

MISC SUPERVISORY

SETTING THE SYSTEM CLOCK

1. SETTING THE SYSTEM CLOCK.
2. MAIN MENU PRESS 6 - SUPERVISORY.
3. PRESS 2 - SET THE CLOCK.
4. SYSTEM WILL ASK IF YOU WANT TO CHANGE THE DATE Y/N
5. ANSWER "Y".
6. SYSTEM WILL ASK ARE YOU SURE Y/N .
7. ANSWER "Y".
8. SET THE FIELDS ACORDING TO YOUR NEEDS. PLEASE
REMEMBER THAT THE HOURS ARE DONE IN MILITARY
TIME. (Example : 4:00 pm would be 16)
9. PRESS F2 WHEN FINISHED.

NOTES

SETTING SYSTEM PASSWORDS

1. SETTING PASSWORDS.
2. MAIN MENU PRESS 6 - SUPERVISORY.
3. PRESS 7 - DEFINE PASSWORDS.
4. DISPLAYED WILL BE THE PASSWORD LEVELS 1 THRU 8.
5. LEVEL 1 IS THE LOWEST LEVEL OF SECURITY.
6. LEVEL 8 IS HIGHEST LEVEL OF SECURITY.
7. LEVEL 8 MUST BE SET FOR PASSWORDS TO BE ACTIVATED.
8. CHOOSE ANY COMBINATION OF CHARACTERS (NUMBERS OR LETTERS OR BOTH COMBINED) UP TO 6 POSITIONS.
9. YOU WILL USE THE LEVEL 8 PASSWORD, AND YOU CAN ASSIGN LOWER PASSWORDS LEVELS TO EMPLOYEES.
10. AFTER PASSWORDS ARE ASSIGNED, PRESS F2 1 TIME.
11. PRESS 6 - DEFINE PASSWORD LEVELS.
12. THIS SCREEN SHOWS ALL THE AIS PROGRAMS FROM THE MAIN MENU. YOU CAN SET THE NUMBER OF THE MINIMUM PASSWORD LEVEL YOU WANT THAT PROGRAM PROTECTED BY.
13. WHEN FINISHED ASSIGNING PASSWORDS LEVELS TO THE PROGRAMS, PRESS F2 BACK TO MAIN MENU.

NOTES

SYSTEM LOG SECTION

1. SYSTEM LOG SECTION. THIS SECTION RECORDS MANY OF THE SYSTEM FUNCTIONS, USERS, TIMES, ETC, OF THE EVERYDAY USAGE OF THE SYSTEM.
2. MAIN MENU PRESS 6 - SUPERVISORY.
3. PRESS 8 - SYSTEM LOG SECTION.
4. NUMBER 1 SHOWS SYSTEM USAGE LIKE START UP TIME, DAY END REPORT TIME, PRICE UPDATES, ETC.
5. NUMBER 2 SHOWS BILLING PROBLEMS LIKE DELETING CUSTOMERS THAT HAVE BALANCES, REMOVING CUSTOMER AR, ETC.
6. NUMBER 3 SHOWS INVOICES THAT HAVE BEEN CANCELED.
7. NUMBER 4 SHOWS INVOICES THAT HAVE BEEN CHANGED.
8. NUMBER 5 SHOWS HOLD TICKET CREATIONS & CHANGES.
9. NUMBER 6 SHOWS HOLD TICKETS THAT HAVE BEEN CANCELED.
10. NUMBER 7 SHOWS SYSTEM BACK UPS, TIMES & ERRORS.
11. NUMBER 8 SHOWS REMOTE LOGINS, DATES TIMES, & PASSWORDS USED.
12. NUMBER 9 SHOWS THE DISPATCH PROGRAM FOR THE CUSTOMERS ON E-DELIVERY.

**REMEMBER EVERY TIME YOU EXIT FROM A LOG IT WILL
ASK IF YOU WANT TO DELETE THE LOG. ALWAYS ANSWER
“N”**

NOTES

SYSTEM CONFIGURATION

1. SYSTEM CONFIGURATION. THIS SECTION IS WHERE THE SYSTEM OPTIONS ARE SET. ALLOWS YOU TO CUSTOMIZE HOW THE SYSTEM WILL RESPOND TO CERTAIN SITUATIONS.
2. MAIN MENU PRESS 6 - SUPERVISORY.
3. PRESS J - SYSTEM CONFIGURATION.
4. PRESS 1 - CONFIGURE ALL. THIS WILL TAKE YOU THRU ALL THE SETUP SCREENS 2 - F (INVOICE FORMS - MISC).
5. AFTER SETTINGS HAVE BEEN APPLIED, PRESS F2 BACK TO MAIN MENU.

NOTES