

□ 13 : SETTING UP MANUFACTURERS IN CATALOG

1. MAIN MENU #4
2. PRESS LETTER O - E CATALOG SETUP
3. PRESS 3 - SETUP TRIAD PEXPERT
4. PRESS 3 - UPDATE MANUFACTURER COVERAGE. (
5. A SCREEN WILL DISPLAY ALL MANUFACTURERS ALPHABETICALLY BY NUMBER. TO SEE MORE LISTINGS PRESS PAGE DOWN OR PAGE NEXT DEPENDING ON THE KEYBOARD.
6. FIND THE FIRST MANUFACTURER TO ACTIVATE, TYPE NUMBER TO THE LEFT OF NAME AND PRESS ENTER.
7. SCREEN WILL DISPLAY ALL SUBLINES AVAILABLE FOR THIS MANUFACTURER.
8. THE CURSOR WILL BE AT THE BOTTOM LEFT AT “COVERAGE”
9. TYPE LINE NUMBER FOR SUBLINE TO ACTIVATE.
10. PRESS THE RIGHT ARROW BUTTON 2 TIMES. CURSOR WILL BE AT “YOUR LINE”.
11. INPUT THE NAME OF THE PRODUCT LINE IN YOUR PART FILE.
12. CURSOR WILL BE AT “Y/1”. IF YOU ONLY HAVE 1 MANUFACTURER FOR THIS PRODUCT, PRESS F6 TO ADD. IF YOU HAVE MORE THAN 1 MANUFACTURER FOR THIS PRODUCT YOU SET THE 1 TO WHAT ORDER TO DISPLAY THIS BRAND ON SCREEN. (EXAMPLE : Y/1 WILL DISPLAY ABOVE ANOTHER BRAND CODED AS Y/2).
13. CONTINUE UNTIL ALL SUBLINES ARE SET.
14. IF YOU ARE GOING TO USE ALL OF THE SUBLINES, YOU CAN TYPE “ALL” INSTEAD OF THE LINE NUMBER AND ALL SUBLINES WILL BE ACTIVATED.

NOTES

15. IF YOU WANT TO CHANGE A SELECTION ALREADY ACTIVATED, USE ABOVE STEPS AND PRESS F7.
16. IF YOU WANT TO DELETE A SELECTION ALREADY ACTIVATED, USE ABOVE STEPS AND PRESS F12.
17. WHEN FINISHED ON THIS SCREEN, PRESS ESC 2 TIMES. YOU WILL BE ON DISPLAY SCREEN WITH ALL MANUFACTURERS AGAIN.
18. CONTINUE ALPHABETICALLY UNTIL ALL YOUR MANUFACTURERS HAVE BEEN SET. YOU CAN CHANGE TO NEXT SCREEN BY PRESSING PAGE DOWN OR PREVIOUS SCREEN BY PRESSING PAGE UP.
19. TO GO STRIGHT TO A MANUFACTURER, TYPE FIRST THREE LETTERS OF NAME AND PRESS PAGE DOWN. THE SCREEN WILL BE ON THAT MANUFACTURER.
20. WHEN YOU ARE FINISHED ADDING ALL YOUR SELECTIONS PRESS ESC 2 TIMES AND ANSWER Y TO SAVE CHANGES.
21. PRESS F2 UNTIL BACK TO MAIN MENU.

SEE ACTIVANT SETUP ILLUSTRATIONS
NEXT 6 PAGES

NOTES