

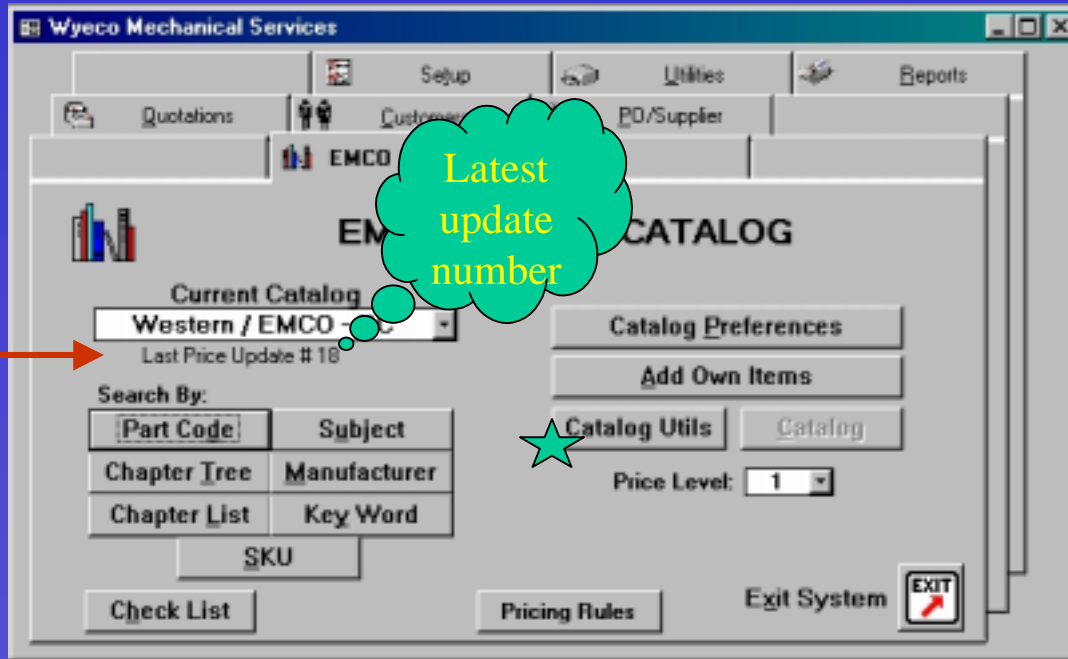
- 1. Getting Started**
  - The Opening Screen**
  - Price Update Process Summary**
  - Setting Catalog Preferences**
- 2. Company Setup Data**
  - Your Own Company Info**
  - Quotations Tab Settings**
- 3. Customer Info**
  - Setting up Customers**
  - Customer Pricing Rules**
- 4. Suppliers**
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- 5. Qplus II Catalog**
  - Search Methods**
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- 8. Get & Process Price Update**
- 9. Importing Your Discounts**

## Qplus Opening Screen

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Opening screen of Q-plus.

This shows that we are using Western/Emco - BC book, and are currently at price file #18.

You must be sure that the last price update coincides with the last update available at [www.Pricebookservices.com](http://www.Pricebookservices.com).

Next you will use the “Catalogue Utils” to update your costs ( and lists if not current)

★ Indicates next step

## Price Update Process Summary

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Utilities

### Catalog Utilities

Current Attached Catalog  
C:\qplusii\western\emcoqpbcc.mdb

**Catalog Update**  
Import Discounts  
Import Net Prices

Catalog List  
Print Catalog  
Edit Discounts  
Calc Costs From Discounts

Done

Ignore  
this  
button

After downloading the price update from the web and expanding the file ( following directions on web site), you will enter the complete file pathway into the empty filename box ( you can browse to find the file if you prefer by clicking on the box to the right).

Press the process button, and your list prices will be updated.

You will do the same for the import Discounts and import Net prices. These two files will be e-mailed to you by EMCO.

When you have loaded the last price update, discounts and nets, you must “Calc Costs” from discounts

Price Book Update

Book: Western / EMCO - BC

Filename:  ...

Run Update (Local File)

Process

Done

# Setting Catalog Preferences -for your own system

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From the catalogue tab – choose Catalogue Preferences.

**Catalog Preferences**

Default Catalog:  
Western / EMCO - BC

Chapter, Subject and Manufacturer Searches

Show  in Part List

Show Cost field on Part List Form

Use Forced Display Order

Done

Here you will decide to view your pricing as lists or costs, and whether to show costs.

The forced display order if checked – will sort our product in a type sequence rather by sku.

Sets whether List or Costs are to be displayed

Turns off Costs displaying so customers can't see them

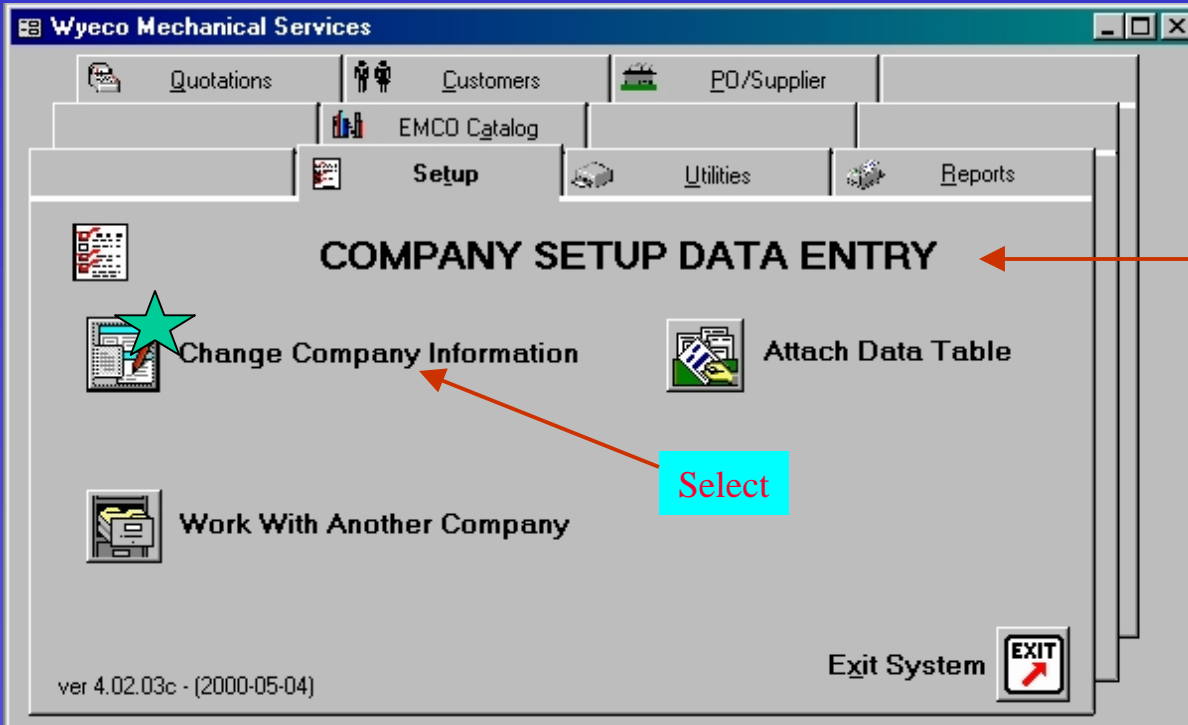
Sets forced order or Alphabetic display order

## Setting up your company information

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This is the first thing that you should do before using the system

Select

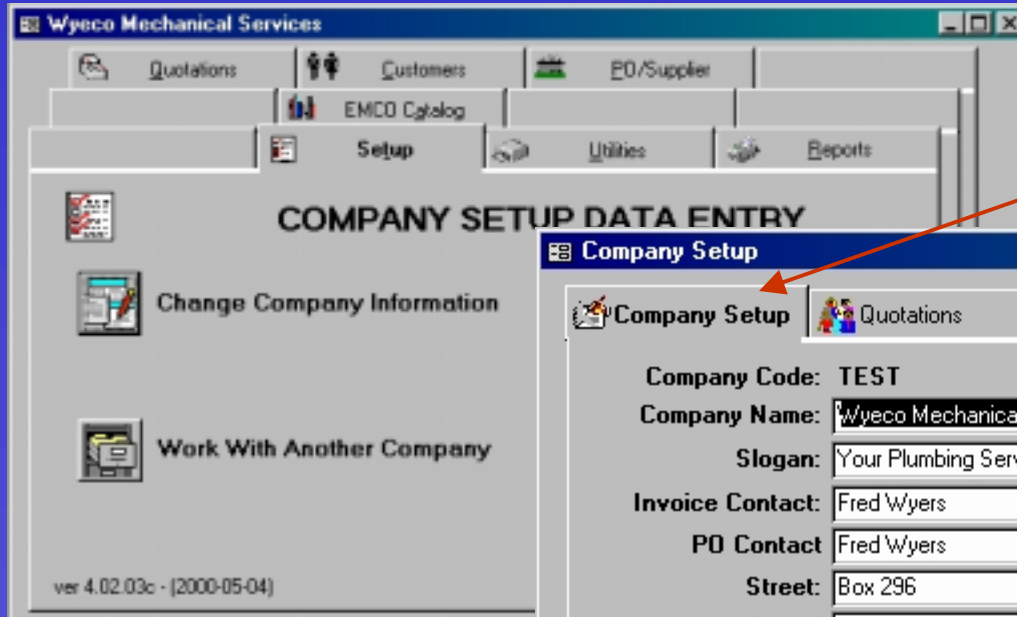
# Setting up your company information cont'd

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It is now time to enter all the information about your company.  
Company tab....



The 'Company Setup' dialog box is shown with the following fields and options:

- Company Code: TEST
- Company Name: Wyecco Mechanical Services
- Slogan: Your Plumbing Service People
- Invoice Contact: Fred Wyers
- PO Contact: Fred Wyers
- Street: Box 296
- Suite: (empty)
- City State Zip Code: Saanichton, BC, V8M 2C5
- Phone/Fax Number: 250-882-7971 | 250-882-3255
- E-Mail ID: wyeco@home.com
- Fed Tax ID: (empty)
- Customer Order:  Company  Name  Code
- Customer Numbering:  None  Sequential (12345)
- Ship To Customers:  Show All  Assoc with Bill To

At the bottom right, there are two switches labeled 'Maximize If Screen Resolution 640x480' and 'Error Trapping', both of which are currently set to 'YES'.

Sets the Find customer method

Sets the customer numbering method Automatic #, or make your own customer code the preferred method

Set these switches like this

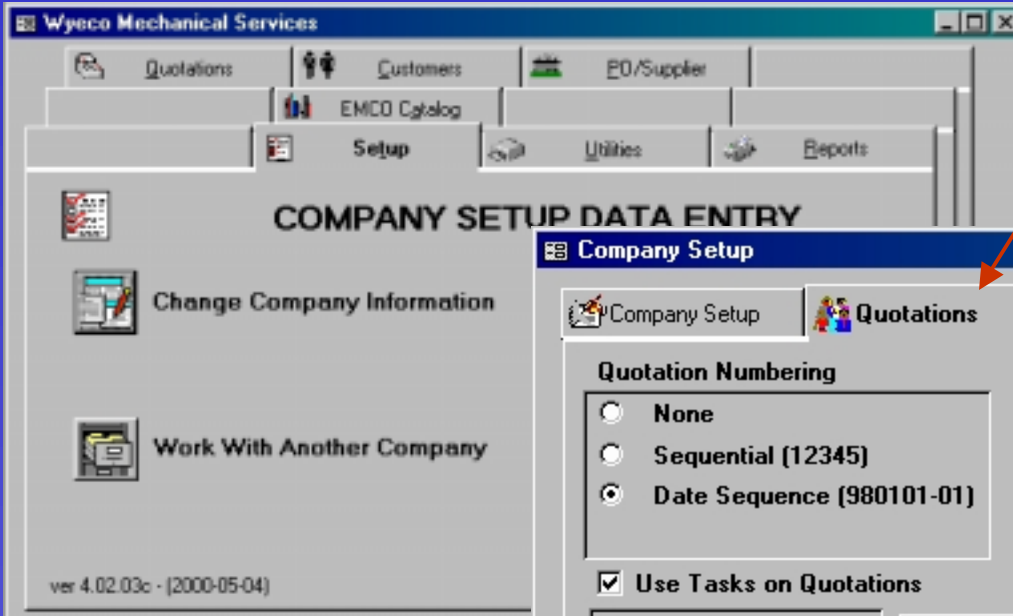
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## Setting up Quotation Tab Information

Continuing to enter the information about your company.  
Quotations tab...



Sales Tax Rates:	
<input checked="" type="checkbox"/> AB	0.00%
<input checked="" type="checkbox"/> BC	7.00%
<input checked="" type="checkbox"/> GST	7.00%
<input checked="" type="checkbox"/> Man	0.00%
<input checked="" type="checkbox"/> None	0.00%

Set taxes here

Set starting Quote & PO # are set here

Sets the pricing rules that will be displayed on screen

Discussed later

Document Numbers

# Setting Up Customers in your System

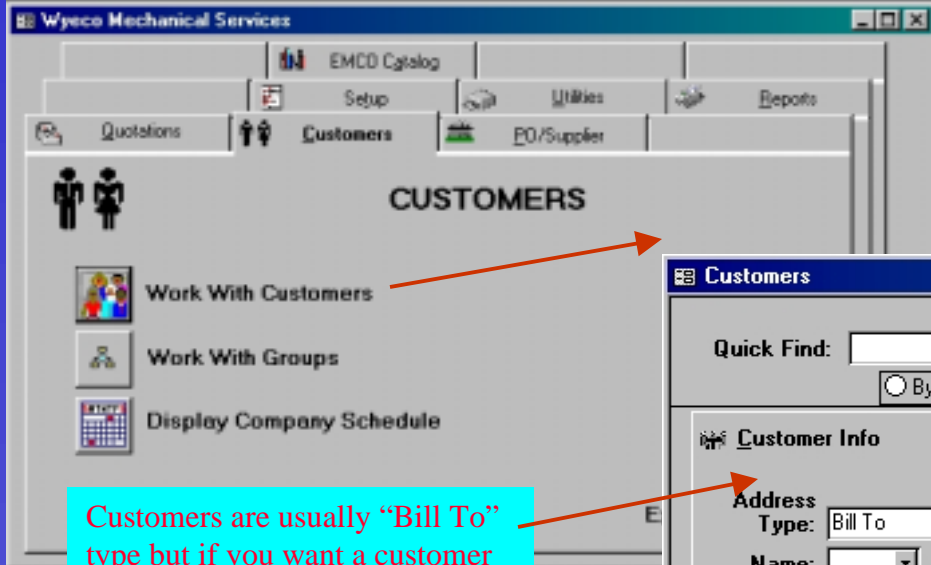
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This can be done now or at the time of quotation.

You can use the Auto # assign feature or make your own customer codes (see company setup)



Customers are usually "Bill To" type but if you want a customer work site assign it as "Ship To" You can also assign the customer as Both

Customer code must be unique Complete all the customer info here

A screenshot of the 'Customers' form in the software. The window title is 'Customers'. At the top right, the 'Customer Number' is '00023'. Below this is a 'Quick Find' search box with radio buttons for 'By Company', 'By Name', and 'By Cust #'. A green star icon is next to the search box. The main form area is titled 'Customer Info' and contains several fields: 'Address Type' (set to 'Bill To'), 'Name' (with 'Mr./Ms.', 'First Name', 'MI', and 'Last Name' sub-fields), 'Company', 'Region', 'Street', 'Suite', 'City', 'Country', 'State/Province', 'Zip/Postal Code', 'Phone', 'Other', 'Fax', and 'Email ID'. There is also a 'Comments' field with the placeholder text 'your choice of description'. A 'Price Rules' button is located at the top right of the form area. At the bottom of the form are buttons for 'Quotations', 'Letters', and 'Notes'. The bottom of the window has a toolbar with 'New', 'Delete', 'Find...', 'Print...', 'Groups', and 'Done' buttons. The status bar at the very bottom shows 'Record: 14 of 9'.

After completing Customer info Click on Price Rules

# Setting Customer Pricing Rules

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Set up how you set pricing for this customer.

Customers

Quick Find:

Customer Number: 00023

By Company  By Name  By Cust #

Customer Info Price Rules

Sales Information:

Salesperson:

Sales Tax:

Tax Exempt:  Labor Tax Exempt:

Pricing Rule Set:

- List -10%
- List less 20%
- Cost plus 15
- Book List Prices
- list less 15%

Quot... rs Notes

New Delete Groups Done

Record: 8 of 9

# Price Rule Setting Detail

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Set pricing for this customer. Different customers can share the same rules.

Customers window showing Customer Number: 00005. Includes fields for Sales Information (Salesperson: Fred, Sales Tax: BC 7.00%, GST 7.00%), Tax Exempt, Labor Tax Exempt, and Pricing Rule Set: List-10%.

Maintain a Book Pricing Rule Set window. Set Name: Cost plus 15. Price rule name you set.

Target Type	Relevant Book	Upper Limit	%
Method	Target	Lower Limit	UM \$
Part	Western / EMCO - BC		0.0%
List + %	Consulting		
Part	Western / EMCO - BC		0.0%
List + %	Lab		
Part	Western / EMCO - BC		0.0%
List - Discount %	PERMITS		
Chapter	Western / EMCO - BC		10.0%
Cost + Markup %	04. SINKS		

Buttons: Delete, Done

Rules can be by catalog section or for the whole catalog

# Setting Up Suppliers in your system

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## Setup Suppliers Screen

Your EMCO Acct code

You make the Supplier's Code

**Wyeco Mechanical Services**

EMCO Catalog | Setup | Utilities | Reports

Quotations | Customers | **PO/Supplier**

**PURCHASES / SUPPLIERS**

- New Purchase Order
- Edit Purchase Orders
- Work With Suppliers

**Suppliers**

Quick Find: EMCO - WESTERN SUPPLIES VICTORIA | Supplier Number: **WESTSVIC**

Supplier  Other Vendor | Type of Vendor: PLUMBING | Account Number: 11211

Company: EMCO - WESTERN SUPPLIES VICTORIA | **ACTIVE**

Contact: Mr. Daryl Anderson

Street: 550 CULDUTHEL | Suite:

City: VICTORIA | BC | V8Z 1G1

Country: Canada | State/Province | Zip/Postal Code

Phone: 475-6272 | Fax Number: 475-6282

Email ID: danderson@emcoltd.com | Comments: Wyeco Sales Rep: Rob Hoover

Payment Terms: PO 2/10 Net 30 | Credit Limit: \$8,000.00 | Fed Tax ID: | Default Expense Acct: 1060

Notes | Letters | POs

New | Delete | Find... | Print... | Done

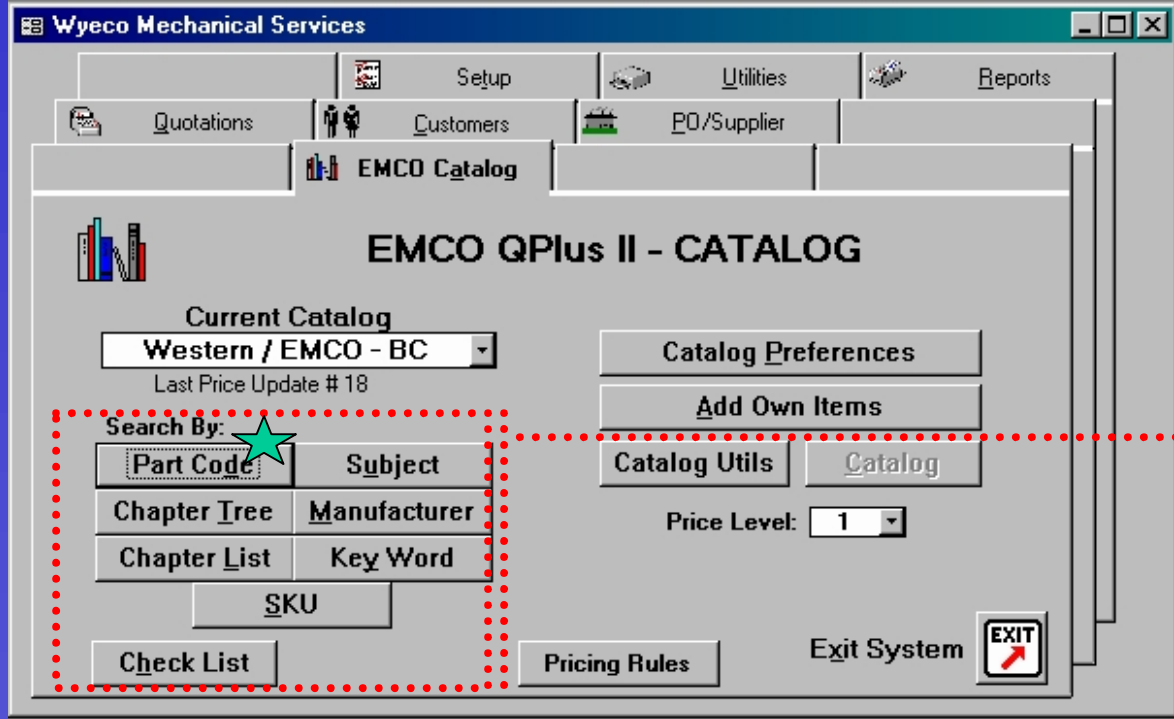
Record: 1 of 1

# EMCO Catalog Search Methods

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Pricing may be found by several different methods.

- Part code
- Chapter Tree
- Chapter List
- Subject
- Manufacturer
- Key Word
- SKU
- Check lists

# Part Code Search

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Pricing may be found by several different methods.

- Part code
- Chapter Tree
- Chapter List
- Subject
- Manufacturer
- Key Word
- SKU
- Check lists

Enter part #

Browse Part Books by Part

Enter a Part Code to search

4623 No Data

Part Code	Part Description	Unit	List
4623 MOEN	4623 LAV FCT 4CC W/PU CP	EA	\$182.17
46233	46233 TIME DELAY RELAY	EA	\$61.10
46234900	46234900 MTR F/SWGII-5 PWR VTR	EA	\$519.87

Cost  Modify...

Switch to Search By:

<u>P</u> Code	<u>Ch</u> Tree	<u>Subj</u>
<u>SKU</u>	<u>Ch</u> List	<u>Mfr</u>

Select Home \$ Done

# Chapter - Group Cascading Search

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Pricing may be found by several different methods.

Part code

**Chapter Tree**

Chapter List

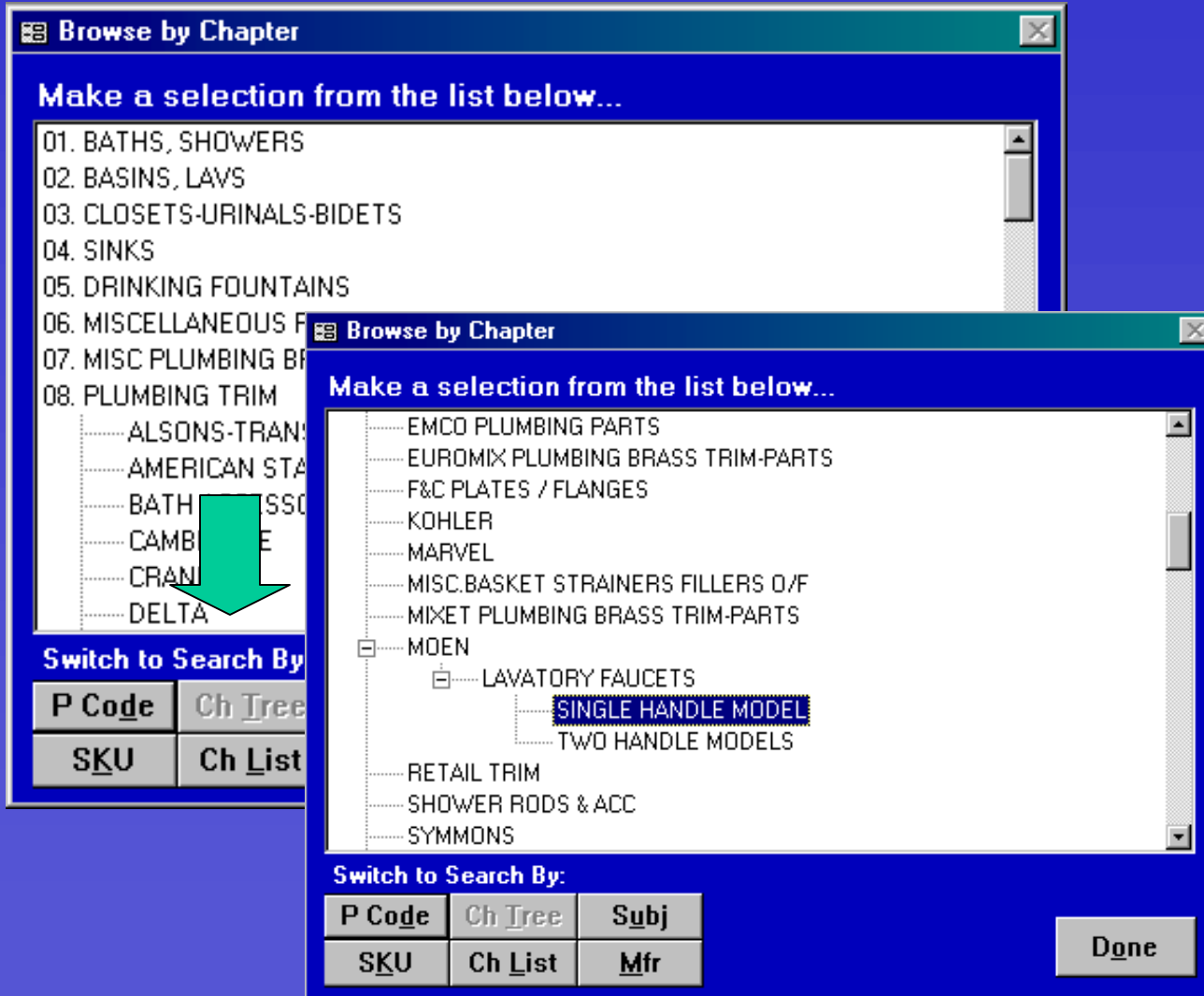
Subject

Manufacturer

Key Word

SKU

Check lists



## Subject Search

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Pricing may be found by several different methods.

[Part code](#)

[Chapter Tree](#)

[Chapter List](#)

**[Subject](#)**

[Manufacturer](#)

[Key Word](#)

[Sku](#)

[Check lists](#)

**Browse by Subject**

Make a selection from the list below...

K  
L

- ..... L-HEX KEY SET MALCO
- ..... LAB FAWCET VAC BRKR NLF9 WATTS
- ..... LACO FLUX/PIPETITE STIK/PASTE
- ..... LATCH ASSEMBLY SP
- ..... LAUNDRY SINKS KIL
- ..... LAV CLOSET FLEX B1/B3
- ..... LAV CLOSET NOSE CONE
- ..... LAV KIL / WALTEC
- ..... LAV KOHLER
- ..... LAV RISER
- ..... LAVATORY FAUCETS MOEN
  - ..... SINGLE HANDLE MODEL

Switch to Search By:

<b>P Code</b>	<b>Ch Tree</b>	<b>Subj</b>
<b>SKU</b>	<b>Ch List</b>	<b>Mfr</b>

**Done**

## Manufacturer Search

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**Browse by Manufacturer**

Make a selection from the list below...

- MISC HVAC MOTORS
- MISC PAINT & PRIMER
- MISC POLY PIPE & FTGS
- MISC TOOLS
- MIXET PLUMBING BRASS TRIM-PARTS
- MODERN / ACRYLICA SINKS
- MOEN FAUCETS & TRIM
  - LAVATORY FAUCETS
    - SINGLE HANDLE MODEL
    - TWO HANDLE MODELS
- MUELLER CI PLUG VALVE
- MUELLER CORPORATION FITTING
- MUELLER WATERWORKS TOOLS
- MUELLER-MCAVITY HYDRANTS & VALVES

Switch to Search By:

<u>P</u> Code	<u>Ch</u> <u>T</u> ree	<u>S</u> ubj
<u>S</u> KU	<u>Ch</u> <u>L</u> ist	<u>M</u> fr

Done

Pricing may be found by several different methods.

[Part code](#)

[Chapter Tree](#)

[Chapter List](#)

[Subject](#)

**[Manufacturer](#)**

[Key Word](#)

[Sku](#)

[Check lists](#)

## Key Word Search

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**Browse Part Books by Part Description.**

Enter a keyword to search for:

tstat No Data

Part Code	Part Description	Unit	List
029-0178	F029-0178 TSTAT GUARD CLR	EA	\$55.60
029-0180	F029-0180 SML MTL TSTAT GUARD	EA	\$59.31
029-0182	F029-0182 MTL TSTAT GUARD	EA	\$74.73
029-0220	F029-0220 MTL TSTAT GUARD	EA	\$75.46
07-073	07-073 TSTAT NG F/GL67	EA	\$206.70
07-111	75-07-111 TSTAT NAT F/COMM	EA	\$634.57
07-279	07-279 UPPER TSTAT F/RE6-10	EA	\$29.28
07-320	07-320 TSTAT F/EGL	EA	\$150.58
07-336	07-473 TSTAT F/PV40	EA	\$253.41

Cost

Switch to Search By:

P Code	Ch Tree	Subj
SKU	Ch List	Mfr

Select Home \$ Done Modify...

Pricing may be found by several different methods.

[Part code](#)

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[Chapter List](#)

[Subject](#)

[Manufacturer](#)

[Key Word](#)

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**last resort method**

## Sku Search

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Browse Part Books by SKU.

Enter an SKU to search for:

202

Part Description	EA	Price	SKU
2235 LEGEND T&S FTG	EA	\$198.66	2020001
2903 CHATE T&S FTG CP	EA	\$240.32	2020002
A706 WALL BAR CP	EA	\$161.16	2020003
328W MOENT ESCUTCHEON GLAC	EA	\$59.96	2020004
4220P LEGEND LAV FCT 4CC W/PU	EA	\$567.15	2020005
2220P LEGEND T&S FTG PB	EA	\$276.58	2020006
3170P MOENT T&S FTG PB	EA	\$480.69	2020007
1300P DLX SHWR HAF PB	EA	\$86.88	2020008
1381 ROMAN TUB FILLER CP	EA	\$195.95	2020009

Cost

Switch to Search By:

<u>P</u> Code	<u>Ch</u> Tree	<u>Subj</u>
<u>SKU</u>	<u>Ch</u> List	<u>Mfr</u>

Minimum  
3 digits

Pricing may be found by several different methods.

Part code

Chapter Tree

Chapter List

Subject

Manufacturer

Key Word

Sku

Check lists

# Checklists

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Pricing may be found by several different methods.

- Part code
- Chapter Tree
- Chapter List
- Subject
- Manufacturer
- Key Word
- SKU
- Check lists

**Check List->[Fixtures and Equipment]**

## Check List Work Sheet

Select Check Group:  Select Check List:

Part Code:	Part Description:	Default Qty:
▶ 4623 MOEN	4623 LAV FCT 4CC W/PU CP	0.00

Record: 1 of 1

Qty Multiplier:  Nowhere to add checklist to. Done

Same lookup methods used when making an estimate - just add parts and quantities

# Make a new Quotation

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From the "quotations tab"  
Press New quotation and set  
up a new customer

The screenshot shows the 'Wyeco Mechanical Services' application. The 'Quotations' tab is active, and the 'New Quotation' button is highlighted with a green star. The 'Customers' window is open, displaying the 'Customer Info' section for 'John Customer' (Customer Number: 00024). The 'Address' section includes fields for Name, Company, Street, City, Country, State/Province, and Zip/Postal Code. The 'Phone' and 'Fax' fields are also present. The 'Type of Customer' is set to 'big reno's' and the 'Comments' field contains 'imaginary customer'. The interface includes navigation buttons like 'New', 'Delete', 'Find...', 'Print...', 'Groups', and 'Done' at the bottom.

**Wyeco Mechanical Services**

EMCO Catalog | Setup | Utilities | Reports

Quotations | Customers | PO/Supplier

**Customers**

Quick Find: John Customer | Customer Number: 00024

By Company  By Name  By Cust #

**Customer Info** | Price Rules

Address Type: Bill To | Display Ship To Customers

Name: Mr. John | Customer | ACTIVE

Company: Big Construction Co. Inc | Region:

Street: you couldn't afford to live here | Suite:

City: Vancouver | BC | V1V 1V1

Country: Canada | State/Province | Zip/Postal Code

Phone: 604-123-4567 | Other:

Fax: 604-765-4321 | Email ID: bigco@office.com

Type of Customer: big reno's | Comments: imaginary customer

Quotations | Letters | Notes

New | Delete | Find... | Print... | Groups | Done

Record: 9 of 10

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Now setup the rules for selling to this customer

Customers

Quick Find: John Customer

Customer Number: 00024

By Company  By Name  By Cust #

Customer Info Price Rules

Sales Information:

Salesperson: Fred

Sales Tax: BC 7.00% GST 7.00%

Tax Exempt:  Labor Tax Exempt:

Pricing Rule Set: Cost plus 15

- List -10%
- List less 20%
- Cost plus 15
- Book List Prices
- list less 15%

Quotations Notes

New Delete Groups Done

Record: 9 of 10

Customer Number: 00024

Price Rules

ACTIVE

Region:

Suite:

V1V 1V1

Zip/Postal Code

office.com

Quotations Letters Notes

New Delete Find... Print... Groups Done

Record: 9 of 10

## Add & Select Tasks for your Quote

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**Quotation for**  
Your Plumbing Service People  
Box 296  
Saanichton, BC, V8M 2C5  
250-882-7971

**Quote To:** Customer  
 By Company Big Construction Co. Inc  
 By Name Mr. John Q. Customer  
 By Cust # you couldn't afford to liv  
Vancouver, BC V1V 1V  
Canada 604-123-456  
**Pricing...**

**Subject** whatever you wish here

**QUOTE DATE** 01/06/00 **RFQ #** **PAY** Fred

**Start Date:** **End Date:** **Task Sequence #** 1

**Task Name**  
ROUGH-IN

**Master List...**  
**One Time...**  
**Edit...**  
**Delete**

**Master Task List**

Task	Task Seq #
OUTSIDE WASTE	1
INSIDE WASTE	2
<b>ROUGH-IN</b>	<b>3</b>
INSTALL FIXTURES	4
FINISHING & CLEANUP	5
LABOUR, SUBS & PERMITS	6

**Add...** **Edit...** **Delete**

**Add to Quotation >>**  
**Done**

**New** **Delete** **Find...** **Print...** **Options...** 4 1 2 3 **Done**

Add tasks to your quote

Use master list that is already set up or a one time description ( not saved into master list)

You can add to master list from the add button within.

You can now start adding product and quantities to each task, by highlighting a task and going to the second page

## Add items into your quote task from the EMCO Catalogue

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Quotation for Mr. John Q. Customer      Current task is "ROUGH-IN"

Start Date:      End Date:      Task Sequence # 3

Task Name

ROUGH-IN

Master List...  
One Time...  
Edit...  
Delete

Go to Catalog      Western / EMCO - BC

Quantity	UM	Item #	Description	Tax	Price	Amount
1.00		SKU		<input checked="" type="checkbox"/>	\$0.0000	\$0.00
				<input checked="" type="checkbox"/>	\$0.0000	

Task:    Sell:      Cost:      Profit:      GM%:

Quote Cost:      Quote Gross Profit:      Quote Gross Markup:

New    Delete    Find...    Print...    Options...    4    1 2 3    Done

Here you see Rough in highlighted, so when you "go to catalogue", you will be adding those items you choose to this task.

As you select items from the EMCO catalogue they will be added here

While in the Quote you call the EMCO Qplus Catalog

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Quotation for Mr. John Q. Customer      Current task is "ROUGH-IN"

Start Date:      End Date:      Task Sequence #      3

Task Name
ROUGH-IN

Master List...  
One Time...  
Edit...  
Delete

This brings you back to our catalogue for part lookups as discussed previously.

Price Books      Western

**EMCO QPlus II - CATALOG**

Current Catalog: **Western / EMCO - BC**  
Last Price Update # 19

Catalog Preferences  
Add Own Items  
Catalog Utils      Catalog

Search By:

Part Code	Subject
Chapter Tree	Manufacturer
Chapter List	Key Word

Price Level: 1  
Include Labour Units: NO  
Labour Units: 1

SKU ★

Check List      Pricing Rules      Done

Go to Catalog      Quantity: 1.00      Item #:      UM      SKU

Task: Sell:      Quote Cost:      New      Delete      Find...      Print

## Entering an item into the quote

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Here you see we have entered a full Sku, and by either pressing select or double clicking on the part

Select Parts for Quotation by SKU.

Enter an SKU to search for:

0110078 No Data

Part Description	Unit	List	SKU
1/2 C-C WROT 90 ELL	EA	\$0.72	0110078

Cost 0.3498

Switch to Search By:

P Code	Ch Tree	Subj
SKU	Ch List	Mfr

Select Home \$ Done

Item

PART CODE	DESCRIPTION	
CE904	1/2 C-C WROT 90 ELL	
SKU	UM	Book Disc %
0110078	EA	51.41%
QUANTITY	1	<span>Save</span> <span>Cancel</span>

– we see the item screen. Change to appropriate quantity and press save.

This part is now in your quote as you will see in the next slide

## Entering an item into the quote task

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Quotation for Mr. John Q. Customer      Current task is "ROUGH-IN"

Start Date:      End Date:      Task Sequence # 3

Task Name

ROUGH-IN

Master List...  
One Time...  
Edit...  
Delete

Go to Catalog      Western / EMCO - BC

Quantity	UM	Item #	Description	Tax	Price	Amount
1.00		CE904	1/2 C-C WROT 90 ELL	✓✓	\$0.4129	\$0.41
	EA	0110078			\$0.3498	
1.00				✓✓	\$0.0000	\$0.00
					\$0.0000	

Task:    Sell: \$0.4129    Cost: \$0.3498    Profit: \$0.0631    GM%: 15.28%

Quote Cost: \$0.35      Quote Gross Profit: \$0.06      Quote Gross Markup: 15.28%

New   Delete   Find...   Print...   Options...   4   1 2 3   Done

Within the task "rough in" you have 1 item showing your cost and customer price based on the pricing rule set for this customer.

Towards the bottom of this screen you will see further information regarding this task, and this quote.

When all items are entered in their respective tasks, you can print the estimate in several different formats.

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## Printing a Quote Options

By choosing the type of report to print and then pressing the “print” button, you will either print to your default windows printer or to the screen in preview mode as determined by which mode is chosen in top right box

**Print Quotations Dialog**

Print Report

- Mailing Labels
- Quotation
- Quotation No Item Prices
- Quotation Summary of Tasks

Print SKUs    Print as Change Order

Print Preview  
 Print

Copies:  [Spinner]

**Print** ★

**Cancel**

Print Choices

- Print Current Record
- Print Date Range
- Print One Customer

## Sample Printed Quote

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Your company information  
Will appear here as setup in  
a previous step.

### QUOTATION

QUOTATION  
A000601-001

GST #:

<b>Quote To:</b> Mr. John O. Customer Big Construction Co. Inc you couldn't afford to live here Vancouver, BC V1V 1V1 Canada 604-123-4567	<b>Job Site:</b>
--	------------------

**Subject:** whatever you wish here

QUOTE DATE	YOUR REF #	PAYMENT TERMS	SALESMAN	ORDER SOURCE	SHIPPED VIA
01/05/00			Fred		

<b>Task Name:</b>		ROUSHIN			
Quantity	UM	Item #	Description	Price	Amount
1.00	EA	CE904	1/2 C-C WROTH 90 ELL	\$0.4100	\$0.41
<b>Task SubTotal:</b>					\$0.41

<b>Comments:</b>		<b>SUBTOTAL:</b> \$0.41 <b>FREIGHT:</b> \$0.00 <b>P&amp;T:</b> \$0.03 <b>GST:</b> \$0.03 <b>OTHER:</b> \$0.00
<b>TOTAL:</b>		<b>\$0.47</b>

APPROVED BY: \_\_\_\_\_

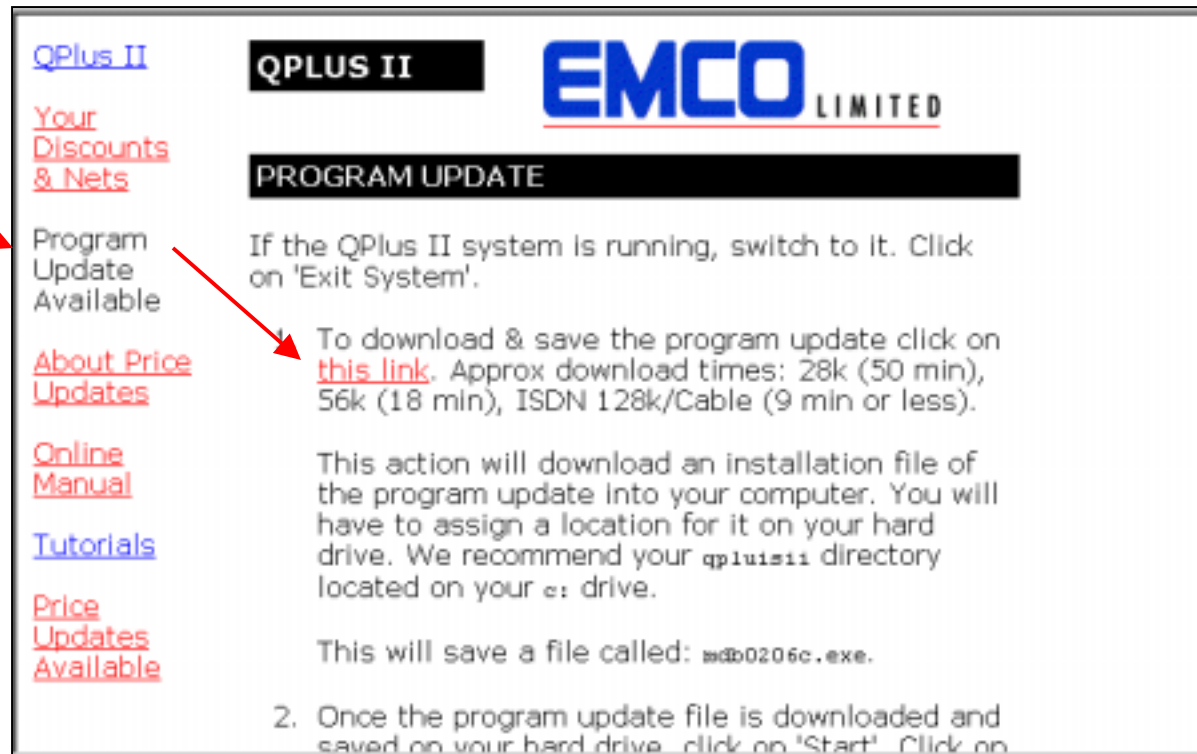
Here is your completed  
Quote – ready to print  
for your files, customer  
copy or import on to PO  
to supplier

## Getting a Program Update from the Web

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1. Select EMCO Qplus II from the PBS Web site  
([pricebookserivces.com](http://pricebookserivces.com))

2. Select Program Update



[QPlus II](#)      **QPLUS II**      **EMCO** LIMITED

[Your Discounts & Nets](#)

**PROGRAM UPDATE**

Program Update Available

If the QPlus II system is running, switch to it. Click on 'Exit System'.

[About Price Updates](#)

To download & save the program update click on [this link](#). Approx download times: 28k (50 min), 56k (18 min), ISDN 128k/Cable (9 min or less).

[Online Manual](#)

This action will download an installation file of the program update into your computer. You will have to assign a location for it on your hard drive. We recommend your `qplusii` directory located on your `c:` drive.

[Tutorials](#)

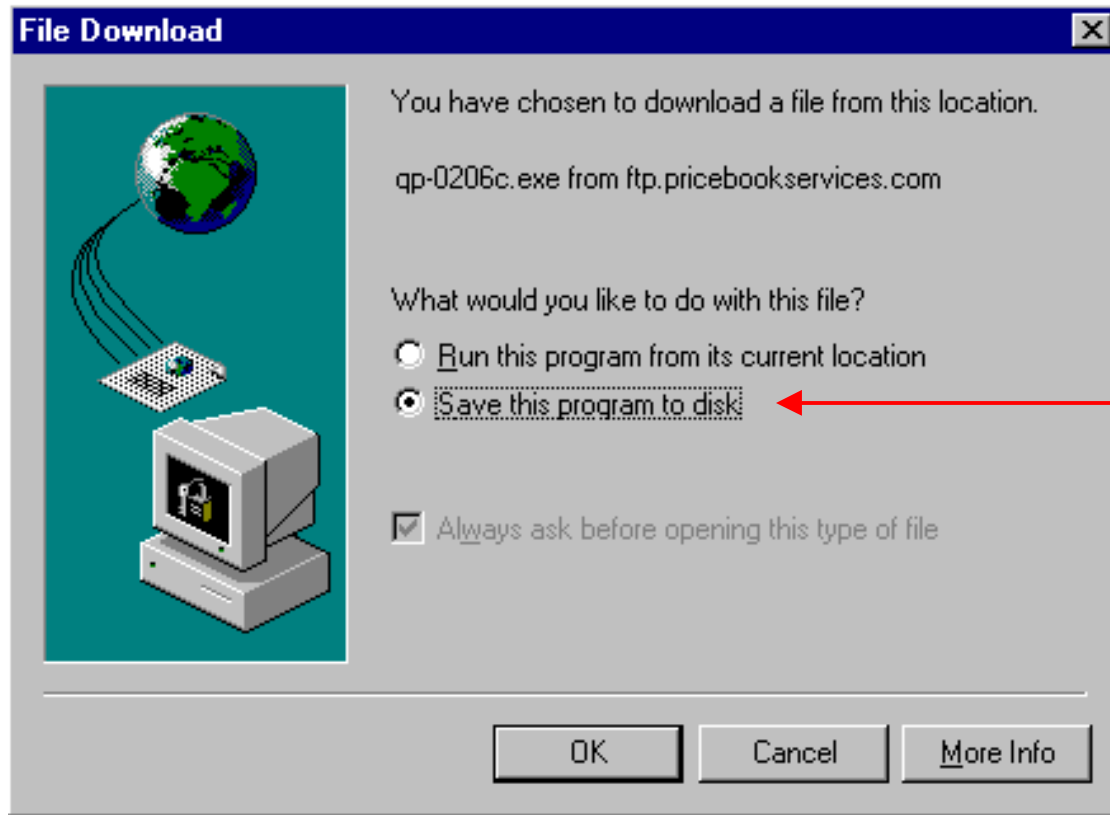
This will save a file called: `mdb0206c.exe`.

[Price Updates Available](#)

2. Once the program update file is downloaded and saved on your hard drive, click on 'Start'. Click on

## Getting a Program Update from the Web

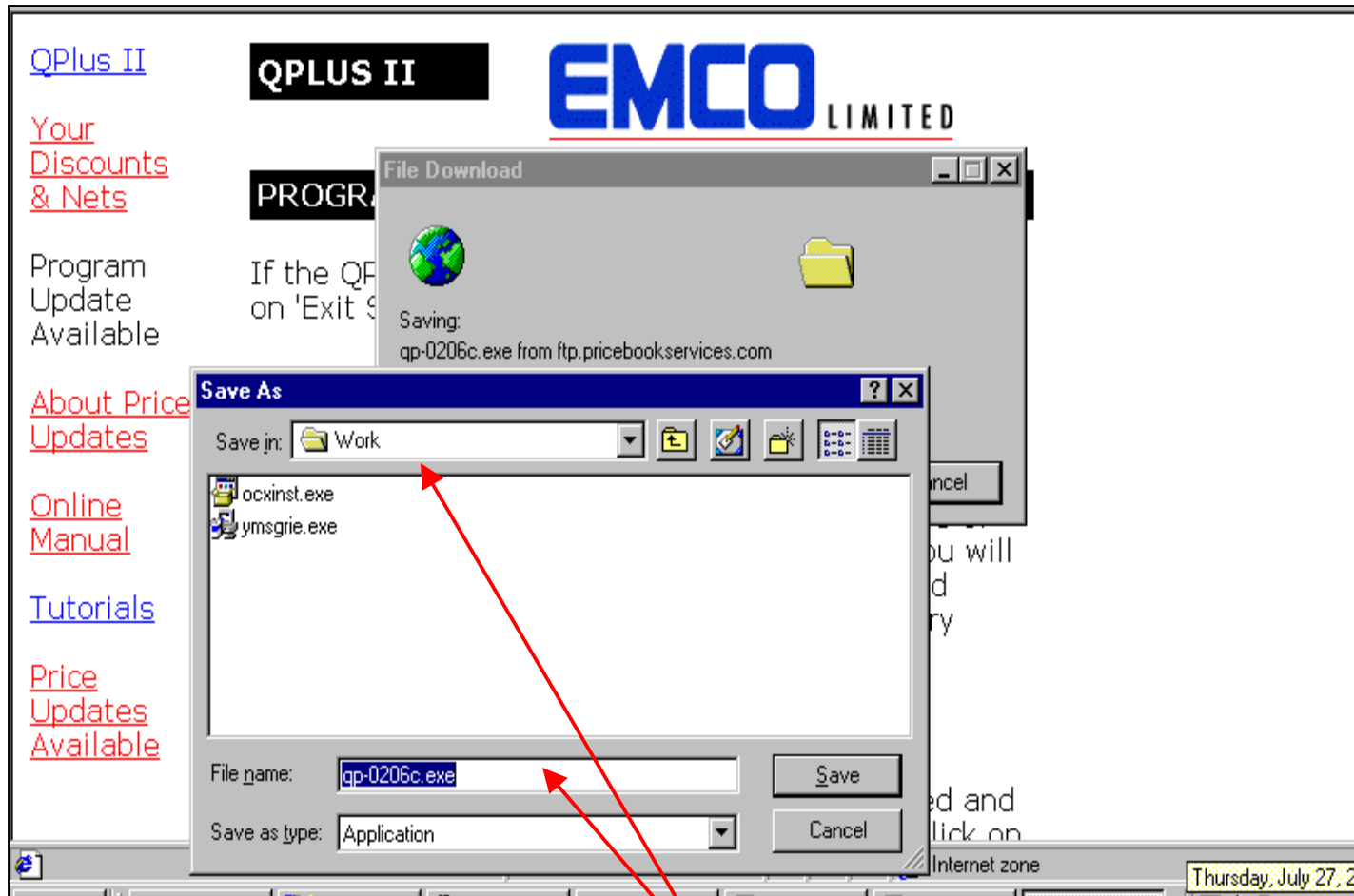
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Choose Save to disk option

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It is a good idea to write down the location so you don't forget

You can assign where in your computer to send the file. In this example it is going to \work and the default file name is used

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Now the new program is held in your computer as a compressed self expanding file

- in this example the file name was qp-0206c.exe and it is in a directory called Work. It can be anywhere you choose to put it.

Next click on the Start button, select Run and Browse to find the file (in this case \Work\qp-0206c.exe)

When you find the file click on it it will self expand & the existing QPlusII program file will be replaced. Your data will not be affected. Note the Qplus system must be closed down before you start the update process.

## Getting & Processing Price Updates from the Web

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1. Select EMCO Qplus II from the PBS Web site  
(pricebookserivces.com)

2. Select Price Updates Available



The screenshot shows the EMCO QPlus II website interface. On the left is a navigation sidebar with links: [QPlus II](#), [Your Discounts & Nets](#), [Program Update Available](#), [About Price Updates](#), [Online Manual](#), [Tutorials](#), and [Price Updates Available](#). A red arrow points to the 'Price Updates Available' link. The main content area features the EMCO LIMITED logo and a 'PROGRAM UPDATE' header. Below the header, it states: 'If the QPlus II system is running, switch to it. Click on 'Exit System'.' A numbered list follows: '1. To download & save the program update click on [this link](#). Approx download times: 28k (50 min), 56k (18 min), ISDN 128k/Cable (9 min or less). This action will download an installation file of the program update into your computer. You will have to assign a location for it on your hard drive. We recommend your qpluisii directory located on your c: drive. This will save a file called: mdb0206c.exe.' A second step is partially visible: '2. Once the program update file is downloaded and saved on your hard drive, click on 'Start'. Click on

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Select your Region for Prices

Available Price Updates:

- [British Columbia](#)
- [British Columbia - North](#)
- [Alberta](#)
- [Manitoba/Saskatchewan](#)

Prices Currently Available

Click on the number to select  
Then assign the location for  
the price file in your computer  
we suggest:

`\qplusii\western` on c: drive

Write down the location and  
file name so you won't forget!!

You must process them in  
numerical order - you can't  
do #21 if you haven't done  
#20

<i>EMCO QPlus II: BC</i>			
Number	Date	Notes	Next Scheduled Update
<a href="#">21</a>	Jul 6, 00	Updates from 20 to 21.	Aug 8, 00
<a href="#">20</a>	Jun 5, 00	Updates from 19 to 20.	Jul 3, 00
<a href="#">19</a>	May 15, 00	Updates from 18 to 19. Adds prices to the weld fittings section.	Jun 5, 00
<a href="#">18</a>	May 9, 00	Updates from 17 to 18. This update will take longer than usual as it is updating all the prices in the book.	Jun 5, 00
<a href="#">17</a>	Apr 24, 00	Updates from 16 to 17.	May 4, 00

[Back to Price Updates](#) | View [instructions](#) on how to get and process updates

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E-Mail: [prbook@slslandnet.com](mailto:prbook@slslandnet.com)

Detailed Instructions

## Getting & Processing Price Updates from the Web

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The screenshot shows a 'File Download' dialog box in the foreground. The dialog box contains the following text:

You have chosen to download a file from this location.  
qpb0020.exe from www.pricebookservices.com

What would you like to do with this file?

Run this program from its current location  
 Save this program to disk  
 Always ask before opening this type of file

Buttons: OK, Cancel, More Info

The background shows a table with the following columns: 'Number' and 'Next Scheduled Update'. The table contains the following data:

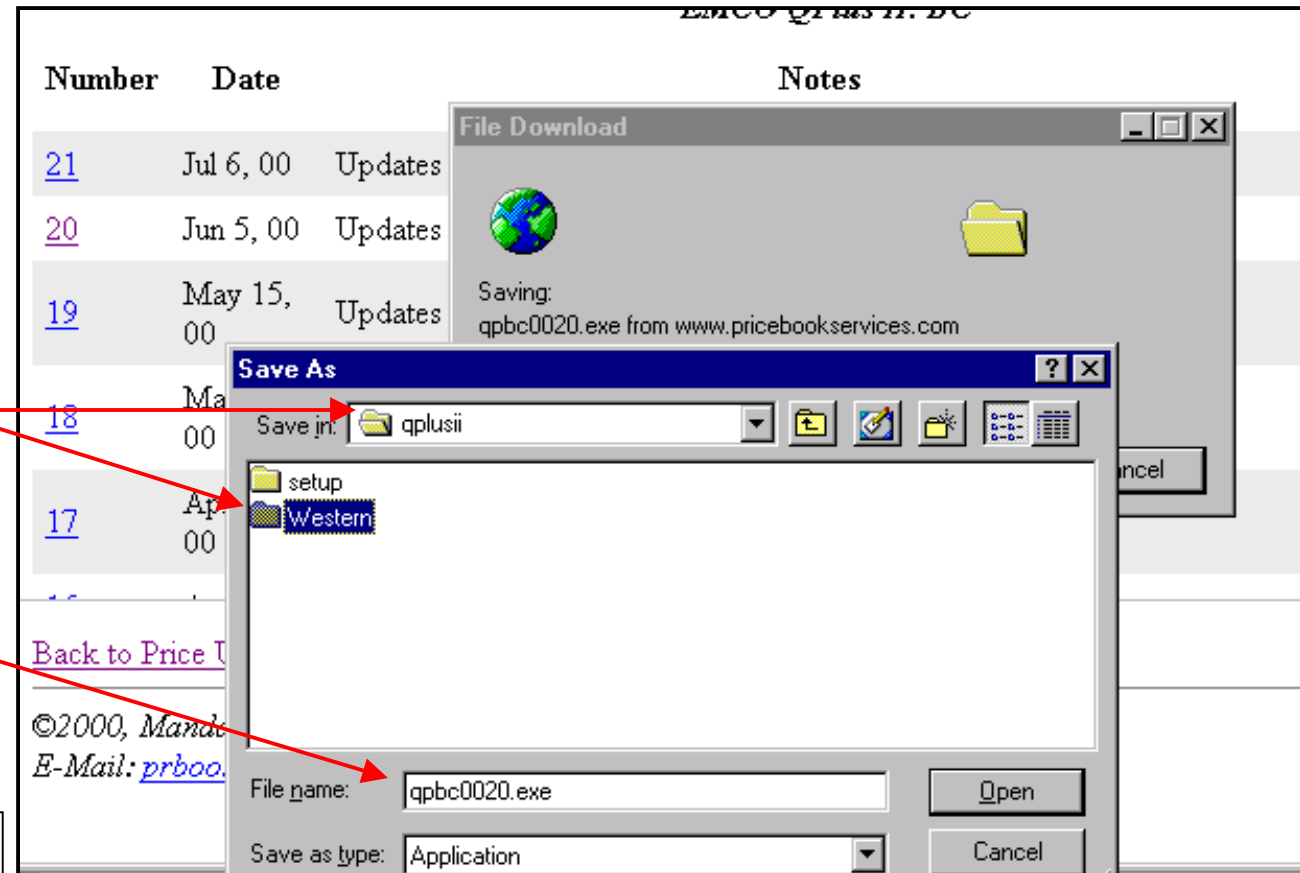
Number	Next Scheduled Update
<a href="#">21</a>	Aug 8, 00
<a href="#">20</a>	Jul 3, 00
<a href="#">19</a>	Jun 5, 00
<a href="#">18</a>	Jun 5, 00
<a href="#">17</a>	May 4, 00

At the bottom of the page, there is a footer with the following text:

[Back to Price Updates](#) | View [instructions](#) on how to get and process updates  
©2000, Mandat Systems, Ltd.  
E-Mail: [prbook@islandnet.com](mailto:prbook@islandnet.com)

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We suggest that you assign the file to \qplusii\western

Leave the assigned default filename

**Remember** - write down the directory location and filename so you don't forget it!!

You can set your browser to have a default download location in your computer

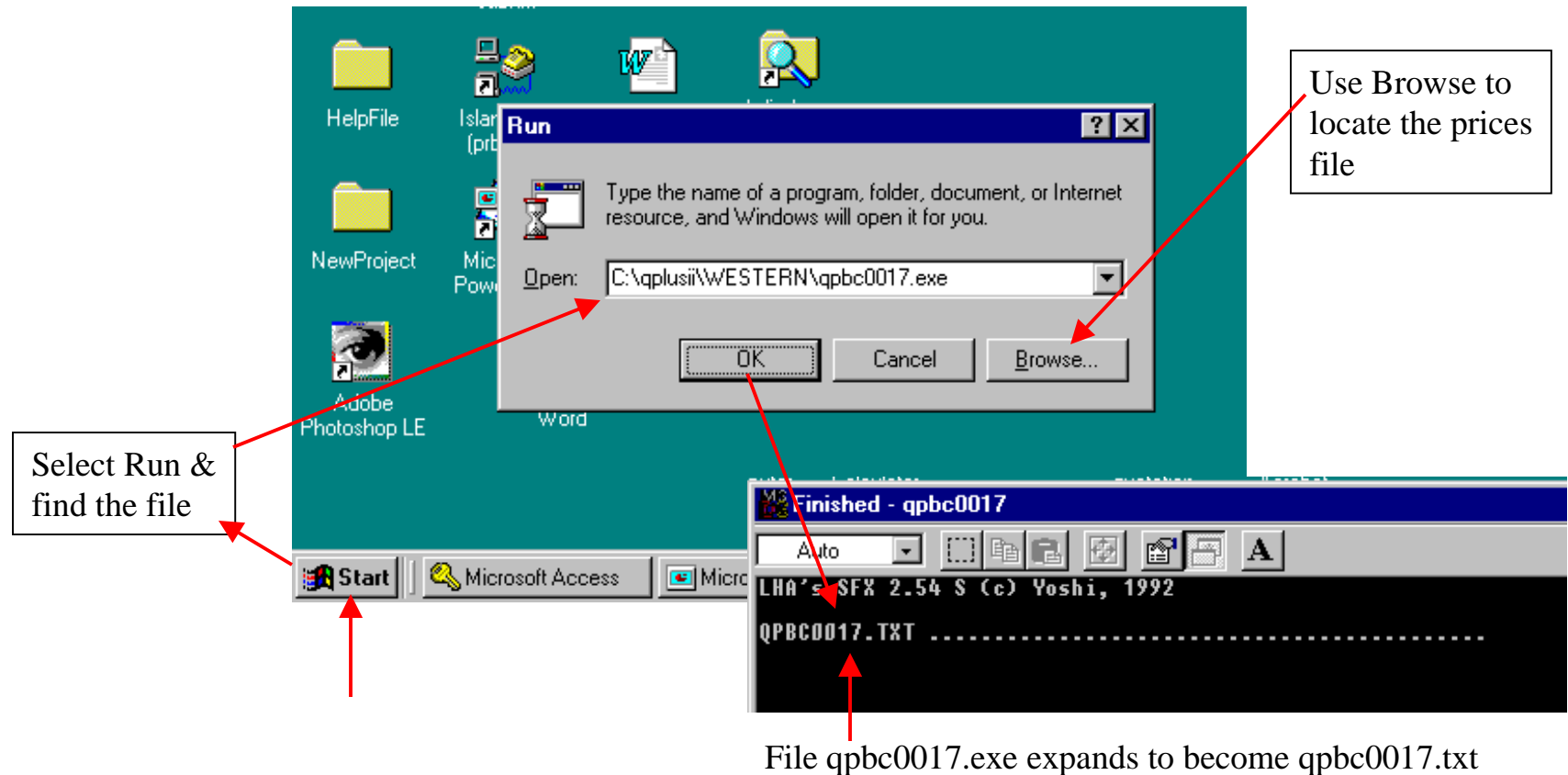
The price update file will be sent to your computer next you have to go to the computer - expand the file and process it into your Qplus catalogue.

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In this example the downloaded prices file will now be in your computer at `\qplusii\western\qpb0020.exe`. The file can be at any location that you want it to go to.

The prices file `qpb0020.exe` is a self expanding file so you have to now expand it before it can be processed. To do this go to **Start** and **Select Run** then enter the file name. You can use the **Browse** feature to locate the file



## Getting & Processing Price Updates from the Web

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The screenshot shows the EMCO QPlus II software interface. The main window is titled "EMCO QPlus II - CATALOG" and displays the "Current Catalog" as "Western / EMCO - BC". A "Catalog Utilities" window is open, showing the "Current Attached Catalog" as "C:\qplusii\western\emcoqbbc.mdb". The "Catalog Utilities" window has several buttons: "Catalog Update", "Import Discounts", "Import Net Prices", "Catalog List", "Print Catalog", and "Edit Discounts". A "Price Book Update" window is also open, showing the "Book" as "Western / EMCO - BC" and the "Filename" as "C:\qplusii\WESTERN\Qpbc0017.txt". The "Price Book Update" window has a "Process" button and a "Done" button. A red arrow points from the "Catalog Update" button in the "Catalog Utilities" window to the "Process" button in the "Price Book Update" window. Another red arrow points from the "Browse" button (represented by a folder icon) in the "Price Book Update" window to the "Process" button. A blue callout box with the text "Click Here to Process in prices." is positioned near the "Process" button. The text "Browse Button" is located below the "Price Book Update" window.

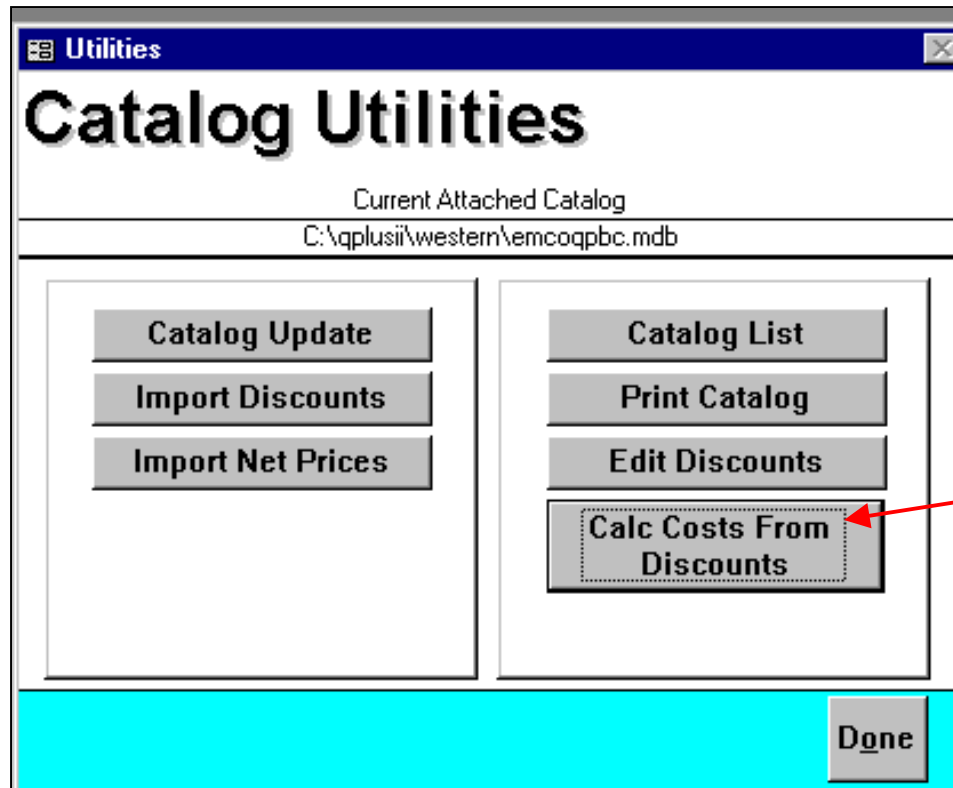
1. Select Catalog Utils  
2. Select Catalog Update  
3. Locate the update text file  
4. Enter the filename & path  
5. Click on the Process Button  
Note: You must process the updates in order of their number sequence.

Click Here to Process in prices.

Browse Button

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After you have processed in your price updates you now have to update your costs by selecting this button.

Note: your costs are calculated as follows

$$\text{Cost} = \text{List \$} - \text{Your EMCO Discount\%}$$

## Getting & Processing Your EMCO Discounts

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1. To get your own discount file contact your local EMCO Branch.
2. The file will be sent to you by EMCO by email.
3. Process in the file by selecting import **Discounts** button and this will update your computer's discount table..
4. Run the Utilities program **Calculate Costs from Discount File.**

