



BellHawk System Administrator User Manual

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Introduction

The Administrator in BellHawk has the following roles:

1. Setup the name and address for the company and plant using BellHawk
2. Enter names and logins for devices that will be used for transactional data entry
3. Enter users into the system and give them permissions to perform certain actions
4. Setup system wide parameters
5. Perform database maintenance functions.

Administrators cannot perform any other functions; instead you must be logged in as a staff user or logged in using a licensed device to perform any data entry or reporting functions.

All the following examples are for the BellHawk Real-Time Operations Tracking Software (RT-OPS). They do not include features added by optional modules.

Getting Started

All data entry and reporting in BellHawk is performed using a web-browser. To use BellHawk, simply point a web-browser to the URL or network address of the server on which BellHawk is being hosted and you will see the “splash” screen shown to the right.

Simply click on the “Please Click Here to Continue” link to login using the screen shown below:

The default administrator name is **Admin** and the default password is **BellHawk** (case sensitive). It is highly recommended that the Administrator change this once logged in for the first time.

The device types are explained in detail in the Administer Devices section. The point of selecting the device type here is to enable the website to change the format of the display to accommodate different devices, where technically feasible.



The BellHawk software is licensed to run on a specific named server. This name appears in your encrypted license file. If the names do not match then you will not be allowed to login and will get an appropriate error message (see section of this manual on Server and Company Licensing).

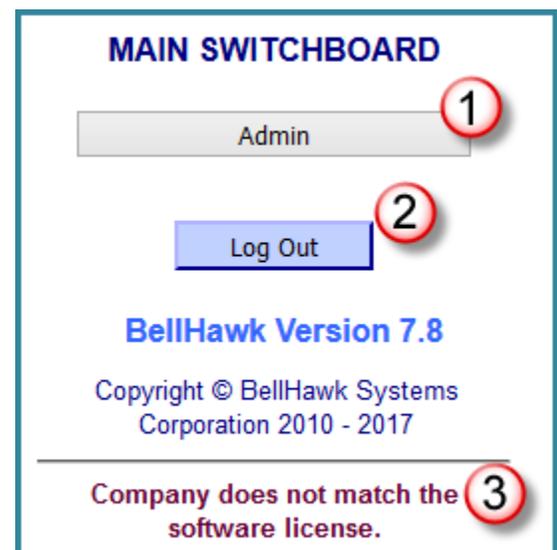
Once logged in to BellHawk, users are always brought to a main switchboard which shows the options available to them in their role.

As an Administrator your only role is to administer the BellHawk system, and the data collection devices and users that use BellHawk. In addition you can administer the BellHawk database.

But you cannot enter transactional data into the system manage orders or run reports. For these you have to use a device or a staff user login, which you have to create before using the BellHawk system operationally.

On the Main Switchboard, an Administrator has only two options (1) to proceed to the Admin functions or (2) to Logout after you are done for security reasons.

When you first use BellHawk you will see the message shown here (3) until the company name, plant, city, state,



and country that you will setup as an administrator match those in your licensing file. Until they match no one else will be able to login or use the BellHawk system. This message will be shown at the bottom of each screen until the company information matches that in the license file for that company and plant.

When operations in multiple plants are being tracked they will each have their own website and database and each plant will have their own licensing file.

Once the company and plant information are correctly set up then all BellHawk screens will show the version (8) you are running and summary licensing information (9) at the bottom as shown at right. These are important for getting technical assistance from BellHawk and should be included when sending an Email to support@BellHawkOnline.com.

The Admin Switchboard

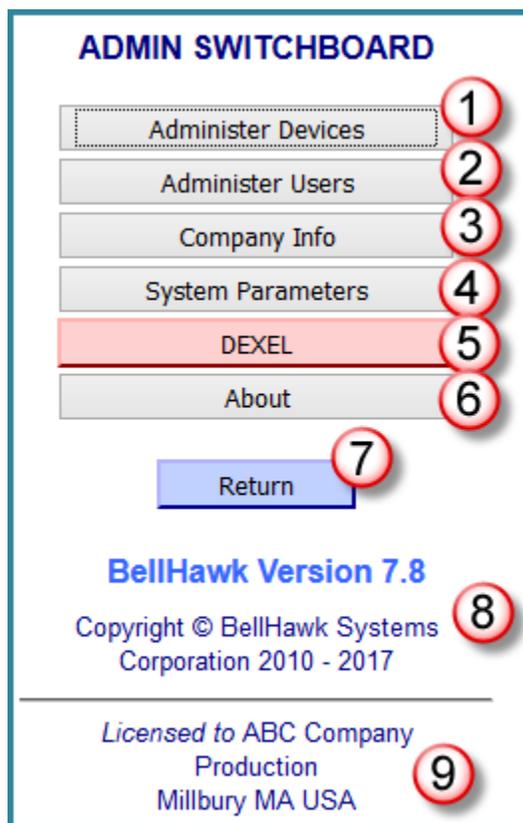
Clicking on the Admin button on the Main Switchboard, brings you to the Admin switchboard shown here.

As with all the BellHawk screens, the blue Return button (7) brings you back to the prior screen. Please note that in the BellHawk thin-client interface, the web-browser back button is disabled.

If you succeed in enabling and using the back button, you will find that BellHawk does not work properly as BellHawk remembers the user's state from screen to screen and this will be lost if you use the back button.

The functions that are accessible from this screen are:

1. Administer Devices (1). Devices, such as mobile computers or PC's with corded scanners or weighing scales all have their own login to the main system for security purposes. These devices may be shared between multiple users. This button enables the Administrator to setup new devices and change the parameters of existing devices.
2. Administer Users (2). This button enables the Administrator to setup information about device users, such as material handlers and machine operators, who typically use shared device logins for their transactional data entry. It also enables the Administrator to setup information about staff members, such as managers, who have their own logins. The Administrator can also add View Only Users which allows these user to view status screens, but does not permit any changes to be made in the data.
3. Company Info (3). This enables the Administrator to setup the Company Name and Address information, which must correspond to the information in the encrypted license file distributed with your system. If it does not, then none of the other functions of the system



will work. This license file contains information about the base system and modules that the client has licensed as well as the number of CALS, device and staff users licensed. It also contains information about the name of the Windows Server on which the software is licensed to run.

4. System Parameters (4). This enables the Administrator to setup system wide parameters, such as whether or not to warn or stop the device user when some event occurs, such as attempting to use materials which are not on the bill of materials for a work order.
5. DEXEL (5). This is used for database administration and enables data to be imported and exported in the form of Excel spreadsheets. It also enables an Administrator to change what data is imported and exported by the system or to setup his own imports and exports. This function should only be used with care by an experienced database administrator as it is easy to cause a major disruption in the operation of the BellHawk system with DEXEL.
6. The About button (6) brings up information about the version of BellHawk you are running and your current license status, as described in the next section.
7. The Return button (7) returns you to the prior screen in the stack from which you reached the current screen. Again, please note that you should not use the web-browser back button, which should have been disabled in all browsers where it is technically feasible to do so.

The About Screen

On this screen:

1. You will see the detailed version number and build-date (1) for the software you are running. It will also show the base system you are running. This information is important to include when sending an Email to support@BellHawk.com requesting support.
2. If you are using a subscription or rental version you will see the expiration date (2) for you current subscription or rental period. You will have 30 days grace period to renew your license during which you will get renewal reminder messages. This is set to a date way far in the future for perpetual licenses.
3. You will see the number of VCAL View Only Client Access licenses (3) that you have licensed and how many are remaining.
4. You will see the number of DAL Device Access licenses (4) that you have licensed and how many are remaining for allocation to device logins.
5. You will see the number of CAL Client Access licenses (5) that you have licensed and how many are still available for allocation to staff/management users.
6. You will see a tick mark (5) beside each of the optional modules you have licensed.

The base system, the number of CALs, DALs, and VCALs, and the available options are set by the issuance of an encrypted license file.

The About screen should always be checked when setting up a system and after a licensing upgrade to ensure that the correct number of licenses have been issued.

The screenshot shows the 'About' screen for BellHawk software. At the top is a logo consisting of three overlapping squares. Below the logo, the text reads 'BellHawk® Version 7.8.1' and 'Build Date: 12/24/2018'. The main section is titled 'Production and Materials Tracking System' and lists various modules and their license status. A 'Return' button is at the bottom.

Module	License Status
Expiration Date	1/31/2019
View-Only Client Access Licenses Total / Remaining	10 / 10
Device Access Licenses Total / Remaining	3 / 2
Client Access Licenses Total / Remaining	3 / 1
Purchase Order Receiving	
Customer Order Shipping	
Picking	
BOM Management	
Quality Assurance	
Simple Materials Traceability	
Materials Traceability	
Product Labeling	
Inventory Auditing	
MultiPlant System	
Machine Tracking	
Run Group Module	
Activity Based Costing	✓
Project Tracking	
Available Inventory Tracking	
Pull-Based Inventory Management	
Shipping Dock Option	
Third Party Logistics Support	
Weighing Scale Interface	
BSAF - Store and Forward	
Inter-Plant Module	
Part 11 Compliance Module	
Work Center Scheduling Module	
UDP	✓

License File and Company Setup

BellHawk 7.8 is distributed with an encrypted license file plus a .png file shows the contents of the license file, as shown in the example below:

BellHawk Systems Licensing			
Feature Name	Description	License Setting	
Company	Licensee Company Name	BellHawk 1	
Plant	Licensed Plant Name	Production 2	
City	Licensee City	Millbury 3	
State	Licensee State	MA 4	
Country	Licensee Country	USA 5	
Server	Server Name	ALL 6	
ExpDate	License Expiration Date	04/26/2018 7	
LType	License Type	Operational 8	
DALs	Device Access Licenses	3 9	
CALs	Client Access Licenses	3 10	
VCALs	View-Only Client Access Licenses	10 11	
MTS	Inventory Tracking System	<input checked="" type="radio"/> 12	
PTS	Production Tracking System	<input type="radio"/>	
JMTS	Combined Inventory And Production Tracking System	<input type="radio"/>	
TAG	Product Labeling	<input type="checkbox"/>	Delete
PO	Purchase Order Receiving Module	<input checked="" type="checkbox"/> 13	Delete
SO	Customer Order Module	<input checked="" type="checkbox"/>	Delete
PICK	Picking	<input checked="" type="checkbox"/>	Delete

1. The Company Name of the Licensee
2. The name of the Plant that is licensed to use the BellHawk software.
3. The City where the Plant is located.
4. The State where the Plant is located.
5. The Country where the Plant is located.
6. The Computer Name for which the BellHawk software is licensed.
7. The License Expiration Date. If the license is a perpetual license the date is 01/01/2099.
8. The License Type is selected from the drop down: a) Operational, b) Test, c) Development.
9. Number of Device Access Licenses (DALs).
10. Number of Client Access Licenses (CALs)
11. Number of View-Only Client Access Licenses (VCALs)

12. The Edition is identified by which radio button is selected: a) MTS – Inventory Tracking Software –now marketed as the BellHawk LP-MTS edition, b) PTS – Work Order and Labor Tracking Software – now marketed as the BellHawk SPTS edition, or c) RTOPS – Combined Inventory and Production Tracking Software..
13. The optional modules that are licensed will have a check in the box next to the Module Name and Description.

The values entered on the Edit Company screen (1) must correspond exactly to those in the license file. This includes the case (upper and lower) of the letters and any spaces or punctuation.

If they do not, when the Save button (2) is clicked, then a licensing error message will show in the box (3) and all non-administrative functions will be disabled until the problem is fixed. If they match then you will see the message shown here and you can proceed to setup the rest of the systems parameters.

Prior to distributing the licensing files for each Plant, BellHawk Systems will need to be supplied with the Company and Plant information as well as the processor name for the Windows Server on which BellHawk will run.

The company name and address, entered here for each Plant, is that used on documents such as purchase orders, picking sheets, packing slips, and bills of lading.

Upon request we will also issue a license file for a Test version of each plant website and database. This is normally setup to run on the same Windows Server as the production websites, with its own database, but alternate hosting can be accommodated upon request.

Please note that BellHawk checks at time of data entry that licensing restrictions have not been infringed and warns users if they make a mistake. If you attempt to circumvent the licensing, such as by directly adding additional devices to the database table, please be advised that there are further checks embed in the binary code libraries used by BellHawk that will detect licensing infringements and abort the BellHawk program with a short error message.

EDIT COMPANY INFO

Company Name:	ABC Company
Street Address:	127 Main Street
Street Address 2:	
City:	Belltown
State:	ME
Zip Code:	03456
Country:	USA
Plant:	Production

② Save Return

③

**Company Name successfully updated.
License is VALID for this company.**

Server and Company Licensing

The BellHawk software is licensed to run on a named server. Each plant instance will have its own database and website URL. This is so that the users within those plants will only see the inventory and work orders/jobs associated with that plant.

When the websites and databases for second and subsequent plants are run on the same Windows Server then there is a discount in license fees for the additional facilities.

Each of these BellHawk websites and databases is issued with its own license file that must correspond to the computer name of the Windows Server on which it is running. If the server computer name for that BellHawk instance does not match the server name in the license file then no one can log in to that instance and any attempt to do so will result in the message at right:



If the company information for the plant does not match the license file for that plant's BellHawk website/database then the Administrator can log in to set Company information but no one else can. If the company and plant information is not correct then any login other than by the Administrator will be rejected.

When Company Name, City, State, Country and Plant are set correctly, the Company Edit screen confirms this. Then the warning will disappear and Devices and Staff Members will be allowed to log in.

If BellHawk is being used on a subscription or rental basis then this same screen is used to warn users that their subscription has expired and that there are 30 days or less before their system stops working.

Administer Devices

When you click on the Administer Devices button on the Admin switchboard, it will bring up the following screen:



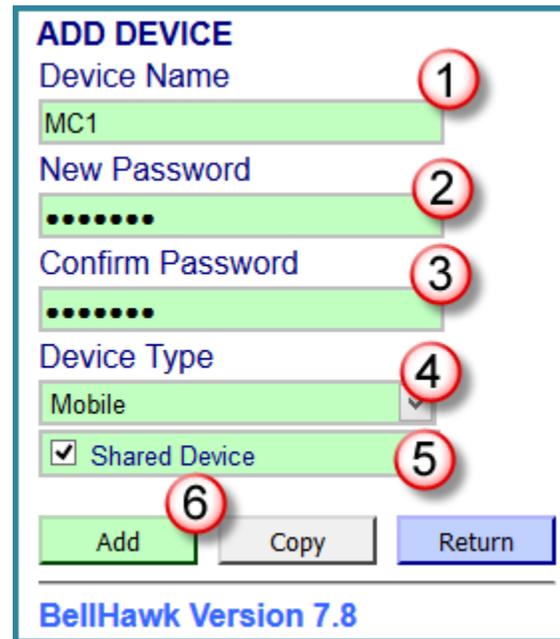
This brings up a list of the current Device Licenses with the Device Type and the Name (1). It also shows the number of licenses available (2). From this screen, you can select an existing device to edit, by clicking on an Edit button (3), or click on “Add Device” (4) to add a new device login. Both actions bring up essentially the same screen, but in the former case, the screen is pre-populated with the device information.

Clicking on the Add Device button brings up the screen shown here. Here you can enter the Device Name, which must be unique (1) and Password (2), which you are asked to confirm (3).

The Device Type is selected from a drop-down list and is used to give hints to BellHawk as to the best way to display its screens on the device (4).

If this device is a Shared Device (5), to be shared by multiple users, such as a PC used by multiple workers in a cell, then BellHawk will request the user to scan their badge at the start of each data entry transaction to identify who is doing the transaction.

If (5) is not checked then it is assumed that the device, such as a mobile computer, is only used by one user for prolonged periods. In this case, the system will remember who was using the device and not ask for the badge scan unless the device has not been used for a designated time period (approximately 20 minutes).



You will note that there is also a “System” option for the Device Type. This is to setup device licenses for programs or systems that need to communicate with the BellHawk database through the BellHawk SDK or web-services interface. It is also used for weighing scales and other process control equipment that needs to exchange data with BellHawk.

The Shared Device setting is ignored for these System devices.

Finally click on the Add button (6) to add the device to the set of licensed devices. If there is an error in adding the device login then a pop-up message will appear.

After you have added a device to the list you can select it for editing by selecting the device name from the list, which brings up the following screen. This edit mode is also pre-selected immediately after you have entered a new device.

In edit mode you cannot change the Device Name (1). It is presented for reference only as this is how the system identifies the device. You can delete the entry for the device (7) so you can free up its license for another device.

You can change the Password (2), Device Type (3) and whether the Device is shared.

After making the changes then select Update (5) to save the changes.

The Copy button (6) is a feature of many BellHawk setup screens. It enables users to copy all the parameters of a selected data object, in this case a Device, and give the copy a new identifier; in this case a new device name.

To create login records for a set of identical devices, this can be a real time saver.

Administering Users

Clicking on the Administer Users screen from the administration switchboard brings up the following screen:

User List

User Number	Badge Barcode	First Name	Last Name	Login Name	User Category	Scan Enabled	Inventory Adjust Qualified	Item Master Edit Qualified	
a	a	System	Administrator	Admin	Administrator				Edit
E303	E303	Eric	Green	Egreen	Staff User	✓	✓	✓	Edit
E304	e304	Tom	Naras	tbn	Staff User	✓	✓	✓	Edit
					-- Show All ▾				

Client Access Licenses Available: 5
View Only Licenses Available: 10

Add User Return

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The above screen shows a list of the users registered in the system (1), with summary information about each user. From here, an administrator can select an existing entry for a user by clicking on the Edit button (2) for that user or can add a new user by clicking on the Add button (4). This screen also shows the number of Client Access Licenses available (3).

Every user that accesses BellHawk needs to be setup through this mechanism. This includes device users that only do transactional data entry through devices and do not have their own login.

Clicking on the “Add User” button, brings up the screen shown here on the right.

On this screen the administrator needs to enter a unique user number (1) and a unique badge barcode (2) number (which can be scanned by the administrator using a barcode scanner attached to the administrator’s PC). Often (1) and (2) are the same but they can be different (such as if you are using pre-printed license-plate barcode labels for the user badges as well as using them for container tracking).

Both the user number and the badge barcode are required fields as is the user’s first and last name (3).

There are three user categories of users (4): Device Users, Staff Users, and View Only Users. Device Users access the system through device logins and do transactional data entry using devices. They do not have their own logins. Staff and view only setups are described on the following pages.

The optional entry of the labor rate (5) (which may include fringe-benefits and other employment related costs). This is used for computing the cost of work on work orders

With a base system, Device Users can have two privileges checked. The first checkbox is for Inventory Qualified (6). This means that they are allowed to make adjustments to inventory quantities, other than by normal entry and withdrawal of inventory. The second is Edit Item Masters Qualified (7). This allows this user to enter or Edit item master records while initially setting up inventory using the Enter transaction. Other check boxes may be added, as additional modules like QC are added.

For a Device User entry, all that remains is to click on the Add button (8), to add the Device User.

The screenshot shows the 'ADD USER RECORD' form with the following fields and callouts:

- 1**: User Number field containing 'E401'
- 2**: Badge Barcode field containing 'E401'
- 3**: First Name field containing 'Fred' and Last Name field containing 'Smith'
- 4**: User Category dropdown menu showing 'Device User', with summary text: 'Client Access Licenses Avail.: 5' and 'View Only Licenses Available: 10'
- 5**: Labor Rate field containing '\$11.00'
- 6**: Privileges section with 'Inventory Qualified' checkbox
- 7**: Privileges section with 'Edit Item Masters Qualified' checkbox
- 8**: 'Add' button

Other visible buttons include 'Copy', 'Return', and 'Delete'.

After adding a user then all the data fields can be edited except for the user number (1). The user record in the database can be updated by selecting the Update button (2). The user record can also be deleted by selecting the Delete button (3). As shown on right.

If you have a number of users with similar information then you can use the Copy button (4) to create a new user entry and duplicate the data entry fields, except for their user number and badge barcode.

EDIT USER RECORD

User Number 1

E401

Badge Barcode

E401

First Name

Fred

Last Name

Smith

User Category

Client Access Licenses Avail.: 5
View Only Licenses Available: 10

Device User ▼

Labor Rate

\$11.00

Privileges:

Inventory Qualified

Edit Item Masters Qualified

Update 2 Copy 4 Return

Delete 3

If Staff User is selected as the User Category (1) then more data entry boxes are required to be filled out, as shown in this screen.

Each staff member is required to have their own user name and password (2). They use this to login to perform their roles.

These roles are defined by a set of check-boxes (2), which grants capabilities to the staff member (provided that you have licensed the appropriate options). These are as follows:

- Purchasing Role. Enables this person to enter and edit purchase orders. (Needs optional PO module)
- Sales Role. Enables this person to enter and edit ship orders. (Needs optional SO module)
- Production Management Role. Enables this person to setup work orders. Can also edit production transactions and approve them for release to an ERP or accounting system.
- Materials Management Role: Enables this person to perform materials management functions.
- Setup Role. Enables this person to setup and import item master records, locations, etc.
- Optional Quality Assurance role (Needs optional QC module). Enables this person to perform quality assurance and control functions. (not shown here)
- Manager Role. All staff members are able to view reports relevant to their role. Managers can view all reports plus certain reports containing confidential information. They are also able to export operational data in the form of Excel spreadsheets for subsequent analysis.
- Ship/Receive Role. Enables this person to edit receipt and shipment transactions and approve these for release to an attached accounting or ERP system.

Under Privileges (3) a staff user may have the Scan Enabled ability, which gives them access to the Transaction switchboard using their own login account as opposed to logging in with a device login. In addition, staff users can have the same set of Privileges as Device Users. Some of these may be automatically checked when a specific management role is selected.

ADD USER RECORD

User Number
E451

Badge Barcode
E451

First Name
Tom

Last Name
Solvent

User Category
Client Access Licenses Avail.: 5
View Only Licenses Available: 10
Staff User

Labor Rate

Roles:

Purchasing Role

Sales Role

Production Mgmt Role

Materials Mgmt Role

Setup Role

Manager Role

Ship/Receive Role

Privileges:

Scan Enabled

Inventory Qualified

Edit Item Masters Qualified

Login Name

New Password

Confirm Password

Administration of View Only Users

A View Only User will only have access to the Status button the Main Switchboard. This feature permits approved persons to be able to view status of sales orders, work orders and materials. View Only Users from MYCOMPANY can view all customer data while approved View Only Users from other customer companies only can view their own customer data.

The System Administer will set up the View Only user in a similar manner as other users except under the User Category (5) select View Only from the drop down. The System Administrator will then assign an internal User Number (1) and optionally a (2) Badge Barcode (not used) to these users.

The System Administrator will provide a first name (3) and last name (4) and check off those roles that allow condition what reports and screen that View Only Users will be able to view from the Status switchboard:

- Purchasing Role – view only receipts and PO status
- Sales Role – view only shipments and sales order status.
- Production Role – view only work orders and WIP status
- Materials Role – view only inventory and materials status.

The System Administrator will assign this user to a User Company (7) in order to identify who each person is affiliated with. The drop down will show all customer company names, including MYCOMPANY, which is the default selection. This User Company code will be used to limit what data can be viewed through the Status keyboard.

User Name (8) and Password (9) are setup the same as the Device User and Staff member.

By selecting Add (10) the View Only User will be added to the list of users. If you wish to copy all of the information you just setup to give to another similar user you can do so by selecting the Copy button (11).

ADD USER RECORD

User Number 1

Badge Barcode 2

First Name 3

Last Name 4

User Category
Client Access Licenses Avail.: 3
View Only ▼ 5

Roles:

Purchasing Role

Sales Role 6

Production Role

Materials Role

User Company
ABC Company ▼ 7

User Name 8

New Password

Confirm Password 9

Add 10 Copy 11 Return

Changing the Administrator Password

With a new system, the Administrator password is set to BellHawk. An administrator can change the password by clicking on the user number for the Administrator in the list of Users and then editing the password on the user screen.

Setting up System Parameters

System Parameters Screens

This screen is reached by clicking on the System Parameters Button on the Admin Switchboard. It is used for setting up system wide parameters that control default actions of the system.

There is a tab (1) for materials settings, (2) for production settings, (3) for printing settings, (4) for system settings and (5) for switchboard settings.

EDIT SYSTEM PARAMETERS

Materials (1) Production (2) Printing (3) System (4) Switchboards (5)

Automatically close [Ship Order Line](#) when quantity shipped equals or exceeds quantity ordered

Automatically close [Purchase Order Line](#) when all quantity received equals or exceeds quantity ordered

Number of days after completion a [Purchase Order](#) remains active 2 days

Number of days after completion a [Ship Order](#) remains active 2 days

Number of days after shipping a [Dock Shipment](#) remains active 2 days

Automatically generate [Purchase Order Numbers](#)

[Purchase Order Number Prefix](#) BH

Last used [Purchase Order Sequence Number](#) 1

Automatically generate [Ship Order Numbers](#)

[Ship Order Number Prefix](#) BHSO

Last used [Ship Order Sequence Number](#) 0

[Create Pick Order](#) is available on [Enter Ship Order](#)

[New Container checkbox](#) is checked by default

[Move Whole Container checkbox](#) is checked by default

Material must be entered into a new or existing [Barcoded Container](#)

Material must be entered into a Location or [existing](#) Barcoded Container

Allow manual entry of [Customer Items](#)

[Use Dimensions](#) in Item Masters

Apply Return

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On each tab an Administrator can edit the global options that relate to your system and then press Apply to make these active. The above screen is seen when the Materials tab is selected.

Please note that which tabs are visible will depend on what edition and options that you have licensed, including the Printing tab (3) if the TAG module is licensed for barcode label printing. Also the entries within each tab will change according to the options licensed.

The Materials Tab

The Materials tab screen is shown below:

EDIT SYSTEM PARAMETERS

Materials 1
Production 2
Printing 3
System 4
Switchboards 5

Automatically close Ship Order Line when quantity shipped equals or exceeds quantity ordered	<input type="checkbox"/>
Automatically close Purchase Order Line when all quantity received equals or exceeds quantity ordered	<input type="checkbox"/>
Number of days after completion a Purchase Order remains active	2 <input style="width: 40px;" type="text"/> days
Number of days after completion a Ship Order remains active	2 <input style="width: 40px;" type="text"/> days
Number of days after shipping a Dock Shipment remains active	2 <input style="width: 40px;" type="text"/> days
Automatically generate Purchase Order Numbers	<input checked="" type="checkbox"/>
Purchase Order Number Prefix	<input style="width: 60px;" type="text" value="BH"/>
Last used Purchase Order Sequence Number	<input style="width: 60px;" type="text" value="1"/>
Automatically generate Ship Order Numbers	<input checked="" type="checkbox"/>
Ship Order Number Prefix	<input style="width: 60px;" type="text" value="BHSO"/>
Last used Ship Order Sequence Number	<input style="width: 60px;" type="text" value="0"/>
Create Pick Order is available on Enter Ship Order	<input type="checkbox"/>
New Container checkbox is checked by default	<input checked="" type="checkbox"/>
Move Whole Container checkbox is checked by default	<input checked="" type="checkbox"/>
Material <u>must</u> be entered into a new or existing Barcoded Container	<input type="checkbox"/>
Material <u>must</u> be entered into a Location or existing Barcoded Container	<input type="checkbox"/>
Allow manual entry of Customer Items	<input type="checkbox"/>
Use Dimensions in Item Masters	<input type="checkbox"/>

Apply
Return

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Here the Administrator can select some default actions for materials transactions. The Administrator can also restrict some options on these transactions. This tab expands significantly when options such as for Receiving and Shipping are included.

When you have finished making any changes, click on the [Apply] button before leaving the tab as this only applies to the currently visible tab.

For details of settings on this tab, please see the Barcode Materials Tracking System (BMTS) User Manual.

Production Tab

The Production tab screen is shown below:

EDIT SYSTEM PARAMETERS

Work Order Types Used

Batch/Service Work Order

Processing Work Order

Allow Rungroups

Allow Teams

Allow Piecework Quantity Capture on Stop or End Work

Allow Recording of Material Out on Stop or End Work

Number of days after completion a Work Order remains active days

Automatically generate Work Order Number

Work Order Number Prefix

Last used Work Order Sequence Number

Action if User scans into more than one operation at one time ▼

Action if Operation scanned is not on traveler ▼

Action if Material scanned into operation is not on traveler ▼

Action if Item Number scanned out from operation is not on traveler ▼

Action if WIP for different WO is scanned into Work Order ▼

Default quantity for Material Into Work Order Transaction ▼

On this tab the System Administrator can set the default actions for Production tracking. For details of this screen, please see the Simple and Advanced Production Tracking User Manuals.

When you have made changes, please remember to click on the [Apply] button for each tab when its contents are displayed, otherwise your changes will not be saved.

Printing Tab

Please refer to the TAG Rules Based Labeling User Manual for more information on the Printing tab.

System Tab

EDIT SYSTEM PARAMETERS

Materials Production Printing **System** Switchboards

Local Time Offset from server time (hours)

Connects to External System

Group Receipts on Export 1

Group Shipments on Export

Transaction password Expiration Time in minutes 2

Show Receiving Transaction Switchboard

Show Inventory Transaction Switchboard 3

Show Production Transaction Switchboard

Show Shipping Transaction Switchboard

Number of days before a Print Queue Entry is deleted days

BellHawk Version 7.8

On this tab, the Admin can select how the system interacts with the users.

- (1) These checkboxes specify whether the system connects to an external system and whether the receipts and shipments should be grouped together when exported.
- (2) The transaction password expiration time specifies number of minutes of not using a dedicated device or staff login after which the device or user will be logged out of the system..
- (3) These options control which user roles are shown on the Transaction Switchboard. This enables simplification if the system is only being used for a single role.

Switchboards Tab

EDIT SYSTEM PARAMETERS

Materials Production Printing System **Switchboards** (1)

Select a Switchboard

Main (2)

CHECK beside any button to **HIDE** it on the selected Switchboard

Transactions	<input type="checkbox"/>
Purchasing	<input type="checkbox"/> (3)
Ship Orders	<input type="checkbox"/>
Production	<input type="checkbox"/>
Shipping / Receiving	<input type="checkbox"/>
Materials Management	<input type="checkbox"/>
Setup	<input type="checkbox"/>
Management	<input type="checkbox"/>
Status	<input type="checkbox"/>

Apply (4) Return (5)

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Once the switchboard tab (1) has been selected the screen will be shown as in the above picture.

The dropdown menu (2) allows for selecting a switchboard on which to hide certain functions. This enables the Administrator can select the check box (3) next to the button or buttons they want to hide.

After clicking the Apply Button (4) a box will appear on the screen saying that the “Switchboard Preferences Updated”.

Selecting the Return button (5) will bring the Admin back to the main Admin Switchboard.

Changing the Logo

The image file Graphics\CustomerLogo.jpg in the BellHawk website installation is used on web pages, packing lists, etc. By default, this is set to the BellHawk Online logo.

Replace the existing file with your own image file and your logo will be used in place of the BellHawk logo. This can be done for you by BellHawk Systems' support staff.

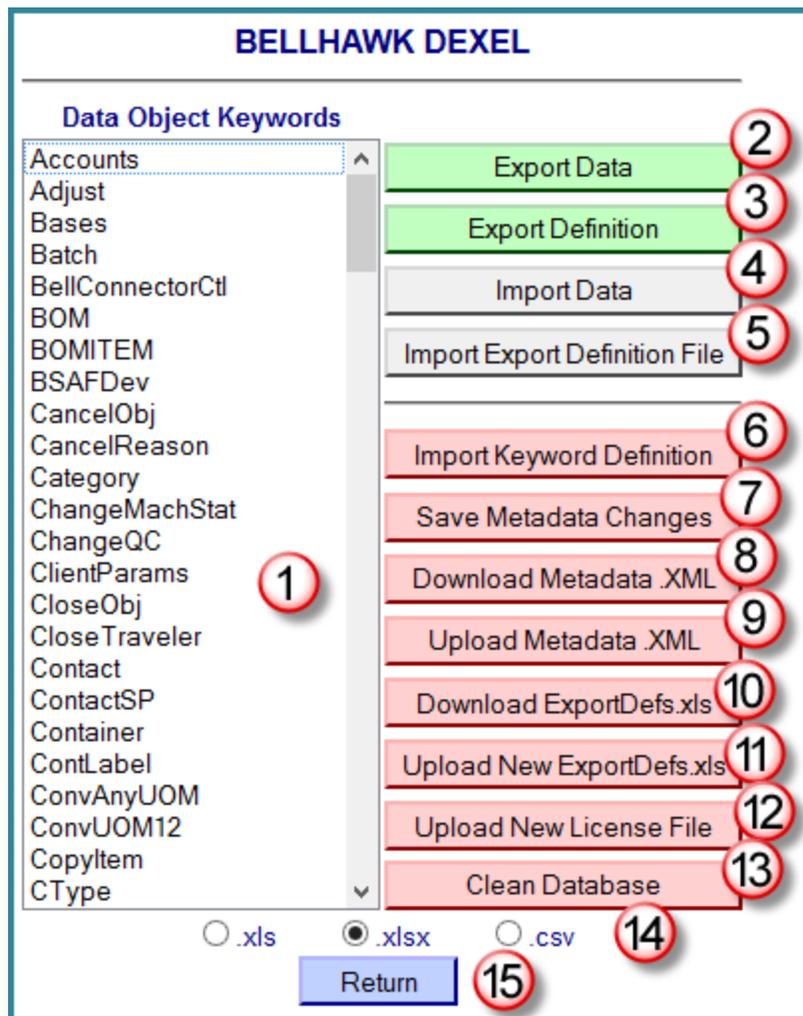
The current image is 120 pixels wide x 100 pixels tall: keep the new image size in the same ballpark to avoid disturbing the current screen and report layouts.

DEXEL

DEXEL is used for administering the BellHawk database as well as the metadata used for performing Excel imports and exports. This very powerful tool should only be used by an administrator who is very familiar with BellHawk internals or who is following specific instructions issued by BellHawk Systems professional services staff.

WARNING: CHANGES MADE THROUGH DEXEL CAN CAUSE YOUR BELLHAWK SYSTEM TO STOP OPERATING AND MAY DAMAGE EXISTING DATA IN THE BELLHAWK DATABASE.

Selecting the DEXEL button from the Administrator switchboard, displays this screen:



The features of this screen are (referring to numbers shown on the picture above):

1. This is the panel (1) from which to select the High Level Data Objects (HLDOs) whose data or meta-definition is to be imported or exported. Note that DEXEL gives access to all the HLDOs that are defined in the BellHawk metadata file loaded into this system, including access to stored procedures and views. It is a much larger set of HLDOs than is exposed to

operations managers and staff through the Setup Switchboard, which are just those selected through the ExportDefs.xls file. Also the HLDOs exposed through DEXEL may contain more parameters than those shown through the Setup Switchboard.

2. This button (2) is used to do an export of all of the data for the selected HLDO (1) in the BellHawk database into an Excel spreadsheet.
3. This button (3) exports the HLDO parameter names and their metadata definitions in the form of an Excel spreadsheet for the selected data object class (1). For the meaning of this metadata, please see the BellHawk/MilramX High Level Data Object (HLDO) User Manual for details.
4. This button (4) can be used to import data into the BellHawk database in just the same manner as data can be imported using the Setup Data functionality of the Operations Switchboard (see Setup Manual for details).
5. DEXEL has the capability (5) to import an Excel spreadsheet which defines which data objects to export and which information to export, such as just the latest records since the last export. The format and usage of this import file is described in the HLDO user manual.
6. This button (6) enables a new HLDO definition to be imported using an Excel spreadsheet in the format described in the HLDO user manual.
7. When a new HLDO definition is imported, it only changes the metadata in memory. Pressing on this button (7) saves the metadata to the BHSDK.xml metadata file and now affects all other users of the system. Please note that this does require that the IIS_IUSRS group has write access to the main website folder where the metadata is stored.
8. This button (8) enables the saving of the XML metadata definitions file. When new or updated HLDO metadata definitions are imported using an Excel spreadsheet they only impact the metadata in memory. This button enables the export of the metadata in memory so that it can be saved on another computer.
9. This button (9) enables import of a new or updated metadata file, which overwrites the existing metadata in memory. Please note that an error in the imported metadata file can cause BellHawk to work incorrectly or stop working.
10. The data objects that can be exported by staff members with Setup Privileges through the Setup Switchboard are controlled by a file called ExportDefs.xls. This is in the same format as the file used in controlling the export of data through button (5). This button (10) allows this file to be exported for editing.
11. This button (11) allows for uploading an edited version of the ExportDefs file, which controls which HLDOs and which parameters can be imported and exported through the Setup Switchboard. This is a safeguard to prevent operational users from inadvertently making changes that would negatively impact the running of BellHawk.
12. This button (12) allows for importing a new or updated encrypted license file that has been sent to you by Email.

13. This button (13) enables Administrators to start with a clean database. This can be useful in a Test version of BellHawk that is used for initial experimentation and for training. **DO NOT USE THIS BUTTON ON A LIVE PRODUCTION VERSION OF BELLHAWK OR YOU WILL LOSE ALL YOUR DATA.**

The only data that is retained is the Company and Plant information and the Administrator login. So it is important to dump all your setup data using the Excel Export function of the Setup Switchboard from your test system before deleting the contents of the database. Then re-import your setups from this same screen after cleaning the database.

Please note that cleaning the database also deletes all User and Device data. These setups cannot be exported or imported by anyone who is not an Administrator. They can, however, be exported as the User and WebDev data objects using the Export Data function (2) of DEXEL and then reimported using the Import Data button (4) after cleaning the database.

14. The format for exports is selectable (14) as older format Excel spreadsheets (.xls), new format Excel exports (.xlsx) or as comma delimited files (.csv). The format of importable files is recognized from their file extensions, which must follow the same conventions.

15. This button (15) enables a Return to the main Admin switchboard.

Please note that for most operational usage of BellHawk, it will not be necessary to use DEXEL. Please also note that using any of the functions (6) through (14) can cause BellHawk to stop working.

For more details about the use of DEXEL to edit HLDOs, please see the HLDO User Manual.

For Assistance or More Information

Please send an Email request to Support@BellHawkOnline.com.