

Inside this issue:

Bar-Coding	1
Hardware Maintenance	1
CDMS Holiday Schedule	1
Did you Know	2
CDMS Welcomes	2
Voice Mail	2
Remote Printing	3
PC Download for Beginners	3
Results of Board Elections	3
User's Group Meeting	4

CDMS 2002 Holiday Schedule

CDMS will be closed the following days:

Memorial Day - May 27

Independence Day - July 4

Labor Day - September 2

Thanksgiving Day - November 28

Christmas Day - December 25

New Year's Eve - December 31

CDMS will close early on the following days:

Christmas Eve - December 24

New Year's Eve - December 31

BAR-CODING TO BE RELEASED!

Scheduled for release this Spring, is the first phase of bar-coding in the CDMS software. This phase will include:

- A new feature that allows hands-free physical inventory counting.
- Printing of barcode labels at Receiving time and from the Inventory application.
- Printing of roll tags with barcode from Purchase Order module and from Roll Maintenance in the Inventory module.
- Scanning of barcodes during Order/Invoice Maintenance and Point of Sale Entry.

Scanning of the Manufacturers' barcode at receiving time will remain unavailable until the Manufacturers (Mills in particular) uniform the information they include in their barcode. At the October 15, 2001 meeting in Dalton, GA with Beaulieu, Mohawk, Shaw Industries and representatives of the Flooring Industry Software companies in attendance, Mill representatives stated that they are not planning on uniforming the bar-codes.

Some of the bar-coding packages that are available update your *data base* during a batch download, which is time consuming

and does not provide up to the minute results of your current Inventory levels. Our package will update information live via radio frequency.

In order to utilize this feature new feature in CDMS, your UNIX system must be running on SCO Unix version 5.0.2 or higher. To determine the version installed on your machine:

at the \$ prompt, type

uname -X

Several lines of information will be displayed —one which will indicate the version you are on. Only the following versions will work with the bar-code printing software called "ON-TAP" which has to be purchased and installed on your system. Also, only these versions will allow you to use the hands-free physical inventory counting via a radio-frequency networked connection.

Release = 3.2v5.0.2

Release = 3.2v5.0.4

Release = 3.2v5.0.5

Release = 3.2v5.0.6

Contact CDMS for additional information about upgrading your system or bar-coding.

Preventative Hardware Maintenance Tips

It is very important to keep the Tandberg Tape Drive in the "Unix/CDMS Tower" (Server) in good working condition. Ordinary dust + air-borne carpet fibers = dirty tape drives which can result in backup failures. We all know the importance of a good backup! It can mean the difference between a few hours or a few days if we need to restore your system or any of your data files.

Only an approved Cleaning Cartridge should be used to clean the tape drive.

Ordering information:

Blaine Noel at Dell Computer
1-800-879-3355 ext 42208
Dry Process Clean Cart SLR2-SLR50
Manufacturer part # 005678-2
Dell part # 859628-4
Price \$ 20.95 each

Another critical tip is to keep static electricity under control through the winter months. Static electricity can "zap" your computer and it's internal components.

It is advisable to have a humidifier in the room with the CDMS server. It doesn't need to be large or fancy, just one that will add some moisture to the dry air created by the heating system.

Did You Know...



... You can indicate that a particular line in Order Entry is not to be printed on a customer invoice? Change field #19 of the line item to "N". This line item will not print when performing the invoice print/post procedure.

... You can select a product &/or roll# from Sales Floor Inquiry to be entered on a customer's order through either Order/Invoice Maintenance or Point of Sale entry? At the roll# field of the line item, press PF3 for Product, return through the store# field, press PF1 for Search by Name. This takes you into Sales Floor Inquiry. Enter the product style & color id numbers. If you are selecting the product or a phantom roll, press PF3 to select. If you want to select a roll#, check availability by entering 1, then press PF3 to select a roll#, and enter the appropriate roll#.

... You can have the CDMS program automatically reverse certain General Ledger Journal entries? When en-

tering journal entries in either GL-04 or GL-05, type **ACCRUE** in field #4 and enter a **Y** in field #6. This procedure instructs the program to reverse the entry on the 1st day of the following period.

... If your workstation is a PC and you connect to CDMS using the NetTerm emulator software, you can use an HP Laser or Ink Jet printer as a slave printer? Contact our office for assistance in setting this up.

... Most program questions that require a **Y** or **N** as an answer can be answered by using the PF3 for YES or the PF4 for NO? Use of these keys will reduce keystrokes. For example, to answer YES, simply press one button (PF3) instead of typing Y and pressing enter. This saves 1 keystroke.

... There are benefits to setting the system to use the Point of Sale module even if your sales associates are

not going to enter sales orders into the system?

1. It allows control of selecting documents for invoice print/post. You can de-select credits and debits that are automatically included on the next invoice edit.
2. It allows you to print the contract in the Point of Sale module without posting the sale.

... Using the Installer module to pay your sub-contractors, deduction/earning codes can be established to accurately affect the 1099 earnings. These codes can be entered in the Installer's file so that the deduction or earning will automatically be used in the check calculation, much like the payroll module.

Voice Mail

CDMS has implemented a Voice Mail system in the office which is designed to save you time and money. If you receive the Voice Mail system during normal business hours, (Monday—Friday 8:30 AM—6:00 PM ET), then all support representatives are busy assisting other customers. Instead of getting put on hold or calling back later, please leave your name, company name, telephone number and a brief message after the tone. This is critical to receive a call back.

You can even call if you experience a problem after our regular hours. Just leave a message and CDMS can begin working on the problem first thing the following morning.

Welcome to the CDMS Family

CDMS would like to welcome the following new customers to our family of users:

Multiple Concepts Interior Carpet One

Waite Park, Minnesota

Décor Floor covering, Inc.

Alpharetta, Georgia

Remote Printing

Do you have several Windows PC printers that you wish you could print CDMS reports to?

Did you realize that if you are on SCO Unix 3.05.02 + You can set these printers up as remote network printers by purchasing an HP Jet Direct Print Server.

HP JetDirect Printer Servers can turn any Parallel Cable printer into a Remote system printer.

Special software is shipped with the Print Servers that

must be installed on the Windows PC if these printers are to be shared on the Windows PCs as well as the Unix computer.

CDMS has to configure HPNP (Hewlett Packard Networking Protocol) on the UNIX machine. The Print Server is a network device that has to be plugged into a free port on a Network Hub.

There are some restrictions in printing based on your particular configuration. Any special form such as Invoices, POS Contracts, Checks, Roll Tags

or AVR Statements, can only print on a Dot-Matrix printer.

Also, If this printer is setup as a UNIX system printer only, then the CDMS special forms listed above, can not be printed on this printer.

If the printer is setup shared on Windows as well as UNIX, you press the PF3 key at the "OUTPUT TO PRINTER NO" prompt in order to print these special forms on your dot-matrix printer. But be careful that no other Windows users prints on top of your special forms!



PC Download for Beginners

This procedure explains how to open up a CDMS extraction file in Microsoft Excel.

Once you have completed the Download instructions, you need to open up EXCEL on your PC.

Click on "Start", then Click on "Programs", then Click on "EXCEL".

Click on "File", then "Open". This will show a screen that says "OPEN" Look in:

"My Documents" is probably displayed. Hit the up arrow to select the "C:" drive.

At the bottom of the screen, "Files of Type" will probably display "All Microsoft Excel files", select the "All files *.*" and search on the list for your CDMS data file name, such as HSTASC or HSIASC. Click on the file and click on "OPEN".

The TEXT IMPORT WIZARD Steps 1 of 3 will be displayed. Click on "Delimited". and then Click on "NEXT" at the bottom of the screen. Text Import Wizard steps 2 of 3 will be displayed. Under

"Delimiters", select "Comma" and unselect "Tab". Then Click on "FINISH".

Your CDMS data file will be displayed in EXCEL in the appropriate columns.

At this point, adjust your column sizes to match the appropriate CDMS ASCII Work File Format sheet that has been provided in the CDMS Updates. Call the CDMS office if you need further assistance.

**Downloading
CDMS Data files
into Microsoft
EXCEL is as
easy as 1...2...3...**

CDMS is Proud to Announce New Board of Directors for 2002

The following are the results of the 2002 CDMS Board of Directors Elections:

President—Tom Rykema—Roger Kent's Carpetland—Acord, MA
 Secretary/Treasurer —Timothy Rothwell—Prizant's Carpet —Pittsburgh, PA
 Board Member—Anna Marie Zehnder—Feasterville Floor Covering—Feasterville, PA
 Board Member—Mike Breslin—Breslin's Flooring—Galesburg, IL
 Board Member—Morgan Manning—Pierce Flooring—Billings, MT
 Board Member—Bob Hanson—Florcraft Carpet One—Fairbanks, AK

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Planning Users' Group Meeting

We are beginning to plan for our next users' group meeting. We need your input! Please circle or complete as appropriate.

WHERE? The options are local to our office so all CDMS representative will be able to participate:

Cape May, NJ Philadelphia, PA Atlantic City, NJ

WHEN? It should be in April or May (before summer vacations start). Meeting will probably be 2 days.

Week of:	April 15	May 6
	April 22	May 13
	April 29	May 20

WHAT? What seminar topics would you like to see covered? A Bar-Coding session is already scheduled.

WHO? How many & who from your company would be able to attend?

Please fax this sheet with your preferences indicated. Our fax # 856-848-0016.
