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**SIMMS**  
Inventory Management Software

**Data Collector Installation Manual**  
**PSIMMS User Guide**  
**SIMMS for Windows CE**

**Version 3.3**

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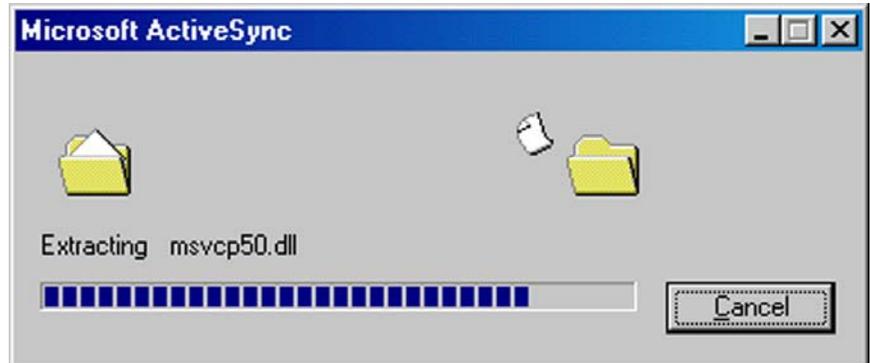
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## Installation of ActiveSync Software



Note: Before proceeding, please ensure that the cradle for the handheld is connected to the computer, and that the handheld unit remains in the cradle throughout the following procedures.

From the **Pocket PC Kit/Microsoft Synchronization Software** folder on the **SIMMS** CD, double click on **MSASYNCH.EXE** file. The installation will extract files (as at right) before proceeding with the installation.



Files will then be copied to the hard drive.

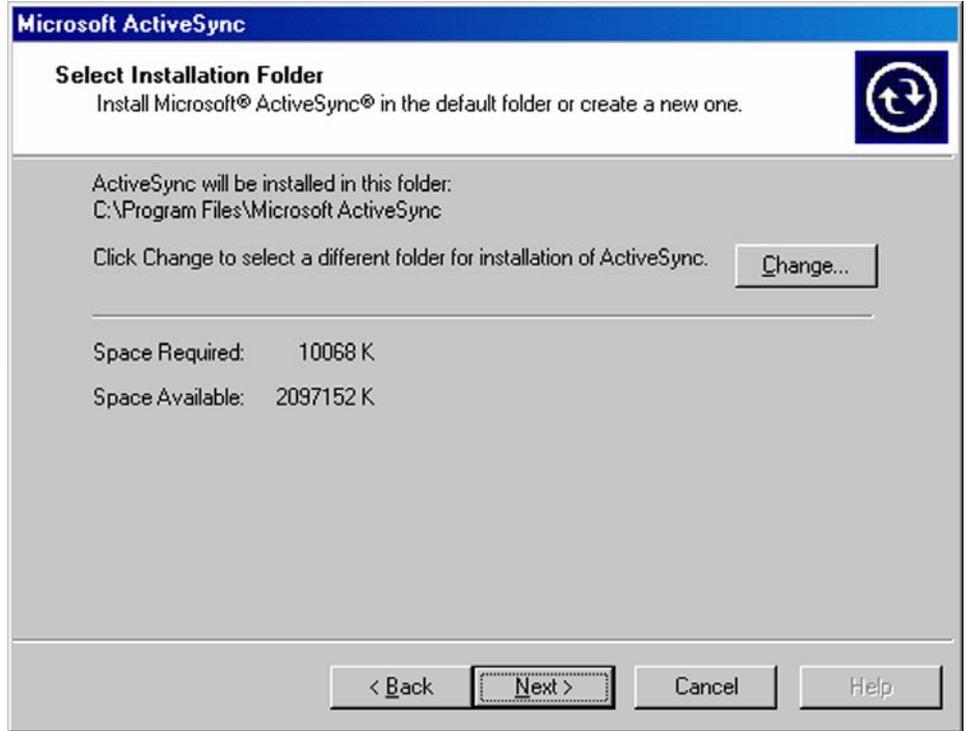
The Microsoft ActiveSync setup screen will open when the files have finished copying.

To proceed, click **Next**.

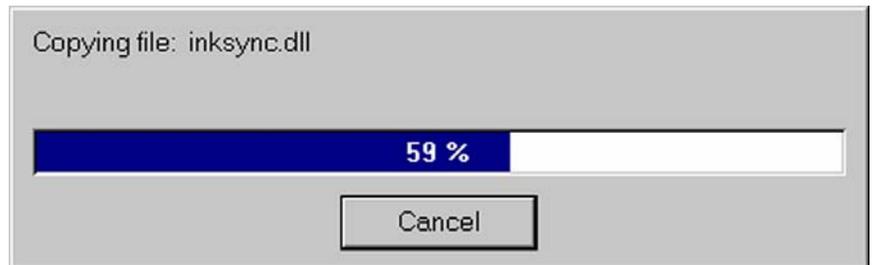


A Select Installation Folder screen will appear (see right).

Click **Next**.

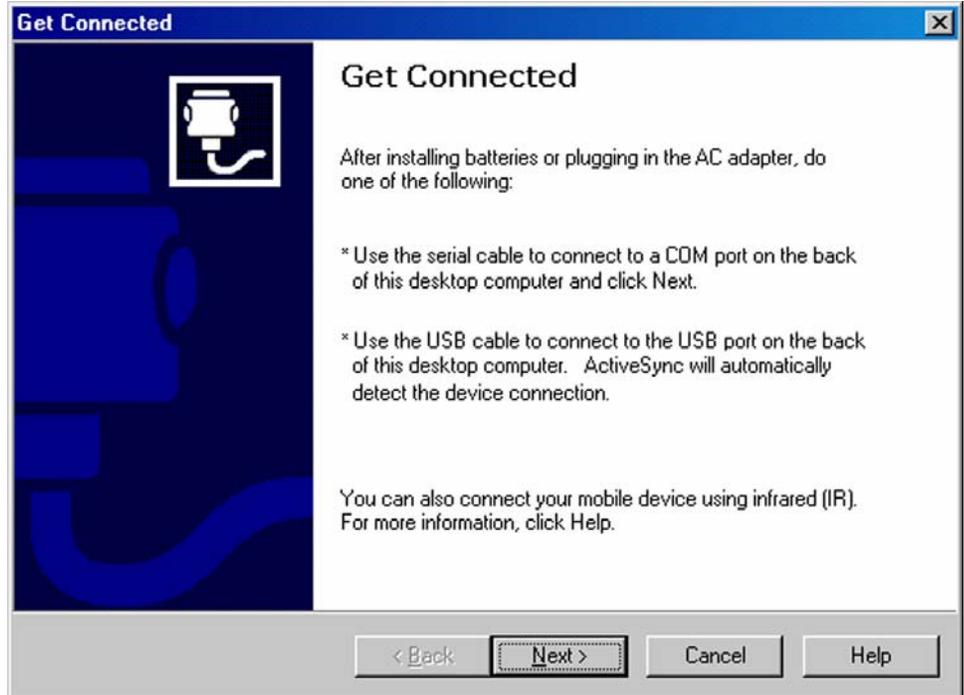


Files will be copied to the computer (see right).



Once the copying files is completed, the **Get Connected** screen will open (see right).

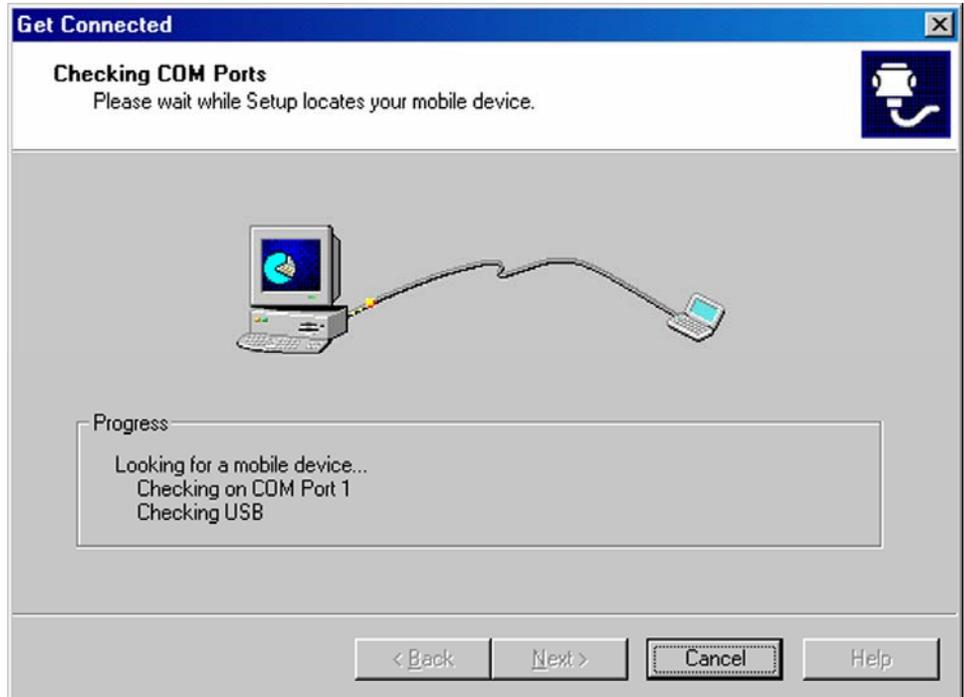
Click **Next**.



The program will check the existing COM port.

If all previous setup installations for the handheld unit have been successful, a connection will be established and the ActiveSync icon will appear on the startbar and show its actual connection in two ways:

1. The ActiveSync icon will change in color from gray to green, and,
2. The handheld unit will emit a series of tones.



The program may now ask if any partnerships are to be set with the handheld device.

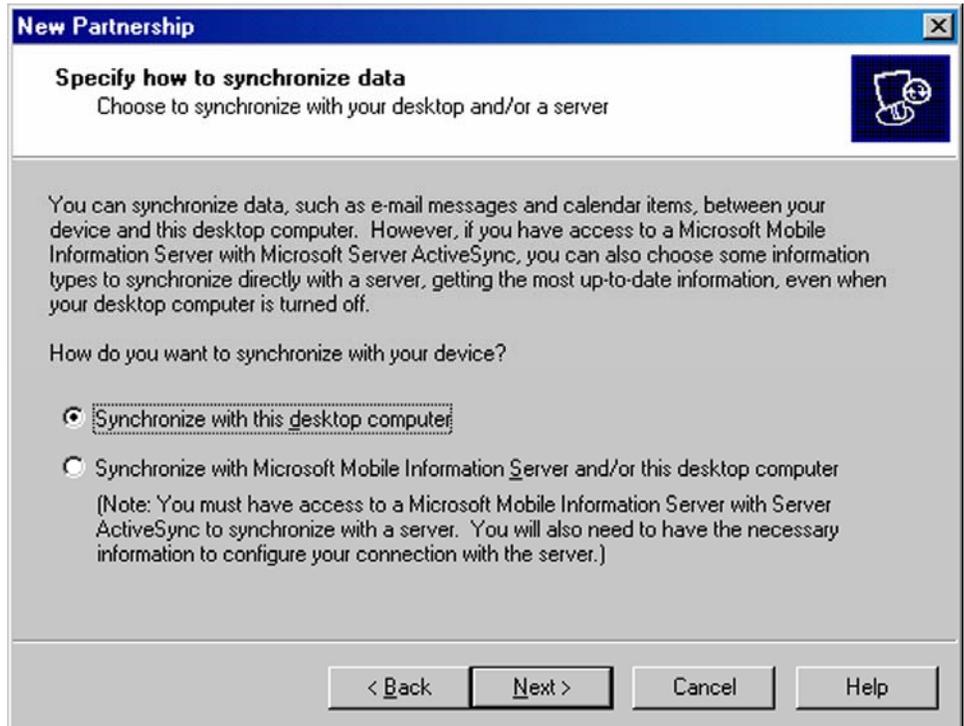
Select the **Standard partnership** radio button to synchronize data between the device and the computer.

Select the **Guest Partnership** radio button to copy and move information between the device and computer, or add and remove programs, but NOT to synchronize data.

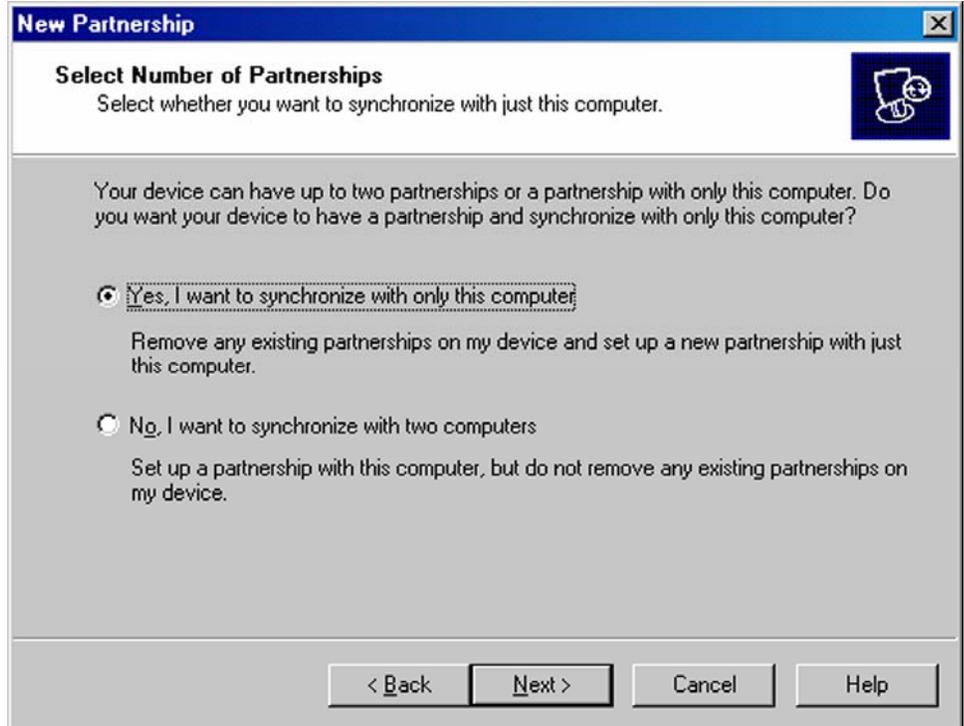


Select **Synchronize with this desktop computer**.

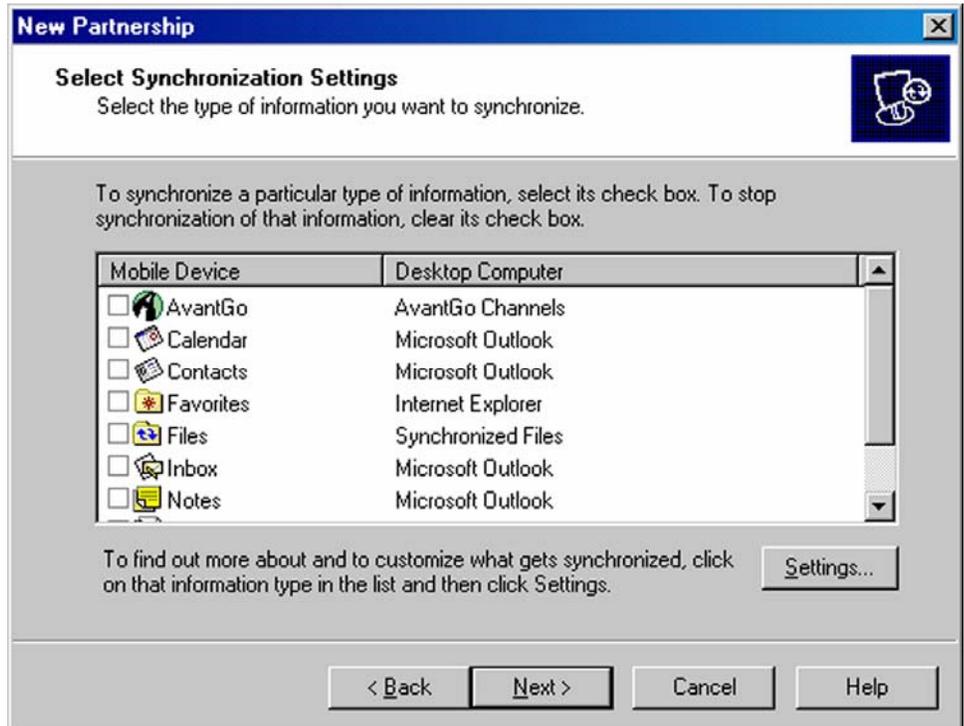
Click **Next**.



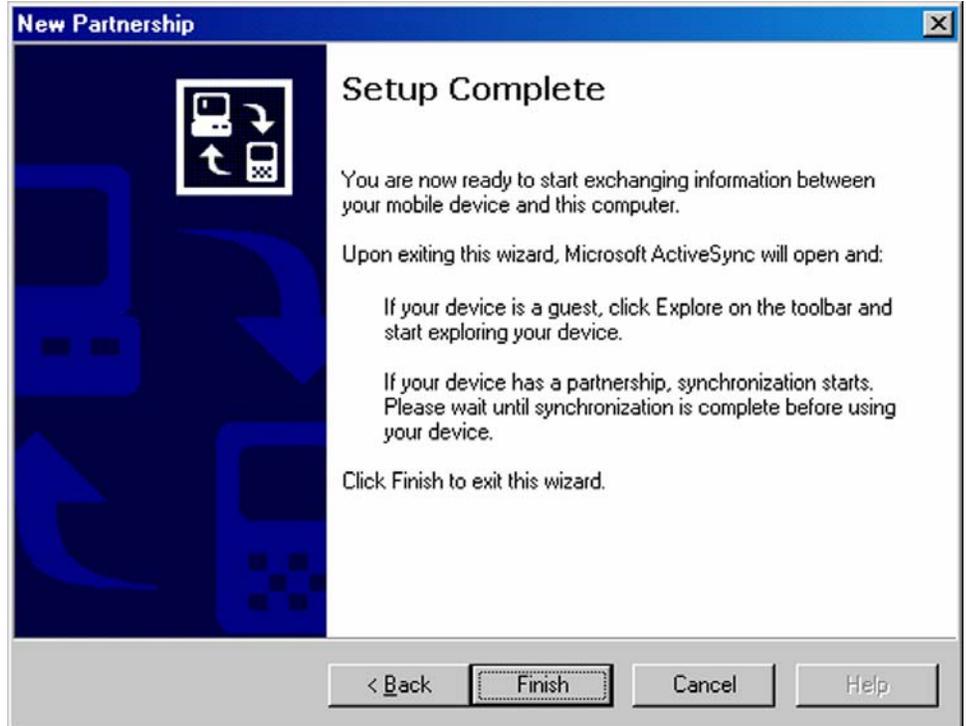
On the *Number of Partnerships* screen, select **Yes** and then click **Next**.



On the *Synchronization Settings* screen, *deselect all boxes*, and then click on **Next**.

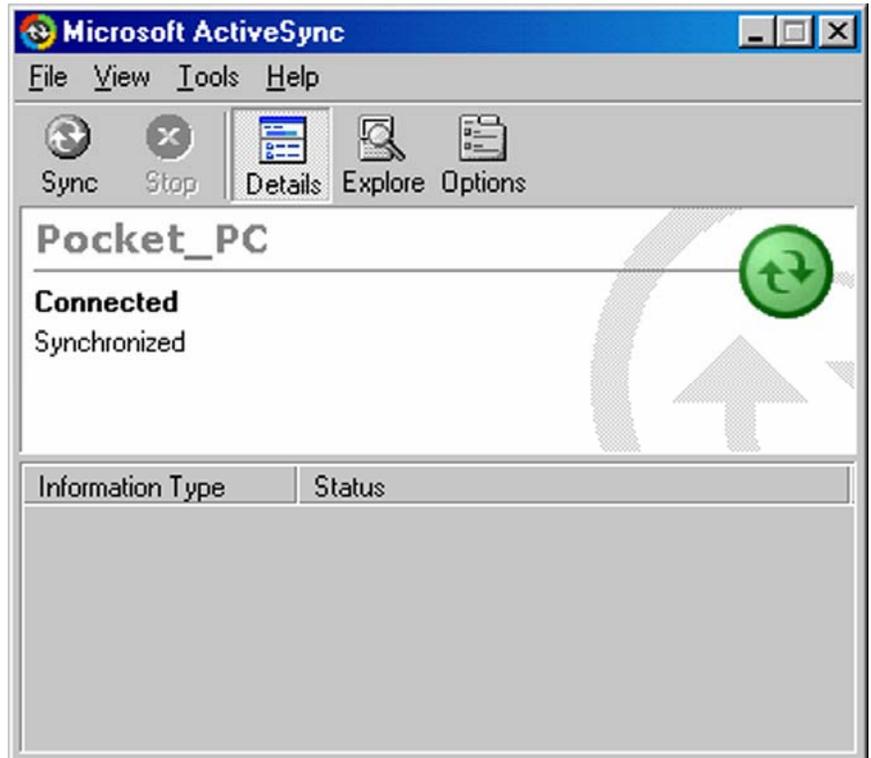


When the **Setup Complete** screen appears, click **Finish**.



On the next screen (see right), the Microsoft ActiveSync program will confirm that the handheld unit is synchronized with the desktop computer.

Click the **X** to close the ActiveSync screen.



## Installation of Embedded Visual Basic Runtime only for Pocket PC 2003

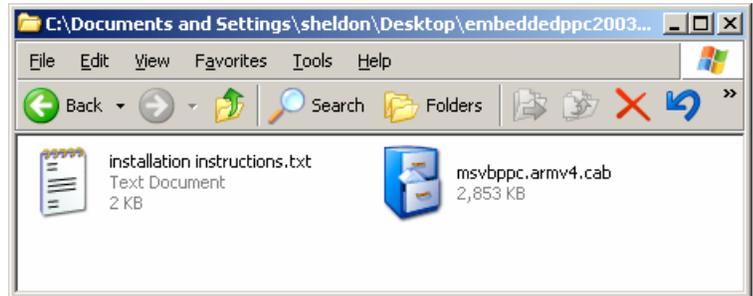


Note: Before proceeding, please ensure that the cradle for the handheld is connected to the computer, and that the handheld unit remains in the cradle throughout the following procedures.

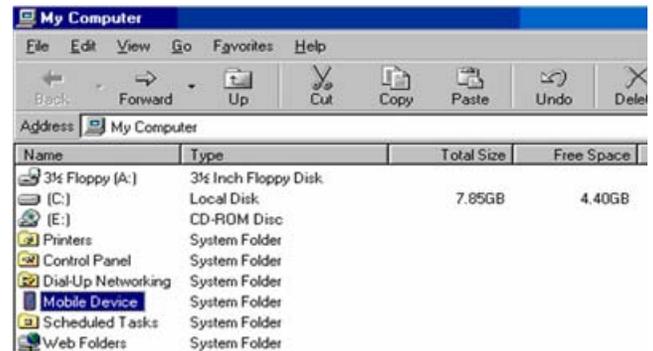
You should not download the eVB Runtime unless you have a Pocket PC 2003 device since it does not work on other versions of Pocket PC.

Download the embedded visual basic runtime from the following URL:

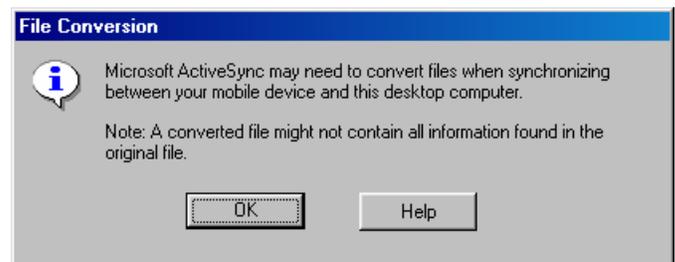
[www.kornyk.com/download\\_demo-kcsi/embeddedppc2003.zip](http://www.kornyk.com/download_demo-kcsi/embeddedppc2003.zip), and un-compress the zipped archive to a directory on your computer. The image on the right shows you what should be in the archive.



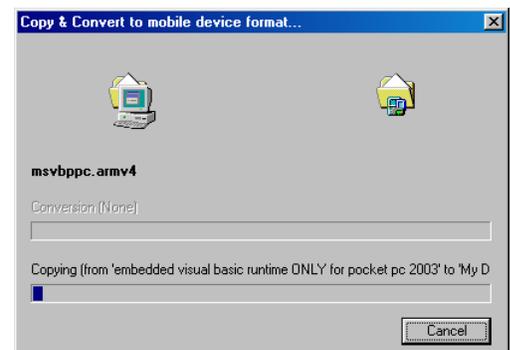
Double click on the My computer icon and proceed to the **Mobile Device** object as in the illustration to the right.



Copy the **msbbppc.armv4.cab** file to the mobile device directory; you will receive the message on the right, just select **OK** to continue.



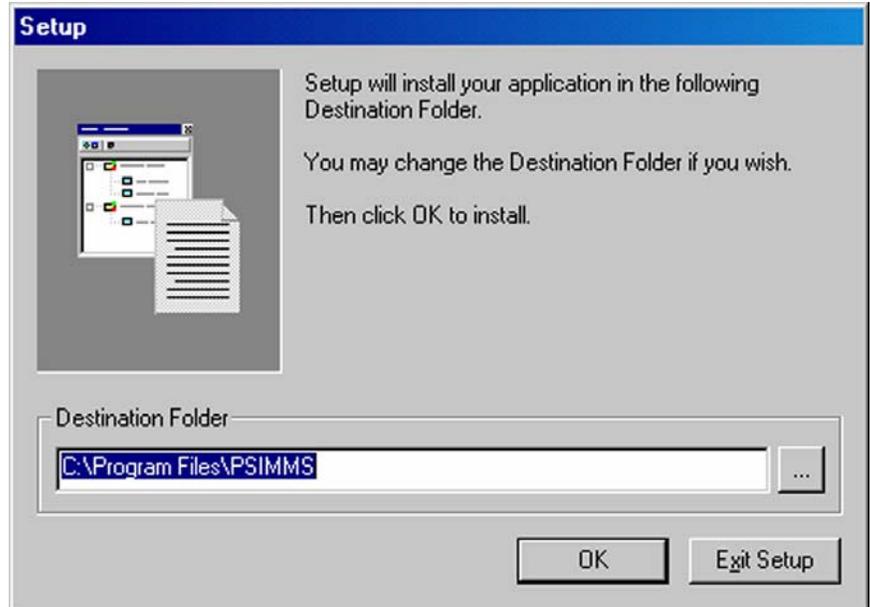
You will see the screen on the right appear, once complete, proceed to the data collector, and click on start/programs/file explorer and click on the **msbbppc.armv4.cab file** to complete the **embedded visual basic runtime** installation.



## Installation of the PSIMMS Software

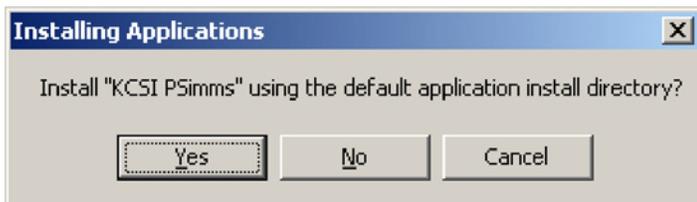
To proceed with the installation of the **PSIMMS** software, first change to the **Pocket PC Kit/SIMMS Data Collector Program** folder on the **SIMMS** CD. Once there, double click on the **SETUP.EXE** file.

When the **Setup** screen appears showing the Destination Folder, click **OK** to install.

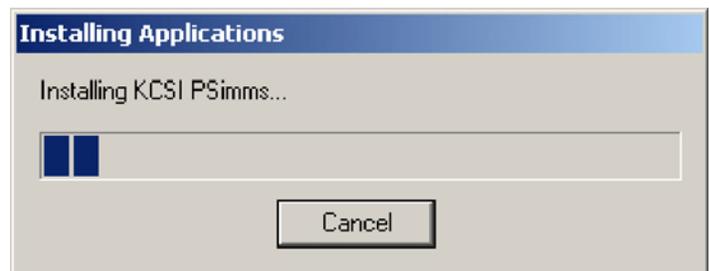


The **Installing Applications** screen (shown below) will appear.

Click **Yes**.



The **PSIMMS** software installation (shown below) will continue.



Next, the **Application Downloading Complete** screen (see right) will appear. Leave this screen as is for the moment, and proceed to the display screen of the handheld unit.



On the screen of the handheld unit, a **Confirm File Replace** screen (see illustration at right) may appear, asking if the **pvbbload.exe** file should be replaced.

Leave the handheld in its cradle and, using its stylus, tap the **Yes To All** button.

**Confirm File Replace**

The file “Windows\pvbbload.exe” is hidden, read-only or a system file.

Would you like to replace the existing file?



Once the handheld file replacement is complete, return to the desktop computer’s **Application Downloading Complete** screen (shown at right) and click **OK**.

To confirm that the system is operating properly, there is a visual aid to on both the desktop and the handheld device.

When the mouse is placed over the round green icon in the taskbar, the word **Synchronized** will appear (as at right).



The **PSIMMS** installation is now complete. Once the Pocket PC is synchronized with the desktop with to **SIMMS**, the **PSIMMS** software can be run for the first time.

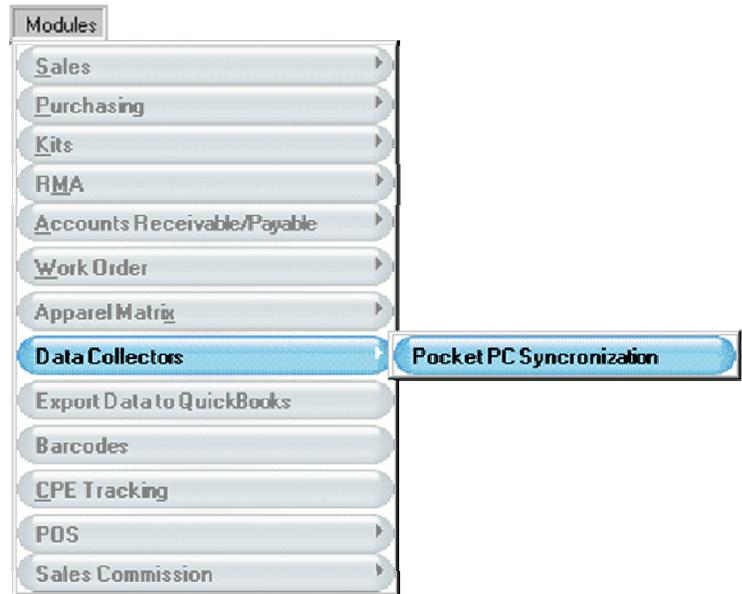
The next step is to synchronize PSIMMS with SIMMS.

## Pocket PC Synchronization

For ease of data collection, **SIMMS** supports the use of the Pocket PC, which not only allows entering inventory transactions and information, but also facilitates entering with its ability to scan barcodes present on items or cases of stock.

Once the **PSIMMS** program is installed on the Pocket PC, *make certain that the Pocket PC is in its cradle* and attached to the desktop computer.

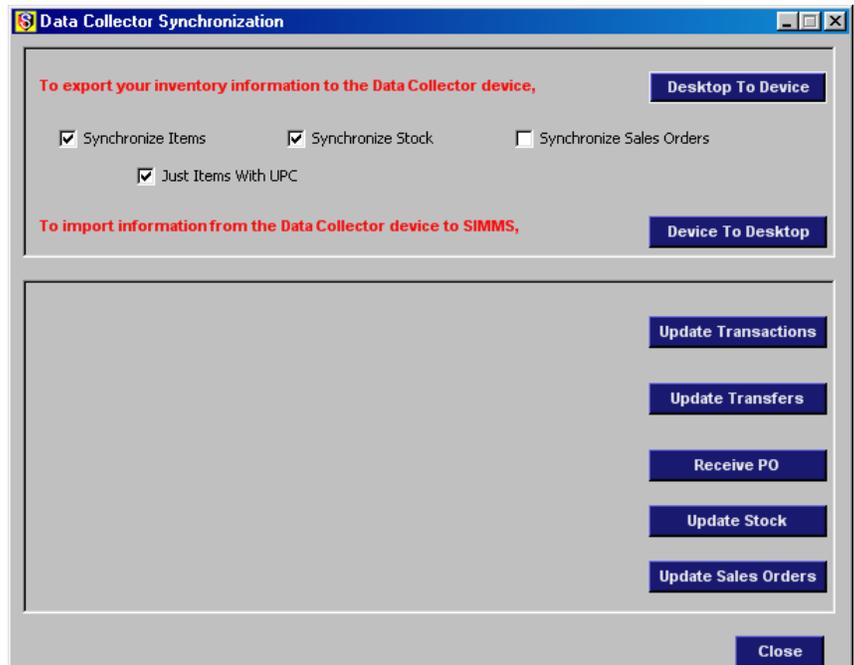
To synchronize the **PSIMMS** inventory data on the Pocket PC with the **SIMMS** inventory data in the desktop for the very first time, from the **SIMMS** main screen click the **Modules** dropdown menu then select **Data Collectors/ Pocket PC Synchronization**, as shown at right.



When the **Pocket PC Synchronization** screen opens (see right), check both the *Update Items* and the *Update Stock* buttons and then click the **Desktop to Device** button and the transfer will commence.

Note: Unless you plan on editing sales orders on your data collector uncheck the **Synchronize Sales Orders** selection prior to synchronization as this feature slows down the synchronization process and data collector due to the amount of data required.

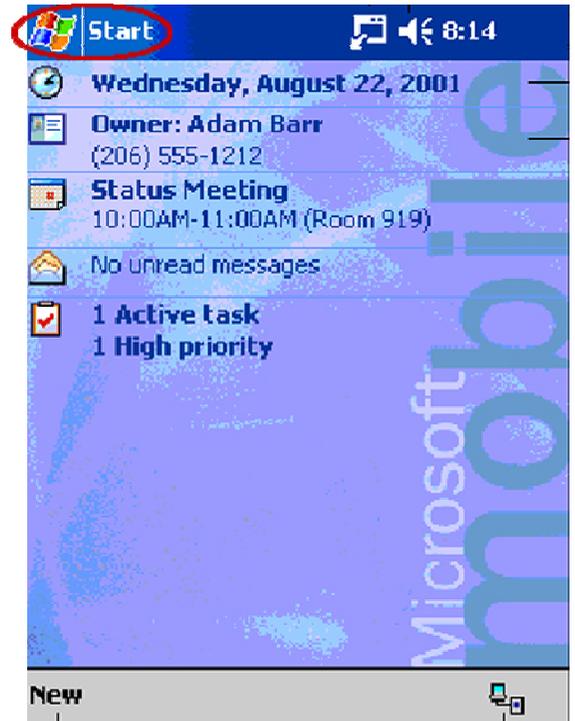
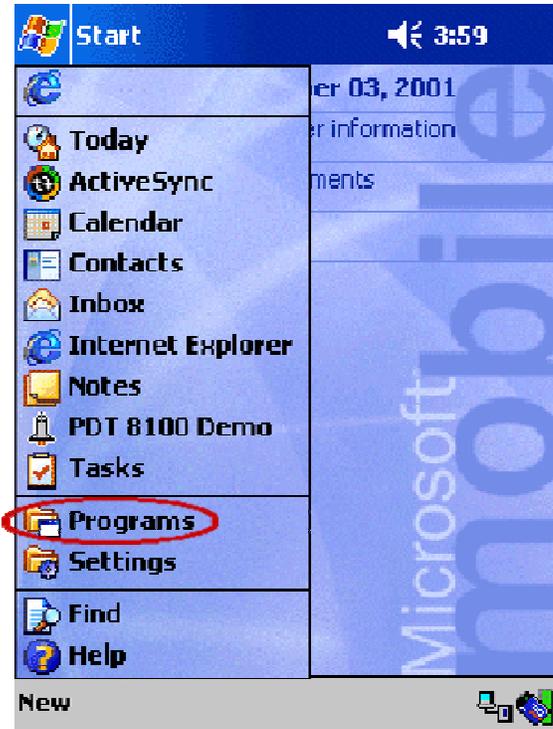
If you only wish to utilize items with a UPC code in your data collector you may also wish to make sure there is a check mark in the **Just Items with UPC selection**, this will speed up the synchronization process and data collector due to the fact that less data is required.



Once this is complete, proceed to the **PSIMMS** program on the data collector.

## Using the PSIMMS Program

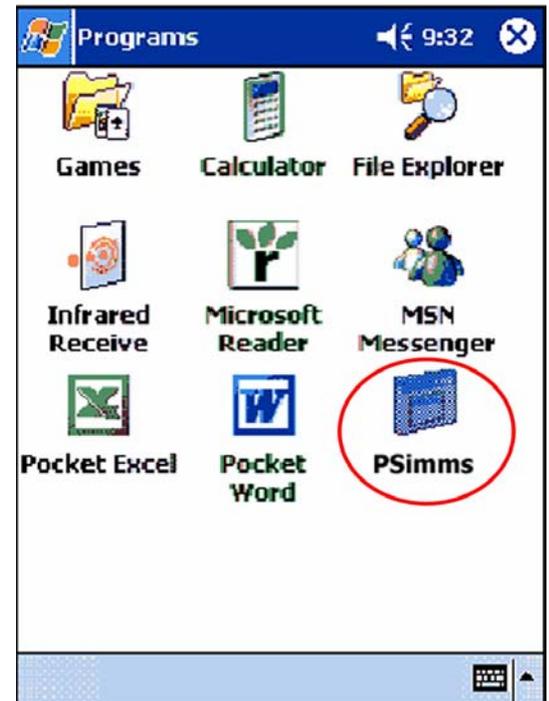
To use the **PSIMMS** program on the handheld unit, begin at the main screen of the **Pocket PC**. Next, tap the **Start** button with the stylus (see right).



Next, tap the stylus on the **Programs** group (see left).

The contents of the Programs group available on the handheld will now appear. The sample screen in at right shows all programs available.

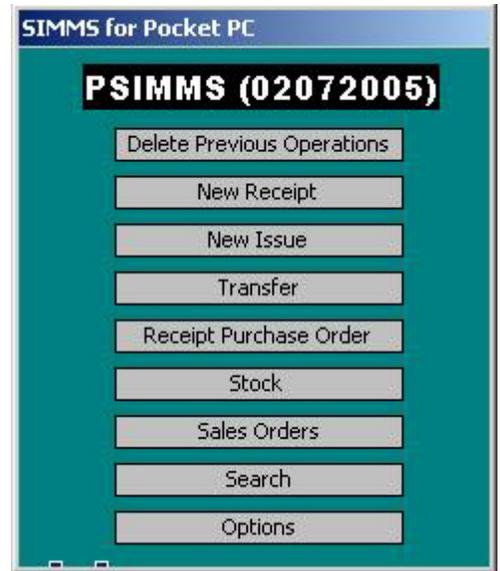
Locate the **PSIMMS** icon, and tap on it with the stylus.



The figure at right shows the main **PSIMMS** screen, with the nine options, which are to:

- Delete Previous Operations on the Data Collector,
- Access the New Receipt screen,
- Access the New Issue screen,
- Access the Transfer screen,
- Access the Receipt Purchase Order screen,
- Access the Stock screen,
- Access the Sales Orders screen,
- Access the Search screen.
- Access the Options screen

To choose an option, simply tap the screen with the stylus.



**Warning:**

Once a session of **PSIMMS** has begun on the handheld device, please be aware that there is a limit to **one** of two particular types of activities:

1. Any number of receipts and/or issues and/or sales order transactions, **or**,
2. Any number of transfers and/or stock transactions.

One session can contain only **one** of the above types. To conduct transactions of the opposite type on the handheld, transfer all data from the handheld to the desktop, then reinitialize the handheld unit before proceeding.



**Warning:**

To use the UPC scanning capabilities of handheld devices with **SIMMS/PSIMMS** programs, all item UPC numbers must be entered/scanned into the desktop's copy of the **SIMMS** database before the handheld's version of **PSIMMS** will be able to recognize the numbers. Once all UPC codes have been entered into the **SIMMS** database, the handheld will recognize the UPC numbers. To use the scanning feature of the handheld, simply place the cursor in the UPC field on any **PSIMMS** screen, and scan the barcode of the item.



## Options Screen

From the **Options** screen, you can determine if some important functionality should be turned on or off

If you wish to turn on UPC Indexing then click the **Use UPC Index** selection box to affix a check mark

If you wish to utilize serial numbers then click the **Use Serial numbers** selection box to affix a check mark

If you wish to Prevent duplicate serial numbers from being scanned in per transaction then click the **Prevent duplicate S/N per transaction** selection box to affix a check mark

If you wish to make the assigning of Serial numbers to serialized items Mandatory then click the **Serial Number is Mandatory** selection box to affix a check mark

Click the **Save Options** button to save the changes.

**Options**

Use UPC Index

Use Serial numbers

Prevent duplicate S/N per transaction

Serial Number is Mandatory

Save Options

## Transfer Screen

From the **Transfer** screen, stock can be transferred from one location to another.

Choose the **From Location Code** (location goods are being transferred from), and then choose the **To Location Code** (location to which inventory will be transferred). Next, scan/enter the item's **UPC code** and adjust the quantity of items if necessary, finally you can scan in the **Serial number if applicable**. Once selections have been made, click the **Add** button to complete the transfer, and repeat if necessary.

**Transfer**

Moving From:  Moving To:

UPC  Qty

Code

SN

Item	LocIni	LocFinal	Qty
Pla-Sheet-R	001-1558	TRK-001A	1

Verify UPC

## Search for Sales Orders Screen

From the **Search for Sales Orders** screen, You can find a sales order you wish to open one of three ways:

- 1) By **Customer Number** by selecting the **Customer Number drop down box** selecting a customer number then clicking on **Search button** to the right of the applicable drop down field
- 2) By **Customer Name** by selecting the **Customer Name drop down box** selecting a customer name then clicking on **Search button** to the right of the applicable drop down field
- 3) By **Sales Order Number** by selecting the **Sales Order Number drop down box** selecting a Sales Order number then clicking on **Search button** to the right of the applicable drop down field

## Sales Order Screen

From the **Sales Order** screen, you can adjust existing Sales orders.

You can **add items to the sales order** by clicking the **add** button, selecting a **location**, then scanning in the **UPC code** for the item you wish to add, then you can override the **Qty** and **price** and click **save**.

You can **delete items from the sales order** by clicking the **delete** button, selecting a **location**, then scanning in the **UPC code** for the item you wish to delete, and click **save**.

## New Receipt Screen

From the **New Receipts** screen stock can be added to inventory. First choose **Vendor, Location**, and then enter/scan in the item's **UPC number**. The quantity of the item can be adjusted, and finally you can scan in the **Serial number if applicable**. Once any adjustments have been made, simply click the **Add** button to complete the transaction, and repeat if necessary.

Client	Location
1001 Knights Publishers	AAA-111

UPC	KEYB-LOG-001	Qty	1
Code	TTT-998776D		
SN	134Q46353		

Item	Location	Qty
KEYB-LO	AAA-111	1

Remove Record

Client	Location
1001 Knights Publishers	AAA-111

UPC	KEYB-LOG-001	Qty	1
Code	TTT-998776D		
SN	134Q46353		

Item	Location	Qty
KEYB-LO	AAA-111	1

Remove Record

## Issue Screen

From the **Issue** screen, stock can be issued from the inventory. Choose the **Customer, Location**, and then enter/scan in the item's **UPC number**. The quantity of the item can be adjusted, and finally you can scan in the **Serial number if applicable**. Once any adjustments have been made, simply click the **Add** button to complete the transaction, and repeat if necessary.

### Receipt Purchase Order Screen

From the **Receipt Purchase Order** screen (see right), stock can be received from an existing Purchase Order.

First, choose the **Purchase Order Number**. The **Vendor**, **Item number**, and **Location** will auto-populate. Adjust the quantity of the item(s) as required, and then click the **Modify Qty** button. Once complete, click the **This PO has been received** checkbox.

Note: If you have the option on making serial numbers mandatory on the data collector you will not be able to receive the PO until you have assigned serial numbers to all items that require them, to do this click the line item that requires serial numbers and then click the **SN** button to proceed to the **PO Serial Number screen** mentioned below.

Item	Location	PO	Receive
9958754	001-33584-F	1	1

***New feature:** On the Receipt Purchase Order screen, it is now possible to receive partial purchase orders in PSIMMS.*

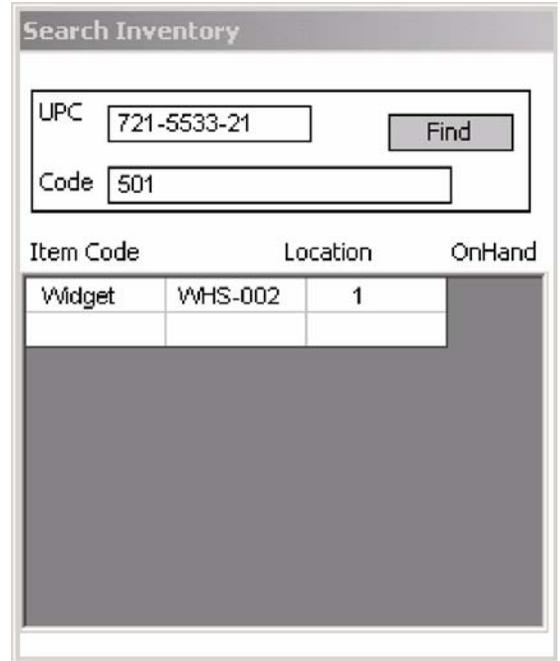
### Purchase Order Serial Number Screen

From the **Purchase Order Serial Number** screen (see right), you can assign serial numbers to the items as required.

In the **S/N** field scan in the required serial number then click the **Add** button to insert the serial number, repeat until you have entered the same number of serial numbers as line item qty received, once complete click the **X** on the top right to return to the **Receive PO screen** in order to complete your receipt or select another line item to assign serial numbers to.

### Search Inventory Screen

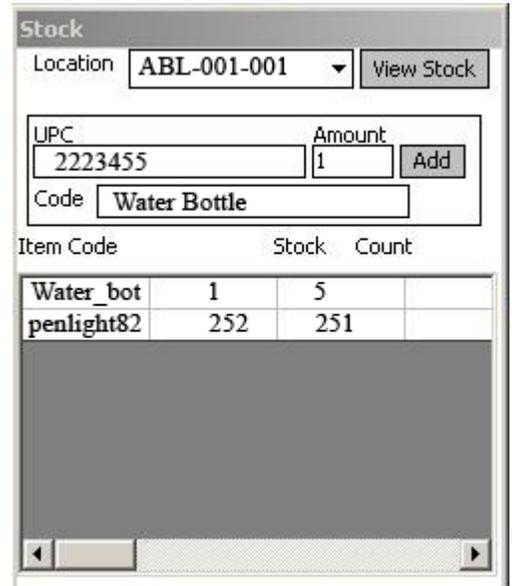
From the **Search Inventory** screen (see right), searches can be carried out for particular stock items by entering/scanning either the item's UPC number or its Code number, then click on the **Find** button to display the Location and **On Hand** information for that item on the screen.



### Stock Screen

From the **Stock** screen (see left), stock can be viewed in any location and changes made as required. Choose the **Location** first, then click the **View Stock** button to see all the Items in that location.

To add stock or to adjust quantities, simply tap that item in the description list, and then change the amount as required, then click the **Add** button. Repeat if necessary.



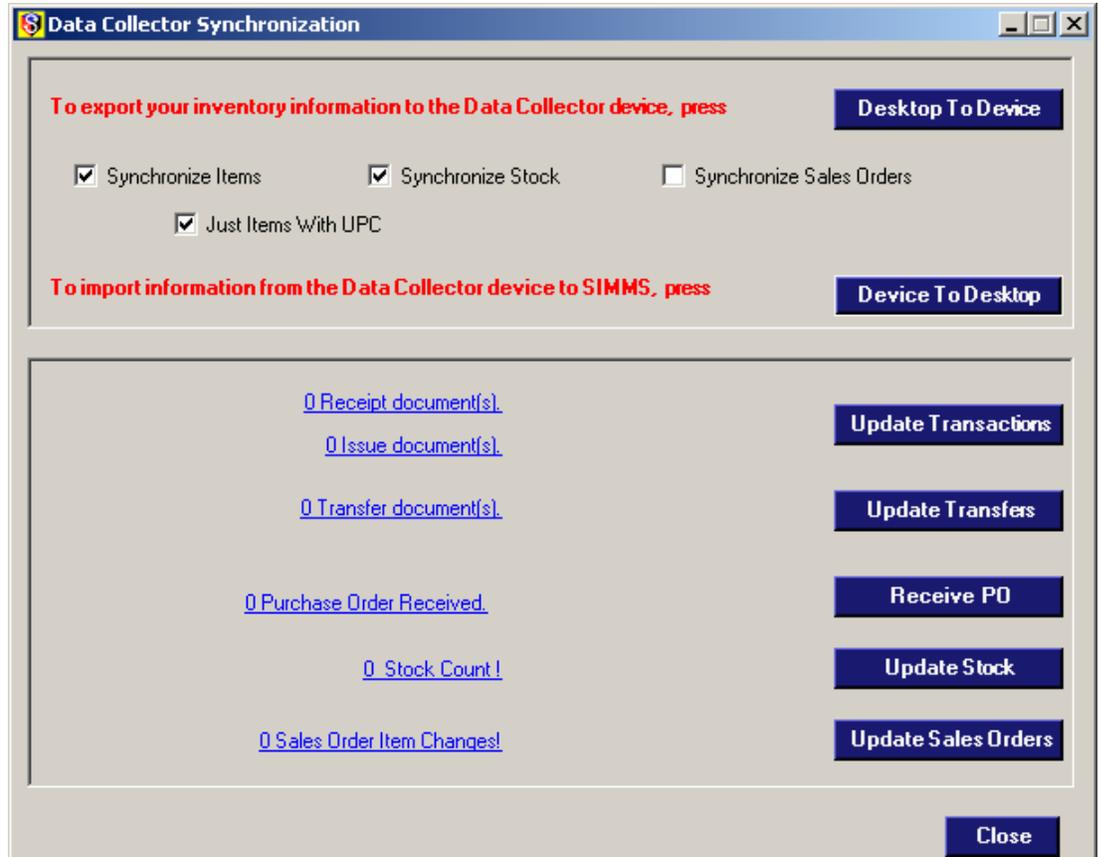
## Updating Inventory from Device to Desktop

Once all transactions are complete on the handheld device, place the device in its cradle. The Microsoft ActiveSync program will reestablish the connection between the device and the desktop computer. Once the connection is established, the transactions and changes can now be transferred from the handheld to the desktop database.

Open **SIMMS** on the desktop. Select the **Modules** dropdown menu, then **Data Collectors** and then **Pocket PC Synchronization**.

After ensuring that the **Synchronize Items** and **Synchronize Stock** checkboxes are selected, click the **Device to Desktop** button.

Note: if you are editing Sales orders on the data collector then make sure the and **Synchronize Sales Orders** checkbox is selected as well



An **Operation Information** screen shows the progress of the data transfer, and advises when completed (see right).

Once the information is received from the device, the transaction links (Receipts, Issues, Purchase Order Received, Stock Count, Sales Order Item Changes or Transfers) will appear to the left of the **Update** buttons. Clicking on the links will display the detailed contents of each type of transaction.

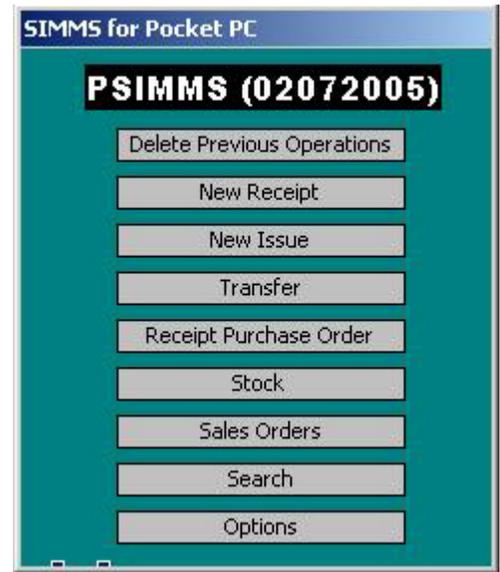
Click the **Update Transactions** button and/or the **Update Transfer** button and/or the **Receive PO** button and/or the **Update Stock** button and/or the **Update Sales Orders** button (each as required) to complete updating the database on the desktop computer.



## Initializing a New Session for the Handheld Device

Once a previous session of transactions on the handheld device has been transferred successfully to the desktop, the handheld device must be reinitialized (cleared) for its next session.

To do this, access the **PSIMMS** main screen on the handheld device and then choose **Delete Previous Operations**.



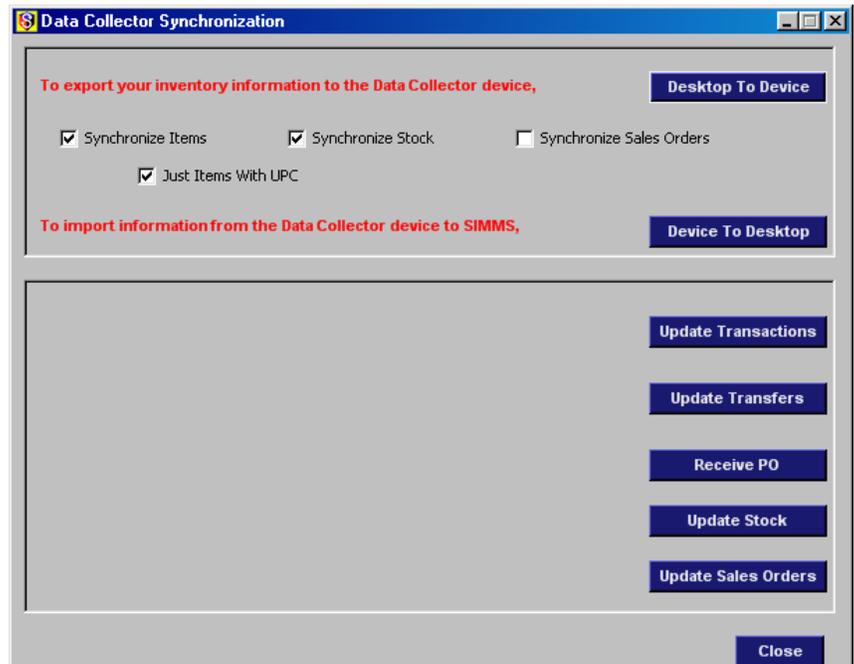
Prior to using the data collector the next time, update the information in the handheld.

On the desktop version of **SIMMS**, select **Data Collectors** and then **Pocket PC Synchronization** to open the Pocket PC Synchronization screen.

Click the **Desktop to Device** button. Once this phase is complete, the handheld device is ready to be removed from its cradle and used for a portable session.

Note: Unless you plan on editing sales orders on your data collector uncheck the **Synchronize Sales Orders** selection prior to synchronization as this feature slows down the synchronization process and data collector due to the amount of data required.

If you only wish to utilize items with a UPC code in your data collector you may also wish to make sure there is a check mark in the **Just Items with UPC selection**, this will speed up the synchronization process and data collector due to the fact that less data is required.



## SIMMS for Windows CE

SIMMS can now be used on another available operating platform, Windows CE

The main screen of SIMMS for Windows CE contains the following headers:

**File:** New and existing Items, Locations and Units of Measure can be entered and edited. Changes to data can be confirmed within the database using Commit Data.

**Stock:** a Stock Count can be viewed and edited.

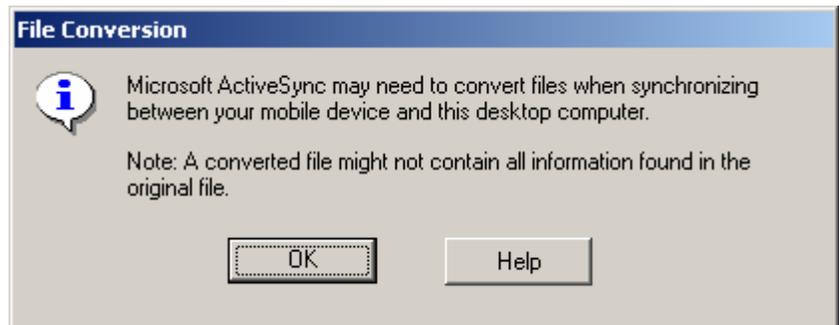
**Browse:** lists of existing Items, Customers, Vendors, Locations and Units of Measure can be viewed and edited.

**Operations:** Receipts of Goods, Issues of Goods and Transfers of Goods can be conducted from this menu.

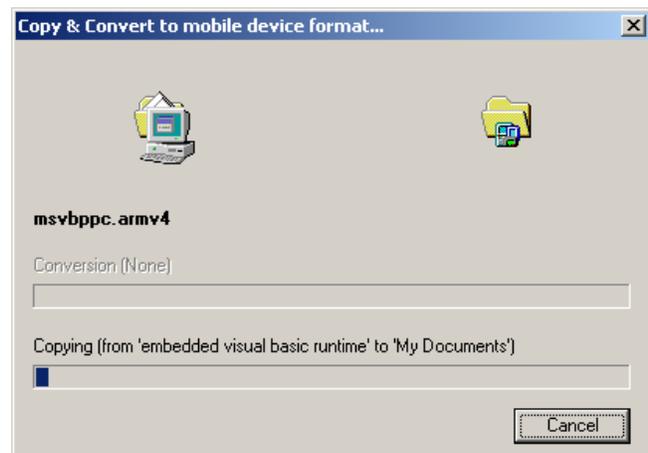


## Installation of SIMMS for Windows CE

1. Place the data collector in its cradle and confirm that the cradle is correctly connected to your PC.
2. Proceed to the *Embedded Visual Basic Runtime* directory found in the data collector's installer folder and copy the **MSVBPPC.ARM4.CAB** file to the mobile device folder.
3. Select **OK** when prompted for a file conversion from the screen at right.



4. The screen (at right) will appear
5. On the data collector, use the File Explorer and click on the **MSVBPPC.ARM4.CAB** file that you copied to the My Documents folder to initiate the install.
6. On the data collector, use the File Explorer to browse to the *My Device>Application>Samples* folder then click on the **Scanwedge** program to launch the scanner.
7. Make certain that the data collector is in the cradle and, using the File Explorer feature on your PC, browse to the *My Pocket PC>Application>Samples* folder and copy the **SCANWEDGE.EXE** file to the *Windows>Startup* folder on the data collector, thus setting the scanner to launch automatically when the data collector is rebooted.



**File Menu**

File
New Items
New Locations
New Unit of Measure
Commit Data
Exit

**New Items**

Items can be entered as new pieces of inventory, or existing items can be edited within the screen shown at right.

The 'Items' dialog box contains the following fields and controls:

- Description: gadget, long
- Item Code: GAD-001
- Item UPC: GAD001
- Category: Assorted (dropdown)
- U/M: each (dropdown)
- Price: 20.00 (spin box)
- Cost: 11.00 (spin box)
- Buttons: Save New Item, Clear Fields

**New Locations**

Locations can be entered as new (or existing ones can be edited) within the screen shown at right.

The 'New Location' dialog box contains the following fields and controls:

- Description: BDG--C
- Buttons: Save New Item, Clear

***New Units of Measure***

Units of Measure can be entered as new or existing ones can be edited within the screen shown at right.

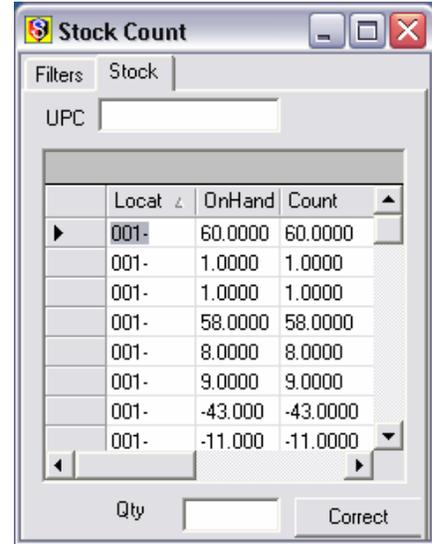


**Stock Menu**

Stock  
 Stock Count

**Stock Count**

Stock items can be located on the **Filters** tab and/or new items can be Added. On the **Stock** tab, data of existing items can be edited/corrected.

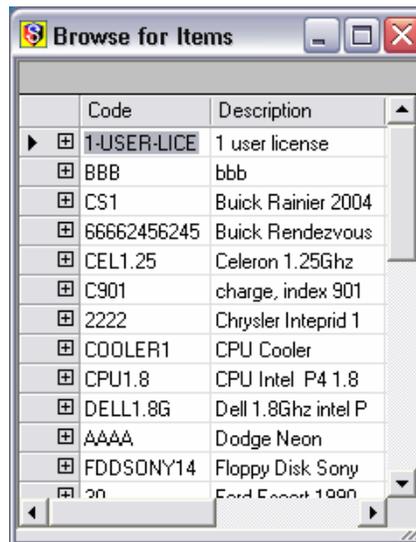


**Browse Menu**

Browse  
 Items  
 Customers  
 Vendors  
 U/M  
 Locations

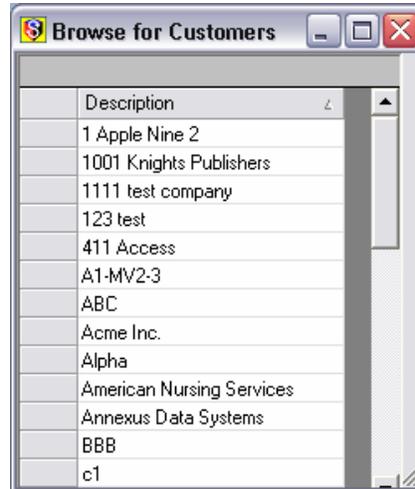
**Items**

Stock item details within the system can be browsed on the screen to the right.



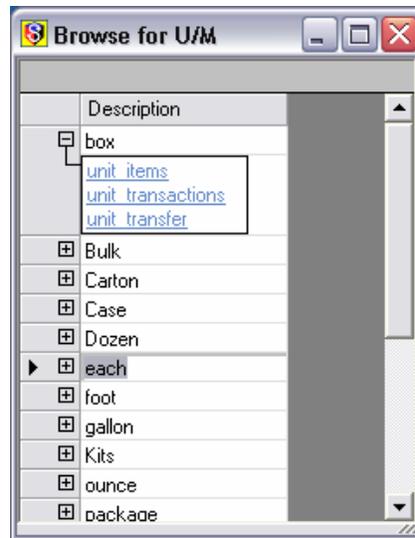
**Vendors**

Item vendors within the system can be browsed on the screen to the right.



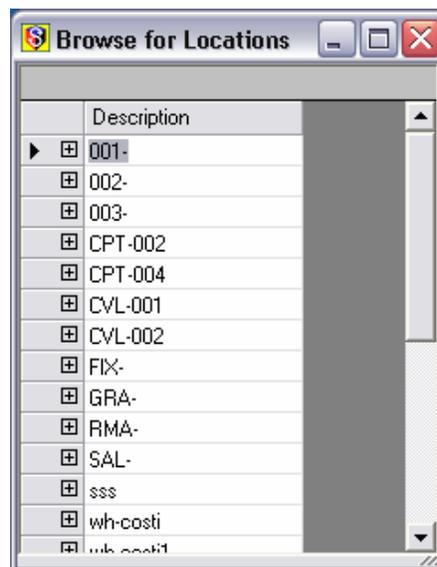
**Units of Measure**

Units of Measure for Items within the system can be browsed on the screen to the right.



**Locations**

Stock locations within the system can be browsed on the screen to the right.



## Operations Menu

Operations

Receipts
Issues
Transfers

### Receipts

Receipts of Goods can be completed on the screen shown at right.

**Receipts**

Date: 06/28/2004 Doc.#: 1001

Vendor: 1 Apple Nine 2

Detail: Lines

UPC: GAD001 Item code: GAD-001

Description: gadget, long

Location: BDG-C

Qty: 5 each

Cost: 11.00

Buttons: Save and Add, Clear Fields

### Issues

Issues of Goods can be completed on the screen shown at right.

**Issues**

Date: 06/28/2004 Doc.#:

Customer: 1001 Knights Publishers

Detail: Lines

UPC: GAD001 Item code: GAD-001

Description: gadget, long

Location: BDG--C

Qty: 2 each

Price: 20.00

Buttons: Save and Add, Clear Fields

**Transfers**

Transfers of Goods can be completed on the screen shown at right.

**Synchronization**

The synchronization between the data collector and the SIMMS database is made here, and then all data transfer between the two is selected and executed.

## ***Troubleshooting the Data Collectors***

It may be possible that several other issues could arise to prevent the optimum (or correct) usage of handheld data collectors. They are listed below:

### **1. *Microsoft Jet database engine is not installed on the system.***

Since its introduction in 1992, the Microsoft Jet database engine has not been a stand-alone product — it cannot be purchased at a local software retailer. Most users, however, have learned about it, in a secondhand way, from applications such as Microsoft Access, Microsoft Office, Microsoft Visual Basic, Microsoft Visual C++, or Microsoft Visual J++.

Should a system have none of these applications installed, the Microsoft JET engine will have to be installed in order to run the **SIMMS** software on a handheld data collector.

To install JET on a desktop computer:

- (a) If **SIMMS** is currently running close it completely. Click My Computer and access the contents of the SIMMS CD.
- (b) Proceed to viewing the contents of the Pocket PC KIT\Jet 4.0 folder.
- (c) Run the Jet40Sp3\_Comp.exe file.
- (d) Once installation of Microsoft JET is complete, open SIMMS and initialize and use the handheld data collectors.

### **2. *The data collector experienced a Hard Boot/power interruption.***

Should the data collector have experienced a hard boot or some semblance of power interruption and not reinitialized properly with **SIMMS**, check two specific things:

- (a) On the handheld device, click the **Startup** folder within the **Programs\File Explorer\My Device\Windows** folder to confirm that a file called **ScanWedge.exe** (for the PPT 2800) or **ScanWedge1.exe** (for the PDT 8100) exists there.

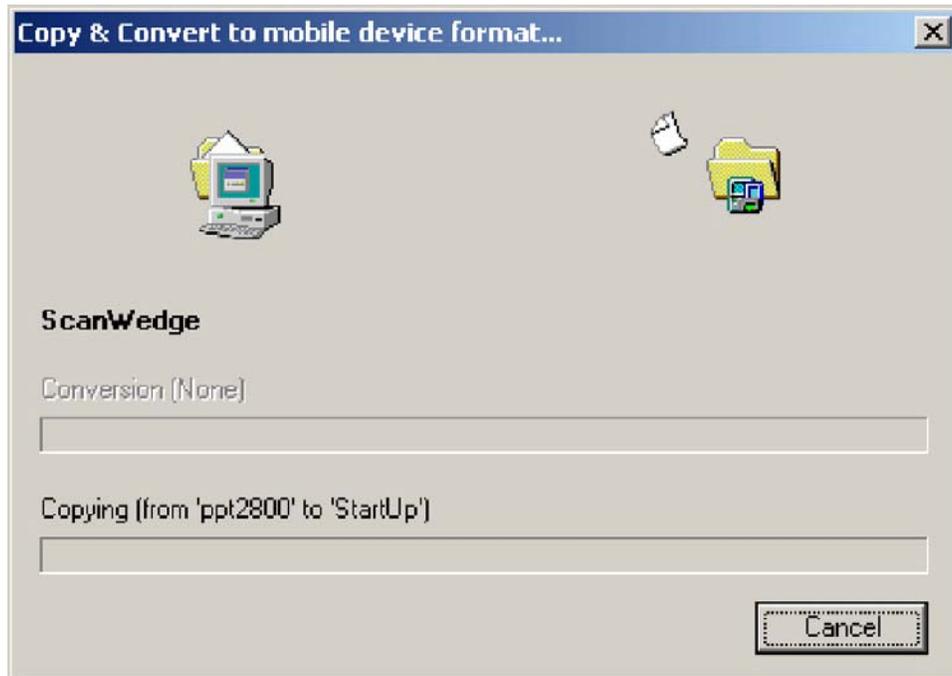
If the appropriate file exists in the **Startup** folder, then proceed to **Section b** below.

If the appropriate file is not in the Startup folder, then proceed with the following steps to install it:

Access the **SIMMS** CD by clicking on the **My Computer** icon on the desktop. Display the contents of the **Pocket PC Kit/Wedge** subfolder on the CD then the subfolder inside it which corresponds to the model of the data collector (ppt2800, sps3000 or pdt8100). Right-click on the ScanWedge executable and click **Copy**. With the data collector in its cradle, double-click the **ActiveSync** icon (the round green one) on the desktop computer's taskbar.

On the ActiveSync main screen, click the Explore icon to display the contents of the root folders of the data collector. Now click on the My Pocket PC (or My Device) icon showing there, and then click through to the Windows\Startup folder and paste the file there.

A screen like the following will appear:



Once this is complete, proceed to **Section 2b** below to.

(b) *Test the data collector's scanning ability*

If the data collector is not emitting the red beam which enables it to scan barcodes, proceed to the **Programs\File Explorer\My Device\Windows\Startup** folder on the data collector.

Click on the version of the ScanWedge executable file that is there. On the lower-right side of the data collector screen, a menu screen will appear.

Once there, click on **Scanner** and then on **Enable**.

Press one of the triggers on the data collector to confirm that the collector now emits the beam required to scan.

The data collector is now prepared for use with **SIMMS** software.

**3. There is an access problem with the SIMMS.MDB file.**

Open Windows Explorer and locate the SIMMS.MDB file. Right click on the file, choose Properties, and deselect the file's read-only status, then click the Apply button. The file should allow access from this point forward.



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