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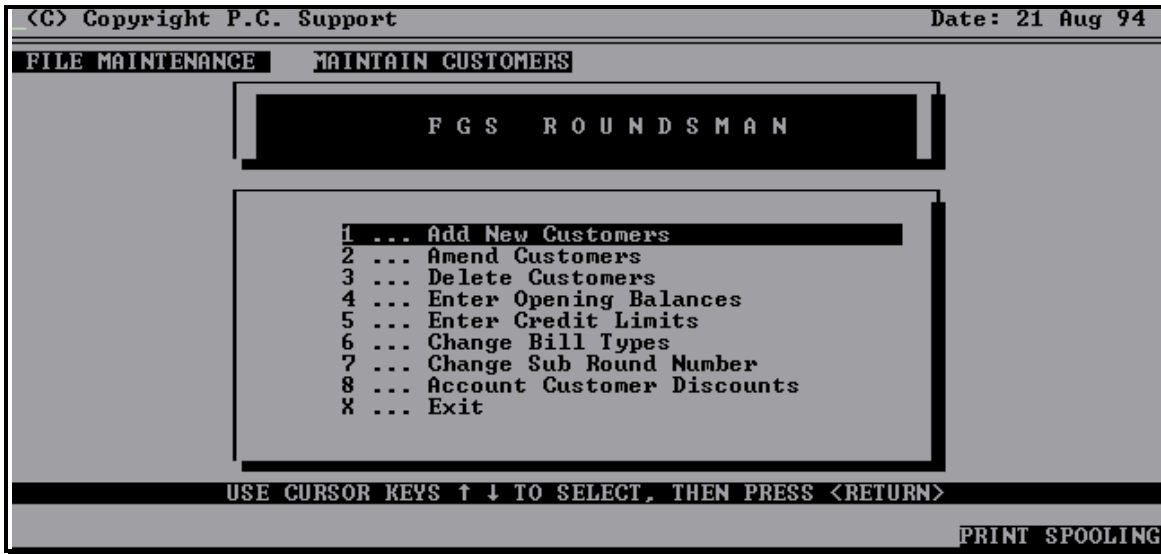
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Menu Map 8

```
<C> Copyright P.C. Support                               Date: 21 Aug 94
FILE MAINTENANCE
  FGS  ROUNDSMAN
  1 ... Maintain Customers
  2 ... Maintain Stock Items
  3 ... Maintain Rounds
  4 ... Maintain Messages
  5 ... Maintain Franchise Charges
  6 ... Amend Layouts
  7 ... General Parameters
  8 ... File Sizes
  9 ... Data File Utilities
  X ... Exit
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

This file maintenance menu allows the maintenance of all of the main items required by Roundsman

Menu Map 8,1



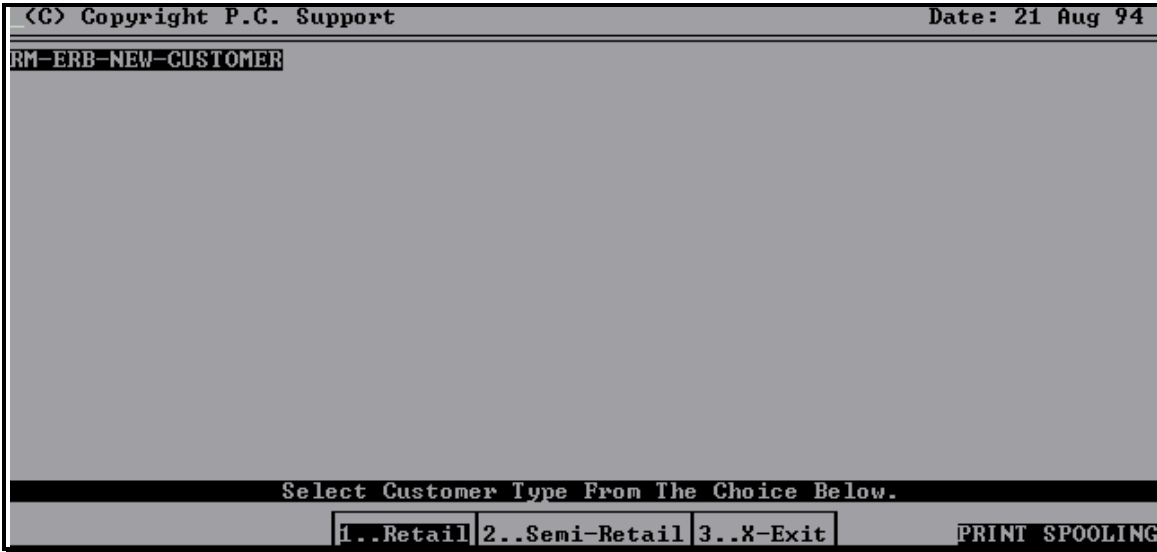
This is the maintain customers menu.

Map Menu 8,1,1

```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-ERB-NEW-CUSTOMER
Round : ██████████
Name  : ██████████
ENTER ROUND NUMBER, <ESC> TO EXIT
PRINT SPOOLING
```

The Round and Name fields will be blank. Insert the Round number required in the highlighted box, or if you do not know the number of the Round, insert / and press the return key, this will bring up a list of Rounds. Using the up and down arrow keys select the Round required and press enter, this will fill in the information in the blank fields.

The system will ask you "IS THIS CORRECT" pressing "1 Yes" at this stage will move you on to the next screen, pressing "2 No" will clear all the information from the fields and you can recommence the procedure by inserting the correct round number.



This screen appears on successful completion of the previous page. Roundsman is asking you to decide whether the new customer is Retail or Semi Retail, if the round is an S type round then you will not be able to input retail customers on to it.

For the purposes of Roundsman these are described as

Retail:- Doorstep deliveries, that are billed weekly, fortnightly or monthly.

Semi-Retail:- Shop deliveries, or customers that require a special discount that cannot be covered by the 9 price bands.



```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-ERB-NEW-CUSTOMER
Number : 001041      Name : ██████████
Full Name : ↑
Address Details.                                         Account Details.
Room      :
House     :
Street    :
Add Street:
Town      :
County    :
Post Code :
Telephone :
Short Name:
Style     : 2
Delivery Seq : 0.00
Collect Seq  : 0.00
Pay Day    : SAT
Bill Type  : 1
Round     : 001 ANDREW
Sub Round  : 001
Default Price : 1
Type      : Wkly
Enter Account Name.
PRINT SPOOLING
```

By selecting the Retail option this screen will appear with address details blank and the Name field highlighted.

Insert the Customers surname in the Name field. Roundsman will accept this and automatically fill in the Full Name field with the same information. If you want to put the customers Christian name or title Mr/Mrs etc. just over type the field and press enter.

Roundsman will now highlight Room in the Address Details column. This field is not compulsory, and is normally used in the case of a communal address such as a block of flats etc., Press enter to continue.

Roundsman has moved you to the House field, this is a compulsory field. Fill in the house Number or Name and press enter.

The Street field is now highlighted, enter the street name, if the street does not exist on this round then you will be prompted to create a new street. If you do not know the street name type / and press enter, this will bring up a list of street names in your chosen round. Use the up and down arrow keys to locate the correct street and press enter to select. Roundsman will fill in the Street field and at the same time fill in the Add(ress) Street and Short Name fields.

The Town, Country, Post Code, and Telephone fields are not compulsory, but the more information entered about a client, the easier they are to locate.

You will automatically be moved to the next field which is Style. Account styles are described in the Appendix section. Select the appropriate style and press return. You are now in Delivery sequence, Press return, a list of all the customers in the same street will appear on the left hand side of your screen. Use the up and down arrow keys to determine in what order the new customer receives his delivery, Press enter to select . Repeat this procedure for the Collection sequence.

The highlight has now moved on to Pay Day. This field is the day that the Customer normally pays the bill, this will default to Saturday should no entry be made.

Bill Type is now highlighted. Bill type is explained in the Appendix section. This field will default to 1 if no other selection is made.

The Round and Sub-Round fields are filled in by Roundsman.

The default Price field selects the price from the products file and will automatically default to 1 if no other price designator is inserted. A selection bar has now appeared at the bottom of the page.

On pressing Return to accept, this creates a new Customer with all details as input by you. Using the Left and Right arrow keys to move the highlight to re-enter then press return which will allow you to re-enter the screen to alter any of the details which may have been entered wrongly. Highlighting the Ignore and pressing enter will clear all details without creating the new client.



```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-ERB-NEW-CUSTOMER
Number : 001041      Name : Smith
                   Full Name : Mrs Smith
Customer Messages.
Room      Messages Displayed : ██████████
House    Before Delivery    : ↑
Street   :
Add Str  :
Town     :
County   Displayed After   :
Post Co  Delivery         :
Telepho  :
Short Na :
EW
Enter Messages Or Use / To Lookup.
PRINT SPOOLING
```

This screen should be used for delivery instruction or warning messages for the delivery person. They are printed in the Roundsbook.

BEWARE OF THE DOG, LEAVE THE MILK INSIDE THE PORCH etc.

The before delivery messages are normally printed in the customer information line of the Roundsbook, the after delivery messages are normally printed in the balance area for the customer.

On completion of this screen press return, Roundsman will now give you the Option of setting up Standing Orders or Non-Weekly Standing Orders, these procedures are explained in the Daily Routines section. Choose the Exit Option and you will Exit back to the new Customer screen for more Customer entry, or select the Exit option again to go right back to the Main Menu.

Menu Map 8,1,2

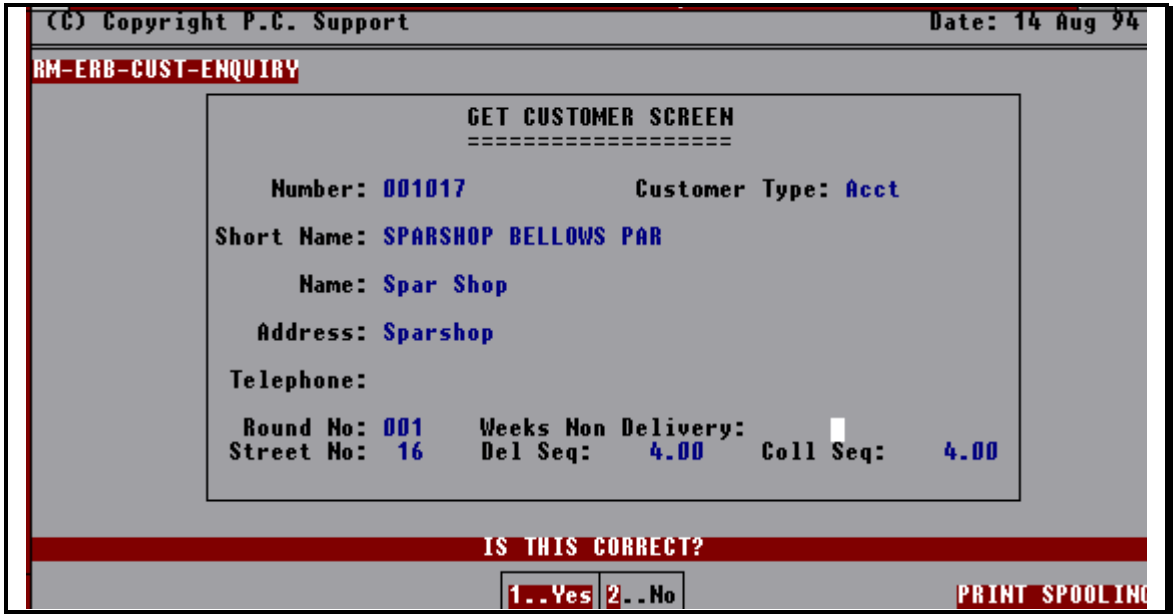
```
(C) Copyright P.C. Support                               Date: 14 Aug 94
AM-ERB-CUST-ENQUIRY
GET CUSTOMER SCREEN
=====
Number: [REDACTED] Customer Type:
Short Name: [REDACTED]
Name:
Address:
Telephone:
Round No: Weeks Non Delivery: [REDACTED]
Street No: Del Seq: Coll Seq:
ENTER CUSTOMER NUMBER OR / 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 you are 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, that customers information will be displayed.

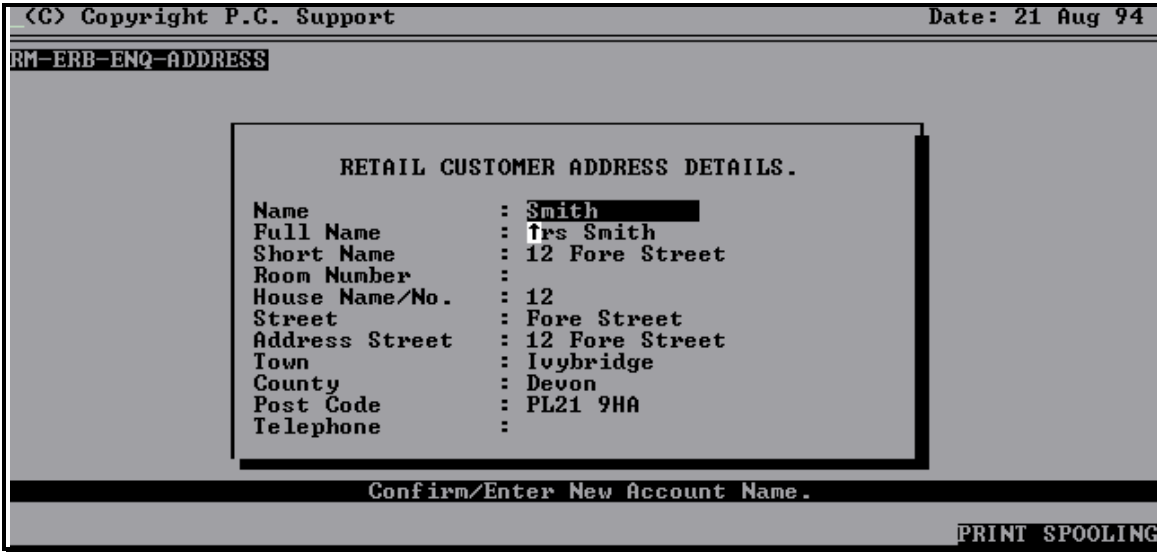


You are now asked to confirm that the customer selected is the correct customer, the screen shows the number, short name, name and address, the number of weeks that the customer has had no deliveries is displayed, this is calculated by the week end routine.

The round that the customer is on, the street number of the street that the customer is in, and the delivery and collection position within that street.

The type of customer is also displayed.

If you are using customer credit limits, and the customer is over your limit then a flashing O will be displayed.



This screen will have the Name field highlighted. At the bottom of the screen you are given the Option to of confirm the present name or enter a new name for your selected Customer Number.

You can amend the name at this point if required, if not press the enter key, this will move the highlight to the next field with the same options available to you, this is allowing you to alter any of the fields on your way down the screen. On reaching the bottom of the screen the following will appear "Confirm Enter New Address Details." "1 Accept" "2 Re enter" "3 Discard"

Accept will move you on to the next screen whilst accepting all the adjustments to the details that you have made.

Re enter takes you back into the screen and allows you to change any details which have been input wrongly.

Discard takes you back to the previous screen without accepting any changes that you may have made.



```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-ERB-ENQ-ADDRESS

Account Detail      Retail Style Codes
Style              : 2
Delivery Seq      : ↑
Collect Seq       :
Pay Day           : SA
Bill Type         : 1
Round             : 00
Sub Round         : 00
Default Price     : 1
Type Customer     : Wkl

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 screen allows you the opportunity to change the account details for the selected Customer.

The only fields that cannot be altered on this screen are the Delivery sequence, Collection sequence and the Round. The other fields may be altered in the same way as the previous screen.

On completion of the alterations "1..Accept""2..Re enter""3..Discard" appears.

The "Accept" option updates all the necessary files with the information that you have just changed, takes you back to the "GET CUSTOMER SCREEN" ready for any further alterations to other customers.

The Re enter choice takes you back to the beginning of the screen to make any further changes and the Discard returns you back to the "GET CUSTOMER SCREEN" without accepting any changes you have made.

Menu Map 8,1,3

```
(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
```

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 you are 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, that customers information will be displayed.

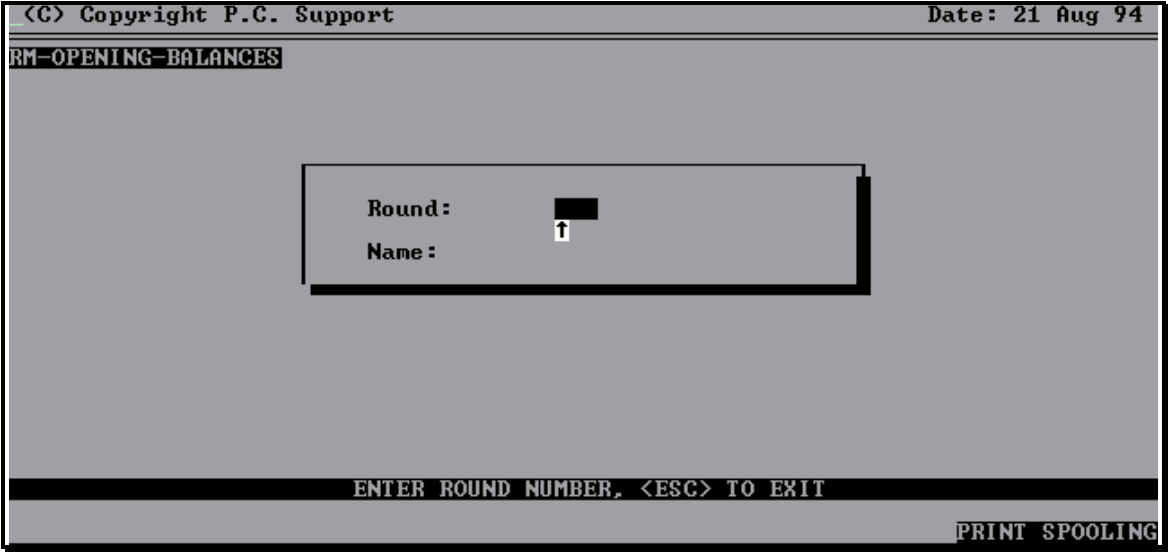


```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-CUSTOMER-FM
                MAINTAIN CUSTOMERS
                =====
Number          001032 Post Office
Short name      POST OFFICE COURT RO
Style          10
                OUTSTANDING BALANCE
                -----
                This Customer has an outstanding balance
                that needs to be cleared before they can
                be deleted.
                But may be marked for deletion anyway
                Select
                1..Mark To Delete 2..Retain                PRINT SPOOLING
```

The options "1 Mark to Delete" "2 Retain" will also appear at the bottom of the screen. Choosing "Retain" will take you back to the GET CUSTOMER SCREEN. Choosing "Mark to Delete" will flag the customers file for automatic deletion.

The customer will then be deleted by the week end routine, when the balance is 0 and there are no transactions for the previous week.

Menu Map 8,1,4



Enter the Round number and confirm if correct.



```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-OPENING-BALANCES
IN WHAT ORDER?
Delivery sequence  Collection sequence  PRINT SPOOLING
```

This screen is giving you the option to display the customers in either Delivery or Collection order.



(C) Copyright P.C. Support Date: 21 Aug 94

RM-OPENING-BALANCES

Number	Name	Balance	Style
000301	Casual Sales,,Casual Sales,START STREET	0.00	1
000401	Excess Stock,,Excess Stock,START STREET	440.16	1
001002	Hill,,21,VICTORIA ROAD	24.98	2
001003	Coote,,22,VICTORIA ROAD	48.69	3
001005	Spar,,Spar Shop,Brittania Avenue	0.00	2
001006	Holly,,23,Brittania Avenue	0.00	2
001022	Endicott,,37,Brittania Avenue	44.52	2
001014	Wilkinson,,8,Bellows Park	87.36	2
001015	Johnson,,10,Bellows Park	24.02	2
001016	Dawson,,12,Bellows Park	59.76	2
001004	Armstrong,,26,Victoria Road 2	55.59	2

USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>

PRINT SPOOLING

On the left hand side of the screen a flashing arrow will appear in a box, move this arrow using the Up and Down arrow keys to the Customer required, press enter to select the required Customer.

On pressing the enter key the customers balance will move to the left and become highlighted with an arrow pointing at the first figure, you may now alter the balance and press enter. This action will write the transaction to the customers account which will adjust the balance, to the balance that you have just entered.

When you have finished altering the customers balances press Escape. A warning flag will appear on the screen as per the next page.



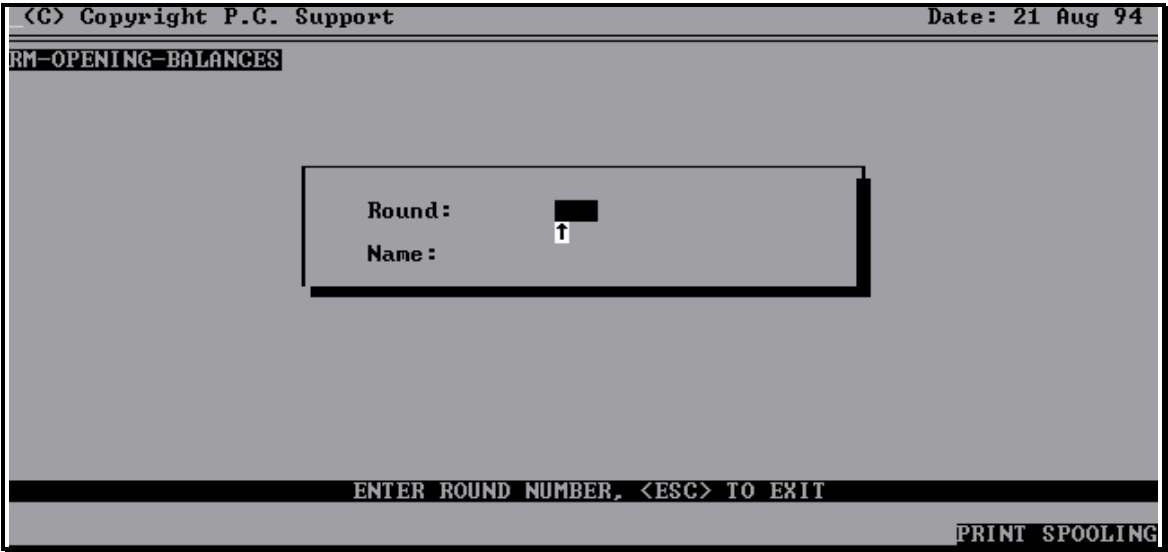
```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-OPENING-BALANCES
Number Name                                             Balance      Style
000301 C
000401 E
001002 H
001003 C
001005 S
001006 H
001022 E
001014 W
001015 J
001016 D
001004 A
                                W A R N I N G
                                You should only update the Round Balances if no
                                payments have been entered for this week
                                Enter Y/N
                                █
                                t
Do you wish to continue
PRINT SPOOLING
```

This warning appears when you press Escape on the previous screen.

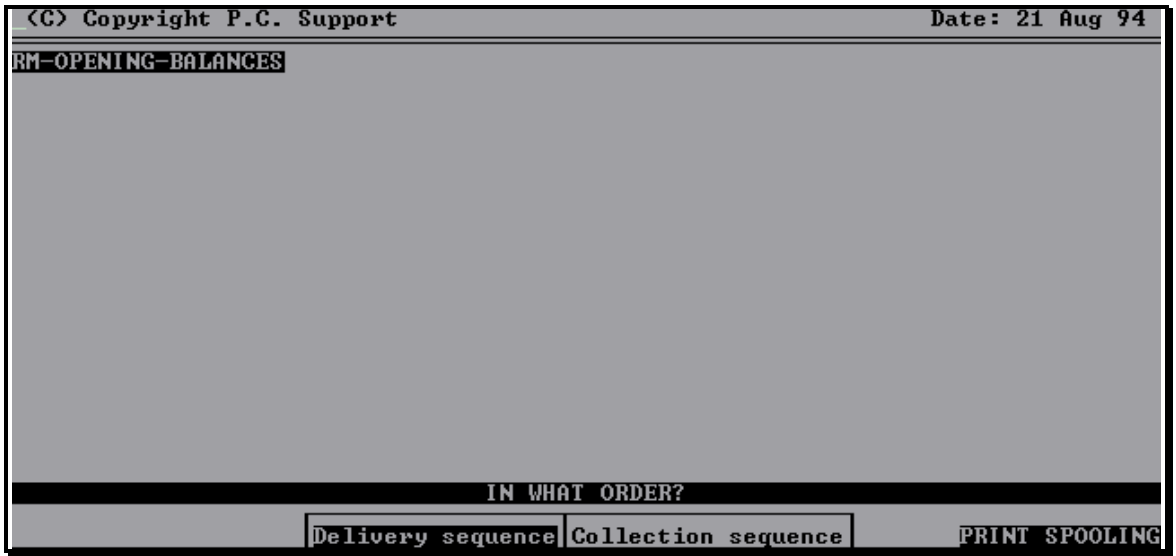
If you select Y the round information held on the round control account will be updated by the total amount of the customer balances.

If you select N updating of the round control account is ignored.

Menu Map 8,1,5



Enter the Round number and confirm if correct.



You are now given the option to choose which sequence (Delivery or Collection) you wish the customers to appear in.



(C) Copyright P.C. Support Date: 21 Aug 94

RM-BILL-CHANGES

Number	Name	Bill Type	Style
000301	Casual Sales,,Casual Sales,START STREET	1	1
000401	Excess Stock,,Excess Stock,START STREET	1	1
001002	Hill,,21,VICTORIA ROAD	3	2
001040	Test Account,12	9	10
001003	Goote,,22,VICTORIA ROAD	3	3
001005	Spar,,Spar Shop,Brittania Avenue	1	2
001006	Holly,,23,Brittania Avenue	1	2
001022	Endicott,,37,Brittania Avenue	1	2
001014	Wilkinson,,8,Bellows Park	1	2
001015	Johnson,,10,Bellows Park	1	2
001016	Dawson,,12,Bellows Park	1	2

USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>

PRINT SPOOLING

This screen will appear after you make your choice on the previous screen.

The four columns will be filled with data in whichever order you choose on the previous screen. A box with a flashing arrow will appear on the left hand side of the screen, move this to the desired position by using the Up and Down arrow keys. To alter the Bill Type press enter, this will highlight the figure, make your alteration and press enter. Move on to the next change and repeat the procedure.

When all changes have been made press Escape and confirm if correct.

Note : To see a list of Bill Types refer to Appendix

Menu Map 8,1,6,

```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-OPENING-BALANCES
Round : ██████
Name  : ↑
ENTER ROUND NUMBER, <ESC> TO EXIT
PRINT SPOOLING
```

Fill in the Round Number and confirm if correct.



```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-OPENING-BALANCES
IN WHAT ORDER?
Delivery sequence | Collection sequence | PRINT SPOOLING
```

You are now given the option to choose which sequence (Delivery or Collection) you wish the customers to appear in.



<C> Copyright P.C. Support Date: 21 Aug 94

RM-CHANGE-SUB-ROUND

Number	Name	Round	Sub round
000301	Casual Sales,,Casual Sales,START STREET	001	
000401	Excess Stock,,Excess Stock,START STREET	001	
001002	Hill,,21,VICTORIA ROAD	001	
001040	Test Account,12	001	001
001003	Coote,,22,VICTORIA ROAD	001	
001005	Spar,,Spar Shop,Brittania Avenue	001	
001006	Holly,,23,Brittania Avenue	001	
001022	Endicott,,37,Brittania Avenue	001	
001014	Wilkinson,,8,Bellows Park	001	
001015	Johnson,,10,Bellows Park	001	
001016	Dawson,,12,Bellows Park	001	

USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>

PRINT SPOOLING

This screen is displaying the customer information in the order you requested on the previous screen.

There is a small box with a flashing arrow on the left hand side of the screen. Move this box using the Up and Down arrow keys until you find the customer(s) to be changed. Press return and the Sub Round number for this customer will be highlighted, insert the Sub Round number for this customer, repeat this procedure for all the customers that have to be changed then press Escape.

The message "IS THIS CORRECT" "1..Yes" "2..No" will appear at the bottom of the screen.

Choosing the Yes option confirms the changes and returns you to the Maintain Customers sub menu.

Choosing the No option returns you to the top of the customer list so that you can re-enter your changes.

Menu Map 8,1,7

```
(C) Copyright P.C. Support                               Date: 14 Aug 94
AM-ERB-CUST-ENQUIRY
GET CUSTOMER SCREEN
=====
Number: [REDACTED] 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
```

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 you are 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, that customers information will be displayed.



```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-ACCOUNT-DISCOUNTS
ACCOUNT DISCOUNTS USING: AMOUNTS
=====
Customer Number: 001017      Customer Name: SPARSHOP BELLOWS PAR
Product Description          Retail    Type    Discount  Disc.Price
-----
00001  PAST PINTS                0.360000  A      0.040000  0.320000
00002  SEMI PINTS                0.360000  A      0.040000  0.320000
00003  SKIM PINTS                0.360000  A      0.040000  0.320000
00009  PAST PERGAL 5 GAL        2.500000  A      0.500000  2.000000
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

You have arrived at this screen by confirming the customer from the get customer screen.

The Enter option is highlighted, press return, the highlighted block moves up to the Product column ready for you to enter the product code, or /and Enter to select from the pick list. On selecting the appropriate product code the description and retail value per item will appear.

The highlighted block has moved to the Discount column. Enter the amount of discount per item. (Remember the amount is shown in pounds and pence, so 2p will be shown as 0.02) and press Enter. If you return to a blank discount field then you will be able to input your selling price, the system will then calculate and display the amount of discount, depending on the discount type, either P for percentage or A for amount.

The Disc. Price column will be calculated and filled in automatically and the cursor returned to the product column ready for your next product code. When you have finished entering, press Escape.

Choosing the Amend option will allow you to amend those Discounts that you have just entered or those that were already available to that customer

Choosing the Delete option allows you to remove any discounts that may already have been given to that customer or any discounts that you have just made.

When you have finished you may Escape back to the Main Menu.

Menu Map 8,2

```
<C> Copyright P.C. Support                               Date: 21 Aug 94
FILE MAINTENANCE   MAINTAIN STOCK
                   F G S   R O U N D S M A N
                   1 ... Add/Amend/Delete Stock
                   2 ... Enter Gallonage Figures
                   3 ... Enter Cost Prices
                   4 ... Enter Sales Prices
                   5 ... Check and Maintain Categories
                   X ... Exit
                   USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
                   PRINT SPOOLING
```

The options on this menu allow you to change the details for stock items and change the cost and sales prices. You can also maintain the stock categories.

Menu Map 8,2,1

The screenshot shows a terminal window titled "FGS DEMONSTRATION SYSTEM (01)". The main menu is "Menu Option: STOCK HEADER RECORDS". It contains three input fields: "Stock Code:", "Description-1:" (with sub-options -2:, -3:, -4:, -5:), and "Short Name:". At the bottom left, the identifier "GP500396" is displayed. At the bottom right, there is a navigation bar with options: "1..Enter", "2..Amend", "3..Delete", "X-Exit", and "PRINT SPOOLING".

By Selecting the 1..Enter option will allow you to input a new Product. Selecting 2..Amend will allow you to change the details of an existing product. Selecting 3..Delete will allow you to delete an item.

Enter the new Product Number, then the description and the Short Name you wish to give that Product.

The Option will appear at the bottom of the screen

"1 Accept" "2 Re enter" "3 Discard"

Accept will move you on to the next screen whilst accepting all the adjustments to the details that you have made.

Re enter takes you back into the screen and allows you to change any details which have been input wrongly.

Discard takes you back to the previous screen without accepting any changes that you may have made.



```
FGS DEMONSTRATION SYSTEM <01>
Menu Option: ENTER STOCK HEADERS
Stock Code: 00026
Description-1: BUTTER HALF POUND
-2:
-3:
-4:
Category: 5    SPREADS
Sales-Anal:
Purchase-Anal:
Detail-Stock: N      Base Unit:
Unitary-Detail: N    Quantity:      0.0000
  ERB-Item:          Secondary Unit:
Archive-Stock: N     Quantity:      0.0000
Location:
GP500398
1..Accept 2..Re-Enter 3..Ignore PRINT SPOOLING
```

You now have the ability to amend anything on the chosen Product.

The category is the section that you wish to put this product into i.e.: 1 MILK for all milk type products. This will then allow you to get the profitability for the product category as well as the products themselves. Sales analysis and purchase analysis are only used for special facilities. The ERB ITEM is only used where the ERB hand held computers are in use. Base units and quantities are used on the milk products to convert to pints and gallons. The secondary unit is gallons and the base being pints. The quantities are the conversions required to convert to gallons and pints.

"1 Accept" "2 Re enter" "3 Discard" will appear at the bottom of the screen when you have finished.

Accept will move you on to the next screen whilst accepting all the adjustments to the details that you have made.

Re enter takes you back into the screen and allows you to change any details which have been input wrongly.

Discard takes you back to the previous screen without accepting any changes that you may have made.



FGS DEMONSTRATION SYSTEM <01>

Menu Option: ENTER STOCK HEADERS

Stock Code: 00026

Description-1: BUTTER HALF POUND
-2:
-3:
-4:

Purchase-Cost:	0.450000	Sale-Price-1:	0.750000
		-2:	0.740000
		-3:	0.000000
		-4:	0.000000
Tax-Code: Z		-5:	0.000000
Tax-Incl: N		-6:	0.000000
		-7:	0.000000
		-8:	0.000000
		-9:	0.000000

GP500398

1..Accept 2..Re-Enter 3..Ignore PRINT SPOOLING

You can now enter your cost prices and sales prices when setting up a new stock item. If you are amending then this screen is displayed only. You then need to use the change cost price or sales price options from the last menu.

Vat code are Z for Zero Rate, S for Standard Rate. All prices must be entered as VAT exclusive.



FGS DEMONSTRATION SYSTEM <01>

Menu Option: ENTER STOCK HEADERS

Stock Code: 00026

Description-1: BUTTER HALF POUND
-2:
-3:
-4:

Pu	Lead-Time:	
	Minimum-Quan:	0.0000
	Purchase-Quan:	0.0000
	Reserved-Quan:	0.0000
	On-Order-Quan:	0.0000

-9: 0.000000

GP500351

PRINT SPOOLING

This screen is not required for Roundsman.

Menu Map 8,2,2

FGS DEMONSTRATION SYSTEM <01>

RM-ENTER-GALL-FIGS

Code	Description	Gallorage	Other	Quantity
→ 00001	PAST PINTS	8.0000		1.00
00002	SEMI PINTS	8.0000		1.00
00003	SKIM PINTS	8.0000		1.00
00004	CHANNEL ISLAND	8.0000		1.00
00009	PAST PERGAL 5 GAL	0.2500		24.00
00010	CLOTTED 2oz			
00011	CLOTTED CREAM 8oz			
00013	CLOTTED 8oz			
00014	DOUBLE 5oz			
00015	DOUBLE 10oz			
00016	WHIPPING 5oz			
00017	WHIPPING 10oz			
00018	SINGLE 5oz			
00019	SINGLE 10oz			
00020	EGGS SIZE 2 HALF DOS			

USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>

PRINT SPOOLING

This screen allows you to enter the conversion ratio figures for the milk sold.

If description column shows Pints the conversion ratio to go in the Gallorage column is 8. The Other quantity is pints

NOTE. Any product listed in the Description column that does not have a conversion figure in the Gallorage column will not appear on the Depot or Round Gallorage Report.

Menu Map 8,2,3

```
FGS DEMONSTRATION SYSTEM <01>
RM-ENTER-COST-PRICES
  Stock Code: 00026
  Description: BUTTER HALF POUND
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
1 - Implement This Week 2 - Implement In The Future PRINT SPOOLING
```

If you alter cost prices in the middle of a week a warning will flag onto the screen. This warning tells you that any changes made will take effect from the beginning of the current week.

Press the space bar to clear the warning.

Enter the stock code or / and Enter for a pick list. Move up and down the list using the arrow keys and enter at your choice of product. Another warning will flag onto the screen telling you that the Electronic Roundsbooks will require re-loading today and 1-Implement this week. 2-Implement in the future will appear at the bottom of the screen.

Choosing 1. Implement This Week, will instigate the change as from the first day of the current week

Choosing 2. Implement In the Future.

At the Stock Code screen enter the stock code and press 2. Implement In The Future. A box will appear with a highlighted date and ENTER WEEK COMMENCING DATE TO BE IMPLEMENTED. Make your choice in the box and press enter.



FGS DEMONSTRATION SYSTEM <01>

RM-ENTER-COST-PRICES

Stock Code: 00026
Description: BUTTER HALF POUND

		Sales Price :	1...	0.750000
Existing Cost Price:	0.450000		2...	0.740000
			3...	0.000000
New Cost Price:	0.460000		4...	0.000000
			5...	0.000000
Uat Code : Z	Uat Rate : 0.00%		6...	0.000000
			7...	0.000000
			8...	0.000000
			9...	0.000000

Accept Reenter Discard PRINT SPOOLING

The above screen will appear asking you to ENTER NEW COST PRICE, on entering the new price and pressing return ACCEPT REENTER DISCARD will appear.

Accept will enter the change to be brought into effect on the date chosen by you.

Reenter will allow you to change the price again.

Discard will reject all the changes made and return you to the Enter Stock Code screen.

Menu Map 8,2,4

```
FGS DEMONSTRATION SYSTEM <01>
RM-ENTER-SALE-PRICES
  STOCK CODE: 00001
  DESCRIPTION: PAST PINTS
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
1 - Implement This Week 2 - Implement In The Future PRINT SPOOLING
```

If you alter cost prices in the middle of a week a warning will flag onto the screen. This warning tells you that any changes made will take effect from the beginning of the current week.

Press the space bar to clear the warning.

Enter the stock code or / and Enter for a pick list. Move up and down the list using the arrow keys and enter at your choice of product. Another warning will flag onto the screen telling you that the Electronic Roundsbooks will require re-loading today and 1-Implement this week. 2-Implement in the future will appear at the bottom of the screen.

Choosing 1. Implement This Week, will instigate the change as from the first day of the current week

Choosing 2. Implement In the Future.

At the Stock Code screen enter the stock code and press 2. Implement In The Future. A box will appear with a highlighted date and ENTER WEEK COMMENCING DATE TO BE IMPLEMENTED. Make your choice in the box and press enter.



FGS DEMONSTRATION SYSTEM <01>			
RM-ENTER-SALE-PRICES			
STOCK CODE:		00001	
DESCRIPTION:		PAST PINTS	
Cost Price:	0.287500	Margin	
Sales Prices:	1...	0.410000	29%
	2...	0.390000	26%
	3...	0.360000	20%
	4...	0.350000	17%
	5...	0.000000	0%
	6...	0.000000	0%
	7...	0.000000	0%
	8...	0.310000	7%
	9...	0.000000	0%
Accept		Reenter	Discard
			PRINT SPOOLING

This screen gives you the opportunity to enter up to 9 different sales prices in whatever pricing structure you desire. Price band one should be the full retail price, or the top selling price that you achieve. The other price bands can be used to discount customers.

ACCEPT REENTER DISCARD will appear at the bottom of the screen.

Accept will make the changes as from the beginning of the week and return you to the enter stock code screen.

Reenter will put you back into the present screen ready for you to make any alterations to the changes you have just made.

Discard rejects any changes you have made and returns you to the Stock Code screen.

Menu Map 8,3

```
<C> Copyright P.C. Support                               Date: 21 Aug 94
FILE MAINTENANCE   ROUND MAINTENANCE
                   FGS  ROUNDSMAN
                   1 ... Enter/Amend/Delete Rounds
                   2 ... Suspend/Unsuspend Round
                   3 ... Cancel Delivery Day For Round
                   4 ... Move Customers Within Streets
                   5 ... Move Customers Between Streets
                   6 ... Move Streets
                   7 ... Split Streets
                   8 ... Join Streets
                   9 ... Amend Street Names
                   X ... Exit
                   USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
                   PRINT SPOOLING
```

This menu gives you the options needed to maintain the rounds.

Menu Map 8,,3,1

```
FGS DEMONSTRATION SYSTEM (01)
RM-ROUND-FM
ROUND DETAILS FILE
Round Number
Roundsman Name
Address
Tel.
Round Control A/c No
Round Charges A/c No
Hamper Control A/c
Type of Round ? : Non Delivery days :
Retail Customers : Charge Price Code :
Casual Sale A/c Nr : Excess Stock A/c Nr.:
Round Suspended Y/N): Round Start Day :
PLEASE ENTER OPTION:
1..Enter 2..Amend 3..Delete 4..X-exit PRINT SPOOLING
```

By choosing the first Option from at the bottom of the screen. You will be asked to fill in the new Round Number and the Roundsmans Name, Address and Telephone number.

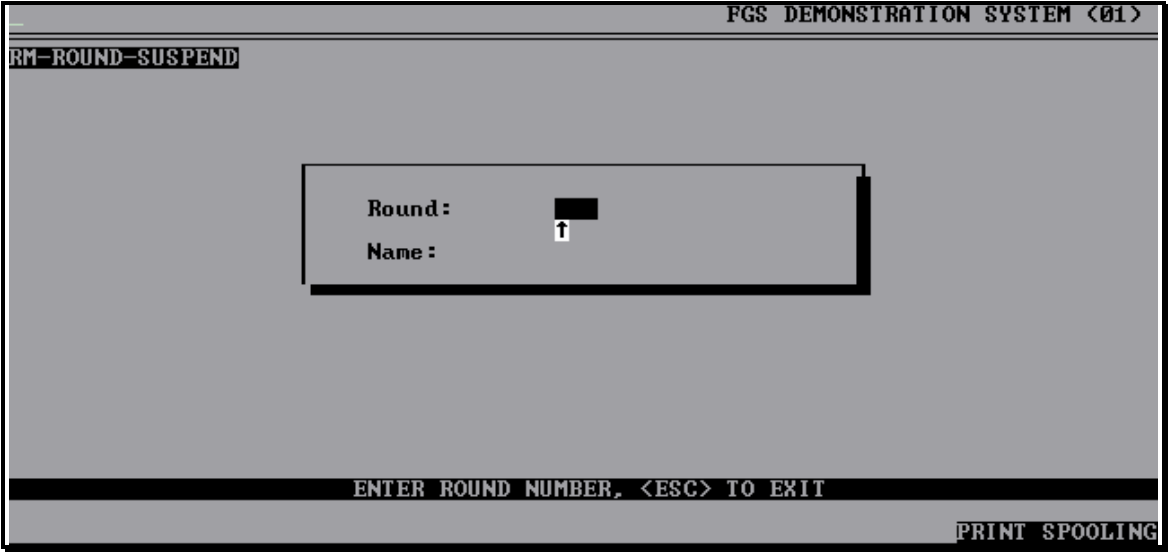
The system will fill in the Round Control, Round Charges and Hamper Control fields.

The next field for you to fill in is Type of Round. If you are using Electronic Roundsbooks for delivery and collection then use E, if not use R.

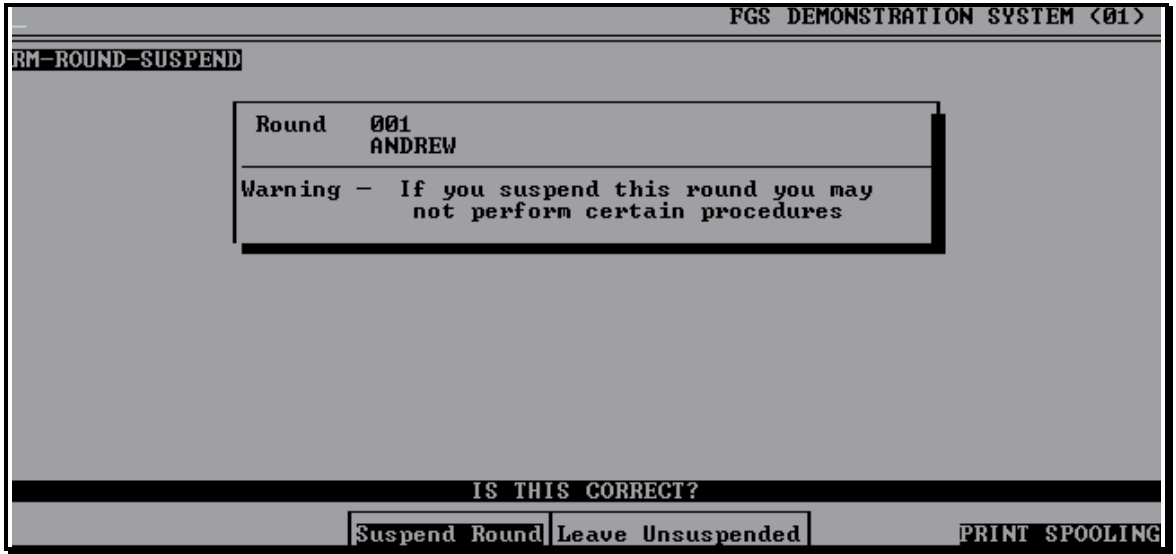
You will then be asked to fill in non-delivery days, usually 1=Sunday, but this may be another day, depending on the start day of the week that you have chosen to start Roundsman. This field is numeric so count the days using the first day of the week as 1. Round Suspended must be filled in by you. The round start day will be set to the day of the week that Roundsman starts.

When starting a new system then at least 2 rounds should be setup.

Menu Map 8,3,2



Select the Round you require and confirm.



You now have the Option to either Suspend the Round Or Leave Unsuspended.

By suspending a round then all of the update routines will ignore all of the customers on the suspend rounds.

Menu Map 8,3,3

```
<C> Copyright P.C. Support                               Date: 21 Aug 94
RM-CANCEL-ORDERS
CANCEL D
=====
Date of day      Round:      [ ]
                  Name:      [ ]
                  Sub-Round:
                  21 Aug 94
                  e Day No
                  0
ENTER ROUND NUMBER, <ESC> TO EXIT
PRINT SPOOLING
```

Select the Round you require, you can also select a sub round if required.



FGS DEMONSTRATION SYSTEM <01>

RM-CANCEL-ORDERS

CANCEL DELIVERY DAY FOR ROUND: 001 Date: 21 Aug 94
=====

	Date	W/c Date	Day No
Date of day to be cancelled:	30 Aug 94	28 Aug 94	3

IS THIS CORRECT?

1..Yes 2..No

PRINT SPOOLING

Temporary changes of 0 will be written, for the date input, on all customers on the selected round and sub round. If the sub round was left blank, all customers on the selected round will be processed.

Menu Map 8,3,4

```
FGS DEMONSTRATION SYSTEM <01>
RM-ERB-MOUE-CUSTS
Round :      001
Name  :      ANDREW
IS THIS CORRECT?
1..Yes 2..No
PRINT SPOOLING
```

Enter the Round Number you require and confirm.



FGS DEMONSTRATION SYSTEM <01>

RM-ERB-MOVE-CUSTS

Round	001	Street	Deliv.	Collect.
1		START STREET	1.00	1.00
13		VICTORIA ROAD	2.00	2.00
14		BRITANIA AVENUE	3.00	3.00
16		BELLOWS PARK	4.00	4.00
2		VICTORIA ROAD 2	5.00	5.00
15		Yealm Avenue	6.00	6.00
5		FORE STREET	7.00	7.00
17		THE FAIRWAY	8.00	8.00
18		COURT ROAD	9.00	9.00

Listed in Delivery Sequence

PRINT SPOOLING

This Option allows you to move a Customer within a street.

Select the street that contains the customer you want to move by pressing Enter.

You will then get a list of Customers within the chosen Street.



FGS DEMONSTRATION SYSTEM <01>

Code	Name	Deliv.	Coll.	Street Details.
Sel → 001005	SPAR SHOP BRITANIA	1.00	1.00	o : 001
001006	23 BRITANIA AVENUE	2.00	2.00	Name : BRITANIA AVENUE
001022	37 THE FAIRWAY	3.00	3.00	y Seq : 3.00
				ion Seq : 3.00

Selected Customer.

:
:

Select Customer To Be Moved.

PRINT SPOOLING

Now select the Customer you wish to move.



FGS DEMONSTRATION SYSTEM <01>

Code	Name	Deliv.	Coll.
001005	SPAR SHOP BRITANNIA	1.00	1.00
001006	23 BRITANNIA AVENUE	2.00	2.00
001022	37 THE FAIRWAY	3.00	3.00

Street Details.

o : 001
Name : BRITANNIA AVENUE
y Seq : 3.00
ion Seq : 3.00

Selected Customer.

: 001006
: 23 BRITANNIA AVENUE

Select Delivery Position Within Street.

PRINT SPOOLING

You are now being asked to select the position of where you want to move the selected Customer within the Street.

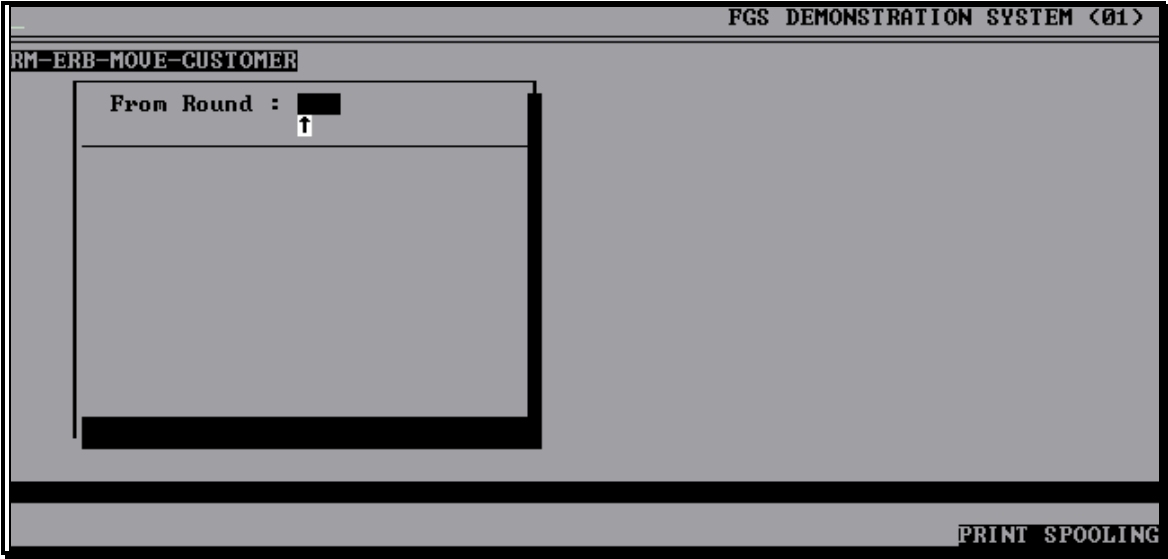
By selecting a Customer in the Street, the one you have already selected, will be placed above the one you have just chosen in the Street.

E.g. You want to move 37 THE FAIRWAY to before SPAR SHOP BRITANNIA.

Once you have selected 37 THE FAIRWAY, then select SPAR SHOP BRITANNIA by pressing enter this will move 37 THE FAIRWAY to before the SPAR SHOP BRITANNIA in delivery sequence.

You will now be prompted to place the selected customer in collection sequence within the street. This is done in the same manner as the delivery sequence, but may be in a different order.

Menu Map 8,3,5



This Option allows you to move Customers between Streets.

Select the Round required.



FGS DEMONSTRATION SYSTEM <01>

RM-ERB-MOVE-CUSTOMER

From Round : 001
ANDREW

Round	001	Street	Deliv.	Collect.
1		START STREET	1.00	1.00
13		VICTORIA ROAD	2.00	2.00
14		BRITANIA AVENUE	3.00	3.00
16		BELLOWS PARK	4.00	4.00
2		VICTORIA ROAD 2	5.00	5.00
15		Yealm Avenue	6.00	6.00
5		FORE STREET	7.00	7.00
17		THE FAIRWAY	8.00	8.00
18		COURT ROAD	9.00	9.00

Listed in Delivery Sequence

PRINT SPOOLING

Choose the Street that contains the Customer you wish to move.



FGS DEMONSTRATION SYSTEM <01>

Code	Name	Deliv.	Coll.	Street Details.
Sel → 001019	40 THE FAIRWAY	1.00	1.00	o : 001
001020	35 THE FAIRWAY	2.00	2.00	Name : THE FAIRWAY
001021	39 THE FAIRWAY	3.00	3.00	y Seq : 8.00
001023	31 THE FAIRWAY	4.00	4.00	ion Seq : 8.00
001024	29 THE FAIRWAY	5.00	5.00	

Selected Customer.

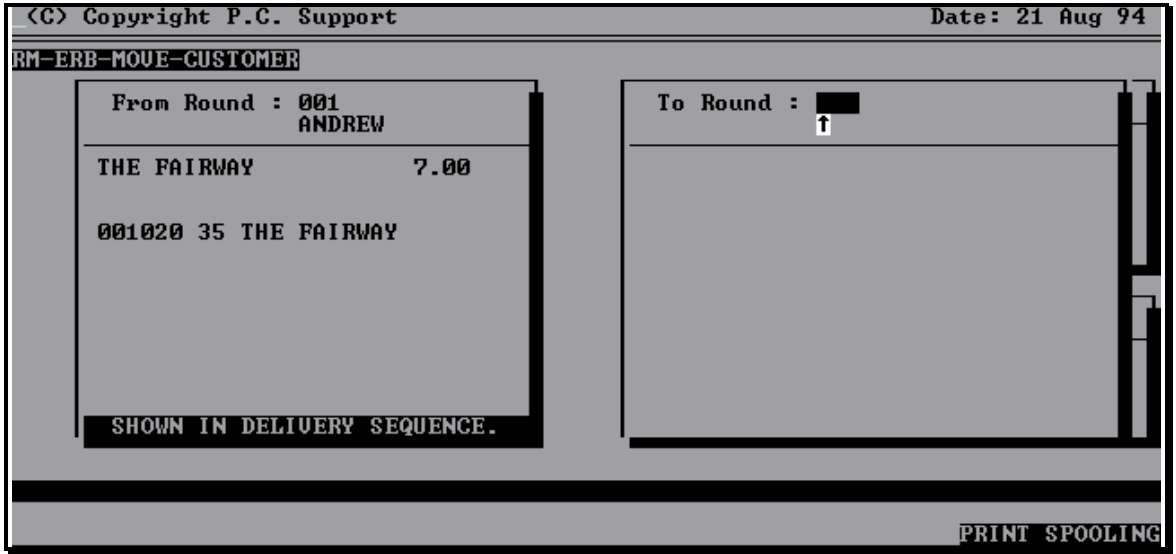
:

:

Select Customer To Be Moved.

PRINT SPOOLING

Now select the customer that you wish to move.



We have selected 35 The Fairway from round 1.

Now Enter the Round you want to move this Customer too. It can be a different round or the same as the round that the customer is on at the moment.



<C> Copyright P.C. Support Date: 18 Sep 94

RM-ERB-MOUE-CUSTOMER

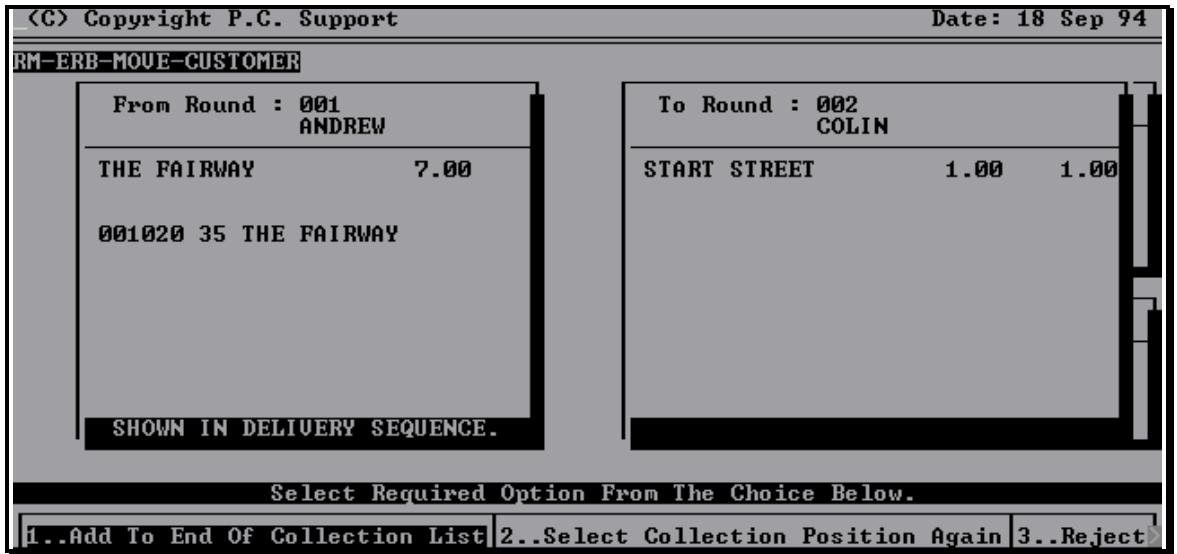
<p>From Round : 001 ANDREW</p> <hr/> <p>THE FAIRWAY</p> <p>001020 35 THE FAIRWAY</p> <hr/> <p>SHOWN IN DELIVERY SE</p>	<table border="1"><thead><tr><th>Round</th><th>Street</th><th>Deliv.</th><th>Collect.</th></tr></thead><tbody><tr><td>1</td><td>START STREET</td><td>1.00</td><td>1.00</td></tr></tbody></table>	Round	Street	Deliv.	Collect.	1	START STREET	1.00	1.00
Round	Street	Deliv.	Collect.						
1	START STREET	1.00	1.00						

Listed in Delivery Sequence

PRINT SPOOLING

Choose the Street where you want the Customer to go. We only have one street on this round so we select the street. All streets that may be on the receiving round would be displayed on this screen in delivery sequence.

When you select a street the customers that are in the street are then displayed, in delivery sequence. By selecting a customer the customer that was selected to be moved will be placed before the customer now selected. The same applies to the collection sequence.



If you press the Esc key you will get the options to:

1. Add To End Of Delivery List - this will put the chosen Customer to the bottom of the Delivery list within the Selected Street.
2. Select Delivery Position Again - this gives you the Option to choose an alternative position for the Customer.
3. Reject Move - this will abort all moves done and take you back to the Round Maintenance Menu.

The same options are available for the Collection sequence.

Menu Map 8,3,6

FGS DEMONSTRATION SYSTEM <01>

RM-ERB-MOVE-STREETS

From Round : 001
ANDREW

Selected

Round	001	Street	Deliv.	Collect.
1		START STREET	1.00	1.00
13		VICTORIA ROAD	2.00	2.00
14		BRITANNIA AVENUE	3.00	3.00
16		BELLOWS PARK	4.00	4.00
2		VICTORIA ROAD 2	5.00	5.00
15		Yealm Avenue	6.00	6.00
5		FORE STREET	7.00	7.00
17		THE FAIRWAY	8.00	8.00
18		COURT ROAD	9.00	9.00

Listed in Delivery Sequence

PRINT SPOOLING

This gives you the ability to move streets between Rounds or within a Round.

Having selected the round, in this case round 1, select the street that you wish to move.



FGS DEMONSTRATION SYSTEM <01>

RM-ERB-MOVE-STREETS

From Round : 001 ANDREW	Sel→	Round 002	Street	Deliv.	Collect.
Selected Street. Number: 16 Name : BELLOWS PARK Delivery Seq : 4.00 Collection Seq : 4.00		1	START STREET	1.00	1.00

Listed in Delivery Sequence

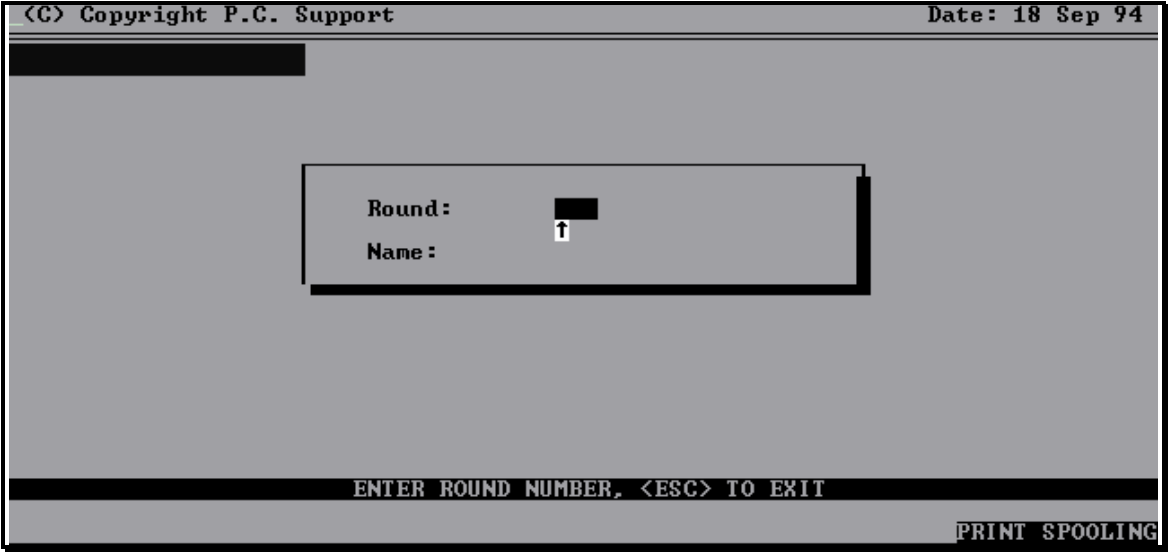
PRINT SPOOLING

Then choose the Round you want to move the Street too, in this case round 2.

Now select the position you want the Street to go within the Round, for both Delivery and Collection sequence. In this case by selecting the start street the previous street selected will go before start street.

This routine will change all of the customers on the selected street to the new round, and all information will go with them.

Menu Map 8,3,7



This Option gives you the ability to split a street into more than one section within a round. Select the round that contains the street that you wish to split.



<C> Copyright P.C. Support Date: 18 Sep 94

RM-ERB-SPLIT-STREETS

Round	001	Street	Deliv.	Collect.
1		START STREET	1.00	1.00
13		VICTORIA ROAD	2.00	2.00
5		THE FAIRWAY 2	3.00	3.00
14		BRITANIA AVENUE	4.00	4.00
16		BELLOWS PARK	5.00	5.00
2		VICTORIA ROAD 2	6.00	6.00
15		Yealm Avenue	7.00	7.00
17		THE FAIRWAY	8.00	8.00
18		COURT ROAD	9.00	9.00

Listed in Delivery Sequence

PRINT SPOOLING

Select the Street you want to Split. We will select THE FAIRWAY



<C> Copyright P.C. Support Date: 18 Sep 94

Code	Name	Deliv.	Coll.
001019	40 THE FAIRWAY	1.00	1.00
001021	39 THE FAIRWAY	2.00	2.00
001023	31 THE FAIRWAY	3.00	3.00
001024	29 THE FAIRWAY	4.00	4.00

USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>

PRINT SPOOLING

Select the first customer that will be on the second part of the street, in this case 31 THE FAIRWAY.



```
<C> Copyright P.C. Support                               Date: 18 Sep 94
RM-ERB-SPLIT-STREETS
  First Half Customers.
001019 40 THE FAIRWAY
001021 39 THE FAIRWAY

  First Half Of Street.
Delivery Numbers 0 -> 2.99
Round Number   : 001
Street Name    : THE FAIRWAY
Delivery Seq   : ↑ 7.00
Collection Seq : 7.00

Confirm/Enter Street Name.
PRINT SPOOLING
```

Confirm or Enter the first part street name, you may change the name if you wish, but it must be different from any other street name on this round. The normal way of overcoming this is to use a . or , or to give the street a number.



```
<C> Copyright P.C. Support                               Date: 18 Sep 94
RM-ERB-SPLIT-STREETS
  Second Half Customers.
001023 31 THE FAIRWAY
001024 29 THE FAIRWAY

  Second Half Of Street.
Delivery Numbers  3.00->9999.99
Round Number    : 001
Street Name     : THE FAIRWAY 2
Delivery Seq    : 0.00
Collection Seq  : 0.00

Confirm/Enter Street Name.
PRINT SPOOLING
```

You now must make an alteration to the Street Name in the Second Half Street.

E.g. THE FAIRWAY 2

Then choose the Delivery and Collection Sequence for the Street to be positioned within the Round. You can display the sequence by pressing the / key.

Menu Map 8,3,8

```
<C> Copyright P.C. Support                               Date: 18 Sep 94
-----
Round: [blacked out]
Name: [blacked out]
-----
ENTER ROUND NUMBER, <ESC> TO EXIT
PRINT SPOOLING
```

This Option allows you to Join all Customers within a Street to Customers in another Street.

Select the Round that you require.

Then choose the Street you want the Customers to join to, (Receiving Street).

Choose the Street with the Customers that you are going to move, (The Street that is going to be lost).

Select the Delivery and Collection Sequence you want the street to go in.

By pressing return to the default Delivery and Collection Sequence, that will put the Customers at the bottom of the receiving Streets Customers.

Menu Map 8,3,9

```
<C> Copyright P.C. Support                               Date: 18 Sep 94
[Redacted]
Round : [Redacted]
Name : [Redacted]
ENTER ROUND NUMBER, <ESC> TO EXIT
PRINT SPOOLING
```

Select the round that contains the street that you wish to amend.



(C) Copyright P.C. Support Date: 18 Sep 94

RM-ERB-MAINT-STREETS

List Of Streets for Round 001

Street Number and Name	Delivery	Collection
1 START STREET	1.00	1.00
13 VICTORIA ROAD	2.00	2.00
5 THE FAIRWAY 2	3.00	3.00
14 BRITANNIA AVENUE	4.00	4.00
16 BELLOWS PARK	5.00	5.00
2 VICTORIA ROAD 2	6.00	6.00
15 Yealm Avenue	7.00	7.00
17 THE FAIRWAY	8.00	8.00
18 COURT ROAD	9.00	9.00

Select Your Option From The Choice Below.

This Option allows you to Amend the Street Names within the selected Round.

If you make any changes to the Street Name all the Customers in that street will be changed as well.

Menu Map 8,4

```
<C> Copyright P.C. Support                               Date: 18 Sep 94
FILE MAINTENANCE
  FGS  ROUNDSMAN
  1 ... Bill Marketing Messages
  2 ... Maintain Standard Messages
  3 ... Promotion Leaflet Amendment
  4 ... Print Promotion Leaflets
  5 ... Exit
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

It is from this menu that the maintenance of the messages on the bills is maintained, also the messages for the Roundsbooks and the promotional leaflets.

Menu Map 8,4,1



From here you may insert marketing messages which will be inserted on all bills using the chosen layout.

The message size varies between the different bill layouts. The layout number on the menu relates to the bill layout that is used for the customers bill.

Menu Map 8,4,2

```
<C> Copyright P.C. Support                               Date: 18 Sep 94
RM-ERB-MAINT-STD-MSG
STANDARD CUSTOMER MESSAGES.
Type  Code  Message Text
-----
1. Create Message | 2. Amend Message | 3. Delete Message | 4. Print Message | 5. X-Exit | XG
```

This screen allows you to Create, Amend, Delete or print standard messages.

Standard Messages are those messages which will appear on the Manual Roundsbook and Electronic Roundsbook giving information to the Roundsman, i.e. Beware of the Dog, Leave milk inside the porch, Please shut the gate etc.

To create a message select Create Message from the bottom of the screen and press Enter. You will be prompted for the before delivery and after delivery option, then enter the appropriate message code then the message.

To Delete a message that you no longer require select the Delete Message from the bottom of the screen. Then select the message you wish to Delete and press Enter.

If you want a copy of all the messages available, then take the Print Message Option, which will print all messages to the Print Spooler.

Menu Map 8,4,3

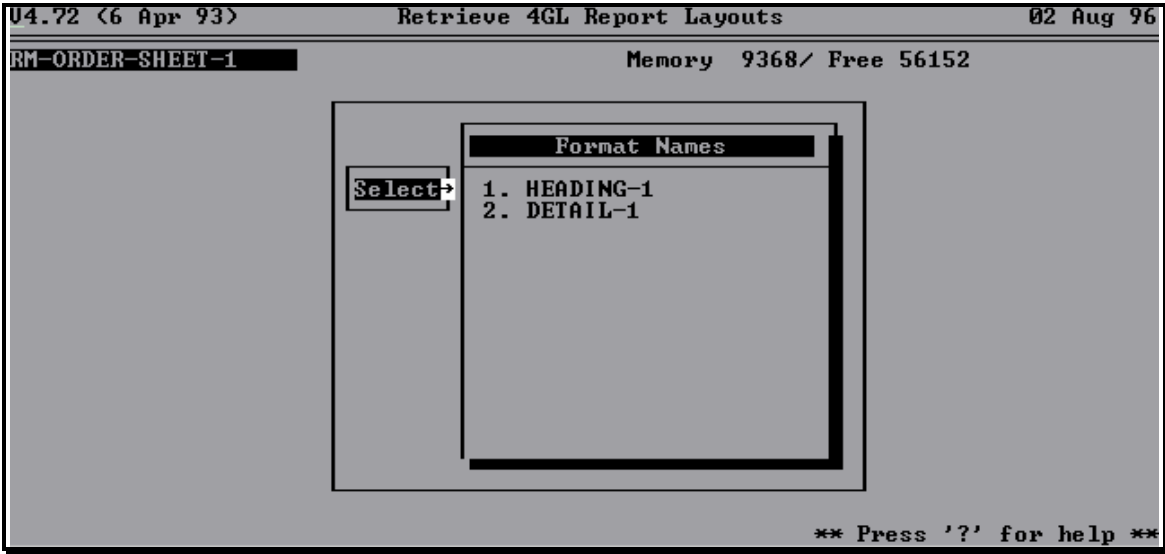
```
<C> Copyright P.C. Support                               Date: 18 Sep 94
RM-AMEND-LAYOUT
  PROMOTIONAL LAYOUTS
  1 ... Layout One
  2 ... Layout Two
  3 ... Layout Three
  4 ... Layout Four
  5 ... Layout Five
  6 ... Layout Six
  7 ... Layout Seven
  8 ... Layout Eight
  9 ... Layout Nine
  X ... Exit
PRINT SPOOLING
```

You have nine layouts for promotional leaflets, these can be printed to different sizes of paper and can have their own text printed on them.

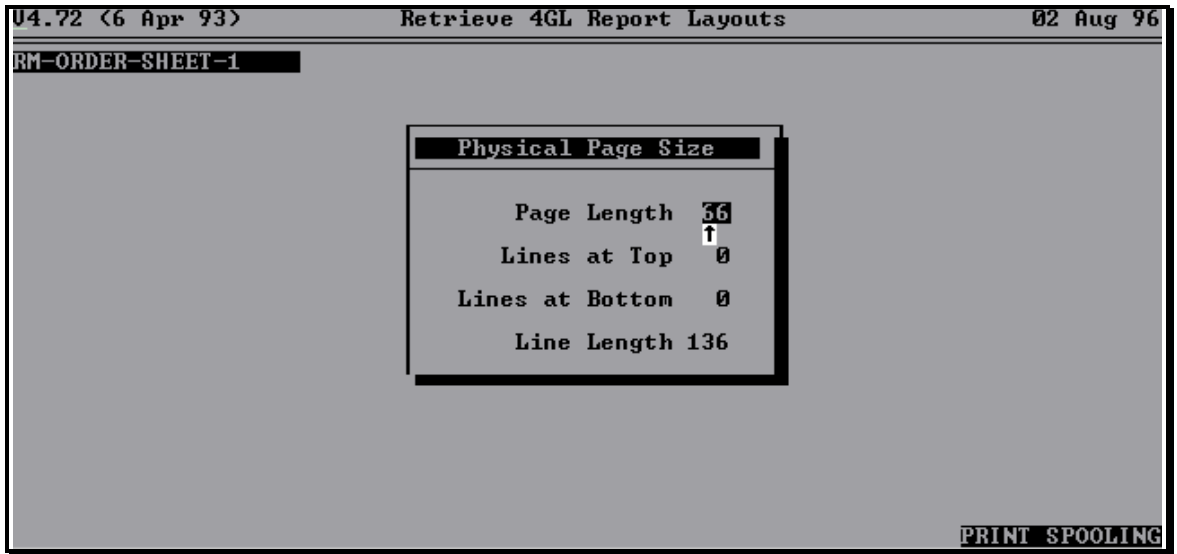


```
<C> Copyright P.C. Support                               Date: 18 Sep 94
RM-AMEND-LAYOUT
      NOTES ON CHANGING THE PROMOTION LEAFLET LAYOUT
1) Select Detail field.
2) Select Blank, you can then move the cursor with the arrow
   keys and type in anything that you require
3) Leave fields as they are, <all X's and N's>
4) Before leaving make sure that the Loc number in the top right
   hand corner of the screen does not exceed 60.
5) After making all alterations you can then Escape back making
   sure that you save at the save option.
6) The system will automatically re-compile the promotion
   leaflet you may ignore any warnings that appear on screen.
      PRESS SPACE TO CONTINUE                               PRINT SPOOLING
```

This screen gives you some notes on the procedure of laying out the Promotional Leaflet.



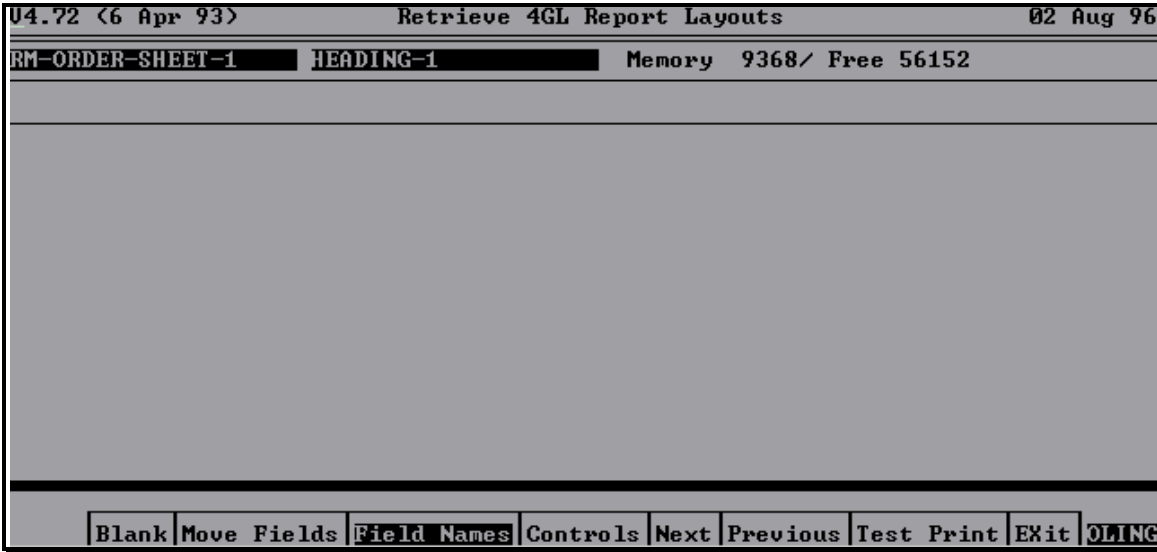
There are two sections to each leaflet, the heading and the detail, in this case for layout 1. It is the heading that stores the page size for this layout. The detail section is where your text is input.



The page length should be entered and should be based on the length of the paper and printed at 6 lines to the inch. The displayed screen shows that the page is 66 lines long which is the same as standard listing paper at 11" long.

Lines at the top and bottom set the number of blank lines to be inserted at the top of the page and the bottom.

The line length relates to the number of characters that can be printed on a line. This is controlled by the size of the print used, normal print is 10 characters to the inch, condensed print is 17 characters to the inch. The setting of 136 means that the report will be printed on paper 8.5" wide in condensed print.



The options at the foot of the above screen give you the ability to layout the section selected, and displayed at the top of the screen, in this case HEADING-1. Blank is the option used to input text.

The move fields option allows you to move fields that are being printed to a position you require.



U4.72 <6 Apr 93> Retrieve 4GL Report Layouts 02 Aug 96

RM-ORDER-SHEET-1 HEADING-1 Memory 9368/ Free 56152

No.	Field Name	T	Ln
1.	NORMAL	T	1
2.	PR-COMPANY-NAME	T	32
3.	CU-NUMBER	T	6
4.	SL-NAME	T	12
5.	SL-ROOM-NUMBER	T	6
6.	SHORT2-ADDRESS	T	70
7.	SL-HOUSE-NAME-NUMBER	T	15
8.	SL-STREET	T	16
9.	SL-TOWN	T	15
10.	SL-COUNTY	T	15
11.	SL-POST-CODE	T	10

Current Field →

** Press '?' for help **

Having taken the field names option from the previous screen a list of the fields that can be printed in the header section are displayed.



U4.72 <6 Apr 93> Retrieve 4GL Report Layouts 02 Aug 96

RM-ORDER-SHEET-1 HEADING-1 Memory 9368/ Free 56152

Current

NORMAL

Characteristics

No-Print Fld
Field Type text
Field Length 1

Upper case only N
Lower case only N

PRINT SPOOLING

Having selected a field you can now say if you wish to use the field, with the no-print field set to Y the field will not be printed.



U4.72 <6 Apr 93>		Retrieve 4GL Report Layouts		02 Aug 96	
RM-ORDER-SHEET-1		DETAIL-1		Memory 9368/ Free 56152	
-----		-----		-----	
X					
: QTY :		: QTY :			
Long Life Juice Litre		St.Ivel Fresh Juice Litre			
Orange 76p		!Orange #1.19p			
Apple 76p		!Apple #1.19p		R.BRUCK	
Pineapple 85p		!Pineapple #1.19p		and a	
Grapefruit 85p		!Grapefruit #1.19p			
-----		-----		-----	
POTATOES					
Potatoes 5lb 50p		!Potatoes 55lb #4.80p			
-----		-----		-----	
Blank		Move Fields		Field Names	
Controls		Next		Previous	
Test Print		Exit		OLING	

The above gives you some idea as to the type of things that you can do.

On exiting from the amendments the system will go through a routine that will set the layout that you have created in to the Roundsman programs

Menu Map 8,4,4

```
<C> Copyright P.C. Support                               Date: 18 Sep 94
RM-ORDER-SHEET
SELECT THE ROUND THAT YOU WISH TO PRINT
PROMOTION LEAFLETS FOR
ROUND NUMBER      SUB ROUND
                █
                ↑
SELECT THE STYLE OF CUSTOMER THAT YOU WISH TO PRINT
PROMOTION LEAFLETS FOR
STYLE 2 = WEEKLY BILLED CUSTOMERS
STYLE 4 = FORTNIGHTLY BILLED CYCLE 1           0
STYLE 5 = FORTNIGHTLY BILLED CYCLE 2
STYLE 6 = MONTHLY BILLED CUSTOMERS
STYLE 10 = ACCOUNT CUSTOMERS
STYLE 20 = ALL RETAIL CUSTOMERS
INCLUDE SUSPENDED CUSTOMERS
ENTER NUMBER 1 TO 9 FOR THE LAYOUT YOU WISH TO USE 0
ENTER ROUND NUMBER
PRINT SPOOLING
```

Enter the round you want the promotional leaflets for, if you are using sub rounds then you can select a sub round, leaving the sub round blank, ignores sub rounds..

Select the Customer Style, based on the list displayed.

Choose whether or not you want to include Suspended Customers by entering Y or N.

Select the layout number and confirm if correct.

The layout selected will then be produced, and sent to the Print spooler.

Menu Map 8,5

```
<C> Copyright P.C. Support                               Date: 25 Sep 94
RM-FRANCHISE-CHARGES
NEW FRANCHISE CHARGE FOR: 005 TEST RETAIL
Description : ████████████████████████████████████████
Amount :      ↑      0.00
Uat Code :
Nominal Code :      0
ENTER NEW FRANCHISE DETAILS
PRINT SPOOLING
```

This Option gives you the ability to input any Weekly Charges for a Franchise Round that are not part of Stock.

E.g. Van Rental, Fridge Rental, etc.



<C> Copyright P.C. Support Date: 25 Sep 94

RM-FRANCHISE-CHARGES

AMEND FRANCHISE CHARGES FOR : 005 TEST RETAIL

Description	Amount	Vat Code	Nominal Code
→ Van Rental	40.00	S	0

AMEND FRANCHISE DETAILS

PRINT SPOOLING

We have entered a charge for van rental, there can be any number of charges made to the franchisee. On accepting the above you are given the chance to copy the charges to another round to save them or to get another round to set the charges manually if required.

Menu Map 8,6

```
<C> Copyright P.C. Support                               Date: 25 Sep 94
RM-AMEND-BILLS

Select:-
1...Weekly Bill
2...Fortnightly Bill
3...Monthly Bill
4...Account Bill
5...Franchise Bill
6...Roundsbook
7...Collection List
8...Arrears List
9...Order Processing Reports
X...Exit

USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

This Option allows you to amend the layouts of the Bills, Roundsbook, Collection lists, Arrears list and Order Processing Reports. The order processing reports will only be available, if you have purchased the order processing module

Menu Map 8,7

The screenshot shows a terminal window with a grey background. At the top left, it says "(C) Copyright P.C. Support". At the top right, it says "Date: 14 Aug 94". Below the title bar, there is a red horizontal bar with the text "RM-GENERAL-PARMS" in white. In the center of the screen, there is a white rectangular box containing the text "ENTER PASSWORD" followed by a red cursor block. At the bottom of the screen, there is another red horizontal bar with the text "PLEASE ENTER PASSWORD" in white. In the bottom right corner, there is the text "PRINT SPOOLING" in red.

This Option sets up Roundsman.

The password is GEN in capital letters.

Menu Map 8, 7

```

(C) Copyright P.C. Support                               Date: 14 Aug 94
RM-GENERAL-PARMS
-----
ROUNDSMAN GENERAL SYSTEM PARAMETERS  SCREEN 1/2
=====
LAST CUSTOMER NO.   1040          LAST STREET NO.       4
LAST INVOICE NO.    241
WEEK COMMENCING.    14 Aug 94
                   1   2   3   4   5   6   7   Prd  Ytd
DAY ORDER.          SUN MON TUE WED THU FRI SAT PRD  YTD
WEEKLY BILL TYPE.   1 <1-6>          ACCOUNT BILL TYPE     9 <9-10>
OTHER BILL TYPE.    8 <7-8>          DEFAULT STYLE.        2 <1-12>
MONTHLY BILLING ?   Y <Y/N>          MONTH WEEK NO.       3 <1-5>
MONTHLY BILL ACC ? Y <Y/N>          PRINT ZERO BILLS ?   N <Y/N>
FORTNIGHT BILLING ? N <Y/N>         CYCLE ONE WEEK NO.   1 <1-2>
SHOW PRICES ?      Y <Y/N>          WARN CHANGED ?       N <Y/N>
DEFAULT PAYDAY.     SAT          DEFAULT AUTO ALLOCATE ? Y <Y/N>
NO. BLANK LINES.    0
CUSTOMER HISTORY.   12          ROUND HISTORY PERIOD. 10
-----
IS THIS CORRECT?
1..Yes  2..No
PRINT SPOOLING
  
```

Last Customer No. - To set the Next Customer Number you can either set the Numbers from 1000 and this will set the rest of the Customers Numbers up automatically. The other Option is to set a 0 and you can enter your own number for each individual Customer.

Last Street No - to set the Street Number is the same procedure as the Next Customer Number.

Last Invoice Number.- to reset the invoice numbers used

Week Commencing - this is to set up the Date you actually Start Roundsman Live. The days will appear underneath in the order from the Date you entered.

Day Order - this is the order of days that are set from the Week Commencing Date Option. This option is set by the week commencing date.

Weekly Bill Type - By entering the Weekly Bill Type you use, this will default to this Bill Type.

This is the same for Account Bill Type and Other Bill Type (Fortnightly and Monthly).

Default Style - By entering the Style you use for most Customers, this will default to this Style every time you enter a new Customer.

Monthly Billing - This Option is to set whether or not you use Monthly Billing, answer Y /N.

--

Month Week No. - If you answered Yes to using Monthly Billing, enter which week you are in for the current Month.

Monthly Bill Acc. - If you Bill Account Customers on a Monthly bases then answer Y to this Option.

Print Zero Bills - On printing your Bills if you have a Customer with no balance, you have the Option to Not print a Bill for that Customer, answer Y /N.

Fortnight Billing - If you have Fortnightly Customers you need to set this Option to Y to be able to print Bills for those Customers.

Cycle One Week No. - If you answered Yes to Fortnight Billing you must state which week cycle 1 is in (e.g. Is it in week 1 or 2).

Show Prices - This gives you the Option when creating a new Standing Order or Temporary Change you can have the prices shown and have the ability to enter any discounts, by answering no the prices will not be shown and no discounts can be entered.

Warn Change - This gives you a warning if you make a change against a Customer in the present week.

Default Payday - This allows you to set a default payday for when you enter a new Customer, but you still have the ability of changing that day on the input of that Customer.

Default Auto Allocate - This Option will automatically allocate any payments from Account Customers to the Invoices on the Sales Ledger.

No Blank Lines - Number of Blank Lines gives you the ability to enter the amount of blank lines you want between each product in the Roundsbook.

Customer History - This gives you the ability of quoting how many weeks you want the Customer History for.

Round History Period - This gives you the ability of quoting how many weeks you want the Round History for.



```
(C) Copyright P.C. Support                               Date: 14 Aug 94
RM-GENERAL-PARMS
ROUNDSMAN GENERAL SYSTEM PARAMETERS SCREEN 1/2
=====
LAST CUSTOMER NO.   1040          LAST STREET NO.   4
LAST INVOICE NO.   241
WEEK COMMENCING.   14 Aug 94

D   GENERAL PARAMETERS SCREEN 2/2
W   =====
O   DELETED DISCOUNTS IF S/O DELETED .....: N <Y/N>          Ytd
M   USE DECIMAL ENTRY .....: ↑ <Y/N>          YTD
M   USE SCROLL DAILY ENTRY .....: N <Y/N>          9-10)
F   USE SPOOLER .....: Y <Y/N>          1-12)
S   USE CREDIT LIMITS .....: N <Y/N>          1-5)
D   USE STAGGARD ROUNDS .....: N <Y/N>          Y/N)
N   IS THE STAGGER FORWARDS .....: N <Y/N>          1-2)
C   USE PAYMENT TYPE .....: N <Y/N>          Y/N)
      DEFAULT PAYMENT TYPE .....: 00

DO YOU WISH TO DELETE DISCOUNTS WHEN DELETING S/O
PRINT SPoolING
```

Options covered on this screen cover:

If standing orders are deleted do you wish to have the discounts, if setup for account customers deleted at the same time.

If you use decimal quantities then set this item to Y

We suggest that the option to use the spooler is always set to Y, all reports are then sent to the spooler

If you wish to set credit limits for customers then set this option to Y

If your rounds start on different days to Roundsman then set this option to Y

If the above is set to Y then do the rounds run part in the current week part future week or all in the future week. This option should only be used under the guidance of P.C. Support.

If you wish to use payment type then set this option to Y. When entering payments then you will be prompted to enter a number that relates to the type of payment made, i.e. 1 for Cash, 2 for Cheques, 3 for Tokens, 4 for Cash and Tokens or 5 for Cheque and Tokens. You can allocate as many types of payments as you require.

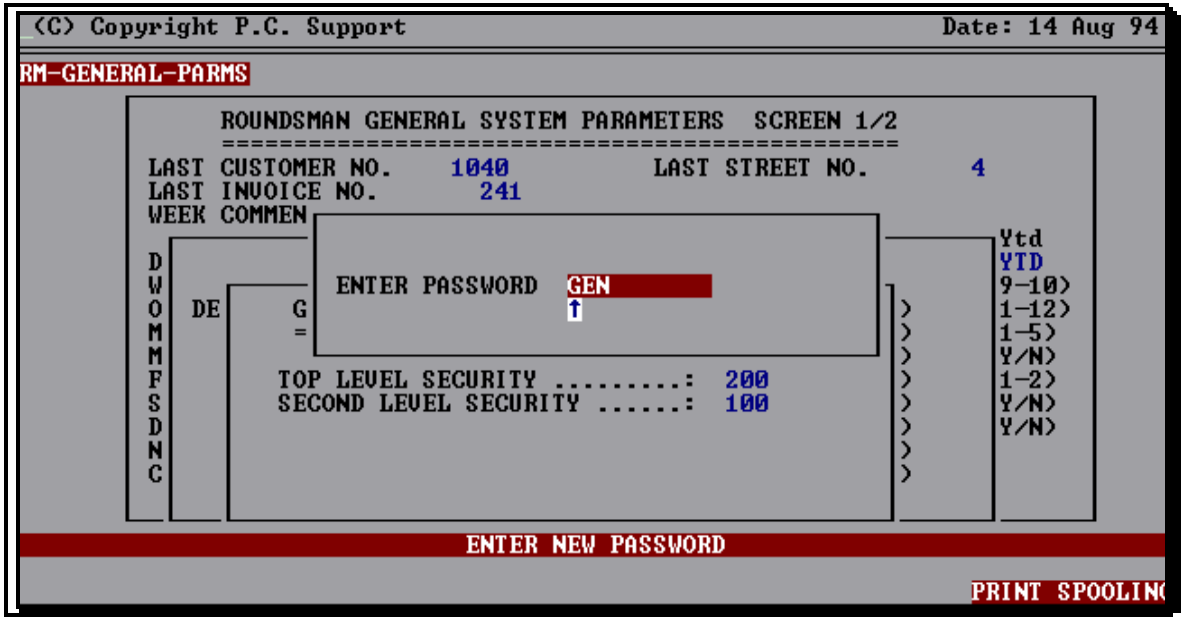
The last option allows you to set the default payment type if payment type is being used.



```
(C) Copyright P.C. Support                               Date: 14 Aug 94
RM-GENERAL-PARMS
ROUNDSMAN GENERAL SYSTEM PARAMETERS SCREEN 1/2
=====
LAST CUSTOMER NO.   1040                               LAST STREET NO.   4
LAST INVOICE NO.   241
WEEK COMMENCING.   14 Aug 94

D
W
O
M
M
F
S
D
N
C
DE
GENERAL PARAMETERS SECURITY LEVELS
=====
TOP LEVEL SECURITY .....: 200
SECOND LEVEL SECURITY .....: 100
Ytd
YTD
9-10)
1-12)
1-5)
Y/N)
1-2)
Y/N)
Y/N)
SET THE LOWER LIMIT OF SECURITY ONE (200) SUGGESTED
PRINT SPOOLING
```

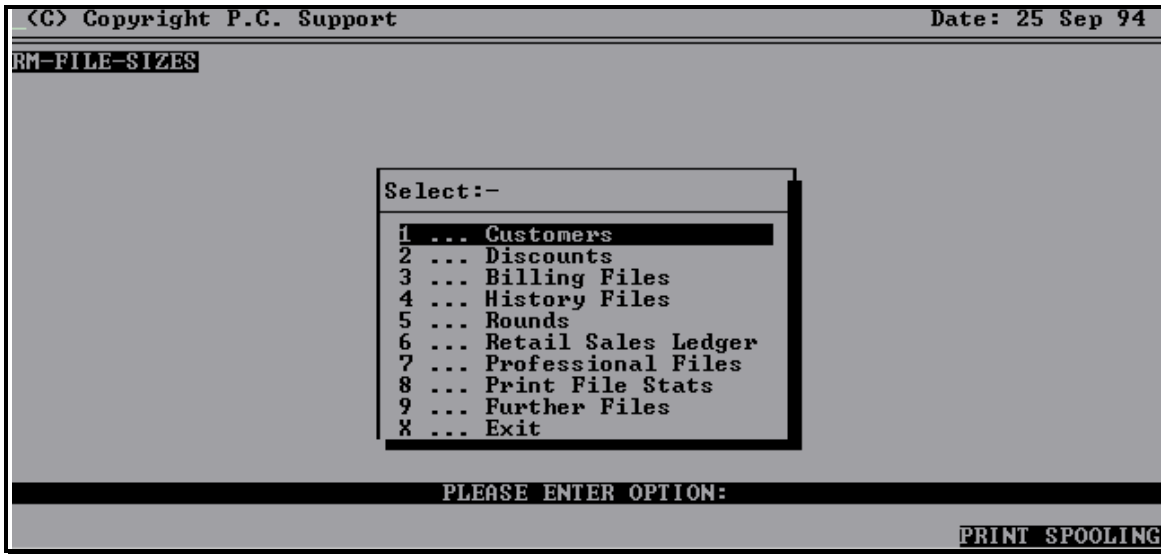
The security levels work with the user setup access level. We have set Roundsman so that if your user level is above the top level security then you will have full access to all of roundsmans features. If your access level is between the second and top access level you will not be allowed to set customer discounts, but will be prompted with prices. If your access level is below the second level then you will not be allowed to changes prices and will not even be shown prices or discounts.



This enables you to change the password that controls access to the general parameters and the week end routine.

You will only be allowed to change the password if your access level is above the top level, as set on the previous screen.

Menu Map 8,8



The file sizes option are now no longer required as the files are now self creating and self expanding. This option has been retained for maintenance only. You may find it useful to print the file stats some times to see how much of your file space is actually being used.

Menu Map 8,9

```
<C> Copyright P.C. Support                               Date: 25 Sep 94
FILE MAINTENANCE
  F G S  R O U N D S M A N
  1 ... Data File Index Rebuild
  2 ... Customer File Check
  3 ... Holiday File Check
  4 ... Exit
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <RETURN>
PRINT SPOOLING
```

These options are for the maintenance of datafiles only and need only be used if an error message indicates that there might be something wrong with the datafiles.

Menu Map 8,9,1

```
<C> Copyright P.C. Support                               Date: 25 Sep 94
RM-INDEX-REBUILD
SELECT FILES YOU WISH TO CREATE AND VALIDATE INDEXES ON
CUSTOMERS FILE : 
RETAIL SALES LEDGER : 
SALES LEDGER : 
ROUNDS FILE : 
STREETS FILE : 
DELIVERY HISTORY FILE : 
PAYMENT HISTORY FILE : 
STOCK FILE : 
HOLIDAYS : 
DISCOUNTS : 
DELIVERY NOTES FILE : 
MONTHLY BILLING FILE : 
FORTNIGHTLY BILLING FILE : 
ENTER Y TO REBUILD INDEXES
PRINT SPOOLING
```

This facility needs to be used if you get an error message come up on screen:

e.g. Reading Passed End of File or Cannot Read Index.

Once you know what file you need to re-build, enter a Y by the file you require in the list.

Then confirm if correct and the File Index will be re-built.

Menu Map 8,9,2

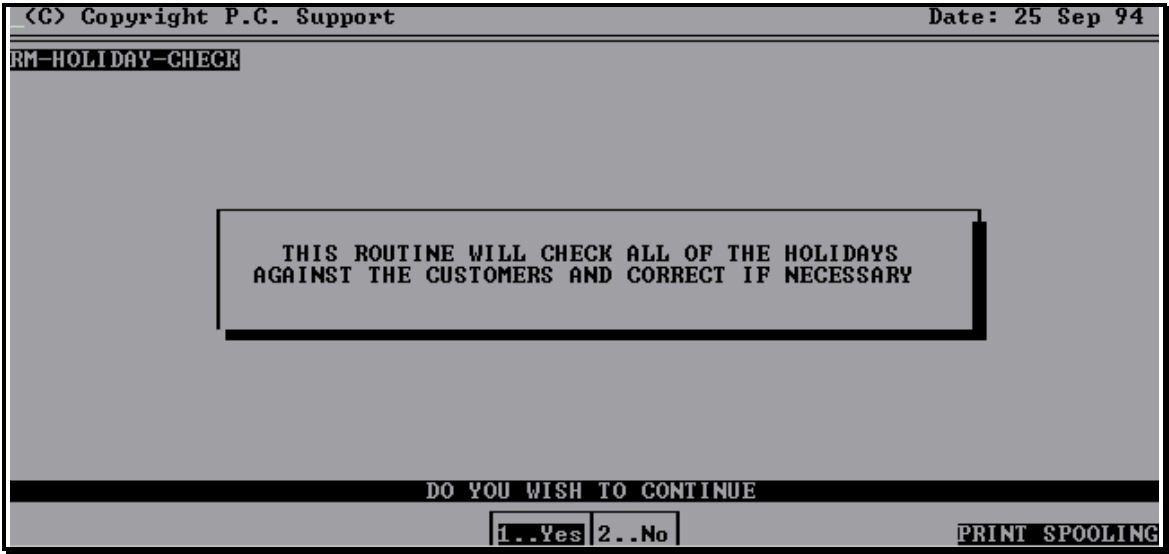
```
<C> Copyright P.C. Support                               Date: 25 Sep 94
RM-FILE-CHECK
OPTION "A" WILL CHECK THE ROUNDSMAN
CUSTOMER FILE AGAINST THE RETAIL SALES LEDGER
AND THE ACCOUNTS SALES LEDGER, CREATING ANY
RECORDS ON THE RETAIL SALES LEDGER AND SALES
LEDGER THAT DO NOT EXIST.
OPTION "B" WILL CHECK THE RETAIL SALES LEDGER
AGAINST THE ROUNDSMAN CUSTOMER FILE, AND DELETE
ANY RECORDS FOUND ON THE RETAIL SALES LEDGER THAT
ARE NOT ON THE ROUNDSMAN CUSTOMER FILE.
PLEASE MAKE SURE THAT YOU HAVE DONE A BACKUP
BEFORE USING THESE OPTIONS
PLEASE ENTER OPTION:
1..A 2..B 3..EXIT                                     PRINT SPOOLING
```

This facility allows you to have records checked that Retail Sales Ledger maybe unable to find. Selecting Option A will check the records.

Option B will check the Retail Sales Ledger against Roundsman Customer file and delete any files found on the Retail Sales Ledger that are not on the Customer File.

The use of this option is indicated if, when accessing a customer a message is received that says either sales ledger records not found, or retail record not found.

Menu Map 8,9,3



This facility will check all holidays against all the Customers to see if they are correct. The use of this program is indicated if customer holidays are not showing as expected.