

Appendix C: Menu Options

Introduction

This appendix outlines the eight menus that comprise the Menu Bar in the TOPS Pro program, along with a brief description of the options available with each menu.

For more information about the dialog boxes for each menu option, please refer to Appendix B, Dialog Boxes.

The eight primary menus are as follows:

- ❖ File menu
- ❖ Edit menu
- ❖ View menu
- ❖ Define menu
- ❖ Tools menu
- ❖ Export menu
- ❖ Supervisor menu
- ❖ Help menu

File Menu

New

The New option clears the Control Panel of any work and allows you to begin a new analysis.

Open

The Open option displays the Open Analysis dialog box, which allows you to select and open an analysis.

New via Template

The New via Template option displays the Open Analysis dialog box, which allows you to select a template and start a new analysis.

Save

The Save option saves the current analysis record to the database.

Note: Be aware that this function does not save an analysis as a file on your hard drive. Rather, it saves the analysis as a record to the TOPS Pro database – an important difference to remember when you need to open or search for an analysis.

Save As

The Save As option displays the Analysis Save As dialog box, which allows you to save an analysis record to the database.

Note: Same as the Save function, this function saves the analysis as a record to the TOPS Pro database.

Save As Template

The Save As Template option displays the Analysis Save As dialog box, which allows you to save an analysis as a template and add it to the Template Toolbar.

Publish Analysis

The Publish Analysis option displays a second menu of options:

- ❖ **To Web:** Opens the web Publisher dialog box, which allows you to publish the results of an analysis to the web, thus allowing other people to view the analysis.
- ❖ **To Network:** Open the network Publisher dialog box, which allows you to publish the results of an analysis to a local network, thus allowing other users within the company to view the analysis.

Print

The Print option displays a second menu of options, as follows:

- ❖ **Analysis:** Displays the Print Parameters dialog box, which allows you to design the layout of your printed output of an analysis, then decide what type of information will be included and how that information will be presented (different graphical views, text and numbers, etc.).
- ❖ **Package Profile:** Prints the Package Profile for an analysis.
- ❖ **Container Diagram:** Displays the Container Diagram List dialog box, which allows you to select container diagram for printing.
- ❖ **Combined Report:** Prints a combined report, which displays information from two analyses on one printout.

For more information about the Combined Report feature, please refer to Chapter 3, Advanced Features.

- ❖ **Problem Definition:** Prints the problem definition for the current analysis.
- ❖ **Carton Arrangement List:** Prints the carton arrangement list for the current analysis.
- ❖ **Intermediate Pack List:** Prints the intermediate Pack List for the current analysis.
- ❖ **ShipCase List:** Prints the shipcase list for the current analysis.
- ❖ **UnitLoad List:** Prints the unitload list for the current analysis.
- ❖ **Vehicle List:** Prints the vehicle list for the current analysis.
- ❖ **Stack Strength List:** Prints the stacking strength list for the current analysis.

Print Preview

The Print Preview option displays a second menu of options, as follows:

- ❖ **Analysis:** Displays the Print Parameters dialog box, which allows you to design the layout of your printed output of an analysis, then decide what type of information will be included and how that information will be presented (different graphical views, text and numbers, etc.).
- ❖ **Package Profile:** Displays a print preview of the package profile for an analysis.
- ❖ **Container Diagram:** Displays the Container Diagram List dialog box, which allows you to select container diagram for printing.
- ❖ **Combined Report:** Displays a print preview of a combined report, which displays information from two analyses on one printout.

Print Databases

The Print Databases option displays a second menu of options, as follows:

- ❖ **Product Report:** Prints the Packaging Component Specifications Report.
- ❖ **Products:** Prints the Products Database List.
- ❖ **Cartons:** Prints the Cartons Database List.
- ❖ **Shipcases:** Prints the Shipcases Database List.
- ❖ **Pallets:** Prints the Pallets Database List.
- ❖ **Vehicles:** Prints the Vehicles Database List.
- ❖ **Box Styles:** Prints the Box Styles Database List.
- ❖ **Dividers:** Prints the Dividers Database List.
- ❖ **Films:** Prints the Bag Films Database List.
- ❖ **Cost Parameters:** Prints the Cost Factors Database List.
- ❖ **Stacking Strength:** Prints the Board Combinations Database List.
- ❖ **User List:** Prints the User List.

Page Setup

The Page Setup option displays the Print Parameters dialog box, which allows you to design the layout of your printed output of an analysis, then decide what type of information will be included and how that information will be presented (different graphical views, text and numbers, etc.).

Printer Setup

The Printer Setup option displays the Print Setup dialog box, which allows you to set up parameters for your printer.

User Login

The User Login option displays the User Login dialog box, which allows you to login to the system.

Package Profile

The Package Profile option displays the Package Profile dialog box, which allows you to create a package profile for a complete package analysis, sometimes called a cube specification. The package profile is designed for situations where many products use the same packaging.

Container Diagram

The Container Diagram option displays the Container Diagram Spec dialog box, which allows you to enter or update specifications for a specific container diagram.

Request Approval

The Request Approval option displays a dialog box that allows you to place an analysis in an approval queue. This feature is used to submit an analysis to a supervisor for approval. When a supervisor approves an analysis, that analysis can then be viewed by all users. Before an analysis is approved, it can only be viewed by the user who created the analysis or the supervisor.

Exit

The Exit option closes the TOPS Pro program.

Edit Menu

Copy to Clipboard Color

The Copy to Clipboard Color option allows you to select a graphic image in the TOPS Pro program, then copy the image to the clipboard in color.

Copy to Clipboard B+W

The Copy to Clipboard B+W option allows you to select a graphic image in the TOPS Pro program, then copy the image to the clipboard in black and white.

Layer Parameters

The Layer Parameters option displays the Layer Parameters dialog box for the current active window. This dialog box allows you to define parameters related to the vehicle layers in your package design.

Select as Secondary Pattern

The Select as Secondary Pattern option allows you to select a pallet pattern and specify it as your secondary pattern from the list of solutions. This feature is useful if TOPS Pro has another pallet pattern you'd like to insert for a given layer of your primary (first) solution.

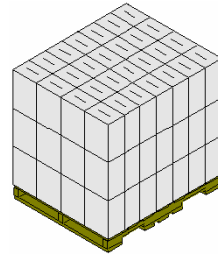
Go to Secondary Pattern

The Go to Secondary Pattern option allows you to select a pallet pattern and apply the secondary pattern to a layer or layers of your primary (first) pallet solution.

View Menu

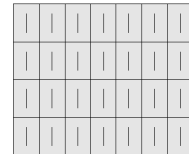
3-Dimension

The 3-Dimension option displays the 3-dimensional view of a selected graphic, as pictured on the right.



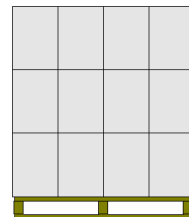
Plan

The Plan option displays the plan (top) view of a selected graphic, as pictured on the right.



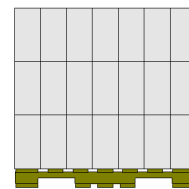
Front

The Front option displays the front view of a selected graphic, as pictured on the right.



Side

The Side option displays the side view of a selected graphic, as pictured on the right.



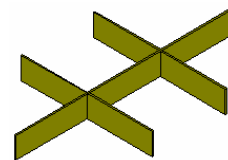
Text

The Text option displays the corresponding statistics in text form for a selected graphic, as pictured on the right.

	Tub (OD)	Case (ID)	Case (OD)	UnitLoad (Incl. Pallet)
Ln:	3.2500 in	9.8750 in	10.1875 in	48.563 in
Wd:	3.2500 in	6.6250 in	6.9375 in	40.750 in
Ht:	5.0000 in	13.6250 in	14.2500 in	47.750 in
Net:	1.6000 oz		14.400 lb	1209.600 lb
Grs:	0.0000 oz		0.437 lb	101.716 lb
Cube:	3.24 in ³	0.5158 ft ³	0.5828 ft ³	54.6837 ft ³
	Height Vert	Height Vert	Height Vert	
Cases:				84
Area Efficiency:		76.08 %		103.07 %
Cubic Efficiency:		52.34 %		66.40 %
Cases per layer:				28
Layers/load:				3
Pattern:			3x2x24	Column
Max UL High:				4
Clamp Direction:				N/A

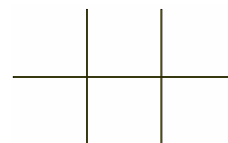
Divider 3D

The Divider 3D option displays the 3-dimensional view of the divider in a selected graphic, as pictured on the right.



Divider Plan

The Divider Plan option displays the plan (top) view of the divider in a selected graphic, as pictured here.

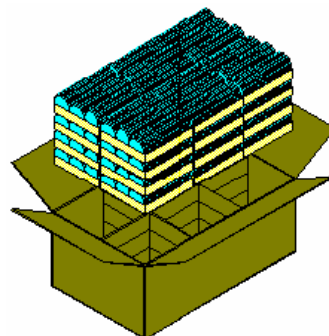


Show/Hide Dims

The Show/Hide Dims option acts as a toggle switch that allows you to show or hide (erase) the numeric dimensions on a selected graphic.

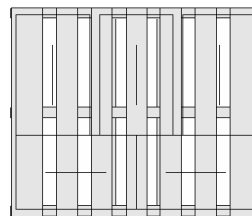
Show Contents

The Show Contents option displays the contents of a container. For example, if a carton contains trays of cookies, the Show Contents option will display the trays of cookies in the graphic, as pictured on the right.



Transparent Boxes

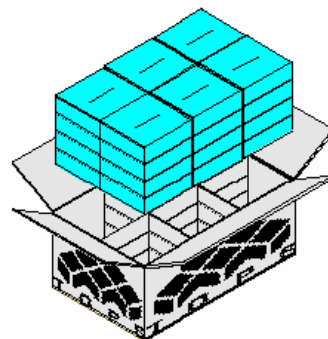
The Transparent Boxes option allows you to view the footprint of a pallet. To use this feature, open the View menu, select Plan, then select Transparent Boxes. The pallet pattern redisplay with one layer of the unitload having transparent boxes, as pictured as the right.



To see other views of the pallet pattern, use the Shift/Arrow keys to rotate the pallet.

Show Graphics/C.A.S.Y.

The Show Graphics/C.A.S.Y. option allows you to display paste-on graphics on the front, back or top of your shipcases, as pictured below. This feature also allows you to display a CASY design you've created for a container. For a faster display, leave this feature turned off.



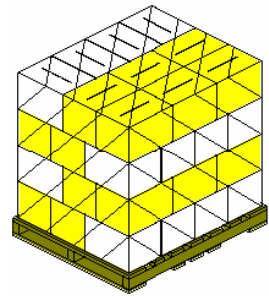
Note: If an analysis includes both graphics and a CASY design, the system will display the CASY design, not both.

Show Graphics

The Show Graphics option allows you to display paste-on graphics on the front, back or top of your shipcases. For a faster display, leave this feature turned off.

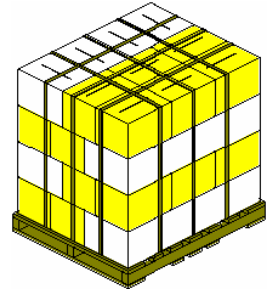
Show ShrinkWrapped

The Show ShrinkWrapped option allows you to display a unitload with shrinkwrap applied, as pictured on the right.



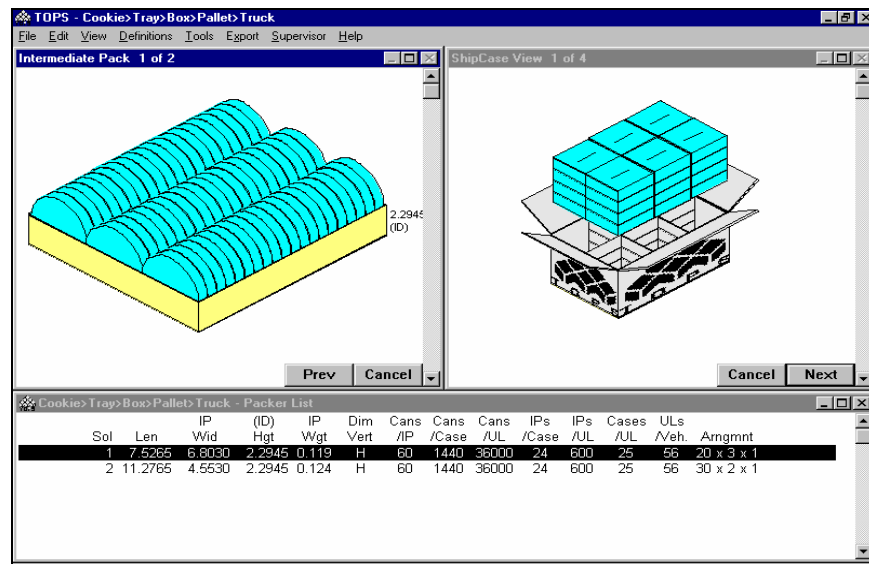
Show Strapped

The Show Strapped option allows you to display a unitload with strapping applied, as pictured on the right.



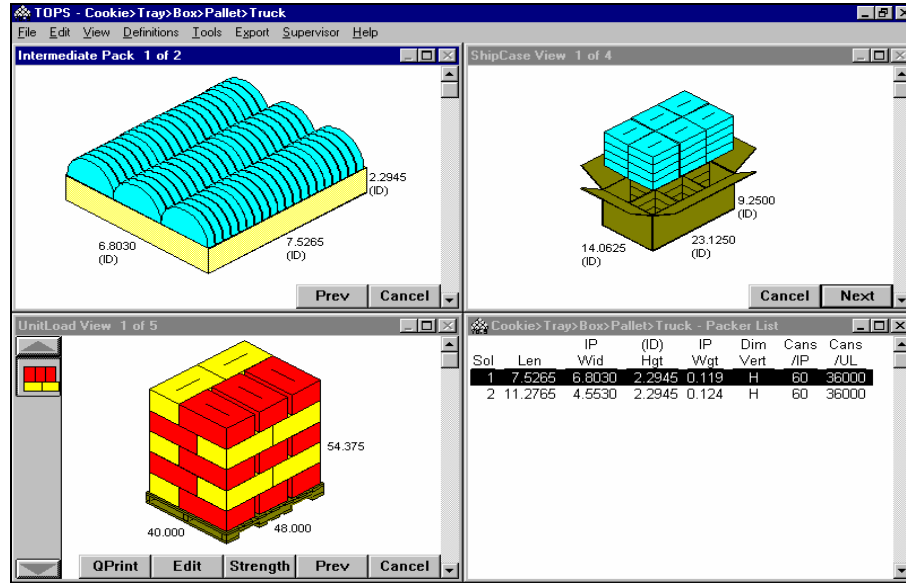
Split Screen

The Split Screen option divides the Analysis View into three panes, as pictured below.



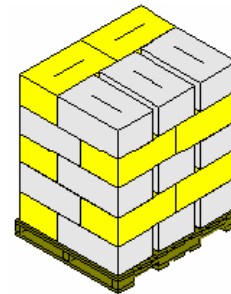
Quad Screen

The Quad Screen option divides the Analysis View into four panes, as pictured below.



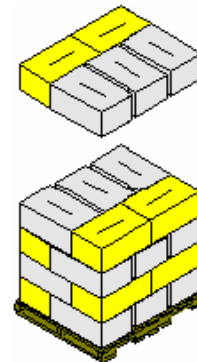
Single Stack

The Single Stack option displays a unitload as a single-stack pattern, as pictured on the right.



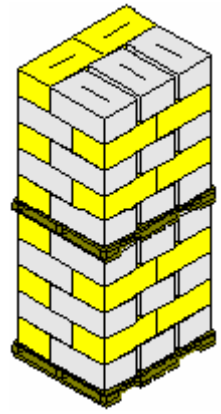
Pop Top

The Pop Top option displays a unitload with the top layer suspended, which allows you to see the second layer in the pattern, as pictured below.



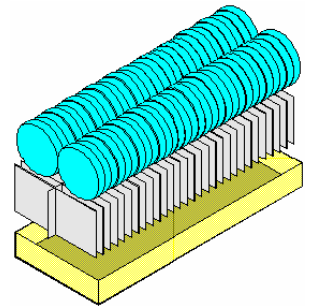
Double Stack

The Double Stack option displays a unitload as a double-stack pattern, as pictured on the right.



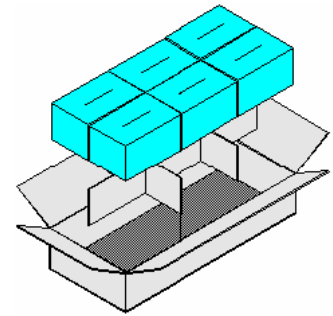
Assembly

The Assembly option is used for cartons with dividers and displays a view how the carton and dividers are assembled, as pictured on the right.



Exploded

The Exploded option is used for cartons or shipcases with dividers and displays a view how the items are loaded into a shipper, as pictured on the right.



Define Menu

Product

The Product option displays the Define Product dialog box, which allows you to define parameters for a new product (a product that's not already defined in the system). You can also use this dialog box to change parameters for an existing product.

Carton

The Carton option displays the Define Carton dialog box, which allows you to define parameters for a new carton (one that's not already defined in the system). This dialog box also allows you to change parameters for an existing carton.

Shipping Case

The Shipping Case option displays the Define Shipping Case dialog box, which allows you to define parameters for a new a shipcase (one that's not already defined in the system). This dialog box also allows you to change parameters for an existing shipcase.

Pallet

The Pallet option displays the Define Pallet dialog box, which allows you to define parameters for a new a pallet (one that's not already defined in the system). This dialog box also allows you to change parameters for an existing pallet.

Vehicle

The Vehicle option displays the Define Vehicle dialog box, which allows you to define a new vehicle and save it to the database.

Box Styles

The Box Styles option displays the Case Styles dialog box, which allows you to define parameters for a new case (one that's not already defined in the system). This dialog box also allows you to change parameters for an existing case.

Dividers

The Dividers option displays the Define Dividers dialog box, which allows you to define parameters for a new divider (one that's not already defined in the system). This dialog box also allows you to change parameters for existing dividers.

Film

The Film option displays the Define Film dialog box, which allows you to define parameters for a new film (one that's not already defined in the system). This dialog box also allows you to change parameters for existing film.

Bag Costing

The Bag Costing option displays the Costing Data dialog box, which allows you to enter costing data related to a number of bag-related items.

Design CASY Primary Package

The CASY Primary Style option displays the CASY Primary Package Screen, which allows you to design a primary package (bottle, can, cup, etc.) that has a custom, non-standard shape.

For more information about the CASY Primary Package Screen, please refer to Chapter 8, Create A Shape Yourself (CASY).

CASY Tray Style

The CASY Tray Style option displays the CASY Shipcase/Tray Screen, which allows you to design and build a shipcase or tray that has a custom, non-standard shape.

For more information about the CASY Primary Package Screen, please refer to Chapter 8, Create A Shape Yourself (CASY).

Tools Menu

Configuration

The Configuration option displays the Configuration dialog box, which allows you to define the configuration of your TOPS Pro system by selecting and de-selecting a range of options.

Language

The Language option displays a second menu, which allows you to select the language to be used with the TOPS Pro system.

Stacking Strength

The Stacking Strength option displays the Stacking Strength dialog box, which allows you to perform a stacking strength test on a package analysis.

For more information about the Stacking Strength dialog box, please refer to Chapter 9, Stacking Strength, or Appendix B, Dialog Boxes.

User List

The User List option displays the User List dialog box, which displays the users currently logged onto the system. This feature is critical for network users who have a limited number of TOPS Pro software licenses. For example, if you have two licenses and two users are logged on, then a third user will not be able to logon until one of the current users logs off.

Color Selection

The Color Selection option displays the Color Selection dialog box, which allows you to select a color for a number of images in the system – blocks, packers, shippers, etc.

Import

The Import option displays the Import From ASCII dialog box, which allows you to import an ASCII comma delimited text file into the TOPS Pro system. You can use this function to import shipcases into TOPS Pro. The functionality is identical to that of the Import option on the File menu in the Configuration program.

Import Artios-Laserpoint IQ

The Import Artios-Laserpoint IQ option displays the Import from Artios dialog box, which allows you to import information from the Artios Laserpoint IQ software into TOPS Pro and automatically drop it into a template. You can also use this feature to add information to the ShipCase and Carton databases. However, none of the graphics in Artios can be transferred into TOPS Pro.

MixPro

The MixPro option displays the MixPro Screen, which allows you to design a mixed pallet with any number of different size boxes.

For more information about the MixPallet Screen, please refer to Chapter 6, MixPro Pallet.

Export Menu

BMP (Color)

The BMP (Color) option displays the Save File As dialog box and allows you to save a selected graphic as a color bitmap file.

BMP (B+W)

The BMP (B+W) option displays the Save File As dialog box and allows you to save a selected graphic as a black-and-white bitmap file.

EPS

The EPS option displays the Save File As dialog box and allows you to save a selected graphic as an encapsulated post script (EPS) file.

TIFF

The TIFF option displays the Save File As dialog box and allows you to save a selected graphic as an TIFF file.

PCX

The PCX option displays the Save File As dialog box and allows you to save a selected graphic as an PCX file.

JPEG

The JPEG option displays the Save File As dialog box and allows you to save a selected graphic as a JPEG file.

HTML

The HTML option displays the Save File As dialog box and allows you to save a selected graphic as an HTML file.

PNG

The PNG option displays the Save File As dialog box and allows you to save a selected graphic as a PNG file.

Note: TOPS recommends the PNG format because it provides the smallest file size and the best quality image.

PDF

The PDF option displays the Save File As dialog box and allows you to save a selected graphic as a PDF file.

Note: In order to create a PDF file, you must own a fully licensed copy of the Adobe Acrobat[®] software.

WMF

The WMF option displays the Save File As dialog box and allows you to save a selected graphic as a WMF file.

Product Report

The Product Report option displays the Product Export dialog box, which allows you to export a product report. This report exports information to an ASCII comma delimited text file in a form suitable for import into Microsoft Access or Excel. The report includes information on every product attached to an approved package profile.

Case

The Case option displays the Export to ASCII dialog box, which allows you to export the shipcase in the current analysis from the TOPS Pro system to an ASCII comma delimited test file for use by third-party products, such as Design Axis' Package for DOS product.

Carton

The Carton option displays the Export to ASCII dialog box, which allows you to export the carton in the current analysis from the TOPS Pro system to an ASCII comma delimited test file for use by third-party products, such as Design Axis' Package for DOS product.

Analysis

The Analysis option displays the Export Analysis dialog box, which allows you to export an analysis to an ASCII comma delimited text file.

You can use this file to transfer analyses to other copies of TOPS Pro (same release or higher) or to back up your work to a floppy disk.

Analysis Summary

The Export Analysis Summary option allows you to export all analyses, including both working and approved ones, in the TOPS Pro database into a comma delimited file. In order to open the export in Excel or Access, please provide a file name with a CSV or TXT extension.

Sarbrook – WinSPEX

The Sarbrook – WinSPEX option integrates TOPS Pro with the Sarbrook – WinSPEX system. For more information, please call TOPS Technical Support.

Design Axis – PKG

The Design Axis – PKG option integrates TOPS Pro with the PKG Specification system. For more information, please call TOPS Technical Support.

Robotic Palletizer

The Robotic Palletizer option allows you to export the arrangement of a pallet pattern layer to an ASCII comma delimited text file, which can be used by robotic palletizing machines to determine how to arrange a unitload.

Interface

The Interface option allows you to export data from TOPS Pro to other software applications. For an up-to-date list of applications that interface with TOPS Pro, please contact TOPS Technical Support.

Send to Word

The Send to Word option displays the About MTOPS dialog box. This function uses a Word template to convert an analysis directly to a Microsoft Word file. TOPS Pro uses these templates to retrieve specific information from an analysis and present that information in the form of a Word document. See Chapter 3, Advanced Features, for more information about the Send to Word function.

Supervisor Menu

Login/Logout

The Login/Logout option displays the Supervisor Login dialog box, which allows you to login to the system as a supervisor. This is required in order to perform the following tasks:

- ❖ Approve analyses
- ❖ Rename and delete users
- ❖ Change statistics settings
- ❖ See all users' work
- ❖ Log off other users
- ❖ Change button templates
- ❖ Change Quick Print templates

For more information about the Supervisor Login dialog box, please refer to Chapter 15, Supervisor Functions, or Appendix B, Dialog Boxes.

Open Request

The Open Request option displays the Open Request for Approval dialog box, which displays a list of analyses that are queued up for approval or denial. This dialog box allows a supervisor to open an analysis and look it over before approving or denying it.

For more information, please refer to Chapter 15, Supervisor Functions.

Approve

The Approve option allows the supervisor to approve an analysis.

Deny Approval

The Deny Approval option allows the supervisor to deny approval of an analysis.

Template Setup

The Template Setup option displays the Control Panel in red and allows a supervisor to set up a template analysis and assign a button to it.

QPrint Template

The QPrint Template option displays the Control Panel in red and allows a supervisor to set up a Quick Print analysis.

Revert From Last Approved

The Revert From Last Approved option is currently not active.

Help Menu

Contents and Index

The Contents and Index option displays the TOPS Pro Help index, which allows you to select and displays Help information for a comprehensive range of topics.

About

The About option displays the About MTOPS screen, which displays a variety of information about this release of the TOPS Pro software.

Email Problem Definition

The Email Problem Definition option allows you to e-mail an analysis or problem definition report to TOPS Technical Support. This feature launches your e-mail browser, automatically attaches the selected analysis and addresses the e-mail to TOPS Technical Support.