

INTRODUCTION

The basic options of the program are:

- Sales
- Maintenance of Customers
- Maintenance of Items
- Reports
- Reorganization.

SALES

NEW DOCUMENTS

This option allows you to generate sales documents, either delivery notes or invoices. There are three screens in this option:

- Capturing customer data.
- Capture of expended items.
- Summary Document.

When you access this option, the next delivery note number automatically appears. If the number is not correct, it can be altered by pressing escape, and entering the appropriate number, either invoice or delivery note.

Next, enter the date (if you press blank, you will get the date of the day). The next field is the customer code. If not known, the approach search can be used (See key usage appendix). Finally, we must indicate the form of payment. If the form of payment corresponds to invoices, the counter will change automatically, unless the number has been entered manually. To go to the next screen, confirm with the last field (form of payment). You can also pass by pressing the ">" button at the top.

The second screen, is the capture of items. The first box indicates the current document number. It is convenient to confirm that this is the appropriate number, before continuing, because the program does not accept renumbering of documents. The item code, admits search by approach. When a capture is completed, the screen is again blank to accept the next one. You can navigate from one line to another (from one capture to another) using the "<" ">" buttons. To complete the data capture, once the last article has been entered, the cursor down key must be used while in the last field.

The last screen, allows us to indicate a dto. And the amount received for the cash control. Confirming the last field (Cash Amount), the document is recorded and printed. Printing can be avoided by pressing the cursor down arrow, instead of Enter in the last field. You can also go back to the capture of items, using the "<" button.

To cancel a document, you can use the ESCAPE key at any point until you return to screen 1. If you want to keep the items (eg for another customer), it is enough to update the data, as long as you do not change the document number. If we want a complete cancellation, it will be necessary to exit the menu and re-enter.

To access finished documents, you only have to put the document number in the corresponding field. These documents can be consulted, printed, and modified in a limited way according to the security settings applied (Consult

your dealer).

CHANGES

This section describes the most common changes, such as customer switching (according to configuration), change of payment method and modification of lines. Finally, it is described the procedure when it is needed to change the number of an already recorded document.

A recorded document, can be consulted, pressing escape when the cursor is on the date, customer code or payment method on the first screen, and entering the document number that we want to modify. Then, the requested document will appear on the screen, allowing to modify the customer code, and the payment method, according to the security settings applied. You can also modify the lines of articles, adding or canceling lines, or modifying codes, prices and discounts. To confirm the modifications, you need to access the summary screen, and save the document.

If you need a change of document number, the procedure is described below. First, you must delete the document with the wrong number. This is done, by consulting (as described in the previous paragraphs) the wrong document, and erasing it, with the X button of the first screen. Then press escape, to move to the document number. Enter the correct number, and re-register the complete document. When the document number is entered manually, the automatic change of document number is deactivated, but this number is stored for the next automatic numbering.

CUSTOMERS

Customer maintenance allows you to add, modify, or delete existing customer data, as well as of course query data.

DATA CONSULTATION.

To locate a data record, and thus to make a query, can be made in two ways: key location or approximate search.

For key location, the system must be in SEARCH mode (this can be checked in the status bar at the bottom of the screen). Once in search mode you can have more than one search key. The current search key is represented by a number on a button at the bottom left of the screen. By pressing this button you can change the search key. If the number of that button does not change, and is kept at "1" it may be because the search is only possible by a single criterion. Once you have selected the desired search criteria, we will type the data you want to search in the corresponding box, followed by the enter key (in some cases, several fields must be filled in). If there are data corresponding to the entered key, they will automatically appear on the screen, otherwise an informative message will appear. From this point, the search by approach is available.

For approximate location, use the page up / page down keys, or the corresponding buttons available at the top of the screen.

ADD NEW DATA

To add new data, press the first button at the top of the screen. This will make all the boxes available for editing. Once all the necessary data have been completed, the record will be saved automatically except in the case of pressing the escape key.

CANCEL DATA

To cancel an entire record, first locate that record by following the data query prompts. Once the information you want to delete is displayed, press the F8 key, or press the "Delete" / "X" button.

MODIFY DATA

To modify the data corresponding to a record, first access the data following the data query indications. Once in edit mode (this appears in the status bar at the bottom of the screen), you only have to overwrite the new

data and confirm the modification. Confirmation will be performed regardless of the next action except pressing the escape key.

ITEMS

Items maintenance allows you to add, modify, or delete existing item data, as well as of course query data.

DATA CONSULTATION.

To locate a data record, and thus to make a query, can be made in two ways: key location or approximate search.

For key location, the system must be in SEARCH mode (this can be checked in the status bar at the bottom of the screen). Once in search mode you can have more than one search key. The current search key is represented by a number on a button at the bottom left of the screen. By pressing this button you can change the search key. If the number of that button does not change, and is kept at "1" it may be because the search is only possible by a single criterion. Once you have selected the desired search criteria, we will type the data you want to search in the corresponding box, followed by the enter key (in some cases, several fields must be filled in). If there are data corresponding to the entered key, they will automatically appear on the screen, otherwise an informative message will appear. From this point, the search by approach is available.

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REPORTS

With the basic configuration, the report presents a cash summary that shows the total cash sales made as well as the amount of credit sales made.

REORGANIZATION

The reorganization process for portable terminals includes:

- Unlock. Elimination of concurrent write locking.
- Reorganization. Recovering indexes from the data.
- Backup. Backup on the same device.
- Restore. Recovery of the last backup made.

Normally you do not need to access this option, and when it is necessary to do so the system itself opens the reorganization options. The boxes corresponding to unlock and reorganize are marked by default, as well as the backup box when the program detects an old backup.

The restore option must be applied carefully and normally with the boxes corresponding to reorganization and backup unchecked.

APPENDIX. KEY USAGE.

Description of function keys in Windows CE and Android Applications

MAINTENANCE OF MOVEMENTS

<Shift-tab> Tab back. This key confirms the field in editing and moves to the previous one.

<Tab> Tab. This key confirms the field in editing and moves to the next one.

<Cursor-up> Equivalent to the back tab. This key confirms the field in editing and

previous.

<Cursor-down> Similar to the tab, except in movements, confirm screens. This key

Confirms the current edit field and moves to the next field. In the following cases it has a

Function other than the tabulator:

- Last field of entry of articles: It changes to summary screen of delivery note.

- Last field of summary of delivery note: Confirm the delivery note without printing.

<Enter> Move to the next field with maximum functionality. When in an index field,

Performs a search and in the last field of movement screens performs the behavior

default. (Next article entry, or print recording).

<PgUp - PgDn> These keys allow you to carry out an approximation search. PgUp will present the previous code and PgDn the later one. In PDAs, these keys are usually combined.

MAINTENANCE OF TEACHERS

The operation of the keys in the master files is the same as described above,

Except for the recording of a token, which is to be effected by the buttons on the part

higher.

DESCRIPTION OF THE BUTTONS

/// New file. The next button pressed will generate a data entry, except that it is

Annular, in which case the insertion is canceled.

<< First record. If there have been changes in the tab in edit, they are recorded.

<Previous record. If there have been changes in the tab in edit, they are recorded.

> Next record. If there have been changes in the tab in edit, they are recorded.

>> Last record. If there have been changes in the tab in edit, they are recorded.

0 Recording. The record is recorded, but it does not scroll.

X Canceling data.