

ASSET MANAGEMENT

THE ASSET MANAGEMENT SYSTEM IS AN EXTREMELY POWERFUL SERIES OF PROGRAMS THAT ALLOWS TRACKING OF COMPANY EQUIPMENT AND PROVIDES EQUIPMENT CONTROL AND ANALYSIS INFORMATION.

THE EQUIPMENT TRACKING PROVIDES PURCHASE COST AND REPLACEMENT COST TRACKING, EQUIPMENT DEPRECIATION, AND EQUIPMENT LOCATION CONTROLS.

WHEN INTERFACED TO THE RENTAL SYSTEM, EQUIPMENT TRACKING PROVIDES YOU

WITH DETAILED INFORMATION ON COMPANY INCOME FROM RENTAL OF EQUIPMENT.

THE ASSET MANAGEMENT SYSTEM ALSO CONTAINS PROGRAMS FOR DEPRECIATING EQUIPMENT AND REPORTING ON THE STATUS OF DEPRECIATED EQUIPMENT.

THE EQUIPMENT TRACKING SYSTEM ALLOWS YOU TO ADD EQUIPMENT TO INVENTORY, DELETE EQUIPMENT FROM INVENTORY, AND MOVE EQUIPMENT FROM ONE LOCATION OR CUSTOMER TO ANOTHER. IT ALSO KEEPS A HISTORY OF PREVIOUS LOCATIONS, HOW MUCH WAS SPENT ON MAINTENANCE AND REPAIR, AND HOW MUCH RENTAL INCOME HAS BEEN GENERATED FOR AN INDIVIDUAL PIECE OF EQUIPMENT.

ADD/EDIT EQUIPMENT (1.1)

TO ADD A PIECE OF EQUIPMENT TO INVENTORY, FILL OUT THE SCREEN WITH THE APPROPRIATE INFORMATION. IF THE EQUIPMENT IS ALREADY IN INVENTORY, THE FIELDS APPEAR WITH THE INFORMATION FILLED OUT. PRESS ENTER TO PASS THROUGH THE FIELDS YOU DO NOT WISH TO CHANGE.

ANY LINE ON THE INPUT PAGE, EXCEPT THE EQUIPMENT NUMBER, CAN BE EDITED. NEVER CHANGE AN EQUIPMENT NUMBER AFTER IT IS DISPLAYED, THIS CAN CAUSE THE PROGRAM TO LOOSE THE ITEM.

THE ONLY WAY THAT AN EQUIPMENT NUMBER SHOULD BE CHANGED IS TO DELETE THE ITEM USING THE "DELETE EQUIPMENT" PROGRAM(SEE SECTION 1.2) AND THEN ADD IT BACK USING THE NEW EQUIPMENT NUMBER.

SCREEN FIELDS DESCRIPTION

EQUIPMENT NUMBER THIS IS A SIXTEEN CHARACTER FIELD AND ACCEPTS

OF THE
EQUIPMENT OR A USER DEFINED 'TAG' NUMBER.

A COMBINATION OF LETTERS AND/OR NUMBERS.
THIS FIELD CAN REPRESENT EITHER THE SERIAL NUMBER

EQUIPMENT TYPE NUMBER THIS IS THE NUMBER OF AN EQUIPMENT TYPE
DEFINED IN THE "EDIT EQUIPMENT TYPE" PROGRAM
(SECTION 1.B.4) WHEN THIS NUMBER IS ENTERED,
THE EQUIPMENT TYPE DESCRIPTION IS DISPLAYED IN
INVERSE VIDEO ON THE LINE ADJACENT TO THE
NUMBER AND ON THE "DESCRIPTION" LINE.(TO SEE A
LISTING OF EQUIPMENT TYPES, PRESS PF4) WHEN
ADDING EQUIPMENT, TYPE IN THE NUMBER OF THE
EQUIPMENT TYPE AND PRESS ENTER.

DESCRIPTION PHYSICAL DESCRIPTION OF THE EQUIPMENT. EX: COFFEE
MACHINE, WATER COOLER, STAND
THIS DESCRIPTION IS DEFINED BY THE EQUIPMENT TYPE
NUMBER.(1.B.4)

VENDOR NUMBER THE ACCOUNTS PAYABLE NUMBER OF THE VENDOR THAT
THE
EQUIPMENT IS PURCHASED FROM. TYPE IN THE VENDOR
NUMBER AND PRESS ENTER.

PURCHASED FROM THE NAME OF THE VENDOR THE EQUIPMENT WAS
PURCHASED
FROM. THIS SHOULD COME UP AUTOMATICALLY WHEN
YOU
PUT IN THE VENDOR NUMBER.

PURCHASE AMOUNT AMOUNT OF MONEY PAID FOR THE EQUIPMENT. THIS
FIELD IS NECESSARY FOR USE OF THE DEPRECIATION
PROGRAM. TYPE IN THE AMOUNT AND PRESS ENTER.

PURCHASE DATE DATE EQUIPMENT WAS PURCHASED. TYPE IN THE PURCHASE
DATE AND PRESS ENTER.

SERIAL NUMBER TYPE IN THE SERIAL NUMBER OF THE EQUIPMENT YOU WISH
TO
ADD OR EDIT AND PRESS ENTER.

COMMENT FIELD FOR ENTERING ANY COMMENT YOU WISH TO ATTACH
TO THE EQUIPMENT. TYPE IN THE COMMENT OR PRESS
ENTER TO SKIP.

CURRENT LOCATION THIS FIELD COMES UP AUTOMATICALLY WHEN AN
EQUIPMENT
NUMBER IS ENTERED TO SHOW CURRENT LOCATION OF THE
EQUIPMENT. IF YOU ARE ENTERING A NEW PIECE OF
EQUIPMENT, THE LOCATION DISPLAYED IS THE PRIMARY
WAREHOUSE(1.B.F) THE FIELD CANNOT BE EDITED IN THIS

PROGRAM.

REPLACEMENT COST THE ESTIMATED AMOUNT NECESSARY TO REPLACE THE EQUIPMENT.

DEPRECIATION TYPE THIS FIELD IS USED TO CONTROL THE "DEPRECIATION TYPE" USED FOR THE EQUIPMENT. THERE ARE THREE BASIC TYPES OF DEPRECIATION PERFORMED BY THE PROGRAM OR YOU MAY SELECT MANUAL DEPRECIATION.

TYPE # DESCRIPTION

- 1 5 YEAR ACRS
- 2 3 YEAR ACRS
- 3 MONTHLY STRAIGHT LINE
- 4 MANUAL DEPRECIATION

DEP. TIME THE NUMBER OF DEPRECIATION PERIODS THAT THIS EQUIPMENT IS TO BE DEPRECIATED OVER. THIS SHOULD BE SET TO 5 FOR TYPE 1 DEPRECIATION, 3 FOR TYPE 2 DEPRECIATION AND THE DESIRED NUMBER OF MONTHS TO DEPRECIATE THE ASSET OVER FOR A TYPE 3 DEPRECIATION.

DEP. AMOUNT THIS FIELD SHOWS THE AMOUNT THAT THE ASSET WAS LAST DEPRECIATED BY FOR TYPE 1 OR TYPE 2 DEPRECIATION. FOR TYPE 3 DEPRECIATION, THIS IS THE AMOUNT OF MONTHLY DEPRECIATION. FOR A TYPE 4 ASSET, YOU SHOULD SET THIS TO THE AMOUNT THE ASSET WAS LAST DEPRECIATED BY.

ACCU. DEP. THE AMOUNT OF DEPRECIATION THAT HAS ACCUMULATED ON THIS PARTICULAR ASSET.

POSTED DEP. TIME THE NUMBER OF PERIODS THAT THE ASSET HAS ALREADY BEEN DEPRECIATED BY.

SALVAGE VALUE THE AMOUNT THAT THE ASSET IS WORTH, IF ANY, AFTER THE FULL DEPRECIATION PERIOD.

SALESMAN NO. THIS IS USUALLY THE SALESMAN NUMBER OF THE PERSON DELIVERING TO THE ACCOUNT. THIS INFORMATION IS ENTERED THROUGH THE "ROUTING" MENUS(SECTION 7.0)

ROUTE NO. THE ROUTE NUMBER OF THE CUSTOMER WHERE THE EQUIPMENT IS PHYSICALLY LOCATED. ALSO ENTERED THROUGH THE "ROUTING" MENUS (SECTION 7.0)

FIELD/CORPORATE TELLS WHETHER THE ASSET IS A FIELD ASSET OR A CORPORATE ASSET.(USED BY CUSTOMERS OR USED AT OFFICE)

STATUS (C,R,P,L) C = CORPORATE; R = RENTED; L = LOANER; P =

PURCHASED. NEW EQUIPMENT ADDED WILL AUTOMATICALLY
DEFAULT TO "C" FOR CORPORATE ASSET. CHANGE OF
STATUS IS AUTOMATICALLY MAINTAINED BY THE SYSTEM
WHEN YOU "MOVE EQUIPMENT"(SECTION 1.3) OR "RENT
EQUIPMENT".(SECTION A.1)

WHEN FINISHED ADDING OR EDITING EQUIPMENT, PRESS PF2 TO DISPLAY THE
NEXT
SCREEN.

2ND SCREEN OF ADD/EDIT EQUIPMENT.

THE SECOND SCREEN OF ADD/EDIT EQUIPMENT IS USED FOR KEEPING
DEPRECIATION
INFORMATION.

SCREEN FIELDS DESCRIPTION

PRESS PF2 TO EXIT. A BLANK "ADD/EDIT EQUIPMENT" SCREEN APPEARS.
ADD/EDIT ANOTHER PIECE OF EQUIPMENT OR PRESS PF2 AGAIN TO RETURN TO
THE

"EQUIPMENT TRACKING PROGRAM MENU".

1.2 DELETE EQUIPMENT

THE DELETE EQUIPMENT PROGRAM IS THE ONLY METHOD USED TO REMOVE AN
ITEM
OF EQUIPMENT FROM THE EQUIPMENT FILE. TO DELETE EQUIPMENT, TYPE IN THE
EQUIPMENT NUMBER AND PRESS PF2. VERIFY THAT THIS IS THE PIECE OF
EQUIPMENT THAT YOU WISH TO DELETE BY CHECKING THE INFORMATION
DISPLAYED
IN THE CENTER FOUR LINES. THE CURSOR IS AT THE "DELETE (Y/N)" FIELD.
IF YOU DO NOT WISH TO DELETE THE PIECE OF EQUIPMENT DISPLAYED PRESS PF2.
TO DELETE THE EQUIPMENT, YOU MUST CHANGE THE "N" TO A "Y" BEFORE
PRESSING PF2.

SCREEN FIELDS DESCRIPTION

EQUIPMENT NUMBER THE EQUIPMENT NUMBER ASSIGNED TO THE EQUIPMENT.
 THE EQUIPMENT NUMBER MAY BE THE SERIAL NUMBER.

DESCRIPTION PHYSICAL DESCRIPTION OF EQUIPMENT.

PURCHASED FROM NAME OF VENDOR EQUIPMENT WAS ORIGINALLY
PURCHASED
FROM.

CURRENT ACCT.# ACCOUNTS RECEIVABLE NUMBER IDENTIFYING CUSTOMER IN
PHYSICAL POSSESSION OF EQUIPMENT.

CURRENT LOCATION NAME ASSOCIATED WITH PHYSICAL LOCATION OF
EQUIPMENT.

DELETE (Y/N) PRESS Y THE ENTER TO DELETE THE EQUIPMENT.

NOTE: DO NOT DELETE EQUIPMENT IF IT'S CURRENT ACCT# AND LOCATION IS
NOT THAT OF A "DESIGNATED WAREHOUSE". (SEE SECTION 1.B.F)

PRESS PF2 TO EXIT TO THE "EQUIPMENT TRACKING PROGRAM MENU".

1.3 MOVE EQUIPMENT

THE MOVE EQUIPMENT PROGRAM IS USED TO ATTACH EQUIPMENT TO A
CUSTOMERS
ACCOUNT. ANYTIME YOU ENTER AN ITEM OF EQUIPMENT INTO THE COMPUTER
SYSTEM, IT IS PLACED IN THE "PRIMARY WAREHOUSE"(SECTION 1.B.F).

NOTE: BEFORE USING THE RENTAL SYSTEM TO RENT A PIECE OF EQUIPMENT TO
A CUSTOMER, THE EQUIPMENT MUST BE IN THE SYSTEM AND MOVED TO
THE CUSTOMER'S ACCOUNT.

WHEN A PIECE OF EQUIPMENT IS MOVED, THE MACHINE TYPE FLAG CHANGES TO
"L"
FOR LOANER. MOVING A PIECE OF EQUIPMENT TO A CUSTOMER'S ACCOUNT DOES
NOT AUTOMATICALLY CAUSE RENT TO BE CHARGED TO THAT CUSTOMER. YOU
MUST
RENT THE MACHINE TO THE CUSTOMER THROUGH THE "RENT EQUIPMENT"
PROGRAM.(SECTION A.1)

TO MOVE A PIECE OF EQUIPMENT, TYPE THE EQUIPMENT NUMBER FOR THE ASSET
ON
THE FIRST LINE OF THE INPUT SCREEN AND PRESS ENTER. THE PROGRAM
DISPLAYS THE INFORMATION FOR THAT ITEM. DO NOT MOVE EQUIPMENT FROM
ONE
CUSTOMER STRAIGHT TO ANOTHER CUSTOMER. THE EQUIPMENT MUST BE
MOVED TO
A "DESIGNATED WAREHOUSE"(SECTION 1.B.F) OR A LINK BETWEEN CUSTOMERS IS
CREATED. THIS WILL CAUSE PROBLEMS WITH RENTAL AND RELATED PROGRAMS.

A BAD EQUIPMENT MESSAGE DISPLAYS ON THE SECOND LINE OF THE SCREEN IF
THE
REQUESTED EQUIPMENT NUMBER IS NOT IN INVENTORY.

IF THE WRONG PIECE OF EQUIPMENT IS DISPLAYED, PRESS THE PF2 KEY WHILE

THE "CUSTOMER NO." LINE IS BLANK AND NO MOVEMENT IS STORED ON THE EQUIPMENT.

SCREEN FIELDS DESCRIPTION

EQUIPMENT NUMBER TYPE IN THE EQUIPMENT NUMBER OF THE PIECE OF EQUIPMENT YOU WISH TO MOVE AND PRESS ENTER.

DESCRIPTION PHYSICAL DESCRIPTION OF EQUIPMENT.

CUSTOMER NO. TYPE IN THE ACCOUNTS RECEIVABLE NUMBER IDENTIFYING THE CUSTOMER YOU WISH TO MOVE THE EQUIPMENT TO (MAY BE A WAREHOUSE NUMBER) AND PRESS ENTER.

CUSTOMER NAME ACCOUNT NAME IDENTIFYING THE CUSTOMER. DISPLAYS WHEN YOU ENTER A CUSTOMER NUMBER. USE THIS TO VERIFY THAT YOU HAVE ENTERED THE CORRECT CUSTOMER NUMBER.

COMMENT FIELD THAT MAY BE USED TO ENTER INFORMATION ABOUT MOVE. PRESS ENTER IF NO COMMENT IS DESIRED.

COST EXPENSES INCURRED FOR REPAIRS OR BY MOVING MACHINE. TYPE IN THE COST AND PRESS ENTER, OR PRESS ENTER TO SKIP.

DATE TYPE IN THE DATE THE MOVE OCCURRED AND PRESS ENTER OR PRESS ENTER TO ACCEPT THE SYSTEM DATE DISPLAYED.

SALESMAN # NUMBER OF THE SALESMAN ASSIGNED TO THE ACCOUNT THE EQUIPMENT WAS MOVED TO.

ROUTE # ROUTE NUMBER OF THE CUSTOMER ACCOUNT THE EQUIPMENT IS NOW ATTACHED TO.

MOVEMENT CODE TYPE IN THE NUMBER OF THE MOVEMENT CODE BEST DESCRIBING THE REASON FOR MOVING THE EQUIPMENT. MOVEMENT CODES ARE DISPLAYED AT THE BOTTOM OF THE SCREEN. (FOR MORE INFORMATION ON MOVEMENT CODES SEE SECTION 1.B.G.)

CURRENT LOCATION PHYSICAL LOCATION OF THE EQUIPMENT BEFORE MOVE. IF YOU ARE MOVING THE EQUIPMENT TO A CUSTOMER, THIS LOCATION MUST BE A "DESIGNATED WAREHOUSE". (SECTION 1.B.F)

PRIMARY WAREHOUSE NUMBER THIS FIELD TELLS YOU THE PRIMARY WAREHOUSE NUMBER DEFINED FOR THE SYSTEM. THE PRIMARY WAREHOUSE NUMBER IS DEFINED IN 1.B.F.

VIEW EQUIP MOVEMENT (1.4)

THE VIEW EQUIPMENT MOVEMENT PROGRAM IS USED TO DISPLAY INFORMATION ON WHERE AN ITEM OF EQUIPMENT HAS BEEN, HOW MUCH HAS BEEN SPENT ON IT FOR REPAIR, AND BASIC RENTAL INFORMATION. THERE IS A ONE LINE ENTRY CREATED EACH TIME THE EQUIPMENT IS MOVED. THIS IS DISPLAYED ON THE MAIN SCREEN OF "VIEW EQUIPMENT MOVEMENT".

THE FIRST SCREEN OF THIS PROGRAM ASKS:

WHAT IS THE EQUIPMENT NUMBER?

TO VIEW THE HISTORY OF A PIECE OF EQUIPMENT, TYPE IN THE EQUIPMENT NUMBER AND PRESS ENTER. THE SCREEN DISPLAYS THE HISTORY OF THE EQUIPMENT.

SCREEN FIELDS DESCRIPTION

EQUIP # EQUIPMENT NUMBER ENTERED. A DESCRIPTION OF THE TYPE OF EQUIPMENT IS DISPLAYED BELOW THE EQUIPMENT NUMBER.

COMMENTS ANY COMMENTS ATTACHED TO THE EQUIPMENT.

REP. COST REPLACEMENT COST OF THE EQUIPMENT.

EQUIP TYPE THE EQUIPMENT TYPE CODE.(SECTION 1.B.4)

DATE DATES OF EQUIPMENT MOVEMENT.

ACCT ACCOUNT NUMBERS THAT EQUIPMENT HAS BEEN ATTACHED TO.

LOCATION PREVIOUS AND CURRENT PHYSICAL LOCATIONS OF THE EQUIPMENT.

MOVE CODE A CODE FOR THE REASON THE EQUIPMENT WAS MOVED FROM A PHYSICAL LOCATION.(SECTION 1.B.G)

COMMENT COMPUTER GENERATED COMMENT AND COMMENTS TYPED IN FROM EQUIPMENT MOVEMENT.

COST COSTS INCURRED FOR REPAIRS TO EQUIPMENT.

COMMAND KEYS PF2 - EXIT EXIT FROM THE SCREEN

E - EDIT ALLOWS YOU TO EDIT OR REVISE MOVEMENT ENTRIES. YOU MAY ADD A COST, REMOVE OR REVISE A COST, CORRECT A DATE OR CHANGE A COMMENT. TO USE THIS OPTION, LOCATE THE TRANSACTION YOU WISH

TO EDIT BY USING THE F OR B KEY AND PRESS E.

NOTICE THAT THE COMMANDS AT THE BOTTOM OF THE SCREEN CHANGE. PF2 ABORTS

THE EDIT AND RETURNS THE SCREEN TO DISPLAY MODE. PF1 TELLS THE PROGRAM THAT THE CURSOR LINE IS AT THE DESIRED TRANSACTION AND THAT YOU ARE READY TO EDIT. UP/DOWN ARROW KEYS POSITION THE CURSOR LINE ON THE DESIRED MOVEMENT LINE. PRESS PF1 AND THE EDIT SCREEN APPEARS.

THE FIRST TWO LINES OF THE SCREEN ARE SHOWN IN INVERSE VIDEO. THIS IS TO REMIND YOU OF THE EQUIPMENT YOU ARE EDITING.

YOU MAY CHANGE THE LOCATION, COMMENT, COST, DATE, AND MOVEMENT CODE FIELDS. NO JOURNAL ENTRIES ARE MADE BY THIS PROGRAM. IF YOU WISH TO REFLECT ANY CHANGES TO COST, YOU MUST DO SO WITH A SEPARATE JOURNAL ENTRY. TO EXIT THE EDIT SCREEN, PRESS PF2.

F MOVE A SCREEN FORWARD.

B MOVE A SCREEN BACKWARD

UP/DOWN ARROWS ARROW KEYS ARE USED TO POSITION THE INVERTED VIDEO DISPLAY ON AN INDIVIDUAL LINE.

PRESS PF2 TO EXIT THE SCREEN. PRESS PF2 AGAIN TO EXIT THE HISTORY SCREEN. TYPE IN ANOTHER EQUIPMENT NUMBER TO DISPLAY EQUIPMENT HISTORY FOR, OR PRESS PF2 TO EXIT TO THE "EQUIPMENT TRACKING PROGRAM MENU".

VIEW CUSTOMER EQUIPMENT (1.5)

THE VIEW CUSTOMER EQUIPMENT PROGRAM IS USED TO DISPLAY THE EQUIPMENT THAT IS ATTACHED TO A PARTICULAR CUSTOMER'S ACCOUNT. THIS ACCOUNT MAY BE EITHER AN ACTUAL CUSTOMER ACCOUNT, OR ONE OF THE "DESIGNATED WAREHOUSE" ACCOUNTS. (SEE SECTION 1.B.F. FOR AN EXPLANATION OF DESIGNATED WAREHOUSES)

ALWAYS USE THIS PROGRAM BEFORE DELETING A CUSTOMER NUMBER FROM ACCOUNTS RECEIVABLE. THIS SCREEN CAN ALSO HELP YOU IDENTIFY EQUIPMENT TO BE MOVED IF THE EQUIPMENT NUMBER PICKED UP DOES NOT SHOW ON THAT CUSTOMER'S ACCOUNT, OR SHOWS AS INVALID. TRANSPOSITION ERRORS ARE COMMON WHEN WRITING DOWN A LONG STRING OF NUMBERS. THIS STEP WILL HELP INSURE THAT YOU DO NOT CHARGE RENT TO A CUSTOMER IN ERROR, OR SHOW A PIECE OF EQUIPMENT AT A CUSTOMER'S PHYSICAL LOCATION DUE TO HUMAN ERROR.

THE FIRST SCREEN ASKS:

WHAT IS THE CUSTOMER NUMBER ?

IF YOU DO NOT KNOW THE CUSTOMER'S NUMBER, PRESS PF4 TO ACCESS THE "NAME SEARCH" PROGRAM.

TYPE IN THE NUMBER OF THE CUSTOMER'S ACCOUNT THAT YOU WISH TO VIEW, THE SCREEN DISPLAYS A READING CUSTOMER EQUIPMENT MESSAGE.

AFTER THE COMPUTER HAS READ ALL OF THIS CUSTOMER'S EQUIPMENT, THE "VIEW CUSTOMER EQUIPMENT" SCREEN APPEARS. THE SCREEN SHOWS EQUIPMENT THAT IS LOCATED AT THIS CUSTOMER'S ACCOUNT. THE TOTAL NUMBER OF PIECES OF EQUIPMENT ATTACHED TO THE CUSTOMER APPEARS IN THE BOTTOM LEFT OF THE SCREEN.

SCREEN FIELDS DESCRIPTION

ACCT NEXT TO THE ACCOUNT NUMBER IS THE CUSTOMER'S NAME AND ADDRESS, THE NAME OF THE CONTACT, AND THE TELEPHONE NUMBER OF THE ACCOUNT.

TOTAL COST THE TOTAL REPLACEMENT COST OF ALL EQUIPMENT LOCATED AT THE CUSTOMER'S ACCOUNT.

EQUIPMENT # EQUIPMENT NUMBER OF A PIECE OF EQUIPMENT.

DESCRIPTION DESCRIPTION OF THE TYPE OF EQUIPMENT ATTACHED TO THE CUSTOMER.

DATE DATE THE EQUIPMENT WAS MOVED TO THE CUSTOMER'S ACCOUNT.

COST THE REPLACEMENT COST OF A PIECE OF EQUIPMENT.
*** NOTE IF STATUS=R THEN COST IS SET TO RENTAL AMOUNT

STATUS STATUS OF THE EQUIPMENT: C = CORPORATE, L = LOANER, R = RENTED, P = PURCHASED.

DATE PURCHASE DATE OF EQUIPMENT.
*** NOTE IF STATUS=R THEN DATE IS NEXT RENTAL DUE DATE

COMMAND KEYS

F MOVE FORWARD ONE SCREEN

B MOVE BACKWARD ONE SCREEN
UP/DOWN ARROWS
PRESS PF2 TO EXIT TO THE CUSTOMER NUMBER SCREEN..

1.A REPORTS MENU

1.A.1 LIST DETAILED EQUIPMENT

THE LIST DETAILED EQUIPMENT PROGRAM IS DESIGNED TO PROVIDE DETAILED INFORMATION ON YOUR EQUIPMENT IN PRINTED FORM. REPORTS GENERATED BY THIS PROGRAM SORTS AND LISTS ALL INFORMATION SHOWN ON THE "VIEW EQUIPMENT MOVEMENT" SCREEN(1.4) AND "ADD/EDIT EQUIPMENT" SCREEN(1.1). IT ALSO PRINTS VENDOR DETAIL (INCLUDING ADDRESS, PHONE NUMBER AND CONTACT) AND CUSTOMER DETAIL ON CURRENT LOCATION. COMPLETION OF PROCESSING EXITS TO A VIEW/PRINT SCREEN.

REPORT OPTIONS DESCRIPTION

PRINT ALL EQUIPMENT PRINTS A LISTING OF ALL EQUIPMENT IN THE SYSTEM.
PRESS 1 THEN ENTER.

PRINT ONE EQUIPMENT PRINTS A LISTING OF ONE PIECE OF EQUIPMENT. PRESS 2 THEN ENTER. TYPE IN THE EQUIPMENT NUMBER NUMBER YOU WISH TO PRINT AND PRESS ENTER.

PRINT EQUIPMENT SELECT- PRINTS A LISTING OF EQUIPMENT SERVICED BY A SALESMAN. PRESS 3 THEN ENTER. TYPE IN THE SALESMAN NUMBER AND PRESS ENTER.

PRINT EQUIPMENT SELECT- PRINTS A LISTING FOR ALL EQUIPMENT ON A ROUTE. PRESS 4 THEN ENTER. TYPE IN THE ROUTE NUMBER AND PRESS ENTER.

PRINT EQUIPMENT SELECT- PRINTS A LISTING FOR ALL EQUIPMENT PURCHASED FROM A VENDOR. PRESS 5 THEN ENTER. TYPE IN THE VENDOR NUMBER AND PRESS ENTER.

PRINT EQUIPMENT SELECT- PRINTS A LISTING OF ALL EQUIPMENT IN THE SYSTEM THAT IS A SPECIFIC TYPE. PRESS 6 THEN ENTER. TYPE IN THE EQUIPMENT TYPE NUMBER AND PRESS ENTER.

END PRESS PF2 TO EXIT THE PROGRAM.

1.A.2 LIST EQUIPMENT

THE LIST EQUIPMENT PROGRAM PROVIDES A LIST SHOWING THE EQUIPMENT NUMBER, DESCRIPTION, AND CURRENT LOCATION OF EQUIPMENT.

REPORT OPTIONS DESCRIPTION

- 1 EQUIPMENT RANGE DEFAULT IS ALL. TO SELECT A SINGLE PIECE OF EQUIPMENT, OR A RANGE OF EQUIPMENT, PRESS 1 THEN ENTER. TYPE IN THE BEGINNING EQUIPMENT NUMBER AND PRESS ENTER. TYPE IN THE ENDING EQUIPMENT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT A SINGLE PIECE OF EQUIPMENT, THE BEGINNING AND ENDING EQUIPMENT NUMBER MUST BE THE SAME.
2. EQUIPMENT STATUS DEFAULT IS ALL. YOU MAY SELECT ONE EQUIPMENT STATUS BY PRESSING 2 THEN
C FOR CORPORATE EQUIPMENT
R FOR RENTED EQUIPMENT
P FOR PURCHASED EQUIPMENT
L FOR LOANED EQUIPMENT
THEN ENTER.
- 3 FIELD/CAPITAL ASSETS DEFAULT IS ALL. TO HAVE THE REPORT PRINT ONLY FIELD OR ONLY CAPITAL EQUIPMENT, PRESS 3 THEN ENTER. TYPE IN F IF YOU WANT THE FIELD ASSETS, OR C IF YOU WANT THE CAPITAL ASSETS AND PRESS ENTER.
- 4 ACCT RANGE DEFAULT IS ALL. TO SELECT A SINGLE ACCOUNT OR A RANGE OF ACCOUNTS PRESS 4 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.
- 5 REPORT FORMAT DEFAULT IS NORMAL. NORMAL FORMAT SHOWS CUSTOMER NAME AND ACCOUNT NUMBER IN EQUIPMENT NUMBER ORDER. PRESS 5 THEN ENTER TO SELECT SIMPLE OR EXPANDED. PRESS S FOR SIMPLE, OR E FOR EXPANDED AND PRESS ENTER. SIMPLE FORMAT SHOWS EQUIPMENT NUMBER ACCOUNT AND CUSTOMER NAME SORTED BY CUSTOMER NAME. EXPANDED FORMAT SHOWS MORE FIELDS THAN NORMAL AND IS IN COMPRESSED PRINT.
- 6 EQUIPMENT TYPE DEFAULT IS ALL. TO SELECT A SINGLE EQUIPMENT TYPE OR A RANGE OF TYPES PRESS 6 THEN ENTER. TYPE IN THE BEGINNING EQUIPMENT TYPE AND PRESS ENTER. TYPE IN THE ENDING EQUIPMENT TYPE AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE EQUIPMENT TYPE, THE BEGINNING AND ENDING EQUIPMENT TYPE MUST BE THE SAME.
- 7 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A REPORT FOR ONE SALESMEN OR A RANGE OF SALESMEN PRESS 7 THEN ENTER. TYPE IN THE BEGINNING SALESMEN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND

PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

A SORT BY ACCT NAME DEFAULT IS NO. TO SORT BY ACCOUNT NAME, PRESS A THEN ENTER. THE DISPLAY CHANGES TO YES.

1.A.3 LIST BY LOCATION

THE LIST BY LOCATION PROGRAM IS DESIGNED TO PROVIDE A PRINTED COPY OF THE INFORMATION DISPLAYED IN THE "VIEW CUSTOMER EQUIPMENT" PROGRAM.(1.5)

REPORT OPTIONS DESCRIPTION

1 EQUIPMENT RANGE DEFAULT IS ALL. TO SELECT A SINGLE PIECE OF EQUIPMENT, OR A RANGE OF EQUIPMENT, PRESS 1 THEN ENTER. TYPE IN THE BEGINNING EQUIPMENT NUMBER AND PRESS ENTER. TYPE IN THE ENDING EQUIPMENT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT A SINGLE PIECE OF EQUIPMENT, THE BEGINNING AND ENDING EQUIPMENT NUMBER MUST BE THE SAME.

2. EQUIP. STATUS DEFAULT IS ALL. YOU MAY SELECT ONE EQUIPMENT STATUS BY PRESSING 2 THEN A
C FOR CORPORATE EQUIPMENT
R FOR RENTED EQUIPMENT
P FOR PURCHASED EQUIPMENT
L FOR LOANED EQUIPMENT
THEN PRESSING ENTER.

3 ROUTE DEFAULT IS ALL. TO SELECT ONE ROUTE'S EQUIPMENT TO "LIST BY LOCATION", OR A RANGE OF ROUTES, PRESS 3 THEN ENTER. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS ENTER. TYPE IN THE ENDING ROUTE NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR ONE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.

4 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A REPORT FOR ONE SALESMAN, OR A RANGE OF SALESMEN, PRESS 4 THEN ENTER. TYPE THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

5 SECONDARY SALESMAN DEFAULT IS ALL. TO SELECT A REPORT FOR ONE SALESMAN, OR A RANGE OF SALESMEN, PRESS 5 THEN ENTER. TYPE THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN

NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

6 ACCT RANGE DEFAULT IS ALL. YOU MAY SELECT A SINGLE ACCOUNT OR A RANGE OF ACCOUNTS BY PRESSING 6 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.

7 ALPHA/NUMERIC DEFAULT IS NUMERIC. THIS PRINTS THE LIST IN NUMERIC ORDER. IF YOU WISH THE LIST TO PRINT IN ALPHABETIC ORDER, PRESS 7. THE DISPLAY CHANGES TO ALPHA.

8 FIELD/CAPITAL ASSETS DEFAULT IS ALL. TO HAVE THE REPORT PRINT ONLY FIELD, OR ONLY CAPITAL EQUIPMENT, PRESS 3, THEN F IF YOU WANT THE FIELD ASSETS OR C IF YOU WANT THE CAPITAL ASSETS AND THEN ENTER.

1.A.4 LIST EQUIPMENT BY TYPE

1.A.5 PRINT EQUIP WORK FORMS

THE PRINT EQUIPMENT WORK FORMS PROGRAM PRINTS A LIST OF EQUIPMENT IN THE SYSTEM THAT MAY BE USED TO VERIFY THE LOCATION OF EACH ITEM OF EQUIPMENT OR TO TAKE AN INVENTORY.

THE FORMS START PRINTING WHEN YOU ENTER THIS PROGRAM. IT IS RECOMMENDED THAT YOU RUN THIS REPORT AT NIGHT IF IT IS NEEDED, AS IT TAKES A LONG TIME TO PRINT

1.A.6 PRINT COST SHEET

THE COST SHEET PROGRAM IS DESIGNED TO GIVE THE REPLACEMENT COST OF THE EQUIPMENT. SELECTION IS MADE BY ALL EQUIPMENT TYPES, OR ONE EQUIPMENT TYPE. THE REPORT SHOWS THE CURRENT LOCATION OF THE EQUIPMENT, ANY EXPENSE ASSOCIATED WITH THE EQUIPMENT AND THE REPLACEMENT COST. AT THE END OF THE REPORT, THE TOTAL EXPENSE AND THE TOTAL REPLACEMENT COST FOR THE EQUIPMENT TYPE/S SELECTED IS PRINTED.

THE FIRST QUESTION DISPLAYED IS:

WHICH ASSET TYPE (<ENTER> FOR ALL)?

TYPE IN THE ASSET (EQUIPMENT) TYPE NUMBER AND PRESS ENTER IF YOU ONLY WANT COST SHEETS FOR ONE TYPE OF EQUIPMENT. PRESS ENTER IF YOU WANT ALL EQUIPMENT TYPES.

IF YOU SELECTED ONE EQUIPMENT TYPE, THE SYSTEM PROGRAM DISPLAYS THE TYPE AND ASKS YOU:

IS THIS CORRECT ?

IF IT THE EQUIPMENT TYPE YOU WISH COST SHEETS FOR PRESS Y THEN ENTER. THE COST SHEETS BEGIN PRINTING AS SOON AS THEY ARE PROCESSED. IF IT IS NOT THE CORRECT EQUIPMENT TYPE PRESS N THEN ENTER. YOU ARE GIVEN ANOTHER OPPORTUNITY TO ENTER THE ASSET(EQUIPMENT) TYPE. IF YOU DO NOT WISH TO CONTINUE WITH THIS PROGRAM PRESS PF2 TO EXIT. YOU ARE RETURNED TO THE "EQUIPMENT TRACKING MAIN MENU".

1.A.7 LIST BY SALE TAX CODE

THE FIRST SCREEN SAYS:

ENTER EQUIPMENT SALES CODES <ENTER> FOR ALL

PRESS ENTER IF YOU WANT A LISTING OF EQUIPMENT BY ALL SALES CODES OR TYPE IN THE SALES TAX CODE YOU WISH TO REVIEW EQUIPMENT BY AND PRESS ENTER. THE COMPUTER PRINTS A REPORT ON NARROW PAPER LISTING EQUIPMENT NUMBER, DESCRIPTION, PURCHASE DATE, PURCHASE AMOUNT, TAX CODE, CUSTOMER AND LOCATION.

EQUIPMENT TRACKING EXTENSION MENU (1.B)

THE EQUIPMENT TRACKING EXTENSION MENU IS USED TO MAINTAIN PROGRAMS WHICH ARE AUXILIARY TO THE NORMAL OPERATION OF THE EQUIPMENT TRACKING SYSTEM.

1.B.1 UPDATE REPLACEMENT COST

THIS PROGRAM ALLOWS YOU TO CHANGE THE REPLACEMENT COST FOR ALL EQUIPMENT BY EQUIPMENT TYPE.

THE FIRST SCREEN DISPLAYS:

ENTER EQUIPMENT TYPE NO?

TYPE IN THE EQUIPMENT TYPE NUMBER AND PRESS ENTER.

THE SCREEN DISPLAYS THE OLD REPLACEMENT COST FOR THE EQUIPMENT TYPE ENTERED AND ASKS YOU TO ENTER THE NEW REPLACEMENT COST. TYPE IN THE NEW REPLACEMENT COST AND PRESS ENTER. THE SYSTEM IMMEDIATELY BEGINS RUNNING THROUGH THE EQUIPMENT IN THE SYSTEM AND REPLACING THE OLD REPLACEMENT COST WITH THE NEW REPLACEMENT COST IN THE MASTER FILES OF EQUIPMENT OF THE TYPE SELECTED.

1.B.2 SETUP EQUIPMENT DATABASE

THIS PROGRAM IS USED WHEN THE SYSTEM IS FIRST BEING SETUP BEFORE ANY EQUIPMENT IS ENTERED INTO THE SYSTEM. IT SETS UP THE EQUIPMENT FILE AND THE EQUIPMENT KEY FILE WHICH ARE USED TO INDEX THE EQUIPMENT AND INTERFACE THE EQUIPMENT FILES WITH THE TELSEL DATABASE. A PASSWORD IS REQUIRED TO GET INTO THE PROGRAM. ONCE THE PASSWORD IS ENTERED THE PROGRAM BEGINS PROCESSING AND THE FILES ARE SET UP.

THIS PROGRAM IS ONLY USED ONE TIME AND SHOULD BE DELETED FROM THE MENU AFTER SELECTION. CONTACT YOUR SUPPORT PERSON TO REMOVE FROM THE MENU.

EQUIPMENT IS NOT ENTERED USING THIS PROGRAM. ALL EQUIPMENT MUST BE ENTERED INTO THE SYSTEM USING THE "ADD/EDIT EQUIPMENT" PROGRAM(1.1).

1.B.3 PRINT UPDATED COST

THIS PROGRAM PRINTS A LISTING OF EQUIPMENT WHO'S REPLACEMENT COST WAS CHANGED USING THE "UPDATE REPLACEMENT COST" PROGRAM(1.B.1). THE OLD AND NEW REPLACEMENT COSTS ARE PRINTED ON THE REPORT FOR COMPARISON.

THE REPORT IMMEDIATELY BEGINS PROCESSING. WHEN PROCESSING IS COMPLETE THE REPORT BEGINS PRINTING AND YOU ARE ASKED:

DO YOU WANT TO KILL OLD REPLACEMENT COST FILE(Y/N)

IF YOU ANSWER Y, THE INFORMATION USED TO PRINT THE REPORT IS DELETED FROM THE SYSTEM. IF YOU ANSWER N, THE INFORMATION IS KEPT IN A FILE AND PRINTS EACH TIME YOU REQUEST THE REPORT UNTIL YOU ANSWER Y. IF YOU ARE DOING MULTIPLE REPLACEMENT COSTS CHANGES THIS ALLOWS YOU TO PRINT OUT ALL THE CHANGES MADE FOR A PERIOD. IT IS SUGGESTED THAT IF YOU KEEP THE

INFORMATION, YOU PRINT OUT THE INFORMATION AS PART OF THE END OF MONTH CLOSING PROCESS AND DELETE THE FILE.

1.B.4 EDIT EQUIPMENT TYPE

THIS PROGRAM ALLOWS YOU TO ADD TO OR EDIT THE TYPES OF EQUIPMENT IN THE EQUIPMENT FILES.

PRESS PF2 IF YOU WANT TO RETURN TO THE "EQUIPMENT TRACKING EXTENSION MENU".

PRESS 1 THEN ENTER IF YOU WISH TO CHANGE INFORMATION ON AN EXISTING EQUIPMENT TYPE. A NEW LINE APPEARS.

ENTER OLD EQUIPMENT TYPE NUMBER.
TYPE IN THE NUMBER OF THE EQUIPMENT TYPE YOU WISH TO CHANGE AND PRESS ENTER. A NEW SCREEN DISPLAYS.

TYPE IN "NEW DESCRIPTION" FOR THE EQUIPMENT TYPE, PRESS ENTER AND THE COMPUTER UPDATES THE FILE TO SHOW THE NEW DESCRIPTION WHEN THE EQUIPMENT TYPE NUMBER IS ENTERED.

IF YOU PRESS 2 THEN ENTER AT THE FIRST SCREEN, THE SYSTEM PULLS UP THE NEXT EQUIPMENT TYPE NUMBER AVAILABLE. TYPE IN THE DESCRIPTION AND PRESS ENTER. THE SYSTEM ADDS THE EQUIPMENT TYPE TO ITS FILES.

PRESSING 3 THEN ENTER AT THE FIRST SCREEN DISPLAYS A SCREEN SHOWING THE FIRST 18 EQUIPMENT TYPES IN THE SYSTEM.

THE DOWN ARROW KEY IS USED TO MOVE TO THE NEXT PAGE OF EQUIPMENT NUMBERS. THE UP ARROW KEY MOVES THE DISPLAY TO A PREVIOUS PAGE. PF2 EXITS TO THE FIRST SCREEN OF THE "EDIT EQUIPMENT TYPE" PROGRAM.

1.B.5 PRINT EQUIPMENT TYPES

THIS REPORT PRINTS A LIST OF EQUIPMENT TYPES. THE INFORMATION IS THE SAME AS SEEN WHEN YOU VIEW THE EQUIPMENT TYPES IN THE "EDIT EQUIPMENT TYPE" PROGRAM(1.B.4). THE LISTING IS USEFUL TO DATA ENTRY PERSONNEL AS REFERENCE FOR INPUT OF NEW EQUIPMENT.

ONCE THE REPORT FINISHES PROCESSING THE "REPORTS SELECTIONS MENU" APPEARS.

1.B.6 DEPRECIATE EQUIPMENT

THE DEPRECIATE EQUIPMENT PROGRAM DOES EXACTLY WHAT ITS TITLE INDICATES.

IT DEPRECIATES EQUIPMENT BASED ON DEPRECIATION TYPE AND DEPRECIATION PERIOD.

THE SYSTEM ASKS YOU TO ENTER THE MONTH, TO CALCULATE DEPRECIATION FOR A MONTH, OR PRESS ENTER IF FOR THE END OF YEAR. THE SYSTEM CALCULATES DEPRECIATION THEN RETURNS TO THE "EQUIPMENT TRACKING EXTENSION MENU".

1.B.7 DEPRECIATION REPORT

THE DEPRECIATION REPORT GIVES DETAILED DEPRECIATION INFORMATION ON HOW

THE EQUIPMENT SELECTED IS DEPRECIATED. THE INFORMATION SHOWN INCLUDES

THE TYPE, DEPRECIATION NAME, DEPRECIATION TIME, LAST TIME DEPRECIATED, ACCUMULATED DEPRECIATION, DEPRECIATION AMOUNT AND DEPRECIATION DATE FOR THE EQUIPMENT SELECTED.

REPORT OPTIONS DESCRIPTION

PRINT ALL EQUIPMENT PRINTS A LISTING OF ALL EQUIPMENT IN THE SYSTEM.
PRESS 1 THEN ENTER.

PRINT MONTHLY DEP- PRINTS A LISTING OF ALL EQUIPMENT IN THE SYSTEM THAT IS DEPRECIATED MONTHLY. PRESS 2 THEN CIATED EQUIPMENT ENTER.

PRINT YEARLY DEP- PRINTS A LISTING OF ALL EQUIPMENT IN THE SYSTEM THAT IS DEPRECIATED YEARLY. PRESS 3 THEN ENTER.
CIATED EQUIPMENT

END PRESS PF2 TO EXIT THE PROGRAM.

PRESS PF2 IF YOU WISH TO RETURN TO THE "EQUIPMENT TRACKING EXTENSION MENU".

1.B.E REBUILD ASSET DATABASE

THIS INDEXING UTILITY REBUILDS THE ASSET DATABASE. IT RE-INITIALIZES, REWRITES, AND REORGANIZES THE FILE. THIS UTILITY IS ONLY RUN BY THE SYSTEM ADMINISTRATOR WHILE NO OTHER ASSET PROCESSING IS TAKING PLACE.

1.B.F DESIGNATE WAREHOUSES

THIS PROGRAM IS USED TO SET UP SPECIAL ACCOUNTS NEEDED IN ORDER TO MOVE EQUIPMENT AROUND WITHIN THE SYSTEM. EQUIPMENT MUST BE PLACED IN A DESIGNATED WAREHOUSE BEFORE IT CAN BE RENTED. MOVING EQUIPMENT TO A DESIGNATED WAREHOUSE IS USED TO BREAK THE LINK BETWEEN A CUSTOMER AND A PIECE OF EQUIPMENT. ONE DESIGNATED WAREHOUSE IS SET UP AS THE PRIMARY DEFAULT WAREHOUSE. IT IS RECOMMENDED THAT THE PRIMARY DEFAULT WAREHOUSE BE A "NEW EQUIPMENT" OR SIMILAR WAREHOUSE AS THE PRIMARY DEFAULT WAREHOUSE IS WERE ALL NEW EQUIPMENT ENTERED INTO THE SYSTEM THROUGH "ADD/EDIT EQUIPMENT"(1.1) IS PLACED BY THE SYSTEM.

THE FIRST SCREEN TELLS YOU HOW MANY DESIGNATED WAREHOUSES HAVE BEEN SET UP, THE NUMBER OF THE PRIMARY DEFAULT WAREHOUSE, AND THE NUMBER OF THE STOLEN WAREHOUSE.

PRESS 1 THEN ENTER TO EDIT AN EXISTING WAREHOUSE. THE SYSTEM ADDS A LINE TO THE SCREEN.

ENTER EDIT NUMBER

TYPE IN THE EDIT NUMBER OF THE WAREHOUSE ACCOUNT THAT YOU WISH TO CHANGE AND PRESS ENTER.

THE SCREEN DISPLAYS THE ACCOUNT NUMBER AND DESCRIPTION OF THE WAREHOUSE.

PRESS ENTER IF YOU DO NOT WISH TO CHANGE THE ACCOUNT NUMBER OR TYPE IN THE NEW ACCOUNT NUMBER AND PRESS ENTER. THE SYSTEM ASKS:

ENTER WAREHOUSE DESCRIPTION

PRESS ENTER IF YOU DO NOT WISH TO CHANGE THE DESCRIPTION OR TYPE IN THE NEW DESCRIPTION AND PRESS ENTER. THE NEXT QUESTION THE SCREEN DISPLAYS IS:

ENTER WAREHOUSE TYPE CODE

THE VARIOUS WAREHOUSE TYPE CODES DISPLAY AT THE BOTTOM OF THE SCREEN. R = READY EQUIPMENT WAREHOUSE, B = REPAIR EQUIPMENT WAREHOUSE, S =

STOLEN EQUIPMENT WAREHOUSE, N = NEW EQUIPMENT WAREHOUSE, X = DELETED EQUIPMENT WAREHOUSE. TYPE IN THE LETTER OF THE WAREHOUSE TYPE AND PRESS ENTER OR PRESS ENTER TO KEEP THE CURRENT WAREHOUSE TYPE CODE. THE COMPUTER RETURNS TO THE FIRST SCREEN DISPLAY.

IF YOU WISH TO ENTER AN ADDITIONAL WAREHOUSE INTO THE SYSTEM, AT THE FIRST SCREEN PRESS 2 THEN ENTER. A SCREEN DISPLAYS WITH THE NEXT WAREHOUSE EDIT NUMBER.

TYPE IN THE ACCOUNT NUMBER OF THE WAREHOUSE ACCOUNT YOU WISH TO ADD AND PRESS ENTER. THE COMPUTER ADDS A LINE.

ENTER WAREHOUSE DESCRIPTION

TYPE IN A DESCRIPTION OF THE WAREHOUSE AND PRESS ENTER. THE COMPUTER ADDS ANOTHER LINE.

ENTER WAREHOUSE TYPE CODE

TYPE IN THE LETTER OF THE WAREHOUSE TYPE AND PRESS ENTER. THE VARIOUS WAREHOUSE TYPE CODES ARE DISPLAYED AT THE BOTTOM OF THE SCREEN. R = READY EQUIPMENT WAREHOUSE, B = REPAIR EQUIPMENT WAREHOUSE, S = STOLEN EQUIPMENT WAREHOUSE, N = NEW EQUIPMENT WAREHOUSE, X = DELETED EQUIPMENT WAREHOUSE. YOU ARE RETURNED TO THE FIRST SCREEN.

YOU ALSO NEED TO GO TO "ADD/EDIT CUSTOMER"(SECTION 4.1) AND INPUT THE INFORMATION ON THE WAREHOUSE TO RESERVE THAT ACCOUNT NUMBER FOR THE WAREHOUSE. UNLESS YOU INPUT THE DESCRIPTION AS THE CUSTOMER NAME IN "ADD/EDIT CUSTOMER", WHEN YOU SELECT A WAREHOUSE NUMBER IN THE MOVEMENT PROGRAM THE LOCATION FIELD IS BLANK.

1.B.G ADD/EDIT MOVEMENT CODES

THE ADD/EDIT MOVEMENT CODES PROGRAM IS DESIGNED TO DEFINE MOVEMENT CODES FOR EQUIPMENT. YOU MAY ADD A MOVEMENT CODE OR EDIT EXISTING MOVEMENT CODES. THE MOVEMENT CODES ARE USED TO TELL WHY A PIECE OF EQUIPMENT WAS MOVED OR WHO MOVED IT. THIS INFORMATION CAN BE USED TO COLLECT DATA ON HOW MANY AND WHAT THE REASONS FOR EQUIPMENT MOVEMENT ARE EACH MONTH OR WHO MOVED THE EQUIPMENT.

THE NEXT AVAILABLE EQUIPMENT MOVEMENT CODE NUMBER IS DISPLAYED AT THE TOP OF THE SCREEN. YOU MAY EXIT THIS PROGRAM AT ANY TIME BY PRESSING PF2. TO VIEW OR PRINT A LISTING OF THE EQUIPMENT MOVEMENT CODES IN THE SYSTEM PRESS PF3. THE "REPORT SELECTIONS" MENU APPEARS. TO ENTER A NEW EQUIPMENT MOVEMENT CODE PRESS ENTER. TO EDIT AN EXISTING EQUIPMENT MOVEMENT CODE, TYPE IN THE NUMBER OF THE EQUIPMENT MOVEMENT CODE AND PRESS ENTER.

SCREEN FIELDS DESCRIPTION

EQUIPMENT MOVE CODE THE NUMBER OF THE EQUIPMENT MOVEMENT CODE.

DESCRIPTION THIS FIELD IS FOR A SHORT DESCRIPTION OF THE MOVEMENT CODE. EX: PICKUP/CANCEL,PICKUP/WATER ONLY. THE INFORMATION ENTERED HERE APPEARS AT THE BOTTOM OF THE SCREEN IN "MOVE EQUIPMENT" AND ON REPORTS.

COMMENT FIVE COMMENT LINES ARE PROVIDED FOR A MORE DETAILED EXPLANATION OF THE MOVEMENT CODE. YOU MAY ENTER OR EDIT ANY INFORMATION HERE THAT YOU WANT ATTACHED TO THE REASON FOR A MOVE.

1.B.H UPDATE EQUIP VALUE FOR ACCOUNTS

THE PROGRAM GOES THROUGH EACH CUSTOMER ACCOUNT IN THE SYSTEM AND LOOKS AT REPLACEMENT COST. THE SYSTEM THEN TOTALS THE REPLACEMENT COST FOR ALL EQUIPMENT ATTACHED TO THE ACCOUNT AND WRITES THE INFORMATION INTO A FIELD IN THE MASTER FILE. THIS FIELD IS USED AS PART OF THE RETURN ON INVESTMENT CALCULATION FOR THE ACTIVITY REPORT.(4.B.E)

THE UPDATE PROCESS STARTS AS SOON AS THE PROGRAM IS SELECTED.

THIS SHOULD BE DONE AS PART OF THE END OF MONTH CLOSING PROCEDURE BEFORE YOU CLOSE RECIEVALBLES.

1.B.I REBUILD CUSTOMER POINTERS

THIS PROGRAM WILL ACTIVATE THE ASTPOINT PROGRAM TO RESET THE CUSTOMER AND EQUIPMENT LINK POINTERS. DURNING THIS PROGRAMS OPERATION THERE SHOULD BE NO ACTIVITY IN THE EQUIPMENT OR CUSTOMER ACCOUNT FILES.

1.D EQUIP.WORK SHEETS

THE EQUIPMENT WORK SHEETS PROGRAM PROVIDES A LIST OF EQUIPMENT BY CUSTOMER LOCATION. ALL EQUIPMENT FOR A CUSTOMER IS GROUPED TOGETHER.

IT WAS DESIGNED TO HELP WHEN A VISUAL CHECK OF ALL EQUIPMENT AT A CUSTOMER LOCATION IS REQUIRED.

REPORT OPTIONS DESCRIPTION

- 1 EQUIPMENT RANGE DEFAULT IS ALL. TO SELECT A SINGLE PIECE OF EQUIPMENT OR A RANGE OF EQUIPMENT, PRESS 1 THEN ENTER. TYPE IN THE BEGINNING EQUIPMENT NUMBER AND PRESS ENTER. TYPE IN THE ENDING EQUIPMENT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT A SINGLE PIECE OF EQUIPMENT, THE BEGINNING AND ENDING EQUIPMENT NUMBER MUST BE THE SAME.
2. EQUIPMENT STATUS DEFAULT IS ALL. YOU MAY SELECT ONE EQUIPMENT STATUS BY PRESSING 2 THEN A
C FOR CORPORATE EQUIPMENT
R FOR RENTED EQUIPMENT
P FOR PURCHASED EQUIPMENT
L FOR LOANED EQUIPMENT
THEN PRESSING ENTER.
- 3 ROUTE DEFAULT IS ALL. TO SELECT ONE ROUTE'S EQUIPMENT TO "LIST BY LOCATION" OR A RANGE OF ROUTES PRESS 3 THEN ENTER. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS ENTER. TYPE IN THE ENDING ROUTE NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR ONE ROUTE THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.
- 4 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A REPORT FOR ONE SALESMEN OR A RANGE OF SALESMEN PRESS 4 THEN ENTER. TYPE THE BEGINNING SALESMEN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
- 5 SECONDARY SALESMAN DEFAULT IS ALL. TO SELECT A REPORT FOR ONE SALESMEN OR A RANGE OF SALESMEN PRESS 5 THEN ENTER. TYPE THE BEGINNING SALESMEN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN THE

BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

6 ACCT RANGE DEFAULT IS ALL. YOU MAY SELECT A SINGLE ACCOUNT OR A RANGE OF ACCOUNTS BY PRESSING 6 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.

7 ALPHA/NUMERIC DEFAULT IS NUMERIC. THIS PRINTS THE LIST IN NUMERIC ORDER. IF YOU WISH THE LIST TO PRINT IN ALPHABETIC ORDER, PRESS 7. THE DISPLAY CHANGES TO ALPHA.

8 FIELD/CAPITAL ASSETS DEFAULT IS ALL. TO HAVE THE REPORT PRINT ONLY FIELD OR ONLY CAPITAL EQUIPMENT, PRESS 3 THEN F IF YOU WANT THE FIELD ASSETS OR C IF YOU WANT THE CAPITAL ASSETS AND THEN ENTER.

1.E SORTED LIST BY TYPE

THE SORTED LIST BY TYPE PROGRAM PROVIDES A LIST OF EQUIPMENT SHOWING THE EQUIPMENT NUMBER, DESCRIPTION, AND CURRENT LOCATION OF EQUIPMENT BY EQUIPMENT TYPE.

REPORT OPTIONS DESCRIPTION

1 EQUIPMENT RANGE DEFAULT IS ALL. TO SELECT A SINGLE PIECE OF EQUIPMENT OR A RANGE OF EQUIPMENT, PRESS 1 THEN ENTER. TYPE IN THE BEGINNING EQUIPMENT NUMBER AND PRESS ENTER. TYPE IN THE ENDING EQUIPMENT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT A SINGLE PIECE OF EQUIPMENT, THE BEGINNING AND ENDING EQUIPMENT NUMBER MUST BE THE SAME.

2. EQUIPMENT STATUS DEFAULT IS ALL. YOU MAY SELECT ONE EQUIPMENT STATUS BY PRESSING 2 THEN
C FOR CORPORATE EQUIPMENT
R FOR RENTED EQUIPMENT
P FOR PURCHASED EQUIPMENT
L FOR LOANED EQUIPMENT
THEN ENTER.

3 FIELD/CAPITAL ASSETS DEFAULT IS ALL. TO HAVE THE REPORT PRINT ONLY FIELD OR ONLY CAPITAL EQUIPMENT, PRESS 3 THEN ENTER. TYPE IN F IF YOU WANT THE FIELD ASSETS

OR C IF YOU WANT THE CAPITAL ASSETS AND PRESS ENTER.

- 4 ACCT RANGE DEFAULT IS ALL. TO SELECT A SINGLE ACCOUNT OR A RANGE OF ACCOUNTS PRESS 4 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.
- 5 REPORT FORMAT DEFAULT IS NORMAL. NORMAL FORMAT SHOWS CUSTOMER NAME AND ACCOUNT NUMBER IN EQUIPMENT NUMBER ORDER. PRESS 5 THEN ENTER TO SELECT SIMPLE OR EXPANDED. PRESS S FOR SIMPLE OR E FOR EXPANDED AND PRESS ENTER. SIMPLE FORMAT SHOWS EQUIPMENT NUMBER ACCOUNT AND CUSTOMER NAME SORTED BY CUSTOMER NAME. EXPANDED FORMAT SHOWS MORE FIELDS THAN NORMAL AND IS IN COMPRESSED PRINT.
- 6 EQUIPMENT TYPE DEFAULT IS ALL. TO SELECT A SINGLE EQUIPMENT TYPE OR A RANGE OF TYPES PRESS 6 THEN ENTER. TYPE IN THE BEGINNING EQUIPMENT TYPE AND PRESS ENTER. TYPE IN THE ENDING EQUIPMENT TYPE AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE EQUIPMENT TYPE THE BEGINNING AND ENDING EQUIPMENT TYPE MUST BE THE SAME.
- 7 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A REPORT FOR ONE SALESMEN OR A RANGE OF SALESMEN PRESS 7 THEN ENTER. TYPE IN THE BEGINNING SALESMEN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
- A SORT BY ACCT NAME DEFAULT IS NO. TO SORT BY ACCOUNT NAME, PRESS A THEN ENTER. THE DISPLAY CHANGES TO YES.