

## DAC Office

### Show Book Design Tool

---

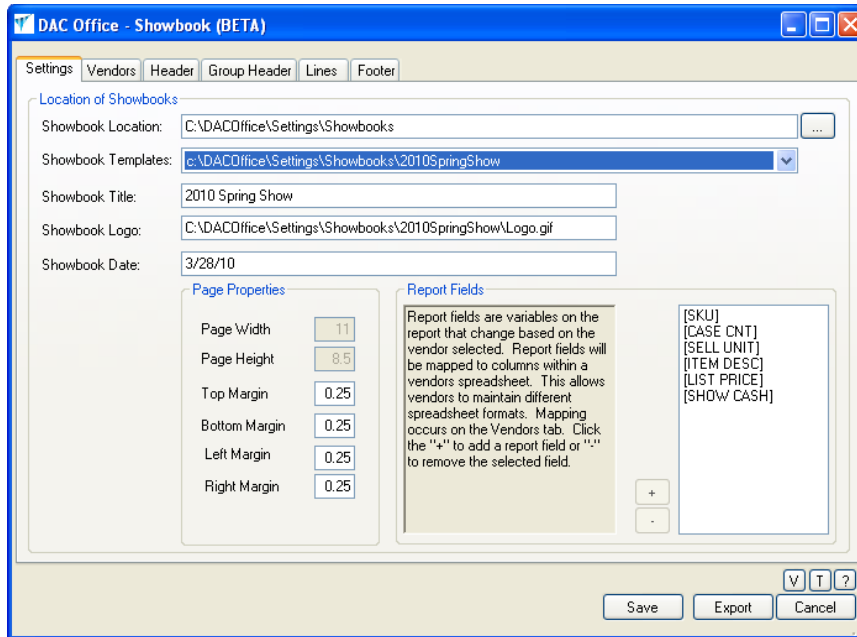
The Show Book Design Tool is a utility within DAC Office that can be used to create distributor show books. This tool allows you to import spreadsheets from vendors. A simple mapping section lets you associate spreadsheet columns with the data fields to be printed on the show book. The ability to change the font, size, color and location of each piece of data allows you to create a truly custom book. Export the book to Adobe PDF format for easy printing and/or emailing.

#### **Overview**

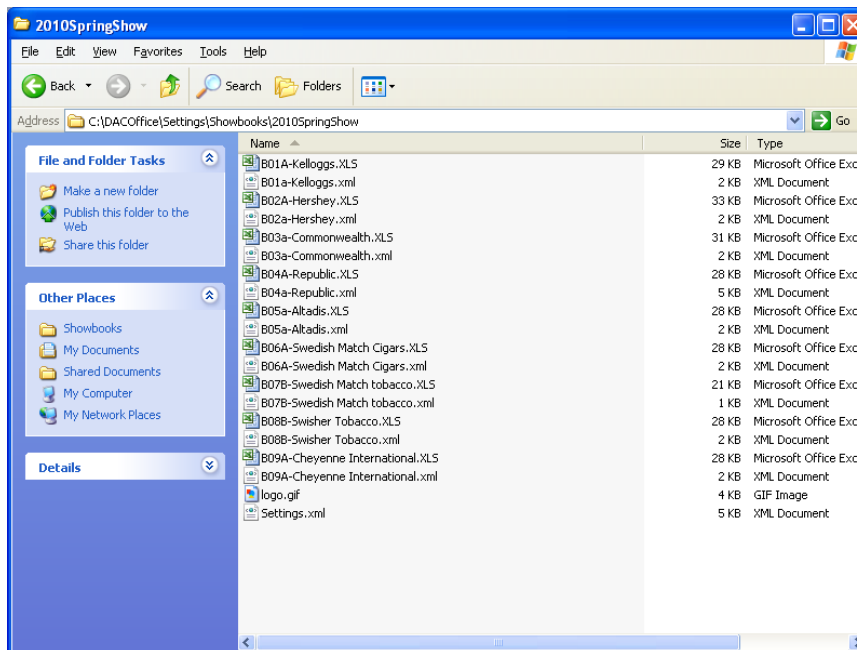
1. **Vendor Spreadsheets**: The vendor spreadsheets should be Excel files that contain the basic show book data for each vendor. Typical columns in the spreadsheet are SKU, Item Description, Case Count, Selling Unit, List Price and Show Cash. Vendor Display Name, Booth and Ship Dates are also included in each file. All vendor spreadsheets are placed in the show book folder “C:\DACOffice\Settings>Showbooks”.
2. **Show Book Design Tool**: The utility can be accessed via the DAC Office, Tools by selecting it from the Order Book section. All folders located in the Showbooks folder will be displayed in the Templates drop-down list. A logo or graphic can be specified that will display on each page of the show book.
3. **Mapping of Data**: Each Vendor spreadsheet will be mapped to pre-defined report objects (SKU, Item Description, etc). This allows vendors to send the data over in any format. Vendor A may have the SKU in column A whereas Vendor B may have it in column B. Once the mapping is done for each vendor, the vendor data will be displayed in the correct report column using this mapping.
4. **Load Vendor Items**: After the mapping is done, the items need to be loaded into the report. Click the Load button on the Items tab to automatically open the spreadsheet and load the vendor items into the report based on the defined mapping. Mapping can even be assigned to DAC database files, this List Price for instance can be grabbed from DAC if the table and field are entered instead of the spreadsheet column.
5. **Save Vendor Items**: Always Save after the Load so the refreshed data can be stored in the report setting file.
6. **Adjust the Report Header**: Define how the header of the report will look. Each piece of data on the header can have its own font, size, font color, etc. Add text, data, graphics or lines to the report.
7. **Adjust the Group Header**: The group header is the column heading associated with the lines of the report.
8. **Adjust the Lines**: The columns of the report.
9. **Adjust the Footer**: The data to be displayed at the bottom of every page.
10. **Save the Report**: The report save its settings in an XML file.
11. **Export the Report**: Click the Export button to render the report in PDF format.

## DAC Office Show Book Design Tool

The Show Book Design Tool will be designed to help distributors create custom show books. Show books created using this tool will be displayed in Adobe PDF format.

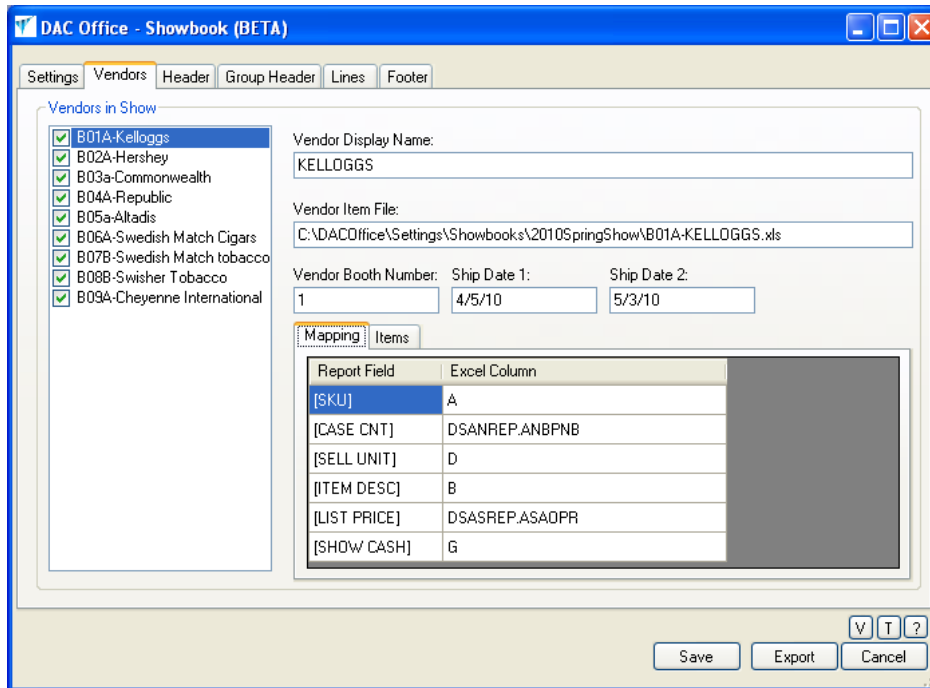


Files received from the vendors will be placed in the show book directory. Show book settings are set via the Settings tab and will be stored in the settings file.



## DAC Office Show Book Design Tool

On the vendors tab, all vendor files in the directory will be displayed in the “Vendors in Show” list box. Highlight a vendor in the list box to modify the show book data for that vendor. Vendor spreadsheets will contain all the required information for the show book but may have different formats. To map the vendor data to the show book columns, enter the Excel Column of the data in the appropriate column.



In the above example, the vendor called Kelloggs has mapped their spreadsheet column A to the show book SKU.

	A	B	D	E	G
1	SKU #	Item Description	Sell Unit	List Price	Show cash
2	394234	APPLE JACKS CEREAL CUP 6 CT	BOX		\$1.00
3	319660	COCOA KRISPIE CEREAL CUP 6 CT	BOX		\$1.00
4	394233	FROSTED FLAKES CEREAL CUP 6 CT	BOX		\$1.00
5	427980	FRST MINI WHEATS CUP 6 CT	BOX		\$1.00

## DAC Office Show Book Design Tool

On the Items tab, click the load button to load the vendor spreadsheet and populate the report table based on the mapping specified previously. Click the Save button to save the newly loaded report data. Anytime the spreadsheet changes, it will need to be loaded into the report and saved. Click the View button to see what the report will look like for that vendor. If you need to reprint, enter the page number that should be displayed on the report before clicking the View button.

DAC Office - Showbook (BETA)

Settings Vendors Header Group Header Lines Footer

Vendors in Show

- B01A-Kelloggs
- B02A-Hershey
- B03a-Commonwealth
- B04A-Republic
- B05a-Altadis
- B06A-Swedish Match Cigars
- B07B-Swedish Match tobacco
- B08B-Swisher Tobacco
- B09A-Cheyenne International

Vendor Display Name: KELLOGGS

Vendor Item File: C:\DACOffice\Settings>Showbooks\2010SpringShow\B01A-KELLOGGS.xls

Vendor Booth Number: 1 Ship Date 1: 4/5/10 Ship Date 2: 5/3/10

Mapping Items

SKU	CaseCnt	SellUnit	ItemDesc	ListPrice	ShowCa	Page #
394234	6	BOX	APPLE JACKS CEREAL CUP 6 CT	5.580	\$1.00	1
319660	6	BOX	COCOA KRISPIE CEREAL CUP 6 CT	5.750	\$1.00	
394233	6	BOX	FROSTED FLAKES CEREAL CUP 6 CT	5.580	\$1.00	
427980	6	BOX	FRST MINI WHEATS CUP 6 CT	5.580	\$1.00	
394230	6	BOX	FROOT LOOPS CEREAL CUP 6 CT	5.580	\$1.00	
394232	6	BOX	CORN POPS CEREAL CUP 6 CT	5.580	\$1.00	
400788	6	BOX	RAISIN BRAN CRUN CEREAL CUP 6...	5.580	\$1.00	
100353	20	BOX	RICE KRISPIE TREAT BIG BAR 20CT	15.610	\$1.00	
343860	8	BOX	SPEC K PROTEIN CHOC CHIP 8 CT	9.270	\$0.80	
391890	8	BOX	SPEC K PROTEIN CHOC/PB BAR 8CT	9.040	\$0.80	
291870	8	BOX	SPEC K PROTEIN DBL CHOC BAR 8...	9.040	\$0.80	

View

Load

Save

Save Export Cancel

## DAC Office Show Book Design Tool

To add a blank line to the report, enter an asterisk into the SKU column of the spreadsheet. Only items with data in the Show Cash column will be loaded. If the item needs to be loaded but doesn't have a show cash value, enter an asterisk into the Show Cash column of the spreadsheet.

SKU #	Item Description	Unit Pk	Sell Unit	List Price	Show Cash
716770	KAYAK LC APPLE 10 CANS	1	RL		\$3.00
716780	KAYAK LC GRAPE 10 CANS	1	RL		\$3.00
333950	KAYAK LC PEACH 10 CANS	1	RL		\$3.00
716940	KAYAK LC STRAIGHT 10 CANS	1	RL		\$3.00
*	This is a message line.				
616930	KAYAK LC WINTERGREEN 10 CAN	1	RL		
716880	KAYAK LC MINT 10 CAN	1	RL		*
716750	KAYAK FC NATURAL 10 CAN	1	RL		\$3.00
716600	KAYAK FC WINTERGREEN 10 CA	1	RL		\$3.00
735365	BOWIE CHEW BIGIF 6 PAK	1	PAK		\$2.00

In the above example, line 6 is a message line because it has an asterisk in the SKU column. Line 7 won't be loaded because it does not have a show cash value. Line 8 will be loaded with no show cash because it has an asterisk in the Show Cash column.

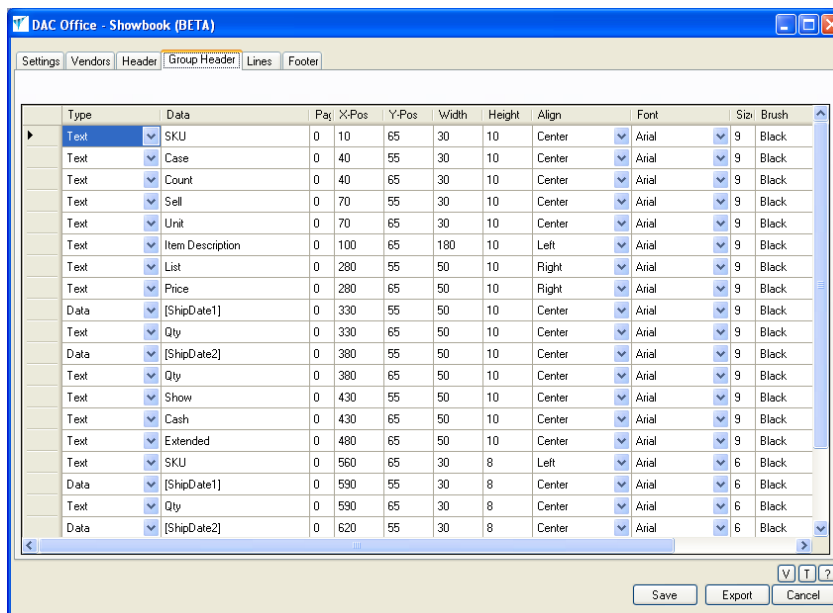
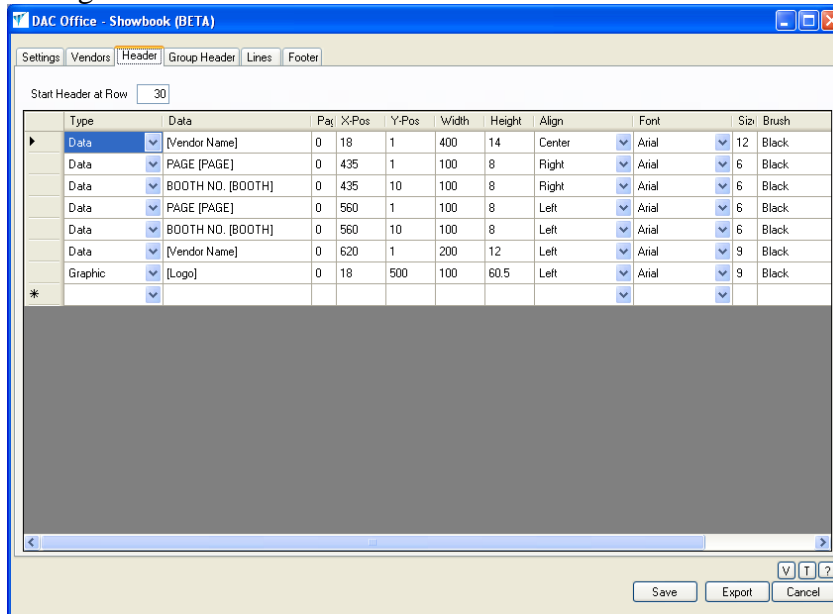
Vendor Display Name: Swisher Tobacco  
 Vendor Item File: c:\DACOffice\Settings>Showbooks\2010SpringShow\B088-Swisher Tobacco.xls  
 Vendor Booth Number: 8 Ship Date 1: 4/19/10 Ship Date 2: 5/3/10

SKU	CaseCnt	SellUnit	ItemDesc	ListPrice	ShowCa	Page #
716770	10	RL	KAYAK LC APPLE 10 CANS	28.850	\$3.00	1
716780	10	RL	KAYAK LC GRAPE 10 CANS	28.850	\$3.00	
333950	10	RL	KAYAK LC PEACH 10 CANS	28.850	\$3.00	
716940	10	RL	KAYAK LC STRAIGHT 10 CANS	28.850	\$3.00	
			This is a message line.			
716880	10	RL	KAYAK LC MINT 10 CAN	28.850		
716750	10	RL	KAYAK FC NATURAL 10 CAN	28.850	\$3.00	
716600	10	RL	KAYAK FC WINTERGREEN 10 CA	28.850	\$3.00	
735365	6	PAK	BOWIE CHEW BIGIF 6 PAK	27.950	\$2.00	

# DAC Office

## Show Book Design Tool

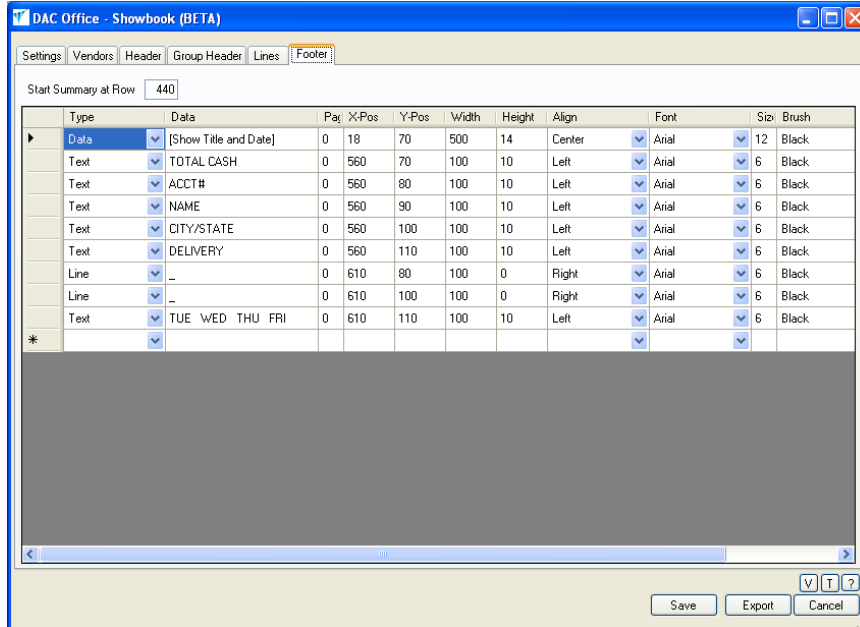
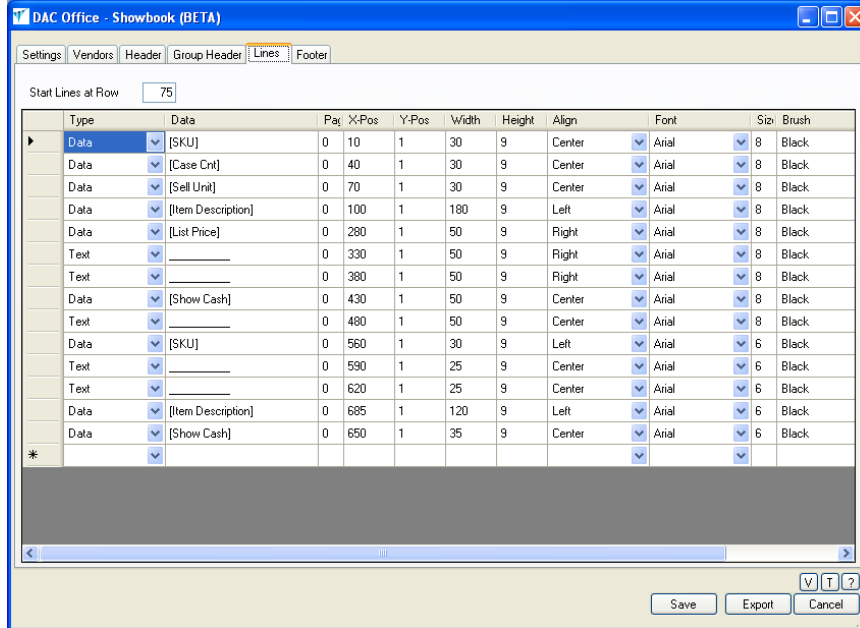
Show books will have four sections: Header, Group Header, Lines and Footer. The header section contains data that will be displayed at the top of every page. Group Header will be displayed above the lines. Vendor data gathered from the vendor spreadsheets will be displayed in the lines section. Show book data that is to be displayed at the bottom of every page will be defined in the footer section. Each section is defined on the corresponding tab.



# DAC Office

## Show Book Design Tool

There are 4 different data types that can be displayed on the show book: Text, Data, Line or Graphic. Each line in the grid represents a piece of data that will be displayed on the report. The information in the grid specifies what that piece of data will look like; it's font, font size, font color, alignment, position, etc.



# DAC Office

## Show Book Design Tool

The following is an example of what the show book would look like based on the above show book definitions.

DOShowbook.pdf - Adobe Reader

File Edit View Document Tools Window Help

2 / 11 96.5% Find

### KELLOGGS

PAGE 1 BOOTH NO. 7      PAGE 1 BOOTH NO. 7      KELLOGGS

Case	Sell	Item Description	List Price	4/5/10 Qty	5/3/10 Qty	Show Cash	Extended	SKU	4/5/10 Qty	5/3/10 Qty	Show Cash
394234	6 BOX	APPLE JACKS CEREAL CUP 6 CT	\$5.58			\$1.00		394234			\$1.00
319660	6 BOX	COCOA KRISPIE CEREAL CUP 6 CT	\$5.75			\$1.00		319660			\$1.00
394233	6 BOX	FROSTED FLAKES CEREAL CUP 6 CT	\$5.58			\$1.00		394233			\$1.00
427980	6 BOX	FRST MINI WHEATS CUP 6 CT	\$5.58			\$1.00		427980			\$1.00
394230	6 BOX	FROOT LOOPS CEREAL CUP 6 CT	\$5.58			\$1.00		394230			\$1.00
394232	6 BOX	CORN POPS CEREAL CUP 6 CT	\$5.58			\$1.00		394232			\$1.00
400788	6 BOX	RAISIN BRAN CRUN CEREAL CUP 6CT	\$5.58			\$1.00		400788			\$1.00
100353	20 BOX	RICE KRISPIE TREAT BIG BAR 20CT	\$15.61			\$1.00		100353			\$1.00
343860	8 BOX	SPEC K PROTEIN CHOC CHIP 8 CT	\$9.27			\$0.80		343860			\$0.80
391890	8 BOX	SPEC K PROTEIN CHOC/PB BAR 8CT	\$9.04			\$0.80		391890			\$0.80
291870	8 BOX	SPEC K PROTEIN DBL CHOC BAR 8CT	\$9.04			\$0.80		291870			\$0.80
291850	8 BOX	SPEC K PROTEIN STRBRY BAR 8 CT	\$9.07			\$0.80		291850			\$0.80
384090	6 BOX	CHEEZ-IT DBL CHEESE 6/4.25 OZ	\$9.35			\$2.40		384090			\$2.40
447100	6 BOX	CHEEZ-IT DUOZ CHED/PARM 6/4.75	\$9.35			\$2.40		447100			\$2.40
384070	6 BOX	CHEEZ-IT SNACK MIX 6/4.25 OZ	\$9.35			\$2.40		384070			\$2.40
465750	6 BOX	CHEEZ-IT BAKED BBQ/CHED 6/4.5	\$9.35			\$2.40		465750			\$2.40
465770	6 BOX	CHEEZ-IT BAKED HOT/SPICY 6/4.25	\$9.35			\$2.40		465770			\$2.40
660350	12 BOX	KEEBLER CHEESE/PNUT BTR 12 CT	\$4.24			\$0.95		660350			\$0.95
268230	12 BOX	KEEBLER CLUB & CHEDDAR 12 CT	\$4.24			\$0.95		268230			\$0.95
660430	12 BOX	KEEBLER TOAST/PNUT BUTTER 12 CT	\$4.24			\$0.95		660430			\$0.95

2010 Spring Show 3/28/10

TOTAL CASH \_\_\_\_\_  
 ACCT# \_\_\_\_\_  
 NAME \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_  
 DELIVERY TUE WED THU FRI