure*	*Note*
1	Initial Registration	Of SIM itself and/or one or more software modules
2	Extend Support	So that up-to-date SIM and software modules can be installed
3	Upgrade	From Single User/Company to Multi-User/Company and/or enable Special Features (where a software module has one or more Special Features)
4	Enable a new Trial	Of a software module with or without Multi-User/Company and/or any other Special Feature(s)
5	Extend an existing Trial	

If you want to try out Multi-User/Company features or any available Special Features, just contact Infoplex Customer Services separately by telephone, email or fax.

11.1 Request Registration

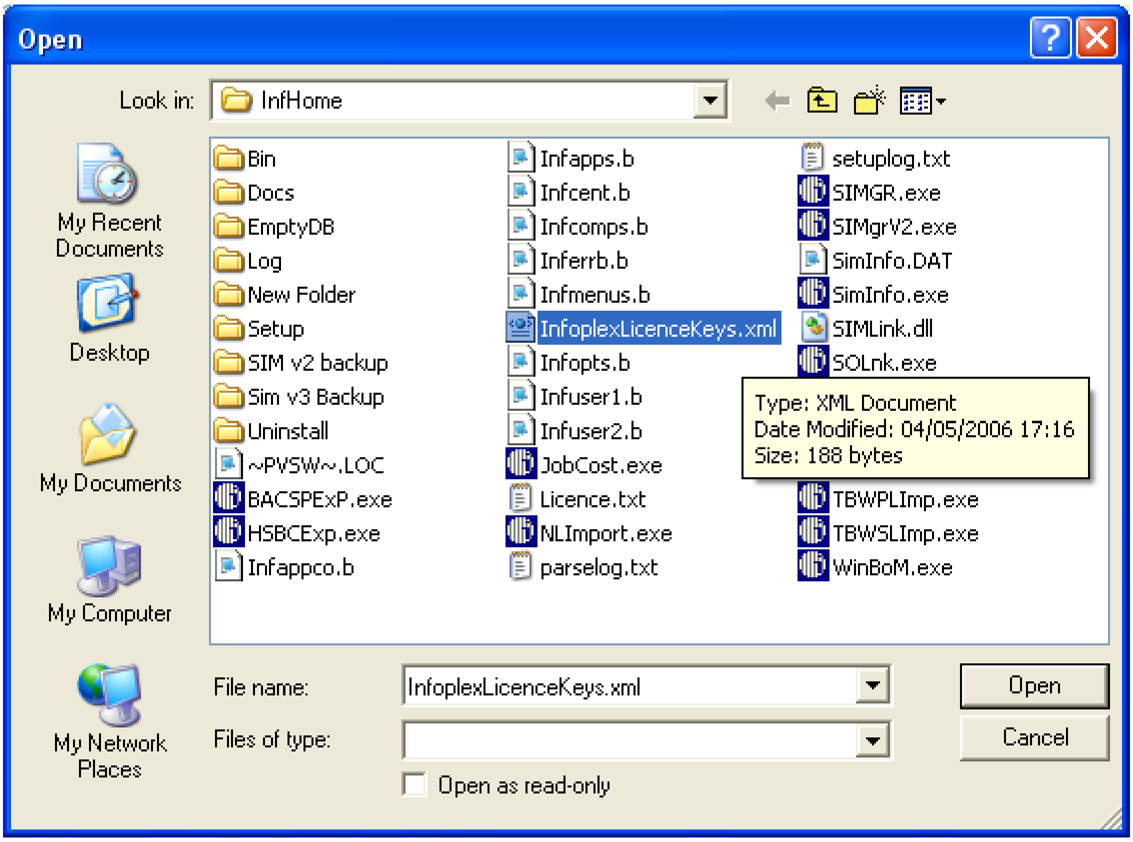
To register SIM or a software module permanently an appropriate **Activation Code** has to be obtained and entered for each; these codes are issued by Infoplex. To obtain activation codes for SIM and/or module(s), simply follow the steps described below.

Step	*Action*
1	If this is an initial SIM registration, in the 'Licensee Name' box enter the name of the Licensee to whom SIM is to be registered; normally this will be the name of the business/company which purchased the software.
2	Select the product(s) and type(s) of activation you require, e.g. Users, Companies and Special Features.
3	Click the **Print Registration/Upgrade Request Form** button to print the request; you will be given the option to preview the request before printing and keep an electronic copy.
4	Complete, sign and fax or scan/email the Request form printout to Infoplex to obtain the activation code (the fax number is on the form).

11.2 Activate Registration

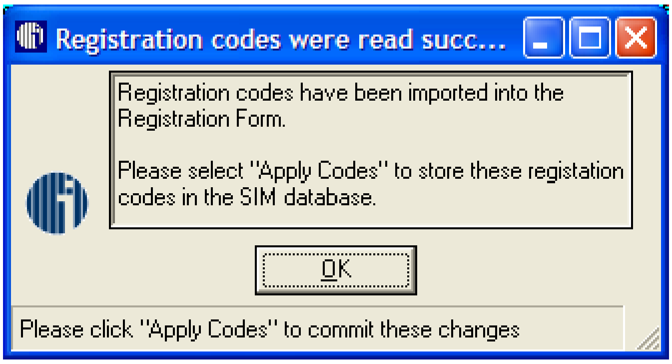
Infoplex will send the requested Activation Code(s) normally by email, though fax can be an alternative. (In the future you may be able to obtain the Codes via the website.)

Emailed Activation codes comprise an XML file attachment to the email. Simply save the attachment to your local SIM program folder (by default "C:\Program Files\Infoplex\SIM" or, in legacy systems, "C:\InfHome"), or to your desktop, and use the same Activation form to apply the codes by clicking the **Import SIM Activation Script…** button to bring up the **Open** dialogue to get the XML file:

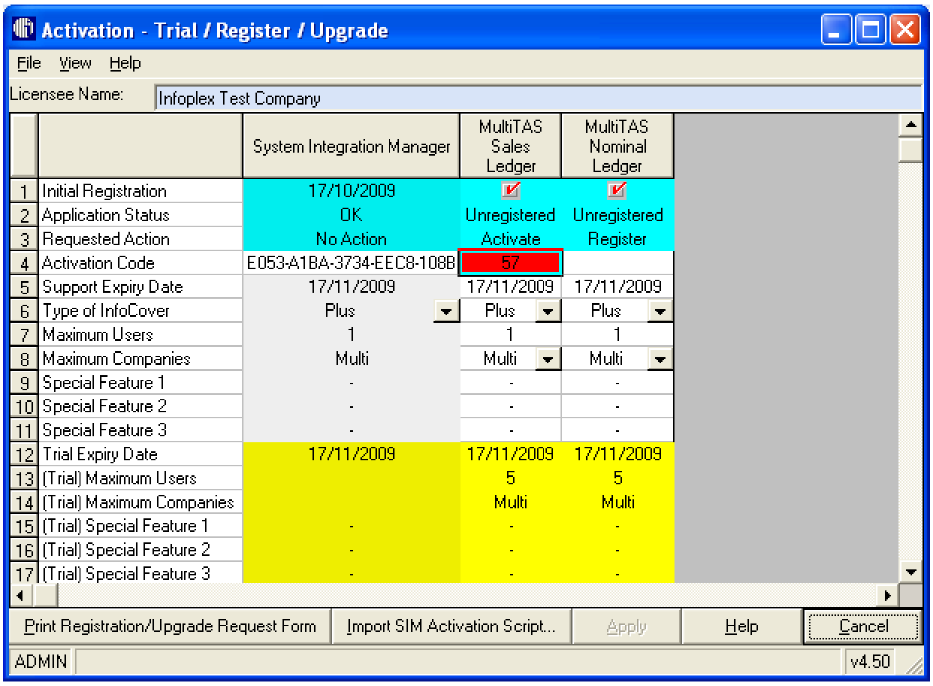


When you have found and selected the XML file, click Open to import the registration code(s).

Alternatively, you can dispense with the **Open** dialogue by dragging the XML file from your desktop or another folder directly onto the Activation form. Either way, if the XML file is valid for your system, you receive this message:

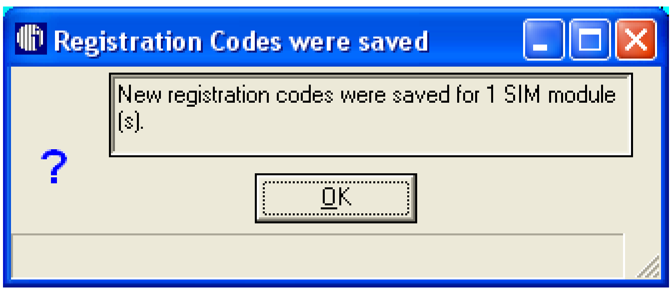


Another option is for you to manually enter the code(s) supplied by Infoplex directly into the form.



If you do this, it must all be entered ***exactly*** as faxed/emailed by Infoplex; any error causes the activation to fail (invalid codes are highlighted in red, rather than green for valid ones) – if you are activating the the initial SIM registration, it is important to note that the Licensee Name is case sensitive.

Finally click the **Apply** button to save the new Activation Code(s). You will get a message to confirm that this was successful.

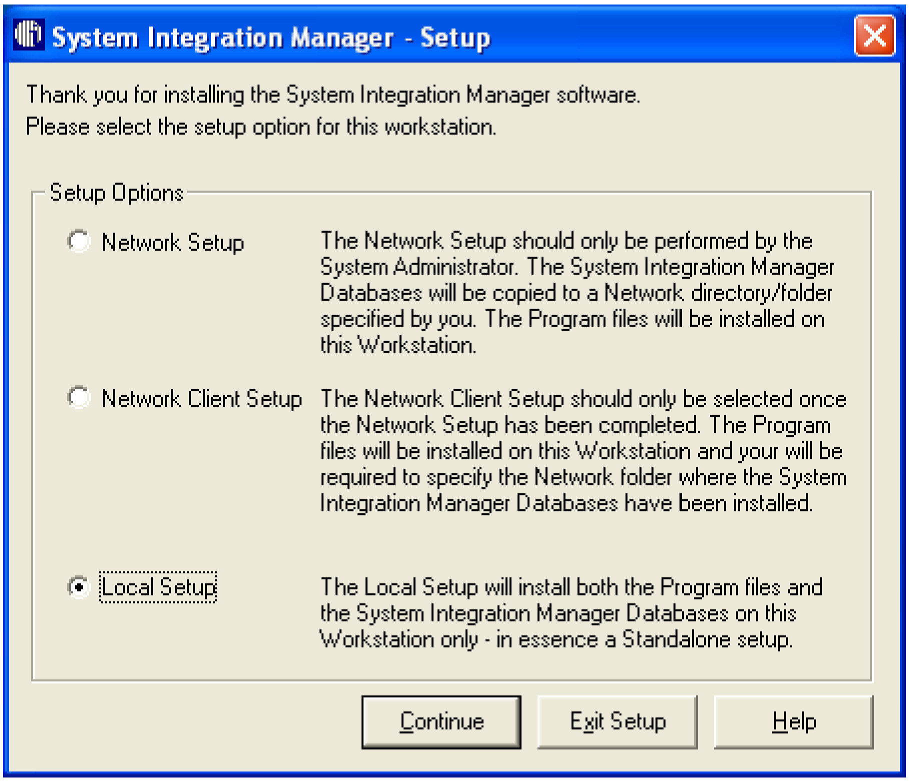


The Activation form refelects the resulting changes, e.g. the new Support Expiry Date.

12 Tools - Configuration Options

12.1 Add Another SIM Database

If access to a local or network version of SIM was not set up initially you can use **Tools>Configuration Options>Add Another SIM Database**. The procedure is identical to the procedure set out in the SIM Setup section (see above) for both an initial (new) Network Setup or, more simply, a Network Client Setup for this workstation.



13 Help

The **Help** system is available whether or not you are logged into a SIM database.

13.1 Help > Information

The **SIM Information**, **SIM Runtime Information** and the MS **System Information** programs are very important tools for gathering information, troubleshooting and enabling good quality support to be provided.

13.2 Help > Support

The **SIM Manual** (this document), available in Acrobat *.pdf format (press **F1**), together with **On-Line Support** (press **Shift+F1**), provide vital support information.

Use **Submit Enhancement Request** to automatically generate a “Wish List” request to Infoplex via the website.

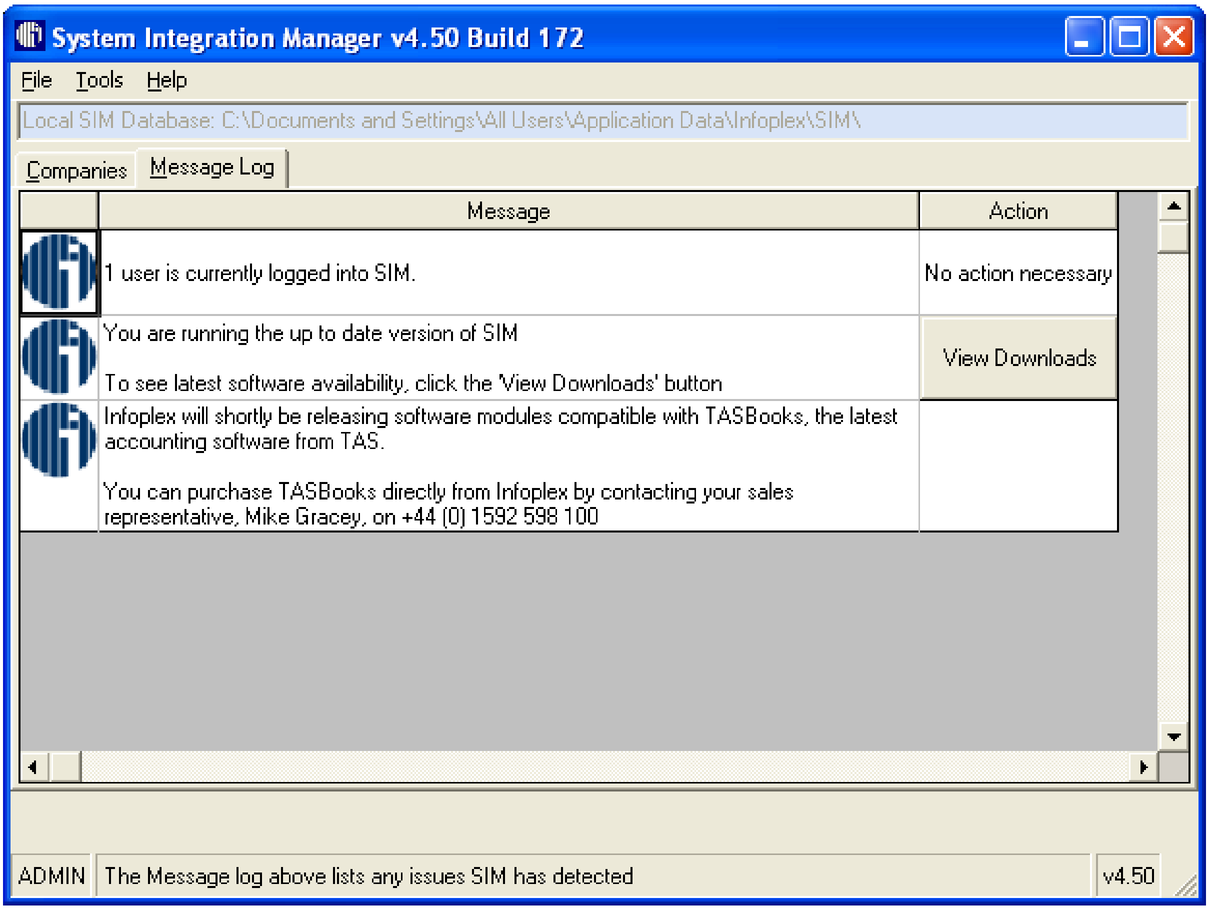
13.3 Help > Infoplex on the Web

Four links are provided which let you get additional information and which launch your default Web Browser:

1. Infoplex **Home Page**,
2. Infoplex **Software Module List**
3. Infoplex **Software Module Compatibility** and
4. Infoplex **Third Party Links**.

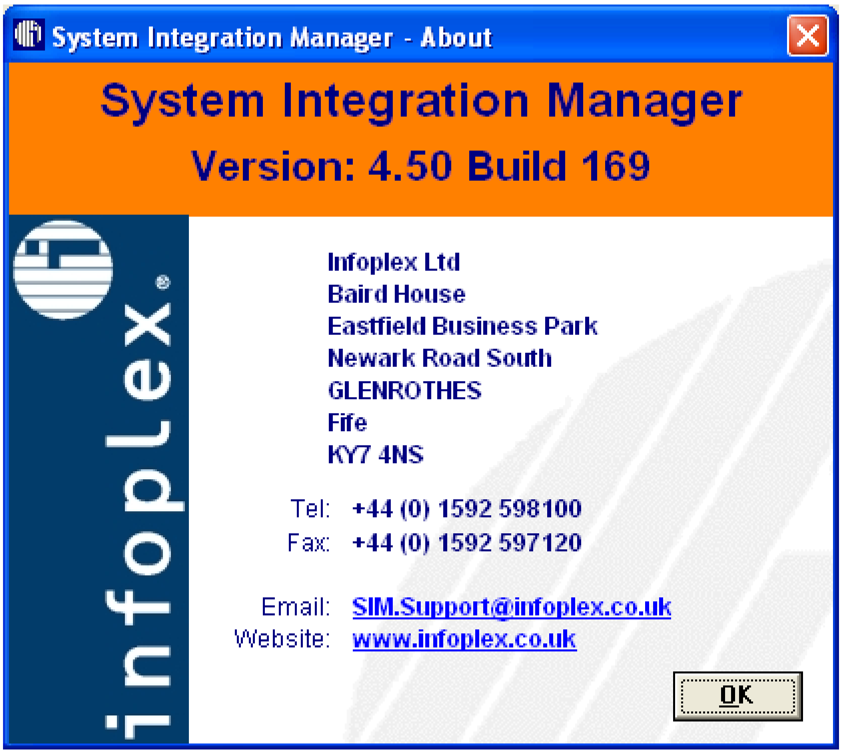
13.4 Help >Check for Updates

Use this function to find out if you have the most up to date SIM release running and to check for any other important customer messages from Infoplex. It only works if you have a working internet connection. SIM checks online to the Infoplex website. If there are any messages, they are displayed in the Message Log list, like the last two messages in this example:



13.5 Help > About SIM

This gives you basic information about SIM and contact details for Infoplex:



APPENDIX A Crystal Reports - Customising Documents

A.1 Introduction to Crystal Report Designer Tool

This innovative tool is the very first of its kind for TAS. Normally, TAS uses Microsoft Word to let you customise documents such as quotations and invoices, but this has a number of limitations and can often prove difficult and awkward.

The advanced document processing and reporting capability of MultiTAS and OrderBooks, using Crystal Reports, provides a convenient and sophisticated way for you to handle sales documents, invoice posting, sales analysis, stock reporting or price lists, and means that you can easily customise these documents with a minimum of fuss, and then issue them via email, effortlessly.

In addition, you can print weights, both for individual items and document totals, as well as counts of the number of items for delivery documents. This means that you can produce the total weight of a package on a delivery note or that you can place the total number of items on a delivery label – all by simply using a Crystal Reports formula.

You can preview documents before committing them to printer or file (PDF, Excel, Word etc), to email or to another application. You can also generate customer-specific price lists based on TAS product prices and dynamic discounts with no trouble, using customisable report templates to change the layout, insert a company logo, or even print pictures of products or barcode labels.

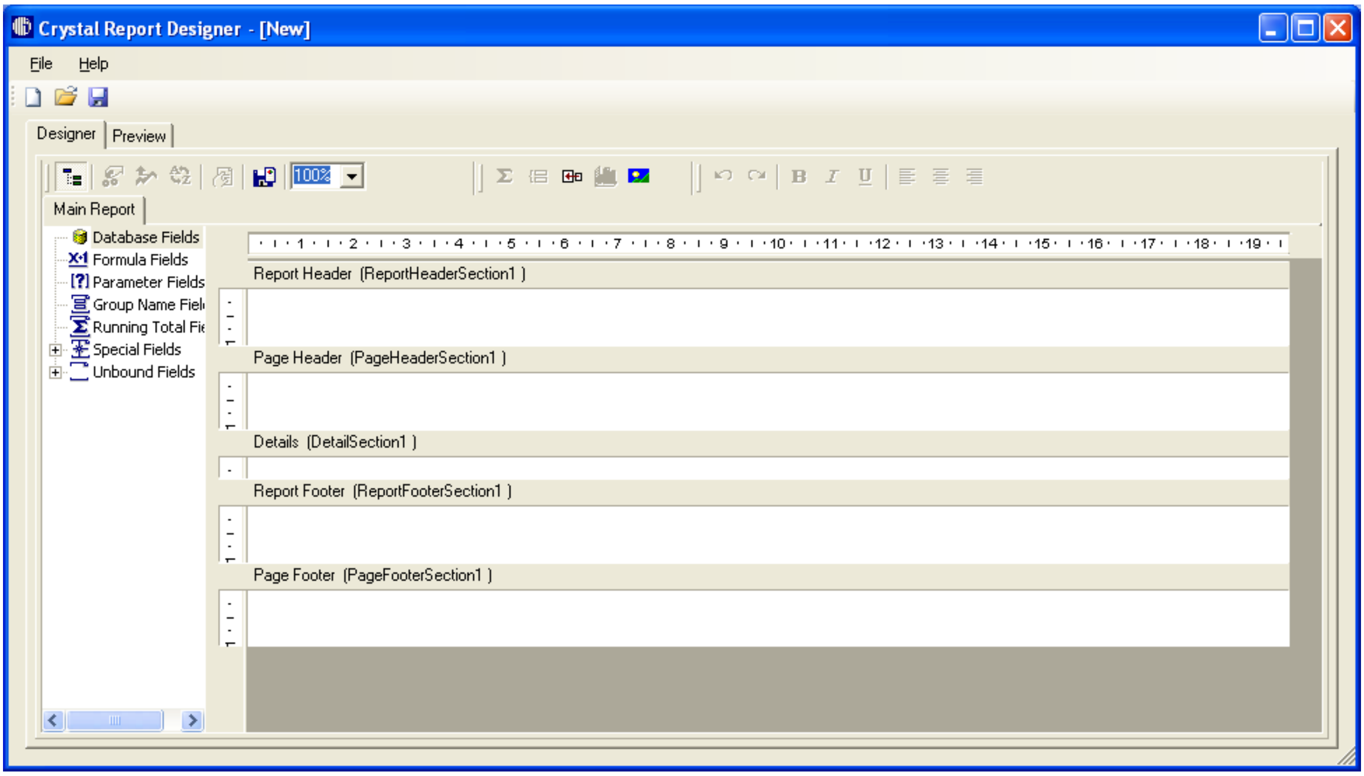
The Crystal Designer tool allows you to maximise the benefits of TAS using the industry standard database reporting tool: Crystal Reports. This proven globally renowned solution helps you to design, manage and deliver reports from a wide range of data sources, such as the web or that are embedded in other applications.

A basic knowledge of using Crystal Reports is assumed.

A.2 Starting the Crystal Report Designer Tool

Click **Tools>Crystal Reports>Designer** (or **Ctrl+E**) to start the Crystal Report Designer tool, which presents you with a "[New]" empty designer canvas as shown below. It is intended for use with Crystal Reports **Templates** relating to Infoplex's **MultiTAS** and **OrderBooks** software products.

You can retrieve an existing Template by clicking on the Open File icon or on the menu item **File > Open**. Use the browse dialogue to find the folder and file you want to work with. All these Templates have the file extension '**.RPT**'.



A.3 Getting Crystal Designer Help

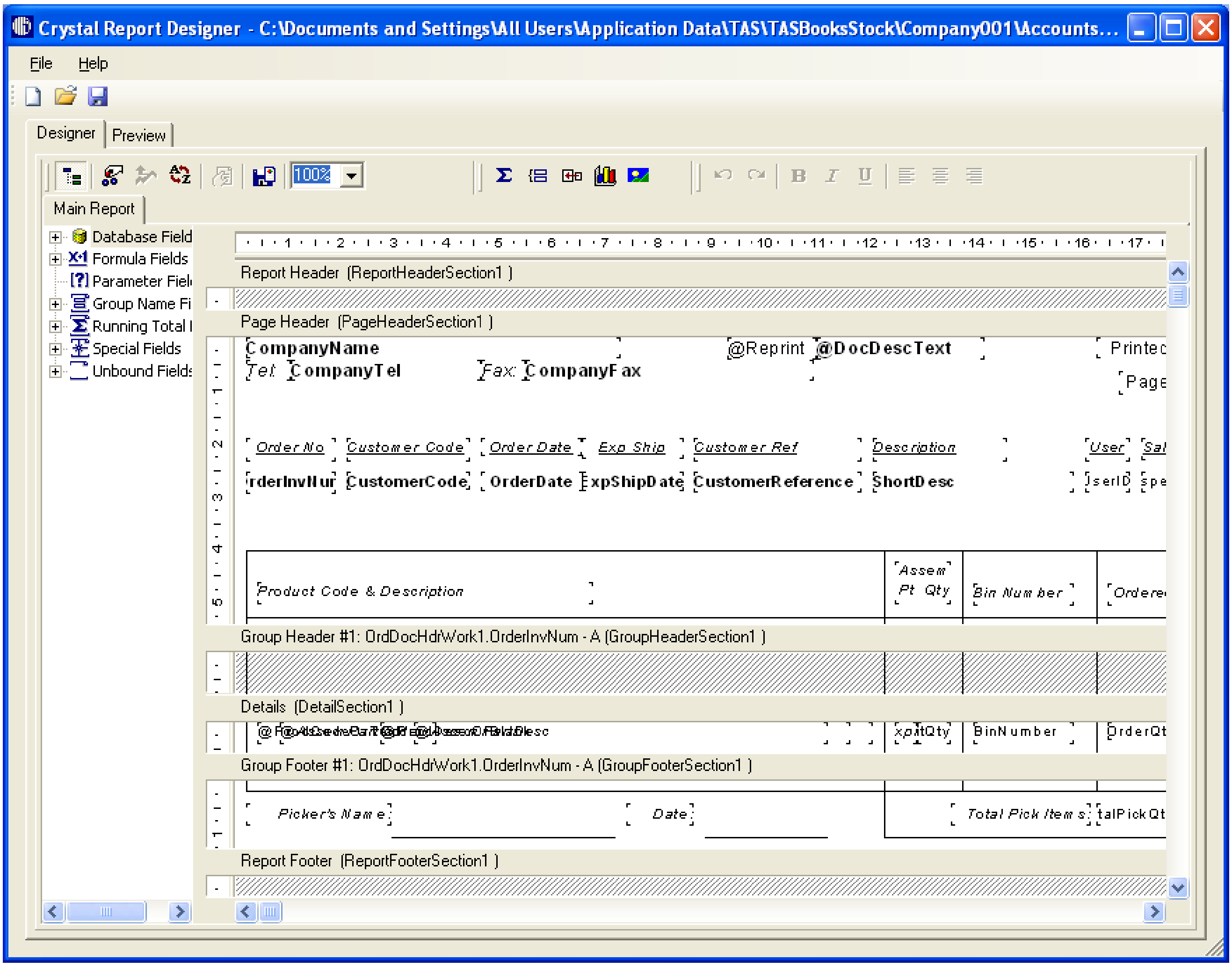
Clicking the menu item **Help > Contents** gives you access to the comprehensive Crystal Reports Online Help facility.

Here you can use the powerful Contents, Index and Search resources to find just what you need.

A.4 Retrieving an existing Crystal Template

Click on the Open File icon or on the menu item **File > Open**. Use the browse dialogue to find the folder and file you want to retrieve.

In the example below, the Infoplex Standard Picking List "StanPic1.rpt" (used in MultiTAS and OrderBooks Sales Order Document Processing) has been retrieved. The program opens it in the **Designer** tab:



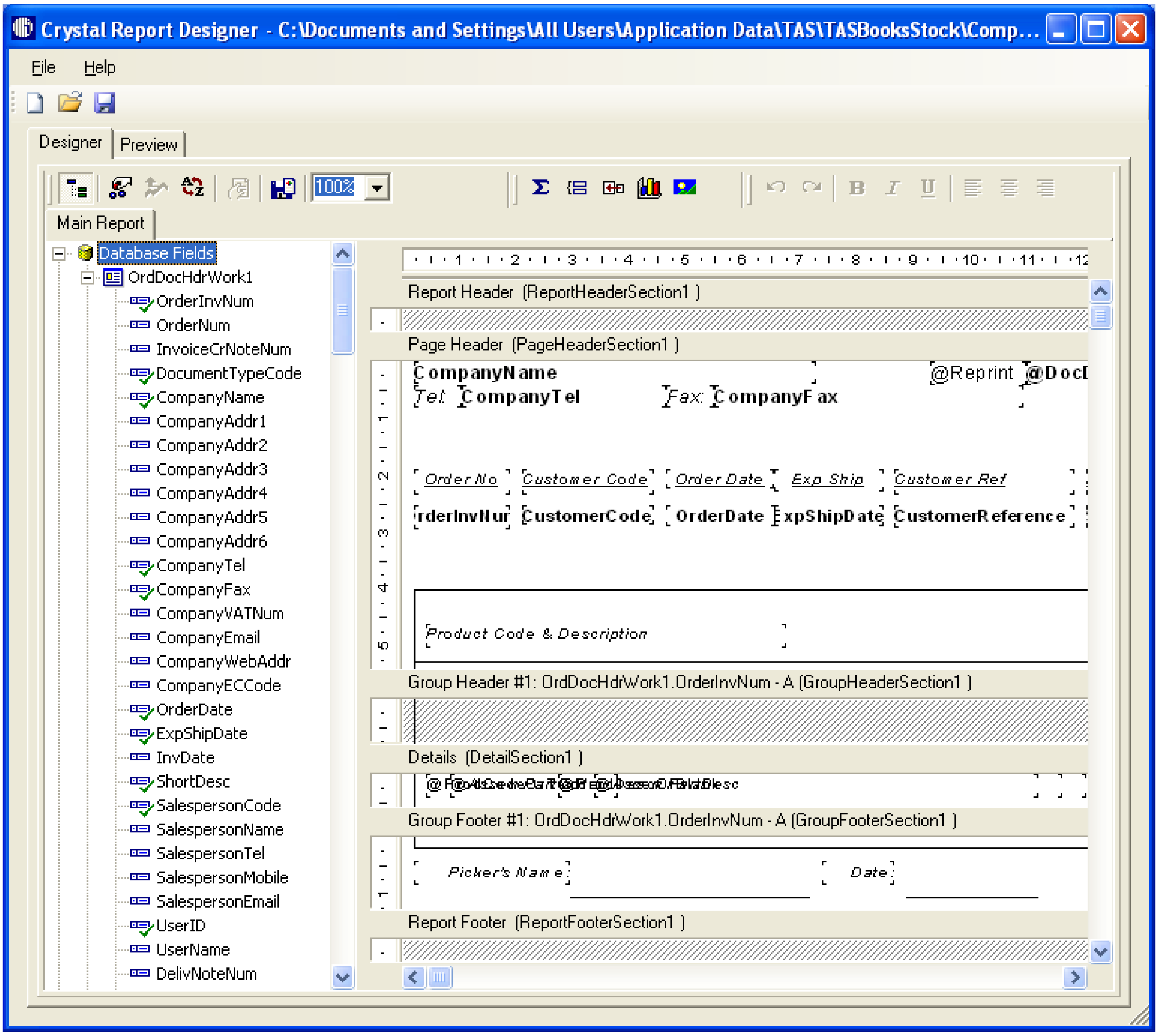
Note that the various different Field Types are listed down the left-hand side:

- Database Fields
- Formula Fields
- Parameter Fields
- Group Name Fields
- Running Total Fields
- Special Fields
- Unbound Fields

You can drag fields around the canvas and format them (right-click on the field) to suit your needs.

A.5 Inserting a new Database Field

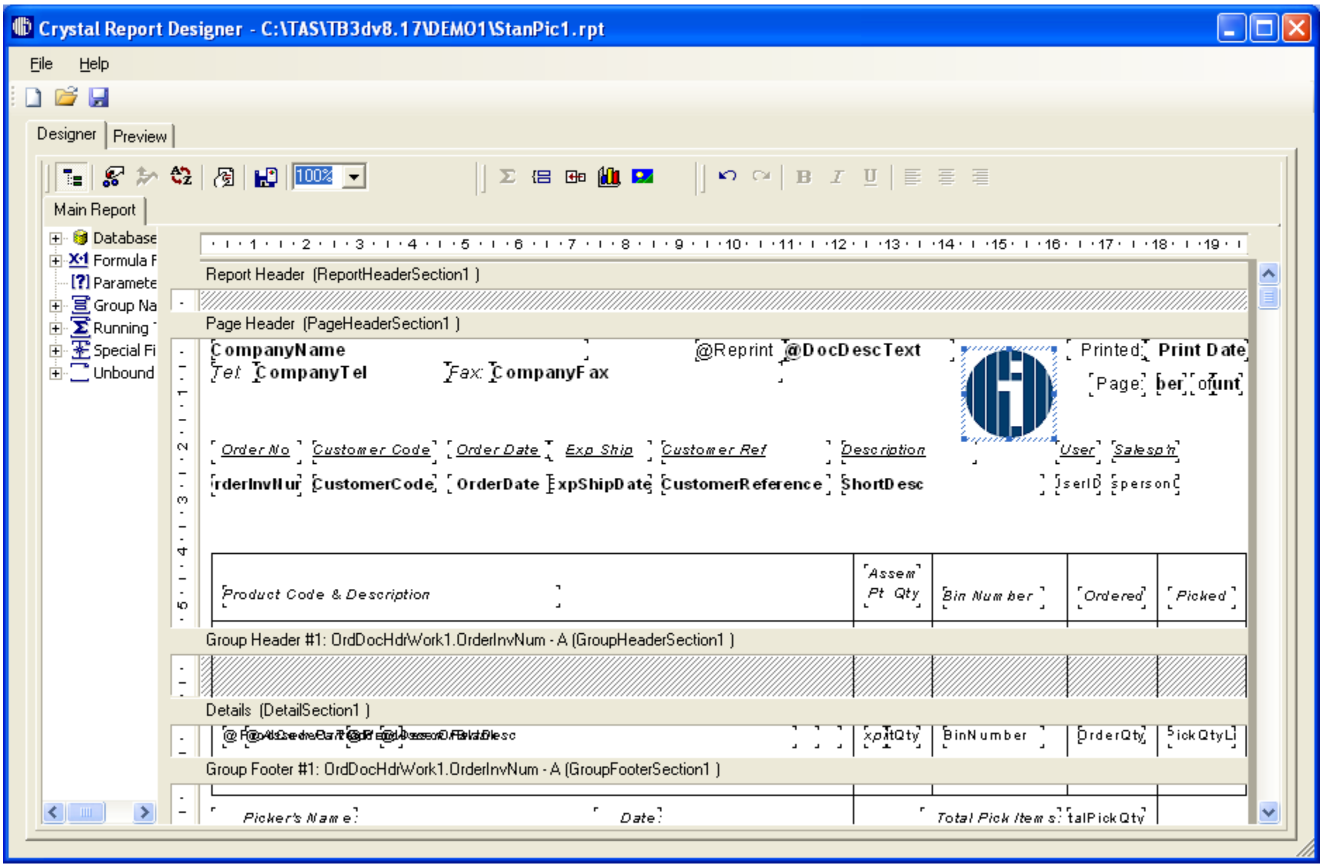
To insert a new Database field from, for example, the Document Header workfile, expand the **Database Fields** item by clicking the "**+**" sign next to the table called "**OrdDocHdrWork1**". The **table** and the **field** lists for each table/file are held within the "StanPic1.rpt" file and are displayed for selection:



Fields already on the report are ticked (they can be used more than once). Simply drag the field that you want onto the canvas.

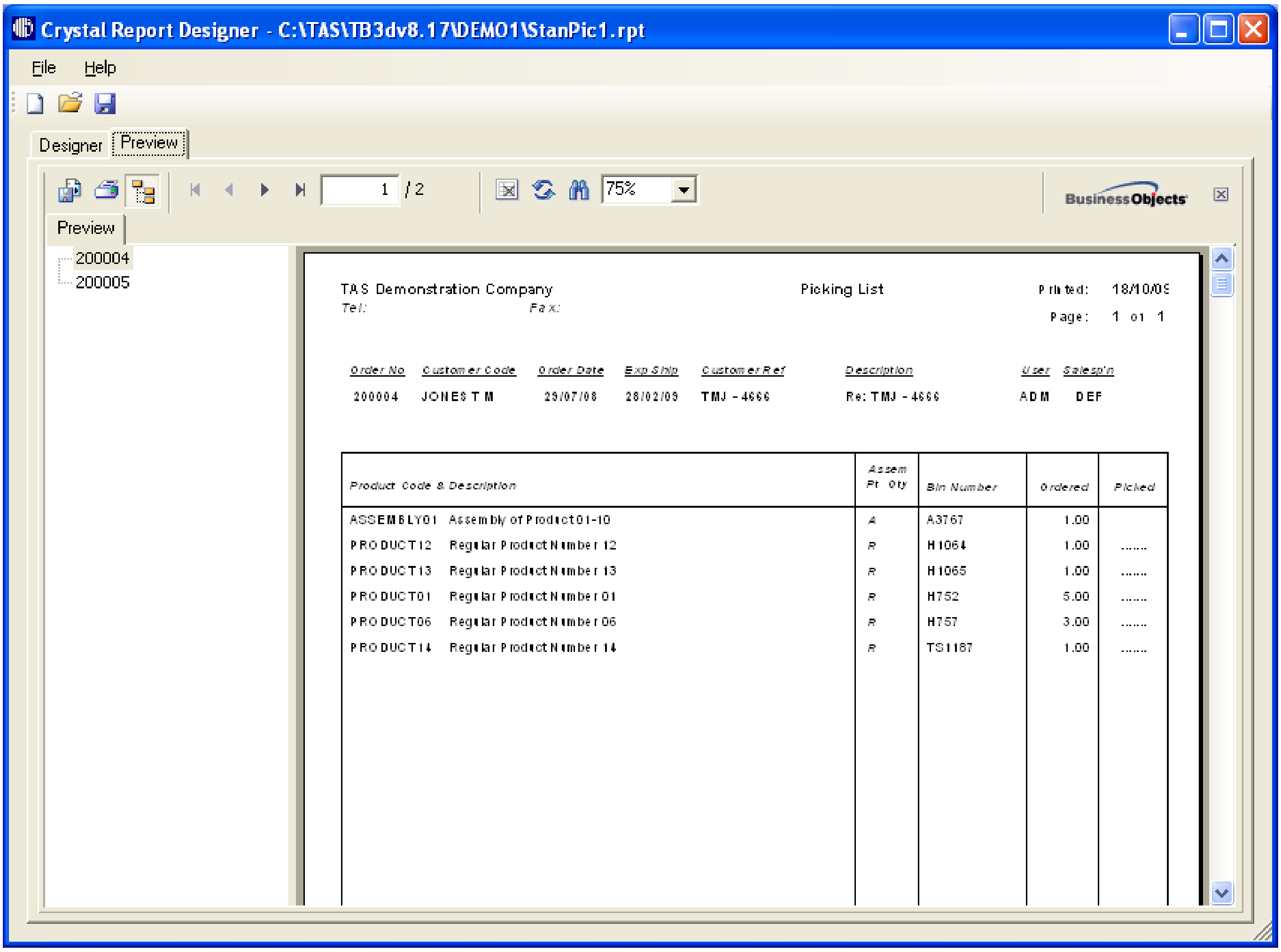
A.6 Adding your Company Logo

Click the insert picture button . Use the browse dialogue to find your logo file and click Open to catch it in the Designer. Move the mouse to where you want to place it and click to place it there.



A.7 Print Preview

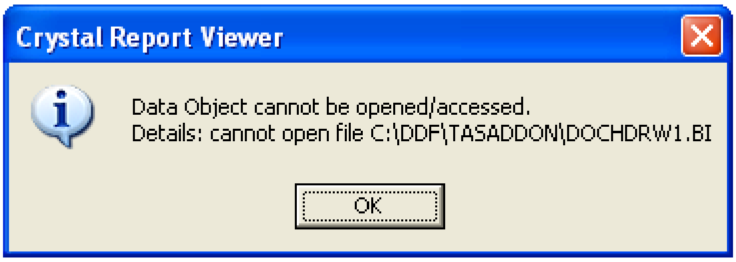
Click the **Preview** tab to display your data in Preview mode in a similar way to the SO Document Processing function in OrderBooks and MultiTAS – you can even print or export it:



To give your newly Customised Template its own filename use the **>File>Save As** option.

If you wish you can store all your Crystal *.RPT files in a separate Template folder to suit yourself – just remember to tell the SIM Module using **>Setup>Document Templates**, which can now be used to add your new Template to the list of those available.

Under certain circumstances you may encounter an error, as below, when previewing. The workaround is to create the "missing" folder and copy the files called "..W1.BI" into it.



APPENDIX B Database System

B.1 Introduction

TAS, SIM and Infoplex software modules use the Pervasive/Btrieve database engine. From TAS BOOKS v8 in July 2008, TAS shipped with the Pervasive “Summit” (PSQL v10.10) database which is installed on each PC with the TAS product(s). Before that a basic Btrieve v6.15 workstation engine shipped with all copies of TAS.

Pervasive PSQL allows TAS and Infoplex software to be much more scalable, fast and reliable than any other popular business system in UK and Ireland – you can scale it up to 100’s or even 1,000’s of users. You can also use the software in “thin client” environments, such as Terminal Services, WinConnect or Citrix.

SIM uses the latest version of the Pervasive PSQL Client Requesters and related developer components, such as the Pervasive ActiveX controls. All Pervasive Requesters are currently backwards-compatible as far back as the Btrieve v6.15 workstation engine, provided that this Btrieve is not running on Windows Vista/7/2008.

However, because Pervasive/Btrieve is such a widely used database, especially among accounting, banking and similar ‘mission-critical’ applications, there are many different possible combinations of database engine type and client requester. Your PC and, if you run multi-user TAS over a network, the remote ‘server’ could therefore have either Btrieve or Pervasive already installed.

The SIM installer takes into account what is already installed on your PC(s) and adjusts the Pervasive/Btrieve installation accordingly. However, it does not install any database engine.

B.2 Pervasive/Btrieve Versions

The various versions and models of Pervasive/Btrieve are summarised in this table:

Version	*Name(s)*	*Approx Date*	*Workstation*	*Workgroup*	*Client/Server*
6.15	Btrieve v6.15	1996	Win32	n/a	Windows Server NetWare
7.x	Pervasive.SQL V7, 2000 and 2000i	1998-2001	Win32	Win32	Windows Server NetWare Linux
8.x	Pervasive.SQL V8	2002	n/a (Workgroup replaces)	Win32	Windows Server NetWare Linux
9.x	Pervasive P.SQL v9	2005	n/a (Workgroup replaces)	Win32	Windows Server NetWare Linux
10.x	Pervasive Summit	2007	n/a (Workgroup replaces)	Win32 & Win64	Windows Server Linux (32-bit & 64-bit)

B.3 Multi-User Systems

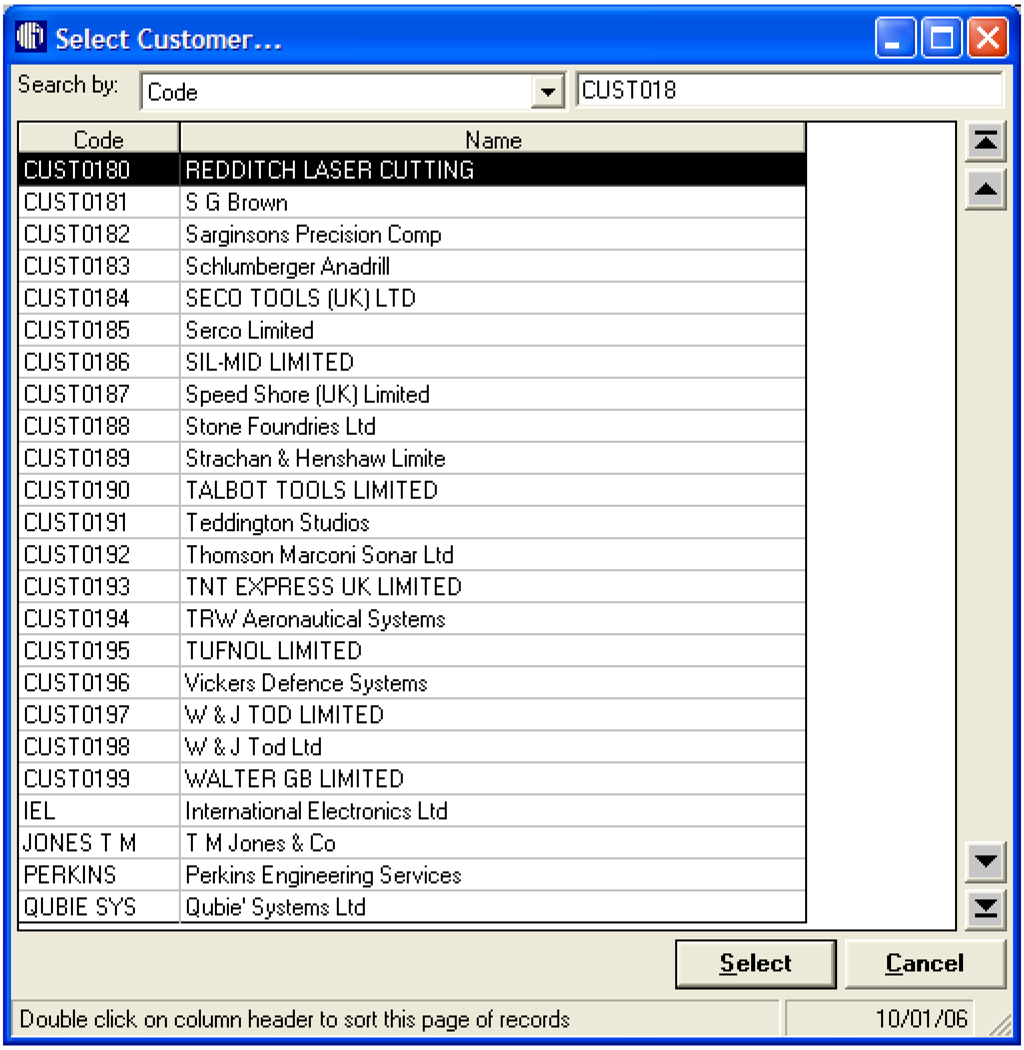
Care is required in deploying multi-user systems, whether they are implemented in true multi-user network environments (Windows Server, Linux and NetWare) or in Peer-to-Peer networks (Windows XP or Vista Workgroups). This is especially the case where more than 3-4 concurrent users are involved, or with as little as 2 concurrent users in heavy data processing environments.

APPENDIX C Database Navigation, Lookups & Function Keys

The main function keys operate in much the same way as TAS:

Key	*Function Description*
F2	Database navigation – Lookup Selection list
F5, F6, F7 & F8	Database navigation – Find First/Last/Prev/Next
F9	Database navigation – Find Nearest
F3	Record management – Clear form
F4	Record management – Delete
F10	Record management – Save
F11 & F12	Reserved for special functions

A sample Lookup selection list form is included and shown below, though its actual presentation will vary in certain respects depending on the type of Lookup you are doing.



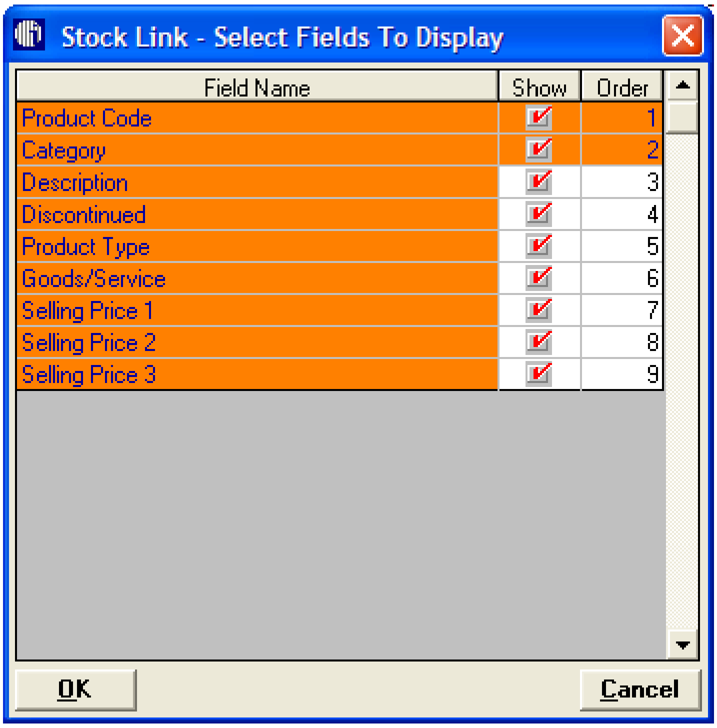
Depending on the type of Lookup that you are performing you may have options for how you want to search using the **Search by** dropdown menu; for example you may be able to search Customers by their TAS Code, their Name or their Postcode. Partially typing in the search field makes the nearest match appear in the first row of the grid. You can also use the 4 database navigation buttons on the right of the form, the top and bottom one of which take you to the first and last record of the **Search By** field. Double clicking on a column header sorts the displayed list in ascending/descending order.

The following table sets out the columns which are displayed for different types of lookup and which are searchable:

Lookup Table	*Display Columns*	*Searchable*
Customers	Code	✓
	Name	✓
	Postcode	✓
	Group	✓
	Marketing Code	✓
	Salesperson	✓
Customer Delivery Addresses	Delivery Code	
	Name	
	Postcode	
	Contact	
	Tel Num	
Suppliers	Code	✓
	Name	✓
	Postcode	✓
	Group	✓
Customer & Supplier Groups	Group Code	✓
	Description	
Marketing Codes	Code	✓
	Description	
Products	Code	✓
	Description	✓
	Group	✓
	Bin	✓
	ANA/Barcode	✓
	Type	✓
	Discontinued	
	Price 1	
Product Groups	Group Code	✓
	Group Description	
	Number of Products in Group	
Sales Orders	Sales Order Number	✓
	Customer Code	✓
	Order Type	✓
	Sub-Type	
	Description	
	Order Date	✓
	Expected Ship Date	✓
Salespersons	Code	✓
	Name	
	Tel Num	
	Area Covered	
	Country Covered	
Free Format Text Blocks	Code	
	Description	
Chart of Accounts	Nominal Account Number	✓
	Department	
	Description	✓
	Group	✓
VAT Rates	Rate ID	✓
	Description	
	Percentage	
	Nominal Account Number	
	Nominal Department	
Bank Accounts	Bank Account Number	✓
	Bank Account Name	
	Nominal Account Number	
	Nominal Department	
Countries	ISO Country Code	✓
	EC Country Code	✓
	Name	✓
	Notes	
Currencies	Code	✓
	Name	
	Rate	

Lookup Table	*Display Columns*	*Searchable*
Purchase Orders	Order Number	✓
	Supplier Code	✓
	Description	
	Order Date	✓
	Expected receipt Date	
	Order Completed?	
	Invoicing Completed?	✓
	Supplier's Order Number	✓
SIM Users	User Name	

In future versions you will be able to select which columns you want to display from a list:



For other functions, such as to move around forms, use:

Key	*Function Description*
TAB	Accept an entry and move to the next field
↑, ↓, ←, →	Move to the next field – Up, Down, Left, Right
Ctrl + Insert	Insert blank row on grids
Ctrl + Delete	Delete row on grids
Ctrl + P	Microsoft standard Print dialogue box

APPENDIX D Files/Tables Used

The above functions use the data files/tables listed below as summarised in the table.

File/Table	*Type*	*Notes/Remarks*	*Function #s*
INFCENT.B	PSQL/Btrieve	SIM Central Information	Login
INFAPPS.B	PSQL/Btrieve	SIM Application Software Module	Modules, Launch
INFCOMPS.B	PSQL/Btrieve	SIM TAS Companies	Company Config
INFAPPCO.B	PSQL/Btrieve	SIM Application Software Module to TAS Company integrations	Modules Integrate
INFOPTS.B	PSQL/Btrieve	SIM Application Software Module	Launch
INFUSER1.B	PSQL/Btrieve	SIM Users	Users, Login
INFUSER2.B	PSQL/Btrieve	SIM User>Software Module>TAS Company	Access, Launch
INFMENUS.B	PSQL/Btrieve	SIM Application Software Module Menus	Access, Launch
INFERRB.B	PSQL/Btrieve	SIM database errors	All
AppCent.BI	PSQL/Btrieve	Application Software Module Central Information	All
DocGblW1.BI	PSQL/Btrieve	Report document's global runtime information workfile	All Reporting
xxxxWK1.BI	PSQL/Btrieve	Xxxxxx Report data workfile	Some Reporting
Xxxxx.LOG	ASCII Text	ASCII Text Log file	General
Xxxxx.XML	XML	Activation codes from Infoplex	Activation
Xxxxx.TXT	ASCII Text	ASCII Text Log file	Module Install
Xxxxx.DAT	ASCII Text/CSV	Data records in basic format	Runtime Info
TAS Central Information	PSQL/Btrieve	To get TAS Company core information	Company Config
TAS Version	PSQL/Btrieve	To get TAS data version information	Company Config

APPENDIX E Change History

Version	*Build*	*Date*	*Feature Add/Change Notes*
1.01	1	25/01/00	First release.
	2	21/02/00	
	3	22/03/00	
1.02	1	27/08/00	
	2	04/09/00	
1.03	1	16/01/01	
1.04	1	24/07/01	
	2a	10/09/01	
	2b	11/10/01	
	3	10/03/03	Also known as build 2c
2.01	2	01/05/03	Build 1 not released. New Support features added.
3.01	5	05/05/06	Builds 1-4 were internal/beta. Major makeover, especially to startup and Login, Activation and ability to incorporate software module's Special Features
3.01	6	09/08/06	Made compatible with v6 of the TAS BOOKS range; the installer updated with Pervasive.SQL v9.5 (i.e. v9 SP2) client and Crystal Reports v11.0 (i.e. XI) SP2 runtime components
4.0x	5	22/09/08	New release compatible with v8 of the TAS BOOKS range
			the installer updated with Pervasive.SQL v9.5 (i.e. v9 SP2) client components
4.50	169	19/10/09	Made compatible with new TASBooks v1 and FirstBooks v1 product range
			Links to Infoplex online system via internet to check version against current released version and retrieve other messages