**Diversified
   Data
     Solutions, Inc.**

Setup Required Initials in Order Entry

In OE-1, you can require that valid initials and a corresponding password be entered by every sales clerk for every ticket that is done.

Set up:

1. If the clerk does not have a user name in the system, go to JC-1 and enter them as a user. This is easier if there is another user that can be used as a prototype for this new user.

```
ADD A NEW USER        

Prototype User (Blank for None): CNT1
```

```
ADD A NEW USER                                Prototype: CNT1

New User Name: SALLY
```

2. After the user has been created, you should enter a password (of the user's choosing) in JC-2 (#27). If you did not use a prototype user, set the active sites, and password here only.

```
USER DATA

 User Name: SALLY                                    Initials:
-------------------------------------------------------------------
- Sites Active -     21.   Start Site:  1   Print Home Site:  1
 1. Y     11.        22.     Print Job: JOB1
 2. N     12.        23.  Cash Drawer? N    Code/Printer: USB
 3. N     13.        24.     CC User:          Lock Val:
 4. N     14.        25. Crdt Card Recpt Printer:
 5.       15.        26.  Copy Print Files to PC? N
 6.       16.        27.     Password: NEWPASSWD
 7.       17.        28.     Has Pole? N
 8.       18.        29. LN 1 Scroll? n/a
 9.       19.        30.      Message: n/a
10.       20.        31. LN 2 Message: n/a
                     32. Menu Timeout:    0
                     33.   IP Address/Name:
                     34. Socket Port for Pad:      0
                     35.    Sig Pad Type: N None
                     36. Tickets-CC Printer? N
                     37.   CC Printer Type: E - Epson TM-U220
                     38. Use APEX for Printout Preview? N


Any Change ? ___
```

3. In JC-8, enter initials for the user. Here you should enter the name corresponding to the initials & the user that was just added.

```
ADD/EDIT/DELETE INITIALS

Initials: SJ

   1.      Name: Sally Jones
   2. JC User: SALLY
   3.   Active? Y
```

4. Finally, in SU-1 (#38 window), change flag #46 (Require Valid Inits/Password?) to "Y" for each of your sites where you want this to be required.

```
SITE INFORMATION
                              Sales Ticket (OE-1) Settings for Site 1
   1.        Allow Ticket Discount? N    19.      Credit Card Surcharge: 0.00%    38.  No Price on Loading Tickets? N
   2.        'Ticket Printed' Message? N    20.  Print Transfers- Both Sites? Y    39. Print Company Name On Ticket? N
   3.            No Check Ticket Date? N    21. Main Tkt Printer: PRT01   History? Y    40. Allow Sales of 'Minus' Items? Y
   4.            Force Manual Pricing? N    22. Require Y in Cust Msg Window? N    41.     Test Margin on Each Item: Select
   5.            Custom Mix on Tickets? N    23. Req Pwd: Del? Y Crdts? Y Pwd: CARL    42.            Credit Cards Setup? N
   6. No Hazmat Language on Tickets? N    24.     No Chemical Number Entry? N    43. Signature Pad-Charge Tickets? Y
   7. No Valid Chemical License Msg? N    25.   Required PO Number-Charges? N    44.   Produce Recipes Immediately? N
   8.        Customer First Window? N    26. Allow Required Chem Override? N    45. Require Valid Inits/Password? N
   9.                Skip Initials? N            Chem Ovrd Password: n/a    46.  Valid Inits/Pwd-Each Ticket? Y
  10.        Skip Line Item Tax Code? N    27.    Preload Price for Credits? Y    47. Allow Non-Numeric Ck Numbers? N
  11.     Skip Purchase Order Number? Y    28.  Skip Qty Entry for Barcodes? N    48. No F12 Key to Open Cash Drwr? N
  12.            Skip A/R Type? N    29.   Save Manual Price for Edit? Y    49.        Ticket Print Optional? N
  13.        Direct Hit on Alias #2? N    30. Show 'Not Allowed to Charge'? N    50. Save Newest Date (Force Use)? Y
  14. Default Cust:                        31.  Show 'Has Tax Form on File'? N    51.        Ticket Change Password:
  15.        Allow Alternate Ticket? N    32.     Show If Customer a Member? N    52. NO Query for Tax Exempt Cust? Y
  16.     No Tender Amt-Credit Cards? Y    33.    Warehouse Ticket-Transfers? N    53.        Always Use Current Date? N
  17.     No Inactive Items in Scans? Y    34.            New Tax System? Y    54.     Always Use Current Period? N
  18.  No Direct Hit-Inactive Items? Y    35.        Always Print Tickets? N    55.            Allow Hold Tickets? Y
                                          36.        Cash Drawer Special? Y    56.Skip 'Right Cust'?-Found Cust? Y
  Any Change? __                          37.     Open Cash Drawer Always? N    57.  Show if No Credit Agreement? N
```