

## EasyCap Software

User's manual



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## INTRODUCTION

### **WHAT IS EASYCAP**

EASYCAP is a program that allows you to create printouts and text in accordance with law 37/08 and the new MD 19/05/10.

With EASYCAP you can generate material lists from scratch or from EASYDRAW, quantities; metric calculations, specifications (or estimates of installation); compliance statements, reports with the types of materials used. EASYCAP has a comprehensive archive shared with EASYDRAW.

### **WHAT TO EXPECT FROM THIS MANUAL**

The user manual has the purpose to teach you how to use all the various controls in EASYCAP. During its course there are some practical examples to facilitate the learning of the more articulate controls.

### **HOW TO USE THE MANUAL**

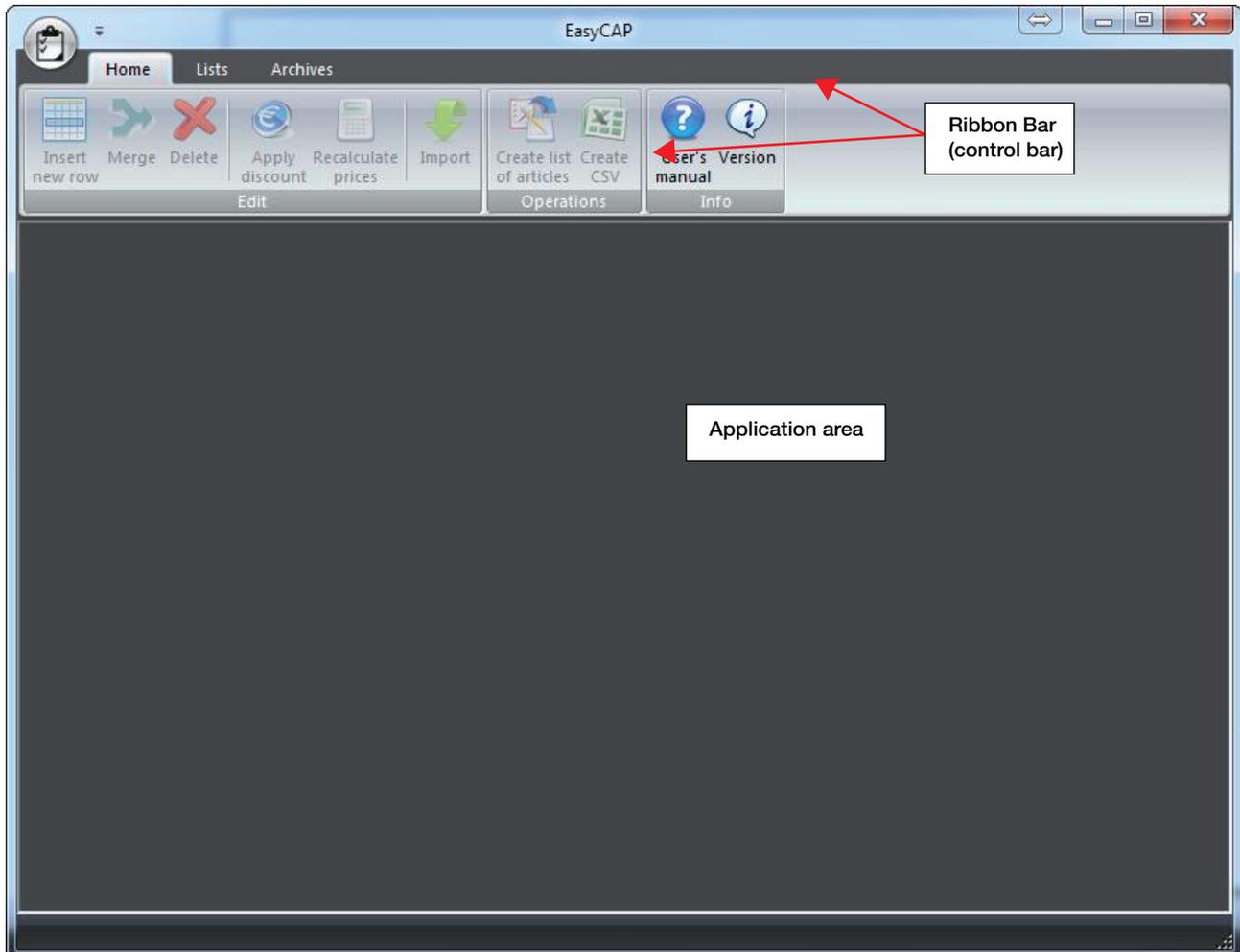
In the manual various symbols appear recalling the notes listed below:

	Section reserved for an example.
	Related Topics.
	Attention!

# 1. USE OF EASYCAP

## 1.1 GENERAL ASPECT

EASYCAP's interface consists of a main window that defines two distinct areas:



## 1.2 CONTROLS AND RIBBON TAB

The EASYCAP Ribbon Bar ("ribbon" with all the controls) contains all the application controls divided into Ribbon Tabs ("tabs" with buttons and icons that bring together the controls with the same functionality).

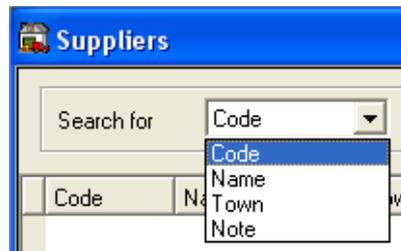
In detail:

- Main menu** main controls for management of project files and configuration of the program;
- Home** common controls for editing all documents;
- Lists** controls for bringing up the products archive and the macro-products and edit their content;
- Archives** controls for managing and editing archives.

The Ribbon Tab controls act based on the selected window: then, they are turned on or off as necessary by the program.

### 1.3 SEARCH WITHIN THE ARCHIVES

To speed up the use of EASYCAP, each archive is equipped with a fast search panel, through which you can search according to different parameters.



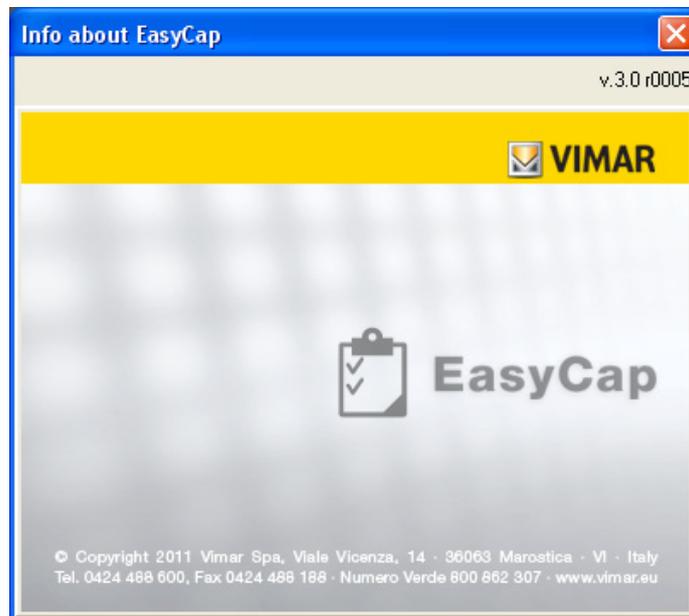
For example, in the SUPPLIERS archive, the search can be carried out in the fields *Code*, *Name*, *Town*, and *Note*.

### 1.4 INSTRUCTION MANUAL FOR THE USE OF EASYCAP

The control brings up this user's guide in PDF format.

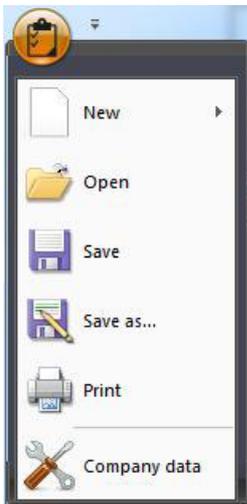
### 1.5 SOFTWARE VERSION

The control brings up a box that summarizes the references to the software version and copyright.



## 2. CONFIGURATION

This control allows you to define a set of custom settings that are used in the program in all its functions.

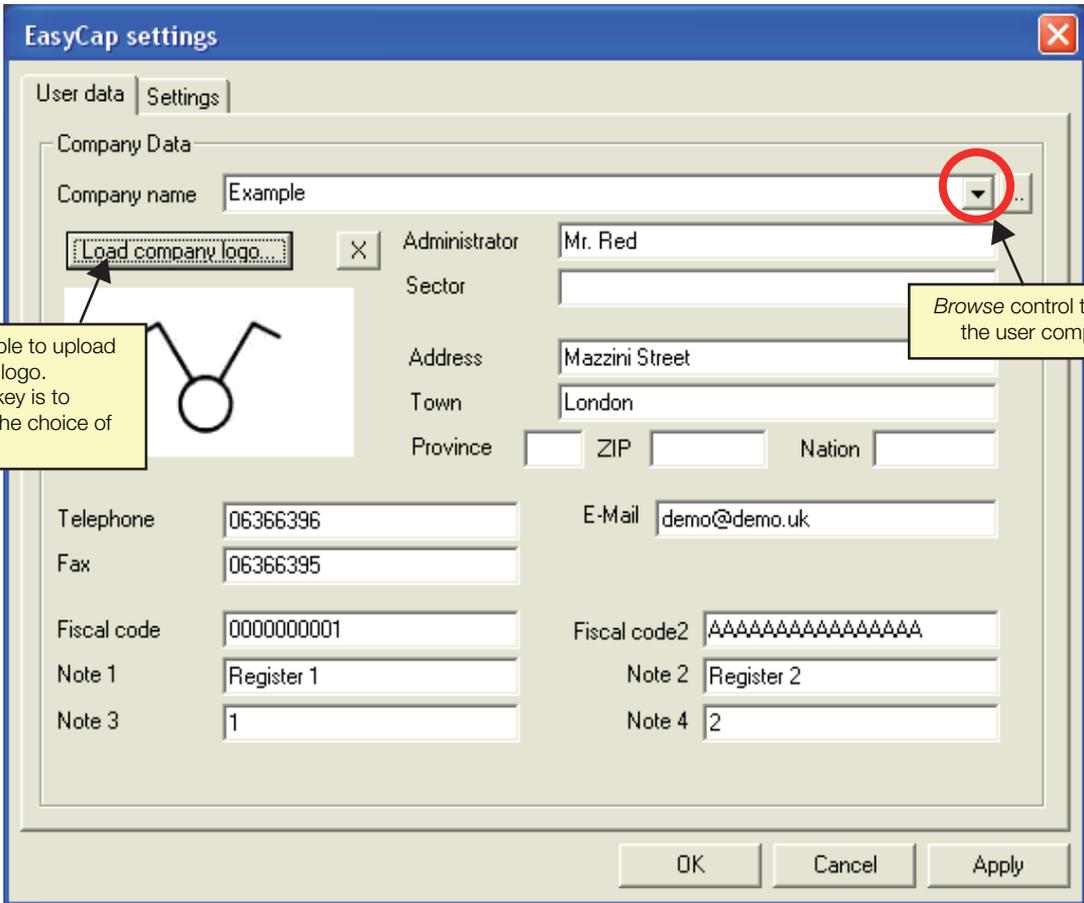


The COMPANY DATA control can be operated from EASYCAP's menu main.

### Data of the user's EASYCAP

From this interface you can enter the data of the company using EASYCAP; data that will be displayed in the header of the documents being printed.

EASYCAP gives the possibility to enter more than one company, but in the header of the documents only that selected when creating the document appears.



It is possible to upload a custom logo. The plus key is to deselect the choice of logo.

Browse control to select the user company.

To add or delete a new user company you need to act on the button  :

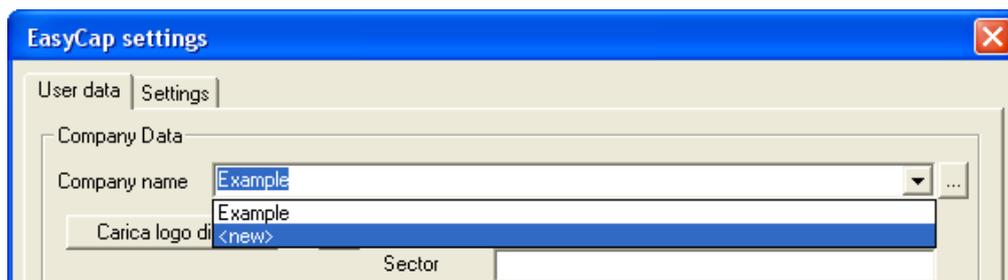


*Add* allows you to enter the information related to another company by bringing up a new blank screen.

*Delete* allows you to delete an existing company. It should be clear that the company is the one displayed in the master fields.

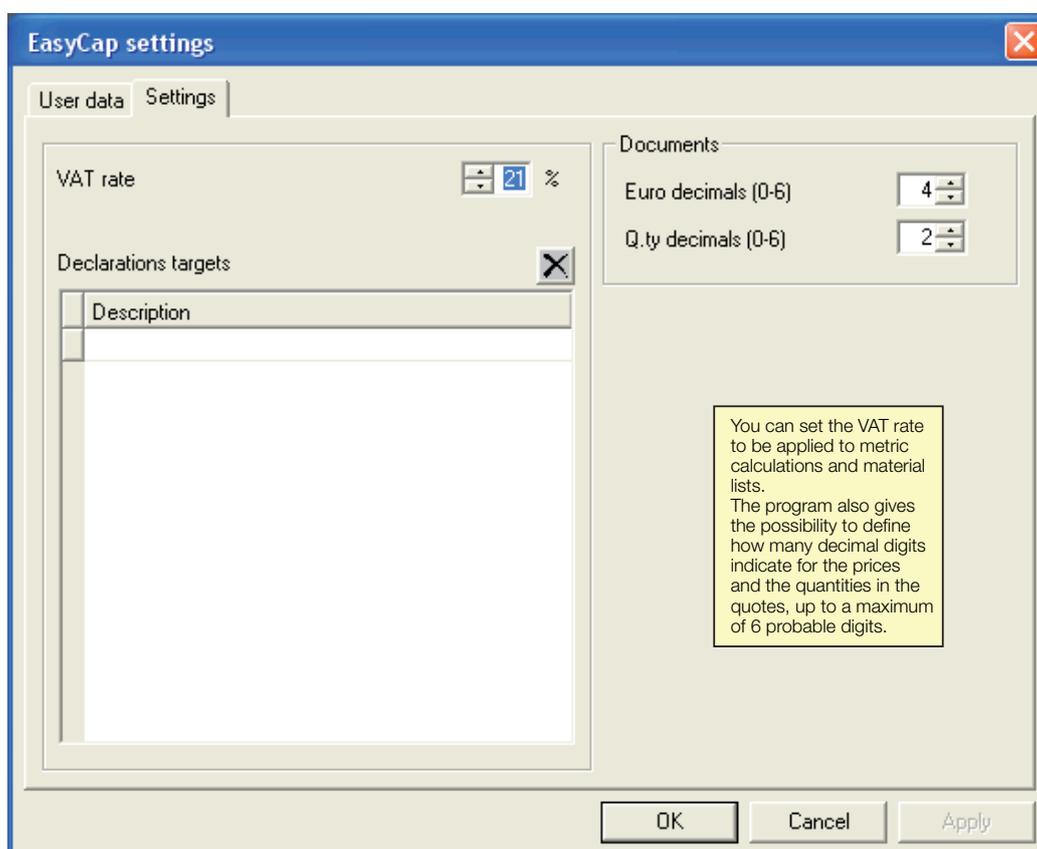
The current company is generally displayed in the bar of the application.

To switch from one company to another, act on the *Browse* control of the *Name field*.



## General settings

In this section we'll set some parameters, useful for the preparation of documents.



To apply the changes you need to restart the program.

## 3. ARCHIVES

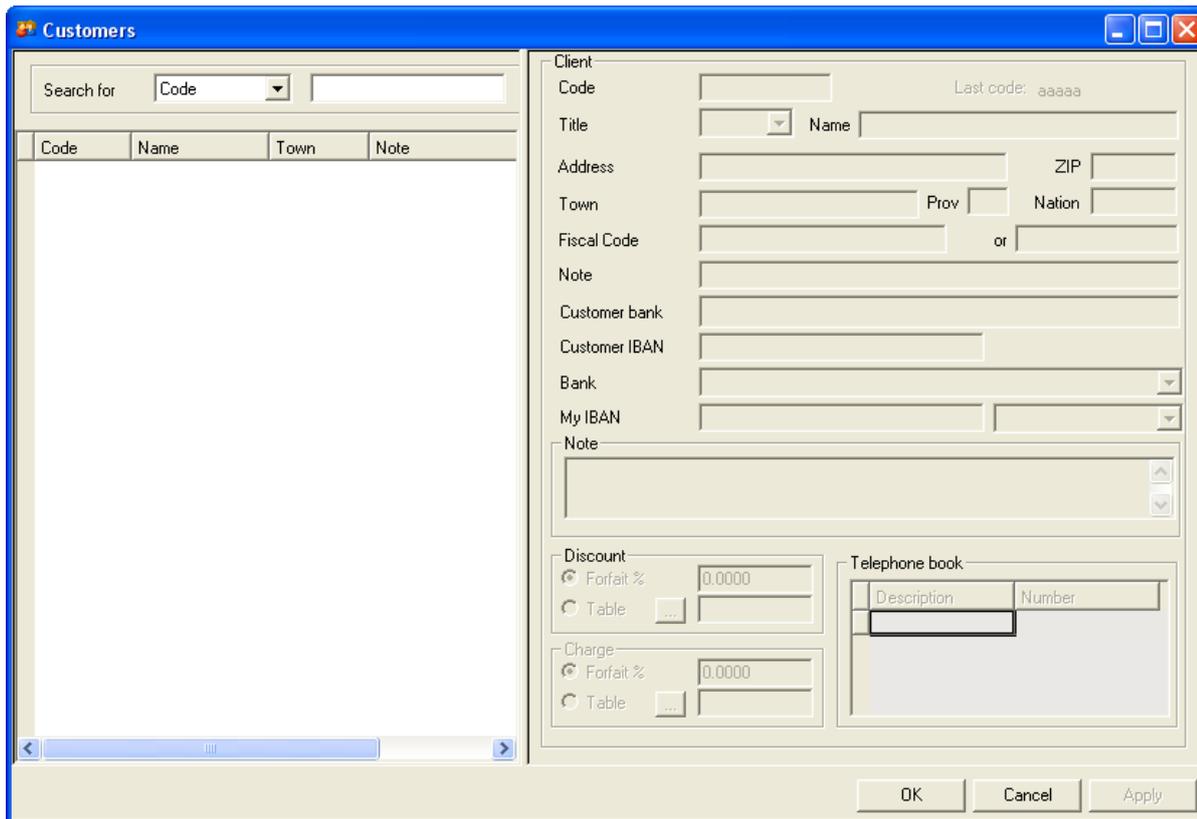
### 3.1 CUSTOMERS

Control      **CUSTOMERS**  
 Menu:        **ARCHIVES**

The customer records are handled by a single data archive called CUSTOMERS.

To open the customers archive, from the *Archives* menu select the CUSTOMERS control.

It opens a window containing a list of all customers present in the archive, paired by the sheet of the currently selected customer.



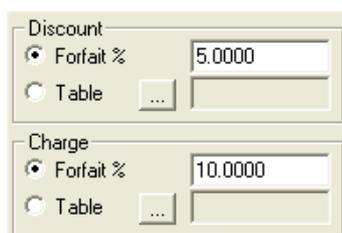
#### Customer data

Each client is uniquely identified by a code, which appears in the *Code* field of the customer sheet, and by a *Name*. For inclusion in the archive, each customer must be assigned a code and a name. All other data, which can be included in the *Data* pane of the customer sheet, are optional. Their inclusion automatically compiles the customer data in the various documents.

#### Associate discounts and/or custom recharges

Each customer can be associated with a single discount and recharge value, or you can set a *discount table* and a *recharges table* that may be associated with one or more customers.

The discount/recharge values associated with a customer are used in the creation of documents for the customer to determine the selling price of the articles.



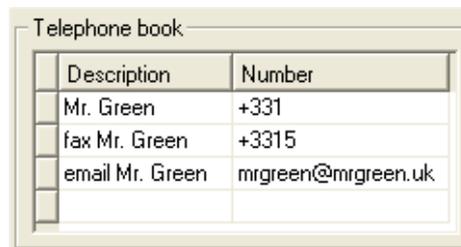

See also  
**DISCOUNTS TABLES**  
**RECHARGES TABLES**

## Telephone book

In this section you can enter the telephone contact of the customer, as well as the various e-mail addresses.

To input these values simply position the cursor over the cell and type the information.

The same information recorded in the address book can be obtained with the TELEPHONE BOOK control within the ribbon menu.



Description	Number
Mr. Green	+331
fax Mr. Green	+3315
email Mr. Green	mrgreen@mrgreen.uk

## HOW TO CREATE A NEW USER

The NEW ROW control allows you to create a new customer:

- position the cursor on any row of the CUSTOMERS table.
- run the NEW ROW control.
- fill in the blank sheet to the right with the new customer data (Code and Name are required).
- click APPLY to save the new customer or OK to save and exit.

## HOW TO DELETE A USER

The DELETE ROW control deletes the selected customer:

- select a customer from the CUSTOMERS table.
- run the DELETE ROW control.

Before deleting a customer, the program prompts you to confirm, since, once executed, it cannot be undone.

**NOTE: The removal of the customer from the archive does not delete the related quotes.**

## HOW TO EDIT A USER

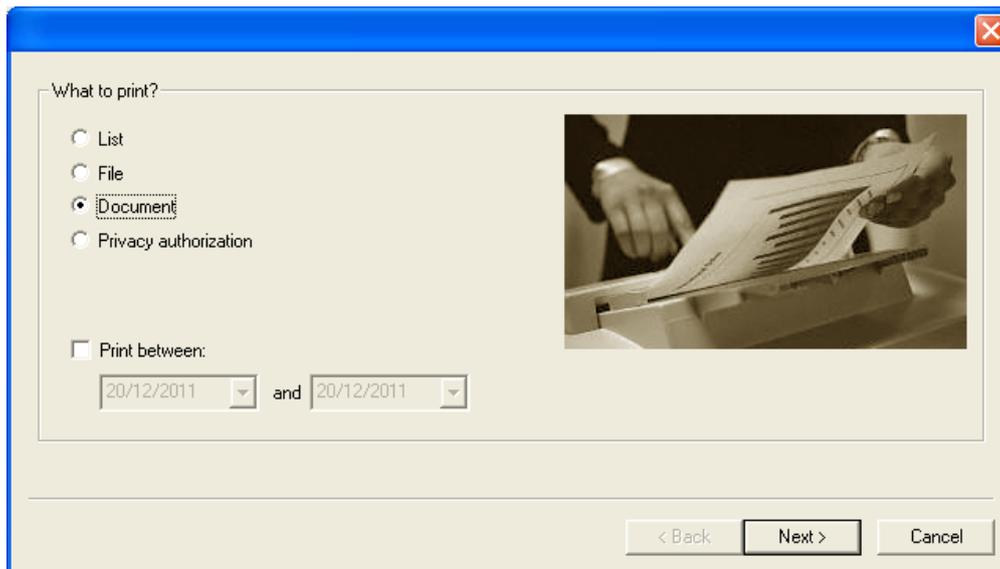
The EDIT ROW control allows you to edit the information for a customer:

- select a customer to edit from the CUSTOMERS table.
- “double click” it or run the EDIT ROW control.
- position the cursor over the tab on the right of the table containing the data of the selected customer.
- type the changes in the fields concerned. Click APPLY to save the changes or OK to save and exit.

## HOW TO PRINT THE CUSTOMER DATA

The PRINT control, available in the main menu, allows you to print:

- the entire list of registered customers (select the option *List*);
- the sheet of a single customer (pre-select the customer in question from the archive and then choose the option *File* when printing).
- the documents related to a particular customer, with the possibility of filtering the documents issued to him in a certain period of time (pre-select the customer in question from the archive and then choose the option *Document*).
- the privacy authorization documents for a particular customer, in full or reduced (select the option *Privacy authorization* after identifying the customer in the archive).



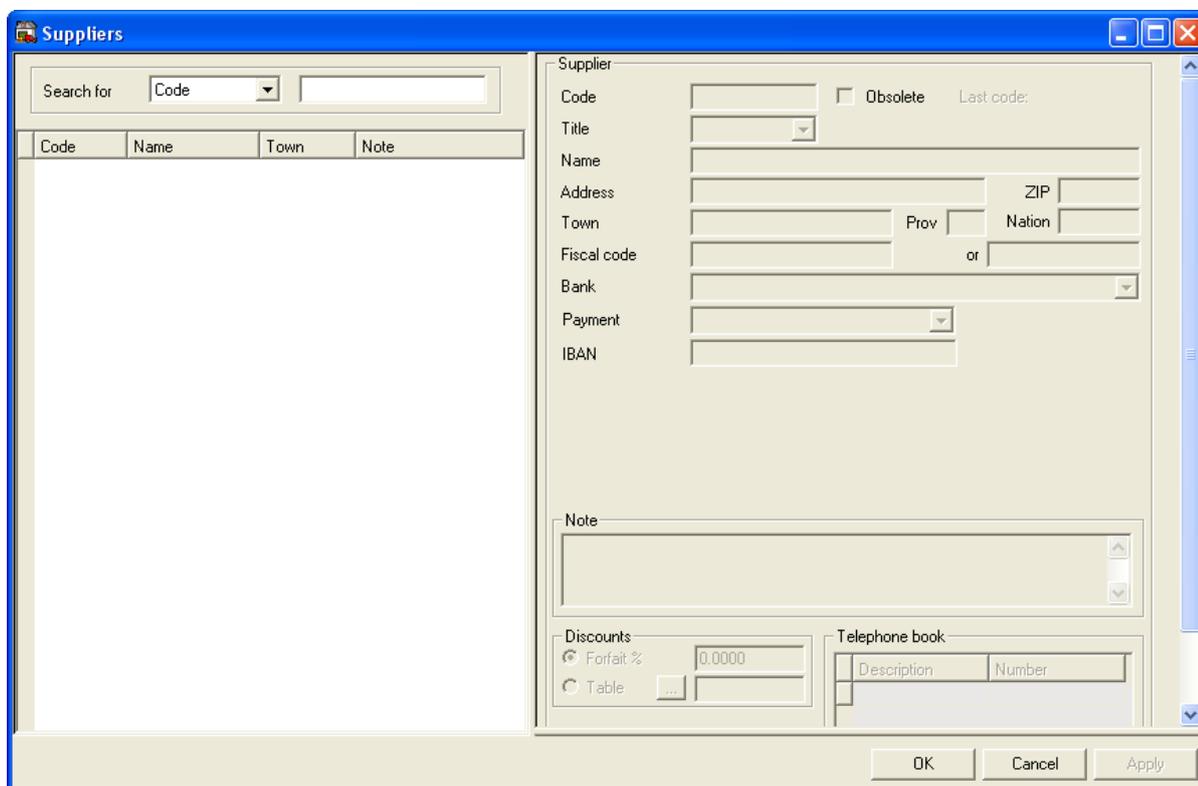
### 3.2 SUPPLIERS

Control **SUPPLIERS**  
 Menu: **ARCHIVES**

The supplier records are handled by a single data archive called SUPPLIERS.

To open the suppliers archive, from the *Archives* menu select the SUPPLIERS control.

It opens a window containing a list of all suppliers present in the archive, paired by the sheet of the currently selected supplier.



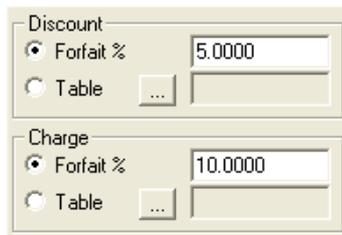
## Supplier data

Each supplier is uniquely identified by a code, which appears in the *Code* field of the supplier sheet, and by a *Name*. For inclusion in the archive, each supplier must be assigned a code and a name. All other data, which can be included in the *Data* pane of the supplier sheet, are optional. Their inclusion automatically compiles the supplier data in the various documents.

## Associate discounts and/or custom recharges

Each supplier can be associated with a single discount and recharge value, or you can set a *discount table* and a *recharges table* that may be associated with one or more suppliers.

The discount/recharge values associated with a supplier are used in the creation of documents for the supplier to determine the selling price of the articles.



The screenshot shows two sections: 'Discount' and 'Charge'. Each section has a radio button for 'Forfait %' and a text input field, and a radio button for 'Table' with a dropdown arrow. In the 'Discount' section, 'Forfait %' is selected and the value is 5.0000. In the 'Charge' section, 'Forfait %' is selected and the value is 10.0000.



See also  
**DISCOUNTS TABLES**  
**RECHARGES TABLES**

## Telephone book

In this section you can enter the telephone contact of the supplier, as well as the various e-mail addresses.

To input these values simply position the cursor over the cell and type the information.

The same information recorded in the address book can be obtained with the ADDRESS BOOK control within the ribbon menu.

## HOW TO CREATE A NEW supplier

The NEW ROW control allows you to create a new supplier:

- position the cursor on any row of the SUPPLIERS table.
- run the NEW ROW control.
- fill in the blank sheet to the right with the new supplier data (Code and Name are required).
- click APPLY to save the new supplier or OK to save and exit.

## HOW TO DELETE A SUPPLIER

The DELETE ROW control deletes the selected supplier:

- select a supplier from the SUPPLIERS table.
- run the DELETE ROW control.

Before deleting a supplier, the program prompts you to confirm, since, once executed, it cannot be undone.

**NOTE: The removal of the supplier from the archive does not delete the related quotes.**

## HOW TO EDIT A SUPPLIER

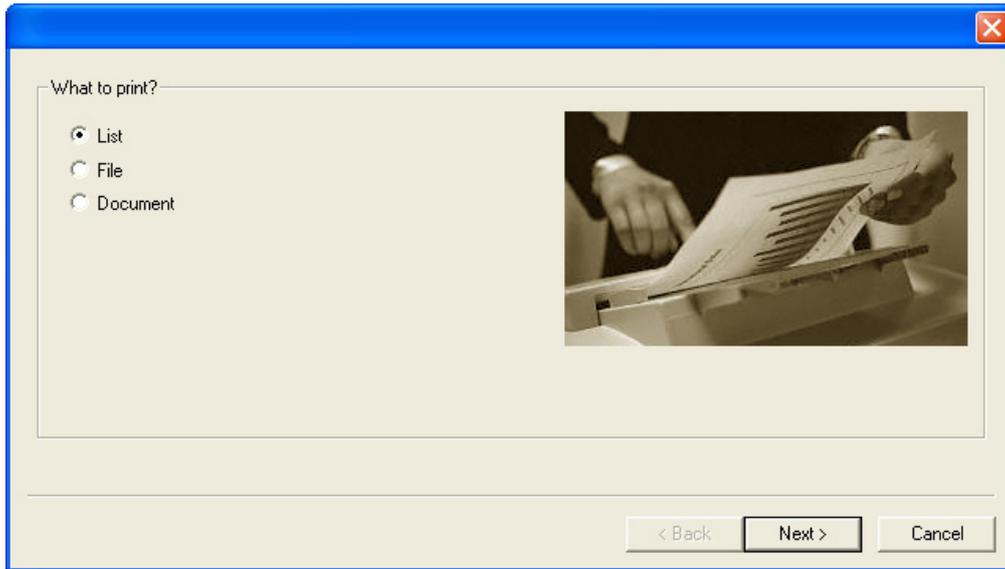
The EDIT ROW control allows you to edit the information for a supplier:

- select a supplier to edit from the SUPPLIERS table.
- "double click" it or run the EDIT ROW control.
- position the cursor over the tab on the right of the table containing the data of the selected supplier.
- type the changes in the fields concerned. Click APPLY to save the changes or OK to save and exit.

## HOW TO PRINT THE SUPPLIER DATA

The PRINT control, available in the main menu, allows you to print:

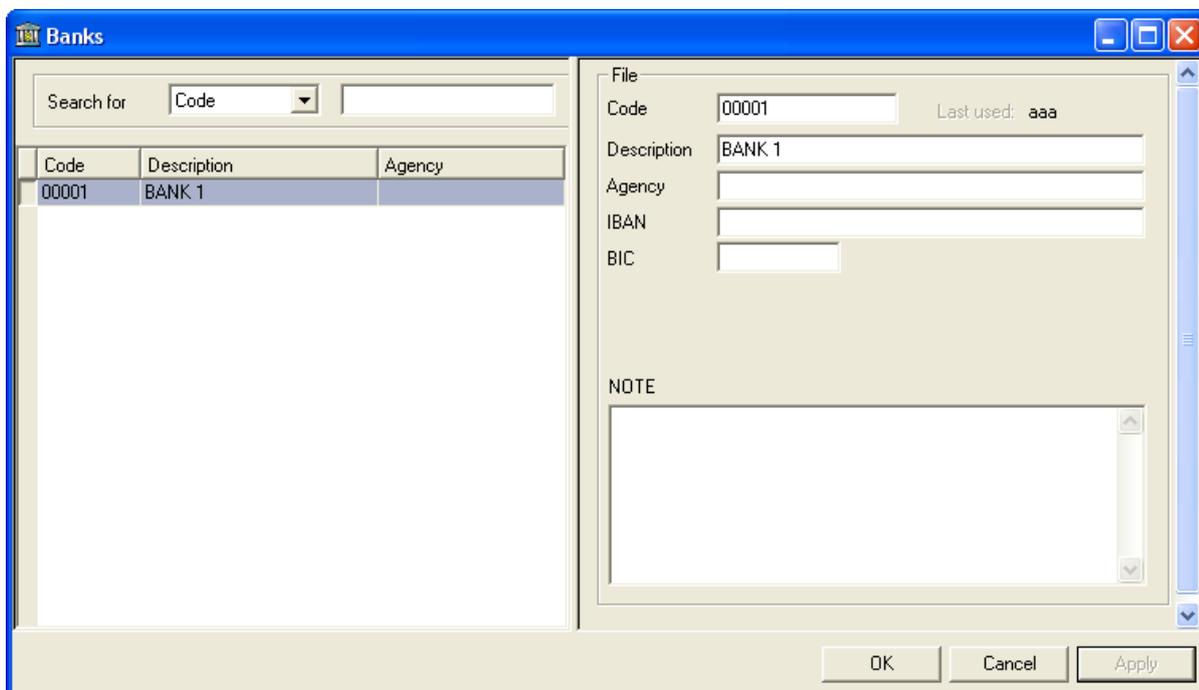
- the entire list of registered suppliers (select the option *List*);
- the sheet of a single supplier (pre-select the supplier in question from the archive and then choose the option *File* when printing).
- the documents related to a particular supplier (pre-select the supplier in question from the archive and then choose the option *Document*).



### 3.3 BANKS

Control    **BANKS**  
 Menu:     **ARCHIVES**

To open the banks archive, from the Archives menu select the BANKS control.  
 In this database you can insert the data of the banks on which customers rely to make or receive payments.



Each bank is uniquely identified by an internal code, which is inserted into the **Code** field of the sheet. For each bank are also associated with other data: a brief description, the name of the branch to which it refers, the IBAN and BIC and any notes.

## HOW TO CREATE A NEW BANK

The NEW ROW control allows you to create a new bank:

- position the cursor on any row of the BANKS table.
- run the NEW ROW control.
- fill in the blank sheet to the right with the new bank data (Code is required).
- click APPLY to save or OK to save and exit.

## HOW TO DELETE A NEW BANK

The DELETE ROW control deletes the selected bank:

- select a bank from the BANKS table.
- run the DELETE ROW control.

Before deleting a bank, the program prompts you to confirm, since, once executed, it cannot be undone.

## HOW TO EDIT A BANK

The EDIT ROW control allows you to edit the information for a bank:

- select a bank to edit from the BANKS table.
- “double click” it or run the EDIT ROW control.
- position the cursor over the tab on the right of the table containing the data of the selected bank.
- type the changes in the fields concerned. Click APPLY to save the changes or OK to save and exit.

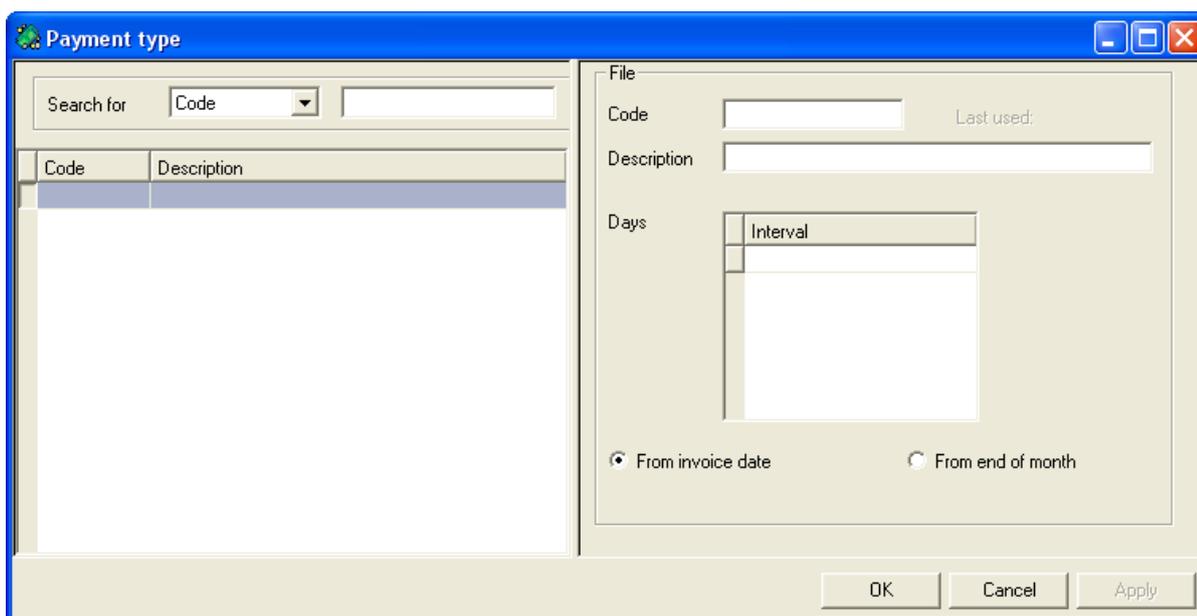
## HOW TO PRINT THE BANK DATA

The PRINT control, available in the main menu, allows you to print the list of the available banks in the BANKS archive

### 3.4 PAYMENT TYPES

Control      PAYMENT TYPE  
Menu:        ARCHIVES

The inclusion in the archive of the payment types, which are then used in the composition of documents, is by filling out the sheet below.



Each payment type is uniquely identified by an internal code, which is inserted into the *Code* field of the sheet.

For each type of payment are also associated with: a brief description, a time interval in which the payment is deferred, and if the count of the days of expiry of the payment is made starting from the invoice date or the end of the month.

### HOW TO CREATE A NEW PAYMENT TYPE

The NEW ROW control allows you to create a new payment type:

- position the cursor on any row of the PAYMENT TYPE table.
- run the NEW ROW control.
- fill in the blank sheet to the right with the new payment type data (Code is required).
- click APPLY to save the new payment type or OK to save and exit.

### HOW TO DELETE A PAYMENT TYPE

The DELETE ROW control deletes the selected payment type:

- select a payment type from the PAYMENT TYPE table.
- run the DELETE ROW control.

Before deleting a payment type, the program prompts you to confirm, since, once executed, it cannot be undone.

### HOW TO EDIT A PAYMENT TYPE

The EDIT ROW control allows you to edit the information for a payment type:

- select a payment type to edit from the PAYMENT TYPE table.
- “double click” it or run the EDIT ROW control.
- position the cursor over the tab on the right of the table containing the data of the selected payment type.
- type the changes in the fields concerned. Click APPLY to save the changes or OK to save and exit.

### HOW TO PRINT THE PAYMENT TYPE DATA

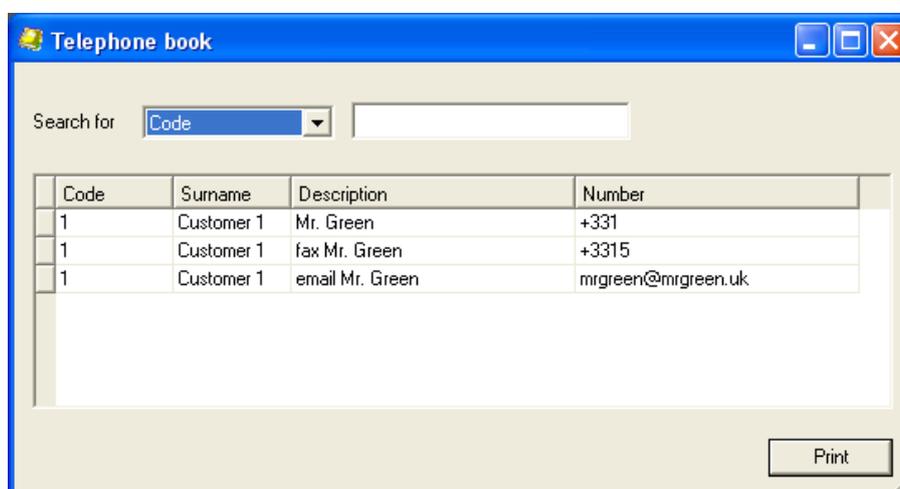
The PRINT control, available in the main menu, allows you to print the list of the available payment types in the PAYMENT TYPE archive.

## 3.5 TELEPHONE BOOK

**Control:** TELEPHONE TYPE  
**Menu:** ARCHIVES

Selecting the control TELEPHONE BOOK from the *Archives* menu gives access to the list of the archived customers address book.

It is possible to print the complete list using the *Print* button.

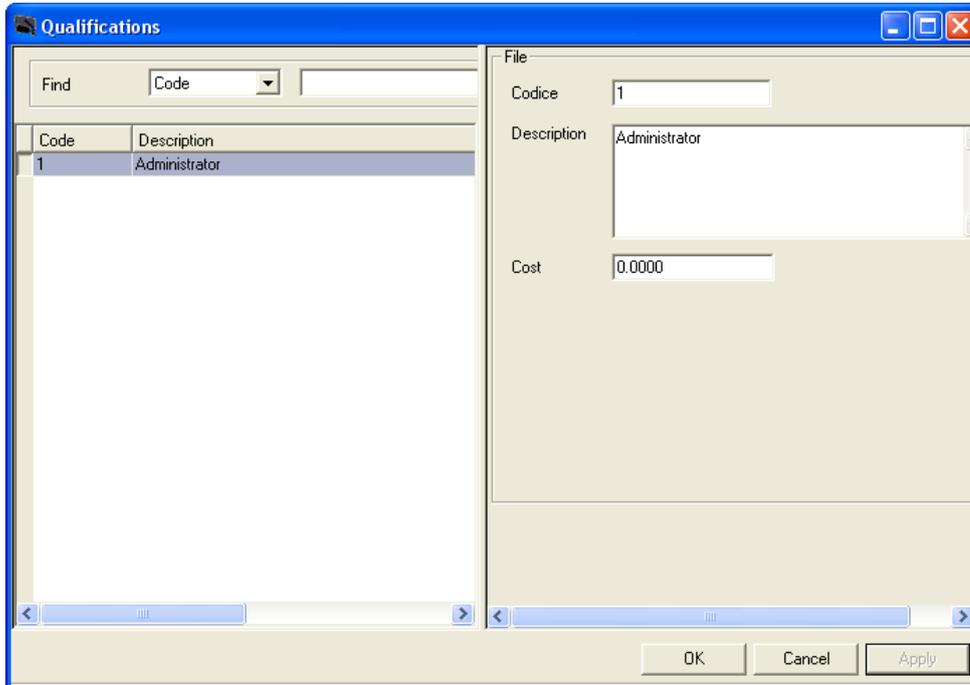


### 3.6 QUALIFICATIONS

**Control:** QUALIFICATIONS  
**Menu:** ARCHIVES

This database manages the types of qualification and the respective hourly wage of the employees of the company. To open the qualifications archive, from the Archives menu select the QUALIFICATIONS control. It opens a window containing a list of all qualifications present in the archive, paired by the sheet of the currently selected qualifications.

The qualifications and their monetary values are used in EASYCAP to calculate the cost of labor needed for the installation of various articles.



#### HOW TO CREATE A NEW QUALIFICATION

The NEW ROW control allows you to create a new qualification:

- position the cursor on any row of the QUALIFICATIONS table.
- run the NEW ROW control.
- fill in the blank sheet to the right with the new qualification data (Code is required).
- click APPLY to save or OK to save and exit.

#### HOW TO DELETE A QUALIFICATION

The DELETE ROW control deletes the selected qualification:

- select a bank from the QUALIFICATIONS table.
- run the DELETE ROW control.

Before deleting a qualification, the program prompts you to confirm, since, once executed, it cannot be undone.

#### HOW TO EDIT A QUALIFICATION

The EDIT ROW control allows you to edit the information for a qualification:

- select a qualification to edit from the QUALIFICATIONS table.
- "double click" it or run the EDIT ROW control.
- position the cursor over the tab on the right of the table containing the data of the selected qualification.
- type the changes in the fields concerned. Click APPLY to save the changes or OK to save and exit.

#### HOW TO PRINT THE QUALIFICATIONS DATA

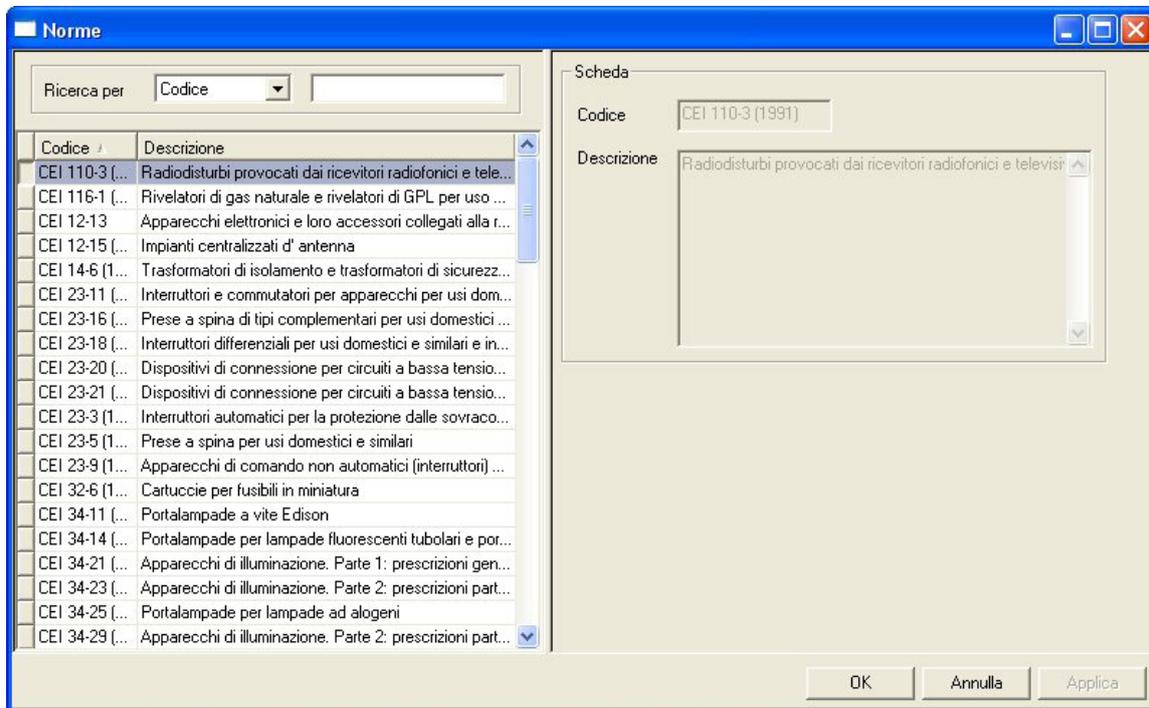
The PRINT control, available in the main menu, allows you to print the list of the available qualifications in the QUALIFICATIONS archive.

### 3.7 STANDARDS

**Control:** STANDARDS  
**Menu:** ARCHIVES

To open the standards archive, from the *Archives* menu select the STANDARDS control.

It opens a window containing a list of all standards present in the archive, paired by the sheet of the currently selected standard.



This window allows you to insert in the archive the existing standards and their description to associate them to the various articles in the Articles List. Each standard is uniquely identified by a code.

The inclusion of the description of the standard is optional.

#### HOW TO CREATE A NEW STANDARD

The NEW ROW control allows you to create a new standard:

- position the cursor on any row of the STANDARDS table.
- run the NEW ROW control.
- fill in the blank sheet to the right with the new standard data (Code is required).
- click APPLY to save or OK to save and exit.

#### HOW TO DELETE A STANDARD

The DELETE ROW control deletes the selected standard:

- select a standard from the STANDARDS table.
- run the DELETE ROW control.

Before deleting a standard, the program prompts you to confirm, since, once executed, it cannot be undone.

#### HOW TO EDIT A STANDARD

The EDIT ROW control allows you to edit the information for a standard:

- select a standard to edit from the STANDARDS table.
- "double click" it or run the EDIT ROW control.
- position the cursor over the tab on the right of the table containing the data of the selected standard.
- type the changes in the fields concerned. Click APPLY to save the changes or OK to save and exit.

#### HOW TO PRINT THE STANDARDS DATA

The PRINT control, available in the main menu, allows you to print the list of the available standards in the STANDARDS archive.

## 4. DOCUMENTS

### 4.1 LUP (List of Unit Prices)

The List of Unit Prices (or more simply LUP) is a list that contains the unit features of all macro-products/articles in the quote (Count or List of materials). The LUP then sums up all the macro-products/articles used within the quote.

An macro-product or article mentioned in the Count several times, is shown in the LUP only once. The LUP is always visible and is located at the top of the documents interface, over the 3 selectable parts of the document: head, body and total.



#### EXAMPLE

The quote requires the installation of 10 light spots of the same type. The List of Unit Prices reports the characteristics of this macro-product (description, price, installation time, etc...) just once.

#### Node: First Floor

	Prod	Code	Description	Material	Charge...	Workm...	Charge...	Expen...	Price	Quantity	Amount	Main
Header												
Body												
First floor	VIW	00221	Presa 2P+T 10A P11 assiale nero	1.5500	0.0000	0.0000	0.0000	0.0000	1.5500	1.00	1.5500	
Second floor	VIW	00211.B	Spina 2P+T 10A S11 90° bianco	1.6100	0.0000	0.0000	0.0000	0.0000	1.6100	1.00	1.6100	
Total	VIW	00202	Spina 2P+T 16A S17 assiale nero	1.1700	0.0000	0.0000	0.0000	0.0000	1.1700	1.00	1.1700	
				0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	

#### Node: Second Floor

	Prod	Code	Description	Material	Charge...	Workm...	Charge...	Expen...	Price	Quantity	Amount	Main
Header												
Body												
First floor	VIW	00221	Presa 2P+T 10A P11 assiale nero	1.5500	0.0000	0.0000	0.0000	0.0000	1.5500	5.00	7.7500	
Second floor				0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.0000	
Total												

#### LUP

Prod	Code	Description	Unit	Catalog price	Discou...	Material	Charge...	Workmanship	Charge...	Expen...	Price	Quantity	Supp
VIW	00202	Spina 2P+T 16A S17 assiale nero	PZ	1.1700	0.0000	1.1700	0.0000	0.0000	0.0000	0.0000	1.1700	1.00	
VIW	00221	Presa 2P+T 10A P11 assiale nero	PZ	1.5500	0.0000	1.5500	0.0000	0.0000	0.0000	0.0000	1.5500	6.00	
VIW	00211.B	Spina 2P+T 10A S11 90° bianco	PZ	1.6100	0.0000	1.6100	0.0000	0.0000	0.0000	0.0000	1.6100	1.00	
				0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	

#### WHAT IS THE LUP?

- allows to see the unit features of the macro-products and articles in the quote;
- allows to edit the features of the macro-products of the existing articles;
- allows to immediately create new macro-products and new articles without having to access the archives, or take preventive action.



#### Example.

To change the description of the 10 light points needed, simply EDIT the *Description* field of the corresponding row to List of Unit Prices. The amendment to the description, is applied equally to all light points in the body of the Count.

## OPERATIONS PERFORMED IN THE LUP

### 1. Insert macro-products from the macro-products database to the LUP

To insert macro-products within the LUP you can follow two procedures:

- a) type the list and code in the field, and automatically move the cursor on the other list fields, all the information related to the macro-product appears.
- b) open *Macro-products archive* and drag and drop the macro-products from the Archive to the LUP (drag & drop).



**The macro-products and/or articles included in the LUP do not automatically appear in the body of the document, but we need to drag them from the LUP to the body. The opposite procedure is automatic, instead, an macro-product or an article inserted in the body and not present in the LUP are also listed in it automatically.**

### 2. Insert articles from list to LUP

You can insert articles into the LUP following the same procedure used to insert macro-products (1).

In the Count, the articles do not have any information regarding their installation and use of workforce, so they are considered by the program as an macro-products with a standard value, then the values of labor, profits and expenses have value 0.

### 3. Edit the macro-product and articles fields in the LUP

- 1) position the cursor on the field to edit
- 2) type in the changes.

The changes incorporated are applied to all similar macro-products in the body of Count.

**Note** It's worth remembering that there are 2 types of macro-products: (see MACRO-PRODUCTS FEATURES)

Macro-products valued using partial amounts of: material, labor, expenses and profits

Macro-products with a standard value.

If the macro-product to be edited is enhanced by the sum of the partial amounts, then you can change these values and note the automatic variation of the price of the article.

Then, changes occur in cascade:

**Modifying the cost of the material** → *modifies* → Material profits → *modifies* → Expenses → *modifies* → Price

**Modifying the cost of the labor** → *modifies* → Labor profits → *modifies* → Expenses → *modifies* → Price

**Modifying income on materials or labor** → *modifies* → Price

**Modifying the cost** → *modifies* → Price

If the article has a standard value, the fields related to the **partial amount report value 0 and are not editable**, while the price of the article can be changed.

#### **What happens when I edit a code within the LUP?**

If the code is inserted as an amendment to an existing macro-product in the Macro-products archive, the remaining data are automatically replaced with those related to the overwritten macro-product.

### 4. Customizing the LUP

It is possible to customize the display of fields.

- 1) **press** the right mouse button.
- 2) **choose** the Customize option.
- 3) **choose** which fields to display in the LUP.



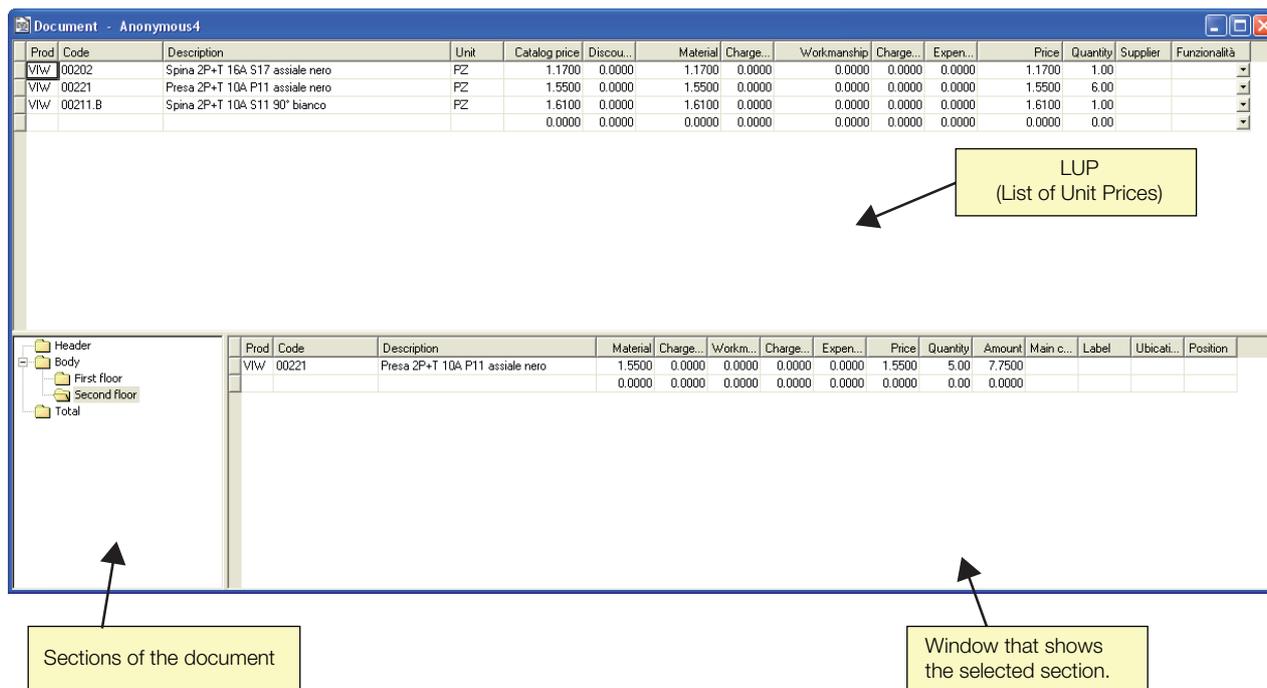
## 4.2 OFFER

**Control:** OFFER  
**Menu:** MAIN MENU: NEW

OFFER allows you to create a quote consisting of a list of articles which will include the cost of materials used, labor costs and any profits or unexpected situations.

We must say a few words to briefly explain the concept of macro-product:

The concept of macro-product used by EASYCAP defines one or more articles with related installation costs (labor, expenses and profits) essential for developing a macro-product.



The screenshot shows the 'Document - Anonymous4' window. The main table lists items with columns: Prod Code, Description, Unit, Catalog price, Discou..., Material, Charge..., Workmanship, Charge..., Expen..., Price, Quantity, Supplier, and Funzionalità. The detailed view window shows a tree structure on the left with 'Header', 'Body', 'First floor', 'Second floor', and 'Total'. The main table in the detailed view has columns: Prod Code, Description, Material, Charge..., Work..., Charge..., Expen..., Price, Quantity, Amount, Main c..., Label, Ubicati..., and Position.

Annotations in the image:

- A yellow box labeled "LUP (List of Unit Prices)" with an arrow pointing to the main table.
- A yellow box labeled "Sections of the document" with an arrow pointing to the tree structure in the detailed view.
- A yellow box labeled "Window that shows the selected section." with an arrow pointing to the detailed view window.

The offer is divided into 3 sections:

- HEADER** reports information about the recipient of the quote and the subject of the quote itself, i.e. the system to which the document refers.
- BODY** is the actual content of the quote, i.e. the section that lists the information on the macro-products that compose it.
- TOTAL** shows the total quote on which the user has the option of applying any discounts or increases.

### HEADER

- Date** shows the date the document was created.  
The date inserted automatically is the current, but it can be changed.  
By pressing the "arrow" next to the **Date** field, you can display a small calendar where you can choose a day with a click.
- Document Number** field containing the identification number of the offer.
- Customer** click the **Browse** button and select a customer from those listed.
- Project** a short description of the plant referred to by the document.
- Total offer** indicate the date of expiry of the quote you are creating. By pressing the "arrow" next to **Total offer** field, you can display a small calendar where you can choose a day with a double-click.
- Starting date** indicate the planned date for the beginning of work. By pressing the "arrow" next to the **Starting date** field, you can display a small calendar where you can choose a day with a double-click.
- Ending date** indicate the planned date for the beginning of work. By pressing the "arrow" next to the **Ending date** field, you can display a small calendar where you can choose a day with a double-click.
- Notes** space devoted to notes or comments about the document.

Date	<input type="text" value="15/12/2011"/>	Document Number	<input type="text"/>
Customer	<input type="text"/>		
Project	<input type="text"/>		
Notes	<input type="text"/>		
Total offer	<input type="text" value="15/12/2011"/>	Starting date	<input type="text" value="15/12/2011"/>
		Ending date	<input type="text" value="15/12/2011"/>

All data in this section can be printed on the cover of the document.  
Although the data available to the user company is not shown in this window, it is still present in the print module.

	<b>When amendments are made to this section, the LUP is not editable.</b>
---	---

## BODY

This section is reserved to the inclusion of macro-products that make up the Count.

- 1) click on the section *Body*.
- 2) open the macro-products archive.

At this point you can proceed in 2 ways:

- 3a) insert one or more codes with manufacturers into the grid by typing them in the appropriate fields, moving the cursor in the subsequent fields they are automatically populated with data of the macro-product corresponding to the code entered, for this to occur the macro-product must be in the archive.  
or
- 3b) drag and drop the macro-products from the Archive to the body of the count (drag & drop).

## HOW TO EDIT THE MACRO-PRODUCT FIELDS IN THE BODY

- position the cursor on the field to edit
- "Double click" and type in your changes.

	<b>In the body you cannot change the fields that contain the amounts of the macro-product, these fields must be modified in the corresponding row in the LUP.</b>
---	---

### What happens when I edit a code within the Body?

If the code is inserted as an amendment to an existing macro-product in the Macro-products archive, the remaining data are automatically replaced with those related to the overwritten macro-product.

At this point the program checks whether the new macro-product inserted (which overwrites the old) is already in the LUP: If it is not, a row is added to the LUP with new information.

If the code inserted as a change does not correspond to any macro-product listed, the new macro-product is valued at a standard value and automatically added to the LUP. In this case the macro-product is considered "new."

## CUT

The CUT control stores the selected row or rows that will be deleted during the copy.

## COPY

The COPY control stores the data in the row or rows selected.

---

## PASTE

The PASTE control returns the previously selected row or rows.

## DELETE

The DELETE control deletes the selected row or rows. Before you do this, the program prompts the user with a warning.

## HOW TO PUT A NOTE IN THE BODY

### A) a footnote is added at the end of the macro-products list

- 1) position on the last line of the body (which is always empty).
- 2) type in the notes you want in the *Description* field.

### B) adding a note referring to a particular macro-product

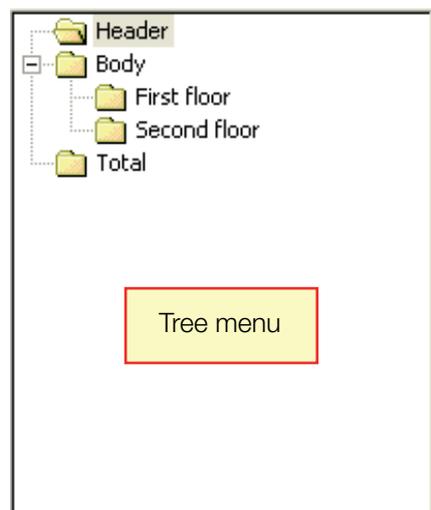
- 1) position on the line next to the macro-product you want to report annotations.
- 2) select it clicking the corresponding gray button.

At this point you can proceed in 2 ways:

- 3 a) press the right mouse button to bring up the popup menu and choose *New* to insert a blank row  
or
- 3 b) press the *Insert Row* control to insert a blank row.
- 4) type in the notes you want in the *Description* field.

## HOW TO DIVIDE THE BODY INTO GROUPS AND SUBGROUPS

The management of the sections of the document is by using the tree menu highlighted in red in the figure below. The document, at the time of its creation, has only 3 nodes: Header, Body, Total.



The Body section can be divided into nodes and sub-nodes, which serve to divide the body of the document in different parts.



## Example

Split the macro-products needed in the system by referring to the room or apartment in which they are going to be installed.

### BODY

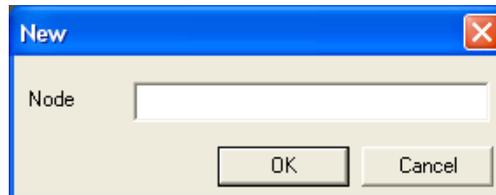
- First floor
  - Apartment A
    - Room
    - Kitchen
    - Bathroom
  - Apartment B
    - Room
    - Kitchen
    - Bathroom
- Second floor

Each node and sub node is associated with a body to place the macro-products, then the selection of a node displays, in the body section, the articles therein.

## HOW TO CREATE A NEW NODE

The NEW control allows you to create a new node:

- select Body or another node to be reported on the new node.
- click NEW.
- insert the description of the Node.
- click OK to confirm or *Cancel* to exit.



## HOW TO DELETE A NODE

The DELETE control deletes the selected node and the respective Body, its sub nodes are also eliminated.

- select the Node to delete and press the DELETE control.

Before you do this, the program prompts the user with a warning.

**NOTE: You cannot undo this operation.**

## HOW TO RENAME A NODE

To change the description of a node:

- select a node.
- choose *Rename* from the popup menu.
- type in the new name of the node.

## HOW TO MOVE THE NODES

To move nodes within the body of the document you can follow 2 procedures:

### Mode A

- select a node.
- drag it with the mouse, holding down the left button, above the node to which reference should be made.

### Mode B

- select the node to be moved.
- run the CUT control or CTRL + X on keyboard or popup menu.
- select the node under which the cut node will be moved.
- press PASTE or CTRL+V on keyboard or popup menu to paste the node to the desired position.

By moving the nodes in the tree you can also turn a node into a sub-node and vice versa.

## HOW TO COPY THE NODES

- select the node to be copied.
- run the COPY control or CTRL+C on keyboard.
- select the node under which the copied node will be positioned.
- press PASTE or CTRL+V on keyboard to copy the node to the desired position.



**If a node has sub nodes, moving or copying it will also drag all its sub nodes. The sub nodes can be moved or copied anywhere in the tree under the section Body.**

## THE “MERGE” CONTROL.

The MERGE control, available in the home menu, is for reorganizing and simplifying the body of the document within a single node.

Selecting the node of interest and any row of the body, by running MERGE the program merges in a single row all rows that contain the same macro-products. The value of the *Quantity* field of the “resulting” row, is equal to the sum of the *Quantity* fields of the merged row. This does not apply to any of the known sub nodes of the node selected.

## THE “APPLY DISCOUNT” CONTROL

You can specify for each macro-product the supplier from whom the equipment was purchased. When you do this, the price of the macro-product may vary if the selected supplier has been previously associated with a custom discount.

In this case, the price will be recalculated based on the discount custom values associated with the selected supplier.

Then:

- in the LUP, select the row or rows of the macro-products to be allocated to a supplier.
- run the control APPLY DISCOUNT from the home menu.
- choose a supplier from among those included in the archive.
- press OK

This association will also occur in the body for all the macro-products in the rows just modified in the LUP.



**To associate the same supplier to all the macro-products in the LUP, simply run the control APPLY DISCOUNT and choose the supplier, without selecting any rows.**

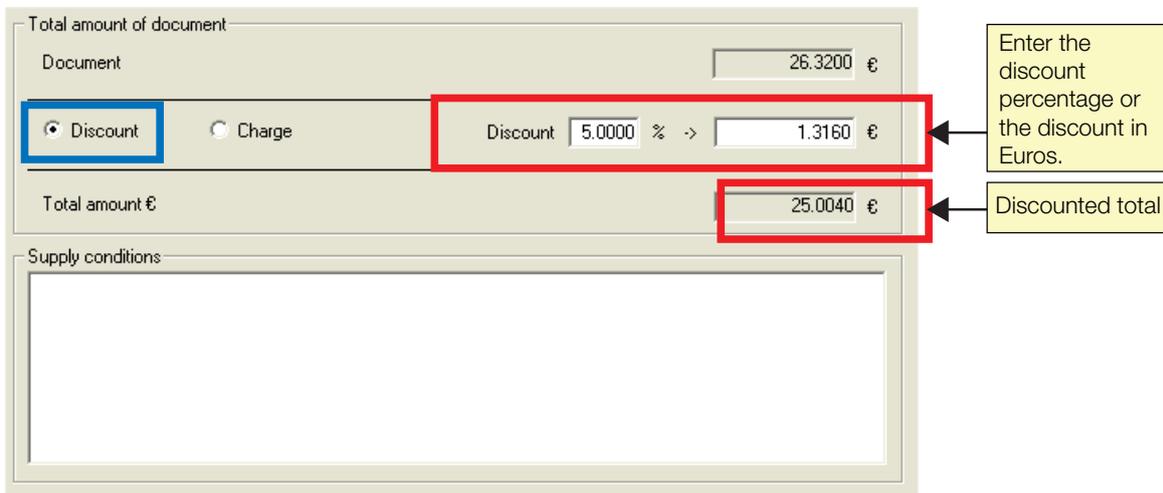


**To apply recharges to the macro-products, it was not necessary to insert a specific control, as each article is provided with a to recharge rate on material and labor, calculated based on the amount and hours of labor used. These values are set directly in the *Macro-product properties window*.**

## TOTAL

This section displays the total of the quote on which to apply a discount or increase.

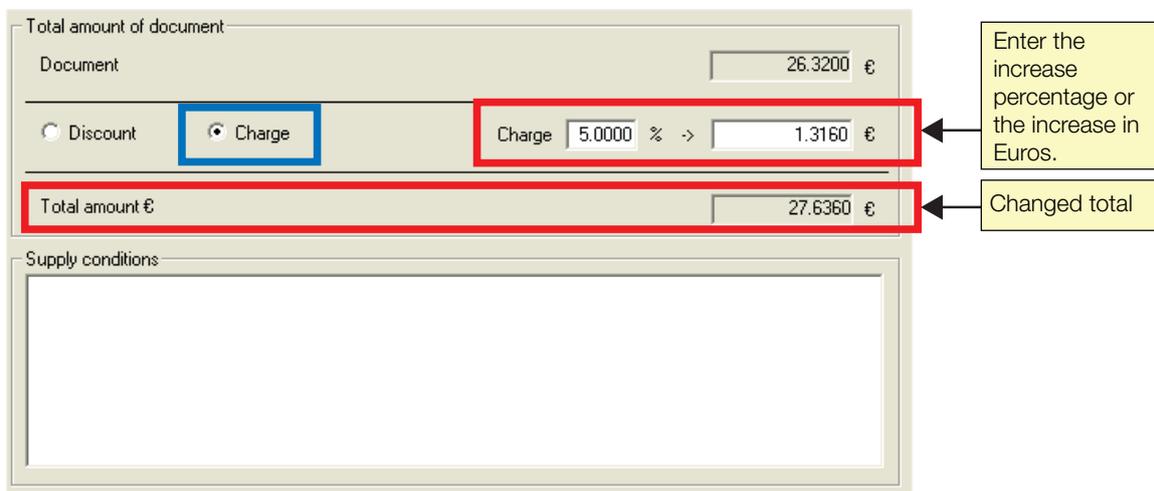
### HOW TO APPLY A DISCOUNT TO THE COUNT TOTAL



The screenshot shows a form titled "Total amount of document". The "Document" field contains "26.3200 €". Below this, there are two radio buttons: "Discount" (selected) and "Charge". To the right of these buttons, there are two input fields: "Discount" with the value "5.0000 %" and an empty field that has been automatically filled with "1.3160 €". Below this, the "Total amount €" field shows "25.0040 €". A "Supply conditions" section is visible below the form. Callout boxes with arrows point to the "Discount" radio button, the "Discount" input fields, and the "Total amount €" field.

- select the option *Discount* .
- type in a percentage discount value or a discount value in euro in the appropriate fields. The empty field is automatically filled based on the value added.

### HOW TO APPLY A RECHARGE TO THE COUNT TOTAL



The screenshot shows a form titled "Total amount of document". The "Document" field contains "26.3200 €". Below this, there are two radio buttons: "Discount" and "Charge" (selected). To the right of these buttons, there are two input fields: "Charge" with the value "5.0000 %" and an empty field that has been automatically filled with "1.3160 €". Below this, the "Total amount €" field shows "27.6360 €". A "Supply conditions" section is visible below the form. Callout boxes with arrows point to the "Charge" radio button, the "Charge" input fields, and the "Total amount €" field.

- select the option *Charge* .
- type in a percentage increase or in the euro in the appropriate fields. The empty field is automatically filled based on the value added.



**When amendments are made to this section, the LUP is not editable.**

---

## OPERATION PERFORMED ON AN OFFER

### HOW TO OPEN AN OFFER

The OPEN control (main menu of the program) allows you to browse folders on your hard disk and open offers created with EASYCAP.

### HOW TO SAVE AN OFFER

The SAVE control (main menu of the program) allows you to save an offer created in the EASYCAP database.

Upon opening the box to save the file, type the name you want to save the file with and select the folder of documents in which to place the document to be saved. The folders to place the files can be created with Windows Explorer.

For each subsequent execution of the control, the saving will take place automatically on the same document.

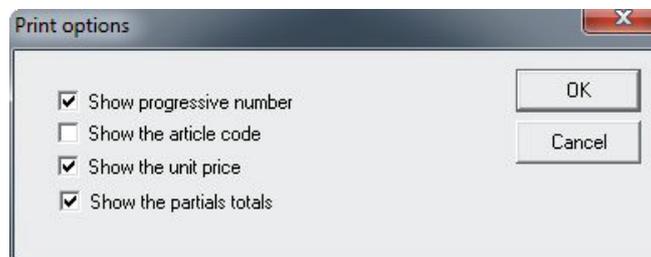
### HOW TO PRINT AN OFFER

The PRINT control, available in the main menu, uses the specific module and it's allows you to print preview:

- a complete offer or list of materials;
- an offer or a list of materials printed by functionality choose;
- an offer or a list of materials printed with total price or details by functionality.



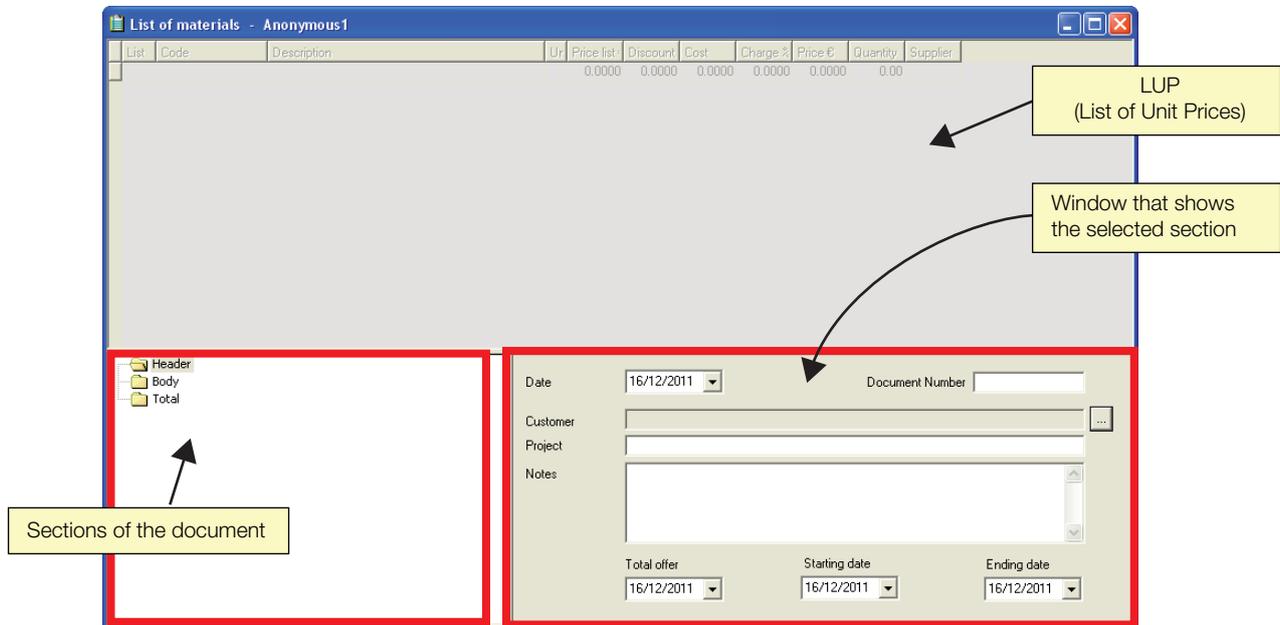
The button *Options* opens a window for the selection of fields to display when printing.



### 4.3 LIST OF MATERIALS

**Control:** LIST OF MATERIALS  
**Menu:** MAIN MENU: NEW

The LIST OF MATERIALS control allows you to create a complete list of article codes and prices of the material used in the intervention described.



The List of materials is divided into 3 sections:

- HEADER** reports information about the recipient of the quote and the subject of the quote itself, i.e. the system to which the document refers.
- BODY** is the actual content of the quote, i.e. the section that lists the information on the macro-products that compose it.
- TOTAL** shows the total quote on which the user has the option of applying any discounts or increases.

#### HEADER

- Date** shows the date the document was created.  
The date inserted automatically is the current, but it can be changed.  
By pressing the "arrow" next to the *Date* field, you can display a small calendar where you can choose a day with a click.
- Document Number** field containing the identification number of the offer.
- Customer** click the *Browse* button and select a customer from those listed.
- Project** a short description of the plant referred to by the document.
- Total offer** indicate the date of expiry of the quote you are creating. By pressing the "arrow" next to The *Total offer* field, you can display a small calendar where you can choose a day with a click.
- Starting date** indicate the planned date for the beginning of work. By pressing the "arrow" next to the *Starting date* field, you can display a small calendar where you can choose a day with a click.
- Ending date** indicate the planned date for the beginning of work. By pressing the "arrow" next to the *Ending date* field, you can display a small calendar where you can choose a day with a click.
- Notes** space devoted to notes or comments about the document.

Date	16/12/2011	Document Number	2011/15
Customer	Customer 1		
Project			
Notes			
Total offer	16/12/2011	Starting date	16/12/2011
		Ending date	16/12/2011

All data in this section can be printed on the cover of the document.  
Although the data available to the user company is not shown in this window, it is still present in the print module.



**When amendments are made to this section, the LUP is not editable.**

## BODY

This section is reserved to the inclusion of articles that make up the List of materials.

- 1) click on the section *Body*.
- 2) open the list of articles.

At this point you can proceed in 2 ways:

- 3a) insert one or more codes into the grid by typing them in the appropriate field, moving the cursor in the subsequent fields they are automatically populated with data of the article corresponding to the code entered, for this to occur the article must be in the archive.  
or
- 3b) directly drag the articles from the List to the body of the List of materials

## HOW TO EDIT THE ARTICLE FIELDS IN THE BODY

- 1) position the cursor on the field to edit
- 2) type in the changes.

### What happens when I edit a code within the Body?

If the code is inserted as an amendment to an existing article in the Article list, the remaining data are automatically replaced with those related to the overwritten article.

At this point the program checks whether the new article inserted (which overwrites the old) is already in the LUP: If it is not, the LUP is updated with new information.

If the code inserted as a change does not correspond to any article listed, the new article is valued at a standard value and automatically added to the LUP.



**The only changes incorporated into the Body, then not changing the *Article properties* window, remain confined to the document to which they refer.**

## CUT

The CUT control stores the selected row or rows that will be deleted during the copy.

## COPY

The COPY control stores the data in the row or rows selected.

## PASTE

The PASTE control returns the previously selected row or rows.

## DELETE

The DELETE control deletes the selected row or rows. Before you do this, the program prompts the user with a warning.

## HOW TO PUT A NOTE IN THE BODY

### A) a footnote is added at the end of the articles list

- 1) position on the last line of the body (which is always empty).
- 2) type in the notes you want in the Description field.

### B) adding a note referring to a particular macro-product

- 1) position on the line next to the macro-product you want to report annotations.
- 2) select it clicking the corresponding gray button.

At this point you can proceed in 2 ways:

- 3a) press the right mouse button to bring up the popup menu and choose **New** to insert a blank row  
or
- 3b) press the **Insert Row** control to insert a blank row.
- 4) type in the notes you want in the Description field.

## HOW TO DIVIDE THE BODY INTO GROUPS AND SUBGROUPS

The management of the sections of the document is by using the tree menu highlighted in red in the figure below. The document, at the time of its creation, has only 3 nodes: Head, Body, Total.

The Body section can be divided into nodes and sub-nodes, which serve to divide the body of the document in different parts.

	<b>Example</b>
	<p>Split the articles needed in the system by referring to the room or apartment in which they are going to be installed.</p> <p><b>BODY</b></p> <ul style="list-style-type: none"> <li>• <b>First floor</b> <ul style="list-style-type: none"> <li>▪ <b>Apartment A</b> <ul style="list-style-type: none"> <li>• Room</li> <li>• Kitchen</li> <li>• Bathroom</li> </ul> </li> <li>▪ <b>Apartment B</b> <ul style="list-style-type: none"> <li>• Room</li> <li>• Kitchen</li> <li>• Bathroom</li> </ul> </li> </ul> </li> <li>• <b>Second floor</b></li> </ul>

To each node and sub node corresponds a body.  
The selection of a node leads to display of the articles contained therein.

## HOW TO CREATE A NEW NODE

The NEW control allows you to create a new node.

- select Body or another node to be reported on the new node.
- click **New**.
- insert the description of the Node.
- click OK to confirm or **Cancel** to exit.

---

## HOW TO DELETE A NODE

The DELETE control deletes the selected node and the respective Body, its sub nodes are also eliminated.

- select the Node to be deleted.
  - press the DELETE icon or the *DEL* key on your keyboard.
- Before you do this, the program prompts the user with a warning.

**NOTE:** *You cannot undo this operation.*

## HOW TO RENAME A NODE

To change the description of a node.

- select a node.
- press the right mouse button to bring up the menu and choose *Rename*.
- type in the new name of the node.

## HOW TO MOVE THE NODES

To move nodes within the body of the document you can follow 2 procedures:

### Mode A

- select a node.
- drag it with the mouse, holding down the left button, above the node to which reference should be made.

### Mode B

- select the node to be moved.
- run the CUT control or CTRL + X on keyboard or popup menu.
- select the node under which the cut node will be moved.
- press PASTE or CTRL+V on keyboard or menu (right mouse button) to paste the node to the desired position.

By moving the nodes in the tree you can also turn a node into a sub-node and vice versa.

## HOW TO COPY THE NODES

- select the node to be copied.
- run the COPY control or CTRL+C on keyboard.
- select the node under which the copied node will be positioned.
- press PASTE or CTRL+V on keyboard to copy the node to the desired position.



**If a node has sub nodes, moving or copying it will also drag all its sub nodes. The sub nodes can be moved or copied anywhere in the tree under the section Body.**

## THE “MERGE” CONTROL

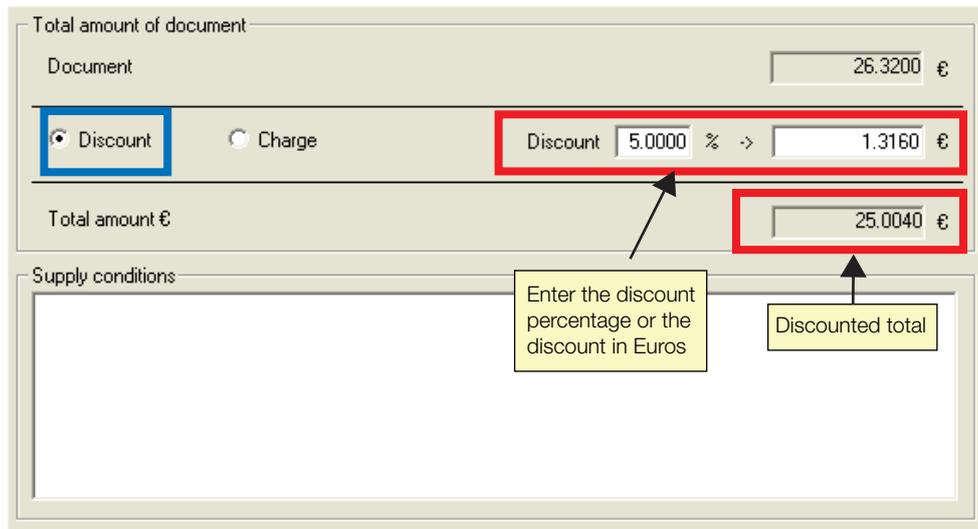
The MERGE control is for reorganizing and simplifying the body of the document within a single node.

Selecting the node of interest and any row of the body, by running MERGE the program merges in a single row all rows that contain the same macro-products. The value of the *Quantity* field of the “resulting” row, is equal to the sum of the *Quantity* fields of the merged row. This does not apply to any of the known sub nodes of the node selected.

## TOTAL

This section displays the total of the quote on which to apply a discount or increase.

## HOW TO APPLY A DISCOUNT TO THE COUNT TOTAL



Total amount of document

Document 26.3200 €

Discount  Charge

Discount 5.0000 % -> 1.3160 €

Total amount € 25.0040 €

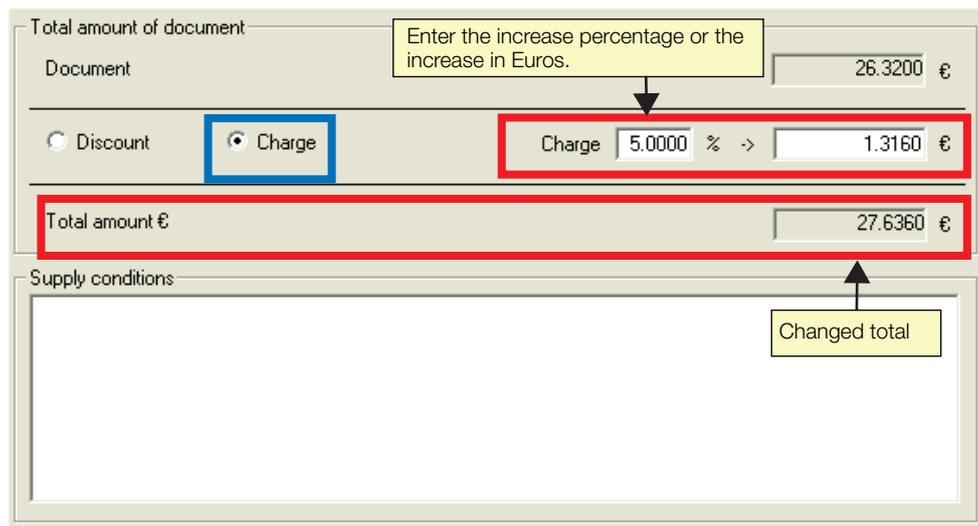
Supply conditions

Enter the discount percentage or the discount in Euros

Discounted total

- select the option *Discount* .
- type in a percentage discount value or a discount value in euro in the appropriate fields. The empty field is automatically filled based on the value added.

## HOW TO APPLY A CHARGE TO THE COUNT TOTAL



Total amount of document

Document 26.3200 €

Discount  Charge

Charge 5.0000 % -> 1.3160 €

Total amount € 27.6360 €

Supply conditions

Enter the increase percentage or the increase in Euros.

Changed total

- select the option *Charge* .
- type in a percentage increase or in the euro in the appropriate fields. The empty field is automatically filled based on the value added.



**When amendments are made to this section, the LUP is not editable.**

## MAIN OPERATION ON LISTS OF MATERIALS

### HOW TO OPEN A LIST OF MATERIALS

The OPEN control (main menu) allows you to open documents created with EASYCAP.

## HOW TO SAVE A LIST OF MATERIALS

The SAVE control (main menu) allows you to save the list created in the EASYCAP database.

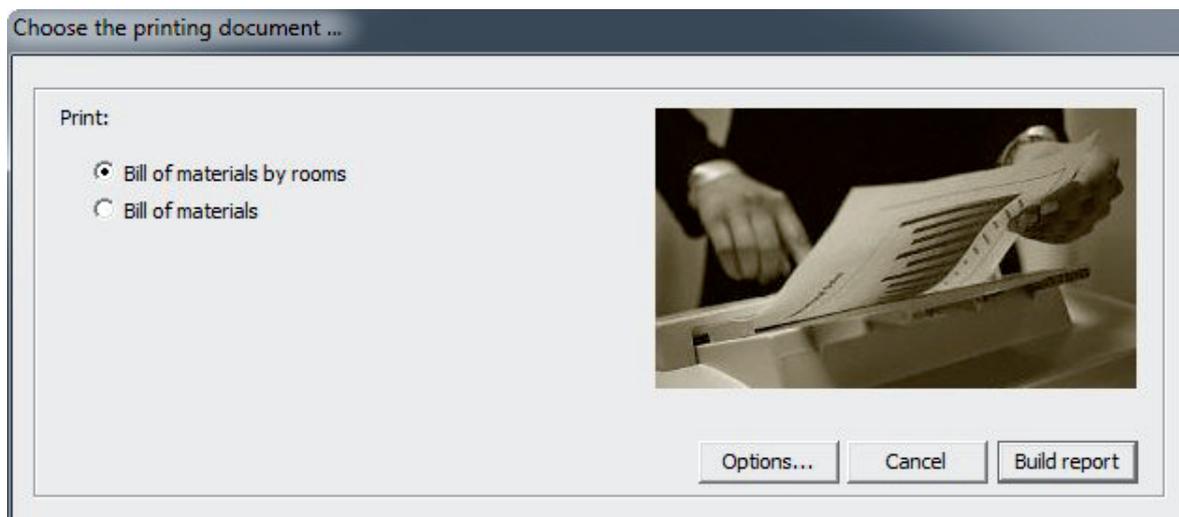
Upon opening the box to save the file, type the name you want to save the file with and select the folder of documents in which to place the document to be saved. The folders to place the files can be created from the interface *Explore documents*.



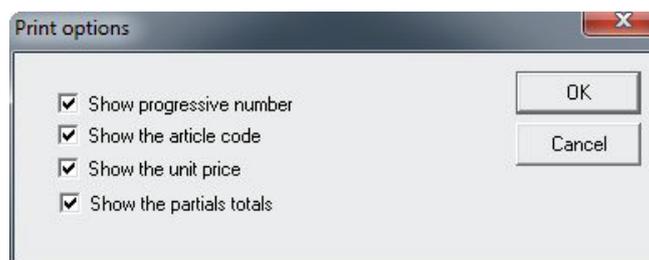
**You cannot save a new document with the same name as one already in the folder where you want to save it. The documents must have different names.**

## HOW TO PRINT A LIST OF MATERIALS

The PRINT control, available in the main menu, uses the specific module and it's allows you to print preview an offer or a list of materials printed by functionality choose.



The button *Options* opens a window for the selection of fields to display when printing.



## HOW TO IMPORT A DOCUMENT

The control IMPORT loads to the an Offer the material from different bills of materials of EasyDraw.

Pressing the IMPORT icon opens the standard box for opening and saving files in Windows: From this pane you can select the file with the extension \*.EPR to be imported into the document.

## HOW TO COPY DATA FROM A DOCUMENT TO ANOTHER

EASYCAP allows you to open multiple documents at once with window mode; this allows the user to exchange data between a document and another. Data exchange takes place using the editing controls discussed earlier (CUT, COPY, PASTE) and simple "drag and drop".



## 5.2 LISTS OF USER ARTICLES

Control USER ARTICLES

Menu: LISTS

The User articles list is managed by an internal structure tree menu, very similar to Windows Explorer, and is widely customizable.

The peculiar differences between user articles lists and METEL list of articles are:

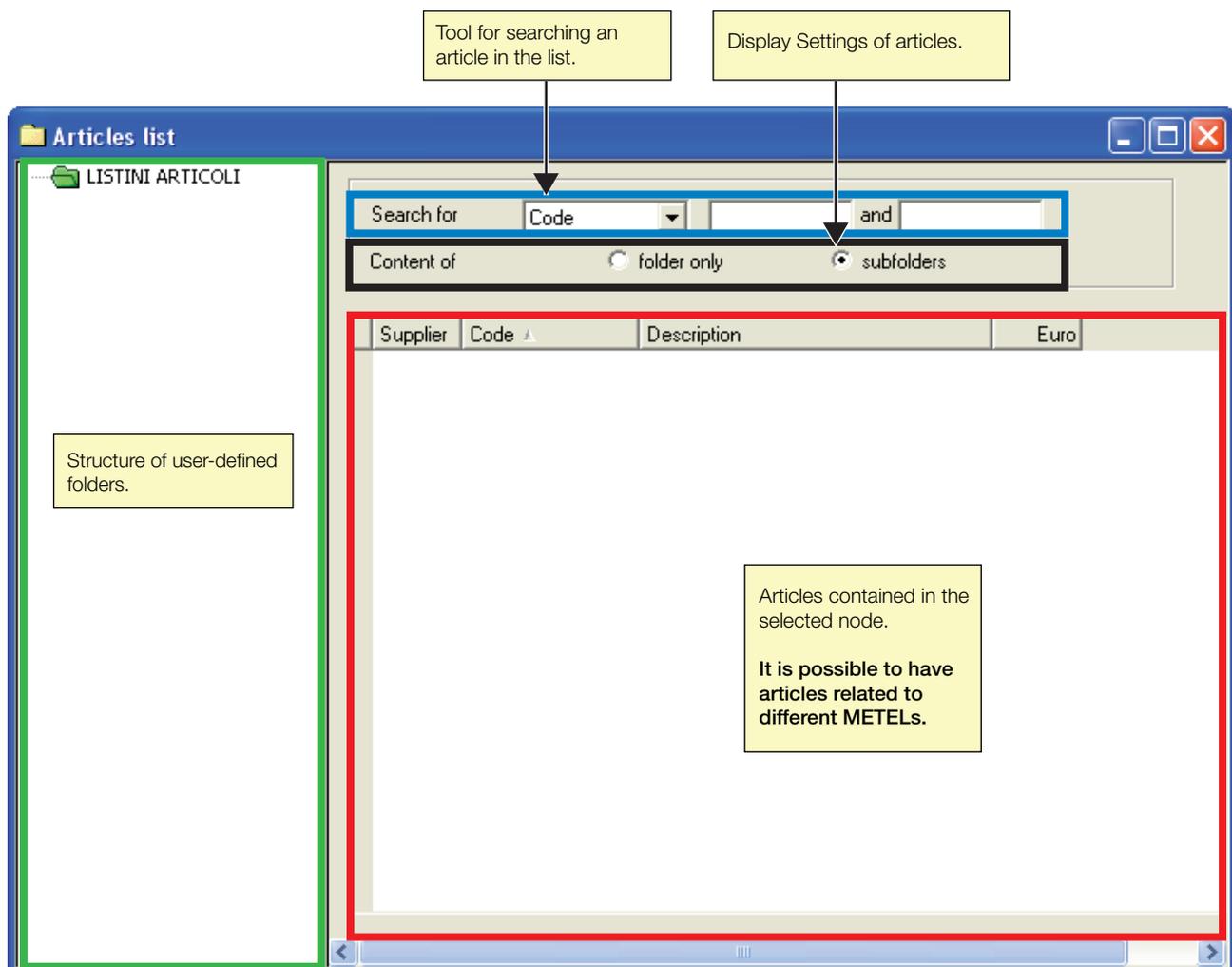
- the structure of the tree is completely free and customizable;
- the articles displayed are only links to the articles found in lists of articles METEL.

The main advantages of this structure are as follows:

- possibility to organize the articles the way you want, creating a small archive and multi-producer for easier management, while maintaining the structure of METEL lists unchanged.
- upgrade pricing is simultaneous in both the manufacturers and internal price lists.
- greater clarity and speed of execution, having separated the manufacturers' price lists from those defined internally.



**For each article in the METEL lists of articles is allowed only one connection (link) in the internal lists.**



Articles list

LISTINI ARTICOLI

Search for Code and

Content of  folder only  subfolders

Supplier	Code	Description	Euro
----------	------	-------------	------

Structure of user-defined folders.

Articles contained in the selected node.  
It is possible to have articles related to different METELS.

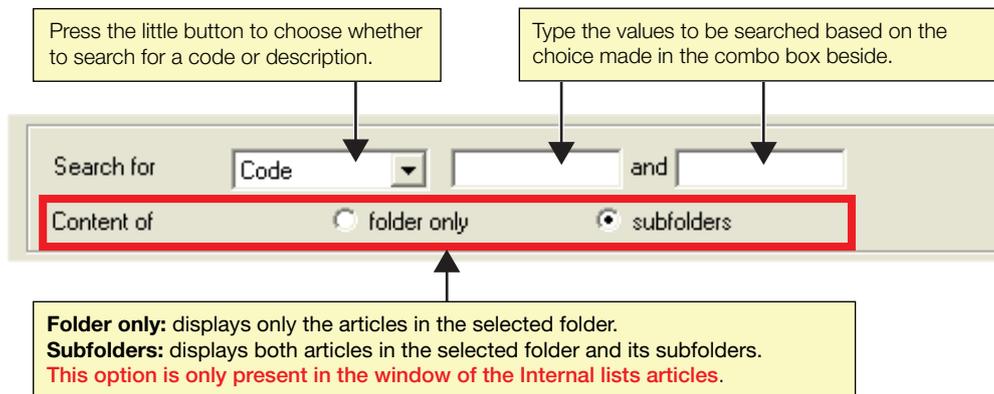
Tool for searching an article in the list.

Display Settings of articles.

Differences between the METEL lists or articles and the Internal lists of articles:

Function	Lists of METEL articles	Lists of user articles
Tree	Fixed structure. The first folder is the same as the manufacturer or supplier.	Dynamic structure with infinite levels, completely defined by the user, without any specific reference to manufacturers or suppliers.
Manufacturers and Suppliers	The first folder is the same as the manufacturer or supplier. Each article in that folder (and subfolders) relate exclusively to the same manufacturer or supplier.	Not applicable. The folders do not refer to any particular manufacturer or supplier.
New manufacturer or supplier	<b>Not allowed.</b> To add a manufacturer or supplier use the control <i>Manufacturers and Suppliers Data / List</i>	Not applicable. The folders do not refer to any particular manufacturer or supplier.
Delete manufacturer or supplier	<b>Not allowed.</b> To delete a manufacturer or supplier use the control <i>Manufacturers and Suppliers Data / List</i>	Not applicable. The folders do not refer to any particular manufacturer or supplier.
New Folder	<b>Not allowed</b>	No limit
Delete Folder	<b>Not allowed</b> (unless it is empty)	No limit
Move Folder	<b>Not allowed</b>	No limit
Articles	Articles imported or created.	There is no article, but only links to the articles to articles found in lists of Manufacturers and Suppliers
New article	It is possible to create new articles. The manufacturer must take the value of the list where it is created.	The article can be created in any folder and referred to any manufacturer or supplier. The article is added to the lists of manufacturers or suppliers, while in the internal list folder there's only an internal link.
Delete article	You can delete articles, that are then removed from the database. The related (if any) link in the internal lists is also removed. <b>This operation cannot be undone.</b>	Eliminating an article in the internal price lists you delete only the link to the article itself, which remains present in the list of manufacturer or supplier. To completely remove an article delete it from the manufacturer or supplier list.
Move article	It is not allowed to move the articles. The only operation permitted is to drag one or more articles from the lists of suppliers or distributors in the internal lists, thus creating a link for each article being dragged.	Assuming any movement between the internal lists of folders is allowed

## MAKE A SEARCH WITHIN THE ARTICLES LIST



If you chose to find a code you can enter two values in the boxes on the side. The same thing happens if you chose to search for a description.

## HOW TO CREATE A NEW NODE (only user articles lists)

The NEW control allows you to create a new node:

- select a node to be reported on the new node;
- click NEW.

The program creates a node named "New", you have to click twice to rename the new node and type the desired name.

The procedure followed is similar to that used to rename files or folders in Windows.

## HOW TO CREATE A NEW ARTICLE

The NEW control allows you to create a new article.

- select a manufacturer or another node to be reported on the new article.
- position the cursor on the right side of the window (the list of reserved articles of the selected node) and click on NEW.
- fill in the *Article properties* window (for details please go to the *Article properties* section).

Click OK to confirm or *Cancel* to exit.

## HOW TO DELETE A NODE OR AN ARTICLE

The DELETE control deletes the selected manufacturer, article. or node.

In the case of the deletion of a manufacturer (only for User articles list), will be deleted all nodes and sub nodes with their respective articles related to that manufacturer.

In the case of the deletion of a node (or sub node) are also deleted its sub nodes with their respective articles.

To do so, select the manufacturer/node/article to delete and press the DELETE icon or the DELETE control from the popup menu.

Before you do this, the program prompts the user with a warning.

**NOTE: You cannot undo this operation.**

## HOW TO RENAME A NEW NODE (only user articles lists)

To rename a node follow this procedure:

- select the node to be renamed.
- click on the node to be able to type the new name or *Rename* from the popup menu.
- type in the new name.

---

## HOW TO EDIT AN ARTICLE

The control PROPERTIES allows you to edit the characteristics of a node/article:

- Select the article to edit.
- Run the control PROPERTIES and change the description of the node/article in the window that appears.
- click **Save** to confirm or **Cancel** to exit.

## HOW TO MOVE NODES (only user articles lists)

### Mode A

- select a node.
- drag it with the mouse, holding down the left button, above the node to which reference should be made.

### Mode B

- select the node to be moved.
- run the CUT control or CTRL+X on keyboard.
- select the node under which the cut node will be moved.
- press PASTE or CTRL+V on keyboard to paste the node to the desired position.

By moving the nodes in the tree you can also turn a node into a sub-node and vice versa.

## HOW TO COPY THE NODES

- select the node to be copied.
- run the COPY control or CTRL+C on keyboard.
- select the node under which the copied node will be positioned.
- press PASTE or CTRL+V on keyboard to copy the node to the desired position.



**If a node has sub nodes, moving or copying it will also drag all its sub nodes.**

## HOW TO MOVE ARTICLES (only user articles lists)

Articles can be moved in any node, whether belonging to the manufacturer of the article or to other producers

### Mode A

- select an article.
- drag it with the mouse, holding down the left button, above the manufacturer or node (of the same manufacturer) to which reference should be made.

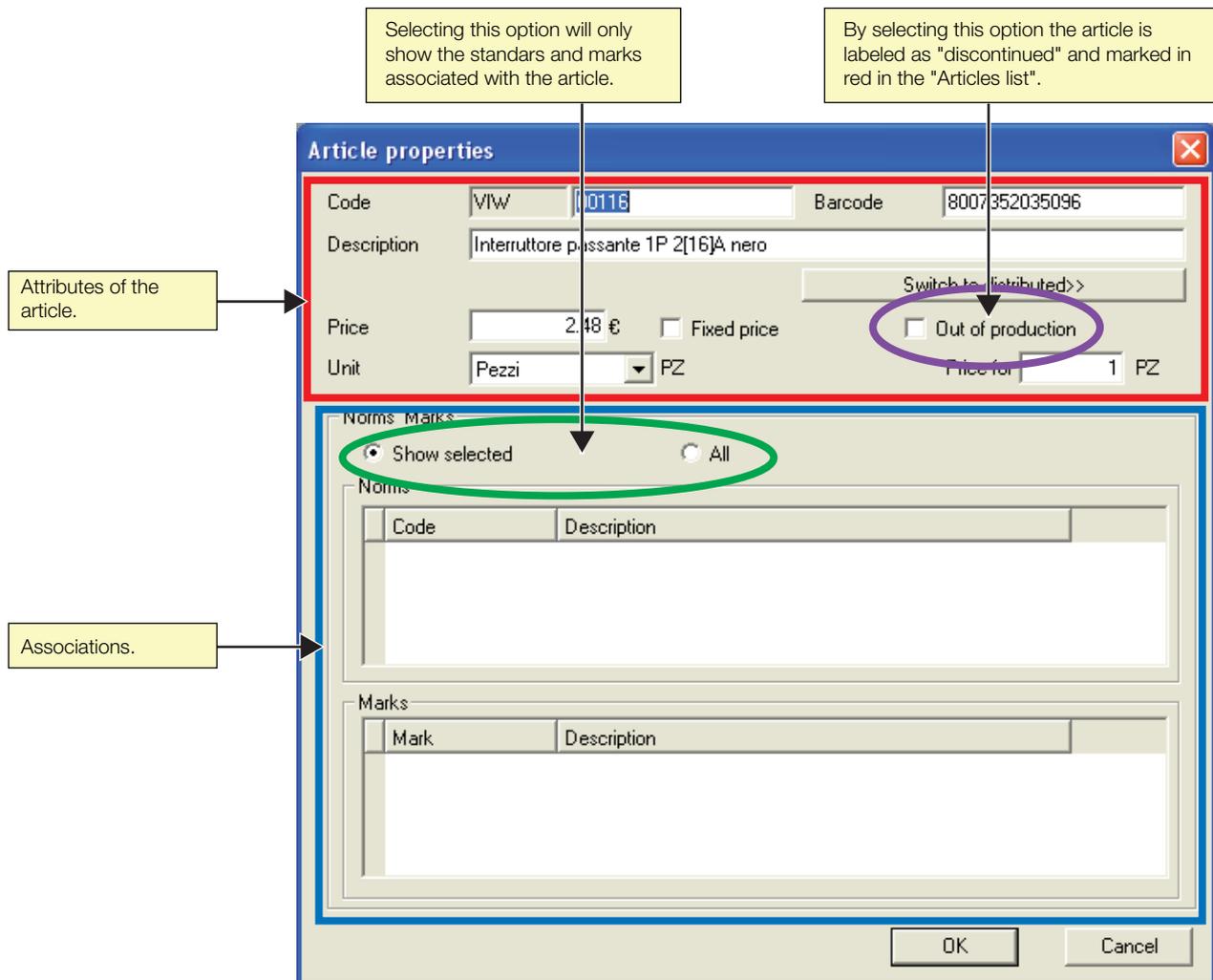
### Mode B

- select the article to be moved.
- run the CUT control or CTRL+X on keyboard.
- select its manufacturer or the node (of the same manufacturer) under which the cut article will be moved.
- press PASTE or CTRL+V on keyboard to paste the article to the desired position.

### 5.3 ARTICLE PROPERTIES

This section allows you to view and edit all the information that characterizes an article.

The window is displayed by selecting the article, by right clicking and choosing *Properties* from the menu. Or with a "double click" on the article name.



#### ► Article attributes

In the *Article attributes* section is all the information that allow us to uniquely identify an article:

- Code** it's the code that identifies the article within the list. The first 3 figures refer to its manufacturer.
- Barcode** universal code that identifies the article.
- Description** provides information about the article.
- Price** price of the article. Alongside this field we find an option that allows the user to specify whether the price is intended as a list price or the agreed price to the customer (free from discounts and recharges).
- Unit** used to set the unit of measurement of the article.
- Out of production** allows to define if the article is currently in production by the manufacturer.
- Price for** says, for what amount of product, the price indicated in the *Price* field is valid:

Example:

if an article has a price of € 2 and the multiplier is equal to 10, only one piece of that article costs 2/10 € or a unit price of € 0.2.

#### ► Norms Marks

The part indicated in the figure as *Associations* is devoted to the determination of the standard followed in the construction of the article and therefore of the brand it represents.

To associate an article to a standard, just select the check next to the standard to be associated with; follow the same procedure to attach the brand to the article.

The standards are defined in *Archives/STANDARDS* to which we refer for more details.

## 5.4 IMPORT AND EXPORT OF PRICE LISTS

### EXPORTING AN ITEMS LIST

**Control** EXPORT  
**Menu:** FILE

The command is used to export the producer/supplier price lists from EASYCAP.

Open the list and select the EXPORT command. Select the path and name of the file to export, then click on **Save**.

### IMPORTING AN ITEMS LIST

**Control** IMPORT  
**Menu:** FILE

The command is used to import the producer/supplier price lists to EASYCAP.

### HOW TO IMPORT ONE OR MORE LISTS

Open the list, click on a folder and select the command File\Import.

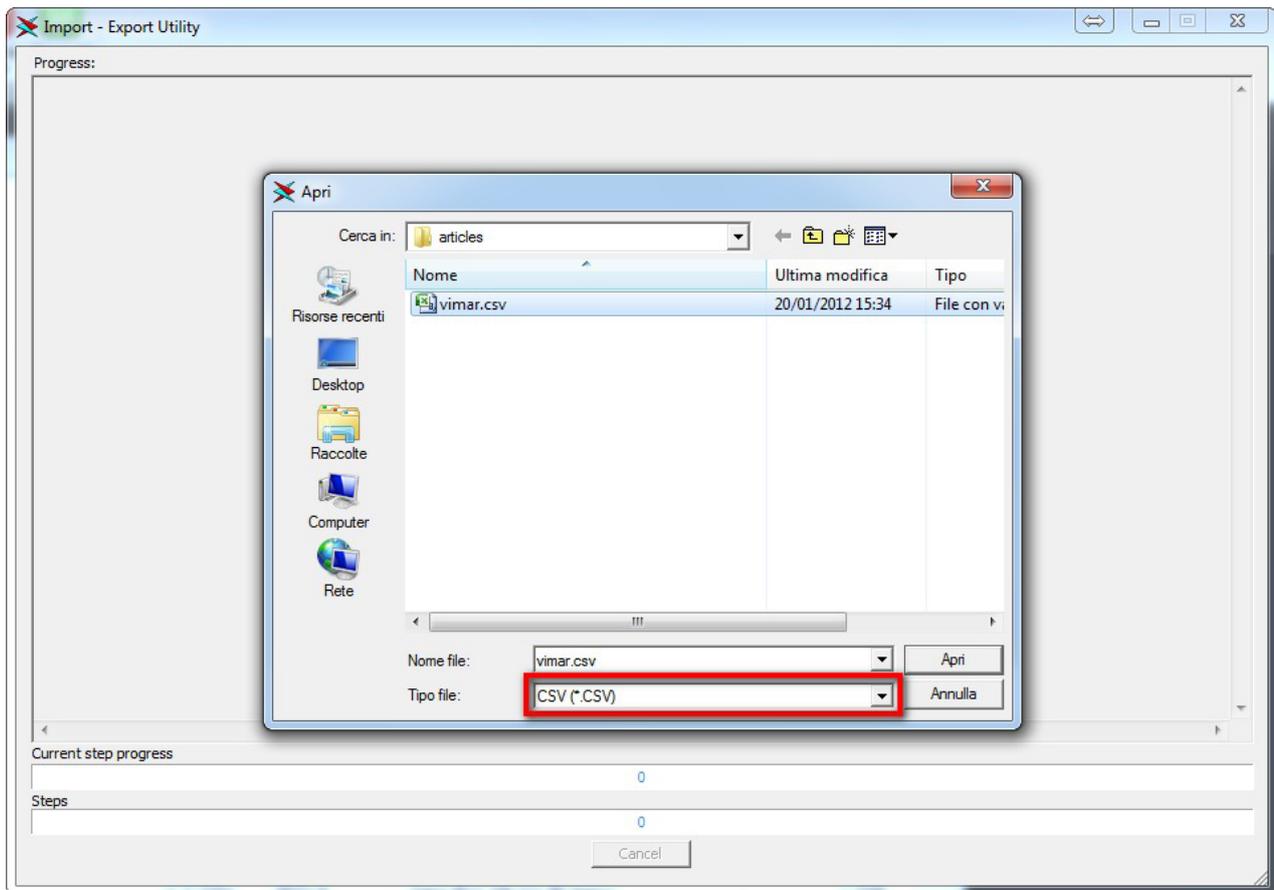
### CSV format (customised list)

To import customised lists, you can use the CSV format. The file must be structured according to precise rules (the first heading row is optional):

- **First row cells:**
  - column A: PAPTEL4
  - column B: producer code (VIW)
  - column C: price list name
  - column K: date of price list in format dd mm yyyy
- **The next rows give the statistics families:**
  - Column A: #
  - Column B: family code
  - Column C: family name
- **Discount families:**
  - Column A: @
  - Column B: family code
  - Column C: family name
- **Items:**
  - Column B: item code
  - Column C: description
  - Column D: price
  - Column E: currency
  - Column F: price multiplier
  - Column G: unit of measure
  - Column H: statistics family code
  - Column I: discount family code
  - Column J: bar code

TYPE	CODE	DESCRIPTION	PRICE	CURRENCY	PRICE MUL	UNIT	FAMILY	FAMILY DI	BARCODE	DATE
PAPTEL4	VIW	Vimar								7062011
#	BDV	Basic devices								
#	PSO	Protected socket outlets								
@	Sp1	Discount1								
	20001	1P 16 AX 250 V~ 1-way switch	6,91	EUR	1	PCE	BDV	Sp1		
	20271	2P+E 10A P11 outlet+C10 CB grey	65,12	EUR	1	PCE	PSO	Sp1		

When the search window appears for the file to import, select PAPTEL (\*.CSV):



### METEL format (Italian standard)

For lists in METEL format, the item information may be divided among more than one file:

- **List:** contains the item code, description and price.
- **Statistics family:** these are the families the products in the catalogue are grouped into.
- **Discount families:** groups other than statistics families that discounts are applied to.
- **Bar codes:** contains the item bar codes.

The import function is able to identify the nature of each file (list or family, etc.), it is therefore sufficient to select even just one of the files which make up a price list and the programme will find the other parts in the same folder.

To enable the import, there must be a "List" file; the items will be imported even if the other files are missing.



Use these keys to select parts of the list which are located in different folders.

The selected lists are listed in the following interface. Using this interface it is possible to:

-  add new price lists (the selection interface will open again)
-  delete previously selected lists



The import can be postponed by selecting the option **Start import on...**: select the date and time the import is to be started. This function is useful for executing imports when you are not using the computer.

**NB: EASYCAP must be left running.**

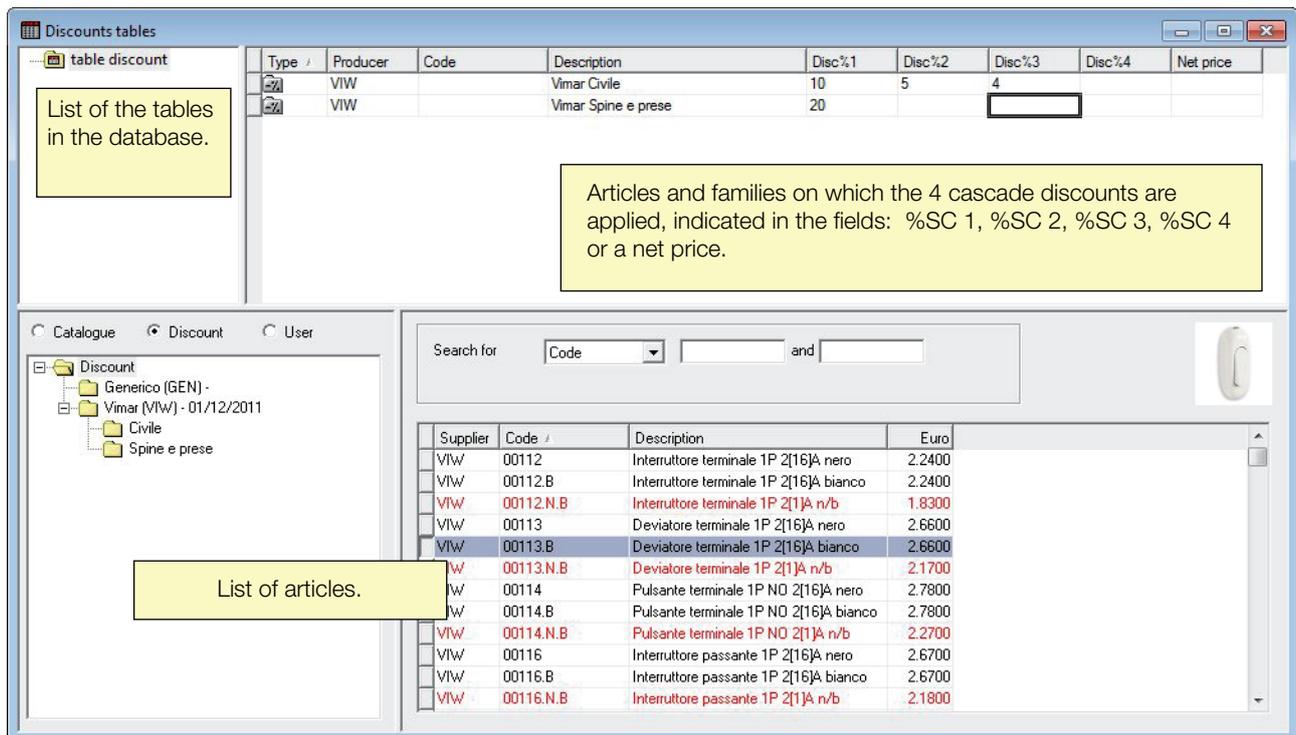
The import function checks that the list you are about to import is the most recent one of those currently present in EASYCAP.

If exactly the same list or a more recent one to the one you wish to import is present in the system, the import underway will be temporarily suspended and you will be asked for confirmation.

By enabling **Ignore warning messages...**, no control will be carried out on the price list versions.

## 5.5 DISCOUNTS TABLES

The discount tables allow you to define the percentage discount on the products, different for each family of articles or single article.



Type	Producer	Code	Description	Disc%1	Disc%2	Disc%3	Disc%4	Net price
VIW	VIW		Vimar Civile	10	5	4		
VIW	VIW		Vimar Spine e prese	20				

Supplier	Code	Description	Euro
VIW	00112	Interruttore terminale 1P 2[16]A nero	2.2400
VIW	00112.B	Interruttore terminale 1P 2[16]A bianco	2.2400
VIW	00112.N.B	Interruttore terminale 1P 2[1]A n/b	1.8300
VIW	00113	Deviatore terminale 1P 2[16]A nero	2.6600
VIW	00113.B	Deviatore terminale 1P 2[16]A bianco	2.6600
VIW	00113.N.B	Deviatore terminale 1P 2[1]A n/b	2.1700
VIW	00114	Pulsante terminale 1P NO 2[16]A nero	2.7800
VIW	00114.B	Pulsante terminale 1P NO 2[16]A bianco	2.7800
VIW	00114.N.B	Pulsante terminale 1P NO 2[1]A n/b	2.2700
VIW	00116	Interruttore passante 1P 2[16]A nero	2.6700
VIW	00116.B	Interruttore passante 1P 2[16]A bianco	2.6700
VIW	00116.N.B	Interruttore passante 1P 2[1]A n/b	2.1800

## CASCADE DISCOUNTS

Up to 4 cascade discounts per family/article are managed.

The cascade discounts are a series of discount percentages that are applied on the result of the previous operation.



### EXAMPLE

Let's see an example of application of cascade discounts:

PRICE = € 10.00

DISCOUNT = 20% + 10%

Here's how the discounted price is calculated:

€ 10.00 - DISCOUNT 20% (i.e. € 2.00) = € 8.00 - DISCOUNT 10% (i.e. € 0.80) = € 7.20 (net price)

## Creating a discount table

To create a new discount table you need to:

- position the cursor on the tree with the names of the tables included;
- run the NEW control on keyboard or popup menu.
- type the name of the table in the row and press **Enter** to confirm.

## Filling a discount table

The discounts can be applied to one of two families of products (GEN or VIW) or single article.

To define the articles to be discounted:

- **to add a family:** double-click the name of the desired family or drag it to the discount table. The correspondence will be included in the DISCOUNTS table as a single line.
- **add an article:** double-click the name of the article (right pane) or drag it to the discounts table. The correspondence will be included in the DISCOUNTS table.

Once the contents of the discount table in question has been define proceed to fill in the value of the fields %SC1, %SC2, %SC3, %SC4 to set the cascade discounts values.

		EXAMPLE							
Tipo	Produttore	Codice	Descrizione	%SC 1	%SC 2	%SC 3	%SC 4	Prezzo netto	
	VIW	01046	Vimar Spina 2P+T 10A 90° nero					1.20	
	VIW	00206	Vimar Spina 2P+T 10A SPA11 90° nero	10					
	VIW	00202	Vimar Spina 2P+T 16A S17 assiale nero	10					
	VIW	00113	Vimar Deviatore terminale 1P 2[16]A nero	10					
	VIW	00114	Vimar Pulsante terminale 1P NO 2[16]A ...	10					
	GEN	FG70H2R24 X 2,5	Generico FG70H2R GOMMA G7 PVC ...	5					
	GEN	0133	Generico Scaldacqua elettrico di capac...	5					

- The discount for the whole JAN family is 5%. Any other discount on the JAN products is handled as an exception to this discount.
- The discount for the whole VIW family is 10%. Any other discount on the VIW products is handled as an exception to this discount.
- Article VIW 01046 has been imposed a net price of € 1.20.

## Deleting a discount table

To delete a discount table you need to:

- double-click the table to delete;
- run the ERASE or DELETE control on popup menu and confirm.

**Before deleting a discount table, the program prompts you to confirm, since, once executed, it cannot be undone.**

## Deleting rows from a discount table

To delete rows from a discount table you need to:

- select the rows to be deleted.
- run the ERASE or DELETE control on popup menu and confirm.

## Renaming a discount table

To rename a new discount table you need to:

- select the table to rename from the list.
- run the RENAME control on the popup menu.
- type the new name of the table and press **Enter** to confirm.

## Editing an existing discount table

To change the data in a discount table already present in the archive you must:

- select the table being modified by double clicking it or run **Edit** from the popup menu;
- move to the right and make the changes, adding or deleting the rows you want.

## Exporting a discounts table

The EXPORT control lets you export a discounts table saving it to a file with the \*.ERDIS extension.

### Importing a discounts table

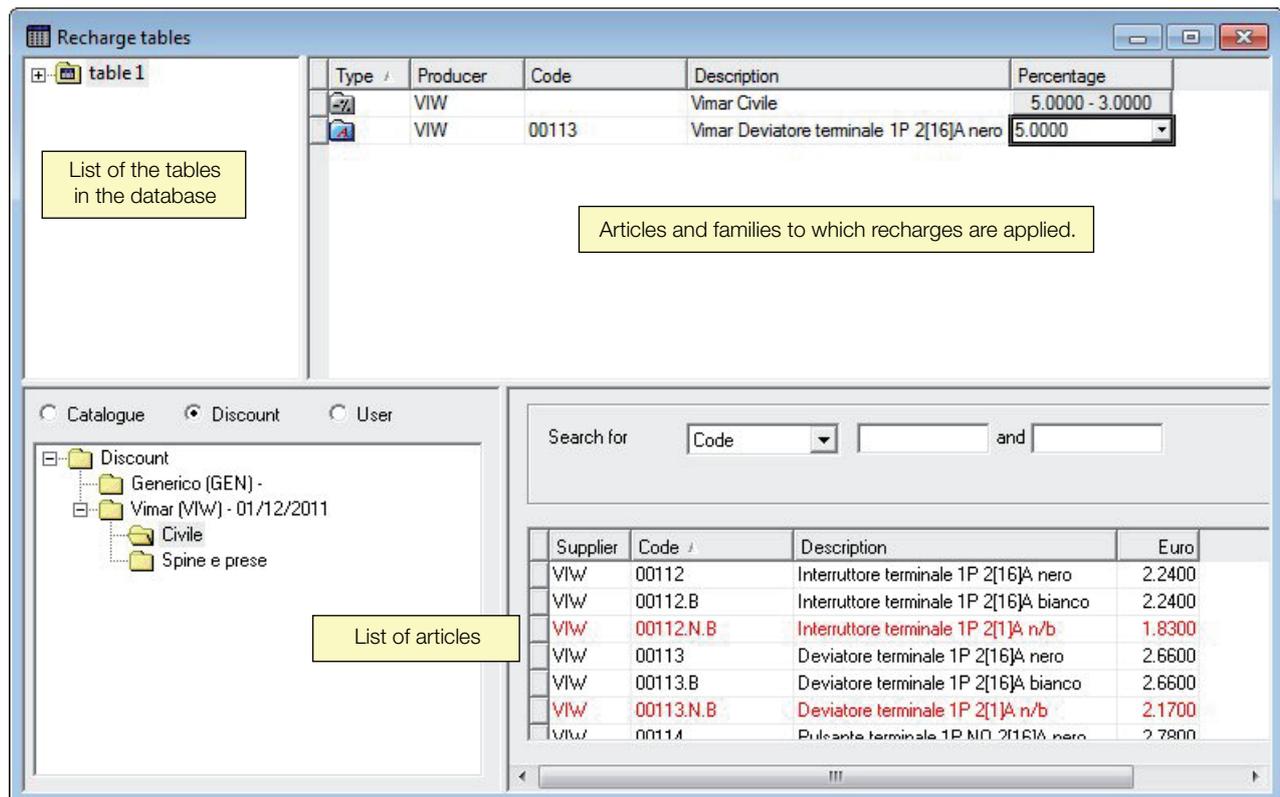
The control lets you import a discounts table saving it to a file with the IMPORT control.

The import file has the \*ERDIS extension.

- run the IMPORT control via the icon or popup menu.
- select the path and table file among those on the list of the Windows dialog;
- press *Open*;
- the table is imported with the name by which it was saved.

## 5.6 RECHARGE TABLES

The recharge tables allow you to define the percentage recharge on the products, different for each family of articles or single article.



The screenshot shows the 'Recharge tables' application window. It features a table with columns: Type, Producer, Code, Description, and Percentage. Below the table is a search bar with a dropdown menu set to 'Code' and two input fields. At the bottom, there is a list of articles with columns: Supplier, Code, Description, and Euro. Annotations in yellow boxes point to specific parts of the interface:

- List of the tables in the database:** Points to the 'table 1' folder in the left sidebar.
- Articles and families to which recharges are applied:** Points to the main table of recharge rules.
- List of articles:** Points to the article list at the bottom of the window.

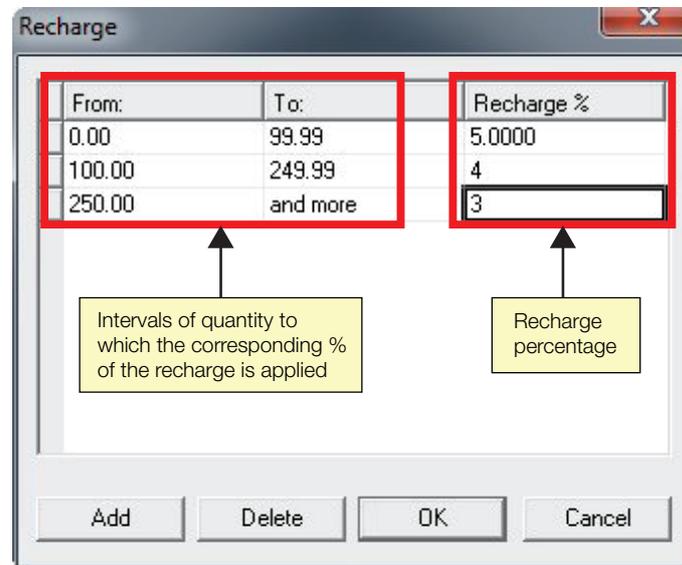
Type	Producer	Code	Description	Percentage
	VIW		Vimar Civile	5.0000 - 3.0000
	VIW	00113	Vimar Deviatore terminale 1P 2[16]A nero	5.0000

Supplier	Code	Description	Euro
VIW	00112	Interruttore terminale 1P 2[16]A nero	2.2400
VIW	00112.B	Interruttore terminale 1P 2[16]A bianco	2.2400
VIW	00112.N.B	Interruttore terminale 1P 2[1]A n/b	1.8300
VIW	00113	Deviatore terminale 1P 2[16]A nero	2.6600
VIW	00113.B	Deviatore terminale 1P 2[16]A bianco	2.6600
VIW	00113.N.B	Deviatore terminale 1P 2[1]A n/b	2.1700
VIW	00114	Pulsante terminale 1P MD 2[16]A nero	2.7800

## RECHARGES BY INTERVALS OF QUANTITY

The recharge percentages are divided by quantity of articles.

The *Recharge* table defines the recharge percentage (divided by quantity of material) referred to the selected article in the table above.



From:	To:	Recharge %
0.00	99.99	5.0000
100.00	249.99	4
250.00	and more	3

Intervals of quantity to which the corresponding % of the recharge is applied

Recharge percentage

Add Delete OK Cancel

In this table, as we shall see later, are defined the quantity intervals to be applied with the percentage of recharge on the material.

The column From is not editable as it is compiled automatically by the program following the completion of the column up to; the column up to: assumes the value previously entered -0.01.

### Creating a recharge table

To create a new recharge table you need to:

- position the cursor on the tree with the names of the tables included;
- run the NEW control via the or popup menu.
- type the name of the table in the row and press *Enter* to confirm.

### Filling a recharge table

The recharges can be applied to one of two families of products (GEN or VIW) or single article.

To define the articles to be recharge:

- **to add a family:** double-click the name of the desired family or drag it to the recharge table. The correspondence will be included in the RECHARGE table as a single line.
- **add an article:** double-click the name of the article (right pane) or drag it to the recharges table. The correspondence will be included in the RECHARGES table.

### Deleting a recharge table

To delete a recharge table you need to:

- double-click the table to delete;
- run the ERASE or DELETE control on popup menu and confirm.

**Before deleting a recharge table, the program prompts you to confirm, since, once executed, it cannot be undone.**

### Deleting rows from a recharge table

To delete rows from a recharge table you need to:

- select the rows to be deleted.
- run the ERASE or DELETE control on popup menu and confirm.

---

### Renaming a recharge table

To rename a new recharge table you need to:

select the table to rename from the list.

- run the RENAME control on the popup menu.

- type the new name of the table and press *Enter* to confirm.

### Editing an existing recharge table

To change the data in a recharge table already present in the archive you must:

select the table being modified by double clicking it or run *Edit* from the popup menu;

move right and double-click the *Percentage* field to change the recharge setting.

### Exporting a recharge table

The EXPORT control lets you export a recharge table saving it to a file with the \*.ERREC extension.

### Importing a recharge table

The control lets you import a recharge table saving it to a file with the IMPORT control.

The import file has the \*ERDIS ERREC.

- run the IMPORT control via the icon or popup menu.

- select the path and table file among those on the list of the Windows dialog;

- press *Open*;

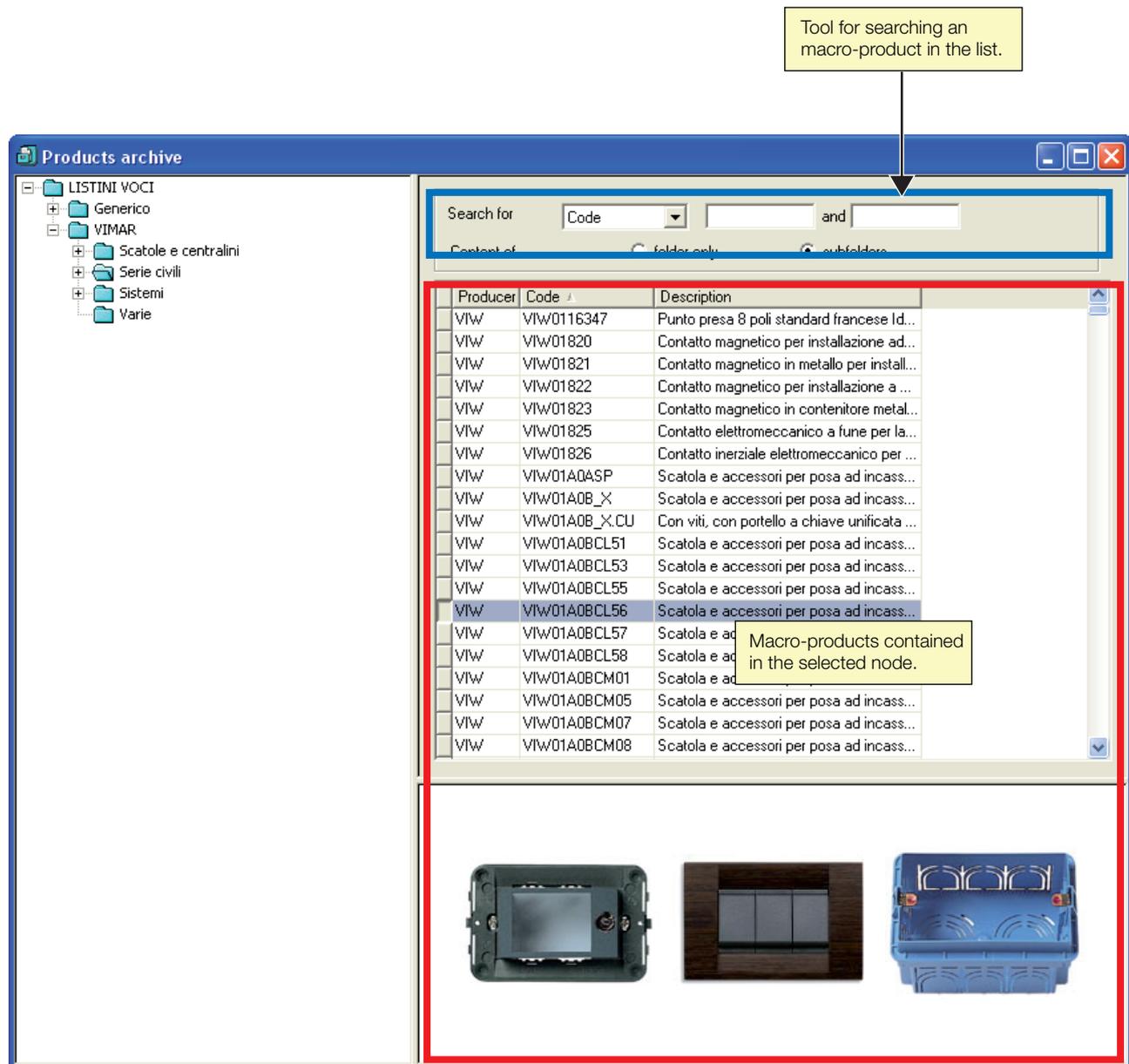
- the table is imported with the name by which it was saved.

## 6. MACRO-PRODUCTS ARCHIVE

### 6.1 MACRO-PRODUCT ARCHIVIE

Control      **MACRO-PRODUCTS**  
 Menu:       **LISTS**

The Macro-products archive is managed by an internal structure tree menu, very similar to Windows Explorer, and is widely customizable.



It is possible to decompose the macro-products archive in an infinite number of nodes and sub nodes to be referred to the various articles.

Macro-products can be moved at will anywhere on the tree by the user.

You can also refer an macro-product only to its manufacturer, without the obligation to create a family of macro-products that contains it.

## MAKE A SEARCH WITHIN THE macro-products ARCHIVE

Press the little button to choose whether to search for a code or description.

Type the values to be searched based on the choice made in the combo box beside.

Search for

Code
▼

and

Content of  folder only  subfolders

If you chose to find a code you can enter two values in the boxes on the side. The same thing happens if you chose to search for a description.



If you enter two values in the same box, both in the case of the code and the description, the program searches only the macro-products that contain the entered values in a row.

## HOW TO CREATE A NEW NODE

The NEW control allows you to create a new node.

- select a node to be reported on the new node.
- click *New*.

The program creates a node named "New", you have to click twice to rename the new node and type the desired name. The procedure followed is similar - to that used to rename files or folders in Windows.

## HOW TO CREATE A NEW MACRO-PRODUCT

The NEW control allows you to create a new macro-product.

- select a node to be reported on the new macro-product.
- position the cursor on the right side of the window (the list of reserved macro-products of the selected node).
- click *New*.
- fill in the *Macro-product properties window* (for details please go to the *Macro-product properties* section).
- click OK to confirm or *Cancel* to exit.

## HOW TO DELETE A NODE OR A MACRO-PRODUCT

The DELETE control deletes the selected node or macro-product.

In the case of the deletion of a node (or sub node) are also deleted its sub nodes with their respective macro-products.

To do so, select the manufacturer/node/article to delete and press the proper icon or the *DEL* key on the keyboard.

Before you do this, the program prompts the user with a warning.

**NOTE: You cannot undo this operation.**

## HOW TO RENAME A NODE

To rename a node follow this procedure:

- select the node to be renamed.
- click on the node to be able to type the new name or choose *RENAME*.
- type in the new name.

## HOW TO EDIT A macro-product

The control PROPERTIES allows you to edit the characteristics of a macro-product:

- select a macro-product.
- Run the control PROPERTIES and change the desired data in the window that appears.
- click *Save* to confirm or *Cancel* to exit.

## HOW TO MOVE THE NODES

### Mode A

- select a node.
- drag it with the mouse, holding down the left button, above the node to which reference should be made.

### Mode B

- select the node to be moved.
- run the CUT control or CTRL+X on keyboard.
- select the node under which the cut node will be moved.
- press PASTE or CTRL+V on keyboard to paste the node to the desired position.

By moving the nodes in the tree you can also turn a node into a sub-node and vice versa.

## HOW TO COPY THE NODES

- select the node to be copied.
- run the COPY control or CTRL+C on keyboard.
- select the node under which the copied node will be positioned.
- press PASTE or CTRL+V on keyboard to copy the node to the desired position.



**If a node has sub nodes, moving or copying it will also drag all its sub nodes.**

## HOW TO MOVE THE MACRO-PRODUCTS

Macro-products can be moved under any node.

### Mode A

- select an macro-product.
- drag it with the mouse, holding down the left button, above the manufacturer or node (of the same manufacturer) to which reference should be made.

### Mode B

- select the macro-product to be moved.
- run the CUT control or CTRL+X on keyboard.
- select its manufacturer or the node (of the same manufacturer) under which the cut article will be moved.
- press PASTE or CTRL+V on keyboard to paste the macro-product to the desired position.

## HOW TO COPY THE MACRO-PRODUCTS

- select the macro-product to be copied.
- run the COPY control or CTRL+C on keyboard.
- select the node or the manufacturer under which the copied macro-product will be positioned.
- press PASTE or CTRL+V on keyboard to copy the macro-product to the desired position.

## IMPORT AND EXPORT OF AN MACRO-PRODUCTS LIST

The IMPORT control can import EASYCAP macro-products lists provided by Vimar.

- open the macro-products archive and select the IMPORT control.
- select the path of the file to import and its name. Then click *Open*.

## HOW TO PRINT THE MACRO-PRODUCTS LIST

The PRINT control (main menu) allows you to print the macro-products list for each node.

Procedure:

- select the node whose list you want to print, from the macro-products list tree.
- run the PRINT control.

## 6.2 MACRO-PRODUCT FEATURES

This section allows you to view all the information that characterizes a macro-product.



The macro-products proposed by the program cannot be modified in their characteristics; however, you can set the labor, the profits of labor and material, and the costs.

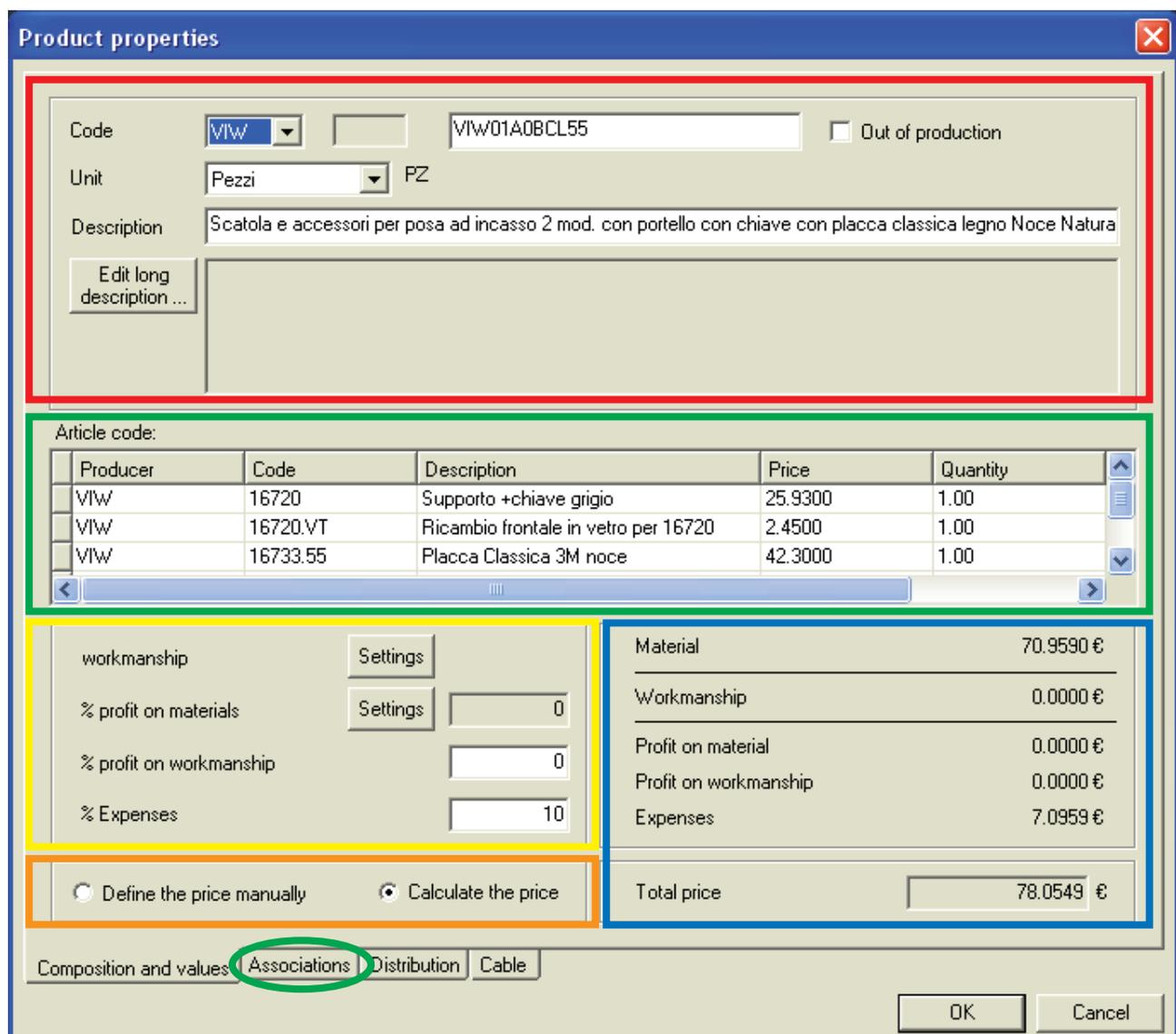
The window is displayed in the following ways:

In the macro-products archive:

- select the macro-product and open the menu by right-clicking it.
- select the *Properties* option.

## DEFINITIONS AND VALUES

In this panel you can set all the information that determines the cost of an offer macro-product.



**Product properties**

Code: VIW    Unit: Pezzi    Description: Scatola e accessori per posa ad incasso 2 mod. con portello con chiave con placca classica legno Noce Natura

Article code:

Producer	Code	Description	Price	Quantity
VIW	16720	Supporto +chiave grigio	25.9300	1.00
VIW	16720.VT	Ricambio frontale in vetro per 16720	2.4500	1.00
VIW	16733.55	Placca Classica 3M noce	42.3000	1.00

workmanship    Settings

% profit on materials    Settings    0

% profit on workmanship    0

% Expenses    10

Define the price manually     Calculate the price

Material: 70.9590 €  
 Workmanship: 0.0000 €  
 Profit on material: 0.0000 €  
 Profit on workmanship: 0.0000 €  
 Expenses: 7.0959 €  
 Total price: 78.0549 €

Composition and values    **Associations**    Distribution    Cable

OK    Cancel

- ▶ Identification of macro-product
- ▶ Articles that make up the macro-product
- ▶ Setting of labor, profits and expenses
- ▶ Definition of price
- ▶ Definition of the method of imputation of the price
- ▶ IDENTIFICATION OF MACRO-PRODUCT

<b>Code</b>	it's the code that identifies the macro-product within the list. The first 3 digits of the code indicate the manufacturer of the macro-product itself.
<b>Description</b>	it's the actual name of the macro-product.
<b>Edit long description</b>	it's the detailed description of the macro-product.

## ▶ ARTICLES THAT MAKE UP THE MACRO-PRODUCT

The articles that make up the macro-product may be included in the table by two procedures:

### Mode 1

- A1) open the list of articles.
- A2) select the article to be included in the macro-product.
- A3) drag the selected article to the table.
- A4) press enter to change any quantity.

### Mode 2

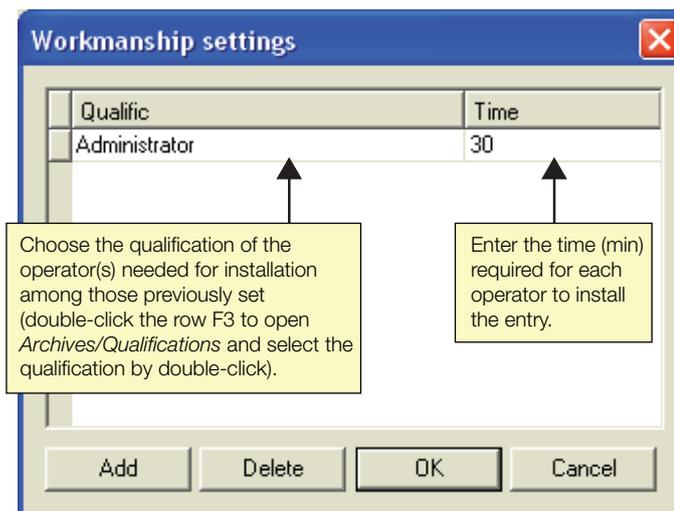
- B1) position the cursor in the list field of the row to insert the article.
- B2) type the list and code of the article to be inserted.
- B3) press enter to change any quantity.

If the added article is on the list, moving the cursor after entering the code, the following fields are automatically populated.

If the article is not on the list, the program warns the user. If you want to insert this article all the same must also fill out all fields in the row.

## ▶ SETTING OF LABOR, PROFITS AND EXPENSES

**Workmanship** to set the labor for the installation of the article, you must press the Properties button located next to the Qualific label.



The data included in this table determine the labor cost of the article.

The program multiplies the hourly cost of each operator qualification required for the installation by the time spent, then it adds up the total cost of the performance of each operator to determine the total cost of labor.

The hourly cost of each class of operator is defined in the Archives/Qualifications section to which we refer you.

**% Profit on materials** to set the percentage of profit on the material, you must hold down the *Properties* button located next to the tag *Profit %/ material contingencies* as shown in the figure.

**Profit on material** [X]

From:	To:	Profit %
0.00	6.00	15.0000
6.01	10.00	0.0000
10.01	and more	0.0000

↑ Intervals of quantity to which the corresponding % of the recharge is applied.

↑ Recharge percentage.

Add Delete OK Cancel

In this table are defined the quantity intervals to be applied with the percentage of recharge on the material. The column *From* is not editable as it is compiled automatically by the program

	<b>Example</b>
--	----------------

From	To	Recharge
0	5	10%
6	12	8%
13	over	5%

- ▶ Automatically entered by EASYCAP
- ▶ Entered by the user

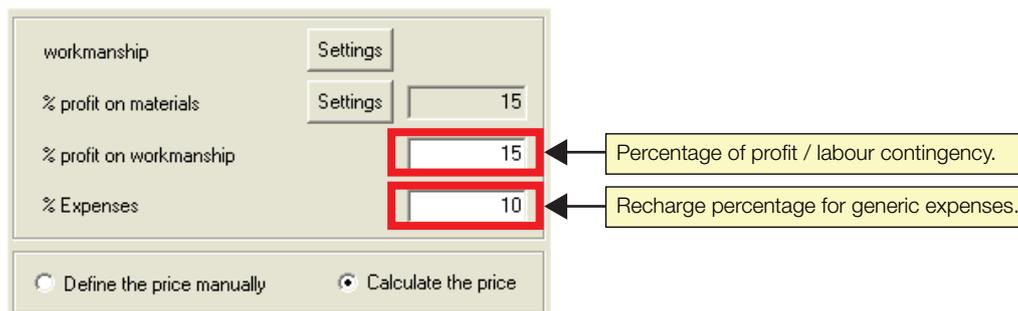
The table defines the following quantities of amounts:  
 amounts from 0 to 5 | apply a recharge amount of 10%  
 amounts from 6 to 12 | apply a recharge amount of 8%  
 amounts from 13 onwards | apply a recharge amount of 5%

The value of the recharge on the material of the individual macro-product (voice number 1) is 10%.  
 If in the offer is placed a quantity 7 of the article in question is entered, the corresponding recharge rate is applied, that is the one defined in the 2nd interval (6 to 12) which has a value of 8%.

### % Profit on workmanship

enter a percentage of profit on labor:

- 1) click the editable checkbox next to % Profit/ labor contingency.
- 2) type the percentage of costs to apply.



### % Expenses

enter a percentage of expenditure to be applied to the sum of the values of material and labor.

- 1) click the editable checkbox next to % jan expenses.
- 2) type the percentage of costs to apply.

## ▶ DEFINITION OF THE METHOD OF IMPUTATION OF THE PRICE

In this section of the window you can choose if the price of the macro-product should be calculated (based on: price of the equipment required, cost of labor employed, any profit or contingencies of material and labor, and costs), or manually entered by the user .

The total macro-product was calculated taking into account the partial amounts of material and labor, and settings included in the blue box.

## ▶ DEFINITION OF PRICE

The price is calculated using the following formula:

$$\text{Material} = (\text{list pr, article1} \times \text{qty}) + (\text{list pr, article2} \times \text{qty}) + \dots + (\text{list pr, article N} \times \text{qty})$$

	<b>Example</b>
---	----------------

	<p>The macro-product also includes</p> <p>Article 1 → quantity 1 → price € 2.00 each.</p> <p>Article 2 → quantity 2 → price € 4.00 each.</p> <p>Then:</p> <p>material = (2.00 € x 1) + (4.00€ x 2)= <b>€ 10.00</b></p>
--	--

**Labor** = (hourly pr op.1 x installation time) + (hourly pr op.1 x installation time) +.....  
 +(hourly pr op.N x installation time).

	<b>Example</b>
	<p>In the table for setting the labor 2 operators with their working time have been previously entered to the installation of article:          Apprendista 30 min.          Skilled worker 45 min.          Hypothetically, let us assume that the apprentice has an hourly wage of € 6.00, and the skilled worker has an hourly wage of € 12.00.          Then:</p> <p>Apprentice labor cost = (€ 6.00/ 60) x 30 = € 3.00</p> <p style="margin-left: 150px;">└───┬───┘                  └───┬───&gt; Cost per minute</p> <p>Skilled labor cost = (€ 12.00/ 60) x 45 = € 9.00</p> <p style="margin-left: 150px;">└───┬───┘                  └───┬───&gt; Cost per minute</p> <p>Total labor cost = € 3.00 + 9.00 = <b>€ 12.00</b></p>

**Material profit** = material x useful material % ( at q.ty 1)

In the definition of the price realized in the *Macro-product characteristics*, is used the percentage of profit on the material corresponding to the quantity 1 set in *Table Setting the material profit*.

This is because *Macro-product characteristics* defines the unit price of the macro-product.

	<b>Example</b>
	<p>The table for setting Labor profit .has been set, for amounts equal to 1 (range of quantities from 1 to 5) a recharge of 10%          So, if the value of the material of the macro-product is € 10.00 the return on the material is equal to <b>€ 1.00</b> for quantities 1. Material = (€ 2.00 x 1) + (€ 4.00 x 2) = <b>€ 10.00</b></p>

**Labor profit** = labor% x labor profit (for total hours of work).

	<b>Example</b>
	<p>This article requires a considered intervention of 75 minutes (30 for the apprentice and 45 for the skilled worker), then 1:15 hours. The percentage of profit to apply is therefore that of the hourly range from 1 to 5 hours and that has value 15%.          The cost of labor is found to be € 12.00, then the value of return on labor is 15% of € 12.00 i.e. <b>€ 1.80</b>.</p>

**Expenses** = (labor+material) x expenses %.

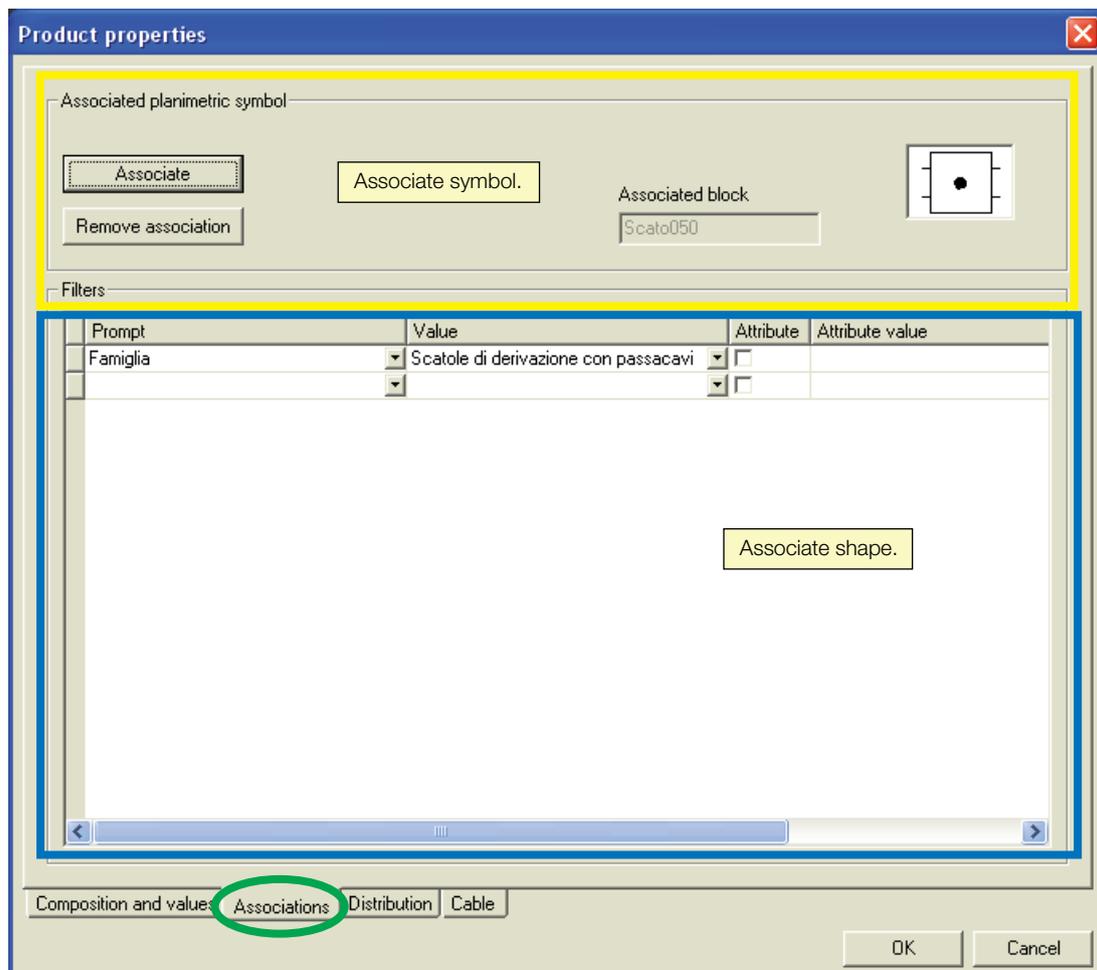
	<b>Example</b>
	<p>The expenses percentage of the examined macro-product was set at 15%, then the sum of material (€ 10.00) and labor (€ 12.00) is € 22.00, the cost is 15% of 22.00 € i.e. <b>€ 3.30</b>.</p>

### Macro-product total

It is now possible to assign a price to the macro-product that is equal to:

material + labor + material profit + labor profits + costs =  
 € 10.00 + € 12.00 + € 1.00 + € 1.80 + € 3.30= € 28.10

### ASSOCIATIONS

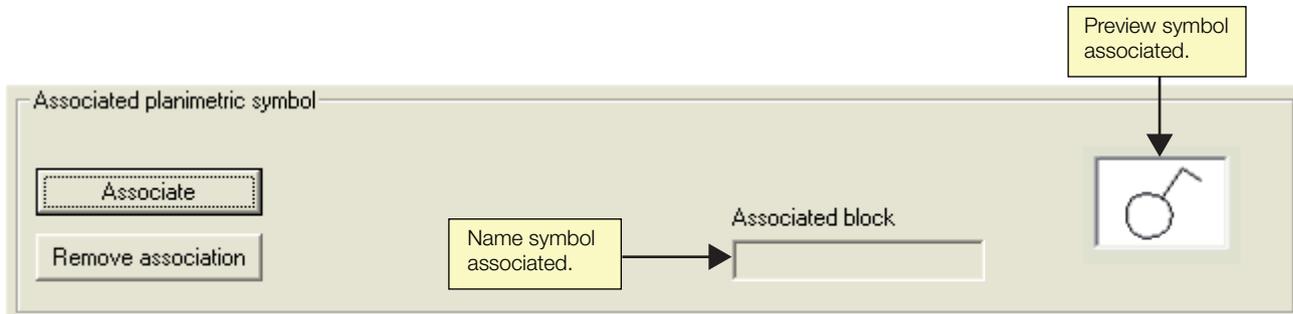


- ▶ Associated planimetric symbol
- ▶ Macro-product filters

## ► Associate a planimetric symbol to the macro-product

To associate a power symbol to the macro-product so that it can be represented by a plan processed with EasyDraw, follow this procedure:

- 1) press *Associate* to open the file selection
- 2) choose the file that contains the symbol to be associated in the path: select the folder
- 3) select a file and press OK.



To remove the association, simply press the *Remove association* button located under *Associate*.



**The association of the planimetric symbol with the macro-product is used by EasyDraw to filter the equipment to be included in the drawing. Each planimetric symbol can correspond to different macro-products, then selecting a symbol in EasyDraw the program will provide a list of macro-products associated with the symbol.**

## ► Macro-product filters

The macro-product may be associated with the search filters. The search filters associated are used by the technical data archive to search the articles with similar characteristics within the same manufacturer (see *Searching within Technical Data*).

	<b>Example</b>
	<p>Suppose that the article in question is a capacitor called Alpha by manufacturer XXX. Let us attribute (through the association of the filter) to Alpha a reactive power of 100KVAR. When you perform a search within the technical data Archive, for capacitors produced by XXX with 100KVAR reactive power, the results will also display Alpha.</p>

The explanation of how to search the *technical data archive* is listed under *Technical Data Archive*.

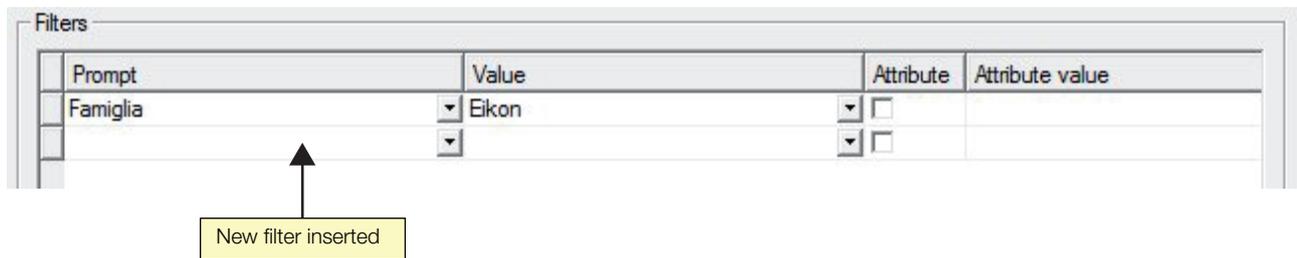
### How to associate a filter to the macro-product

#### A) Filter already in the list

- 1) position the cursor on the menu where to set the desired filter.
- 2) open the menu and select the desired filter among those listed.

## B) New Filter

- 1) position the cursor on the menu where to enter the filter and click
- 2) type in the name of the desired filter.



The new filter is saved before clicking OK in *Macro-products properties*. After reopening the macro-product, browsing the menu, the new filter will appear among the listed filters.

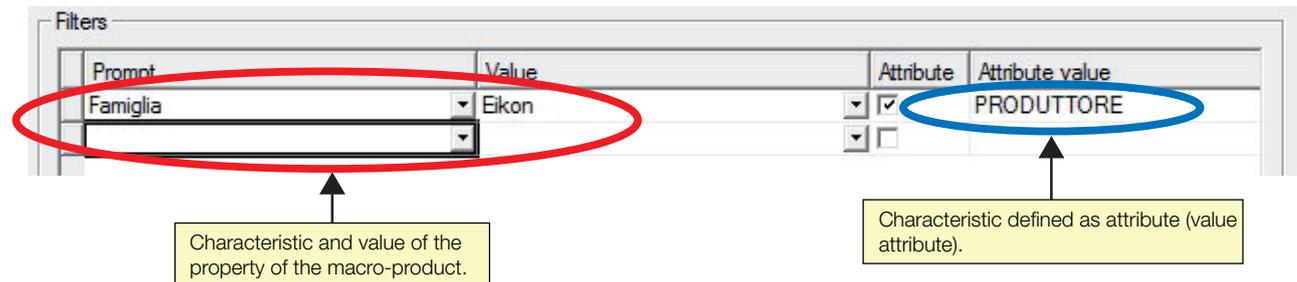
## Associate attributes with the macro-product

An attribute is a characteristic of the macro-product, the value of which is shown alongside the schematic symbol that represents the macro-product in the EasyDraw drawing.

### How to associate an attribute with the macro-product

#### A) Attribute already in the list

- 1) determine the characteristic of the macro-product in the filter choosing it among those proposed by the program.
- 2) determine the value of the property in the menu on the side.
- 3) check *Attribute* next to the value of the property.
- 4) the next field will be automatically populated with the attribute value corresponding to the characteristic and the value selected.



#### B) New Attribute

- 1) type in a custom feature (filter) and the respective value.
- 2) check *Attribute*.

3) move to the column "Attribute Value" to enter the name of the attribute corresponding to the custom filter.

The new attribute is automatically saved: browsing the menu, the new attribute will appear among the attributes listed.

### From filter to Attribute

Once you have defined a filter to search the associated macro-product in the technical data archive search, it may be helpful to change the search criteria in a real attribute of the macro-product.

You can then use the filter feature as an attribute to be included in drawings created by EasyDraw.

To convert a filter into an attribute simply check *Attribute* located next to each filter and, if the filter to be transformed was chosen from one of those proposed by EASYCAP, also the field corresponding to the attribute name is automatically filled.

The filter is converted into an attribute using the conversion table shown below:

<i>Parola chiave nel filtro</i>	<i>Sigla componente</i>	<i>Nome attributo compilato</i>
In=	-QD;-QF;-QS	I IN
Icc=	-QD;-QF;-QS	I ICU
Curva	-QD;-QF;-QS	I ICU
Tipo=	-QD;-QF;-QS	I TIPO
Poli=	-QD;-QF;-QS	I POLI
Id=	-QD;-QF;-QS	I IDN
Tipo=	-FU	F TIPO
In=	-FU	F PORTATA
Serie=	-KM;-KA;-KT	C TIPO
Pn=	-KM;-KA;-KT	C PN
In=	-KM;-KA;-KT	C IN
Tipo=	-PA	AMP
Tipo=	-PV	VOLT
Tipo=	-TA;TV;-TM	TRASF
Serie=	-FR	F TIPO
In=	-FR	F TARA

The program will search the keywords in the first column within each filter to transform into an attribute.

The translation from filter to attribute is also dependent on the macro-product group (see *Technical Data* section).



**The filters that do not contain the keywords shown in the table are not automatically transformed into attributes; for these filters the procedure of inserting a new attribute must be followed (see How to associate an attribute).**

### DISTRIBUTION

This sheet allows you to define the distribution characteristics of the article in question.

This data is used in the execution of the control "Distribution" from EasyDraw.

The compilation of this sheet is not mandatory.

**Product properties** ✕

**Shape**

Pipe

**Trunking**

**Composition**

Length:  [m]

Characteristic:

---

**Pipe**

Internal diameter:  [mm]

---

**Trunking**

**External dimensions**

H:  [mm]

L:  [mm]

**Internal sections**

Number:

Nu...	Se...
1	0
2	0

---

**Installations types**

Da incasso

A parete

Interrato

Sospeso

A pavimento

Bordomacchina

Sottopavimento

A soffitto

Guaina

---

Composition and values
Associations
Distribution
Cable

Choose first whether the distribution macro-product takes place through a tube or channel.

For both options you must indicate the size of the tube or channel (size of the pieces on the market (rods)) and the characteristic, among those proposed.

#### A) Attribute already in the list

Selecting *Tube*, the whole lower part on the definition of the characteristics of the channel remains disabled.

**Product properties** ✕

**Shape**

Pipe

Trunking

**Composition**

Length:  [m]

Characteristic:

**Pipe**

Internal diameter:  [mm] Enter the inside diameter of the tube in millimeters.

**Trunking**

**External dimensions**

H:  [mm]

L:  [mm]

**Internal sections**

Number:

Num	Sect
1	0
2	0

Choose the types of tube installation  
Eg.: wall, ceiling, floor recessed.

**Installations types**

Da incasso

A parete

Interrato

Sospeso

A pavimento

Bordomacchina

Sottopavimento

A soffitto

Guaina

Composition and values

Associations

Distribution

Cable

**B) Channel**

Selecting "Channel", the top part related to the Tube remains disabled:

**Product properties** ✕

**Shape**

Pipe

Trunking

Internal diameter

**Composition**

Length  [m]

Characteristic

Type the external dimensions of the channel in millimeters.

Enter the number of compartments inside the channel and set the table next to the area of each section in square millimeters.

**Trunking**

**External dimensions**

H  [mm]

L  [mm]

**Internal sections**

Number:

Number	Section [mm <sup>2</sup> ]
1	50
2	50

**Installations types**

Da incasso

Sospeso

Sottopavimento

A parete

A pavimento

A soffitto

Guaina

Choose the types of tube installation among those proposed  
Eg.: Wall, ceiling, floor recessed.

Composition and values

Association

Distribution

Cable

OK Cancel

## CABLE

This sheet allows you to define the characteristics of cable macro-products.  
The compilation of this sheet is not mandatory.

Data referred to the section and thickness of the cable.

Enter the data on the type of cable using the fields provided.

**Product properties** ✖

Data

Label: <input type="text" value="FG7M1"/>	Shielded: <input type="checkbox"/>
Conductor: <input type="text" value="Cu"/>	External diameter: <input type="text" value="17.30"/> mm
Insulant: <input type="text" value="Compound termopl"/>	Minimal radius: <input type="text" value="69.20"/> mm
Coat: <input type="text" value="PVC TM3"/>	Weight: <input type="text" value="740.00"/> kg/km
Uo/U: <input type="text" value="60"/> / <input type="text" value="1000"/>	Formation: <input type="text" value="1 x 70"/>

Poles	Qty: <input type="text" value="1"/>	Section: <input type="text" value="70.00"/> mm <sup>2</sup>	Maximal diameter of conductor: <input type="text" value="1.13"/> mm
L: <input checked="" type="checkbox"/>		<input type="text"/> mm <sup>2</sup>	Thickness:
N: <input type="checkbox"/>		<input type="text"/> mm <sup>2</sup>	
PE: <input type="checkbox"/>		<input type="text"/> mm <sup>2</sup>	
Total: <input type="text" value="1"/>			Insulant: <input type="text" value="11.00"/> mm
			Coat: <input type="text" value="14.00"/> mm

Type: <input type="text" value="Energetic"/>	Standard: <input type="text" value="Nero"/>
--	---

Characteristics

- Not propagating flames
- Not propagating burning
- Fire resistant
- Producing toxic gas
- Producing corrosive gas
- Producing smoke



Composition and values   Associations   Distribution   Cable

OK   Cancel

- ▶ You can define the characteristics of the cables by completing the boxes.
- ▶ Type the values referred to the thickness and the section of cable.
- ▶ Select the characteristic properties of the cables.

## HOW TO PRINT

The PRINT control allows you to open the print menu that contains all the options for your document.

Procedure:

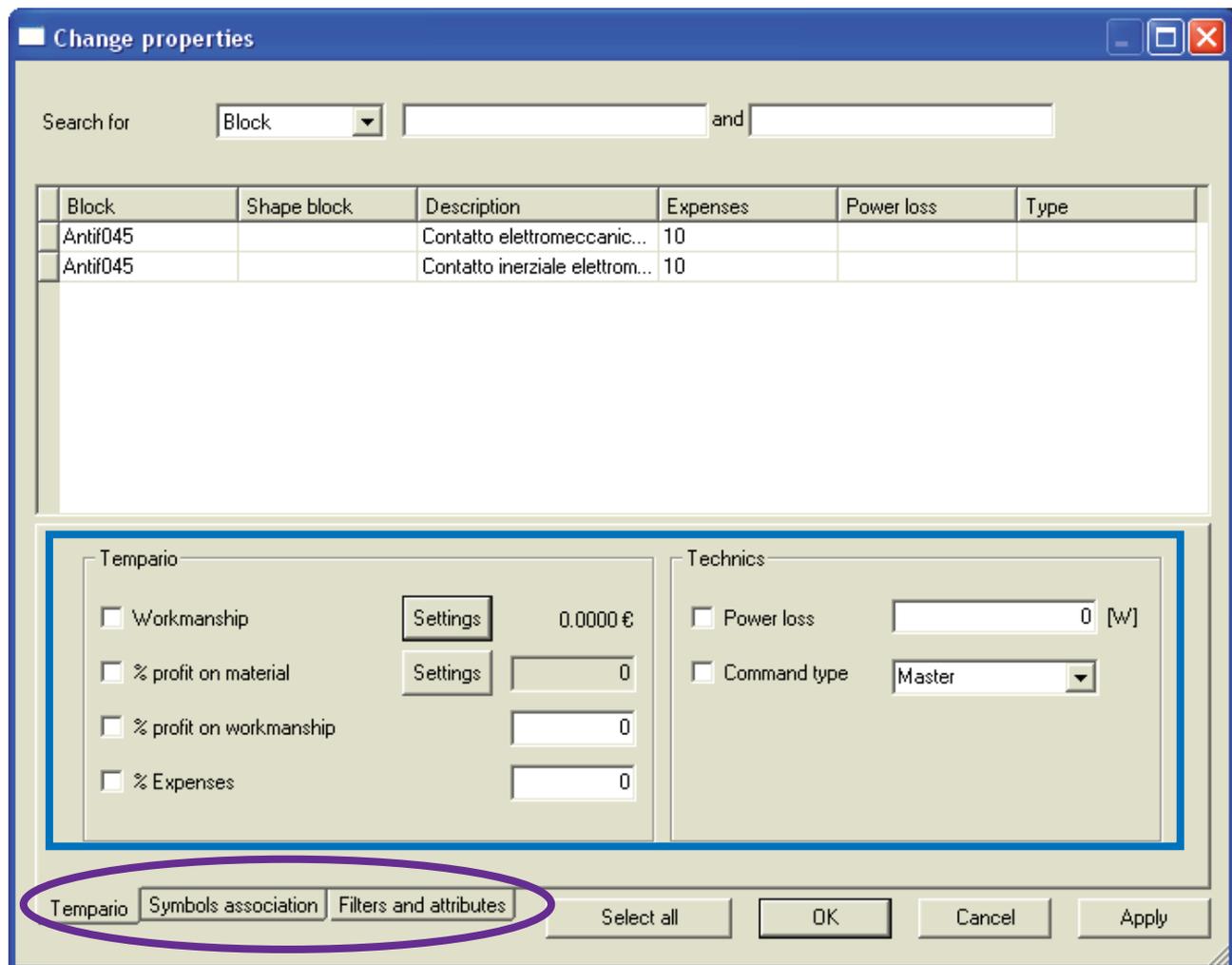
- select the macro-product to be printed.
- run the PRINT control.

At the bottom of the pane, you can specify the margins of the paper: left, right, top, bottom.

## 6.3 MACRO-PRODUCTS LABOUR TIME ALLOWANCE

The panel labour time allowance is accessed by selecting an macro-product from the list, right-clicking the menu and choosing *Multiple properties*.

This opens the *Change properties* window very similar to the *Macro-products characteristics* window (see *Macro-products characteristics* section). This control lets you change the characteristics of several articles at once, the amendments made by this control will be applied to all selected macro-products.



Block	Shape block	Description	Expenses	Power loss	Type
Antif045		Contatto elettromeccanic...	10		
Antif045		Contatto inerziale elettrom...	10		

▶ Filters to obtain a set of macro-products with common characteristics.

▶ Part selectable with Tab.

## HOW TO USE THE LABOUR TIME ALLOWANCE

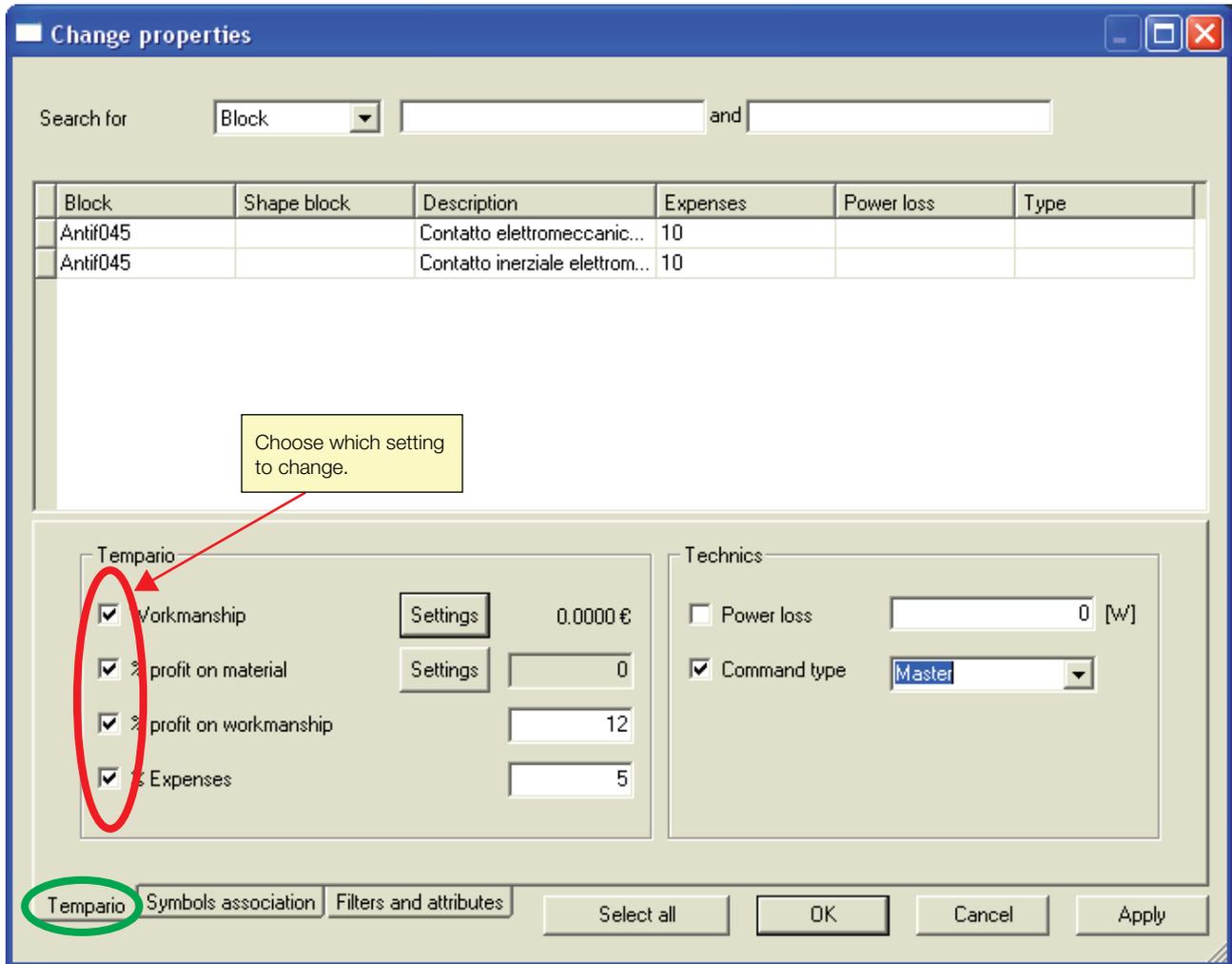
- 1) select the macro-products to apply the changes at once (these can be chosen from the macro-products archive, or you can directly select a node).
- 2) run the LABOUR TIME ALLOWANCE control from the TOOLS menu or choose from the menu (right mouse button) the *Multiple properties* option.

## HOW TO IMPLEMENT THE CHANGES

Select the article or articles to apply the changes, to select all macro-products resulting in the search text press *Select All* located at the bottom of the window.

### ► Labour time allowance (Tempario)

- 1) Position on the *Labour time allowance* tab.
- 2) type in the changes.



### Workmanship

To set the labor required for the installation of selected articles, press the *Properties* button located next to the *Workmanship* label and fill the *Workmanship* table as seen in section 6.2.

The data included in this table determine the labor cost of the articles selection. The hourly cost of each class of operator is defined in the *Archives/qualifications* section to which we refer you.

### % Profit on material

To set the percentage of profit on the material, you must hold down the *Properties* button located next to the tag *% Profit on material* and fill in the *Settings* table, as shown in section 6.2.

In this table are defined the quantity intervals to be applied with the percentage of recharge on the material.



## Example

From	To	Recharge
0	5	10%
6	12	8%
13	over	5%

- ▶ Automatically entered by EASYCAP
- ▶ Entered by the user

The table defines the following quantities of amounts:

amounts from 0 to 5 I apply a recharge amount of 10%  
amounts from 6 to 12 I apply a recharge amount of 8%  
amounts from 13 onwards I apply a recharge amount of 5%

The value of the recharge on the material of the individual macro-product (voice number 1) is 10%.

If in the offer is placed a quantity 7 of the article in question is entered, the corresponding recharge rate is applied, that is the one defined in the 2nd interval (6 to 12) which has a value of 8%.

### % Profit on workmanship

Enter a percentage value to be applied due profit on workmanship.

- 1) check.
- 2) click the editable checkbox next to *% Profit on workmanship*.
- 3) type the percentage of costs to apply.

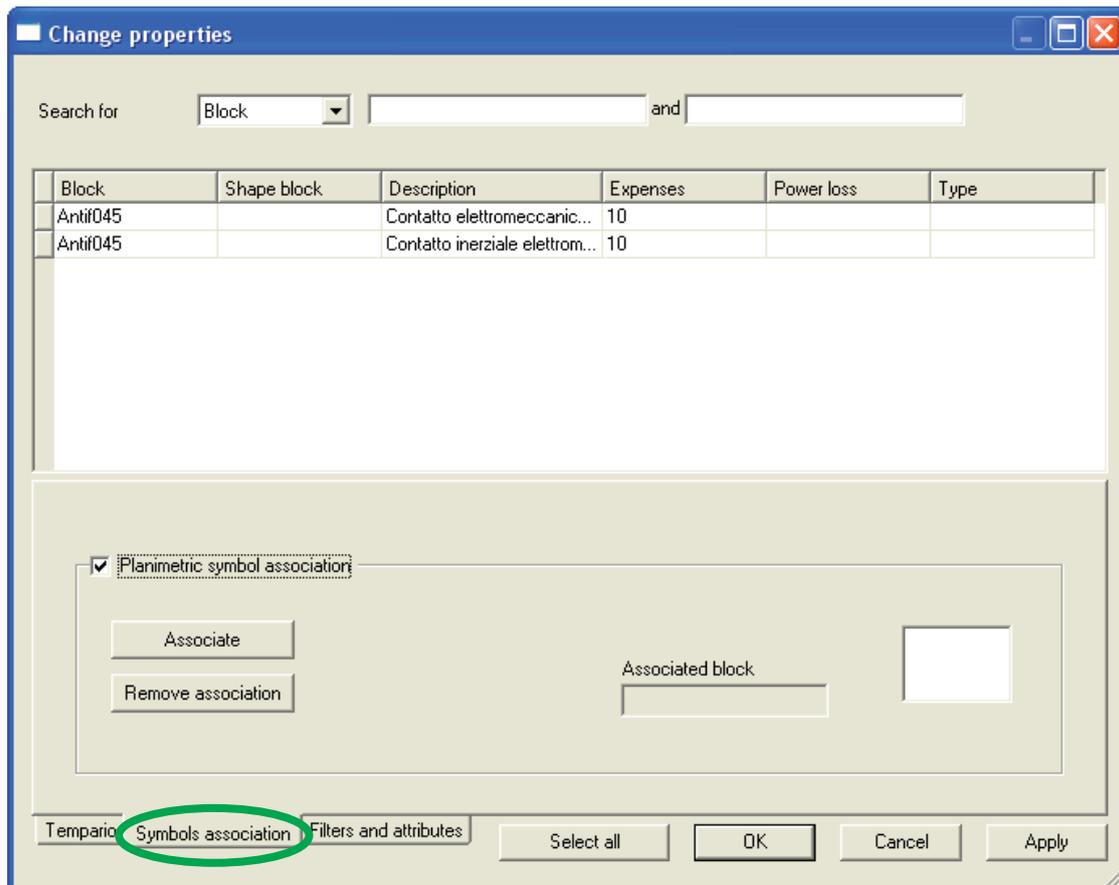
### % Expenses

Enter a percentage of expenditure to be applied to the sum of the values of material and labor.

- 1) check.
- 2) click the editable checkbox next to *% Expenses*.
- 3) type the percentage of costs to apply.

### ASSOCIATE SYMBOLS

Position on the tab *Associate symbols*.



To associate a power symbol to the macro-product so that it can be represented by a planimetric symbol processed with EasyDraw, follow this procedure:

- 1) press *Associate* to open the file selection.
- 2) choose the file that contains the symbol to be associated in the path.
- 3) select a file and press *OK*.

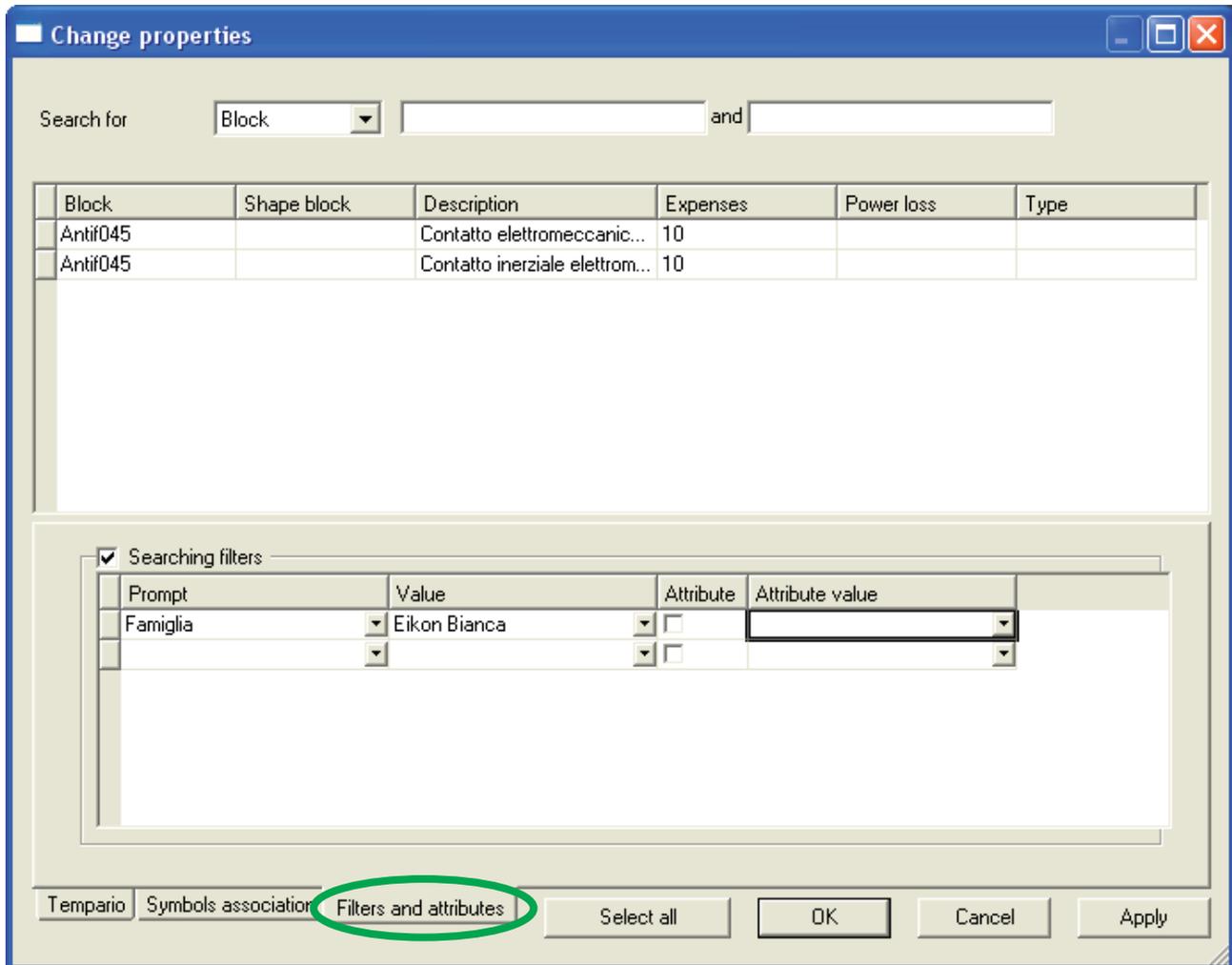
To remove the association, simply press the *Remove association* button located under *Associate*.



**The association of the planimetric symbol with the macro-product is used by EasyDraw to filter the equipment to be included in the drawing. Each planimetric symbol can correspond to different macro-products, then selecting a symbol in EasyDraw the program will provide a list of macro-products associated with the symbol.**

## FILTERS AND ATTRIBUTES

Move to *Filters and attributes*.



Change properties

Search for  and

Block	Shape block	Description	Expenses	Power loss	Type
Antif045		Contatto elettromeccanic...	10		
Antif045		Contatto inerziale elettrom...	10		

Searching filters

Prompt	Value	Attribute	Attribute value
Famiglia	Eikon Bianca	<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/>	<input type="text"/>

Tempario Symbols association **Filters and attributes** Select all OK Cancel Apply

The association of multiple filters and attributes works exactly as explained in the *Macro-products characteristics* section. Therefore, we refer that section for further clarification.





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