

Macola Tips and Tricks

Searching For Text Strings – When using an F7 search box Macola allows you to enter a % sign followed by a text string. Macola will then search for that text string anywhere in the field the F7 search box is searching on. For example, if you are searching for an item number by item description and you put “%cable” in the Starts With field in the F7 search box, Macola will return all items that have the string “cable” anywhere in the Description 1 field.

Using Macola’s F8 Notes Feature – If you add the following line to your Macola7.ini file “CHECK-FOR-NOTES=YES” the yellow push pin next to many Macola fields that allows for the entry of notes will change to a push pin when there are notes, but will remain a yellow paper when no notes are present, thereby alerting a user as to whether there are notes without actually clicking on the icon to check for notes.

Suggestion Box

Beachwood Systems is dedicated to helping its clients achieve their business objectives through better use of technology. Any suggestions you have for how we can improve our service are always greatly appreciated. Please call or e-mail Steve Rogers at extension 101 or rogers@beachsys.com with any ideas, complaints, or compliments. Thank You.

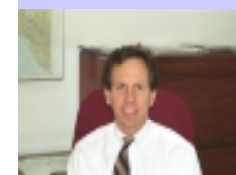


Pearls of Windows Wisdom

Windows NT workstation and Windows 2000 professional version use a concept called profiles. Both NT and 2000 are designed with the idea of having multiple users using the same workstation. A profile is where various settings are stored for a particular user. There are two basic types of profiles: a user including the administrator, and special ones: Default User and “All Users.” It is always best to install software logged in as administrator to ensure that all files are copied properly and the changes the install program makes are performed. Recently released software is getting better in that it is aware that it is being installed on a Windows NT workstation and will either install itself so that the start menu items and desktop icons are recorded into the all users group or will ask you if all users logging in should have access or only the user you are installing the programs under. Older programs are not as graceful which leads to copying files to get it set up properly.



Beachwood
Systems
Consulting



Letter from the Principal

Winter has arrived and the holiday season is upon us. All of us at Beachwood Systems wish you and yours a safe, comfortable and happy holiday season.

Beachwood Systems is proud to have been asked by the Ameritech / CAMP center to instruct a training course. I will be lecturing on the topic of e-commerce and how it integrates into a company’s ERP system. There will be many real world examples of what others are doing and what your company could be doing. The dates of the ½ day course are November 30 and January 18.

Windows 2000 continues to pick up massive steam. Windows 2000 is the successor to Windows NT. Windows ME (millennium edition) is the successor to Windows 98. Both new operating systems represent huge improvements in functionality and stability. Inside this issue of The Next Wave, you will find the top 10 reasons to move to Windows 2000 Professional which is the desktop version of the new operating system (it also comes in a server version).

After you make your New Year’s resolutions at work, call us and we’ll help make your wishes come true!
Sincerely,
Steve Rogers



The Next Wave

WWW.BEACHSYS.COM

A Newsletter for Managers That Depend on Computer Applications to Accomplish Their Goals

Issue #7

December/January, 2001

(216) 765-0220

C.A.M.P.

Going to camp in the winter? Sure, anytime is a good time to go to CAMP. The acronym stands for Cleveland Advance Manufacturing Program, a non-profit, professional organization that delivers expert, hands-on technical, business and training services to manufacturing companies in the Cleveland area. Its mission is to enable the future of manufacturing in Northeast Ohio.

This organization is an unbelievable resource for all types of small to medium size manufacturing companies. Just look at just some of the services it provides:

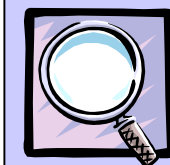
- Product design and development to assist companies in taking an idea from concept to distribution
- A quality and productivity lab that trumpets the principles of Six Sigma and process simulation
- Web-based training for learning on-line
- Dozens of low cost but high quality classes on a wide variety of topics ranging from customer satisfaction to environmental concerns to industrial marketing to lean business process and on and on
- Aid in the selection of a new accounting & manufacturing system
- Joint research projects between private companies, CAMP, and university partners funded with

corporate, federal and state money.

The latest endeavor is the Ameritech / CAMP center for e-Business services and solutions. The center is a showcase of leading technologies and its purpose is to educate small and mid-size manufacturers in the region on how e-commerce tools and tactics can help them thrive (or perhaps simply survive) in tomorrow’s market place. Along with Ameritech, the center is sponsored by Compaq, Cisco, Microsoft, and Arthur Andersen.

CAMP is offering a series of training seminars focused just on e-commerce and will be held during December and January. More information can be obtained at 800-860-2086 x2176 or 216-426-2176 or www.camp.org.

CAMP is where manufacturers go for answers!



Look Inside...

Page Two:

- Top 10 Reasons for Windows 2000.
- Using Standard Templates in GoldMine
- Macola introduces new module.

Page Three:

- Windows Wisdom



Beachwood Systems Consulting, Inc.
P.O. Box 22690
25800 Science Park Drive, Suite 100
Beachwood, Ohio 44122
(216) 765-0220

GOLDMINE
Simply Powerful

Microsoft Certified
Solution Provider

COMPAQ

CISCO SYSTEMS

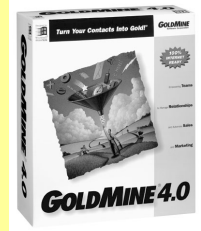
Novell
Gold

CITRIX

RightFAX

MACOLA
SOFTWARE

Tips and Tricks for



- Have you ever needed to copy pertinent contact information into an email or other type of document? Find the contact that you wish to use, and click on the Edit menu, Copy Contact Details . . . You are then able to select from a variety of contact information to paste into your document, email or letter. Click on the Copy button, and then switch to the document and press your control key and the "V" key at the same time. The contact information is now pasted into you email or letter.
- Wouldn't it be great to automatically search the internet for current news articles or weather reports for a contact in your GoldMine database? You can - with Internet Search! Click on the Lookup menu, and then click on Internet Search. When the window opens, double click on the information you desire, and it will launch your default web browser and open that page with the appropriate GoldMine data posted into the search field. Be aware that web sites are constantly changing and the links behind the scenes require some maintenance to keep up-to-date.

Standardized Templates

In our modern wired world, response time is critical. Just as important as response time is portraying the correct information and image in all correspondence from your company. Through the use of several standard GoldMine features as well as some 3rd party enhancements, you can develop a library of templates that address most of your daily business correspondence to make your people more productive and effective.

For example, your sales team takes a phone call about some interest in your products. The salesperson discusses your products and/or services, and automatically GoldMine sends

an email to or faxes the interested party thanking them for calling you, or with pricing and additional product information.

Without tools like this, multiple people will not provide consistent information. GoldMine 5.0's document management center allows you to create Microsoft Word templates for print or fax and also rich text email templates. Take the lead and create customized base templates for your business. Make them uniform in appearance, and keep them customer focused. Call us if you'd like to discuss ideas for use of standard templates in your business.

Top 10 Reasons to Move to

#1: **Value.** Windows 2000 Professional can help you reduce costs through improved management and increase productivity through improved reliability and ease of use. For example, analysis conducted at Credit Suisse First Boston predicted that using Windows® 2000 Professional could reduce the firm's directly related IT costs by 15 percent, as well as improve employee productivity by cutting computer-related unproductive time by as much as 41 percent.

#2: **Reliability.** Windows 2000 Professional includes fundamental improvements such as modifications to the operating system core to prevent crashes and the ability for the operating system to repair itself that make it the most reliable desktop operating system Microsoft has ever produced. On comparative reliability tests conducted by ZD

Labs, the average system uptime of Windows 2000 Professional was over 50 times that of Windows 98 and 17 times that of Windows NT Workstation 4.0.

#3: **Mobility.** Mobile computing is simpler and more efficient with Windows 2000 Professional.

#4: **Manageability.** Windows 2000 Professional is easier to deploy, manage, and support. Centralized management utilities, troubleshooting tools, and support for self-healing applications all make it simpler for administrators and users to deploy and manage desktop and laptop computers. These improvements pay off in reduced costs.

#5: **Performance.** The advancements made throughout Windows 2000 Professional are accentuated by the operating system's speed. As shown in ZD Labs tests running the most

Request for Quotation

Macola has developed a new module called Request for Quotation (RFQ). The purpose of the module is to allow purchasing agents to consolidate purchase requisitions from other departments and issue requests for quotations to vendors. The module will improve efficiency and reduce costs by automating the purchase requisition / request for quote process.

Additional Features:

- Purchase requisitions can be managed by department
- Consolidate multiple requisitions, by location, by item, by buyer, or by need date
- Convert requisitions into request for quotation, RFQ
- Select the primary/

multiple/ prospective vendors to receive the request for quotation

- Convert a prospective vendor to a normal vendor
- Enter quotes received back into system
- Perform quote analysis
- Designate up to five levels of authorization sign-offs per purchase order
- Automatically convert quotes to purchase orders

The module is currently in the controlled release status which means that it is available to a limited number of end users but a special agreement needs to be signed. If you have an interest, please contact your Macola specialist for additional information.

Windows 2000 Professional

popular business applications, with 64 MB of RAM, Windows 2000 was 32 percent faster than Windows 95 and 27 percent faster than Windows 98.

#6: **Security.** Windows 2000 Professional provides comprehensive security features to protect your sensitive business data, both locally on your desktop computer and as it is transmitted over your local area network, phone lines, or the Internet.

#7: **Internet.** The familiar user interface of Windows 98 combined with all the capabilities of Internet Explorer 5, makes using the Internet and your local desktop a unified user experience. This user interface, combined with integrated search capabilities, makes it easier to find and use information locally and on the Web.

#8: **Usability.** Windows 2000 Professional combines the power and

security of its predecessor, Windows NT Workstation, with the traditional ease of use of Windows 98. It also provides more wizards, a centralized location for common tasks, and menus that adapt to the way you work.

#9: **Data Access.** When you use Windows 2000 Professional in conjunction with Windows 2000 Server, you can take advantage of IntelliMirror technologies. By letting you store your important information and desktop settings on a central computer, IntelliMirror lets you work on any computer attached to your network as if you are at your own desk.

#10: **Hardware.** Windows 2000 Professional lets you take advantage of new hardware devices, such as those with universal serial bus (USB) and IEEE 1394 (Firewire) connections.

MACOLA®

SOFTWARE

MATC Training Schedule

*** SPECIAL DISCOUNT***
10% off 2nd attendee,
20% off 3rd attendee,
30% off 4th attendee*

Accounting

12/11-12/13

Day 1: General Ledger & Month End/Year End

Day 2: Accounts Payable

Day 3: AR/Bank Book

Distribution

1/15-1/18/01

Day 1: Inventory Management

Day 2: Order Entry

Day 3: Purchase Order & Receiving

Day 4: Order to Cash Cycle & Purchase to Pay Cycle

Crystal Reports for Macola

1/29 - 1/30

Day 1: Creating Reports & Selecting and Sorting Records

Day 2: Creating Formulas & Formatting Sections & Presentation

Quality Reports

Manufacturing Planning and Control (MPC)

2/12 - 9/14

Day 1: Inventory & BOM & Productions Order Processing

Day 2: Master Scheduling / MRP

Day 3: Processing Transactions

ERP Manufacturing

2/26 - 3/1

Day 1: Inventory & BOM

Day 2: Standard Product Routing

Day 3: Shop Floor Control

Day 4: Manufacturing Cost Accounting

System Administration

3/13 - 3/14

Day 1: System Manager

Day 2: P.SQL Tips & Client Setup

& File Purging & Basic

Troubleshooting

* - Discounts are for same organization if attending same classes on same dates.