

**Table Of Contents**

**Introduction - Edit Extended Descriptions ..... 1**  
**Setting Up Extended Descriptions ..... 1**  
    **Scrolling Through The Extended Description Records..... 2**  
    **Deleting An Extended Description Record..... 2**  
**Exiting The Extended Descriptions Program ..... 2**

## Introduction – Edit Extended Descriptions

The Edit Extended Descriptions program gives management the ability to setup an extended description (up to 75 alphanumeric characters) for a part number record. The extended description for a part number can then be automatically inserted into a workspace and printed on the invoice.

## Setting Up Extended Descriptions

- From the *Autologue Main Menu*, enter **21** and press **<Return>**.
- When the *Utility Menu 1* is displayed, enter **1** (*Select Utility Menu 2*).
- When the *Utility Menu 2* is displayed, enter **1** (*Select Utility Menu 3*).
- When the *Utility Menu 3* is displayed, enter **1** (*Select Utility Menu 4*).
- When the *Utility Menu 4* is displayed, enter **1** (*Select Utility Menu 5*).
- When the *Utility Menu 5* is displayed, enter **1** (*Select Utility Menu 6*).
- When the *Utility Menu 6* is displayed, enter **3** (*Edit Extended Descriptions*).

The *Extended Description Editor* screen will be displayed as shown:

Extended Description Editor

Part Number : \_\_\_\_\_

Description : \_\_\_\_\_

**F1** Reset   **F4** Delete   **F8** Fud   **F9** Bud   **F10** Save   **F11** Exit

- With the cursor positioned at the **Part Number:** prompt, enter the part number (i.e. **FRM-PH30**) to setup an extended description for and press **<Return>**.
- With the cursor positioned under the **Description:** prompt, enter the extended description information (up to 75 alphanumeric characters) and press **<Return>**.

- With the cursor again positioned at the **Part Number:** prompt, press the <F10> (*Save*) key to save the entered extended description information.
- Press the <F1> (*Reset*) key to clear and reset the screen for the next extended description to be entered.

Continue entering the extended description for each part number.

### Scrolling Through The Extended Description Records

The <F8> (*Fwd*) and <F9> (*Bwd*) keys allow the user to scroll forward and backward through all the extended description records setup.

### Deleting An Extended Description Record

- To delete an extended description record, use the <F8> (*Fwd*) and <F9> (*Bwd*) keys to scroll to the extended description record and press the <F4> (*Delete*) key.

The screen will automatically display the next extended description record.

### Exiting The Extended Descriptions Program

- To exit from the *Extended Description Editor* screen, press the <F11> (*Exit*) key and the *Utility Menu 6* menu will again be displayed.