

## ROUTING

THE ROUTING SYSTEM IS A FULLY INTEGRATED TRUCK AND DRIVER SCHEDULING SYSTEM. IT IS DESIGNED TO SUPPLY DRIVERS WITH THE INFORMATION THEY NEED TO SERVICE A ROUTE. IT ALSO SUPPLIES INFORMATION YOU NEED TO CALL ON YOUR CUSTOMERS WITHOUT BEING AT THE MERCY OF YOUR ROUTE DRIVERS. ALL INFORMATION ON A ROUTE AND INDIVIDUAL CUSTOMERS ON THAT ROUTE IS CONTAINED IN THE SYSTEM AND CAN BE RETRIEVED IN A VARIETY OF WAYS.

THE ROUTING SYSTEM PROGRAM RECOGNIZES TWO DIFFERENT WAYS OF SERVICING CUSTOMERS.

- 1) RETURN DATE
- 2) ROUTE NUMBER

IF YOU ARE BASING YOUR ROUTE STRUCTURE ON RETURN DATES, THE SYSTEM KEEPS TRACK OF WHEN THE CUSTOMER SHOULD BE CALLED ON NEXT AUTOMATICALLY. ALL YOU DO IS GIVE THE COMPUTER A REFERENCE DATE TO START TRACKING THE ROUTE FROM, THE RETURN PERIOD AND RETURN TIME FOR EACH CUSTOMER. A RETURN PERIOD CAN BE DAILY, WEEKLY, OR MONTHLY. THE RETURN TIME IS HOWMAY RETURN PERIODS ARE TO BE BETWEEN CALLS. FOR EXAMPLE A CUSTOMER THAT IS CALLED EVERY 14 DAYS HAS A RETURN PERIOD OF "D" AND A RETURN TIME OF "14".

IF YOU WISH TO USE ROUTE STRUCTURE IN DEFINING ROUTES, YOU SET A CALL LIST BASED ON ROUTE NUMBER. FOR EXAMPLE IN ROUTE 3 YOU MAY GO TO CUSTOMER 1124 FIRST AND FROM THERE TO 1022 AND FROM THERE TO CUSTOMER NUMBER 1002 THEN TO CUSTOMER 1211 AND SO ON. WITH THIS TYPE OF DELIVERY TICKET THE RETURN DATE IS NOT NECESSARY. THE NEXT RETURN DATE IS BASED ON ROUTE RETURN FREQUENCY.

ANOTHER FEATURE OF THE MDS ROUTING SYSTEM IS FLEXIBILITY IN THE PRODUCT THAT IS TO APPEAR ON A "DELIVERY TICKET" (ALSO CALLED A "CALL TICKET", OR "DELIVERY INVOICE").

YOU MAY DECIDE THAT ALL PRODUCT THAT IS TO APPEAR ON THE DELIVERY TICKET IS TO BE PREDEFINED BY THE SYSTEM, OR THAT ONLY PART OF THE PRODUCT IS TO BE PREDEFINED WHILE ANOTHER PART OF THE PRODUCT IS TO BE DERIVED FROM CUSTOMER INFORMATION. YOU CAN EVEN DECIDE THAT ALL PRODUCT INFORMATION IS TO BE BASED ON THE CUSTOMER INFORMATION FILE.

YOU MUST HAVE THE FOLLOWING INFORMATION DEFINED IN THE SYSTEM BEFORE YOU ARE ABLE TO USE THE MDS ROUTING SYSTEM; CUSTOMER FILES, INVENTORY FILES, AND CUSTOMER QUOTED PRODUCT FILES. FOR MORE INFORMATION ON CUSTOMER FILES SEE "ADD/EDIT ACCOUNT" FOR MORE INFORMATION ON THE CUSTOMER QUOTED PRODUCT FILES SEE "ADD/EDIT QUOTED PRODUCT". FOR INFORMATION ON THE INVENTORY FILES READ THE INVENTORY MODULE.

SOME FEATURES OF THE ROUTING SYSTEM ARE SET IN "ADD/EDIT COMPANY".

\*\*SCREEN DISPLAY\*\*

## 7.1 PRINT DELIVERY TICKETS

"PRINT DELIVERY TICKETS" IS ACTUALLY A SERIES OF PROGRAMS THAT PRINT DELIVERY INVOICES (DELIVERY TICKETS, CALLS SHEET, CALL INVOICE, INVOICE, WHAT EVER) FOR EACH CUSTOMER THAT SHOULD BE CONTACTED DURING A SPECIFIED TIME PERIOD. THE PROGRAM SELECTED IS BASED ON THE TYPE OF TICKET TO BE PRINTED. IT IS THE HEART OF THE MDS ROUTING SYSTEM.

NOTE: "PRINT DELIVERY TICKETS" IS NORMALLY CUSTOMIZED TO EACH CUSTOMER'S NEEDS. THE FOLLOWING IS AN EXPLANATION OF THE STANDARD PACKAGE OFFERED.

\*\*SCREEN DISPLAY\*\*

PRESS {1} THEN {ENTER} TO PRINT DELIVERY INVOICES FOR CUSTOMER BY RETURN DATE. THE "RETURN DATE", "RETURN PERIOD" AND "RETURN TIME" FIELDS MUST BE SET FOR A CUSTOMER TO PRINT USING THIS OPTION. THESE FIELDS MAY BE EDITED BY USING "EDIT RETURN DATES" OR "ADD/EDIT CUSTOMER".

PRESS {2} THEN {ENTER} TO PRINT DELIVERY INVOICES FOR CUSTOMERS ON A SINGLE ROUTE. INFORMATION IS GATHERED ON SPECIFIC CUSTOMERS AND THE DELIVERY INVOICES ARE PRINTED USING INFORMATION FROM THE CUSTOMERS' ACCOUNTS RECEIVABLE FILES AND INVENTORY. ROUTES ARE CREATED WITH THE "ADD/EDIT ROUTE" PROGRAM. WHEN YOU SELECT THIS OPTION YOU ARE ASKED TO:

ENTER ROUTE NUMBER OR PF2 TO EXIT?

ANSWER THE QUESTION WITH THE NUMBER OF THE ROUTE YOU WISH TO HAVE DELIVERY INVOICES PRINTED FOR AND PRESS {ENTER} OR PRESS {PF2} IF YOU DO NOT WISH TO EXERCISE THE OPTION. (FOR MORE INFORMATION ON PRE-DEFINED ROUTES SEE "ADD/EDIT ROUTE")

THE SCREEN DISPLAYS:

WHAT ACCOUNT NUMBER (ENTER FOR ALL)?

TYPE IN AN ACCOUNT NUMBER AND PRESS {ENTER} OR PRESS {ENTER} FOR ALL ACCOUNTS. IF YOU TYPED IN AN ACCOUNT NUMBER, YOU ARE AGAIN ASKED FOR AN ACCOUNTG NUMBER. TYPE IN ANOTHER ACCOUNT NUMBER AND PRESS {ENTER} OR PRESS {PF2} TO DISCONTINUE SELECTION. A REPORT SELECTION MENU DISPLAYS.

THE COMPUTER NOW BUILDS THE DELIVERY INVOICES. WHEN IT FINISHES BUILDING THE INVOICES IT RETURNS TO THE FIRST SCREEN. YOU MAY EXIT THE PROGRAM BY PRESSING {PF2} OR REQUEST INVOICES FOR ANOTHER ROUTE. WHEN YOU ARE FINISHED REQUESTING TICKETS PRESS {PF2} TO RETURN TO THE "DELIVERY TICKET MENU". THE INVOICES PRINT AS SOON AS THE PRINTER IS AVAILABLE.

PRESS {3} THEN {ENTER} TO PRINT BLANK DELIVERY INVOICES USED BY DRIVER'S FOR OFF-ROUTE DELIVERIES. THIS OPTION PRODUCES DELIVERY INVOICES WITH ASSIGNED NUMBERS THAT ARE NOT ATTACHED SPECIFICALLY TO A CUSTOMERS ACCOUNT. THE TWO PRIMARY REASONS FOR USING THIS OPTION ARE, TO ASSIGN DELIVERY INVOICE NUMBERS AND TO PROVIDE COPIES OF DELIVERY INVOICES THAT HAVE PRODUCT PRINTED ON THEM.

WHEN YOU SELECT THIS OPTION THE COMPUTER ASKS YOU TO:

ENTER SALESMAN NUMBER

TYPE IN THE SALESMAN (DELIVERY PERSON) NUMBER YOU WANT TO PRINT BLANKS FOR AND PRESS {ENTER}.

THE COMPUTER ASKS:

HOW MANY MANUAL DELIVERY TICKETS?

TYPE IN THE NUMBER OF BLANK DELIVERY INVOICES YOU WANT PRINTED AND PRESS {ENTER}. THE PREVIOUS SCREEN APPEARS. YOU MAY NOW PRESS {PF2} TO EXIT OR PRINT MORE INVOICES BY SELECTING OPTIONS 1, 2 OR 3.

THE COMPUTER NOW BUILDS THE DELIVERY INVOICES. WHEN IT FINISHES BUILDING THE INVOICES IT RETURNS TO THE PREVIOUS SCREEN. YOU MAY EXIT THE PROGRAM BY PRESSING {PF2} OR REQUEST INVOICES FOR ANOTHER ROUTE. WHEN YOU ARE FINISHED REQUESTING TICKETS PRESS {PF2} TO RETURN TO THE "DELIVERY TICKET MENU". THE INVOICES PRINT AS SOON AS THE PRINTER IS AVAILABLE.

NOTE: OPTIONS 1 AND 2 ONLY WORK FOR DELIVERY TICKET TYPES 1, 2, 3 AND 7. OPTION 4 ONLY WORKS FOR DELIVERY TICKET TYPES 4,5, AND 6. DELIVERY TICKET TYPES ARE SET IN "ADD/EDIT COMPANY" AND "ADD/EDIT ROUTE".

PRESS {4} THEN {ENTER} TO PRINT DELIVERY TICKETS BY ROUTE AND RETURN DATE. THIS OPTION PRODUCES TICKETS THAT ARE ON THE ROUTE SELECTED AND HAVE THE RETURN DATE SELECTED. ROUTES ARE CREATED WITH THE "ADD/EDIT ROUTE" PROGRAM. RETURN DATES MAY BE EDITED WITH THE "EDIT RETURN DATES" PROGRAM.

WHEN YOU SELECT THIS OPTION YOU ARE ASKED TO:

ENTER ROUTE NUMBER OR PF2 TO EXIT?

ANSWER THE QUESTION WITH THE NUMBER OF THE ROUTE YOU WISH TO HAVE DELIVERY INVOICES PRINTED FOR AND PRESS {ENTER} OR PRESS {PF2} IF YOU DO NOT WISH TO EXERCISE THE OPTION. (FOR MORE INFORMATION ON PRE-DEFINED ROUTES SEE "ADD/EDIT ROUTE")

THE COMPUTER ASKS:

ENTER STARTING RETURN DATE

TYPE IN THE DATE THE DRIVER IS MAKING DELIVERIES WITH THESE TICKETS. (NEXT DELIVERY DAY) AND PRESS {ENTER}.

THE NEXT QUESTION IS:

ENTER ENDING RETURN DATE

TYPE IN THE DATE NEXT DELIVERIES SHOULD BE MADE FOR THIS ROUTE AND PRESS {ENTER}.

THE COMPUTER NOW BUILDS THE DELIVERY INVOICES. WHEN IT FINISHES BUILDING THE INVOICES IT RETURNS TO THE FIRST SCREEN. YOU MAY EXIT THE PROGRAM BY PRESSING {PF2} OR REQUEST INVOICES FOR ANOTHER ROUTE. WHEN YOU ARE FINISHED REQUESTING TICKETS PRESS {PF2} TO RETURN TO THE "DELIVERY TICKET MENU". THE INVOICES PRINT AS SOON AS THE PRINTER IS AVAILABLE.

## 7.2 PRINT ROUTE LIST

THE PRINT ROUTE LIST PROGRAM PROVIDES A HARD COPY OF A ROUTE ON NARROW COMPUTER PAPER. IF THE SYSTEM IS SET UP WITH PREDEFINED ROUTES, THE COMPUTER PRODUCES AN IN ORDER LISTING OF THE ACCOUNTS ON A ROUTE. YOU CAN ALSO OBTAIN LISTINGS OF RETURN DATES, RETURN PERIODS, AND RETURN TIMES BASED ON ALL ACCOUNTS OR BY SALESMAN.

\*\*SCREEN DISPLAY\*\*

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#####  
REPORT OPTIONS      DESCRIPTION  
#####  
LIST ALL ACCOUNTS  PRESSING A {1} THEN {ENTER} STARTS THE REPORT PROCESSING  
BY ACCOUNT NUMBER  IN ACCOUNT NUMBER ORDER.  
  
LIST ALL ACCOUNTS  PRESSING A {2} THEN {ENTER} STARTS THE REPORT PROCESSING  
BY ACCOUNT NAME    IN ACCOUNT NAME ORDER.  
  
LIST BY SALESMAN   TO SELECT A LIST BY SALESMAN, PRESS {3} THEN {ENTER}.  
YOU NOW MAY SELECT A LISTING BY THE PRIMARY SALESMAN BY  
PRESSING {1} THEN {ENTER} OR THE SECONDARY SALESMAN BY  
PRESSING {2} THEN {ENTER}. THE REPORT PROCESSES IN  
SALESMAN NUMBER ORDER.  
  
LIST BY ROUTE     TO SELECT A LISTING OF A SINGLE ROUTE, PRESS {4} THEN  
NUMBER            {ENTER}. TYPE IN THE ROUTE NUMBER AND PRESS {ENTER}.  
THE REPORT PROCESSES IN ROUTE NUMBER ORDER.  
  
PRINT WITH/WITHOUT  DEFAULT IS "WITHOUT". PRESS {5} THEN {ENTER} TO CHANGE  
ADDRESSES TOGGLE   THE DISPLAY TO "WITH". THIS TELLS THE SYSTEM IF YOU WANT  
ADDRESSES OF CUSTOMERS PRINTED ON THE REPORT.  
  
INCLUDE SUGGESTED  DEFAULT IS "NO". TO INCLUDE SUGGESTED PRODUCT NUMBERS ON  
PRODUCT NUMBER    THE REPORT PRESS {6} THEN {ENTER}.  
  
INCLUDE LOADSHEET  DEFAULT IS "NO". TO INCLUDE A LOADSHEET SUMMARY ON THE  
SUMMARY           REPORT PRESS {7} THEN {ENTER}.  
  
SELECT BY RETURN   DEFAULT IS "NO". TO SELECT BY RETURN DATE PRESS {8} THEN  
DATE (S)          {ENTER}. THE COMPUTER ASKS IF YOU WISH TO "UPDATE RETURN  
DATE (Y/N)". TYPE IN "Y" OR "N" DEPENDING ON WHETHER YOU  
WANT RETURN DATES UPDATED AND PRESS {ENTER}. THE  
COMPUTER ASKS: "ENTER <A STARTING DATE> OR <ALL> FOR THE  
DATE SELECTION". TYPE IN YOUR SELECTION AND PRESS  
{ENTER}. THE NEXT QUESTION ASKED IS: "HOW MANY DAYS (MAX  
6)". TYPE IN THE NUMBER OF DAYS AND PRESS {ENTER}.  
  
ROUTE LIST /ROUTE  DEFAULT IS "ROUTE LIST". IF YOU WISH A CALENDAR TO PRINT
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CALENDAR SCHEDULE OF THE NEXT DELIVERY DATES FOR THIS MONTH. PRESS {9} THEN  
{ENTER}. THE DISPLAY CHANGES TO "ROUTE CALENDAR  
SCHEDULE"

END PRESS {PF2} TO EXIT THIS PROGRAM.

ONCE THE PROGRAM FINISHES PROCESSING THE "REPORT SELECTION MENU" APPEARS.

### 7.3 EDIT DELIVERY TICKET

THE EDIT DELIVERY INVOICE PROGRAM TELLS THE COMPUTER WHAT PRODUCT IS TO BE PRINTED ON A BLANK DELIVERY INVOICE. IF IS ALSO USED TO DETERMINE WHAT PRODUCT IS TO BE PRINTED ON THE RIGHT SIDE OF A TYPE 2 DELIVERY TICKET. TYPES OF TICKETS ARE SET IN "ADD/EDIT COMPANY".

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS:

ENTER THE DELIVERY TICKET TYPE ?

TYPE IN THE DELIVERY TICKET TYPE NUMBER(1-7) AND PRESS {ENTER}.

THE EDIT DELIVERY TICKET INPUT SCREEN DISPLAYS.

\*\*SCREEN DISPLAY\*\*

TO CHANGE THE DELIVERY TICKET, PRESS {ENTER} TO MOVE TO THE LINE YOU WISH TO ADD OR CHANGE A PRODUCT TO OR FROM. TYPE IN THE PRODUCT NUMBER AND PRESS {ENTER}.

THERE ARE UP TO 48 LINES AVAILABLE FOR PRINTING.

TYPE 1 SHOWS 10 LINES 2 COLUMNS CURSOR LINE 1 COL 1HOW GET AROUND IN?  
TYPE 2 SHOWS 10 LINES 2 COLUMNS CURSOR LINE 1 COL 2 F2 IS EXIT AND OR SAVE  
TYPE 3 CANT ENTER  
TYPE 4 SAME AS 1  
5,6,7 CANT ENTER

PRESS {PF2} TO EXIT THE PROGRAM AND SAVE THE INFORMATION ENTERED. IF YOU DO NOT WANT TO MAKE ANY CHANGES OR ADD ANY INFORMATION, PRESS {PF3} TO EXIT WITHOUT SAVING.

#### 7.4 ADD/EDIT ROUTE

THE ADD/EDIT ROUTE PROGRAM IS USED TO SET UP PRE-DEFINED ROUTES. A ROUTE CONSTRUCTED USING THIS PROGRAM DOES NOT ABIDE BY RETURN DATES, BUT INSTEAD PRINTS OUT ALL ASSOCIATED ACCOUNTS IN ORDER WHEN REQUESTED.

##### ADD ROUTE

TO BUILD A NEW ROUTE, YOU NEED A LIST OF THE ACCOUNTS (BY NUMBER) IN THE ORDER THEY ARE DELIVERED.

##### \*\*SCREEN DISPLAY\*\*

THE COMPUTER ASKS YOU TO SELECT THE ROUTE NUMBER YOU WISH TO EDIT OR PRESS {ENTER} FOR NEW ROUTE. (TO ADD A ROUTE OTHER THAN THE NEXT NEW ROUTE NUMBER, TYPE IN A NEW ROUTE NUMBER NUMERICALLY BELOW THE NEXT ROUTE NUMBER AND PRESS {ENTER}.)

THE NEXT SCREEN IS THE FIRST CUSTOMER SCREEN.

##### \*\*SCREEN DISPLAY\*\*

IF YOU ARE ADDING A NEW ROUTE THE FIRST CUSTOMER NUMBER FIELD MUST BE A BLANK, ZERO, OR ONE. IF IT IS NOT THE ROUTE YOU HAVE SELECTED ALREADY EXISTS.

WARNING! DO NOT TYPE OVER A FIRST CUSTOMER NUMBER! IF YOU DO SO THE CUSTOMER NUMBER YOU TYPED OVER IS LOST AND INCORRECT LINKING OF CUSTOMERS OCCURS.

TYPE IN THE ACCOUNT NUMBER OF THE FIRST CUSTOMER ON YOUR LIST AND PRESS {ENTER}. NEXT TYPE IN THE NUMBER OF THE DRIVER AND PRESS {ENTER}. (FOR INFORMATION ON DRIVER NUMBERS SEE 4.B.C ADD/EDIT SALESMAN.) THE NEXT LINE ON THIS SCREEN DETERMINES THE DELIVERY INVOICE TYPE FOR THIS ROUTE. TYPE IN THE DELIVERY INVOICE TYPE NUMBER THEN PRESS {ENTER}. (DELIVERY TICKET TYPE MUST MATCH THAT SET UP IN "ADD/EDIT COMPANY" THE ROUTE NAME FIELD IS USED FOR A SHORT DESCRIPTION OF THE ROUTE. TYPE IN THE DESCRIPTION AND PRESS {ENTER}. PRESS {PF2} TO GO TO THE NEXT SCREEN.

##### \*\*SCREEN DISPLAY\*\*

TO FINISH ENTERING THE ROUTE, PRESS {F}. TYPE IN THE NUMBER OF THE NEXT ACCOUNT ON YOUR LIST AND PRESS {ENTER}. CONTINUE DOING THIS UNTIL ALL NUMBERS FOR THE ROUTE ARE ENTERED. WHEN ALL OF THE ROUTE IS INPUT, PRESS {E} TO EXIT. THE FIRST CUSTOMER NUMBER SCREEN APPEARS. YOU MAY PRESS {PF2} TO EXIT BACK TO THE "ROUTING" MENU OR YOU MAY ADD ANOTHER ROUTE.



EDIT ROUTE

EDIT ROUTE MAKES CHANGES TO EXISTING ROUTES. COMMON CHANGES ARE ADDING IN NEW CUSTOMERS, MOVING EXISTING CUSTOMERS TO ANOTHER ROUTE, OR DELETING CUSTOMERS THAT HAVE CANCELED SERVICE.

\*\*SCREEN DISPLAY\*\*

TO EDIT AN EXISTING ROUTE, TYPE IN THE NUMBER OF THE ROUTE YOU WISH TO EDIT AT THE FIRST SCREEN OF THE PROGRAM AND PRESS {ENTER}.

THE FIRST CUSTOMER NUMBER SCREEN APPEARS.

\*\*SCREEN DISPLAY\*\*

IF THE SALESMAN FOR A ROUTE HAS CHANGED, TYPE IN THE NEW SALESMAN NUMBER AT THE "DRIVER #" FIELD AND PRESS {ENTER}. THE NEXT TIME THE "ASSIGN SALESMAN TO ROUTE" PROGRAM IS RUN, THE SALESMAN NUMBER FOR ALL CUSTOMERS IN THE ROUTE IS CHANGED.

CHECK THAT THIS IS THE ROUTE YOU WISH TO EDIT AND PRESS {PF2}.

A LISTING OF THE ROUTE WITH OPTIONS AT THE BOTTOM APPEARS.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN OPTIONS      DESCRIPTION  
#####  
(M) -MORE          MOVES THE DISPLAY FORWARD ONE SCREEN TO SHOW ADDITIONAL  
                   SCREENS OF CUSTOMERS ON THE ROUTE.  
  
(E) -EXIT          EXITS BACK TO THE ENTER ROUTE SCREEN  
  
(F) -ADD TO FIRST  THE CUSTOMER NUMBER INPUT IS ADDED TO THE FRONT OF THE  
                   ROUTE AND BECOMES THE FIRST CUSTOMER NUMBER(STOP) ON THE  
                   ROUTE.  
  
(L) -ADD TO LAST   THE CUSTOMER NUMBER INPUT IS ADDED TO THE END OF THE  
                   ROUTE AND BECOMES THE LAST CUSTOMER NUMBER(STOP) ON THE  
                   ROUTE.  
  
(I) -INSERT BETWEEN THE CUSTOMER NUMBER INPUT IS INSERTED AFTER ANY CUSTOMER  
                   NUMBER ON THE ROUTE THAT YOU CHOOSE FOR IT TO FOLLOW. IT  
                   ASKS YOU FOR THE NUMBER OF THE CUSTOMER YOU WANT THE  
                   ACCOUNT TO FOLLOW.  
  
(R) -REMOVE        THE CUSTOMER NUMBER INPUT IS DELETED FROM THE ROUTE
```

NOTE: THE SYSTEM WARNS YOU IF A NUMBER YOU INPUT IS CURRENTLY ON ANOTHER ROUTE AND ASKS YOU IF YOU WISH TO DELETE IT FROM THAT ROUTE.

## 7.5 EDIT RETURN DATES

THIS PROGRAM ALLOWS EDITING OF THE RETURN DATE, RETURN PERIOD AND RETURN TIME FOR A CUSTOMER FROM THE ROUTING SYSTEM. YOU DO NOT HAVE TO EXIT THE ROUTING SYSTEM AND ENTER THE ACCOUNTS RECEIVABLE SYSTEM TO MAKE CORRECTIONS TO THESE FIELDS.

### \*\*SCREEN DISPLAY\*\*

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#####
SCREEN FIELDS      DESCRIPTION
#####
CUSTOMER NUMBER   TYPE IN THE CUSTOMER NUMBER AND PRESS {ENTER}.  THE
                  COMPUTER DISPLAYS INFORMATION FOR THE CUSTOMER SELECTED.

CUSTOMER NAME     DISPLAY OF THE CUSTOMER NAME FOR THE CUSTOMER NUMBER
                  SELECTED.

RETURN DATE       IF YOU ARE EDITING THIS FIELD, TYPE IN THE RETURN DATE
                  AND PRESS {ENTER}.  THIS IS THE NEXT DELIVERY DAY OR NEXT
                  DAY THE CUSTOMER SHOULD BE CONTACTED.  THE COMPUTER
                  AUTOMATICALLY UPDATES THE FIELD TO EACH NEW CONTACT
                  PERIOD WHEN TICKETS ARE PRINTED USING THE INFORMATION
                  FROM THE RETURN PERIOD AND RETURN TIME FIELD.

LAST DELIVERY MONTH DISPLAY OF THE LAST MONTH THAT A TICKET WAS PRINTED FOR
                  THE CUSTOMER.

RETURN PERIOD     IF YOU ARE EDITING THIS FIELD, TYPE IN THE RETURN PERIOD
                  AND PRESS {ENTER}.  THE RETURN PERIOD MAY BE D-DAILY, W-
                  WEEKLY OR M-MONTHLY.  IT IS USED ALONG WITH THE RETURN
                  TIME TO DETERMINE HOW OFTEN THE COMPUTER GENERATES A
                  DELIVERY INVOICE FOR THE CUSTOMER.  FOR EXAMPLE, IF THE
                  DELIVERY CYCLE FOR THIS CUSTOMER IS EVERY 21 DAYS, SET
                  "RETURN PERIOD" TO "D" AND "RETURN TIME" TO "21".  IF YOU
                  WISH THE CUSTOMER TO BE CALLED ON ONCE A MONTH, SET THE
                  "RETURN PERIOD" TO "M" AND THE "RETURN TIME" TO "1".

RETURN TIME       IF YOU ARE EDITING THIS FIELD, TYPE IN THE RETURN TIME
                  AND PRESS {ENTER}.  (SEE EXPLANATION OF "RETURN PERIOD"
                  ABOVE.)  THIS FIELD IS THE FREQUENCY OF RETURN PERIODS.

WHEN ALL CORRECTIONS ARE MADE PRESS {PF2}.  EDIT ANOTHER CUSTOMER OR PRESS
{PF2} TO EXIT THE PROGRAM.
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## 7.6 EDIT TRUCK INVENTORY

NOTE: THE "EDIT TRUCK INVENTORY" OPTION IS NOT CURRENTLY AVAILABLE.

"EDIT TRUCK INVENTORY" IS ONLY FUNCTIONAL IF YOU ARE USING THE "CONSIGNED INVENTORY" SYSTEM. THIS AND THE "PRINT LOAD SHEET" PROGRAM HELP DETERMINE WHAT PRODUCT SHOULD BE LOADED ON A TRUCK.

WHEN A TRUCK IS LOADED THERE ARE TWO THINGS THAT MUST BE CONSIDERED. ONE OF THESE IS THE PRODUCT REQUIRED FOR THE ROUTE BASED ON THE SUGGESTED QUANTITY OF ALL PRODUCT QUOTED FOR THE ROUTE, THE OTHER IS THE PRODUCT THAT MUST BE LOADED AS A BASIC LOAD.

THE BASIC LOAD IS THE PRODUCT THAT SHOULD BE ON THE TRUCK REGARDLESS OF THE ROUTE THAT IS BEING RUN OR THE AMOUNT OF PRODUCT THAT IS REQUIRED TO RUN THE ROUTE. THIS PROGRAM IS USED TO DEFINE THE BASIC LOAD OF A TRUCK. THE BASIC LOAD IS ASSUMED TO BE CONSIGNED TO THE TRUCK CONTINUOUSLY.

TO KEEP THIS INFORMATION CORRECTLY, WHEN THE DRIVERS COUNT THEIR TRUCKS, THEY SHOULD BRING THE BASIC LOAD UP TO THE POINT INDICATED FOR THEIR TRUCK AND INDICATE THE AMOUNT OF PRODUCT REQUIRED TO BRING THE TRUCK OF TO THIS BASIC LOAD ON THE LOAD SHEET. ("PRINT LOAD SHEET") THIS LOAD SHEET SHOULD THEN BE GIVEN TO THE COMPUTER OPERATOR IN CHARGE OF "CONSIGNED INVENTORY" WHO USED THE "CONSIGN PRODUCT" PROGRAM TO ADD THE PRODUCT TO THE TRUCK.

THE FIRST THING YOU NEED TO DO IN DEFINING A BASIC LOAD (OTHER THAN CREATING THE TRUCK ON THE COMPUTER USING THE "DEFINE TRUCK" PROGRAM) IS TO SELECT THE TRUCK NUMBER WHEN THE THE COMPUTER ASKS YOU TO:

ENTER TRUCK NUMBER TO EDIT ?

TYPE IN THE NUMBER OF THE TRUCK YOU WISH TO EDIT AND PRESS {ENTER}.

AN INPUT PAGE FOR THE TRUCK DISPLAYS.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
TRUCK NUMBER      DISPLAY OF THE TRUCK NUMBER SELECTED.  
  
DRIVERS NAME      DISPLAY OF THE DRIVERS NAME ASSOCIATED WITH THE TRUCK  
SELECTED.  
  
PRODUCT NO.       TYPE IN THE NUMBER OF THE PRODUCT YOU WISH TO ADD OR  
REVISE IN THE BASIC LOAD FOR THIS TRUCK.  THE COMPUTER  
PULLS UP THE QUANTITY AND UNIT FLAG FOR THIS PRODUCTS  
BASIC LOAD.
```

SUGGEST QTY IF THIS FIELD IS "0", THEN NO PRODUCT HAS BEEN SPECIFIED FOR THE TRUCK. TYPE IN THE QUANTITY YOU WISH TO HAVE FOR THIS TRUCK.

UNIT (C/U/N) TYPE IN THE UNIT TYPE FOR THE PRODUCT AND PRESS {ENTER}.

- C - FOR CASES
- U - FOR UNITS
- N - IF CASE PRICING IS NOT ENABLED FOR THE PRODUCT.

PRESS {PF2} TO ACCEPT THE INFORMATION ENTERED AND DISPLAY THE NEXT PRODUCT INPUT SCREEN.

CONTINUE ENTERING OR EDITING PRODUCT UNTIL THE BASIC LOAD FOR THE TRUCK IS DEFINED. WHEN ALL PRODUCT IS ENTERED PRESS {PF2} TO EXIT THE PROGRAM.

REMEMBER THAT JUST BECAUSE A PRODUCT IS NOT IN THE BASIC LOAD OF A TRUCK AND IS NOT INDICATED BY THE ROUTE, THIS DOES NOT MEAN THAT IT CANNOT BE LOADED ONTO THE TRUCK. WHAT THE BASIC LOAD IS DESIGNED TO DO IS REDUCE THE NUMBER OF TIMES A DRIVER IS NOT ABLE TO FILL AN ORDER AT THE CUSTOMER LOCATION. THE CUSTOMER ASKS FOR SOMETHING THEY DO NOT NORMALLY BUY OR THEY ASK FOR MORE OF THE PRODUCT THAN THEY NORMALLY BUY.

## 7.7 PRINT LOAD SHEET

THE PROGRAM PRINTS THE LAST TIME THE ROUTE WAS RUN, WHAT WAS SOLD, AND AN AVERAGE OF THE LAST 6 DELIVERIES FOR THIS ROUTE. IT ALSO PRINTS A DIAGRAM OF A TRUCK FOR BAY LOADING AND HAS COLUMNS TO ACCOMMODATE PHYSICAL LOAD, RETURNS, AND SOLDS.

\*\*SCREEN DISPLAY\*\*

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#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1  ALL ROUTES      PRESS {1} THEN {ENTER} IF YOU WISH TO PRINT LOAD SHEETS  
                    FOR ALL ROUTES IN THE SYSTEM. TYPE IN THE DATE TO START  
                    PROCESSING AND PRESS {ENTER} OR PRESS {PF2} TO EXIT  
                    WITHOUT PROCESSING.  
  
2  RANGE OF ROUTES SELECT THIS OPTION TO PRINT LOADSHEETS FOR A RANGE OF  
                    ROUTES. PRESS {2} THEN {ENTER}. TYPE IN THE BEGINNING  
                    ROUTE NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING ROUTE  
                    NUMBER AND PRESS {ENTER}. NEXT TYPE IN THE DATE TO  
                    START PROCESSING AND PRESS {ENTER} OR PRESS {PF2} TO EXIT  
                    WITHOUT PROCESSING.
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3 SPECIFIC ROUTES PRESS {3} THEN {ENTER} TO CHOOSE MULTIPLE ROUTES IN ANY ORDER- THESE ARE PRINTED IN THE ORDER YOU ENTER THEM IN THE LIST. TYPE IN THE ROUTE YOU WISH TO ADD AND PRESS {ENTER}. CONTINUE ADDING ROUTES UNTIL ALL ROUTES HAVE BEEN ADDED. WHEN YOU ARE FINISHED PRESS {0} THEN {ENTER} TO END THE LIST. NEXT TYPE IN THE DATE TO START PROCESSING AND PRESS {ENTER} OR PRESS {PF2} TO EXIT WITHOUT PROCESSING.

4 PRINT LOAD LIST DEFAULT IS "YES". PRESS {4} THEN {ENTER} IF YOU DO NOT WANT THE LOAD LIST TO PRINT. THE DISPLAY CHANGES TO "NO". THIS IS THE SUGGESTED LOAD TO SUPPLY A ROUTE AS THE DRIVER DELIVERS IT BASED ON PREVIOUS SALES.

5 PRINT PRODUCTION REPORT DEFAULT IS "NO". PRESS {5} THEN {ENTER} IF YOU DO WANT TO PRINT THE PRODUCTION REPORT. THE DISPLAY CHANGES TO "YES". THIS PRINTS A SUMMARY TELLING THE PRODUCTION MANAGER HOW MUCH PRODUCT MUST BE PRODUCED TO SUPPLY ALL CUSTOMERS ON THE ROUTE.

PF2 TO EXIT

ONCE THE LOAD SHEET FINISHES PROCESSING THE "REPORT SELECTION MENU" APPEARS.

### 7.8 PRINT DELIVERY TICKET REPORT

THIS PROGRAM PRINTS A LISTING OF DELIVERY TICKET NUMBERS AND THE ACCOUNTS THEY WERE PRINTED FOR.

\*\*SCREEN DISPLAY\*\*

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#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1 RETURN DATE      DEFAULT IS "ALL". IF YOU WISH THE REPORT TO PRINT FOR A  
                    SPECIFIC DATE, PRESS {1} THEN {ENTER}. TYPE IN THE DATE  
                    AND PRESS {ENTER}.  
  
3 ROUTE            DEFAULT IS "ALL". TO SELECT A RANGE OF ROUTES OR A  
                    SINGLE ROUTE, 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 A SINGLE ROUTE, THE BEGINNING AND  
                    ENDING ROUTE NUMBER MUST BE THE SAME.  
  
4 SALESMAN         DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A  
                    SINGLE SALESMAN, PRESS {4} THEN {ENTER}. TYPE IN THE  
                    BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE
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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 DELIVERY TICKET# DEFAULT IS "ALL". TO SELECT A RANGE OF INVOICES OR A SINGLE INVOICE, PRESS {5} THEN {ENTER}. TYPE IN THE BEGINNING INVOICE NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING INVOICE NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE INVOICE, THE BEGINNING AND ENDING INVOICE NUMBER MUST BE THE SAME. }

6 BEGIN PRINTING WITH OPTION SHOWN

PF2 EXIT WITHOUT PRINTING

## 7.9 SET NEXT DELIVERY TICKET NUMBER

THIS PROGRAM ALLOWS YOU TO CHANGE THE DELIVERY INVOICE NUMBER. THIS IS NOT A RECOMMENDED PRACTICE. IF THERE IS A NEED TO CHANGE THE NUMBER IT SHOULD BE DONE BY THE SYSTEM ADMINISTRATOR.

NEXT DELIVERY TICKET #}

THE COMPUTER DISPLAYS THE NUMBER OF THE NEXT DELIVERY INVOICE. TO CHANGE, TYPE IN THE NUMBER YOU WANT THE NEXT DELIVERY INVOICE NUMBER TO BE CHANGED TO AND PRESS {ENTER}. PRESS {PF2} TO EXIT THE PROGRAM.

## 7.A SET/CHANGE RETURN DATES

THIS PROGRAM ALLOWS YOU TO SET OR CHANGE RETURN DATES. THIS IS GENERALLY USED TO RESET ROUTE DELIVERY DAYS WHEN A HOLIDAY INTERRUPTS THE DELIVERY SCHEDULE.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN OPTIONS      DESCRIPTION  
#####  
1  INSTALL DATE    DEFAULT IS "00/00/00-12/31/99".  TO CHANGE THE DATES,  
                        PRESS {1} THEN {ENTER}.  TYPE IN THE BEGINNING DATE AND  
                        PRESS {ENTER}.  TYPE IN THE ENDING DATE AND PRESS  
                        {ENTER}.  IF YOU WANT THE REPORT TO PRINT FOR A SINGLE  
                        DATE, THE BEGINNING AND ENDING DATE MUST BE THE SAME.  
  
2  ACCT TYPE       DEFAULT IS "ALL".  TO SELECT A RANGE OF ACCOUNT TYPES OR  
                        A SINGLE ACCOUNT TYPE, PRESS {2} THEN {ENTER}.  TYPE IN  
                        THE BEGINNING ACCOUNT TYPE AND PRESS {ENTER}.  TYPE IN  
                        THE ENDING ACCOUNT TYPE AND PRESS {ENTER}.  IF YOU WANT  
                        THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE  
                        BEGINNING AND ENDING ACCOUNT TYPE MUST BE THE SAME.  
  
3  ROUTE           DEFAULT IS "ALL".  TO SELECT A RANGE OF ROUTES OR A SINGLE  
                        ROUTE, 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 A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE  
                        NUMBER MUST BE THE SAME.  
  
4  PRIMARY SALESMAN  DEFAULT IS "ALL".  TO SELECT A RANGE OF SALESMEN OR A  
                        SINGLE SALESMAN, PRESS {4} THEN {ENTER}.  TYPE IN 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
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AND ENDING SALESMAN NUMBER MUST BE THE SAME.

- 5 SECONDARY SALESMAN DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {5} THEN {ENTER}. TYPE IN 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". TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT, PRESS {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". PRESS {7} THEN {ENTER} IF YOU WANT THE REPORT TO BE PRINTED IN ALPHABETIC ORDER INSTEAD OF NUMERIC BY ACCOUNT NUMBER. THE DISPLAY CHANGES TO "ALPHA".
- 8 BEGIN PRINTING WITH OPTIONS SET
- A PRINT ACCOUNT ADDRESSES DEFAULT IS "NO". IF YOU WANT THE ADDRESSES OF THE CUSTOMERS TO PRINT ON THE REPORT PRESS {A} THEN {ENTER}. THE DISPLAY CHANGES TO "YES".
- B PRINT ACCOUNT IN 2-LINE COMMENTS DEFAULT IS "NO". IF YOU WANT THE TWO LINES OF COMMENT THE CUSTOMERS MASTER FILE TO PRINT ON THE REPORT, PRESS {B} THEN {ENTER}. THE DISPLAY CHANGES TO "YES".
- C PRINT SECOND NUMBER TELEPHONE NUMBER DEFAULT IS "NO". IF YOU WANT THE SECOND TELEPHONE FIELD OF THE CUSTOMERS MASTER FILE TO PRINT, PRESS {C} THEN {ENTER}. THE DISPLAY CHANGES TO "YES".
- D RETURN DATE RESTRICT DEFAULT IS "ALL". TO RESTRICT CHANGES OF RETURN DATES, PRESS {D} THEN {ENTER}. TYPE IN THE STARTING DATE AND PRESS {ENTER}. TYPE IN THE ENDING DATE AND PRESS {ENTER}. ONLY RETURN DATES WITHIN THE BEGINNING AND ENDING DATES SET ARE CHANGED.
- E SET TO A GIVEN DATE DEFAULT IS "NO". IF YOU WISH TO SET THE RETURN DATE TO A GIVEN DATE, PRESS {E} THEN {ENTER}. TYPE IN THE DATE AND PRESS {ENTER}.
- F ADD DAYS DEFAULT IS "NO". IF YOU WISH TO ADD DAYS TO RETURN DATES PRESS {F} THEN {ENTER}. TYPE IN THE NUMBER OF DAYS YOU

WISH TO ADD AND PRESS {ENTER}.

- G SUBTRACT DAYS      DEFAULT IS "NO". IF YOU WISH TO SUBTRACT DAYS FROM THE RETURN DATES PRESS {G} THEN {ENTER}. TYPE IN THE NUMBER OF DAYS YOU WISH TO SUBTRACT AND PRESS {ENTER}.
- H ADD CYCLES         DEFAULT IS "NO". IF YOU WISH TO ADD CYCLES TO THE RETURN DATES PRESS {H} THEN {ENTER}. TYPE IN THE NUMBER OF CYCLES YOU WISH TO ADD AND PRESS {ENTER}.
- I SUBTRACT CYCLES   DEFAULT IS "NO". IF YOU WISH TO SUBTRACT CYCLES TO THE RETURN DATES PRESS {I} THEN {ENTER}. TYPE IN THE NUMBER OF CYCLES YOU WISH TO SUBTRACT AND PRESS {ENTER}.
- J SIERRA OPTION      DEFAULT IS "NO". THIS ALLOWS YOU TO SET A DATE FOR EACH DAY SELECTION AND RESET ALL CUSTOMERS BY THOSE DAY OPTIONS. THIS IS THE MOST COMMONLY USED OPTION FOR SETTING RETURN DATES. TYPE IN THE DATE YOU WANT THE NEXT DELIVERY DATE CHANGED TO FOR THAT ROUTE DAY AND PRESS {ENTER}. CONTINUE ENTERING NEW DELIVERY DATES UNTIL ALL 15 ARE FINISHED. IF YOU DO NOT WISH TO CHANGE A DAY OR YOU DO NOT HAVE THAT DAY, PRESS {ENTER} TO SKIP THE DAY.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTION MENU" APPEARS.

## 7.B AGED ROUTE LIST

THE AGED ROUTE LIST WAS DEVELOPED TO MEET THE NEEDS OF THE DRIVER WHILE ON THE ROUTE. THE LIST IS PRINTED FOR EACH ROUTE AND IS USED BY THE DRIVER TO NOTE CHANGES ON THE ROUTE AND TO ANSWER CUSTOMER QUESTIONS. ALL CUSTOMERS ON THE ROUTE ARE PRINTED WITH THEIR ADDRESS AND PHONE NUMBER IN THE ORDER THEY ARE SERVICED. AGING AND OUTSTANDING INVOICES ARE PROVIDED FOR PAST DUE CUSTOMERS.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS       DESCRIPTION  
#####  
1 AGING DATE         DEFAULT IS THE SYSTEM DATE. TO SELECT ANOTHER AGING  
                      DATE, PRESS {1} THEN {ENTER}. TYPE IN THE NEW AGING DATE  
                      AND PRESS {ENTER}.  
  
2 ACCT TYPE          DEFAULT IS "ALL". TO SELECT A RANGE OF ACCOUNT TYPES OR  
                      A SINGLE ACCOUNT TYPE, PRESS {2} THEN {ENTER}. TYPE IN  
                      THE BEGINNING ACCOUNT TYPE AND PRESS {ENTER}. TYPE IN  
                      THE ENDING ACCOUNT TYPE AND PRESS {ENTER}. IF YOU WANT  
                      THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE
```

BEGINNING AND ENDING ACCOUNT TYPE MUST BE THE SAME.

- 3 ROUTE DEFAULT IS "ALL". TO SELECT A RANGE OF ROUTES OR A SINGLE ROUTE, 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 A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.
- 4 PRIMARY SALESMAN DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {4} THEN {ENTER}. TYPE IN 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 RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {5} THEN {ENTER}. TYPE IN 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". TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT, PRESS {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.
- 8 ROUTE DAY SELECTION DEFAULT IS "NO". THIS ALLOWS YOU TO PRINT A LISTING FOR ONE ROUTE DAY. IF YOU SELECT "ALL" FOR OPTION 3 ROUTE AND THEN ENTER A DAY FOR THIS OPTION, A LISTING FOR ALL ROUTES DELIVERED ON A DAY PRINT. TO SELECT A DAY, PRESS {8} THEN TYPE IN THE DAY AND PRESS {ENTER}.
- 9 BEGIN PROCESSING WITH OPTIONS SHOWN
  - A MIN. BALANCE DEFAULT IS "0.00" ON "TOTAL". TO CHANGE THE MINIMUM BALANCE SHOWN THAT PRINTS ON THE REPORT PRESS {A} THEN {ENTER}. TYPE IN THE AMOUNT AND PRESS {ENTER}.
  - B AGING RANGES DEFAULT IS "28- 56- 84". TO CHANGE THE AGING RANGES PRESS {B} THEN {ENTER}. TYPE IN THE AGING RANGES YOU WISH TO PRINT ON THE REPORT AND PRESS {ENTER}.
  - C INCLUDE TERMS DAYS IN AGING DEFAULT IS "NO". IF YOU WISH TERMS TO BE INCLUDED WHEN CALCULATING THE AGING PRESS {C} THEN {ENTER}. THE DISPLAY CHANGES TO "YES".

D OUTPUT W/P MERGE DEFAULT IS "NO". IF YOU WISH THE REPORT TO GENERATE A  
FILE FILE TO BE USED AS A WORD PROCESSING MERGE FILE, PRESS  
{D} THEN {ENTER}. THE DISPLAY CHANGES TO "YES".

E DETAIL OR SUMMARY DEFAULT IS "DETAIL". IF YOU WISH THE REPORT TO PRINT A  
SUMMARY INSTEAD OF DETAIL ON THE CUSTOMERS PRESS {E} THEN  
{ENTER}. THE DISPLAY CHANGES TO "SUMMARY".

F PRINT A/R COMMENTS DEFAULT IS "NO". IF YOU WISH ANY ACCOUNTS RECEIVABLE  
COMMENTS THAT HAVE BEEN ENTERED TO THE CUSTOMERS FILE TO  
PRINT ON THE REPORT, PRESS {F} THEN {ENTER}. THE DISPLAY  
CHANGES TO "YES".

G PRINT FORM PRINTED DEFAULT IS "NO". IF YOU WISH A FORM LETTER TO BE  
LETTER FOR ALL CUSTOMERS THAT FIT THE AGING CRITERIA, PRESS {G}  
THEN {ENTER}. THE DISPLAY CHANGES TO "YES".

PF2 EXIT WITHOUT PRINTING

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

## 7.C CHECK ROUTE LINKS

THE "CHECK ROUTE LINKS" PROGRAM CHECKS THE RECEIVABLES FILES FOR THE ROUTE OR ROUTES SELECTED TO SEE IF THE PREVIOUS AND NEXT ACCOUNT POINTERS ARE CORRECT AND GENERATES A REPORT. THIS PROGRAM LETS YOU FIND BAD ROUTE LINKS.

\*\*SCREEN DISPLAY\*\*

```
#####
REPORT OPTIONS      DESCRIPTION
#####
1  INSTALL DATE    DEFAULT IS "00/00/00-12/31/99".  TO CHANGE THE DATES,
                        PRESS {1} THEN {ENTER}.  TYPE IN THE BEGINNING DATE AND
                        PRESS {ENTER}.  TYPE IN THE ENDING DATE AND PRESS
                        {ENTER}.  IF YOU WANT THE REPORT TO PRINT FOR A SINGLE
                        DATE, THE BEGINNING AND ENDING DATE MUST BE THE SAME.

2  ACCT TYPE       DEFAULT IS "ALL".  TO SELECT A RANGE OF ACCOUNT TYPES OR
                        A SINGLE ACCOUNT TYPE, PRESS {2} THEN {ENTER}.  TYPE IN
                        THE BEGINNING ACCOUNT TYPE AND PRESS {ENTER}.  TYPE IN
                        THE ENDING ACCOUNT TYPE AND PRESS {ENTER}.  IF YOU WANT
                        THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE
                        BEGINNING AND ENDING ACCOUNT TYPE MUST BE THE SAME.

3  ROUTE           DEFAULT IS "ALL".  TO SELECT A RANGE OF ROUTES OR A SINGLE
                        ROUTE, 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 A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE
                        NUMBER MUST BE THE SAME.

4  PRIMARY SALESMAN  DEFAULT IS "ALL".  TO SELECT A RANGE OF SALESMEN OR A
                        SINGLE SALESMAN, PRESS {4} THEN {ENTER}.  TYPE IN 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 RANGE OF SALESMEN OR A
                        SINGLE SALESMAN, PRESS {5} THEN {ENTER}.  TYPE IN 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".  TO SELECT A RANGE OF ACCOUNTS OR A
                        SINGLE ACCOUNT, PRESS {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". PRESS {7} THEN {ENTER} IF YOU WANT THE REPORT TO BE PRINTED IN ALPHABETIC ORDER INSTEAD OF NUMERIC BY ACCOUNT NUMBER. THE DISPLAY CHANGES TO "ALPHA".

8 CANCEL RANGE

9 BEGIN PRINTING WITH OPTIONS SET

PF2 EXIT WITHOUT PRINTING

A PRINT ACCOUNT ADDRESSES DEFAULT IS "NO". IF YOU WANT THE ADDRESSES OF THE CUSTOMERS TO PRINT ON THE REPORT PRESS {A} THEN {ENTER}. THE DISPLAY CHANGES TO "YES".

B PRINT ACCOUNT IN 2-LINE COMMENTS DEFAULT IS "NO". IF YOU WANT THE TWO LINES OF COMMENT IN THE CUSTOMERS MASTER FILE TO PRINT ON THE REPORT, PRESS {B} THEN {ENTER}. THE DISPLAY CHANGES TO "YES".

C PRINT SECOND NUMBER TELEPHONE NUMBER FIELD OF THE CUSTOMERS MASTER FILE TO PRINT, PRESS {C} THEN {ENTER}. THE DISPLAY CHANGES TO "YES".

1 LINE FORMAT ??

INCLUDE ONLY INACTIVE/DELETED

ZIP CODE

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

^L

7.E PRINT ROUTE SET-UP

THE "PRINT ROUTE SET-UP" PROGRAM PRINTS A SHORT LISTING OF THE ROUTES SET UP IN THE SYSTEM WITH THE FIRST CUSTOMER NUMBER AND NAME FOR EACH ROUTE.

THE PROGRAM EXECUTES WHEN SELECTED.

AS SOON AS THE LISTING FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.