# Using New Magic 4.0.0.9.9 released September 2011

1. Overview: New Magic is a tool provided to clients of Magic Aire for the purpose of building accurate part number code strings and quotations, including accessories. The design and navigation follows standard MS Windows conventions. It consists of two integrated parts. The CONFIGURATOR allows the user to build a code string while pursuing desired performance targets for the equipment. The QUOTATION TOOL is key activated by the company for authorized users. When activated it allows users to price out jobs as they are configured. Magic Aire only issues price keys to Authorized Sales Agents under contract. All other parties should contact your local Magic Aire Sales Agent for pricing assistance. Your local agent can be located at www.magicaire.com.

2. Online Updates and Expire Dates: The software is designed to detect whether an internet connection is open at time of launch. If updates are detected the program will give the user the opportunity to update the installation. **(Users are strongly advised to periodically check to see if they have the latest revision. Pricing will not be accepted from out of date versions of the program.)**

3. First Use: Launching the New Magic software will open the screen shown below.
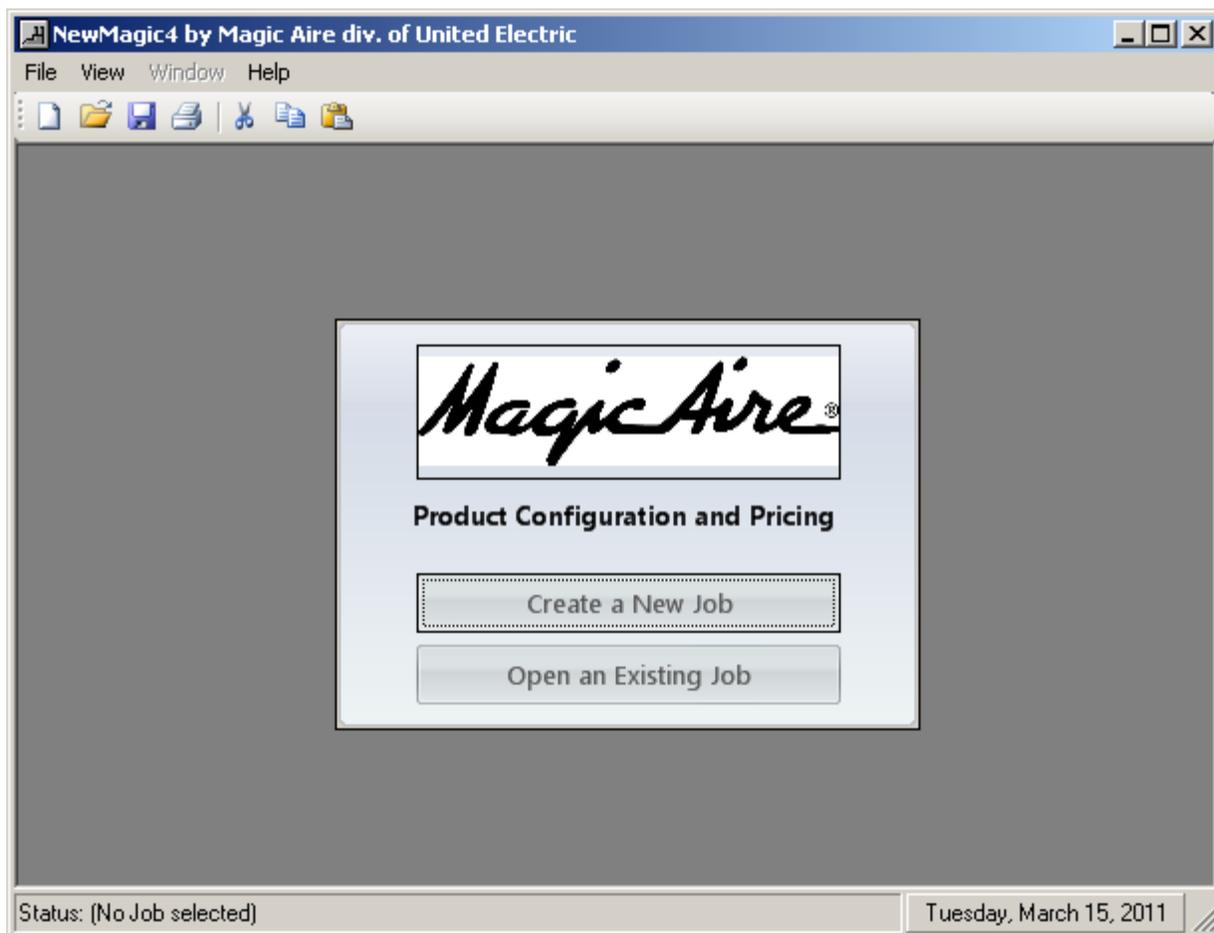
    3.1. GO TO View / Options

3.1.1. Select Company Information. This space defaults to Magic Aire information. Replace with your Company Information.

3.1.2. Select Settings. If you have been authorized to unlock the Quotation Tool, click on the figure of a key and enter your key code. Enter a net multiplier and click on "Save as Default".

3.1.3. Performance Defaults. If you have a specific set of conditions which you would like to start your jobs with, set those values here. Check the override box if you want your jobs to normally operate as 4 pipe systems. If you skip this, you can still make the 4 pipe selection at the specific job level. Click on the apply button.

4. Other Main Menu Items
   4.1. GO TO File
      4.1.1. You will see here a standard selection of options plus a new option
         4.1.1.1.   New
         4.1.1.2.   Open
         4.1.1.3.   Close (grayed out unless a job is open)
         4.1.1.4.   Save (grayed out unless a job is open)
         4.1.1.5.   Save As (grayed out unless a job is open)
         4.1.1.6.   Printer Set Up (grayed out unless a job is open)
         4.1.1.7.   Print Preview (grayed out unless a job is open)
            4.1.1.7.1. Sales Order (if Price key is activated and show pricing option is checked) (grayed out unless a job is open AND the show pricing box is checked under view options settings)
            4.1.1.7.2. Job Details

4.1.1.7.3. Equipment Details (same as Job Details except without performance summary) (grayed out unless a product is configured)

4.1.1.7.4. Performance Details

4.1.1.8. Print

4.1.1.8.1. Options to print parts of or complete job package.

4.1.1.8.2. **Submittals**: option to view submittals as PDF files.   One complete set of submittals will print for each family of product on the job file. You can then decide which pages you wish to print.
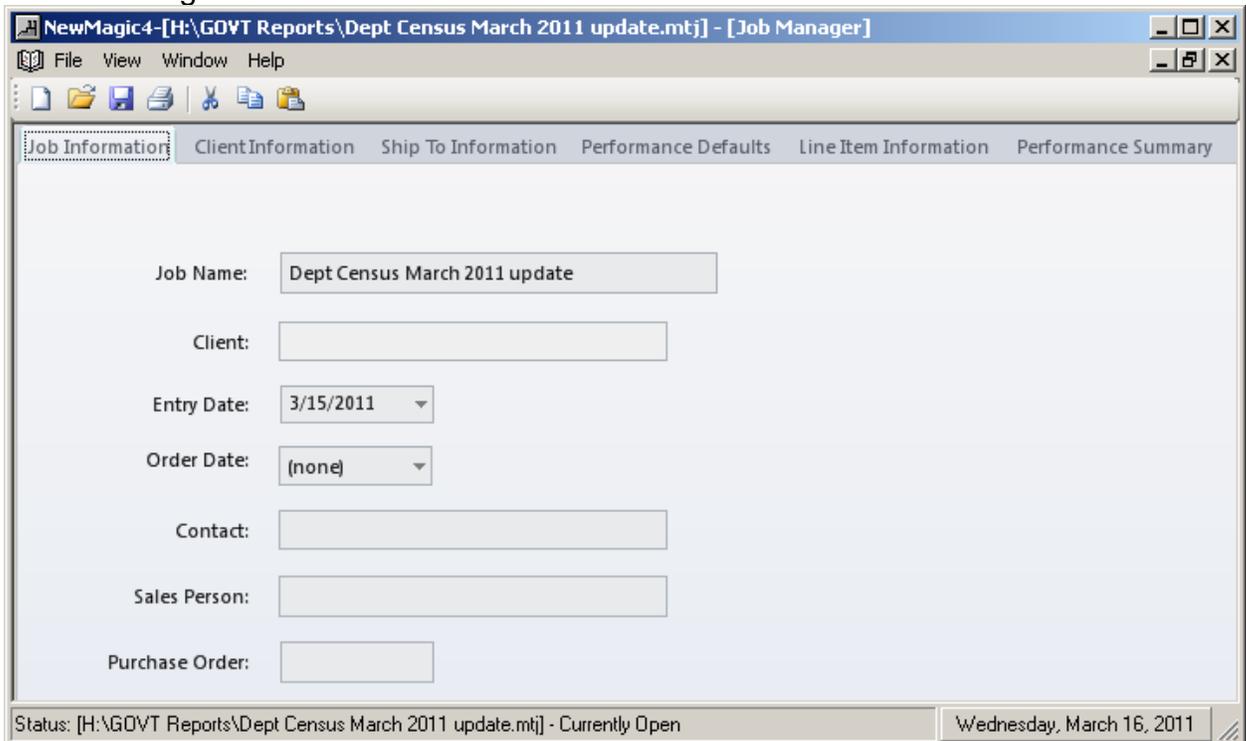
4.1.1.9. Exit

4.2. GO TO Window

4.2.1. Until you open a new or previously saved file, this option is blank.

4.2.2. If you open a file but have not begun configuring product, only the "Job Manager" view is available.

4.2.3. Once you begin configuring product for a job, a second option will appear called "Configurator". You may toggle between these two views with this menu item.

5. Using the software:

5.1. Start a new file. When you do the first screen that appears is the "Job Manager" screen. Here you can enter the necessary information for identifying and tracking job related information. If pricing has been activated in your program you will have the ability to establish a multiplier to apply against list pricing to calculate net prices. View of Job Manager screen.

5.2. You will find six tabs in Job Manager.

5.2.1. Job Information

5.2.2. Client Information, can be saved for future use.   **[Frankly, this part of the program needs work. The database is not very user friendly. Still, you can enter the information you need for the job here and it will appear on the appropriate documents.]**   Note the ADD / UPDATE / DELETE options. As your client database builds the |< < > >| options allow you to scroll through your account list.
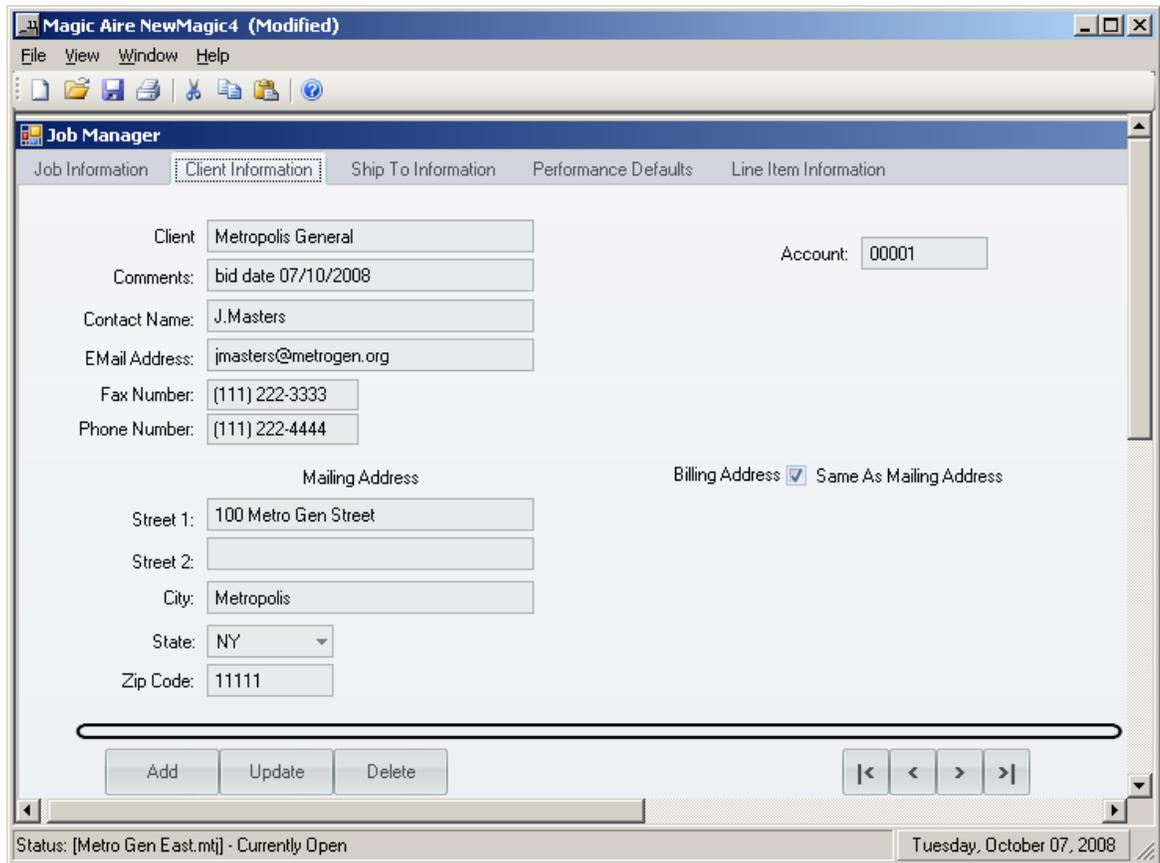
5.2.3. Ship To Information: The box shown allows for text entry. This text appears on the quote. Do not use to modify the quote. Magic Aire only builds to validated codestrings.
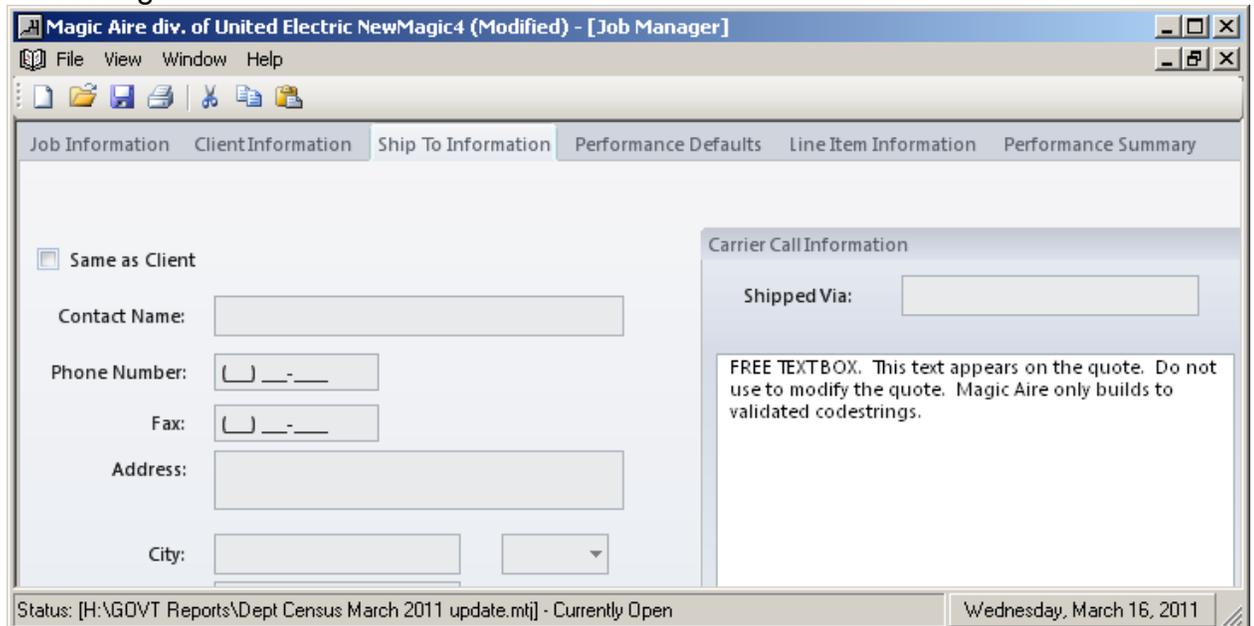
5.2.4. Performance Defaults

   5.2.4.1.   At this level you can set the defaults for the specific job, which can be different than your global defaults set in the View / Options / Performance default section.

5.2.5. Line Item Information

5.3. The five tabs are arranged in sequential order for setting up a job. We recommend completing the Job, Client, Ship to and Performance Defaults before initiating "line item information" on an actual job.

5.4. At Line Item Information you can begin the process of configuring product and developing performance information. (For detailed software training, please contact your Magic Aire Sales Representative.)

5.5. On the Line Item Screen you'll see where you can "double click Here to configure a New Item". This opens the "CONFIGURE" screen. When the "Do Performance Input" box is checked, only those elements that affect performance are shown for selection.
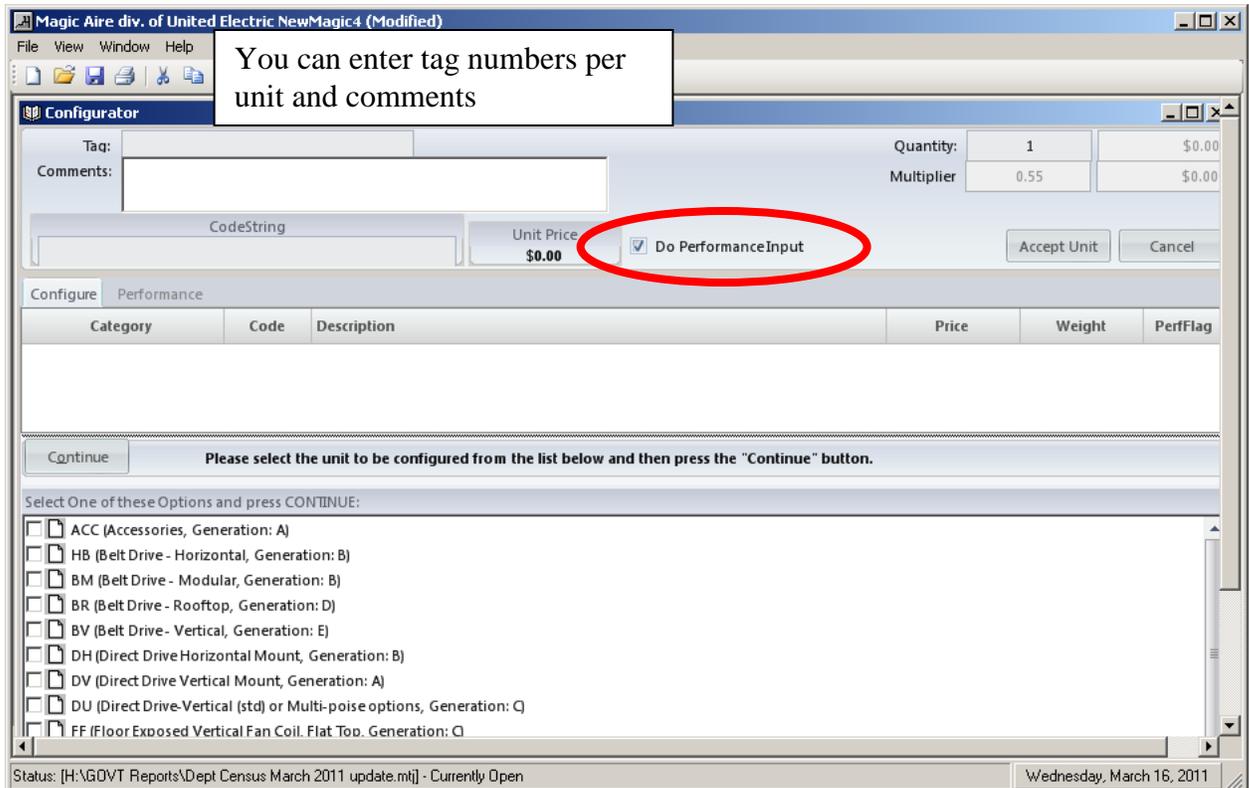
5.6. Performance Summary Tab – This screen presents a vertical view of the performance data for each ACCEPTED unit. It is ready for export to an Excel style worksheet file. The software is set to default to "DO PERFORMANCE INPUT". To select an item you can either check the box next to the item and click continue or double click on the item. After selecting the basic elements that influence performance you can switch to the "PERFORMANCE" screen and manipulate inputs to arrive at the needed performance. As you do so, your selections will be translated to the "CONFIGURE" screen, automatically selecting those code string elements related to static pressure and motor size requirements.

    5.6.1.1. Please note: if you come back to the item and increase or decrease requirements such that static pressures or motor size changes, these changes will transfer to the codestring – make sure to "ACCEPT UNIT".
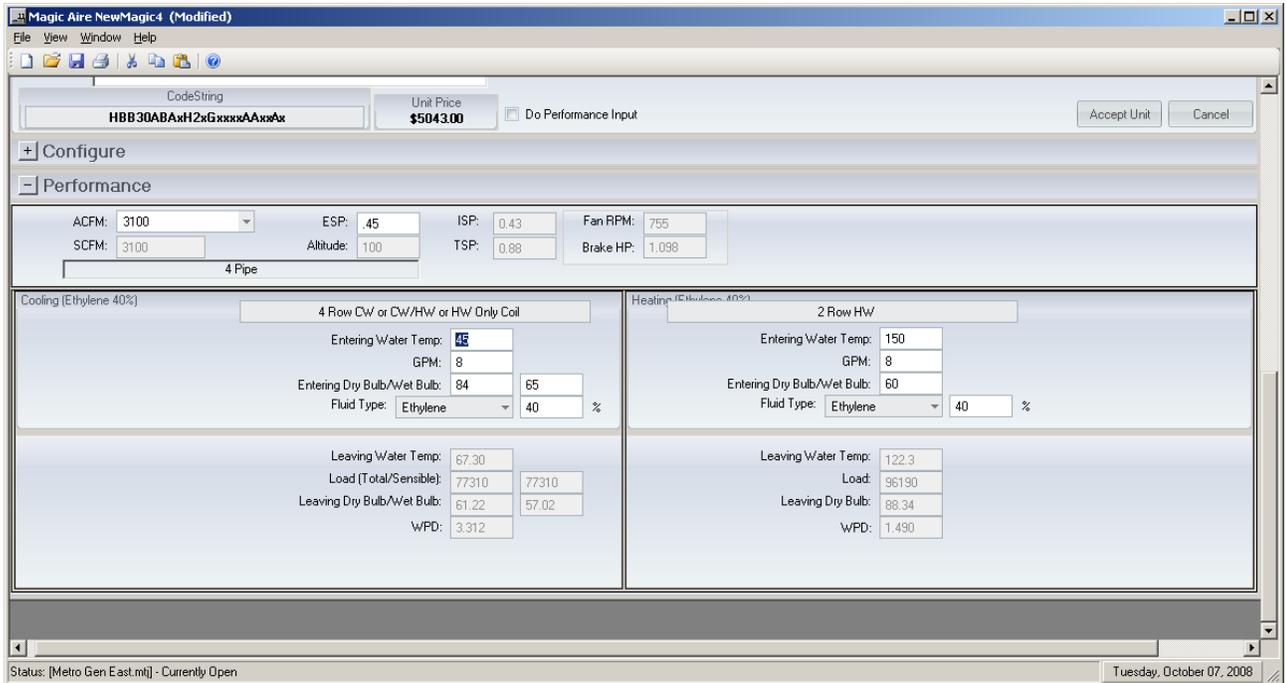
5.6.1.2.   Some changes may force re-selection of all downstream elements.

5.7. When you complete performance selection, return to Configure and if necessary, uncheck the performance input box. This now permits you to finish selecting the balance of the codestring.

5.8. Click on each blank line and complete your selections.
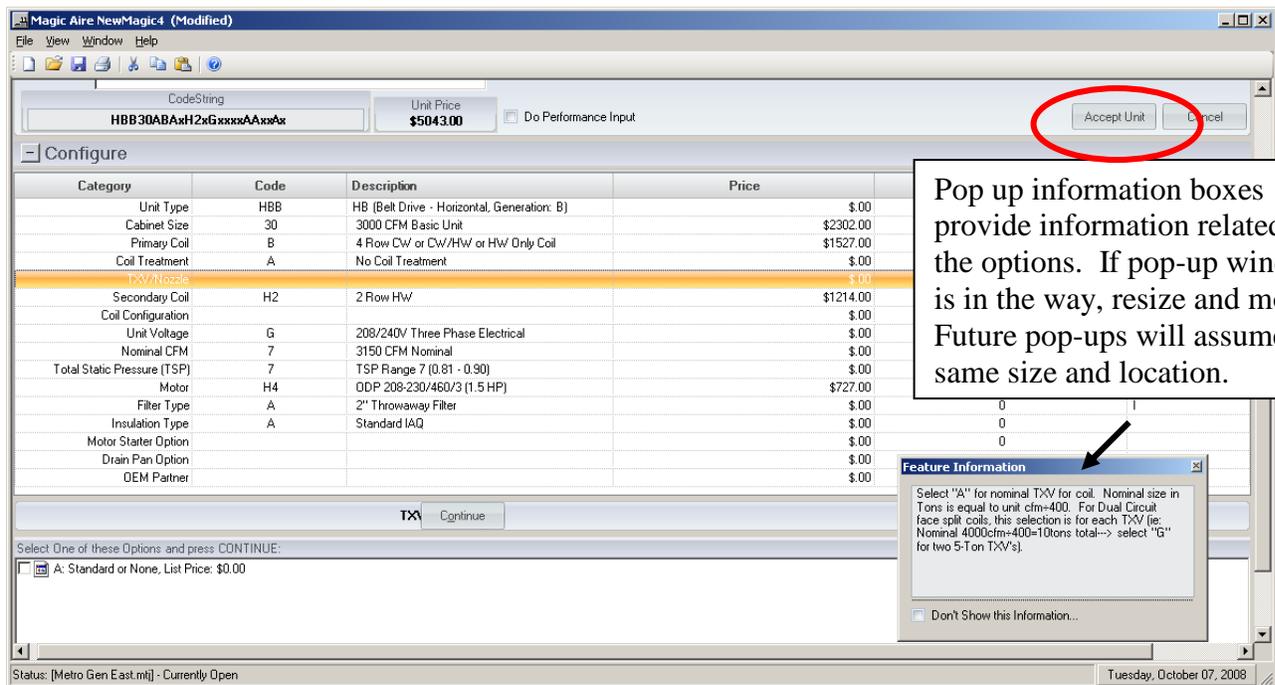
5.8.1. When Satisfied, select "Accept Unit". You can now add additional units in the same manner.

5.8.2. After a unit has been accepted you can create output from the menu path for File / Print Preview or File / Print. Choose from the options which provide for either PDF or Excel compatible output.

5.8.3. ACCESSORIES: You can add accessories to your order. Accessories will appear in the configure screen below the items needed to develop a codestring. Some accessories will affect the ISP but if selected prior to going to the performance screen, those values are added to the ISP of the unit.

5.8.4. If you add an accessory to a unit and that accessory influences performance be sure to do the following:

5.8.4.1. Accessories are selectable either within unit or outside of unit. In other words you can select accessories as part of tagged unit, or on a standalone basis.

5.8.4.2. Accessories will appear as line items on the sales order report.   You see each unit is shown with accessories as well as the stand-alone items.

5.8.4.3.

5.8.5. Before a Sales Report is generated, when you select Print Preview Sales Report you are presented with a screen to input the flat rate percentage that will

apply to the order. This creates a freight adder line to the price total. Please refer to the current flat rate zone map for this.

Helpful Tips for Users:

1. Two Pipe Systems
   a. When using a two pipe system for either heating and cooling or heating only duty it is necessary to first go into the Job Manager. Enter the Performance Defaults screen and click the override box.
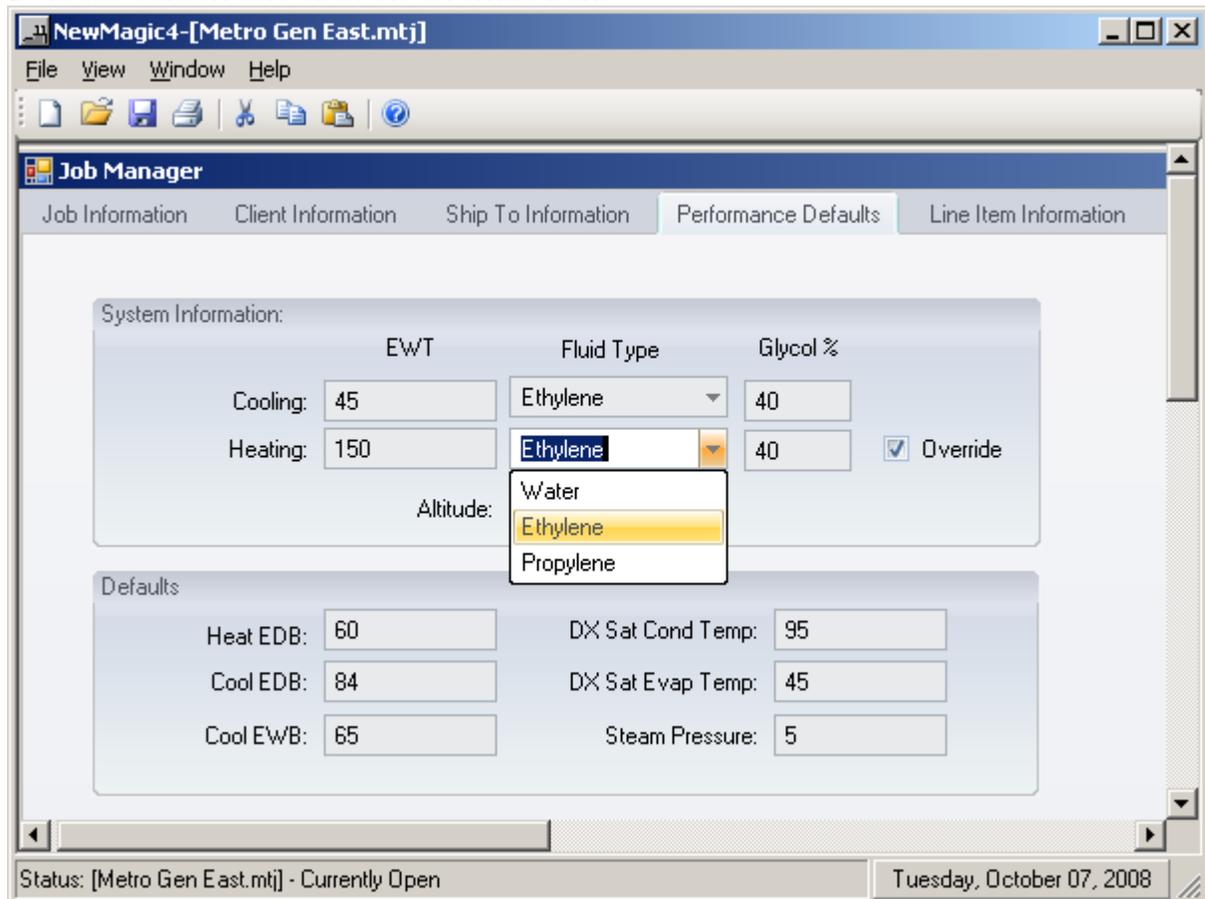
2. Ethylene or Polyglycol: To allow selection of fluids other than water and to set concentrations, click override as in the previous example.
3. Performance Defaults and Allowable Ranges: When entering performance defaults, please be aware that there are no validations of entries in this window. It is possible to enter defaults that are outside of allowed ranges. However, when selecting a unit and developing performance values in the PERFORMANCE View, ranges are applied and enforced to prevent invalid constructions.

a. Once a unit has been configured and accepted the only way to change the applied performance factors is through the performance screen for that particular codestring. Be certain to return to the CONFIGURE screen and ACCEPT unit to lock in changes.
4. Copy & Edit: This is a helpful tool for repeating items on your job file.
   a. When you are in line item information; right click on the unit you wish to copy
   b. A drop down menu appears, one option is "copy and edit". Click on this
   c. A new configuration window opens with a copy of the unit you selected. Go ahead and change the tag number or notes if you wish. If you want performance to report for this unit, go to the performance screen, return to configure, and accept the unit. You have now duplicated the unit.
   d. Editing is trickier. Keep in mind that if you edit any item that has an effect on other dependent items, the codestring selections will "blank out" from that point and you will need to re-select those items. Minor changes in ESP and configuration may be possible without the need to re-configure the item.
5. Sorting: When you are on the line item tab in the Job Manager, it is possible to sort on any of the columns shown by clicking on the HEADER box.

6. **Things to keep in mind about AUTOMATIC UPDATES:** The software is designed to look for and install updates to any of the underlying files, product, performance or price.   If maintaining a record of original price or performance is important for a job, we **STRONGLY** recommend that you use the PDF capability to create permanent records of original quotes / job submittals.
   a. [with release of version 9.4 this piece of code was broken. You will need to re-enter codestrings in a new job file to update pricing. Recommend cut and paste to minimize errors.] When pricing updates are issued you will be asked at the opening of a job file if you want the pricing to be updated. If you say yes, the update is applied and the underlying file is changed. Unless you saved a copy of the job file under another name or create a PDF record, you will no longer have a record of the old pricing.
   b. *The writer is not exactly sure at this time how product and performance updates affect existing jobs. We believe that opening a job, entering the performance screen, and hitting the recalc button will update the performance outputs.* We will revisit this – to be safe, save data as advised above.
   c. Ignoring updates will eventually lead to program death. The program expects to receive periodic updates. If one day the program fails to work unexpectedly, it is likely that the program terminated due to this time-out provision.