

# UNIFORM MANAGEMENT ASSIGNMENT CENTER

Welcome to Uniform Management Assignment Center.

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

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

Insert CD, copy the files from the "UMAC OSX" folder into the "UMAC" folder you created.

You are now ready to load your UMAC files.

Open the file "UMACbyFRUHAUF" file by double clicking it. When entering the program, use this file.

After completing the above step you will see the main menu.

If your uniforms are new you will need to import your uniform sizes. Insert the uniform size CD that came with your Fruhauf Uniforms. From the UMAC Main Menu select STEP 1, from the UNIFORM SIZE ENTRY PAGE select UTILITY. From the UTILITY page select IMPORT. From the Open File window select the file on your CD and select open. 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 Main Menu Step 2.

If you don't have your uniform information on a CD you will need to load that information. To load your uniform information proceed to Step One from the UMAC Main Menu.

## STEP 1

Start with "Step 1" requested 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.

Sex field: Example "M" or "F". Enter the sex of the uniform. When loading the "Sex" field, you can use your down arrow key, once for male or three times for female, or the letter "M" for male or "F" for female, but you must use your "Enter" key to enter the sex and then tab to the next 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.

After all fields have been loaded use your "Enter" key to record the information. To load the next record of information repeat the above process.

Use the navigation buttons "Previous and Next Record" buttons to see the previous or next record in the data base. 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 uniform number (when entering the uniform number you will need to click the "Continue" button to the left on the side bar. This is only visible when you are in the find mode), or swipe the bar code with a bar code reader. When using the bar code reader it will continue automatically. After the find is performed it will take you back to the entry screen. After you have performed a find you will see on the side bar the number of records found. The records found is known as a found set.

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

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

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.

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

## STEP 2

Now that all uniform information has been loaded or imported, proceed to UMAC Main Menu "Step 2". "Student Size Entry Page" and load the student size information. You will need the student's name, height, weight, gender and head size. 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 for the program to be accurate. The other sizes will be automatically be loaded by the computer. If you have a spread sheet of the students with all or partial information it can be imported from most spread sheets. See Utility Page in step 2 instructions below.

To start loading, press the "NEW RECORD" button. Begin loading 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.

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.

Gender field: Example "M" or "F". Enter the gender of the student. When loading the gender of the student in the "Gender" field, you can use your down arrow key (once for male or three times for female) or the letter "M" for male or "F" for female, but you must use your "Enter" key to enter the gender and then tab to the next field.

You will notice the program entered the deltoid, chest, waist and inseam. If you need to adjust the size use the override fields and enter only even numbers. Take notice that the head size will need to be entered manually.

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 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 all the correct size uniforms, both unassigned and the uniforms that have been assigned. 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 students measurement information, and the assignment center is blank, adjust the students height measurement so the student requires a different length. The length is reflected by the letter next to the number in the "Coat Size" black

box. 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. If no hats show up then up size the "Head Size" field by adding a quarter of an inch to the head size field and the "Hat Size" black box will change.

If you need to return a single coat, pant, or hat to "unassigned" status press the yellow button next to the student name in the coat, pant and hat section.

Use the navigation buttons "Previous and Next Record" buttons to see the previous or next record in the data base. 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" (when entering either the "Student Name" or "Student ID Number" you will need to click the "Continue" button to the left on the side bar. This is only visible when you are in the find mode), or swipe the Student Bar Code with a bar code reader. When using the bar code reader it will continue automatically. After the find is performed it will take you back to the entry screen. After you have performed a find you will see on the side bar the number of records found. The records found is known as a found set.

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

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

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 you must return the uniform to stock. Go to Year End Uniform Return from the Main Menu find the desired student and click the yellow button and return to stock. After all uniforms have been returned to stock it is ok to delete the students.

You can also import your student information from most spread sheets. When importing you will be asked for the file name and then you will need to match the fields with the spreadsheet column with a transfer arrow. Also you will be asked for new records or update the existing records.

The "Uniform Check In/Out" button takes you to the weekly uniform check out page. Same as the "Check In/Out" button on the "Main Menu".

The "View Student Size Info" button takes you to the "Student Size Information" Page. Same as "Step 3" button.

The "Alphabetize Student File" will sort the student records in alphabetical order.

### STEP 3

Now that all uniform information has been loaded and the uniforms assigned, proceed to UMAC "Main Menu" "Step 3", This gives you a list of all information by uniform number, students name.

The "Name Button" will change to the "View By Student Name" report.

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

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

The "Print" Button will print the report.

To show all records again 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 and 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 "Return To Student Size Information" 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" 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 a coat, pant, or hat to "unassigned" status press the yellow button next to the student name in the coat, pant, and hat section. Always do this step before deleting the students record.

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

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