Software Efficiencies Training

DST Training Conference

Las Vegas, NV -April 8th and 9th

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Software Efficiencies

- Understanding Computers
- Interfacing Your Data with Excel
- Upgrades U2001, U2002, U2003, U2004
- Shortcuts
- FAQ's
- Q & A
- Evaluations

Understanding Computers

Interfacing data with Excel

- Why do it?
- System Requirements
- Creating the Reports
- Finding the Files
- Excel Import Wizard
- Working with the Data
- Save-As for Future Reference
- Hands-on (common reports that really pay off to FT)

Interfacing Data with Excel

- Why you want to take advantage of this functionality
  - Integration Possibilities (EX: mail merge Corp/Vendor pricing programs -EVAP05 , SPS2005 & M-5.9)
  - Saves Paper/Printer/Piece of Mind
  - Reporting Flexibility
    - Change sorts
    - Add calculations
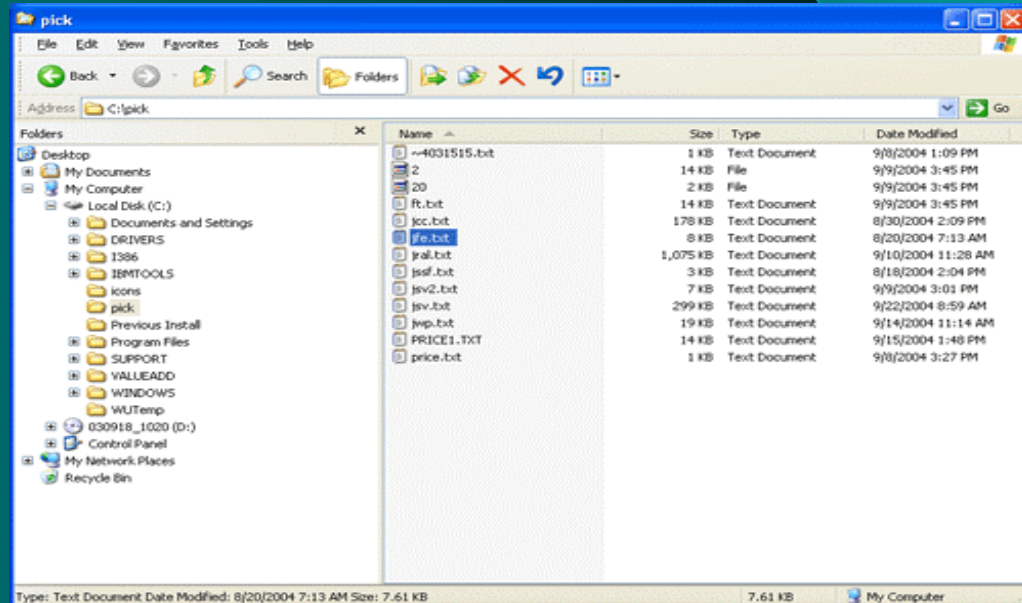   - Sample Report

Interfacing Data with Excel

- System Requirements
  - ✓ Connectivity to Network/Telnet
  - ✓ Setting Up the Folder on the PC
  - ✓ Report Requirements

Interfacing Data with Excel

- AccuTerm 2K2*
- Must run on PC
- PC must have folder on C:\ drive named <<PICK>>
- EX: C:\PICK

System Requirements

Interfacing Data with Excel

- Creating the PICK folder
  - Right-click my computer (<u>Shortcut to My Computer</u>)
  - Click explore
  - Click and expand the C:\ drive
  - Right-click on the contents of the C:\ drive and then click NEW, then New Folder
  - Name the Folder "PICK"

Interfacing Data with Excel

- Creating the Reports
  - What gets created
  - Where to find it
    - C:\PICK\FT.TXT

```
Page   1      INVOICE
18:29:29 31 Mar 2005

CUST NBR CUSTOMER NAME.. NO.INV SALE.AMT1. GP.AMT4...

 107998 103RD ST CHURCH      3       387       143
 106235 A AIRCO BY JEFF     20      1106       396
   8280 A C GENERAL, IN     21      1216       531
 106161 A MASTER'S TOUC     27      7957      1981
     90 A-1 LAUNDRY EQU     16       471       229
 108614 A-1 REFRIGERATI      1        13         8
    969 A-AFFORDABLE A/     67      9859      3887
 107767 A-OK APPLIANCE      16       334        83
  19810 A. PHILLIP RAND      2      1644       485
 103297 A.R.T. TECHNOLO     30      1659       559
     91 AA BOTTLED GAS      16      2201       709
     72 AAA ALL PRO          1         9         2
 882400 ABC COMMERCIAL       2        24         9
 103575 ABE ATLAS AIRE,     48     12657      3959
 108921 ABLE AUTO REPAI      1        15         6
 106562 ABLE II              1        49        22
 103227 ABLE PLUMBING &      1        55        26
 106428 ABSOLUTE COMFOR      9       390       138
 107196 ABSOLUTE FLEET      25      1399       583
 105663 ABSOLUTE HTG &      95     23094      6465
    820 ACCU-AIR COOLIN    811    189363     50719
    822 ACCU-TEMP HEATI      1       220        68
 102769 ACE COMMERCIAL      11       418       167
    903 ACTION ELECTRIC      5        61        35
    912 ACTION WELDING       1       145        67
 104432 ADKINS HTG. & A     29      3263      1136
 107472 ADMIRAL AIR        336     23816      8041
    930 ADMIRAL ARMS AP     12      1746       701
 106663 ADVANCE AUTO AI      4       257        86
 106792 ADVANCED WIRING      2       520       188
 107905 ADVANTAGE AIR N      3       165        66
 104915 ADVANTAGE ENTER      3        99        46
 100031 ADVANTAGE MOB.       1         9         5
 108352 ADVANTIS REAL E     12       394       174
 101517 AFFORDABLE AIR      26      3516       896
 108699 AIR AMERICA HTG      1       231       108
    980 AIR COMPRESSOR      16      3049      1256
 103969 AIR CONDITIONIN      1        30        30
```

Interfacing Data with Excel

- Instead of selecting printer or taking the default - use 'FT'

Interfacing Data with Excel

– Sample Transfer

FT- Find the file

- Browse to your PICK folder on the C:/drive and find the file 'FT.TXT'

- Open in notepad, word or excel.

- May need to use import wizards built into programs.
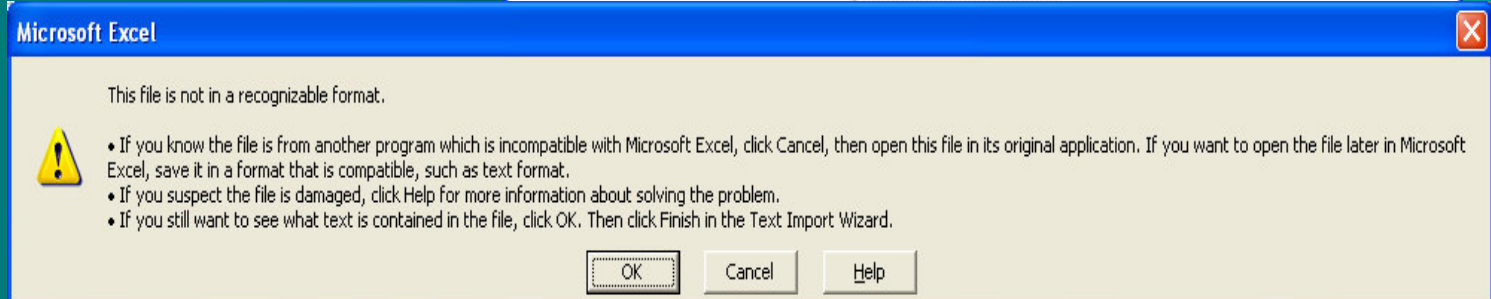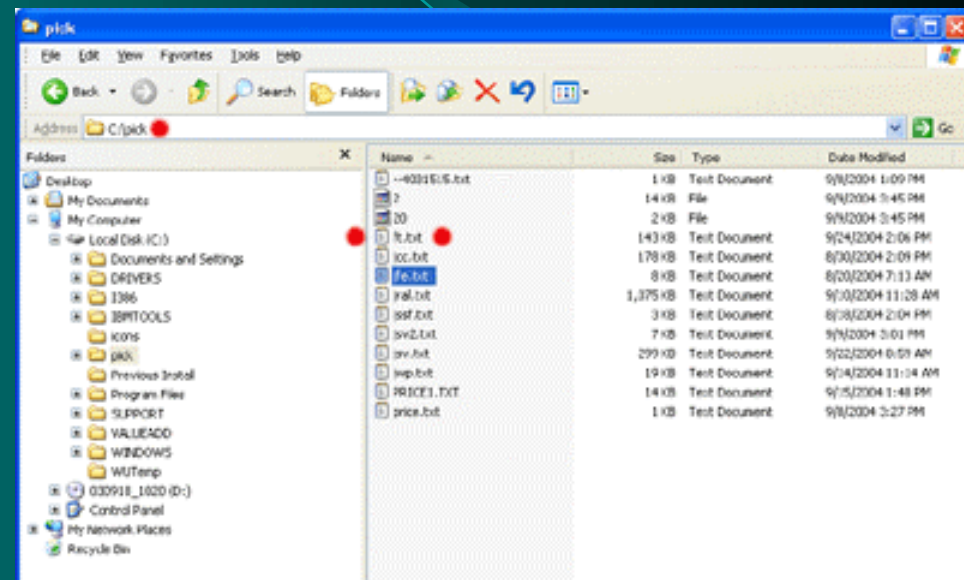
Interfacing Data with Excel

- Finding the Files
  - What to do with it
    - ✓Notepad
    - ✓Word
    - ✓Excel

Interfacing Data with Excel

- Excel Import Wizard

IDwE -Step 2

IDwE -Step 2-Lined Up
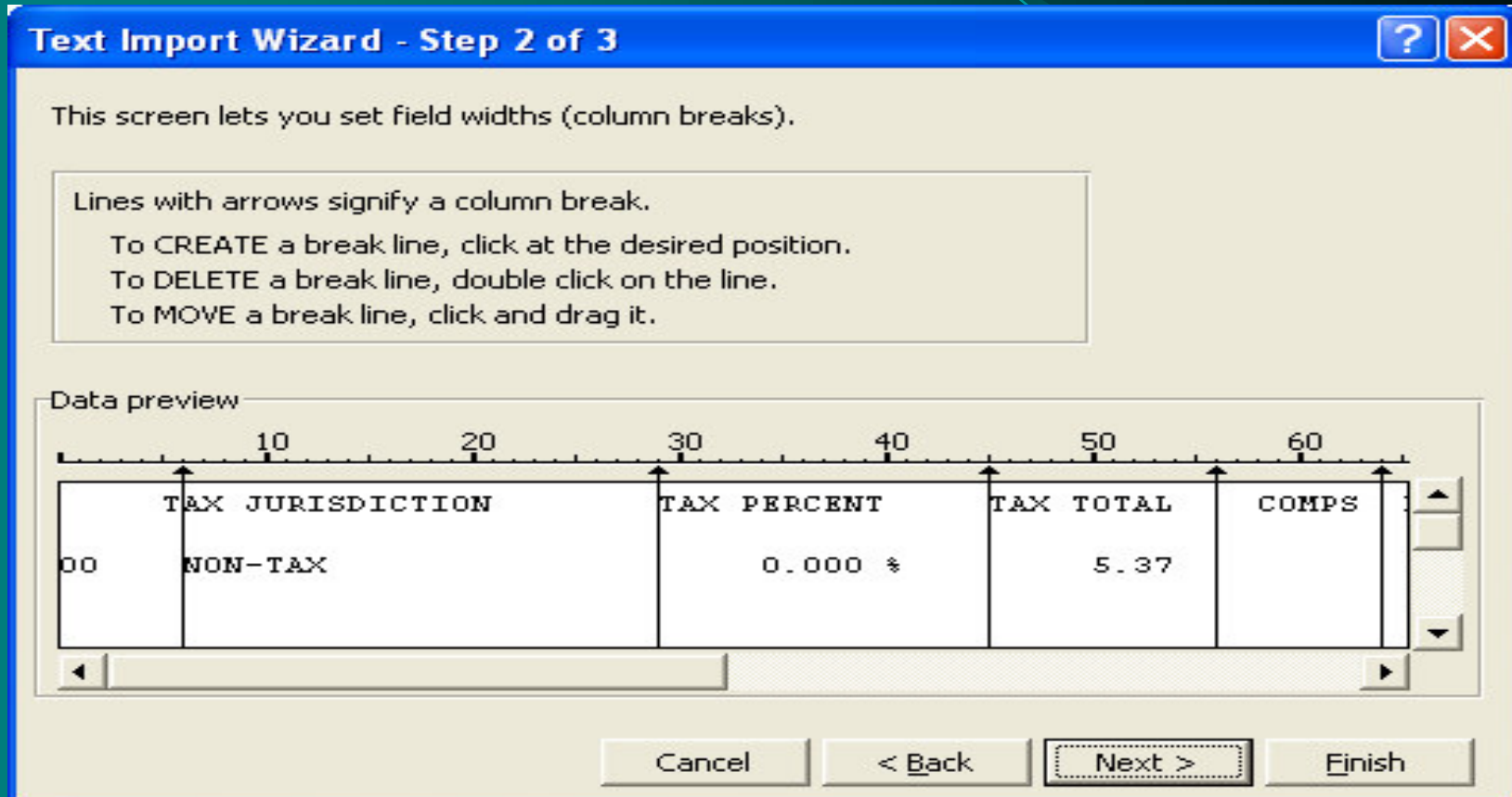
IDwE -Step 3

IDwE –Sample Import

- Excel

Interfacing Data with Excel

- Working with the data
  - <u>Save-As for future reference</u>
  - <u>Sorting the Data</u>
  - <u>Calculations</u>

Interfacing Data with Excel

- Hands On (some common reports to FT)
    - M-11.17 Customer Average Sales Per Invoice
    - M-11.10 List of items sold for a customer (by vendor)
    - M-12.2.23 Customer list
    - M-12.2.37.2 Mailing List
    - M-12.3.22 Product Pad
    - M-19.7a or 7B Inquiry by Product or Customer (hardcopy option)
    - M-12.2.42 Mail Merge

Interfacing Data with Excel

- Mail Merge Doc/List pricing notification
  - M-12.2.42 List Price Multiplier Report
    - FT's cust#, name, address, city, state, zip phone, fax and multiplier
  - Sample Letters to review
    - Letter 1   Letter 2   Letter 3
    - Merging with letters
    - Review Mail Merge Doc
      - http://dstdocs.sitemax.com/utilities.asp

Break Time!

15 min break

Important Instructions

- **On Sears hairdryer:**
    Do not use while sleeping.

- **On packaging for a Rowenta iron:**
    Do not iron clothes on body.

- **On Nytol sleep aid:**
    Warning: may cause drowsiness.

- **On a string of Christmas lights:**
    For indoor or outdoor use only.

- **On an American Airlines packet of nuts:**
    Instructions: open packet, eat nuts.

- **On a child's Superman costume:**
    Wearing of this garment does not enable you to fly.

Upgrades

- Upgrade Docs
  - http://dst.sitemax.com/upgrades.asp

Upgrades U2001

- U2001
  - Auto-Cost Update
  - ABC Report
  - M-32.20

U2001 –Auto Cost Update

- Auto Cost Update
  - M-32.1.2 has been automatically loading since 2001. Prices are now also being loaded nightly.

  - Control in M-35.10
    - 1. Print List of New Products to Maintain   N
    - 2. Bulk Maintain New Products   Y
    - 3. List PO's with Different Costs than Received   N
    - 4. List of Contract Prices with Cost Changes   Y

  - EOM Auto Updates the EOM pricing transmission as well.

U2001 –M-32.20

- M-32.20 –Update ALL Corp Prices/Costs
  - Updates all pricing and costs with the current file from the Corp FTP server. This helps get pricing and costs back in sync.
    - Reminder to check price blocks (M-12.3.2.9)

U2001 –ABC Report

- ABC Report
  - M-6.10 Gives a detailed product report breakdown by warehouse for product Rankings A,B,C,D *(selectable by whse, vend#, OH > ROP, Discontinued ...provides vend#, prod#, desc, qty sold last 12 mth, ROP, OH, Avg Cost)*
  - M-6.12 Is a summary report of inventory levels in each A,B,C,D ranking. *(provides whse, # of items, % of items, sales 12 mo)*

Upgrades U2002

- U2002
  - Flag Exceptional Sales
    - Flagging exceptional sales is an important discipline in any ROP/EOQ program.
  - ROP/EOQ

Upgrades U2003

- U2003
  - M-7.22.10
  - 19.6 Stock Status 'X' indicator
  - Maintain Customer Item Numbers
    - Copy Customer Items to another Customer
    - Customer ABCD Ranking and Report

U2003 –M-7.22.10

- M-7.22.10 –Create/Print Auto Backorders for Today's Receiving
  - Combines several steps into single menu. Runs M-7.22.1, .3, and .4 for all products that have been received since the last EOD.

U2003 –M-19.6 'X' indicator

- M-19.6 New Corp Shipment Indicator and Carton# Option
  - ***Only works if you have your Corp. Invoices and packing lists transmitted (receiving during eod).
  - When you pull up a corp Item in stock status that is on a corp order that has been shipped, there will be an 'X' next to the On Order qty. This 'X' indicates that Corp has shipped the item.
  - Typing PO will bring up the Open P/O by Item screen and list the carton number in the REC column next to the po that it has been shipped for.

U2003 –M-12.2.17

- M-12.2.17 –Maintain Customer Item Numbers
  - Program stores and displays individual customer item numbers for each of our part#'s.
  - M-12.2.18 –Copies one customer's item#'s to another customers.

Upgrades U2004.1

- U2004.1

  - Paperless EOM

    - Ready and available. Setup similar to eod.

    - Print listing in M-17.6 to make sure all reports are available

    - Edit the EOM.XREF items in M-17.5

    - Turn off printing through M-12.1.1, field 14 set to 'HS'

Upgrades U2004.2

- U2004.2

  - M-11.17 Customer Average Sales Per Invoice

    - This report provides the data needed to produce a listing of customers with their average sales per invoice. *(Refer to menu 28.0.1, field #4, to determine how many days invoice records are retained. The user can only calculate averages for as far back as they have history in their invoice file.)*

    - Sample Report

Upgrades U2004.3

- U2004.3
  - M-5.9 Auto-Update from a worksheet
    - What it does
    - How to create the sheet
    - How to run the program
  - M-11.2.11 New Customer Activity Report
  - M-11.2.12 Weekly Sales Analysis
  - M-12.4.1.8 Vendor Labels
  - M-13.20.33 Rebuild

U2004.3 M-5.9

- Auto Update Costs/Prices from a spreadsheet.
  - http://dstdocs.sitemax.com/pricing_5_9.asp
  - EVAP05
  - SPS2005

U2004.3 M-11.2.11

- New Customer Listing
  - This report is for you to use to monitor and analyze new customer ordering and receivables activity.
  - lists customers created between date range selectable by company.
  - Lists co#, cust#, customer name, city, state, zip, create date, sales 12 mo, gp 12 mo, last order date, order qty

U2004.3 M-11.2.12

- Weekly Sales Analysis
  - This report is intended to show the sales by salesman, by customer per week as opposed to seeing it only once a month.
  - Report lists salesman#, cust#, name, company#, week ending date, sales$ and cost$

U2004.3 M-12.4.1.8

- Vendor Labels
  - This new program allows you to print labels for vendors similar to the labels for customers. You can choose to print them 1 across or 3 across to accommodate the style of labels you are using. It will print a label for every single vendor in your system, including Corp. vendors with the exception of 'C' class vendors, which have no address in the file.
  - Labels print

    vendor name
    address
    city, state, zip

U2004.3 M-13.20.33

- **Download and Rebuild Corp Invoices**
  - This new program will allow you to retrieve Corp. invoices that you did not receive and are not available to print using Menu 13.20.12, even after you've run 13.20.13. You will no longer have to call Corp. to make these invoices available to you.
  - When you run 13.20.33 it will ask you for the invoice date in MMDD format (for example, August 1st would be 0801.) Then it will prompt you for the branch number, this not the Company number (01, 02 etc...) it is your Corp. Branch # (123, 213 etc...)
  - Next, it will connect with the corp. server to find your invoices for that date for that branch and it will make them available for reprinting in menu 13.20.12 automatically.

Upgrades U2004.4

- U2004.4
  - Stock Status & Menu Shortcuts
  - Advanced Part Number Lookup
  - Event Notification
    - Available Reports
    - System Requirements

U2004.4 SS Shortcuts

- ?
- SP
- JX
- U
- C/CPR

```
Options:
PD    - product detail maintenance
PM    - product master maintenance
PB    - pricing maintenance
IP    - inquiry 19.4
BO    - inquiry 19.4
H     - inquiry 19.7B
PO    - inquiry 19.13
V     - inquiry 19.14.10
E     - exceptional sales 27.1.2
W     - inventory in other Johnstones
R     - warranty information
SUB   - display substitute items
U     - URL, view catalog page (Accuterm 2K2 users only)

ENTER OPTION OR <ENTER>
```

U2004.4 SharePoint

- SP -SharePoint is available from Stock Status*.

- How it works*:

  – Go to Menu 19.6 and enter a part number. Type in **SP** and press <enter>

  – Then select document type from the list.

  *Must have AccuTerm 2k2 to use this feature

U2004.4 Sharepoint Options

Enter Username and Password or <enter> to use existing info. Will automatically perform the search based on the document type (a.k.a. bulletin class) you selected and either the part number or the vendor number, whichever is more appropriate for the document type you are searching for, and display the results on the screen.

```
Product# : B10-120
Vendor# : 480
Enter Bulletin class (1-18): _

1. Advertising/Flyer/Catalog Bulletin   16. Vendor Change Bulletin
2. A/O Vendor Information Sheets         17. Warranty Pages
3. C99                                   18. All Docs
4. Corporate Directories
5. Correspondence
6. Distribution Center
7. General Information Bulletin
8. Instant Flyers
9. Material Safety Data Sheets
10. New Product Bulletin
11. Price Change Bulletin
12. Price Savings Bulletin
13. Pricer
14. Regional Bulletin
15. Training Document
```

Connect to sp.johnstonesupply.com

sp.johnstonesupply.com

User name: stsmith

Password: ●●●●●

☑ Remember my password

OK   Cancel

U2004.4 More Shortcuts

- DST
- DOC
- JOB
- Menu Help Reference
  - Menu Path quick ref guide and other important shortcuts:
    http://dst.sitemax.com/Application_Docs.asp
  - Site Searching

U2004.4 Adv Part# Lookup

- ## Advance Part# Lookup
  - enter multiple search strings to locate a product in which all the strings are present. The search looks in Description 1, Description 2 and Vendor Description to determine if a match is present
  - EX: **moto blad -**entering a lookup string (still same rules, 4 or fewer chars) followed by a space and another string finds only those items with _both_ strings (in this case, Motor and Blade) Can also include a 3rd string. EX: **moto blad cond**
  - It just counts the number of spaces between the strings you enter, and loops through those until done. It does work in a hierarchy though...that is, the first string is found (i.e. MOTO), then everything from that list that has BLAD is found, then everything from _that_ list with COND. So, depending on the order in which the strings are entered, you could get different results.

U2004.4 Event Notification

Event Notification allows you to setup immediate email notifications when someone enters one of the specified transactions.

Menu 35.19

```
MENU-35.19                         EVENT NOTIFICATION MENU
09:30:37  10 Jul 2004                                      60 jwat JWAT
 1. Credit Authorization
 2. Price Hold
 3. Sold Below Cost
 4. Price Override
 5. Order Entry NS Return
```

U2004.4 E.N. M-35.19.1

35.19.1. CREDIT AUTHORIZATION – enter the company number that the event will take place in.


```
          EVENT NOTIFICATION MAINTENANCE - CREDIT AUTHORIZATION

COMPANY NUMBER        --

 1. EMAIL ADDRESS
 2. EMAIL ADDRESS
 3. EMAIL ADDRESS
 4. EMAIL ADDRESS
 5. EMAIL ADDRESS
 6. EMAIL ADDRESS
 7. EMAIL ADDRESS
 8. EMAIL ADDRESS
 9. EMAIL ADDRESS
10. CREDIT HOLDS ONLY
11. TERMS CODE(S)
    TO BY-PASS NOTIFICATION
```

10. CREDIT HOLDS ONLY – Enter Y to get emailed only when people hit 'H' to hold in order entry to hold the order and do not enter an authorization password. Because if the counter people don't know that password and it's been authorized already, don't care about knowing about it.

11. TERMS CODE(S) - allows you to enter the terms code(s) that you would like excluded from the notification process. A complete list of the terms can be found by printing Menu 12.2.31. If entering multiple terms codes separate by ; (Semicolon)

U2004.4 E.N. M-35.19.2

35.19.2. PRICE HOLD – enter the company number that the event will take place in.

GROSS PROFIT % - allows you to enter a minimum GP%. If the GP% is higher than amount in line10 then no event notification will take place

```
EVENT NOTIFICATION MAINTENANCE - PRICE HOLD

COMPANY NUMBER          =-

 1. EMAIL ADDRESS
 2. EMAIL ADDRESS
 3. EMAIL ADDRESS
 4. EMAIL ADDRESS
 5. EMAIL ADDRESS
 6. EMAIL ADDRESS
 7. EMAIL ADDRESS
 8. EMAIL ADDRESS
 9. EMAIL ADDRESS
10. GROSS PROFIT %
```

U2004.4 E.N. M-35.19.3

35.19.3. SOLD BELOW COST – enter the company number that the event will take place in.

U2004.4 E.N. M-35.19.4

35.19.4. PRICE OVERRIDE – enter the company number that the event will take place in.

```
EVENT NOTIFICATION MAINTENANCE - PRICE OVERRIDE

COMPANY NUMBER        --

 1. EMAIL ADDRESS
 2. EMAIL ADDRESS
 3. EMAIL ADDRESS
 4. EMAIL ADDRESS
 5. EMAIL ADDRESS
 6. EMAIL ADDRESS
 7. EMAIL ADDRESS
 8. EMAIL ADDRESS
 9. EMAIL ADDRESS
10. GROSS PROFIT %
11. BYPASS QTY PRICING
```

GROSS PROFIT % - allows you to enter a minimum GP%. If the GP% is higher than the amount in line 10 than no event notification will take place.

BYPASS QTY PRICING – If 'Y' is entered you will not receive a price override notification as long as the price of the product that was overwritten was found in one of the quantity buckets. Enter 'N' if you want to receive notification. Blank defaults to No

U2004.4 E.N. M-35.19.5

35.19.5. NON-STOCK/00-ROP RETURN – enter the company number that the event will take place in.

```
                     EVENT NOTIFICATION MAINTENANCE - NS/ROP

COMPANY NUMBER          _-

 1. EMAIL ADDRESS
 2. EMAIL ADDRESS
 3. EMAIL ADDRESS
 4. EMAIL ADDRESS
 5. EMAIL ADDRESS
 6. EMAIL ADDRESS
 7. EMAIL ADDRESS
 8. EMAIL ADDRESS
 9. EMAIL ADDRESS
10. MIN. DOLLAR AMT
```

MIN DOLLAR AMT – Enter the minimum $ amount of the sale that you would like a notification sent. Ex: If you have $5.00 in field 10 and a customer returns a product they purchased for $4.00 you will not receive a notification. However, if the customer paid $6.00 for the item, you would receive notification.

Break Time!

15 min break

Shortcuts

- <u>DST</u> Hot Key
- Menu Path Handout
  - <u>http://dst.sitemax.com/files/efficiency_shortcuts.doc</u>
- Locked Records

FAQ's

- FAQ's/Knowledgebase
  - http://dst.sitemax.com/files/Efficiencymenu_path_guide.pdf
  - Logging in for Support (JOB) http://www.myjohnstone.com/dst
  - Most popular help articles
  - Searching

FAQ's

- Accessing quotes from order entry
  - debunking the duplicate order myth
- Flagging a Product as Hazardous
- Price and Cost Updates
- Menu Passwords
- Rotational Buyback Steps
- How do I route my EOD reports?
  - Paperless EOD/EOM
- Unlocking AR Batches
- Special Customer Labels

FAQ's

FAQ Item# 106117

- Accessing Quotes from Order Entry

Help Article# 106117

When accessing a quote, I get the message the the order is complete and gone through EOD...why?

The reason is that order entry wants to access orders first. And this scenario is comes about when an order number is the same as the quote number. They truly are two different files, but the number are the same. To access the quote, put a "Q" in front of the quote number at the order number prompt. EX: Q123456 This tells order entry to look directly for that quote number.

FAQ Item# 104865

- Flagging a prod to require certification

Help Article# 104865

How do I set a product to require hazardous certification in Order Entry?

There are a couple things to consider when flagging a product for hazardous certification.

1) Review the hazard ship codes in M-12.3.6. In this screen you will be able to review and edit the hazardous ship code information. Use M-12.3.27 to print a listing of all the hazardous ship codes.

2) After reviewing which hazardous ship codes require certification, proceed to M-12.3.2.12 and in field 3 enter the proper hazardous ship code.

Following these steps will enable the certification screen to appear in order entry when this product is sold

Flag Prod for Certification

- M-12.3.2.12, field 3
- M-12.3.6 to edit Haz. codes
- M-12.3.27 for listing of codes

```
                          PRODUCT TRANSMISSION MAINTENANCE
EX PROD #:   B92-035                    DESC:      6012-AST D77 R-12 14 OZ.
1. CATEGORY                     324-01
2. MSDS CODE                    Y
3. HAZARD SHIP CODE                     001
4. FREIGHT CODE                 HA
5. BRANCH COST CHANGE DATE
6. DIRECT COST CHANGE DATE
7. EXPANDED DESCRIPTION
8. CATALOG PAGE                 D77
9. A/S/W FREEZE




Enter Line#, Backout, DELETE, Edit, 0 to Accept
```

FAQ Item# 102273

- Setting/Changing Passwords for Menus

Help Article# 102273

How do I add, remove or change a password for a menu?

With the exception of a few menu paths where there might be some custom coding (contact DST for changes to custom passwords) go to Menu 12.1.14 Processing Code/Password Maintenance.

There will be a password to get into Menu 12.1.14, call DST for that password.

Once inside m-12.1.14 at the menu prompt put in the menu path that you are wanting edit. EX: 12.1, 16, etc.

**If you are wanting to modify password on menu items from the main menu enter '''''''MENU'''''' at the menu prompt.

FAQ –Buyback Process

- Buyback Process docs
  - http://dstdocs.sitemax.com/Buyback.asp

Help Articles

For more related detailed *Buyback* procedures visit the official 🌐 DST Documentation website.

🏠 **Buyback**
❓ How do I participate in the rotational buyback?
❓ What do I do if the products from my buyback still show open, on order in stock status?
❓ Where is the documentation for the rotational buyback program located?
❓ What are my next rotational buyback steps after I receive the file back from DST?
❓ When trying to run buyback step m-7.1a to rolldown the PO to a pick ticket I am getting an error and not able to roll it down.
❓ I am not running the buyback but am wanting to process a new store return...what do I do?
❓ Where do I run a report for the buyback?
❓ How do you setup Corporate as a customer for the rotational buyback?

FAQ Locked Records

- Types of Locks
- What to do when your terminal is locked and beeping.
- Go to another terminal to M-20.3
- DO NOT BREAK OUT

```
Port Location              Filename        Record Key

110   (SJAX) Derek Telnet PO.FORECAST       007103540
203   SJax Barb Laptop TelPO.FORECAST       006105333
223   OCA CNTR1 kevin TelnORDER.PROCESS      223*10*1
769                       LOCK             V PORT NO*0
```

FAQ Item# 102888, 102872, 102432, 104700

- More 'LOCKED RECORDS'
  - Prod.det record locked
  - PO record locked
  - AR Batch is in USE
  - AP Batch is locked

FAQ Item# 102888

- Locked PO Record

Help Article# 102888

In M-7 getting message the purch order record locked...will hold.

This means that at some point, this record was being updated and was broken out of it.

To unlock the record, go into M-20.2 Lock maintenance, when it asked for Filename enter "PO" and for record key enter the 8 digit po#. EX: 01123456

FAQ Item# 102872

- Unlock Product Detail Record

Help Article# 102872

How do I unlock a product record where I get message prod.det record ********** locked, will hold?

This lock message indicated this product was being updated and someone broke out of the update screen (or was logged off, etc).

Go to M-20.2 Lock Maintenance and put in info that is displayed on your screen as part of the lock message. For file name put in prod.det and for record key it will be a 9 digit number. EX: 001123456

FAQ Item# 102432

- Unlock AR Batch

Help Article# 102432

Trying to close out an AR (accounts receivable) batch and it is locked and won"t let me in.

Use menu-28.31 Fix Open Batches to unlock a batch. Inside program, answer "Y" to continue, input the batch# and "NO" for the customer number.

FAQ Item# 104700

- Unlock AP batch

Help Article# 104700

❓ Getting message batch locked will hold when in AP, accounts payable.

If getting the message that the batch is locked, will hold, go to lock maintenance M-20.2, put in "vou.con" for the file name and the correct batch# to unlock.

FAQ –Paperless EOD

Edit the EOD Xref assignments

– (M-16.5 -)

M-16.5 **EOD** Xref Maintenance

EOD.XREF ID   01-110   (Enter CO#-rpt#)
 1. RPT.NAME....:   CUMULATIVE CONTROL TOTALS- ALL
 2. Email.Addr1.:
 3. Email.Addr2.:
 4. Email.Addr3:
 5. Email.Addr4.:
 6. Printer#....: N
 7. No.Copies...: 1
 8. Font size...:

Add Email Addresses, printer#, and even set the # of copies here.

FAQ –Customer Labels

- M-12.2.36 'LB' option
- Select cust.mast ...etc.
- Save-list cust.labels.jss

```
CUSTOMER MASTER LIST/LABEL SELECTION ROUTINE
 1. 'R'eport, 'L'abels, 'LB'last batch, "N'ew cust labels.. LB
 2. Company # (2N) or <Enter> for all.....................
 3. Beginning zip code or <Enter> for all.................
 4. Ending zip code.......................................
 5. Types or <Enter> for all.............................
 6. Classes or <Enter> for all...........................
 7. Salesmen or <Enter> for all..........................
 8. Territorys or <Enter> for all........................
 9. Terms codes or <Enter> for all.......................
10. Beg create date or <Enter> for all...................
11. End create date.......................................
SALES ACTIVITY:
```

AccuTerm Session History

- History allows you to go back to previous screens for review or copying and pasting (into jobs).
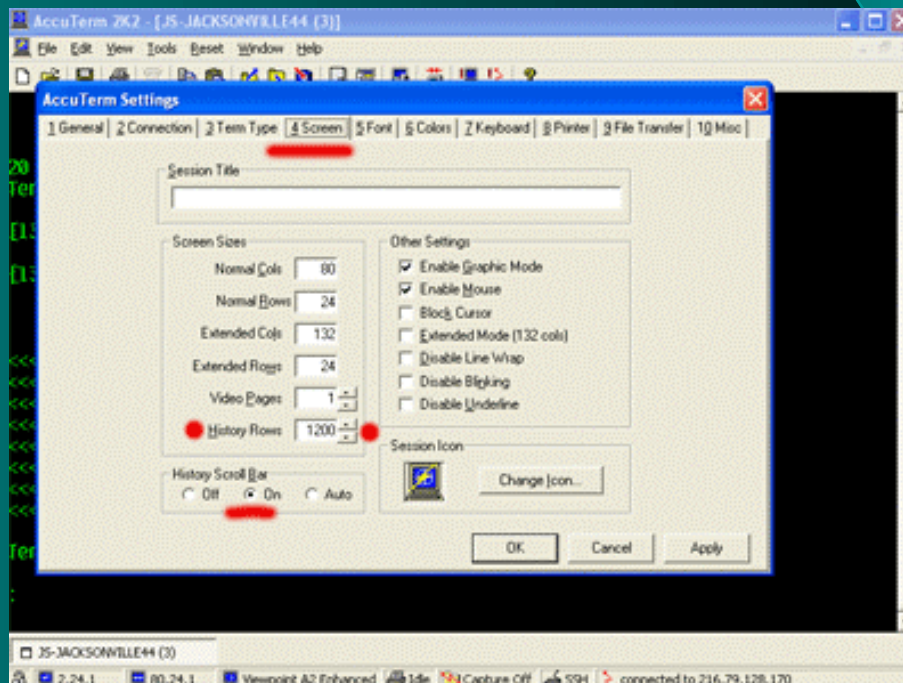
Bill of Lading Software

- Install Checklist Doc
- Sample Screens
- Sample BOL doc

Q & A

- Open Discussion Time

Evaluations

- **AVERAGE**:Not too bright.
- **EXCEPTIONALLY WELL PREPARED**:Has committed no major blunders to date.
- **ZEALOUS ATTITUDE**:Opinionated.
- **CHARACTER ABOVE REPROACH**:Still one step ahead of the law.
- **QUICK THINKING**:Offers plausible excuses for errors.
- **TAKES PRIDE IN WORK**:Conceited.
- **STERN DISCIPLINARIAN**:A real jerk.
- **TACTFUL IN DEALING WITH ATTENDEES**:Knows when to keep mouth shut.
- **APPROACHES DIFFICULT PROBLEMS WITH LOGIC**:Finds someone else to do the job.
- **A KEEN ANALYST**:Thoroughly confused.
- **EXPRESSES SELF WELL**:Can string two sentences together.
- **CONSCIENTIOUS AND CAREFUL**:Scared.
- **METICULOUS IN ATTENTION TO DETAIL**:A nitpicker.
- **DEMONSTRATES QUALITIES OF LEADERSHIP**:Has a loud voice.
- **JUDGEMENT IS USUALLY SOUND**:Lucky.
- **MAINTAINS PROFESSIONAL ATTITUDE**:A snob.
- **KEEN SENSE OF HUMOR**:Knows lots of dirty jokes.
- **STRONG ADHERENCE TO PRINCIPLES**:Stubborn.
- **SLIGHTLY BELOW AVERAGE**:Stupid.
- **HARD WORKER**:Usually does it the hard way.
- **ENJOYED CLASS**:Better than root canal.
- **WELL ORGANIZED**:Does too much busywork.
- **COMPETENT**:Is still able to get work done if supervisor helps.
- **USES TIME EFFECTIVELY**: Clock watcher.
- **VERY CREATIVE**: Finds 22 reasons to do anything except original work.
- **USES RESOURCES WELL**: Delegates everything.

Thank you for attending!