

The following training guide is a guide for the Document Management System.

Document Management System



Document Management System

Notes:



Introduction

- How to use the Document Management System

Document Management System

Introduction

The Document Management System will allow a MDS operator to scan, load, and view, on their pc, various MDS documents and images.

Notes:



Document Management System (DMS) The Paperless Office System

Now you can throw out your file cabinets and eliminate the voluminous amount of paperwork that a distributor deals with each day: proof of delivery, packing slips, customer invoices, vendor invoices, computer generated reports, notes, memos and more. And save hours or days of staff time by eliminating filing and retrieval of documents.

DMS empowers businesses to:

- Archive and retrieve reports captured from your back office software (fully integrated with Master Distribution System).
- Save any preprinted form produced by MDS, i.e., invoices, checks, statements, etc.
- Scan, index and file documents such as proof of delivery, vendor invoices, customer checks, etc.
- Retrieve documents easily and quickly, even while on the telephone with a customer.

The strength of DMS is in the retrieval of the data. With a traditional filing system, when a customer questions an invoice, a staff person in the accounting department must go to a file cabinet and find a proof of delivery, the invoice and packing slip. Those documents must then be scanned and faxed to the customer. That process can often take a day or more, since staff are busy with other duties.

With DMS, the customer service rep, who is on the phone with the customer, retrieves these documents from the paperless office system, presses a button, and the documents are automatically faxed or e-mailed as an attachment to the customer.

Notes:

Invoice

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFFTON, NJ 07013

Tel: 973-777-8959
Fax: 973-777-3063

Bill-to: UMC
UNIVERSITY MEDICAL CENTER

Ship-to: UNIVERSITY MEDICAL CENTER

PICKING TICKET

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFFTON, NJ 07013

Tel: 973-777-8959
Fax: 973-777-3063

Page: 1
Order Number
01131002001

Bill-to: UMC
UNIVERSITY MEDICAL CENTER

Ship-to: 001 NY
UNIVERSITY MEDICAL CENTER
1 STATION PLAZA
NYE NY 11099

Return Authorization

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFFTON, NJ 07013

Tel: 973-777-8959
Fax: 973-777-3063

Page: 1
Return Auth. #
01131433
REPRINT (3)

Bill-to: UMC
UNIVERSITY MEDICAL CENTER
1 STATION PLAZA
NYE NY 11099

Ship-to: 001 NY
UNIVERSITY MEDICAL CENTER
1 STATION PLAZA
NYE NY 11099

Item Auth Date: 12/31/02	Substation: HIGGINS FORWARD
Expiration Date:	Customer Order #:
Case Order No: 01131433	Reason: HIGGS SLIP
Invoice Ref: 111111	Trans: 07/19 NOV 03

Special Instructions: IN DELIVERED ONLY

Line	Item Number / Description	Auth.	UM	Blck	UM	Open	Unit Price	UM	Extension
1	ULTRA BLUE PLASTIC DECK	1	NA	NA	NA	1	452.00	NA	157.00

Proforma

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFFTON, NJ 07013

Tel: 973-777-8959
Fax: 973-777-3063

Page: 1
Proforma #
01100192

Bill-to: UMC
UNIVERSITY MEDICAL CENTER
1 STATION PLAZA
NYE NY 11099

Ship-to: 001 NY
UNIVERSITY MEDICAL CENTER
1 STATION PLAZA
NYE NY 11099

Purchase Order

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFFTON, NJ 07013

Tel: 973-777-8959
Fax: 973-777-3063

Page: 1
PO Number
01129114

Bill-to: UMC
UNIVERSITY MEDICAL CENTER
1 STATION PLAZA
NYE NY 11099

Ship To: 001 NY
UNIVERSITY MEDICAL CENTER
1 STATION PLAZA
NYE NY 11099

Operator: SY

Please refer to the PO Number on my packages, labels, shipping papers or correspondence.

Statement

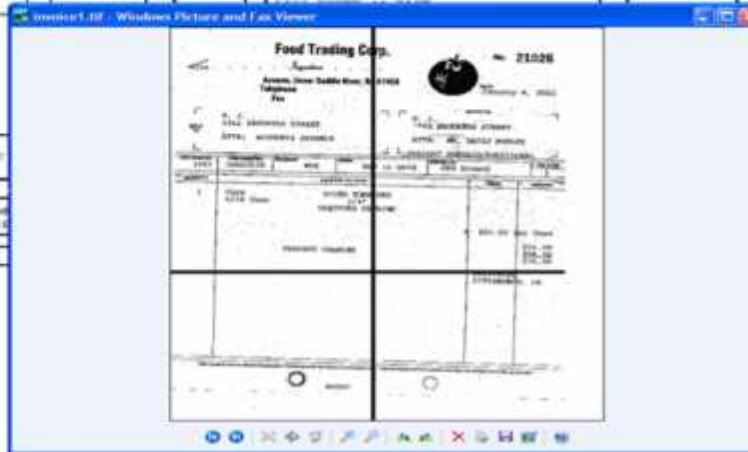
THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFFTON, NJ 07013

Tel: 973-777-8959
Fax: 973-777-3063

Customer Number: UMC
Salesman Name: SCOTT FORBES
Statement Date: 01/28/03

To ensure proper credit
(X) all amounts being p

Line	Balance	Original Amount	Payments/Credits	X
O/A	01100000	-100.00	100.00	
O/A	01130095	-180.00	100.00	
O/A	777	-1.00	1.00	
O/A	128707	-100.00	100.00	
O/A	NO INVOICE	-100.00	100.00	
S/C	SERVICE CHG	18.73	-18.73	
INV	9876	936.47	-936.47	
INV	PO 4556	2,670.00	0.00	
INV	PO 9999	1,570.70	-1,570.70	
INV	06/10/00 01121320	78.04	-78.04	
INV	06/13/00 01121321	81.41	0.00	
INV	06/13/00 01121323	170.61	-170.61	
INV	03/03/00 01200001	2,171.83	-2,171.83	
INV	03/03/00 01200001	1,358.85	-1,358.85	



Document Management System
Types of Documents
Currently, MDS allows users to view the following laser forms:
Accounts Payable Check's
Invoice's
Order's
Pro Forma's
Purchase Order's
Return Authorization's
Accounts Receivable Statement's
Return To Vendor Invoice's
Images and documents scanned and/or loaded into MDS are also viewable.

Notes:

Invoice Reprint/Inquiry by Customer

Company#	01 THE SYSTEMS HOUSE				
Customer#	UMIC		Range of:	Invoice#	Release#
	UNIVERSITY MEDICAL CENTER		Starting		
	1 STATION PLAZA		Ending		
	RYE	NY	11099		

Line	Trx	Invoice#	Release#	Inv Date	Customer	P/O Number	Invoice Amt
1.	INV	01501741	01131780001	01/21/03	1		481.50
2.	INV	01501738	01131716001	01/13/03	1		31,297.50
3.	INV	01501737	01131591001	01/13/03	1		1,123.50
4.	INV	01501720	01131631001	01/08/03	1		214.00
5.	INV	01501711	01131608001	01/08/03	1		428.00
6.	INV	01501706	01131554001	12/31/02	PO-LARRY2		3,279.50
7.	INV	01501699	01131581001	12/30/02	1		214.00
8.	INV	01501698	01131580001	12/30/02	1		214.00
9.	INV	01501697	01131579001	12/30/02	1		21,667.50
10.	INV	01501690	01131529001	12/18/02	1		481.50

Enter line number to toggle print on/off

Enter Trx (INV,IV,C/M,C/V) _Invoice# or Release# to re-print: XXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT	
HELP	END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	ABORT

Document Management System

Viewing Document

From any Reprint/Inquiry right click on the document that you wish to view. All documents must first be printed before the operator is able to continue. If not, the system will respond with an error message:

“No image on file”.

Notes:

MDS Form Archive Viewer

#	Form Desc	Origin Method	Destination	Date	Printed By Time
1.	INV.01501737	REPRINT			johnsenr
		PRINT		01/30/03	04:43:10
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Enter Line# to View, DELETE to Delete or END :

XXXXX

Display HELP Fax END EMail INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Document Management System

Viewing Document

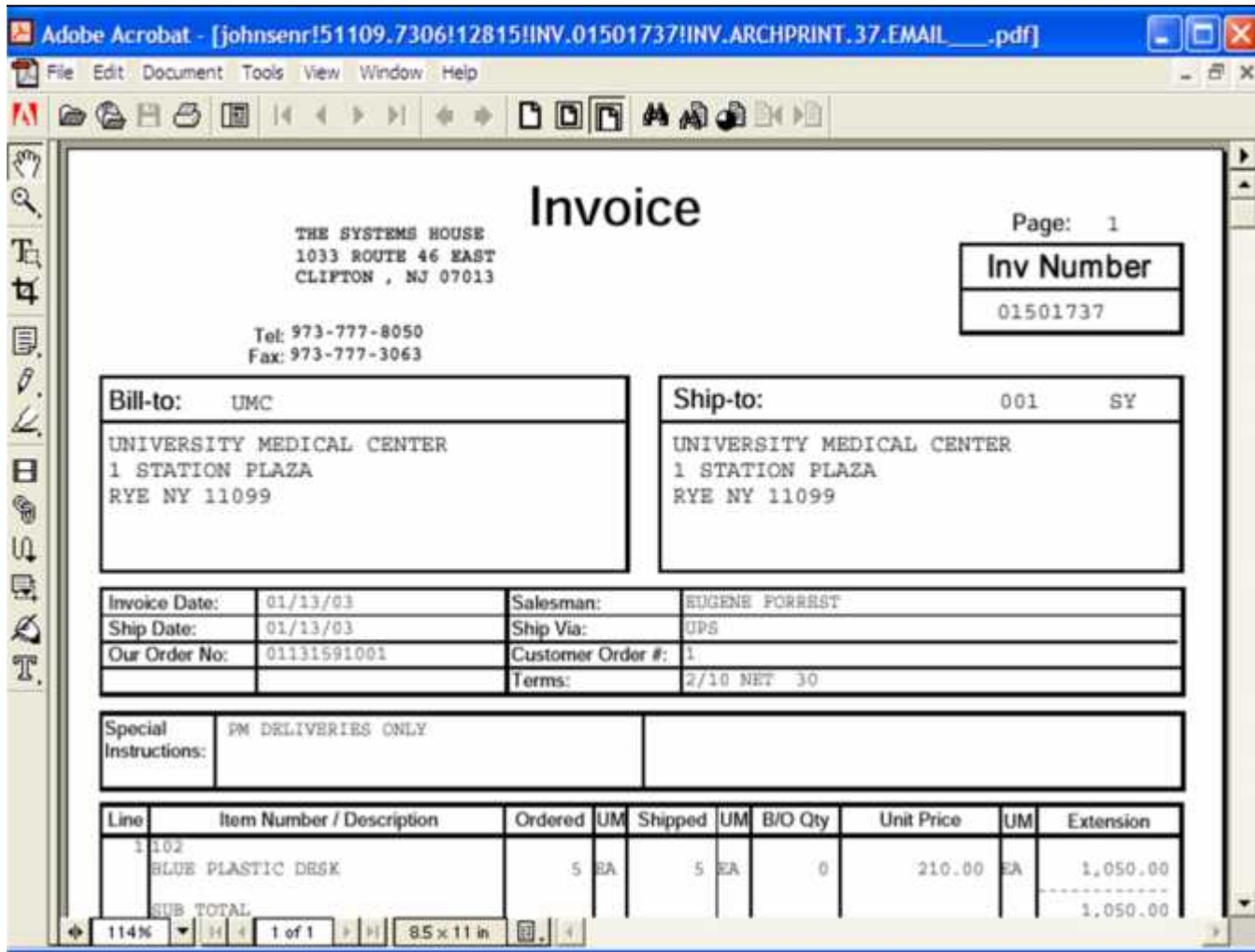
MDS Form Archive Viewer

Once the operator right clicks on the document (and it has already been reprinted), they will be brought to the MDS Form Archive Viewer.

The MDS Form Archive Viewer will display all reprints, faxes, and emails of the selected document.

Each line will display the form description, origin method, date, time, and the user who reprinted the document.

Notes:



Document Management System

Viewing Document

Display

To view the document in Adobe Acrobat Reader, click on the 'DISPLAY' icon or hit the Shift+<F1> function key.

Notes:

FAX Information Entry

1.FAX Phone Number:

2.Coversheet (Y/N):

	COVERSHEET	INFORMATION
3.Company Name:	<input type="text" value="THE SYSTEMS HOUSE"/>	
4.Sender Name :	<input type="text" value="JOHN SMITH"/>	
5.Sender Phone:	<input type="text" value="201-777-8050"/>	
6.Sender Fax :	<input type="text" value="973-777-3063"/>	
7.Subject :	<input type="text" value="INV.01501737"/>	
8.Message :	<input type="text"/>	
9.Deliver to :	<input type="text" value="CUSTOMER SERVICE"/>	
10.To Company :	<input type="text"/>	

Enter Line# to change or 0 to send FAX:

Document Management System
Viewing Document

Fax

To fax the document, click on the 'FAX' icon or hit the Shift+<F2> function key.

1. FAX Phone Number - Enter the phone number the fax software should dial to send this fax.
2. Coversheet (Y/N) - Do you want to attach a coversheet to this FAX? Enter 'Y' to attach a coversheet., 'N' to send the report only.
3. Company Name - Enter the Company name that will be receiving this fax. This information is populated from the Company file.
4. Sender Name - Enter the name of the person or department sending this FAX. This information is populated from the Operator file.
5. Sender Phone - Enter the phone number of the person or department sending this FAX. This information is populated from the Company file.
6. Sender Fax - Enter the fax number of the person or department sending this FAX. This information is populated from the Company file.
7. Subject - The document type and number is referenced in this field. The operator may change if needed.
8. Message - Enter a message which will appear on the coversheet. If this field is left blank. The message will read: "See Attached Report Page(s)".
9. Deliver to - Enter the name of the person or department that should receive this FAX.
10. To Company - Enter the name of the company that should receive this FAX.

Notes:

ENTER LINE# TO CHANGE OR 0 TO SEND FAX
Enter '0' and <RETURN> to send the FAX.

E-Mail Information Entry

1. EMail Address : johnd@abc.com

2. Sender Address :

3. Subject : INV.01501737

4. Message :
INV.01501737
THE SYSTEMS HOUSE
1033 ROUTE 46 EAST

Enter Line# to change or END to send EMAIL:

Document Management System

Viewing Document

Email

To Email the document, click on the 'EMAIL' icon or hit the Shift+<F3> function key.

1. Email Address - Enter the email address of the person or department that should receive the email.

2. Sender Address - The email address of the person or department sending the email is referenced.

3. Subject - The document type and number is referenced in this field. The operator may change if needed.

4. Message - The document type and number is referenced in this field.

ENTER LINE# TO CHANGE OR 0 TO SEND EMAIL

Enter '0' and <RETURN> to send the EMAIL.

Notes:

MDS for Windows Version 7.2.3 - [192.168.253.254-555.VDU.ENTRY.HDR01181]

File Edit Settings View Reset Tools Quit Standard Functions Special Functions Help

VOUCHER	ENTRY	INPUT	(HEADER)	COV:	01	THE SYSTEMS HOUSE
VEND#:	NATF			MON:	0302	
1.NAME:	FOOD TRADING			BATCH#:		
2.ADDR1:	INDUSTRIAL AVE			VOU#:		
3.ADDR2:						
4.CITY,STATE:	UPPER SADDLE RIVER NJ					
5.ZIP CODE:	07458					
6.DISCOUNT:	N					
TERMS:	NET 0 DAYS					
TRANS CD:	I					
7.INVOICE#:	21026					
8.INV DATE:	02/06/03		16.BANK#:	100	FIDE	
9.DUE DATE:	02/06/03		17.SING CHECK:	N		
10.DUE DT 2nd:			18.MISC DESC:			
11.GROSS AMT:	75.00		19.BANK REF:			
12.MERCH AMT:	25.00		20.HAND CHK#:			
13.NON-DISC:	50.00		21.HAND CKDT:			
14.DISC AMT:	0.00		22.L/C NUMBER:			
NET AMT:	75.00					

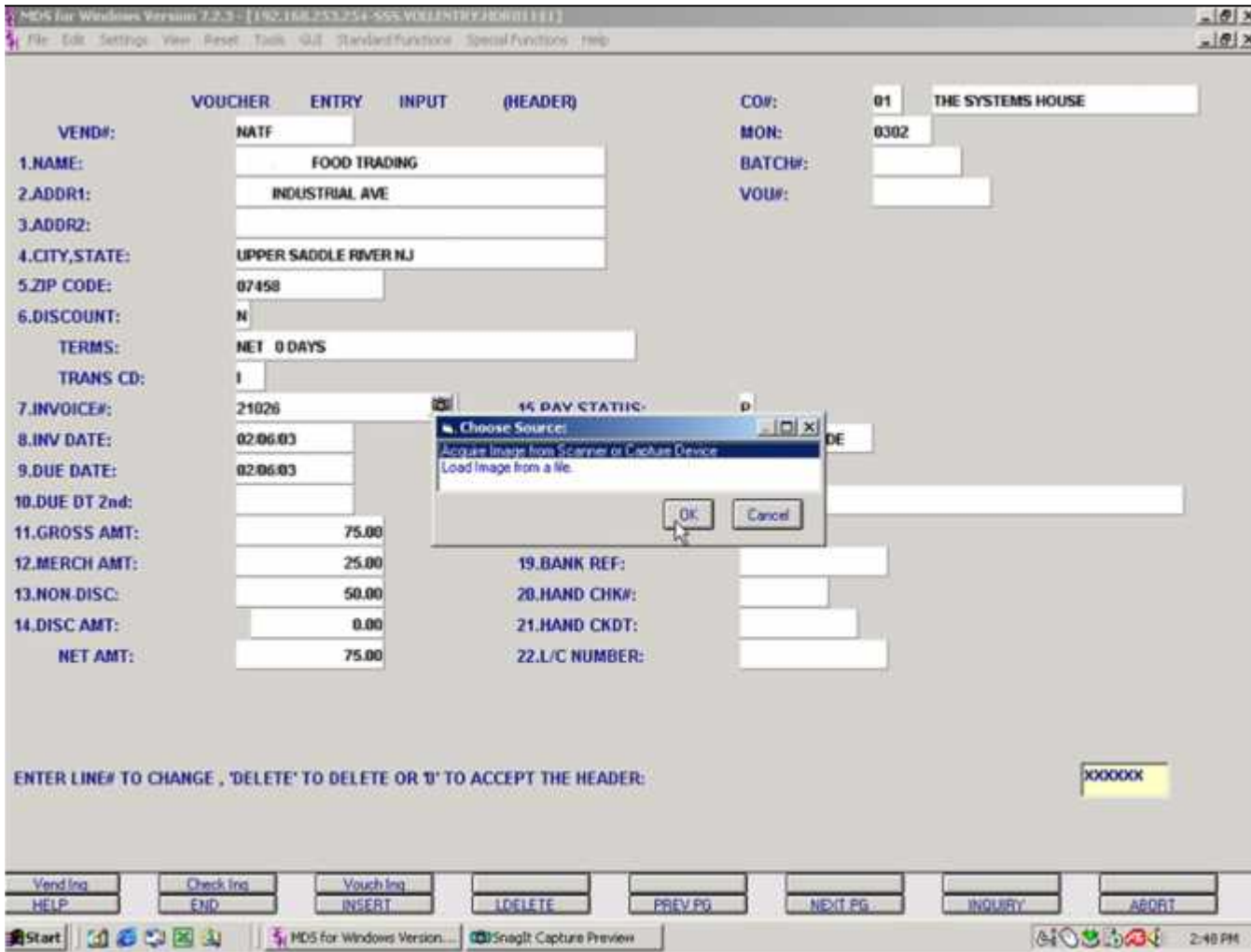
ENTER LINE# TO CHANGE , 'DELETE' TO DELETE OR '0' TO ACCEPT THE HEADER: XXXXXX

Buttons: Vend Inq, Check Inq, Vouch Inq, LODELETE, PREV PG, NEXT PG, INQUIRY, ADRRT, HELP, END, INSERT

Taskbar: Start, MDS for Windows Vers..., 2:47 PM

Document Management System
Scanning Document
Start by clicking on the CAMERA icon.

Notes:



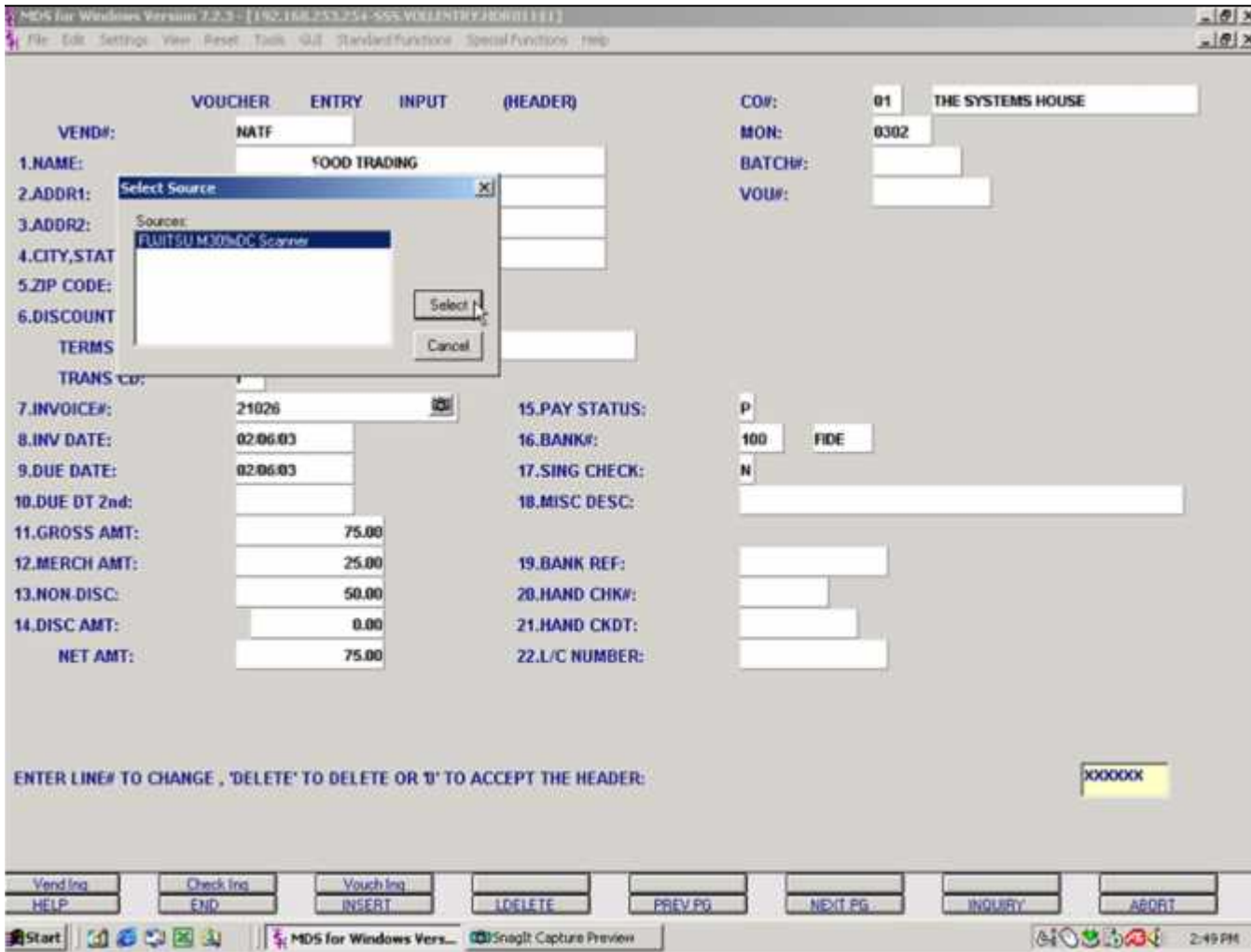
Document Management System

Scanning Document

Next, select "Acquire Image from Scanner of Capture Device" from the "Choose Source" display box.

Click "OK"

Notes:

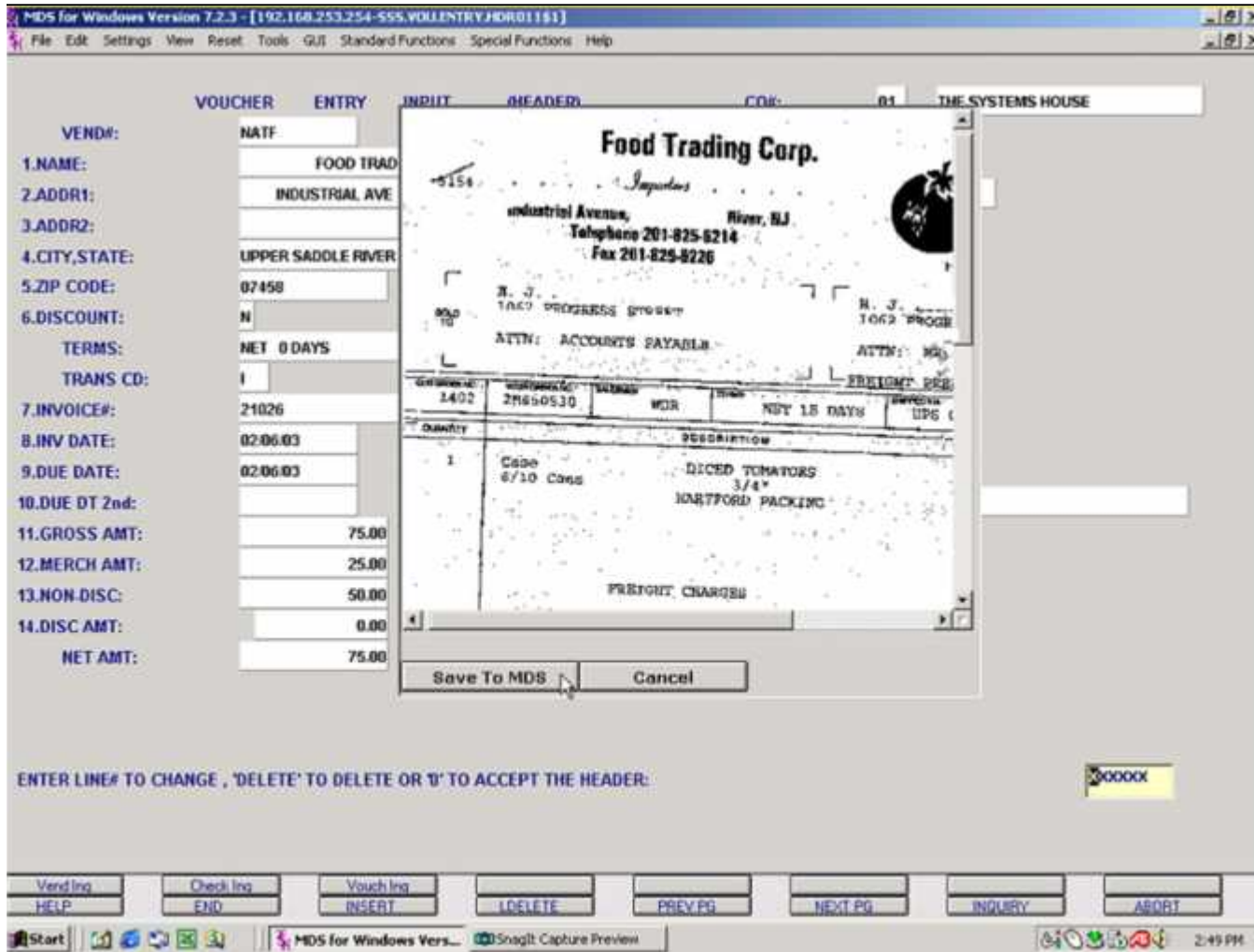


Document Management System

Scanning Document

The "Select Source" pop-up box will display. Choose the appropriate device and click "Select". You will now be prompted to scan your document.

Notes:



Document Management System

Scanning Document

Once scanned, a portion of the image will be display on the screen. You may use the scroll buttons to view the entire document.

If the document is correct, click on the button "Save to MDS". Otherwise, click on the "Cancel" button and you may rescan the image.

Notes:

classic - [192.168.253.254-SSS.VEND.INQ01151]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

***** VENDOR OPEN PAYABLES INQUIRY *****

VENDOR# NATF FOOD TRADING A/P BALANCE 0.00
 COMPANY# 01 THE SYSTEMS HOUSE OPEN L/C\$ 0.00
 PURCHASES M-T-D 0.00 PAYMENTS M-T-D 0.00
 Y.T-D 0.00 Y.T-D 0.00
 LAST-YR 0.00 LAST-YR 0.00

LINE#	VOUCH#	INV-DATE	GROSS-AMT	DISC-AMT	AMT-PAID	LAST-DT	CHECK#	AMT-DUE
		DUE-DATE	INVOICE#		MISC-DESCRIPTION			ST
1.	01000055	02/06/03	75.00		75.00	02/06/03	000001	
		02/06/03	A21026					P
2.	01000056	02/12/03	75.00		75.00	03/15/03	000059	
		02/12/03	21026B					P
3.	01000059	02/13/03	75.00		75.00	03/15/03	000059	
		02/13/03						P
4.								
5.								

Enter Line# for Detail Information - or 'END':

XXXXXX

Purch Hist Pay Hist Vouch Ing Check Ing
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

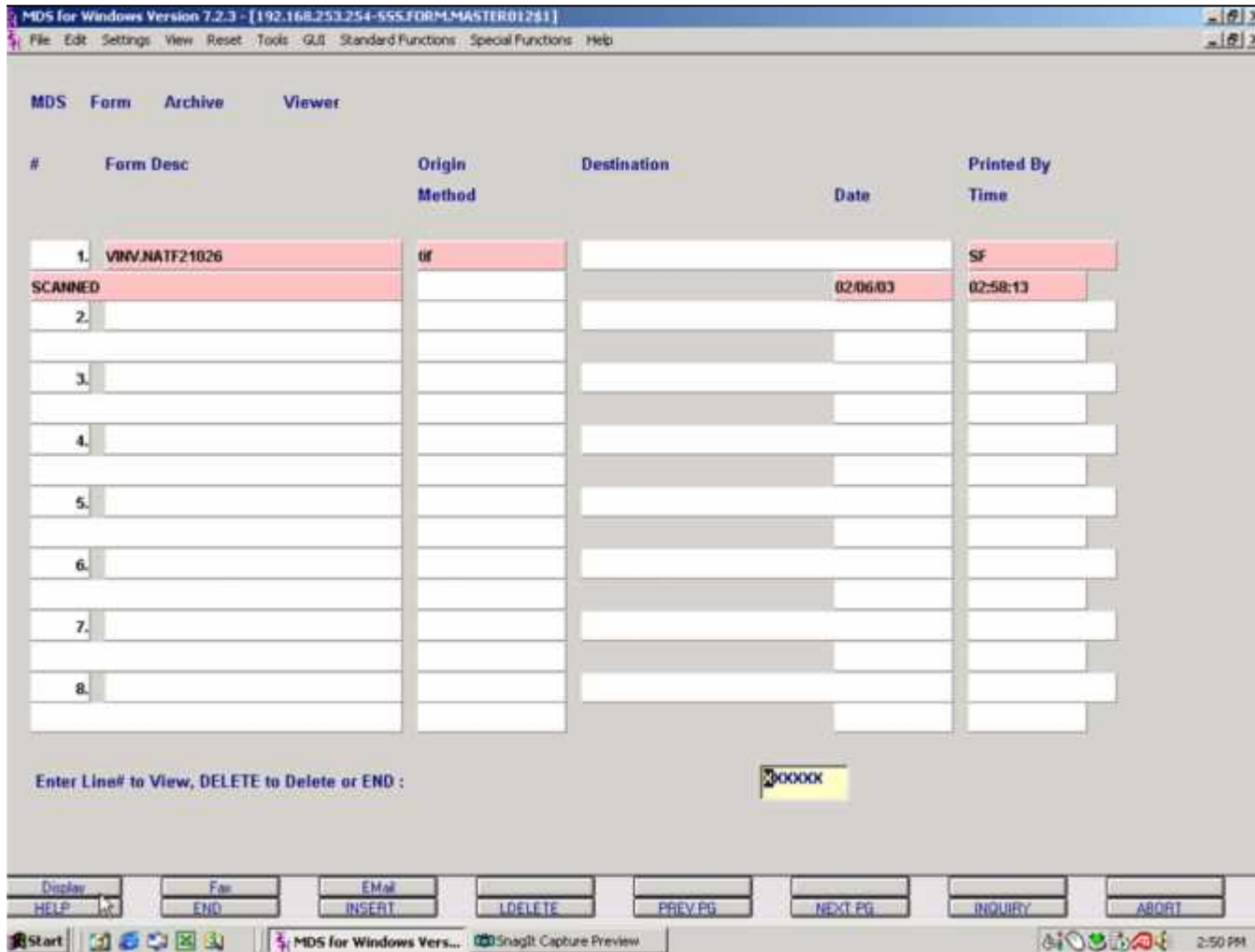
Document Management System
 Viewing the Scanned Document

A previously scanned document can be viewed in many different places through MDS. Listed is one example.

In Accounts Payable voucher entry, if an Invoice was scanned into the system, we are able to view the document in the Vendor Open Payables Inquiry.

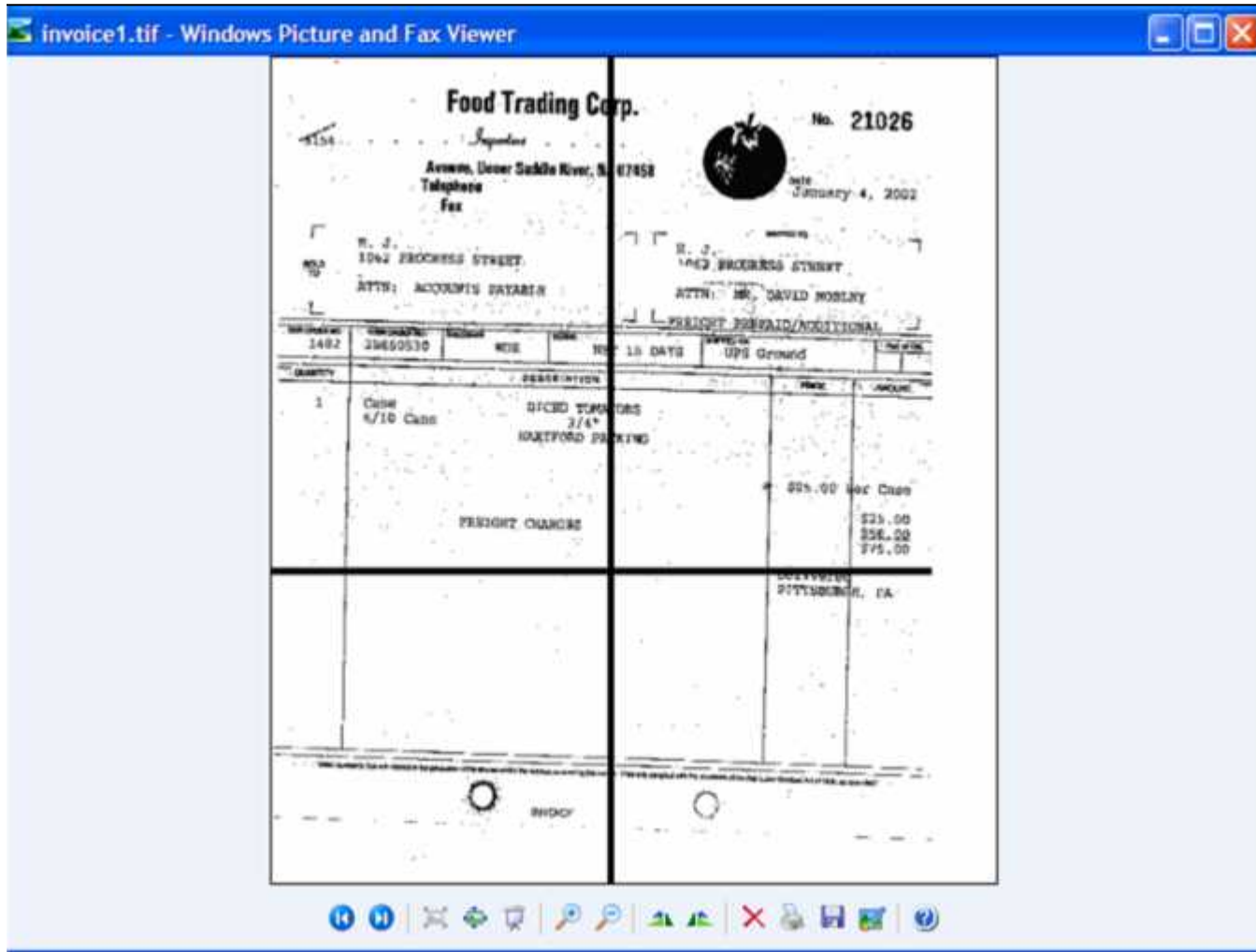
Right click on the Invoice#. The MDS Form Archive Viewer will be displayed.

Notes:



Document Management System
 Viewing the Scanned Document
 From the MDS Form Archive Viewer, click on the 'Display' icon or press Shift+<F1> function keys.

Notes:



Document Management System
 Viewing the Scanned Document
 The document image will be displayed on your screen.


Notes:

MDS for Windows Version 7.2.3 - [192.168.253.254-PROD.MAST.MAINT00001]

File Edit Settings View Reset Tools GUT Standard Functions Special Functions Help

PRODUCT MASTER FILE MAINTENANCE

Product #: INT PROD #:

1.Description 1	<input type="text" value="2.5v POCKET OTOSCOPE"/> 		0.00
2.Description 2	<input type="text"/>		
3.Vendor #	<input type="text" value="WELCH"/>		21.Discountable <input type="text" value="Y"/>
4.Vendor Item#	<input type="text" value="05074-800"/>		22.Taxable <input type="text" value="Y"/>
5.Purch Agent	<input type="text"/>		23.Discontinued <input type="text" value="N"/>
6.Unit Pack	<input type="text" value="1"/>		24.Accept B/O <input type="text" value="Y"/>
7.Box Quantity	<input type="text" value="1"/>		25.Partial Ship <input type="text" value="Y"/>
8.Case Quantity	<input type="text" value="4"/>		26.Inv Bypass <input type="text" value="N"/>
9.Stocking UM	<input type="text" value="BX"/>	<input type="text" value="QTY"/> <input type="text" value="1"/>	27.Stock Status <input type="text" value="Y"/>
10.Proc/Cost UM	<input type="text" value="BX"/>	<input type="text" value="QTY"/> <input type="text" value="1"/>	28.Product Line <input type="text"/>
11.Std Sell UM	<input type="text" value="BX"/>	<input type="text" value="QTY"/> <input type="text" value="1"/>	29.Product Class <input type="text" value="032"/>
12.Alt Sell UM	<input type="text"/>	<input type="text" value="QTY"/>	30.Product Type <input type="text" value="003"/>
13.Purchasing UM	<input type="text" value="CS"/>	<input type="text" value="QTY"/> <input type="text" value="4"/>	31.Unit Weight <input type="text" value="0.0"/>
14.Min Sell Qty	<input type="text" value="1"/>		32.Packing Cube <input type="text"/>
15.List Price	<input type="text" value="17.250"/>		33.Block_Tier <input type="text"/>
16.Standard Cost	<input type="text" value="9.380"/>		34.Owning Co# <input type="text" value="01"/>
17.Current Cost	<input type="text" value="9.380"/>	36.Substitute Product# <input type="text"/>	35.Substitute Ind <input type="text"/>
18.Foreign Cost	<input type="text"/>		37.Sub Price Ind <input type="text" value="0"/>
19.Show Cost	<input type="text" value="10.110"/>		

ENTER LINE # TO CHANGE,DELETE TO DELETE,B TO ACCEPT : PAGE 1 OF 4

HELP END INSERT LOEFTE PREV.PG NEXT.PG INQUIRY ABORT

Document Management System

Associating a picture

The user is able to associate a picture from a scanner or capture device, or the user can load an image from a file.

Start by clicking on the "camera" icon.

Notes:

MDS for Windows Version 7.2.3 - [192.168.253.254:32768] Product Master File Maintenance

File Edit Settings View F10: Tools: GUI Standard Functions Special Functions Help

PRODUCT MASTER FILE MAINTENANCE

Product #: **WA22820** INT PROD #: **110840**

1. Description 1	2.5v POCKET OTOSCOPE	20. Cash%	0.00
2. Description 2		21. Discountable	Y
3. Vendor #	WELCH	22. Taxable	Y
4. Vendor Item#	05074-800	23. Discontinued	N
5. Purch Agent		24. Accept B/O	Y
6. Unit Pack	1	25. Partial Ship	Y
7. Box Quantity	1	26. Inv Bypass	N
8. Case Quantity	4	27. Stock Status	Y
9. Stocking UM	BX QTY		
10. Pro/Cost UM	BX QTY		032
11. Std Sell UM	BX QTY		003
12. Alt Sell UM	QTY		0.0
13. Purchasing UM	CS QTY	32. Packing Cube	
14. Min Sell Qty	1	33. Block_Tier	
15. List Price	17.250	34. Owning Co#	01
16. Standard Cost	9.380	35. Substitute Ind	
17. Current Cost	9.380	36. Substitute Product#	
18. Foreign Cost			
19. Show Cost	10.110	37. Sub Price Ind	0

Choose Source:

Acquire Image from Scanner or Capture Device

Load Image from a file

OK Cancel

ENTER LINE # TO CHANGE,DELETE TO DELETE,B TO ACCEPT : XXXXXX PAGE 1 OF 4

HELP END INSERT DELETE PREV PG NEXT PG INQUIRY ABORT

Document Management System


Associating a picture

Choose "Acquire Image from Scanner or Capture Device" or "Load Image from a file" depending on how you would like to bring the image into MDS.

Notes:

PRODUCT MASTER FILE MAINTENANCE

Product #: **WA22820** INT PROD #: **110840**

1. Description 1	2.5v POCKET OTOSCOPE 		20. Cash%	0.00
2. Description 2			21. Discountable	Y
3. Vendor #	WELCH		22. Taxable	Y
4. Vendor Item#	05074-800		23. Discontinued	N
5. Purch Agent			24. Accept B/O	Y
6. Unit Pack	1		25. Partial Ship	Y
7. Box Quantity	1		26. Inv Bypass	N
8. Case Quantity	4		27. Stock Status	Y
9. Stocking UM	BX	QTY		
10. Pro/Cost UM	BX	QTY		032
11. Std Sell UM	BX	QTY		003
12. Alt Sell UM		QTY		0.0
13. Purchasing UM	CS	QTY	4	
14. Min Sell Qty	1		32. Packing Cube	
15. List Price	17.250		33. Block_Tier	
16. Standard Cost	9.380		34. Owning Co#	01
17. Current Cost	9.380		35. Substitute Ind	
18. Foreign Cost			36. Substitute Product#	
19. Show Cost	10.110		37. Sub Price Ind	0

ENTER LINE # TO CHANGE,DELETE TO DELETE,B TO ACCEPT : **XXXXXX** PAGE 1 OF 4

HELP END INSERT DELETE PREV PG NEXT PG INQUIRY ABORT

Document Management System

Associating a Picture

Acquire Image from Scanner or Capture Device

Highlight "Acquire Image from Scanner or Device" and click on the "OK" button.

Notes:

PRODUCT MASTER FILE MAINTENANCE

Product #: WA22820 INT PROD #: 110840

1. Description:

2. Description:

3. Vendor #:

4. Vendor Itc:

5. Purch Age:

6. Unit Pack:

7. Box Quantity:

8. Case Quantity:

9. Stocking UM: BX QTY

10. Pro/Cost UM: BX QTY

11. Std Sell UM: BX QTY

12. Alt Sell UM: QTY

13. Purchasing UM: CS QTY

14. Min Sell Qty:

15. List Price:

16. Standard Cost:

17. Current Cost:

18. Foreign Cost:

19. Show Cost:

20. Cash%:

21. Discountable:

22. Taxable:

23. Discontinued:

24. Accept B/O:

25. Partial Ship:

26. Inv Bypass:

27. Stock Status:

28. Product Line:

29. Product Class:

30. Product Type:

31. Unit Weight:

32. Packing Cube:

33. Block_Tier:

34. Owning Co#:

35. Substitute Ind:

36. Substitute Product#:

37. Sub Price Ind:

ENTER LINE # TO CHANGE,DELETE TO DELETE,B TO ACCEPT : PAGE 1 OF 4

HELP END INSERT DELETE PREV PG NEXT PG INQUIRY ABORT

Document Management System

Associating a Picture

Acquire Image from Scanner or Capture Device

Highlight the source to bring in the image and click on the "Select" button.

Next, the system will scan the image.

Notes:



Document Management System

- Acquire Image from Scanner or Capture Device

Document Management System

Document Management System

Associating a Picture

Acquire Image from Scanner or Capture Device

At the bottom of your screen, the system will display: "Enter Image Description" followed by a text entry box. The image description is called "SCANNEDIMAGE" by default. You may change the description.

Do not use any spaces.

Hit <ENTER> when finished.

Notes:

PRODUCT MASTER FILE MAINTENANCE

Product #: WA22820 INT PROD #: 110840

Description 1: 2.5v POCKET OTOSCOPE

Description 2: [Empty]

Vendor #: WELCH

Vendor Item#: 05074-000

Purch Agent: [Empty]

Unit Pack: 1

Box Quantity: 1

Case Quantity: 4

Stocking UM: BX QTY

Proc/Cost UM: BX QTY

Std Sell UM: BX QTY

Alt Sell UM: [Empty] QTY

Purchasing UM: CS QTY

Min Sell Qty: 1

List Price: 17.250

Standard Cost: 9.380

Current Cost: 9.380

Foreign Cost: [Empty]

Show Cost: 10.110

20.Cash%: 0.00

21.Discountable: Y

22.Taxable: Y

23.Discontinued: N

24.Accept B/O: Y

25.Partial Ship: Y

26.Inv Bypass: N

27.Smkt. Status: Y

32.Packing Cube: [Empty]

33.Block Tier: [Empty]

34.Owning Co#: 01

35.Substitute Ind: [Empty]

36.Substitute Product#: [Empty]

37.Sub Price Ind: 0

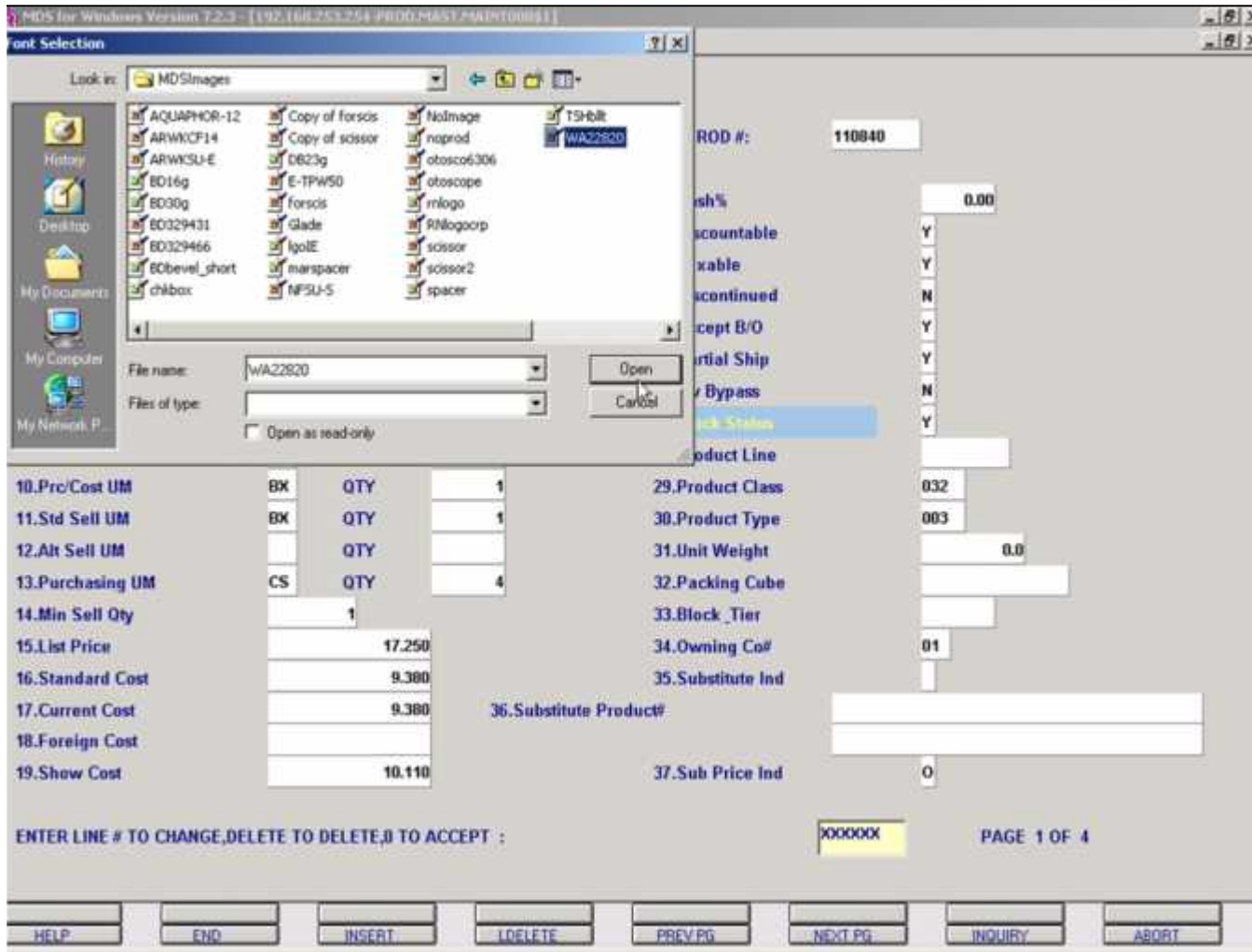
Choose Source dialog box: Acquire Image from Scanner or Capture Device, Load Image from a file (highlighted), OK, Cancel

XXXXXXXX PAGE 1 OF 4

Buttons: F1, END, INSERT, DELETE, PREV PG, NEXT PG, INQUIRY, ABORT

Document Management System
 Associating a Picture
 Load Image from a file
 Highlight "Load Image from a file" and click on the
 "OK" button.

Notes:



Document Management System

Associating a Picture

Load Image from a file

A selection box will display. From here navigate to the folder where the image is stored. Highlight the image name and click the "Open" button.

Notes:

MDS for Windows Version 7.2.3 - [192.168.253.254-PROD.MAST.MAINT00081]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

PRODUCT MASTER FILE MAINTENANCE

Product #: INT PROD #:

1. Description 1	<input type="text" value="2.5v POCKET OTOSCOPE"/>			20. Cash%	<input type="text" value="0.00"/>
2. Description 2	<input type="text"/>			21. Discountable	<input type="text" value="Y"/>
3. Vendor #	<input type="text" value="WELCH"/>			22. Taxable	<input type="text" value="Y"/>
4. Vendor Item#	<input type="text" value="05074-800"/>			23. Discontinued	<input type="text" value="N"/>
5. Purch Agent	<input type="text"/>			24. Accept B/O	<input type="text" value="Y"/>
6. Unit Pack	<input type="text" value="1"/>			25. Partial Ship	<input type="text" value="Y"/>
7. Box Quantity	<input type="text" value="1"/>			26. Inv Bypass	<input type="text" value="N"/>
8. Case Quantity	<input type="text" value="4"/>			27. Stock Status	<input type="text" value="Y"/>
9. Stocking UM	<input type="text" value="BX"/>	<input type="text" value="QTY"/>	<input type="text" value="1"/>	28. Product Line	<input type="text"/>
10. Pro/ Cost UM	<input type="text" value="BX"/>	<input type="text" value="QTY"/>	<input type="text" value="1"/>	29. Product Class	<input type="text" value="032"/>
11. Std Sell UM	<input type="text" value="BX"/>	<input type="text" value="QTY"/>	<input type="text" value="1"/>	30. Product Type	<input type="text" value="003"/>
12. Alt Sell UM	<input type="text"/>	<input type="text" value="QTY"/>	<input type="text"/>	31. Unit Weight	<input type="text" value="0.0"/>
13. Purchasing UM	<input type="text" value="CS"/>	<input type="text" value="QTY"/>	<input type="text" value="4"/>	32. Packing Cube	<input type="text"/>
14. Min Sell Qty	<input type="text" value="1"/>			33. Block_Tier	<input type="text"/>
15. List Price		<input type="text" value="17.250"/>		34. Owning Co#	<input type="text" value="01"/>
16. Standard Cost		<input type="text" value="9.380"/>		35. Substitute Ind	<input type="text"/>
17. Current Cost		<input type="text" value="9.380"/>		36. Substitute Product#	<input type="text"/>
18. Foreign Cost		<input type="text"/>		37. Sub Price Ind	<input type="text" value="0"/>
19. Show Cost		<input type="text" value="10.110"/>			

Enter Image Description :

PAGE 1 OF 4

HELP END INSERT DELETE PREV PG NEXT PG INQUIRY ABORT

Document Management System

Associating a Picture

Load Image from a file

At the bottom of your screen, the system will display: "Enter Image Description" followed by a text entry box. The image description is called "SCANNEDIMAGE" by default. You may change the description.

Do not use any spaces.

Hit <ENTER> when finished.

Notes:

PRODUCT MASTER FILE MAINTENANCE

Product #: WA22820 INT PROD #: 110840

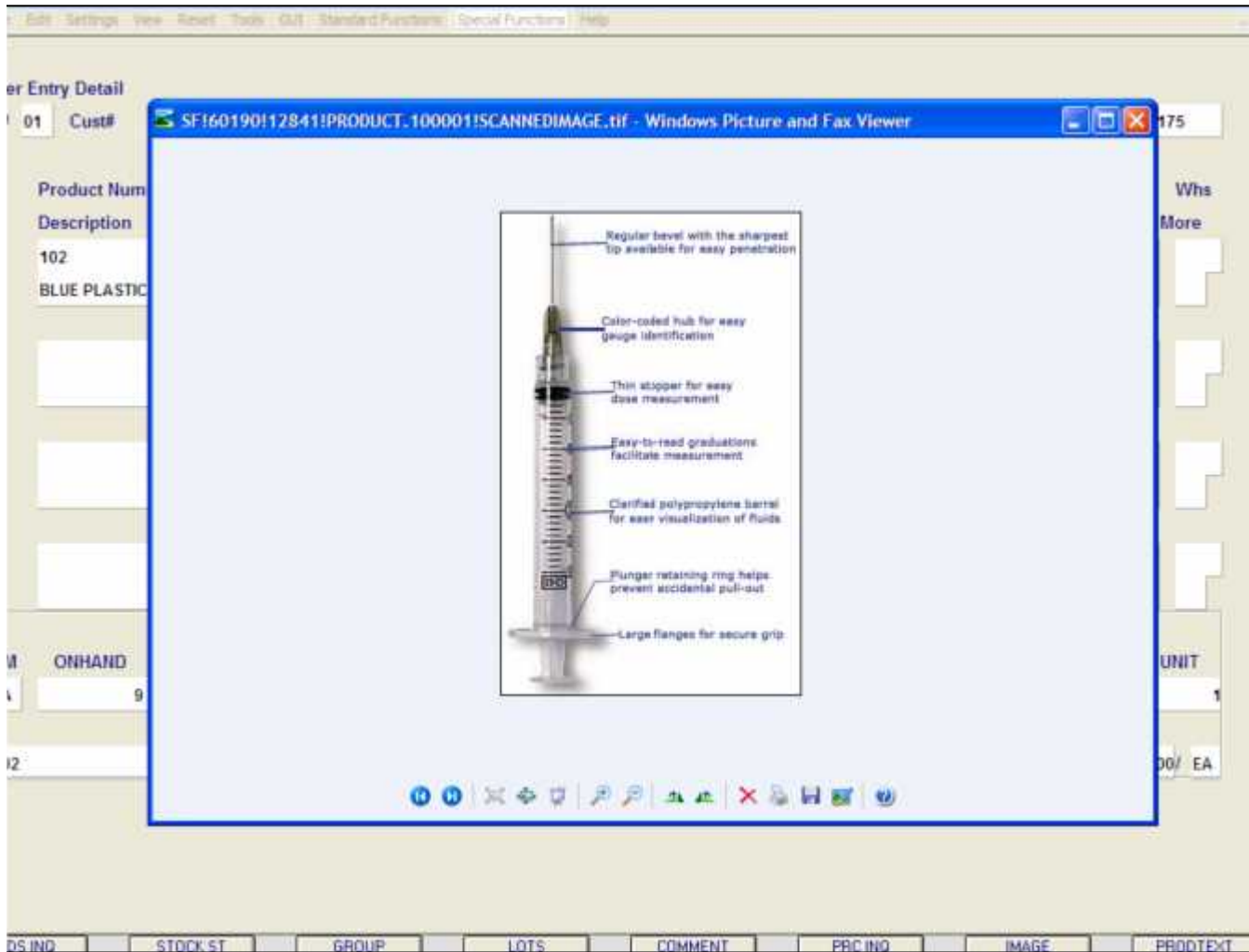
Description 1	2.5v POCKET OTOSCOPE			20.Cash%	0.00
Description 2				21.Discountable	Y
Vendor #	WELCH			22.Taxable	Y
Vendor Item#	05074-000			23.Discontinued	N
Purch Agent				24.Accept B/O	Y
Unit Pack	1			25.Partial Ship	Y
Box Quantity	1			26.Inv Bypass	N
Case Quantity	4			27.Stock Status	Y
Stocking UM	BX	QTY	1	28.Product Line	
Proc/Cost UM	BX	QTY	1	29.Product Class	032
Std Sell UM	BX	QTY	1	30.Product Type	003
Alt Sell UM		QTY		31.Unit Weight	0.0
Purchasing UM	CS	QTY	4	32.Packing Cube	
Fin Sell Qty	1			33.Block Tier	
List Price		17.250		34.Owning Co#	01
Standard Cost		9.380		35.Substitute Ind	
Current Cost		9.380		36.Substitute Product#	
Foreign Cost					
Show Cost		10.110		37.Sub Price Ind	0

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX PAGE 1 OF 4

FILE END INSERT DELETE PREV PG NEXT PG INQUIRY ABORT

Document Management System
 Associating a Picture
 Load Image from a file
 When complete, enter '0' to accept changes.

Notes:



Document Management System

Viewing Image

The image that was brought into MDS, from scanner, capture device, or specific file, can be viewed in many places. One example to view a product image is in the Order Entry module.

In the Order Entry Detail screen, once the product is entered, the user can click on the "IMAGE" icon and the image will be displayed.

Notes:

Comments:



Where to Get More Information

- To contact support call 973-777-8050 or fax 973-777-3063.
- To access the The System's House website the address is:
www.tshinc.com.

Document Management System

Notes:
