

# Drawerlister™

"The Cabinet Drawer Making Solution™"

[www.Drawerlister.com](http://www.Drawerlister.com)

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## Drawerlister™

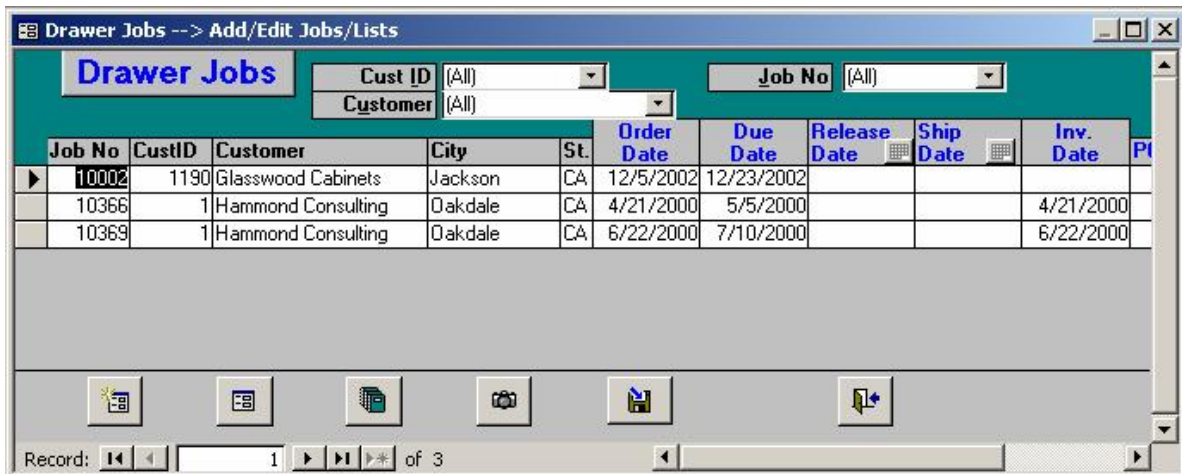
Drawerlister™ allows you to enter Drawer Box orders. You simply select your customer, material, type of drawer box and options and you are ready to put in the sizes.

Invoices, Packing Lists and Shop Cutting Lists are all available immediately and automatically once an order is entered. You may even add extras (sheets of plywood, pulls, or whatever...) to Drawer Orders and have them priced in the Invoice.



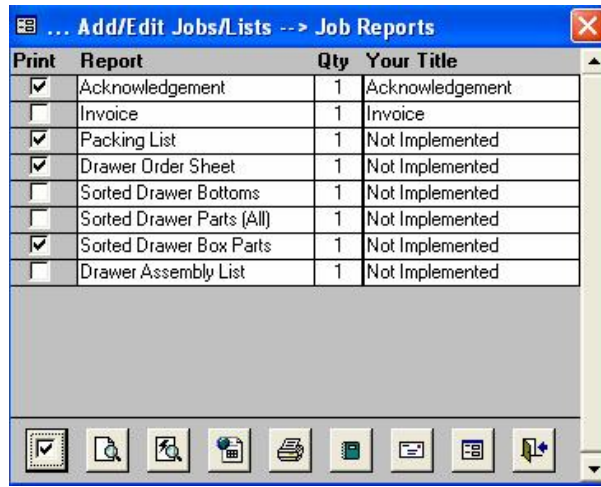
### Add/Edit Drawer Jobs/Lists


Using the Drawer Jobs Form, you may add and edit existing jobs, print job reports and check the status on your shop floor. Checking status of a job requires you to have *Job Tracking Module*.





## Drawer Job Reports


Once jobs are entered there are various reports automatically available from the Drawer Jobs Menu. These reports will automatically apply to the job that is selected when the reports icon is picked.





 Allows you to pick the reports that you have selected


 Allows you to preview in a savable Snapshot format


 Allows you to print your selected reports

 Allows you to e-mail your report in RTF format

 Allows you to preview the reports that you would like to see for this job.

 Allows you to e-mail your Snapshot Report

 Allows you to save report as an RTF file

 Allows you to pick the reports you wish to use from a list of all available reports

## Other (Management) Reports

The **Drawerlister™** has its own set of management reports:

Report	Description
Plant Schedule (Drawer Jobs)	Jobs that have not been Invoiced (no Invoice Date), Grouped by Due Date
Bookings (Drawer Jobs)	Jobs Booked in Date Range. Invoiced/Shipped or not, doesn't matter
Drawer Sales Summary Report	Summary (totals) only of Sales by Customer: Jobs that have been Invoiced
Drawer Sales by Customer Report	Customer Sales selected by Date Range: Jobs that have been invoiced
Drawer Freight Charge Report	Freight by type, any date range: Jobs that have been Invoiced
Drawer Freight by Month Report	Freight by Month, this year only: Jobs that have been invoiced.
Finish Report	Finishes by Finish, any date range: Jobs that have been Invoiced
Finish by Month Report	Finish by Month, this year only: Jobs that have been Invoiced.
Q B Export Report	Jobs exported to QuickBooks®

## Entering Drawer Jobs

To set up a new job, select the New Job Icon in the Drawer Jobs Form. First select a customer (by ID or Name), then enter Job Name, P O, etc. as desired. This is the header information for the job. Once the header Job Information is as desired, you may select the Drawer ID, Materials and Options.

**Note:** All items below the “Dashed Line” may be changed at any time and will apply to the “Next Drawer Entered”.

Drawer ID	Box Material	Bot Mat	Bot Grain	Bot Mount	Inset	Finish	Price
1/2" DOVETAILE	Soft Maple	1/2 Birch	Front to Back	Inset	3/16	Standard Finish	\$4.95
1/2" DOVETAILED	Soft Maple	1/2 Birch	Front to Back	Inset	3/16	Standard Finish	
Notch	\$0.00	Guide	\$10.00	Scoop	\$10.00	Edge	\$2.00
None	Amerock 2135	Scoop 2	1" Tabs	Rounded			\$4.30
None	Amerock 2135	Scoop 2	1" Tabs	Rounded			

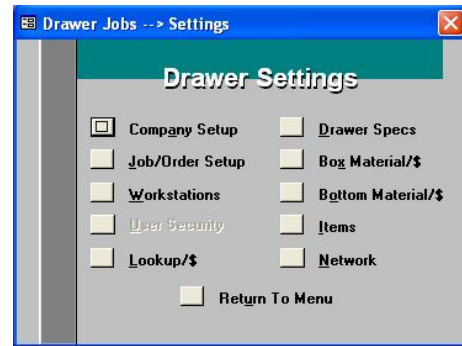
*Note that several options have a price field that automatically changes (based on your settings) when they are picked from the combo boxes (e.g. Bot Material, Finish etc.).*

- **Drawer ID**  
Pick the Drawer ID for the particular Drawer Style desired
- **Box Material**  
Select the Box Material desired
- **Bot Material**  
Select the Bottom Material desired
- **Bot Grain**  
Choose the direction for the Bottom Material Grain
- **Bot Mount**  
Choose the type of Bottom Mount for your Drawer Job
- **Inset**  
If you picked **Inset** for the above, then this will allow you to choose the depth of your Inset
- **Finish**  
If there is a finish, then here you would pick the type desired

Also supported are: Notching, Guides, Scoops, Tab, Edges and two additional portions (Opt 1 and Opt 2) that can be used as desired. Each of these can be used for all or any part of a job.

## Setting up Drawer Manufacturing... (Drawer) Settings

The Drawer Settings Menu helps to categorize and organize special setups for drawer manufacturing.

A screenshot of the 'Settings --> Company Setup' window. The title bar reads 'Settings --> Company Setup'. The main area is titled 'Company Setup' and contains several input fields and checkboxes. The 'Name' field is filled with 'Hammond Consulting'. The 'Address' field is empty. The 'City ST/Prov Zip/Post' field is filled with 'Oakdale NA'. The 'Phone' field is filled with '800-555-1212'. The 'Phone 2' field is empty. The 'FAX' field is filled with '900-666-1234'. The 'Invoice Address' field is filled with '845 Prosper Road DePere, WI 54115'. The 'Centered' checkbox is unchecked. The 'Use Logo' checkbox is checked. The 'Logo' field contains a placeholder image of a logo with the text 'Your Logo'. The 'Activation Key' field is empty. There are checkboxes for 'Use Password' and 'User Security', both of which are unchecked. A 'Return' button is located at the bottom right.

### Company Setup

This form is where you setup your company information. If you want to have this section of the program password protected, check the Use Password check-box and enter your password.

**CAUTION:** If you do this, you will need to remember the password or you will not be able to get back into this part of the program again. The password protects the entire "System Settings" section of the program.

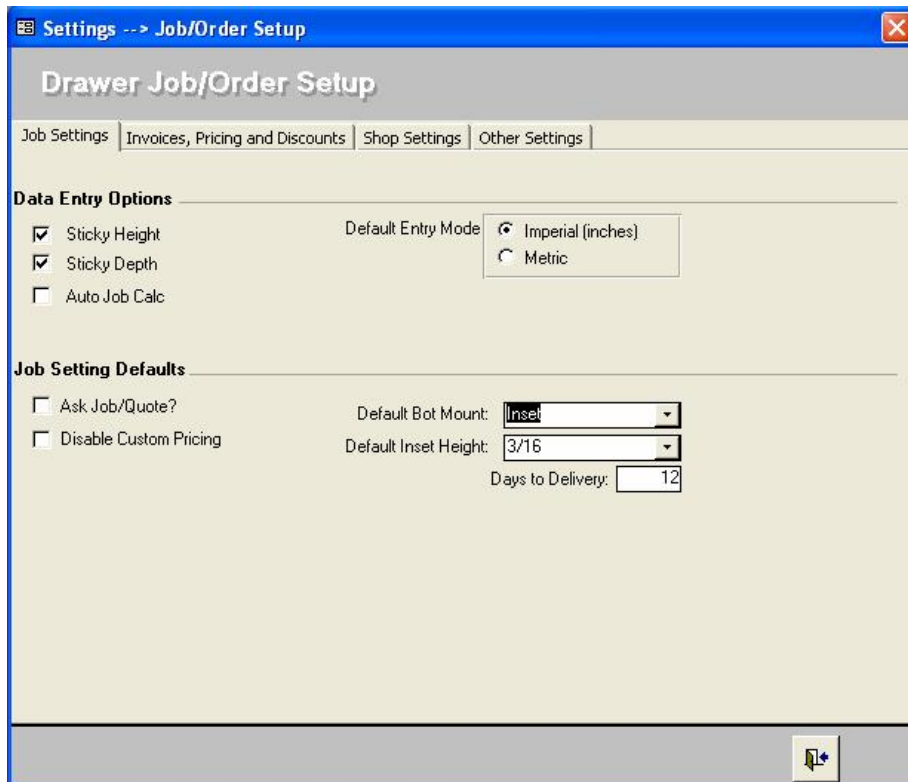
The Default Password is **SYSTEM** (upper or lowercase).

- **Your Logo:** If you want your company logo printed on Invoices, select the Use Logo check-box. If you copy (control + c) your company's logo into your clipboard, you can paste it (control + v) into the **Drawerlister™** logo window.
- Use the **Invoice Address** section to design your return-address as you would like it to show up on Invoices. If you would like your address centered under your company name then check the "Centered" check-box.
- **Activation Key:** In the **Doorlister®** binder that you received, there will be a sheet with your activation key. Simply type this in along with your Name and City/ST, and after done, close the form. This should bring up a "Doorlister has been successfully activated message". If there are any typos or additional spaces, there will be a message indicating that **Drawerlister™** will be in trial mode. If you are unable to add any Jobs/Customers or Doors, then this is the first place we will want to check.

## Job/Order Setup

The Drawer Job/Order Setup form allows you to make settings specific to the operation of the **Drawerlister™**. On the form are tabs for:

- Job Settings
- Invoicing, Pricing and discounts
- Shop settings
- Other settings



## Job Settings

- **Sticky Height/Depth:** If turned on (checked), **Drawerlister™** automatically remembers the Height or Depth of the last item entered and sets that figure automatically for the next Item entered. (This can be changed "on the fly" when doing a specific job by using the Entry Options command button).
- **Auto Job Calc:** When each job is closed, Doorlister® will ensure that the management reports stay up to date with all the prices and totals. Until a customer report is either previewed or printed, **Drawerlister™** does not calculate the full total of each job which may affect management reports totals.

- **Default Entry Mode:** Pick either Imperial or Metric for your initial mode of entry on a New Job.
- **Ask Job/Quote:** If selected, this switch will force the selection of whether this is a job or quote when on new jobs.
- **Disable Custom Pricing:** If selected, users will not be able to select custom pricing when entering a job.
- **Default Bot Mount:** Sets a default value for Bottom Mount (Inset, Bottom Mount, Flush)
- **Default Inset Height:** Sets a default value for Inset Height
- **Days to Delivery:** Automatically sets the due date by adding the number of dates entered in this field to the order date. **Drawerlister™** does not include weekends (Saturday and Sunday) when calculating this date.

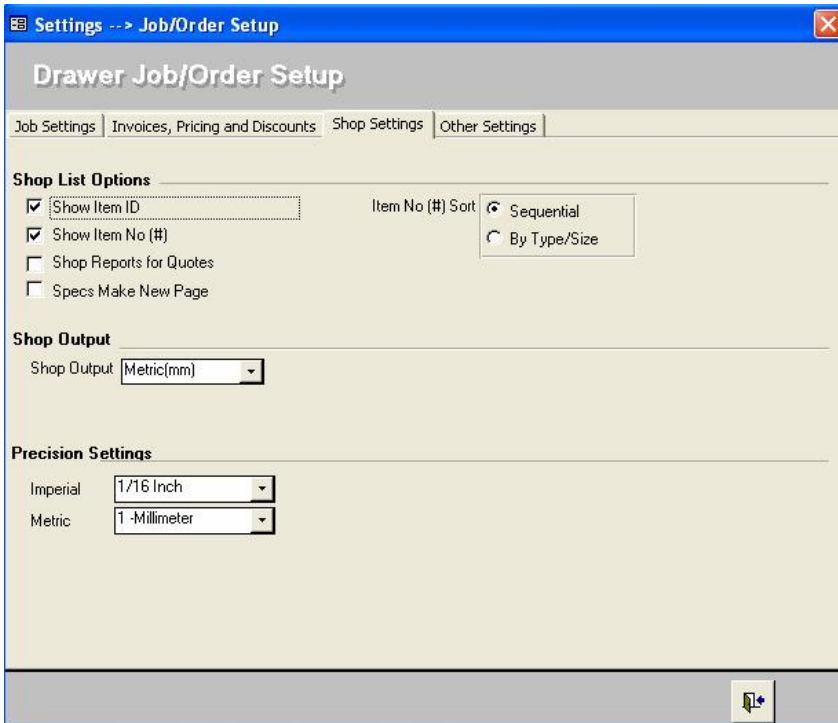
## Invoices, Pricing and Discounts

- **Auto Job Calc:** If this is checked after a job is entered or edited, a printed report will be automatically saved to disk with updated totals (including pre-finish, discount, tax etc). This will ensure that all

customer and sales reports are up to date at all times. Using this however will cause a slight delay when closing a job (probably a few seconds depending on your system).

- **Min Invoice:** Specifies the minimum price for an invoice. If \$0.00 is specified, there will be no Minimum Invoice Price.
- **UTTax/UTTax2:** The UT (meaning User Titles) implies you can change the title for Taxes. This may be used for Canadian customers who will end up using PST and GST for their taxes.

- **Quote #/Quote Date Titles:** All user definable titles that will change the corresponding fields on the Invoices/Acknowledgments/Quotes
- **Price By:** You can price either by Sq Ft, Sq Inches, Sq Meters, or Sq Centimeters. You can even affect how many decimal spots **Drawerlister™** uses for its calculations
- **Allow Term Discounts:** If there are Days and Discount Days filled out in the Lookups > Terms, then this switch will show the actual % discount on the Invoice if it's paid within the amount of Days specified.
- **Discount Type Settings for New Jobs:** The global setting for how discounts are treated on new jobs. Normal will bring discounts over from the customer record. Job% will enable a per-job discount. None will specify no discounts.
- **Automatic Discounts:** A global discount setting which is triggered by a total number of doors per job.
- **Show Job No by Invoice/Ack?:** This will display the job number on both the invoice and acknowledgements after the report title.
- **Hide Due Date from Invoice/Ack?:** This will remove the Due Date field from any of the customer reports.
- **Freight Taxable:** This will charge tax on freight if it's a taxable job.
- **No Auto Invoice Date:** When you print/preview an invoice, **Drawerlister™** will normally put in an invoice date (with today's date). If this is checked (ü), the invoice date will be left blank.
- **Show User ID -> Customer Reports:** Each job can have a User ID associated with it to know who actually entered the job, which by default is hidden from any customer reports. This switch will show the User ID field on customer reports if enabled.



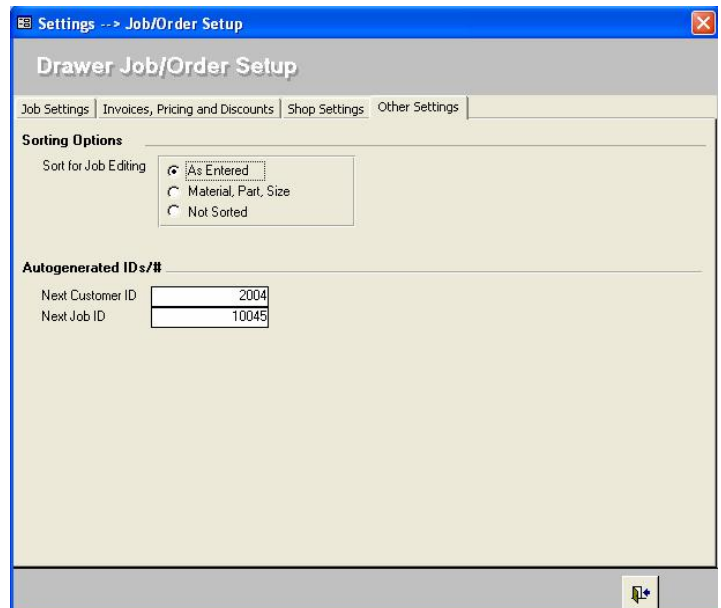
## Shop Settings

- **Show Item ID:** Selecting this will display the Item ID on shop reports.
- **Show Item No:** Selecting this will display the Item Number on shop reports.
- **Shop Reports for Quotes:** This is allowed to specify if quotes are allowed to print out shop reports.
- **Specs Make New Page:** On certain reports, this can be used to break to a new page anytime a specification has changed (Material, Drawer style etc).
- **Item No Sort:** This will sort the shop reports item no's either by sequence (as entered) or by type/size.

- **Shop Output:** This is a system wide setting that will make all shop reports in fractions, decimals or metric.
- **Precision Settings:** These settings allow you to determine the precision to which calculations are presented on the shop cutting list.

## Other Settings:

- **Sort for Job Editing:** Allows you to control the order in which order items are shown when opening an existing Job for editing.
- **Next Customer ID:** Shows the next Customer ID **Drawerlister™** will use.
- **Next Job ID:** Shows the Next Job ID which **Drawerlister™** will use.



## Box Material/Pricing

You may set up pricing for Drawer Box Materials using a Price per Lineal Inch for any number of materials widths and Maximum Sizes. Alternatively, you may price Box material by the Square Foot and use a Minimum Square Foot pricing to charge per unit. You may set a max height allowed for specific materials if desired.

Material	\$/Sq	\$/In	Min Sq	Max Height	\$Each	Trigger WD	\$/inch +Trigge
▶ Aspen	0.40	0.00	0	6	0.00	0	0
Aspen	0.50	0.00	0	12	0.00	0	0
Cherry	0.50	0.00	0	12	0.00	0	0
Red Oak	0.50	0.00	0	12	0.00	0	0
Sel Hard Maple	0.65	0.00	0	12	0.00	0	0
Soft Maple	0.55	0.00	0	12	0.00	0	0
*	0.00	0.00	0	0	0.00	0	0

## Bottom Material/Pricing

If desired you may also price Drawer Bottoms by the Square Foot with a Minimum per Unit.

Bottom Material	\$/Sq	Min Sq
▶ 1/2 Birch	\$2.25	0
1/4 Maple	\$3.00	0
1/4 Wh Melamine	\$1.90	0
1/4 Birch 2-2	\$2.15	0
1/4 Hardboard	\$1.10	0
1/4 Oak	\$2.15	0
*	\$0.00	0



## Drawer Specs

Drawer Specifications are set up using a list on the left with a simple graphic of the drawer box on the right. You may fill in size adjustments on either side of the form and the alternate side will be automatically filled in for you.

Drawer Jobs --> Settings --> Drawer Specs

**Drawer Specifications** Drawer ID: 5/8" Scoop Front

Metric:  Front Qty: 1

Front Height Adj:	0
Front Length Adj:	-1.25
Back Height Adj:	0
Back Length Adj:	-1.25
Side Height Adj:	0
Side Length Adj:	-0.5
Bot Width Inset Adj:	-2.0625
Bot Width Flush Adj:	-1
Bot Width Bot Mount Adj:	-1.3125
Bot Length Inset Adj:	-0.8125
Bot Length Flush Adj:	-0.5
Bot Length Bot Mount Adj:	-0.0625

Assembly Price: \$5.80  
Prefinish Price: \$4.95

Back Len Adj: -1.25

Adj if: Inset -0.8125  
Adj if: Flush -0.5  
Bot Mount -0.0625

Adj if: Inset -2.0625  
Adj if: Flush -1  
Bot Mount -1.3125

Side Length Adj: -0.5

Side Ht Adj: 0

Front Length Adj: -1.25

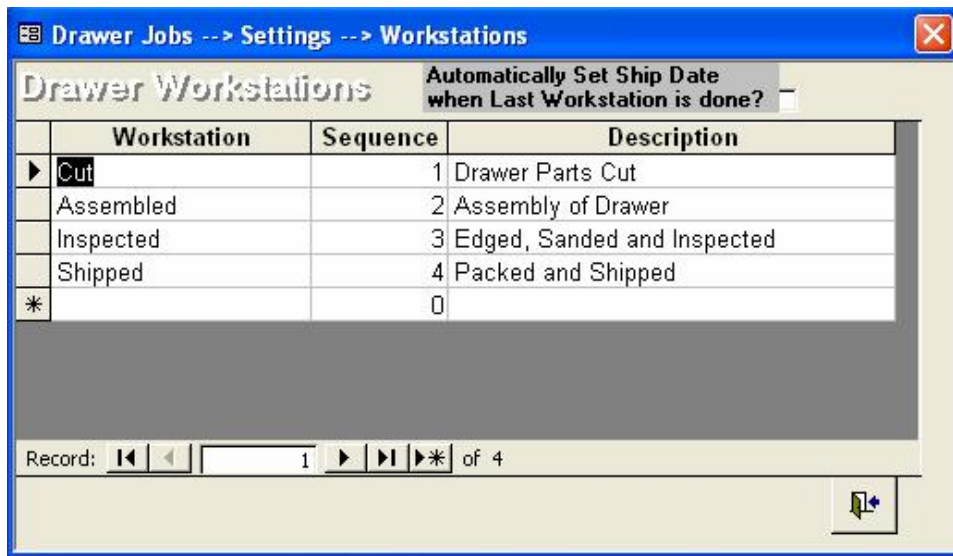
Back Hght Adj: 0

Front Height Adj: 0

Record: 1 of 4

## Workstations

If you have the optional *Job Tracking Module*, then you can setup job Workstations associated with manufacturing of Drawer Boxes. As with custom doors, the Workstation Names and the sequence that they occur in the shop are Custom Definable for your operation.

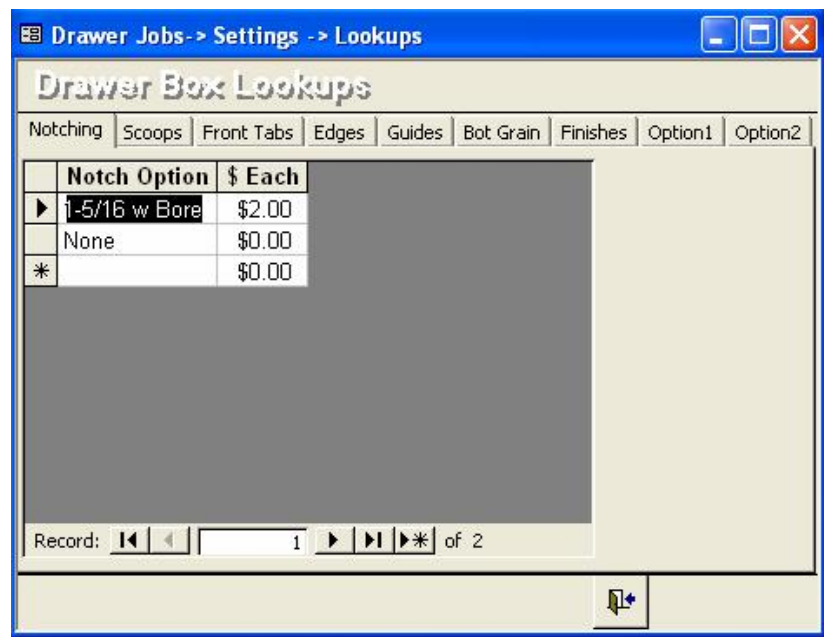


## Lookups/\$

This is where you may enter your pricing for each of your company's Drawer Box Options.

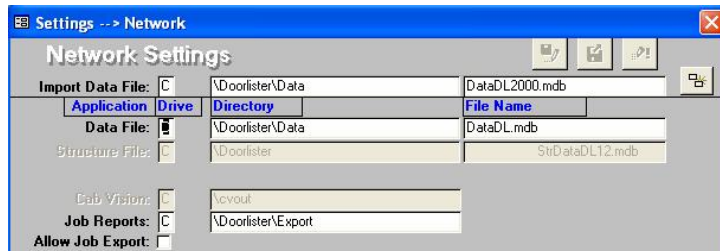
The following Lookups are all options that can be used while entering door jobs. The data driven nature of **Drawerlister™** allows complete freedom for you to set up the following options to match your company's nomenclature and pricing.

- **Notching**
- **Scoops**
- **Front Tabs**



## Network

Here is the section that controls the file locations/destinations of the following items:



- **Import Data File:** This is used for R7-10 versions of Doorlister®. Do not use this unless upgrading from a previous version.
- **Data File:** If you are networking Multiple computers with **Drawerlister™**, this is where you would change the drive letter.



This is for updating new tables/relationships. It is rarely used, only when upgrading from a previous version.



This is the easiest way to "hunt" the data file. Clicking this will simply bring up a browse window to select the datafile.



After having selected the datafile from the above button, this will actually connect it. Using the "hunting" button above assures that the drive/path will be correct. Even if the location is changed, it will not take affect until this is pressed.

## Quick Books® Export

This option is available only if you have the *QuickBooks® Module*. You may select any available jobs and create a QuickBooks® export file that will create a summary invoice in QuickBooks®

