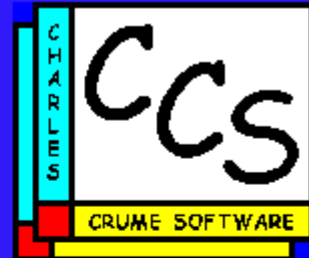


Data Management System v6.5.51



Data Management System (DMS) is the ultimate software package for antique and craft malls, consignment shops, auction houses, and other businesses needing to track sales, inventory, & customers. It is easy to use, will save you time and money, and contains features requested by our customers from across the country...

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117 Brent Spence Square, Covington, KY 41011 Telephone: (513) 787-7313

Reference Manual

Version 6.5

Inventory Control Module

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CCS may be reached at: CHARLES CRUME SOFTWARE
117 Brent Spence Square, Suite 829
Covington, KY 41011

Voice 513-787-7313
Fax n/a
e-mail ccs@charlescrumesoftware.com
web site <http://www.charlescrumesoftware.com>

Typetypes

Large Bold Red Underlined Italic

Title

Large Bold Blue Underlined

Chapter

Bold Green Underlined

Topic

Magenta Underlined

Section

Black Underlined

Sub-Section or Field Name

Gray Underlined

Sub-Sub-Section or Field Name Classification

Bold Blue Italic

The name of a module, file, data field, menu, menu selection, or window

Bold Gray Italic Underlined

Information that is to be keyed into the software

<BOLD MAGENTA IN ANGLE BRACKETS>

Keys that are pressed (e.g., the letter a is <A>, the enter key is <ENTER>, the down arrow key is <DOWN-ARROW>, the F1 key is <F1>, etc.)

Icons



The "see also" icon. The appearance of this icon, in the printed reference manual, indicates that the text immediately preceding the icon is a link to another topic in the document. The text following the icon, printed in italics, is the topic referenced by the link.



A note that contains additional information about how the software works, an important consideration, or critical information.



A warning that negative consequences (**including the loss of data**) may occur. Make sure you understand the task you are performing!



DANGER - LOSS OF DATA WILL OCCUR! Make sure you understand the consequences of proceeding with the current task!!!

Menu Indicators

In addition to the icons shown above (which appear in both the on-line help and the printed reference manual), the following icons (i.e., characters) at the end of a menu selection in the software are used as follows:

- ■ ■** The selection is a dialog box (i.e., you must complete the form before doing anything else in the program).
- *** The selection is only enabled when logged in as the supervisor -- if a supervisor password is set.
- **** The selection is only enabled when special requirements are met (i.e., logged in with a special user ID, a view for a specific module is open, a licensed copy of the software is being used, the optional module is installed, etc.).
- (NPY)** Not Ported Yet -- which means the feature (which is available in the DOS version of software has not been ported (i.e., moved) to the Windows version of the software.

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Foreword

The inventory control module of Data Management System (DMS) is designed to track and report the items you have for sale in your shop or mall.

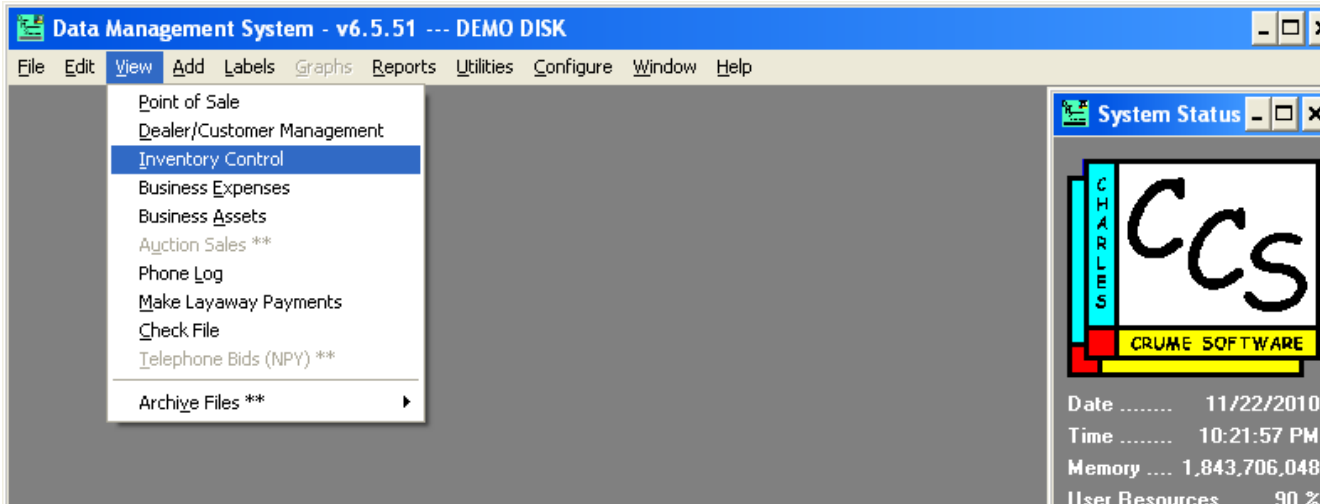
Our approach in writing the reference manual for this module, has been to describe it and its interface in detail.

Inventory Control

Introduction

This module is designed to record information about the items available for sale in your store, shop, or mall.

To view records in the inventory control, click **<View>** on the **Menu Bar**, then **<Inventory Control>** from the drop down menu as depicted in the sample screen shown below.



Once the Inventory Control module is selected, the screen should look similar to:

Rec	Del	BOOTH	ITEM #	DESCRIPTION	QTY	NEW	LABELS	ACQUIRED	COST
49	<input type="checkbox"/>	EQUIP	0049-K	5.25" FD CABLE CON	4		Y	03/16/1996	0.80
54	<input type="checkbox"/>	EQUIP	005	KEY KITS	1		Y	05/10/1996	1.95
55	<input type="checkbox"/>	EQUIP	006	AS IS COLOR VGA MON.				05/28/1996	17.00
56	<input type="checkbox"/>	EQUIP	007	AS IS BOARD				05/28/1996	9.99
63	<input type="checkbox"/>	EQUIP	008	QIC-40 TAPE	3	Y	Y	07/19/1996	8.00
48	<input type="checkbox"/>	EQUIP	1X30	1 MEG SIMMS 70NS	6		Y	03/14/1996	50.00
43	<input type="checkbox"/>	EQUIP	386MB	MB W/CPU, 386SX-40	1			03/14/1996	49.95
41	<input type="checkbox"/>	EQUIP	4081-K	3.5" HD/FD CABLE CON	4			03/14/1996	0.84
77	<input type="checkbox"/>	EQUIP	4813LR	CCD SCANNER		Y	Y	10/03/1997	128.00
53	<input type="checkbox"/>	EQUIP	486 DX/2	MB & CYRIX DX2/66 CPU				03/09/1996	99.00
42	<input type="checkbox"/>	EQUIP	4X30	4 MEG SIMMS 70NS				03/14/1996	104.95
50	<input type="checkbox"/>	EQUIP	ALPS	FD, 5.25, SN *****	4	Y		03/16/1996	10.00
31	<input type="checkbox"/>	EQUIP	AM820-6	MOUSE	2			03/03/1996	6.00
95	<input type="checkbox"/>	EQUIP	AMD K6-2	380 MHZ CPU		Y	Y	11/05/1999	50.00
25	<input type="checkbox"/>	EQUIP	BNC CON	CONNECTOR, CABLE	2			03/02/1996	1.00
23	<input type="checkbox"/>	EQUIP	BNC T	CONNECTOR, T				03/02/1996	1.00
22	<input type="checkbox"/>	EQUIP	BNC TRM	TERMINATOR, 50 OHM				03/02/1996	1.00

View By: BOOTH Filter: Add Edit Delete Copy Recall Find Misc Close

As can be seen in the sample screen above, the following columns of data are displayed when the **Inventory Control** module is first selected.

- Rec The physical record number.
- Del Record deleted indicator (an **X** means deleted).
- Booth The booth number.
- Item # The item number.
- Description The description.
- QTY The quantity available (i.e., in inventory).
- New Whether the item is new.
- Labels Whether to print price tickets.
- Acquired The date the item was acquired.
- Cost The item's cost.



Other fields can be viewed by using the horizontal scroll bar.

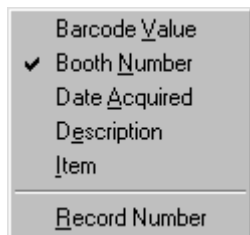
Other records can be viewed by using the vertical scroll bar or the [VCR Buttons](#) at the bottom of the form.

The [Edit](#) function must be invoked to see the contents of all other fields.

By default, records are viewed in order by [Booth](#) when the view is first opened. There is a status field to the right of the **<View by>** button which indicates the current viewing order. The viewing order can be changed by:

- Clicking **<Edit>** on the [Menu Bar](#), then clicking **<View Records by>**
- Clicking on the **<View by>** button in the lower left hand corner of the form
- Pressing **<CTRL><W>** (the "short-cut" key sequence)

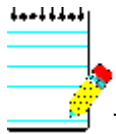
Doing any of the above displays a speed menu (shown in the sample screen below) from which a different viewing order can be selected (a check mark is displayed in front of the current order).



Select a viewing order by:

- Clicking the desired order with the mouse, or
- Using the **<UP-ARROW>** and **<DOWN-ARROW>** keys to hi-light the desired order, then press **<ENTER>**, or
- Pressing the underlined letter of the desired order

Doing any of the above re-arranges the records in the grid according to the selected order.



The program attempts to keep the currently hi-lighted record in the grid at its current position, but this is not always possible.

Adding & Editing

Adding Inventory

The **Add** function is activated by:

- Clicking **<Add>** on the **Menu Bar**, then **<Inventory Control>** from the drop down menu, or
- Clicking the **<Add>** button in the lower left hand corner of the form, or
- Pressing **<CTRL><A>** (the "short-cut" key sequence)

Doing any of the above displays the form shown below.

The screenshot shows a software window titled "Add --- Inventory Control". The window contains a form for entering inventory data. The form is divided into two tabs: "Inventory Information" (selected) and "Extended Inventory Information".

Inventory Information Tab:

- ☒ **New?**
- Booth**: [Black box]
- Item**: [Empty text box]
- Number Sold to Date**: [0]
- Description**: [Empty text box]
- Qty Available**: [1]
- On Order**: [0]
- Received**: [0]
- Date Acquired**: [02/26/2003]
- Cost**: [0.00]
- List Price**: [0.00]
- Freight**: [0.00]
- ☒ **Print Price Tickets for this Item?**
- ☒ **Include Item on Price Lists?**
- Barcode Value**: [Empty text box]
- ☐ **SI->SI_LAY?**
- EIM Link --**: [0]

Buttons:

- Add this Record**
- Clear this Record**
- Done**

Footer:

- Inventory Information** (selected)
- Extended Inventory Information**

System Information:

- SUPER**
- 02/26/2003**
- 21:30**
- CCS-1**

Clicking on the **Extended Inventory Information** tab displays a secondary form with the following fields.

The screenshot shows a Windows-style dialog box titled "Add --- Inventory Control". It has a tabbed interface with two tabs: "Inventory Information" and "Extended Inventory Information". The "Extended Inventory Information" tab is currently selected. Inside this tab, there are three dropdown menus: "Category" with the value "ADVERTISING MEMORABILIA", "Status" with the value "FOR SALE", and "Condition" with the value "FINE". Below these fields are three buttons: "Add this Record", "Clear this Record", and "Done". The dialog box has standard Windows window controls (minimize, maximize, close) in the top right corner.

Editing Inventory

The **Edit** function is available only if a view is open. The edit function is activated by:

- Clicking **<Edit>** on the **Menu Bar**, then **<Edit>** from the drop down menu, or
- Clicking the **<Edit>** button in the lower left hand corner of the form, or
- Pressing **<CTRL><E>** (the "short-cut" key sequence)

Doing any of the above displays the form shown below.

Edit --- Inventory Control

Inventory Information

☒ New? Booth **EQUIP** Item **AM820-6** ----- Number Sold to Date **0**

Description **MOUSE**

Qty Available **3** On Order **0** Received **0**

Date Acquired **08/15/2002**

Cost **15.95** Barcode Value

List Price **19.95** Freight **0.00**

☒ Print Price Tickets for this Item?

☒ Include Item on Price Lists?

☐ SI->SI_LAY?

EIM Link -- **0**

Save Changes **Abandon Changes** **Done**

Inventory Information **Extended Inventory Information**

SUPER **08/13/2002** **19:24** **CCS-1**

Field Descriptions

Introduction

Each field that accepts data in the inventory control module is described in alphabetical order.

Bar Code Value

The seven (7) digit bar code value for the item.



This field is enabled only if the [Bar Code Module](#) must be installed.

Booth

The dealer's booth number.

Booth numbers can be any combination (up to 5 characters maximum) of:

- Letters (A-Z)
- Digits (0-9)
- Special characters (e.g., @ # \$ / - *)

Letters are converted to upper case for indexing purposes.

Cost

The cost of the item (maximum value \$999,999.99).

Date Acquired

The date the item was acquired.



The program inserts the current system date into this field when adding items.

Description

The description (up to 22 characters).

EIM Link

This field contains a value that links the item to its extended inventory information record in the EIM module.



This field is enabled only if the [Extended Inventory Information](#) module must be installed.

Freight

The freight for this item.



This field is enabled only if the [Mail Order Module](#) module must be installed.

Include Item on Price Lists?

When this field is **checked**, the program includes the item on price lists.

When this field is **unchecked**, the program omits the item from price lists.

Item

The item number.

Item numbers can be any combination (up to 8 characters maximum) of:

- Letters (A-Z)
- Digits (0-9)
- Special characters (e.g., @ # \$ / - *)

Letters are converted to upper case for indexing purposes.

List Price

The list price (suggested retail price) for which the item should be sold (maximum value \$9,999,999.99).

New?

When this field is **checked**, the program identifies the item has having been added since the last time reports for new items were run.



This field is **checked**, and **disabled**, automatically by the program when adding items.

Number Sold To Date

This field tracks how many of this item has been sold. It can not be edited.

On Order

The quantity of the item that is to be ordered.

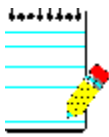
Print Price Tickets for this Item?

When this field is **checked**, the program will print price tickets for this item when price ticket routines are run.

When this field is **unchecked**, the program does not print price tickets.

QTY Available

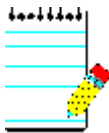
The quantity of the item available for sale.



The maximum usable value is 9,998 (the value 9,999 is reserved to represent infinity). If the QTY Available is set to 9,999 the count IS NOT REDUCED when one or more of the item is sold.

Received

The quantity of the item that has been received.



When the label routine Received Items is run, the program:

- Prints the number of price tickets specified by the value in this field
- Subtracts the value in this field from the On Order field
- Increases the QTY Available field by the value in this field
- Sets the value of this field to 0

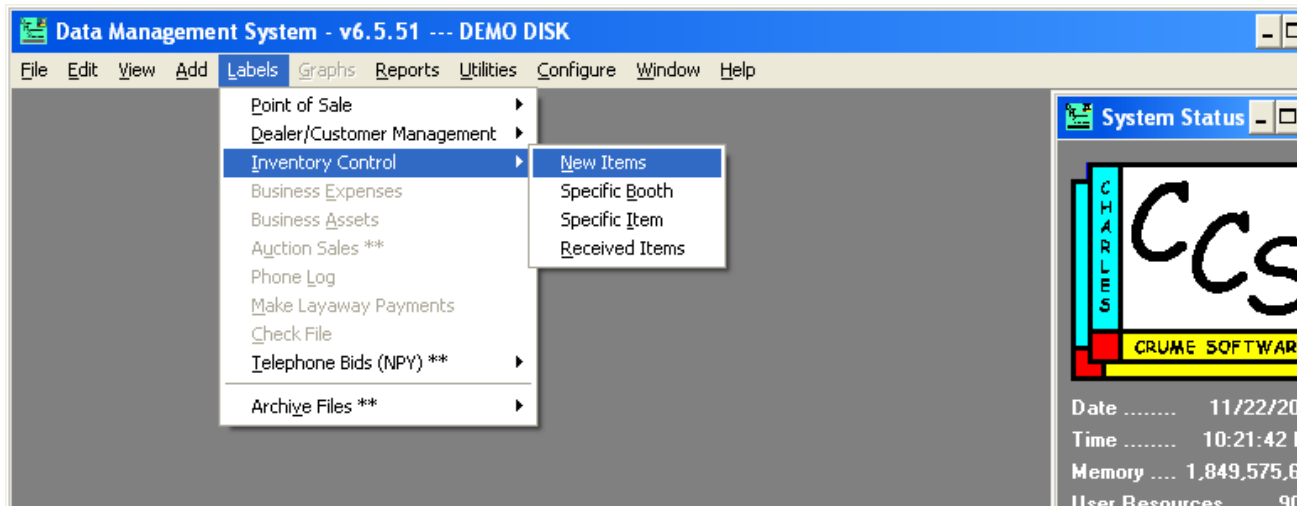
SI->SI_LAY?

...

Labels

Introduction

The **Labels** function is activated by clicking on **<Labels>** on the **Menu Bar**, then **<Inventory Control>** from the drop down menu as depicted in the sample screen shown below.



Make a selection by:

- Clicking on it with the mouse, or
- Using the **<UP-ARROW>** and **<DOWN-ARROW>** keys to hi-light the desired label, then pressing **<ENTER>**, or
- Pressing the underlined letter of the desired label

Press **<ESC>** to exit the labels menu.

Each menu selection is described below.



labels (i.e., price tickets) are printed on 1" by 1" stickers on eight-across forms. The tickets are formatted as follows:

Line 1: booth number
Line 2: item number
Line 3: list price

New Items

This selection prints price tickets for new items available for sale (where the **New?** field is **checked** and the **Print Price Tickets for this Item?** field is checked) organized by booth and item number.



Both the **New?** and **Print Price Tickets for this Item?** fields are automatically **unchecked** once tickets for the item has been printed.

A Specific BOOTH

Use this selection to print price tickets for ALL items in the specified booth. Only the items whose Print Price Tickets for this Item? field is **checked** are printed.

A Specific Item

Use this selection to print price tickets for a specific item in a specific booth regardless of whether the field Print Price Tickets for this Item? is **checked** or not.

Received Items

Use this selection to print price tickets for ALL items where the Received field is greater than 0.



As tickets are printed the:

- On Order field is reduced by the value in this field
- QTY Available field is incremented by the value in this field
- Value of this field is set to 0.

Graphs

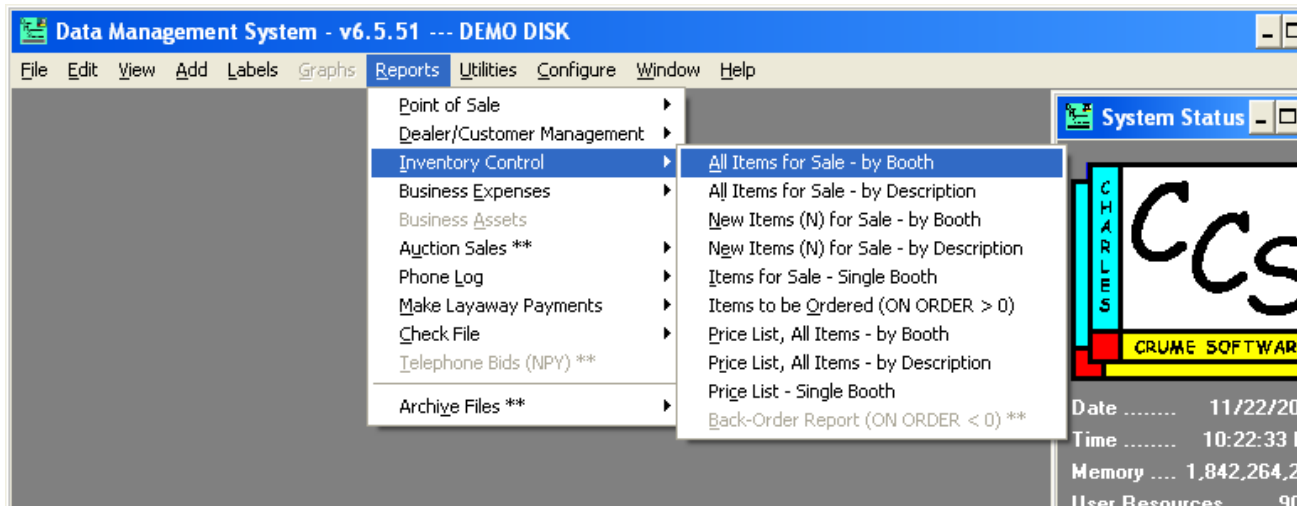
Introduction

There are no graphs for this module.

Reports

Introduction

The **Reports** function is activated by clicking on **<Reports>** on the **Menu Bar**, then **<Inventory Control>** from the drop down menu as depicted in the sample screen shown below.



Make a selection by:

- Clicking on it with the mouse, or
- Using the **<UP-ARROW>** and **<DOWN-ARROW>** keys to hi-light the desired report, then pressing **<ENTER>**, or
- Pressing the underlined letter of the desired report

Press **<ESC>** to exit the reports menu.

Each menu selection is described below.

All Items for Sale - by Booth

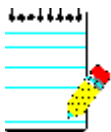
This selection prints a list of ALL items available for sale organized by booth and item number.

All Items for Sale - by Description

This selection prints a list of ALL items available for sale organized by description.

New Items (N) for Sale - by Booth

This selection prints a list of new items available for sale (where the New? field is **checked**) organized by booth and item number.



The New? is automatically **unchecked** once the item has been printed.

New Items (N) for Sale - by Description

This selection prints a list of new items available for sale (where the New? field is **checked**) organized by description.



The New? is automatically **unchecked** once the item has been printed.

Items for Sale - Single Booth

This selection prints a list of ALL items in the specified booth.

Items to be Ordered (On ORDER > 0)

This selection prints a list of items on order (where the value in the On Order field is greater than 0) organized by booth and item number.

Price List, All Items - by Booth

This selection prints a list of items that are to be included in price lists (where the Include Item on Price Lists? field is **checked**) organized by booth and item number.



The program DOES NOT uncheck the Include Item on Price Lists? field so that the item will appear on future price lists.

Price List, All Items - by Description

This selection prints a list of items that are to be included in price lists (where the Include Item on Price Lists? field is **checked**) organized by description.



The program DOES NOT uncheck the Include Item on Price Lists? field so that the item will appear on future price lists.

Price List - Single Booth

This selection prints a list of items that are to be included in price lists for the specified booth (where the Include Item on Price Lists? field is **checked**) organized by item number.



The program DOES NOT uncheck the Include Item on Price Lists? field so that the item will appear on future price lists.

Back-Order Report (ON ORDER <0)

This selection prints a list of items that are on back-order (where the value in the On Order field is less than 0) organized by booth and item number.

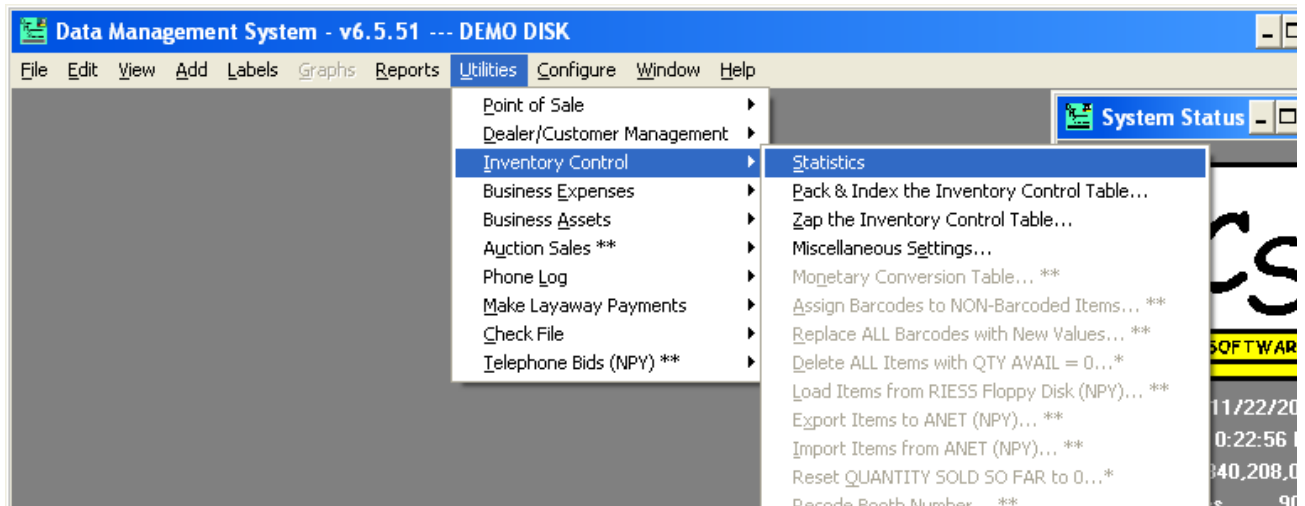


This selection is enabled only if the Mail Order Module is installed.

Utilities

Introduction

The **Utilities** function is activated by clicking on **<Utilities>** on the **Menu Bar**, then **<Inventory Control>** from the drop down menu as depicted in the sample screen shown below.



Make a selection by:

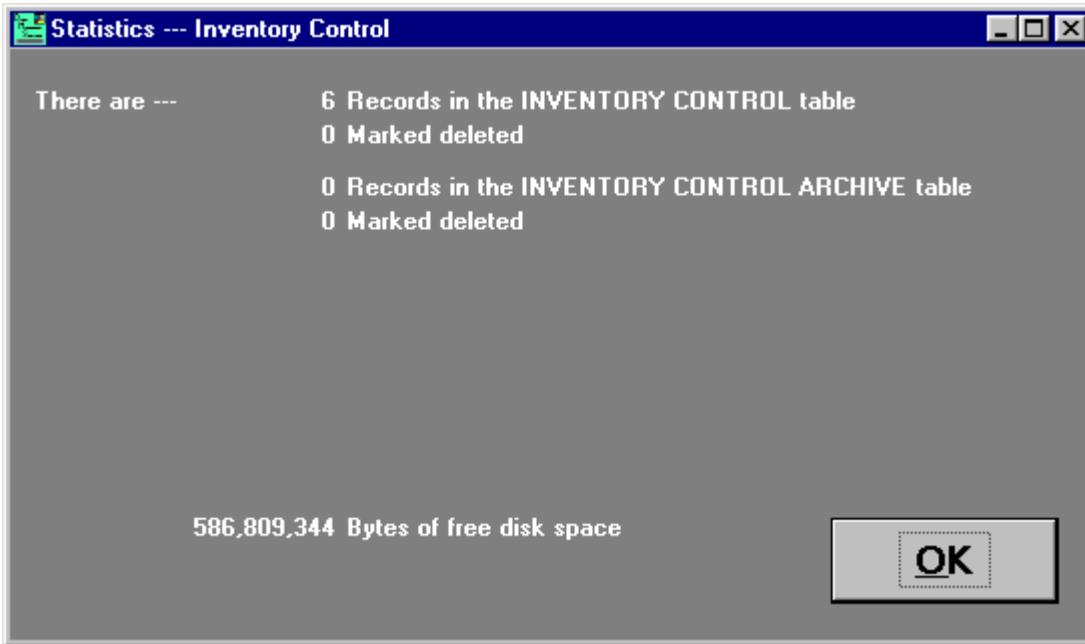
- Clicking on it with the mouse, or
- Using the **<UP-ARROW>** and **<DOWN-ARROW>** keys to hi-light the desired utility function, then pressing **<ENTER>**, or
- Pressing the underlined letter of the desired utility function

Press **<ESC>** to exit the utilities menu. Each menu selection is described below.

Statistics

This selection reports:

- The number of records in the inventory control module
- The number of records in the inventory control archive module
- How many records are marked deleted in each file
- How much free disk space there is



Pack & Index the Inventory Control Table

Use this selection to physically remove expenses marked as deleted and index the file. (Remember that deleting items doesn't actually delete them, but merely marks them as deleted.)

Pack & Index --- Inventory Control

This option packs the table (i.e., removes records marked for deletion)

Proceed?

Packed records CAN NOT be recovered. Continue?

Are you really sure?

Packing C:\DMSV50\DATA\SI.DBF -- Please wait...

Packing operation complete.

Indexing. Please wait ...

Inventory Control Table Packed & Indexed...



Once items marked for deletion are packed, they can never be recovered!

ZAP the Inventory Control Table

Use this selection to ZAP (physically delete ALL items). Three prompts must be answered in the affirmative before the file is erased.



A screenshot of a Windows-style dialog box titled "ZAP --- Inventory Control". The background is teal. At the top, it says "ZAPPING PHYSICALLY REMOVES ALL RECORDS FROM THE TABLE". Below this, there are three prompts, each with a "Yes" button: "Proceed?", "ZAPPED ITEMS ARE GONE FOR GOOD. CONTINUE?", and "Are you really sure?". The "Are you really sure?" prompt also has a "No" button. At the bottom, it says "ZAPPING C:\DMSV50\DATA\SI.DBF -- Please wait..." and "Inventory Control HAS BEEN ZAPPED..." with an "OK" button.

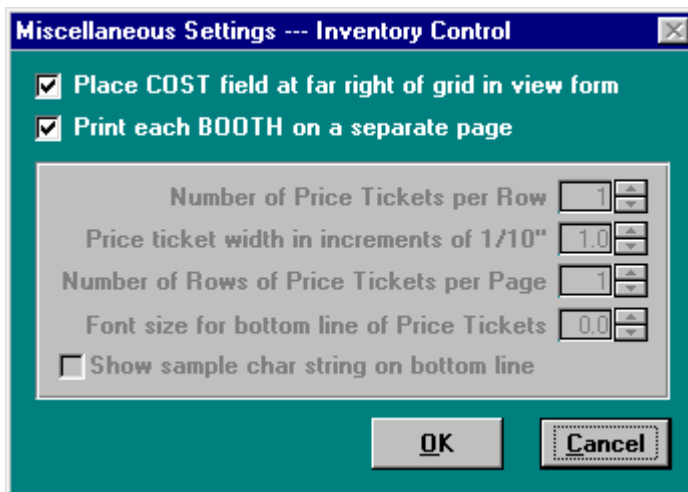


Zapping erases the file and destroys ALL records. None of the records can be recovered!

Miscellaneous Settings

Introduction

Use this selection to customize operation of the *Inventory Control* module for your business.



A screenshot of a Windows-style dialog box titled "Miscellaneous Settings --- Inventory Control". The background is teal. It contains two checked checkboxes: "Place COST field at far right of grid in view form" and "Print each BOOTH on a separate page". Below these are four spin boxes: "Number of Price Tickets per Row" (set to 1), "Price ticket width in increments of 1/10" (set to 1.0), "Number of Rows of Price Tickets per Page" (set to 1), and "Font size for bottom line of Price Tickets" (set to 0.0). There is also an unchecked checkbox: "Show sample char string on bottom line". At the bottom are "OK" and "Cancel" buttons.

Each selection is described below in alphabetical order.

Place COST field at far right of grid in view form

If this field is **checked**, the program places the Cost field at the far right of the grid so that when a view for the *Inventory Control* module is open the customer can not see the Cost field.

If this field is **unchecked**, the program place the [Cost](#) field in its normal position to the right of the [Date Acquired](#) field.

Print each BOOTH on a separate page

If this field is **checked**, the program begins a new page for each booth when printing the reports:

[All Items for Sale - by BOOTH](#)
[New Items \(N\) for Sale - by BOOTH](#)

If this field is **unchecked**, the program prints the reports in a single contiguous list.

Special Size Price Ticket Settings

Introduction

Use this selection to set up the size of price tickets to be printed.

Each selection is described below in alphabetical order.

Number of Price Tickets per Row

The number of price tickets per row on the page.

Price ticket width in increments of 1/10"

Use this setting to adjust the width of the price tickets.



It may take a little time to find the best width, and you may need to adjust the font style and font size for price tickets in the [Printer Setup](#) form.

Number of Rows of Price Tickets per Page

The number of rows of price tickets (e.g., if the tickets are 15/16" high there will be 10 rows, if the tickets are 1/2" in height, there will be 20 rows, etc.).

Font size for bottom line of Price Tickets

Use this setting to adjust the size of the bottom line so that the price tickets print properly.



It may take a little time to find the best size, and you may need to adjust the font style and font size for price tickets in the [Printer Setup](#) form.

Show sample char string on bottom line

If this field is **checked**, the program prints a sample character string so that you may better see what the values for [Price Ticket Width in Increments of 1/10"](#) and [Font Size for Bottom Line of Price Tickets](#) should be set to.



This field should be **checked** during setup/testing only.

If this field is **unchecked**, the program DOES NOT print the sample character string.



This field should be **unchecked** during normal program operation.

Monetary Conversion Table

This selection is used by importers to perform specific monetary conversions for items added to inventory.



The **Monetary Conversion Table** (MCT) is an optional module with it's own reference manual and help file.

Assign Barcodes to NON-Barcoded Items

Use this selection to assign a bar code value to all items in inventory that do not have a bar code value assigned.



The **Bar Code Module** (BAR) is an optional module with its own User's Guide and help file.

Replace ALL Barcodes with New Values

Use this selection to replace the bar code values of **ALL ITEMS** in inventory with new values (the program begins with the first record according to the current viewing order and assigns bar codes starting with 0000001).



The **Bar Code Module** (BAR) is an optional module with its own User's Guide and help file.

Delete ALL Items with QTY AVAIL = 0

Use this selection to delete all items in the inventory control module whose quantity available is zero (0) (i.e., they have been sold out).



Remember that deleting items only marks them with an asterisk (*). You must pack & index the table to physically remove items marked for deletion.

Load Items from RIESS Floppy Disk

Use this selection to load inventory items from an RIESS floppy disk.



This selection is inoperative unless the optional **Remote Inventory Sub-System** (RIESS) is installed.

Export Items to ANET

Use this selection to create a file of items to be loaded into Antique Networking's inter net database and placed on the world wide web.



This selection is inoperative unless the optional **Extended Inventory Information Module** (EIM) is installed.

Import Items from ANET

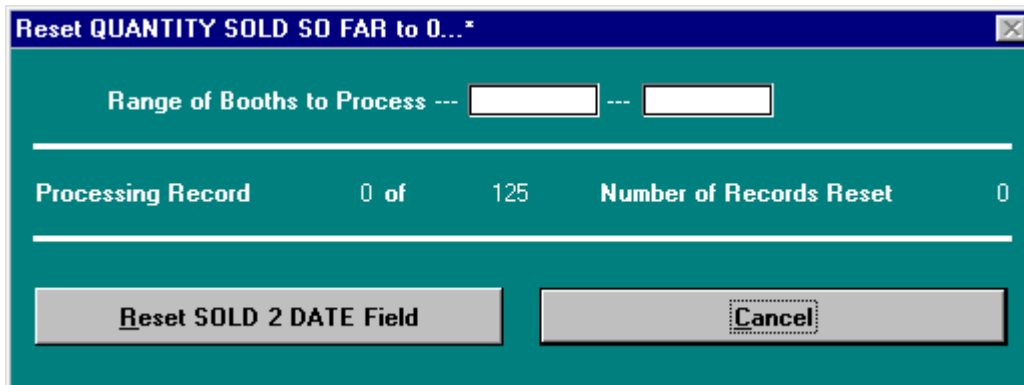
Use this selection to load a file of items created in Antique Networking's inter net database.



This selection is inoperative unless the optional **Extended Inventory Information Module** (EIM) is installed.

Reset QUANTITY SOLD SO FAR to 0

Use this selection to reset the Number Sold To Date field to 0.



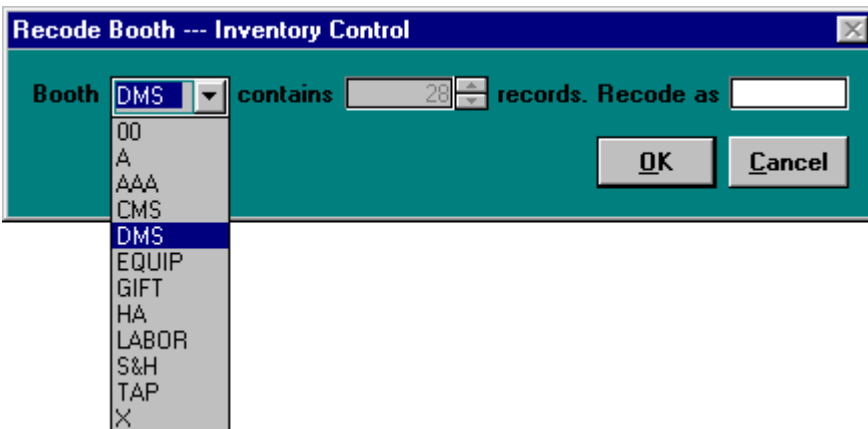
Reset QUANTITY SOLD SO FAR to 0...*

Range of Booths to Process --- ---

Processing Record 0 of 125 Number of Records Reset 0

Recode Booth Number

Use this selection to recode (i.e., change) the [Booth Number](#) of items in inventory.



The dialog box is titled "Recode Booth --- Inventory Control". It features a "Booth" dropdown menu currently set to "DMS", which is open to show a list of options: "00", "A", "AAA", "CMS", "DMS" (highlighted), "EQUIP", "GIFT", "HA", "LABOR", "S&H", "TAP", and "X". To the right of the dropdown is a "contains" label followed by a numeric spinner box showing "28". Further right is the text "records. Recode as" followed by an empty text input field. At the bottom right are "OK" and "Cancel" buttons.

Booth	contains	records	Recode as
DMS	28		

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