

Procedure for Data Input

Logical Procedure

To install your data it makes sense to follow a logical procedure

1. Setup Information
2. Create your list of roads
3. Create all your news products
4. Create your customers and their orders
5. Create your news deliverers round sheets/boards.
6. Input outstanding balances

1. Setup/....

To start your system off you will need to perform several setup procedures initially. You will need a password which is **NS4W** (note capital letters) and be able to transfer the database from the Internet, please ring SPEDI Norcon on **08456 432431**.

- i. Setup/Register – click onto the register TAB. Click on the first register button, Base, where it will show your code number, enter your registration number in the correct field and click register. You will get a message saying ‘registration successful’. Repeat this for each registration, N.B. the supplies registration is only for EPoS solutions.
- ii. Setup/Store – click onto the store TAB. Overwrite all this information with your own details
- iii. Setup/System – click onto the system TAB. In the data directory field alter the word demo to data so the line should read **C:\NS4WData**. Exit News Slave for Windows completely and restart software. Re-enter Setup section.
- iv. Setup/General – click onto the general TAB. Make sure the produce rounds is checked if you wish to print rounds (this is normal). Make sure the print receipt after account payments is checked for non-EPoS system and unchecked for EPoS systems. Check in deliveries should be checked for EPoS systems and unchecked for non-EPoS systems. The printing section tells your computer where the relevant printers are. These are set as default and in most cases do not need changing. However, non-EPoS systems may have a receipt printer attached to their computer, therefore you may want to change this to point to the communication port it is attached to, your choices being LPT1; LPT2; COM1; or COM2. **Please note that printer drivers should not be installed and printer dip switches made need resetting.** SPEDI Norcon can supply a ready-to-use receipt printer if required please ask. Do not alter the system dates as this will be done automatically on live implementation see section 6
- v. Setup/Del Charges – Click onto the Del Charges TAB. Click New to add in your first delivery charge (N.B. Leave zero delivery charge on system as there is always some customers who do not get charged e.g. saves on account). Create a description i.e Weekly Charge 1, add in the amount, choose the type of delivery charge and then click Update. If you want to add a daily charge you will need to click the view button to add in the amounts for every day, which can be different.

There are other TABs in the setup area but do not necessarily need altering. You will be advised on this if you ask us to.

Please turn over.....

2. Maintenance/Streets

It is important that you **edit** the existing dummy town and **edit** the existing dummy District. **Edit** Main Street then **add** all roads that are delivered to.

3. Maintenance/Titles

Most titles are already on the system but in this section you will need to add those that are missing, locals and TV mags etc. In this section click the relevant button down the right hand side to indicate which type of product you are adding i.e. daily, weekly, tv or periodical. Now click New and complete the details of the product fields. When complete click update.

4. News Accounts/New Customer

This section will start by asking which type of customer you are creating, Delivery, Shop Saves, Commercial. Most will be delivery or shop save. The account number will be allocated automatically. Complete all customer details, highlighted in blue are essential. Note the street name needs to be picked from a list, click the triangle at the end of the box to reveal your choices, i.e. those you have already created in section 2. When complete click update. The next screen relates to the next TAB (Account), and here you can complete more details such as delivery charge and whether you require specific credit control details. When complete click update. Now click the titles TAB to add products received. If this customer has vouchers click the vouchers TAB and complete this section (Be aware that you will need to set up voucher type first in Maintenance/Vouchers before you can add any vouchers to accounts)

5. Maintenance/Rounds

You will firstly need to add all relevant rounds. Only 1 AM has been created. Rounds can be created for Morning, Evening, Sunday and Collecting (if you do this). Note if you wish to change the name of 1 AM to, say Mor 1, this is possible. Please also note that round names can be called anything that includes letters or numbers, you will get errors if their titles includes dashes or strokes. I.e. Mor 6 = good, Mor/6 = bad.

Creating rounds from the round cards/book. Keep the rounds in the same order as the deliverers deliver them. To add to the round double click on the round number and that will open the round. To find your customer click limit view and the best way to find your accounts is to select by street name. Type in your choice i.e. high (for High Street). The left hand side is your round and the right hand side are your accounts. Note any customer already in a round will show that round number along side their account, if you move the customer to this round it will take it off its' original round.

6. My Documents/Balance Input

Before entering customer's starting balances it is wise to print your customers out in account number order. You will find this programme in News Accounts, Reports, HND Accounts. Entering starting balances is not part of the main News Slave for Windows programme, you will find this programme in your own My Documents folder. Click on My Documents and click on a file called Balance Input 4. This programme will ask you what weekend date you wish to start from (must be a Saturday) and will update your software to that date. The programme will then one at a time show each of your delivery customers in account number order expecting you to input a balance outstanding in pence i.e. 1234 = £12.34. This section has to be completed right through to the last customer; you cannot stop in the middle of this exercise and restart later.