SALESMEN

Salesman Codes are used to report sales and profitability by salesman. Each Customer record has a Salesman Code. This Code can be up to six characters. Initials or first names may be used as codes. Sales Analysis Generator reports and customer listings can be sorted by Salesman code. Selection Criteria can be used to print reports for individual salesmen. The salesman code can be changed on an individual sale. Enter at least one Salesman record (for example H for House Accounts).

Menu Select.

From the Master File Maintenance submenu, select *Salesmen*.

Add Change Delete Salesmen

Salesman Report

Quit

Add Change Delete Salesmen

Salesman. Enter a Salesman code (up to six characters).
Name. Enter the Salesman's Name.
Phone. Enter the Salesman's contact phone number for reference.
Email Enter the Salesman's email address for reference.

OPTION BUTTONS. Click on the button or press the underlined letter.

<**Edit**> Click on the field to be changed or click <Edit> and then the field to change.

<**New**> Add a NEW record.

<**Next**> Display the next record.

<**Prev**> Display the previous record.

<**Delete**> Delete to delete this record.
A popup box with '*Do You Want to Delete This Record? (Y or N)?*' displays.
Click the 'Yes' button to delete the record or the 'No' button to cancel the delete.

<**Exit**> Exit/quit Fuel Type file maintenance.

Salesman Report

Description:

The Salesman Report is a listing of all salesman records in the file.

Menu Select:

From the Master File Maintenance submenu, select - *Salesmen*
From the Salesmen submenu, select - *Salesman Report.*

Enter Fuel Type Report Options:

Output to: S=Screen   P=Printer   F=Text File   Q=Quit

Enter The Date.
The current system date displays. Press *enter* to accept the date or enter a report date. This date has no affect on the report.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).
Y - print the report using the selected printer or screen.
P - change to a different printer or print option,.
N or Q - quit without printing.

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   Salesman Code  Description

   1              BOB JONES
   100            WILLIAM EARHEART
   2              HOUSE ACCOUNTS
   BJ             BOB JONES
   BOB            ROBERT WINGER
   BW             BILL WILLIAMS
   DG             DON GARNER
   LMN            LARRY NEWTON
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Salesman Report