

GeMS User Manual

Version 1.2

*****IMPORTANT INSTALLATION NOTE – Allow the software to install to the default location. There is a “Browse” button, but it is for future upgrades. If you do not allow GeMS to install to the default “Program Files” location, it will not perform properly. *****

INSTALL: Load the CD into your CD-ROM. The set-up screen should start the initial install screen. If you do not have your CD-ROM set to auto play, you may have to go to the CD_ROM manually and click on GeMS, which will start the Windows Installer.

If you do not have .NET Framework installed on your system, a screen prompt will ask you to install this from the internet. This could be complicated for users, so click no. Manually go to the CD_ROM folder that contains the GeMS installation and double-click on the dotnetfx file. This will install the proper version of .NET on your system and will default the installation to the proper place on your computer. Click “I Agree” to the .NET EULA and the install will begin. When the screen prompt shows “Installation of Microsoft .NET Framework 1.1 is complete.” click OK.

Now, you can begin the installation of GeMS again with the .NET Framework in place. Double-click on GeMS and the Installation Wizard will appear on your screen. Click “Next>”. On the Select Destination Folder screen, choose whether to install GeMS for anyone using the system, or just yourself. The “Disk Cost” button will show you how much space is needed to install the program. ***** Again....it is vital to the performance of your copy of GeMS to allow the set-up to go to the default location: C:\Program Files\GeMS\. If you try to place the GeMS program in a different location, it will not perform properly. *****

Click “Next>” and then confirm the installation on the next screen by clicking “Next>”. At this point, GeMS will begin to install. It is a very quick installation and should not take more than a few seconds to install. When the screen states “Installation Complete” click “Close”.

SET-UP: You can now access your GeMS inventory system through either the shortcut on your desktop, or through your Program Start-up menu. Open the program to start. You will have to read and agree to the End User License Agreement to continue. Then click

“Next”. If you are taking the 30-day Free Trial, simply click “Continue Free Trial”. If you have purchased the Full Use License, then you need to enter your license data in the boxes above. Enter the code in each appropriate box, and then use your tab key to go to the next box. Once entered, click “Enter License Data”.

30 day free trial users enter della in the password box (use lower case letters). Full use licensed users, enter the password provided. You will have the ability to change the password once in the program by clicking the Setup button.

The next screen will allow you to set up your block names. There are default block schemes using both letters and numbers, or you can name blocks according to your current naming criteria. If you want to name your blocks using the Custom Block naming scheme, click the Custom button, select how many blocks you want to name (you can use the arrow buttons to add/subtract number of blocks, or simply highlight the number and input the correct number for your operation. Then click “Assign Blocks”. You will then be prompted to enter a name for each block you have assigned. Once all blocks have been assigned a name, you will be taken to the “Add Plants” screen.

On the “Add Plants” screen, you have the ability to enter the types of plants/bushes/trees that you stock. You can choose to enter either the botanical name or the common name, or both. Once entered, the plant type will show in the Current Plant Types box on the left. This list will allow you to quickly scan and determine if a plant type is already in the system. Once you have all of your plant types entered, you can add plants from your current list of plant types.

Click on “Add New Plant”. The screen will allow you to choose the plant type being added, block, zone and row; the size type (diameter or height, depending on the common sizing for that plant type); the grade, how it is packaged (Container, MS or B & B), and how many new plants to add. Once you have chosen the input information, click “Add” and the information will be stored in the database.

Daily Use: Once you have entered all of your initial plants and assigned them to their block and row locations, you can begin to utilize the other functions of the inventory tracking software.

Modify Plants: Choose “Display All” to view existing plants in the database. If you want to change size, location, quality, or mark plants either “For Sale” or “Sold”, highlight the plant in the display area and click the appropriate change button. To change multiple plants, hold the control key down and select multiple plants to change. You can also return plants that have been marked as sold to an unsold (return to active inventory) status. If you

experience “Dead Loss” you can use the same steps to move those plants to a dead loss status for tracking purposes.

Using this screen allows you to track both sold and dead plants in the reports tab.

Search: The “Search” tab allows you to list all plants in stock, search by plant type, search by size, or to display the count for any plant type or all plants in stock.

Sales: The sales tab allows you to view all plants that have been marked sold , or to archive those plants once the sale is complete.

Reports: The Reports tab allows you to prepare reports of your current inventory.

Quick Look will give you a report that shows plants, their location and their sizes.

Full Report will give you all plants and their total data.

Sold Report gives you a report of all plants in the “Sold Archive”.

Dead Report gives you a report of all plants that are in the “Dead Archive”.

Simply click on the button for the report that you desire. The reports are generated and you choose the location for the report to be saved in. These reports are generated as .pdf files for viewing. If you do not have Adobe Reader, it is a free program and can be downloaded at:

<http://www.adobe.com/>

If you have any questions, concerns, or issues call Rick Coffelt at Tree Logic, Inc. at 719.339.6423, or email Rick at rcoffelt@treelogic.us