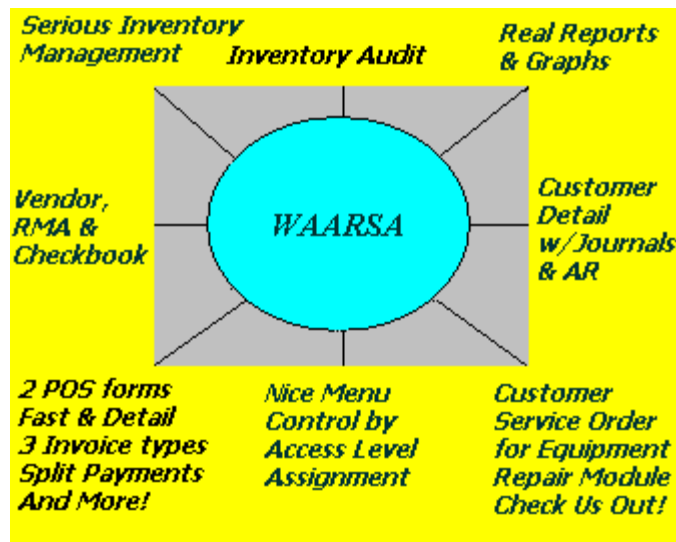


## SIMS POS



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### Need to know

#### For dBASE and FoxPro files

#### SIMSPOS~WAARSA uses dBASE file structure.

You should periodically compress the file.

When you delete records in dBASE or FoxPro databases, the records are only marked for deletion; they are not actually deleted until you compress the file. Approach file compression removes unused space left by deleted records and rebuilds the index.

Compressing the file can help improve performance, ensure the integrity of the index, and use disk space more efficiently.

**Compress files WHEN THE DIALOG MESSAGE DISPLAYS. [DATA BASE XXXXX IS LOCKED]**

### HOW TO COMPRESS SIMSPOS

1. Exit WAARSA
2. Start WAARSA
3. USE PASSWORD: WAA1998 NOT [SIMS]
4. LOGIN USING LEVEL 1 ACCESS [STORE MANAGER OR OWNER]
5. FROM MENU ONE CLICK [ABOUT SIMS]

6. Exit WAARSA

Message dialog will say, you have changes to the database? Do you want to save WAARSA.APR?  
[CLICK 'YES']

7. DONE. SIGN BACK IN USING PASSWORD: SIMS

 Need to Know

We have data records that are fix or required for normal operation of WAARSA. These records should not be deleted. If these records are deleted we are listing the information so you can added, put the back.

Customer Record

When selecting the Customer Tab POS Sales and selecting general account. If the account there is a failure and the POS form does not show or it displays and 'ALL GENERAL SALES' is not present. Do the following.

- Goto Customer Sales.
- Edit Customer using Customer edit.
- Enter (at the find and locate) Account Number is 100.
- Press Return
- . If the record displayed has the values displayed below.  
[there is not a problem with the data. Call Wall And Associates for assistance.]
- . If the record displays but information below is missing or not present.  
[reenter and try again the POS sale.]
- . If a message dialog box says [RECORD NOT FOUND, TRY AGAIN]  
Click 'YES' and try a search by Company Name equals 'ALL GENERAL SALES'
- . If a message dialog box says [RECORD NOT FOUND, TRY AGAIN]  
Click 'YES' and try a search by Customer Name equals 'ALL GENERAL SALES'
- . If a message dialog box says [RECORD NOT FOUND, TRY AGAIN]  
This indicates that the record has been deleted and needs to be created.  
This time at the message Record Not Found, Try Again click 'NO'  
Returning to Menu Five Customer Sales.  
Click Create Customer.  
And build a new customer using the data listed below.  
After the record is added try again a POS sale.

Data Table is: Customer.

Field	Data
CUSTNO	100
BUSINESS NAME	ALL GENERAL SALES
CUSTOMER NAME	ALL GENERAL SALES
BUSINESS PHONE	3030000000
HOME PHONE	3030000000
TAX RATE	YOUR TAX RATE I.E. .085
TAX FLAG	YES (CLICK TAXABLE)
TYPE OF BUSINESS	WALKIN

### Employee Record

There are two required records.

First record is: 1-Blank

To find this record, goto Menu One the main menu.

Select Store Operations

Select Associate Properties

Select Edit Employee

At find and locate enter employee name equals '1-blank'

. If a message dialog box says [RECORD NOT FOUND, TRY AGAIN]

Click 'NO' and return to Associate Properties.

Create a new employee

Enter the Employee name equals '1-blank'

Click Done

Employee Edit

Click on Employee Id.

The Access dialog box will display

Enter Employee ID. Equals 'XXXXXXXX'

Enter Access Code equals '7'

Close dialog box, click on the X or click DONE

Click Menu or Main Menu.

Finished.

### Second Employee Record

This record is optional. The store owner may want to delete this record in order to control it operational security. This is the record with the employee name: 'Master SIMS'

If the store owner chooses to delete this record it's not a problem, as long as, the store owner have their own record with a level access of '1'.

If the store owner cares to enter this record, is not a problem, the employee name may be any name.

The Employee Id. Would equal 'SIMS'

The Access Code equals '1'

### Need to Know

To print reports or find unique data we provide a FIND or LOCATE form. The fields in this form have drop down boxes. In these fields you can type partial data or the full data.

When entering partial data and pressing the Enter Key to start the search you may find more than one record these records can be displayed within a form by using the control keys to the right of the form called: NEXT RECORD AND PRIOR RECORD.

When entering a complete name or selecting data from the drop down box. To find this selection Press the Enter Key this will invoke the find and display in a form or print a report. During a LOCATE you may select combinations of fields to narrow your search.

When no records are found a message may display from a dialog box 'RECORD NOT FOUND, TRY AGAIN [YES] OR [NO].

When clicking Yes you will start a new find. When clicking No the program may terminate and leave the Macro Find mode and return to the Browse mode. When in the Browse there is not a way to leave this form or format.

What to do? Press Function Key F5, this will exit your current form and invoke Customer Sales. If the employee does not have access to customer sales. The Access Employee ID. Form will display.

✓ Need to Know

When ever you have determined that a problem has been found or there is something you don't understand. Please contact us by calling or using our web site to report the problem. [www.waasims.com](http://www.waasims.com). Well return an answer as quickly as possible.

✓ Need to Know

Using a bar code scanner.

Every bar code scanner comes with a Functions Book. One of these functions are called 'TERMINATOR'

The terminator is a code used to perform a function after a scan is completed.

The function we require is a 'TAB'.

So after a scan is completed the tab will be invoked causing the cursor to jump to the next field.

Most scanners shipped new are set to send a CR Carriage Return and LF Line Feed. The CR/LF will cause the go to an underdetermined location in your form.

📖 Need to Know

How to delete a record.

You will see a button called REMOVE. This button was intended to delete a record that is no longer needed.

But as problems can happen. Some clients were deleting records they wish not to delete.

The logical place to delete is in a Data Entry Form. If the REMOVE button is click a error message will display. Notify your supervisor.

So how do you delete a record?

Using Lotus Status bar at the top of the form.

Select the Browse and click.

Slide down to Delete Record.

Click Delete Record a warning will display and then you confirm your action.

**\*\*warning\*\*** There is a option delete called DELETE SET only use this if you wish to delete a group of records located in you FIND / LOCATE. This delete will remove more that one record.