

Quick Start Model - Design Workflow™ Set up.

This document is a quick guide to help you select the import method that should work best for your company. The following are five scenarios that should describe most of your current design management systems. Select the one that best suits your company and then for more information on each step refer to the user manual for more detailed information.

Scenario 1. You have the old Wilcom Librarian database pre version 7

1. Create a new database
2. Import the old Wilcom Database through the Administrator program

Scenario 2. Designs are within a folder structure sorted by customer or category.

1. Create a new database
2. Add customer and catalog information within your Lists
3. "Drag and Drop" groups of designs from your folder structure to the database and group record the customer and category information.

Scenario 3. Designs information is in spreadsheet and your designs are on the network.

1. Format the spreadsheet so that it can then be imported back into DW. (See user manual for more instructions.)
2. Create a new blank database
3. Import spreadsheet
4. Use the Locate missing designs feature to match the designs up to your spreadsheet information
5. Validate and refresh to create the icons and extract extra information about the designs that was not contained in your database. (e.g. size, colorway information, # of stitches)

Scenario 4. You have an existing propriety database that already records your design files.

1. Export your database information into a spreadsheet
2. Format the spreadsheet so that it can then be imported back into DW. (See user manual for more instructions.)
3. Create blank database
4. Import spreadsheet
5. Use the Locate missing designs feature to match the designs up to your spreadsheet information
6. Validate and refresh to create the icons and extract extra information about the designs that was not contained in your database. (e.g. size, colorway information, # of stitches)

Scenario 5. Designs are scattered on the network and on floppy disk, CD's.

1. Collect a copy of all of your Design Files on the Network
2. Centralize them all onto one computer (this will help later when you work on your backup plan.)
3. If they are sorted on the network in some format, for example in separate folders with the name of the customer then leave them within this folder structure so it make it easier to assign information.
4. If you have any records or what each design was used for then collect this information so that we can assign this information to the record during the recording process.
4. Create a new database
5. Add catalog information such as customer and catalog within your Lists
6. "Drag and Drop" groups of designs from your folder structure to the database and group record the customer and category information.

TIPS AND TRICKS

To help you Switch On and take full advantage of Design Warehouse even quicker, here are some simple tips you can consider when Switching On your Design Workflow™ and recording your existing designs.

1) Create a "Status" value "RECORD NEEDS INFORMATION" in the Wilcom Administration program. Record your designs in Design Workflow™ assigning the Status "RECORD NEEDS INFORMATION". This Status will be used to assess how many designs in your Design Workflow™ database require updating with their appropriate design information. Don't be too concerned if you don't add customer, description, keywords and other information to all your designs at this stage. Firstly, just ensure your designs are safely tucked away in Design Workflow™

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2) Once you have completed recording your designs with the status "RECORD NEEDS INFORMATION", concentrate adding design information to your most frequently used designs, larger contracts and designs created in the past month. These are the designs you most likely will need access in the near future. Add design information such as description, keywords, category, type of work and other Design Workflow™ information fields to these designs to assist in locating them when required. Do a search for the design by its design file name and assign the appropriate information and remove the Status "RECORD NEEDS INFORMATION".

3) Once you have updated your frequently used designs, larger contracts and designs created in the past month, you can start updating the rest of your less commonly used designs with their appropriate information. As you update these designs, ensure you remove the Status "RECORD NEEDS INFORMATION".

4) Ensure you are constantly recording your new designs you create in Wilcom ES 8 in your Design Warehouse(tm) design database with their appropriate design information. You will not need to assign the Status "RECORD NEEDS INFORMATION" as you will be including this information during the recording process.

5) At any time you can do a search for all design records containing the Status "RECORD NEEDS INFORMATION" to assess how many design records still need updating. Like wise, you can do a search for any design records that DO NOT contain the Status "RECORD NEEDS INFORMATION" and assess how many designs records are complete.

Using the above method will give you a workable design database sooner and allow you to take advantage of the power Design Workflow™ has to offer.

For More Information

For more information about Wilcom products or services, call the Wilcom America Sales at **Sales Toll-free line** Tel: 1-877-657-7500. Outside the 50 United States, please contact your local Wilcom subsidiary. To access information via the World Wide Web, go to:

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