

## Quick Guide - Web Module Utilization

### 1. Access

- a. Navigate to the link provided.
- b. Type in the username and password that were provided.



### 2. Resorting Columns

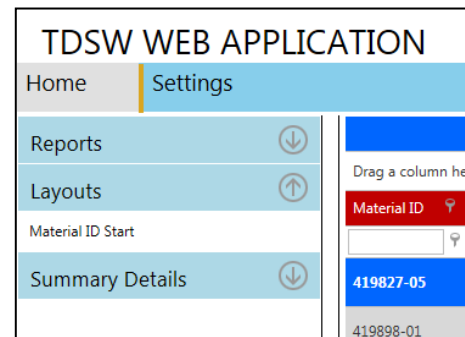
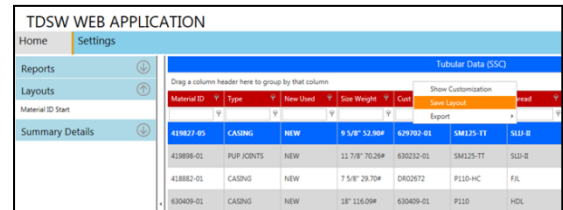
- a. To resort the columns, click and hold the column header, then drag and drop to the new location.



Material ID	Type	New Used	Size Weight	Grade	Thread	Connection	Rack No	Status	Size
637225-01	CASING	NEW	4 1/2" 11.80#	P110	8RD LONG	T&C	1828	C	4 1/2"
638818-01	CASING	NEW	5 1/2" 23#	P110 JC	TSH BLUE	T&C	619	C	5 1/2"
638344-01	CASING	NEW	7" 26#	P110-HC	8RD LONG	T&C	1828	C	7"
636799-01	TUBING	NEW	6" 625	A210-02/03/04	PLAIN END	BOTH ENDS	1819	C	6"
631488-01	CASING	NEW	5 1/2" 20#	Q125(3)	8RD LONG	T&C	2000	C	5 1/2"
636309-01	CASING	NEW	5 1/2" 23#	P110	HYD S13	INTEGRAL JOINT	1305	C	5 1/2"
638306-01	CASING	NEW	5 1/2" 20#	P110	TSH BLUE	T&C	1806	C	5 1/2"

### 3. Layouts

- a. To save the defined layout for future access, after the columns have been resorted to user preference, right click anywhere above the column headers.
- b. Select Save Layout.
- c. Enter the layout name.
- d. To access the layout in the future, click **Layouts** and select the appropriate layout name.



#### 4. Searching

- a. To search, type in the search criteria under the column header names. The search will automatically begin.

Drag a column header here to group by that column

Material ID	Type	Cust Ref No	New Used	Size Weight	Grade	Thread
63758-1	COUPLINGS	POS847		5 1/2"	L-80*	
630405-01	CASING	182018691	NEW	18" 117#	P110	PLAIN END
625700-01	CASING		NEW	7" 32#	P110	8RD LONG

- i. Use the wild card symbol (\*) as a substitute for any unknown value.

#### 5. Maximizing Results Screen

- a. To maximize the inventory results screen, drag and drop the middle line to the far left.
- b. To display the menu options again, drag the line to the right.

TDSW WEB APPLICATION

Home Settings

Reports

Layouts

Summary Details

Drag a column header here to group by that column

Material ID	Cust Ref No	Type	New Used
30376-01	182062736	CASING	NEW
159247-02	419136-01	CASING	NEW
630951-01		TUBING	NEW
630411-01		CASING	NEW

#### 6. Generating Reports

- a. From the Home tab, click Reports to display a list of available reports.

TDSW WEB APPLICATION

Home Settings

Reports	CASING
Layouts	CASING
Summary Details	CASING

- b. Select the desired report.

TDSW WEB APPLICATION

Home Settings

Reports

Current Balance Report-Summary

Total Tonnage Report

Property Tax Report

Current Balance Report-Expanded (Sort by Material ID)

Current Balance Report-Expanded (Sort by XRefNo)

Current Balance Report-Detail (Sort by Material ID)

Reserved Material Report

Current Balance Report-Summary (Sort by Material ID)

Current Balance Report-Summary (Sort by XRefNo)

Short Form Current Balance Customer Special Formatting


Short Form Current Balance Customer Special Formatting

Material ID	
419827-05	
419896-01	
418882-01	
630409-01	
630862-01	
630862-01	
630910-01	
420025-02	

- c. Type additional comments in the Remarks box.
- d. Click Generate.

### TDSW REPORT [APPLICATION](#)

**Remarks**  
Add any additional comments here.

- e. To export the report to Excel or PDF, select  from the toolbar.
- f. Click Back to return to the previous screen and select a different report.

TDSW REPORT [APPLICATION](#)

Remarks: Add any additional comments here.

**Current Balance Report - Summary**

As of Filtered Date: 02/13/2014 @ 10:31 AM  
Printed On: 02/13/2014 @ 10:31 AM

Part Type	Size	Qty	Unit	Case	Volume	Weight	Qty	Weight	Case	Part	Case	Allocation	Price	Length	Weight
00000	1.00	1.00	1.00	0.00000	0.00000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00000	1.00	1.00	1.00	0.00000	0.00000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00000	1.00	1.00	1.00	0.00000	0.00000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00000	1.00	1.00	1.00	0.00000	0.00000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00000	1.00	1.00	1.00	0.00000	0.00000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### 7. Summary Details

- a. From the Home tab, click Summary Details to display a list of summaries available.
- b. Select the desired summary.

### TDSW WEB APPLICATION

Home
Settings

- Reports
- Layouts
- Summary Details
- Show Total Summary
- Show SubTotals Summary
- Show SizeWeight Summary

Drag a column h

Type

CASING

PUP JOINTS

## Total Summary

**CompanyName:** Scan Systems

**TotalLength:** 80244.72

**TotalPieces:** 1829