Introduction:

Browsing Records

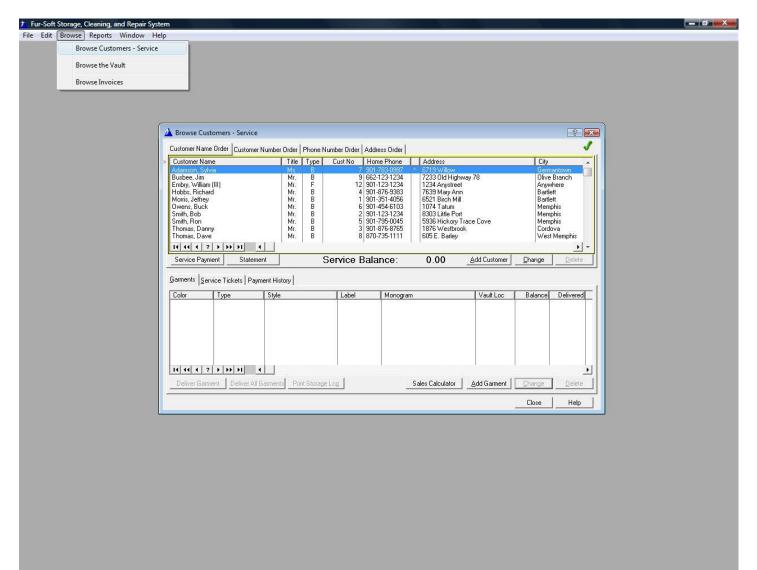
Main Screen - Opening Window:

When the Fur-Soft application is opened from either a desktop shortcut or the Windows Start menu the following screen will be presented. The application is ready for use for over-the-counter operations by the sales/service staff. The list of Customers is already opened and displayed in Customer Last Name/First Name order. This is the main operating view for the majority of the day-to-day operations of the application. There are tabs across the top of the Customer List which reorders the customer list by Customer Number, Phone Number, and Address. Clicking on these tabs sorts the Customers into the selected order and allows for searching for a specific Customer. From this screen, buttons are available to allow for Adding, Changing, and Deleting (with managerial access) of Customers.

| Phone Number Order Address Type Cust No Home P B 7,901-783 B 4,901-783 B 62-123 B 6901-876 B 6901-454 B 2,901-123 B 5,901-735 B 3,901-876 B 8,870-735 J 10,901-870 | Address 40987 6719 Willow +1234 7233 0ld Highway +9383 7639 Mary Ann +4056 6521 Birch Mill -5103 1074 Tatum +1234 8303 Little Port +0938 5938 Hickory Trac | y 78 | City Germantown Olive Branch Bartlett Battlett | |
|--|--|----------------|--|--|
| Type Cust No Home P B 7 901.733 B 9 652.123 B 4 901.875 B 1 901.351 B 6 901.454 B 2 901.233 B 5 901.735 B 3 901.875 B 3 901.735 B 3 901.735 B 3 901.735 B 3 901.735 B 8 8/20.735 | Address 40987 6719 Willow +1234 7233 0ld Highway +9383 7639 Mary Ann +4056 6521 Birch Mill -5103 1074 Tatum +1234 8303 Little Port +0938 5938 Hickory Trac | y 78 | Germantown Olive Branch Bartlett Bartlett | [|
| B 7 901.783 B 9 662123 B 4 901.876 B 1 901.876 B 1 901.431 B 6 901.454 B 2 901.123 B 5 901.795 B 3 901.876 B 5 907.795 B 8 807.735 | 10987 6713 Willow 1-1234 7233 Old Highway 9383 7639 Mary Ann 44056 6521 Birch Mill -6103 1074 Tatum +1234 8303 Little Port >0045 5936 Hickory Trac | y 78 | Germantown Olive Branch Bartlett Bartlett | |
| | -1111 605 E. Barley | ce Cove | Memphis Memphis Cordova West Memphis Memphis | |
| Service Balanc | xe: 0.00 | Add Customer | nange Delete |] |
| Label M | lonogram | Vaultion F | alance Delivered | 1 |
| | | | Þ | |
| | Label M | Label Monogram | Label Monogram Vault Loc E | Label Monogram Vault Loc Balance Delivered |

Searching is accomplished by simply typing the first few characters of the information you are looking for. For Example, If the list is in Customer Name Order, typing 'm' will move the record highlight bar down to the first last name beginning with 'm'. Continue by typing the letter 'o' will move the record highlight bar to the first entry beginning with 'mo'. The more characters you type the more refined your search becomes. If you want to reset the search, simply press the up arrow or down arrow key a few times and the start typing the name you are searching for. Likewise, you can search for a specific customer using their customer number, phone number, or address. Once you have selected the tab for the information you want to search, simply begin typing the first few characters of that item (Customer Number, Phone Number, or Address).

If you accidentally or intentionally close the Browse Customers Screen, you may reopen it at any time by clicking on **Browse** on the main menu of the application and then selecting **Browse Customers – Service**.



User: Sales

Serial No: DEMO + 12/31/2008

Num

Browse Customer

Browse Customers - Service (Windows)

As mentioned earlier, the Browse Customers Window is like the dashboard of your car. You can handle most of the dayto-day operations from here.

Customers

The upper half of the Browse Customers – Service Window contains information about the Customers that you currently have on file. When a Customer is selected (highlighted) in the upper half of the window, their detailed information is automatically displayed in the lower half of the window. This information consists of their Garments, existing Service Tickets, and Payment History.

| Customer Na | me | Ti | tle Typ | pe Cus | t No 🛛 | Home Phone | | Address | | City | |
|---|--|-----------------|----------------------------------|--------|------------------|--|-----|--|--------------|---|--|
| Adamson, Syl Busbee, Jim Hobbs, Richa | ard | M | lr. B Ir. B | | 7 9 4 | 901-876-9383 | × | 6719 Willow 7233 Old Highway 7639 Mary Ann | 78 | Olive Bartle | |
| Morris, Jeffrey, Dwens, Buck Smith, Bob Smith, Ron Thomas, Dan Thomas, Dav Wilson, Samu | iny 7e | | lr. B Ir. B Ir. B Ir. B | | 2 5 3 8 | 901-123-1234 901-795-0045 901-876-8765 870-735-1111 | | 6521 Birch Mill 1074 Tatum 8303 Little Port 5936 Hickory Trac 1876 Westbrook 605 E. Barley 7638 Walnut | e Cove | Barth Mem Mem Cord Wes Mem | phis phis phis ova t Memphis |
| Service Payl | | tement | | Serv | ice F | alance: | | 0.00 | Add Customer | <u>C</u> hange | Delete |
| arments Se | ervice Tickets F | Payment History | 1 | | | | | 0.00 _ | | ghàngo | 1 |
| jarments <u>S</u> e | - | Payment History | | TL. | .abel | Monogram | n | 0.00 _ | Vault Loc | | J <u></u> |
| | ervice Tickets F Type Mink Mink | | - | K | abel | Monogram | Mor | ris | J . | Balance 80.37 80.37 | Delivered 4/13/2004 4/13/2004 |

Garments Tab

In the lower half of the window you can see that the selected customer has two garments which are currently housed in the vault. From this view, you can press the <u>Add Garment</u> button to add a new garment for the selected customer, press the <u>Change</u> button to view/modify the information on the selected garment (This is also where you begin a new service ticket for the selected garment), press the <u>Deliver Garment</u> button to select which garments to deliver to the Customer, press the <u>Deliver All Garments</u> to deliver all of the Customer's garments which are currently in the vault, or press the <u>Print Storage Log</u> button to print a list of all of the Customer's garments which are currently in the vault along with their current Vault Locations (This report can be used as a Pull-List to retrieve selected garments from a local or remote vault).

| | Title | Type Cust N | lo Home Phone | Address | | City | |
|-------------------------------------|--|---|---|--|--|--|--|
| | Ms. Mr. Mr. | B B B | 7 901-783-0987 9 662-123-1234 4 901-876-9383 | 7233 Old 7639 Ma | Highway 78 ry Ann | Olive | |
| | Mr. Mr. Mr. Mr. Mr. Mr. Mr. | B B B B B J | 6 901-351-4056 6 901-454-6103 2 901-123-1234 5 901-795-0045 3 901-876-8765 8 870-735-1111 10 901-870-3736 | 1074 Tat 8303 Litt 5936 Hic 1876 We 605 E. B | um e Port kory Trace Cove stbrook arley | Mem Mem Corde | phis phis ova t Memphis phis |
| H H | | 10 A (72) D | | 1.1. | | - C | Delete |
| e Tickets Pa | | | | | | | |
| Date | | | | Balance | | Status | <u>I</u> nsert |
| 4/13/2004 4/13/2004 4/13/2004 | 45.00 96.95 | 6.84 0.00 4.81 | 45.00 101.76 | 45.00 0.00 | 4/28/2004 / / 4/13/2004 | | <u>C</u> hange |
| | | | | | | | Void |
| | | | | | | | |
| | t Stater a Tickets Pa Date 4/28/2004 4/13/2004 | Ms. Mr. Mr. | Ms. B Mr. J * Statement Statement Servic Date Pre-Tax Total Tax Amount 4/28/2004 153.90 6.84 4/13/2004 45.00 0.00 | Ms. B 7 901-783-0987 Mr. B 9 662-123-1234 Mr. B 4 901-876-9383 Mr. B 4 901-351-4056 Mr. B 6 901-454-6103 Mr. B 2 901-123-1234 Mr. B 2 901-795-0045 Mr. B 3 901-876-8765 Mr. B 3 901-876-8765 Mr. B 8 870-735-1111 Mr. B 8 870-3736 Mr. B Service Balance: 901-870-3736 Mr. Statement Service Cotal 4/28/2004 Date Pre-Tax Total Tax Amount Invoice Total 4/28/2004 153.90 6.84 160.74 4/13/2004 45.00 0.00 45.00 | Ms. B 7 901-783-0987 * 6719 Wil Mr. B 9 662-123-1234 7233 Old Mr. B 4 901-876-9383 7639 Ma Mr. B 4 901-876-9383 7639 Ma Mr. B 6 901-454-6103 1074 Tat Mr. B 2 901-123-1234 8303 Litt Mr. B 5 901-876-8765 1876 We Mr. B 3 901-876-8765 1876 We Mr. B 3 901-870-3736 7638 Wa Mr. B 8870-735-1111 605 E. B. Mr. J 10 901-870-3736 7638 Wa Mr. J 10 901-870-3736 7638 Wa Mr. J 10 901-870-3736 7638 Wa Mr. B 870-735-1111 605 E. B. Mr. Mr. J 10 901-870-3736 7638 Wa Mr. J Service Balance: 0.00 a Tickets Payment History | Ms. B 7 901-783-0987 * 6719 Willow Mr. B 9 662-123-1234 7233 Old Highway 78 Mr. B 4 901-876-9383 7639 Mary Ann Mr. B 1 901-351-4056 6521 Birch Mill Mr. B 6 901-454-6103 1074 Tatum Mr. B 2 901-123-1234 8303 Little Port Mr. B 5 901-795-0045 5936 Hickory Trace Cove Mr. B 3 901-876-8765 1876 Westbrook Mr. B 3 901-870-3736 7638 Walnut Mr. B 8 870-735-1111 605 E. Barley Mr. J 10 901-870-3736 7638 Walnut Mr. B Statement Service Balance: 0.00 Add Custo a Tickets Payment History Invoice Total Balance Date Paid 4/28/2004 153.90 6.84 160.74 0.00 4/28/2004 4/3/2004 45.00 0.00 45.00 7 | Ms. B 7 901-783-0987 * 6719 Willow Germ Mr. B 9 662-123-1234 7233 Old Highway 78 Olive Mr. B 4 901-876-9383 7639 Mary Ann Barth Mr. B 1 901-951-4056 6521 Birch Mill Barth Mr. B 6 901-123-1234 8303 Little Port Mem Mr. B 2 901-123-1234 8303 Little Port Mem Mr. B 3 901-876-8765 1876 Westbrook Cord Mr. B 3 901-870-3736 7638 Walnut Mem Mr. B 8870-735-1111 605 E. Barley Wes Mem Mr. J 10 901-870-3736 7638 Walnut Mem Mr. J 10 901-870-3736 7638 Walnut Mem Mr. J 10 901-870-3736 7638 Walnut Mem Mre. Status Mem <t< td=""></t<> |

Service Tickets Tab

In the lower half of the window you can see that the selected customer has three previous Service Tickets. From this view, you can press the **Insert** button to manually add a new Service Ticket (This is not the preferred method of entering a Service Ticket) or press the **Change** button to view/modify the information on the selected Service Ticket (Once a Service Ticket has been Printed it can no longer be modified).

| Customer Name | Title | Туре | Cust No | Home Phor | ne | Address | | | City | |
|---|---|---------------------------------|------------------|--|----------------------------|---|--|-------------------|--|-----------|
| Adamson, Sylvia Jusbee, Jim Jobbs, Richard | Ms. Mr. Mr. | B B B | 7 9 4 | 662-123-12 901-876-93 | 34 83 | 7233 Old 7639 Mar | Highway 78 y Ann | | Germantov Olive Brand Bartlett | |
| forris, Jeffrey Iwens, Buck mith, Bob mith, Ron homas, Danny homas, Dave /ilson, Samuel | Mr. Mr. Mr. Mr. Mr. Mr. Mr. | B B B B B J J | 2 5 3 8 | 901-351-40 901-454-61 901-123-12 901-795-00 901-876-87 870-735-11 901-870-37 | 03 34 45 65 11 | 6521 Bird 1074 Tatu 8303 Little 5936 Hick 1876 Wes 605 E. Ba 7638 Wal | im Port ory Trace Cove tbrook rley | | Bartlett Memphis Memphis Cordova West Mem Memphis | 50.05 |
| ◀ ◀◀ ◀ ? ▶ ▶ ▶ ▶ Service Payment Staten | ▲ | c | Service E | | | A AA | Add Cust | 1 - | | Delete |
| armente Service Tickete Pat | ment History | | Delaice L | salance. | - | 0.00 | | omer <u>C</u> hai | nge | Delete |
| Receipt No Pay Type | Check/A | | 1 | Date | | ment Total | _ <u>A</u> dd Cust | | nge | Delete |
| arments Service Tickets Pay Receipt No Pay Type 1 Check 6 Check | | | I 4/1 | | | | | | | Delete |

Payment History Tab

In the lower half of the window you can see that the selected customer has two previous Payments. From this view, you can press the **<u>RePrint</u>** button to reprint a copy of the selected Payment Receipt.