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0.1 Printer System Administration

Whenever the user requests a report they will be prompted to select which printer to print on. This is done via the printer selection screen.

This printing process is handled at the System level by the Printer Administration screen and at the User level by the Printer Selection screen.

The system administrator is able to provide general control of all of the printers in the system by using this option. This menu option will allow the system administrator to:

- view and control jobs going to printers
- start and stop the printer scheduler
- make the printer unavailable to the system

The screen will display all printers that have been setup for this system and a list of permissible options.

[illegible]

The following options require the entry of a printer number once the option is selected.

Reject Further Jobs on Printer

Will allow the printer to process the current print jobs but will close the printer and will not allow any further spooled print jobs to be sent to it. This command is issued automatically whenever a user attempts to print direct on pre-printed stationery.

Accept Further Jobs on Printer

Will open a closed printer so that it may be used by any operator again.

Display Jobs on Printer

Lists all current jobs on the selected printer showing the print job ID, who submitted the job along with the job and printers current status.

Kill Job on Printer

Immediately kills the current job on the selected printer. Note that you may have to use the same UNIX login as the original user.

The following options do not require the entry of a printer number for their operation.

Display All Printer Jobs

Shows all print jobs, their owner and current status.

Kill Selected Print Job Displays a list of all jobs on the current printer and prompts for a job's ID number. When the ID number is supplied that job is immediately killed.

Shut Down Print Scheduler

Shuts down the currently active UNIX print scheduler.

Start Up Print Scheduler

Starts the UNIX print scheduler if it is not already running.

Immediate Printer Setup

Allows for the setup of a default printer for those operations that perform immediate printing. These include order finalisation, credit notes, reprinting and queries of invoices.

It is recommended that only LETTUS Support Staff make changes to these files.

Reset Screen to 80 characters

This option will reset the screen to 80 characters wide should it have become locked in 132 character mode. Whilst not normally required this may occur on occasions when a module has been terminated abnormally.

0.1.1 Printer Selection

When a report is run from the menu and from within some programs, you will be shown the Printer selection form. This form enables you to display the document on the screen, print it to a nominated printer or send it to a nominated fax machine (if this facility is available). It also provides some administration facilities to kill jobs and process batch jobs. The left half of the printer selection form lists options available to the user and the right half of the form lists all of the devices (printers and faxes) that are available to the user. Each printer will have a specified number and this is used when nominating where to send a document to have it printed. For example, Printer 1 may be on the sales floor while Printer 5 is used solely for management reports. Not all options require the selection of a printer as they result in output to the screen or to a printer attached to the screen.

PICKING SLIP LIST*****		**** TRADING NAME ****		PICK****
----- Options -----		----- Printers -----		
1. Send Report to Printer		No	Description	
2. Reprint Last Report		1	DEFAULT PRINTER	
3. Background Print		2	LASER_PRINTER	
4. Display Jobs on Specific Printer				
5. Kill Current Job on Printer				
8. Slave Screen Printer				
9. Display on Screen				
28. Reprint on Slave Screen Printer				
29. Redisplay on Screen				
30. Display all Printer Jobs				
31. Kill Selected Print Job				
50. Create a Batch Job				
51. Delete a Batch Job				
52. Query Batch Jobs				
90. Display Error Log				
Option :				
Printer:				
-----		-----		
Count: *0		<Replace>		

Selecting any of the following options will require you to choose a printer from the list on the right side of the form.

Send Report to Printer

This option is used to specify which printer to print a report on. Select 1 to print on Printer 1, select 2 to print on Printer 2 and so on.

Reprint Last Report

This option can be used to reprint the last report that was specified to any available printer. For example if the user selected a report to be displayed on the screen and then decided to print this report then this option would be used. The report parameters do not need to be re-specified.

For each UNIX login user, the last copy of each different report generated is retained on file, and so is available for immediate re-print through this option.

Background Print

A report can be run in background, freeing the terminal for further use. When selecting this option the report will be formatted "behind the scenes" and be printed when the printer becomes available. This is used particularly for reports that require some time to format and have a low priority. Note however that once the report has begun formatting you can not stop it processing, but you can kill it once it starts printing.

Display jobs on Specific Printer

Select this option to display on the screen all printer jobs currently printing and to be printed on the selected printer. Details provided include the printer job queue, print id number, the owner of the print job, the size of the print job and the date that the job was queued.

Kill current Job on Printer

If you wish to stop a print-out from being completed on the selected printer you select this option. The job that is currently being printed will be stopped and will be removed from the print queue. This is often used when only the first few pages of a long report are required, or if a report was asked for by mistake.

Change Printer Pitch

The pitch of the printer (size of the printing) can be changed via the terminal through this option. Available pitches are displayed to allow you to select the required pitch. Note that you will have to set the pitch back to the default once you have finished.

The following Options do not require the selection of a printer.

Slave Screen Printer

Where a printer has been connected to the slave port of your screen it is selected using this option. Only the terminal to which the printer is connected can access this printer.

Display on Screen

Select this option to view the document on the screen. You will be able to move up and down through the document. You can not scroll sideways. Reports that are wider than 132 characters will only show the first 132 characters, however all characters will be printed if the printer has the capability.

Reprint on Slave Screen Printer

When a report has been generated it may be reprinted on a printer that has been connected to the slave port of your screen. Only the terminal to which the printer is connected can access this printer.

Redisplay on Screen Once a report has been generated it can be redisplayed on the screen without redefining the report parameters. Note that only the last report defined for each UNIX user can be redisplayed on the screen.

Display all Printer Jobs

Select this option to display on the screen all printer jobs currently printing and to be printed. This report lists the printer job queue, report, print id, owner, size and date.

Kill Selected Print Job

Selected printer jobs can be killed or cancelled through this option. A report is displayed detailing all print jobs. Enter the required print id at the prompt at the bottom of the screen.

Create a Batch Job

A batch job allows you to perform a function e.g. running a report at a specified date and time. This is usually used for time consuming processes to be done at off-peak times. To create a batch job select this option. The user will be prompted for the batch day and time. Once these are confirmed, enter the report parameters. Each batch job will be deleted after the report has been run successfully.

Delete a Batch Job

Select this option to delete a batch job for the current user for the selected report.

Query Batch Jobs

A query can be performed on batch jobs through this function. This query shows the report description, UNIX login name, entered Date and Time and the Execute Date, Day and Time for all batch jobs in the queue.

Print Error Log

This option will print the current error log to the nominated printer. This is used if error messages are displayed when running a report. These errors are usually faxed to the Support Office.

Print Error Log on Slave

When error messages are displayed when running a report these messages can be printed on a printer that has been connected to the slave port of your screen. Only the terminal to which printer is connected can access this printer.

Display Error Log on Screen

This option will show the current error log for the first time the report was generated. It is used if error messages are deleted when running a report.

0.1.2 Printing to Another Company's Printer

Another company's printer may be selected by pressing [LstVal] from the printer field. This will display all available printers to be used. The required printer may be selected by pressing [NxtRec] and [PrvRec] to highlight the printer and pressing [NxtFld] to confirm the selection.

Note that this feature is only available for systems where there are more than one company established.

If the fax is used in the system, the user can check for any faxing failures through this option.

[illegible]

Job	A job number is allocated to all faxes.
------------	---

Company	The company the fax was sent to.
----------------	----------------------------------

Logname	The logname that attempted to send the fax.
----------------	---

Description	The name of the report etc. that was being faxed.

Lines of information may be removed by positioning the cursor on the line that requires removing and pressing [Delrec].

0.3 Company Maintenance

One company record must be set up for each LETTUS database.

Company Maintenance			
COY_REC_KEY	MAIN	COMPANY NO.	COY_CODE DEVEL
COY_NAME 1	DEVELOPMENT	FRUIT AND VEGETABLE	SUPPLIERS P/L
COY_NAME 2			
TRADING NAME	***	DEVEL AGENT ***	MEMBER NUM
ADDRESS 1	PO. Box 66		
ADDRESS 2	Brisbane Market		
ADDRESS 3	Rocklea. QLD.		
POSTCODE	4106	PHONE 1	(07) 379-6920
PHONE 2	(07) 202-4602	FAX	(07) 379 6921
Count: 1 v <Replace>			

The trading name is used on all reports and for the main menu screen to identify the operating company. This field is mandatory.

Other information, such as the address details, is used in some specialised reporting and would normally be completed so that these reports do not print with blank spaces. For the normal operation of the LETTUS system this additional information is optional.

Only one company can be created for each database. If others are required please contact LETTUS Support for assistance.

0.4 Parameter Maintenance

The parameter maintenance form controls the numbering of documents in the system. Key documents are automatically numbered by the system. The next available number to be used is stored in the parameter file. As this number is used by the program the next number to use is updated.

Additional records should only be inserted into the parameter file by LETTUS Support Staff.
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When changing the next number to use in the parameter record care should be taken not to enter a number that has already been used by the system.

0.5.1 Cheque Layout Maintenance

To create a cheque layout select the cheque layout maintenance option from the System Administration menu and the following screen will be displayed:

between 9 and 80 characters may be used. The Supplier Name field is used as the payee when printing cheques.

9999999.99

Enter these characters where the cheque amount is to be printed.

Amt in words

The following variables are to be entered where they are to appear on the cheque:

00000 Cents
11111 Units
22222 Tens
33333 Hundreds
44444 Thousands
55555 Ten Thousands
66666 Hundred Thousands
77777 Millions (Optional)

All variables are of fixed length as displayed in the Legend except for Payee which must be between 9 and 80 characters.

Note that a standard cheque is 21 lines.

[DupRec] enables the user to print the layout on plain paper. This printout can be positioned on the cheque stationery to check for correct design.

The [Menu] key may be used to copy the layout to assist with the creation of another cheque layout.

0.6 System Configuration

The LETTUS system is both powerful and flexible. By changing system parameters you can direct the system to work the way best suited to your needs. Each company may work in a different manner and each has a different system configuration. The details in this record are maintained through one of the following form pages. Use [NxtBlk] and [PrvBlk] to move between the forms. Use [NxtFld] to move through the fields on each form and subsequently between forms.

It is recommended that only your System Administrator make any changes to this file.

General Ledger Installed (Y/N)

This field is set to Y if the general Ledger module is installed. This will cause all transactions within the system to update specified general ledger accounts. If the General Ledger is not installed then this flag is set to N and the updates will not take place.

General Ledger Updates by.....

If the general Ledger is installed the setting in this field will indicate how updates are to be applied. Values are:

D - values are to be applied based on the department of the produce.

P - values are to be applied based on the produce type.

S - values are to be applied based on the supplier type.

G/L Code for Debtors Control

Enter here the code of the General Ledger account that is to be used as the Debtors control account. [LstVal] can be used here.

G/L Code for Creditors Control

Enter here the code of the General Ledger account that is to be used as the Creditors control account. [LstVal] can be used here.

G/L Account Format Here you enter the format of the accounts used in the general ledger. When an account number is entered it will be checked against this format and a warning will be given if the format does not match. The format is entered using X and - symbols to allow for numbers and separators. Each character position must be filled and numerics may be zero or space filled. Thus XXX-XXX-XX will allow for an account numbers of 111-222-33 or 7- 7-07 but not 7-888-999, or 7-7-7. This field is optional.

Cash Book Installed (Y/N)

This field is set to Y if the cash book module is installed. This will stop any general ledger journals updating the Bank Account thus causing the Bank Reconciliation to misbalance. If the cash book is not installed then this field should be set to N.

Debtors Installed (Y/N)

This field is set to Y if the Debtor module is installed. Debtor records will not be updated if this field is set to N.

Creditors Installed (Y/N)

This field is set to Y if the Creditor module is installed. Creditor records will not be updated if this field is set to N.

Print Company headings on pre-printed stationery

If the stationery being used does not have the company name already printed then set this field to Y to print the name at the top of the stationery. If this field is N then the company name will not print.

Print Aged headings on Statement Pre-printed stationery

If the stationery being used does not have the aged balance headings already printed then set this field to Y to print the headings on the statements. If this field is N then the aged headings will not print.

Terms to be used for AR statistics

Accounts receivable statistics will be maintained for periods of the number of days entered here. Typically this would be set to 7 days.

Terms to be used for AP statistics

Accounts payable statistics will be maintained for periods of the number of days entered here. Typically this would be set to 7 days.

Due Date for Supplier Credits

Enter the default due date to be used when entering Supplier credits. Valid options are:

- B = Backdated. The due date will be backdated from the document date by the terms.
- D = Document Date. The due date will be dated the same date as the document date.
- F = Forward Date. The due date will be forward dated from the document date by the terms.

Use System Assigned Supplier Codes

Enter Y in this field if you wish to use supplier codes which are assigned by the system. These codes are assigned in ascending numeric order.

Host System Interface Format

Enter the Host System Interface Format. Contact your local Support Office for the required format.

Host System Interface DC G/L Codes

Enter the Host System Interface G/L Code. Contact your local Support Office for the required format.

External Customer Interface Installed (Y/N)

Enter Y if an external customer interface has been installed. For further information contact your local Support Office.

Systems base unit of Measure for Production

Where the manufacturing module is installed, this field defines the units to be used in recipes.

Default currency symbol

Enter here the symbol to be used for currency on forms and reports. The default value is \$.

Backdate Invoices created during Invoice generation and print

To allow invoices to be backdated during the invoice generation and print, set this flag to Y. If set to N sales backdated will be generated as per the invoice run date.

Backdate Credits created during Invoice generation and print

To allow credit notes to be backdated during the invoice generation and print, set this flag to Y. If set to N credits backdated will be generated as per the invoice run date.

Sales are made from (L)ots (P)ools or (B)oth

Produce can be booked into either Lots or combined into Pools. If sales are only made out of Lots then set this flag to (L)ot. If sales are only made out of pools set to (P)ools. If sales are made out of both Lots and Pools set to (B)oth.

Pools are Pooled by Supplier

Where lots are combined into Pools by Supplier code set this flag to Y.

Pools are Pooled by Grade

Where lots are combined into Pools by Grade set this flag to Y.

Pools are Pooled by Count Size

Where lots are combined into Pools by Count Size set this flag to Y.

Pools are Pooled by Department

Where lots are combined into Pools by Department set this flag to Y.

Use Item Description on Sales Screens

Enter Y here if you wish the item description to appear on the sales screens.
Enter N here if the item descriptions are not required.

Using Purchase memo number Auto generation & printing system

For Queensland agents set this flag to Y if using the automatic generation and printing system for Purchase Memorandums.

Default Combined Invoicing in Customer Maintenance to (Y/N)

To default the Combined Invoicing flag in Customer Maintenance to Y enter Y in this field.

Average freight on (A)veraged lots

Set this flag to Y if the freight component is to be averaged for those lots with a lot type of (A)verage. If freight is not be averaged set this flag to N.

Average levies on (A)veraged lots

Set this flag to Y if the levy component is to be averaged for those Lots with a lot type of (A)verage. If levies are not be averaged set this flag to N.

Summarise grower sales returns

Return Prices entered in Return Price Entry can be summarized on Grower Returns if this flag is set to Y. If set to N return prices will be printed as entered in the Return Price Entry form.

Multiple Lots per Grower Return

To print more than one lot per Grower Return set this flag to Y. Setting this flag to N will print only one lot per page.

Grower Return Stationery Type

Enter the stationery type for your Growers Returns:

- 1 - Standard 80 column stationery
- 2 - 132 column stationery

Cash Invoice Stationery Type

Enter the Cash Invoice Stationery Type here. Enter 0 for plain paper stationery or enter 1 for Invoice Stationery.

Allow Unmatched Cash Sales (Y/N)

Enter Y here if you wish the system to allow unmatched cash sales. Entering N here will not allow unmatched cash sales.

Allow Sales to Non-Debtors (Y/N)

To allow Sales to Customers who have not been setup in the Customer Maintenance option enter Y in this field. If you only required sales to be entered against those Customers who have been setup enter N in this field.

Use Manual Product Sequencing

If set to Y then the system will automatically assign the products sequence code to be the same as the product code. If set to N then the sequence code will need to be manually set.

Use System Assigned Product Codes

If set to Y then the system will assign product codes. If no products exist on the system, product codes will be assigned sequentially beginning at 1001. If product codes already exist when this flag is set to Y then gaps in the existing sequence will be searched for and used as product codes followed by numbers incrementing from the highest existing code.

To force a manual entry of product codes enter N.

Use System Assigned Product Code Check Digit

If set to Y then the product code will have a check digit calculated and stored as the last digit of the code. If set to N then no check digit will be calculated.

Enforce Barcode and/or PLU Numbers for Retail Products

If the product has been flagged as a retail product and this field is set to Y then a barcode and/or PLU number must be entered as well as the product code.

Validate Barcodes

Set this field to Y to validate the bar code entered by calculating the bar code check digit and comparing it with the check digit entered. Validation will conform with EAN standards.

Validate PLU Numbers

If this field is set to Y then the PLU number is constrained to be between 200 and 999. Set to N to allow for any PLU numbers to be entered.

Enforce Uniqueness of Barcodes (Y/N)

If set to Y the system will not allow duplicate barcodes. If set to N this restriction will not be enforced.

Enforce Uniqueness of PLU Numbers (Y/N)

If set to Y the system will not allow duplicate PLU numbers. If set to N this restriction will not be enforced.

Automatically maintain expected buy prices

When this field is set to Y any purchases and transfers will update the expected buy price to a new weighted average that includes the new stock. If set to N then the expected buy price will not be updated as new stock is brought into the system.

Display Pricing Maintenance Totals Default

Enter Y if you wish the totals in the Pricing Maintenance option to be displayed as a default. If these are not required enter N in this field. See Pricing Maintenance in menu 5 section for more information.

Activate User Area Security Access

Set this field to Y to restrict user access to pricing areas as set up in the User Area Access form detailed on page 0-24. If no restrictions are required then set this field to N. When a new user access is created its permissions will default to the value entered here.

If this field is set to N then all User area security options will be set to enable access for all areas. If this value is set to Y then no changes will be made in the values. Thus setting this flag to N and then Y will reassign all access privileges for all users.

Automatically Adjust Supplier Document Pay Amounts (Y/N)

Enter Y if you wish the system to automatically adjust the Supplier Document Pay Amounts when reconciling Purchases. Enter N to force the user to manually enter the pay amount.

Store Statistical Archived Purchase and Sales Data

Enter Y to store statistical data on the system. If this is not required enter N in this field.

Preprinted invoice stationery type (0,1,2,3)

Four types of preprinted stationery are supported. These are:

- 0 - Plain paper. The format is variable depending on other system options. There are up to 6 options available.
- 1 - Pre-printed stationery. The format is variable depending on other system options. There are up to 6 options available.
- 2 - Preprinted stationery. If this type is selected then the system will be customised towards the EXPORT environment.
- 3 - Pre-printed stationery. If this type is selected then the system will be customised towards the PROVIDORING environment.

Print Company Header on Pre-printed Invoice Stationery

Enter Y in this field if you wish your Company header information to be printed on your Invoices. If this is not required enter N in this field.

Default Number of Invoices/Credits to be printed [0-9]

Enter the default number of invoices/credits to be printed. Note that this is a default only and may be changed for each document. This applies to Invoices created in the Order Finalisation option only.

Invoice orders based on the orders delivery date

If this field is set to Y then orders will be invoiced as at the date of delivery. If this is set to N then the invoices will be dated at the date of finalisation.

Default Order Delivery Date

Enter the default order delivery date. Valid options are: 1 - Today, 2 - Tomorrow, 3 - Tomorrow except Friday, 4 - Today plus two days.

Allow multiple entries of a single product on Customer Orders

Enter N in this field to stop users entering more than one entry of a product on the one Customer Order. If this is to be allowed enter Y in this field.

Round ALL Invoice/Credit totals down to the nearest

Enter in this field the desired value to round all invoices and credit down to. This value is entered in dollars thus to round to the nearest dollar - enter 1 and to round to the nearest 5 cents - enter 0.05.

Automatically recalculate order finalisation sale prices

When this is set to Y the sell prices will be recalculated during order finalisation to reflect the actual purchase price and the desired margins. If this is N then the sell price will not be recalculated at this time. This can be manually recalculated by using the RECALC ALL PRICES key in order finalisation.

Allow Sell/Retail Price Adjustments (Y/N)

Enter Y here if you wish the system to allow Sell and Retail Price Adjustments. Enter N if these prices are not be adjusted in the Order Finalisation screen.

Enforce the Removal of Orders with NO order details (Y/N)

Enter Y here if you wish the system to enforce the user to remove orders which have no order details on them. Entering N here will allow orders with no order details on them.

Output warnings for short deliveries without reasons (Y/N)

If a warning is required when short deliveries are entered without reasons in Order Finalisation enter Y in this field. If this warning is not required enter N in this field.

Backdate Credits by default (Y/N)

Enter Y if credits are to be backdated by default.

Backdate Costing upto how many days?

Enter here the number of days you wish the Costings NOT to be backdated beyond.

0.7 Archive Database

The archiving process is normally run every 3 to 6 months, but may be run more or less often as desired. The frequency with which you perform archiving will depend on a combination of your need to access old information, available space in the database and the current system's performance. Archiving will clear old information from the database so the available storage space on the hard disk does not fill up.

Note This archiving process does not affect General Ledger Transactions. These transactions are cleared by the end of year roll-over.

There are two levels of clearing old information:

ARCHIVE - Clears all detail records before a given date. For example:

- All Sales and Items from a Lot.
- All Receipt Allocations for Customer invoices.
- All Payment Allocations for Supplier invoices.

DELETE - Clears all high level records before a given date, which have been previously ARCHIVED. For example:

- All Lots (previously ARCHIVED).
- All Receipts (previously ARCHIVED).
- All Payments (previously ARCHIVED).

No record will be deleted unless it is completely processed. That is, a receipt or payment must be fully allocated or an invoice must be fully paid, or it is ignored.

The prefix 'arc' will be added to any document number (as part of a payment allocation) where the document becomes deleted but the cheque is not archived. Note that this is only done where both archiving and deleting is done in the same process.

Important Before performing an Archive ensure that a complete backup of all information is stored for record keeping purposes. It is recommended that one or two of the backup tapes be taken out of the backup cycle and stored in a safe place off site. These should be replaced with new tapes.

Before adding or deleting debtors, it is recommended that statements should be generated on the screen twice for all customers who do not normally have statements printed. This will finalise old receipts and documents, making the debtor eligible to be cleared off the system.

Every high level record deleted has its details printed to a file which can be viewed or re-printed at a later time through this option.

An archive is usually followed by a re-organisation of the database.

0.8 Modify Your Security ID Password

This form allows you to change the password of your current security ID.

In small organisations there may be only a few people with physical access to the computer and password security may not be necessary. However, the larger and more diverse an organisation becomes, the more the need for system security rises. The security ID password provides a simple and effective security method. This security is effective only as long as security ID passwords are not widely known. To assist with security it is strongly recommended that passwords be changed at least once every six months and that consideration be given to password changes when staff who use this system leave the company.

Before changing your password check with your system administrator to ensure that this will not impact on the operation of the system. To change the password you enter the current password and then enter your new password. Where individual user names are setup it is recommended that all users be allowed to change their passwords via this option.

Password Maintenance	
Username FRESH	Last change 29-APR-92
Password	New Password

Enter your CURRENT Password. _____
Count: *0 <Replace>

The LETTUS system allows a user with a specific Security ID and PASSWORD to set up additional security features by requiring a password to be entered for a specified option number. This is performed in the menu Password Maintenance Option.

For Example:- If "OFFICE1" wishes to use the password feature for Menu 4 Option B (Customer Receipt Batch Entry) for their security ID only, they use this form. Thus if an unauthorised person uses the "OFFICE1" security ID they cannot gain access to the Customer Receipt Batch Entry form without that password.

```

+----- User Access Passwords -----+
| Menu      Option      Description    |
|-----+-----+-----+
| Password      New Password      |
|-----+-----+-----+

```

Count: *0

<Replace>

0.10 Create Users & Permissions Manually

This form allows the System Administrator to set up the access permission for each Security ID.

For Example:- The System Administrator may only wish for Security ID "OFFICE2" to have access to all Options of Menu 4 and some Options in Menu 5, while the Security ID "SYSTEM" to have access to all available Menus and Options. This form can be used to define both Menus and Options.

+----- User Access Maintenance -----+					
Username ADMIN		Password ADMIN		Last change 18-JUN-92	
Access	Menu	Option	Description	Password	
Y	0	A	Printer System Administration		
Y	0	B	Lot Agreement Type Maintenance		
Y	0	C	Lot Agreement Type List		
Y	0	D	Sale Type Master		
Y	0	E	Sale Type Master List		
Y	0	F	Company Maintenance		
Y	0	H	Bank Account Maintenance		
Y	0	I	Bank Account Master List		
Y	0	J	Parameter Maintenance		
Y	0	K	System Configuration		
Y	0	L	Cashier Maintenance		
Y	0	M	Archive Database		
Y	0	N	Menu Password Maintenance		
Y	0	O	Create Users & Permissions Manually		
Y	0	P	Create Users & Menu Permissions		
Y	0	Q	Create Users & Permissions Automatically		
Y	0	R	Modify Your Own Password		

Count: 17 v <Replace>

Note that if you establish and maintain passwords in this form the password applies to the username at the top only.

0.11 Create Users & Menu Permissions

Like the Create Users and Menu Permissions Manually form, this option allows the system administrator to set access permissions. However, only menu permissions can be defined. You can not restrict options within a menu. Thus, the previous example could not be successfully achieved by use of this Option, because it cannot restrict "OFFICE2" to only some options in Menu 5.

User Access Maintenance			
Username	ADMIN	Password	ADMIN
		Last change	18-JUN-92
Access	Menu	Description	
Y	0	System Administrator	
Y	1	Master File Maintenance	
Y	2	Grower Lot/Crop/Yield Maintenance	
Y	3	Sales Entry	
Y	4	Accounts Receivable (Debtors)	
Y	5	Inventory Reports	
Y	6	Grower Returns	
Y	7	Accounts Payable (Creditors)	
Y	8	General Ledger	
Y	9	Fixed Assets	
-	-		
-	-		
-	-		

Count: *10 <Replace>

This form allows the System Administrator to give a user total access to all menu options or allows the System administrator to set a user's access to be identical to that of another user.

```
+----- Auto User Access Maintenance -----+
| Username ADMIN      Password ADMIN      Last change 18-JUN-92 |
| Allow All Menu Options N          Set as per Username FRESH    |
+-----+

Count:  1              v                                     <Replace>
```

0.13 Set User Access for a New Menu Option

This form will allow display and update of user's access permission based on a single Menu Option. That is, it enables the user to know exactly who has access, for a given option, and accordingly modify these as desired to allow access permission to be easily created for new Menu Options.

User Access Maintenance																								
Menu 4	Option B	Description Customer Receipt Batch Entry																						
<table border="1"> <thead> <tr> <th>Username</th> <th>Access</th> </tr> </thead> <tbody> <tr> <td>ADMIN</td> <td>Y</td> </tr> <tr> <td>FRESH</td> <td>Y</td> </tr> <tr> <td>PETER</td> <td>Y</td> </tr> <tr> <td></td> <td>-</td> </tr> <tr> <td></td> <td>-</td> </tr> <tr> <td></td> <td>-</td> </tr> <tr> <td></td> <td>-</td> </tr> <tr> <td></td> <td>-</td> </tr> <tr> <td></td> <td>-</td> </tr> <tr> <td></td> <td>-</td> </tr> </tbody> </table>			Username	Access	ADMIN	Y	FRESH	Y	PETER	Y		-		-		-		-		-		-		-
Username	Access																							
ADMIN	Y																							
FRESH	Y																							
PETER	Y																							
	-																							
	-																							
	-																							
	-																							
	-																							
	-																							
	-																							
Count: *3		<Replace>																						

0.14 User Area Access Maintenance

This form allows restrictions to be placed on a user's access to customer pricing areas. You are able to globally exclude a user from changing buy prices in all price areas. You can also allow the user to select individual pricing areas.

The pricing areas must have already been set up in the pricing area maintenance form.

To restrict a user from accessing the buy prices, enter N in the Buy Price Access field. To provide access to some of the customer pricing areas, enter Y against the pricing area.

When a new area is created the access permissions will default in accordance with the setting in the Activate User Area Access field in the system configuration form.

User Area Access			
Username	ADMIN	Buy Price Access?	Y
Area	Name	Access	
123	123	Y	
MARK	MARKS	Y	
NEW	NEW	Y	
RESORT	RESORTS	Y	
TEST	TEST AREA	Y	
WEST	WESTSIDE	Y	

Count: *7

<Replace>

0.15 User System Access Maintenance

0.16 Printer Type Maintenance

This option is set up by Fresh, any queries please contact Fresh.

When printing reports, orders, invoices and other documents from the system you must select the printer to be used from a list of valid printers. This form allows valid printers to be added to the selection list.

For each printer that is to be used in the system you must first have:

- On entry to the form you are asked to supply the printer number and the description that the operators will see when they need to print a document. In addition, you will need to supply the following information:

[illegible]

0.18 Fax Maintenance

This option is where fax machine details are setup and is normally setup by Fresh, although usage start and end times, and active status can be changed as needed.

Usage Start Enter the start time of when faxing is allowed to commence. If faxing is to be allowed at all times, then enter now.

End Enter the end time of when faxing is to cease.

Active Enter Y if the fax machine is active, and N if the fax machine is inactive.

Any other queries please contact Fresh.

0.19 Immediate Printer Setup

This option allows the system administrator to customise where a document will print, from which terminal.

Select the Immediate Printer Setup option from the menu., the following screen will be displayed:

----- Immediate Printer Setup -----					
Doc Type	Description	Key	Users	Device	Printer Description
ICSH	Immediate Cash Invoices	1	tty0a00	90	FAKE PRINTER
IDD	Sale by Delivery Invoices	1	default	1	DEFAULT PRINTER
IDD	Sale by Delivery Invoices	2	default	LOCAL	Slave Printer
IIC	Order Finalisation Invoices	1	default	1	DEFAULT PRINTER
IIO	Sale by Order Invoices	1	default	1	DEFAULT PRINTER
IIO	Sale by Order Invoices	2	default	LOCAL	Slave Printer
IIO	Sale by Order Invoices	2	tty000	2	LASER PRINTER
IIO	Sale by Order Invoices	2	tty001	9	BATCH FAXING
IIV	Sale by Customer Invoices	1	default	1	DEFAULT PRINTER
IIV	Sale by Customer Invoices	2	default	LOCAL	Slave Printer
IIV	Sale by Customer Invoices	1	tty0a00	90	FAKE PRINTER
IIV	Sale by Customer Invoices	2	tty0a00	LOCAL	Slave Printer
IIV	Sale by Customer Invoices	1	tty2A	LOCAL	Slave Printer
INV	Computer Generated Invoices	1	default	1	DEFAULT PRINTER
INV	Computer Generated Invoices	1	tty0a00	90	FAKE PRINTER
MAN_DOC	Manual Non-Stock Invoices	1	default	1	DEFAULT PRINTER
MAN_DOC	Manual Non-Stock Invoices	1	tty0a00	90	FAKE PRINTER
PICK	Immediate Picking Slips	1	default	1	DEFAULT PRINTER
RET_PRT	Grower/Lot Return Query	1	default	1	DEFAULT PRINTER

Count: *21 ^ <Replace>					

Enter the following fields:

- Doc Type** Enter the document for what is being printed. Refer to the entries above for examples.
- Description** This field will automatically be entered and skipped.
- Key** Enter key number to be pressed to print document. If number is not known contact Fresh.
- Users Device** Entering default will cause all terminals to print that document to the device nominated. If there is one terminal that is required to print the same document to another device then enter that terminals TTY number, which is located at the top of any menu screen.
- Printer** Enter the printer number for the destination printer, or LOCAL for a slave printer.
- Description** This field will automatically be entered and skipped.

Any queries please phone Fresh.

0.21 Indexes

This option is for Fresh's management of the database only.