



User's Guide
TJ-YardMate™ 2.10

2005 Trus Joist™

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Table of Contents

Introduction	3
Overview	3
User Environments	4
Software License Agreement for TJ-YardMate™	5
TJ-YardMate™'s Online Help	6
Browse Sequences	6
Context Sensitive Help	6
The TJ-YardMate™ Window	7
Orders tab	7
Shipping Info tab	10
Order Details tab	11
Cut Optimization tab	13
Order List tab	14
Remaining Cuts tab	15
Completed Cuts tab	18
Inventory tab	19
TJ-YardMate™ Setup	22
Adding New Users	22
Setting Program Defaults	23
Setting Cut Defaults	23
Setting Inventory Defaults	24
Setting Preferred Lengths	25
Setting Program Defaults	25
Building or Adding Inventory	26
Entering Ordered Products	27
Building Your Customer List	28
Order and Cut Lists Management.....	29
Orders	29
Entering an Order	29
Importing Product from TJ-Xpert® Jobs	30
Receiving an Entire Order	31
Receiving a Partial Order	31
Cuts	32
Cut Optimizing the Order	32
Manually Creating Cuts	33
Completing Cuts	34

Printing Reports	35
Printing a Cut Report or Shipping Ticket.....	35
Printing the Inventory Report.....	35
Printing a Purchase History Report.....	36
Printing a Cut History Report.....	37
Printing the Waste History Report	38
Database Management.....	39
Backup and Compact DB rules	39
Backup and Compact the Database.....	39
Archiving Messages	42
30-day Archive Reminder.....	42
Active computer in the database.....	42
TJ-YardMate™ Tutorial.....	43
List of Figures	58
Index.....	59
Suggestion and Request Form.....	60

Introduction

Overview

TJ-YardMate™ is a versatile program created to help you manage your inventory and improve your profitability. Designed to meet the demands of a variety of lumberyards, TJ-YardMate™ lets you:

- Establish a database of customers and inventory.
- Track and store orders by Purchase Order number, Customer and Location.
- Generate Cut History reports based on product, customer, or date.
- Prioritize Cut analysis logic based on preferred lengths, maximum waste flexibility and blocking panel usage.
- Track waste by job or by total-per-day, -week, -month or -year.
- Use flexible formats to print Cut Lists, Shipping Tickets and Customer Reports.
- Easily import TJ-Xpert® job products into the Order information, filtering them by Product Type, Accessories, Job Comments and Member Labels.
- Utilize network capabilities permitting multiple users to perform different operations at the same time. For example: order entry by salesmen, cut analysis by yard foremen, and incoming product management by the Purchasing Manager.
- Track Product/Purchase Orders for status updates and product inclusion in the stock.
- Update TJ product automatically using TJ-Xpert® product lists.

User Environments

A TJ-YardMate™ user is normally the associate of a Retail Dealer or a Distributor. Retail Dealers usually have a customer list consisting of builders while Distributors have a customer list consisting, most often, of lumberyards.

TJ-YardMate™ has the flexibility to meet the different needs of many different types of lumberyards:

- **Cutting Yards**
All cuts are made at the yard. This is the yard profile TJ-YardMate™ was developed to fully serve. A user is assigned access to each tab (or function) and may want to utilize all the available reports.
- **Non-Cutting Yards**
All cuts are made on the job-site. Often these yards stock only a few different lengths of each product. Their goal is to find the optimal way to get the Order out of the available inventory lengths; any offcuts are considered shipped waste. This user may only want to utilize the program for **Cut Optimization** and **Inventory**. **Cut** and **Inventory** history reports may also be useful.
- **Record Keeper**
The Orders match Purchase Order #'s and is maintained by Customer Location. All incoming product is tracked via **Track Product On Order**.
- **Quick Cutter**
Optimizing cuts is the priority of this User Guide. Using **AutoNumber** and **Optimize Order** capabilities increases the speed with which these orders are optimized.

TJ-YardMate™ can be setup two different ways:

- **Stand-alone** which has the same user entering all the orders, inventory and cut analysis.
- **Networked** which allows different people to access the program for different needs. Many salesmen may enter orders, a Purchasing Manager would work with the Inventory and a Yard Foreman would utilize the Cut Optimization capabilities of the program.

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Please mail the completed and signed form to:

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TJ-YardMate™'s Online Help

The online help for this version of TJ-YardMate™ is designed to open in the HTML Help viewer. The Help file opens to a Tri pane HTML Help window containing three tabs:

Tab:	What it does:
Contents	Displays books and pages. Click a book and it expands to show groups of pages. Click a page to view its corresponding topic.
Index	Provides a list of keywords. Click a keyword to view its corresponding topic. If several topics reference the same keyword, select the topic to view from a popup menu.
Search	Enter words or phrases to scan topic content and find all topics that match the search criteria.

Browse Sequences

Browse sequences allow users to move forward and backward through a series of topics arranged in a specific order. **TJ-YardMate™'s Browse Sequences** are located above the main topic window. By clicking on the **Next** and **Previous** buttons, you can step through related topics. Clicking on the drop down box located just below these buttons allows you to view all available predefined (color-coded sequences in a drop-down list) browse sequences.

Context Sensitive Help

If you want to find information about the current window, click **Help** in the lower right of the window. TJ-YardMate™ opens a Help window containing information on the current window.

The TJ-YardMate™ Window

The TJ-YardMate™ program has one main window with three tabs that are used to enter **Order**, **Cut Optimization** and **Inventory** information.

This section describes the main window of TJ-YardMate™ only.

Information about other dialog boxes and messages is found in the online help.

Access to individual or all tabs is authorized in the **User Security** dialog box.

On the **File** menu, click **User Security** to open the **User Security** dialog box.

Note: Users assigned only **Orders** or **Cut Optimization** capabilities can view the **Inventory** tab but cannot enter any inventory information changes.

Orders tab

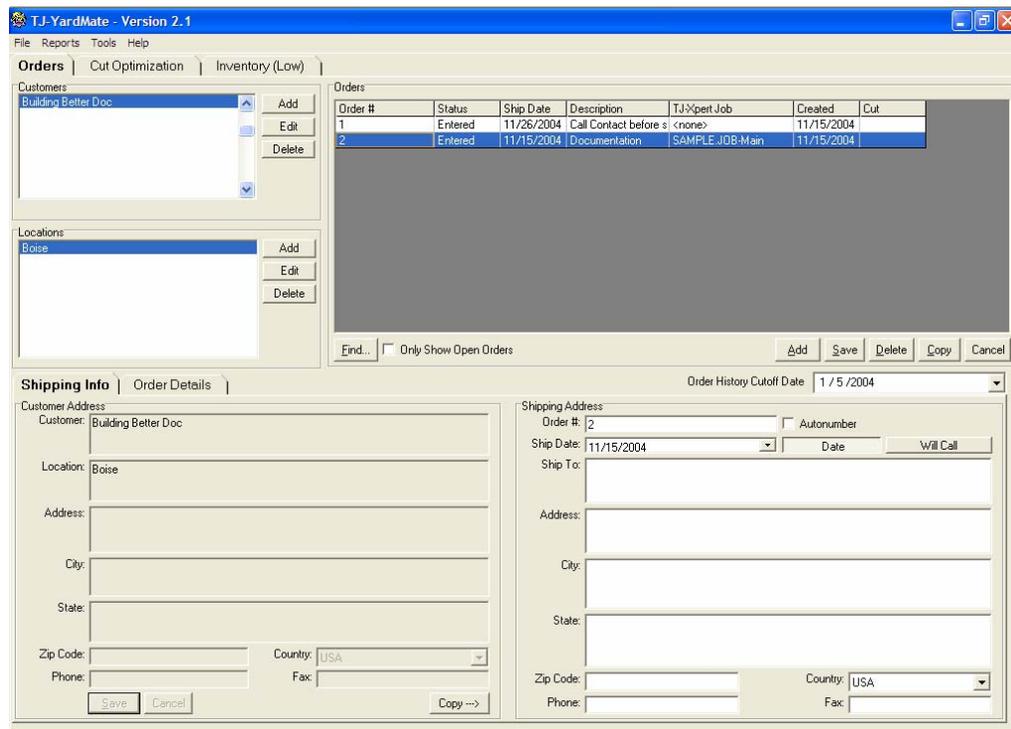


Figure 1 Orders and Shipping Info tabs

The **Orders** tab is used to enter an order or to review a specific order. This tab contains three group boxes and two tabs for entering order information.

Customers group box

The **Customers** group box contains a **Customers** scroll box, **Add**, **Edit**, and **Delete** buttons.

This group box lists the entered customer names. It is used to enter new customers and to edit or delete existing customers.

Select a specific customer to view their entered **Locations** information.

Add button

Click to enter the name of a new customer in the **Shipping Info** tab's **Customer Address** group box.

Edit button

Click to change the name of a selected customer.

Delete button

Click to remove a selected customer from the list.

Locations group box

The **Locations** group box contains a **Locations** scroll box, **Add**, **Edit**, and **Delete** buttons.

Select a customer name from the **Customers** list. The available locations for the customer are listed in the **Location** scroll box.

If the selected customer has more than one location, all entered locations are listed.

Add button

Click to enter a new location for a selected customer in the **Shipping Info** tab's **Customer Address** group box.

Edit button

Click to change the name of a selected location.

Delete button

Click to remove a selected customer's location from the list.

Orders group box

The **Orders** group box contains the **Orders** table, **Only Show Open Orders** check box, **Find**, **Add**, **Save**, **Delete**, **Copy**, and **Cancel** buttons.

When a customer location is selected, the **Orders** table lists the available orders for that location. The **Shipping Info** and **Order Details** tabs are active for the selected order.

Orders table

The **Orders** table contains these columns:

Order # column

Order # is the order reference number used to track orders and for the Cut Optimization process.

Status column

The status of each order is established by the program. It indicates what tasks have or have not been completed for the order.

These labels are only changed when an action is done to the order. A status cannot be manually changed. However, some actions may automatically return the status to a previous status level.

There are three status levels for an order, each status building on the previous status' requirements:

New

The order is valid, has an Order # assigned and has been saved.

Entered

At least one order item has been included in the new order.

Deducted from Inventory

All **Completed Cuts** have been deducted from inventory. **Order Details** cannot be adjusted in any way, nor can **Deduct** actions be undone. This status is the equivalent of physically cutting the order; it cannot be put back together.

Ship Date column

This is the date the order is to be shipped to the customer or the customer's **Will Call** date.

Description column

Shows the **Description** text from the **Order Details** tab.

TJ-Xpert Job column

If applicable, shows the TJ-Xpert® job file the order was imported from.

Created column

This is the date the order was created.

Cut column

This is the date the order was cut.

Only Show Open Orders check box

Click to list only open orders in the **Orders** table.

The orders listed in the table are restricted by the date in the **Order History Cutoff Date** list box.

Find button

Click to open the **Find Order** dialog box.

Use the dialog box to locate a specific order.

Add button

Click to add a new order for the customer.

The **Order #** field becomes active on the **Shipping Info** tab.

The **Shipping Details** and the **Order Details** tab information can then be completed.

Save button

Click to save any new or changed order information.

Customer, **Location**, and **Order #** information must be entered first to save an order.

Delete button

Select a specific **Order #** in the **Orders** table and click to remove the order from the list.

Copy button

Click to copy the selected order information to a new order for the customer.

The copy becomes the active order. The **Order #** text box in the **Shipping Address** group box is blank for a new number to be assigned.

Click **Save** to add the copied order to the **Orders** table as a new order line.

Orders cannot be copied to different customers or locations.

Cut information cannot be copied.

Cancel button

Click to delete all order information, new or edited, that has not been previously saved.

Shipping Info tab

Figure 2 Shipping Info tab

The **Shipping Info** tab consists of an **Order History Cutoff Date** list box, a **Customer Address** group box, and a **Shipping Address** group box.

The tab is only active if a new customer or location is added or edited, an order is selected in the **Orders** table, or a new order is being created.

The text boxes are not available unless the **Edit** or **Add** buttons in the **Customer** or **Location** group boxes are selected.

Order History Cutoff Date list box

Click the list box arrow to open the **Calendar**.

Use the **Calendar** to select a date to view orders in the **Orders** table.

Orders are listed from the selected date to today.

Customer Address group box

This group box contains the **Street Address**, **City**, **State/Province**, **Country**, **Zip** or **Postal Code**, **Phone** and **Fax** text boxes, and **Save**, **Cancel**, and **Copy** buttons.

The customer's location address information is entered in these text boxes:

Street Address, **City**, **State/Province**, **Country**, **Zip** or **Postal Code**, **Phone** and **Fax**.

Save button

Click to save any information in this group box.

Cancel button

Click to undo any entries in this group box.

Copy button

Click to copy all the information listed in the **Customer Address** group box to the **Shipping Address** group box.

Shipping Address group box

This group box contains an **Order #** text box, **Autonumber** check box, **Ship Date** list box or **Will Call** box, **Date** and **Will Call** buttons, and shipping information text boxes for **Street Address**, **City**, **State/Province**, **Country**, **Zip** or **Postal Code**, **Phone** and **Fax**.

The **Shipping Address** group box is for order-specific address information. This is the address where the order is to be delivered to.

Order # text box

Type a specific order number or click the **Autonumber** check box.

An order number is required to save the order.

Autonumber check box

Select to have TJ-YardMate™ automatically assign the next available order number to the order.

Ship Date list box or Will Call box

Type a date in the field or

Click the list box arrow to open the **Calendar**.

Use the **Calendar** to select a date to the order is to be shipped.

If the **Will Call** button is selected, the list box shows **Will Call**.

Date button

Click to activate the **Ship Date** list box.

Will Call button

Click to change the **Ship Date** list box to **Will Call**.

This is used when the ship date is undetermined.

This is not a required field for creating new orders.

Ship To text box

This text box contains the end customer's name or the name of the person the order is to be sent to.

Order Details tab

Quantity	Length	Product #	Product	Blocking
9	20'	JD	9 1/2" TJI/Pro-150 joist	
3	20'	M6	1 3/4" x 16" 1.9E Microllam LVL	
2	20'	JD	9 1/2" TJI/Pro-150 joist	
3	16'		1 1/4" x 9 1/2" 1.3E TimberStrand LSL	
1	4'		3 1/2" x 4 3/8" 1.3E TimberStrand LSL	

Figure 3 Order Details tab

The **Order Details** tab contains the **Quantity**, **Length**, **Product #** text boxes, a **Product** box, a **Blocking** check box, **Save Item** and **Delete Item** buttons, an **Order Detail** table, a **Description** scroll box, a **TJ-Xpert Imported Jobs** scroll box, **Optimize Order** and **Print** buttons.

The **Order Details** tab is used to enter the actual product information of the order. The current **Status** of the order is also shown.

The first row of text boxes, buttons and options are used to add and remove products from the order. The entered product information is listed in the **Order Details** table.

Quantity text box

Type the number of pieces to order for the specified product.

Length text box

Type the product length measurement to be shipped.

For accessories, such as hangers, or other products that are not cut, skip this text box.

Product # text box

Type the product identification number or SKU#, if known.

If a number exists in the TJ-YardMate™ database, but you do not know it, TJ-YardMate™ will automatically enter the existing number when the product is selected in the **Product** dialog box.

Product box

This box shows the selected product in **Product #** text box or the product chosen from the **Product** dialog box.

Product selection is available for changes until the order is deducted from inventory.

Product button

Click to open the **Product** dialog box.

Use the dialog box to select a product.

Add/Save Item button

This button is **Add** when new order details are being added to the **Order Details** table.

This button is **Save** when edits are made to order details in the **Order Details** table.

Click **Add** to add the Product information to the **Order Details** table.

Click **Save** to save changes made to order details in the **Order Details** table.

A product is not part of the order until it is added to and saved in the **Order Details** table.

Delete Item button

Click to delete the selected order detail line from the **Order Details** table.

Description scroll box

Use the scroll box to enter order details about the order.

The Description appears in the **Description** column of the **Orders** table.

TJ-Xpert Imported Jobs scroll box

Lists the TJ-Xpert® jobs having product included as part of the order.

Import TJ-Xpert Job button

Click to open the **Import TJ-Xpert Job** dialog box.

Use the dialog box to import TJ-Xpert® job file.

Optimize Order button

Click to move the current order's information to the **Cut Optimization** tab.

This button does **not** initiate Cut Optimization.

Print button

Click to open the **Print** dialog box.

Use the dialog box to print reports for the order.

Cut Optimization tab

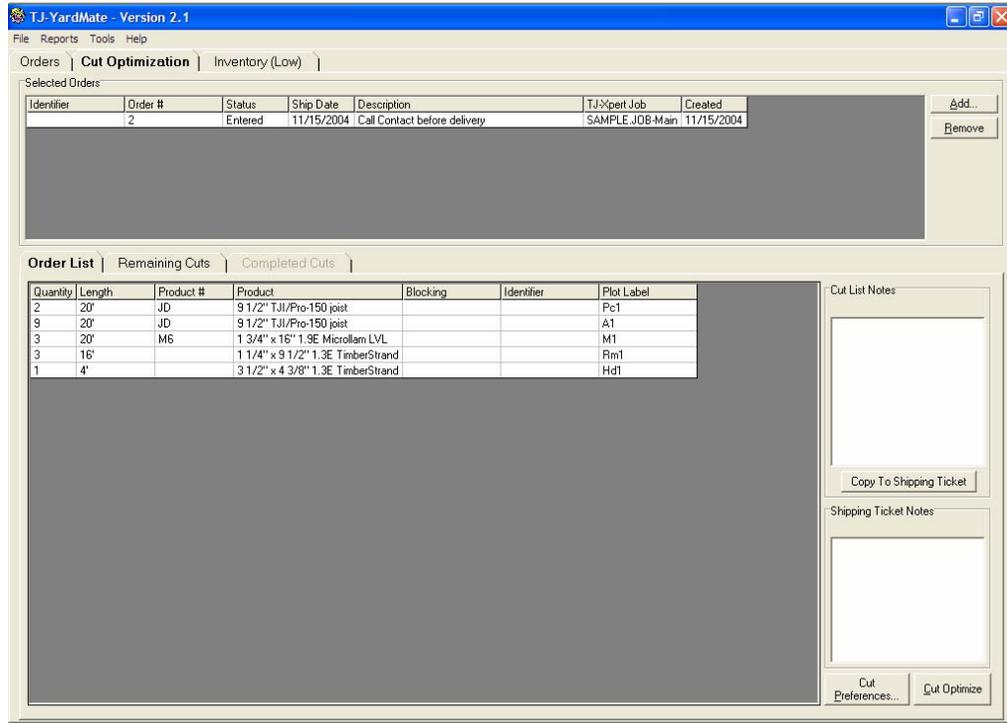


Figure 4 Cut Optimization and Order List tabs

The **Cut Optimization** tab is used to enter the parameters for cutting the ordered product to make the most efficient use of the current inventory.

This tab shows the order information and order details from the **Orders** tab.

It contains the **Order List**, **Remaining Cuts**, and **Completed Cuts** tabs and a **Selected Orders** group box.

Selected Orders group box

This group box contains the **Selected Orders** table, an **Add** and a **Remove** button.

Selected Orders table

This table lists the orders that are to be included in the current cut analysis.

The table is view only. Data in the table cannot be changed directly in the table.

The columns of this table are:

Identifier column

This column lists a program-assigned cut order ID number if multiple orders are cut.

Example 1: **(O-1)** for the first order, **(O-2)** for the second order.

Example 2: If an order contains more than one imported TJ-Xpert® job level, the program assigns an ID code to distinguish the levels within the order. A cut order containing two product orders, with the second order containing three TJ-Xpert® job levels would read: **(O-2)(JL-1)**; **(O-2)(JL-2)** ; **(O-2)(JL-3)**.

Order # column

This column is the order's reference number that is included in the Cut Optimization.

Status column

This column indicates what tasks have and have not been completed for the order.

Ship Date column

Shows the required ship date of the order to the customer.

Description column

Shows the text from the **Description** text box on the **Order Details** tab.

TJ-Xpert Job column

Shows the imported TJ-Xpert® job(s) file name included in the order.

Created column

Shows the date the order was created.

Add button

Click to open the **Select Order** dialog box.

Use the dialog box to select orders to add to the cut analysis.

Remove button

Click to delete a selected order from the **Selected Orders** table.

Order List tab

Quantity	Length	Product #	Product	Blocking	Identifier	Plot Label
3	55'	JB	11 7/8" TJI/Pro-120TS joist		(0-4)	
3	35'	JB	11 7/8" TJI/Pro-120TS joist		(0-1)	
1	54'	JL	14" TJI/Pro-350 joist	Yes	(0-1)	Bk
2	20'	JD	9 1/2" TJI/Pro-150 joist		(0-1)(JL-1)	Pc1
9	20'	JD	9 1/2" TJI/Pro-150 joist		(0-1)(JL-1)	A1
14	13'	M6	1 3/4" x 16" 1.9E Microllam LVL		(0-2)	
3	20'	M6	1 3/4" x 16" 1.9E Microllam LVL		(0-1)(JL-1)	M1
3	16'		1 1/4" x 9 1/2" 1.3E TimberStrand		(0-1)(JL-1)	Rm1
1	4'		3 1/2" x 4 3/8" 1.3E TimberStrand		(0-1)(JL-1)	Hd1
1	198"		1 3/4" x 5 1/2" 1.9E Microllam LVL	Yes	(0-1)	Bk
14	14'	M1	1 3/4" x 11 7/8" 1.9E Microllam LVL		(0-2)	
1	31' 7"	JK	11 7/8" TJI/Pro-350 joist	Yes	(0-3)	Bk

Figure 5 Order List tab

This tab lists all products included in the cut analysis.

The **Order List** tab contains the **Order List** table, the **Cut List Notes** text box, the **Copy to Shipping Ticket** button, the **Shipping Ticket Notes** text box, the **Cut Preferences** and **Cut Optimize** buttons.

Product Information table

This table lists product details for the products ordered.

Quantity column

Shows the number of pieces ordered for each product.

Length column

Shows the designated length of each product orders.

Product # column

Shows the product ID or SKU number.

Product column

Shows the description of the selected product

Blocking column

Shows whether or not the item is to be considered random length.

Identifier column

Shows an assigned cut order ID number for the product, if multiple orders are cut.

Example 1: **(O-1)** for the first order, **(O-2)** for the second order.

Example 2: If an order contains more than one imported TJ-Xpert® job level, the program assigns an ID code to distinguish the levels within the order. A cut order containing two product orders, with the second order containing three TJ-Xpert® job levels would read: **(O-2)(JL-1)**; **(O-2)(JL-2)** ; **(O-2)(JL-3)**.

Plot Labels column

Shows the plot label imported from the TJ-Xpert® product.

Cut List Notes text box

Type special notes to be included with the Cut List printed report.

Copy To Shipping Ticket button

Click to include the **Cut List Notes** on the Shipping Ticket printed report.

Shipping Ticket Notes text box

Type any additional notes to included with the Shipping Ticket printed report.

Cut Preferences button

Click to open the **Cut Defaults** tab in the **Defaults** dialog box.

Use the **Cut Defaults** tab to change the cut defaults.

Cut Optimize button

Click to start the cut analysis process.

Note: Only pre-defined, cut-type products (TJI® joists, TimberStrand® LSL, Parallam® PSL, Microllam® LVL) are sent to cut analysis. Pre-defined, non-cutting products such as hangers, or user-defined products such as TimberStrand™ studs can only be deducted from existing inventory.

Remaining Cuts tab

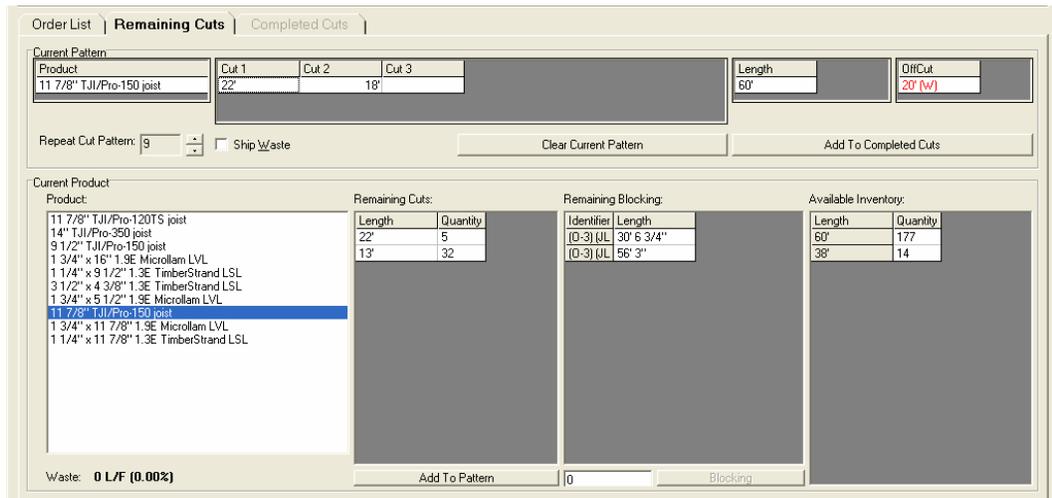


Figure 6 Remaining Cuts tab

The **Remaining Cuts** tab is used to create cut patterns either before or after cut analysis. All items not optimized during cut analysis are shown on this tab for custom cut patterns. The custom cut patterns are manually entered. All cut patterns are included on the **Completed Cuts** tab.

The **Remaining Cuts** tab contains a **Current Pattern** and a **Current Product** group box.

Current Pattern group box

This group box is used to create a cut pattern manually because the Cut analysis could not automatically produce it based on the available inventory or **Cut Defaults** requirements. Information in this group box is changed by selections made in the **Current Product** group box.

Product box

Shows the product name of the select product in the **Product** scroll box of the **Current Product** group box.

The current cut pattern is applied to this product.

The default product is the first product listed in the **Product** scroll box.

Cuts box

Lists each cut length to be made to create the cut pattern.

Double-click a product listed in the **Length** field of the **Remaining Cuts** table or the **Remaining Blocking** table to include it in the **Current Pattern Cut** box as Cut 1, Cut 2, etc.

Each time a cut is added to the **Current Pattern Cut** box, the **Length** table is updated to show the smallest in-stock length that will allow all cuts to be made.

A maximum of ten cuts can be entered in the **Current Pattern Cut** box.

Length box

Shows the selected **Available Inventory** length, from the **Current Product** group box, as the pulled length to be applied to the cut pattern.

OffCut box

Shows the remaining length based on the **Available Inventory** length selected and the entered cuts that are returned to stock or shipped as waste.

The **Offcut** amount is adjusted each time a cut is entered or the **Available Inventory Length** is changed.

Repeat Cut Pattern spin box

The program automatically shows the maximum number of times the active cut pattern can be repeated to fill the order.

Click the  buttons to adjust this number up or down based on the versatility of the cut pattern.

Product is returned to the **Remaining Cuts** table to be cut again.

Ship Waste check box

Check this box to indicate a cut without actually making it.

Example: A remaining cut of 21' is made but 23' is shipped. The customer accepts 2' of waste to avoid making the additional physical cut.

The **OffCut** length is shown in red as **S**.

Clear Current Pattern button

Click to completely clear all information from the **Current Pattern** group box and begin entering a new pattern.

Add to Completed Cuts button

Click to move the current cut pattern onto the **Completed Cuts** tab.

Completed cuts are included in the **Cut Report** output.

Current Product group box

This group box contains all cuts for the order that were not optimized in cut analysis. Use the **Current Pattern** group box to manually create patterns for these product cuts.

Product scroll box

This scroll box shows the products available for manual cut entry. The product name is listed for each type of product in the Cut Order. When all remaining cuts for the listed item(s) have been completed, the product name is removed from the scroll box.

Remaining Cuts table

This table contains all remaining cut lengths and quantities for the current product. Select a cut length and click **Add to Pattern** or Double-click a **Length** to add it to the **Current Pattern Cut** box in the **Current Pattern** group box (**Cut 1, Cut 2...**). Repeat until no product remains in the **Product** scroll box.

Remaining Blocking table

This table contains the amount of blocking that will fit in a cut pattern. Click the **Blocking** text box to enter a specific amount of blocking. Type a length and clicking **Blocking**. The **Blocking** entry cannot exceed the footage listed in the **Remaining Blocking** table's **Length** column.

Available Inventory table

This table lists all in stock lengths and quantities for the selected product. Select a listed length to accommodate the selected cuts. The selection is shown in the **Length** field of the **Current Pattern** group box. The **Quantity** listing changes based on the amount of product used for the cut pattern.

Add to Pattern button

Click to add the selected cut length to the **Current Pattern Cut** box in the **Current Pattern** group box (**Cut 1, Cut 2...**).

Blocking text box

Type a specific amount of blocking length for the cut pattern. The **Blocking** entry cannot exceed the footage listed in the **Remaining Blocking** table's **Length** column.

Blocking button

Click to add the selected blocking length to the cut pattern.

WARNING! You cannot return to the **Orders** or **Inventory** tabs without losing the **Completed Cuts** entries. This is after **Cut Optimization** is successful or when **Add to Completed Cuts** on the **Remaining Cuts** tab is selected.

Completed Cuts tab

Quantity	Length	Product
9	60'	11 7/8" TJ/Pro-150 joist
7	60'	1 1/4" x 11 7/8" 1.3E TimberStrand

Cut 1	Cut 2
22'	18'
16'	

OffCut
20' (S)
44' (R)

Waste: 180' L/F (27.61%)

Remove Cut Print... Deduct From Inventory

Figure 7 Completed Cuts tab

The results of the cut analysis and **Remaining Cuts** tab entries are shown on the **Completed Cuts** tab.

Inventory table

Lists the quantity, length and product to be cut.

Cuts table

Lists all cuts to be made by length.

OffCut table

Lists the remaining lengths after the cut is completed.

R designated offcuts are returned to stock.

A red **W** designates offcuts as yard waste.

A red **S** designates offcuts as shipped waste.

Waste box

Shows the waste for the current cut order in total lineal feet and as a percentage of the customer order's total lineal feet.

Remove Cut button

Click to remove any selected cut(s) from the pattern

All selected cut patterns are removed from the completed cuts and lengths are returned to the **Remaining Cuts** tab to be re-cut.

Print button

Click to open the **Print** dialog box.

Use the dialog box to generate a Cut List or Shipping Ticket.

Deduct From Inventory button

Click to accept all listed cut patterns and subtract them from the existing inventory.

Actual inventories are adjusted and the cuts are added to the cut history.

TJ-YardMate™ designates this as a physically executed cut.

The results of this action cannot be reversed automatically.

The order is placed in a **Deducted** status.

The **Uncut Items Warning** message appears if any product remains to be cut. You must create a cut pattern for these items or they will be dropped from the order. Click **Yes** to create a new order or **No** to eliminate the undelivered products.

Inventory tab

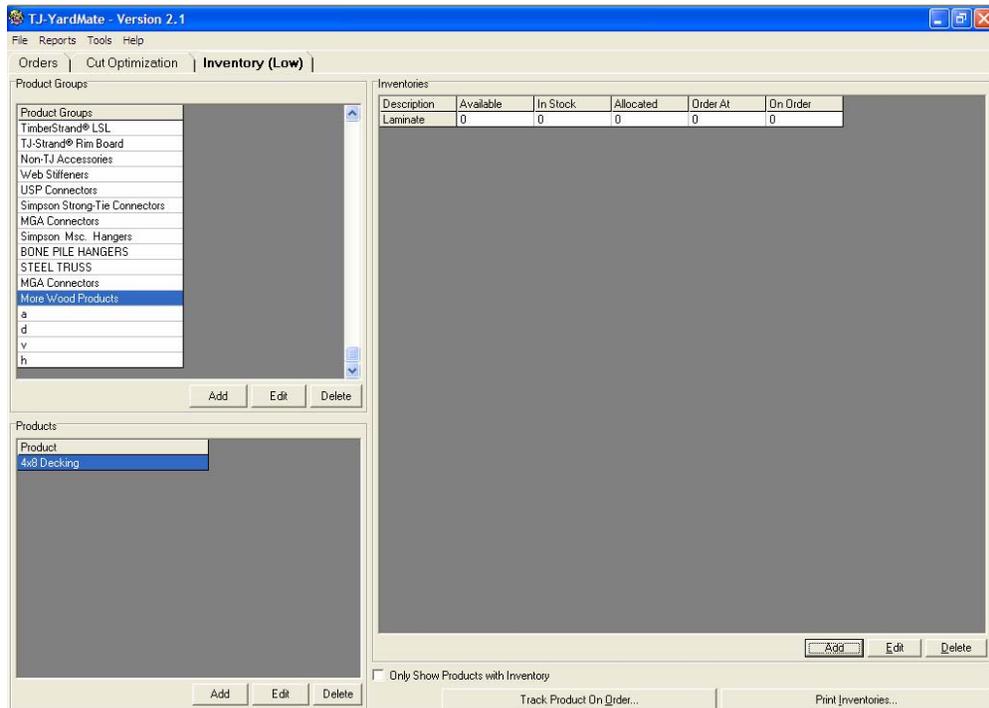


Figure 8 Inventory tab

The **Inventory** tab is used to manage in-stock inventories, allocate inventories, set re-order inventory levels, and track in-coming inventories.

The tab is identified as **Inventory (Low)** when the inventory quantity of one or more products is below the default **Order At** amount.

Print the **Low Inventory Report** to identify these inventory items.

Inventories reaching zero (0) are shown in the row in red.

This tab contains two group boxes and one table box, an **Only Show Products with Inventory** check box, a **Track Product On Order** and **Print Inventories** buttons.

Product Groups group box

This group box lists all available product groups or types.

Product groups are added, edited, or deleted in this group box.

Product Groups scroll box

Lists all available product groups.

If **Only Show Products with Inventory** is checked, only those product groups with inventory are listed in the scroll box.

Add button

Click to add a product group to the **Product Groups** scroll box.

Edit button

Click to edit a user-created group name.

TJ-YardMate™ defined product group names cannot be edited.

Delete button

Click to remove the selected user-defined product group.
TJ-YardMate™ defined product groups cannot be deleted.
All products and their inventories within the group are permanently removed.

Products group box

This group box lists the products associated with the selected **Product Group**.
Select a specific product to work with in the **Inventories** table.

Product Groups scroll box

Lists all available products for the selected **Product Group**.
If **Only Show Products with Inventory** is checked, only products with inventory are listed in the scroll box.

Add button

Click to add a product to the **Products** scroll box.

Edit button

Click to edit a user-created product name.
TJ-YardMate™ defined products cannot be edited.

Delete button

Click to remove the selected user-defined product.
TJ-YardMate™ defined products cannot be deleted.
All products and their inventories are permanently removed.

Inventories table

This table is used to view details about, and to add, edit, and delete specific products in the inventory.

All columns except **Available** and **On Order** can be changed.

Double-click any cell in the **Inventories** table to view the total lineal footages for the selected product.

Length or Description column

If the product is a TJ product, this column is **Length**.
If the product is a non-TJ product, this column is **Description**.

Available column

This is the inventory available for cut orders.
This quantity is the **In-Stock** quantity minus the **Allocated** quantity.

In Stock column

This is the total physical inventory on hand.

Allocated column

This is the amount of the physical inventory that is designated to specific orders.

Order At column

This is the user defined re-order quantity amount.

On Order column

This is the quantity of product that is on order but not yet received.

Hint: Inventory totals can be changed in the In Stock, Allocated, or Order At cells.
Select the cell and press either the + (Plus) key to add inventory or the – (Minus) key to subtract. The **Add/Subtract** dialog box opens. Use the dialog box to make the inventory adjustments.
You can also click in the cell and directly type the new number.

Add button

Click to add a new row to the **Inventories** table.
Use the new row to add a user-defined inventory item.

Edit button

Click to edit a user-defined product's description.
TJ-YardMate™ product descriptions cannot be edited.

Delete button

Click to delete a selected product from the Inventories table.
Only user-defined inventory items can be deleted.
TJ-YardMate™ items cannot be deleted.
All products and their inventories within the group are removed permanently.

Hint: Use the arrow keys to navigate the various columns and fields.

Only Show Products With Inventory check box

Select this check box to only view product and product groups with inventories over zero.
This is recommended after the initial inventory entry.

Track Product On Order button

Click to open the **Products on Order** dialog box.
Use the dialog box to create and track incoming inventory.

Hint: If this button is not visible, go to the **Tools** menu and select **Defaults**.
The **Defaults** dialog box opens.
Click the **Inventory Defaults** tab and select the **Track Products On Order** checkbox.

Print Inventories button

Click to open the **Inventory Report** dialog box.
Use the dialog box to print **Current Inventory** or **Low Inventory** reports.

TJ-YardMate™ Setup

Adding New Users

1. Open TJ-YardMate™.
 2. Login as a DefaultUser with no password.
 3. On the **File** menu, click **User Security**.
The **User Security** dialog box opens.
 4. Click **Add**.
The **Add New User** dialog box opens.
 5. In the **Add New User** text box, type the user's login name.
 6. Type the **First Name** and **Last Name** of the user in the designated text boxes.
 7. In the **Password** text box, type a password.
 8. In the **Confirm** text box, re-type the password, exactly the same as the first entered password.
 9. Click **OK**.
The **Add New User** dialog box closes.
The **User Security** dialog box returns.
 10. Click the **Current User** list box arrow and select the just entered user name from the list.
 11. In the **Access Permission** group box, select all applicable check boxes to grant the user access rights to the different areas of TJ-YardMate™.
Access Permissions
Administer grants user access to **User Security**.
Order grants the user access to the **Orders** tab of the program.
Cut Optimization grants user access to the **Cut Optimization** tab of the program.
Inventory Management grants user access to make changes to the inventory and **Track Products On Order**.
- Note:** All users can view the inventory even if they do not have the authorization to Inventory.
12. Click **OK**.
The **User Security** dialog box closes.
 13. On the **File** menu, click **Exit**.
 14. Restart TJ-YardMate™.
 15. Have the new user log-in using their login name and password.

Setting Program Defaults

Setting Cut Defaults

1. Open TJ-YardMate™.
2. On the **Tools** menu, click **Defaults**.
The **Defaults** dialog box opens.
The **Cut Defaults** tab is active.
3. Verify the **Show Products with Inventories Only** check box is selected.
A selected box limits the visible list of available inventory items.
Note: Normally the **Show Products with Inventories Only** check box is not selected until all inventory is entered.
4. Review the **Product Groups** table.
The table lists product by type.
5. Select the **Maximum Waste** text box next to the first product listed in the table, and type the maximum number of length to waste.
Maximum Waste is the longest piece of material to allow the cut analysis to waste when it selects this product.
6. Repeat Step 5 for all products listed in the table.
7. Select the **Saw Kerf** text box next to the first product listed in the table, and type the width of the saw blade.
Saw Kerf is the width of the saw blade.
8. Repeat Step 7 for all products listed in the table.
9. In the **Blocking Defaults** group box:
Type the **Minimum Cut** value. This value prevents using Offcut lengths for blocking if they are equal to or less than the displayed value.
Type the **Maximum Cut** value. This value prevents using Offcut lengths for blocking if they are equal to or more than this value.
The values in the text boxes are blocking lengths added to the ordered lengths for cut analysis.
10. In the **Cut Preferences** scroll box, select the check box next to the applicable preference.
11. Click the up or down arrows on the right to change the priority a preference has in the cut analysis.
The preference listed first is considered most important.
12. Click **Apply** to save the changes made in the **Cut Defaults** tab as the default selections.
13. Click **OK** to save the all changes made and to close the **Defaults** dialog box.

Setting Inventory Defaults

Select the **Inventory Defaults** tab to change inventory controls for a specific product.

1. Open TJ-YardMate™.
2. On the **Tools** menu, click **Defaults**.
The **Defaults** dialog box opens.
The **Cut Defaults** tab is active.
3. Click the **Inventory Defaults** tab.
4. In the **Product Groups** table, click the first product group listed in the table.
Available individual joist items are listed in the **Products** table.
5. For the first product listed in the table, place the cursor in the **Product #** text box.
6. If applicable, type a **product ID** or **SKU** number.
7. Press TAB to move the cursor to the **Increment** column.
8. Type the value to round down to by the nearest increment value.
For example, if the increment value is 2' and the offcut length is 23', the length returned to stock is listed as 22'.
9. Press TAB to move the cursor to the **Bundle** column.
10. Type the number of pieces in a bundle for the selected product.
The pieces in a bundle are determined by the supplier.
11. Repeat Steps 5-10 for all product groups and products in the table.
12. If applicable, select the **Use Fixed Inventory Only** check box.
13. If applicable, select the **Track Products On Order** check box.
14. Click **Apply** to save the changes made in the **Inventory Defaults** tab as the default selections.
15. Click **OK** to save the all changes made and to close the **Defaults** dialog box.

Setting Preferred Lengths

Select the **Preferred Lengths** tab to define the ten most frequently cut lengths, if known, so that they are returned to stock as often as possible.

1. Open TJ-YardMate™.
2. On the **Tools** menu, click **Defaults**.
The **Defaults** dialog box opens.
The **Cut Defaults** tab is active.
3. Click the **Preferred Lengths** tab.
4. In the **Product Groups** scroll box, select a product group.
5. In the **Product** scroll box, select a product.
6. In the **Lengths** table, enter the most popular length in **Rank 1**.
7. Continue entering a maximum of nine more lengths in descending order of preference.
8. Repeat Steps 4-7 for all product groups and products.
9. Click **Apply** to save the changes made in the **Preferred Lengths** tab as the default selections.
10. Click **OK** to save the all changes made and to close the **Defaults** dialog box.

Setting Program Defaults

Select the **Program Defaults** tab to select the program locations and length measurement units.

1. Open TJ-YardMate™.
2. On the **Tools** menu, click **Defaults**.
The **Defaults** dialog box opens.
The **Cut Defaults** tab is active.
3. Click the **Program Defaults** tab.
4. In the **Program Paths** group box, select the file locations for the **Database** and the TJ-Xpert® jobs for importing.
The default **Database** location is: C:\Program Files\Trus Joist\TJ-YardMate\Program
The default **TJ-Xpert®** location is: C:\Program Files\Trus Joist\TJ-Xpert\Jobs
5. In the **Length Display** group box, select the unit of measure that TJ-YardMate™ is to use when displaying measurements.
6. Click **Apply** to save the changes made in the **Program Defaults** tab as the default selections.
7. Click **OK** to save the all changes made and to close the **Defaults** dialog box.

Building or Adding Inventory

1. Open TJ-YardMate™.
2. Click the **Inventory** tab.
3. In the **Product Groups** scroll box, select a product group.
4. In the **Products** scroll box, select a product to review or build its inventory.
5. In the **Inventories** table, click **Add**.

A new line is added to the **Inventories** table.

Note: The first column of the table is entitled either **Length** for a TJ product or **Description** for a non-TJ product.

6. Place the cursor in the **In Stock** column.
7. Type the physical inventory count of the product.
Note: In the **In Stock**, **Allocated**, and **Order At** columns:
Press the +(PLUS) key to use the **Add** dialog box or
Press the – (MINUS) key to use the **Subtract** dialog box.
8. Press TAB to move the cursor to the **Allocated** column.
9. Type the value of the **Allocated** inventory for the product.
10. Press TAB to move the cursor to the **Order At** column.
11. Type the value when the product must be re-ordered.
12. Repeat Steps 3-11 for all product groups and products.
13. Click **Print Inventories**.

The **Inventory Report** dialog box opens.

Use the dialog box to print the **Inventory** report.

Entering Ordered Products

Ordered products are entered in the **Product On Order** dialog box.

This dialog box is used to enter and track purchase orders for multiple products, delete purchase orders, receive entire or partial orders, and print the orders.

All entered products are shown in the **On Order** column for each **Length** listed in the **Inventories** table. Purchase order entry affects only the **Inventories** table information.

1. Open TJ-YardMate™.
2. Click the **Inventory** tab.
3. Click **Track Product On Order**.

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

Note: Select the **Only Show Open Product Orders** check box to filter the orders list.

Click the **PO Cutoff Date** list box arrow and select a date to limit the orders in the table to those after the selected date.

4. In the **Product Order Info** group box, click **Add**.
The cursor moves to the **Purchase Order #** text box.
5. Type the **Purchase Order** number.
6. Press TAB to move the cursor to the **Vendor** list box.
7. Click the **Vendor** list box arrow and select a vendor or
Type the name of the vendor in the box. The name is added to the list.
8. Press TAB to move the cursor to the **Contact** list box.
9. Click the **Contact** list box arrow and select a contact or
Type the name of the contact in the box. The name is added to the list.
10. Press TAB to move the cursor to the **Date Ordered** list box.
11. Type the date the order was placed or
Click the list box arrow to use the **Calendar** to select a date.
12. Press TAB to move the cursor to the **Date Expected** list box.
13. Type the date the order is expected or
Click the list box arrow to use the **Calendar** to select a date.
14. Click **Save**.
The order is added to the **Purchase Order #** table.
15. In the **Product Order Details** group box, type the **Quantity** ordered.
A minimum **Quantity** of 1 must be entered.
16. If applicable, select the **Bundles** check box.
17. Press TAB to move the cursor to the **Length** text box.
18. Type the **Length** of the product ordered or
Click the  button to open the **Product** dialog box.
Use the dialog box to select the ordered TJ or non-TJ product(s).
19. Click **Add**.
The product is added to the **Product Order Details** table.
20. Repeat Steps 15-19 to add products to the order.
21. In the **Product Order Details** table, select a product row.
22. In the **Product Order Details** group box, click **Save** to save the order while entering the order.
If the **Product On Order** dialog box is closed, all products entered but **not** saved must be re-entered.

Building Your Customer List

1. Open TJ-YardMate™.
2. Click the **Orders** tab.
3. In the **Customers** group box, click **Add**.
The cursor is in the **Shipping Info** tab, **Customer** text box.
4. Type the customer's name.
5. Click **Save**.
6. In the **Locations** group box, click **Add**.
The cursor is in the **Shipping Info** tab, **Location** text box.
7. Type the **Location** name and any other applicable contact information in the designated text boxes.
8. Click **Save**.
9. Repeat Steps 3-8 for each customer.

Note: If you do not want to use TJ-YardMate™ for tracking orders, create a dummy customer and location to use for all cut orders.

Order and Cut Lists Management

Orders

Entering an Order

1. Open TJ-YardMate™.
2. Click the **Orders** tab.
3. In the **Customer** scroll box, select the desired customer.
4. In the **Location** scroll box, select the desired customer location.
The contact information is shown in the **Shipping Info** tab's **Customer Address** group box.
5. In the **Orders** group box, click **Add**.
The cursor is in the **Shipping Information** tab, the **Order #** text box.
6. Type the order number in the **Order #** text box or
Select the **Autonumber** check box to have TJ-YardMate™ assign a number to the order.
Note: Steps 1-6 is the minimum information required for saving an order.
7. Type the **Ship Date** or
Click the **Ship Date** list box arrow and use the **Calendar** to select a date or
Click **Will Call** if the date is unknown.
8. Type the **Ship To** identifier or contact name.
This could also be a project name.
9. Enter the delivery address in the appropriate text boxes.
10. In the **Orders** group box, click **Save**.
The order listing appears in the **Orders** table.

Importing Product from TJ-Xpert® Jobs

1. Open TJ-YardMate™.
2. Click the **Orders** tab.
3. In the **Customer** scroll box, select the desired customer.
4. In the **Location** scroll box, select the desired customer location.
The contact information is shown in the **Shipping Info** tab's **Customer Address** group box.
5. In the **Orders** table, click an order row.
6. Click the **Order Details** tab.
7. In the **Imported TJ-Xpert 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 JOB file to import.
9. In the Job scroll box, select the applicable job.
10. In the **Levels** scroll box, select the identified building levels to import product information from.
All levels are selected by default.
11. If applicable, click **Change Selected Products**.
The **Select Imported Products** dialog box opens.
Use the dialog box to filter the imported product information.
12. Select the appropriate radio button to **Import Blocking As** either a **Total Length** or as **Separate Pieces**.
13. Click **OK**.
The file is imported into TJ-YardMate™.
The **Import TJ-Xpert Job** dialog box returns.

Receiving an Entire Order

1. Open TJ-YardMate™.
2. Click the **Inventory** tab.
3. Click **Track Product On Order**.
The **Product On Order** dialog box opens.
4. In the **Receive Order** group box, select the **Entire Order** radio button.
5. Click **Receive Order**.
An order receive confirmation message appears.
6. Click **Yes** to receive the order.
The received order is accepted into inventory and is removed from the **Purchase Order Info** table.

All **On Order** values are added to their respective **In Stock** column in the **Inventory** table. Received values cannot be edited.

Receiving a Partial Order

1. Open TJ-YardMate™.
2. Click the **Inventory** tab.
3. Click **Track Product On Order**.
The **Product On Order** dialog box opens.
4. In the **Receive Order** group box, select the **Partial Order** radio button.
The first product row in the **Product Order Details** table is selected.
5. Type the **Quantity** of the product that has been received.
6. Click **Receive Order**.
An order receive confirmation message appears.
7. Click **Yes** to receive the order.
A new order message appears.
8. Click **Yes** to create a new order for the remaining items or
Click **No** to cancel the outstanding order.
The original order is accepted into inventory and is removed from the **Purchase Order Info** table.
If **Yes** is selected, the remaining part of the order is entered in the Product Order Details table.
The cursor is in the **Purchase Order #** text box.
9. Type the **Purchase Order** number.
For example, Purchase Order # 369's remaining items can be put on Purchase Order # 369B.
10. Change the **Date Ordered** and **Date Expected** list box information.
The dates should be changed to the new order and expected received dates.
11. In the **Product Order Info** group box, click **Save**.
The order is saved in the **Product Order Info** table.
12. Click **OK** to close the dialog box.

Note: If product remains to be cut for an order the **Uncut Items Warning** message appears. The message explains that the displayed items will be removed from the order if they are not manually cut. Click **Cancel** to return to the **Remaining Cuts** tab or click **Print** to print this list for future reference. Click **Save To File** to make a text file of this information.

Cuts

Cut Optimizing the Order

Note: If you do not want to use TJ-YardMate™ for tracking orders, create a dummy customer and location to use for all cut optimization orders.

1. Open TJ-YardMate™.
2. Click the **Orders** tab.
3. In the **Customer** scroll box, select the desired customer.
4. In the **Location** scroll box, select the desired customer location.
The contact information is shown in the **Shipping Info** tab's **Customer Address** group box.
5. In the **Orders** table, select an order row.
6. Click the **Cut Optimization** tab.
7. If applicable, in the **Selected Orders** group box, click **Add**.
The **Select Order** dialog box opens.
Use the dialog box to add more orders to the **Selected Orders** table.
Note: This is to include additional orders.
8. If applicable, enter **Cut List Notes** in the text box.
Click **Copy To Shipping Ticket** to copy the notes to the **Shipping Ticket Notes** text box.
9. If applicable, enter **Shipping Ticket Notes** in the text box.
10. If applicable, click **Cut Preferences** to review or change the **Cut Default** settings.
11. Click **Cut Optimize** to initiate the cut analysis.

Note: If there is not enough inventory to complete the Cut Optimize process, a warning message appears. Click **Yes** to continue with the cut optimization process or click **No** to stop the process.

Manually Creating Cuts

1. Complete the Cut Optimization process for a selected order.
2. Click the **Remaining Cuts** tab.
This tab lists the products not optimized in the cut analysis and is used to manually create a cut pattern for these products.
The **Current Product** group box lists all product that was not cut during cut analysis.
3. In the **Products** scroll box, select one of the listed products.
In the **Remaining Cuts** table, the needed **Length** and **Quantity** for the product is listed.
4. Double-click the desired **Length** to include in the cut pattern.
The **Length** is shown in the **Cut 1** box.
5. Repeat Step 4 for the **Remaining Cuts Lengths**.
A maximum of 10 cuts are allowed in the pattern.
6. When cuts are completed for the product, click **Add to Completed Cuts**.
The manual cut process is completed for the product.
The product is added to the **Completed Cuts** tab.

If appropriate, use the **OffCut** length by including **Remaining Blocking** lengths.

7. Double-click a **Length** listing in the **Remaining Blocking** table or
Create a specific cut pattern for this material.
8. If applicable, in the **Blocking** text box, type a specific length amount for blocking as part of the pattern.
9. Click **Blocking**.
The entered **Blocking** amount is added to **Cut 1**.
10. If applicable, repeat Steps 7-9 for all **Remaining Blocking** material.
A maximum of 10 cuts are allowed in the pattern.
11. When blocking cuts are completed for the product, click **Add to Completed Cuts**.
The manual cut process is completed for the product.
The product is added to the **Completed Cuts** tab.

As product is selected, the program enters the best length, from the **Available Inventories** table. The selection for the pattern is listed in the **Current Pattern** group box's **Length** box.

12. To change this entry, double-click the **Length** item you desire to use for the cut.
The **OffCut** length is shown in the next box.
13. The **Repeat Cut Pattern** spin box shows the number of times this pattern is repeated to fill the order.
Click the  spin buttons to increase or decrease this number.
The only way to return product to the **Remaining Cuts** table is by clicking the down button.
14. Select the **Ship Waste** check box if the OffCut is sent with the shipped product.

Completing Cuts

1. Complete the Cut Optimization or Manual cut process for a selected order.
2. Click the **Completed Cuts** tab.
The tab lists both the optimization cuts and manually entered cuts.
Waste is displayed in the lower left corner in lineal feet with a percentage of material used.
3. To return a product to the **Remaining Cuts** tab for re-cutting, select a cut and click **Remove**.
4. Click **Deduct From Inventory**.
The product used for this cut order is removed from the inventory.

WARNING ! Deduct From Inventory is equivalent to physically cutting materials.

It cannot be un-done!

To make an adjustment after this action, Inventory quantities must be changed manually and the order (s) must be copied to restore them to an **Entered** status.

Printing Reports

Printing a Cut Report or Shipping Ticket

The information available for this report is based upon the status of the job. The program selects groups of information as they become available.

The **Cut List** prints the results of cut analysis as displayed on the **Completed Cuts** tab.

1. On the **Completed Cuts** tab, click **Print**.
The **Print** dialog box opens.
2. If applicable, select the **Include TJ-Xpert Labels** check box when the order includes imported TJ-Xpert® job products.
3. If the Cut Order **has not** been deducted from inventory select this report.
The report is designated as **Preliminary**.
If the Cut Order **has** been deducted from inventory, the **Cut List** check box is selected to include the information for the Order #'s included in cut analysis.
If product has been deducted from inventory, the **Shipping Ticket** information is available.
4. In the **Additional Report Notes**, type any special information to included on the report.
5. In the **Shipping Ticket** group box, select either **Cut In Yard** or **Cut on Job Site**, as appropriate.
6. In the **Style** group box, click **Horizontal**.
This is the layout orientation of the report.
7. Click **Print Preview** to view the report before sending it to the printer.
Click **X** to exit this window.
8. Click **Print** to send the report to the printer.
9. Click **Close** to close the **Print** dialog box.

Printing the Inventory Report

1. On the **Inventory** tab, click **Print**.
The **Inventory Report** dialog box opens.
2. Select the type of report to print.
Current Inventory prints a listing of all products currently included in the inventory.
Low Inventory prints only products with quantities falling at or below their default **Order At** value.
3. Select the applicable date filter for the report.
For both the **Current Inventory** and **Low Inventory** group boxes, the **Include Only Changed Inventories Starting Calendar** box is available.
Select this option to print only inventories that have been changed on or after the date entered in the **Calendar** box.
4. Click **Print Preview** to view the report before sending it to the printer.
Click **X** to exit this window.
5. Click **Print** to send the report to the printer.
6. Click **Close** to close the **Inventory Report** dialog box.

Printing a Purchase History Report

1. On the **Reports** menu, click **History** then select **Purchase**.
The **Purchase History** dialog box opens.
This dialog box is used to print a report of purchases based on products, vendors or time period.
2. In the **Time Period** group box, click the **Calendar** list box arrows to specify the **Starting Date** and **Ending Date** for the report.
For a weekly history enter the week's beginning and ending dates.
3. In the **Accumulate** group box, select a time frame for the report:
Monthly, Quarterly, or Annually.
4. In the **Products** group box, click either the **All** or **Selected** radio button.
Select **All** to include all products in inventory at the time designated.
Click **Selected** to choose specific products for the report.
Click **Change Selected Products** to open the **Select Groups, Products, and Lengths** dialog box.
Use the dialog box to designate specific products for the report.
5. Select the **Include Vendors** check box to include vendors in the report.
6. In the **Sort Report By** group box, click either:
The **Vendor** radio button to filter the report by vendor information first or
The **Time Period** radio button to filter the report by the time information first.
7. Click **Print Preview** to view the report before sending it to the printer.
Click **X** to exit this window.
8. Click **Print** to send the report to the printer.
9. Click **Close** to close the **Purchase History** dialog box.

Printing a Cut History Report

1. On the **Reports** menu, click **History** then select **Cuts**.
The **Cut History** dialog box opens.
Use the dialog box to print a report of cuts used by TJ-YardMate™, based on a specified time period, for selected or all products and customers.
2. In the **Time Period** group box, click the **Calendar** list box arrows to specify the **Starting Date** and **Ending Date** for the report.
For a weekly history enter the week's beginning and ending dates.
3. In the **Accumulate** group box, select a time frame for the report:
Monthly, Quarterly, or Annually.
4. In the **Products** group box, click either the **All** or **Selected** radio button.
Select **All** to include all products in inventory at the time designated.
Click **Selected** to choose specific products for the report.
Click **Change Selected Products** to open the **Select Groups, Products, and Lengths** dialog box.
Use the dialog box to designate specific products for the report.
5. In the **Sort Cuts by** group box, click either the **Length** or **Quantity** radio button.
The cuts are listed in the report by the selected option.
6. Select the **Include Customers** check box to have customer information part of the report.
7. In the **Customers** group box, click either the **All** or **Selected** radio button.
Select **All** to include all customers at the time designated.
Click **Selected** to choose specific customers for the report.
Click **Change Selected Customers** to open the **Select Customers and Locations** dialog box.
Use the dialog box to include only specific customers in the report.
8. In the **Sort Report By** group box, click either:
The **Customer** radio button to filter the report by customer name and location first or
The **Time Period** radio button to filter the report by the date the order was cut optimized first.
9. Click **Print Preview** to view the report before sending it to the printer.
Click **✕** to exit this window.
10. Click **Print** to send the report to the printer.
11. Click **Close** to close the **Cut History** dialog box.

Printing the Waste History Report

1. On the **Reports** menu, click **History** then select **Waste**.
The **Waste History** dialog box opens.
Use the dialog box to print a report of waste amounts as lineal footage and as a percent of product specified for a given time period.
2. In the **Time Period** group box, click the **Calendar** list box arrows to specify the **Starting Date** and **Ending Date** for the report.
For a weekly history enter the week's beginning and ending dates.
3. In the **Accumulate** group box, select a time frame for the report:
Daily, Monthly, Quarterly, or Annually.
4. In the **Products** group box, click either the **All** or **Selected** radio button.
Select **All** to include all designated waste products at the time designated.
Click **Selected** to choose specific products for the report.
Click **Change Selected Products** to open the **Select Groups or Products** dialog box.
Use the dialog box to designate specific products for the report.
5. Click **Print Preview** to view the report before sending it to the printer.
Click **✕** to exit this window.
6. Click **Print** to send the report to the printer.
7. Click **Close** to close the **Waste History** dialog box.

Database Management

TJ-YardMate™ uses an on-demand database backup and compaction utility for database management.

Backup and Compact DB rules

- The person designated to backup and compact the database must have administration rights to TJ-YardMate™.
- The database does not compact if there is someone accessing it.
- Once the compact process has started, no one can access the database.
- A reminder message is shown in the TJ-YardMate™ login screen if the database has not been backed up or compacted for 30 days or more.

Backup and Compact the Database

1. Click the Windows® Start menu.
2. Click the **Programs** → **Trus Joist™** → **TJ-YardMate** → **Backup and Compact DB** menu selections as shown below:

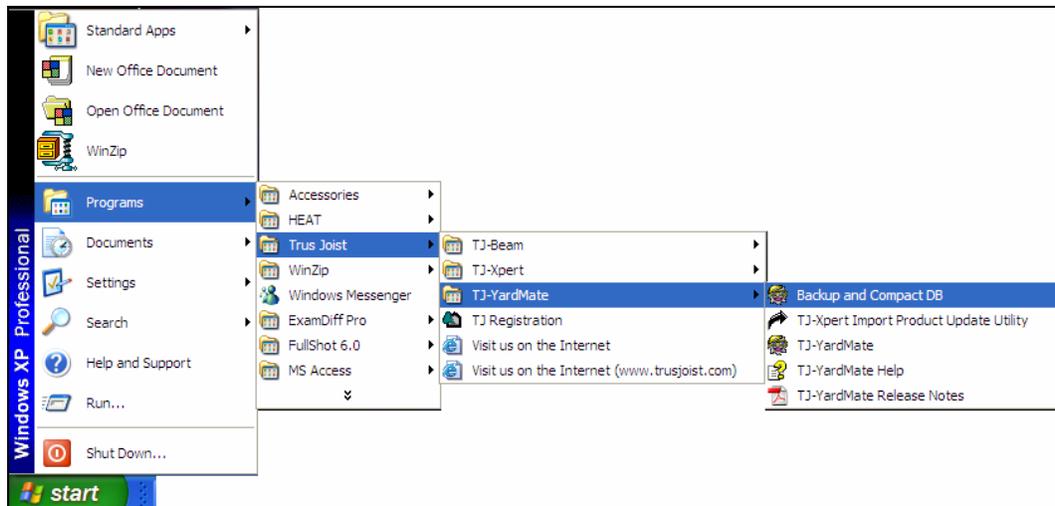


Figure 9 TJ-YardMate™ Backup and Compact DB menu selections

The **Backup and Compact DB** sign on dialog box opens.



Figure 10 Backup and Compact DB sign on dialog box

3. Type your **User Name**.
4. Press TAB to the **Password** text box.
5. Type your **Password** and click **OK**.

The **TJ-YardMate Archive** dialog box opens, similar to this:

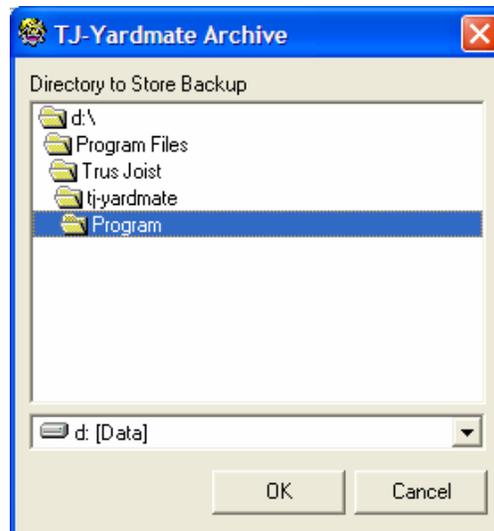


Figure 11 TJ-YardMate Archive dialog box

6. Locate and select the designated backup location for TJ-YardMate™.
7. Click **OK**.

The backup and compact process starts.
When it's complete, a message appears:



Figure 12 Archive Successful message

8. Click **OK** to close the message.

When the Backup and Compact DB process is activated again, the previously completed backup files are shown in the designated archive folder, similar to this:

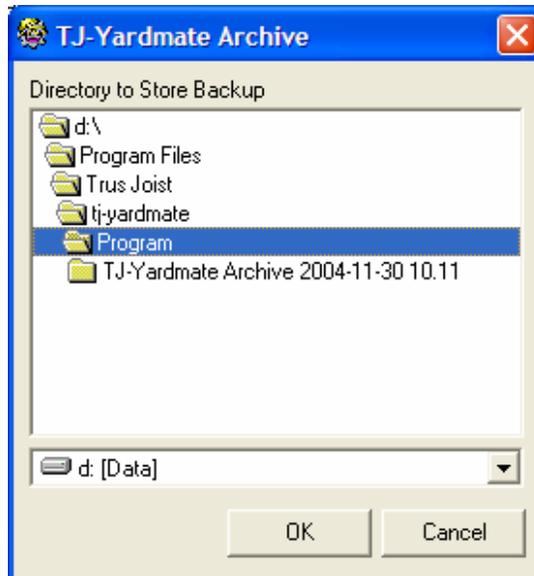


Figure 13 Previous completed archives

Note: Each archive process creates a new file with a unique date and time name. Old archives are **not** overwritten or deleted. If your database is large, it is possible the older archive files will need to be stored on a network drive, copied to a CD, or deleted to make room for the most current files. Please see your system administrator on where to store the older files.

Archiving Messages

30-day Archive Reminder

A reminder message is shown in the TJ-YardMate™ login screen if the database has not been archived for 30 days or more, as shown below:

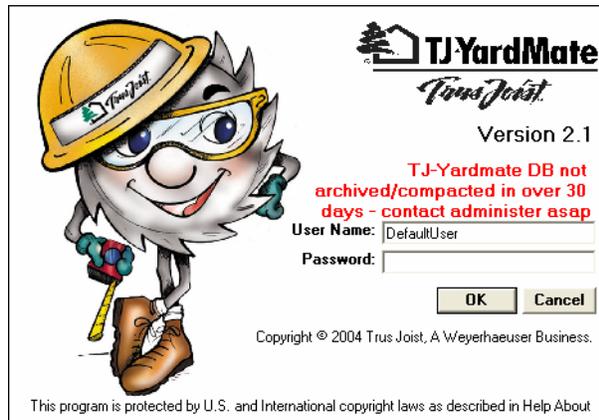


Figure 14 30-day Archive Reminder message

Active computer in the database

If there is an active computer or user using the database, this message appears:

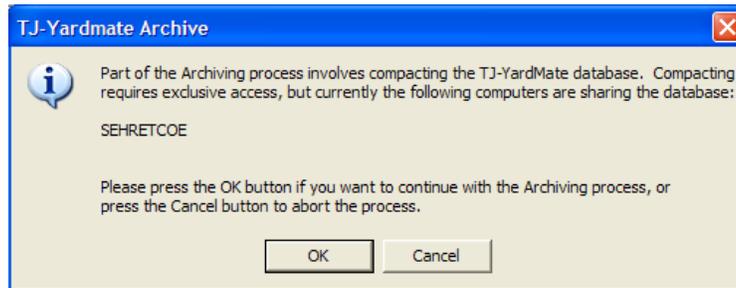


Figure 15 Active Computer in the database message

Click **OK** to continue the archive process.

The database is archived but not compacted.

Click **Cancel** to close the message and stop the archive process.

TJ-YardMate™ 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) Highlight 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** field, type **43** as the current number of pieces in the yard.
9. In the **Order At** field, press the + key.
The **Add Bundle** fields appear.
10. In the **Add** field, 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" TJI110** 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 request message appears to create a new **Purchase Order #** for the remaining items.
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** tab.
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 **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						
Quantity	Length	Product	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 was wasted and shipped with the pattern. The **Ship Waste** check box was selected so this would happen.

Figure 16 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.
- Check 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**.

List of Figures

Figure 1 Orders and Shipping Info tabs	7
Figure 2 Shipping Info tab	10
Figure 3 Order Details tab	11
Figure 4 Cut Optimization and Order List tabs.....	13
Figure 5 Order List tab	14
Figure 6 Remaining Cuts tab	15
Figure 7 Completed Cuts tab	18
Figure 8 Inventory tab.....	19
Figure 9 TJ-YardMate™ Backup and Compact DB menu selections.....	39
Figure 10 Backup and Compact DB sign on dialog box	40
Figure 11 TJ-YardMate Archive dialog box.....	40
Figure 12 Archive Successful message	40
Figure 13 Previous completed archives.....	41
Figure 14 30-day Archive Reminder message	42
Figure 15 Active Computer in the database message	42
Figure 16 Completed Cut Pattern example results	55

Index

A

Add Inventory26, 27, 31

B

Building Inventory26, 27, 31

Building Your Customer List.....28

C

Creating Cuts for Remaining Cuts33

Current Pattern16

Cut13, 32

Cut Optimizing the Order.....32

Cut Patterns.....15

I

Importing Product from TJ-Xpert Jobs30, 52

Inputting Product On Order27

O

Online Help 6

Order 9, 10, 11

Orders 29, 30, 32

P

Printing the Inventory Report 35

Purchase Orders..... 27

R

Remaining Cuts 15, 17

S

Setting Inventory Defaults 24

Setting Preferred Lengths..... 25

Setting Program Defaults 25

Shipping Information 10

Status 8, 9



Suggestion and Request Form

User's Name: _____ Date: _____

Company Name: _____

Street Address: _____

Phone: _____ Fax: _____

TJ Automation Representative: _____

Location: _____

Comments: _____

Thank you for taking the time to share your ideas.

Fax or Mail to: Engineering Automation
Trus Joist™
7800 East Orchard Road, Suite 200
Greenwood Village, CO 80111
Fax: 303/770-1472

(For Trus Joist Internal Use Only)

Date Received: _____

Action Taken: _____

Signed: _____ Date: _____