



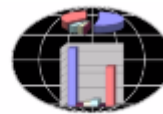
Licensed to: Concept Catering - 0123456789 -
info@conceptcatering.com



Sembleserve
Manufacturing

SembleSoft
MRP - Manufacturing
Resource Planning
• Version: 1.0
Platform: Windows, etc.
Copyright © 2017 Semblesoft
Organisation - All Rights Reserved
Warning: This application may only be used by
the person or organisation it is licensed to...
Author and Developer: Bruce Ross Strachan

Semblesoft



Congratulations on your choice of manufacturing and/or catering software. Where it may have taken manufacturers and/or caterers hours or even days perhaps to manually work out process calculations before, it now can be done in mere minutes. Works Orders, Bills of Material, Purchase Orders, Accounting Ledgers, Job Sheets, Invoicing, plus Integrated Stock Control with Low Stock Report reminders, Customer Database. This system will suit both the custom manufacturer who does custom jobs on a one off or infrequent basis, as well as mass production manufacturers, both will benefit from the features offered. Catering application detail shown on the last page of this manual.

This MRP system software application was designed specifically with ease of use and robust simplicity in mind. We have purposely designed it in such a way as to eliminate off-putting complexity. Honest, really powerful and simple to use with **[?] built in 'Help Assistant' wizards, to guide you through each process, with step by step highlighted prompts for you to simply follow effortlessly,** in this way offering great value for money attributes. We offer an initial admin 'set-up' service to help to get you going, provided you accurately take the time required to configure, ratio wise, all your Products, Parts and Quantities inputs with cost to retail percentages worked out all ready prepared in Spreadsheets. We will then collaborate with you until the system is configured fully and ready to go as part of the product after sales service.

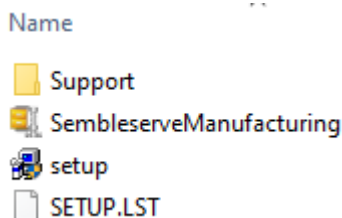


So for operation, in essence, you will simply work down your product listing in the app, selecting the number of each product you wish to manufacture from the dropdown list, assembling your 'works order' in the process. The system will then work out all corresponding parts and costs for all numerically selected products, all compiled in a concise Bill of Materials. The system automatically deducts all materials required from each stockpile of stock on hand, works out your Purchase Order for the specific job and adds to the Accounting Ledgers log, produces reports like Works Orders, Bills of Material, Purchase Orders, Quotations, Invoices and Low Stock Re-order reporting, efficiently/speedily, automatically file these forms/reports into the relevant, automatically generated customer folders and automatically post to the schedule diary, all in one seamless action. Job done!

All reports are saved in .csv format and are sequentially numbered, so these can be sourced and opened instantly within Excel for further analysis and printing. Your system will be available 24/7, no down time as it is a stand-alone application, not cloud based. It also has a backup feature that when activated, will back up all your important files contained within the 'Semblesoft Manufacturing' folder and labelled with the date and time they were backed up. It is highly recommended to periodically further 'copy backup' these files externally onto a memory stick as an extra precaution.

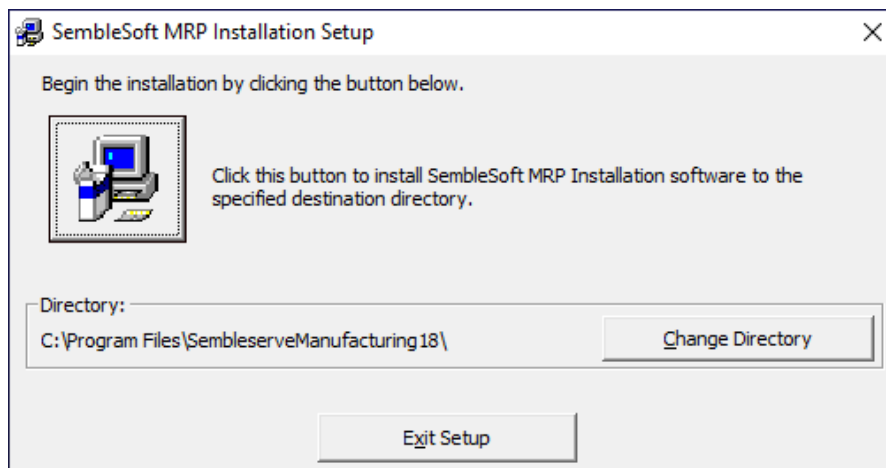
Installing the SembleSoft MRP System onto your Computer

1) Simply follow the screens below in this sequence as shown below. Once you double click the Set-up icon shown below second from bottom, you will then see this form shown on next page.

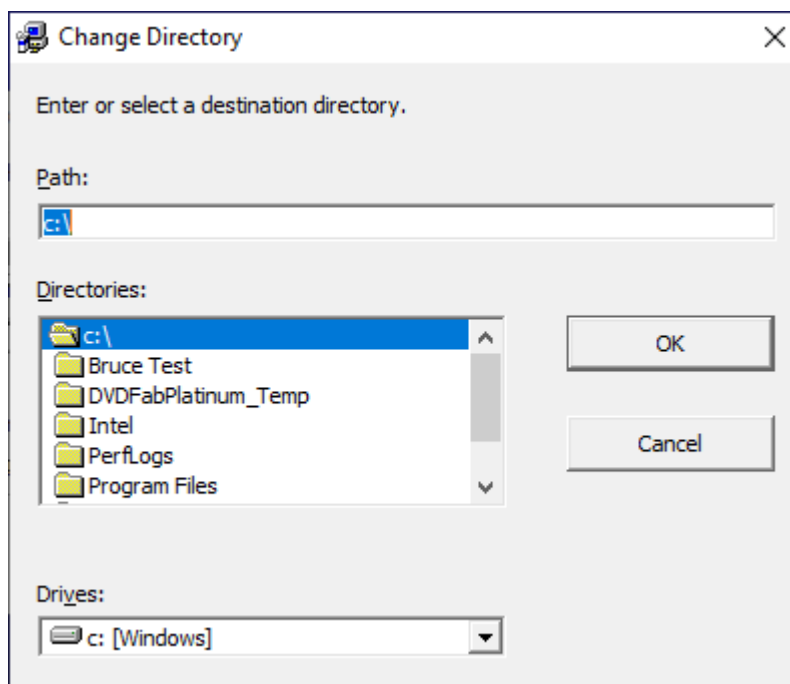




2) Click the 'Change Directory' icon to right, DO NOT install under 'Program Files'...

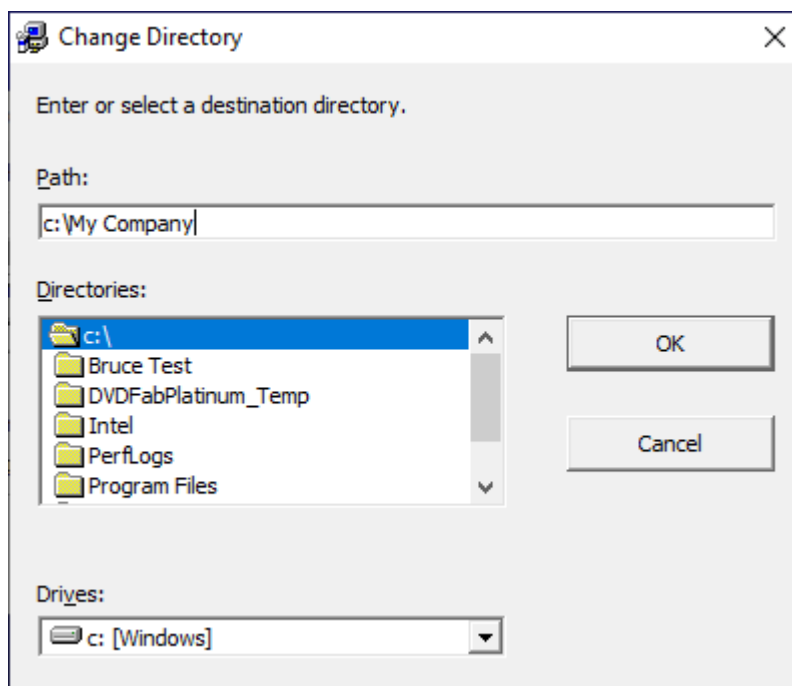


3) Type in your Company name to the right of the C:\ prompt shown next...

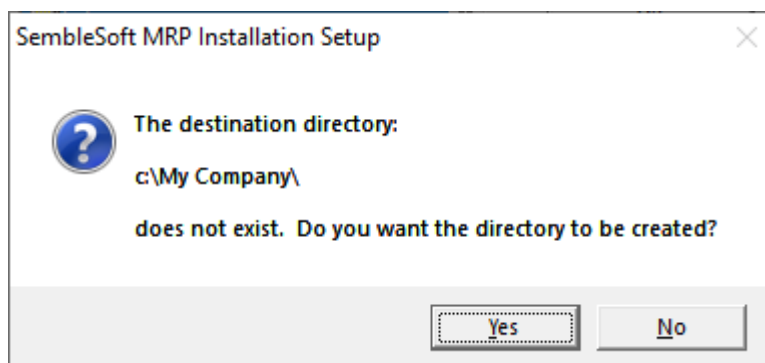




4) In this case 'My Company' was used as Company name, type your own company name instead to the right of C:\ prompt and click OK...

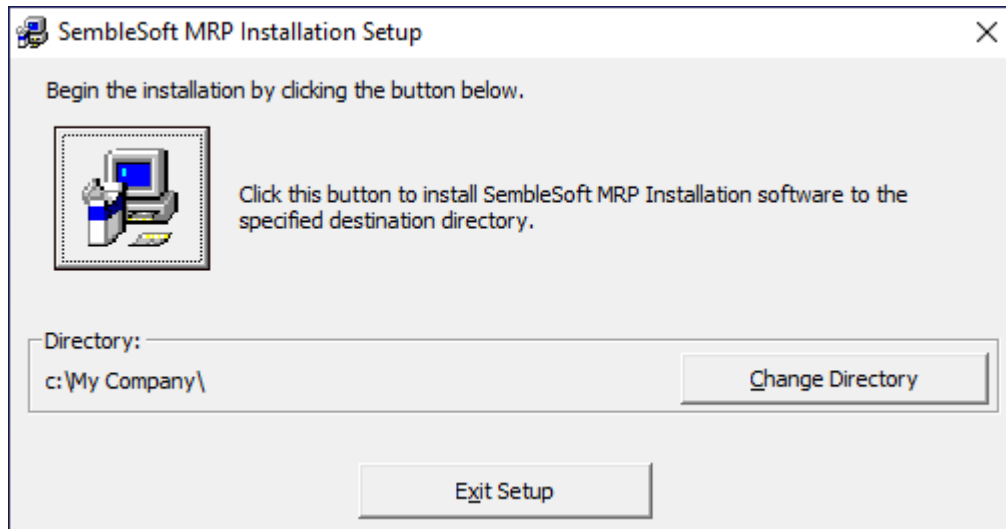


5) You will then see this message-box below, click Yes...

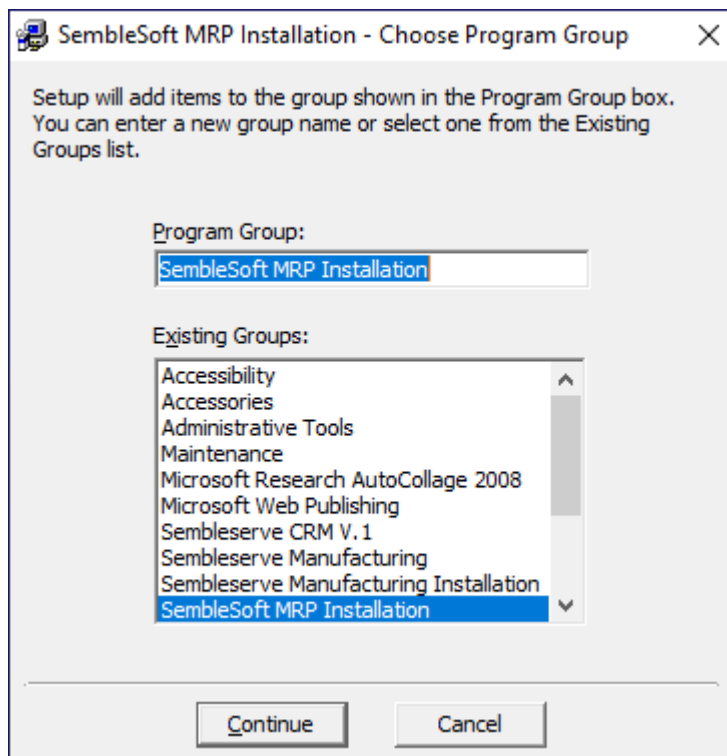




6) In this form 'My Company' (your company name) is now shown in the path C:\My Company\, now click the image button top left in form below to install Semblesoft MRP...



7) Click continue to install, then launch the application once installed...





Setting Up the Application

Once app is installed and open, first thing to do is click on the 'My Company Details' option button top right in 'Control Panel' form below to open 'My Company Details' and complete the form fields, entering your company details in the fields shown next page.

SembleSoft MRP - Admin Control Panel

Control Panel

Control Panel

MRP System
 Scheduler Diary
 My Company Details

Enter Activation Code
 Create Demo Files

Customer Database Details

Customers	<input type="text"/>	▼
Company	<input type="text"/>	
Contact Name	<input type="text"/>	
Email Address	<input type="text"/>	
Telephone	<input type="text"/>	
Mobile Number	<input type="text"/>	
Address1	<input type="text"/>	
Address2	<input type="text"/>	
Address3	<input type="text"/>	
Town	<input type="text"/>	
County	<input type="text"/>	▼
Post Code	<input type="text"/>	

Notes

Delete Record

Notes Filter

Read and agree to Software Licence Agreement

Close App



The system automatically prompts you to create a full backup of your system files when you close and exit the application, created in the same folder as the application resides in. Each created backup folder is named with the date and time it was saved, so it will keep an entire history of your system files for you for easy access should you delete or alter any system files accidentally. If they get too numerous after a period of time, simply delete all except say the latest ten backup folders, to remove 'clutter'. It is still a good idea to periodically copy these to a memory stick as well for added extra security of data preservation, as recommended.

How to Set-up 'My Company Details'

Complete all the fields and click the 'Add/Amend My Company Details' button at the bottom of form and all your inputted details will be saved to the database. You can return at any time to update any fields by simply selecting the 'My Company Details' option button, amend any fields, and then click 'Add/Amend My Company Details' button to update. You can reset the sequential report numbers to any start figure you like here. Dependant on whether you are a factory manufacturer or catering concern, select and save the category which suits your business here, by clicking the 'Add/Amend...' button. Click the 'Restore Backup Files' to bottom right on the below form to restore your data.

Activate 'Create Demo Files'

Click the 'Create Demo Files' check box at top right in above image, this will automatically populate your Products, Parts, and Quantities forms with 'dummy data' for you to play around with and practice running reports and generally familiarising yourself with how the system works. The Customer Database will also automatically be populated with three fictitious customers with full details you can then use in practice as well. Good practice before you set about inputting your own data and begin using the application for real. These practice files are automatically deleted when you close the application down, so repeat as above to re-activate them when you next open the application.



My Company Details

My Company Details



My Company Details Setup

My Company Name	<input type="text" value="Concept Catering"/>
My Company Telephone Number	<input type="text" value="123456789"/>
My Company Email Address	<input type="text" value="info@conceptcatering.com"/>
My Company Website Address	<input type="text" value="www.conceptcatering.com"/>
My Company Address	<input type="text" value="123"/>
	<input type="text" value="Catering Way"/>
	<input type="text" value="Pineapple Place"/>
	<input type="text" value="Feast City"/>
	<input type="text" value="BQ11BQ"/>
My VAT Rate Percentage	<input type="text" value="20"/> %
My Payment Terms In Days	<input type="text" value="30"/>
My Bank Details	<input type="text" value="Barclays plc"/>
	<input type="text" value="Sort Code - 11-22-33"/>
	<input type="text" value="Account Number - 12345678"/>
	<input type="text" value="IND - Concept Catering"/>
Reset Sequential Forms Number	<input type="text" value="2"/> <input type="button" value="Reset"/> <input type="button" value="Restore Backup Files"/>





Customer Database Records

Deleting Customer Records

Simply select the customer record you wish to delete under 'CRM Customer Details' and click the 'Delete Record' option button just above your selection

Filtering Customer Records Notes

Simply select the 'Notes Filter' bottom right in below image and only the customer records containing notes will be available in the dropdown listing in the first field. These notes, together with the relevant customer details, will also appear on the forms generated in Excel once a 'Works Order' is generated.

SembleSoft MRP - Admin Control Panel

Control Panel

MRP System
 Scheduler Diary
 My Company Details

Enter Activation Code
 Create Demo Files

Customer Database Details

Customers:

Company:

Contact Name:

Email Address:

Telephone:

Mobile Number:

Address1:

Address2:

Address3:

Town:

County:

Post Code:

Notes:

Delete Record

Notes Filter

Read and agree to Software Licence Agreement



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MRP System

Totals

Total Value

Options

- Product Pricing Input
- Parts Item Input
- Parts Item Stock Input
- Item Quantities Input
- Create W/D/BOM
- Products/Materials Lists
- Low Stock Report

Customer

Event Date

Event Time

Operative

Pay Method

Production/Delivery Notes:
(Type over)

Adding and Amending Products

Select the 'Product Pricing Input' option button shown at bottom right of the image below. Enter all your product names you wish to manufacture one at a time, together with the number of 'Product Item Components' (usually 1). Select 'Add to Menu' option button at top left, click 'Add/Amend' button to right and it will be posted into the



'Products Ledger'. Repeat as many times as needed until your product names are all listed. Click the '?' help assistant to be guided through this process.

To amend any item later on, select the product from the dropdown 'Product Item Description' and then select the 'Amend Menu Item' option button at middle top, click 'Add/Amend' button to right and it will be amended and updated in the 'Products Ledger'. Make use of the Help Assistant for easy 'step by step' highlighted prompts. Simply click the relevant blue help icon to right as shown below to activate the help assistant wizard for either 'Add to Menu' or 'Amend Menu Item' under Products. Click the '?' help assistant to be guided through this process.

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Product Item Description Add to Menu Amend Menu Item Delete Item Components Category

MRP System

Options

- Product Pricing Input - Parts Item Input
- Parts Item Stock Input
- Item Quantities Input
- Create W/O/BOM
- Products/Materials Lists
- Low Stock Report

Event Date

Event Time

Operative

Pay Method

Production/Delivery Notes:
(Type over)

Semblesoft



Adding and Amending Parts

Select the 'Parts Item Input' option button shown at bottom right of the image below. Enter all your part names you wish to include one at a time together with the 'Supplier', 'Unit of Measure', and 'Cost'. Select 'Add to Parts' option button at top left, click 'Add/Amend' button to right and it will be posted into the 'Parts Ledger'. Repeat as many times as needed until your part names are all listed. To amend any item later on, select the 'Amend Parts Item' option button at middle top, click 'Add/Amend' button to right and it will be amended and updated in the 'Parts Ledger'. Make use of the Help Assistant wizard for easy 'step by step' highlighted prompts. Simply click the relevant blue help icon to right as shown below to activate the help assistant for either 'Add To Parts' or 'Amend Parts Item' under Parts Item Input as shown below. Click the '?' help assistant to be guided through this process.

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?

Part Item Description	Add to Parts	Amend Parts Item	Delete Item	Supplier	Category	Unit of Measure	Cost	? ?
<input style="width: 95%;" type="text"/>				<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="button" value="Add/Amend"/>

Options

Product Pricing Input

Parts Item Input ?

Parts Item Stock Input

Item Quantities Input

Create W/D/BOM

Products/Materials Lists

Low Stock Report

Event Date

Event Time

Operative

Pay Method

Production/Delivery Notes:
(Type over)

Products Report	Log Files
Run W/D, BOM, Quote, Invoice, Purchase Order	Materials Report
Re-Create W/D/BOM from Past Generated	Stock Report
Reports Folder	Customer Folder
Close	



Adding and Amending Quantities

Once all your Products and Parts are entered in full, then begin entering your Quantities required of each part to product ratios, for all your finished products you wish to manufacture, one at a time. It would follow that one product would have many parts, so select the product you wish to link your parts quantities with, from the top 'Product Item Description' dropdown arrow.

Then begin selecting the relevant parts needing to be linked to your selected product, from the 'Part Item Description' dropdown arrow. Then key in the whole number or decimal, the quantities measure should be entered into the 'Quantity' field in the bottom 'Item Quantities Input' frame. Click the '?' help assistant to be guided through this process.

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Product Item Description	Components	Category	Price	Cost	GP (%)	Add/Amend					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button"/>					
Part Item Description	Supplier	Category	Unit of Measure	Cost		Add/Amend					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button"/>					
Product/Parts Item Combo	Add to Quantities	Amend Quantities	Delete Item	Quantity	Values	Category	Supplier	Unit of Measure	?	?	Add/Amend
<input type="text"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button"/>

Options

- Product Pricing Input
- Parts Item Input
- Parts Item Stock Input
- Item Quantities Input ?
- Create W/D/BOM
- Products/Materials Lists
- Low Stock Report

Event Date

Event Time

Operative

Pay Method

Production/Delivery Notes:
(Type over)



Then select the 'Add to Quantities' option button and click the 'Add/Amend' button to right, this will save it to the Quantities Ledger. Repeat this process as many times as is necessary until all your parts are linked to all products in this way. Make use of the Help Assistant wizard for easy 'step by step' highlighted prompts. Simply click the relevant blue help icon to right as shown below to activate the help assistant for either 'Add to Quantities' or Amend Quantities' under Item Quantities Input. Click the '?' help assistant to be guided through this process. Click the '?' help assistant to be guided through this process.

Deriving a Retail Price for each Product

Select the 'Item Quantities Input' option button shown at bottom right of the image below. Then you need to enter your Gross Profit Margin Percentage for the Product in order to derive a retail price for each individual product. As a guide, an average for the manufacturing sector would be between 25% and 35%. For example:

- 25% Low Labour and/or Overhead Costs
- 30% Medium Labour and/or Overhead Costs
- 35% High Labour and/or Overhead Costs

For the food industry generally, depending on your labour and overhead costs, it is set between 65% and 75%. For example:

- 65% Low Labour and/or Overhead Costs
- 70% Medium Labour and/or Overhead Costs
- 75% High Labour and/or Overhead Costs

Guidelines for different sectors online,
<http://research.financial-projections.com/IndustryStats-GrossMargin.shtml>

Lower percentage for less labour/overheads, higher percentage for more labour/overheads, etc. Of course you are at liberty to set this at any level you choose outside of these recommended parameters, however, you may run the risk of either under charging and running at a loss, or overcharging and preventing sales as a result. Worth observing market force gross profit margin percentages to keep in line with the industry specific sector.

This figure is to be inputted in the 'Product Pricing Input' frame at top and to right, within the field named 'Gross Profit (%)'. This is done automatically depending on what percentage you enter, so play around with entering different percentages to see how it effects derived retail prices.



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Product Item Description <input type="text"/>	Components <input type="text"/>	Category <input type="text"/>	Price <input type="text"/>	Cost <input type="text"/>	GP (%) <input type="text"/>	<input type="button" value="Add/Amend"/>			
Part Item Description <input type="text"/>	Supplier <input type="text"/>	Category <input type="text"/>	Unit of Measure <input type="text"/>	Cost <input type="text"/>	<input type="button" value="Add/Amend"/>				
Product/Parts Item Combo <input type="text"/>	<input type="button" value="Add to Quantities"/>	<input type="button" value="Amend Quantities"/>	<input type="button" value="Delete Item"/>	Quantity <input type="text"/>	Values <input type="text"/>	Category <input type="text"/>	Supplier <input type="text"/>	Unit of Measure <input type="text"/>	<input type="button" value="Add/Amend"/>

- Options
- Product Pricing Input
 - Parts Item Input
 - Parts Item Stock Input
 - Item Quantities Input
 - Create WD/BOM
 - Products/Materials Lists
 - Low Stock Report

Event Date

Event Time

Operative

Pay Method

Production/Delivery Notes:
(Type over)

<input type="button" value="Products Report"/>	<input type="button" value="Log Files"/>
<input type="button" value="Run WD, BOM, Quote, Invoice, Purchase Order"/>	<input type="button" value="Materials Report"/>
<input type="button" value="Re-Create WD/BOM from Past Generated"/>	<input type="button" value="Stock Report"/>
	<input type="button" value="Reports Folder"/>
	<input type="button" value="Customer Folder"/>
<input type="button" value="Close"/>	





Works Orders and Bills of Material

When you are ready to begin with a list of your products you wish to manufacture, assuming you have completed all your product, parts and quantity ratio set-up as described in the previous chapter, here is how to begin compiling your works orders. As you compile your works orders, automatically your bill of material is simultaneously compiled alongside.

The algorithms in the system works all this out on the fly, so by the time you have finished selecting all required products and their respective amounts required, the associated Bill of Materials along with all costing and pricing aspects is automatically completed as well, ready to print to file. So you only need to compile your works order, the rest is done for you automatically. Click the '?' help assistant to be guided through this process.

Works Orders Compilation

Select firstly, the option button in the frame 'Options' to right, 'Create WO/BOM'. Then select your first product you wish to manufacture, from the dropdown list 'Product Item Description' inside the 'Product Pricing Input' frame at top, in this case a sandwich. The associated fields will be automatically populated with the corresponding information associated with this product. Next, key in the number of products to be manufactured in the 'Selection' field, in this case 5 sandwiches.

Next, click the 'Add to Lists' button to now add this selection to your Works Order and the associated Bill of Materials, as shown below. As a safety feature, it becomes greyed out once clicked to prevent accidental doubling up. If you make a mistake and want to remove the last added Product item in the list, simply click the 'Undo/Delete WO List Item' button at midway left of the below form, or if you wish to delete one further up the list simply select the matching product description from the top left dropdown list and click the 'Undo/Delete WO List Item', as shown below and it will be removed. Click the '?' help assistant to be guided through this process.

To re-create a complete 'Works Order' from a previously generated one, simply click the 'Re-create WO/BOM from Past Generated' button bottom right of the form below, select the text file you wish to re-create and it will be re-created in the Works Order listing. This saves a lot of compilation time involved inputting them one by one from scratch for larger/longer lists. Click the '?' help assistant to be guided through this process.



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Product Item Description Components Category Selection Price Cost GP (%)



Works Order

Products	Components	Category	Selection	Retail Price	GP Percentage	Pricing Cost

Options

- Product Pricing Input
- Parts Item Input
- Parts Item Stock Input
- Item Quantities Input
- Create WO/BOM
- Products/Materials Lists
- Low Stock Report

Customer

Event Date

Event Time

Operative

Pay Method

Bill of Materials

Totals

Materials	Quantity	Value	Category	Supplier	Unit of Measure

Production/Delivery Notes:
(Type over)

Total Value



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Product Item Description
Tuna Mayonnaise & Lettuce

Components	Category	Selection	Price	Cost	GP (%)
1	Sandwich	7	6.51	1.96	70

[Add/Amend](#)

MRP System

? [Undo/Delete WD List Item](#) [Add to Lists](#) [Clear Lists](#)

Works Order

Products	Components	Category	Selection	Retail Price	GP Percentage	Pricing Cost
Beef & Lettuce	1	Sandwich	2	1	70	0.3
Cheese Tomato & Lettuce	1	Sandwich	3	2.61	70	0.78
Ham & Lettuce	1	Sandwich	4	2	70	0.6
Salami & Lettuce	1	Sandwich	5	3.15	70	0.95
Sandwich Tray	60	Cold Platt...	6	133.8	70	40.14
Tuna Mayonnaise & Lettuce	1	Sandwich	7	6.51	70	1.96

Products Listed # **6**

Options

- Product Pricing Input
- Parts Item Input
- Parts Item Stock Input
- Item Quantities Input
- Create WO/BOM ?
- Products/Materials Lists
- Low Stock Report

Customer: [Dropdown]

Event Date:

Event Time: [Dropdown]

Operative:

Pay Method: [Dropdown]

Production/Delivery Notes:
(Type over)

[Products Report](#) [Log Files](#)

[Run WO, BOM, Quote, Invoice, Purchase Order](#) [Materials Report](#)

[Re-Create WO/BOM from Past Generated](#) [Stock Report](#)

[Reports Folder](#) [Customer Folder](#)

[Close](#)

Bill of Materials Totals 65 27 149.07 44.73

Materials	Quantity	Value	Category	Supplier	Unit of Measure
Black Olives	0.6	5.7	Shelf Item	Supermarket	kg
Bread	10.26	4.89	Bakery It...	Supermarket	(loaf)
Butter	1.92	12.63	Dairy	Supermarket	kg
Carrots	0.6	0.3	Fruit & Veg	Supermarket	(kg)
Celery	0.6	0.24	Fruit & Veg	Supermarket	(bunch)
Cheddar Cheese	0.2175	2.19	Dairy	Supermarket	kg
Cling Wrap	0.3	0.3	Condiments	Supermarket	(30m)
Doilies	0.48	0.48	Condiments	Supermarket	(pack=48)
English Cucumber	0.6	0.48	Fruit & Veg	Supermarket	(ea)
Lettuce	3.42	1.41	Fruit & Veg	Supermarket	(ea)
Mayonnaise	0.44	3.49	Shelf Item	Supermarket	L
Onions	6.015	1.23	Fruit & Veg	Supermarket	(ea)
Paper Serviettes White	0.18	0.18	Condiments	Supermarket	(pack = 100)

Total Value 44.73

You will notice how each product listed in the Works Order has a complete associated breakdown of materials required in the Bill of Materials with all purchase order quantities, values, suppliers and units of measure. As more products are added to the Works Order listing, the associated Bill of Materials listing has now also expanded to include the extra ingredients required for the new product. So while some of the materials are common to several products, others are not and are appended as new



'Materials' in the Bill of Materials listing. All the materials shared by both products are summed and combined automatically by the system. Lets assume you have now added all you wish to complete the Works Order and now need to generate both lists to be written to file. Click the '?' help assistant to be guided through this process.

Storing the Works Orders and BOM Compilation files

Firstly, you need to give the files a customer name, so select an existing customer from the database dropdown listing. Then select Scheduled Event/Production Date and Time. Then key in the operative on this job, below that the payment method and any notes.

Production/Event Calendar ✕

September 2021 September ▾ 2021 ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

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Product Item Description: Tuna Mayonnaise & Lettuce

Components: 1 | Category: Sandwich | Selection: 7 | Price: 6.51 | Cost: 1.96 | GP (%): 70

MRP System

Works Order: 6 Products Listed #

Products	Components	Category	Selection	Retail Price	GP Percentage	Pricing Cost
Beef & Lettuce	1	Sandwich	2	1	70	0.3
Cheese Tomato & Lettuce	1	Sandwich	3	2.61	70	0.78
Ham & Lettuce	1	Sandwich	4	2	70	0.6
Salami & Lettuce	1	Sandwich	5	3.15	70	0.95
Sandwich Tray	60	Cold Platt...	6	133.8	70	40.14
Tuna Mayonnaise & Lettuce	1	Sandwich	7	6.51	70	1.96

Totals: 65 | 27 | 149.07 | 44.73

Materials	Quantity	Value	Category	Supplier	Unit of Measure
Black Olives	0.6	5.7	Shelf Item	Supermarket	kg
Bread	10.26	4.89	Bakery It...	Supermarket	(loaf)
Butter	1.92	12.63	Dairy	Supermarket	kg
Carrots	0.6	0.3	Fruit & Veg	Supermarket	(kg)
Celery	0.6	0.24	Fruit & Veg	Supermarket	(bunch)
Cheddar Cheese	0.2175	2.19	Dairy	Supermarket	kg
Cling Wrap	0.3	0.3	Condiments	Supermarket	(30m)
Dollies	0.48	0.48	Condiments	Supermarket	(pack=48)
English Cucumber	0.6	0.48	Fruit & Veg	Supermarket	(ea)
Lettuce	3.42	1.41	Fruit & Veg	Supermarket	(ea)
Mayonnaise	0.44	3.49	Shelf Item	Supermarket	L
Onions	6.015	1.23	Fruit & Veg	Supermarket	(ea)
Paper Serviettes White	0.18	0.18	Condiments	Supermarket	(pack = 1000)

Total Value: 44.73

Options:

- Product Pricing Input
- Parts Item Input
- Parts Item Stock Input
- Item Quantities Input
- Create WD/BOM
- Products/Materials Lists
- Low Stock Report

Customer: Jim Soap

Event Date: 24/09/2021

Event Time: 07:00am

Operative: Joe

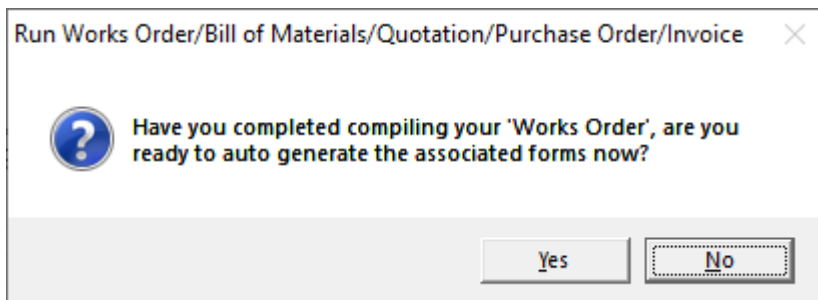
Pay Method: Debit Card

Production/Delivery Notes: (Type over)

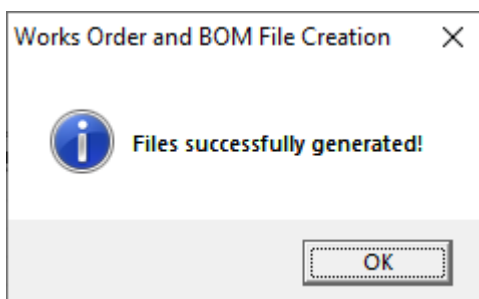
Buttons: Products Report, Log Files, Run W.O. BOM, Quote, Invoice, Purchase Order, Materials Report, Stock Report, Reports Folder, Customer Folder, Close

Re-Create W.O./BOM from Past Generated

Click this 'Run Works Order/BOM... File' blue button, the system will then ask you if you are finished with all your Works Order compiling, as shown below. Click 'Yes' if you have completed, or 'No' should you need to add any more.



After clicking 'Yes', after a few moments you will see this message as shown below. Click OK to close the message.



Next, click the 'Customer Folder' button highlighted and shown on the previous page. This will take you to where the Works Order, Bill of Materials, etc. files are located, under the folder 'Customer Reports'.



Here below are five files generated, notice their titles comprise the report type (Works Order or BOM), the customer's name, and the date/time of creation.

File Explorer window showing the contents of the 'Joe Bloggs' folder. The files listed are:

Name	Date modified	Type	Size
BOM for Joe Bloggs 15-08-2021 19-13-40	15/08/2021 19:13	Microsoft Office E...	1 KB
Invoice for Joe Bloggs 15-08-2021 19-13-40	15/08/2021 19:13	Microsoft Office E...	1 KB
Purchase Order for Joe Bloggs 15-08-2021...	15/08/2021 19:13	Microsoft Office E...	1 KB
Quotation for Joe Bloggs 15-08-2021 19-...	15/08/2021 19:13	Microsoft Office E...	1 KB
Works Order for Joe Bloggs 15-08-2021 19:13	15/08/2021 19:13	Microsoft Office E...	1 KB

The 'Works Order for Joe Bloggs 15-08-2021 19:13' file is currently selected.

Stock Control

Built into the system is a stock control feature, these stock levels need to be set-up too, firstly click the 'Parts Item Inventory Input' option button to midway right. Then key in the number of stock items available for that specific part together with a 'Low Stock Reminder' figure for that specific part. This will automatically remind you when stocks of a specific part are low and need to be re-ordered, it will colour the 'Low Stock Alert Level' label red once this level is reached. It is then important to keep updating the new stock levels as you take in more stock.

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Part Item Description: Amend Stocks

Supplier: Category: Unit of Measure: Cost: Stock on Hand: Low Stock Alert Level: Add/Amend

Options:

- Product Pricing Input
- Parts Item Input
- Parts Item Stock Input
- Item Quantities Input
- Create WO/BOM
- Products/Materials Lists
- Low Stock Report

Event Date:

Event Time:

Operative:

Pay Method:

Production/Delivery Notes: (Type over)

Products Report | Log Files

Run WO, BOM, Quote, Invoice, Purchase Order | Materials Report

Re-Create WO/BOM from Past Generated | Stock Report

Reports Folder

Customer Folder

Close

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Stock Re-order Report

Fortunately the system will do this for you automatically by generating a low stock alert alongside each part that is running equal to or less than your pre-input minimum stock levels alert figure. Firstly click the 'Low Stock Report' option button to bottom right. All you need to do is click the 'Generate Low Stock Report' button shown below. This report will be filed under the 'Reports' folder, to access this click the 'Reports Folder' button in above image bottom right. You can then double click the file and it will be opened in Excel, only reflecting all the pre-input items that have reached their minimum stock level alerts, for easy re-ordering admin.

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MRP System

Products

Materials Listing All

Options

- Product Pricing Input
- Parts Item Input
- Parts Item Stock Input
- Item Quantities Input
- Create WD/BOM
- Products/Materials Lists
- Low Stock Report

Customer

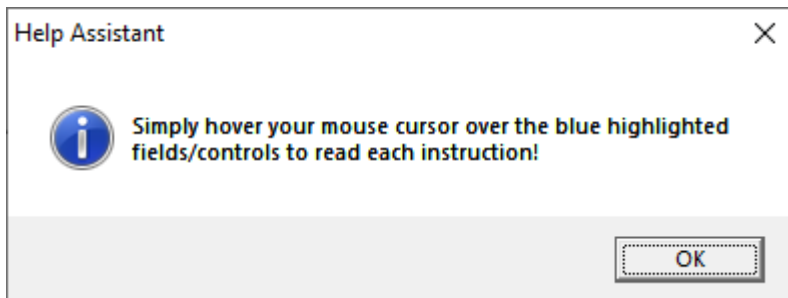
Event Date

Event Time

Operative

Pay Method

Production/Delivery Notes:
(Type over)



These low stock figures can also be viewed on the system by first selecting the 'Product and Parts Lists' option button to right, as shown below. This will populate the Views as shown, where you will be able to scroll up and down at a glance to check the status before printing a low stock report. Checking all current status, at a glance.

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MRP System

Add to Lists Clear Lists

Products

Products	Components	Category	Selection	Retail Price	GP Percentage	Pricing Cost
Beef & Lettuce	1	Sandwich		0.5	70	0.15
Cheese Tomato & Lettuce	1	Sandwich		0.87	70	0.26
Ham & Lettuce	1	Sandwich		0.5	70	0.15
Salami & Lettuce	1	Sandwich		0.63	70	0.19
Sandwich Tray	60	Cold Platt...		22.3	70	6.69
Tuna Mayonnaise & Lettuce	1	Sandwich		0.93	70	0.28

Materials Listing All

Materials	Supplier	Category	Unit of Measure	Cost	Stock Levels	Stock Alert
Bacon	Supermarket	Refrigerated Items	Pack	1.25	100	5
Black Olives	Supermarket	Shelf Item	kg	9.5	99.4	5
Bread	Supermarket	Bakery Items	Loaf	0.47	88.04	5
Butter	Supermarket	Dairy	Pack	1.6	97.74	5
Carrots	Supermarket	Fruit & Veg	kg	0.5	99.4	5
Celery	Supermarket	Fruit & Veg	kg	0.4	99.4	5
Cheddar Cheese	Supermarket	Dairy	kg	10	99.7325	5
Chicken Fillets	Supermarket	Refrigerated Items	kg	1.5	100	5
Cling Wrap	Supermarket	Condiments	(30m)	1	99.7	5
Doilies	Supermarket	Condiments	(pack = 48)	0.48	99.52	5
Eggs	Supermarket	Shelf Item	ea	0.1	100	5
English Cucumber	Supermarket	Fruit & Veg	kg	0.8	99.4	5
Lettuce	Supermarket	Fruit & Veg	ea	0.4	96.24	5

Options

- Product Pricing Input
- Parts Item Input
- Parts Item Stock Input
- Item Quantities Input
- Create WD/BOM
- Products/Materials Lists
- Low Stock Report

Customer

Event Date:

Event Time:

Operative:

Pay Method:

Production/Delivery Notes:
(Type over)

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In order to save these Product and Parts files to the 'Reports' folder, all you need to do is click the 'Products and Parts Lists' option button shown below, then click both the 'Products Report' and 'Materials Report'.

These reports will be filed under the 'Reports' folder, to access this click the 'Reports Folder' button top right in blue. You can then double click the individual files and they will be opened in Excel.

Production Event Schedule Diary

All documents are generated automatically, so too are the details of the scheduled production automatically posted into the scheduling diary on the day of the event time selected, various CRM colours as per below. Diary is accessed from the Control Panel.

Filtering Diary Records

Simply select one or more of the check boxes you wish to filter on at the bottom of the diary form in below image, click the 'Run Query' button and only the customer records containing the selected options will be available in the dropdown listing in the first field.

You can also select a date range you wish to filter on, as another further filter criteria should you so wish. This functionality is particularly useful for pulling out to your dropdown listing only, for example, CRM criteria in a given date span that may need your urgent attention, or simply to inform you of how many of a certain CRM criteria there are, etc.

So, in essence, you can select all the options and a date range to pull out to your dropdown listing only those diary entries that contain all those criteria common to them all, perhaps for today's date only, or a date range chosen by you? Simple, but effective querying made easy.



Event/Production Scheduler Diary

Week 1	Week 2	Week 3	Week 4
Tue - 19/10/2021	Tue - 26/10/2021 Time: All:Day	Tue - 02/11/2021 Time: 06:15am	Tue - 09/11/2021 Time: All:Day
Wed - 20/10/2021 Invoice Number:21	Wed - 27/10/2021 Invoice Number:27	Wed - 03/11/2021 Time: All:Day	Wed - 10/11/2021 Invoice Number:26
Thu - 21/10/2021 Time: All:Day	Thu - 28/10/2021 Invoice Number:26	Thu - 04/11/2021 Time: All:Day	Thu - 11/11/2021
Fri - 22/10/2021	Fri - 29/10/2021 Time: All:Day	Fri - 05/11/2021 Time: All:Day	Fri - 12/11/2021 Invoice Number:26
Sat - 23/10/2021 Time: All:Day	Sat - 30/10/2021 Time: All:Day	Sat - 06/11/2021 Invoice Number:20	Sat - 13/11/2021 Invoice Number:20
Sun - 24/10/2021 Invoice Number:20	Sun - 31/10/2021 Invoice Number:24	Sun - 07/11/2021 Time: All:Day	Sun - 14/11/2021 Invoice Number:20
Mon - 25/10/2021 Invoice Number:27	Mon - 01/11/2021	Mon - 08/11/2021 Time: 06:00am	Mon - 15/11/2021 Invoice Number:26

Customer Database Details

Company/Subject: Scheduled Date: 19/10/2021

Telephone: Scheduled Time:

Email Address:

Contact: CRM Status:

Manually Generated Input

Notes:

October 2021 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Go To Today

Update Diary Clear Fields Posting Options: Re-post As New Move or New Post

Query Filters: Date Range System Generated CRM Alert

Run Query Delete Record Close

Simply click on each diary entry to see it enlarged in a new frame, click the enlarged frame to hide it again. Select from the Customer/Company/Subject dropdown any diary entry you wish to edit or re-schedule on a different day simply by changing the 'Schedule Date' by selecting a new date to right on the calendar, select from 'Posting Options' the 'Move or New post' option, then click 'Update Diary' and it will be reposted in the diary under the new date selected.

To add a new diary entry manually, simply change the 'Schedule Date' by selecting a new date to right on the calendar select from 'Posting Options' the 'Re-post as New' option, then click 'Update Diary' and it will be added and will be searchable in the



Customer dropdown list, as shown above and below. CRM status alerts you assign determine the diary entry colour.

Event/Production Scheduler Diary

Week 1	Week 2	Week 3	Week 4
Sat - 06/11/2021 Invoice Number:20	Sat - 13/11/2021 Invoice Number:20	Sat - 20/11/2021	Sat - 27/11/2021 Invoice Number:26
Sun - 07/11/2021 Time: All Day	Sun - 14/11/2021 Invoice Number:20	Sun - 21/11/2021	Sun - 28/11/2021 Time: 06:00am
Mon - 08/11/2021 Time: 06:00am	Mon - 15/11/2021 Invoice Number:26	Mon - 22/11/2021	Mon - 29/11/2021
Tue - 09/11/2021 Time: All Day	Tue - 16/11/2021 Invoice Number:1	Tue - 23/11/2021	Tue - 30/11/2021
Wed - 10/11/2021 Invoice Number:26	Wed - 17/11/2021	Wed - 24/11/2021	Wed - 01/12/2021
Thu - 11/11/2021	Thu - 18/11/2021	Thu - 25/11/2021	Thu - 02/12/2021
Fri - 12/11/2021 Invoice Number:26	Fri - 19/11/2021	Fri - 26/11/2021	Fri - 03/12/2021

Customer Database Details

Customers: Alex Blake-06/11/2021 07:45am
 Telephone: 01234734958
 Invoice Number: 20
 Operative: Sid
 System Generated Input

Scheduled Date: 06/11/2021
 Scheduled Time: 07:45am
 Menu Items #: 5
 Payment Type: BACS
 CRM Status: Email
 Add Remove

World Hello

November 2021 November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Go To Today

<< >> |<< >>|

Posting Options: Re-post As New Move or New Post

Query Filters: Date Range System Generated CRM Alert

Update Diary Clear Fields Run Query Delete Record Close

To create your CRM alerts, simply key in the alert and click the 'Add' button to add the new CRM alert to the database, similarly click 'Remove' to delete one. Fifteen colours are allocated for the first fifteen CRM alerts created in the listing. Any more than fifteen CRM alerts will then be allocated a plain white background colour.



Production Analytics

Fortunately the system will do this for you automatically by generating an Excel file with a pivot table and pivot chart showing all your production to date from your production history ledger when you click the 'Log Files' button. This is a really useful feature enabling you to take a snapshot of your production progress and status at any time.

It produces analytics basics for you, but if you know a little about pivot tables, you are at liberty to obviously enhance these pivot tables further yourself in any way you would like. We use Excel as the report medium as it is very widely used and easily adapted to your own requirements. Below is an example image of an automatically generated pivot table snapshot:

Microsoft Excel - Works Orders Ledger

File Edit View Insert Format Tools Data Window Help

A3 = Sum of Selection

	A	B	C	D	E	F	G
1	Selection	(All)					
2							
3	Sum of Selection	Date Created					
4	Products	25-12-2018	27-12-2018	28-12-2018	29-12-2018	30-12-2018	Grand Total
5	AVOCADO RITZ					12	12
6	BABY CARROTS			7			7
7	BABY MARROWS			28			28
8	BACON WRAPS			42			42
9	BARBEQUE				75		75
10	BEEF CURRY					58	58
11	BEETROOT SALAD				35		35
12	BREAKFAST	25	48				73
13	CARROT SALAD				35		35
14	TEA & COFFEE	25	48				73
15	Grand Total	50	96	77	145	70	438

Pivot Table

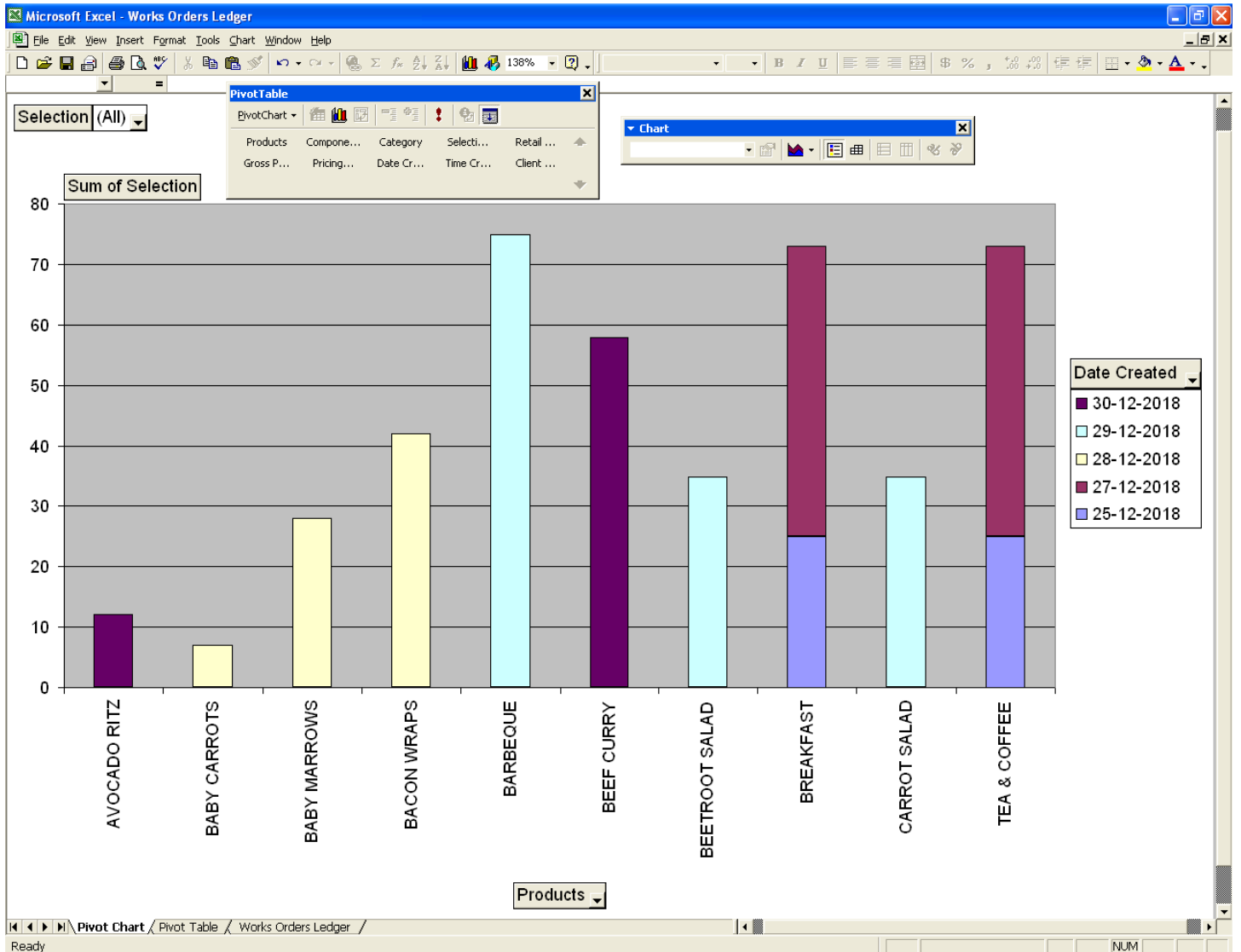
PivotTable

Products Compone... Category Selecti... Retail ...

Gross P... Pricing... Date Cr... Time Cr... Client ...



Below is the associated and generated pivot chart snapshot of the above pivot table:





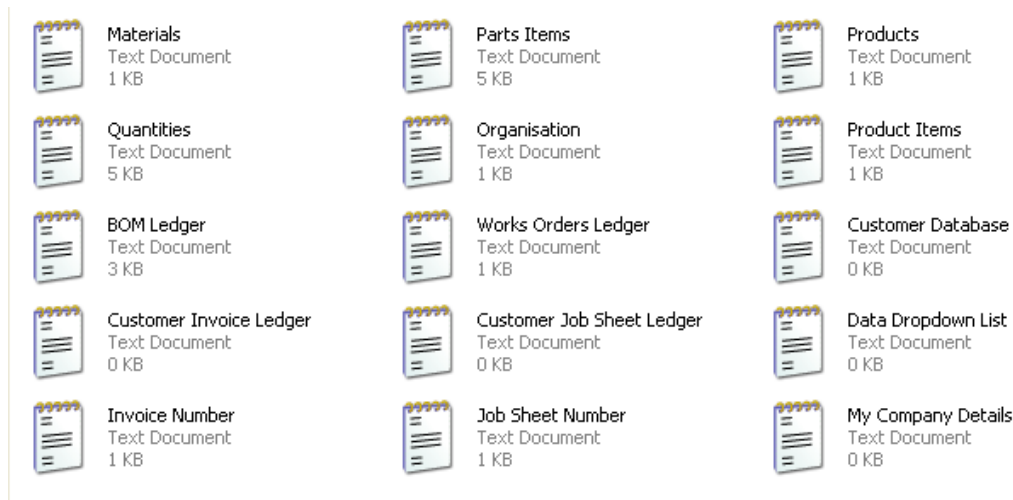
Reports Folder

These files can be opened as Excel spreadsheets for quick and efficient accounting purposes. Filed under the 'Customer Reports' and 'Reports' folder, these will look much like these below.



System Files Folder

The 'System Files' folder and all text files should NOT be accessed or fiddled with, as these text files are the crucial data files for the operation of this software system only.



Catering Application

This system is brilliant for and suits the catering industry 100%, in fact the first prototype was originally developed for the catering industry specifically and then additionally largely modified to include the manufacturers industry and assembly line factories as well. Below is a view of the app in catering mode, notice the 'per head' calculator and switched image for caterers, selected in 'My Company Details' set-up.

Below is an example of the user form and catering calculator, it does absolutely everything regarding admin for you seamlessly and in minutes. Bon Appetite!



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Product Item Description: Tuna Mayonnaise & Lettuce

Components: 1 | Category: Sandwich | Selection: 7 | Price: 6.51 | Cost: 1.96 | GP (%): 70

[Add/Amend](#)



Catering Calculator

Number of People: | Items per Person: **7.62** | Price per Person: **2.98** | Products Listed #: **6**

Menu Order

Products	Components	Category	Selection	Retail Price	GP Percentage	Pricing Cost
Beef & Lettuce	1	Sandwich	2	1	70	0.3
Cheese Tomato & Lettuce	1	Sandwich	3	2.61	70	0.78
Ham & Lettuce	1	Sandwich	4	2	70	0.6
Salami & Lettuce	1	Sandwich	5	3.15	70	0.95
Sandwich Tray	60	Cold Platt...	6	133.8	70	40.14
Tuna Mayonnaise & Lettuce	1	Sandwich	7	6.51	70	1.96

Options

- Product Pricing Input
- Parts Item Input
- Parts Item Stock Input
- Item Quantities Input
- Create WD/BOM** ?
- Products/Materials Lists
- Low Stock Report

Customer:

Event Date:

Event Time:

Operative:

Pay Method:

Bill of Ingredients

Totals: | | |

Materials	Quantity	Value	Category	Supplier	Unit of Measure
Black Olives	0.6	5.7	Shelf Item	Supermarket	kg
Bread	10.26	4.89	Bakery It...	Supermarket	(loaf)
Butter	1.92	12.63	Dairy	Supermarket	kg
Carrots	0.6	0.3	Fruit & Veg	Supermarket	(kg)
Celery	0.6	0.24	Fruit & Veg	Supermarket	(bunch)
Cheddar Cheese	0.2175	2.19	Dairy	Supermarket	kg
Cling Wrap	0.3	0.3	Condiments	Supermarket	(30m)
Doilies	0.48	0.48	Condiments	Supermarket	(pack=48)
English Cucumber	0.6	0.48	Fruit & Veg	Supermarket	(ea)
Lettuce	3.42	1.41	Fruit & Veg	Supermarket	(ea)
Mayonnaise	0.44	3.49	Shelf Item	Supermarket	L
Onions	6.015	1.23	Fruit & Veg	Supermarket	(ea)
Paper Serviettes White	0.18	0.18	Condiments	Supermarket	(pack = 100)

Total Value:

Don't be late!

[Products Report](#) | [Log Files](#)

[Run WD, BOM, Quote, Invoice, Purchase Order](#) | [Materials Report](#)

[Re-Create WD/BOM from Past Generated](#) | [Stock Report](#)

[Reports Folder](#)

[Customer Folder](#)

[Close](#)

