Cyrious Software

Production Terminal Usage Guide

1. USING THIS GUIDE

PURPOSE OF THIS GUIDE

The purpose of this document is to describe Cyrious' Web Production system, or Production Terminal. Production Terminal is integrated into Cyrious Control (via the SSLIP application) to provide a web-based interface for the most common production features. Production Terminal is NOT a stand-alone application, but a module of Cyrious Control. Production Terminal also relies on Windows IIS to link employees through the Intranet or Internet to the real-time data in Control.

TECHNICAL SUPPORT

If we have not addressed your question in this manual, please contact our Technical Support team.

SUPPORT

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2. OVERVIEW

TECHNOLOGY REQUIREMENTS

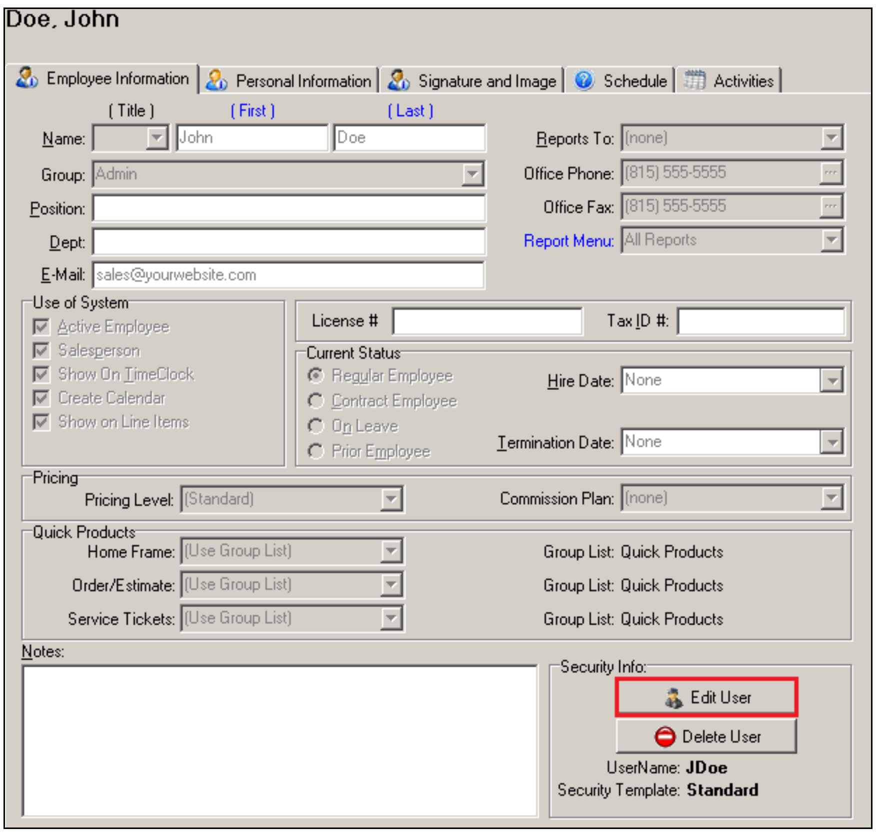
The Production Terminal "Server" utilizes Windows IIS versions 6.0 or 7.0 on a computer running Windows XP or Windows 2003. Cyrious does not currently support the use of Windows Vista as the Production Terminal server.

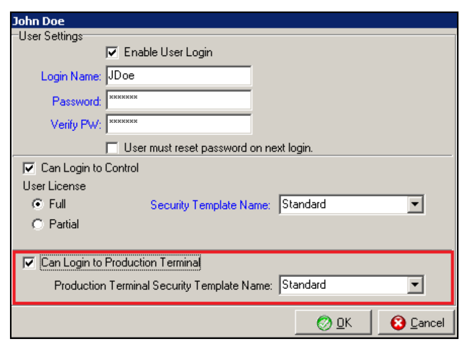
Production Terminal clients may run on Windows Internet Explorer or Mozilla Firefox. Production Terminal clients may run on other browsers that support Java script (Safari), but Cyrious does not conduct compatibility testing with these browsers and does not officially support them.

SETUP STEPS

Setting up Users

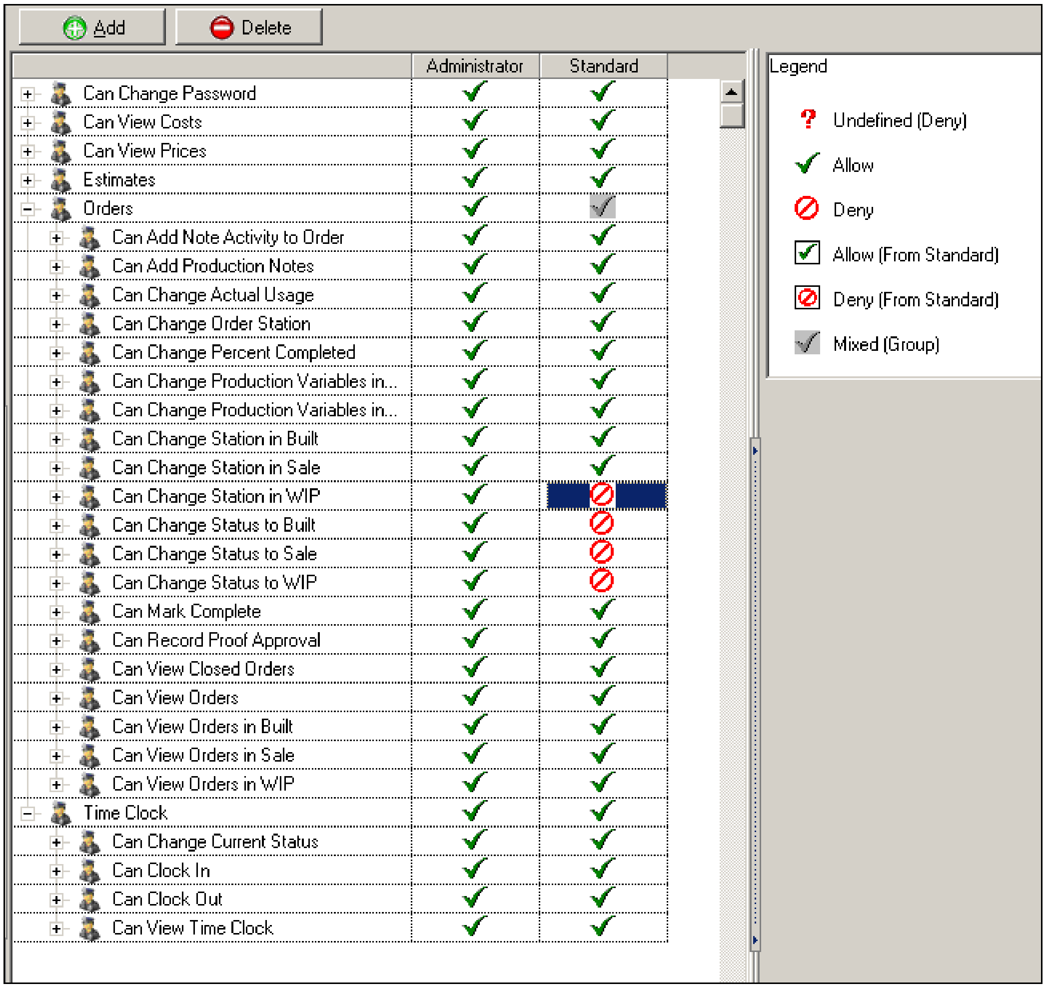
Setting up a user to access Production Terminal is very quick and easy. Open Control and go to Setup > Employee Setup, select the user who you are giving Production Terminal access to, and click the Edit User button. You will see a section at the bottom with Production Terminal items. Check the Can Login to Production Terminal checkbox to allow the user to login (they will use their Control username and password) and select the Production Terminal Security Template they will be using.





Configuring Security Templates

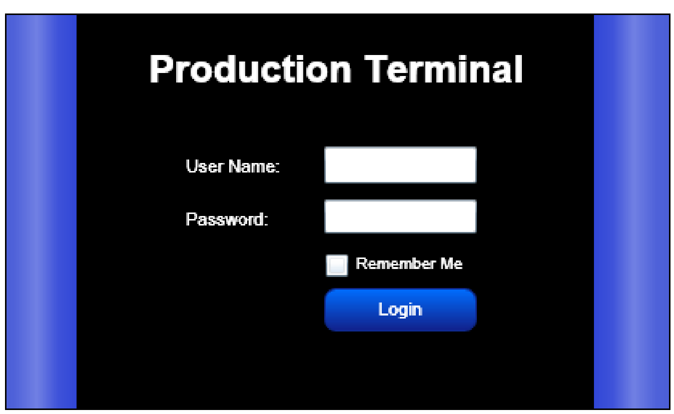
To configure the Production Terminal Security Templates, follow the same steps as you would for the Control Security Templates. Go to Setup > System Setup > Production Terminal Security Setup to configure the security templates for each user. If you will need more templates than what is provided by default, you can create a new template by clicking Add at the top and giving it an appropriate name. The default rights for newly created templates are the same as the Standard template; you will need to go through and edit any rights that need to be changed. You will only be allowed to delete security templates that you have created.



USING PRODUCTION TERMINAL

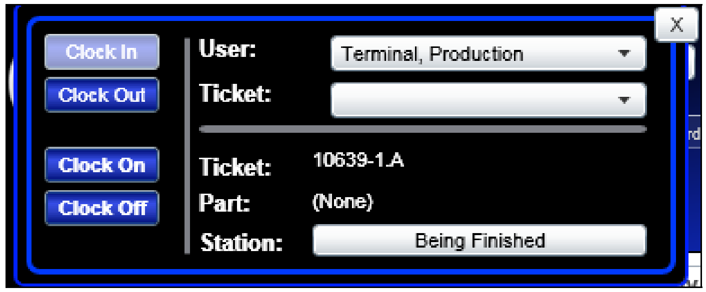
Logging In

When you have finished setting up the employees that will be using Production Terminal, you can then direct them to the URL that they will be using to login to Production Terminal. This will likely be something similar to http://www.yourcompanysite.com/ProductionTerminal. Enter the username and password that is used to login to Control. The Remember Me option will save your username, but not the password; you will still have to enter that each time you login.



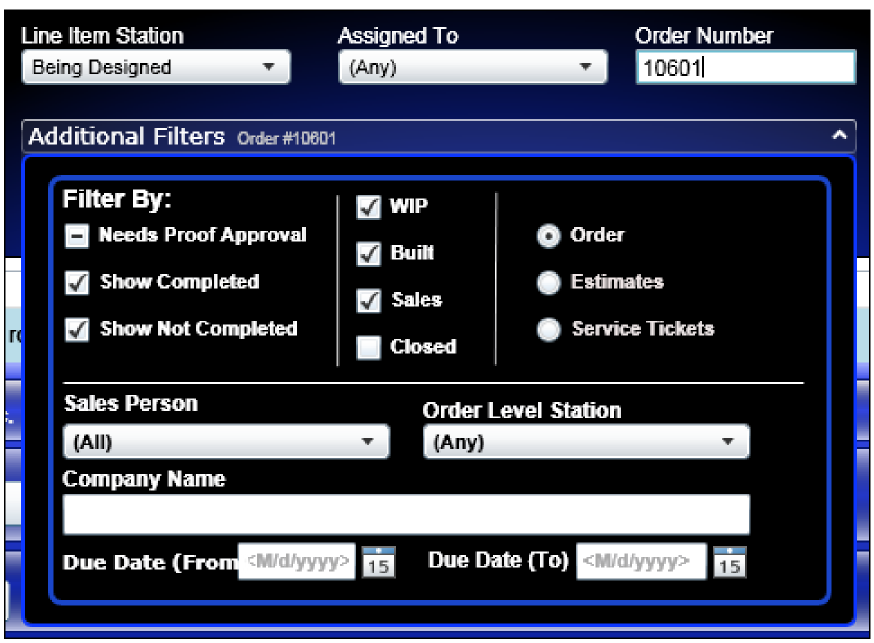
Using the Time Clock

The time clock allows you to clock on or off of an item just as you would in the line item view. Click on the clock in the upper left corner; you will see the fields below. Fill in the applicable fields and click Clock In. The status of other time clock employees can also be controlled here; you will need their passwords to clock them in and out. You will only be able to clock out completely here.



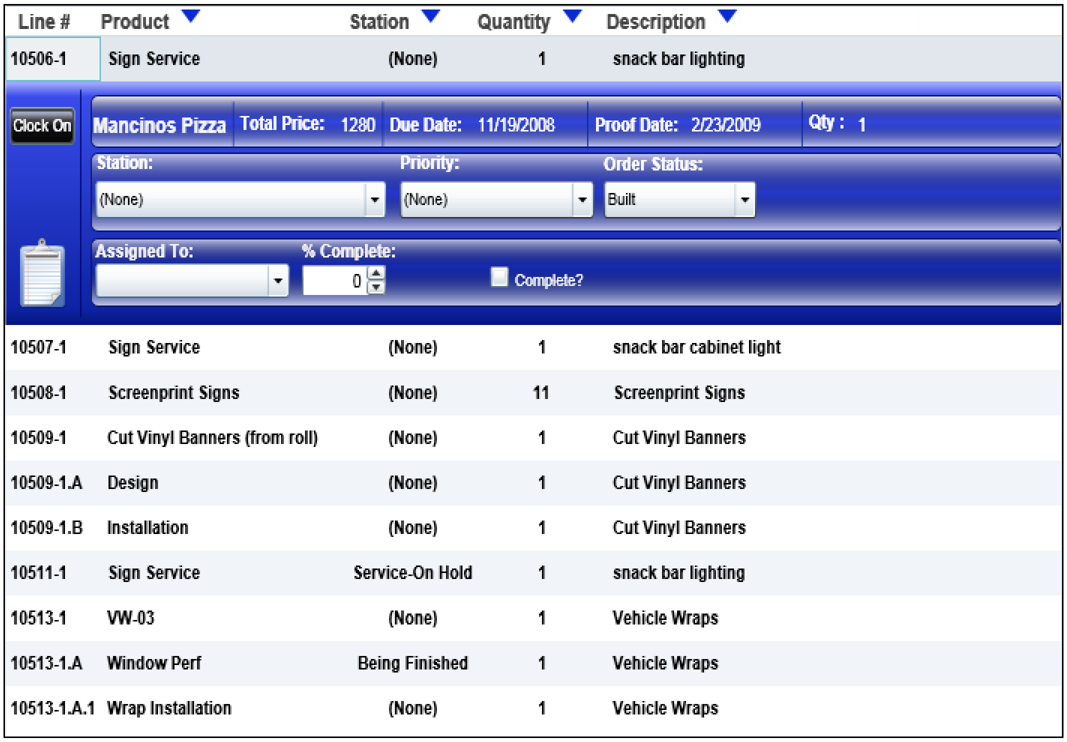
Filters

This area controls which line items you will see in the main page area. The default filters are for Orders, Needs Proof Approval, Show Completed, Show Not Completed, and WIP/Built/Sales. The filters you choose will be saved automatically.

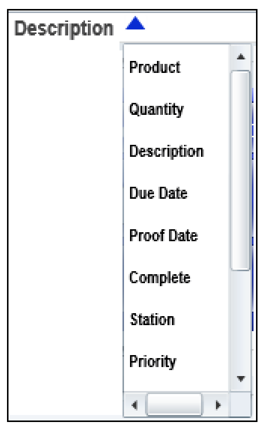


Line Items List

There are several columns available to describe the line items you will see in the main page area. Line # is always the first column and cannot be changed at this time. The other columns have several different choices you can select, with the default options set to Product, Station, Quantity, and Description. Clicking the arrow next to the column header will show you the other options available.

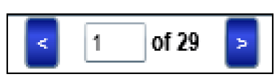


Line #	Product	Station	Quantity	Description
10506-1	Sign Service	(None)	1	snack bar lighting
10507-1	Sign Service	(None)	1	snack bar cabinet light
10508-1	Screenprint Signs	(None)	11	Screenprint Signs
10509-1	Cut Vinyl Banners (from roll)	(None)	1	Cut Vinyl Banners
10509-1.A	Design	(None)	1	Cut Vinyl Banners
10509-1.B	Installation	(None)	1	Cut Vinyl Banners
10511-1	Sign Service	Service-On Hold	1	snack bar lighting
10513-1	VW-03	(None)	1	Vehicle Wraps
10513-1.A	Window Perf	Being Finished	1	Vehicle Wraps
10513-1.A.1	Wrap Installation	(None)	1	Vehicle Wraps



Page Control

At the bottom of the main page area, you will see the field for selecting which page to jump to if the results fill more than one page. Enter the page number you would like to jump to in the box, or click the arrows to go forward or back.



Individual Line Item View

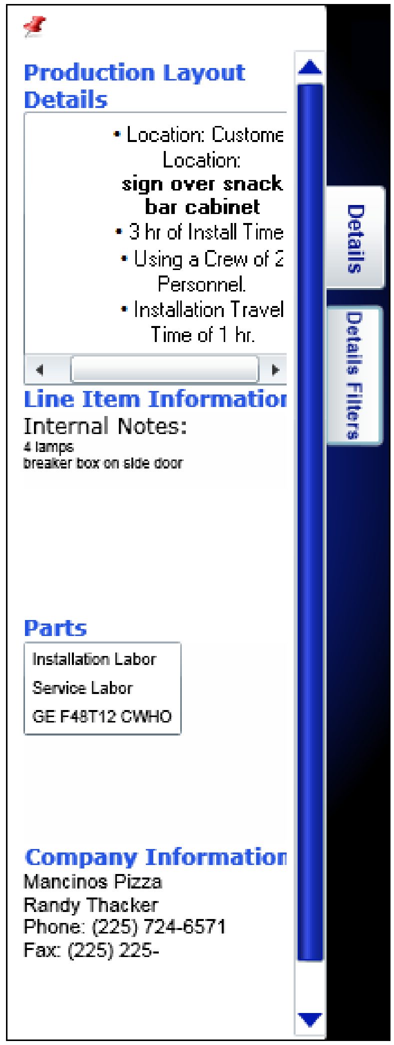
When you select a line item, it will expand and you will see additional information about that item, such as Company, Due Date, and Quantity. These cannot be changed. You will also see items you can change, such as Station, Priority, Order Status, Assigned To, % Complete, and a checkbox to mark an item complete. After changing any of these values, a Save/Cancel button will appear. You must select Save to save the changes; selecting Cancel will cancel any changes you've made.

Details Filters

When you click the Details Filters tab on the right, it will expand and show additional information you can view about the selected line item. The options you can choose from are Product Summary, Product Layout, Production Variables, Line Item Info, Shipping Info, Artwork, Parts, Order Information, and Company Information. Each of these is explained in greater detail below. Check the items you would like to view about each line item and click on Details Filters tab to save your changes.

Details View

Clicking the Details tab on the right side of the Line Item List will expand a window displaying the information you selected in the Details Filters panel about the selected item. You can pin this with the red pin button in the top left and it will stay open until you logout, unpin it, or click the details button again.



Production Layout Summary and Details

Both of these sections display the Product Layout of the Product as defined in Control (Setup -> Pricing Setup -> Product Layouts/Product Setup). The only difference is that Product Layout Details also displays production notes.

Line Item Information

This section displays the Production Notes that you can enter on a line item in Control. If you click on the label "Line Item Information", a window will open that will allow you to add notes.

Shipping Information

This section displays the contact information for the Shipping Contact associated with the order of the selected item.

Parts

This section shows a list of the parts used by a line item. You can click on the label "Parts" to open a screen that allows you to add part usage.

Order Information (Notes)

This section displays the notes you can enter on the Notes tab of an order in Control (labelled "Internal Use Only Notes" in Control). You can click on the "Order Information" label to add to these notes through Production Terminal.

Company Information

This displays the company name, contact name, and phone and fax number of the company associated with the selected line item.

3. INSTALLATION INSTRUCTIONS

INSTALLING PRODUCTION TERMINAL