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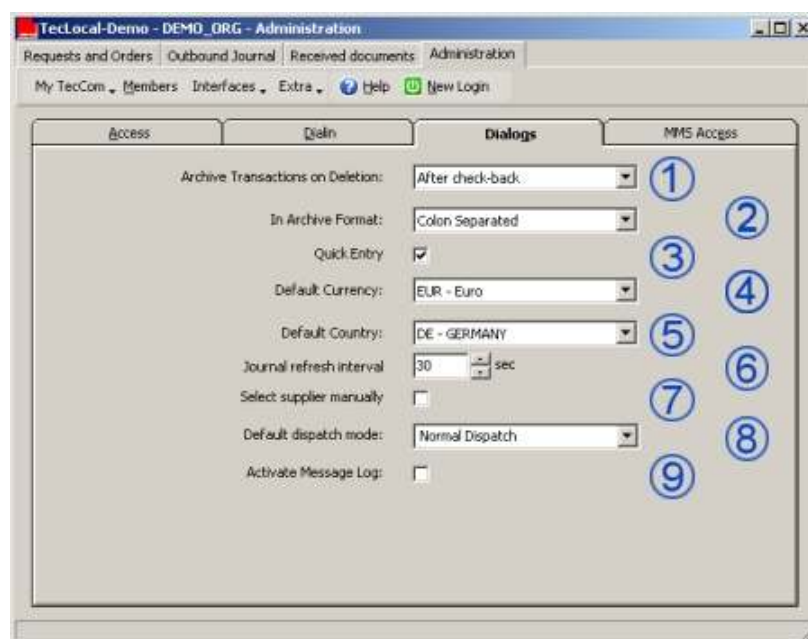
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[<< back](#)

Tips & Tricks – TecLocal 3.0: Specially Suited to Your Requirements!

In the Administration area you select all the settings to suit TecLocal 3.0 to your own requirements. Some of these functions affect your work every day. Changes are rarely necessary because the settings are selected during the initial installation. One of the most important entry masks is the **"Dialogs"**. In this edition of Tips & Tricks you can read about the settings you can make and how they influence your daily use of TecLocal.

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



1. In order to avoid clogging the database with too much data, you should regularly archive old data and delete it. You can archive directly in the **Outgoing Journal** or the **Received Documents** with the function **Report**. You can also set a rule for archiving on deletion. You have the choice among:

1. **Archive after check-back** – Every time you delete, you are asked whether you want to archive.
2. **Always archive** – A window is automatically opened to archive the documents.
3. **Never archive** – The documents are always deleted without asking about archiving them.

2. The choice of archive format depends on how you want to use the data in the future. Both available formats – **colon separated (CSV)** and **XML** – can be processed by modern office and database applications. The CSV format uses less storage capacity but offers fewer formatting and presentation options.

3. A checkmark at **Quick Entry** makes it possible to jump from entry field to entry field with the Enter key. After entering the minimum of quantity and article number you can already enter the next article by pressing Enter.

4. The setting **Default Currency** changes the currency selected in advance for inquiries and orders.

5. In the member search (Administration – Members) the **Country Setting** will be transferred from the dialog as a default setting. It can be

changed as required.

6. The **Outgoing Journal** and the **Received documents** will be updated after a pre-selected **Interval**; possible is a value between one and 60 seconds. This has the advantage that users in multi-seat installations are always aware of all inquiries, orders and reverse messages that have been sent or received, thus avoiding overlap with colleagues.

7. If you often order from more than one supplier or want to avoid ordering from the wrong supplier, place a checkmark next to **Select supplier manually**. The person executing an inquiry or an order must select the supplier by hand. The order of the suppliers that can be chosen depends on the rank you selected in Administration – My TecCom – Partners.

8. Here you can choose a **Default dispatch mode** for your orders. This is useful when you often place orders with the same supplier or use the same shipping method.

9. If you activate **Message Log** the complete communication process between you and TecCom will be stored as a text file. This data is important for TecCom to analyse if an error should occur. Normally it is alright if your Message Log is not activated, if you only activate it after an error occurs. By repeating the procedure you can repeat the error, generating a Message Log that TecCom support staff can evaluate for all important parameters. Errors are uniquely described, making it faster to eliminate them. If you activate the Message Log continuously, you should delete old data at regular intervals in order to avoid collecting excess data. You can find the stored data in your TecCom directory Client – Log.

You can pose your questions to our Help Desk by writing to support@teccom.de or calling +49 (0)1805 – 65 65 56.