



AM-WIN Workshop Management Software

Customer, Registration/Job Item and Stock Code Changes

AUSTRALIAN SERVICE INDUSTRY MANAGEMENT SOFTWARE

Business &
POS Software



Payroll Software



Training &
Support



Docket
Printers



Label
Printers



Barcode
Scanners



AVG
Antivirus





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Job Item Code Change

This option allows the job item code to be changed, for example, if a car changes number plates. The title of this field is user/industry definable and may be changed appropriately from the menu Tools, then Modify System Field Labels. Enter the labels required in the Job Item Details screen, select 'save'. The labels can only be changed by those who have a high enough security level.

Menu Path

Go to the menu option *Others*, then the sixth option down, which may be *RegNo/Seriel/Item Code Change*, depending on your System Field Labels. The Code Change window will appear.

Changing a Code

Old Job Item Code

Clicking this makes the 'Browse the Job Item' window appear. Select the job item to be changed.

New Job Item Code

Enter the new code for the job item.

Description Fields

There are 4 description fields that can be changed in this window; however these fields can also be changed in the Job Item Masterfile.

Process

Clicking the Process button will process the changes made.

Close



Clicking the Close button will close the Job Item History Code Change window without saving any changes.



Stock Code Change

This option allows the stock item code to be changed, for example, if a

Menu Path

Go to the menu option Stock, then Code Change.

The Stock Code Change window will appear.

Stock Code Change

Select Stock code ↓ Enter New Stock code

Z139 Z11155

DESC: OIL FILTER

Update Cancel

! Ensure all Stock related windows are closed before running this program to allow the change to be processed

Changing a Code

Select Stock code

This button will allow you to select the stock code that needs to be changed.

Enter New Stock code

In this field you can enter the new stock code.

Update Button

This button will process the stock code change

Cancel Button

Clicking the Cancel button will close the Stock Code Change window. It will only cancel the process if you have not already clicked the update button.



Customer or Supplier Code Change

This option allows the customer code to be changed, for example,

Menu Path

In the AMWTools module, go to either the menu option Customers or Suppliers, then Customer or Supplier Code Change

The Customer/Supplier Code Change window will appear.

Changing a Code

Clip and Merge from Existing

You can tick this box you would like to merge duplicate customers into one customer. This process will merge the customers history and remove the first selected customer.

Customer code

Enter into this field the customer code that you wish to change or merge into another code.

New Customer code

Enter the first 4 characters of the new customer code you wish to use or enter the customer code that you would like to merge into.

Process Button

Clicking the Process button will process the changes for all history against the customer selected.