



Wilflex Ink Management System



Wilflex™ Color Matching





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2 INTRODUCTION

2.1 WELCOME

We congratulate you on the making the right choice with Wilflex in your ink room! Wilflex Ink Management Software (IMS) has been an essential component in textile ink rooms since the late 1980's when Wilflex launched their first PC System. Wilflex Color Systems are the simplest and most cost-effective way to achieve Pantone® simulations and develop custom color. Every day, printers around the world count on IMS to help them save time and money throughout the production process. From consistent, repeatable color matches in the ink room to smooth running inks on press, Wilflex Color Systems deliver the results that printers trust to grow their business. (Figure 1)

IMS3.0 is a cloud-based solution for managing color and inventory in the textile screen printing market. Offering tools for color creation and standardizing, IMS manages daily maneuvers in a highly functional ink room by providing color management and communication agility. Color chip images appear with formulations to help with visual communication. Emailing of formulas and reporting will also feature the color display. The new platform and updated functionality will continue to add functional support and innovation to the concept of total ink room management.

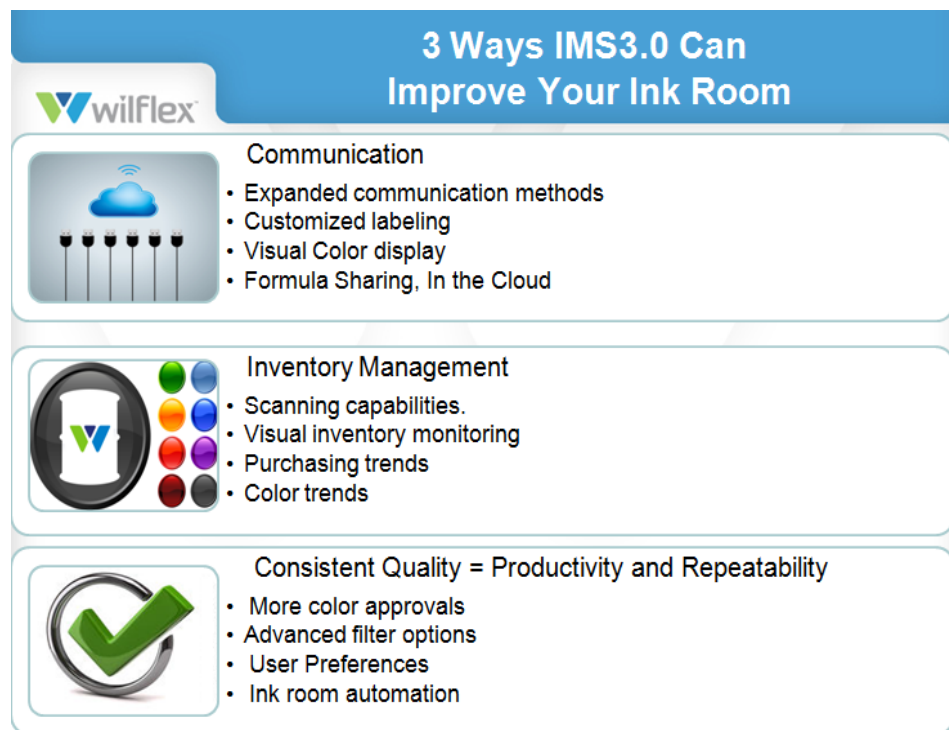


Figure 1 Improving Ink Room Efficiencies

2.2 INSTALLATION

The IMS3.0 download is available to Wilflex Color System users by registering at our IMS3.0 site. The installation process will require only 3 steps. Follow these easy steps to guide you through a successful installation.

1. Location of download site (Figure 2)
 - a. To install IMS3.0 on a Windows system, go to www.wilflex.com\ims
2. Select Register at top right corner to create a secure login and password.
3. Download

Hardware Environment:

- Internet accessible

- Processor: x86 or x64 1 GHz Pentium processor or equivalent (minimum); 1 GHz Pentium processor or equivalent (recommended)
- RAM: 512 MB (minimum); 1 GB (recommended)
- Hard disk: up to 1.5 GB of available space may be required
- Display: 800 x 600, 256 colors (minimum); 1024 x 768 high color, 32-bit (recommended)

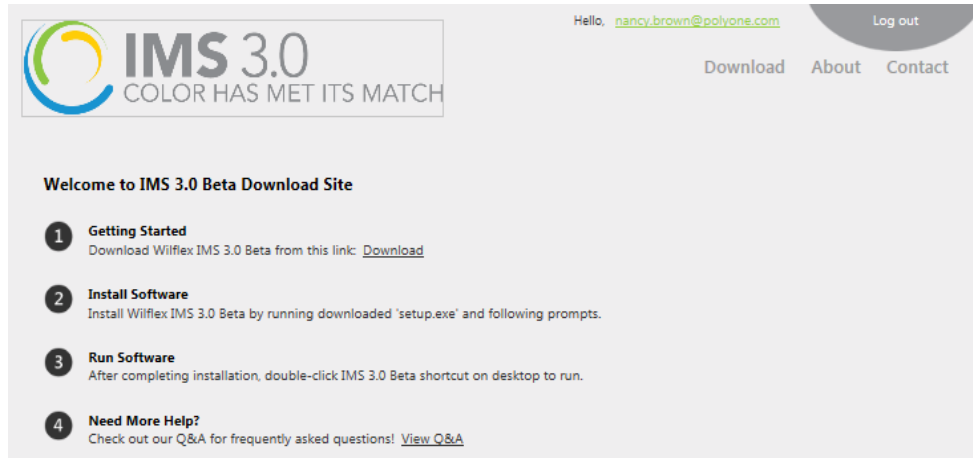



Figure 2 IMS Registration Landing Page

2.3 GETTING STARTED

A few helpful Hints and Best Practices to get started on the right track.

- 1) Go to main menu- Settings.
 - a) Apply all filters and set up your default values and printers. Formula Look Up
- 2) Pantone® number must be entered exactly as it appears in the Pantone Formula Guide.
 - a) Example - 032 C is Orange 032 C, 072 C is Blue 072 C
 - b) Always use a space before the C or U.
- 3) Searching for custom colors, select the User Formula radio button at upper left corner.

STANDARD FORMULAS
 USER FORMULAS
- 4) Creating custom Palette or modifications to Standard colors
 - a) Best Practice is to always begin your formula search in the User Formula area.
 - b) If a custom color is not retrieved, then select the Standard Formulas radio button to begin another search.
- 5) Printers, Scanners, Labels
 - a) Label Stock: Choose the best size label stock that is available for your printer and is economical. You are now able to customize your label size that best fits locale.
 - b) Printer: An economical approach to label printing is using an entry level label printer.
 - i) Zebra model TLP2844 or its equivalent
 - ii) Any printer with Windows drivers will work.
 - c) Scanners
 - i) Honeywell-MS9500 Voyager Series
 - ii) Single Line Hand Held Laser Scanner

The IMS3.0 User Manual can found online by locating the info icon  in the upper right corner of any object within the IMS3.0 application. The Manual can be used on line, downloaded and/or printed locally.



3 INTERFACES

Within the IMS 3.0 Software there are four main interfaces: Blending, Communication, Inventory and Settings. This section will go over each of the four interfaces and their features.

3.1 BLENDING INTERFACE

The Blending interface (Figure 3) is the first user interface that you will see upon starting the software as shown below.

Pantone® 100 C		EST. COST / KG \$19.70		
TYPE	MATERIAL DESCRIPTION	MATERIAL CODE	GRAMS	PERCENT
<input type="radio"/>	BASE	Epic Mixing Base	15000PFB	805.08 80.51%
<input type="radio"/>	PC	Epic Extra White PC	61011PC	184.42 18.44%
<input checked="" type="radio"/>	PC	Epic Bright Yellow PC	61087PC	10.5 1.05%
				FORM. TOTAL 1000 g

Figure 3 Formula Blending Screen

3.1.1 Main Interface Navigation

The first thing you see in the User Interface is the navigation panel as seen in the image below. This navigation bar remains the same throughout the software. (Figure 4)

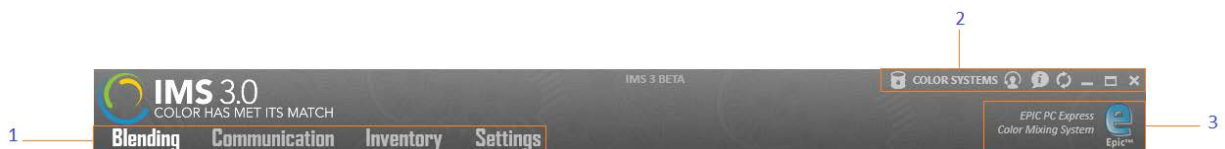


Figure 4 Navigation Bar

3.1.2 Blending Interface Navigation

Below is a labeled image of the Blending Screen Bar. (Figure 5) Each function will be described in the section.



Figure 5 Blending Navigation Bar

1. Create a new formula
2. Clone a formula
3. Creates a Formula Work Sheet
4. Print a formula.
5. Create a label
6. Open the DM4 Dispensing/Scale panel.
7. Deduct current formula from inventory.
8. Calculate formula cost
9. Recycle a formula

3.1.3 Blending Interface Formula Options

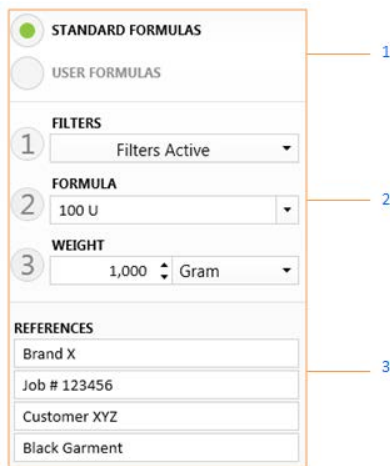


Figure 6 Search for Formulas

1. Toggle between a list of Standard Formulas and a list of formulas that you have created (User Formulas).
2. Create filters to manage your database. Choose your desired weight
3. Create user references for your formulas. References are useful for searching and organizing information. Suggestions are customer, shirt style, job #.

3.1.4 Formula Picker / Ingredient Table

The image below displays the Formula Picker and its associated ingredients and weights. (Figure 7)

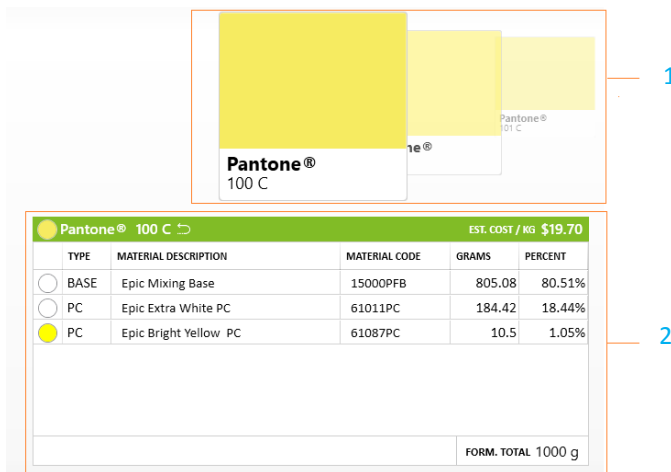


Figure 7 Ingredient Table

1. The Formula Picker is a carousel used to scroll through the selection of colors. Scroll with your mouse by using the right and left arrow keys while on the Formula Picker or clicking on one of the visual color chips.
2. Formula details are displayed in the table, including: Formula Type, Material Description, Material Code, Weight in grams (default), as well as the percentage of each ingredient found in the mix.

3.2 BLENDING INTERFACE FEATURES

In this section we will go over each function available within the Blending Interface, starting with creating a New Formula.

3.2.1 New Formula

1. To create a New Formula, you must first click the “New Formula” button on the Blending Screen bar. (Figure 8)



Figure 8 Creating a new Formula

2. Selecting the “New Formula” button will prompt a dialog box to input various details about the formula you are creating: Formula Code, Description, Base Type, References (optional) and Color. (Figure 9)

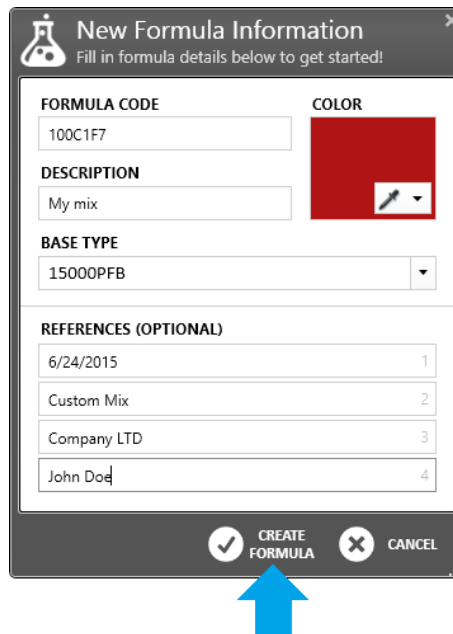
A dialog box titled 'New Formula Information' with a close button (X) in the top right corner. Below the title is the instruction 'Fill in formula details below to get started!'. The form contains several sections: 'FORMULA CODE' with a text input field containing '100C1F7'; 'DESCRIPTION' with a text input field containing 'My mix'; 'BASE TYPE' with a dropdown menu showing '15000PFB'; and 'REFERENCES (OPTIONAL)' with a table of four rows: '6/24/2015' (1), 'Custom Mix' (2), 'Company LTD' (3), and 'John Doe' (4). To the right of the 'DESCRIPTION' field is a color selection area showing a red square and a color picker icon. At the bottom of the dialog are two buttons: 'CREATE FORMULA' with a checkmark icon and 'CANCEL' with an X icon. A blue arrow points upwards to the 'CREATE FORMULA' button.

Figure 9 Dialog box for new formula creation

3. Once you have completed the required inputs and are happy with the formula click on then “Create Formula” button at
4. After clicking the “Create Formula” button you will be redirected to “User Formulas” displaying the formula you created. From here you can add or remove ingredients and edit or delete your formula.

3.2.2 Clone Formula

1. To “Clone” a formula you must first select the formula you would like to clone from the Formula Carrousel. (Figure 11)

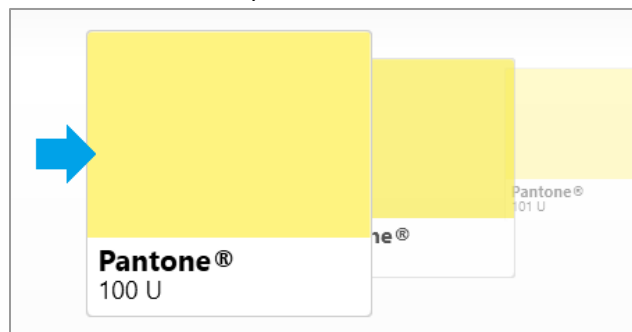


Figure 10 Cloning Formula

- After you have selected the formula, click on the “Clone Formula” button on the Blending Screen Navigation Bar.(Figure 11)



Figure 11 Clone Formula

- Upon clicking the “Clone Formula” button you will be prompted with a dialog box with pre-filled values in the inputs. From here you can edit the Formula Code and Description inputs and add references to your newly cloned formula.
- When you are satisfied with the formula you are cloning you can click the “Finish” button at the bottom of the dialog box.
- Upon clicking the “Finish” button you will be directed to “User Formulas” with your cloned mix selected. From here you can add or remove ingredients and edit or delete your clone. (Figure 12)

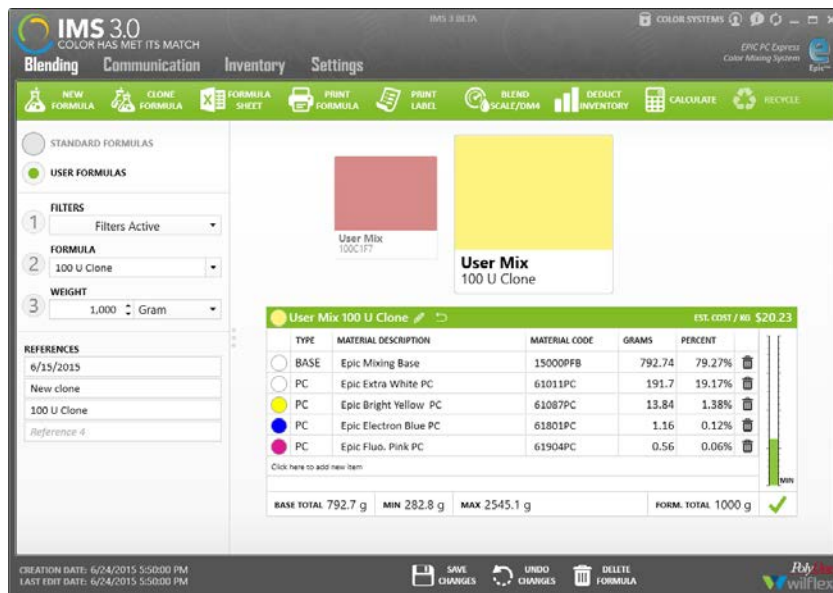


Figure 12 Editing the newly cloned formula

3.2.3 Creating a Formula Worksheet

- IMS 3.0 allows you to easily export your formulas to an Excel spreadsheet, providing the colorist a worksheet to document revisions and attach a color swatch. First select the formula you would like to export from the Formula Picker. In this example we will export the formula Pantone 100C. (Figure 13)

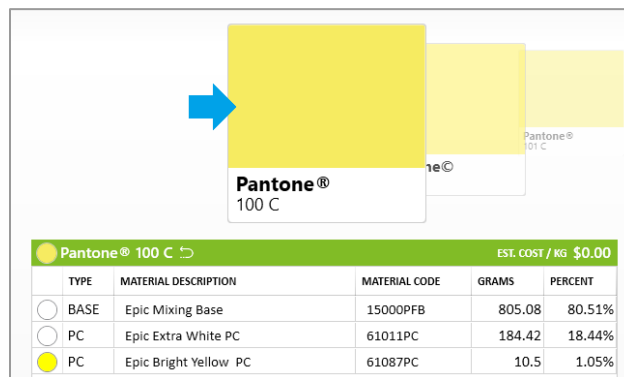


Figure 13 Exporting to Excel

- After you have selected the formula you would like to export click the “Formula Sheet” button on the Blending Screen Navigation Bar. (Figure 14)



Figure 14 Select Export to Excel on navigation bar.

- When you have clicked the “OK” button you will be redirected to an Excel spreadsheet containing details about your formula. (Figure 15)

PolyOne Formulation Worksheet **wilflex**

100 C
Pantone® 100 C 6/25/2015

Material	Type	Description	Grams	Percent	Test Quantity								Approved	
					1	2	3	4	5	6	7	8		
15000PFB	BASE	Epic Mixing Base	805.08	80.51										
61011PC	PC	Epic Extra White PC	184.42	18.44										
61087PC	PC	Epic Bright Yellow PC	10.5	1.05										
Totals			1000	100%										

Color Technician _____
Date Approved _____

Figure 15 Formula Worksheet to document changes.

3.2.4 Print Formula

- Select the formula from the Formula Picker that you would like to print. (Figure 16)

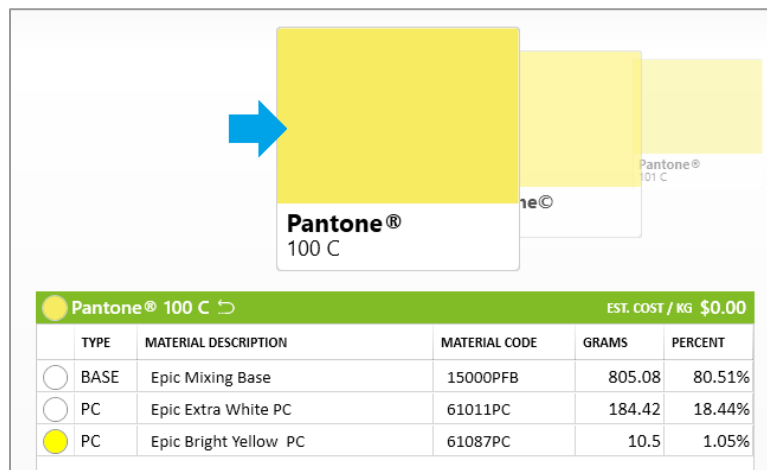


Figure 16 Select Formula from Formula Picker

- When you have your formula selected, click the “Print Formula” button on the Blending Screen Navigation Bar. (Figure 17)



Figure 17 Print Formula

- After clicking the “Print Formula” button you will be prompted with a dialog box to confirm your choice. If you are satisfied click “OK”.
- When you click “OK” you will be prompted to select your printer. Click the “print” button and your formula will start printing. (Figure 18)

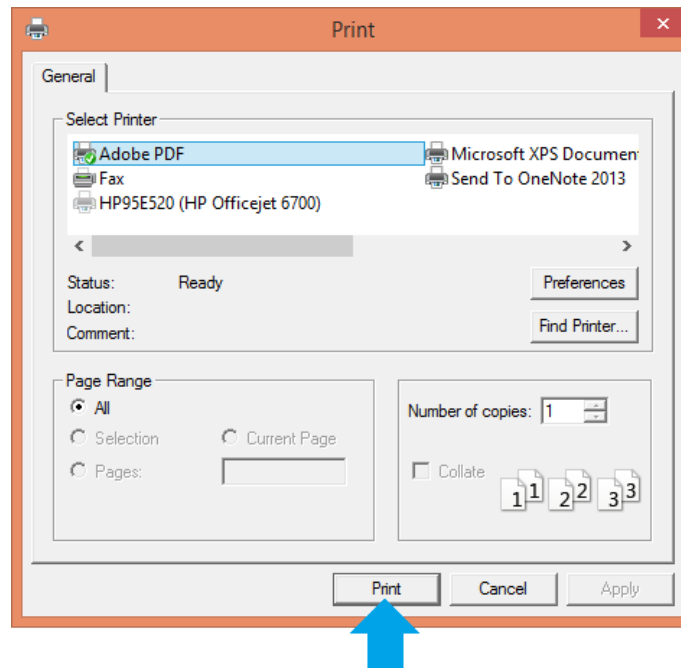


Figure 18 Selecting Printer Options

3.2.5 Print Label

- Select a color you would like to print a label for from the Formula Picker. (Figure 19)

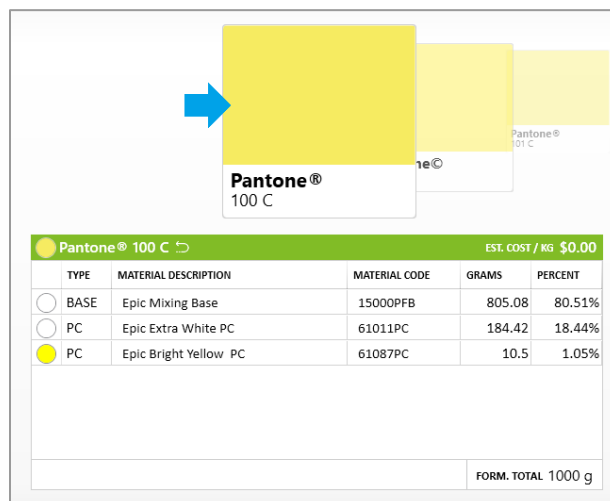


Figure 19 Selecting a color to print

After selecting your desired color click on the “Print Label” button on the Blending Screen Navigation Bar.



5. Click the “Print label” button a dialog to preview your label. If you are happy with the label click on “Print Label” on the dialog box. (Figure 20)

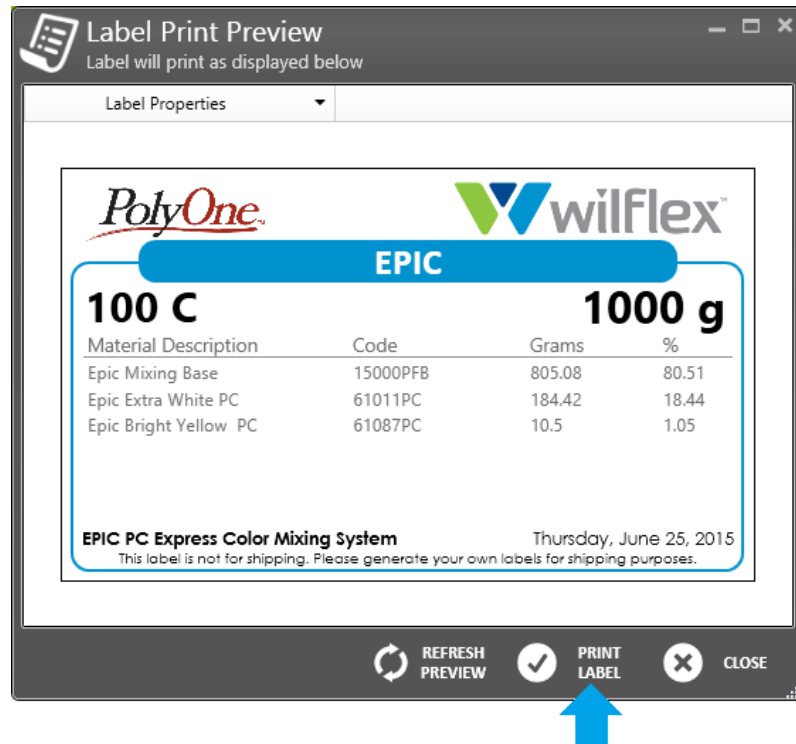


Figure 20 Print Label Preview

6. Upon clicking “Print Label” button, you will be prompted to fill in you print details. After you have entered your information click “Print” and your label will begin printing. (Figure 21)

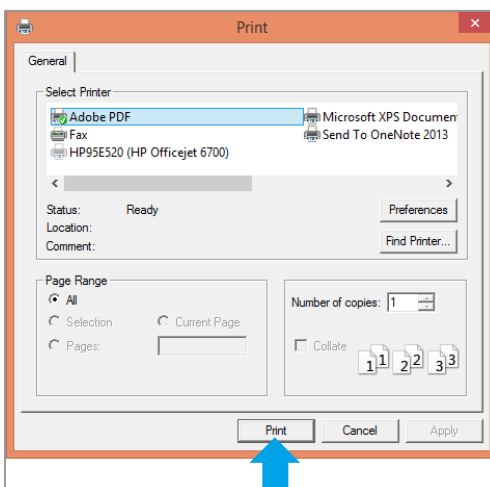
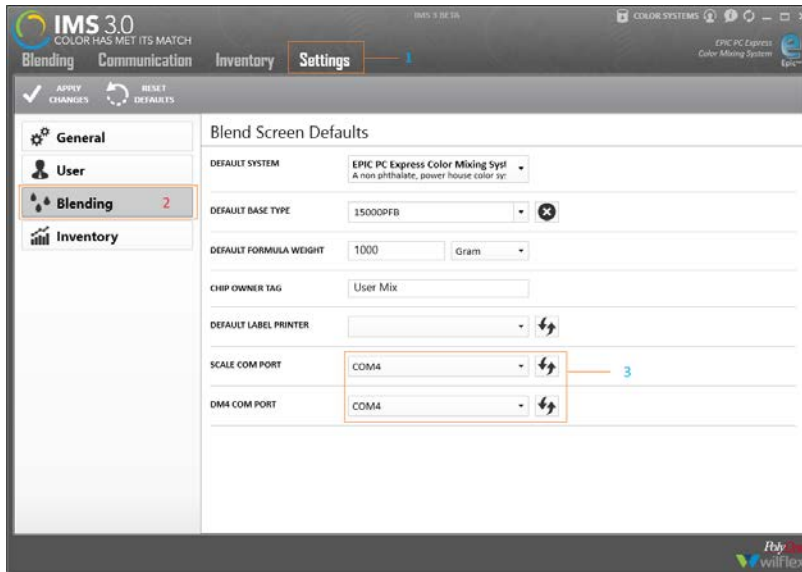


Figure 21 Printer Selection

3.2.6 Blend Scale/ DM4

Using this command will send formulas to either a Blending Scale or the DispenseMaster4. Follow the instructions below to begin using the Blend Scale/DM4 feature.

1. First make sure your Scale and DM4 COM ports are configured correctly. You can check this by clicking the “Settings” tab on the main navigation and then clicking the “Blending” tab.



1. Define User Settings from Main Navigation
2. Opens up Blending Defaults
3. Scale and DM4 Ports

Figure 21 Blending with Scale/DM4 Defaults

2. If you do not see your COM/ DM4 ports click the refresh icon beside their respective drop down menus. If they still do not appear check to see if your equipment is connected correctly. (Figure 22)



Figure 22 Refresh Button

3. When you have confirmed your equipment is connecting properly, navigate back to the “Blending” screen and choose your color from the Formula Picker to begin blending. We will use Pantone 100C again. (Figure 23)

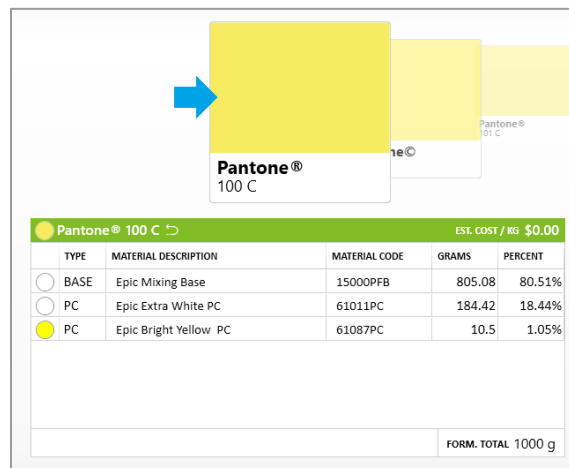


Figure 23 Selecting color to begin blending with Scale/DM4

- When you have selected your formula you can then click the “Blend Scale/DM4” button on the Blending Screen Navigation Bar. (Figure 24)



Figure 24 Select to begin Scale/DM4 Integration

- Upon clicking the “Blend Scale/DM4” button, the blending panel will slide out and your interface will look like the image below. (Figure 25)

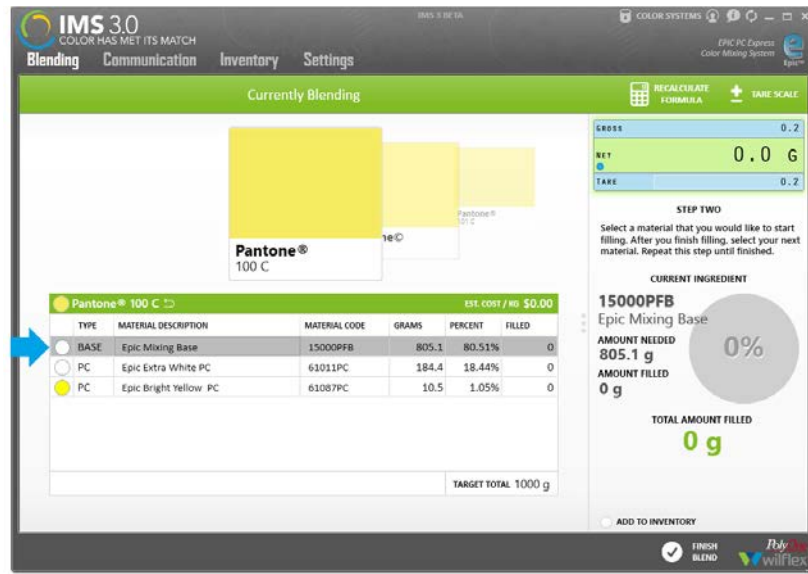


Figure 25 Step 1: Place your empty bucket on scale and click START to begin weighing.

Step 1: Place empty bucket on scale to tare weight and click the “Start” button on the right side of the screen to begin the blending process.

Step 2: Choose an ingredient from the table on the left to begin weighing out your formula. After selecting your ingredient, information about the material is displayed in the right panel. This includes the current ingredient code, amount of ingredient needed and amount of ingredient filled. The “TOTAL AMOUNT FILLED” displays the collective weight of all ingredients in the blend.



It is helpful to start with the heaviest component first, Epic Mixing Base. In case of overweighing, it is easier to remove ink from the top of the mixture.

Step 3: From here you can now begin to add your ingredient to the bucket. The grey circle will begin to fill as you pour your ingredient into the bucket and the “TOTAL AMOUNT FILLED” will begin to calculate the weight of the ingredient added. Let’s add 805 grams of base into the bucket.

Step 5: When you have filled the Sphere to 100% , select the next ingredient and repeat the process until you have reached your target total and added all if the ingredients for the mix.

Step 6: If you would like to add the ingredient’s you are blending to Inventory, check the box “ADD TO INVENTORY” at the bottom of the left side panel. A dialog box will appear where you can fill in various details about the mix before it is recorded into inventory.

Step 8: When you have finished adding all the ingredients to your mix, click the “Finish Blend” button at the bottom of the interface. After clicking the “Finish Blend” button you will be redirected back to the Blending Screen.



Should you overshoot adding a component, click the recalculate button to change your base total and compensate for the overpour. (Figure 26)



Figure 26 Recalculating for Overfill

3.2.7 Deduct Inventory

1. Select the formula you would like to use from the Formula Picker. We will continue using Pantone 100C. (Figure 27)

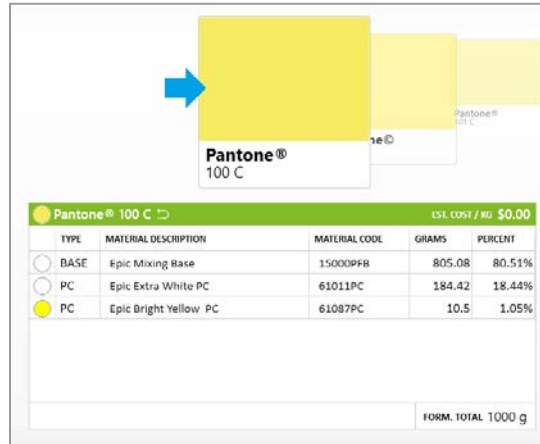


Figure 27 Select desired color from Formula Picker

2. Click the “Deduct Inventory” button on the Blending screen navigation.



Figure 28 Deduct Inventory from the Blending Screen Navigation bar

3. After clicking the “Deduct Inventory” button the following screen will appear. On the left hand side you will see the amount of each ingredient needed for the mix and on the right you will see the available inventory for each ingredient needed. (Figure 29)

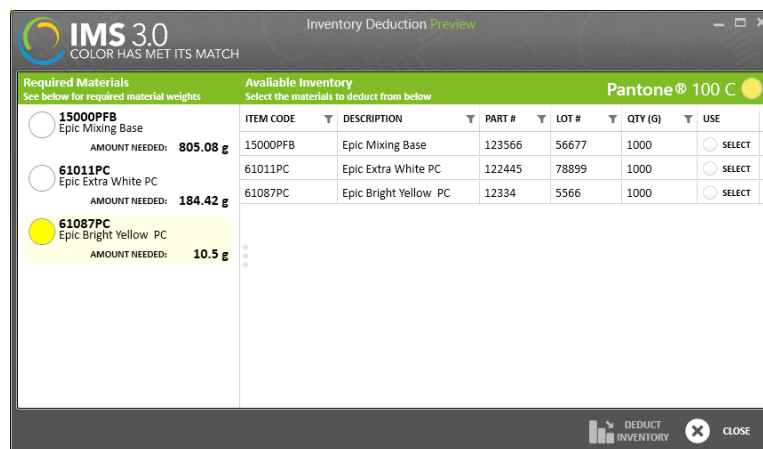


Figure 29 Check for adequate inventory prior to Blending

4. To begin deducting the required amount for each ingredient, check off the “SELECT” check boxes under the “USE” column in the table. (Figure 30)

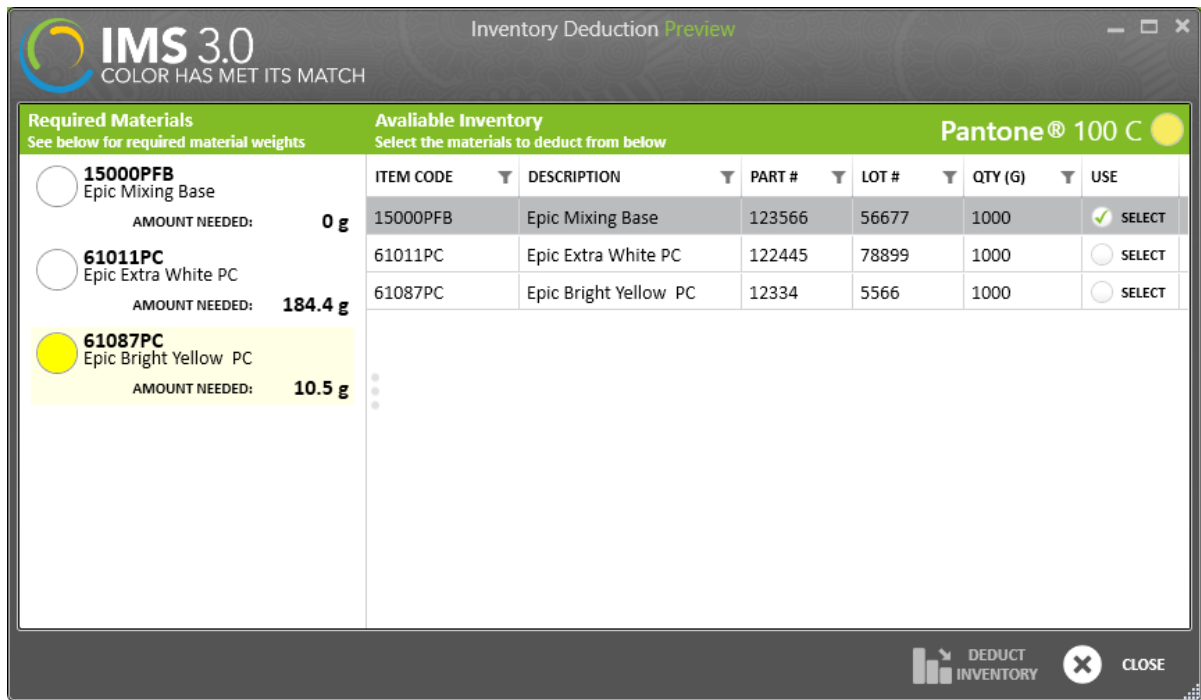


Figure 30 Selecting Items to deduct from inventory

5. Notice after you check off the “SELECT” check box the amount needed for the selected ingredient updates accordingly. (Figure 31)

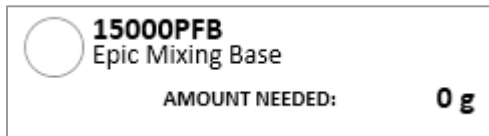


Figure 31 Material deduction shown on left side of screen (Required Materials)

6. Continue to “SELECT” checkboxes for each required ingredient in your formula. (Figure 32)

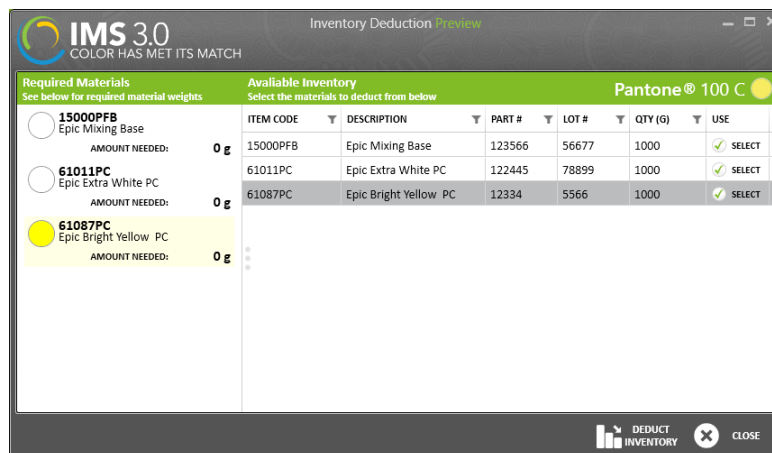


Figure 32 Available Inventory selected and ready to “Deduct Inventory”

7. After you have selected all of the required ingredients you can now click the “**DEDUCT INVENTORY**” button to deduct each required ingredient from your current inventory. (Figure 33)



Figure 33 Deduct from Inventory

3.2.8 Calculate Ink Cost

There are three different modes to calculate ink costs within the Blending Interface.

- A. Actual – calculates the cost based on the actual ink deposit.
- B. Theoretical- calculates cost based on theoretical ink deposit of screen mesh and image size.
- C. Specify Amount- calculates cost based on a specified amount of ink.

1. First we must select our formula from the Formula Picker. We will continue using Pantone 100C. (Figure 34)

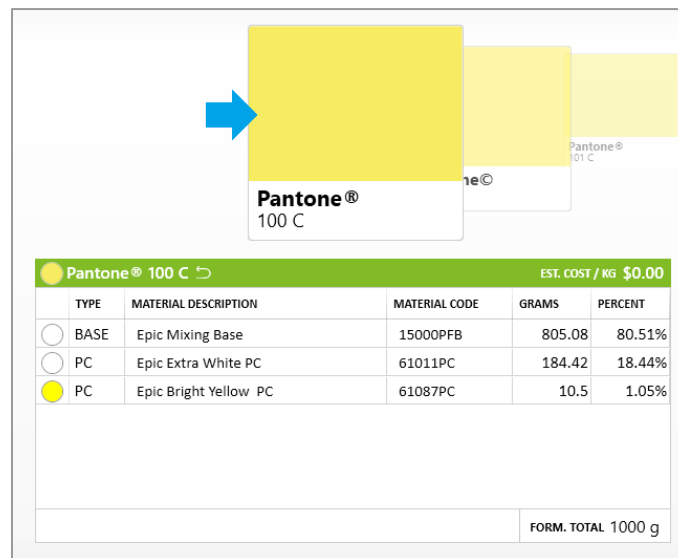


Figure 34 Select formula from Formula Picker

2. Click the “**CALCULATE**” button on the Blending Screen Navigation Bar. Figure 35



Figure 35 Select Calculate

- To begin calculating costs you must first choose a mode from the navigation drop down menu.

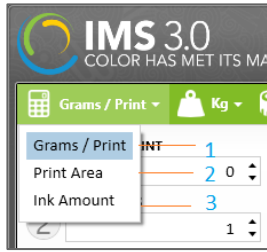


Figure 36 Selecting Method of Ink Estimation

- Grams / Print – calculates the cost based on the actual ink deposit.
- Print Area - calculates cost based on theoretical ink deposit of screen mesh and image size.
- Specify Amount- calculates cost based on a specified amount of ink.

3.2.8.1 Calculating Ink Cost - Grams per Print

Grams per Print ink estimation can be referenced as ACTUAL cost estimation. This calculation is based on the the weight of the ink on the garment multiplied by the number of units/prints.

- Follow these steps to obtain the weight of a print.
 - Cut 2 pieces of cloth the same size.
 - Weigh unprinted piece and document weight.
 - Print the image on second piece of cloth and weigh BEFORE curing ink.
 - The difference between the two pieces of cloth represents the ACTUAL ink on the garment.
 - Note- This does not include ink for your ink well or flood stroke.
- First select the “Grams / Print” mode from the mode drop down menu. (Figure 37)

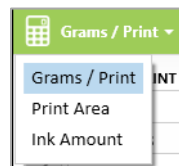


Figure 37 Estimating ink consumption by Actual weight of ink on garment

- After you have selected the Grams/Print mode, complete the details in the left side panel, including the weight in grams per print and the number of prints. For our example, we will use 4 gram of ink on each print.
- The ingredient table displays the amount of each ingredient needed to fill the batch requirement. (Figure 38)
 - Batch Amount for the 500 prints
 - Batch Cost - The cost of the batch to complete the 500 prints
 - Cost per Unit of Measure- Select from drop down box: KG, Gram, LB, Liter, US Gallon, Quart, Pint
 - Cost per print – Actual ink cost per print

BATCH AMOUNT	BATCH COST	COST / KG	COST / PRINT
2 kg	\$22.60	\$11.30	\$0.05
4.1	4.2	4.3	4.4

Figure 38 Ink Estimation based on 500 prints weighing 4 grams each.

- Click the “FINISH” button and you will be redirected back to the Blending screen with your formula selected and updated Base total and material weights.

3.2.8.2 Calculating Ink Cost - Print Area mode

1. First select the "Print Area" mode from the mode drop down menu. (Figure 39)

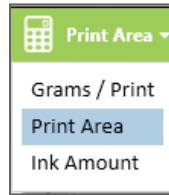


Figure 40 Estimating ink consumption by Actual weight of ink on garment

2. After you have selected the correct mode you can begin filling in the details in the left panel. These include: Number of Prints, Height, Width, Mesh per Inch and coverage. In this example we will calculate the cost for 2,000 prints, image area of 6 in X 10 in, 196 mesh count (threads per inch) with 48 thread diameter and 30% coverage. (Figure 41)

The image shows a form with a green header containing a calculator icon, 'Print Area', and a 'Gram' icon. The form has four numbered sections:

- 1. # OF PRINTS: 2,000
- 2. HEIGHT: 6 in, WIDTH: 10 in, resulting in 60.00 in²
- 3. MESH PER INCH: 196/48dia.
- 4. COVERAGE: 30.00 %

Figure 42 Details required for Calculating by Print area

3. After entering your details, the Batch amount, Batch cost, Cost per KG and Cost per print will update accordingly. (Figure 43)

BATCH AMOUNT 0.99 kg	BATCH COST \$11.10	COST / KG \$11.25	COST / PRINT \$0.01
---------------------------------------	-------------------------------------	------------------------------------	--------------------------------------

Figure 44 Costing details for Print Area

The ingredient table will recalculate based on each ingredient needed to fill the batch requirement. (Figure 45)

The image shows a software window titled 'Calculations Preview' for 'PolyOne 100 C HO'. It features a sidebar with the same input form as Figure 42. The main area contains an ingredient table with a blue arrow pointing to the 'Epic Bright Yellow PC' row.

MATERIAL DESCRIPTION	MATERIAL CODE	GRAMS	PERCENT
<input type="radio"/> Epic Mixing Base	15000PFB	794.55	80.5%
<input type="radio"/> Epic Extra White PC	61011PC	182.03	18.44%
<input checked="" type="radio"/> Epic Bright Yellow PC	61087PC	10.4	1.05%

At the bottom of the table, the costing summary is repeated: BATCH AMOUNT 0.99 kg, BATCH COST \$11.10, COST / KG \$11.25, COST / PRINT \$0.01.

Figure 46 Ingredient table updated based on print area details

- Click the **“FINISH”** button and you will be redirected back to the Blending screen with your formula selected and the updated Base total and material weights. (Figure 47)

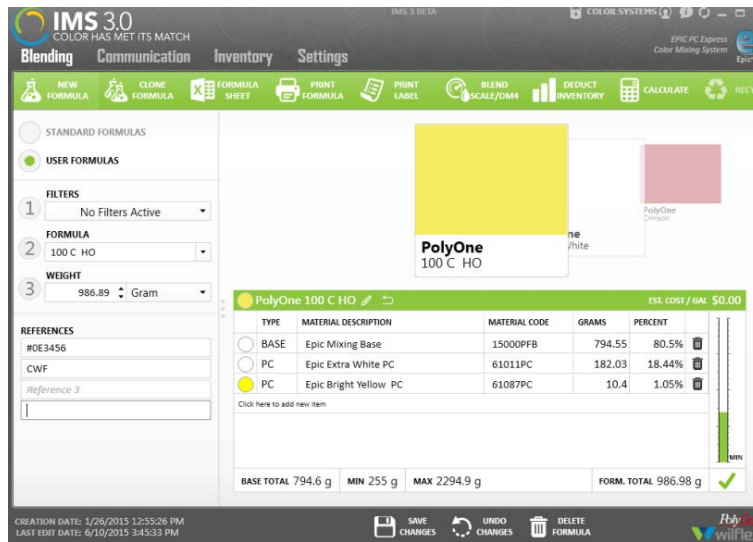


Figure 48 Formula details for the calculated Print Area

3.2.8.3 Calculating Ink Cost - Ink Amount Mode

- First select **“Ink Amount”** from the mode drop down menu. (Figure 44)

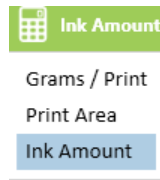


Figure 49 Calculating costs based on specific ink amount

- After selecting the appropriate mode, enter the desired amount of ink in the left panel you wish to calculate. In this example we are going to calculate the cost of 1kg of ink.
- The Batch amount, Batch cost, Cost per KG and have updated for 1 kg. The amount of materials needed for I KG is also updated in the materials table. (Figure 45)

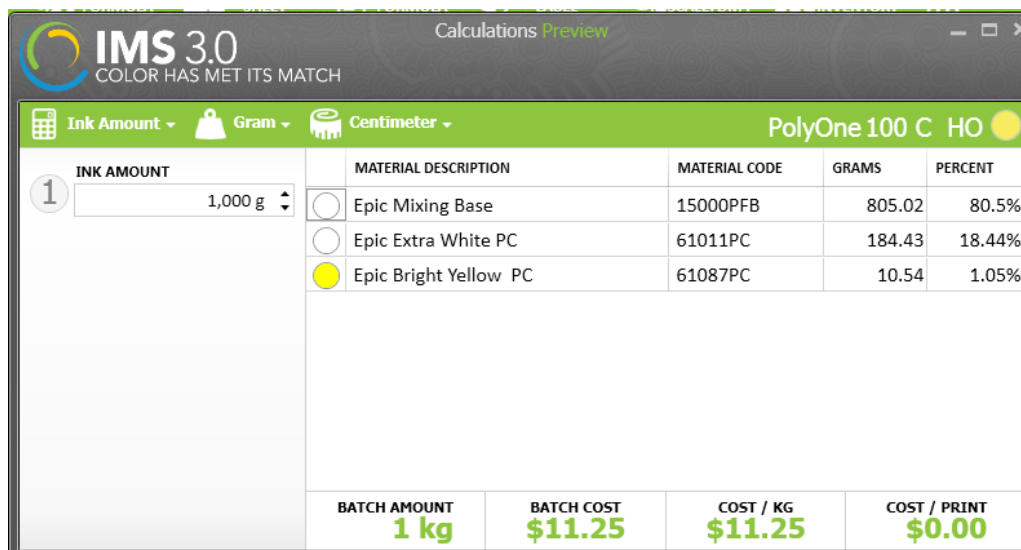


Figure 50 Batch Costs and Formula Batch requirements are updated for 1 Kg

- Click the **“FINISH”** button and you will be redirected back to the Blending screen with your formula selected and the updated Base total and material weights.

3.2.8.4 Change Unit of Measurement

For calculating costs there are several different unit of measurements available. Throughout this section we have been using KG and LB in the examples.

- First click on either the **“weight”** icon or the **“measuring tape icon”** both of which will allow you to choose a different unit of measurement. (Figure 51)

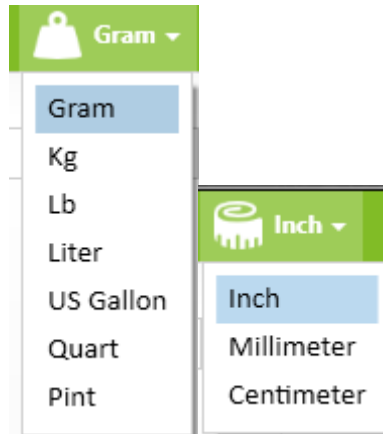


Figure 52 Unit of Measurement

- Select your desired unit of measurement from the respective drop down menus and all your costing will be calculated according to the new unit of measurement.

3.2.9 Recycle Formula

IMS 3.0 allows you to Recycle formulas and use them in new mixes.

- First select the formula you would like to recycle. We will use the Pantone 100C Formula (Figure 53)

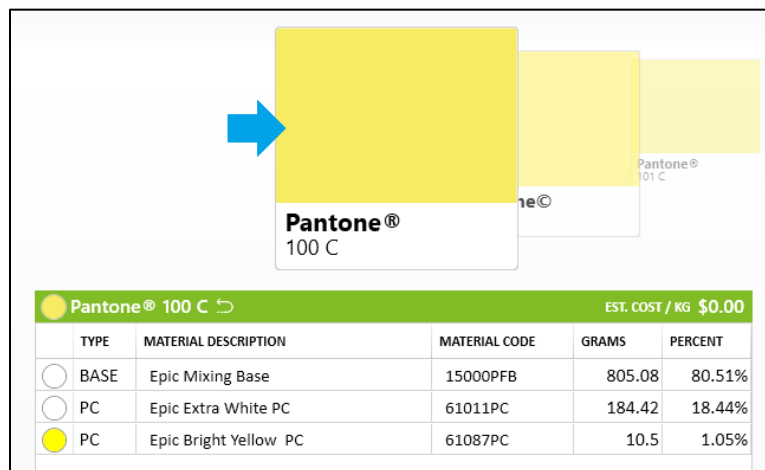


Figure 54 Select Color you wish to recycle

- Next click the **“RECYCLE”** button on the Blending screen navigation.



3. After clicking the “RECYCLE” button you will be brought to the window below. (Figure 55)

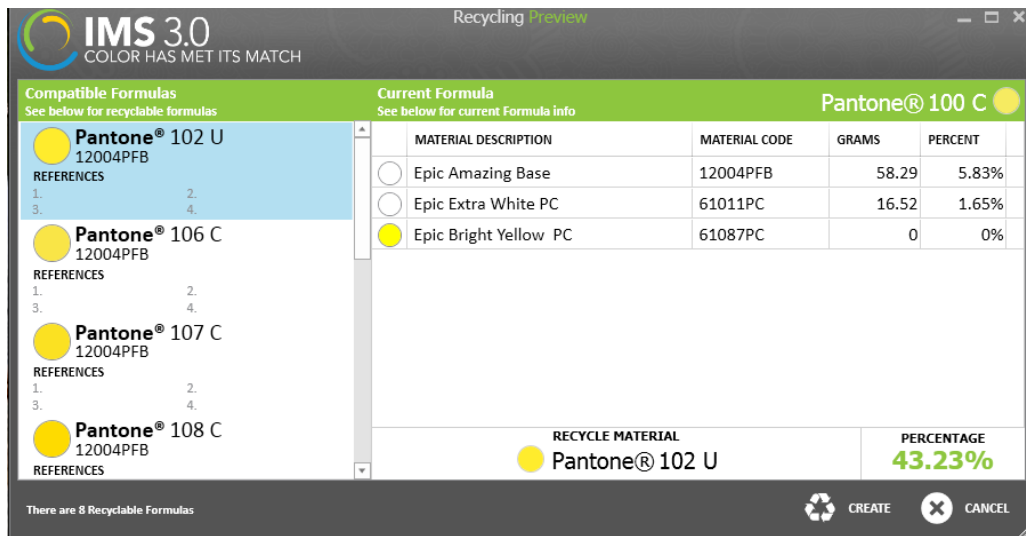


Figure 56 Select compatible formulas to recycle

4. From here you will see a list of compatible formulas to the left and a table on the right with the list recyclable materials. Also you will see the percentage of the formula that is to be recycled in the right hand corner. (Figure 57)

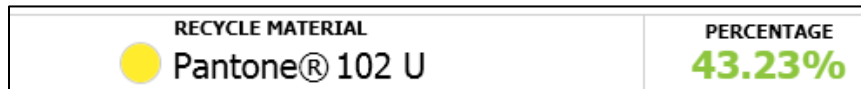


Figure 58 Percentage of formula of recycled material

5. Now select the formula you would like to recycle. In this case we are using the Pantone 102 U formula (Figure 59)

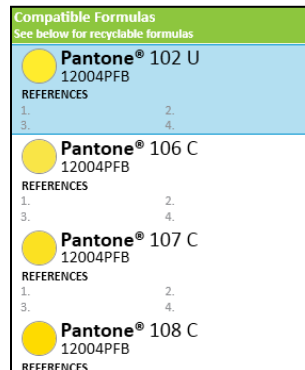


Figure 60 Select the formula you wish to use to recycle

After you have selected the formula you would like to recycle click on the “CREATE” button at the bottom of the window. (Figure 61)



Figure 62 Select Create to recycle

6. After clicking the “CREATE” button you will be redirected back to the Blending Screen with “USER FORMULAS” toggled. Here you will see your new formula with the formula you have recycled as an ingredient. From here you can edit, delete or add items to the material table.

3.3 COMMUNICATION INTERFACE

The IMS 3.0 software offers many ways to share your formulas. These include exporting to Excel, Printing, and Email. It also allows you to do a formula backup.

3.3.1 Communication Interface Navigation

Below is a labeled image of the Communication Interface Navigation (Figure 63)



Figure 64 Communication Interface Navigation

1. Print list of selected Formulas
2. Send selected Formulas via email
3. Export selected Formulas to Excel spreadsheet
4. Creates a backup report containing your selected Formulas
5. Changes the view of the Formulas to a “Grid View”
6. Changes the view of the Formulas to a “List View”

3.3.2 Communication Interface Options

Legend:

1. View Standard Formulas
2. View User Formulas
3. Select Filter for displaying Formulas
4. Current Selected Formula
5. View Formulas with Specific references.
6. List of Available Formulas

Figure 65 Communication Interface Options

3.3.3 Formula List.

This area displays all of the formulas you have selected to export, email, print or backup. (Figure 66)

	Pantone® 100 C	15000PFB	EPC
	Pantone® 100 U	15000PFB	EPC
	Pantone® 101 C	15000PFB	EPC
	Pantone® 101 C	15000PFB	EPC
	Pantone® 103 C	15000PFB	EPC
	Pantone® 103 U	15000PFB	EPC
	Pantone® 105 C	15000PFB	EPC

Figure 67 Display of selected formulas

3.3.4 Footer Buttons

These buttons allow you to add a Formula to the Formula List or clear all Formulas currently in the list. (Figure 68)

Legend:

1. Adds selected Formula to Formula List
2. Clears all Formulas from Formula List

Figure 69 Footer Buttons

3.4 COMMUNICATION INTERFACE FEATURES

3.4.1 Adding Formulas to Formula List

To add Formulas to the Formula List follow the steps below.

1. Choose whether you want to add a **“USER FORMULA”** or a **“STANDARD FORMULA”** to your Formula list. By toggling the appropriate button. In all of the examples we will be adding **“STANDARD FORMULAS”**. (Figure 70)

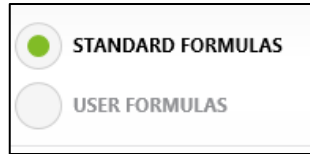


Figure 71 Adding standard formulas to selection

2. Select the Formulas you would like to add to the Formula List. (Figure 72)

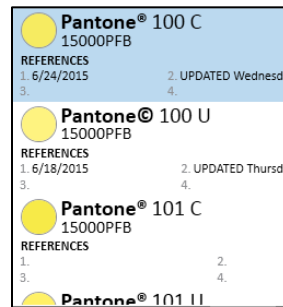


Figure 73 Selecting formulas

3. From here you can now click on the Formulas you would like to add to the Formula List and then click on the **“ADD TO LIST”** button at the bottom of the window. We are going to add Pantone 100C, Pantone 100U and Pantone 101C. (Figure 74)



Figure 75 Select Button to add to List

4. After clicking the **“ADD TO LIST”** button the Formulas you selected will appear in the Formula List. (Figure 59)

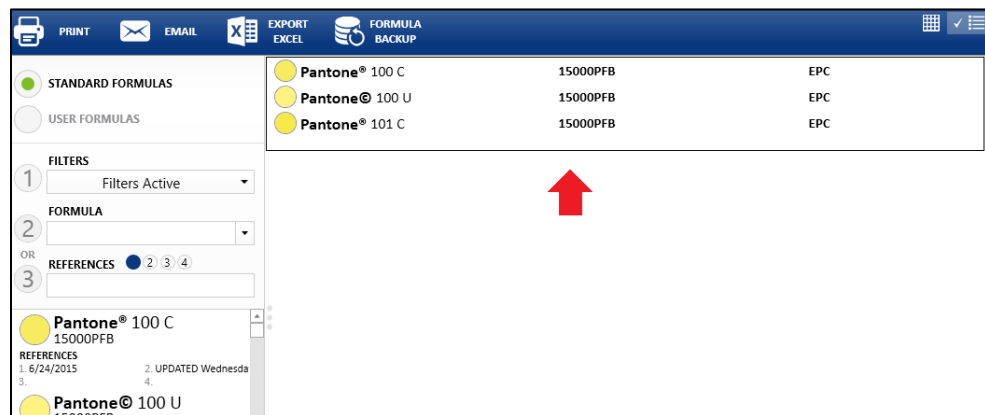


Figure 76 Showing Formula List Created

5. Print Formula List

6. After you have added Formulas to the Formula List you can print them by following the steps below.

7. When you have added your desired Formulas to the Formula List click the **“PRINT”** button on the Communication Interface Navigation. (Figure 77)



Figure 78 Select method of communication

8. After clicking the **“PRINT”** button you will be prompted with a dialog box to confirm your choice. After reviewing your list, click **“OK”** to proceed printing your Formulas.

9. Upon clicking **“OK”** you will be prompted to enter your printer information. After you have entered the required details click **“Print”** to begin printing your Formula List. (Figure 79)

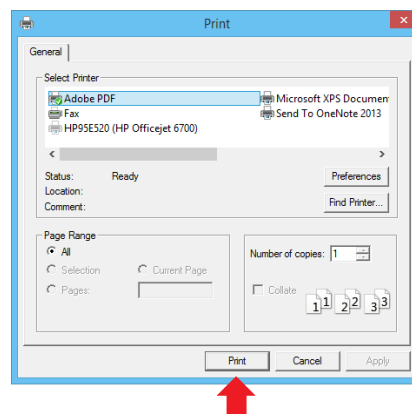


Figure 80 Select Printer

3.4.1.1 Email Formula List

To email your list of formulas follow the steps below.

1. First click the **“EMAIL”** button the Communication Interface Navigation.



2. After you have selected the **“EMAIL”** button you will be prompted to confirm you would like to print your list. If you are satisfied click **“OK”** to proceed.

3. After you have selected **“OK”** you will be brought to your email client with your Formula list attached. (Figure 81)

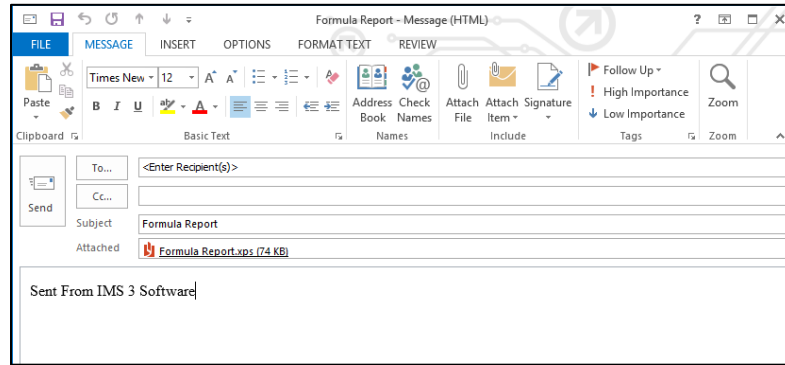


Figure 82 Emailing Formulas with Microsoft Outlook 2013

3.4.1.2 Export Formula List to Excel.

To export your Formula List to an Excel spreadsheet, follow the steps below.

1. When you have added all of your desired Formulas to the Formula List click the **“EXPORT EXCEL”** button on the Communication Interface Navigation (Figure 83)



Figure 84 Export to Excel

2. After you have selected the **“EXPORT EXCEL”** button you will be prompted to confirm your decision. If you are satisfied click **“OK”** to proceed.
3. Upon selecting **“OK”** you will be brought to Microsoft Excel with your Formula loaded into a spreadsheet. (Figure 85)

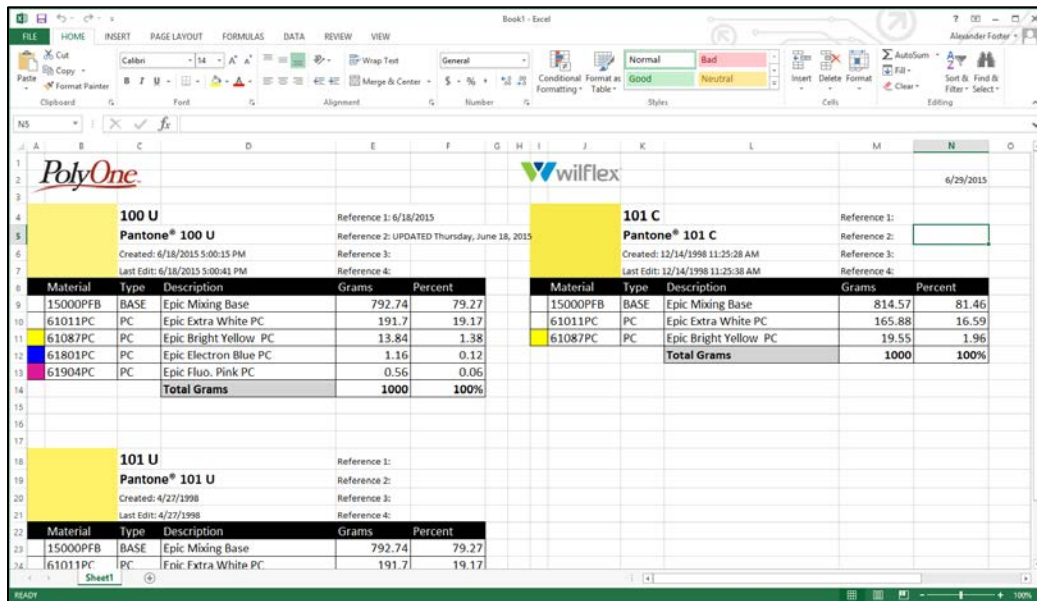


Figure 86 Emailing your formulas in Microsoft Excel

3.4.1.3 Create Formula Back Up

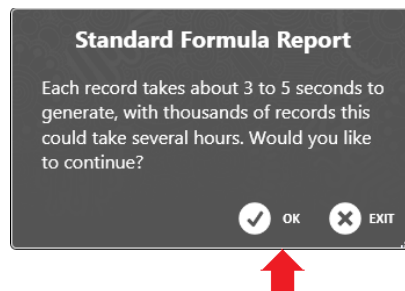
To create a backup report of your Formula List follow the steps below. This is a convenient way to create a hard copy formula guide to use as a backup in the event of a computer outage.

1. After you have added the Formulas and would like to back up containing the Formula List, click on the **“FORMULA BACKUP”** button on the Communication Interface Navigation. (Figure 87)



Figure 88 Create a back up formula guide

2. After clicking on the **“FORMULA BACKUP”** button you will be prompted to confirm your decision. If you are satisfied you can click **“OK”** to proceed.



3. When you have clicked **“OK”** IMS 3.0 will generate a backup report containing your Formula List. You can minimize the window and continue working on your computer. (Figure 89)

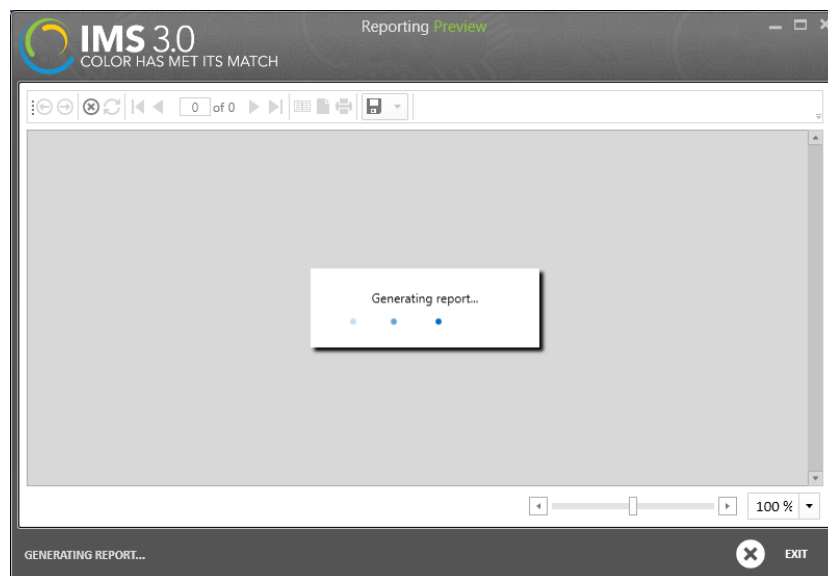


Figure 90 Do not close the application until prompted that the back up is complete.

3.4.2 Change Formula List View

To change how the Formula List is displayed click on the “Grid View” or “List View” buttons on the Communication Interface Navigation. (Figure 91)



Figure 92 Toggle between Grid and List view of Formulas

- | |
|--------------|
| 1. Grid View |
| 2. List View |

3.4.2.1 Grid View

The grid view provides a visual summary of the formula list. (Figure 93)

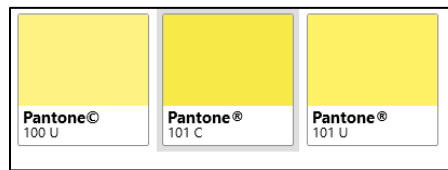


Figure 94 Formula List in Grid View

3.4.2.2 List View

The List view displays formula list is a table summary. (Figure 95)

● Pantone® 100 U	15000PFB	EPC
● Pantone® 101 C	15000PFB	EPC
● Pantone® 101 U	15000PFB	EPC

Figure 96 Formula list in List View

3.5 INVENTORY INTERFACE

IMS 3.0 allows you to effectively manage your inventory, allowing you to update costs, increase quantities and add new items to your inventory.

3.5.1 Inventory Interface Navigation



- | |
|--|
| 1. Saves any changes you have made to the items in your inventory |
| 2. Allows you to add new Formulas or Materials to inventory |
| 3. Shows your recent inventory history |
| 4. Shows the costing table associated with items in your inventory |
| 5. Updates any cost changes you have made in the costing table |

3.5.2 Inventory Items

When you add items to your inventory it will look like the image below. It will display various information such as the Formula/Item, Cost Per KG, Dealer/ Lot number, Quantity left/used, a visual representation of how much of the item is left as well as the date the item was added and last used.

(Note that if you haven't added anything to you inventory this area will be blank by default) (Figure 97)

Drag a column header and drop it here to group by that column									
BUCKET	ITEM CODE	DESCRIPTION	PART #	LOT #	QTY (GRAM)	COST / KG	LAST USED		
Z1	100 C	Pantone® 100 C	25566	12345	1000	\$14.32	6/30/2015 4:02:08 PM		
100 C Pantone® 100 C		Est. Cost / Kg	Qty. Left (Gram)	Qty. Used (Gram)					
		\$14.32	1000	0					
FO NUMBER	BASE TYPE	LOT NUMBER	PART NUMBER	DATE ADDED	LAST USED				
N/AZ1	17600LBFF	12345	25566	6/30/2015 4:02:08 PM	6/30/2015 4:02:08 PM				

Figure 98 Inventory Details

3.5.3 Footer Buttons

When an item is added to Inventory, 4 buttons will appear at the bottom of the window that allow you to edit your inventory item. These buttons include: Use This Item, Manual Increase/Decrease as well as Delete Item. (Figure 99)

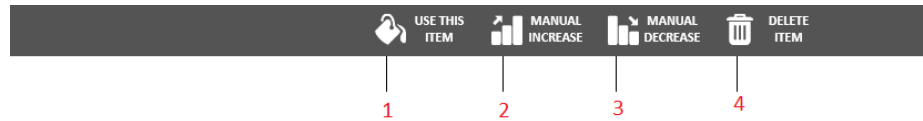


Figure 100 Edit Inventory Items

1. Allows you to use the item you have selected from inventory
2. Allows you to manually increase the quantity of the selected material
3. Allows you to manually decrease the quantity of the selected material
4. Allows you to delete the selected material

3.6 INVENTORY INTERFACE FEATURES

IMS 3.0 allows you to manage your inventory in many ways, we will go through each of them in depth throughout this section.

3.6.1 Add Item

To add an item to your inventory follow the steps below.

1. First you must click the **“ADD ITEM”** button on the Inventory Interface Navigation. (Figure 101)

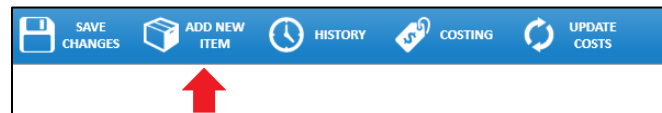


Figure 102 Add New Item to Inventory

2. After you have selected the **“ADD ITEM”** button you will be prompted to select whether to add a Formula or a Material. Additional information is required, including the Bucket Type, Quantity, and Dealer/Lot Numbers(Optional). In this example we will add Pantone 100 C Formula to inventory. (Figure 103)

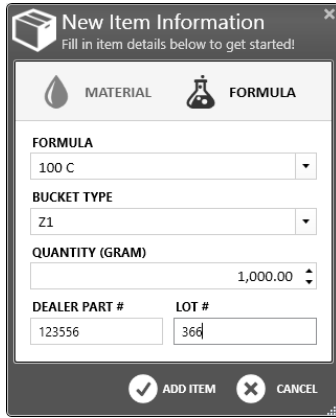


Figure 104 New Item Information

- When you are satisfied with the information you have entered you can then click the **“ADD ITEM”** button at the bottom of the dialog box to add the item to inventory.
- When you have clicked the **“ADD ITEM”** button, the dialog box will close and you will have successfully added your item to inventory with the various information you have entered. (Figure 105)

BUCKET	ITEM CODE	DESCRIPTION	PART #	LOT #	QTY (GRAM)	COST / KG	LAST USED
Z1	100 C	Pantone® 100 C	123556	366	1000	\$14.32	6/30/2015 4:26:47 PM

	100 C Pantone® 100 C	Est. Cost / Kg \$14.32	Qty. Left (Gram) 1000	Qty. Used (Gram) 0	
FO NUMBER N/AZ1	BASE TYPE 17600LBFF	LOT NUMBER 366	PART NUMBER 123556	DATE ADDED 6/30/2015 4:26:47 PM	LAST USED 6/30/2015 4:26:47 PM

Figure 106 Adding new item to inventory

- In this example we have selected to add a Formula to inventory. If you would like to add a material you will follow the exact same process but instead click **“MATERIAL”** rather than formula. (Figure 107)



Figure 108 Adding Material to Inventory

3.6.2 View History

To view the history of the items you have had in your inventory as well as any changes you have made to items in you inventory, follow the steps below. Keep in mind the data in this example is for demonstration purposes and your history will differ.

- First click the **“HISTORY”** button on the Inventory Interface Navigation. (Figure 109)



Figure 110 View History

2. After you have clicked the **“HISTORY”** button a window will appear containing your inventory history. This window contains information such as the date the item was added, item code, description, amount used, total amount as well as any comments related to a specific item. (Figure 111)

DATE	ITEM CODE	DESCRIPTION	USED	TOTAL	COMMENTS
06/20/2014	41087WPCFS	Wilflex Oasis Bright YellowFS	0	500	Item added to inventory
09/10/2014	11200WHW	Wilflex Oasis Hydrate HO Wht	0	211	Item added to inventory
06/25/2015	15000PFB	Epic Mixing Base	0	1000	Item added to inventory
06/25/2015	61011PC	Epic Extra White PC	0	1000	Item added to inventory
06/25/2015	61087PC	Epic Bright Yellow PC	0	1000	Item added to inventory
06/25/2015	15000PFB	Epic Mixing Base	805.08	194.92	Used to create Pantone® 1C
06/25/2015	61011PC	Epic Extra White PC	184.42	815.58	Used to create Pantone® 1C
06/25/2015	61087PC	Epic Bright Yellow PC	10.5	989.5	Used to create Pantone® 1C
06/26/2015	61011PC	Epic Extra White PC	15	800.58	Quantity was manually deci
06/30/2015	10000PFX		0	500	Item added to inventory
06/30/2015	10000PFX	Epic PF Extender	-50	550	Quantity was manually incr

Figure 112 Inventory Usage History

3.6.3 View Costing Table

To view the costing related to the items in you inventory follow the steps below. Keep in mind the data in this example is for demonstration purposes and your costing table will likely differ.

1. First click on the **“COSTING”** button on the Inventory Interface Navigation. (Figure 113)



Figure 114 View Costing Table

2. After clicking the **“COSTING”** button, a table will appear with the costing data related to the items in your inventory as well as the Item Code, Description, Cost per KG and the Date the item was edited. (Figure 115)

ITEM CODE	DESCRIPTION	COST / KG	EDITED
10988PFXLS	Epic Liquid Silver	\$0.00	06/11/2015
> 10000PFX	Epic PF Extender	\$1.00	02/18/2015
> 10000PFXBB	Epic Brittle Clear	\$2.00	02/18/2015
10000PFXHB	Epic Halftone Base	\$3.00	02/18/2015
10005PFX	Epic Stretch Base	\$4.00	02/18/2015
10007TFX	Epic TFX Transclear	\$5.00	02/18/2015
10008PFX	Epic Special Effects Clear	\$6.00	02/18/2015
10008TFXNX	Epic TFXNX Transclear	\$7.00	02/18/2015
10009PFXHDC	Epic HD Clear 2	\$8.00	02/18/2015
10010PFXMB	Epic Metallic Base	\$9.00	02/18/2015
10012PFXPB	Epic Particle Base	\$10.00	02/18/2015
10025PFX	Epic Viscosity Buster as Add	\$1.00	02/18/2015
10070PFXCR	Epic Curable Reducer	\$2.00	02/18/2015

Figure 116 User Costing Details

3.6.4 Update Cost

To update the cost of a specific item follow the steps below.

1. First click on the **“COSTING”** button on the Inventory Interface Navigation. (Figure 117)

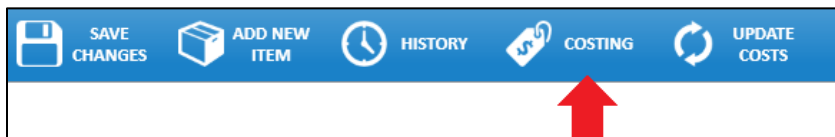


Figure 118 Updating inventory Costs

2. After clicking the **“COSTING”** button your costing chart will appear. From here choose which item you would like to edit. In this case we will change the cost of the Epic Brittle Clear Material to \$3.00 per KG. (Figure 119)



Figure 120 Editing inventory costs

3. After you have entered your desired cost press enter on your keyboard and click the **“SAVE CHANGES”** button at the bottom of the window.
4. After you have clicked the **“SAVE CHANGES”** button, you can close the costing window and click the **“UPDATE COST”** button on the Inventory Interface Navigation. (Figure 121)



Figure 122 Don't forget to click to Update your costs!

5. When you have clicked the **“UPDATE COST”** button you will see the cost changes you made to your item. (Figure 123)

BUCKET	ITEM CODE	DESCRIPTION	PART #	LOT #	QTY (GRAM)	COST / KG	LAST USED
Z1	10000PFXBB	Epic Brittle Clear	1234	12357	500	\$3.00	6/30/2015 5:00:59 PM

10000PFXBB Epic Brittle Clear	Est. Cost / Kg \$3.00	Qty. Left (Gram) 500	Qty. Used (Gram) 0	 100%	
	FO NUMBER FO20019028Z1	BASE TYPE N/A	LOT NUMBER 12357		PART NUMBER 1234

Figure 124 Visual confirmation of inventory edit

3.6.5 Manual Increase

To increase the quantity of an item, follow the steps below. Through this example we will continue to use the Epic Brittle Clear material.

1. First select your item from your inventory then click the **“MANUAL INCREASE”** button at the bottom on the window. (Figure 125)

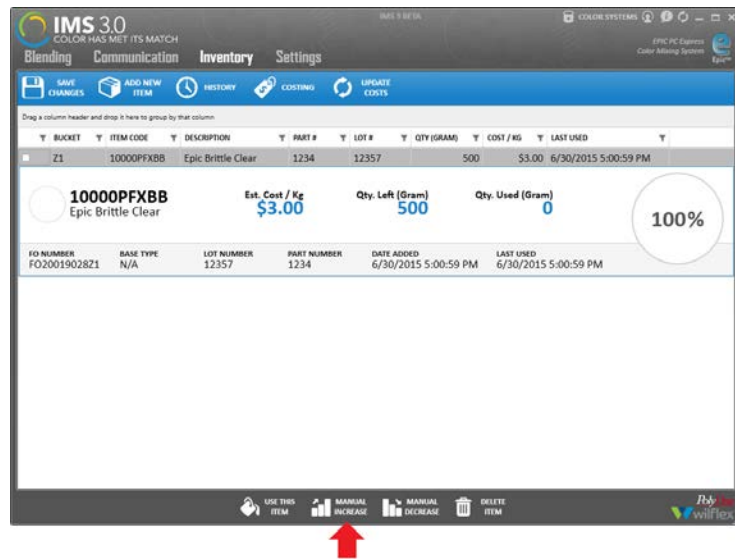


Figure 126 Select the bottom menu bar to manually increase inventory

2. After clicking the **“MANUAL INCREASE”** button a dialog box will appear. From here enter the amount you would like to add to the item. We will add 50 grams. (Figure 127)

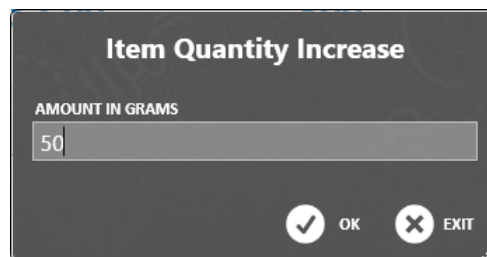


Figure 128 Enter the amount of the manual inventory increase desired

3. When you have entered your desired amount you can then press the **“OK”** button at the bottom of the dialog box.
4. After clicking **“OK”**, your items will update with the quantity you have added. (Figure 129)

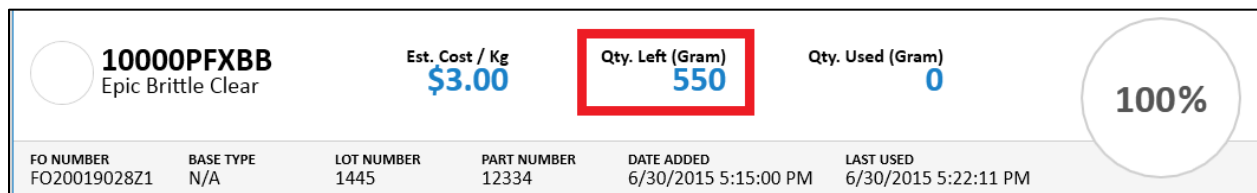


Figure 130 Confirmation of your manual increase

3.6.6 Manual Decrease

To manually decrease the quantity of an item follow the steps below. We will continue using the Epic Brittle Clear material.

1. First select the material you would like to decrease quantity from and then click on the **“MANUAL DECREASE”** button. (Figure 131)

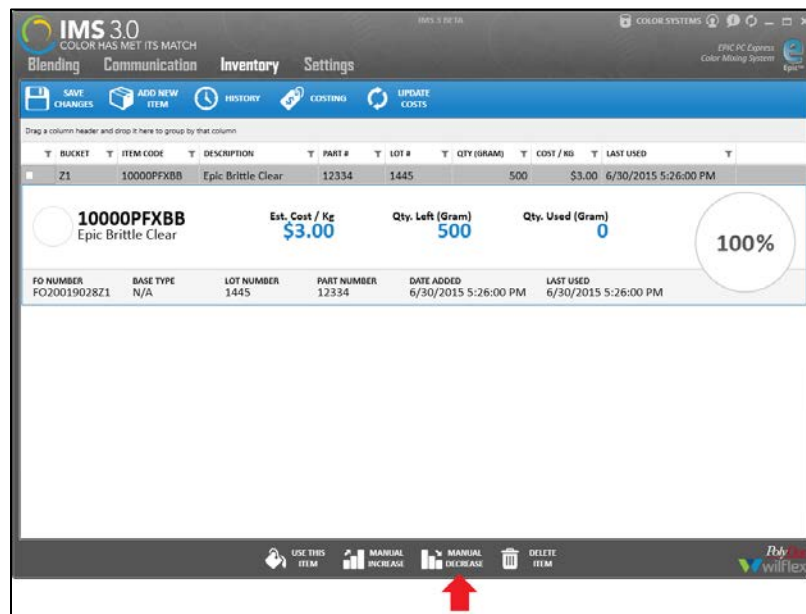


Figure 132 Selecting manual decrease on bottom menu bar

2. After clicking the **“MANUAL DECREASE”** button you will be prompted to enter the quantity you would like to subtract. We will decrease material by 50 grams.
3. When you have entered the amount you would like to decrease you can press the **“OK”** button at the bottom of the dialog box. (Figure 133)

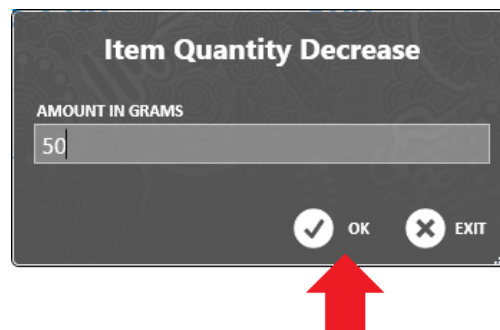


Figure 134 Manually decreasing inventory

4. After clicking **“OK”** your item quantity will update accordingly as well as update the Amount Used. (Figure 89)

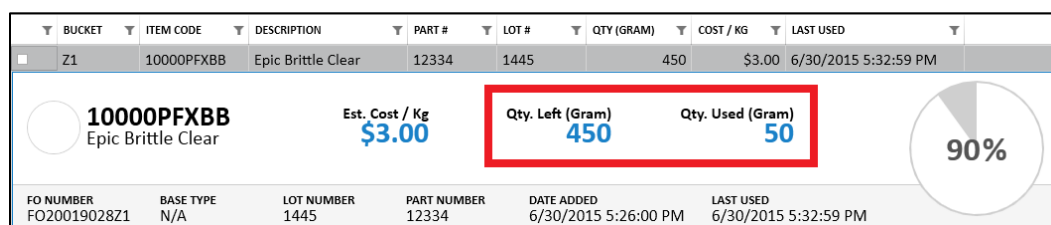


Figure 89 Confirmation of inventory decrease

3.7 SETTINGS INTERFACE

IMS 3.0 has several different settings you can change to suit your needs while using the software. We will cover each one in depth throughout this section. (Figure 135)

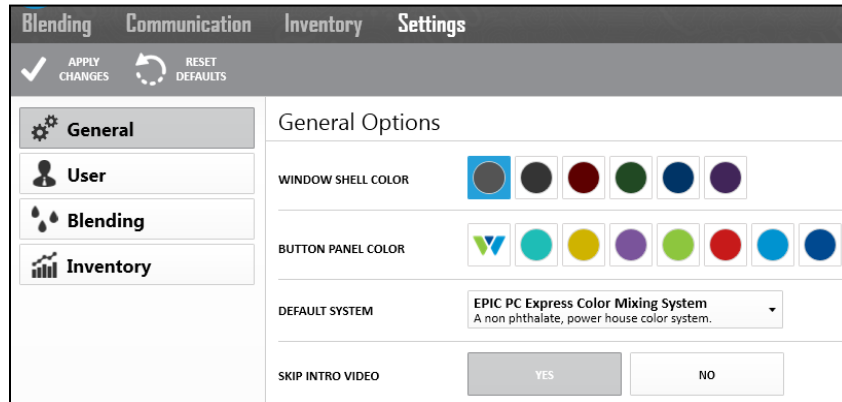
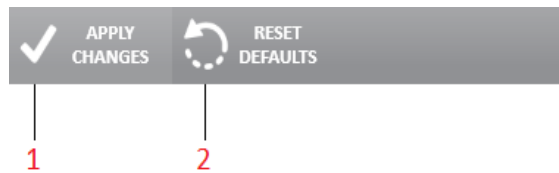


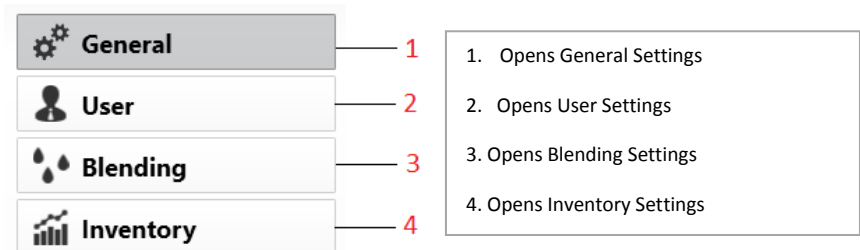
Figure 136 Settings Interface

3.7.1 Settings Interface Navigation



- 1. Applies the changes you have made within the Settings Interface
- 2. Resets setting to their default configurations

3.7.2 Settings Tabs



3.8 SETTINGS INTERFACE FEATURES

In this section we will display the different settings you can configure for IMS 3.0.

For any changes you make inside this tab, to take affect you must click on the **“APPLY CHANGES”** button on the Settings Interface Navigation. (Figure 137)

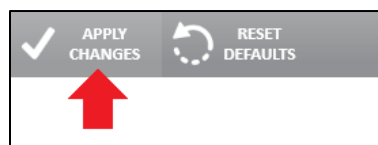
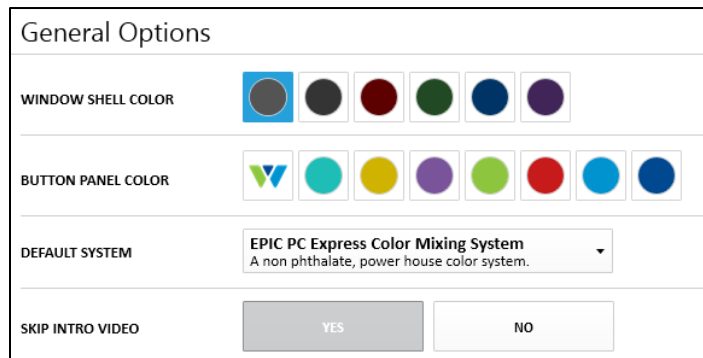


Figure 138 Confirm by clicking Apply Changes

3.8.1 General Settings

Within General Settings you are able to customize the color scheme of your software interface as well as whether or not you would like to skip the intro video upon loading the software. (Figure 139)



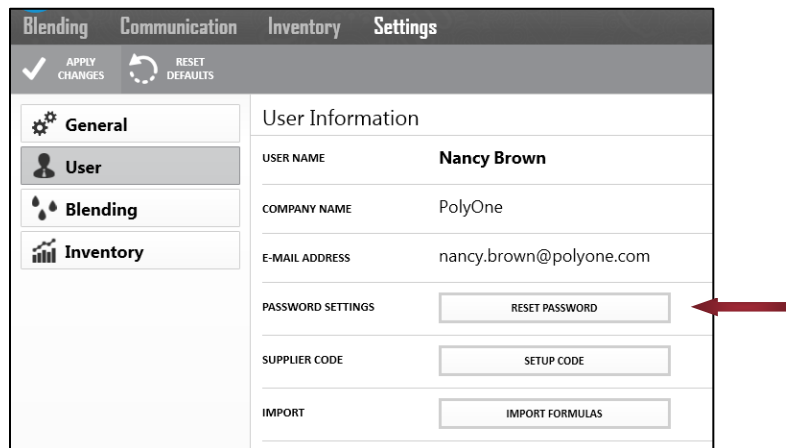
WINDOW SHELL COLOR	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
BUTTON PANEL COLOR	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
DEFAULT SYSTEM	EPIC PC Express Color Mixing System A non phthalate, power house color system.
SKIP INTRO VIDEO	<input type="button" value="YES"/> <input type="button" value="NO"/>

Figure 140 General Setting Options

3.8.1.1 Reset Password

To reset your password follow the steps below.


1. First click the “RESET PASSWORD” button inside the User Settings Tab. (Figure 141)



Blending	Communication	Inventory	Settings
<input checked="" type="checkbox"/> APPLY CHANGES	<input type="checkbox"/> RESET DEFAULTS		
General	User	Blending	Inventory
User Information			
USER NAME	Nancy Brown		
COMPANY NAME	PolyOne		
E-MAIL ADDRESS	nancy.brown@polyone.com		
PASSWORD SETTINGS	<input type="button" value="RESET PASSWORD"/>		
SUPPLIER CODE	<input type="button" value="SETUP CODE"/>		
IMPORT	<input type="button" value="IMPORT FORMULAS"/>		

Figure 142 Reset Password

2. After selecting the “RESET PASSWORD” button you will be redirected to the IMS 3.0 website. You will enter your email and instructions will be sent to reset your password. (Figure 143)



IMS 3.0
COLOR HAS MET ITS MATCH

Forget Your Password. Use the form below to reset your password.
We will send password reset instructions to the email address associated with your account.

Email address

Figure 144 Enter email address to receive instructions on resetting password

3.8.1.2 Setup Supplier Code

A supplier code is useful if you wish to share your database with another login. A perfect scenario would be multiple print locations under one company or brand.

1. First click on the **“SETUP CODE”** button within the User Settings Tab. (Figure 145)

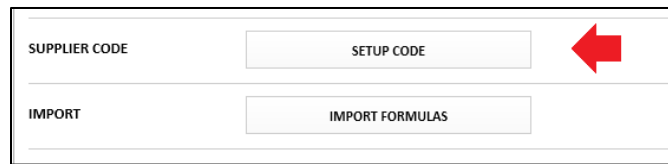


Figure 146 Create your Supplier code

2. After you have clicked the **“SETUP CODE”** button you will be prompted to enter your code. Then press **“FINISH”**. (Figure 147)

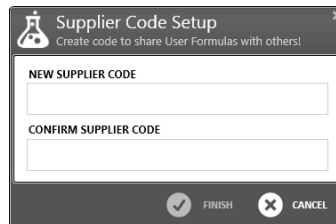


Figure 148 Confirm your new supplier code

3.8.1.3 Import Formulas

This function applies to export formulas from IMS version 7.54 using the default file extension .ims.

1. First click on the **“IMPORT FORMULAS”** button within the User Settings Tab. (Figure 149)

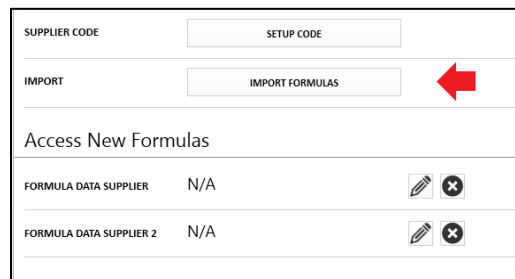


Figure 96 Importing Formulas

2. After you have clicked the **“IMPORT FORMULAS”** button, you will be prompted to enter the file path of the database you would like to import. After you have selected the file press OK and your Formulas will be loaded into the software. (Figure 150)

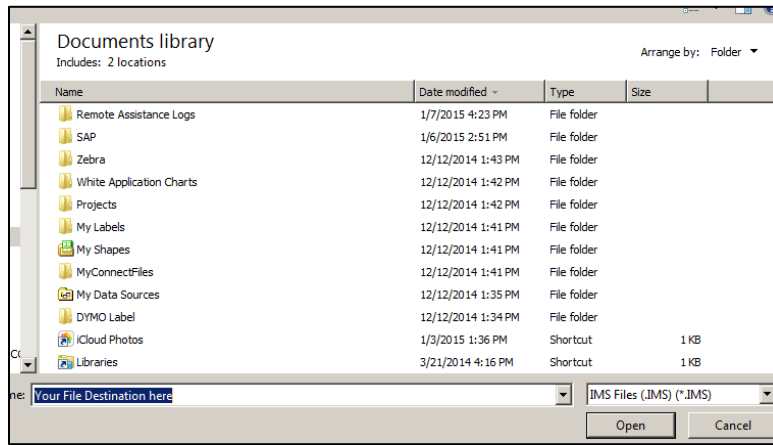


Figure 151 Locate your file to import

3.8.1.4 Access New Formulas

To access Formulas from different suppliers follow the steps below.

1. First click on the Pencil icon underneath “Access New Formulas” within the User Settings Tab. (Figure 152)



Figure 1538 Access another formula set

3. After you have clicked the pencil icon you will be prompted to validate the supplier code. Enter the supplier code to validate code. Press “FINISH” to have access to that supplier’s formulas. (Figure 99)

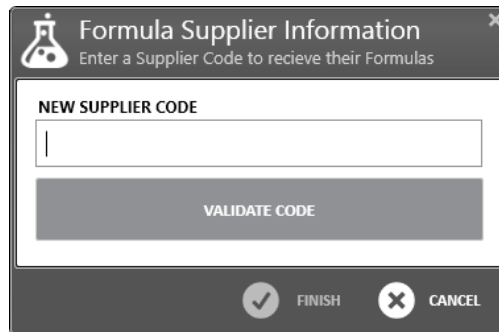


Figure 99 Validate new supplier code

3.8.2 Blending Settings

Within the Blending Settings Tab you will be able to set your default configurations for IMS 3.0. These include your Default Color System, Default Base Type, Default Formula Weight, Chip Owner Tag, Default Label Printer, Scale COM Ports and your DM4 COM ports. (Figure 100)

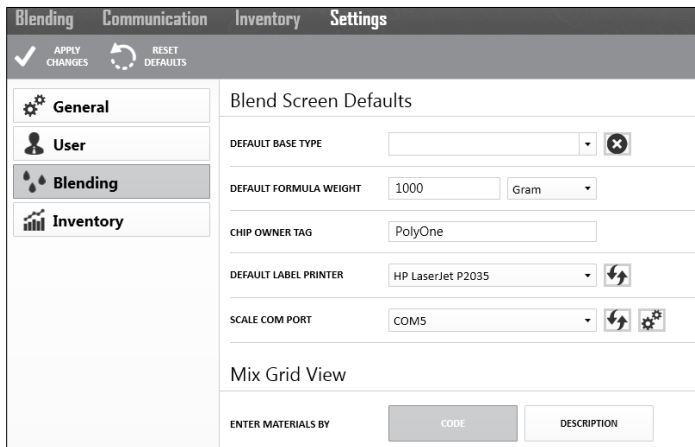


Figure 100 Blending Screen Defaults

3.8.2.1 Setting Blending Defaults

Before implementing IMS3.0, we suggest that you set your blending defaults to save time and key strokes.

1. Default Base Type is used for PC Express and Equalizer systems that require a base and colorant.
2. Default Formula Weight is used when you want to use a standard mix quantity at all times. An example might be in the color lab or sample room where a small amount is always used to strike off a color. The default is set to 1000 but can be changed.
3. Chip Owner Tag is the name that appears on a user formula color chip. It is important to identify your chip if you share formulas. This is the identifier that will differ from one user to another when browsing the color chip carousel. (Figure 154)

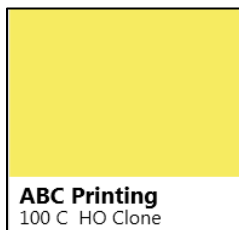


Figure 155 User Chip Owner Tag

4. Default Label Printer is your preferred printer. Any Microsoft® Windows printer can be used and configured to print labels or reports.
5. Scale Com Port is used when communicating IMS3.0 to the Sartorius® PMA 7500 family of scales. The default scale settings are shown below.

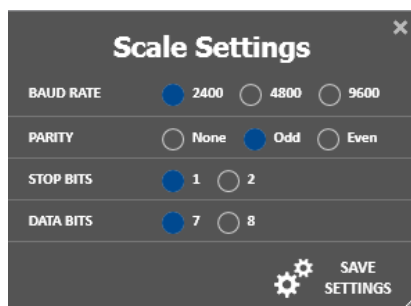


Figure 15602 Default Scale Settings

- Mix Grid View is used when creating a new user formula. When entering formula components within the blending screen, the Mix Grid View allows you to enter materials by Material Code (Figure 157) or Material description (Figure 158).

Test ABC Printing					EST. COST / GAL
TYPE	MATERIAL DESCRIPTION	GRAMS	PERCENT		
BASE	12004PFB Epic Amazing Base	1000	100%		
	61011PC		%		

Figure 159 Mix Grid Set to Material Code

Test ABC Printing					EST. COST / GAL
TYPE	MATERIAL DESCRIPTION	GRAMS	PERCENT		
BASE	12004PFB Epic Amazing Base	1000	100%		
	Epic Extra White PC		%		

Figure 160 Mix Grid Set to Material Description

- To apply the changes you made click on the **“APPLY CHANGES”** button on the Settings Interface Navigation.

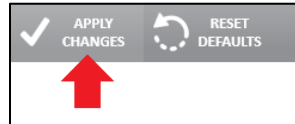


Figure 161 Apply changes

3.8.3 Inventory Settings

Within the Inventory Settings Tab you will be able to set your costing defaults you wish to use inside of the IMS 3.0 software. These include Kilogram, Liters and Gallons. (Figure 162)

Figure 163 Select Kilogram or Liter or Gallon for costing defaults

- To apply your changes click the **“APPLY CHANGES”** button on the Settings Interface Navigation.

