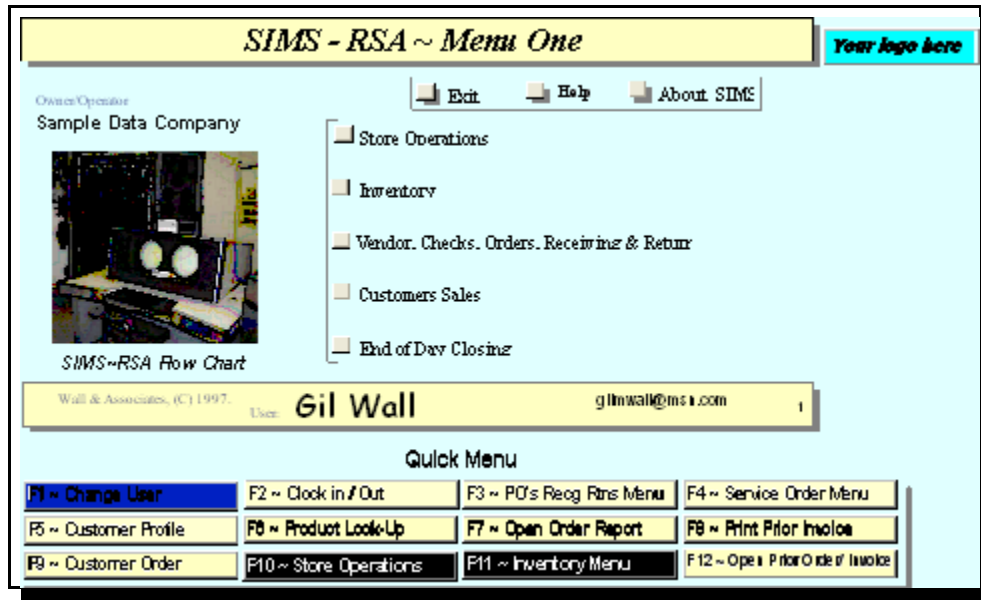


**Retail Sales Assistant - Menu One****WAASIMS DOCS RSA - Menu One****SIMSRSA Menu One - Level Access 1.**

From this menu all procedures are accessible. Every menu has a (HH) Helpful Hints comments built in, including a scroll window (DH) Document Help feature built-in to better explain the operation and functionality of each of the 8 different menus

Always refer to SIMSRSA Flow Chart; this works as a map to direct you to different modules of interest.

**How Level Access Works**

They are assigned by selecting Store Operations.

Select Associates Properties

1. Create the employee.
2. Edit the address and other displayed fields.
3. Click on the Access Level.

Here you can assign the associates:

- position in the company
- department he/she works in
- access or permission they have access to.
  - ◆ Manager - level 1
  - ◆ Supervisor - level 2
  - ◆ Sales - level 3
  - ◆ Purchases / Receiving - level 4
  - ◆ Clock-In - Clock-Out - level 5

- ◆ No Access - Level 6 or greater

### **Menu Photo**

Every menu has a picture, this photo may be changed by the user. A PHOTO HELP is provided under every photo providing instruction on how to import.

Caution, some GIF that are inter laced can not be imported. In this case, open the photo using Microsoft Paint Brush and save the photo as a TIF or PIC file.

### **Function Keys**

WAARSA has short cuts to different sections of the application.

**F1** - Change User. [Returns to ACCESS for the next user can identify them self's.]

**F2** - Employee Clock In / Clock Out. [The user can clock in and out unlimited times within a day of work.]

**F3** - Product Orders, Product Receiving and RMA Menu.

**F4** - Associate's Property Menu. [Create / Edit Employee, Edit Access Levels, Timekeeping Editor and reports.]

**F5** - Customer Profile, Accounts Receivable Menu.

**F6** - Product Lookup. [A Dialog box allowing the viewing of any or all inventory items.]

**F7** - Open Order Report. [Provides the view or print of all open invoices called (tickets).]

**F8** - Print prior Invoices. [Allow the locate and print of any past invoice.]

**F9** - Create a Customer Order Point of Sale (POS). [The sales process of goods.]

This a dialog box providing two options. Over the Counter Sales-General Register Sales and Detail Sale-Sales format allowing the editing of Customer Detail Account.

**F10** - Store Operations. [Edit of the ownership and system structures, check account setup, sales tax and utilities.]

**F11** - Inventory Menu. [Create, Edit and reporting.]

**F12** - Open Order Locator. [Allows the edit of open invoices for closing a sale like a quotation or deleting any old inventory still attached to the order and voiding the invoice.]