



TJ-YardMate™ 2.20 Tutorial

This tutorial is composed of 16 sections. It takes approximately 1 hour to complete. The purpose of the tutorial is to give you a basic understanding of TJ-YardMate™ procedures.

Please follow all the tutorial steps exactly.

Make changes only when you are specifically instructed to do so.

To save time and ensure the tutorial results are the same for everyone, you are instructed to switch from the software's **Program** database to the **Tutorial** database (**Section II**).

This also protects the data integrity of the **Program** database.

After completing the tutorial and switching back to the **Program** database (**Section XVI**) you can change default settings to reflect your company's needs. Use the online Help for more information and procedures.

Network Users: One Tutorial database is available for each computer station.

I. Logging into TJ-YardMate™

1. Click the Windows® **Start** menu.
2. Click the **Programs** → **Trus Joist** → **TJ-YardMate** → **TJ-YardMate** menu options.
The **TJ-YardMate™ Login** dialog box opens.
3. Verify that the **User Name** text box has *DefaultUser* in it.
This is the administrator's User Name.
4. Verify the **Password** text box is blank.
A blank field is the administrator's password.
5. Click **OK** to open the program.

II. Switching to the Tutorial Database

1. On the **Tools** menu, click **Defaults**.
The **Defaults** dialog box opens.
2. Click the **Program Defaults** tab.

In the **Program Paths** group box, the **Database:** field shows the database location the TJ-YardMate™ program is currently using.

The installation default location is:

C:\Program Files\Trus Joist\TJ-YardMate\ Program\.

3. **Network users** – follow these procedures
 - a) Select all the text in the **Database:** text box.
 - b) On the line below, write the current database location as shown in the **Database:** text box:

c) Click **Browse**.

d) Locate the **Tutorial** folder on your hard drive.

In a standard installation, this file is located at:

C:\Program Files\Trus Joist\TJ-YardMate\Tutorial

e) Double-click the **TJ-YardMate.mdb** file.

The **Database:** text box now shows:

C:\Program Files\ Trus Joist\TJ-YardMate\Tutorial.

Stand-alone Users – follow these procedures

a) Click in the **Database:** text box and highlight **Program\.**

b) Type **TUTORIAL\.**

If you used the installation default location, the **Database:** text box now shows:

C:\Program Files\ Trus Joist\TJ-YardMate\Tutorial\.



Note: If TJ-Xpert® is **not** installed, change the **Program Paths – Import** text box to C:\

4. Click **Apply**.
The work done in the tutorial will now use the **Tutorial** database.
A Restart message appears requesting you to restart the program so changes are applied.
5. Click **OK** to acknowledge the message.
6. Click **OK** to close the **Defaults** dialog box.
7. On the **File** menu, click **Exit**.
The TJ-YardMate™ program closes.
8. Restart TJ-YardMate and click **OK** on the login screen.

III. Getting Started

1. On the **File** menu, click **User Security**.
The **User Security** dialog box opens.
2. Click **Add**.
The **Add New User** dialog box opens.
3. In the **Add New User** text box, type your desired login name.
4. Type your **First Name** and **Last Name** in the designated text boxes.
5. In the **Password** text box, type a password.
6. In the **Confirm** text box, re-type the password, exactly the same as the first entered password.
7. Click **OK**.
The **Add New User** dialog box closes.
The **User Security** dialog box returns.
8. Click the **Current User** list box arrow and select your name from the list.
9. In the **Access Permission** group box, select all check boxes to grant yourself rights to all listed areas of TJ-YardMate™.
10. Click **OK**.
The **User Security** dialog box closes.
11. On the **File** menu, click **Exit**.
12. Restart TJ-YardMate™.
13. Login using the new login name and password.

IV. Setting Cut Defaults

1. On the **Tools** menu, click **Defaults**.
The **Defaults** dialog box opens.
The **Cut Defaults** tab is active.
2. Verify the **Show Products with Inventories Only** check box is checked.
A selected box limits the lists of inventory items to product with physical inventory.
Note: Normally the **Show Products with Inventories Only** check box is not selected until all inventory is entered.
3. Review the **Product Groups** table.
The table lists product by type.
4. Select the **Maximum Waste** text box next to **TJI®/Pro™ Joists**.
Maximum Waste is the longest piece of material to allow the cut analysis to waste when it selects product.
5. Type **2** in the text box.
2 designates a maximum of 2 feet of waste material.
6. Repeat Steps 4-5 for **Parallam® PSL** and **TimberStrand® LSL**.
7. Verify the **Saw Kerf** text box is 0 (zero) for all products.
Saw Kerf is the width of the saw blade.

No changes are made in the **Blocking Defaults** group box for the purposes of the tutorial.
The selections made in this group box allow blocking lengths to be added onto order item lengths for cut analysis.
The numbers shown in the text boxes are the defaults.

No changes are made in the **Cut Preferences** scroll box.
The scroll box lists the cut influences selected specifically for this tutorial.
The priority of each preference during cut analysis is based on its placement in the listing, top placement being the most important influence.
8. Click **Apply** to save the changes made in the **Cut Defaults** tab as the default selections.

V. Setting Inventory Defaults

1. Click the **Inventory Defaults** tab.
Hint: Use the **ARROW** keys to move through the **Products** table.
2. In the **Product Groups** table, click **TJI[®]/Pro[™] Joists**.
Available individual joist items are listed in the **Products** table.
3. Select the **11 7/8" TJI 110** joist.
4. Move the cursor to the **Product #** text box and type **1188110**.
This number is used as a reference number (or SKU#).
5. Press **TAB** to save the entry in this field.

No changes are made in the **Increment** and **Bundle** text boxes for the purposes of the tutorial.

The **Increment** default is 1' and the number of lengths per **Bundle** is set to reflect current Trus Joist[™]® bundle counts.

Note: All lengths returned to stock are rounded down by their nearest **Increment** value. For example, if the **Increment** is 2' and a 23' length is offcut, the length returned to stock is listed as 22'.

6. Click **Apply** to save the changes made in the **Inventory Defaults** tab as the default settings.

VI. Setting Preferred Lengths

1. Click the **Preferred Lengths** tab.
Note: The information entered in this tab identifies ten of the most commonly sold lengths. These lengths are determined by demand and/or history and are returned to stock as often as possible when the cut preference **Return Preferred Length Offcuts to Stock** is selected on the **Cut Defaults** tab.
2. In the **Product Groups** table, click **TimberStrand[®] LSL**.
3. In the **Products** table, click the **1 3/4" X 11 7/8" 1.7E TimberStrand LSL**.
4. In the **Lengths** table, type **14** as the length for **Rank 1**.
5. Type **16** as the length for **Rank 2**.
Hint: Use the down arrow key to move between fields.
6. Click **Apply** save the changes made in the **Preferred Lengths** tab as the default settings.
7. Click **OK** to close the dialog box.

VII. Building Your Inventory

1. In the TJ-YardMate™ window, click the **Inventory** tab.
2. Select the **Only Show Products with Inventory** check box.
This limits the visible products in the table
3. In the **Product Groups** scroll box, click **TJI®/Pro™ Joists**.
4. In the **Products** scroll box, click the **11 7/8" TJI 110** joist.

Note: In the **Inventories** table, the **Available**, **In Stock**, and **Allocated** lengths are shown for the selected product. **Available** stock is calculated by subtracting **Allocated** from **In Stock**. **Allocated** stock is set aside for a specific job and is not available for Cut analysis.

Hint: Use the + (PLUS) or – (MINUS) keys to add or subtract inventory.
Use the arrow keys to move between fields.

5. In the **Inventories** group box, click **Add**.
A new inventory line is added to the table.
6. In the **Length** column, type **36**.
7. Press TAB to save the entered data.
8. In the **In Stock** text box, type **43** as the current number of pieces in the yard.
9. In the **Order At** text box, press the + key.
The **Add Bundle** fields appear.
10. In the **Add** text box, type **1**.
11. Select the **Bundle** check box.
1 bundle (43 pcs) is the designated inventory count to re-order the product at.
12. Press ENTER to close the **Add Bundle** fields.

VIII. Creating a Purchase Order

1. In the TJ-YardMate™ window, click the **Inventory** tab.

2. Click **Track Product On Order**.

The **Product On Order** dialog box opens.

Note: This dialog box is used to enter purchase order amounts, track the order, and update the inventory when the order is received.

These amounts are included in the **On Order** totals in the **Inventory** tab.

The **Product Order Info** group box is used to create and remove new Purchase Orders. Purchase Order entry affects only the **Inventory** tab information.

3. Click **Add**.

The **Purchase Order** text boxes become active.

4. In the **Purchase Order #** text box, type **202**.

5. Press TAB to move the cursor to the **Vendor** list box.

6. Click the list box arrow and select **Weyerhaeuser**.

7. Press TAB to move the cursor to the **Contact** list box.

8. Click the list box arrow and select **TJ Rep**.

9. Press TAB to move the cursor to the **Date Ordered** list box.

Note: The **PO Cutoff Date** list box is used to limit the list of orders in the **Product Order Info** table.

Type a date in the box or click the list box arrow and use the **Calendar** to select a date.

Only orders expected after the entered date are listed in the table.

10. Type the ordered date or

Click the list box arrow and use the **Calendar** to select a date.

11. Press TAB to move the cursor to the **Date Expected** list box.

12. Type the expected date or

Click the list box arrow and use the **Calendar** to select a date.

13. Press TAB to move the cursor to the **Product Order Details** group box.

14. In the **Quantity** text box, type **2**

15. Press TAB to move the cursor to the **Bundle** field.

16. Press SPACE BAR and press TAB.

This places a check in the **Bundle** check box.

The cursor moves to the **Length** text box.

17. In the **Length** text box, type **36**.

18. Press TAB to move the cursor to the **Product #** text box.

19. Press TAB again.

The cursor is now on the  button.

20. Click  or

Press ENTER.

The **Product** dialog box opens.

21. Select the **Only Show Products with Inventory** check box to limit the visible list.

22. In the **Product Groups** table, click **TJI®/ Pro™ Joists**.

23. In the **Product** table, double-click the **11 7/8" TJI 110** joist.

The **Product** dialog box closes and the selected product is shown in the **Product** field.

24. In the **Product Order Details** group box, click **Add**.

This item is added to the Purchase Order.

25. In the **Purchase Order Info** group box, click **Save**.

This is located in the top, right corner of the dialog box.

26. Click **OK** to save the information.

The **Inventory** tab returns.

IX. Receiving an order

1. In the TJ-YardMate™ window, click the **Inventory** tab.
2. In the **Product Groups** table, click **TJI®/ Pro™ Joists**.
3. In the **Inventories** table, click the **11 7/8" TJI 110** joist.
Note that the **On Order** field now reflects the 86 pieces recently ordered.
4. Click **Track Product On Order**.
The **Product On Order** dialog box opens.
5. In the **Purchase Order Info** group box, select **Purchase Order # 202**.
The order was delivered but only 1 bundle of the 2 bundles (86 pieces) were received.
6. In the **Receive Order** group box, click the **Partial Order** radio button.
The cursor is in the **Received** field of the **Product Order Details** table.
7. Type **1** to reflect what has been received.
8. Click **Receive Order**.
A warning message appears.
9. Click **Yes**.
A message to create a new **Purchase Order #** for the remaining items appears.
10. Click **Yes** to create the new order.
11. In the **Purchase Order #** text box type **202B** (as a back order).
All other previous information is retained.
12. Click **Save**.
The new purchase order is added to the **Product Order Info** table.
13. Click **OK** to close the **Product On Order** dialog box.
The **Inventory** tab returns.
The received quantity is updated in the **In Stock** column and the outstanding product is listed in the **On Order** column.

X. Building Your Customer List

1. In the TJ-YardMate™ window, click the **Orders** tab.
 2. In the **Customers** group box, click **Add**.
The cursor is in the **Customer** text box on the **Shipping Info** tab.
 3. Type **XYZ Builder**.
 4. Click **Save**.
 5. In the **Locations** group box, click **Add**.
The cursor is in the **Location** text box on the **Shipping Info** tab.
 6. Type **Boise** in the **Location** text box
 7. Click **Save**.
Additional contact information can be entered but is not required.
- Note:** In the future, if you do not want to use TJ-YardMate for tracking orders, create a Default Customer and Default Location when creating cut optimization orders.

XI. Entering an Order

1. In the TJ-YardMate™ window, click the **Orders** tab.
2. In the **Customers** scroll box, locate and select **XYZ Builder**.
Note: The date in the **Order History Cutoff Date** text box is used to limit the list of orders in the **Orders** table to orders that are expected after the entered date.
Type a date or click the list box arrow to use the **Calendar** to select a date.
3. In the **Orders** group box, click **Add**.
The cursor is in the **Order #** text box in the **Shipping Address** group box.
4. Type **1**.
Note: An **Order #** is required to save the order.
Select the **Autonumber** check box to use the TJ-YardMate™ order numbering when entering real orders.
5. Click the **Ship Date** list box arrow.
The **Calendar** opens.
6. Select a date.
Use the arrows at the top of the **Calendar** to move to different months.
7. In the **Ship To** text box, type **Pine Woods Mall** and:
Address: **999 Pine St.** City: **Anytown** State: **WA** Zip: **88888**
Phone: **(123) 456-7890**.
8. In the **Orders** group box, click **Save**.
The new order is saved in the **Orders** table.
9. Click the **Order Details** tab.
10. In the **Quantity** text box, type **3**.
11. Press **TAB**.
12. In the **Length** text box, type **35**.
13. Press **TAB**.
14. In the **Product #** text box type **1188110**.
The associated product description is shown in the **Product** box.
15. Click **Add Item** to include the information in the **Order** table.
16. Click **Save** in the **Orders** group box.

XII. Importing a TJ-Xpert® Job File for an order

This section describes how to import products directly from the TJ-Xpert® job file to build your order list.

1. In the TJ-YardMate™ window, click the **Orders** tab.
2. In the **Customers** scroll box, locate and select **XYZ Builder**.
Note: The date in the **Order History Cutoff Date** text box is used to limit the list of orders in the **Orders** table to orders that are expected after the entered date.
Type a date or click the list box arrow to use the **Calendar** to select a date.
3. In the **Orders** group box, click **Add**.
4. Type **2**.
The cursor is in the **Order #** text box in the **Shipping Address** group box.
5. Repeat **Section XI**, Steps 5 to 8.
6. Click the **Order Details** tab.
7. In the **TJ-Xpert Imported Jobs** group box, click **Import TJ-Xpert Job**.
The **Import TJ-Xpert Job** dialog box opens.
8. Use the **Directories** and **Job** scroll boxes to locate the Tutorial.job file.
This is in the **C:\Program Files\Trus Joist\TJ-YardMate\Jobs** folder.
9. In the **Levels** box, select the **Main** level check box.
10. In the **Levels** box, clear the **Roof** level check box.
11. Click **Change Selected Products**.
The **Select Imported Products** dialog box opens.
Use the dialog box to specify the products to be imported.
12. Verify that **all** options are selected in the **Product Type** box.
13. In the **Application** scroll box, verify these options are selected:
Joists(J,Cf) **Rectangular Products(M)**
Headers(Hd) **Closure(Rm, Cc, Pc)**
Blocking(Bk, Eb).
Clear all other option check boxes.
14. Click **Save As Defaults** to retain these selections when importing future TJ-Xpert® jobs.
15. Click **OK**.
The **Select Imported Products** dialog box closes.
The **Import TJ-Xpert Job** dialog box returns.
16. Verify the **Import Blocking As:** selection is **Total Length**.
17. Click **OK** to apply the information.
The selected applications are imported.
18. Click **OK**.
The information is imported into the **Order Details** table.
19. In the **Description** text box, type **Tutorial**.
This overwrites the text imported from the file.
20. In the **Orders** group box, click **Save**.
21. Go to **Section XIII** to cut optimize the order.

XIII. Cut Optimizing the Order

1. Click **Optimize Order**.
The **Order Details** information is transferred to the **Cut Optimization** tab.
The **Selected Orders** table lists the orders included in the cut analysis.
2. In the **Selected Orders** group box, click **Add**.
The **Select Order** dialog box opens.
3. Select **Order 1** and click **OK**.
The **Cut Optimization** tab returns.
Order 1 is added to the **Selected Orders** table and the order details are added to the **Order List** table.

Note: If more than one order is included in the cut analysis, the program assigns a Cut Order I.D. number in the **Identifier** column.
For example: **(O-1)** for the first order, **(O-2)** for the second order.
For more than one imported TJ-Xpert® job level, the program assigns Level I. D. numbers: **(O-1)(JL-1)**; **(O-1)(JL-2)**; **(O-1)(JL-3)**.
4. In the **Cut List Notes** text box, type **Call Contact before shipping**.
This text appears on the **Cut List** report.
5. Click **Copy To Shipping Ticket**.
This information is copied into the **Shipping Ticket Notes** text box.
It also appears on the **Shipping Ticket** report.
6. Click **Cut Optimize**.
The cut analysis is started.
The cut results are shown on the **Remaining Cuts** and/or **Completed Cuts** tabs.
The **Remaining Cuts** tab lists the products that were not optimized during cut analysis.
Use this tab to manually type a cut pattern for these products to best utilize your available inventory.
7. Go to **Section XIV** to cut a pattern manually.

XIV. Creating a Cut Pattern Manually

1. Click the **Remaining Cuts** tab.
The **Current Product** group box lists product not cut during cut analysis.
2. In the **Product** list box, click the **11 7/8" TJI 110** joist.
The **Remaining Cuts** table has a **Quantity** of 2 pieces of product 22' in **Length**.
The **Remaining Blocking** table has an **Identifier** (O-1) with a **3' 5 3/4" Length**.
3. In the **Remaining Cuts** table, double-click either the **Quantity** or **Length** fields for the two 22' pieces of **11 7/8" TJI 110** joist.
The **Cut 1** field shows the 22' length.
In the **Length** field, the program selects from the **Available Inventory** list a **36' Length** to be used for this pattern, giving an **OffCut** of 14'.
The **Repeat Cut Pattern** spin box shows a 2 to indicate this cut pattern will be repeated two times.

For the purposes of this tutorial, assume that this is not an optimal cut, and that we would rather make two 22' cuts on the same pattern.
4. Click the **Repeat Cut Pattern** spin box once.
The box shows 1.
One of the 22' lengths returns to the **Remaining Cuts** table.
5. Double-click a 22' in the **Length** field.
One 22' length is now shown in the **Cut 2** field.
One 22' length remains in the **Remaining Cuts** table.
6. In the **Remaining Blocking** table, double-click the **3' 5 3/4"**.
This creates **Cut 3**.

Note: A 48' **Length** from **Available Inventory Length** was used.
There is a **6 1/4" Offcut**.
By default, this offcut is considered "waste in the yard".
7. Select the **Ship Waste** check box.
The **6 1/4" Offcut** is now included with the shipped product.
8. Click **Add to Completed Cuts**.
This pattern is sent to the **Completed Cuts** tab.
9. In the **Products** list box, click the **1 3/4" X 11 7/8" 1.7E TimberStrand LSL**.
10. In the **Remaining Cuts** table, double-click **12'** in the **Length** field.
This creates **Cut 1**.
11. In the **Remaining Cuts** table, double-click **10'** in the **Length** field.
This creates **Cut 2**.

Note: A 37' **Length** from **Available Inventory** was used.
There is a **15' Offcut**.
12. Click **Add to Completed Cuts**.
There are no more cuts to be made.
13. Click the **Completed Cuts** tab.
The tab shows the cut patterns for this **Cut Order**.

Note: Waste is shown in the lower left corner both as lineal feet and a percentage of the material used.

14. Review the **Completed Cut Patterns** to identify the changes that were made:

Completed Cut Patterns			Cut 1	Cut 2	Cut 3	OffCut
4	36'	11 7/8" TJI 110 joist	18'	18'		0
1	48'	11 7/8" TJI 110 joist	22'	18'	8' Bk	0
5	48'	11 7/8" TJI 110 joist	22'	22'	4' Bk	0
3	36'	11 7/8" TJI 110 joist	35'			1' (W)
2	48'	1 3/4" x 11 7/8" 1.7E T	22'	13'	13'	0
3	48'	1 3/4" x 11 7/8" 1.7E T	32'			16' (R)
7	16'	1 1/4" x 11 7/8" 1.3E T	16'			0
1	18'	3 1/2" x 9 1/2" 1.7E Tir	9'	9'		0
1	48'	11 7/8" TJI 110 joist	22'	22'	3' 5 3/4" Bk	6 1/4" (S)
1	37'	1 3/4" x 11 7/8" 1.7E T	12'	10'		15' (R)

1'(W) indicates that **1'** was wasted and is cut off in the yard.

16'(R) indicates that **16'** was returned to stock. This particular cut was made based on the **Preferred Length** default selection of **16'**.

6 1/4" (S) indicates that this amount is shipped waste. It is shipped with the pattern. The **Ship Waste** check box was selected so this would happen.

Figure 1 Completed Cut Pattern example results

15. Verify that your **Completed Cut Patterns** information is the same as the graphic's information above.

If the information is the same, go to Step 16.

If your information is not the same the image above, follow the steps below:

If you **can** identify the specific product cuts that are incorrect:

- Select the incorrect cut patterns and click **Remove Cut**.
- Click the **Remaining Cuts** tab.
- In **Section XIV, Creating a Cut Pattern Manually**, repeat the steps for each product that was cut incorrectly.

If you **cannot** identify the specific product cuts that are incorrect:

- Click the **Orders** tab.
- Click **OK** to the warning message.
- In the Orders table, click Order # 1.
- Click the **Orders Details** tab.
- Click **Optimize Order**.
- In the **Select Orders** group box, click **Add**. The **Select Orders** dialog box opens.
- Select each order listed in the dialog box.
- Click **OK** to include them in the Cut Order.
- Go to the **Section XIII, Cut Optimizing the Order** and begin at **Step 2**.

16. Click **Deduct From Inventory**.

The product used for this cut order is subtracted from the current inventory.

A warning regarding permanent changes that are about to take place appears.

17. Click **Yes** to acknowledge the message and deduct the product from inventory.

XV. Printing A Cut Report or Shipping Ticket

1. On the **Completed Cuts** tab, click **Print**.
The **Print** dialog box opens.
2. Select the **Cut List** check box.
3. Select the **Include TJ-Xpert Plot Labels** check box.
4. In the **Additional Report Notes** text box, type any information to include on the report.
The **Shipping Ticket** information group box is available to print after you have deducted the **Cut Order** from inventory.
A separate shipping ticket is printed for each **Product Order** included in the cut analysis.
5. Select the **Shipping Ticket** check box.
6. Click either the **Cut In Yard** or **Cut on Job-site** radio button.
7. In the **Style** group box, click **Horizontal**.
This is the layout orientation of the report.
8. Click **Print Preview** to view the report on screen or
Click **Print** to send the report to the default printer.
9. Click **Close** to exit the **Print** dialog box.

Note: This concludes the TJ-YardMate Tutorial.
Before working in TJ-YardMate, you must return to the **Program** database using the instructions in **Section XVI**.
This is done to ensure the validity of your company's inventory and historical information.

XVI. Returning to TJ-YardMate™'s Program Database

1. On the **Tools** menu, click **Defaults**.
The **Defaults** dialog box opens.
2. Click the **Program Defaults** tab.
In the **Program Paths** group box, the **Database:** field shows the database location the TJ-YardMate™ program is currently using:
C:\Program Files\Trus Joist\TJ-YardMate\Tutorial\.
3. **Network users** – follow these procedures
 - a. Highlight all the text in the **Database:** text box.
 - b. Go to **Section II, Step 3b** to find the original database location.
 - c. Click **Browse**.
 - d. Locate the database file.
 - e. Double-click the file.
The **Database:** text box now shows:
C:\Program Files\Trus Joist\TJ-YardMate\ Program\.**Stand-alone Users** – follow these procedures
 - a. Click in the **Database:** text box and highlight **Tutorial\.**
 - b. Type **Program\.**
If you used the installation default location, the **Database:** text box now shows:
C:\Program Files\Trus Joist\TJ-YardMate\Program\.
4. Click **Apply**.
The work done in TJ-YardMate™ is now using the **Program** database.
A Restart message appears requesting you to restart the program so changes are applied.
5. Click **OK** to acknowledge the message.
6. Click **OK** to close the **Defaults** dialog box.
7. On the **File** menu, click **Exit**.
The TJ-YardMate™ program closes.
8. Restart TJ-YardMate™ and click **OK** on the login screen.
Note: Use **Section III** of the tutorial to set up TJ-YardMate™ for the way your company does business and to get your users program access in **User Security**.