



QAD Adaptive Applications

User Guide
QAD Precision Docs

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QAD Precision 19
January 2022

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Change Summary

The following table summarizes significant differences between this document and previous versions.

| Date/Version | Description | Reference |
|-------------------------|---|--------------------------|
| January 2022/Docs 19 | Updated the Documents section to include the new documents category filters. | pages 23-24 |
| | Updated the Documents section to describe new fields in the Create Documents window: <ul style="list-style-type: none"> ● External Reference fields ● Preprinted Paper field | pages 25-28 |
| | Updated the Document Mapping Window section to describe new functionality: <ul style="list-style-type: none"> ● Print Only Once field ● Data Tag Lookup section ● Operation field ● Image Type field | pages 37-39, pages 44-48 |
| | Added a Previewing Documents section. | pages 50-51 |
| | Added a Filtering Details section to describe how data tags are categorized in the Create Data Tag window. | pages 69-71 |
| April 2021/Docs 18 Rev2 | Updated the Layouts and Documents sections to describe new Instruction page layout. | pages 15, 18, 24, 25 |
| | Updated the Layout Field Panel section to describe the new sort and filter functionality. | pages 29-31 |
| | Added a new Barcodes section. | page 32 |
| | Added a new Rules section. | page 34 |
| | Updated Mapping Details Panel section with new functionality: <ul style="list-style-type: none"> ● Drag and drop editor ● Copy mappings across nodes. ● Data driven images. ● Summary data tag rules. | pages 37-48 |

| | | |
|----------------------------|--|-------------|
| | <ul style="list-style-type: none"> • Selection data tags. | |
| | Added a mapping example: Mapping a Data Tag with a Label and Rule Applied. | page 48 |
| | Added a mapping example: Outputting Charge Summary Information. | page 52 |
| | <p>Updated descriptions in the Data Tags section:</p> <ul style="list-style-type: none"> • Data Type. • Possible Values field. • Replace Newline field. • Selection field. | pages 60-65 |
| | Addition of System Configuration chapter. | page 79 |
| | Addition of Permissions chapter. | page 82 |
| December 2020/Docs 18 Rev1 | Updated Figure. | page 32 |
| | Added product information resources section. | page 59 |
| August 2020/Docs 18 | Initial version | -- |

Chapter 1

Learning Docs

This section describes how to get started using QAD Precision Docs.

Overview

Lists the typical navigation elements in QAD Precision Docs .

View Layout

Describes the layout of a typical page in the Docs UI.

Menu Panel

Describes how to use the main Docs menu.

Filtering Data

Describes the data filtering options.

Template Menu

Describes how a combination of search, sort, and filter queries can be saved to a template.

Moving, Locking, and Hiding Columns

Describes how to personalize the order and appearance of columns in the browse grid.

Sorting Data

Describes the sorting options in the browse grid.



Overview

This section describes how to use and navigate the QAD Precision Docs UI.

- View Layout
- Menu Panel
- Filtering Data
- Template Menu
- Moving, Locking, and Hiding Columns
- Sorting Data

View Layout

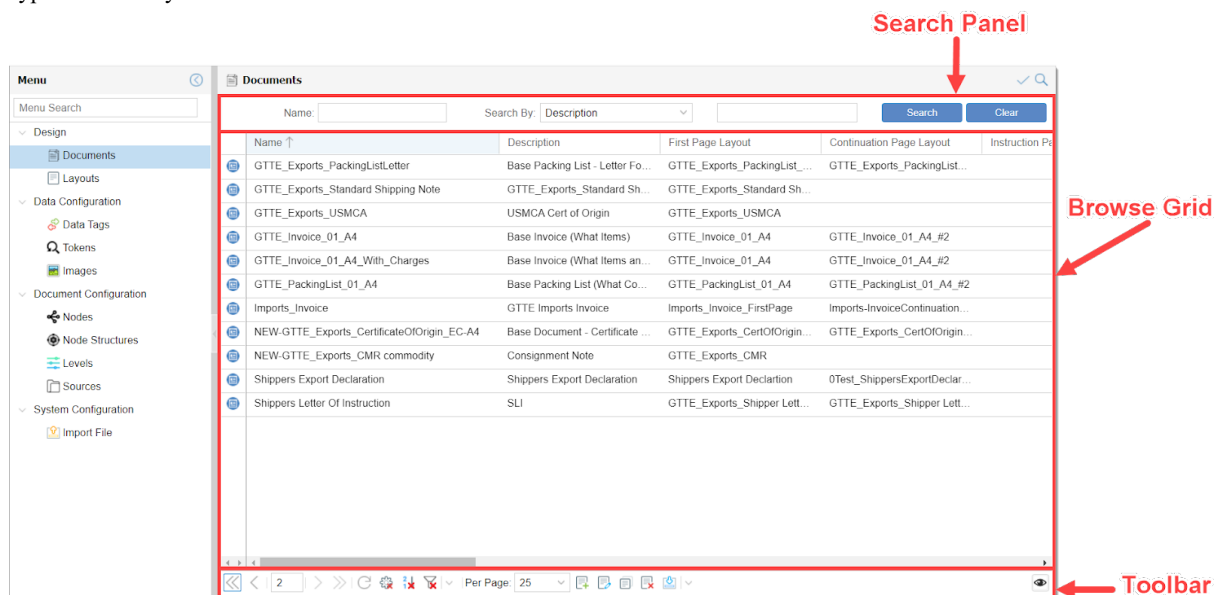
The QAD Precision Docs menu offers page views in which you can interact with the various components that make up the module.

A view typically provides you with data records and all the elements you need to interact with them. It can normally be separated into the following sections:

- Search Panel
- Browse Grid
- Toolbar

Fig. 1.1

Typical View Layout



Search Panel

The search panel enables you to search the records in the browse grid based on key attributes; for example, you can search for images based on the file name.

Fig. 1.2

Search Panel

To search, complete one or more of the search fields and click the *Search* button or press *Enter*. Search results display in the grid. To clear the search field, click the *Clear* button.

Note Search fields accept wildcards.

Fig. 1.3

Search and Clear Buttons



Browse Grid

Depending on the selected page, the grid can contain layout, image, document, data tag, level, node, node structure, source, or token records.

Fig. 1.4

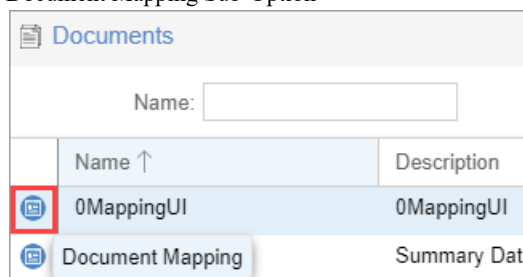
Layouts Page Browse Grid

| Name ↑ | Created Date | Created User | Last |
|--|---------------------|--------------|------|
| Cert of Origin NAFTA CP | 2020/11/25 16:36:33 | QCONFIG | |
| Exports_Invoice_ContinuationPage | 2020/04/01 12:46:27 | QJSON | |
| Exports_Invoice_FirstPage | 2020/04/01 12:46:14 | QJSON | |
| Exports_PackingList_ContinuationPage | 2020/04/01 12:46:19 | QJSON | |
| Exports_PackingList_FirstPage | 2020/04/01 12:46:25 | QJSON | |
| GTTE_Bill of Lading | 2020/12/01 15:12:52 | QCONFIG | |
| GTTE_Exports_A.TR 1 Movement Certificate | 2021/01/18 14:50:01 | DFZ | |
| GTTE_Exports_Bill Of Lading | 2021/02/26 11:02:55 | DBU | |
| GTTE_Exports_BillOfLading-LETTER | 2020/10/20 17:16:01 | QCONFIG | |
| GTTE_Exports_CertOfOrigin_EC-A4 | 2020/11/12 18:21:20 | QCONFIG | |
| GTTE_Exports_CertOfOrigin_US-LETTER | 2020/11/12 19:44:13 | QCONFIG | |
| GTTE_Exports_CMR | 2021/01/13 12:27:18 | DFZ | |
| GTTE_Exports_EAD-A4 | 2020/11/17 11:58:57 | QCONFIG | |
| GTTE_Exports_EAD-A4-2 | 2020/10/15 09:11:35 | PUE | |
| GTTE_Exports_EUR1 | 2020/11/13 15:09:25 | QCONFIG | |

The records in the grid depend on the search criteria specified in the search panel. Within the grid, some records include a link to relevant sub-options; for example, each record in the *Documents* grid has a *Document Mapping* sub-option.



Fig. 1.5
Document Mapping Sub-Option



Grid columns provide filter and sort options that allow you to narrow down search results.

Toolbar

The toolbar relates to the browse grid content. It displays the number of results pages returned in a search, and allows you to perform actions on one or more records.






Fig. 1.6
Typical Toolbar Configuration



The table below explains the purpose of buttons and fields in a typical toolbar.

Table 1.1
Toolbar Buttons

| Button | Description |
|--------------------------------------|---|
| Per Page: 25 | The <i>Per Page</i> field allows you to select the number of records that you want to appear on each page |
| << < 1 > >> | Use the arrows to navigate to the next or previous results page, or to the first or last page. Alternatively, insert a specific page number and press Enter. |
| ↻ | Use the <i>Refresh</i> button to update the information grid with any new information. |
| ⚙️ | The <i>Restore Grid Settings</i> button clears any filtering in the grid, and applies the default sort query to the grid. |
| 📄 | The <i>Clear Sorting</i> button applies the default sort query to the grid. To view the applied sorting criteria, hold the cursor over the <i>Clear Sort</i> button. |
| 🔍 • Clear Filter • Show Filter | The <i>Filter</i> menu enables you to show the applied filters with the <i>Show Filter</i> option, and to clear any filtering in the grid with the <i>Clear Filter</i> option. |
| 📄+ | When available, the <i>Create Record</i> button allows you to manually create records. Click the <i>Create Record</i> button to open a pop-up window that allows you to specify field values for the new record; mandatory fields display with an asterisk. |
| 📄 | When available, the <i>Copy Record</i> button allows you to manually copy records. |

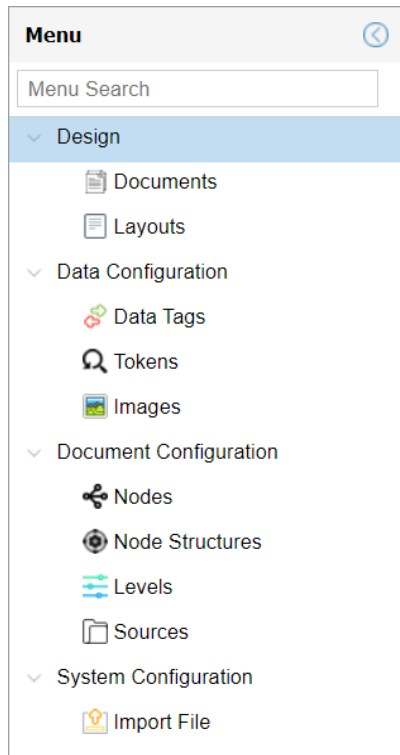
| | |
|---|---|
|  | <p>When available, the <i>Update Record</i> button allows you to edit existing records.</p> |
|  | <p>When available, the <i>Delete Record</i> button allows you to delete records.</p> |
|  <ul style="list-style-type: none"> <li data-bbox="225 432 336 454">• Export All <li data-bbox="225 465 395 488">• Export Selected | <p>The <i>Export</i> menu allows you to export all visible search results, or a subset of search results in the information grid, to a file.</p> |
|  | <p>The function of this button depends on the page.</p> <p>When you click this button at the bottom right of the <i>Layouts</i> page, it downloads a PDF preview of the selected layout with placeholders inserted to represent shipment information. For example; <i>{consignor-name}</i> as a placeholder for the consignor name. Images inserted in ePage will also be visible in this preview.</p> <p>On the <i>Images</i> page, this button downloads an image preview of the selected image record.</p> <p>By clicking this button on the <i>Documents</i> page, it downloads a PDF preview of the selected document.</p> |
|  | <p>Preview layout. Click this button on the <i>Layouts</i> page to view a PDF preview of a layout without placeholders.</p> <p>Note Layout images inserted in ePage are also visible in this preview; for example, company logos.</p> |

Menu Panel

The panel on the left of the screen contains the main Docs menu. It is divided into *Design*, *Data Configuration*, *Document Configuration*, and *System Configuration* sections.

Fig. 1.7

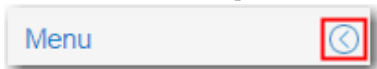
Docs Menu Panel



You can hide the menu by clicking the left arrow at the top right of the panel.

Fig. 1.8

Docs Menu Panel, Collapse Icon



Similarly, you can expand the menu panel by clicking the right arrow at the top right of the collapsed panel.

Fig. 1.9

Docs Menu Panel, Expand Icon



Filtering Data

Many of the grid columns that are not included as criteria in the search panel include a filter option. To apply a column filter, hold the cursor over the column heading to display a chevron. Click the chevron, and then hold the cursor over the *Filters* option to set the filter criteria. If a column has a filter applied to it, the column title appears in bold, italicized text.

Fig. 1.10
Column With Filter Applied

| <i>Created User</i> | Last Modified Date | Last Modified User |
|----------------------------|--------------------|--------------------|
| DBU | 07 | RQF |
| DBU | 12 | RQF |
| DBU | 18 | RQF |
| DBU | 23 | RQF |
| DBU | 27 | RQF |
| DBU | 09/12/2019 10:33 | |

- ↑ Sort Ascending
- ↓ Sort Descending
- Columns >
- Unlock
- Lock
- Filters >**

The filter criteria depend on the type of content in the column; for example, to filter numeric content you can specify a single value or a range of values.

Fig. 1.11
Filtering Numeric Values

| Decimal ... | Rounding ... | Replace Newline | Last Modif |
|-------------|--------------------------|-----------------|------------|
| | <input type="checkbox"/> | | 21/02/2021 |
| | <input type="checkbox"/> | | 12/02/2021 |
| | <input type="checkbox"/> | | 17/02/2021 |
| | <input type="checkbox"/> | | 17/02/2021 |
| | <input type="checkbox"/> | | 17/02/2021 |

- ↑ Sort Ascending
- ↓ Sort Descending
- Columns >
- Unlock
- Lock
- Filters >**

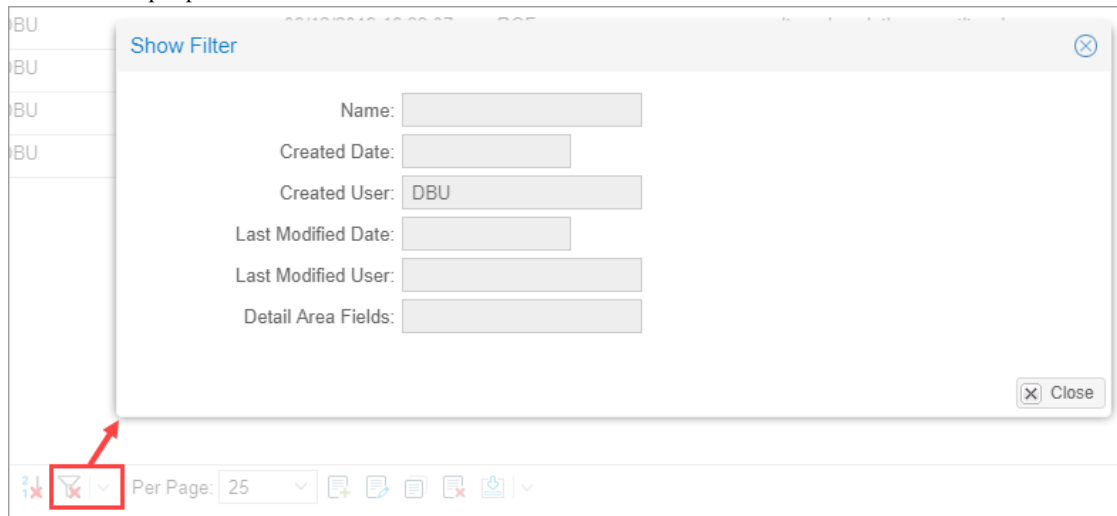
> Enter Number... ▾

< Enter Number... ▾

= Enter Number... ▾

Fig. 1.15

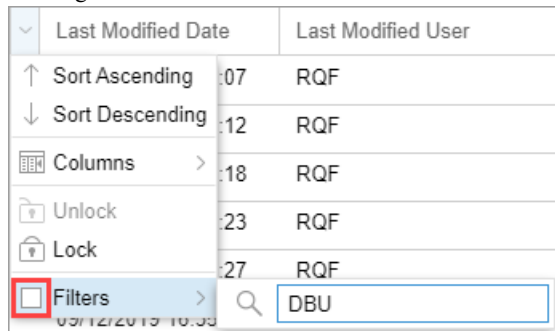
Show Filter Pop-Up Window



You can switch off a filter by clearing the filter option for the relevant column.

Fig. 1.16

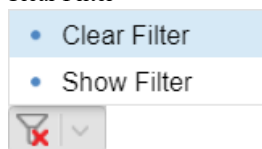
Clearing a Column Filter



To reset all of the filter criteria, click the *Clear Filter* option in the filter menu in the toolbar.

Fig. 1.17

Clear Filter



Template Menu

The template menu allows you to save a combination of search, sort, and filter queries configured in the browse grid and search panel. These queries determine the results that display in the browse grid.

Fig. 1.18

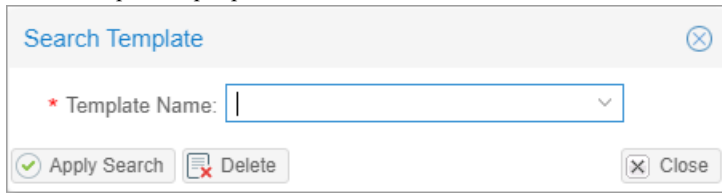
Template Menu



To save a template, click the check button. To search for an existing template, click the magnifying glass button. The *Search Template* pop-up displays.

Fig. 1.19

Search Template Pop-Up Window

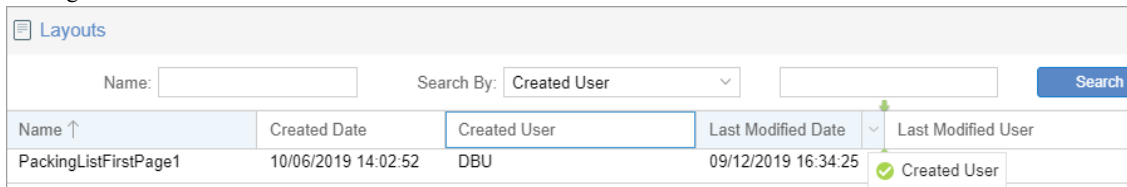


Moving, Locking, and Hiding Columns

To move a grid column, click and drag the column to the new location, which is indicated by green arrows. Release the cursor to complete the column move.

Fig. 1.20

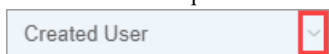
Moving the Created User Column



You can use the *Lock* option to fix one or more columns in position on the left of the grid, in an area that does not offer the horizontal scrolling capability. This facility is useful when you want certain columns to remain visible while you scroll horizontally through the grid. To include a column in this locked area, hold the cursor over the column heading to display a chevron.

Fig. 1.21

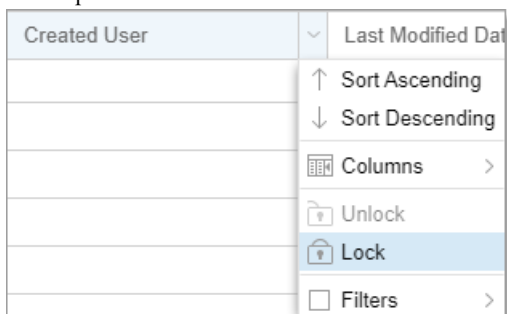
Click Chevron to Open Column Menu



Click the chevron and then click *Lock*.

Fig. 1.22

Lock Option

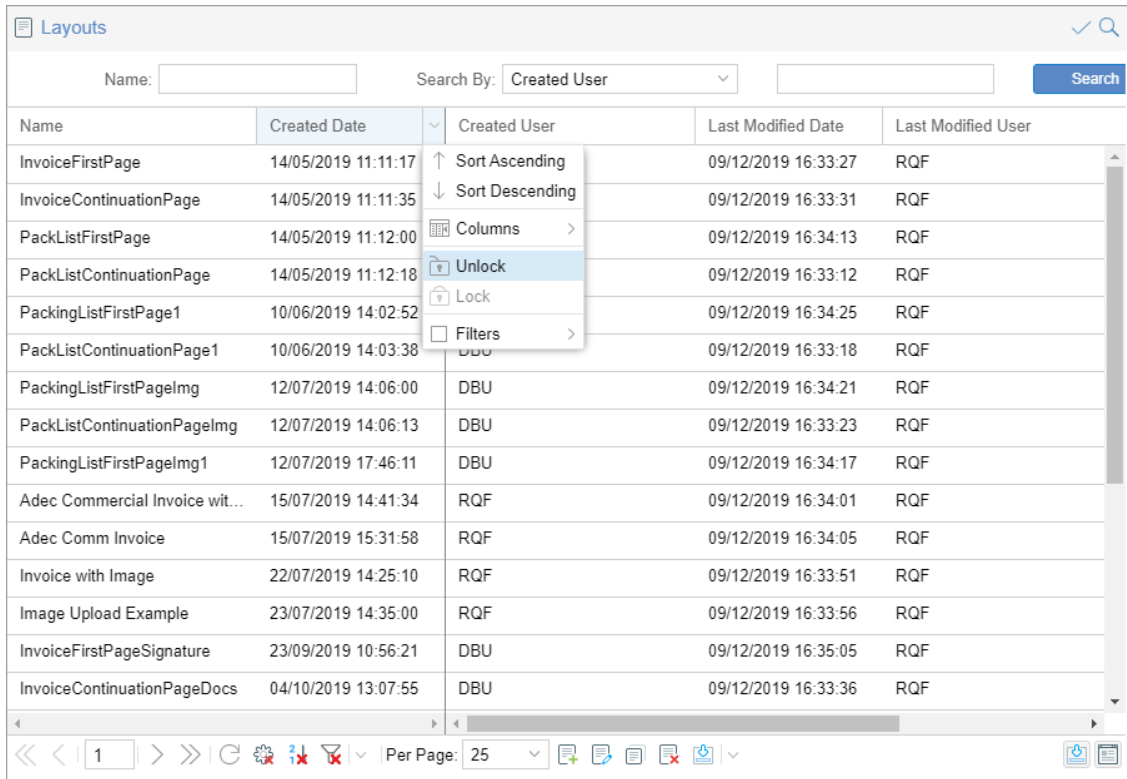


You can lock multiple columns; each newly locked column is appended to the locked area.

To remove a column from the locked area, hold the cursor over the column heading to display a chevron. Click the chevron, and then click *Unlock*; the column moves to the first column position to the right of the locked area.

Fig. 1.23

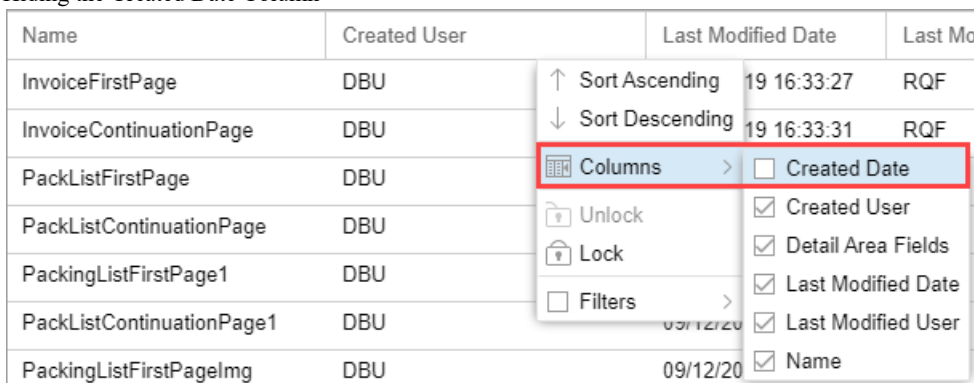
Browse Grid with Locked Names and Created Date Columns



To hide a column, hold the cursor over any column heading to display a chevron. Click the chevron, and then hold the cursor over the *Columns* option; the list of grid columns appears. To hide a column, clear the associated list entry.

Fig. 1.24

Hiding the Created Date Column

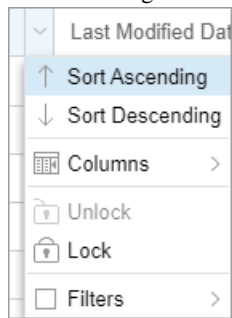


Sorting Data

You can sort the data in the browse grid by clicking the column heading and selecting *Sort Ascending* or *Sort Descending*. You can also click a column heading to toggle between an ascending and descending sort based on that column. The column heading then shows an ascending or descending arrow as an indicator of the sort query.

Fig. 1.25

Sort Ascending



You can sort the data within the context of an existing sorted result. The sort query is based on the last three columns used for sorting—earlier sort selections are discarded.

To apply the default sort criteria for a grid, click the *Clear Sorting* button.

Fig. 1.26

Clear Sorting Button in Toolbar



Chapter 2

Design

This section describes the functionality available in the Design area of QAD Precision Docs.

Overview

Explains the typical document design process flow.

Layouts

Describes how a layout is created and the interface elements that a user typically works with on the Layouts page.

Documents

Describes the document creation and mapping process.



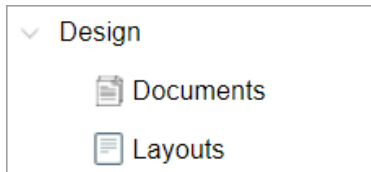
Overview

This section describes the functionality available in the *Design* area of QAD Precision Docs, and how to get started with your document.

- Documents
- Layouts

Fig. 2.1

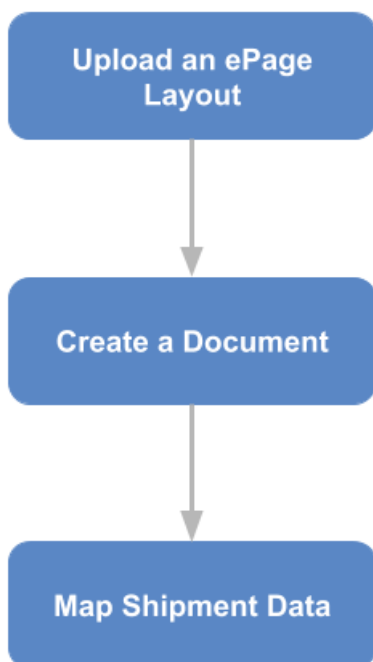
Design Menu



The image below illustrates the QAD Precision Docs process flow for the creation of documents such as invoices and packing lists. Each step consists of sub-processes that are detailed in this help content.

Fig. 2.2

Document Design Process Flow

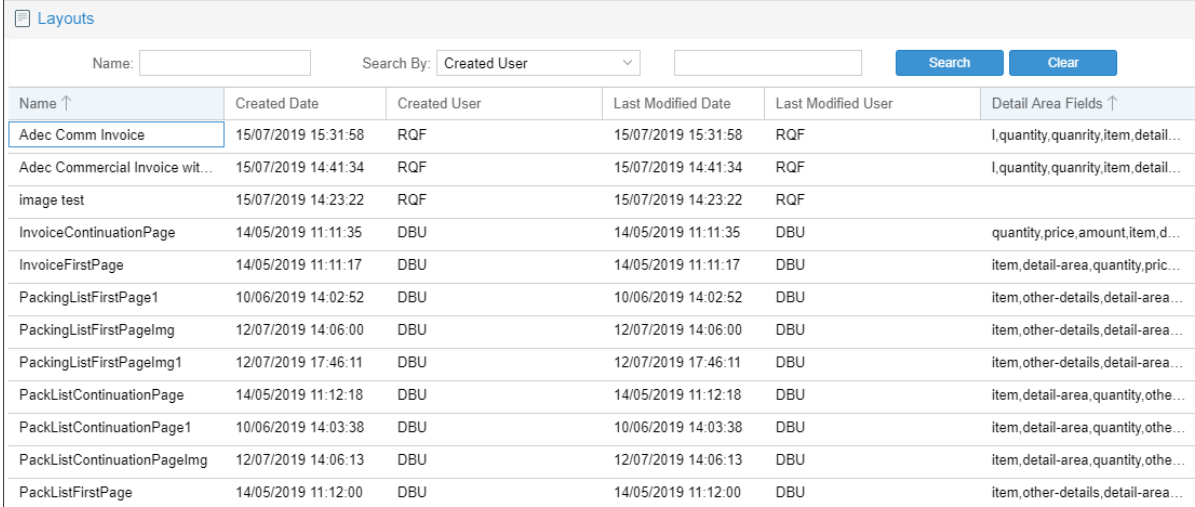


Layouts

The *Layouts* page displays all of the layouts in the system. A layout is the arrangement of visual elements — the lines, boxes, and label text — on a single page. Depending on the type of document you want to create, it can contain one or multiple layouts.

Fig. 2.3

Layouts Page



| Name ↑ | Created Date | Created User | Last Modified Date | Last Modified User | Detail Area Fields ↑ |
|--------------------------------|---------------------|--------------|---------------------|--------------------|------------------------------------|
| Adec Comm Invoice | 15/07/2019 15:31:58 | RQF | 15/07/2019 15:31:58 | RQF | I,quantity,quanrity,item_detail... |
| Adec Commercial Invoice wit... | 15/07/2019 14:41:34 | RQF | 15/07/2019 14:41:34 | RQF | I,quantity,quanrity,item_detail... |
| image test | 15/07/2019 14:23:22 | RQF | 15/07/2019 14:23:22 | RQF | |
| InvoiceContinuationPage | 14/05/2019 11:11:35 | DBU | 14/05/2019 11:11:35 | DBU | quantity,price,amount,item,d... |
| InvoiceFirstPage | 14/05/2019 11:11:17 | DBU | 14/05/2019 11:11:17 | DBU | item_detail-area,quantity,pric... |
| PackingListFirstPage1 | 10/06/2019 14:02:52 | DBU | 10/06/2019 14:02:52 | DBU | item,other-details,detail-area... |
| PackingListFirstPageImg | 12/07/2019 14:06:00 | DBU | 12/07/2019 14:06:00 | DBU | item,other-details,detail-area... |
| PackingListFirstPageImg1 | 12/07/2019 17:46:11 | DBU | 12/07/2019 17:46:11 | DBU | item,other-details,detail-area... |
| PackListContinuationPage | 14/05/2019 11:12:18 | DBU | 14/05/2019 11:12:18 | DBU | item_detail-area,quantity,othe... |
| PackListContinuationPage1 | 10/06/2019 14:03:38 | DBU | 10/06/2019 14:03:38 | DBU | item_detail-area,quantity,othe... |
| PackListContinuationPageImg | 12/07/2019 14:06:13 | DBU | 12/07/2019 14:06:13 | DBU | item_detail-area,quantity,othe... |
| PackListFirstPage | 14/05/2019 11:12:00 | DBU | 14/05/2019 11:12:00 | DBU | item,other-details,detail-area... |

Document designers who create layouts using ePage can import layouts to QAD Precision Docs in MPD format. Using Docs, you can then update, delete, copy, or search for layout records. This is described in more detail in the *Creating a Layout* section.

Documents, like invoices and packing lists, typically contain two layouts:

First page. The first page of the document. The top half of the layout usually specifies shipment information such as weights, dates, and seller, buyer, and manufacturer addresses. This layout only appears once in a document.

Continuation page. This layout follows the first page and normally lists the packs and items on the shipment. This layout can be repeated multiple times, depending on the size of the shipment, and typically displays a summarized version of the header data; for example, seller and buyer information.

Some documents may have an additional third layout:

Instruction page. This is an optional last page layout that typically includes information such as general terms and conditions, or instructions; for example, instructions for the exporter on how to correctly complete a certificate of origin document.

An instruction page primarily consists of static text. However, header information such as the shipment, order number, or page number, can be added.

Note A layout is considered an instruction page if there are no detail area layout fields. It is not possible to add detail area layout fields to a layout that is used as an instruction page layout in a document.



Fig. 2.4
Sample of a Packing List's First Page Layout

| INVOICE | | | | | |
|--|---|---|----------------|---|---|
| Seller (name, address, VAT reg. no.) {consignor-name} {consignor-adr1} {consignor-adr2} {consignor-adr3} {consignor-adr4} | | {consignor-vatn} Phone: {consignor-phno} Fax: {consignor-fax} | | Invoice number {invoice-number} | {page-number} |
| | | | | Invoice date (tax point) {invoice-date} | Seller's reference {sellers-reference} |
| | | | | Buyer's reference {buyers-reference} | Other reference {other-reference} |
| Consignee {consignee-name} {consignee-adr1} {consignee-adr2} {consignee-adr3} {consignee-adr4} | | {consignee-vatn} | | Buyer (if not consignee) {buyer-name} {buyer-adr1} {buyer-adr2} {buyer-adr3} {buyer-adr4} | |
| {box10[1]} {box10[2]} {box10[3]} {box10[4]} {box10[5]} {box10[6]} {box10[7]} | | | | {box11[1]} {box11[2]} | |
| | | | | Country of origin of goods {country-of-origin} | Country of destination {country-destination} |
| | | | | Terms of delivery and payment {delivery-terms} {pay-description1} {pay-description2} {pay-description3} {pay-description4} {pay-description5} | |
| Vessel/ flight no. {vessel-name} | Port/ airport of loading {port-of-loading} | | | | |
| Port/ airport of discharge {place-of-discharge} | Place of delivery {place-of-delivery} | | | | |
| Shipping marks; container number | | No. and kind of packages | Commodity Code | Description of goods | Total gross wt (kg) Total cube (m3) |
| {marks[1]} | | {packs1} | {commodity1} | {cmdsc1} | {total-gwtt,,r} {total-cubt,,r} |
| {marks[2]} | | {packs2} | {commodity2} | {cmdsc2} | |
| {marks[3]} | | {packs3} | {commodity3} | {cmdsc3} | |
| {marks[4]} | | {packs4} | {commodity4} | {cmdsc4} | |
| {marks[5]} | | {packs5} | {commodity5} | {cmdsc5} | |
| {marks[6]} | | {packs6} | {commodity6} | {cmdsc6} | Total net wt (kg) |
| {marks[7]} | | {packs7} | {commodity7} | {cmdsc7} | {total-nwtt,,r} |
| {marks[8]} | | {packs8} | {commodity8} | {cmdsc8} | |
| {marks[9]} | | {packs9} | {commodity9} | {cmdsc9} | |
| Item / Packages | Description | | | Quantity | Unit price Amount |
| {item001} | {description001} | | | {quantity001,,r} | {price001,,r} {amount001,,r} |
| {item002} | {description002} | | | {quantity002,,r} | {price002,,r} {amount002,,r} |
| {item003} | {description003} | | | {quantity003,,r} | {price003,,r} {amount003,,r} |
| {item004} | {description004} | | | {quantity004,,r} | {price004,,r} {amount004,,r} |
| {item005} | {description005} | | | {quantity005,,r} | {price005,,r} {amount005,,r} |
| {item006} | {description006} | | | {quantity006,,r} | {price006,,r} {amount006,,r} |
| {item007} | {description007} | | | {quantity007,,r} | {price007,,r} {amount007,,r} |
| {item008} | {description008} | | | {quantity008,,r} | {price008,,r} {amount008,,r} |
| {item009} | {description009} | | | {quantity009,,r} | {price009,,r} {amount009,,r} |
| {item010} | {description010} | | | {quantity010,,r} | {price010,,r} {amount010,,r} |
| {item011} | {description011} | | | {quantity011,,r} | {price011,,r} {amount011,,r} |
| {item012} | {description012} | | | {quantity012,,r} | {price012,,r} {amount012,,r} |
| {item013} | {description013} | | | {quantity013,,r} | {price013,,r} {amount013,,r} |
| {item014} | {description014} | | | {quantity014,,r} | {price014,,r} {amount014,,r} |
| {item015} | {description015} | | | {quantity015,,r} | {price015,,r} {amount015,,r} |
| {item016} | {description016} | | | {quantity016,,r} | {price016,,r} {amount016,,r} |
| {item017} | {description017} | | | {quantity017,,r} | {price017,,r} {amount017,,r} |
| {box28[1]} | | {invoice-total-terms} | | Invoice total {currency} {invoice-total,,r} | |
| {declaration[01]} | | | | | |
| {declaration[02]} | | | | | |
| {declaration[03]} | | | | | |
| {declaration[04]} | | | | | |
| {declaration[05]} | | | | | |
| {declaration[06]} | | | | | |
| {declaration[07]} | | | | | |
| {declaration[08]} | | | | | |
| {declaration[09]} | | | | | |
| {declaration[10]} | | | | | |
| {declaration[11]} | | | | | |
| {declaration[12]} | | | | | |
| {declaration[13]} | | | | | |
| {declaration[14]} | | | | | |
| {declaration[15]} | | | | | |
| {box26b[1]} | | Name of signatory {officer-name} | | | |
| {box26b[2]} | | Place and date of issue {place-of-issue} | | | |
| {footer-text1} | | Signature {signature} | | | |
| {footer-text2} | | | | | |



Fig. 2.5
Sample of a Packing List's Continuation Page Layout

| PACKING LIST | | | | |
|--|------------------|--|--|---|
| Seller (name, address) {consignor-name} {consignor-adr1} {consignor-adr2} {consignor-adr3} {consignor-adr4} | | {consignor-vatn} | Invoice number {invoice-number} | {page-number} |
| | | | Invoice date (tax point) {invoice-date} | Seller's reference {sellers-reference} |
| | | Phone: {consignor-phone} Fax: {consignor-fax} | Buyer's reference {buyers-reference} | Other reference {other-reference} |
| Consignee {consignee-name} {consignee-adr1} {consignee-adr2} {consignee-adr3} {consignee-adr4} | | {consignee-vatn} | Buyer (if not consignee) {buyer-name} {buyer-adr1} {buyer-adr2} {buyer-adr3} {buyer-adr4} | |
| | | | {buyer-vatn} | |
| Item/ packages | Description | | Quantity | Other details |
| {item001} | {description001} | | {quantity001,,r} | {other-details001} |
| {item002} | {description002} | | {quantity002,,r} | {other-details002} |
| {item003} | {description003} | | {quantity003,,r} | {other-details003} |
| {item004} | {description004} | | {quantity004,,r} | {other-details004} |
| {item005} | {description005} | | {quantity005,,r} | {other-details005} |
| {item006} | {description006} | | {quantity006,,r} | {other-details006} |
| {item007} | {description007} | | {quantity007,,r} | {other-details007} |
| {item008} | {description008} | | {quantity008,,r} | {other-details008} |
| {item009} | {description009} | | {quantity009,,r} | {other-details009} |
| {item010} | {description010} | | {quantity010,,r} | {other-details010} |
| {item011} | {description011} | | {quantity011,,r} | {other-details011} |
| {item012} | {description012} | | {quantity012,,r} | {other-details012} |
| {item013} | {description013} | | {quantity013,,r} | {other-details013} |
| {item014} | {description014} | | {quantity014,,r} | {other-details014} |
| {item015} | {description015} | | {quantity015,,r} | {other-details015} |
| {item016} | {description016} | | {quantity016,,r} | {other-details016} |
| {item017} | {description017} | | {quantity017,,r} | {other-details017} |
| {item018} | {description018} | | {quantity018,,r} | {other-details018} |
| {item019} | {description019} | | {quantity019,,r} | {other-details019} |
| {item020} | {description020} | | {quantity020,,r} | {other-details020} |
| {item021} | {description021} | | {quantity021,,r} | {other-details021} |
| {item022} | {description022} | | {quantity022,,r} | {other-details022} |
| {item023} | {description023} | | {quantity023,,r} | {other-details023} |
| {item024} | {description024} | | {quantity024,,r} | {other-details024} |
| {item025} | {description025} | | {quantity025,,r} | {other-details025} |
| {item026} | {description026} | | {quantity026,,r} | {other-details026} |
| {item027} | {description027} | | {quantity027,,r} | {other-details027} |
| {item028} | {description028} | | {quantity028,,r} | {other-details028} |
| {item029} | {description029} | | {quantity029,,r} | {other-details029} |
| {item030} | {description030} | | {quantity030,,r} | {other-details030} |
| {item031} | {description031} | | {quantity031,,r} | {other-details031} |
| {item032} | {description032} | | {quantity032,,r} | {other-details032} |
| {item033} | {description033} | | {quantity033,,r} | {other-details033} |
| {item034} | {description034} | | {quantity034,,r} | {other-details034} |
| {item035} | {description035} | | {quantity035,,r} | {other-details035} |
| {item036} | {description036} | | {quantity036,,r} | {other-details036} |
| {item037} | {description037} | | {quantity037,,r} | {other-details037} |
| {item038} | {description038} | | {quantity038,,r} | {other-details038} |
| {item039} | {description039} | | {quantity039,,r} | {other-details039} |
| {item040} | {description040} | | {quantity040,,r} | {other-details040} |
| {item041} | {description041} | | {quantity041,,r} | {other-details041} |
| {item042} | {description042} | | {quantity042,,r} | {other-details042} |
| {item043} | {description043} | | {quantity043,,r} | {other-details043} |
| {item044} | {description044} | | {quantity044,,r} | {other-details044} |
| {item045} | {description045} | | {quantity045,,r} | {other-details045} |
| {item046} | {description046} | | {quantity046,,r} | {other-details046} |
| {item047} | {description047} | | {quantity047,,r} | {other-details047} |
| {item048} | {description048} | | {quantity048,,r} | {other-details048} |
| {item049} | {description049} | | {quantity049,,r} | {other-details049} |
| {item050} | {description050} | | {quantity050,,r} | {other-details050} |
| {item051} | {description051} | | {quantity051,,r} | {other-details051} |
| {item052} | {description052} | | {quantity052,,r} | {other-details052} |
| {item053} | {description053} | | {quantity053,,r} | {other-details053} |
| {item054} | {description054} | | {quantity054,,r} | {other-details054} |
| {item055} | {description055} | | {quantity055,,r} | {other-details055} |
| {item056} | {description056} | | {quantity056,,r} | {other-details056} |
| {item057} | {description057} | | {quantity057,,r} | {other-details057} |
| {item058} | {description058} | | {quantity058,,r} | {other-details058} |
| {item059} | {description059} | | {quantity059,,r} | {other-details059} |



Fig. 2.6
Sample of an Instruction Page Layout

| | |
|--|--|
| <p>PAPERWORK REDUCTION ACT NOTICE: This information is needed to carry out the terms of the North American Free Trade Agreement (NAFTA). NAFTA requires that, upon request, an importer must provide Customs with proof of the exporter's written certification of the origin of the goods. The certification is essential to substantiate compliance with the rules of origin under the Agreement. You are required to give us this information to obtain a benefit.</p> | <p>The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to U.S. Customs Service, Paperwork Management Branch, Washington DC 20229. Do not send completed form(s) to this office.</p> |
|--|--|

NORTH AMERICAN FREETRADE AGREEMENT CERTIFICATE OF ORIGIN INSTRUCTIONS

For purposes of obtaining preferential tariff treatment, this document must be completed legibly and in full by the exporter and be in the possession of the importer at the time the declaration is made. This document may also be completed voluntarily by the producer for use by the exporter. Please print or type:

FIELD 1: State the full legal name, address (including country) and legal tax identification number of the exporter. Legal taxation number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number (RFC); and in the United States, employer's identification number or Social Security Number.

FIELD 2: Complete field if the Certificate covers multiple shipments of identical goods as described in Field # 5 that are imported into a NAFTA country for a specified period of up to one year (the blanket period). "FROM" is the date upon which the Certificate becomes applicable to the good covered by the blanket Certificate (it may be prior to the date of signing this Certificate). "TO" is the date upon which the blanket period expires. The importation of a good for which preferential treatment is claimed based on this Certificate must occur between these dates.

FIELD 3: State the full legal name, address (including country) and legal tax identification number, as defined in Field #1, of the producer. If more than one producer's good is included on the Certificate, attach a list of additional producers, including the legal name, address (including country) and legal tax identification number, cross-referenced to the good described in Field #5. If you wish this information to be confidential, it is acceptable to state "Available to Customs upon request". If the producer and the exporter are the same, complete field with "SAME". If the producer is unknown, it is acceptable to state "UNKNOWN".

FIELD 4: State the full legal name, address (including country) and legal tax identification number, as defined in Field #1, of the importer. If the importer is not known, state "UNKNOWN"; if multiple importers, state "VARIOUS".

FIELD 5: Provide a full description of each good. The description should be sufficient to relate it to the invoice description and to the Harmonized System (H.S.) description of the good. If the Certificate covers a single shipment of a good, include the invoice number as shown on the commercial invoice. If not known, indicate another unique reference number, such as the shipping order number.

FIELD 6: For each good described in Field #5, identify the H.S. tariff classification to six digits. If the good is subject to a specific rule of origin in Annex 401 that requires eight digits, identify to eight digits, using the H.S. tariff classification of the country into whose territory the good is imported.

FIELD 7: For each good described in Field #5, state which criterion (A through F) is applicable. The rules of origin are contained in Chapter Four and Annex 401. Additional rules are described in Annex 703.2 (certain agricultural goods), Annex 300-B, Appendix 6 (certain textile goods) and Annex 308.1 (certain automatic data processing goods and their parts). NOTE: In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.

Preference Criteria

A. The good is "wholly obtained or produced entirely" in the territory of one or more of the NAFTA countries as referenced in Article 415. Note: The purchase of a good in the territory does not necessarily render it "wholly obtained or produced". If the good is an agricultural good, see also criterion F and Annex 703.2. (Reference: Article 401(a) and 415)

B The good is produced entirely in the territory of one or more of the NAFTA countries and satisfies the specific rule of origin, set out in Annex 401, that applies to its tariff classification. The rule may include a tariff classification change, regional value-content requirement, or a combination thereof. The good must also satisfy all other applicable requirements of Chapter Four. If the good is an agricultural good, see also criterion F and Annex 703.2. (Reference: Article 401(b))

C The good is produced entirely in the territory of one or more of the NAFTA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition of "wholly produced or obtained", as set out in Article 415. All materials used in the production of the good must qualify as "originating" by meeting the rules of Article 401(a) through (d). If the good is an agricultural good, see also criterion F and Annex 703.2. Reference: Article 401(c).

D Goods are produced in the territory of one or more of the NAFTA countries but do not meet the applicable rule of origin, set out in Annex 401, because certain non-originating materials do not undergo the required change in tariff classification. The goods do nonetheless meet the regional value content requirement specified in Article 401 (d). This criterion is limited to the following two circumstances:
 1. The good was imported into the territory of a NAFTA country in an unassembled or disassembled form but was classified as an assembled good, pursuant to H.S. General Rule of Interpretation 2(a), or
 2. The good incorporated one or more non-originating materials, provided for as parts under the H.S., which could not undergo a change in tariff classification because the heading provided for both the good and its parts and was not further subdivided into subheadings, or the subheading provided for both the good and its parts and was not further subdivided.
 NOTE: This criterion does not apply to Chapters 61 through 63 of the H.S. (Reference: Article 401(d))

E Certain automatic data processing goods and their parts, specified in Annex 308.1, that do not originate in the territory are considered originating upon importation into the territory of a NAFTA country from the territory of another NAFTA country when the most-favored-nation tariff rate of the good conforms to the rate established in Annex 308.1 and is common to all NAFTA countries. (Reference: Annex 308.1)

F The good is an originating agricultural good under preference criterion A, B, or C above and is not subject to a quantitative restriction in the importing NAFTA country because it is a "qualifying good" as defined in Annex 703.2, Section A or B (please specify). A good listed in Appendix 703.2B.7 is also exempt from quantitative restrictions and is eligible for NAFTA preferential tariff treatment if it meets the definition of "qualifying good" in Section A of Annex 703.2. NOTE 1: This criterion does not apply to goods that wholly originate in Canada or the United States and are imported into either country. NOTE 2: A tariff rate quota is not a quantitative restriction.

FIELD 8: For each good described in Field #5, state "YES" if you are the producer of the good. If you are not the producer of the good, state "NO" followed by (1), (2), or (3), depending on whether this certificate was based upon: (1) your knowledge of whether the good qualifies as an originating good; (2) your reliance on the producer's written representation (other than a Certificate of Origin) that the good qualifies as an originating good; or (3) a completed and signed Certificate for the good, voluntarily provided to the exporter by the producer.

FIELD 9: For each good described in field #5, where the good is subject to a regional value content (RVC) requirement, indicate "NC" if the RVC is calculated according to the net cost method; otherwise, indicate "NO". If the RVC is calculated over a period of time, further identify the beginning and ending dates (DD/MM/YY) of that period. (Reference: Articles 402.1, 402.5).

FIELD 10: Identify the name of the country ("MX or US" for agricultural and textile goods exported to Canada; "US" or "CA" for all goods exported to Mexico; or "CA" or "MX" for all goods exported to the United States) to which the preferential rate of customs duty applies, as set out in Annex 302.2, in accordance with the Marking Rules or in each party's schedule of tariff elimination. For all other originating goods exported to Canada, indicate appropriately "MX" or "US" if the goods originate in that NAFTA country, within the meaning of the NAFTA Rules of Origin Regulations, and any subsequent processing in the other NAFTA country does not increase the transaction value of the goods by more than seven percent; otherwise "JNT" for joint production. (Reference: Annex 302.2)

FIELD 11: This field must be completed, signed, and dated by the exporter. When the Certificate is completed by the producer for use by the exporter, it must be completed, signed, and dated by the producer. The date must be the date the Certificate was completed and signed.

Customs Form 434 (040397) (Back)



Creating a Layout


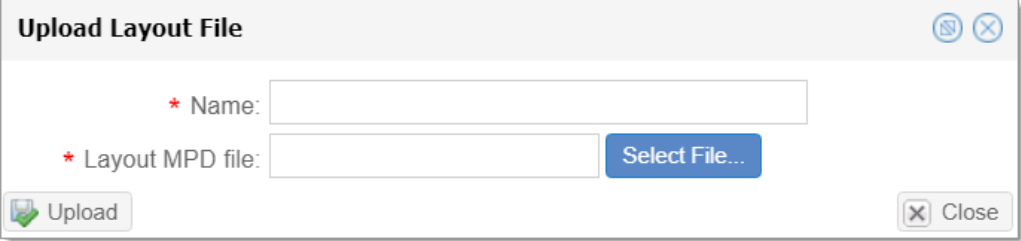
To create a layout, click the *Create*  button on the toolbar at the bottom of the page. The *Upload Layout File* pop-up window displays, allowing you to import an ePage layout in MPD file format.

Fig. 2.7

Upload Layout File Pop-Up



Give the layout a meaningful name using the *Name* field. Then use the *Layout MPD file* field to select a file, and click the *Upload* button.

When the file is uploaded, the browse grid refreshes to display the newly added layout.


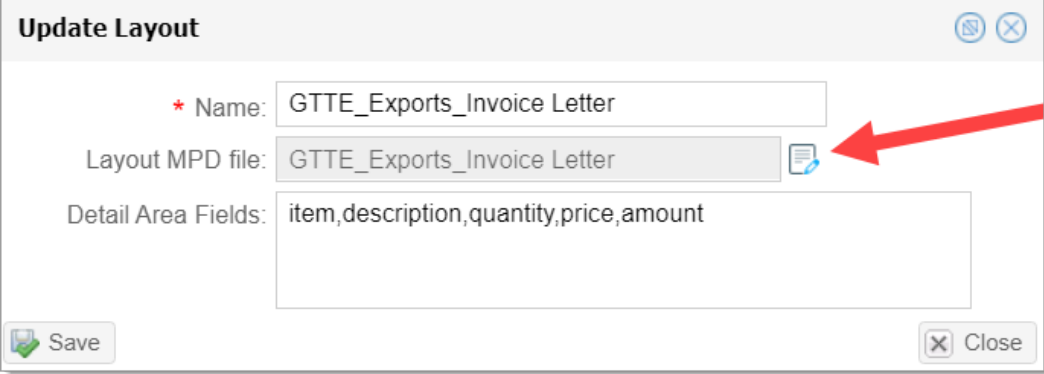
You can update the layout name in the *Update Layout* window by double-clicking a record, or by selecting a record and clicking the *Update*  button in the toolbar. It is also possible to update an existing layout with a new MPD file, as shown in the image below.

Fig. 2.8

Update Existing Layout with New MPD File



The following sections describe a few key concepts related to QAD Precision Docs and mapping data to a document.

Layout Fields

A layout field is a specific location on the layout to which you can map shipment data. When previewing an uploaded layout, layout fields are indicated by a single-line placeholder, or a group of multiline placeholders. An example of a typical single-line placeholder is an invoice number, while a group of multiline placeholders usually represents an address.


Fig. 2.9
Layout Fields, Multiline and Single-Line Placeholders Indicated

| | | | |
|--|---|--|---|
| Seller (name, address, VAT reg. no.) {consignor-name} {consignor-adr1} {consignor-adr2} ← {consignor-adr3} {consignor-adr4} | {consignor-vatn} Phone: {consignor-plno} Fax: {consignor-fax} | Invoice number {version} {invoice-number} | {page-number} |
| | | Invoice date (tax point) {invoice-date} | Seller's reference {sellers-reference} |
| | | Buyer's reference {buyers-reference} ← | Other reference {other-reference} |
| Consignee {consignee-name} {consignee-adr1} {consignee-adr2} {consignee-adr3} {consignee-adr4} | {consignee-vatn} | Buyer (if not consignee) {buyer-name} {buyer-adr1} {buyer-adr2} {buyer-adr3} {buyer-adr4} | {buyer-vatn} |
| {box10[1]} {box10[2]} {box10[3]} {box10[4]} | | {box11[1]} {box11[2]} | |
| | | Country of origin of goods {country-of-origin} | Country of destination {country-destination} |

Previewing a Layout

You can preview the uploaded layout using two options; preview with placeholders, or preview without placeholders. Placeholders indicate layout fields where the corresponding text will display when the document is printed.

Note A layout field can consist of one or more placeholders. For example, the manufacturer address layout field, as shown in the example below, is one layout field that contains a number of placeholders. This is because an address can output across multiple lines.

To preview a layout with placeholders, select a layout in the grid and click the *Preview Layout With Placeholders*  button at the bottom right of the page.

Placeholders are shown in blue text and enclosed in { } brackets.

Fig. 2.10
Preview Layout With Layout Field Placeholders

| |
|--|
| {page-number} |
| INVOICE NO. {invoice-number} |
| MANUFACTURER: {manufacturer-name} {manufacturer-adr1} {manufacturer-adr2} {manufacturer-adr3} {manufacturer-adr4} |



Note Layout fields are left aligned by default. However, some layout fields may contain a legacy notation of `,,r`, which aligns the field to the right. Layout field alignment is typically set during the document mapping stage instead of this method.

Fig. 2.11
Legacy Notation, Right Align Layout Fields

| | | |
|------------------------------|-----------------------------|--------------------------|
| Quantity {quantity001,,r} | Unit price {price001,,r} | Amount {amount001,,r} |
|------------------------------|-----------------------------|--------------------------|


To preview the layout without placeholders, select a layout and click the *Preview Layout*  button.

Fig. 2.12
Preview Layout Without Layout Field Placeholders

| |
|---------------|
| INVOICE NO. |
| MANUFACTURER: |

Detail Area

The detail area on a layout lists line information — for example, items or packages — on a given shipment. It is a collection of layout fields that, individually, provide specific information. When grouped together, this data forms a comprehensive list of line items.

Its purpose is to properly align information across the column, so that the relevant item or pack information is grouped together on the same line.

Fig. 2.13
Detail Area Sample

| Item / Packages | Description | Quantity | Unit price | Amount |
|-----------------|------------------|----------------|---------------|----------------|
| {item001} | {description001} | quantity001,,r | {price001,,r} | {amount001,,r} |
| {item002} | {description002} | quantity002,,r | {price002,,r} | {amount002,,r} |
| {item003} | {description003} | quantity003,,r | {price003,,r} | {amount003,,r} |
| {item004} | {description004} | quantity004,,r | {price004,,r} | {amount004,,r} |
| {item005} | {description005} | quantity005,,r | {price005,,r} | {amount005,,r} |
| {item006} | {description006} | quantity006,,r | {price006,,r} | {amount006,,r} |
| {item007} | {description007} | quantity007,,r | {price007,,r} | {amount007,,r} |
| {item008} | {description008} | quantity008,,r | {price008,,r} | {amount008,,r} |
| {item009} | {description009} | quantity009,,r | {price009,,r} | {amount009,,r} |
| {item010} | {description010} | quantity010,,r | {price010,,r} | {amount010,,r} |
| {item011} | {description011} | quantity011,,r | {price011,,r} | {amount011,,r} |
| {item012} | {description012} | quantity012,,r | {price012,,r} | {amount012,,r} |
| {item013} | {description013} | quantity013,,r | {price013,,r} | {amount013,,r} |
| {item014} | {description014} | quantity014,,r | {price014,,r} | {amount014,,r} |
| {item015} | {description015} | quantity015,,r | {price015,,r} | {amount015,,r} |
| {item016} | {description016} | quantity016,,r | {price016,,r} | {amount016,,r} |
| {item017} | {description017} | quantity017,,r | {price017,,r} | {amount017,,r} |



When a layout is uploaded to QAD Precision Docs, the system checks for layout fields that end in 00, followed by a number; for example, *item005*, *quantity001*, or *description016*, as shown in the sample above. If a layout field with this format is detected, it is automatically recognized as a detail area field.

The *Detail Area Fields* column on the *Layouts* page is then populated by the detected fields.

Fig. 2.14

Detail Area Fields Column is Automatically Populated

| Name ↑ | Detail Area Fields ↑ |
|----------------------|--|
| InvoiceFirstPageDocs | item,description,quantity,price,amount |

You can also manually add fields that you want to associate with the detail area.


To do this, double-click a record, or select a record and click the *Update*  button in the toolbar. Add the field name to the comma-separated *Detail Area Fields* list and click *Save*.

Fig. 2.15

Update Layout Window

Update Layouts ⓘ ×

* Name:

Detail Area Fields:

Documents

On the *Documents* page, you can create, manage, and assign layouts to documents. As mentioned in the *Layouts* section, a single document can contain more than one layout; for example, a layout for the first page, and a continuation page layout.

The search panel at the top of the page enables you to filter the results in the grid.

Using the category filters above the grid, you can also filter the document records by a specific category; for example, *Base Export Documents* or *Base Import Documents*.

Fig. 2.16

Documents Page

The screenshot shows the 'Documents' page interface. At the top, there is a search bar with a 'Name' input field, a 'Search By' dropdown menu set to 'Description', and 'Search' and 'Clear' buttons. Below the search bar are several category filters: 'Base Export Documents' (selected), 'Base Import Documents', 'North America', 'Europe', 'Workshop', 'Under Construction', 'Development', 'QA', 'Demo', and 'All'. The main content area is a table with the following columns: 'Name', 'Description', 'First Page Layout', 'Continuation Page Layout', and 'Instruction Page Layout'. The table contains six rows of document records. At the bottom, there is a pagination bar showing '1 of 1' records, 'Per Page: 25', and '1 - 7 of 7'.

| Name | Description | First Page Layout | Continuation Page Layout | Instruction Page Layout |
|---------------------------|---------------------------------|------------------------------|------------------------------|-------------------------|
| CertificateOfOrigin_EC-A4 | Base Document - Certificate ... | GTTE_Exports_CertOfOrigin... | GTTE_Exports_CertOfOrigin... | |
| EAD-A4 | Base Document - Export Acc... | GTTE_Exports_EAD-A4 | | |
| Invoice_01_A4 | Base Invoice (What Items an... | GTTE_Invoice_01_A4 | GTTE_Invoice_01_A4_#2 | |
| Invoice_02_A4 | Base Document - Invoice 2 | GTTE_Invoice_02_A4 | | |
| PackingList_01_A4 | Base Packing List (What Co... | GTTE_PackingList_01_A4 | GTTE_PackingList_01_A4_#2 | |
| PackingList_02_A4 | Base Document - Packing Li... | GTTE_PackingList_02_A4 | | |

Creating a Document


To create a new document, click the *Create*  button in the toolbar of the *Documents* page. The *Create Documents* window contains both optional and mandatory fields. A red asterisk indicates a mandatory field.

Fig. 2.17

Create Documents Window

The screenshot shows a 'Create Documents' window with the following sections and fields:

- Document Information:**
 - * Name: [Text Input]
 - * Description: [Text Input]
 - Categories: [Dropdown Menu]
 - * Date Format: DD/MM/YYYY (e.g. 14/12/2021) [Dropdown Menu]
 - Decimal Format: [Dropdown Menu] ⓘ
- Layouts:**
 - * First Page Layout: [Dropdown Menu]
 - Continuation Page Layout: [Dropdown Menu]
 - Instruction Page Layout: [Dropdown Menu]
- External Reference:**
 - External Type: [Text Input] ⓘ
 - External Name: [Text Input]
- Document Structure:**
 - * Source: GTTE Exports [Dropdown Menu]
 - * Level: ITEM [Dropdown Menu]
 - * Level Structure: Header > Items [Dropdown Menu]
- Other:**
 - Keep Detail Lines Together:
 - Preprinted Paper: ⓘ

At the bottom of the window, there are 'Save' and 'Close' buttons.

Enter a meaningful name and description for the document.

In the *Categories* drop-down list, choose the appropriate category(s) for the document. This is relevant to the category filters above the grid on the *Documents* page.

Using the *Date Format* field, specify the date format in which dates should be displayed on this document.

The *Decimal Format* field defines the decimal and thousands separator. You can choose a specific format from the drop-down list.

The rest of the fields in the *Create Documents* window are described below.

Layouts

First Page Layout

Specify a layout for the first, or front, page of the document.

The top half of this layout usually specifies shipment information such as weights, dates, and seller, buyer, and manufacturer addresses. This layout only appears once in a document. Enter a layout title in the field provided, or select one from the drop-down list.

Continuation Page Layout

Specify a layout for the continuation pages of the document. This layout follows the first page, and typically has different layout fields to the First Page Layout, so that it can accommodate documents with multiple pages. This layout can be repeated multiple times, depending on the size of the shipment. Enter a layout title in the field provided, or select one from the drop-down list.

Note Only the first page of the document will be printed if no continuation page has been specified. The First Page layout can only print once, while the Continuation Page layout can print multiple times.

Instruction Page Layout

Specify a layout for the instruction page of the document. This is an optional last page layout that typically includes information such as general terms and conditions, or instructions; for example, instructions for the exporter on how to correctly complete a certificate of origin document.

An instruction page primarily consists of static text. However, header information such as the shipment, order number, or page number, can be added.

Note A layout is considered an instruction page if there are no detail area layout fields. It is not possible to add detail area layout fields to a layout that is used as an instruction page layout in a document.

External Reference

The *External Reference* fields are used when an external system requests Docs for document generation.

External Type

The document type in the system from which you are retrieving the information; for example, DT for transport documents in QAD Precision.

Important If you are producing a document from QAD Precision Workflow, you must specify a value for both the *External Type* and *External Name fields*.



Note If the calling system does not have an *External Type* value for a document, leave this value blank.

External Name

This field helps to map a Docs document name to a document code in the QAD Precision Transportation Execution (TE) Web UI. Users of the TE Web UI can then generate previews of documents that were created in the Docs module.

Note The external name must be unique. If the *External Name* field is left blank, it is assumed that the name in both systems is the same.

Document Structure

Source

Specify where you want to retrieve the data from for this document; GTTE Imports or GTTE Exports. This determines the data tags that are available in the *Document Mapping* window.

Level

This field enables you to define the document level. Select a level option drop-down list to determine the data that is returned from the Web UI to populate the detail area. The options available in this drop-down list can vary depending on the value of the *Source* field. For more information on the purpose of each level, see the *Levels* section.

Level Structure

You can specify the order and extent to which packs and pack items are displayed in the detail area. For example, if you select the structure *Outer Pack > Inner Pack > Packed Items*, the detail area outputs the outer pack information on the top level of the detail area, then an inner pack below it, followed by the items within the inner pack. Click the arrow to open a drop-down list of available level structure options.

Other

Keep Detail Lines Together

Select this field if you want to group the detail lines of an item line together on the same page using a page break. If this field is left blank, a page break is not applied to the item details, and any overflowing detail lines are printed in the detail area on the following page. See the images below for examples of this feature when it is disabled and enabled on a pack list, respectively.



Fig. 2.18

Keep Detail Lines Together Disabled, Overflowing Details Printed on Following Page



| | | | | | |
|---|---|---|--------------------------|--------------------------|-------------------------|
| | | ORING, PARKER NO 2-259 MATERIAL V0747-75 | | | |
| Additional packing information | | | | | |
| | | | | | Name of signatory |
| | | | | | Place and date of issue |
| | | | | | Signature |
| <hr/> | | | | | |
|  | Seller (name, address) | | | Invoice number | Sheet no. |
| | World Management and Control, Inc. 10000 Highway 100 Houston, TX 77036 USA | | | 5541514 | |
| | Consignee | | | Invoice date (tax point) | Seller's reference |
| | 10000 Highway 100 Houston, TX 77036 USA | | | 06/11/2018 | |
| | | | Buyer's reference | Other reference | |
| | | | Buyer (if not consignee) | | |
| Item/ packages | Gross/ net/ cube | Description | Quantity | Other details | |
| | | Item Code: 2-4-9163-259 | | | |

Fig. 2.19

Keep Detail Lines Together Enabled, Page Break Applied and Detail Lines Are Grouped Together

| | | | |
|--------------------------------|--|--|-------------------------|
| Additional packing information | | | |
| | | | Name of signatory |
| | | | Place and date of issue |
| | | | Signature |

| | | | |
|---|--------------------------|---|---------------|
|  Seller (name, address) [Redacted Seller Information] | Invoice number | | Sheet no. |
| | 5541514 | | |
| | Invoice date (tax point) | Seller's reference | |
| | 06/11/2018 | | |
| | Buyer's reference | Other reference | |
| | | | |
| Consignee | Buyer (if not consignee) | | |
| [Redacted Consignee Information] | | | |
| Item/ packages | Gross/ net/ cube | Description | Quantity |
| | | ORING, PARKER NO 2-259 MATERIAL V0747-75 Item Code: 2-4-9163-259 | Other details |

Note To prevent the occurrence of a blank detail area, a page break is not applied in cases where the *Keep Detail Lines Together* feature is enabled and an item line has a large number of detail lines that do not fit in the detail area. For example, if an item has 30 detail lines and the detail area can only accommodate 15, the overflowing lines will be printed on the following page.

Preprinted Paper


Docs supports the output of data on preprinted paper. Preprinted paper already contains some static design elements such as lines, shading, images, and text. To exclude these elements from the Docs output, and only include the shipment data, you can enable the *Preprinted Paper* field.



Document Mapping Window

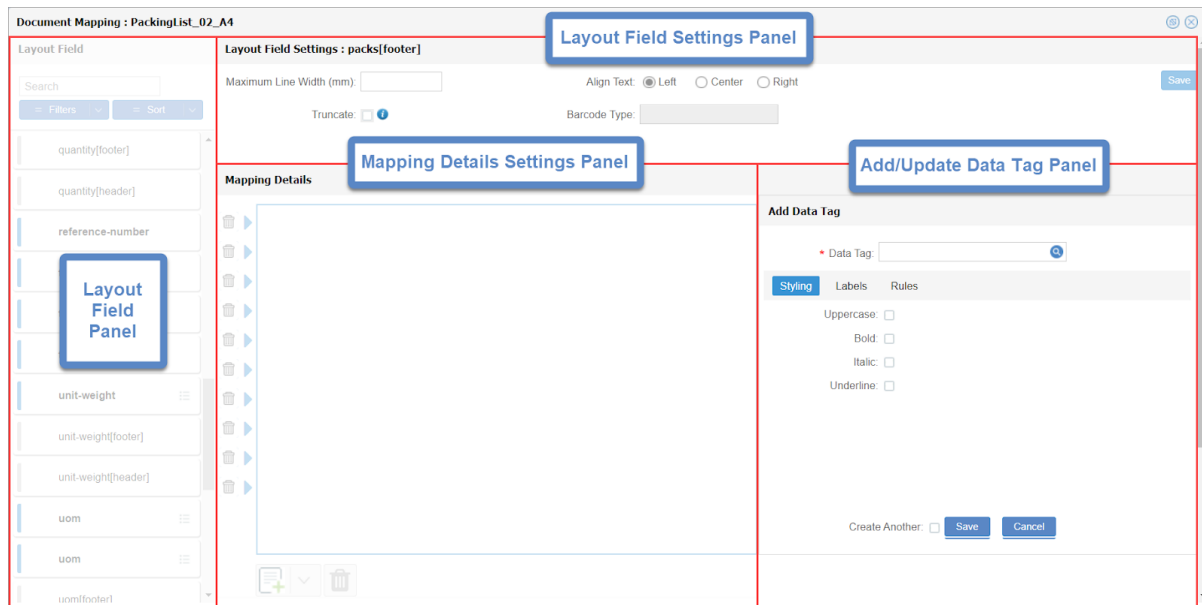
After creating a document, the next step is the document mapping process. You can determine the information that is output on the final document by mapping data tags to layout fields.

Data tags represent pieces of data on a shipment, such as destination and shipment items. They can also indicate more general information; for example, the current date and time.

To access the *Document Mapping* window, select a document on the *Documents* page and click the *Document Mapping* sub-option  button on the document record.

The following sections describe the panels that comprise the *Document Mapping* window.

Fig. 2.20
Document Mapping Window Panels

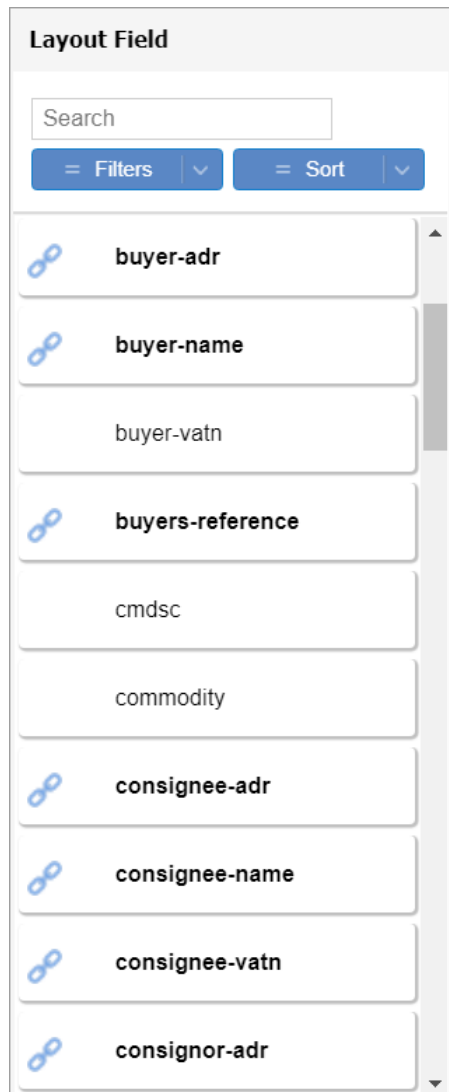


Layout Field Panel

The *Layout Field* panel on the left lists the layout fields in the database that are associated with the selected document source; GTTE Imports or GTTE Exports.

Fig. 2.21

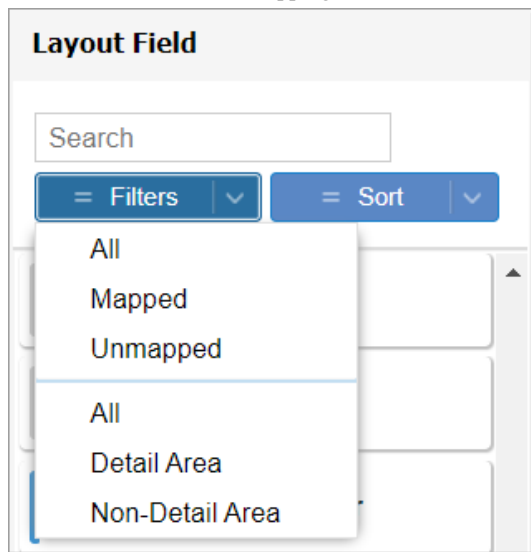
Document Mapping Window, Layout Field Panel



You can search for a specific layout field using the *Search* field provided.

The *Filters* field enables you to view only mapped or unmapped layout fields. You can also choose to display only detail area or non-detail area layout fields.

Fig. 2.22
Filters Menu, Document Mapping Window



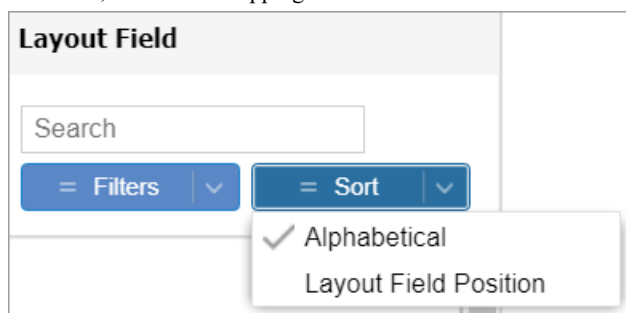
Note If a layout field is selected in the *Layout Field* list, it remains visible, regardless of the filtering criteria applied.

Using the *Sort* field, it is possible to sort the layout fields in the list:

Alphabetical. Sort the layout field list in alphabetical order.

Layout Field Position. Sort the layout fields based on their position in the document. The first layout field in the list is the uppermost layout field on the first page of the document.

Fig. 2.23
Sort Field, Document Mapping Window



The example below shows how the layout fields in the packing list provided display when sorted by position in the *Document Mapping* window.

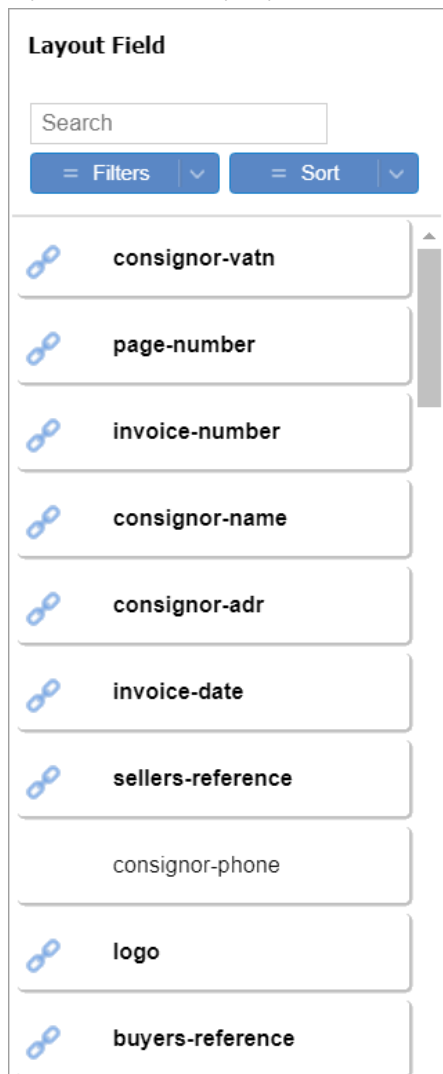
Fig. 2.24
Top of Sample Packing List Layout


| | | | |
|--|--|--|---|
| Seller (name, address) {consignor-name} {consignor-adr1} {consignor-adr2} {consignor-adr3} {consignor-adr4} | {consignor-vatn} | Invoice number {invoice-number} | {page-number} |
| | | Invoice date (tax point) {invoice-date} | Seller's reference {sellers-reference} |
| | Phone: {consignor-phone} Fax: {consignor-fax} | Buyer's reference {buyers-reference} | Other reference {other-reference} |



Fig. 2.25

Layout Fields Sorted by Layout Field Position



Layout fields in bold text with link  icons represent layout fields that already have data mapped to them; for example, the *invoice-number* layout field in the image above. Layout fields in regular text do not yet have any data tags mapped to them.

Layout Field Settings Panel

The *Layout Field Settings* panel displays at the top of the *Document Mapping* window when you select a layout field from the list. The options in this panel enable you to format and style how the data for a specific layout field is output onto the document.

Fig. 2.26

Layout Field Settings Panel, Document Mapping Window

The table below describes the fields that may be available to you, depending on the selected layout field.

Table 2.1

Layout Field Settings Fields

| Field | Description |
|--------------------|--|
| Maximum Line Width | Set a maximum width in millimeters for the layout field. If no width is specified, then no maximum width is assumed and overflowing text does not wrap to the next line. |
| Truncate | If enabled, the data for the selected layout field is cropped when it reaches the maximum line width. If this field is left blank, the data is not cropped and wraps onto the next line. |
| Align Text | Align the text left, center, or right for this particular layout field. By default, this field is set to <i>Left</i> . |
| Barcode Type | Output layout field data as a barcode instead of text. The supported barcode types are: <ul style="list-style-type: none"> • Code 39 • Code 128 • PDF417 • QR Code For more information, see the <i>Barcodes</i> section below. |
| Indent Width | This option is available for layout fields that are located in the detail area. You can specify in millimeters how much of an indent is added to each level. For example, if you specify an indent of 5mm, and the document has a level structure of <i>Outer Packs > Inner Packs > Packed Items</i> : <ul style="list-style-type: none"> • The top level item is not indented. • The next level is indented by 5mm. • The level beneath it is indented by 10mm. |

Barcodes

It is possible to output layout field data as a barcode instead of text using the *Barcode Type* field.

Fig. 2.27

Barcode Type Field



To do this, follow the steps in this section to map a data tag to a layout field. After you click *Save*:

1. Click the *Barcode Type* field to open the drop-down menu.
2. Select a barcode type from the list. Here, you can also specify a barcode type with specific dimensions; for example, 20 millimeters.
3. Click *Save*.

This layout field is now output as a barcode or QR code on the document. When scanned, the code presents the user with shipping data, such as a tracking number.

Add Data Tag Panel

The *Styling*, *Labels*, and *Rules* tabs in the *Add Data Tag* panel enable you to format the look and behavior of data on a document.

Fig. 2.28

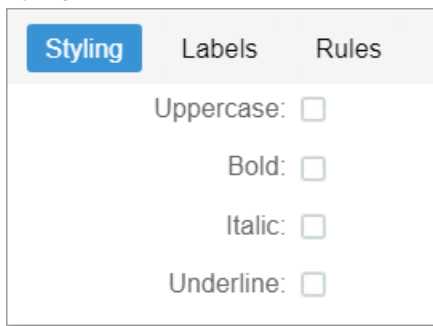
Add Data Tag Panel

The screenshot shows a dialog box titled "Add Data Tag". At the top, there is a field labeled "* Data Tag:" containing the text "INVOICE-NUMBER" and a search icon. Below this, there are three tabs: "Styling" (which is selected and highlighted in blue), "Labels", and "Rules". Under the "Styling" tab, there are four options, each with a checkbox: "Uppercase:", "Bold:", "Italic:", and "Underline:". At the bottom of the dialog, there is a "Create Another:" checkbox, followed by "Save" and "Cancel" buttons.

Styling Tab

Select the relevant fields in the *Styling* tab if you want to apply uppercase, bold, italic, or underline styling to the data tag.

Fig. 2.29
Styling Tab



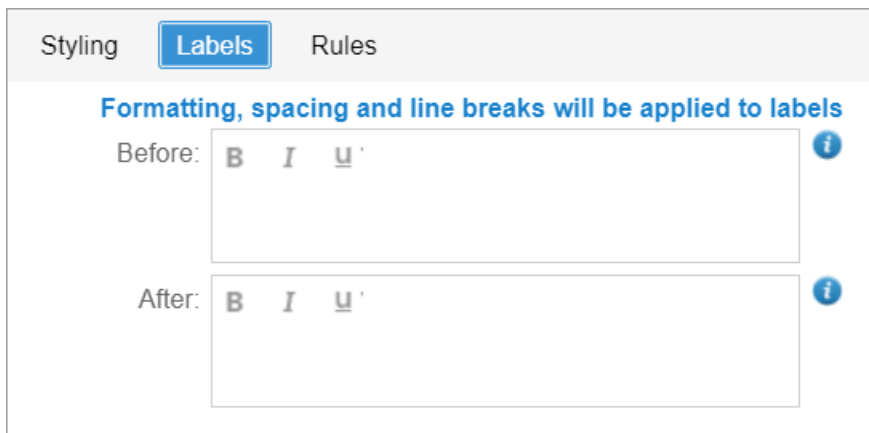
Labels Tab

Add a label before or after a data tag using the *Label* tab. A label displays on the same line as the piece of data, with a space separator between the two elements.

Use the *Before* field to specify text to display before the data tag. You can add a label after the data tag using the *After* field. The styling options inside both fields allow you to bold, italicize, or underline a label.

Note A label does not display if the data tag value is blank at the time of printing.

Fig. 2.30
Labels Tab



Rules Tab

The *Rules* tab enables you to specify an alternative value or data tag to output by default based on certain conditions.

Depending on the configuration of the primary data tag, you can set rules for scenarios where the value is blank, true, or false. For more information on configuring possible values for data tags, see *Possible Values*.

Fig. 2.31
Rules Tab

The screenshot shows the 'Rules' tab in a software interface. At the top, there are three tabs: 'Styling', 'Labels', and 'Rules' (which is highlighted). Below the tabs, there is a section for defining a rule. The 'If value is:' dropdown menu is set to 'blank'. Below this, there are two rows of 'Use:' and 'or:' fields. Each 'Use:' field has a dropdown arrow, and each 'or:' field has a search icon (magnifying glass).

To establish a rule that outputs static text if the data tag value is blank, true, or false:

1. In the *If value is:* field, select a condition; blank, true, or false. Enter text in the *Use* free text field; for example, *NONE*.
2. Click *Save*.

Fig. 2.32
Output Static Text If Data Tag Value is Blank

The screenshot shows the 'Rules' tab in a software interface. At the top, there are three tabs: 'Styling', 'Labels', and 'Rules' (which is highlighted). Below the tabs, there is a section for defining a rule. The 'If value is:' dropdown menu is set to 'blank'. Below this, there are two rows of 'Use:' and 'or:' fields. The 'Use:' field has a dropdown arrow and is set to 'NONE'. The 'or:' field is empty.

To output the value of an alternate data tag if the value of the primary data tag is blank, true, or false:

1. In the *If value is:* field, select a condition; blank, true, or false.
2. Select a data tag using the *Use* lookup; for example, the *REFERENCE* data tag.
3. Click *Save*.

Fig. 2.33
Output Alternate Data Tag If Value of Primary Data Tag is Blank

The screenshot shows the 'Rules' tab in a software interface. At the top, there are three tabs: 'Styling', 'Labels', and 'Rules' (which is highlighted). Below the tabs, there is a section for defining a rule. The 'If value is:' dropdown menu is set to 'blank'. Below this, there are two rows of 'Use:' and 'or:' fields. The 'Use:' field is empty. The 'or:' field has a dropdown arrow and is set to 'REFERENCE'. There is a search icon (magnifying glass) next to the 'or:' field.

You can make layout fields act as check boxes depending on the value of the primary data tag. This is possible using the *Otherwise Use* fields.

The example below demonstrates how to output an 'X' in the layout field if the shipment is containerized. Otherwise, the value is blank.

1. With the *CONTAINERISED* data tag selected, choose *true* in the *If value is:* field.
2. In the *Use:* field on the left, type 'X'.
3. In the *Otherwise Use:* field on the left, select *blank* from the drop-down list.
4. Click *Save*.

Fig. 2.34

Output an 'X' if Primary Data Tag Value is True

The screenshot shows the 'Add Data Tag' configuration interface. At the top, the 'Data Tag' is set to 'CONTAINERISED'. Below this, there are three tabs: 'Styling', 'Labels', and 'Rules', with 'Rules' being the active tab. Under the 'Rules' tab, there are three rows of configuration:

- 'If value is:' with a dropdown menu set to 'true'.
- 'Use:' with a dropdown menu set to 'X'.
- 'Otherwise Use:' with a dropdown menu set to 'blank'.

 Each row has an 'or:' field to its right, which is currently empty.

Print Only Once

The *Print Only Once* field in the *Add/Update Data Tag* panel enables you to output the specified data tag for each child record only once; for example, output pack information for the first packed item only. This feature is available for detail area layout fields only.

Note In this case, if there are multiple packs, the data outputs multiple times; once for the first item in each pack.

Fig. 2.35

Print Only Once Field

The screenshot shows the 'Update Data Tag' configuration interface. The 'Data Tag' is set to 'PACK-TRACKING-NUMBER'. To the right of the 'Data Tag' field, there is a 'Print Only Once' checkbox which is checked. A red arrow points to this checkbox. There is also an information icon (i) next to the checkbox.

The sample below shows a packing list with the *Print Only Once* field enabled on the *pack-tracking-number* data tag. The pack information is printed for the first packed item only.

Fig. 2.36

Packing List Sample, Print Only Once Field Enabled

| Item/ packages | Description | Quantity | Other details |
|--------------------------------|---|---------------------------------|--|
| Pack# 11746 | Gross: 5.5 KG , Net: 0.5 KG , Volume 0.0 M3 BOOTS - SIZE 7 - BLACK Item#: A1000000 Country of origin: UNITED KINGDOM Buyers reference: BR1234567890 Hazardous information: CARTRIDGES FOR WEAPONS with bursting charge 1 , UN 0006 BOOTS - SIZE 9 - BLACK Item#: A1000002 Country of origin: CHINA Buyers reference: BR1234567890 | 6 Pair 20 Each | 1 x BOX Tracking No: XYZ Container: CONTAINER-001 UPI: UPC Mark1: 123 1 2 |
| Pack# 11747 | Gross: 0.5 KG , Net: 0.0 KG , Volume 17,000.0 M3 CARTRIDGE, UNIVERSAL | 10 | 1 x BOX Mark1: |
| Additional packing information | | | |

Data Tag Lookup


The *Data Tag* lookup displays when you click the lookup  button in the *Data Tag* field. This window presents a list of data tags and several filtering options that enable you to locate a specific one.

Fig. 2.37

Data Tag Lookup Button, Add Data Tag Panel

Add Data Tag


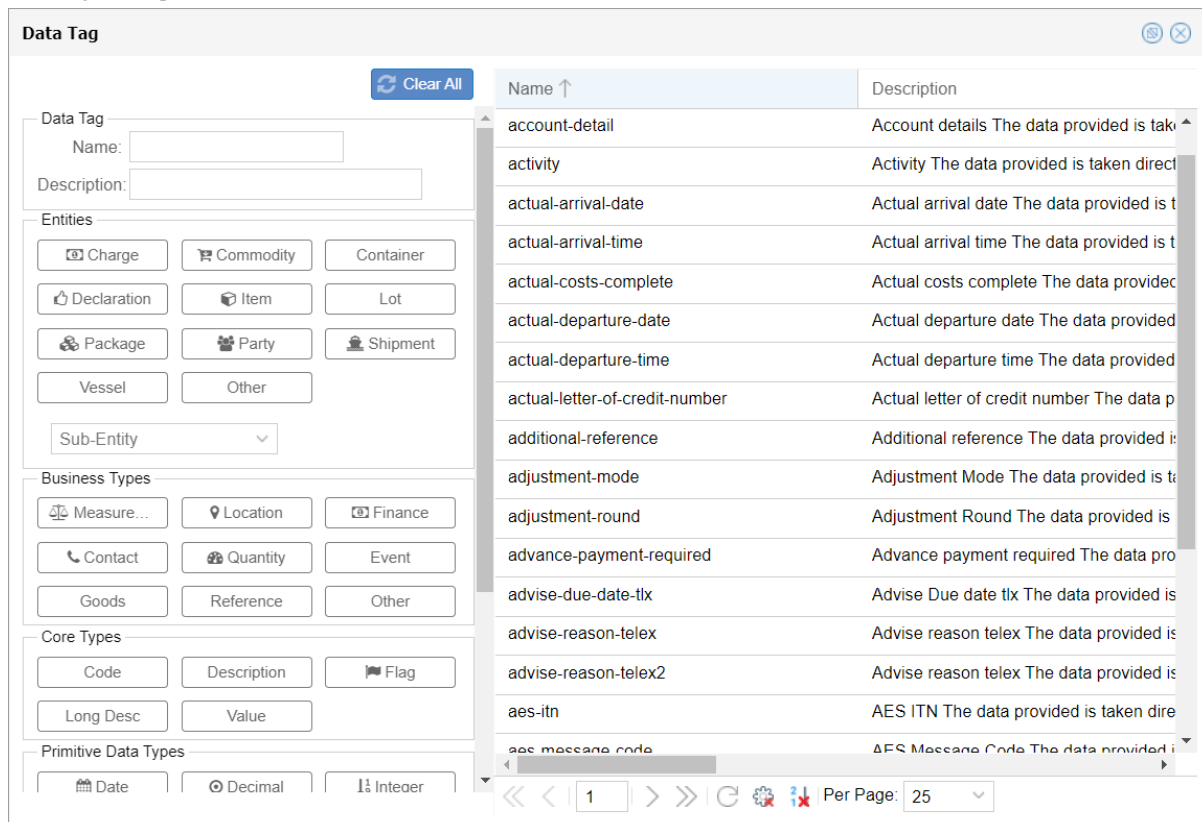
* Data Tag: 

Fig. 2.38
Data Tag Lookup Window



Use the *Name* and *Description* free-text fields if you want to search for a specific data tag by name or description.

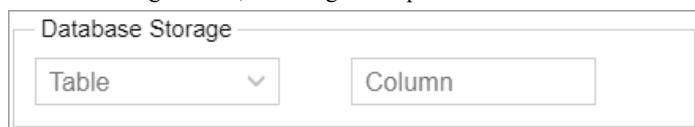
Note These fields accept wildcards. For example, to view all data tag names that contain the word *Location*, enter the * wildcard character followed by *Location* in the *Name* field.

You can filter the list according to various types, including:

- Entity type
- Business type
- Core type
- Primitive data type
- Summary or non-summary data tags

Using the *Database Storage* filters, you can also search within database tables and columns.

Fig. 2.39
Database Storage Filters, Data Tag Lookup Window



Note Filtering settings are saved and automatically applied the next time you access the *Data Tag* lookup window.

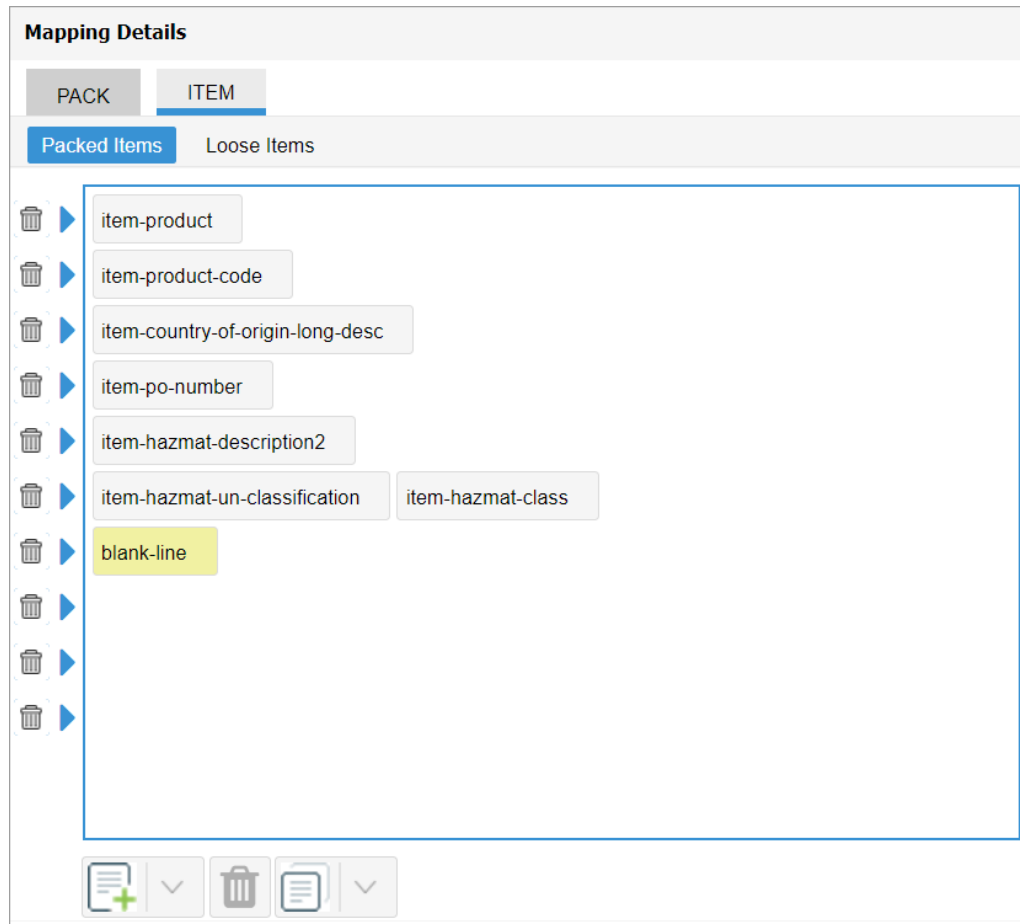



Mapping Details Panel

The editor in the *Mapping Details* panel shows the data tags that are currently mapped to a layout field. You can modify, create, and delete new mapping details in this area.

Fig. 2.40

Mapping Details Editor



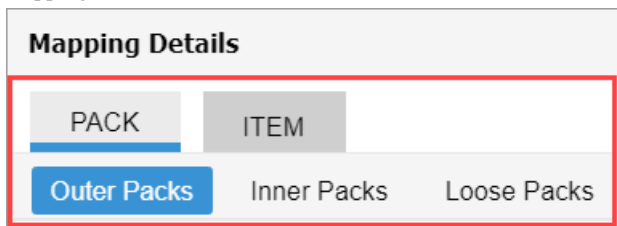
Using the *Delete*  buttons to the left of the editor, you can delete the mapped data across a single row in the layout field. When you delete a row, the row that was previously below it then moves upward to replace it.


If there are multiple data tags mapped to a layout field, the drag and drop functionality in the *Mapping Details* editor enables you to determine the order in which the data is output on the document. This is particularly useful for layout fields that are located within the detail area of a document, as you may need to rearrange the order of multiple data tags for various nodes.

If the selected layout field is located in the detail area of the document, tabs above the editor area indicate the node that you are currently editing, and the document's assigned level structure. For example, this area may show *PACK* and *ITEM* tabs.

These tabs may also have sub-tabs, such as *Outer Packs* and *Inner Packs* under the *PACK* tab, and *Packed Items* and *Loose Items* under the *ITEM* tab. For more information on levels and level structures, see *Levels*.

Fig. 2.41
Mapping Details Tabs

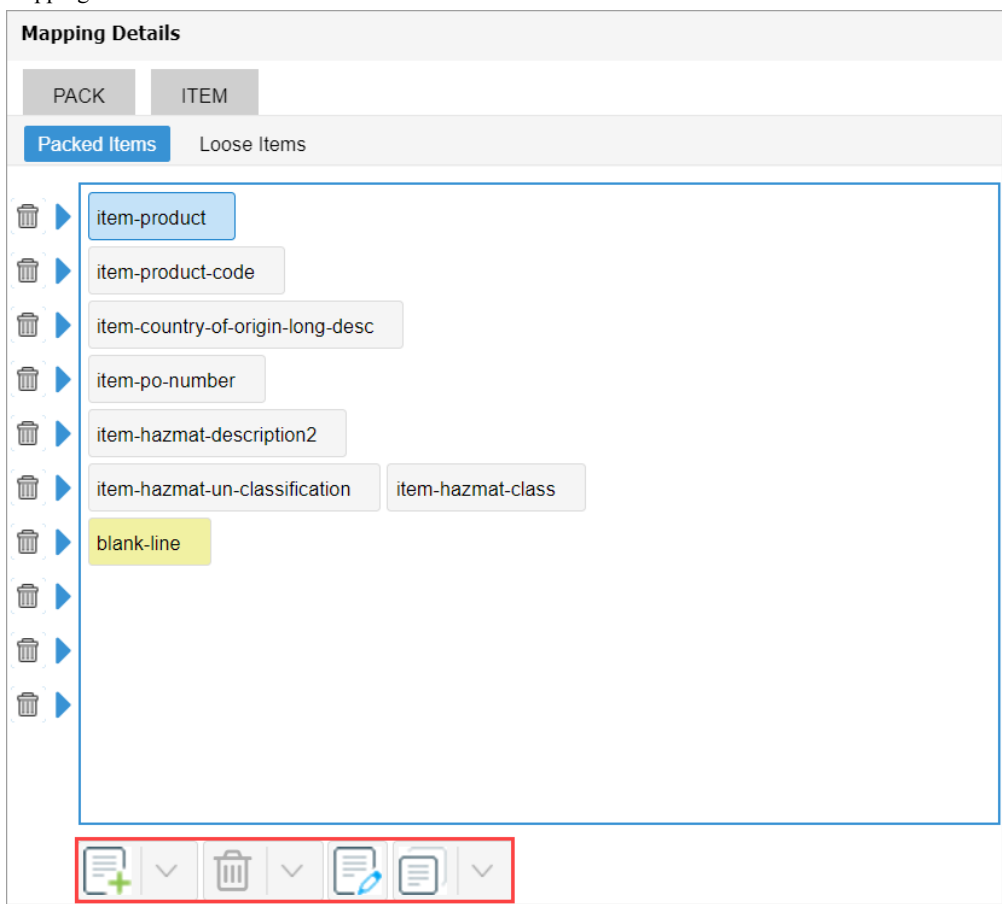


Click the *Save*  button at the bottom right of the editor to ensure that your changes are saved.

Mapping Details Panel Toolbar

The toolbar at the bottom of the *Mapping Details* panel enables you to add data tags or modify mappings.






Fig. 2.42
Mapping Details Panel Toolbar



The purpose of each button is described in the table below.

Table 2.2

Mapping Details Toolbar Options

| Button | Description |
|---|--|
|  | <p>Add data tag. Click the down arrow  beside this button to open the data tag menu and select the type of data tag that you want to add. The data tag menu options are detailed in the <i>Data Tag Menu</i> section.</p> |
|  | <p>Select an element in the <i>Mapping Details</i> editor and click this button to update the mapping details. You can also double-click an element to update it.</p> |
|  | <p>Delete. Select a data tag in the <i>Mapping Details</i> editor and click this button to delete it. Alternatively, click the down arrow beside this button to delete all mapping details.</p> |
|  | <p>Copy mappings. This toolbar option is only available if:</p> <ul style="list-style-type: none"> • The layout field is located in the detail area. • The document level is set to <i>Pack</i>. • The document's level structure contains at least 2 sub-nodes that you can copy mappings to. For example, the structure below: <div data-bbox="336 819 842 1084" data-label="Image"> </div> <p>This option is useful if there is a lot of repetitive data and you want to copy the mapping details across multiple nodes.</p> <p>To copy mappings from the selected sub-node to another, click the <i>Copy Mappings</i> button. In the drop-down list that appears, select the sub-node that you want to copy to.</p> <div data-bbox="336 1326 683 1482" data-label="Image"> </div> |

Data Tag Menu


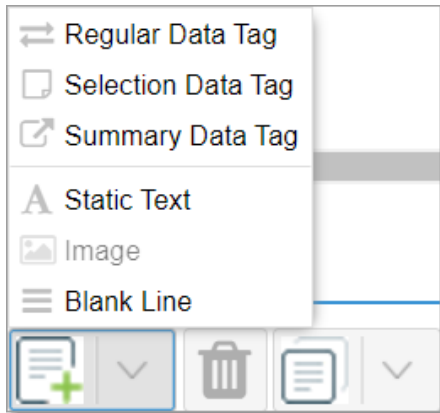
Several types of data tags are available for mapping. Click the down arrow beside the *Add*  button to view them and select one from the list.

Fig. 2.43

Data Tag Menu



Regular Data Tag

This is a standard data tag and the most common type in the database.

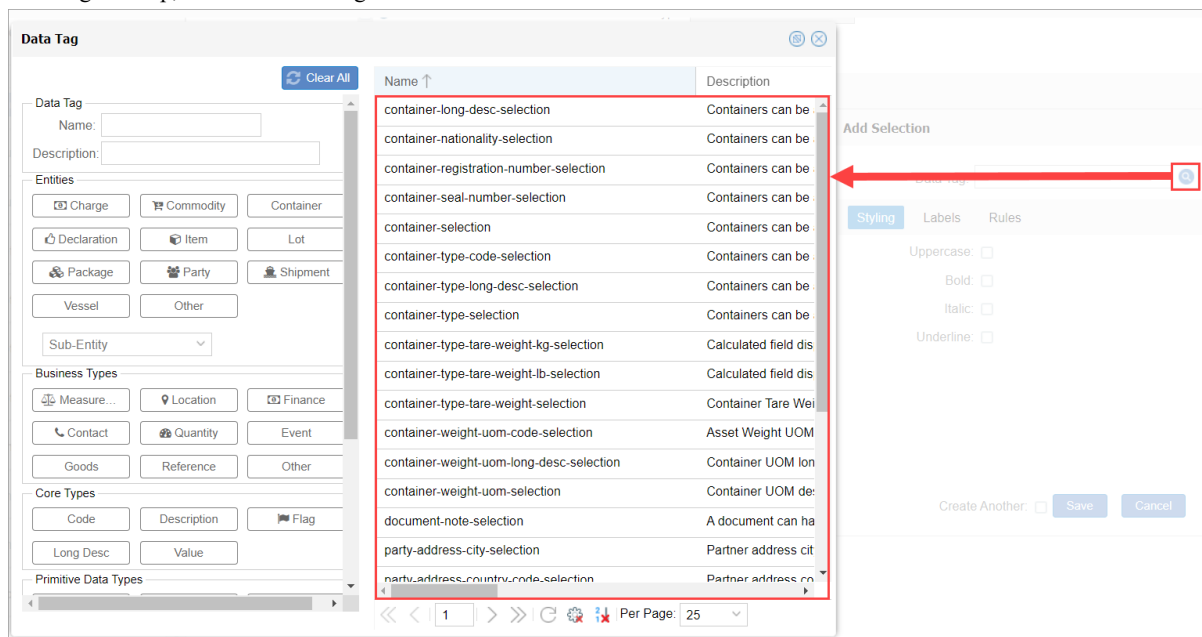
Selection Data Tag

This data tag type is particularly useful if you need to map numerous transaction texts, notes, containers, and/or seal numbers to a document.

When you select this data tag and click the *Data Tag* lookup field in the *Add Selection* panel, the *Data Tag* lookup window displays.

Fig. 2.44

Data Tag Lookup, Selection Data Tag



This window contains a filtered list of items that are declared as selection data tags, and groups together common elements like texts, notes, containers, and seal numbers on a shipment. Depending on the selected data tag, the *Add Selection* panel displays an additional field for you to further specify the output data:

- Text ID
- Note Index
- Container Index
- Vessel Index
- Virtual Field
- Party Type

Fig. 2.45
TEXT-SELECTION Data Tag, Specify Text ID

Fig. 2.46
CONTAINER-SEAL-NUMBER-SELECTION Data Tag, Specify Container Index

Summary Data Tag

For data tags that potentially have multiple values; for example, the *COUNTRY-OF-ORIGIN* data tag if an item on the shipment has more than one origin country.

Fig. 2.47
Add Summary Data Tag

Using the *Operation* field, you can choose an action that you want the system to perform when outputting a summary data tag. The options presented in the *Operation* drop-down list vary depending

on the selected data tag. For example, if the *ITEM-GROSS-WEIGHT* summary data tag is selected, you can choose to output the value in kilograms using the *Total in Kg* operation, or in pounds using the *Total in Lb* operation. You can also use the *Count* operation to output a count of the number of returned records. For other summary data tags, you may have a *Synopsis* option in the *Operation* drop-down list. This enables access to the *Rules* tab functionality so that you can configure the output based on specific scenarios.

Fig. 2.48

Summary Data Tag Operation Options

The screenshot shows the 'Add Summary' dialog box. The 'Data Tag' field contains 'ITEM-GROSS-WEIGHT'. The 'Operation' dropdown menu is open, showing three options: 'Count', 'Total in Kg', and 'Total in Lb'. The 'Styling' tab is selected, showing options for Bold, Italic, Underline, and Number Format (set to 0.00). At the bottom, there are 'Create Another', 'Save', and 'Cancel' buttons.

To add a summary data tag:

1. Select *Summary* from the data tag drop-down menu.
2. Use the *Data Tag* lookup field in the *Add Summary* panel to specify the data tag that you want to output as an alternate value.
3. Use the *Operation* field drop-down list to specify the action that you want to be performed when this data tag is used on a document.
4. Apply any necessary styling in the *Styling* tab.
5. In the *Rules* tab, you can choose the values that you want to output in specific scenarios:

Fig. 2.49

Add Summary Data Tag, Rules Tab

- *If values are different - Use:* Use the free text field to specify what should be printed in this layout field if the values are different; for example, various countries of origin.
- *If values are the same - Use Value:* For a list containing values that are all the same. Select this option if you want to output this value.
- *If values are the same - Replace With:* For a list containing values that are all the same. Select this option if you want to replace the value with a piece of text, and specify the text in the free text field.
- *If values are blank - Use:* You can specify what the Docs system should output in cases where the primary data tag value is blank. Insert a piece of static text in this field. Alternatively, click the down arrow and select blank to output no alternate value.
- *If values are blank - or:* Output the value of an alternate data tag in cases where the primary data tag value is blank.

Note You must set up rules for a summary data tag. Otherwise, the data tag value will be blank when the document is printed.

Note For more information on the summary functionality and how a summary—or list—data tag is created, see the *List Data Tag* section.

Blank Line

You can add up to ten blank lines above, below, or between data tags. This can be useful if the detail area looks cluttered and you want to create more space around the text.



Click to add a blank line, and specify the desired number of blank lines in the *Add Blank Line* panel on the right.

Fig. 2.50

Add Blank Line

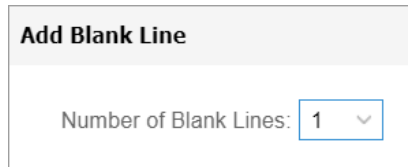
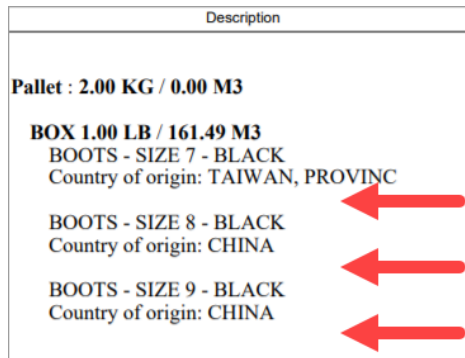


Fig. 2.51

Sample Document With Blank Lines



Static Text

Add static text of up to 2000 characters to a layout field. You can apply bold, italic, or underline styling to it.

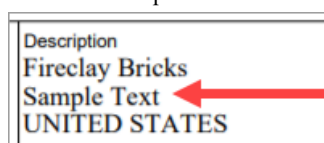
Fig. 2.52

Add Static Text



Fig. 2.53

Document Sample With Static Text



Image

Select this option to open the *Add Image* panel on the right, where you can use the lookup to choose an image from the database. For more information on uploading images to the database, see *Images*.

Note For alignment purposes, an image must be a standalone data element in a layout field. Therefore, this option is only available if no other mapping data exists for a layout field.

The two image type options—*Regular* and *Evaluated*—are described below.

Fig. 2.54

Add Image Panel

Regular. You can output a specific image in all scenarios using this image type, regardless of any criteria. To do this, select *Regular* for the *Image Type* field. Then use the *Image* lookup to choose an image from the database.

Evaluated. Alternatively, you can use the fields provided to output an image based on shipment data.

The example below describes how a user populates the fields to output the signature of the shipping officer for a shipment. This is achieved by specifying an image prefix and the *shipping-officer-code* data tag value.

Note The signature is stored as an image in the QAD Precision database.

1. Select *Evaluated* for the *Image Type* field. Additional fields display below the *Image Type* field; *Prefix* and *Data Tag*.

- In the *Prefix* field, specify the prefix of the image name to be output. The example below shows a list of images in the *Images* grid, each representing a shipping officer's signature. The format of these image names is [prefix-shipping officer code]. Therefore, *signature* is the prefix entered in the *Prefix* free text field.

Fig. 2.55

Shipping Officer Signatures, Image Name Prefixes Highlighted

The screenshot shows a window titled "Images" with a "Name:" input field at the top. Below it is a table with a header "Name ↑" and four rows of image names: "signature-420301", "signature-371928", "signature-224125", and "signature-288531". The "signature" part of each name is highlighted in yellow.

| Name ↑ |
|------------------|
| signature-420301 |
| signature-371928 |
| signature-224125 |
| signature-288531 |

Fig. 2.56

Specify Image Prefix

The screenshot shows the "Add Image" dialog box. The "Image Type" is set to "Evaluated" (radio button selected). The "Image" field contains the text "signature". To the right of the "Image" field is a "Data Tag" field with a search icon.

- Use the *Data Tag* lookup field to select the shipping officer code data tag; in this case, it is *shipping-officer-code*.

Fig. 2.57

Specify Data Tag


The screenshot shows the "Add Image" dialog box. The "Image Type" is set to "Evaluated" (radio button selected). The "Image" field contains the text "signature". The "Data Tag" field now contains the text "SHIPPING-OFFICER-COD".

The value of this data tag—the shipping officer's code—determines which image with the *signature* prefix will be selected.

When the document is generated, the system appends the data tag value—for example, 420301—to the *signature* prefix with a dash between the two elements. This results in *signature-420301*. Therefore, the system outputs the image named *signature-420301*—the shipping officer's signature—in the selected layout field.

Fig. 2.58

Sample Shipping Officer Signature

| |
|--|
| Name of signatory John Smith |
| Place and date of issue CHICAGO / 10/07/2020 |
| Signature  ← |

Styling. The *Width* and *Height* fields in the *Styling* tab enable you to specify the dimensions of the image in millimeters. Use the *Horizontal Offset* and *Vertical Offset* fields to specify, in millimeters, how far up, down, left, or right of its default position that you want to output the image in the layout field.

Note An image may appear blurred or stretched in the document preview if the specified width and height are bigger or do not match the aspect ratio of the original image.

Previewing a Document

You can use existing shipment data to preview a document. This provides you with a realistic example of what the document looks like when the layout fields are populated with information.


Select a record on the *Documents* page and then click the *Preview*  button in the toolbar. The *Preview Document* window displays. In this window, you are prompted to input the details of a shipment for testing purposes. You can use any shipment that exists in the database.

Fig. 2.59

Preview Document Window

Preview Document ✕


Name:

* Client:

* Shipper Code:

* Reference No.:

* Despatch Number:

Simulate Print: 

|
 |
 |

The *Simulate Print* field enables you to preview the document as though it is being physically printed. It only applies to documents that have the *Preprinted Paper* field enabled, which omits static elements such as lines, shading, images, and text. The *Simulate Print* field, if enabled, overrides the *Preprinted Paper* field. For more information on the *Preprinted Paper* field, see the *Creating a Document* section.

Using the *Download JSON* button in the *Preview Document* window, you can download the shipment's JSON file.



Similarly, you can download the shipment's XML FO file by clicking the *Download XML FO* button. The information in this document can be useful for troubleshooting.

Click the *View Document* button to preview the document in a new tab.

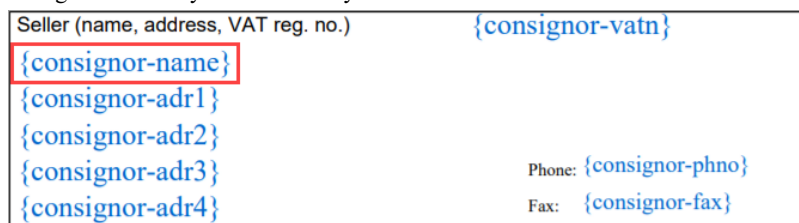
Example: Mapping a Data Tag with a Label and Rule Applied

The following example illustrates how a user maps the data tag representing the consignor's name to the *consignor-name* layout field on a document. In addition, a label is applied, as well as a rule that specifies an alternate data tag value to use in cases where the primary data tag value is unavailable.

Note To assist you during the mapping process, you may find it useful to have a preview of the layout — with placeholders included — open in another browser tab.

Fig. 2.60

consignor-name Layout Field in Layout Preview




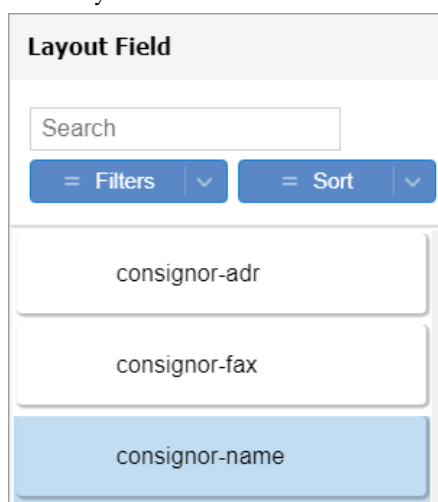
1. In the *Documents* grid, click the *Document Mapping* sub-option button  on the record that you want to configure.
2. In the *Document Mapping* window, select the *consignor-name* layout field in the *Layout Field* list panel on the left.

Fig. 2.61

Select Layout Field




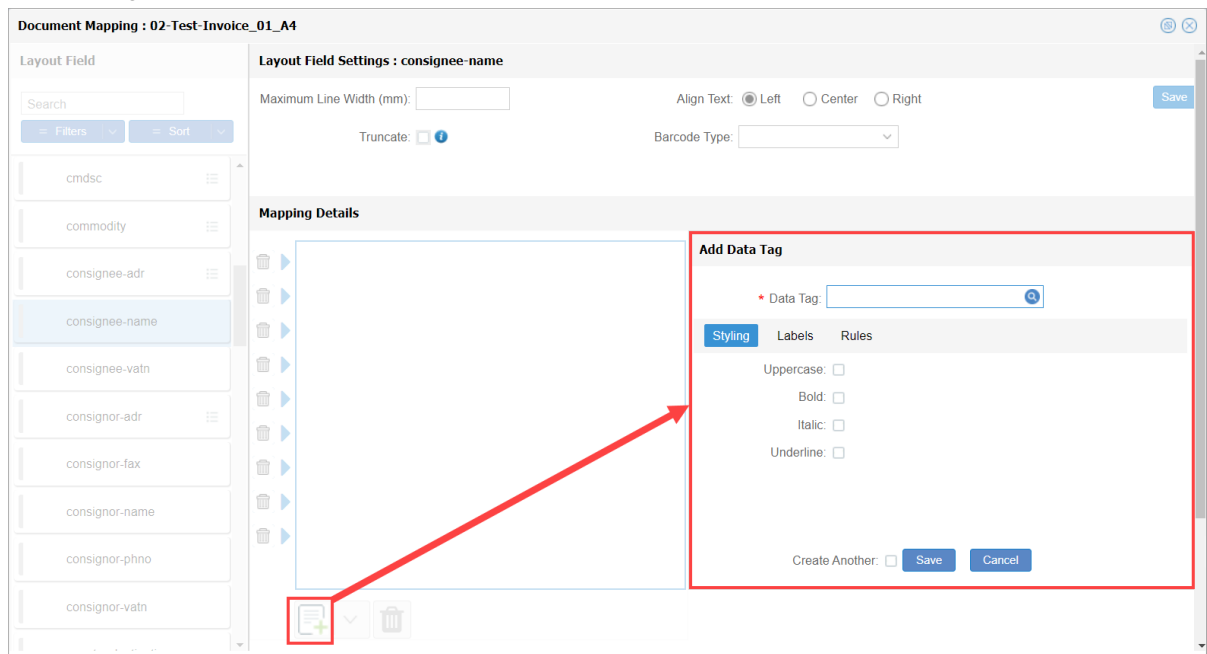
3. Click the *Add Data Tag*  button under the *Mapping Details* panel. This opens the *Add Data Tag* panel.

Fig. 2.62
Add Data Tag Panel




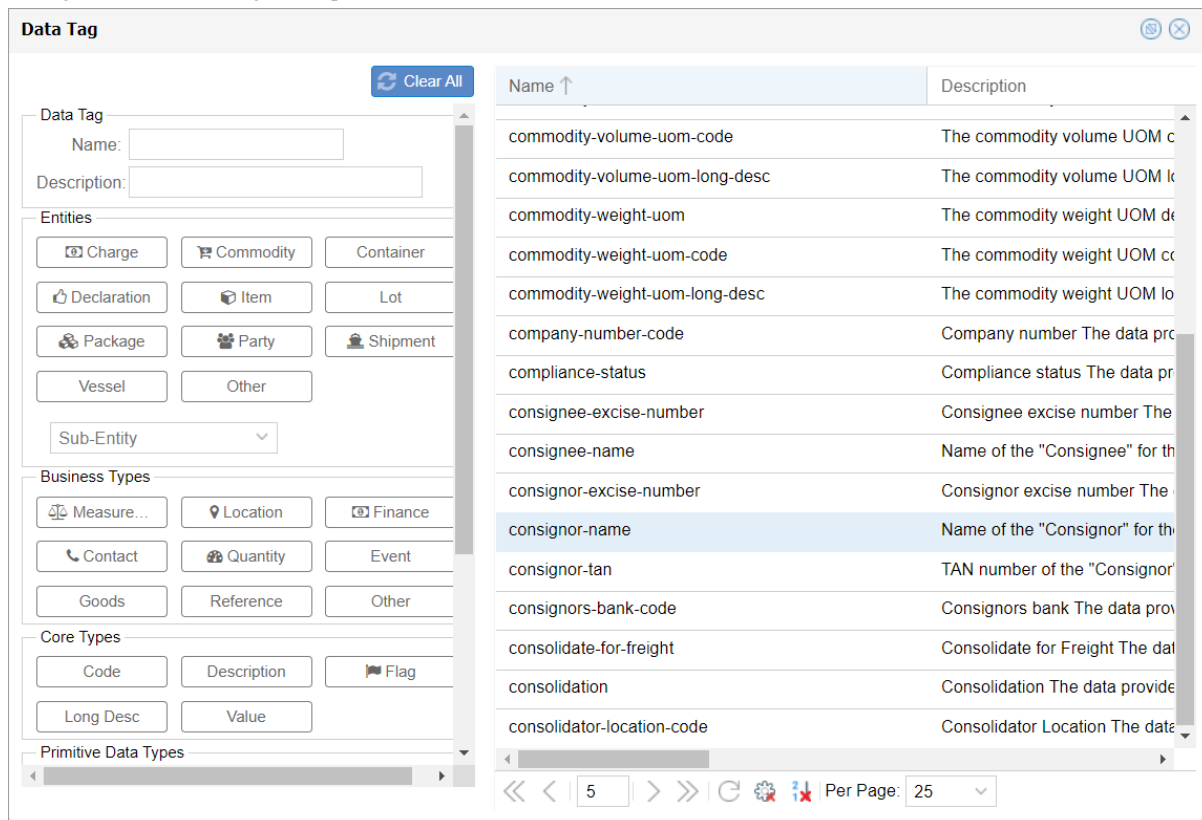
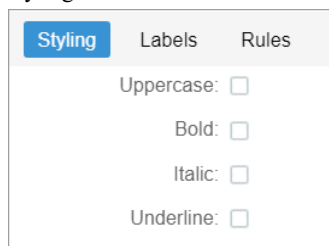
4. Click the lookup  icon in the *Data Tag* field. The *Data Tag* lookup window displays.
5. Select the *consignor-name* data tag from the list.

Fig. 2.63
Consignor-name, Data Tag Lookup



6. Enable the relevant fields in the *Styling* tab if you want to apply uppercase, bold, italic, or underline styling.

Fig. 2.64
Styling Tab



7. In the *Labels* tab, enter 'Consignor:' in the *Before:* free text field. Then highlight the text and apply bold styling.

Fig. 2.65

Add Label with Bold Styling

Styling **Labels** Rules

Formatting, spacing and line breaks will be applied to labels

Before: **B I U** ⓘ

Consignor:

After: **B I U** ⓘ

8. In the *Rules* tab, you can specify an alternate value to use if the value for the primary data tag—*consignor-name*—is unavailable. In the *If value is:* field, select *blank*.
9. For the purposes of this example, *customer-name* is the alternate data tag to be used if *consignor-name* is blank. In the data tag lookup for the *Use* field, select *customer-name*.

Fig. 2.66

Specify Alternate Data Tag, Rules Tab

Add Data Tag

* Data Tag: ⓘ

Styling Labels **Rules**

If value is: ▾

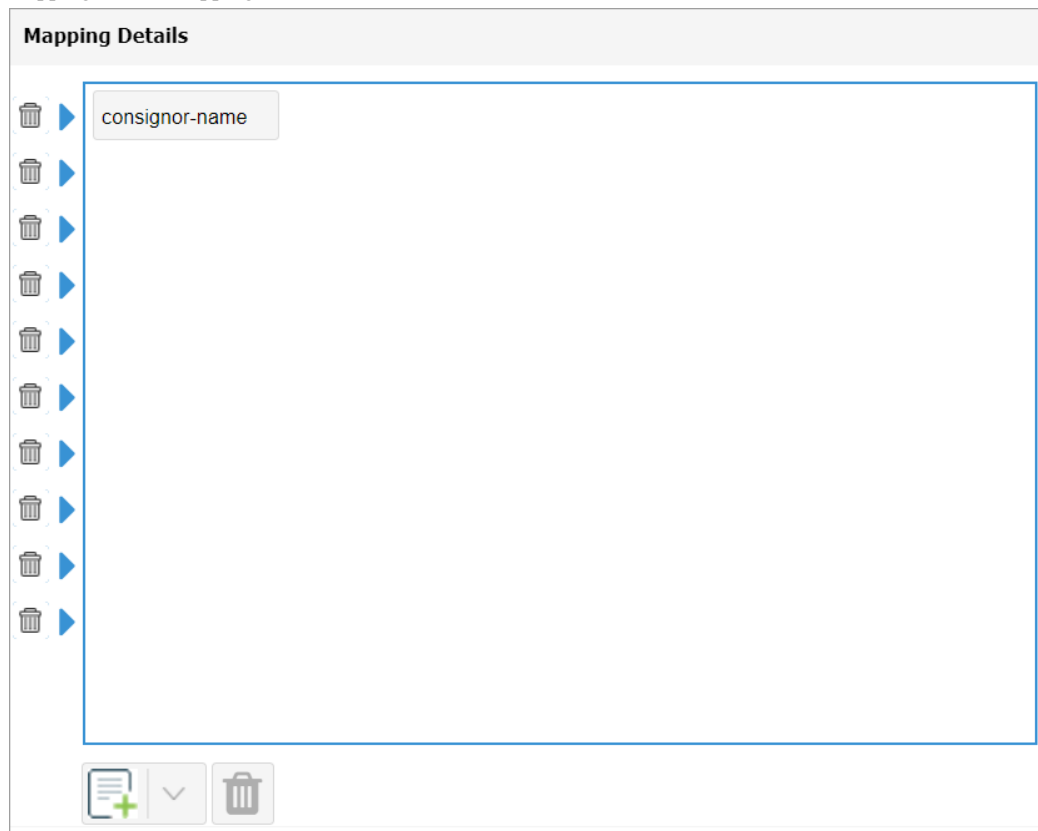
Use: or: ⓘ

Otherwise Use: ▾ or: ⓘ

10. Click *Save*. The saved mapping now appears in the *Mapping Details* editor on the left.

Fig. 2.67

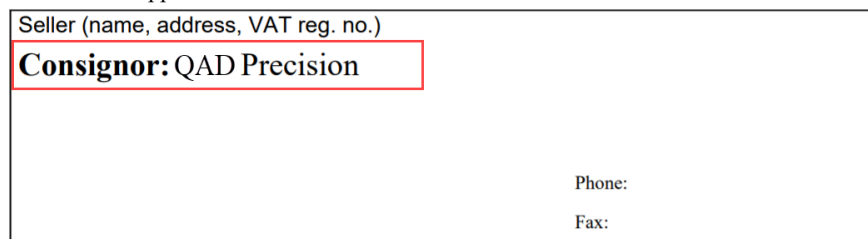
Mapping Saved, Mapping Details Panel



When a preview of this example document is generated, the data in the layout field appears as follows:

Fig. 2.68

Preview of Mapped Data



Example: Outputting Charge Summary Information

Charge summary groups—also known as summary buckets—are used to summarize costs, and are maintained in the base Web UI. For more information on configuring charge summary groups and setting them up for documents, see the *Base Administration Guide*.

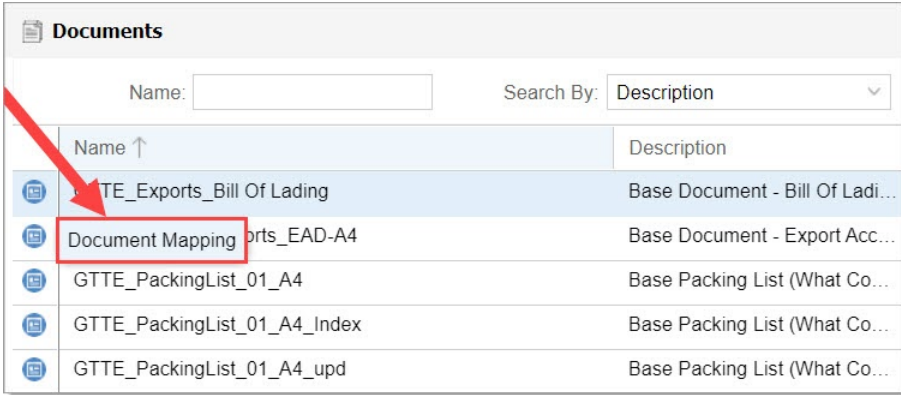
It is possible to output this summary information on a document in QAD Precision Docs using the typical document mapping process. The steps below describe the process with regard to a bill of lading document.






Note Charge summary information data tags are indicated by the prefix *summary-charge*; for example, *summary-charge-summary-bucket*.

1. In the *Documents* grid, click the *Document Mapping* sub-option button  on the record that you want to configure.

Fig. 2.69

Access the Document Mapping Window



| Name ↑ | Description |
|---|---------------------------------|
|  TE_Exports_Bill Of Lading | Base Document - Bill Of Ladi... |
|  Document Mapping ports_EAD-A4 | Base Document - Export Acc... |
|  GTTE_PackingList_01_A4 | Base Packing List (What Co... |
|  GTTE_PackingList_01_A4_Index | Base Packing List (What Co... |
|  GTTE_PackingList_01_A4_upd | Base Packing List (What Co... |



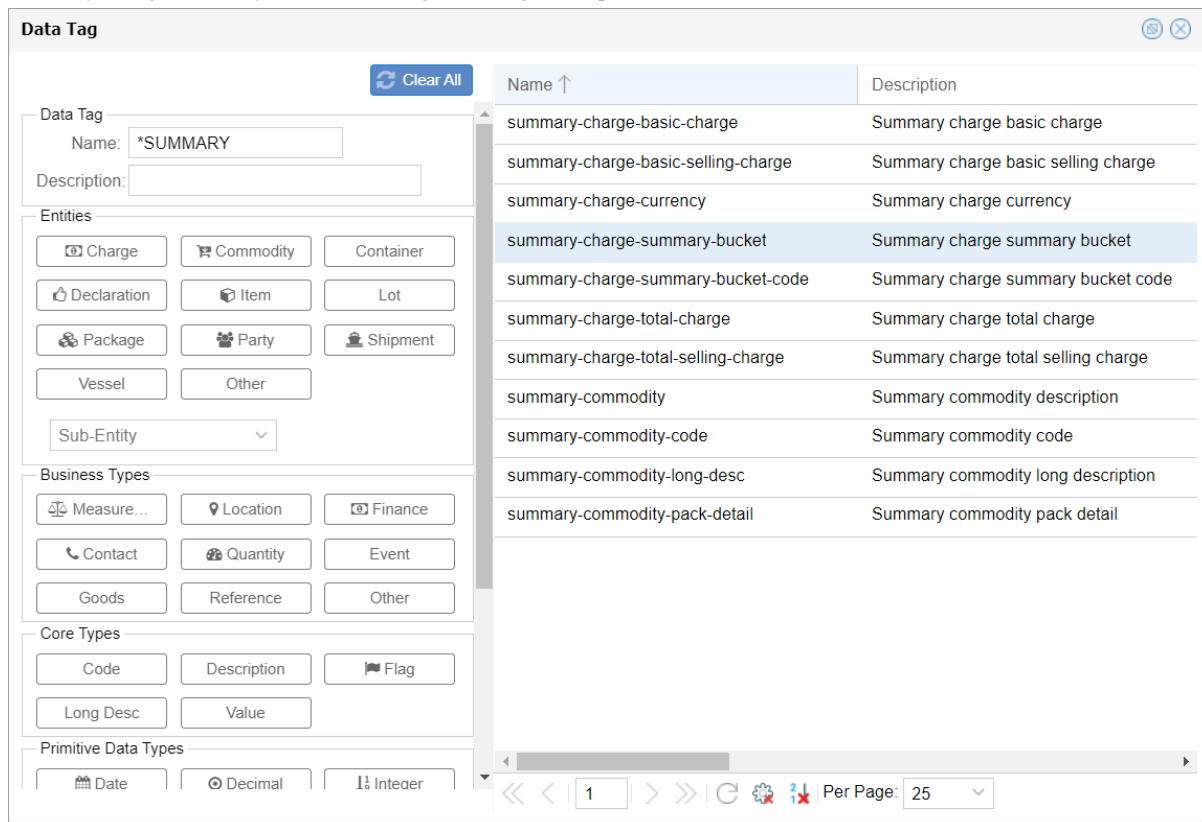
2. In the *Document Mapping* window, select the layout field that you want to map the charge summary information to from the *Layout Field* list panel on the left. For the purposes of this example, the layout field is *charge-desc*.
3. Click the *Add Data Tag*  button under the *Mapping Details* panel. This opens the *Add Data Tag* panel.
4. Click the lookup  icon in the *Data Tag* field. The *Data Tag* lookup window displays.
5. Select a charge summary information data tag, indicated by the prefix *summary-charge*. For the purposes of this example, the data tag *summary-charge-summary-bucket* is selected.

Fig. 2.70
Summary-charge-summary-bucket Data Tag, Data Tag Lookup



6. Click *Save*.

Note You can map only one summary data tag to a layout field. Therefore, in the case that you want to output the amount, currency, and charge description summaries, three layout fields are required.

The table below contains sample layout fields for the summary charge information on a bill of lading document. The column to the right lists the corresponding data tags that are mapped to each one.

Table 2.3
Summary Charge Mappings

| Layout Field | Data Tag |
|-----------------|-------------------------------|
| charge-value | SUMMARY-CHARGE-TOTAL-CHARGE |
| charge-currency | SUMMARY-CHARGE-CURRENCY |
| charge-desc | SUMMARY-CHARGE-SUMMARY-BUCKET |

The image below is a preview of the summary charge area on a sample bill of lading, with placeholders included.

Fig. 2.71

Summary Charge Layout Fields with Placeholders, Sample Bill of Lading

| | | |
|-----------------|--------------------|----------------|
| {charge-value1} | {charge-currency1} | {charge-desc1} |
| {charge-value2} | {charge-currency2} | {charge-desc2} |
| {charge-value3} | {charge-currency3} | {charge-desc3} |
| {charge-value4} | {charge-currency4} | {charge-desc4} |
| {charge-value5} | {charge-currency5} | {charge-desc5} |

The resulting output with shipment data is displayed below.

Fig. 2.72

Sample Bill of Lading Output with Shipment Data

| | | |
|-------|-----|--------------------------------|
| 977.8 | USD | Overseas freight |
| 1.0 | EUR | Commission and similar charges |
| 6.9 | USD | Overseas insurance |

Chapter 3

Data Configuration

This section describes the configuration options available in the Data Configuration area of QAD Precision Docs.

Overview

Lists the options available in the Data Configuration area.

Data Tags

Explains how to configure Data Tags.

Tokens

Describes the purpose of Tokens.

Images

Describes how to upload an image to Docs.



Overview

This section describes the functionality of the menu items under the *Data Configuration* area.

- Data Tags
- Tokens
- Images

Data Tags

The *Data Tags* page contains predefined pieces of shipment data available to QAD Precision Docs. Each data tag represents a single piece of data on a shipment, such as destination and shipment items.

A data tag can also represent general information that does not directly relate to a shipment, but typically appears on a document; for example, the current date and time, and document page number.

Fig. 3.1

Data Tags Page


| Name ↑ | Description | Source | Source Id | Data Path |
|--------------------------------|-----------------------------------|--------------|-----------|---|
| account-detail | Account details The data pro... | GTTE Exports | 1 | \$.transaction.accountDetail |
| activity | Activity The data provided is ... | GTTE Exports | 1 | \$.transaction.activity |
| actual-arrival-date | Actual arrival date The data ... | GTTE Exports | 1 | \$.transaction.actualArrivalDate |
| actual-arrival-time | Actual arrival time The data ... | GTTE Exports | 1 | \$.transaction.actualArrivalTime |
| actual-costs-complete | Actual costs complete The d... | GTTE Exports | 1 | \$.transaction.actualCostsComplete |
| actual-departure-date | Actual departure date The d... | GTTE Exports | 1 | \$.transaction.actualDepartureDate |
| actual-departure-time | Actual departure time The d... | GTTE Exports | 1 | \$.transaction.actualDepartureTime |
| actual-letter-of-credit-number | Actual letter of credit number... | GTTE Exports | 1 | \$.transaction.actualLetterOfCreditNumber |
| additional-reference | Additional reference The dat... | GTTE Exports | 1 | \$.transaction.additionalReference |
| adjustment-mode | Adjustment Mode The data p... | GTTE Exports | 1 | \$.transaction.adjustmentMode |
| adjustment-round | Adjustment Round The data ... | GTTE Exports | 1 | \$.transaction.adjustmentRound |
| advance-payment-required | Advance payment required T... | GTTE Exports | 1 | \$.transaction.advancePaymentRequired |
| advise-due-date-tix | Advise Due date tix The data... | GTTE Exports | 1 | \$.transaction.adviseDueDateTix |
| advise-reason-telex | Advise reason telex The dat... | GTTE Exports | 1 | \$.transaction.adviseReasonTelex |
| advise-reason-telex2 | Advise reason telex The dat... | GTTE Exports | 1 | \$.transaction.adviseReasonTelex2 |
| aes-itn | AES ITN The data provided i... | GTTE Exports | 1 | \$.transaction.aesItn |
| aes-message-code | AES Message Code The dat... | GTTE Exports | 1 | \$.transaction.aesMessageCode |

The purpose of data tags is to enable you to map specific data held in the QAD Precision database or the QAD Precision Docs application to a layout field on a document.

For example, the *country-of-origin-code* data tag represents the country of origin code stored on the shipment header record, XMSHDR0.SHCORG.

The sample invoice below displays layout fields to which data tags can be mapped.

Fig. 3.2
Layout Fields in Preview

|  CUSTOMS INVOICE | |
|---|---|
| SELLER: {seller-name} {seller-adr1} {seller-adr2} {seller-adr3} {seller-adr4} EIN #: {ein-number-seller} | MANUFACTURER: {manufacturer-name} {manufacturer-adr1} {manufacturer-adr2} {manufacturer-adr3} {manufacturer-adr4} |
| BUYER: {buyer-name} {buyer-adr1} {buyer-adr2} {buyer-adr3} {buyer-adr4} | SHIP TO: {ship-to-name} {ship-to-adr1} {ship-to-adr2} {ship-to-adr3} {ship-to-adr4} |

In the *Document Mapping* window for this sample, the *imp-party-name-selection [SUPPLIER]* data tag is mapped to the *seller-name* layout field.

Fig. 3.3
Data Tag Mapped to Layout Field



The screenshot shows two windows side-by-side. On the left is a preview of the 'CUSTOMS INVOICE' layout, with the '{seller-name}' field highlighted by a red box. On the right is the 'Mapping Details' window, which contains a list of data tags. The tag 'imp-party-name-selection [SUPPLIER]' is selected and highlighted in blue. A red arrow points from the selected tag in the 'Mapping Details' window to the '{seller-name}' field in the layout preview.

Note Users are provided with a comprehensive list of predefined data tags that are maintained by QAD Precision. These cover shipment elements that are typically found on invoices and packing lists. If you want to create a custom data tag that is specific to your organization, or configure an existing one, please consult QAD Precision Services.



Creating a Data Tag

The fields in the *Create/Update Data Tag* window are explained in the sections below.

Fig. 3.4

Create Data Tag Window

The screenshot shows the 'Create Data Tag' window with the following fields and options:

- General:**
 - * Name: [Text Input]
 - Description: [Text Area]
 - * Source: [Dropdown]
- Technical Details:**
 - * Data Path: [Text Input]
 - * Data Type: [Dropdown]
 - Possible Values: [Text Input] ⓘ
 - Check For Tokens:
 - List Data Tag:
 - Replace Newline:
 - Selection:
 - * Data Source: [Dropdown]
- Filtering Details:**
 - * Primitive Data Type: [Dropdown] ⓘ
 - Database Table: [Dropdown] ⓘ
 - Database Column: [Text Input] ⓘ
 - * Entity: [Dropdown] ⓘ
 - Sub-Entity: [Dropdown] ⓘ
 - * Business Type: [Dropdown] ⓘ
 - * Core Type: [Dropdown] ⓘ
 - * Category: [Dropdown] ⓘ

At the bottom of the window, there are 'Save' and 'Close' buttons.

General

Name

Each data tag has a unique and meaningful name so that it is easily identified; for example, *carrier-address* for the carrier address on a given transaction.

Description

Describes the purpose of the data tag.

Source

This field is available if the *Data Source* field is set to *JSON* or *CALCULATED*. It enables you to associate the data tag with a particular QAD Precision system—GTTE Exports or GTTE Imports—so that the user is provided with relevant data tags during the document mapping process.

Fig. 3.5

Source Field

The screenshot shows the 'Create Data Tag' dialog box with the following fields and options:

- Name:** Text input field.
- Data Source:** Dropdown menu set to 'JSON' (highlighted with a red box).
- Data Path:** Text input field.
- Check For Tokens:**
- Description:** Text area.
- Data Type:** Dropdown menu.
- Possible Values:** Text input field with an information icon.
- Replace Newline:**
- List Data Tag:**
- Source:** Dropdown menu (highlighted with a red box).
- Selection:**

Buttons at the bottom: Save, Close.

Technical Details

Data Path

This field specifies the location or path of the data tag within the selected data source.

Data Type

The data type is a classification that specifies the type of value a data tag has. It determines the additional configuration options that may be available to the user in the *Document Mapping* window; for example, if a user adds a data tag in the *Document Mapping* window that is classified as a DATE type, they are presented with additional date format settings.



Depending on the value selected from the *Data Type* drop-down list, you may be provided with additional fields to configure the data tag. For example, if DECIMAL is selected, two new fields are displayed; *Decimal Places* and *Rounding Type*.

- **BLANK-LINE.** Enables the user to add a blank line to a layout field.
- **DATE.** Displays date format options when a data tag of this type is selected in the *Document Mapping* window.

Note The date formats in the *Document Mapping* window can be configured by your administrator using the DOCS DATE FORMAT system code.

- **DECIMAL.** Two additional fields are displayed in the *Create/Update Data Tag* window if the data type is set to DECIMAL; *Number Format* and *Rounding Type*. Use these fields to specify the position of the decimal point, and whether the value is rounded up, down, or according to standard rounding rules. The default number format is 0.00.

Note The options in the *Number Format* drop-down list can be configured by your administrator using the DOCS NUMBER FORMAT system code.

- **DYNAMIC-IMAGE.** Enables the user to add an image to a document. Users can configure image dimensions and position in the *Document Mapping* window when they select to add the *Image* data tag.
- **INTEGER.** Applies to positive and negative numbers. When selected, the *Number Format* field is displayed below, providing a drop-down list of the available number formatting options in the database. The formatting options are:

- ###
- ###.00
- ###.000
- #,###,###
- #,###,###.00
- #.00
- 0.00
- 0.000
- 00.00
- 000.00

- **SIMPLE.**
- **STRING-ADDRESS.** Applies to partner addresses. In the *Document Mapping* window, users can configure STRING-ADDRESS data tags to output an address over a specified number of lines.

Note The address format options can be configured by your administrator using the DOCS ADDRESS FORMAT system code.



- *STRING-MULTILINE*.
- *STRING-MULTILINE-SORTED*.
- *STRING-NAME*.
- *STRING-SINGLELINE*.
- *TEXT*.
- *STATIC-TEXT*.
- *TIME*. Applies to time data. In the *Document Mapping* window, users can configure TIME data tags to output in hh:mm or h:mm AM/PM format.

Note The time format options can be configured by your administrator using the *DOCS TIME FORMAT* system code.

- *DATE-FORMAT*. There are currently two data tags of this type; *country-of-destination-date-format* and *country-of-origin-date-format*. Depending on the selected data tag, the system outputs the date in the format that is specified on the country's record.

Possible Values

Specify potential output values for the data tag using a comma-separated list; for example True, False. This is connected to the rules functionality in the *Document Mapping* window, where the values entered here are displayed in the If value is drop-down list.

Check For Tokens

This feature enables you to replace tokens in the source data with values from other data tags. Select this field if there is a possibility that some data will need to be replaced. Otherwise, this field should be left blank for performance reasons.

For more information, see the *Tokens* section.

List Data Tag

When a data tag has multiple values, you can choose to summarize the output by enabling this field. This is useful for invoices that have items with multiple countries of origin. In this case, you can display static text such as 'Various' or 'Multiple' instead of a list of countries.

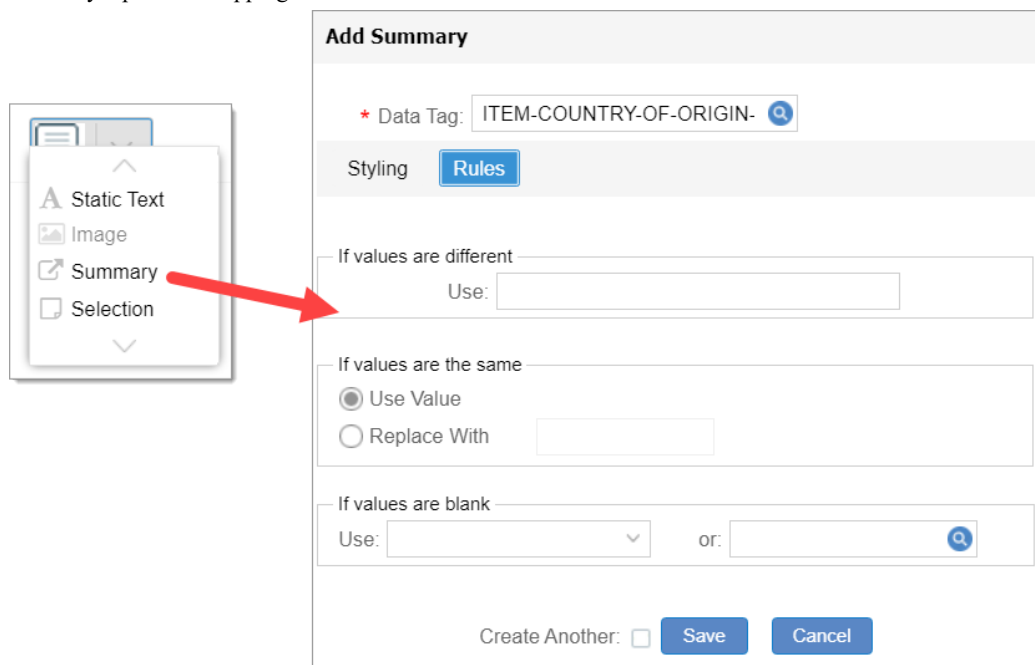
For list data tags, a *Rules* area is available in the *Document Mapping* window where you can specify what to print on the document in certain scenarios.

This summary functionality can be accessed through the toolbar of the *Mapping Details* area. Select *Summary* from the *Add Data Tag* drop-down list. This displays the *Add Summary* panel on the right. You can then use the *Data Tag* lookup to select a list data tag and configure the rules.



Fig. 3.6

Summary Option in Mapping Details Toolbar



Replace Newline

Data from an external source may include a newline character that is indicated by `\n`. For example:

"The following conditions apply:\n1. The product is not ..."

If this field is enabled, QAD Precision Docs replaces every instance of `\n` with a carriage return. As a result, the text that is output on the document is:

*"The following conditions apply:
1. The product is not ..."*

Scanning for and replacing these characters requires additional processing by the QAD Precision Docs engine. Therefore, limiting it to only specified data tags that may contain these `\n` expressions prevents a negative impact on performance.

Selection

This field allows you to declare a data tag as a selection data tag.

This facility is particularly useful if a user needs to map numerous transaction texts, notes, container numbers, seal numbers, and vessel information to a document. Instead of creating a separate data tag for each text on the shipment, it is possible to group these similar entities as selection data tags. During the document mapping process, the user can then filter the data that they want to map for convenience.

In the example below, a *'text-selection'* data tag is created for shipment texts and declared as a selection data tag using the *Selection* field. Enabling this field prompts the *Selection Label* and *Selection Name* fields to appear.

Fig. 3.7

Declare Data Tag as a Selection Data Tag

Update Data Tag

* Name: text-selection

* Data Source: JSON

* Data Path: \$.transaction.texts.[?(@.textCode=="%SELECTION_VALUE%")].textValue

Check For Tokens:

Description: Texts can be assigned to a transaction. Typically texts are added to a shipment as part of the rule processing. The text value in the "%FILTER_VALUE%" text is provided here. This value can be multiple line and would be expected to map to a layout field that represents multiple placeholders. The data provided is taken directly from the database field: XMSTXT01NOTEXXX

* Data Type: STRING-MULTILINE

Possible Values:

Replace Newline:

List Data Tag:

* Source: GTTE Exports

Selection:

Selection Label: Text ID

Selection Name: TextId

Save Close

In the *Document Mapping* window, the value entered in the *Selection Label* field is used as the label for the entity lookup.

Fig. 3.8

Selection Tag Label Reflected in Document Mapping Window

Add Selection

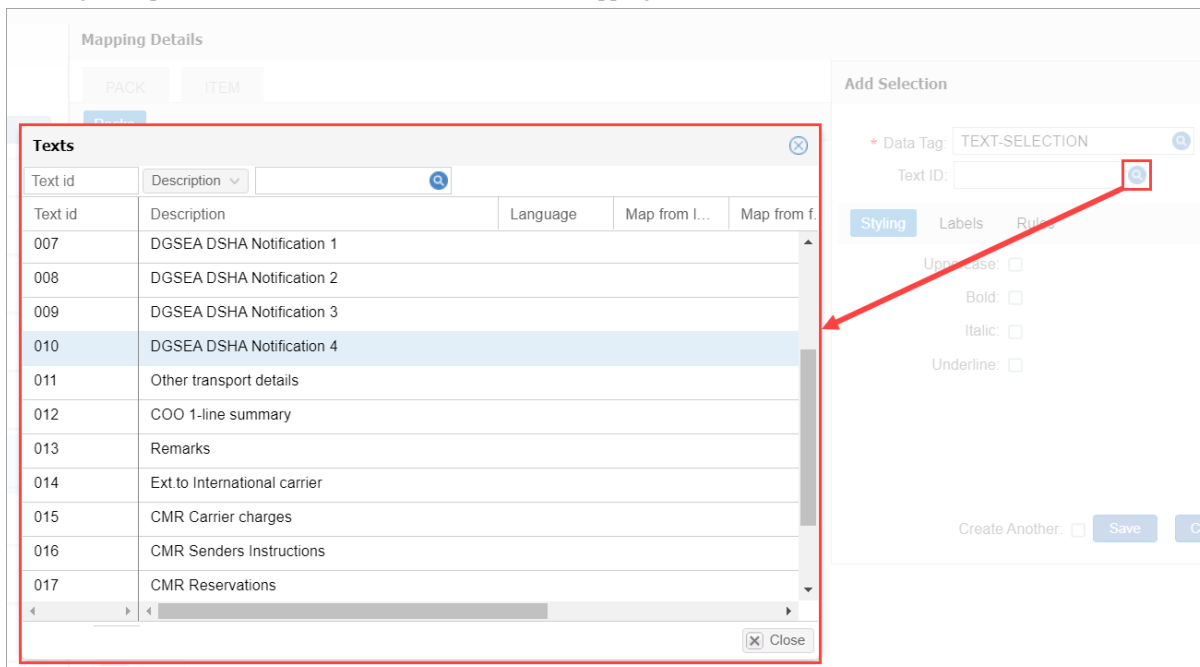
* Data Tag: TEXT-SELECTION

Text ID:

Use the *Selection Name* field to specify the entity type; *TextID*, *Note*, or *Number Range*. This determines the contents of the Data Tag lookup window in the *Document Mapping* window.

The example below shows the contents of the *Data Tag* lookup when the *Selection Name* is set to *TextId*.

Fig. 3.9
Data Tag lookup for Selection Name of TextId, Document Mapping Window



Data Source

A data tag can generate information from four possible sources.

Fig. 3.10
Data Source Drop-Down

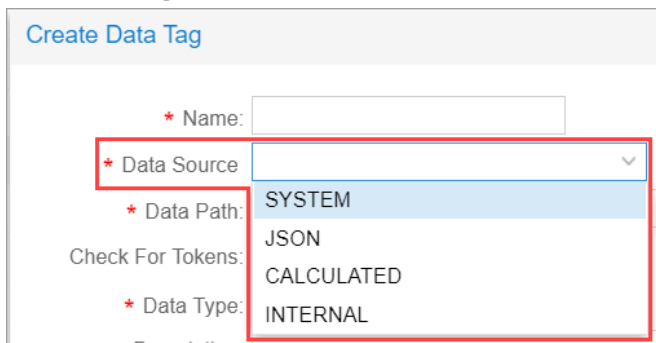
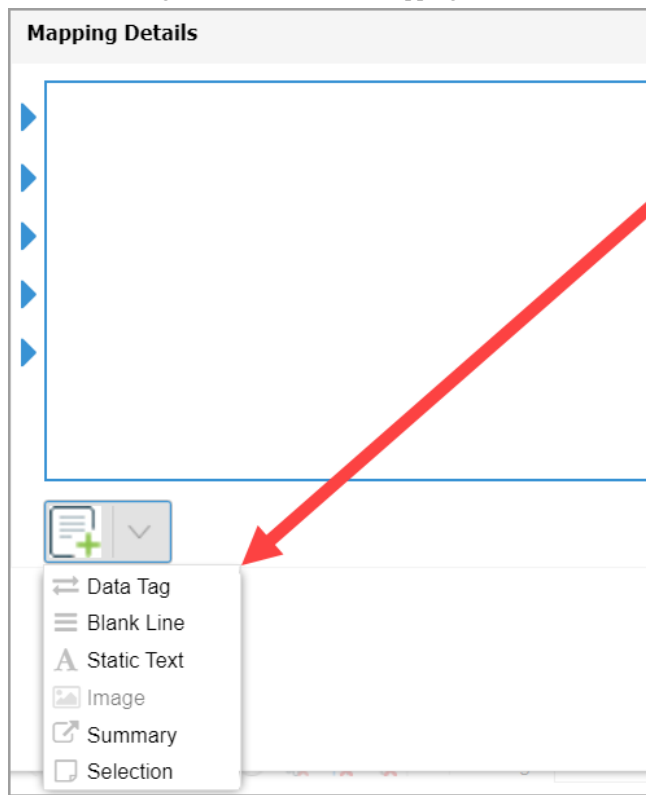


Table 3.1
Data Sources

| Data Source | Description |
|-------------|--|
| System | Typically represents information that is generated on an ad hoc basis; for example, the current date, time, or page number. |
| JSON | Directs QAD Precision Docs to extract shipment data from the shipment's JSON file. |
| Calculated | Checks whether data on the shipment needs to be converted, and outputs the conversion on the document if necessary. For example, the total-gross-weight-kg data tag creates a calculated field that converts the total-gross-weight data tag into kilograms. |
| Internal | For internal use in QAD Precision Docs. These data tags enable you to output static text, images, or blank lines onto a document using the Mapping window, and are shown in the image below. |



Fig. 3.11
Internal Data Tags Used in Document Mapping Window



Filtering Details

The *Filtering Details* fields enable you to further classify data tags. By completing these fields, users can locate data tags faster and easier when they apply filters in the *Data Tag* lookup window. See the *Data Tag Lookup* section for more information.

Fig. 3.12
Filtering Details, Create Data Tag Window

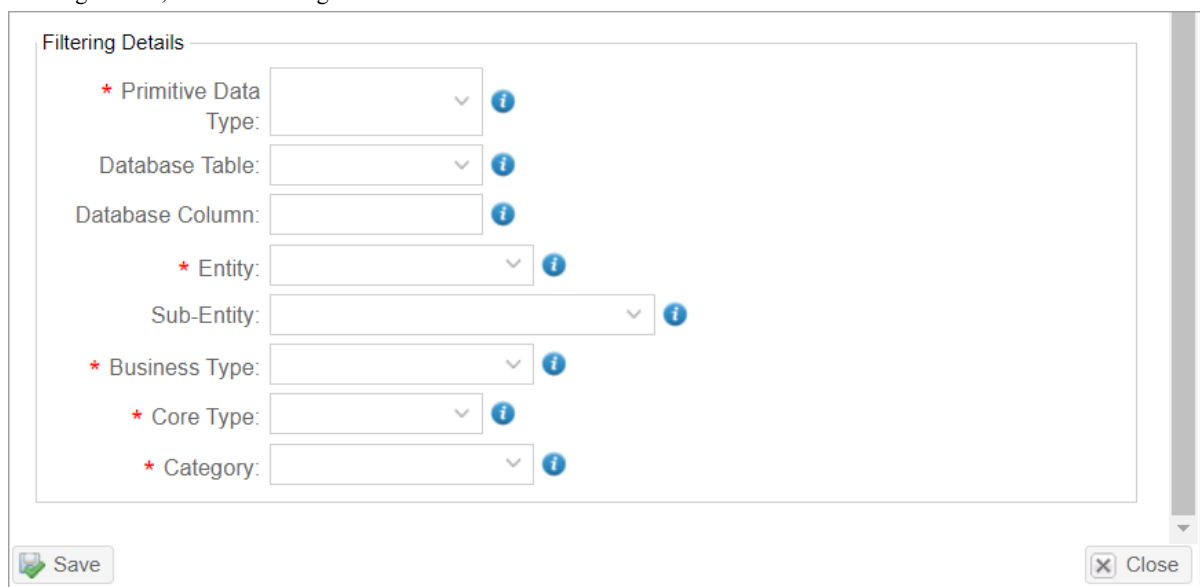


Fig. 3.13

Filtering Options, Data Tag Lookup Window

The screenshot shows a 'Data Tag' window with a 'Clear All' button in the top right. The window is divided into several sections, each with a minus sign icon to its left:

- Data Tag:** Contains 'Name:' and 'Description:' text input fields.
- Entities:** Contains an 'Other' button and a 'Sub-Entity' dropdown menu.
- Business Types:** Contains an 'Other' button.
- Core Types:** Contains buttons for 'Code', 'Description', 'Flag' (with a flag icon), 'Long Desc', and 'Value'.
- Primitive Data Types:** Contains buttons for 'Date' (with a calendar icon), 'Decimal' (with a radio button), 'Integer' (with a number and arrow icon), 'Logical' (with a checkmark icon), 'String' (with a speech bubble icon), 'Time' (with a clock icon), and an 'Other' button.
- Database Storage:** Contains a 'Table' dropdown menu and a 'Column' text input field.
- Other:** Contains buttons for 'Non Summary' and 'Summary'.

Primitive Data Type

Indicate how the value is viewed at a technical level by selecting the appropriate data type. The values are source-independent.

Database Table

Specify the source database table from which the data is obtained. The database table represents the general location of the persistence storage for the data. The values are source-independent.

Database Column

Specify the source database column from which the data is obtained. The database column represents the general location of the persistence storage for the data.

Entity

Map the data tag to a specific business entity. This entity represents a physical or logical structure within the business. The available values are specific to the source of the data.

Sub-Entity

In some cases, the entity can be divided into smaller sub-entities that provide a more granular association for the data tag. The available values are specific to the source of the data.

Business Type

Categorize multiple data tags into groups that represent the business value provided by their information. The available values are specific to the source of the data.

Core Type

The solution provides data that can typically be mapped to primitive types of data. The values are source-independent.

Category

Indicate whether the data tag is a summary or non-summary data tag. Typically, data tags with a *summary-* prefix are summary data tags. The values are source-independent.

Operations


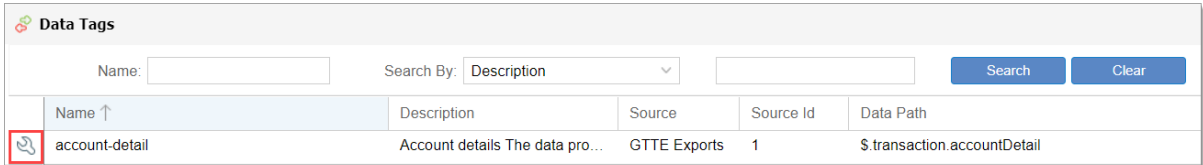

The *Operation*  button beside each record in the *Data Tags* grid enables you to access the *Operation* window, where you can configure the operations that are available for summary data tags. For more information on mapping summary data tags, see the *Summary Data Tag* section.

Fig. 3.14

Operation Button, Data Tags Page



| Data Tags | | | | |
|--|---------------------------------|---|----------------------|------------------------------|
| Name: <input type="text"/> | | Search By: <input type="text" value="Description"/> | <input type="text"/> | |
| <input type="button" value="Search"/> | | <input type="button" value="Clear"/> | | |
| Name ↑ | Description | Source | Source Id | Data Path |
|  account-detail | Account details The data pro... | GTTE Exports | 1 | \$.transaction.accountDetail |

In the *Operation* window, it is possible to update, create, and delete data tag operations.

Note This feature is maintained by QAD Precision.



Fig. 3.15
Operation Window

| Operation | | | | |
|-------------|----------------------|-------------|-------------|---------------|
| Id: 2900 | | | | |
| Name | Parameter 1 | Parameter 2 | Parameter 3 | Last Modified |
| COUNT | | | | 2021/07/ |
| TOTAL_IN_KG | item-weight-uom-code | KG | MASS | 2021/07/ |
| TOTAL_IN_LB | item-weight-uom-code | LB | MASS | 2021/07/ |

Tokens

Tokens enable you to insert a data tag value within a piece of static text directly in QAD Precision Docs, or in a note that is set up in the QAD Precision Transportation Execution (TE) application.

A token is indicated by a \$, followed by a token name contained in curly brackets; for example, *#{Invoice_Number}*.

Fig. 3.16
Tokens Page

| Tokens | | | | | |
|----------------------------|----------------|---|----------------------|---------------------------------------|--------------------------------------|
| Name: <input type="text"/> | | Search By: <input type="text" value="Description"/> | <input type="text"/> | <input type="button" value="Search"/> | <input type="button" value="Clear"/> |
| Name ↑ | Description | Data Tag | Created Date | Created User | Last Modified |
| client | Client code | client-code | 09/19/2019... | DBU | |
| cnstname | Consignee name | consignee-... | 09/19/2019... | DBU | |
| cononame | Consignor name | consignor-... | 04/20/2020... | DBU | |
| Invoice_Number | Invoice Number | invoice-nu... | 04/20/2020... | DBU | |



The *Tokens* page contains commonly used data elements that users typically want to embed in text. These token names can be used during the document mapping process to display data such as invoice numbers and client codes.

The example below illustrates how to embed the *Invoice_Number* token within static text in the *Document Mapping* window.

Fig. 3.17

Example of a Token Used in Static Text

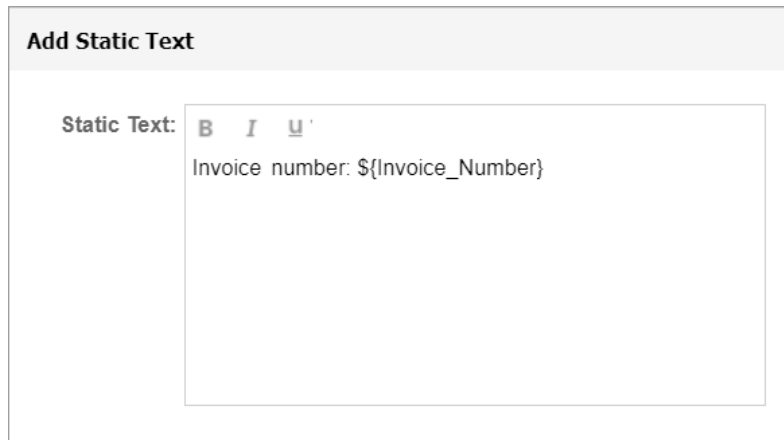
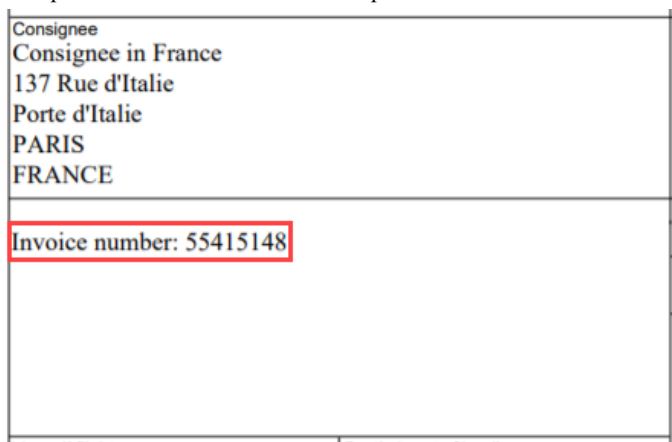


Fig. 3.18

Example of Static Text with Token Output

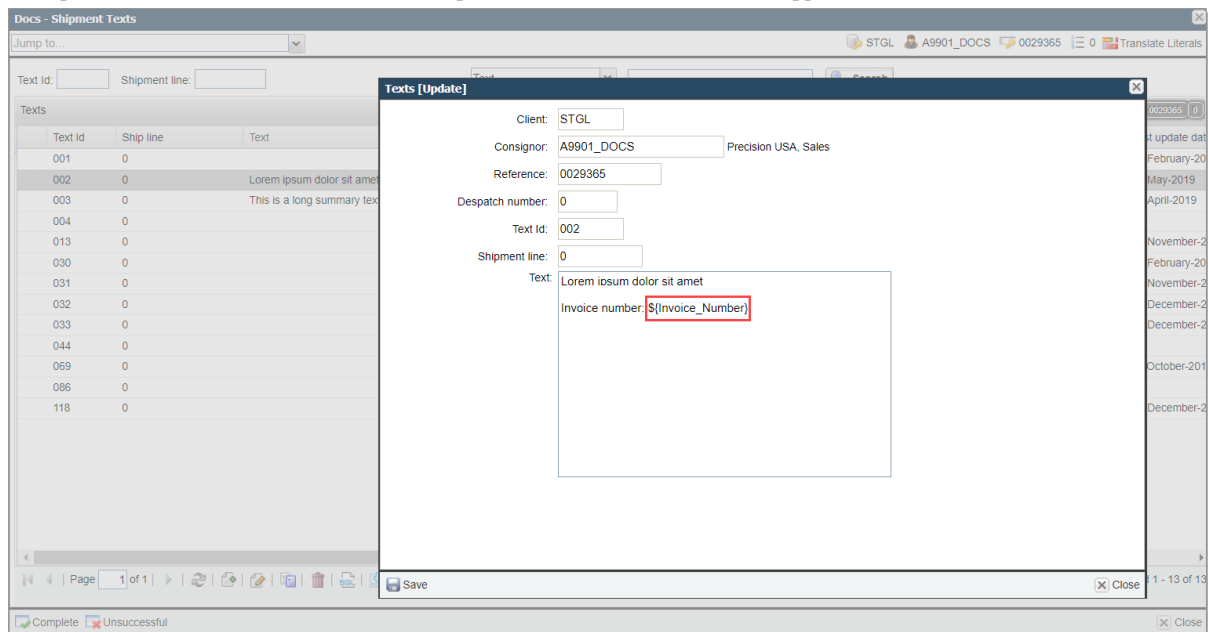


The following example illustrates how a token is embedded through the *Docs - Shipment Texts Workflow* task in the QAD Precision TE application.

Note The > character can be used in the QAD Precision TE application as part of a legacy format to invoke tokens; for example, >*Invoice_Number* instead of the updated *\${Invoice_Number}* format. This legacy format is supported and converted by the QAD Precision Docs engine when generating output that originates from the TE application.

Fig. 3.19

Example of Token Embedded in the Docs - Shipment Texts Workflow Task, TE Application



Note For tokens that are embedded in the TE application, you should ensure that the *Check For Tokens* field is selected in the *Data Tags* window. If the token is not displaying in the QAD Precision Docs document preview, you may need to select the field.

Images

The *Images* page enables you to upload images, which you can then map to a document. This is particularly useful if you want to add a signature or company logo.

To upload an image to the QAD Precision Docs database:


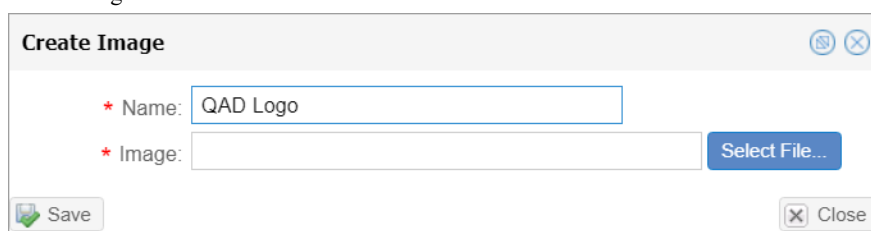
1. Click the *Create*  button in the toolbar.
2. In the *Name* field of the *Create Image* pop-up window, supply a meaningful image name.

Fig. 3.20

Create Image Window



3. Click the *Select File...* button on the *Image* field to browse for the image on your device.

Note The recommended file formats for images are PNG and JPEG.

4. Click *Save*.

This image is now available for mapping in the *Document Mapping* window.



Chapter 4

Document Configuration

This section describes the configuration options available in the Document Configuration area of QAD Precision Docs.

Overview

Describes the options available in the Document Configuration area.

Nodes

Describes the purpose of Nodes.

Node Structures

Describes the purpose of Node Structures.

Levels

Explains how to configure Levels.

Sources

Describes the purpose of Sources.



Overview

Note This section includes information for system administrators to help them coordinate with QAD Precision Support.

Users with an Administrator role have access to all areas and configuration options within the QAD Precision Docs UI.

This section describes the functionality of the menu items under the *Document Configuration* area.

- Nodes
- Node Structures
- Levels
- Sources

Nodes

Important Nodes are an advanced feature of QAD Precision Docs that are configured and maintained by QAD Precision. It is not recommended that you modify them. For assistance, please contact QAD Precision Services.

A node is an element that enables the QAD Precision Docs engine to query the JSON data from the source system, and associate it with business entities; for example, loose packs or serial numbers.

Fig. 4.1
Nodes Page

| Name ↑ | Node Type | Json Path | Filter Json Path | Created Date |
|--------------|-----------|-----------------------------------|------------------|--------------------|
| IMP Items | ITEM | \$.transaction.items[*].lineNu... | | 02/25/2020 15:00:5 |
| Inner Packs | PACK | \$.transaction.packHeaders[?... | | 07/11/2019 14:26:1 |
| Items | ITEM | \$.transaction.items[*].lineNu... | | 06/28/2019 05:38:0 |
| Loose Items | ITEM | \$.transaction.items[?(@.unp... | | 07/30/2019 08:01:1 |
| Loose Lots | LOT | \$.transaction.items.[?(@.line... | | 09/17/2019 10:06:3 |
| Loose Packs | PACK | \$.transaction.packHeaders[?... | | 07/29/2019 05:43:4 |
| Lots | LOT | \$.transaction.items[?(@.line... | | 09/12/2019 18:49:3 |
| Outer Packs | PACK | \$.transaction.packHeaders[?... | | 07/11/2019 14:26:0 |
| Packed Items | ITEM | \$.transaction.packHeaders[... | | 06/28/2019 05:38:0 |
| Packed Lots | LOT | \$.transaction.packHeaders[... | | 09/12/2019 18:47:2 |

The predefined records on the *Nodes* page cover most business scenarios. However, nodes can be configured by QAD Precision, if required.

Fig. 4.2

Update Node Window

The screenshot shows the 'Update Node' dialog box. It has a title bar with the text 'Update Node' and standard window control icons (minimize, maximize, close). The main area contains the following fields:

- Name:** A text input field containing the value 'Items'.
- Node Type:** A dropdown menu with 'ITEM' selected.
- Source:** A dropdown menu with 'GTTE Exports' selected.
- Json Path:** A text input field containing the JSON path '\$.transaction.items[*].lineNumber'.
- Filter Json Path:** An empty text input field.

At the bottom of the dialog, there are two buttons: 'Save' on the left and 'Close' on the right.

The fields in the *Create/Update Node* window are described below.

Name. The name of the node.

Node Type. Choose between five basic node types; HEADER, ITEM, LOT, PACK, or SERIAL.

Source. Specify the system, or source, from which QAD Precision Docs obtains data; GTTE Imports or GTTE Exports.

Json Path. Specify the JSON path that the QAD Precision Docs engine will use to query the data from the source system.

Filter Json Path. This field is not currently in use.

Node Structures

Important Node structures are an advanced feature of QAD Precision Docs that are configured and maintained by QAD Precision. It is not recommended that you modify them. For assistance, please contact QAD Precision Services.

Nodes can be grouped together in a particular order to form a sequence. This is known as a node structure, and determines the order in which information is output on a document.

Fig. 4.3
Node Structures Page

| Name ↑ | Node | Parent | Sequence | In Use | Last Modified Date |
|---|----------------|------------------------------|----------|--------|---------------------|
| Header > Items | Header | | 100 | ✓ | 01/08/2020 17:28:22 |
| Header > Outer Packs > Inner Packs > Packed Items | Header | | 300 | ✓ | 07/11/2019 14:24:59 |
| Header > Outer Packs > Inner Packs > Packed Items | Header | | 1000 | ✓ | 09/12/2019 18:55:36 |
| Header > Outer Packs > Inner Packs > Packed Items | Header | | 2000 | ✓ | 10/01/2019 18:31:51 |
| Header > Packs > Packed Items | Header | | 200 | ✓ | |
| IMP Header > Items | IMP Header | | 5000 | ✓ | 02/27/2020 16:58:57 |
| IMP Items | IMP Items | IMP Header > Items | 5100 | ✓ | 02/27/2020 16:59:08 |
| Inner Packed Items | Packed Items | Inner Packs | 330 | ✓ | 07/31/2019 12:22:51 |
| Inner Packed Items [Lots] | Packed Items | Inner Packs [Lots] | 1030 | ✓ | 09/12/2019 19:04:56 |
| Inner Packed Items [Serials] | Packed Items | Inner Packs [Serials] | 2030 | ✓ | 10/01/2019 18:50:08 |
| Inner Packed Lots | Packed Lots | Inner Packed Items [Lots] | 1040 | ✓ | 09/12/2019 19:05:07 |
| Inner Packed Serials | Serial Numbers | Inner Packed Items [Serials] | 2040 | ✓ | 10/01/2019 18:50:23 |
| Inner Packs | Inner Packs | Outer Packs | 320 | ✓ | 07/31/2019 12:22:29 |
| Inner Packs [Lots] | Inner Packs | Outer Packs [Lots] | 1020 | ✓ | 09/12/2019 18:59:06 |
| Inner Packs [Serials] | Inner Packs | Outer Packs [Serials] | 2020 | ✓ | 10/01/2019 18:49:52 |
| Items | Items | Header > Items | 110 | ✓ | |

Although the predefined records on the *Nodes* and *Node Structures* pages cover most business scenarios, these menu items provide QAD Precision with a method of configuring level structures if needed.

Fig. 4.4

Update Node Structure Window

Update Node Structure

* Name:

* Node:

Parent:

* Sequence:

In Use:

The fields in the *Create/Update Node Structure* window are described below.

Name. Provide a meaningful name for the node structure.

Node. Select the node that you want to be last in the sequence.

Parent. Assign a parent to the node selected in the Node field. This can be a single node, or a node structure that already exists in the database. The example in the image above has the following node order: *Outer Packs > Inner Packs > Packed Items > Loose Items*.

Sequence. This value must be greater than the sequence value of the parent node.

In Use. Enable this field to make this node structure available when creating documents.

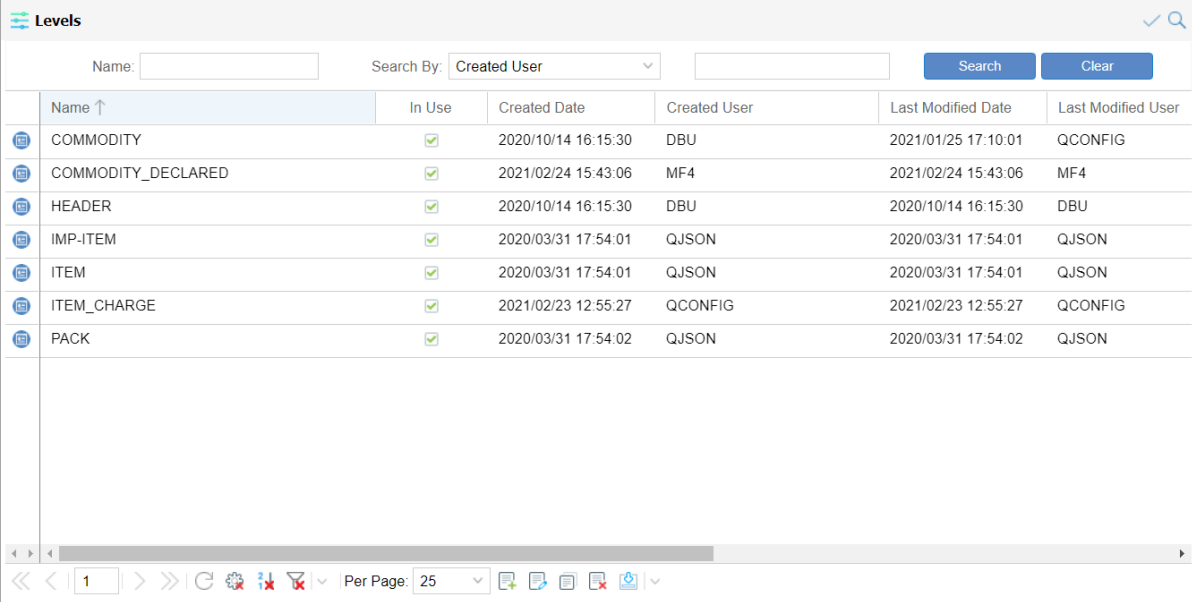
After creating a node structure, you can then assign it to a level in the *Level Structure* window.

Levels

The concept of levels applies to the detail area of a document where product information is output. When QAD Precision Docs requests shipment data from the transportation execution (TE) application, the assigned level determines the data that is returned to populate the detail area.

Depending on the level specified for a document in the *Create/Update Document* window, the system can output item information, pack information, or both to the detail area.

Fig. 4.5
Levels Page



| Name ↑ | In Use | Created Date | Created User | Last Modified Date | Last Modified User |
|--------------------|-------------------------------------|---------------------|--------------|---------------------|--------------------|
| COMMODITY | <input checked="" type="checkbox"/> | 2020/10/14 16:15:30 | DBU | 2021/01/25 17:10:01 | QCONFIG |
| COMMODITY_DECLARED | <input checked="" type="checkbox"/> | 2021/02/24 15:43:06 | MF4 | 2021/02/24 15:43:06 | MF4 |
| HEADER | <input checked="" type="checkbox"/> | 2020/10/14 16:15:30 | DBU | 2020/10/14 16:15:30 | DBU |
| IMP-ITEM | <input checked="" type="checkbox"/> | 2020/03/31 17:54:01 | QJSON | 2020/03/31 17:54:01 | QJSON |
| ITEM | <input checked="" type="checkbox"/> | 2020/03/31 17:54:01 | QJSON | 2020/03/31 17:54:01 | QJSON |
| ITEM_CHARGE | <input checked="" type="checkbox"/> | 2021/02/23 12:55:27 | QCONFIG | 2021/02/23 12:55:27 | QCONFIG |
| PACK | <input checked="" type="checkbox"/> | 2020/03/31 17:54:02 | QJSON | 2020/03/31 17:54:02 | QJSON |

The currently supported levels are listed under their associated sources below:

Exports

- **HEADER:** This level can be used for simple documents that only detail top level shipment information such as the invoice number and date, consignor, consignee, and total weight.
- **COMMODITY:** If selected, the document's detail area displays commodity information. This information is determined at the time of generating the document from the item information on the shipment.
- **COMMODITY_DECLARED:** If selected, the document's detail area displays commodity information. This information comes from the shipment commodity details that are generated when submitting a shipment eCustoms declaration.
- **ITEM:** If selected, the document's detail area displays only the items in the transaction. No pack information is included.
- **ITEM_CHARGE:** If selected, the document's detail area displays all the items in the transaction, followed by details of the charges on the transaction. This is typically used for commercial invoice documents that are required to detail the value of goods, along with other costs; for example VAT and carrier surcharges.

- **PACK:** If selected, the document's detail area displays information about each package in the shipment, as well as the items in the package.

Imports

- **IMP-ITEM:** If GTTE Imports is selected in the *Source* field, the level is automatically set to IMP-ITEM. This is the same as ITEM level, but refers specifically to the GTTE Imports source.

Document Samples

ITEM-level documents typically have a simple detail area, with each item output across one line. The detail area of a document at PACK level offers more complexity. Where applicable, it can provide information on pallets and boxes on the shipment, otherwise known as outer packs and inner packs respectively.

The example below shows an ITEM-level document, and lists only the items on the shipment.

Fig. 4.6

Item Level Document

| Item / Packages | Description | Quantity | Unit price | Amount |
|-----------------|----------------------------------|----------|------------|-------------|
| 10 | Country of Origin: UNITED STATES | 32 EA | USD 119.50 | USD 3824.00 |
| 20 | Country of Origin: MEXICO | 32 EA | USD 6.50 | USD 208.00 |
| 30 | Country of Origin: UNITED STATES | 150 EA | USD 5.50 | USD 825.00 |
| 40 | Country of Origin: MEXICO | 150 EA | USD 5.50 | USD 825.00 |
| 50 | Country of Origin: MEXICO | 150 EA | USD 4.50 | USD 675.00 |

The example below shows a PACK-level document. This level populates the detail area with more detailed shipment information, including pallets and boxes.

Fig. 4.7

Pack Level Document


| Item/ packages | Description | Quantity | Other details |
|----------------|----------------------------------|----------|-----------------------------|
| 1 | Pallet(s) | | |
| 8209 | BOX | | Gross: 3.18 KG Net: 3.18 KG |
| 10 | Country of Origin: UNITED STATES | 32 EA | |
| 20 | Country of Origin: MEXICO | 32 EA | |
| 8210 | BOX | | Gross: 3.18 KG Net: 2.27 KG |
| 10 | Country of Origin: UNITED STATES | 32 EA | |
| 20 | Country of Origin: MEXICO | 32 EA | |

Assigning Level Structures to Levels

As described in the *Document Mapping* section, you can also assign a level structure to a document after specifying a level. A level structure determines the amount of detail that is output to the detail





area, and can be as simple as *Packs > Packed Items*, or as complex as *Outer Packs > Inner Packs > Packed Items > Serial Numbers*.


Select a level in the *Levels* grid and click the *Level Structures*  button to the left of the record. The *Level Structure* window displays a list of node structures that are currently associated with this level.








The image below shows the level structure options for the PACK level.


Fig. 4.8

Level Structure Window, PACK Level

| Level Structure   | | |
|---|-------------------------------------|---------------------|
| Name: PACK Id: 2 | | |
| Node Structure | In Use | Last Modified Date |
| Packs > Packed Items | <input checked="" type="checkbox"/> | |
| Outer Packs > Inner Packs > Packed Items | <input checked="" type="checkbox"/> | 07/11/2019 14:29:15 |
| Outer Packs > Inner Packs > Packed Items > Packed Lots | <input checked="" type="checkbox"/> | 09/12/2019 19:07:24 |
| Outer Packs > Inner Packs > Packed Items > Serial Numbers | <input checked="" type="checkbox"/> | 10/01/2019 19:04:17 |






 Per Page:





 Close

Creating Level Structures

To create a new level structure record for a particular level:






1. Click the *Create*  button in the toolbar of the *Level Structure* window.
2. Select a node structure from the *Node Structure* drop-down list.
3. Select the *In Use* field if you want this option to be available as a level structure in the *Create/Update Document* window.
4. Click *Save*.

Fig. 4.9

Create Level Structure Window

| Create Level Structure   | |
|--|---|
| * Node Structure: | <input type="text"/> |
| In Use: | <input checked="" type="checkbox"/> |
|  Save |  Close |

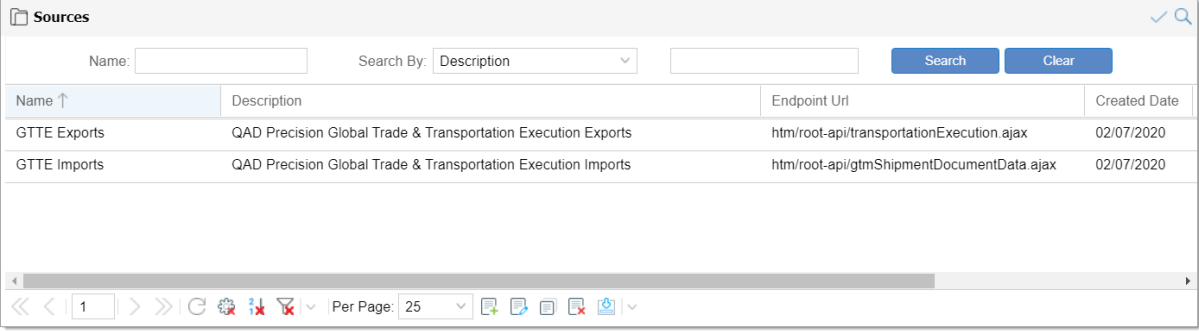
Sources

The *Sources* area enables administrators to specify the system, or source, from which QAD Precision Docs obtains data to create a document. The sources that are currently supported are:

- QAD Precision Global Trade & Transportation Execution Exports (GTTE Exports)
- QAD Precision Global Trade & Transportation Execution Imports (GTTE Imports)

Fig. 4.10

Sources Page



| Name ↑ | Description | Endpoint Url | Created Date |
|--------------|---|---|--------------|
| GTTE Exports | QAD Precision Global Trade & Transportation Execution Exports | htm/root-api/transportationExecution.ajax | 02/07/2020 |
| GTTE Imports | QAD Precision Global Trade & Transportation Execution Imports | htm/root-api/gtmShipmentDocumentData.ajax | 02/07/2020 |

When creating a data tag, users must associate it with a source. Similarly, a document must be associated with a source. This refines the information available in the *Document Mapping* window, so that the user is only presented with data tags that are relevant to the selected source; GTTE Exports or GTTE Imports.

The *Endpoint Url* for each source is the REST API that QAD Precision Docs uses to access the required data.

Chapter 5

System Configuration

This section describes the functionality available in the System Configuration area of QAD Precision Docs.


Import File

Describes how to import a JSON file from another QAD Precision Docs environment.



Import File

The *Import File* facility in the *System Configuration* area is used to import data in JSON format from another QAD Precision Docs environment. This is particularly useful when transferring data that has been exported from a test environment to a live production environment.

You can export data from a QAD Precision Docs environment using the *Export*  button located in the toolbar on each page. This facility enables you to export selected records only, or all records on the current page.

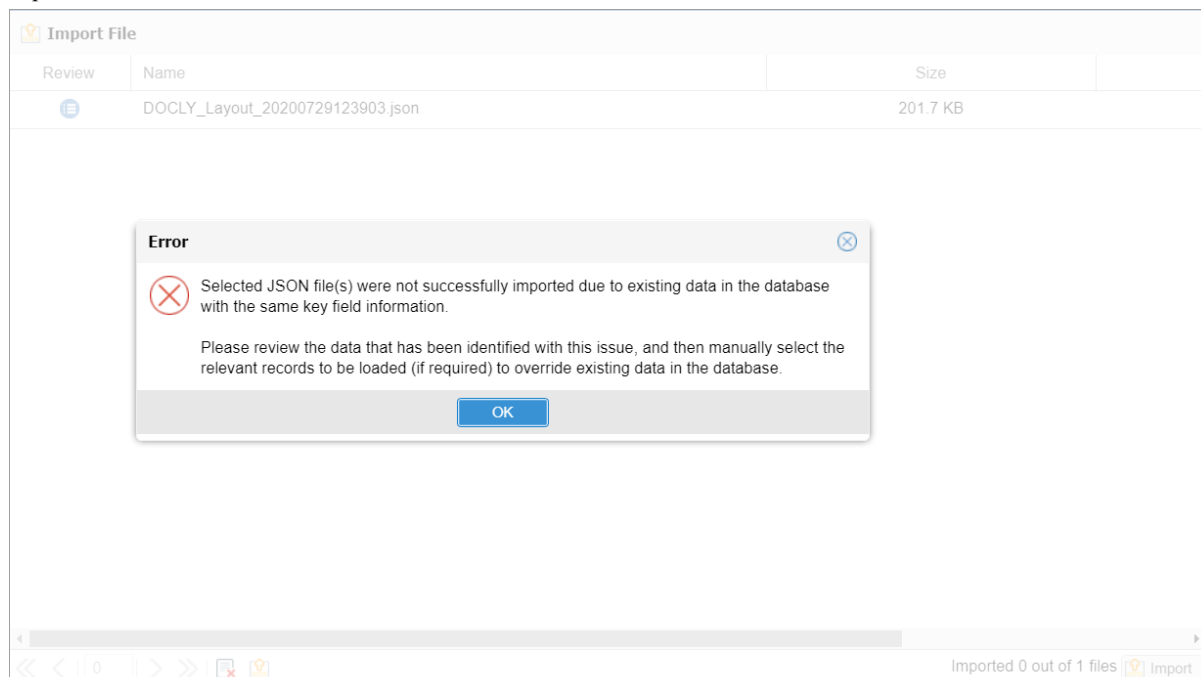
To import a file:



1. Click the *Upload*  button and select a JSON file. Alternatively, drag and drop a file onto the *Import File* page.

An error pop-up displays if the JSON file contains information that is attempting to override existing data in the database.

Fig. 5.1

Import Error



2. Click *OK* to close the pop-up.
3. Select the file that is pending review, and click the *Review*  button. The *Duplicate Records* window is displayed.
4. Click the *View Details*  button to expand the details of each record.
5. The *Record Comparison* window is displayed. It shows the record ID, the existing value in the QAD Precision Docs database, and the new value contained in the JSON file. A warning icon also indicates whether the value in the JSON file is identical or different to the existing value.

6. If you want this data to override existing data, select the record in the *Duplicate Records* window, and click the *Override Records* button at the bottom of the window. The status of the file will change to Complete when the override process is complete.

Note An import error may occur in cases where the file is attempting to import an element, such as a data tag or document, with sources that don't currently exist in the database.



Chapter 6

Permissions

This section describes how user groups and permissions are configured for QAD Precision Docs.

Overview

Outlines the recommended approach for assigning permissions.

Option Groups

Describes the configuration of the default option groups.

User Groups

Describes the typical user groups associated with QAD Precision Docs.

Configuring Permissions

Describes how the option groups and user groups are paired in order to apply the necessary permissions.



Overview

To set up users in QAD Precision Docs, follow the standard approach of creating users and associating them with a group using option US. For more information on maintaining users and option groups, see the *Base Administration Guide*.

Each user must then be assigned to a user group with access to the appropriate options for their role.

The following sections describe the configuration of the user groups, option groups, and permissions in QAD Precision Docs.

Option Groups

An option is a program that runs in the Web UI; for example, the *Layouts* option. An option group—also known as a function group—is a container for a group of options necessary for a role.

In option FN, two option groups are configured that categorize the options available in QAD Precision Docs.

- *WEB-DOCS*: Contains options that enable the standard QAD Precision Docs user to carry out day-to-day tasks; for example, uploading layouts and document mapping. The full list of options is:
 - Documents
 - Layouts
 - Images
 - Data Tags
 - Tokens
- *WEB-DOCS-ADMIN*: Includes all the options contained in the *WEB-DOCS* group, as well as additional configuration options for an administrator. The full list of options is:
 - Documents
 - Layouts
 - Images
 - Data Tags
 - Tokens
 - Levels
 - Nodes
 - Node Structures
 - Sources
 - Import Files



Fig. 6.1

Accessible Options for the WEB-DOCS Option Group

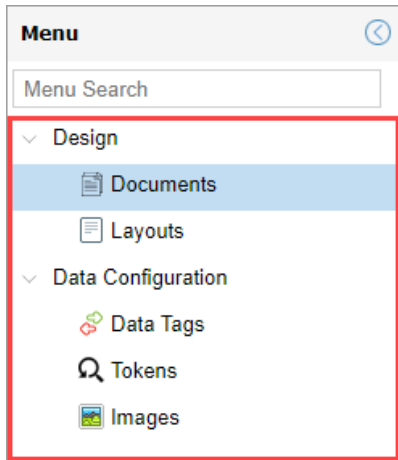
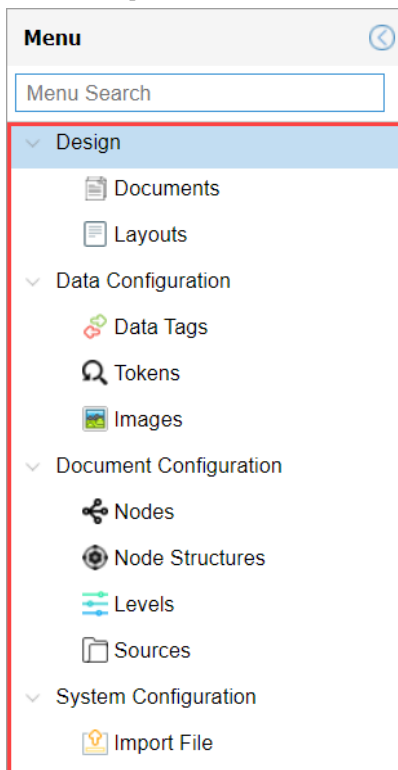


Fig. 6.2

Accessible Options for the WEB-DOCS-ADMIN Option Group



User Groups

Users must be assigned to a user group before they can perform any functions in QAD Precision Docs. It is recommended that permissions be set at group level, rather than configuring them for each individual user.

Two default user groups are configured in option GU, *User Groups & Roles*:

- *WEB-DOCS*: The standard QAD Precision Docs user who carries out day-to-day tasks; for example, uploading layouts and document mapping.
- *WEB-DOCS-ADMIN*: The administrator is responsible for maintaining and configuring the system.

Configuring Permissions

In option ZP, the option groups are paired with their corresponding user groups, so that the necessary permissions can be applied to the users.

- The WEB-DOCS user group is associated with the WEB-DOCS option group.
- The WEB-DOCS-ADMIN user group is associated with the WEB-DOCS-ADMIN option group.



Product Information Resources

QAD offers a number of online resources to help you get more information about using QAD products.

[QAD Forums \(community.qad.com\)](http://community.qad.com)

Ask questions and share information with other members of the user community, including QAD experts.

[QAD Knowledgebase \(knowledgebase.qad.com\)*](http://knowledgebase.qad.com)

Search for answers, tips, or solutions related to any QAD product or topic.

[QAD Document Library \(documentlibrary.qad.com\)](http://documentlibrary.qad.com)

Get browser-based access to user guides, release notes, training guides, and so on; use powerful search features to find the document you want, then read online, or download and print PDF.

[QAD Learning Center \(learning.qad.com\)*](http://learning.qad.com)

Visit QAD's one-stop destination for all courses and training materials.

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