ADM-PROC-GEN-RCLOG

RAILCAR LOG ENTRY PROCEDURE

This procedure is used to assist in adding , edititing and running daily, monthy reports for the raw materials in railcars.

To add new railcars to database log

1. Double click on the raw material icon on desktop.
2. Login using no password.
3. Click on large picture button Add/Edit Railcars
4. Click on ADD Railcar button at the bottom of screen
5. Starting in the PO field, enter the new PO# without the leading 0's & no alpha characters
6. Tab to product type & select product type you are purchasing
7. Tab to date ordered & enter date in the format of MM/DD/YY
8. Tab to ETA of Shipment & enter date in the format of MM/DD/YY
9. Tab to RAILCAR # and enter the RC# in the following format ex. SHPX-123456
10. Tab to the vendor field and from the drop down menu select the correct vendor.
11. Tab to the weight field and enter the estimated weight of the railcar at time of ordering
12. Click the UPDATE RECORD button to save this record.

To EDIT railcar records

1. Double click on the raw material icon on desktop.
2. Login using no password.
3. Click on large picture button Add/Edit Railcars
4. To locate a railcar to edit, first click your mouse in the PO field.
5. Click on the LOOKUP button at the bottom of the screen
6. Enter PO# in the white box that says Find What?
7. Click on the FIND NEXT button.
8. Click on Cancel button after record has been found.
9. Make all necessary changes as needed to the record , then click on the UPDATE RECORD button at the bottom of screen to save changes.
10. When you are done making all changes then click on the close button to return to menu or proceed to step 4 to edit another record.
11. REMEMBER: if you enter a date in any of the following fields : Date Rec, Date Spotted, Date Delivered, you must select the corresponding check box so it will show up correctly when you run reports.

Running Reports

1. Double click on the raw material icon on desktop.
2. Login using no password.
3. Click on the REPORTS tab

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4. Select which report to run.
5. If prompted to enter a date, enter in the format of MM/DD/YY
6. Reports will be in preview mode. You can then print this report out.
7. To return to the main menu select CLOSE from the tool bar above.

Functions of all buttons

Add Railcar = Used to add all new railcar orders to database

Update Record = Saves any changes made to current record.

Delete Record = Delete's current record only. PLEASE USE CAREFULLY

Lookup = Use to lookup in any field a specific record. IE: if you click in the railcar # field and then press lookup, you can search for a specific railcar #.

Close = Closes out of database

Stop = Used to close the application out.