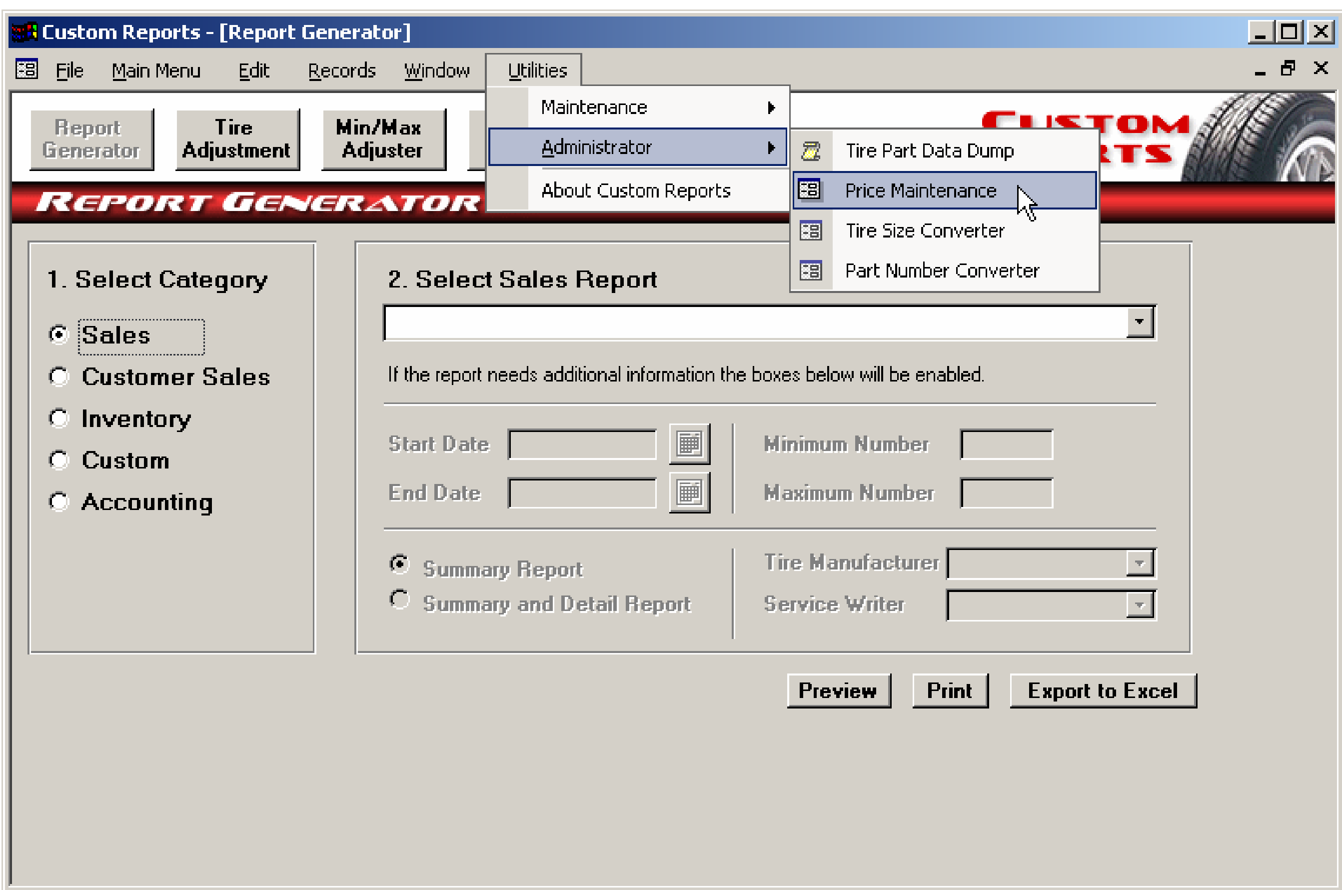
Price Maintenance Utility

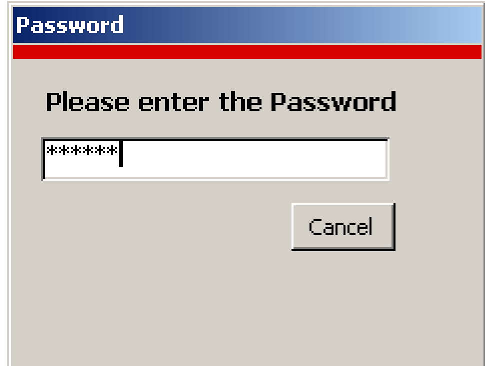
Using the Utility

The process of updating tire pricing should only be done by an individual in your organization that is a member of the management and is familiar with using the program Microsoft Excel. Prior to this process your input files should be prepared and located somewhere on this computer where you know they are. An example is a folder on your desktop named “Input Files and the current date” containing your input files/s.
This procedure cannot be done while Mitchell Manager is in use anywhere in your network. Make sure that everyone exits Mitchell Manager on every workstation including the host computer.
Make sure that a database backup is done after everyone has exited Mitchell Manager and before you begin the price maintenance process.
Note: The appearance of the following screen shots may vary to what you may see on your computer depending on the version of your operating system.

Begin the process

1. Open Custom Reports and on the toolbar at the top select ***Utilities – Administrator – Price Maintenance.***

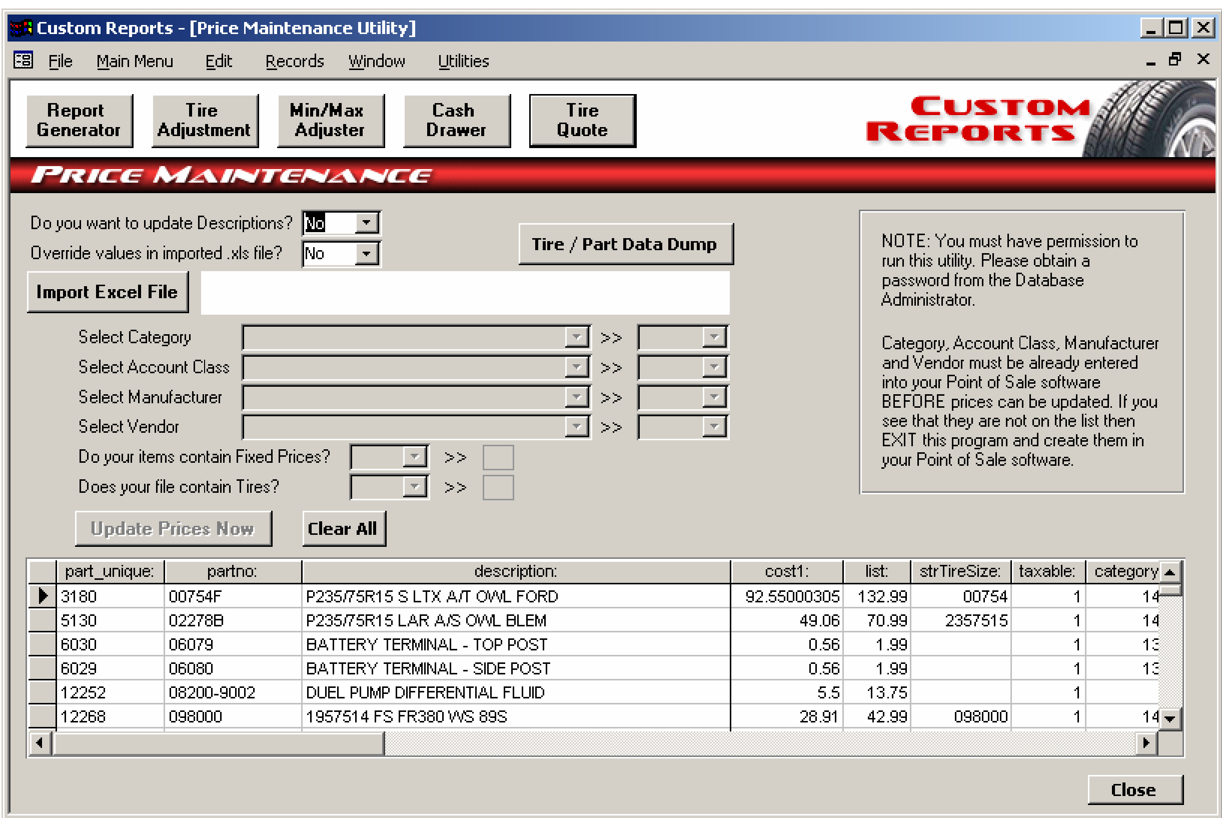




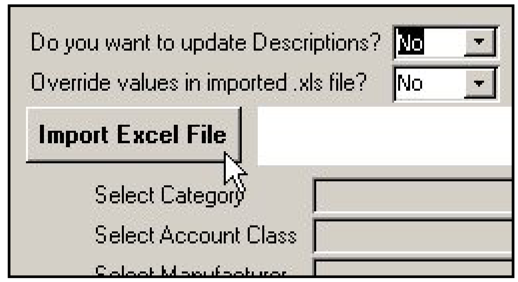
Enter the password from the administrator in the next window and hit the ***Enter Key***. The next step that the program will take is to make its own backup copy of your database. This may take a few minutes.

The next process that will happen is Custom Reports will automatically create a backup of the smcore32.mdb database for Mitchell Manager Plus. This is in addition to any backup that is done normally by the users of Mitchell Manager Plus using the built-in backup utility. This may take a few minutes and will only happen once upon starting the Price Maintenance Utility.

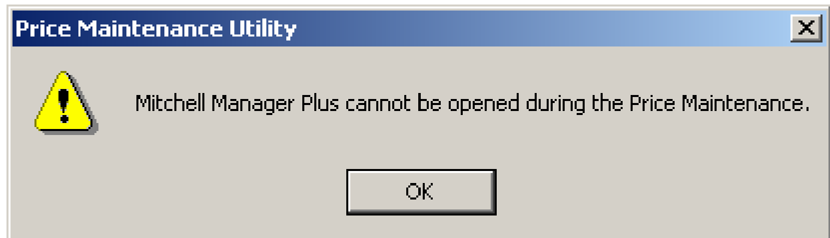
2. The following is what your screen should look like when you are at the Price Maintenance Utility.



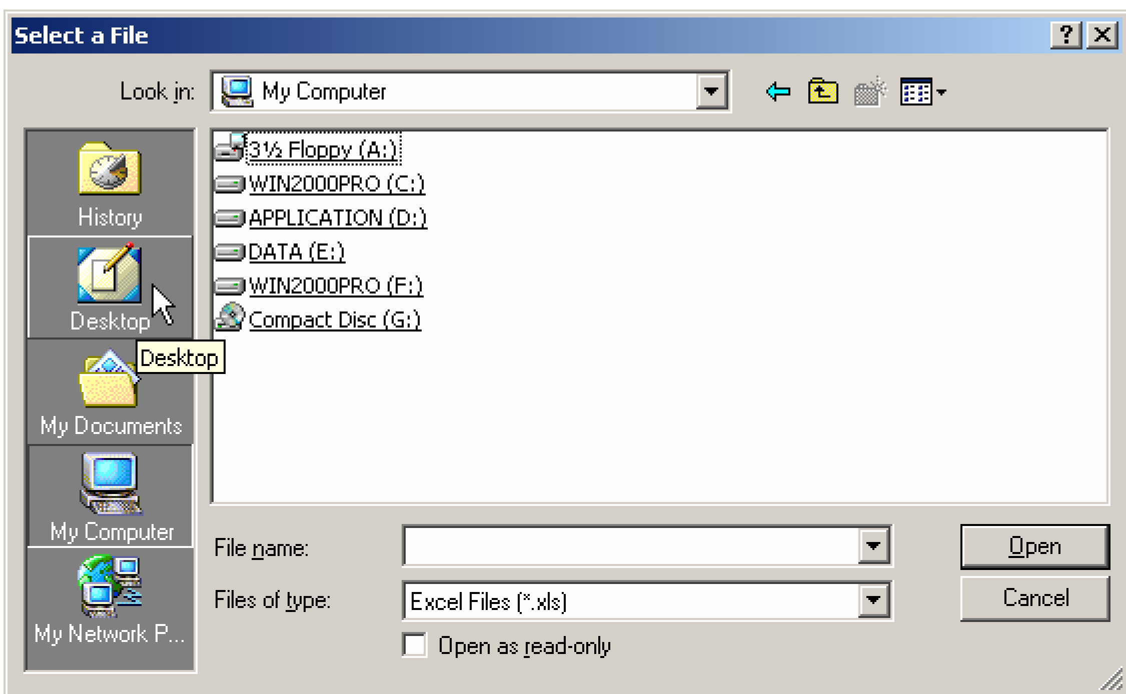
3. Assuming that your price maintenance files are already prepared and in a location like the desktop that you can locate them, click the ***Import Excel File*** button at the upper middle left of the window.



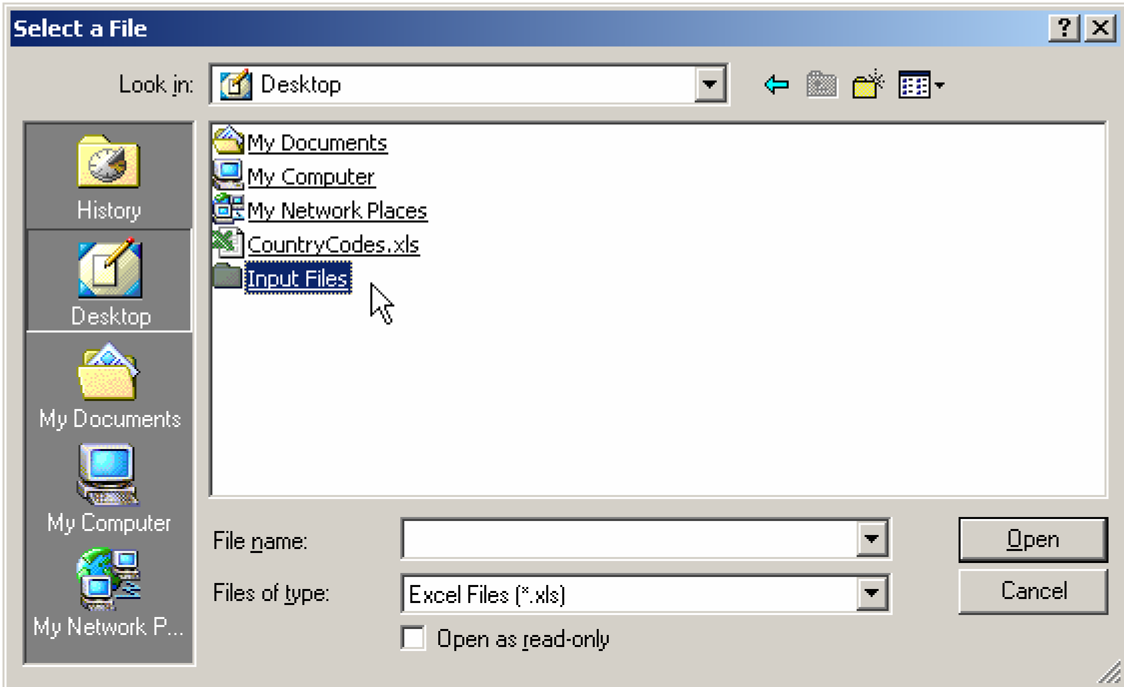
There will be a warning that pops up. Click ***OK***. Then enter the password again and hit the Enter Key



4. In this step you need to navigate to the location of your input file/s. This is an example of what you may see:

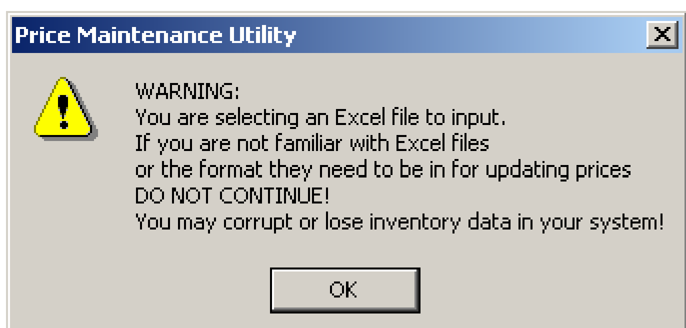


If you located your input file/s in a folder on your desktop you can easily go to the desktop by clicking the button to the left of this window, then double click on your input file.

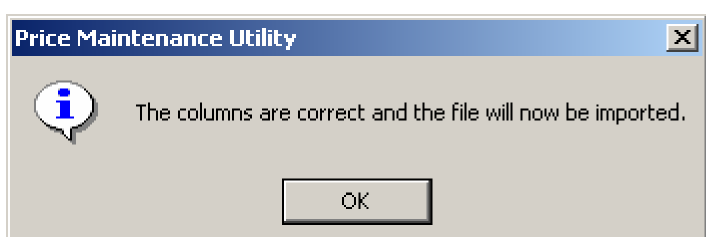


5. In the next window select the price file that you are going to work with. If you have multiple ones to work with keep a checklist so that you know which ones have been completed already.

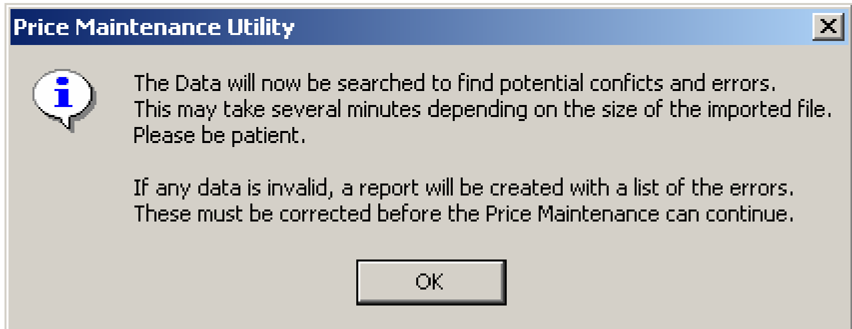
6. Upon selecting an input file a warning will come up to let you know that you should be familiar with Excel files to continue.



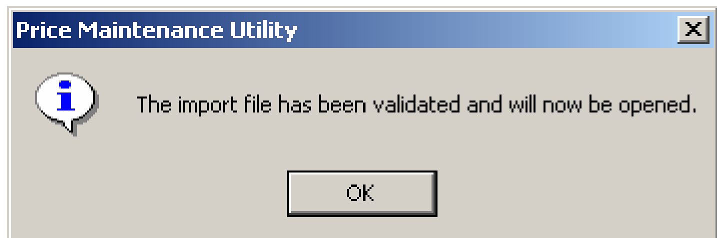
Another message will let you know if it found that the input file column structure is correct and will then be imported for further inspection. Click ***OK***.



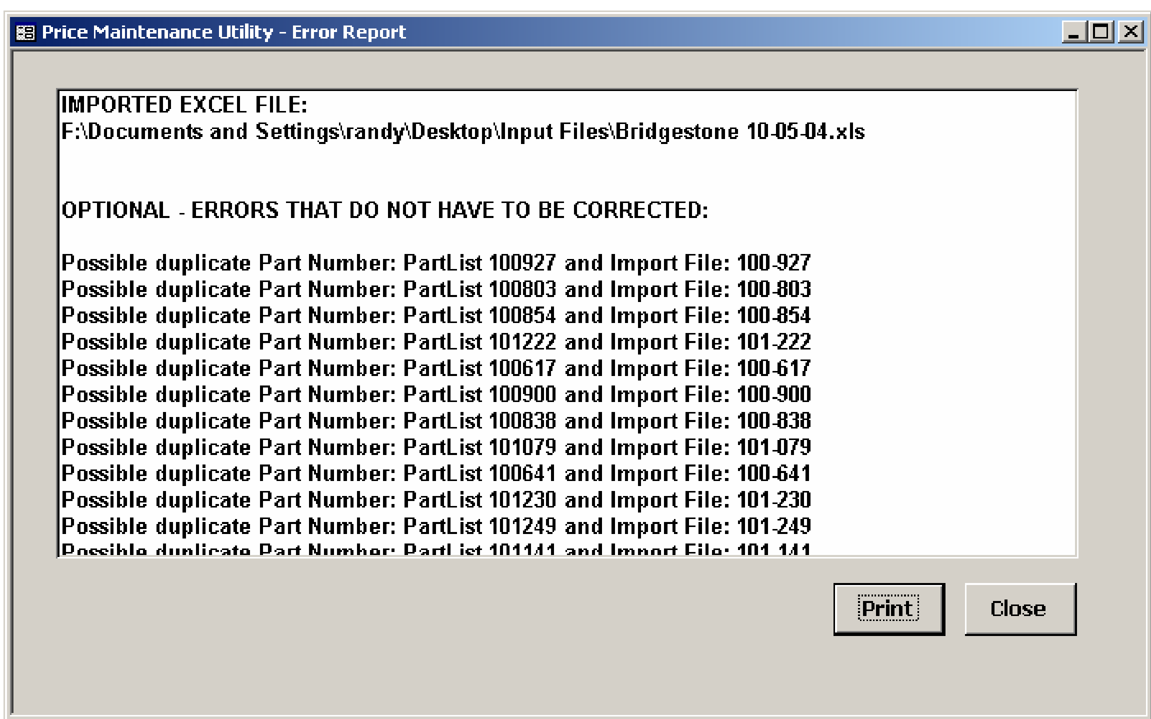
7. Then next window will come up to let you know that the program is going to do some extensive inspection of the input file and look for errors in the data. This may take several minuets even on a fast computer if there is a large amount of data in your input file.



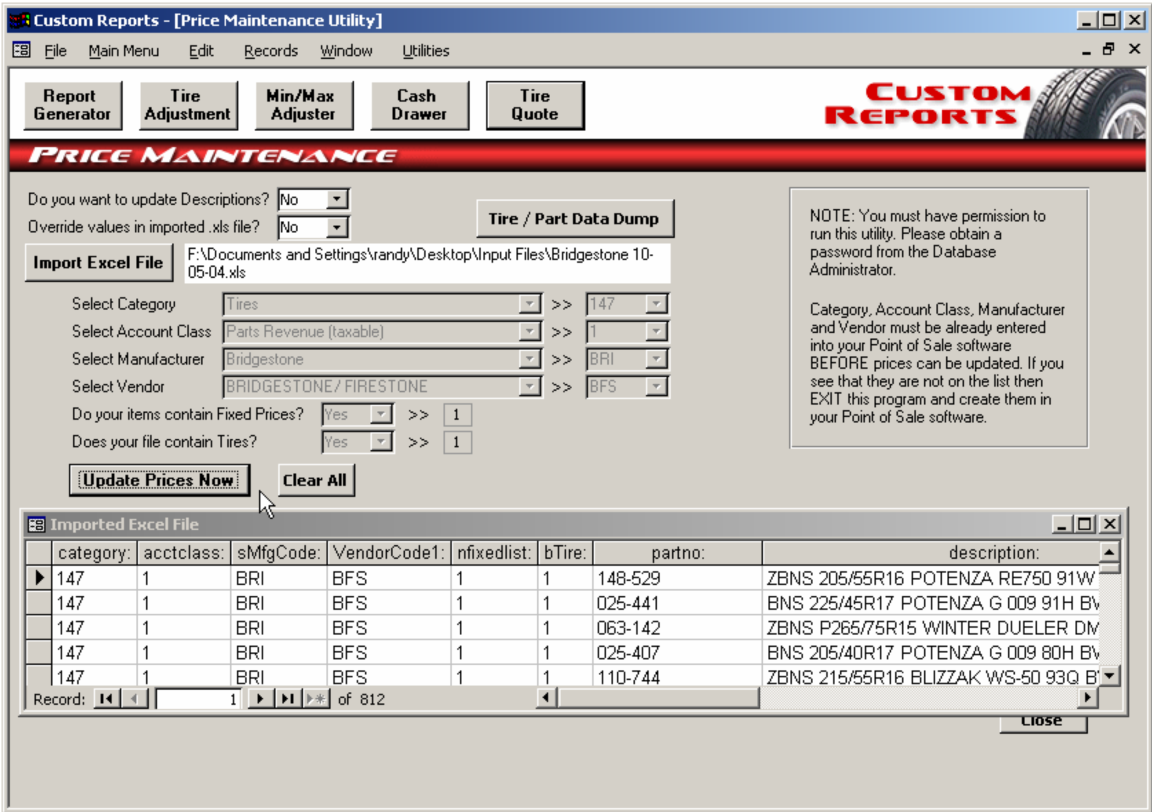
When this is finished the next window will let you know that it is ready to be imported. Click ***OK***.



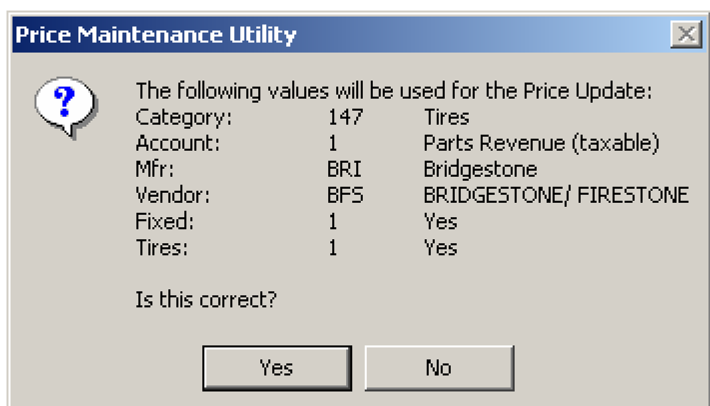
You may receive an error report indicating the problems that were found with the input file. Make sure you print this to repair problems in your input file. It is best at this point not to continue until these errors are fixed. Once these errors are fixed you can start again at step 4.



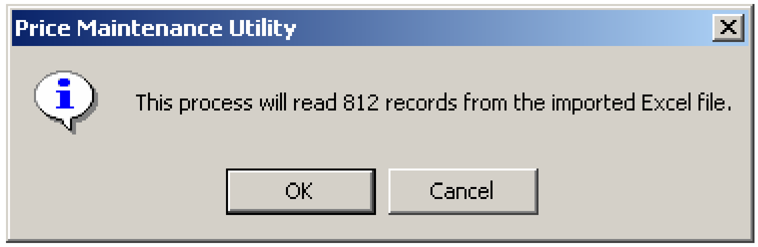
8. If there are no errors in your input file the following image is what you should see. To update the database with the data in your input file simply click the Update Prices Now button located middle left of the window.



The next window will indicate a summary of the details of what is about to be updated or added to your inventory. Click ***Yes*** to continue.

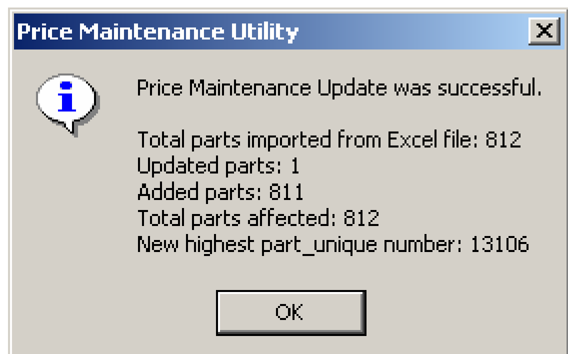


The next pop up will let you know how many records will be read



then, this pop up is just letting you know what the first new record's unique database number will be. This is just informational. Click ***OK***.

9. Depending on the size of your input file this may take a few seconds to a few minutes. You will receive a pop up window like the following if it was successful. Click ***OK***.



10. At this point you are done with this utility unless you have more input files to work with. If so, start the process over at step 4