COGZ CMMS

# COGZWeb Operating Manual Supplement

# COGZ and COGZ EZ Maintenance Management System

COGZ Systems, LLC



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Technical support is available Monday through Friday by calling (203) 263-7882, 9:00 a.m. to 5:00 p.m. ET.

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This COGZWeb Operating manual is a supplement to the COGZ Manual and details those areas that are specific to COGZWeb.

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## Getting Started with COGZWeb

#### Logging onto COGZWeb Cloud Servers

- a. Open your Web Browser
- b. Insert the following into the top line, or click on the link to go to https://www.cogz.com and select Login.
- c. Enter your Company's COGZWeb Browser User name (Note: The Browser Username and Password is the same for all COGZWeb users of your COGZ CMMS System.)



d. Enter your Company's COGZWeb Browser Password.

\* HINT - Set your Browser to Remember the Password and you can set up a one-click link or desktop shortcut for easy COGZWeb access. (Some organizations may require permission/assistance from their IT Administrator) \*

- e. When COGZ Logon appears Enter your COGZ Username (Note: Users with COGZ Administrators rights can add or change COGZ Usernames and Passwords.) If you have purchased optional work order request users for your system, they must be set up under System Security with "–WR" added to the end of the last name as shown on our tips page. (Example: Jones-WR)
- f. Enter your COGZ Password

| Ø                   | Logon  | ×      |
|---------------------|--------|--------|
| Usernam<br>Password | e:   t |        |
|                     | ОК     | Cancel |

## Closing COGZ when using COGZWeb

Close COGZ using File=>Exit or the "X" in the upper right corner.

Note - DO NOT Close the web browser with COGZ Open. This will result in the user license being unavailable for about 20 minutes after the improper close.

| O COGZ EZ M   | Maintenance Ma                     | anagement Sy                | stem 🗕 🗖 🗙                        |
|---|------------------------------------|-----------------------------|-----------------------------------|
| File Edit Setup Work Equip<br>Print Setup<br>Reset Windows    | pment Inventory<br>pment collinven | Purchase Rep<br>tory 🔥 PO's | oort Window Help<br>Vendor States |
| Quick Tips<br>Backup Database Files<br>Restore Database Files |                                    |                             |                                   |
| System Security System Maintenance Import Data                |                                    |                             |                                   |
| Export Data   |                                    |                             |                                   |
| [i [  | Monday,                            | , May 21, 2018              | 1:32 PM                           |

## Printing from COGZWeb

a. Using File=> Select Printer, Select Universal Printer (Redirected XX) as your initial printer. You will be able to select your local printer(s) later in the process.

| Name:   | Universal Printer (redirected 10) | ▼ Properties |
|---------|-----------------------------------|--------------|
| Status: | Ready                             |              |
| Type:   | MS Publisher Imagesetter          |              |
| Where:  | TS003                             |              |
| Comment | •<br>•                            |              |
| Paper   |                                   | Drientation  |
| Size:   | Letter                            | Portrait     |
| 2       |                                   | A            |
| Source: |                                   | C Landscape  |

- b. When Printing, Select Print instead of Preview for the best Print experience.
- c. A new window will appear; Select your local printer as you normally would, then Print.
- d. Note that Larger Printouts may take a few minutes to begin while your browser downloads the file.

### Backing Up from COGZWeb:

Backing up to the COGZWeb server allows rapid data restoration in case of operational problems. Backing up to your local computer or server protects your data offline. Data protection is your responsibility. Thus, the following backup procedure is recommended:

- a. Backup to COGZWeb server: (Recommended Daily)
  - i. Click Backup Database Files
  - ii. Click Start to backup COGZ on the COGZWeb server
- b. Backup to your Local Computer: (Recommended Weekly)
  - i. Click Backup Database Files
  - ii. Select Webfile as Backup File Destination. This is a tempory folder which automatically downloads to your Browser. See image below. (You may need to type "X:\" in the address bar to see this folder list.)
  - iii. Click Save.

| 9   |  | Backup Databa   | se Files  | ×          |                 |              |
|-----|--|-----------------|---|------------|-----------------|--------------|
|     |  |                 | ng the Open File Buttons below.<br>ssible from your computer. |            |                 |              |
| Bac | kup Options  |                 |   |            |                 |              |
| -   | ctory of Files To Be Backe   | d Up 🔎 Data (*  | .tps) C All (*.*) Except .zip                                 |            |                 |              |
| y:\ |  |                 |   |            |                 |              |
|     | kup File Destination   |                 |   |            |                 |              |
| Y:V | COGZ DEC 27,2016 12 53   | IPM.ZIP         |   |            |                 |              |
| -   |  |                 |   |            |                 |              |
|     | 0  |                 | New Arch  |            |                 | x            |
| •   | €  | 🖡 🕨 This 🕨 Web  | oFile on .ZD v C  | Search Web | File on .ZD64IN | 163 🔎        |
|     | Organize 👻 New   | folder          |   |            | 855             | - 🔞          |
|     | Documents  | ^ Na            |   | Dat        | e modified      | Type         |
| _   | <ul> <li>Downloads</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> </ul> | coo             | GZ DEC 27,2016 11 50AM<br>GZ DEC 27,2016 12 47PM              |            |                 | Comp<br>Comp |
|     | Þ 🚽 WebFile on .Z  | V <             |   |            |                 |              |
|     |  |                 |   |            |                 |              |
|     | File name:   | COGZ DEC 27,201 | 6 12 53PM   |            |                 | ~            |
|     | Save as type:  | Zip files       |   |            |                 | ~            |
|     |  |                 |   |            |                 |              |
|     |  |                 |   | Save       |                 | ncel         |

iv.



b. Click OK when Backup is Finished.



- c. The backup file will download to your web browser. Save this file to a COGZ Backup Folder on your local PC or Server. Suggest a new folder called "COGZWeb Backups".
- d. File automatically deletes from the Webfile location when your session ends.

Note – this file will NOT run on your local drive.

# Copying and Pasting Text from your Local Computer to COGZWeb:

Generally, because of browser limitations, using a mouse to cut and paste text or images from your computer to COGZWeb will not work.

You can however, cut and paste using your keyboard. Select Ctrl+C to copy, then Ctrl+V to paste.

#### Exporting from COGZ Lists to your local Computer:

(Your screens might vary slightly, depending on the Web Browser in use.)

| 0                         | Find         | Filter Off       | Query          | Reset           | Me          | Add          |           |      |                |             |        |           |           |
|---------------------------|--------------|------------------|----------------|-----------------|-------------|--------------|-----------|------|----------------|-------------|--------|-----------|-----------|
| WO No <sup>*</sup> Equipr | nent No*     | Work Order Des   | cription*      |                 |             | -            |           | Type | Request*       | Status*     | Shift* | Priority* | Superviso |
| 179 MIXER                 |              | CLEAN MIXER A    | FTER USE - FRI | DAY'S WO        |             | Edit         |           | PM   |                |             |        |           |           |
| 178 MIXER                 | 01           | CLEAN MIXER A    | FTER USE - WE  | DNESDAY'S WO    |             | Delete       |           | PM   |                |             |        |           |           |
| 177 MIXER                 | 01           | CLEAN MIXER A    | FTER USE - MC  | NDAY'S WO       |             | -            |           | PM   |                |             |        |           |           |
| 176 ROUTI                 | VE           | DAILY ROUTINE    | S USING A LIBR | ARY NOTE        |             | Adjust All V | Vidths    | PM   |                |             | 1      |           |           |
| 175 ROUTI                 | NE           | WEEKLY ROUTH     | NES USING A LI | BRARY NOTE      |             |              |           | PM   |                |             | 1      |           |           |
| 174 EQUIP                 | MENT 02      | CHANGE OIL-IN    | SPECT DRAIN    | OIL FOR WATER   | OR META     | Sort on      |           | PM   |                |             | 1      |           |           |
| 173 EQUIP                 | MENT 02      | MOTOR BRUSH      | CHECK OR REP   | PLACE IF NEEDED | ).          | Xplore       | •         | PM   |                |             | 1      |           |           |
| 172 EQUIP                 | MENT 02      | INSPECT ELECT    | RICAL SYSTEM   | FOR DAMAGE. LO  | DOK FOR     | -            |           | PM   |                |             | 1      |           |           |
| 171 EQUIP                 | MENT 01      | CHANGE OIL-IN    | ISPECT DRAIN   | OIL FOR WATER   | OR META     | Properties   |           | PM   |                |             | 1      |           |           |
| 170 EQUIP                 | MENT 01      | MOTOR BRUSH      | CHECK OR REP   | LACE IF NEEDED  | ).          | Hide Colun   | nn        | PM   |                |             | 1      |           |           |
| 169 EQUIP                 | MENT 01      | INSPECT ELECT    | RICAL SYSTEM   | FOR DAMAGE, LO  | DOK FOR     |              |           | PM   |                |             | 1      |           |           |
| 168 JAN02                 |              | CHECK ALL SUF    | PLIES, REORDE  | R IF NEEDED     |             | Default      | _         | PM   |                |             |        |           |           |
| 167 JAN01                 |              | SWEEP FLOORS     |                |                 |             | Output       | ×         | Gra  | ph on          |             |        |           |           |
| 166 MACH                  | INE 02       | BLOW OUT MO      | TORS AND FAN   | AREAS. IF NECE  | SSARY RL    |              |           |      |                |             |        |           |           |
| 165 MACH                  | INE 02       | INSPECT ELECT    | RICAL SYSTEM   | FOR DAMAGE. LO  | OOK FOR BA  | D MECH       | 2/10/2023 | Prin | nt All         |             |        |           |           |
| 164 MACH                  | INE 01       | FILL OIL LINE LU | JBRICATORS AN  | ND DRAIN MOIST  | TURE TRAPS  | MECH         | 2/10/2023 |      |                |             |        |           |           |
| 163 MACH                  | INE 01       | CHECK CONDIT     | TON OF ROLLE   | RS, AND GUIDE R | OLLER, REPL | MECH         | 2/10/2023 | Prin | nt Page        |             |        |           |           |
| 162 MACH                  | INE 01       | AIR FILTER CLEA  | AN OR REPLACE  | E, CHECK BY HOL | LDING UP A  | MECH         | 2/10/2023 |      |                |             |        |           |           |
| 161 MACH                  | INE 01       | TRACK CONVEY     | OR BELTS. MA   | KE SURE BELT LA | CING IS IN  | MECH         | 2/10/2023 | Exp  | ort to EXCEL ( | (XPort.CSV) | K.     |           |           |
| 160 BUILD                 | NG 02 RM 305 | CHECK THERM      | OSTATS, WINDO  | DWS FOR LEAKS   | AND EMERG   | ENCY EL      | 2/10/2023 | Evn  | ort to BROWS   | ER (XPort H | HTM)   |           |           |
| 159 BUILD                 | NG 02 RM 305 | CHECK EMERGE     | ENCY LIGHTS    |                 |             | MECH         | 2/10/2023 |      |                |             |        |           |           |
| 158 BUILD                 |              |                  |                | OWS FOR LEAKS   | AND EMERG   |              | 2/10/2023 | Que  | erv            |             |        |           |           |
| 157 BUILD                 | NG 01        | CHECK BACKUR     | GENERATOR      |                 |             | MECH         | 2/10/2023 |      |                |             |        |           |           |
| 14 44 4 ? >               | FF FI <      |                  |                |                 |             |              |           | Res  | et             |             |        |           |           |
| Add                       | Edit         | Delete P         | rint WO        |                 | Export      |              | Close WO  | 1    |                |             |        |           | _         |

a. From any COGZ List, click Menu and select Output=>Export to Excel

b. The XPORT file will download to your web browser. Save or Open this file, and, if Excel is installed on your computer, it should open on your desktop. Be sure to change the name of the file if you want to keep it as the next export will have the same file name.

| Tasks      |                               |                                    |                              | Parts            |      |                        |           |     |
|------------|-------------------------------|------------------------------------|------------------------------|------------------|------|------------------------|-----------|-----|
| >Task#     | Description                   |                                    | EST                          | Drawing/Document | File |                        |           |     |
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|            |                               |                                    |                              |                  |      |                        |           |     |
|            |                               |                                    |                              |                  |      |                        |           |     |
|            |                               |                                    |                              |                  |      |                        |           |     |
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| ~ vb       | orcopy (chest                 |                                    |                              |                  |      |                        |           |     |

#### Copying Files to COGZWeb from your local computer:

a. While in COGZ, press Shift plus F12 Keys to open File Transfer Form. (Some keyboards may require additonal key strokes.)



b. Next, open the file Explorer on your Computer. Then simply drag the desired file onto the File Transfer Form. This will put a copy of the file into your COGZ directory on our COGZWeb server. Note that if downloading more than one file, a folder with multiple files and sub-folders can be dragged into the file transfer box instead of dragging each file separately.

| Home Share View   |                              |                         | ~ 🕐       |                              |                         |         |        |
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| Documents   | Sample Manual Machine 02.doc | 08/01/2017 2:03 PM      | Microsoft | Sample Manual Machine 02.doc |                         | 26.00KB | Х      |
| Custom Office Templates   |                              |                         |           |                              |                         |         |        |
| CyberLink   |                              |                         |           |                              |                         |         |        |
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- c. Your COGZWeb directory is the X: drive. If not shown, type in X:\
- d. Next, move the new file to the COGZ Docs folder (You can create the COGZ Docs folder under X: if not already there.) For Enterprise Systems, first select the appropriate Folder/Sub Directory for Property in use. Use the Organize feature at the top of the form to copy/cut/paste as required.

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| Name                 | Date              | Туре         | Size                | ^            |    |
| 📕 Test new           | 7/25/2018 3:10 -  | File folder  |                     |              |    |
| 📕 ASpell             | 6/11/2018 9:31 PM | File folder  |                     |              |    |
| BACKUP               | 6/11/2018 9:31 PM | File folder  |                     |              |    |
| 🛃 roller(1)          | 7/25/2018 3:13 PM | Bitmap image | 151 KB              | =            |    |
| 🔝 pmgen              | 6/24/2005 4:55 PM | GIF image    | 15 KB               |              |    |
| 🔝 woprint            | 6/24/2005 4:02 PM | GIF image    | 34 KB               |              |    |
| 🔝 woform             | 6/24/2005 3:59 PM | GIF image    | 24 KB               | Select a fil |    |
| 🔝 woadd              | 6/24/2005 3:56 PM | GIF image    | 32 KB               | to preview   | -  |
| 🔝 pmclose            | 6/24/2005 3:53 PM | GIF image    | 25 KB               |              |    |
| 🔝 pmwolist           | 6/24/2005 3:48 PM | GIF image    | 35 KB               |              |    |
| 😿 pmtask             | 6/24/2005 3:04 PM | GIF image    | 23 KB               |              |    |
| 🔝 pmintro            | 6/24/2005 2:59 PM | GIF image    | 33 KB               |              |    |
| 🔝 lprop              | 6/24/2005 2:52 PM | GIF image    | 24 KB               |              |    |
| 🔝 Ixplore            | 6/24/2005 2:29 PM | GIF image    | 29 KB               |              |    |
| 🔝 lfilter2           | 6/24/2005 2:24 PM | GIF image    | 22 KB               | ~            |    |
| <                    | III               |              | >                   |              |    |
| File                 | name:             | ∽ Gr         | aphic - bmp pcx w   | mfgifjpg ∨   |    |
|                      |                   |              | Open                | Cancel       | .d |

- e. Once copied to COGZWeb, you can attach a file to a COGZ entry. Click on the Add button on a Drawing/Document Form, then the Browse button to locate the files. Make sure you are in the X: Folder. Note that .pdf file format is the supported file type on COGZWeb. Other file types work when printed from your local computer, but may not display or view directly.
- f. If moving to COGZWeb from an existing On-Premises system, you can use our Update Document Path utility, found under File=>System Maintenance to easily update all your file locations within COGZ.

## **Opening Web Pages in your local Web Browser**

- a. Using Chrome Browser
  - i. Chrome may block the Popup. Click OK.



ii. A Pop-ups Blocked Icon will appear in the top bar in Chrome (1). Click on the Icon, then click Always allow pop-ups from <u>www.cogzweb.com</u> (2). Then click Done.

|  | ☆ | â | G          | 0 |
|--|---|---|------------|---|
| Pop-ups blocked<br>The following pop-ups were blocked on this page:  | × | - | 0 <b> </b> | x |
| <ul> <li>http://www.cogz.com/kb/kbtipsmap.htm</li> <li>http://www.cogz.com/kb/kbtipsmap.htm</li> <li>http://www.cogz.com/kb/kbtipsmap.htm</li> <li>http://www.cogz.com/kb/kbtipsmap.htm</li> </ul> | Ŷ |   | •          | 2 |
| Always allow pop-ups from https://     www.cogzweb.com     Continue blocking pop-ups   | * |   |            |   |
| Manage Done  |   |   |            |   |

#### b. Using Firefox Browser

i. Firefox will block the popup. Click OK.



ii. You will then get the opportunity to Allow Popups from COGZWeb.

| R                                     |                                 |  |
|---------------------------------------|---------------------------------|--|
| https://vm13263ee/software/html5.html | 🛡 🏠 🔍 Search                    | II\ 🖸  |
| p window.                             |                                 | Options  |
| COGZ E2                               | Z Maintenance Management System | Allow gop-ups for  |
|                                       |                                 | Edit Pop-up Blocker Options  |
| y 🔁 PO's 🙀 Vendar 🚳 Notes 🗐 Requests  |                                 | Don't show this message when pop-ups are bloc                                |
|                                       |                                 | Show "http://www.cogz.com/webhelp/"  |
| ,                                     | ap window.                      | g wordsw. COGZ EZ Maintenance Management System Parchase: Report Window Help |

### HT330 and HT630 Mobile Bar Code Reader Initial Desktop Setup



HT630

*Initial Setup (One-time setup procedure, per user workstation)* 

- i. Download and Run the following file:
  - 1. For HT630: <u>https://www.cogz.com/download/cogzwebbc.exe</u>
  - 2. For HT330: <u>https://www.cogz.com/download/cogzwebbcht330.exe</u>
- ii. For HT630 ONLY, proceed as follows: (If HT330, your initial setup is complete.)
- iii. Plug in the USB cable into your Mobile Bar Code Reader and your computer. If "Driver not found", ask your IT department to resolve this issue.
- iv. Using Device Manager, determine what Communications (COM) port number shows "USB to Serial Port". This is the Mobile Reader COM port. (COM 5, in the example below.)



- v. If not COM1 (Com port 1), Edit the following files, using Notepad, in the COGZWebBC folder on your desktop.
  - 1. Physical Inv Download.bat
  - 2. Transactions Download.bat

| File             | Home         | Share           |                                    |                        |             |                    |               |                                  |   | ^ |
|------------------|--------------|-----------------|------------------------------------|------------------------|-------------|--------------------|---------------|----------------------------------|---|---|
| Pin to C<br>acce | 55           | Paste<br>pboard | Cut<br>Copy path<br>Paste shortcut | Move Copy<br>to * Copy | Delete Rena | · · · ·            | Properties    | Open *<br>Edit<br><b>History</b> | Select all<br>Select none<br>Invert selection<br>Select |   |
| ÷ -              | · · •        | > C             | OGZWebBC                           |                        |             |                    | ~ Ō           | Search                           | n COGZWebBC   | p |
| 1                | Documents    | * ^             | Name                               | ^                      |             | Date modified      | Туре          |                                  | Size  |   |
|                  | Quick Links  | *               | Clcomn.dll                         |                        |             | 9/20/2011 10:18 AM | A Application | extens                           | 29 KB   |   |
| -                | Pictures     | *               | Clmfcx.dll                         |                        |             | 9/20/2011 10:18 AM |               |                                  | 338 KB  |   |
|                  | 520300       |                 | a cogzwbc.ico                      | <b>b</b>               |             | 6/8/2005 2:17 PM   | lcon          |                                  | 40 KB   |   |
|                  | Operations   |                 | ezlobConv.e                        | dII                    |             | 10/26/2000 7:44 PM | Application   | extens                           | 29 KB   |   |
|                  | Quotes       |                 | JGPComn.d                          | 11                     |             | 9/20/2011 10:18 AM | A Application | extens                           | 118 KB  |   |
|                  | Spread Shee  | te l            | PHRPHYIN.                          | TXT                    |             | 6/13/2018 3:24 PM  | Text Docum    | ent                              | 1 KB  |   |
| -                | opress since |                 |                                    | Download.bat           |             | 6/13/2018 12:41 PM | M Windows Ba  | rtch File                        | 1 KB  |   |
|                  | Desktop      |                 | PtCmu.dll                          |                        |             | 9/20/2011 10:18 AN |               | extens                           | 121 KB  |   |
| 6                | OneDrive     |                 | PTComm M                           |                        |             | 7/2/2001 12:03 PM  |               |                                  | 204 KB  |   |
| 2                | COGZ         |                 | PtComm.ex                          |                        |             | 9/20/2011 11:14 AN | 11            |                                  | 225 KB  |   |
|                  | This PC      |                 | PTComm.tx                          | t                      |             | 3/29/2018 3:48 PM  |               |                                  | 1 KB  |   |
|                  | 3D Objects   |                 | RPCRT4.dll                         |                        |             | 4/14/2008 5:00 AM  | . PP          |                                  | 571 KB  |   |
|                  | Desktop      |                 | SINVENT.TX                         |                        |             | 6/13/2018 3:28 PM  |               |                                  | 1 KB  |   |
|                  | - seatop     |                 | Transaction                        | s Download, bat        |             | 6/13/2018 12:41 PM | 4 Windows Bi  | tch File                         | 1 KB  |   |

vi. Right Click on the file name, click Edit; Change the Comport: 1 entry to the correct port number. After editing, Save each file.



i. Right Click on the file name, click Edit; Change the Comport:1 entry to the correct port number. After editing, Save each file.

#### Mobile Bar Code Reader File Download Procedure

*Note – With the Portable Bar Code Scanner, scan your Physical Inventory or Inventory Transactions per the instructions in the COGZ Manual under Physical Inventory Bar Code Scanning or Adjust Inventory Bar Code Scanning.* 

- a. Download files using the following procedure: (If First Time see appropriate **Mobile Bar Code Reader Initial Setup** *for your scanner model*, above).
  - i. Within COGZ, go to the Inventory Menu and select Adjust Inventory (or Physical Inventory), then Portable Bar Code, as appropriate. This will bring up the following menu:

| ٢ | Physical Inventory Bar Code Menu          |  |
|---|---|--|
|   | Step 1 - Download Scanner Data .          |  |
|   | Step 2 - Import Data for Review .         |  |
|   | Step 3 - Review and Process Imported Data |  |
|   | Cl <u>o</u> se                            |  |

- ii. Click on Step 1. You will receive a message stating that "Prior transactions will no longer be available. Do you want to continue?" Click Yes.
- iii. You will then receive instructions to Complete the Mobile Reader Download Procedure. Continue as shown below.
- iv. Switch to the Desktop on your local computer to Download Scanner Data.
  - A. Connect your mobile bar code scanner to your computer using the appropriate cable.
  - B. On your computer Desktop, Click on COGZ Physical Inventory Download or COGZ Inventory Transactions Download Shortcut Icon, as appropriate.



C. Agree to replace the previous file (if asked)

- v. Double Click on the appropriate Folder on your desktop:
  - 1. HT330: COGZWebBCHT330
  - 2. HT630: COGZWebBC
- vi. . This will bring up the following:

| Name                               | Date modified      | Туре               | Size   |
|------------------------------------|--------------------|--------------------|--------|
| SINVENT.TXT                        | 06/11/2018 4:27 PM | Text Document      | 1 KB   |
| PHRPHYIN.TXT                       | 06/11/2018 4:19 PM | Text Document      | 1 KB   |
| Transactions Download.bat          | 06/11/2018 4:19 PM | Windows Batch File | 1 KB   |
| Physical Inv Download.bat          | 06/11/2018 4:18 PM | Windows Batch File | 1 KB   |
| Physical Inventory COGZ Step 1.bat | 04/19/2018 1:26 PM | Windows Batch File | 1 KB   |
| Transactions COGZ Step 1.bat       | 04/19/2018 1:26 PM | Windows Batch File | 1 KB   |
| Transactions Downloadbat           | 04/11/2018 5:05 PM | Windows Batch File | 1 KB   |
| PTComm.txt                         | 03/29/2018 3:48 PM | Text Document      | 1 KB   |
| 🛃 PtComm.exe                       | 09/20/2011 11:14   | Application        | 225 KB |
| PtCmu.dll                          | 09/20/2011 10:18   | Application extens | 121 KB |
| USBNotify.exe                      | 09/20/2011 10:18   | Application        | 17 KB  |
| JGPComn.dll                        | 09/20/2011 10:18   | Application extens | 118 KB |
| Scimfcx.dll                        | 09/20/2011 10:18   | Application extens | 338 KB |
| Sclcomn.dll                        | 09/20/2011 10:18   | Application extens | 29 KB  |
| RPCRT4.dll                         | 04/14/2008 5:00 AM | Application extens | 571 KB |
| 🕅 cogzwbc.ico                      | 06/08/2005 2:17 PM | lcon               | 40 KB  |
| 🔁 PTComm Manual.pdf                | 07/02/2001 12:03   | Adobe Acrobat D    | 204 KB |
| ezJobConv.dll                      | 10/26/2000 7:44 PM | Application extens | 29 KB  |

vii. Go back to COGZ on COGZWeb, and press the Shift plus the F12 Key to open File Transfer Form.



viii. Drag the appropriate file from the COGZWebBC folder on your desktop into the File Transfer Box on COGZWeb. This will copy the required inventory file.

SINVENT.TXT for Transaction File

PHRPHYIN.TXT for Physical Inventory

ix. Close the file transfer box and continue with Step 2, and then step 3, in the appropriate COGZWeb Inventory Portable Bar Code Menu.

| 0 | Physical Inventory Bar Code Menu            |
|---|---|
|   | Step 1 - Download Scanner Data .            |
|   | Step 2 - Import Data for Review .           |
|   | Step 3 - Review and Process Imported Data . |
|   | -   |
|   | Close                                       |

Detailed instructions can be found in the COGZ Manual. You can find the COGZ Manual under Help=>Resources on the COGZ Menu Bar.

## **COGZWeb Enterprise Version**

The Enterprise Version of COGZ is available on COGZWeb. The Enterprise Version allows multiple Properties/Data Bases to be added to a single Enterprise system, if desired.

The Default Property is for ADMINISTRATIVE use only. Users will not need to access the ADMIN ONLY property, but may find themselves there on occasion. It will be easily recognized as most of the menu options are unavailable.

To return to the desired property, go to File=>Select Property and SELECT the desired location.

| Ø                                       | Property List X   |
|---|---|
| Property                                | File Path   |
| ADMIN ONLY                              | COGZ DEFAULT PROGRAM PATH                                 |
| LOCATION 2                              | X:\Location 2\  |
| LOCATION 3                              | X:\Location 3\  |
| LOCATION 4                              | X:\Location 4\  |
|   |   |
| HHI I I I I I I I I I I I I I I I I I I | < > >   |
| <u>S</u> elect <u>A</u> d               | d <u>E</u> dit <u>D</u> elete Cl <u>o</u> se <u>H</u> elp |

Once selected, the user will need to re-enter their User Name and Password.