Implementing TRAVERSE

Training Manual

ETMIM11

Document Number ARTRN

June 2009, Release 11

This document has been prepared to conform to the current release version of TRAVERSE Accounting Business Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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TRAVERSE 11 ARCHITECTURE

Summary

This document is designed to provide IT professionals with a basic outline of the technology and structure of the TRAVERSE version 11 software. The document authors presume that you possess an understanding of Microsoft tools and the operating environment. A References section at the end of this document provides URLs that you can use to further research specific topics relating to Microsoft.s products.

All references in this document to TRAVERSE refer to TRAVERSE version 11 unless otherwise noted.

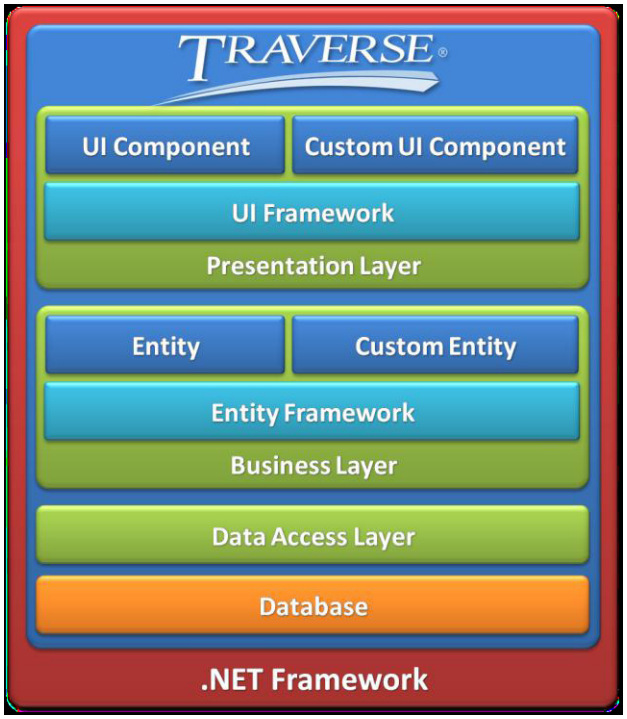
General Information

TRAVERSE is designed following object-oriented principles and is built on Microsoft's.NET Framework. The business processes can be deployed as software services in a service-oriented architecture (SOA.) The graphical user interface (GUI) used on workstations and mobile devices is written using Windows Forms and the C# programming language. The browser-based UI is authored using ASP.NET. The data is stored using Microsoft's SQL Server database. The supporting business logic may be found in either of two layers as deemed appropriate:

- Business objects, or entities, are assemblies written using the C# language.
- Transact SQL (T-SQL) code stored on the database server is used for data-intensive processing.

Reporting and data analysis for TRAVERSE are provided using a number of tools. The standard reports provided with the TRAVERSE software are designed using SQL Server Reporting Services (SSRS) and Microsoft Excel. Additional TRAVERSE applications that provide Excel-based financial reporting and data-mart analysis using OLAP technology are available as options. Note that SSRS is not a required component for viewing reports, but is required to change the

report design. However, the Excel-based reporting is only available to users who have Excel installed.



The TRAVERSE menu system is designed to support the execution of additional reports created by users or third parties. Reports designed using Crystal Reports, documents using Microsoft Word's mail-merge capabilities, and many other reports can be easily integrated into the TRAVERSE menu structure.

Technology

While SQL Server remains the solid, flexible, and powerful database back end for TRAVERSE, we've chosen leading technologies such as C# as the basis for our program development. These cutting edge technologies allow us to provide you with a user experience and flexible software for a new era of doing business. An era in which software is easily adapted to your unique business needs and where you are in control of how and when you access information. You can be assured that these popular and powerful technologies will serve as a solid base for TRAVERSE well into the future.

Component	Language/Tool
Data storage	T-SQL / MS-SQL Server
Development environment	MS Visual Studio
Business layer **Data access layer**	C#
UI – Windows (workstation or mobile	C# / Windows forms
UI – Browser	C# / ASP.NET
Primary reporting	SQL Server Reporting Services
Secondary reporting **(User reporting supported)**	MS Office (Word, Excel, Outlook) Info Path/Share Point Crystal Reports
Scripting	Iron Python, Java Script, others

Server Technology

All editions of TRAVERSE use Microsoft's SQL Server for database management. The TRAVERSE media includes the free edition of SQL Server 2008, called SQL Express. This version of SQL Server is positioned as an entry-level SQL product for the small business environment. This edition of SQL Server has the following limitations that you should consider when you determine which edition to use for your TRAVERSE implementation:

- 4-gigabyte-per-database size limitation (In TRAVERSE, each company has a database that contains all of the application data for that company)
- Uses only 1 CPU, but can be installed on any server
- 1 GB addressable RAM
- No support for Analysis Services (data warehousing and business intelligence)
- Cannot serve as a replication publisher for transactional replication

To avoid these limitations or to accommodate larger user counts, a user-supplied Standard or Enterprise edition of SQL Server 2008 can be installed before implementing TRAVERSE. While it is possible to share a SQL database server among applications, we recommend a dedicated SQL Server (or SQL Server instance) for TRAVERSE. The following table shows the various combinations of server and operating system products that can be incorporated in a TRAVERSE installation.

SQL Database Edition	Server Operating System
2008 Express (Included with TRAVERSE)	Windows Server 2008 (All editions) Windows Server 2003 (All editions) Windows XP (Professional) Windows Vista (Business or Ultimate)
2005 Standard or Enterprise (32-bit)	Windows Server 2008 (Standard, Enterprise or Datacenter) Windows Server 2003 (Standard, Enterprise or Datacenter) Windows Vista (Business, Enterprise or Ultimate)
2005 Standard or Enterprise (x64)	Windows Server 2008 (Standard, Enterprise or Datacenter) Windows Server 2003 (x64 Standard, Enterprise or Datacenter)
2005 Developer (32-bit)	Windows Server 2008 (Standard, Enterprise or Datacenter) Windows Server 2003 (Standard, Enterprise or Datacenter) Windows XP (Professional) Windows Vista (Business, Enterprise or Ultimate)

SQL Database Edition	Server Operating System
2005 Developer (x64)	Windows Server 2008 (Standard, Enterprise or Datacenter) Windows Server 2003 (x64 Standard, Enterprise or Datacenter)
2008 Editions	Windows Server 2008 (Standard, Enterprise or Datacenter) Windows Server 2003 (Standard, Enterprise or Datacenter) Windows Vista (Business, Enterprise or Ultimate)

Business Layer

The assemblies that constitute the business layer of TRAVERSE are written in C#. These assemblies can be deployed in a variety of ways, giving you the flexibility to determine the best configuration for your business. In the default configuration, these assemblies are delivered to each workstation to avoid the need for proxy classes. To simplify deployment and maintenance, the client installation for TRAVERSE uses ClickOnce technology so that updates provided to the environment are automatically delivered to the workstations.

When access to the business layer is extended outside the firewall, for wireless or Internet connectivity for example, it is exposed as a software service which provides secure access to the objects.

Client Technology

The user interface assemblies for client workstations and hand-held devices use Windows Forms and are written in C#. In the default configuration, these assemblies are installed (using ClickOnce technology) to the workstation or hand-held device. For a thin-client configuration, these assemblies are installed to a server running Terminal Services or Citrix.

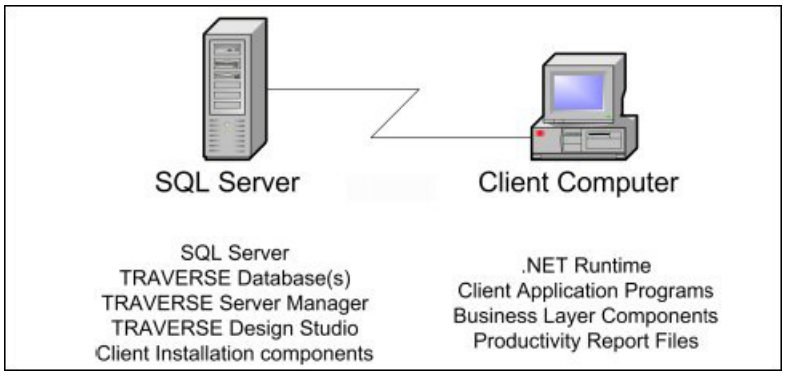
Browser-based user interface components are built on ASP.NET and are installed on the Web server.

Structure

A typical TRAVERSE implementation includes a number of components:

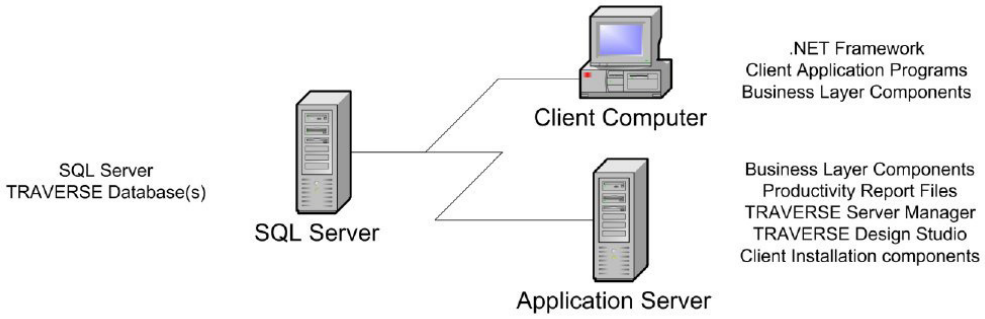
- SQL Server ¡V Database management. The TRAVERSE media includes the Express Edition of SQL Server. Alternatively, a user-supplied version of SQL Server Standard or Enterprise Editions can be installed.
- TRAVERSE database(s) - Company data and related programs. These databases are created during implementation or when new companies are being set up.
- Server Manager - TRAVERSE database administration tool. This tool is used to create, maintain, backup and restore company databases, manage security and permissions, and apply service packs.
- TRAVERSE Design Studio - A tool provided to allow for the custom design of forms, defining custom fields, scripting, data integration and other business specific requirements.
- .NET Runtime - Client GUI management. If not already present, the .NET v2.0 runtime component is installed to each workstation.
- Client application programs - Windows Forms assemblies. Simple functions, such as Terms Code and Distribution Codes maintenance, are aggregated into single assemblies while more complex maintenance and transaction functions have their own assemblies.
- Business layer components - Compiled C# assemblies. There is generally one business layer component for each business object, such as Customers, Items, etc.
- Productivity Report Files - Excel spreadsheets. These spreadsheets can be stored as local files customizable be each user, or as shared files on a server. An Excel plug-in is installed that provides security validation to the TRAVERSE data.
- Client installation components - Used to install the client workstation components using ClickOnce.

When the Typical (default) option of the installation wizard is used, the components are installed as shown in the following figure.



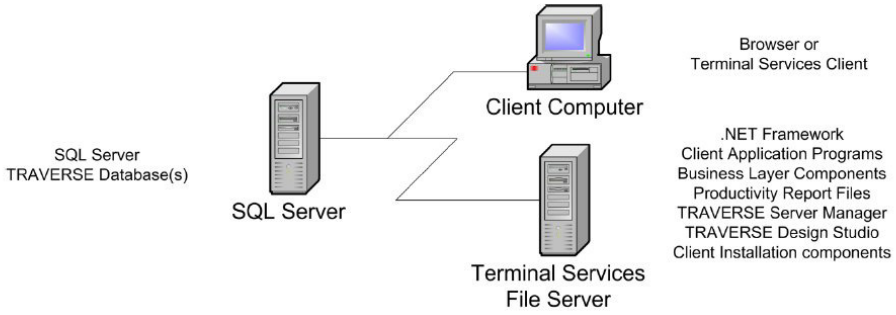
You can configure a TRAVERSE implementation in a different manner to better suit your business. Most of the components are portable and you can place them on any server that exists within the network environment. Note that having the business layer assemblies on client and server avoids the need to generate proxy classes.

TRAVERSE can also make use of the flexibility of SQL Server. It is possible to use server groups and to distribute log files to specific servers, which can be helpful in a transactional replication environment.



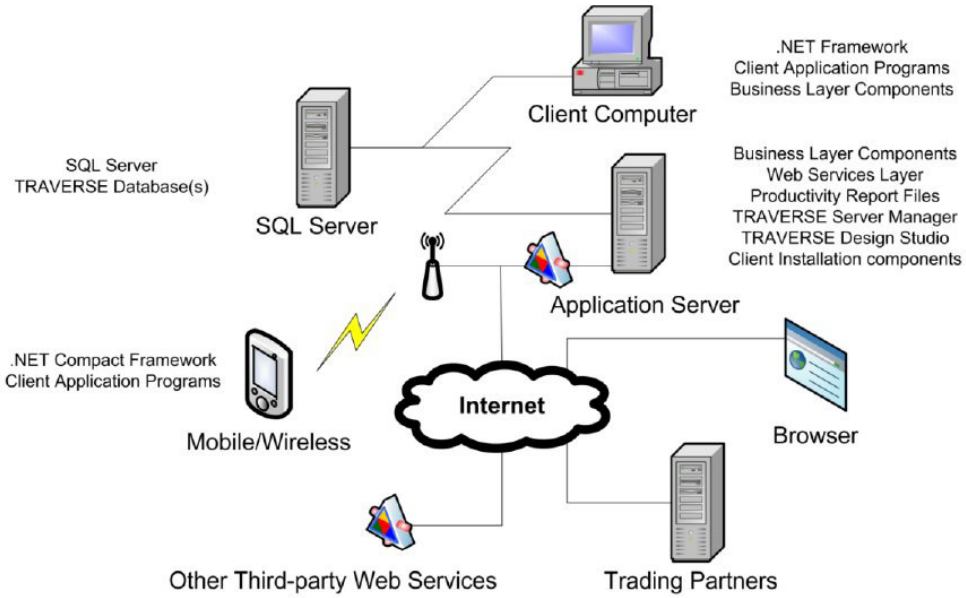
Ultra-Thin Client Considerations

TRAVERSE can also be implemented using an ultra-thin client configuration such as Microsoft's Windows Terminal Server.



Internet and Wireless Deployments

TRAVERSE can use the public Internet and wireless infrastructure to extend the software's reach beyond the firewall. This is accomplished using software services to ensure secure access to the desired functionality.



Database Integrity

Data integrity at the server level is maintained using several facilities available in the SQL Server RDMS. Proper data types are defined for data fields to enforce different types of acceptable data; specialized stored-procedures called triggers are used to maintain data relationships, and primary-key and unique index constraints are used to enforce non-duplicable values. All create, read, update, and delete (CRUD) operations are wrapped in database transactions as atomic units of work.

Where complex database operations are being performed, such as in a batch posting stored procedure, SQL transactions are used to ensure that all of the complimentary database updates required to maintain a sound accounting system are performed. If any problems occur during any of the attempted database updates within a transaction, the database status is rolled back to its condition before any of the transaction updates were attempted. This provides an opportunity to discover and repair the problem within the database before executing the function again.

Security

TRAVERSE maintains a catalog of users, including domain users, with access to specific application functions based on role memberships. User and Role are unique entities within the scope of the TRAVERSE instance. Roles are assigned to the company databases to which they should have access. Roles can be granted or denied permission to functions at the company level. Users are assigned to one or more roles and inherit all the permissions of roles.

TRAVERSE creates a single login on the SQL Server instance hosting the databases and grants access to only the databases required for TRAVERSE. This login is used by TRAVERSE to impersonate the users once the security credentials have been validated by the License Server. Since this login should have database owner or higher privilege on SQL Server, it is encrypted.

Security setup is managed using the TRAVERSE Server Manager application.

Adapting to your business

Even as the functionality and sophistication of business management software continues to grow, there can be parts of your business process that don’t map well onto that functionality. To be most useful, a software solution must be configurable to adapt to your business without expensive customizations.

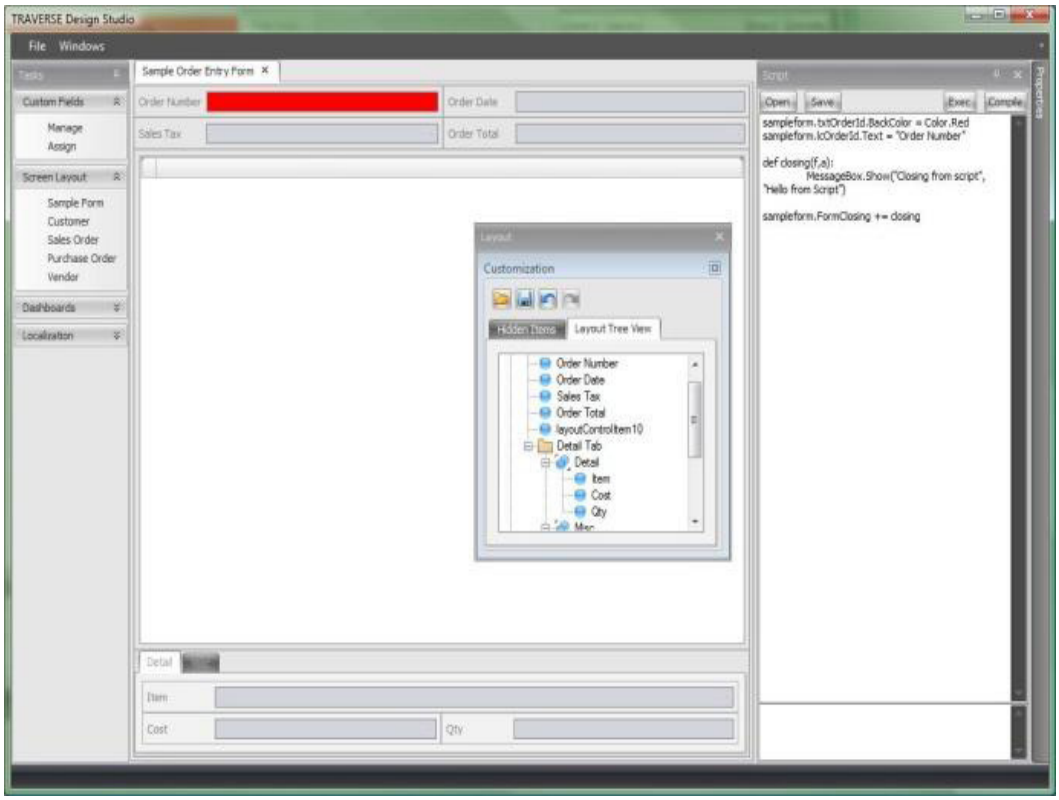
You can adapt TRAVERSE to meet those needs through any combination of four methods: personalization, design, integration, and customization.

Personalize

Individual users can personalize the software by adjusting the menu terms and organization, changing the basic form navigation, and by creating and saving individualized “views” of data for inquiry and reporting.

Design

Companies can create user- or role-based variations of the user-interface, add custom fields, manage workflow and more using the TRAVERSE Design Studio. The Design Studio also supports the use of scripting languages to add validations and process branches to the software.



Multiple variations of a given function can be saved and assigned to specific users or roles. This provides an easy mechanism to control which users have access to specific information. For instance, a data entry person may not be allowed to see the cost information on a quote or order, but the sales manager working with the same data entry form can see that information.

Adding custom fields to the software requires only two steps using the Design Studio. First, you define the field, giving it a name, screen prompt, data type, any field validations, etc. Then, you associate that field with a TRAVERSE object, such as an inventory item, a customer, or a sales order. That field is added to the function used to maintain that object, and automatically becomes available for inclusion on any of the personalized reports or inquiries based on that object. Note that all custom field definitions and values for a given object are stored as a single XML data element in the primary table for that object. This design avoids metadata changes to the schema while retaining the ability to easily access the data with a simple SQL XML query.

A key aspect of the Design Studio is that any design changes that are done with it are preserved when service packs and other updates are applied to the software.

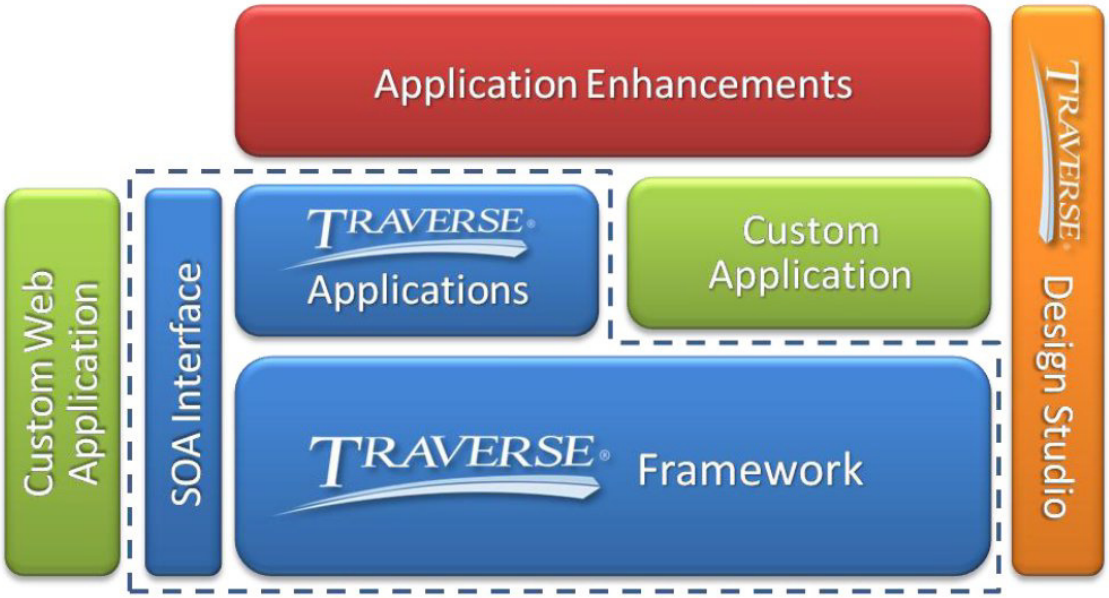
Integrate

The TRAVERSE Design Studio also includes the TRAVERSE Integration Engine (TIE), a set of data mapping and scheduling tools that can be used to integrate your Web store, trading partner, or other proprietary or third-party applications to TRAVERSE. Using the integration tools in the Design Studio ensures that data coming into your system is passed through the same validations and business processes as manually entered data.

Customize

The TRAVERSE applications are built on a complete framework designed to simplify the extension of functionality necessary to meet the specific needs of a company. A detailed diagram of the framework is shown in the appendix.

Companies that want to build in-house solutions to meet specific business needs can build application extensions or custom applications using this framework.



Any application extension or custom application built using the TRAVERSE framework automatically inherits the personalization and design points outlined above.

Using object-oriented techniques, such as class inheritance, ensures that your customizations will generally continue to operate after the application of service packs and other updates.

Software Developer's Kit (SDK)

The TRAVERSE Software Developer's Kit is an invaluable tool for anyone building applications or application enhancements for use with TRAVERSE. The SDK provides documentation and tools that can be used to build TRAVERSE plug-ins that look and function just like the standard TRAVERSE software.

Some of the primary components included in the SDK:

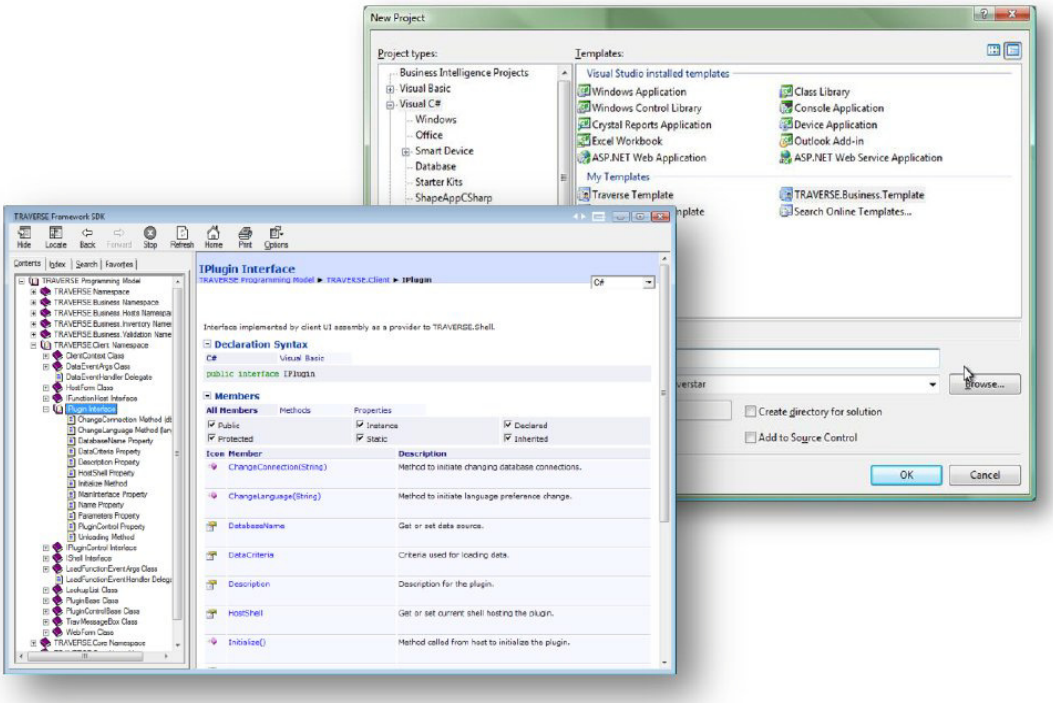
Standards Guide. A complete guide to the naming conventions, form and report standards, coding conventions, online help, and testing standards used.

Database schema. Electronic listing of table and column definitions.

Full object definition. Complete documentation of all framework classes and methods.

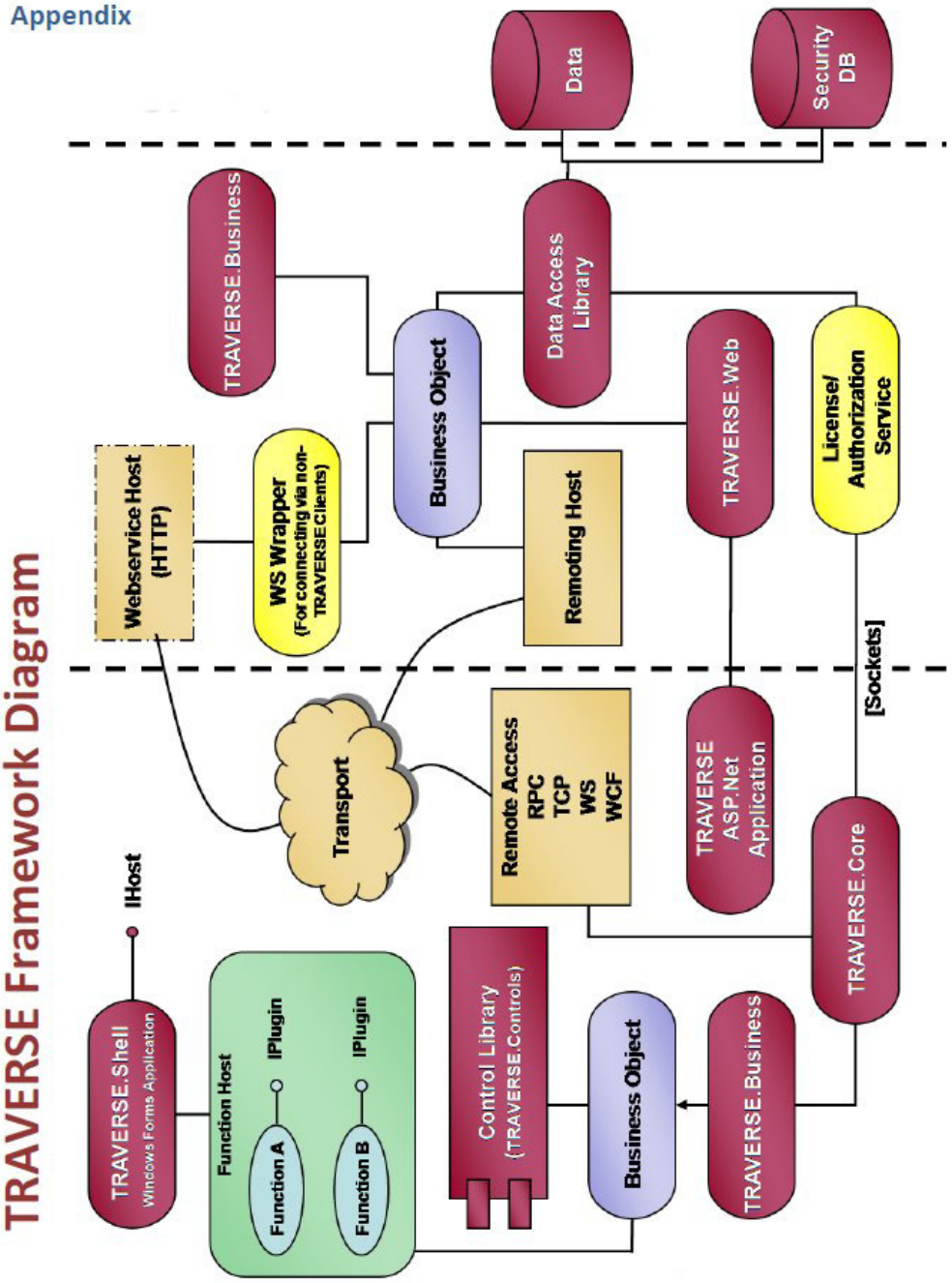
Visual Studio plug-in. Project templates to create TRAVERSE compliant projects.

Code generator. Generates TRAVERSE compliant code based on custom table schemas.



TRAVERSE Framework Diagram

Appendix



BASIC SQL 2008 EXPRESS INSTALLATION

This chapter will go through a basic SQL Server 2008 Express installation using the TRAVERSE 11 DVD. SQL 2008 Express is also available for download from Microsoft. For installation requirements, support and download information please visit the following Microsoft websites.

Support and System Requirements: http://www.microsoft.com/express/support/

Downloads: http://www.microsoft.com/express/sql/download/

Before you start, you will want to verify the following are installed or the installation will be stopped:

.Net 3.5 SP1

http://www.microsoft.com/downloads/details.aspx?FamilyID=AB99342F-5D1A-413D-8319-81DA479AB0D7&displaylang=en

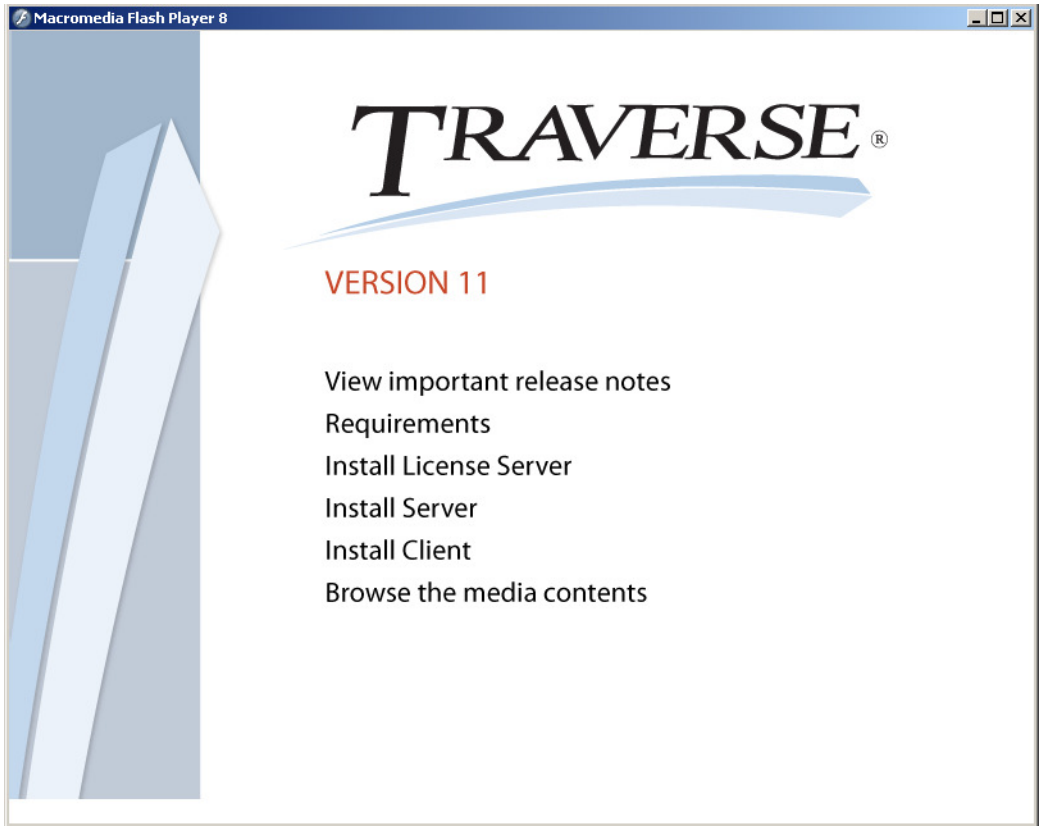
Windows Installer 4.5

http://www.microsoft.com/downloads/details.aspx?familyid=5A58B56F-60B6-4412-95B9-54D056D6F9F4&displaylang=en

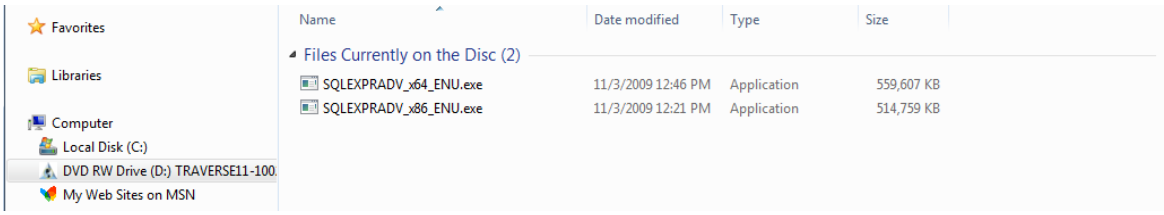
Windows Powershell 1.0

http://www.microsoft.com/windowsserver2003/technologies/management/powershell/download.mspx

1. To install SQL Server Express from the TRAVERSE DVD, insert the DVD into the server DVD drive. The **TRAVERSE Startup** screen should appear.



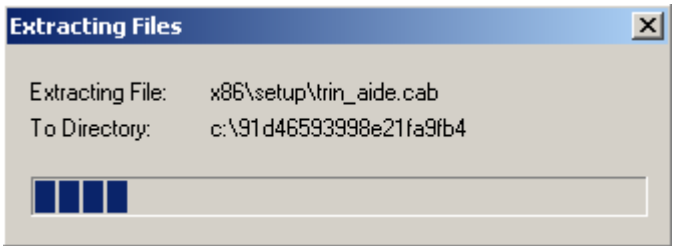
2. After reviewing the requirements and other documentation, click on **Browse the media contents** option and go to the **SQLServer** directory.



3. Double click on the appropriate version of SQL Server Express to install. Choose **SQLEXPRADV_x64_ENU.exe** if running on a server with a 64 bit OS. Choose **SQLEXPRADV_x86_ENU.exe** for servers running on a 32 bit OS.

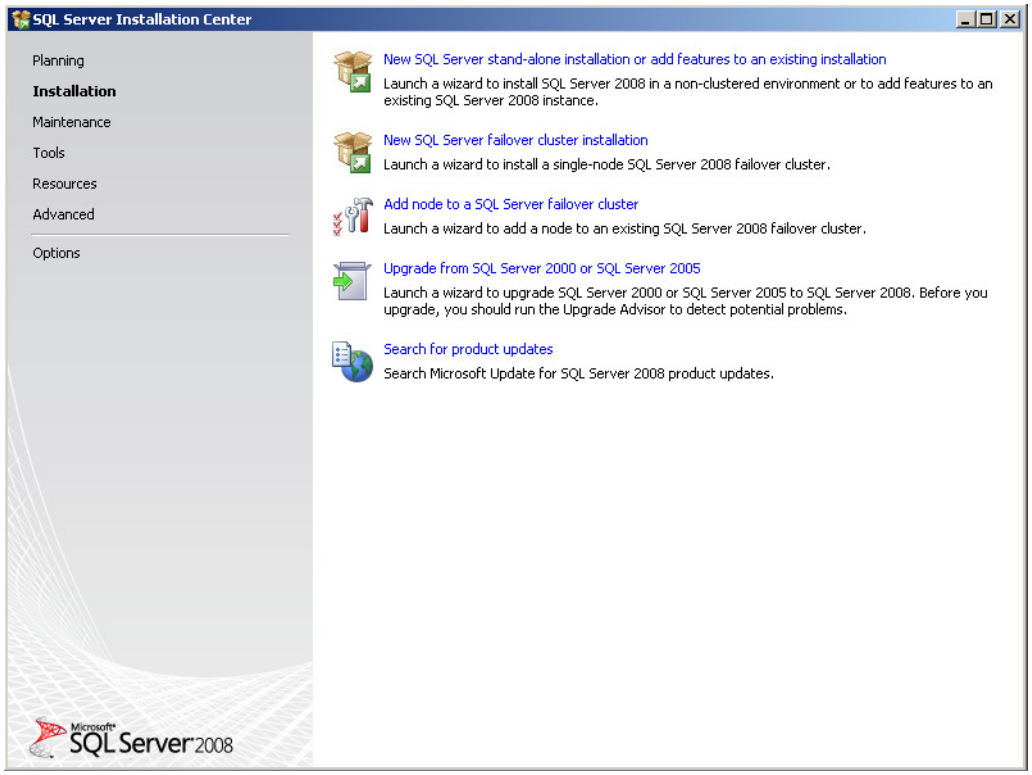
4. Choose **Run** to start the installation.

5. The installation should now start extracting files to the server.



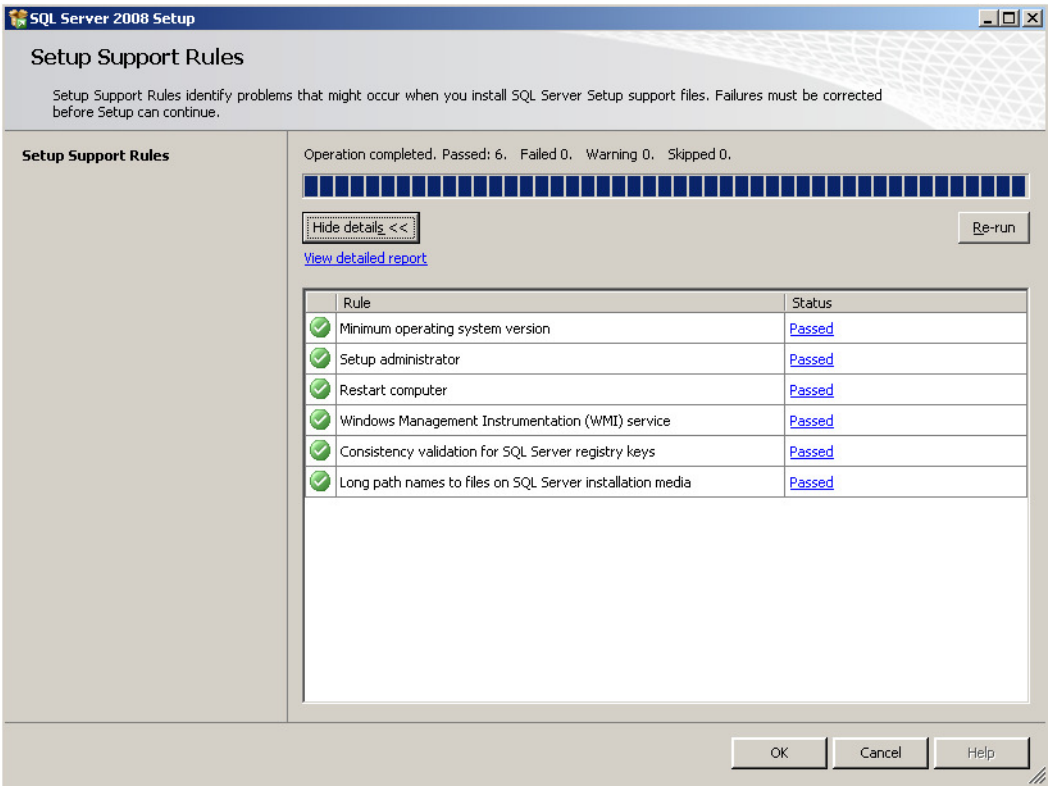
6. Once the server is ready for installation, you should get the **SQL Server Installation Center** screen.

7. Review the available documentation in the Planning section, then click on **Installation**.



8. Choose **New SQL Sever stand-alone installation or add features to an existing installation** to begin the installation.

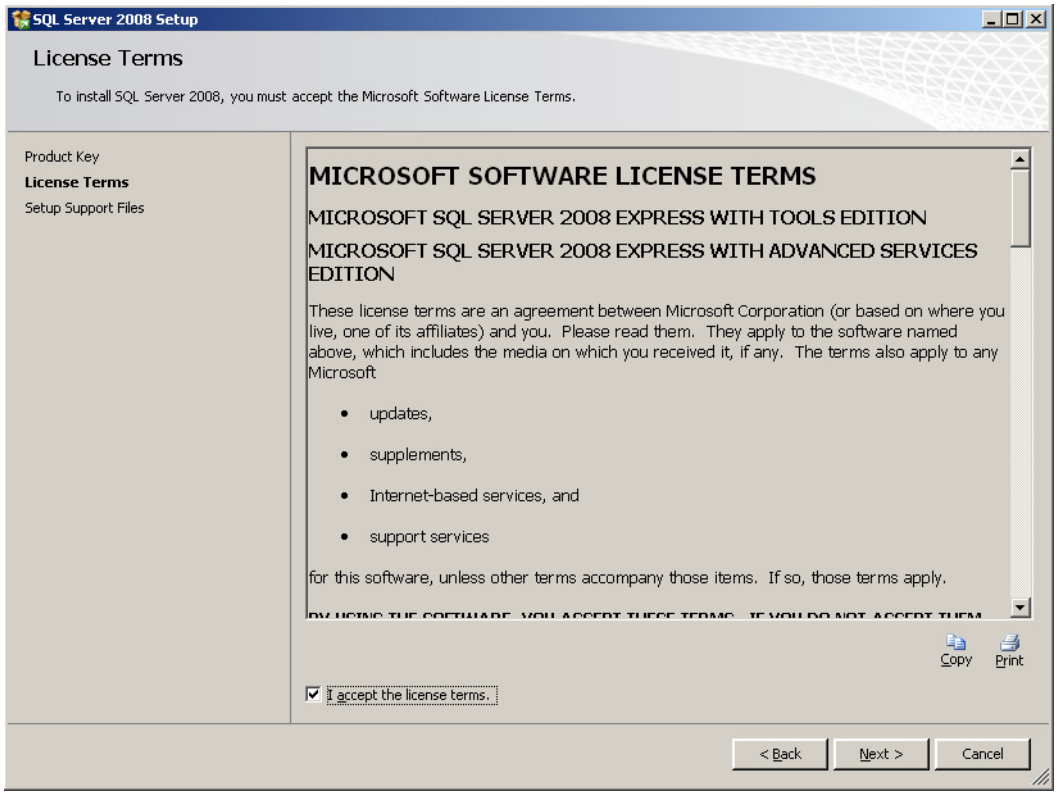
9. The **Setup Support Rules** screen should appear. Click on **View Details** to verify that all tests passed. Once all applicable tests have passed click **OK** to continue.



10. The **Product Key** screen should appear.

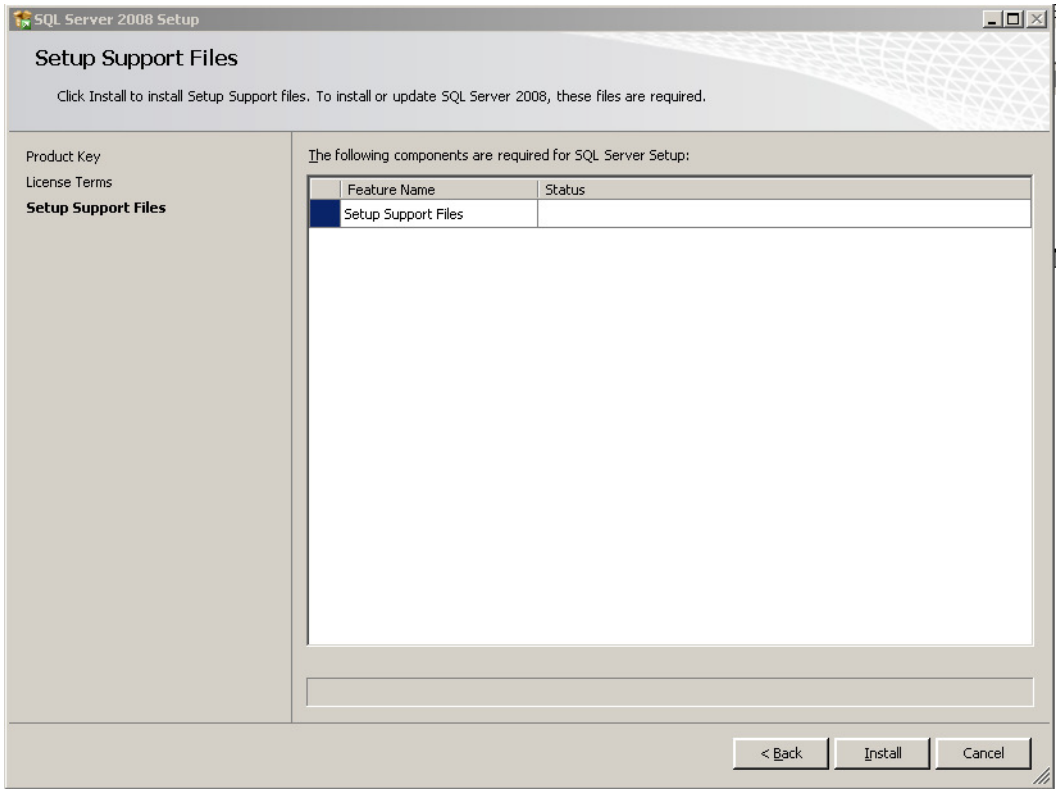
11. This screen should be grayed out and the Specify a free edition should be automatically selected. Click **Next** to continue.

12. The **License Terms** screen should appear.



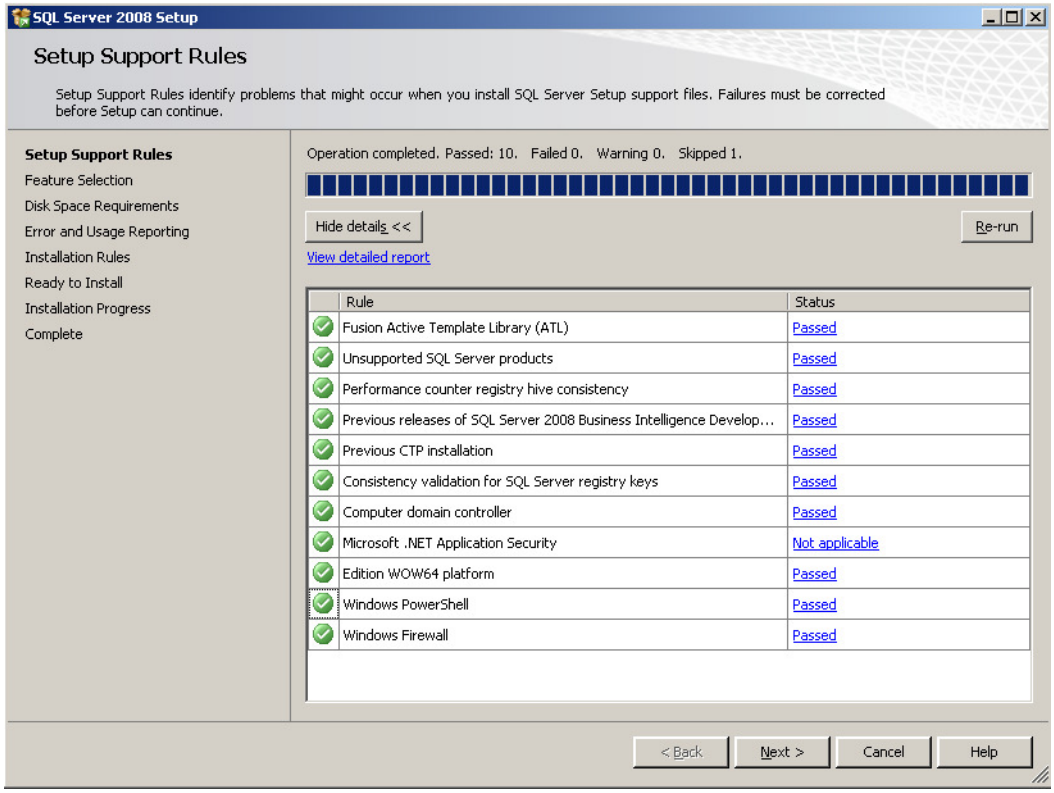
13. Review and **accept** the Terms and click **Next** to continue.

14. The **Setup Support Files** screen appears.



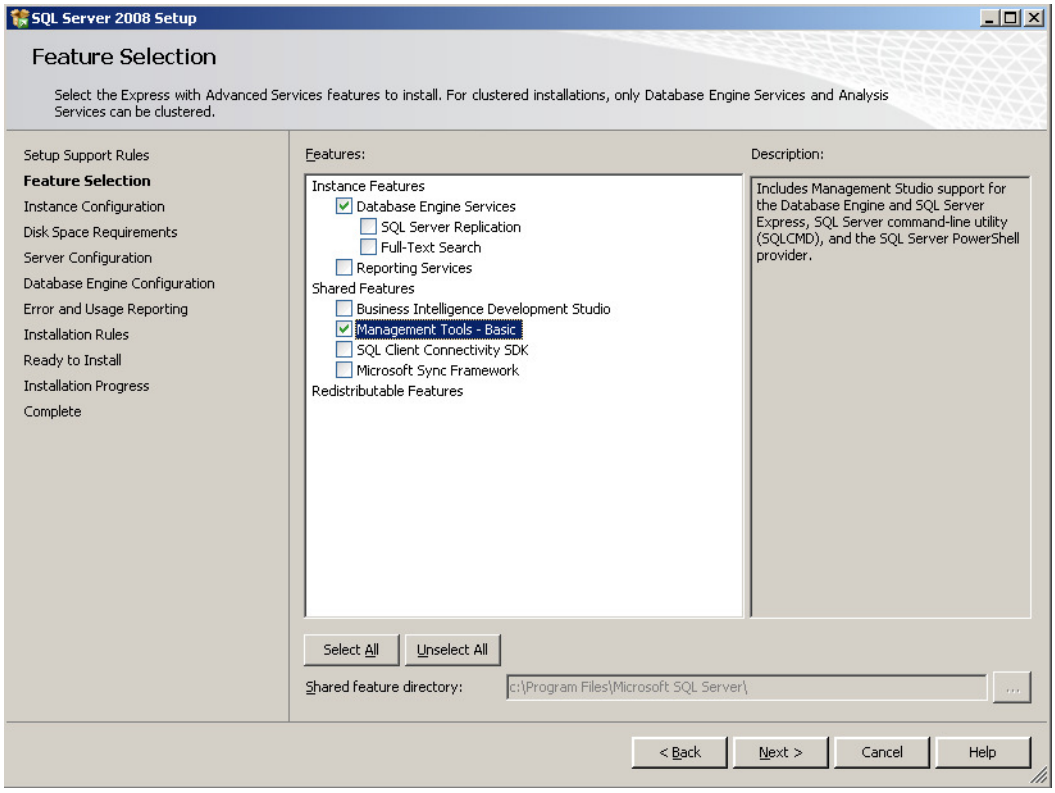
15. Click on **Install** to continue the installation.

16. The **Setup Support Rules** screen appears.



17. Review the details and verify that all tests have passed. If there are failing tests, then consult the Microsoft Knowledgebase to get more information on how to correct the failures. Once all applicable tests have passed, click **Next** to continue the installation.

18. The **Feature Selection** screen appears.



19. Check the **Database Engine Services** option. The Database Engine is the actual SQL install and is required if installing a new instance of SQL Express.

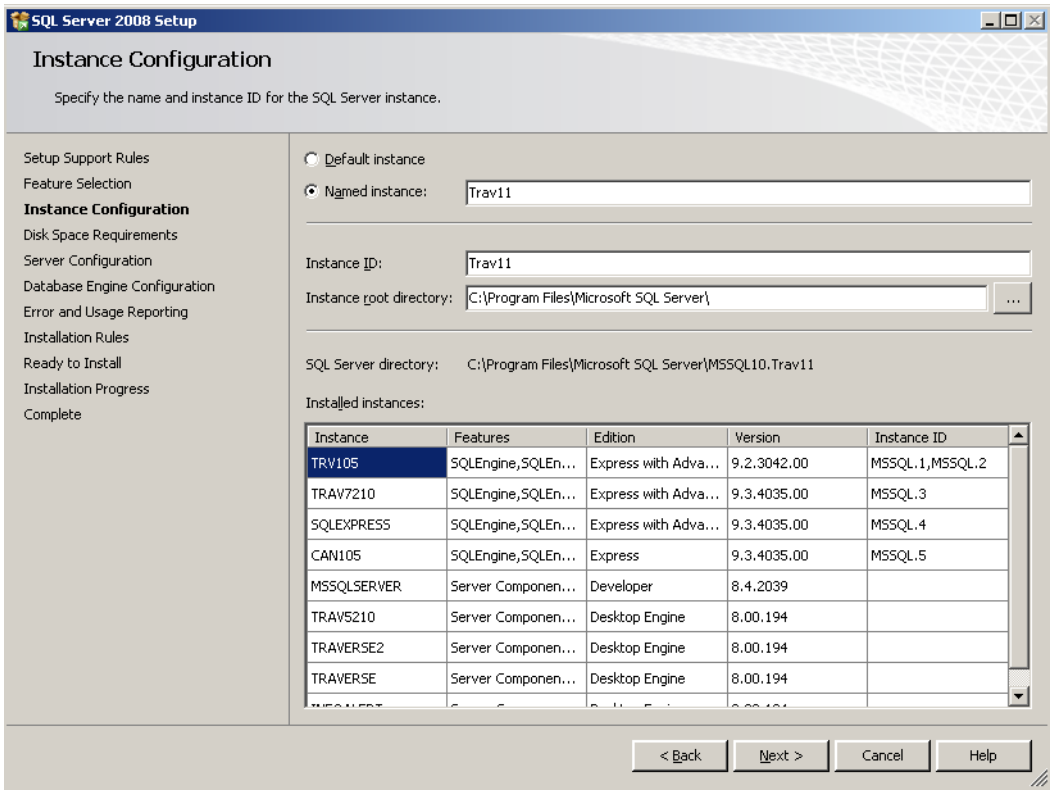
20. It is also advised to select the **Management Tools-Basic** option, as that will install the SQL Server Management Studio tool. This is not required, but it can be a useful tool as it allows a user interface for SQL Server management. It also allows access to the databases and the data within them, as well as offering a utility for managing SQL users, backups and security.

21. If you have **IIS services** installed, you may also want to install **Reporting Services** if you plan on creating reports using SQL Reporting services.

22. The other options are advanced SQL tools and should only be selected if you are sure they are going to be required for your installation. SQL administrator knowledge could be required to use these tools. Each option will also use more resources on the server. Consult the Microsoft knowledgebase for more information on these options.

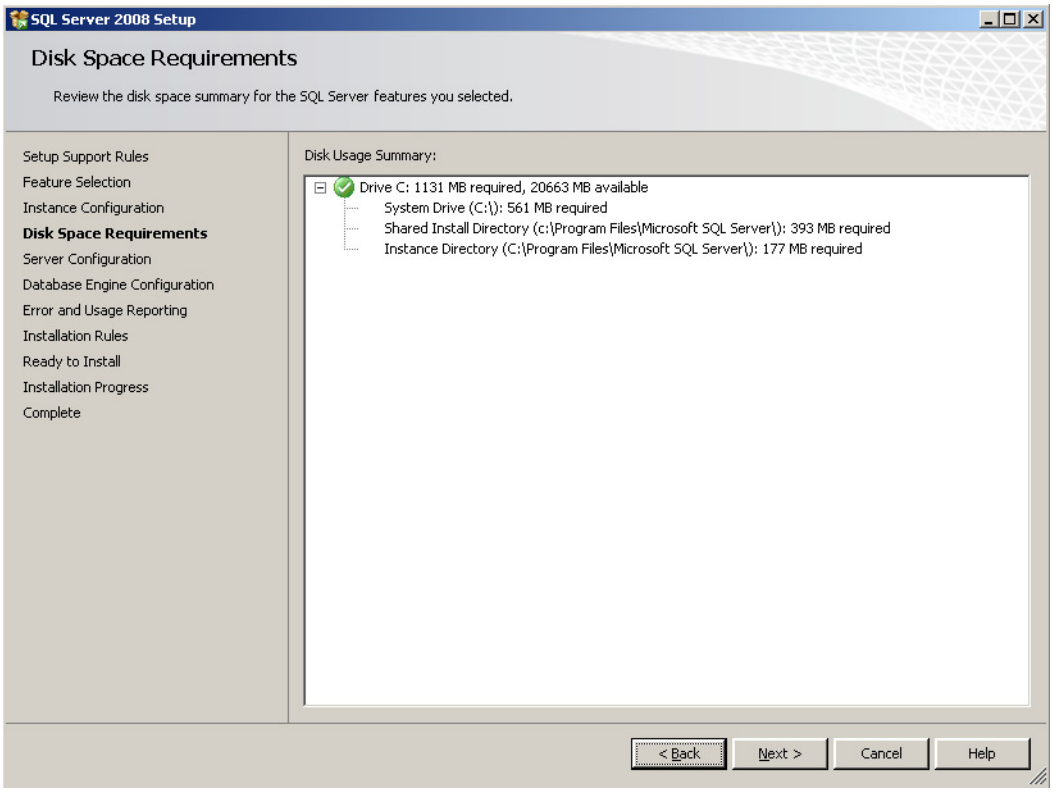
23. Click **Next** to continue.

24. The **Instance Configuration** screen appears.



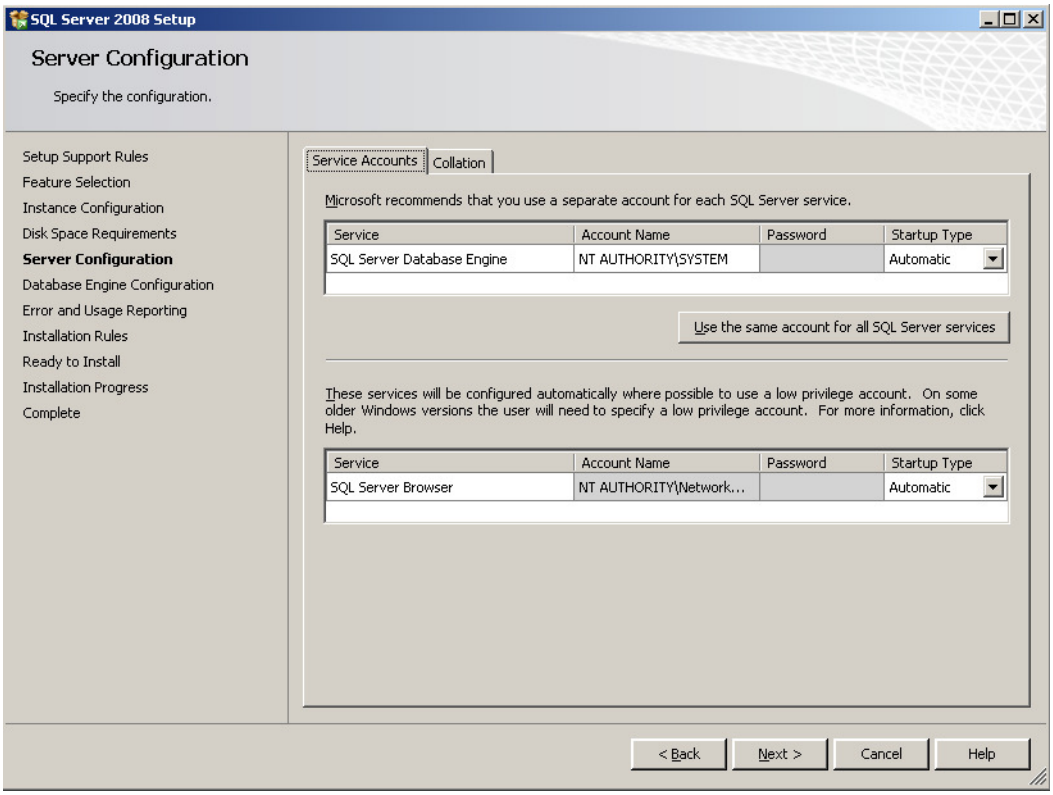
25. If using the **Default instance**, the SQL server name when logging into TRAVERSE will be the **Windows Server Name\SqlExpress**. If using a Named Instance(recommended), the SQL server name when logging into TRAVERSE will be the Windows Server Name\Named instance, e.g. **Server\Trav11**.

26. The **Disk Space Requirements** screen appears.



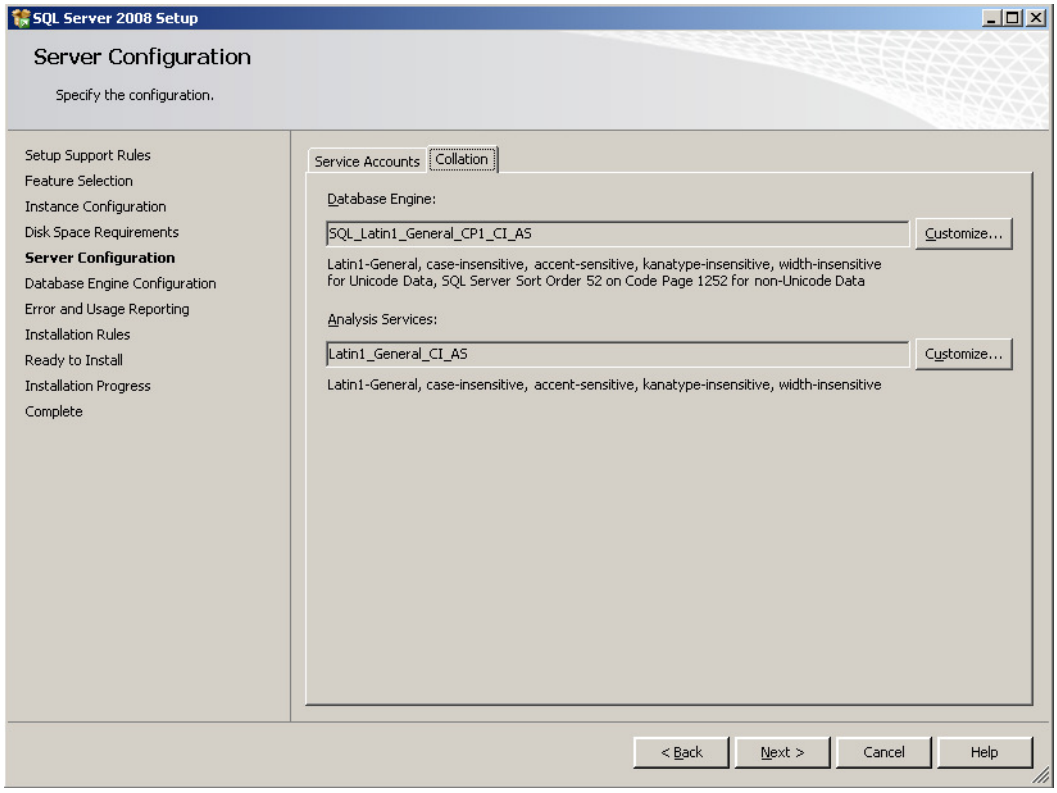
27. Verify there is enough disk space and click **Next** to continue.

28. The **Server Configuration Screen** appears.



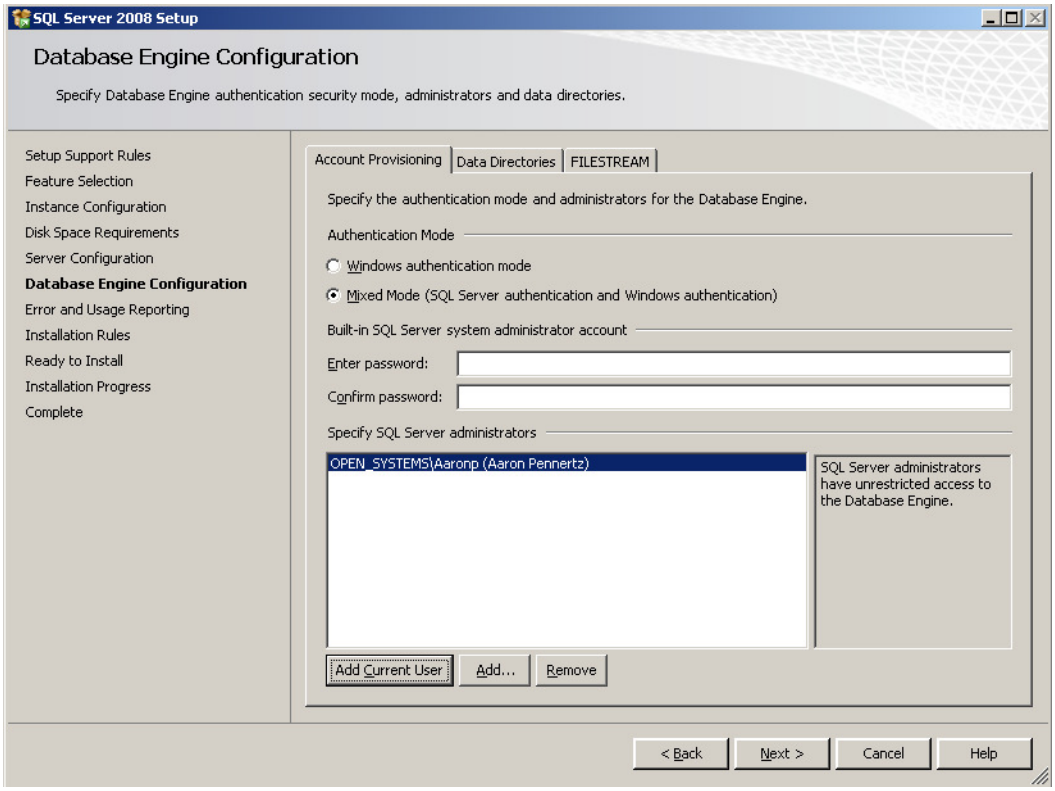
29. Choose the **Account Name** and **Startup Type**. **NT Authority\System** and **Automatic** should be acceptable for most installations.

30. Click on the **Collation** tab to verify that information is correct.



31. If **SQL_Latin1_General_CP1_CI_AS** is not set for the engine by default, click on **Customize** and choose it. Click **Next** to continue.

32. The **Database Engine Configuration** screen appears.

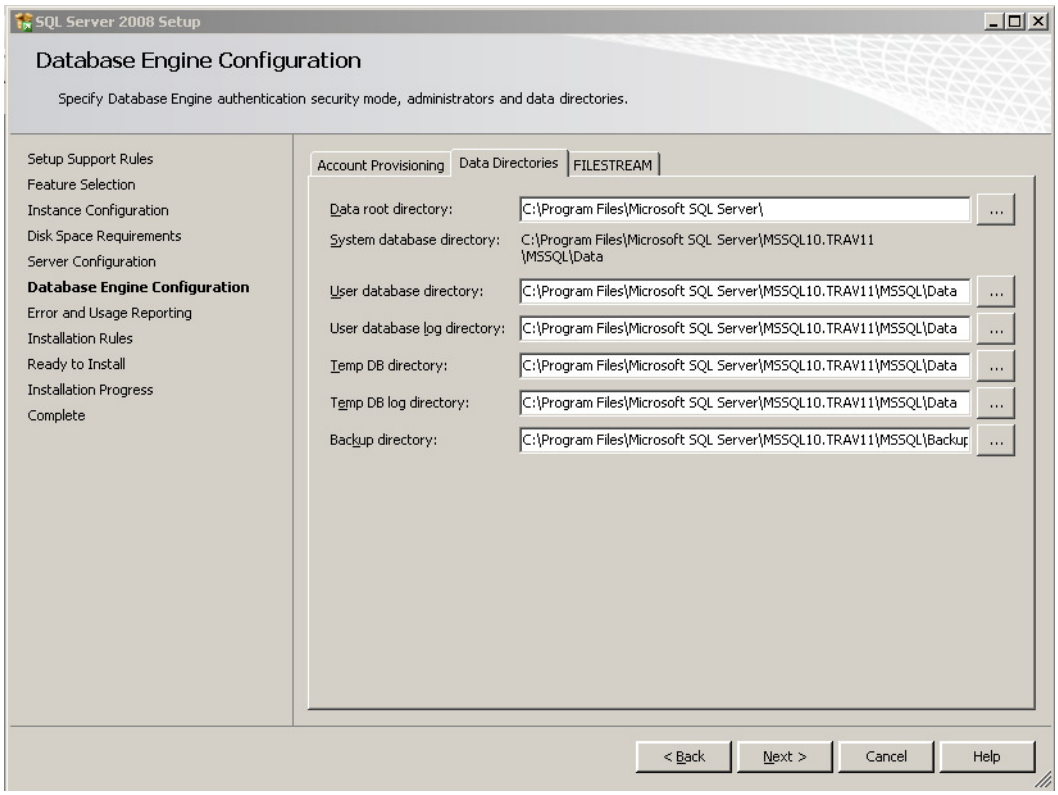


33. Choose **Windows authentication mode** to use only Windows logins for SQL access or Choose **Mixed Mode** to use both Windows and SQL logins. If you choose Mixed Mode, enter an **SA password** in the **Enter password** and **Confirm password** areas. Note this for future use and also note that these passwords may need to conform to your networks password rules.

NOTE: When installing SQL for TRAVERSE you must choose the Mixed Mode option. When setting up the databases for TRAVERSE we require a SQL master login that will be used to log into the SQL server.

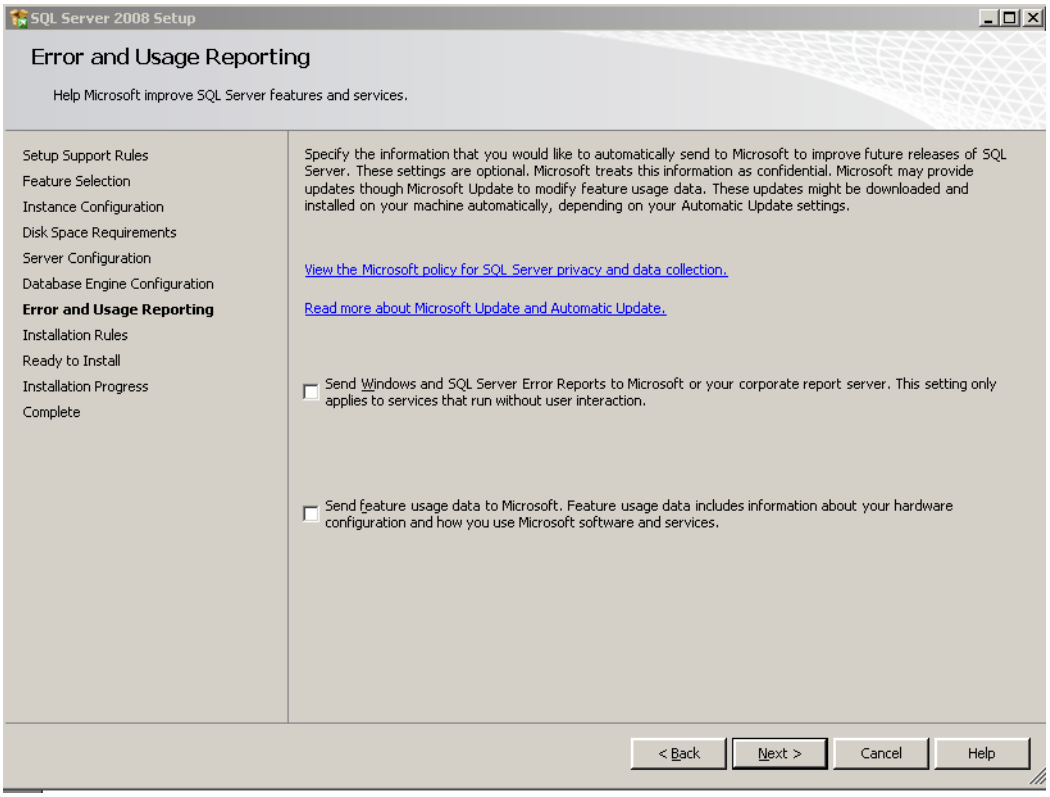
34. Click on the **Add Current User** button to add the current Windows user as an administrator. Windows administrators are not considered SQL administrators by default on Windows Vista, Windows 7, Server 2003 or Server 2008 operating systems. If installing on one of these operating systems then you should click on the **Add Current User** button, and also add any other administrative users that should have SQL admin rights. This would be recommended for any users that are going to be responsible for SQL backups, SQL security setup, etc.

35. Click on the **Data Directories** tab.



36. Setup the **Database Directory** information. The default should be acceptable in most cases, however you may want to change this if you want to store the data on a drive other than C:\. The FILESTREAM tab should not need to have any changes made to it in most installations. See http://msdn.microsoft.com/en-us/library/cc949109.aspx for more information on the Filestream option. Click **Next** to continue.

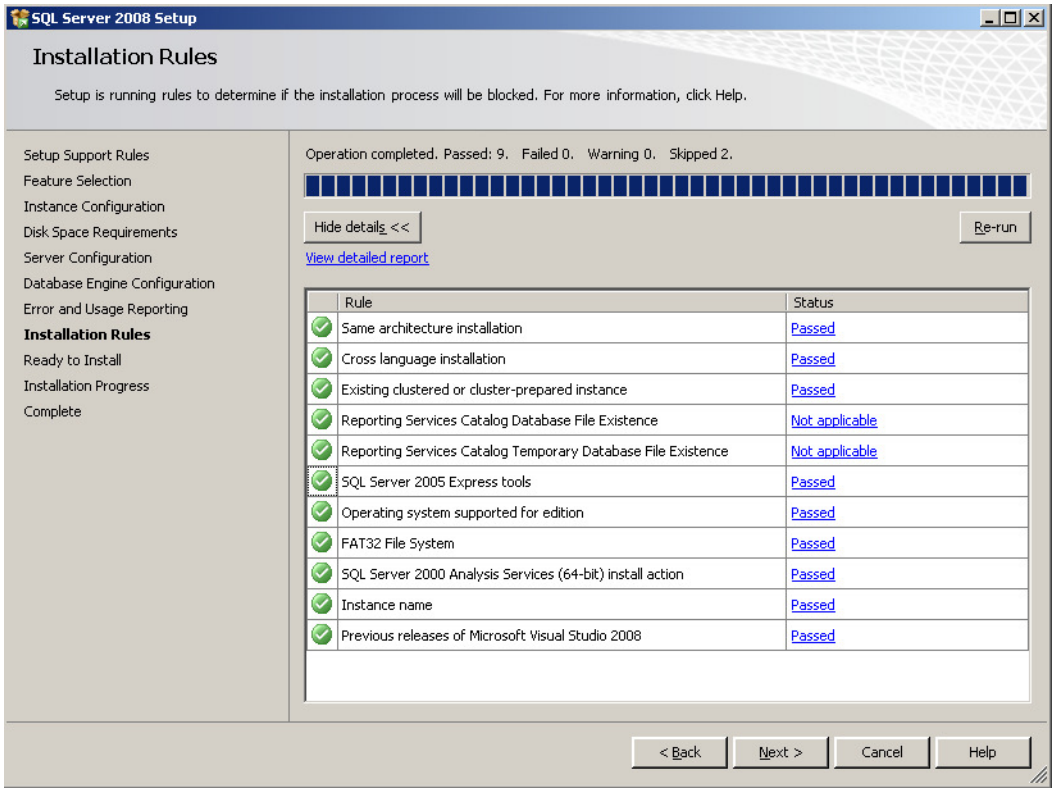
37. The **Error and usage Reporting** screen appears.



38. Here you can choose to send information to Microsoft about your SQL instance.

39. Click **Next** to continue.

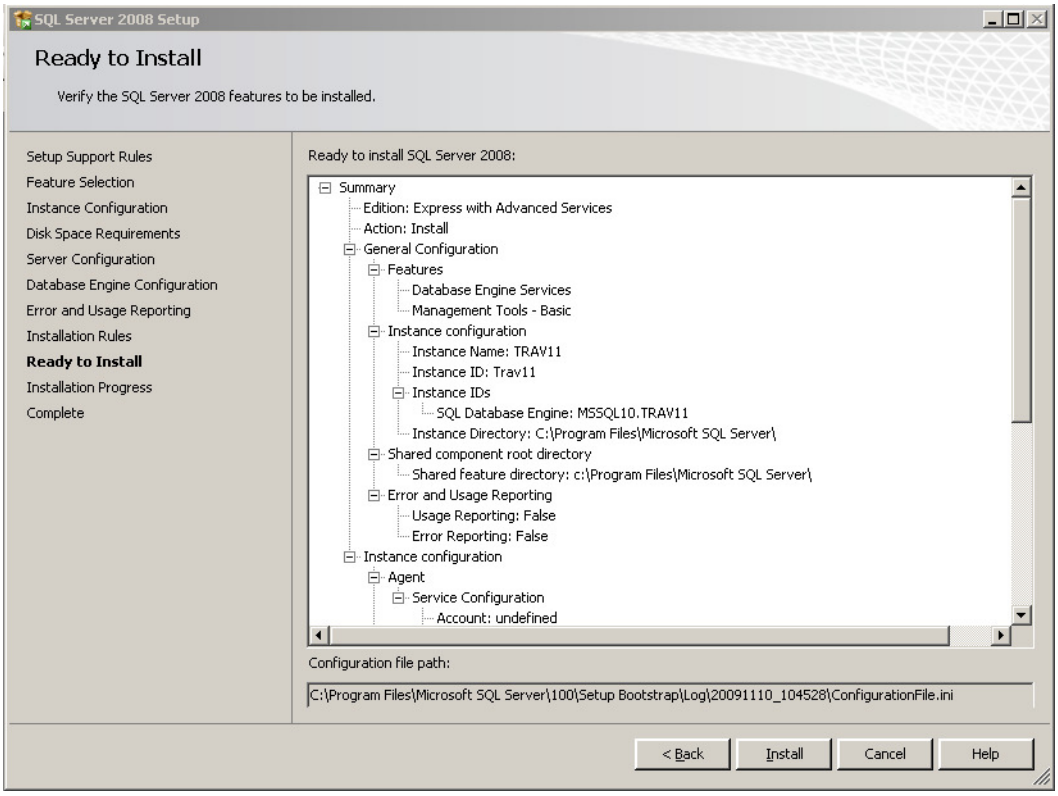
40. The **Installation Rules** screen appears.



41. Verify that all applicable rules passed their test. If a test failed, consult the Microsoft Knowledgebase for more information on how to fix. Once all applicable tests have passed, click **Next** to continue.

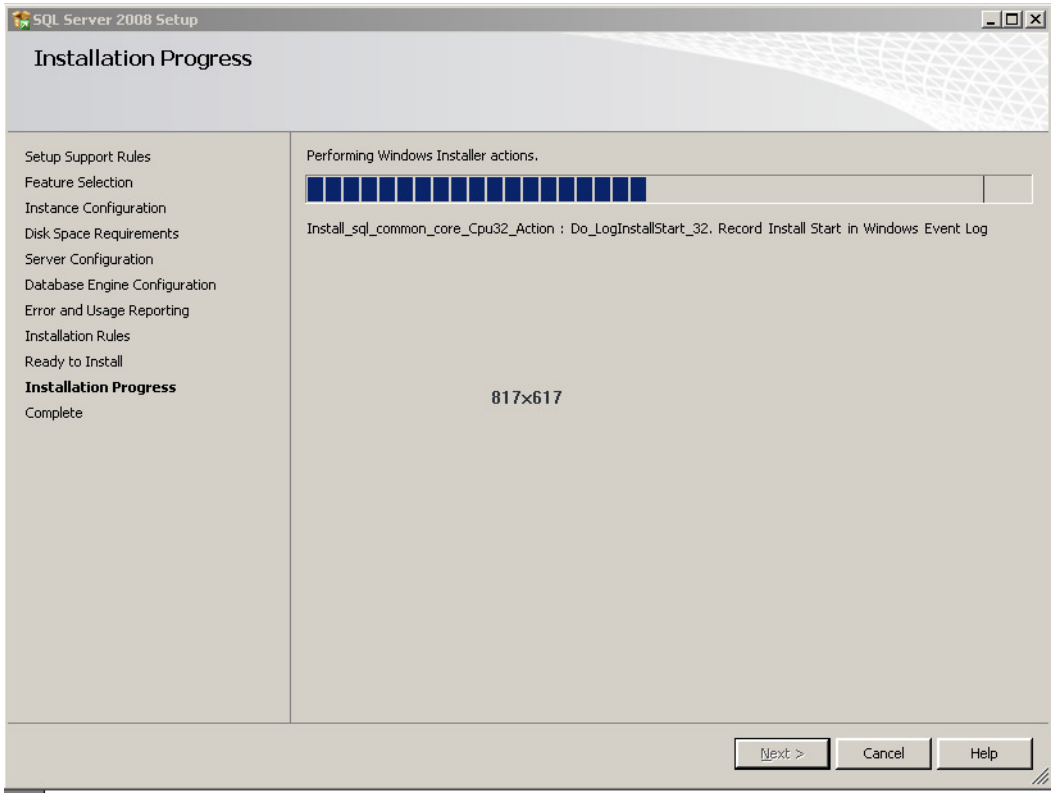
NOTE: If you are installing the 2008 Management Tools on a server that also has 2005 SQL Management Studio installed, you must remove 2005 Management Studio prior to continuing on in the installation.

42. The **Ready to Install** screen appears.

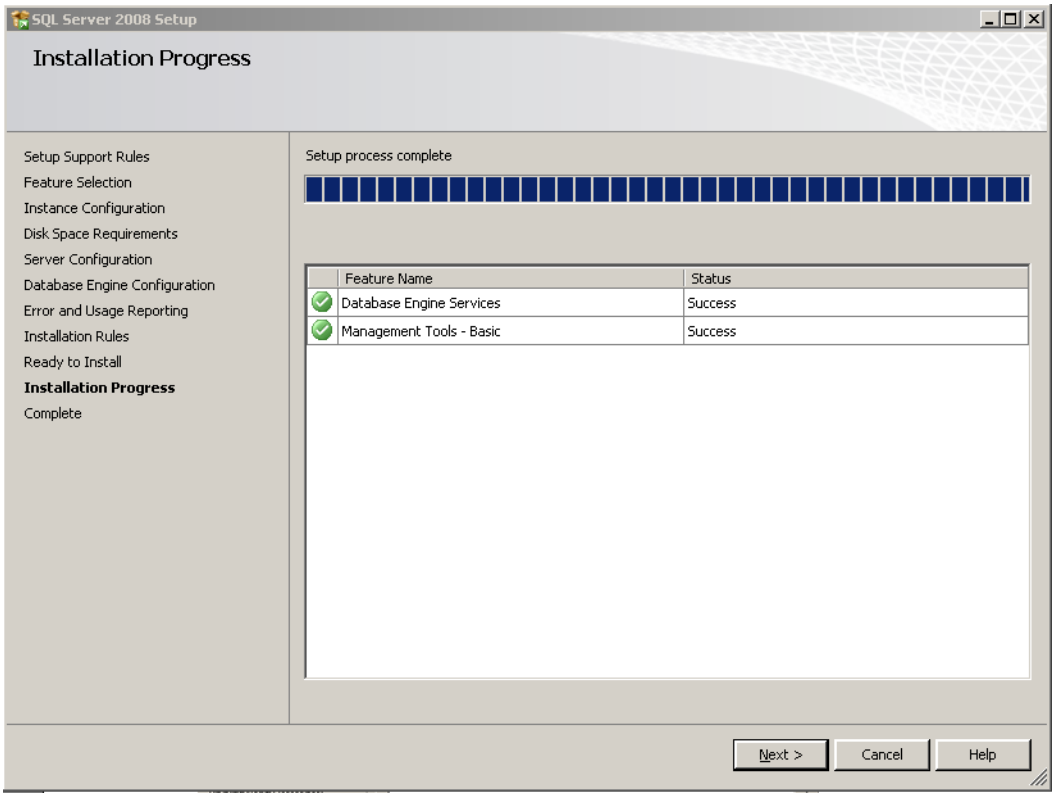


43. Verify all of the information is correct. Click **Back** to go back and make necessary changes or click **Install** to continue.

44. The **Installation Progress** screen appears while the installation is in progress. This may take a long time to complete.

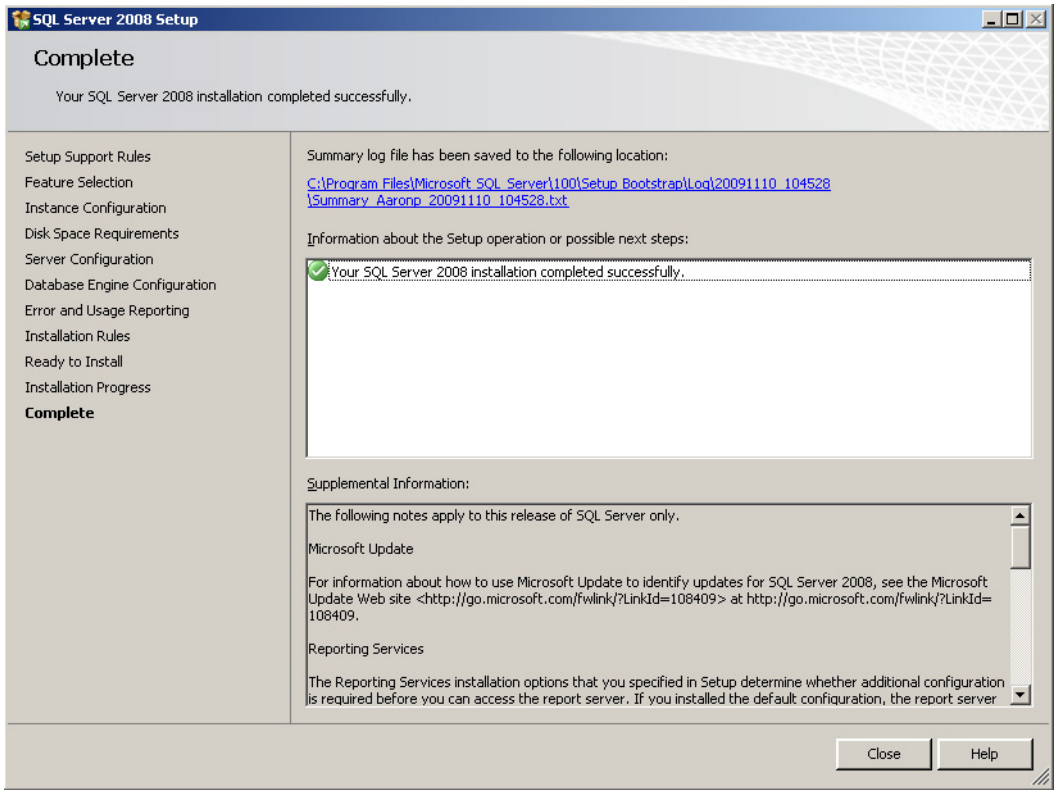


45. When the progress is complete, verify that all features were successfully installed.



46. Click **Next** to continue.

47. The **Complete** screen should appear.



48. Verify the installation was completed successfully and review the supplemental information. **Close** to finish the installation. You can now install TRAVERSE 11 using this instance.

INSTALLING TRAVERSE

System Requirements

Hardware and software requirements are constantly changing. Open Systems recommends using as fast a processor as possible. Please remember that RAM requirements increase with the number of users. Current hardware and software requirements can be found on our website at www.osas.com.

Hardware:

	Workstation	**Dedicated SQL Server**
Minimum Required	Processor: 500 Mhz 1 GB RAM Display: XGA (1024x768)	Processor: 1 Ghz 2 GB RAM
Recommended	Processor: 850 Mhz or higher 2 GB RAM Display: XGA (1024x768)	Processor: 2 Ghz or higher 4 or more GB RAM

Server Software:

SQL Software	**Operating System**
2005 Express	Windows Server 2008, 2008 R2 (All editions)
2008 Express	Windows Server 2003 (All editions) Windows XP (Professional)
(Included with TRAVERSE)	Windows Vista (Business or Ultimate) Windows 7 (Professional or Ultimate)
2005 Workgroup	Windows Small Business Server 2003
2005 Standard or Enterprise (32-bit)	Windows Server 2008, 2008 R2 (Standard, Enterprise or Datacenter)
2008 Standard or Enterprise (32-bit)	Windows Server 2003 (Standard, Enterprise or Datacenter) Windows Vista (Business, Enterprise or Ultimate) Windows 7 (Professional, Enterprise or Ultimate)

SQL Software	Operating System
2005 (x64) (Standard, Enterprise or Developer) 2008 (x64) (Standard, Enterprise or Developer)	Windows Server 2008, 2008 R2 (Standard, Enterprise or Datacenter) Windows Server 2003 (x64 Standard, Enterprise or Datacenter)
2005 Developer (32-bit) 2008 Developer (32-bit)	Windows Server 2008, 2008 R2 (Standard, Enterprise or Datacenter) Windows Server 2003 (Standard, Enterprise or Datacenter) Windows XP (Professional) Windows Vista (Business, Enterprise or Ultimate) Windows 7 (Professional, Enterprise or Ultimate)

Workstation Software:

Operating System
Windows XP (Professional)
Windows Vista (Business or Ultimate)
Windows 7 (Professional, Enterprise or Ultimate)

NOTE: Please check our website, www.osas.com, for the latest information regarding supported Server and Workstation Operating Systems and Service Packs.

TRAVERSE and SQL

TRAVERSE 11 uses SQL databases to store data. Because TRAVERSE uses Microsoft SQL Server as a backend database, Microsoft SQL Server 2005\2008 or SQL Express 2005\2008 must be installed before TRAVERSE is installed. In cases with a limited number of users, it may not be cost-effective to purchase a full version of Microsoft SQL Server. For situations such as these, Open Systems provides a scaled down version of the SQL Server software for you to install and run TRAVERSE. This version of SQL Server software is called SQL 2008 Express. 32 and 64 bit versions of 2008 Express are available on the TRAVERSE installation DVD. 2005 Express and 2008 are also available for download from Microsoft.

TRAVERSE and Access

Prior versions of TRAVERSE required that Microsoft Access or Access Runtime be installed on the client workstation. MS access is no longer required for TRAVERSE 11. The TRAVERSE client now uses .net technology instead of MS Access.

TRAVERSE and Excel

If you want to use Excel for Pivot table creation, viewing external data, or viewing the Productivity reports via the TRAVERSE menu, you will need to have Excel 2003 or 2007 installed. Please note that due to the security model change for V11, that SQL or Windows logins will need to be created using SQL Management Studio in order to access the SQL data via Excel. If you are using Excel 2003, then you will also need the Office 2007 Compatibility pack from Microsoft. The Compatibility Pack can be downloaded here: http://www.microsoft.com/downloads/details.aspx?FamilyId=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en

TRAVERSE Footprint

Below is a list of the disk space requirements for the different components of TRAVERSE.

A complete install of SQL Server 2008

Up to 2GB

TRAVERSE - Server

Server Manager: 50MB
License Server: 20MB
Master client install: 50MB

TRAVERSE - Client

Client assemblies: 50MB
Client report objects: 20MB
Help: 45MB/Language
Data layer: 6MB (This can be deployed on a server, but is installed on the client by default)
Localization: 5MB/Language

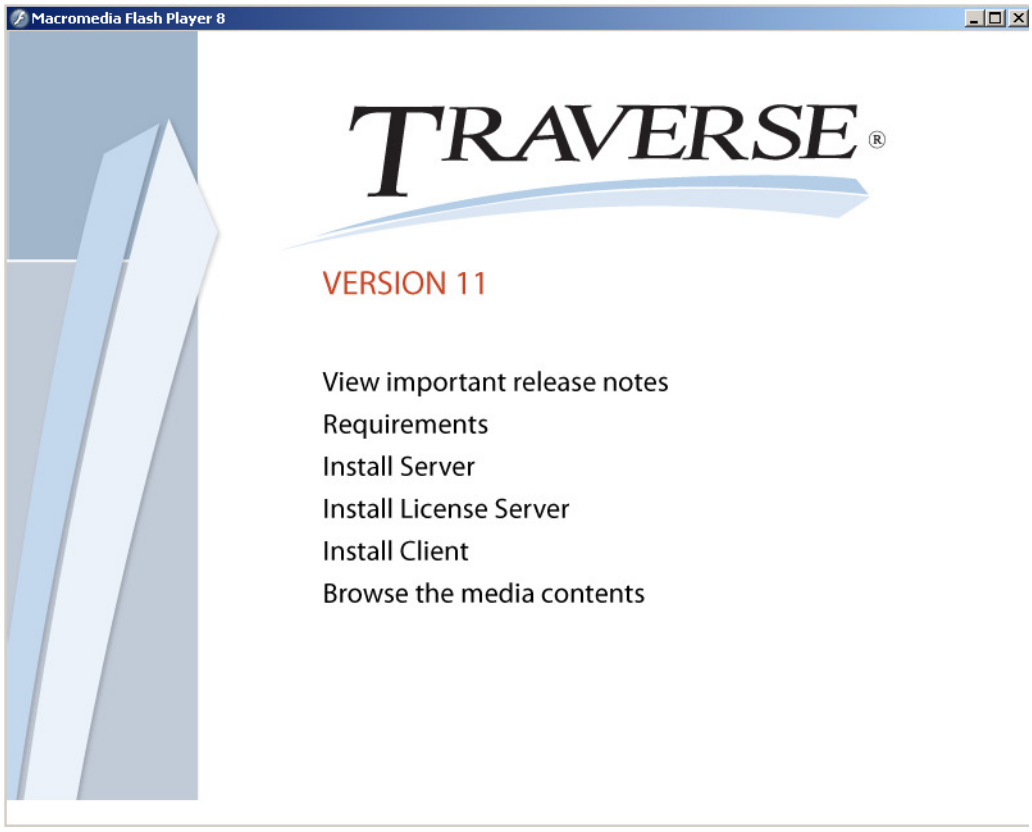
Installing TRAVERSE Server Components

Install SQL

Prior to installing TRAVERSE Server you must install and configure either SQL Server 2005\2008 or SQL Server 2005\2008 Express. A 32 bit and 64 bit version of SQL 2008 Express is available on the TRAVERSE DVD in the SQLServer directory.

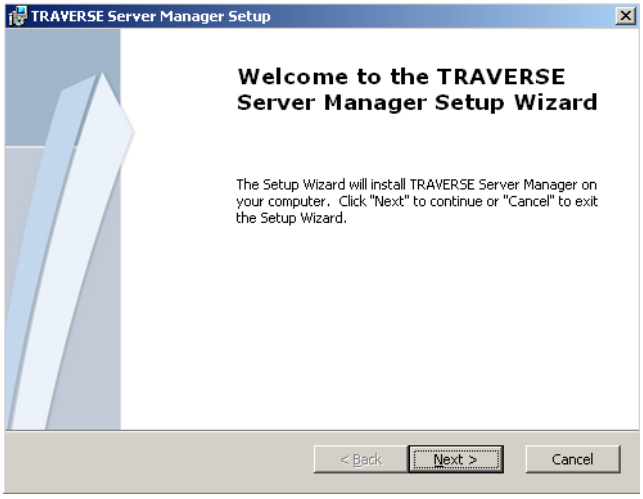
Install TRAVERSE Server

1. Put the TRAVERSE Server Manager DVD into your DVD drive. The following window appears.



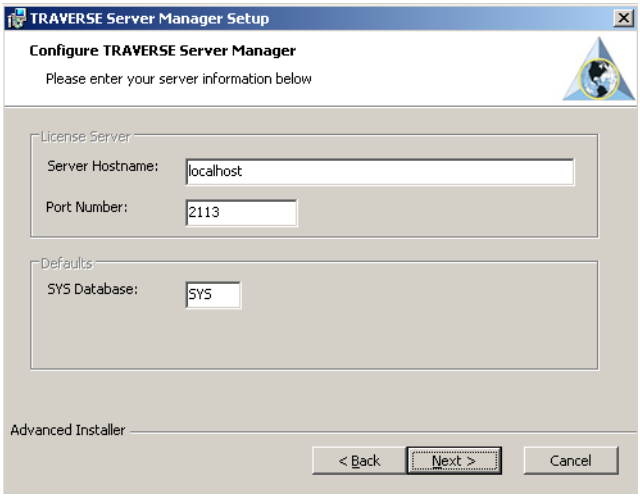
2. Click on **Install Server**.

3. The **Welcome** screen appears.



4. Click **Next** to start the installation.

5. The **Configure TRAVERSE Server Manager Screen** appears.



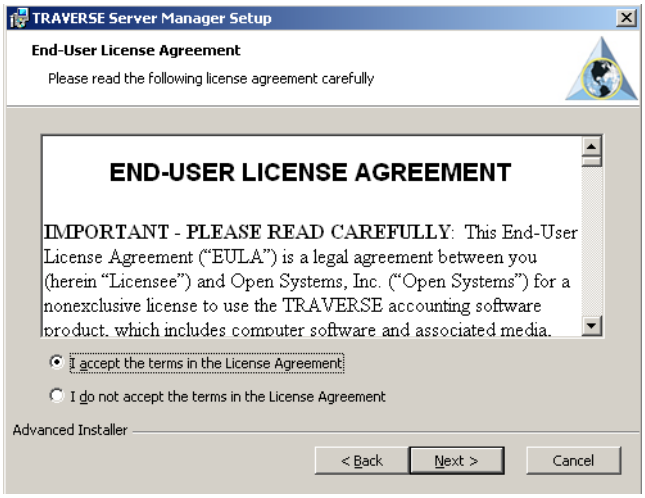
6. Enter the **License Server - Server Hostname**. This is the Machine name of the server where the License Manager is going to be installed. If installing Server Manager on that server you can accept the localhost default.

7. Enter the **Port Number**. The default value of **2113** should be acceptable in most installations. Check with your network admin to confirm this information. Make note of this value as this port will also need to be entered when installing the TRAVERSE License Manager and TRAVERSE Client.

8. Enter the name of the **SYS** database, by default this is SYS and does not need to be changed if installing on a new SQL instance. If you want to install to an instance that has another version of TRAVERSE installed on it, such as 10.5, you will need to change the SYS Database name to something other than SYS, such as SYSV11.

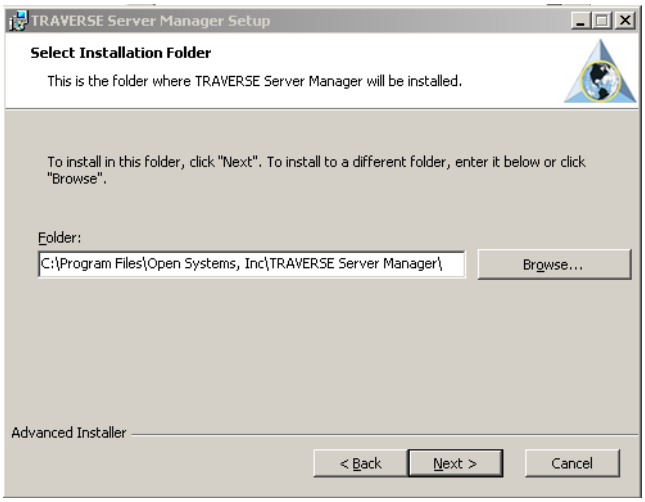
9. Click **Next** to continue.

10. The **End User License Agreement** screen appears.



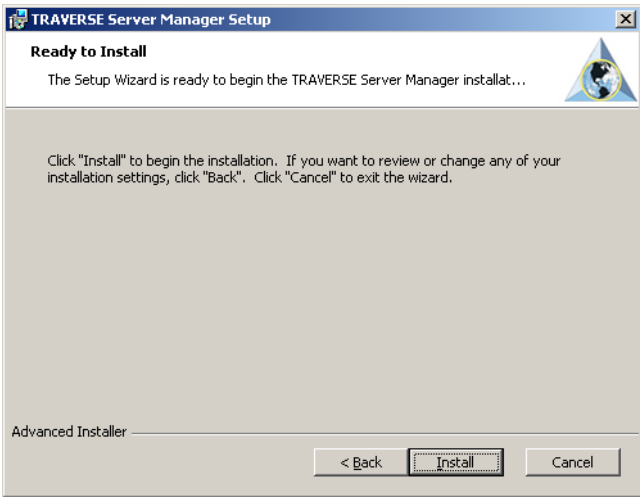
11. **Accept** the terms and click **Next** to continue or click **Cancel** to exit.

12. The **Select Installation Folder** screen appears.



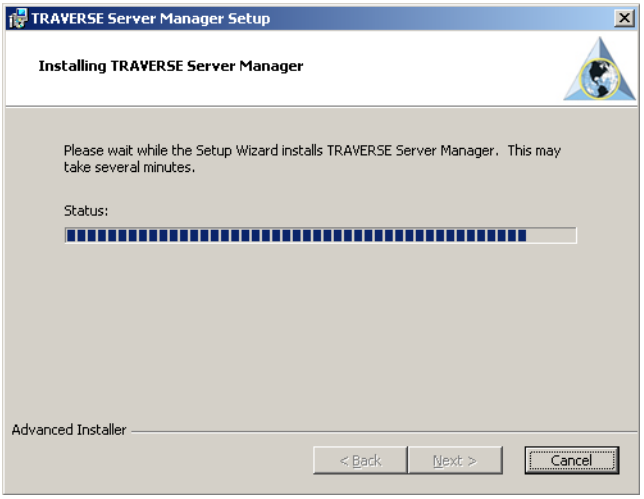
13. Select the location you want to install server manager and click **Next** to continue.

14. The **Ready to Install** screen appears.

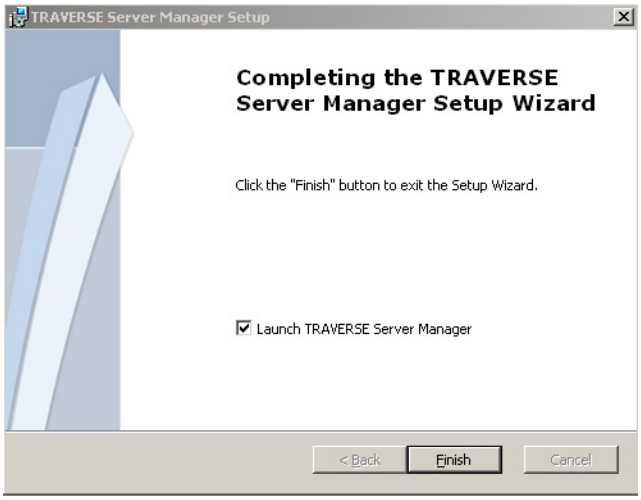


15. Click **Install** to continue the installation.

16. The **Installing TRAVERSE Server Manager** screen will show while the install is in progress.

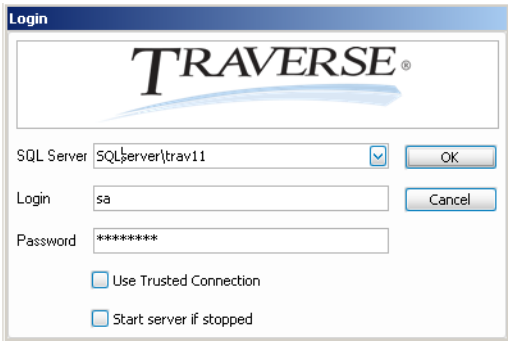


17. After the installation is complete the **Completing TRAVERSE Server Manager Setup Wizard** screen will appear.

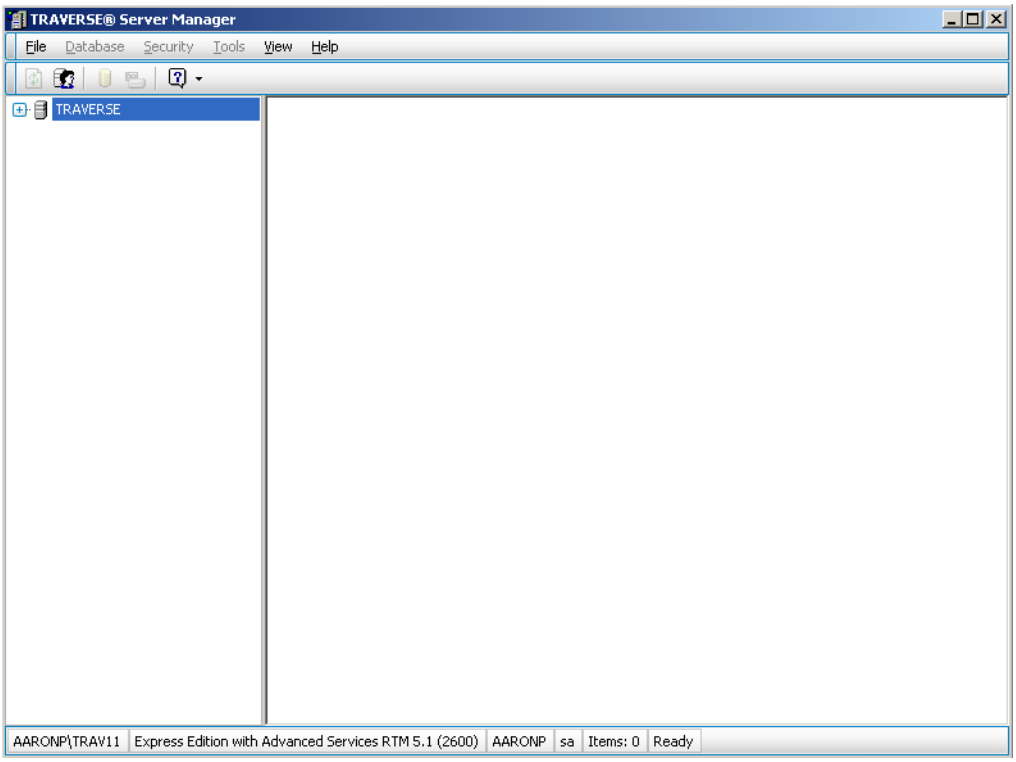


18. Check the box to **Launch TRAVERSE Server Manager** and click **Finish** to end the installation and launch Server Manager.

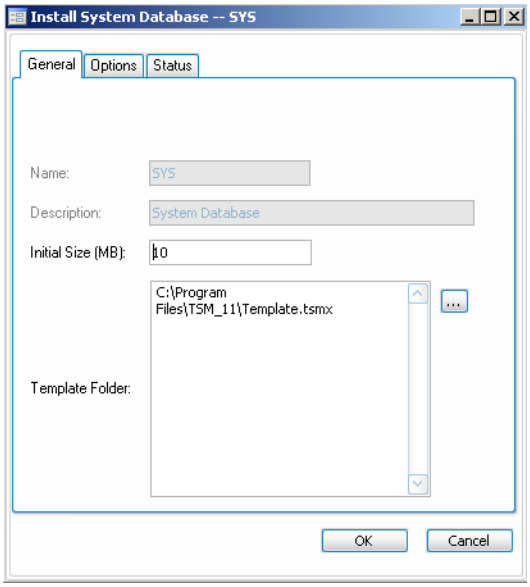
19. The TRAVERSE Server Manager **Login** should appear.



20. Enter your **SQL Server** name, the SA **Login** and **Password**, or if logged in as admin, can check the **Use Trusted Connection** option. If the SQL Service is not started, check the **Start server if stopped** option. Click **OK** to login to Server Manager.

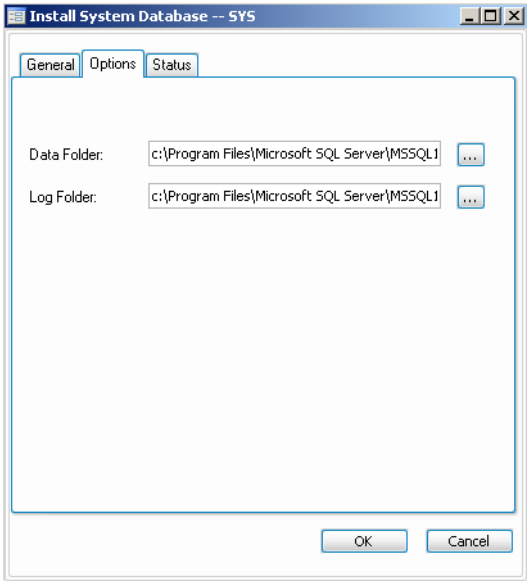


21. Click on **TRAVERSE** to bring up the **Install System Database** screen.

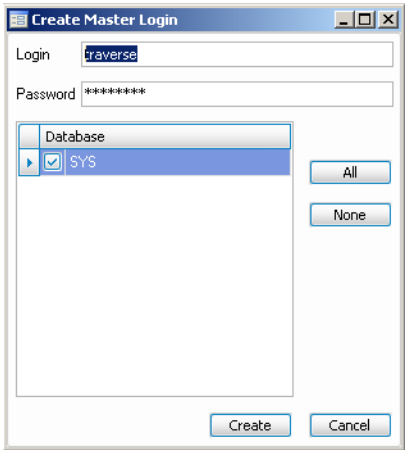


22. The **Name** and **Description** cannot be changed. The default Initial Size should be acceptable for most installations. Verify the template path is pointing to the correct **Template Folder**.

23. Verify the data paths are correct on the **Options** tab and click **OK** to create the SYS database. If you want to store your database and log files in different folders click the browse button next to each path and browse to the path you want your database and log files stored.

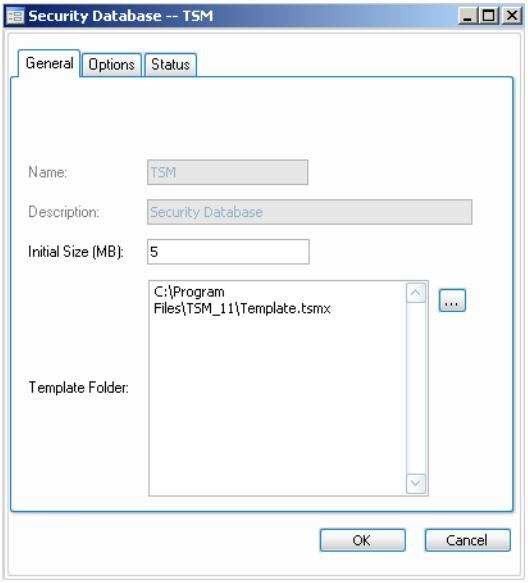


24. Once the SYS database is created, you should get prompted to create the **Master Login**. The master login is used to connect clients to the server, without the users having to enter SQL logins or passwords. The default **Login** is **traverse** and the default **Password** is **pa$$w0rd**. These should not need to be changed in most installations; however you can change them if desired. You will also need to assign the master login to all databases using the Tools menu after companies are created.



25. Check the **SYS** Database and click **Create** to save the Master Login information.

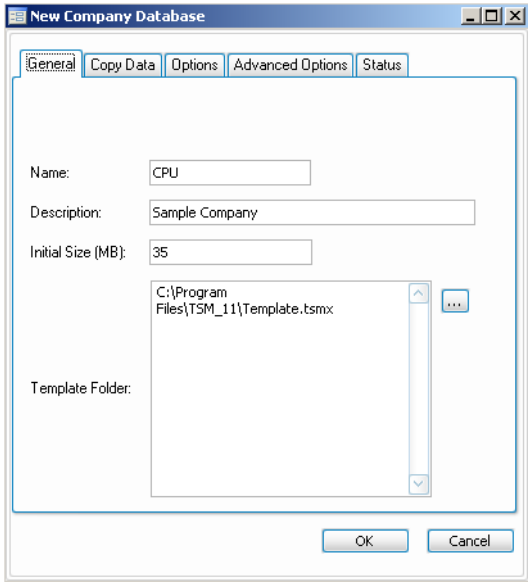
26. Once the SYS and Master Login are created, you should get prompted to install the **Security Database**. V11 no longer uses SQL based security for user logins. Instead all user and menu security settings are held within a SQL database called **TSM**.



27. Verify the template path and data paths are correct and click **OK** to create the TSM database.

28. Once you have created the TSM database, you should build the company database(s). You can also choose to create the sample company. To create a new database, right click on **TRAVERSE** and choose **New Database** (not Add Company - see notes at end of section).

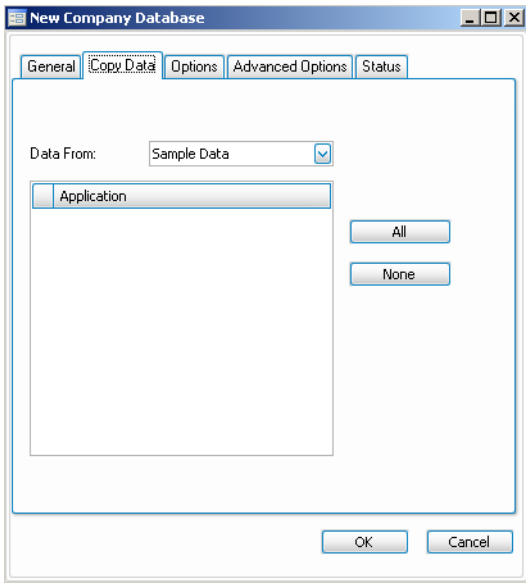
29. The **New Company Database** screen appears.



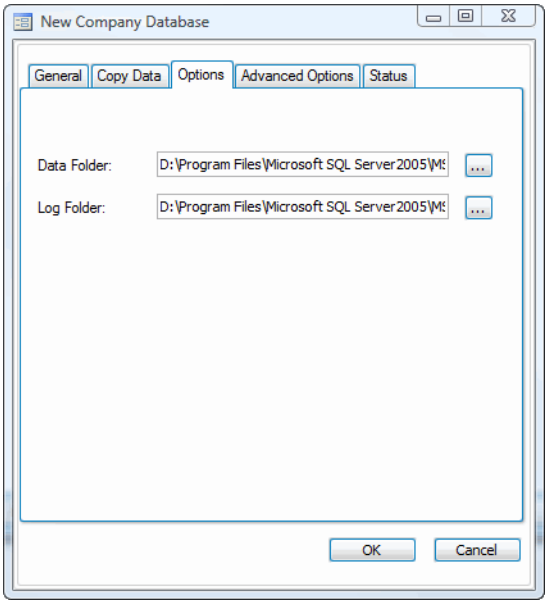
30. Enter the **Name** (Company ID) and **Description** (Company Name) and verify the **Template Folder** path is correct.

31. Click on the **Copy Data** tab.

32. If you want to create a sample company, choose **Data From: Sample Data**. If you are creating a blank company, leave this field blank.



33. Go to the **Options** tab and verify the data path is correct. It you want your data and log files in a specific path, browse to the path you want your data and log stored in.

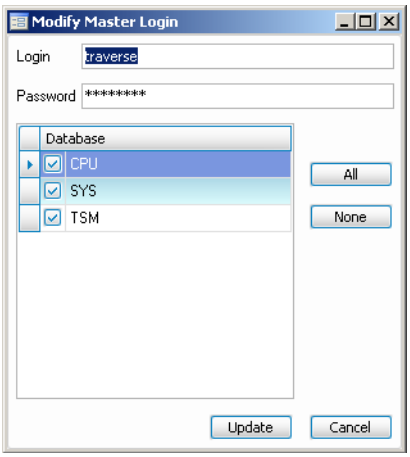


34. Go to the **Advanced Options** tab and verify that the **Currency** is correct.

NOTE: If you are creating a company for migration purposes (not currently available), you must use the same currency that was used in the version you are migrating from (OSAS uses DOLLAR).

35. Once all the settings are correct, click **OK** to create the database.

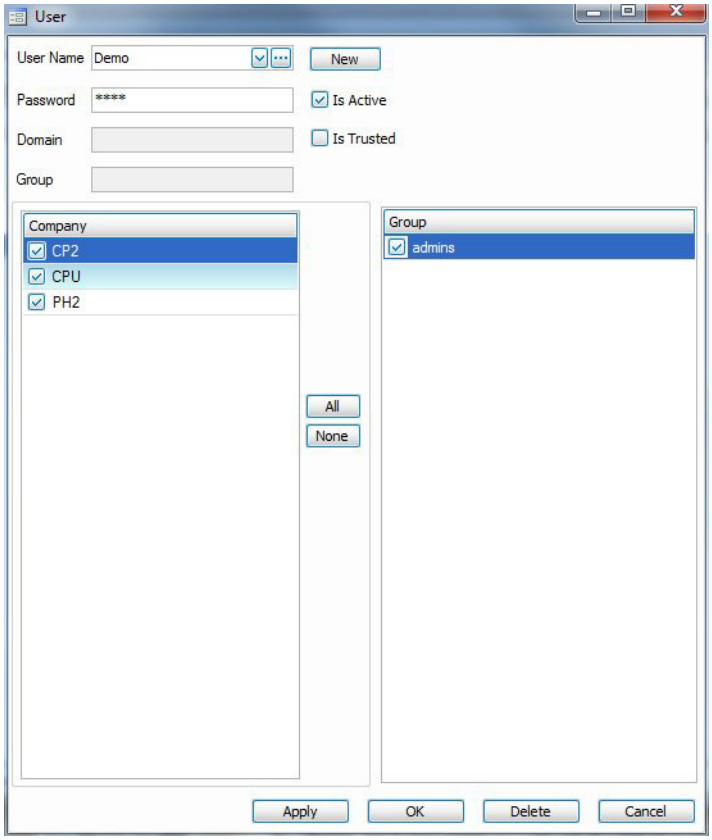
36. Once the company databases are created, you need to add them to the master login file. Go to **Tools** in Server Manager and choose **Master Login**.



37. Verify all of the databases are selected and click **Update**.

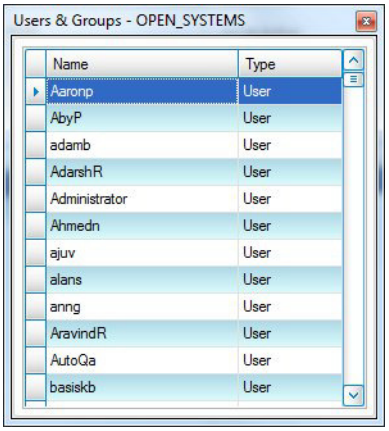
38. Once the Companies are setup, you will need to create **Users** and **Groups** so that you can access TRAVERSE via the client. To create a new user, right click on **Security** in Server Manager and choose **New Login**.

39. The **User** screen appears.



40. Enter the **User name** and **password** if **not** using the **Is Trusted** option.

41. If you want to use the **Is Trusted** option, click on the browse button [...] . The user and groups screen is displayed. Double click on the user you want to add. If using this option, you do not need to specify a password. You may want to use this option if the user will be accessing the Excel Productivity reports, so that SQL logins do not need to be setup via SQL Management Studio.



42. Check the **Is Active** checkbox to allow this user login access to TRAVERSE.

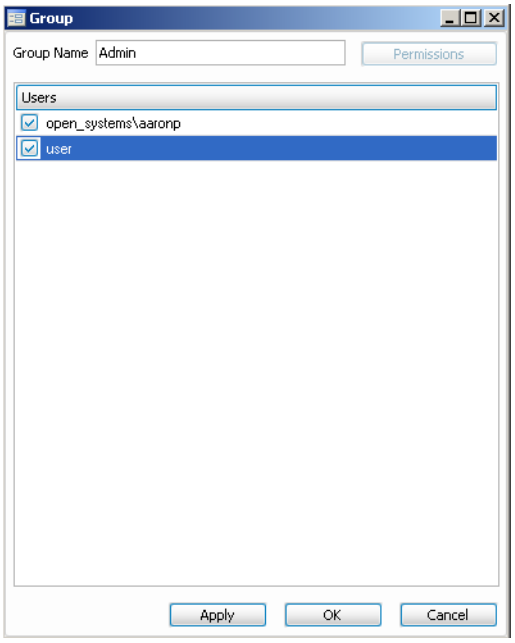
43. Check the **Company Databases** that this user will have access to.

44. Click **Apply** to apply the changes, and **OK** to close the User screen.

45. Once the user is setup, you will need to create new groups and assign the user to their group with the appropriate menu permissions.

46. To create a group, expand the company database within Server Manager, right click on **Groups\Roles** and choose **New Group**.

47. The **Group** screen appears.

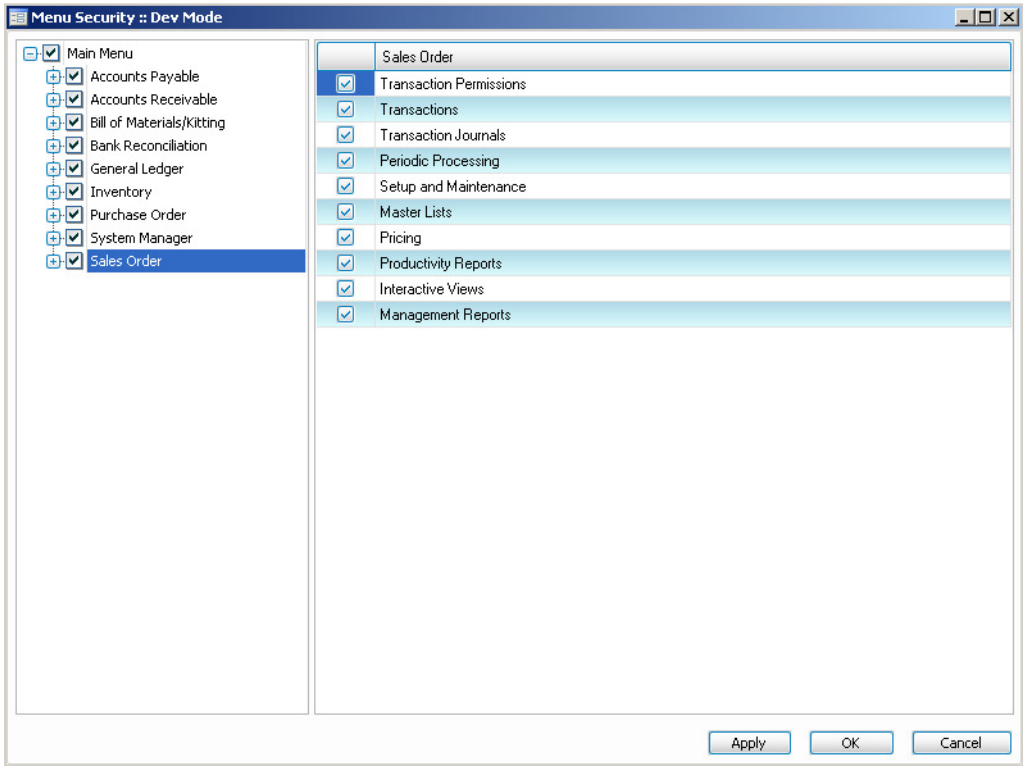


48. Enter the **Group Name** and check the users that will be part of this group. Click **Apply** to apply the changes.

49. After you click Apply, the **Permissions** button should become active. Click on this to bring up the **Menu Security** Screen.

NOTE: You may not see any applications initially. You may need to setup the License Server and register your product ID before those applications will become available. If you do not see the menus, install License Manager, and then setup the group security.

50. The **Menu Security** screen appears.



51. Check the menu permissions for the group, click **Apply** to apply the changes and **OK** to close.

SERVER MANAGER NOTES:

- There is an option within Server Manager to Add Company when right clicking on TRAVERSE. This is not to be confused with New Database option. Use the New Database option to create blank databases, to copy from an existing database or to create the sample company.
- Use the Add Company option to add existing databases to the TSM security database. You can choose the Add Company option by right clicking on TRAVERSE in Server Manager. Existing databases would include 10.5 databases that were upgraded via the maintenance update, or V11 databases that are restored from a different installation.
- If you are restoring a V11 company from another installation, you would first need to restore the database using SQL, then add the company information to tblSmCompInfo in the SYS database, then use the Add Company feature to add it to

the TSM security database. You must also add the company to the Master Login after it is added by going to Tools- Master Login in Server Manager. If the server the database was created on is using the same Master Login, such as traverse, then you will need to delete that login in SQL under the company database-security-users section or you will get an error when trying to update the Master Login with the new company. Once that user login is deleted you should be able to update the master login (you may need to close Server Manager and re-open it to refresh). You can also reset the Master Login to something else to allow the addition of the new company.

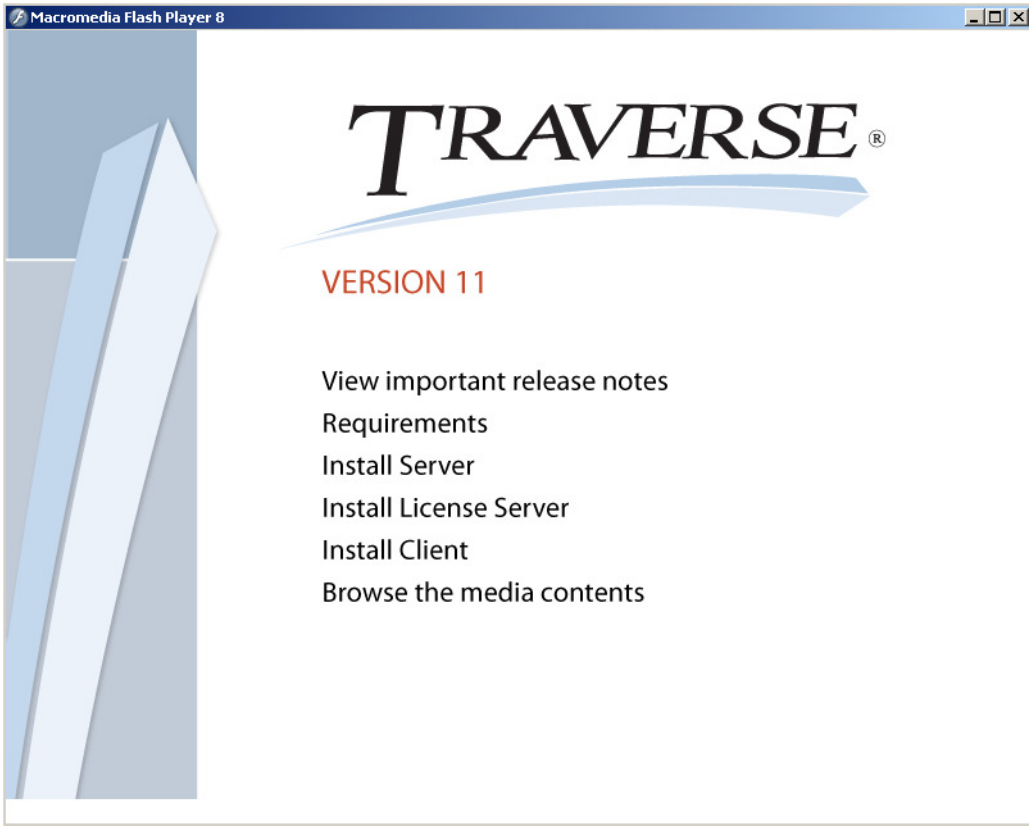
- The TRAVERSE.ServerManager.exe.config file located in the Server Manager install directory is what determines the port and the location of the License Server. If you make changes to the port settings, or move the license server, you will need to go in and edit this file. Here is what those sections look like, the values in BOLD are what would need to be changed:

```
<setting name="LicenseServer" serializeAs="String">
        <value>TraverseServer</value>

<setting name="LicensePort" serializeAs="String">
       <value>2113</value>
```

Install TRAVERSE License Manager

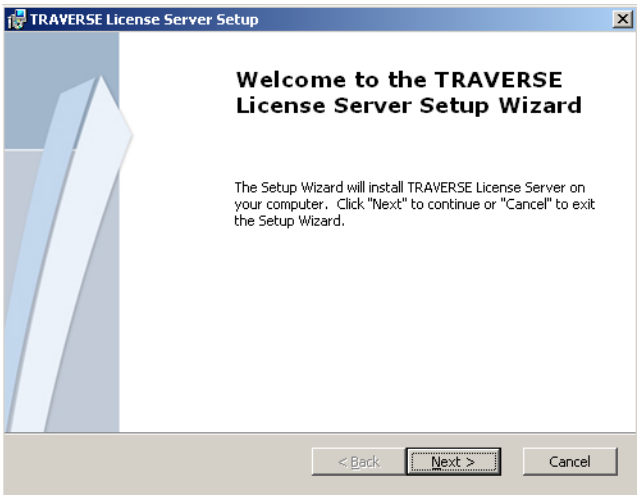
TRAVERSE 11 now uses a License Manager to manage licenses and users. You must install TRAVERSE Server, create your databases and set the Master login before the License Manager Service can be started.

1. To install License Manager, put the TRAVERSE Server Manager DVD into your DVD drive. The following window appears.



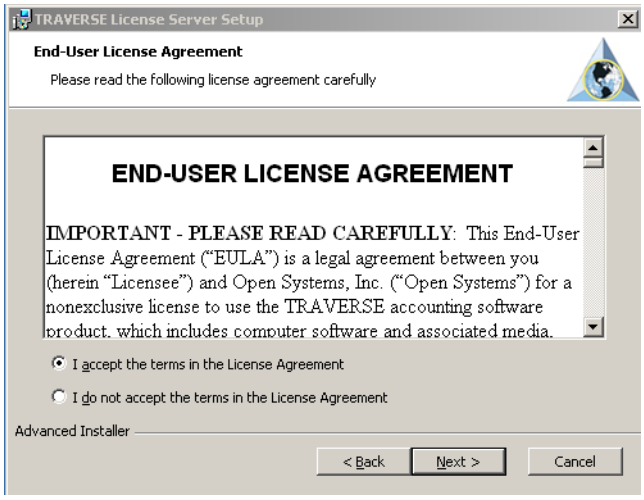
2. After reviewing the important release notes and requirements, click on **Install License Server** to begin the installation.

3. The **Welcome** screen appears.



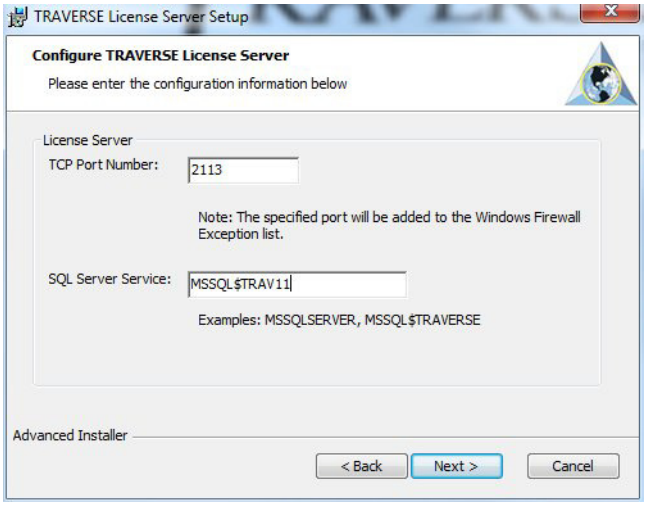
4. Click **Next** to start the installation.

5. The **End User License** screen appears.



6. **Accept** the terms and click **Next** to continue, or click **Cancel** to exit.

7. The **Configure TRAVERSE License Server** screen appears.

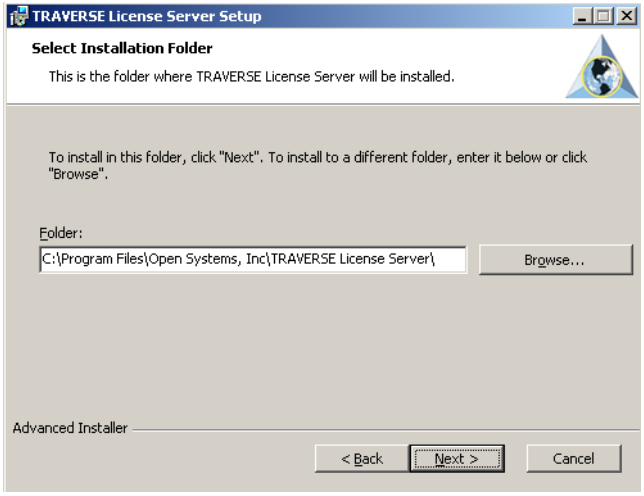


8. Enter the **TCP Port Number** to open for use with License Server. This should be the same port entered during the Server Manager install. The default should work in most instances; otherwise confirm the port with your Network admin.

9. Enter the **SQL Server Service** to be used for TRAVERSE. For example MSSQL$TRAV11.

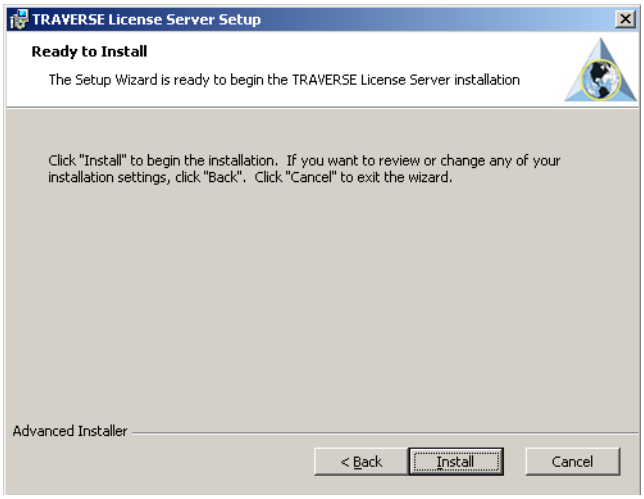
10. Click **Next** to continue.

11. The **Select Installation Folder** screen appears.



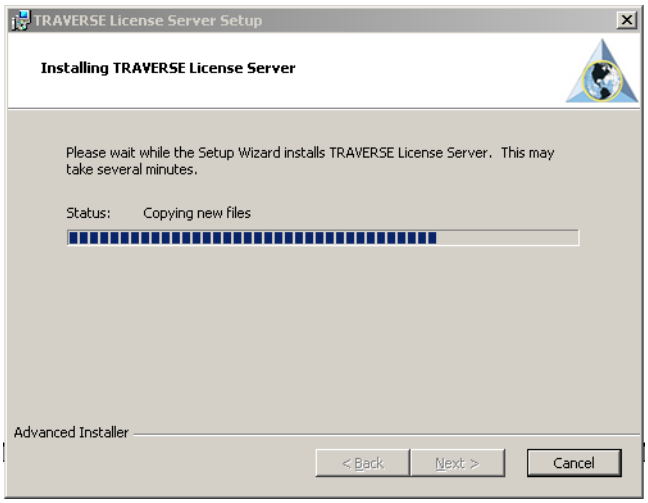
12. Browse to where you would like to install the License Server and click **Next** to continue.

13. The **Ready to Install** screen appears.

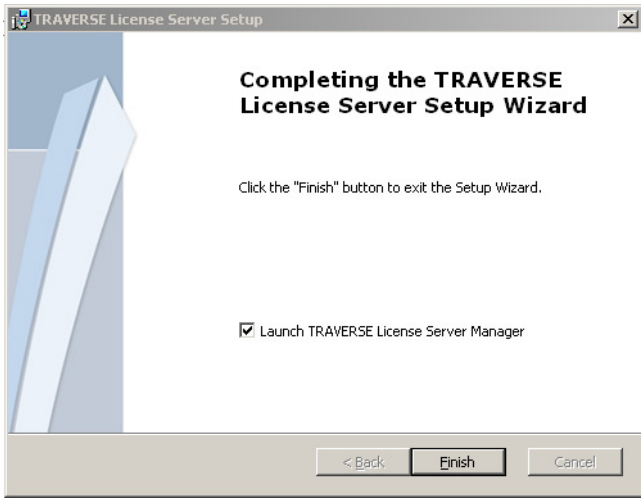


14. Click **Install** to begin the installation.

15. The **Installing TRAVERSE License Server** appears while the installation is in progress.

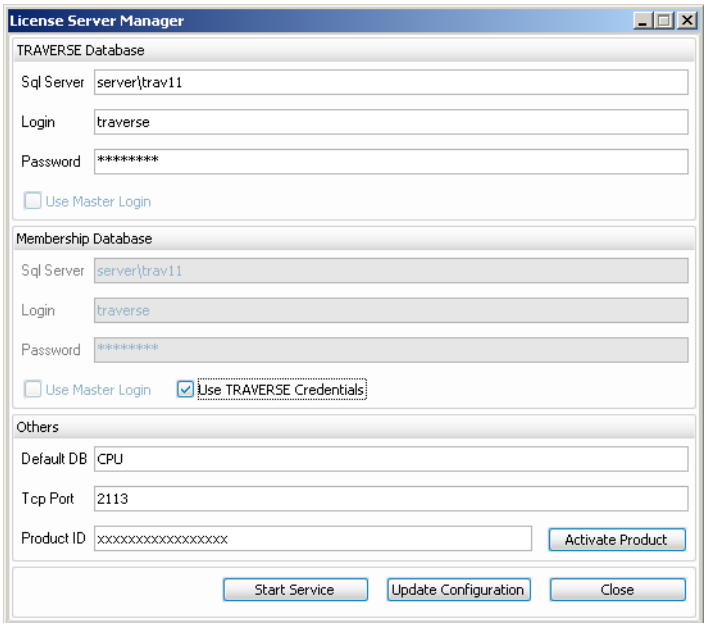


16. Once the installation is complete, the **Completing TRAVERSE License Server Setup Wizard** screen appears.



17. Check the box to **Launch TRAVERSE License Server Manager** and click **Finish** to open the License Server.

18. The **TRAVERSE License Manager** screen appears.



19. Enter the **SQL Server** information for the TRAVERSE Database. This is the SQL server where the TRAVERSE databases reside (SYS, CPU, etc).

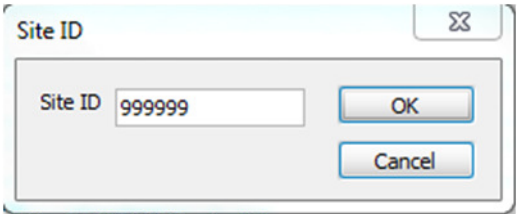
20. Enter the **Master Login** and **Password** (**traverse** and **pa$$w0rd** by default) that was created when installing TRAVERSE Server Manager.

21. Enter the **SQL Server** information for the **Membership Database**. The membership database, called **TSM**, is the database that holds the user and security information. In most cases, this will be on the same server as the TRAVERSE databases, so you can check the Use TRAVERSE Credentials option to use the settings from the above section.

22. Enter the **Default DB** (database); this will generally be your company DB (database).

23. The **Tcp port** should default to the value entered during the installation and should not need to be changed. If port conflicts arise, this is where you would change the port association.

24. Enter the **Product ID** and click **Activate Product** to activate your V11 product ID.



25. Enter your **Site ID** and click **OK** to activate your TRAVERSE.

26. Click **Update Configuration** to update the Windows registry. You need to do this anytime you make changes.

27. Click **Start Service** to start the License Manager service.

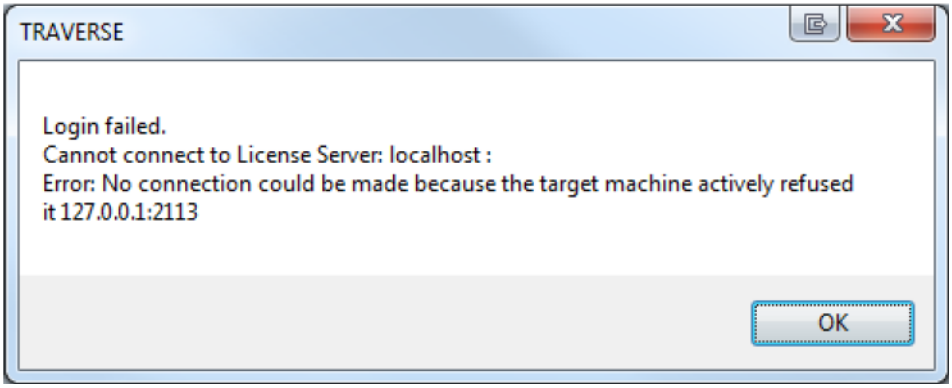
28. Once the service starts successfully, click **Close** to exit the License Manager.

LICENSE MANAGER NOTES:

- If the service won't start from the License Manager screen, you may need to launch License Manager as Administrator. To do this, right click on the shortcut and choose Run As, choose Administrator and try to start the service again.
- If the License Manager still will not start, try setting up a new Master Login in TRAVERSE Server Manager. Then re-open, License Manager, enter the new Master Login and password, then click Update Configuration to save the settings. Then try starting the service again.
- Under certain conditions, the version 11 TRAVERSE License Server is not starting properly with the computer startup. The License Server is dependent on the SQL Server service. Therefore the SQL Server service must be running and the TRAVERSE

databases must be online before the License Server can start. In some cases, the SQL Server service doesn't have time to start and bring all of the databases online before the License Server tries to start, resulting in a failed License Server startup.

This failure is represented by the error message shown below when trying to login to TRAVERSE.



While this should not be a problem in a production environment, partners and others that are using the software on computers (acting as SQL Servers) that are frequently shut down should follow the instructions below for the appropriate operating system after installing TRAVERSE.

If the License Server service is running on Windows Vista, Windows 7, Windows Server 2008, or Windows 2008 R2:

These versions of Windows have a startup option for services called 'Automatic (Delayed Start)'. After configuring the TRAVERSE License Server service to use this startup type, the TRAVERSE software will be ready to use anytime that the machine is started with no further actions. The following steps only need to be performed once.

Use the 'Services' function (run "Services.msc" from the start window or a command prompt) in Windows to change the setting:

Scroll down to the TRAVERSE License Server service

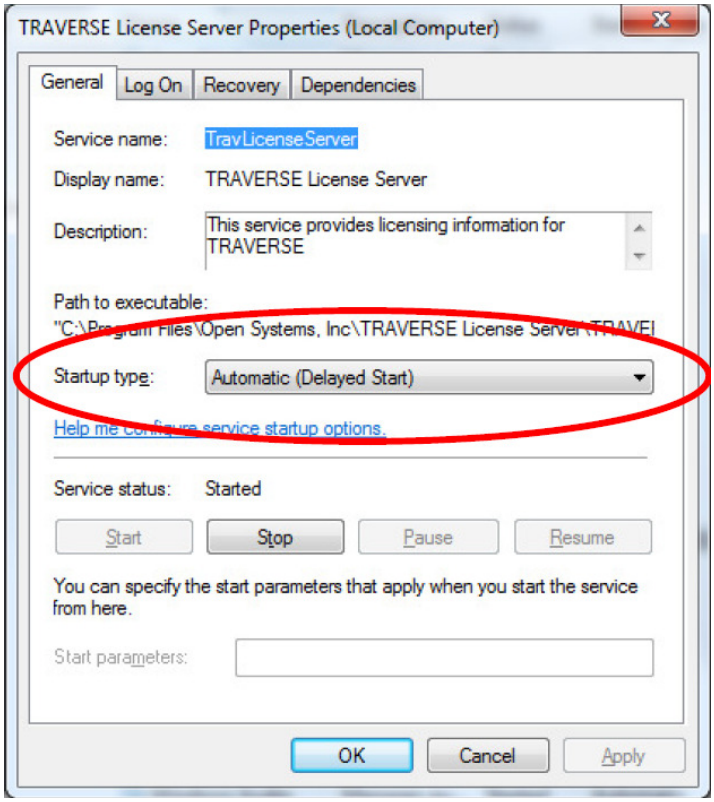
Double-click on the TRAVERSE License Server service

Change the setting on the Startup type to 'Automatic (Delayed Start)'

Click Apply or OK

Stop and re-start the service manually

The License Server should startup properly and TRAVERSE should run without error each time you start the machine.



If the License Server service is running on Windows XP or Windows Server 2003:

These versions of Windows do not have the delayed start setting. The following steps need to be performed each time the computer starts, before using the TRAVERSE software or Design Studio:

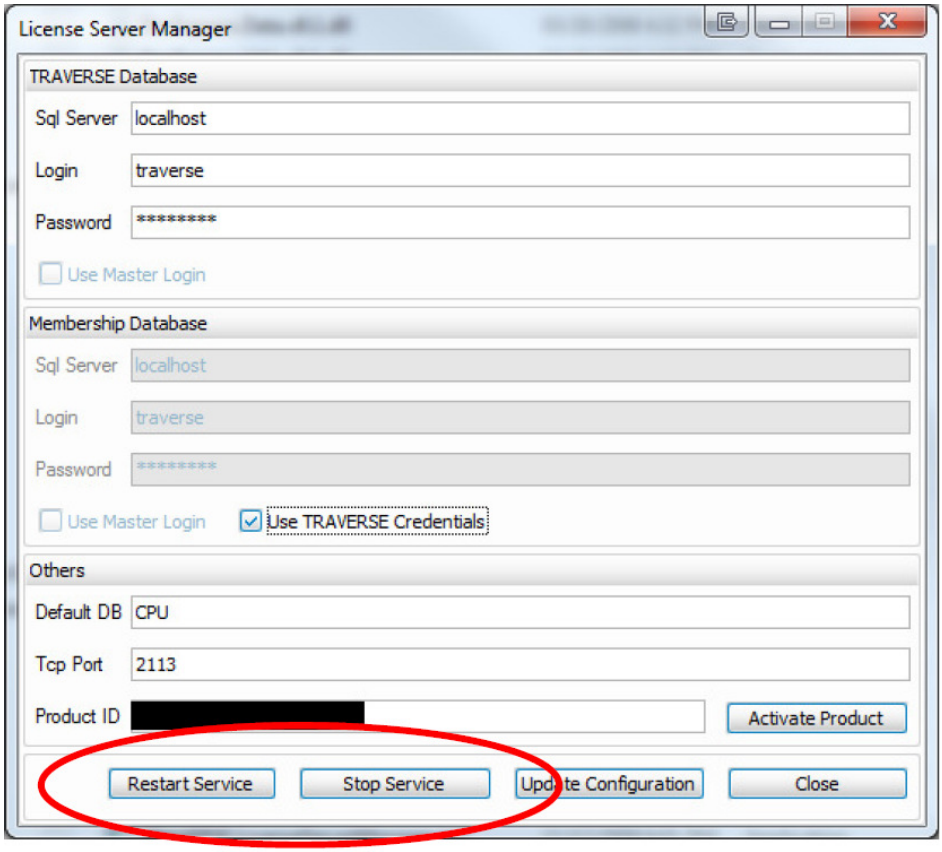
Run the TRAVERSE.LicenseServerManager.exe program found in the License Server folder of your installation.

Click the 'Stop Service' button

Wait 30- 40 seconds after receiving confirmation that the service has stopped

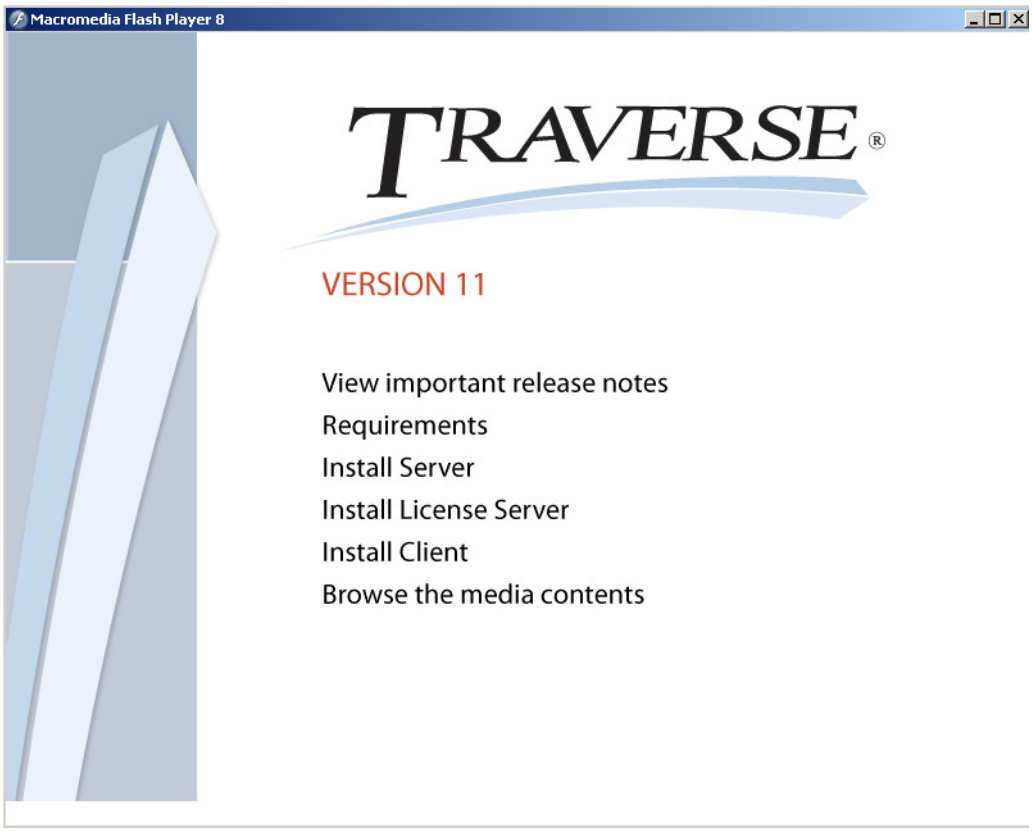
Click the 'Start Service' button

You should now be able to login to the software.



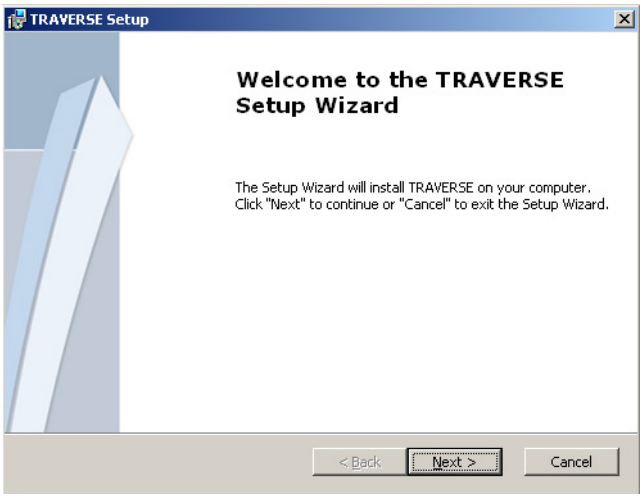
Install TRAVERSE Client

1. Put the TRAVERSE Server Manager DVD into your DVD drive. The following window appears.



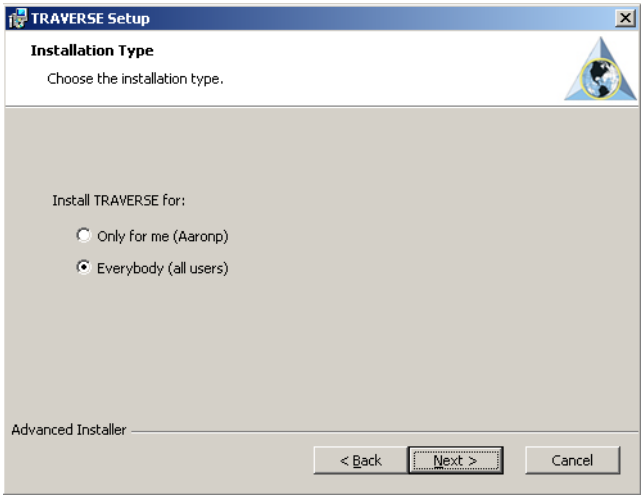
2. Choose **Install Client**.

3. The **Welcome to the TRAVERSE Setup** screen will appear.



4. Click **Next** to begin the installation.

5. The **Install Type** screen will appear.

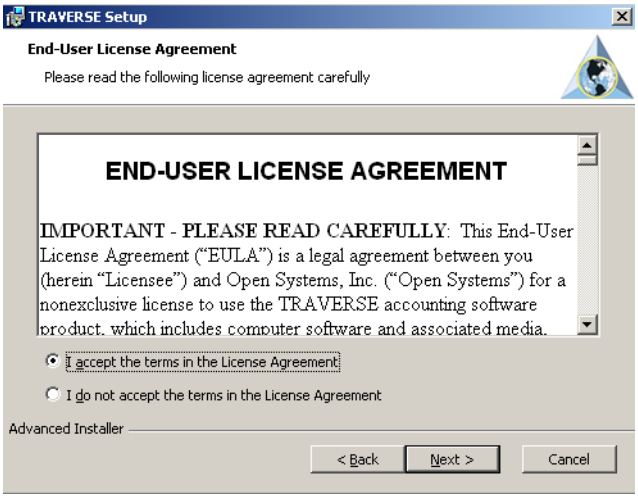


6. Choose **Everybody** to have a shortcut added for all users of this computer.

7. Choose **Only for me** if only the current user needs the shortcut.

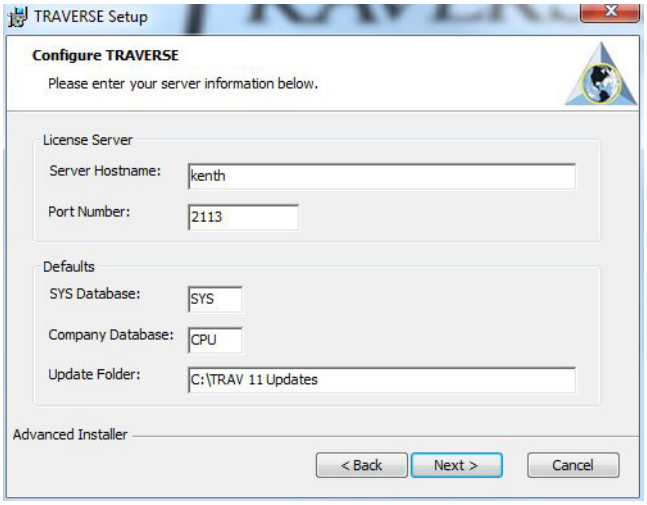
8. Click **Next** to continue.

9. The **End User License Agreement** screen appears.



10. **Accept** the terms and click **Next** or cancel to end the installation.

11. The **Configure TRAVERSE** screen appears.

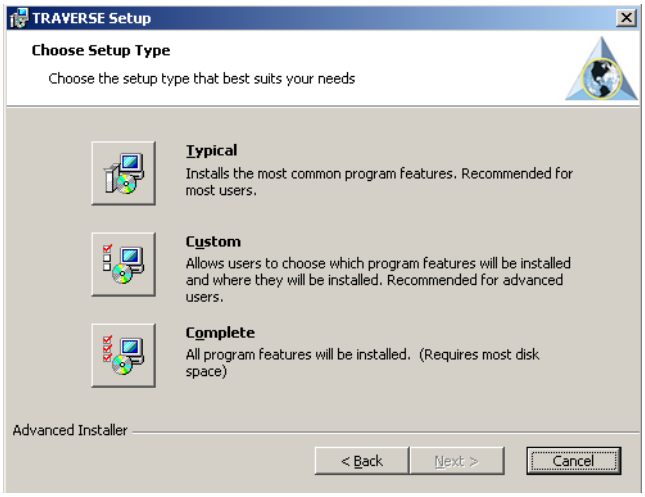


12. Enter the **License Server - Server Hostname**. This is the **Machine** name of the server where the **License Manager** is installed, **NOT** the SQL Server Instance name. Do not use localhost, unless installing the client on the license server.

13. Enter the **Port Number**. This is the port number that was set in the TRAVERSE License Manager.

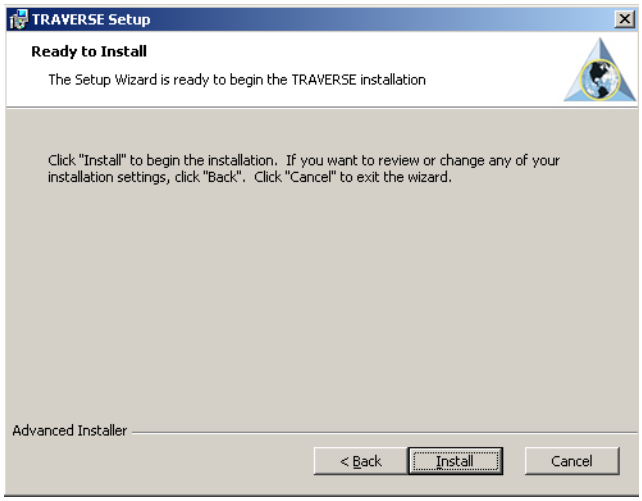
14. Enter the name of the **SYS** database and **Default Company Database**.

15. Enter the **Update Folder** that will be used to store downloaded updates
16. Click **Next** to continue.
17. The **Choose Setup Type** screen appears.



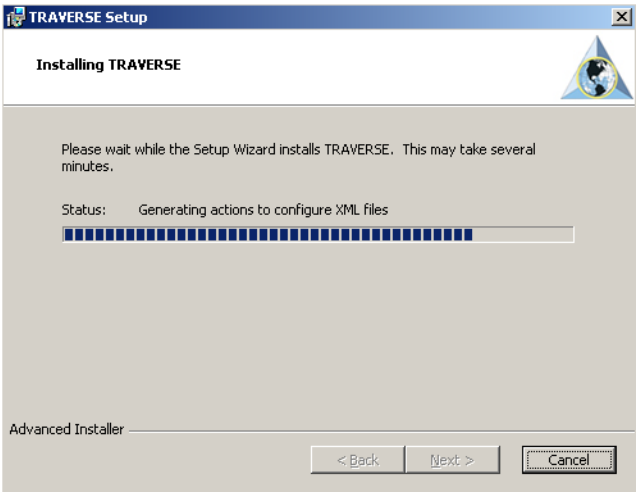
18. **Typical** should be selected in most cases; if choosing Typical it will install the client to the default **C:\Program Files\Open Systems, Inc\TRAVERSE** directory.
19. To change the directory and\or to choose to install optional components, such as Design Studio, choose **Custom**.
20. To install all optional components to the default directory choose **Complete**.
21. Click **Next** to go to the **Install** screen and click **Next** again to start the installation.

22. The **Ready to Install** screen appears.

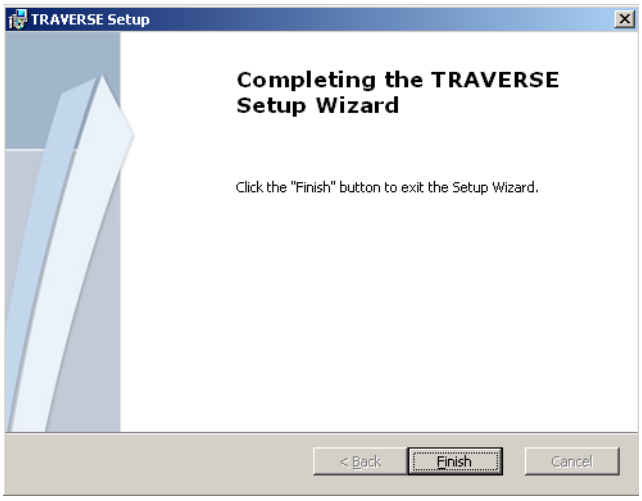


23. Click **Install** to begin installing the files.

24. The **Installing TRAVERSE** screen will appear while the installation is in progress.



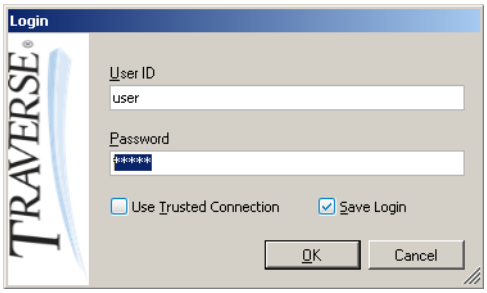
25. When the installation is complete the **Completing TRAVERSE Setup Wizard** screen will appear.



26. Click **Finish** to exit the installation.

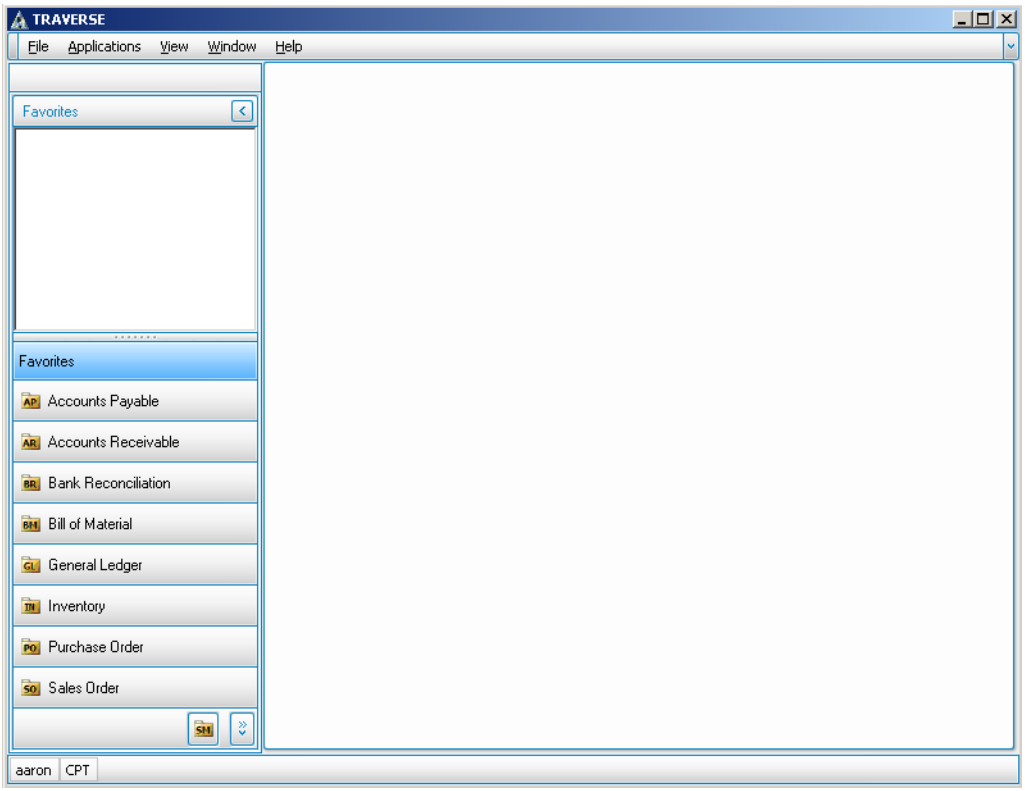
27. Go the **Start Menu - Programs - TRAVERSE** and choose **TRAVERSE**.

28. The **Login** screen should appear.



29. Enter the login information setup in Server Manager and click **OK**.

30. You should now see the TRAVERSE menu.

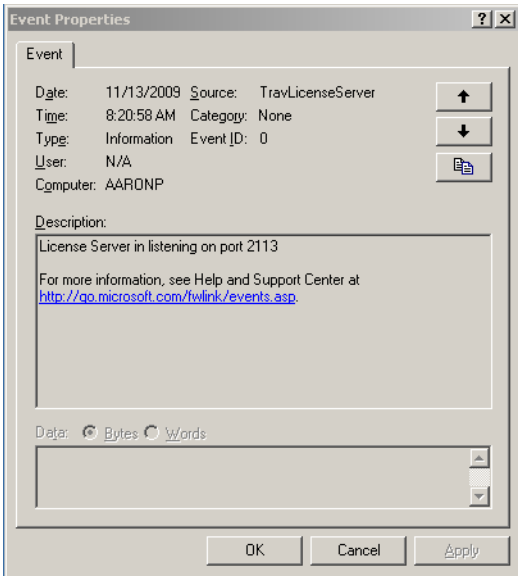


31. You should now be able to start updating your system via the TRAVERSE client installation.

CLIENT NOTES:

- For the TRAVERSE Updater program to work properly, the client also needs to be installed on the application server where Server Manager is installed.
- If you cannot connect from a client, verify that there is a port exception in Windows firewall for the assigned port and that there are not any conflicts with that port.
- If you get an error when logging in **Login Failed: No Such Host is Known**, then the wrong Server Hostname may have been entered during the client install. You will need to edit the LicenseServer setting in the TRAVERSE.exe.config file.
- If you still cannot connect from a client, verify that the License Server is listening on the correct port. You can check this in the Event Viewer-Application in Admin Tools. You can get to the Event Viewer by right clicking on My Computer and choosing Manage.

To insure that the License Manager port is opened correctly, you may need to stop the service through, wait 30 - 40 seconds, and then Start the service again.



- The TRAVERSE.exe.config file located in the TRAVERSE directory is what determines the port and the location of the License Server. If you make changes to the Port settings, or move the license server, you will need to go in and edit this file. You may also need to edit this file if you want to connect to a different TRAVERSE 11 server or need to change the name of the System Database. Here is what those sections look like, the values in BOLD are what would need to be changed:

```
<setting name="LicenseServer" serializeAs="String">
    <value>TraverseServer</value>

<setting name="LicensePort" serializeAs="String">
    <value>2113</value>

<setting name="SysDbName" serializeAs="String">
    <value>SYS</value>
```

Installing on Citrix or Terminal Server

Prior versions of TRAVERSE required that you have separate client installations for each Citrix or Terminal Server user. TRAVERSE 11 no longer requires this. Each user can use the same client installation on the server by pointing the user shortcuts to the TRAVERSE.exe file. You should

be aware however, that if all users are using the same install, that they will also be sharing all of the Excel Productivity reports stored in the Document folder in the client directory.

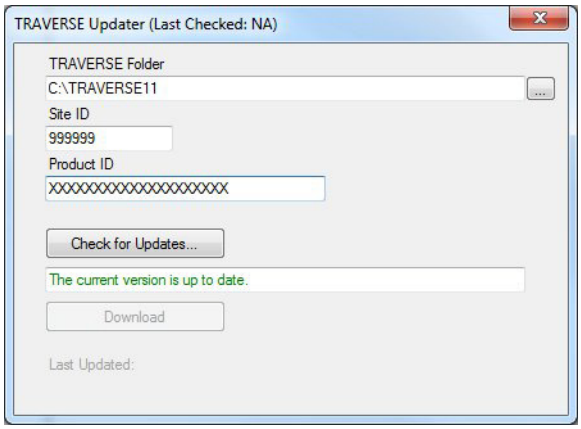
If you want the users to have their own set of Productivity reports, you would need to make copies of the TRAVERSE install directory for each user and point the shortcuts to the appropriate TRAVERSE.exe file.

TRAVERSE Updater

TRAVERSE 11 now has a feature that will allow you to check for updates that may be available, and then download them to the application server. Because this updater is installed on the application server, you will also need to have the TRAVERSE client installed on the application server, so that program compares can be made by the updater.

Here is the procedure to check for updates:

1. Open the **TRAVERSE Server Manager** on the server. Click **Check for updates**… in the **Help** menu. For the TRAVERSE Folder, select a shared TRAVERSE Update folder on the server, or the folder where the TRAVERSE client programs are installed on the server (for example, C:\Program Files\Open Systems, Inc\TRAVERSE). When prompted for an Update Folder, choose the TRAVERSE client folder on the server or the shared update folder on the server. Follow the instructions to check for and download updates.



2. To run the TRAVERSE Updater, go to the Start Menu on the Server, choose Programs - TRAVERSE Server Manager and choose TRAVERSE Updater.

3. Enter or browse to the TRAVERSE Folder where the TRAVERSE client is installed. Enter your Site ID and Product ID. Click the Check for Updates button to see if your install is up to date.

4. If there are updates available, click download and browse to a V11 Update Directory and save the files. You will want to create a directory that will be used just for maintaining V11 updates prior to running the Updater. Depending on the type of update available, you may get .dll, report or document files that need to be copied to the TRAVERSE client directories, or server updates that would need to be run via Maintenance Update in TRAVERSE Server Manager.
5. Open Server Manager, and click **Maintenance Update** in the **Database** menu.
    - In the **Update File** field, browse to the \Server folder in the Update Folder you used in the previous step.
    - Choose the ***.tsmx** file that you downloaded (in this update, the file name is **serverupdate10085.tsmx**).
    - Click the check boxes for **Company Databases** and **Include System Updates**.
    - Click **Next**, and **OK** to install the maintenance update.
6. On workstations that have TRAVERSE installed, run TRAVERSE and click the **Check for Updates**… in the **Help** menu. For the **Updated Server** folder, select the shared update folder on the server, and then click **Check for Updates**…. When updates are available, **close TRAVERSE**, and then click the **Apply Updates** button to update the TRAVERSE folder with the updates.

Setting up Multiple V11 Installs on the Same SQL Instance

TRAVERSE 11 now allows you to specify a System Database name, so it will allow you to have multiple user instances on the same SQL Server.

To do this, you will have to manually change the **TRAVERSE.ServerManager.exe.config**, **TRAVERSE.LicenseServerManager.exe.config**, and **TRAVERSE.exe.config** files to reference the System and TSM databases you want to use.

To setup a new install on an existing V11 SQL Instance, first make backups of the **TRAVERSE.ServerManager.exe.config**, **TRAVERSE.LicenseServerManager.exe.config** and **TRAVERSE.exe.config** files.

Once backups are made, open the TRAVERSE.ServerManager.exe.config file in the Server Manager directory and edit the following entries to reference the new System and new TSM databases you want to create.

```
<setting name="SecurityDB" serializeAs="String">
    <value>TSM2</value>
```

```
    </setting>

<setting name="SystemDB" serializeAs="String">
      <value>SYS2</value>
</setting>
```

Once those entries are changed and the file is saved, login to Server Manager and you should be prompted to build the new System and TSM databases. Verify the template path is correct and click OK to build the new databases.

After the new system databases are built, you can now create the company databases to be associated with the new System and TSM databases.

NOTE: You cannot use the same company ID for different databases within the same SQL instance.

Once the company databases are built, setup the user and group security to be able to access the new installation. You must also update the Master Login under the Tools menu to associate the new databases with the Master Login.

You will now need to edit the TRAVERSE.LicenseServerManager.exe.config file located in the TRAVERSE License Server directory. Edit this line to reference the new TSM database name:

```
<setting name="SecurityDB" serializeAs="String">
   <value>TSM2</value>
  </setting>
```

Once that is saved, you will need to stop the License Server service, wait about 30 seconds, and then restart the service.

To use the new V11 install you will now need to edit the TRAVERSE.exe.config file in the TRAVERSE client directory to reference those new databases. To do that open the file and edit the following entry to reference the new System database.

```
<setting name="SystemDB" serializeAs="String">
      <value>SYS2</value>
    </setting>
```

Once that entry is changed and saved, you can login to the client using the user information that was setup in server manager for the new install.

NOTE: Only users setup in the new TSM database will be able to access TRAVERSE.

You can now rename the config files and save them for future use. Just copy in and rename the appropriate config files as you need them, depending on which installation you want to access. You can then copy in the backup copies of the original config files to get back to your original installation.

NOTE: Anytime a change is made to the TRAVERSE.LicenseServerManager.exe.config file, the service needs to be stopped and restarted.

NOTE: At this time, you cannot run multiple installations of V11 that are on the same instance and using the same License Server. To be able to run multiple installs from the same SQL instance at the same time, the License Server would need to be installed on a different machine for each installation you wanted to run concurrently.

UPGRADING TRAVERSE

OSAS to TRAVERSE 11

When migrating from OSAS, follow this checklist:

1. You must be at OSAS version 6.1 or higher. If you have an older version of OSAS you must upgrade.
2. Migrate OSAS to the temporary SQL databases using the OSAS to TRAVERSE Migration programs installed into OSAS.
3. Migrate the temporary SQL databases into TRAVERSE 10.2. You must have an instance of SQL installed for version 10.2 and the temporary SQL databases.
4. Migrate TRAVERSE 10.2 data to TRAVERSE 10.5. You must have an instance of SQL installed for version 10.5.
5. Upgrade TRAVERSE 10.5 to TRAVERSE 11.

NOTE: Refer to the TRAVERSE Data Migration manual for instructions on migrating OSAS to TRAVERSE and TRAVERSE 10.2 to TRAVERSE 10.5.

NOTE: Refer to the next section for upgrading TRAVERSE 10.5 to TRAVERSE 11.

How to Upgrade to Version 11

To be able to upgrade to version 11, you must first be on a 10.5.7310 version or higher and also be using a version of SQL 2005 (full or Express) or SQL 2008 (full or Express).

If you are on a TRAVERSE version prior to 10.5, you must first upgrade\migrate to 10.5 and then you can upgrade to 11. If you are on a version of SQL prior to 2005, then you must install either SQL 2005 or SQL 2008 and move the 10.5 data to it. See Moving Server notes at end of this section for more information.

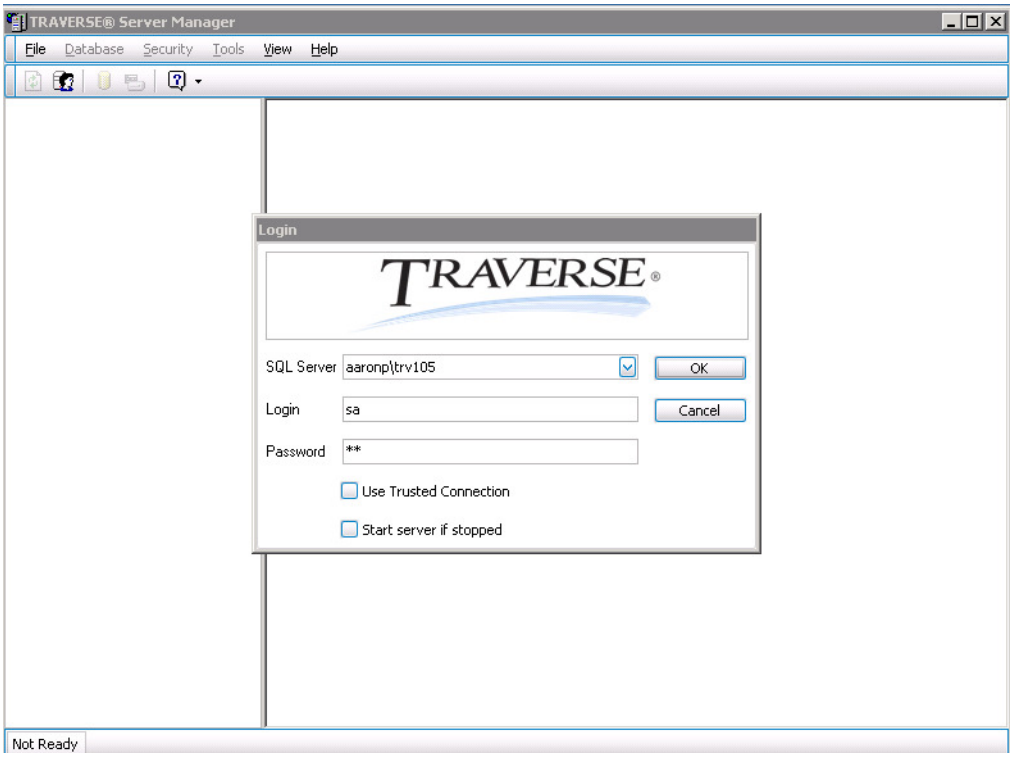
You should create SQL backups of all TRAVERSE databases (SYS, Company, etc) prior to starting this process.

NOTE: Because of QTY tracking changes made for V11, all transactions including COGS Adjustments need to be posted prior to upgrading.

If your 10.5 installation is already at a SQL 2005\2008 level, you can upgrade by installing TRAVERSE 11 Server Manager and then running a maintenance update to get the data to V11 level.

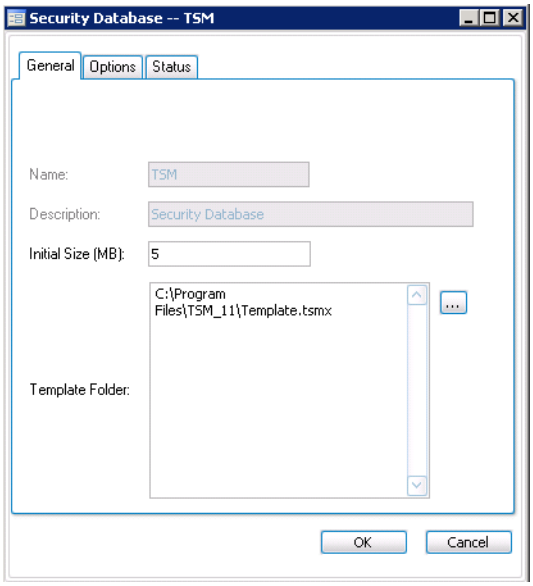
To get started with the upgrade process you will need to copy the TSM directory locally off of the V11 DVD. This directory holds the maintenance update file that will be used.

1. Once the V11 Server Manager is installed and TSM file copied locally, launch TRAVERSE Server Manager and login to the 10.5 server.



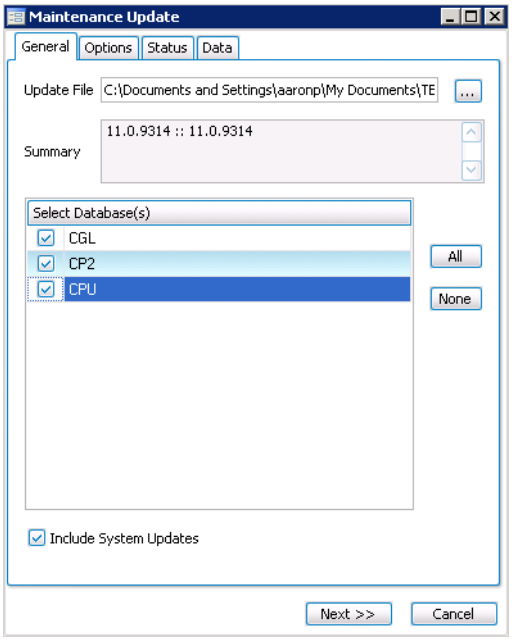
2. Enter your admin credentials and click **OK** to login. Once logged in, click on **TRAVERSE** and you should be prompted to install the **TSM** database. The TSM database is new to V11. It

holds user and security information.



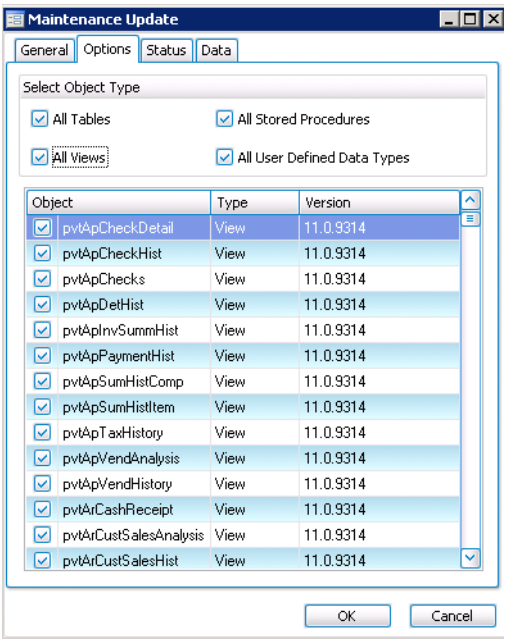
3. Verify the **Template Folder** and **Data Paths** on the **Options** tab are correct and click **OK** to create the TSM database.
4. Once the TSM database is created, right click on TRAVERSE and choose **Maintenance Update**. The maintenance update screen should appear.

5. For the **Update File** browse to TSM folder you saved locally earlier and choose the **ServerUpgrade11017.tsmx** file.



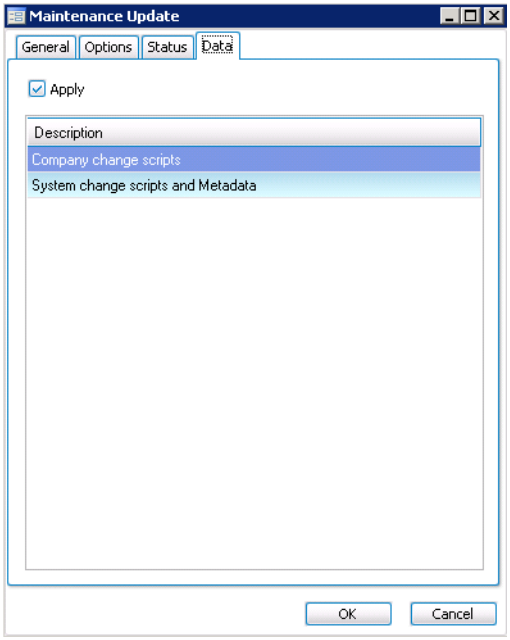
6. Check the Company databases to be updated, check the box to Include System Updates and click **Next**.

7. The **Options** tab then becomes active.



8. Check **All Tables**, **All Views**, **All Stored Procedures** and **All User Defined Data Types**. Verify that all listed objects are checked.

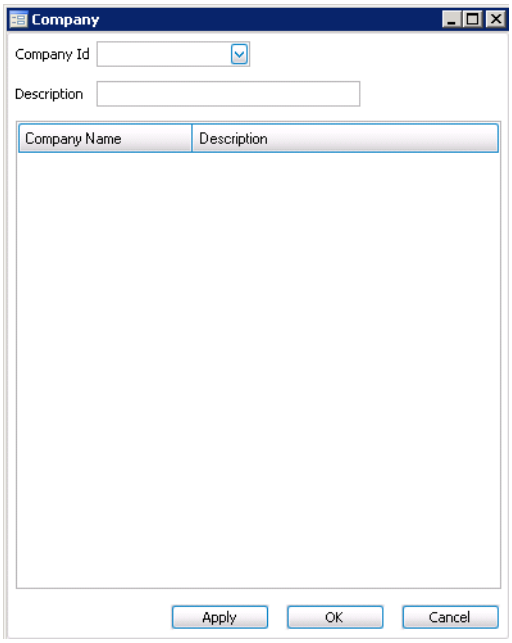
9. Click on the **Data** tab.



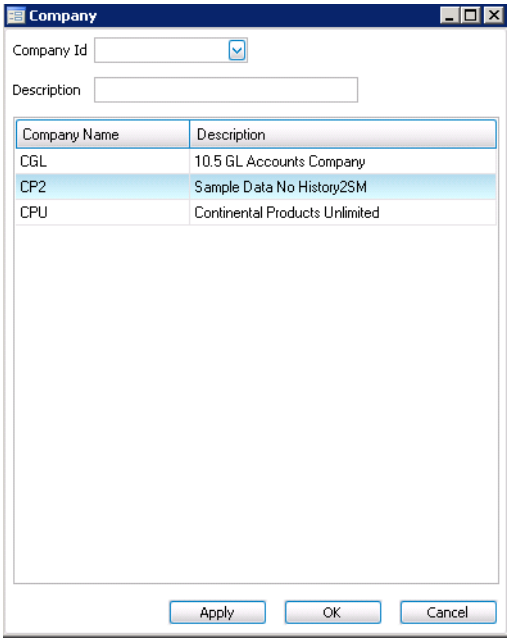
10. Verify that the **Apply** button is checked and click **OK** to continue.

11. Verify that you did not receive any error during the update and close the Maintenance Update screen. If you received errors, the data will need to be restored and fixed prior to updating again.

12. Once the data is upgraded you have to associate the upgraded databases with the TSM database. To do this right click on **TRAVERSE** in Server Manager and choose **Add Company**. The **Company** screen appears.

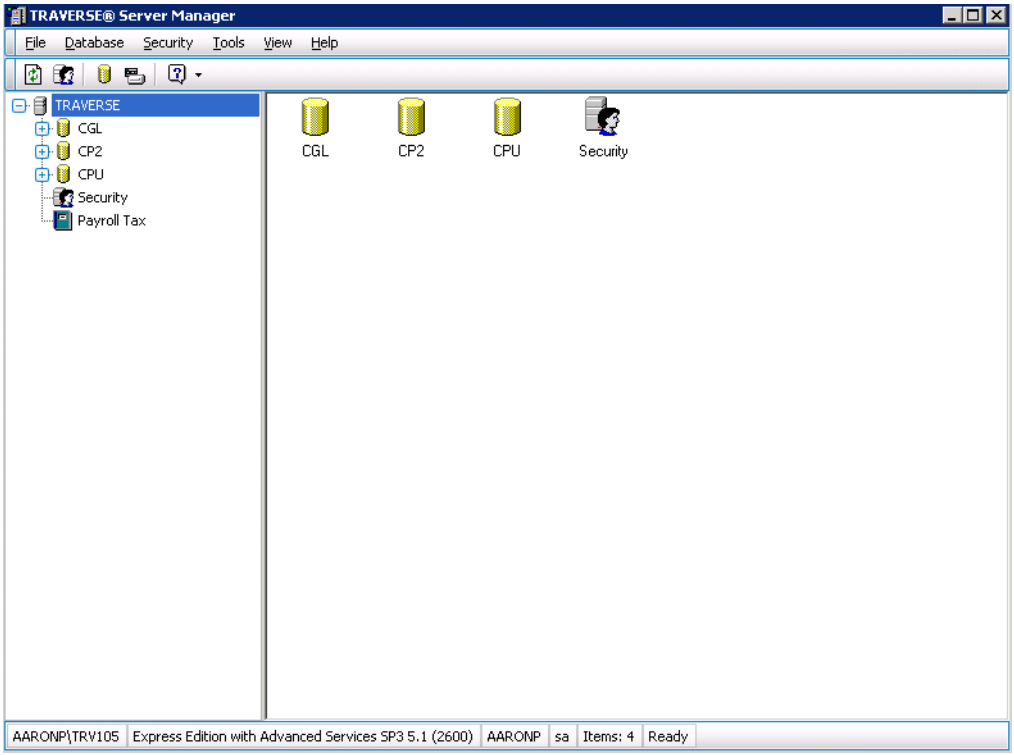


13. Choose the company to add in the **Company ID** drop down, and click **Apply**. Repeat for all upgraded companies.



14. Once all companies have been added, click **OK** to close the Company screen.

15. You should now see all of the companies in Server Manager.



16. You can now start setting up users and group security. Because TRAVERSE 11 no longer uses SQL security for client connections, all groups and users will need to be reset up after upgrading to V11.

NOTES:

The SYS and Company databases must both be at a 10.5 version prior to upgrading. If you are upgrading multiple companies at different times, the 10.5 SYS must be restored each time prior to starting the upgrade.

To upgrade a 10.5 installation that is not on SQL 2005 or higher, you will need to create a new 2005 or 2008 SQL instance, restore SQL backups to that instance and then follow the previous steps to update to V11. See Moving Servers information below for information on how to properly move data to a new SQL 2005 or 2008 SQL server.

Steps for moving TRAVERSE 10.5 to a new SQL 2005\2008 Instance

Preparation of new instance:

- Install and configure SQL 2005\2008 (full or Express) on the TRAVERSE server.
- If moving to a new physical server, install TRAVERSE Server from the TRAVERSE 10.5.7310 CD.
- Login to 10.5 Server Manager and build the SYS and Company database(s).

NOTE: It is imperative that you use TRAVERSE Server Manager to build the databases as this process also updates the model database. If you use SQL to build the databases and then restore, you will be missing user defined data types and receive errors throughout TRAVERSE.

Getting data off the old instance and onto the new instance:

- Once data is finalized get all users out of TRAVERSE.
- Login to the old instance of SQL using Server Manager and delete all groups and users from the company database(s), and all users under Security.

NOTE: If you do not delete the users and groups prior to the next step, those IDs will be carried over only partially to the new instance and those login IDs will be invalid. V11 Does not use SQL security for client logins or security anymore, however you may need to setup users for Excel reporting purposes, so you should still remove the users and groups prior to creating the backups.

- Create SQL backups of ALL TRAVERSE databases including SYS. This step can be done through Server Manager, SQL Server Management Studio or Enterprise Manager.

Restoring data to the new instance:

- Restore the 10.5 backups to the new instance using SQL Server Management Studio.

You can now upgrade this instance of TRAVERSE to TRAVERSE 11.

Steps for moving TRAVERSE to a new server and Upgrading to 10.5

NOTE: You must be at TRAVERSE versions 10.1 or 10.2 to proceed with option A or B. If at a version prior to that, you must upgrade to 10.1 or 10.2 before continuing.

Option A (recommended):

Preparation of new server:

- Install and configure SQL 2005\2008 (full or Express).
- Install the TRAVERSE Server from the TRAVERSE 10.5.7310 CD.
- Login to the new instance using Server Manager and build the SYS and Company database(s).

Getting data off the old server and onto the new server:

- Use the TRAVERSE 10.5 Data Migration utility to migrate the 10.1\10.2 data from the old server to the new 10.5 instance.

  Once the data is migrated to 10.5 without error, you can proceed with the upgrade to V11.

Option B:

Preparation of new server:

- Install and configure SQL 2005\2008 (full or Express).
- Install TRAVERSE Server from the TRAVERSE 10.5.7310 CD.
- Login to the new instance using the 10.5 Server Manager and build the SYS and Company database(s).

NOTE: It is imperative that you use TRAVERSE Server Manager to build the databases as this process also updates the model database. If you use SQL to build the databases and then restore, you will be missing user defined data types and receive errors throughout TRAVERSE.

Getting data off the old server and onto the new server:

- Once data is finalized get all users out of TRAVERSE.
- Login to the old instance of SQL using Server Manager and delete all groups and users from the company database(s), and all users under Security.

NOTE: If you do not delete the users and groups prior to the next step, those IDs will be carried over only partially to the new instance and those login IDs will be invalid. V11 Does not use SQL security for client logins or security anymore, however you may need to setup users for Excel reporting purposes, so you should still remove the users and groups prior to creating the backups.

- Create SQL backups of ALL TRAVERSE databases on the old instance. This step can be done through either Server Manager, SQL Management Studio or Enterprise Manager.

Restoring data to the new server:

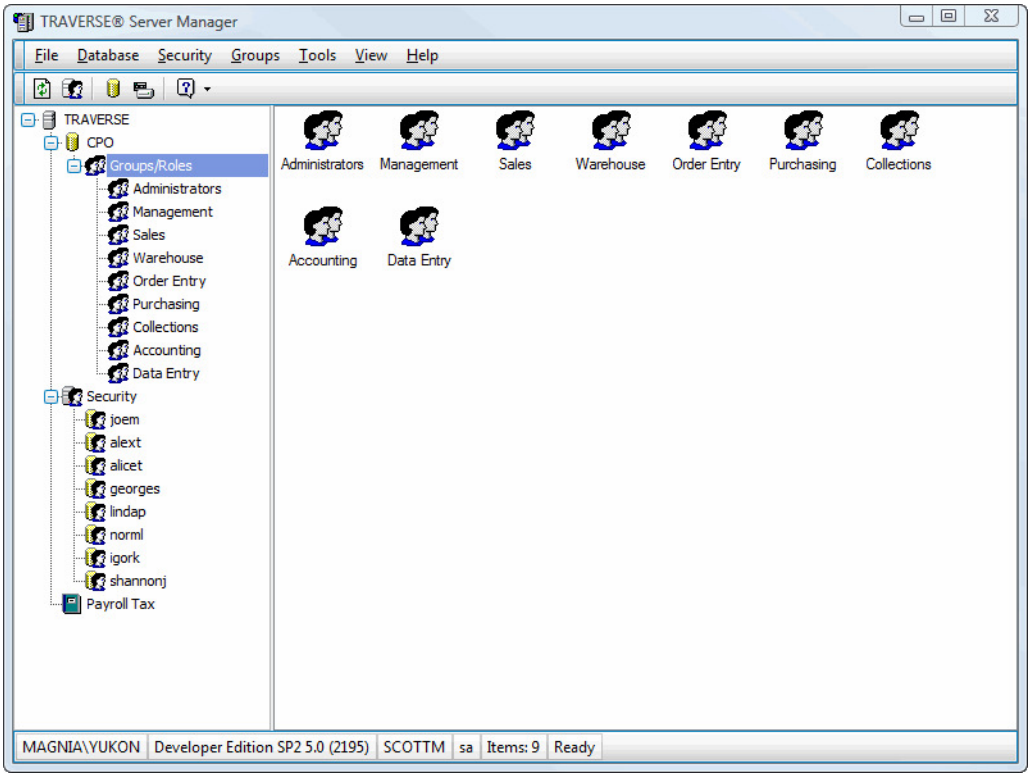
- Restore all backups to the new SQL 2005\2008 instance using SQL Management Studio.
- Run the upgrade process as outlined in the readme in the Upgrade folder on the TRAVERSE 10.5.7310 CD.

Once the data is upgraded to 10.5 without error, you can proceed with the upgrade to V11.

SERVER MANAGER

About Server Manager

The TRAVERSE Server Manager main window appears when you start up TRAVERSE Server Manager.



The main window has two columns. The left column contains a list of the databases you have created. Double-click an item to expand and contract the list (you can also click the + and - in front of items to expand and contract the menu list). When you select a database, the Applications and Groups/Roles icons appear below the database and in the right column.

Selecting Items

To select an item, use the mouse or use arrow keys to highlight it.

Right-Click Mouse Menu

All of the functions within Server Manager are accessed using the right-click mouse menu.

Menu Bar

All functions available when you use the right-click menu and the toolbar are also available from within the menus in the menu bar. See the tables below for an explanation of the menu items.

File Menu

Name	Description
Login	Select to open the Login dialog box in order to change what Microsoft SQL Server you're logged into or to switch to a different login username.
Disconnect	Select to release your connection to the server without closing Server Manager. This function is useful when you are managing several servers or when you want to release all the resources (connections, locks, and so on) that the Server Manager is using temporarily, especially for trouble-shooting purposes.
Exit	Select to exit Server Manager.

Database Menu

Name	Description
Properties	Select to view database information in the right column of the main window.
System Properties	Select to view system (SYS) database properties.
Add Company	Add a company for which the company database has already been created.
Remove Company	Remove a company from the Server Manager list without deleting or detaching its database.

Name	Description
New Database	Select to create a new company database. The New Company Database dialog box appears.
New Payroll Year	Each year of payroll information is stored in a separate database. Select to add a new payroll-year database to a company database. The Add Payroll Year dialog box appears.
Attach Database	Select to attach a company database. The Attach Company Database dialog box appears.
Maintenance Update	Select to perform a maintenance update of server objects. The Maintenance Update dialog box appears, allowing you to search for and install available updates.
Backup Database	Select to backup a database. The Database Backup dialog box appears.
Restore Database	Select to restore a database. The Database Restore dialog box appears.
Detach Database	Select to detach a database.
Delete Database	Select to delete a database.
Generate Scripts	Select to generate scripts from the objects in an existing database. In effect, this re-creates the whole database structure and any individual database objects. The Script Database dialog box appears.
Generate System Scripts	Select to generate scripts from the objects in the SYS database. In effect, this re-creates the whole database structure and any individual database objects. The Script Database - SYS dialog box appears.

Name	Description
Add/Remove Applications	Select to define which applications each company database uses.
Refresh	Select to refresh all levels and collapse the tree down to TRAVERSE level.

Security Menu

Name	Description
Properties	Select to change login properties. The Login Properties dialog box appears.
New Login	Select to create a new login. The Login Properties dialog box appears.
Delete Login	Select to delete an existing login.
Copy Security	Copy groups and users from one company to another. Groups and users retain their associated security settings
Permission Report	Use this function to generate a report that lists the menu functions a group has permission to access for each company.

Applications Menu

The Applications menu when you right-click on an application in the Server Manager window.

Name	Description
Add/Remove Applications	Select to define which applications each company database uses.
Add Year	Select to add tax tables and formulas for a new payroll year and copy the information from an existing payroll year. This menu item appears when you select the Payroll application.

Name	Description
Attach Database	Select to attach a payroll database. The Attach Payroll Database dialog box appears. This menu item appears when you select the Payroll application.
Refresh	Select to refresh all levels and collapse the tree down to TRAVERSE level.

Groups Menu

Name	Description
Properties	Select to define permissions for a group using the Group/Role Properties dialog box.
Permissions	Change the TRAVERSE application access for the members of the group.
New Group	Select to create a new group. The Group/Role Properties dialog box appears.
Delete Group	Select to delete an existing group.
Refresh	Select to refresh all levels and collapse the tree down to TRAVERSE level.

Tools Menu

Name	Description
Master Login	Modify the master login for the TRAVERSE system. You can select the databases for which you would like to alter the master password.
Project Costing Migration	When upgrading from 10.5 with project costing, use this function to upgrade your project costing data.

View Menu

Name	Description
Large Icons	Displays the contents of the right panel in large icons.
Small Icons	Displays the contents of the right panel in small icons.
List	Displays the contents of the right panel in a summary list.
Detail	Displays the contents of the right panel in a detailed list.
Font Size	Displays the contents of the right and left panel in the font size you select.

Help Menu

Name	Description
About	Select to view TRAVERSE version and product ID information as well as system information.
Maintenance History	Select to launch the maintenance history view.
Check for Updates	Select to access the Open Systems website and view the available updates. You must have an active Internet connection, a user name, and a password.

Databases

After you set up the system and the security databases that TRAVERSE uses internally to manage system settings, you can set up databases for the companies you use with TRAVERSE.

Use the information in this chapter to set up a new company database; delete, attach or detach, back up, and restore databases; define which applications are available to each database; and maintain payroll year and tax databases.

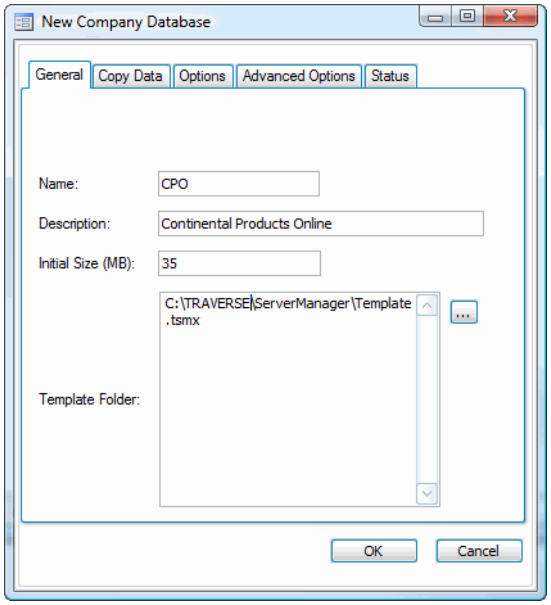
The final section in this chapter describes how to use scripts to re-create the whole database structure and any individual database objects, if needed.

Adding a Company

Use the **New Database** function to create a new company database.

To create a new company database, right-click on TRAVERSE or any company database and select **New Database**. The **New Company Database** dialog box appears.

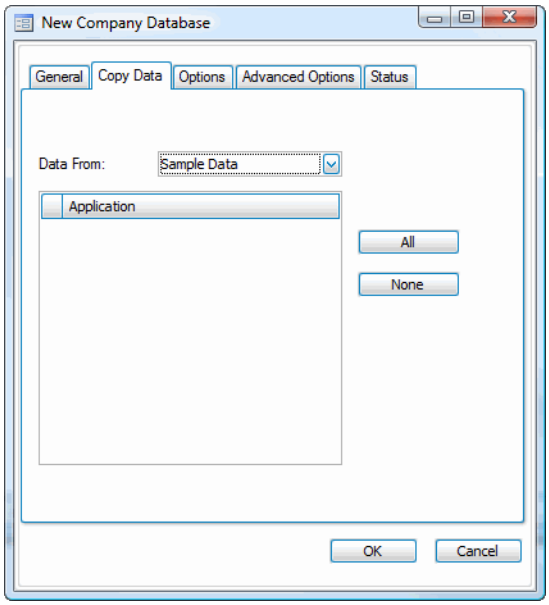
General Tab



1. Enter a three-character ID for the new company in the **Name** field. Note: Only numbers and the capital letters A-Z are allowed.
2. Enter a description of the company in the **Description** field. This will be the company name.
3. Accept the default setting of 35 MB in the Initial Size field. Once created, the database size automatically grows as you add information. To change how the database grows, use Microsoft SQL Server Enterprise Manager. The database limit when using SQL 2005 Express is 4 GB per database.
4. Click the **Browse** (...) button, if applicable, to browse and select the Template.tsmx file from the Template Folder section.

Use **Copy Data** tab to copy data from an existing company. You can use this tab to add a second company, to split one company into two, to create a test company, or to copy sample data.

Copy Data Tab



TRAVERSE Server Manager copies only the setup information, not data such as open invoices and history.

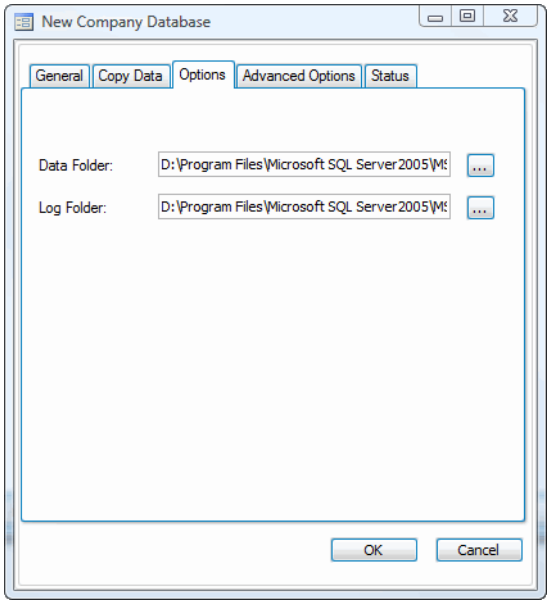
NOTE: If there is an existing company with permissions you want for the company you just created, use the Copy Security function to quickly copy the permissions from the existing company to your new one.

1. Select the data from which you want to copy in the **Data From** field. If you are copying sample data, select Sample Data in this field.
2. Select the applications from which you want to copy data in the Application table, or click **All** to select all applications or click **None** to clear any applications already selected.

Use the **Options** tab to specify where databases are created. The default path for the data and log folders appear.

Options Tab

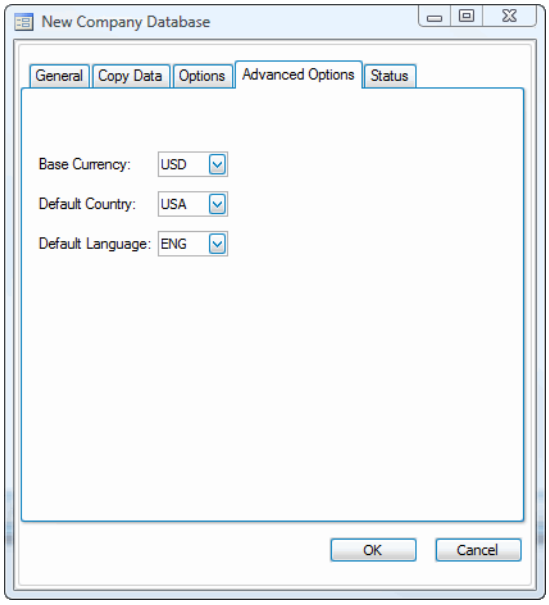
Use this tab to specify where databases are created. The default path for the data and log folders appear.



1. Select the **Browse (...)** button adjacent to the **Data Folder** field, if applicable, to change the data folder location.
2. Select the **Browse (...)** button adjacent to the **Log Folder** field, if applicable, to change the log folder location.

Advanced Options Tab

Use this tab to specify the default base currency, country, and language to use when creating the new company.



1. Select the base currency for the company in the **Base Currency** field.
2. Select the default country for the company in the **Default Country** field.
3. Select the default language for the company in the **Default Language** field.
4. After you enter the applicable information into the New Company Database tabs, click **OK**. The Status tab appears showing Server Manager's progress as it creates the new company database.

Login and Security

Once you successfully create your company databases, the next step is to define the groups and users that can access the TRAVERSE data and the functionality they will have within the TRAVERSE accounting system.

TRAVERSE manages permissions by allowing an administrator to assign application and function access by groups. Users can then be assigned to groups, making it easy for the administrator to manage access based upon roles. You can then move users between groups

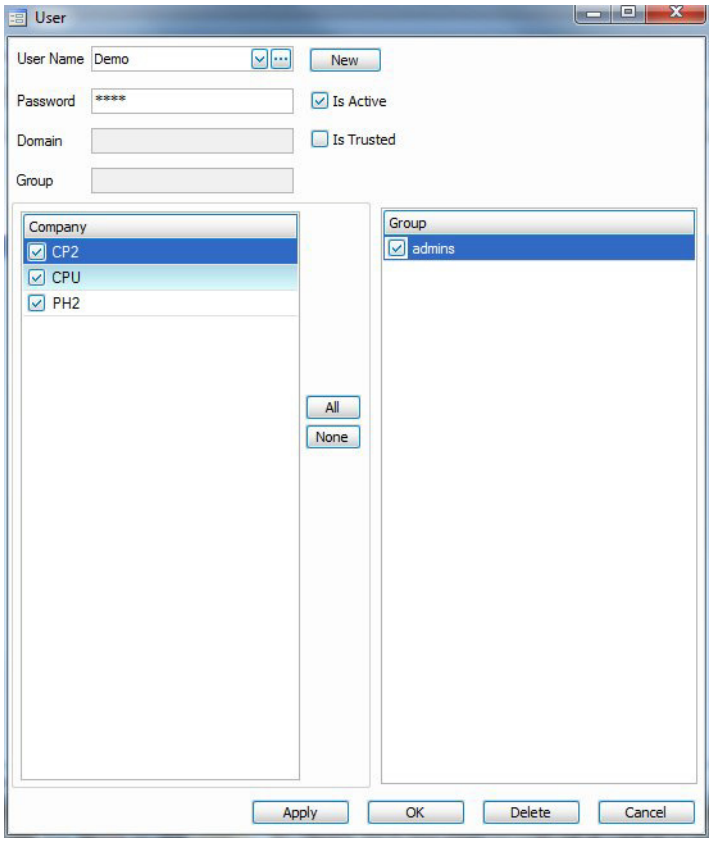
and roles rather than having to manage the permissions for each individual user. If the function of a job changes, it is easier to change the permissions once for the group and have the changes apply automatically to all group members.

Login Creation and Maintenance

When you create a login, the new login is added to three lists: to the login list that appears when you expand the Security heading, to the company database groups you select when you create the login, and also to the public group under System Roles. The System Roles groups and logins let you setup and control security for the SYS system database.

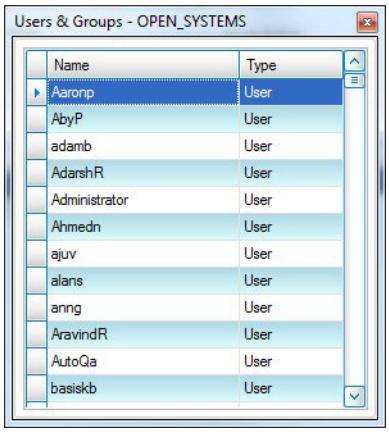
To create a login, follow these steps:

1. Right click on **Security** in Server Manager and choose **New Login**.
2. The **User** screen appears.



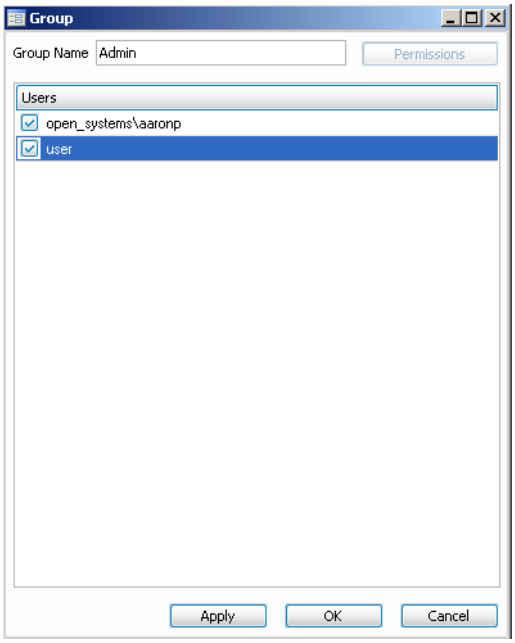
3. Enter the **User name** and **password** if **not** using the **Is Trusted** option.

4. If you want to use the **Is Trusted** option, click on the browse button ... . The user and groups screen is displayed. Double click on the user you want to add. If using this option, you do not need to specify a password. You may want to use this option if the user will be accessing the Excel Productivity reports, so that SQL logins do not need to be setup via SQL Management Studio.



5. Check the **Is Active** checkbox to allow this user login access to TRAVERSE.
6. Check the **Company Databases** that this user will have access to.
7. Click **Apply** to apply the changes, and **OK** to close the User screen.
8. Once the user is setup, you will need to create new groups and assign the user to their group with the appropriate menu permissions.
9. To create a group, expand the company database within Server Manager, right click on **Groups\Roles** and choose **New Group**.

10. The **Group** screen appears.

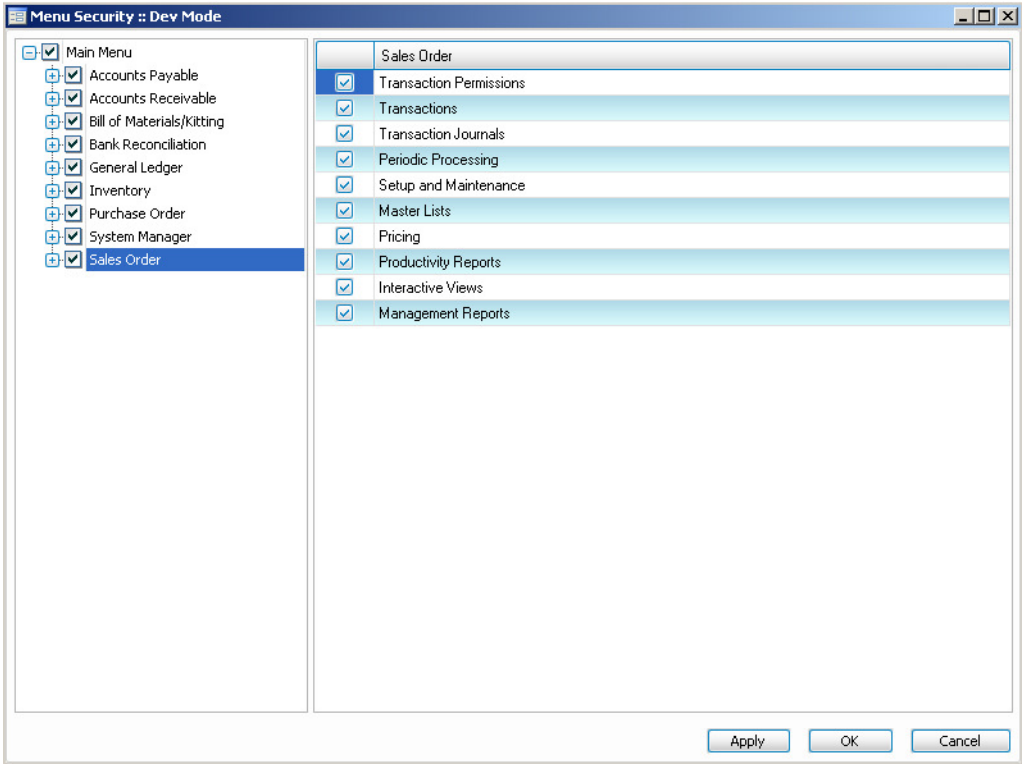


11. Enter the **Group Name** and check the users that will be part of this group. Click **Apply** to apply the changes.

12. After you click Apply, the **Permissions** button should become active. Click on this to bring up the **Menu Security** Screen.

NOTE: You may not see any applications initially. You may need to setup the License Server and register your product ID before those applications will become available. If you do not see the menus, install License Manager, and then setup the group security.

13. The **Menu Security Screen** appears.

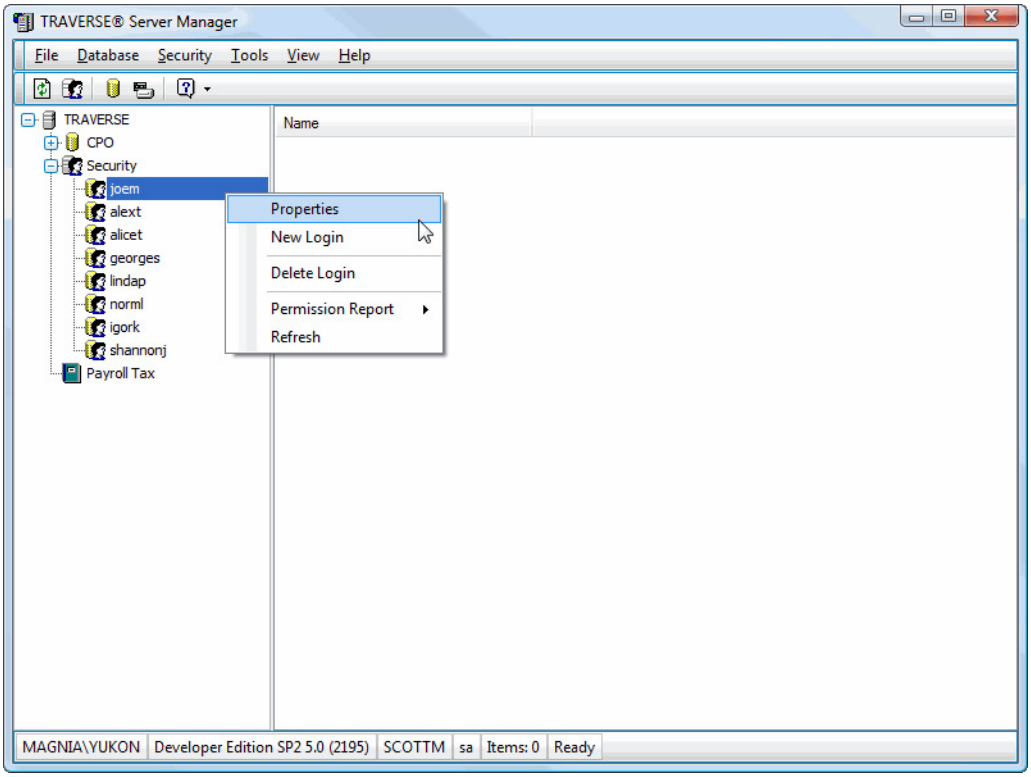


14. Check the menu permissions for the group, click **Apply** to apply the changes and OK to close.

Change Login Properties

To change login properties, follow these steps:

1. In the left column of the main window, expand **Security** and right-click the login for which you want to view or change properties.



2. Select **Properties** from the right-click menu. The User dialog box appears.
3. Make changes as needed.
4. Click **OK** to save your changes. You are returned to the main window.

Delete a Login

1. To delete a login, right-click on the login you want to remove.
2. Select **Delete Login** from the right-click menu. A message box appears asking if you are sure you want to delete the login.
3. Click **Yes** to delete or click **No** to cancel the action. You are returned to the main window.

1 IMPLEMENTING TRAVERSE

Server Manager

2

TRAVERSE FEATURES

2 TRAVERSE FEATURES

TRAVERSE 11 ENHANCEMENTS

Interactive Views

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
	**Sort Ascending**	Sort the selected column’s data in ascending order. **NOTE: You can also accomplish this task by clicking the column heading until appears.**
	**Sort Descending**	Sort the selected column’s data in descending order. **NOTE: You can also accomplish this task by clicking the column heading until appears.**
	Clear Sorting	Remove all sorting options and revert to the default view.
	**Group By This Column**	Group the identical entries from this column into a single group. **NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.**

Column Chooser	Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen.

NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an *X*.

Best Fit	Adjust the selected column to resize the column for the best view of that column's data.
Clear Filter	Remove all filter options and revert to the default view.
Filter Editor	See "Filtering Data in Views and Reports" (page 2-16) for more information.
Best Fit (all columns)	Adjust all columns to resize for the best view all of the data at once.

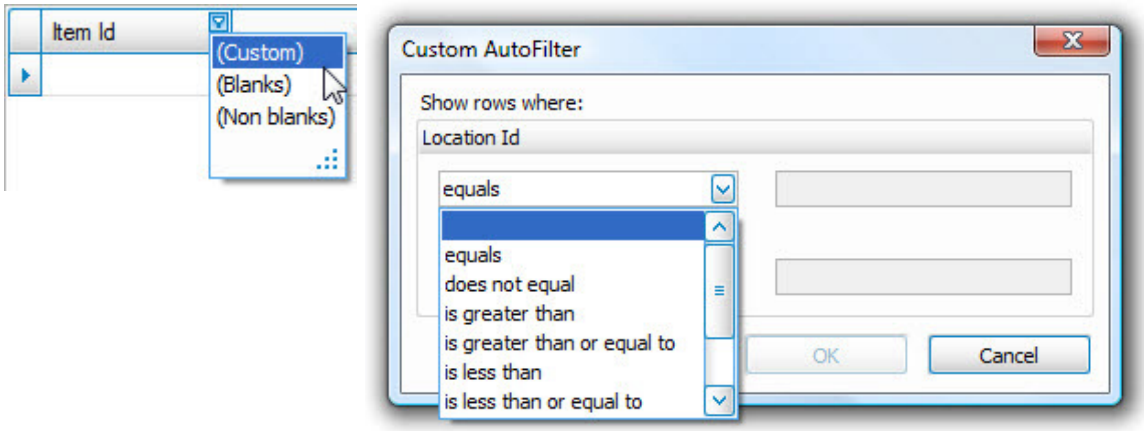
Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the dropdown menu.

Select	To
	Enter criteria for filtering the selected column.
(Custom)	**NOTE: View the following paragraph for additional information.**
(Blanks)	Display only entries with blank information in the selected column.
(Non blanks)	Display only entries with information in the selected column.

From the dropdown menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select (**Custom**), the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the dropdown menus, then enter a string of text or numbers to complete the condition and click **OK**.



Sorting and Filtering Pivot Chart Data

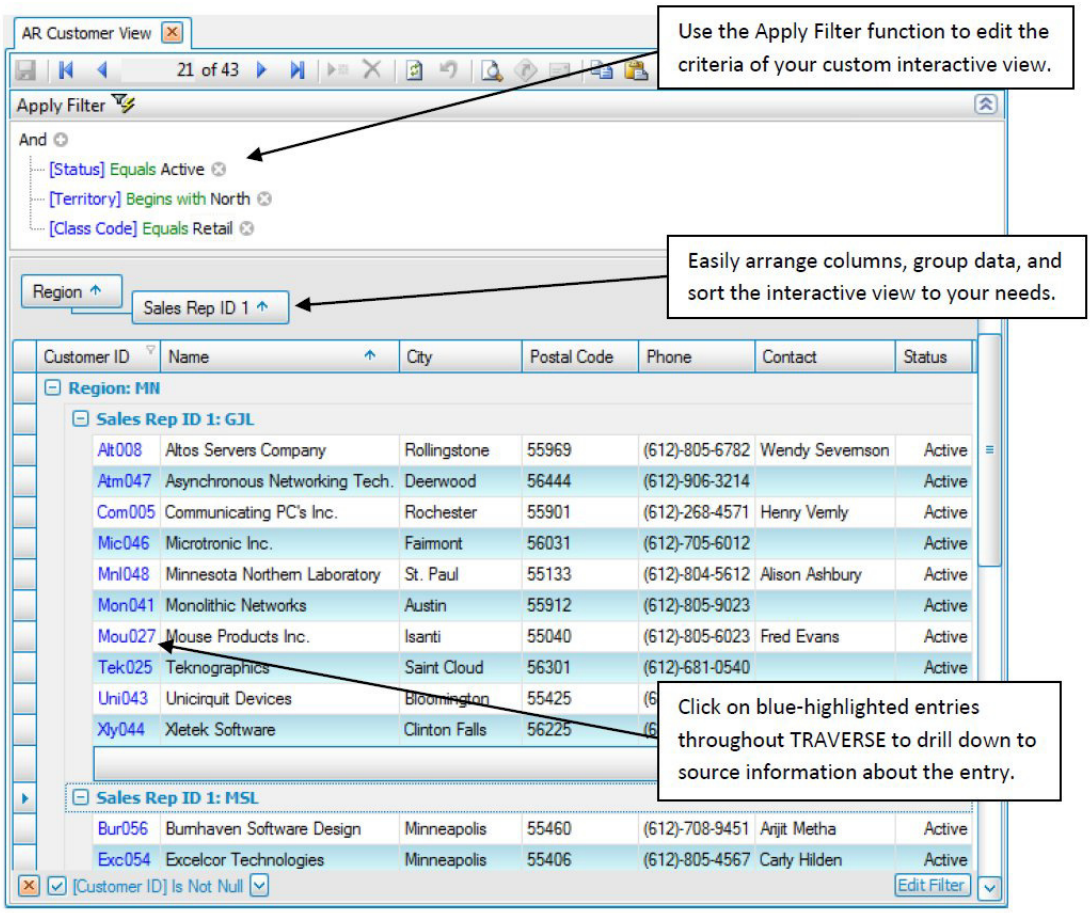
Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select	To
Refresh Data	Refresh the data in the tables.
Hide	Remove the selected criterion from the table.
Order	Move the selected criterion to the beginning, left, right, or end of the list of criteria.
Show Field List	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.

Select	To
Hide Field List	Close the PivotGrid Field List.

NOTE: Note: See instructions in the "Filtering Across All Columns" section for more information on filtering.

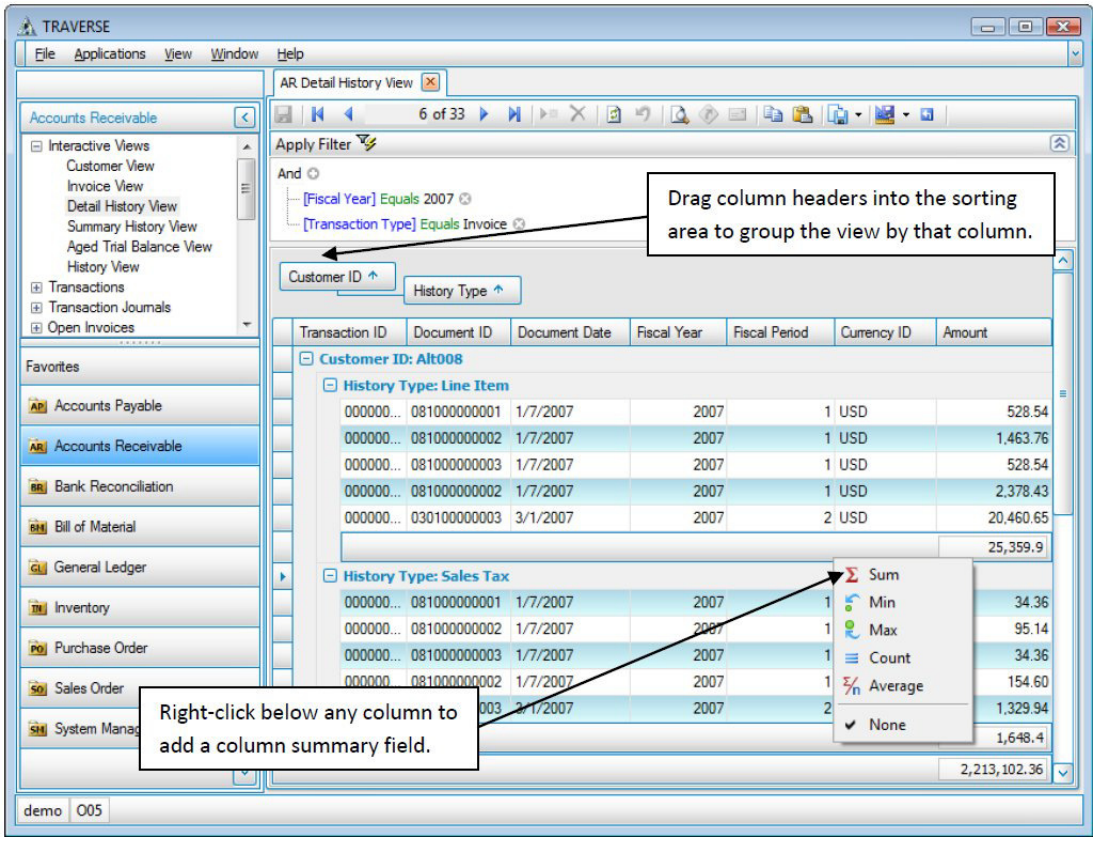
Interactive Views replace the Inquiry functions in previous versions of TRAVERSE. Views are highly configurable data screens that allow you to sort, group, and output the information according to your unique needs. Using interactive views, you can easily and quickly build and manipulate the view to display information in exactly the way you need it.



The Apply Filter function is used to limit the data that is retrieved from the server. Once you retrieve a data set from the server, you can further refine it by filtering the data on the screen. For example, to limit the data using a 'Date Is greater than xx/xx/xxxx' filter in a history query, enter the criteria in the Apply Filter area and then click on the Apply Filter icon or use the F5 key to refresh the data.

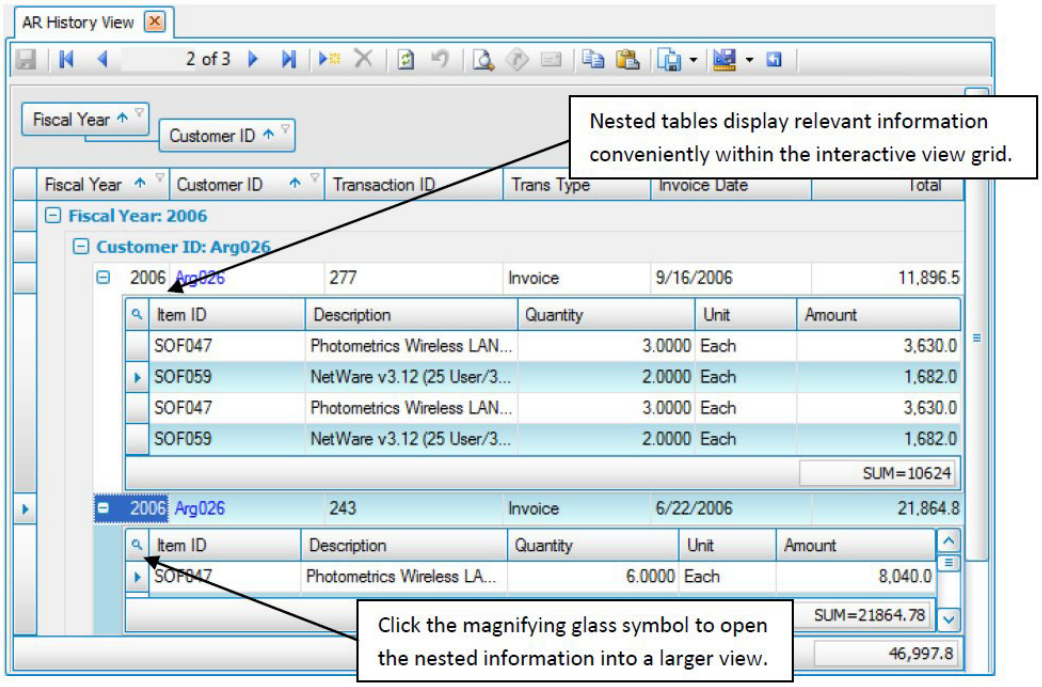
There are three different kinds of views in TRAVERSE: Grid view, Parent/Child view, and Pivot view.

Grid View



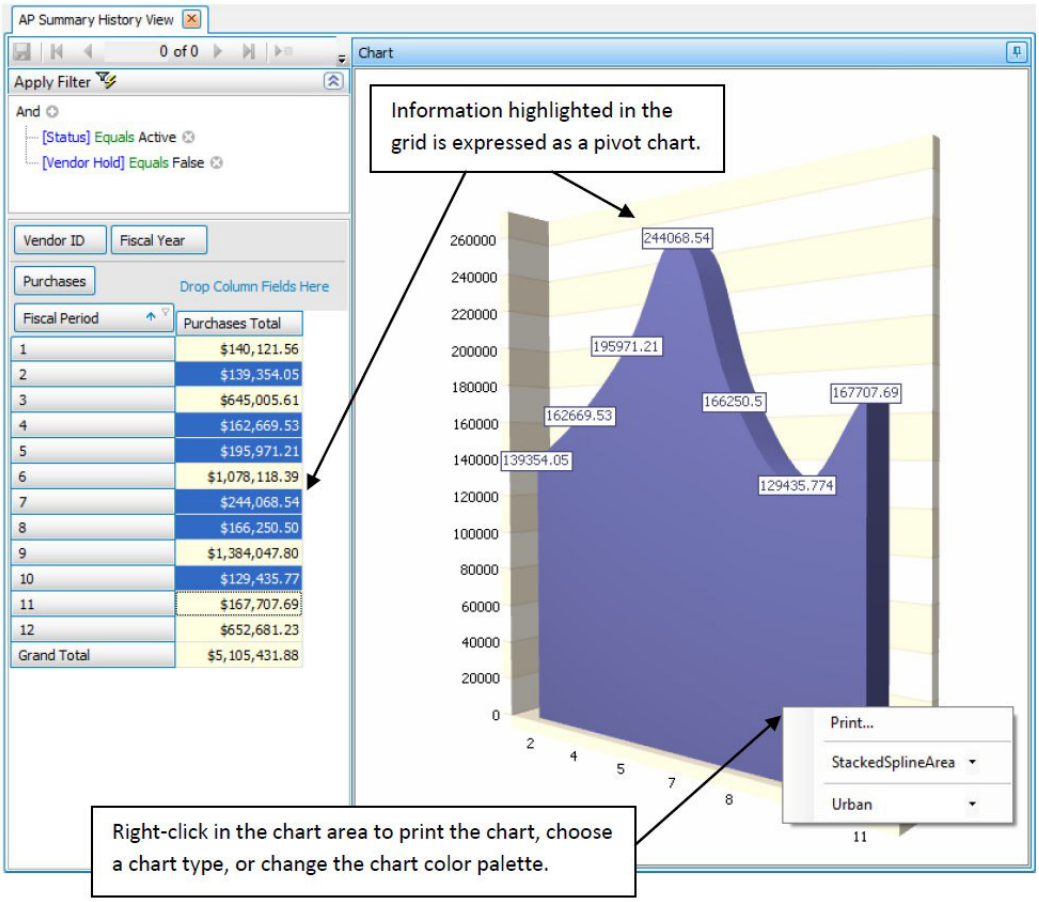
The Grid-style View organizes information into a highly customizable series of columns, drop-down boxes, and drilldown links. The columns can be arranged in whatever order you please, or can be dragged into the sorting area to group them into a series of staggered, drop-down groups.

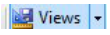
Parent/Child View



The Parent/Child view uses much the same organization as the Grid view, but adds nested information drawn from other tables when necessary. This allows you to review relevant information without needing to drill down or open another interactive view.

Pivot View



The Pivot view takes the highlighted grid information and displays it in your choice of easy-to-read pivot charts. You can sort and select the columns to view the pivot table in a variety of ways, and can print or export the chart to a PDF or Excel Spreadsheet. Once you are satisfied with the view, you can save the view with a distinct name by clicking the **Save Views** button 

.

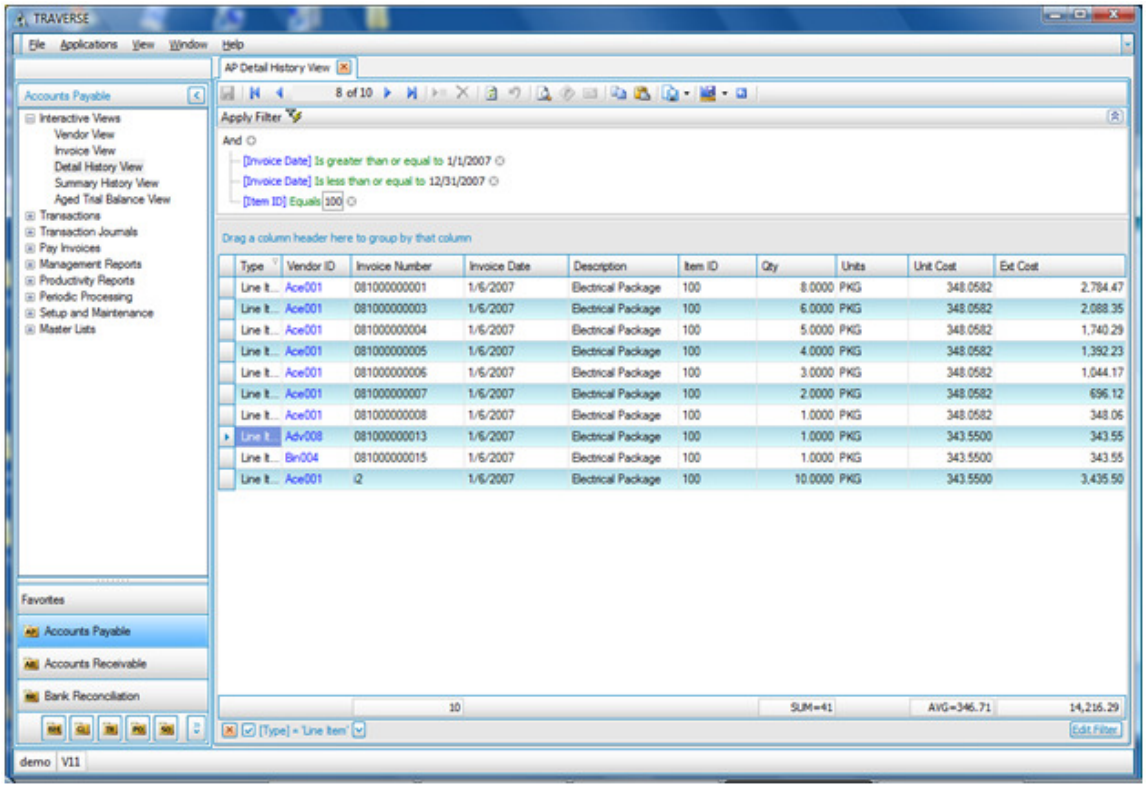
After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows/columns display as a chart next to the table. Use the CTRL+ click (to select multiple rows/columns) and SHIFT + click (to select all rows/columns between the first and second click) shortcuts, after selecting an original row/column, to include multiple rows/columns in the chart.

Custom Views Examples

AP Interactive View

What we are looking to generate is a view that will display the qty's, average cost and total cost of items purchased in AP/PO. There is several ways to accomplish getting the information depending on how you choose to setup the view. Below are just 4 examples of generate the information.

1st Method - Server Filter

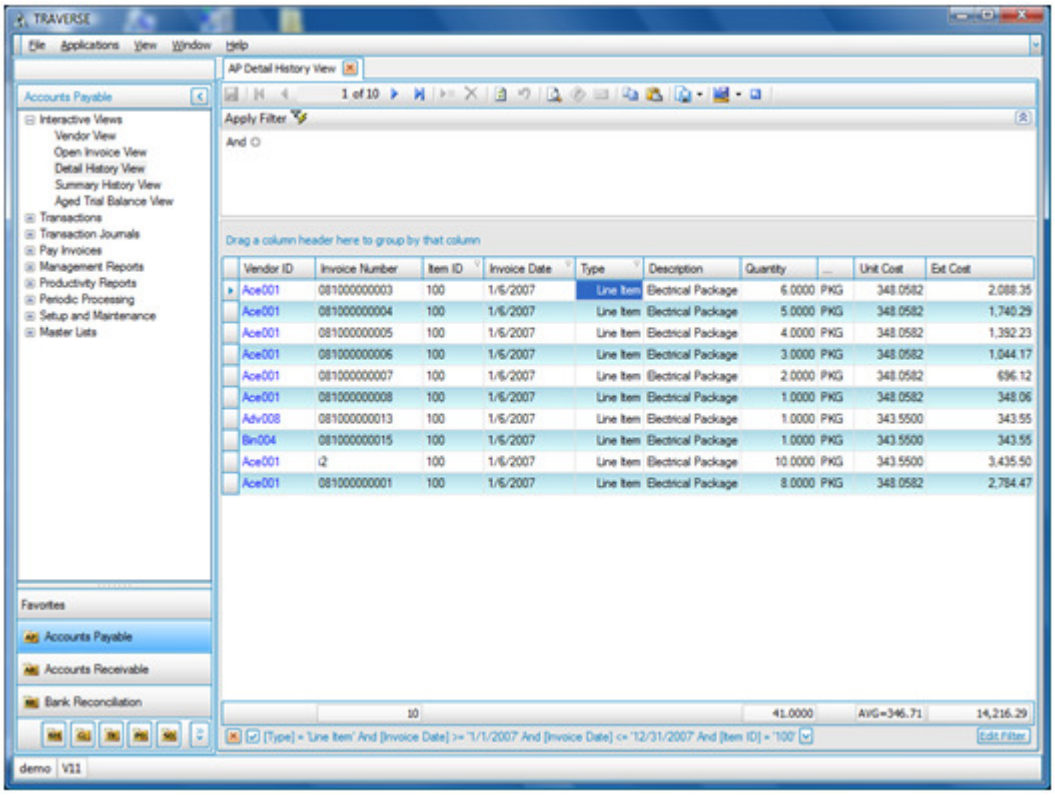


1. Add Filter
    - Invoice Date >= 1/1/07
    - Invoice Date<=12/31/07
    - Item ID to the Filter Section and add Item ID = Specific item (ex. 100)
2. Apply Filter
3. Use Column Chooser
    - Remove - Transaction Type

- Add - Unit Cost

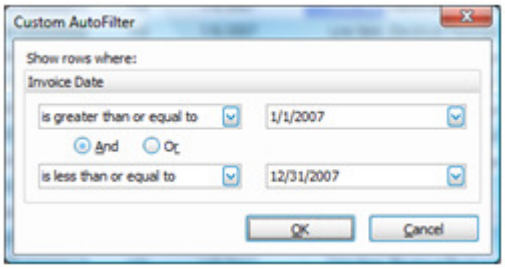
4. Total Fields on the group and total records for
    - Add Count for the Invoice number field
    - Change Qty to Sum
    - Change Unit Cost to Average
    - Change Cost to Sum

2nd method - Funnel Filters



1. Apply Filter - leave blank
2. Use Column Chooser
    - Remove - Transaction Type
    - Add - Unit Cost

3. Using funnel Filter on column

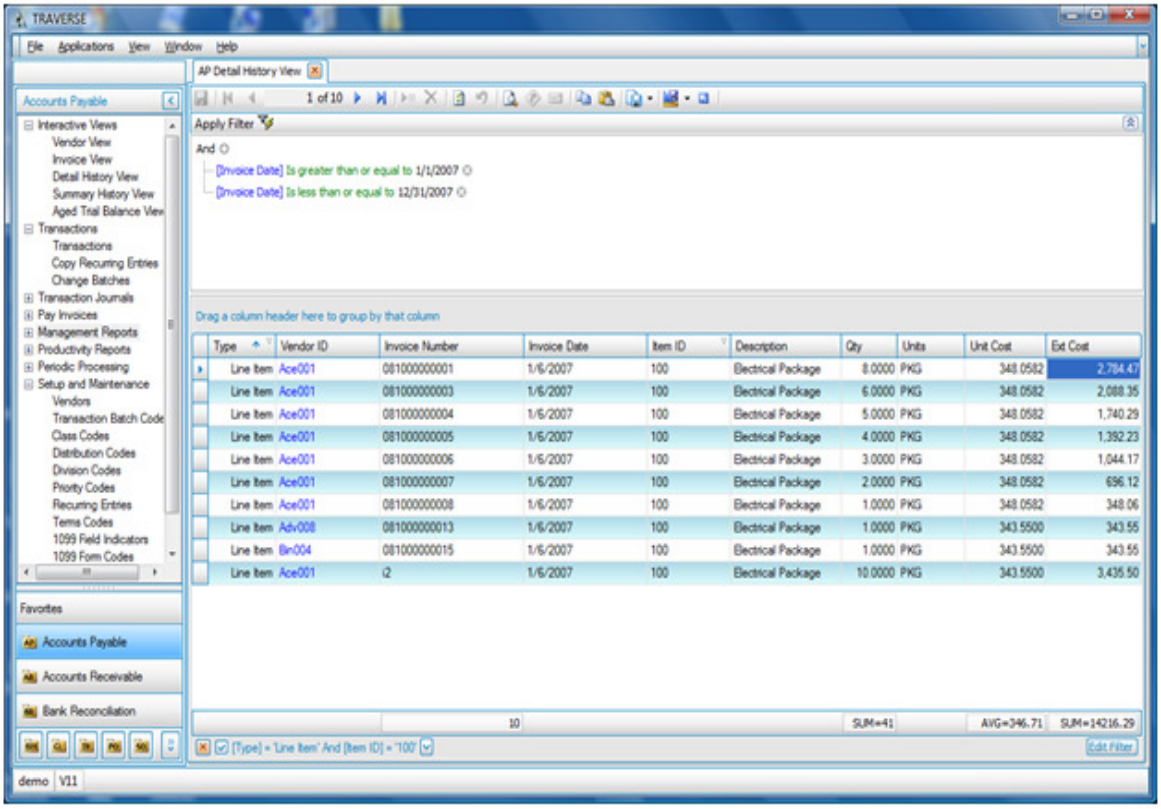


- Change Item ID column to a particular item for example = 100
- Change Invoice Date column to a Custom Filter with the invoice range desired, for example 1/1/2007- 12/31/2007

4. Total Fields

- Add Count for the Invoice number field
- Change Qty to Sum
- Change Unit Cost to Average
- Change Cost to Sum

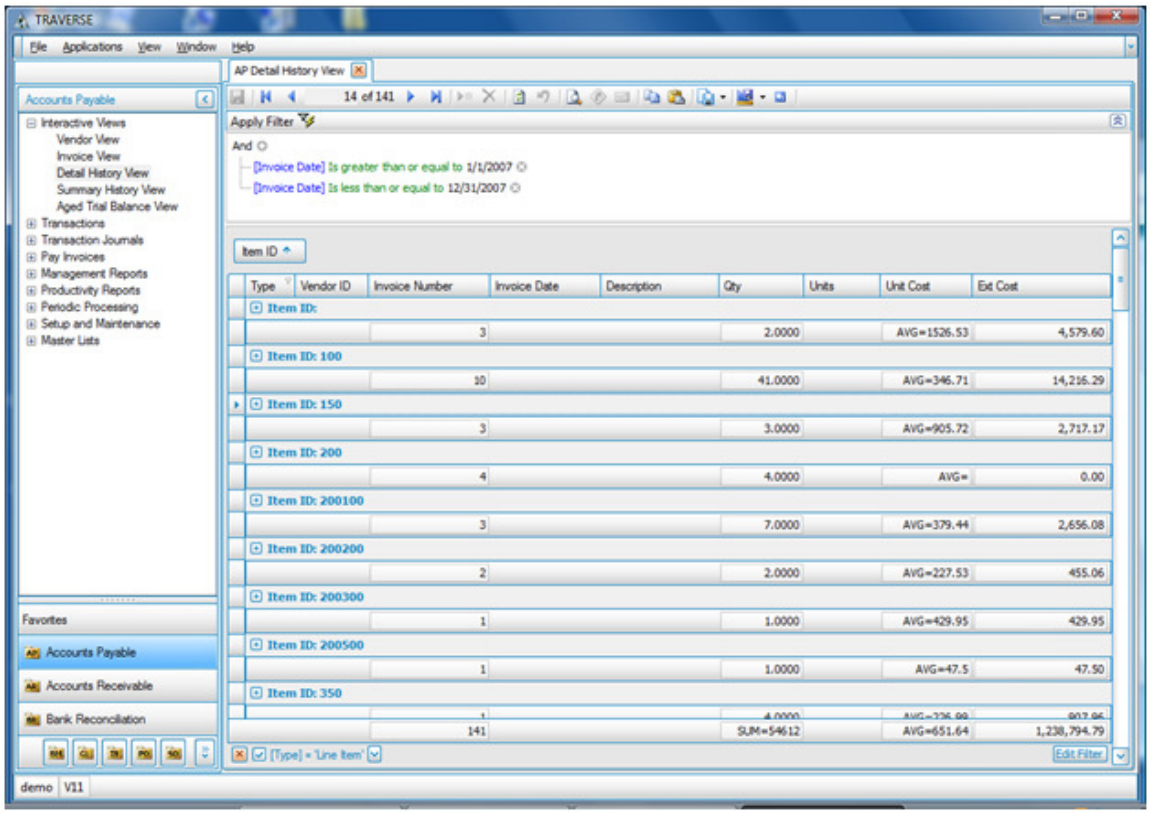
3rd Method - combination



1. Apply Filter
    - Invoice Date >= 1/1/07
    - Invoice Date<=12/31/07
2. Use Column Chooser
    - Remove - Transaction Type
    - Add - Unit Cost
3. Funnel Filter - Change Item ID Column to a particular item for example = 100
4. Total Fields
    - Add Count for the Invoice number field
    - Change Qty to Sum

- Change Unit Cost to Average
- Change Cost to Sum

4th method -Group By



1. Add Filter - then Apply Filter
    - Invoice Date >= 1/1/07
    - Invoice Date<=12/31/07
2. Use Column Chooser
    - Remove - Transaction Type
    - Add - Unit Cost
3. Move Item ID Column to the Group by Section
4. Total Fields on the group and total records for

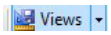
- Add Count for the Invoice number field
- Change Qty to Sum
- Change Unit Cost to Average
- Change Cost to Sum

Saving, Printing, and Exporting Views and Reports

Once you have arranged your view to your satisfaction, you have a variety of methods of recalling, printing, and exporting it.

Save Your View for Future Use

Saving your view allows you to recall the view in the future, allowing you to re-create it without resetting the parameters each time.

Click the **Save View** button 

to save your view. This does not save the data in the view, but rather the parameters you have set to make the view. When you load the view, the parameters of the view are loaded and used to re-create the interactive view with current data.

Print Your View as a Report

To print the information in your view as a report, click the **Preview Report**  button. The preview for your report appears, allowing you to see what the report will look like before you print it. To print the report, click **Print**  . To export the report to a PDF, HTML, MHT, RTF, Excel, CSV, Text, or image file, click the **Export Document**  button on the preview screen. Whichever file format you choose, this method will export the full report including any report header or detail.

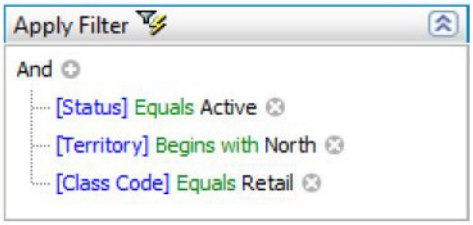
Export Your View as Data

Click the **Export Data** 

button on the main view screen to export the data found in the view in an Excel, HTML, Text, or XML file. Unlike the export found in the Report Preview screen, this method exports only the data found in the view; no additional report information (such as headers, footers, page numbers, etc.) are included. Use this option if you need to manipulate the raw data in an outside program.

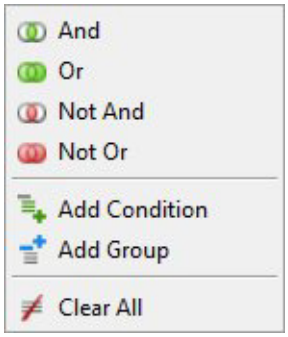
Filtering Data in Views and Reports

You can use the Apply Filter function from interactive views and report pick screens to build a condition to filter the generated report.



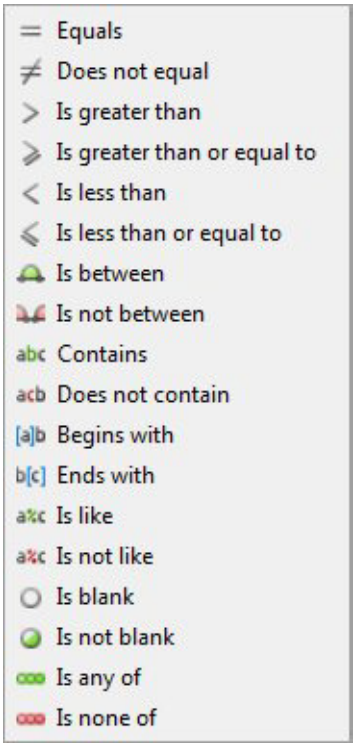
Each option within the condition appears as a different color to help distinguish it from the other options, Black Text [Blue Text] Green Text <gray text>. The instructions below illustrate how quickly and easily you can build a condition.

1. Select how to group values by clicking the black text component.



2. Select a field to filter by clicking the blue text component.

3. Select the filtering criterion by clicking the green text component.



4. Enter, if applicable, a string of text or numbers to complete the condition by clicking the gray text component.
5. Click the icon to add additional conditions if applicable.
6. Use the **Print**, **Preview**, or **Reset** buttons to generate the report or set all fields to their default values.

Printing, Previewing, and Exporting Reports

Journals, lists, logs, and reports can be exported to Microsoft Excel, Word, Mail, and Notepad, and to HTML. Use the right-click mouse Preview menu, the expanded Preview toolbar, or the Preview menu bar for printing, previewing and exporting reports.

Personalizing Reports

You can also personalize the way you view reports in TRAVERSE. Reports now allow you to select criteria to display in the report before printing and show the username of the person who generated the report. Depending on the report, you can select to include a range of data or select whether to display certain criteria within the report.

Filtering Report Pick Screens

You can use the Data Filter from report pick screens to build a condition to filter the generated report. A filter condition can consist of up to four options. Each option within the condition appears as a different color to help distinguish it from the other options, Black Text [Blue Text] Green Text <gray text>. The instructions below illustrate how quickly and easily you can build a condition.

1. Select how to group values by clicking the black text component
2. Select a field to filter by clicking the blue text component.
3. Select the filtering criterion by clicking the green text component
4. Enter, if applicable, a string of text or numbers to complete the condition by clicking the gray text component.
5. Click the icon to add additional conditions if applicable.
6. Use the **Print**, **Preview**, or **Reset** buttons to generate the report or set all fields to their default values.

Button	Name
	And
	Or
	Not And
	Not Or
	Add Condition
	Add Group

Button	Name
	Clear All
	Equals
	Does not equal
	Is greater than
	Is greater than or equal to
	Is less than
	Is less than or equal to
	Is between
	Is not between
	Contains
	Does not contain
	Begins with
	Ends with
	Is like
	Is not like
	Is blank
	Is not blank


Is any of

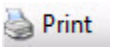
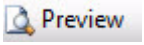

Is none of

Using Reports

You can now use reports in TRAVERSE in a more effective and efficient manner than ever before. Some reports feature sortable columns as well as the ability to expand sections to gain additional information or "drill down." To sort a column, click the column heading to sort the data in ascending or descending order. If you generate the Summary view of the Customer Detail List, you can see an example of sortable column headings. To drill down an item, click the '+' icon next to the item for which you want to expand information. If you generate the Summary view of the AR Commission Detail List, you can see an example of drill-down items.

Reporting Toolbar

The **Print**, **Preview**, and **Reset** buttons now appear on the top toolbar of the reporting functions.

Button	Select To
	Print the report.
	Preview the generated report. **Note:** See the Reporting (page 1-18) section to view the available functions on the preview screen.
	Set all fields to their default values.

Preview Toolbar

When viewing the generated report preview, use the following buttons to perform the described functions.

Button	Name	Select To
	**Print**	Print the report as it appears on the screen, including any columns sorted, expanded sections, etc.
	**Print Layout**	Change the layout of the screen before printing.

Page Setup	Set up additional printing options.
Export	Export the report into Microsoft's Excel or Adobe's PDF format. **Note:** Exporting the report retains the formatting in both formats and the interactive content in the Excel format.

Batch Processing, Posting, etc. Toolbar

The **OK**, **Activity**, and **Reset** buttons now appear on the top toolbar of the batch processes, posting, etc

Button	Select To
OK	Begin processing the batch, posting, etc.
Activity	Open the Activity dialog box where you can view information about previous post actions, including run time, user ID, and comments, as well as internal sequence numbers and run IDs. You can also print logs from the Activity screen.
Reset	Set all fields to their default values.

Saving, Printing, and Exporting Views and Reports

Once you have arranged your view to your satisfaction, you have a variety of methods of recalling, printing, and exporting it.

Save Your View for Future Use

Saving your view allows you to recall the view in the future, allowing you to re-create it without resetting the parameters each time.

Click the **Save View** button Views to save your view. This does not save the data in the view, but rather the parameters you have set to make the view. When you load the view, the parameters of the view are loaded and used to re-create the interactive view with current data.

Print Your View as a Report

To print the information in your view as a report, click the Preview Report button  . The preview for your report appears, allowing you to see what the report will look like before you print it. To print the report, click **Print**  . To export the report to a PDF, HTML, MHT, RTF, Excel, CSV, Text, or image file, click the **Export Document** button  on the preview screen. Whichever file format you choose, this method will export the full report including any report header or detail.

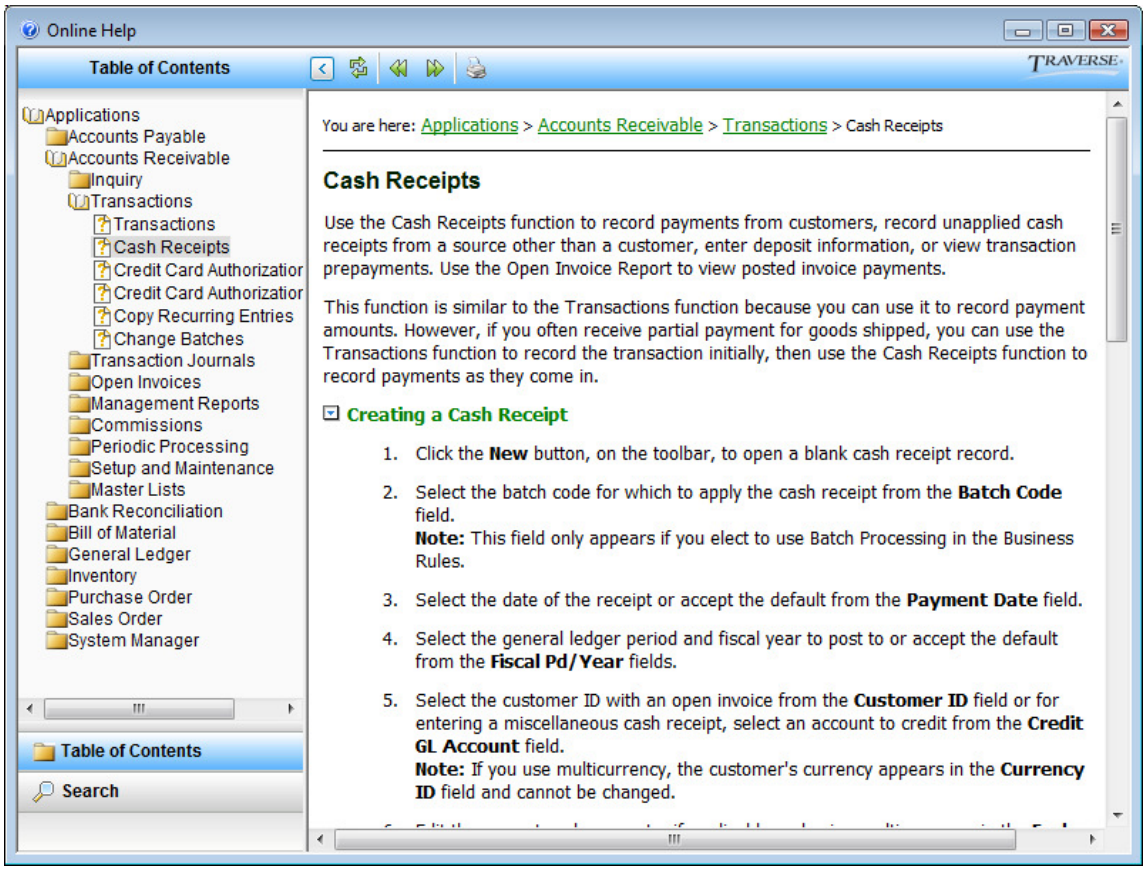
Export Your View as Data

Click the **Export Data** 

button on the main view screen to export the data found in the view in an Excel, HTML, Text, or XML file. Unlike the export found in the Report Preview screen, this method exports only the data found in the view; no additional report information (such as headers, footers, page numbers, etc.) are included. Use this option if you need to manipulate the raw data in an outside program.

Where to Find Help

TRAVERSE features context-sensitive help that can be accessed from any TRAVERSE screen. Simply press F1 when you have a question, and a help topic relating to the function you are currently using will be displayed. In the left column of the help window, you will find a menu that can take you to help topics for any application in TRAVERSE. This is an interlinked table of contents that will help you find answers to your questions quickly and efficiently.

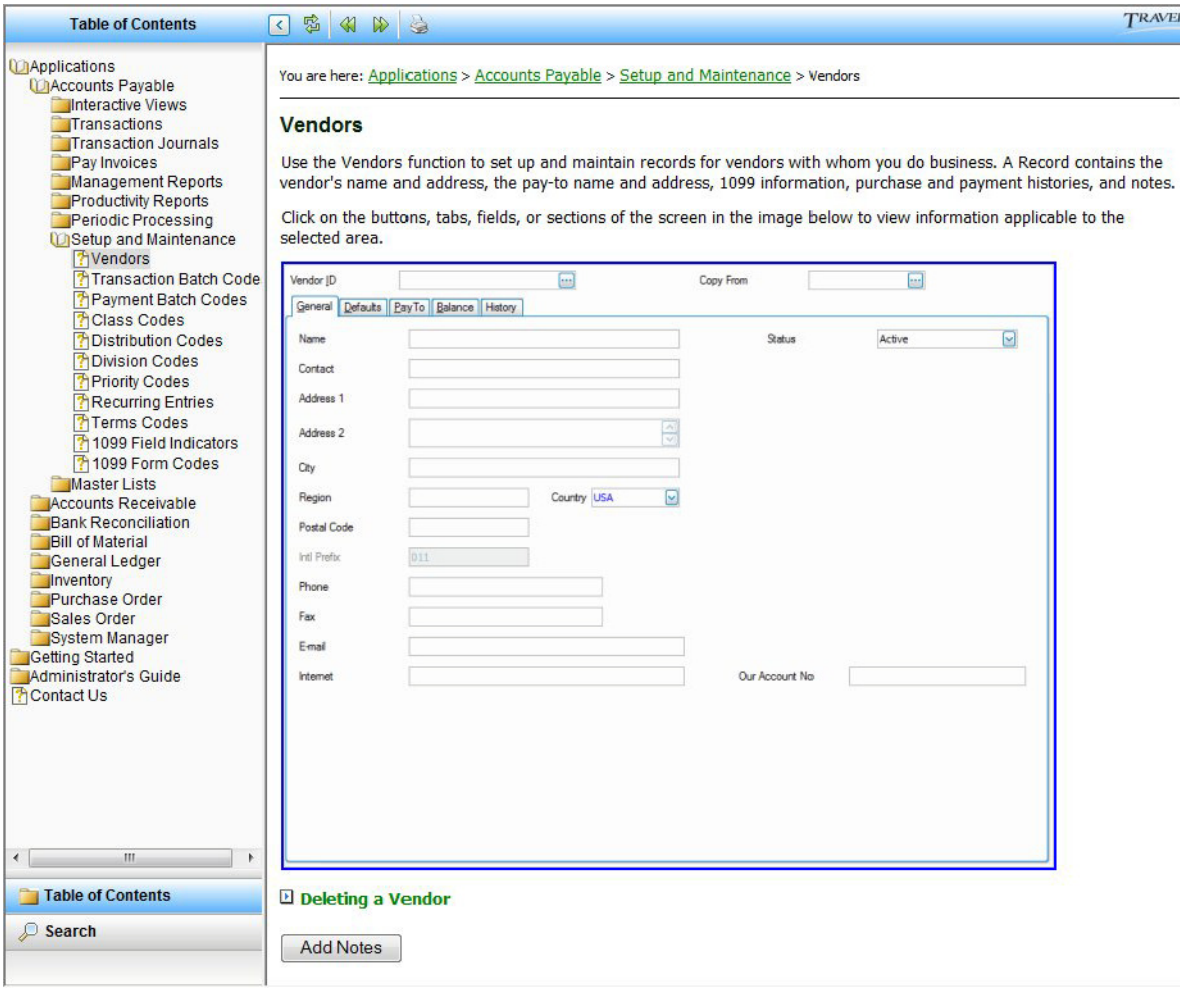


Editing Help

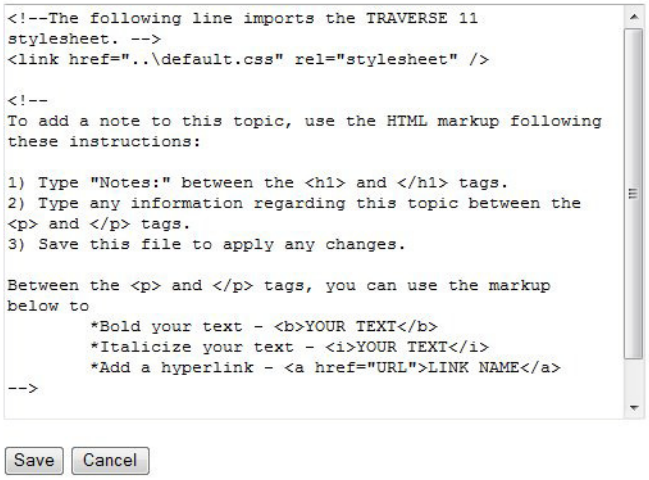
You are able to add your own text to the help functions. Follow these steps to add your own text to help:

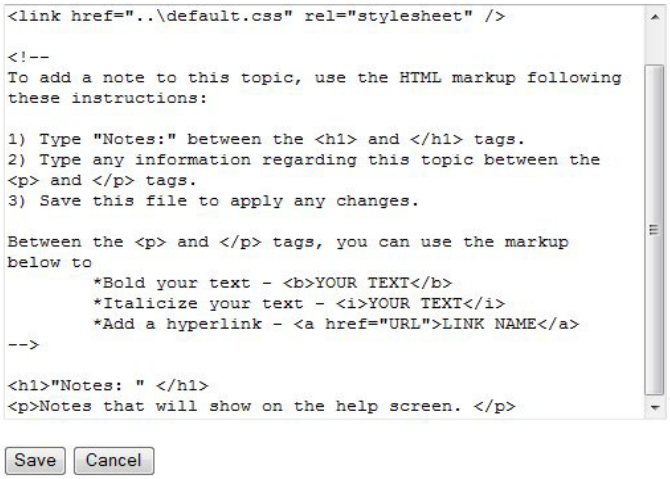
1. Open the menu selection for the help you want to edit and click somewhere in the form that opens.

2. Press F1 to bring up the help for that function.



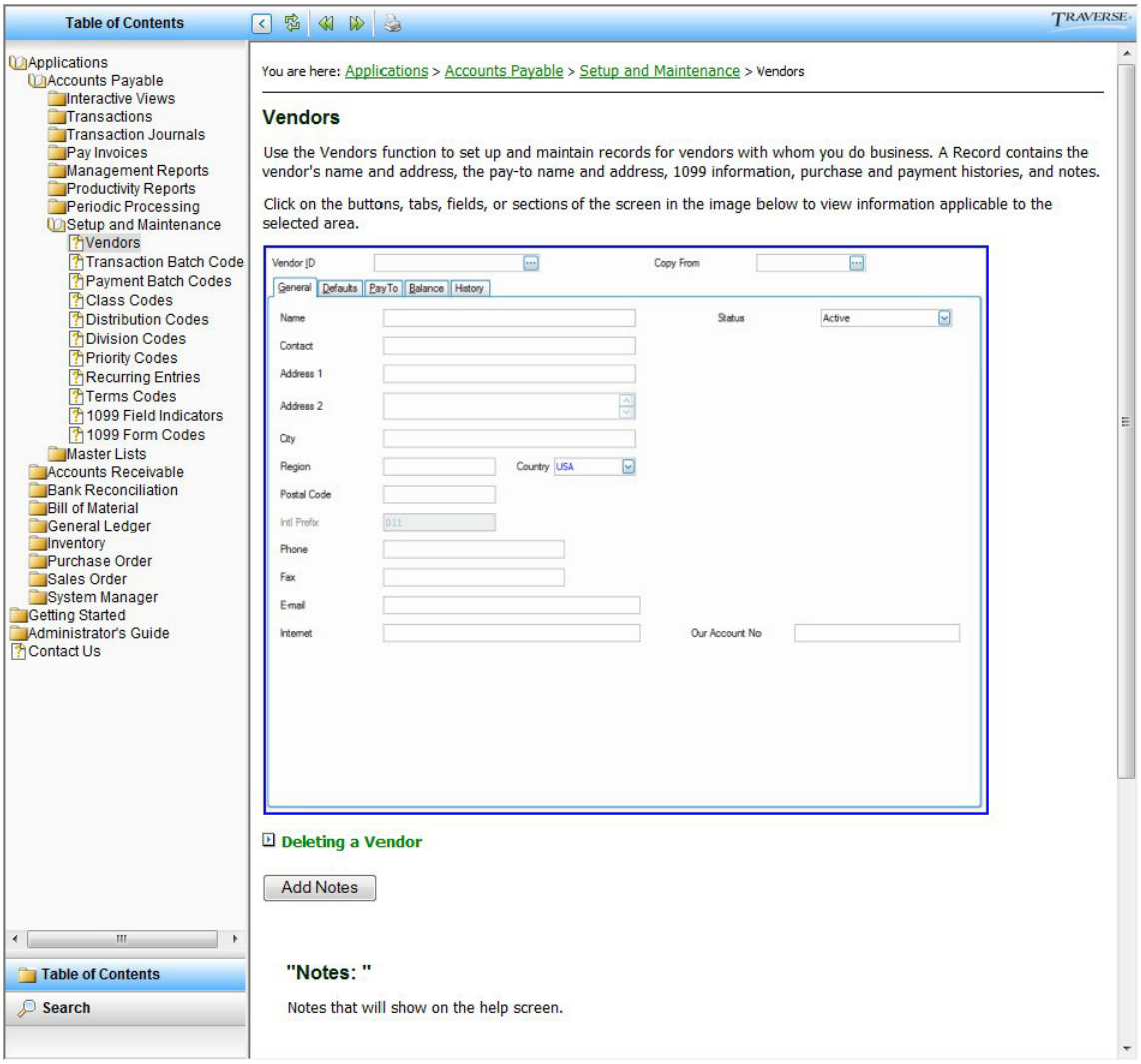
3. Click the **Add Notes** button at the bottom of the screen. The following box will appear.





4. Follow the instructions in the box to enter the notes you want to include in this Help subject.

5. Click **Save** to save the notes you have entered.



6. You will see the notes at the bottom of the screen.

Task Panes

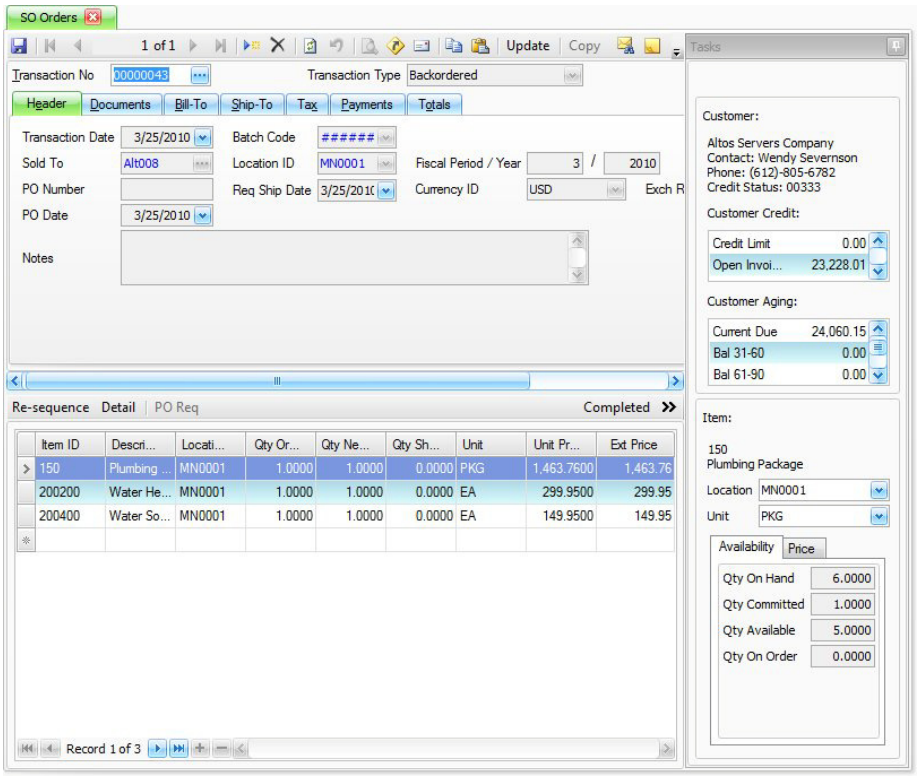
Task panes are windows that are displayed at the right side of certain windows. These task panes will give you a snapshot of information about the Customer, Vendor or Inventory Items selected on the screen.

Task panes are currently available for the Transactions/ Orders functions in Accounts Payable, Accounts Receivable, Purchase Order and Sales Order.

The Vendor/Customer task panes show a snapshot of balances and history, including amounts for pending orders, year-to-date purchases/sales, last year's purchases, and the current amounts owed.

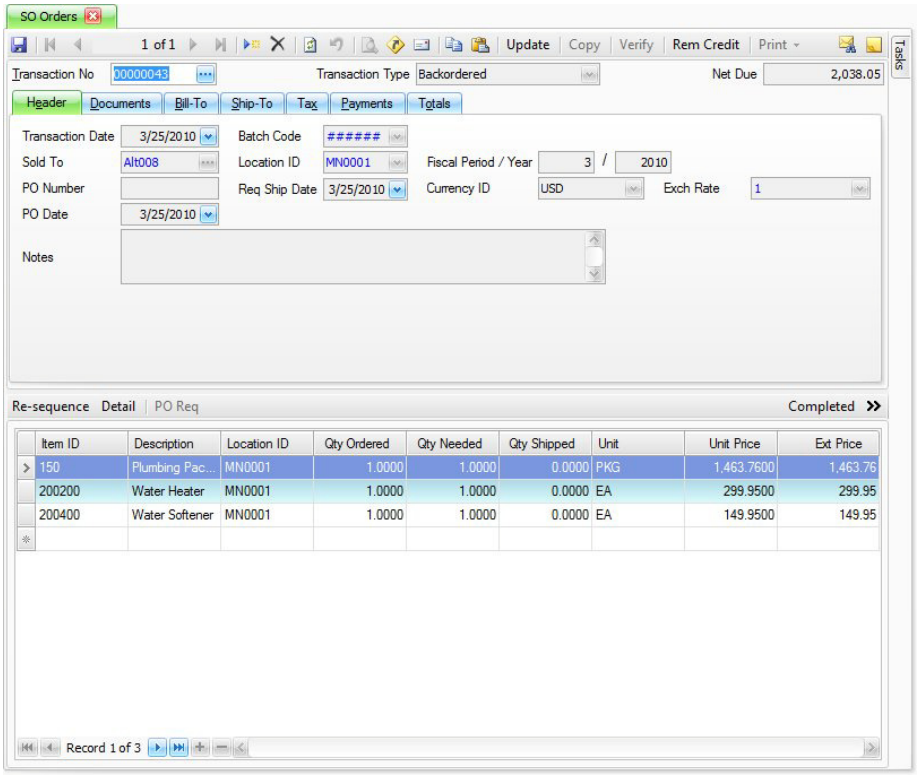
These task panes show the availability of items selected in the transaction/order for the chosen location, as well as the average, minimum, list, and base prices. You can also access the Price Calculator, from the Price tab, to determine the price of items before you enter transactions and to help you provide verbal price quotes to your customers.

Below is an example of a task pane for Sales Order, Orders

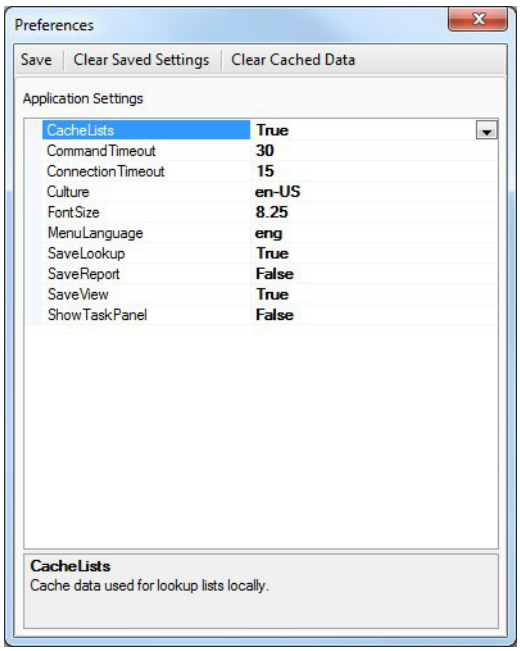


Pinning/Unpinning the Task Pane

You can pin and unpin the task pane to the side of the TRAVERSE window by clicking the pushpin icon. When the pushpin icon points down, , you can always access the task pane. When the pushpin icon points to the left, , you must hover your cursor over the Tasks tab on the right-hand side of the TRAVERSE window to use the task pane.



NOTE: You can select True from the ShowTaskPanel field in the View > Preferences... screen to default task panes across the entire system to automatically expand when opening applicable functions. Selecting False in the ShowTaskPanel field defaults task panes to stay closed when opening applicable functions. Even when set to False, you can always use the pushpin icon to pin and unpin the task pane to the right-hand side of the TRAVERSE window.



Enabling Task Panes

To enable the task panes you must download the updates for TRAVERSE using the process described in the TRAVERSE Updater section (page 1-76). Then copy and paste the following files from your Updates folder to the TRAVERSE 11 folder on each workstation.

- DSTasks.config
- TaskPanes.config
- TaskPanes.configx

Once these files are in place you should see the task panes in the transactions/orders functions listed above the next time you start TRAVERSE.

PRODUCTIVITY REPORTS

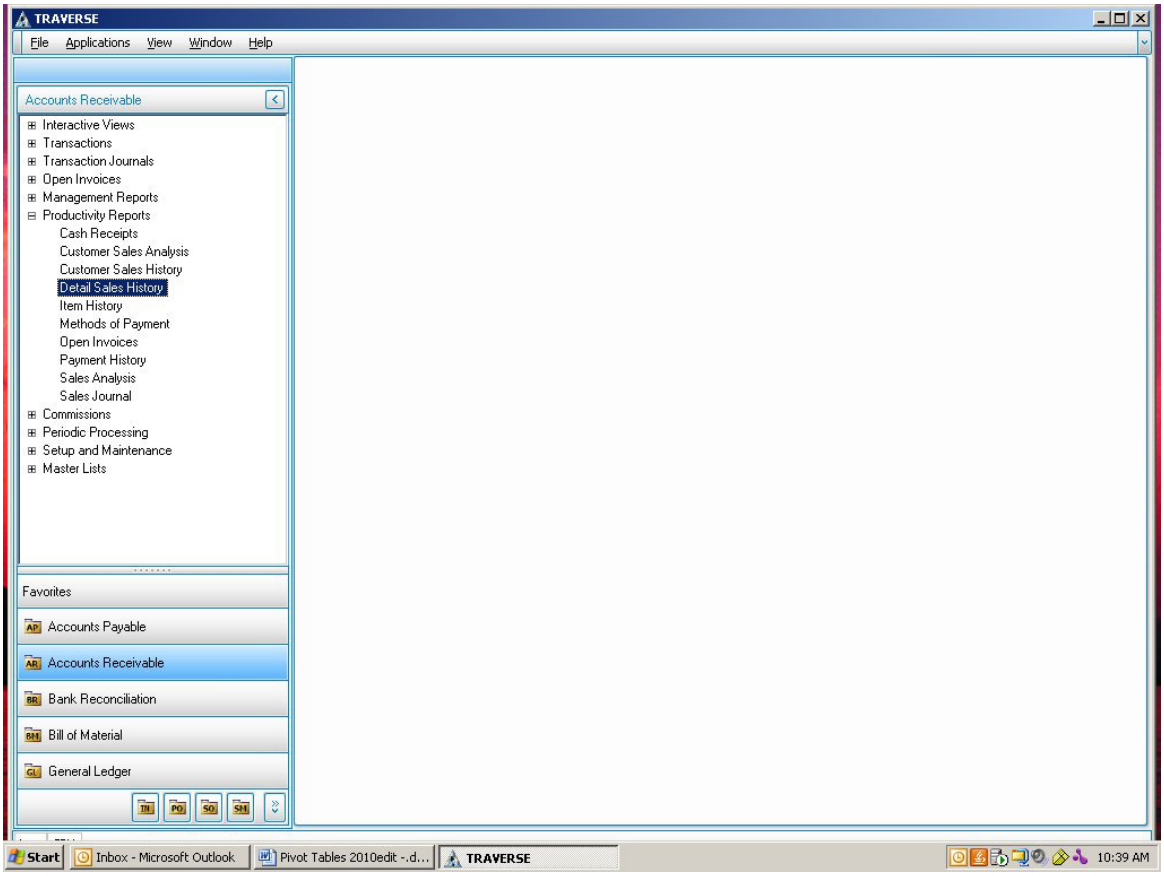
Introduction to Productivity Reports

The Productivity Reports are Excel Pivot Tables that come with your TRAVERSE software. These reports are just a sample of the ability available to create personalized reports with your TRAVERSE data.

NOTE: The Microsoft Excel®-based Productivity Reports included with TRAVERSE version 11 are in the Excel 2007 (.xlsx) format. If you are using Excel 2003, you will need to download a compatibility pack for Excel from Microsoft. Information regarding this update can be found on Microsoft's web site by searching for the knowledge base article KB924074, "How to open and save Word 2007, Excel 2007, and Power Point 2007 files in earlier versions of Office programs."

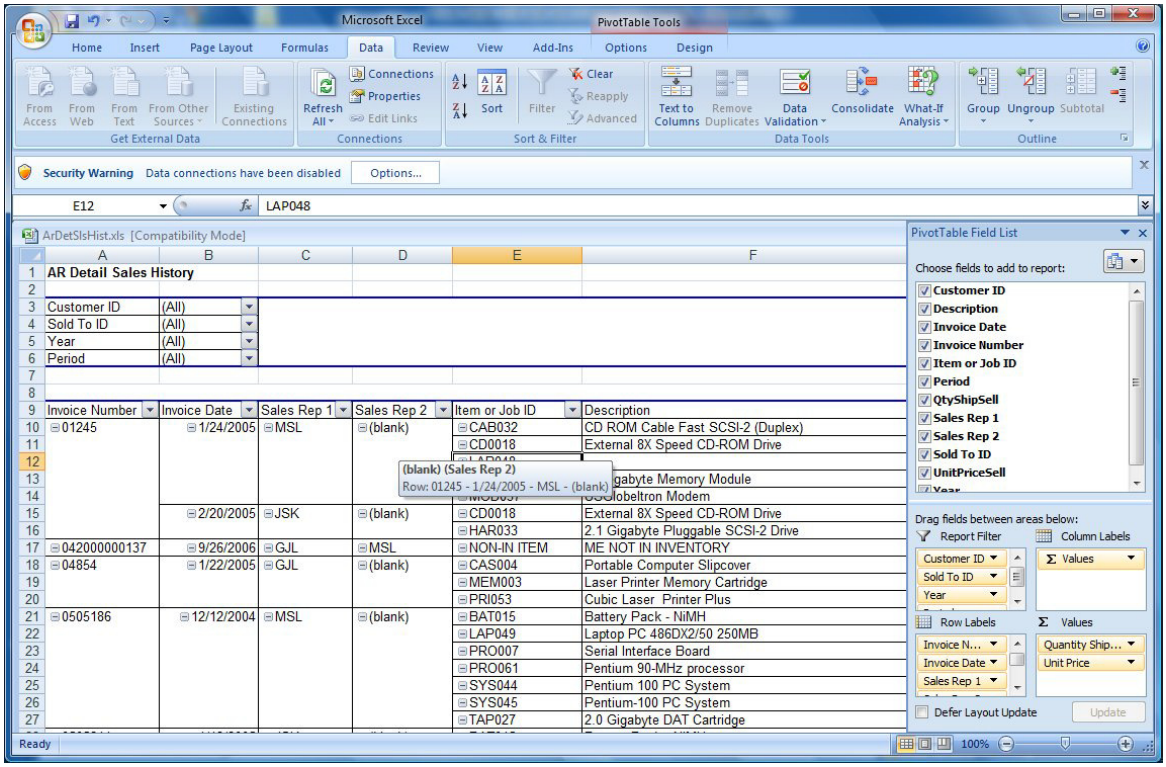
NOTE: In TRAVERSE 11 Productivity Reports are now located under Document in the TRAVERSE Folder for each client desktop.

The Productivity Reports that come with TRAVERSE are listed on their own menu.

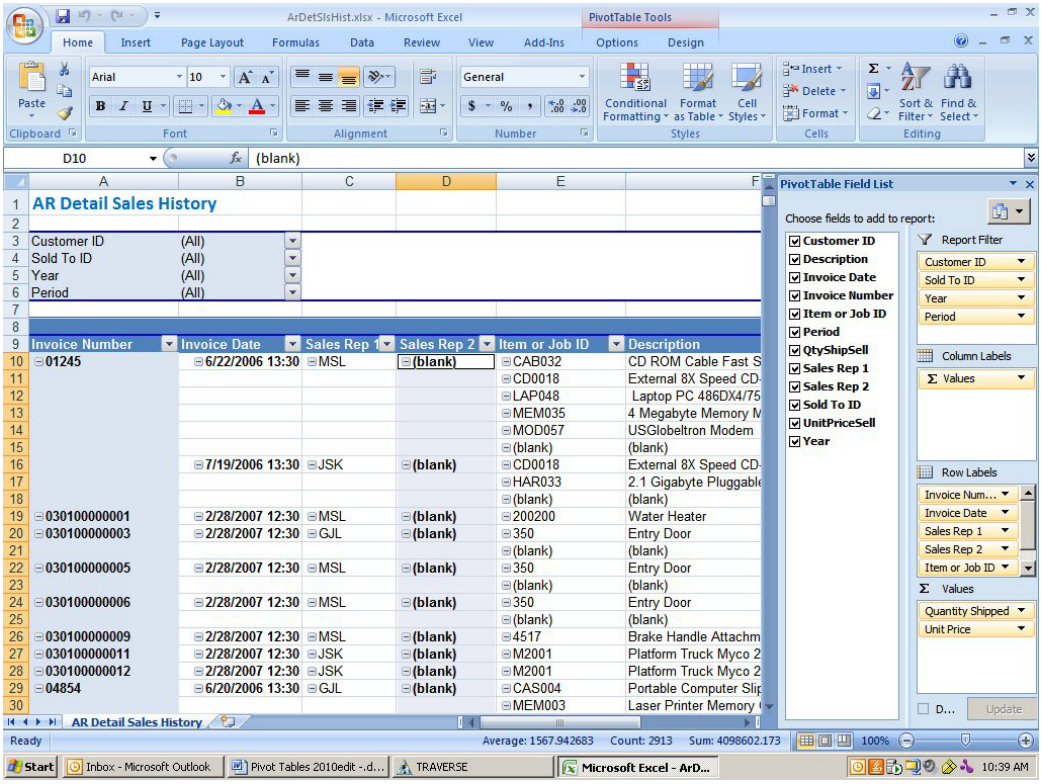


1. Click on the Detail Sales History report in the AR Productivity Reports menu. We will use this as an example.

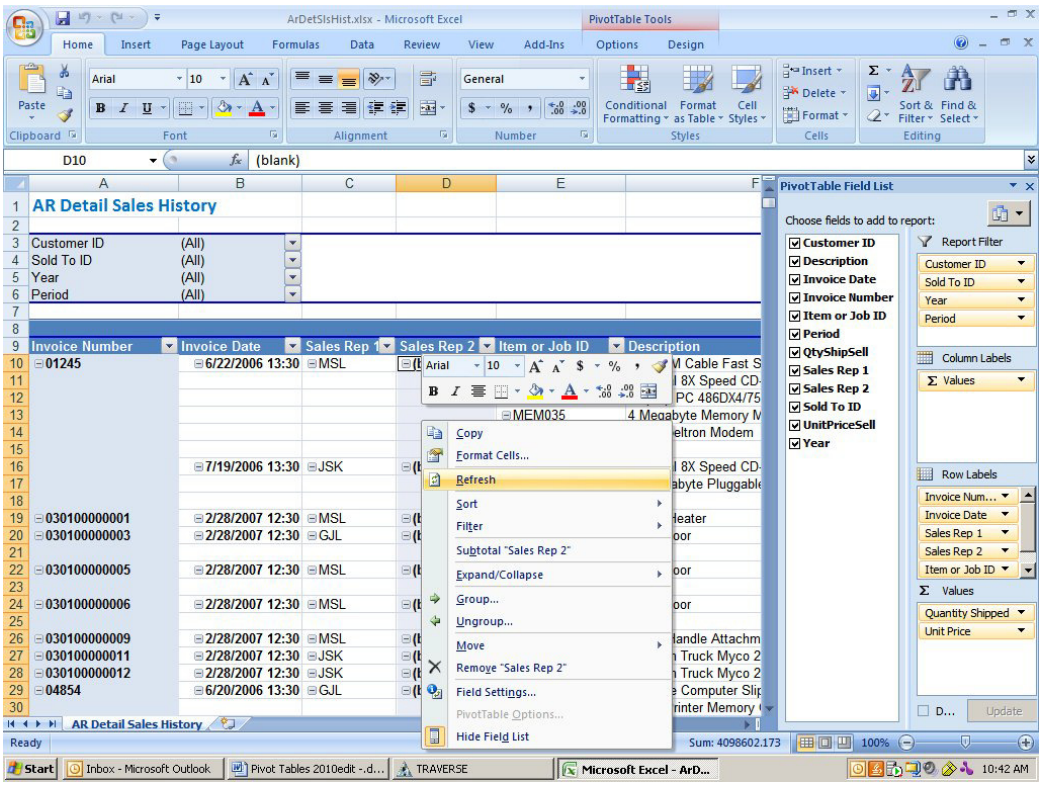
2. When the report opens, it will show the data from the last time the report was saved.



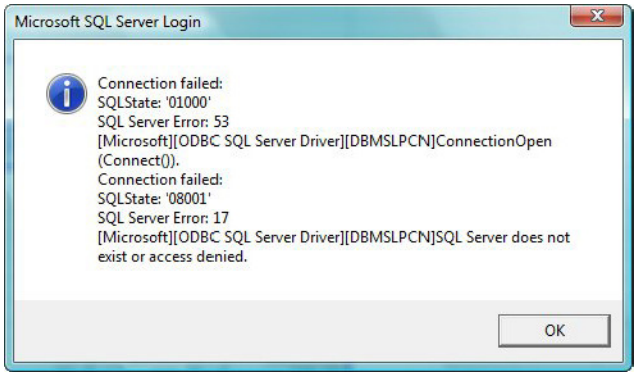
3. To get your current TRAVERSE data for the sample CPU company, or to change to your desired company, right click anywhere in the pivot table screen.

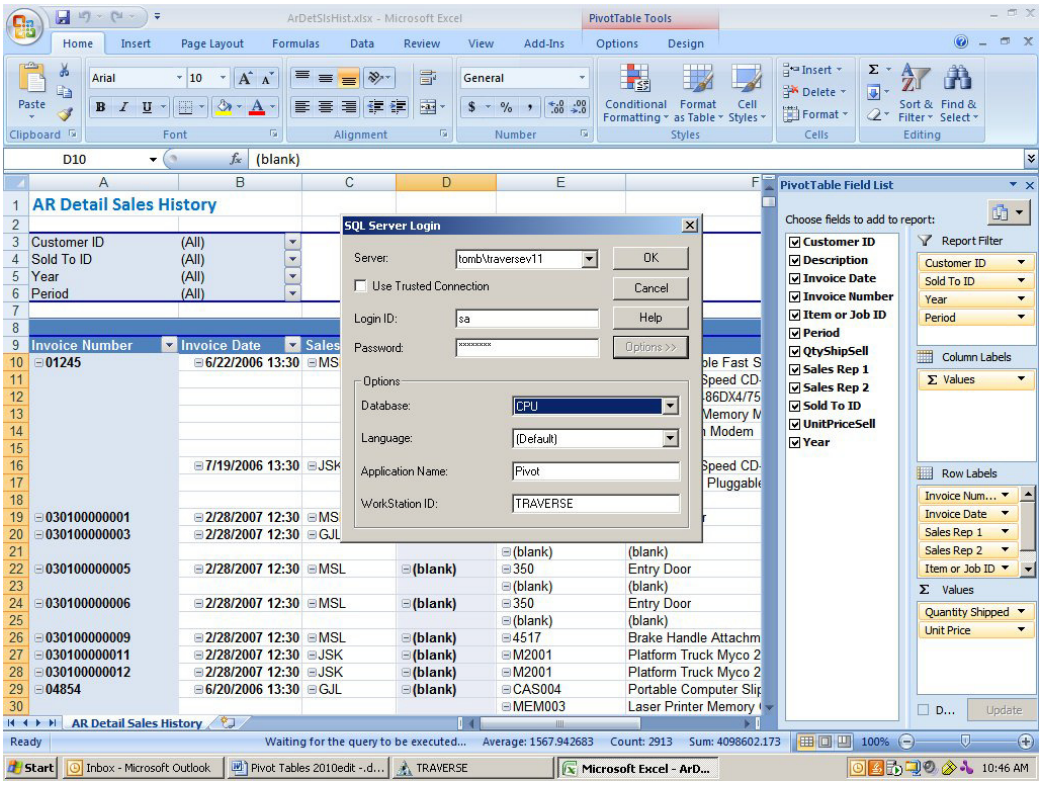


4. Select the **Refresh** and, then log in to the server.



NOTE: You will get a warning message and an error message (looking for the Traverse server not your server name) this is normal. You must log in using a SQL server login ID and password.





5. The SQL Server Login will allow you to connect to your TRAVERSE data.

   Server: Enter or select the correct SQL server and instance for your TRAVERSE installation.

   Login ID: Enter a SQL server login ID.

   Password: Enter the password for the SQL server login used. See Appendix, Page 41, for more instruction on setting up SQL users for TRAVERSE 11.

   Options: Make sure to select the options button.

   Database: Select the TRAVERSE Company you are working with.

6. Click **OK** and the Productivity Report will now refresh with your current TRAVERSE information.

NOTE: Note: To save this setup so that it will open up with your information, save your report.

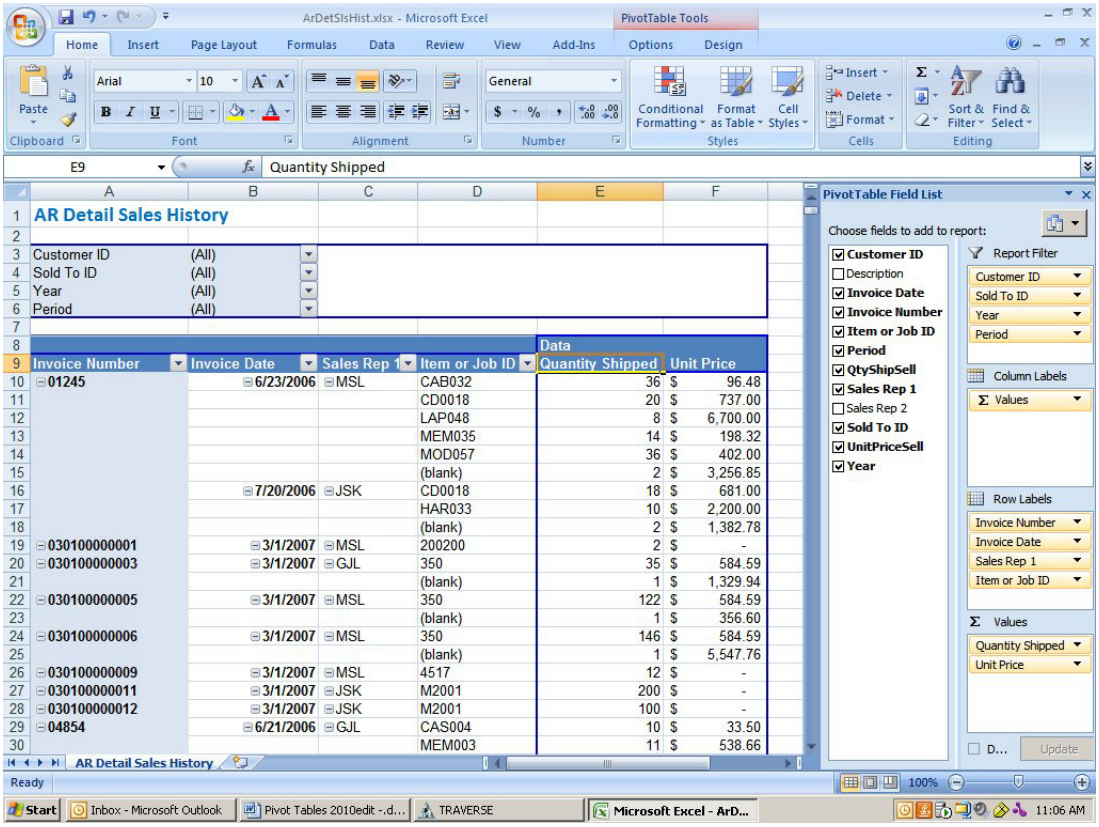
Modifying an existing Traverse Productivity Report

In this example, we will continue to examine the AR Detail Sales History Report and rename, remove and add columns from the Productivity Report. In this step we will change some of the fields and information appearing on this pivot table.

Follow these steps to **remove** the **Sales Rep 2** and **Description** columns from the Report:

There are several ways to accomplish this:

- From the Pivot Field List on the right side on your screen, check or uncheck the desired fields.
- Drag and Drop fields to or from the Pivot Field List on the right side on your screen.

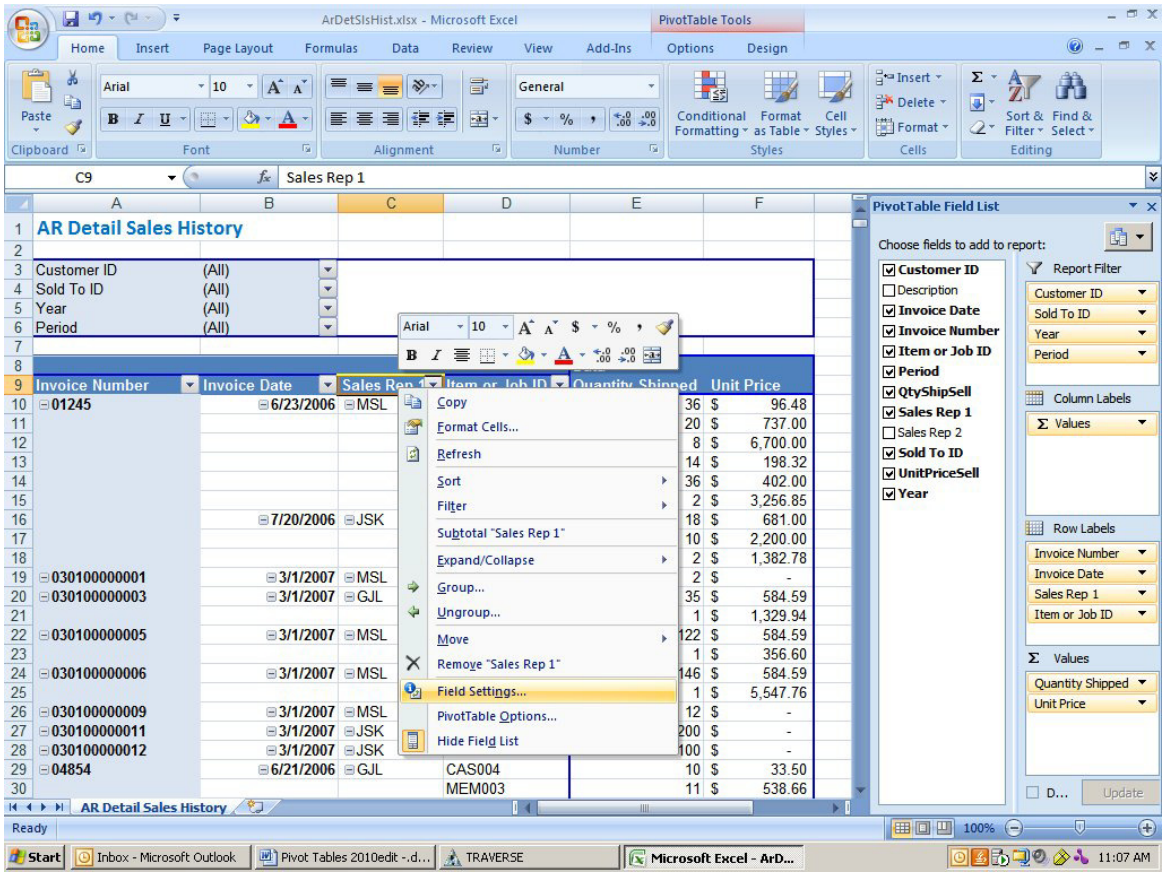


NOTE: You can also customize your report by dragging a column to a new location on the screen.

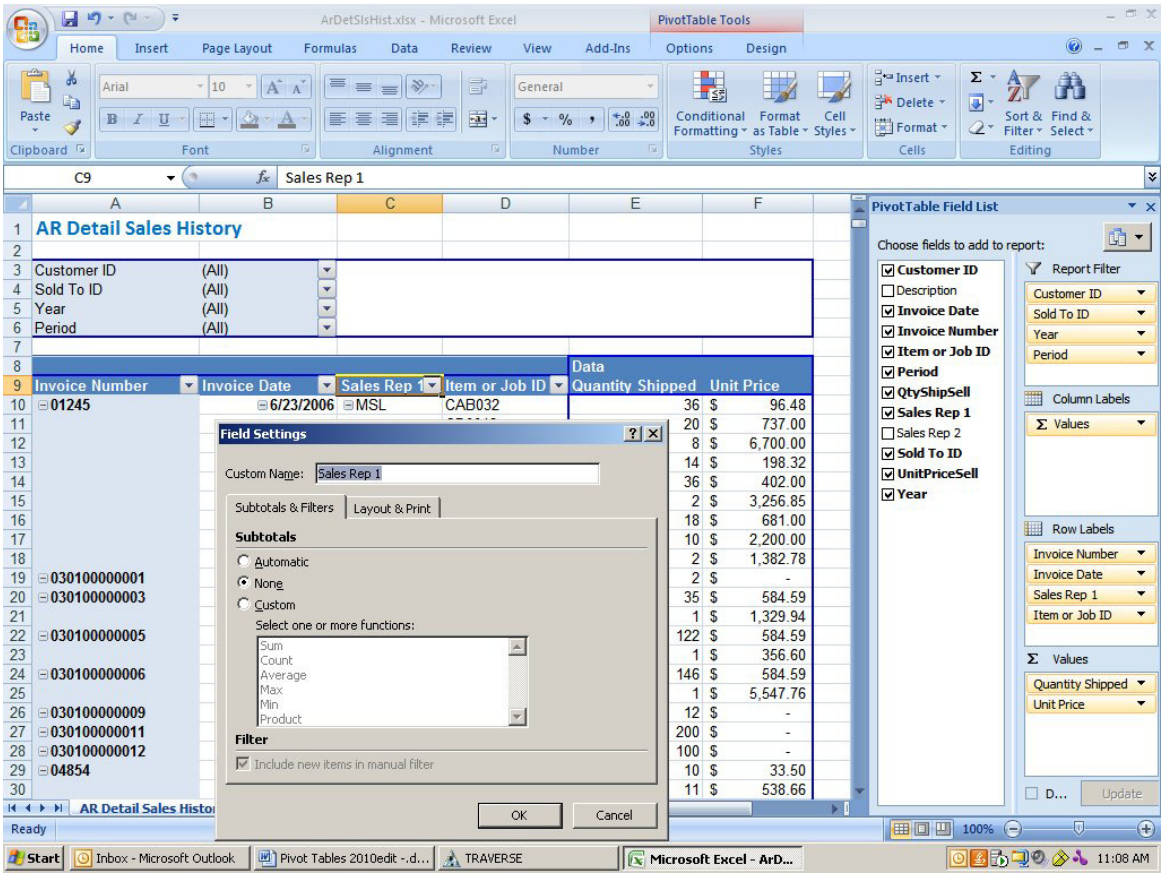
Editing a Column Name

Because the remaining sales rep column includes a “1” in its name, which is unnecessary when there is only one sales rep column, let's change the column's name next.

1. To change a column name, **right click** on the column name. A shortcut menu appears.



2. Select **Field Settings** from the menu.



3. The Field Settings screen appears.

4. In the **Custom Name** box, enter **Sales Rep** instead of Sales Rep 1 and click **OK** to save the change.

5. We have just modified a Traverse Productivity Report.

NOTE: When you close the Productivity Report, you are prompted whether to save data. If you answer YES, the next time you open this Productivity Report it will be in this format (including the new changes). If you select NO, you will see the original Productivity Report the next time you open it.

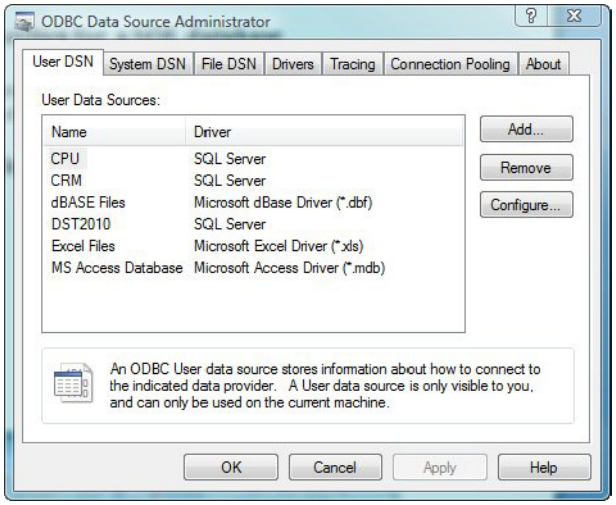
Creating a new SQL ODBC Connection for a SQL database

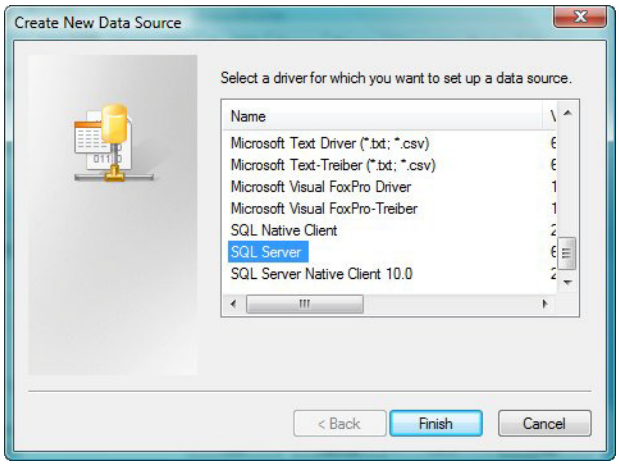
A SQL ODBC connection will be a saved referenced to your company database and can be used for Excel table and pivot table interface for multiple tasks. This is a “one time only” set up.

The ODBC connection contains information needed to allow a computer user to access the information stored in your database that is not local to your desktop computer, such as a database stored on the server. Once the ODBC connection is created, you can tell specific programs to use that ODBC connection to access information in that database.

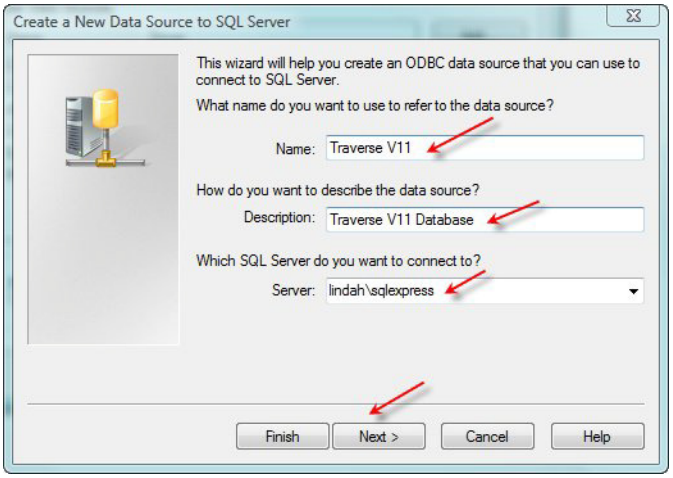
Now we must create the connection between the SQL database and Excel 2007.

1. Go to **Start/Control Panel/Administrative Tools/Data Sources** (**ODBC**) **/User DSN** - Select **Add.**

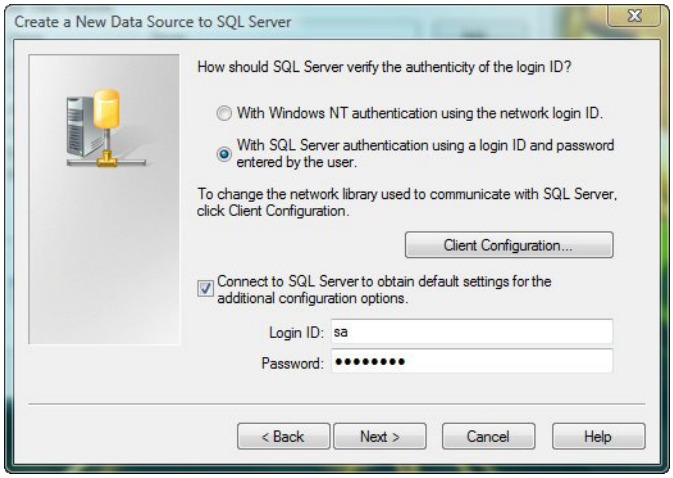




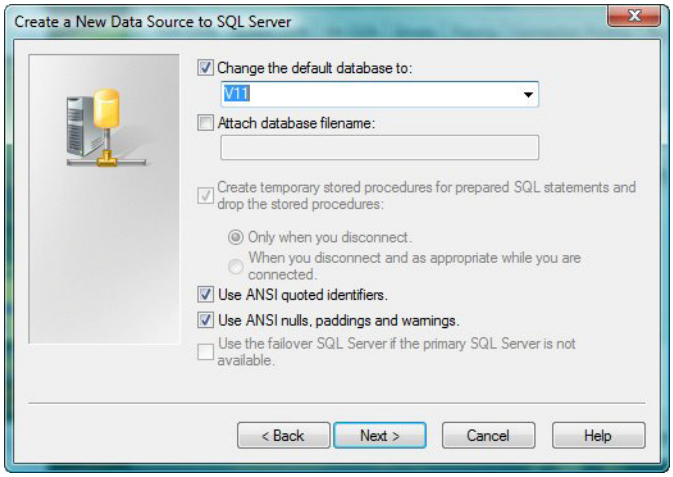
2. Select **Sql Server** then **Finish**, on the next screen enter the Name, Description and Sql Server instance name.



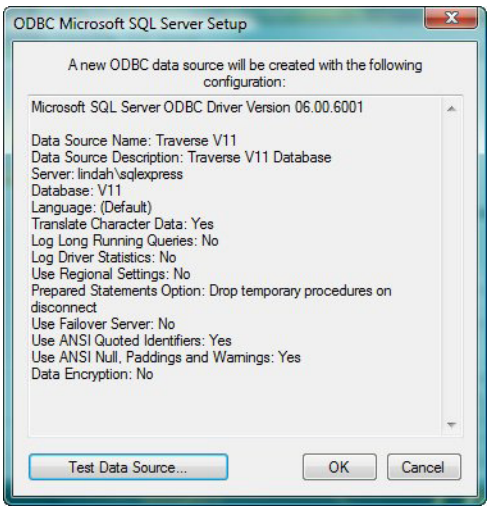
NOTE: If using you are using Sql Server authentication, the system will require users to be established in SQL rather than in Traverse Server Manager. Enter the login name and password for the SQL server login used. See Appendix, Page 41, for more instruction on setting up SQL users for TRAVERSE 11.



3. Enter the default database, and accept the defaults on the following two screens.



4. Test the Data Source and when complete, the SQL Database connection setup is complete.



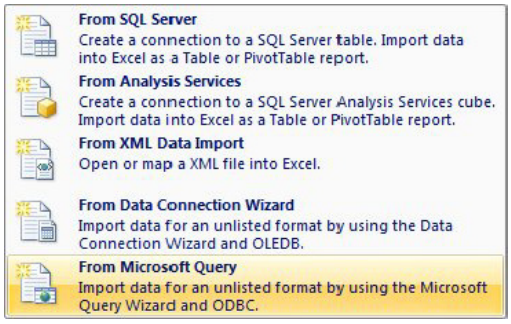
Creating a Spreadsheet table from a Database View

For added flexibility in data reporting, **Views** can be added to your TRAVERSE processing using the ODBC connection we defined earlier. A view contains rows and columns, just like a real table. The fields in a view are fields from one or more real tables in the database.

If you wish to combine data from one or more pre-defined pivot table views, the first step is to define which pivot views you wish to combine and design a new output to accommodate those needs. By electing this in a table (spreadsheet) view instead of a pivot table, you can create a flat file view of your data output.

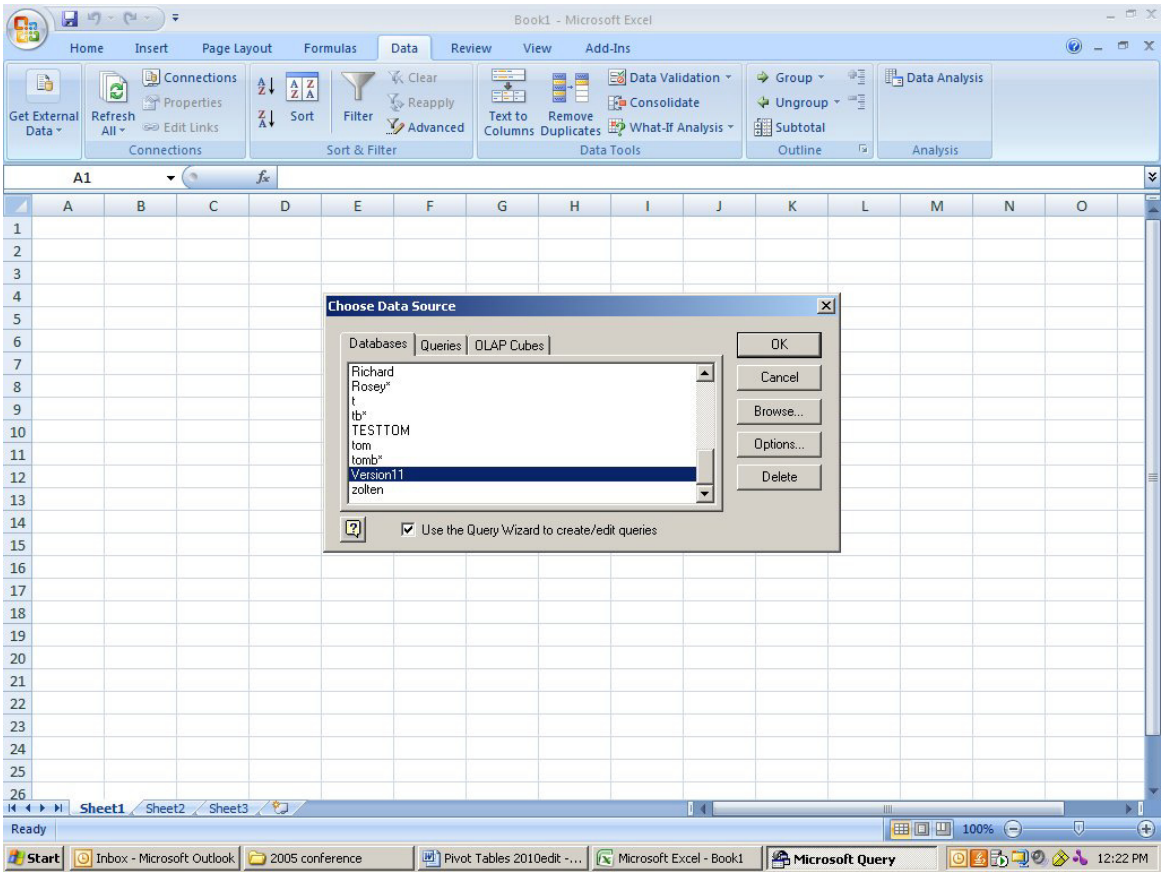
In this case we will take the pvtApCheck view and the pvtApVendorList view and combine the output to include all desired information into a flat file spreadsheet.

1. Open a new Excel worksheet. Select the **Data** tab - **Get External Data** - **From Other Sources** - **From Microsoft Query.**

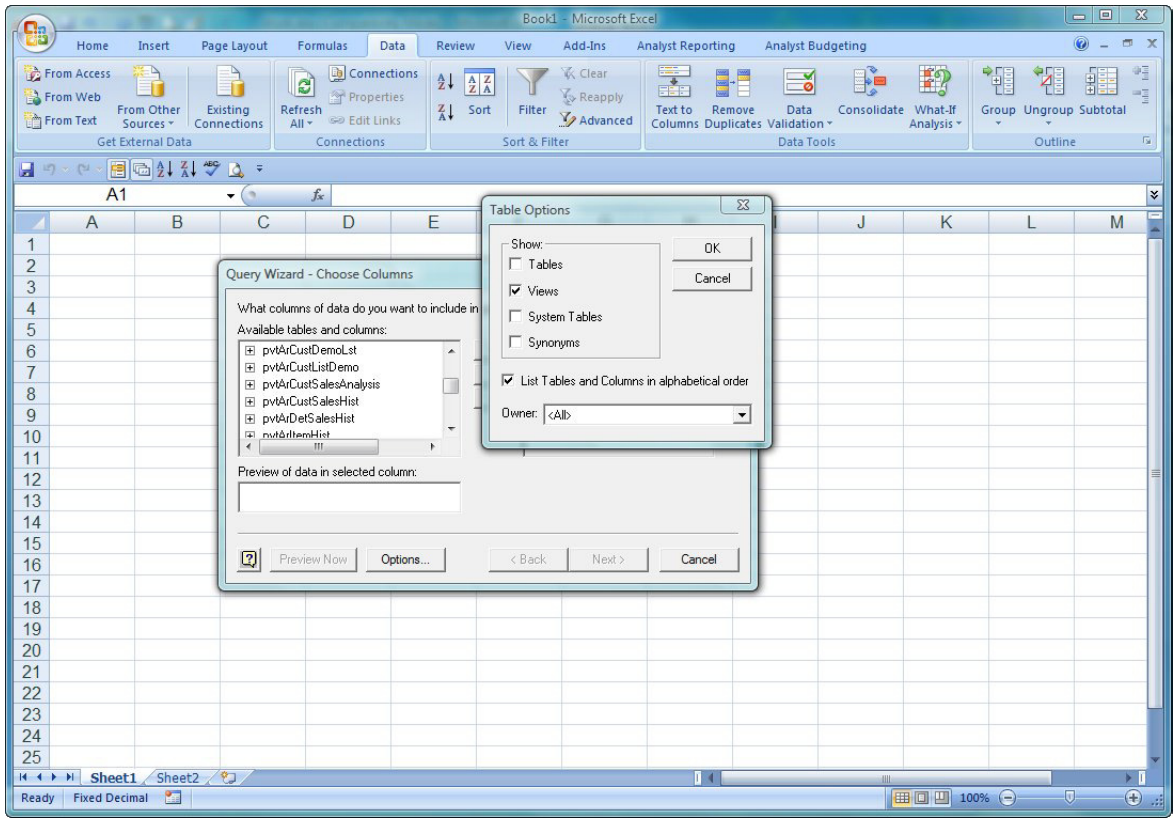


2. On Databases tab, select the database reference as created in the ODBC SQL connection steps above. Click **OK**.

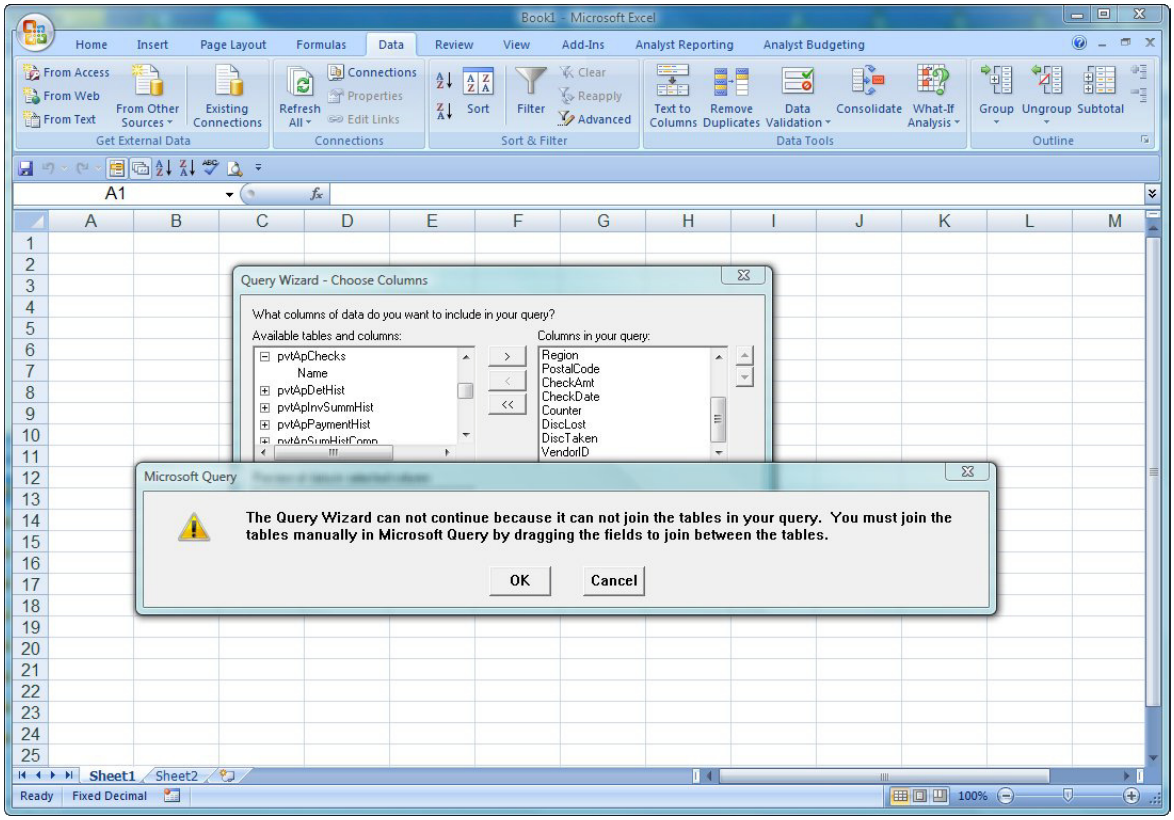
3. Select the saved ODBC database connection defined earlier.



4. When the Query Wizard dialog box appears, select the Options and Views to filter the selections available in the pre-defined pivot tables.

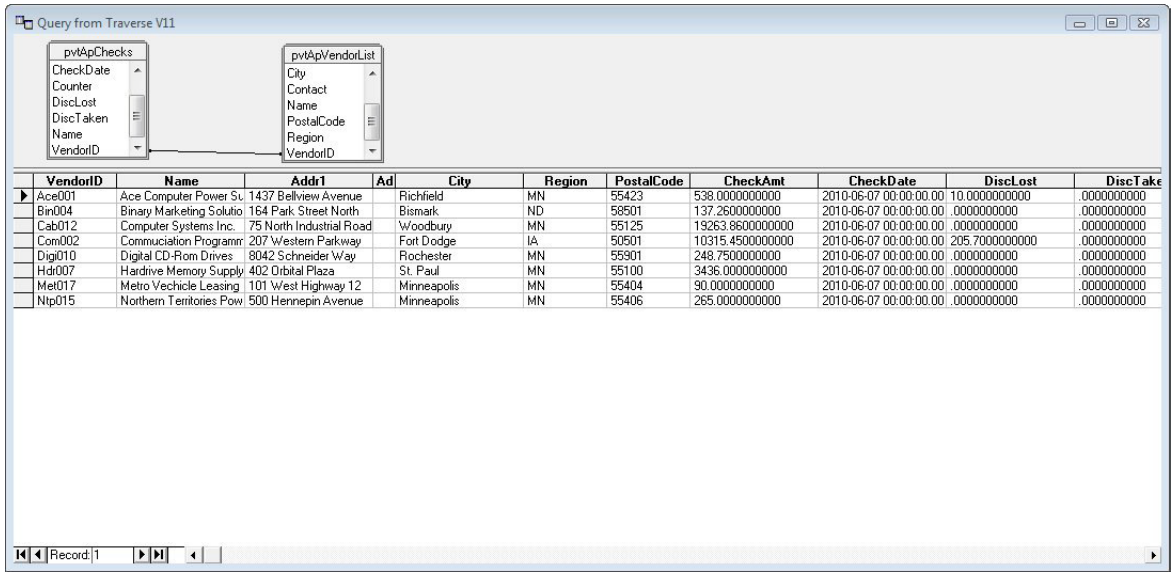


5. Highlight the pivot view and either double click or use the arrows to bring the columns to be selected to the right panel. In this case we will return the Vendor data for name, address, city, region and postal code, along with the data in the checks view.



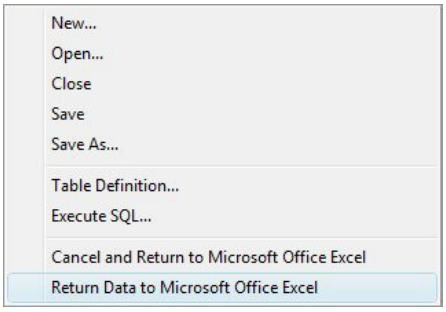
6. The warning will appear indicating a link between the two tables by VendorID will be necessary to return the data in a grid format. Click **OK**.

7. When the Query Wizard- Filter Data screen appears, drag the Vendor ID in the first table view to the Vendor ID in the second table. This will create a link for the two views and return the data in accordance with the fields you elected in the prior step.

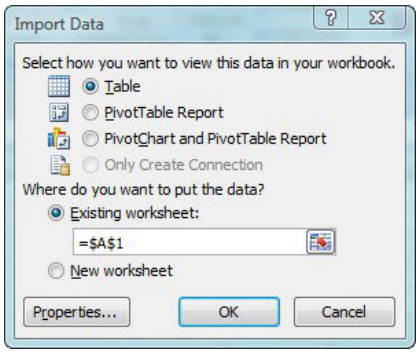


VendorID	Name	Addr1	Ad	City	Region	PostalCode	CheckAmt	CheckDate	DiscLost	DiscTake
Ace001	Ace Computer Power Su	1437 Bellview Avenue		Richfield	MN	55423	538.0000000000	2010-06-07 00:00:00.00	10.0000000000	.0000000000
Bin004	Binary Marketing Solutio	164 Park Street North		Bismark	ND	58501	137.2600000000	2010-06-07 00:00:00.00	.0000000000	.0000000000
Cab012	Computer Systems Inc.	75 North Industrial Road		Woodbury	MN	55125	19263.8600000000	2010-06-07 00:00:00.00	.0000000000	.0000000000
Com002	Commuciation Programm	207 Western Parkway		Fort Dodge	IA	50501	10315.4500000000	2010-06-07 00:00:00.00	205.7000000000	.0000000000
Digi010	Digital CD-Rom Drives	8042 Schneider Way		Rochester	MN	55901	248.7500000000	2010-06-07 00:00:00.00	.0000000000	.0000000000
Hdr007	Hardrive Memory Supply	402 Orbital Plaza		St. Paul	MN	55100	3436.0000000000	2010-06-07 00:00:00.00	.0000000000	.0000000000
Met017	Metro Vechicle Leasing	101 West Highway 12		Minneapolis	MN	55404	90.0000000000	2010-06-07 00:00:00.00	.0000000000	.0000000000
Ntp015	Northern Territories Pow	500 Hennepin Avenue		Minneapolis	MN	55406	265.0000000000	2010-06-07 00:00:00.00	.0000000000	.0000000000

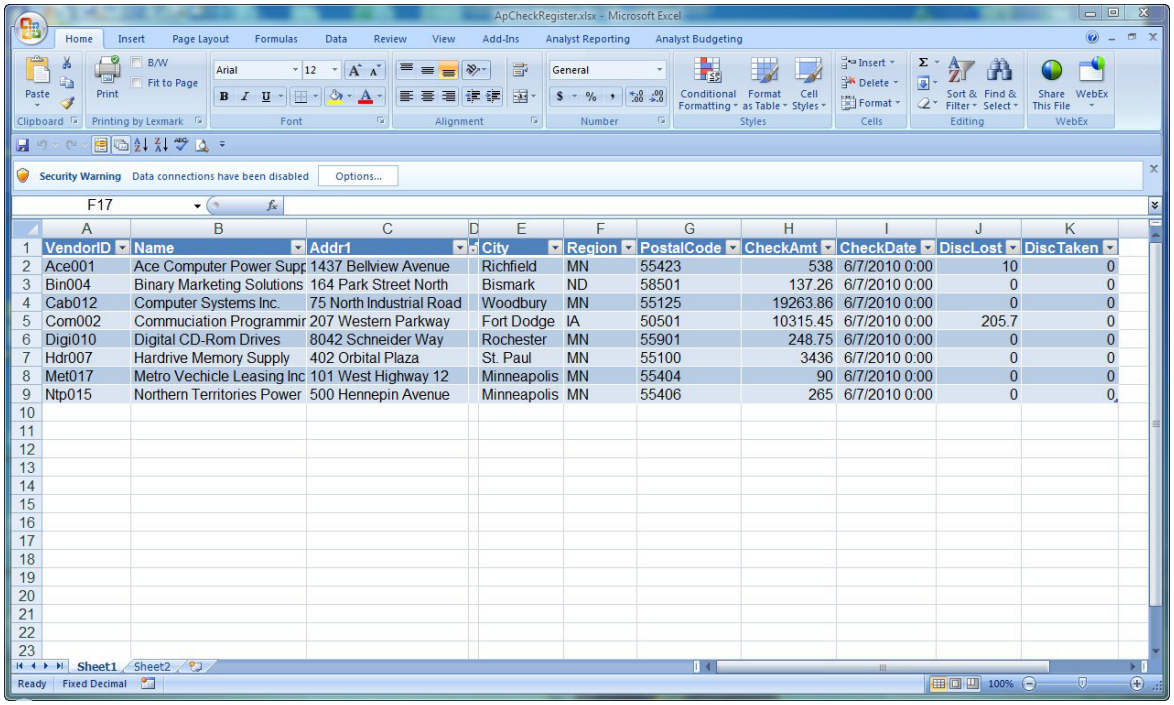
8. From the File drop down menu, select Return Data to Microsoft Office Excel.



9. Then select **Table** from the next screen.



10. The data will be returned and represent data results from the combined pivot table views.

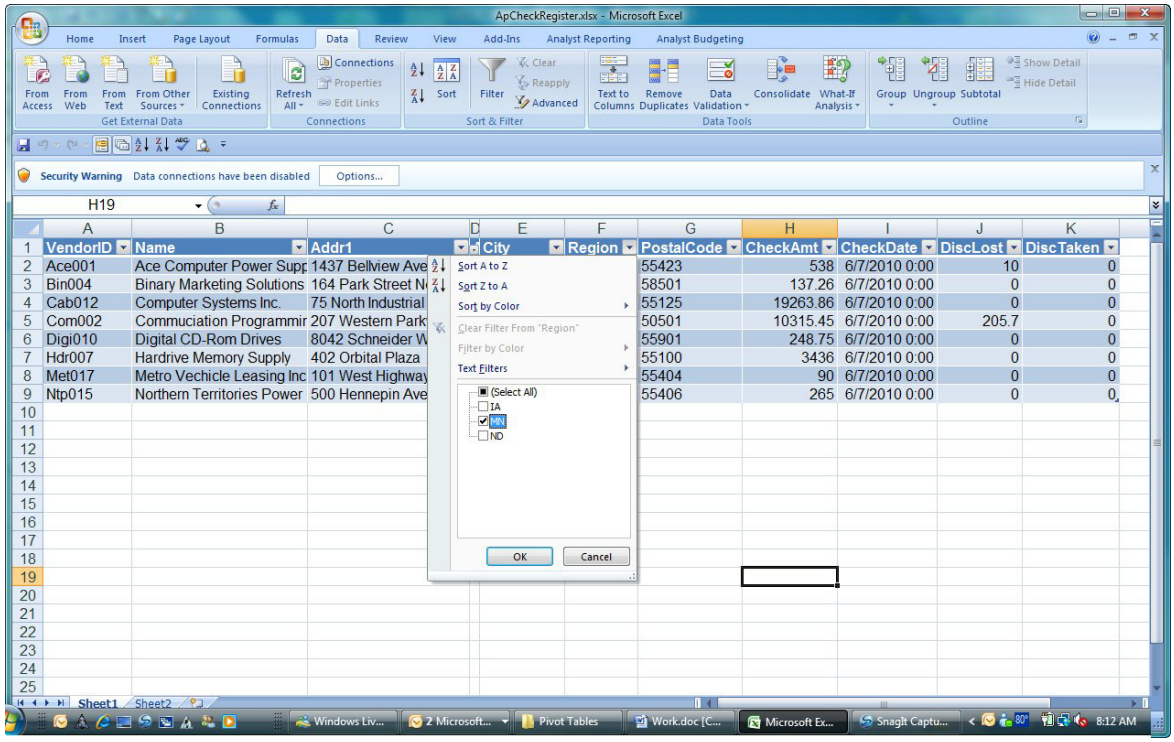


	A	B	C	D	E	F	G	H	I	J	K
1	VendorID	Name	Addr1		City	Region	PostalCode	CheckAmt	CheckDate	DiscLost	DiscTaken
2	Ace001	Ace Computer Power Supp	1437 Bellview Avenue		Richfield	MN	55423	538	6/7/2010 0:00	10	0
3	Bin004	Binary Marketing Solutions	164 Park Street North		Bismark	ND	58501	137.26	6/7/2010 0:00	0	0
4	Cab012	Computer Systems Inc.	75 North Industrial Road		Woodbury	MN	55125	19263.86	6/7/2010 0:00	0	0
5	Com002	Commuciation Programmir	207 Western Parkway		Fort Dodge	IA	50501	10315.45	6/7/2010 0:00	205.7	0
6	Digi010	Digital CD-Rom Drives	8042 Schneider Way		Rochester	MN	55901	248.75	6/7/2010 0:00	0	0
7	Hdr007	Hardrive Memory Supply	402 Orbital Plaza		St. Paul	MN	55100	3436	6/7/2010 0:00	0	0
8	Met017	Metro Vechicle Leasing Inc	101 West Highway 12		Minneapolis	MN	55404	90	6/7/2010 0:00	0	0
9	Ntp015	Northern Territories Power	500 Hennepin Avenue		Minneapolis	MN	55406	265	6/7/2010 0:00	0	0

11. Save this spreadsheet as **APCheckRegister.xlsx**. This may be added to your Productivity Reports menu as shown with an example on Page 28.

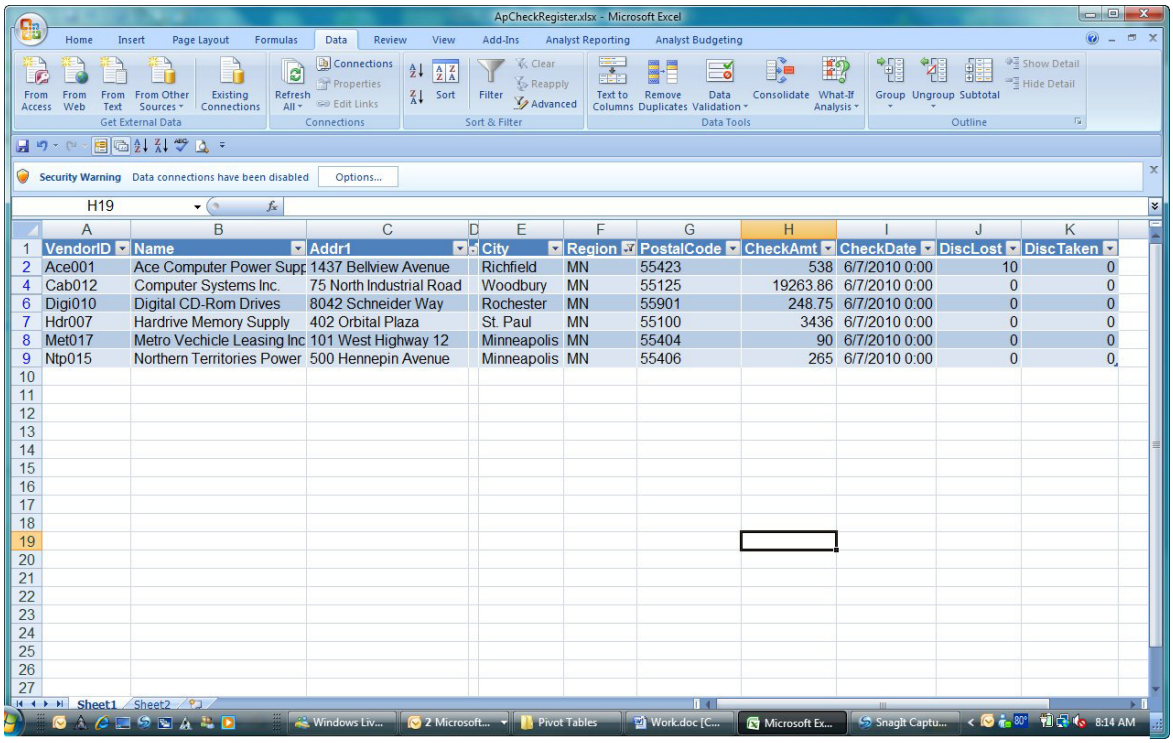
12. You can use the tools in Excel to select the data you need to see.

Example: highlight the Region column. A small arrow appears in the Region column. Next, go to the arrow and select MN. The report changes to show you only the Minnesota vendors.



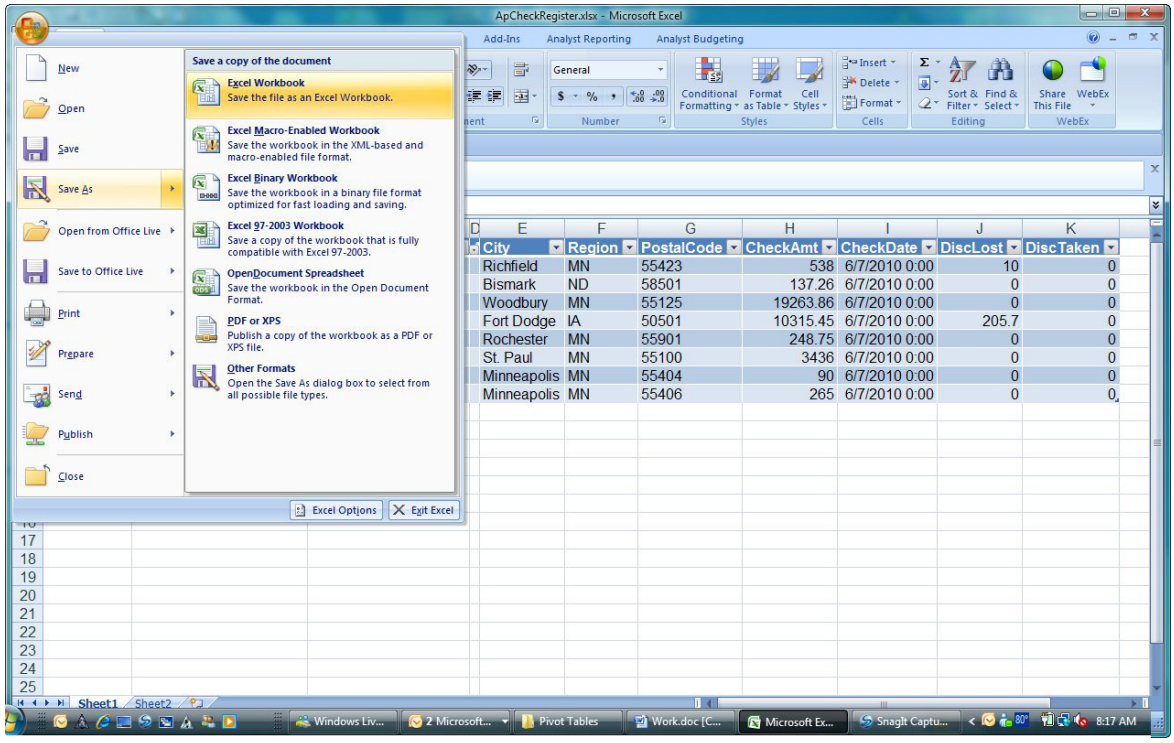
	A	B	C	D	E	F	G	H	I	J	K
1	VendorID	Name	Addr1		City	Region	PostalCode	CheckAmt	CheckDate	DiscLost	DiscTaken
2	Ace001	Ace Computer Power Supp	1437 Bellview Ave				55423	538	6/7/2010 0:00	10	0
3	Bin004	Binary Marketing Solutions	164 Park Street N				58501	137.26	6/7/2010 0:00	0	0
4	Cab012	Computer Systems Inc.	75 North Industrial				55125	19263.86	6/7/2010 0:00	0	0
5	Com002	Commuciation Programmir	207 Western Park				50501	10315.45	6/7/2010 0:00	205.7	0
6	Digi010	Digital CD-Rom Drives	8042 Schneider W				55901	248.75	6/7/2010 0:00	0	0
7	Hdr007	Hardrive Memory Supply	402 Orbital Plaza				55100	3436	6/7/2010 0:00	0	0
8	Met017	Metro Vechicle Leasing Inc	101 West Highway				55404	90	6/7/2010 0:00	0	0
9	Ntp015	Northern Territories Power	500 Hennepin Ave				55406	265	6/7/2010 0:00	0	0

13. The example shows the filter turned on.



	A	B	C	D	E	F	G	H	I	J	K
1	VendorID	Name	Addr1		City	Region	PostalCode	CheckAmt	CheckDate	DiscLost	DiscTaken
2	Ace001	Ace Computer Power Supp	1437 Bellview Avenue		Richfield	MN	55423	538	6/7/2010 0:00	10	0
4	Cab012	Computer Systems Inc.	75 North Industrial Road		Woodbury	MN	55125	19263.86	6/7/2010 0:00	0	0
6	Digi010	Digital CD-Rom Drives	8042 Schneider Way		Rochester	MN	55901	248.75	6/7/2010 0:00	0	0
7	Hdr007	Hardrive Memory Supply	402 Orbital Plaza		St. Paul	MN	55100	3436	6/7/2010 0:00	0	0
8	Met017	Metro Vechicle Leasing Inc	101 West Highway 12		Minneapolis	MN	55404	90	6/7/2010 0:00	0	0
9	Ntp015	Northern Territories Power	500 Hennepin Avenue		Minneapolis	MN	55406	265	6/7/2010 0:00	0	0

14. Now, **Save** this spreadsheet for later recall.



NOTE: Save this spreadsheet, and name it ApCheckRegister.xlsx and place it in the Document folder for TRAVERSE.

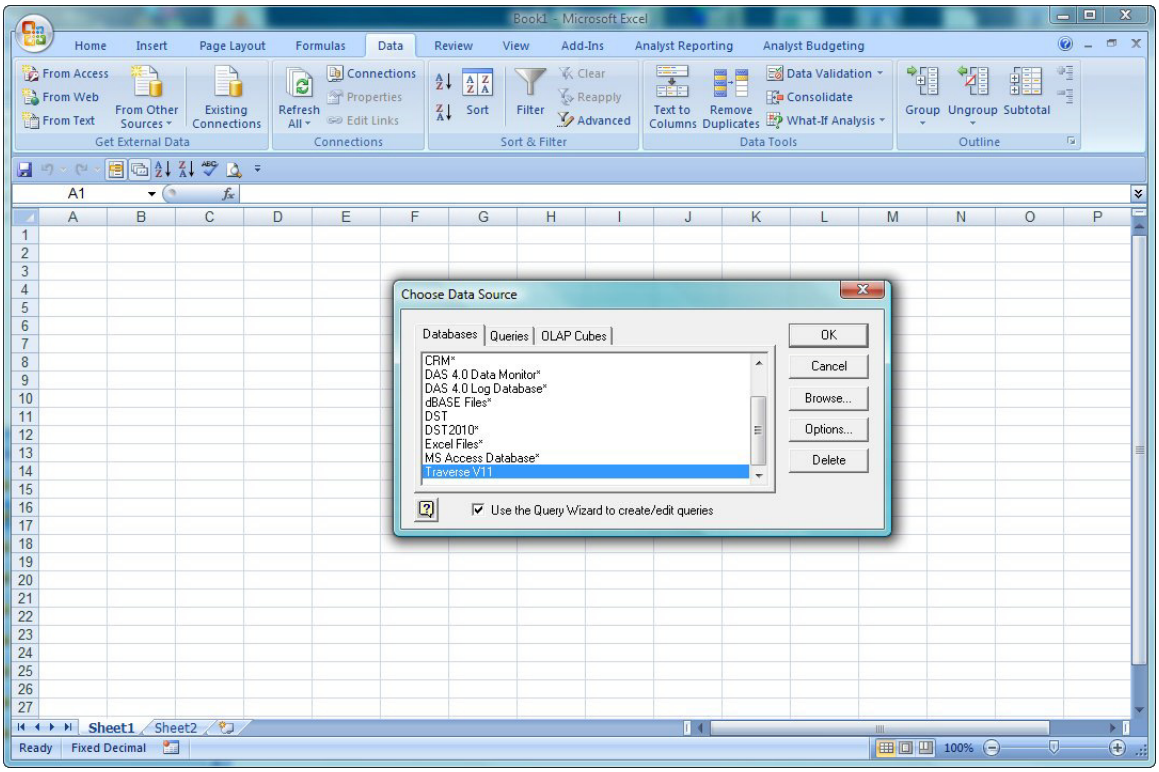
Creating a Pivot table from a Database

Although there is little difference between spreadsheets and Pivot tables for gathering data, to get the best use from Pivot tables you should have something to calculate. An example would be totaling dollars from various subtotals.

1. Open a new Excel worksheet. Select the Data tab - Get External Data Grouping - From Other Sources - From Microsoft Query. On Databases tab, select the database reference as created in the steps above.

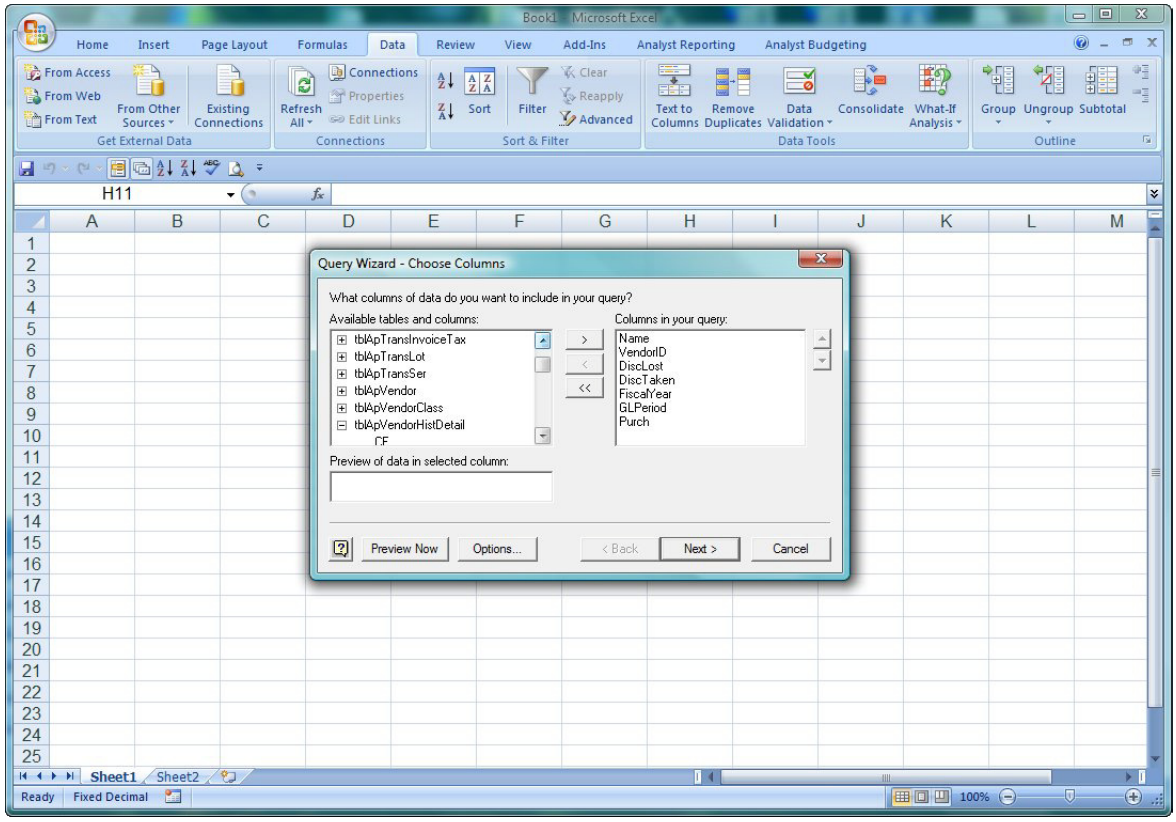
2. Choose Data Source from the ODBC SQL connection. Log into the SQL Server with a login id and password.

3. For this report we will use two tables for your new Pivot Table, **tblApVendor** and **tblApVendorHistDetail**.



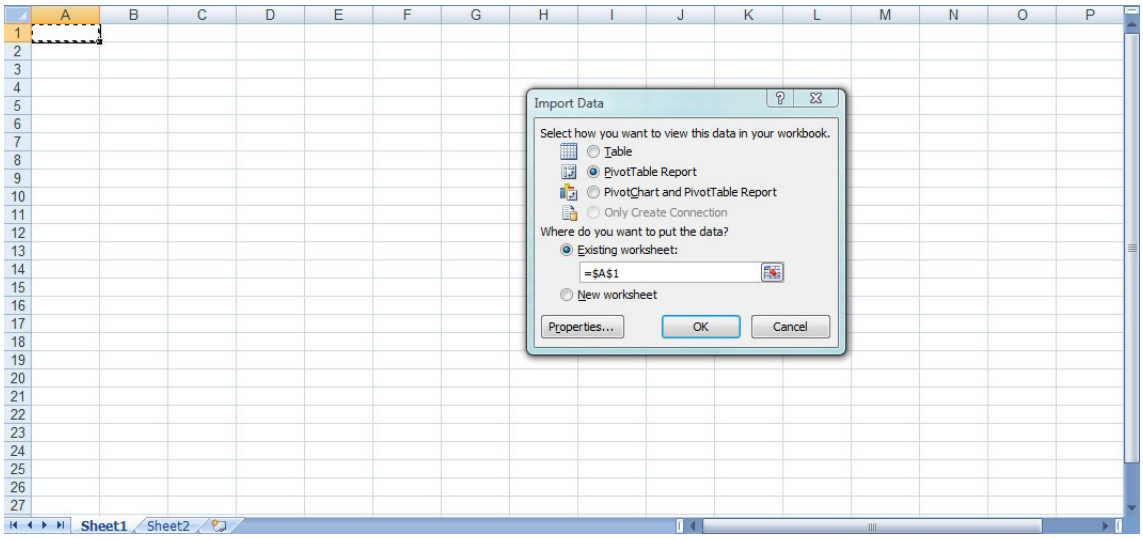
4. Scroll through the Choose Column screen and select the **VendorID**, and **Name** column in the **tblApVendor**, then find and select the **GLPeriod**, **FiscalYear**, **Purch**, **DiscLost**, **DiscTaken** columns from the **tblApVendorHistDetail**.

NOTE: Changing the selections on the Options to return Views only will minimize the objects viewed on the list.

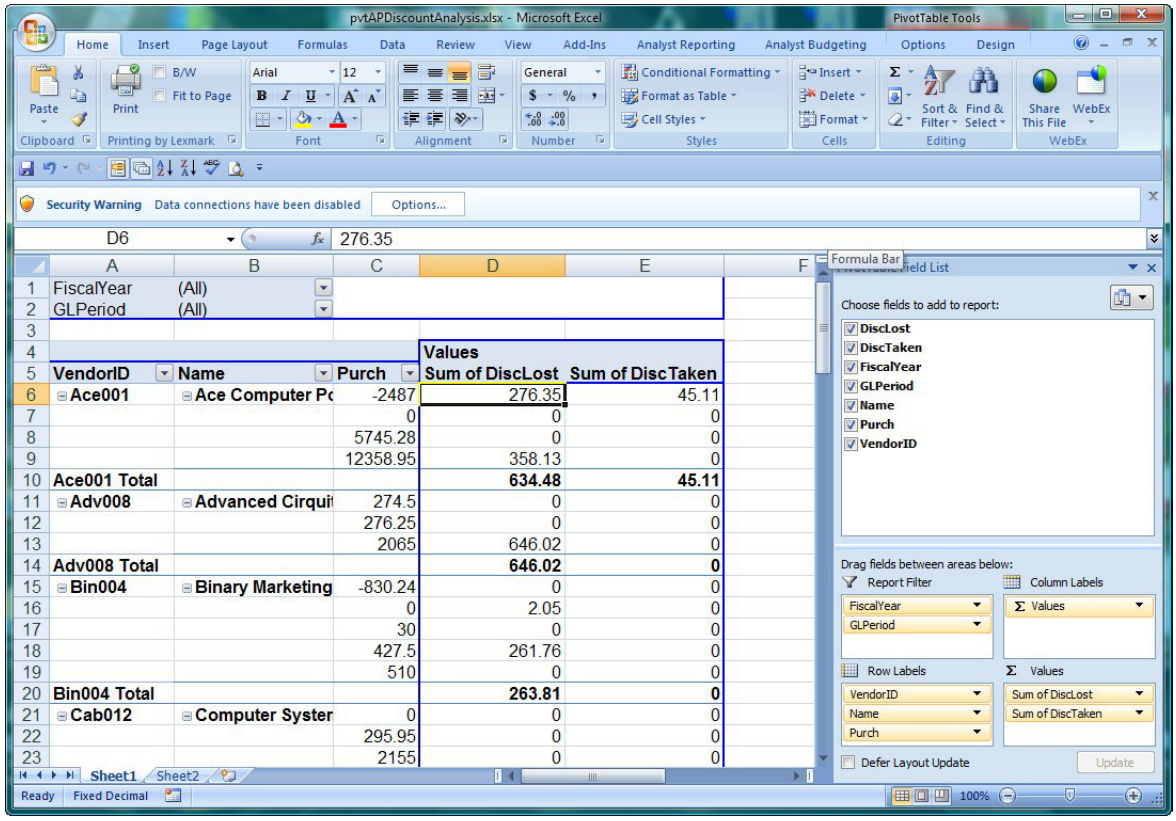


5. Click **Next**, and then click **Next** again on the Filter dialog box and the Source dialog box.

6. When the Import Data box appears, select **Pivot Table Report** and the column/row placement of the data in the worksheet.



7. When the **Layout** dialog box appears, insert your columns as follows:



	A	B	C	D	E
1	FiscalYear	(All)			
2	GLPeriod	(All)			
3					
4				Values	
5	VendorID	Name	Purch	Sum of DiscLost	Sum of DiscTaken
6	Ace001	Ace Computer Pc	-2487	276.35	45.11
7			0	0	0
8			5745.28	0	0
9			12358.95	358.13	0
10	Ace001 Total			634.48	45.11
11	Adv008	Advanced Cirquit	274.5	0	0
12			276.25	0	0
13			2065	646.02	0
14	Adv008 Total			646.02	0
15	Bin004	Binary Marketing	-830.24	0	0
16			0	2.05	0
17			30	0	0
18			427.5	261.76	0
19			510	0	0
20	Bin004 Total			263.81	0
21	Cab012	Computer Syster	0	0	0
22			295.95	0	0
23			2155	0	0

NOTE: This is done by dragging and dropping the fields into the appropriate boxes in the field layouts area on the right.

8. This is an example of what will be returned to Excel in the Pivot Table.

B	C	D
GLPeriod	(All)	
FiscalYear	(All)	
CustName	Data	Total
Altos Servers Company	Sum of Sales	65503.55
	Sum of Cogs	10084.6582
ARG Systems Inc.	Sum of Sales	44975.02
	Sum of Cogs	55
Asynchronous Networking Tech.	Sum of Sales	6972.58
	Sum of Cogs	301
ATM Switches Inc.	Sum of Sales	2163.8
	Sum of Cogs	0
Axis Electronics	Sum of Sales	8844
	Sum of Cogs	0
Beta Dynamics Inc.	Sum of Sales	24469.24
	Sum of Cogs	343.55
Bitstream Technololgy	Sum of Sales	56028.99
	Sum of Cogs	15181.74
Burnhaven Software Design	Sum of Sales	189032.72
	Sum of Cogs	786.17
Celebris Systems	Sum of Sales	54128.54
	Sum of Cogs	343.55
Cellucom Inc.	Sum of Sales	0
	Sum of Cogs	0
Chronographic Testing Devices	Sum of Sales	750000
	Sum of Cogs	0

NOTE: If you like you can move the Sum of Sales and the Sum of Cogs to a side by side look. Click on the Data and drag it on top of Totals.

B	C	D
GLPeriod	(All)	
FiscalYear	(All)	
	Data	
CustName	Sum of Sales	Sum of Cogs
Altos Servers Company	65503.55	10084.6582
ARG Systems Inc.	44975.02	55
Asynchronous Networking Tech.	6972.58	301
ATM Switches Inc.	2163.8	0
Axis Electronics	8844	0
Beta Dynamics Inc.	24469.24	343.55
Bitstream Technololgy	56028.99	15181.74
Burnhaven Software Design	189032.72	786.17
Celebris Systems	54128.54	343.55
Cellucom Inc.	0	0
Chronographic Testing Devices	750000	0
Communicating PC's Inc.	58254.75	0

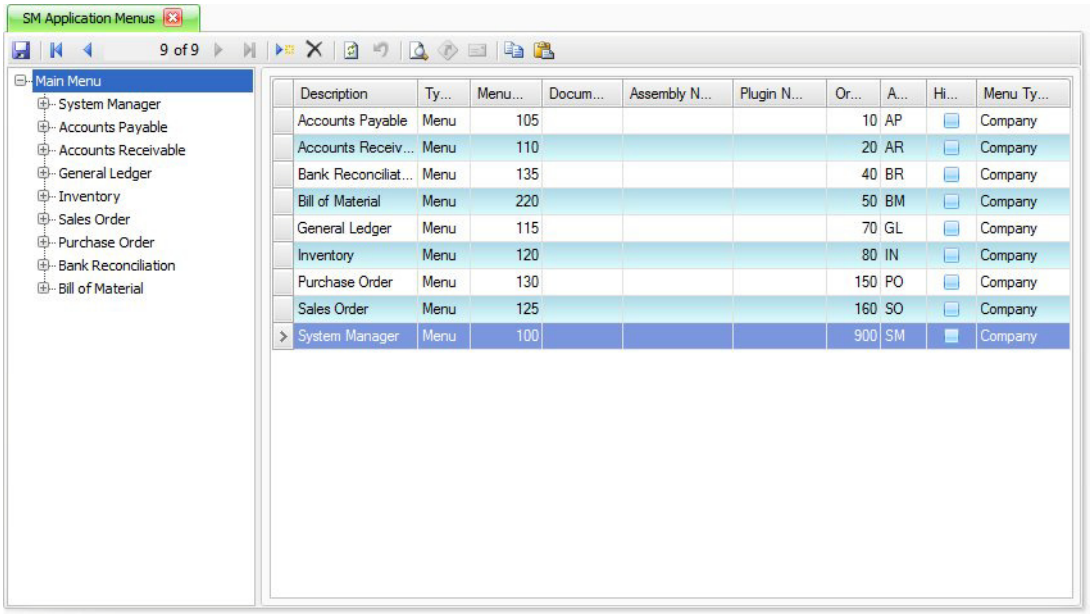
9. **Save** the pivot table as Vendor Discount Analysis in a default folder or your TRAVERSE Document directory, as we will use it in the following steps.

Adding your Pivot Table to the TRAVERSE Menu

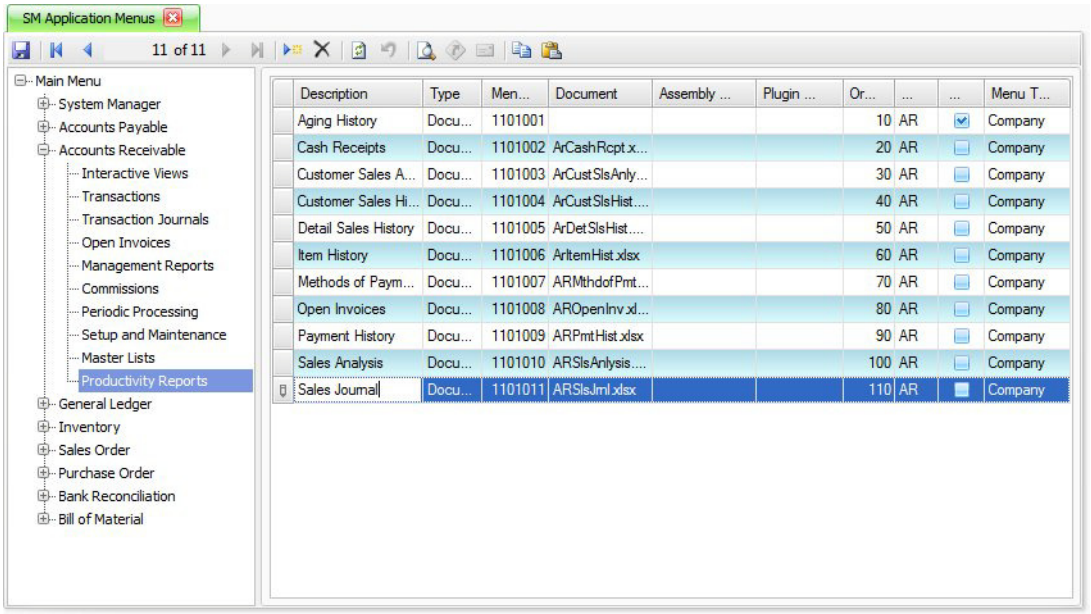
You add the spreadsheets locally and put them into a shared folder on the server for all to see. To add them locally, save the spreadsheet to your workstation's Documents folder under TRAVERSE programs.

For our example, we are going to add a Customer List report to the Accounts Receivable menu.

1. To add a Pivot Table to the TRAVERSE menu, open **TRAVERSE**, go to **System Manager**, **Setup and Maintenance** and then select **Application Menus**.



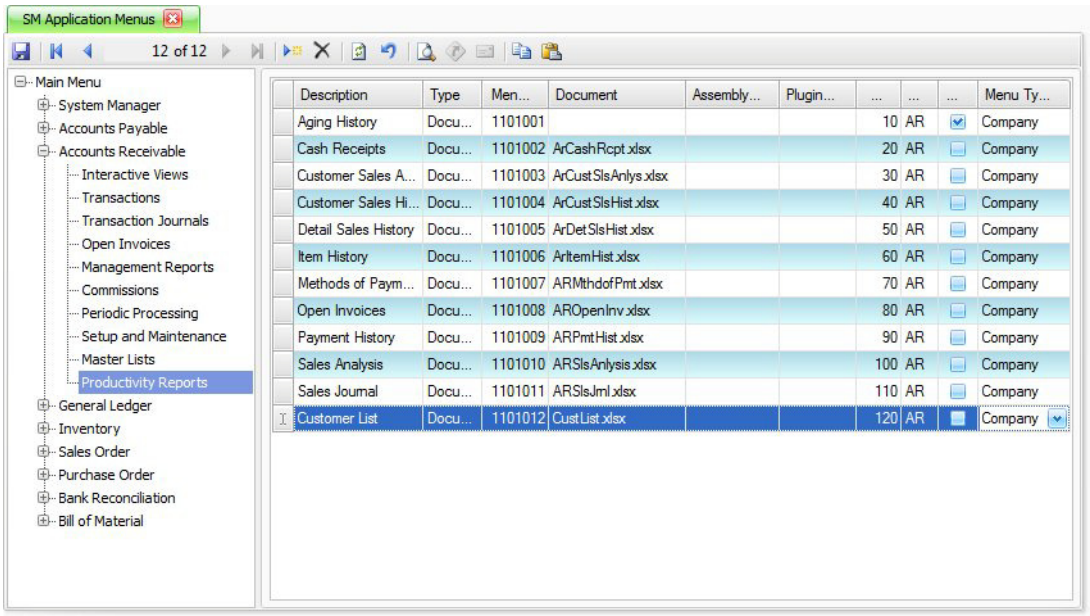
2. Under the **Main Menu** entry, click the + next to the application name and go to **Accounts Receivable**. Expand **Accounts Receivable** and select **Productivity Reports**.



3. Click the **New Record** button to add a new menu selection to the AR Productivity Reports.
4. Enter **Customer List** as the **Description**.
5. The Type should be **Document** is the name of the xlsx file. Enter **CustList.xlsx** for the Document name.

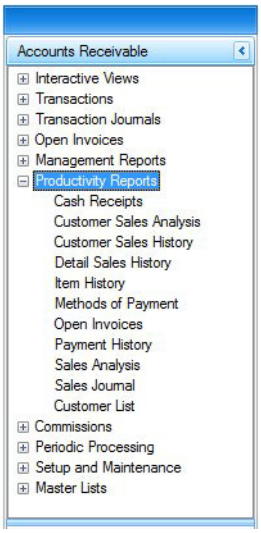
   You can enter just the spreadsheet name if you have stored it in the same folder as the rest of the productivity reports. If you have stored it in a different folder you will need to browse to the folder and select the file.

6. The **Order** column specifies where the new menu object is listed in the menu.
7. In the example below, 120 indicates that our new **customer** List report appears last in the menu list.
8. The **Menu ID** will default in; **Type** is **Documents**, the **App** defaults in.



9. Click the **Save** button and close the Application Menus screen.
10. Open Server Manager and expand your company, expand **Groups and Roles**, right click on the groups you want to see the menu selection and select **Permissions**.
11. Expand the menu until you see your new menu item and check the box. Click **Apply** and **OK** to apply the permissions to get to the menu.
12. Exit TRAVERSE and start TRAVERSE again and your menu will now be visible.

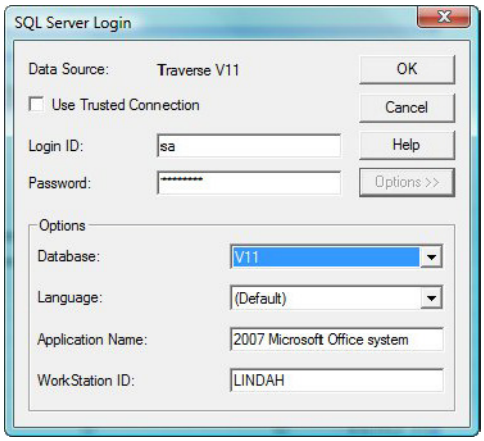
13. The report will now show on the menu, make sure to check that you can run the report.



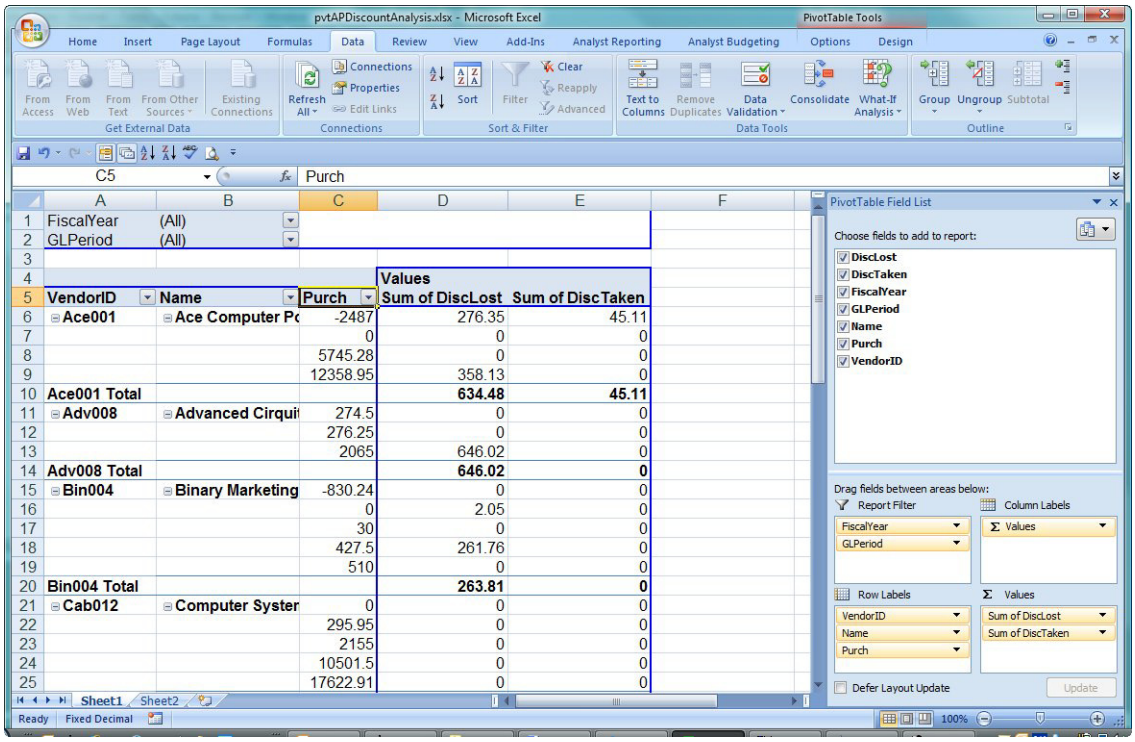
Creating Pivot Table Charts

You can generate charts from your pivot tables. Follow these steps to make a chart from your pivot table.

1. Open the **Vendor Discount Analysis** Productivity Report from the TRAVERSE Application.
2. Right click anywhere on the table and select Refresh. This screen will appear, providing a login to your data server.

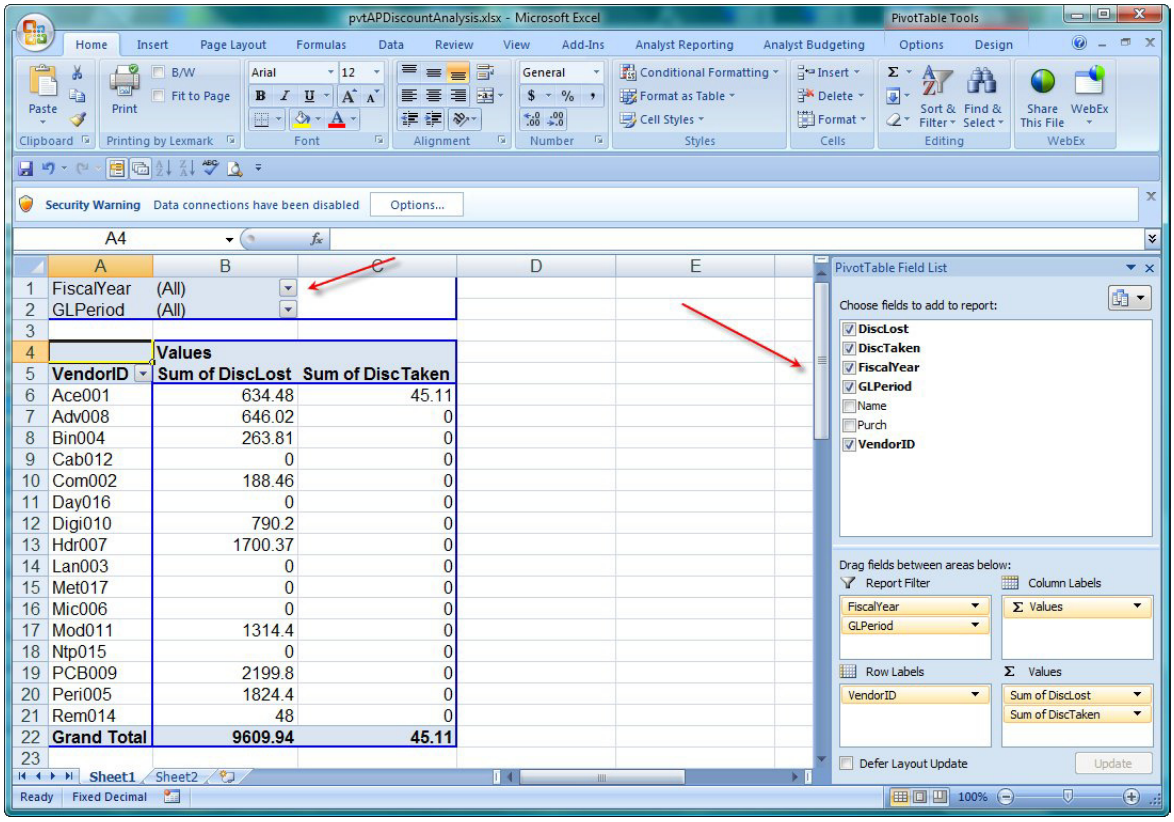


3. Table data will populate to the worksheet.



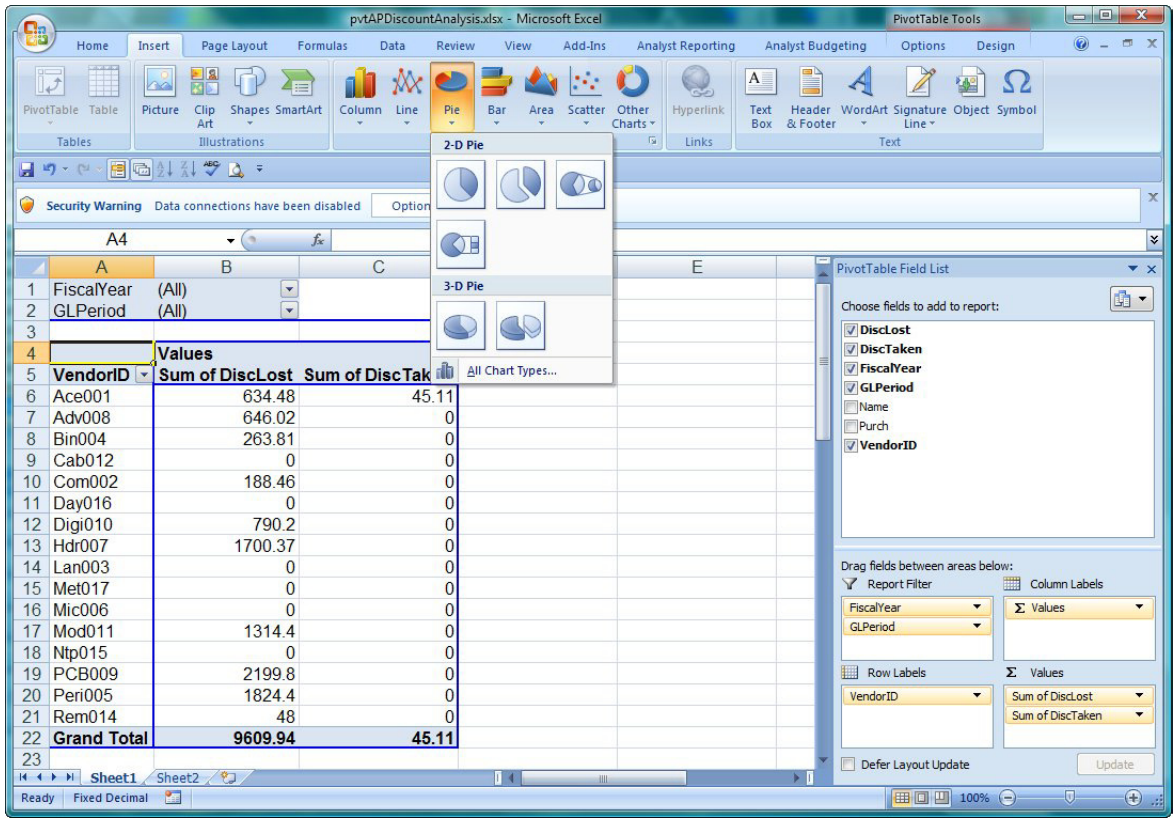
	A	B	C	D	E	F
1	FiscalYear	(All)				
2	GLPeriod	(All)				
3						
4				Values		
5	VendorID	Name	Purch	Sum of DiscLost	Sum of DiscTaken	
6	Ace001	Ace Computer Pc	-2487	276.35	45.11	
7			0	0	0	
8			5745.28	0	0	
9			12358.95	358.13	0	
10	Ace001 Total			634.48	45.11	
11	Adv008	Advanced Cirqui	274.5	0	0	
12			276.25	0	0	
13			2065	646.02	0	
14	Adv008 Total			646.02	0	
15	Bin004	Binary Marketing	-830.24	0	0	
16			0	2.05	0	
17			30	0	0	
18			427.5	261.76	0	
19			510	0	0	
20	Bin004 Total			263.81	0	
21	Cab012	Computer Syster	0	0	0	
22			295.95	0	0	
23			2155	0	0	
24			10501.5	0	0	
25			17622.91	0	0	

4. For our example, edit the display data to include the fields for **year**, **period**, **VendorID**, **DiscountLost** and **DiscountTaken**. Edit the Year to include 2009 and 2010 from the Report Filter area.



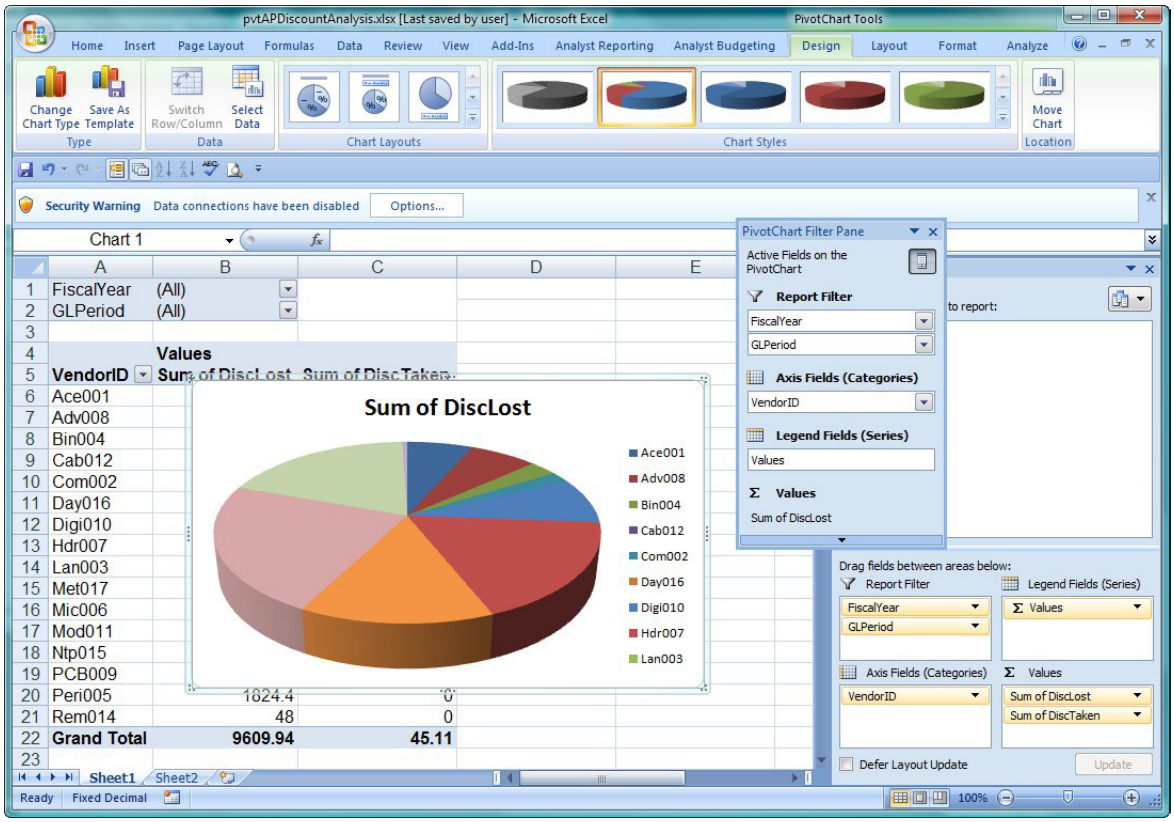
	A	B	C	D	E
1	FiscalYear	(All)			
2	GLPeriod	(All)			
3					
4		Values			
5	VendorID	Sum of DiscLost	Sum of DiscTaken		
6	Ace001	634.48	45.11		
7	Adv008	646.02	0		
8	Bin004	263.81	0		
9	Cab012	0	0		
10	Com002	188.46	0		
11	Day016	0	0		
12	Digi010	790.2	0		
13	Hdr007	1700.37	0		
14	Lan003	0	0		
15	Met017	0	0		
16	Mic006	0	0		
17	Mod011	1314.4	0		
18	Ntp015	0	0		
19	PCB009	2199.8	0		
20	Peri005	1824.4	0		
21	Rem014	48	0		
22	Grand Total	9609.94	45.11		
23					

5. Select the **Insert** Tab from the toolbar and select a pivot table graph from the options diagrams.



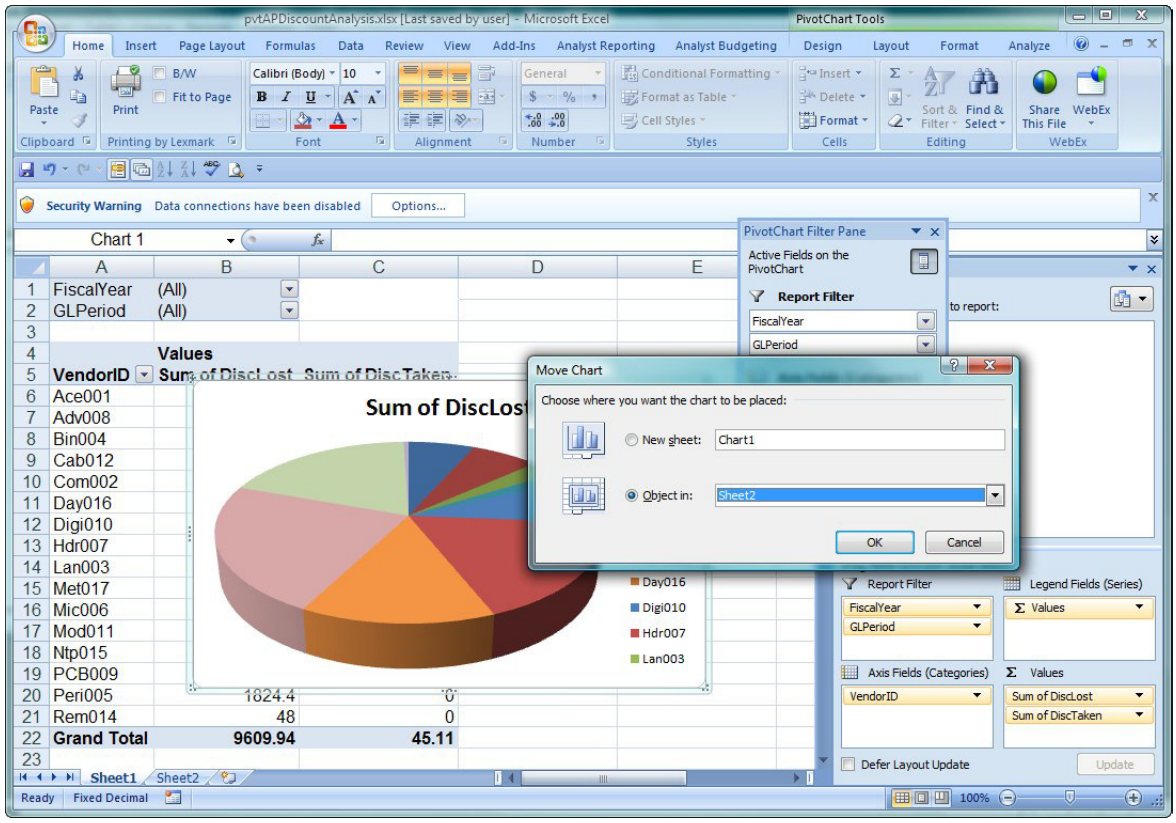
	A	B	C
1	FiscalYear	(All)	
2	GLPeriod	(All)	
3			
4		Values	
5	VendorID	Sum of DiscLost	Sum of DiscTak
6	Ace001	634.48	45.11
7	Adv008	646.02	0
8	Bin004	263.81	0
9	Cab012	0	0
10	Com002	188.46	0
11	Day016	0	0
12	Digi010	790.2	0
13	Hdr007	1700.37	0
14	Lan003	0	0
15	Met017	0	0
16	Mic006	0	0
17	Mod011	1314.4	0
18	Ntp015	0	0
19	PCB009	2199.8	0
20	Peri005	1824.4	0
21	Rem014	48	0
22	Grand Total	9609.94	45.11
23			

6. The pivot chart will display. To change the chart type, right click anywhere on the chart to change the chart type as a bar or line graph chart.



7. Now let's make two different charts using the one Pivot table.

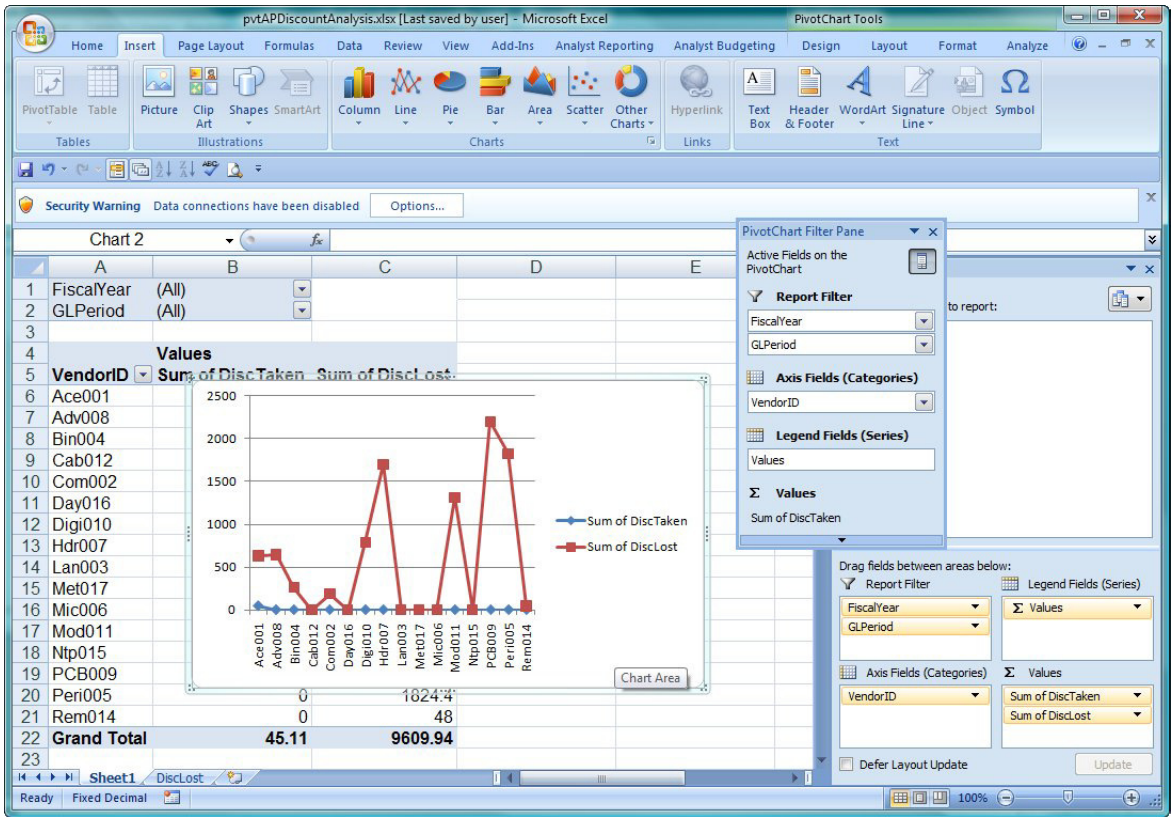
8. First, right click anywhere on the chart, and select **Move Chart**. Select to move the chart to a separate sheet and rename the sheet tab as Sales.



	A	B	C
1	FiscalYear	(All)	
2	GLPeriod	(All)	
3			
4		Values	
5	VendorID	Sum of DiscLost	Sum of DiscTaken
6	Ace001		
7	Adv008		
8	Bin004		
9	Cab012		
10	Com002		
11	Day016		
12	Digi010		
13	Hdr007		
14	Lan003		
15	Met017		
16	Mic006		
17	Mod011		
18	Ntp015		
19	PCB009		
20	Peri005	1824.4	0
21	Rem014	48	0
22	**Grand Total**	**9609.94**	**45.11**
23			

9. Now we can an additional chart for **Discounts Taken**.

10. Insert a new table for both discounts taken. Move this to a separate sheet as you did above. Set your original spreadsheet back to your desired field list view and save your chart.



Creating Pivot Table from an Excel 2007 Sql Query

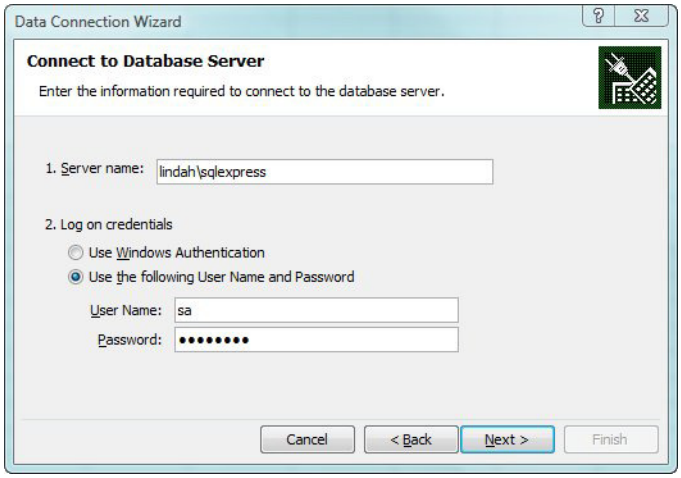
To access data in a more immediate mode without the Sql Server ODBC connection pre-defined, data can be populated into an Excel worksheet in the following format.

NOTE: Note: This connection type does not save the definition of the database and must be defined on each query.

Before you begin there are two key things you need to know.

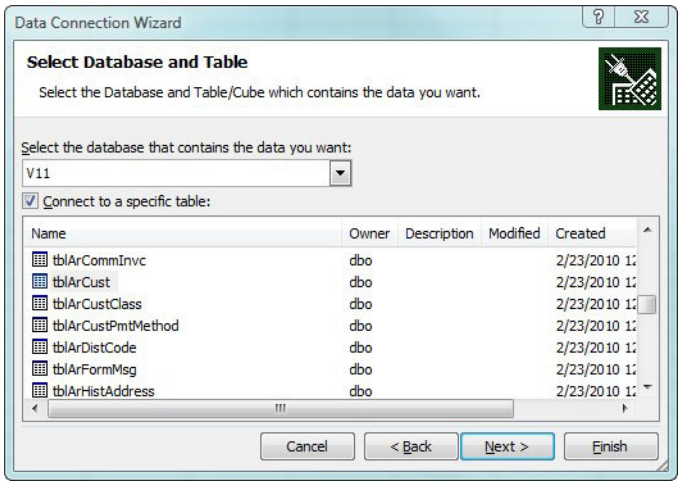
- What data do you want on the report
- What table(s) is the data in

1. Open a new Excel worksheet. Select the Data tab - Get External Data - From Other Sources - From Sql Server.

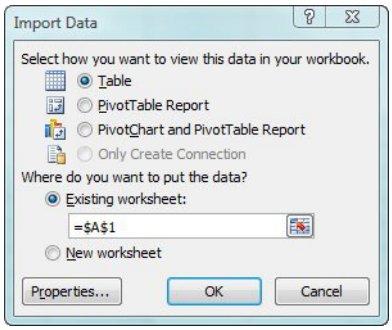


2. Enter the **Sql Server Name**, and the **login**.

3. Select the desired table name and click **Next**.

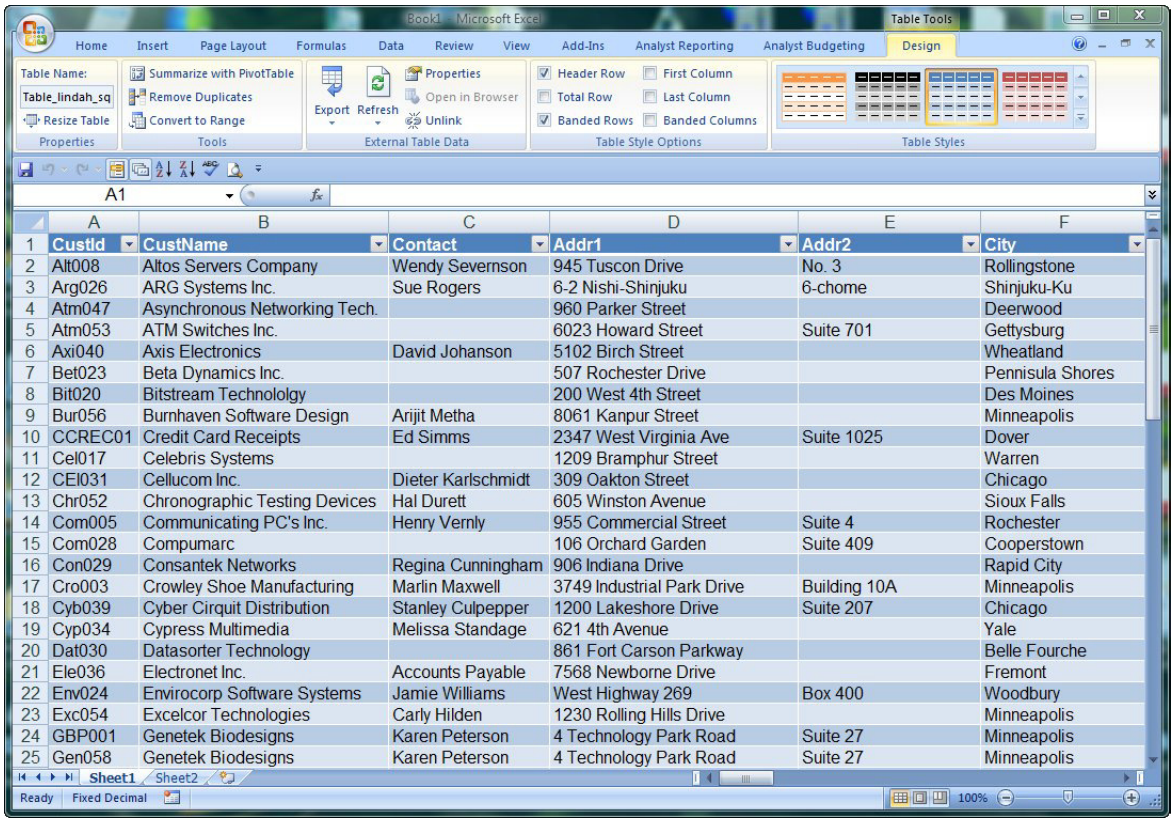


4. Select the **tblArCust** table and click **Finish**.



5. Return the data to a table or pivot table report.

6. The result will return the data for all fields to the spreadsheet and can be formatted and edited for filtering and desired output design.



	A	B	C	D	E	F
1	CustId	CustName	Contact	Addr1	Addr2	City
2	Alt008	Altos Servers Company	Wendy Severnson	945 Tuscon Drive	No. 3	Rollingstone
3	Arg026	ARG Systems Inc.	Sue Rogers	6-2 Nishi-Shinjuku	6-chome	Shinjuku-Ku
4	Atm047	Asynchronous Networking Tech.		960 Parker Street		Deerwood
5	Atm053	ATM Switches Inc.		6023 Howard Street	Suite 701	Gettysburg
6	Axi040	Axis Electronics	David Johanson	5102 Birch Street		Wheatland
7	Bet023	Beta Dynamics Inc.		507 Rochester Drive		Pennisula Shores
8	Bit020	Bitstream Technololgy		200 West 4th Street		Des Moines
9	Bur056	Burnhaven Software Design	Arijit Metha	8061 Kanpur Street		Minneapolis
10	CCREC01	Credit Card Receipts	Ed Simms	2347 West Virginia Ave	Suite 1025	Dover
11	Cel017	Celebris Systems		1209 Bramphur Street		Warren
12	CEl031	Cellucom Inc.	Dieter Karlschmidt	309 Oakton Street		Chicago
13	Chr052	Chronographic Testing Devices	Hal Durett	605 Winston Avenue		Sioux Falls
14	Com005	Communicating PC's Inc.	Henry Vernly	955 Commercial Street	Suite 4	Rochester
15	Com028	Compumarc		106 Orchard Garden	Suite 409	Cooperstown
16	Con029	Consantek Networks	Regina Cunningham	906 Indiana Drive		Rapid City
17	Cro003	Crowley Shoe Manufacturing	Marlin Maxwell	3749 Industrial Park Drive	Building 10A	Minneapolis
18	Cyb039	Cyber Cirquit Distribution	Stanley Culpepper	1200 Lakeshore Drive	Suite 207	Chicago
19	Cyp034	Cypress Multimedia	Melissa Standage	621 4th Avenue		Yale
20	Dat030	Datasorter Technology		861 Fort Carson Parkway		Belle Fourche
21	Ele036	Electronet Inc.	Accounts Payable	7568 Newborne Drive		Fremont
22	Env024	Envirocorp Software Systems	Jamie Williams	West Highway 269	Box 400	Woodbury
23	Exc054	Excelcor Technologies	Carly Hilden	1230 Rolling Hills Drive		Minneapolis
24	GBP001	Genetek Biodesigns	Karen Peterson	4 Technology Park Road	Suite 27	Minneapolis
25	Gen058	Genetek Biodesigns	Karen Peterson	4 Technology Park Road	Suite 27	Minneapolis

Setting Up Users for Productivity Reports

TRAVERSE 11 no longer uses SQL users to grant permissions to individual objects within the TRAVERSE company database as was done in prior versions of TRAVERSE. To allow your users to be able to refresh the data for the productivity reports you must set up the users in the SQL databases and grant permissions to the objects (Views) used to refresh the data for the productivity reports.

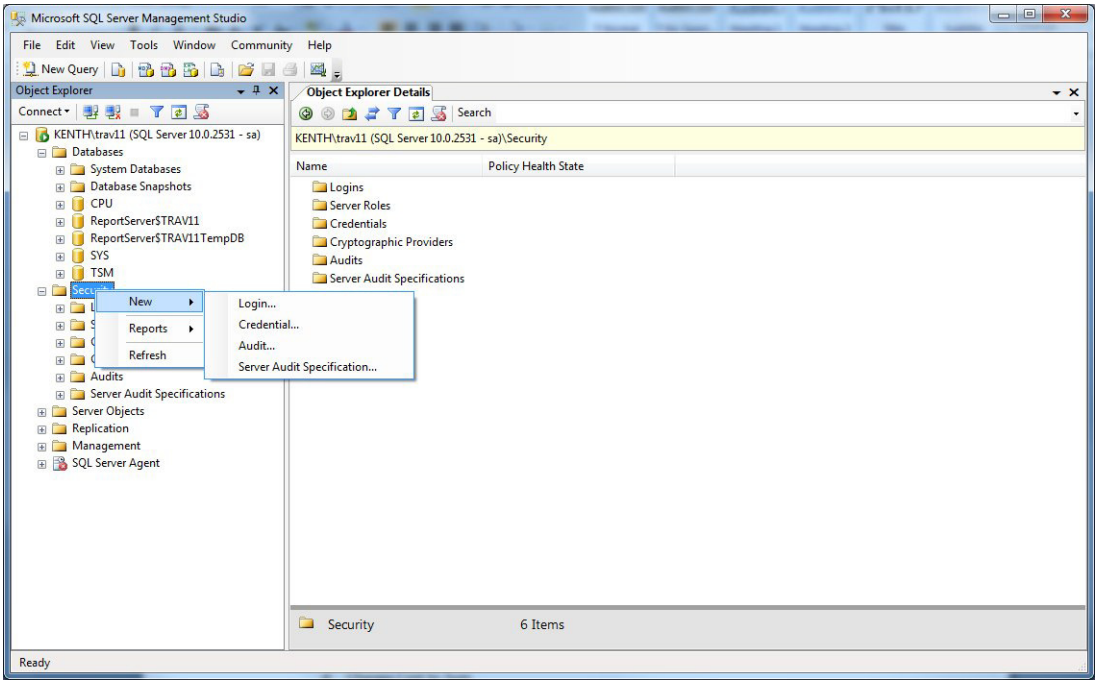
NOTE: The following process needs to be done if this is a new TRAVERSE 11 installation. If the server and databases have been upgraded from an existing, functioning TRAVERSE 10.5 install the TRAVERSE Pivot Table Add-in will work to refresh the data.

NOTE: The steps below are for SQL 2008 and may vary when using SQL 2005.

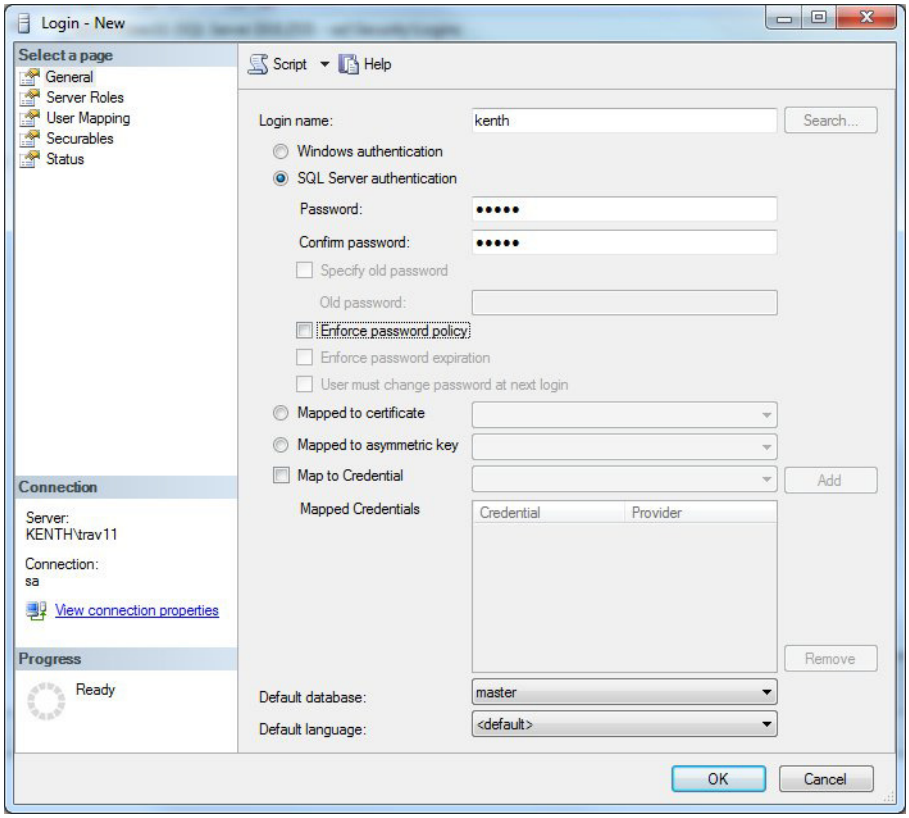
To set up users and grant permissions to the pivot table views follow these steps:

1. Open SQL Server Management Studio by going to **Start** - **Programs** - **Microsoft SQL Server 2008/2005** - **SQL Server Management Studio**.
2. Log into the server that holds your TRAVERSE data using the sa user and password.

3. Expand the server and right click on Security and select **New** - **Login**.



4. The **Login - New** screen appears.

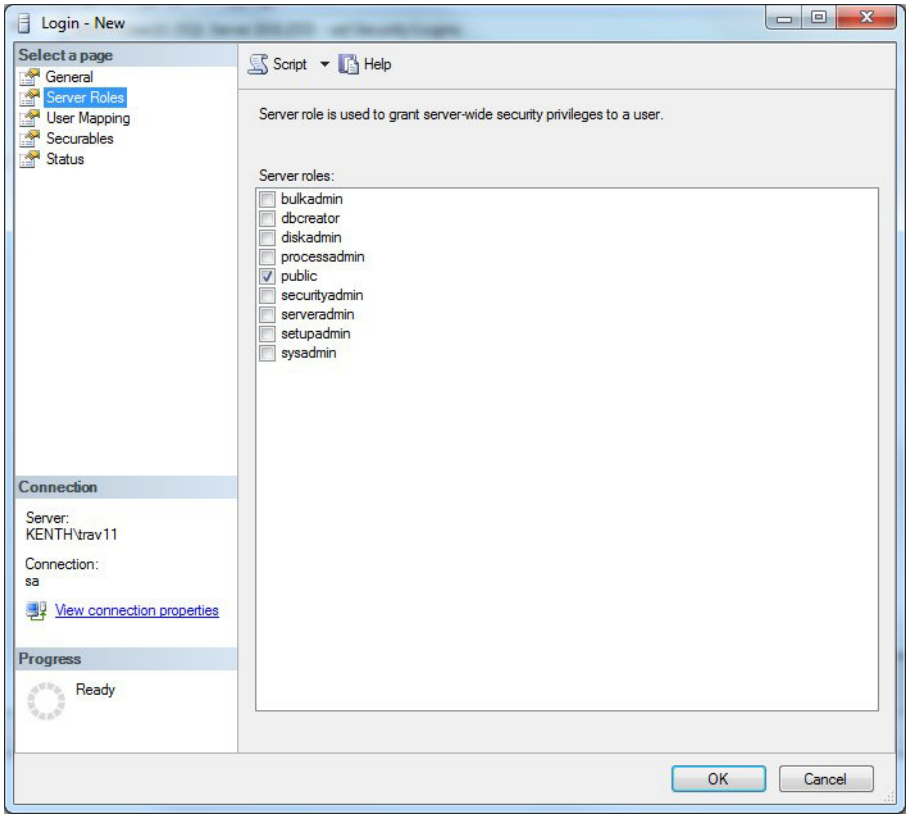


5. If you are setting up the user as a **SQL Server authentication** user, select SQL Server authentication and enter the user name to be used when refreshing the productivity report.

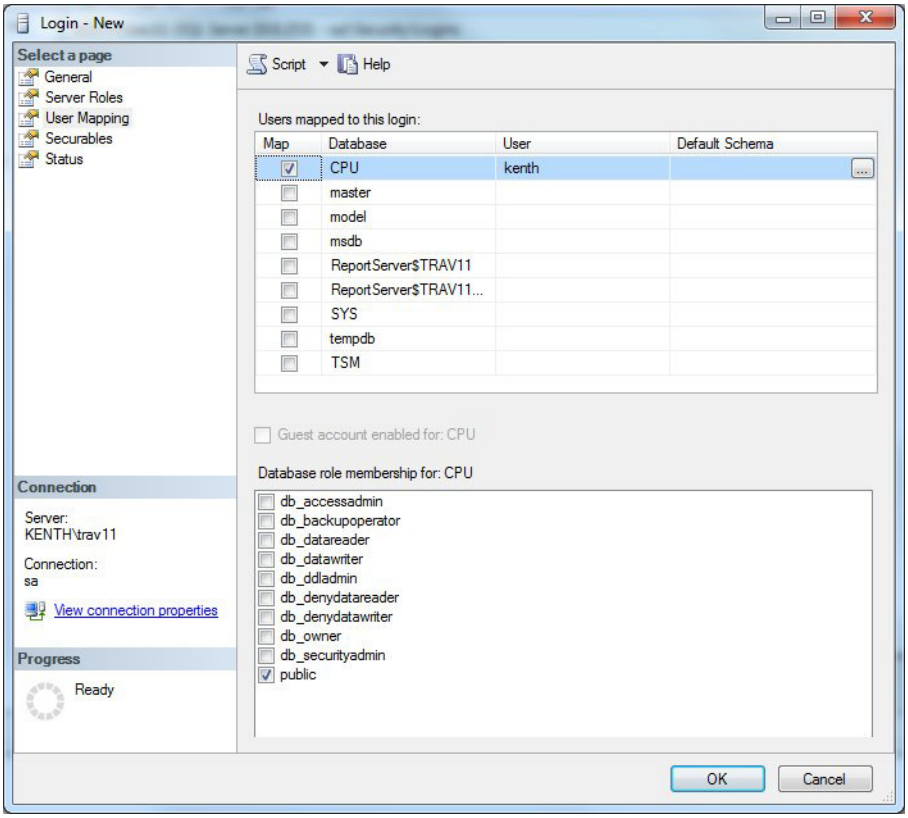
   If you are setting the user up as a **Windows authentication** user click the Search button and find the user in your domain group and select the user.

6. If you have set the user up as a SQL QL Server authentication user enter a **password** to use when refreshing the productivity report and re-enter it into the confirm password field. Uncheck the **Enforce password policy** box.

7. Go to the **Server Roles** selection.



8. The user only needs to be a member of the **Public** role. Make sure the box is checked next to Public and go to the **User Mappings** selection.



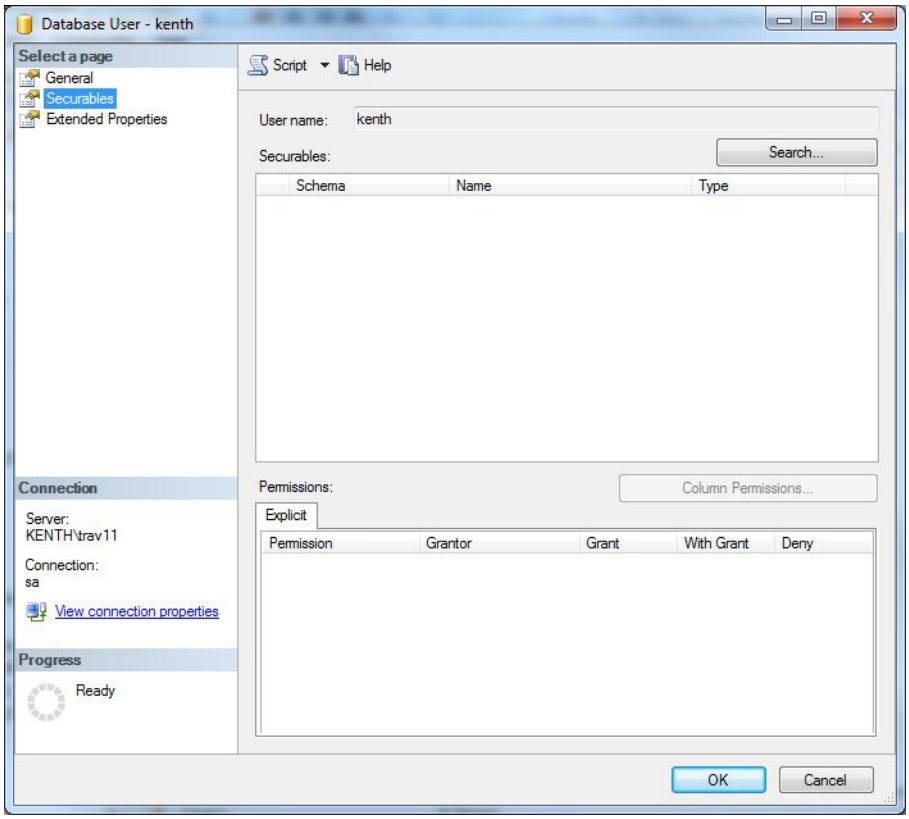
9. Check the **databases** you want to grant access to for this user and click **OK**. You will not have to change any information in the Securables and Status selections.

10. Repeat steps 3 to 9 for each user that will be accessing the productivity reports.

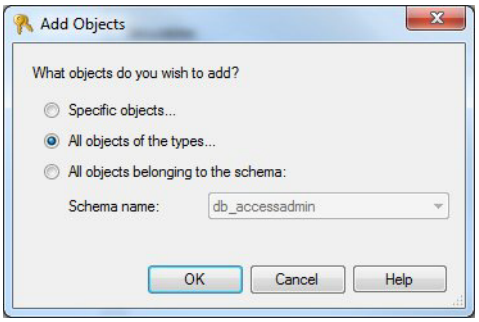
11. Expand **Databases**. Expand the company database and expand **Security** and **Users**.

12. You should now see the users you have added.

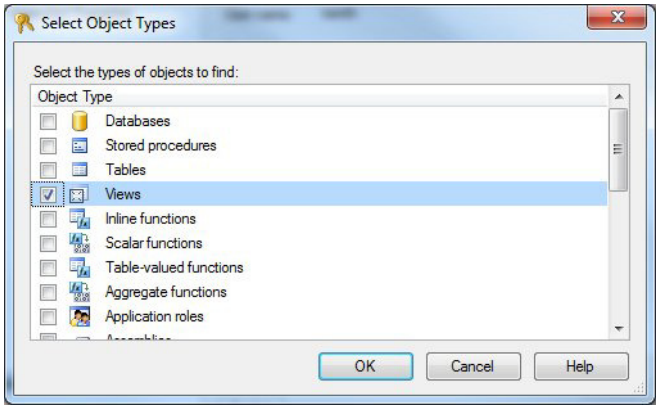
13. Right click on the user and select **Properties**. The **Database User** screen appears. Go to the **Securables** selection.



14. Click the **Search** button. The **Add Objects** screen appears.

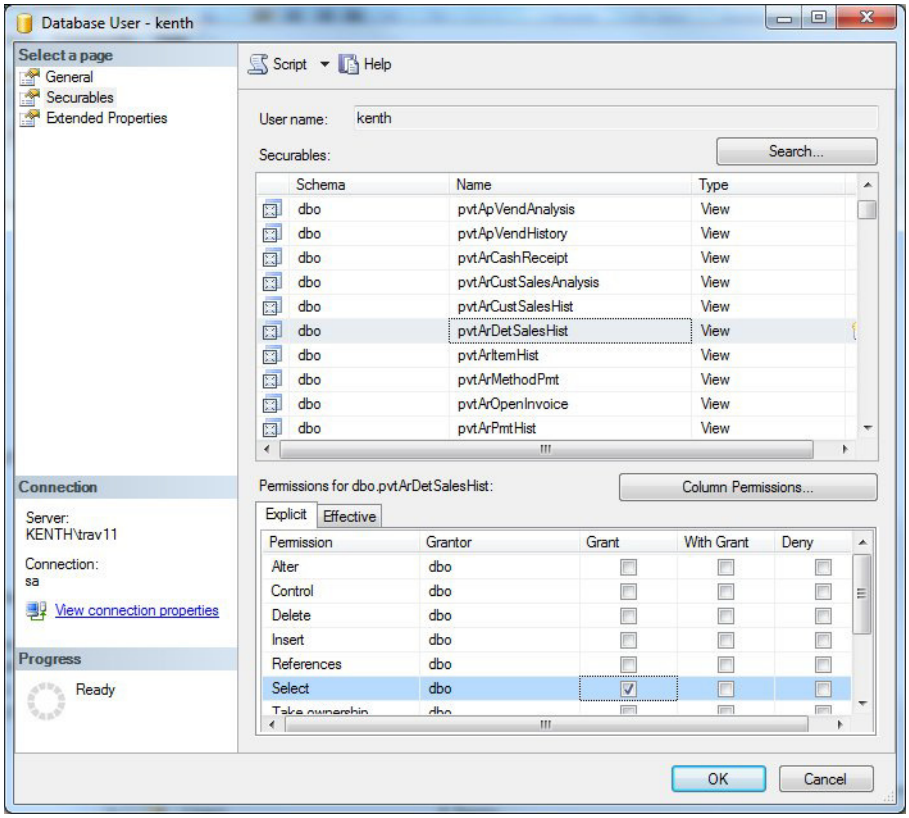


15. Select the **All objects of the types.** The **Select Objects Types** screen appears.



16. Select **Views** and click **OK**.

17. You are returned to the **Database Users** screen with the Securables area now filled in. Select the view for the productivity report you want to grant access to for the user.



18. Check the **Select** box under the Grant column.
19. Scroll to the next productivity report view you want this user to have access to, select it and check the Select box.
20. Repeat this process for each productivity report this user will use and click **OK** when finished.
21. Repeat steps 13 to 19 for each user.

3

DESIGN STUDIO

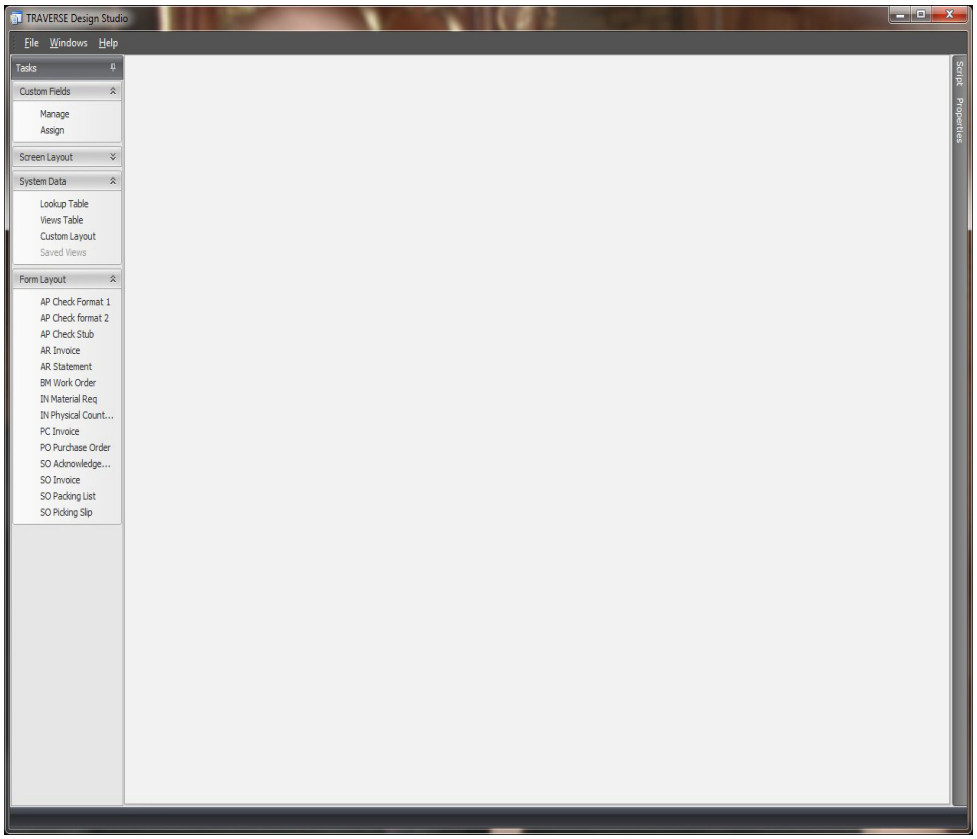
3 DESIGN STUDIO

DESIGN STUDIO OVERVIEW

TRAVERSE Design Studio is a set of tools that allows you to make many kinds of customizations to your TRAVERSE applications. Though the tools vary in function and use, the goal is the same: to empower you to adapt the TRAVERSE software to your business needs.

The TRAVERSE Design Studio Main Screen

The main screen of the TRAVERSE Design Studio gives you access to each of the design tools on the Tasks menu on the left side of the screen.



Click on one of the options under the Tasks menu to open the associated TRAVERSE Design Studio tool.

The Menu Bar

Click **File** to change TRAVERSE companies or to exit the TRAVERSE Design Studio.

Click **Windows** to view a list of the open windows.

TRAVERSE Design Studio includes the following tools:

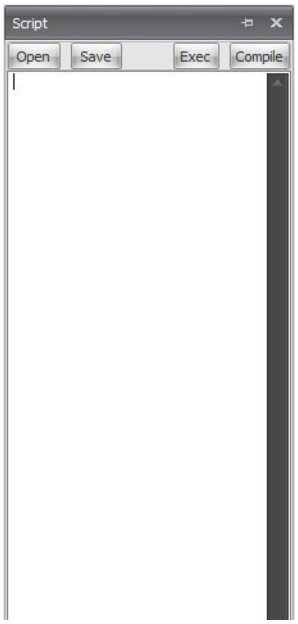
- Custom Fields
- Screen Layout
- System Data
- Form Layout
- Scripting

The Script Window

Scripts are a specific type of programming that can be used to add functionality to the software without making changes to the source code of the program. Scripts can be used to add validations, restrictions, calculations and otherwise modify the behavior of the software.

In TRAVERSE, scripts are stored in files outside of the core software. This allows you to receive updates and enhancements to your software while generally leaving your customizations intact.

Click **Script** on the right side of the screen to open the Script window.

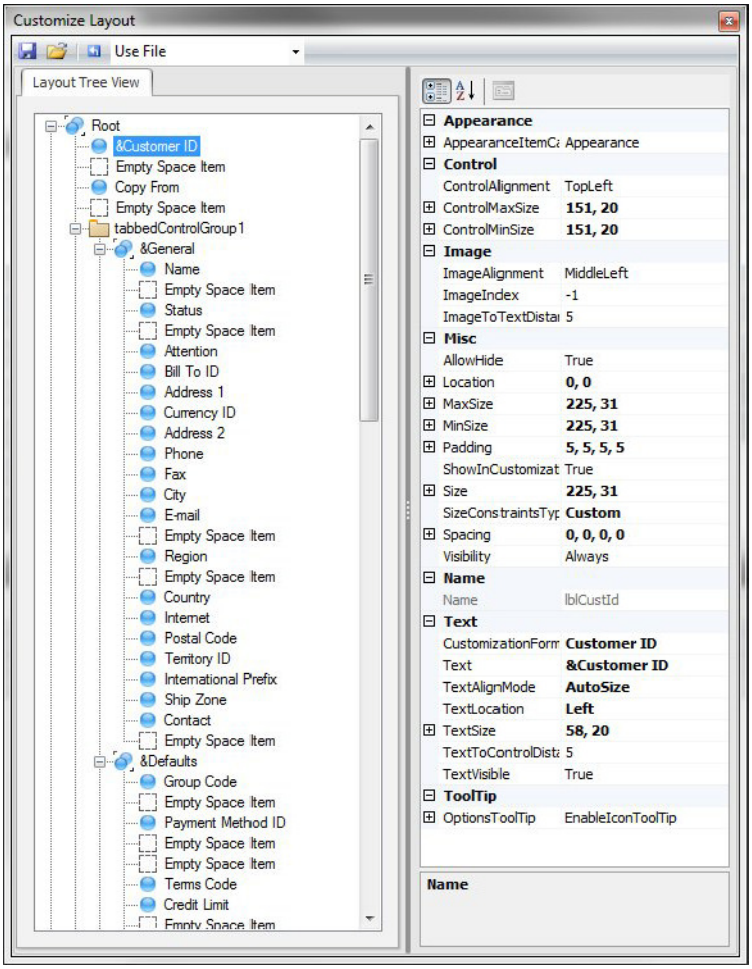


Using the Script Window, you can apply a script to a form, function, or field to modify its behavior.

The Properties Window

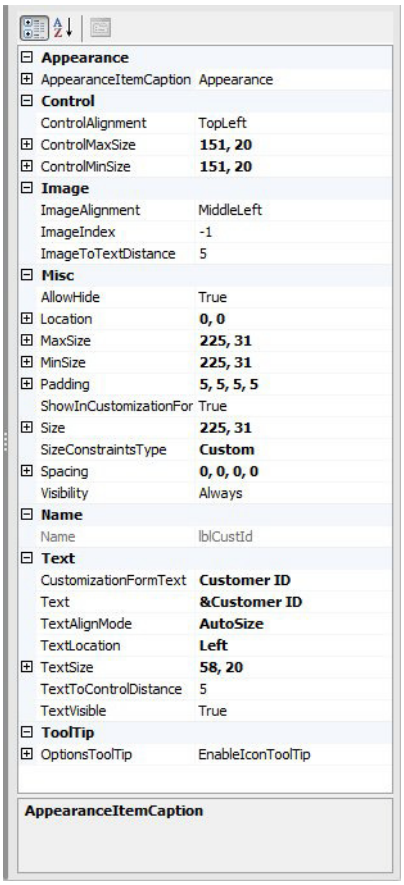
The properties of fields can be viewed and edited using the Customize Layout window.

When a Screen Layout is open with the customize layout window displayed the properties of the selected field will be displayed on the right side of the window.



A field can be selected in multiple manners: You can select the filed from the layout tree view and the properties will be displayed in the properties window, or you can select the field in the design view of the form and in the customize layout window the field will be selected in the layout tree with the properties displayed.

The Properties box contains several sections to control different values within the field selected. The options for what can be changed will vary depending on the type of field that is selected.



Some of the common properties available to edit are:

Appearance: The appearance area will control things like the backcolor of the field, the font used, font size, font color, attributes of the font such as bold, italics and underline, options used for the fonts and colors and text options.

Control: The control area will control things like the allignment of the field and the minimum and maximum size of the field.

Image: The image area will control any image allignment, indexes and distance from the label to the text field.

Misc: The miscellaneous area will control things like allowing to hide the field, location, maximum and minimum field size, padding used around the field, the field size spacing and visibility.

Text: The text area will control things like customized form text, where the text is coming from, the text align mode, text location, text size and text visibility.

ToolTip: The tool tip area will control things like the tool tip options to control things like displaying the tool tip text entered when the field was created.

USING DESIGN STUDIO

Custom Fields

The **Custom Fields** functions in TRAVERSE Design Studio allow you to create and assign fields to maintenance and transaction forms. This capability replaces the user-defined field functions found in previous versions of TRAVERSE, and expands the functionality throughout the applications.

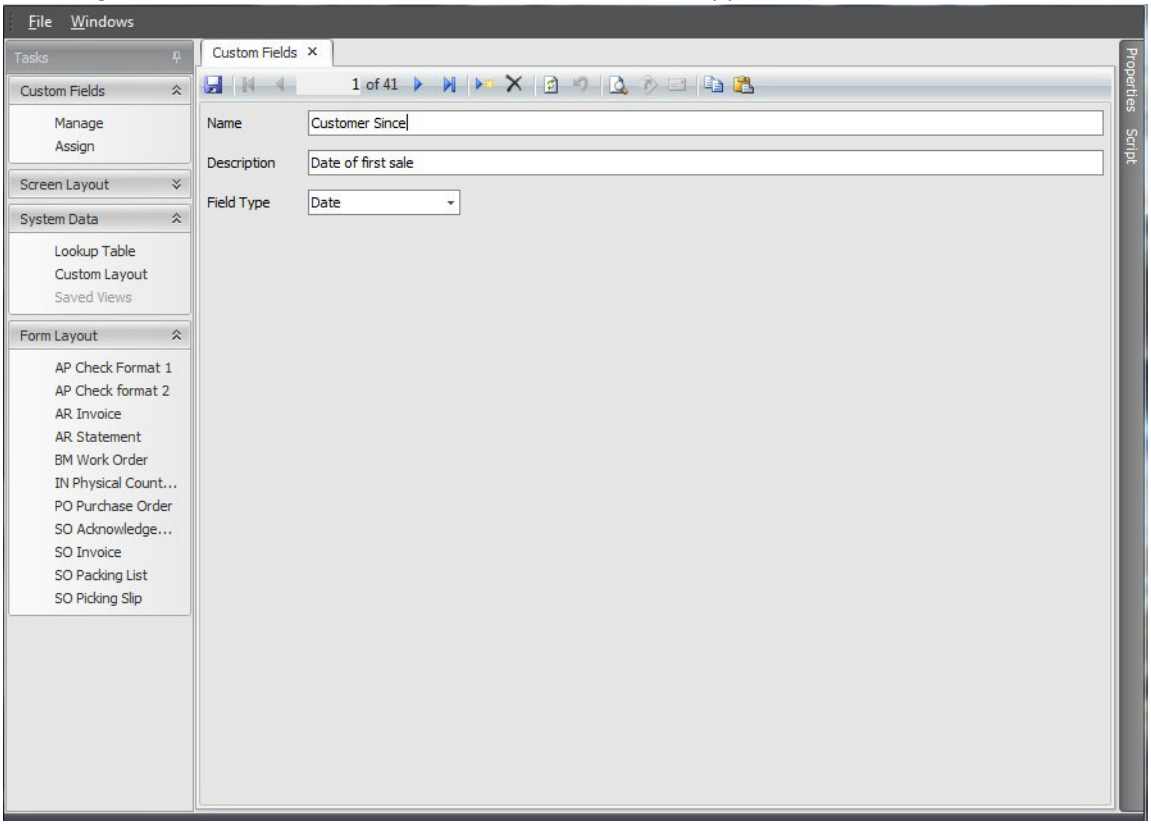
The Custom Fields section of the TRAVERSE Design Studio contains two functions:

- **Manage**-Use the Manage Custom Fields function to create, edit, and delete custom fields.
- **Assign**-Use the Assign function to add, move, or remove custom fields in application tables. Once you assign a field to an application table, you can use the field in the related TRAVERSE function.

After you assign a custom field to an application table, you can use the tools in the Screen Layout section of the TRAVERSE Design Studio to place the field where you want it on the associated form. See the “Screen Layout” section for more details.

Create a Custom Field

To create a custom field, click **Manage** under the Custom Fields heading in the TRAVERSE Design Studio Tasks window. The Custom Fields screen appears.



1. Click the **New Record** button to create a new custom field.
2. Enter the name of the custom field in the **Name** field.
3. Enter a **Description** for the custom field. When you add the field to the form, the contents of the Description field appear in a pop-up box when any user hovers the mouse over the custom field in TRAVERSE.
4. Choose a **Field Type**. Depending on the field type, parameter fields will appear which allow you to further define the custom field. See “Field Types” below for a description of each of the field types.
5. Click the **Save** button. You can create another custom field by clicking the **New Record** button.

Field Types

Here are brief descriptions for each of the field types, including parameter fields required to set up the field:

Text

Use the Text field type to create a custom field that allows users to enter numbers, letters, and other characters in a form. This field type does not provide verification or have any interactive capability beyond text entry.

Parameters:

- Text Length-Choose the number of characters users may enter in this custom text field.

Number

Use the Number field type to create a field that allows users to enter only numbers within a range you specify.

Parameters:

- Maximum Value-Choose the highest allowable number for this custom field.
- Minimum Value-Choose the lowest allowable number for this custom field.

Date

Use the Date field type to create a custom field that allows users to enter or choose a date. Date fields will include a standard calendar control to help users select a date.

There are no other parameters to select for the date field type.

YesNo

Use the YesNo field type to create a check box that users can check or clear.

There are no other parameters to select for the YesNo field type.

List

Use the List field type to create a field with a list of values from which users can choose. You can enter the possible values, or use a preset Lookup ID to use values from an established TRAVERSE list field.

Parameters:

- Lookup ID-Select a Lookup ID if you would like your this field to list values found in a table. Otherwise, leave the Lookup ID blank.
- Display Values-Use the Display Values field to enter specific values for the list field, separating each value with a semicolon.
- Limit to List-Check the Limit to List box to allow users to select only the values you have specified in the Display Values field or defined by the Lookup ID field. Leave the Limit to List box unchecked to allow users to enter their own value into the list field.

Color

Use the Color field to assign a color to the field.

Entity

Use the Entity field type to create an entity field with multiple values to choose from. You can enter the possible values for the user to choose, or use a preset Lookup ID to use values from an established TRAVERSE list field.

Parameters:

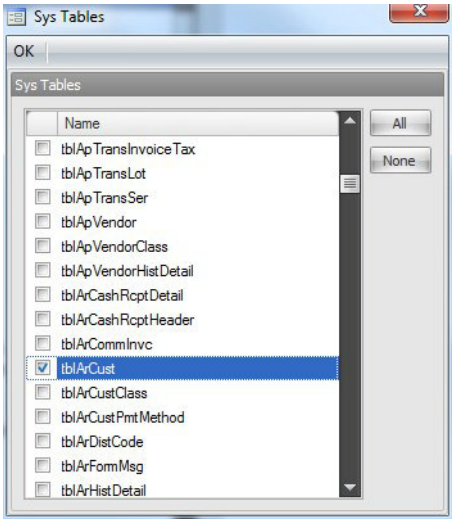
- Lookup ID-Select a Lookup ID if you would like your list field to offer the same possible values as a TRAVERSE list field. Otherwise, leave the Lookup ID blank.
- Display Values-Use the Display Values field to enter your own possible values for the list field, separating each value with a semicolon (;).
- Limit to List-Check the Limit to List box to only allow the user to select the values you have chosen in the Display Values field or defined by the Lookup ID field. Leave the Limit to List box unchecked to allow the user to enter their own value into the list field.

Assign Custom Fields to Application Tables

To use your custom fields in TRAVERSE functions, you must first assign them to the TRAVERSE application tables. Follow these steps to assign custom fields:

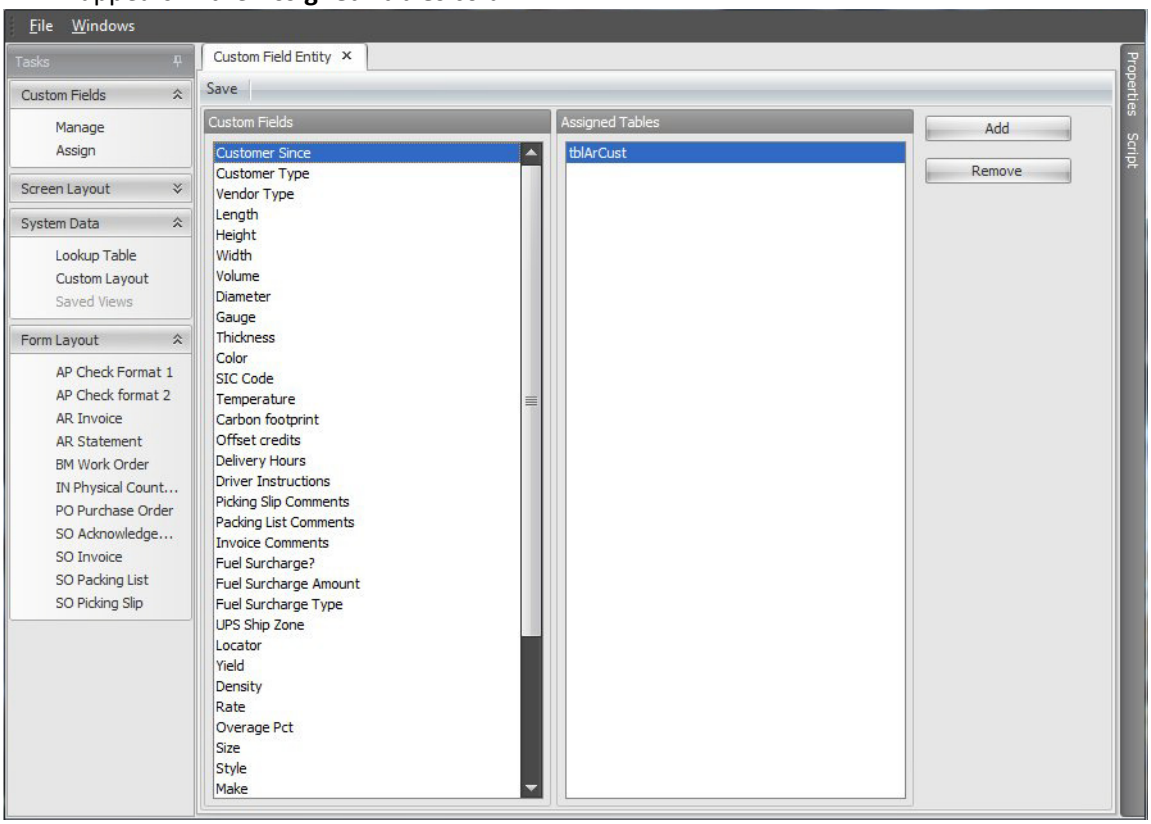
1. Click **Assign** in the Task window of TRAVERSE Design Studio.
2. In the **Custom Fields** column, choose the custom field you want to assign. Click the **Add** button.

3. The **Sys Tables** dialog box appears.



4. Check the table or tables to which you would like to assign the highlighted custom field, or click **All** to assign the custom field to all tables, and **None** to clear the check marks you've made.

5. When you finish assigning the field, click **OK** to close the Sys Tables dialog box. In the Custom Field Entity window, the table to which you've chosen to assign the custom field appears in the **Assigned Tables** column.



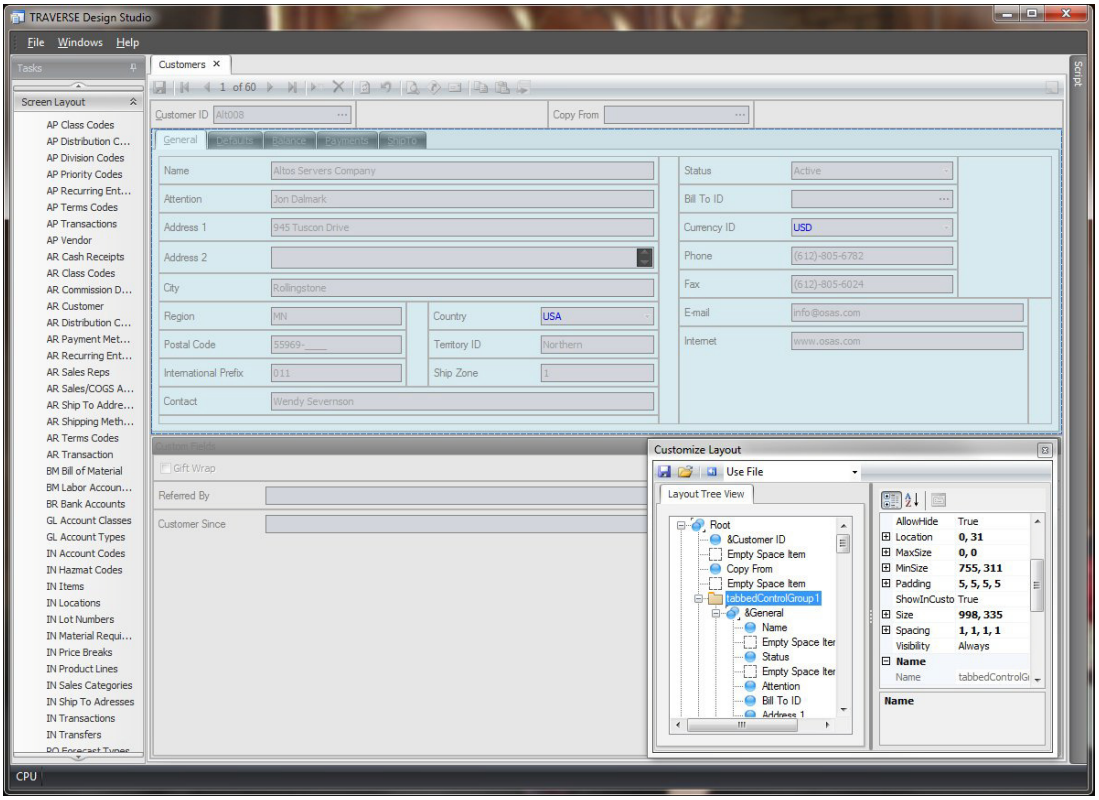
6. Click **Save** to assign the field to the tables you chose.

7. To remove a custom field from a table, highlight the table and click **Remove**.

After you assign a custom field to an application table, it appears in the associated TRAVERSE function in a section called **Custom Fields**.

Custom fields will automatically become available in the Lookup controls for key fields on forms and in the Column Chooser or Field List of any related Interactive Views, allowing you to include that field in the views as if it were one of the standard TRAVERSE fields.

For example, here is the customer form with custom fields appearing at the bottom of the screen:



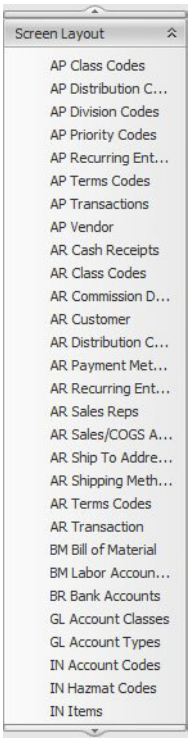
You can move the custom field to a different place on the screen, as well as implement the custom fields in a specific workstation. See the “Screen Layout” section for instructions.

Screen Layout

The TRAVERSE Design Studio Screen Layout functions allow you to relabel, reorganize, or hide fields on forms to best suit your workflow. If you add custom fields, you can also move those on the screen.

Screen Layout Menu

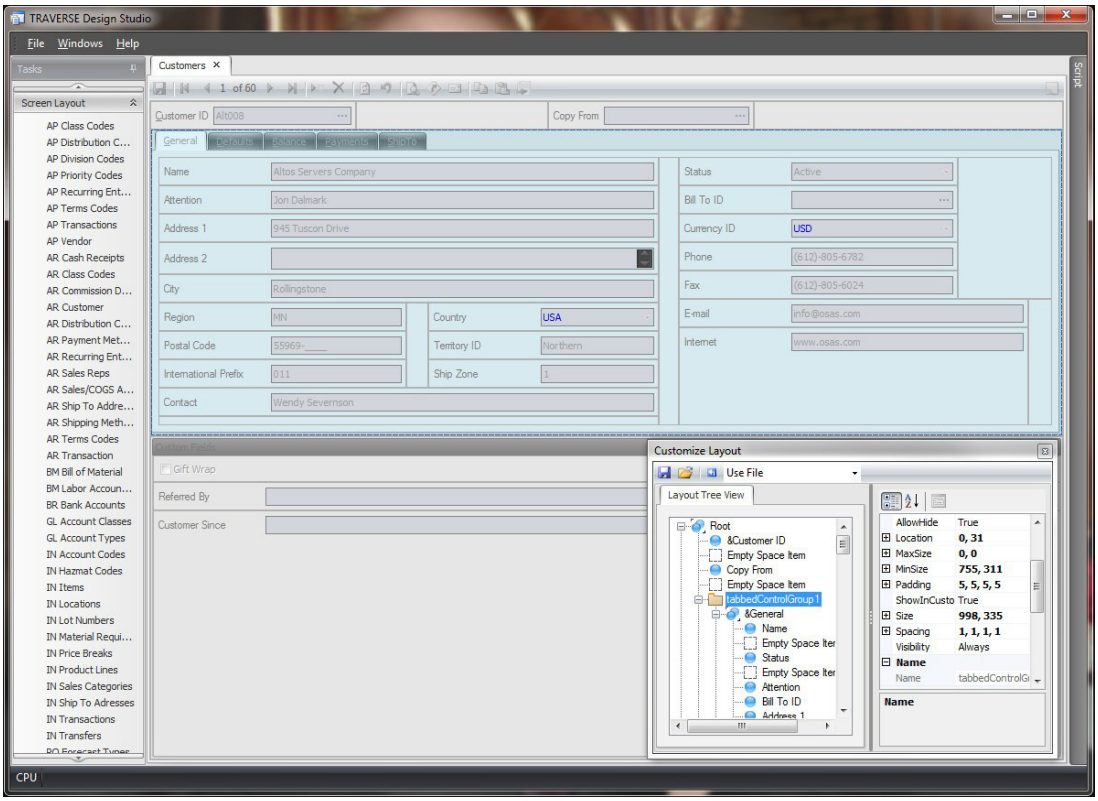
The **Screen Layout** menu in the Tasks window of TRAVERSE Design Studio lists all of the available functions for which you can adjust the field layout.



To edit a function's screen, choose that function from the list.

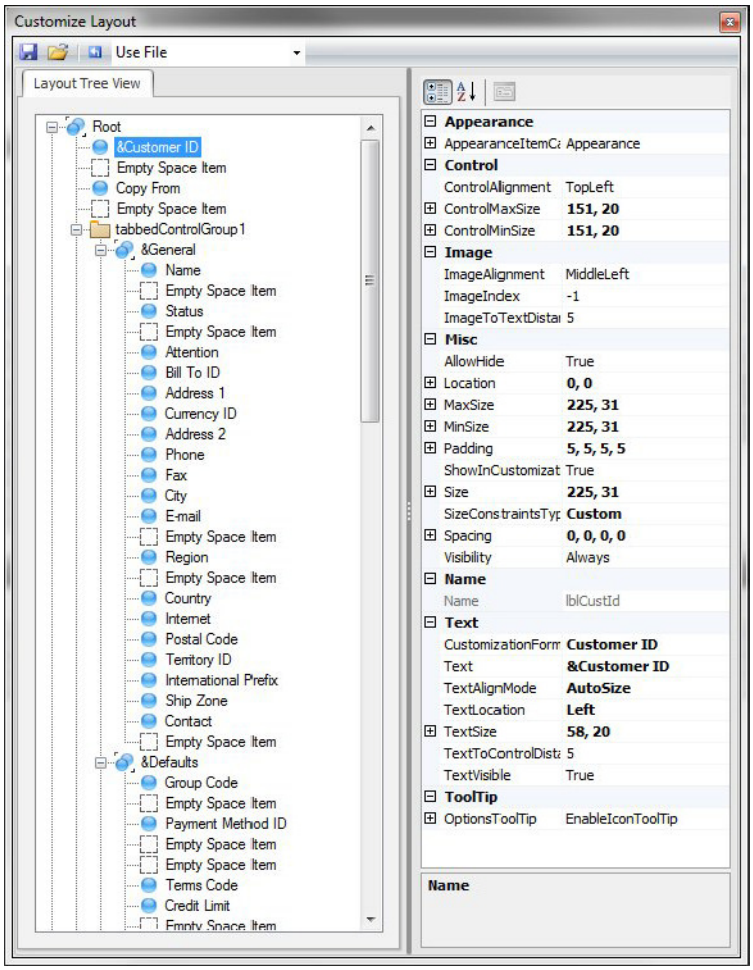
Screen Layout Editing Screen

The function you chose to edit appears in the TRAVERSE Design Studio window, and the fields will appear to be partially greyed-out. The Customize Layout dialog box appears over your chosen function.



The Customize Layout dialog box

Use the Customize Layout dialog box to perform several screen editing tasks in the Screen Layout function.

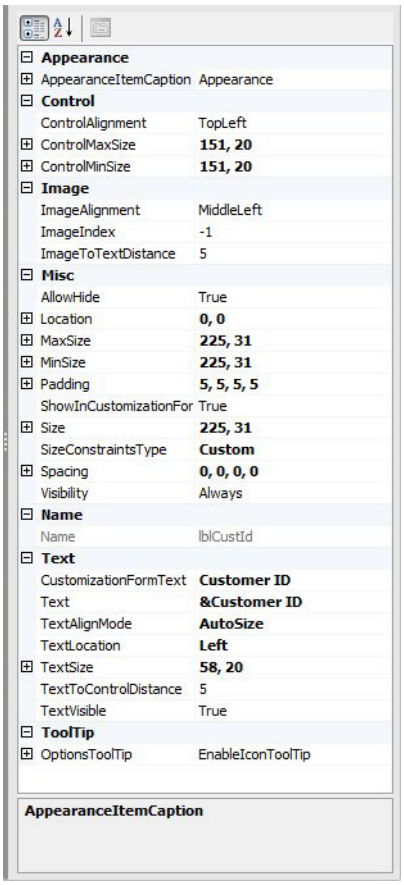


The properties of fields can be viewed and edited using the Customize Layout window.

When a Screen Layout is open with the customize layout window displayed the properties of the selected field will be displayed on the right side of the window.

A field can be selected in multiple manners: You can select the filed from the layout tree view and the properties will be displayed in the properties window, or you can select the field in the design view of the form and in the customize layout window the field will be selected in the layout tree with the properties displayed.

The Properties box contains several sections to control different values within the field selected. The options for what can be changed will vary depending on the type of field that is selected.



Some of the common properties available to edit are:

Appearance: The appearance area will control things like the backcolor of the field, the font used, font size, font color, attributes of the font such as bold, italics and underline, options used for the fonts and colors and text options.

Control: The control area will control things like the allignment of the field and the minimum and maximum size of the field.

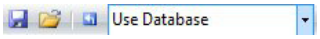
Image: The image area will control any image allignment, indexes and distance from the label to the text field.

Misc: The miscellaneous area will control things like allowing to hide the field, location, maximum and minimum field size, padding used around the field, the field size spacing and visibility.

Text: The text area will control things like customized form text, where the text is coming from, the text align mode, text location, text size and text visibility.

ToolTip: The tool tip area will control things like the tool tip options to control things like displaying the tool tip text entered when the field was created.

Use the **Save Layout** button and **Open Layout** button to save and open the screens you customize. Use the **Reset Layout** button to return the screen to the original settings. Because you can return the screen to the original state at any time by clicking the **Reset Layout** button, you can experiment with the screen layout safely. The **Use** field allows you to save your layout to the Database or a File. To open an existing screen layout saved to the database select Use Database from the selection box and then click on the Open button. The layout saved with the default description will be opened.



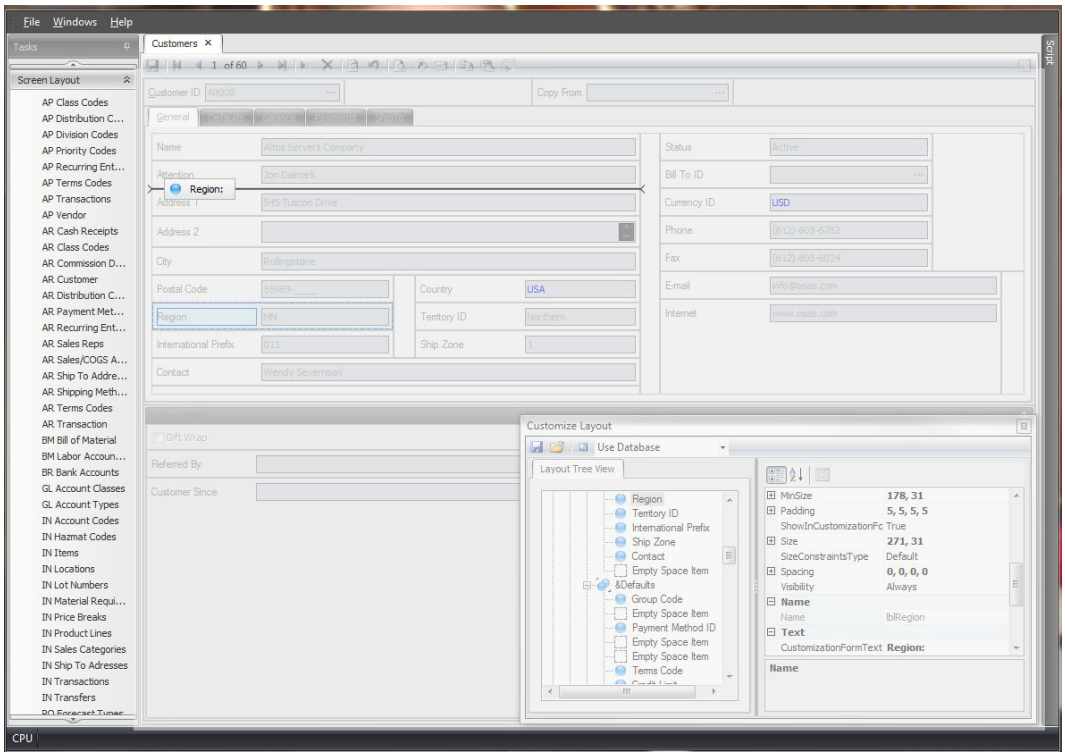
When saving to the database, by selecting Use Database, you are saving the changes you made and you can assign the new screen layout to users with the Custom Layout function in the System Data menu.

When saving to a file, by selecting Use File, you are saving your changes to a file to allow you to open the file to make further changes and then save to the database when satisfied with the layout.

The Customize Layout dialog box also contains a Layout Tree View of the fields on the screen. In addition to the drag-and-drop method of moving fields described below, you can grab and move fields within the Tree View to alter the screen.

Move a Field Within a Screen

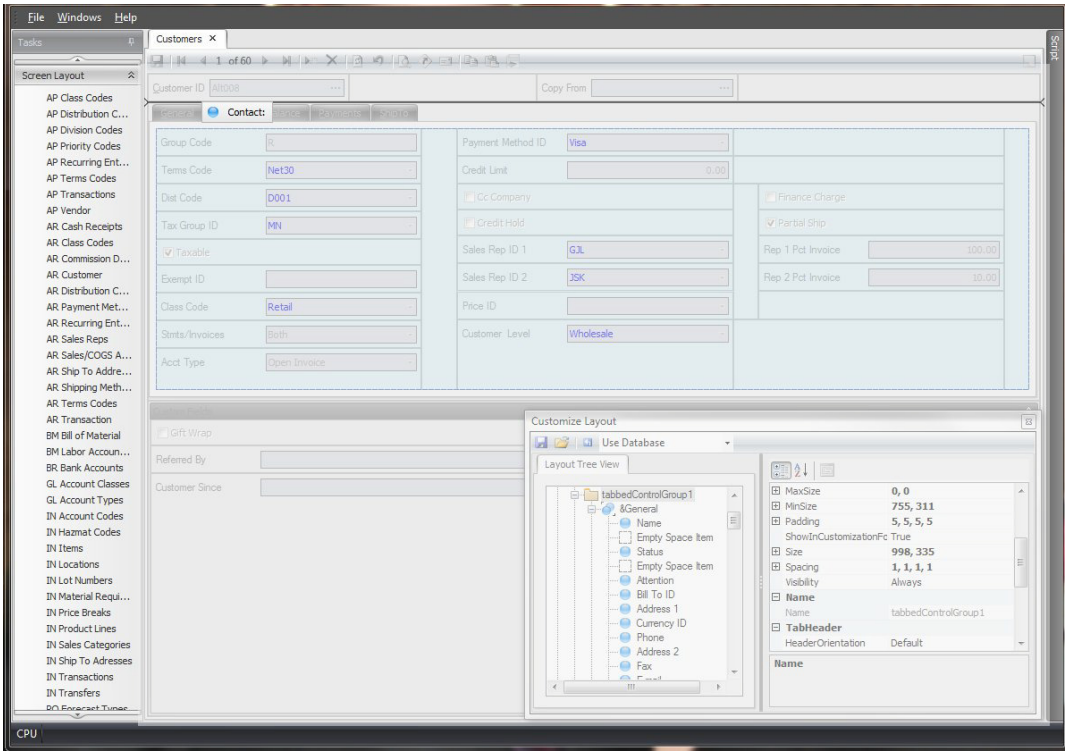
To move a field within a screen, simply point to the field, hold down the mouse button, and drag it to the desired location on the screen. In the illustration below, the **Region** field will be positioned between the **Attention** and **Address 1** fields.



When you release the mouse button, the field is placed in the selected position, and the other fields are adjusted accordingly.

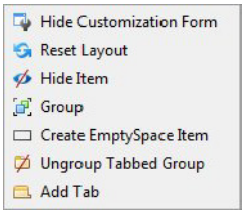
Move a Field from One Tab to Another

To move a field from one screen tab to another, point to the field you want to move, hold down the mouse button, and drag it to the tab heading on the screen to which you want to move the field. The associated tab layout appears, on which you can then place the field.

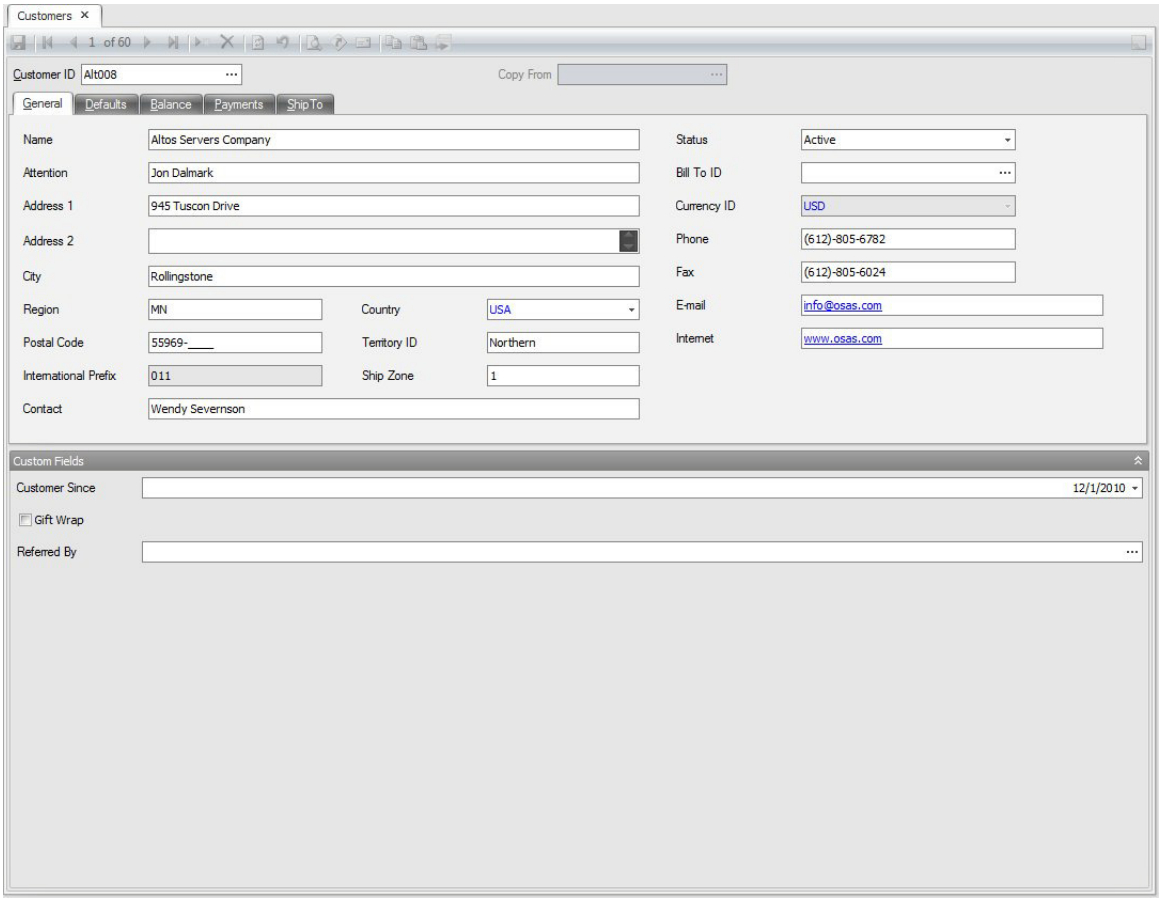


Test a Screen Layout Within TRAVERSE Design Studio

Once you have finished making field changes to the screen, you can test the functionality of the rearranged screen by closing the Customize Layout dialog box. You also can get to the test mode by right clicking in the screen layout and selecting Hide Customization Form.

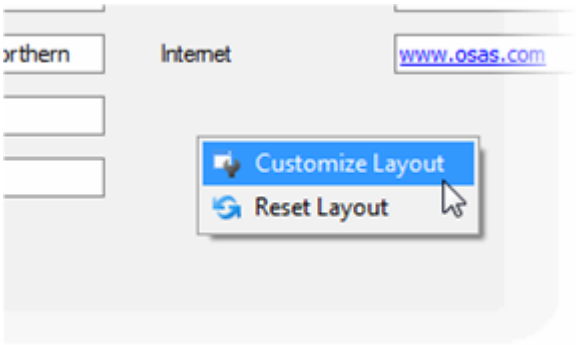


The screen appears to function as it will within TRAVERSE, displaying your company data.



NOTE: Changes made to your company data while testing screens within TRAVERSE Design Studio are not written to the database, and therefore will not affect the company data.

To return to the Customize Layout dialog box, right-click anywhere within the testing screen and choose **Customize Layout**.

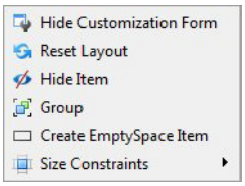


The Customize Layout dialog box reappears, and you can continue making changes to the screen. You can also right-click anywhere in the screen and choose Reset Layout to return the form to its original state.

Right Click Menus

Changes can be made to the design of the form or some of the properties of a selected field using right click menus. The right click menu will vary depending on the area of the form you right click or the type of field you have selected when right clicking.

Right Click Blank Area



The menu selections available are:

Hide Customization Form: This selection will hide the design view of the form and put you to the test mode of the screen layout.

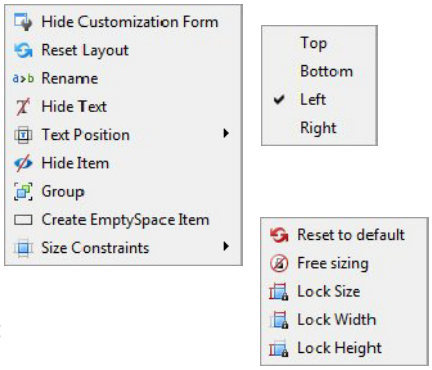
Reset Layout: This selection will reset the screen layout back to the default layout with no fields moved or properties modified.

Hide Item: This selection will hide the selected blank area from the screen layout.

Group: This selection will group multiple fields selected.

Create Empty Space Item: This selection will add an empty space item to the form to place where you want it.

Right Click Field Selected



The menu selections available are:

Hide Customization Form: This selection will hide the design view of the form and put you to the test mode of the screen layout.

Reset Layout: This selection will reset the screen layout back to the default layout with no fields moved or properties modified.

Rename: This selection will allow you to rename the field label for the selected field.

Hide Text: This selection will allow you to hide the field label to display the field only.

Show Text: This selection will be visible if you have selected Hide Text to hide the field label. Selecting Show Text will display the field label again.

Text Position: This selection will allow you to change the text position within the field. You can place the text on the Top, Bottom, Left or Right.

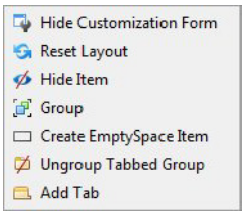
Hide Item: This selection will hide the selected blank area from the screen layout.

Group: This selection will group multiple fields selected.

Create Empty Space Item: This selection will add an empty space item to the form to place where you want it.

Size Constraints: This selection will allow you to set the size constraints on the selected field. The size constraints that can be selected are: Reset to Default, Free Sizing, Lock Size, Lock Width and Lock Height.

Right Click Tab Form Section



The menu selections available are:

Hide Customization Form: This selection will hide the design view of the form and put you to the test mode of the screen layout.

Reset Layout: This selection will reset the screen layout back to the default layout with no fields moved or properties modified.

Hide Item: This selection will hide the selected blank area from the screen layout.

Group: This selection will group multiple fields selected.

Create Empty Space Item: This selection will add an empty space item to the form to place where you want it.

Ungroup Tabbed Group: This selection will ungroup any tabs that have been grouped together within an area on the screen. For example: in the Customers screen layout the tabs are grouped. Selecting this will eliminate the tabs and form different sections on the screen with each field from the tabs in a section of the screen layout. Be careful when selecting this selection, the only way to get the tabs back is to reset the layout.

Add Tab: This selection will allow you to add a tab to the form. The new tab will automatically be grouped with the other tabs on the form, if they are grouped. You can then name the tab and place custom fields, or move current fields to this new tab.

Add Tabbed Group: This selection will allow you to group tabs that have been added to the screen layout, if they currently are not grouped. This selection will only be visible if you do not currently have a tab group.

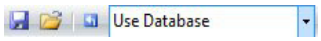
Save a Screen Layout

Once you are satisfied with the screen layout, you can save it for use within TRAVERSE on one or more workstations. You can save the layout as an.FRM file that can be sent and imported into different databases, or save the layout in your current database which will over-write the previous layout in the system.

NOTE: If you save the layout to the database, all users who use the database will use the same layout for that function.

Save a screen layout to a file

If you choose to **Use File**, a dialog box will open when you click the **Save** button. This will allow you to save the form If you choose **Use Database**, the customizations will be saved into your database when you click the **Save** button.



1. Select **Use File** in the **Customize Layout** dialog box.

   Saving a to a file is mainly used as a backup for your screen layout changes. You can save the file, present the new screen to the client to see if it needs modification. If the screen needs to be changed you can then open the saved file and modify it and save the file again.

2. Click the **Save** button on the Customize Layout dialog box.
3. Choose a location to save the **.FRM** file which contains the modified layout.
4. After you have saved the file, copy the **.FRM** file to the TRAVERSE root folder on each workstation you want to modify. When you subsequently open the function on the workstation, the modified screen will appear.

Save a screen layout to the database

1. Select **Use Database** in the **Customize Layout** dialog box.
2. Click the **Save** button on the Customize Layout dialog box. The layout will replace the current layout in your database, and will be used for that screen by all users who use the database.

NOTE: Use the Custom Layout function in the System Data to assign the Screen Layout to specific users you want to see the modified screen. If you don't assign to specific users, ALL users will see the new screen layout.

Deployment

You may want certain users to work with different screen layouts; perhaps hiding certain fields for some users or changing the layout to optimize it for a user's role.

There are multiple ways to deploy the changes to the workstation.

You can save the screen layout to file and copy the file to workstations as described below.

> **For example**, the default file name for a customized Customer screen is CustomerControl.FRM. You could change the name of the file when you save it to CustomerControl_Acct.FRM for an accounting user, then make other changes to the form and save it again using the name CustomerControl_Sale.FRM for a user in sales.

After saving the files, simply copy the appropriate file to each user's workstation, renaming it to the standard CustomerControl.FRM name on that user's workstation.

NOTE: You must rename the .FRM form back to the original name after copying to the client directory, or the TRAVERSE client will not recognize the changes.

The second alternative to deploying the screen layout changes is to save the screen layout to a file and the database and assign the screen to users. Modify the screen for other users, save to a file with a different name (for backup purposes) and save the screen to the database again and assign that screen layout to users. Do this process for the different screen layouts you want for different users.

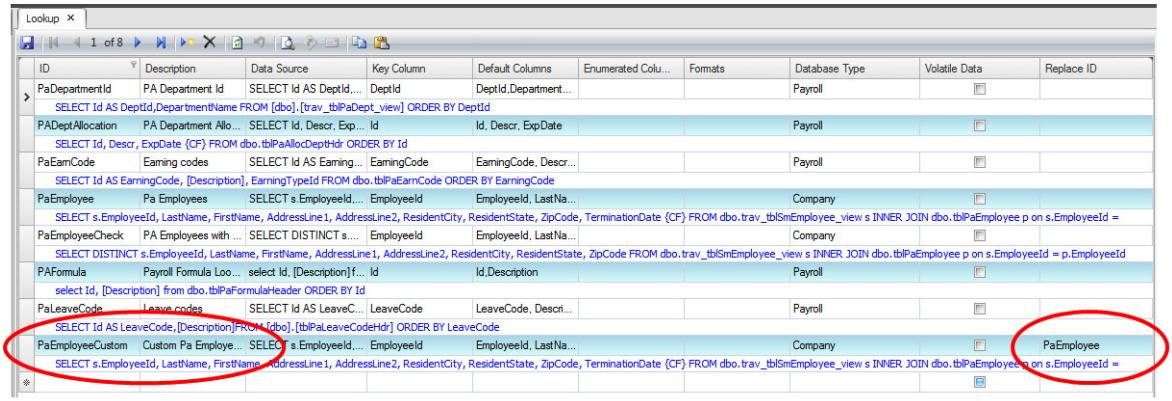
Customize the Lookups and Interactive Views

The TRAVERSE Design Studio includes functions to edit the Lookup and (Interactive) View definitions. However, if you just change one of the standard definitions, it is possible that those changes will be overwritten by the automated update process.

There is a specific method to use to customize Lookup or View definitions so that they will not be overwritten by our updates. The example below references a Lookup definition, but the process is the same for View definitions.

Copy the definition that you want to change to a new record using the Lookup function of Design Studio. Change the ID to a unique value. In the example below we copied the PaEmployee ID to a new record and called it PaEmployeeCustom. In the new record, put the ID of the original record into the “Replace ID” column. Now make your changes to this new

definition. The lookup function(s) that use the PaEmployee ID will now use the custom lookup, and our update process will not overwrite the custom entry in the lookup table.



System Data

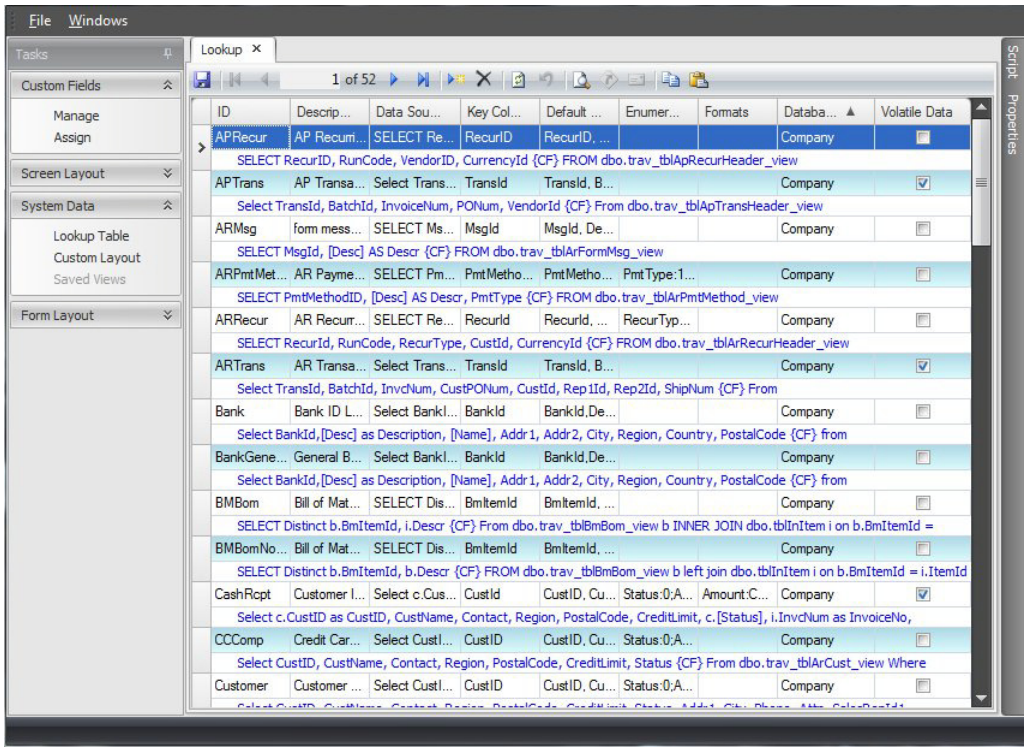
Lookup Table

Use the System Data, Lookup Table function to configure the information shown when you use the Lookup command (F2) within TRAVERSE without making changes directly to SQL Server tables.

Use the Lookup Table function to define column heading names, whether you want a field to appear as search criteria, the order in which items appear in the Look By field, the order in which fields appear in the results area of the Search screen, and so on.

NOTE: Do not modify these fields unless you have knowledge of database design and administration.

To define what appears when you use the Lookup command, select Lookup Table from the System Data menu in TRAVERSE Design Studio. The Lookup screen appears.



Modify the lookup data as needed.

NOTE: Changes are not recommended to any columns except the Data Source and Default Columns. Changes to other columns may cause the lookup to not function properly.

The column definitions are:

ID

The number assigned to the field within that Lookup ID.

Description

The actual column heading name in the results section of the Search screen appears in the Description.

Data Source

The SQL query that the system uses to retrieve the data for this lookup ID.

Key Column

Defines the leading column in the lookup display, independent of user input or changes.

Default Columns

Names of the columns that you want displayed by default, independent of user input or changes.

Enumerated Columns

Provides an alternative description of the numeric values stored in a table. For example, TRAVERSE stores the inventory item status as 1, 2, 3 or 4. You may want to view these values as Active, Discontinued, Superseded, and Obsolete.

Formats

Use to format information that appears in the results section of the Search screen. For example, the social security format is &&&-&&&-&&&&.

Database Type

Describes the database from which that lookup's information is taken (e.g. Company, System, Payroll).

Volatile Data

Indicates that the data is constantly changing. Used for the transactions screens, where transaction records are being added and taken away often.

Replace ID

Use the replace ID function to indicate the original Lookup ID you used when copying an existing ID to a new record. If you are going to make changes to one of the lookup ID's you should use this method to modify it so updates will not overwrite your changes. The replace ID will indicate which search box will be used by your new modified Lookup ID. See Customize the Lookups and Interactive Views in TRAVERSE Edit (page 3-28) for more details.

When you finish making changes to the Lookup table, click the Save button to save your changes. Close the Lookup screen without saving to abandon changes.

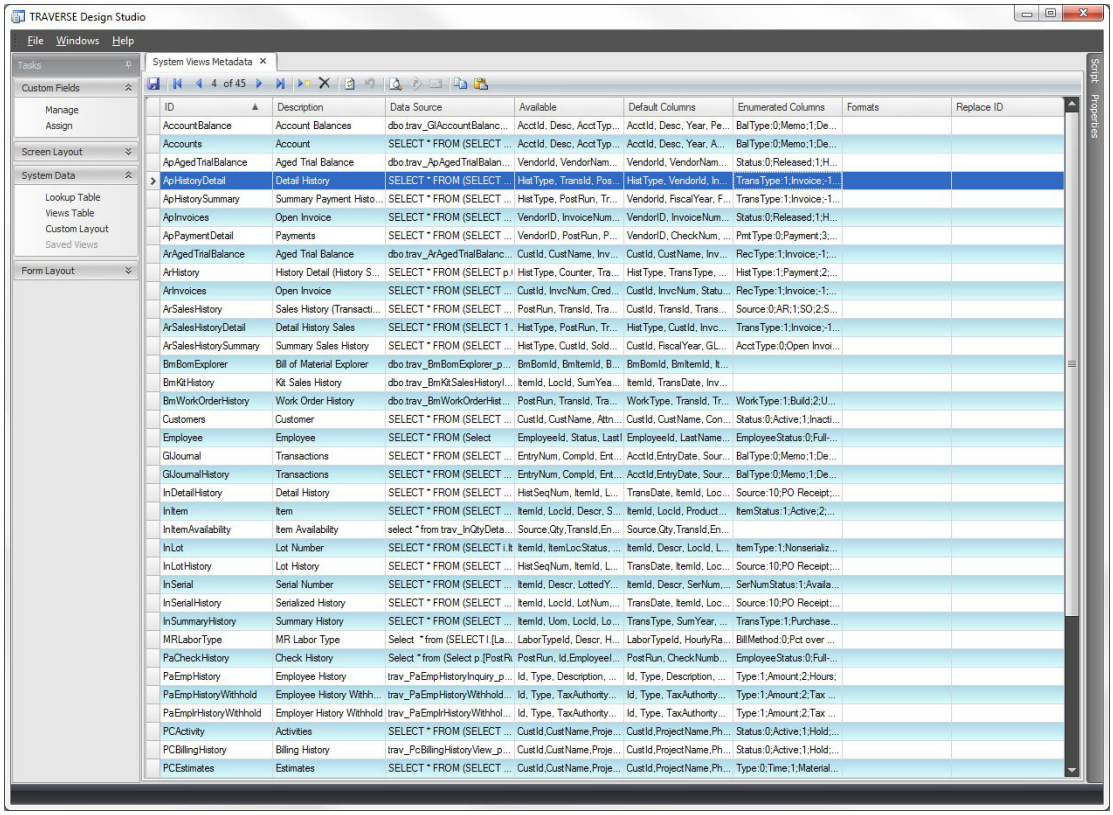
Views Table

Use the System Data, Views Table function to configure the information shown in the interactive views within TRAVERSE without making changes directly to SQL Server tables.

Use the Views Table function to define columns available for the view, whether you want a field to appear as filter criteria, any joins and grouping that need to be made when pulling data from multiple tables, the default fields to display when opening the view and resetting the view once it has been changed within TRAVERSE, the order in which fields appear in the results area ,any enumerated values that need to be translated, and so on.

NOTE: Do not modify these fields unless you have knowledge of database design and administration.

To define what appears and is available when interactive views are opened, select Views Table from the System Data menu in TRAVERSE Design Studio. The Views Table screen appears.



Modify the lookup data as needed.

NOTE: Changes are not recommended to any columns except the Data Source, Available, and Default Columns. Changes to other columns may cause the view to not function properly.

The column definitions are:

ID

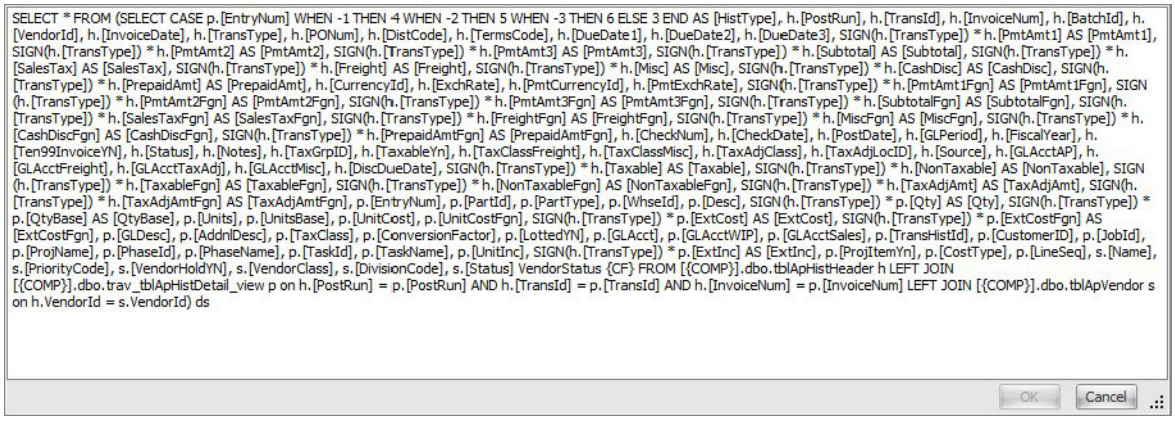
The name assigned to the view.

Description

The description of what the view shows.

Data Source

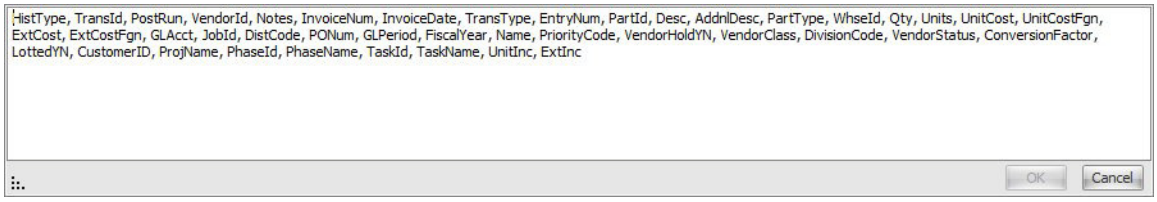
The SQL query that the system uses to retrieve the data for this view ID.



The script displayed in this window may be edited to include new columns, columns from tables not currently in the view, or other programming that may be changed for the view.

Available

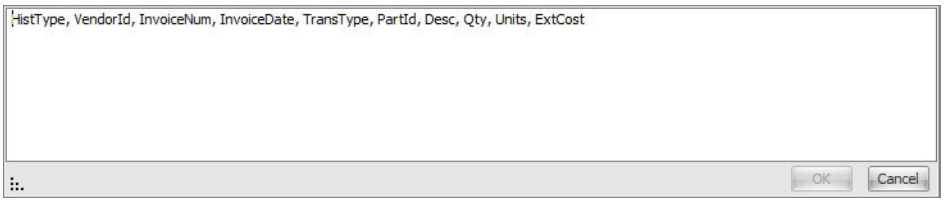
Defines columns available when doing server filters and also when the Column Chooser is selected.



From the columns selected in the Data Source script you can list the columns that will be available for server filtering and the column chooser.

Default Columns

Names of the columns that you want displayed by default, independent of user input or changes.



Enumerated Columns

Provides an alternative description of the numeric values stored in a table. For example, TRAVERSE stores the inventory item status as 1, 2, 3 or 4. You may want to view these values as Active, Discontinued, Superseded, and Obsolete.

Formats

Use to format information that appears in the results section of the Search screen. For example, the social security format is &&&-&&&-&&&&.

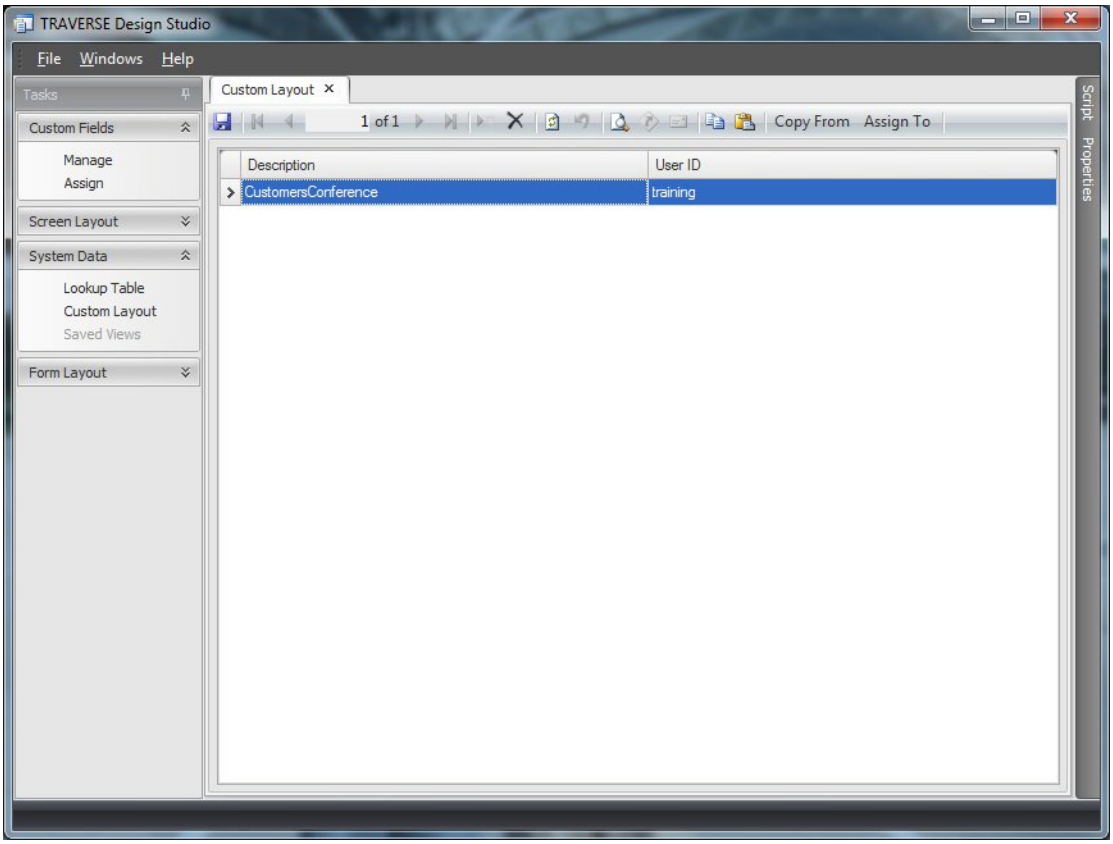
Replace ID

Use the replace ID function to indicate the original View ID you used when copying an existing ID to a new record. If you are going to make changes to one of the view ID's you should use this method to modify it so updates will not overwrite your changes. The replace ID will indicate which view will be used by your new modified View ID. See Customize the Lookups and Interactive Views in TRAVERSE Edit (page 3-28) for more details.

When you finish making changes to the Views table, click the Save button to save your changes. Close the Views screen without saving to abandon changes.

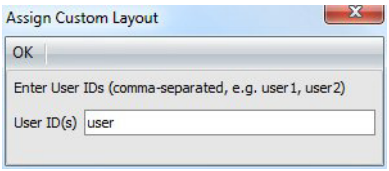
Custom Layout

Use the System Layout, Custom Layout to assign custom screen layouts to users, when the screen layout has been saved to database.

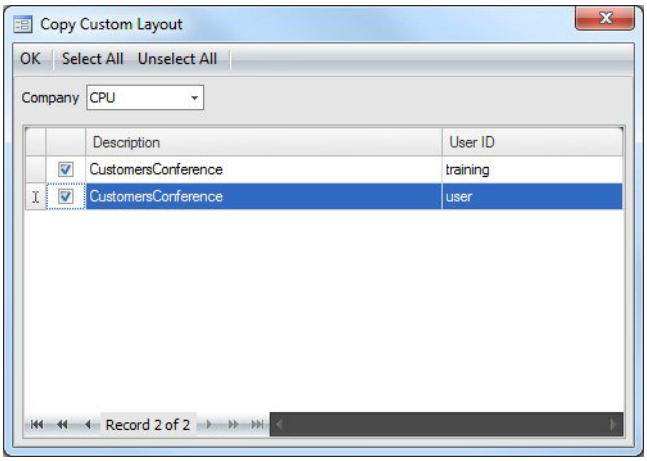


You will see any screen layouts that have been saved using the Use Database function in the screen layout function.

1. Edit the description to describe the user or group of users you want to assign the screen to.
2. Click **Assign To** to assign the screen to users or groups(roles).



3. Enter the user ID or role name you want the selected custom screen layout assigned to. Separate the users or roles with a comma (,).
4. Click **OK** once you are finished with the user or role assignment.
5. Click **Copy From** to copy the custom screen assignment from one company to another.



6. Select the **Company** to copy from and the **Description** and **User ID** list will appear, for screen layouts saved to that company.
7. Check the box next to the screens and users you want to copy to the company you are currently attached to in design studio.
8. Select **Select All** or **Unselect All** to check or uncheck all boxes.
9. Click **OK** to save the copy from one company to your current company.

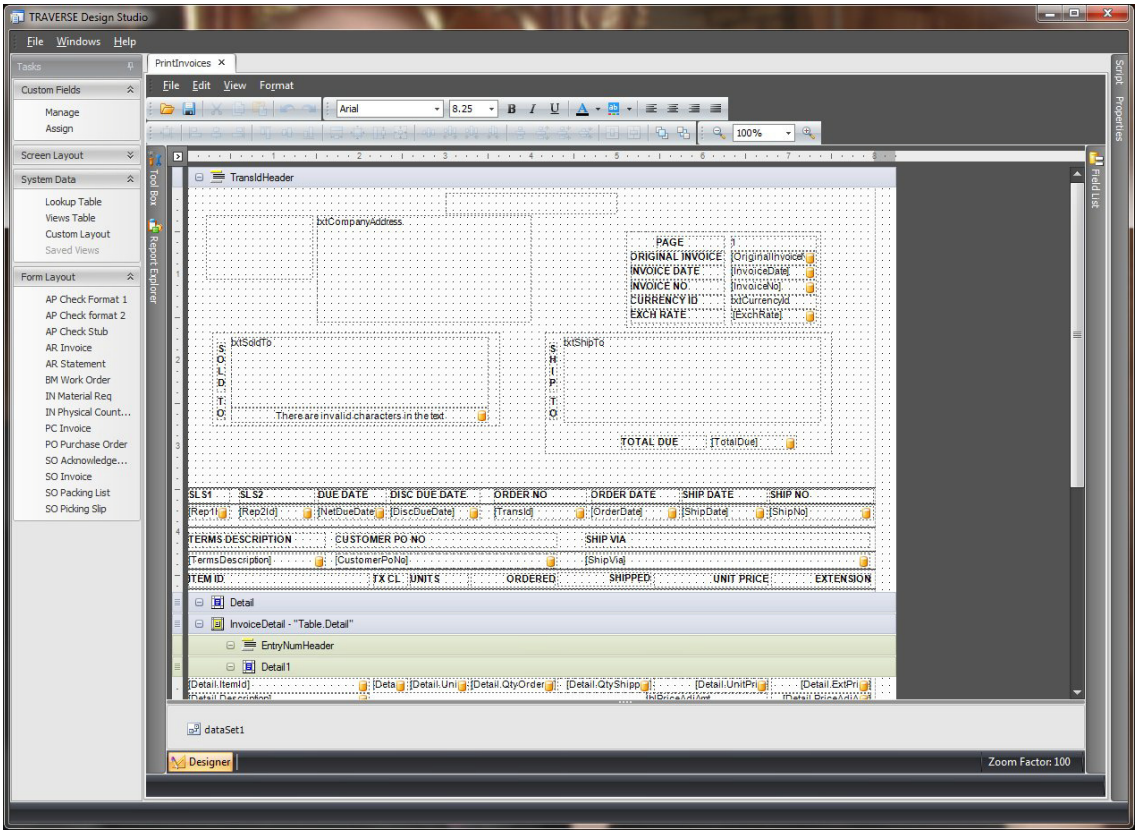
Form Layout

Use the Form Layout tool of TRAVERSE Design Studio to edit the appearance of TRAVERSE forms such as invoices, statements, checks, picking slips, and more.

Form Layout Menu

The Form Layout menu in the Tasks window of TRAVERSE Design Studio lists all of the available functions for which you can adjust the field layout.

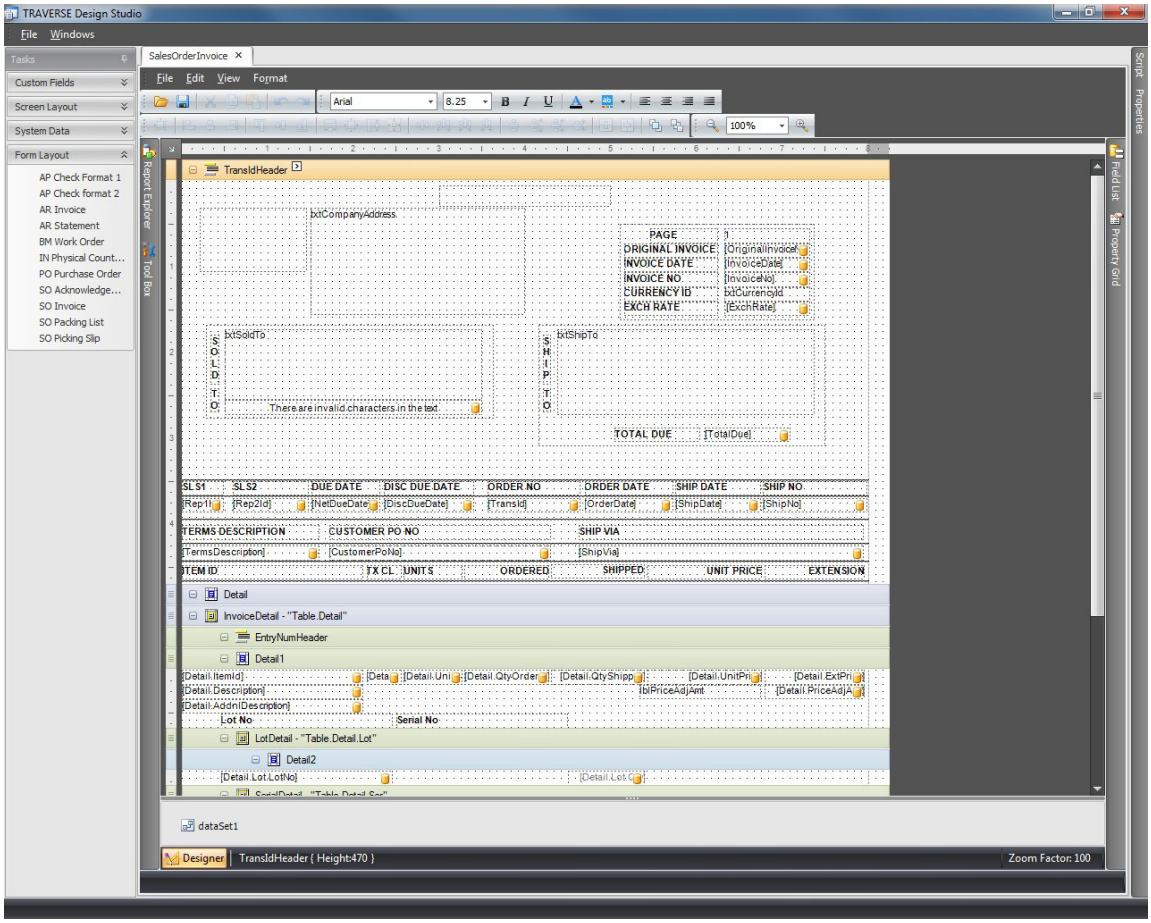
To edit the layout of a form, choose the form from the list. The Form Layout window opens with the form you've chosen to edit displayed in the window.



You can change the layout of the forms using the sections of the Form Layout window. You can drag, resize, or dock any section in or outside the main form at your discretion.

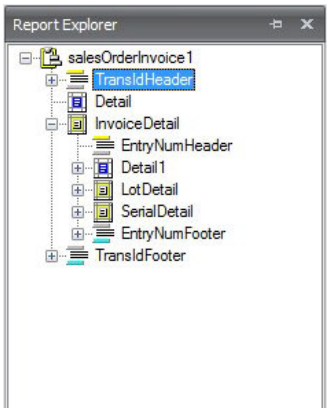
Designer

The designer section of the Form Layout function displays the elements of the form and their location within the form.



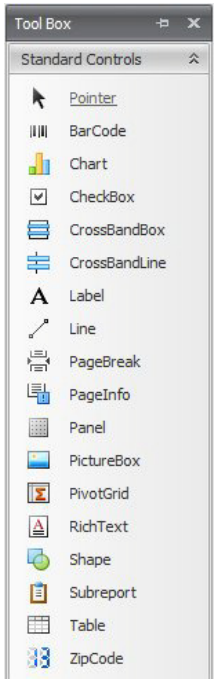
Report Explorer

The Report Explorer provides easy navigation through report elements. You can use the explorer when you build a form to quickly access all the elements of a report and their properties, and to see the whole form's structure.



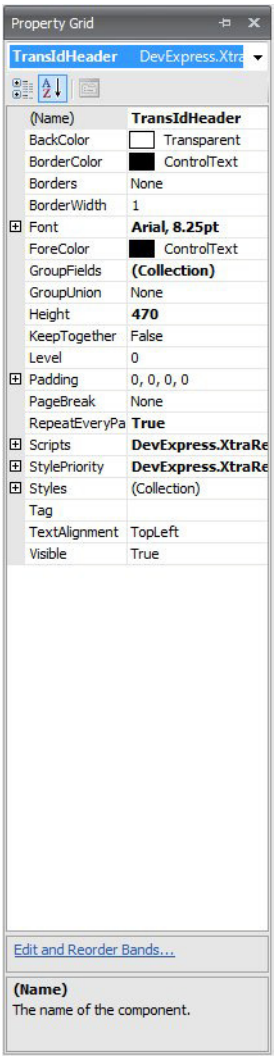
Tool Box

The Tool Box displays report elements that you may be drop into the form. To do so, select a Tool Box item and drop it onto one of the report bands.



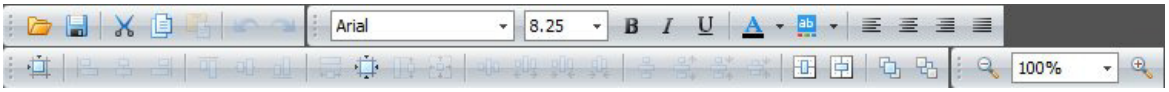
Property Grid

The Property Grid displays the property values of any element you highlight in the form.



Toolbar

Use the toolbar buttons to change the font properties of text elements within the form, or to zoom in or out on the form. You can also use any of a number of element alignment options when selecting one or more elements in the Designer section.



To save your form changes, click Save in the Form Layout toolbar.

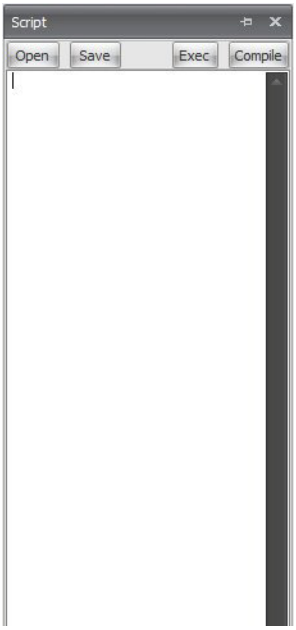
Scripting

The Script Window

Scripts are a specific type of programming that can be used to add functionality to the software without making changes to the source code of the program. Scripts can be used to add validations, restrictions, calculations and otherwise modify the behavior of the software.

In TRAVERSE, scripts are stored in files outside of the core software. This allows you to receive updates and enhancements to your software while generally leaving your customizations intact.

Click **Script** on the right side of the screen to open the Script window.



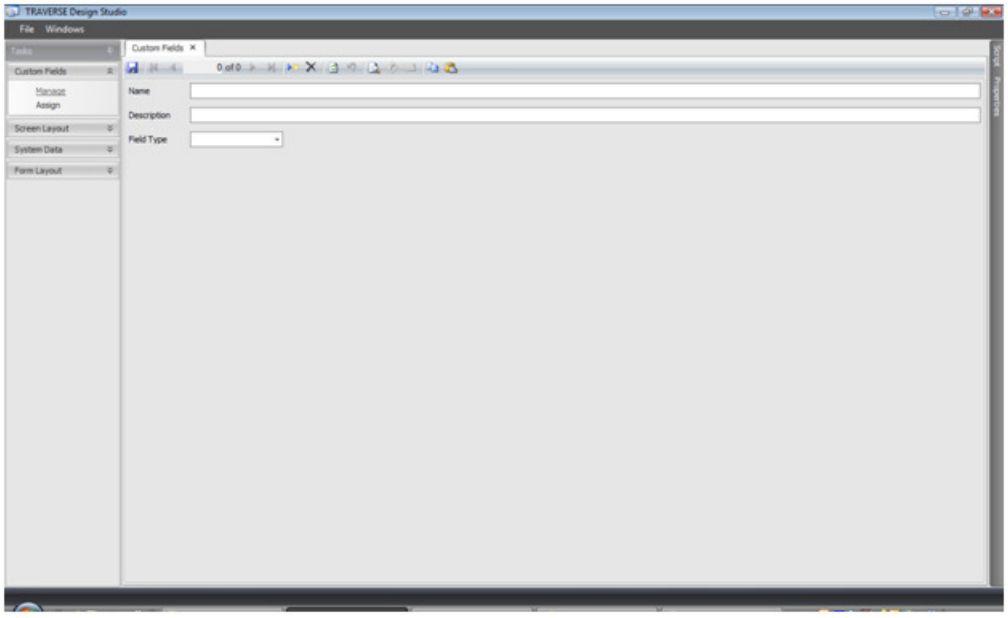
DESIGN STUDIO EXAMPLES

Custom Fields

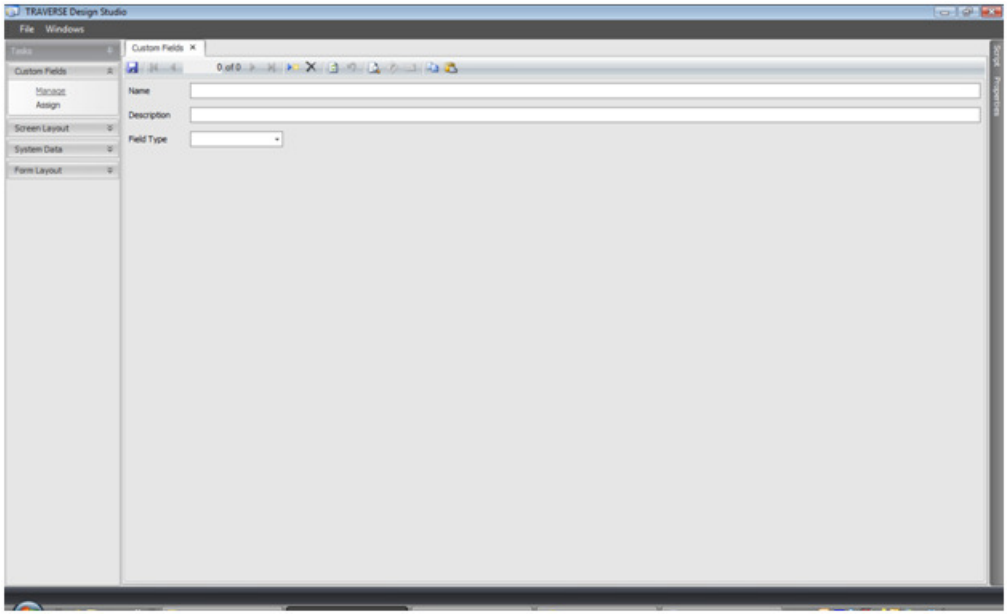
Manage - used to create/modify custom fields to be used within TRAVERSE.

*** Data is stored in tblSmCustomFields in CPU database.

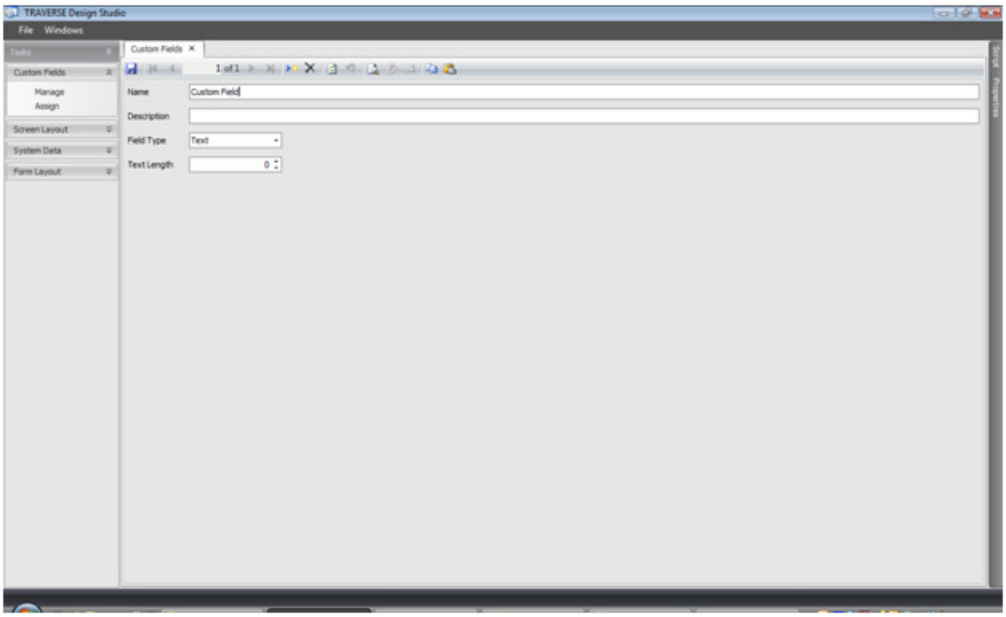
1. Click **Manage**.



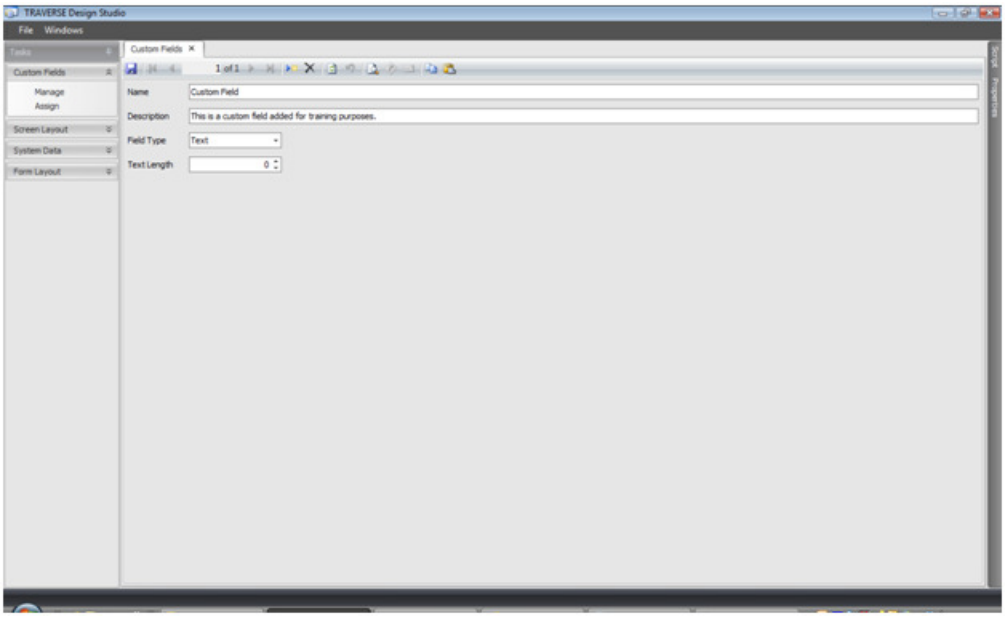
2. Click **Add New Record**.



3. Enter the **Name** - Name of field as it appears on the TRAVERSE screen. We will call it **Custom Field**.



4. Enter a **Description** - This is text that will appear in TRAVERSE when the field is hovered over.



5. Select a **Field Type**

   - **Text** - Field is alpha-numeric.

     Assign a Text Length.

   - **Number** - Field is numeric only.

     Assign Maximum and Minimum Values.

   - **Date** - Field is a date.
   - **YesNo** - Field is a Boolean value - shows in TRAVERSE as checkbox for True/False or Yes/No.
   - **List** - Field is a drop down containing a list of values.

     Select a Lookup Id or enter Display Values.

     If Lookup Id, select a TRAVERSE Search Id to populate drop down in TRAVERSE.

     If Display Values, enter values that will populate drop down in TRAVERSE; you can also limit the values a user can select by checking the Limit to List checkbox.

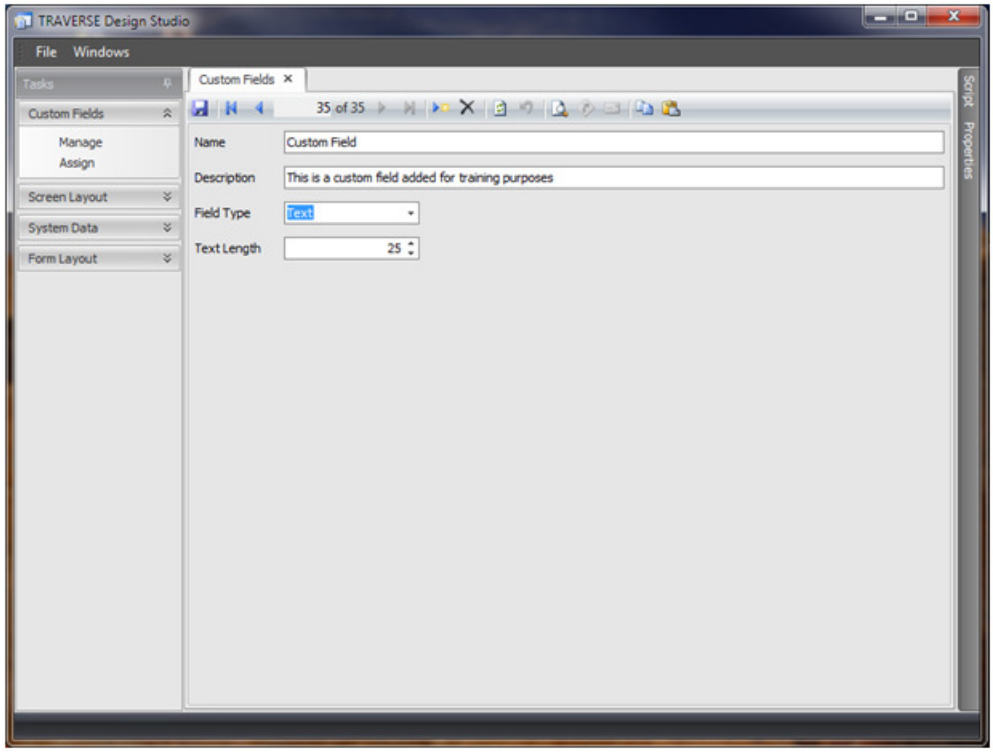
- **Color** - Field is a color (will show color pallet in TRAVERSE).
- **Entity List** - Field is a drop down containing a list of values.

  Select a Lookup Id or enter Display Values.

  If Lookup Id, select a TRAVERSE Search Id to populate drop down in TRAVERSE.

  If Display Values, enter values that will populate drop down in TRAVERSE; you can also limit the values a user can select by checking the Limit to List checkbox.

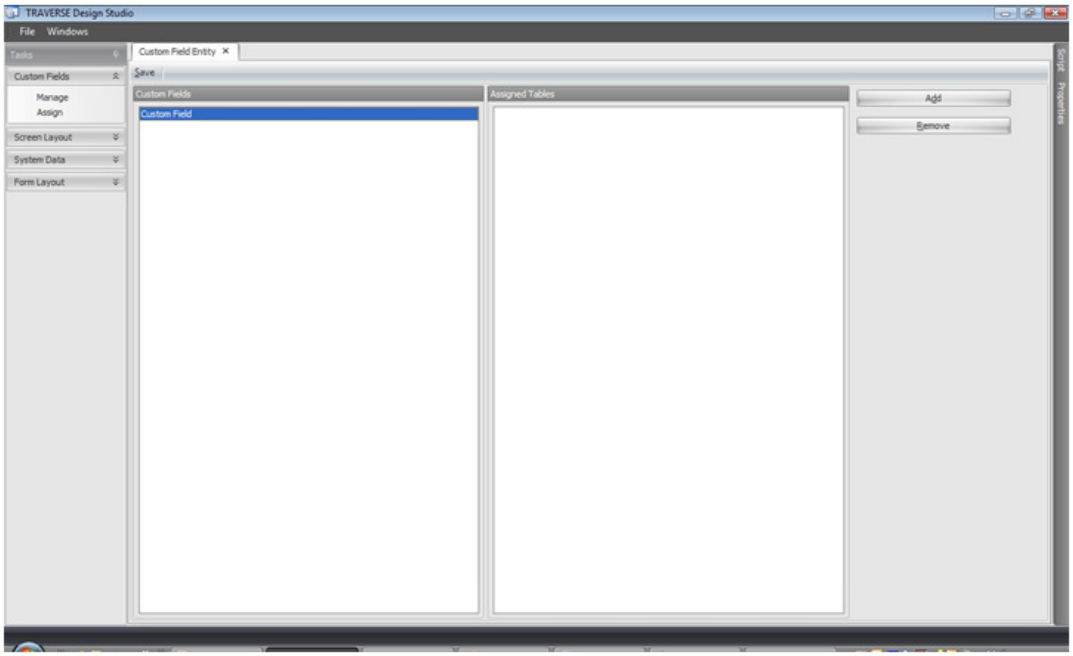
6. Click **save** to save Custom Field.



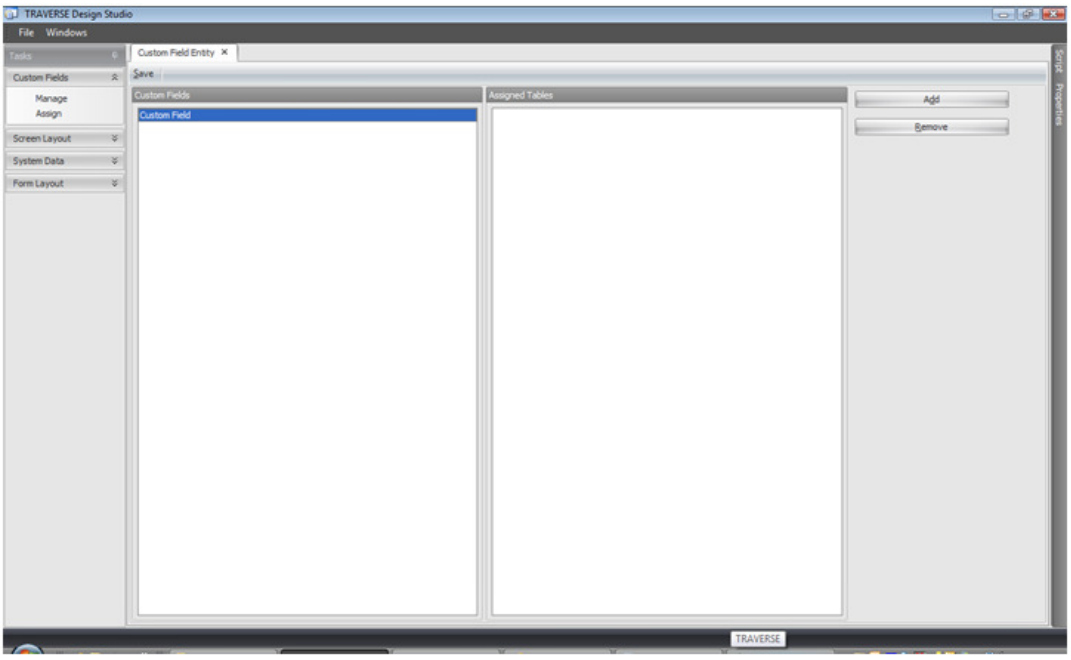
Assign - used to assign custom fields to TRAVERSE tables / screens.

*** Data stored in tblSmCustomFieldsEntity in CPU database.

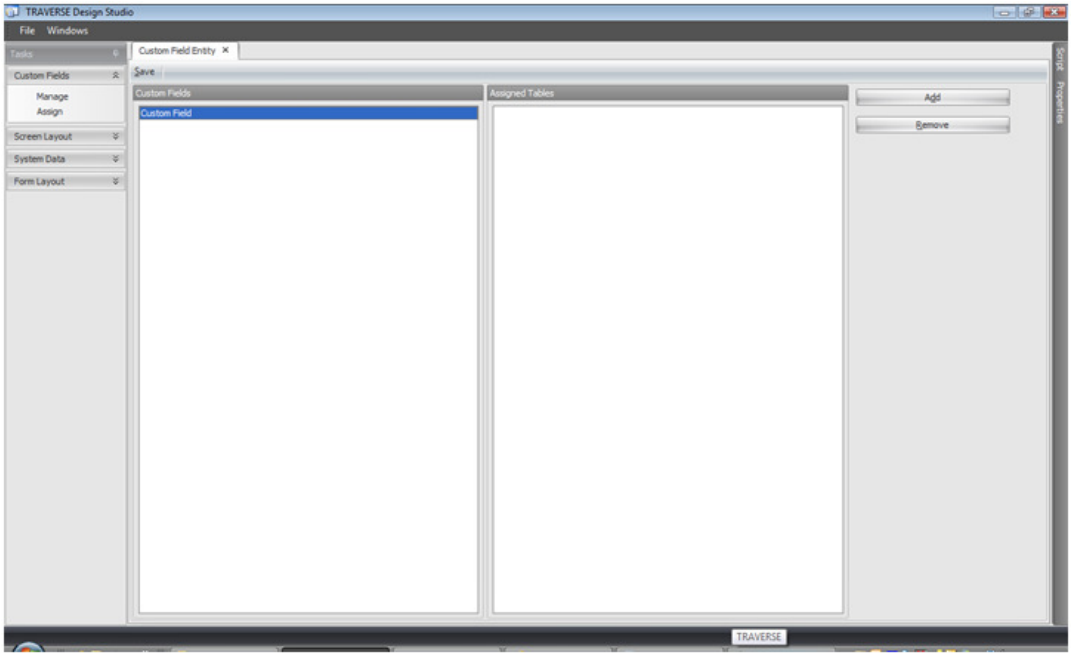
1. Click **Assign**. * if you are going to assign field in C# (eg to a gridview) do NOT assign in Design Studio



2. Click on the field you wish to assign to a table. We should see **Custom Field**.

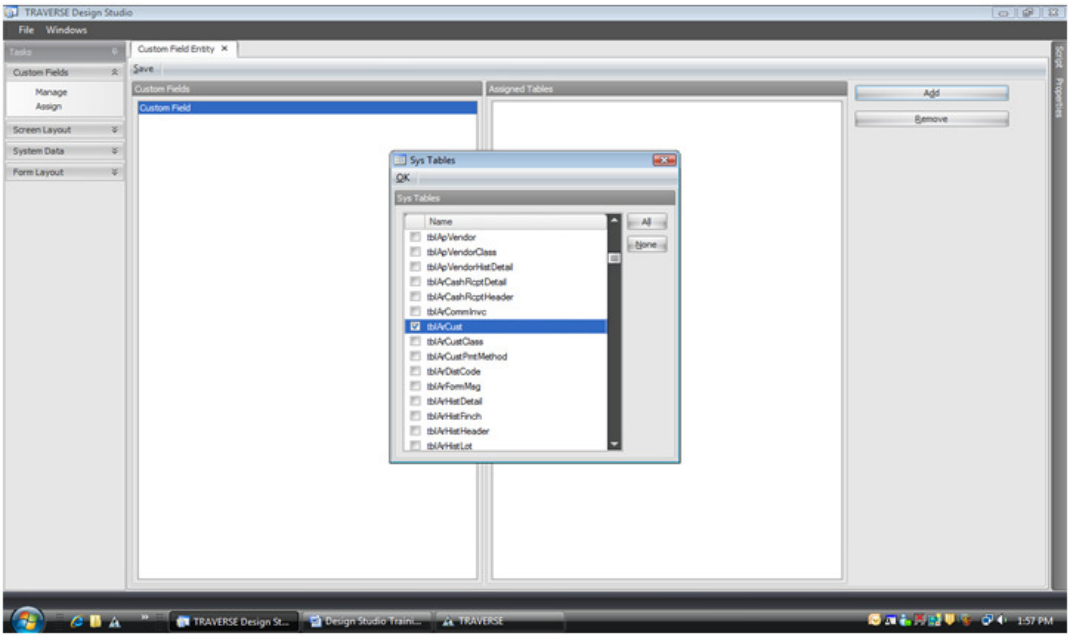


3. Click the **Add** button to select which tables to add field to.

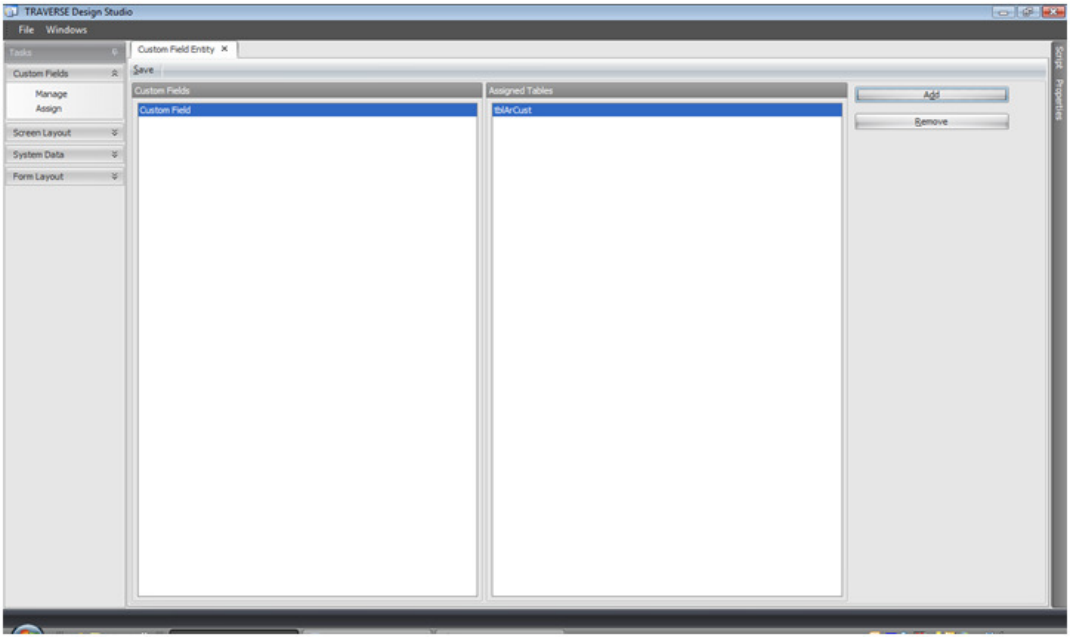


4. Select the table(s) to add field to (selecting **All** will check all tables, **None** will uncheck all tables).

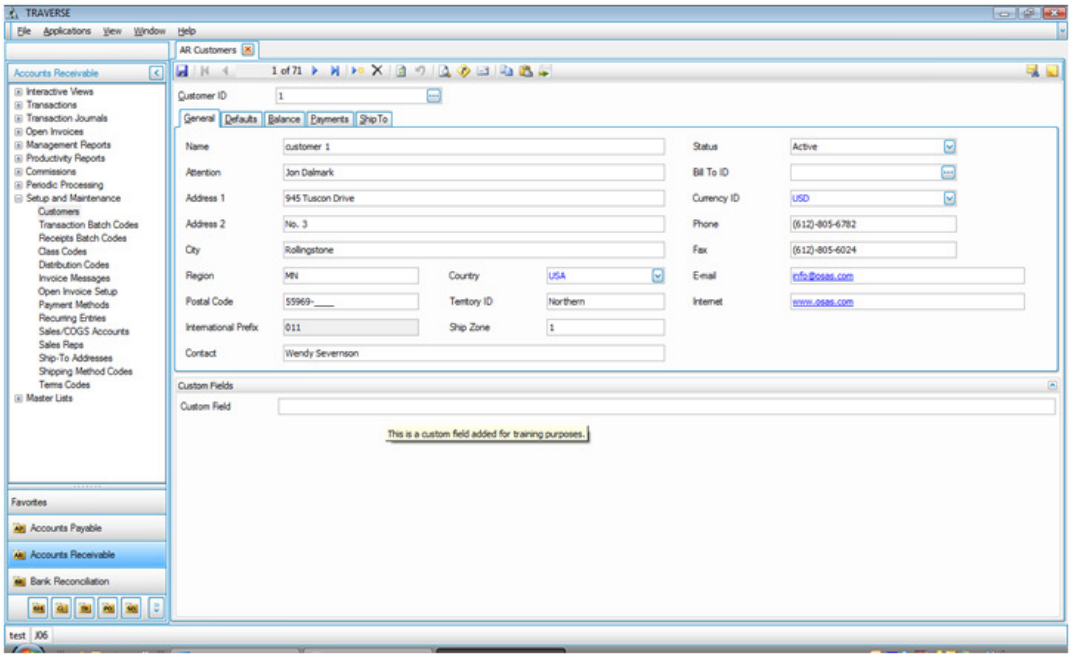
5. Click **OK** to close table selection screen.



6. Click **Save** to assign field to selected table(s).



After the custom field has been created and assigned, you can open TRAVERSE and the field should appear on the screen associated with the table you assigned the field to.

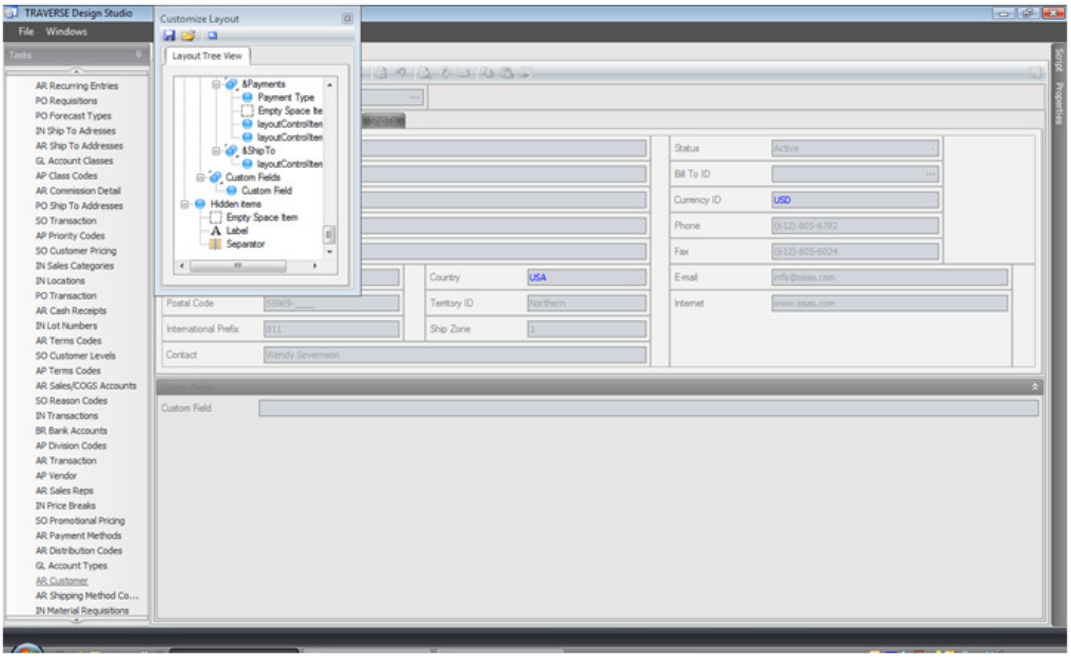


NOTE: If you want the new field to show up either on a new tab or in a grid view, you will need to create a C# project to do so.

Screen Layout - used to modify TRAVERSE screens (TRAVERSE menus).

*** Contains list of TRAVERSE screens available to modify via Design Studio.

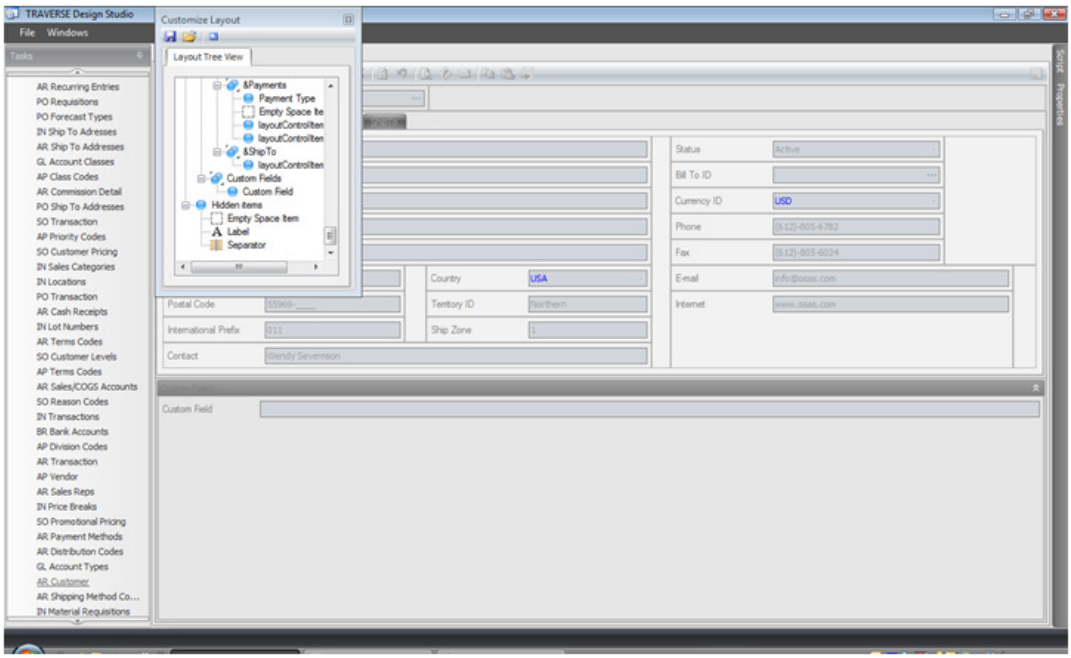
1. Click on a specific screen to modify it.

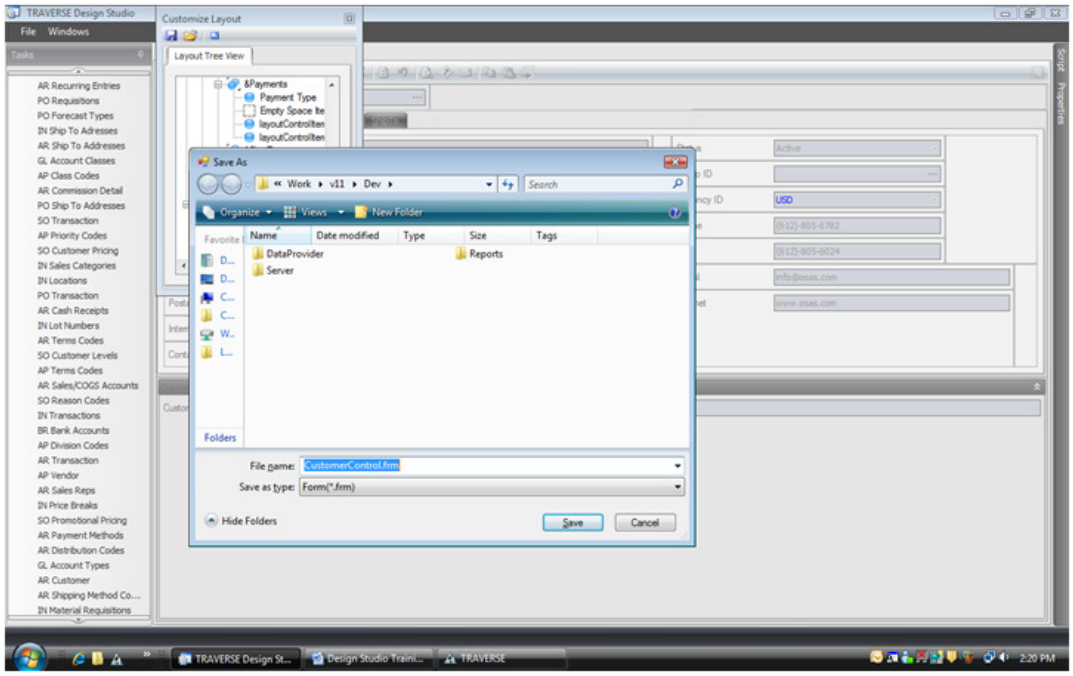


2. Modify the screen as desired. Move the Custom Field under the Internet field.

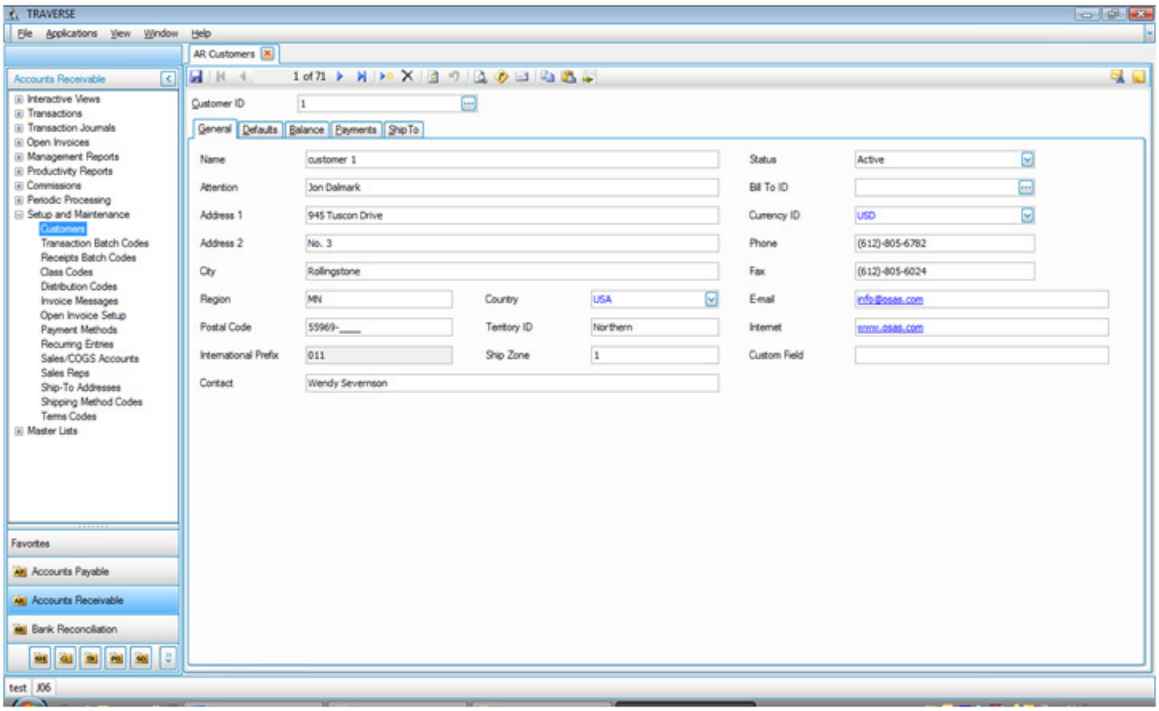
NOTE: Custom fields must be created and assigned to get them to appear as fields available for the modified screen.

3. Click **Save** to save the modified screen to build folder (must accept the default naming convention).





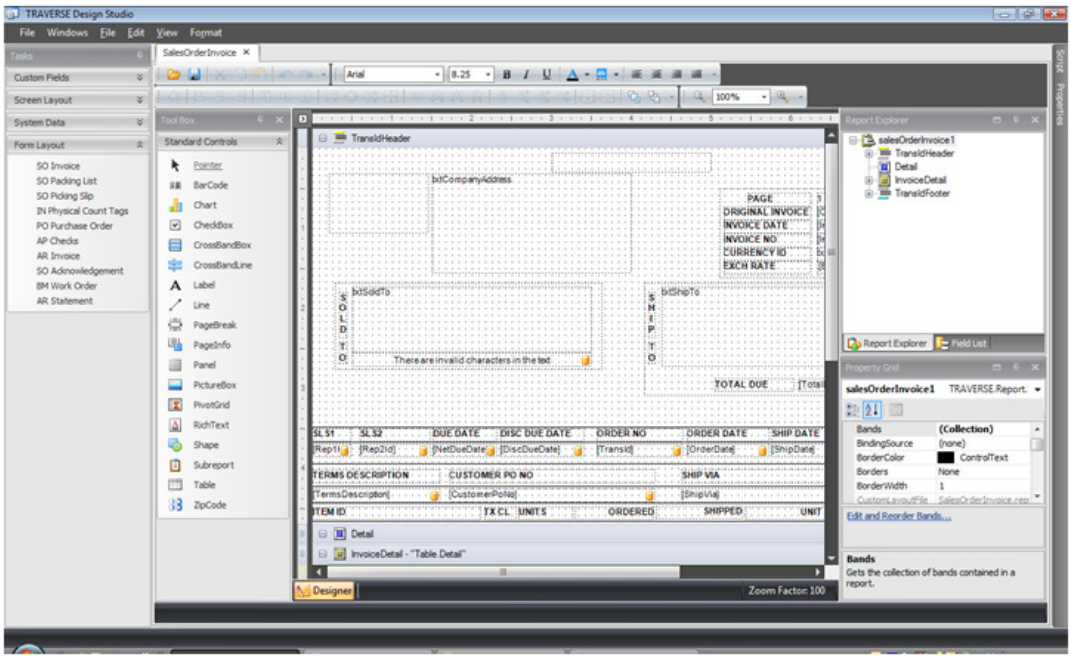
After you have moved the field where you would like it and saved it to your build folder, you can open TRAVERSE and you should see your modified screen.



Form Layout - used to modify TRAVERSE forms (invoices, statements, etc).

*** Contains list of TRAVERSE forms available to modify via Design Studio.

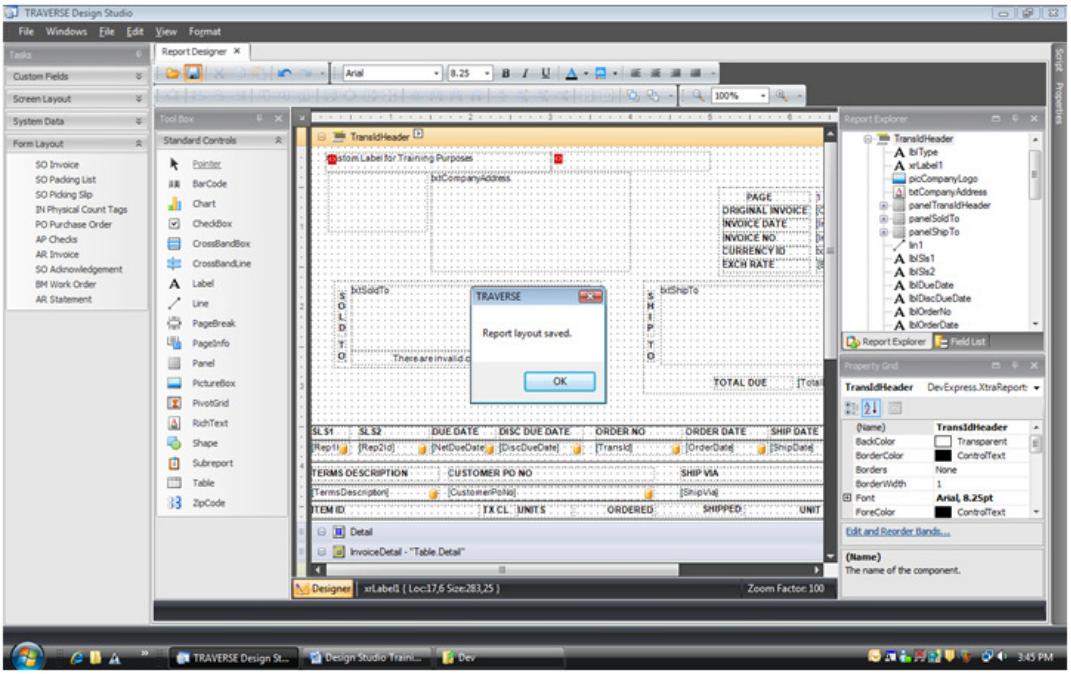
1. Click on specific form to modify.



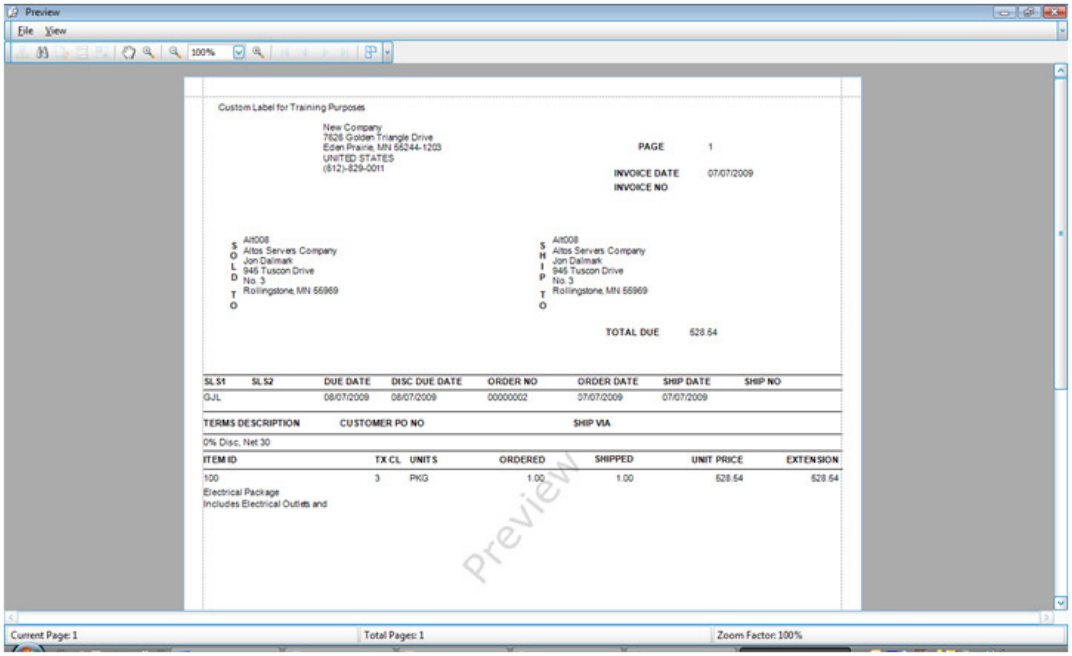
2. Modify form as desired.

NOTE: At this time, custom fields are not available for forms.

3. Click **Save** to save customized form.

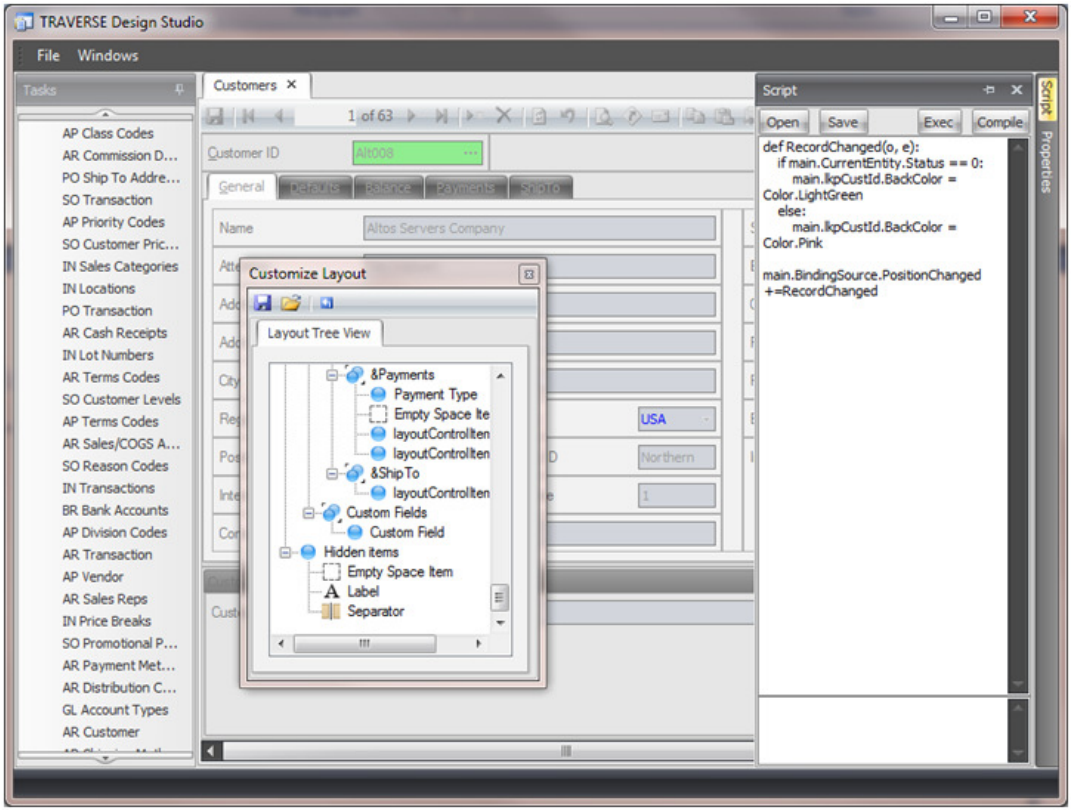


4. After you have modified and saved your form, you can open TRAVERSE and you should see your modified form.



Adding logic using Python Scripting via Design Studio

1. Open the Screen Layout in Design Studio that you want to add a script to - similar to modifying screen layout above.
2. Select the **script** tab on right hand side of window, add code and save.
    - You must accept the default naming convention into current build folder location.



- Type the text from the script below to change the color of the Customer ID field.

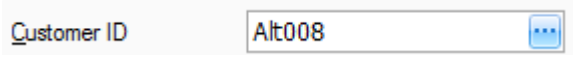
```
def RecordChanged(o, e):
  if main.CurrentEntity.Status == 0:
     main.lkpCustId.BackColor = Color.LightGreen
  else:
    main.lkpCustId.BackColor = Color.Red

main.BindingSource.PositionChanged +=RecordChanged
```

This will change the color of the Customer ID box from green to red when the customer has been set from Active to Inactive.

Design Studio - System Data

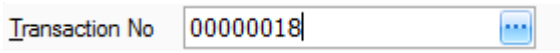
Using Design Studio to format the information displayed using the Lookup Command.

There are many fields in Traverse that use the Lookup command, they can be distinguished by the use of the browse button  in the field. Some example of these would be:



***AR Customer**

Customer ID	Name	Contact	Region	Postal Code	Status
Alt008	Altos Servers Company	Wendy Severnson	MN	55969	Active
Arg026	ARG Systems Inc.	Sue Rogers		1600023	Active
Atm047	Asynchronous Networking Tech.		MN	56444	Active
Atm053	ATM Switches Inc.		SD	57442	Active
Axi040	Axis Electronics	David Johanson	ND	58079	Active
Bet023	Beta Dynamics Inc.		WI	53500	Active
Bit020	Bitstream Technololgy		IA	50300	Inactive



***SO Transaction No**

Trans ID	Batch Code	Invoice No.	PO No.	Customer ID	Sales Rep 1	Sales Rep 2	Ship To ID	Trans Type
00000018	######	55		Pol014	GJL	MSL		RMA
00000021	Quotes			Mou027	GJL			Price Quote
00000022	Verify			Atm053	JSK			Picked
00000027	######			Alt008	GJL	JSK		Verified
00000028	######			Alt008	GJL	JSK		Invoice
00000029	######		5455	Pol014	GJL	MSL		New

Design Studio allows you to change the information displayed when using these functions. There are several points you need to know before starting this process.

1. Do not modify these fields unless you have knowledge of database design and administration.

2. Make a **backup of your SYS database** before attempting any changes. When you save changes, made in this section of Design Studio, it will change your SYS database, and there is no UNDO button to back out these changes.

Information for these lookups are stored in the SYS database, TblSYSLookup, changes made in Design Studio, update the table when you use the SAVE button. Changes will affect all Users, all Companies.

NOTE: Changes are not recommended to any columns except the "DATA SOURCE" and "Default Columns". Changes made to other columns may cause the lookup to not function properly.

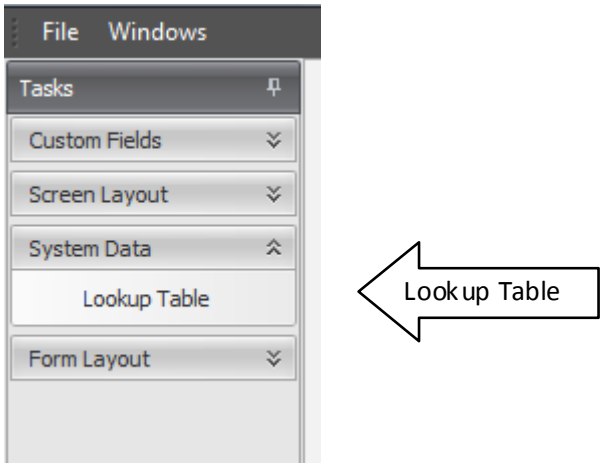
Example of a System Data modification:

User would like to see a field for "Terms Code" when looking up SO Transactions Numbers. The generic lookup for SO Transactions has these fields:

SO Transactions Number Lookup fields - generic

Trans ID	Batch Code	Invoice No.	PO No.	Customer ID	Sales Rep 1	Sales Rep 2	Ship To ID	Trans Type

1. Open Design Studio, and under **Tasks** - Select **System Data**
2. Select - **System data** - **Lookup Table**



3. Find the Lookup Table that you want to edit. In our example we need **SOTrans**.

SO Trans Lookup

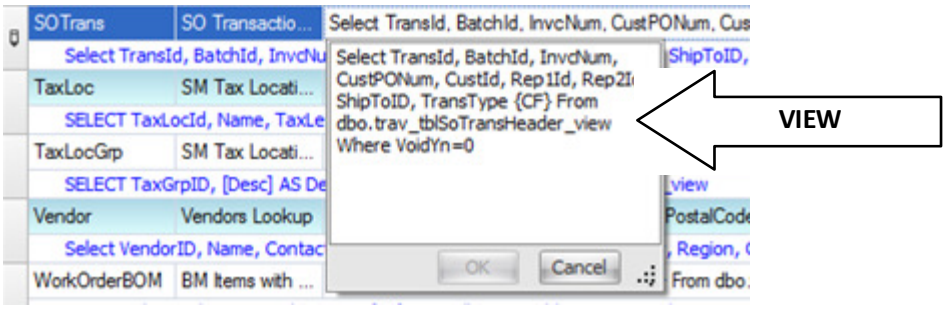
SOTrans	SO Transactions...	Select TransId, BatchId, InvcNum, CustPONum, ...
Select TransId, BatchId, InvcNum, CustPONum, CustId, Rep1Id, Rep2Id, ShipToID, Tra		

4. As noted above, we are only going to edit the "Data Source" and "Default Columns" fields. The first column to edit is the "Data Source". The default information in that column is"

   SO Trans Lookup - Data Source column - Select TransId, BatchId, InvcNum, CustPONum, CustId, Rep1Id, Rep2Id, ShipToID, TransType {CF} From dbo.trav_tblSoTransHeader_view Where VoidYn=0

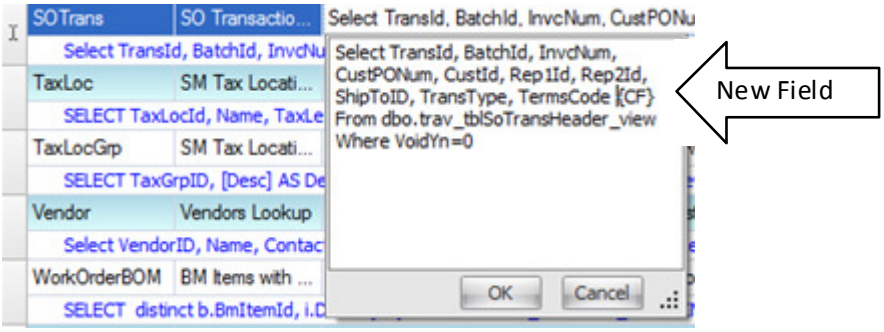
5. If you click in the field you can see this display:

SO Trans Lookup - Data Source column - dropdown



6. For our example, the first thing we need to do is verify that the field "Terms Code" is available in the VIEW used in this data source column. That VIEW is dbo.trav_tblSoTransHeader_view. Using SQL Management Studio, we find the View. We look under our v11 SQL instance - Databases - CPU (Company ID) - Views - dbo.trav_tblSoTransHeader_view. Expand the View and then expand the Columns - this will display a list of the columns available for our lookup. We will find a "TermCode" on the list, so we can add to the lookup.

   To add "Terms Code" to the lookup we will add to the "Data Source Column" just after the "TransType" field. Click in the "Data Source Column" (as displayed above) and put the cursor in the field just after TransType and insert our new field, just as it appears in the View - "TermsCode". The column should now look like this:



   (Select TransId, BatchId, InvcNum, CustPONum, CustId, Rep1Id, Rep2Id, ShipToID, TransType, TermsCode {CF} From dbo.trav_tblSoTransHeader_view Where VoidYn=0)

7. Next we want to update the "**Default Column**", the generic column should be:

SO Trans Lookup - "Default Column" - generic

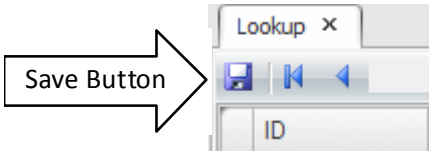
TransId, BatchId, InvcNum, CustPONum, CustId, Rep1Id, Rep2Id, ShipToID, TransType

8. To add "**Terms Code**" to the lookup we will add to the "Default Column" just after the "TransType" field. Click in the "Default Column" (as displayed above) and put the cursor in the field just after TransType and insert our new field, just as it appears in the View - "TermsCode". The column should now look like this:

SO Trans Lookup - Default Column" column - After Edit

TransId, BatchId, InvcNum, CustPONum, CustId, Rep1Id, Rep2Id, ShipToID, TransType, TermsCode

9. Save your changes using the **Save** button.



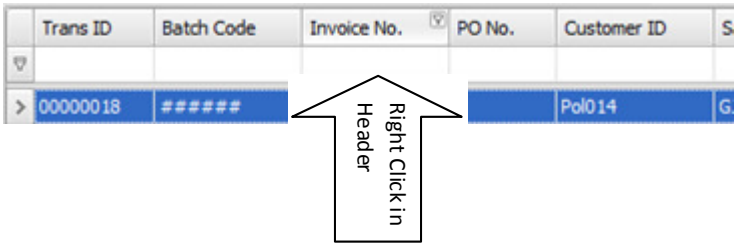
10. Now we want to open Traverse to see if our changes worked out correctly. Open SO - Transactions - and select the browse button for Transaction number. The screen should display our changes.

SO Transactions Number Lookup fields - after changes

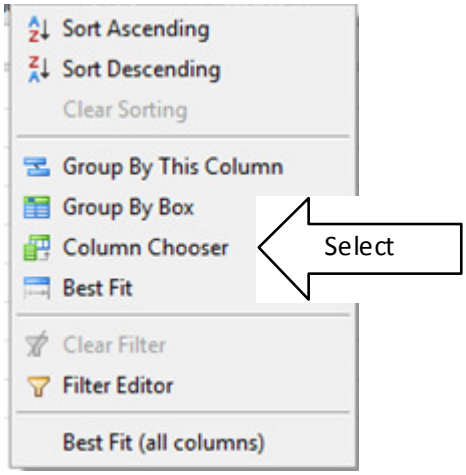
Trans ID	Batch Code	Invoice No.	PO No.	Customer ID	Sales Rep 1	Sales Rep 2	Ship To ID	Trans Type	TermsCode
00000018	######	55		Pol014	GJL	MSL		RMA	1%Disc
00000021	Quotes			Mou027	GJL			Price Quote	Net30
00000022	Verify			Atm053	JSK			Picked	Net30
00000027	######			Alt008	GJL	JSK		Verified	Net30

NOTE: If you do not see your changes when you open the dropdown, use the "Column Chooser" to see if they are available to add to the display.

Right click in a column header field

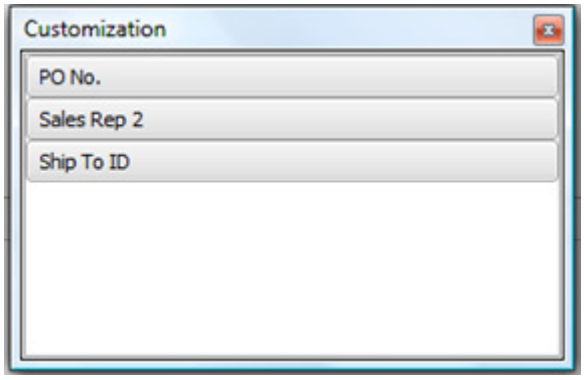


You should now see these options,



11. Select the "**Column Chooser**" to see the columns available to add to the display.

Available column fields display

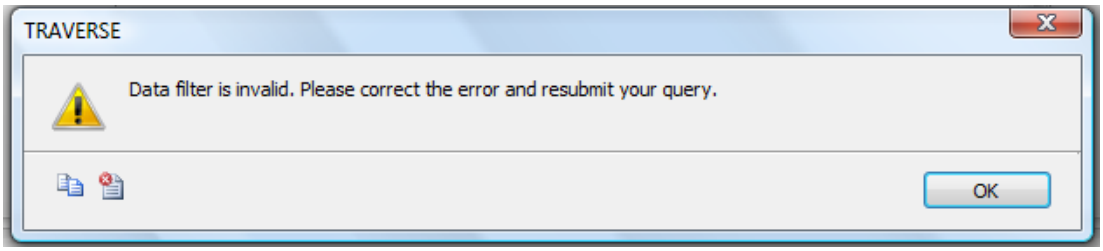


12. Move the fields To-From the column Chooser, by dragging them with your mouse.

Possible Errors:

If we had made a mistake with our modification, we could see a message like this opening the SO Transaction screen:

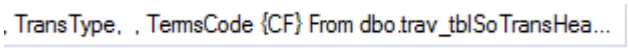
SO Transaction screen - Data Filter error



---I deliberately entered too many commas in the “Data Source” column to get this error

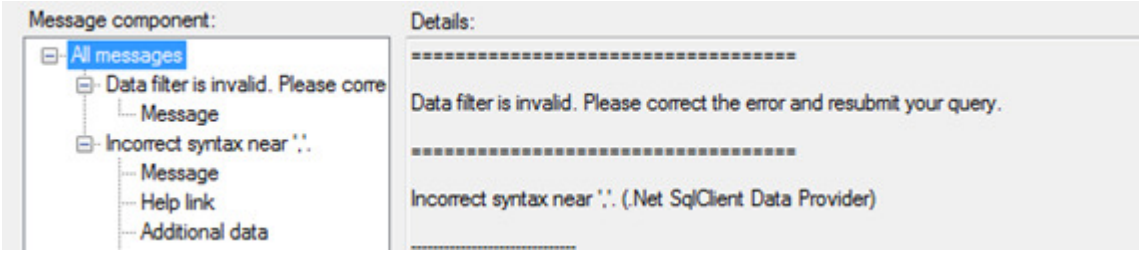
--- The incorrect text from Design Studio is:

Error in “Data Source” Column



If I select the “Error Flag” above …  ,,, you can see the error detail.

Message displayed in Traverse



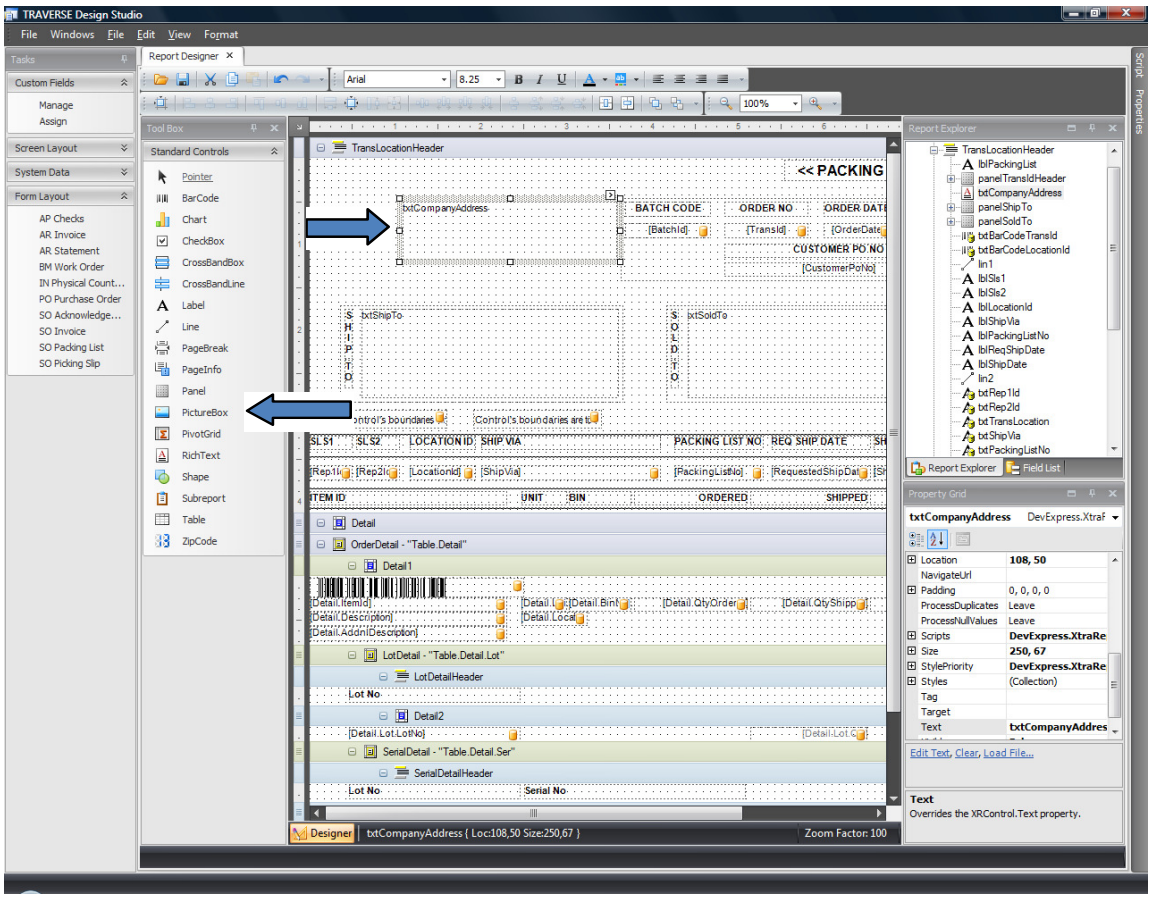
Add image (logo) to form in Design Studio

To add a logo to one of the printed forms using design studio follow these steps:

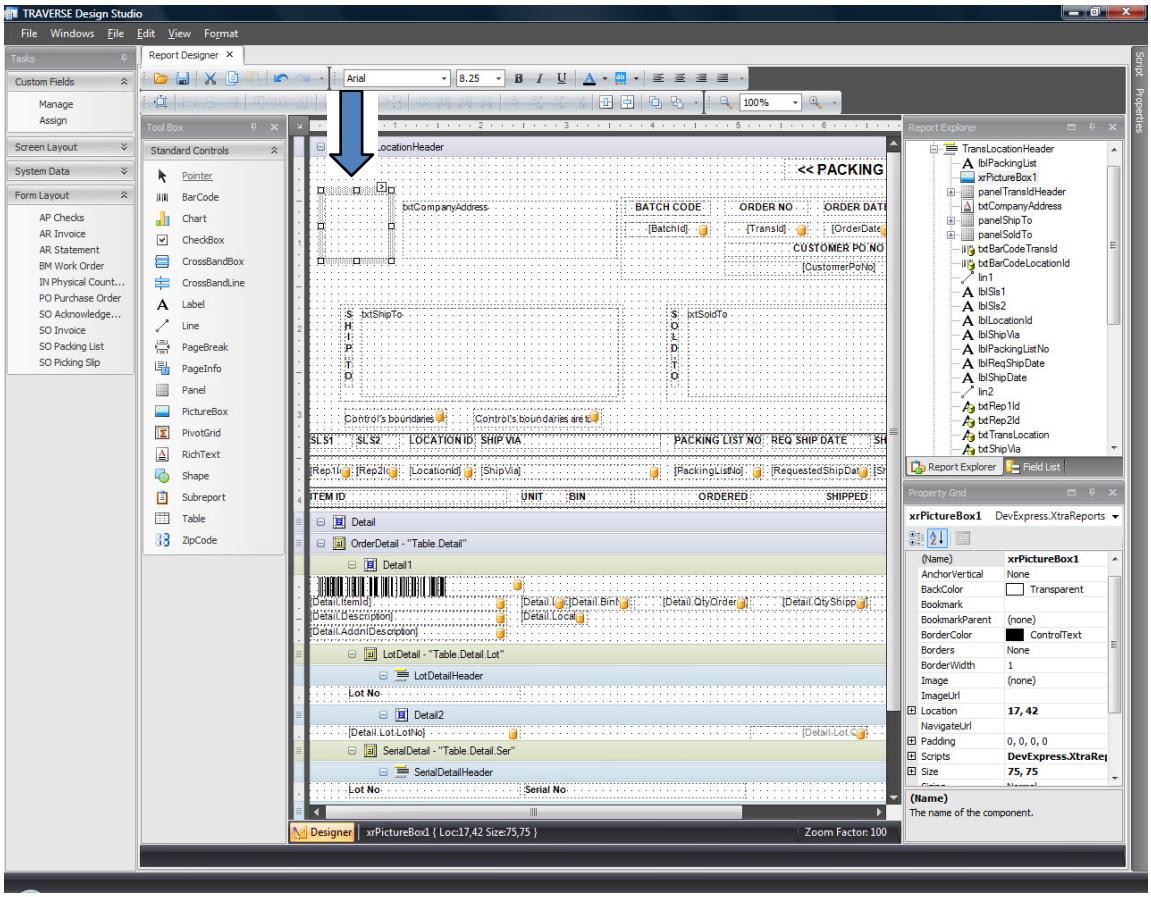
1. Created logo and saved as a jpg. Logo size 100x100 pixels.

2. Open Design Studio.
3. Select **Form Layout** drop down on the left and then select the form you would like to have logo added to, example **SO Packing List**.

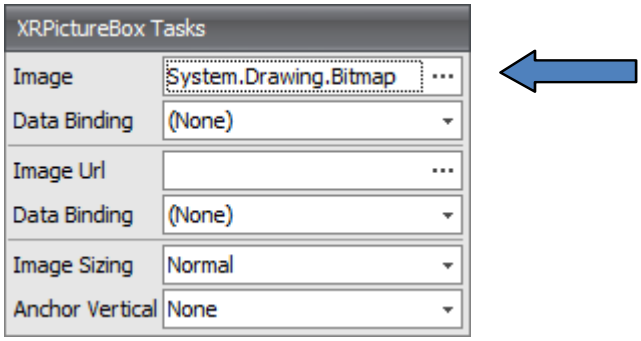
4. Reposition **txtCompanyAddress** box to the right to create space for the logo.

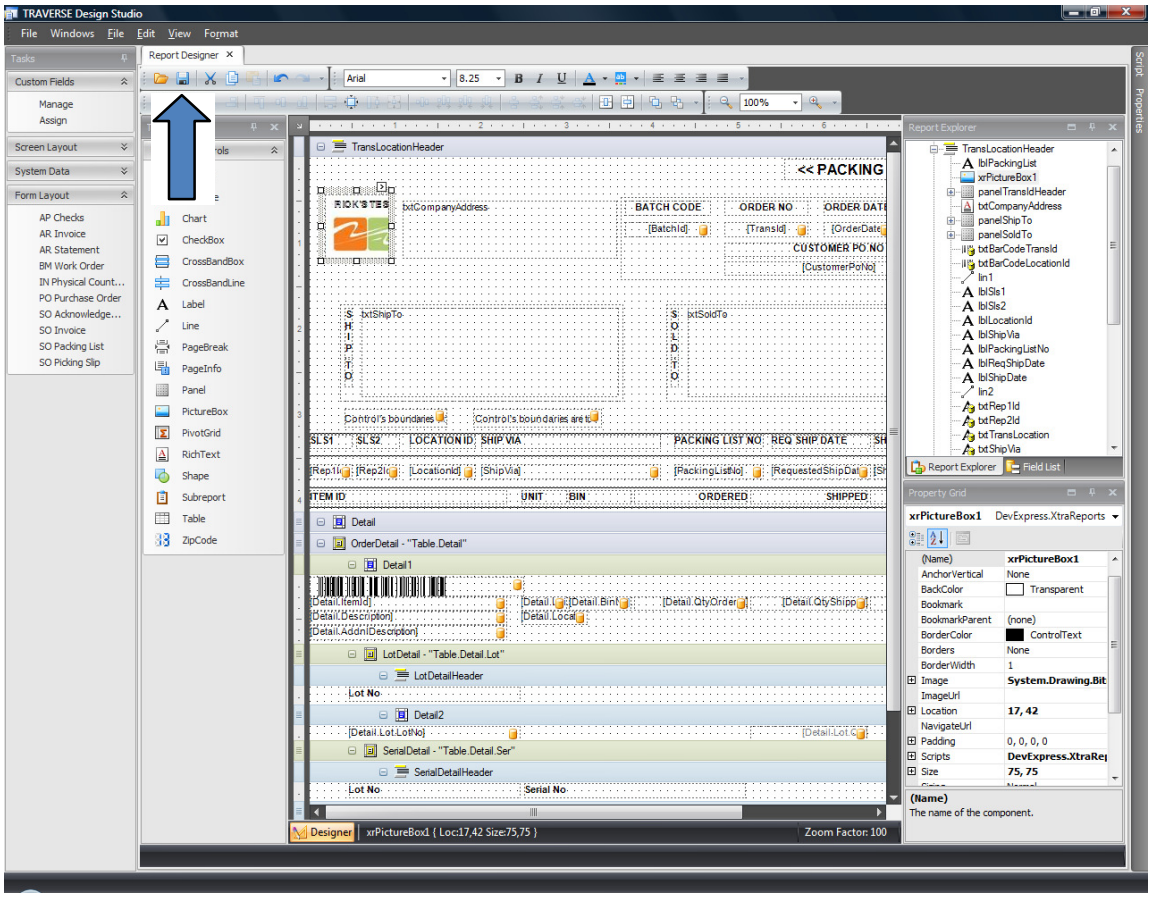


5. Select **Picturebox** under **Standard Controls** and position where you would like logo to appear on the form.

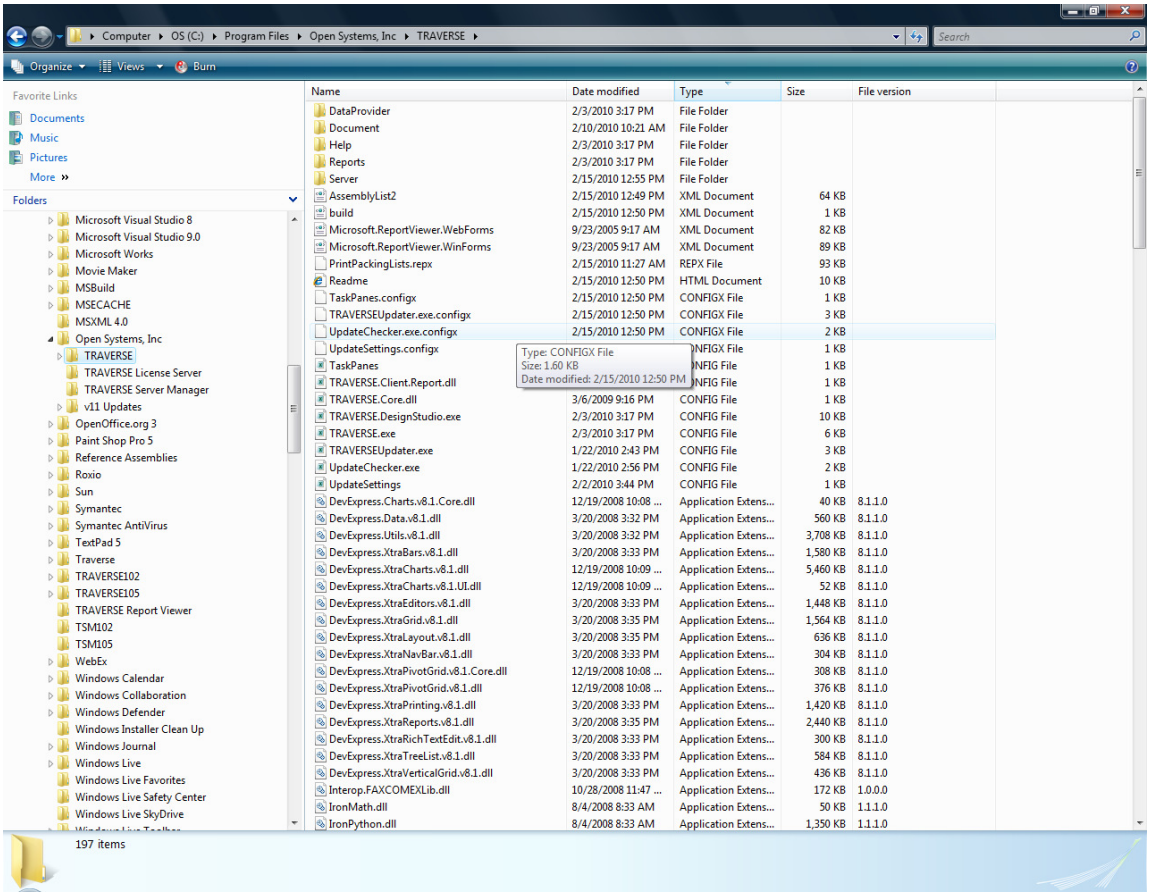


6. Click arrow at top of box to open the **XRPicturebox Tasks** and in the image field browse to the jpg that was saved in step 1.





7. Click on the **Save** (blue floppy) to save the new form in the **Traverse Client** directory.



8. The next time you launch Traverse and print a **Packing List** the logo will appear on the form.