



WHERE MATCHLESS SERVICE MEETS
PRACTICAL ENGINEERING FOR
EXCEPTIONAL SOLUTIONS.

NGO User Preferences and Grid Settings

Easy Automation, Inc. User Guide
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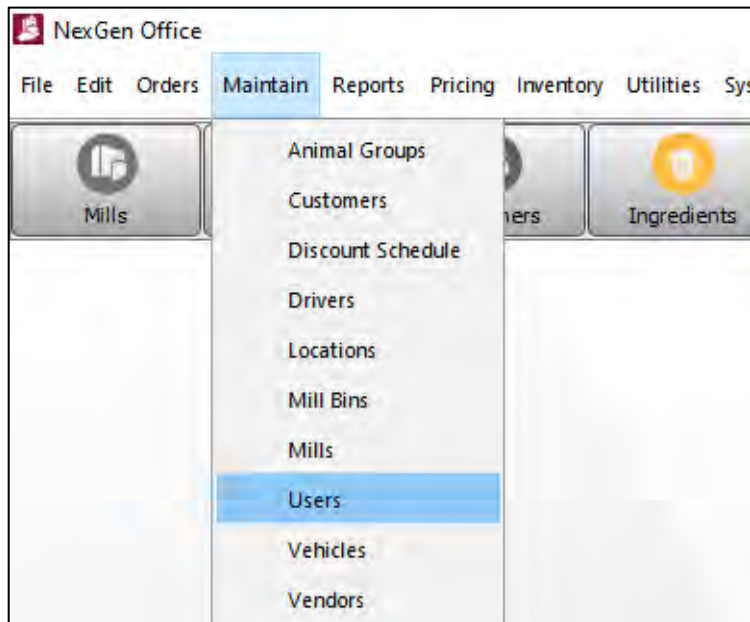
TOTALLY INTEGRATED SOLUTION

TABLE OF CONTENTS (CTRL + click to go directly to item)

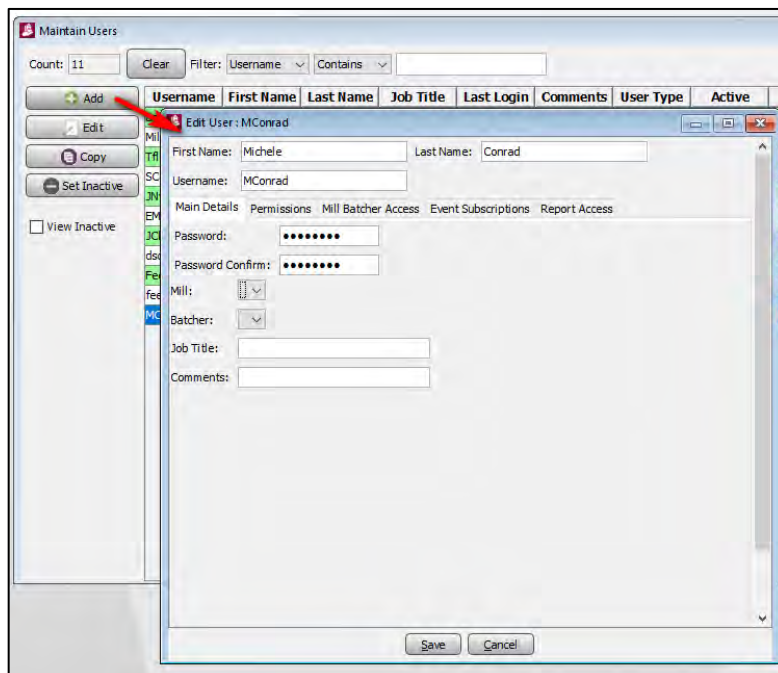
Adding & Editing User Permissions	3
User Preferences: Customizing Your User Preferences	6
Grid Settings: Customizing Your Grid Views	7

Adding & Editing User Permissions

1. Go to “Maintain” and then “Users.”



2. To add a user, choose “Add” on the left side of the window. Enter the user’s first/last name, and username.

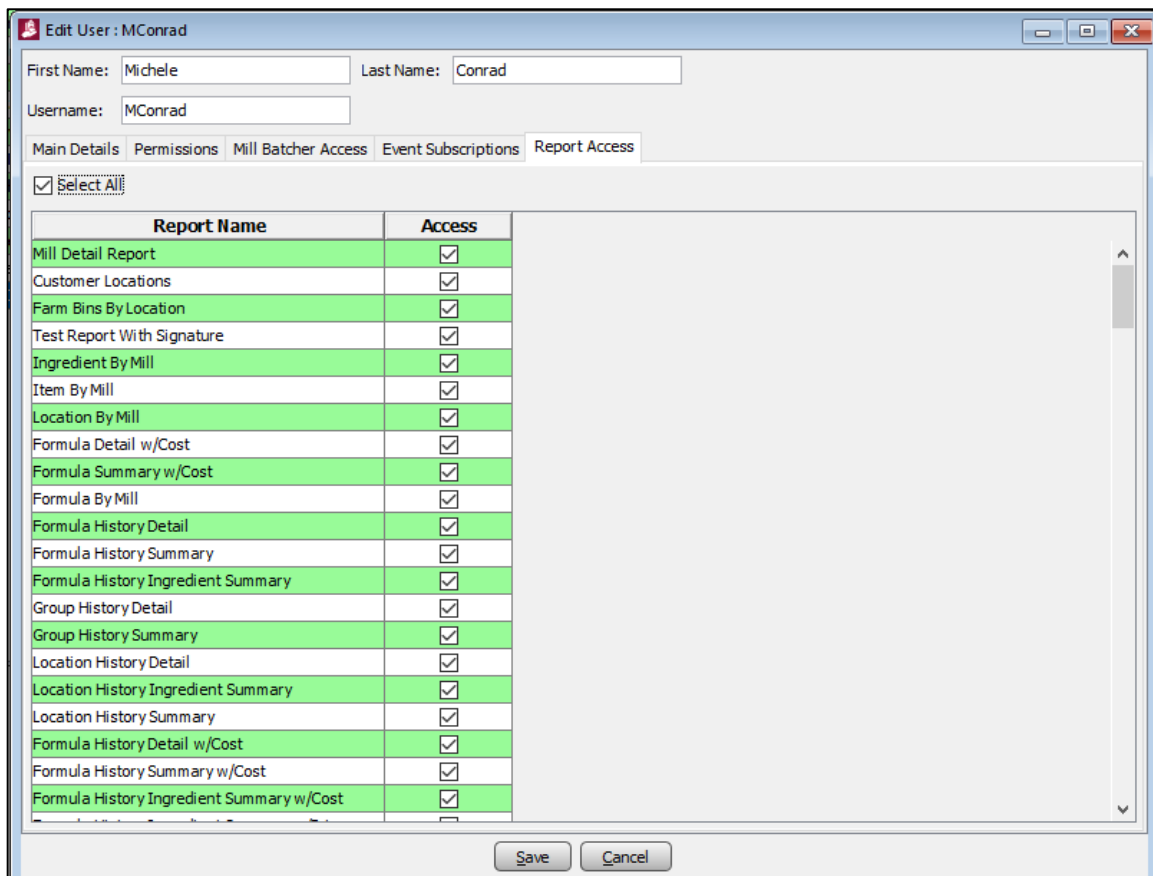


3. On the “Permissions” tab choose the user’s access capability.
 - a. Administrator access level has access to all areas of the program.
 - b. Normal User access level allows selection of specific areas of the program.

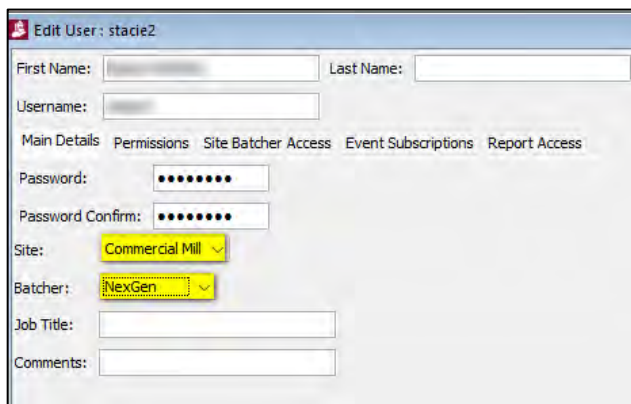
4. Set the Site Batcher Access. First, go to the “Site Batcher Access” tab. This specific user will only have access to the mill & batchers selected.

Main Details		Permissions	Site Batcher Access	Event Subscriptions	Report Access
Available	Description			Available	Description
<input checked="" type="checkbox"/>	Commercial Mill			<input type="checkbox"/>	BetaRaven
<input checked="" type="checkbox"/>	Fairmont Mill			<input checked="" type="checkbox"/>	Manual
<input checked="" type="checkbox"/>	Welcome Mill			<input checked="" type="checkbox"/>	NexGen
				<input checked="" type="checkbox"/>	Sales Orders
				<input type="checkbox"/>	FBP Batcher...
				<input type="checkbox"/>	Manual Batc...
				<input checked="" type="checkbox"/>	Manual Batc...

- Set the Report Access. First, go to the “Report Access” tab. Either choose “Select All” or choose the specific reports this user can view.

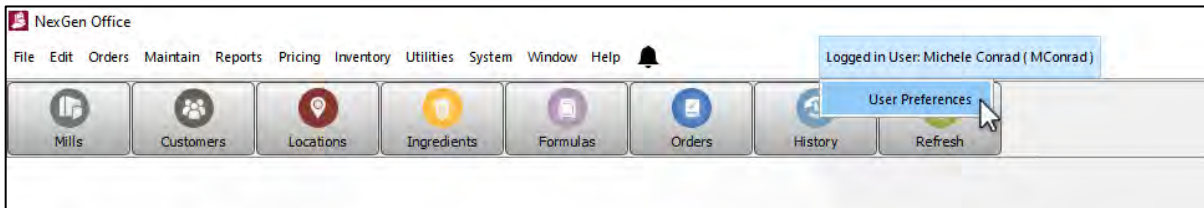


- Click “Save” to save your changes.
- If this user has a specific (Default) site and/or batcher they want to see on every screen, edit the user and fill in the site and batcher fields. This can only be done after the user has been given access to that mill and batcher.



User Preferences: Customizing Your User Preferences

1. Log into NexGen Office.
2. At the top - center of the page click on your user name, then click “User Preferences.”



3. User Preferences should be set and saved. Some will not take effect until the program is refreshed or closed and reopened.

Password Management
Users can change their own Passwords

Navigator
Displays Feed scheduled/quantity batched, Inventory low level warnings

Dropdown Display
Options to show Description, Name Or Both

OrderList Settings
Portrait - Orders move Left to Right
Landscape- Orders move top to bottom

Button Bar Settings
Button Size - Large or Small
Location - Set orientation of button bar
Button Selection- Only buttons checked will appear on the Bar. Other options will need to be entered via menu navigation

Mill/Batcher Selection
The User can select their own default Mill/Batch from the list of Mills/Batcher allowed in their User setup

Font Size
Users can adjust the Font for Tables and Labels
Suggested Range 10-15

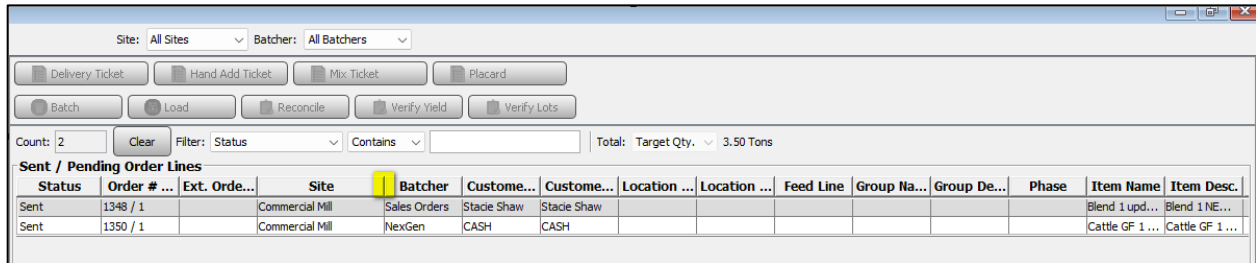
Touchscreen Mode
Do not enable unless the user has a touchscreen monitor & will not be using their mouse

Default History Day
Sets the number of days loaded in history. The more days loaded the longer it takes. Suggested 30-60 days

Grid Settings: Customizing Your Grid Views

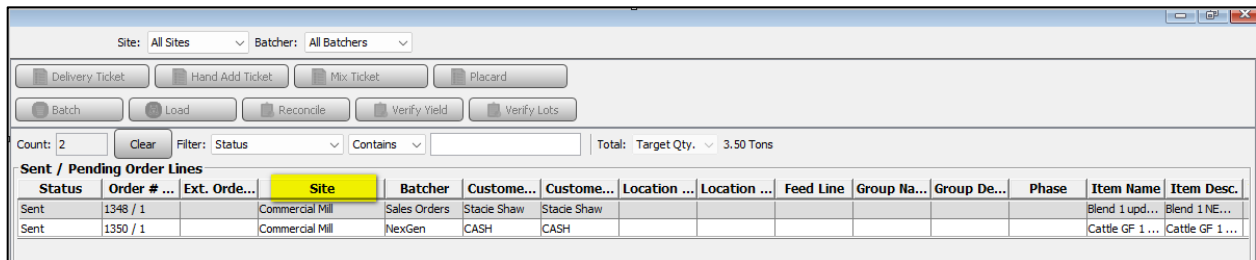
Every grid throughout the program can be customized by user. Once you get your grids set, close the program and reopen to save them.

1. Clicking on the line between column headers and dragging allows you to expand the column wider.



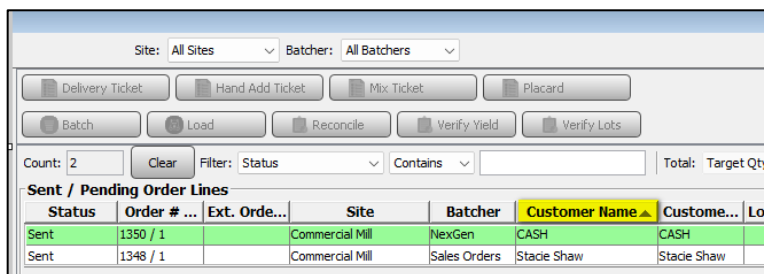
Status	Order # ...	Ext. Orde...	Site	Batcher	Custom...	Custom...	Location ...	Location ...	Feed Line	Group Na...	Group De...	Phase	Item Name	Item Desc.
Sent	1348 / 1		Commercial Mill	Sales Orders	Stacie Shaw	Stacie Shaw							Blend 1 upd...	Blend 1 NE...
Sent	1350 / 1		Commercial Mill	NexGen	CASH	CASH							Cattle GF 1 ...	Cattle GF 1 ...

2. Clicking on the column header and clicking and dragging allows you to move the column.

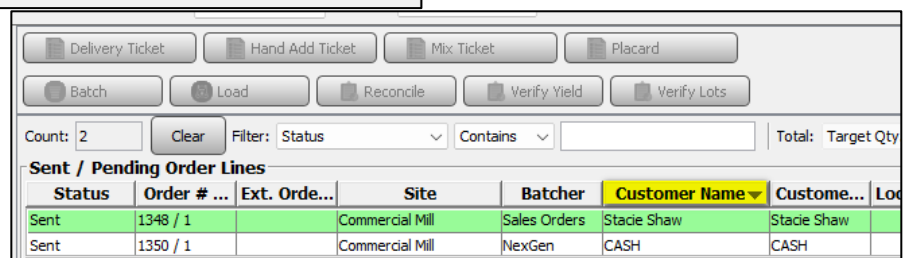


Status	Order # ...	Ext. Orde...	Site	Batcher	Custom...	Custom...	Location ...	Location ...	Feed Line	Group Na...	Group De...	Phase	Item Name	Item Desc.
Sent	1348 / 1		Commercial Mill	Sales Orders	Stacie Shaw	Stacie Shaw							Blend 1 upd...	Blend 1 NE...
Sent	1350 / 1		Commercial Mill	NexGen	CASH	CASH							Cattle GF 1 ...	Cattle GF 1 ...

3. Clicking once on the column header will sort the column alphabetically. Click again to sort the other direction.

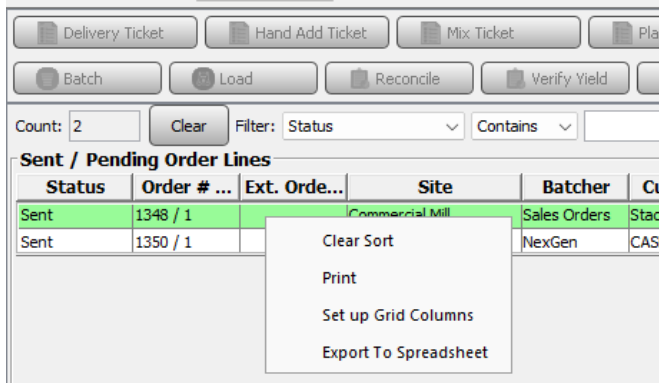


Status	Order # ...	Ext. Orde...	Site	Batcher	Customer Name ▲	Custom...	Loc
Sent	1350 / 1		Commercial Mill	NexGen	CASH	CASH	
Sent	1348 / 1		Commercial Mill	Sales Orders	Stacie Shaw	Stacie Shaw	

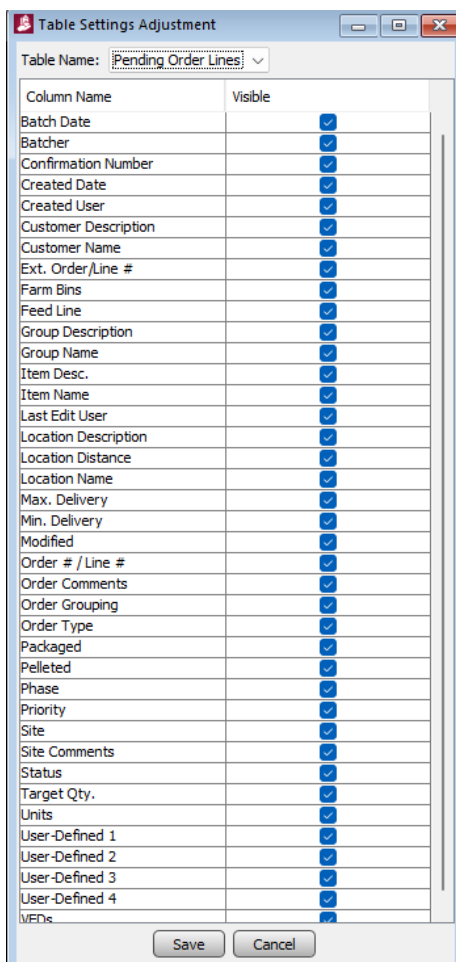


Status	Order # ...	Ext. Orde...	Site	Batcher	Customer Name ▼	Custom...	Loc
Sent	1348 / 1		Commercial Mill	Sales Orders	Stacie Shaw	Stacie Shaw	
Sent	1350 / 1		Commercial Mill	NexGen	CASH	CASH	

4. Right click anywhere on the grid to see other options.



- “Clear Sort” will remove any alphabetical sort you set on all columns in that table.
- “Print” will allow you to print the grid as shown on the screen.
- “Set Up Grid Columns” allows you to select which columns are visible to you. Uncheck or check as needed to adjust what columns are included in your grid. The available columns vary by table.



- “Export to Spreadsheet” allows you to save this entire grid to an Excel spreadsheet. Clicking this will pop up a file box. Navigate to where you want to save the file, enter a file name and click “Save.”

