

Knightslite Software

# CompuCarpet

*Software*



**A Ultimate Tool For Carpet Store Owners**

*Getting Started User Guide*

***Easy To Setup, Easy To Use, Easy To Maintain!***

## Installation: STOP STOP STOP - READ BELOW

### CD Rom Installation:

- 1) **Remove the CD from its case by pushing the button in the center of the CD to release it. Don't try prying the CD out of its case.** Insert CD into drive.
- 2) Double click on **My Computer**
- 3) Double click on the icon that represents your CD Rom Drive.
- 4) Double click on **Setup**.

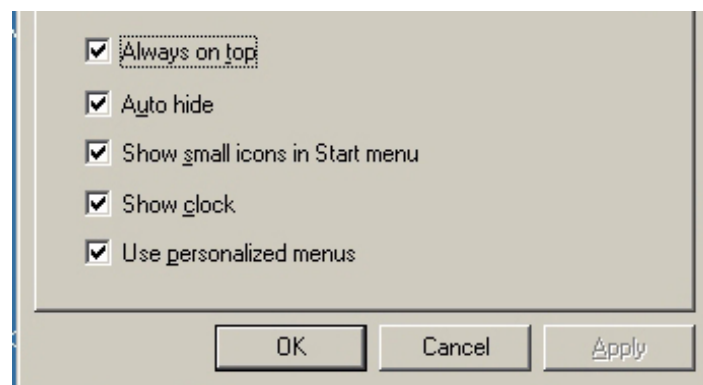
This will start the software installation program. Follow the instructions on the screen. Please note, you are asked to enter a **Password Installation Key** for the software you are installing. This number is printed on a sticker inside your software case. **DO NOT LOSE THIS NUMBER.** You will need it for all future installations.

## What Else Should I Do Before Using This Software

Before using this software package you should check two additional settings on your computer.

1) Make sure the **Windows Taskbar is set to Auto Hide**. Without being set to Auto hide, the Taskbar will block the navigational buttons at the bottom of the screen that allow you to move from record to record. When set to Auto hide, the Taskbar will be taken out of the way of these buttons, allowing you to easily navigate through each record. To set the Windows Taskbar to Auto Hide follow the instructions below.

- A) **Right click** on an empty section of your **Taskbar**
- B) A pop up menu appears. **Click Properties**.
- C) **Check Auto Hide** (Auto Hide Taskbar)
- D) **Click OK**



2) Make sure your screen resolution is set to **800 by 600 or 1024 by 768 Pixels**. To change the screen resolution follow these directions.

A) **Right Click** anywhere on the Windows Desktop, and a pop up menu will appear.

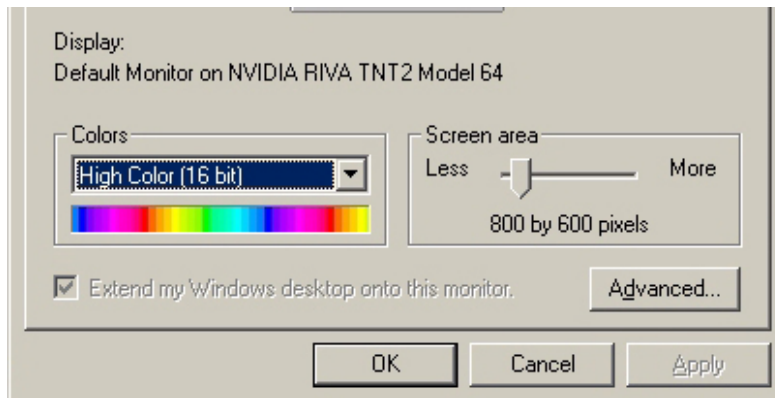
B) Click on **Properties**, and a window will pop up.

C) Click on the **Settings** tab.

D) In the **Screen Area** section, slide the slider to the left or right until the screen area is **800 by 600 Pixels or 1024 by 768 Pixels (recommended)**.

E) Click **Apply**.

The screen will then resize. When Windows asks you whether or not you would like to keep these settings, click **Yes**, or Windows will restore your previous settings.



## Using CompuCarpet For The First Time

The first thing you should do when running CompuCarpet for the first time is to run the **Setup Wizard**. The Setup Wizard will help you quickly and easily setup your system default values. The Setup Wizard will prompt you at every step and save the information to your system. To access the Setup Wizard **click on File** on the main screen and then **click on Run Setup Wizard**.

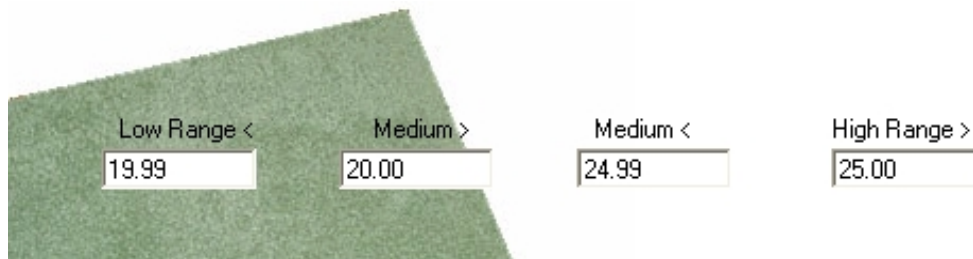


## Running The Setup Wizard

From the File menu on the main screen click on Run Setup Wizard.

- 1) Enter your store name.
- 2) Enter your name
- 3) Enter the street address, city, state and zip where your store is located.
- 4) Enter the store phone and fax number, your e-mail address, and your website url.
- 5) Enter your markup rate. Simply enter your markup rate and the software will automatically calculate the retail price of every carpet you carry in your store without you having to do a thing. The default value entered is 1.6. Don't enter symbols such as \$ or %, the software will not allow these. Just enter the numbers.
- 6) Enter the price of what you charge for the carpet pad. This pad price will be calculated into the total price per square yard.
- 7) Enter what you charge per square yard for installation labor.
- 8) If you sell area carpets, enter the price per linear foot you charge for having a carpet bound.
- 9) Enter Your Price Ranges. The software gives you the ability to rate your carpets as either, lower priced, medium priced, or higher priced carpets. This lets you quickly and easily locate carpets that you carry which will match your customer's budget.

For lower priced carpet, enter the ceiling price that would constitute a lower priced carpet. Next enter the lower limit and the higher limit of what you would consider a medium priced carpet. Finally, enter the lowest price that you would consider the bottom end of a higher priced carpet. (See below).



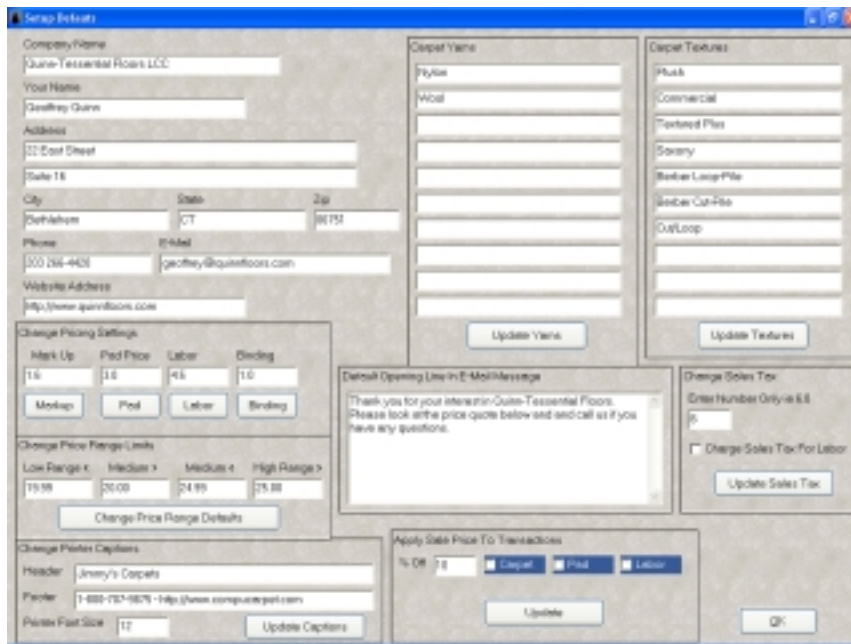
The screenshot shows a green carpet texture background with four input fields for price ranges. The first field is labeled 'Low Range <' and contains the value '19.99'. The second field is labeled 'Medium >' and contains the value '20.00'. The third field is labeled 'Medium <' and contains the value '24.99'. The fourth field is labeled 'High Range >' and contains the value '25.00'.

- 10) Enter the Headers And Footers that will be printed on all material that is printed from this program. Usually store owners will use their store name as the **Header**. The header appears at the top of all printed material. The **Footer** appears at the bottom of all printed material. This can be the store's web address, it's phone number or whatever you like.

- 11) Enter Your State's Sales Tax.

- 12) Indicate Whether Or Not Your State Requires You To Charge Sales Tax For Labor.**
- 13) Enter Default Sale Percentage.** CompuCarpet can calculate a sale price for any of the carpets stored in the database. If you have a sale what is usually the percentage off? You can change this at any time in the Setup Defaults window.
- 14) When You Do Have A Sale Indicate The Carpet Elements Your Sale Applies To.** I.E. Carpet, Pad, And/Or Labor.
- 15) Enter Customer Message.** The software has the ability to write custom e-mail price quotes to your customers. You can save a default message in this area and it will appear on all e-mails sent to your customers.
- 16) Enter All The Carpet Textures You Carry In Your Store.** This will help you quickly and easily search all carpets that match a specific texture.
- 17) Enter All The Carpet Yarns You Carry In Your Store.** This will help you quickly and easily search all carpets that match a specific yarn.
- 18) Click Finish To Save All The Defaults To Your System.** When you click **Finish** the software will go through all saved records and recalculate all totals based on the values that you have entered.

Once you run the Setup Wizard you can modify any of your default settings by accessing the Defaults window which can be accessed from the **Options menu** of the **Main program screen**.



One of the most powerful features about this software is the ability it gives the carpet store owner to quickly and easily change markup rate, pad price, labor rate, sales tax, carpet price range, etc... and have it instantly update all the other records in your system. If you decide to charge more for labor, simply change the labor rate in the Defaults window and the change in labor rate will recalculate all the records recorded in your database. This saves you hours of editing time.

### Register Your Software Now:

The first thing you should do after setting up the defaults is to register this software program with Knightlite. According to the licensing of this program Knightlite allows you to install this software on up to 2 computers you actually own. You must obtain a registration key from Knightlite. If you do not obtain this key, the software will stop working after about 12 uses. If you downloaded the demo version and ordered directly from Knightlite the Registration Code for that computer is included in your software case. If you did not order directly from Knightlite or would like to install the software on a second computer follow the instructions below.

- 1) On the **Table of Contents Screen** click on **HELP**.
- 2) Click on **Register This Software**.
- 3) The **Registration Window** will open.
- 4) You will see a box labelled **This Is Your Key Code**.
- 5) Write that number down and call Knightlite Software Toll Free At: **1-800-707-9875**. We will give you your Registration Key for this computer. **Please Note: You must be the registered user of this software program in order to obtain a Registration Key.** The registered user is the user who purchased this software directly from Knightlite or one of its qualified resellers.



To Register the software you will need the following information:

- 1) **The Key Code** from your computer program. This can be found in the **Registration Window**.
- 2) **The CD Rom Serial Number**. This can be found right on the CD itself. It starts with **KS**.

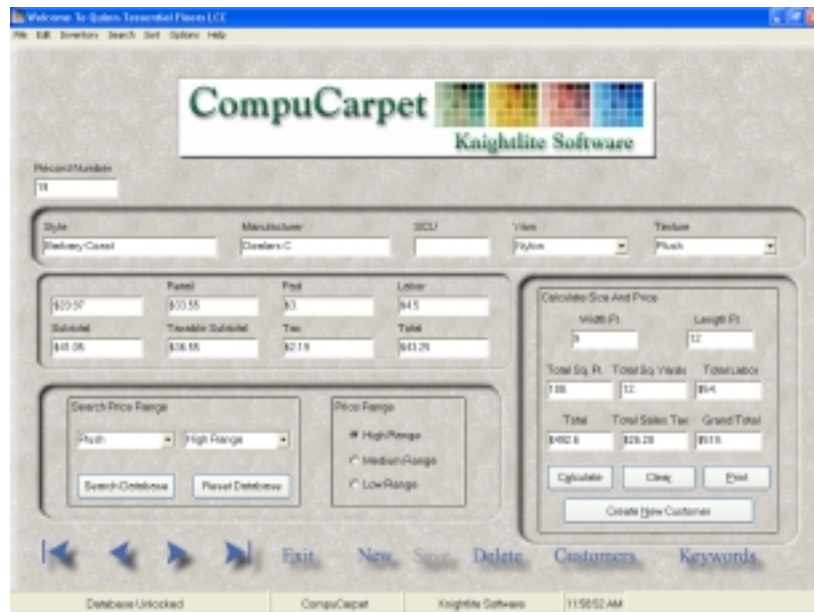
You can register this software program on-line and receive a key code for your computer via e-mail. Go to the following URL:

<http://knightlite.com/register/>

Knightlite allows you to register the software on up to two computers at a time. You don't have to register both at the same time. You can register a second computer at a later time. If you get a new computer or reformat your hard drive just reregister the new computer. Please see Licensing Agreement for more information.

The **Main** CompuCarpet window is where you enter all your carpet records and quickly calculate carpet prices for your customers.. We have designed this window to make data entry as easy as possible.

## The Main CompuCarpet Window



To enter records into your carpet database the first thing you should do is to unlock the records. By default the records are locked. This is to prevent you from accidentally changing or erasing any of your data. To unlock the records **click** on the **Options** menu item and then on **Unlock Records**. You can also press **Ctrl-U** to unlock them as well.

To navigate between records use the navigational buttons at the lower left hand side of the screen.



To enter a new record click on the **NEW** button. The cursor will be positioned in the **Style** textbox. Enter the style of your carpet, and **click enter**. That will transport you to the **Manufacturer** textbox, where you enter the carpet manufacturer's name. **Click enter** again to move to the **SCU** textbox and enter the SCU. **Click enter** and move to the **Yarn combo box**. You can use your mouse or the **arrow down/arrow up keys** to move through your list of yarns. **Click enter** to select the yarn and move to the **Texture combobox**. Again use the **arrow down/arrow up keys** to select the appropriate texture for your carpet, and again **click enter** to move to the **Cost** textbox. Here you want to enter your cost per square yard for that particular carpet style. **Click enter** and the software will automatically calculate the total cost per square yard of your carpet taking into account all the default values that you had previously entered when you ran the carpet wizard. It will also automatically assign the record a price range value that is based also on your default values.

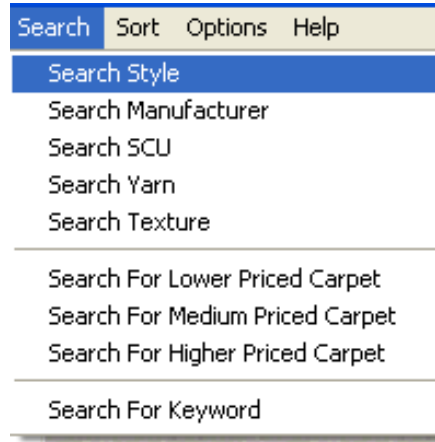
Press **enter** until all the fields fill in and the \$ appears in the textboxes and then **click SAVE** to save the record. To enter a new record, click on **NEW** and repeat the above process. (**Note - Take care when entering the number in the Cost field. The program by default enters the decimal point. Take care not to enter two decimal points or you will get an error.**) When a record is saved the database will automatically sort the database in alphabetical order as to style.

## Deleting Records

If you want to delete a record from the database, first **click Unlock Records** from the **Options** menu, then select the record to be deleted using the navigational buttons, and **click DELETE**. If you delete the first record in the database, the database will automatically reset itself. **IMPORTANT: Never delete all the records in any database in this program. In order for the software to function correctly, always have at least one records stored in the database. Enter at least one of your records before deleting the sample records.**

## Searching the Database For Specific Carpet Records

CompuCarpet 1.0 allows you to search your database of carpets in a variety of ways. Many of the search tools can be found under the **Search** menu. The software will allow you to search by the following parameters:



You can also search the entire database using key words. Type in any word and the software will return any record in your database that contains those key words. You can also use the **Keyword** button located on the main program window.

You can also search for carpet records using **Carpet Registers** found under the **File menu**. You can either search the carpet register and view records sorted by **Style** or sorted by **Manufacturer**.

Style	Manufacturer	SCU	Yarn	Texture	Color	Total
Abundance 1215	Scythos	702	Wool		\$11.82	\$28.84
Academy 1215	Scythos		Wool		\$14.38	\$22.83
Accolade	Waldie	709			\$12.8	\$21.25
Adventure	Waldie	9028	Wool	Commercial	\$11.1	\$21.87
Alpine Trail	Waldie	2099	Wool	Double Loop/P	\$25.74	\$29.66
Alpines	Scythos		Poly		\$16.78	\$25.47
Alpine Collection	Scythos		Wool		\$18.38	\$27.17
Altitude	Waldie	104	Wool		\$15.98	\$24.62
Ami	Scythos	4958			\$25.82	\$28.9
Alpines	Scythos		Wool	Commercial	\$19.18	\$28.82
Authenticity	Waldie	7002			\$13.68	\$22.18
Autumn 1215	Scythos				\$12.78	\$21.23
Autumn	Waldie	4418			\$11.81	\$25.2
Aztec	Scythos	1171			\$15.84	\$24.47
Baker	Waldie	9048			\$11.1	\$21.87
Balsam	Poly		Wool		\$25.74	\$29.66
Bamboo	Waldie	3616			\$18	\$25.76
Bambusa	Scythos		Poly		\$26.78	\$28.47
Bamboo Coast	Devcon C		Wool	Plush	\$25.55	\$41.25
Balsam	Scythos		Poly		\$11.38	\$19.84
Bamboo Plant	Waldie	1327			\$19.88	\$27.88
Bamboo Rain	Scythos				\$11.18	\$19.54
Bambling	Waldie	3889			\$17.28	\$26
Bamboo Coast	Devcon C		Wool		\$19.88	\$28.84
Bambling 1215	Scythos		Poly		\$21.18	\$32.25
Bambling	Scythos	1044			\$18	\$27.76
Bambling Rowers	Waldie	5182			\$22.9	\$31.95
Bambling	Waldie	898			\$16.27	\$24.93
Bambling	Scythos		Wool		\$26.7	\$38.83
Bambling 1215	Scythos		Wool		\$16.56	\$28.84

When you find the carpet record you would like to view simply **double click** on the record and it will display under the main program window. You can also print out these registers as well by clicking on the **Print** button.

## Sorting Your Carpet Records



You can sort the database of carpet records by **Style**, **Manufacturer**, or in **Ascending** or **Descending** order.

## Searching Carpets Using Texture And Price Range.



Imagine your customer is looking for a plush carpet in a higher price range. Set the left combo box to plush and the right combo box to high range, and click **Search**. CompuCarpet will search the database and select all plush carpets within a higher price range.



Print out any single record from the **File menu**.

## Calculating Price For A Specific Carpet Size

Once you have found a particular carpet style, you can quickly figure out the cost of the carpet by entering the carpet size and **clicking** the **Calculate** button. CompuCarpet will calculate the carpet price taking into account all your default parameters. To choose another style, simply search or scroll to the desired carpet and click the **Calculate button** again. The results will refresh to the new carpet style. You can print these results out.

The screenshot shows a dialog box titled "Calculate Size And Price". It contains several input fields and buttons. The "Width Ft." field is set to 9 and the "Length Ft." field is set to 12. Below these are three fields: "Total Sq. Ft." (108), "Total Sq. Yards" (12), and "Total Labor" (\$54). At the bottom, there are three more fields: "Total" (\$492.6), "Total Sales Tax" (\$26.28), and "Grand Total" (\$519). There are three buttons: "Calculate", "Clear", and "Print". At the very bottom is a larger button labeled "Create New Customer".

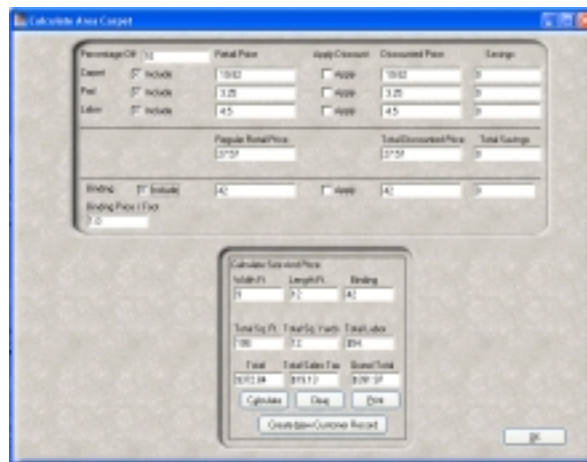
If your customer would like to order this carpet, or would like a written estimate of the total price, click on the **Create New Customer** button and you will be taken to the **Customer Information** window.

The screenshot shows the "Customer Information" window. It has a menu bar with "File", "View", "Tools", "Index", and "Exit". Below the menu bar are fields for "Record Number" (1) and "Date And Time" (4/6/2014 11:31 AM). The window is divided into several sections. On the left, there is a "Customer Information" section with fields for "First", "Last", "Address", "City", "State", and "Zip". On the right, there is a "Calculate Size And Price" section with fields for "Width Ft.", "Length Ft.", "Total Sq. Ft.", "Total Sq. Yards", "Total Labor", "Subtotal", "Total Sales Tax", and "Grand Total". At the bottom, there is a "Summary" section with fields for "Date", "Part", "Labor", "Subtotal", "Taxable Sub Total", "Tax", and "Total". There is also a "Notes" section with a text area. At the bottom of the window are navigation buttons: "Back", "Forward", "Exit", "New", "Save", "Delete", "Print", and "E-Mail". The status bar at the bottom shows "Database Unlocked", "CompuCarpet", "Rightly Software", and "1:47:57 PM".

You can print this information out or start a new customer record by clicking on **Create New Customer Record**. The software will load the information onto the **Customer Information** window.

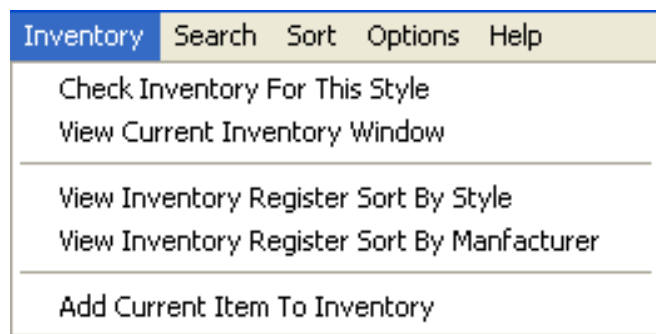
### Calculating Area Carpets

This module allows you to calculate the price of an area rug. Select the style and then access this window by clicking on **Calculate Area Rug** from the **Options** menu on the **Main** program window.



Using this module you can add a binding charge to the total, charge for padding, and labor. You can even apply discounts just like the **Sale** module. Clicking on any of the check boxes will automatically recalculate the price of the area rug. Print out the information for the customer, or click **Create New Customer Record** to send the information to the **Customer Information** window.

### The Inventory Menu



The **Inventory** menu allows you to check the current inventory of the displayed carpet style. If you have a remnant or roll of that particular style carpet, CompuCarpet will take you to the **Inventory Module**. You can view all carpets in your inventory by either clicking **View Current Inventory Window** or viewing the **Inventory Register** that can

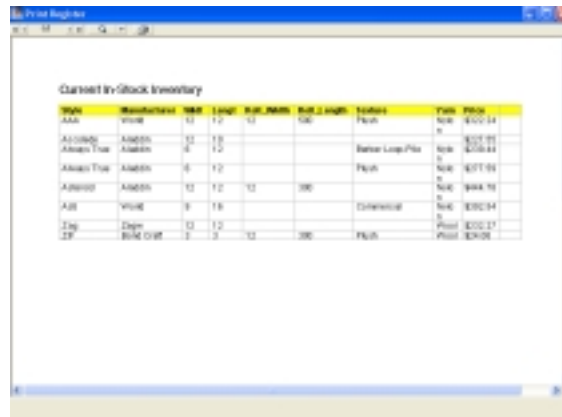
be either sorted by **Style** or by **Manufacturer**. To add the currently displayed carpet style to the inventory click **Add Current Item To Inventory**.



The **Inventory Module** tracks your current inventory of rolls and remnants. You can calculate a price for your customer that just includes the carpet itself, or any pad or installation charges you would like to add. If the carpet is in the form of a roll, you can deduct the length of the carpet from the rest of the roll, so you always know how much carpet you have in stock for that particular roll.

Print out the information, or send it to the **Customer Information** window by **clicking on Create New Customer Record**.

View and print out the current inventory from the **Inventory Register** that you can access from the **File menu**. You can also print out this register as well.



## Backing Up Your Data

You should backup your data files on a regular basis. There are 2 files that you need to back up. The first is called **service.mdb**. This file contains all your carpet records, and default settings. The second file that you need to backup is the file **names.mdb**. This file contains all your customer records. Both files exist in the **C:\Program Files\CompuCarpet**. You can access these files using **My Computer**.



**Backup These Two Files**

**Caution: Don't be fooled by the two files service.ldb and names.ldb. These are NOT your data files.**

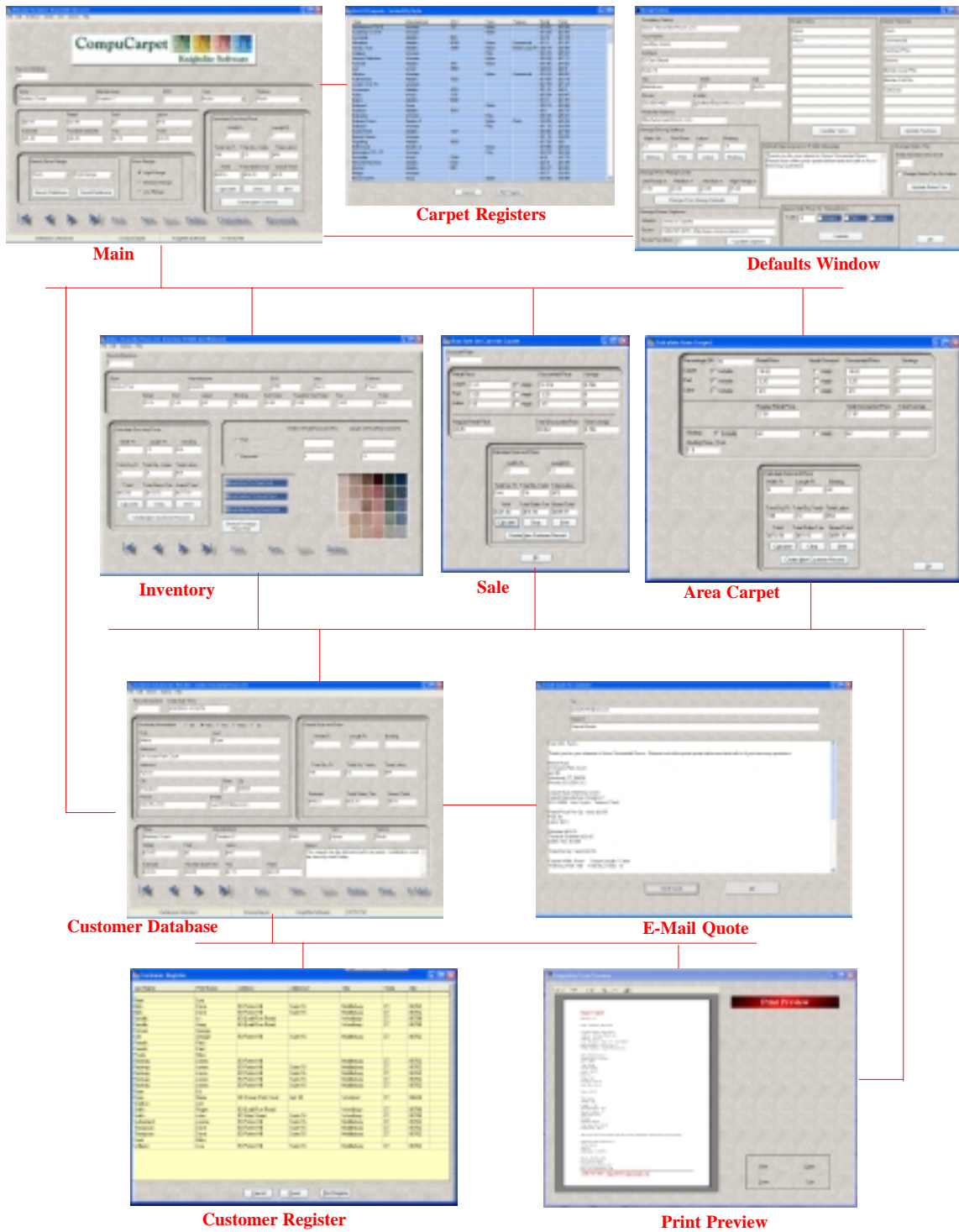
**Place Your Logo Into The Images Folder**

## Adding Your Store Logo To The Main Program Window

You can add your own logo to the **Main Program** window and replace our **CompuCarpet** logo. To do this create an image using photo imaging software and drag it into the **Images** folder (see above graphic) To load your image **click** on **Change Image** from the **Options** menu. (**Note: Your image must be in the Images folder in order to load. It will not load from any other path.**)

You can center your image on the screen using the **Adjust Image Position** control also accessed from the **Options** menu.

# Program Structure At A Glance



## Uninstalling The Software

The software comes with an uninstall program that will completely remove it from your system if you no longer wish to use it. The software is called **UNWISE**, and is located under the **C:\Program Files\CompuCarpet folder**.

## Technical Support

### Telephone Technical Support:

Telephone Support is available for registered users of this program at **203-598-3828** between the hours of 8:00 AM - 8:00 PM Eastern Time Monday -Friday. Weekends by chance. **DO NOT CALL OUR TOLL FREE ORDER LINE FOR TECHNICAL SUPPORT.** We do not offer support on that line.

You can also e-mail your support questions to us at:

**[support@compucarpet.com](mailto:support@compucarpet.com)**

Make sure you include your name and address plus the CD Rom Serial Number. The Cd Rom Serial Number is located right on the CD itself and begins with KS.

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