

How use Log On

Function: Log On identifies the employee currently using VIMA. VIMA records are stamped with the Date, Time and Employee (User) Name.

Welcome Menu Click Log On invoking/loading the User Identify dialog window. Here the User will enter their PIN.

This PIN can be up to 8 characters. Both letters and numbers are accepted. The Upper and Lower case does apply for your PIN. The default user PIN is *SIMS* or *Sims* or *sims* or *SimS*. In the blue dialog box labeled (Enter your pin than press the Enter Key). To get in the White Bar press the **TAB Key** or **click** in the white box.

How to Log on:

- w Press **Tab Key**
- w Enter your PIN, i.e. *SIMS*
- w Press the **Enter Key**

EXTREME TOWING

Automated Certified Mailer

SIMS - Station Information Management Systems
ATK - Employee Automated Time Keeping Assistant Application
CFA - Client Fulfillment Assistant Application
CID - Caller Identification Collection, Registration and Tracking Application
CTAX - Colorado Sales And Usage Tax Reporting Assistant Application
RICS - Remote Inventory Collection Assistant Application
RSA - Retail Sales Assistant Application
RUA - Residential Unit Assistant Application
WAA - Wall And Associates
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Gil Wall, DBA - Wall And Associates of Colorado..

PayPal VERIFIED

USACOPS
The Nation's Law Enforcement Site

Made in USA! No Out Sourcing here

Enter your pin then press Enter key

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WAA~VIMA

sims

's Software of WAA Application

This application processes DMV Title Section 2173 also LaserSub LCD 811 with the approval of the United State Postal Service. PS 3811 Certified Mailers. The application for the Management of Vehicle's Title Forms and Documents has 16 information tables. These tables management Vehicle's Make, Model, Year, Colorado Counties and Law Enforcement Agencies. The database can manage as many as 1 billion records. This is a big advantage for our customers to maintain a High library of archives of DR forms including historical retrieval and printing. Internet this application uses different links important data this information help keep you Information Updated and fresh. The Internet also is used to process the 3811 certified mailer, we call the LCD 811 form. WAA has approval with the Colorado Department of Revenue for Title Section for Towing Companies and Repair Shops. If required, phone numbers and contacts names are available for both the State of Colorado and Current Users of our product. This application called WAA-VIMA and IBM Lotus SmartSuite are licensed products and can not be copied and used for resale purposes. WAA sales all software as it is when purchased. We do provides free updates for the first year of purchased. These updates can be downloaded for our web site gilwall.com. After your 1st year we continue to provide updates to the DR forms and application as well for a fee of \$120.00 a year or \$25.00 for a one time update.

How to Add, Remove or Change the employee PIN

Restrictions:

w Only **Level 1** employees have access.

How to get there:

- w From Menu Two
- w Click on Home at top of your form.
- w Click on **Setup Information**.
 - w Invokes the Utility Menu
 - w From the Utility Menu Click on [**Edit**]
 - w Click [Pick] or [**Office Employee's**]

How else to get there:

- w Press Function Key [**F2**]
- w Click on [**Edit**]
- w Click on [**Office Employee's**]

How to exit or leave this Form Sheet

- w Press the function key [**F2**]

NAME	PHONE	E_MAIL	PINNO	P_PIN
1-bank		PLEASE KEEP DO NOT DELETE	0	XXXXXX
Gil Wall	3033436822	waa@gilwall.com	1	SIMS
Moe			2	MO103

What is? PINNO?

The field labeled PINNO represents the Users Access Level.

- w **Level 0 and 3+ Restricts Logging on.**
- w **Level 1 access Grants the employee to the Set Up Information and normal application use.**
- w **Level 2 access Restricts the employee from the using Set Up Information. The User is allowed for normal application use only.**

How to: Manage your data fields.

Office Employee is a Lotus 1-2-3 spreadsheet. As data is entered the data is stored. There are not any Summit or Save buttons. Most Data Entry Forms with Lotus Smart Suite have the auto save function.

Add Record

Y [Ctrl] + [N] keys

Delete Record

Y [Ctrl] + [Delete] keys

Copy a field in a record

Y [Ctrl] + [C] keys

Paste a field into another field

Y [Ctrl] + [V] keys

How to: Move from field to field

Using the Keyboard to move from left to right. Press the [**Tab Key**]

Using the Keyboard to move from right to left. Press the [**Shift Key**] + [**Tab Key**]

Also use the **Mouse** to enter a field.

APPROVED