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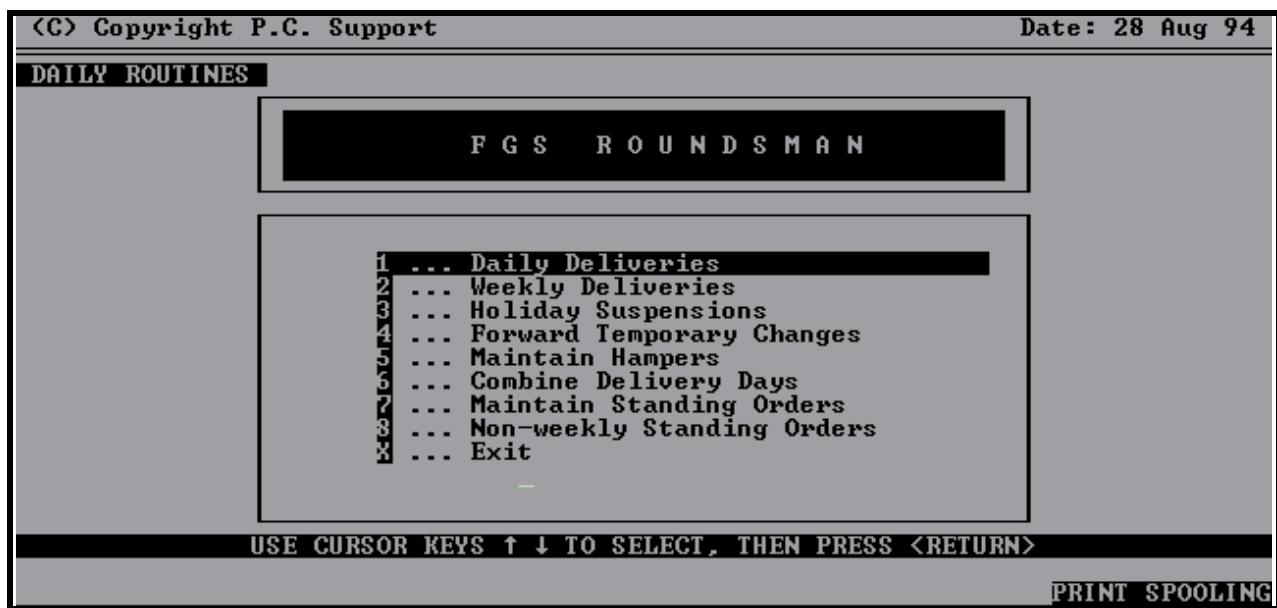
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Menu Map 2



We have now taken Option 2 from the main menu, it is from here that most of your daily or weekly data entry will be done.

Menu Map 2, 1 or 2,2

```
<C> Copyright P.C. Support                               Date: 28 Aug 94
DAILY ROUTINES
  F G S  R O U N D S M A N
  1 ... Daily Deliveries
  2 ... Weekly Deliveries
  3 ... Holiday Suspensions
  4 ... Forward Temporary Changes
  5 ... Maintain Hampers
  6 ... Combine Delivery Days
  7 ... Maintain Standing Orders
  8 ... Non-weekly Standing Orders
  X ... Exit
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
1..Scroll Entry|2..Normal Entry|PRINT SPOOLING
```

Options 1 and 2 are the same except that the daily option will take you to the day that has been chosen by the date entered on coming into Roundsman. Both of these routines will be dealt with as one item.

The scroll entry will allow you to enter all of the changes in one pass through the Roundsbook, by selecting customers from a customer scroll list and selecting products from the customer order scroll list.

Normal Entry requires the customer number and the product number to be keyed in before you can make changes, this has to be done to each individual entry.

Menu Map 2, 1,1 or 2,2,1

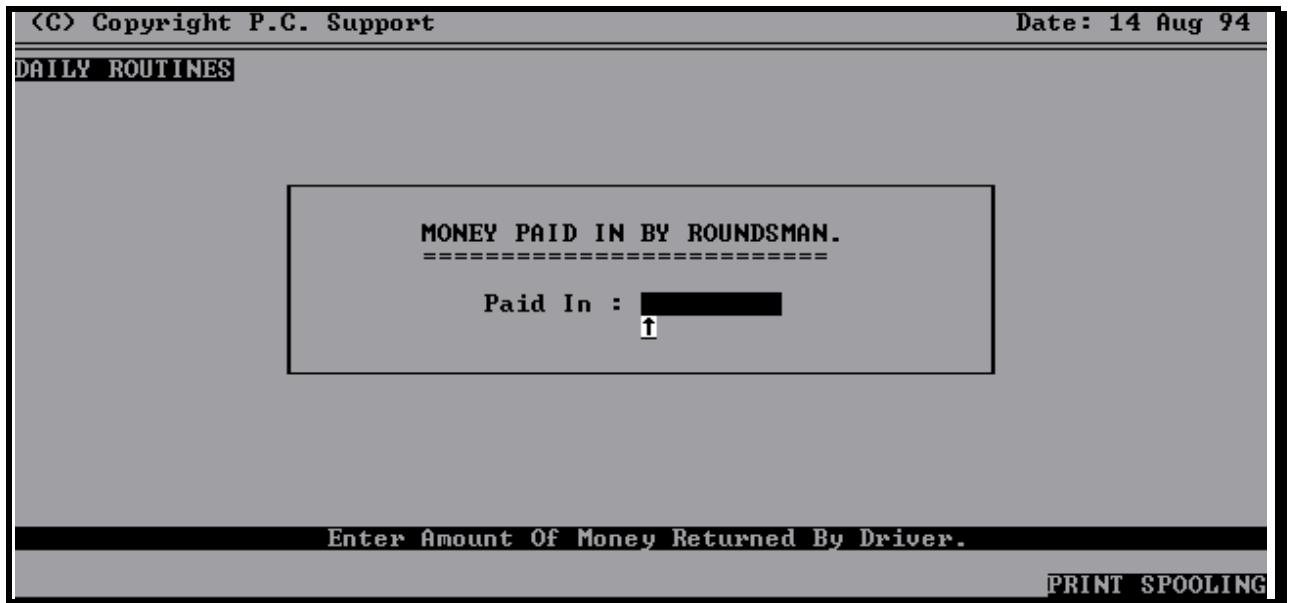
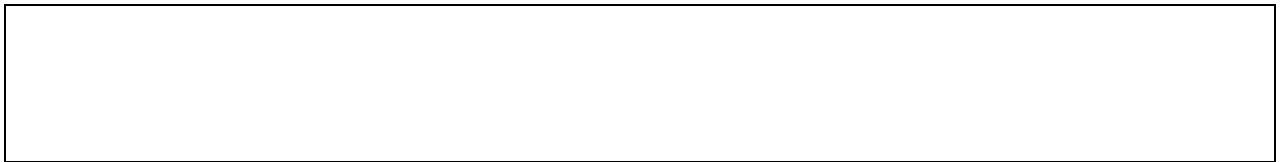
```
(C) Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
Round:          001
Name:          ANDREW
IS THIS CORRECT?
1..Yes 2..No                                           PRINT SPOOLING
```

Having taken the scroll entry option you are prompted for the round number that you wish to enter data for. Once selected then confirm with 1 Yes.

Menu Map 2, 1,1,1 or 2,2,1,1

```
<C> Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
Select Customer Scroll Order.
1..Delivery Sequence | 2..Collection Sequence | PRINT SPOOLING
```

Select the sequence that you wish the scrolled information to be in. The normal would be delivery as it would be the order that the Roundbook is printed.



On this screen you are being asked to input the amount of cash received from the Roundsman today for allocation to customers that have paid today. If you do not count the cash from the Roundsman then you can leave this blank.

The next screen will ask if you wish to include this weeks deliveries, this is asking you that if you are going to make payments, do you wish to include in the default payment, the deliveries for this week, or to show the balance as owed at the end of last week.

If staggered rounds are in use then the payments field will be blank, this is so that a mistaken payment cannot be made.

If you are using weekly deliveries then you will be asked to select which day of the week that you wish any payments to be allocated to against the customers and the round.

Menu Map 1,2 or 2,2

<C> Copyright P.C. Support Date: 14 Aug 94

DAILY ROUTINES

Round : 001 ANDREW	Paid : 0.00		
Number Name	Alloc : 0.00	Bal : 0.00	
→ 000301 Casual Sales-rnd 001			4
000401 Excess Stock-rnd 001			
001002 21 Victoria Road			
001040 12 VICTORIA ROAD		A	1
001003 22 Victoria Road	On Holiday		
001005 SPAR SHOP BRITANNIA	On Holiday		4
001006 23 BRITANNIA AVENUE			4
001022 37 THE FAIRWAY			
001014 8 BELLOWS PARK		√	
001015 10 BELLOWS PARK			
001016 12 BELLOWS PARK			
001017 SPARSHOP BELLOWS PAR		A	
001004 26 VICTORIA ROAD			

Use Cursor Keys & <CR> To Pick Customer - ESCape To Exit.

PRINT SPOOLING

This displays the customers in the sequence selected. Information shown is, the customer number, customer short name, if they are on holiday, suspended or marked for deletion. When you go into a customer and come back to this scroll you will get a Ö, this shows that you have been into this customer today. If you make a payment against this customer today a £ sign is displayed.

The customer type is displayed if the customer is not a retail weekly. If you are using credit limits and a customer is over the limit set then a flashing O will be displayed. The number displayed is the number of weeks that the customer has not had a delivery based on the week end routine.



(C) Copyright P.C. Support Date: 14 Aug 94

DAILY ROUTINES

Round : 001 ANDREW Paid : 0.00

Number : 001014 CURRENT ORDER. Amend Day **SUN**

Name : 8 BELLOWS PARK

Type : Wkly P/B SUN MON TUE WED THU FRI SAT

00002	SEMI PINTS	1	█	2	2	2	2	2	4
00013	CLOTTED 8OZ	1	↑ 0	0	0	0	0	0	2

Confirm/Enter New Quantites - ESCape When Done.

PRINT SPOOLING

The price band is displayed for your information, it cannot be changed on this screen. Make any changes necessary to Products displayed then press ESC or RETURN through all items.



<C> Copyright P.C. Support Date: 28 Aug 94

DAILY ROUTINES

Round : 001 ANDREW		Paid : 0.00							
Number : 001003		CURRENT ORDER.				Amend Day SUN			
Name : 22 Victoria Road		P/B	SUN	MON	TUE	WED	THU	FRI	SAT
Type : Wkly									
00002	SEMI PINTS	1	0	2	2	2	2	2	4
00020	EGGS SIZE 2 HALF	1	0	0	0	0	0	1	0
00025	ORANGE JUICE PINTS	1	0	0	1	0	1	0	2

Select Required Option From The Choice Below.

1.OK 2.New Prod 3.Amend 4.Pay 5.Forwd Temp 6.SO 7.Cust 8.Hols 9.Change Day NG

Confirming that all is OK you will return to the customer scroll with the next customer selected.

Option 2 New Prod will allow you to enter a product for delivery this week that is not normally part of the customers order.

Option 3 Amend will enable you to go back into the current customers order for this week and correct any mistakes. You are also given the ability to change the price code on amend.

Option 4 Pay allows the entry of payments.

Option 5 Fwd Temps allows changes to be entered for a future week that do not form part of the Customers Standing Orders.

Option 6 SO allows the changing of the Customers Standing Order.

Option 7 Cust allows the changing to the Customer information.

Option 8 Hols allows Holidays to be input for the "Current" Customer.

Option 9 Change Day only appears in daily deliveries, this allows changes to be made on any other day of the "Current" Week.

Menu Map 2, 1,1,1,2 or 2,2,1,1,2

```

(C) Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
Round : 001 ANDREW                                     Paid : 0.00
Number : 001014                                       CURRENT ORDER.
Name : 8 BELLOWS PARK
NEW PRODUCT.
Product 00001 PAST PINTS
Price Code 1 Price
Day SUN MON TUE WED
Today 0.00 0.00 0.00 0.00
Non Del [ ] [ ] [ ] [ ]
Price Code Price
1 0.360000
2 0.350000
3 0.340000
4 0.330000
5 0.000000
6 0.000000
7 0.000000
8 0.310000
9 0.000000
Confirm/Enter Correct Price Code.
PRINT SPOOLING
  
```

Entry of a new temporary change for this week. If display prices are turned on then a price code window will be displayed showing the prices set against the nine price bands. If the customer is an account customer the price band 0 will allow you to set a discount for that product.

Menu Map 2, 1,1,1,4 or 2,2,1,1,4

```

(C) Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
Round : 001 ANDREW                                     Paid : 0.00
Number : 001014                                         CURRENT ORDER.
Name : 8 BELLOWS PARK                                  Amend Day SUN
Type : Wkly
=====
CUSTOMER PAYMENTS
=====
00002 SEMI PIN
00013 CLOTTED
Last Payment Date
Last Payment Amount      0.00
Balance                   87.36
Payment                   87.36
New Balance               0.00
=====
THU    FRI    SAT
  2    2    4
  0    0    2
Select Required Option From The Choice Below.
PRINT SPOOLING
    
```

Entry of payments. The above screen shows the payment entry for a retail customer. We selected not to include this weeks deliveries so the payment presented is for the end of last week. You press enter to accept the payment of enter the payment if the amounts differ.

If the selected customer is a semi retail customer then you will be able to enter a discount as part of the payment.

Menu Map 2, 1,1,1,5 or 2,2,1,1,5

```
(C) Copyright P.C. Support                               Date: 14 Aug 94
RM-TEMPORARY-CHANGES
Number          001004   Name      26 VICTORIA ROAD
Product
W/C Date
Price Code      Price
      SUN      MON      TUE      WED      THU      FRI      SAT
S/O            =====
T/C           0.00     0.00     0.00     0.00     0.00     0.00     0.00
PLEASE ENTER OPTION:
1..Enter 2..Amend 3..Delete          PRINT SPOOLING
```

Forward Temporary Changes, allows you to enter a temporary change for a future week. You can enter a new product, or amend a product that has already been entered or delete a product that is on the list.

You key the product number, then the week commencing date of the week in which you want the delivery to take place, confirm the price code, then enter the delivery quantity. This order is for delivery in this week only, when the week has gone then the order will be deleted.

Menu Map 2,1,1,1,6 or 2,2,1,1,6

```
<C> Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
Round : 001 ANDREW                                     Paid : 0.00
Number : 001014                                       CURRENT ORDER.                                Amend Day SUN
Name : 8 BELLOWS PARK
Type : Wkly                                P/B  SUN  MON  TUE  WED  THU  FRI  SAT
00002 SEMI PINTS                                     1    0    2    2    2    2    2    4
00013 CLOTTED 8OZ                                    1    0    0    0    0    0    0    2
Re-Writing Order - Please Wait ...
1..Weekly Standing Orders|2..Non-Weekly Standing Orders|3..Exit|SPOOLING
```

You have arrived at this screen by selecting the Standing Order Option.

At the bottom of the screen you are asked to select either Weekly Standing Orders or Non Weekly Standing Orders.

Menu Map 2,1,1,1,6,1 or 2,2,1,1,6,1

Number: 001014		Name: 8 BELLOWS PARK						
Product	Price	SUN	MON	TUE	WED	THU	FRI	SAT
00002 SEMI PINTS	1		2	2	2	2	2	4
00013 CLOTTED 8o	1							2

PLEASE ENTER OPTION:

1.Amend	2.New Item	3.Delete Item	4.View Future	5.Save Changes	6.Exit	OLING
---------	------------	---------------	---------------	----------------	--------	-------

This screen displays the current standing orders. You may now amend any of the current orders, enter new products onto the standing order or delete an item from the standing order. Any orders that are due to start in the future will be marked with an asterisk, the view future option will allow you to view and change this future permanent change.

When all changes have been made then you will save the changes. You will be given the option to save for a future week or the current week. If you save for the current week you can then select the day on which you wish the order to start this week.

If you select the first day of the week then the system will bring the standing order into operation from the current weeks start date. If saved from a day during the week then the standing order will start from the start of next week, and temporary changes will be written for this week.

Menu Map 2,1,1,1,6,2or 2,2,1,1,6,2

```
<C> Copyright P.C. Support                               Date: 14 Aug 94
RM-NON-WEEKLY-SO
NON-WEEKLY STANDING ORDERS
=====
Customer Number:001004      Customer Name:  26 VICTORIA ROAD
Product Code:              Product Description:
Price Code:                Type of Order:
Start Date:                Week Commencing:

PLEASE ENTER OPTION:
1..Enter 2..Amend 3..Delete          PRINT SPOOLING
```

8 After the get customer screen you will see the screen that shows the entry of a Non-Weekly standing order. By non-weekly we mean that it will be an order that happens either every so many weeks, monthly, bi-monthly, quarterly, half-yearly or yearly.

Enter the product code, confirm the price code and enter the start date, you will then be given the week commencing date. Enter the type of order as per the prompts on the screen, W = weekly, M = monthly, B=bi-monthly, Q=quarterly, H=half-yearly and Y=yearly. When you enter W you will be prompted for the number of weeks in the cycle which can be any number.

The final thing to set this order up is to enter the quantity required. If you have rounds that deliver on staggered days then the customer can have two non-weekly standing orders set to cover the delivery days of a two week period.

Menu Map 2,1,1,1,7 or 2,2,1,1,7

```

(C) Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
  Round : 001 ANDREW                                     Paid : 0.00
  Number : 001014                                       CURRENT ORDER.                                     Amend Day SUN
  Name : 8 BELLOWS PARK
  Type : Wkly  P/B  SUN  MON  TUE  WED  THU  FRI  SAT
00002 SEMI PINTS           1    0    2    2    2    2    2    4
00013 CLOTTED 8OZ         1    0    0    0    0    0    0    2
  
```

Select Required Option From The Choice Below.

1.Address 2.Details 3.Billing 4.Discounts 5.History 6.Messages 7.Exit 0LING

From this screen you can change the customer address and details, you can also display and print a bill for the selected customer. If the customer is a semi retail customer then discounts can be maintained. The payment and delivery history can also be viewed or printed and the Roundsbook messages can also be maintained from here.

Menu Map 2,1,1,1,7,1 or 2,2,1,1,7,1

```
<C> Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
Round : 001 ANDREW                                     Paid : 0.00
Number :
Name : 8
Type : Wk
00002 SEM
00013 CLO
Name : Wilkinson
Full Name : Mrs Wilkinson
Short Name : 8 BELLOWS PARK
Room Number :
House Name/No. : 8
Street : Bellows Park
Address Street : Bellows Park
Town : Yealmpton
County :
Post Code :
Telephone :
Amend Day SUN
U  FRI  SAT
2   2   4
0   0   2
Confirm/Enter New Account Name.
PRINT SPOOLING
```

This allows you to amend the chosen Customer's address. The street name cannot be changed on this screen, as it is part of the manipulation routines.

When you have finished all amendments the three Options will appear at the bottom of the screen :

Accept this will save and take you back to the Standing Order screen.

Re-enter will allow you to make any further amendments to the Customers address.

Discard will ignore all entries made and return you back to the Standing Order screen.

Menu Map 2,1,1,1,7,2 or 2,2,1,1,7,2

```
(C) Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
Round : 001 ANDREW                                     Paid : 0.00
Number : 001014                                       CURRENT ORDER.   Amend Day SUN
Name : 8 BELLOWS
Type : Wkly
00002 SEMI PINTS
00013 CLOTTED 80
Account Detail
Style           : 2
Delivery Seq    : ↑
Collect Seq     :
Pay Day        : SA
Bill Type      : 1
Round          : 00
Sub Round      : 00
Default Price   : 1
Type Customer  : Wk
Retail Style Codes
1 - Retail No Bill
2 - Retail Weekly Bill
3 - Not in Use
4 - Retail Fortnightly Cycle 1
5 - Retail Fortnightly Cycle 2
6 - Retail Monthly Bill
7 - Not in Use
Confirm/Enter Customer Style - <1 -> 9>.
PRINT SPOOLING
```

This gives you the ability to alter the account details of the chosen Customer.

When you have finished all amendments the three Options will appear at the bottom of the screen :

Accept this will save and take you back to the Standing Order screen.

Re-enter will allow you to make any further amendments to the Customers Details.

Discard will ignore all entries made and return you back to the Standing Order screen.

Menu Map 2,1,1,1,8 or 2,2,1,1,8

```
(C) Copyright P.C. Support                               Date: 14 Aug 94
RM-HOLIDAYS
  CUSTOMER
  Number: 001014
  Name: 8 Bellows Park
  HOLIDAY DATES
  START DATE : 140894      END DATE :
  ↑
  ROUNDSBOOK MESSAGE :
  EXISTING HOLIDAYS
  Start Date  End Date  Entered Date  Suspended
  Enter Holiday Dates
  PRINT SPOOLING
```

For a holiday you enter the start date then the end date, these dates are inclusive of non-delivery days. After accepting the dates you will get the option of changing the default message that will be passed to the Roundsbook, this message will then be printed in the Roundsbook when the holiday comes into operation.

The next option covers the suspension of all items. This facility allows for the order to be cancelled, but you can leave an item for delivery even if you are away. Temporary changes are then created for the next 2 weeks, the end of week routine will enter temporary changes up to the end of the holiday.

If you leave the end date blank then you will put the customer on suspension, the default message will be posted to the Roundsbook message and all products will be suspended

If you need to change a holiday or end a suspension, enter the start date of the holiday, the dates are shown in the bottom window, you will be given a warning that there is a holiday in operation. You can amend, cancel or leave the holiday as it is. If you cancel, all orders are returned to normal from the beginning of the current week.

If you wish to change the holiday then enter the date that corresponds with the last non delivery day and after confirmation the necessary changes to the orders are placed.

Menu Map 2,1,1,1,9

```
<C> Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
Round : 001 ANDREW                                     Paid : 0.00
Number : 001014                                       CURRENT ORDER.
Name : 8 Bellows Park
Type : Wkly  P/B  SUN  MON  T
00002 SEMI PINTS          1    0    2
00013 CLOTTED 8OZ        1    0    0
                                DAYS:
                                DAY-> SUN
                                MON
                                TUE
                                WED
                                THU
                                FRI
                                SAT
Day  SUN
SAT
4
2
Re-Select Day To Work With.
PRINT SPOOLING
```

You are given a list of the days in the week, you can now select the day that you wish to change to. This will only hold while in this customer. On return to the customer scroll list the day will revert to the sign on day.

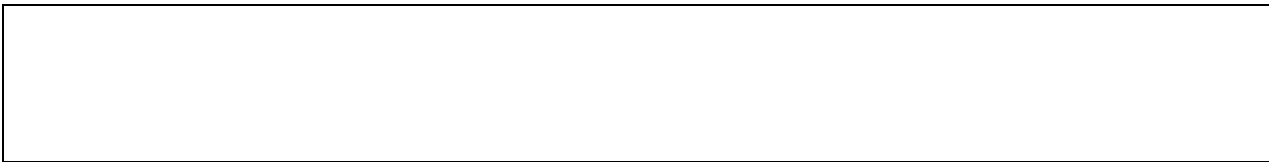
This screen is only available in Daily Deliveries.



```
(C) Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
PAID-IN NOT ALLOCATED FULLY
=====
Total Paid In By Roundsman :           0.00
Account Customer Payments :           0.00
Retail Customer Payments :           5.00
                                   -----
                                   5.00
Error : -5.00
Select Required Option From The Choice Below.
1..Re-enter 2..Suspend 3..Write Off 4..Paid In PRINT SPOOLING
```

When you have finished all the changes to the customers then by pressing escape you will be at the screen above, if you have made any payments while entering data.

If you entered the amount of cash at the beginning of daily deliveries and the amount does not balance with the amount allocated to customers you will receive the above screen, if there is a difference you are allowed to re-enter the amount or suspend it, which will allow you to allocate it at a later day within the current week, if you find out a customer has been missed. You can write it off which will show against the rounds cash write off, the last alternative is to accept that the amount is the paid in amount, which would be the case if you did not enter a stating amount and let the computer tell you how much cash the driver should have paid in.



```
<C> Copyright P.C. Support                               Date: 14 Aug 94
DAILY ROUTINES
      PAID-IN NOT ALLOCATED FULLY
      =====
      Total Paid In By Roundsman :           0.00
      Account Customer Payments :           0.00
      Retail Customer Payments :           5.00
                                      _____
                                      5.00
      ALLOCATE PAID-IN BETWEEN CASH & TOKENS
      =====
      Cash : 5.00      Tokens :           0.00
            ↑
      Confirm/Enter Amount Of Cash Paid.
                                           PRINT SPOOLING
```

You can now enter the amount of cash received and the value of the tokens, to give you the total that you have paid in.

Menu Map 2,1,2 or 2,2,2

```
(C) Copyright P.C. Support                               Date: 14 Aug 94
RM-ERB-CUST-ENQUIRY
GET CUSTOMER SCREEN
=====
Number: [REDACTED] Customer Type:
Short Name: [REDACTED]
Name:
Address:
Telephone:
Round No: Weeks Non Delivery: [REDACTED]
Street No: Del Seq: Coll Seq:
ENTER CUSTOMER NUMBER OR / TO SEARCH, <ESC> TO EXIT
PRINT SPOOLING
```

This is the Get Customer screen which you will find at all places in Roundsman where you need to call up a customers information.

You may search for a customer by entering the customer number, if you know it, you can enter / in the customer number and a full list of customers on your system will be displayed in customer number order. If you know the short name, then you can leave the number blank and enter the short name into the short name field, this will bring up any customers that may have the same short name, if you have more than one then you will be asked to confirm that the customer displayed is the correct one or hit the space bar for the next matching customer.

If you know the customers house number but not the name of the street then you can enter in the short name field a / plus the number, press return and a list of customers with the same house number will be presented to you. If using names as short names then enter / with two or three characters of the short name and you will have a list of customers that have those characters in the first positions displayed to you. you can scroll up and down the list to select the customer press return when you have selected the required customer and that customers information will be displayed.

Menu Map 2,1,2 or 2,2,2

```
<C> Copyright P.C. Support                               Date: 14 Aug 94
RM-DAILY-DEL
          DAILY DELIVERIES
          =====
Number   001004      Armstrong
Product  ██████████
Price Code  ↑      Price
Day       SUN      MON      TUE      WED      THU      FRI      SAT
-----
S/Order   0.00      0.00      0.00      0.00      0.00      0.00      0.00
T/Change  0.00      0.00      0.00      0.00      0.00      0.00      0.00
ENTER PRODUCT CODE OR / TO SEARCH, <ESC> TO EXIT
PRINT SPOOLING
```

Enter the Product Code then confirm the price code for this customer/product, if a standing order exists for the chosen product then it will be displayed, enter the quantities delivery under T/Change.

On completion of the above, if the customer is a retail customer then you will be taken back to the get customer screen.

If the customer is semi retail then you will be taken back to the next product. Pressing Esc will take you to the get customer screen.

Menu Map 2,3

```
(C) Copyright P.C. Support                               Date: 14 Aug 94
RM-ERB-CUST-ENQUIRY
GET CUSTOMER SCREEN
=====
Number: [REDACTED] Customer Type:
Short Name: [REDACTED]
Name:
Address:
Telephone:
Round No: Weeks Non Delivery: [REDACTED]
Street No: Del Seq: Coll Seq:
ENTER CUSTOMER NUMBER OR / TO SEARCH, <ESC> TO EXIT
PRINT SPOOLING
```

Select Customer with the Get Customer routine.

Menu Map 2,3

```
<C> Copyright P.C. Support                               Date: 14 Aug 94
RM-HOLIDAYS
  CUSTOMER
  Number: 001014
  Name: 8 Bellows Park
  HOLIDAY DATES
  START DATE : 140894      END DATE :
  ROUND SBOOK MESSAGE :
  EXISTING HOLIDAYS
  Start Date  End Date  Entered Date  Suspended
  Enter Holiday Dates
  PRINT SPOOLING
```

Holiday Suspensions, allows the entry of holidays and suspensions. For a holiday you enter the start date then the end date, these date are inclusive non-delivery days, after accepting the dates you then get the option of changing the default message that will be passed to the Roundsbook, this message will then be printed in the Roundsbook when the holiday comes into operation.

The next option covers the of suspension of all items. This facility allows for the order to be canceled, but you can leave an item for delivery even if you are away. Temporary changes are then created for the total length of the holiday. If you leave the end date blank then you will put the customer on suspension, the default message will be posted to the Roundsbook message and all products will be suspended.

If you need to change a holiday or end a suspension then, enter the start date of the holiday, the dates are shown on the right hand side window, you will be given a warning that there is a holiday in operation, you can amend, cancel or leave the holiday as is. If you cancel then all orders are returned to there basic from the beginning of the current week. If you wish to change the holiday then enter the date that corresponds with the last non delivery day and after confirmation the necessary changes to the orders are replaced.

Menu Map 2,4

```
(C) Copyright P.C. Support                               Date: 14 Aug 94
RM-ERB-CUST-ENQUIRY
GET CUSTOMER SCREEN
=====
Number: ██████ Customer Type:
Short Name: ↑
Name:
Address:
Telephone:
Round No: Weeks Non Delivery: █
Street No: Del Seq: Coll Seq:
ENTER CUSTOMER NUMBER OR / TO SEARCH, <ESC> TO EXIT
PRINT SPOOLING
```

Select Customer with the Get Customer routine.

Menu Map 2,4

```
<C> Copyright P.C. Support                               Date: 14 Aug 94
RM-TEMPORARY-CHANGES
```

Number	001004		Name	26 VICTORIA ROAD			
Product							
W/C Date							
Price Code	Price						
	SUN	MON	TUE	WED	THU	FRI	SAT
	=====	=====	=====	=====	=====	=====	=====
S/O							
T/C	0.00	0.00	0.00	0.00	0.00	0.00	0.00

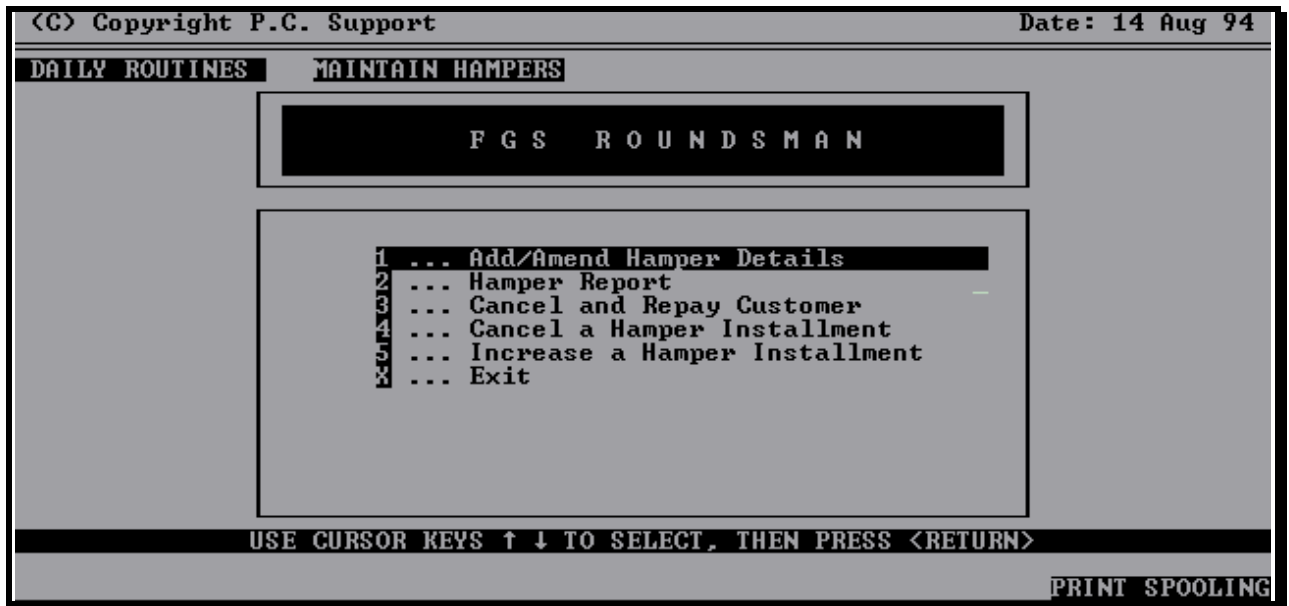
PLEASE ENTER OPTION:

1..Enter	2..Amend	3..Delete	PRINT SPOOLING
----------	----------	-----------	----------------

Forward Temporary Changes, allows you to enter a temporary change for a future week. You can enter a new product, or amend a product that has already been entered or delete a product that is on the list.

You key the product number, then the week commencing date of the week in which you want the delivery to take place, confirm the price code, then enter the delivery quantity. This order is for delivery in this week only, when the week has gone then the order will be deleted.

Menu Map 2,5



Option 1 is to add or amend a hamper. You can have up to 4 hampers per customer. To enter a hamper you enter the date that the hamper is ordered, then the date that it will be delivered, the end week commencing date is then given to you. Enter the product code the description is then shown, enter the quantity, the hamper value will then be displayed along with the total value due, if the customer has already paid some money towards the hamper value then this is entered as the amount paid to date, the balance is then calculated and the weekly amount is calculated to the end week. This shows the weekly payment needed to pay the hamper off by the delivery week.

Option 2 cancel and repay. It must be remembered that the amount that a customer pays for the hamper is held as a separate amount, so you will always be able to see how much a customer has paid towards the hamper. If you cancel and repay you are in fact canceling the hamper and paying back all of the money paid so far, this will automatically be credited to the milk bill.

Option 3 cancel a hamper installment, allows you to cancel a single payment, you can also choose to recalculate the payments needed to cover the cost of the hamper by delivery date.

Option 4 increase a hamper installment, allows you to increase a hamper installment, also recalculating the weekly payments due.

Menu Map 2,6

```
<C> Copyright P.C. Support                               Date: 14 Aug 94
RM-COMBINE-DAYS

COMBINE DELIVERY DAYS FOR ROUND: 001                    Date: 14 Aug 94
=====
                Date           W/c Date           Day No
Enter the date for which
there will be no deliveries: 21 Aug 94           21 Aug 94           1
Enter the date on which
those deliveries will be made: 22 Aug 94           21 Aug 94           2

IS THIS CORRECT?
1..Yes 2..No                                           PRINT SPOOLING
```

Combine Delivery Days, allows you to combine two days deliveries into one day for each round, you run this routine one round at a time, sub rounds can be used.

This option can be used at Christmas to combine Christmas day with Christmas eve, this would then make sure that all goods ordered over the two days are delivered.

Combine days can be done for any period up to 5 weeks in advance. Enter the first date which is the day that you wish to cancel, the system will give you the week commencing date and the day number within your week, enter the date of the day that you wish the delivery to take place, you may combine across the week end, having confirmed that the dates are correct, you are then asked if you wish to exclude account customers, which in some cases you may wish to cancel the deliveries to all retail customers but continue the deliveries to semi retail customers, confirm that you wish to continue with yes or no, at this point you can abort, if you accept yes then the system will run the routine.

Menu Map 2,7

```
(C) Copyright P.C. Support                               Date: 14 Aug 94
RM-ERB-CUST-ENQUIRY
GET CUSTOMER SCREEN
=====
Number: ██████ Customer Type:
Short Name: ↑
Name:
Address:
Telephone:
Round No: Weeks Non Delivery: █
Street No: Del Seq: Coll Seq:
ENTER CUSTOMER NUMBER OR / TO SEARCH, <ESC> TO EXIT
PRINT SPOOLING
```

Select Customer with the Get Customer routine.

Menu Map 2,7

Number: 001014		Name: 8 BELLOWS PARK						
Product	Price	SUN	MON	TUE	WED	THU	FRI	SAT
00002 SEMI PINTS	1		2	2	2	2	2	4
00013 CLOTTED 8o	1							2

PLEASE ENTER OPTION:

1.Amend	2.New Item	3.Delete Item	4.View Future	5.Save Changes	6.Exit	OLING
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7. After the get customer screen you will have the screen that displays the current standing orders. you may now amend any of the current orders, enter new products onto the standing order or delete an item from the standing order.

Any orders that are due to start in the future will be marked with an asterix, the view future option will allow you to view and change this future permanent change.

When all changes have been made then you need to save the changes, you will be given the option to save for a future week or the current week. If you save for the current week you can then select the day on which you wish the order to start this week, if you select the first day of the week then the system will bring the standing order into operation from the current weeks start date. If saved from a day during the week then the standing order will start from the start of next week, and temporary changes will be written for this week.

Menu Map 2,8

```
(C) Copyright P.C. Support                               Date: 14 Aug 94
RM-ERB-CUST-ENQUIRY
GET CUSTOMER SCREEN
=====
Number: [REDACTED] Customer Type:
Short Name: [REDACTED]
Name:
Address:
Telephone:
Round No: Weeks Non Delivery: [REDACTED]
Street No: Del Seq: Coll Seq:

ENTER CUSTOMER NUMBER OR / TO SEARCH, <ESC> TO EXIT
PRINT SPOOLING
```

Select Customer with the Get Customer routine.

Menu Map 2,8

```
<C> Copyright P.C. Support                               Date: 14 Aug 94
RM-NON-WEEKLY-SO
NON-WEEKLY STANDING ORDERS
=====
Customer Number:001004      Customer Name:  26 VICTORIA ROAD
Product Code:              Product Description:
Price Code:                Type of Order:
Start Date:                Week Commencing:

PLEASE ENTER OPTION:
1..Enter 2..Amend 3..Delete          PRINT SPOOLING
```

8 After the get customer screen you will see the screen that shows the entry of a Non-Weekly standing order. By non-weekly we mean that it will be an order that happens either every so many weeks, monthly, bi-monthly, quarterly, half-yearly or yearly.

Enter the product code, confirm the price code and enter the start date, you will then be given the week commencing date. Enter the type of order as per the prompts on the screen, W = weekly, M = monthly, B=bi-monthly, Q=quarterly, H=half-yearly and Y=yearly. When you enter W you will be prompted for the number of weeks in the cycle which can be any number.

The final thing to set this order up is to enter the quantity required. If you have rounds that deliver on staggered days then the customer can have two non-weekly standing orders set to cover the delivery days of a two week period.