

**WinBridge<sup>®</sup>**  
**Vehicle Scale**  
**Information**  
**Technology**  
User Manual  
Software Version 1.3.9

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# 1 Introduction

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## Purpose

The WinBridge® Vehicle Scale Information Technology software package is designed to handle transactions in which material is bought, sold, or processed on a scale. WinBridge software can connect to as many as four scale indicators, plus peripherals such as bar-code readers, traffic lights, and unattended driver stations. This manual explains how to use WinBridge software.

The main purposes of the WinBridge software package:

- Record transactions that involve weighing vehicles.
  - Produce reports about the transactions.
  - Provide information from the WinBridge database in ASCII file format use with external software packages.
  - Manage unattended weighing stations.
- 

## Requirements

WinBridge 1.3.9 requires the following minimum hardware:

- A personal computer with
  - ✓ Pentium®/133 MHz CPU
  - ✓ CD-ROM player
  - ✓ 32 MB RAM
  - ✓ 1 GB hard drive
  - ✓ 800x600 SVGA monitor using small fonts. Monitor should be 17 inches or larger to make it easy to read the screen, especially if you include the maximum options.
  - ✓ Parallel printer for reports and tickets
- An 8530 Cougar, 8142, Jaguar, Lynx, Panther, or compatible Cardinal, Fairbanks, GSE, Rice Lake, Western, or Weigh-Tronix scale indicator.
- Optional: An Unattended Terminal (contact your METTLER TOLEDO distributor for hardware and software specifications).

The following minimum software is required:

- Windows 95, 98, or NT

## Overview

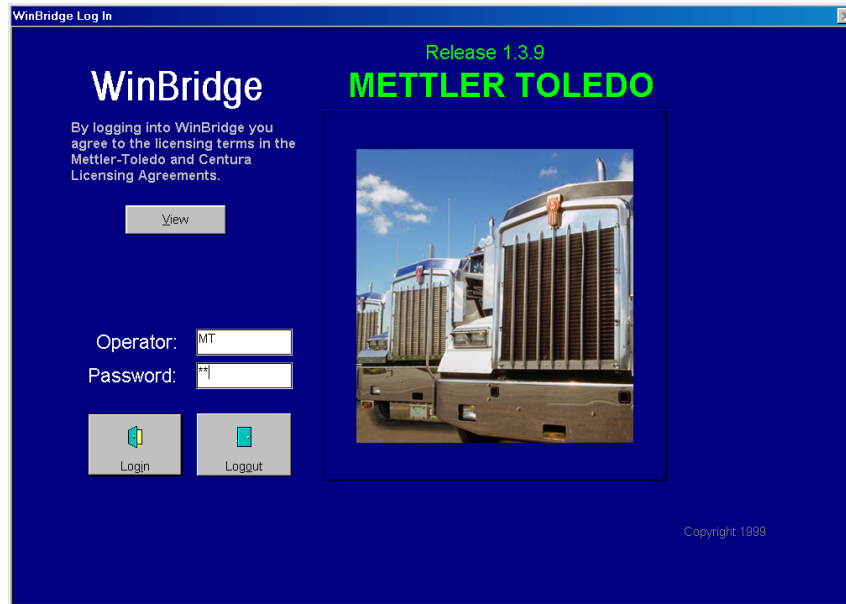
The following list outlines the basic steps involved in setting up and operating your WinBridge system:

1. Have your supplier install WinBridge and configure it for you. Discuss your processing needs with the supplier to make sure the installation is configured to meet them. Your supplier can handle the following configuration options:
  - Install on a single PC or network
  - Install add-ons such as unattended terminals
  - Connect to scales and traffic lights
  - Translate the program to another language
  - Change the appearance of screens
  - Enable/disable individual functions
  - Enable supervisors and operators
  - Set up tickets and reports for printing
  - Provide WinBridge passwords
2. Create database records (see Chapters 3, 4 and 5). Before you can process transactions, you need to enter information about products, accounts, contracts, vehicles, etc., in your database.
3. Process transactions (see Chapter 6). Once you have had your WinBridge system configured and have entered information in the database, you can begin processing transactions. You can speed up transactions by creating presets that automatically enter data for a transaction.
4. Print tickets and reports (see Chapter 6). WinBridge can print a ticket automatically for each transaction. It also provides a selection of basic reports that you can print. The optional report module enables you to design your own tickets and reports.
5. Manage records of transactions (see Chapter 6). WinBridge stores a complete record of each transaction. It gives you the ability to void, modify, and export transactions.
6. Manage the database (see Chapter 6). WinBridge enables you to backup your database, import information into the database, and export information from the database for use with other software packages.
7. Change default settings (see Chapter 7). You can change a wide range of default settings to modify the way your WinBridge system operates.

## How to Start WinBridge

Your supplier will install the WinBridge program and configure it for you. Each time you start WinBridge, you must identify yourself as an authorized user.

1. Start SQLBase by selecting the SQLBase Database Engine icon and double-clicking on it (or pressing the ENTER key).
2. Select the WB icon and double-click on it (or press the ENTER key). The **WinBridge Log In** screen will appear.



3. Place the cursor in the **Operator** field and type your user name.
4. Move the cursor to the **Password** field and type your password. The password will not be shown in the field; each character will appear as an asterisk.
5. Click the **Login** button or press the ENTER key to start WinBridge (click the **Logout** button to exit).

If you typed your user name and password correctly, the WinBridge Vehicle Processing screen will appear.

## How to Close WinBridge

To close WinBridge, click the **Close** button on the Vehicle Processing screen (or select **Exit** from the **Program** menu). Type your user name and password in the data fields on the **WinBridge Log In** screen. Then click the **Logout** button to exit.

If you have started WinBridge but have not entered a user name or password, you can exit the program by pressing the ESC key or clicking the **Logout** button.

---

## How to Select a Menu Item

1. If you have a mouse, click on the menu item.
  2. If you do not have a mouse, press the ALT key to select the first menu item, and then use the left and right arrow keys to move to other menu items.
    - To open a menu, use the down arrow key.
    - To select a menu item, highlight it with the up or down arrow key and then press the ENTER key.
- 

## How to Press a Push Button

1. If you have a mouse, click on the push button.
  2. If you do not have a mouse, press ALT+ the character that is underlined on the push button.
- 

## How to Use Data Fields

To move from an input data field to the next field, press the TAB key. This also checks any data entered in the field to make sure it is valid. To move to the previous data field, press TAB+SHIFT.

WinBridge can be configured so that the ENTER key (instead of the TAB key) is used to move from one field to another. When the ENTER key is used to move between fields, it cannot be used for other purposes, such as accepting a weight.

## 2 Vehicle Processing Screen

When you start the WinBridge program, the Vehicle Processing screen will appear. This screen is used to process all vehicle weighing transactions. It also provides access to WinBridge tables, reports, and other tools. The exact appearance and operation of the Vehicle Processing screen depends on how WinBridge is configured by your supplier. The sample screen shown below offers the most complete set of vehicle processing options. In other configurations, some fields and buttons might be arranged differently or hidden. The order in which fields are entered on the screen also depends on how your system is configured.

The screenshot displays the WinBridge Vehicle Processing screen. At the top, there is a menu bar with options: Program, Edit, Table, Extd tables, Report/Ticket, Database, Scale, Tools, Help. Below the menu bar is a toolbar with buttons for Search, Split, Trans, Report, Ticket, Unatt, Help, and a date/time display showing 08 Jul 17:00. The main interface is divided into several sections:

- Vehicle Section:** Includes a dropdown for Vehicle, a text field for Cont., and weight fields for min kg and max kg. There is a checkbox for "Tare weight" and a "Truck Only" checkbox with a truck icon.
- Customer Section:** Includes a dropdown for Customer and a text field for Product.
- Contract Section:** Includes fields for max kg and deliv. kg, and buttons for "Accept", "Compute", and "Clear".
- Transaction Section:** Includes "In" and "Out" checkboxes with kg fields, a "Net" kg field, and "Tax 1" and "Tax 2" fields. There is also a "Discount" field and a "Total" field.
- Company and Carrier Section:** Includes dropdowns for Company Id. and Carrier Id., and a "Daily deliv. Wt" field.
- Load List:** A vertical list of 10 load slots labeled Load1 through Load10.
- Scale Section:** Includes a "Scale 1" dropdown and a "Table 1" checkbox with a "Validate Date" checkbox.



## Menu Bar

The menu bar shows the main functions available in WinBridge: **Program, Edit, Table, Extended Tables, Report/Ticket, Database, Scale, Tools, and Help**. Clicking on one of these will display a secondary menu (for example, clicking on **Table** displays the list of tables available for editing).



The **Program** menu is used to exit WinBridge. The **Edit** menu provides **Undo, Cut, Copy, Paste, and Clear** commands for editing data field entries. Tables are discussed in Chapter 3, Extended Tables in Chapter 4, and other menu items in Chapters 6 and 7.

## Toolbar

The toolbar is located under the menu bar. The push buttons and data fields found on the toolbar are described below.



**Close:** Exits from the Vehicle Processing screen (same as **Exit** in the **Program** menu).



**Search:** Displays the table associated with the data field in which the cursor is positioned. When you select a record from the table (by pressing ENTER or double-clicking the left mouse button), information from the record is entered into the data field. You can also display a table by clicking the right mouse button on the appropriate data field. If a partial ID is specified in a field, the table will open on the first row that includes that partial ID.



**One/Two:** Toggles between one-pass weighing (weigh a loaded vehicle and use a stored tare weight or manual tare entry) and two-pass weighing (weigh a vehicle once when it is empty and once when it is loaded). Two-pass weighing is the default for vehicles without a stored tare weight.



**Split:** Allows split-load transactions (weights are recorded twice, possibly under different product codes). THIS PROCESS IS NOT WEIGHTS AND MEASURES APPROVED.



**Contract:** Enables/disables the use of the contract functions for the current transaction.



**Transaction:** Displays a table that lists all two-pass transactions that are open (have not been completed). When a vehicle returns for its second weighing, select the appropriate open transaction to complete the two-pass weighing operation.



**Preset:** Loads preset default values into empty data fields (see the information about using presets in Chapter 6).



**Report:** Allows you to choose, print, or view reports.



**Ticket:** Prints a ticket for the most recent transaction.



**Unattended:** Switches between operator and unattended mode.



**Calculator:** Displays a calculator for the operator to use.



**Help:** Displays the on-line help (same as **Help** menu).



**Store Tare:** Allows you to store a tare for a vehicle. It is enabled only when a vehicle is specified in the **Vehicle** field and has been verified in the database.



**Transaction Number:** Shows the current transaction number. You must export all data before you reset this number.



**Scale 1,2,3,4:** Reads the weight from any of the enabled scale devices.



**Virtual Indicator:** Retrieves a weight from a virtual indicator.



**Manual:** Allows manual input of weight. This is available only if the operator is authorized and manual mode is enabled for the product.



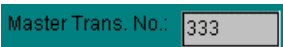
**Use Stored Tare:** Automatically inputs the current weight reading as a vehicle tare weight in either the **Weight In** or **Weight Out** box.



**Traffic Light:** Displays push buttons for manual control of traffic lights. Displays automatically controlled traffic lights.



**Unattended Printing:** Enables (green) or disables (red) printing of a ticket for an unattended transaction.



**Master Transaction Number:** Shows the total number of transactions. This number cannot be reset.



**Load Number:** This number can be reset at any time. It shows the number of transactions since the last reset.

## Data Groups

To make it easier to locate information on the Vehicle Processing screen, the data is arranged in six groups: **Vehicle**, **Account**, **Product**, **Transaction**, **Contract**, and **Amount**. The groups contain yellow input fields where you enter data and gray output fields where the system displays data.

When you start a new transaction, the cursor appears inside the first input field. You can move to the next input field by pressing the TAB key (your system can be set up to use the ENTER key instead of the TAB key). The cursor cannot move to fields that are not input fields. You can also move directly to any input field by clicking on it with the mouse. WinBridge validates the data entered into the field before moving to the next field. If the data are correct, then the cursor will move to the next input field. Otherwise, an error dialog box will appear, and the cursor will not move to the next field until a valid entry is made.

### Vehicle Group

The **Vehicle** group contains information about a vehicle and its tare weight:

- **Vehicle:** vehicle ID, description, minimum and maximum weights (if they are enabled), container ID, container weight, and a **Truck Only** box to check when a container vehicle does not have a container attached. The **Container** combo box (which lists container IDs) is enabled only if a vehicle has a container.
- **Tare:** a vehicle's tare weight and pictures of the tractor and trailer associated with the tare configuration. If more than one tare weight is stored for a vehicle, use the scroll bar below the **Tare Weight** data field to select the appropriate tare weight.

New tare values can be stored by pressing the **Store Tare** button. Values will then be saved to the **Tare** table.

The screenshot displays the 'Vehicle' group interface. On the left, there is a 'Vehicle' dropdown menu showing 'VEH123'. Below it are 'Cont.' and 'lb' dropdown menus. To the right are input fields for 'min lb' (9000) and 'max lb' (30000). A 'Truck Only' checkbox is present. The 'Tare weight' section features a 'lb' input field with the value '0', a small truck icon, and a scroll bar with '1' and 'n.' labels.

---

## Account Group

The **Account** group contains information about the account (customer or supplier), such as the account ID, name, and addresses (there can be more than one shipping address).

The screenshot shows a window titled "Account" with three dropdown menus. The first dropdown is set to "K01", the second to "4572 Main Street", and the third to "Block Construction".

---

## Product Group

The **Product** group includes the product ID, description, taxes, and price per unit (Pr/U).

The screenshot shows a window titled "Product" with several fields. A dropdown menu is set to "P01". Below it, another dropdown is set to "Gravel". To the right, there are two tax fields: "tax1" with "22.00%" and "tax2" with "0.00%". Below the "Gravel" dropdown, there is a "Pr/U" label and a field containing "\$5.00".

---

## Transaction Group

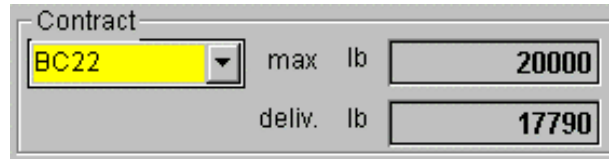
The **Transaction** group contains information about the current transaction. It can include the in and out time of the transaction, the inbound and outbound weights (if the transaction is completed), and the net weight.

NOTE: If the **Truck Only** box is checked in the **Vehicle** data group, the net weight will be reduced by the tare weight of the container. The mode of operation (**Ship** or **Receive**) can be selected from the combo box. A conversion unit will be shown if that option is enabled in the **Product** table.

The screenshot shows a window titled "Transaction" with three input fields for weights. The first field is labeled "In" and "lb". The second field is labeled "Out" and "lb". The third field is labeled "Net" and "lb". A dropdown menu is set to "S".

## Contract Group

The **Contract** group contains the contract ID (selectable from a combo box), the maximum weight authorized for the contract, and the accumulated delivery weight. These fields are filled only when an account and a product have been identified.



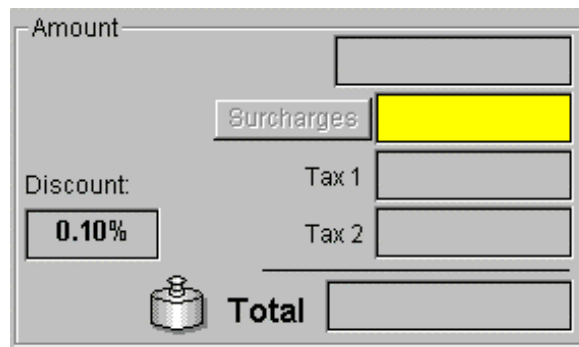
Contract

BC22 max lb 20000

deliv. lb 17790

## Amount Group

The **Amount** group contains data used for computing the final cost of a transaction. For instance, it can show the price of the weighed goods, surcharges, taxes, total price, and discount. This data is displayed only after a weight is entered.



Amount

Surcharges

Discount: 0.10%

Tax 1

Tax 2

Total

## Company and Carrier Combo Boxes

The **Company ID** combo box shows the company ID. Until you select a company ID, the box will display the first ID in the database. The **Carrier ID** combo box shows the carrier ID.

## Push Buttons



The following buttons are used on the Vehicle Processing screen:

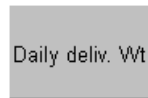
Use the **Accept** button to complete a transaction by accepting the data currently displayed on the Vehicle Processing screen. If the data are valid and complete, the transaction will be recorded in the database. If any of the data are invalid (or do not exist in the database), an error dialog box will appear. If that happens, correct the invalid data entries and press the **Accept** button again.



Use the **Compute** button to recalculate the price or weight for a transaction after editing the **Truck Only**, **Add Price**, or **Surcharges** field. The updated information will then be displayed. This option is used to view the results of a computation before accepting a transaction. It is also used when new taxes or surcharges are added: simply press the **Compute** button to display the new total.



Use the **Clear** button to clear the Vehicle Processing screen and move the cursor to the first data field. All data fields are cleared automatically when a transaction is accepted.



Use the **Daily Delivery Weight** button to show how much of the product selected in the product ID field has been weighed on the current day. WinBridge can be configured to show **Received Weight**, **Shipped Weight**, and **Total Weight** (received weight plus shipped weight).



Use the **Continue** button to process multiple weighings as a single transaction. It allows you to run a two-pass transaction that involves (1) weighing more than one product on a single vehicle or (2) weighing products for more than one account on a single vehicle. Suppose, for example, that a vehicle needs to pick up several products for a customer:

1. Weigh the empty vehicle on its first pass over the scale.
2. Load the first product onto the vehicle, take a second-pass weight reading, and then click the **Continue** button. This stores the weight for the product.
3. Load the next product onto the vehicle, and then take another second-pass weight reading. If more products need to be weighed, click the **Continue** button and repeat this step for each product.
4. When all products have been weighed, click the **Accept** button to complete the transaction.

## Remarks

The **Remark** and **Remark2** combo boxes are located to the right of the **Company ID** and **Carrier ID** combo boxes on the sample Vehicle Processing screen. You can enter remarks related to the current transaction or select predefined remarks from the combo boxes.

---

## Spare Fields

Spare data fields are available on the Vehicle Processing screen to display data that is not stored in the database. Spare fields 10, 11, 12, and 13 are designed so that the text entered into them will wrap; however, the configurator must remove the borders around these fields for the wrapping function to work.

---

## Status Bar

The status bar at the bottom of the screen shows the settings of the Caps Lock, Number Lock, and Scroll Lock keys. It also displays a brief explanation of the current menu selection or wait messages and other information.

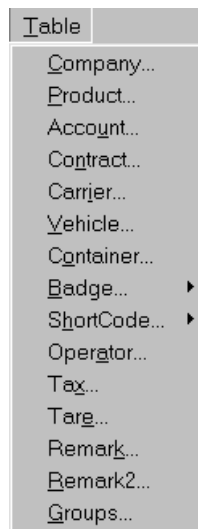


# 3 Creating Database Records

## WinBridge Tables

Before you can use WinBridge to process transactions, you need to enter information in the database about products, accounts, vehicles, etc. This information is stored in a series of WinBridge tables (each table is described later in this chapter). The only limit to the number of records that you can store in your database is the amount of hard disk space available on the computer.

The **Product**, **Account**, **Contract**, and **Vehicle** tables are the four main WinBridge tables. To view a table, open the **Table** menu on the Vehicle Processing screen and click on the desired table.





## Forms

When you select a table from the menu, the first thing you will see is a form designed to display an individual record from the table. You can go directly from the Vehicle Processing screen to a form by placing the cursor in the appropriate ID data field and pressing the SHIFT+? key. A sample form for the **Company** table is shown below.

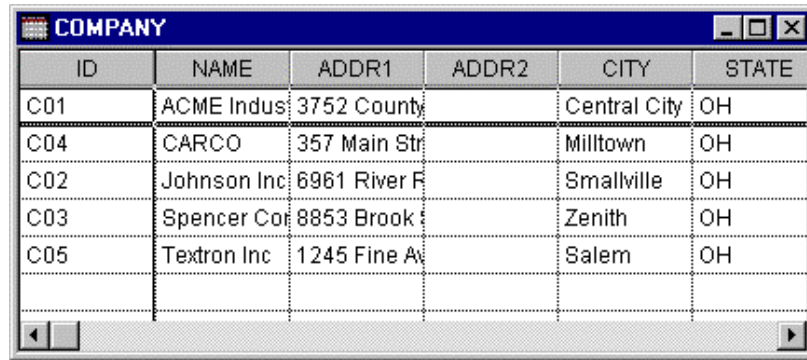
Each form contains data fields, which are used to enter, view, and edit information for a record.

- The yellow data fields must be filled in. They represent the minimum information required to create a database record.
- The ID field is the record's *primary key* (unique identifier).
- The white data fields are optional. You can leave these fields blank when creating a record, but we suggest that you enter as much information as possible.

NOTE: Do not use an apostrophe (or single quotation mark) in data field entries. The WinBridge program does not recognize it as a legitimate character.

## Tables

To display all the records stored in a table, click the **Query** button on the form's toolbar and then click the **Table** button. A sample **Company** table is shown below.



ID	NAME	ADDR1	ADDR2	CITY	STATE
C01	ACME Indus	3752 County		Central City	OH
C04	CARCO	357 Main Str		Milltown	OH
C02	Johnson Inc	6961 River F		Smallville	OH
C03	Spencer Cor	8853 Brook		Zenith	OH
C05	Textron Inc	1245 Fine Av		Salem	OH

Use the scrollbar at the bottom of the table to view all the data in the table. To search for a specific record, type the ID (or other information known about the record) in the appropriate data field on the form. Then click the **Query** button.

## Modifying Tables

You can modify a table by rearranging rows and columns and by changing column widths.

VEHICLE\_ID

To rearrange rows, click on one of the column headings. The rows will be rearranged so that the items under the heading that you clicked on are in alphabetical/numerical order.



To rearrange columns, position the cursor on the bottom border of a column heading until the symbol shown to the left appears. Then hold down the left mouse button and drag the column to a new location.



To change the width of a column, position the cursor on the side border of a column heading until the symbol shown to the left appears. Then hold down the left mouse button and drag the column border to the desired width.

## Toolbar

A toolbar is located near the top of each of the forms used to display individual records from the tables. The push buttons on the toolbar provide the following functions:



**Close**

Closes the form.



**New**

Clears all data fields and begins a new record.



**Query**

Recalls all records if all data fields are blank. Any data entered into a required or optional data field will be used as a filter.



**Table**

Shows query results in a table. When you highlight one of the records listed in a table, the highlighted record will be displayed in the data fields on the form.



Returns to the first record in the query.



Returns to the previous record.



Goes forward to the next record.



Goes forward to the last record in the query.



**Insert**

Inserts a new record once all required fields have been filled.



**Update**

Accepts changes made to an existing record.



**Delete**

Deletes the current record.

## Special Buttons

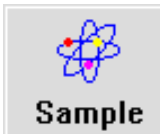
Several push buttons are used to perform special tasks. The **Presets** button is available for the main WinBridge tables (**Product**, **Account**, **Contract**, and **Vehicle**). The **Groups** and **Sample** buttons are available for the four main tables only if the Advanced Module is enabled. In the WinBridge Advanced Module, the **Presets** and **Groups** buttons are available for the **Carrier** table.



The **Presets** button lets you create an automatic link that connects a vehicle, a product, an account, and a contract. Once presets have been defined, you can enter them into the data fields on the Vehicle Processing screen with a single keystroke (see Chapter 6). The last preset used will override previously defined presets.



The **Groups** button appears only if the Advanced Module is enabled. This button can make it easier to manage your weighing operations by allowing you to create groups of products, accounts, contracts, or vehicles. See Chapter 5 for a description of how groups can be set up and used.



The **Sample** button appears only if the Advanced Module is enabled. Pressing this button will display a screen from which you can determine how and when product samples are to be taken for an individual product, account, contract, or vehicle.

There are also several push buttons that are discussed in the sections about the individual tables:

- The **Detail** button is covered in the **Contract** table section.
- The **Shipping** button is covered in the **Account** table section.
- The **Advanced Pricing** button is covered in the **Product** table section. This button also appears on the **Contract Detail** table.

## Editing Table Entries

You can insert new records in a table, delete existing records, and edit existing records.

---

### Inserting a New Record

Open the **Table** menu and select the table into which you wish to insert a record. The form for that table will appear.

1. Click the **New** button to clear all data fields on the form and provide a fresh screen for you to use.
2. Fill in the appropriate data fields. If you do not fill in all required fields, a "Value not entered in this field" error message will appear when you try to insert the new record.
3. When you have entered all the information, click the **Insert** button. This will enter the new record in the existing table.

A quick way to create a record is to display an existing record that is similar to the one you want to create. Change the record's ID and click the **Insert** button. This will give you a new record based on a copy of the existing record.

---

### Deleting an Existing Record

Open the **Table** menu and select the table from which you wish to delete a record. The form for that table will appear.

1. Click the **Query** button and then click the **Table** button. This will display all entries in the table.
2. Double-click on the entry you wish to delete. This will display the record on the form. Click the **Delete** button to delete it. You will then be prompted to confirm the deletion.

Another way to delete a record is to enter its ID in the ID data field and then click the **Query** button. Once the record is displayed on your screen, click the **Delete** button.

The **Sampling** and **Surcharge** tables are the only exceptions to this procedure. A record in those tables must be marked for deletion by clicking on it with the right mouse button. Once the record has been marked, delete it using the DELETE key on the keyboard. An **X** will appear at the beginning of the row. Then click the **OK** button to accept the deletion.

---

## Editing an Existing Record

Open the **Table** menu and select the table you wish to edit.

1. Click the **Query** button and then click the **Table** button. This will open a table that displays all records.
2. Double-click on the record you wish to edit. The record will be displayed on the form, and you will be able to edit any of the fields.
3. When you have finished editing the record, click the **Update** button. This will update the existing record so that the changes will be available immediately.

Another way to edit a record is to enter its ID in the ID data field and then click the **Query** button. Once the record is displayed on your screen, you can edit it and update the record.

The **Sampling** and **Surcharge** tables are the only exceptions to this procedure. For those tables, use the left mouse button to click on the item you wish to edit. Then type in the changes or use the combo box to make a change. Once the changes have been made, click the **OK** button to accept them.

## Company

This form lets you add, edit, and delete information about each company that processes transactions on your WinBridge system. In many cases, only one company will be involved. But there can be more than one entry if several companies share a scale.

COMPANY

Table Data Edit

Close New Query Table Insert Update Delete

Company Id:

Name:  Load No:

Address 1:  Note: Valid Load Numbers are from 1-10

Address 2:

City:  State:

Country:  Zip:

Phone:  Fax:

Fiscal Code:

Press "Query" to retrieve information... NUM

### Required Data Fields

Company ID: The primary key for this table.

### Optional Data Fields

Name: The name of the company.

Address 1:

Address 2:

City:

State:

Country:

Zip:

Phone:

Fax:

Fiscal Code:

Load No: A number from 1 to 10 that corresponds to one of the Load data fields on the Vehicle Processing screen.

### Multiple Loads

The multiple loads feature can be used when you are processing transactions for several companies. It keeps track of how many transactions are processed for each company.

1. When inserting or updating a company record, enter a number from 1 to 10 in the **Load No** data field on the **Company** form. A separate load number should be assigned for each company.
2. When you process a transaction, make sure that the **Load No** box on the Vehicle Processing screen's toolbar is checked.
3. The number of loads processed for a company will be shown on the Vehicle Processing screen in the **Load** data field (see below) that corresponds to the load number assigned to the company.

Load1:	<input type="text"/>
Load2:	<input type="text"/>
Load3:	<input type="text"/>
Load4:	<input type="text"/>
Load5:	<input type="text"/>
Load6:	<input type="text"/>
Load7:	<input type="text"/>
Load8:	<input type="text"/>
Load9:	<input type="text"/>
Load10:	<input type="text"/>

The load number count for each company can be reset to 1 by using the **Reset Loads** function in the **Transactions** section of the **Tools** menu.



## Tax

This form is used to store information about taxes. You should enter **Tax** table information before you create a **Product** record, so that the tax information will be available for use when you fill in the **Product** form's **Tax1** and **Tax2** data fields.

### Required Data Fields

Tax ID: The primary key for this table.  
 Value: Value of the tax is shown as a percentage.

### Optional Data Fields

Description: A description of the tax being defined. Examples: federal, state/provincial, harmonized, county, and municipal tax.

## Product

This form lets you add, edit, and delete information about the different products that you will be weighing.

The screenshot shows a 'PRODUCT' form with the following fields and options:

- Product Id: P01 (highlighted in yellow)
- Description: Gravel
- Stock Level: 89000
- Unit Price: 5
- Unit Id: LB
- Price Formula: ADV NET\*PR1 1000 2000 3000 4000 140 120 100 80 60 RAW
- Minimum Price: 4.5
- Tax1 Id: 1
- Tax2 Id: NA
- Conv. Unit: (empty)
- Conv. Factor: (empty)
- Price Type:  Weight,  Pieces
- Operation:  Ship,  Receive,  Either
- Buttons: Close, New, Query, Table, Insert, Update, Delete, Presets, Groups, Adv Pricing, Sample
- Instruction: Select row then press CTRL + INSERT to Insert into Surcharge Table
- Table:

PRODUCT_ID	SURCHARGES_ID	SURCHARGES_DESCRIPTION

### Required Data Fields

Product ID: The primary key for this table.

### Optional Data Fields

Manual

Weighing: Check this box if you wish to be able to enter the weight of this product manually (it will still be possible to weigh the product on a scale).

Description: A description of the product.

Stock Level: The amount (in pounds, kilograms, or metric tons) of the product currently in stock. As the product is received or shipped, this value will be updated automatically.

Unit Price: The price of the product per Unit ID. This value is stored as PR1.

- Unit ID: The primary unit used for weighing the product (pounds, kilograms, or metric tons).
- Price Type: Choose one of the two pricing methods: by **Weight** (default price formula is NET\*PR1) or by **Pieces** (default price formula is PCS\*PR1).
- Price Formula: The price formula is created when you insert or update a record. Price formula variables include NET (net weight), PR1 (unit price), PCS (pieces), /, +, -, \*, and ##### (numbers).
- Minimum Price: You can set a minimum price for a product. This price will be used whenever the calculated price is lower than the minimum price.
- Tax1 ID: Taxes defined in the **Tax** table. Choose from an existing list or **NA** if taxes are Not Applicable.
- Tax2 ID: Taxes defined in the **Tax** table. Choose from an existing list or **NA** if taxes are Not Applicable.
- Conv. Unit: A secondary weight unit.
- Conv. Factor: The multiplier used to convert the primary weight unit to a secondary unit. **Conversion Unit** and **Conversion Factor** work together produce a second unit used in reporting. Examples:

Unit ID	Conv. Factor	Conv. Unit
kg	2.2046	lb
lb	0.4536	kg
lb	0.0005	tons
kg	0.001	tonnes

- Default Operation: Choose one of the options: **Ship**, **Receive**, or **Either**. If you choose **Either**, then the product can be both shipped and received.
- Surcharges: If the Advanced Module is installed, you can use the table at the bottom of the screen to assign up to six surcharges for a product. All preset surcharges will be used when a price is calculated for a transaction.
- Advanced Pricing: When you click the **Adv Pricing** button, the following form appears:

**Advanced Price Definition**

Enable advanced pricing

Advanced pricing parameters

	Max	Price
Step 1	1000	140
Step 2	2000	120
Step 3	3000	100
Step 4	4000	80
Step 5		60

Unit price: 140

Fixed price       Raw price

Base formula: NET\*PR1

Clear Formula

Ok

Cancel

**Enable Advanced**

**Pricing:** If this option is enabled, then the **Advanced Pricing** parameters will be used. If it is not enabled, then the **Base Formula** will be used.

**Unit Price:** Price per unit (from **Product** form).

The **Max** and **Price** columns are used for step pricing only. You can define up to five steps in a pricing scheme. For each step, enter a price and the maximum weight for which that price is used.

**Fixed Price:** Sets a single price per unit for the entire load (for example, \$120 for loads up to 2,000 pounds).

**Raw Price:** Sets a different price per unit for portions of a load (for example, \$140 for the first 1,000 pounds, \$120 for the second 1,000 pounds, etc.).

**Base Formula:** This is the same as the **Price Formula** described in the **Product** form (usually NET\*PR1).

**Clear Formula:** Clear the existing formula. A formula must be entered for the price definition to be accepted.

**OK:** Save the existing formula or step pricing scheme.

**Cancel:** Cancel any changes made to the original formula.

## Account

This form lets you add, edit, and delete information about accounts (customers or suppliers). The **Enabled** box must be checked for an account before you can process transactions for that account.

The screenshot shows the 'ACCOUNT' form with the following data:

- Account Id: K01 (highlighted in yellow)
- Enabled:
- Name: Block Construction
- Fiscal Code: (empty)
- Address 1: 1500 Beech Street
- City: Smallville
- State: OH
- Country: USA
- Zip: 43566
- Phone: (empty)
- Fax: (empty)
- Person: (empty)
- Ticket In: T.SAMPLE
- Ticket Out: T.SAMPLE
- Info: (empty)
- Payment:  Cash,  Invoice,  Other
- Operation:  Ship,  Receive,  Either
- Act. Credit: 5000
- Max. Credit: 50000
- Discount: (empty)

### Required Data Fields

Account ID: The primary key for this table.

### Optional Data Fields

Enabled: Check this box to enable the account.

Name: Account name.

Fiscal Code:

Address 1:

City:

State:

Country:

Zip:

Phone:

Fax:	
Person:	The name of the contact person at the customer's or supplier's office.
Max. Credit:	The credit limit extended to this account. You can make this a required field by enabling <b>Use Credit Check</b> in the <b>Processing Parameters</b> form (see the information about processing parameters in Chapter 7).
Act. Credit:	This field contains the amount of active credit the account has used to date. As the account uses credit, this field will update automatically. When the account makes a payment, this field must be edited manually. Once the <b>Act. Credit</b> equals <b>Max. Credit</b> , you will receive the following message: "Max credit exceeded for Account." At this point you must either extend further credit or cancel the transaction. You can make this a required field by enabling <b>Use Credit Check</b> in the <b>Processing Parameters</b> form (see the information about processing parameters in Chapter 7).
Ticket In:	Choose from a selection of predefined tickets to print when a vehicle enters your facility. If you do not wish to use an entry ticket, leave this field blank.
Ticket Out:	Choose from a selection of predefined tickets to print when a vehicle exits your facility. Note: <b>Ticket In</b> and <b>Ticket Out</b> can be used independently. You can use a different format for each ticket.
Info:	For entering additional information about the account.
Discount:	A discount (%) allowed for the account. The price on the ticket will need to be reduced by this percentage.
Payment:	Choose one of the payment types: <b>Cash</b> , <b>Invoice</b> , or <b>Other</b> .
Operation:	Choose one of the options: <b>Ship</b> , <b>Receive</b> , or <b>Either</b> . If you choose <b>Either</b> , then both shipping and receiving transactions will be allowed for the account.



The **Shipping** button is an option found only on the **Account** form. When you click this button, the **Shipping Address** form will be displayed. In this form, you can enter additional shipping addresses for an account.

A screenshot of a software window titled "SHIPPING\_ADDRESS". The window has a blue title bar and a menu bar with "Table", "Data", and "Edit". Below the menu bar is a toolbar with buttons for "Close", "New", "Query", "Table", and several navigation arrows. To the right of these are "Insert", "Update", and "Delete" buttons. The main area of the form contains several input fields: "Account Id:" with the value "K01", "Address Id:" with "LOC2", "Name:" with "Block Construction", "Address:" with "4572 Main Street", "City:" with "Zenith", "State:" with "OH", "Country:" (empty), "Zip:" with "43652", "Phone:" (empty), and "Fax:" (empty). At the bottom left, there is a status bar that says "Press 'Query' to retrieve information...". At the bottom right, there is a "NUM" button.

## Contract

This form lets you add, edit, and delete contract information for an account. Each account can have more than one contract. To use this table, you must enable **Use Contract** on the **Processing Parameters** form (see Chapter 7).

### Required Data Fields

- Contract ID: The primary key for this table.
- Account ID: Use the combo box to choose from a list of existing enabled accounts. The account's record must already exist in the **Account** table.

### Optional Data Fields

- Enabled: Check this box to activate the contract. If it is not enabled, then the contract will not be available for use.
- Description: A description of the contract.
- Other ID: Further clarification of the Contract ID.
- Info: Additional information about the contract.
- First Deliv. Date: The date of your first delivery to or from the account under this contract.



First Deliv.

QTY: The quantity of the product delivered to or from the account on the first delivery date.

Expiration Date: The date when the contract expires. If a contract is used after this date, a warning appears on screen.



The **Detail** button is an option found only on the **Contract** form. When you click this button, the **Contract Detail** form will be displayed. This form provides additional information about the contract that was selected in the previous screen.

NOTE: It is not necessary to use the **Contract Detail** form, but we suggest that you enter as much information as possible about active contracts. You must enter values in all data fields except **Price Formula** in order to insert a contract detail record.

Contract ID: The contract ID from the previous form.

Product ID: The product identifier for the product that will be delivered through this contract. A record for this product must already exist in the **Product** table.

Max. Weight: The maximum weight of the product that is allowed for this contract.

Deliv. Weight: The actual weight of the product delivered under this contract. This field is automatically updated when a delivery is processed on the Vehicle Processing screen.

Discount:	A discount rate to be applied to the product price. NOTE: If you enter a negative amount, then an increase is calculated instead of a discount.
Unit Price:	The unit price for a product.
Advanced Pricing:	Advanced Pricing is described in the <b>Product</b> table section. The Advanced Pricing formula is displayed in the <b>Price Formula</b> field. A push button is supplied for clearing the formula.
Enabled:	Check this box to enable the contract.
Operation:	This indicates whether you will ship or receive this product (you cannot choose both).
Price Type:	This indicates whether a product is priced by weight or per piece.

## Carrier

This form lets you add, edit, and delete information about carriers that use your weighing operations. A carrier can ship products for more than one account, and each account can use more than one carrier. None of the entries is tied to the **Account** table. The **Carrier** form will include **Presets** and **Groups** buttons only if the Advanced Module is installed.

The screenshot shows a software window titled "CARRIER". At the top, there is a menu bar with "Table", "Data", and "Edit". Below the menu bar is a toolbar with several icons: a left arrow, a plus sign, a document with a plus sign, a grid, a left arrow, a right arrow, a double left arrow, a double right arrow, a plus sign with a document, a document with a plus sign, and a trash can. The main area of the window contains the following fields and buttons:

- Carrier ID:
- Name:
- Address 1:
- Address 2:
- City:
- State:
- Country:
- Zip:
- Phone:
- FAX:
- Buttons: "Presets" and "Groups" (both with icons)
- Bottom right:

### Required Data Fields

Carrier ID: The primary key for this table.

### Optional Data Fields

Name: The full name of the carrier.

Address 1:

Address 2:

City:

State:

Country:

Zip:

Phone:

Fax:

## Vehicle

This form lets you add, edit, and delete information about vehicles that use your scales. If a vehicle is set up as a container-type vehicle, the system will prompt for the container type when the vehicle is selected for a transaction. If a container vehicle enters or leaves without a container, check the **Truck Only** box on the Vehicle Processing screen or select a zero-tare container (a container with zero entered in the **Tare** data field).

The screenshot shows a window titled "VEHICLE" with a menu bar (Table, Data, Edit) and a toolbar with icons for Close, New, Query, Table, navigation, Insert, Update, and Delete. The form fields are as follows:

- Vehicle ID: VEH123
- Description: [Empty text box]
- Carrier ID: C1 (dropdown menu)
- Driver: [Empty text box]
- License: ODL562
- Info: [Empty text box]
- Expiration: 15/12/1999 0
- Min. Legal Weight: 9000
- Max. Legal Weight: 30000
- Container Veh.:
- Unattended Ticket:
- Type:  Tractor,  Trailer
- Operation:  Ship,  Receive,  Either
- Buttons: Groups, Presets, Sample

### Required Data Fields

Vehicle ID: The primary key for this table.

Min. Legal Weight: The minimum legal weight of an empty vehicle.

Max. Legal Weight: The maximum legal weight of a full vehicle.

NOTE: **Min. Legal Weight** and **Max. Legal Weight** are required only when **Check Vehicle Weight** is enabled in the **Processing Parameters** screen (see Chapter 7).

### Optional Data Fields

Container	
Vehicle:	Check this option if the vehicle requires or can carry a separate container.
Unattended	
Ticket:	This check box is used to enable WinBridge to print tickets while operating an unattended scale terminal.
Type:	Choose <b>Tractor</b> or <b>Trailer</b> .
Description:	A short description of the vehicle.
Carrier ID:	This combo box is connected to the <b>Carrier</b> table. If a carrier is using this vehicle, select that carrier from a predefined list. NOTE: The carrier is not automatically linked to this field.
Operation:	Choose <b>Ship</b> , <b>Receive</b> , or <b>Either</b> . If you choose <b>Ship</b> , the vehicle can be used only for shipping. If you choose <b>Receive</b> , the vehicle can be used only for receiving. If you choose <b>Either</b> , the vehicle can be used for both shipping and receiving.
Driver:	The name of the vehicle's driver.
License:	The license plate numbers of the vehicle.
Info:	Additional information about the vehicle or driver.
Expiration:	The date that the vehicle license expires. If the vehicle is used after this date, a warning appears on screen.

### Transient Vehicles

You can weigh a vehicle that is not listed in your database. To process the transaction, enter a vehicle ID in the appropriate data field on the Vehicle Processing screen. When you move the cursor to another data field, the following message will appear on the screen: "Unknown vehicle! Is it a transient one?" Click the **Yes** button and continue with the transaction.

## Container

This form lets you add, edit, and delete information about containers. Note that a tare value is required for the container.

### Required Data Fields

- Container ID: The primary key for this table.  
Tare: A manually entered weight for this container.

### Optional Data Fields

- Description: A description of the type of container.  
Info 1: Additional information about the container.  
Info 2: Additional information about the container.

A vehicle that uses a container will have separate tare weights for the vehicle and the container. Indicate that a vehicle can carry a container by checking the **Container Veh** box on the **Vehicle** form. Create a record in the **Container** table for each type of container (including the tare weight). To weigh a container vehicle that does not have a container attached, check the **Truck Only** box on the Vehicle Processing screen or select a container ID that has zero entered as its tare weight.

## Operator

This form is used to set up users as supervisors or operators. Only supervisors can change passwords or user information.

### Required Data Fields

- Operator ID: The primary key for this table.
- Level: The level of security for the supervisor or operator (0-9, zero providing the greatest access). The supervisor or operator will not be able to use any WinBridge function that requires a greater security level than the one assigned here.
- Name: The full name of the user.
- Password: The user's assigned password. Only supervisors can change a password. NOTE: This field is case sensitive.
- Type: Indicate whether the user has **Supervisor** or **Operator** status.

### Optional Data Fields

- Expiration: Defines when the account is due to expire. This field is useful if contract or temporary personnel are employed.

Function

Enable/

Disable:

The specific responsibilities of the user are defined here. Your configurator can select up to 10 functions (from the 30 available functions listed in the *WinBridge Configurator Manual*, Chapter 7).

NOTE: Be careful when enabling functions. If operators are given too little authority, they might not be able to do work. If they are given too much authority, they might be able to delete all the stored information.

### Setting Up Users

1. Enter an ID in the **Operator ID** field to create a new record, or click the **Query** button to update an existing operator or supervisor record.
2. Set up the user as a supervisor or operator by selecting the appropriate radio button in the **Type** group box.
3. Choose a level of access by typing in the appropriate number in the **Level** field (0-9, with zero providing the greatest access). The entry in this field will limit the user's level of access regardless of whether the user is set up as a supervisor or operator.
4. Enter the full name of the user in the **Name** field.
5. Enter a password in the **Password** field. We recommend giving each operator a unique password. Operators cannot change their own passwords.
6. You can limit the time period for which an operator has access to the WinBridge system by entering a date in the **Expiration** field. When the user tries to login after this date, a "Password has expired" message will appear on the screen. This effectively locks the user out of the system until a supervisor changes the expiration date.
7. If the user type has been set to **Operator**, you will need to enable the desired functions in the **Function Enable/Disable** group box. Supervisors have access to all functions by default. Check the boxes corresponding to the functions you want to enable for the operator. Functions listed in this section will vary from client to client, depending on how the system is configured. If you have questions about the availability of a function or the definition of a function, refer to the *WinBridge Configurator Manual*.
8. Click the **Insert** button to save the new operator/supervisor record. Or click the **Update** button to update an existing operator/supervisor record.
9. Click the **Close** button to complete this procedure.



## Tare

This table stores tare values for vehicles. Each vehicle can have more than one tare value. This form is used to provide information about tares, not to edit the data fields. Notice that there are no **Insert** or **Update** buttons on the toolbar. Tare weights are entered using the **Store Tare** button on the Vehicle Processing screen (see Chapter 7).

The screenshot shows a window titled "TARE" with a menu bar (Table, Data, Edit) and a toolbar with buttons for Close, New, Query, Table, and navigation arrows. The main area contains the following fields:

- Vehicle Id: 100
- Tare Id: 1
- Description: (empty text box)
- Tare: 12000
- Expir. Date: 22/09/1999 0:
- Consecutive: 0
- Scale Id: MAN
- Tractor: (truck icon)
- Trailer: (empty text box)

At the bottom right, there is a "NUM" button.

### Required Data Fields

- Vehicle ID: A unique vehicle identifier.
- Tare ID: A unique identifier for this tare type.
- Tare: The tare weight of the empty vehicle.
- Consecutive: The number of the current transaction. WinBridge numbers each transaction consecutively.
- Scale ID: The identifier of the scale being used to measure the tare value.

### Optional Data Fields

- Description: A description of the tare or vehicle.
- Expir. Date: The date that the tare value for this vehicle expires. If this field is left blank, the tare will disappear the following day.

## Remarks

The **Remark** and **Remark2** forms let you add, edit, and delete remarks to be attached to a transaction.

The screenshot shows a window titled "REMARK" with a menu bar containing "Table", "Data", and "Edit". Below the menu bar is a toolbar with icons for "Close", "New", "Query", "Table", navigation arrows, "Insert", "Update", and "Delete". The main area contains two input fields: "Remark Id:" with a yellow highlighted box, and "Description:" with a white text box. At the bottom, there is a status bar with the text "Press 'Query' to retrieve information..." and a "NUM" button.

### Required Data Fields

Remark ID: The primary key for this table.

### Optional Data Fields

Description: Enter the remark that you want to appear on the Vehicle Processing screen. Although this field is not required, we recommend that it be filled in at all times.

## Groups

This form is used to create groups of accounts (customers or suppliers), contracts, vehicles, carriers, or products. See Chapter 5 for an explanation of how to create groups and group presets.

### Required Data Fields

Group ID: The primary key for this table.

### Optional Data Fields

Description: A description of the group.

## Badge and Short Code

If WinBridge is used in unattended mode, the driver of a vehicle can enter data at an unattended driver station with a badge or short code. When the Unattended Module is installed, you can enable this type of data entry by assigning a badge ID or short code and linking it to a vehicle, contract, account, or product.

The **Table** menu on the Vehicle Processing screen includes menu items for enabling a **Badge** or **Short Code**. When you select one of those items, WinBridge displays a submenu with the following options: **Vehicle**, **Contract**, **Account**, and **Product**. Selecting one of those options displays a **Badge Administration** or **Short Code Administration** form. For example, selecting the **Badge** menu item and then the **Vehicle** submenu item will display the **Badge Administration** form shown below.

The screenshot shows a software window titled "Badge Administration". At the top, there is a menu bar with "Table", "Data", and "Edit". Below the menu bar is a toolbar with several icons: a mouse cursor, a plus sign, a document with a plus sign, a grid, a left arrow, a right arrow, a double left arrow, a double right arrow, a plus sign with a document, a document with a plus sign, and a trash can. The main area of the window contains a form with two fields: "Badge Id:" followed by a yellow text input field, and "Vehicle:" followed by a dropdown menu. At the bottom of the window, there is a status bar that says "Press 'Query' to retrieve information..." and a button labeled "NUM".

All eight forms work the same way. Enter a badge ID (or short code) in the data field, and then use the combo box to link it to a vehicle, contract, account, or product.

# 4 WinBridge Advanced Module

The WinBridge Advanced Module is an add-on software program that provides additional capabilities.

## Extended Tables

The Advanced Module enables 15 additional tables that can be used to store information not found in the standard WinBridge tables. Examples are authorization codes, product grade, unloading area, etc. To use these tables, open the **Extended Tables** menu on the Vehicle Processing screen and select the desired table. The form for Table 1 is shown below.

Table1  
Table Data Edit

Close New Query Table Insert Update Delete

Table Id  
Description:  
Info1:  
Info2:  
Info3:

Presets

Press "Query" to retrieve information... NUM

The extended tables contain the following fields:

<b>Table ID</b>	10 characters
<b>Description</b>	40 characters
<b>Info1</b>	50 characters
<b>Info2</b>	50 characters
<b>Info3</b>	50 characters

Two of the data fields (**Table ID** and **Description**) are visible on the Vehicle Processing screen. The Table ID can be selected by using a combo box. Each table can be set up so that both fields are used or only the ID field is used. Your configurator can set up each field that is used according to one of the following options:

- Optional and verified (present in database) if inserted.
- Mandatory and verified.
- Optional and not verified when inserted.
- Mandatory and not verified.

#### Expiration Date Validation

An expiration date can be assigned for each extended table. The date should be entered in the **Description** field on the extended table form in a YYYY/MM/DD format.

Each extended table that has been enabled will be listed at the bottom of the Vehicle Processing screen (see below). If you check the **Validate Date** box for a table, WinBridge will check the table's expiration date when a transaction is processed.

<input type="text"/>	<input type="text"/>	Table 1	<input checked="" type="checkbox"/> Validate Date
<input type="text"/>	<input type="text"/>	Table 2	<input checked="" type="checkbox"/> Validate Date
<input type="text"/>	<input type="text"/>	Table 3	<input checked="" type="checkbox"/> Validate Date
<input type="text"/>	<input type="text"/>	Table 4	<input checked="" type="checkbox"/> Validate Date
<input type="text"/>		Table 5	<input type="checkbox"/> Validate Date
<input type="text"/>		Table 6	<input type="checkbox"/> Validate Date
<input type="text"/>		Table 7	<input type="checkbox"/> Validate Date
<input type="text"/>		Table 8	<input type="checkbox"/> Validate Date
<input type="text"/>		Table 9	<input type="checkbox"/> Validate Date
<input type="text"/>		Table 10	<input type="checkbox"/> Validate Date

## Carrier Table

When the Advanced Module is installed, the **Carrier** table becomes one of the main tables. It will appear on the Vehicle Processing screen and offer presets and group presets functions.

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## Presets

When the Advanced Module is installed, WinBridge's Presets functions are added to the **Carrier**, **Container**, **Remark**, **Remark2**, **Shipping Address**, and extended tables. See Chapter 6 for an explanation of how to use presets.

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## Group Presets

When the Advanced Module is installed, a **Group ID** field will be added to each of the main WinBridge tables. Group presets are enabled from the **Processing Parameters** screen. See Chapter 6 for an explanation of how to use group presets.

---

## Converted Weights

When the Advanced Module is installed, an additional field is displayed on the Vehicle Processing screen, showing the weight converted into another unit. The conversion factor and conversion unit (visible on the screen) are stored in the **Product** table.

## Virtual Indicators

You can process large vehicles that need to be weighed on more than one scale by setting up a virtual indicator. The virtual indicator lets you define a new indicator as the sum of two or more existing indicators. Suppose that scales 1 and 2 are enabled. You can set up the virtual indicator as scale 3, so that it displays the sum of the weight from scale 1 and scale 2. Tickets can be printed to indicate that the weight is from scale 3.

To set up a virtual indicator, select **Virtual Indicator** from the **Scale** menu on the Vehicle Processing screen.

Virtual Scale Id: 6

1st 2nd 3rd 4th

1 3

1  
2  
3  
4

Enable Virtual Indicator

Save Exit

1. Check the **Enable Virtual Indicator** box on the **Virtual Indicator Setup** form.
2. Enter a **Virtual Scale ID** number.
3. Use the **1st** combo box to select the first scale (scale number 1, 2, 3, or 4) to be summed by the virtual indicator.
4. Use the **2nd** combo box to select the second scale to be summed by the virtual indicator. The **3rd** and **4th** combo boxes can be used if you want to sum more than two scales.
5. Click **Save** to save the virtual indicator setup.



## Advanced Pricing

The Advanced Pricing function lets you set up a complex price structure. For example, you might want to charge a lower rate when larger amounts of a product are purchased. You can access this function from the **Product** table and from the **Contract Detail** table. That allows you to define an advanced pricing structure for a product or for an individual contract. Click the **Advanced Pricing** button to display the **Advanced Price Definition** form.

Enable advanced pricing

Advanced pricing parameters

Unit price: 140

	Max	Price
Step 1	1000	140
Step 2	2000	120
Step 3	3000	100
Step 4	4000	80
Step 5		80

Fixed price       Raw price

Base formula: NET\*PR1

Buttons: Ok, Cancel, Clear Formula

Check the **Enable Advanced Pricing** box. You can define up to five steps by entering weight thresholds in the **Max** column. For each maximum weight, define a unit price to be used within the weight range. There are two ways to define the price structure:

- **Fixed Price:** The entire load will be priced using the value in the **Price** column next to the weight range into which the load falls. For example, a load weighing 2,000 pounds could be priced at a fixed rate of \$120 per unit.
- **Raw Price:** A different unit price will be used within each of the weight ranges. For example, \$140 per unit might be charged for the first 1,000 pounds, \$120 per unit for the second 1,000 pounds, etc. The total price will be calculated according to this pricing formula.

## Surcharges

The Surcharges function lets you set additional charges for a delivered load. Surcharges can be assessed by fixed rate (\$5), by weight (\$5 per ton), by percentage of price (5% of price), or by the piece (\$5 per piece).

The **Surcharges Definition** form displays all applicable surcharges. To reach this form, select **Surcharges Definition** from the **Extended Tables** menu on the Vehicle Processing screen. Although no fields are marked as required, all fields need to be completed for you to use a surcharge. Entries can be made directly in the table or chosen through the use of radio buttons and data fields. To delete a record, click on it with the right mouse button and then press the DELETE key on the keyboard.

Identifier	Description	Type	Value
1	Surcharge 1	FIXED	12
2	Surcharge 2 @ 5%	PRICE	0.05
3	Surcharge 3 @ 100.00 per weight	WEIGHT	1
4	Surcharge 4 @ 10%	PRICE	0.1
→ 5	Surcharge 5 @ 1 piece	PIECES	1

### Data Fields and Buttons

- Surcharges ID: Identifies the applicable surcharge.
- Type: Choose one of the four radio buttons.
  - Fixed: A flat rate added to the transaction total.
  - Percent: A percentage of the total value of the transaction.
  - Weight: A dollar value entered per weight unit (for example: \$5.00 per lb).

Pieces: If **Pieces** is chosen as the unit of measure, this type of surcharge would be a fixed dollar amount per piece (for example: \$.50 per piece).

Value: Enter the dollar value of the surcharge. This entry depends on the type of surcharge chosen.

Description: A brief description of the surcharge.

Clear: Clear any table entries that are marked with an arrow (for example, surcharge #5 in the table shown above).

Exit: Exit this screen.

OK: Save any entry or modification.

New: Add a new entry in the table.

Surcharges are added to the price of the product after a vehicle has been weighed but before accepting the transaction. To add a surcharge, press the **Surcharges** button on the Vehicle Processing screen. This displays the **Surcharges Definition** form. Double-click on the desired surcharge (or surcharges) listed in the table. The surcharge value will appear in the field next to the **Surcharges** button. The total price (with surcharges included) is also shown. The surcharge is stored in the **Add Price** field of the **Transaction** table.

## Sampling

Sampling is used for government or customer control of the quality and quantity of materials being processed. Separate sampling functions are available for the use of a governmental authority and for the use of the customer. Both functions work the same way, but they are independent and simultaneous. There are two basic ways to sample a product:

- Step sampling whenever a certain weight value or number of loads is reached for a product, contract, or account.
- Random sampling within a predefined quantity (for example, taking a random sample for every 200 tons).

To display the **Sampling Definition** form, select **Sampling Definition** from the **Extended Tables** menu or click the **Sampling** button on one of the main WinBridge tables. Although no fields are marked as required, all fields need to be completed to define a sampling operation. Entries can be made directly in the table or chosen through the use of radio buttons and data fields. To delete a record, click on it with the right mouse button and then press the DELETE key on the keyboard.

Identifier	Mode	Item	Item Type	Unit	Type	Threshold	Block	Ticket	Description
Oak	INBOUND	OAK	PRODUCT	LOADS	STEP	2	<input type="checkbox"/>	<input type="checkbox"/>	Oak Log Sampling
Oak	INBOUND	Oak	PRODUCT	WEIGH	RANDC	2	<input type="checkbox"/>	<input type="checkbox"/>	Sampling For oak logs

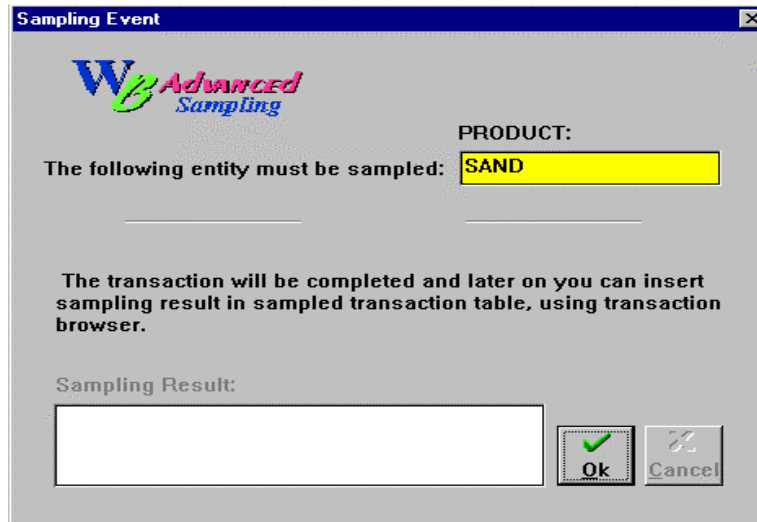
### Data Fields and Buttons

- Sample ID: An identifier for the sample.  
 Description: A description of the sample.

- Sample Mode:** Use the combo box to indicate whether samples will be taken from an inbound or outbound vehicle.
- Sample Type:** Step: Choose this radio button if a sample is to be taken at a specifically set period (for example: every 10,000 lb or every 200 loads).  
Random: Choose this radio button if a random sample is to be taken within specific guidelines (for example: any time between 0 and 10,000 lb or between 10 and 20 loads).
- Sample Unit:** Load: Choose this radio button if the sampling is to be done by number of loads.  
Weight: Choose this radio button if the sampling is to be done by weight.
- Action:** Ticket: Check this box to send the sampling reminder to the printed ticket.  
Block Trans.: Check this box to block the transaction until the sample has been taken.
- Item Type:** Choose one of the radio buttons to determine how sampling will be done. If you select **Product** and set a threshold of 10,000 pounds, a product sample will be taken for every 10,000 pounds of a product that is processed. If you select **Account** and set a threshold of 10,000 pounds, a product sample will be taken for every 10,000 pounds of a product that is processed for an account.  
Product: Sample by product.  
Account: Sample by account.  
Contract: Sample by contract.  
Vehicle: Sample by vehicle.  
Scale: Sample by scale.  
WB Station: Sample by WinBridge station.
- Threshold:** The weight or number of loads at which a new sample is to be taken.
- Item:** The name of the product being sampled (the primary key for this table).

Government sampling is set up from an external program and is password protected. Only authorized personnel can enter the setup procedure.

Whenever sampling is called for, the **Sampling Event** form appears on the operator's computer screen indicating that the current load needs to be sampled. If the system is set up to block the transaction until a sample has been taken, you will need to enter a sample result and click **OK**.



The sampling function can be set up for the following actions:

- A special ticket is printed (a standard ReportWindows ticket with a fixed name: Sampling).
- The results of the sampling can be introduced in the **Sampling** field in the **Extended Transactions** table (alphanumeric 30).
- Two-passage transactions are suspended until the sampling result is introduced. Suspended transactions can be retrieved by searching all open transactions.

To add the sampling result, use the transaction browser or use the import utility with the following field order: (1) Result Field, (2) Owner Field, (3) Sample ID, (4) Transaction Number.

# 5

## Groups and Group Presets

WinBridge helps you manage your weighing operations more efficiently by enabling you to create groups and group presets. You can define groups and group presets for records in the **Account**, **Vehicle**, **Contract**, **Carrier**, and **Product** tables.

- A **Group** is a set of records in a WinBridge table that are linked together because they are all related to a record or records in another WinBridge table. For example, you might create a group of vehicles in the **Vehicle** table that are used by a particular account in the **Account** table.
- A **Group Preset** is a link between a group and records belonging to another table. For example, a group of vehicles can be linked to the account that uses those vehicles.

If you have a large WinBridge database, your operators will need to search through long lists of records when entering data for transactions. Groups and group presets can speed up transactions by limiting the number of choices available to an operator. For example, if a particular vehicle is used by only four accounts, the operator will not need to search through a list of all accounts in your database when that vehicle arrives to begin a transaction. Instead, the operator can simply choose from a list of the four accounts linked to the vehicle.

This chapter contains an example that shows how to create groups and group presets. The procedure involves three steps:

1. Create two or more groups.
2. Add records to the groups.
3. Link the groups.

## Creating a Group

Suppose Roberts Construction owns five vehicles and has three subsidiary contracting companies that use the five vehicles to haul gravel from your quarry. You want to be able to bill the three companies separately while allowing them to share the five vehicles.

Begin by creating an account (customer) group for the three contracting companies.

1. From the Vehicle Processing screen, open the **Table** menu and select the **Groups** table.

The screenshot shows the 'GROUPS' dialog box. The 'Group\_Id' field is highlighted in yellow. The 'Type' section has the 'Customer' radio button selected. The 'Description' field is empty. The 'Insert' button is visible in the toolbar.

2. Type the group name (ROB1) in the **Group ID** field.
3. In the **Description** data field, enter a description of the group (this data field is optional).
4. Select the **Customer** (account) radio button in the **Type** section to define the type of group you are creating.
5. Click the **Insert** button to create account group ROB1.



## Adding Records to a Group

Next, add the three subsidiaries of Roberts Construction to the group that you created. Records for these three companies must exist in the **Account** table before you can add them to the group.

1. From the Vehicle Processing screen, open the **Table** menu and select the **Account** table.
2. Locate the record for the first subsidiary (Antique Construction) and display it on the **Account** form.
3. Click the **Groups** button to display the **Account Group Setup** form.

ACCOUNT GROUP SETUP

Table Data Edit

Close New Query Table Insert Update Delete

Account\_Id: ANT1

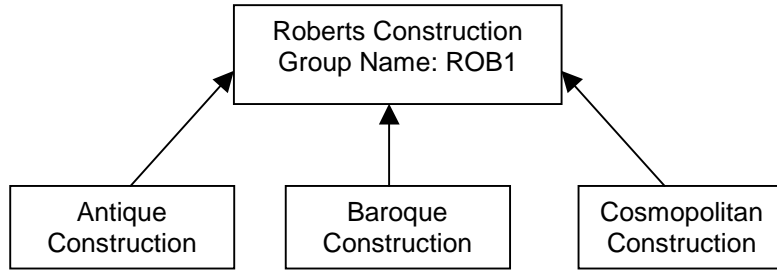
Group\_Id: ROB1

Group Presets

NUM

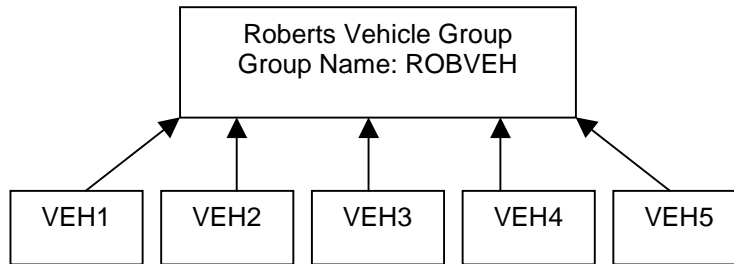
4. The ID for Antique Construction (ANT1) will appear in the **Account ID** data field. Use the combo box in the **Group ID** data field to select the desired account group (ROB1).
5. Click the **Insert** button to add the account to the group.

Return to the **Account** table and follow the same procedure to add the other two subsidiary companies to the account group. When you are finished, you should have created an account group with three members (as shown in the diagram below).



### Create a Vehicle Group

Once you have completed the account group, create a vehicle group (ROBVEH) and add Roberts Construction's five vehicles to it. Follow the same procedure that you used to create the account group and add records to it. The completed vehicle group is shown in the diagram below.



## Linking Groups

Once you have created the two groups, you can link them so that they can be used as presets.

1. From the Vehicle Processing screen, open the **Table** menu and select the **Account** table.
2. Locate the record for one of the accounts that you added to the ROB1 group and display it on the **Account** form.
3. Click the **Groups** button to display the **Group Setup** form.
4. Then click the **Group Presets** button to display the **Group Presets** form.

The screenshot shows a software window titled "GROUP PRESETS". The window has a menu bar with "Table", "Data", and "Edit". Below the menu bar is a toolbar with buttons for "Close", "New", "Query", "Table", a set of navigation arrows, "Insert", "Update", and "Delete". The main area of the window contains five dropdown menus: "Contract", "Vehicle" (with "ROBVEH" selected), "Account" (with "ROB1" selected), "Product", and "Carrier". At the bottom right, there is a "NUM" field.

5. The account group will be shown in the **Account** data field. In the **Vehicle** data field, use the combo box to display the vehicle group (ROBVEH) that you want to link to the account group.
6. Click the **Insert** button to create the preset for the account group. You need to complete this procedure for only one of the three accounts.
7. Follow the same procedure for the vehicle preset. In the **Vehicle** table, choose one of the grouped vehicles, click the **Groups** button, and then click the **Group Presets** button. In the **Account** data field, select the account group to be linked, and then click the **Insert** button. This completes the linking process.

## Using Group Presets

The presets can be used to speed up transactions. When you begin a transaction for one of the Roberts Construction subsidiaries, enter its Account ID in the appropriate data field on the Vehicle Processing screen. Normally, you would use the **Vehicle** data field's combo box and scroll through a list of all the vehicles in the database to select the correct vehicle.

You can simplify the process by using the group presets. After entering the Account ID, place the cursor in the **Vehicle** data field and click the right mouse button (or press the F2 key). A table like the one shown below will appear on the screen.

Vehicle Id	Description	Info	Max Legal Weight	Min Legal Weight
VEH1	Roberts Const		40000	3000
VEH2	Roberts Const		40000	3000
VEH3	Roberts Const		40000	3000
VEH4	Roberts Const		40000	3000
VEH5	Roberts Const		40000	3000

The table limits your choices to the five vehicles in the vehicle group that you have linked to the account.

# 6 Operating WinBridge

## Processing Transactions

A transaction can involve one-pass or two-pass weighing.

- One-pass weighing: Weigh a loaded vehicle and then enter a stored tare or manual tare to determine the net weight of the product being shipped or received.
- Two-pass weighing: Weigh a vehicle once when it is empty and once when it is loaded to determine the net weight of the product being shipped or received.

Choose the desired method with the **One/Two** button on the Vehicle Processing screen's toolbar.

The screenshot shows the WinBridge software interface. The title bar reads "WinBridge". The menu bar includes "Program", "Edit", "Table", "Exit tables", "Report/Ticket", "Database", "Scale", "Tools", and "Help". The toolbar contains buttons for "Search", "Split", "Trans", "Reset", "Report", "Ticket", "Sum", "Help", and a date display showing "08 Jul 17:00". The main window is divided into several sections:

- Vehicle:** Includes a dropdown menu, "Cont." (kg), "min kg", "max kg", and "Tare weight" (kg) with a "Truck Only" checkbox and a truck icon.
- Customer:** Includes a dropdown menu and "Contract" (max kg, deliv. kg).
- Product:** Includes a dropdown menu, "tax1", "tax2", "Pr/U", "Accept Amount", "Compute", and "Clear" buttons.
- Transaction:** Includes "In" (kg), "Out" (kg), "Net" (kg), "Discount", "Tax 1", "Tax 2", "Total", and "Surcharges" (kg).
- Company Id.:** Includes a dropdown menu.
- Carrier Id.:** Includes a dropdown menu.
- Scale:** Includes a "Scale 1" dropdown menu.
- Load List:** A vertical list of input fields labeled "Load1:" through "Load10:".
- Bottom:** Includes a "Table 1" dropdown menu, a "Validate Date" checkbox, and a "NUM" button.

### One-Pass Weighing

1. When a vehicle arrives at the scale, enter the information for the transaction in the data fields on the Vehicle Processing screen. For a typical transaction, you will need to enter a vehicle ID, account ID, product ID, and contract ID (if enabled). There are several ways to enter data:
  - Type values in each field.
  - Select values from the combo boxes.
  - Place the cursor in a field and click the **Search** button to display the table related to that field. To select a record from the table, double-click on it or use the up and down arrow keys to highlight it and then press the ENTER key.
  - If presets have been defined, enter the ID for the primary key in the appropriate data field. Then click the **Preset** button to enter the preset values in the other data fields.

Press the TAB key (or use the mouse) to move from one data field to the next. When you move the cursor, WinBridge validates the data that you just entered. If an entry is not valid, an error dialog box will appear, and you will need to correct the entry before proceeding.

2. When one-pass weighing is used, WinBridge determines the operating mode (**Ship** or **Receive**) by reading it first from the **Contract** table (if enabled). If the **Contract** table is disabled, WinBridge searches the **Vehicle** table. If the operating mode in the **Vehicle** table is **Either**, WinBridge searches the **Product** table.
3. The stored tare for the vehicle appears in the **In** field for shipping and in the **Out** field for receiving. You can manually override the operating mode by selecting **Ship** or **Receive** from the combo box in the **Transaction** data group.
4. When all the required (yellow) data fields have been filled in, click a **Scale** button on the toolbar to select the scale that the vehicle is on and take a weight reading. If the weight is to be entered manually, click the **Manual** button and enter the weight when prompted. The net weight will be shown in the **Transaction** data group.
5. If surcharges need to be added to the price, click the **Surcharges** button in the **Amount** data group. The **Surcharges Definition** screen will appear. Double-click on the desired surcharge. Click the **Compute** button to recalculate the price.
6. Click the **Accept** button to complete the transaction by accepting the data displayed on the Vehicle Processing screen. A record of the transaction is saved to the database, and a ticket is automatically printed or stored.

### Two-Pass Weighing

For two-pass transactions, WinBridge monitors the IN and OUT weights to determine the operating mode (ship or receive).

1. When a vehicle arrives at the scale, enter the information for the transaction in the data fields on the Vehicle Processing screen. For a typical transaction, you will need to enter a vehicle ID, account ID, product ID, and contract ID (if enabled). There are several ways to enter data:
  - Type values in each field.
  - Select values from the combo boxes.
  - Place the cursor in a field and click the **Search** button to display the table related to that field. To select a record from the table, double-click on it or use the up and down arrow keys to highlight it and then press the ENTER key.
  - If presets have been defined, enter the ID for the primary key in the appropriate data field. Then click the **Preset** button to enter the preset values in the other data fields.

Press the TAB key (or use the mouse) to move from one data field to the next. When you move the cursor, WinBridge validates the data that you just entered. If an entry is not valid, an error dialog box will appear, and you will need to correct the entry before proceeding.

2. When all the required (yellow) data fields have been filled in, click a **Scale** button on the toolbar to select the scale that the vehicle is on and take a weight reading. If the weight is to be entered manually, click the **Manual** button and enter the weight when prompted.
3. Click the **Accept** button to accept the weight and data that you entered. This information is stored as an open transaction until the vehicle returns for a second pass over the scale.
4. When the vehicle returns, click the **Transaction** button and double-click the appropriate open transaction (or select the **Vehicle ID** and move the cursor to another field to display the corresponding transaction on the screen).
5. Click the **Scale** (or **Manual**) button again to enter the weight.
6. If surcharges need to be added to the price, click the **Surcharges** button in the **Amount** data group. The **Surcharges Definition** screen will appear. Double-click on the desired surcharge. Click the **Compute** button to recalculate the price.
7. If additional weighings are required for the transaction, click the **Continue** button and repeat steps 4 and 5.
8. Click **Accept** to complete the transaction. A record of the transaction is saved to the database. A ticket will be generated (or stored) if the **Vehicle** table's ticket option is set.

## Presets

Presets are used to speed up transactions by reducing repetitive, manual data entry. Suppose a vehicle always carries the same product for the same account. You can define presets that link the vehicle to the account and product. Once the presets have been defined, you can automatically insert account and product information in the Vehicle Processing screen's data fields by clicking the **Presets** button when you process a transaction for the vehicle.

---

### Creating Presets

Choose one of the main tables (**Contract**, **Vehicle**, **Account**, and **Product**) to use as a primary key (the starting point for the presets). The **Vehicle** table is usually the best choice.

NOTE: All values must already exist in their respective tables in order for this procedure to be completed successfully.

1. Choose the desired main table from the **Table** menu.
2. Enter the new record or, if you are setting presets for an existing record, query the database for that record.
3. Click the **Presets** button to display the **Presets** screen shown below. The ID that you selected as a primary key will appear in the appropriate data field.
4. Select the desired preset values from the combo boxes.
5. Click the **Insert** button to save a new preset record. Click the **Update** button to save changes to an existing preset record. Then close the tables.



## Using Presets

1. Place the cursor in the Vehicle Processing screen data field that was chosen as the primary key (for example, the **Vehicle ID** field if the **Vehicle** table was the starting point for creating the preset) and enter the appropriate ID.
2. Click the **Preset** button.
3. All the information currently stored in the presets will be entered in the appropriate data fields on the Vehicle Processing screen. Except for the primary key, these entries can be manually overridden for a transaction.

If **Automatic Preset** is enabled in **Processing Parameters**, the presets will be entered automatically without clicking the **Preset** button. Simply enter the ID that you used as a primary key in the appropriate data field. As soon as you move the cursor to another field, the presets will appear.

## Storing Tare Weights

You can store a tare weight for a vehicle and use it when processing one-pass weighing transactions.

1. To store a tare weight, select a vehicle in the vehicle ID field of the Vehicle Processing screen.
2. Then move the cursor to another field. If a record for the vehicle exists in the database, the **Store Tare** button becomes active. The **Vehicle** data group (shown below) will display tare information. If more than one tare weight is stored for a vehicle, use the scroll bar below the **Tare Weight** data field to select the appropriate tare weight.

The screenshot shows a software interface for vehicle processing. On the left, there is a 'Vehicle' section with a dropdown menu showing 'VEH123'. Below it are 'Cont.' and 'lb' fields. To the right, there are 'min lb' and 'max lb' fields with values '9000' and '30000' respectively. Further right is a 'Truck Only' checkbox and a 'Tare weight' section with a 'lb' field showing '0' and a scroll bar. A small truck icon is visible next to the Tare weight field.

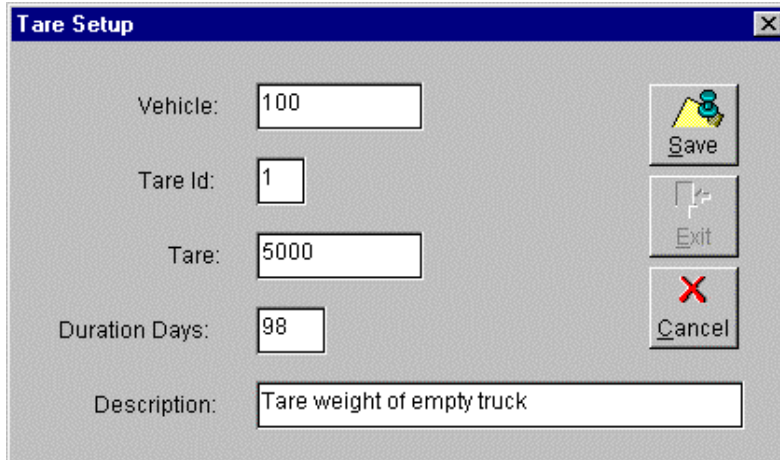
3. Click the **Store Tare** button on the Vehicle Processing screen to display the **Tare** form shown below. The box on the left lists the scales that are enabled.

The screenshot shows a 'Tare' dialog box. On the left, there is a list box containing '1' and 'MAN'. To the right, there is a text field containing '5000'. Below the text field is a 'Use Virtual Indicator' button. At the bottom, there are two buttons: 'Ok' with a green checkmark and 'Cancel' with a red X.

4. If you want to enter a tare weight manually, highlight **MAN** in the list box and enter a tare weight in the data field to the right. Then click the **OK** button.

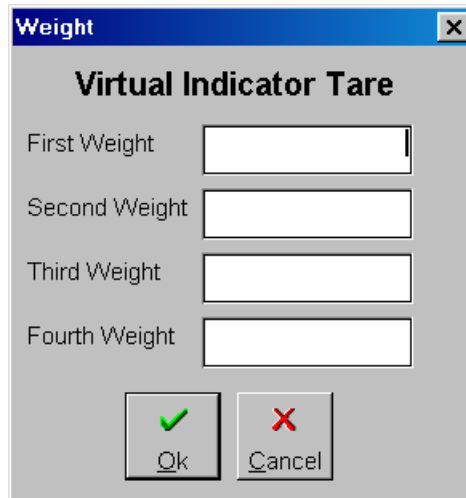
If you want to weigh an empty vehicle and store that weight as a tare, highlight the number of the scale on which the vehicle is currently being weighed and then click the **OK** button. The tare weight will be entered automatically.

- When you click the **OK** button, the **Tare Setup** form will appear. Make sure that the tare information is correct. Enter a **Tare ID** and the number of days (**Duration Days**) for which the tare will be saved. Then click the **Save** button to save the values and insert them in the **Tare** table.



The screenshot shows a dialog box titled "Tare Setup" with a close button (X) in the top right corner. The dialog contains several input fields and three buttons on the right side. The input fields are: "Vehicle:" with the value "100", "Tare Id:" with the value "1", "Tare:" with the value "5000", "Duration Days:" with the value "98", and "Description:" with the text "Tare weight of empty truck". The buttons on the right are "Save" (with a floppy disk icon), "Exit" (with a window icon), and "Cancel" (with a red X icon).

- If you click the **Use Virtual Indicator** button on the **Tare** form, the following form will appear to show you the tare weights for the scales that are being summed by the virtual indicator.



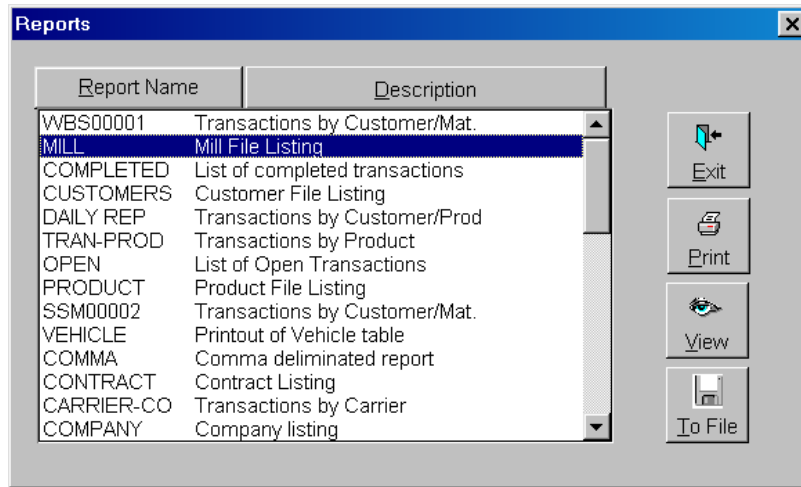
The screenshot shows a dialog box titled "Weight" with a close button (X) in the top right corner. The dialog has a title "Virtual Indicator Tare" and four input fields labeled "First Weight", "Second Weight", "Third Weight", and "Fourth Weight". At the bottom of the dialog are two buttons: "Ok" (with a green checkmark icon) and "Cancel" (with a red X icon).

## Printing Reports and Tickets

The **Report/Ticket** menu on the Vehicle Processing screen provides access to a list of reports that have been configured for printing.

### Print Report

Select **Print Report** from the **Report/Ticket** menu to display the form shown below. It lists the name and description of each existing report.



1. Highlight one of the existing reports.
2. Click the **Print** button to produce a paper copy of the ticket, click the **View** button to display it to your computer screen, or click the **To File** button to output the report to a file.

## Standard Reports

The WinBridge program provides a selection of standard sample reports that you can use. If the Report Module is installed, you can customize reports to meet your specific needs. Standard reports are listed in the following tables.

### Standard WinBridge Reports

Report Name	Description	Fields Included
CARRIER	Carrier file list	Carrier ID, Name, Address1, Address2, City, State, Zip, Country, Phone, Fax
CASHREP	Cash report by operator	Transaction #, Account ID, Product ID, Remark, Transaction Total, Deposit Received
COMMA	Comma delimited report (EDI)	Account, Product, Vehicle, Wt, Status
COMPANY	Company file list	Company ID, Name, Address1, Address2, City, State, Zip, Country, Phone, Fax
COMPLETED	Completed transactions	Transaction #, Vehicle, Account ID, Material, Date/Time, In Wt, Out Wt, Net Wt
CONTRACT	Contract file list	Contract ID, Account ID, Other ID, Info, Description, Enabled, Initial Stock, Initial Date, Expiry Date
CUSTOMERS	Customer file list	Account ID, Account, Ticket In, Ticket Out, Type, Payment, Phone, Contact, Credit Left
CUSTPROD	Date-specific daily report sorted by customer and product	Transaction #, Vehicle ID, Remark, Date/Time, Wt, Amount, Discount, Surcharge, Tax1, Tax2, Deposit, Balance
DAILY REP	Transactions sorted by customer and product	Transaction #, Vehicle ID, Remark, Date/Time, Wt, Amount, Discount, Surcharge, Tax1, Tax2, Deposit, Balance
DAYREP	Deposit report sorted by operator	Transaction #, Account ID, Product ID, Remark, Transaction Total, Deposit
GRAPH	List of completed transactions	Transaction #, Vehicle ID, Account ID, Material, Date/Time, In Wt, Out Wt, Net Wt.
MULTI	Multiweigh ticket	Transaction ticket information
OPEN	List of open transactions	In Date, Vehicle, In Wt, Transaction #
PRODUCT	Product file list	Product ID, Description, Price Formula, Unit Price
PAGEBREAK	Transaction report with page break per customer	Account, Product, Transaction, Date, Net Wt, Operation, Total Amount \$

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SSM00002	Transactions sorted by account and product	Account, Product, Transaction, Date, Net Wt, Operation, Total Amount
TOT-VEH	Vehicle totals with average weight	Transaction #, Transaction, Date, In Wt, In Scale, Out Wt, Out Scale, Net Wt
TRAN-PROD	Date-specific transaction report sorted by product	Product, Account, Transaction, Date, Net Wt, Operation, Total, Deposit, Balance
TRANSACTION	Date-specific transaction report sorted by product, company, contract, account	Transaction #, Company, Account, Vehicle, Product, Net Wt, Date
T.SAMPLE	Sample ticket with pricing	Transaction ticket information
T.SAMPLE2	Sample ticket without pricing	Transaction ticket information
T.SAMPLE3	Sample ticket without pricing and container	Transaction ticket information
UNDOIN	Report for modified transactions	Transaction Ticket Information
UNDOOUT	Report for modified transactions	Transaction Ticket Information
VEHICLE	Vehicle file list	Vehicle ID, Description, Tare ID, Tare Wt
WBS00001	Transactions sorted by account and product	Account, Product, Transaction, Date, Net Wt, Operation, Total Amount
WEEKREP	Transaction search report	Transaction #, Company, Customer, Vehicle, Product, Net Wt, Date
WORKREP	Transaction search report	Transaction #, Company, Customer, Vehicle, Product, Net Wt, Date
INVOICE	Invoice export file for Quickbooks	Transaction, Transaction Type, Invoice Title, Invoice Memo, Document #, Account, Amount, Name, Address, Terms, Price, Quantity
X-CUSTLIST	Customer setup file for Quickbooks	Customer, Name, Address, Phone, Fax, Contract, Limit
X-ITEM/ACC	Item account setup file for Quickbooks	Account, Name, Account Type, Invoice Item, Invoice Item Type, Description, Price

**Forestry Reports**

Report Name	Description	Fields Included
CONTRACTOR	Contractor file list	Contractor ID, Description
CUTBLOCK	Cut block file list	Cut Block ID, Description
DECK	Deck/Yard file list	Deck/Yard ID, Description
DESTIN-FOR	Destination file list	Destination ID, Description
MILL	Mill file list	Mill ID, Name, Address1, Address2, City, State, Zip, Country, Phone, Fax
SPECIES	Species file list	Species ID, Name, Info1, Info2
STRATUM	Stratum file list	Stratum ID, Description
TIMBERMARK	Timbermark file list	Timbermark ID, Description
TRANS-FOR	Date-specific transaction report sorted by stratum, mill, contractor, and truck	Transaction #, Mill, Contractor, Truck, Stratum, Net Wt, Date

**Agriculture Reports**

Report Name	Description	Fields Included
GRADE	Product grade file list	Product Grade ID, Description
SILO	Silo location file list	Silo Location ID, Description
UNLOAD	Unload area file list	Unload ID, Description

**Aggregate Reports**

Report Name	Description	Fields Included
CARRIER-CO	Date-specific transaction report sorted by carrier	Account, Product, Contract, Transaction, Date, Net Wt, Operation, Total Amount \$

**Sand and Gravel Reports**

Report Name	Description	Fields Included
D.METHOD	Delivery method file list	Delivery Method ID, Description
D.SITE	Delivery site file list	Delivery Site ID, Description
D.ZONE	Delivery zone file list	Delivery Zone ID, Description
GRADE	Product grade file list	Product Grade ID, Description

**Concrete and Asphalt Reports**

<b>Report Name</b>	<b>Description</b>	<b>Fields Included</b>
BATCHID	Batch ID file list	Batch ID, Description
PRODINFO	Product Information file list	Product Information, Description

**Waste Reports**

<b>Report Name</b>	<b>Description</b>	<b>Fields Included</b>
DESTIN	Destination file list	Destination ID, Description
ORIGIN	Origin file list	Origin ID, Description

**Landfill Reports**

<b>Report Name</b>	<b>Description</b>	<b>Fields Included</b>
CELL.LOC	Cell location file list	Cell Location, Description

**Recycling Reports**

<b>Report Name</b>	<b>Description</b>	<b>Fields Included</b>
GRADE	Product grade file list	Product Grade ID, Description

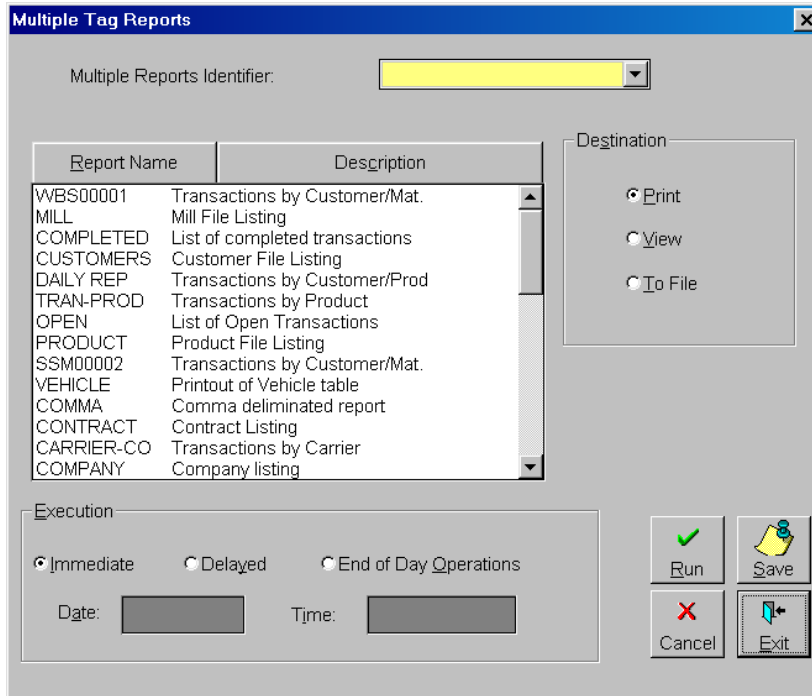
**Recycling, Transfer Station, MERF/RRF Reports**

<b>Report Name</b>	<b>Description</b>	<b>Fields Included</b>
DEL-LOC	Delivery location file list	Delivery Location, Description
UNLOAD	Unload area file list	Unload ID, Description



## Multi Report Tag

The Multi Report Tag function lets you define and store print operations that include more than one report. Select **Multi Report Tag** from the **Report/Ticket** menu to display the **Multi Tag Reports** form.



Report Name	Description
WBS00001	Transactions by Customer/Mat.
MILL	Mill File Listing
COMPLETED	List of completed transactions
CUSTOMERS	Customer File Listing
DAILY REP	Transactions by Customer/Prod
TRAN-PROD	Transactions by Product
OPEN	List of Open Transactions
PRODUCT	Product File Listing
SSM00002	Transactions by Customer/Mat.
VEHICLE	Printout of Vehicle table
COMMA	Comma delimited report
CONTRACT	Contract Listing
CARRIER-CO	Transactions by Carrier
COMPANY	Company listing

1. In the combo box, assign a **Multiple Reports ID** for the operation you are defining.
2. In the list box, highlight the report(s) you want to run.
3. Select a **Destination**: **Print** to print the report, **View** to view it on the computer screen, or **To File** to output it to a file.
4. Select an **Execution** time for running the report: **Immediate**, **Delayed** (specify a date and time in the data fields), or **End of Day Operations**.
5. Click the **Run** button to run the report at the specified time.
6. Click the **Save** button to store the operation that you defined.

## Print Ticket

To print a ticket automatically when a transaction is accepted, you need to (1) enable the **Print Ticket** processing parameter and (2) select a ticket format. You can select a format for inbound and/or outbound tickets on the **Account** table form. You must select a format for each account that you want to print tickets for. You can also print a ticket for a transaction by selecting **Print Ticket** from the **Report/Ticket** menu. The form shown below will appear.

TransNo	VehicleId	Status	ContainerId	Tare Id	CompanyId	AccountId	ProductId	ContractId
156	VEH123	C	*		C01		P01	BC22
157	100	C	*	1	C01	K01	P01	BC22
158	100	C	*	1	C01	K01	P01	BC22
159	VEH123	C			C01	K01	P01	BC22

1. Enter IDs in the data fields and set the radio buttons to qualify your search for the transaction you want to print.
2. Then click the **Query** button, and any transactions that meet your qualifications will be displayed in the table at the bottom of the form.
3. Highlight the desired transaction and click the **Print** button.

## Last Ticket

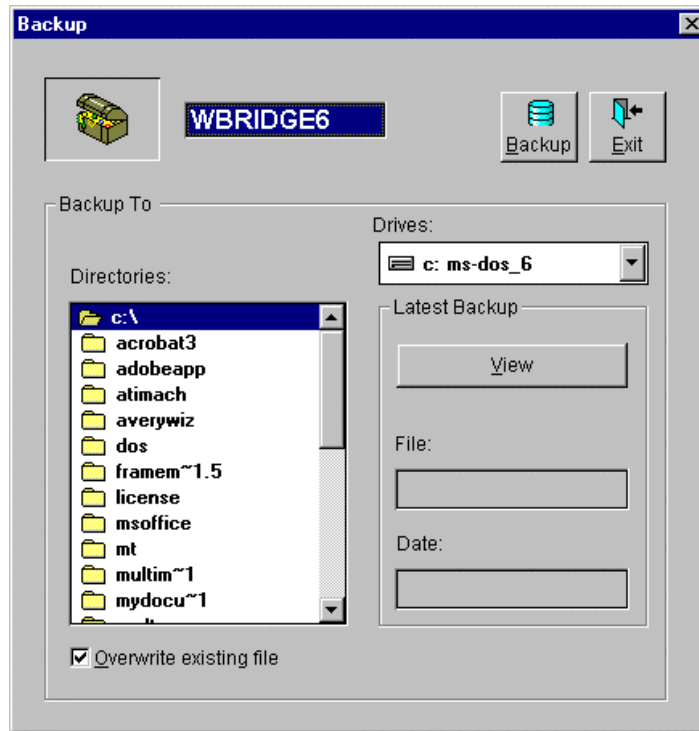
Select **Last Ticket** from the **Report/Ticket** menu to reprint the ticket associated with the most recent transaction.

## Managing the Database

The **Database** menu on the Vehicle Processing screen allows you to backup the WinBridge database, export data from the database, and import data to the database.

### Backup

Select **Backup** from the **Database** menu to display the **Backup** form.

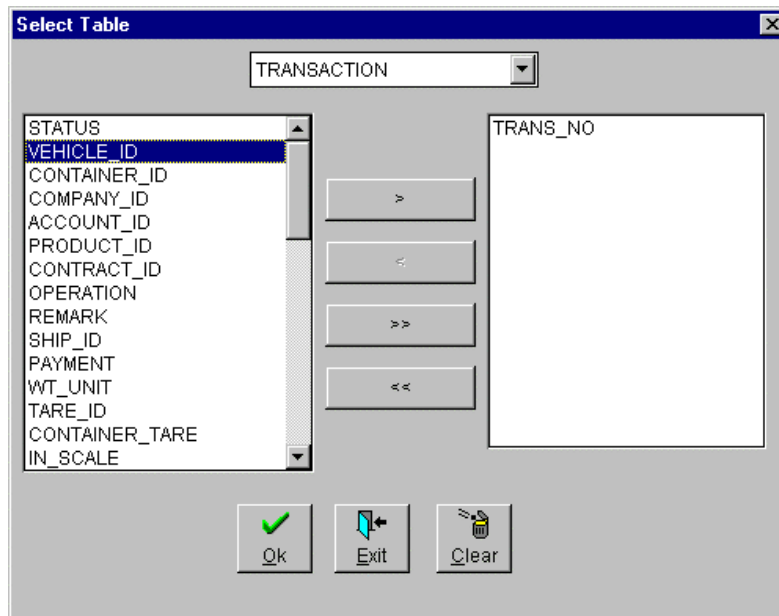


1. Use the combo box to choose the drive and the list box to choose the directory in which you want to place the backup file.
2. Click the **Backup** button to begin the operation. WinBridge will automatically save the file with a \*.BKP extension.

To find out when the database was last backed up, click the **View** button.

## Export

You can export entire tables or individual columns of a table for use in accounting programs or other software. Select **Export** from the **Database** menu to display the **Select Table** form.



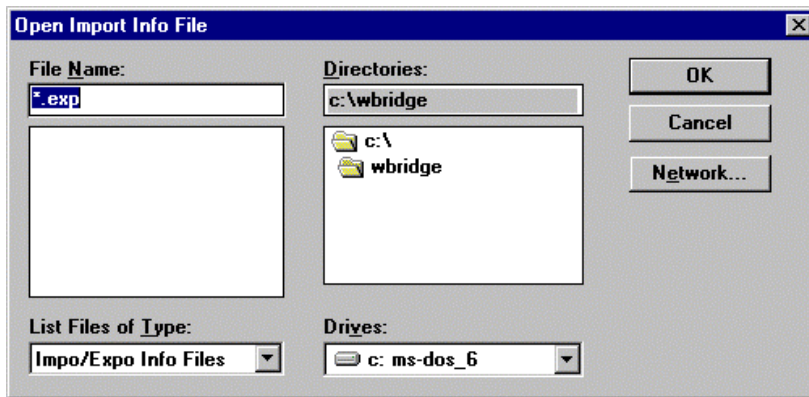
1. Use the combo box at the top of the form to select a table. The table's columns will be listed in the window on the left.
2. Highlight the columns that you want to export and use the > arrow button to move them to the window on the right.
3. Click **OK** to export the columns listed in the window on the right.
4. The **Export File** window will be displayed. Specify the name of the file and the directory in which you want to save the exported data. Then click **OK**. The function produces two files: a file (with a \*.EXP extension) for the description of the columns and a file (with a \*.DAT extension) for the actual data.
  - The transactions files are Exptrans.exp and TYYMDD.dat.
  - The extended transactions files are Extdtra.exp and E1YYMDD.dat.



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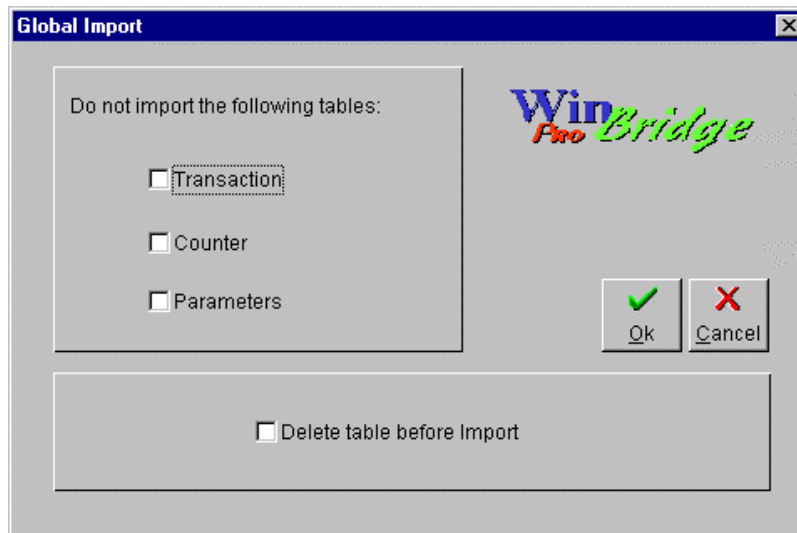
## Import

This is the reverse of the export procedure. When you select **Import** from the **Database** menu, the **Open Import Info File** window appears. You have to choose the description file (\*.EXP extension) and the data file (\*.DAT extension) to import the data from an ASCII file into the WinBridge database.



## Global Import and Export

This function allows a supervisor to import or export all the database tables at once. Select **Global Import** or **Global Export** from the **Database** menu.



On both the **Global Import** and **Global Export** forms, you can choose not to import/export **Transaction**, **Counter**, and **Parameter** tables (refer to the *WinBridge Configurator Manual* for more information about these tables). The export operation generates an ASCII file that contains all the tables in the database.

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## Database Speed

After you have processed many transactions, the WinBridge database can slow down. To speed up a slow database, re-index it by running the `Wbstrpr.exe` file in the WinBridge directory. At the "Are you using Network Database Configuration" prompt, click **Yes**.

## Managing Transactions

WinBridge automatically creates a record of each transaction that you process. It helps you manage these records by keeping track of the status of each transaction and by enabling you to modify, void, and export transactions.

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### Transaction Status

The current status of each transaction is indicated by the following status codes:

- A** **Active** or open transactions (only the first weighing has been made). These transactions are kept in the database no matter how old they are.
- C** **Completed** or closed transactions (two weighings have been made). These transactions will not be erased from the database, even after the maximum number of days.
- X** Completed transactions that have been **Exported**. Because these transactions have been copied to an export file (\*.DAT), they will be erased from the database after the maximum number of days.
- M** Transactions that were **Modified** with the Modify function (some data were corrected in the transaction). These changes have also been logged in the W&M log file.
- Y** Modified transactions that have been exported. When they are imported back into the database, the Y status distinguishes them from completed transactions.
- V** Transactions that were **Voided** with the Browse & Void function.
- W** Voided transactions that have been exported. When they are imported back into the database, the W status distinguishes them from completed transactions.

Transactions with a V, M, X, W, or Y status are kept in the database until the number of stored days expires (specified in the **Processing Parameters** screen).

Statuses W and Y avoid confusion when you import transactions back into the database to run reports on them.

## Modifying Transactions

Modifying a transaction creates a new transaction number. The status of the old transaction number will be changed to M (modified). Select **Transactions** from the **Tools** menu on the Vehicle Processing screen. Then select **Modify Transaction** from the submenu to display the **Modify Transaction** form.

The screenshot shows the 'Modify Transaction' window with the following fields and options:

- Trans. No.: 156
- Vehicle Id: VEH123
- Company Id: [Yellow field]
- Account Id: [Yellow field]
- Product Id: [Yellow field]
- Contract Id: [Yellow field]
- Transaction In Date:
  - Today
  - Yesterday
  - Specify
  - All
- Actual Date: 16-June-99
- Ticket:
  - In
  - Out
- Buttons: Query, Clear, Ok, Exit, Void, Modify, View, Correct, Print
- Transaction Status:
  - All
  - Completed
  - Open
  - Modified
  - Exported

TransNo	WEIGHTMENT	VehicleId	Status	ContainerId	Tare Id	CompanyId	AccountId	ProductId	C
3		VEH1	C		2		ACCT1	WHT	+
4	2	VEH1	C		1		ACCT1	RYE	+
5	0	VEH1	C		1		ACCT1	WHT	+
6	0	VEH1	C		1		ACCT1	COR	+
7	3	VEH1	C		1		ACCT1	WHT	+
8	0	VEH1	C		2		ACCT1	COR	+

1. To qualify your search for the transaction that you want to modify, enter a transaction number, enter IDs in the data fields, or set the radio buttons.
2. Click the **Query** button to display the results of the search in the table at the bottom of the form.
3. Highlight the transaction that you wish to modify, and then click the **Modify** button.
4. Information about the transaction will be displayed in the data fields on the **Modify** form. Change any of the data in the yellow fields. You cannot make changes to the blue fields. The **Modify** form lets you view the individual weighings for a multi-weigh transaction. Use the **Prev** and **Next** buttons to scroll through the weighings.



5. Click the **Check** button to make sure the changes are permitted.
6. To save the changes, click the **Modify** button.
7. To confirm the process, click **OK** when the prompt appears.
8. Click the **Exit** buttons to close both **Modify** forms.

When you modify a transaction, the record for the original transaction is kept in the database with an M status (to indicate that it has been modified).

A new record (with a new transaction number) is added to the database. It has a C (completed) status and includes the changes that you made.

NOTE: You can modify the following fields by entering the changes in the table at the bottom of the **Modify Transaction** form: Remark, Remark2, Spare 1 to Spare 6, Corrected Weight, Corrected Price, Carrier, Table 1 to 15 ID, Table 1 to 15 Description, and Sampling Results.

## Voiding Transactions

You can void a transaction that has not been completed. Select **Transactions** from the **Tools** menu on the Vehicle Processing screen. Then select **Browse & Void** to display the **Transaction Browser** form. Completed transactions can be modified but cannot be voided.

TransNo	VehicleId	Status	ContainerId	Tare Id	CompanyId	AccountId	ProductId	ContractId
156	VEH123	C	*		C01		P01	BC22
157	100	C	*	1	C01	K01	P01	BC22
158	100	C	*	1	C01	K01	P01	BC22
159	VEH123	C			C01	K01	P01	BC22

1. Enter a transaction number, enter IDs in the data fields, or set the radio buttons to qualify your search for the transaction that you want to void.
2. Click the **Query** button to display the results of the search in the table at the bottom of the form.
3. Highlight the transaction that you wish to void, and then click the **Void** button.
4. To confirm the process, click **OK** when the prompt appears.
5. Click the **Exit** button to return to the Vehicle Processing screen.

## Weight Correction Factor

You can change an invoiced price by applying a correction factor to the net weight.

1. Select **Transactions** from the **Tools** menu on the Vehicle Processing screen. Then select **Weight Correction Factor** to display the **Transaction Browser** form.
2. Enter IDs in the data fields or set the radio buttons to qualify your search for the transaction that you want to correct. Then click the **Query** button to display the results of the search in the table at the bottom of the form.
3. Highlight the transaction that you wish to correct, and then click the **Correct** button to display the **Weight Correction** form.

4. In the **Correction** field, enter the weight to be subtracted from the net weight. If you enter a negative number, it will be added to the weight. To subtract a percentage of the weight, enter the percentage in the **Correction** field and check the **percentage** box below it.
5. Click the **Try** button to display the corrections on the form.
6. Click the **OK** button to accept the changes.

For multi-weigh transactions, use the **Prev** and **Next** buttons to select an individual weighing. If you are correcting more than one weighing in a transaction, you must click **OK** for each change.

---

## Exporting Transactions

This function lets you copy completed transactions to an external ASCII file. Select **Transactions** from the **Tools** menu on the Vehicle Processing screen. Then select **Export Transaction** to display the **Transaction Data Export** form. Enter a beginning and ending date for the transactions to be exported. Then click the **Export** button.



---

## Reset Counter

Each weighing transaction is numbered consecutively. Three transaction numbers are shown on the Vehicle Processing screen:

**Master Transaction Number:** The total number of transactions that have been processed by your WinBridge system. This number cannot be reset.

**Transaction Number:** The number assigned to the current transaction. This number can be reset, but you must export all data from the database before you reset it.

**Load Number:** A transaction number that can be reset without exporting data. It can be used to keep track of the number of transactions per week, month, or other period.

To reset the transaction number to 1, select **Transactions** from the **Tools** menu and then select **Reset Counter**.

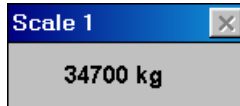
To reset a load number to 1, select **Transactions** from the **Tools** menu and then select **Reset Loads** for the desired load number.

NOTE: When you reset the transaction number, the same transaction number will be used for more than one transaction. This might not be legal for some applications.

# 7 WinBridge Settings and Tools

## Setting Up Scales and Traffic Lights

A window like the one shown below appears on the computer screen to display weight readings from each scale that is enabled.



If your system is configured for continuous data transmission mode, this window will always be visible. If the system is in demand mode, the window will not be displayed. In both modes you can view the weight by clicking the **Scale** button on the Vehicle Processing screen.

A **Pass Zero** function prevents you from starting a weighing transaction until the scale returns to zero after the previous transaction has been completed. This function is enabled from the **Processing Parameters** form. If **Pass Zero** is enabled and you try to start a second transaction before the scale has returned to zero, you will hear a beep and the weight will not be read. Then you will have to return the scale to zero value and repeat the transaction. When the scale is opened, a message on the status bar indicates whether the **Pass Zero** function is enabled.

## Scale Menu

The **Scale** menu on the Vehicle Processing screen is used to control the scales and traffic lights. The main **Scale** menu options are listed below:

**Open:** Opens the scale window.

**Close:** Closes the scale window.

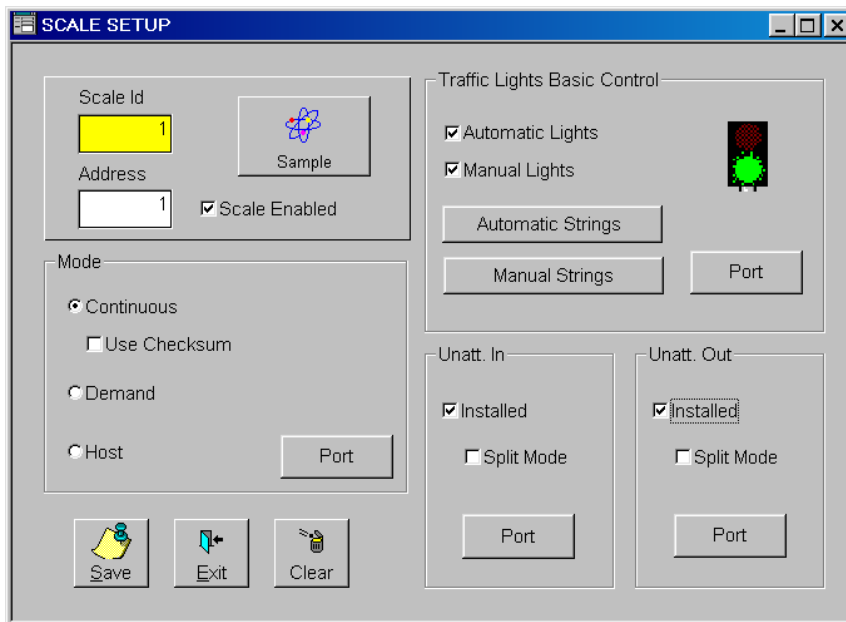
**Print:** Sends a print command to the terminal associated with the scale. If the terminal is connected to a printer, it prints a ticket showing the current weight on the scale. This command works in demand mode only.

**Zero:** Resets the scale to zero.

**Reset:** Resets the scale. This closes the connection to the port that is being used and then reopens it. Reset should be used when there are problems reading data from the scale.

**Virtual Indicator:** Lets you define a new indicator as the sum of two or more existing indicators. This option is discussed in Chapter 4.

**Scale 1,2,3,4:** Lets you define how each scale is configured. You can enable/disable the scale, set the data transmission mode (continuous, demand, or host), set traffic lights for automatic or manual operation, and set up unattended weighing stations. When you click one of the scales listed in the menu, the **Scale Setup** form will appear.



1. To enable a scale, check the **Scale Enabled** box and then enter a **Scale ID** and scale **Address**. Click the **Sampling** button if you want to define a sampling operation for the scale.
2. Set the scale mode (continuous, demand, or host) by selecting one of the radio buttons. If continuous mode is selected, you can enable or disable the use of checksum. Click the **Port** button to configure a communication port.
3. Enable any traffic lights that will be used before and/or after the scale (see the next section for details about setting up traffic lights).
4. If an unattended terminal will be used, check the appropriate boxes and configure a communication port.

## Traffic Lights

WinBridge can be configured to control traffic lights that are used with a vehicle scale. The traffic lights switch can be configured for automatic (controlled by WinBridge) or manual control. If manual control is selected, the Vehicle Processing screen will display red and green push buttons that the operator can use to switch the lights. A function key can be assigned to the button, so that pressing the function key sends the string that switches the lights. A communication port must be defined for automatic or manual control of lights.

### Automatic Lights Control

Check the **Automatic Lights** box on the **Scale Setup** screen and click the **Automatic Strings** button. In the window that is displayed below, you can set a threshold weight value and enable the events that will activate the traffic lights.

The following table shows the typical settings:

State	Description	Typical Setting
Under Threshold	No truck on scale	Green (L)
Over Threshold	Truck on scale	Red (C)
Over and Stable	Truck stabilized on scale	Red (C)
Transaction Accepted	Transaction accepted	Green (L)
Threshold Value	Weight indicates that truck is on scale	1000

When a vehicle is weighed, WinBridge sends a string of characters to the traffic lights via a serial port. The system can detect four events:

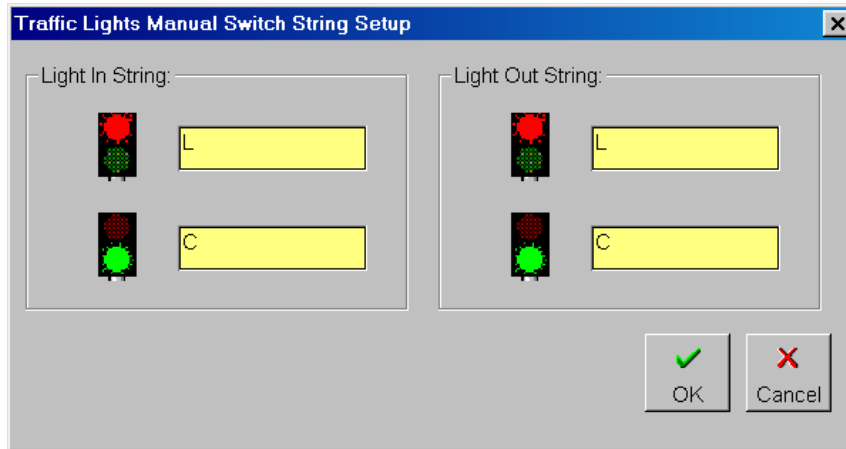
1. Under: The weight is under the threshold value (stable or not).
2. Over: The weight is over the threshold value.
3. Stable: The weight is over the threshold value and is stable.
4. Accepted: The transaction has been accepted.

Each of these events can be assigned to a different serial port.

- Communication via the serial port does not involve any communication protocols. The character strings are sent without additional control characters.
- This function does not support the split-weighing mode.

#### Manual Lights Control

Check the **Manual Lights** box on the **Scale Setup** screen and click the **Manual Strings** button. In the window that is displayed below, you can enter the strings for switching two sets of lights on and off.



Configure the red and green lights according to the setup at the customer's facility. Usually, red is the first two bits of the final word sent to the traffic light and green is the last two bits of the word. Information sent to the traffic light is sent in four bits, two for red and two for green (xxxxRRGG, where xxx is configuration information). Configure the in and out light strings. If you are using the control card developed by MT-Sweden, C=red and L=green.



## Processing Parameters

You can set system defaults from the **Processing Parameters** screen. To display this screen, select **System Parameters** from the **Tools** menu, and then select **Processing**.

The screenshot shows the 'Processing Parameters' dialog box with the following settings:

- Unit:** kg
- Enable/Disable:**  Print Ticket,  Log Printer, Test Log Printer button
- Processing:**  Check Vehicle Weight,  Use Contract,  Contract Can Be Blank,  Check Deliv. Weight,  Use Shipping Address,  Use Credit Check,  Over Weight No Block,  Automatic Preset,  Log Scale Control,  Enter To Tab,  Enable Group Presets,  Use Multiple Loads,  Show Pricing
- Log and Alarm:** Keep Days: 5000
- Transaction:** Export Interval: 5000, Keep Days: 5000
- Scale:**  Enable Pass Zero, Minimum Weight: 1
- Disable Controls on:**  Vehicle,  Customer,  Product
- Pricing On Screen:**  Only Cash Customer
- Weighing mode:**  One Passage,  Use Manual tare
- Data in 2nd Weighing:**  Contract,  Customer,  Product
- Default Operation:**  Ship,  Receive,  Either

### Defining the Default Weight Unit

Choose one of the units of measure listed in the **Unit** combo box: kg, lb, mt (metric tons).

### Enabling Ticket Printing

Check the **Print Ticket** box in the **Enable/Disable** section. This will enable WinBridge to print a ticket automatically when a transaction is completed.

### Logging Transactions to the Printer

Check the **Log Printer** box in the **Enable/Disable** section. When **Log Printer** is enabled, the weight captured by the scale will be sent to the log printer every time the **Accept** button is clicked. The combo box is used to select a printer port. The **Test Log Printer** push button allows you to test the ticket printer.

#### **Enabling Weight Checking**

Check the **Check Vehicle Weight** box in the **Processing** section to enable WinBridge to check the maximum and minimum vehicle weights stored in the vehicle table. If a vehicle is over weight, the transaction is not allowed.

#### **Enabling Contracts**

Check the **Use Contract** box in the **Processing** section to enable the contract functions. A contract will then be required for every transaction unless the **Contract Can Be Blank** box is checked.

#### **Leaving the Contract Field Blank**

Check the **Contract Can Be Blank** box in the **Processing** section to allow the operator to leave the **Contract** field blank when processing a transaction. This option makes it possible to leave the **Contract** field blank without disabling **Use Contract**. It lets you use contracts for some transactions and not use them for others.

#### **Checking Delivery Weight**

Check the **Check Deliv. Weight** box in the **Processing** section to enable WinBridge to check the delivery weight of a vehicle.

#### **Enabling Shipping Addresses**

Check the **Use Shipping Address** box in the **Processing** section to enable the use of shipping addresses for transactions.

#### **Enabling Credit Check**

Check the **Use Credit Check** box in the **Processing** section to enable credit checking. This will cause WinBridge to search the **Max. Credit** and **Act. Credit** fields in the **Customer** table. If the maximum credit is exceeded, then WinBridge will inform the operator and prevent the transaction from being completed until the available credit is increased.

#### **Enabling Vehicle Blocking**

Check the **Over Weight No Block** box in the **Processing** section to prevent WinBridge from blocking a transaction when the vehicle is over weight. If the box is left blank, WinBridge will check the maximum vehicle weight shown on the Vehicle Processing screen.

#### **Enabling Automatic Presets**

Check the **Automatic Preset** box in the **Processing** section to enable WinBridge to enter presets automatically in empty data fields for which presets have been defined. The Automatic Preset function works for the main tables and extended tables.

#### **Enabling Weighings Log**

Check the **Log Scale Control** box in the **Processing** section. This enables a weighings log function that automatically detects when a vehicle is on the scale and sends messages to the screen and alarms file if a regular weighing is not made. Two events can be logged: (1) a vehicle passed over the scale and no stable weight

was detected and (2) a vehicle passed over the scale and a stable weight was detected (the weight is indicated).

#### **Switching ENTER and TAB Key**

When you check the **Enter To Tab** box in the **Processing** section, the ENTER key will be used instead of the TAB key to move the cursor between data fields on the Vehicle Processing screen. If this box is checked, you will not be able to use the ENTER key for any other purpose (for example, you will have to use the mouse to accept a weight). If the box is not checked, the TAB key will be used to move the cursor between data fields.

#### **Enabling Group Presets**

Check the **Enable Group Presets** box in the **Processing** section if you want to be able to use group presets.

#### **Enabling Multiple Loads**

Check the **Use Multiple Loads** box in the **Processing** section to enable WinBridge to track the number of transactions processed for each company to which you have assigned a load number. A load number is assigned from the **Company** form, and the number of transactions will be displayed on the Vehicle Processing screen.

#### **Displaying Pricing Information**

Check the **Show Pricing** box in the **Processing** section to display pricing information on the Vehicle Processing screen, **Product** table, **Account** table, and **Contract** table. This box provides a simple way to show or hide all of the data fields related to pricing.

#### **Editing Alarm Times**

In the **Log and Alarm** section, enter the number of days that you want the system to keep a record of alarms.

#### **Editing the Transaction Export Interval**

In the **Transaction** section, specify the number of days between transaction exports and the number of days you want to keep the transactions that are stored in the database. The export option does not delete transactions from the database. It exports completed transactions to another part of the database, allowing room for the active transactions.

#### **Enabling Pass Zero**

Check the **Enable Pass Zero** box in the **Scale** section. This option requires the scale to return to zero before allowing the next vehicle to be weighed. If this option is disabled, the **Minimum Weight** option is used. The **Minimum Weight** option requires that the scale reach the minimum weight that is entered in the data field (negative values are acceptable) before weighing the next vehicle.

#### **Disabling Database Validation**

In the **Disable Controls on** section, select the fields for which you do not want database validation to be required: **Vehicle**, **Account**,

and **Product**. This will allow entries to be inserted manually at the Vehicle Processing screen.

#### **Enabling Pricing on Screen**

Check the **Only Cash Customer** box in the **Pricing On Screen** section to configure WinBridge to show price data on the Vehicle Processing screen only for cash customers. When this function is enabled, price data for other customers will be stored in the database but not shown on screen.

#### **Enabling Weighing Modes**

Use this section to enable the one-pass weighing modes you want to use. Checking the **One Passage** box allows WinBridge to automatically apply a stored tare weight so that a vehicle can be weighed in one pass over the scale. If there is no stored tare weight for a vehicle, WinBridge will automatically switch to two-pass weighing for the vehicle. Checking the **Use Manual tare** box allows WinBridge to weigh a vehicle in one pass over the scale by prompting the operator to enter a tare weight manually. Both boxes must be checked to allow one-pass weighing in unattended mode.

#### **Taking Information on the Second Pass Only**

By default, all vehicle, contract, account, and product information required for two-pass weighing must be entered when a vehicle makes its first pass over the scale. You can change this so that some information can be entered on the second pass. Check the boxes in the **Data in 2nd Weighing** section that correspond to the types of information (**Contract, Account, Product**) that you want to enter when a vehicle makes its second pass over the scale. When you process a vehicle, enter only the information required on the first pass (Vehicle information must be entered on the first pass), and then click the **Accept** button. When the vehicle returns, fill in the remaining required information, and then click the **Accept** button to complete the transaction.

#### **Setting Default Operations**

In the **Default Operation** section, choose a default by selecting the **Ship** or **Receive** radio button. Select **Either** if you want to be able to set the mode of operation manually for each transaction.

---

## **Split Weighing**

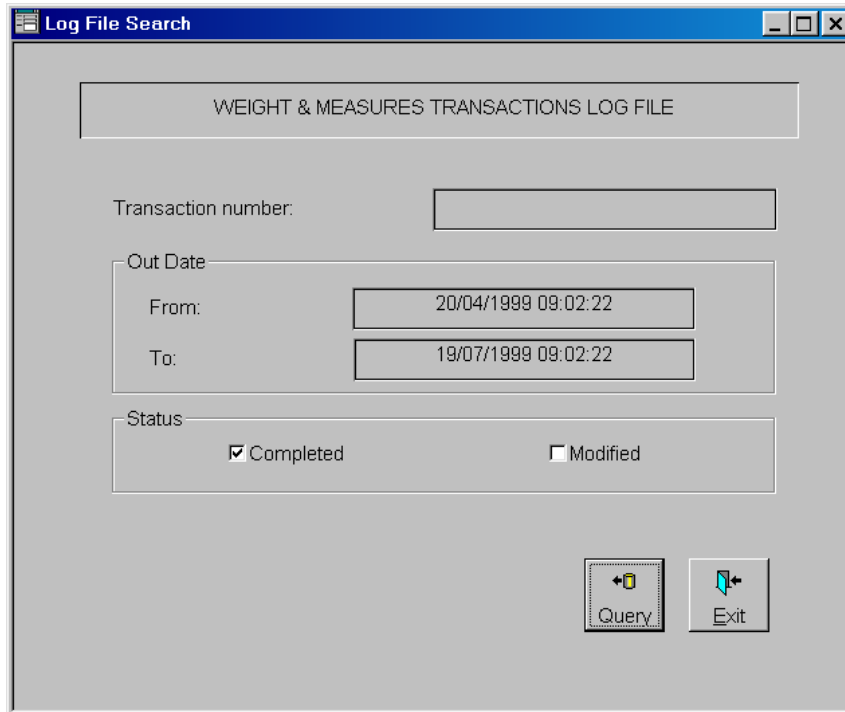
SPLIT WEIGHING IS NOT WEIGHTS AND MEASURES APPROVED. It is disabled by default; however, you can enable it for Non-Weights and Measures processing. To use split weighing, click the **Split** button on the Vehicle Processing screen. The system will automatically ask if you are ready to weigh the trailer. Select **OK** and the scale to be used, or enter the weight value manually (select **Manual** button). See the *WinBridge Configurator Manual* for information about installing this option.

## Tools

The **Tools** menu on the Vehicle Processing screen provides access to forms that allow you to view a transaction log, display alarm settings, view weights registered on the scales, set up automatic procedures, and configure data to be sent from the WinBridge PC.

## WM Log

Select **WMLog** from the **Tools** menu to display the **Weights & Measures Transactions Log File**. This file stores every transaction that is made on WinBridge for Weights & Measures certification. It is a locked file that cannot be changed or deleted.



The screenshot shows a window titled "Log File Search" with a blue header bar. The main area is titled "WEIGHT & MEASURES TRANSACTIONS LOG FILE". It contains several input fields and checkboxes:

- A text box for "Transaction number:".
- A section for "Out Date" containing two date-time input boxes: "From:" with the value "20/04/1999 09:02:22" and "To:" with the value "19/07/1999 09:02:22".
- A section for "Status" containing two checkboxes: "Completed" (checked) and "Modified" (unchecked).
- At the bottom right, there are two buttons: "Query" (with a magnifying glass icon) and "Exit" (with a red X icon).

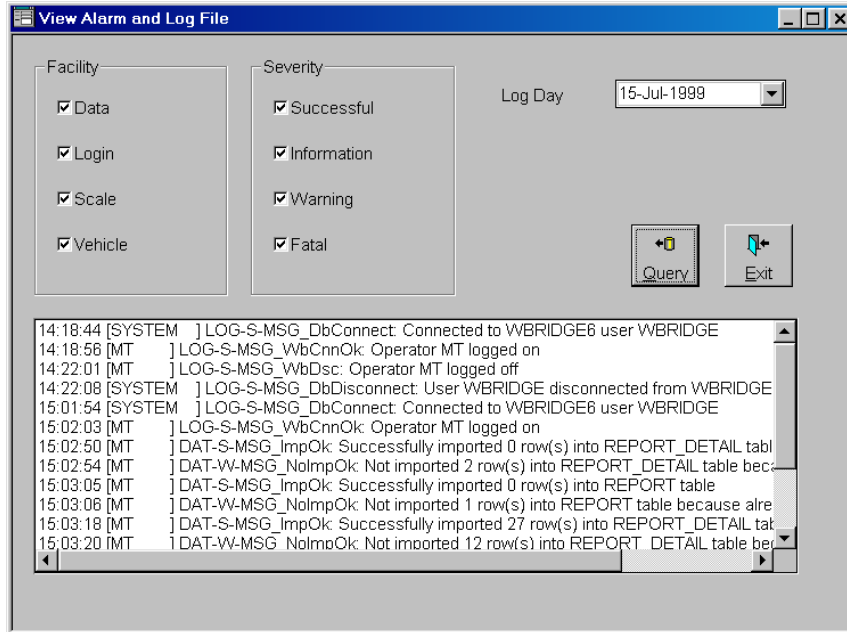
Click the **Query** button to search for transactions. You can limit a search by entering a transaction number, range of dates, or status. The results of a search are shown on the **Transaction Data** form.

Transaction Data			
Trans. No :	18	Modified of:	0
In			
Datetime:	11/07/1999 16:09:52	Scale:	MAN Weight: 23,000.00 kg
Out			
Datetime:	19/07/1999 9:32:15	Scale:	MAN Weight: 50,000.00 kg
Price:	<b>\$691,488.00</b>	Net Weight:	14,700.00 kg
Tax 1:	0.00%	Note: Container Tare maybe deducted from Net weight.	
Tax 2:	0.00%	Unit Price:	48
Discount:	2.00%	Pieces:	0
Add Price:	<b>\$0.00</b>		
Price Paid:	<b>\$691,488.00</b>		
Price Formula:	STD NET*PRI		

Table  
Print  
View  
First  
Prev  
Next  
Last  
Close

## Display Alarm Settings

Select **Alarms Log** from the **Tools** menu to display the **View Alarm and Log File** form. Use the **Facility** and **Severity** check boxes to select the type and severity of past alarms that you want to view. Choose the date desired. Then click the **Query** button to display the alarm messages.



## End-of-Period Operations

To set end-of-period operations, select **System Parameters** from the **Tools** menu. Then select **Customize Process** and **End Operations** to display the form shown below.

Checking the boxes will enable the following operations:

**End of work:** A report named WORKREP is executed. It includes a filter for the transactions run by the current operator.

**End of day:** A report named DAYREP is executed. It includes a filter for the transactions run on the current day.

**End of week:** A report named WEEKREP is executed. It includes a filter for the transactions run during the current week.

**Backup Database:** A start backup message will appear every time an operator logs out.

**Export Transaction:** A transaction export message will appear every time an operator logs out.

The following format is used for the transaction export file (Exprans.exp):

TRANSACTION

WB\_Identifier,TRANS\_NO,STATUS,VEHICLE\_ID,CONTAINER\_ID,COMPANY\_ID,ACCOUNT\_ID,PRODUCT\_ID,CONTRACT\_ID,OPERATION,REMARK,SHIP\_ID,PAYMENT,WT\_UNIT,TARE\_ID,CONTAINER\_TARE,IN\_SCALE,IN\_WEIGHT,IN\_CONSEC,IN\_DATETIME,IN\_OPERATOR\_ID,OUT\_SCALE,OUT\_WEIGHT,OUT\_CONSEC,OUT\_DATETIME,OUT\_OPERATOR\_ID,PIECES,NET\_WEIGHT,AMOUNT,ADD\_PRICE,TAX1,TAX2,TOTAL,V\_OPERATOR\_ID,TRANSIENT,TRANS\_UNDO\_ID,SPLIT\_LOAD,DISCOUNT,SPARE2,SPARE1,SPARE3,SPARE4,REMARK2,SPARE5,SPARE6,TRUCK\_ONLY,LOAD\_NO,MASTER\_TRANS\_NO,SPARE10,SPARE11,SPARE12,SPARE13,WEIGHTMENT,SAMPLE\_ID,SAMPLE\_OWNER,SAMPLE\_RESULT,TICKET\_IN,TICKET\_OUT





Scale View

Scale: MAN Min. Weight:  Since:

TransNo	Type	Vehicle	Consec Number	Weight	Date
1	In	TRUCK 10930		120000	1999-07-10-16
1	Out	TRUCK 10930		100000	1999-07-10-16
3	In	TRUCK 10930		125000	1999-07-10-16
3	Out	TRUCK 10930		5660000	1999-07-10-16
2	In	TRUCK 10930		15200	1999-07-10-16
2	Out	TRUCK 10930		2300000	1999-07-11-15
4	In	TRUCK 10930		12500	1999-07-10-16
4	Out	TRUCK 10930		100	1999-07-10-16
5	In	TRUCK 10930		12500	1999-07-10-16
5	Out	TRUCK 10930		100	1999-07-10-16

## Host

This **Tools** menu option can be used to configure the data sent from the WinBridge PC. The **Host** configuration form is shown below. You can enable host communication, define the data you want to send, define when it should be sent, and define where to send it.

Host

Enable Host Communication

Standard Data to Send

Vehicle (12)       Weight (11)

Account (10)       Date/Time (14)

Contract (12)       Total (08)

Product (12)

When

Every passage

End of transaction

Serial Port            Path ( ex. c:\program\ ):

Disk     

Custom Format:

## Help Menu

The **Help** menu on the Vehicle Processing screen provides access to a WinBridge on-line help file.

---

## Software Version Identifier

To find out which version of WinBridge you are using, select **About WinBridge** from the **Help** menu and look in the **Software Version Identifier** field.

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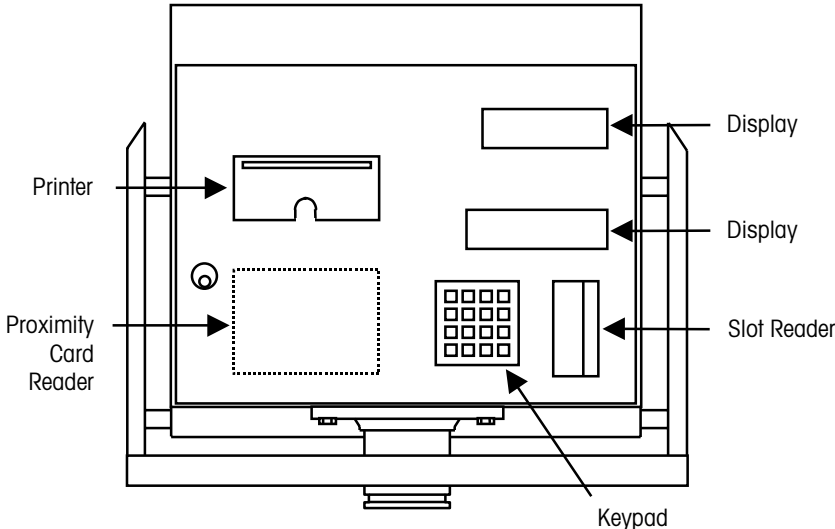
## Software Checksum Control

A checksum routine is run every time WinBridge is started (read from the scale indicator). It checks that the legally relevant parts of the software have not been modified. The checksum number is shown on the **About WinBridge** screen. If a number is visible in the **Checksum Number** field, it means that the original software parts are being used. If, instead of a number, the message "This release is not certified" appears, then one or more of the legally relevant parts of the software has been modified.

# 8 WinBridge Unattended Module

## Introduction

The WinBridge Unattended Module is an add-on software program that enables WinBridge to process weighing transactions in unattended mode. An operator is not needed to process unattended transactions. Instead, the driver of a vehicle can enter all the data needed on an unattended driver station located at the scale. A driver station with optional accessories is shown below.



To start unattended mode, click the unattended push button on the Vehicle Processing screen's toolbar.

## Data Entry

When unattended mode is enabled, the **Badge** and **Short Code** menu items are activated in the Vehicle Processing screen's **Table** menu. Clicking on either of these will display four submenu items: **Vehicle**, **Contract**, **Account**, and **Product**. You can assign a badge ID or short code for each vehicle, contract, account, and product that will be processed at the unattended weighing station. Drivers will use the badge ID or short code to identify themselves at the driver station.

## Badge

A driver can use a badge to identify a vehicle, contract, account, or product at the driver station. To assign a badge ID, select one of the items from the **Badge** submenu. The **Badge Administration** form for vehicles is shown below:

The screenshot shows a software window titled "Badge Administration". At the top, there is a menu bar with "Table", "Data", and "Edit". Below the menu bar is a toolbar with several icons and buttons: "Close", "New", "Query", "Table", a set of navigation arrows (back, forward, home, end), "Insert", "Update", and "Delete". The main content area is a form with two fields: "Badge Id:" followed by a yellow text input field, and "Vehicle:" followed by a dropdown menu. At the bottom of the window, there is a status bar that reads "Press 'Query' to retrieve information..." and a "NUM" button.

1. Enter an ID in the **Badge ID** data field.
  2. Use the combo box to select the vehicle that you want to link to the badge ID.
  3. Click the **Insert** button to save this entry in the database.
- The other three **Badge Administration** forms work the same way.

## Short Code

A short code is an ID number that the driver can type on the driver station's keypad to identify a vehicle, contract, account, or product. To assign a short code, select one of the items from the **Short Code** submenu. The **Short Code Administration** form for vehicles is shown below:

Short Code Administration

Table Data Edit

Close New Query Table Insert Update Delete

Short Code:

Vehicle:

Press "Query" to retrieve information... NUM

1. Enter an ID in the **Short Code** data field.
  2. Use the combo box to select the vehicle that you want to link to the short code.
  3. Click the **Insert** button to save this entry in the database.
- The other three **Short Code Administration** forms work the same way.

## Unattended Mode Processing

1. When a vehicle arrives at the unattended scale, the driver must enter the first input data (Contract or Vehicle ID) at the driver station by using a badge or typing a short code.
2. The driver station then prompts the driver to enter any additional data required for the transaction (required entries are configured by your supplier). The driver can enter the data by using the keypad or by scrolling through a list of options on the driver station display (options are displayed one at a time).

The driver station keypad has numeric keys (0-9), plus the following keys:

- + Scroll up the list of values displayed
- Scroll down the list of values displayed
- C** Clear the data that was typed in
- F** Abort transaction
- E** Enter the displayed data
- Press this key and then the E key to print a ticket

If data must be entered by an operator, the driver station displays a wait message until the operator finishes entering the data.

3. If the system's confirmation function is enabled, the driver can make changes to the input data during the first weighing. The driver does this by scrolling through the data that have been entered and using the **E** key to make changes. During the second weighing, the driver cannot change any values that have been entered.
4. Once all data have been entered correctly, the vehicle is weighed automatically and, if the driver station is equipped with a printer, it will print a ticket. The driver station will display a message telling the driver whether the transaction was accepted or refused. The driver can then take the ticket and leave the unattended station. There is a timeout of ten seconds before WinBridge will accept a new transaction.

If the WinBridge system shuts down accidentally in unattended mode, it will automatically restart in unattended mode. To allow automatic startup without an operator present, the PC system on which WinBridge is installed must be set so that Windows starts automatically and WinBridge runs automatically at startup.

# 9 WinBridge Report Module

## Creating a Report

The WinBridge Report Module is an add-on software program that lets you create or customize reports and tickets. There are two steps to creating a report: (1) defining a query and (2) defining a layout.

- **Query:** A query is a request for information from the WinBridge database. When you define a query, you tell the database which information (data fields) to include in the report. A query consists of SQL statements.
- **Layout:** The layout is how the data is arranged on the report.

To create a report, select **WB Report** from the **Report/Ticket** menu on the Vehicle Processing screen. This displays the **REPORT – Query and Layout Definition** form.

The screenshot shows the 'REPORT - Query and Layout Definition' window. At the top, there is a menu bar with 'Table', 'Data', and 'Edit'. Below the menu bar is a toolbar with icons for 'Close', 'New', 'Query', 'Table', navigation arrows, 'Insert', 'Update', and 'Delete'. The main area contains the 'WB Report' logo and several sections: 'Type' with radio buttons for 'Report' (selected) and 'Ticket'; 'Destination' with radio buttons for 'View' (selected), 'Printer', and 'File'; 'Company' with checkboxes for 'Id', 'Zip', 'Name', 'Country', 'Addr1', 'Phone', 'Addr2', 'Fax', 'City', 'F. Code', and 'State'. There are also fields for 'Report Id', 'Level', 'Description', 'Printer', 'File', 'Layout', 'Var List', and 'Item List'. At the bottom, there are buttons for 'Query', 'Layout', 'Quick Q.', 'Quick L.', 'Report', and 'Test'. A status bar at the very bottom says 'Press "Query" to retrieve information...' and has a 'NUM' button.

For a new report, assign a report ID, fill in the other data fields, and set the radio buttons and check boxes. Then define a query and layout for the report.



### Required Fields

- Report ID: The identifier for the report.
- Level: The security level assigned to the report (0-9). This corresponds to the security level assigned to each operator.
- Layout: The layout created for the report (\*.qrp).
- Var List: Type of variable (date/time, string, number).
- Item List: The variable data items included in the report.

NOTE: The **Var List** and **Item List** fields will be filled in when you define a query for the report. If you edit an existing query, you will need to change the list fields manually. Each of these two fields can hold a maximum of 1,024 characters.

### Optional Fields

- Description: A description of the report.
- Printer: Type in the name of the printer to be used or click on the push button to the right of the field and select from a list of available printers.
- File: The file associated with the report.
- Type: Use the radio buttons to indicate whether you want to create a **Report** or a **Ticket**. A report contains general information from the database's tables. A ticket contains information about the current transaction (net weight, vehicle, etc.).
- Destination: Select **View** to display the report or ticket on a computer screen, **Printer** to print a copy on paper, or **File** to output it to a file.
- Company: Check the boxes to select which company information you want to include in the report.

## Defining a Query

You can create a new query or edit an existing query. The following push buttons are used for defining queries:

**Query**

This button displays the **Edit Query** form so that you can create a new query from scratch or retrieve an existing query and modify it to create a new query. This procedure is described in the "Editing a Query" section of this chapter.

**Quick Q.**

This button begins the Quick Query procedure, which is recommended for creating a new report. If you click this button and there is already a report with the report ID that you entered, it will be replaced by the new **Quick Query**. Clicking the **Quick Q.** button displays the form shown below.

The screenshot shows a window titled "Quick Query" with a dropdown menu at the top set to "ACCOUNT". Below the menu are two list boxes. The left list box contains the following fields: ACT\_CREDIT, ADDR1, ADDR2, CITY, COUNTRY, DISCOUNT, ENABLED, FISCAL\_CODE, INFO, MAX\_CREDIT, NAME, OPERATION, PAYMENT, and PERSON. The right list box contains: ACCOUNT.ACCOUNT\_ID, ACCOUNT.PHONE, and ACCOUNT.FAX. Between the two list boxes are four buttons: a right-pointing arrow (>), a left-pointing arrow (<), a double right-pointing arrow (>>), and a double left-pointing arrow (<<). At the bottom of the dialog are three buttons: "Ok" with a green checkmark, "Clear" with a trash can icon, and "Cancel" with a red X icon.

Use the combo box at the top of the form to choose the WinBridge table from which you want to select data fields. The data fields available from the table are shown in the list box on the left. Highlight each field that you want to include in the report, and use the > arrow button to move it to the list box on the right.

The arrow buttons are used to move items between the two list boxes:



Moves an item from the left list box to the right list box. You can also double-click on an item to move it.



Moves an item from the right list box to the left list box. You can also double-click on an item to move it.

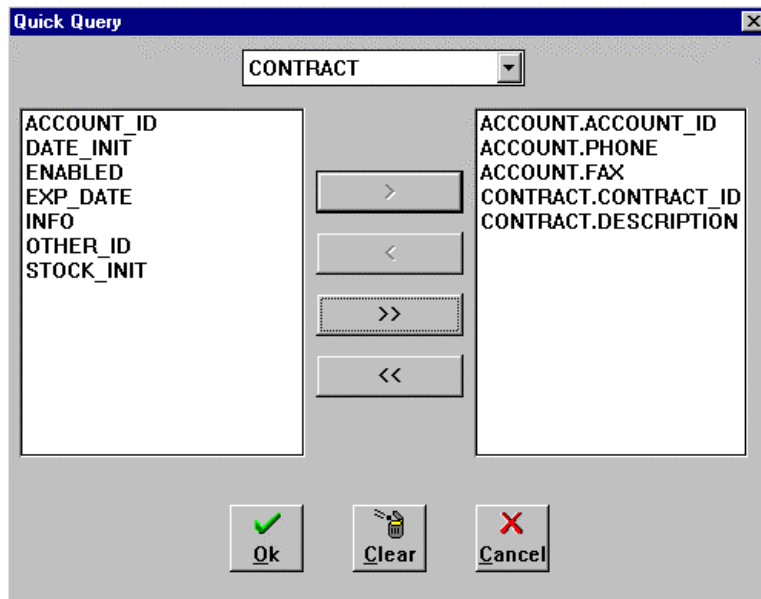


Moves all the items from the left list box to the right list box.



Moves all the items from the right list box to the left list box.

You can select fields from more than one table. Once you have selected the fields that you want from one table, simply use the combo box to highlight another table. Then select the desired fields from it. In the example shown below, **Account ID**, **Phone**, and **Fax** have been selected from the **Account** table. **Contract ID** and **Description** have been selected from the **Contract** table.



When all the data fields that you want to include in the report are displayed in the right list box, click the **OK** button to confirm the choices you have made.

If you have selected data fields from more than one table, the **Link Tables** form will appear when you click **OK**.

This form lets you create a link between the tables. Select the item on the left and the item on the right that you want to link. Then select the type of link from the list box at the center of the form. The following choices are available:

=	↓	< =	Less than or equal
<=	↑	< >	Not equal
< >		=	Equal
=		>	Greater than
>		> =	Greater than or equal
> =		LIKE	Similar
LIKE	↓		

When you have selected two items to be linked and the type of link, click the **Add** button. After adding all links, click the **OK** button.

NOTE: The **Search** button is used to find related items from two tables. For example, if you select the **Transaction** table and highlight the **Account ID** field and then select the **Account** table, clicking the **Search** button will highlight the **Account** table's **Account ID** field.

The following **Edit Query** form shows the query that was defined in the **Quick Query** and **Link Table** forms above.

The screenshot shows a window titled "Edit Query" with a close button (X) in the top right corner. The main area contains a text box with the following SQL query:

```
SELECT ALL
ACCOUNT.ACCOUNT_ID,
ACCOUNT.PHONE,
ACCOUNT.FAX,
CONTRACT.CONTRACT_ID,
CONTRACT.DESCRPTION]
FROM ACCOUNT,
CONTRACT
WHERE ACCOUNT.ACCOUNT_ID = CONTRACT.ACCOUNT_ID
```

Below the text box are three buttons: "Ok" (with a green checkmark icon), "Test", and "Cancel" (with a red X icon). At the bottom of the window is a table with several empty rows.

- The **Select** statement lists the data fields that are to be included in the report.
- The **From** statement lists the tables that the data fields are from.
- The **Where** statement lists the links between the tables.

Click the **Test** push button to test the syntax of the query. If the syntax is correct, click the **OK** button.

NOTE: You must test a query every time that you create or edit it.

## Editing a Query

After you have defined a query with the **Quick Query** procedure, you will need to edit it manually if you want to make changes. To edit an existing query, open the **REPORT – Query and Layout Definition** form, enter the Report ID in the appropriate data field, and then click the **Query** button on the toolbar.

If you do not know the Report ID, click the **Query** button on the toolbar to display the first report in the database. Then click the **Table** button to display a table containing all existing reports. Double-click the report that you want to edit.

1. With the query displayed on the **REPORT – Query and Layout Definition** form, click the **Query** button in the lower right-hand corner of the form. This will display the query on the **Edit Query** form shown below.

The screenshot shows a dialog box titled "Edit Query" with a close button (X) in the top right corner. The main area contains a text field with the following SQL query:

```
SELECT ALL
ACCOUNT.ACCOUNT_ID,
ACCOUNT.PHONE,
ACCOUNT.FAX,
CONTRACT.CONTRACT_ID,
CONTRACT.DESCRPTION
FROM ACCOUNT,
CONTRACT
WHERE ACCOUNT.ACCOUNT_ID = CONTRACT.ACCOUNT_ID
```

Below the text field is a scroll bar. To the right of the text field are three buttons: a green checkmark icon with "Ok" text, a "Test" button, and a red X icon with "Cancel" text.

Below the buttons is a table with several empty rows, each with a dotted line at the end, suggesting a list of results or a table structure.

2. To add a field (for example, ACCOUNT.NAME) to the query shown above, position the cursor at the end of the last line in the **Select** statement (after CONTRACT.DESCRPTION). Type a comma, press the RETURN key, and enter the name of the field you want to add on the next line. The query should now look like this:

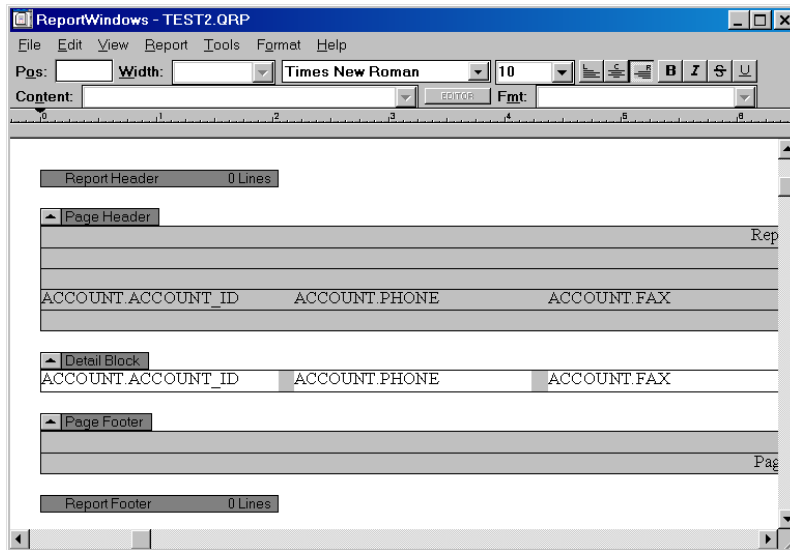
```
SELECT ALL
    ACCOUNT.ACCOUNT_ID,
    ACCOUNT.PHONE,
    ACCOUNT.FAX,
    CONTRACT.CONTRACT_ID,
    CONTRACT.DESCRPTION,
    ACCOUNT.NAME
FROM ACCOUNT,
    CONTRACT
WHERE ACCOUNT.ACCOUNT_ID = CONTRACT.ACCOUNT_ID
```

3. Click the **Test** button to test the revised query, and then click the **OK** button.
4. Position the cursor at the end of the **Var List** field on the **REPORT – Query and Layout Definition** form. Add a comma, and type the variable for the item that you added to the query. The variable type can be **S** for string, **N** for number, and **D** for date/time (for example, S[5] means that you are adding a string field and that is the fifth string field in the query). Since ACCOUNT.NAME is a string, change the **Var List** as shown:
  - change S[0],S[1],S[2],S[3],S[4]
  - to S[0],S[1],S[2],S[3],S[4],S[5]

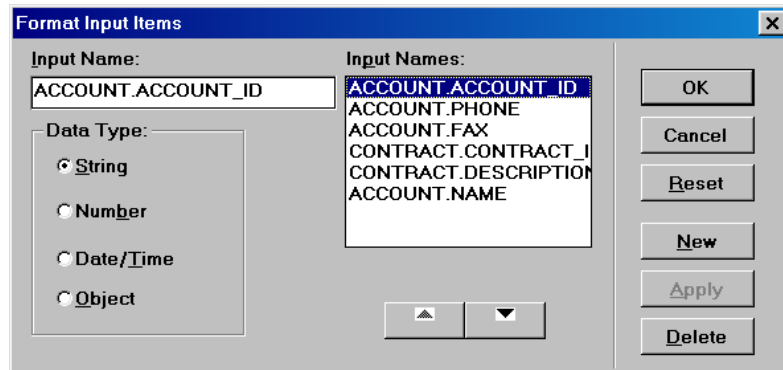
5. Position the cursor at the end of the **Item List** field. Add a comma, and type the field name (ACCOUNT.NAME).

NOTE: You can use the END key to move the cursor to the end of the **Var List** or **Item List** field.

6. Click the **Layout** button to display the report layout.



- Open the **Format** menu on the menu bar and select **Input** and then **Input Items**. The name of the new field should appear at the end of the list of **Input Names**. Specify the **Data Type** (String, Number, or Date/Time), and then click **OK**.



- The new field should appear on the layout (you will need to use the scroll bars to view the entire layout). You can use the field tool from the tool palette to add a field to the layout. Then click the down arrow to open the **Content** list box and select an item to place in the field.

- Now you can test the report to make sure it is correct.

NOTE: When you modify a report, you must also modify its layout.



---

## Reports with Dynamic Variables

When you edit a query, you can add dynamic variables (a WHERE statement with variables). You can define as many as 12 dynamic variables. The names of the variables must satisfy the following syntactic rules:

String variables	:sN
Numeric variables	:nN
Date/Time variables	:dN

N represents a number from 1 to 9.

### Adding Dynamic Variables

1. In the **Edit Query** form, add the word AND at the end of the last line of the WHERE statement, and then press the RETURN key.
2. Type the table name, a period, and then the field name.
3. Type one of the relations (=, !=, >, !>, <, !<, >=, or <=).
4. Then type the name of the variable (for example, :s1).
5. Repeat steps 1 to 4 for each variable you want to add.

When you click **Test** for a query with variables, WinBridge prompts you to insert the description for the variables by showing an appropriate window (for example, you can enter IDENTIFIER for a string variable). After you have inserted the description, click **OK**. Then click **OK** again to exit from the **Edit Query** form. Once you have closed the **Edit Query** form, you must update the database with the modified report. You can do that by clicking the **Update** push button on the **REPORT – Query and Layout Definition** form.

To view the report produced by the dynamic query, click the **Report** push button. Select the report from the window that is displayed. After you select it, WinBridge will prompt you to insert the values for the input variables in the dynamic query (For example, if you included an in date and out date in the query, you will be asked to enter the specific dates you want to use). Click **OK** to confirm the values. If you do not specify any value for a dynamic variable when you run a report, no filtering will be used based on that variable.

## Defining a Layout

The layout is the second step in creating a report. To define a layout, click the **Layout** push button on the **REPORT – Query and Layout Definition** form.



The **Layout** button opens ReportWindows so that you can create a new layout or modify an existing layout. Refer to the *SQLWindows ReportWindows User's Guide* for instructions about how to use ReportWindows. The resulting layout is the same as that obtained by clicking the **Quick L.** button when you create a new query.



The **Quick L.** (Quick Layout) button opens ReportWindows and creates a default layout that corresponds to the current query. We recommend using this button when you first create a new query. If you do a quick layout on an existing layout, it will be overwritten.

You can insert variables (for data from the **Company** table) in a report. Instructions for inserting variables are available in the *ReportWindows User's Guide*.

You can use data fields from the **Company** table without including them in the query. From the layout, open the **Format** menu, select **Input** and **Variables**, and then type in the following names:

<b>sCId</b>	Company ID
<b>sCName</b>	Company name
<b>sCAddr1</b>	Address 1
<b>sCAddr2</b>	Address 2
<b>sCCity</b>	City
<b>sCState</b>	State
<b>sCZip</b>	Postal code
<b>sCCountry</b>	Country
<b>sCPhone</b>	Phone number
<b>sCFax</b>	Fax number
<b>sCFCCode</b>	Tax number

All variables are string type.

You can then define and place the data fields in the report layout and save it.

To be able to see the variables in a report's layout, you must activate them by checking the boxes in the **Company** section of the **REPORT – Query and Layout Definition** form.

When you create reports with dynamic conditions, you must insert the variables in the layout. Open the **Format** menu and select **Input** and **Variables**, and then add the names of the variables and the necessary data fields.

The final two buttons on the **REPORT – Query and Layout Definition** form are the **Report** and **Test** buttons.



Clicking the **Report** button displays the same form that appears when you select **Print Report** from the **Report/Ticket** menu.



Clicking the **Test** button checks to make sure the query and layout are syntactically compatible. If they are compatible, a blank ticket will appear; if not, an error message will appear.

## Using Empty Fields in a Report

If one or more fields present in the query was not filled in on the current transaction, the ticket printout will be blank. For example: you want the **Carrier Name** printed on the ticket, but no carrier was defined for the vehicle used in the current transaction. When the query searches for the **Carrier Name** and finds nothing, the whole query is left empty. This is true for all the fields in the database except the following ones:

**Vehicle ID:** Since the vehicle can be transient (not present in the database), you can define a so-called "outer join." To do that you have to add ( + ) to the WHERE statement of the query: TRANSACTION.VEHICLE\_ID = VEHICLE.VEHICLE\_ID ( + ). If you do that, the ticket will be printed even when the Vehicle ID is blank.

**Container ID:** When the container description is required on a ticket, the ticket printout will be blank if a non-container vehicle is selected. In order to avoid printing a blank ticket, insert a record with three asterisks (\*\*\*) as the Container ID in the **Container** table. This record will automatically be used when the **Container** field is blank.

**Contract ID:** In the **Contract** table, insert a record with a plus sign (+) as the Contract ID. This record will automatically be used when the **Contract** field is blank.

**Contract ID, Customer ID, Ship Addr ID, Product ID:** If one of these items is entered in second weighing, at the moment the inbound ticket is being printed, the ticket will be blank. In order to avoid printing a blank ticket, insert a record with an asterisk (\*) as the ID in each of the above tables. This record will automatically be used when the ID field is blank.

**It is not possible to apply the above conditions to any other field in the database. Every other field in the database must filled in at the time of the printout.**

## Printing Gross, Net, and Tare Calculations

In order to have the Gross, Net, and Tare print on tickets rather than simply inbound/outbound weights, place the following formulas on the layout of the ticket.

On the Layout screen, select the field that you would like to represent the Gross and type in the following formula:

```
NumberIFF((TRANSACTION.IN_WEIGHT –  
TRANSACTION.OUT_WEIGHT), TRANSACTION.OUT_WEIGHT, 0,  
TRANSACTION.IN_WEIGHT)
```

On the Layout screen, select the field that you would like to represent the Tare and type in the following formula:

```
NumberIFF((TRANSACTION.IN_WEIGHT –  
TRANSACTION.OUT_WEIGHT), TRANSACTION.IN_WEIGHT, 0,  
TRANSACTION.OUT_WEIGHT)
```

For the Net calculation, type the following:

```
TRANSACTION.NET_WEIGHT
```

## Using Spare Fields for Calculations

To use a spare field from the configuration screen for calculations on reports or tickets, follow the guidelines below. For this example, we are using a Spare1 field to make further pricing calculations in conjunction with the existing price fields. The first thing you need to do is to name the Spare1 field as a numerical string.

1. On the **REPORT – Query and Layout Definition** form, press the **Query** button in the lower right-hand corner of the form. Position the cursor at the end of the last line of the SELECT ALL statement, type a comma, and then type @VALUE(TRANSACTION.SPARE1)AS P1. The P1 can be any name that notifies you what the name of the field is.
2. Click **Test** and then **OK**.
3. Return to the **REPORT – Query and Layout Definition** form and place the cursor at the end of the **Var List** field. Type N[#], which is a numerical variable. Be sure to use the next consecutive number in place of the # sign.
4. Then place the cursor at the end of the **Item List**. Type in the P1 or whatever name you gave this variable in the query.

NOTE: The variable must be placed at the same position in the Variable List and Item List.

5. Once you have completed these steps, go to the Layout screen and select **Format** and then **Input Items**.
6. Type the name of the variable (for example, P1) and select **New**.
7. Click **Close**.
8. Use the field tool to place a new field on your ticket/report.
9. Select this new field and click the **Editor** button. Then select the name of the variable (for example, P1).
10. Now you are able to provide other fields that can use this variable in calculations because the system understands it as a numerical variable.

## Printing Duplicate Tickets

In order to print duplicate tickets, you will need to include the variable `sDuplicate` on the ticket. This places the word *duplicate* on all duplicate tickets that are printed. A duplicate ticket will not print unless this variable is on the ticket to satisfy Weights & Measures requirements and protect against fraud. To place this variable on the ticket, go to **Format, Input Items**, type `sDuplicate`, select **New**, and then click **OK**.

Once you have placed this as an input item, you can create a field using the field tool. Then with the field selected, click the **Editor** button. Select the `sDuplicate` variable from the list and then click **OK**. Now you will be able to print this ticket as a duplicate ticket from the Vehicle Processing screen.

## Using Dates in Reports

The following example can be used to insert an MM/DD/YY date format in a comma delimited report.

YYYY/MM/DD – 06.22.45.000000  
 ; || Str Mid (Str Pad (Date to Str (outdate), 7), 5, 2) ||  
 YYYY/MM  
 MM

YYYY/MM/DD – 06.22.45.000000  
 Str Mid (Str Pad (Date to Str (outdate), 10), 8, 2) ||  
 YYYY/MM/DD  
 DD

YYYY/MM/DD – 06.22.45.000000  
 Str Mid (Str Pad (Date to Str (outdate), 4), 2, 2) || ` ;  
 YYYY  
 YY

|| is a concatenation character (Shift+F7 x 2)



# 10 Report Writer Tutorial

## Generating a Ticket

Open the WinBridge **REPORT – Query and Layout Definition** form by selecting **WB Report** from the **Report/Ticket** menu on the Vehicle Processing screen. Enter the following information in the data fields:

- Report ID: TESTT
- Level: 0
- Description: Test Ticket
- Printer: (Press the Printer button and select from the list)
- File: (Leave blank)
- Layout: TESTT.QRP
- Var List: (Leave blank)
- Item List: (Leave blank)
- Type: Select the **Ticket** radio button
- Destination: Select the **View** radio button
- Company: Check the **Id** and **Name** boxes

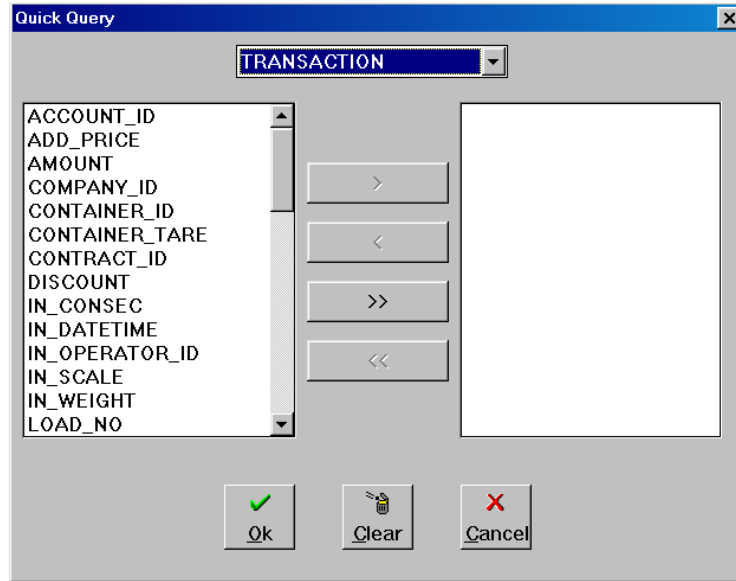
Your screen should look like the one shown below:

The screenshot shows the 'REPORT - Query and Layout Definition' window. The title bar includes 'Table', 'Data', and 'Edit' menus. The toolbar contains icons for Close, New, Query, Table, navigation arrows, Insert, Update, and Delete. The main area is divided into sections: 'Type' with radio buttons for Report and Ticket (Ticket is selected); 'Destination' with radio buttons for View, Printer, and File (View is selected); 'Company' with checkboxes for Id, Name, Zip, Country, Addr1, Phone, Addr2, Fax, City, F. Code, and State (Id and Name are checked). Below these are input fields for Report ID (TESTT), Level (0), Description (Test Ticket), Printer (HP LaserJet 5Si Mo), File, and Layout (TEST.QRP). There are also empty fields for Var List and Item List. At the bottom, there are buttons for Query, Layout, Quick Q., Quick L., Report, and Test, and a status bar with the text 'Press "Query" to retrieve information...' and a NUM button.

## Defining the Query

A query provides the Report Writer with all of the information about a transaction that is used to print a ticket. Since a ticket is produced for each transaction, the **Transaction** table is the main source of information used to generate tickets.

1. To begin a query, click the **Quick Q.** button on the form that you just filled in. The **Quick Query** form will appear. You should use this button only when you first create a query because it will write over any existing query.



2. Select **Transaction** from the combo box at the top of the form. The list box on the left displays the transaction data that is available. The list box on the right displays the data to be included in the report.
3. Select the following transaction data items from the list box on the left and move them to the list box on the right:
  - Account ID**
  - Product ID**
  - Vehicle ID**
  - In Weight**
  - Out Weight**
  - Net Weight**
  - In DateTime**
  - Out DateTime**

### Out Consecutive Wt Unit

To move an item to the box on the right, highlight it and click the > arrow button.

4. Change the combo box to **Account** and select **Name**.
5. Change the combo box to **Product** and select **Description**.
6. Change the combo box to **Vehicle** and select **Description**.
7. When the form looks like the one shown below, click **OK**.

The screenshot shows a 'Quick Query' dialog box with a dropdown menu set to 'VEHICLE'. It features two columns of field names and four arrow buttons for moving items between them. The left column contains fields from the CARRIER, CONTAINER, DRIVER, and VEHICLE tables. The right column contains fields from the TRANSACTION, ACCOUNT, PRODUCT, and VEHICLE tables. At the bottom are 'Ok', 'Clear', and 'Cancel' buttons.

Left Column Fields	Right Column Fields
CARRIER_ID	TRANSACTION.ACCOUNT_
CONTAINER	TRANSACTION.PRODUCT_
DRIVER	TRANSACTION.VEHICLE_ID
EXP_DATE	TRANSACTION.IN_WEIGHT
INFO	TRANSACTION.OUT_WEIGHT
LICENSE	TRANSACTION.NET_WEIGHT
MAX_LEGAL_WEIGHT	TRANSACTION.IN_DATETIME
MIN_LEGAL_WEIGHT	TRANSACTION.OUT_DATE
OPERATION	TRANSACTION.OUT_CONS
TYPE	TRANSACTION.WT_UNIT
UNAT_TICKET	ACCOUNT.NAME
VEHICLE_ID	PRODUCT.DESCRPTION
	VEHICLE.DESCRPTION

Since your query includes items from several tables (the **Transaction**, **Account**, **Product**, and **Vehicle** tables), you will need to link those tables.

## Linking Tables

Report Writer searches the **Transaction** table for information about a specific transaction that you want to include on a ticket. By linking other tables to the **Transaction** table, you make it possible to include information from those tables. For example, you can link the **Account ID** field in the **Transaction** table to the **Account ID** field in the **Account** table. When Report Writer prints a ticket, it will then be able to include information about the account that was involved in the transaction.

Because you have included several tables in your quick query, the **Link Tables** form will appear when you click the **OK** button.

1. Select **Transaction** in the left combo box, and highlight **Account ID** in the list box below it.
2. Select **=** in the center combo box.
3. Select **Account** in the right combo box, and highlight **Account ID** in the list box below it.
4. Click the **Add** button to create a link.
5. Select **Transaction** in the left combo box, and highlight **Product ID** in the list box below it.

6. Select = in the center combo box.
7. Select **Product** in the right combo box, and highlight **Product ID** in the list box below it.
8. Click the **Add** button to create a link.
9. Select **Transaction** in the left combo box, and highlight **Vehicle ID** in the list box below it.
10. Select = in the center combo box.
11. Select **Vehicle** in the right combo box, and highlight **Vehicle ID** in the list box below it.
12. Click the **Add** button to create a link.
13. The three links that you just created will be shown in the list box at the bottom of the form. Click the **OK** button to accept the links.

The screenshot shows a dialog box titled "Link Tables" with a close button (X) in the top right corner. It features two table lists, a central operator dropdown, and a list of generated links.

TRANSACTION		VEHICLE
TAX2	=	INFO
TOTAL		LICENSE
TRANS_NO		MAX_LEGAL_WEIGHT
TRANS_UNDO_ID		MIN_LEGAL_WEIGHT
TRANSIENT		OPERATION
TRUCK_ONLY		TYPE
V_OPERATOR_ID		UNAT_TICKET
<b>VEHICLE_ID</b>		<b>VEHICLE_ID</b>
WT_UNIT		

Buttons: Add, Search

Generated Links:

```
TRANSACTION.ACCOUNT_ID = ACCOUNT.ACCOUNT_ID  
TRANSACTION.PRODUCT_ID = PRODUCT.PRODUCT_ID  
TRANSACTION.VEHICLE_ID = VEHICLE.VEHICLE_ID
```

Buttons: Ok, Delete, Cancel

You will now return to the **REPORT – Query and Layout Definition** form. The **Var List** (variable list) and **Item List** fields should now contain the information that you just entered. The variable list identifies the type of variable (Date/Time, String, Number), and the item list identifies the specific type of variable. When you use the **Query** button to change the query, the change will be reflected in the variable list and item list (always in the proper order).

**REPORT - Query and Layout Definition**

Table Data Edit

Close New Query Table Insert Update Delete

Type:  Report  Ticket  
 Destination:  View  Printer  File  
 Company:  Id  Zip  
 Name  Country  
 Addr1  Phone  
 Addr2  Fax  
 City  F. Code  
 State

Report Id: TESTT Level: 0

Description: Test Ticket

Printer: HP LaserJet 5Si Mo HP5SI

File:

Layout: TEST.QRP

Var List: S[0].S[1].S[2].N[0].N[1].DT[0].DT[1].N[2].S[3].S[4].S[5].S[6]

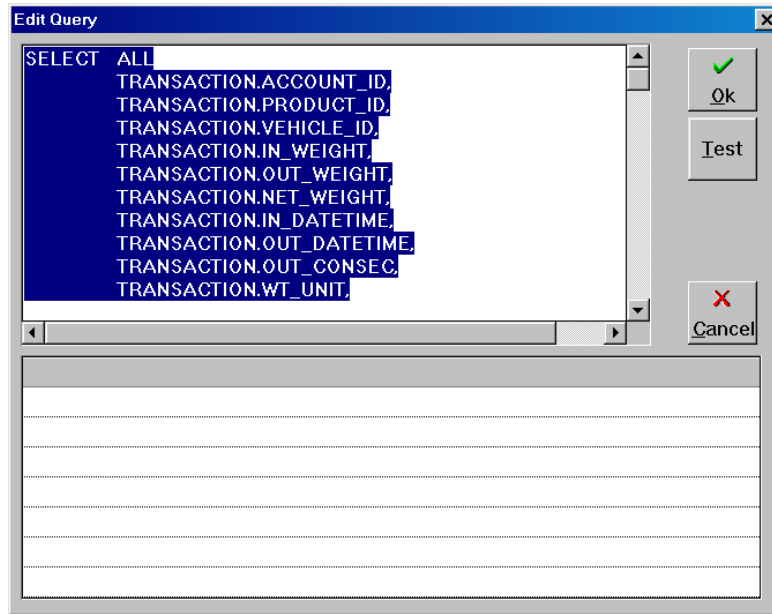
Item List: TRANSACTION.ACCOUNT\_ID,TRANSACTION.PRODU

Query Layout Quick Q. Quick L. Report Test

Press "Query" to retrieve information... NUM

## Test the Query

Once you have completed the query and linked the tables, press the **Query** button in the lower right-hand corner of the **REPORT – Query and Layout Definition** form. This will display the query on the **Edit Query** form.



The screenshot shows a dialog box titled "Edit Query" with a text area containing the following SQL query:

```
SELECT ALL  
TRANSACTION.ACCOUNT_ID,  
TRANSACTION.PRODUCT_ID,  
TRANSACTION.VEHICLE_ID,  
TRANSACTION.IN_WEIGHT,  
TRANSACTION.OUT_WEIGHT,  
TRANSACTION.NET_WEIGHT,  
TRANSACTION.IN_DATETIME,  
TRANSACTION.OUT_DATETIME,  
TRANSACTION.OUT_CONSEC,  
TRANSACTION.WT_UNIT;
```

On the right side of the dialog box, there are three buttons: "Ok" (with a green checkmark icon), "Test", and "Cancel" (with a red X icon). Below the text area is a large empty rectangular box for displaying the query results.

All elements to be printed on your report or ticket should show up in the display area. From this form, you can also use SQL statements to refine your query. Click the **Test** button to test the query or any changes that you make, and then click **OK** to confirm the query.

## Defining the Layout

To generate a basic report, which can be modified to print a ticket, click the **Quick L.** button on the **REPORT – Query and Layout Definition** form. This will open a ReportWindows form that shows all of the items defined in your query, plus the text objects that are used as column headings.

Sections of a Report/Ticket:

- **Report Header** appears at the beginning of the report.
- **Page Header** appears at the top of each page.
- **Detail Block** is the body of the Ticket/Report.
- **Page Footer** appears at the bottom of each page.
- **Report Footer** appears at the end of the report.

If you add a break group (a subsection) to the report, you can also insert a **Break Group Header** and **Break Group Footer**.

### Tool Palette

Open the **View** menu on the ReportWindows menu bar, and select **Palette** from the drop-down menu to display the tool palette.

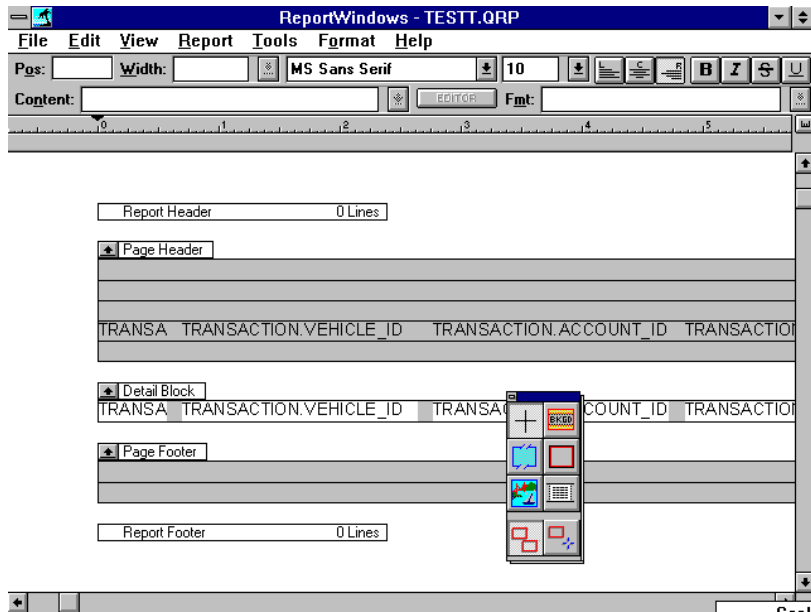
Use the right mouse button to scroll through the tools, or point at a tool and use the left mouse button to select it. You can also select a tool from the **Tool** menu on the menu bar. The tool palette is shown to the left. The tools (from left to right, starting with the top row) are described below:



- Selector Tool - For selecting objects.
- Background Text Tool - For adding background text.
- Field Tool - For adding text fields.
- Box Tool – For adding boxes.
- Picture Tool - For adding picture objects.
- Line Tool - For adding line objects (complete work areas).
- Graph Tool - For adding graphs.
- Crosstab Tool - For adding tables.
- Auto Selector Off - Pointer remains on last item used.
- Auto Selector On - Pointer returns to selector tool.

The ReportWindows layout form for the query that you created is shown below, with the tool palette displayed. Note that TRANSACTION.VEHICLE\_ID appears twice: once as a background text object (a column heading for a report) and once as a field object (an entry under the column heading) This is the same for each item specified in the query.





#### Delete an Object

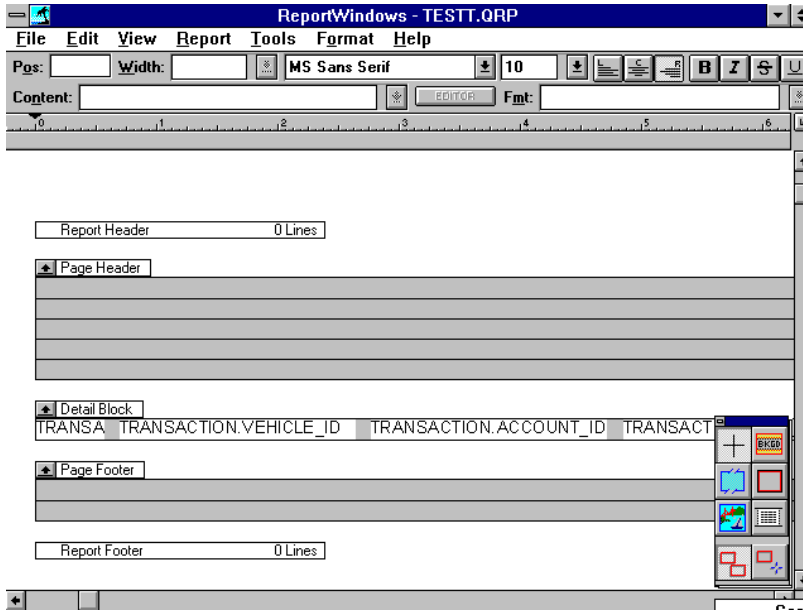
1. Use the selector tool to highlight the TRANSACTION.VEHICLE\_ID background text object (which is shown in the **Page Header** section).
2. Open the **Edit** menu on the menu bar and select **Cut**.
3. The object should be deleted.

#### Delete a Line

1. Use the selector tool to highlight the blank line just below **Page Header**.
2. Select **Cut** from the **Edit** menu.
3. The line object should be deleted.
4. Delete all of the lines from the page header.

#### Add Lines to the Page Header

1. Select the line tool.
2. Place the cursor on the **Page Header** heading.
3. Click the left mouse button until there are five lines under **Page Header**.
4. The screen should look like the one shown below.



**Add Lines to the Detail Block**

1. Select the line tool.
2. Position the cursor directly on the **Detail Block** heading.
3. Click the left mouse button until you have added seven lines.

**Add a Picture to the Ticket**

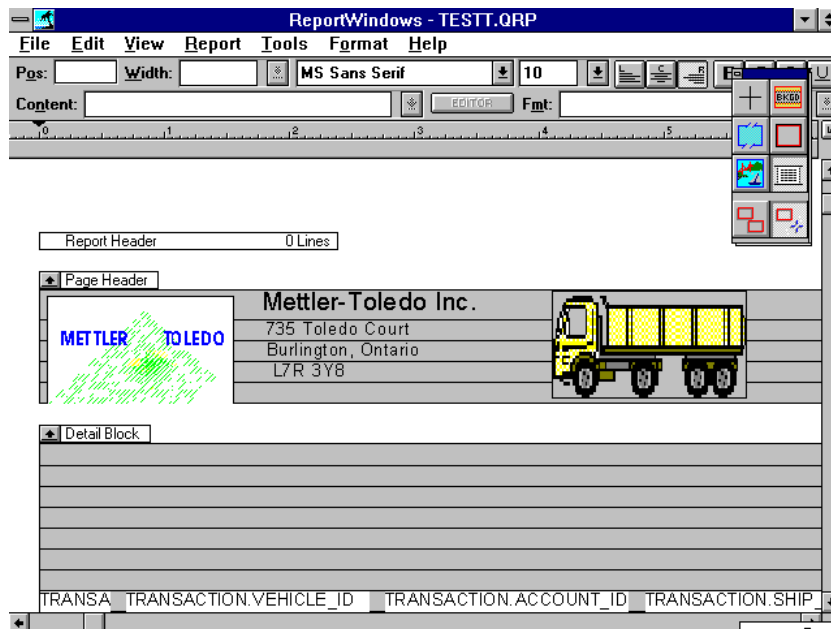
1. Select the picture tool.
2. Position the cursor at the left edge of the first blank line in the page header area. Hold down the left mouse button and drag the cursor to draw a box 1.5 inches wide and 5 lines deep. Release the mouse button. To position the cursor and measure the width of the box, use the ruler at the top of the window or use the **Position** and **Width** fields above the ruler.
3. When the box is complete, open the **Edit** menu and select **Paste From**.
4. Select a bitmap (\*.bmp) from the list of available files.
5. Click **OK**.
6. The picture should be placed in your ticket.

### Add a Second Picture to the Ticket

1. Select the picture tool again.
2. Position the cursor 4 inches from the left edge of the first blank line in the page header area, and create another box 1.5 inches wide by 5 lines deep.
3. Open the **Edit** menu and select **Paste From**.
4. Select another bitmap (\*.bmp) file.
5. Click **OK**.
6. The second picture should be placed in your ticket.

### Add Text to the Page Header

1. Select the background text tool.
2. Place the cursor on the first line in the page header, just to the right of the first picture that you inserted. Click the left mouse button, and type the text "Mettler-Toledo Inc." The complete text is displayed in the **Content** data field at the top of the window.
3. Choose the selector tool.
4. Highlight the text that you just entered.
5. Choose a font and a point size (14) from the combo boxes to the right of the **Width** combo box.
6. Use the same procedure to fill in the address lines of the page header, so that your screen looks like the one shown below.



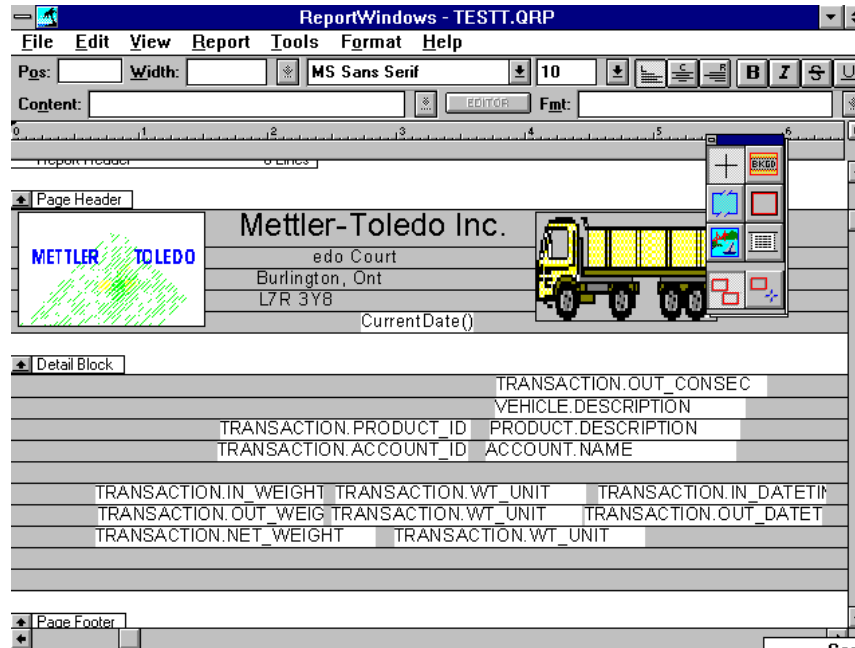
**Add the Date to the Last Line of the Page Header**

1. Select the field tool.
2. Position the cursor in the last line of the page header, midway between the two pictures. Click the left mouse button to create a field for the date.
3. Click the **Editor** button to display the **Formula Editor** screen.
4. Double-click on the **CurrentDate** function shown in the right-hand window. The **CurrentDate** function will move to the top window.
5. Click **OK**. The **CurrentDate** function will be placed in the field you created.
6. Click on the scroll arrow to the right of the **Fmt** field.
7. Choose the Date format you want for your ticket.

Your page header is now complete.

## Detail Block

Use the selector tool to move the input objects in the **Detail Block** to form a pattern like the one shown below.



- To move an object, position the cursor on the object. Hold down the left mouse button to highlight the object, and drag it to the new location.
- To duplicate the **Weight Unit** field, use the **Copy** and **Paste** commands in the **Edit** menu.
- Use the line tool to add lines if necessary.
- Use the background text tool to create any headings that you want to be printed with the input objects.

### Preview Your Ticket

To preview your ticket layout, open the **Report** menu and select **Preview**. To return to the layout design form, open the **Report** menu and select **Design**.

### Save and Exit

Open the **File** menu and select **Save** to save your layout. Open the **File** menu and select **Exit** to return to the **REPORT – Query and Layout Definition** form.

---

## Generating a Report

Open the WinBridge **REPORT – Query and Layout Definition** form by selecting **WB Report** from the **Report/Ticket** menu on the Vehicle Processing screen. Enter the following information in the data fields:

Name: TESTREP

Level: 0

Description: Test Report

Printer: (Press the Printer button and select from the list)

File: (Leave blank)

Layout: TESTREP.QRP

Var List: (Leave blank)

Item List: (Leave blank)

Type: Select the **Ticket** radio button

Destination: Select the **View** radio button

1. Click the **Quick Q.** button to display the **Quick Query** form.
2. Select **Transaction** from the combo box at the top of the form.
3. Select the following transaction database items from the list box on the left and use the arrow buttons to move them to the list box on the right:

**Account ID**

**In DateTime**

**Out DateTime**

**Net Weight**

**Vehicle ID**

**Wt Unit**

4. When finished, click **OK** to return to the **REPORT – Query and Layout Definition** form. You can click the **Query** button in the lower right-hand corner of the screen to display the **Edit Query** form.

---

## Dynamic Variables

Dynamic variables are used to modify a report before you run it. For example, you can use Date variables to provide details about transactions that were made between two dates.

Dynamic Variables Available:

Date	:d1 to :d12
String	:s1 to :s12
Number	:n1 to :n12

The items that you selected during your quick query should appear on the **Edit Query** form shown below:

```
SELECT ALL
      TRANSACTION.ACCOUNT_ID,
      TRANSACTION.IN_DATETIME,
      TRANSACTION.OUT_DATETIME,
      TRANSACTION.NET_WEIGHT,
      TRANSACTION.VEHICLE_ID,
      TRANSACTION.WT_UNIT
FROM   TRANSACTION
```

Refine your query to include two dynamic date variables. Position the cursor at the end of the FROM TRANSACTION line and press the RETURN key to move the cursor to the next line. Enter the following WHERE clauses connected by the word AND:

```
WHERE TRANSACTION.IN_DATETIME>=:d1 AND
      TRANSACTION.OUT_DATETIME<=:d2
```

## Order By

ORDER BY is an SQL statement that sorts or indexes the items presented in the report. The order of the data is especially important when break group reports are to be generated. Reports with break groups in them group all transactions of a certain type (for example, all transactions belonging to Account 1).

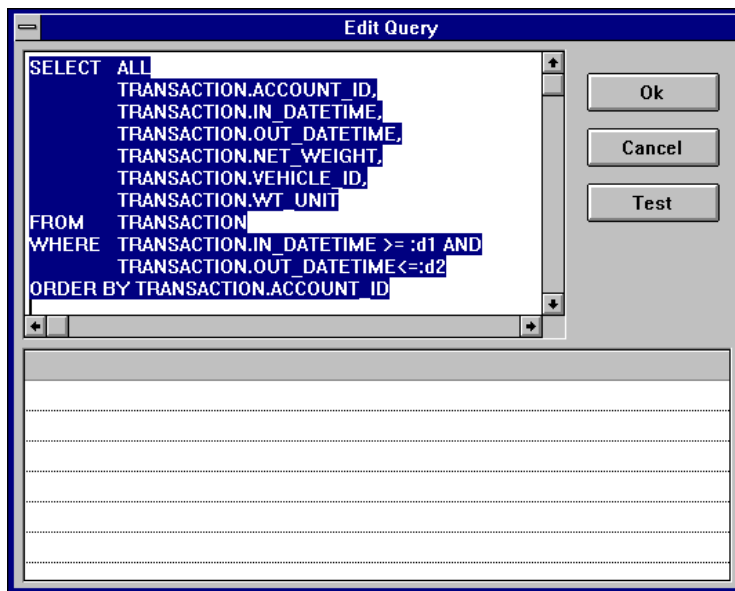
Refine your query further by adding an ORDER BY statement.

```

SELECT ALL
        TRANSACTION.ACCOUNT_ID,
        TRANSACTION.IN_DATETIME,
        TRANSACTION.OUT_DATETIME,
        TRANSACTION.NET_WEIGHT,
        TRANSACTION.VEHICLE_ID,
        TRANSACTION.WT_UNIT
FROM    TRANSACTION
WHERE   TRANSACTION.IN_DATETIME>=:d1 AND
        TRANSACTION.OUT_DATETIME<=:d2
ORDER BY TRANSACTION.ACCOUNT_ID
    
```

If you are using more than one ORDER BY element, each element should be separated by a comma.

Your final query should appear as shown below:





Click the **Test** button, and enter the prompts for your dynamic variables, as shown in the **Dynamic Conditions** form below. Click **OK** when you are finished, and then click **OK** again to exit the **Edit Query** screen.

The image shows a dialog box titled "Dynamic Conditions". At the top, there is a blue title bar with the text "Dynamic Conditions". Below the title bar, there is a grey rectangular area containing the text "Insert semantic of your Report variables:". Underneath this text, there are two input fields. The first field is labeled "d1" and contains the text "In Date". The second field is labeled "d2" and contains the text "Out Date". At the bottom of the dialog box, there are two buttons: "Ok" with a green checkmark icon and "Cancel" with a red X icon.

---

## Formatting

Formatting a report layout is similar to formatting a ticket layout.

### Use Quick Layout to Format Your Report

1. Click the **Quick L.** button on the **REPORT – Query and Layout Definition** form.
2. Add a title to your report in the report header. Use the line tool to add a line to the report header. Then use the background text tool to position and enter text for the title in the new line.
3. Use the background text tool to add column headings. Headings can be placed in the report header or page header.
4. Arrange the field objects to allow enough space for the required information.
5. Use preview mode to check your changes. Open the **Report** menu and select **Preview**. When you want to return to design mode, open the **Report** menu and select **Design**.

### Create a Break Group

1. Open the **Format** menu and select **Break Groups** to display the **Format Break Groups** form.
2. Input items are shown in the window on the left. Choose TRANSACTION.ACCOUNT\_ID as your first break group. Use the arrow button to move it to the **Break Groups** window on the right.
3. When you click **OK**, a new break group header and break group footer will be added to the report.

NOTE: due to space limitations, only part of the full title might be displayed (Header:...CTION.ACT\_ID).

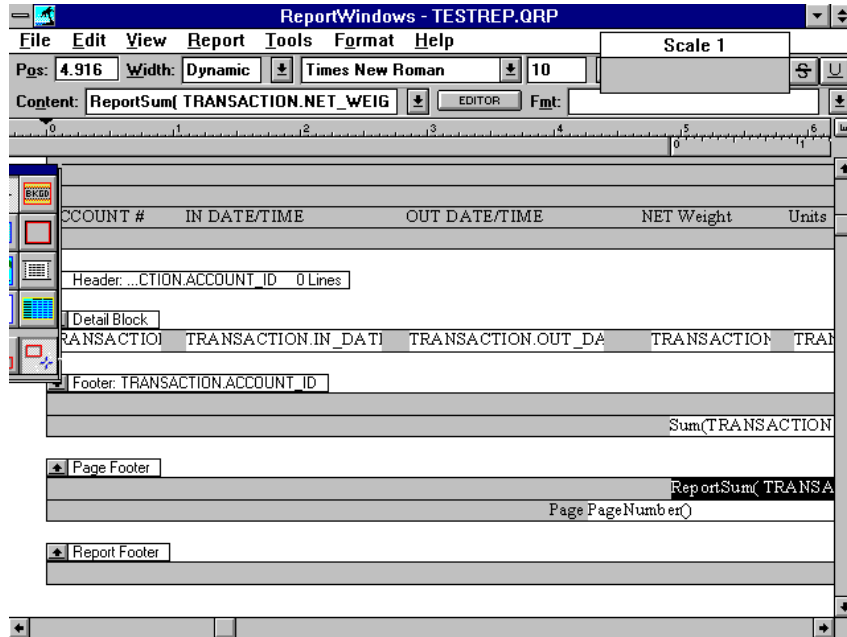
### Create a Field in the Break Group Footer

1. Use the line tool to add a line to the Footer:  
TRANSACTION.ACCOUNT\_ID.
2. Use the field tool to add a field under the Net Weight column.
3. Click the **Editor** button to display the **Formula Editor** form.
4. Double-click on **Sum** in the **Functions** list box.
5. Double-click on TRANSACTION.NET\_WEIGHT in the **Data Items** list box.
6. Click **OK** to create a formula that reads  
SUM(TRANSACTION.NET\_WEIGHT).

### Create a Field in the Page Footer

1. Use the field tool to add a field under the Net Weight column.
2. Click the **Editor** button to display the **Formula Editor** form.
3. Double-click on **Reportsum** in the **Functions** list box.
4. Double-click on TRANSACTION.NET\_WEIGHT in the **Data Items** list box.

- Click **OK** to create a formula that reads REPORTSUM(TRANSACTION.NET\_WEIGHT).
- Your form should look like the one shown below:



#### Save Your Report Format

Open the **File** menu and select **Save**.

#### Exit ReportWindows

Open the **File** menu and select **Exit**. You will return to the **REPORT – Query and Layout Definition** form.

#### View Your Report

Click the **Report** button to display the **Reports** form. Highlight the report that you just created. Click the **Print** button to print the report, the **View** button to view it on the computer screen, or the **To File** button to output it to a file.

You will be asked to insert filter conditions (for example, the specific dates that you want the report to cover), and then the report will run.

# 11 Specific Industries

## Forestry

We provide a WinBridge package specifically for the forestry industry. It simplifies your job by giving you one tool designed to keep track of everything you need to know about your transactions. We have configured the standard WinBridge tables to store the information that is important to your operation. When you install the WinBridge forestry option, you will use the Vehicle Processing screen shown below:

The screenshot shows the WinBridge software interface for forestry transactions. The window title is "WinBridge" and the subtitle is "WinBridge: The Forestry Solution". The interface includes a menu bar (Program, Edit, Table, Extd tables, Report/Ticket, Database, Scale, Tools, Help) and a toolbar with icons for Search, Trans, Preset, Ticket, Report, and Help. The main area is titled "Forestry Transactions" and contains various input fields: Mill, Truck, Contractor, Stratum, Species, Trans Type, Timbermark, Cut Block, Log Sort, Yard, Peeler %, Butts Ahead, Destination, Quality, Remark, and a Weight section with In, Out, and Net fields. At the bottom, there are ten load fields (Load1 to Load10) and a NUM field.

The input data fields are combo boxes that let you select the appropriate ID or other number to be used for a transaction. A data field for displaying a name or description is located next to each of the Truck and Stratum fields.

### Required Data Fields

- Mill: Mill identifier
- Truck: Truck identifier
- Contractor: Contractor identifier

Stratum: Wood stratum  
 Species: Wood species  
 Timbermark: Identifying mark stamped in the wood (Verified and Date Check)  
 Trans. Type: Type of transaction: purchased wood, prescaled, or transfer (Verified)  
 Butts Ahead: Percentage of wood with wide end toward front of truck  
 Destination: Mill where wood is to be shipped  
 Quality: Quality of product  
 Remark: A remark that appears on screen

**Optional Data Fields**

Cut Block: Area (# or county) where wood came from (Verified)  
 Log Sort: Size of logs: tree length, saw logs, 8 feet, mixed  
 Yard: Location in lumber yard where wood will be delivered  
 Peeler %: Percentage of peeler logs

Each field is linked to a table that is used to store the information that you will include in the record of a transaction. The list below indicates which standard WinBridge table was reconfigured to make each forestry table.

<b>Forestry Table</b>	<b>Standard WinBridge Table</b>
Contractor	Account
Species	Carrier
Stratum	Product
Quality	Remark
Remark	Remark2
Mill	Company
Trans. Type	Table 1
Cut Block	Table 2
Butts Ahead	Table 3
Deck or Yard	Table 4
Destination	Table 5
Log Sort	Table 7
Peeler %	Table 8
Timbermark	Table 15

### Daily Weight Button

Click the **Daily Wt.** Push button on the Vehicle Processing screen to find out how much of a product has been weighed during the current day. A window will appear to display the daily weight for the product that is selected in the **Stratum** data field.

### Sampling

WinBridge lets your operators know when to sample a product. You define how the sampling schedule is set up:

- Step Sampling: A sample is taken when a preset number of loads has been processed.

You can set up a schedule to take samples by individual stratum or other factor. See Chapter 4 for information about sampling.

### Timbermark Expiration

The **Timbermark** table stores information about timbermarks, including a field for the timbermark's expiration date. When a transaction is processed for an expired timbermark, a message appears on screen to notify the operator. The operator can click **OK** to continue with the transaction. See Chapter 4 for information about using expiration dates in the extended tables.

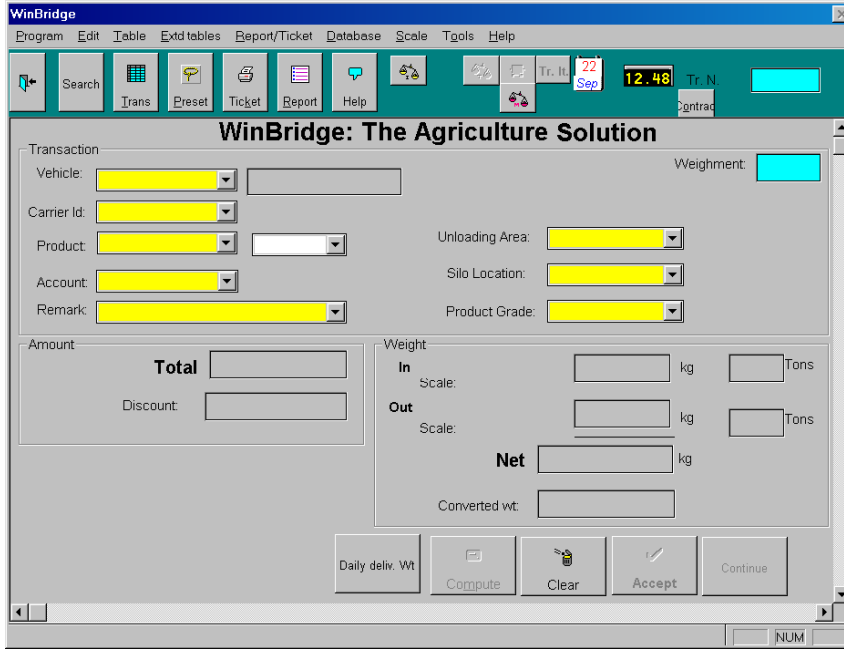
### Forestry Reports

You can create your own report or choose from a selection of standard reports:

- Standard WinBridge Reports
- Contractor Report
- Cut Block Report
- Destination Report
- Mill Report
- Species Report
- Stratum Report
- Timbermark Report
- Transaction Report

## Agriculture

We provide a WinBridge package specifically for the agriculture industry. It simplifies your job by giving you one tool designed to keep track of everything you need to know about your transactions. We have configured the standard WinBridge tables to store the information that is important to your operation. When you install the WinBridge agriculture option, you will use the Vehicle Processing screen shown below:



The input data fields are combo boxes that let you select the appropriate ID or other number to be used for a transaction. A data field for displaying a name or description is located next to each of the Vehicle, Product, and Customer fields.

### Required Data Fields

- Vehicle: Vehicle identifier
- Carrier ID: Carrier identifier
- Product: Product identifier
- Account: Account identifier
- Remark: A remark that appears on screen
- Unloading Area: Unloading location (Verified)

Silo Location: Silo identifier (Verified)  
Product Grade: Product grade (Verified)  
Quality: Product quality

Each field is linked to a table that is used to store the information that you will include in the record of a transaction. The list below indicates which standard WinBridge table was reconfigured to make each agriculture table.

Agriculture Table	Standard WinBridge Table
Quality	Remark
Unloading Area	Table 1
Silo Location	Table 2
Product Grade	Table 3

#### Daily Weight Button

Click the **Daily Deliv. Wt.** Push button on the Vehicle Processing screen to find out how much of a product has been weighed during the current day. A window will appear to display the daily weight for the product that is selected in the **Product** data field.

#### Inventory

The WinBridge program can keep track of inventory levels by automatically adjusting them each time a delivery is processed.

#### Sampling

WinBridge lets your operators know when to sample a product. You define how the sampling schedule is set up:

- Step Sampling: A sample is taken when a preset number of loads or weight has been processed.
- Random Sampling: A sample is taken at random within a preset number of loads or weight range.

You can set up a schedule to take samples by individual product, customer, or other factor. See Chapter 4 for information about sampling.

#### Vehicle Tracking

Click the **Trans** push button to view a table listing all the vehicles that are currently on your site.

#### Manual Weight Adjustment

The WinBridge program can modify an invoiced price by applying a weight correction factor. It can change the price by subtracting an amount or a percentage. See Chapter 6 for information about weight correction factors.



**Presets**

Presets are used to speed up transactions by reducing repetitive, manual data entry. Suppose a vehicle always carries the same product for the same customer. You can define presets that link the vehicle to the customer and product. When you enter the vehicle ID to process a transaction, the system will fill in the rest of the information automatically. See Chapter 6 for information about using presets.

**Agriculture Reports**

You can create your own report or choose from a selection of standard reports:

- Standard WinBridge Reports
- Product Grade Report
- Silo Location Report
- Unload Area Report

## Aggregate: Sand and Gravel

We provide a WinBridge package specifically for the aggregate (sand and gravel) industry. It simplifies your job by giving you one tool designed to keep track of everything you need to know about your transactions. We have configured the standard WinBridge tables to store the information that is important to your operation. When you install the WinBridge aggregate option, you will use the Vehicle Processing screen shown below:

The screenshot shows the WinBridge software interface for the Sand / Gravel Solution. The window title is "WinBridge" and the main title is "WinBridge: The Sand / Gravel Solution". The interface includes a menu bar (Program, Edit, Table, Extd tables, Report/Ticket, Database, Scale, Tools, Help) and a toolbar with icons for Search, Trans, Ereset, Ticket, Report, Help, and Contract. A status bar at the top right shows "22 Sep 12.55" and "Tr. N.". The main form area is divided into several sections: "Transaction" with fields for Contract (max, deliv.), Account, Delivery Zone, Vehicle, Delivery Method, Carrier Id, Product Grade, Product, and Remark; "Amount" with fields for Discount, Surcharges, Tax 1, Tax 2, and Total; and "Transaction" with "In" and "Out" sections for Scale (kg/Tons) and a "Net" section for Scale (kg) and "Converted wt.". At the bottom, there are buttons for "Daily deliv. Wt", "Compute", "Clear", "Accept", and "Continue".

The input data fields are combo boxes that let you select the appropriate ID or other number to be used for a transaction. A data field for displaying a name or description is located next to each of the Vehicle, Product, Customer, Delivery Zone, Delivery Method, and Product Grade fields.

### Required Data Fields

Contract: Contract identifier  
Vehicle: Vehicle identifier  
Carrier ID: Carrier identifier

Product: Product identifier  
 Account: Account identifier  
 Delivery Zone: Delivery zone (Verified)  
 Delivery Method: Delivery method (Verified)  
 Product Grade: Product grade (Verified)

**Optional Data Fields**

Remark: A remark that appears on screen

Each field is linked to a table that is used to store the information that you will include in the record of a transaction. The list below indicates which standard WinBridge table was reconfigured to make each aggregate table.

Aggregate Table	Standard WinBridge Table
Delivery Zone	Table 1
Delivery Method	Table 2
Product Grade	Table 3

**Daily Weight Button**

Click the **Daily Weight** push button on the Vehicle Processing screen to find out how much of a product has been weighed during the current day. A window will appear to display the daily weight for the product that is selected in the **Product** data field.

**Inventory**

The WinBridge program can keep track of inventory levels by automatically adjusting them each time a delivery is processed.

**Virtual Indicator**

Your WinBridge system can read weights from up to four indicators (four scales). Plus it provides a virtual indicator for processing large vehicles that need to be weighed on more than one scale. You can define the virtual indicator as the sum of two or more existing indicators. See Chapter 4 for information about setting up a virtual indicator.

**Taxes and Surcharges**

The WinBridge program can add taxes and surcharges when processing transactions. You can define up to two taxes and six surcharges for each product. The system can add the appropriate charges and calculate a net price. See Chapter 3 for information about taxes and Chapter 4 for information about surcharges.

**Units of Measure**

You can use any unit of measure when weighing products. Simply enter a conversion unit and a conversion factor in the **Product** table. See Chapter 3 for information about conversion units.

**ODBC**

The WinBridge database is ODBC compliant, allowing you to send data from it to accounting and other software packages.

**Aggregate Reports**

You can create your own report or choose from a selection of standard reports:

- Standard WinBridge Reports
- Carrier Report
- Delivery Method Report
- Delivery Site Report
- Delivery Zone Report
- Product Grade Report

## Aggregate: Concrete and Asphalt

We provide a WinBridge package specifically for the aggregate (concrete and asphalt) industry. It simplifies your job by giving you one tool designed to keep track of everything you need to know about your transactions. We have configured the standard WinBridge tables to store the information that is important to your operation. When you install the WinBridge aggregate option, you will use the Vehicle Processing screen shown below:

The input data fields are combo boxes that let you select the appropriate ID or other number to be used for a transaction. A data field for displaying a name or description is located next to each of the Vehicle, Product, Customer, Delivery Site, Batch ID, Product Info, and Set Point fields.

### Required Data Fields

Contract: Contract identifier  
 Vehicle: Vehicle identifier  
 Carrier ID: Carrier identifier

Product: Product identifier  
Account: Account identifier  
Remark: A remark that appears on screen  
Delivery Zone: Delivery site (Verified)  
Batch ID: Batch identifier (Verified)  
Product Info: Additional product information (Verified)  
Set Point: Set point: set per contract (Verified)

Each field is linked to a table that is used to store the information that you will include in the record of a transaction. The list below indicates which standard WinBridge table was reconfigured to make each aggregate table.

<b>Aggregate Table</b>	<b>Standard WinBridge Table</b>
Delivery Site	Table 1
Batch ID	Table 2
Product Info	Table 3
Set Point	Table 4

**Daily Weight Button**

Click the **Daily Weight** push button on the Vehicle Processing screen to find out how much of a product has been weighed during the current day. A window will appear to display the daily weight for the product that is selected in the **Product** data field.

**Inventory**

The WinBridge program can keep track of inventory levels by automatically adjusting them each time a delivery is processed.

**Virtual Indicator**

Your WinBridge system can read weights from up to four indicators (four scales). Plus it provides a virtual indicator for processing large vehicles that need to be weighed on more than one scale. You can define the virtual indicator as the sum of two or more existing indicators. See Chapter 4 for information about setting up a virtual indicator.

**Taxes and Surcharges**

The WinBridge program can add taxes and surcharges when processing transactions. You can define up to two taxes and six surcharges for each product. The system can add the appropriate charges and calculate a net price. See Chapter 3 for information about taxes and Chapter 4 for information about surcharges.

**Units of Measure**

You can use any unit of measure when weighing products. Simply enter a conversion unit and a conversion factor in the **Product** table. See Chapter 3 for information about conversion units.

**ODBC**

The WinBridge database is ODBC compliant, allowing you to send data from it to accounting and other software packages.

**Aggregate Reports**

You can create your own report or choose from a selection of standard reports:

- Standard WinBridge Reports
- Carrier Report
- Batch ID Report
- Product Information Report

## Waste: Recycling

We provide a WinBridge package specifically for the waste recycling industry. It simplifies your job by giving you one tool designed to keep track of everything you need to know about your transactions. We have configured the standard WinBridge tables to store the information that is important to your operation. When you install the WinBridge waste option, you will use the Vehicle Processing screen shown below:

The screenshot shows the WinBridge software interface for the Recycling Solution. The window title is "WinBridge" and the subtitle is "WinBridge: The Recycling Solution". The interface includes a menu bar (Program, Edit, Table, Extd tables, Report/Ticket, Database, Scale, Tools, Help) and a toolbar with icons for Search, Trans, Preset, Ticket, Report, Help, and Contract. The main area contains several input fields: Vehicle (dropdown), Tare weight (text), Product (dropdown), Container (dropdown), Truck Only (checkbox), Account (dropdown), Carrier Id (dropdown), Unload Area (dropdown), Remark (dropdown), Origin (dropdown), and Product Grade (dropdown). A "Transaction" section has "In Scale" and "Out Scale" fields with "kg" and "Tons" units, and a "Net" field with "kg" units. At the bottom are buttons for "Daily deliv. Wt", "Compute", "Clear", "Accept", and "Continue". A "NUM" button is visible at the bottom right.

The input data fields are combo boxes that let you select the appropriate ID or other number to be used for a transaction. A data field for displaying a name or description is located next to each of the Vehicle, Product, and Customer fields.

### Required Data Fields

- Vehicle: Vehicle identifier
- Container: Container identifier
- Truck Only: Check the box if no container is on the vehicle
- Carrier ID: Carrier identifier
- Remark: A remark that appears on screen



Product: Product identifier  
 Account: Account identifier  
 Unload Area: Unloading location (Verified)  
 Origin: Originating location (Verified)  
 Product Grade: Product grade (Verified)

Each field is linked to a table that is used to store the information that you will include in the record of a transaction. The list below indicates which standard WinBridge table was reconfigured to make each waste table.

Waste Table	Standard WinBridge Table
Unloading Area	Table 1
Origin	Table 2
Grade	Table 3

**Daily Weight Button**

Click the **Daily Weight** push button on the Vehicle Processing screen to find out how much of a product has been weighed during the current day. A window will appear to display the daily weight for the product that is selected in the **Product** data field.

**Sampling**

WinBridge lets your operators know when to sample a product. You define how the sampling schedule is set up:

- Step Sampling: A sample is taken when a preset number of loads or weight has been processed.
- Random Sampling: A sample is taken at random within a preset number of loads or weight range.

You can set up a schedule to take samples by individual product, customer, or other factor. See Chapter 4 for information about sampling.

**Presets**

Presets are used to speed up transactions by reducing repetitive, manual data entry. Suppose a vehicle always carries the same product for the same customer. You can define presets that link the vehicle to the customer and product. When you enter the vehicle ID to process a transaction, the system will fill in the rest of the information automatically. See Chapter 6 for information about using presets.

**Units of Measure**

You can use any unit of measure when weighing products. Simply enter a conversion unit and a conversion factor in the **Product** table. See Chapter 3 for information about conversion units.

**Waste Reports**

You can create your own report or choose from a selection of standard reports:

- Standard WinBridge Reports
- Destination Report
- Origin Report
- Product Grade Report
- Delivery Location Report
- Unload Area Report

## Waste: Transfer Stations

We provide a WinBridge package specifically for the waste market. It simplifies your job by giving you one tool designed to keep track of everything you need to know about your transactions. We have configured the standard WinBridge tables to store the information that is important to your operation. When you install the WinBridge waste option, you will use the Vehicle Processing screen shown below:

The input data fields are combo boxes that let you select the appropriate ID or other number to be used for a transaction. A data field for displaying a name or description is located next to each of the Vehicle, Product, and Customer fields.

### Required Data Fields

- Vehicle: Vehicle identifier
- Container: Container identifier
- Truck Only: Check the box if no container is on the vehicle
- Carrier ID: Carrier identifier

Remark: A remark that appears on screen  
Product: Product identifier  
Account: Account identifier  
Unload Area: Unloading location (Verified)  
Destination: Shipment destination (Verified)  
Origin: Originating location (Verified)

Each field is linked to a table that is used to store the information that you will include in the record of a transaction. The list below indicates which standard WinBridge table was reconfigured to make each waste table.

<b>Waste Table</b>	<b>Standard WinBridge Table</b>
Unloading Area	Table 1
Origin	Table 2
Destination	Table 3

### **Daily Weight Button**

Click the **Daily Weight** push button on the Vehicle Processing screen to find out how much of a product has been weighed during the current day. A window will appear to display the daily weight for the product that is selected in the **Product** data field.

### **Sampling**

WinBridge lets your operators know when to sample a product. You define how the sampling schedule is set up:

- Step Sampling: A sample is taken when a preset number of loads or weight has been processed.
- Random Sampling: A sample is taken at random within a preset number of loads or weight range.

You can set up a schedule to take samples by individual product, customer, or other factor. See Chapter 4 for information about sampling.

### **Presets**

Presets are used to speed up transactions by reducing repetitive, manual data entry. Suppose a vehicle always carries the same product for the same customer. You can define presets that link the vehicle to the customer and product. When you enter the vehicle ID to process a transaction, the system will fill in the rest of the information automatically. See Chapter 6 for information about using presets.

### **Units of Measure**

You can use any unit of measure when weighing products. Simply enter a conversion unit and a conversion factor in the **Product** table. See Chapter 3 for information about conversion units.

**Waste Reports**

You can create your own report or choose from a selection of standard reports:

- Standard WinBridge Reports
- Destination Report
- Origin Report
- Delivery Location Report
- Unload Area Report

## Waste: Landfills

We provide a WinBridge package specifically for landfill operations. It simplifies your job by giving you one tool designed to keep track of everything you need to know about your transactions. We have configured the standard WinBridge tables to store the information that is important to your operation. When you install the WinBridge waste option, you will use the Vehicle Processing screen shown below:

The screenshot shows the WinBridge software interface for landfill operations. The window title is "WinBridge" and the subtitle is "WinBridge: The Landfill Solution". The interface includes a menu bar (Program, Edit, Table, Ext'd tables, Report/Ticket, Database, Scale, Tools, Help) and a toolbar with icons for Search, Trans, Preset, Ticket, Report, Help, and Contract. The main area is divided into several sections: "Transaction" with fields for Vehicle, Container, Carrier Id, Remark, Tare weight, Product, Account, Cell Location, Destination, and Origin; "Amount" with fields for Surcharges, Tax 1, Tax 2, and Total; and "Transaction" with "In" and "Out" scale fields (kg/Tons) and a "Net" field. At the bottom, there are buttons for "Daily deliv. Wt", "Compute", "Clear", and "Accept", along with a "NUM" field.

The input data fields are combo boxes that let you select the appropriate ID or other number to be used for a transaction. A data field for displaying a name or description is located next to each of the Vehicle, Product, and Customer fields.

### Required Data Fields

- Vehicle: Vehicle identifier
- Container: Container identifier
- Truck Only: Check the box if no container is on the vehicle
- Carrier ID: Carrier identifier
- Remark: A remark that appears on screen

Product: Product identifier  
 Account: Account identifier  
 Cell Location: Cell location (Verified)  
 Destination: Shipment destination (Verified)  
 Origin: Originating location (Verified)

Each field is linked to a table that is used to store the information that you will include in the record of a transaction. The list below indicates which standard WinBridge table was reconfigured to make each waste table.

Waste Table	Standard WinBridge Table
Cell Location	Table 1
Destination	Table 2
Origin	Table 3

**Daily Weight Button**

Click the **Daily Weight** push button on the Vehicle Processing screen to find out how much of a product has been weighed during the current day. A window will appear to display the daily weight for the product that is selected in the **Product** data field.

**Taxes and Surcharges**

The WinBridge program can add taxes and surcharges when processing transactions. You can define up to two taxes and six surcharges for each product. The system can add the appropriate charges and calculate a net price. See Chapter 3 for information about taxes and Chapter 4 for information about surcharges.

**Manual Weight Adjustment (Scrap)**

The WinBridge program can modify an invoiced price by applying a weight correction factor. It can change the price by subtracting an amount or a percentage. See Chapter 6 for information about weight correction factors.

**Units of Measure**

You can use any unit of measure when weighing products. Simply enter a conversion unit and a conversion factor in the **Product** table. See Chapter 3 for information about conversion units.

**ODBC**

The WinBridge database is ODBC compliant, allowing you to send data from it to accounting and other software packages.

**Waste Reports**

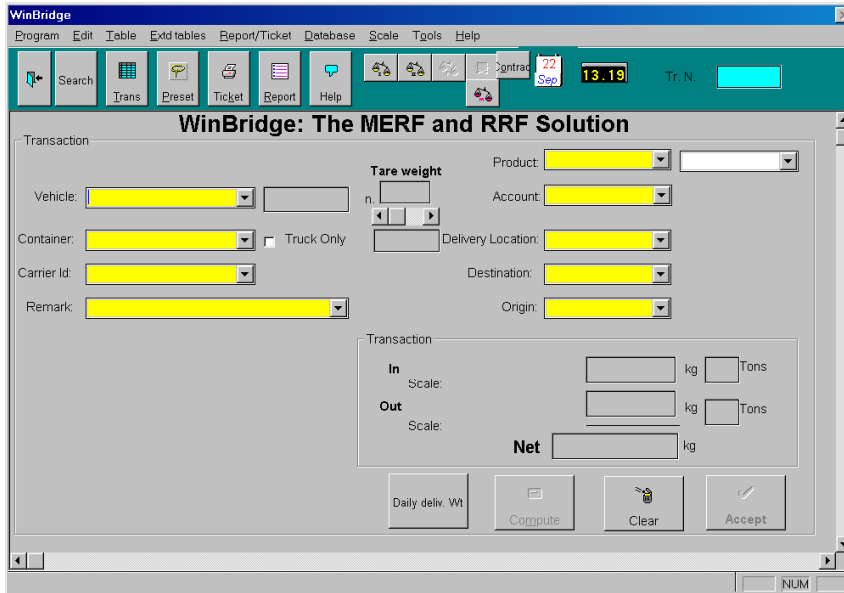
You can create your own report or choose from a selection of standard reports:

- Standard WinBridge Reports
- Destination Report
- Origin Report
- Cell Location Report



## Waste: MERF and RRF

We provide a WinBridge package specifically for the waste (MERF and RRF) industry. It simplifies your job by giving you one tool designed to keep track of everything you need to know about your transactions. We have configured the standard WinBridge tables to store the information that is important to your operation. When you install the WinBridge waste option, you will use the Vehicle Processing screen shown below:



The input data fields are combo boxes that let you select the appropriate ID or other number to be used for a transaction. A data field for displaying a name or description is located next to each of the Vehicle, Product, and Customer fields.

### Required Data Fields

- Vehicle: Vehicle identifier
- Container: Container identifier
- Truck Only: Check the box if no container is on the vehicle
- Carrier ID: Carrier identifier
- Remark: A remark that appears on screen
- Product: Product identifier
- Account: Account identifier

Delivery Location: Delivery location within site (Verified)

Destination: Final shipping destination (Verified)

Origin: Originating location (Verified)

Each field is linked to a table that is used to store the information that you will include in the record of a transaction. The list below indicates which standard WinBridge table was reconfigured to make each waste table.

<b>Waste Table</b>	<b>Standard WinBridge Table</b>
Delivery Location	Table 1
Destination	Table 2
Origin	Table 3

**Daily Weight Button**

Click the **Daily Weight** push button on the Vehicle Processing screen to find out how much of a product has been weighed during the current day. A window will appear to display the daily weight for the product that is selected in the **Product** data field.

**Taxes and Surcharges**

The WinBridge program can add taxes and surcharges when processing transactions. You can define up to two taxes and six surcharges for each product. The system can add the appropriate charges and calculate a net price. See Chapter 3 for information about taxes and Chapter 4 for information about surcharges.

**Manual Weight Adjustment (Scrap)**

The WinBridge program can modify an invoiced price by applying a weight correction factor. It can change the price by subtracting an amount or a percentage. See Chapter 6 for information about weight correction factors.

**Units of Measure**

You can use any unit of measure when weighing products. Simply enter a conversion unit and a conversion factor in the **Product** table. See Chapter 3 for information about conversion units.

**ODBC**

The WinBridge database is ODBC compliant, allowing you to send data from it to accounting and other software packages.

**Waste Reports**

You can create your own report or choose from a selection of standard reports:

- Standard WinBridge Reports
- Destination Report
- Origin Report
- Delivery Location Report
- Unload Area Report

## WB-Standard

The WB-Standard option is a simplified version of the WinBridge software package. It is designed for operations that do not have complex processing or data management requirements. The Vehicle Processing screen for this option is shown below:

The screenshot shows the WinBridge software interface for vehicle processing. The window title is "WinBridge". The menu bar includes "Program", "Edit", "Table", "Extd tables", "Report/Ticket", "Database", "Scale", "Tools", and "Help". The toolbar contains icons for "Search", "Trans", "Preset", "Report", "Ticket", and "Help". The main area is divided into sections: "Transaction" with dropdowns for "Vehicle", "Account", and "Product", and a "Remarks" field; "Amount" with fields for "Discount", "Tax 1", "Tax 2", and "Total"; and "Transaction" with "In" and "Out" fields (each with a "tn" label) and a "Net" field. Below these are buttons for "Accept", "Compute", "Clear", and "Daily deliv. Wt". At the bottom, there is a "Company Id." dropdown and a "NUM" button.

The input data fields are combo boxes that let you select the appropriate ID or other number to be used for a transaction. A data field for displaying a name or description is located next to each of the Vehicle, Customer, and Product fields.

### Required Data Fields

- Vehicle: Vehicle identifier
- Account: Account identifier
- Product: Product identifier
- Remark: A remark that appears on screen
- Remark2: A remark that appears on screen

Each field is linked to a table that is used to store the information that you will include in the record of a transaction. The following tables are available with this version of the program:

**Vehicle** table  
**Customer** table  
**Product** table  
**Remark** table  
**Remark2** table

The following tables and functions are not available with the WB-Standard option:

**Contract** table  
**Carrier** table  
**Container** table  
**Badge** table (Unattended option)  
**Short Code** table (Unattended option)  
**Groups** table  
Extended tables  
Virtual Indicator  
Scales 3 and 4  
Host Communication  
Networking

### **Reports**

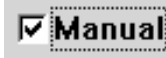
The WB-Standard program provides a selection of standard reports. The Report Module can be added to the package to allow you to create your own report and ticket formats.

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## Definitions

### Accelerator

A keyboard shortcut for choosing a menu item or activating a push button (for example, ALT+Key, CTRL+Key, and SHIFT+Key).



### Check Box

A box representing an option that can be turned on or off. The option is turned on when a check mark appears in the box.



### Combo Box

An object that displays a list of items when you click on the down arrow. When you select an item from the list, it will be displayed in the box. You can also display the list of items by pressing ALT+DOWN ARROW and close it by pressing ALT+UP ARROW.



### Data Field

A box where you can enter data or where a program displays data. If a data field described in this manual does not appear on your computer screen, your supplier can install it for you.

### Disable

To turn off an option so that it cannot be selected. When a menu item or push button is disabled, it appears dimmed or gray.

### Enable

To turn on an option so that it can be selected.

### Filter

Information used to help search for data. When a filter is included in a query, the search is limited to records that match the filter.

### Form

A window or box that lets you communicate with an application. Most WinBridge forms contain data fields where you can enter or view information.

### Format

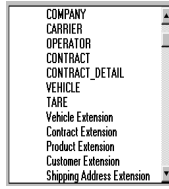
The way in which data is displayed on the screen. Special formats are used to display currency, percentage, decimal, date, time, and numbers.

### Group Box

A box marked on a computer screen to identify a set of related objects or data fields.

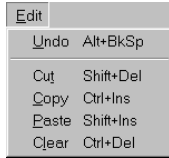
**Icon**

A picture that represents an application or window that is closed or minimized.



**List Box**

A box that displays a read-only list of items. You can scroll through all the items in the list box by using the two vertical arrow keys or by moving the scroll bar.



**Menu**

A list of options. You can open a menu by clicking the menu title in the menu bar.

**Menu Item**

An option in a menu or menu bar. When you click on it, a menu item will start an action or display another menu.

**Primary Key**

The data field used to identify records in a WinBridge table. For example, the Product ID is the primary key for the **Product** table. Each product listed in the table must have its own unique ID.



**Push Button**

An object that begins an action when you click on it.

**Query**

A request for information from a database. The request can include a filter to limit the search to a specific type of data.



**Radio Button**

A circle representing an option that can be turned on or off. The option is turned on when a dot appears in the circle. In a group of radio buttons, only one button can be on.



**Scroll Bar**

A box with an arrow at each end and a slide bar in between. Scroll bars are used when the contents of a window or list box are too large to be displayed all at once. A window can have a vertical scroll bar at the right side of the window and a horizontal scroll bar at the bottom of the window.

**Table**

The basic data storage structure of the WinBridge database. A table is a grid divided into columns and rows.

**Window**

A rectangular area on the computer screen where an application receives input from the mouse or keyboard and displays output.

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