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17. Introduction – System Commands

Through the *System Commands Menu*, access is given to several programs which allow passwords to be established and changed, data files to be restored, program updates to be installed and several other system functions to be performed.

Below is a brief summary of all programs available from the *System Commands Menu*:

Restore Data Files	allows data files to be restored back onto the hard drive.
Format Diskette	allows floppy diskettes to be formatted for backing up data files.
Install Program Updates	allows program updates to be loaded onto the system via a CD-ROM or through the internet.
System Status	allows the next invoice, receipt, control or purchase order number to be reset and displays the number of free system records available.
File Checking Functions	allows integrity checks to be performed on the inventory file.
Update Customer Name File	updates the customer name searching index file with any additions or modifications to the customer file.
Modify Menu & Password Security	permits new security levels to be created, passwords modified and total program access for an employee (setup by management).
Format Point of Sale Screen & Invoice	allows management to setup the point of sale workspace screen and invoice format to meet the needs of their particular industry and business.
Specify System Setup Options	allows management to set specific store wide options, user variable options (by program) and default values for daily sales analysis and month end processing reporting.
Specify Invoice/Statement Message Field	allows a different invoice message of up to 5 lines (70 characters) to be created and stored for each invoice printer; allows a different statement message for customers with past due balances within 30, 60, and 90 day columns.
Set System Clock	allows the time and date of the system clock to be changed.
Mount/Unmount CDRom	allows the user to mount or unmount a CD ROM disk.
Validate Programs	allows the user to validate the programs that should be on the displayed build number. If there are discrepancies, the build number will be displayed with an "X" after it on the menus.
Import/Export Autologue System Data	allows the user to import previously exported data from tape into their system or export their data onto a backup tape.

This chapter of the User's Manual will aid and instruct in the correct method of using each of the programs described above.

17.1 Accessing The System Commands Menu

- From the *Autologue Main Menu*, enter **13** (*System Commands*) and press **<Return>**.

The *System Commands Menu* will now be displayed as shown:

```

                                SYSTEM COMMANDS
                                Release 7.1
                                Login admin
                                Printer 1

1. Restore Data Files
2. Format Diskette
3. Install Program Updates
4. System Status
5. File Checking Functions
6. Update Customer Name File
7. Modify Menu & Password Security
8. Format Point of Sale Screen & Invoice
9. Specify System Setup Options
10. Specify Invoice/Statement Message Field
11. Set System Clock
12. Mount/Unmount CDROM
13. Validate Programs
14. Import/Export Autologue System Data

                                F11 to EXIT

Enter a number: █

```

- From the *System Commands Menu*, enter the number of the menu option to be accessed and press **<Return>**.
- Press the **F11** (*Exit*) key to return to the *Autologue Main Menu*.

17.2 Restore Data Files

The *Restore Data Files* menu option allows the user to restore a backup copy of the data files in case of a system or hardware failure. Data can be restored from either floppy diskettes or a magnetic tape. This process should only be performed with ALL other terminals at the *login:* prompt and should only be done after consulting with an Autologue Customer Service Representative!

17.2.1 Performing The Restore

- From the *System Commands Menu*, enter **1** (*Restore Data Files*) and press **<Return>**.
The screen will clear and the system will check for any users that are still logged on. If there are users still logged in, they will be displayed. Otherwise an *All terminals are logged off* message will be displayed.
- With the cursor now positioned next to the **For TAPE Restore type 't' - For DISK Restore type 'd':** prompt, enter **t** or **d** and press **<Return>**.
- With the cursor now positioned next to the **What specific directories?** **<RETURN> for all:** prompt, enter the specific directory (i.e. **/usr/STR2**) to only be restored or press **<Return>** to have all directories restored.

- With the cursor now positioned next to the **Clear All Workspaces ? (y/n)** prompt, enter **y** or **n** and press **<Return>**.

Normally a **y** should be entered in order to remove all open workspaces and special orders!

The screen will now display a warning message as shown:

```
ACS Restore Program - ckform
Clear All Workspaces ? (y/n) y
WORKSPACES CLEARED
W A R N I N G !
All data will be overwritten in the directories
you have specified!!

Are you sure ? █
```

- With the cursor now positioned next to the **Are you sure ?** prompt, enter **y** or **n** and press **<Return>**.
- With the cursor now positioned at either the **PUT TAPE IN DRIVE AND TYPE 'y' to PROCEED:** or **PUT DISK IN DRIVE AND TYPE 'y' to PROCEED:** prompt, insert the tape or diskette into the correct drive, enter **y** and press **<Return>**.

The data files will now be restored from the magnetic tape/floppy diskettes. As the data files are restored, the screen will display the size of each file in bytes and tape blocks.

If additional diskettes are required, the program will prompt **tar: please insert next tape/disk; then type 'y <Return>'**.

- Once all files are restored, press the **<Return>** key to return to the *System Commands Menu*.

17.3 Format Diskette

The *Format Diskette* menu option allows the user to prepare floppy diskettes to be used for backing up data files or programs. Autologue recommends using 3M™ double sided - high density diskettes.

17.3.1 Performing The Format

- From the *System Commands Menu*, enter **2** (*Format Diskette*) and press **<Return>**.
- With the cursor positioned at the **Insert floppy in drive; press <Return> when ready** prompt, insert a blank diskette into the drive and press **<Return>**.

The system will now display the following as the diskette is being formatted:

```
Insert floppy in drive; press <Return> when ready
formatting /dev/rfd00135ds18 ...
  track 00 head 0 █
```

When the formatting process is completed, the screen will return to the *System Commands Menu*.

17.4 Install Program Updates

The *Install Program Updates* menu option allows the user to install program updates that are released as new and improved programs are developed. Occasionally, the installation of program updates will require some assistance from an Autologue Customer Service Representative. In such cases, a letter will be sent advising of such a need.

17.4.1 Installing A Program Update

☞ **Note:** Before installing updates, all terminals **MUST** first be at the *login:* prompt!

- From the *System Commands Menu*, enter **3** (*Install Program Updates*) and press **<Return>**.

The *Install Program Updates* screen will now be displayed as shown:

```
Install Program Updates

1 Modify the existing installation.
2 Install new programs from CD-ROM.
3 Install new programs from the Internet.
Q Quit.

Type your choice and press <Return> █
```

- With the cursor now positioned at the **Type your choice and press <Return>** prompt, enter **1**, **2** or **3** and press **<Return>**.

17.4.1.1 Installing New Programs From CD-ROM

- With the cursor now positioned at the **Type your choice and press <Return>** prompt, enter **2** (*Install new programs from CD-ROM*) and press **<Return>**.

The screen will now display:

```
Install program updates .

Everyone must be off the system before continuing.

Are all terminals at login (Y/N) █
```

- With the cursor now positioned at the **Are all terminals at login (Y/N)** prompt, enter **Y** and press **<Return>**.
The installation process will begin and once all programs are installed, the screen will display a status report.
- Press the **Q** (*quit*) key and screen will then build a validation database and then return to the *System Commands Menu*.

17.4.1.2 Installing New Programs From The Internet

- With the cursor now positioned at the **Type your choice and press <Return>** prompt, enter **3** (*Install new programs from the Internet*) and press **<Return>**.
- With the cursor now positioned at the **Are all terminals at login (Y/N)** prompt, enter **Y** and press **<Return>**.

The screen will begin downloading the programs from the internet as shown:

1050K	1%	@	171.23	KB/s
1100K	1%	@	154.80	KB/s
1150K	1%	@	110.62	KB/s
1200K	2%	@	103.95	KB/s
1250K	2%	@	103.95	KB/s
1300K	2%	@	400.00	KB/s
1350K	2%	@	174.22	KB/s
1400K	2%	@	171.23	KB/s
1450K	2%	@	174.83	KB/s
1500K	2%	@	148.37	KB/s
1550K	2%	@	174.83	KB/s
1600K	2%	@	169.49	KB/s
1650K	2%	@	176.68	KB/s
1700K	2%	@	161.29	KB/s
1750K	2%	@	177.94	KB/s
1800K	2%	@	173.61	KB/s
1850K	3%	@	176.68	KB/s
1900K	3%	@	157.23	KB/s
1950K	3%	@	176.06	KB/s
2000K	3%	@	175.44	KB/s
2050K	3%	@	168.35	KB/s
2100K	3%	@	168.92	KB/s
2150K	3%	@	175.44	KB/s
2200K				

PRC=02420 | | | | DUPE | EDTL | | | FDX | | |

Once the downloading process is completed, the installation process will begin and once all programs are installed, the screen will display a status report.

- Press the **Q** (*quit*) key and screen will then build a validation database and then return to the *System Commands Menu*.

17.5 System Status

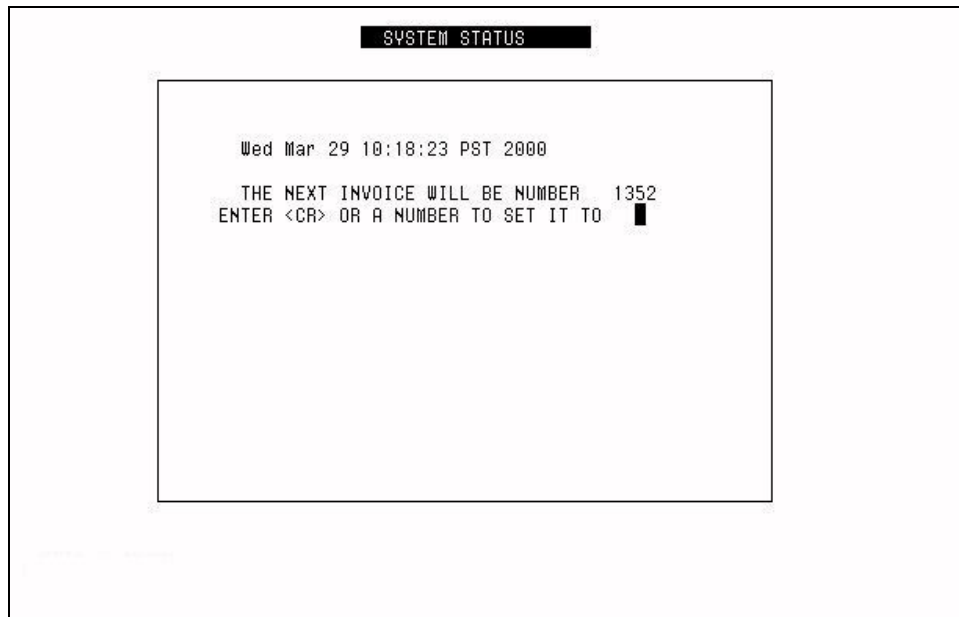
The *System Status* menu option allows the user to view/edit the next invoice, receipt, control and purchase order number. It also displays the total number of system records available and the current system time.

- ☞ **Note:** The highest invoice number is 65,535 and the highest purchase order number is 32,767!

17.5.1 Changing The Next Invoice Number

- ☞ **Note:** Before changing, all terminals **MUST** first be at the *login:* prompt!
- From the *System Commands Menu*, enter **4** (*System Status*) and press **<Return>**.

The *System Status* screen be displayed along with the next invoice number as shown:



- With the cursor positioned at the **ENTER <CR> OR A NUMBER TO SET IT TO** prompt, press **<Return>** (to leave the next invoice number unchanged) or enter a number (between 1 - 65535) and press **<Return>** (to set the next invoice number to the number entered).

The next receipt number will then be displayed.

17.5.2 Changing The Receipt Number

- With the cursor positioned at the **ENTER <CR> OR A NUMBER TO SET IT TO** prompt, press **<Return>** (to leave the next receipt number unchanged) or enter a number (between 1 - 99999) and press **<Return>** (to set the next receipt number to the number entered).

The next control number will then be displayed.

17.5.3 Changing The Control Number

- With the cursor positioned at the **ENTER <CR> OR A NUMBER TO SET IT TO** prompt, press **<Return>** (to leave the next control number unchanged) or enter a number (negative number or positive between 1 - 65535) and press **<Return>** (to set the next control number to the number entered).

By default, the number is set for 0 which will roll over to 1, 2, etc., once the invoice numbers have rolled over. User's have ability to set a static number to always print at the end of invoice number by entering a negative value such as -1 for store 1 or -2 for a store 2. The next purchase order number will then be displayed.

17.5.4 Changing The Purchase Order Number

- With the cursor positioned at the **ENTER <CR> OR A NUMBER TO SET IT TO** prompt, press **<Return>** (to leave the purchase order number unchanged) or enter a number and press **<Return>**.
- With the cursor positioned at the **ENTER <CR> OR A NUMBER TO SET IT TO** prompt, press **<Return>** (to leave the next purchase order number unchanged) or enter a number (between 1 - 32767) and press **<Return>** (to set the next purchase order number to the number entered).

The screen will then display an *N SYSTEM RECORDS ARE AVAILABLE* message. This information is useful for the Autologue Customer Service Department when needing to find out this information!

- Press the **<F11>** (*Exit Pgm*) or **<Return>** key to return to the *System Commands Menu*.

17.6 File Checking Functions

The *File Checking Functions* menu option allows the integrity of the Inventory file to be reviewed by management without the aid of an Autologue Customer Service Representative. The integrity of the Inventory file should be checked at least once a month (normally a few days before month end).

- ☞ **Note:** All functions on the File Checking Menu should only be performed with all terminals at the login: prompt!

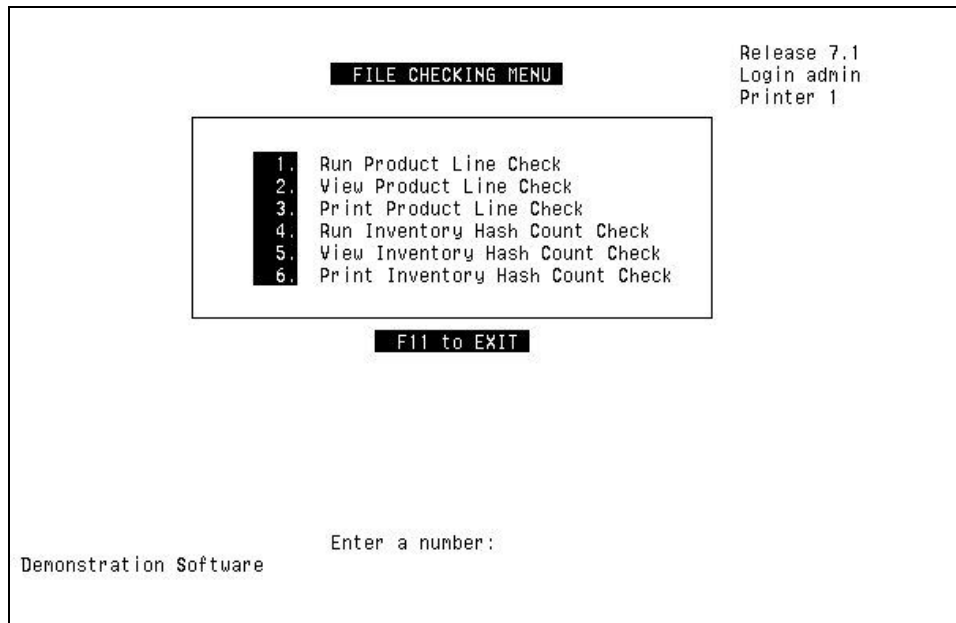
17.6.1 Product Line Check

The *Run Product Line Check* menu option scans the Inventory file for unconnected or tangled part number records. This process can take from 15 minutes to two hours in order to complete (depending on the Inventory file size).

Listed below are the steps for running a product line check:

- From the *System Commands Menu*, enter **5** (*File Checking Functions*) and press **<Return>**.

The *File Checking Menu* will now be displayed as shown:



- From the *File Checking Menu*, enter **1** (*Run Product Line Check*) and press **<Return>**.

The screen will display a *PRODUCT LINE CHECK IN PROGRESS* message and will return to the *File Checking Menu* when completed.

- To review the results of the check, enter **2** (*View Product Line Check*) or **3** (*Print Product Line Check*) from the *File Checking Menu* and press **<Return>**.

Entering **2** will display the results on the screen. Press the **<Space Bar>** to display additional information. Press **Q** to return to the *File Checking Menu*.

Entering **3** will print the results on the management printer. The screen will automatically return to the *File Checking Menu*.

- ☞ **If the product line check reported errors, contact the Autologue Customer Service Department as soon as possible to fix the reported errors because the month end processing could fail if there database corruption within the Inventory file.**

- Press the **F11** (*Exit*) key to return to the *System Commands Menu*.

17.6.2 Inventory Hash Count Check

The *Run Inventory Hash Count Check* menu option scans the Inventory file for collision counts and dead records. This process can take from 15 to 45 minutes in order to complete (depending on the Inventory file size).

Listed below are the steps for running an inventory hash count check:

- From the *System Commands Menu*, enter **5** (*File Checking Functions*) and press **<Return>**.

- From the *File Checking Menu*, enter **4** (*Run Inventory Hash Count Check*) and press **<Return>**.

The screen will display an *INVENTORY HASH COUNTER CHECK IN PROGRESS* message and will return to the *File Checking Menu* when completed.

- To review the results of the check, enter **5** (*View Inventory Hash Count Check*) or **6** (*Print Inventory Hash Count Check*) from the *File Checking Menu* and press **<Return>**.

Entering **5** will display the results on the screen. Press the **<Space Bar>** to display additional information. Press **Q** to return to the *File Checking Menu*.

Entering **6** will print the results on the management printer. The screen will automatically return to the *File Checking Menu*.

- ☞ **If the inventory hash count check reported errors, contact the Autologue Customer Service Department as soon as possible to fix the reported errors because this can cause the system to become slow in calling up certain part numbers within point of sale.**

- Press the **F11** (*Exit*) key to return to the *System Commands Menu*.

17.7 Update Customer Name File

The *Update Customer Name File* menu option creates a customer name search index file based upon the information within the Customer/Vendor file. This program should be run whenever a name change has been made to an existing customer, a customer number has been renumbered, or a new customer has been entered into the system!

From Point of Sale, Customer/Vendor Update and Purchasing, the customer name search index file allows user's to enter in a customer or vendor's name and have the system display a selection list to choose from.

17.7.1 Updating The Customer Name File

- From the *System Commands Menu*, enter **6** (*Update Customer Name File*) and press **<Return>**.

The screen will clear and display a *GENERATING NAME LIST* message as the customer name search index file is being created. Upon completion, a *NAME LIST COMPLETE* message will be displayed and the screen will return to the *System Commands Menu*.

17.8 Modify Menu & Password Security

The *Modify Menu & Password Security* menu option allows new and existing logins and passwords to be created, reviewed and modified. Eight logins come standard with each system: admin, root, inv, book, pos, spo, counter and utl. Other logins also come standard with the system when the multi-store, bill of materials, accounting or word processing software has been purchased.

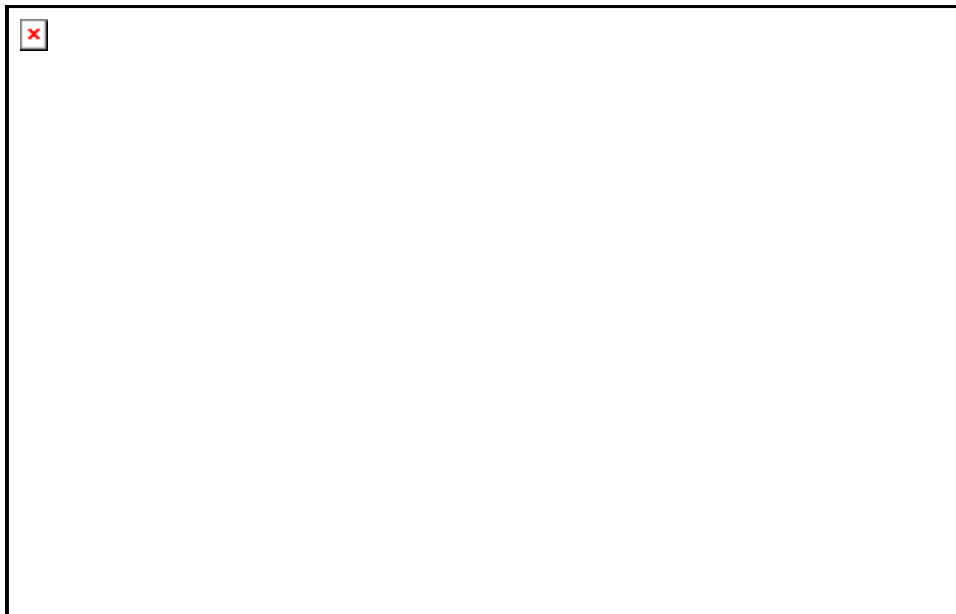
Management has the ability to add additional logins to the system for specific users and can customize each user's access into specific menus. Existing logins can also be reviewed and/or modified. A password can also be changed for an existing login.

17.8.1 Creating A New User Login

To quickly create a new login, specifically for a user, and setup specific menu options in which they have access to, follow the steps below:

- From the *System Commands Menu*, enter **7** (*Modify Menu & Password Security*) and press **<Return>**.

The *User Update Program* screen will now be displayed as shown:



- Press the **<F1>** (*Create New User*) key
 - With the cursor positioned at the **ENTER NAME TO ADD** prompt, enter the new login name and press **<Return>**.
- ☞ **Note:** Login names must be at least three characters long and begin with a letter!

17.8.1.1 Setting Up A Login For Complete Menu Access

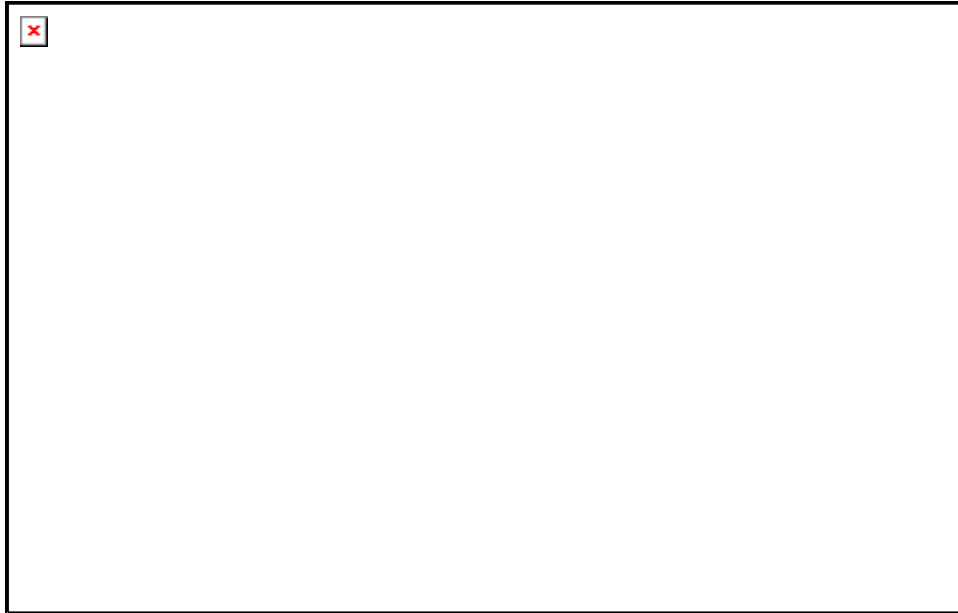
- With the cursor positioned at the **PERMIT ACCESS TO ENTIRE SYSTEM** prompt, enter **Y** and press **<Return>**.

This will permit access to all programs for the newly created login. The screen will then prompt for a password. To enter a password, enter a password and press **<Return>**. The screen will prompt to re-type the same password. Again enter the password and press **<Return>**. To not enter a password, simply press **<Return>**. The screen will then return to the *User Update Program* screen.

17.8.1.2 Setting Up A Login With Limited Menu Access

- With the cursor positioned at the **PERMIT ACCESS TO ENTIRE SYSTEM** prompt, enter **N** and press **<Return>**.

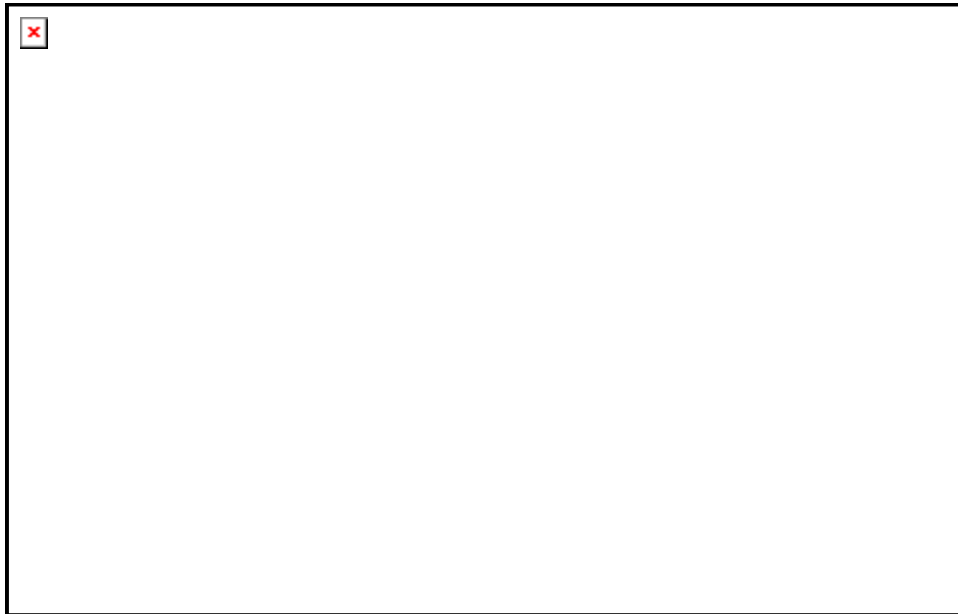
The screen will now display a *Menu Selection* screen as shown:



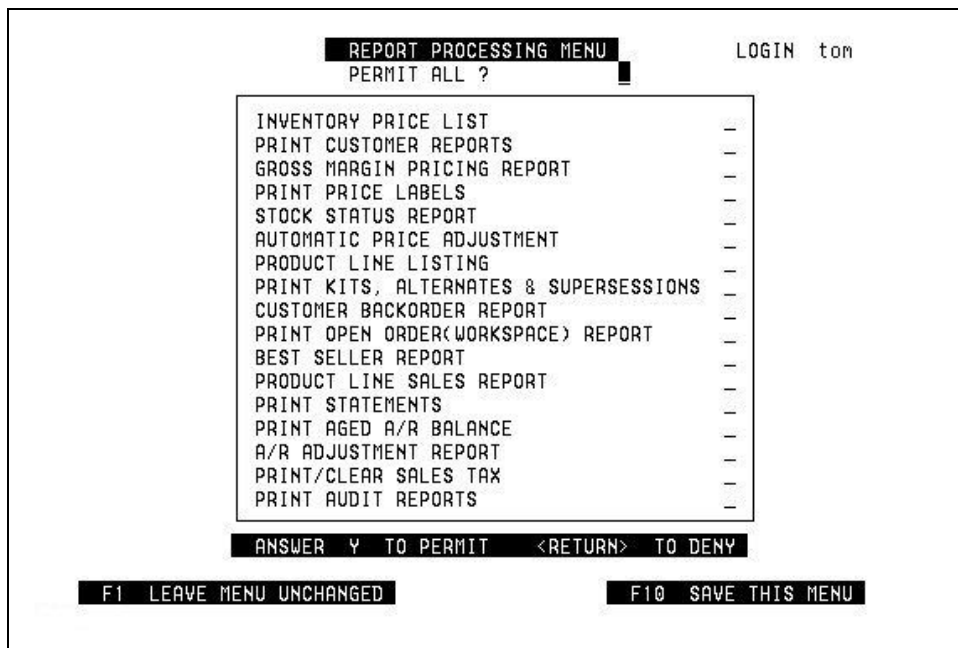
From this menu, management can specify by menu or sub-menu, the specific menu options the user can or cannot access.

- With the cursor positioned at the **ENTER A NUMBER:** prompt, enter the number of the menu to be reviewed/updated and press **<Return>**.

If **1** (*Main Menu*) was entered, the *Autologue Main Menu* screen will then be displayed as shown:



If **2** (*Report Processing*) was entered, the *Report Processing Menu* screen will then be displayed as shown:



If **3** (*SYSTEM COMMANDS*) was entered, the *System Commands* screen will then be displayed as shown:

```

          SYSTEM COMMANDS                               LOGIN tom
          PERMIT ALL ?      █

          RESTORE DATA FILES      -
          FORMAT DISKETTE          -
          INSTALL PROGRAM UPDATES  -
          SYSTEM STATUS            -
          FILE CHECKING FUNCTIONS  -
          UPDATE CUSTOMER NAME FILE -
          MODIFY MENU & PASSWORD SECURITY -
          FORMAT POINT OF SALE SCREEN & INVOICE -
          SPECIFY SYSTEM SETUP OPTIONS -
          SPECIFY INVOICE/STATEMENT MESSAGE FIELD -
          SET SYSTEM CLOCK         -
          MOUNT/UNMOUNT CD-ROM    -

          ANSWER Y TO PERMIT  <RETURN> TO DENY

          F1 LEAVE MENU UNCHANGED      F10 SAVE THIS MENU
  
```

If **4** (*MISCELLANEOUS FUNCTIONS*) was entered, the *Miscellaneous Functions Menu* screen will then be displayed as shown:

```

          MISCELLANEOUS FUNCTIONS MENU                 LOGIN tom
          PERMIT ALL ?      █

          DELETE A/R DETAILS      -
          KITS, ALTERNATES & SUPERSESSIONS -
          CORE BANKING & ELIGIBILITY -
          CORE CREDITS REPORT     -
          PRINT CORE BANKING STATEMENTS -
          BACK OFFICE POSTING     -
          CHANGE PARTS/PRODUCT LINES -
          CHANGE CUSTOMERS        -
          DUPLICATE INVENTORY FIELDS -
          DUPLICATE CUSTOMER FIELDS -
          QUICK INVENTORY DATA ENTRY -
          FLEXIBLE PRINTING OPTION -
          SELECT PRINT MODE       -
          DELETE ENTIRE PRODUCT LINES -
          REPRINT INVOICES       -

          ANSWER Y TO PERMIT  <RETURN> TO DENY

          F1 LEAVE MENU UNCHANGED      F10 SAVE THIS MENU
  
```

If **5** (*MULTI-STORE FUNCTIONS*) was entered, the *Multi-Store Functions Menu* screen will then be displayed as shown:

```

MULTI-STORE FUNCTIONS MENU          LOGIN tom
PERMIT ALL ?          █

TRANSMIT P.O. TO HOST STORE          -
TRANSMIT STOCK REPLENISHMENT DATA  -
TRANSMIT DAILY SALES ANALYSIS       -
TRANSMIT STATEMENTS                  -
CONSOLIDATE STATEMENTS               -
CONSOLIDATE PURCHASE ORDERS          -
PRINT STOCK REPLENISHMENT DATA      -
PRINT REMOTE DAILY SALES ANALYSIS    -
CONSOLIDATED INVENTORY PRICE LIST   -
CENTRALIZED INVENTORY CONTROL        -
REMOTE PART LOOKUP/TRANSFER         -
TRANSFERRED PARTS REPORT             -
PRINT/CLEAR COMMON CUSTOMERS        -

ANSWER Y TO PERMIT  <RETURN> TO DENY

F1 LEAVE MENU UNCHANGED          F10 SAVE THIS MENU

```

If **6** (*W/D TRANSMISSION FUNCTIONS*) was entered, the *W/D Transmission Functions Menu* screen will then be displayed as shown:

```

W/D TRANSMISSION FUNCTIONS MENU     LOGIN tom
PERMIT ALL ?          █

FORMAT/TRANSMIT P.O. TO W/D          -
DELETE P.O. PENDING TRANSMISSION TO W/D-
ENABLE/DISABLE W/D DIAL-IN FUNCTION---- █
STATUS OF W/D TRANSMISSION LINK----- █
VIEW THE W/D DIAL-IN ACTIVITY LOG     -
CREATE/UPDATE W/D VENDOR FILE         -
CREATE/UPDATE INQUIRY WAREHOUSES      -

ANSWER Y TO PERMIT  <RETURN> TO DENY

F1 LEAVE MENU UNCHANGED          F10 SAVE THIS MENU

```

If **7** (*PRICE UPDATING*) was entered, the *Price Updating Menu* screen will then be displayed as shown:

```
PRICE UPDATING MENU          LOGIN tom

PERMIT ALL ? █

LIST PRICE UPDATE FILES  -
SELECT PRODUCT LINES    -
SHOW PRICE UPDATES      -
APPLY PRICE UPDATES     -

ANSWER Y TO PERMIT <RETURN> TO DENY

F1 LEAVE MENU UNCHANGED    F10 SAVE THIS MENU
```

If **8** (*TRACKING FUNCTIONS*) was entered, the *Tracking Menu* screen will then be displayed as shown:

```
TRACKING MENU                LOGIN tom

PERMIT ALL ? █

EDIT TRACKING/SERIAL NUMBER DATA  -
EDIT TRACKING HISTORY DATA        -
DISPLAY/REPORT HISTORY DATA       -
PRINT SERIAL NUMBERS IN INVENTORY  -
HISTORY DATA ANALYTICAL REPORT GENERATOR -

ANSWER Y TO PERMIT <RETURN> TO DENY

F1 LEAVE MENU UNCHANGED    F10 SAVE THIS MENU
```

- With the cursor positioned at the **PERMIT ALL ?** prompt, enter **Y** and press **<Return>** to allow access to each menu option or enter **N** and press **<Return>** to have the cursor positioned on the first menu option.

- Enter **Y** or **N** at each menu option, press **<Return>** and then press the **<F10>** (*Save This Menu*) key to create and save all entered information for each menu.
- Once all menu options are set, press the **<F10>** (*Saves Login Entry*) key to create and save all entered information for each menu for the new login.

The screen will then prompt for a password. To enter a password, enter the password and press **<Return>**. The screen will prompt to re-type the same password. Again enter the password and press **<Return>**. To not enter a password, simply press **<Return>**. The screen will then return to the *User Update Program* screen.

- Press the **F11** (*Exit*) key to return to the *System Commands Menu*.

17.8.2 Reviewing/Changing A Login's Menu Access

Reviewing an existing login's menu access is easily performed through the use of the **<F5>** (*Review/Change A Login's Permissions*) function key. While reviewing an existing login's menu access, changes may be performed on menu option access and/or the login's password. Logins can be created for individuals, departments or job titles. Up to 30 logins and passwords can be maintained at one time.

To quickly review or change a login's menu access, follow the steps below:

- From the *System Commands Menu*, enter **7** (*Modify Menu & Password Security*) and press **<Return>**.
- From the *User Update Program* screen, press the **<F5>** (*Review/Change A Login's Permissions*) key.
- With the cursor positioned at the **ENTER NAME TO CHANGE** prompt, enter the login name to be reviewed or changed and press **<Return>**.
- With the cursor positioned at the **CHANGE PASSWORD? (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

When **Y** is entered, the screen will then prompt for a new password. Enter in a new password and press **<Return>**. For security reasons the new password will not be displayed on the screen as its being entered! The screen will prompt to re-type the same password. Again enter the password and press **<Return>** to complete changing the password and return to the *User Update Program* screen.

When **N** is entered, the cursor will then be positioned at the **PERMIT ACCESS TO ENTIRE SYSTEM? (Y/N)** prompt.

- With the cursor positioned at the **PERMIT ACCESS TO ENTIRE SYSTEM? (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

When **Y** is entered, this allows the login to access all menu options from the main menu, including the ability to create and change new security levels and change passwords. The screen will display an update message and return to the *User Update Program* screen.

When **N** is entered, the screen will now display a *Menu Selection* screen that allows the user to selectively set menu option access by menu as previously described. The screen will display an update message and return to the *User Update Program* screen when the **<F10>** (*Save Login Entry*) key is pressed.

17.8.3 Changing Passwords

Passwords can be added or changed at any time as often as desired. Passwords can only be changed by login's with access to the *Modify Menu & Password Security* menu option.

To change or create a new password, follow the steps below:

- From the *System Commands Menu*, enter **7** (*Modify Menu & Password Security*) and press **<Return>**.
- From the *User Update Program* screen, press the **<F5>** (*Review/Change A Login's Permissions*) key.
- With the cursor positioned at the **ENTER NAME TO CHANGE** prompt, enter the login name to be reviewed or changed and press **<Return>**.
- With the cursor positioned at the **CHANGE PASSWORD? (Y/N)** prompt, enter **Y** and press **<Return>**.

When **Y** is entered, the screen will then prompt for a new password. Enter in a new password and press **<Return>**. For security reasons the new password will not be displayed on the screen as its being entered! The screen will prompt to re-type the same password. Again enter the password and press **<Return>** to complete changing the password and return to the *User Update Program* screen.

17.9 Format Point Of Sale Screen & Invoice

The *Format Point Of Sale Screen & Invoice* menu option allows the user to modify the order and/or omit various fields of information from the point of sale workspace screen and printed invoice. The order of fields can be changed so that the part number and quantity fields are positioned next to each other or to have the core price field omitted from being displayed or printed when a companies part numbers don't having core values.

To change the point of sale screen or invoice, follow the steps below:

- From the *System Commands Menu*, enter **8** (*Format Point Of Sale Screen & Invoice*) and press **<Return>**.

The *Specify Workspace and Invoice Format* screen will then be displayed as shown:

Specify Workspace And Invoice Format																																
Workspace		<table border="1"> <thead> <tr> <th>Calculated</th> <th colspan="4">Columns</th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>11</td> <td>34</td> <td>42</td> <td>50</td> <td>58</td> <td>62</td> <td>67</td> <td>76</td> <td>79</td> <td></td> </tr> </tbody> </table>									Calculated	Columns									0	11	34	42	50	58	62	67	76	79		Eol 79
Calculated	Columns																															
0	11	34	42	50	58	62	67	76	79																							
Field Order	D	P	L	C	U	X	Q	E	S																							
Field Width	10	22	7	7	7	3	4	9	1	0																						
Invoice		<table border="1"> <thead> <tr> <th>Calculated</th> <th colspan="4">Columns</th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>25</td> <td>42</td> <td>49</td> <td>56</td> <td>63</td> <td>65</td> <td>69</td> <td>76</td> <td>78</td> <td></td> </tr> </tbody> </table>									Calculated	Columns									0	25	42	49	56	63	65	69	76	78		Eol 78
Calculated	Columns																															
0	25	42	49	56	63	65	69	76	78																							
Field Order	D	P	L	C	U	X	Q	E	S																							
Field Width	25	17	7	7	7	2	4	7	2	0																						
Enter Char for field position 1																																

- Using the arrow keys, position the cursor within the field to be changed, enter the new field width or rearrange the order and press **<Return>**.
- Note: A help screen is available by pressing the **<F8>** (*Help*) key. When the **<F8>** key is pressed, a window will be displayed on the lower portion of the screen. To have the help screen “zoom” to a full screen of help, press the letter **z** key. The available field codes are listed within the help screen. Non-standard fields such as quantity on hand, quantity ordered, quantity shipped, quantity backordered and zone bin can be setup for viewing within the workspace screen or printing on the invoice. Press the **<Return>** or **F11** (*Exit*) to exit the help screen.
- Once all entered changes are completed, press the **<F10>** (*Save Changes*) key to save the new invoice and workspace formats and the cursor will return to the first field.
 - Press the **F11** (*Exit*) key to return to the *System Commands Menu*.

17.10 Specify System Setup Options

The *Specify System Setup Options* menu option allows the user to perform the following functions:

- ◆ Activate or deactivate the various uservar (user variable) options available throughout the system (without the assistance of customer service!)
- ◆ Easy password setting for the various program specific passwords available within the system!
- ◆ Activate or deactivate the various standard point of sale setup options!
- ◆ Setting the default values for month end processing and daily sales analysis screens!

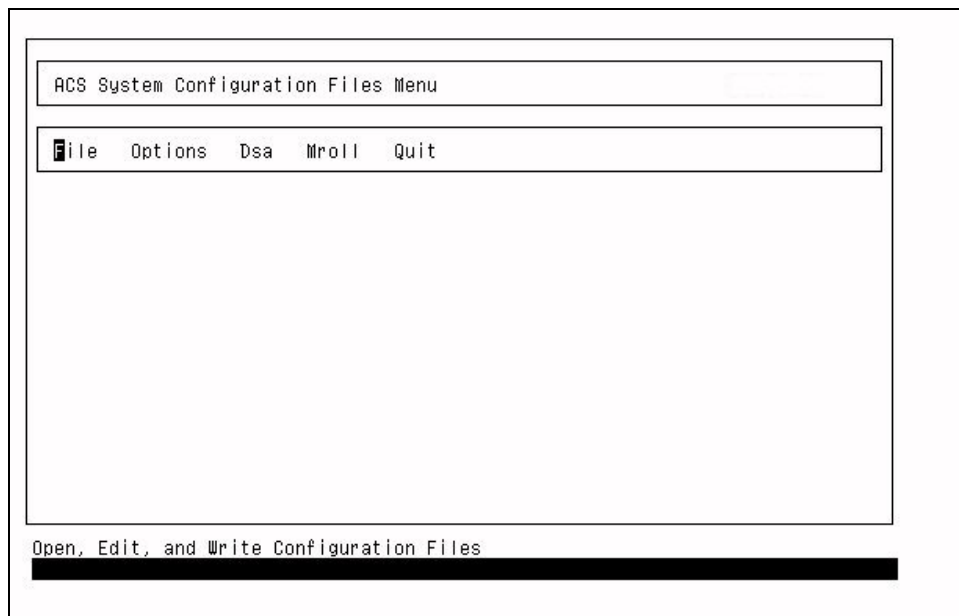
When setting uservar options within the editor, each option can be retrieved by program section (i.e. pos, pur) and a detailed description is also displayed for each option available!

- ☞ **Note:** This program must be run with all other terminals at the *login:* prompt. Any terminals not at the *login:* prompt will not reflect the changes made and will reflect the old options until they are logged off and logged back in again!

17.10.1 Accessing The Specify System Setup Options

- From the *System Commands Menu*, enter **9** (*Specify System Setup Options*) and press **<Return>**.

The *Autologue System Configuration Files Menu* will now be displayed as shown:



17.10.2 Common Keystrokes

All elements of the *Autologue System Configuration Files Menu* have several keystrokes in common.

Keys	Explanation
↑↓←→ arrow keys:	Used to go from side to side or up and down choice lists as they are presented.
<F10> key:	Used to save changes.
<F11> key:	Exits or quits from the section of the program the user is currently in at the time.
First Letter Rule:	Selects a menu item on any menu, thus by-passing the need to use the arrow and <Return> key combinations! Also quickly positions the cursor on a choice list selection by entering the first letter of the item.
<Page> and <Shift> & <Page>	Used to scroll forward/backward through selection lists.

There are three (3) exceptions to the first letter rule, these are the file list choice list and the uservar choice lists. The file lists require the user to use the arrow and **<Return>** key combinations to select a file. The *SECTION* and *USERVAR* choice lists allow user's to enter the first letter (to move closer to the item to be selected) and thus reduce the time spent in trying to get to a certain area.

Example:

To get to the (P) PIT, POS, etc., area of the *SECTION* choice list, enter **P** to have the cursor quickly position itself on the first entry starting with the letter 'P', then use the arrow keys to move around the list from there. Press the **<Return>** key to select the choice. When there are long choice lists, the **<Page>** and **<Shift> & <Page>** keys are used to scroll forward/backward through a list.

17.10.3 The Autologue System Configuration Files Menu Screen

The line on the screen (**File Options Dsa Mroll Quit**) is where the main functionality of the program is performed. Use the **↑↓←→** arrow keys to move the cursor to each menu option or simply press the first letter of the desired menu selection to automatically select it.

Example: pressing the letter **D** will automatically select the **Dsa** menu selection!

Here is a brief overview of the menu selections:

File	used to access the uservar and password files; This function allows user's to view/change uservar settings and password settings for the system;
Options	used to enable/disable the standard point of sale/multi-store system settings;
Dsa	used to set the Daily Sales Analysis screen defaults;
Mroll	used to set the Month End Processing screen defaults;

The program has been designed to provide the greatest flexibility and ease of use for user's who want to "customize" their system without the assistance of customer service!

17.10.4 Using The File Feature

The **File** menu option is the most complex feature of the program and there is a lot to explain. The best way to understand how it works is to follow an example all the way through. As we go through the example, we'll try to use as many elements as possible. A quick reference will be provided at the end as well as some short cuts to conserve time.

This option is used to insert, change and monitor uservar options and system passwords. When the **File** menu option is selected, a drop down selection list is presented with four selections (**Open Edit Write Quit**). The **Open** menu

selection presents the user with a list of two file names from which to choose (**uservar** & **passwd.db**). The **uservar** option is the file that contains all the different user variable settings/features that can be customized for the various programs on the system. The **passwd.db** is the file that contains passwords for protected features of the system.

- ☞ **Due to the sensitive nature of this information, it's recommended that this area of the system be password protected within the menu screens!**

Each of the four selections, within the File menu drop down selection list, will display a short message at the bottom of the screen:

Open *Select a Configuration File for Editing*
Edit *Edit Previously Opened File; **Note:** if no file has been opened, this option will default to the **uservar** file!*
Write *Write a Modified File*
Quit *Exit the File Menu; Stays in the configuration editor;*

- Within the File menu drop down selection list, select **Open** by positioning the cursor on the selection using the arrow keys and pressing **<Return>** or by pressing the letter **O** key.
- Within the File Name: selection window, select **uservar** by positioning the cursor on the selection using the arrow keys and pressing **<Return>**.

The screen will now display the *User Variable Editor* screen and the cursor will be positioned within a *Section* window selection list as shown:

The screenshot shows the 'User Variable Editor' interface. At the top, the title bar contains 'User Variable Editor' and 'uservar'. On the left, a 'Section' window is open, displaying a list of sections: MS, APS, BACKUP, BOM, CPRINT, DATAIU, DSA, and INVOICE. The main area of the editor is a table with two columns, 'Type' and 'Range'. Below the table is a 'Description' field. At the bottom of the screen, a function key legend is displayed: F1: Find, F2: Insert/Add, F3: Activate/Edit, F4: Deactivate, F5: Section, F6: First, F7: Last, F8: Next, F9: Previous, F10: Save. The status bar at the very bottom shows 'Mode READ' and 'Edit Previously Open File'.

The selections within *Section* window are the major “sections” of the uservar file broken up for easy access. All uservar’s relating to a section will be presented when a choice is made from this list.

Example:

Enter the letter **P** and the cursor will automatically be positioned on the first selection within the list that starts with the letter P (PIT). Now press the **↓** arrow key and press **<Return>** to select the **POS** section.

The screen will now display a selection list of uservar options available for the selected *Section* as shown:

The screenshot shows the 'User Variable Editor' window. At the top, it says 'User Variable Editor' and 'uservar'. Below this, there are fields for 'Section' (POS), 'Value', and 'Default'. A table with columns 'Status' and 'Type' is partially visible. A list of user variables is shown in a box: ASK_LPNUM, ASK_PRINTER, ATAX0, ATAX1, ATAX2, ATAX3, ATAX4, and ATAX5. Below the list, there is a 'Description' field. At the bottom, there is a legend for function keys: F1: Find, F2: Insert/Add, F3: Activate/Edit, F4: Deactivate, F5: Section, F6: First, F7: Last, F8: Next, F9: Previous, F10: Save. Below the legend, it says 'Mode READ' and 'Uservar to Edit' followed by a blacked-out field.

These are all the uservar's associated with the point of sale program.

- Select the **DISPLAYMM** uservar by entering the letter **D**, the cursor will automatically be positioned on the **DISPLAYMM** uservar, and press **<Return>**.
- ☞ **Note:** The **↑**, **↓**, **<Page>** and **<Shift> & <Page>** keys can be used to peruse the list of available uservar's!

The screen will now display all information for the **DISPLAYMM** uservar option as shown:

```

User Variable Editor                                     uservar
-----
Section POS                                           Uservar DISPLAYMM
-----
Value
1
Default
1
      Status A                Type N          Range 0 TO 1
-----
Description
Displays min/max fields for parts called up.

F1: Find  F2: Insert/Add  F3: Activate/Edit  F4: Deactivate  F5: Section
F6: First F7: Last       F8: Next           F9: Previous    F10: Save

Mode BEAD
Enter F-Key Function...F11 Quits

```

17.10.5 The User Variable Editor Screen

The top of the *User Variable Editor* screen shows the version of the program, the title and the file name currently being editing.


Section	the area of the file currently being processed
Uservar	the specific uservar option being edited
Value	shows what the uservar is set to
Default	shows what the uservar value defaults to
Status	shows if the uservar option is <u>A</u> ctive or <u>iN</u> active on the system; If set <u>iN</u> active, this means it has no effect on the system operation; <u>A</u> ctive means the system uses this option
Type	shows what "TYPE" of uservar this is (used for data validation only in this screen) <u>N</u>umber: (digits only) 0, 1, 2, etc.. <u>S</u>tring: (characters/letters only) A, a, B, c, d, e, F, etc.. <u>P</u>art: Autologue part number only <u>A</u>lpha-numeric: (numbers and letters) A, 4, 3, f, etc.. <u>C</u>ustomer: used only in the password file for customer field passwords
Range	shows the value range that is legal for this uservar 0 TO 1: means only 0 or 1 can be entered in the value field Aa - Zz: means only letters (capitals or lower case) from A to Z can be entered
Description	B or S: means only those two letters are allowed, etc.. explains a little bit about this uservar, what it does or what it can do for or to the system.

Example:

The information for the **DISPLAYMM** uservar option says it will display the min/max fields for a part when the **<F3>** (*Inventory Override*) key is pressed within point of sale.

The bottom box on the screen shows all the available function keys and what they do.

F1: Find	finds a uservar; pops up a choice list of every uservar available
F2: Insert/Add	inserts or adds a uservar; used only when adding a new uservar or password to the list. This will show the edit screen with blanks in all the fields. User's must enter a value for each field; this feature is intended for convenience in the event that a uservar needs to be added for some reason; should be used with the assistance of a customer service representative the first time through at least!
F3: Activate/Edit	activate or edit a uservar; allows user's to activate a uservar on their system and change the values seen on the screen for that uservar.
F4: Deactivate	deactivates a uservar; allows user's to set this as inactive and not used by the system.
F5: Section	section; pops up the section list to go to a new section of the uservar's.
F6: First	displays the first uservar in the list without using the <i>Section</i> or <i>Uservar</i> selection lists.
F7: Last	displays the very last uservar in the list without using the <i>Section</i> or <i>Uservar</i> selection lists.
F8: Next	displays the next uservar in the list in alphabetic order, NOT in section order!
F9: Previous	displays the previous uservar in the list in alphabetic order, NOT in section order!
F10: Save	saves whatever changes were made to the uservar entry IN MEMORY! This key DOES NOT WRITE OUT THE FILE! To save changes to the file so that the system will use this option, USER'S MUST USE THE WRITE FUNCTION in the file menu! Displays a pop up window prompting if you are sure you want to save the changes in memory Y or N, if sure, enter Y , press <Return> and the changes will be saved in memory. This is insurance for user's to guard against accidental changes being written out to the file when this is not what they really want! <u>Remember:</u> each of these settings affects the way the system operates and care should be exercised when making changes to the uservar files! When in doubt DON'T!
Mode	at the very bottom of the screen is a field labeled Mode ; this tells what MODE user's are operating in at the moment.
	READ means user's are just reading the file and no changes can be made in this mode; this is the default mode of operation.
	EDIT means changes can be made to the values on the screen and can only be activated by pressing the <F3> (<i>Activate/Edit</i>) key.
	INSERT the mode used when adding or entering a new uservar.

 **Note:** If the user find himself in a mode and isn't sure how they got there or the editor is not behaving as expected, DON'T PANIC just use the **<F11>** key to exit. If it asks to save changes just enter No and no harm is done! The editor is designed to be as safe as possible to protect the system.

17.10.6 Activating A Uservar

The great majority of the time the editor will be used to activate or deactivate a uservar that is in the list or just go through the uservar's to see what is available to enhance the system operation. The editor can effectively be used with just a few keystrokes like the following examples:

17.10.6.1 Example: Activating The DISPLAYMM Uservar Option

1. File menu **F** or **<Return>** if the cursor is on the **File** menu option
2. **<Return>** on the **Open** menu option or **E** to skip step #3
3. **<Return>** when the cursor is positioned on the **uservar** option
4. **P** to go to the P's section, press **↓** to **POS** and **<Return>**
5. **D** to go to the D's section, press **<Return>** on the **DISPLAYMM** uservar option
6. **<F3>** (*Activate*)
7. **<F10>** (*Save*)
8. **Y** and **<Return>**
9. **F11** (*Quit*)
10. **W** (*Write*) and **<Return>** on the **uservar** file name
11. **Y** and **<Return>**
12. **F11** (*Quit*) done!

17.10.6.2 Example: Deactivating The DEFQOH Uservar Option

1. File menu **F** or **<Return>** if the cursor is on the **File** menu option
2. **<Return>** on the **Open** menu option or **E** to skip step #3
3. **<Return>** when the cursor is positioned on the **uservar** option
4. **D** to go to the **DATAIU** and **<Return>**
5. **<Return>** on the **DEFQOH** uservar option
6. **<F4>** (*Deactivate*)
7. **<F10>** (*Save*)
8. **Y** and **<Return>**
9. **F11** (*Quit*)
10. **W** (*Write*) and **<Return>** on the **uservar** file name
11. **Y** and **<Return>**
12. **F11** (*Quit*) done!

17.10.6.3 Example: Perusing The Uservar Options

1. File menu **F** or **<Return>** if the cursor is on the **File** menu option
2. **<Return>** on the **Open** menu option or **E** to skip step #3
3. **<Return>** when the cursor is positioned on the **uservar** option
4. **<Return>** and **<Return>** (yes, two returns in a row)
5. From this point, the **<F1>** (*Find*), **<F5>** (*Section*), **<F6>** (*First*), **<F7>** (*Last*), **<F8>** (*Next*) and **<F9>** (*Previous*) keys can be used!
6. **F11** (*Quit*) done!

17.10.6.4 Example: Insert Or Adding A Uservar Option

For this example we will use the password file! This example enters a password entry for customer file access level (field) 3:

1. File menu **F** or **<Return>** if the cursor is on the **File** menu option
2. **<Return>** on the **Open** menu option
3. **↓** to **passwd.db** and **<Return>**
4. **<Return>** and **<Return>**
5. **<F2>** (*Insert/Add*)
6. With the cursor now positioned at the **Section** field, enter **CUST** or **USERADD** and press **<Return>**. Note: this field is designed to accept any entry, but users should try to enter an existing section name unless a specific purpose is in mind.
7. With the cursor now positioned at the **Uservar** field, enter **CUS_FLD3** and press **<Return>**. Again this field will accept any entry, but an unknown uservar or password entry will not do anything unless the programs know about it! Questions concerning valid entries must be resolved before entry into the system.
8. With the cursor now under the **Value** field, enter the values and press **<Return>**. This type of entry is a **C** (*Customer*) type, valid entries are: numbers (0..486), commas (,) & dashes (-); 22-40,45 means this field level password can change entries on the customer screen for fields 22 through 40 and 45 only!
9. With the cursor now under the **Default** field, enter the default values and press **<Return>**. (Use the same values that were entered into the **Value** field).
10. With the cursor now positioned within the **Type** drop down selection box, arrow down to the **C** (*Customer*) type and press **<Return>**.
11. With the cursor now positioned at the **Range** field, enter **0** press **<Return>** and enter **486** press **<Return>**.
12. **<F10>** (*Save*)
13. **Y** and **<Return>**
14. **F11** (*Quit*) Note: since this is a user added field, entry in other fields is not required

17.10.7 Using The Options Feature

This option is used to set the standard point of sale and multi-store options for the system. Each question can be answered with a **Y** or **N** response. To enter a response, simply enter **Y** or **N** and press **<Return>** with the cursor positioned on the question. Use the **↑** and **↓** arrow keys to position the cursor on the question to be changed. Once all questions have been changed, press the **<F10>** key (to save the answers). **Users must save the screen (F10) in order for the settings to take affect!** Pressing the **<F11>** key at any time will exit the screen (whether the changes have or have not been saved). When the **<F10>** key is pressed to save changes, the program will prompt *Save Changes... Are You Sure?* Enter **Y** or **N** and press **<Return>** to save or not save the settings.

17.10.8 Using The Dsa Feature

This option is used to set the Daily Sales Analysis reporting defaults. Each question can be answered with a **Y** or **N** response except for the *BEGINNING & ENDING COUNTERMAN* questions. These questions require the user to enter a capital letter or number for the counterman code that represents the beginning counterman code and the ending counterman codes. To enter a response, simply enter **Y** or **N** and press **<Return>** with the cursor positioned on the question. Use the **↑** and **↓** arrow keys to position the cursor on the question to be changed. Once all questions have been changed, press the **<F10>** key (to save the answers). **Users must save the screen (F10) in order for the settings to take affect!** Pressing the **<F11>** key at any time will exit the screen (whether the changes have or have not been saved). When the **<F10>** key is pressed to save changes, the program will prompt *Save Changes... Are You Sure?* Enter **Y** or **N** and press **<Return>** to save or not save the settings.

17.10.9 Using The Mroll Feature

This option is used to set the Month End Processing reporting defaults. It works just like the Dsa feature described.

17.10.10 Using The Quit Feature

This option is used to exit from the *ACS System Configuration Files Menu* screen and return to the *System Commands* menu. Pressing the **<F11>** key from the *ACS System Configuration Files Menu* will also exit!

17.11 Specify Invoice/Statement Message Field

The *Specify Invoice/Statement Message Field* menu option allows the user to create and/or change an invoice or statement message for each invoice/report printer. The message field can store up to five lines, of seventy characters per line, of store and sale information. The invoice message field is a great way of listing store hours, return policies and current sale items. Additionally, users can create/edit an invoice footer message for laser formatted invoice printers. The invoice footer field is normally used to enter in any disclaimer information that prints on the lower left hand portion of the laser formatted invoice.

17.11.1 Creating An Invoice Message

- From the *System Commands* menu, enter **10** (*Specify Invoice/Statement Message Field*) and press **<Return>**.

The *Create Invoice/Statement Message* screen will now be displayed as shown:

Create Invoice/Statement Message

Create/Modify Message For: (1) Invoice (2) Statement (3)Footer █

F1: Restart F4: Reflow F10: Save Message F11: Exit

Enter 1 or 2 and press <RETURN>.

- With the cursor positioned next to the **Create/Modify Message For: (1) Invoice (2) Statement (3)Footer** prompt, enter **1** and press **<Return>**.
- With the cursor positioned next to the **Printer Number:** prompt, enter the number of the printer number to create/modify a message for and press **<Return>**.
- With the cursor positioned on the first line of the invoice message field, enter the first line of information and press **<Return>**.
- Continue entering the new message and press the **<F10>** (*Save Message*) key to save the entered message.

- With the cursor positioned next to the **Save new invoice/statement message (Y/N) ?** prompt, press **<Return>** (to use the default value of **Y**) to save the entered message information.

The screen will then return to the *System Commands* menu.

17.11.2 Creating A Statement Message

- From the *System Commands* menu, enter **10** (*Specify Invoice/Statement Message Field*) and press **<Return>**.
- With the cursor positioned next to the **Create/Modify Message For: (1) Invoice (2) Statement (3) Footer** prompt, enter **2** and press **<Return>**.
- With the cursor positioned next to the **Days Of Outstanding: (1) Current (2) 30 Days (3) 60 Days (4) 90 Days (5) All** prompt, enter the period to create a statement message for (1-5) and press **<Return>**.
- With the cursor positioned on the first line of the invoice message field, enter the first line of information and press **<Return>**.
- Continue entering the new message and press the **<F10>** (*Save Message*) key to save the entered message.
- With the cursor positioned next to the **Save new invoice/statement message (Y/N) ?** prompt, press **<Return>** (to use the default value of **Y**) to save the entered message information.

The screen will then return to the *System Commands* menu.

17.11.3 Creating An Invoice Footer Message

- From the *System Commands* menu, enter **10** (*Specify Invoice/Statement Message Field*) and press **<Return>**.
- With the cursor positioned next to the **Create/Modify Message For: (1) Invoice (2) Statement (3) Footer** prompt, enter **3** and press **<Return>**.
- With the cursor positioned next to the **Printer Number:** prompt, enter the number of the printer number to create/modify an invoice footer message for and press **<Return>**.
- With the cursor positioned on the first line of the footer message field, enter the first line of information and press **<Return>**.
- Continue entering the new message and press the **<F10>** (*Save Message*) key to save the entered message.
- With the cursor positioned next to the **Save new invoice/statement message (Y/N) ?** prompt, press **<Return>** (to use the default value of **Y**) to save the entered message information.

The screen will then return to the *System Commands* menu.

17.11.3.1 Inserting A Complete Line

- Using the arrow keys, position the cursor on the line where the line insertion is desired and press the **<F5>** key. A blank line will be inserted at the current position and push all existing invoice/statement message information down.

17.11.3.2 Modifying An Existing Invoice/Statement Message

- Using the arrow keys, position the cursor within the text where the modifications will be made and overwrite the existing text.

Note: The **<Home>** key will position the cursor at the beginning of the line the cursor is currently positioned on and **<Esc> e** will position the cursor at the end of the line the cursor is currently positioned on.

17.11.3.3 Reflowing An Existing Invoice/Statement Message

- Press the **<F4>** (*Reflow*) key and the invoice/statement message information will be “Reflowed” (positioning as much text on each line as possible).

17.11.3.4 Splitting A Line Within An Invoice/Statement Message

- Using the arrow keys, position the cursor one position past the word where the line is to be split and press **<Return>**. All information after the cursor will be repositioned on the next line.

17.11.3.5 Deleting A Complete Line

- Using the arrow keys, position the cursor on the line that is to be deleted and press the **<F6>** key. The line will be deleted and the invoice/statement message information will be repositioned accordingly.

17.11.3.6 Deleting A Word

- Using the arrow keys, position the cursor one position past the word that is to be deleted and press the **<Back Space>** key. Each time the **<Back Space>** key is pressed, the character to the left will be deleted.
- When insertions, deletions, splitting of lines and reflowing actions are completed, press the **<F10>** (*Save Message*) key to save the modified message information.

17.12 Set System Clock

The *Set System Clock* menu option allows the user to set the system's time and date.

- From the *System Commands Menu* enter **11** (*Set System Clock*) and press **<Return>**.

The screen will now display the system's current date and time as shown:

```
Current System Time is Thu Mar 30 09:06:00 PST 2000
Enter new time ([yymmdd]hhmm): █
```

- With the cursor positioned next to the **Enter new time ([yymmdd]hhmm):** prompt, press **<Return>** to leave the date and time unchanged or enter the date and in the format (yymmddhhmm) and press **<Return>**.

Date/Time Format Characters	Description
yy	the last 2 digits of the year
mm	the month of the year in digits
dd	the day of the month in digits
hh	the hour of the day (military time)
mm	the minutes of the hour

The time should be entered based on "military time".

Examples:

- ◆ November 17th, 2000 8:05 AM should be entered as **0011170805**.
- ◆ November 17th, 2000 4:30 PM should be entered as **0011171630**.

If the date and/or time are incorrectly entered, the screen will display a *cvt: bad conversion* message.

- Enter the date and time (yymmddhhmm) or press **<Return>** to leave unchanged. Upon completion, the screen will return to the *System Commands Menu*.

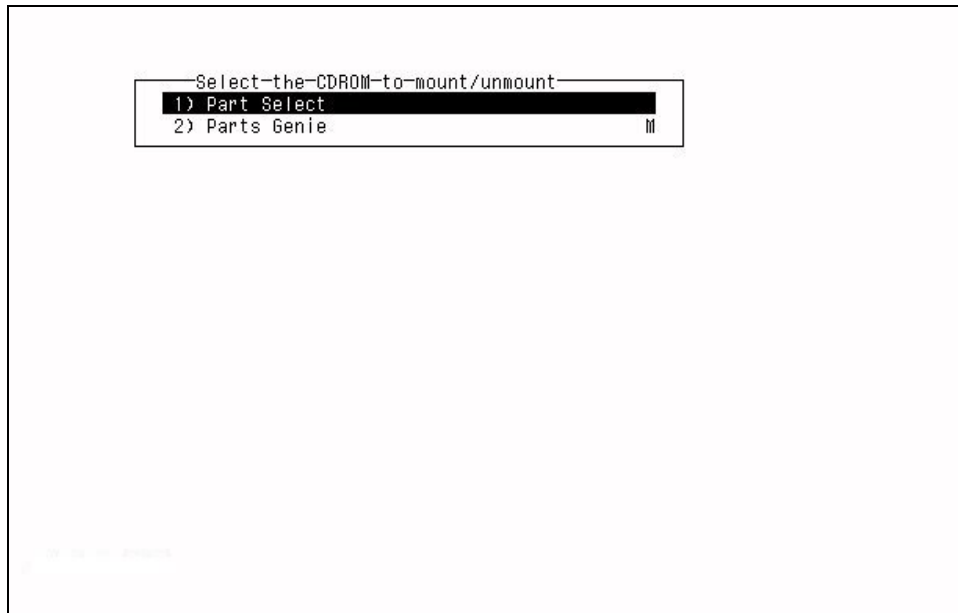
17.13 Mount/Unmount CDROM

The *Mount/Unmount CDROM* menu option allows the user to mount or unmount a CD ROM disk. This is necessary when updating Part Select™ Cataloging or mounting a Parts Genie™ price updating CD ROM disk.

17.13.1 Mounting & Unmounting A CDROM Disk

- From the *System Commands Menu*, enter **12** (*Mount/Unmount CDROM*) and press **<Return>**.

The *Select the CDROM to mount/unmount* screen will be displayed as shown:



- With the cursor positioned on the first entry in the **Select the CDROM to mount/unmount** window, highlight the desired CD ROM menu selection to be mounted or unmounted by arrowing down to it and press **<Return>**.

The **<F11>** (*Exit*) key can be pressed to exit without mounting or unmounting a CD ROM menu selection.

If there is an **M** displayed to the far right of a CD ROM menu selection, this means that particular CD ROM is currently mounted. Selecting the CD ROM menu selection will unmount the particular CD ROM menu selection. The mounting process is the reverse of this.

Once a CD ROM menu selection has been unmounted, eject the CD ROM disk from the drive and insert the new one to be mounted and close the drive door. Mount the CD ROM drive as previously described.

Upon completion, the screen will return to the *System Commands Menu*.

17.14 Validate Programs

The *Validate Programs* menu option allows the user to validate the programs currently loaded on the system against what should be on the displayed build number.

If there are discrepancies, a list of files will be displayed within a window. The build number on the menus will then be displayed with an "X" after it.

17.15 Import/Export Autologue System Data

The *Import/Export Autologue System Data* menu option allows the user to import previously exported data from a backup tape into their system or export their existing data onto a backup tape.