Printed Documentation

Table Of Contents

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Introduction

Introduction

The role of the DataTrak Administrator encompasses many functions. These functions include:

- Creating User Groups
- Defining the available document content for each User Group
- Creating User Accounts
    - User Names and Passwords
    - User Group Assignment
    - User Profit Center Assignment
    - Parent User Assignment
- Creating Schedules for use by Data Alerts

The DataTrak Administrator Help system provides you with all of the information you will need to implement and maintain DataTrak. You can also consult the user help system to view help topics for user related activities and functions.

System Requirements

Your Server and Client PC must adhere to the following system requirements:

Server

- Factor Report Server installed on RISC or SCO system
- ExecuTrak Advanced C-Store Module
- At least 10 MB available disk space on RISC or SCO usr/factor partition

Client PC

- Internet Explorer 5.5 SP1 or greater on client PCs
- If you will allow access from remote sites, you must also have a Virtual Private Network (VPN) operational at your home office and remote PCs must be able to connect through the VPN.

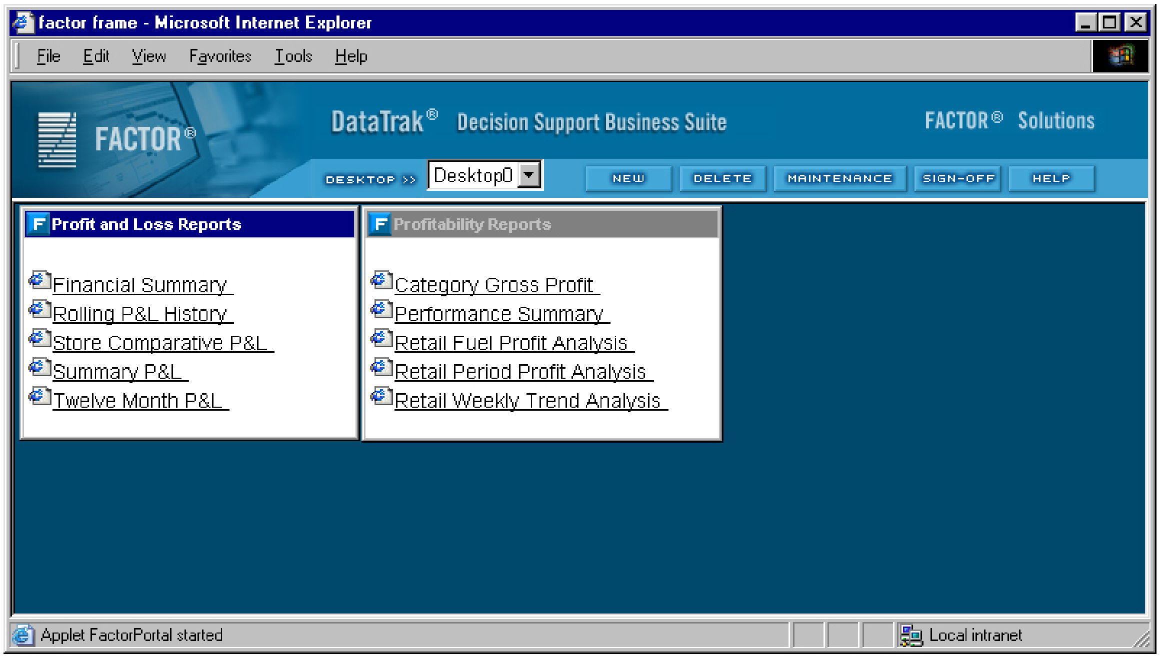
Maintenance

Login to DataTrak

You will use Windows Explorer to login to DataTrak. When you enter the URL for DataTrak or select the Favorites shortcut, the system displays the following login screen:

1. Enter the Username of "admin" and the administrative password provided to you by Factor.
2. Click the Login button.

3. The system then displays the DataTrak window.



4. This window is divided into three sections:

- Document Tree
- Desktop
- Menu

Document Tree

The Document Tree is located in the left browser pane. This tree lists all document groups and documents for the administrative account. You can drag document groups from the document tree and drop them in the desktop area.

Desktop

The desktop area represents your work area and lets you select a document you want to view. To view a document, click the document link.

Menu

The menu is located in the top of the browser window above the desktop. Menu options for the administrative account include the following:

New: Click the New menu to create a new desktop. The administrator can create new, customized desktops for the administrative accounts as well as the primary desktop for user accounts.

Edit: Click the Edit menu to edit an existing desktop for the administrative account or user account.

Desktop: Click the Desktop menu to return to the primary desktop.

Desktop Drop Down List: The Desktop drop down list displays all desktops that exist for the administrative account. To display a different desktop, select the desktop from the list.

Maintenance: Click the maintenance menu to perform DataTrak maintenance functions.

Signoff: Click the signoff menu to exit DataTrak and return to the login screen.

Help: Click the Help button to access the administrative help system.

DataTrak Implementation

Although we simplified DataTrak implementation as much as possible, implementation requires more than just installing the software. You will complete numerous steps as you implement the DataTrak. Some implementation steps are quite simple and take only a few moments to complete, for example, checking your web browser's configuration settings. Other steps are more complex and require some planning on your part, such as creating profit center consolidation paths or user groups. Print or bookmark this help topic to serve as your guide during the implementation process.

Implementation Stages

DataTrak implementation will occur in 2 stages: Management Reports and Data Alerts.

The first implementation stage fully enables management reports. This stage is important because this is when you will:

- Install and configure software.
- Define profit center consolidation paths.
- Create and configure user groups and accounts, including access and security.

After you complete the first implementation stage, you can then begin the second stage in DataTrak implementation: Data Alerts. During this implementation stage you will:

- Define any necessary schedules
- Schedule events
- Schedule alerts for users (user's can also schedule their own alerts)

DataTrak Implementation Stage 1: Management Reports

Management reports implementation steps fall into two categories: System Implementation and Technical Implementation.

- System Implementation refers primarily to those steps you need to take in the ExecuTrak system to enable DataTrak to interface with the database and report data correctly. For example, creating profit center paths, general ledger accounts, and products. Click here to access DataTrak User Help.
- Technical implementation refers to such things as software installation, creating user accounts, and performing other DataTrak maintenance for which only the DataTrak administrator has access.

Implementation Steps

The following list of implementation steps contains both technical and system installation steps. Items appearing in italics, are considered system implementation steps. Those appearing in regular type are considered technical implementation steps. Technical implementation steps are part of the DataTrak Admin Help system. You will need to complete the following implementation steps, in the listed order to set up DataTrak:

5. Install the ExecuTrak for Windows Service Pack and Interim Service Pack (Consult the Factor Documentation CD for instructions.)
6. Install the Interim Release on the RISC or SCO system. (Consult the Factor Documentation CD for instructions.)
7. Install Java Virtual Machine (JVM) on each client PC that will run DataTrak. To install, insert the CD into the PC's CD ROM drive. Setup will begin automatically. Follow the on-screen prompts to complete installation. Reboot the client PC after installation.
8. Install the latest CommServer release. (Consult the Factor Documentation CD for instructions.)
9. Install the DataTrak software on the RISC or SCO system.
   A. Login to the RISC or SCO system as "root".
   B. Insert DataTrak CD into the CD-ROM on the RISC or SCO.
   C. Type the following command at the prompt and then press Enter:

      mount /cdrom
   D. Type the following command at the prompt and then press Enter:

      cd /cdrom
   E. Type the following command at the prompt and then press Enter:

      ./install.pl
   F. Installation is automated from this point forward.
   G. After installation is complete, type the following command at the prompt and then press enter:

      cd
   H. Next, type the following command and press enter:

      umount /cdrom
   I. You won't be able to remove the CD if you omit this step.
   J. Note: After installation, consult DataTrak's on-line help for additional information on implementation and program operations. You can access this help by entering the following URL into your web browser: http://ether/portalhelp/admin/admin_help.htm. If your server is not named "ether" replace "ether" in the URL with the actual name of your server. User help can be accessed at http://ether/portalhelp/portal.htm.

1. *Set the web browser on the client PC to check for newer versions of stored pages each time you visit a web page. (Open your web browser and select Tools >> Internet Options >> Settings >> Every Visit to the Page.)*

2. *In the Advanced Financial Module, create the profit center consolidation paths that will be used to define DataTrak's drill-down paths. Consolidation paths are a hierarchical structure of profit centers used to establish profit center relationships for drill-down reporting. If you currently use the Advanced Financial module, you may have an existing path that DataTrak can utilize.*
3. *Set System Parameter 16000 to identify the profit center path to use for drill-down reporting. System parameters are set through ExecuTrak.*
4. *Set System Parameter 16001 to identify the number of periods to include the retail sales consolidation. System parameters are set through ExecuTrak.*
5. *Add inventory, sales, and cost GL accounts to the chart of accounts for dummy profit centers in the DataTrak consolidation path. See the Special Considerations for Dummy Profit Centers Help Topic.*
6. *Set up inventory master records for fuel products at dummy profit centers in the DataTrak consolidation path. See the Special Considerations for Dummy Profit Centers Help Topic.*
7. *Perform DataTrak maintenance to finish set up. These steps should be performed by the DataTrak administrator. Consult the DataTrak administrator help system for detailed instructions on each step.*

- Create User Groups
- Create Users and Assign to User Groups
- Assign Documents to Document Groups
- Define Document Content For User Groups
- Define User Primary Desktops

DataTrak Implementation Stage 2: Data Alerts Implementation

Data alerts functionality should be implemented only after you have completed the necessary steps for DataTrak implementation. Use the following steps as a guideline for implementing data alerts:

1. In the ExecuTrak system, set the value of System Parameter 10 to the date that you implement data alerts.
2. Use Schedule File Maintenance to create any user-defined schedules. DataTrak does install with numerous pre-defined schedules that might meet your needs.
3. Use Offline Report Boundary File Maintenance to set the following boundaries:
    - The number of periods, prior to the current period, for which the Offline Fuel Inventory Pre-processor will generate Fuel Inventory Over/Short alerts.
    - The number of periods for which the Retail Fuel Profit Analysis Report should be generated.

- The number of periods for which the Retail Sales Profit Analysis Report should be generated.

4. Use Event File Maintenance to set schedules for the Stand Alone Pre-Processor and Offline Fuel Inventory Pre-Processor.
5. Perform Data Alert File Maintenance to specify which alerts a user will receive, including the tolerance and schedules for the alerts.

DataTrak Implementation Stage 1: Management Reports

Management reports implementation steps fall into two categories: System Implementation and Technical Implementation.

- System Implementation refers primarily to those steps you need to take in the ExecuTrak system to enable DataTrak to interface with the database and report data correctly. For example, creating profit center paths, general ledger accounts, and products. Click here to access DataTrak User Help. System implementation should be performed by someone within your company who is familiar with your corporate structure and accounting practices.
    - Technical implementation refers to such things as software installation, creating user accounts, and performing other DataTrak maintenance. Technical implementation will normally be performed by the DataTrak Administrator.

Implementation Steps

The following list of implementation steps contains both technical and system installation steps. Items appearing in italics, are considered system implementation steps. Those steps appearing in regular type are considered technical implementation steps. Technical implementation steps are part of the DataTrak Admin Help system. You will need to complete the following implementation steps, in the listed order to set up DataTrak:

1. Install the ExecuTrak for Windows Service Pack and Interim Service Pack (Consult the Factor Documentation CD for instructions.)
2. Install the Interim Release on the RISC system. (Consult the Factor Documentation CD for instructions.)
3. Install Java Virtual Machine (JVM) on each client PC that will run DataTrak. To install, insert the CD into the PC's CD ROM drive. Setup will begin automatically. Follow the on-screen prompts to complete installation. Reboot the client PC after installation.
4. Install the latest CommServer release. (Consult the Factor Documentation CD for instructions.)
5. Install the DataTrak software on the RISC system.

    K. Login to the RISC system as "root".
    L. Insert DataTrak CD into the CD-ROM on the RISC.
    M. Type the following command at the prompt and then press Enter:

    mount /cdrom

    N. Type the following command at the prompt and then press Enter:

    cd /cdrom

    O. Type the following command at the prompt and then press Enter:

./install.pl

P. The installation program copies all necessary files from the release media to the server. Installation of DataTrak will be completely automatic at this point.
Q. After installation is complete, type the following command at the prompt and then press enter:

cd

R. Next, type the following command and press enter:

umount /cdrom

S. You won't be able to remove the CD if you omit this step.
T. Note: After installation, consult DataTrak's on-line help for additional information on implementation and program operations. You can access this help by entering the following URL into your web browser: http://ether/portalhelp/admin/admin_help.htm. If your server is not named "ether" replace "ether" in the URL with the actual name of your server. User help can be accessed at http://ether/portalhelp/portal.htm.

8. *Set the web browser on the client PC to check for newer versions of stored pages each time you visit a web page. (Open your web browser and select Tools >> Internet Options >> Settings >> Every Visit to the Page.)*

9. *In the Advanced Financial Module, create the profit center consolidation paths that will be used to define the DataTrak drill-down paths. Consolidation paths are a hierarchical structure of profit centers used to establish profit center relationships for drill-down reporting. If you currently use the Advanced Financial module, you may have an existing path that DataTrak can utilize.*

10. *Set System Parameter 16000 to identify the profit center path to use for drill-down reporting. System parameters are set through ExecuTrak.*

11. *Set System Parameter 16001 to identify the number of periods to include in the retail sales consolidation. System parameters are set through ExecuTrak.*

12. *Add inventory, sales, and cost GL accounts to the chart of accounts for dummy profit centers in the DataTrak consolidation path. See the Special Considerations for Dummy Profit Centers help topic.*

13. *Set up inventory master records for fuel products at dummy profit centers in the DataTrak consolidation path. See the Special Considerations for Dummy Profit Centers Help Topic.*

14. *Perform DataTrak maintenance to finish set up. These steps should be performed by the DataTrak administrator. Consult the DataTrak Administrator help system for detailed instructions on each step.*

- Create User Groups
- Create Users and Assign to User Groups
- Assign Documents to Document Groups
- Define Document Content For User Groups

- Define User Primary Desktops

DataTrak Maintenance

Once you have your hardware and software configuration complete for DataTrak, you will need to perform DataTrak maintenance before you can begin using the system. DataTrak Maintenance includes the following steps:

- Create User Groups
- Create Users and Assign to User Groups
- Create Document Groups
- Assign Documents to Document Groups
- Define Document Content For User Groups
- Define User Group Primary Desktops

To perform DataTrak maintenance, login to DataTrak with your administrator username and password. Click the Maintenance button on the menu, and the system displays the maintenance screen.

Maintenance Library Tree

The Maintenance Library tree in the left browser pane allows you to perform routine maintenance functions. The Maintenance Library is made up of two levels. The first level in the tree, denoted by a folder icon, is the maintenance program. The second level in the tree beneath a maintenance program lists all existing records of that type. For example, all items listed on the second level beneath the User Group Maintenance program are user groups.

To expand a branch in the Maintenance Tree, simply click the “+” icon to the left of the folder name; likewise you can collapse a branch in the maintenance tree by clicking the “-” icon next to the folder name.

Create a New Record

To create a new record (new user group, new user, etc.) click the appropriate folder (maintenance program) in the Maintenance Library. The right browser pane will display a blank maintenance form and allow you to enter the information required to create the record. After you complete the form, click the Submit button to save the record.

Edit an Existing Record

To edit an existing record, click the record in the maintenance tree. (Note: you may need to expand the level in order to view the records.) When you click a record, the right browser pane will display the record in a maintenance form. You can then make any changes to the record. After you have made all of your changes, click the Submit button to save the edited record.

Deleting a Record

To delete a record, display it in the maintenance frame and then click the Delete button. Note: You cannot delete records if they are currently in use. For example, you cannot create a user group, if there are any users assigned to the group.

Purpose of User Groups

The primary purpose of user groups is to establish a "path" based on different managerial levels within your organization. When user accounts are created, each user is assigned to one of the different levels in the path, thus creating a parent-child relationship between user groups.

Consider the following user group path:

Executive > Regional Managers > District Managers > Store Managers

This path consists of four different levels.

1. The **Executive** is the highest level in this sample user group path. The highest level in the path is identified by assigning the user group as its own parent.
2. The **Regional Managers** user group is the second highest level in this user group path. The Executive Level serves as the parent user group for the Regional Managers group and as a child to the Executive group.
3. The third level in the path is the **District Managers** level. The Regional Managers group serves as the parent user group for the District Managers group.
4. The bottom level in this path is **Store Managers**. The District Manager group serves as the parent group for store manager.

In reviewing the relationships of the user groups, notice that both the Regional Managers and District Managers user groups serve as both Parent and Child user groups.

An Important Note about User Group Path Creation Order and the Highest User Group in the Path

When initially creating user groups, you must use a sequential creation order, from the top most level in the path to the bottom most level in the path. This creation order is essential so that parent user groups exist before you create each child. For example, if you created the Store Manager user group first, the District Manager group does not yet exist therefore you cannot assign District Manager as the parent of Store Manager.

Continuing with the previous example, your user groups are Executive, Regional Manager, District Manager, and Store Manager, respectively. The user groups must be created in the order listed. Since Executive is the top most level in the path, it serves as the parent user group to itself. When creating the highest level user group simply select the "-------" option from the parent user group drop down list on the user group maintenance form. After you have created the Executive user group, you can then create the Regional Manager user group and assign Executive as its parent user group, and so on.

There can be only one top most level in the user group path.

Creating A User Group

Use the following procedure to create a user group:

1. Login to DataTrak as "admin".
2. Click the Maintenance button on the menu. The system will display the maintenance screen.
3. Click the User Group Maintenance Folder in the Maintenance Library tree (located in the left browser pane.)
4. The right browser pane displays the User Group Maintenance Form. Fields on this form include the following:

   User Group Description: Enter a description for the user group that you want to create. You can enter up to 20 alphanumeric characters.
   Parent User Group Description: Select the parent user group that you want to assign for the new user group. If the user group is to serve as the top most level in the user group path, select "-------" from the dropdown list.
5. After you specify the User Group Description and Parent User Group, click the Submit button to save the record. (You can click the "Clear" button to reset the form to it's original state, provided you have not yet clicked the Submit button.)

Editing an Existing User Group

6. Login to DataTrak as "admin".
7. Click the Maintenance button on the menu. The system will display the maintenance screen.
8. Click the User Group Maintenance Folder in the Maintenance Library tree (located in the left browser pane) to expand it and to display a list of existing user groups.
9. Click the user group that you need to modify.
10. The right browser pane displays the record in the maintenance form. Make any changes to the record and click the Submit button to save the changes. (You can click the "Clear" button to reset the form to it's original state, provided you have not yet clicked the Submit button.)

User Accounts

Each user who is to access DataTrak will need his or her own username and password. The username will identify the permissions for the user account. These permissions include the documents that the user can view as well as the company databases and profit centers for which the user can view documents. The password ensures that only authorized users access DataTrak. Passwords should be confidential and known only to the user and the DataTrak administrator.

Things to Keep in Mind

The user account also identifies a user's supervisor (parent user). For this reason, it is necessary to create user accounts from the top of the organizational chart downward, starting with the president and/or CEO, upper level managers, district managers, regional managers, store managers, etc, respectively. This is necessary to ensure that a parent user ID is available for selection when creating child user IDs. Consider the following example:

Bill Smith is a store manager. John Jones is a district manager and Bill's supervisor. If you create Bill's user account before you create John's user account, then you will not be able to specify John as Bill's "Parent User". If you create John's account first, then his username will be available for selection as Bill's "Parent User".

Adding a User

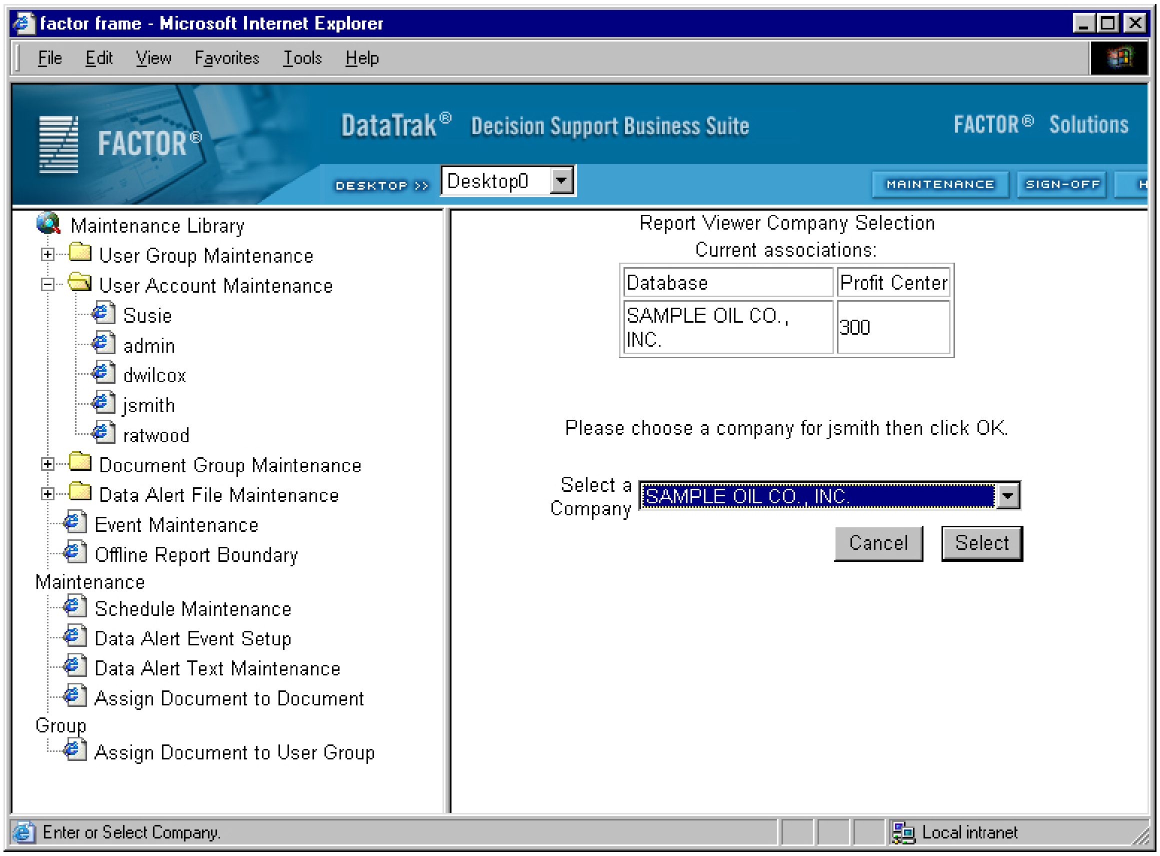
Use the following procedure to create a user account:

1. Login to DataTrak as "admin".
2. Click the Maintenance button on the menu. The system will display the maintenance screen.
3. Click the User Account Maintenance Folder in the Maintenance Library tree (located in the left browser pane.)
4. The right browser pane displays the User Group Maintenance form. Fields on this form include the following:

   Username: Specify the username. Usernames can be up to eight alphanumeric characters in length and must be unique. One common method for creating user names is first initial last name. For example, "jsmith".
   Password: Specify the password for the username. The password can be between 8 and 20 alphanumeric characters in length. When you type the password, the screen form masks each character with an "*".
   Retype Password: Reenter the password to verify that you made no typographical errors.
   First Name: Enter the user's first name, up to 30 alphanumeric characters.
   Last Name: Enter the user's last name, up to 30 alphanumeric characters.
   Email: Enter the user's e-mail address, up to 100 alphanumeric characters.

Parent User: Select the user ID for this account's supervisor/manager. (Note, when creating a user account for the highest level on the organization chart, select "-----" as the parent user name.
User Group: Select the user group for this user account.

5. Click the Company/Profit Center Maintenance button, and the system displays the next User Account Maintenance form.



6. This form lets you specify the company databases to which a user has access. The top part of the form displays currently assigned company databases. To add a new company, select the company name from the dropdown list and then click the Select button. *Note: Each user can be granted access to multiple databases.*

7. After you select a database, you will then need to specify the user's profit center assignment for that database. Select the profit center from the dropdown list and then click the select button. The profit center assignment establishes a user's base profit center in the profit center consolidation path. The username will be able to view report information for only this profit center and profit centers that are located below it in the profit center path.

8. After you assign the profit center, the system returns you to the database assignment form and lets you assign another database/profit center to the account.

Editing an Existing User

9. Login to DataTrak as "admin".
10. Click the Maintenance button on the menu. The system will display the maintenance screen.
11. Click the User Account Maintenance folder in the Maintenance Library tree (located in the left browser pane) To expand it and display a list of existing user accounts.
12. In the maintenance tree, click the name of the user account that you need to modify.
13. The right browser pane displays the record in the maintenance form. Make any changes to the record and click the Submit button to save the changes. (You can click the "Clear" button to reset the form to it's original state, provided you have not yet clicked the Submit button.)

Document Group Maintenance

One important purpose of document groups is to provide a method of organizing DataTrak documents. All documents are assigned to a document group. The Document Group Maintenance Program lets the DataTrak administrator create new document groups or edit existing document groups. Additionally, custom document groups can be created when you define a primary desktop.

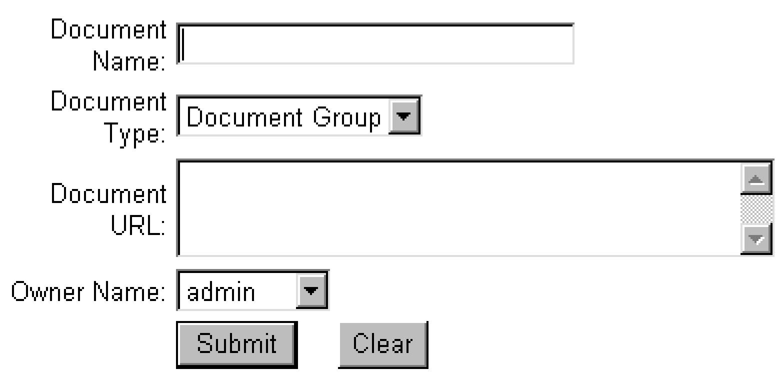
Note: DataTrak installs with a pre-defined set of document groups and documents.

Add a Document Group

Use the following steps to create a new document group:

1. Login to DataTrak as "admin".
2. Click the Maintenance button on the DataTrak menu. The system will display the maintenance screen.
3. Click the Document Group Maintenance folder in the Maintenance Library tree (located in the left browser pane.)
4. The right browser pane displays the Document Group Maintenance Form.

Portal Document Group Maintenance Screen.



Enter the following information in the form.

Document Name: Enter the name of the Document Group you want to create.
Document Type: Select the Document Group from the dropdown list.
Document URL: Leave the Document URL field empty.
Owner Name: Select the administrator login ID as the owner.

5. After you complete the form, click the Submit button to create the new document group.

Edit an Existing Document Group

6. Login to DataTrak as "admin".

7. Click the Maintenance button on the DataTrak menu. The system will display the maintenance screen.
8. Click the Document Group Maintenance folder in the Maintenance Library tree (located in the left browser pane.) When you click the folder, the document tree expands to show all existing document groups.
9. Click the Document Group you want to change.
10. The right browser pane displays the Document Group record in the maintenance form. Make any changes to the record.
11. After making all changes, click the Submit button to save the revised record.

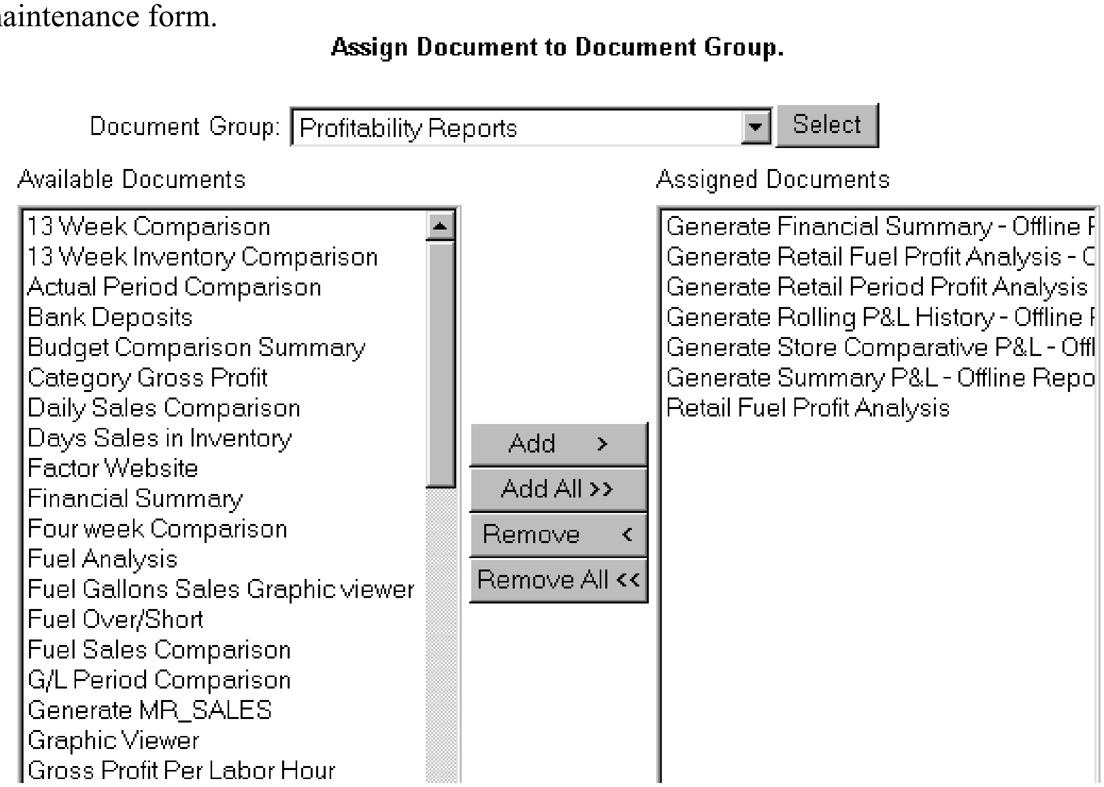
Assign Document to Document Groups

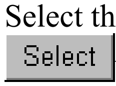
DataTrak installs with default documents and document groups already created. However, you do have the ability to create document groups and edit existing document groups. The Assign Document to Document Group program lets you specify to which document group, a document should be assigned. Furthermore, you can assign the same document to more than one document group. After you finish assigning documents to document groups, you will then need to assign documents to user groups.

Add Assignment

Complete the following steps to assign a document to a document group.

1. Login to DataTrak as "admin".
2. Click the Maintenance button on the DataTrak menu. The system will display the maintenance screen.
3. Click Assign Document to Document group in the Maintenance Library.
4. The right browser pane displays the Assign Document to Document Group maintenance form.



5. Select the document group from the dropdown list and then click the 

button.
6. The Available Documents window displays all existing documents that are not currently assigned to the displayed document group. The Assigned Documents window displays all documents currently assigned to the document group.

7. To assign a document to a document group, click the document in the Available Documents window to highlight it. You can highlight multiple documents by pressing the Ctrl key and clicking each document you want to add.
8. After you've highlighted the documents, click the Add > button to assign the documents to the document group. The system removes the documents from the Available Documents list and displays them in the Assigned Documents list.
9. After you've assigned all documents, to the selected group click the Submit button to save the changes. After you have submitted your changes to the database, you can then select a different document group and make document assignments to it.
10. After you finish assigning documents to document groups, you will then need to assign the documents to user groups.

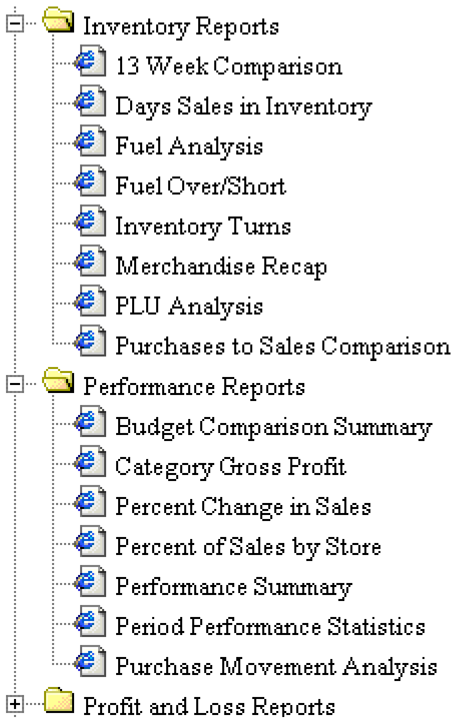
Remove Assignment

Complete the following steps to remove a document from a document group. Any document you remove from the group is still available for assignment to another group or to the original group.

1. Login to DataTrak as "admin".
2. Click the Maintenance button on the DataTrak menu. The system will display the maintenance screen.
3. Click Assign Document to Document Group in the Maintenance Library.
4. The right browser pane displays the Assign Document to Document Group maintenance form.
5. Select the document group from the dropdown list and then click the Select button.
6. The Available Documents window displays all existing documents that are not currently assigned to the displayed document group. The Assigned Documents window displays all documents currently assigned to the document group.
7. To remove a document assignment, click the document in the Assigned Documents window to highlight it. You can highlight multiple documents by pressing the Ctrl key and clicking each document that you want to remove from the group.
8. After you've highlighted the documents, click the Remove < button to remove the documents from the document group. The system removes the documents from the Assigned Documents list and displays them in the Available Documents list.
9. After you finish making changes to the selected group, click the Submit button to save the changes. After you have submitted your changes to the database, you can then select and make changes to a different document group.

Assign Documents to User Groups

After you create document groups, you can then assign documents to those groups. This assignment results in a document group/document structure that looks something like this:



To continue, individual user accounts are assigned to a user group. In turn, documents are assigned to specific user groups.

This makes it possible for the DataTrak administrator to quickly and easily control the document groups AND documents that are displayed for specific user groups. For example, both the Executive and Store Manager user groups are granted access to reports in the Sales Report Folders. The Executive group is assigned all documents in the Sales Report document group. The Store Manager group, however, is granted access to only the Daily Sales Comparison report.

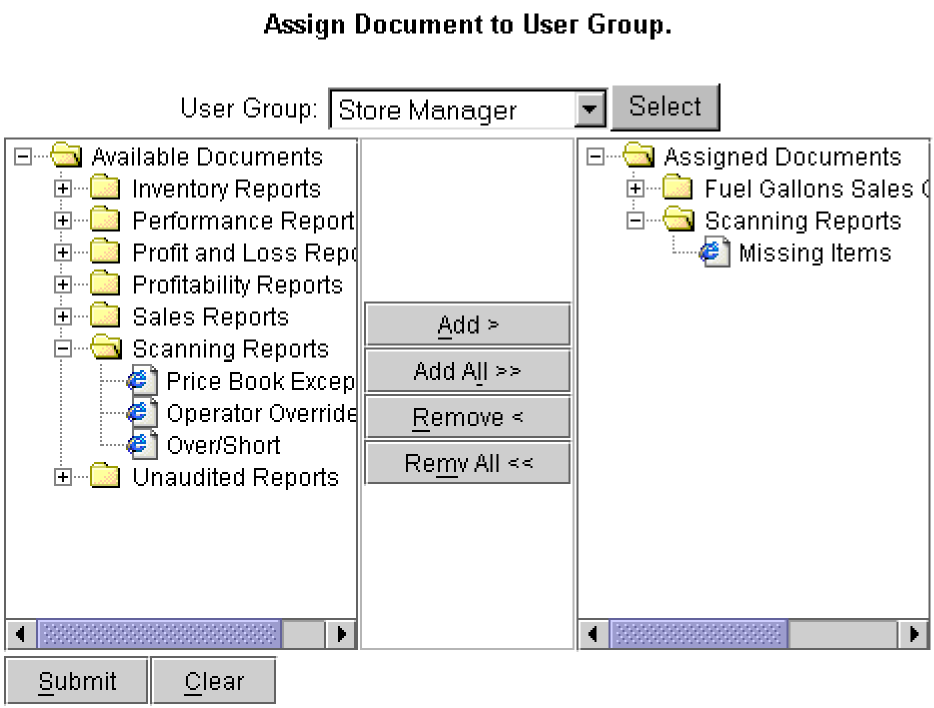
When someone from the Executive group signs on to DataTrak and views the contents of the Sales Report folder, all sales report documents are displayed. When someone from the Store Manager group logs on to DataTrak and views the contents of the Sales Report folder, only the Daily Sales Comparison report is displayed.

Assigning a Document to a User Group

Follow these steps to assign a document to a user group:

1. Login to DataTrak as "admin".

2. Select Maintenance from the DataTrak menu, and the system displays the DataTrak Maintenance screen. The left pane on this screen displays the Maintenance Library tree. The right pane displays common DataTrak tasks.
3. Click Assign Document to User Group in the maintenance library.
4. The right pane displays the maintenance form.



5. Select the user group from the dropdown list and then click the Select button.
6. The left side of the form displays all documents and/or groups that are not currently assigned to the displayed user group. The right side of the form displays those documents that have been assigned to the user group.
7. To assign a single document, open the document group that contains the document and then click the Add > button. The system moves the item from the left window and displays it in the right window.

   Note: You can assign all un-assigned documents by clicking the Add All >> *button.*

8. When you finish assigning documents to the user group, click the Submit button to save the additions.

Removing a Document Assignment from a User Group

Use the following procedure to remove a document assignment from a user group:

1. Login to DataTrak as "admin".

2. Select Maintenance from the DataTrak menu, and the system displays the DataTrak maintenance screen. The left pane on this screen displays the Maintenance Library tree. The right pane displays common DataTrak tasks.
3. Click Assign Document to User Group in the maintenance library.
4. The right pane displays the maintenance form. Select the user group from the dropdown list and then click the Select button.
5. The left side of the form displays all documents and/or groups that are not currently assigned to the user group. The right side of the form displays those documents that have been assigned to the user group.
6. In the left pane, open the document group that contains the document you want to remove.
7. Click the document to highlight it, and then click the Remove < button.

   Note: You can remove all documents by clicking the Remv All << *button.*
8. When you finish making changes, click the Submit button to save the changes.

Define Primary Desktops

The DataTrak administrator defines each user's primary desktop. The primary desktop is denoted by the desktop name "Desktop0". When users Login to DataTrak, they will first see their primary desktop. If a user logs in to the system and you have not created a primary desktop for their user account, they will receive a message that they do not have a primary deskop. User's can still access the DataTrak reports by creating a user-defined desktop. When they create a user-defined desktop, they can utilize only those document groups and documents that their user account has the authority to view. Once they create a user-defined desktop, it will be displayed each time they log into the system, provided that no primary desktop has been created for them.

Users cannot make changes to their primary desktop; however, each user does have the ability to define additional desktops for their username. Only the DataTrak administrator can make changes to a user's primary desktop.

Create a User's Primary Desktop

1. Logon to DataTrak with your administrative username and password.
2. Click the New button and DataTrak displays the Create New Desktop form.
3. Enter "Desktop0" as the Desktop Name.
4. Select the user account from the dropdown list.
5. Click the Submit button.
6. The system then displays the Desktop Maintenance form.

   The window's left pane displays the document tree. The document tree contains all items that can be added to the user's desktop. These items are determined by the user group assigned in the user account's master record. The left pane represents the user's desktop. Use the drag and drop method to add a document group to the desktop.
7. Once you add a document group, you should resize and reposition it to create a neat and useable workspace. To move a document group, click the window's title bar and drag it to the desired position on the desktop. To resize a window, position the mouse pointer over the bottom or side edge of the window. When the pointer changes to a double pointed arrow, click and drag the side to the desired location.
8. After you have finished formatting the user desktop, click the Save Desktop button at the bottom of the Document Tree pane.

Edit an Existing Desktop for a User Account

Use the following procedure to change a primary desktop for a user. This may become necessary as new documents are added to DataTrak:

1. Logon to DataTrak with your administrative username and password.

2. Click the Edit button and DataTrak displays the Edit Desktop form.
3. Select the username from the dropdown list, and then click the "Select" button.
4. The system displays a listing of all desktops for the identified user name. Remember, the primary desktop is identified by the name of "Desktop0". All other desktops for this user are user-defined desktops and not maintained by the DataTrak administrator.
5. Click Desktop0 in the list to highlight it and then click the Submit button.
6. The system then displays the Desktop Maintenance form. The window's right pane, displays the current configuration for the user account's primary desktop. To remove a document group from the desktop click the (close) button in the upper right corner of the document group window.
7. To add a new document group to the user account's desktop, drag it from the document tree to the desktop area. Resize and reposition frames as necessary to create a neat and useable desktop.
8. After you have finished formatting the desktop, click the Save Desktop button at the bottom of the Document Tree pane. This desktop configuration will appear the next time the user logs on to DataTrak.

Java Virtual Machine (JVM)

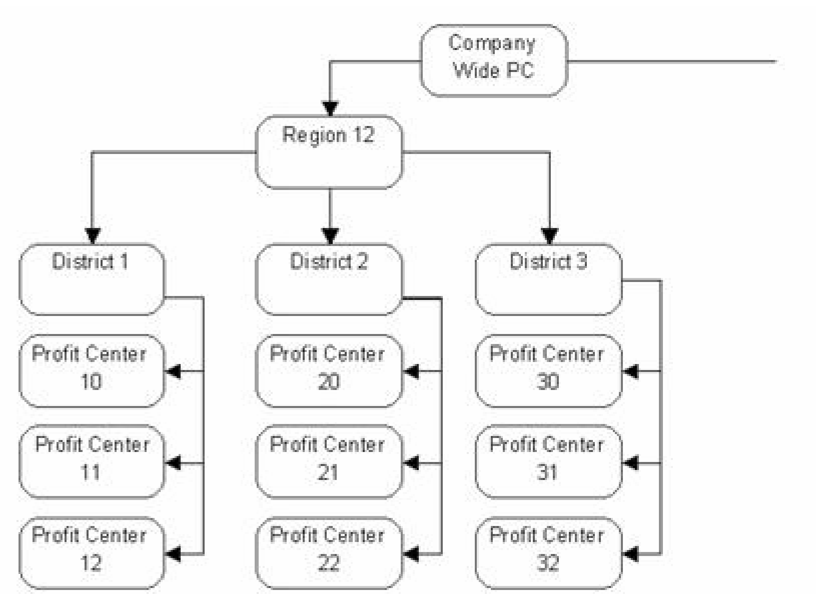
You will need to install JVM on each client PC that will run DataTrak. When you receive the DataTrak software, you will also receive a JVM CD that you can use for the installation on client PCs. In addition, the JVM setup is included on DataTrak's Server CD. When you install the server portion of DataTrak, the Java setup is copied to your network server. You can access the setup through a client PC's web browser by entering the following URL: http://ether/portal.html and clicking on the Java link.

ExecuTrak System

Profit Center Paths

Profit Center Paths are created in the home office ExecuTrak system. A profit center path consists of a hierarchy of levels with each profit center in the level serving as a "parent" to the level below it and as a "child" to the level above it. The company wide profit center will serve as the top most level in the hierarchy and serve as both parent and child to itself. There are any number of methods you can use when creating paths. One common method is to create paths based on store, district, and region, respectively. Once you have created the path for DataTrak to use for drill down reporting, enter that path as the value of System Parameter 16000. **Important: The path you create for DataTrak must contain only retail profit centers.**

These paths make it possible for you to consolidate financial information from the bottom of the path up and distribute overhead from the top of the path down. Consider the following example.



In this example, Districts 1, 2, and 3 and region 12 must be designated as profit centers. If no "actual" profit center exists at these levels, you must create dummy profit centers. For example:

- Create a "dummy" profit center for District 1 to serve as the parent profit center to profit centers 10, 11, and 12.
- Create a "dummy" profit center for District 2 to serve as the parent profit center to profit centers 20, 21, and 22.
- Create a "dummy" profit center for District 3 to serve as the parent profit center to profit centers 30, 31, and 32.

- Create a "dummy" profit center for Region 12 to serve as the parent profit center to profit centers "district 1", "district 2," and "district 3"

The company wide profit center serves as the parent profit center for profit center "Region 12".

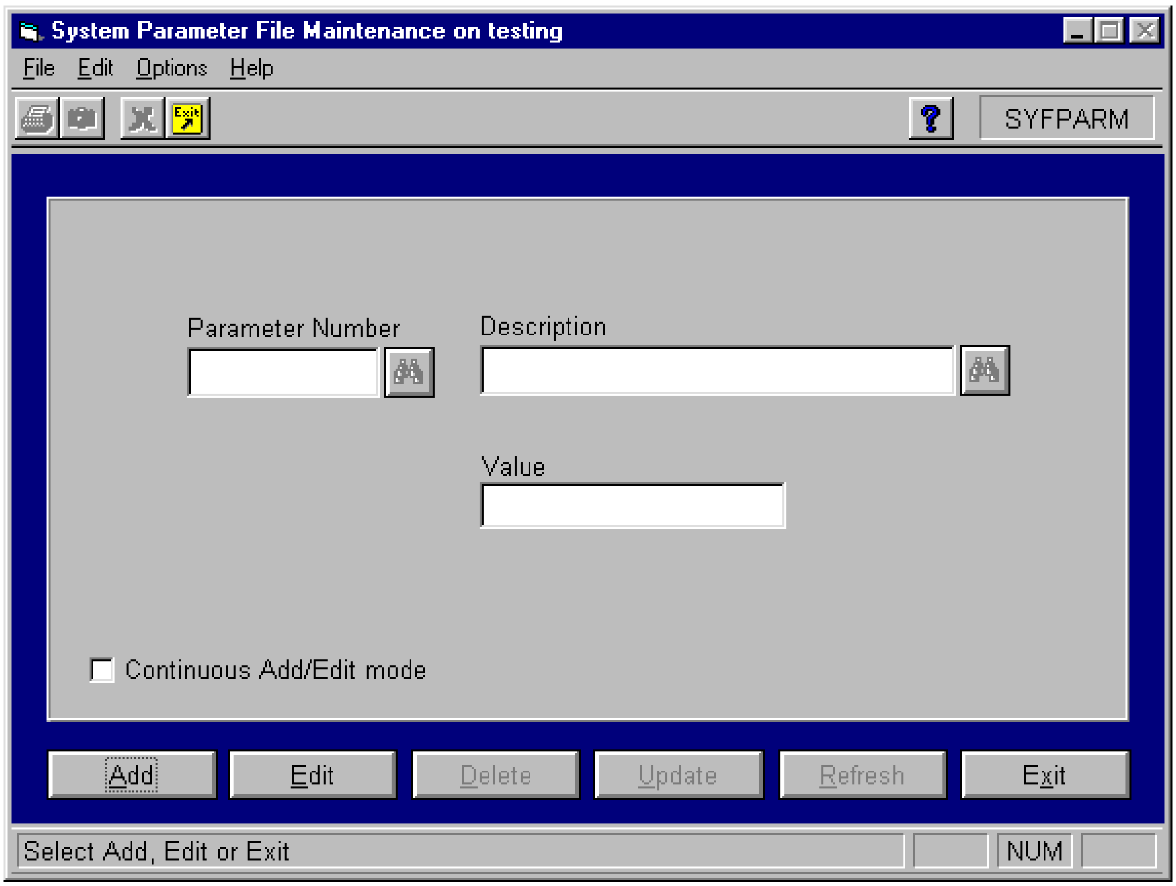
For help on creating profit center paths, consult the ExecuTrak Advanced Financial Online Help system.

Set System Parameters

System Parameter 16000 identifies the path that DataTrak should use for drill down reporting. This path can contain only Retail Profit Centers; these are profit centers that are set to a profit center type of "R" in the Profit Center master record.

System parameters are set in the home office ExecuTrak system. Follow these steps to set the system parameter.

1. Logon to ExecuTrak for Windows.
2. Select System Management >> File Maintenance >> System Parameters. The system displays the following screen:



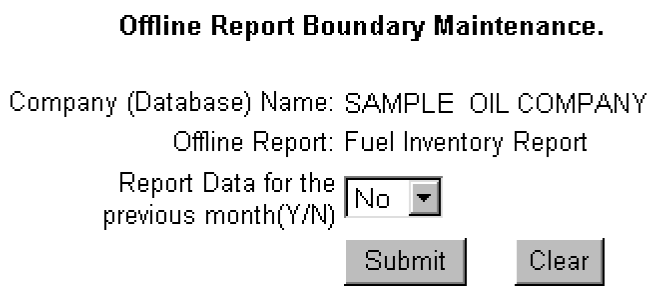
3. Enter the following information in the form to setup the parameter:

   Parameter Number: 16000
   Description: Management Report Path
   Value: *[path code]*

4. Click the Update button to save the parameter.

Offline Report Boundary Maintenance

Some data alerts use offline reports in determining if an alert needs to be sent. For example, the Fuel Over/Short alert uses the Fuel Inventory report to make this determination. The Offline Report Boundary Maintenance program lets you specify if an offline report should be run for the previous month as well as the current month. See the following sample maintenance form:



Set an Offline Report Boundary

Use the following steps to set an offline report boundary.

1. Login to DataTrak as "admin".
2. Click the Maintenance option on the menu, and the system displays the maintenance screen.
3. Click the Offline Report Boundary Maintenance option in the Maintenance Library tree. The right browser pane displays the Offline Report Boundary Maintenance form.
4. Select the company database from the dropdown list and then click the Submit button. The form next displays the Offline Report Dropdown list.
5. Select the offline report for which you need to set a boundary and then click the Submit button. The report displays the Report Data for Previous Month (Y/N) dropdown list.
6. Select "Yes" from the list if you want to report data for both the current month and the previous month. Select "No" from the list if you want to report data for only the current month.
7. Click the Submit button to save the record.

Data Alerts

Data Alert Introduction and Overview

Simply stated, data alerts are e-mail notifications of specific data events that occur in the system; for example, you set the cash/over short alert to notify you when the over/short amount on a store report exceeds $5.00. When this event occurs, the system sends you an e-mail and notifies you of the discrepancy and the store where the over/short occurred.

Data alerts are pre-defined in the system and are customizable by tolerance and schedule. The tolerance identifies the amount of deviation from the norm at which an alert should be sent, and the schedule specifies the day and time when the alert is sent. Furthermore, each user can specify the alerts that he or she receives, as well as the frequency and tolerance for the alert. The admin account also has authority to set alerts for all users. An individual user can set only his or her alerts. Available data alerts include the following:

- Cash Over/Short Audited
- Cash Over/Short Unaudited
- DSD Invoice Out of Balance
- Fuel Margin
- Fuel Over/Short
- Labor Exceeds Budget
- Purchase Margin Audited
- Purchase Margin Unaudited
- Missing Store Report

Data alert programs include the following:

- Data Alert File Maintenance
- Event File Maintenance
- Schedule File Maintenance
- Scheduler
- Data Alert Processor
- Stand-Alone Processor
- Data Alert Hold Processor

See the Data Alerts Implementation topic for instructions on setting up data alerts.

Data Alerts Implementation

Data alerts functionality should be implemented only after you have completed the necessary steps for DataTrak implementation. Use the following steps as a guideline for implementing data alerts.

1. In the ExecuTrak system, set the value of System Parameter 10 to the date that you implement data alerts.
2. Use Schedule File Maintenance to create any user-defined schedules.
3. Use Offline Report Boundary File Maintenance to set the following boundaries:

- The number of periods, prior to the current period, for which the Offline Fuel Inventory Pre-processor will generate Fuel Inventory Over/Short alerts.
- The number of periods for which the Retail Fuel Profit Analysis Report should be generated.
- The number of periods for which the Retail Sales Profit Analysis Report should be generated.

4. Use Event File Maintenance to set schedules for the Stand Alone Pre-Processor and Offline Fuel Inventory Pre-Processor.
5. Perform Data Alert File Maintenance to specify which alerts a user will receive, including the tolerance and schedules for the alerts.

Data Alert Programs

Schedule File Maintenance

The purpose of schedules is to specify when a data alert should occur. The schedule definition includes:

- Description
- Month
- Day
- Weekday
- Hour
- Minute

Once a schedule is created, it must be assigned to a user/alert through Data Alert File Maintenance.

Only the DataTrak administrator has the authority to create schedules. Individual users cannot define schedules; however, they can select from any of the defined schedules when defining their data alerts.

Pre-Defined Schedules

DataTrak installs with nine pre-defined schedules. These schedules are designed to fit most data alert needs and cannot be changed or deleted. However, the DataTrak administrator can create additional schedules that may be modified or deleted as needed. *Note: a user-defined schedule can be deleted only if it is not currently in use by any data alerts.*

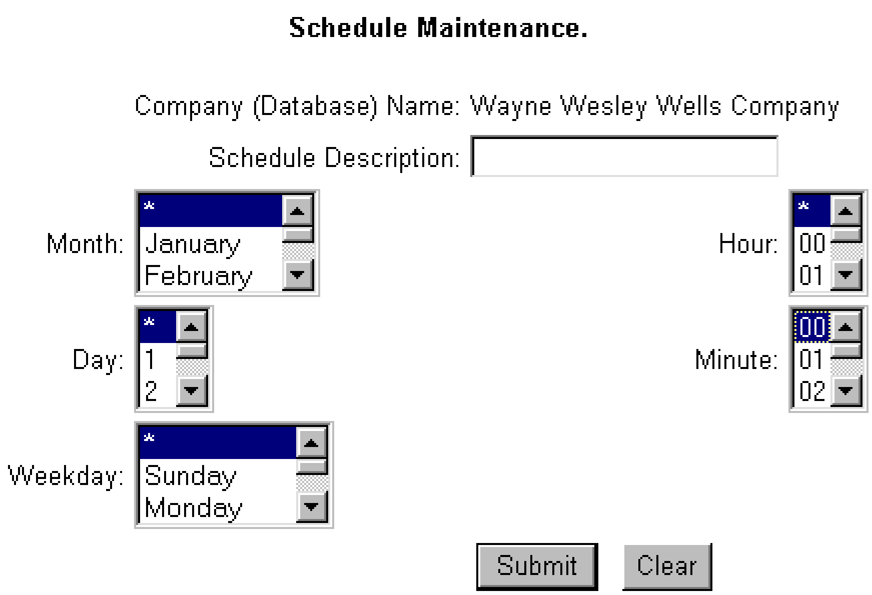
Pre-defined schedules include the following:

- **Every Hour:** This schedule is used to send a data alert every hour of every weekday.
- **Every Day at 8:00 a.m.:** This schedule is used to send a data alert every day at 8:00 a.m.
- **Monday at 8:00 a.m.:** This schedule is used to send a data alert every Monday at 8:00 a.m.
- **Tuesday at 8:00 a.m.:** This schedule is used to send a data alert every Tuesday at 8:00 a.m.
- **Wednesday at 8:00 a.m.:** This schedule is used to send a data alert every Wednesday at 8:00 a.m.
- **Thursday at 8:00 a.m.:** This schedule is used to send a data alert every Thursday at 8:00 a.m.
- **Friday at 8:00 a.m.:** This schedule is used to send a data alert every Friday at 8:00 a.m.
- **Disabled:** This schedule is used to disable a data alert.

Creating a Schedule

Use the following steps to create a schedule:

1. Login to DataTrak as "admin".
2. Click the Maintenance option on the menu. The browser displays the maintenance screen. The left pane displays the DataTrak Maintenance Library tree and the right pane displays common DataTrak Maintenance instructions.
3. Click the Schedule Maintenance option in the Maintenance Library and the right browser pane displays the database selection field.
4. Click the down arrow to the right of the field to display a dropdown list of databases, then click the database for which you need to create or modify a schedule.
5. After you select the database, click the Submit button and the system displays the Schedule selection field. To modify an existing schedule, click the arrow, then select the schedule from the dropdown list. To create a new schedule, select the New Schedule option on the list.
6. After you select the schedule, click the Submit button and the right browser pane displays the following Schedule Maintenance form:

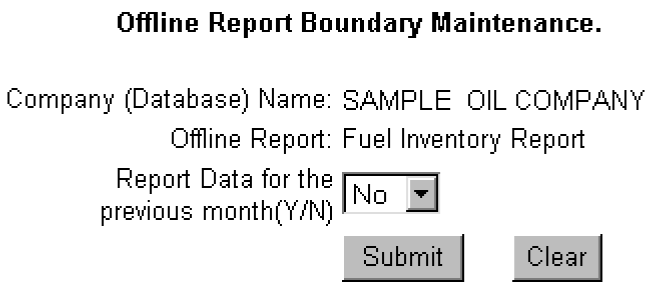


7. The controls on this form lets you define the schedule. Each of the separate controls work together to define the month, day, weekday, hour, and/or minute for the schedule.
8. Enter a description for the schedule. This description will be used to select a schedule for a data alert through Data Alert File Maintenance.
9. Select the month for which you want to create the schedule. To include all months in the schedule, select the wildcard. To select a single month, click the month in the list to highlight it. (Use the scrollbar on the left side of the list to scroll through the list of months). You can also select multiple months from the list.

10. Select the day for the schedule. To include all days in the schedule, select the wildcard. To select a single day, click the day in the list to highlight it. You can also select multiple days from the list.
11. Select the day of the week for the schedule. To include all weekdays in the schedule, select the wildcard. To select a single weekday, click the day in the list to highlight it (use the scrollbar on the left side of the list to scroll through the list of weekdays). You can also select multiple weekdays from the list.
12. Select the hour for the schedule. To include all hours in the schedule, select the wildcard. To select a single hour, click it in the list to highlight it. You can also select multiple hours from the list.
13. Select the minutes for the schedule. The minutes work in conjunction with the hour to determine the minutes after the hour when the alert should be sent. For example, if you select "00" from the list, the alert will be sent at the top of the identified hour(s). If you select "30" from the list, the alert will be sent at thirty minutes after the hour, e.g. 6:30, 8:30, etc. If you select the wildcard, alerts will be sent every minute for the hour. It's important to note that no alerts will be repeated; once an alert has been sent, it will not be resent until there is a change in the alert. For example, if a cash over/short alert is sent at 8:15, the alert will not be sent again, regardless of how the schedule is defined. Continuing with this example, if the over/short amount should change for some reason at 8:45, a new alert will be sent. Note: You cannot use the (*) wildcard for minutes when you define a schedule.
14. After you have made all schedule selections, click the Submit button to save the schedule.

Offline Report Boundary Maintenance

Some data alerts use offline reports in determining if an alert needs to be sent. For example, the Fuel Over/Short alert uses the Fuel Inventory report to make this determination. The Offline Report Boundary Maintenance program lets you specify if an offline report should be run for the previous month as well as the current month. See the following sample maintenance form:



Set an Offline Report Boundary

Use the following steps to set an offline report boundary.

1. Login to DataTrak as "admin".
2. Click the Maintenance option on the menu, and the system displays the maintenance screen.
3. Click the Offline Report Boundary Maintenance option in the Maintenance Library tree. The right browser pane displays the Offline Report Boundary Maintenance form.
4. Select the company database from the dropdown list and then click the Submit button. The form next displays the Offline Report Dropdown list.
5. Select the offline report for which you need to set a boundary and then click the Submit button. The report displays the Report Data for Previous Month (Y/N) dropdown list.
6. Select "Yes" from the list if you want to report data for both the current month and the previous month. Select "No" from the list if you want to report data for only the current month.
7. Click the Submit button to save the record.

Event File Maintenance

The Event Maintenance program lets you specify the schedule to use for running certain events. These events include the following:

- Stand-Alone Pre-Processor
- Offline Fuel Inventory Pre-Processor
- Generate Retail Fuel Profit Report
- Generate Retail Period Profit Report
- Consolidate Sales Data

When scheduling an event, you can use any of the pre-defined schedules or any user-defined schedule that you created through Schedule File Maintenance.

Scheduling an Event

Use the following procedure to schedule an event:

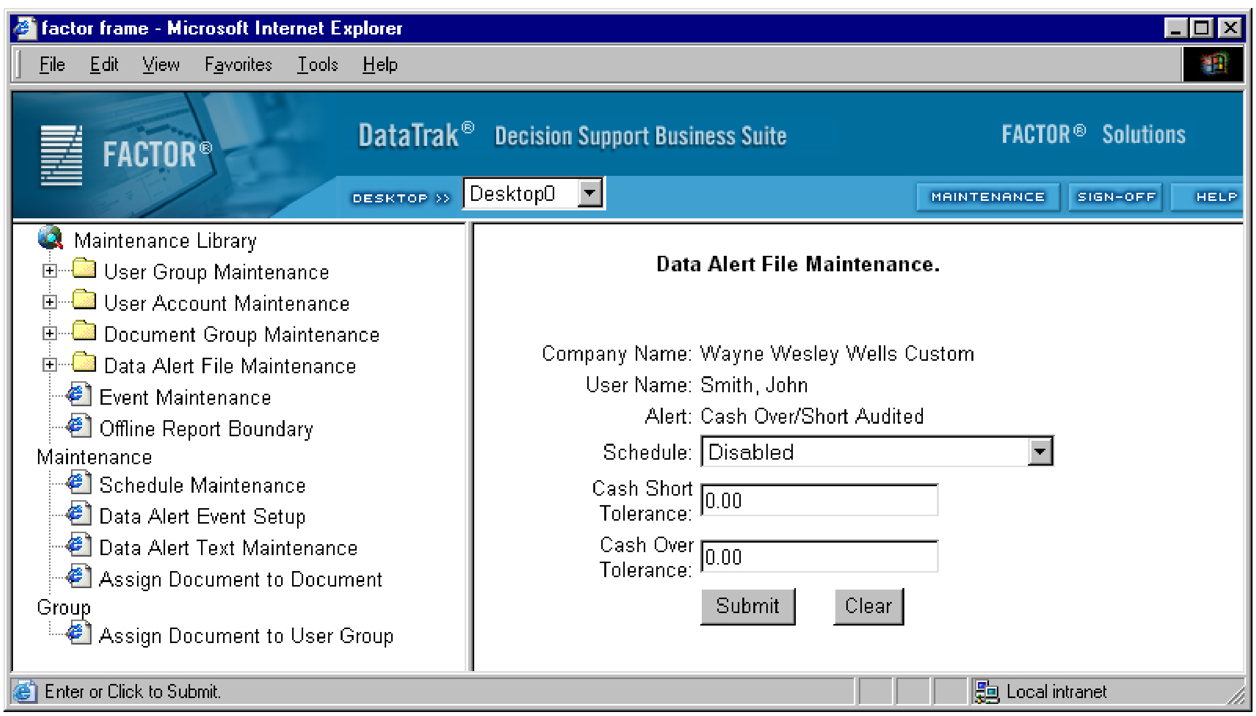
1. Login to DataTrak as "admin".
2. Click the Maintenance option on the DataTrak menu, and the system displays the DataTrak Maintenance screen.
3. Select the Event Maintenance option in the Maintenance Library tree, and the right browser pane displays the maintenance form.
4. Select the appropriate database from the drop down list and then click the submit button. The system displays the Event field.
5. Select the event from the dropdown list and then click the Submit button. The system displays the Schedule field.
6. Select the schedule that you want to use for performing the event and then click the submit button.

Data Alert File Maintenance

The Data Alerts File Maintenance program lets the DataTrak administrator perform the following functions:

- Specify which alerts a user will receive.
- Assign each user/alert combination to a schedule; in turn, the schedule determines the frequency with which the user will receive the alert. Schedules are specific to the alert, not the user.
- Set the tolerance for each user/alert.
- Modify existing user/alert combinations.

The DataTrak administrator can add or edit alerts for all users. An individual user can create or edit only his or her own alerts. See the following sample Data Alert File Maintenance screen:



Assign a Data Alert/Schedule to a User

Use the following procedure to assign a data alert/schedule to a user.

1. Login to DataTrak as "admin".
2. Click the Maintenance option on the DataTrak menu. The browser displays the DataTrak Maintenance screen. The left pane displays the DataTrak Maintenance Library tree and the right pane displays the most common DataTrak Maintenance instructions.

3. Click the Data Alert File Maintenance folder in the Maintenance Library to expand it and to display a list of DataTrak users.
4. Click the user name for which you want to assign a data alert.
5. The right browser pane displays the database selection field. To specify the company, click the down arrow next to the field and select the company from the dropdown list. Click the database to select it.
6. After you select the database, click the Submit button.
7. The system displays the alert selection field. Click the down arrow next to the field to display a list of data alerts. Click the alert in the list to select it.

   Note: Data alerts are pre-defined by Factor. Users cannot define alerts.
8. After you select the alert, click the Submit button. The system displays the schedule and tolerance fields.
9. Click the down arrow next to the schedule field to select from a pre-defined list of schedules. The schedule will specify the time and/or frequency with which the identified alert will be sent. Each alert can be assigned a different schedule.
10. The tolerance for each alert defaults to zero. The tolerance identifies the amount of deviation required for triggering an alert. For example, the Unaudited Cash Over/Short alert allows you to enter a tolerance for cash over and a tolerance for cash short. If you set the tolerance for each of these to 5.00, then the system will send an alert whenever the cash over or cash short exceeds 5.00. If the unaudited cash over/short for a report equals 3.35, then no alert is sent since the amount is less than 5.00.

    After you enter the tolerance for the alert, click the Submit button to save the record.
11. After the record is saved, the left pane returns to the Database Selection field and allows you to define another alert.

Offline Fuel Inventory Pre-Processor

The Offline-Fuel Inventory Pre-Processor is used for creating Fuel Over/Short alerts that will in turn be processed by the Data Alert Processor. You cannot manually run this pre-processor. Fuel inventory pre-processing is defined as an "event" in DataTrak. The Event File Maintenance program lets you assign a schedule to this event, i.e., specify when to run the Offline-Fuel Inventory Pre-Processor. The Scheduler, will then run the pre-processor at the designated time to generate any Fuel Over/Short alerts.

When scheduling the Fuel Over/Short data alert, be sure to schedule the alert to occur after the event. For example, you schedule the Fuel Inventory Report to Generate at 8:00 a.m. every morning. You should schedule your Fuel Over/Short alert to occur after 8:00. If you schedule the alert prior to report generation, then you will experience a delay in receiving the alert. For example, if you schedule the alert to occur at 8:00 a.m. but the report is not generated until 10:00 am, then you will not receive the alert until 8:00 on the following morning.

Data Alert Pre-Processor

The main purpose of the Data Alert Pre-Processor is to identify which alerts need to be created and then to create alert records that will be stored in a hold table where they will be processed by the Data Alert Processor. Although the Data Alert Pre-Processor does not create all of the data alerts, it does create the majority of the alerts. The alerts that the pre-processor creates include the following:

- Unaudited Cash Over/Short
- Audited Cash Over/Short
- Unaudited Purchase Margin
- Audited Purchase Margin
- Unaudited DSD Invoice
- Labor Exceeds Budget
- Fuel Over/Short

Stand-Alone Pre-Processor

The Stand-Alone Pre-Processor is responsible for creating the following alerts:

- Missing Store Report Alert
- Gross Margin on Fuel too Low/High

Once created, these alerts will be placed in the hold table until they are processed by the Data Alert Processor. You cannot manually run the Stand-Alone Pre-Processor. This processor is defined as an "event" in DataTrak. The Event File Maintenance program lets you specify the schedule to use for running the Stand-Alone Pre-Processor.

Note: When you install DataTrak, the Stand-Alone Pre-Processor is scheduled to run every hour. You can change the schedule if necessary through Event File Maintenance. Important note: If you change the schedule for the Stand-Alone Pre-Processor, do not assign a schedule that occurs any less than every 15 minutes. Doing so could result in a the processor overlapping itself, i.e. execute again before it has finished processing for the first time.

Data Alert Processor

The Data Alert Processor serves two very important functions:

1. Identifies new alerts that have not yet been sent and creates the e-mail records for the alerts.
2. Sends alert e-mail at the scheduled times.

You cannot run the Alert Processor. The scheduler runs the processor every five minutes.

Scheduler

The scheduler is responsible for running the data alert programs at a designated time. For example, the Data Alert Pre-Processing program is scheduled to run once an hour. The scheduler program will start the pre-processor every hour at the designated time. The Data Alert Processor, is scheduled to run every five minutes.

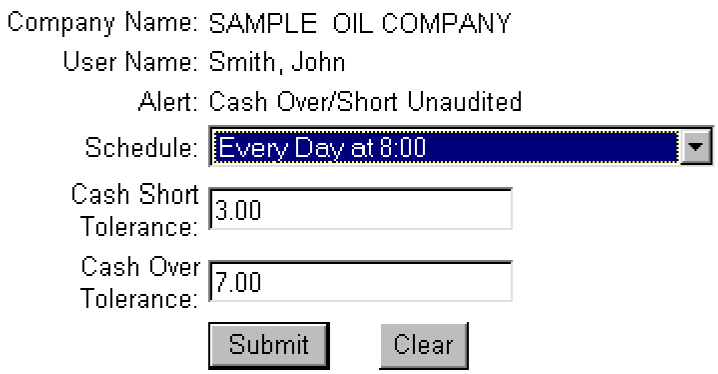
Running the Scheduler

The scheduler requires no user interface. The scheduler loads automatically each time the UNIX system is rebooted.

The Alerts

Unaudited Cash Over/Short

The Unaudited Cash Over/Short data alert provides you with e-mail notification for stores whose over or short amounts exceed the tolerances in the alert definition. The Unaudited Cash Over/Short alert reports data for those store reports that have uploaded from retail profit centers but have not yet been processed. See the following Data Alert File Maintenance form:



Tolerances

The Unaudited Cash Over/Short data alert lets you set two tolerances: Cash Short Tolerance and Cash Over Tolerance. The default value for the tolerances is zero, but you can change the tolerance amounts as needed.

Scheduling

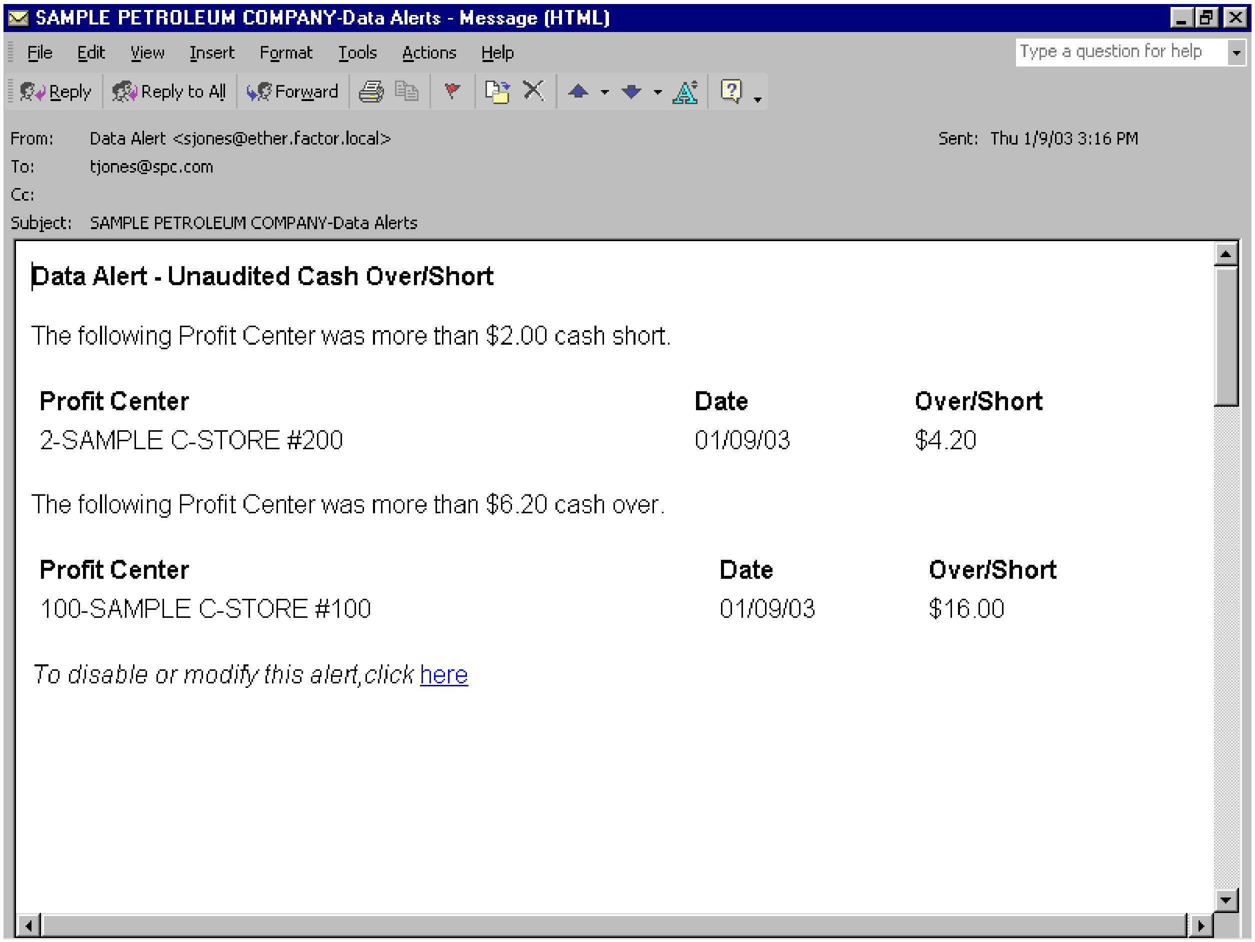
When scheduling the Unaudited Cash Over/Short alert, it's important to remember that the StoreTrak import program initiates the Data Alert Processor, which, in turn, creates this alert. This is important to remember because if you schedule the alert for once a day at a time prior to the import, you will not receive the alert until the following day. For example, you schedule the Unaudited Cash Over/Short alert for 8:00 a.m. every day, but you do not run the StoreTrak Import program until 10:00 am. In this situation, you would not receive the day's over/short alert until 8:00 a.m. the following morning. Consider using the following scheduling options to avoid this delay:

- Schedule the alerts to occur for sometime after you run the StoreTrak import.
- Schedule the alert to occur twice daily, once in the morning and again in the afternoon.

For step-by-step instructions on creating data alerts, see the Data Alert File Maintenance help topic.

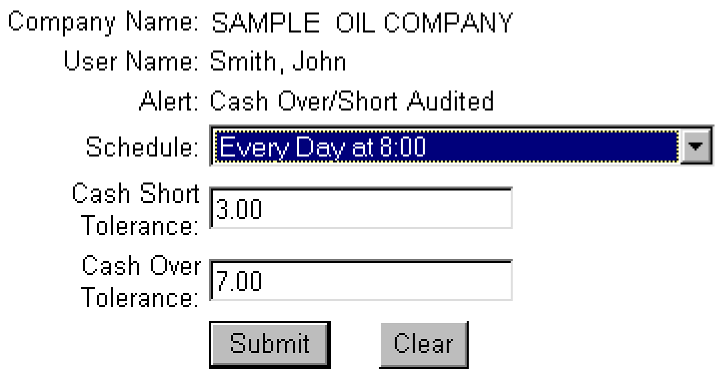
Note: For reporting processed shift report data, see the Audited Cash Over/Short data alert.

Sample Unaudited Cash Over/Short Alert


SAMPLE PETROLEUM COMPANY-Data Alerts - Message (HTML)
File Edit View Insert Format Tools Actions Help
Type a question for help
Reply
Reply to All
Forward
From: Data Alert <sjones@ether.factor.local>
Sent: Thu 1/9/03 3:16 PM
To: tjones@spc.com
Cc:
Subject: SAMPLE PETROLEUM COMPANY-Data Alerts
Data Alert - Unaudited Cash Over/Short
The following Profit Center was more than $2.00 cash short.
Profit Center
Date
Over/Short
2-SAMPLE C-STORE #200
01/09/03
$4.20
The following Profit Center was more than $6.20 cash over.
Profit Center
Date
Over/Short
100-SAMPLE C-STORE #100
01/09/03
$16.00
To disable or modify this alert,click here

Audited Cash Over/Short

The Audited Cash Over/Short data alert provides you with e-mail notification for stores where the over or short amounts exceed the tolerances in the alert definition. The Audited Cash Over/Short alert reports data for processed shift reports. If you have received an Unaudited Cash Over/Short alert for this cash discrepancy, you will not receive an audited alert. See the following Data Alert File Maintenance form:



Tolerances

The Audited Cash Over/Short data alert lets you set two tolerances: Cash Short Tolerance and Cash Over Tolerance. The default value for the tolerances is zero, but you can change the tolerance amounts as needed.

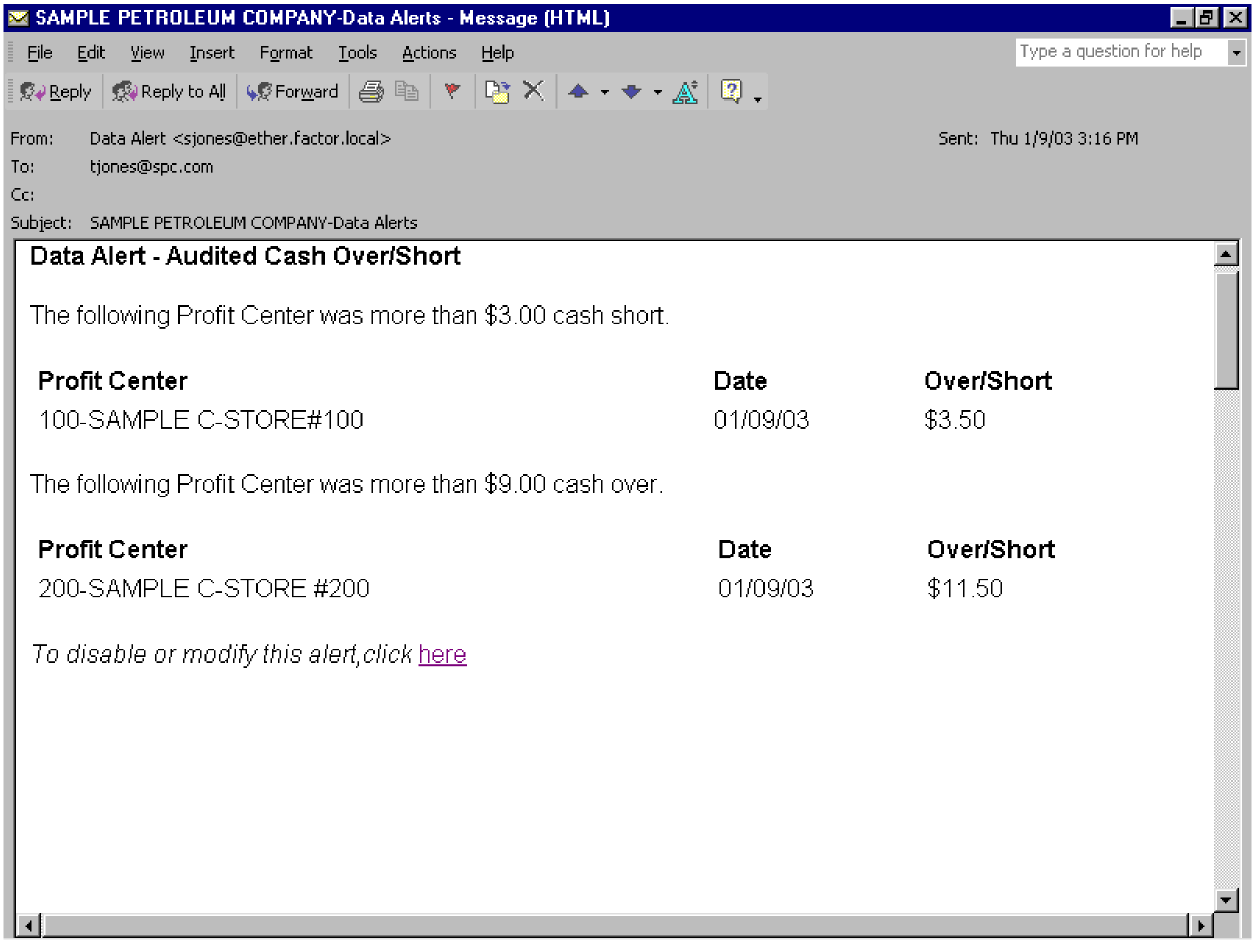
Scheduling

When scheduling the Audited Cash Over/Short alert, it's important to remember that the Shift Report Processing program initiates the Data Alert Processor, which, in turn, creates this alert. This is important to remember because if you schedule the alert for once a day at a time prior to processing shift reports, you will not receive the alert until the following day. For example, you schedule the Audited Cash Over/Short alert for 8:00 a.m. every day, but you do not process shift reports until 10:00 am. In this situation, you would not receive the day's audited over/short alert until 8:00 a.m. the following morning. Consider using the following scheduling options to avoid this delay:

- Schedule the alerts to occur for sometime after you process shift reports. This option will prove the most efficient method if you process shift reports once a day after all shift reports have been received.
- Schedule the alert to occur twice daily after you process shift reports, once in the morning and again in the afternoon. This option proves beneficial if you normally process all shift reports at one time, but may occasionally have one or more reports that are not received or processed until later.

For step-by-step instructions on creating data alerts, see the Data Alert File Maintenance help topic. Note: For reporting posted shift report data, see the Unaudited Cash Over/Short Data Alert.

Sample Audited Cash Over/Short Alert



Unaudited Purchase Margin

The Unaudited Purchase Margin Data Alert reports store purchases entered through merchandise receiving where the actual calculated margin exceeds the acceptable margins that are defined for the purchase group. For example you have defined "CHIPS" as a purchase group for the C-Store category "GROC". The purchase group definition for CHIPS specifies a minimum margin of 10 percent and a maximum margin of 30 percent. Therefore a margin of 10 to 30 percent, inclusive, is acceptable for the CHIPS purchase group.

Continuing with the previous example, you set the data alerts tolerances as follows:

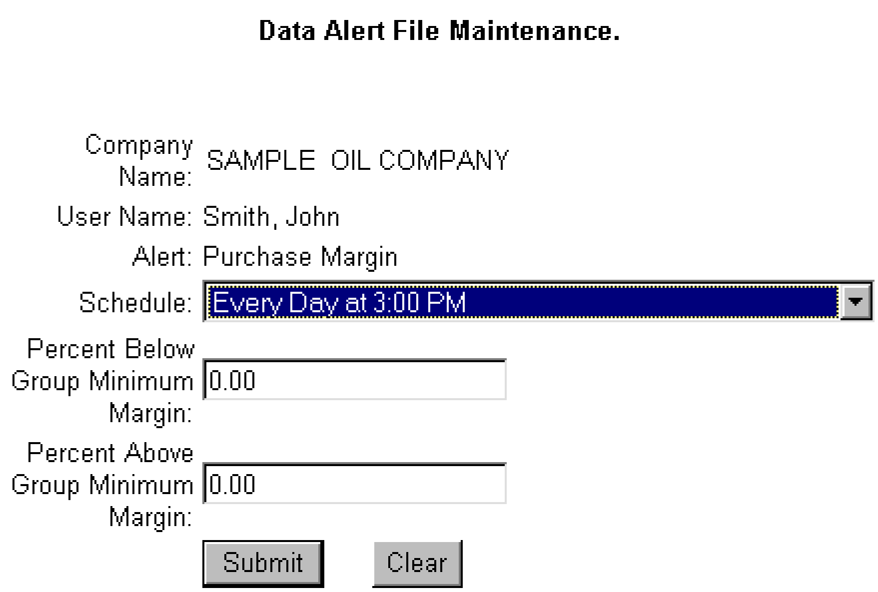
Percent Below Group Minimum Margin: 2

Percent Above Group Maximum Margin: 5

With these tolerances you will receive a data alert when the gross profit margin drops below 8 percent (defined minimum margin of 10 percent minus 2 percent tolerance equals 8 percent). You will also receive an alert if the maximum margin exceeds 35 percent (defined maximum margin of 30 plus a tolerance of 5 percent equals 35 percent).

If you set the tolerance amount to "0", then alerts will be sent whenever the margin deviates from the margin defined in the purchase group master record. In the previous example, data alerts would be sent when the maximum margin exceeds 35 percent and the minimum margin exceeds 10 percent.

See the following Data Alert File Maintenance Form:



Data Alert File Maintenance.

Company Name:	SAMPLE OIL COMPANY
User Name:	Smith, John
Alert:	Purchase Margin
Schedule:	Every Day at 3:00 PM
Percent Below Group Minimum Margin:	0.00
Percent Above Group Minimum Margin:	0.00

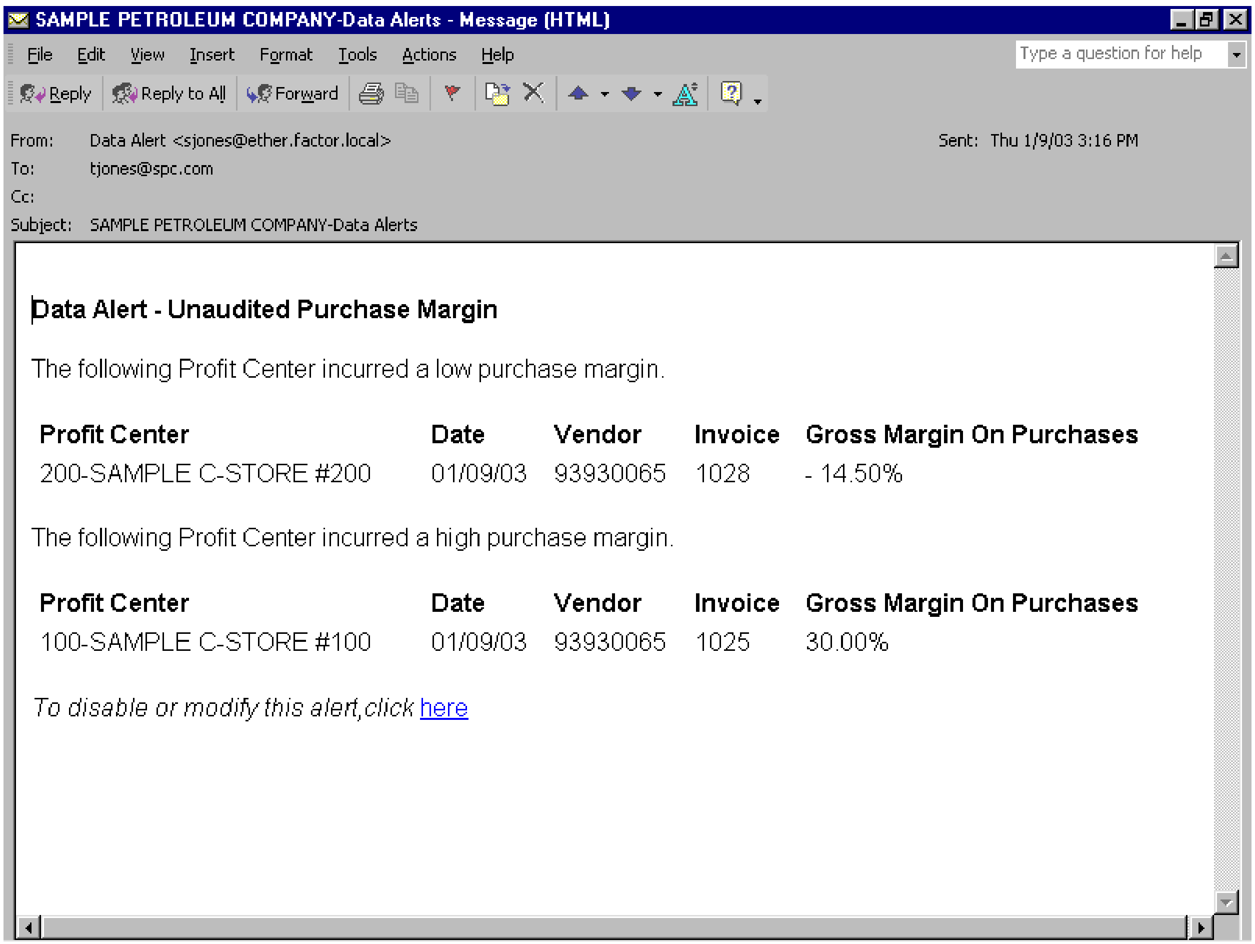
Submit Clear

Scheduling

When scheduling the alert, it's important to remember that the StoreTrak import program initiates the Data Alert Processor, which in turn creates this alert. It's important to remember this because if you schedule the alert for once a day at a time prior to the import, you will not receive the alert until the following day. For example, you schedule the alert for 8:00 a.m. every day, but you do not run the StoreTrak Import program until 10:00 am. In this situation, you would not receive the alert until 8:00 a.m. the following morning. Consider using the following scheduling options to avoid this delay:

- Schedule the alerts to occur for sometime after you run the StoreTrak import.
- Schedule the alert to occur twice daily, once in the morning and again in the afternoon.

Sample Unaudited Purchase Margin Alert



Data Alert - Unaudited Purchase Margin

The following Profit Center incurred a low purchase margin.

Profit Center	Date	Vendor	Invoice	Gross Margin On Purchases
200-SAMPLE C-STORE #200	01/09/03	93930065	1028	- 14.50%

The following Profit Center incurred a high purchase margin.

Profit Center	Date	Vendor	Invoice	Gross Margin On Purchases
100-SAMPLE C-STORE #100	01/09/03	93930065	1025	30.00%

To disable or modify this alert,click here

Audited Purchase Margin

The Audited Purchase Margin data alert reports store purchases entered through merchandise receiving where the actual calculated margin exceeds the acceptable margins that are defined for the purchase group. For example, you have defined "CHIPS" as a purchase group for the C-Store category "GROC". The purchase group definition for CHIPS specifies a minimum margin of 10 percent and a maximum margin of 30 percent. Therefore a margin of 10 to 30 percent, inclusive, is acceptable for the CHIPS purchase group.

Continuing with the previous example, you set the data alert tolerances as follows:

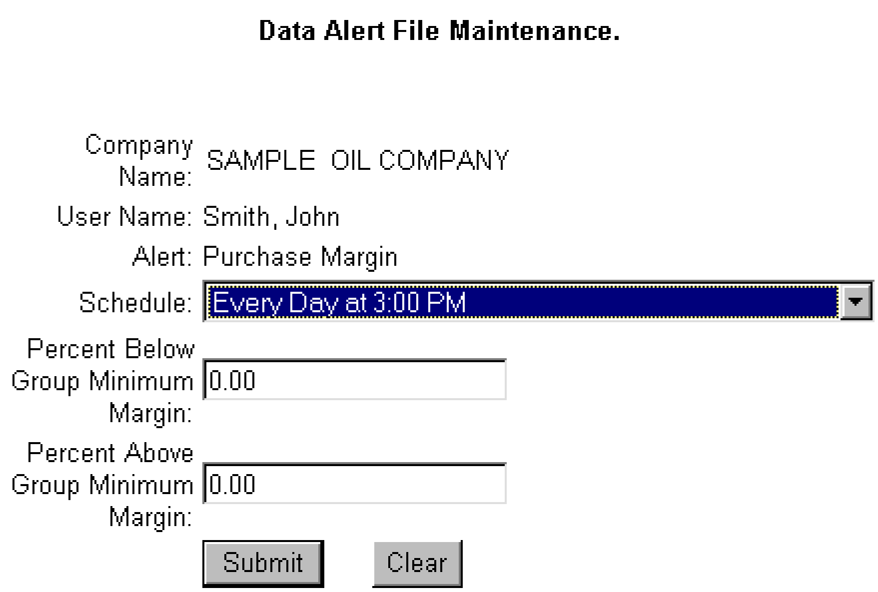
Percent Below Group Minimum Margin: 2

Percent Above Group Maximum Margin: 5

With these tolerances you will receive a data alert when the gross profit margin drops below 8 percent (defined minimum margin of 10 percent minus 2 percent tolerance equals 8 percent). You will also receive an alert if the maximum margin exceeds 35 percent (defined maximum margin of 30 plus a tolerance of 5 percent equals 35 percent).

If you set the tolerance amount to "0", then alerts will be sent whenever the margin deviates from the margin defined in the purchase group master record. In the previous example, data alerts would be sent when the maximum margin exceeds 35 percent and the minimum margin exceeds 10 percent.

See the following sample Data Alert File Maintenance form:


Data Alert File Maintenance.

Company Name: SAMPLE OIL COMPANY

User Name: Smith, John

Alert: Purchase Margin

Schedule: Every Day at 3:00 PM

Percent Below Group Minimum Margin: 0.00

Percent Above Group Minimum Margin: 0.00

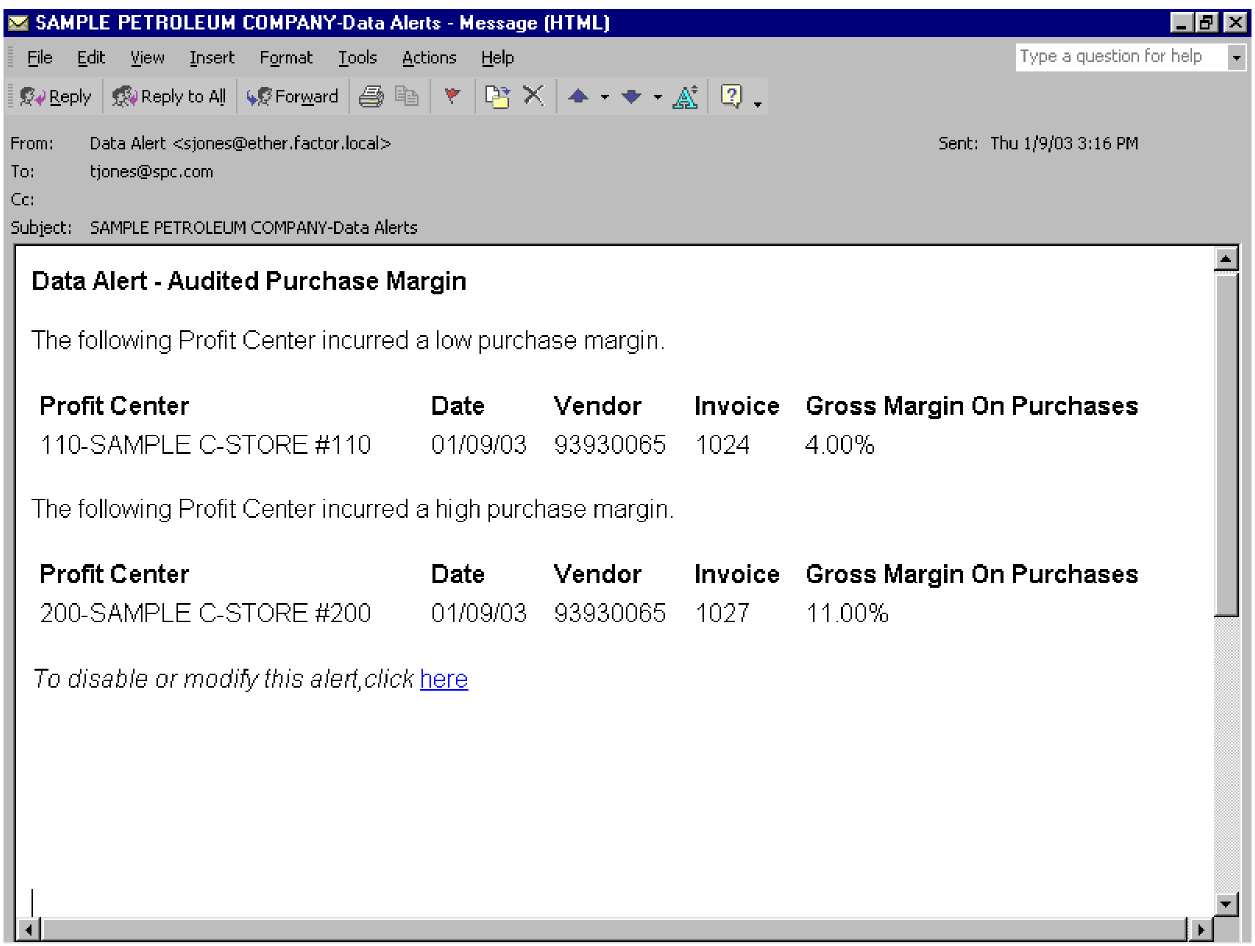
Submit   Clear

Scheduling

When scheduling the alert, it's important to remember that the Shift Report Processing program initiates the Data Alert Processor, which in turn creates this alert. This is important to remember because if you schedule the alert for once a day at a time prior to processing shift reports, you will not receive the alert until the following day. For example, you schedule the alert for 8:00 a.m. every day, but you do not process shift reports until 10:00 am. In this situation, you would not receive the alert until 8:00 a.m. the following morning. Consider using the following scheduling options to avoid this delay:

- Schedule the alerts to occur for sometime after you process shift reports. This option will prove the most efficient if you process shift reports once a day after all shift reports have been received.
- Schedule the alert to occur twice daily after you process shift reports, once in the morning and again in the afternoon. This option proves beneficial if you normally process all shift reports at one time, but may occasionally have one or reports that are not received or processed until later.

Sample Audited Purchase Margin Alert



Gross Margin on Fuel too High/Low

The Gross Margin on Fuel data alert reports fuel purchases where the actual calculated margin exceeds the tolerances defined in the data alert setup. The data alert lets you set a high margin and a low margin. If the calculated margin on a fuel purchase exceeds the high margin or falls below the low margin, then you will receive a data alert. Consider the following example:

You set the Fuel Margin data alert tolerances as follows:

Low Margin: 10

High Margin: 13

With these tolerances, you will receive a data alert when the gross profit margin drops below 10 percent. You will also receive an alert if the maximum margin exceeds 13 percent. The alert will be sent as defined by the schedule you specify in the schedule field.

The system makes the following calculation to determine the gross profit percentage: [(Retail - Cost) / Cost] * 100. Consider the following example: The fuel costs $1.20 per gallon and is sold for $1.28 per gallon. Using the formula, the system calculates the gross profit percentage as 6.67 percent. This percentage falls below the defined low margin of 10 percent so the system will send you an alert.

Note: When you schedule this alert, you must enter low and high margin tolerance amounts that are greater than "0".

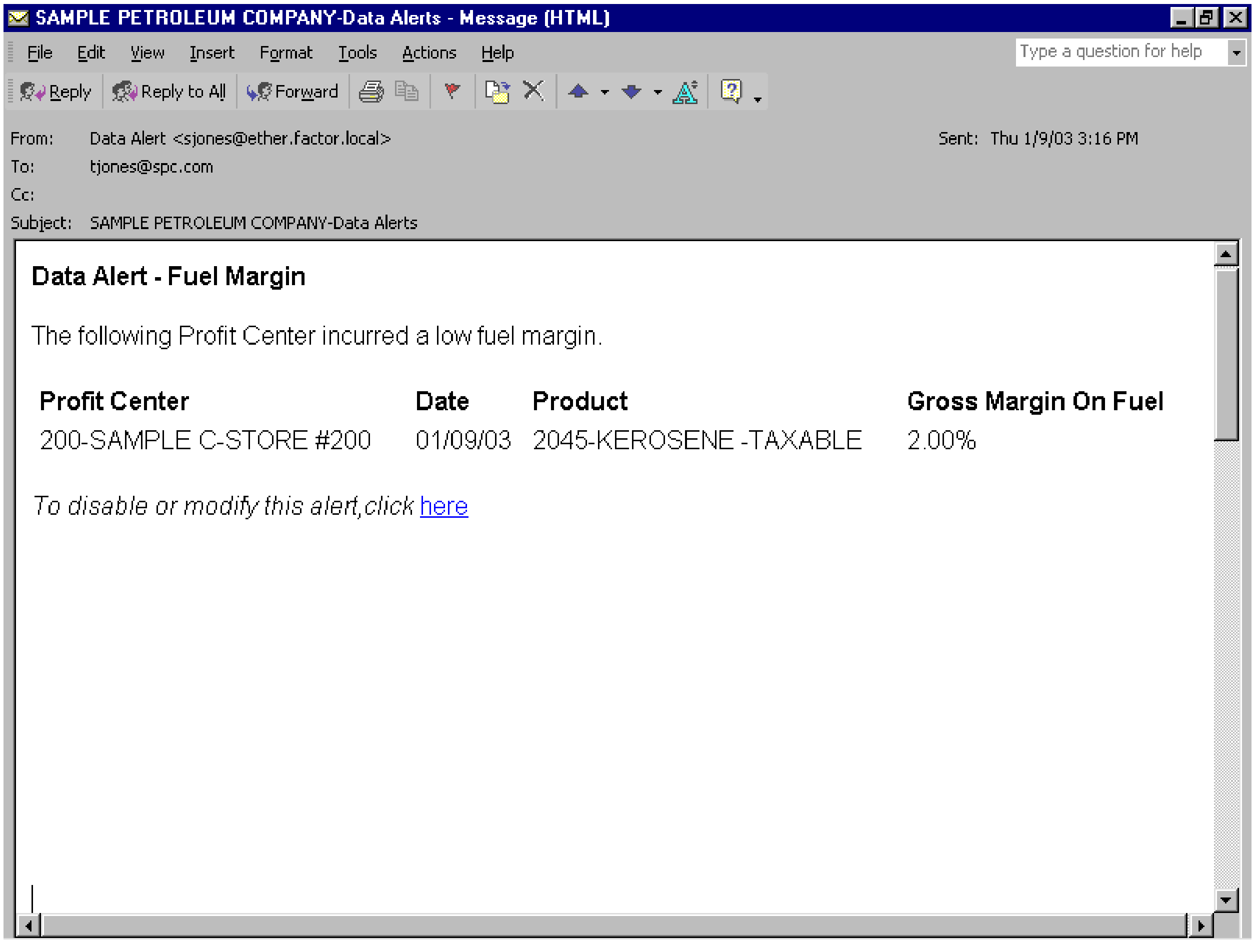
See the following Data Alert File Maintenance Form:

Data Alert File Maintenance.

Company Name: SAMPLE OIL COMPANY
User Name: Smith, John
Alert: Fuel Margin
Schedule: Friday at 8:00
Low Margin: 0.00
High Margin: 0.00
Submit   Clear

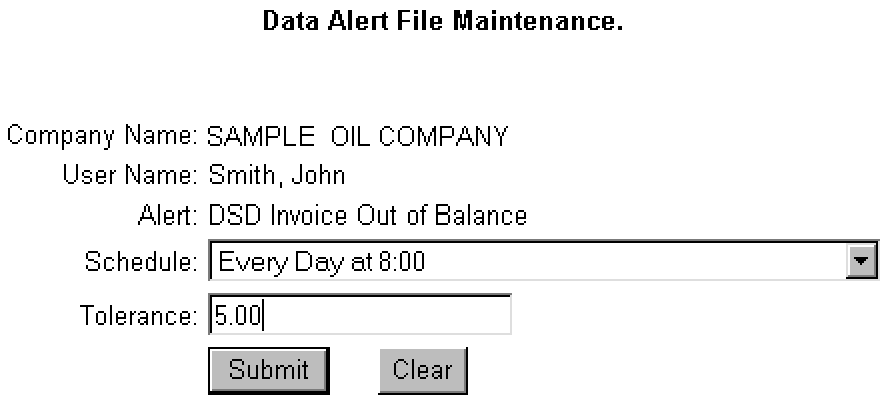
For step-by-step instructions on creating data alerts, see the Data Alert File Maintenance help topic.

Sample Gross Margin on Fuel Alert


SAMPLE PETROLEUM COMPANY-Data Alerts - Message (HTML)
File Edit View Insert Format Tools Actions Help
Type a question for help
Reply Reply to All Forward
From: Data Alert <sjones@ether.factor.local>
Sent: Thu 1/9/03 3:16 PM
To: tjones@spc.com
Cc:
Subject: SAMPLE PETROLEUM COMPANY-Data Alerts
Data Alert - Fuel Margin
The following Profit Center incurred a low fuel margin.
Profit Center Date Product Gross Margin On Fuel
200-SAMPLE C-STORE #200 01/09/03 2045-KEROSENE -TAXABLE 2.00%
To disable or modify this alert,click here

DSD Invoice Out of Balance

The DSD Invoice data alert lets you know when a DSD invoice entered at the store level is out of balance. This occurs when the sum of the detail items on the invoice do not equal the invoice total. The data alert tolerance lets you specify how much of a discrepancy can exist between the sum of the detail items and the invoice total. These alerts are created when the shift report is imported into the ExecuTrak system, prior to processing. Review the following Data Alert File Maintenance form:


Data Alert File Maintenance.

Company Name: SAMPLE OIL COMPANY
User Name: Smith, John
Alert: DSD Invoice Out of Balance
Schedule: Every Day at 8:00
Tolerance: 5.00
Submit
Clear

Tolerance

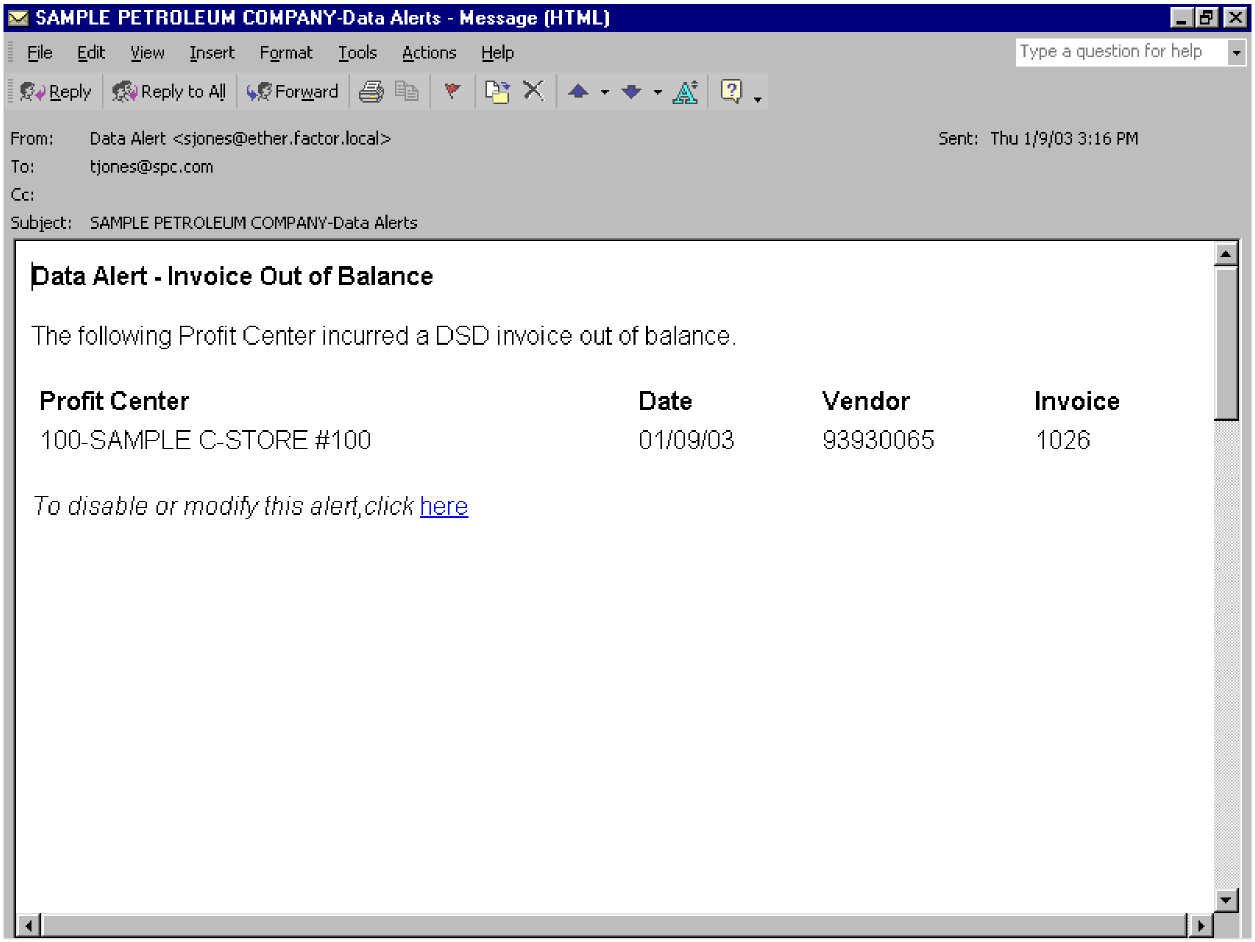
The DSD Invoice Out of Balance alert lets you set one tolerance The default value for the tolerance is zero, but you can change the tolerance amount as needed.

Schedule

When scheduling the DSD Invoice Out of Balance alert, it's important to remember that the StoreTrak Import program initiates the Data Alert Processor, which in turn creates this alert. This is important to remember because if you schedule the alert for once a day at a time prior to the import, you will not receive the alert until the following day. For example, you schedule the alert for 8:00 a.m. every day, but you do not run the StoreTrak Import program until 10:00 am. In this situation, you would not receive the alert until 8:00 a.m. the following morning. Consider using the following scheduling options to avoid this delay:

- Schedule the alerts to occur for sometime after you run the StoreTrak import.
- Schedule the alert to occur twice daily, once in the morning and again in the afternoon.

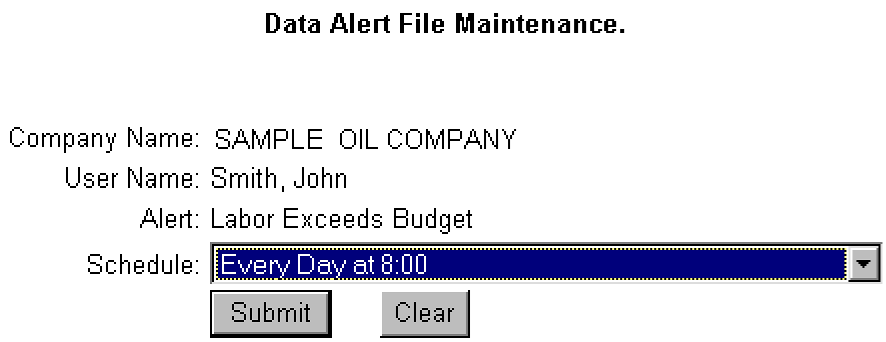
Sample DSD Invoice Out of Balance Alert


SAMPLE PETROLEUM COMPANY-Data Alerts - Message (HTML)
File Edit View Insert Format Tools Actions Help
Type a question for help
Reply Reply to All Forward
From: Data Alert <sjones@ether.factor.local>
Sent: Thu 1/9/03 3:16 PM
To: tjones@spc.com
Cc:
Subject: SAMPLE PETROLEUM COMPANY-Data Alerts
Data Alert - Invoice Out of Balance
The following Profit Center incurred a DSD invoice out of balance.
Profit Center
Date
Vendor
Invoice
100-SAMPLE C-STORE #100
01/09/03
93930065
1026
To disable or modify this alert,click here

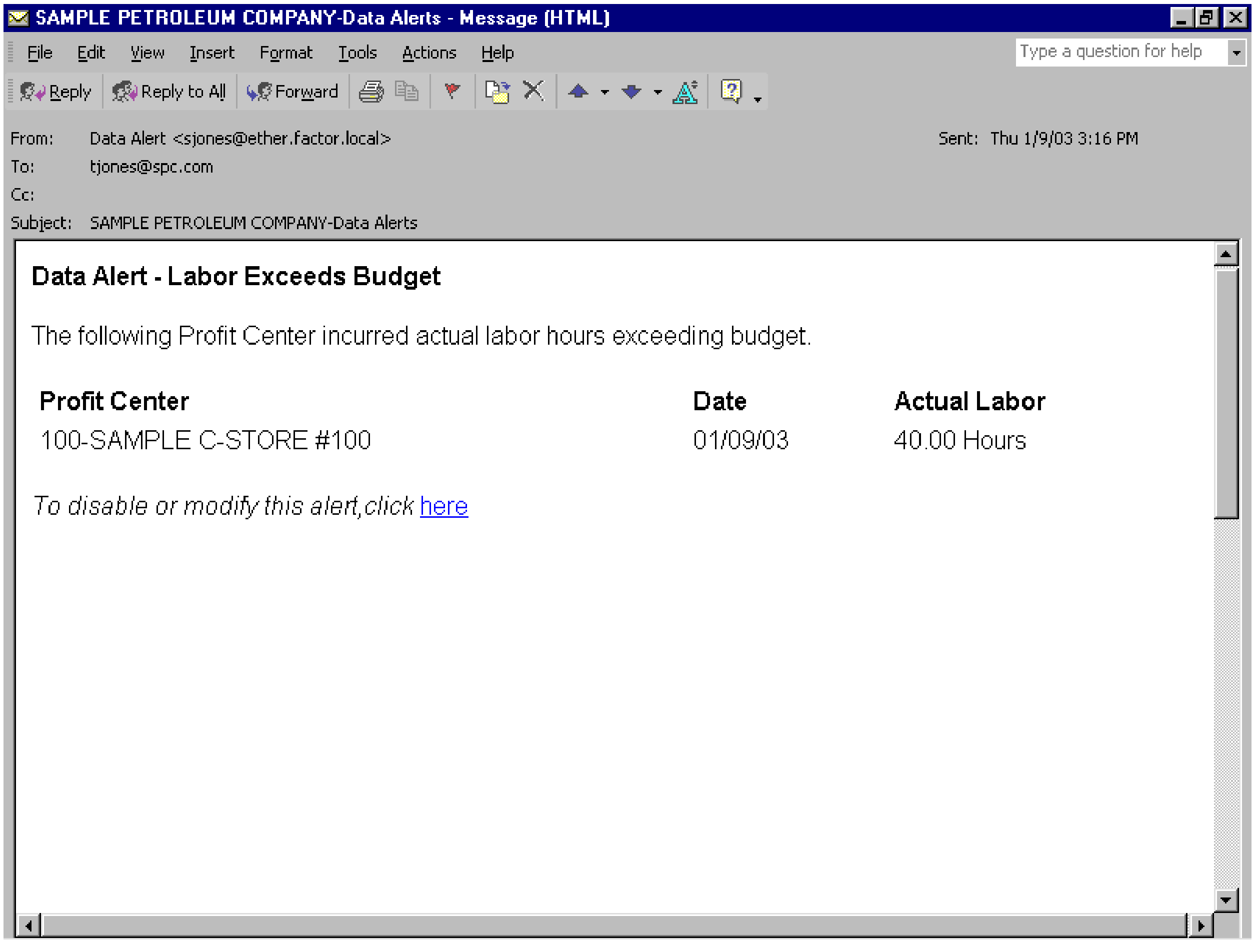
Labor Exceeds Budget

The Labor Exceeds Budget alert lets you know when the employee hours entered at the store level exceed the labor hours that were budgeted at the home office. This alert is available for only those stores that use the Workforce Management system. These alerts are generated when shift reports are processed.

The data alert will be sent for any excess labor hours over budget, so there is no tolerance to define in the data alert setup. Review the following sample Data Alert File Maintenance screen:



Sample Labor Exceeds Budget Alert


SAMPLE PETROLEUM COMPANY-Data Alerts - Message (HTML)
File Edit View Insert Format Tools Actions Help
Type a question for help
Reply Reply to All Forward
From: Data Alert <sjones@ether.factor.local>
Sent: Thu 1/9/03 3:16 PM
To: tjones@spc.com
Cc:
Subject: SAMPLE PETROLEUM COMPANY-Data Alerts
Data Alert - Labor Exceeds Budget
The following Profit Center incurred actual labor hours exceeding budget.
Profit Center
Date
Actual Labor
100-SAMPLE C-STORE #100
01/09/03
40.00 Hours
To disable or modify this alert,click here

Missing Store Report

The Missing Store Report data alert will notify you of any retail profit centers that have failed to upload their store reports to the home office. This data alert does not require a tolerance. Missing store reports are detected by the Data Alert Stand-Alone Processor. The scheduling program runs this processor at pre-defined intervals throughout the day.

The Stand-Alone Pre-Processor creates the data alerts for missing store reports. When looking for missing store reports, the processor checks only those store reports that have been uploaded from StoreTrak. To determine missing store reports, the pre-processor first identifies if any users have requested a Missing Store Report data alert. If no users have requested the alert, then the pre-processor takes no action.

If one or more users have requested the alert, the pre-processor next identifies profit centers where the report frequency equals "D" (daily), the posted through date is not null, and the posted through date plus one day is less than the current date. A profit center must be part of a user's defined profit center path in order for the user to receive the alert for a profit center. The pre-processor then creates the alert and places it in the hold table where it will await final processing by the Data-Alert Processor.

Factor recommends scheduling the Missing Store Report alert for Monday through Friday at 9:00, 10:00, and 11:00 a.m. Utilize this schedule because all stores will not report at the same time. Although a store might appear on the 9:00 a.m. alert, if the report is uploaded at 9:15, then it will not appear on the 10:00 or 11:00 a.m. alerts. Likewise, if a report does not arrive until 10:30, it will appear on the 9:00 and 10:00 a.m. alerts but not on the 11:00 a.m. alert.

The Stand-Alone Pre-Processor generates the missing store reports. The pre-processor is run with the frequency that you have specified through Event File Maintenance. In the previous example, it is important to assign a Stand-Alone Pre-Processing schedule that will accommodate the alert schedule. For example, if the alert is scheduled for 9:00, 10:00, and 11:00, then the pre-processor will need to be run at least three times: once before 9:00, again before 10:00, and a third time before 11:00. If you were to run the pre-processor only once, for example 8:00 am, then alerts would be issued at 9:00. Alerts would not be created for any missing store reports after 8:00. Any store reports that were uploaded after the 9:00 alert would still appear as missing on the 9:00 and 10:00 alerts, even though they had been received and uploaded.

Note: This alert is not available for stores with a report frequency of closed, weekly, biweekly, semimonthly, or monthly.

Review the following sample Data Alert File Maintenance form:

Company Name: SAMPLE OIL COMPANY
User Name: Smith, John
Alert: Missing Store Report
Schedule: Every Day at 8:00
No tolerance needed for this alert.
Submit Clear

Scheduling

Factor recommends scheduling the missing store report data alert for Monday through Friday at 9:00, 10:00 and 11:00 a.m.

For step-by-step instructions on creating data alerts, see the Data Alert File Maintenance help topic.

Sample Missing Store Report Alert

SAMPLE PETROLEUM COMPANY-Data Alerts - Message (HTML)

File Edit View Insert Format Tools Actions Help Type a question for help

Reply Reply to All Forward

From: Data Alert <jsmith@ether.factor.local> Sent: Tue 12/31/02 1:01 PM
To: ddorrell@factor.com
Cc:
Subject: SAMPLE PETROLEUM COMPANY-Data Alerts

Data Alert - Missing Store Report

All Store Reports are in for Dec.24,2002.
All Store Reports are in for Dec.25,2002.
All Store Reports are in for Dec.26,2002.
All Store Reports are in for Dec.27,2002.

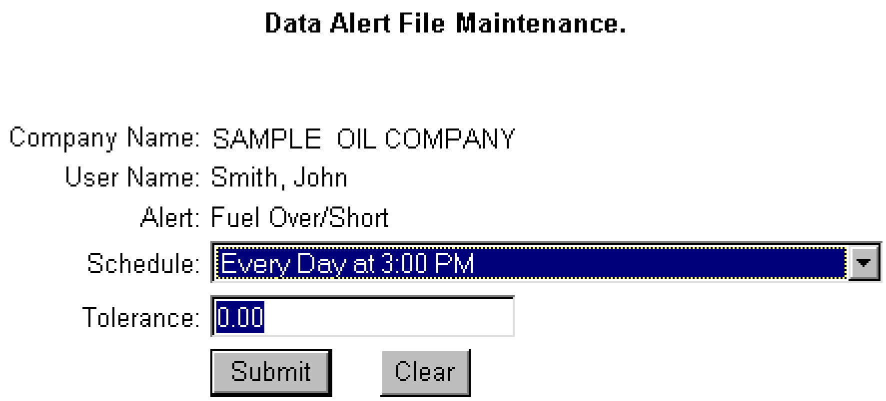
The following Profit Center(s) have not sent in their store reports.

Profit Center	Date
45-SAMPLE C-STORE #45	12/28/02
111-SAMPLE C-STORE #111	12/28/02
42-SAMPLE C-STORE #42	12/28/02
43-SAMPLE C-STORE #43	12/28/02
52-SAMPLE C-STORE #52	12/28/02
52-SAMPLE C-STORE #52	12/29/02
45-SAMPLE C-STORE #45	12/29/02
111-SAMPLE C-STORE #111	12/29/02
42-SAMPLE C-STORE #42	12/29/02

Fuel Over/Short

The Fuel Over/Short data alert notifies you whenever the over or short amounts for fuel exceed the tolerance that is defined in the data alert.

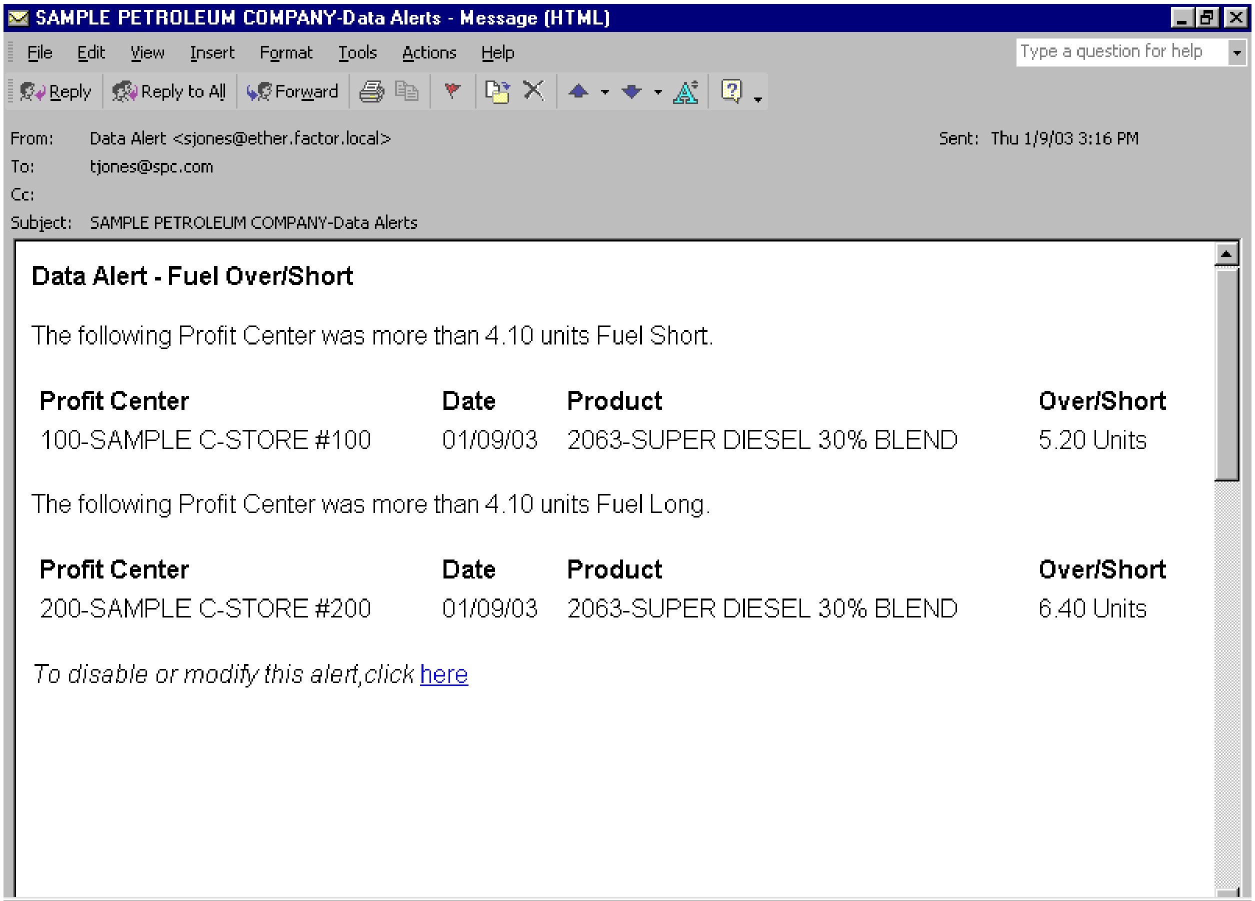
Review the following Data Alert File Maintenance screen:



Scheduling

When scheduling the Fuel Over/Short data alert, be sure to schedule the alert to occur after the Fuel Inventory Report is generated. For example, you schedule the Fuel Inventory Report to generate at 8:00 a.m. every morning. You should schedule your Fuel Over/Short alert to occur after 8:00. If you schedule the alert prior to report generation, then you will experience a delay in receiving the alert. For example, if you schedule the alert to occur at 8:00 a.m. but the report is not generated until 10:00 a.m., then you will not receive the alert until 8:00 on the following morning.

Sample Fuel Over/Short Alert


SAMPLE PETROLEUM COMPANY-Data Alerts - Message (HTML)
File Edit View Insert Format Tools Actions Help
Type a question for help
Reply Reply to All Forward
From: Data Alert <sjones@ether.factor.local>
Sent: Thu 1/9/03 3:16 PM
To: tjones@spc.com
Cc:
Subject: SAMPLE PETROLEUM COMPANY-Data Alerts
Data Alert - Fuel Over/Short
The following Profit Center was more than 4.10 units Fuel Short.
Profit Center Date Product Over/Short
100-SAMPLE C-STORE #100 01/09/03 2063-SUPER DIESEL 30% BLEND 5.20 Units
The following Profit Center was more than 4.10 units Fuel Long.
Profit Center Date Product Over/Short
200-SAMPLE C-STORE #200 01/09/03 2063-SUPER DIESEL 30% BLEND 6.40 Units
To disable or modify this alert,click here

Index