

□ 11 : ADDING SINGLE PARTS TO PART FILE

1. MAIN MENU #4
2. PRESS 2 - EDIT - PART SINGLE MODE.
3. INPUT PRODUCT LINE AND PART NUMBER TO ADD AND PRESS ENTER.
4. THE SYSTEM WILL SEE IT IS A NEW PART AND ASK IF YOU WANT TO ADD. ANSWER Y.
5. INPUT DESCRIPTION FOR NEW PART AND PRESS ENTER.
6. INPUT PRICES FOR THAT PART AND SET THE NEEDED INFORMATION (STOCK LEVEL, QUANTITY ON HAND, ETC).
7. THE SYSTEM WILL AUTOMATICALLY PUT THE PART IN ORDER.
8. TO MAKE CHANGES SUCH AS QUANTITY ON HAND, DESCRIPTIONS, STOCK LEVELS, ETC PRESS F7 - SELECT SCREEN
9. REVIEW YOUR CHOICES AND PRESS THE F KEY NEEDED
10. PRESSING F9 AND F10 WILL DISPLAY ALL THE SCREENS AVAILABLE IN THIS PROGRAM. YOU CAN USE THE F5-REPEAT KEY TO DUPLICATE YOUR PREVIOUS ENTRY GOING DOWN.
11. WHEN FINISHED PRESS F2 BACK TO MAIN MENU.

NOTES