

CONTENTS

20 ORDER PROCESSING (optional)

A

Autocreate Delivery Notes 10

C

Customer Delivery Note Options 35

D

Default Delivery Days 40

Delivery Note Message..... 42

Delivery Notes 26

F

Future Orders 11

G

Goods Delivered 19

L

Load List 28

O

Order Processing Main Menu..... 3

Order Processing Parameters..... 30

Order Screen 9

P

Pick List 27

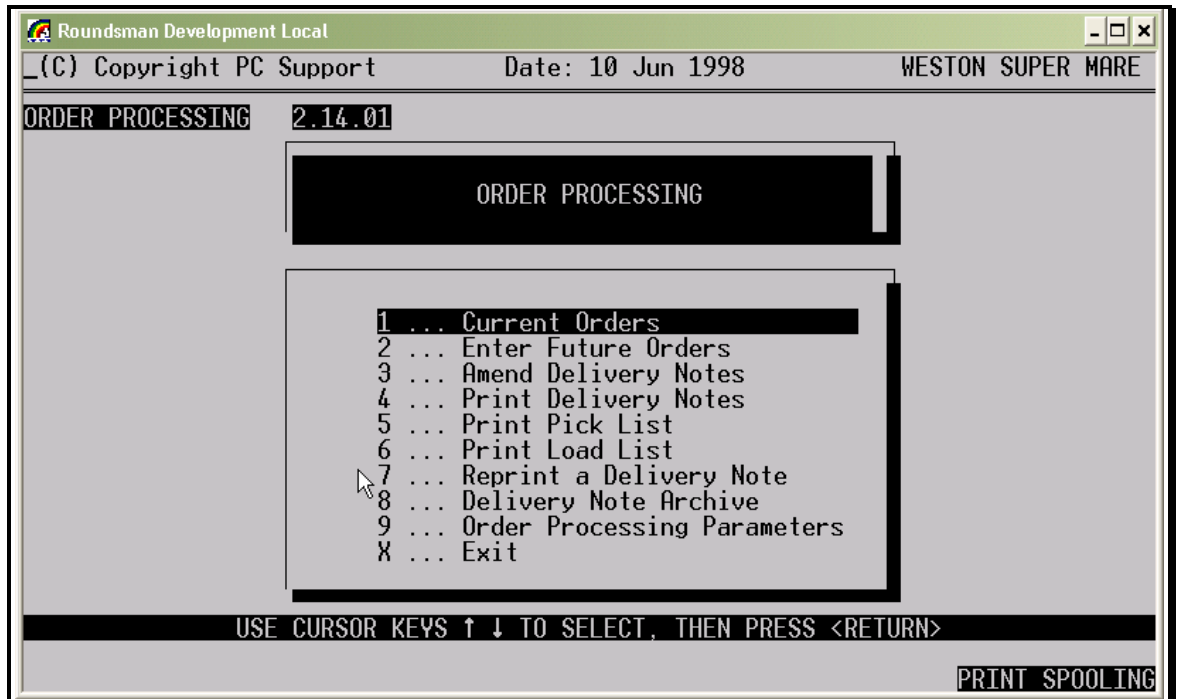
R

Reprint Delivery 29

S

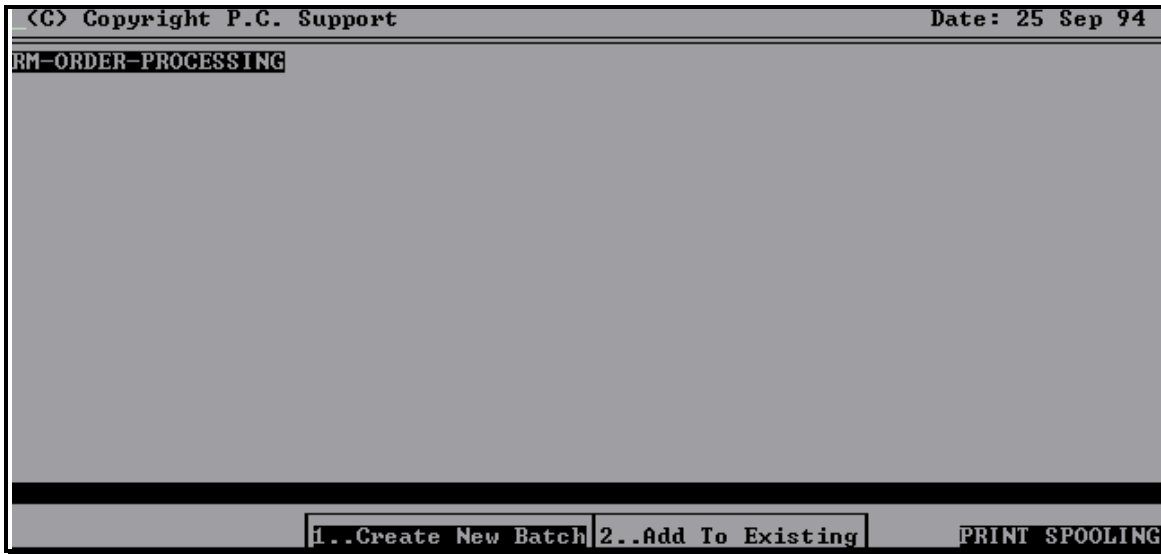
Set Delivery Day Defaults38

Menu Map 3,3



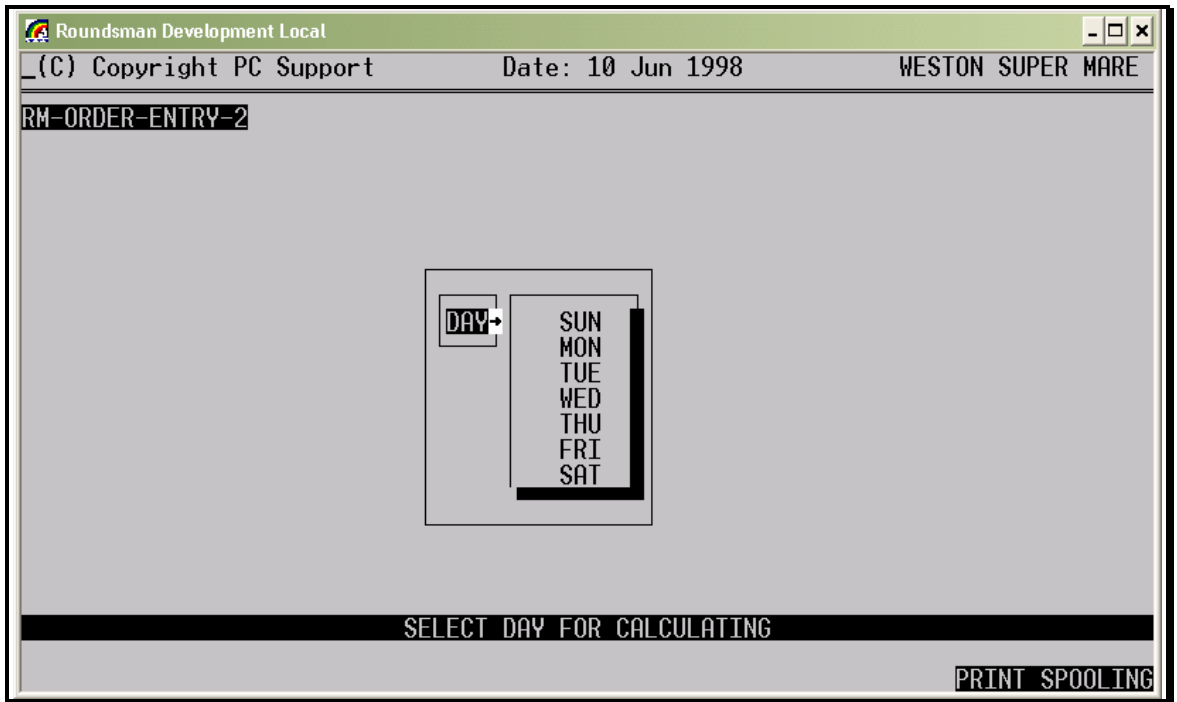
This is the main menu of the Order Processing option. This can be run as a telesales data entry routine, producing delivery notes for customers and pick lists and load lists for the round.

Menu Map 3,3,1



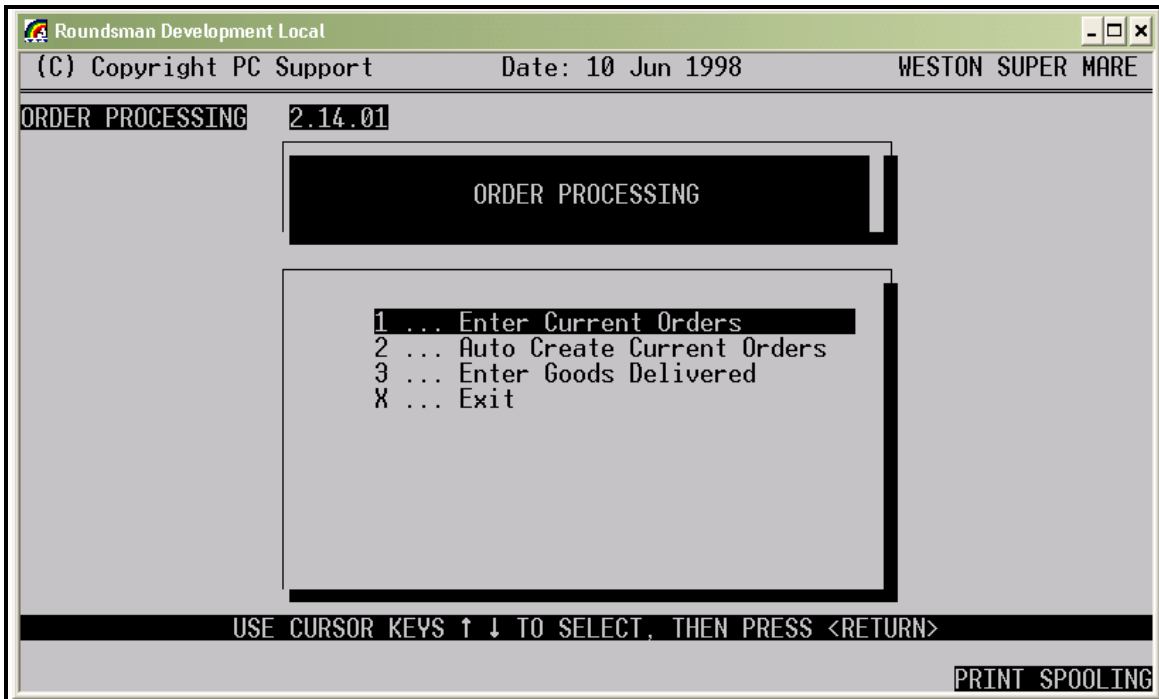
Create a New Batch will create the next Orders entered under a new Batch number.

Add to Existing will allow you to add Orders to an existing Batch as long as it has not yet been printed.



You select the day that you require, all entries and reports will then be based on the selected day. This is for the current week.

Menu Map 3,3,1



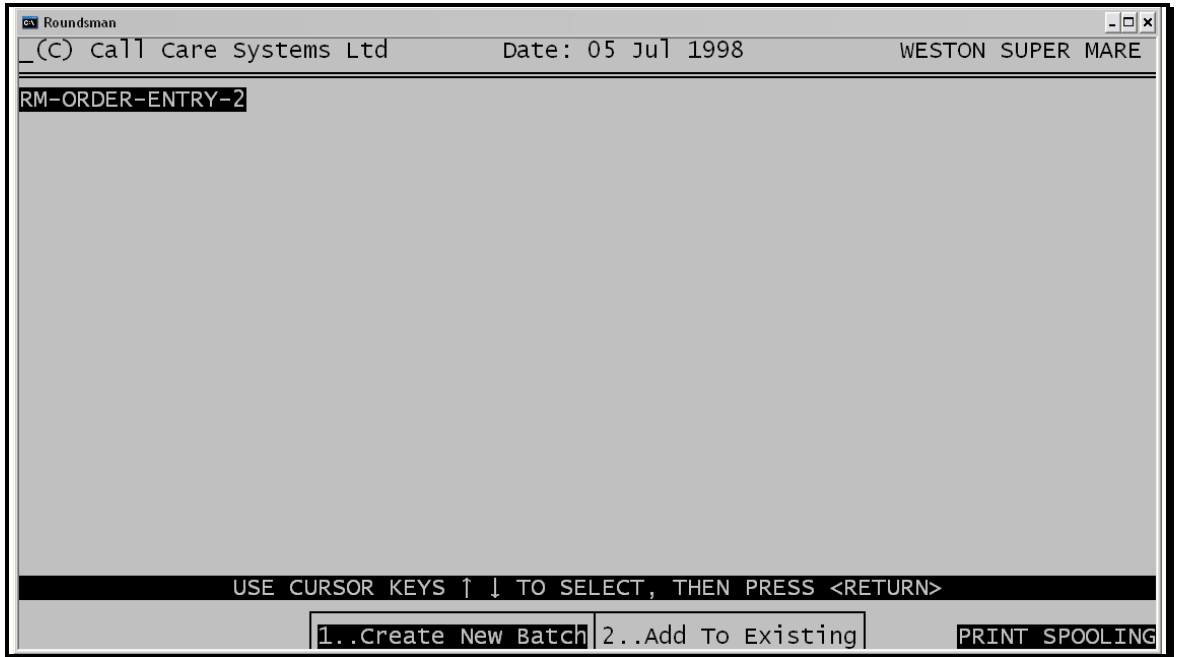
1. Auto Number allows the input of Customer Orders creating the Order Number from within Order Processing.

2. Pre-Printed allows the input from pre-printed Delivery Notes to input your own Delivery Note Number.

3. Create Automatically allows the creation of Delivery Notes, based on the Customer Orders creating a Delivery Note Number automatically.

All Delivery Note Numbers generated from within Order Processing, can be printed on the Customers Bills at the top of the correct day.

Menu Map 3,3,1,1



This screen follows Option 1 from the previous Menu.

By choosing Option 1 you can create a new batch of orders, this only applies if batch processing has been turned on in the parameters.

Option 2 allows you to add orders to an existing batch.

Menu Map 3,3,1,1,1

Roundsman Development Local

(C) Copyright PC Support Date: 10 Jun 1998 WESTON SUPER MARE

RM-ORDER-ENTRY-2

GET CUSTOMER SCREEN
=====

Number: [REDACTED] Customer Type:
↑

Short Name:

Name:
Address:
Town:
County:
Post Code: Telephone:

Round No: Weeks Non Delivery: [REDACTED]
Street No: Del Seq: Coll Seq:

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

PRINT SPOOLING

You arrived at this screen by choosing Individual Customer from the last screen.

Enter Customer Number or / to choose Customer

Menu Map 3,3,1,1,2

The screenshot shows a terminal window with the following content:

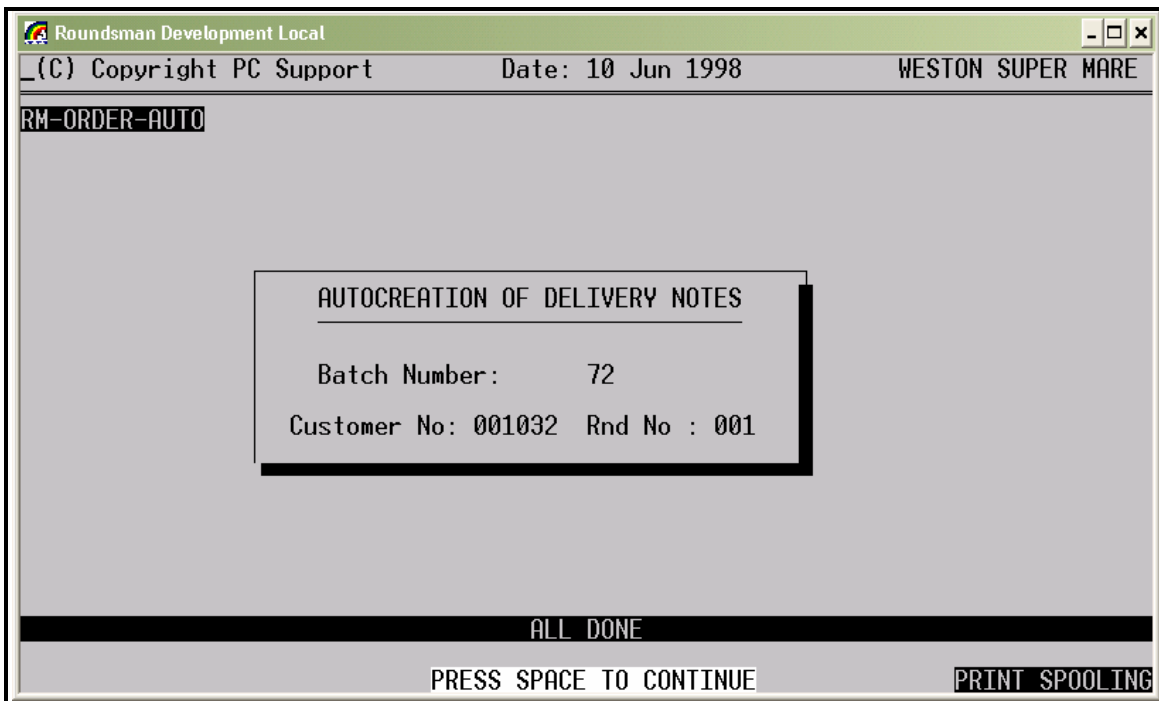
```
Roundsman Development Local
(C) Copyright PC Support      Date: 10 Jun 1998      WESTON SUPER MARE
RM-ORDER-ENTRY-2
CUSTOMER NO: 001017          NAME: Sparshop Bellows Par   W/C: 07 Jun 98
TELEPHONE NO:                CONTACT:                          ROUND: 002
OUR ORDER NO: 852           CUST ORDER NO: ██████████   SUB ROUND: 001
DEL NOTE NO: 852           DELIVERY SEQ: ↑ 4.00        BATCH: 72
ENTER NEW CUSTOMER ORDER NUMBER OR RETURN TO ACCEPT
PRINT SPOOLING
```

This screen shows the Customer information and allows the entry of Customer Order Numbers.

Deliveries are entered on a daily basis, which is based on the day that was Selected at Roundsman's Sign On.

Menu Map 3,3,1,3

RM ORDER PROCESSING



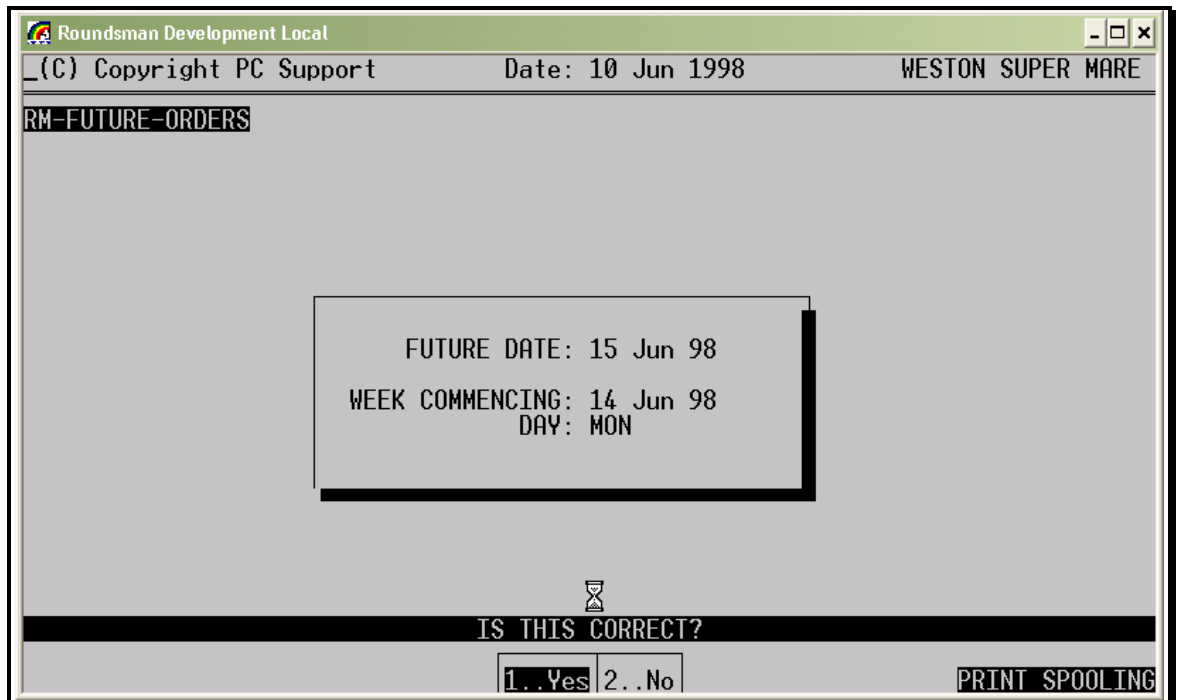
You have arrived at this screen by selecting Option 3...Create Automatically, and by choosing the Round and Day required.

Create Automatically allows the creation of Delivery Notes, based on Customer Orders, creating a Delivery Note Number Automatically.

You will now get the Option to print a Pick List or Load List.

When you have selected the required Option the print will be generated to the print spooler.

Menu Map 3,3,2

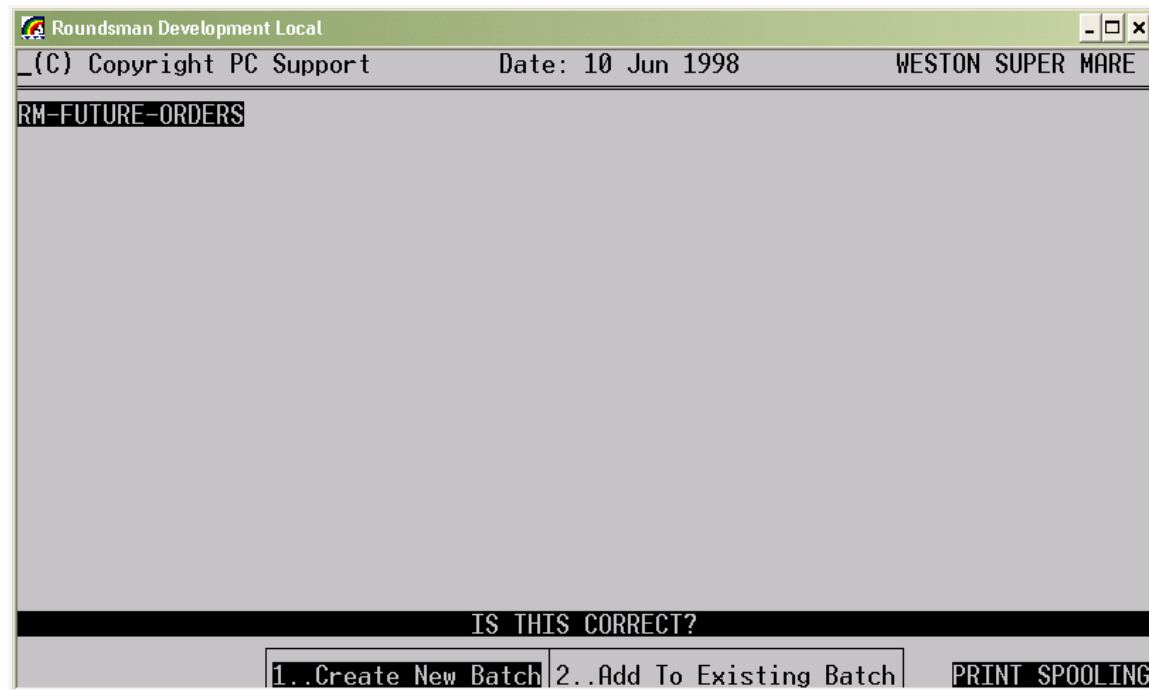


You have reached this screen by choosing Option 4 Order Processing at the Main Menu and Option 2. Enter Future Orders at the Order Processing Menu. Enter the date for which the order is being made.

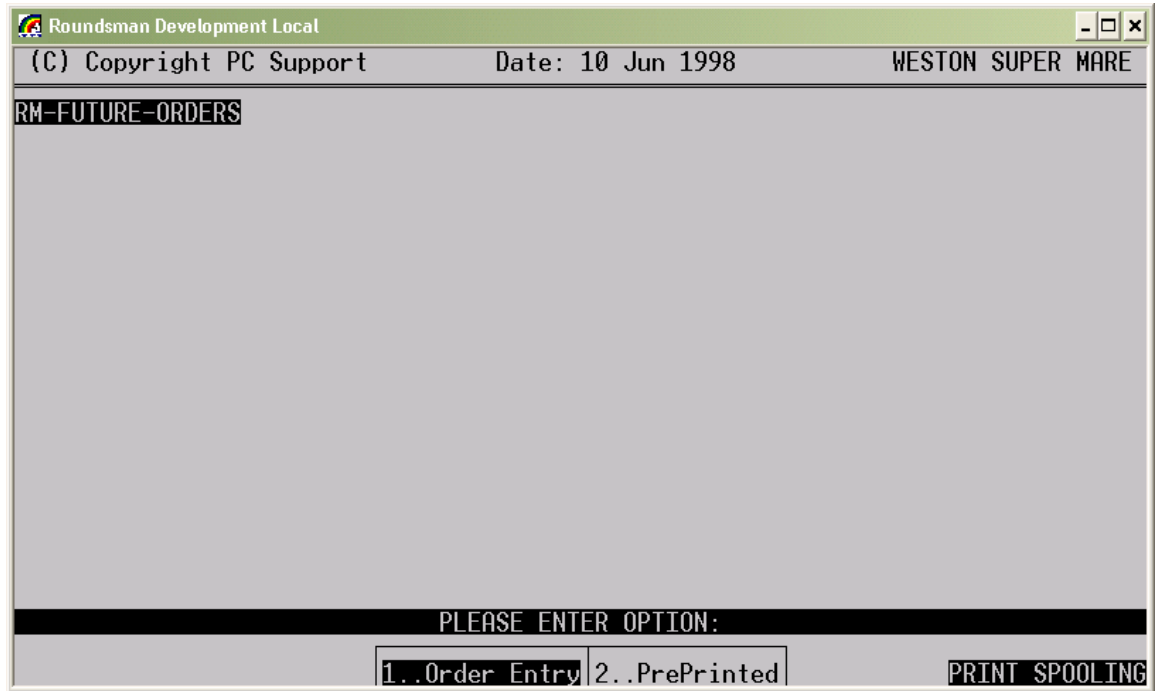
The system will automatically fill in the week commencing date and the day fields and then ask you to confirm by choosing YES/NO.

Choosing NO will take you back to the future date field.

Choosing YES will take you to the next screen



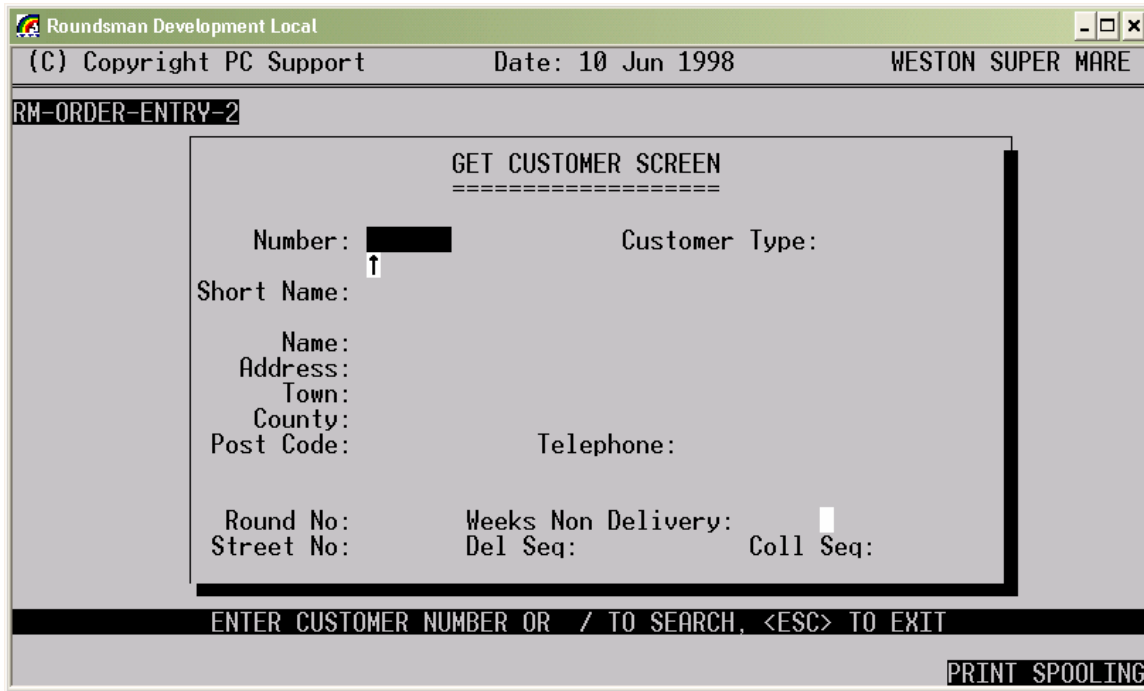
If batch processing is turned on then you will get the option to create a new batch of orders or to add these orders to an existing batch.



You arrived at this screen by confirming the dates from the previous screen.

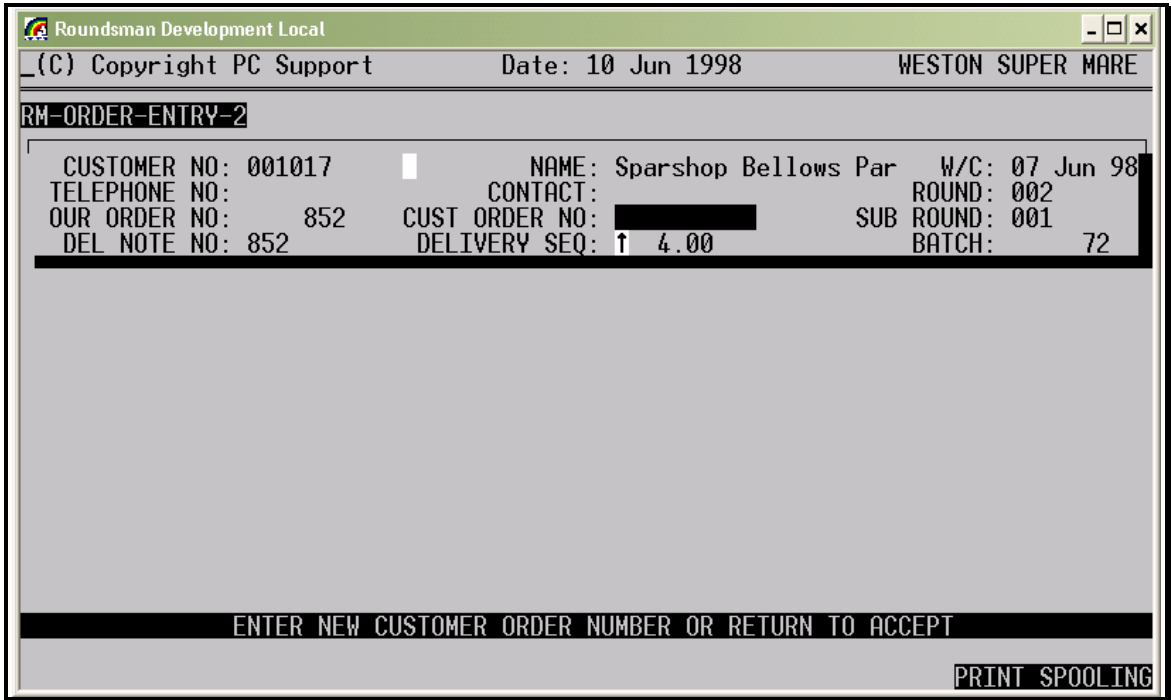
Order Entry. This routine allocates delivery notes from the system, so all delivery notes carry the system generated delivery note number.

Pre-Printed. If you use preprinted delivery notes that have numbers on them then you can use this option to enter the delivery note number that has been printed on your delivery notes.



You have arrived at the Get Customer screen.

Enter the Customer Number required. You can enter a / key so search the customer list, /001 will find all of the customers that are in the 1 thousand numbers. You can use the / in the short name with text after it that will bring up a list of customers whos short name starts with the selected text.



At this screen you have the ability of entering a new Customer Order Number or you can leave it blank by pressing Return.



Roundsman Development Local

(C) Copyright PC Support Date: 10 Jun 1998 WESTON SUPER MARE

RM-FUTURE-ORDERS

CUSTOMER NO: 001041 CUST NAME: 12 START STREET W/C: 14 Jun 98
TELEPHONE NO: CONTACT: DAY: MON
ROUND: 001 SUB ROUND: BATCH: 79
OUR ORDER NO: 1031 CUST ORDER NO: DEL SEQ: 2.00

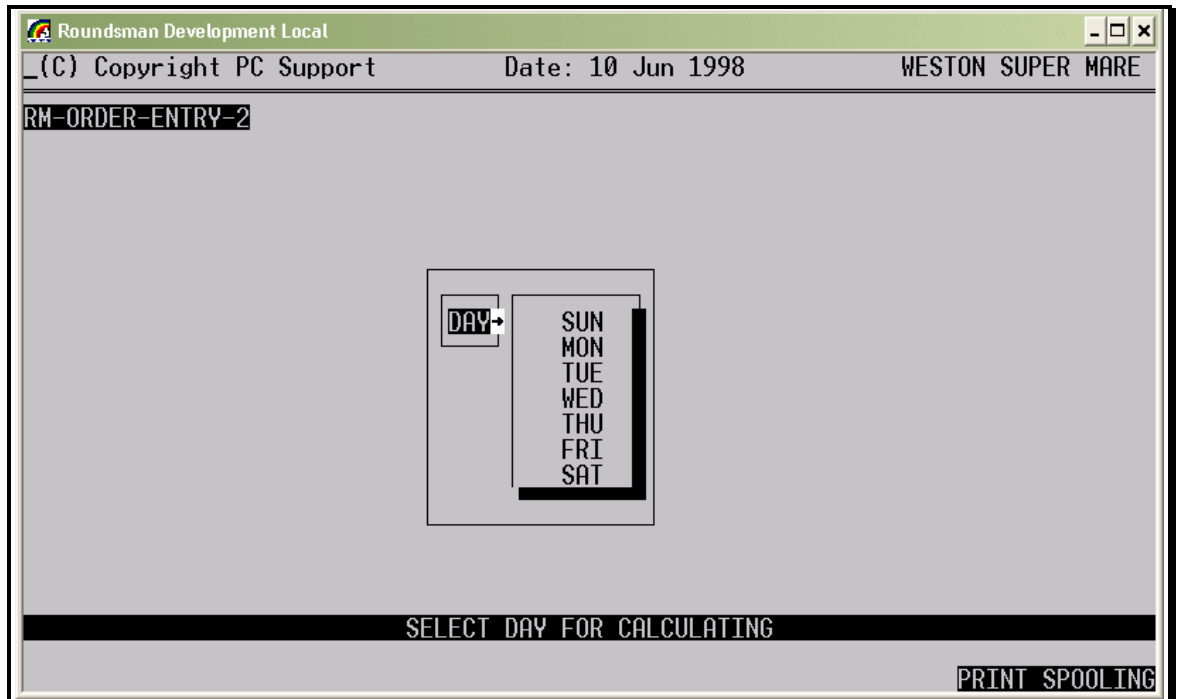
Code	Description	SUN	MON	TUE	WED	THU	FRI	SAT
00001	PAST PINTS							
00003	SKIM PINTS		2.00	2.00	2.00	2.00	2.00	4.00

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

PRINT SPOOLING

At this screen you can either make an amendment to the order or enter a New Product by pressing Escape and pressing Return to Yes.

Menu Map 3,3,3



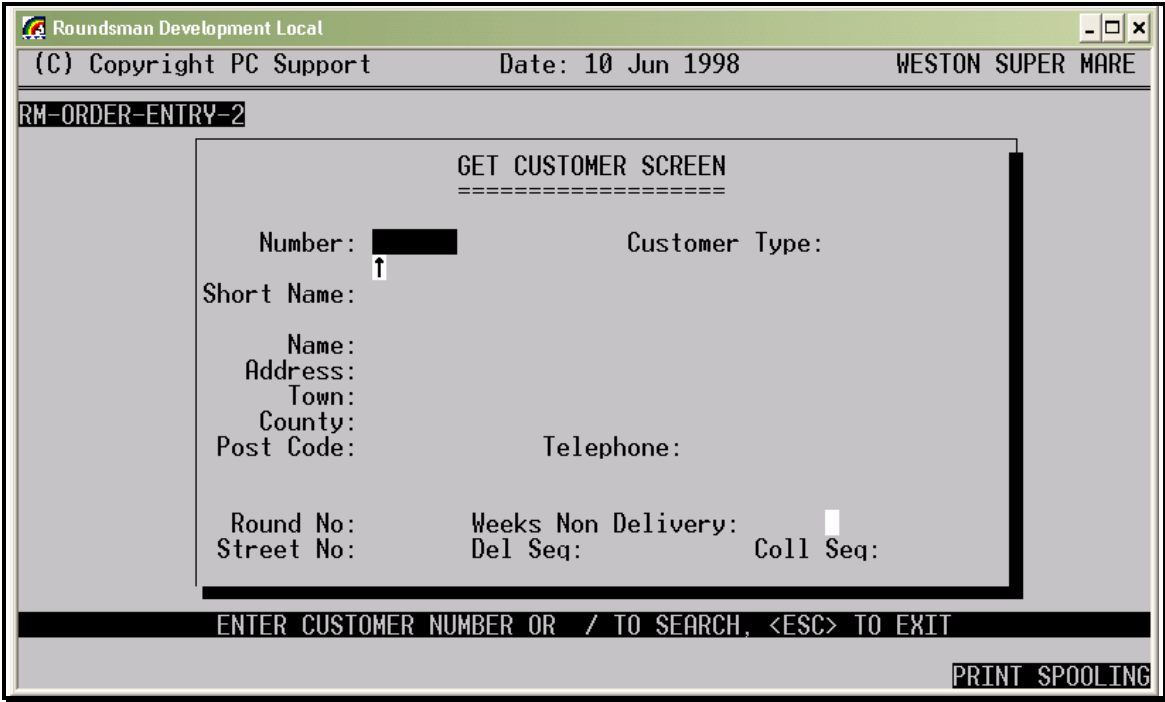
You have arrived at this screen by choosing Option 3..Enter Goods Delivered from the Order Processing Menu.

Select the Day that you require.

You will then be asked to choose which round(s) you want.

If you want just an Individual Customer, then enter the Round Number via the Individual Customer Option.

If you want All Rounds choose the Round Option.



You arrived at this screen by choosing Individual Customer from the last screen.

Enter Customer Number or / to choose Customer



Windows title bar: Roundsman (C) call care systems Ltd Date: 05 Jul 1998 WESTON SUPER MARE

RM-GOODS-DELIVERED

CUSTOMER NO: 001017 NAME: Sparshop Bellows Par w/c:05 Jul 98
TELEPHONE NO: ROUND: 001 SUB ROUND:001
OUR ORDER NO: 611 CUST ORDER NO: BATCH: 76
DEL NOTE NO: 1 P.O.D.: DEL SEQ: 4.00

Code	Description	SUN	MON	TUE	WED	THU	FRI	SAT
00001	PAST PINTS	12.00	10.00	10.00	10.00	10.00	10.00	10.00
00002	SEMI PINTS	12.00	5.00	5.00	5.00	5.00	5.00	5.00
00003	SKIM PINTS	0.00	2.00	2.00	2.00	2.00	2.00	4.00
00009	PAST PERGAL	0.00	1.00	1.00	1.00	1.00	1.00	2.00

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

PRINT SPOOLING

When this flag appears it is telling you that a Delivery Note already exists.

The system can handle up to 3 different Delivery Notes per day. The above message tells you that this Delivery Note can be amended as it has not yet been printed. If it had been printed then you will be forced to create a New Delivery Note.



Roundsman (C) call care systems Ltd Date: 05 Jul 1998 WESTON SUPER MARE

RM-GOODS-DELIVERED

CUSTOMER TELEPHONE OUR ORDER DEL NOTE

GET CUSTOMER SCREEN
=====

Number: [REDACTED] Customer Type: [REDACTED]

Code D Short Name: [REDACTED]

Name: [REDACTED]
Address: [REDACTED]
Town: [REDACTED]
County: [REDACTED]
Post Code: [REDACTED] Telephone: [REDACTED]

Round No: [REDACTED] Weeks Non Delivery: [REDACTED]
Street No: [REDACTED] Del Seq: [REDACTED] coll Seq: [REDACTED]

5 Jul 98
01
76
4.00

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

PRINT SPOOLING

Select the Customer on which a change needs to be made.



Roundsmen
(C) call care systems Ltd Date: 05 Jul 1998 WESTON SUPER MARE

RM-ORDER-ENTRY-2

CUSTOMER NO: 001017 NAME: Sparshop Bellows Par w/c: 05 Jul 98
TELEPHONE NO: CONTACT: ROUND: 001
OUR ORDER NO: 610 CUST ORDER NO: SUB ROUND: 001
DEL NOTE NO: 610 DELIVERY SEQ: 4.00 BATCH: 75

Code	Description	SUN	MON	TUE	WED	THU	FRI	SAT
→ PAST PINTS		12.00	10.00	10.00	10.00	10.00	10.00	10.00
SEMI PINTS		12.00	5.00	5.00	5.00	5.00	5.00	5.00
SKIM PINTS			2.00	2.00	2.00	2.00	2.00	4.00
PAST PERGAL 3 GAL			1.00	1.00	1.00	1.00	1.00	2.00

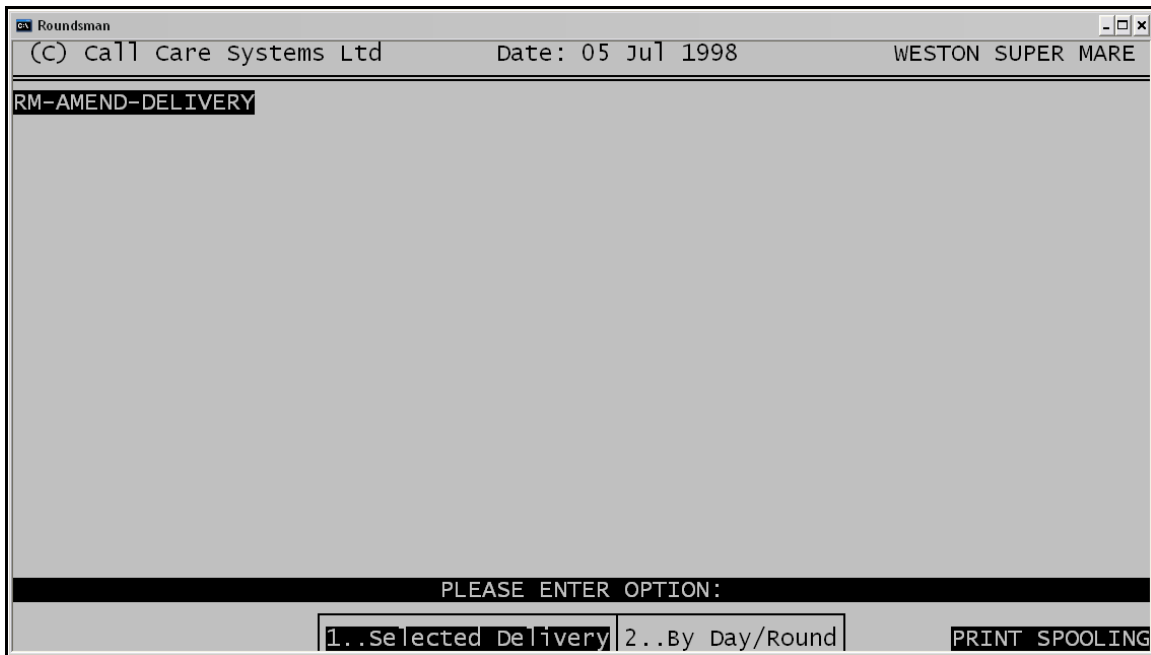
USE CURSOR KEYS ↑ ↓ TO SELECT, THEN PRESS <ESC>

PRINT SPOOLING

You have the ability to make any changes necessary to the quantities that are different than the quantities on the original Delivery Note.

ie: Customer Order 20 Past Pints changed to 30 Past Pints.

Menu Map 3,3,4



You have arrived at this screen by choosing Option 4..Amend Delivery Notes from the Order Processing Menu.

You have the Option to bring up a Delivery Note either by Selecting a Particular Delivery Note via Selected Delivery or you can take the By Day/Round Option, which gives you the required day, Round and Batch.

Menu Map 3,3,4,1

RM-AMEND-DELIVERY

OUR ORDER NUMBER: [REDACTED]
DELIVERY NOTE NUMBER: |

ENTER OUR ORDER NO OR RETURN TO SELECT ON DELIVERY NOTE

PRINT SPOOLING

You have arrived at this screen by selecting the Selected Delivery Option.

Enter the Order Number and the Delivery Note Number for the required one.



Roundsmen
(C) call care systems Ltd Date: 05 Jul 1998 WESTON SUPER MARE

RM-ORDER-ENTRY-2

CUSTOMER NO: 001017	NAME: sparshop bellows Par	w/c: 05 Jul 98
TELEPHONE NO:	CONTACT:	ROUND: 001
OUR ORDER NO: 610	CUST ORDER NO: [REDACTED]	SUB ROUND: 001
DEL NOTE NO: 610	DELIVERY SEQ: ↑ 4.00	BATCH: 75

ENTER NEW CUSTOMER ORDER NUMBER OR RETURN TO ACCEPT

PRINT SPOOLING

At this screen you are asked to confirm the Delivery Note details you require.



Windows title bar: Roundsman Development Local

Header: (C) Copyright PC Support Date: 10 Jun 1998 WESTON SUPER MARE

Section: **RM-ORDER-ENTRY-2**

Customer Information:

CUSTOMER NO: 001017	NAME: Sparshop Bellows Par	W/C: 07 Jun 98
TELEPHONE NO:	CONTACT:	ROUND: 002
OUR ORDER NO: 852	CUST ORDER NO:	SUB ROUND: 001
DEL NOTE NO: 852	DELIVERY SEQ: 4.00	BATCH: 72

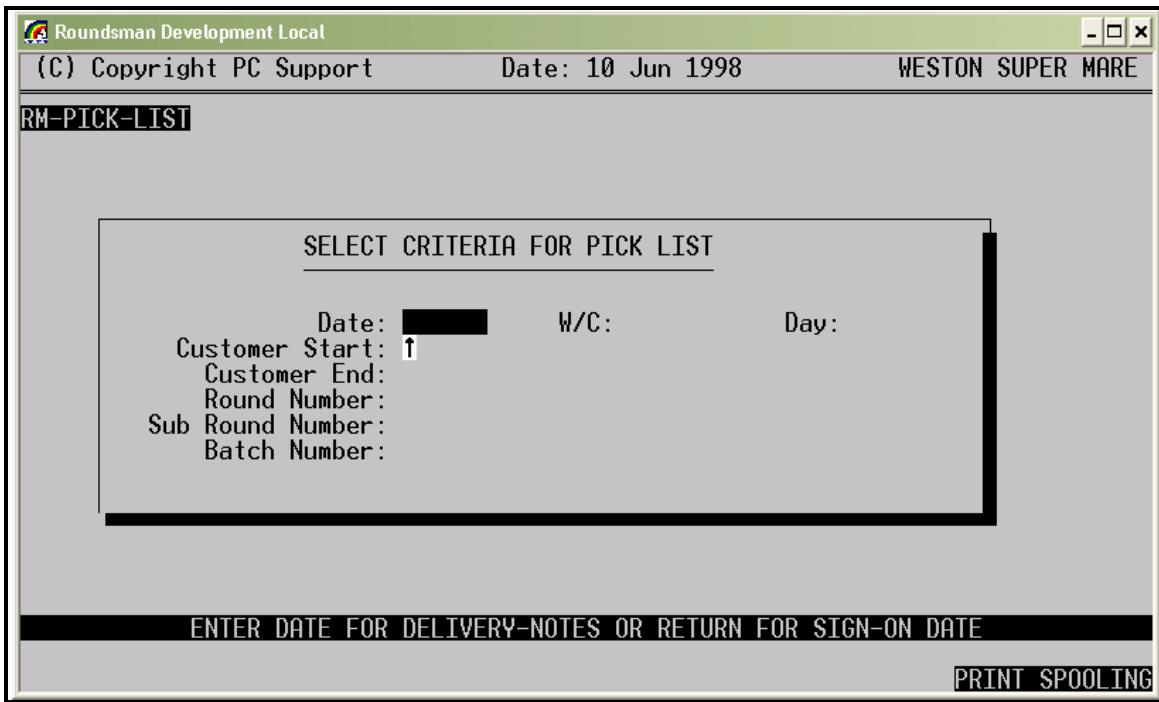
Code	Description	SUN	MON	TUE	WED	THU	FRI	SAT
→ PAST PINTS			10.00	10.00	10.00	10.00	10.00	10.00
SEMI PINTS			5.00	5.00	5.00	5.00	5.00	5.00
SKIM PINTS			2.00	2.00	2.00	2.00	2.00	4.00
PAST PERGAL 3 GAL			1.00	1.00	2.00	1.00	1.00	2.00

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

PRINT SPOOLING

You can now make any changes necessary to the Delivery quantities.

Map Menu 3,3,5



You have arrived at this screen by choosing Option 5..Print Delivery Notes from Order Processing Menu.

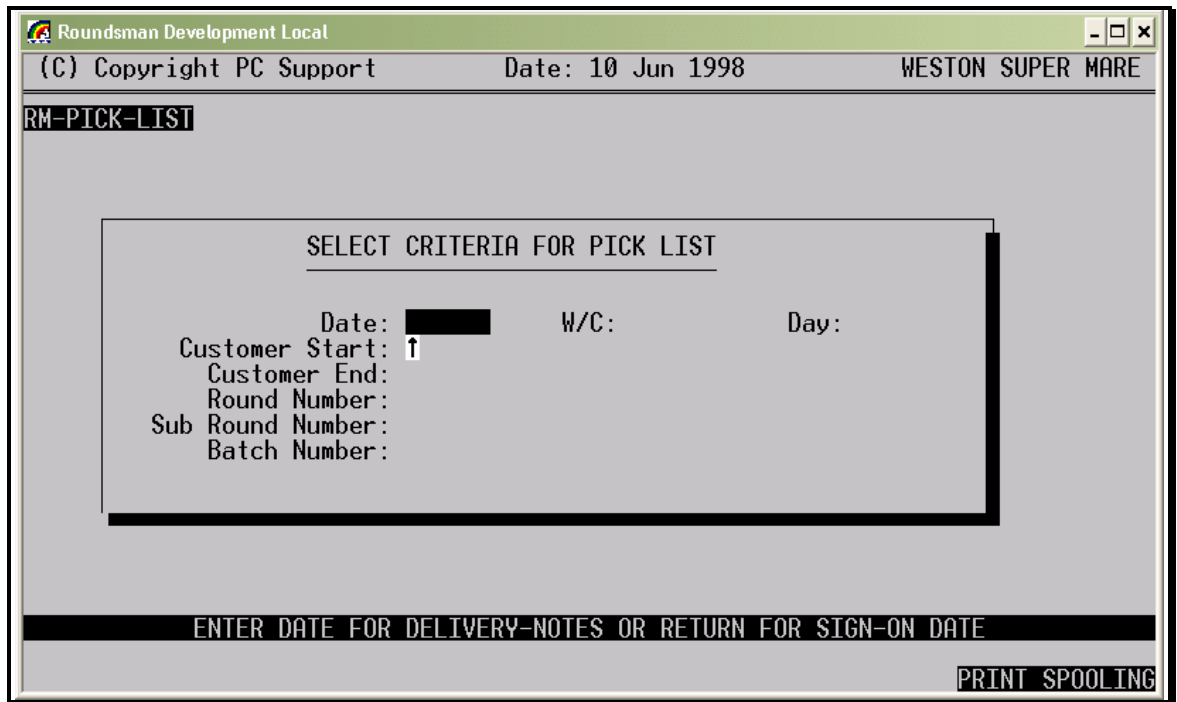
This Option will Print all Delivery Notes made, if not already printed.

Once you have selected the Criteria for the Delivery Notes, then confirm if correct.

You will now get the Option to print a Pick List or Load List.

When you have selected the required Option the print will be generated to the print spooler.

Menu Map 3,3,6

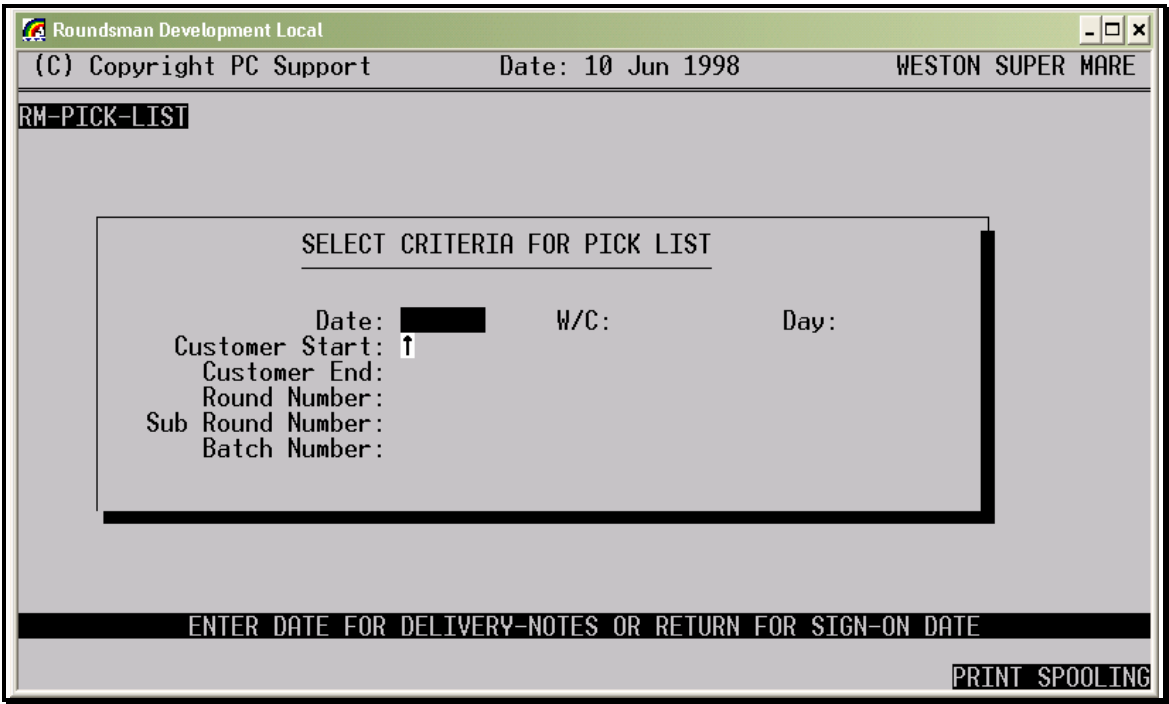


You have arrived at this screen by choosing Option 6..Print Pick List from Order Processing Menu.

Enter the date for the Pick List, if a single Customer then enter the Customer Number in the Start and the end.

Enter Required Round number, if you want All Rounds then just press Enter.

Menu Map 3,3,7



You have arrived at this screen by choosing Option 7..Print Load List from Order Processing Menu.

Menu Map 3,3,8

The screenshot shows a terminal window with the following content:

```

Roundsman
(C) call care systems Ltd      Date: 05 Jul 1998      WESTON SUPER MARE
RM-REPRINT-DELIVERY

OUR ORDER NUMBER : ██████████
DELIVERY NOTE NUMBER : 1
CUSTOMER NUMBER :
DAY :
BATCH NUMBER : 0

ENTER OUR ORDER NO OR RETURN TO SELECT ON DELIVERY NOTE
PRINT SPOOLING

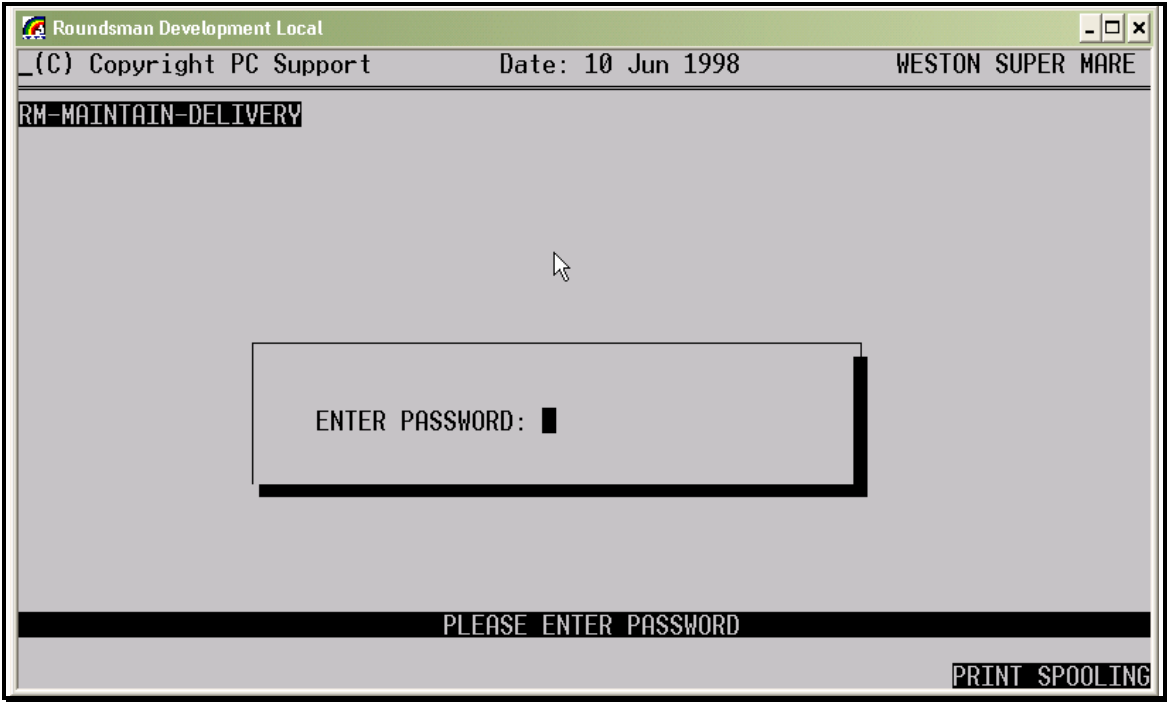
```

You have arrived at this screen by choosing Option 6..Reprint a Delivery Note from the Order Processing Menu.

Enter either Order Number , Delivery Note Number or Customer Number on the Menu, to print required Delivery Note.

On the printed Delivery Note it will print that it is a copy.

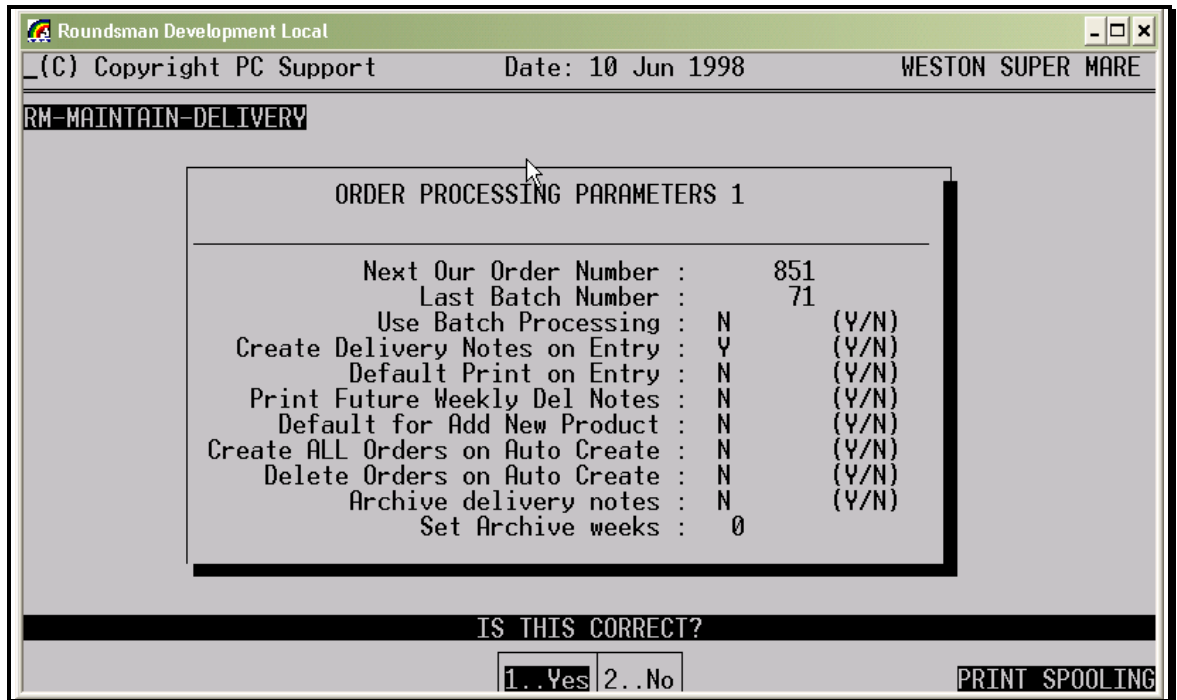
Menu Map 3,3,9



The password is needed to maintain the parameters for Order Processing.

The Default Password is GEN (Must Be In Capital Letters).

Menu Map 3,3,9



It is on this screen that you will Setup the way Order Processing will run.

“Next Our Order Number” and “Last Batch Number” are the counters for their respective functions.

“Use Batch Processing allows you to run batch processing. You can then create new order batches or add orders toe existing batches.

“Create Delivery Notes on Entry allows the production of delivery notes at the time that the customers orders are entered.

“Default Print on Entry” sets the default for the print on entry from yes/no to no/yes.

“Print Future Weekly Del Notes” this allows the production of delivery notes for a future week.

“Default Add New Product” allows the setting of the Question (Add New Product) on completion of the Customer Order entry for the products default to Yes/No to enter New Product or No/Yes to enter New Product.

“Create ALL Orders on Auto Create” this option allows all delivery notes to be created or re-created on auto create even if delivery notes have been created, other wise only orders with no delivery notes will be created.

“Delete Orders on Auto Create” if this option is set to Y then all delivery notes that have been created for the selected round on the selected day will be deleted and re-created.

“Archive Delivery Notes” this option when available will allow you to archive delivery notes for previous weeks allowing you to go back and look at past weeks delivery notes.

“Set Archive Weeks” this option will set the number of weeks to be held in the archive.

Menu Map 3,3,9

RM-MAINTAIN-DELIVERY

ORDER PROCESSING PARAMETERS 1

ORDER PROCESSING PARAMETERS 2

Print weekly Delivery Notes :	N	(Y/N)
Use 2 products per line :	1	(Y/N)
More than One Customer Order No :	N	(Y/N)
Over ride non delivery days :		(Y/N)
Save Customer Order Numbers :	Y	(Y/N)
Enter Discounts at entry time :	N	(Y/N)
Order Entry with Product Codes :	N	(Y/N)
Use Round/Route Pick List :	N	(Y/N)
Individual Customer Messages :	N	(Y/N)

ENTER Y TO FOR DELIVERY NOTES 7 DAYS ON A PAGE

PRINT SPOOLING

“Print Future Weekly Del Notes” this allows in future orders to print delivery notes with 6 days per page. You do not get the ability to enter orders for future weeks with this option turned on.

“Use 2 products per line” turning this option on will produce delivery notes with 2 columns, this will then allow 44 products per page, depending on layout settings.

“More Than One Customer Order Number” this allows the use of up to three Customer Order Numbers.

“Over ride non delivery days” This option allows the production of delivery notes on days when customers are not due to have one.

“Save Customer Order Numbers” allows Customer Order Numbers to be saved for automatic recall on subsequent days, so a Customers Order Number will be remembered until it is changed again.

“Enter Discounts at Entry Time” allows the setting of Customer Product Discounts at the time that product is entered into the Customers Order.

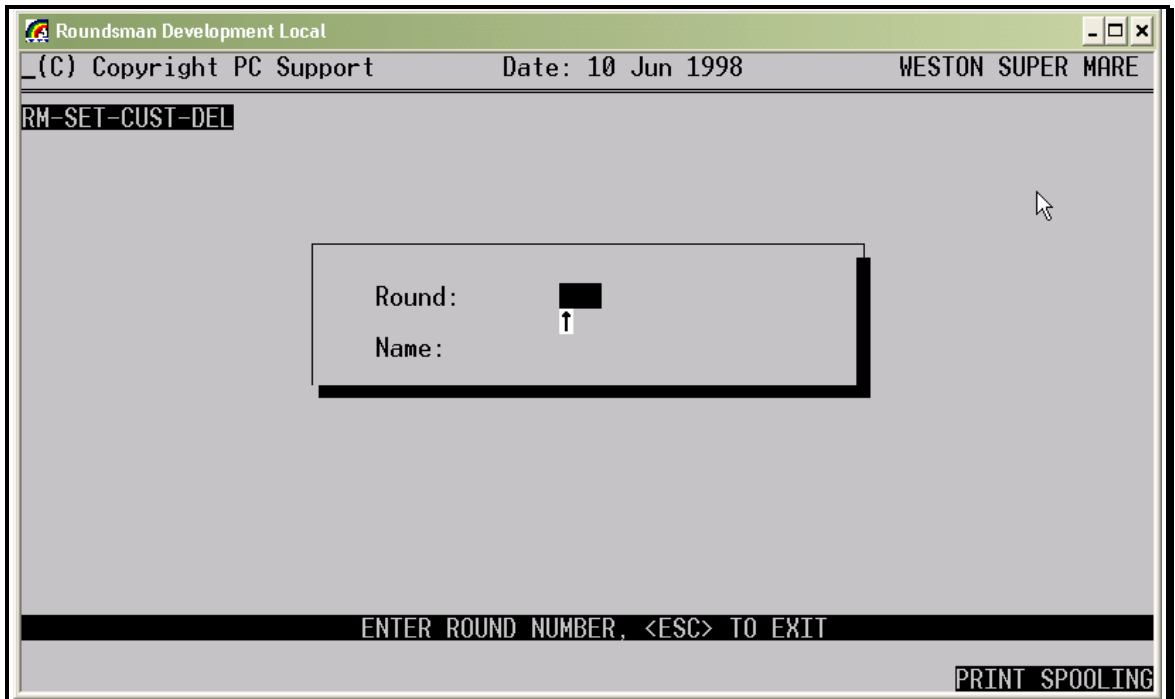
“Order Entry With Product Codes” this gives a data entry screen that displays the Product Codes and the quantity input, which is in whole numbers, otherwise decimal quantities and the products are displayed with their Short Name and no Number.

“Use Round/Route Pick List” this allows the pick list to be produced for each round or by a product/route list. If Set to N then the Customer Pick List is produced.

Menu Map 3,3,9

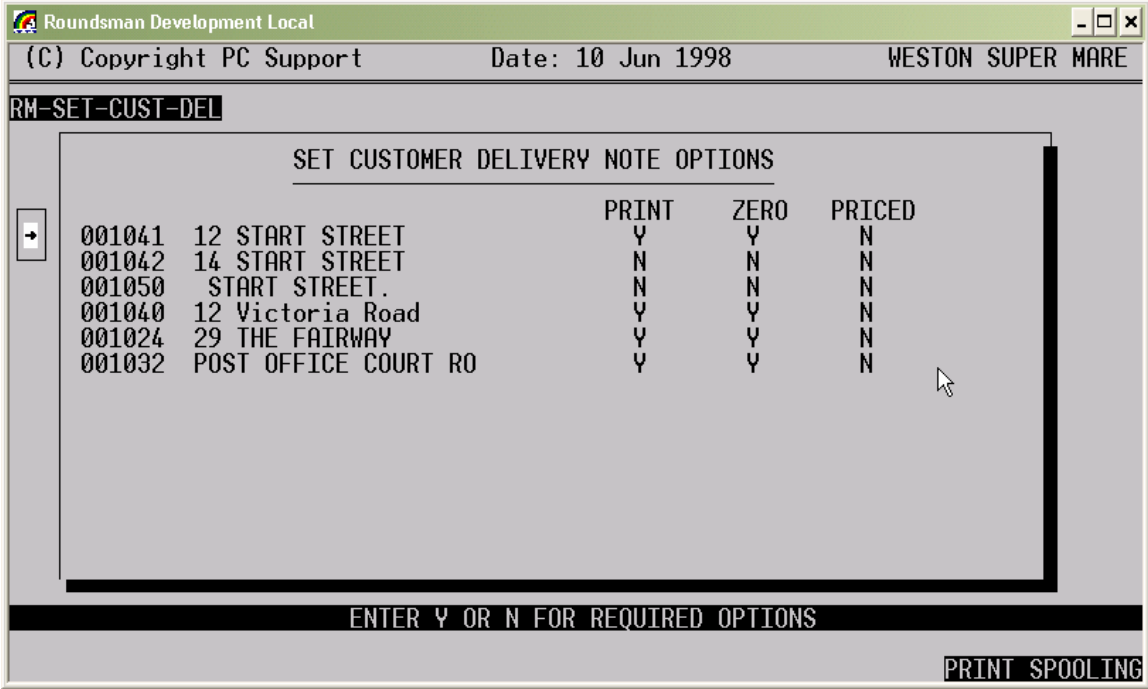
“Customer Message” allows Individual Customer Messages to be entered on Delivery Notes daily.

Menu Map 3,3,9



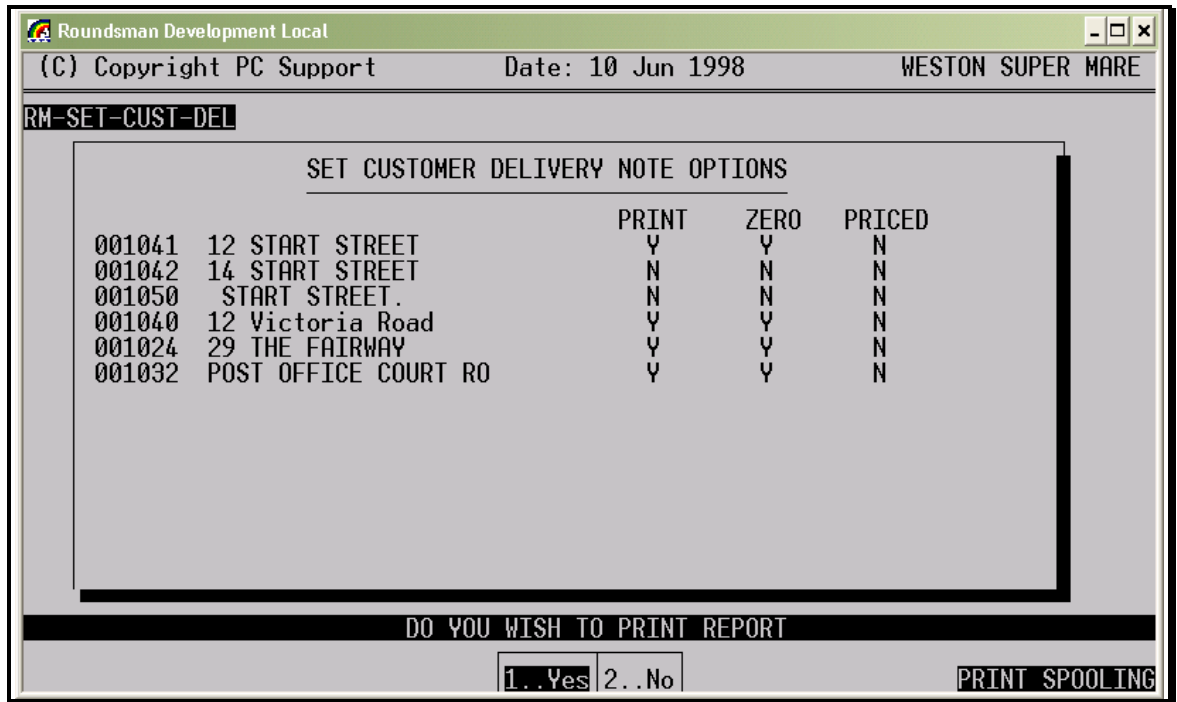
This option allows you to change the customer delivery note options. Select the round on which the customers that you wish to change are located.

Menu Map 3,3,9



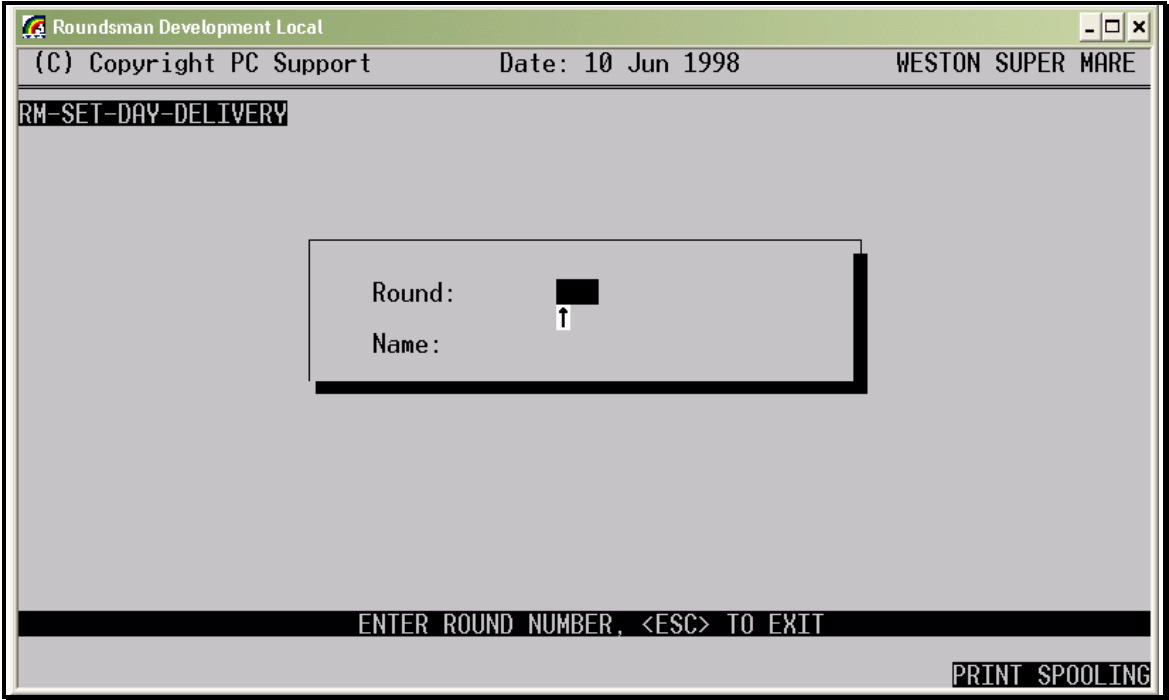
You can select the customer that you wish to change, so that the customer gets a delivery note, if you wish to include orders with no quantities, or if the delivery note should be priced.

Menu Map 3,3,9



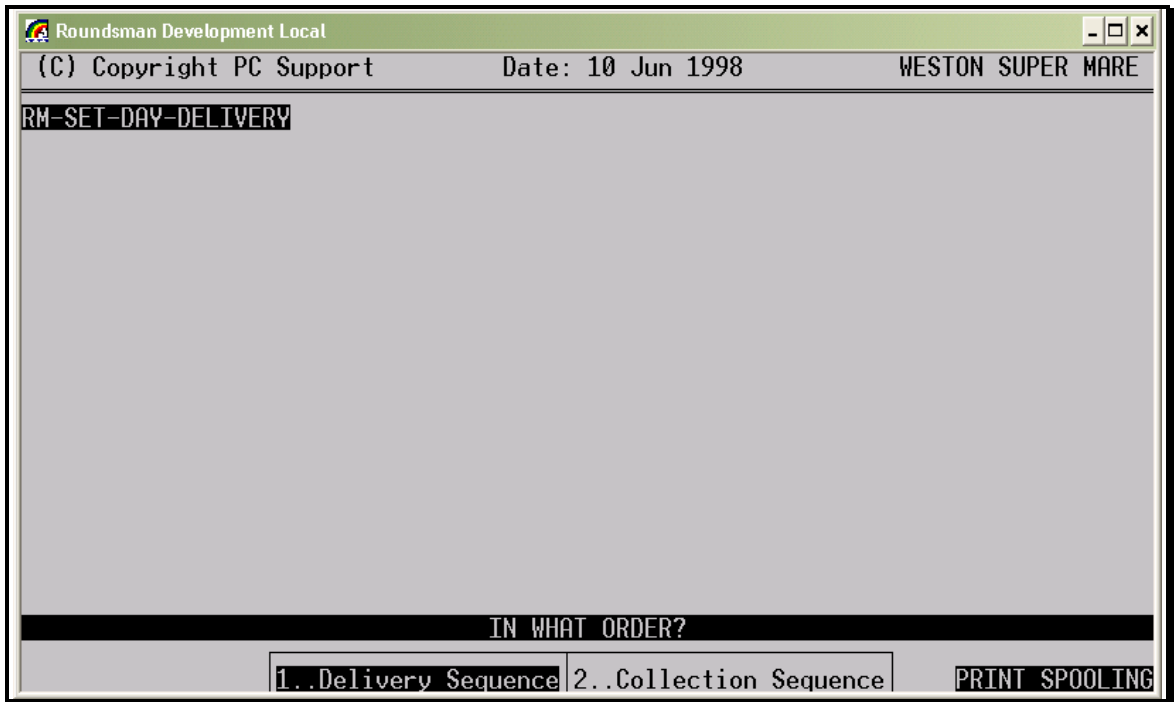
On completion you can print a list of the customer settings for the selected round

Menu Map 3,3,9



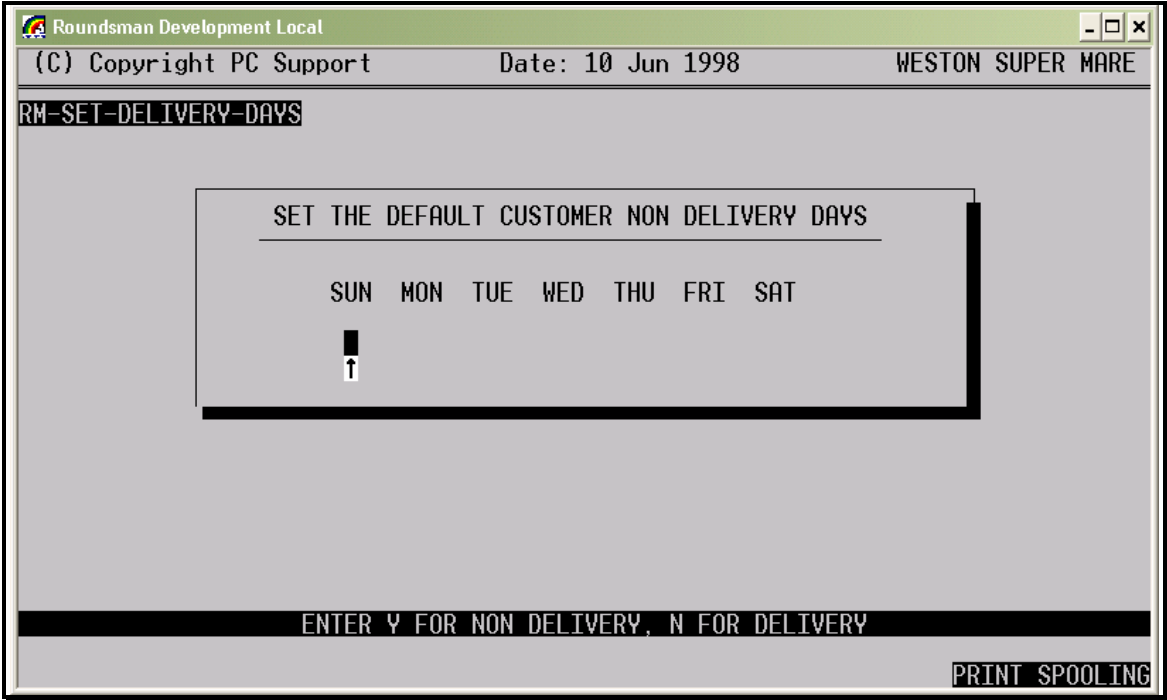
This option allows you to change the customer delivery day options. Select the round on which the customers that you wish to change are located.

Menu Map 3,3,9



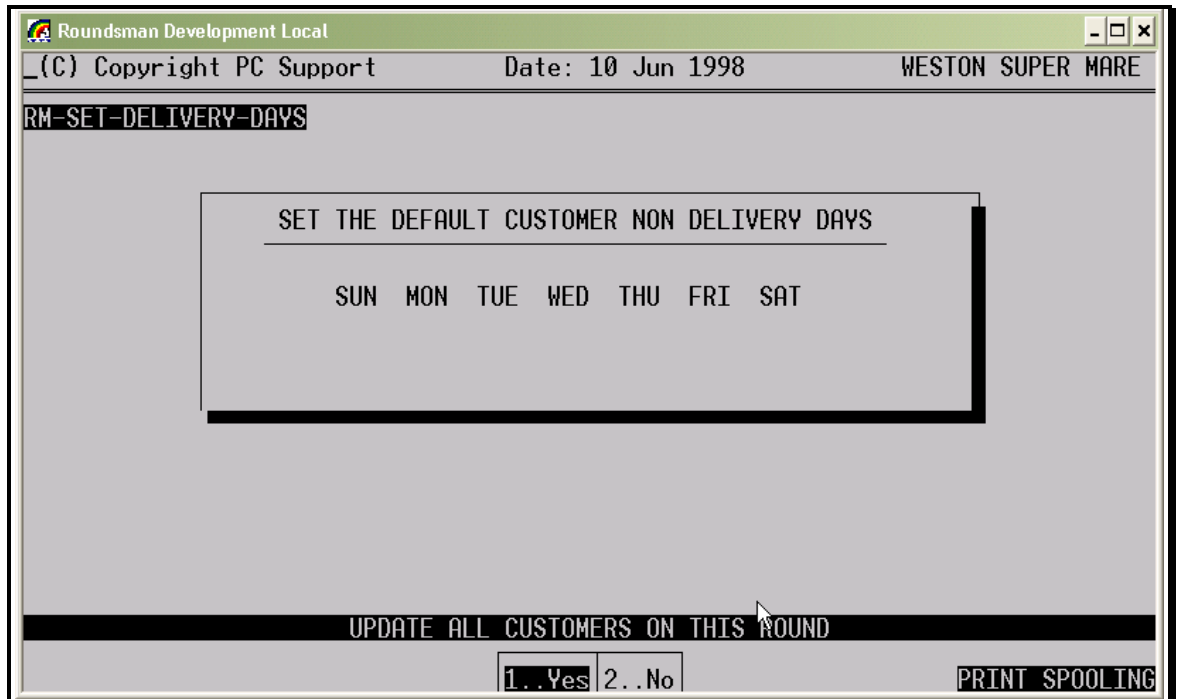
Display the customers in delivery or collection sequence

Menu Map 3,3,9



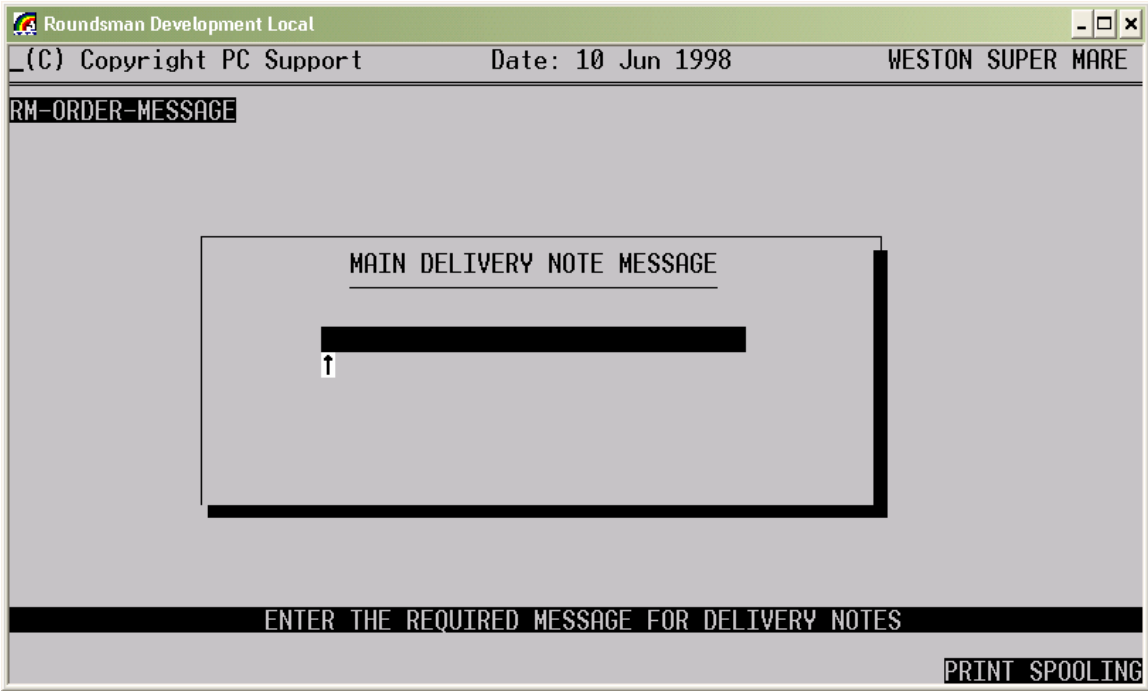
This screen allows you to set the delivery, non-delivery days for all customers on the selected round. This option should not be used if you have already set individual customers as these settings will be overwritten with the set defaults.

Menu Map 3,3,9



On completion you are prompted re updating all customers on the selected round.

Menu Map 3,3,9



This option allows you to set a delivery note message for every delivery note. This message will be over written if individual customer messages are turned on and a message has been set.