

# Promatch - User Manual



**AUTO  
GOLD**  
FUTURE TECHNOLOGIES



  
**ProMatch**  
THE PROFESSIONAL MATCHING SYSTEM

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## INTRODUCTION TO PROGRAM CONFIGURATIONS

ProMatch can be set up for two different configurations:

### **1) Simple formula retrieval configuration**

This is the default configuration of ProMatch upon a new installation of the program. You have access to the “Colours” and “Options” menu while the other menus are disabled. This configuration allows for : searching and mixing of all colours in the database, and well as creating and mixing custom formulas, formula pricing, and preparing mixes for spraying.

This configuration is ideal for over-the-counter distributors and small to mid-size panel shops.

### **2) Full stock tracking and job costing configuration**

This configuration allows access to all the menus in ProMatch, and, in addition to the features listed above, also includes :

stock tracking (issuing, receiving, stock level monitoring), full job and stock reporting, job card management as well as the option to track and cost vehicle parts and abrasives.

This configuration is better suited to larger shops with one or more painters that makes use of a store room for correct stock tracking and issuing.

The basic workflow of this configuration is as follows :

1. Stock is received from the supplier into the store room and entered onto the system, together with their cost.
2. Stock is issued to the mix room as and when required.
3. Paint is mixed on a job card. The calculated quantity and cost is issued to the job card, and the quantity is automatically deducted from the mix room stock.
4. Abrasives and car parts may be issued directly to a job card from the store room, with their associated cost.
5. Mix room and store room stock take systems are built into the program to ensure accurate and consistent stock levels
6. A full set of concise reports are available to management detailing job costs, stock movement, on-hand stock values, mixing reports, and more.

## A NOTE REGARDING THIS MANUAL

This manual is divided into sections corresponding to each menu option found in ProMatch. This makes it easier to find help on the menu option you are working on.

Not all menu options are shown in ProMatch at the same time; some menu options are only visible when ProMatch is configured for Full Stock Tracking and Job Costing, and some are only visible when it is configured for simple formula retrieval and mixing. Please refer to the symbols below which appear under each heading in this manual :

- This menu option is only available using Full Stock Tracking and Job Costing Configuration
- This menu option is only available using simple formula retrieval configuration
- This menu option is available in both configurations

# COLOURS / MIX

## FORMULA RETRIEVAL

This option is used to search for a colour in the Promatch database and mix your selected formula on the scale.

There are 4 options at the top left of the screen :

**OEM Search** : searches through car manufacturers

**Custom Search** : searches through all custom formulas that you may have previously created (see “Create Custom Formula” later in this section)

**Primer / Clear Search** : searches through available mixing ratios to mix primer or clearcoat on the scale

**Related Parts** : lookup vehicle models to find the colours of parts for a given body colour

The screenshot shows the 'Colour Search' window. On the left, there are search criteria: OEM (selected), Custom, Transport / Fleet, Primer / Clear, and Related Parts. The search fields include: Manufacturer (set to \*ALL\*), Colour Name (empty), Code (set to 1C0), and Year (set to ALL). There are SEARCH and CLEAR buttons. Below the search criteria is a table of search results with columns: Manufacturer, Region, Code, Description, Range, Variant, Step, From, To, Area, Pb, PCS, PCS Pack, Parts, and Fav. The first row is highlighted in blue.

Manufacturer	Region	Code	Description	Range	Variant	Step	From	To	Area	Pb	PCS	PCS Pack	Parts	Fav
DAIHATSU		1C0	SILVER MET	B/C MET	*STANDARD*	1	2001	2003	BODY		TE0222	EFFECT 55		♥
DAIHATSU		1C0	SILVER MET	B/C MET	COARSE	1	2000	2003	BODY		TE0228	EFFECT 55		♥
DAIHATSU		1C0	SILVER MET	B/C MET	COARSE, CLEAN	1	2000	2003	BODY		SE2196	EFFECT 5		♥
DAIHATSU		1C0	SILVER MET	B/C MET	COARSE, LIGHT	1	2000	2003	BODY		TE0210	EFFECT 55		♥
DAIHATSU		1C0	SILVER MET	B/C MET	GREEN	1	2000	2003	BODY					♥
DAIHATSU		1C0	SILVER MET	B/C MET	LAB: LIGHT, YELL...	1	2000	2003	BODY					♥
DAIHATSU		1C0	SILVER MET	B/C MET	LAB: MORE LIGHT	1	2000	2003	BODY					♥
DAIHATSU		1C0	SILVER MET	B/C MET	LIGHT	1	2000	2003	BODY		TE0198	EFFECT 55		♥
DAIHATSU		1C0	SILVER MET	B/C MET	LIGHT, CLEAN	1	2000	2003	BODY		TE0216	EFFECT 55		♥
DAIHATSU		1C0	SILVER MET	B/C MET	LIGHT, RED	1	2000	2003	BODY					♥
DAIHATSU		1C0	SILVER MET	B/C MET	LIGHT, YELLOW	1	2000	2003	BODY		TE0192	EFFECT 55		♥
DAIHATSU		1C0	SILVER MET	B/C MET	MORE LIGHT	1	2000	2003	BODY		TE0348	EFFECT 55		♥
DAIHATSU		1C0	SILVER MET	B/C MET	MORE YELLOW	1	2000	2003	BODY		TE0318	EFFECT 55		♥
DAIHATSU		1C0	SILVER MET	B/C MET	YELLOW	1	2000	2003	BODY					♥
GM/CHEVROLET	AUS	1C011	BARBADOS GR...	2K	*STANDARD*	1	1974	1974	BODY					♥
GM/CHEVROLET	AUS	1C011	BARBADOS GR...	B/C SOLID	*STANDARD*	1	1974	1974	BODY					♥
GM/CHEVROLET	AUS	1C022	CORRECTED GR...	2K	*STANDARD*	1	1974	2000	BODY					♥

To search for a colour, select the required manufacturer from the drop-down list, or select \*ALL\* to search through all manufacturers.

Enter all or part of the colour code, or all or part of the colour description, (you may also specify a year to narrow down your search). Click on **SEARCH** to display the results.

The results show concise details of each colour in the list. From here you may select the range (Basecoat or 2K) and the required variant, layer, etc. Clicking on the heart icon for a colour will save that colour to your favourites, for quick access from the main startup screen. To view a formula, click on the colour that you require in the list, and click **VIEW FORMULA** or click on the “Formula” tab.

Once on the Formula tab, the colour you have chosen will appear in the section titled “Colour Details”, including any related swatch / chip information for that colour.

Colour Search

Search Criteria

- OEM
- Custom
- Transport / Fleet
- Primer / Clear
- Related Parts

Manufacturer : \*ALL\*

Colour Name :

Code : 1C0

Year : ALL

SEARCH CLEAR

**SEARCH RESULTS** **FORMULA**

Colour Details

Range : B/C MET      Version : 07 AUG 2015  
 Manuf : DAIHATSU  
 Code : 1C0  
 Colour : SILVER MET  
 Variant : \*STANDARD\*  
 Area : BODY  
 Step : 1    Pb : N      Years : 2001 - 2003  
 PCS : TE0222 / Pack : EFFECT 55

Quantity (L) :  **ESTIMATE** **FORMULA**

Toner	Description	Abs. (g)	Cum. (g)
M103	AUTOGOLD SPARKLE SILVER	751.5	751.5
BC601	AUTOGOLD YELLOWISH GREEN	6.6	758.1
BC201	AUTOGOLD TINTING BLACK	11.7	769.8
BC200	AUTOGOLD JET BLACK	21.4	791.2
BC102	AUTOGOLD BRIGHTENER	46.7	837.9
BC303	AUTOGOLD TRANS YELLOW OXIDE	119.5	957.4

List Price : 330.87      Cost Price : 330.87      Selling Price : 330.87

MIX PRINT PRICING MODIFY VARIANTS PARTS FAVOURITE

< BACK TO SEARCH RESULTS EXIT

You can display the formula by entering the required quantity in litres and clicking the **FORMULA** button -OR- click on the **ESTIMATE** button to select repair panels for a rough quantity estimate required. - The formula will be displayed and a pricing summary will be shown under the formula. (Click "Pricing" for a full pricing breakdown).

You may also hover over each toner in the formula to display a graphic pop-up of the characteristics of each toner.

If you have ProMatch configured for Full Stock Tracking and Job Costing, then the stock status of each toner will also be displayed and any insufficient stock will be flagged in red and the formula cannot be mixed on the scale (until sufficient stock is issued to the mix room).

Once you have selected a colour there are 6 options you can proceed with :

1. **MIX** – Allows mixing of this colour through the connected scale
2. **PRINT** – Prints out all details of the selected colour and formula, with or without pricing, either to a sheet or label.
3. **PRICING** – Shows the detailed price breakdown of the current formula at the selected quantity
4. **MODIFY** – Allows you to modify the formula and save this as a custom colour  
(See Create Custom Formula)
5. **VARIANTS** – Shows available variants for the selected colour and allows side-by-side comparison
6. **PARTS** – Shows related parts colour for the selected body colour, if any.



To mix the selected colour through the scale, click on the **MIX** button. You will be asked to enter a reference for the job – here you may use the customer’s name, vehicle registration number, job card number, etc.

(If you have ProMatch configured for Full Stock Tracking and Job Costing, then you will be asked to enter a job number, or create a new job. This information is mandatory and a colour cannot be mixed without entering this information.)

Next, you will be prompted to place an empty container on the scale. Ensure the container is clean and large enough to accept the requested quantity of product. Click OK once you have placed the container, and the scale will tare (reset to zero). Click OK.

Next, you will be presented with the mixing screen. This screen guides you through the mixing process step-by-step.

Toner	Description	Required
<b>M103</b>	<b>AUTOGOLD SPARKLE SILVER</b>	<b>751.5</b>

Colour Details

Manufacturer : DAIHATSU	Layer : 1
Code : 1C0	Variant : *STANDARD*
Name : SILVER MET	Quantity : 1 Litres
Range : AUTOGOLD B/C MET	Reference : ABC

**Added**

520.0

**Over / Under**

-231.5

Toner	Description	Formula	Added	Reqd.	Var.	OK
M103	AUTOGOLD SPARKLE SILVER	751.5		751.5		
BC601	AUTOGOLD YELLOWISH GREEN	6.6		6.6		
BC201	AUTOGOLD TINTING BLACK	11.7		11.7		
BC200	AUTOGOLD JET BLACK	21.4		21.4		
BC102	AUTOGOLD BRIGHTENER	46.7		46.7		
BC303	AUTOGOLD TRANS YELLOW OXIDE	119.5		119.5		

**EXIT**

**NEXT TONER**

At the top you will see the next required toner, and the required amount. Fetch this toner from the mixing bank and decant the required quantity into the container on the scale. You will see the graphical pouring guide on the right of the screen increase as you decant. The guide will change to an amber colour as you get closer to the target amount, then to green when you reach the required amount. If you exceed the required amount, the guide will turn red in colour.

Once you have finished decanting that toner, click **NEXT TONER**

If you have not added the required amount, you will be prompted to continue adding.

If you have added too much, you will be asked if you would like to re-calculate the formula (this adjusts the required amounts of all the other toners to compensate for the over-pour so that colour accuracy is maintained).

The next toner will then be displayed at the top of the screen. Continue adding toners in this manner until the formula is complete, then click **EXIT** to return to the colour search screen, ready to search for your next colour.

## PREPARE MIX FOR SPRAYING

Here you may mix the completed colour with additives on the scale to make the colour RFU (ready for use) i.e. catalyse the colour by adding thinners / hardener to the colour as required. ProMatch will automatically calculate the required additive quantity and tell you how much to add via the scale.

Select the colour you wish to prepare for spraying, then select the mixing ratio you wish to use. ProMatch will then return to the mixing screen and prompt you to add the required amount of additives.

## TINT A MIX

This option allows you to custom tint a completed mix. Select the mix from the list, then place the mixed colour onto the scale. Select the toner you wish to add from the list, then decant that toner into the mix as per your discretion. The software will record the quantity of each toner you added to tint. Continue in this manner until you are satisfied with the tint. Once complete, you will be asked if you would like to save the tinted mix as a custom colour.

## VIEW PREVIOUS MIXES

This option allows you to view all mixes you have previously performed on the system, sorted from most recent at the top, to oldest at the bottom. You may click on any entry and view the details, including the formula mixed and the variances.

## CREATE CUSTOM FORMULA

Here you may create your own formula (e.g. a formula you have matched yourself or a modified version of an OEM formula). On the left hand side, select the toner from the drop-down list, then enter the quantity in grams for that toner. Repeat down the list until the formula is complete.

On the right hand side, enter all the details for the colour (code, colour name, variant, etc).

When complete, click **SAVE**. The formula will then be saved in your custom database. You may then retrieve it, request any quantity and mix it as you would any other formula by going to "Formula Retrieval / Mix" and search by clicking "Custom Search" at the top.

Create Custom Formula

Formula		
Toner	Description	Grams
BC304	AUTOGOLD ORANGE	106.9
M103	AUTOGOLD SPARKLE SILVER	995.6

Colour Info

Vehicle Code :

Colour Name :

Variant :

Year From :  To :

Notes :

## MODIFY CUSTOM FORMULA

This option allows you to modify or delete any custom formula you may have previously created. Select the formula you wish to modify from the list, then change it as you wish, or delete it altogether.

## DATA SHEETS

Here you can view data sheets for all products used in ProMatch. On the left hand side is a list of all TDS (Technical Data Sheets) and on the right MSDS (Material Safety Data Sheets). Simply click on the data sheet you want to open, and click the **VIEW** button. A document will open displaying the data sheet you have requested.

# SPECTRO

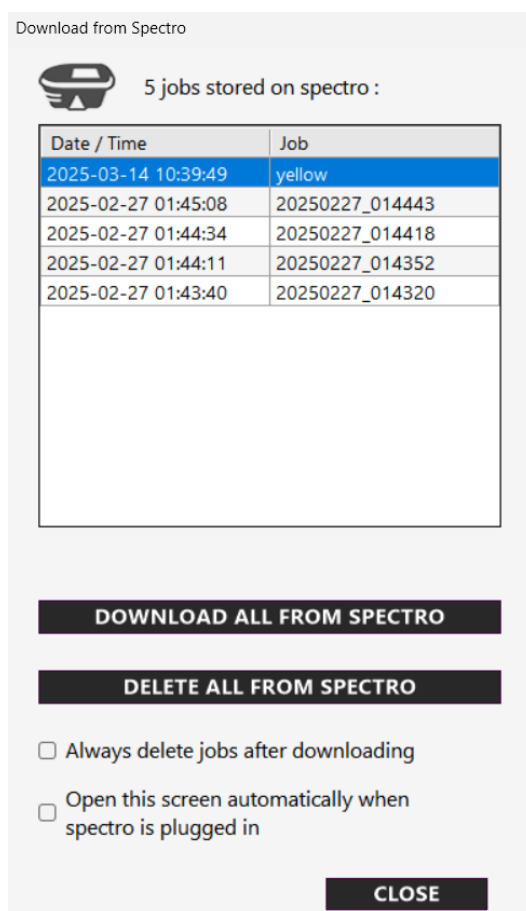
Click on this menu item to launch the Spectrophotometer function of the software (if you have a Spectrophotometer and it is activated).

## 1. DOWNLOADING JOBS & JOB MANAGEMENT

To download jobs (measurements) from the Spectro, connect the device to the PC and click on

**DOWNLOAD FROM SPECTRO**

Then, on the following screen, click on **DOWNLOAD ALL FROM SPECTRO.**



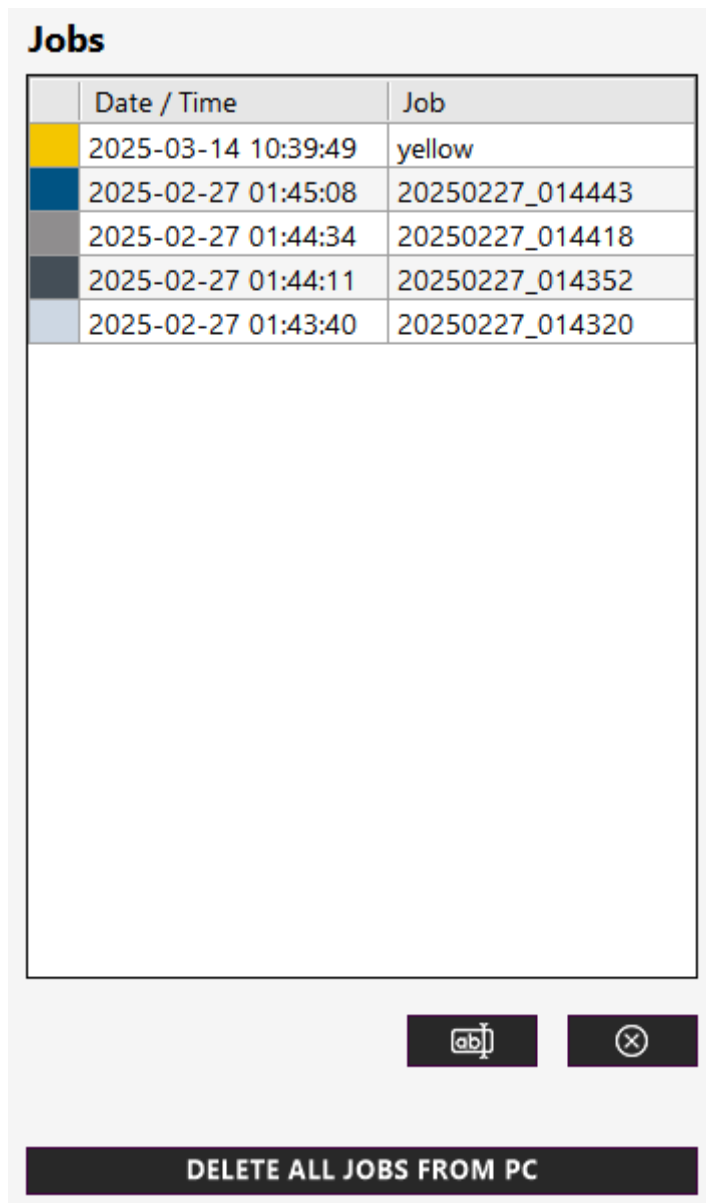
Also on the download screen, there is the option to delete all jobs from the Spectro, as well as a checkbox option to always delete jobs from the spectro automatically, after they are downloaded to the PC.

Finally, there is a checkbox option to automatically open this download screen as soon as you connect the spectro to the PC. If this option is enabled, please wait a few seconds after you connect the Spectro for this screen to automatically appear.

Once you have downloaded jobs from the Spectro, you will see them listed in the “Jobs” section of the main Spectro screen.

1. To load a job for search & autocorrect, simply click on the job in the list.
2. To rename a job, double-click it, or click once and then click the Rename button below the job list.
3. To delete a job from the PC, click on it and then click the Delete button below the job list.

You can also delete all jobs from the PC by clicking that button below the job list.



## 2. SEARCH & AUTOCORRECT

To perform a search & autocorrect, first load a job by clicking on it in the job list.

Next, specify your search criteria using the options in the “Search Criteria” section.

**The most critical part of search and correct is to select the correct particle size using the coarseness rating index. (Please contact a Technical Representative for assistance if unsure).**

**Multi-stage colours must always have a coarseness rating selected, if not the search and correct calculation results will be delayed.**

To start the search & autocorrect, click on **SEARCH**. Please wait for the search to complete by observing the progress bar.

Once complete, the results will be shown in the two lists shown below.

Search Results						Colour Matches for M42919			
Sample	Effect Type	Coarseness	Original Score	Corrected Score	Status	Manufacturer	Code	Name	Variant
M42919	MP	3	3.27	0.40	<span style="color: green;">●</span>	VOLKSWAGEN - ...	LN5C-5Y5Y	FLORIDA BEACH BLUE	*STANDARD*
M47894	MP	2	6.77	1.76	<span style="color: red;">●</span>				
M16206	P	1	7.06	1.09	<span style="color: orange;">●</span>				
BE5622	MP	3	7.25	0.62	<span style="color: green;">●</span>				
M54619	MP	3	8.31	1.44	<span style="color: orange;">●</span>				
M44924	M	4	9.65	0.80	<span style="color: green;">●</span>				
M55130	M	4	11.99	0.45	<span style="color: green;">●</span>				
M45728	MP	3	14.42	0.60	<span style="color: green;">●</span>				
M41657	MP	1	16.06	0.95	<span style="color: green;">●</span>				
M46294	MP	4	16.35	0.98	<span style="color: green;">●</span>				
BE6558	M	2	23.35	1.44	<span style="color: orange;">●</span>				
M45257	M	3	24.94	0.89	<span style="color: green;">●</span>				

On the left is all the matching samples, showing the original match score and the autocorrect score. The Status column uses a “traffic light” system, with green, amber and red indicating excellent, good and average correction respectively.

Clicking on a search result will load up the corresponding vehicle colour matches on the right, as well as loading up the “Compare” section and the formula details.

The “Compare” section shows the following 3 tabs for information purposes :

1. Patch: This shows a visual on-screen colour comparison between your job measurement and the corrected sample.
2. Spectral: This shows a graph of wavelengths comparing your job measurement to the corrected sample at the corresponding angles
3. dE: Shows some additional colour metric values for the corresponding angles.

### 3. MIXING A SPECTRO FORMULA

In the “Formula” section, select the quantity (volume) that you want to display in the formula, or use the “Estimate” feature.

You are presented with 2 formulas : “Original” is the original, un-corrected formula for the sample you selected which corresponds to the “Original Score” value in the sample list. “Corrected” is the adjusted, autocorrected formula of that same sample, corresponding to the “Corrected score” value in the sample list.

Select either the Original or Corrected formula by clicking on the corresponding tab.

From here, you can mix the selected formula or add it to your favourites for later.

After you have opted to mix, the original or corrected formula is saved in a special database and the colour search screen will open with that colour / formula automatically loaded.

From here, you can proceed as per the "COLOURS / MIX" section of this manual as you would with any other OEM colour.

- All spectro matches that you have opted to mix can be recalled at a later stage by opening the colour search screen and selecting "Spectro Matches" and then search for your match.
- All spectro matches that you have added as a favourite will appear on the main software screen, as well as in the colour search results screen, as indicated by the green heart icon in the "Fav" column.

# PRODUCT SELECTOR

Click on this menu item to launch the Product Selector tool. This allows you to select the appropriate Clearcoat or Primer to use in your application.

For Primers : filter by primer type OR by the substrate application using the drop-down options.

For Clears : filter by clear type OR by matt level using the drop-down.

Once you have selected the Primer or Clear you wish to use, you can view the applicable datasheet or click the mix button. The software will automatically calculate the weights required to weigh out your selected quantity of primer or clear on the scale. The mixing procedure is identical to a colour mix detailed in the “Mix” section of this manual.

Product Selector

**PRIMERS** | **CLEARS**

Filter by Primer type :  OR Filter by Substrate :

Primer	Ratio	Codes	Description
1K ETCH FILLER PRIME...	100 : 50	FGO-EFP : FGO-THIS	1K ETCH FILLER PRIMER BEIGE AGP7 : 2K REDUCER FAST AGS3
1K ETCH FILLER PRIME...	100 : 50	FGO-EFP : FGO-THI	1K ETCH FILLER PRIMER BEIGE AGP7 : 2K REDUCER NORMAL AGS2
1K ETCH FILLER PRIME...	100 : 50	FGO-EPG : FGO-THIS	1K ETCH FILLER PRIMER GREY AGP9 : 2K REDUCER FAST AGS3
1K ETCH FILLER PRIME...	100 : 50	FGO-EPG : FGO-THI	1K ETCH FILLER PRIMER GREY AGP9 : 2K REDUCER NORMAL AGS2
1K POLYPROP FILLER ...	100	FGO-PFP	1K POLYPROP FILLER PRIMER AGP5
HS 1K FILLER PRIMER ...	100 : 50	FGO-HSP : FGO-THIS	HS 1K FILLER PRIMER AGP6 : 2K REDUCER FAST AGS3
HS 1K FILLER PRIMER ...	100 : 50	FGO-HSP : FGO-THI	HS 1K FILLER PRIMER AGP6 : 2K REDUCER NORMAL AGS2
HS 4:1 BEIGE PRIMER ...	100 : 25 : 25	FGO-HSB : FGO-FSH : FGO-THIS	HS 4:1 BEIGE PRIMER AGP1 : HS 2:1 UNIVERSAL FAST HARDENER AGH2 : ...
HS 4:1 BEIGE PRIMER ...	100 : 25 : 25	FGO-HSB : FGO-FSH : FGO-THI	HS 4:1 BEIGE PRIMER AGP1 : HS 2:1 UNIVERSAL FAST HARDENER AGH2 : ...
HS 4:1 BEIGE PRIMER ...	100 : 25 : 25	FGO-HSB : FGO-MDH : FGO-THIS	HS 4:1 BEIGE PRIMER AGP1 : HS 2:1 UNIVERSAL MEDIUM HARDENER AG...
HS 4:1 BEIGE PRIMER ...	100 : 25 : 25	FGO-HSB : FGO-MDH : FGO-THI	HS 4:1 BEIGE PRIMER AGP1 : HS 2:1 UNIVERSAL MEDIUM HARDENER AG...
HS 4:1 BEIGE PRIMER ...	100 : 25 : 25	FGO-HSB : FGO-SLH : FGO-THIS	HS 4:1 BEIGE PRIMER AGP1 : HS 2:1 UNIVERSAL SLOW HARDENER AGH4 : ...
HS 4:1 BEIGE PRIMER ...	100 : 25 : 25	FGO-HSB : FGO-SLH : FGO-THI	HS 4:1 BEIGE PRIMER AGP1 : HS 2:1 UNIVERSAL SLOW HARDENER AGH4 : ...
HS 4:1 GREY PRIMER ...	100 : 25 : 25	FGO-HSG : FGO-FSH : FGO-THIS	HS 4:1 GREY PRIMER AGP2 : HS 2:1 UNIVERSAL FAST HARDENER AGH2 : 2...
HS 4:1 GREY PRIMER ...	100 : 25 : 25	FGO-HSG : FGO-FSH : FGO-THI	HS 4:1 GREY PRIMER AGP2 : HS 2:1 UNIVERSAL FAST HARDENER AGH2 : 2...
HS 4:1 GREY PRIMER ...	100 : 25 : 25	FGO-HSG : FGO-MDH : FGO-THIS	HS 4:1 GREY PRIMER AGP2 : HS 2:1 UNIVERSAL MEDIUM HARDENER AGH...
HS 4:1 GREY PRIMER ...	100 : 25 : 25	FGO-HSG : FGO-MDH : FGO-THI	HS 4:1 GREY PRIMER AGP2 : HS 2:1 UNIVERSAL MEDIUM HARDENER AGH...

**MIX SELECTED PRIMER** | **VIEW DATASHEET FOR SELECTED PRIMER**

**EXIT**

# STOCK

## RECEIVE STOCK FROM SUPPLIER

This is where stock is entered onto the system when it is received from your supplier. All available stock items are listed, and you may filter by keyword (code or description) at the top. For each item you wish to receive into stock, edit the following columns :

1. Size: edit according to the size (in litres) of the item. For parts or abrasives, just enter 1.
2. Qty Received : the amount of units of this item that you are receiving
3. Unit Price : The price for **one unit** of this item.

NOTE : Only enter Qty Received and Unit Price for those items that you are receiving. For everything else, leave these columns blank.

At the very bottom, enter a reference for this stock receipt, for example the invoice number or your own reference.

To process the stock receipt of all items entered, click **PROCESS** and the item(s) will be instantly received into the Store Room stock.

Receive Stock from Supplier

Filter by keyword :  **CLEAR**

Stock Code	Description	Type	Size	Qty Received	Unit Price
FGO-CLR	2K ULTRA FAST CLEARCOAT AGC2	CLEAR	1		
FGO-CLRMF	HS 2:1 ULTRA SHINE CLEAR AGC1	CLEAR	1		
FGO-CLRT	2K 2:1 CRYSTAL CLEAR AGC3	CLEAR	1		
FGO-MCL	2K 2:1 MATT CLEAR AGC4	CLEAR	1		
FGO-FSH	HS 2:1 UNIVERSAL FAST HARDENER AGH2	HARDENER	1		
FGO-MDH	HS 2:1 UNIVERSAL MEDIUM HARDENER AGH3	HARDENER	1		
FGO-SLH	HS 2:1 UNIVERSAL SLOW HARDENER AGH4	HARDENER	1		
FGO-UFCH	2K ULTRA FAST HARDENER AGH1	HARDENER	1		
FGO-APR	POLYPROP PLASTIC PRIMER AGP8	PRIMER	1		
FGO-EFP	1K ETCH FILLER PRIMER BEIGE AGP7	PRIMER	1		
FGO-EPG	1K ETCH FILLER PRIMER GREY AGP9	PRIMER	1		
FGO-HSB	HS 4:1 BEIGE PRIMER AGP1	PRIMER	1		
FGO-HSG	HS 4:1 GREY PRIMER AGP2	PRIMER	1		
FGO-HSP	HS 1K FILLER PRIMER AGP6	PRIMER	1		
FGO-PFP	1K POLYPROP FILLER PRIMER AGP5	PRIMER	1		
1234	SANDING DISC	SUPPLY	1		
FGO-BCR	BASECOAT REDUCER AGS1	THINNER	1		
FGO-THI	2K REDUCER NORMAL AGS2	THINNER	1		
FGO-THIS	2K REDUCER FAST AGS3	THINNER	1		
2K100	AUTOLUX JET BLACK	TONER	5		
2K101	AUTOLUX TINTING BLACK	TONER	1		
2K200	AUTOLUX WHITE	TONER	5		
2K300	AUTOLUX ORGANIC LEMON	TONER	1		
2K301	AUTOLUX LEMON CHROME	TONER	1		
2K302	AUTOLUX MID YELLOW	TONER	1		

Enter the invoice no. or reference for this stock receipt :  **PROCESS** **EXIT**

## ISSUE PAINT STOCK

This option is used to move items from the store room to the mix room, i.e. deduct items from store room stock and issue them to the mix room stock. All available stock items in the store room are listed, and you may filter by keyword (code or description) at the top.

For each item you wish to receive into stock, edit the “Qty to Issue” column.

For everything else, leave this column blank.

At the very bottom, enter a reference for this stock issue, for example the person taking the items or your own reference.

To process the stock issue of all items entered, click **PROCESS** and the item(s) will be instantly moved from the store room to the mix room.

## ISSUE CAR PARTS OR ABRASIVES

If you have previously set up car parts or abrasives (see “Setup Car Parts / Setup Abrasives” section of this manual) and you have received them into stock, you may issue them here. The procedure is the same as issuing paint stock above.

**NOTE :** Car parts may only be issued to an existing job number so that its cost may be allocated to that job. Select the job by clicking the **JOB LOOKUP** button at the bottom of this screen.

## RETURN PAINT STOCK

This option is used to return stock from the mix room back to the store room. This may be used in the case of an issuing error, or excess items issued.

**NOTE :** Only full, unopened tins may be returned to the store room.

For each item you wish to return to the store room, edit the “Qty to Return” column.

For everything else, leave this column blank.

At the very bottom, enter a reference for this stock return, for example the person returning the items or your own reference.

To process the stock return of all items entered, click **PROCESS** and the item(s) will be instantly moved from the mix room to the store room.

## RETURN CAR PARTS OR ABRASIVES

This option is used to return car parts from a job card back to the store room. This may be used in the case of an issuing error, or excess items issued, etc. The procedure is the same as returning paint stock above.

## SETUP CAR PARTS / SETUP ABRASIVES

If you wish to calculate pricing and keep track of abrasives and sundry stock or vehicle car parts, you may add or delete each item here. You will need to enter a stock code and description for each item. Once this is done, you may receive and issue the item as you would any other stock item. This setup only needs to be done once per car part or abrasive stock item.

## CHANGE MINIMUM STOCK LEVELS

Here you set the minimum quantity for each product before it gets flagged as “low stock”, (the quantity at which that item needs to be re-ordered). You may change the stock size and minimum quantity for each product in this list, then click **SAVE** when done.

A recommended minimum quantity for paint products is 25% of the tin size, i.e. 0.25 litres for a 1 litre tin, 1.25 litres for a 5 litre tin, etc. You may adjust these quantities according to your own usage.

## VIEW LOW STOCK

This option produces a list of all stock items that fall below the prescribed minimum stock levels and which need to be re-ordered. This list may be printed out on a daily / weekly basis or whenever stock ordering takes place.

## STORE ROOM ADJUSTMENT

Stock may be adjusted in the store room using this option. This option should only be reserved for cases where stock levels are incorrect due to issuing errors, or returns not being properly entered on the system. All adjustments are flagged in the “Store room history report” so any excess or suspicious adjustments can be investigated.

1. Enter the stock code of the product being adjusted, or click **LOOKUP** to find it in the list.
2. Pressing “Enter” in the stock code field will then bring up the description and size of the product, as well as the current on-hand store room stock of that product.
3. Enter the quantity to adjust. Enter a positive value to add stock (e.g. 1) or a negative value to decrease stock (e.g. -1)
4. Enter the reason for adjusting the stock – this is compulsory and is flagged under the management reports.
5. Click on **ADJUST** and the adjustment will take effect.

## STORE ROOM STOCK TAKE

A stock take / inventory count should be performed at least once a month in ProMatch. There is one for the mix room , and one for the store room. A store room stock take involves physically counting your on-hand stock and entering the quantities into the program. It will then tell you if there are any variances between what is physically in the store room and what the program has on-hand for the store room.

1. To begin the stock take, click **START STOCK TAKE** and enter a reference, e.g. the month and year. When a stock take is in progress, no issuing, receiving, returns or adjustments may be performed.

2. Click **PRINT SHEETS AND COUNT**. This will print out a list of all store room items with a space to write in the count. You need to physically count how many of each item you have and write it on the sheet in the space provided.
3. Once complete, click **CAPTURE COUNT**. Here you enter each stock code, and the quantity you have counted for each item.
4. Once that is complete, click **PRINT REPORT** to print out a concise report of what you have counted versus what you should have onhand, and the variance between the two. Ideally the variance should be zero if all issuing, receiving, returns, etc have been performed correctly on the system.
5. Once you are satisfied, click on **CONFIRM VARIANCES**. This sets your onhand stock to what you have physically counted, i.e. adjust everything to accurate, physical quantities. This also ends the stock take successfully.

NOTE # 1 : Once you have confirmed variances, the stock take is finalised. Make sure that you print the report before doing this, as it cannot be printed after.

NOTE #2 : You may cancel the stock take at any time by clicking "Cancel Stock Take". Be warned that if you cancel the stock take, you will have to start from the beginning with any capturing.

## STORE ROOM STOCK LEVELS

This option brings up a list of all items in the store room, together with their size and the current on-hand quantity. This is used for instantly checking what items you have in the store room. You may click on any item in the list and click **HISTORY**. This will show you a complete history of that stock code, detailing all receipts, issues, returns and adjustments for that item.

## MIXING BANK STOCK TAKE

A stock take / inventory count should be performed at least once a month in ProMatch. There is one for the mix room , and one for the store room. A mix room stock take involves weighing each container on the mixing bank (including stirrer head). It will then calculate the quantity of paint in the container and tell you if there are any variances between what is physically in the mix room and what the program has "on-hand" for the mix room.

NOTE # 1 : The mix room stock take can only weigh one of each stock code. You should only have one of each item in the mix room. If you have any extra, unopened containers they must be returned to the store room using "Return Paint Stock" under the "Stock" menu. Failure to do so will result in large variances and discrepancies in the stock take.

1. To begin the stock take click **START STOCK TAKE** and enter a reference (e.g. the month and year). When a stock take is in progress, no mixing may be performed.
2. Click **WEIGH ITEMS**. You will be prompted to place each item on the scale. This means placing the entire container on the scale, *including* stirrer head if attached. ProMatch will calculate the amount of product inside the container. Once it is weighed, it will prompt you to place the next item on the scale.

3. Once that is complete, click **PRINT REPORT** to print out a concise report of what you have counted versus what you should have on-hand, and the variance between the two. There will always be a small variance; this is usual and acceptable since its impossible to have a zero variance due to minor paint spillage, etc.
4. Once you are satisfied, click on **CONFIRM VARIANCES**. This sets your on-hand stock to what you have physically weighed, i.e. ProMatch adjusts everything to accurate, physical quantities. This also ends the stock take successfully.

NOTE # 2 : Once you have confirmed variances, the stock take is finalised. Make sure that you print the report before doing this, as it cannot be printed after.

NOTE # 3 : You may cancel the stock take at any time by clicking **CANCEL STOCK TAKE**. Be warned that if you cancel the stock take, you will have to start from the beginning with any weighing.

## MIXING BANK STOCK LEVELS

This option brings up a list of all items in the mix room, together with their size and the current on-hand quantity (what is available in the mix room). This feature allows you to instantly check what items you have in the mix room. Clicking on any item in the list then clicking **HISTORY** will show you a complete history of that stock code, detailing all receipts, issues, returns and adjustments for that item.

# REPORTS

## JOB PRICING REPORT

Select the range of the report by entering the “from” and “to” date, or alternatively enter the first and last job numbers. This report shows a breakdown of each job, showing the products used on each job, and their associated costs. A grand total for the selected period or job range is displayed at the end of the report.

## EXPORT JOB PRICING

After entering the date or job range, the costs for each job are then exported to a comma separated value (csv) file, the location of which you may specify. This csv file may then be opened and viewed in Excel, or imported into any other program that allows csv file imports.

## PAINTER REPORT

If you make use of the user logon feature of ProMatch (See “User Access” under the “Options” section) and if you have a number of mixers or painters, then each mix can be logged under the mixer’s name. This report breaks down the mixes performed by each mixer, and details how many times they have over-poured a toner, how many times they have re-formulated an over-mixed formula, and many more details. This report is therefore vital in checking the consistency and accuracy of each of your mixers.

## MIX HISTORY REPORT

This report is a log of all activity in the mix room. It details the issuing and receiving of each and every product for the specified date range, including when a product is used in a mix. This report is used for tracking all stock activity in the mix room.

## MIX ROOM CURRENT STOCK REPORT

This report shows all the stock currently in the mix room. It lists the unit cost of each product, as well as the on-hand quantity, and total value of the product. A grand total is provided at the end of the report.

## STORE ROOM HISTORY REPORT

This report is a log of all activity in the store room. It details the issuing and receiving of each and every product for the specified date range. This report is used for tracking all stock activity in the store room.

## STORE ROOM CURRENT STOCK REPORT

This report shows all the stock currently in the store room. It lists the unit cost of each product, as well as the on-hand quantity, and total value of the product. A grand total is provided at the end of the report.

# OPTIONS

## PROGRAM SETTINGS

### **CONFIGURATION :**

Check “Enable Full Stock Tracking and Job Costing” to configure the program to use job cards, to keep full check of on-hand stock values and to enable reporting. Disable this to configure the program for simple formula lookup and mixing only.

If there are a number of computers using ProMatch that are networked together you can specify if this computer is a Server or a Client. Selecting “Client” also enables you to select the map drive to the server. (Please contact your local representative should you wish to run ProMatch on a network)

### **SCALE :**

Select the type of scale that is connected to the computer, and which COM port it is using. Click on **TEST SCALE** to check the connection to the scale. If successful, you should see the scale reading displayed on the screen.

### **COLOUR BOXES :**

Select the type of colour boxes you are using, if any.

### **SPECTROPHOTOMETER :**

Use this function to activate the Spectrophotometer, if you have one.

### **OTHER :**

**Advanced Settings** : for internal use only.

**Enable demo / training mode** : once enabled, the software will go into demo mode for training and demonstration purposes. No stock, mix history or report history will be saved while in this mode in order to preserve your own customer data in “live” mode. (note : changing this setting requires a restart of the software)

### Configuration

Enable Full Stock Tracking and Job Costing

SERVER  Map Drive :

### Spectrophotometer

**Activate Spectrophotometer**

### Scale

Scale :

COM Port :

**Test Scale**

### Other

**Advanced Settings**

Enable demo / training mode

### Colour Boxes

**Activate PCS**

Enable Colour Atlas Box

**SAVE**      **EXIT**

## USER ACCESS ● ●

By default, there is no username or password required to start the ProMatch program. If you want to add full user access to your system, then you may “Enable User Logon” here. You may then add new users, assign them passwords, and also specify what menu options they may access by selecting the required Permissions at the bottom of this screen. Changes will only take effect after ProMatch is re-started.

## SET TONER PRICES ●

Here you may set the pricing for each stock item so that the program can calculate formula costs when you look up a colour. You may enter various mark-ups or discounts to the base price, as well as apply an exchange rate conversion from the South African Rand price and also a tax rate, creating various different price structures in the three columns. Make sure you enter the price for a full container of the specified size so that costs are calculated correctly. Sizes can also be modified here if required.

Set Toner Prices

Toner	Description	Size	ZAR	List Price	% Discount or Markup for cost price	Cost Price	% Discount or Markup for selling price	Selling Price
2K100	JET BLACK	5	1,397.00	1,397.00	0	1,397.00	0	1,397.00
2K101	TINTING BLACK	1	230.25	230.25	0	230.25	0	230.25
2K200	WHITE	5	1,157.00	1,157.00	0	1,157.00	0	1,157.00
2K300	ORGANIC LEMON	1	664.50	664.50	0	664.50	0	664.50
2K301	LEMON CHROME	1	287.25	287.25	0	287.25	0	287.25
2K302	MID YELLOW	1	469.50	469.50	0	469.50	0	469.50
2K303	MID CHROME	1	370.50	370.50	0	370.50	0	370.50
2K304	YELLOW OXIDE	1	246.00	246.00	0	246.00	0	246.00
2K305	ORGANIC ORANGE	1	840.75	840.75	0	840.75	0	840.75
2K400	BRIGHT ORANGE	1	414.75	414.75	0	414.75	0	414.75

**TAX**

Enter the current tax rate :

%

**STEP 1 - LIST PRICE**

Edit each item's size in litres, and the ZAR price as required, in the two columns above.

Enter the exchange rate below to convert ZAR to your list price, or leave at 1.

Add tax to final formula pricing - List Price

**STEP 2 - COST PRICE**

Enter the percentage discount or markup for each item in this column, to calculate cost price from list price.

Enter a negative percentage for discount or positive percentage for markup.

OR enter a percentage below to apply to all items :

Add tax to final formula pricing - Cost Price

**STEP 3 - SELLING PRICE**

Enter the percentage discount or markup for each item in this column, to calculate selling price from cost price.

Enter a negative percentage for discount or positive percentage for markup.

OR enter a percentage below to apply to all items :

Add tax to final formula pricing - Selling Price

## EXPORT / IMPORT TONER PRICES

All toner prices can be saved to a file on the PC or a flash disk, to be imported into another computer using ProMatch. This is especially useful if you want the same pricing on a number of computers : toner costing can be set up once on one computer, then exported to all the other computers.

## BACKUP CUSTOM DATA / RESTORE CUSTOM DATA

Here you may backup ALL custom data (including stock, pricing, mix history, custom colours, etc) onto a file on the PC or a flash disk for backup purposes. You may also restore the backup which is useful for data recovery, or for duplicating custom data to another PC.

## ACTIVATION KEY

Every installation of the ProMatch program has to be registered. If a program is not registered within a few days, the program can no longer be accessed.

The program is registered by supplying us with the serial number on this screen, which is unique to your computer. We will then provide you with an Activation Key and Expiry Date, which you must enter here, together with the name of your business. Once this is done successfully, the program will be activated and you may use it without limitations. The registrations are renewed annually and you will be provided with a new activation key before the expiry date each year.

# PROMATCH ONLINE

Click on this menu item to launch your browser directly to the Promatch Online formula retrieval site.  
(Requires a valid internet connection from the PC)

# CHECK FOR UPDATES

Click on this menu item to automatically check for, and download the latest update to the colour and formula database. (Requires a valid internet connection from the PC)