

## Create a Grow Your Own Module

<i>Speech</i>	<i>Cursor Actions</i>
Every installation of Sumac comes with a Grow-Your-Own module.	
<p>Grow-Your-Own lets you manage data records with content completely customized to your needs.</p> <p>Since all modules in Sumac operation very similarly, Sumac allows you to create one of your own, which then fits in and behaves just like all the other modules. This feature is called Grow-Your-Own.</p> <p>The first step to making a Grow-Your-Own module is to give a name to the type of records that will be stored and managed.</p>	Show Slide.
Click Utilities, Customize Database, and Preferences.	Expand Utilities. Expand Customize Database. Click Preferences.
Click the Grow-Your-Own tab, then enter the name, both singular and plural. For this exercise, assume you rent space in some meeting rooms and you wish to manage these rentals using Sumac.	Click GYO tab. Point to name fields.
The name of each entry in the list is Rental.	Enter "Rental" and "Rentals."
Click OK to save the preferences.	Click OK.
You must restart Sumac for that change to take effect.	Click Ok. Close and re-open Sumac. Enter ID and Password.
Next you must specify the fields in the Rental records.	Show Console.
Click Grow-Your-Own.	Expand Utilities. Expand Customize Database. Click Grow-Your-Own.
The list that appears shows that we have not yet defined any fields in Grow-Your-Own records.	
Start by defining a field to hold the contact who is renting the space.	Click New.
The internal field types indicate what type of data the field can hold. Choose a contact ID field,	Expand Internal Field Types drop-down menu. Choose "Contact 1 ID."
give it a name, and an entry order.	Enter "Renter."
Entry order is a number which tells Sumac the order of the fields in the dialog for editing Rental records. I usually enter them in increments of 10, so that if later I need to insert a new field, between two existing fields, it is easy to give it an entry order number, without having to edit other fields.	Enter "10."

Click OK to save this new field.	Click OK.
Now specify the room being rented. They can come from a drop-down menu.	Click New. Choose "Lookup1ID" from Internal Field drop-down menu. Enter "Room Being Rented." Enter "20."
Specify two dates for the first day and the last day of rental.	Click New. Choose "When1" from Internal Field drop-down menu. Enter "Start Date." Enter "30." Click OK. Choose "When2" from Internal Field drop-down menu. Enter "End Date." Enter "40." Click OK.
Perhaps you hire out staff with the rentals. Define a field count1 to hold the number of staff required. Count fields hold numbers with no decimal places.	Click New. Choose "Count1" from Internal Field drop-down menu.
Most modules created using Grow-Your-Own do not use formulas. But because formulas is one of the more advanced features, the sample module created in this training video shows how you can use formulas to do calculations and speed up data entry.	Enter "Number of Staff Required." Enter "50." Click OK.
Add a field count2 that calculates how many days the room is being rented. This calculation is: $(\text{when2} - \text{when1}) / 86400 + 1$ . 86400 is the number of seconds in a day – Sumac does day arithmetic in seconds.	Click New. Choose "Count2" from Internal Field drop-down menu. Enter "Number of Days Rented." Enter "60." Enter " $(\text{when2} - \text{when1}) / 86400 + 1$ ." Click OK.
You can add a field to calculate the cost of staff. Use and amount field. Amount fields hold numbers that have decimal places, so they are usually used for currency amounts. Perhaps a staff person costs \$200 per day, so the formula computers the number of days, times the number of staff, times the daily rate.	Click New. Choose "Amount1" from Internal Field drop-down menu. Enter "Cost of Staff." Enter "70." Enter " $(\text{count1} * \text{count2} * 200)$ ." Click OK.
Next, set up a field to calculate the cost of the room. Assume the room is \$300 per day. So the room costs the number of days, which is in count2, times 300.	Click New. Choose "Amount2" from Internal Field drop-down menu. Enter "Cost of Room." Enter "80."

	Enter “(count2*300).” Click OK.
Finally, define a field to total the staff cost and the rental fee. The formula is amount1 + amount2.	Click New. Choose “Amount3” from Internal Field drop-down menu. Enter “90.” Enter “Total Fee.” Enter “amlount1+amount2.” Click OK.
Recall that we used Lookup List 1 to identify the room being rented.	Click on Second entry.
Add entries to the list. Use the Lookup Lists command,	Close out. Show Sumac Console. Click Lookup Lists.
choose the Grow-Your-Own area, and specify rental rooms.	Scroll to and select Grow-Your-Own. Choose Rental Rooms. Enter board room, gym, break room.
Now that Sumac knows about the Rental records, you have to give appropriate users the ability to work with the newly-configured Grow-Your-Own records.	Close out. Show Sumac Console.
For training purposes, just give yourself the ability to use the Grow-Your-Own records.	Contract Customize Database. Expand Sumac Administration. Click Users. Click “Admin.” Point to check-boxes for rentals.
You must now restart Sumac so Sumac can configure the Grow-Your-Own module.	Close and Restart Sumac.
Now when you expand specialized, there is a Rentals button in the Sumac console.	Show Console. Expand Specialized.
Click it, and enter a new rental. Notice how calculated fields are filled in automatically as other fields are specified.	Click Rentals. Click New. Enter data and point to calculated fields.
<i>Check out more training videos to learn more about Sumac.</i>	