

AUTO INVENTORY SYSTEMS

TRAINING OUTLINE

GETTING STARTED

▣ 1 : SETTING UP COUNTERMAN FILE

1. MAIN MENU #5
2. PRESS F6 - ADD
3. ADD A NEW COUNTERMAN BOX WILL BE DISPLAYED. INPUT NEW CODE USING LETTERS OR NUMBERS IN ANY COMBINATION USING 1 OR 2 CHARACTERS.
4. PRESS ENTER - INPUT INFORMATION AS NEEDED AND PRESS ENTER.
5. PRESS F1 TO ACCEPT
6. CONTINUE UNTIL ALL CODES ARE SET
7. IF YOU NEED TO DELETE A COUNTER CODE THAT IS ALREADY SET UP, PRESS THE DOWN ARROW AND HIGHLIGHT THE LINE TO BE REMOVED. PRESS F3 TO DELETE. ANSWER Y FOR YES. THE CODE WILL BE REMOVED.
8. IF YOU NEED TO MAKE A CHANGE TO A COUNTER CODE, ARROW DOWN AND HIGHLIGHT THE LINE TO CHANGE. PRESS F4. THE CODE WILL BE DISPLAYED AND CHANGES CAN BE MADE.
9. WHEN YOU ARE FINISHED PRESS F2 BACK TO THE MAIN MENU.

NOTES