



**WEIGHING SYSTEM** (Standard Software)  
**OPERATIONS MANUAL**

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**9.1 Generating Summary Reports**

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## 1. INSTALLATION GUIDE

**STEP 1:** Install Microsoft Office Application (2003 or higher version)

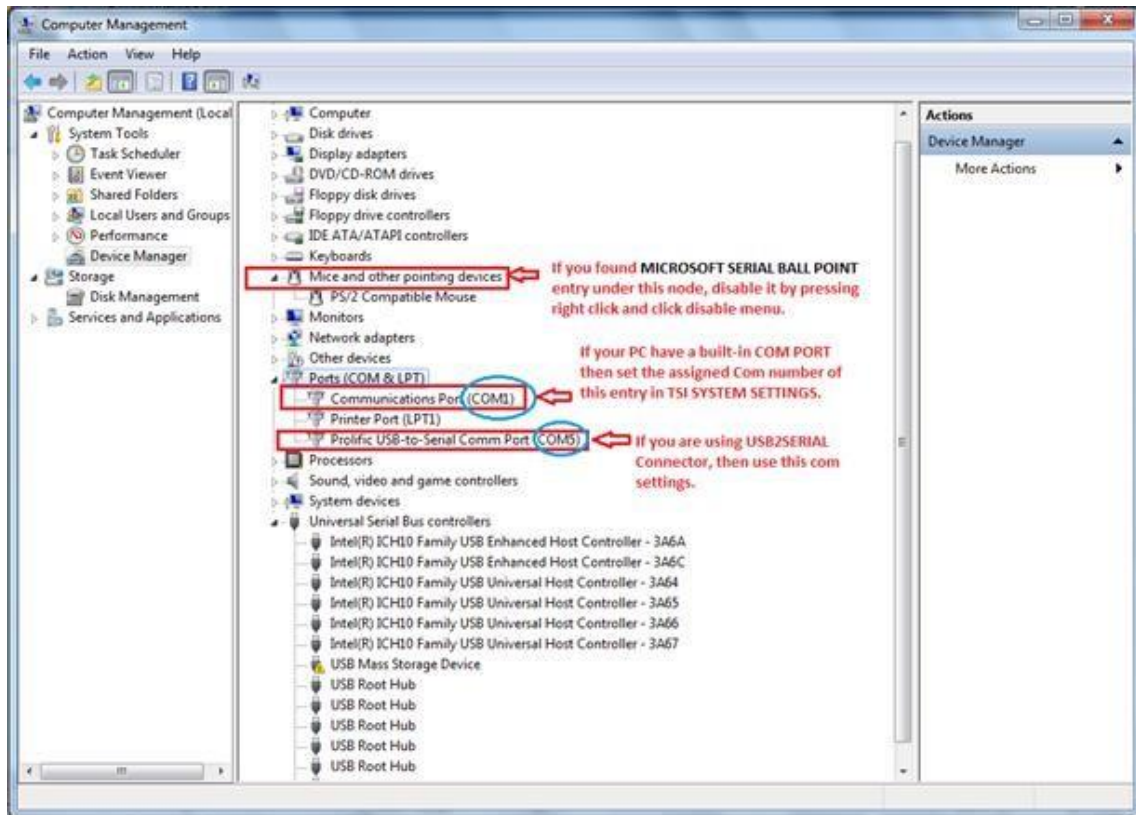
**STEP 2:** Install dotNetFx40\_Full\_x86\_x64.exe

**STEP 3:** Install CRRuntime\_32bit\_13\_0\_8 .exe for 32 bit OS

**STEP 4:** Install Weighing System v1.1 Setup Just Click Next.

**STEP9 (Optional):** Install DTECH USB2SERIAL Driver if your machine doesn't have a built-in Communication Port.

**STEP10:** To Setup Weighing System Port Connection, follow the instruction below Device Manager Window





## 2. LOGIN FORM

### 2.1 LOG-IN TAB

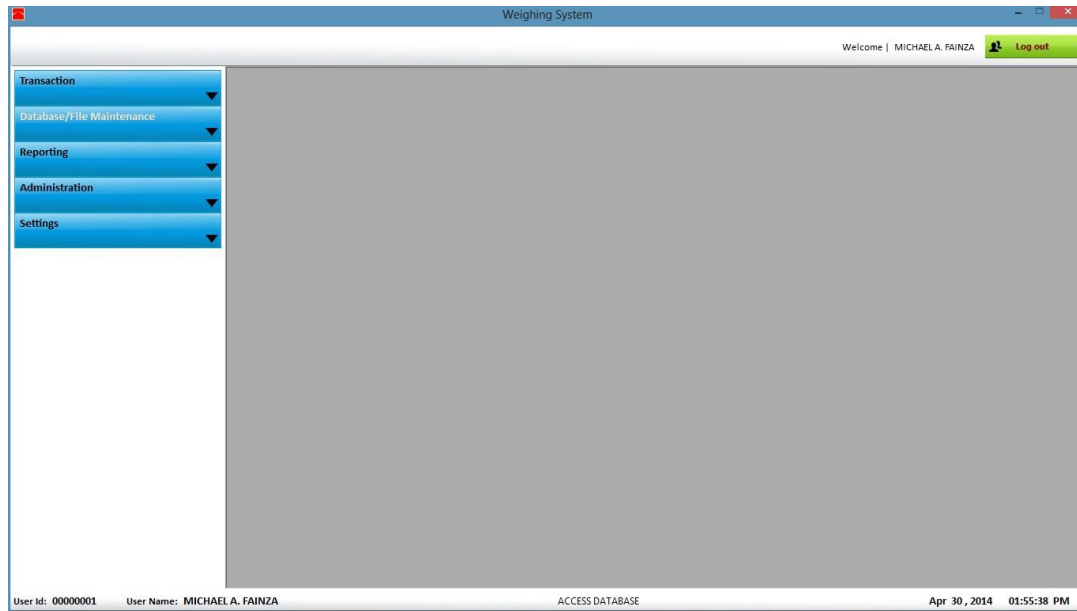
Every user must enter the user name and password to access Weighing System. For fresh installed, user name is *admin* and password is *1*.

### 2.2 DATABASE CONNECTION TAB

In this Section, you can choose the database file (MDB file) that you want to use. Just Click to edit and click  browse to the location of the DB in database password then File, type press. 

### 3. MAIN MODULE

For Successful login and server connection, main module will appear.



Just Click  to log out your account



## 4. USER CONTROL

Fig. 4a



The screenshot shows a web application interface for managing user accounts. At the top, there are buttons for 'Add', 'Edit', 'Delete', 'Save', and 'Cancel'. A 'RECORD ID' field displays '00000001'. On the left, a search bar and a list of users are shown, with 'MICHAEL A. FAINZA' selected. The main form is divided into three sections: 'Account Info', 'Basic Information', and 'Access'. The 'Account Info' section contains fields for 'USER NAME' (ADMIN), 'PASSWORD', and 'RE-ENTER PASSWORD'. The 'Basic Information' section contains fields for 'DISPLAY NAME' (MICHAEL A. FAINZA) and 'CONTACT NUMBER' (1). The 'Access' section is a table with columns for 'Permission', 'Allow', and 'Read/Write'. The 'WEIGHING TRANSACTION' row is highlighted, and its 'Allow' checkbox is checked. Other permissions listed include 'OFFLINE WEIGHING', 'REPRINT-TICKET(ALLOW ONLY)', 'TRANSACTION MANAGEMENT', 'FILE MAINTENANCE', 'REPORTING(ALLOW ONLY)', 'USER CONTROL', and 'SETTINGS'. The bottom of the interface shows a 'Record' navigation bar with '1 OF 2' and the text 'TABLE: USER ACCOUNTS'.

Permission	Allow	Read/Write
WEIGHING TRANSACTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OFFLINE WEIGHING	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REPRINT-TICKET(ALLOW ONLY)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TRANSACTION MANAGEMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FILE MAINTENANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REPORTING(ALLOW ONLY)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
USER CONTROL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SETTINGS	<input type="checkbox"/>	<input checked="" type="checkbox"/>


### 4.1 CREATING NEW USER

Go to **MAIN MODULE-> ADMINISTRATION->User Accounts** . Just Click  and enter your display name (Name that you want to appear on your weighing ticket), User name and password for your login account, Check the desired permission to the user then click .

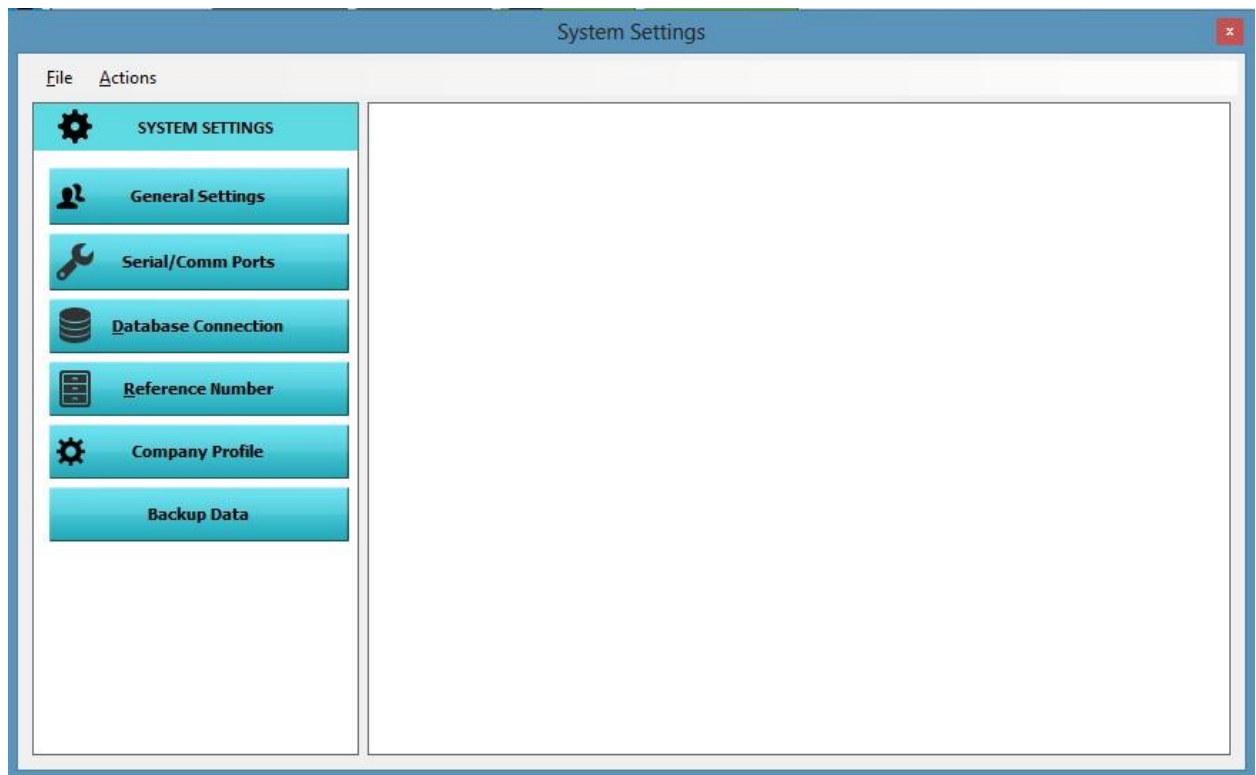
### 4.2 MODIFYING USER

To modify user, click  and set your desired info and features then click . System will prompt you to logout the system to refresh changes made to your account

### 4.3 REMOVING USER

To remove or delete user, highlight the row/s or user that you want to delete then click  and click yes for confirmation. *Note: You cannot delete user that is currently logged-in.*

## 5. SYSTEM SETTINGS



### 5.1 GENERAL SETTINGS

#### 5.1.1 TRANSACTION TYPE

- **Single Weighing** - Enable this option if you want to use the software as a Single Weigh transaction.
- **In/Out Weighing** – Enable this option if you want to use the software as a standard weigh-in and out transaction.

#### 5.1.2 SYSTEM UNIT WEIGHT

- **Kg** - Converts Weight Device Signal to Kilogram
- **Tons** - Converts Weight Device Signal to Tons

#### 5.1.3 ENABLE PRICING – To Enable Pricing, Just click Edit Button and check

☒ **Enable Pricing** then click Save.

- **Unit Per Price**
  - Per Kilogram** - Computes Total Amount in Per Price per Kilo. **Per Tons** - Computes Total Amount in Per Price per Kilo.



**5.1.4 ENABLE /DISABLE TICKET PRINTOUT** - Enables/Disables Ticket Printout during Transaction.

- **Print In and Out Separatly** - 2 printings will occur for every transaction. Inbound details will be printed separately to outbound details.
- **Print All details at Weigh-Out** - Prints all details during Outbound only.

**5.1.5 Indicator Type** – Selection for Indicator that you are currently using. (GSE or Rinstrum Brand.)

## **5.2 SERIAL/COMM PORTS**

**5.3 DATABASE SETTINGS** - Same as section **2.2**

**5.4 REFERENCE SETTINGS** - Lets you set your desired transaction reference no. To edit reference no. just click edit button, Type the desired reference from the textbox provided and click save.

**5.5 COMPANY PROFILE** – Lets you store a brief Information about your company such as Name and address with corresponding Photo.

**5.6 BACKUP DATA** – Creates a copy of your database(access file) for backup purposes.

- To create a backup, just click  , browse to the location where you want your database to be backedup then click save.

## 6. DATABASE/FILE MAINTENANCE

	Customer Code	Company/Customer Code	Address	Contact Person	Contact Number	Act
▶	TS1	TERRINIEL SCALES INCORPORATED	8368 BRGY. BF, PARANAQUE CITY			
*						

### 6.1 ADDING NEW DATA

**STEP 1:** Under the Main Menu Window, Click



**STEP 2:** Click from the button where you want to add/modify/delete data.

**STEP 3:** Just Scroll down to the empty row and type in the data that you want to add then press enter.

### 6.2 MODIFYING/EDITING DATA

**REPEAT STEP 1 & 2**

**STEP 3:** Just Scroll to the row of the data that you want to modify, just type in the changes then press enter.

### 6.3 DELETING/REMOVING DATA

**REPEAT STEP 1 & 2**

**STEP 3:** Just Scroll to the row of the data that you want to delete then press Delete button on your keyboard then press yes for message box confirmation that appeared.

## 7. WEIGHING TRANSACTIONS

Fig 7.1a

Fig 7.1b

### 7.1 CREATING TRANSACTION


**STEP 1:** Go to **TRANSACTION -> TRANSACTION- >WEIGH-IN** (see Fig 7.1a).

**STEP 2:** Enter the Required field and wait for the Device weight to get stable then click SAVE or Click CANCEL to void transaction. A printout will occur if the In and Out printing is enabled in the system settings. Status window (see fig. 7.1b) will appear if saving is successful.

**STEP 4:** If an entry is ready for outbound then, select the entry from queue list to the left and click **WEIGH-OUT**

**STEP 5:** Wait again for the signal to get stable and click SAVE or CANCEL. You can edit your transaction data during outbound operation. . Status window will appear again if saving is successful. You can reprint again the Ticket by pressing Re-Print in the status window

**NOTE:**

- (A short cut button  is provided to easily add or register Customer/Supplier or Commodity to your database.)
- If Weight Signal Panel turns Red, then the weight device connection is not successful or committed an error while connecting. An error message will appear below the buttons.

## **7.2 REPRINTING OF WEIGHING TICKET**

**Option 1:**

Under the Status Window, Click re-print button and click yes to confirm re-printing of ticket. *(For Inbound Only.)*

**Option 2:**

**STEP 1:** Go to **MAIN MENU->TRANSACTION-> MANAGEMENT.**

**STEP 2:** Press Inbound if the needed record is a pending transaction and Outbound if it is a completed transaction. (You can Set date range to filter easily filter the record that you want to list.

**STEP 3:** Select the desired transaction record then click Re-Print button

## **7.3 DELETING TRANSACTION**

**Option 1:**

Under the transaction window, select from the queue list, Press delete button and click yes to continue removing of transaction. *(For Inbound Only.)*

**Option 2:**

**STEP 1:** Go to **MAIN MENU->TRANSACTION-> MANAGEMENT.**

**STEP 2:** Press Inbound if the needed record is a pending transaction and Outbound if it is a completed transaction. (You can Set date range to filter easily filter the record that you want to list.

**STEP 3:** Select the desired transaction record and press delete button.

## 8. TRANSACTION MANAGEMENT

Fig 8a TRANSACTION MANAGENT MENU

Weighing System

Welcome | MICHAEL A. FAINZA [Log out](#)

F1 VIEW DATA DEL REMOVE CTRL+P RE-PRINT SLIP EXIT

INBOUND TRANSACTION OUTBOUND TRANSACTION

From: 05-04-2014 To: 05-04-2014 GENERATE

Search By: PLATE NUMBER ABC 123

Ref. No.	Date & Time In	Date & Time Out	Plate Number	Supplier/Customer Name	Commodity/Materials	Gross Wt.	Tare Wt.	Net Wt.	Dr No.	Ticket No.
Number of records found: 0										

User Id: 00000001 User Name: MICHAEL A. FAINZA ACCESS DATABASE May 04, 2014 12:33:55 AM

Fig 8b TRANSACTION DETAILS

Weighing System

Welcome | MICHAEL A. FAINZA [Log out](#)

F1 EDIT DEL REMOVE F3 SAVE ESC CANCEL CTRL+P Print CTRL+U Update Price Exit

Receipt Number: 00000172

Plate Number: FAS 4222

Client Type: ☒ Customer ☐ Supplier

Name: TERRINIEL SCALES INCORPORATED

Address: 8368 BRGY. BF, PARANAQUE CITY

Commodity/Materials: MIXED WASTE

Price: 2.50 /KG

Net Wt. Deduction: .00 (%)

Final Net: 2991 (KG)

Reason For Deduction:

DR. No.:

Ticket No.:

Driver Name:

Remarks:

**WEIGHT DATA**

Gross Weight	2991	12:07 AM
Tare Weight	2132	12:07 AM
Net Weight	2991	

User Id: 00000001 User Name: MICHAEL A. FAINZA ACCESS DATABASE May 04, 2014 12:34:22 AM

### 8.1 EDITING TRANSACTION

**STEP 1:** To edit Inbound/Outbound transaction, go to **MAIN MODULE-> TRANSACTION-> MANAGEMENT** (See fig. 7a)

**STEP 2:** Press Inbound if the needed record is a pending transaction and Outbound if it is a completed transaction. (You can Set date range to filter easily filter the record that you want to list.

**STEP 3:** Select the desired transaction record then press VIEW DATA Button. A new window will Appear. See Fig 8b

**STEP 4:** Press Edit Button to enable editing

**STEP 5:** Change the desired changes then click save.

### 8.2 DELETING TRANSACTION

**STEP 1:** To Delete Inbound/Outbound transaction, go to **MAIN MODULE-> TRANSACTION-> MANAGEMENT** (See fig. 7a)

**STEP 2:** Press Inbound if the needed record is a pending transaction and Outbound if it is a completed transaction. (You can Set date range to filter easily filter the record that you want to list.

**STEP 3:** Select the desired transaction record and press delete button.

### 8.3 REPRINTING TRANSACTION

*(Make sure Print-out is enabled in the system settings)*

**STEP 1:** To reprint Inbound/Outbound transaction, go to **MAIN MODULE-> TRANSACTION-> MANAGEMENT** (See fig. 7a)

**STEP 2:** Press Inbound if the needed record is a pending transaction and Outbound if it is a completed transaction. (You can Set date range to filter easily filter the record that you want to list.

**STEP 3:** Select the desired transaction record then press Re-print button.

## 9. REPORTING

Fig. 9.1a

The screenshot shows the 'Weighing System' application window. At the top, there's a header bar with 'Welcome | MICHAEL A. FAINZA' and a 'Log out' button. Below the header, there are three buttons: 'PREVIEW', 'PRINT', and 'EXIT'. The main area is divided into a left sidebar and a large central panel. The sidebar contains a 'Report Type' dropdown set to 'General Report'. Below it, there's a 'Date Range' section with radio buttons for 'By Date In' (selected) and 'By Date Out'. The 'From' date is '05-04-2014' and the 'To' date is '05-04-2014'. There's also a 'Sort By' dropdown set to 'Date In' and an 'Order' dropdown set to 'Ascending'. Further down is a 'Filtering' section with a checked 'None' option and several other filter categories like 'Transaction', 'By Plate #', 'By Client', 'By Commodity', and 'By Driver'. The central panel is mostly empty, showing a large white area. At the bottom of the window, there's a status bar with 'User Id: 00000001', 'User Name: MICHAEL A. FAINZA', 'ACCESS DATABASE', 'Current Page No.', 'Total Page No.', 'Zoom Factor: 100%', and the date/time 'May 04, 2014 12:52:16 AM'.

### 9.1 GENERATING SUMMARY REPORTS

To generate or make a summary reports, go to **MAIN MODULE-> REPORTING-> SUMMARY REPORTS**.

### 9.2 SETTING THE DATE RANGE

**9.2.1 DATE RANGE** - Transaction date can be generated by Date In(Inbound date) or Date Out(outbound date) depending on your needs and can be sorted by the following fields

**9.2.2 SORT BY** – (Date In, Date Out, Final Net, Reference No.) Lets you select the fields where you want your report to be arranged.

**9.2.3 ORDER BY** – Report can be ordered in ascending, descending or original position.

### 9.3 FILTER PANEL

To enable filtering of reports, just check ☐ None and check also the desired filter category.

**9.3.1 Transaction Type** (Not applicable to Single Weighing Transaction)

☐ Inbound ☒ Outbound ☐ All

**INBOUND** – selecting this option will generate only pending transaction  
**OUTBOUND** – selecting this option will generate only completed transaction  
**ALL** – all transaction type will be generated.

**9.3.2 Plate Number** - just check ☐ By Plate # and type in the plate number that you want to filter.

**9.3.3 Client** - to filter client, just check ☐ By Client , Selecting ☐ Customer will list the the registered customer in the dropdown box below ☐ Supplier same with selecting .

After the listing, just select the desired client

**9.3.4 Commodity** - to include commodity in the filter, just check ☐ By Commodity and select the desired commodity name.

**9.3.5 Driver** - To also filter driver, just check ☐ By Driver and type in the driver name.

## 9.4 PRINTING AND VIEWING REPORTS

After settings the date range and the filter, just click



to make the report

appear or refresh in the preview panel. Just  
ready to print your report.



click if you are



**WEIGH SLIP FORMAT**

**TRUCKSCALE TICKET**

Print Time: Aug-20-2018 09:35:49AM

**TERRINIEL SCALES INC.**  
PARANAQUE

**00000003**

Client : 222  
Address : 111  
Commodity : DDD

***Weigh-in***

Date In : 05/10/17 09:46 AM

Plate # In : 3123  
Inbound Wt.: **31,200 KG**

***Weigh-Out***

Date Out : 07/11/18 10:24 AM

Gross Wt. : **31,200 KG**

Tare Wt : **1,000 KG**

Net Wt. : **30,200 KG**

DR # : 111 TKT # :  
Operator : WEIGHER 1  
Driver :  
Remarks :

REPORT FORMAT  
W/ PRICING

GENERAL LISTING REPORT  
TERRINIEL SCALES INCORPORATED  
8368 DR. A SANTOS AVENUE, PARANAQUE CITY

From: 06-05-2014 To: 06-05-2014

Receipt No.	Date Time In	Date Time Out	PlateNo	Client	Commodity	DR No.	Gross	Tare	Net	Ded.	Final Net	Unit Price	Total Amt. Weigher-Out
00000178	06/05/14 11:51	06/05/14 11:53	ABC 412	TSI	MW	124004721	23,074 KG	10,273 KG	12,801 KG	0.00%	12,801 KG	5.50	70,405.50 MICHAEL A. FAINZA
00000179	06/05/14 13:08	06/05/14 13:08	ABC 412	KERBING	METAL SCRAP	12419123	14,063 KG	5,123 KG	8,940 KG	0.00%	8,940 KG	5.23	46,756.20 MICHAEL A. FAINZA
TOTAL:							37,137 KG	15,396 KG	21,741 KG		21,741 KG		117,161.70

MICHAEL A. FAINZA  
Prepared by:

NO PRICING

GENERAL LISTING REPORT  
TERRINIEL SCALES INCORPORATED  
8368 DR. A SANTOS AVENUE, PARANAQUE CITY

From: 06-05-2014 To: 06-05-2014

Receipt No.	Date Time In	Date Time Out	PlateNo	Client	Commodity	DR No.	Gross	Tare	Net	Ded.	Final Net	Weigher-Out
00000178	06/05/14 11:51	06/05/14 11:53	ABC 412	TSI	MW	124004721	23,074 KG	10,273 KG	12,801 KG	0.00%	12,801 KG	MICHAEL A. FAINZA
00000179	06/05/14 13:08	06/05/14 13:08	ABC 412	KERBING	METAL SCRAP	12419123	14,063 KG	5,123 KG	8,940 KG	0.00%	8,940 KG	MICHAEL A. FAINZA
TOTAL:							37,137 KG	15,396 KG	21,741 KG		21,741 KG	

MICHAEL A. FAINZA  
Prepared by: