

# Wessex Pricing Program – Advanced

## Instructions & Manual

This is the Instructions & Manual for the Wessex Pricing Program (Advanced) - released February 2005.

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### Features

- Simple to use
- Imperial or Metric on same screen
- Warns to check if oversize mountboard/glass is likely to be needed
- Allows for the width of the moulding
- Allows for different pricing “strategies”
- Initial values setup is password protected
- Upto 4 preset values for additional costs
- Written and developed by a professional GCF framer
- Print out quotations
- Database of Mouldings, Customers & Work Tickets
- Print out Work Tickets
- Gives quantity of moulding needed

Wessex Pricing Program has been (and still is) continuously used and developed to its present form over a period of eighteen years.

“**Advanced**” is its latest development in response to customer demand for a simple database enabled program.

A framer makes his or her profit by making frames, not by sitting at a computer. So, the overriding principles are (still) speed and simplicity of use. (The less buttons to press means that there is less chance of pressing a wrong one!) So it covers combinations of frame, mount and glass, which is the majority of the work that framers are asked to price up.

Now, with the individual mouldings held on a Database, the pricing is even more accurate.

Everyone in the shop should be able to use the program and give the customer a price.

Of course there are many jobs which require additional costing. I have been in framing long enough to know that one could never write a program which would cover everything. So I have included a box where one can put in an additional cost, to which VAT is then added.

Steve Hible, GCF. Corsham 2004.

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### Installation

Click on “My Computer” – double-click on the CD drive (usually D:) – double-click on “Setup” (the file with the computer icon, not “Setup.lst”).

The program files will begin to be copied over. Sometimes there may be a message saying that your computer already has a newer version of a particular file and do you wish to keep it? Click “Yes”.

Once the program has been installed you will find it in “Start” – “All Programs”. If you right-click on “Wessex Pricing Program (Advanced)” a menu will appear – click on “Send to>” then “Desktop (create shortcut)” and you will be able to start the program directly from your desktop.

There is also a “Readme” on the CD with further installation details.

**!** *For further troubleshooting on installation contact your vendor, or go to [www.rightanglepictureframing.co.uk](http://www.rightanglepictureframing.co.uk)*

### Start Screen

When the Wessex Pricing Program (Advanced) is first run - an initial start screen appears.

**!** *On using the program for the first time you could get an error (code 13. Type mismatch) when first opening the work ticket form.*

*This is because the default values have not been “registered” with the program.*

*To correct this simply open “Customise Values”, and then “Save” them again. (You can of course still change them to whatever you want.)*

The screen will tell you when the 30 day trial will finish, until then you can just click on “Continue” to go to the main program.

It will also give you four numbers to quote to your vendor.

The vendor will give you a six figure enabling code to enter in the box. Once the correct figures are entered the start screen no longer appears.

If, after 30 days, the enabling code is not entered you will not be able to continue into the rest of the program.

You will also need a password to access “Customise Values” (see below), again your vendor will be able to provide this.

Program code

\_\_\_\_\_

Enabling code

\_\_\_\_\_

Password

\_\_\_\_\_

**!** *If the program is installed onto another computer a new enabling code will be needed from your vendor.*

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### How the program works

The price is worked out by firstly inputting the two dimensions (use the mouse and/or the Tab key to get around the form), so now the computer knows the area and the perimeter. (NB. The dimensions must be the rebate size, so if there is a mount, it must be allowed for, this is to allow for the fact that some customers want narrow mounts, others wide).

Next comes the moulding code, represented by a number (the Database gives each moulding an ID number, see below).

**! The sections can be completed in any order.**

Now click the “Total Price” button and the price is displayed.

If the selection needs to be altered, just change what is necessary (for instance standard to non reflective glass) and then click “Total Price” again for the new cost.

**! If you want to find out how much moulding will be needed – click on “Tools” – “Quantity”.**

To “zero” everything again click “Reset”.

**! If there is an underlined letter on a button you can also operate that button by pressing Alt. + the underlined letter, ie. For Reset pressing “Alt” + “R” will have the same effect as clicking the button with the mouse.**

The principle of how the price is worked out is that the variable price per inch/sq inch is added to a base price.

So, for example, if glass is charged at 2p a sq inch and glass base is 250p (£2.50), then, on a frame with a 10” x 8” rebate the glass cost is 2p x 80 = 160p + 250p = £4.10 (+vat).

The other elements of the frame are worked out in a similar way.

**! You will notice that the program uses a mixture of Imperial & Metric, I can only say that this reflects the industry itself where, say, the Morsø is calibrated in Metric, but items from the USA are in Imperial.**

By working out the price this way one can control the “price model” quite precisely. For instance, if the base price is high and the inch/sq inch cost is low, then small frames will be (relatively) expensive and larger frames will be (relatively) cheap.

Whereas, if the base price is kept low and the inch/sq inch is high then small frames will be cheap and larger frames expensive.

This allows for an individual pricing strategy to suit the particular framer.

Obviously some “fine tuning” work will need to be done at the initial setup to achieve the individual “price model” required.

### Other Cost

Enter whatever extra cost that needs to be added to the total price. For instance the cost of a print, or a charge for mounting medals.

It is input in the form 5.25 - (Five pounds and twenty five pence), or 12 - (twelve pounds).

Remember, VAT is added to that amount. (Also, there is a drop-down box which can be customised, see below.)

### Customise Values

All of the variables are accessed in “Customise Values”. (“Setup” - “Customise Values”).

This sub-routine is password-protected to stop the values being accidentally changed.

The values that are already there represent an average, a place to start. It is a good idea to print them off before you change them, so you have a point to go back to. Click on the appropriate tab to bring up the various values.

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Most of the items are self-explanatory. Just note that the framing figures are pence per inch/sq. inch.

**!** *If you “hover” the cursor over the value description some help will appear.*

Make sure that ALL the boxes are filled in, if you do not want to use a particular box – enter a zero. (If you have left a box blank the program will assign a zero.)

### *FrameBase, MountBase, GlassBase*

This is the amount (in pence) which is added to the sq.inch price (see above).

### *Standing Back*

This is a single price item (because all standing backs fall within a small size range).

### *VAT*

If you are not registered for VAT. then put “0” in that box and the next time you start the program the VAT box on the main form will not appear.

### *Price Rise*

There is also box for a general percentage price rise (to save you having to recalculate all the different items). (ie. 6.5 would add 6 \_ % to the total price).

### *Loose Items*

A percentage discount to allow for items with no fitting (ie. 80 = 80% of total price).

### *Conservation Framing*

A percentage increase to allow for the extra costs involved. (If you do not do Conservation Framing, or do not need to show it, put a “0” in the box and this will no longer appear on the main form).

### *Size Warning*

The program will warn you to check your stock of mountboard/glass if the work requires a sheet larger than 40” x 32” (Bainbridge/Crescent size).

You can now customise these dimensions – “Setup” – “Customise Values”- click on the “Misc.” tab.

### *Other*

You can customise “Other Costs” with up to four different preset values (for instance a particular amount for staining & finishing a frame), simply enter a description (upto 10 characters & spaces) & an amount (in pounds and pence).

**NB.** If the amount is left as zero it will not appear in the “Other Cost” drop-down box on the main form.

**!** *Once you have entered your figures into “Customise Values” be sure to print them off, so if your computer crashes completely - you can be up and running again as soon as it is fixed.*

**!** *If you change any of the values you will need to exit the program and then restart it for the changes to take effect.*

### **Printing quotes**

Click on the “File” menu then “Print”. A sheet will be printed out containing the information on the screen plus the date, your address at the top (see below) and notes at the bottom (see below). There is also space for hand written notes and signature.

### *Address*

Access this from “Setup” - “Address/Notes”. Whatever you put in will be printed at the top of the estimate and on the Work Ticket (see below).

### *Notes*

Access this from “Setup” - “Address/Notes”. Whatever you put in will be printed at the bottom of the estimate. For instance opening times, holidays, special offers etc.

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### The Database

The Wessex Pricing Program (Advanced) uses linked database tables of Mouldings – Customers – Work tickets.

The database itself (a file called “v2.mdb”) can also be opened by programs such as Microsoft Access (in the more expensive editions of Microsoft Office) in order to perform more complex analysis. (see “Exporting the Database”).

It is only actually necessary to complete the “Mouldings” part of the database in order to use the program (giving, in effect, a more sophisticated version of the original Wessex Pricing Program). Once started - “Customers” and “Work Tickets” can be brought in later as the users get used to the program.

**! It is important that the Database is kept up to date. Computers can be blamed for many things, but not that a particular moulding has increased in price, or that Mrs Jones has changed her phone number or that Mr Smith has a duplicate record.**

#### Starting to use

This is probably the longest task.

A “moulding record” will have to be filled in for each moulding used. “Tools” – “Manage Database” – “Mouldings” will bring up the Moulding Record form.

Click “Add” (the boxes will turn yellow to show that the Database is ready to be changed). The new Moulding ID number will be displayed, details of the particular moulding can then be entered (Supplier, suppliers number, price, width & notes).

**! The price is entered as pounds. pence (ie. 1.53 = £1.53/metre).**

When the details are complete click “Save” to update the database.

Each chevron should be labelled with its own “ID” number.

**! Once Initial Prices and the mouldings database have been completed the program can start to work for its living!**

#### Work Ticket

When the initial pricing form has been completed (see above) the “Work Ticket” button is enabled - click on it and the Work Ticket form appears.

Much of it is already filled in - including today’s date and a collection date ( to change - click the date to bring up the calendar, then double click on the new day selected).

**! Go to “Setup” – “Customise Values”- click on the “Misc.” tab to enter your current turnaround time.**

A description of the item must be filled in. Also enter the mount colour (if necessary) either text or numbers, and any notes (anything from mount margins to deposit paid).

Now come the customer details. If the customer is already in the database start typing the name in the name box, a list will appear (including initials & phone numbers to separate customers with the same surname) – click on the customer required and the rest of their details will appear.

If the customer needs to be put on the database click on “New Customer” and the Customer Record form brought up. Follow the same procedure as for the Mouldings Record (click “Add” etc.).

“Exit” the Customer Record form to return to the Work Ticket, start to type the customer’s name as previously described.

When all is completed click on “Save” – the Work Ticket is saved to the database and a Job Number is allocated.

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### *Printing a Work Ticket*

The Work Ticket cannot be printed until it has been saved to the database.

Click on the “Print” button and a copy of the work ticket is printed. There are purposely no options for printing.

 ***A4 paper is assumed, only black ink is used.***

 ***This is the only chance to print out a work ticket.***

 ***If you need more than 1 copy – click on the Print button again.***


Click on Exit to return to the main form.


### **Editing Records**

As mentioned before the Database needs to be kept up to date. This is achieved by going to “Tools” – “Manage Database” – and then the appropriate table. “Mouldings” and “Customers” are similar – To bring up the particular record either (in the Mouldings table) enter a moulding ID and click on “Find”, or (in the customers table) click on “Find” and enter a Name, or use the forward and back buttons to scroll through the records.

Now click “Edit” (the boxes turn yellow to show that the database can be changed) make the changes, and then click “Save” to update the Database.

You can also “Delete” a record, or “Cancel” the changes you have made (before you press “Save”).

 ***Records cannot be changed unless the text boxes are yellow (to make sure no accidental changes occur).***

 ***Moulding ID and Customer ID (& Work Ticket ID) numbers are unique to a particular record and are not reused.***

### *Work Ticket Record*

The work tickets are shown as Current or Archive.

These records are presented as a table, which can be sorted in different ways.

The Current set of records can be altered and the changes made will be saved by exiting the form. (For instance, the size may need to be altered, or the customer changed their mind on the mount colour.) The Archive set, however, cannot be changed (at least by this program).

### **Exporting the Database**


There are 2 reasons to do this.

The first and most important is to backup the Database. This is vital to preserve the data you have built up. Make a habit of doing this at least once a week.

The second is to be able to use the Database with a dedicated database program (eg. “Microsoft Access” or “Ability Office”) to perform more complex analyses on your records.

Click on “Tools” – “Export Database” and a standard Windows dialog box is brought up.

Select the place you want to copy the database to and then click on “Save”, the Database is then copied.

 ***The size of the Database file will soon be larger than a standard floppy disk (1.44mb). So either export it to “My Documents” and then onto a CD, or I can highly recommend the USB portable disks (from 32mb upwards).***

 ***The file you are exporting is “v2.mdb”.***

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### Importing the Database

You are likely to have to do this if you are changing computers or your computer has crashed and you have needed to re-install the program.

Click on “Tools” – “Import Database” and a standard Windows dialog box is brought up.

Select the place you want to copy the database from and then click on “Open”, the file is copied back to the program.

 *The file you are importing is “v2.mdb”.*

 *Do not make any changes to the underlying structure of the Database with other database programs, this will cause the Pricing Program to crash.*

## FAQ's

### What are the system requirements?

Computer running Windows 98 or better, CD Rom, 18mb disk space. A printer is recommended.

### Can I run the program from the CD?

No. It has to be installed on your computer.

### The price of the frame is too low for the values I've put in.

Check that correct dimensions have been put in. Some keyboards are easier to “mis-key” on than others.

Also, check that the values you have entered in “Customise Values” are correct as the program expects (ie. Not pounds & pence when the program only expects pence).

### Will the program run on a Mac?

No, not by itself. However it may do if you have a program such as “Virtual PC” installed.

### I have Microsoft Office, but I can't find “Access”.

“Access” is only included with “Microsoft Office Professional” edition and above, (ie. Not in the “Student” or “Small Business” edition).

### I want to do more complex analysis on the database, but I can't afford Microsoft Office Professional.

Try “Ability Office 4” ([www.ability.com](http://www.ability.com)).

### What about the Data Protection Act?

If you are using the stored customers details for marketing purposes (mail shots etc.) then you will need to register.

To check the details go to  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

### How do I get technical support?

Contact Wessex Pictures on 01590 681681.

Or look at [www.rightanglepictureframing.co.uk](http://www.rightanglepictureframing.co.uk)