

DOCUMENT MANAGER

Reference Manual

Version 1.0

AUTOPOWER SYSTEMS



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Overview

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CONTENTS

Chapter 1 INTRODUCTION & OVERVIEW	4
Introduction to Windows Spooler Manager & Report Archive Manager	4
Windows Spooler Manager	4
Report Archive Manager	5
Accessing Either Document Manager	6
Chapter 2 – WINDOWS SPOOLER MANAGER	8
Accessing the Spooler Manager Menu	8
Resorting the Report Detail Area	9
Document Selection and Distribution.....	10
Document Selection.....	10
Document Selection by Date Range	11
Document Distribution	12
Document Reprint.....	12
Fax a Document	13
Email a Document.....	14
Exit from the Spooler Manager.....	15
Chapter 3 – REPORT ARCHIVE MANAGER.....	16
Accessing the Report Archive Manager	16
Select Reports by Module	19
Select Reports by Period or Date	20
Select Reports by Report Name	21
Select Reports Button	22
Resorting the Report Detail Area	22
Document Selection.....	23
Document Distribution	24
Viewing a Report.....	25
Enlarge or Reduce the Report View	25
Document Reprint.....	26
Fax a Document	27
Email a Document	28
Exit from the Report Archive Manager	29

Chapter 1 INTRODUCTION & OVERVIEW

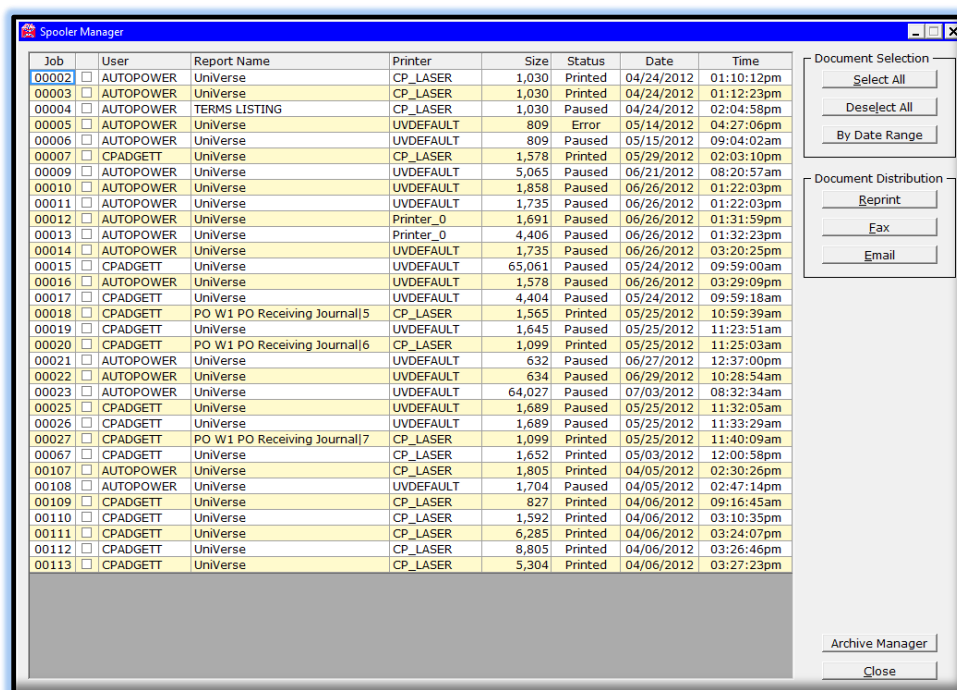
Introduction to Windows Spooler Manager & Report Archive Manager

There are two services within your AutoPower system that manages the reports produced from the menus, during the End of Day, and End of Month processes. The first of these services is the Windows Spooler and the other is the new service Report Archive Manager.

Windows Spooler Manager

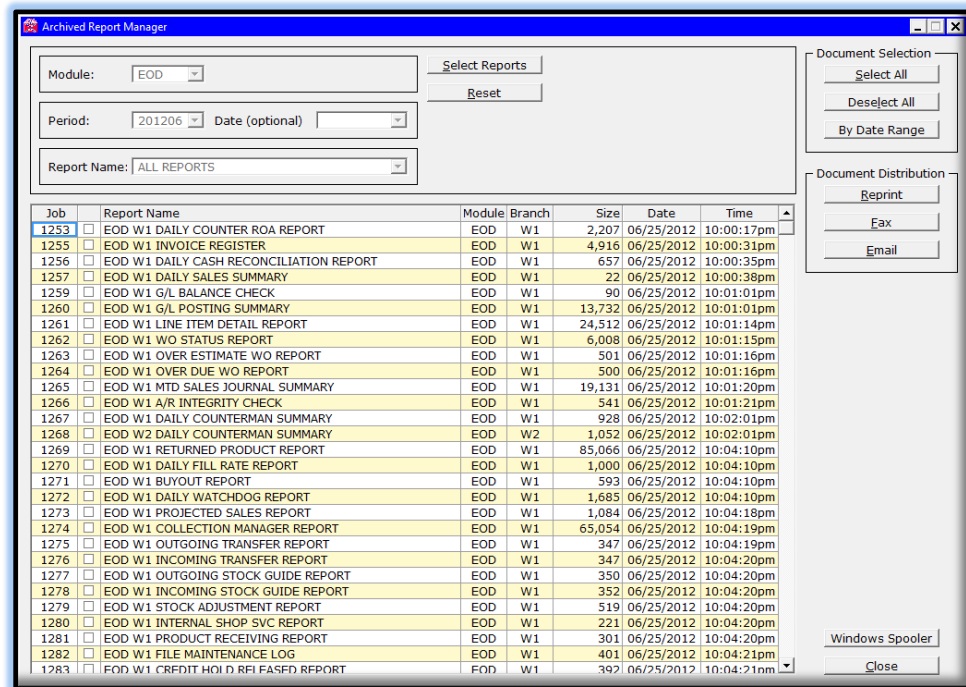
The Windows Spooler is provided by Microsoft and is used to manage the various printers and the reports printed on those printers. To some, the Windows Spooler is not easily understood and often times difficult to find and reprint reports from the spooler. This new software update will help you manage these spooled reports making their access and reprint much easier by virtue of the new Windows Spooler Manager software. The Spooler Manager provides the following:

- Can view the report to screen
- Can reprint the report to any printer
- Can fax the report
- Can email the report



Report Archive Manager

The Report Archive Manager is a new document service provided by this software update.



The reports produced by the AutoPower System are now archived and saved in a report archive file indefinitely or for as many days as you specify. Once saved in the Report Archive folder, the Report Archive Manager software provides the following:

- Archive the reports from the Windows Spooler
- Reports are transferred from the Windows Spooler to the Report Archiving system daily
- Organizes these reports into categories or groups for easy recall
- Assigns the year and month to these reports for later recall by period
- Can view the report to screen
- Can reprint the report to any printer
- Can fax the report
- Can email the report
- Automatically purge old reports no longer needed

Accessing Either Document Manager

Access the new Windows Spooler Manager or the Report Archive Manager can be performed directly from the AutoPower Menus.

By entering an “S” at any Menu Selection prompt, the new Spooler Manager program will be launched.

07/09/2012 (P0)		AUTOMASTER		11:52AM			
MAIN MENU							
1....Inventory MENU							
2....Order Entry MENU							
3....Work Order MENU							
4....Sales Analysis MENU							
5....Accounts Receivable MENU							
6....Utility Programs MENU							
7....End-Of-Day Procedure							
Enter Selection: S							
TC=Clock	S=Spooler		R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax

By entering an “I” at any Menu Selection prompt, the new Report Archive Manager program will be launched.

07/09/2012 (P0)		AUTOMASTER		12:02PM			
MAIN MENU							
1....Inventory MENU							
2....Order Entry MENU							
3....Work Order MENU							
4....Sales Analysis MENU							
5....Accounts Receivable MENU							
6....Utility Programs MENU							
7....End-Of-Day Procedure							
Enter Selection: I							
TC=Clock	S=Spooler		R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax

Document Manager Reference Manual

You can access the Report Archive Manager from the Spooler Manager and access the Spooler Manager from the Report Archive Manager with just a click of a button.

Archive Manager

Archived Report Manager

Module: Select Reports
Reset

Period: Date (optional)
Report Name:

Job	Report Name	Module	Branch	Size	Date	Time
1253	EOD W1 DAILY COUNTER ROA REPORT	EOD	W1	2,207	06/25/2012	10:00:17pm
1255	EOD W1 INVOICE REGISTER	EOD	W1	4,916	06/25/2012	10:00:31pm
1256	EOD W1 DAILY CASH RECONCILIATION REPORT	EOD	W1	657	06/25/2012	10:00:35pm
1257	EOD W1 DAILY SALES SUMMARY	EOD	W1	22	06/25/2012	10:00:38pm
1259	EOD W1 G/L BALANCE CHECK	EOD	W1	90	06/25/2012	10:01:01pm
1260	EOD W1 G/L POSTING SUMMARY	EOD	W1	13,732	06/25/2012	10:01:01pm
1261	EOD W1 LINE ITEM DETAIL REPORT	EOD	W1	24,512	06/25/2012	10:01:14pm
1262	EOD W1 WO STATUS REPORT	EOD	W1	6,008	06/25/2012	10:01:15pm
1263	EOD W1 OVER ESTIMATE WO REPORT	EOD	W1	501	06/25/2012	10:01:16pm
1264	EOD W1 OVER DUE WO REPORT	EOD	W1	500	06/25/2012	10:01:16pm
1265	EOD W1 MTD SALES JOURNAL SUMMARY	EOD	W1	19,131	06/25/2012	10:01:20pm
1266	EOD W1 A/R INTEGRITY CHECK	EOD	W1	541	06/25/2012	10:01:21pm
1267	EOD W1 DAILY COUNTERMAN SUMMARY	EOD	W1	928	06/25/2012	10:02:01pm
1268	EOD W2 DAILY COUNTERMAN SUMMARY	EOD	W2	1,052	06/25/2012	10:02:01pm
1269	EOD W1 RETURNED PRODUCT REPORT	EOD	W1	85,066	06/25/2012	10:04:10pm
1270	EOD W1 INTERNAL SHOP SVC REPORT	EOD	W1	1,000	06/25/2012	10:04:10pm
1271	EOD W1 BUYOUT REPORT	EOD	W1	593	06/25/2012	10:04:10pm
1272	EOD W1 DAILY WATCHDOG REPORT	EOD	W1	1,685	06/25/2012	10:04:10pm
1273	EOD W1 PROJECTED SALES REPORT	EOD	W1	1,084	06/25/2012	10:04:18pm
1274	EOD W1 COLLECTION MANAGER REPORT	EOD	W1	65,054	06/25/2012	10:04:19pm
1275	EOD W1 OUTGOING TRANSFER REPORT	EOD	W1	347	06/25/2012	10:04:19pm
1276	EOD W1 INCOMING TRANSFER REPORT	EOD	W1	347	06/25/2012	10:04:20pm
1277	EOD W1 OUTGOING STOCK GUIDE REPORT	EOD	W1	350	06/25/2012	10:04:20pm
1278	EOD W1 INCOMING STOCK GUIDE REPORT	EOD	W1	352	06/25/2012	10:04:20pm
1279	EOD W1 STOCK ADJUSTMENT REPORT	EOD	W1	519	06/25/2012	10:04:20pm
1280	EOD W1 INTERNAL SHOP SVC REPORT	EOD	W1	221	06/25/2012	10:04:20pm
1281	EOD W1 PRODUCT RECEIVING REPORT	EOD	W1	301	06/25/2012	10:04:20pm
1282	EOD W1 FILE MAINTENANCE LOG	EOD	W1	401	06/25/2012	10:04:21pm
1283	EOD W1 CREDIT HOLD REFASD REPORT	EOD	W1	392	06/25/2012	10:04:21pm

Document Selection
Select All
Deselect All
By Date Range

Document Distribution
Reprint
Fax
Email

Windows Spooler
Close

Spooler Manager

Spooler Manager

Job	User	Report Name	Printer	Size	Status	Date	Time
00002	AUTOPOWER	UniVerse	CP_LASER	1,030	Printed	04/24/2012	01:10:12pm
00003	AUTOPOWER	UniVerse	CP_LASER	1,030	Printed	04/24/2012	01:12:23pm
00004	AUTOPOWER	TERMS LISTING	CP_LASER	1,030	Paused	04/24/2012	02:04:58pm
00005	AUTOPOWER	UniVerse	UVDEFAULT	809	Error	05/14/2012	04:27:06pm
00006	AUTOPOWER	UniVerse	UVDEFAULT	809	Paused	05/15/2012	09:04:02am
00007	CPADGETT	UniVerse	CP_LASER	1,578	Printed	05/29/2012	02:03:10pm
00009	AUTOPOWER	UniVerse	UVDEFAULT	5,065	Paused	06/21/2012	08:20:57am
00010	AUTOPOWER	UniVerse	UVDEFAULT	1,858	Paused	06/26/2012	01:22:03pm
00011	AUTOPOWER	UniVerse	UVDEFAULT	1,735	Paused	06/26/2012	01:22:03pm
00012	AUTOPOWER	UniVerse	Printer_0	1,691	Paused	06/26/2012	01:31:59pm
00013	AUTOPOWER	UniVerse	Printer_0	4,406	Paused	06/26/2012	01:32:23pm
00014	AUTOPOWER	UniVerse	UVDEFAULT	1,735	Paused	06/26/2012	03:20:25pm
00015	CPADGETT	UniVerse	UVDEFAULT	65,061	Paused	05/24/2012	09:59:00am
00016	AUTOPOWER	UniVerse	UVDEFAULT	1,578	Paused	06/26/2012	03:29:09pm
00017	CPADGETT	UniVerse	UVDEFAULT	4,404	Paused	05/24/2012	09:59:18am
00018	CPADGETT	PO W1 PO Receiving Journal 5	CP_LASER	1,565	Printed	05/25/2012	10:59:39am
00019	CPADGETT	UniVerse	UVDEFAULT	1,645	Paused	05/25/2012	11:23:51am
00020	CPADGETT	PO W1 PO Receiving Journal 6	CP_LASER	1,099	Printed	05/25/2012	11:25:03am
00021	AUTOPOWER	UniVerse	UVDEFAULT	632	Paused	06/27/2012	12:37:00pm
00022	AUTOPOWER	UniVerse	UVDEFAULT	634	Paused	06/29/2012	10:28:54am
00023	AUTOPOWER	UniVerse	UVDEFAULT	64,027	Paused	07/03/2012	08:32:34am
00025	CPADGETT	UniVerse	UVDEFAULT	1,689	Paused	05/25/2012	11:32:05am
00026	CPADGETT	UniVerse	UVDEFAULT	1,689	Paused	05/25/2012	11:33:29am
00027	CPADGETT	PO W1 PO Receiving Journal 7	CP_LASER	1,099	Printed	05/25/2012	11:40:09am
00067	CPADGETT	UniVerse	CP_LASER	1,652	Printed	05/03/2012	12:00:58pm
00107	AUTOPOWER	UniVerse	CP_LASER	1,805	Printed	04/05/2012	02:30:26pm
00108	AUTOPOWER	UniVerse	UVDEFAULT	1,704	Paused	04/05/2012	02:47:14pm
00109	CPADGETT	UniVerse	CP_LASER	827	Printed	04/06/2012	09:16:45am
00110	CPADGETT	UniVerse	CP_LASER	1,592	Printed	04/06/2012	03:10:35pm
00111	CPADGETT	UniVerse	CP_LASER	6,285	Printed	04/06/2012	03:24:07pm
00112	CPADGETT	UniVerse	CP_LASER	8,805	Printed	04/06/2012	03:26:46pm
00113	CPADGETT	UniVerse	CP_LASER	5,304	Printed	04/06/2012	03:27:23pm

Document Selection
Select All
Deselect All
By Date Range

Document Distribution
Reprint
Fax
Email

Archive Manager
Close

Chapter 2 – WINDOWS SPOOLER MANAGER

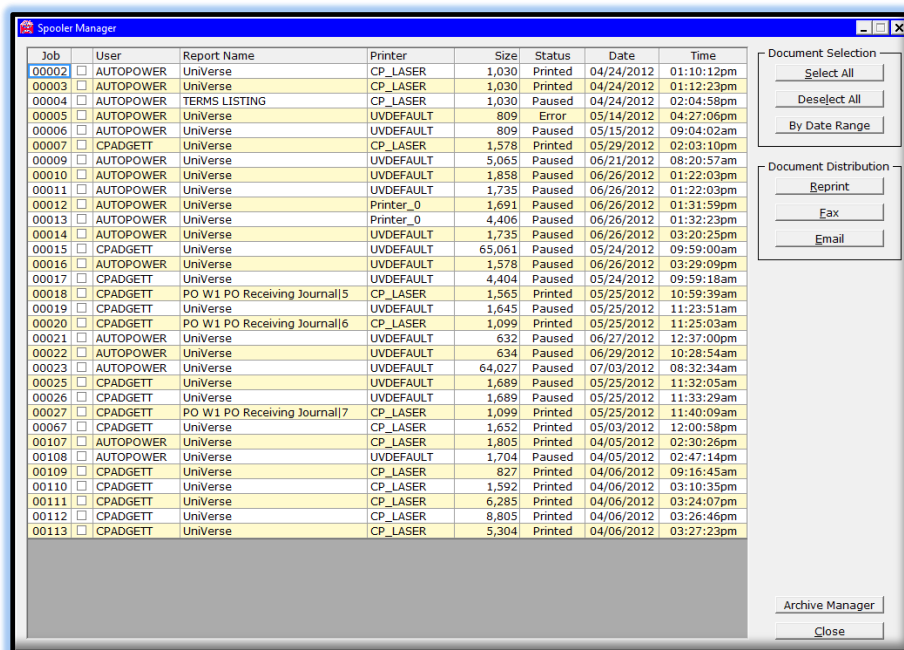
Accessing the Spooler Manager Menu

By entering an “S” at any Menu Selection prompt, the new Spooler Manager program will be launched.

Below is an example of accessing the Spooler Manager from an AutoPower menu.

07/09/2012 (P0)		AUTOMASTER		11:52AM	
MAIN MENU					
1....Inventory MENU					
2....Order Entry MENU					
3....Work Order MENU					
4....Sales Analysis MENU					
5....Accounts Receivable MENU					
6....Utility Programs MENU					
7....End-Of-Day Procedure					
Enter Selection: S					
TC=Clock	S=Spooler		R=ACCESS	X=Log Off	N=NoteCards
A=AutoMail	V=VSI-Fax				

Below is an example of the Spooler Manager Screen.



Here you will see the reports currently in the Windows Spooler. These reports will include those printed today and prior to today that have not yet been deleted from the Spooler. Remember, today's reports won't be archived until tomorrow.

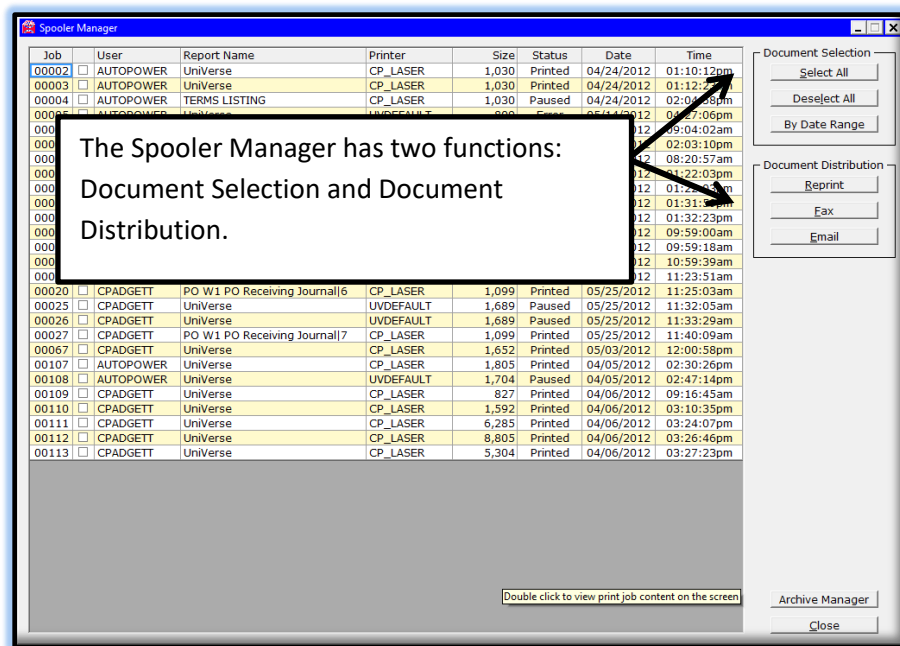
Resorting the Report Detail Area

Once the reports are shown in the report detail area, you can resort the reports in this area by clicking on any of the column headings. The reports will be resorted and shown in either an ascending or descending sequence according to the column heading you clicked on.

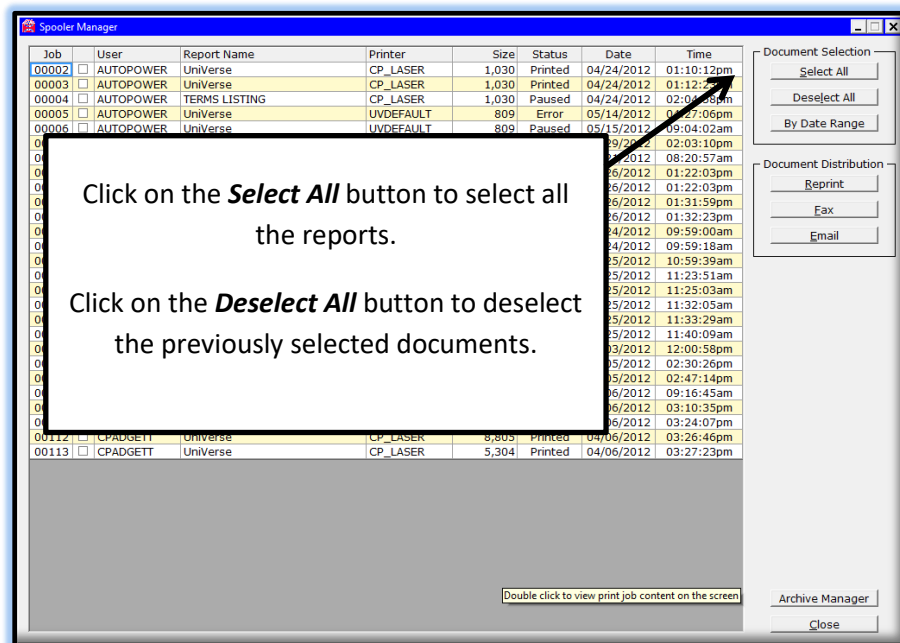
By clicking the same column header again, the report detail will be resorted in the opposite sequence. This re-clicking of the column heading will resort the report detail into either ascending or descending sequence.

There are 8 columns on this screen. They are Job number, the user that created the report, report name, printer where the report originally printed, report size, status of the report, date and time the report was originally produced.

Document Selection and Distribution

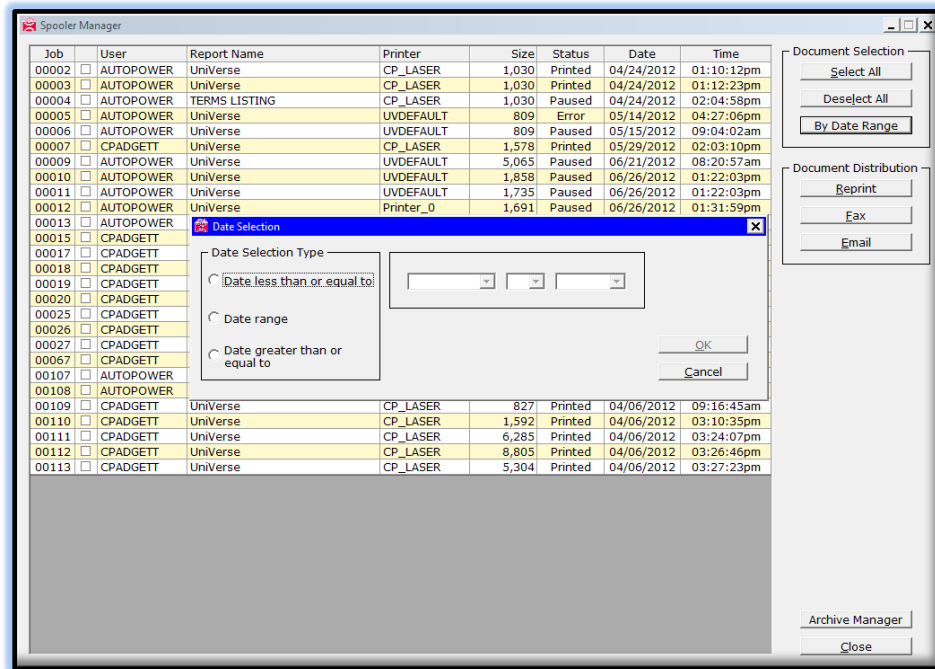


Document Selection



Document Selection by Date Range

With hundreds of reports in the spooler, finding the reports for a specific date or range can be difficult. Using the “By Date Range option”, you can narrow the view of the reports to just those printed in a specific time frame.



The documents can be selected using three options:

- Date less than or equal to
- Date range
- Date greater than or equal to

Document Distribution

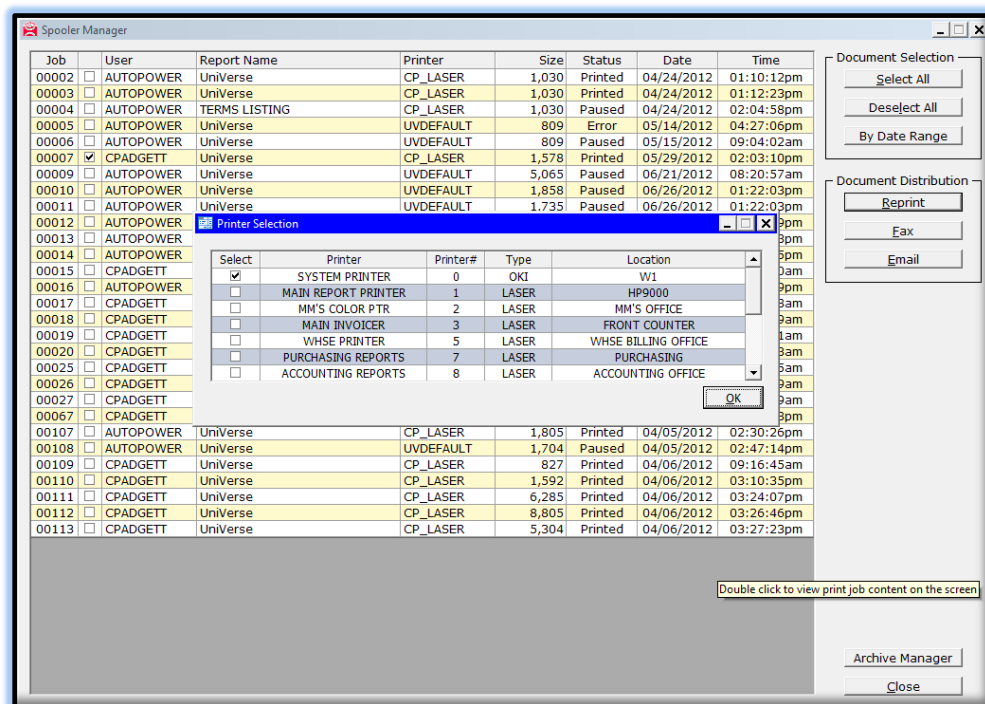
- Reprint
- Fax
- Email

Document Reprint

You can reprint the document by clicking on the box next to the Job Number and then click on the **Reprint** button.

Complete the Printer selection box. Select the printer where the report should print.

Click the **OK** button.

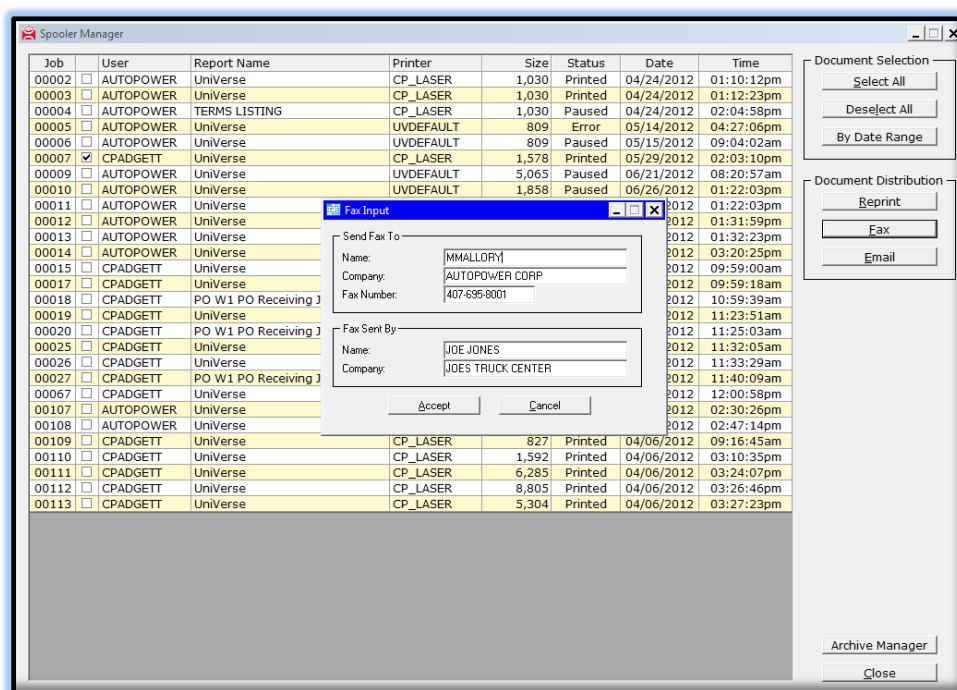


Fax a Document

You can Fax the reports by clicking the box next to the Job Number and then click on the **Fax** button.

Complete the Fax Input box with information about who shall receive the faxed documents.

Click the **Accept** button.



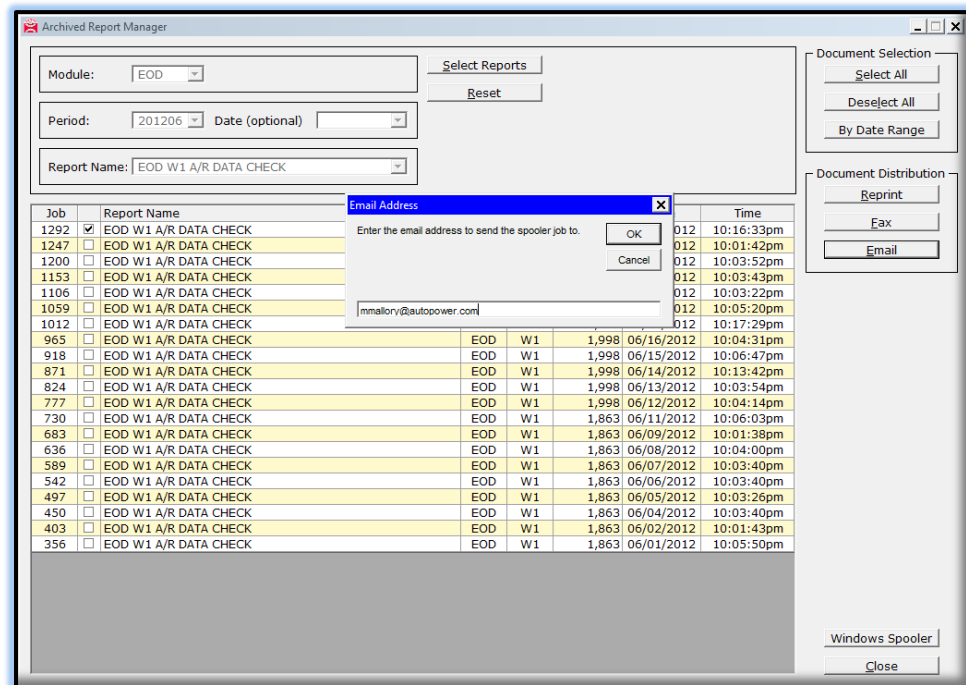
You can also access “**Vsifax**” from any AutoPower menu by typing in the letter “**V**” at the menu selection prompt to view the status of the fax that you sent.

Email a Document

You can email the reports by clicking the box next to the Job Number and then click the **Email** button.

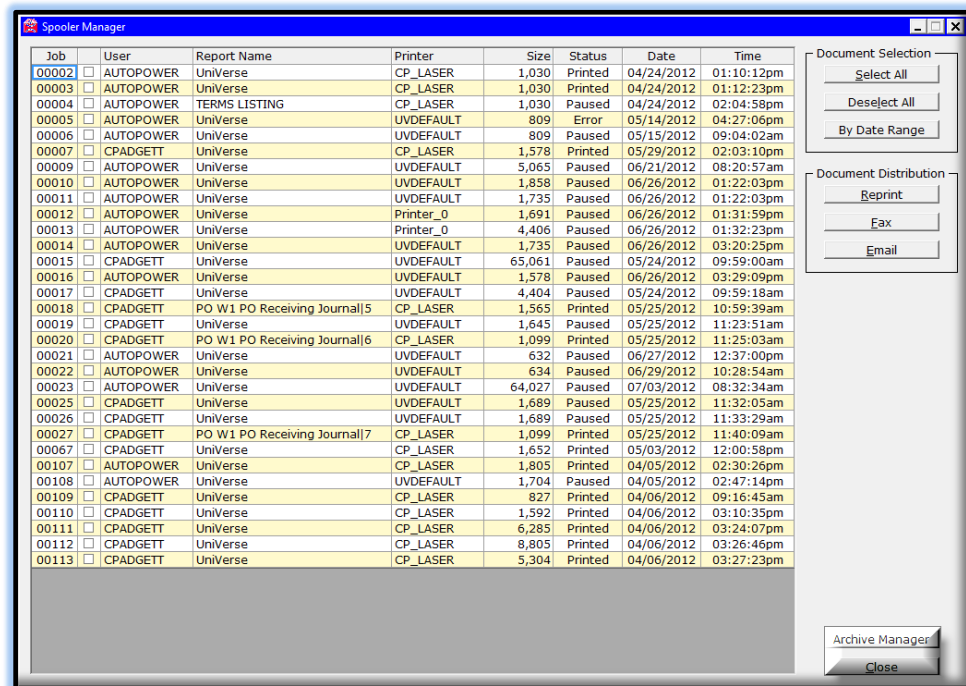
Type in the Email address. This is not connected to Outlook's address book.

Click the **OK** button.



Exit from the Spooler Manager

You can click on the **Archive Manager** button to access the Archived Reports Manager or you can click on the **Close** button to exit the Spooler Manager and return back to the menu.



Chapter 3 – REPORT ARCHIVE MANAGER

Accessing the Report Archive Manager

By entering an “I” at any Menu Selection prompt, the new Report Archive Manager program will be launched.

Below is an example of accessing the Report Archive Manager from an AutoPower menu.

07/09/2012 (P0)	AUTOMASTER	12:02PM
MAIN MENU		
1...Inventory MENU		
2...Order Entry MENU		
3...Work Order MENU		
4...Sales Analysis MENU		
5...Accounts Receivable MENU		
6...Utility Programs MENU		
7...End-Of-Day Procedure		
Enter Selection: I		
TC=Clock	S=Spooler	
R=ACCESS	X=Log Off	N=NoteCards
A=AutoMail	U=VSI-Fax	

Below is an example of the Report Archive Manager Screen.

The screenshot shows the 'Archived Report Manager' window. It features a search area at the top with filters for 'Module' (set to 'EOD'), 'Period' (set to '201206'), and 'Report Name' (set to 'ALL REPORTS'). There are 'Select Reports' and 'Reset' buttons. On the right, there are sections for 'Document Selection' (with 'Select All', 'Deselect All', and 'By Date Range' buttons) and 'Document Distribution' (with 'Reprint', 'Fax', and 'Email' buttons). The main area is a table of reports:

Job	Report Name	Module	Branch	Size	Date	Time
1253	EOD W1 DAILY COUNTER ROA REPORT	EOD	W1	2,207	06/25/2012	10:00:17pm
1255	EOD W1 INVOICE REGISTER	EOD	W1	4,916	06/25/2012	10:00:31pm
1256	EOD W1 DAILY CASH RECONCILIATION REPORT	EOD	W1	657	06/25/2012	10:00:35pm
1257	EOD W1 DAILY SALES SUMMARY	EOD	W1	22	06/25/2012	10:00:38pm
1259	EOD W1 G/L BALANCE CHECK	EOD	W1	90	06/25/2012	10:01:01pm
1260	EOD W1 G/L POSTING SUMMARY	EOD	W1	13,732	06/25/2012	10:01:01pm
1261	EOD W1 LINE ITEM DETAIL REPORT	EOD	W1	24,512	06/25/2012	10:01:14pm
1262	EOD W1 WO STATUS REPORT	EOD	W1	6,008	06/25/2012	10:01:15pm
1263	EOD W1 OVER ESTIMATE WO REPORT	EOD	W1	501	06/25/2012	10:01:16pm
1264	EOD W1 OVER DUE WO REPORT	EOD	W1	500	06/25/2012	10:01:16pm
1265	EOD W1 MTD SALES JOURNAL SUMMARY	EOD	W1	19,131	06/25/2012	10:01:20pm
1266	EOD W1 A/R INTEGRITY CHECK	EOD	W1	541	06/25/2012	10:01:21pm
1267	EOD W1 DAILY COUNTERMAN SUMMARY	EOD	W1	928	06/25/2012	10:02:01pm
1268	EOD W2 DAILY COUNTERMAN SUMMARY	EOD	W2	1,052	06/25/2012	10:02:01pm
1269	EOD W1 RETURNED PRODUCT REPORT	EOD	W1	85,066	06/25/2012	10:04:10pm
1270	EOD W1 DAILY FILL RATE REPORT	EOD	W1	1,000	06/25/2012	10:04:10pm
1271	EOD W1 BUYOUT REPORT	EOD	W1	593	06/25/2012	10:04:10pm
1272	EOD W1 DAILY WATCHDOG REPORT	EOD	W1	1,685	06/25/2012	10:04:10pm
1273	EOD W1 PROJECTED SALES REPORT	EOD	W1	1,084	06/25/2012	10:04:18pm
1274	EOD W1 COLLECTION MANAGER REPORT	EOD	W1	65,054	06/25/2012	10:04:19pm
1275	EOD W1 OUTGOING TRANSFER REPORT	EOD	W1	347	06/25/2012	10:04:19pm
1276	EOD W1 INCOMING TRANSFER REPORT	EOD	W1	347	06/25/2012	10:04:20pm
1277	EOD W1 OUTGOING STOCK GUIDE REPORT	EOD	W1	350	06/25/2012	10:04:20pm
1278	EOD W1 INCOMING STOCK GUIDE REPORT	EOD	W1	352	06/25/2012	10:04:20pm
1279	EOD W1 STOCK ADJUSTMENT REPORT	EOD	W1	519	06/25/2012	10:04:20pm
1280	EOD W1 INTERNAL SHOP SVC REPORT	EOD	W1	221	06/25/2012	10:04:20pm
1281	EOD W1 PRODUCT RECEIVING REPORT	EOD	W1	301	06/25/2012	10:04:20pm
1282	EOD W1 FILE MAINTENANCE LOG	EOD	W1	401	06/25/2012	10:04:21pm
1283	EOD W1 CREDIT HOLD RELEASED REPORT	EOD	W1	392	06/25/2012	10:04:21pm

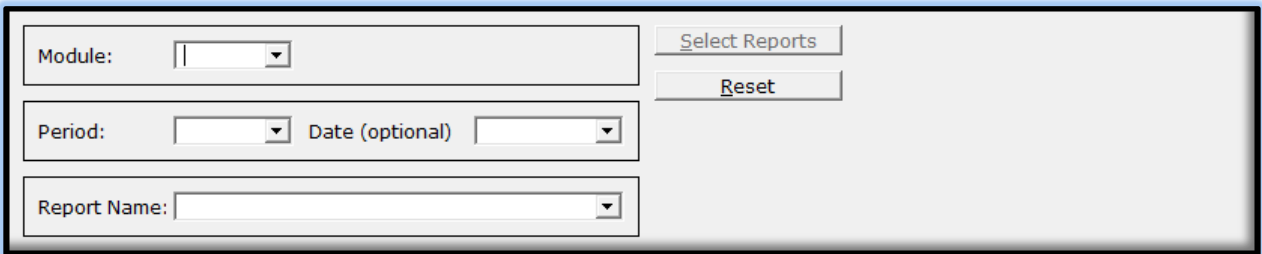
At the bottom right, there are buttons for 'Windows Spooler' and 'Close'.

Once the spooled reports have been stored in the Report Archive folder, the Report Archive Manager provides easy access to reports produced yesterday, last month, last year, or several years ago.

When the reports have been stored in the Report Archive folder, they remain there until they are deleted based upon the number of retention days you specify. Keeping these reports in the Report Archive folder indefinitely will continue to require more and more disc storage and result in longer data backups. Eventually, purging old reports may become necessary.

With the spooled reports stored in the Report Archive folder, the Report Archive Manager provides access to these reports. The Report Archive Manager screen shown below illustrates a variety of methods for selecting the reports of interest. These reports can be selected using any of these options.

- Select a specific Module (such as EOD, EOM, Inventory, PO, AR, etc.)
- Year, Month, and Period
- Specific Date
- Specific Report

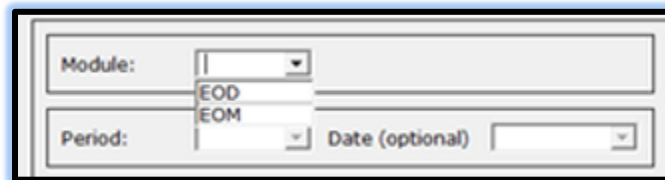
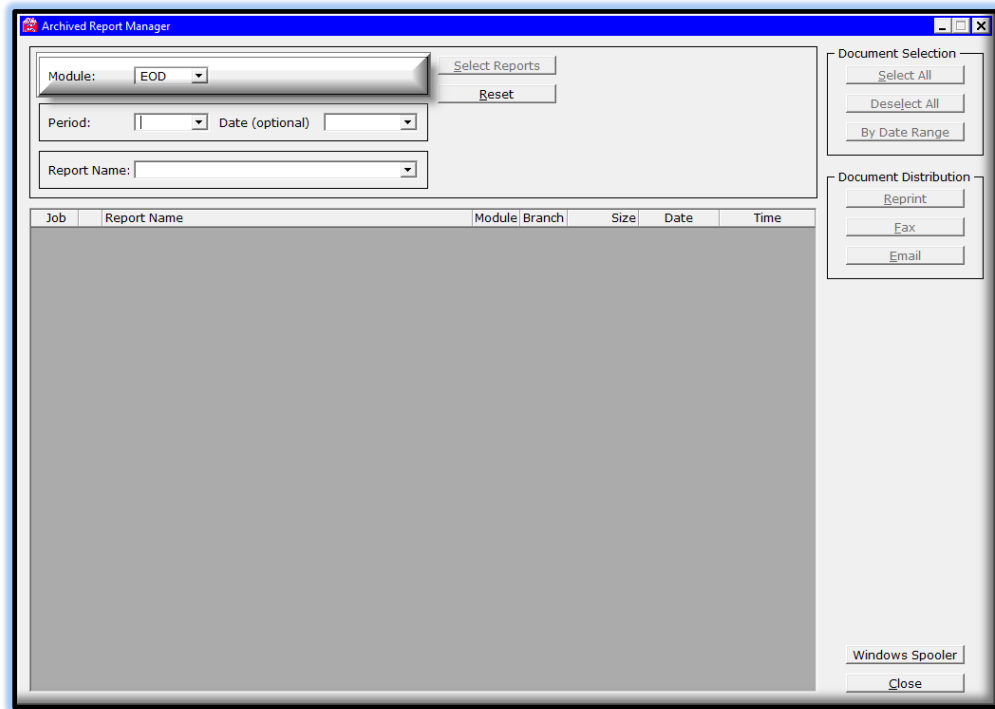


The screenshot shows a web-based selection interface for reports. It features three main input areas on the left: a 'Module:' dropdown menu, a 'Period:' dropdown menu followed by a 'Date (optional)' dropdown menu, and a 'Report Name:' dropdown menu. To the right of these input areas are two buttons: 'Select Reports' and 'Reset'.

When using the selection options, you can use any of the options or a combination of the options. For example, if you want to select the EOD reports for a specific period, you would select the EOD Module and also indicate which Year and Period you are interested in. After making your selection options, then click the **Select Reports** button. The reports meeting the selection criteria will be shown in the report detail area.

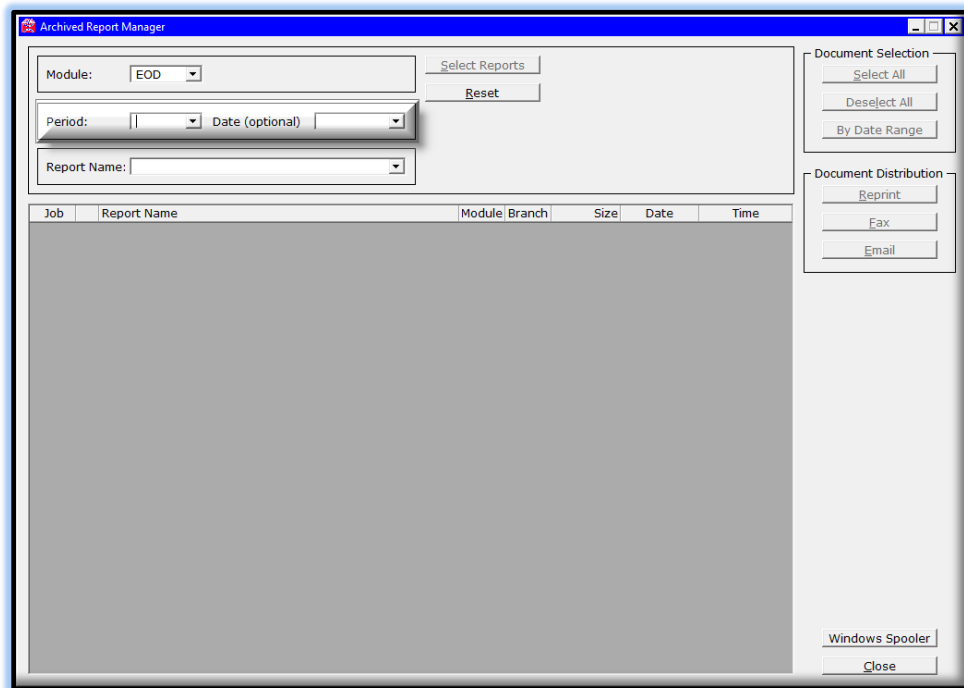
Select Reports by Module

When selecting the archived reports for a specific application Module, you can click the **Module combo box** to select the module from the list of modules shown. The modules shown represent those modules associated with the reports currently archived.



Select Reports by Period or Date

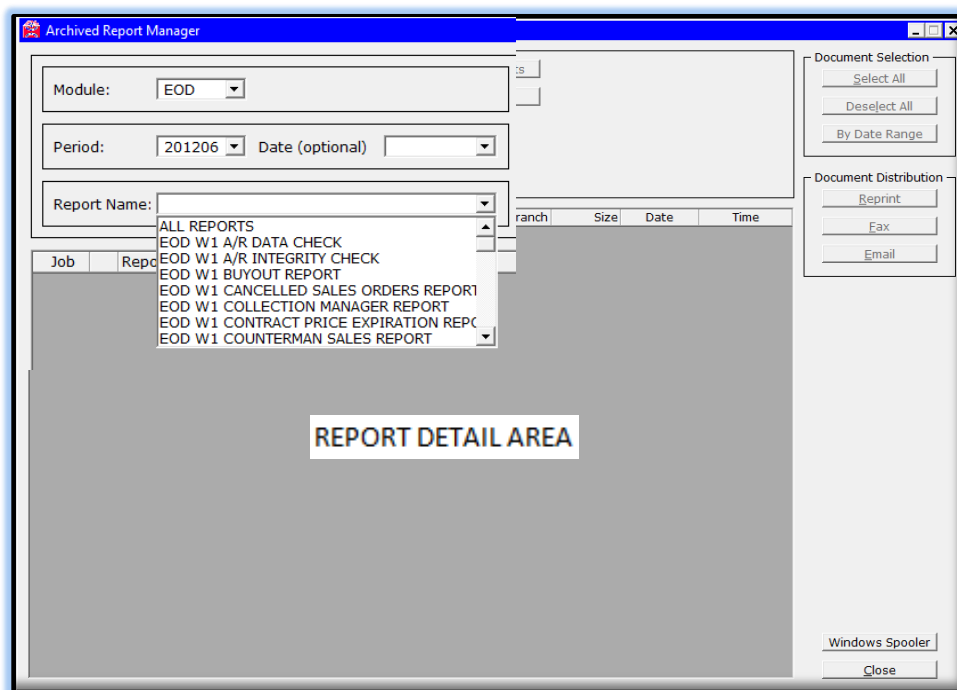
Any report that is archived contains the Date it was created. This report date is used to establish the Year and Period, such as 021204 for Period #4 (April) and the year 2012.



You also could enter or select a specific date. You can use only either the Period or the Date selection options, not both.

Select Reports by Report Name

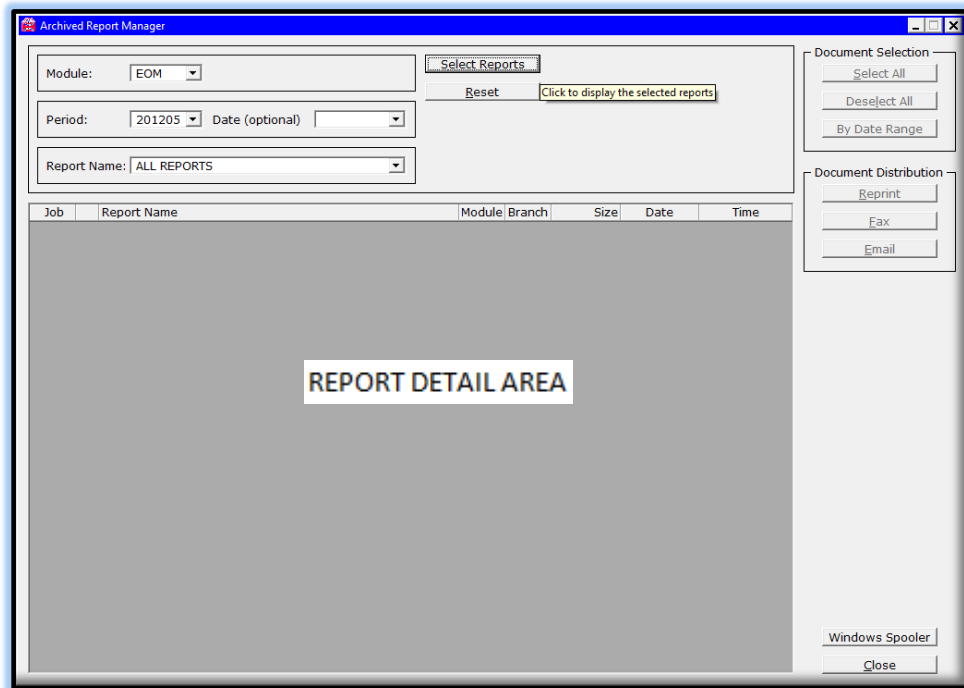
Each report that is archived has a Report Name. All the Report Names are available for selecting a specific report, like the EOD Negative Inventory Report, for example. The **Report Name combo box** will provide a list of all the different report names in the Archive folder.



So, if you wanted just a specific report to be selected for a particular Period or Date, then you would specify the Period and the Report name you want to select. Once the **Select Reports** button has been clicked, then the specified report that was run during the period entered will be shown in the report detail area.

Select Reports Button

After you have specified the report selection criteria, click the **Select Reports** button. Once clicked, the reports in the Report Archive folder will be searched. Any reports selected will be shown in the report detail area.



Resorting the Report Detail Area

Once the reports are shown in the report detail area, you can resort the reports in this area by clicking on any of the column headings. The reports will be resorted and shown in either an ascending or descending sequence using the column heading you clicked on.

By clicking the same column header again, the report detail will be resorted in the opposite sequence. This re-clicking of the column heading will resort the report deal into either ascending or descending sequence.

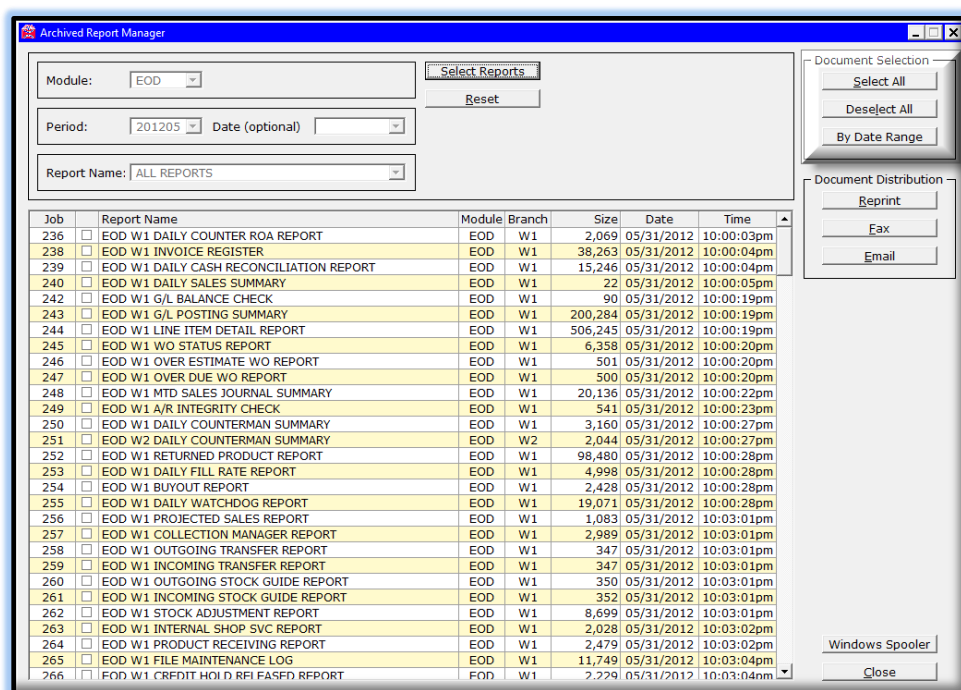
Reset Button

Click the **Reset** button to clear the report selection options you had entered.

Document Selection

Now that the report detail area contains the reports based upon the selection criteria, you can now use any of the three Document options shown on the right side of the screen. These Document Selection options are:

- Select All
- Deselect All
- By Date Range



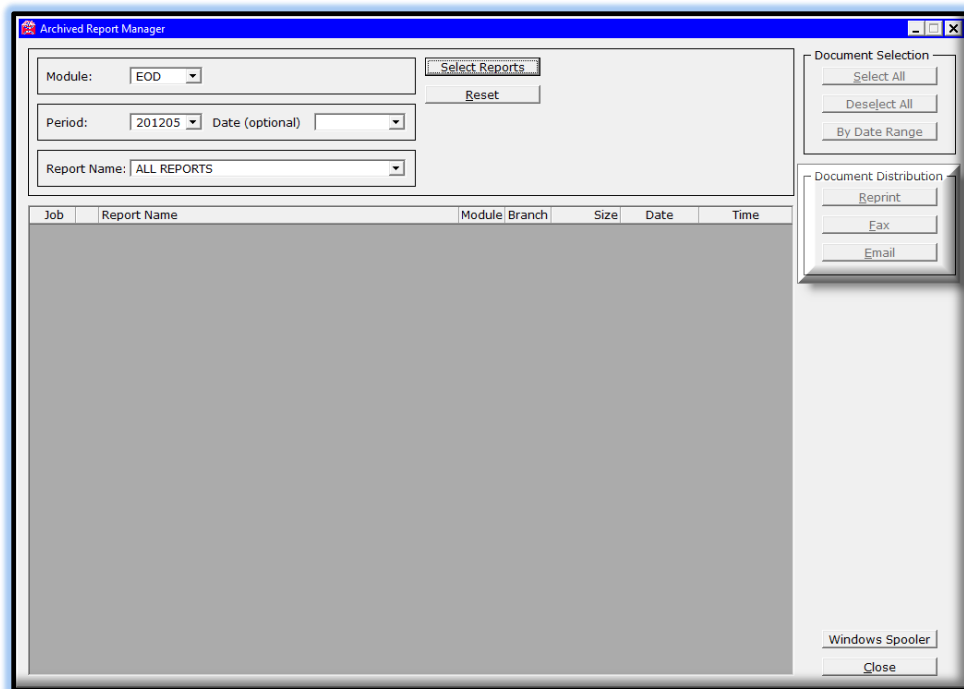
This frame contains the options: **Select All** and **Deselect All**. The **Select All** button will place a check mark in each check box adjacent to each report name. The **Deselect All** button will remove the check mark from each check box.

Using the **Select All** button alleviates having to click each check box individually. Using the **Deselect All** button alleviates having the click and un-check each check box individually.

After one or more reports have been selected by having them checked, then you can use the Document Distribution options.

Document Distribution

- View to Screen
- Reprint
- Fax
- Excel



Viewing a Report

There will be times when all you want to do is view a report. To do this, just double-click the report name and the Document Viewer will display the report to your screen.

Enlarge or Reduce the Report View

At the bottom of the view form, there are **Zoom In** and **Zoom Out** buttons. Using the **Zoom In** button will enlarge the report; Zoom **Out** will reduce the report size.

Document Viewer

05-31-2012

AUTOPOWER CORP
CORE INVENTORY VALUE REPORT
FOR ALL LOCATIONS
FOR ALL VENDORS

Page: 1

Loc Vn	Part Number	Tot NoDam QOH	Cost	Ext Cost	1Pt QOH	Cost	Ext Cost	2Pt QOH	Cost	Ext Cost	Total
WI DEN	280-7027	1	1	20.00	20.00	0	0.00	0.00	0	0.00	20.00
WI DEN	280-7028	1	1	20.00	20.00	0	0.00	0.00	0	0.00	20.00
WI DEN	280-7030	1	1	20.00	20.00	0	0.00	0.00	0	0.00	20.00
WI DEN	280-7036	1	1	20.00	20.00	0	0.00	0.00	0	0.00	20.00
WI DEN	280-7038	1	1	40.00	40.00	0	0.00	0.00	0	0.00	40.00
WI DEN	280-7040	3	3	20.00	60.00	0	0.00	0.00	0	0.00	60.00
WI DEN	280-7041	2	2	20.00	40.00	0	0.00	0.00	0	0.00	40.00
WI DEN	280-7045	2	2	20.00	40.00	0	0.00	0.00	0	0.00	40.00
WI DEN	280-7047	1	1	20.00	20.00	0	0.00	0.00	0	0.00	20.00
WI DEN	280-8023	1	1	30.00	30.00	0	0.00	0.00	0	0.00	30.00
WI DEN	428000-2920	1	1	0.00	0.00	0	0.00	0.00	0	0.00	0.00
WI DEN	9702109-684	6	6	30.00	180.00	0	0.00	0.00	0	0.00	180.00
WI DEN	9702109-862	1	1	30.00	30.00	0	0.00	0.00	0	0.00	30.00
WI DEN	9702809-606	1	1	30.00	30.00	0	0.00	0.00	0	0.00	30.00
WI DEN	9702809-713	1	1	30.00	30.00	0	0.00	0.00	0	0.00	30.00
WI DEN	9702809-746	3	3	30.00	90.00	0	0.00	0.00	0	0.00	90.00
WI DEN	9702809-747	2	2	30.00	60.00	0	0.00	0.00	0	0.00	60.00
WI DEN	9702809-748	8	8	30.00	240.00	0	0.00	0.00	0	0.00	240.00
WI DEN	9702809-773	1	1	30.00	30.00	0	0.00	0.00	0	0.00	30.00
WI DEN	9702809-832	7	7	30.00	210.00	0	0.00	0.00	0	0.00	210.00
WI DEN	9702809-840	10	10	30.00	300.00	0	0.00	0.00	0	0.00	300.00
WI DEN	9702809-843	1	1	30.00	30.00	0	0.00	0.00	0	0.00	30.00
WI DEN	9712109-098	2	2	30.00	60.00	0	0.00	0.00	0	0.00	60.00
WI DEN	9712809-021	7	7	30.00	210.00	0	0.00	0.00	0	0.00	210.00
WI DEN	9712809-049	3	3	30.00	90.00	0	0.00	0.00	0	0.00	90.00
WI DEN	9712809-071	24	24	50.00	1200.00	0	0.00	0.00	0	0.00	1200.00
WI DEN	9712809-074	3	3	30.00	90.00	0	0.00	0.00	0	0.00	90.00
WI DEN	9712809-224	1	1	0.00	0.00	0	0.00	0.00	0	0.00	0.00
WI DEN	9712809-422	37	37	100.00	3700.00	0	0.00	0.00	0	0.00	3700.00
WI DEN	9712809-573	5	5	75.00	375.00	0	0.00	0.00	0	0.00	375.00
WI DEN	9712809-591	1	1	40.00	40.00	0	0.00	0.00	0	0.00	40.00
WI DEN	9712809-829	10	10	40.00	400.00	0	0.00	0.00	0	0.00	400.00
WI DEN	9712809-995										
WI DEN	9722809-066										
WI DEN	9722809-079										
WI DEN	9722809-098										
WI DEN	9722809-100										

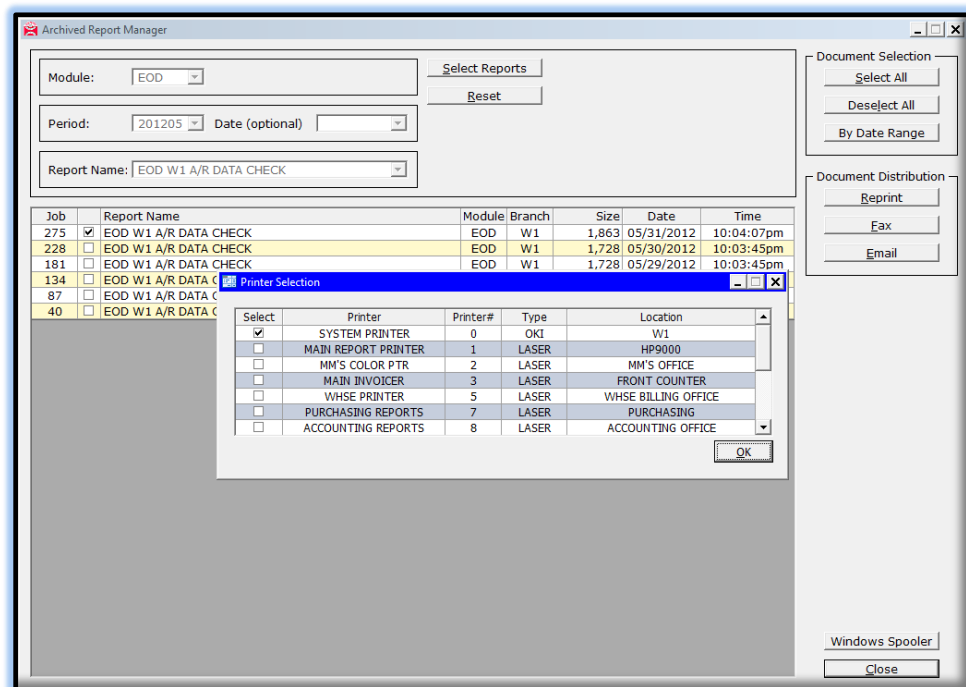
Zoom In Zoom Out Close

Document Reprint

You can reprint the document by clicking on the box next to the Job Number and then click the **Reprint** button.

Complete the Printer selection box. Select the printer where the report should print.

Click the **OK** button.

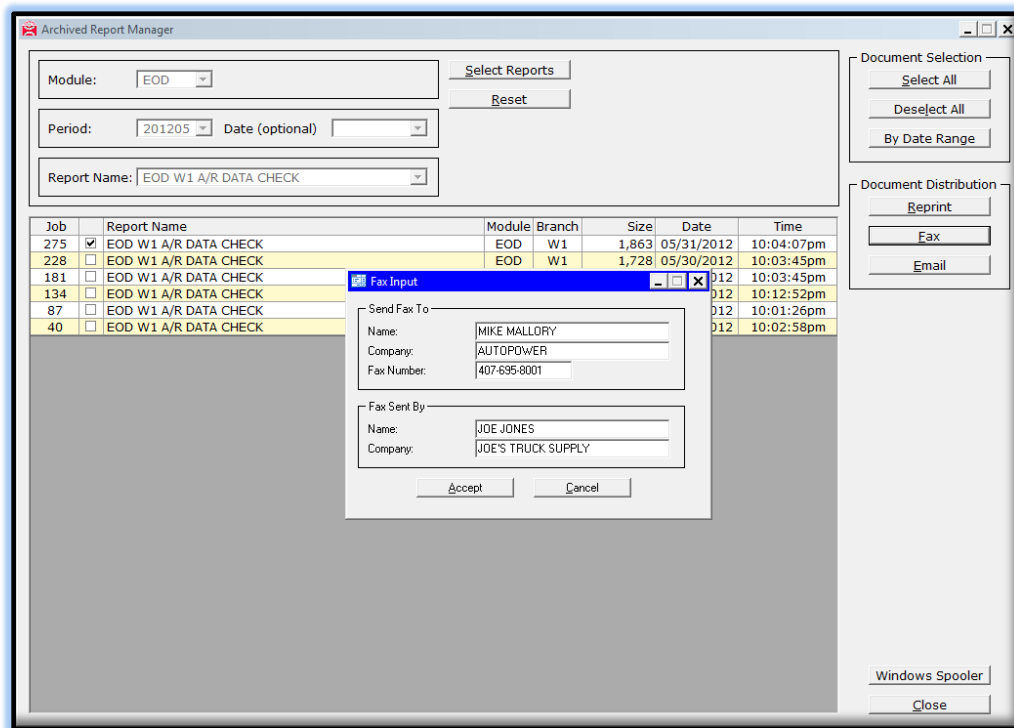


Fax a Document

You can Fax the reports by clicking the box next to the Job Number and then click on the **Fax** button.

Complete the Fax Input box with information about who shall receive the faxed documents.

Click the **Accept** button.



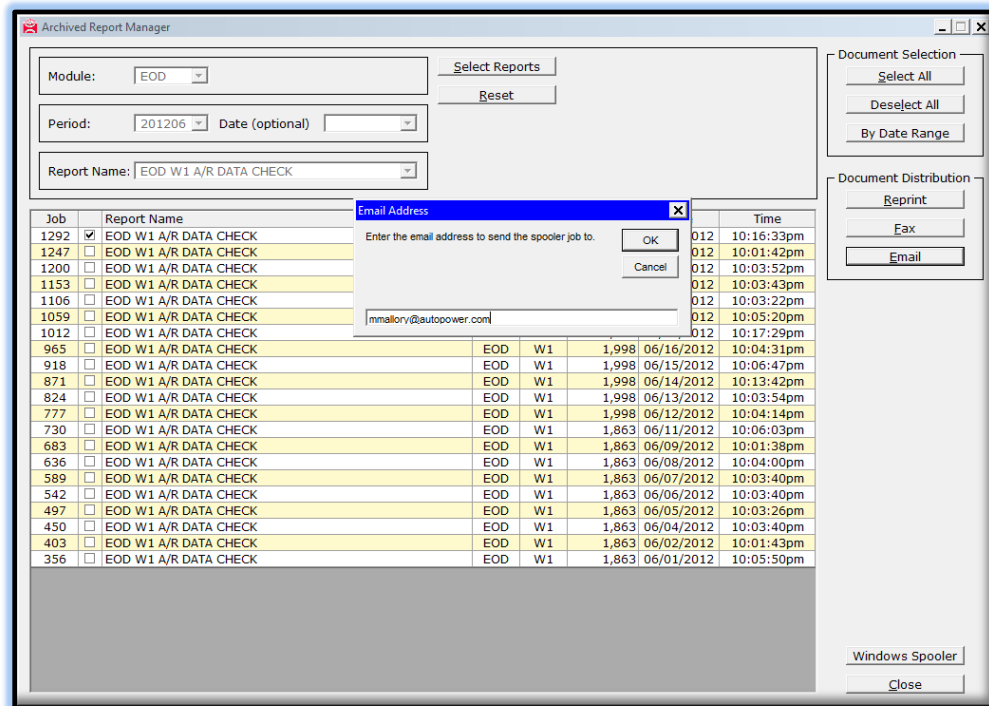
You can also access “**Vsifax**” from any AutoPower menu by typing in the letter “**V**” at the menu Selection prompt to view the status of the fax that you sent.

Email a Document

You can email the reports by clicking the box next to the Job Number and then click the **Email** button.

Type in the Email address. These email address are not retrieved from your Outlook's e-mail address book.

Click the **OK** button.



Exit from the Report Archive Manager

Click on **Close** button when you are finished to return to the menu.

