

Maintenance Parts Bin



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Note:

To change the product logo for your own print manual or PDF, click "Tools > Manual Designer" and modify the print manual template.

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1 Alerts

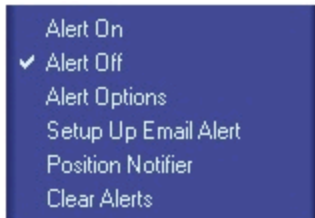
1.1 Setting Up Alerts

Note: MPB Alerts work from min/max quantities, If the value in the Quantity field gets below the value in the Min Qty field an alert is given. It does not work with the custom ReOrder Calculations beneath the Inventory Tools Menu.

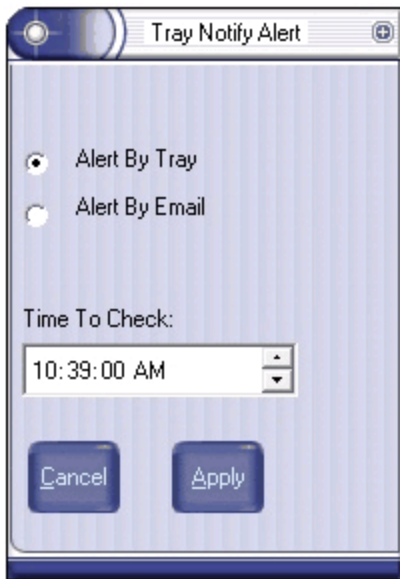
After setup Alerts must be turned on by the menu below.

Maintenance Parts Bin must be set to the system tray for alerts to work.

Select the Alerts Menu



Select Alert Options



Definitions;

Alert By Tray or Email;

Alert by tray will display a notification above your system tray.

Alert by email will send by email.

Note: Must setup email alerts.

Time to Check;

What time of day to check inventory. MPB will check every day at this time.

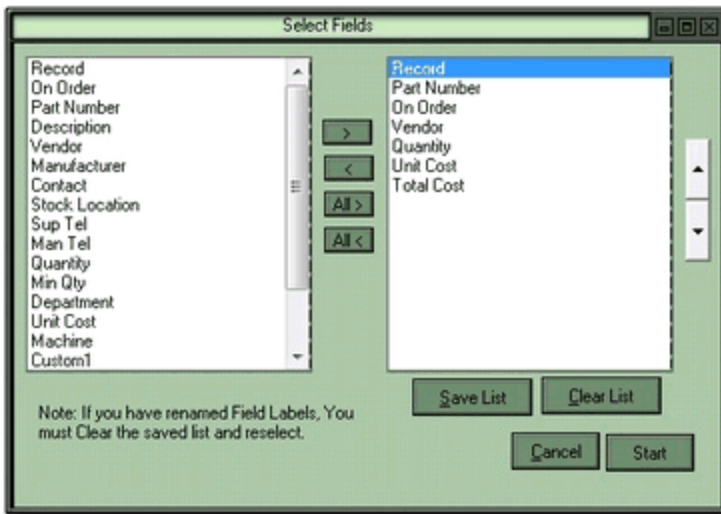
Maintenance Parts Bin only alerts when items are below min quantity. If nothing is below min quantity, no alert is given.

2 Viewing Items on Order

2.1 Viewing Items On Order



Select Fields
Then Click Start



View Items on Order

The screenshot shows the Maintenance Parts Bin software interface. At the top, there are menu options: Enter Inventory, Check Parts In/Out, Sessions/Order, Photo, Inventory, and Year Charts. Below the menu is a toolbar with various icons including a folder, a trash can, a printer, a globe, and a question mark. The main area contains a table with the following data:

Record	Part Number	On Order	Vendor	Quantity	Unit Cost	Total Cost
1	84F76	18	Newark	2	100	\$1,800.00
10	E50DR1	7	Tri State	1	45	\$315.00
11	VT18-2T1132	1	Tec Hackett	5	107	\$107.00
30	10250T3043	1	Tri State	1	45	\$45.00
57	1311-08349	1	Kirby Risk	1	25	\$25.00
71	CT-7000-Red	4	Omega	3	23	\$92.00
				Total Quantity	13	Total Cost \$2,384.00

3 Getting Started

3.1 Overview

Maintenance Parts Bin is a system for keeping inventories of parts and determining when reorders are necessary. Two freeform note and location sections. Maintenance Parts Bin is not just limited to Parts Inventory. You can create as many databases as you like and title each one what you will. Can be used for tracking Computer Parts, Automobiles, Etc.

Added Features

Now you can [create new databases](#) in MPB for different departments, projects etc. You can edit field labels to suit your needs and give each database an individual title.

MPB now has an optional administrator password to keep anyone from deleting a database, editing field labels or creating a new database without the password.

You can also select which database you would prefer MPB to load on startup.

MPB also resides in your system tray by selecting "[System Tray](#)" from the "Utilities" menu or clicking the System Tray icon on the toolbar.

3.2 How It Works

You start using MPB by entering your inventory data into the data fields on the Enter Inventory tab. Once all of your inventory is entered, you use the CheckIn/Out tab to issue parts from inventory. Once an item leaves inventory it is counted as a cost out item for the current year. When the item is reordered it must be checked in from the Checkin/Out tab, then it is counted as a cost item in. All new items that do not exist in the database must be added from the Enter Inventory tab, this is counted as full inventory cost. The year chart reflects the monthly flow of cash for the current year, in and out of inventory.

To view the full inventory quantity and cost use the inventory tab.

To view the cash flow in & out of inventory use the Year Chart.

You may also use a scanner on the Checkin/Out tab.

3.3 Step By Step

Step 1: [Create A Database](#)

Step 2: [Edit Field Labels](#)

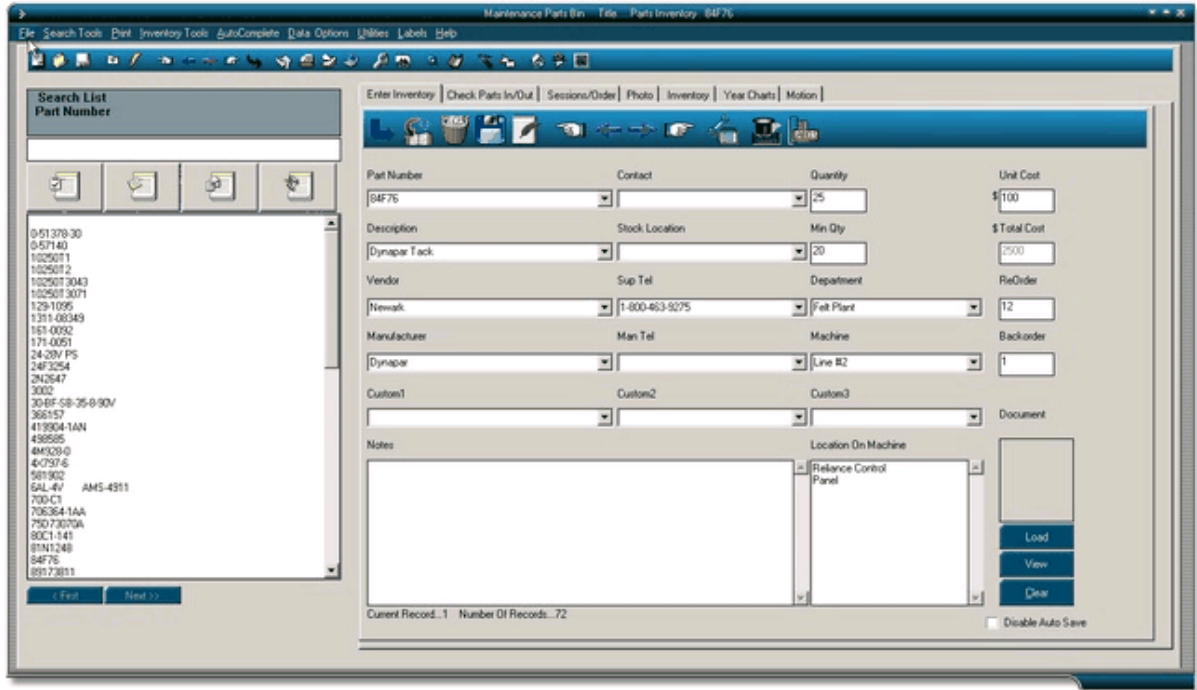
Step 3: Your new database has now been created using the default field labels and title. Next select "Preferences" from the "File" menu. Another form will load showing a text box with a browse button. Choose the browse button and find the new database you just created in the dialog box that appears. After selecting the file and clicking save the filename and path appear in the text box. You must click apply for changes to take effect. After clicking apply close the form.

You now have a new database and it is set to load by default when you start MPB. [Set Default Database](#)

Step 4: Now you can delete the sample database by selecting "Delete MPB Database" from the "Data Options" menu.

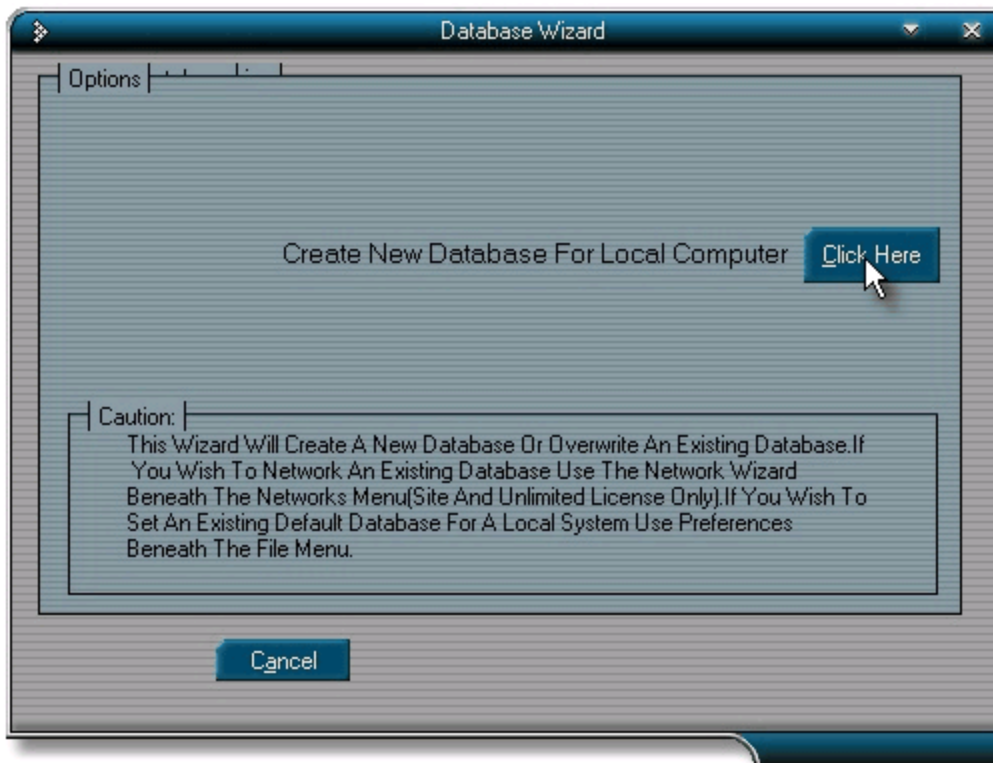
Step 5: [Add Records](#)

3.4 Create a New Database

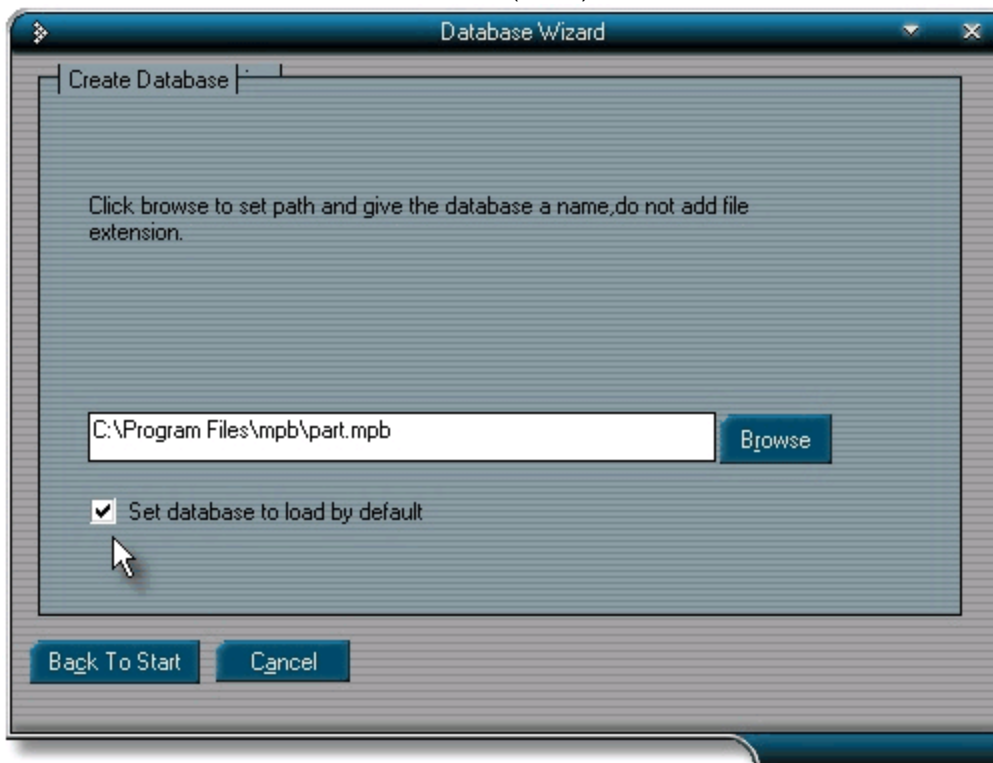


- from the keyboard use Alt F)
-

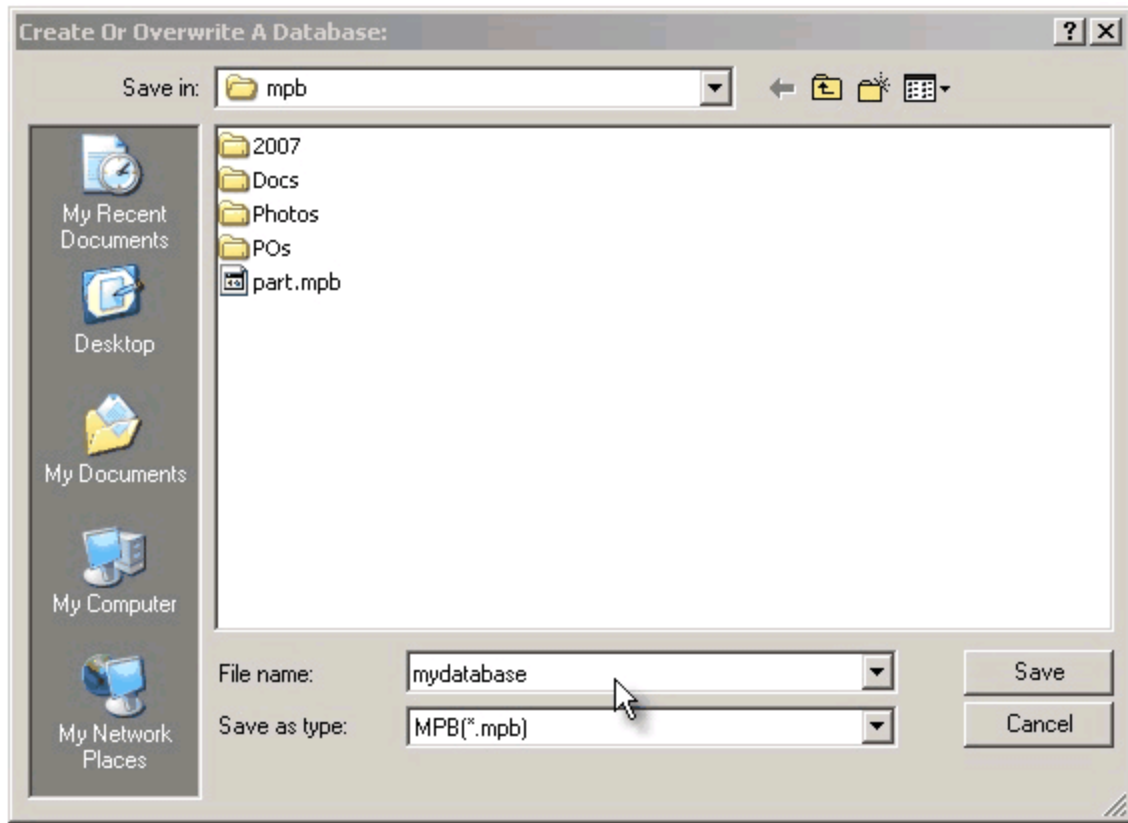
Select New Database from the File Menu (or
Click the Click Here button. (Alt C)



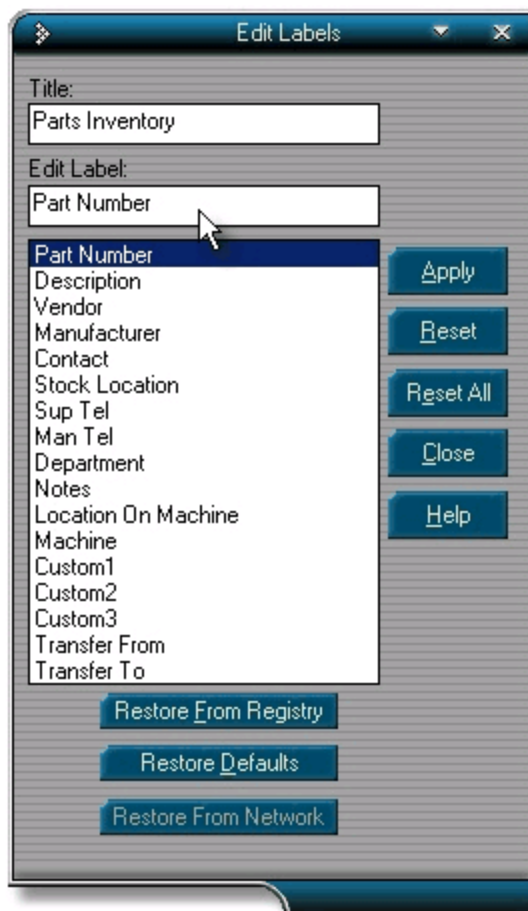
- Check Set Database To Load By Default
- Then click Browse (Alt r)



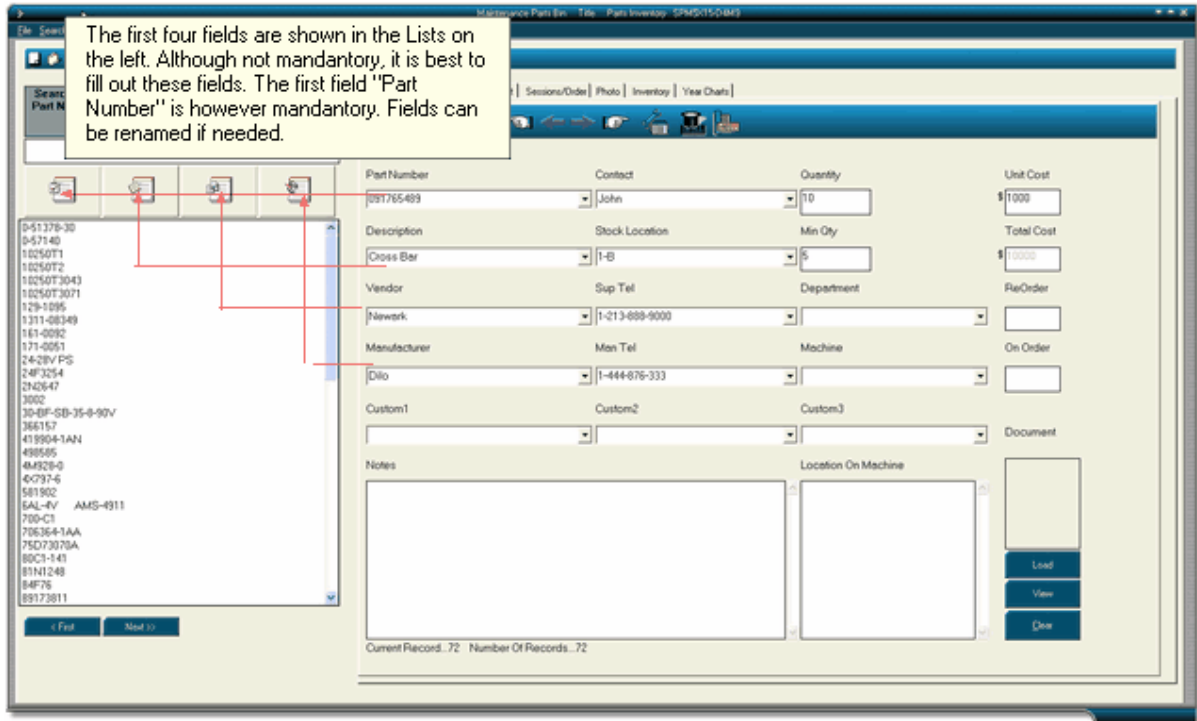
- window. Give the database a name in the File name
- Then click Save
-



A new window will appear giving the option to rename fields, if you do not wish to rename just click Apply (Alt A) to use defaults.
Your database is created and ready to enter records.



3.5 Adding Records



To add a record to a new database that has no records just fill out the data fields click the add new record button in the toolbar(or the Ctrl key on the keyboard).The new record will be added and will also show up in the list on the left.All data fields will clear waiting for another record to be entered. To add records to a database that already has records you must click the curved arrow pointing to the right in the toolbar..

All data fields will clear waiting for another record to be entered.

Home Key = First Record

End Key = Last Record

Page Up Key = Previous Record

Page Down Key = Next Record

Ctrl Key = Clear Form And Add A New Record

Checkin/Checkout tab

Add quantity to database

(Enter Key)

Remove quantity

(Delete Key)

Note: On a newly created database the first record is already empty and cleared , you do not have to clear the form, just fill out data first then click the Clear Form button.

Use the Clear Form Button to clear the form, fill out data fields, then use Clear Form button again to add record to database.



Enter Inventory Tab

Search List
Part Number

Clear Form

Part Number Contact Quantity Unit Cost
Description Stock Location Min Qty Total Cost
Vendor Sup Tel Department ReOrder
Manufacturer Man Tel Machine On Order
Custom1 Custom2 Custom3 Document

Notes Location On Machine

Current Record: 72 Number Of Records: 72

Fill out Data

The screenshot shows the 'Maintenance Parts Bin' software interface. On the left, there is a 'Search List' with a scrollable list of part numbers including 0-51179-30, 0-57140, 10250T1, 10250T2, 10250T3043, 10250T3071, 129-1095, 1311-08349, 161-0092, 171-0051, 24-28V PS, 24F3254, 242647, 3000, 30-8F-SB-35-9-90V, 366157, 419904-1AN, 498585, 4M529-0, 4C937-6, 581902, 6AL-IV, AMS-4911, 700-C1, 706364-1AA, 75D73070A, 80C1-141, 81N1248, 84F76, and 89173811. Below the list are 'First' and 'Next' buttons. The main form area contains the following fields: Part Number (091765499), Contact (John), Quantity (10), Unit Cost (\$1000), Description (Cross Bar), Stock Location (1-B), Min Qty (5), Vendor (Network), Sup Tel (1-213-899-9000), Department (), Manufacturer (Dilo), Man Tel (1-444-876-333), Machine (), Custom1 (), Custom2 (), Custom3 (), Notes (), and Location On Machine (). At the bottom right, there are 'Load', 'View', and 'Clear' buttons. A yellow callout bubble with the text 'Enter Data' points to the Department field. The status bar at the bottom indicates 'Current Record: 72' and 'Number Of Records: 72'.

Clear Form again, data is added to database, form clears for another entry.

This screenshot shows the same software interface as the previous one, but with all form fields cleared. A yellow callout bubble with the text 'Clear Form' points to the 'Clear' button at the bottom right. The status bar at the bottom still indicates 'Current Record: 72' and 'Number Of Records: 72'.

3.6 Keyboard Equivalents

Home Key = First Record
End Key = Last Record
Page Up Key = Previous Record
Page Down Key = Next Record
Ctrl Key = Clear Form And Add A New Record

Checkin/Checkout tab

Add quantity to database
(Enter Key)
Remove quantity
(Delete Key)

3.7 Setting Preferences

MPB gives you the option of choosing the database you want to load by default. it also gives you the option of setting an administrator password to prevent unauthorized personnel from editing field labels, creating or overwriting a database or deleting a database.

To choose your default database select "Preferences" from the "File" menu. From the form that appears choose the browse button. Find the MPB database that you wish to load by default.

Here is where you also can select your [administrator password](#) by checking the checkbox. Two text boxes will appear where you must enter and confirm your password. Once confirmed the boxes will disappear and a "Reset Password" button will appear. You must have the current password to reset or change the password.

See [Setting Security Settings](#)

3.8 ReOrder Qty

When MPB scans for parts to order it normally subtracts the min qty from the quantity on hand to determine how much you need to order. You can also set a reorder quantity different from this by entering the amount in the ReOrder Qty field.

3.9 Setting Up Your Database

Enter all new records from the Enter Inventory tab, set min quantities and unit cost.

Do not enter quantities until all records are entered.

After all records are entered then use

Check Parts In/Out tab to enter quantities

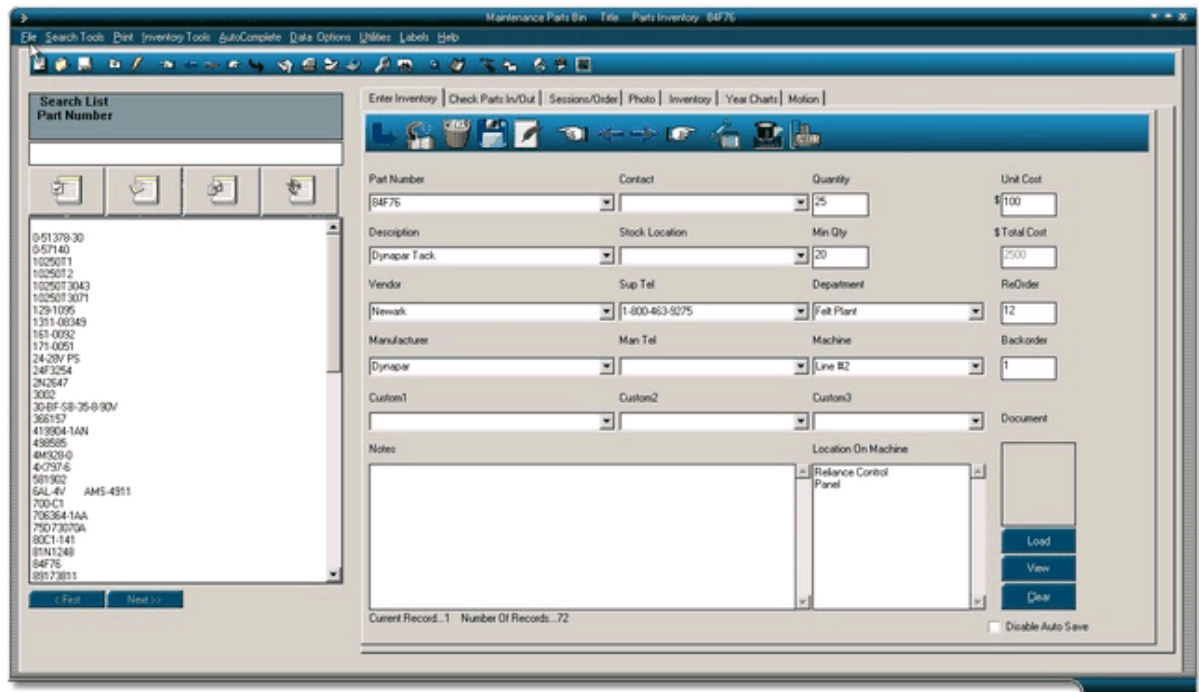
Do this when adding new parts to the database.

You can use Recalculate Inventory totals under the Inventory Tools menu.

This will calculate the inventory total field, once all quantities and unit cost are entered.

Once your inventory is entered into MPB

Just use the Check Parts In/Out tab when you remove or reorder.



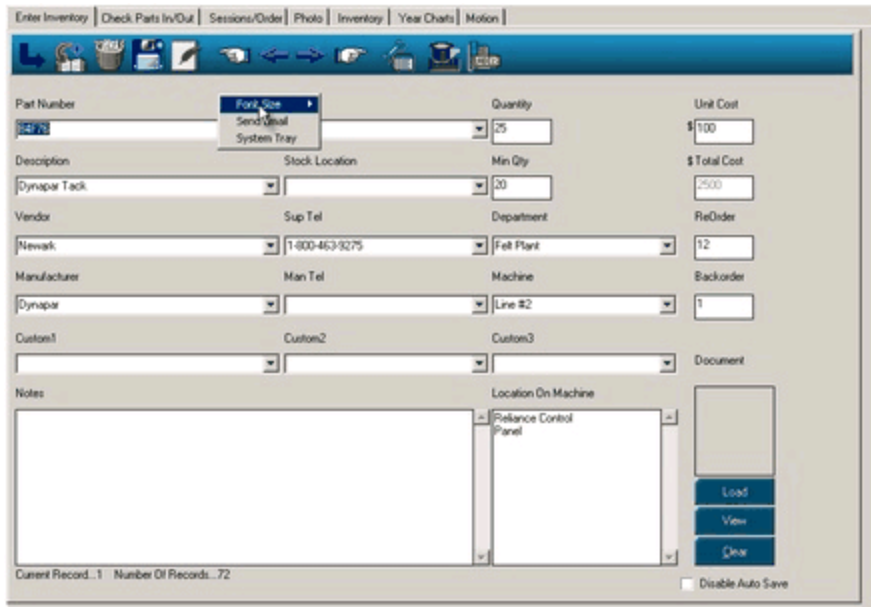
3.10 Opening A Database

To open an existing database choose "Open Database" under the "File" menu. A File dialog box will open. Choose the database you wish to open then click open. (All MPB databases have the extension .mpb). MPB will then open the new database. If there are no records in this database a message box will appear saying "No Records Found" just click ok and start adding your records.

3.11 Saving A Database Under A New Name

You can save an open database under a new name by choosing "Save Database As" under the "File" menu. A dialog box will open, just give the database a new name and click save.

3.12 Changing Font



You can change the Font size of the Field Labels and data fields, also the list, by right clicking your mouse on the Enter Inventory Tab Window.

4 ReOrder Point Calculations

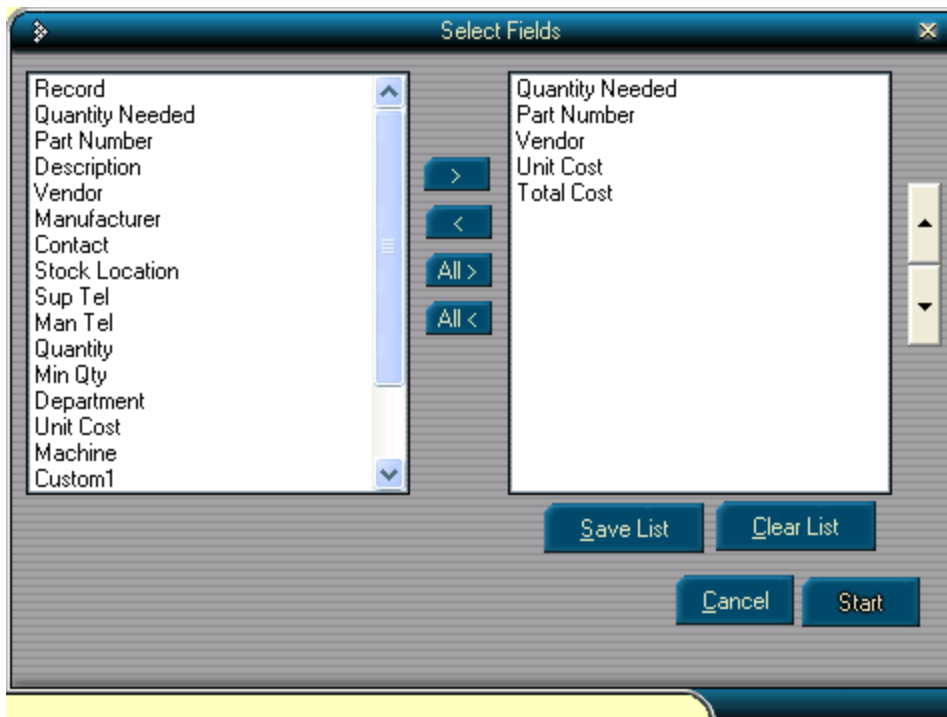
4.1 ReOrder Point Calcs

4.1.1 Examples

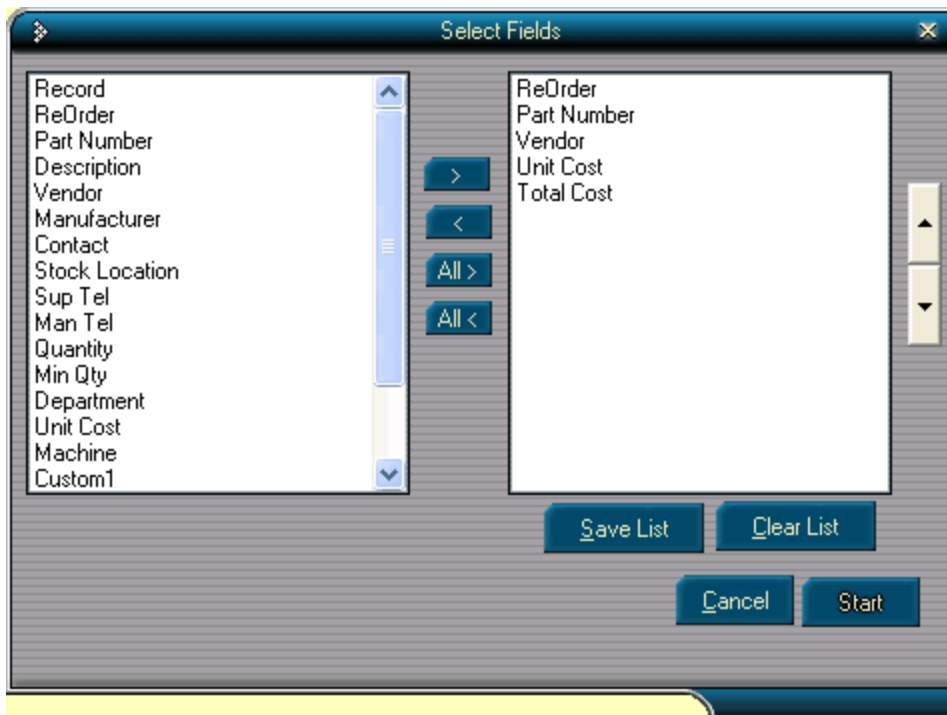
ReOrder Calc Setting = No Action

No Action simply subtracts the Min Qty from the Quantity

Below are the minimum field selections required.



Selecting anything other than No Action will give you an extra field selection named "ReOrder"
Below are the minimum field selections required.



Examples;

Min Qty + ReOrder

Quantity = 1

Min Qty = 10

ReOrder = 100

(10 + 100 = 110)

Quantity - ReOrder

Quantity = 11

Min Qty = 10

ReOrder = 100

(11 - 100 = - 89)

Min Qty - Quantity + ReOrder

Quantity = 11

Min Qty = 10

ReOrder = 100

(10 - 11) + 100 = 99

ReOrder - Quantity

Quantity = 11

Min Qty = 10

ReOrder = 100

(100 - 11 = 89)

ReOrder - Min Qty

Quantity = 11

Min Qty = 10

ReOrder = 100

(100 - 10 = 90)

If Quantity < Reorder Then Min Qty - Quantity

Quantity = 50

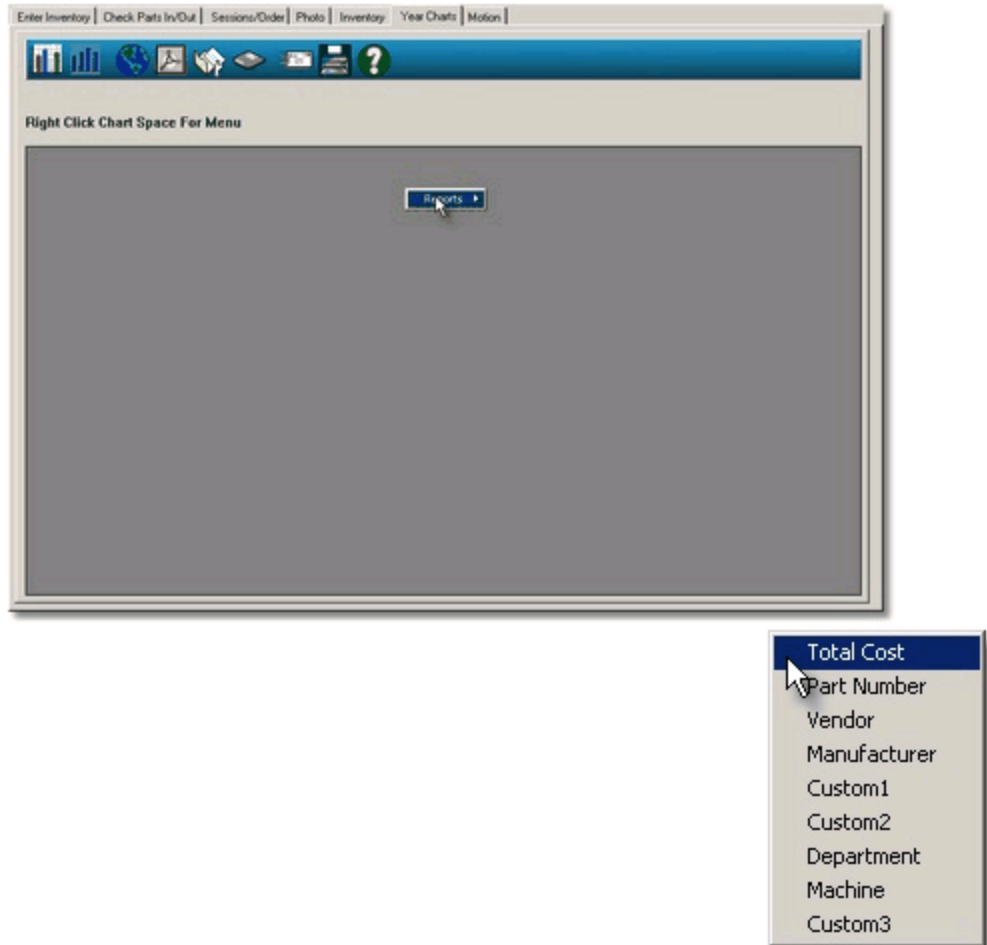
Min Qty = 90

ReOrder = 100

(90 - 50 = 40) Assuming Quantity is less than ReOrder Point.

5 Selective Reports

5.1 Selective Reports



On the Year Chart right click mouse to view more Report Options.

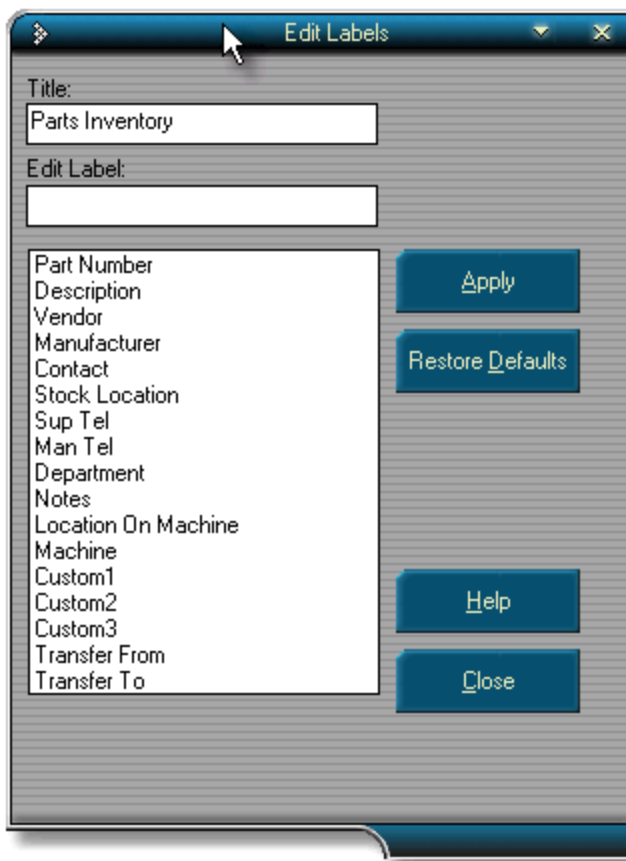
6 Editing Field Labels

6.1 Editing Field Labels

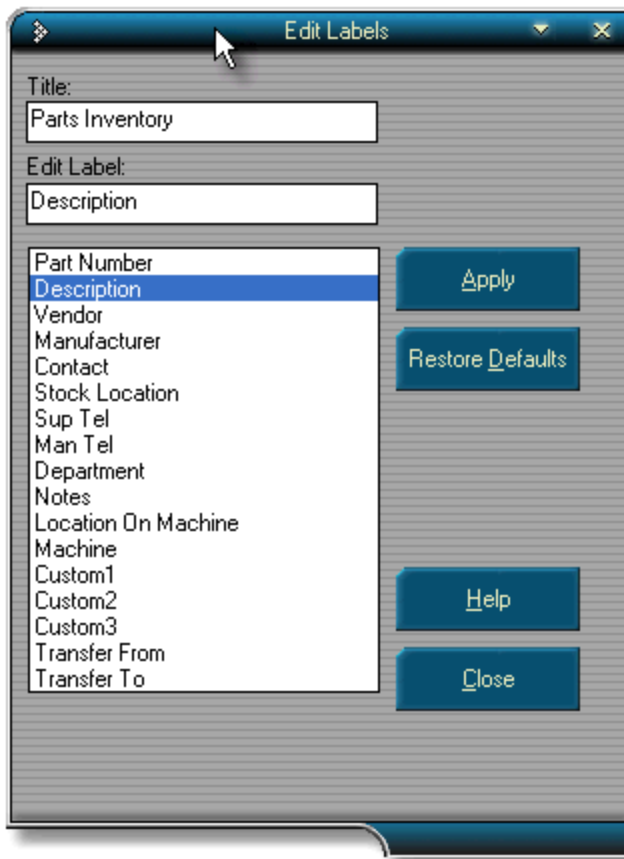
First select the tool button from the Toolbar



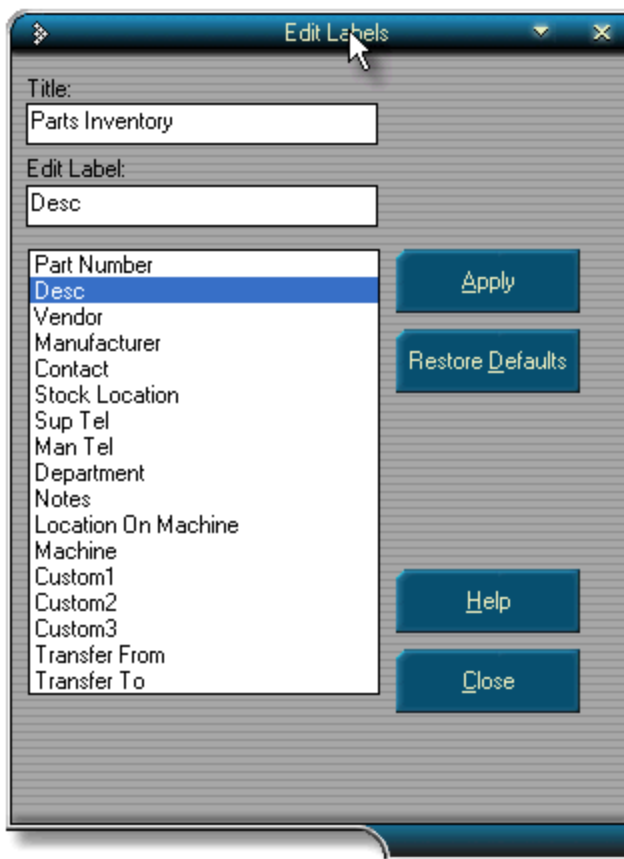
The window below will appear



Select an item from the list as shown below



Type the name of the new label for the selected field in the Edit Label box.



Then click **Apply**

Explanation of buttons:

The title is just a title for your database so that you know what database is open.(not the file name).If you open a database and look at the top title bar in MPB (the very top of the form)you will see the title of the database that is open,such as in the sample database you will see "Maintenance Parts Bin Title....Parts Inventory " after the title you will see the current part number of the record showing.



The other buttons works as follows;

Restore Defaults:

Restores the original labels that were in the sample database

7 Vendor Addresses

7.1 Vendor Addresses

Add addresses to Vendor Address Book



Icons Left To Right

- 1.Add New Vendor
- 2.Delete Current Vendor
- 3.Edit Current Vendor
4. Export Current Vendor To Excel
- 5.Print Current Vendor
- 6.Help
- 7.Exit Address Book

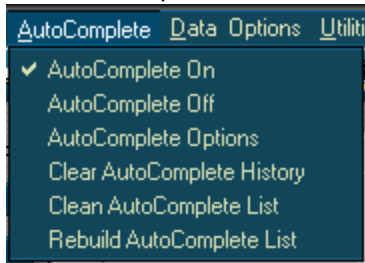


Form To Add Vendor

8 AutoComplete

8.1 AutoComplete

MPB Contains 13 fields you can optionally set for Auto Complete. Type the first letter and the first word in the autofill list will appear type another and the second letter of the word is matched. Much like AutoComplete in Internet Explorer.



Clear AutoComplete History = Deletes all AutoComplete History

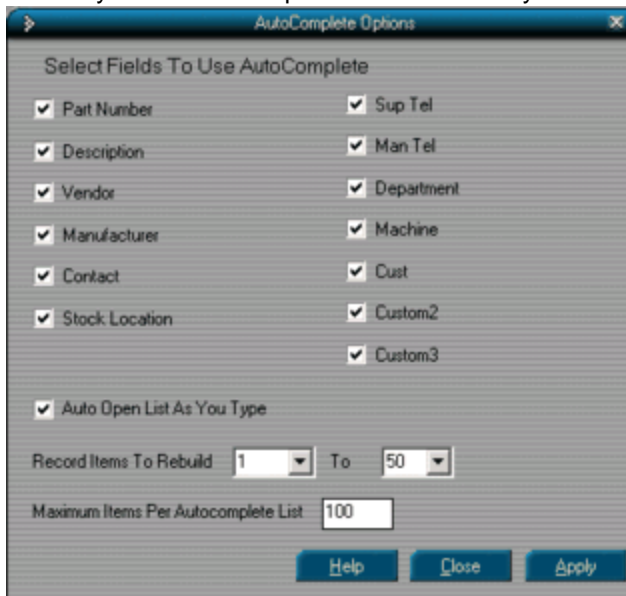
Although MPB prevents adding empty data or duplicates to the AutoComplete list

Clean AutoComplete List was added for extra precaution = Removes any empty data from the list

Rebuild AutoComplete List will rebuild the amount of records set under the AutoComplete Options.

First select the fields you wish to use AutoComplete by selecting AutoComplete Options from the AutoComplete Menu. Then select AutoComplete On or Off.

You may turn AutoComplete On or Off at any time.



Auto Open while you type opens the list of AutoComplete items as you type to give you the option of scrolling down and selecting an item by using the arrow keys and enter key on the keyboard.

Maximum items per AutoComplete list is the maximum amount of items to store in the list.

As you add items the top item will be removed if the item count is higher than this amount.

Over 100 items is not recommended for performance reasons.

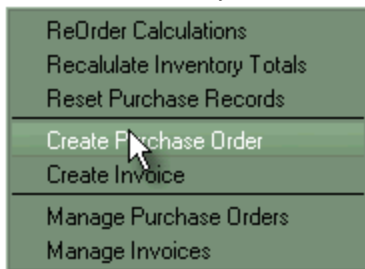
9 How To Create A Purchase Order

9.1 Step One

Under the utilities menu select Set Company Info and make sure your company information is entered.

Next

Select the Inventory Tools Menu, then select Create Purchase Order/Invoice.



Select PO #

Enter a starting PO# in the Invoice field. This is a starting number and separate from the Invoice# which is auto saved, thereafter you can use AutoGen to generate the next number. Enter Shipping Cost and Sales Tax. The Selection boxes for Bill To: and Ship To: can be selected and changed.

Select Set Focus beside Bill To: then click the <Vendors button.

Drag Form Area

To Add Logo and Addresses use Utilities Menu on Main Form "Set Company Info" and "Address Book"

PO #: 1111 Auto Gen

UPS Ground Add

Print Options

- Portrait
- Landscape

Create

Close

Minimize

F.O.B: Sales Tax %: Shipping Cost:

7.75 0

Set Focus To TextBox Then Click <Address and Select.

<Address >Address

Bill To: Set Focus Ship To: Set Focus

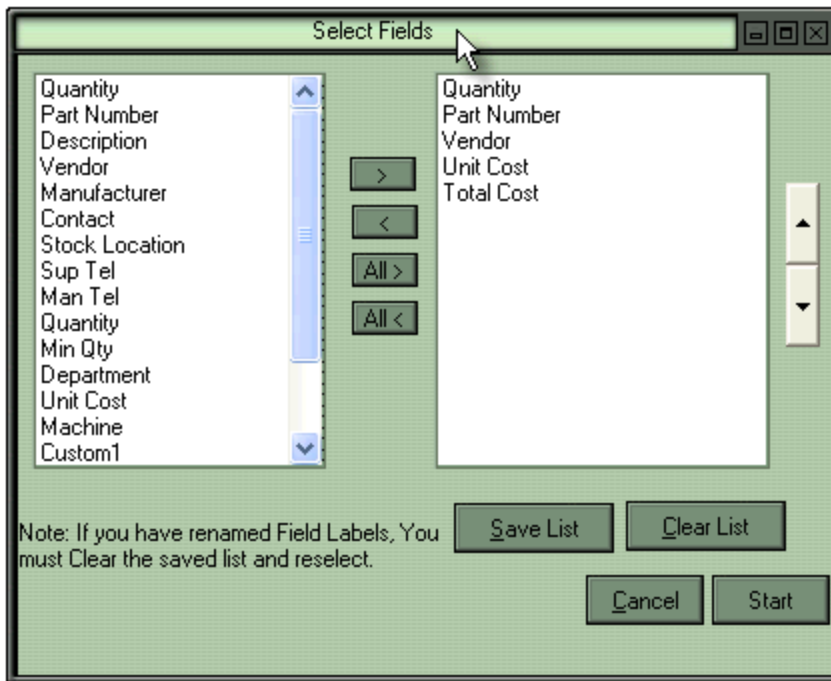
Parts To Order Empty PO

<Parts List >Parts List

Do the same for the Ship To field.

Then select the Parts To Order button.

Select the fields to use in your PO (Quantity Needed, Unit Cost and Total Cost are mandatory.)
Then click Start.



Edit Purchase Order

Drag Form Area

PO #: 1112

UPS Ground

F.O.B: Sales Tax %: 7.75 Shipping Cost:

Set Focus To TextBox Then Click <Address and Select.

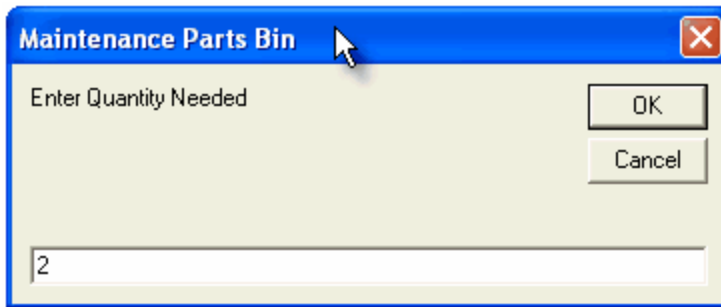
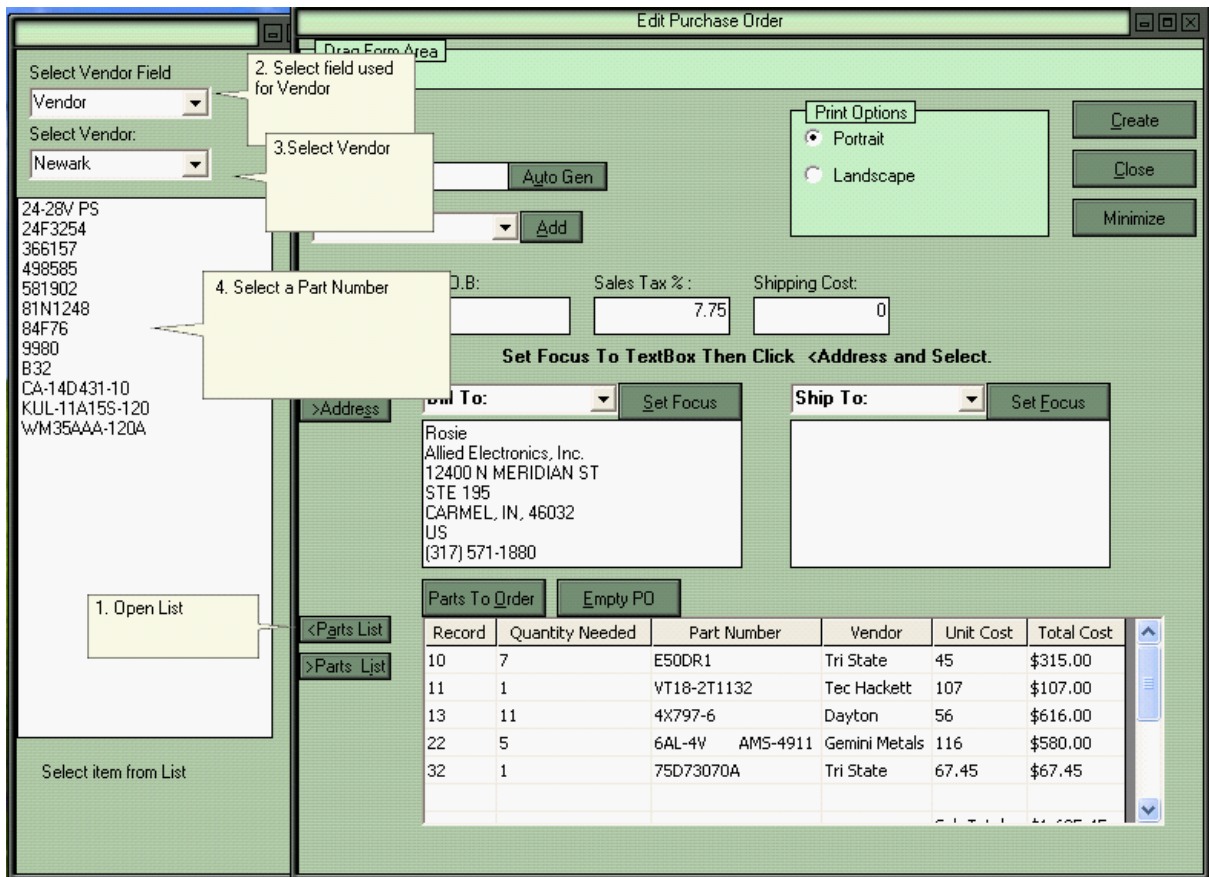
Portrait Landscape

Rosie
Allied Electronics, Inc.
12400 N MERIDIAN ST
STE 195
CARMEL, IN, 46032
US
(317) 571-1880

Record	Quantity Needed	Part Number	Vendor	Unit Cost	Total Cost
10	7	E50DR1	Tri State	45	\$315.00
11	1	VT18-2T1132	Tec Hackett	107	\$107.00
13	11	4X797-6	Dayton	56	\$616.00
22	5	6AL-4V AMS-4911	Gemini Metals	116	\$580.00
32	1	75D73070A	Tri State	67.45	\$67.45

9.2 Step Two

You can add more parts to the PO by selecting the <Parts List button.



New item is added to PO

Right click with your mouse on a vendor and select Filter Selected.

Edit Purchase Order

Drag Form Area

PO #:

F.O.B: Sales Tax % : Shipping Cost:

Set Focus To TextBox Then Click <Address and Select.

Rosie
 Allied Electronics, Inc.
 12400 N MERIDIAN ST
 STE 195
 CARMEL, IN, 46032
 US
 (317) 571-1880

Record	Quantity Needed	Part Number	Vendor	Unit Cost	Total Cost
12	2	T101	Tri State	\$100.00	\$200.00
10	7	E50DR1	Tri St		
11	1	VT18-2T1132	Tec H		
13	11	4X797-6	Dayton	56	\$616.00
22	5	6AL-4V AMS-4911	Gemini Metals	116	\$580.00
32	1	75D73070A	Tri State	67.45	\$67.45

Portrait
 Landscape

Only the selected vendor will show,

PO #: 1112 Auto Gen

UPS Ground Add

Print Options
 Portrait
 Landscape

Create
 Close
 Minimize

F.O.B: Sales Tax %: Shipping Cost:
 7.75 0

Set Focus To TextBox Then Click <Address and Select.

<Address >Address

Bill To: Set Focus Ship To: Set Focus

Rosie
 Allied Electronics, Inc.
 12400 N MERIDIAN ST
 STE 195
 CARMEL, IN, 46032
 US
 (317) 571-1880

Parts To Order Empty PO

Record	Quantity Needed	Part Number	Vendor	Unit Cost	Total Cost
12	2	T101	Tri State	\$100.00	\$200.00
10	7	E50DR1	Tri State	45	\$315.00
32	1	75D73070A	Tri State	67.45	\$67.45
				Sub Total	\$582.45
				Shipping	\$0.00

<Parts List >Parts List

[Step One](#)
[Step Three](#)

9.3 Step Three

Next right click again and select Create PO

When you create PO, the PO is auto saved to the PO folder. To view select Manage Purchase Orders from Inventory Menu.

All items on PO are auto marked as items ON Order.

You will also see a print preview of the PO.

Edit Purchase Order

Drag Form Area

PO #:

F.O.B: Sales Tax %: Shipping Cost:

Print Options

Portrait

Landscape

Set Focus To TextBox Then Click <Address and Select.

Rosie
Allied Electronics, Inc.
12400 N MERIDIAN ST
STE 195
CARMEL, IN, 46032
US
(317) 571-1880

Paul
Newark
50 E. 91st Street Suite 213
Indianapolis, IN, 46240
US
800-263-9275
(317) 844-0165

Record	Quantity Needed	Part Number	Vendor	Unit Cost	Total Cost
12	2	T101	Tri State	\$100.00	\$200.00
10	7	E50DR1	Tri State	45	\$315.00
32	1	75D73070A	Tri State	67.45	\$67.45
Sub Total					\$582.45
Shipping					\$0.00

Items On Order

Enter Inventory | Check Parts In/Out | Sessions/Order | Photo | Inventory | Year Charts

⏪ ⏩ 📄 📝 📷 ⏪ ⏩ 📄 📝 📷

Part Number	Contact	Quantity	Unit Cost
84F76		2	\$ 100
Description	Stock Location	Min Qty	Total Cost
Dynapar Tack		20	\$ 200
Vendor	Sup Tel	Department	ReOrder
Newark	1-800-463-9275	Felt Plant	0
Manufacturer	Man Tel		On Order
Dynapar			18
Custom1	Custom2		Document
Notes	Location On Machine		
	Reliance Control Panel		

Current Record...1 Number Of Records...71

Load
View
Clear

Items on order will show here on the Enter Inventory tab.

Enter Inventory | Check Parts In/Out | Sessions/Order | Photo | Inventory | Year Charts

Part Number: 84F76
 Unit Cost: 100
 Units: 0
 On Order: 18
 Current Total: 200
 Stock Location: []
 Add Inventory

Also here when checking in parts. As you check in received parts the On Order items will reflect the change.

Part Number: 84F76
 Removal Date: 11/ 2 /2009
 Unit Cost: 100
 Units: 0
 Transfer To: []
 Last Entry Removed: []
 Current Qty: 2
 Current Total: 200
 Description: Dynapar Tack
 Vendor: Newark
 Stock Location: []
 Remove Inventory

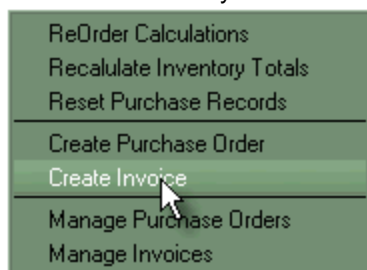
10 How To Create An Invoice

10.1 Step One

.Under the utilities menu select Set Company Info and make sure your company information is entered.

Next

Select the Inventory Tools Menu, then select Create Purchase Order/Invoice.



Select Invoice

Enter a starting Invoice# in the Invoice field. This is a starting number and separate from the PO# which is auto saved, thereafter you can use AutoGen to generate the next number. Enter Shipping Cost and Sales Tax. The Selection boxes for Bill To: and Ship To: can be selected and changed. Select Set Focus beside Bill To: then click the <Vendors button.

The screenshot shows the 'Edit Invoice' window with the following elements and callouts:

- Callout 1:** Points to the 'Invoice #' field containing '1006'.
- Callout 2:** Points to the 'Bill To:' dropdown menu.
- Callout 3:** Points to the 'Address Book' list on the left sidebar.
- Callout 4:** Points to the 'Allied Electronics, Inc.' entry in the 'Address Book' list.

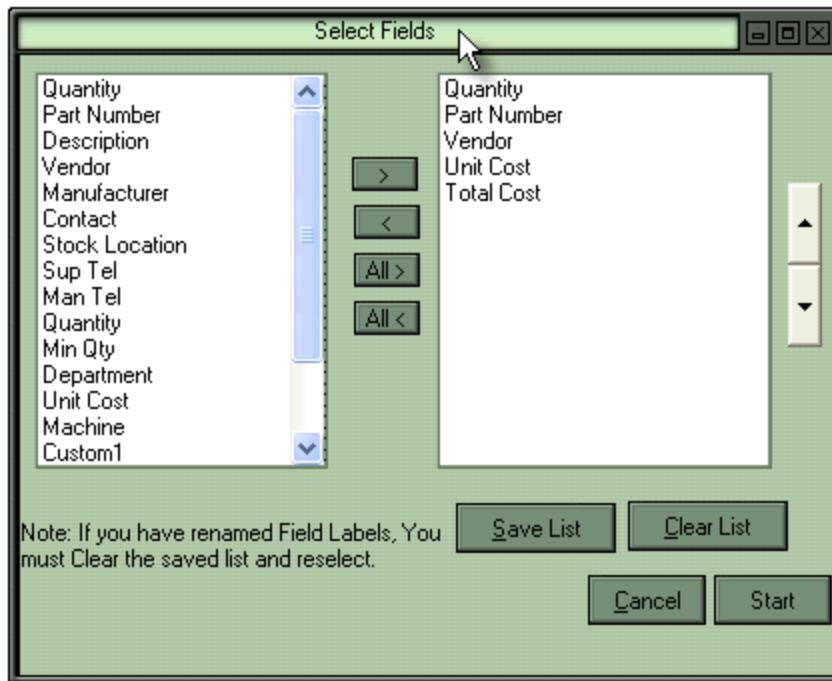
The form fields include:

- Invoice #: 1006
- Auto []
- Invoice Number
- Print Options: Portrait (selected), Landscape, Remove From Stock (checked)
- Buttons: Create, Close, Minimize
- F.O.B.: []
- Sales Tax %: 7.75
- Shipping Cost: 0
- Customer Order #: []
- Profit Margin %: 0
- Profit Margin based on formula = Cost / (1-Margin Percentage)
- Buttons: <Address, >Address, Set Focus, Bill To: [], Set Focus, [], Set Focus
- Address field: Rosie, Allied Electronics, Inc., 12400 N MERIDIAN ST, STE 195, CARMEL, IN, 46032, US, (317) 571-1880
- Buttons: <Parts List, >Parts List

Do the same for the Ship To field.

Then select the Invoice button.

Select the fields to use in your Invoice (Quantity Needed, Unit Cost and Total Cost are mandatory.)
Then click Start.



10.2 Step Two

The grid will load with empty rows. These rows are necessary.

Edit Invoice

Drag Form Area

Invoice #:

F.O.B: Sales Tax %: Shipping Cost: Customer Order #: Profit Margin %:

Set Focus To TextBox Then Click <Address and Select.

Portrait

Landscape

Remove From Stock

Profit Margin based on formula = Cost / (1-Margin Percentage)

Bill To:

Rosie
Allied Electronics, Inc.
12400 N MERIDIAN ST
STE 195
CARMEL, IN, 46032
US
(317) 571-1880

Ship To:

Invoice

Record	Quantity	Part Number	Vendor	Unit Cost	Total Cost

Select a Part Number, enter a Quantity and each item will be added to the invoice.

1. Select Vendor Field

2. Select Vendor

3. Select Part Number

Profit Margin based on formula = Cost / (1-Margin Percentage)

Record	Quantity	Part Number	Vendor	Unit Cost	Total Cost
25	2	24-28V PS	Newark	\$89.00	\$178.00
Sub Total					\$178.00
Shipping					\$0.00
Sales Tax					\$13.80
Total Order					\$191.80

Checking Remove From Stock, removes the items from inventory when the invoice created. When satisfied click Create, the invoice will be saved to the invoice folder and can be viewed by selecting Manage Invoices from the Inventory Menu.

11 Checkin/Out

11.1 Checkin/Out

The screenshot shows a software window with a menu bar at the top containing: Enter Inventory, Check Parts In/Out, Sessions/Orders, Photo, Inventory, Year Charts, Motion. Below the menu bar are two main form panels.

Top Panel (Add Inventory):

- Part Number: 0-51379-30
- Entry Date: 3 / 4 / 2007
- Unit Cost: 100
- Units: 1
- Transfer From: [Empty]
- Backorder: [Empty]
- Last Entry Added: 0
- Current Qty: 1
- Current Total: 100
- Description: Relance SCR Gate Bnd
- Vendor: Relance
- Stock Location: 3C
- Button: Add Inventory

Bottom Panel (Remove Inventory):

- Part Number: 0-51379-30
- Removal Date: 3 / 4 / 2007
- Unit Cost: 100
- Units: 1
- Transfer To: [Empty]
- Last Entry Removed: 0
- Current Qty: 1
- Current Total: 100
- Description: Relance SCR Gate Bnd
- Vendor: Relance
- Stock Location: 3C
- Buttons: Batch Scan, Single Scan
- Button: Remove Inventory

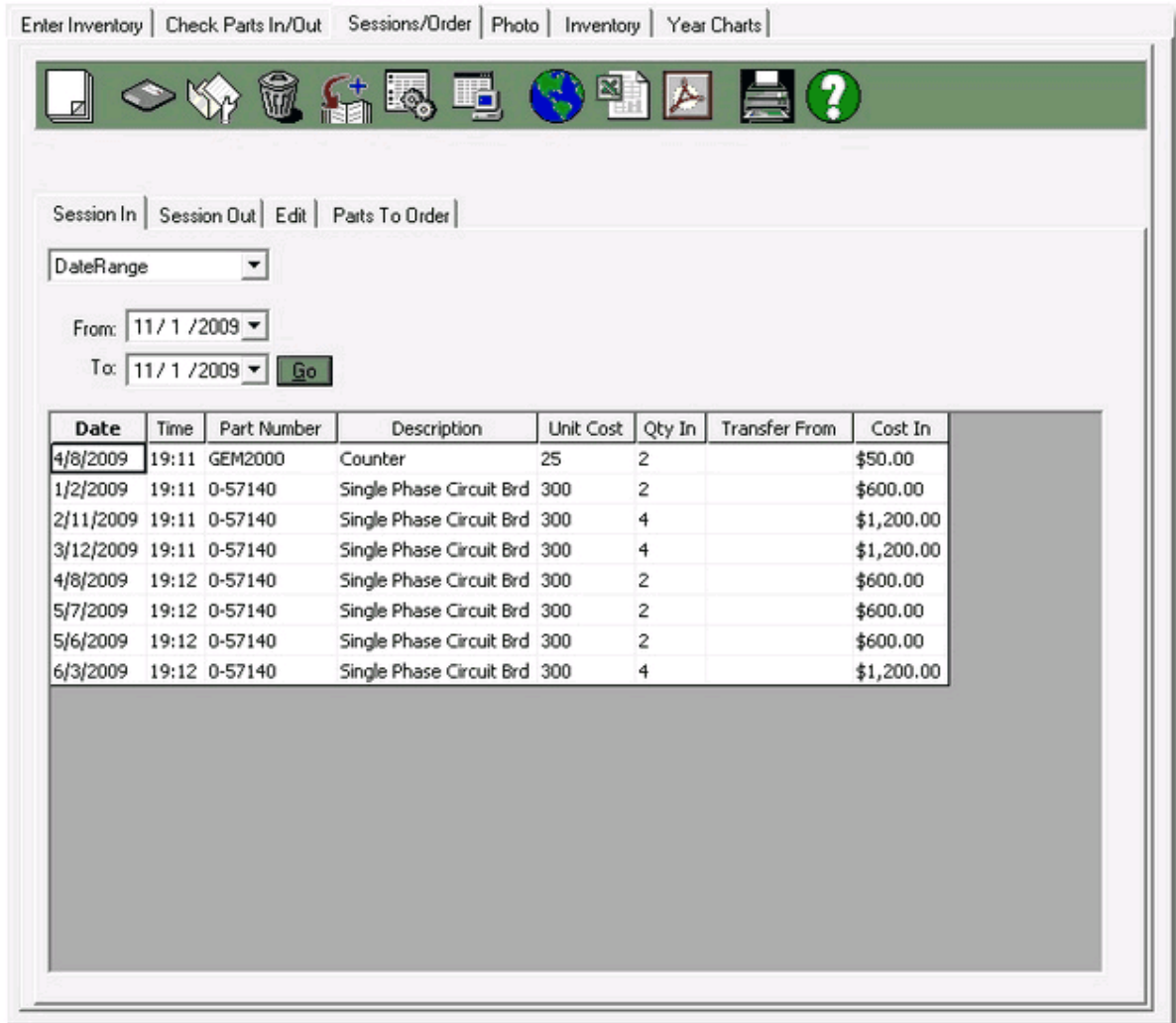
To check parts in simply find the part (you can select from the list on the right or search)
 Select a Date (The current date is already selected)
 Type in the Unit Cost, select the number of parts you are adding.
 Then Commit To Inventory.
 Checking out parts is the same

Keyboard Equivalents

Add quantity to database
 (Enter Key)
 Remove quantity
 (Delete Key)

12 Sessions/Reports

12.1 Sessions



The screenshot shows the 'Sessions/Reports' tab in a software application. At the top, there are navigation tabs: 'Enter Inventory', 'Check Parts In/Out', 'Sessions/Order', 'Photo', 'Inventory', and 'Year Charts'. Below these is a toolbar with various icons including a folder, a trash can, a plus sign, a gear, a globe, a document, a printer, and a question mark. The main area contains a sub-menu with 'Session In', 'Session Out', 'Edit', and 'Parts To Order'. Below the sub-menu is a 'DateRange' dropdown menu. Underneath, there are 'From:' and 'To:' date pickers, both set to '11 / 1 / 2009', and a 'Go' button. The central part of the interface is a table with the following data:

Date	Time	Part Number	Description	Unit Cost	Qty In	Transfer From	Cost In
4/8/2009	19:11	GEM2000	Counter	25	2		\$50.00
1/2/2009	19:11	0-57140	Single Phase Circuit Brd	300	2		\$600.00
2/11/2009	19:11	0-57140	Single Phase Circuit Brd	300	4		\$1,200.00
3/12/2009	19:11	0-57140	Single Phase Circuit Brd	300	4		\$1,200.00
4/8/2009	19:12	0-57140	Single Phase Circuit Brd	300	2		\$600.00
5/7/2009	19:12	0-57140	Single Phase Circuit Brd	300	2		\$600.00
5/6/2009	19:12	0-57140	Single Phase Circuit Brd	300	2		\$600.00
6/3/2009	19:12	0-57140	Single Phase Circuit Brd	300	4		\$1,200.00

Start a new session and name fields to use.



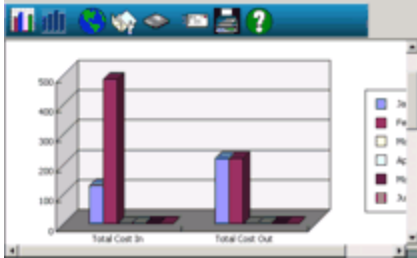
The session section of the Sessions/Reports tab allows you to save an inventory session. Save an inventory session or open a session that has been saved, you can also open a saved session and add to it.


What is a session?


Each time you add or remove parts under the Check In/Out tab the information is loaded to the grid for viewing. This is an inventory session.


13 MPB Chart

13.1 Using The MPB Chart





Clicking the first graph icon  loads the cost chart for the current year

Clicking the world icon  exports the chart to html and opens it in your web browser

The second bar icon  loads a chart for the current item cost

Use the folder icon  to load a saved chart

The disk icon  saves the current year chart to the year folder

The print icon  prints the chart or loads it to print preview for a view of the full chart.

14 Networking MPB

14.1 Using MPB on a Network

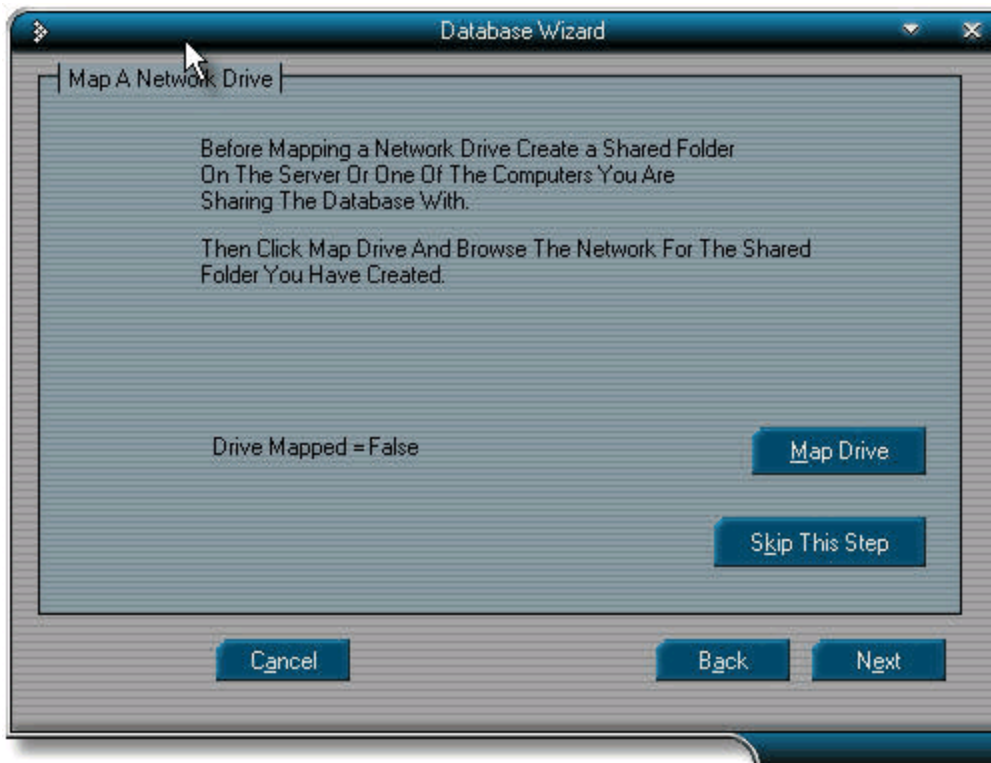
Your Network Administrator may have to set up a shared folder on the computer or server you are connecting to.

Copy the database you wish to share to that folder and set up user rights to access this folder.

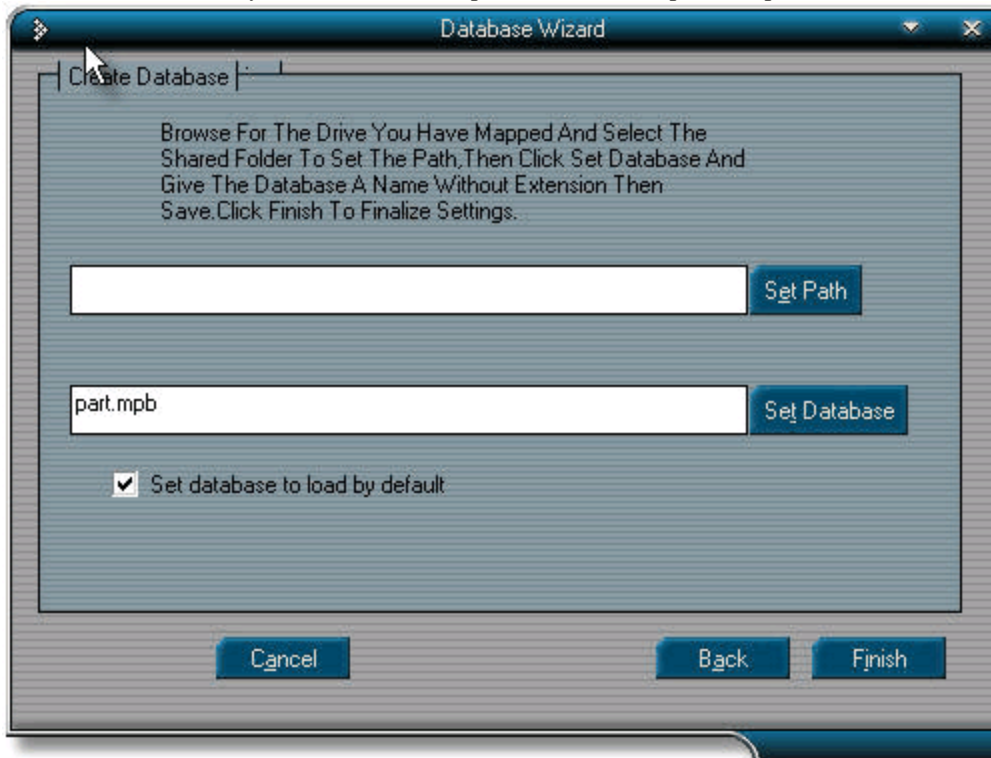
MPB should be installed on each computer.

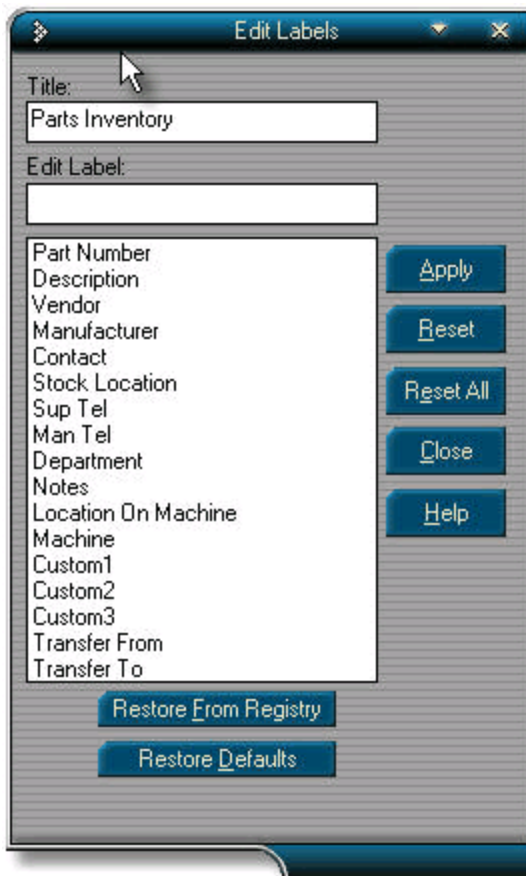
The following should be done on each computer sharing the database.

Under the Networks Menu Select Network Wizard.



If you need to map a drive select the map drive button and browse for the shared folder. If you don't need to map a drive select skip this step

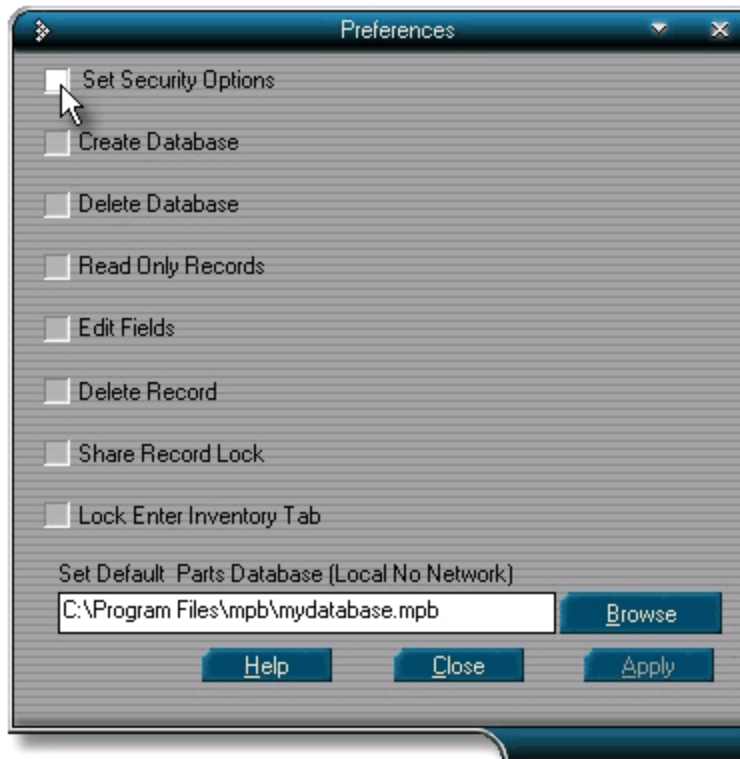




Rename Field Names to suit your needs. This only needs to be done on one computer. The first time MPB creates a file in the shared folder for the other computers to share Field Names. The window will appear as you set the path on each computer, but after the first just click close

15 Security Settings

15.1 Setting Security Settings



Check Set Security Options

You will see a place to set a password. Before setting a password select the features you wish to protect. After selecting and setting a password click Apply.

Create Database Prevents anyone from creating a database without the password.

Delete Database Prevents anyone from deleting a database without the password.

Read Only Records Allows user to browse records, but cannot make changes.

Edit Fields Prevents anyone from changing field labels without the password.

Delete Record Prevents anyone from deleting a record without the password.

Share Record Lock Only used on networks where two or more users are sharing the same database. Prevents two or more users from saving the same record at the same time.

Set Default Database

MPB gives you the option of choosing the database you want to load by default.

It also gives you the option of setting an administrator password to prevent unauthorized personnel from editing field labels, creating or overwriting a database or deleting a database.

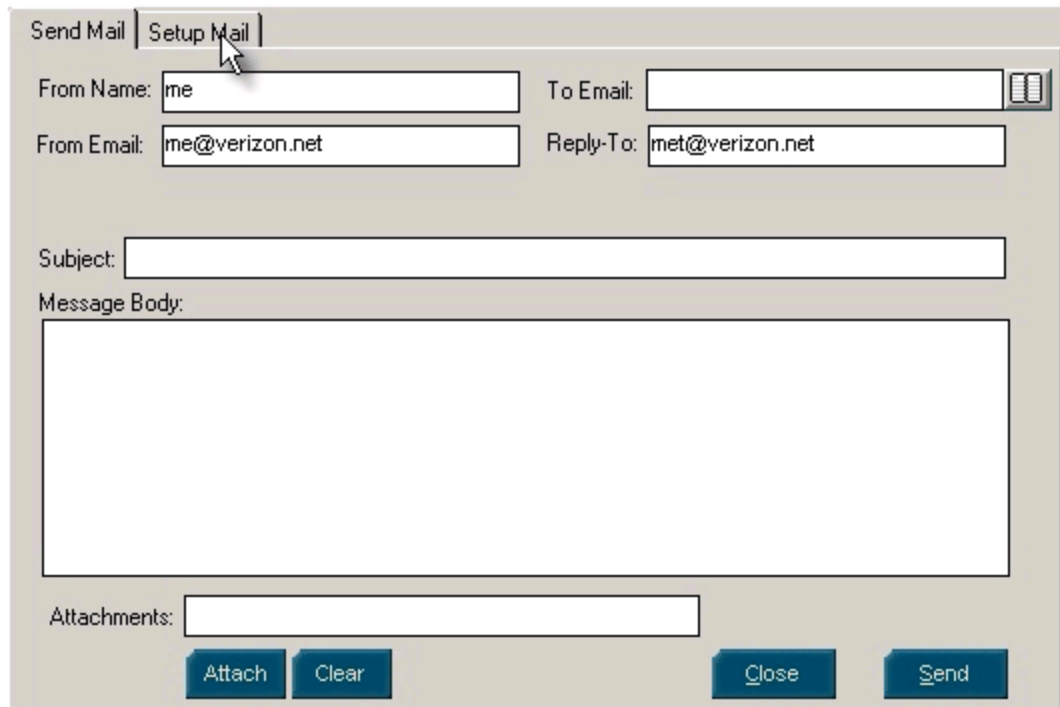
To choose your default database select "Preferences" from the "File" menu.

From the form that appears choose the browse button. Find the MPB database that you wish to load by default. Once loaded this setting is auto saved.

16 Using Email

16.1 Setting Up Email

Open email window and select the Setup Email tab.



The screenshot shows a window titled "Send Mail" with a "Setup Mail" tab selected. The window contains several input fields and buttons:

- From Name:** me
- To Email:** [Empty field]
- From Email:** me@verizon.net
- Reply-To:** met@verizon.net
- Subject:** [Empty field]
- Message Body:** [Large empty text area]
- Attachments:** [Empty field]
- Buttons:** Attach, Clear, Close, Send

Send Mail Setup Mail

From Name:
me

From Email:
nt.hunt@verizon.net

Organization:

Request Receipt

Backup Server information

SMTP Server: outgoing.mail.net

SMTP Port: 25

If SMTP needs authorization:

Login: me

Password: *****

Save Settings

In the From Name field just type your name
In the From Email field type your email address
To use Direct Mail That's it! MPB will act as a server to send mail
so you don't need an smtp server or user name and password.
Your server info is set as a backup in case the Direct Mail fails.
After entering all info click Save Settings

16.2 Sending Mail

Send Mail Setup Mail

From Name: John Doe To Email:

From Email: jdoe@somewhere.com Reply To: jdoe@somewhere.com

Priority: Normal Type: TEXT

Subject:

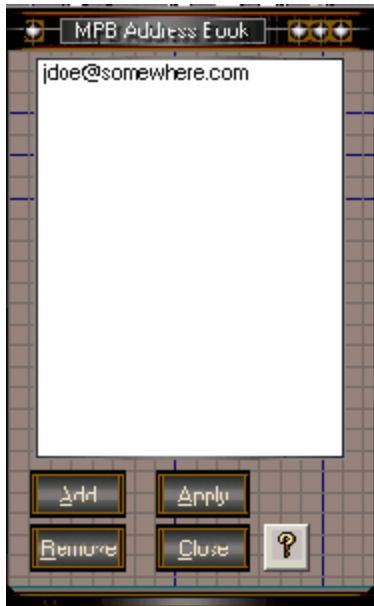
Message Body:

Attachments:

Cancel OK Paste Paste

To send mail just enter your message or attach your files
and use it like any other mail program.
You can also load an address from the Address Book
next to the To Email Field.

16.3 Email Address Book

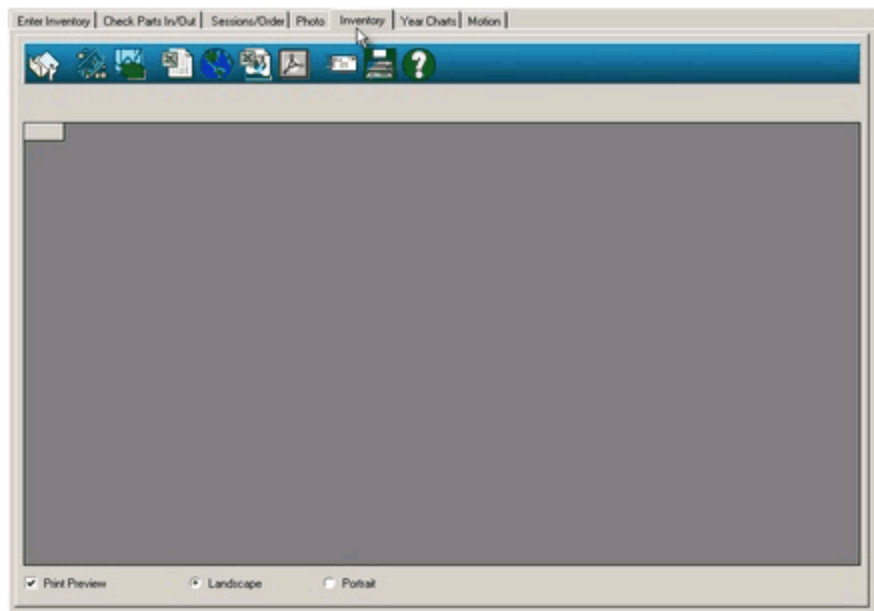



(Not Available In Standard Version)

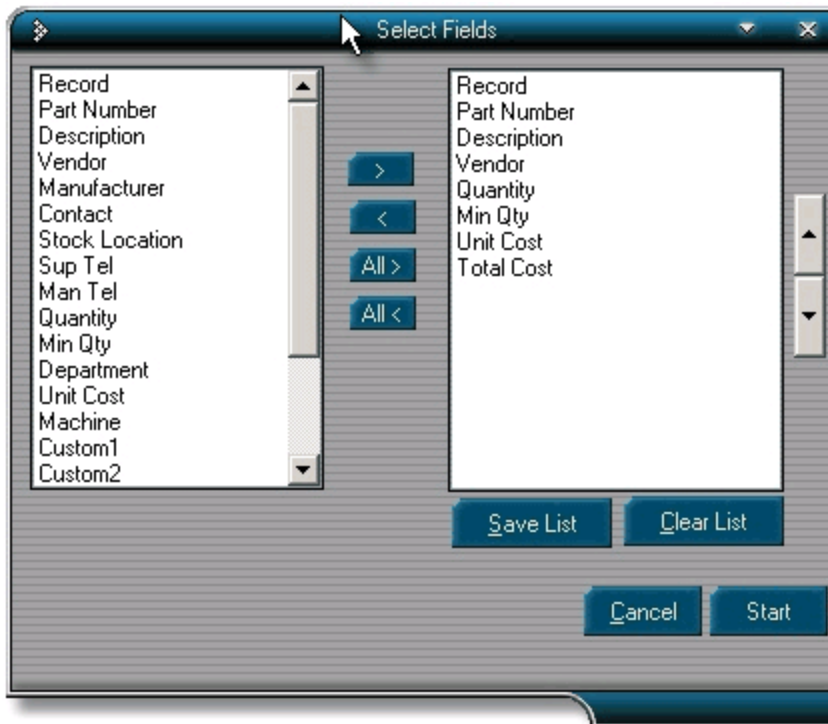
To add a new address to the address book click Add
To select an address to send to select the address
on the left and click the To arrow to move it to the right.
You may only send to one recipient at a time.
Click Apply and the address you have selected will
appear on the send form.

17 Using The Grid

17.1 Loading The Parts List



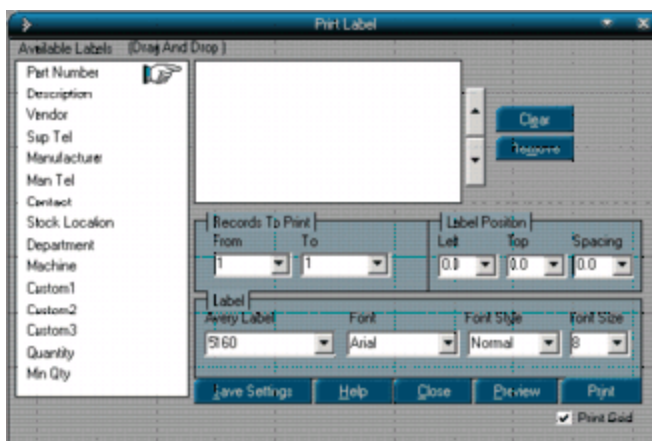
1. Load the Part List by clicking the folder  on the Inventory Tab
2. Then select the fields you want to load (you may multiselect)



After select fields and moving them to the list on the right select start

18 Printing Bin Labels

18.1 Printing Labels

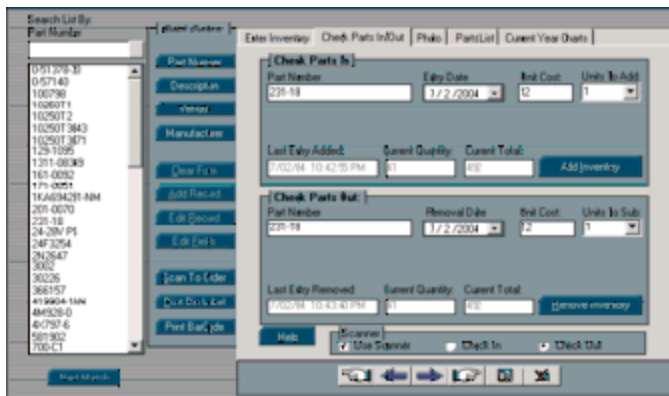


To print a label drag the fields you want from the list on the left by holding the left mouse button down as you drag and drop them in the label field.

After dragging as many as you need you may align them by using the Label Position tools and the Preview button. You can select a line and move it up or down with the arrows. Select the Avery label you want to use,Font Size etc.. After everything is set click the Preview button to view your label before printing. If you want to print more than one label choose the records you wish to print under Records To Print. You can save your settings for future use.

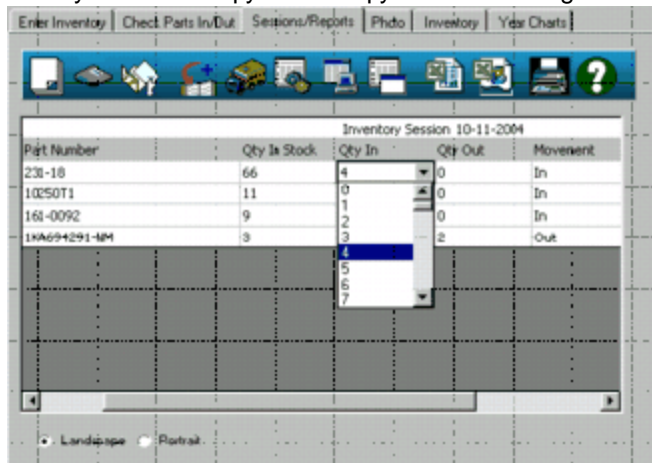
19 Scanning Barcodes

19.1 How To Scan Barcodes



To subtract or add items to inventory with a barcode scanner select the number units to add or subtract(this amount will be added or subtracted with each scan.) Select the use scanner checkbox and the option button as to whether you are checking parts in or out.The focus will move to the search field over the list on the left.If not click the button beside the search box.Scan a barcode from a part in the list mpb will find the record and subtract or add the amount. MPB has been tested with the Zebex Z-3080 with keyboard wedge. Note: When the use scanner option is selected you cannot type in the search box to search,it will not work unless you uncheck this option. To manually check parts in simply find the part (you can select from the list on the right or search) Select a Date (The current date is already selected) Type in the Unit Cost,select the number of parts you are adding. Then Commit To Inventory. Checking out parts is the same
Keyboard Equivalents
Add quantity to database
(Enter Key)
Remove quantity
(Delete Key)

You can also select the search button and scan.
This will load all parts you scan to the session grid.No quantities are changed.
Then you can add qtys in and qtys out from the grid.



20 Printing Barcode Labels

20.1 Printing Barcodes



Select Barcode Properties to select a barcode type and other options.
Under BarCode Field Select the field you wish to use as a barcode.
If you select a field that contains illegal entries for the Bar Code Type selected you will get a label containing the error.
If you get an error select the barcode properties to change the barcode type until the error clears then try again. When you have the correct type the barcode will appear similar as shown and the barcode text will appear at the bottom in red.

The top text is the text that appears at the top of the barcode label.
 Select the field to use for the Top Text,you will see the actual text at the bottom in red.
 Same for Bottom Text.

Barcode Properties;

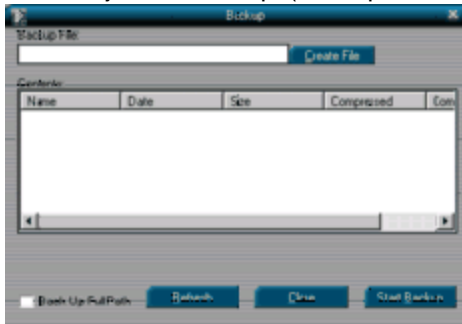
Quiet Zone is the area around the label that has no barcode.
 Char Check= Some Barcodes require certain character checks to scan.
 Border= a border around the barcode.

Select the label you wish to print to.
 The width of the label you have selected will appear beside the label width box.
 Also the height of the avery label,number of rows and columns to a sheet.
 These settings can only be changed by selecting a different label.
 The margins and pitch are the position of the barcode on the label,
 these can be directly edited to position the barcode where you want it.
 When you print if the label is not big enough for the barcode mpb will ask you to correct
 it before printing.
 Save = save your settings

21 Backing Up

21.1 BackUp Records

It's always a good idea to keep backups of important records.To do this create a directory on your
 hardrive just for backups(or a zip drive will do).Choose "Backup Records " from the "File" menu.



Mpb stores all the databases,photos and charts in the program directory
 in one backup file.

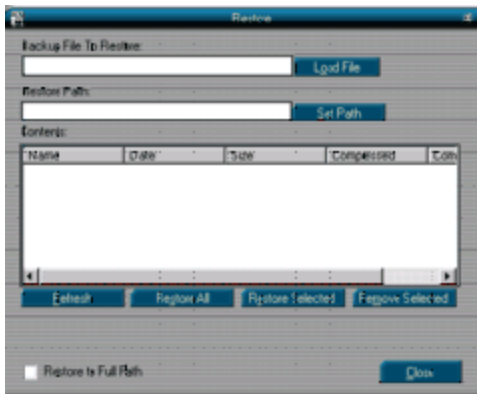
Select the create file button and give it a name.

You may use the Backup full path option to save the path info in your backup file.

Click start backup.

21.2 Restore Records

Once you have a backup of your records if something accidently happens you can restore your
 original database by choosing "Restore Backup" from the "File"menu.



Load the file from a previous backup.
Click the set path button.



If you backed up with the full path option you can restore to the full path.
The full path is all the way from the root of your hard drive.

For example the path for MPB is by default C:\Program Files\Mpb4
So being as Program Files\Mpb4 is already stored in your backup file
the only thing you would put in the path field would be C:\

To restore without the full path option you would have to put the
right files back in the right folders.

For example all database files with .mpb extension

you would put in the path field C:\Program Files\Mpb4

All photos would follow the path C:\Program Files\Mpb4\Photos

All charts extension .cel would follow the path C:\Program Files\Mpb4\year

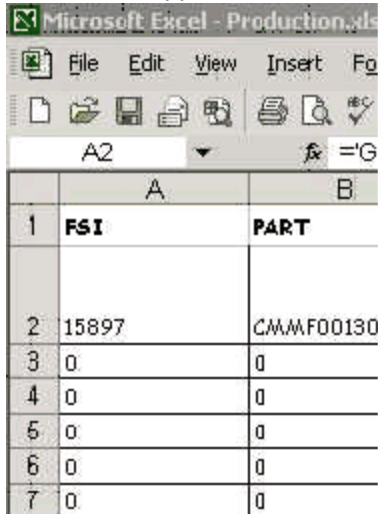
You would have to select each file and extract it separately to the correct path.

I would recommend the backing up and restoring using the full path option
unless you are very experienced.

22 Import Export

22.1 Importing Excel

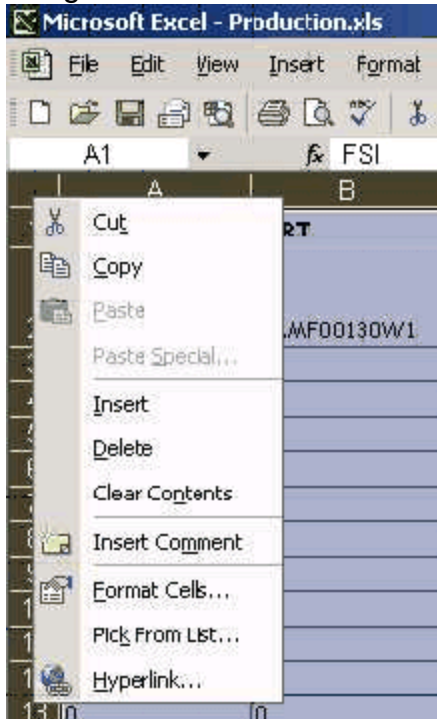
1. Open the Excel Spreadsheet
2. Select the upper left corner



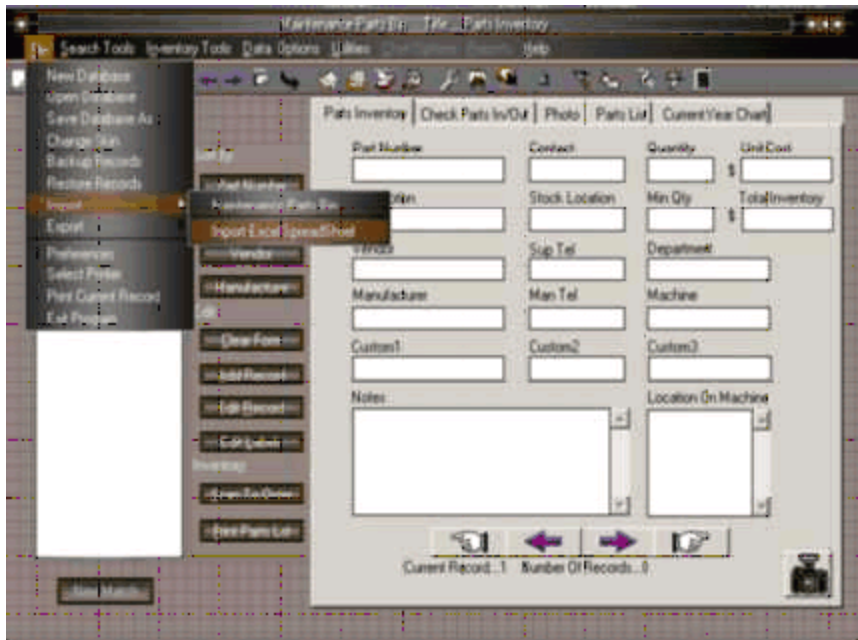
The screenshot shows the Microsoft Excel interface with the following data:

	A	B
1	FSI	PART
2	15897	CMMF00130
3	0	0
4	0	0
5	0	0
6	0	0
7	0	0

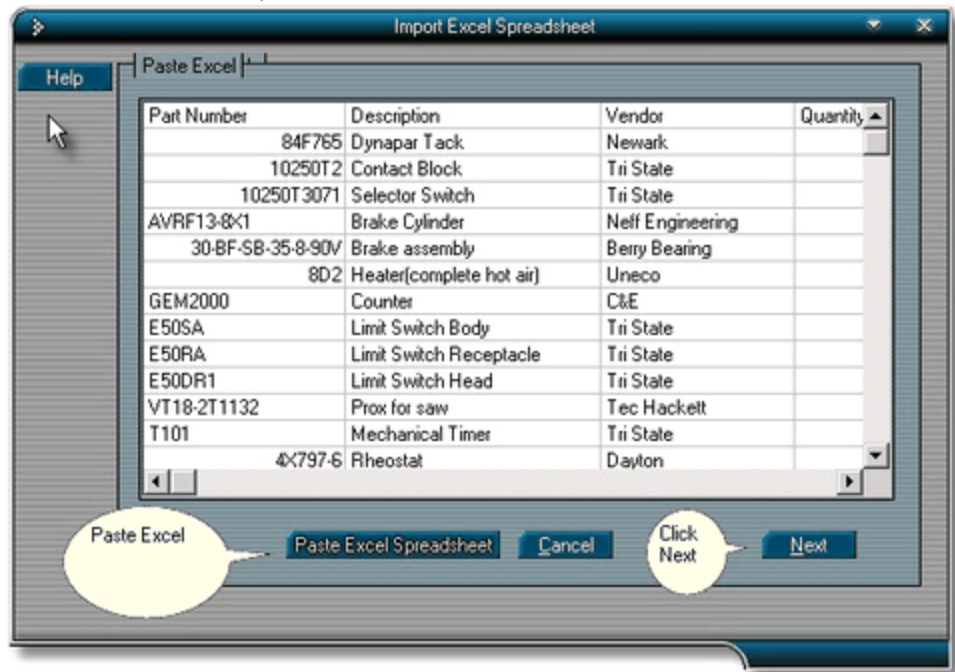
3. Right click with mouse and copy



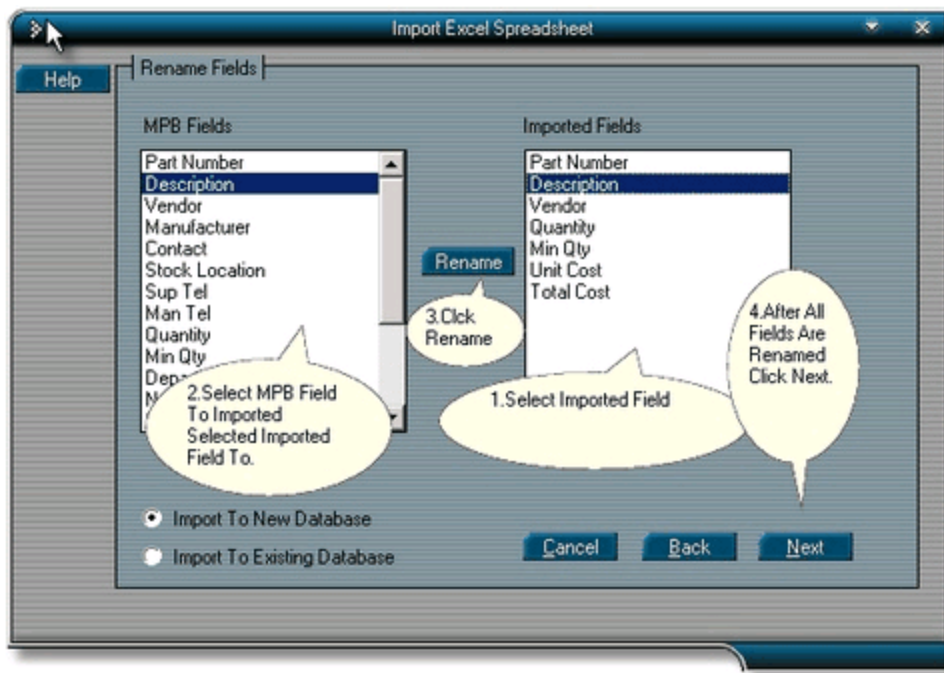
4. Close spreadsheet, when asked if you want to save the info on the clipboard say yes
5. Click File/Import/Excel Spreadsheet



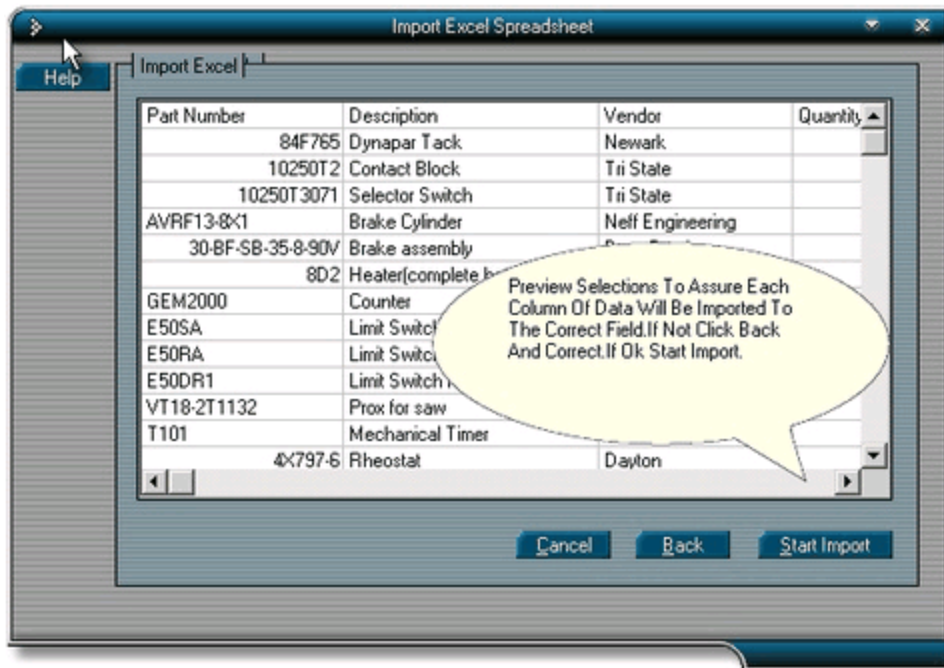
6. Click Paste Excel Spreadsheet



7. Rename Fields



8. Click Start Import



22.2 Exporting To Microsoft Access

Before exporting to an access database you must go to the "Data Options" menu choose "[Set Table Value For Access Database](#)" and enter a table name. This is the table that your records will be exported to. It must be one word with no spaces or characters

such as #%\$@!*&^().If your Title on your database is "Parts Inventory" you could use "parts" as an example.

Once you have set the table value go to the "File" menu and choose "Export". Here you are given two choices "Overwrite or Create Access Database" or "Merge With Existing Database".Choose "Overwrite or Create Access Database" if you are creating a new database or overwriting an old one.Choose "Merge With Existing Database" if you wish to merge your current database with another database.

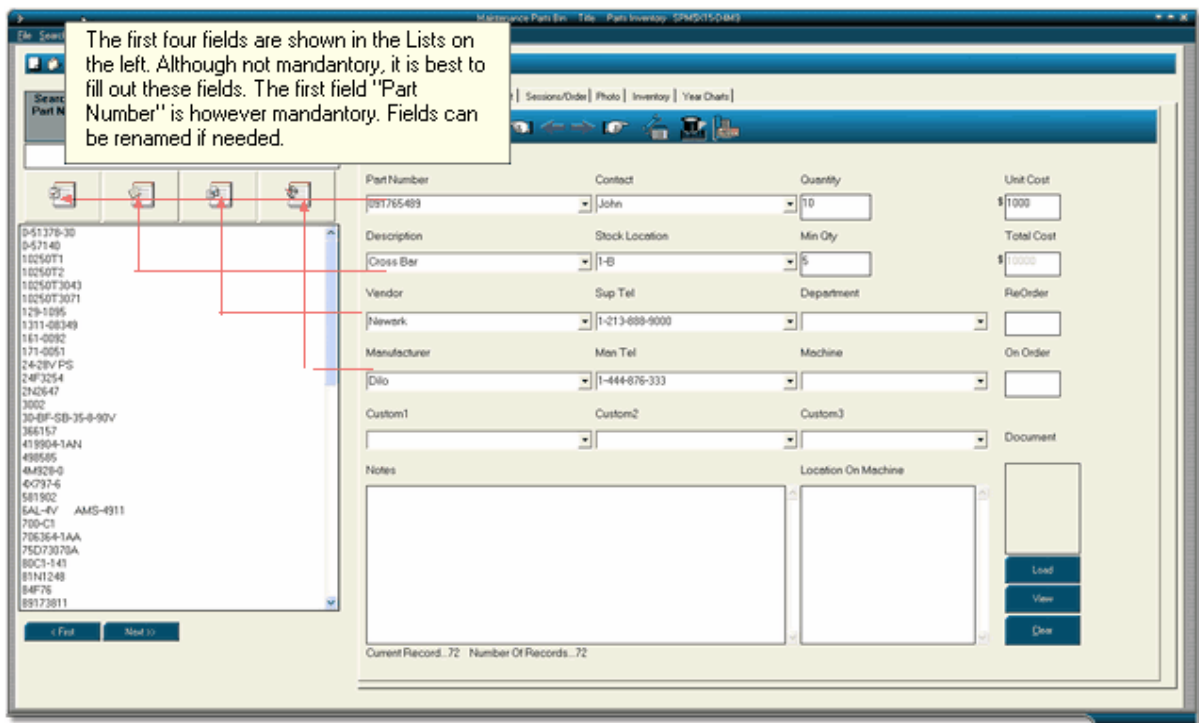
To merge databases together you must give each database a different table value.

22.3 Exporting to Excel

Select "Export" from the file menu.Then "export excel spreadsheet".Select the fields to load in the grid,then export from the grid to an excel file.

23 Navigating

23.1 Adding Records



To add a record to a new database that has no records just fill out the data fields click the add new record button in the toolbar(or the Ctrl key on the keyboard).The new record will be added and will also show up in the list on the left.All data fields will clear waiting for another record to be entered. To add records to a database that already has records you must click the curved arrow pointing to the right in the toolbar..

All data fields will clear waiting for another record to be entered.

Home Key = First Record

End Key = Last Record

Page Up Key = Previous Record

Page Down Key = Next Record

Ctrl Key = Clear Form And Add A New Record

Checkin/Checkout tab

Add quantity to database

(Enter Key)

Remove quantity

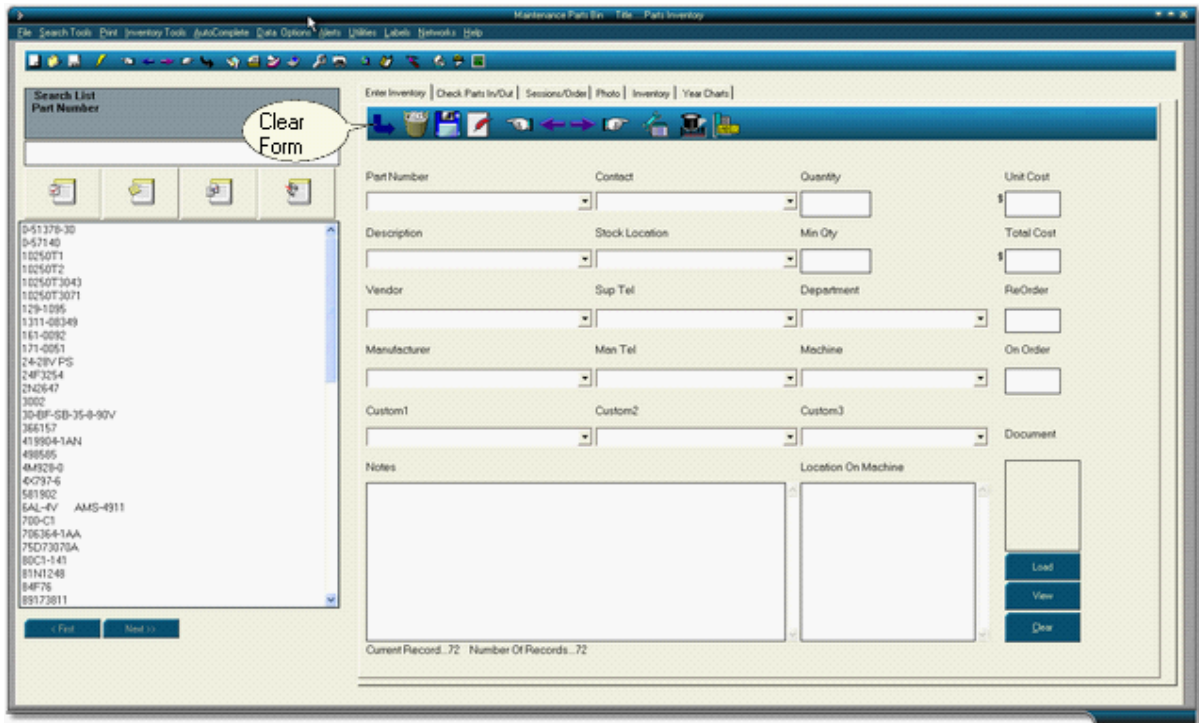
(Delete Key)

Note: On a newly created database the first record is already empty and cleared , you do not have to clear the form, just fill out data first then click the Clear Form button.

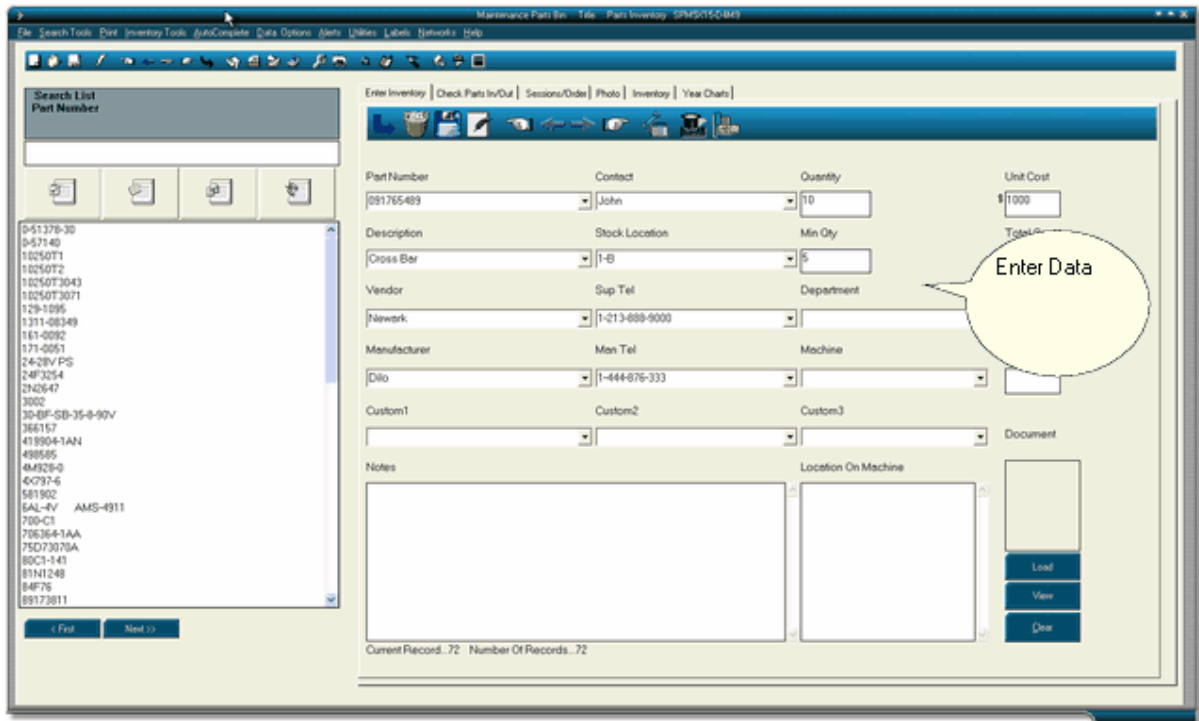
Use the Clear Form Button to clear the form, fill out data fields, then use Clear Form button again to add record to database.



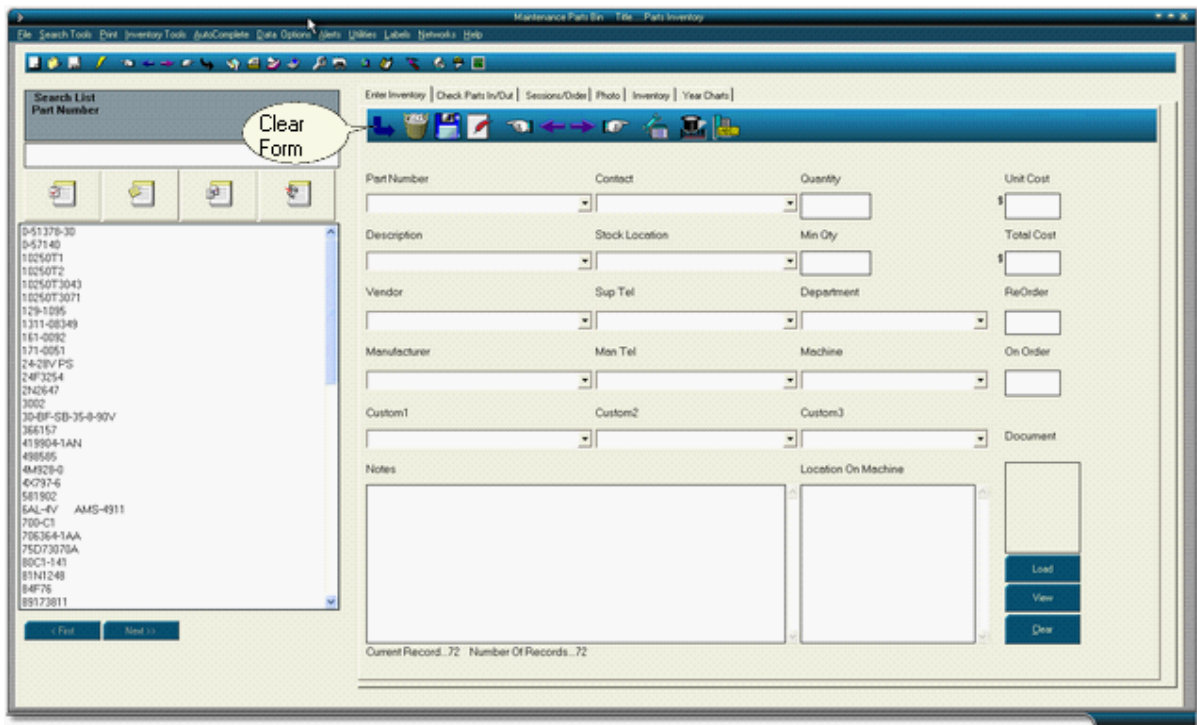
Enter Inventory Tab



Fill out Data



Clear Form again, data is added to database, form clears for another entry.



23.2 First Record

Top Toolbar



You can go to the four record several ways;

You can click on the hand pointing to the left on the toolbar, click the hand pointing to the left on the button bar at the bottom of the form.

Or use the Home Key on the keyboard.

Enter Inventory Toolbar



23.3 Previous Record

You can go to the previous record several ways;

You can click on the arrow pointing to the left on the toolbar,
click the arrow pointing to the left on the button bar at the bottom of the form.
Page Down on keyboard.



23.4 Next Record

You can go to the next record several ways;

You can click on the arrow pointing to the right on the toolbar,
click the arrow pointing to the right on the button bar at the bottom of the form.
Page Up on keyboard.



24 Searching Records In MPB

24.1 Searching The ListBox

There are several ways to search records in MPB one is by using the listbox on the right of the screen. From the "Search Options" menu select "Search List Box". A small search form will appear, this is where you type in your search letters or numbers. As you type the listbox will follow your search one letter at a time highlighting each selection as you go, showing each record in the data fields. If you make a mistake just click the clear button and start again.

Also by selecting a record with your mouse in the list box the data for that record will appear in the data fields.

24.2 Text Search

Choosing "Text Search" from the "Search Options" menu gives you a form that shows the data fields you can search. Select the data field you wish to search and type search text in the search text box. You must type at least two characters for it to be effective.

Field To Search: Part Number Contains Text To Search: Search Words 2N Document View

Help Close Find Cancel Print Start Search

Results (Click Item To View Record) Photo

Record	Part Number	Description	Vendor	Sup Tel	Manufacturer	Stock Locatio
40	2N2647	Transistor	Allied	1-800-433-5700	NTE	

24.3 Go To Record Number

If you know what record number you want to go to just select "Go To Record Number" from the "Search Options" menu type in the record number and click ok.

25 Keeping Track Of Parts To Order

25.1 Parts To Order

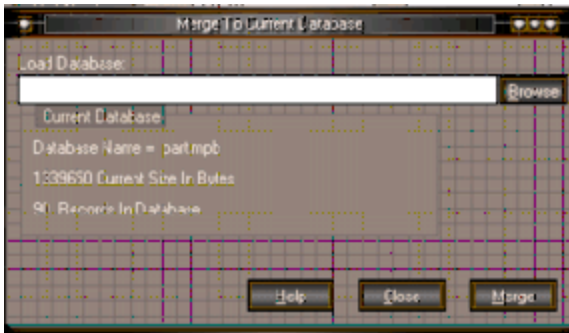
In order to keep track of parts needed to order you must first fill the "Quantity" and "Min Qty" data fields in.

"Quantity" is the amount you have in stock."Min Qty" is the amount you wish to keep in stock. If these data fields are accurately filled out as parts are used and ordered you can click the parts to order button on days you order to view or print a list of parts that are below the "Min Qty". You may also use the optional ReOrder field.



26 Data Options

26.1 Merge To Current Database



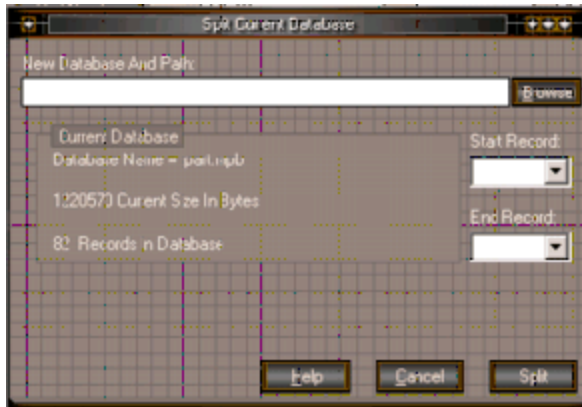
To merge another mpb database with the current database

Click browse button to find database.

Then click merge.

Note:Databases that are merged will contain the same field labels as the database you merge to.

26.2 Split Current Database



You may split the current database to smaller databases for easier copying or handling. Select browse to create a new name for the new database. Select the starting record you wish to start the split. Select The last record (Add one record)you wish to stop the split. Then click split.

26.3 Edit Field Labels

If you wish to change field labels you can do so by selecting "Edit Field Labels" from the "Data Options" menu. This option should only be used on a new database. Once you enter records in the data fields they match the existing labels. Changing them on an existing database is not recommended. The Part Number field can not be changed because it would cause some functions of the program not to work properly.

26.4 Edit Records

To edit records, you can just type your changes in the data field box but you must click the "Save Changes" button on the toolbar to save your changes.



26.5 Set Table Value For Access Database

Before [exporting to an access database](#) you must go to the "Data Options" menu choose "Set Table Value For Access Database" and enter a table name. This is the table that your records will be exported to. It must be one word with no spaces or characters such as #%\$@!*&^(). If your Title on your database is "Parts Inventory" you could use "parts" as an example.

27 Utilities

27.1 Find On The Internet

Select an item in the list on the left, it can be a part number, description, vendor or manufacturer. Right click with the mouse and select Find on the Internet from the menu. Select a search engine and go.

27.2 Print Parts List

If there's a printer installed on your computer this will selectively print the complete database.

27.3 System Tray

By selecting "System Tray" from the "Utilities" menu MPB will minimize as an icon in your system tray near the clock. To restore the program either doubleclick on the icon or right click on the icon and select restore.

28 Purchasing Info

28.1 Purchase Online

To purchase this program online goto
<http://www.nhuntsoftware.biz>

For Support Email
nhsoftware@aol.com

28.2 How To Enter Your Registration Number

Once you have purchased MPB you will receive a registration number. To enter your registration start the program and enter your user name and key. It is usually better to copy it from your email and paste it into the form to prevent mistakes. Once entered click the ok button. Then you must restart MPB in order for the registration to take effect.

29 Legal Stuff

29.1 License Agreement

4. Limitation of Liability.

Nhuntsoftware shall not be responsible for, and shall not pay, any amount of incidental, consequential or other indirect damages, whether based on lost revenue or otherwise, regardless of whether Developer was advised of the possibility of such losses in advance.

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29.3 Support Information

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How to Contact Support

For Support Email
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