

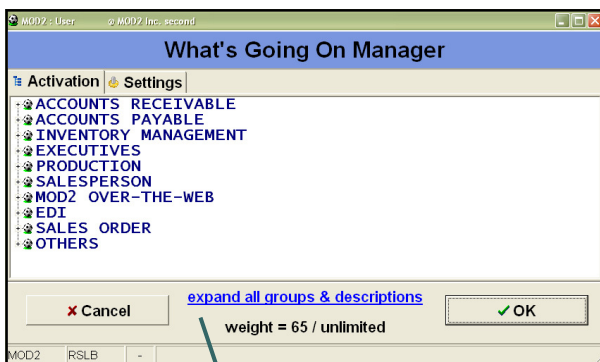
## What's Going On Manager

( An "Add-On" Feature of MOD2 )

### Q&A's regarding MOD2's What's Going On Manager

#### What is the WGO Manager?

The WGO (*What's Going On*) Manager is an *e-mail* reporting engine where MOD2 can automatically send emails and reports of the important events as they occur in your company. Imagine if your software could email your supplier about an order that they are running late on. Imagine if your system could advise the owners that sales for this month is running 20% higher than the previous month. Imagine if your system could notify you that orders from customers need credit approval or are running late. You can do the above and more using the WGO manager. Enjoy!



Screenshot of WGO Manager activation and settings menu. You can select individual people that will receive the emails by double clicking an item.

### Special Edition



Check out latest changes to MOD2.COM  
[www.mod2.com](http://www.mod2.com)

### MOD2 Inc. Readers Write Q&A



### Q: What emails or reports can we receive from the WGO Manager?

A: These are the contexts in the WGO Manager. Note: For each context, you can select one or more recipients

#### 1. ACCOUNTS RECEIVABLE

##### - Change of A/R Transaction

- > Intended For: *A/R Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text Email*
- > Weight: *1*
- > Comments: *Whenever an A/R banking transaction such as payment or discount is modified, a notification will be sent via email detailing the change that occurred and by whom.*

##### - Voiding of A/R Transaction

- > Intended For: *A/R Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text Email*
- > Weight: *1*
- > Comments: *Whenever an A/R banking transaction such as payment or discount is voided, a notification will be sent via email.*

## What's Going On Manager (continued..)

### - Auto-Commission Error

- > Intended For: *A/R Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text Email*
- > Weight: *1*

-> Comments: *Auto-Commission is a feature where MOD2 will determine the sales person commission rate at the point of invoicing based on the gross profit percent.*

*If this feature is enabled for your company, the recipients in this group will receive an email notification if MOD2 is unable to set the commission rate for any reason, such as if an error occurred in calculating the GP%.*

### - Discount Activity Report

- > Intended For: *A/R Managers*
- > Frequency: *Daily*
- > Format: *Html Report*
- > Weight: *1*
- > Comments: *Daily report of all newly added discounts.*

### - Write Off Activity Report

- > Intended For: *A/R Managers*
- > Frequency: *Daily*
- > Format: *Html Report*
- > Weight: *1*
- > Comments: *Daily report of all newly added write-offs.*

### - MAAD Warnings (Minimum Acceptable Accounting Date)

- > Intended For: *A/R Managers*
- > Frequency: *Daily*
- > Format: *Text Email*
- > Weight: *1*

-> Comments: *Recipients of this context will receive reminder emails if the MAAD becomes too old. If after a few warnings the MAAD is not updated, MOD2 will automatically adjust it for you.*

*Through the installation, you may customize both the number of months and number of warning emails used in auto-setting the MAAD.*

### - Voiding of Invoice

- > Intended For: *A/R Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text Email*
- > Weight: *1*
- > Comments: *Notification whenever an invoice is voided in the system.*

### - Electronic Assignment Confirmation

- > Intended For: *A/R Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text Email*
- > Weight: *0*
- > Comments: *Confirmation of submitted electronic assignment.*

## What's Going On Manager (continued..)

### - Receivable Summary Report

- > Intended For: *A/R Managers*
- > Frequency: *Weekly on Monday*
- > Format: *Html Report*
- > Weight: *3*
- > Comments: *The Receivable Summary report summarizes the entire receivable of the company in one simple Html table.*

*There are only 3 columns in the table: DIVISION, MODEL, AMOUNT*

*In one quick glance, you can determine the outstanding receivable balance of every division in your company, broken down by individual invoice models.*

### - Overdue for Assignment Report

- > Intended For: *A/R Managers*
- > Frequency: *Daily*
- > Format: *Excel Spreadsheet*
- > Weight: *3*
- > Comments: *This is a report of all factored invoices over 7 days old that have not yet been included in a factor assignment.*

### - Good & Bad Receivable Report

- > Intended For: *A/R Managers*
- > Frequency: *Weekly on Monday*
- > Format: *Html Report*
- > Weight: *3*
- > Comments: *The Good & Bad Receivable Report presents you with a random sampling of some of your best and worst house receivable accounts.*

*The table includes columns showing the client name, phone number, and total balance as well as the standard Current, 30, 60, 90, 120, 120+ aging layout.*

### - Past Due Post-Dated Checks Report

- > Intended For: *A/R Managers*
- > Frequency: *Daily*
- > Format: *Html Report*
- > Weight: *3*
- > Comments: *This is a report of all post-dated checks in MOD2 that are due for deposit. Once a post-dated check is deposited, you will need to enter an official payment for the customer, often called a Pain Invoice, and select the associated post-dated check.*

*This procedure will remove the check from the report.*

Every context in the WGO Manager tells you who are the recipients of that email, for who it is intended for, the frequency of the email whether it sends out an email once a day or once a week, what is the format of the email, what is the weight of that context, and a short description of that context.

**What's Going On Manager (continued..)****2. ACCOUNTS PAYABLE****- Change of A/P Transaction**

- > Intended For: *A/P Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text Email*
- > Weight: *1*
- > Comments: *Whenever an A/P transaction is modified, the designated recipients will receive an email detailing the change that was made and by whom.*

**- Voiding of A/P Transaction**

- > Intended For: *A/P Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text Email*
- > Weight: *1*
- > Comments: *Whenever an A/P transaction is voided, the designated recipients will be notified via email.*

**- Pending A/P Report**

- > Intended For: *A/P Managers*
- > Frequency: *Weekly on Monday*
- > Format: *Excel Spreadsheet*
- > Weight: *3*
- > Comments: *A spreadsheet detailing all purchase contracts with a pending A/P balance will be emailed to the recipients designated in this group.*

*The spreadsheet includes the following columns: DIVISION, NUMBER, MODEL, DATE, SUPPLIER, TERMS, BOOKED QTY, BOOKED AMOUNT, QTY RCVD, LIABILITY, PAYMENTS, AND BALANCE DUE*

**3. Inventory Management****- Adding of Packing List with Non-Barcoded Pieces**

- > Intended For: *Inventory Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text Email*
- > Weight: *0*
- > Comments: *If your company is setup to do barcoding, you can have MOD2 notify the designated recipients whenever a packing list is made that is not fully barcoded. If any piece is packed manually, an email will be sent.*

**- Top 10 Aged Inventory Report**

- > Intended For: *Inventory Managers*
- > Frequency: *Weekly on Monday*
- > Format: *Html Report*
- > Weight: *3*
- > Comments: *This report brings to your attention a random selection of 10 of your oldest aged inventory items. These are the items which were received the longest ago and are still in your stock. MOD2 advises you to use this report as a guide to sell your oldest inventory.*

*The report includes the item name and total quantity in stock, then follows with the aging columns broken down in 20, 60, 90, 180, 365, and over 365 days.*

## What's Going On Manager (continued..)

### - Inventory What is Low / Reorder Report

- > Intended For: *Inventory Managers*
- > Frequency: *Weekly on Monday*
- > Format: *Html Report*
- > Weight: *1*

-> Comments: *The What is Low report identifies which inventory items are considered to be low in stock based on a threshold level. These items may need to be reordered in order to fulfill existing or expected future customer orders.*

*There are 3 threshold levels MOD2 considers. Each level is compared with the stock open-to-sell to determine if the stock is low on that item:*

**Negative open-to-sell:** *These items are overbooked and always brought to your attention.*

**Set threshold quantity defined in the inventory item:** *From the inventory modify screen, you can set your own threshold quantity. If the stock open-to-sell ever dips below this, the item will be concluded in the report.*

**Automatic threshold:** *If #2 is not set, MOD2 will determine the best threshold quantity for the item.*

*In addition to identifying which items are low, you will be shown 3 months of sales statistics for the item as well as the current and future stock status of the item.*

*Here is the full list of columns in the report: ITEM#, ITEM COLOR, STOCK, STOCK OTS, MY SET THRESHOLD, MY SET REORDER QTY, NET SALES (by month for the last 3), AUTO CALCULATED THRESHOLD, AUTO CALCULATED REORDER QTY, INCOMING, FUTURE OTS, NEED TO REORDER?*

## 4. EXECUTIVES

### - Adding of Bounce Check

- > Intended For: *Executives / AR*
- > Frequency: *Every Occurrence*
- > Format: *Text Email*
- > Weight: *1*

-> Comments: *Set the recipients who would like to be informed via email whenever a Bounce Check transaction is added in MOD2. The email will include details such as the customer name and the amount of the Bounce Check transaction.*

### - Sales Order Back Log Report

- > Intended For: *Executives*
- > Frequency: *Weekly on Monday*
- > Format: *Html Report*
- > Weight: *3*

-> Comments: *The Back Log report is exactly what you see at the bottom of your Open and Pending Sales Order screen but emailed weekly to your inbox for convenience. The Back Log lets you know the outstanding value of goods remaining to be shipped in the last few months as well as expected to go out in the upcoming months.*

### - Open & Critical Report

- > Intended For: *Executives*
- > Frequency: *Weekly on Monday*
- > Format: *Html Report*
- > Weight: *3*

-> Comments: *The Open & Critical report presents you with a summary of the transactions which are in urgent status. This usually indicates transactions past their*

## What's Going On Manager (continued..)

*expected due date or which should no longer be marked open.*

*These are the sections in the report. Note that all sections refer to transactions in open/pending status:*

*Sales orders within 7 days of customer's required by date*

*Unbilled packing lists over 15 days old*

*Expired RGAs that are still marked open*

*Detailed Returns not issued credit in over 7 days*

*Purchase Contracts 7+ days past In-House-Date*

*Processes 5+ days past due date*

*Holds 7+ days past expiration date*

### - Executive Summary Report

-> Intended For: *Executives*

-> Frequency: *Customizable*

-> Format: *Html Report*

-> Weight: *4*

-> Comments: *The Executive Summary report is the What's Going On report that started it all. It is intended for the owners and high level executives that are interested in only the bottom line performance of the company and each individual division.*

*Each recipient may customize how often they would like to receive this report from the client modify screen of their user account. Possible settings for the WGO Email Frequency are daily, weekly, biweekly, monthly quarterly, and yearly.*

*The first section of the report is a simple summary of activities. The total sales, returns, and sales orders booked will be shown for the applicable period as dictated by the WGO Email Frequency. In addition, the total amount of pending packing lists and sales orders will be shown.*

*The second section details the net sales performance of each division within the company for various periods. These periods include:*

*Month to date*

*Current month*

*Last month*

*Quarter to date*

*Year to date*

*Total for each period are presented for both the current and last year, with the percentage increase or decrease in net sales between the two.*

### - Executive Sales Report

-> Intended For: *Executives*

-> Frequency: *Customizable*

-> Format: *Html Report*

-> Weight: *3*

-> Comments: *The Executives Sales report is exactly what it is titled: a simple report of sales intended for the executives within the company. Rather than generating the report yourself, let MOD2 deliver it right to you.*

*The frequency this report is delivered is tied to the very same WGO Email Frequency described under the Executive Summary report. Use the setting to control how often recipients should receive the report.*

*The report includes the following columns: DIVISION, NUMBER, INVOICE DATE, INVOICE DATE, INVOICE MODEL, CLIENT, SALESPERSON, INVOICE AMT, PROFIT%*

## What's Going On Manager (continued..)

## 5. PRODUCTION

**- Sales Order Warnings Report**

- > Intended For: *Production Managers*
- > Frequency: *Weekly on Monday*
- > Format: *Html report*
- > Weight: *3*
- > Comments: *This is a report of open sales orders with warning messages set regarding their status.*

*The report includes the following columns: DIVISION, NUMBER, DATE, REQ BY, CLIENT, CUST PO#, SALESPERSON, QTY ORD, CONTENTS (with qty remaining to ship per item), and WARNINGS*

**- Supplier Pending Activity Report**

- > Intended For: *Suppliers*
- > Frequency: *Weekly on Friday*
- > Format: *Html report*
- > Weight: *4*
- > Comments: *Suppliers set here will receive a weekly email summarizing all the open contracts they have with your company. This allows your suppliers to automatically be informed of their pending work and gives them a chance to reply with possible changes in the status of an order.*

*The report will include details for each contract such as the items and quantity ordered, the order date, revised XCO date, ETA date, and other notes and remarks.*

**- Supplier Pending Activity Confirmation [internal]**

- > Intended For: *Production Managers*
- > Frequency: *Weekly on Friday*
- > Format: *Text email*
- > Weight: *0*
- > Comments: *Recipients here will receive an email confirmation of which suppliers were notified of their pending contracts by the WGO Supplier Pending Activity report.*

**- Follow-up Confirmation for Purchase Contracts [internal]**

- > Intended For: *Production Managers [import]*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *0*
- > Comments: *These recipients will receive a confirmation of the purchase contracts emailed by the Automatic Follow-Up System.*

*When Automatic Follow-Up is activated for a contract, MOD2 will handle sending the supplier a reminder email as the XCO shipping date approaches and no shipping advise or receiving has yet been entered against the contract.*

**- Follow-Up Confirmation for Processes [internal]**

- > Intended For: *Production Managers [domestic]*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *0*
- > Comments: *These recipients will receive a confirmation of the processes emailed by the Automatic Follow-Up System.*

**What's Going On Manager (continued..)**

When Automatic Follow-Up is activated for a process, MOD2 will handle sending the plant a reminder email as the XCO shipping date approaches and no shipping advise or receiving has yet been entered against the process.

**6. SALESPERSON****- Email Invoice to Salesperson**

- > Intended For: *Salespersons*
- > Frequency: *Every Occurrence*
- > Format: *PDF attachment*
- > Weight: *4*
- > Comments: *Salesperson in this group will be emailed whenever an invoice is added for one of their orders. The copy of the invoice will be attached as a PDF file for their review.*

**- Email Packing List to Salesperson**

- > Intended For: *Salespersons*
- > Frequency: *Every Occurrence*
- > Format: *PDF attachment*
- > Weight: *4*
- > Comments: *Salesperson in this group will be emailed whenever a packing list is added for one of their orders. The copy of the packing list will be attached as a PDF file for their review.*

**- Fax Invoice to Salesperson**

- > Intended For: *Salespersons*
- > Frequency: *Every Occurrence*
- > Format: *Fax*
- > Weight: *4*
- > Comments: *Salespersons in this group will be faxed a copy of the invoice whenever one of their orders is billed.*

**- Fax Packing List to Salesperson**

- > Intended For: *Salespersons*
- > Frequency: *Every Occurrence*
- > Format: *Fax*
- > Weight: *4*
- > Comments: *Salesperson in this group will be faxed a copy of the packing list whenever one of their orders is shipped.*

**- Online Activity Report for Customers of Salesperson**

- > Intended For: *Salespersons*
- > Frequency: *Daily*
- > Format: *Html report*
- > Weight: *2*
- > Comments: *If your company is setup to allow customers remote access to browse your inventory, MOD2 can track and email the associated salesperson a report of which inventory items the customer looked up.*



**What's Going On Manager (continued..)****- Salesperson Activity Summary Report**

- > Intended For: *Salespersons*
- > Frequency: *Daily*
- > Format: *Html report*
- > Weight: *4*
- > Comments: *Salesperson in this group will receive a daily report summarizing recent activities pertaining to them as well as a log of all their current pending sales orders. This is a great way to keep salespersons involved and connected with MOD2.*

**There are 4 sections in this report:**

- Recent shipments* - this section details any packing lists recently sent out
- Recent orders* - this section details any recent sales orders added in MOD2 for the salesperson
- Pending orders* - this section lists all open sales orders for the salesperson
- Unhealthy customers* - Once a month, this report will include a section detailing 10 customers of the salesperson with severely past due balances. An aging will also be provided.

**7. MOD2-OVER-THE-WEB****- Over-the-Web Unsuccessful Login**

- > Intended For: *Over-the-Web Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *1*
- > Comments: *Recipients here will receive an email notification whenever an unsuccessful attempt to login remotely into MOD2 occurs. In general, a user has 3 chances to enter the correct email address and password. The notification will include a list of the attempted email addresses.*

**- Remote Session Activity Report**

- > Intended For: *Over-the-Web Managers*
- > Frequency: *Daily*
- > Format: *Html report*
- > Weight: *3*
- > Comments: *If your company is setup to allow users remote access into MOD2, you may wish to keep track of their remote activity. Any recipients designated here will receive a daily email with a report of all user activity using MOD2-Over-the-Web. This report will include the date and time of each action, the description of the action, and the associated client name, inventory item, or transaction number involved with the action.*

*Regardless of whether you set recipients for this context or not, the Revision-History and System-Log features of MOD2 will always record user actions, activities, and changes, whether remote or not.*

**- Remote User Login**

- > Intended For: *Over-the-Web Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *1*
- > Comments: *Recipients here will receive an email notification every time a user logs in remotely into MOD2.*

**What's Going On Manager (continued..)****8. EDI****- 850 Errors**

- > Intended For: *EDI Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *0*
- > Comments: *Set the recipients who should receive all 850 related error notifications.*

**- 850 Confirmations**

- > Intended For: *EDI Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text/Html email*
- > Weight: *0*
- > Comments: *Set the recipients who should receive all 850 related confirmations. In particular whenever an 850 is successfully imported in MOD2, an email will be generated detailing each order and store location along with an Html table summarizing the distinct inventory items ordered and your current stock status for each item.*

**- 810 Errors**

- > Intended For: *EDI Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *0*
- > Comments: *Set the recipients who should receive all 810 related error*

**- 810 Confirmations**

- > Intended For: *EDI Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *0*
- > Comments: *Set the recipients who should receive all 810 related confirmations of submission.*

**9. Sales Order****- Sales Orders Pending Credit Approval Report**

- > Intended For: *S/O Credit Managers*
- > Frequency: *Daily*
- > Format: *Excel Spreadsheet*
- > Weight: *3*
- > Comments: *Recipients in this group will receive a spreadsheet detailing all sales orders that are still pending credit approval.*

*The spreadsheet includes the following columns: DIVISION, MODEL, BYMBER, CLIENT, CITY, STATE, TERMS, AMOUNT, DATE, CUST REQ, CUST PO#, SALES REP, TENT-FACTOR, CARVED FROM, XCO, AND IHD*

**- Sales Orders Markup Report**

- > Intended For: *S/O High Level Managers*
- > Frequency: *Daily*
- > Format: *Html report*
- > Weight: *4*

## What's Going On Manager (continued..)

-> Comments: *The Sales Order Markup report is a powerful tool for sales order high level manager. It is sent every day and summarizes all orders entered into MOD2 on the prior day.*

*What makes this report special is that it presents you with the estimated markup percentage for each order, broken down by individual line item. If the sales order has already been carved against a purchase contract, this markup percentage is a reasonable estimate of how much profit the order will make for your company. Even if the order is not carved, MOD2 will try to use the inventory True Cost as its cost basis.*

*Seeing the markup percentages early in the order stage allows you to catch possible pricing errors and take appropriate action. It also lets you see which items are generating good profit for you and which salespersons sell at low markups and which sell high.*

*The Sales Order Markup report includes these columns: DIVISION, DATE, NUMBER, CLIENT, CUST PO#, SALESPERSON, TOTAL AMOUNT, ITEM#, ITEM COLOR, QTY, SELLING PRICE, COST/unit, EST. MARKUP%, and COST SOURCE*

### - Sales Orders Booked Report (no amounts/costs)

-> Intended For: *In-House Salespersons*

-> Frequency: *Daily*

-> Format: *Html report*

-> Weight: *3*

-> Comments: *This report is the same as the Sales Order Markup report stripped of all amount and cost information. This report can be sent to your In-House salespersons for them to see which items are selling recently and which customers are buying. Often your sales people must check in with the office to find out which items they should focus on selling. If they receive the Sales Order Booked report by email, they can see for themselves what is selling and can even contact each other for more information.*

### - Late Sales Orders Report

-> Intended For: *S/O Traffic Managers*

-> Frequency: *Daily*

-> Format: *Html report*

-> Weight: *3*

-> Comments: *The Late Sales Order report provides the designated recipients with details of every sales order that is open, unshipped, and past the customer's required by date. In MOD2, these orders appear to be running quite late and this report brings them to the surface in case the customer needs to be informed of a change in status.*

*The report includes the following columns: DIVISION, NUMBER DATE, REQ BY, CLIENT, CUST PO#, SALESPERSON, QTY ORD, AMOUNT, CARVING, and CONTENTS*

## 10. Security, Maintenance, & Others

### - Backup Confirmation

-> Intended For: *Backup Managers*

-> Frequency: *Every Occurrence*

-> Format: *Html/ Text*

-> Weight: *0*

-> Comments: *Select the recipients who should receive an email confirmation whenever a backup is successfully made in MOD2.*

*The Auto-Backup feature sends an Html confirmation report.*

*The local backup-feature sends a simple text email summary.*

## What's Going On Manager (continued..)

### - Change of Client Membership

- > Intended For: *MOD2 Administrators*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *0*
- > Comments: *Notification whenever the membership of a client is changed in MOD2.*

### - Master Regen Completed

- > Intended For: *MOD2 Administrators*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *0*
- > Comments: *Notification whenever the master regeneration maintenance option is completed in MOD2.*

### - Local Failed Login

- > Intended For: *MOD2 Administrators*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *0*
- > Comments: *The designated recipients will receive an email notification whenever an unsuccessful attempt to login LOCALLY into MOD2 occurs. In general, a user has 3 chances to enter the correct password to login.*

### - Secure-Site Violation

- > Intended For: *Security Managers*
- > Frequency: *Every Occurrence*
- > Format: *Text email*
- > Weight: *0*
- > Comments: *Secure-Site is a security feature of MOD2 that ensures MOD2 is always running in a trusted, secure hardware environment. If Secure-Site has been enabled for your company, the recipients in this group will receive an email notification if MOD2 is ever run outside of the trusted environment.*

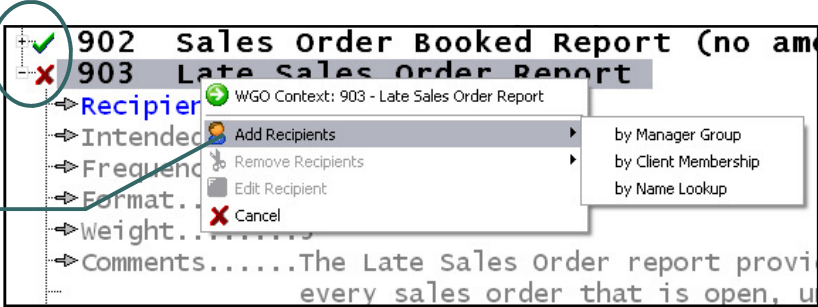
**Q:** How can I enable a context in the WGO Manager ?

**A:** To enable a context, go to the WGO Manager under Options Menu and then the first screen should display the Activation Tab (this screen displays the context). Expand the sub-context to see the information about the email report, and then either do a right-click on the **sub-context** or **Recipients** to show options for adding, editing, or removing the recipient(s) of that context.

A check mark indicates that you are using that context while a cross mark is the opposite.

This part gives you the options for that context that you could add recipient(s) by Manager Group, by Client Membership, or by Name Lookup

**Q:**



## What's Going On Manager (continued..)

### What does "Weight" mean in the WGO Manager ?

**A:** Every content in the What's Going On Manager has an associated WEIGHT. The weight value for each context is indicated in the bulleted list of properties under the context name. Some contexts have more weight than others. So when you activate a new WGO context by setting its recipients, please note that you may not exceed the maximum weight indicated. You may need to disable other WGO contexts in order to activate new ones.

The illustration below displays where you can find the information previously mentioned such as the *CONTEXT, SUB-CONTEXT, INTENDED FOR, FREQUENCY, FORMAT, WEIGHT, AND COMMENTS.*

The screenshot shows the 'What's Going On Manager' window with a list of contexts. Callouts provide the following information:

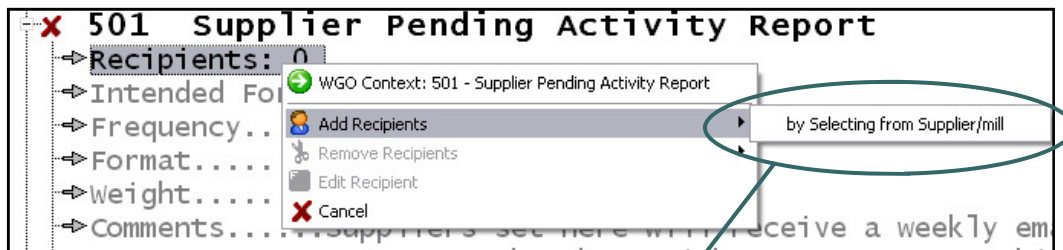
- Context Title** – WGO Manager has a total of 10 contexts and numerous sub-contexts.
- Recipients** – displays the names and email addresses that are receiving the email report.
- Weight** – point system where it indicates how important the email is.
- Comments** – explains the motive of the email report and its contents.
- Intended For** – indicates which users can be added to the email list.
- Frequency** – indicates how frequent the email will be sent to the recipient(s).
- Format** – email format can be a plain text email, an html report, or an MS Excel spreadsheet.

At the bottom of the window, a callout points to the text "weight = 65 / unlimited" and states: "The weight depends if you have licensed the WGO Manager." Another callout points to the "collapse all groups & descriptions" link and states: "Click this to display all the information in the WGO and also to hide/minimize showing only the main contexts."

## What's Going On Manager (continued..)

**Q:** Is the WGO Manager sensitive about the recipients of the context? For example, the *Supplier Pending Activity Report* is intended for SUPPLIERS and the *Supplier Pending Activity Confirmation* is intended for MOD2 USERS. What if we accidentally misplace the recipients for those context? If this happens, we are in big trouble.

**A:** The WGO Manager is smart enough to restrict the adding of recipients in certain contexts. Like for *Supplier Pending Activity Report*, MOD2 will only give you the option to add accounts under the **Supplier/Mill** membership. Even in the *Supplier Pending Activity Confirmation*, you cannot make a mistake of putting your suppliers on its recipients list because it is restricted for **MOD2 Users** only. So you can rest assure that no one in your company can make that mistake.



Here is an example of MOD2's security on the WGO Manager. It restricts you from adding non-supplier/mill member on the recipients for the Supplier Pending Activity Report.

**Q:** I used to receive e-mails from MOD2 like the *Late Sales Order Report*, *Sales Order Booked Report*, and *Sales Order Markup Report*. But now, I'm not receiving those emails anymore. What happened? How can we get those emails again?

**A:** Emails, if any, would have been from our test/pilot project while it was being developed. Since the introduction of WGO as an add-on package, we have added several dozen new contexts and probes and we have added ability to set individual users and email addresses for each context.

For clients of ours who have not licensed the WGO module, we do allow turning on several context. This allows you to test and experiment with the WGO module and to see the power and its capabilities. You will be limited to a total weight of eight (8). For clients of MOD2 who have licensed the WGO module, there are no restrictions.

If you like the WGO module and would like to utilize the full capabilities of it for your organization, you can contact MOD2 and ask us for quotation for this feature. We welcome your interest.



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