

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



Document Management System

Training Guide

Document Management System

Notes:



Introduction

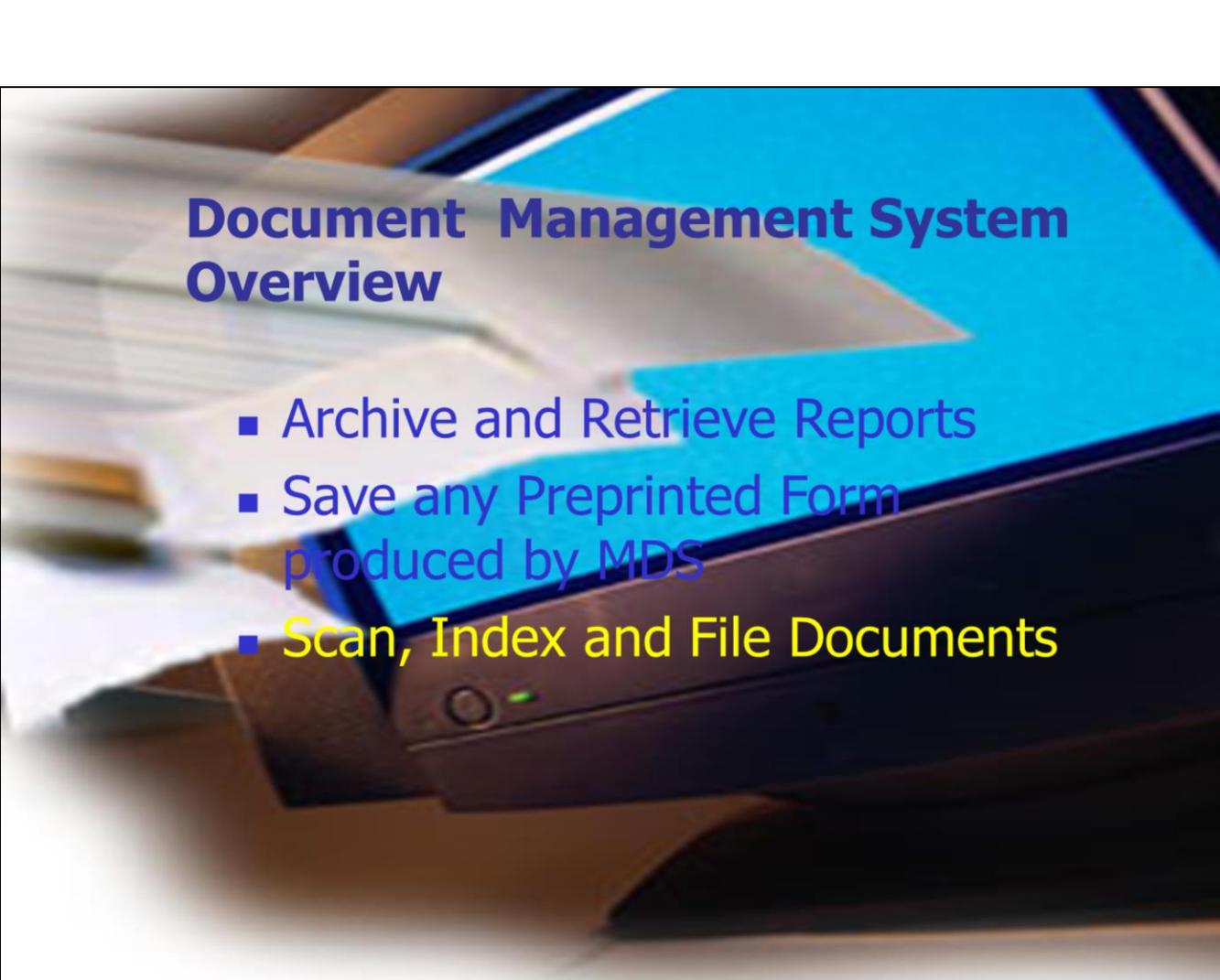
- **How to use the Document Management System**

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 Overview

- Archive and Retrieve Reports
- Save any Preprinted Form produced by MDS
- Scan, Index and File Documents

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
CLIFTON, NJ 07013

Tel: 973-777-8050
Fax: 973-777-3063

Bill-to: UMC
UNIVERSITY MEDICAL CENTER

Ship-to: UNIVERSITY MEDICAL CENTER

Return Authorization

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON, NJ 07013

Tel: 973-777-8050
Fax: 973-777-3063

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

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

Ret. Auth. Date: 12/03/02 Salesman: EUGENE FORREST
Expiration Date: Customer Order #: *REPRINT (5) *
Our Order No: 01131431 Reason: MDSE ALLOW
Invoice Ref#: 111111 Terms: 2/10 NET 30

Special Instructions: PM DELIVERIES ONLY

Line	Item Number / Description	Auth.	UM	Recv.	UM	Open	Unit Price	UM	Extension
1105	ULTRA BLUE PLASTIC DESK		3 EA		0EA	3	450.00 EA		1350.00

Statement

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON, NJ 07013

8050
3063

UNI 1 S
RYE

Customer Number: UMC
Salesman Name: EUGENE FORREST
Statement Date: 01/28/03

To ensure proper cred
(X) all invoices being p

Trx	Reference	Original Amount	Payment/Credits	X
O/A	01100000	-100.00	100.00	
O/A	01128595	-100.00	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	2 PO 4556	2,675.00		
INV	1 PO 9999	1,575.70	-1,575.70	
INV	06/10/00 01121320	123	-78.04	
INV	06/13/00 01121321		81.41	
INV	06/13/00 01121323	GUS	170.61	
INV	03/03/00 01200001		2,171.83	
INV	03/03/00 01200003	GH 765	1,358.65	

PICKING TICKET

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON, NJ 07013

Tel: 201-777-8050
Fax: 973-777-3063

Bill-to: UMC
UNIVERSITY MEDICAL CENTER

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

Page: 1

Order Number
01131802001

Proforma

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON, NJ 07013

973-777-8050
973-777-3063

Ship-to: 001 SY

Page: 1

Proforma #
01100392

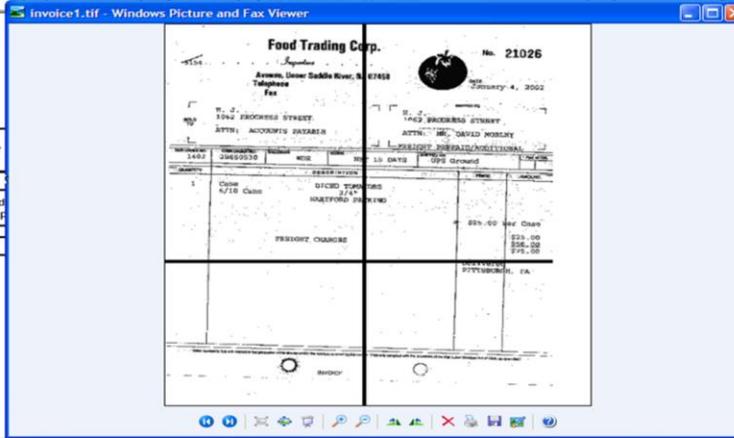
Purchase Order

Page: 1

PO Number
01129114

You must refer to the PO Number
on any packages, labels, shipping
papers or correspondence

Ship To: THE SYSTEMS HOUSE
Operator: SY



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:

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".

Invoice Reprint/Inquiry by Customer

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

Line	Tnx	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	12/16/02	1		481.50

Enter line number to toggle print on/off

Enter Tnx (INV,I/V,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	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT

Notes:

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

Notes:

**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.

Adobe Acrobat - [johnsenr!51109.7306!12815!INV.01501737!INV.ARCHPRINT.37.EMAIL____.pdf]

File Edit Document Tools View Window Help

Invoice

Page: 1

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON , NJ 07013

Tel: 973-777-8050
Fax: 973-777-3063

Bill-to: UMC	Ship-to: 001 SY
UNIVERSITY MEDICAL CENTER 1 STATION PLAZA RYE NY 11099	UNIVERSITY MEDICAL CENTER 1 STATION PLAZA RYE NY 11099

Invoice Date: 01/13/03	Salesman: EUGENE FORREST
Ship Date: 01/13/03	Ship Via: UPS
Our Order No: 01131591001	Customer Order #: 1
Terms: 2/10 NET 30	

Special Instructions: PM DELIVERIES ONLY

Line	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Price	UM	Extension
1	102 BLUE PLASTIC DESK	5	EA	5	EA	0	210.00	EA	1,050.00
SUB TOTAL									1,050.00

114% 1 of 1 8.5 x 11 in

Document Management System Viewing Document

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

Notes:

Faxing a Document

FAX Information Entry

1.FAX Phone Number:	973-777-1483
2.Coversheet (Y/N):	Y
	COVERSHEET INFORMATION
3.Company Name:	THE SYSTEMS HOUSE
4.Sender Name :	JOHN SMITH
5.Sender Phone:	201-777-8050
6.Sender Fax :	973-777-3063
7.Subject :	INV.01501737
8.Message :	
9.Deliver to :	CUSTOMER SERVICE
10.To Company :	

Enter Line# to change or 0 to send FAX:

XXXXXX

Document Management System

Notes:

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.

ENTER LINE# TO CHANGE OR 0 TO SEND FAX

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



E-mailing Document

E-Mail Information Entry

1.Email Address :	<input type="text" value="johnd@abc.com"/>
2.Sender Address :	<input type="text"/>
3.Subject :	<input type="text" value="INV.01501737"/>
4.Message :	<input type="text" value="INV.01501737"/>
	<input type="text" value="THE SYSTEMS HOUSE"/>
	<input type="text" value="1033 ROUTE 46 EAST"/>

Enter Line# to change or END to send EMAIL:

Document Management System

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.VOU.ENTRY.HDR011\$1]

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

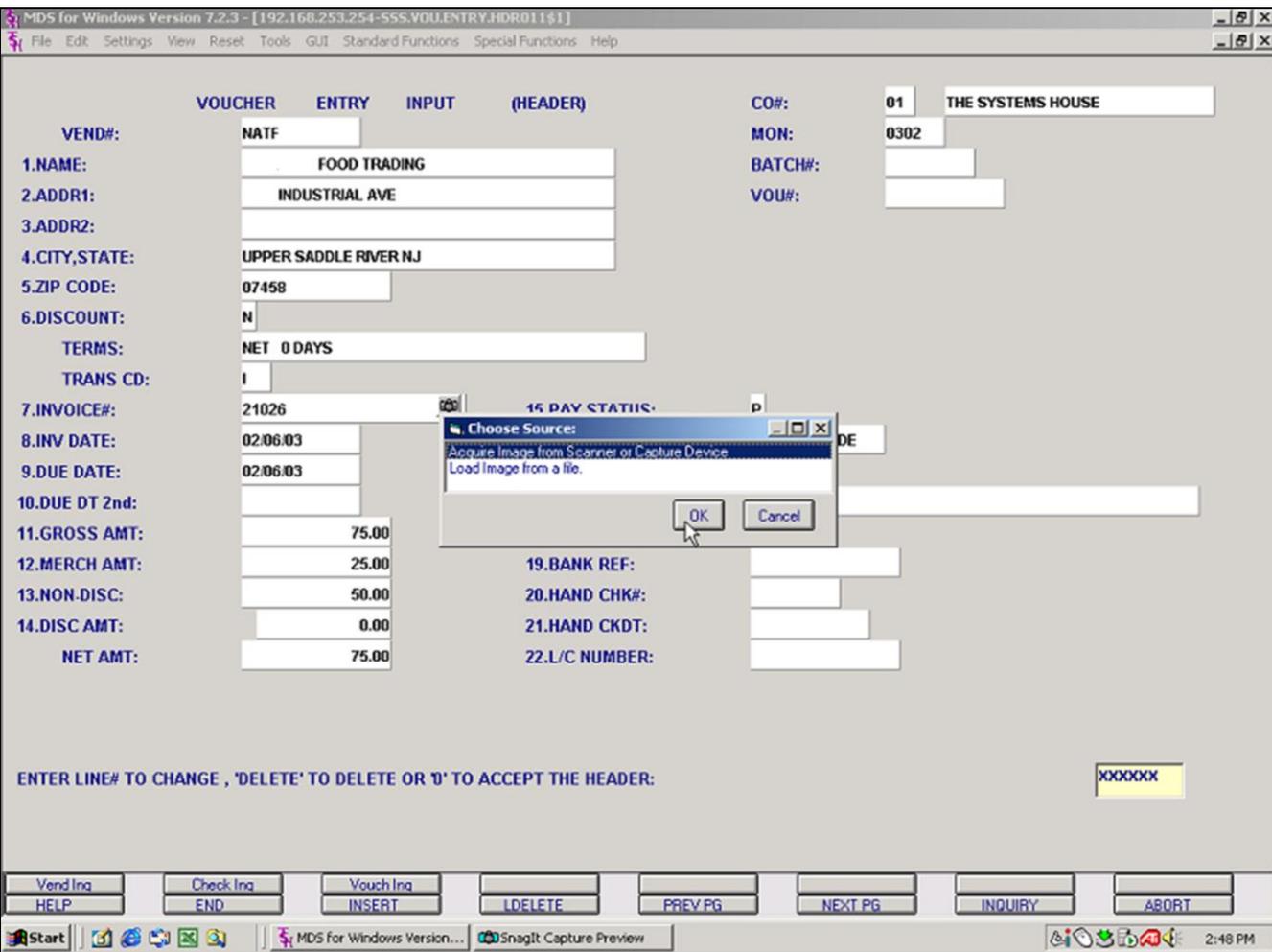
VOUCHER	ENTRY	INPUT	(HEADER)	CO#:	01	THE SYSTEMS HOUSE
VEND#:	NATF			MON:	0302	
1.NAME:	FOOD TRADING			BATCH#:		
2.ADDR1:	INDUSTRIAL AVE			VOU#:		
3.ADDR2:						
4.CITY,STATE:	UPPER SADDLE RIVER NJ					
5.ZIP CODE:	07458					
6.DISCOUNT:	N					
TERMS:	NET 0 DAYS					
TRANS CD:	I					
7.INVOICE#:	21026					
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				
12.MERCH AMT:		25.00	19.BANK REF:			
13.NON-DISC:		50.00	20.HAND CHK#:			
14.DISC AMT:		0.00	21.HAND CKDT:			
NET AMT:		75.00	22.L/C NUMBER:			

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

Start | MDS for Windows Vers... | 2:47 PM

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

Notes:



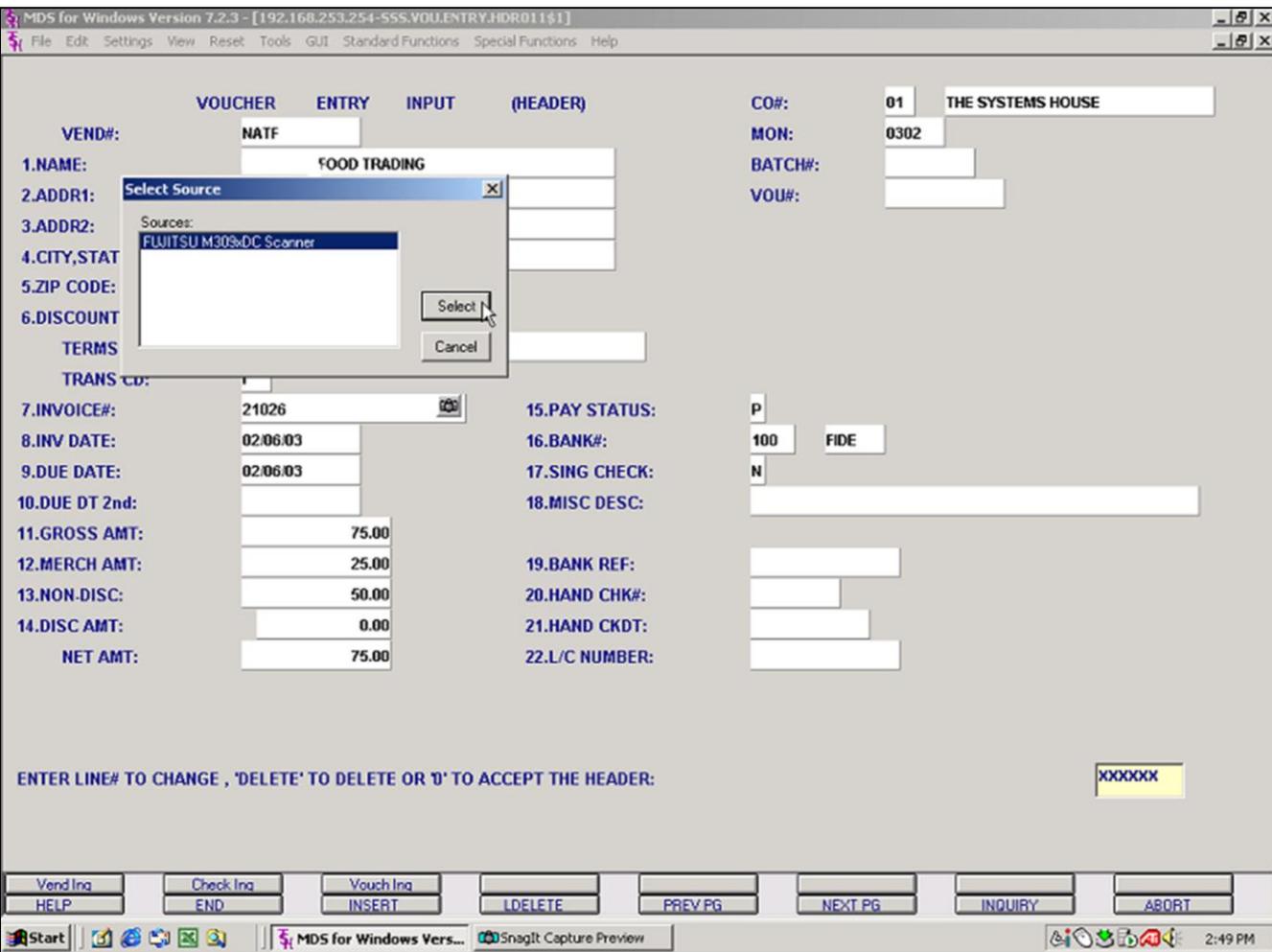
Document Management System

Scanning Document p2

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

Click "OK"

Notes:



Document Management System Scanning Document p3

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:

MDS for Windows Version 7.2.3 - [192.168.253.254-555.VOU.ENTRY.HDR011\$1]

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

VOUCHER ENTRY INPUT (HEADER) CO# 01 THE SYSTEMS HOUSE

VEND#: NATF

1.NAME: FOOD TRAD

2.ADDR1: INDUSTRIAL AVE

3.ADDR2:

4.CITY,STATE: UPPER SADDLE RIVER

5.ZIP CODE: 07458

6.DISCOUNT: N

TERMS: NET 0 DAYS

TRANS CD: I

7.INVOICE#: 21026

8.INV DATE: 02/06/03

9.DUE DATE: 02/06/03

10.DUE DT 2nd:

11.GROSS AMT: 75.00

12.MERCH AMT: 25.00

13.NON-DISC: 50.00

14.DISC AMT: 0.00

NET AMT: 75.00

Food Trading Corp.
Importers
 Industrial Avenue, River, NJ
 Telephone 201-825-6214
 Fax 201-825-8226

H. J. 1062 PROGRESS STREET H. J. 1062 PROGR

ATTN: ACCOUNTS PAYABLE ATTN: MR.

ORDER NO: 1402 VOUCHER NO: 2R550530 WDR NET 15 DAYS FREIGHT P&B

QUANTITY	DESCRIPTION
1	Cage 6/10 Cons DICED TOMATOES 3/4" HARTFORD PACKING
	FREIGHT CHARGES

Save To MDS Cancel

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

Vend Inq Check Inq Vouch Inq LDELETE PREV PG NEXT PG INQUIRY ABORT
 HELP END INSERT

Start MDS for Windows Vers... Snagit Capture Preview 2:49 PM

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.INQ011\$1]

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

LN#	VOUCH#	INV-DATE	GROSS-AMT	DISC-AMT	AMT-PAID	LAST-DT	CHECK#	AMT-DUE	ST
		DUE-DATE	INVOICE#		MISC-DESCRIPTION				
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':

XXXXXXXX

PurchHist Pay Hist Vouch Inq Check Inq
 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:

MDS for Windows Version 7.2.3 - [192.168.253.254-555.FORM.MASTER012\$1]

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

MDS Form Archive Viewer

#	Form Desc	Origin Method	Destination	Date	Printed By Time
1.	VINV.NATF21026	tif			SF
SCANNED				02/06/03	02:58:13
2.					
3.					
4.					
5.					
6.					
7.					
8.					

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

XXXXXX

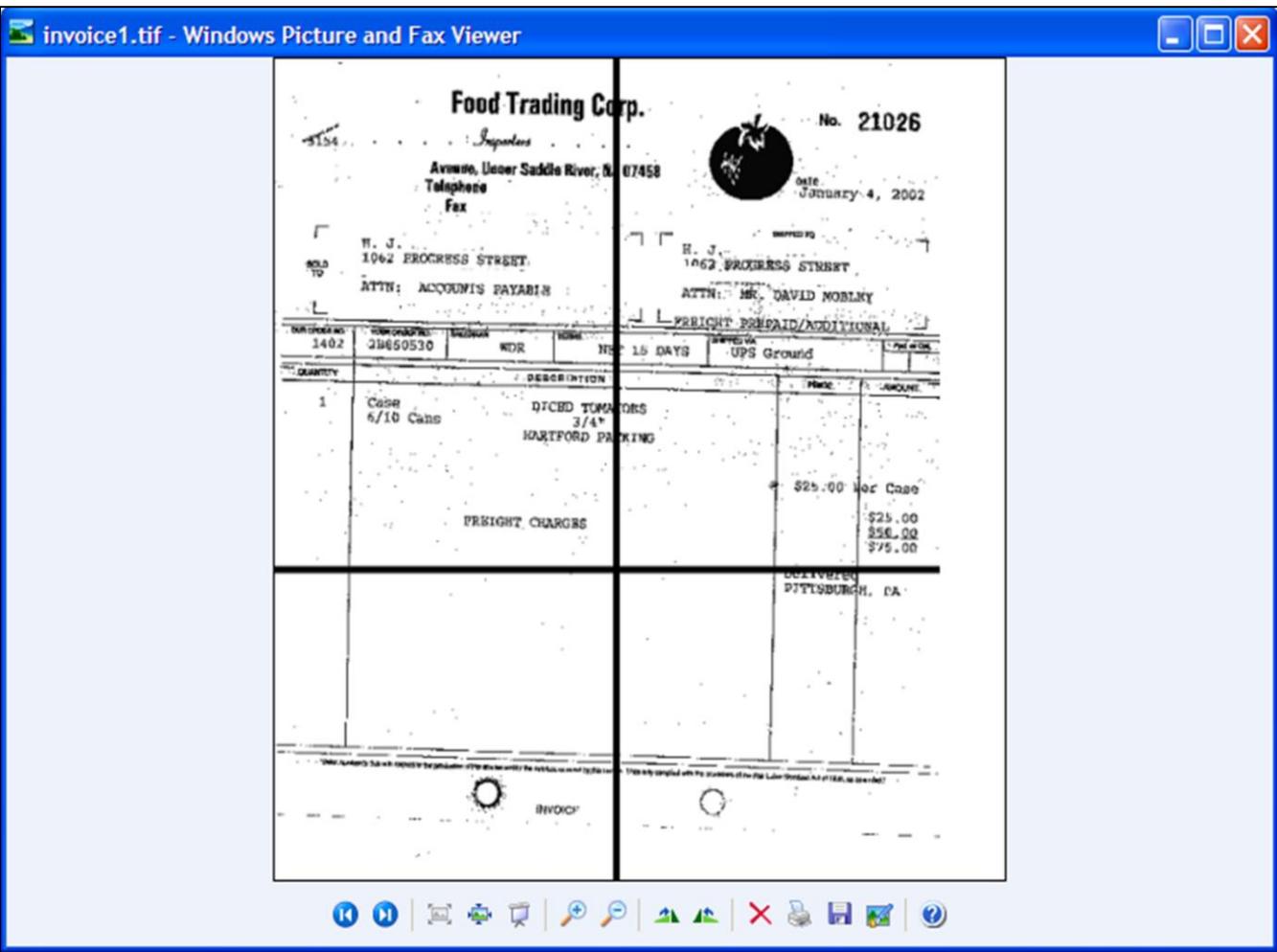
Display HELP Fax END EMail INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Start MDS for Windows Vers... Snagit Capture Preview 2:50 PM

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-
Document Sample**

The document image will be displayed on your screen.

Notes:

MDS for Windows Version 7.2.3 - [192.168.253.254-PROD.MAST.MAINT008#1]

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

PRODUCT MASTER FILE MAINTENANCE

Product #: INT PROD #:

1.Description 1	2.5v POCKET OTOSCOPE			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 1	28.Product Line	
10.Prc/Cost UM	BX	QTY 1	29.Product Class	032
11.Std Sell UM	BX	QTY 1	30.Product Type	003
12.Alt Sell UM		QTY	31.Unit Weight	0.0
13.Purchasing UM	CS	QTY 4	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

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

HELP END INSERT LDELETE 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-PROD.MAST.MAINT008\$1]

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"/>
10.Prc/Cost UM	<input type="text" value="BX"/> <input type="text" value="QTY"/>		<input type="text" value="032"/>
11.Std Sell UM	<input type="text" value="BX"/> <input type="text" value="QTY"/>		<input type="text" value="003"/>
12.Alt Sell UM	<input type="text"/> <input type="text" value="QTY"/>		<input type="text" value="0.0"/>
13.Purchasing UM	<input type="text" value="CS"/> <input type="text" value="QTY"/>	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"/>		

Choose Source:

Acquire Image from Scanner or Capture Device

Load Image from a file.

OK Cancel

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

HELP END INSERT LDELETE 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:

MDS for Windows Version 7.2.3 - [192.168.253.254-PROD.MAST.MAINT008\$1]

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"/>
10.Prc/Cost UM	<input type="text" value="BX"/> <input type="text" value="QTY"/>		<input type="text" value="032"/>
11.Std Sell UM	<input type="text" value="BX"/> <input type="text" value="QTY"/>		<input type="text" value="003"/>
12.Alt Sell UM	<input type="text"/> <input type="text" value="QTY"/>		<input type="text" value="0.0"/>
13.Purchasing UM	<input type="text" value="CS"/> <input type="text" value="QTY"/>	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"/>		<input type="text"/>
19.Show Cost	<input type="text" value="10.110"/>	37.Sub Price Ind	<input type="text" value="0"/>

Choose Source:

Acquire Image from Scanner or Capture Device

Load Image from a file.

OK Cancel

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

HELP END INSERT LDELETE 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:

MDS for Windows Version 7.2.3 - [192.168.253.254-PROD.MAST.MAINT008\$1]

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

PRODUCT MASTER FILE MAINTENANCE

Product #: INT PROD #:

1. Description	<input type="text"/>	20. Cash%	<input type="text" value="0.00"/>
2. Description	<input type="text"/>	21. Discountable	<input type="text" value="Y"/>
3. Vendor #	<input type="text"/>	22. Taxable	<input type="text" value="Y"/>
4. Vendor Ite	<input type="text"/>	23. Discontinued	<input type="text" value="N"/>
5. Purch Age	<input type="text"/>	24. Accept B/O	<input type="text" value="Y"/>
6. Unit Pack	<input type="text"/>	25. Partial Ship	<input type="text" value="Y"/>
7. Box Quantity	<input type="text"/>	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	BX QTY <input type="text" value="1"/>	28. Product Line	<input type="text"/>
10. Prc/Cost UM	BX QTY <input type="text" value="1"/>	29. Product Class	<input type="text" value="032"/>
11. Std Sell UM	BX QTY <input type="text" value="1"/>	30. Product Type	<input type="text" value="003"/>
12. Alt Sell UM	<input type="text"/> QTY <input type="text"/>	31. Unit Weight	<input type="text" value="0.0"/>
13. Purchasing UM	CS 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 LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : PAGE 1 OF 4

HELP END INSERT LDELETE 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:



Associating an Image p5

- **Acquire Image from Scanner or Capture Device**

Document Management System

Document Management System

Associating a Picture

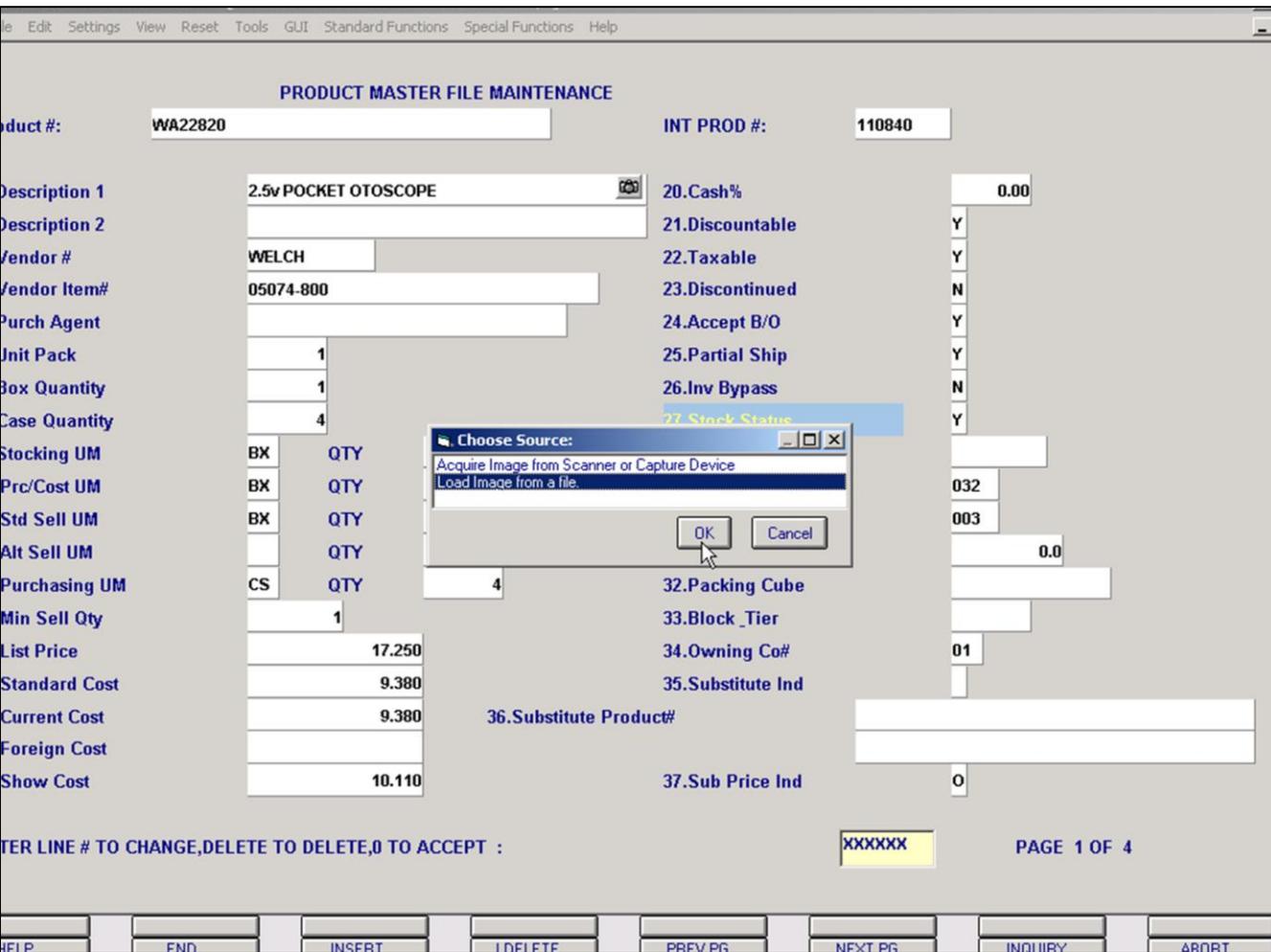
Acquire Image from Scanner or Capture Device

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:



Document Management System

Associating a Picture

Load Image from a file

Highlight "Load Image from a file" and click on the "OK" button.

Notes:

MDS for Windows Version 7.2.3 - [192.168.253.254-PROD.MAST.MAINT008\$1]

Font Selection

Look in: MDSImages

File name: WA22820

Files of type:

Open as read-only

Open Cancel

10.Prc/Cost UM BX QTY 1

11.Std Sell UM BX QTY 1

12.Alt Sell UM QTY

13.Purchasing UM CS QTY 4

14.Min Sell Qty 1

15.List Price 17.250

16.Standard Cost 9.380

17.Current Cost 9.380

18.Foreign Cost

19.Show Cost 10.110

29.Product Class 032

30.Product Type 003

31.Unit Weight 0.0

32.Packing Cube

33.Block_Tier

34.Owning Co# 01

35.Substitute Ind

36.Substitute Product#

37.Sub Price Ind 0

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

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

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.MAINT008#1]

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"/>	28. Product Line	<input type="text"/>
10. Prc/Cost UM	<input type="text" value="BX"/>	<input type="text" value="QTY"/>	29. Product Class	<input type="text" value="032"/>
11. Std Sell UM	<input type="text" value="BX"/>	<input type="text" value="QTY"/>	30. Product Type	<input type="text" value="003"/>
12. Alt Sell UM	<input type="text"/>	<input type="text" value="QTY"/>	31. Unit Weight	<input type="text" value="0.0"/>
13. Purchasing UM	<input type="text" value="CS"/>	<input type="text" value="QTY"/>	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

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:

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

PRODUCT MASTER FILE MAINTENANCE

Product #: INT PROD #:

Description 1: 

Description 2:

Vendor #:

Vendor Item#:

Purch Agent:

Unit Pack:

Box Quantity:

Case Quantity:

Stocking UM: BX QTY

Prc/Cost UM: BX QTY

Std Sell UM: BX QTY

Alt Sell UM: QTY

Purchasing UM: CS QTY

Min Sell Qty:

List Price:

Standard Cost:

Current Cost:

Foreign Cost:

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:

TER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

PAGE 1 OF 4

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABOBT

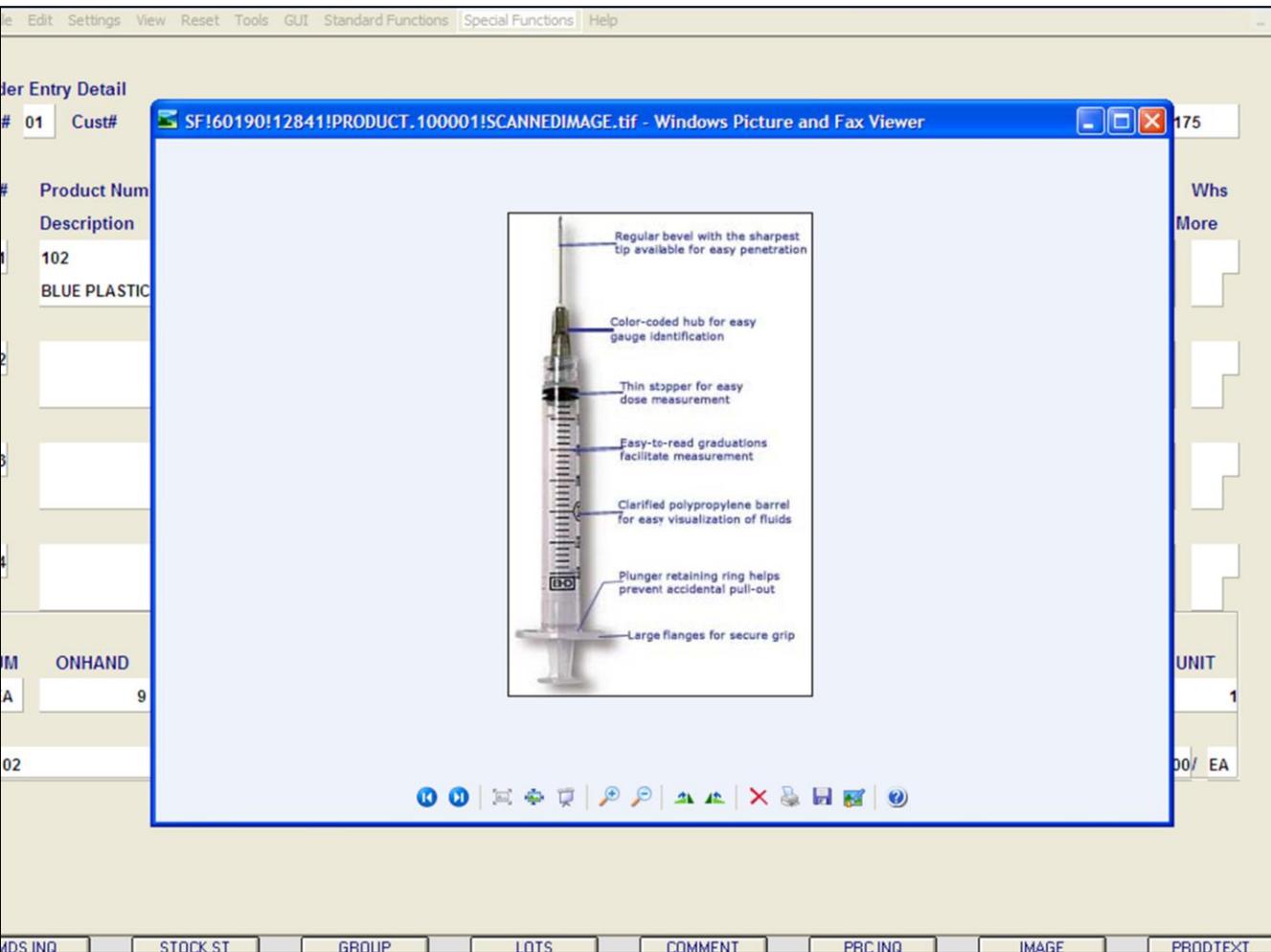
Document Management System

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:
