

UNIFORM MANAGEMENT ASSIGNMENT CENTER II

Welcome to Uniform Management Assignment Center.

UMAC II is compatible with Windows, Mac OSX, and iPad.

Follow the step-by-step instructions to assign your students uniforms.

UPGRADE AND CONVERT INSTRUCTION

Not available on the iPad. This step must be done on your computer and then transfer your files to iPad.

Find your existing "UMAC" folder and rename it to "OLDUMAC".

On your hard drive, create a new folder with the name of, "UMAC II".

******(Do not replace the old files with the new files. You will need them to import your data from the old file to the new file.)******

Insert CD, copy the files from the "UMAC II OSX" folder for Mac or copy the files "UMAC II WINDOWS" folder for Windows into the new "UMAC II" folder you created. For Windows set folder "Properties" to show all hidden files.

Open the folder "UMAC conversion utility Mac" for Mac or "UMAC conversion utility Win" for windows, select the file "UMAC conversion utility.app" for Mac and "UMAC conversion utility.exe" for windows and double click the file to open.

In the lower section of "Insert File" window set "Show" to "All Available" locate your Old UMAC file and select it and click open. You might get a message that this "File doesn't belong to this solution". If this happens select the Old UMAC file and click open again. The file will open, run the conversion and close.

Open the new folder UMAC II you created and open the file "UMACbyFRUHAUF.app" for Mac OSX or "UMACbyFRUHAUF.exe" for Windows by double clicking it. When entering the program, use these files. For iPad tap the "UMAC" icon to launch the App.

Click the "UPGRADE PROGRAM" button from the Main Menu and then in the Upgrade Menu click the "UPGRADE PROGRAM".

You will be asked to locate the old version of the "UMAC" file which is in your "OLD UMAC" folder, select file and then click "Open". This will convert the file and save it to the "OLD UMAC" folder.

Now you will be asked to locate the new converted version of the "UMAC" file which is in your "OLD UMAC" folder, select file and then click "Open". This will Import your data.

You will be asked to locate the old version of the "UMAC Student" file which is in your "OLD UMAC" folder, select file and then click "Open". This will convert the file and save it to the "OLD UMAC" folder.

Now you will be asked to locate the new converted version of the "UMAC Student" file which is in your "OLD UMAC" folder, select file and then click "Open". This will Import your data.

You will then be asked to locate the old "UMAC STUDENT" file which is also located in your "OLD UMAC" folder, select file and then click "Open".

After all fields have been loaded, select the "Main Menu" button to return to the "Main Menu".

Now jump to STEP 2 below.

NEW INSTALLATION INSTRUCTIONS

Not available on the iPad. This step must be done on your computer and then transfer your files to iPad.

On your computers hard drive, create a folder with the name of, "UMAC II".

Insert CD, copy the files from the "UMAC II OSX" folder for Mac or copy the files "UMAC II WINDOWS" folder for Windows into the new "UMAC II" folder you created. For Windows set folder "Properties" to show all hidden files.

You are now ready to load your UMAC II files.

Open the file "UMACbyFRUHAUF" for Mac OSX or "UMACbyFRUHAUF.exe" for Windows by double clicking it. When entering the program, use these files. For iPad tap the "UMAC" icon to launch the App.

After completing the above step you will see the main menu, for the program.

If you use a bar code reader, you will need to go to "Step One", and go to the bar code fields and enter the bar code from each uniform part. The bar code reader should be set to Interleaved 2 of 5 Symbology. Now that your uniform information has been imported you may proceed to "UMAC II Main Menu" and then proceed to Step 2.

STEP 1

If you have your size information on the CD that came with your uniforms, go to "Import Size Information" section. If you don't have the size information on the CD go to the "Load Measurements" section below.

We do recommend reading both sections.

The first time entering step one you will be asked to enter the City, State and School information. This information is necessary for the Garment Bag and Hat Box labels. Once it is loaded you will bypass that step. If at any time the City, State and School is deleted the program will ask you to enter it.

When entering "Step One" for the first time you will be asked if you would like to "Enter" data manually or "Import" data from the Uniform Size Data CD that came with your Fruhauf uniforms. If you have selected to "Import", select the file from the "Open File" menu and click "Open". In the "Import Field Mapping" window make sure "Add New Records" is selected, "Arrange by" is set to matching names and then click import. An "Import Options" window will appear, deselect "Perform Auto-Enter Options While Importing" and then click "Import". In "Import values in repeating fields" has "Keep them in the original record" selected. If you choose to "Enter" data manually see "Load Measurements Manually" below. After size data has been entered you will be asked to "Enter" data or "View" data when entering.

When entering "Step One" you will be asked if you would like to "View" the uniform data or "Enter" new data. If you choose to enter data you will be asked if you want to "Import the data or Enter Manually".

You can import information by following the manual import instructions below.

IMPORT SIZE INFORMATION

Not available on the iPad. This step must be done on your computer and then transfer your files to iPad.

The "Import" button lets you import the uniform size information from the "UNIFORM SIZE INFORMATION CD" that came with your Fruhauf Uniforms.

Click "Step One" and then click the "Utilities" button. Click the "Import Size Information" button, select the file from the "Open File" menu and click "Open".

After all fields have been loaded, select the "Main Menu" button to return to the "Main Menu".

LOAD MEASUREMENTS MANUALLY

Start with "Step 1", on the "Main Menu" "Uniform Inventory Entry Page" and load the uniform information from your name and number list. This program does not use all of the information from the name and number list. You will only use the uniform number, height, weight, sex, chest, waist, inseam, hat size (cap size).

To begin loading, press the "New Record" button. Use the tab key to move from field to field. You must load the information exactly as described.

Entering information into the "Uniform Size Entry Page":

Examples below have quotation marks. DO NOT use them when loading the information.

Uniform Number field: Example "1". Enter the number from your uniform list.

Height field: Example "68". Enter the height in inches only. If you load the information in feet and inches, the program will not understand the information.

Weight field: Example "150". Enter the weight from your uniform list.

Gender field: Example "M" or "F". Enter the gender of the uniform. When loading the "Gender" field, use your mouse and click on the "M" for male or "F" for female. You will automatically advance to the "Head Size" field.

Chest field: Example "40". Enter the numbers only from your uniform list. Don't load the letter. The program figures the length from the height field; this is why it must be loaded in inches only.

Waist field: Example "34". Enter the waist size from your uniform list.

Inseam field: Example "30". Enter the inseam size from your uniform list.

Hat size: Example "7 3/8". Hat size or cap size is loaded with the number, then a space then the fraction only.

To load the next record of information click the "New Record" Button and repeat the above process.

Use the navigation buttons "Previous Record and Next Record" buttons to see the previous or next record in the database.

The "Main Menu" button will take you to the main menu.

To find a uniform select the "Find" button. This will take you to the find screen. Enter either the uniform number or select the barcode field and swipe the barcode with a barcode reader. After you enter the find information you will need to click the "Find" button. After the find is performed it will take you back to the data entry screen.

To show all records, select the "Show All Uniforms" button.

The "Help" button will take you back to the "Help Screen" for this section. When done, select close.

On the "Utility Page" you can totally delete a uniform or all uniforms. This is only done if a single uniform is no longer in your inventory or all of the uniforms are no longer in inventory, such as new set of uniforms.

You can also import records. See Import Size Information above. Not available on the iPad.

To export data follow the on screen instructions. Not available on the iPad.

If you select a field and do not want a field selected, deselect by clicking outside of the fields on the white or gray areas.

STEP 2

Now that all uniform information has been loaded or imported, proceed to "UMAC II Main Menu". Click the "Step 2 Student Size Entry Page" button and load the student size information. You will need the student's name, height, weight, gender, and head size. To obtain this information you will need a height chart, scale, and a tape measure. You will need to take an accurate height, weight, and head measurements for each student in order for the program to be accurate. The computer will automatically load the other sizes. If you have an excel spreadsheet of the students, with all or partial information, it can be imported. See "Import Excel Spreadsheet" instructions in "Step 2" below.

To start loading, press the "NEW RECORD" button. Begin loading by using the tab key to move from field to field.

Entering information into the "Student Size Entry Page" fields on the left of the window:

Name field: Example "Doe, Jane". Enter the name of the student. Enter the last name first and a comma, a space and then the first name last. The NAME field is defined to contain a unique name only. In the case you have more than one student with the same name, you can add the middle initial or another character to define the name and make it unique for each student. Example "Doe, Jane B."

Height field: Example "68". Enter the height of the student in inches only. If you load the information in feet and inches, the program will not understand the information.

Weight field: Example "150". Enter the weight of the student.

You will notice the program automatically entered the suggested deltoid, chest, waist and inseam sizes.

Enter the Head Size: Example "23.75". Enter the head size in inches and decimals.

Override Field

Chest field: Example "40". Enter the chest measurement of the student.

Waist field: Example "34". Enter the waist measurement of the student.

Inseam field: Example "30". Enter the inseam measurement of the student.

Head Size: Example "22.75". Head size is loaded with the number and a two digit decimal only. It is best if you round the number to quarter inches.

After all fields have been loaded, use your mouse to click outside the field to deselect.

Next assign a uniform to a student.

In the right section of the screen under the "Assign Student's Name To Uniform" section, you will see the uniforms and hats that should fit the student. With your mouse, click the "Assign" button next to the coat, trouser, and hat you wish to assign. The program will show you both the unassigned and assigned uniforms with the correct size.

If the uniforms haven't been assigned the name will be blank. If you need to return a single coat, pant and/or hat to "Unassigned" press the yellow button next to the coat, pant, and hat you wish to return to "Unassigned" status.

If you have loaded the student's measurement information and the assignment center is blank, this means you do not have a uniform of that size. To adjust the size to a uniform you have in inventory adjust the student's height measurement so the student requires a different length. The letter that is on the right of the number in the "Coat Size" black box reflects the length. You may also change the measurement in the "Chest" fields so the number in the "Coat Size" black box changes and not the length. This holds true for the pant and hat size. If no pants show up, you can adjust the waist and/or inseam to change the uniform to a pant you have in inventory. If no hats show up, then up size or down size the "Head Size" field by adding increments of a quarter of an inch at a time to the head size field to change to a hat size you have in inventory. It is helpful to have your name and number list handy so you can change to a size you have.

Use the navigation buttons "Previous Record" and "Next Record" buttons to see the previous or next record in the database. The "Main Menu" button will take you to the main menu.

To perform a find of a uniform, select the "Find" button. This will take you to the find screen. Enter either the "Student Name" or "Student ID Number". After you have entered the information click the "Find" button. The records found is also known as a "Found set".

To show all records again select the "Show All Students" button.

On the "Student Size Entry" screen the "Help" button will take you to the "Help Screen" for this section. When done, select the "Close" button.

The "Utility Page" gives you the ability to delete a student, or all students. This is only done if a student is no longer in your program or at year-end. Before deleting the student(s), you must return to the uniform to stock. Go to "Year End Uniform Return" from the "Main Menu", find the desired student(s) and click the yellow button to return to the uniform parts to unassigned. After all uniform parts have been returned to stock, it is ok to delete the student(s).

You can import data from a excel spreadsheet. See Import Excel Spreadsheet section below. Not available on the iPad.

To export data follow the on screen instructions. Not available on the iPad.

To delete the student, find the student's record and select the Utility button. Check the name to make sure you have the correct student. Then select "Delete This Record Only" button.

The "Sort By Name" button will sort the student records in alphabetical order.

Import Excel Spreadsheet

Not available on the iPad. This step must be done on your computer and then transfer your files to iPad.

You can also import your student information from most Excel Spreadsheets. When setting up your Excel Spreadsheet, do not enter column headings on the first row. In Column A Cell 1 enter the title "Students Last Name", then a comma, space then the "Students First Name". The NAME field is defined to contain a unique name only. In the case you have more than one student with the same name, you can add the middle initial or another character to define the name and make it unique for each student. Example "Doe, Jane B.". When importing, you will be asked to open the file name. Find the file, select the file and click open. In the "Import Field Mapping" window you will need to match the spreadsheet information in the Source Field to the "Name" in the Target Field. Make sure there is an arrow between the source field and the target field. Click between the source field and the target field until an arrow appears. "Import Action" option is selected. "Add New Records" and then click import. An Import Options window will appear, select "Perform Auto-Enter Options While Importing" and then click "Import".

STEP 3

Now that all uniform information has been loaded and the uniforms assigned, proceed

to "Main Menu" "Step 3".

From the "Print Menu" you can print and view the uniform report by number or name.

The "View by Student's Name" button will change to the view by student name report.

The "Sort" button will sort the uniforms by number or student's last name if you first selected the "View by Student's Name".

The "Main Menu" button will take you to the main menu.

The "Print" Button will print the report.

You can also print garment bag and hat box labels from the "Print Menu" screen in step three. You can use the "Print Uniform Bag Label" for "Single or All Assigned Uniforms" to print the label for assigned uniforms. The "Print Uniform Bag Label" for "Uniform Numbers Only No Assignment" to print numbers only. Garment bag labels can be printed on regular letter size paper and cut out on the dotted line or on Avery Label (8163) 2 in. High X 4 in. Wide or equal.

Hatbox labels use Avery Label (8163) 2 in. High X 4 in. Wide or equal.

To show all records, select the "Show All" button.

The "Help" button will take you back to the "Help Screen" for this section. When done, select close.

CHECK IN/OUT WEEKLY

If you check the uniforms in and out each week, use this section.

To check your uniforms in and out, simply find the student name and press the green "Out" button, to check the uniform out. Press the bright red "In" button to check the uniform back in. You can also sort by the student name and print your list.

The "Student Size Entry" button takes you back to the "Student Size Entry Page".

The "Main Menu" button will take you to the main menu.

The "Print" Button will print the report.

The "Sort" button will sort the uniforms by number.

To show all records again, select the "Show All Students" button.

The help button will take you back to the "Help Screen" for this section. When done select close.

YEAR END RETURN

At year-end, you need to return to the coats, pants, and/or hats to "unassigned" status. Press the "Yellow" button next to the student's name in the coat, pant, and hat section. Always do this step before deleting the student's record.

iPad INSTALLATION

You will need to download FileMaker Go 12 from the App Store. It is free.

Before you add your UMAC II files to your iPad, you will need to follow either the Upgrade Instructions or New Installations instructions, Import Size Instructions ,or Enter Manually into Step 1. UMAC II must be loaded on your computer not the CD. Your uniform information must either be imported in to the UMAC file (Step 1) or entered manually before you can add your files to the iPad.

Attach your iPad to your computer (Windows or Mac). Open Itunes, select your iPad device, select "App" to see your apps. Select "FileMaker Go 12" in the Apps window under File Sharing. In the Documents window select "Add". Locate your UMAC II folder you created and select the files UMAC, UMAC Student, UMAC Help, Video Instructions and click "Add".

After you use the UMAC II program, such as adding and assigning students uniforms, you will need to save your files back to your computer.

Attach your iPad to your computer (Windows or Mac). Open Itunes, select your iPad device, select "App" to see your apps. Select "FileMaker Go 12" in the Apps window under File Sharing. In the Documents window select all the files" UMAC, UMAC Student, UMAC Help and Video Instructions and click "Save to". In the next window select the UMAC II folder on your computer and save the files.

When saving to the UMAC II folder, you will get a message, "Files with the same name are in this folder" and asking if you would like to "replace the files, select "Apply To All" and click "Replace". Do this process after each use on the iPad.

To add the files back to your iPad. Attach your iPad to your computer (Windows or Mac). Open Itunes, select your iPad device, select "App" to see your apps. Select "FileMaker Go 12" in the Apps window under File Sharing. In the Documents window select "Add". Locate your UMAC II folder you created and select the files UMAC, UMAC Student, UMAC Help, Video Instructions and click "Add". Locate your UMAC II folder you created and select the files UMAC, UMAC Student, UMAC Help, Video Instructions and click "Add". This will replace the files on the ipad.

Do not make changes on the iPad and your computer at the same time. Only use one device at a time. Save the files back to the other device after each use.

When entering the program on a iPad tap the "UMAC" icon to launch the App.

**** ALWAYS BACK UP YOUR FILES AFTER YOU HAVE MADE ANY CHANGES****

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