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Introduction – Quick Phone Book

The Quick Phone Book program is designed to give users a tool to be used to quickly and easily lookup phone numbers for local suppliers, fast food establishments, employees, etc. Phone book entries can be listed and searched by name.

Accessing The Quick Phone Book Menu

- Within an open workspace in point of sale and with the cursor positioned under the **MFR-PART NO** prompt, press the <F16> key and a *SELECT OPTION* pop up window will now be displayed.
- Use the ↑ or ↓ arrow keys to highlight the *Quick Phone Book* menu option and press <Return> or enter the corresponding number to the left of the menu selection and press <Return>.

The *Quick Phone Book* screen will be displayed as follows:

```
*** Quick Phone Book ***

1. Add Name
2. Find Name
3. Delete Name
4. List All Entries
Q. Exit

Enter Option: █
```

- With the cursor positioned at the **Enter Option:** prompt, enter the corresponding number to the left of the menu selection and press <Return>.

Enter **Q** to exit back to the workspace.

Adding A Name

To add a name into the phone book, perform the following:

- From the *Quick Phone Book* screen and with the cursor positioned at the **Enter Option:** prompt, enter **1** (*Add Name*) and press <Return>.

- With the cursor positioned at the **Enter Name :** prompt, enter the name and press **<Return>**.
- With the cursor positioned at the **Enter Phone # :** prompt, enter the phone number for name entered and press **<Return>**.
- With the cursor positioned at the **Enter Comment :** prompt, enter a comment and press **<Return>**.

The *Quick Phone Book* screen will again be displayed with the cursor positioned at the **Enter Option :** prompt.

Continue entering name entries as previously described.

Searching For A Name

When wanting to search for a name within the phone book, use the *Find Name* menu option as follows:

- From the *Quick Phone Book* screen and with the cursor positioned at the **Enter Option :** prompt, enter 2 (*Find Name*) and press **<Return>**.
- With the cursor positioned at the **Enter Name To Search :** prompt, enter a portion of the name to be searched for and press **<Return>**.

The screen will display a listing of all the names that matched the entered name that was to be searched for as shown:

```
Enter Name To Search: tony
TONY MARTINEZ, ,683-0121, ,ACCOUNTANT

Press CR To Continue: █
```

The screen will show the name, phone number and comment information.

- With the cursor positioned at the **Press CR To Continue :** prompt, press **<Return>** to return to the *Quick Phone Book* screen.

Deleting A Name

When wanting to delete a specific name within the phone book, use the *Delete Name* menu option as follows:

- From the *Quick Phone Book* screen and with the cursor positioned at the **Enter Option:** prompt, enter **3** (*Delete Name*) and press **<Return>**.
- With the cursor positioned at the **Enter Name To Remove:** prompt, enter the name to be deleted and press **<Return>**.

The screen will display all the names within the phone book that matched the name entered.

- With the cursor positioned at the **Is This The One You Want To Delete? Y or N:** prompt, enter **Y** or **N** and press **<Return>**.

If **N** was entered, the name will NOT be deleted from the phone book.

If **Y** was entered, the name will be deleted from the phone book.

The *Quick Phone Book* screen will again be displayed.

List All Entries

When wanting to list all the names within the phone book, use the *List All Entries* menu option as follows:

- From the *Quick Phone Book* screen and with the cursor positioned at the **Enter Option:** prompt, enter **4** (*List All Entries*) and press **<Return>**.

The screen will display all the names within the phone book.

- With the cursor positioned at the **Press CR To Continue:** prompt, press **<Return>** to return to the *Quick Phone Book* screen.

Exiting The Quick Phone Book Menu

- From the *Quick Phone Book* screen and with the cursor positioned at the **Enter Option:** prompt, enter **Q** (*Quit*) and press **<Return>** to return to the workspace screen.