

Johnstone Supply Data Services, LLC

U2007 Upgrades

Administrative

Data Services Support Team

© DST

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Table of Contents

Purpose	4
DST Websites	4
DST Support Desk	5
Frequently Asked Question	6
U2007 - Upgrades	7
Menu 2 - Order Entry Reports	10
Menu 7 - Purchasing	11
Menu 9 - Physical Inventory	12
Menu 17 - End of Month	13
Menu 35 - Parameter Menu	15
End of Month	18
Database Warranty Tag Workflow	20
New Look for Menu 1	27

Purpose

To provide the Database users with a printed form of the 2007 Upgrade Documentation, this document also includes Frequently Asked Questions and information regarding the DST Websites.

DST Websites

Data Services Support Team Website <http://dst.sitemax.com/>

This site has all the up-to-date information. We have included links to our most recent upgrade documentation and the DST Tip of the Week on our home page. We also include links to all menu paths and upgrade documentation, Database Projects; Signature Capture, Hand-Held Information, Training Conferences, JUG Committee Information, and Hardware Support.

DST-DOCS Website. <http://dstdocs.sitemax.com/>

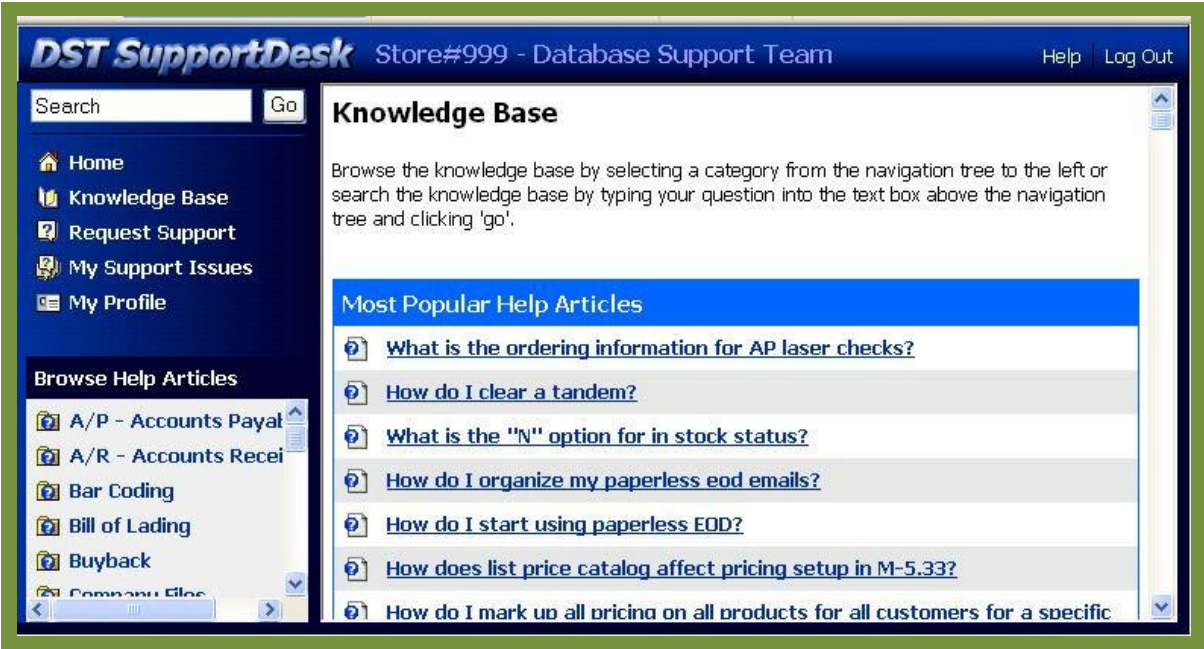
DST is working on updating the documentation into a centralized, searchable site.

Recently updated menus include:

- Menu 9 - Physical Inventory**
- Menu 11- Sales Analysis**
- Menu 15 - Warranty**
- Menu 25 - Printer Options**
- Menu 32 - Corp. Transmissions**
- Menu 32.14 - Buyback**
- Menu 35 - Parameter Menu**
- Centralized Product Display Areas**
- End-of-Year Documentation**
- Online Warranty Tag Procedures**
- Webstore**

DST Support Desk

DST Support Desk - A personal logon is required to access to the DST Support Desk. Once logged onto the Support Desk a user can log a support job, review the status or post information to a current open job. Review past completed jobs for their individual store and browse our Knowledgebase of FAQs. We continually add new FAQ's to the Knowledgebase for users to access and review.



Frequently Asked Question

DST Support Desk- FAQ's

Q: How do I submit my own job on-line?

A: Go to <http://www.myjohnstone.com/dst/>, Enter your User Name and your Password

Q: What if I have forgotten my user name or password?

A: Send an email to databasesupport@johnstonesupply.com for your user name and password.

Q: What if I don't have a user name and password, how do I get one?

A: Send an email to databasesupport@johnstonesupply.com and we will set -up your individual user name and password.

Q: How do I check the status of a job I submitted On-Line?

A: After logging into Support Desk, locate the "My Support Issue" box in the upper-right corner. Type in the job #, or click on the link to your Open or Resolved jobs.

Q: How do I know my job number?

A: An email will be sent to you with your job number after the job is created. You can also click on either the Open or Resolved Link to view your jobs.

Q: How can I view a job that has been placed On-Hold?

A: After logging into Support Desk, locate the "My Support Issue" box and click on either the Open or Resolved Link, and then click on the On Hold tab.

Q: How do I add documents or additional information to my job?

A: You can upload documents to your job, by using the Upload Document Tab. You can also add additional information to your job using the New Post box. Type your additional information or question in the box, click on the POST button. The posting will be posted to the job and emailed to the DST support person assigned to your job.

Q: What is the Knowledgebase?

You can always get 24x7 answers to your Database system questions by searching or browsing our knowledgebase. New information is posted to the Knowledgebase on a weekly basis. To access the DST knowledgebase, logon to the DST Support Desk and click the Knowledgebase button.

U2007 – Upgrades

Menu 1 – Order Entry

Description: Emailing/Faxing Quotes

Menu Path: 1.17, 1.38

Why use it: these new features allow Linux users to fax and email quotes. (Note: Stores without a Linux server can still fax quotes using Menu 1.17 but they will not appear in the HTML format that Linux provides).

How to use: For Quotes the following parameters must be setup.
Menu 35.12, screen 2, field 11 set to 'Y'

Field 12 has been added, Use Purchasing Fax# for Quotes, if this field is set to 'Y' then the fax number used to fax quotes is what is listed in Menu 12.2.2.2 field 29. If this field is set to 'N' or blank then the number listed in Menu 12.2.2.2 field 11 is used to fax the quotes.

The same concept is true for Field 2, Use Purchasing Fax# For Invoices. If this field is set to 'Y' then the number listed in Menu 12.2.2.2 field 29 will be used to fax invoices. However, if the field is set to 'N' or blank then the AR fax number will be used from Menu 12.2.2.2 field 11.

```
SIGNATURE CAPTURE COMPANY PARAMETERS - SCREEN 2
COMPANY NUMBER      01      JOHNSTONE - FENTON
1. PRINT 'O' RIGINAL OPERATOR OR 'S' ALESMAN  S
2. USE PURCHASING FAX# FOR INVOICES          N
3. PRINT TIME/DATE STAMP IN 2ND PO FIELD      Y
4. PRINT USING UPDATED LASER FORMS           y
5. PRINT RETAIL IN EACH PRICE COLUMN
6. BYPASS SIGNATURE ON CASH INVOICES         y
7. WEB ADDRESS TO PRINT ON NEW FORMS         www.johnstone-fenton.com
8. PRINT ONE COPY IN ALL CASES
9. ALWAYS PRINT 'INVOICE' ON LASER FORMS     n
10. PROMPT FOR NUMBER OF COPIES IN OE
11. USE LINUX SERVER TO FAX QUOTES           Y
12. USE PURCHASING FAX# FOR QUOTES          N
```

NOTE: Make sure port parameters are defined for the ports that are trying to fax/email quotes (m-35.13). If these ports do not print laser forms, you can set field 3, Order Entry Printer to "A" for All-Multi.

```
SIGNATURE CAPTURE PORT PARAMETERS
PORT NUMBER          -----      L-LOOKUP
1. SIGNATURE CAPTURE PAD ATTACHED (Y/N)
2. SIGNATURE CAPTURE PAD TYPE ('L'CD, 'N'ONE)
3. ORDER ENTRY PRINTER ('L'ASER, 'P'LAIN, 'A'LL-MULTI)
```

Fax Quotes Menu 1.17 Stores with a Linux server will now fax an HTML cover sheet and quote through the Linux server. System prompts are 1) Quote Number, 2) Days to Honor Quote, 3) Print Prices, 4) Enter Fax Number, and 5) Attention.

```
Fax Quote thru Linux Server
<CR> to continue or 'END' to quit :

Enter Quote Number (8N) :01001801

Enter number or days to honor this quote :20

Print Prices (Y/N) :Y

Enter fax# or <enter> for 413-254-7943
Enter Attention or <CR> for Jennifer
```

Users also have an option to enter a separate message that will print on the cover page of the quote.

Email Quotes; through Linux Server Menu 1.38 You will be prompted for the quote number, honor days, price printing, email address and operator code. The “email for confirmation” is the address that will be showing in the “from” section of the email sent to your customer. You will also be prompted for the “email recipient” which, will be pre-populated with the customer’s email address. You can accept that address or enter a different address.

Note: Stores without a Linux server do not have the ability to email Quotes.

```
Email Laser Quote

Enter Quote Number (8N) ?01001801

Enter number or days to honor this quote ?20

Print Prices (Y/N) ?Y
Enter Operator Code

Enter Email for confirmation or <ENTER> for Store.Support@johnstonesupply.com
?jennifer.williams@johnstonesupply.com

[404] 1 items selected out of 1 items.
Enter Email recipient or <ENTER> for debra@paducahsupply.com
?jennifer.williams@johnstonesupply.com
```

Fax Notification – Real-time notification that faxes have been sent. After sending a fax from Menu 1.17 an email confirmation will be sent to you to confirm that the fax was delivered. The fax confirmation will be sent to the email address setup in Menu 12.1.4 field 31 for the operator logged-in to that port.

Email Notification - Real-time notification of fax/email status
Once the email quote has been sent from Menu 1.38, a confirmation will be sent to the sender or the default confirmation address.

The following is a sample of an email quote confirmation:

BATCH STARTED: Thu May 17 10:45:03 PDT 2007

EMAIL TO jennifer.williams@mail.johnstonesupply.com
Here is the QUOTE that you requested!
QUOTE: 01001801 PO#:

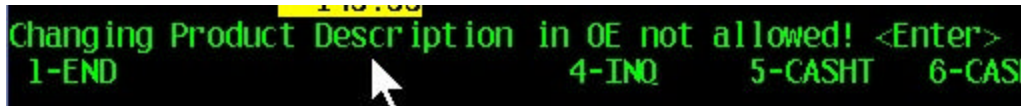
BATCH COMPLETE: Thu May 17 10:45:05 PDT 2007

Description: Parameter to lock product description in OE line detail screen from being changed

Menu Path: Menu 1.2 (Order Entry/Invoicing), Menu 35.1 (Order Entry Parameter Maintenance) Screen 3, Field 10 set to 'N'

Why Use it: Prevent operators from changing product description information in Order Entry to keep consistency and integrity of product data on the invoices.

How to use it: Set Menu 35.1, Screen 3, Field 10 to 'N' - ALLOW CHANGE OF PRODUCT DESC IN OE LINE 'D'ETAIL. When operator is in order entry line detail and try to change field 2 they will get the following message:



Description: Fix number of copies parameter prompt in Order Entry

Menu Path: Menu 1.2 (Order Entry/Invoicing) and Menu 35.12 (Signature Capture Company Parameters)

Why Use it: Previously this parameter could be set, but Order Entry did not prompt for number of copies, now it does.

How to use it: Go to menu 35.12, Screen 2, Field 10. Prompt for number of copies in OE and set this to 'Y'. In Order Entry, after selecting the invoice option, you will be prompted for number of invoices-to print, return for <ENTER> the default is one copy.

Menu 2 - Order Entry Reports

Description: Sort Sum Finalized Invoices report by operator finalizing ticket

Menu Path: Menu 2.10 (Sum Today's Sales), Menu 35.10 (EOD Update Parameter Maintenance), Field 14 and 12

Why Use it: To show Menu 2.10 sorted by finalizing operator.

How to use it: In order to use this new sort option, you need to update the parameter in Menu 35.10. The new parameter for this is Field 14, but is only used if Field 12 is set to be using the new Menu 2.10 Sum Today's Sales.

To use this new sort option, go into Menu 35.10, Field 12 and set to 'Y' and then set Field 14 to 'Y' if the parameter in Field 14 is set to 'N' this report will sort by original operator on the ticket.

Menu 7 - Purchasing

Description: Faxing Purchase Orders

Menu Path: 7.7 Fax Purchase Orders

Why use it: Menu 7.7 will fax purchase orders using the Linux server. Stores must have a Linux server.

How to Use: Menu 35.5.9 must be set to 'Y' (Use Linux Server to Fax Purchase Orders).

PURCHASE ORDER PARAMETER MAINTENANCE	
1. ALLOW NEW ORDER NUMBERS TO BE CREATED	N
2. HOLD WITH NO PRINT OPTION	Y
3. PRINT PO'S BY 'L'INE # OR 'P'RODUCT #	P
4. ORIGINAL OPERATOR TO PRINT ON PURCHASE ORDERS	Y
5. NOTIFICATION IF PURCHASE ORDERS DID NOT PRINT	N
6. USE 'UNF'INALIZE AUTHORIZATION TO CANCEL ORDERS	N
7. 125 LINE LIMIT ON PO CONVERSION FOR CORP	N
8. PRINT LINE#'S ON 'L'EFT OR 'R'IGHT SIDE OF FORM	L
9. USE LINUX SERVER TO FAX PURCHASE ORDERS	Y
10. EDIT ROLLDOWN PURCHASE ORDER PASSWORD	

Menu 9 - Physical Inventory

Description: Menu 9.20.22 – Products with No Warehouse Location

Menu Path: Menu 9.20.22

Why use it: This report details the list of products that have no warehouse location listed in product detail (Menu 12.3.2.3). Before beginning your inventory, consider it a best practice to run this report.

How to use: To tie a product to a warehouse location use Menu 34.11 Scan Warehouse Locations. If you have the Symbol handheld scanner the S3 option 1 – Scan Location can also be used to tie a product to a location.

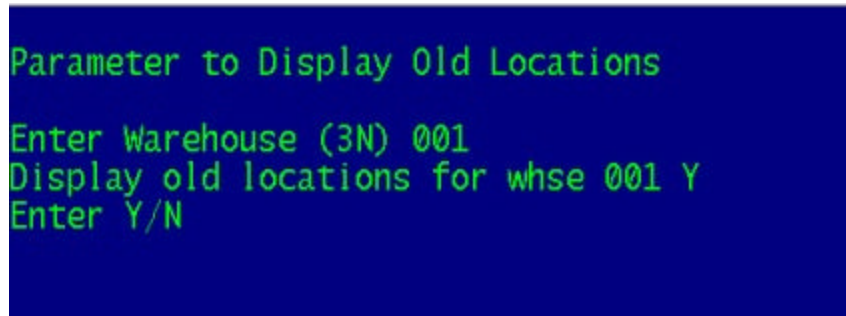
Description: Menu 9.20.28 – Display Old Locations

Menu Path: Menu 9.20.28

Why to use: Menu 9.20.28 is a new menu path that if activated will display old warehouse location in Stock Status (Menu 19.6) during the physical inventory process. The second step in the inventory process is to run Menu 9.20.2 to clear Warehouse locations.

How to use: When this menu is run it clears the warehouse locations in stock status and in Product Detail (Menu 12.3.2.3). Menu 9.20.28 allows the old (cleared) warehouse locations to appear in Stock Status during the inventory process.

Note: If Menu 9.20.28 is set to Y during inventory you must go back into this menu and set to N when inventory is complete. Otherwise, the old warehouse locations will continue to display in Stock Status.



```
Parameter to Display Old Locations
Enter Warehouse (3N) 001
Display old locations for whse 001 Y
Enter Y/N
```

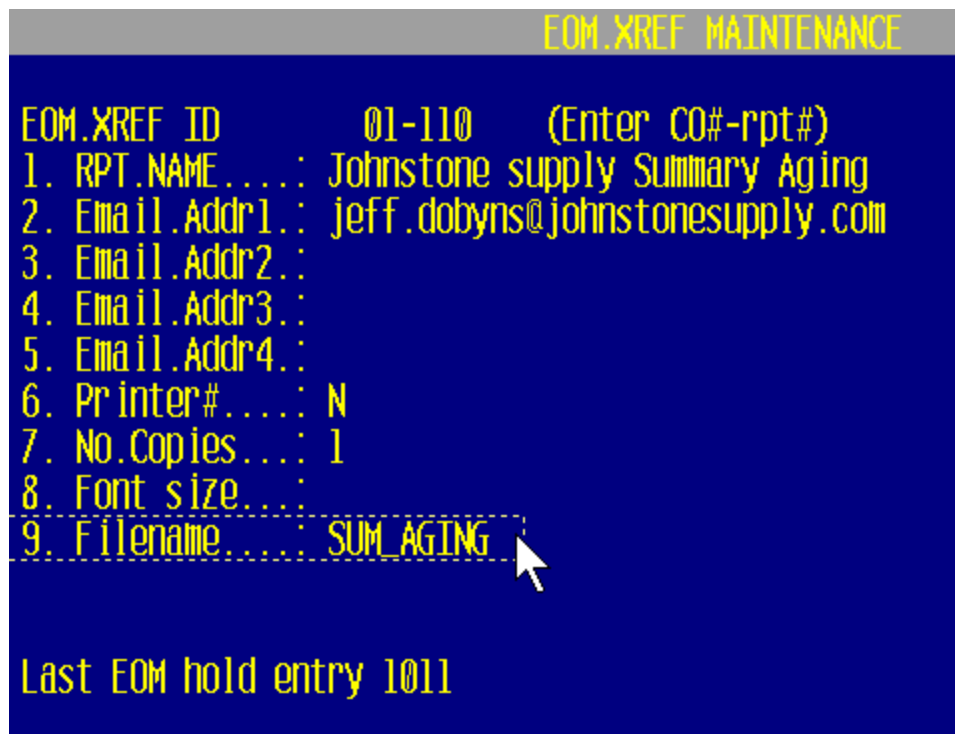
Menu 17 – End of Month

Description: Archive AR EOM reports to the Linux server

Menu Path: Menu 17.1a (EOD/EOM Combo), Menu 17.5 (EOM Report Xref Maintenance), & Menu 17.6 (EOM Report Xref File Listing)

Why Use it: Enhancement to the EOM Xref system for automatic archival of AR EOM reports to the Linux server.

How to use it: This feature is already setup and will automatically start for those with a Linux server. The AR EOM reports are setup to be automatically archived to the Linux server. The file name of the report is stored in Menu 17.5, Field 9. The file name is what will appear on the Linux server in the EOM folder.



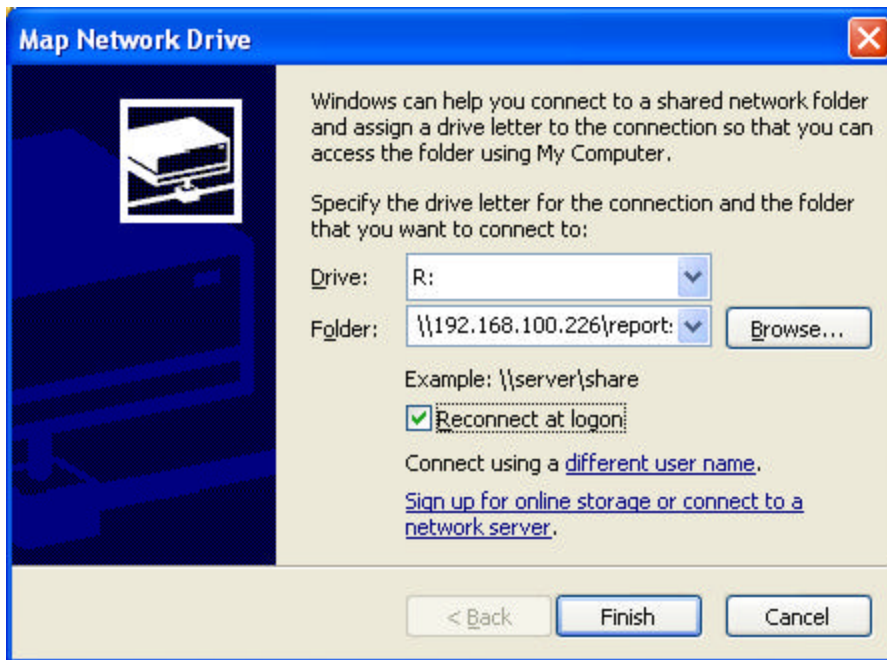
The screenshot shows a terminal window titled "EOM.XREF MAINTENANCE" with a dark blue background and yellow text. The menu is as follows:

```
EOM.XREF ID      01-110   (Enter CO#-rpt#)
1. RPT.NAME.....: Johnstone supply Summary Aging
2. Email.Addr1...: jeff.dobyns@johnstonesupply.com
3. Email.Addr2...:
4. Email.Addr3...:
5. Email.Addr4...:
6. Printer#.....: N
7. No.Copies....: 1
8. Font size....:
9. Filename.....: SUM AGING
Last EOM hold entry 1011
```

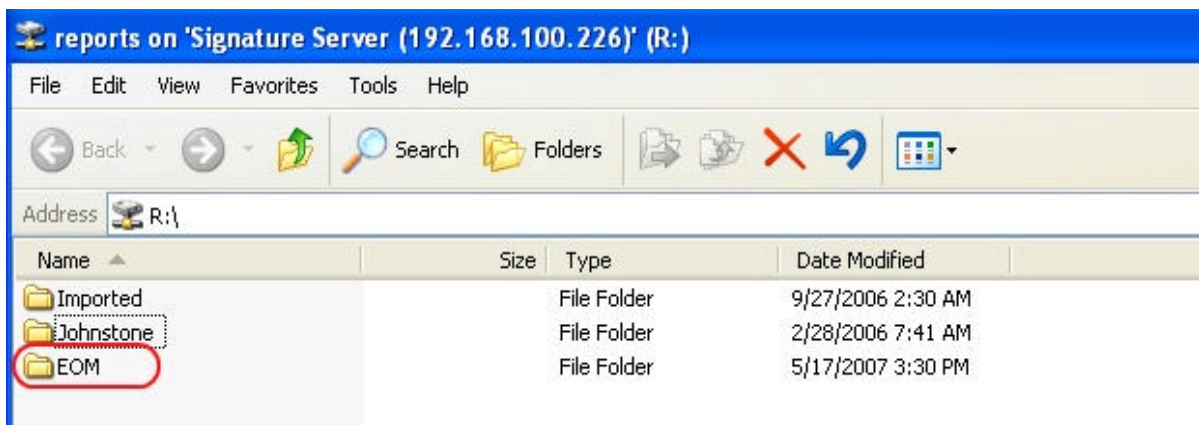
A mouse cursor is pointing to the "9. Filename.....: SUM AGING" line.

To access the reports off the Linux server, setup the following:

- Map a drive – Open up My Computer from your Desktop icon.
- Tools > Map Network Drive > Select 'R:' from the dropdown list.
- In the Folder field enter **YOUR LINUX IP ADDRESS**\reports
For Example - \\192.168.100.226\reports
- Reconnect at logon – Check this Box
- Select Finish



- Open the EOM folder to view the AP EOM reports



- Each report is listed as a PDF and a TXT file. Simply double click on a report name to view the report.

Menu 35 - Parameter Menu

Description: Parameter to control whether credit memos are faxed or emailed nightly

Menu Path: Menu 35.12, Screen 2, Field 14. FAX/EMAIL CREDIT MEMOS DURING EOD

Why Use it: Control delivery of credits on customer accounts by disallowing EOD Fax or Email of credits.

How to use it: Go to Menu 35.12, Screen 2 and then set Field 14 to 'Y' to transmit credit memos. By default the system is set to 'N'. If the parameter is blank or if set to 'N' the system will *NOT* transmit credit memos.

Description: Signature Capture modifications for signature requirements on Dropships, Delivery and UPS shipments

Menu Path: Menu 1.2 (Order Entry/Invoicing), Menu 35.12, Screen 2 Field 15 (Ship Methods to Bypass Signature)

Why Use it: Many typical scenarios just don't offer themselves to the collections of signatures in all cases. Dropships, delivery and UPS shipments fall into this category. Instead of continuing to spend the time to bypass the signature by entering through or entering a dummy signature on the pad, simply setup the scenarios that you don't want to require a signature to help speed up and streamline processing.

How to use it: For dropship tickets, the system looks at the dropship indicator (DS) on the ticket. For all other scenarios, go to Menu 35.12, Screen 2 Field 15 (SHIP METHODS TO BYPASS SIGNATURE) and, enter the various ship methods on the different lines.

SHIP METHODS TO BYPASS SIGNATURE MAINTENANCE - SCREEN 1

PARAMETER NUMBER : SIG01

1.	02	UPS	17.	33.
2.	03	UPS 2ND DAY	18.	34.
3.	04	UPS COD	19.	35.
4.			20.	36.
5.			21.	37.

Description: System-wide price mark-up

Menu Path: Menu 35.3, Field 8 (System Wide Price Markup)

Why Use it: Set Field 8 to a percentage (ex: 1.00) to mark up ALL prices by that percentage. After the each price is calculated from the list price multiplier and/or the Menu 5.15 pricing matrix

then the markup is applied. If the price that is used comes from a lot price or a fixed contract in Menu 5.3, those prices are NOT marked up.

***Note: That this mark-up does NOT affect actual pricing in the system.

Description: Clear lot pricing on 50 lot products

Menu Path: Menu 35.3, Field 5 (Clear 50 & 100 lots on B92 – B97, L96 - L98, & N98)

Why Use it: Remove the extremely low lot pricing on selected prefixes.

How to use it: Set parameter to ‘Y’ in Menu 35.3, Field 5 - Clear 50 and 100 lots on B92 – B97, L96 – L98 and N98.

Description: Parameter driven printer select for HTML formatted PO’s

Menu Path: Menu 35.5, Field 12 (Print Purchase Orders using Laser Form) & Menu 35.15 (Linux Laser Printer Definition Maintenance)

Why Use it: So you can select which printers the HTML formatted PO’s print to.

How to use it: Currently, stores already using HTML formatted purchase orders are printing them out without being able to select a printer. The HTML PO’s are printing to the port’s default print setup in Menu 35.13.

***DSST requires putting in a support job so we can guide you through this process of setting up additional network printers to select from.

DSST will setup the printer select table in the new menu 35.15 for you and then set the parameter in Menu 35.5 field 12 set to ‘Y’ to start using HTML formatted PO’s.

Linux Laser Printer Definition Maintenance - Screen 1			
LPTR.DEFS			
A. Printer	B. Port Number	C. Printer Location	D. Linux Queue
1. 1	16. 61	31. Laser Invoice	46. inv165_1
2. 2	17. 63	32. Laser Invoice 2	47. inv165_2
3. 4	18. 64	33. Tammy's Desk	48. inv165_3
4. 6	19. 62	34. Brad's Desk Printer	49. inv165_4
5.	20.	35.	50.
6.	21.	36.	51.

Description: Modification to price override event notification

Menu Path: Menu 35.19.4 (Price Override)

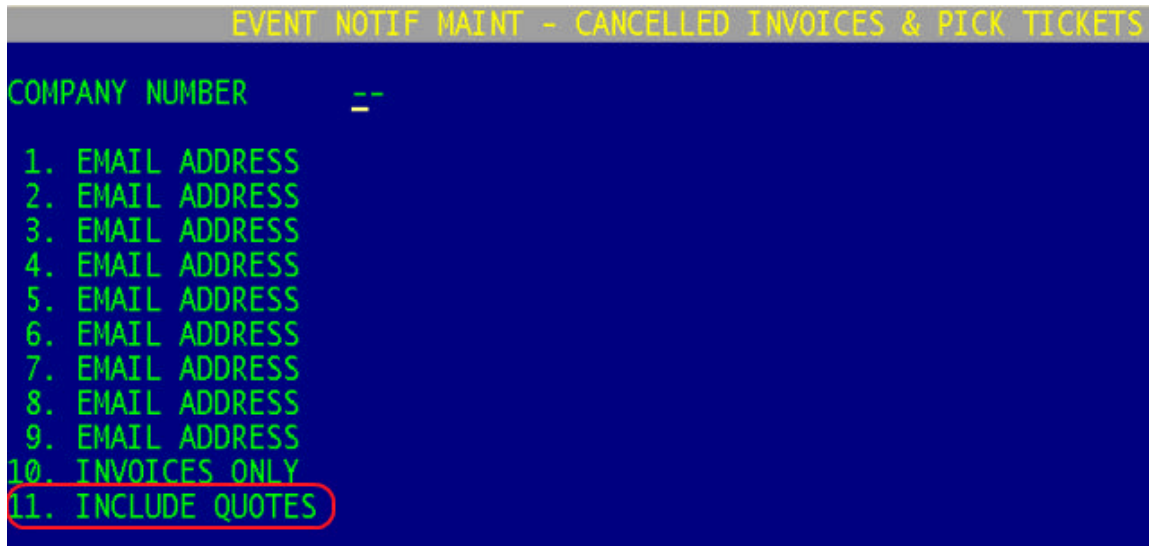
Why Use it: Price overrides that come because of Menu 5.15 Matrix pricing are excluded from the price override event notification.

Description: Menu 35.19.7 – Event Notification of Cancelled Invoices & Pick Tickets

Menu Path: Menu 35.19.7

Why use it: Users will now be notified if a Quote is cancelled

How to use: Field 11 – Include Quotes has been added. Users will now be notified if a Quote is cancelled if a 'Y' is inputted in field 11.



End of Month

Description: End of Month

Menu Path: Logoff to the 'J', type Month-End

Why use it: End of Month XREF report 01-160 has been added to list all the purged non-stock items. .

How to use: See Menu 28.0.1 to see when NS items are set to purge for your system. The report will be generated after your purge is set to run. To receive this report, add your email address to the report by going into Month-End, Option 5 – EOM Report XREF Maintenance

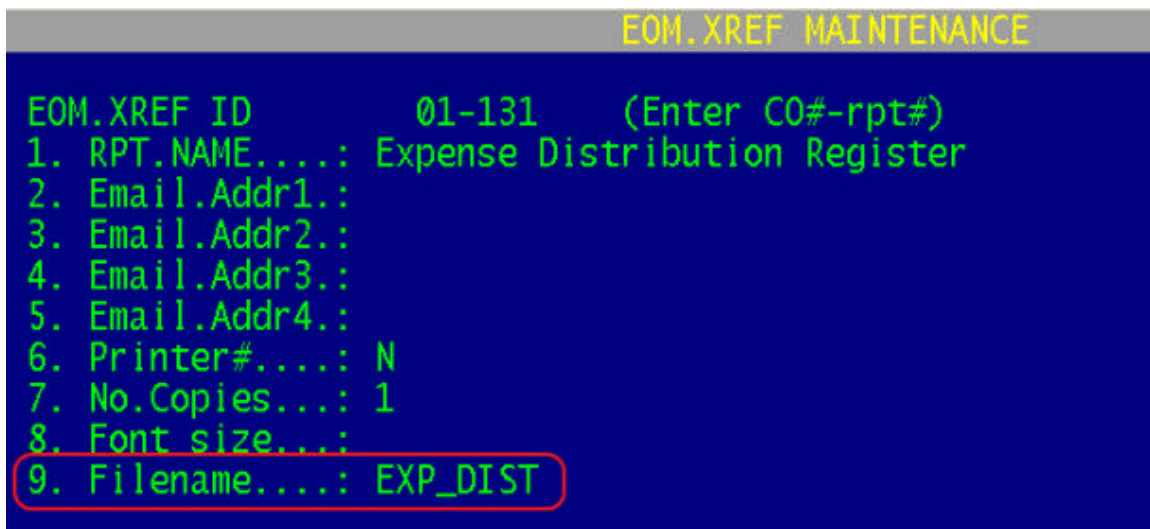
Description: AP EOM Reports

Menu Path: Logoff to the 'J', type Month-End

Why to use: Accounts Payable EOM reports 01-131 through 01-141 now have the same paperless options as other EOM reports.

How to use: To setup the desired output method of the report, Logoff to the 'J', type Month-End, and pull up the report ID in the AP EOM.XREF Maintenance (Option #5).

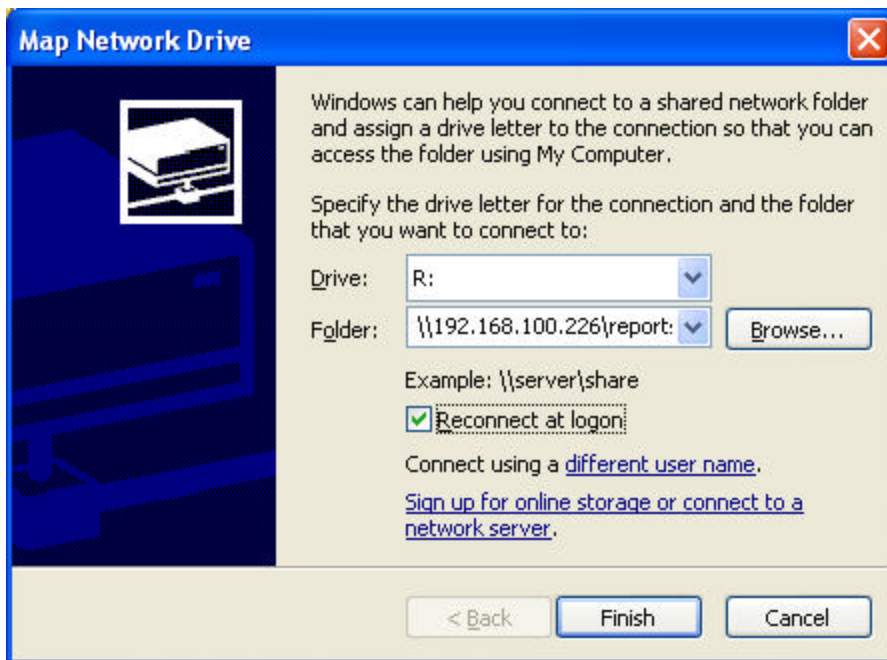
This same group of AP EOM reports can also be setup to be automatically archived to the Linux server. The file name of the report is stored in Field 9. The file name is what will appear on the Linux server in the EOM folder.



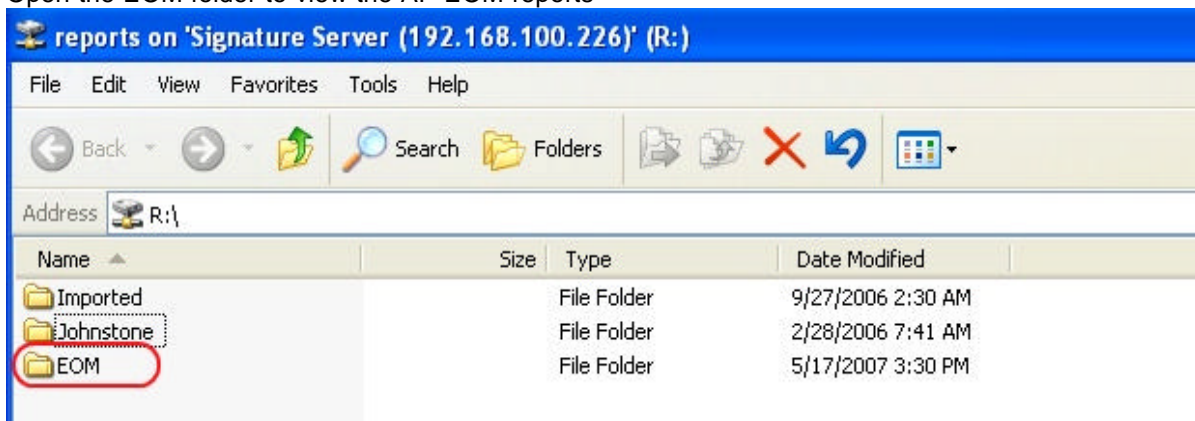
```
EOM.XREF MAINTENANCE
EOM.XREF ID      01-131      (Enter C0#-rpt#)
1. RPT.NAME....: Expense Distribution Register
2. Email.Addr1.:
3. Email.Addr2.:
4. Email.Addr3.:
5. Email.Addr4.:
6. Printer#....: N
7. No.Copies...: 1
8. Font size...:
9. Filename....: EXP_DIST
```

To access the reports off the Linux server, setup the following:
Map a drive – Open up My Computer from your Desktop icon.
Tools > Map Network Drive > Select 'R:' from the dropdown list.
In the Folder field enter \\YOUR LINUX IP ADDRESS\reports
For Example - \\192.168.100.226\reports
Reconnect at logon – Check this Box

Select Finish



Open the EOM folder to view the AP EOM reports



Each report is listed as a PDF and a TXT file. Simply double click on a report name to view the report.

Database Warranty Tag Workflow

This great new feature allows Warranty Tags to be created in Order Entry accessing JEN. This is the first phase in a 3-part project to make the entire Warranty process online and paperless!

What are the benefits to entering a Warranty Tag online?

- Easily accessed through JEN
- Central location to manage all tags
- Laser printed Warranty Tag
- Legible – no more trying to decipher someone else’s handwriting

This training document details the workflow for creating and searching for an Online Warranty Tag.

Warranty Activation

Menu 35.1 Order Entry Parameter Maintenance, Screen 3 - Field 9 Online Warranty Tag must be set to ‘Y’ in order to activate the Online Warranty Tag through Order Entry.

Creating a Warranty Tag - Menu 1.2 – Order Entry

Step 1

Enter Warranty part number with a quantity of –1 for return or 1r for replacement.



Step 2

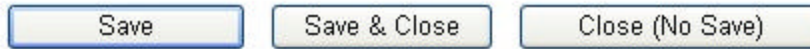
On Field 7 of the Order Entry Line Detail Maintenance Screen enter a Reason Code of 006.

Step 3

On Field 11 of the Order Entry Line Detail Maintenance Screen, enter the Warranty Sequence number of your choice or type **NEW** for an auto-generated number from the Database system. The system will then provide the option to type in the original invoice number. The Warranty Sequence number will carry over and appear on the top right-hand corner of the Warranty Tag. The Tag format is store number, W (for Warranty) and warranty sequence number (i.e. 155W123456).

Step 5
Save and Close the Tag

Step 6
After Saving and Closing the Tag the system will return to the Order Entry screen to complete the order. The system will prompt you to print the Warranty Tag after the order is finalized.



Note: The prompt for printing the tag will appear after the order is invoiced

Searching for a Tag

Step 1
Log onto the link below and select Warranty Tag from the Forms Menu. Use the [Search for a Tag](#) window to access a tag that has been created through Order Entry.
<http://sp.johnstonesupply.com/default.aspx>

Step 2
Search for a Warranty Tag that has already been created and saved.

A screenshot of a web application window titled "Search for a Tag". The window contains several input fields and a search button. The "Store(s)" field is a dropdown menu with three options checked: "997 Nairobi", "998 Capetown", and "999 Timbuktu". Below it are four text input fields labeled "Invoice#", "Contractor Name", "Johnstone Stock#", and "Salesperson Name". A "Search" button is located below the "Salesperson Name" field. At the bottom of the window, there is an "Open" button and a "Tag#" text input field.

Step 3
Enter desired search criteria and click the Search button.

Search Options

Store – Search by your specific store or all branch locations by checking the box(s)

Invoice# - Search for an Invoice number that was entered in the Original Invoice field in the Tag Generator window.

Contractor Name – Searches for a Service Contractor Name that was entered on Tag Generator window.

Johnstone Stock# - Searches for a Johnstone Stock number that was entered on the Tag Generator window.

Salesperson Name – Searches for a name in the Entered By field on the Tag Generator window.

Tag# - If the tag number is known, enter in the number and click Open.

Delete – Users with JEN Admin access will have the ability to DELETE tags. *(This feature is under development and will be released by the end of March 2007)*

Search for a Tag						
		Tag	Invoice #	Contractor Name	Entered By	
Store(s)	<input checked="" type="checkbox"/> 997 Nairobi <input checked="" type="checkbox"/> 998 Capetown <input checked="" type="checkbox"/> 999 Timbuktu	<input type="button" value="Open"/>	997W012143	11231	TEST INVOICE ACCOUNT**	Store Support Team
Invoice#		<input type="button" value="Open"/>	997W15487479	635537	BLAINE INC	TIM SALYER
Contractor Name		<input type="button" value="Open"/>	997W20495147	9999	Smith	Jen
Johnstone Stock#		<input type="button" value="Open"/>	997W21770481	12345	Test Invoice	Store Suppot
Salesperson Name		<input type="button" value="Open"/>	997W22067659	111	111	111
		<input type="button" value="Open"/>	997W29916127			

Tag#

Step 4
Select the Open button of the desired tag.

Download Tags to Excel – This option will download the entire list of tags (including Invoice#, Contractor Name, Entered By, etc...) that appear after a Search, into an Excel spreadsheet.

Step 5
After selecting Open in Step 4 the Warranty Tag will appear on the screen. Users have the option to print the tag again, Save, Close or create a new Tag.

Print – Prints and Saves the Warranty Tag. The Warranty Tag will print if all required information is entered. Otherwise, an “Identification Only” tag will print if the required information is not entered.

Save – Saves the Warranty Tag

Save & Close – Saves the Warranty Tag and closes the Warranty Tag screen

Close (No Save) – Closes the Warranty Tag screen without saving changes

New Tag – Refreshes the screen and creates a new tag (often used after selecting the Save button)

Submitting the Warranty Tag to Corp

Procedures have not changed when submitting a Warranty Tag to Corp. Go to the Warranty Pages on JEN for vendor specific warranty return instructions.

Note: See Page 5 & 6 for a sample of a printed Warranty Tag

RETURN MATERIAL TAG

Store Copy

Tag#997W 000147



Model # For Equip/Johnstone #		Serial # For Equip.		Today's Date:	03/06/2007
Product Installation Date:*	03/06/07	Date Part Failed:*	03/06/07		
Failed Vendor Model/Part#:	083S	New Vendor Model/Part #:	083S		
Johnstone Stock #:	B10-120	Qty:	1	New Date Code/Serial #:	
Failed Date Code/Serial #		Replacement Invoice #:	143130		
Original Invoice #:	147	Memo/Note:			
Product Owner Name:		Service Contractor:*	FRED JOHNSON PAINT	Acct#	
Address:		Address:*	31 WEST RIDGE STREET		
City, State, & Zip:		City, State, Zip:*	LANSFORD, PA 18232		
Explain Nature of Failure:* (Do Not Use Defective)					
Worn Out					
Vendor #:	480	Store#	997 Nairobi		
Vendor Name:*	PARKER HANNIFIN	Entered By:*	Store Support Team		
Warranty Description:		Distrib. Name:*	Johnstone Supply Easton		
<input type="checkbox"/> Repair <input type="checkbox"/> Credit Only <input type="checkbox"/> Send Replacement Part		Distrib. Address:*	PO Box 3849		
		City, State, Zip:*	Easton, PA 18043-3849		

RETURN MATERIAL TAG

Office Copy

Tag#997W 000147



Model # For Equip/Johnstone #		Serial # For Equip.		Today's Date:	03/06/2007
Product Installation Date:*	03/06/07	Date Part Failed:*	03/06/07		
Failed Vendor Model/Part#:	083S	New Vendor Model/Part #:	083S		
Johnstone Stock #:	B10-120	Qty:	1	New Date Code/Serial #:	
Failed Date Code/Serial #		Replacement Invoice #:	143130		
Original Invoice #:	147	Memo/Note:			
Product Owner Name:		Service Contractor:*	FRED JOHNSON PAINT	Acct#	
Address:		Address:*	31 WEST RIDGE STREET		
City, State, & Zip:		City, State, Zip:*	LANSFORD, PA 18232		
Explain Nature of Failure:* (Do Not Use Defective)					
Worn Out					
Vendor #:	480	Store#	997 Nairobi		
Vendor Name:*	PARKER HANNIFIN	Entered By:*	Store Support Team		
Warranty Description:		Distrib. Name:*	Johnstone Supply Easton		
<input type="checkbox"/> Repair <input type="checkbox"/> Credit Only <input type="checkbox"/> Send Replacement Part		Distrib. Address:*	PO Box 3849		
		City, State, Zip:*	Easton, PA 18043-3849		

RETURN MATERIAL TAG

Vendor Copy

Tag#997W 000147



Model # For Equip/Johnstone #		Serial # For Equip		Today's Date:	03/06/2007
Product Installation Date:*	03/06/07	Date Part Failed:*	03/06/07		
Failed Vendor Model/Part#:	083S	New Vendor Model/Part #:	083S		
Johnstone Stock #:	B10-120	Qty:	1	New Date Code/Serial #:	
Failed Date Code/Serial #		Replacement Invoice #:	143130		
Original Invoice #:	147	Memo/Note:			
Product Owner Name:		Service Contractor:*	FRED JOHNSON PAINT	Acct#	
Address:		Address:*	31 WEST RIDGE STREET		
City, State, & Zip:		City, State, Zip:*	LANSFORD, PA 18232		
Explain Nature of Failure:* (Do Not Use Defective)					
Worn Out					
Vendor #:	480	Store#	997 Nairobi		
Vendor Name:*	PARKER HANNIFIN	Entered By:*	Store Support Team		
Warranty Description:		Distrib. Name:*	Johnstone Supply Easton		
<input type="checkbox"/> Repair <input type="checkbox"/> Credit Only <input type="checkbox"/> Send Replacement Part		Distrib. Address:*	PO Box 3849		
		City, State, Zip:*	Easton, PA 18043-3849		

Glossary for Warranty Tag

Date Part Failed – The date the returned item failed.

Distributor Address (city/state/zip) – The address of the Johnstone store submitting the Warranty Tag.

Distributor Name – The name of the Johnstone store submitting the Warranty Tag.

Entered By – The name of the person entering the Warranty Tag during the Order Entry process.

Explain Nature of Failure – Select a Failure option from the dropdown list provided or enter in a specific reason in the Other field (Other field will print up to 45 characters)

Failed Date Code/Serial# - Enter the date code/serial number that is on the warranty item.

Failed Vendor Model/Part # - Enter the Vendor Model Number or Part Number of the item being returned

Johnstone Stock Number – Enter in the Johnstone product number of the item being returned on Warranty.

Memo/Note – Open field to enter desired information (will print up to 42 characters)

New Date Code/Serial# - Enter in the date code/serial number if a new item is being issued.

New Vendor Model/Part# - The Model/Part number of the item that the customer is taking in replacement for the failed part.

Original Invoice Number – Original invoice number of the item being returned

Product Installation Date – The date the product was installed

Product Owner Name & Address – The name and address of the person/Company who purchased the returned item from your customer.

QTY - Enter the quantity number of the item being returned.

Replacement Invoice Number – The invoice number that was entered for the replacement part the customer is receiving.

Service Contractor (address/city/state/zip) – Name and address of the customer returning the warranty item.

Store # - The Johnstone store that is submitting the Warranty Tag.

Tag Number – The tag number represents the store number, W for Warranty and an auto-generated number from Corp system.

Today's Date – Auto populates with the date the tag is created.

Unit Model # for Equip/Johnstone# – Enter Model number of the warranty item (optional to also add the Johnstone# as part of the model number).

Unit Serial # for Equip - Enter Serial number of the warranty item.

Vendor Name – Enter in the name of the Vendor that manufactures the item being returned.

Vendor Number – Enter in the Vendor number that manufactures the item being returned.

Warranty Description – Select Repair, Credit Only, or Send Replacement Part

New Look for Menu 1 Order Entry

Menu 1 has been renumbered to make way for new features. The changes made to Menu 1 are shown in the screen shot below. We have moved the *OLD* Menu 1 to Menu 1.40 for review and comparison to the new menu.

```

MENU-1                ORDER ENTRY AND INVOICING
14:29:33  12 Oct 2007                2 JENNIFER JENNIFER
Inquiries
-----
  1. Sales Order Inquiries
Input
-----
  2. Order Entry/Invoicing
  3. Maintain PO on Finalized Invoice
  4. Fix Serial Numbers after Day-end Reprints & Others
-----
10. Invoice/Credit Memo Reprint
11. Quote Reprint
15. Credit Release Maintenance
16. Fax Invoices
17. Fax Quotes
20. Signature Capture Menu

25. Reprint Invoice on Plain Paper
26. Reprint Signature Capture Invoice
27. Fax Invoice with Signature Capture
28. Email Selected Invoices Screen
29. Display PDF Invoice
30. Display PDF Quote
31. Upload Handheld Signatures
32. Email Invoice - No Linux Server
33. Copy Quote to Company/Customer
34. Email Quote thru Linux Server
35. Email Pick/Pack thru Linux Server
36. Fax Pick/Pack thru Linux Server
37. Reprint Laser Pick/Pack

● 40. OLD Menu-1

Enter a Menu Path or <Enter>:
  
```

NEW Menu 1 VS. OLD Menu 1	
New Menu 1	Old Menu 1
Menu 1.25 Reprint Invoice on Plain Paper	Old Menu 1.30
Menu 1.26 Reprint Sig Capture Inv	Old Menu 1.31
Menu 1.27 Fax Inv with Sig Cap	Old Menu 1.32
Menu 1.28 Email Selected Inv	Old Menu 1.33
Menu 1.29 Display PDF Invoice	Old Menu 1.34
Menu 1.30 Display Quote PDF	NEW TO MENU 1
Menu 1.31 Upload Handheld Signatures	Old Menu 1.35 Upload Handheld Signatures
Menu 1.32 Email Invoice –No Linux Server	Menu 1.36 Email Invoice –No Linux Server
Menu 1.33 Copy Quote to Company/Customer	Menu 1.37 Copy Quote to Company/Customer
Menu 1.34 Email Quote thru Linux Server	Menu 1.38 Email Quote thru Linux Server
Menu 1.35 Email Pick/Pack thru Linux Server	NEW TO MENU 1
Menu 1.36 Fax Pick/Pack thru Linux Server	NEW TO MENU 1
Menu 1.40 OLD Menu-1	NEW TO MENU 1