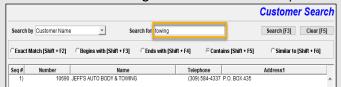


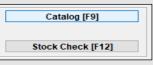
Find a customer number

Sales Activities > Invoicing then use Search fields or press F3.



Look up a part in PartsPro SE

Catalog Menu > PartsPRO SE or Ctrl + F8 then select Catalog or press F9.



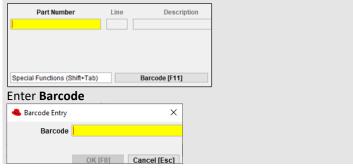
Invoice an incoming online order

Message or **F4**, then select **PROLink** or **NAPA Online** messages, then **OK** or **F8**.



Enter a barcode

Barcode or F-11.



Change a part quantity

Select line on invoice, change quantity, press Enter.

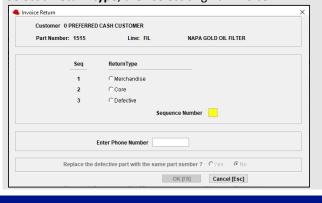


Complete a return

Enter part number with a negative quantity.

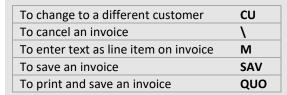


Select a Return type, then select original invoice.

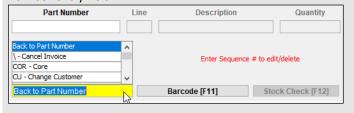


Access Special Functions

From **Invoices** screen, select **Special functions** or **Shift +Tab**. Select a special function and **Enter.**

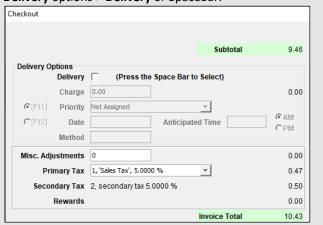


Select *Back to Part Number* and press **Enter** to return to the **Part Number** entry field.



Mark an invoice for delivery

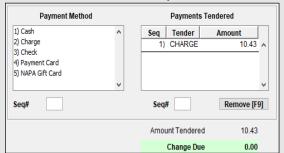
Delivery options > **Delivery** or Spacebar.



Select a delivery **Priority** or enter **Date** and **Anticipated Time**.

Check out and print an invoice

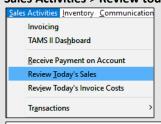
Checkout or F2 then select Payment Method.



Print or F2.

Review today's sales

Sales Activities > Review today's sales.





Review and print an invoice

Sales Activities > Transactions > Review/Change Transactions.

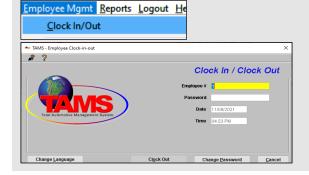


Then enter selection criteria and Submit.

Select **Transaction list** tab, select an invoice, then **View invoice**. Select **Print**.

Clock in or out (Independent stores)

Employee management > Clock in/Out.



Logout or in

<u>L</u>ogout <u>H</u>elp

Logout > Logout/In > Logout or Change Password or Exit TAMS.

