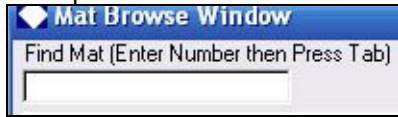


The Matboard Database

Click the Matboard database icon along the top toolbar.



1. Here you will see all your imported matboards.
2. To locate a specific mat number, enter the mat number in the "Find Mat" search field at the top left of the window.



3. Press the tab key on your keyboard and the database will jump to that number. If the mat is not found it will highlight the next closest match.

M	Mat Number	Color	OverSize	Category	Whsle Cost	%	Category Description	Vendor
	1000	POMPANO BE#		Category 2	4.9400		Wholesale Cost 4.5 - 9.99	Crescent
	1001	MOSS POINT G		Category 2	4.9400		Wholesale Cost 4.5 - 9.99	Crescent
	1002	MIST GRAY		Category 2	4.9400		Wholesale Cost 4.5 - 9.99	Crescent
	1007	TAUPE		Category 2	4.8600		Wholesale Cost 4.5 - 9.99	Crescent

4. The database contains the following information:

Mat Number: This is the number given by the vendor. Depending on how your vendor supplies the numbers, they may vary. For example, Larson Juhl supplies the mat numbers with a B, C or A preceding the number (i.e. C1000). While other vendors may just provide the number.

Color: This is the description the vendor uses to describe the mat. Not all vendors send this information, but most do.

OverSize: If the vendor sends us a specific notation that an item is over sized, it will be displayed here. Do not assume just because this field is not marked, that it is not oversized. This completely depends on if the vendor supplies us this information.

Status Symbol: The next column will display either a red X or a green checkmark. This indicates if there are any errors with the data. If you find there are a number of red x's then perform a Rebuild and that will typically make the required steps to correct the data.

Category: This is the price category where that matboard falls into. Remember that matboards are placed in a price category based on it wholesale cost. Within that category are your united inch break points which is where your retail price is set.

Wholesale Cost: This is the wholesale cost provided to us by vendor. This does not necessarily mean this is the exact price you will be charged because you may have different incentives or pricing structure which is between you and that vendor. This is the general cost provided to us by the vendor.

Category Description: This is the description of the category the mat falls into.

Vendor: The name of the vendor who supplied the data which you imported.

5. To view the details of a listed mat, double click on the row or use Edit Matboard button.
6. Use the Add Matboard button to add a mat or use the Delete Matboard button to Delete a matboard.
7. The details window provides the following information:

Mat / Item Number 11009	Category Price Category 2								
Mat / Item Type REGULAR	Category Description Wholesale Cost 4.5 - 9.99								
Mat / Item Color LIGHT JONQUIL	Height x Width 0.00 x 0.00								
Vendor / Supplier Name Crescent	Oversize <input type="checkbox"/> Do Not Update								
Manufacturers Name Crescent	Beginning Inven. Qty Re-Order Quantity 0.00 0.00								
<table border="1"> <tr> <td>Currently In Stock</td> <td>Wholesale Cost</td> <td>Tot Mat Whsle Amt</td> <td>Markup Percentage</td> </tr> <tr> <td>0.00</td> <td>4.86</td> <td>0.00</td> <td>0.00</td> </tr> </table>		Currently In Stock	Wholesale Cost	Tot Mat Whsle Amt	Markup Percentage	0.00	4.86	0.00	0.00
Currently In Stock	Wholesale Cost	Tot Mat Whsle Amt	Markup Percentage						
0.00	4.86	0.00	0.00						
Mat / Item UPC Symbol 093924201295	Quantity to Order <input type="text"/>								
	Date Ordered <input type="text"/>								

Mat Number: This is the number you should enter when entering a matboard. This number is provided by the vendor themselves. Keep in mind, different vendors may use different numbers for the same mat, so enter the number as supplied by the vendor.

Mat/Item Type: This is the type of Mat. This information is provided by the vendor if they supply it.

Mat/Item Color: This is the description of the Mat. This information is provided by the vendor if the supply it.

Vendor/Supplier Name: This is who has supplied the information. In other words if you imported Crescent, then it Crescent is the Vendor.

Manufacturer Name: This is typically the same as the Vendor Name.

Category Price: This is the matboard category name which the mat item falls into. Remember, the categories are based on wholesale cost ranges.

Category Description: This is the description given for the matboard category for this item. You can edit these in the Setup Guide.

Height x Width: This gives the Height and width of the mat. If the vendor supplies these details it will appear here.

Oversize: This will say Yes or No depending on the settings.

Do Not Update: Check this box if you do not want to update this information next time you do a vendor import. Leave it blank if you want to always use the data supplied by the vendor.

Beginning Inventory Qty: Specify your beginning quantity here.

Re-Order Quantity: Specify the reorder level.

Currently in Stock: Enter the amount in stock. This is used to determine the total cost of inventory you have.

Wholesale Cost: This is the cost from the vendor to you. This is provided by the vendor.

Tot. Mat Whsle Amt: This mean the Total Mat Wholesale Amount based on how much you have in inventory.

NOTE: Keep in mind, it is very difficult to manage matboard inventory due to scraps. If you need to find an inventory cost, make sure to check your actual inventory levels.

Markup Percentage: If you want to specify a percentage to mark up the cost of the matboard. This is not commonly used, but needed for certain pricing situations.

Item UPC Symbol: This is the UPC number provided by the Vendor. This will correspond with the UPC on the corner samples.

Quantity to Order: Enter a number to order. This will automatically be filled in by the Re-Order Quantity field when you go below the reorder level.

Date Ordered: Specify the order date.

File Name & Location of Color: If you want to specify a file to show the color. Click the Change Color button and the path will be displayed here.

Color: This will display the image. This must be a .jpg file format.

Is This Mat on Order: Specify if a mat is on order or not.

8. When finished, click OK.

Remove Duplicate Matboards by Deleting a Vendor From the Database

It is not too uncommon that at some point you may have imported one mat vendor's data, and then later imported a different vendor which included also the line of mats from the original vendor you had imported. Because these are provided by 2 different vendors, the program will not remove the previous information. Follow these steps if you find you want to remove a vendor's matboard data from your matboard database.

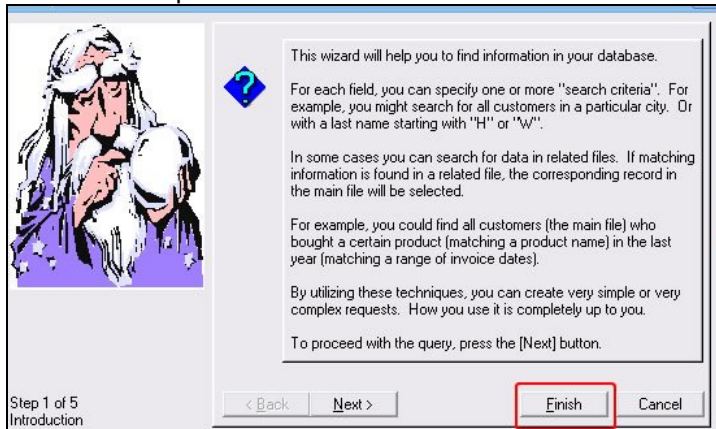
1. Open your matboard database by clicking on the matboard icon along the top toolbar.



2. Click the Search wizard button which is at the bottom of the window (it has a magnifying glass on it).



3. The wizard will appear. Simply click Finish (don't worry, by going directly to Finish you save a few steps).



4. In the Vendor Field, type in the name of the vendor/supplier you want to remove. For example, you only want Larson-Juhls database and need to remove the data which you had imported directly from Bainbridge.

5. Click the Begin Search button at the bottom of the window
6. When prompted to Select, Edit or Cancel, click Select.

7. The program will then select all the mats that are from that Supplier with a red arrow. (You can verify this by looking at the Vendor column).



8. Click the button with the 6 blue boxes to display the marking buttons.



9. Click the button with the big red X to immediately delete the matboards.



10. The deletion process may take a few minutes, so be patient as it processes the data.
11. NOTE: If you find you removed a vendor you did not intend to, simply re-import the matboard data from that specific vendor. This will put in the latest of information.
12. Close and Reopen the matboard window to refresh the window.

Import Matboard Vendor Data

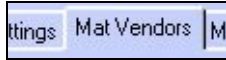
Importing matboards are different than importing mouldings. We offer Bainbridge mats directly from Bainbridge, Crescent mats directly from Crescent and we offer the Larson – Juhl matboard

update provided by Larson which includes the full Bainbridge, Crescent and Artique mats. If you order directly from Bainbridge and Crescent, then you can import their data, otherwise import the Larson Juhl matboards. Follow the steps below to import the mats properly.

1. Inside ezFramer, Click on File - Preferences - Setup Guide.
2. Click the Vendors tab.



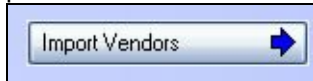
3. Click on the Mat Vendors tab.



4. Select a single matboard vendor to import so a red check mark appears.



5. Click the Import Vendor button. (Do not select more than 1 vendor at a time as this process is a bit different than the moulding vendors).



6. **NOTE: Do not click on another window while the matboards are importing. This process is different than mouldings and will take longer to import and then process the data. Let the matboards import until a message appears stating the categories have been successfully rebuilt.**
7. To import another matboard vendor repeat steps 1 – 5.
8. When finished, click the x in the upper right corner to close the window to return to the main Setup Guide window.



9. Exit the Setup Guide and your new prices will be reflected in your next orders.
10. Note: If you find your pricing for mats do not appear after importing the data, it is likely you need to use the Refresh feature located in the Matboard Database.

Rebuild and Refresh the Matboard Database

(Basic & Full Versions only)

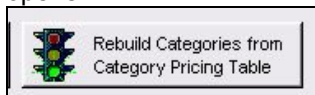
1. Click the Matboard Database icon along the top toolbar.



2. Click the Add, Edit or Rebuild button (green traffic light) located at the bottom part of the window.



3. Click the Rebuild Categories from Existing Category Names button in the window which opens.



NOTE: If you price your matboards using categories 1-26, (this typically only applies to very early versions of ezFramer, if a user did not update their categories) then click the Red traffic light button for Restore Categories 1-26.



4. Once finished rebuilding, your new mat prices will appear when you enter your next work order.