

RECYCLING MANAGEMENT SYSTEM

CONTAINER SYSTEM

OPERATION INSTRUCTIONS

FOUR LAKES BUSINESS SYSTEMS  
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Recycling Management System  
Container System  
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Recycling Management System  
Container System  
DOS Install Procedures

Copy each of the RMS-II disks to the RMS directory using the copy command. After you put each disk in the A drive

Type COPY A:\*. \* C:\RMS

You should now be ready to begin running the RMS-II Container System program.

Recycling Management System  
Container System  
Initial Startup Procedures

Type RMS

The PASSWORD is RMS111

The CO# is 01

At the RMS MASTER  
Type 1

At the RMS RECYCLING SYSTEM  
Type 5

Recycling Management System  
Container System  
System Maintenance

This hidden menu, accessible only at the RMS-II MASTER MENU, allows you to add a password for anyone new that you want to use the system. You can also change the various menu selections that you want a user to have access to, as well as deleting any user and their password from the system. You control the access into each menu selection for all menus.

A D D I N G A P A S S W O R D

RMS-II MASTER MENU

MENU ITEM - Type f1 (This is the only time you type information in lower case letters). Select menu item 5. (All other menu items N/A for DOS users.)

FUNC(ADD,CHG,DEL,END) - Type ADD.

CO# - Type 01 or your company number.

PASSWORD - Type in the new password using a six character combination of letters and numbers (e.g. 671KOJ).

Type in the name of the new password user.

Type a Y in each of the menu selections that you want the password user to have access to. (An explanation of the screen codes follows this page.)

DATA OK(YES,ITM,NAM,NXT,CAN) - Type YES if you have entered all the correct information and want to save it. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

Recycling Management System  
Container System  
System Maintenance

C H A N G I N G A P A S S W O R D

FUNC (ADD,CHG,DEL,END) - Type CHG.

CO# - Type 01 or your company number.

PASSHORD - Type in the users password

Type in the item number (e.g. ITM = 121) you want to change and either type a Y to add the menu selection or return to remove the Y so the user no longer has access to the selection.

If you want to change the name of the password user type NAM to return to the name line at the top of the screen next to the password and type in the name change.

Type NXT to go to the next password menu selection screen. The general ledger menu selection screen is 121 - 150.

Type CAN if you have decided to not make any changes. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

Type YES if you have entered all the correct information and want to save it. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

Recycling Management System  
Container System  
System Maintenance

D E L E T I N G A P A S S W O R D

FUNC(ADD,CHG,DEL,END) - Type DEL.

CO# - Type 01 or your company number.

PASSWORD - Type in the users password

Type CAN if you have decided to not make any changes. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END to end the program.

Type DEL if you want to delete the user's password.

Recycling Management System  
 Container System  
 System Maintenance

P A S S W O R D M E N U S E L E C T I O N S

Type a Y at each of the payroll menu selections you want the password user to have access to. The following shows the number codes and corresponding menu name.

SCREEN 241 - 270 EQUIPMENT MAINTENANCE

- 241 8-01 CONTAINER MAINTENANCE
- 242 8-02 DISPATCH/RECEIVE
- 243 8-03 PURGE HISTORY RECORDS
- 244 8-07 TRUCK SCHEDULING
- 245 8-08 PRINT TRUCK PICKUP TICKETS
- 246 8-09 PRINT 7 DAY TRUCK SCHEDULE
- 247 8-11 PURGE TRUCK PICKUP TICKETS
  
- 251 8-13 CONTAINER STATUS
- 252 8-14 CUSTOMER/CONTAINER USAGE
- 253 8-15 CONTAINER STATUS/CUSTOMER
- 254 8-16 DELIVERY TRUCK USAGE

RCYL	SECURITY FILE MAINTENANCE ** CONTAINER SYSTEM **	FUNC (ADD, CHG, DEL, END) CHG
CO# 01		
PASSWORD RMS111	INSTALL USER	
	(Y)	(Y)
241 08-01	Y	256 08-16 Y
242 08-02	Y	257 08-17
243 08-03	Y	258 08-18
244 08-04		259 08-19
245 08-05		260 08-20
246 08-06		261 08-21
247 08-07		262 08-22
248 08-08		263 08-23
249 08-09		264 08-24
250 08-10		265 08-25
251 08-11	Y	266 08-26
252 08-12	Y	267 08-27
253 08-13	Y	268 08-28
254 08-14	Y	269 08-29
255 08-15	Y	270 08-30
DATA OK (YES, ITM, NAM, NXT, CAN)		

Recycling Management System  
Container System  
Data Entry Information

D A T A E N T R Y I N F O R M A T I O N

ALWAYS HAVE YOUR KEYBOARD "CAPS LOCK" ON.

ALWAYS TURN YOUR PRINTER ON.

DECIMAL POINTS are entered automatically for any dollar amounts. You just type in the numbers without a decimal point (e.g. \$.32 = 32).

Typing 99 at any MENU or FUNction line will always take you to the menu prior to the one you are at.

Whenever you fill an entire input information field the cursor automatically moves to the next field without pressing return. The exception to this is the DO YOU WANT TO CONTINUE lines which require you to press ENTER after you have finished typing.

Typing an up arrow ^ at either the first or second field on a screen will move the cursor to the prior field.

NOTE:

Always exit all programs and return to the C:> before turning off your computer.

Recycling Management System  
Container System  
Overview

(1) CONTAINER MAINTENANCE

A container record for each container, trailer, or other equipment is set up listing the identification number, description, size of container, and license number. You can also add, delete, or change container information and records.

(2) DISPATCH/RECEIVE

Containers are dispatched to customers using this program. Containers can also be manually entered as returned if you don't enter the information through the scale product purchases program.

(3) PURGE HISTORY RECORDS

Allows you to purge or remove past container history from the beginning of the file through whatever date after that you select.

(7) TRUCK SCHEDULING

Truck pickup schedules are done through this selection. The schedules can be added changed, deleted, and inquires can be performed. A customer's pickup schedule can be done for the current week or for several weeks.

(8) PRINT TRUCK PICKUP TICKETS

This selection prints the customer pickup information tickets for the truck schedules. The tickets can be printed by the date or for specific pickup ticket numbers.

(9) PRINT 7 DAY TRUCK SCHEDULE

A weekly truck pickup schedule is printed through this selection. The schedule contains the date and day of the week and the scheduled pickup information for those dates.

(11) PURGE TRUCK PICKUP TICKETS

This selection will delete the outdated truck pickup tickets up to the date specified by the operator.

(13) CONTAINER STATUS

Reports can be printed listing the status of all containers, specific containers, containers that are out, and containers that are in the yard. You can also have the reports print the container history showing the dates and times in and out, product description, net product weight and customer.

(14) CUSTOMER/CONTAINER USAGE

Reports can be printed showing the container usage for all customers or an individual customer. The reports include the customer number, name, ticket number, date and time out, date and time in, product code and description, net weight, and the number of days the container was out to the customer.

Recycling Management System  
Container System  
Overview

(15) CONTAINER STATUS/CUSTOMER

Prints a container status report which includes the container ID number, description size and make, the date it was dispatched, the customer number and name the container was dispatched to and the number of days it has been out to that customer.

(16) DELIVERY TRUCK USAGE

Prints a delivery truck history report which includes the truck number, date out hours out, date in, hours in, total hours, customer number, customer name, container number and product description.

(17) DELIVERY TRUCK BILLING

Prints a delivery truck billing report which includes the customer number, customer name, container number, date out, time out, date in, time in, truck out #, date out, hours out, truck in #, date in, hours in, total hours, product description and net wt.

Recycling Management System  
Container System  
Master Menu

ABC SCRAP CO. (01) R M S - III MASTER MENU 05/08/98 13:04  
104 011

1. RECYCLING SYSTEM
2. PAYROLL SYSTEM
3. ACCOUNTS PAYABLE
4. GENERAL LEDGER
5. MISCELLANEOUS SYSTEMS
6. STEEL WAREHOUSING
7. VPIX - DOS
8. UNIX - MAIL

MENU ITEM     —

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MENU ITEM - Enter 1 to access the Recycling System Menu.  
Enter 99 to exit to the RMS Login prompt.

Recycling Management System  
Container System  
Recycling System Menu

ABC SCRAP CO. (01)	RECYCLING SYSTEM MENU	MENU ITEM 05/08/98
	1. SCALE PRODUCT PURCHASES	
	2. INVENTORY	
	3. SALES CONTRACTS	
	4. PRODUCT SALES	
	5. CONTAINER SYSTEM	
	6. PRODUCT ANALYSIS	
	7. BROKERAGE	
	8. PURCHASE ORDERS	
	99. RETURN TO MASTER MENU	

MENU ITEM - Enter 5 to access the Container System Menu.  
Enter 99 to return to the Master Menu.

Recycling Management System  
Container System  
Container System Menu

ABC SCRAP CO. (01)	CONTAINER SYSTEM	MENU ITEM 05/08/98
PROCESSING		
1. CONTAINER MAINTENANCE	7. TRUCK SCHEDULING	
2. DISPATCH/RECEIVE	8. PRINT TRUCK PICKUP TICKETS	
3. PURGE HISTORY RECORDS	9. PRINT 7 DAY TRUCK SCHEDULE	
	11. PURGE TRUCK PICKUP TICKETS	
REPORTS		
13. CONTAINER STATUS		
14. CUSTOMER/CONTAINER USAGE		
15. CONTAINER STATUS/CUSTOMER		
16. DELIVERY TRUCK USAGE		
17. DELIVERY TRUCK BILLING		
99. RETURN TO MAIN MENU		

MENU ITEM - Enter the line number of the item you wish to select.  
Enter 99 to return to the Recycling System Menu.



Recycling Management System  
Container System  
Dispatch/Receive

3. MAKE - Type in the make of the container (up to 20 characters in length). If no information is to be typed, press ENTER to leave blank.
  4. LIC# - Type in the license number of the equipment (up to 10 characters in length). If no information is to be typed press ENTER to leave blank.
- DATA OK (YES, CAN, ITM, DET) - Type YES to save all the entered information and return to the ID# field.  
Type CAN to delete all the entered information and return to the ID# field.  
Type the item (ITM) number of the field you wish to correct.  
Type DET to display a detailed history for the selected Container. DET - NA in the ADD mode.

Recycling Management System  
 Container System  
 Dispatch/Receive

ABC	SCRAP	CONTAINER MAINT/INQ	FUNC (ADD, CHG, DEL, INQ, END)	CHG
ID# _____			DATE OUT	
1. DESC			TIME OUT	
2. SIZE			WHERE	
3. MAKE				
4. LIC#				
DATE OUT	DATE IN	CUSTOMER	PROD	NET WGT
DATA OK (YES, CAN, ITM, DET)				

C H A N G I N G   C O N T A I N E R   I N F O R M A T I O N

FUNC (ADD, CHG, DEL, INQ, END) - Type CHG.

END - will return you to the Container System Menu.

ID# - Type in the six character identification number of the container you wish to change.

Type ^ to return to the FUNC line.

If an identification number is entered that is not on file the following message will display on the screen:

RECORD NOT ON FILE

The cursor will remain at the ID# field and you will be able to enter the correct identification number.

The container record will automatically display and the cursor will move to the DATA OK line.

DATA OK (YES, CAN, ITM, DET) - Type the item (ITM) number of the field you wish to change and type in the appropriate changes.

Type YES to save all the entered information and return to the ID# field.

Type CAN to delete all the entered information and return to the ID# field.

Type DET to display a detailed history for this particular container. Detailed history includes container/truck date out, container/truck date in, container/truck time out, container/truck time in, customer number, customer description, product code, product description, net weight, truck# out, truck# in, truck hours out and truck hours in.

Recycling Management System  
 Container System  
 Dispatch/Receive

ABC SCRAP	CONTAINER MAINT/INQ	FUNC (ADD, CHG, DEL, INQ, END)	DEL
ID# _____		DATE OUT	
1. DESC		TIME OUT	
2. SIZE		WHERE	
3. MAKE			
4. LIC#			
DATE OUT	DATE IN	CUSTOMER	PROD
			NET WGT
DATA OK (YES, CAN, ITM, DET)			

D E L E T I N G   A   C O N T A I N E R

FUNC (ADD, CHG, DEL, INQ, END) - Type DEL.

END - will return you to the Container System Menu.

ID# - Type in the six character identification number of the container you wish to delete.

Type ^ to return to the FUNC line.

If an identification number is entered that is not on file the following message will display on the screen:

RECORD NOT ON FILE

The cursor will remain at the ID# field and you will be able to enter the correct identification number.

The container record will automatically display and the cursor will move to the DATA OK line.

DATA OK (YES, CAN, ITM, DET) - Type YES to delete the container record and all of the history for this container, and return to the ID# field.

Type CAN to delete all the entered information and return to the ID# field without deleting the container record.

Type the item (ITM) number of the field you wish to correct.

Type DET to display a detailed history for this particular container. Detailed history includes container/truck date out, container/truck date in, container/truck time out, container/truck time in, customer number, customer description, product code, product description, net weight, truck# out, truck# in, truck hours out and truck hours in.

Recycling Management System  
 Container System  
 Dispatch/Receive

ABC SCRAP	CONTAINER MAINT/INQ	FUNC (ADD, CHG, DEL, INQ, END)	INQ
ID# _____		DATE OUT	
1. DESC		TIME OUT	
2. SIZE		WHERE	
3. MAKE			
4. LIC#			
DATE OUT	DATE IN	CUSTOMER	PROD
			NET WGT
DATA OK (YES, CAN, ITM, DET)			

C O N T A I N E R I N Q U I R Y

FUNC (ADD, CHG, DEL, INQ, END) - Type INQ.

END - will return you to the Container System Menu.

ID# - Type in the identification number of the container.

Type ^ to return to the FUNC line.

If an identification number is entered that is not on file the following message will display on the screen:

RECORD NOT ON FILE

The cursor will remain at the ID# field and you will be able to enter the correct identification number.

The container record will automatically display and the cursor will move to the DATA OK line.

DATA OK (YES, CAN, ITM, DET) - Type YES to return to the ID# field. Type CAN to clear the screen and return to the ID# field. Type DET to display the detailed usage history. The history of the container will display and the cursor will move to the bottom of the screen at the N/L FOR MORE RECORDS X TO CANCEL. Press ENTER to view additional records or enter X to return to the DATA OK line. Continue to press ENTER for additional records until the end of the file. The cursor will be positioned at the END OF FILE DEPRESS N/L. Press ENTER to return to the DATA OK line. Detailed history includes container/truck date out, container/truck date in, container/truck time out, container/truck time in, customer number, customer description, product code, product description, net weight, truck# out, truck# in, truck hours out and truck hours in. ITM - NA in the INQ mode.



Recycling Management System  
Container System  
Dispatch/Receive

If a customer number is entered that is not on the master file, the following message will display on the screen:

NO CUST RECORD

The cursor will remain at the CST# field and you will be able to enter the correct customer number.

ID# - OUT - Type in the six character identification number of the container.

Type ^ to return to the FUNC line.

Enter DET to display a detailed container history for that customer. The detailed history will display on the lower portion of the screen. To return to the ID# - OUT field, press ENTER at the END OF FILE N/L prompt at the end of the history display.

If a container ID number is entered that is not on file, the following message will display on the screen:

NO CONTAINER RECORD

The cursor will remain at the ID# - OUT field and you will be able to enter the correct ID number.

If the ID number of a container that is not available is entered, the following message will display on the screen along with the customer number and name the container is checked out to:

CONTAINER IS STILL OUT

The cursor will remain at the ID# - OUT field and you will be able to enter the ID number of an available container.

If a container ID number is entered that is in the process of being unloaded and is not available for dispatch, the following messages will display on the screen:

CONTAINER IS STILL OUT

\*\* STILL UNLOADING \*\*

The customer number and name the container was dispatched to will also display. The cursor will remain at the ID# field and you will be able to enter a new container ID number.

1. DATE OUT - If the date displayed is correct press ENTER.

If the date displayed is incorrect, type the correct date (MMDDYY).

2. TIME OUT - If the time displayed is correct, press ENTER.

Type in the time (HHMM) that the container was sent out, if the time displayed is incorrect.

If the time is not known press ENTER to use the displayed time.

3. TRUCK# - Type in the delivery truck Identification Number.

4. TRUCK HOURS - Type in the number of hours (to two decimal places) that it took to deliver the container.

5. INSTRUCT - Type in any special comment necessary (up to 60 characters in length).

DATA OK(YES,CAN,ITM) - Type YES to record the information and return to the CST# field.

Type CAN to delete all the entered information and return to the CST# field. Type the item (ITM) number of the field you wish to correct.

Recycling Management System  
 Container System  
 Dispatch/Receive

ABC	SCRAP	CONTAINER DISPATCH	FUNC (OUT, IN, DEL, END)	IN
CST#				
NAME				
ADD1				
ADD2				
CITY				
				CEMF-STAT (A, U)
ID#	-	IN		
1.	DATE	IN	3.	TRUCK#
2.	TIME	IN	4.	TRUCK HOURS
5.	TKNO		PRD	DESC
				NET WGT
ID#	DATE/TIME	OUT	DESCRIPTION	SIZE
DATA OK (YES, CAN, ITM)				

I N C O M I N G   C O N T A I N E R S

FUNC (OUT, IN, DEL, END) - Type IN.

Type END to return to the Container System Menu.

CST# - Enter the six digit customer number for the customer the container was picked up from. The customer name and address information will display automatically and the cursor will move to the next field.

Type a ^ to return to the FUNC line.

Typing "L" at this field takes you to the search screen allowing you to locate a specific customer number if you don't have a customer number list nearby. At this screen you type in the first letter or first word in the customer name at the STRING SEARCH field (e.g. ACM, or A). The screen will show a line number and an alphabetical list of customers starting with the letter or word you typed. Type in the line number of the customer you want and press ENTER. The customer number and information will now be displayed on the screen.

If a customer number is entered that is not on the master file, the following message will display on the screen:

NO CUST RECORD

The cursor will remain at the CST# field and you will be able to enter the correct customer number.

ID# - IN - Type in the six character identification number of the container. The container description and size will automatically display on the screen. The cursor will move to the next field.

Type ^ to return to the FUNC line.

Recycling Management System  
Container System  
Dispatch/Receive

Enter DET to display a detailed container history for that customer. The detailed history will display on the lower portion of the screen. To return to the ID# - OUT field, press ENTER at the END OF FILE N/L prompt at the end of the history display.

If a container ID number is entered that is not on file, the following message will display on the screen:

NO CONTAINER RECORD

The cursor will remain at the ID# - IN field and you will be able to enter the correct ID number.

If the ID number of a container that is not out to that customer is entered, the following message will display on the screen:

CONT NOT OUT TO CUST

The cursor will remain at the ID# - IN field and you will be able to enter the correct ID number.

CEMF-STAT(A,U) - Enter "A" if the container has been unloaded and is available to be dispatched to another customer.

Enter "U" if the container is unloading and is unavailable for dispatch to another customer.

1. DATE IN - If the date displayed is correct, press ENTER.  
If the date displayed is incorrect, type the correct date (MMDDYY).
  2. TIME IN - Type in the time (HHMM) that the container was returned.  
If the displayed time is correct, press ENTER to accept the time displayed.  
If the time is not known press ENTER to use the displayed time.
- If you entered "U" at the CEMF-STAT field, the cursor will move to the DATA OK line.  
If you entered "A" at the CEMF-STAT field, the cursor will move to the TKNO field.
3. TRUCK# - Type in the retrieving truck Identification Number.
  4. TRUCK HOURS - Type in the number of hours (to two decimal places) that it took to retrieve the container.
  5. TKNO - Type in the receiving/scale ticket number (up to six digits in length) for the load.

PRD - Type in the four digit product code for the material in the container.  
NOTE: You can only enter one product code, even though there may be more products in the container.

DESC - Type in a description of the material in the container (up to 20 characters in length).

NET WGT - Type in the net weight of the load (up to nine digits in length).  
NOTE: Do not enter the weight with a comma, the program will do this automatically. (i.e. If the weight is 1,000 lbs., you would enter 1000 in this field.

DATA OK(YES,CAN,ITM) - Type YES to record the information and return to the CST# field.

Type CAN to delete all the entered information and return to the CST# field.  
Type the item (ITM) number of the field you wish to correct.

Recycling Management System  
Container System  
Dispatch/Receive

NOTE:

If the CEMF-STAT is "U", when the container is unloaded you will have to reenter the information to change the CEMF-STAT from a "U" to an "A" to make the container available for dispatch.

Recycling Management System  
Container System  
Dispatch/Receive

ABC	SCRAP	CONTAINER DISPATCH	FUNC (OUT, IN, DEL, END)	DEL
CST#	NAME	ADD1	ADD2	CITY
ID# - OUT	1. DATE OUT	2. TIME OUT	3. INSTRUCT	
ID#	DATE/TIME OUT	DESCRIPTION	SIZE	
DATA OK (YES, CAN, ITM)				

D E L E T I N G   A   D I S P A T C H E D   C O N T A I N E R

FUNC (OUT, IN, DEL, END) - Type DEL.

Type END to return to the Container System Menu.

CST# - Enter the six digit customer number for the customer that received the container. The customer name and address information will display automatically and the cursor will move to the next field.

Type a ^ to return to the FUNC line.

Typing "L" at this field takes you to the search screen allowing you to locate a specific customer number if you don't have a customer number list nearby. At this screen you type in the first letter or first word in the customer name at the STRING SEARCH field (e.g. ACM, or A). The screen will show a line number and an alphabetical list of customers starting with the letter or word you typed. Type in the line number of the customer you want and press ENTER. The customer number and information will now be displayed on the screen.

If a customer number is entered that is not on the master file, the following message will display on the screen:

NO CUST RECORD

The cursor will remain at the CST# field and you will be able to enter the correct customer number.

ID# - Type in the six character identification number of the container dispatched that you wish to delete. The container record information will display automatically on the screen and the cursor will move to the DATA OK line.

Type ^ to return to the FUNC line.

Recycling Management System  
Container System  
Dispatch/Receive

Enter DET to display a detailed container history for that customer. The detailed history will display on the lower portion of the screen. To return to the ID# - OUT field, press ENTER at the END OF FILE N/L prompt at the end of the history display.

If a container ID number is entered that is not on file, the following message will display on the screen:

NO CONTAINER RECORD

The cursor will remain at the ID# - IN field and you will be able to enter the correct ID number.

If the ID number of a container that is not out to that customer is entered, the following message will display on the screen:

CONT NOT OUT TO CUST

The cursor will remain at the ID# - IN field and you will be able to enter the correct ID number.

If a container identification number is entered that is no out, the following message will display on the screen:

CONTAINER IS NOT OUT

The cursor will remain at the ID# - IN field and you will be able to enter the correct ID number.

DATA OK(YES,CAN,ITM) - Type YES to delete the container dispatch record and return to the ID# field.

Type CAN to clear the screen and return to the CST# field without deleting the container record.

Type the item (ITM) number of the field you wish to correct.

Recycling Management System  
Container System  
Purge History Records

MENU ITEM 3 on the CONTAINER SYSTEM MENU

ABC SCRAP	PURGE CONTAINER HISTORY RECORDS
WHAT DATE DO YOU WISH TO DELETE RECORDS TO 01/01/97	
DO YOU WISH TO CONTINUE (YES, NO, END) _____	

(3) PURGE HISTORY RECORDS

Allows you to purge or remove past container history from the beginning of the file through whatever date after that you select.

WHAT DATE DO YOU WISH TO DELETE RECORDS TO - Type in the date (MMDDYY) that you want records deleted through.

NOTE: All records from the beginning of the file through the typed date will be deleted. Records dated after the typed date will be saved.

DO YOU WISH TO CONTINUE (YES, NO, END) - Type YES to delete the records.

Type NO to return to the date line.

Type END to end out of the program without deleting any records.

Recycling Management System  
Container System  
Truck Scheduling

MENU ITEM 7 on the CONTAINER SYSTEM MENU

ABC SCRAP	TRUCK SCHEDULING	FUNC (ADD, CHG, DEL, INQ, END)	ADD
CONTINUE (Y,N) Y			TRAN DATE 00/00/00
PKUP#	000119	PICKUP DATE	TUESDAY
1 CST#			
2 NAME			
3 ADD1			
4 ADD2			
5 CITY			
6 TRUCK			
7 INST1		7A	
8 INST2			
9 PHONE		10 CNTCT	
11 DO YOU WISH TO ADD MULTIPLE RECORDS (Y,N)		N	

DATA OK (YES, CAN, ITM, PDT)

(7) TRUCK SCHEDULING

Truck pickup schedules are done through this selection. The schedules can be added changed, deleted, and inquires can be performed. A customer's pickup schedule can be done for the current week or for several weeks.

A D D I N G T R U C K S C H E D U L E S

FUNC (ADD, CHG, DEL, INQ, END) - Type ADD.

Enter END to return to the Container System Menu.

CONTINUE (Y,N) - "Y" will display automatically. If you wish to continue, press ENTER.

If you do not wish to continue, enter "N". The cursor will return to the FUNC line.

TRAN DATE - The current date will automatically display.

PKUP# - The next pickup ticket number will automatically display. Press ENTER to accept the displayed ticket number.

Type a ^ to return to the function number

1 CST# - Enter the 6 digit customer number.

Type a ^ to return to the FUNC line

Recycling Management System  
Container System  
Truck Scheduling

Typing "L" or LIST at this field takes you to the search screen allowing you to locate a specific customer number if you don't have a customer number list nearby. At this screen you type in the first letter or first word in the customer name at the STRING SEARCH field (e.g. ACM, or A). The screen will show a line number and an alphabetical list of customers starting with the letter or word you typed. Type in the line number of the customer you want and press ENTER. The customer number and information will now be displayed on the screen.

If a customer number is entered that is not on the master file, the following message will display on the screen:

NO APMF RECORD

The cursor will be positioned after the message. Press ENTER to return to the CST# and enter the correct customer number.

The customer name and address information (fields 2-5) will display automatically if you entered the customer number or used the ALPHA LOOKUP. If you entered 9999 (miscellaneous customer) in the CST# field you will have to enter the name and address information in fields 2-5.

- 2 NAME - Enter the customer name (up to 25 characters in length).
- 3 ADD1 - Enter the street address of the customer (up to 25 characters in length).
- 4 ADD2 - Enter the second address (i.e. P.O. Box) or a contact name (up to 25 characters in length)
- 5 CITY - Enter the city and state (up to 20 characters in length). Press ENTER and the cursor will move to a blank field. Enter the five or nine digit zip code.

PICKUP DATE - Enter the date (MMDDYY) that the pickup is scheduled for. The day of the week will display below the date.

If an invalid date is entered, the field will clear and the cursor will return to the PICKUP DATE field.

If you enter 99 the cursor will return to the FUNC line.

The cursor will move to a blank field. Enter the time (HHMM) the pickup is scheduled for. (ex. If the pickup time is 9:00, enter 0900). The cursor will move to the next blank field. Enter AM OR PM (for the pickup time). The cursor will move to the next field.

NOTE: If there are other pickups previously scheduled for that date, they will display at the lower left side of the screen. The ticket number and pickup times as well as the type of trash truck and customer name will display.

- 6 TRUCK - Enter the trash truck type.
  - TT - Tractor Trailer
  - TK - Truck
  - LL - Load Lugger

The cursor will move to a blank field. Enter the truck number (up to 6 digits in length).

- 7 INST1 - Enter pickup instructions (up to 35 characters in length). (ex. The number of boxes, pallets, containers, etc. to be picked up). Press ENTER to leave blank and proceed to the next field.

- 7A - Enter shipping instructions (up to 25 characters in length). Press ENTER to leave blank and proceed to the next field.

Recycling Management System  
Container System  
Truck Scheduling

- 8 INST2 - Enter any other instructions (up to 55 characters in length). Press ENTER to leave blank and proceed to the next field.
  - 9 PHONE - If you entered the customer number or used the ALPHA LOOKUP and the contact person and telephone number is in the customer master file, fields 9 and 10 will display automatically. Press ENTER to accept the displayed telephone number or enter the ten digit phone number of the customer contact person.
  - 10 CNTCT - If you entered the customer number or used the Alpha Lookup and fields 9 and 10 displayed automatically, press ENTER to accept the displayed name or if the name needs to be changed type the contact person's name (up to 25 characters in length).
  - 11 DO YOU WISH TO ADD MULTIPLE RECORDS (Y,N) - "N" will display automatically. Press ENTER to accept N if the schedule is for the current week only and the cursor will move to the DATA OK line.  
Enter YES if you wish the schedule you entered to be for more then one week. The cursor will move to the next field.
- # OF WEEKS? - Enter the number of weeks you wish this schedule to remain on the computer. The cursor will move to the DATA Ok line.

DATA OK (YES, CAN, ITM, PDT)

YES - if the data entered is correct. The screen will clear and the cursor will move to the PKUP# field.

CAN - will clear the screen and return the cursor to the PKUP# field without performing the scheduling.

ITM - enter the item number of the field you wish to change and press ENTER. The cursor will move to that field and you will be able to make the necessary changes. When the changes have been completed the cursor will return to the DATA OK line.

PDT - enables you to change the PICKUP DATE.



Recycling Management System  
 Container System  
 Truck Scheduling

ABC SCRAP	TRUCK SCHEDULING	FUNC (ADD, CHG, DEL, INQ, END)	DEL
			TRAN DATE 05/18/98
PKUP#	_____	PICKUP DATE	
1	CST#		
2	NAME		
3	ADD1		
4	ADD2		
5	CITY		
6	TRUCK		
7	INST1	7A	
8	INST2		
9	PHONE	10	CNTCT
DATA OK (YES, CAN, ITM, PDT)			

D E L E T I N G P I C K U P S C H E D U L E S

FUNC (ADD, CHG, DEL, INQ, END) - Type DEL.

Entering END will return you to the Container System Menu.

PKUP# - Enter the pickup number of the schedule you wish to delete.

Type an ^ to return to the FUNC line.

If a pickup number is entered that is not on file, the following message will display on the screen:

NO PKUP#

Press ENTER to return to the PKUP# field and reenter the pickup number.

The pickup schedule information for the ticket number entered will automatically display with the other scheduled pickups for that day. The cursor will be positioned at the DATA OK line.

DATA OK (YES, CAN, ITM, PDT)

YES - to delete the pickup schedule displayed. The screen will clear and the cursor will move to the PKUP# field.

CAN - will clear the screen and return the cursor to the PKUP# field without deleting the pickup schedule.

ITM - enter the item number of the field you wish to change and press ENTER. The cursor will move to that field and you will be able to make the necessary changes. When the changes have been completed the cursor will return to the DATA OK line.

PDT - enables you to change the PICKUP DATE.

Recycling Management System  
 Container System  
 Truck Scheduling

ABC SCRAP	TRUCK SCHEDULING			FUNC (ADD, CHG, DEL, INQ, END)			INQ
	DATE 05/20/98						
05/20/98	05/21/98	05/22/98	05/23/98	05/24/98	05/25/98	05/26/98	
WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	
=====		=====		=====		=====	
LL 000124		TK 000120					
HANNIBAL I		CASH FOR C					
TK 000107							
ACE SCRAP							
TT 000106							
JACK, S							
ENTER TICKET# TO VIEW, NL=MORE, X=CANCEL							

P I C K U P S C H E D U L E I N Q U I R I E S

FUNC (ADD, CHG, DEL, INQ, END) - Type INQ.

Entering END will return you to the Container System Menu.

DATE - Enter the scheduled pickup date (MMDDYY) you wish to view.

Enter 99 to return to the FUNC line.

The scheduled pickups for the date entered and the schedules for the six subsequent days will display on the screen. The cursor will move to the bottom of the screen.

ENTER TICKET# TO VIEW, NL=MORE, X=CANCEL

Enter the pickup ticket number of the schedule you wish to view in detail.

The detailed record will display on the screen and the cursor will be located at the DATA OK line

DATA OK (YES, CAN, ITM, PDT)

YES or CAN - to return to the Pickup Schedule screen.

ITM and PDT - NA in the INquiry mode.

If a pickup ticket number is entered that is not on file, the ADD mode screen will display and the cursor will be positioned after the following screen message:

NO PKUP#

Press ENTER to return to the INquiry screen.

Press ENTER to view additional records.

Type "X" to clear the screen and return to the DATE field.

Recycling Management System  
Container System  
Print Truck Pickup Tickets

MENU ITEM 8 on the CONTAINER SYSTEM MENU

ABC SCRAP	PRINT CUSTOMER PICKUP TICKETS
DO YOU WISH TO PRINT BY (DTE,TKN,END)	___ _____
DO YOU WISH TO CONTINUE (YES,NO,END)	___

(8) PRINT TRUCK PICKUP TICKETS

This selection prints the customer pickup tickets for the truck schedules. The tickets can be printed by the date or for specific pickup ticket numbers.

DO YOU WISH TO PRINT BY (DTE,TKN,END)

Enter DTE if you wish the tickets to print for a specific date. The cursor will move to the next field and you will be able to enter the date (MMDDYY) you wish the pickup tickets to print for.

Enter TKN if you wish to print a specific pickup ticket. The cursor will move to the next field and you will be able to enter the pickup ticket number.

Typing END will return you to the Container System Menu without printing the pickup tickets.

DO YOU WISH TO CONTINUE (YES,NO,END)

YES - will print the truck pickup tickets.

NO - will return you to the DO YOU WISH TO PRINT BY line. You can reenter the information or type END to return to the Container System Menu.

END - will return you to the Container System Menu without printing the truck pickup tickets.

NOTE

If a ticket number is entered that does not exist, the report will not print.

NOTE

If the screen goes blank, TURN THE PRINTER ON.

Recycling Management System  
Container System  
Print 7 Day Truck Schedule

MENU ITEM 9 on the CONTAINER SYSTEM MENU

ABC SCRAP	PRINT 7 DAY TRUCK SCHEDULE 05/18/98
ENTER DATE TO START PRINTING (MMDDYY)	
DO YOU WISH TO CONTINUE (YES,NO,END) _____	

(9) PRINT 7 DAY TRUCK SCHEDULE

A weekly truck pickup schedule is printed through this selection. The schedule contains the date and day of the week and the scheduled pickup information for those dates.

ENTER DATE TO START PRINTING (MMDDYY)

Enter the date (MMDDYY) you wish the printed schedule to begin with. The day of the week will display below the date.

DO YOU WISH TO CONTINUE (YES,NO,END)

YES - to print the 7-day truck pickup schedule.

NO - if you do not wish to print the schedule. The cursor will return to the ENTER DATE TO START PRINTING line and you will be able to enter a new date.

END - will return you to the Container System Menu.

NOTE:

If the screen goes blank, TURN THE PRINTER ON.

Recycling Management System  
Container System  
Purge Truck Pickup Tickets

MENU ITEM 11 on the CONTAINER SYSTEM MENU

ABC SCRAP	DELETE TRUCK PICKUP TICKETS
ENTER DATE YOU WISH TO PURGE TICKETS UP TO _____	
DO YOU WISH TO CONTINUE (YES,NO,END) _____	

(11) PURGE TRUCK PICKUP TICKETS

This selection will delete the outdated truck pickup tickets up to the date specified by the operator.

ENTER DATE YOU WISH TO PURGE TICKETS UP TO - Enter the date (MMDDYY) you wish to delete the old truck pickup tickets up to. Those tickets dated after the specified date will be saved.

DO YOU WISH TO CONTINUE (YES,NO,END)

YES - to delete the outdated truck pickup tickets.

NO - will return you to the ENTER DATE YOU WISH TO PURGE TICKETS UP TO line. You will be able to enter a new date.

END - will return you to the Container System Menu without deleting the outdated truck pickup tickets.

Recycling Management System  
Container System  
Container Status

MENU ITEM 13 on the CONTAINER SYSTEM MENU

ABC SCRAP	CONTAINER LISTINGS
IS THIS THE CORRECT DATE 05/19/98 (YES,NO,END)	___
DO YOU WISH TO PRINT (ALL, IN, OUT, ONE)	___
DO YOU WISH TO PRINT HISTORY (YES,NO)	___
DO YOU WISH TO CONTINUE (YES,NO)	___

(13) CONTAINER STATUS

Reports can be printed listing the status of all containers, specific containers, containers that are out, and containers that are in the yard. You can also have the reports print the container history showing the dates and times in and out, product description, net product weight and customer.

IS THIS THE CORRECT DATE (YES,NO,END)

YES - if the date is correct.

NO - if the date is incorrect, and type in the correct date (MMDDYY).

END - if you don't want to print the report and return to the Container System Menu.

DO YOU WISH TO PRINT (ALL, IN, OUT, ONE)

ALL - if you want the container status report to show all containers.

IN - if you want the report to show those containers that are available for dispatch.

OUT - if you want the report to show those containers that are currently dispatched.

ONE - to print the status of a specified container. The cursor will move to the next field and you will enter the container number you wish to see the status on.

DO YOU WISH TO PRINT HISTORY (YES,NO)

YES - if you want the pickup history to print for each container.

NO - if you do not want the pickup history to print for each container.

DO YOU WISH TO CONTINUE (YES,NO)

YES - to begin printing the report.

NO - to return to the IS THIS THE CORRECT DATE line to make changes or END to return to the Container System Menu.

Recycling Management System  
Container System  
Container Status

NOTE:

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Container System  
Customer/Container Usage

MENU ITEM 14 on the CONTAINER SYSTEM MENU

ABC SCRAP	CUSTOMER/CONTAINER USAGE
IS THIS THE CORRECT DATE 05/19/98 (YES,NO,END)	___
DO YOU WISH TO PRINT (ALL,CST#)	_____
EARLIEST DATE TO PRINT (MMDDYY)	_____
LATEST DATE TO PRINT (MMDDYY)	_____
DO YOU WISH TO CONTINUE (YES,NO)	___

(14) CUSTOMER/CONTAINER USAGE

Reports can be printed showing the container usage for all customers or an individual customer. The reports include the customer number, name, ticket number, date and time out, date and time in, product code and description, net weight, and the number of days the container was out to the customer.

IS THIS THE CORRECT DATE (YES,NO,END)

YES - if the date is correct.

NO - if the date is incorrect, and type in the correct date (MMDDYY).

END - if you do not want to print the report and return to the Container System Menu.

DO YOU WISH TO PRINT (ALL,CST#)

ALL - if you want the report to show the container usage for all customers.

Type the six digit customer number (CST#) to print the container usage report for a specific customer only.

EARLIEST DATE TO PRINT (MMDDYY)

Enter the starting date (MMDDYY) of the date range you wish to print.

LATEST DATE TO PRINT (MMDDYY)

Enter the date (MMDDYY) you wish the date range to end with.

DO YOU WISH TO CONTINUE (YES,NO)

YES - to begin printing the report.

NO - to return to the IS THIS THE CORRECT DATE line to make changes or END to return to the Container System Menu.

Recycling Management System  
Container System  
Customer/Container Usage

NOTE:

If the screen goes blank TURN THE PRINTER ON

Recycling Management System  
Container System  
Container Status/Customer

MENU ITEM 15 on the CONTAINER SYSTEM MENU

ABC SCRAP	CONTAINER LISTINGS BY CUSTOMER
IS THIS THE CORRECT DATE 00/00/00 (YES,NO,END)	___
ENTER DAYS OUT FOR CONTAINER	___
DO YOU WISH TO CONTINUE (YES,NO)	___

(15) CONTAINER STATUS/CUSTOMER

Prints a container status report which includes the container ID number, description size and make, the date it was dispatched, the customer number and name the container was dispatched to and the number of days it has been out to that customer.

IS THIS THE CORRECT DATE 00/00/00 (YES,NO,END)

YES - if the date displayed is correct.

NO - if the date displayed is incorrect. Press ENTER and the cursor will move to the date field. Enter the correct date (MMDDYY) and the cursor will return to the question prompt. You can then enter YES to proceed to the next question.

END - will return you to the Container System Menu.

ENTER DAYS OUT FOR CONTAINER

Enter the number of days. (ex. If you wish the report to show those containers that have been out for more than 30 days, you would enter 30 in this field.

DO YOU WISH TO CONTINUE (YES,NO)

YES - to print the report.

NO - if you do not wish to print the report. The cursor will return to the IS THIS THE CORRECT DATE line to make changes or END to return to the Container System Menu.

NOTE:

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Container System  
Delivery Truck Usage

MENU ITEM 16 on the CONTAINER SYSTEM MENU

ABC SCRAP	DELIVERY TRUCK USAGE
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END)	___
DO YOU WISH TO PRINT(ALL,CST#)	___
DATE TO PRINT FROM (MMDDYY)	___
DATE TO PRINT FROM (MMDDYY)	___
DO YOU WISH TO CONTINUE (YES,NO)	___

(16) DELIVERY TRUCK USAGE

Prints a delivery truck history report which includes the truck number, date out hours out, date in, hours in, total hours, customer number, customer name, container number and product description.

IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END)

YES - if the date displayed is correct.

NO - if the date displayed is incorrect. Press ENTER and the cursor will move to the date field. Enter the correct date (MMDDYY) and the cursor will return to the question prompt. You can then enter YES to proceed to the next question.

END - will return you to the Container System Menu.

DO YOU WISH TO PRINT(ALL,CST#)

ALL - if you want the report to show the container usage for all customers.

Type the six digit customer number (CST#) to print the delivery truck usage report for a specific customer only.

DATE TO PRINT FROM (MMDDYY)

Enter the starting date (MMDDYY) of the date range you wish to print.

DATE TO PRINT TO (MMDDYY)

Enter the date (MMDDYY) you wish the date range to end with.

DO YOU WISH TO CONTINUE (YES,NO)

YES - to print the report.

NO - if you do not wish to print the report. The cursor will return to the IS THIS THE CORRECT DATE line to make changes or END to return to the Container System Menu.

Recycling Management System  
Container System  
Delivery Truck Usage

NOTE:

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Container System  
Delivery Truck Billing

MENU ITEM 17 on the CONTAINER SYSTEM MENU

ABC SCRAP	DELIVERY TRUCK BILLING
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END)	___
DO YOU WISH TO PRINT(ALL,CST#)	___
DATE TO PRINT FROM (MMDDYY)	___
DATE TO PRINT TO (MMDDYY)	___
DO YOU WISH TO CONTINUE (YES,NO)	___

(17) DELIVERY TRUCK BILLING

Prints a delivery truck billing report which includes the customer number, customer name, container number, date out, time out, date in, time in, truck out #, date out, hours out, truck in #, date in, hours in, total hours, product description and net wt.

IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END)

YES - if the date displayed is correct.

NO - if the date displayed is incorrect. Press ENTER and the cursor will move to the date field. Enter the correct date (MMDDYY) and the cursor will return to the question prompt. You can then enter YES to proceed to the next question.

END - will return you to the Container System Menu.

DO YOU WISH TO PRINT(ALL,CST#)

ALL - if you want the report to show the delivery truck usage for all customers. Type the six digit customer number (CST#) to print the delivery truck usage report for a specific customer only.

DATE TO PRINT FROM (MMDDYY)

Enter the starting date (MMDDYY) of the date range you wish to print.

DATE TO PRINT TO (MMDDYY)

Enter the date (MMDDYY) you wish the date range to end with.

DO YOU WISH TO CONTINUE (YES,NO)

YES - to print the report.

NO - if you do not wish to print the report. The cursor will return to the IS THIS THE CORRECT DATE line to make changes or END to return to the Container System Menu.