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**Tips & Tricks – TecLocal 3.0: Outbound Journal!**

The outbound journal is a helpful tool for your work with TecLocal 3.0. It administers all your outgoing documents. As a result you can see all your inquiries and orders at a glance in one window. You can export the information easily, for example as a Word or Excel file. You can also print, sort, filter or use the information in a new inquiry or order. In this edition of Tips & Tricks you can learn about the data in the outbound journal and how to use it efficiently.

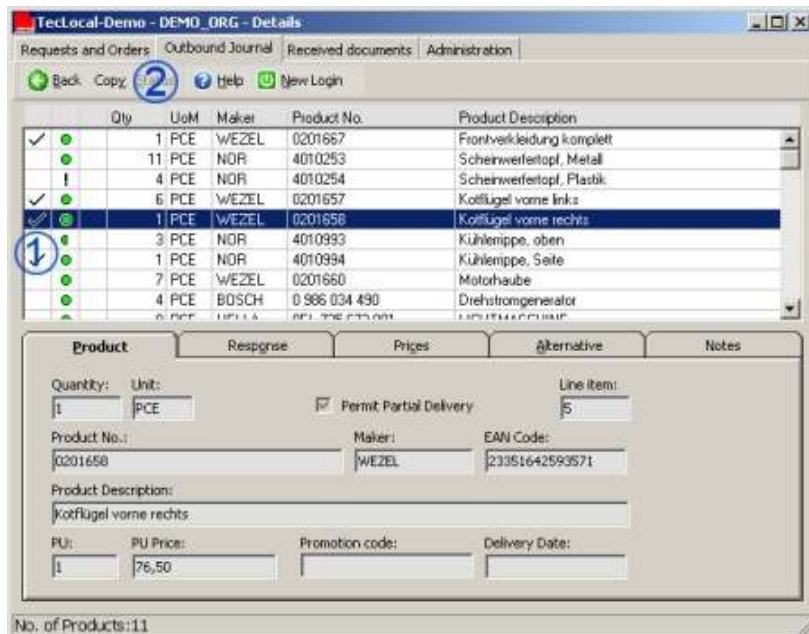
**Functional Overview**

- 
- ▶ Home
- ▶ Company
- ▶ Products&Services
- ▶ News&Press
  - News
  - Newsletter
  - Events
  - Archiv
  - Press
- ▶ TecCom Users
- ▶ CAP-Standard



- Select the entry that you want to look at or process by entering a check mark in the first column. Now all the functions of the outbound journal are available for use.
- Click on **Details (1)** in order to view the list of articles in the order or inquiry as well as the information received from the supplier.

**Detailed View**

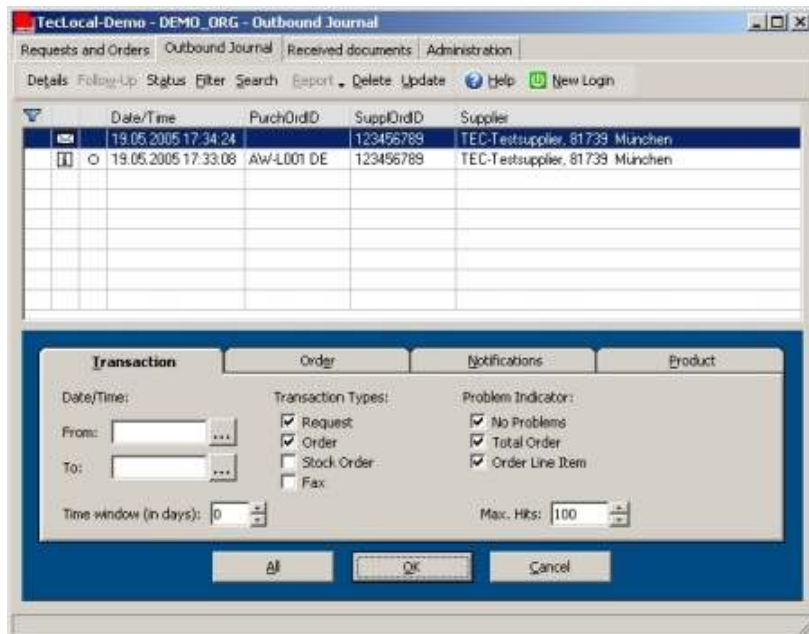


- In the detailed view select the **article (1)** that you want to use for a new order or inquiry by entering a check mark in the first column.
- With **Transfer (2)** the article in the selected entry is carried over into the article entry mask.
- **Follow-Up (2):** The need to use a tracer occurs when there is a communication error in the network between you, TecCom and the supplier. In this case you will receive a warning message asking you to start a tracer so that your inquiry or order can be checked.
- When you click on **Status (3)** in the outbound journal, you can check on the status of an order at the supplier according to a number of parameters, assuming of course that the supplier supports this option. Currently the suppliers offering this form of order tracking are: Robert Bosch Germany and Valeo Italy.



Proceed as follows:

- In the outbound journal select the order for which you want to check the **Status** by entering a check mark in the first column.
- Click on **Status**.
- The details of the order, for example the **order number (1)** and the **date (2)** will be transferred to the status dialog.
- Start the tracking process **OK (3)**.
- As a result you will receive a status report with the status information on your order. You can print out the report by clicking on **Print**.
- Click on **Search (5)**, to look for the documents from an order process, for example by order number. As an alternative you can use the **Filter (4)** to display particular information. The difference is that you can use the **Filter** to search separately for inquiries, orders and stock orders. With **Search** you will find all orders and received documents but not inquiries.



An active filter is indicated by a **blue symbol** below the entry Details. To deactivate the filter click on **Filter** and then on **All**.

- The function **Report (6)** contains all print, display and export functions from TecLocal 3.0. Your choices include a standard printout, export as XML or CSV file, or direct export as Microsoft Word or Excel if your PC has the respective program installed. There is also a Document preview in TecLocal 3.0.
- With **Delete (7)** you can remove the marked row. The marked row is recognizable by the colored background - a selected row has a check in the first column. Before deleting you have the possibility to archive the entry. Two formats (XML and CSV) are available for selection under **Administration – Dialogs – Archive Format**.
  - **Special Tip: Archiving**  
Archive in regular intervals from your Outbound Journal to avoid blocking the database of your TecLocal 3.0 with too much data. Take the following steps:
    - Use the **Filter Function** to select documents that you want to archive. Filtering according to **Date** is the obvious choice.
    - With a click on the right mouse button you can **select all rows**, that you found with the help of the filter.
    - By clicking again on the right mouse button you select the option **delete all selected rows**.
    - In the bottom part of TecLocal a dialog appears in which you are asked whether you want to archive the order process. You can confirm with **Yes**, or delete the rows without archiving by clicking on **No**.
    - In the window that opens you can specify the **directory and file name**. The file format depends on the setting under **Administration – Dialogs – Archive Format**.
- **Update (8)** shows documents that arrived in the meantime. Under Administration – Dialogs you can select the journal refresh interval. Your journals will be updated automatically after the selected interval, which can vary from one to 60 seconds.

If you have questions please contact our Help Desk at [support@teccom.de](mailto:support@teccom.de) or +49 (0)1805 – 65 65 56.