IQ DEBTORS & CREDITORS

ATTACHMENTS

P R E F A C E

This is the IQ Debtors & Creditors Attachments reference guide for IQ Business & IQ Enterprise software systems.

The document will aid in the understanding and configuration of the IQ Debtors & Creditors Attachments for it to function correctly.

Although every effort has been made to keep this IQ Debtors & Creditors Attachments document up to date, some of the screen examples may not be 100% the same as the ones reflected in previous versions of IQ Debtors & Creditors Attachments. This is due to the continuous development and improvement of the IQ Debtors & Creditors Attachments.

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause.

Should you feel that the IQ Debtors & Creditors Attachments document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback to improve the IQ Debtors & Creditors Attachments document in some way or another.

Regards,

IQ Retail (Pty) LTD

CONTENTS

INTRODUCTION

The new attachments functionality enables the user to attach multiple documents to any transaction within the Debtors Enquiries and Creditors Enquiries screens.

NOTE: Any document format is allowed and will be attached.

PLEASE NOTE: No restrictions have been placed on document sizes and steps have been taken to ensure no decrease/loss of performance, but very big size documents will have a negative effect overall.

IMPORTANT: The Attachment functionality will be available in **Debtors** and **Creditors** Enquiries **only**, in other words this option is not available in Stock Enquires or Ledger Enquiries.

FUNCTIONALITY

Clicking on the attachments button will bring up the attachments main form, where you will have the functionality option to import, as follows:

ADD & ADD WITH BROWSE CAPABILITIES

ADD

This is a custom attachment dialog to permit the user to a specific directory. The directory will allow the user to step into sub-directories found within the "Root folder", but is not allowed to browse above the 'root' directory. This root directory is setup in the Edit User screen.

Example: If Root directory is set at c:\IQRetail\Folder1. The user can navigate deeper into the folder structure to c:\IQRetail\Folder1\SubFolder1\SubFolder2\SubFolder3\... **BUT** cannot browse to c:\IQRetail.

ADD WITH BROWSE

This give the standard Windows dialog and allows the user to navigate anywhere his/her windows permission allow them to.

SETUP

From the IQ Main menu→ Utilities → Setup → Menu Access and Security →User and Group Maintenance → User → Select user →Edit user.

A root directory element has been included in the User screen. This will allow the administrator of the system to setup a Root (or starting folder) for every user. Every user can have their own folders as well. If no directory is setup the user will be defaulted to the installation path of IQ Retail in a subfolder called 'Attachments' Example: C:\Program Files\IQ Retail\Attachments.
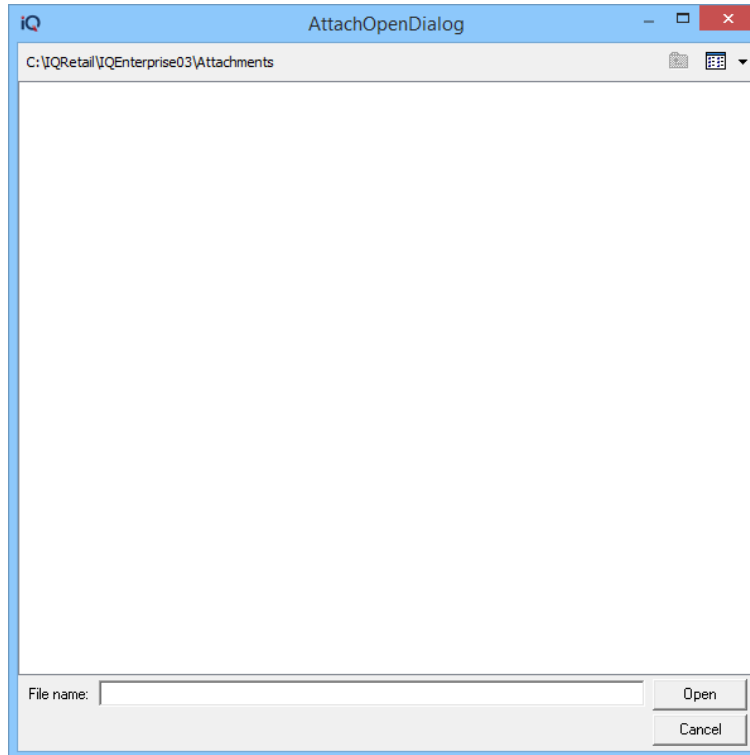
USER SETUP

From the IQ Main menu→ Utilities → Setup → Menu Access and Security →User and Group Maintenance → User → Select user →Edit user.
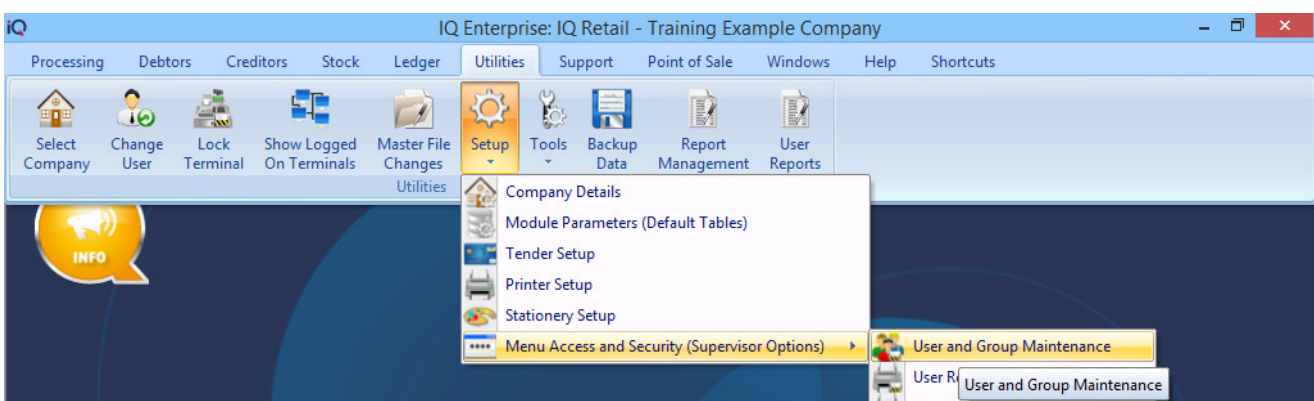
ATTACHMENT DIRECTORY

Once the user account has been opened, the Attachment Directory will be available for changes.

ATTACHMENT DIRECTORY SELECTION

Select the drop-down arrow to change the default attachment directory locations.
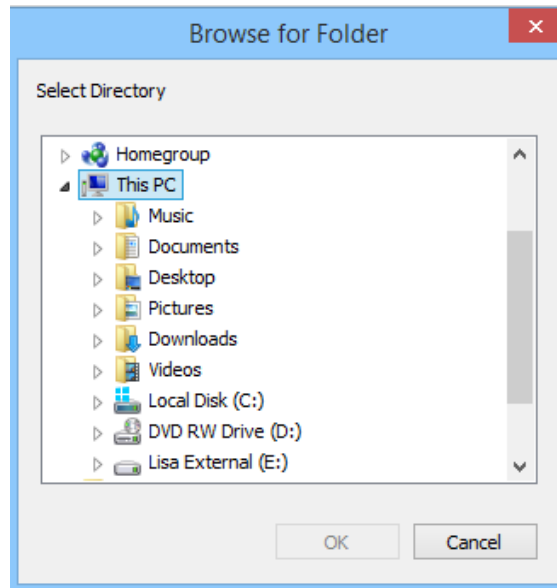
HOW TO ADD AN ATTACHMENT

From the IQ Main menu→ Debtors → Enquiries → Select Specific Debtors → Display
or
From the IQ Main menu→ Creditor → Enquiries → Select Specific Creditor → Display.

Select the specified transaction for example the invoice. Select the Attachment option.
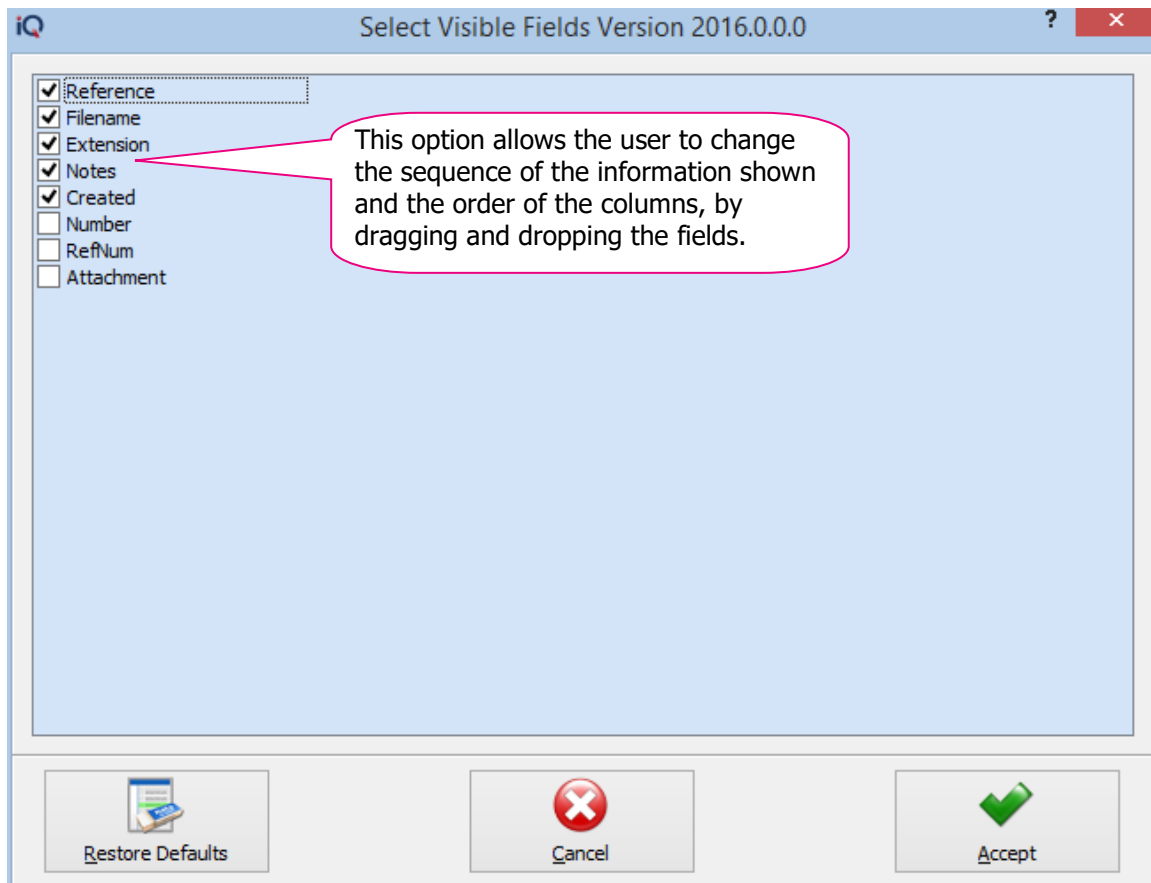
ATTACHMENT OPTION

Once the Attachment button has been selected the attachment screen will appear.
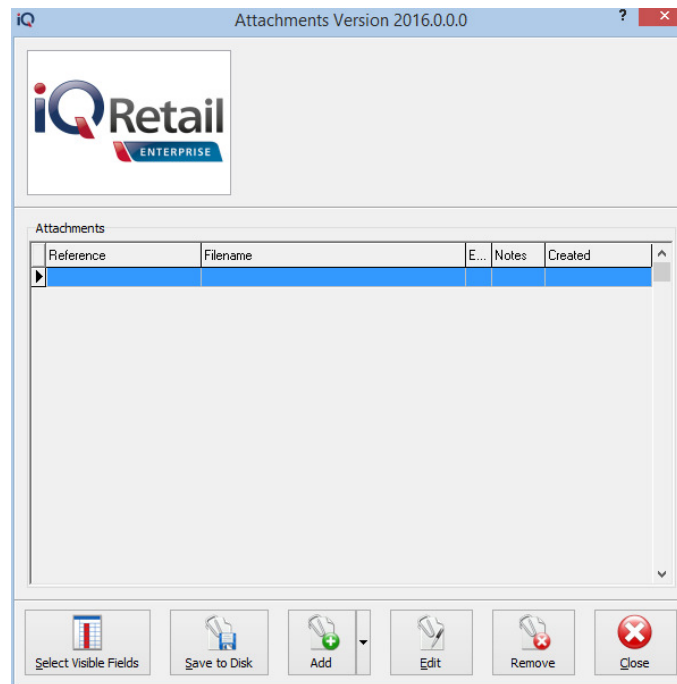
ADD ATTACHMENT BUTTON EXPLANATION

SELECT VISIBLE

This option enables the user to change the information visible on the screen.
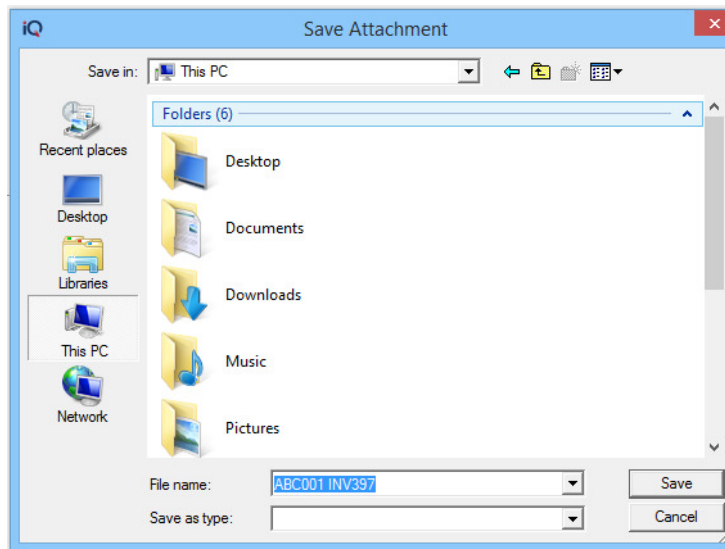

Click on the Accept at the bottom of the screen to apply the visible field selection.

SAVE TO DISK

This option enables the user to change the save location of the attached document to a different folder.


ADD

This is a custom attachment dialog to permit the user to a specific directory. The directory will allow the user to step into sub-directories found within the "Root folder" but is not allowed to browse above the 'root' directory.

This root directory is setup in the Edit User screen.

Example: If Root directory is set at c:\IQRetail\Folder1. The user can navigate deeper into the folder structure to c:\IQRetail\Folder1\SubFolder1\SubFolder2\SubFolder3\... BUT cannot browse to c:\IQRetail.
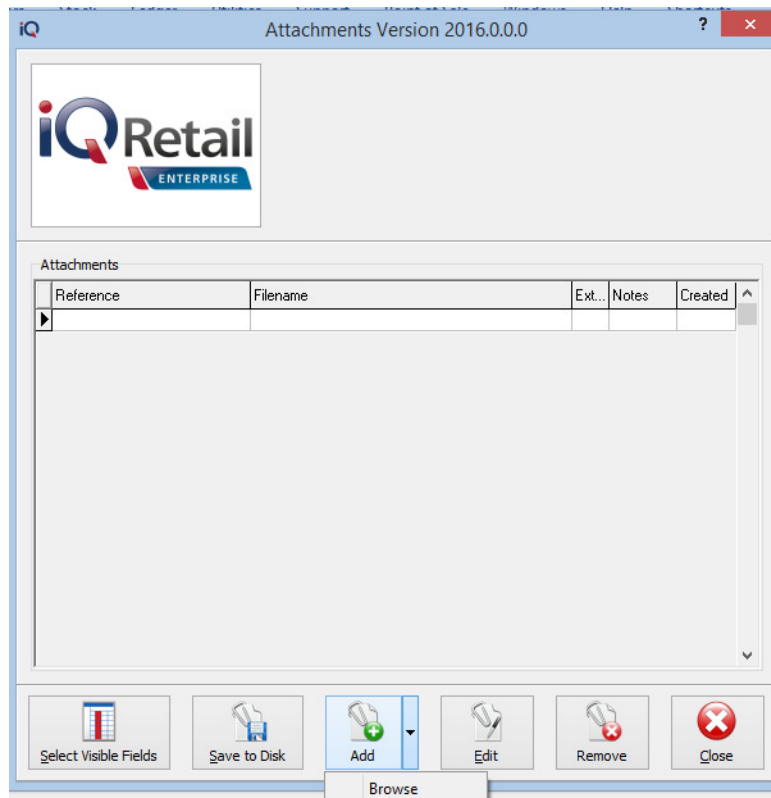
Select the Add, this will open the default define dialog.
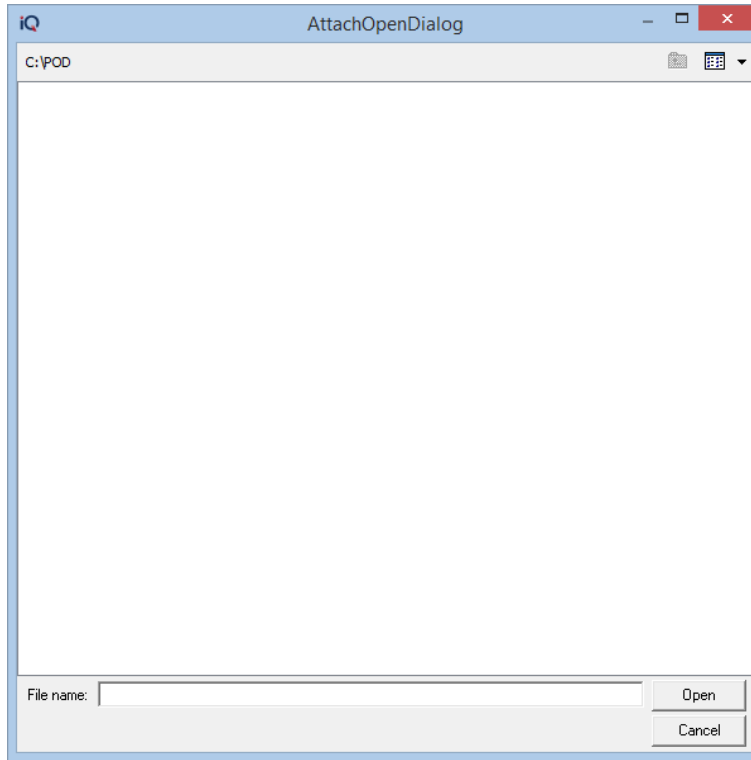
Select the Add, this will open the default define dialog. The default Dialog destination can be changed in the User setup. If the user setup as not changed, the Attached Dialog will open C:\IQRetail\IQEnterprise\Attachments.
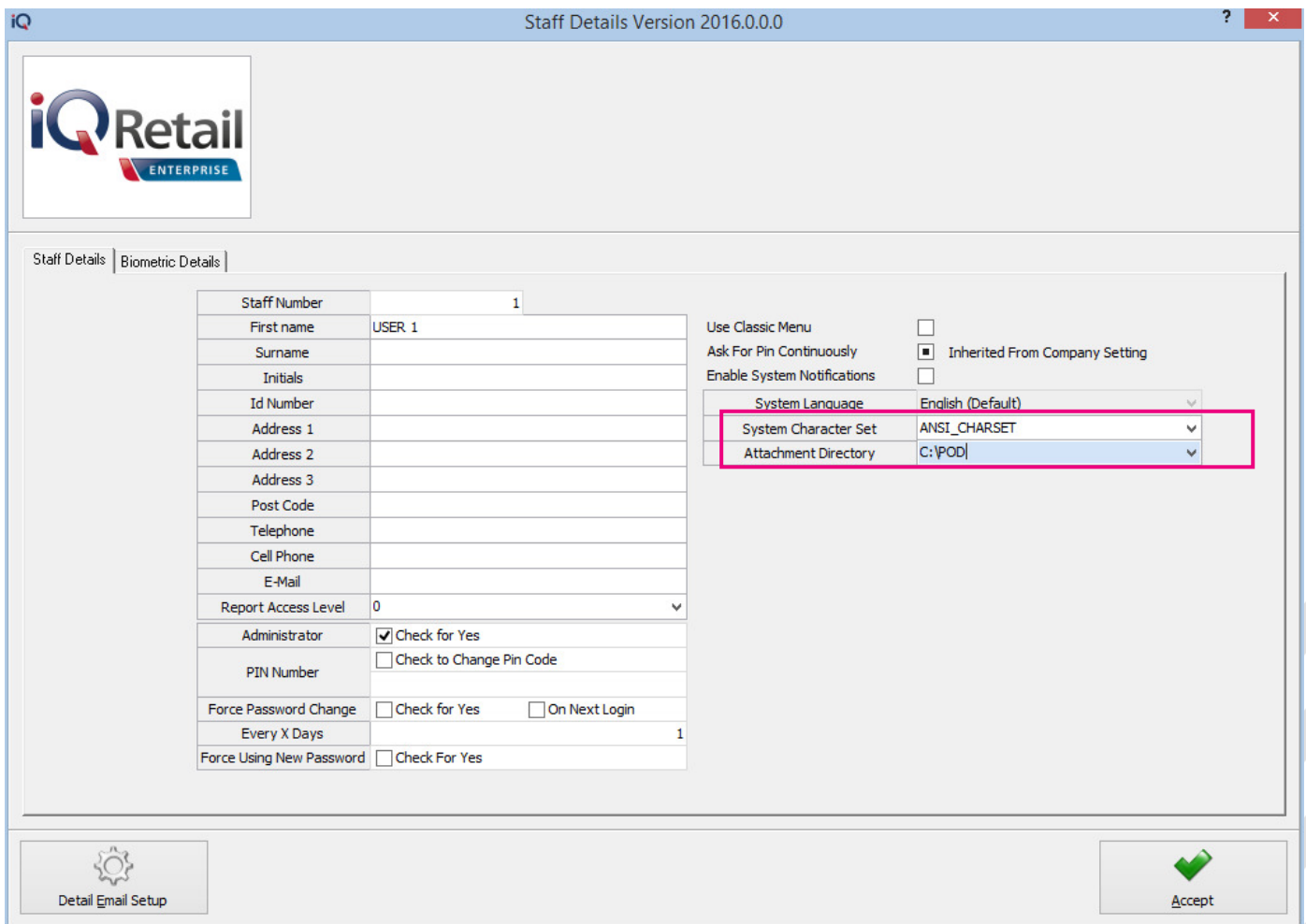
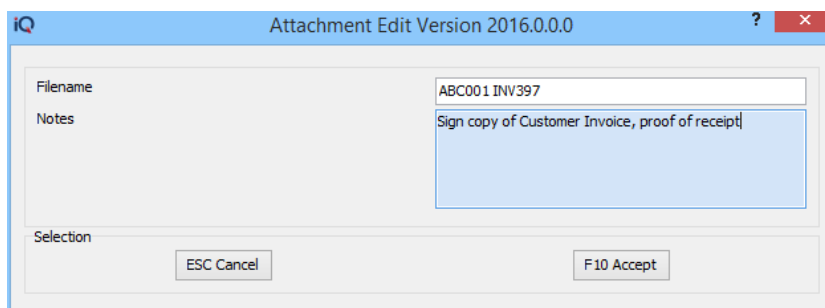Select Accept once attachment directory has been selected.

ADD WITH BROWSE

This gives the standard Windows dialog and allows the user to navigate anywhere his/her windows permission allow them to browse.
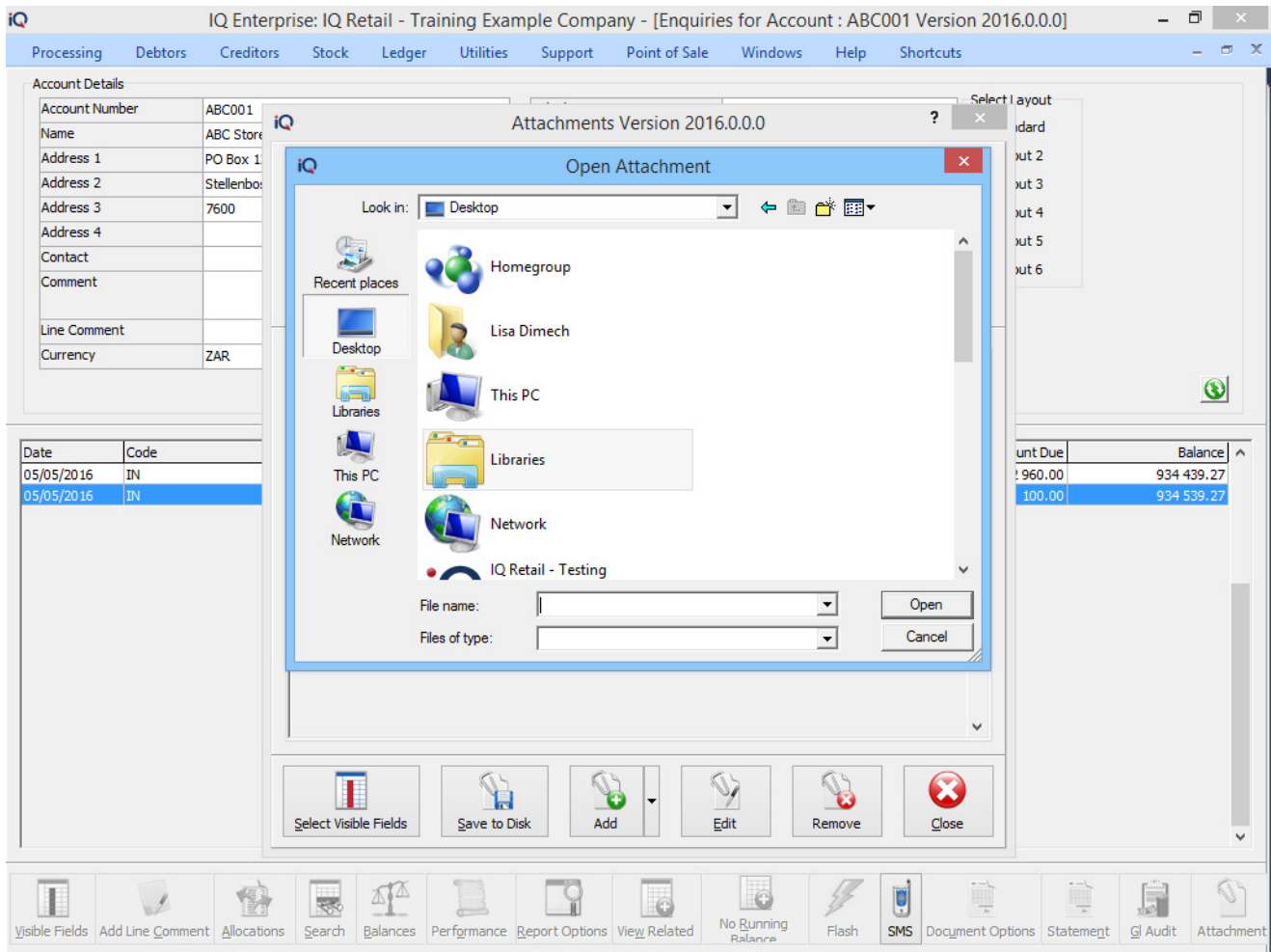
EDIT

This option allows the user to edit the attachment information.

REMOVE

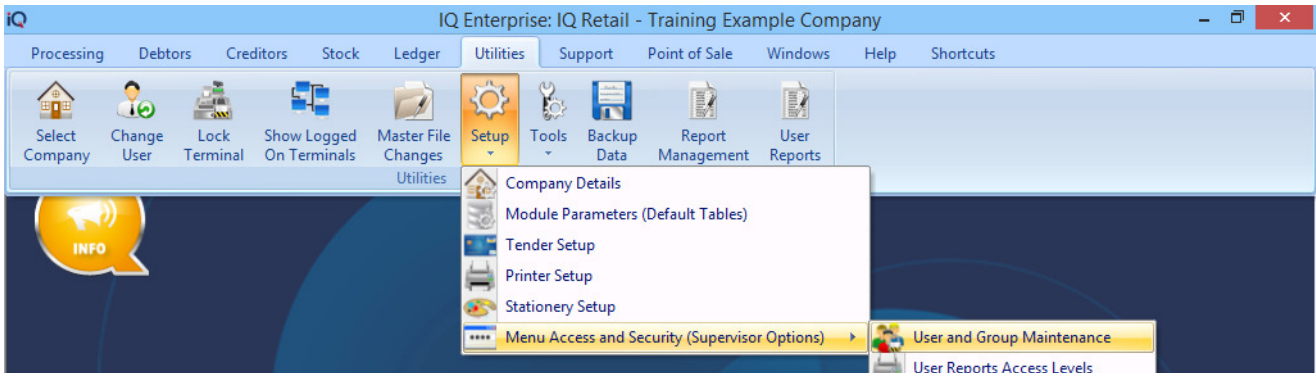This option allows the user to delete an existing attachment.

CLOSE

This option allows the user to close the Attachment screen.

SECURITY

From the IQ Main menu→ Utilities → Setup → Menu Access and Security →User and Group Maintenance →Group → Select Group →Group Menu & Security Settings →Access Setup.

Once the Access Setup has been selected the search option will display at the bottom of the screen type the relevant security number and select first, select the check box if applicable for the Group, repeat this function for all security codes.
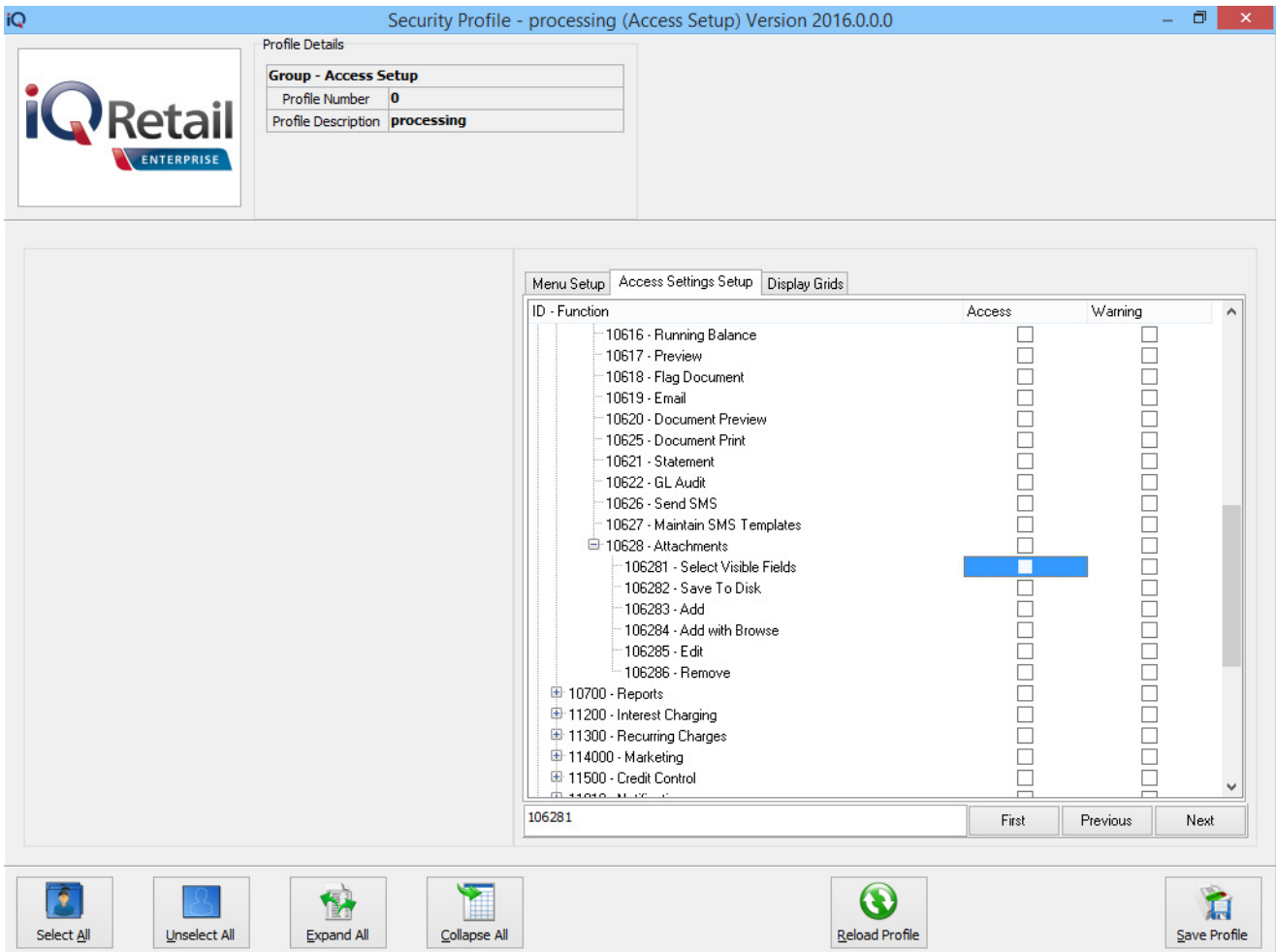
SECURITY CODES AMENDMENTS FOR DEBTORS & CREDITORS ATTACHMENTS

Security was included into the Debtors and Creditors access areas:

Select Visible Fields	106281 / 206281
Save to Disk	106282 / 206282
Add	106283 / 206283
Add with Browse	106284 / 206284
Edit	106285 / 206285
Remove	106286 / 206286

---END OF DOCUMENT---