



MiKroaid System 22 Getting Started

Installation

MiKroaid System 22 is an SQL based Inventory Management System. System 22 is supplied on CD with its own installation routine that should start running once the disc is inserted into your CD drive.

If the installation routine does not start then follow the instructions below;

Click the [start](#) button.

Then select the [Run](#) option from the menu.

Click the [Browse](#) button and navigate to your CD drive.

Highlight the [Install.exe](#) file and then click the [Open](#) button.

Now click the [Ok](#) button and the installation should start.

Once the installation routine starts follow the on screen instructions to complete the installation. Once the installation is complete it would have created a MiKroaid System 22 menu under the Windows Start menu and placed a System 22 icon on your desktop.

System 22 is a client server system. This means that the software must be installed onto each terminal that is to be used by System 22, so you will need to repeat the install routine for each individual terminal.

Before running System 22 you should ensure that you have a version of Microsoft SQL Server or Microsoft SQL server express running. If you have SQL Server installed on a separate server it must be configured to look for transactions from other terminals connected to this server. Consult you SQL Server help guide for more information.

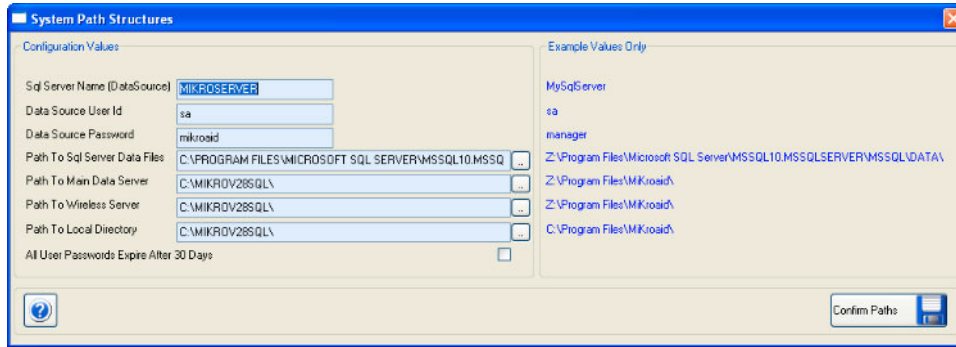
After System 22 has been installed you can remove the CD from the disc drive.



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First Time Log In

When you first run System 22 from the desktop icon the system will present you with a terminal configuration window, shown below.



This window is used to identify the location and access values for your SQL Server and to identify the directory structure for the application.

The SQL Server name is the actual name of the server that is running Microsoft SQL server or your local PC name if you are running a stand alone version.

The Data Source User ID is the username that has been allocated to SQL Server.

The Data Source Password is the password that has been allocated to SQL Server.

The path to the SQL Server Data Files is the full path that leads to the location of the SQL Server database and a typical example is shown above.

The path to main data server is the directory that System 22 has been installed into.

The path to the wireless directory should be the same as that selected for the main data server and is used by the RDT module.

The path to the local directory should also be the same as the path selected for the main data server and this is used to access report templates and various graphic files and the systems help files.

Once you have selected all of the above options click the **Confirm** button. At this point the system will check that all of the data you have entered is correct. If not you will be given an error message to identify what input needs to be corrected. System 22 will not continue unless all of the values you have entered here are valid and the system is able to connect to your SQL Server.



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Once all of these values have been accepted by System 22 the Terminal Configuration window will not be shown again.

*Having entered the correct values and clicked the **Confirm** button, System 22 will create a series of SQL tables that are used to store general data about the system, its contracts and its users. The system will also create a series of data dictionaries that are used by System 22's display and report generator.*

If this is the first time System 22 has been ran you will be moved to the initial contract configuration window.

System 22 will require some information regarding your initial business contract and the primary system users username and password.

You will be presented with the following window.

A screenshot of a Windows-style dialog box titled "Create First Contract And User Details". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains five text input fields stacked vertically, each with a label to its left: "Contract Name", "Contract Manager", "Managers Username", "Managers Password", and "Re-Enter Password". At the bottom of the dialog, there is a horizontal bar containing four buttons: a help button (question mark in a circle), a "Cancel Entry" button with a red X icon, a "Save Record" button with a floppy disk icon, and an "Exit Window" button with a green arrow icon.

The above window is used when System 22 is first ran to gather information about your business and the primary user of System 22.

At the Contract Name prompt enter the name that identifies your business or the contract that the system is managing.

At the Contract Manager prompt, enter the name of the individual who is responsible for this contract.

At the Managers Username prompt enter a username for the primary system user which may be your System Manager.

At the Managers Password prompt enter a password for the primary system user.

At the Re-Enter Password prompt re-enter the primary system users password to confirm that your initial entry was correct.

*To clear the screen and begin again click the **Cancel** button. To confirm your entries and continue, click the **Confirm** button.*

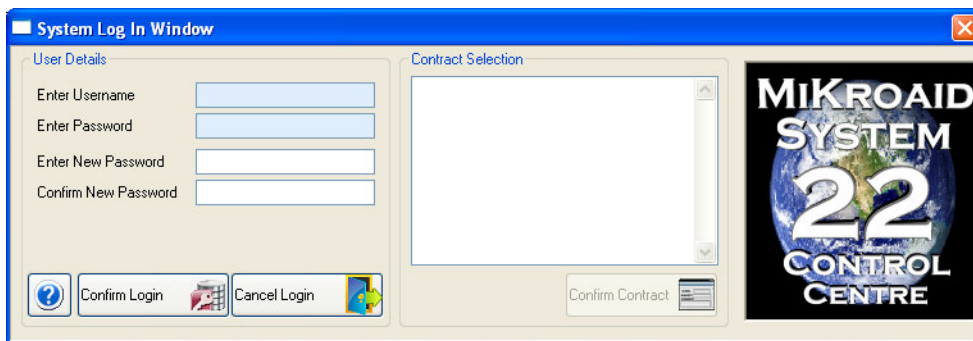


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System 22 is password controlled. Usernames and passwords should be unique to each individual and users are only allowed to log a single log in to System 22. They are not allowed to run multiple instances of the system under a single username and password.

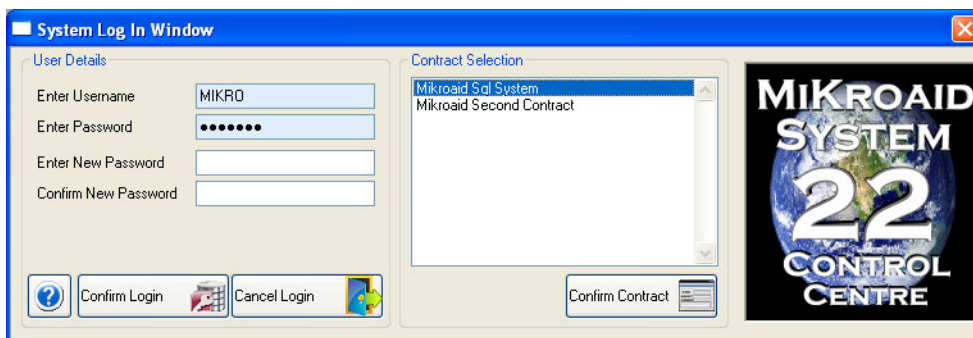
System 22 allows you to run multiple businesses or contracts from a single installation of the application, depending on your licence. This window is used to identify the initial contract only, other routines within System 22 allow you to create additional contracts up to the maximum allowed by your licence.

Once you click the [Confirm](#) button, System 22 will create a series of tables on your SQL Server that will be used to store all of the data and transactions for that contract. If this process is successful, you will be presented with the main systems log in window, otherwise you will be given an error message identifying any problem encountered.



When this window appears enter your username at the first prompt and then enter your password at the second prompt, then click the [Confirm Login](#) button. You will then see your initial contract in the Contract Selection area.

Highlight the contract so it turns blue as shown below and then click the [Confirm Contract](#) button. This will now give you access to System 22 initial window.

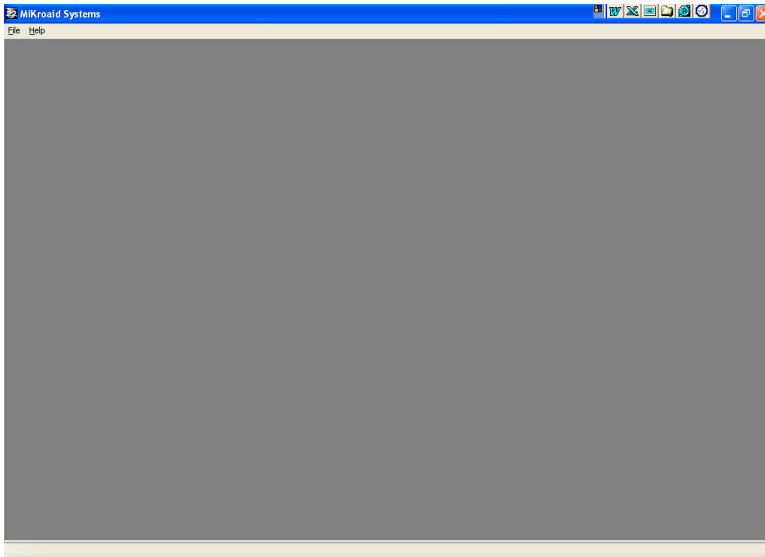




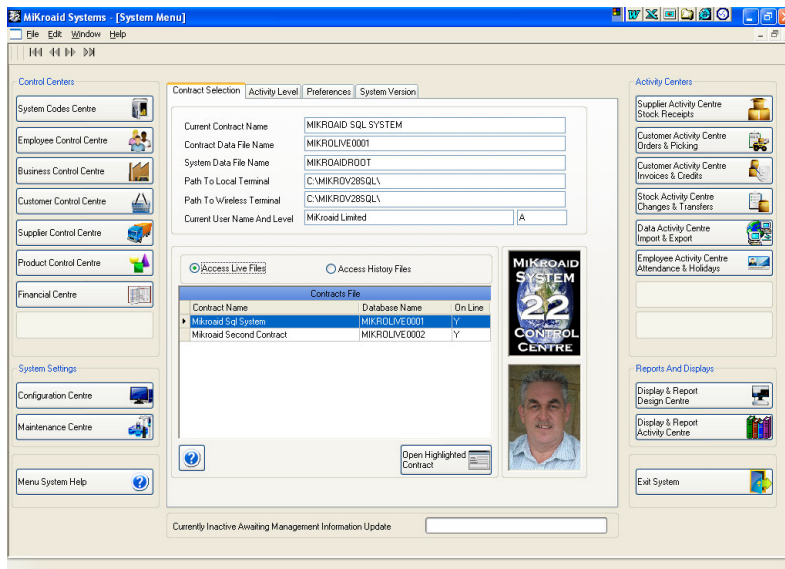
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System 22 Main Window

The first window that appears after you have logged in to System 22 is shown below.



*To access System 22's menus, select the **File** menu at the top of the screen and then select the **System 22 Control Centre** Option. You will then be presented with the following window.*



You are now looking at the main menu and information window of System 22. The window is split into three sections;



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The buttons on the left side give access to all of the Control Centre routines. These are used to input system configuration values and your basic company tables such as customer account files and company product files.

The buttons on the right give access to all of the Activity Centre routines. These are used for your day to day data processing and make use of all of the master file information that you created using the Control Centre options.

The central part of the window is a tab page with four page. The initial page shows you which contract you are currently working on, which other contracts you have access to and some basic data connection values.

The second page shows you the current outstanding workload. The third page allows you to set some configuration values for the individual terminal, while the fourth page shows you information on your current version of System 22, how to contact MiKroaid and some useful links and credits.

Once you are at this stage you may use System 22's in built help system to guide you through the various windows and routines that exist within system 22. The help system can be activated from the menu at the top of the window, by pressing the F1 button or by clicking the help buttons located on all windows within System 22.



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Software Activation

When you first log in you will be given a message telling you the system will expire in thirty days unless you enter an activation code. These access codes are provided by MiKroaid. To get your activation codes do the following;

Click the [Configuration Centre](#) button.

From the company details page click the [New Record](#) button. If the New Record button is disabled click the [Edit Record](#) button.

At the bottom of this window there will be two prompts one of which is the [System Activation Code](#), which will show you three six digit numbers. Write these down and go to the MiKroaid web site www.mikroaid.co.uk then select the Contact Us page and complete the section marked [Software Registration](#). MiKroaid will send you your activation codes with input instructions within the next 48 hours.

To activate the RDT module, if you have purchased this, write down the three six digit numbers showing at the [RDT Activation Code](#) prompt. Repeat the above instructions for sending these to MiKroaid and again you will receive your activation codes and instructions within 48 hours.

Please note that you must complete all fields on the Software Registration form. Make sure you select the correct software version from the list shown.



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Initial Set Up

To begin using System 22 you will need to complete some basic requirements.

You should first identify all of your other systems users Usernames and Passwords. This will only be necessary for multi user editions. You can do this by selecting the [Configuration Centre](#) option from the buttons on the left hand side. When the window appears, select the System Users tab and then select the New Record option. Follow the on line help from this point.

After creating your system user details, you need to tell System 22 which contracts these users have access to. Select the User Contracts tab and follow the on line help to associate individual users with each contract.

Once this has been done you should identify what routines these users can have access to. Select each of the following tab pages and then use the on line help on how to configure user access for each of the three options.

*Menu Access
Display Access
RDT Access*

While you are in the Configuration Centre widow it makes sense to identify your company settings and system defaults which are covered by the four tab pages on the left hand side of the window.

The Company Details page is used to store information about your company such as name and address.

The Import And Export page is used to store information relating to the import and export of data files. This includes the default directories and the default file names.

The Company Settings page is used to store values that tell System 22 some basic rules.

The Report Orders page is used to identify the sequence that System 22 should use when displaying of reporting on warehouse locations.

Once you have completed all of the options in this window you should exit the window and return to the main System 22 Menu and Information window. Using the routines in the Control Centres section you should create all of your company Master Files using the on line help system as a guide.



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The best sequence to use for the creation of master files is listed below.

First of all open up the [System Codes Centre](#) window and create all of the various system reason codes and values that you need for your business.

Next, open the [Employee Control Centre](#) and update all of the details here for your employees. You do not need to use these routines unless you wish to record employee time & attendance or discipline procedures.

Next, open the [Business Control Centre](#). Enter details of your operating centres, you must enter details for at least one of these. Then enter details of your warehouses and again you must enter at least one of these. On the right hand side of this page select the [Warehouse Locations](#) tab and create all of your warehouse locations. Depending of your edition of System 22 you may be restricted to a maximum number.

Next, open the [Customer Control Centre](#) and enter all of the details for your customer accounts. You can not complete the customer product file at this time, so we will come back to that a little later.

Next, open the [Supplier Control Centre](#) and enter all of the details for your supplier accounts. You can not complete the supplier product file at this time, so will come back to this a little later.

Before moving on to the [Product Control Centre](#), it is important to note that some values held in the [Product Control Centre](#) are warehouse specific. So, while you are at the [Main Menu](#) window, and having created your initial operating centres and warehouses, tell the system which operating centre this terminal belongs to. From the central tab page area of the main menu window, select the page with [Preferences](#) as its heading and then select the [New Record](#) button. In this new window complete as many of the input fields as you can, but as a minimum you must specify an operating centre.

Next, open the [Product Control Centre](#) and create all of your company product records. Take note of the various tab pages here and complete as much of that information as you require or are able to at this time.

Next, open the [Financial Centre](#) window and enter the details requested for your current financial year.

You can now go back to the [Customer Control Centre](#) and update the customer specific product file. Once this is done you can open the [Supplier Control Centre](#) and update the supplier specific product file.

Once your master files have been created you can then run your business using the Activity Centre routines on the right hand side of the window. Again the systems on line help will guide your through these routines.



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We hope you enjoy using System 22, but If you have had any problems in setting up the system, contact MiKroaid and we would be happy to talk you through the setting up process.

Remember. If you have not yet obtained your system activation codes, then do this now. If you do not enter these before the thirty day period has expired, the system will stop working and you will be unable to enter the activation codes at all

Activation Codes.....Get Them Now.