Chapter

21

Cross Reference Module

The Cross Reference module is used to transpose data from the import file to Web Work. An example would be fuel types. If your fuel system provides you with a code of "08" to denote Unleaded Fuel and you need it to match up to your Web Work inventory code of Fuel-02, (which denotes unleaded fuel), you would setup a cross reference. This chapter describes how to setup and use the Cross Reference Module.

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21.1   Overview of the Cross Reference Module

To access the Cross Reference module, click on the X-REFERENCE module button [> X-Reference] on the left hand side of the screen. The Cross Reference module will open in query mode as pictured below:
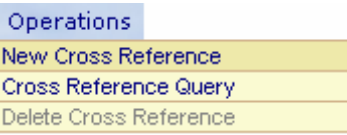

The [Operations Tools Help] drop down menus contain the various features available in the Cross Reference module.

Web Work includes "help files" for all field names. To access these help files, click on the field name. A popup window will open displaying help for the field selected.

21.2   Creating Cross References

To Create a Cross Reference:

- Click on the X-REFERENCE module button ⟩ X-Reference on the left hand side of the screen to open the Cross Reference module.

- Move the mouse over the Operations menu and select New Cross Reference from the drop down menu.

- The Cross Reference screen will open in New mode as pictured below:

- Enter a Reference Name.

- Enter a Reference Description.

- Click on the SAVE button to save the cross reference.

The Cross Reference screen will open in Edit mode as pictured below:

- Enter the name of the Web Work code into the Web Work cell and then name of the Input file code into the External File cell and then click on ADD NEW.

For example: If in Web Work Chevron is CHEV but in Petrovan it is 556, you would enter CHEV into the Web Work field and 556 into the Input File field.
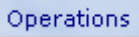
When this cross reference is used, with an interface, if 556 is read from the external file, Web Work will check its cross reference and use CHEV to populate the applicable field.

> The cross-reference you just entered will not be listed in the table until you click on the 💾 button.

- Continue adding new codes to the cross reference as required. When finished move the mouse over the Operations menu to add another cross reference or to access the Cross Reference module main screen.

21.3   Editing Cross References

To edit a cross reference that has already been setup in the Web Work system:

- Click on the X-REFERENCE module button   ⁂ X-Reference   on the left hand side of the screen to open the Cross Reference module.

- The Cross Reference screen will open in Query mode.

- Move the mouse over the   Operations   menu and select Cross Reference Query from the drop down menu.
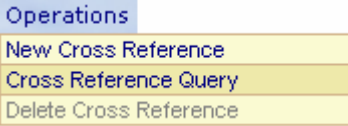
The applicable cross reference will be opened

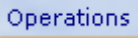| Operations |
| --- |
| New Cross Reference |
| Cross Reference Query |
| Delete Cross Reference |

- To correct a typo or input error, click on Delete button 🗑 at the far right of the applicable entry to delete the applicable selection and then re-enter the information as required.

Web Work Data	External Data	
ELEC3345	512-12-.2	🗑
eng	123-fgdh	🗑
PAIN2256	2256-5-5.01	🗑
		💾

- The screen will be refreshed and the entry deleted will no longer appear in the table.
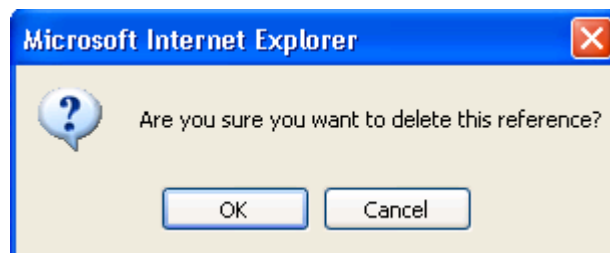
21.4   Deleting Cross References

To delete a cross reference:

- Click on the X-REFERENCE module button ⟩ X-Reference on the left hand side of the screen to open the Cross Reference module.

- The Cross Reference screen will open in Query mode.

- Perform a cross reference query to locate and open the applicable cross reference.

- Move the mouse over the Operations menu and select Delete Cross Reference from the drop down menu.

Operations
New Cross Reference
Cross Reference Query
Delete Cross Reference
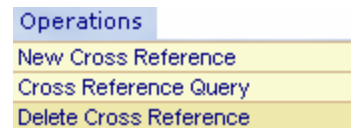
A message screen confirming you want to delete the reference will open as pictured below:

Microsoft Internet Explorer

?   Are you sure you want to delete this reference?

OK   Cancel
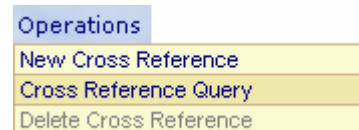
- Click on the OK button to delete the reference or on the CANCEL button to cancel this operation.

21.5   Cross Reference Queries

To access cross-references that have already been setup in the Web Work system, perform a query.

To perform a Cross-Reference Query:

- Click on the X-REFERENCE module button ⟩ X-Reference on the left hand side of the screen to open the Cross Reference module.

- The Cross Reference screen will open in Query mode.

- Move the mouse over the Operations menu and select Cross Reference Query from the drop down menu.

- Click on the QUERY button 🖉 at the right hand side of the Reference Name field to open the Cross Reference Selection screen.

Operations
New Cross Reference
Cross Reference Query
Delete Cross Reference

- Highlight and click on the applicable cross reference to open the cross reference you selected in Edit mode.

- Click on the FILTER button ![funnel] to show all entries for this cross reference or enter criteria into the

  Web Work or Input Field before clicking on the FILTER button ![funnel], to filter records accordingly.

21.6   Reports

- To access Cross Reference reports move the mouse over the `Tools` menu and select Reports from the drop down menu.

- A screen similar to the one shown below will open:
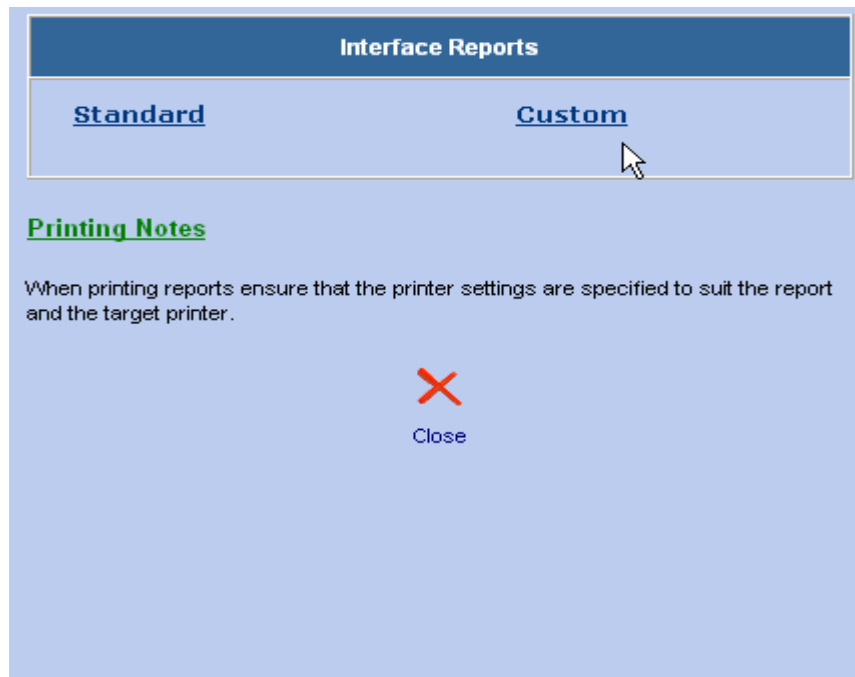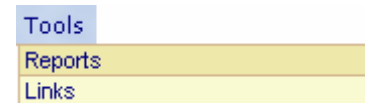
- Click on any of the Reports listed under Standard or Custom, to open them.

> Only reports applicable to the Cross Reference module will be displayed. To view all reports, click on the REPORTS module button `> Reports` on the left hand side of the Web Work screen. For more information about reports, see the Reports section of this manual.

21.6.1   Creating Cross Reference Reports

Reports cannot be created in the Cross Reference module. To create a Cross Reference report click on the REPORTS module button `> Reports` to access the report writer and create the report.

21.6.2 Printing Cross Reference Reports

Cross Reference reports can be printed from the Cross Reference module or from the Reports module.

To print a report in the Cross Reference module:

- Open the Cross Reference module.

- Move the mouse over the Tools menu and select reports from the drop down menu.

- Select the report you wish to print by clicking on its title.

The report will open in Preview mode.

- Click on File and select Print from the drop down menu to print the report.

21.7 Links

When you are in the Cross Reference module and you select Links from the Tools menu, the Web Work Create/Edit Links window will open as shown below. You can view existing links or create new links using this feature.

You can only view links, which have been setup to be accessible from this module or from all modules. Links set up in other modules with the accessibility set as only within that module will not be shown.