 SETUP EMPLOYEE
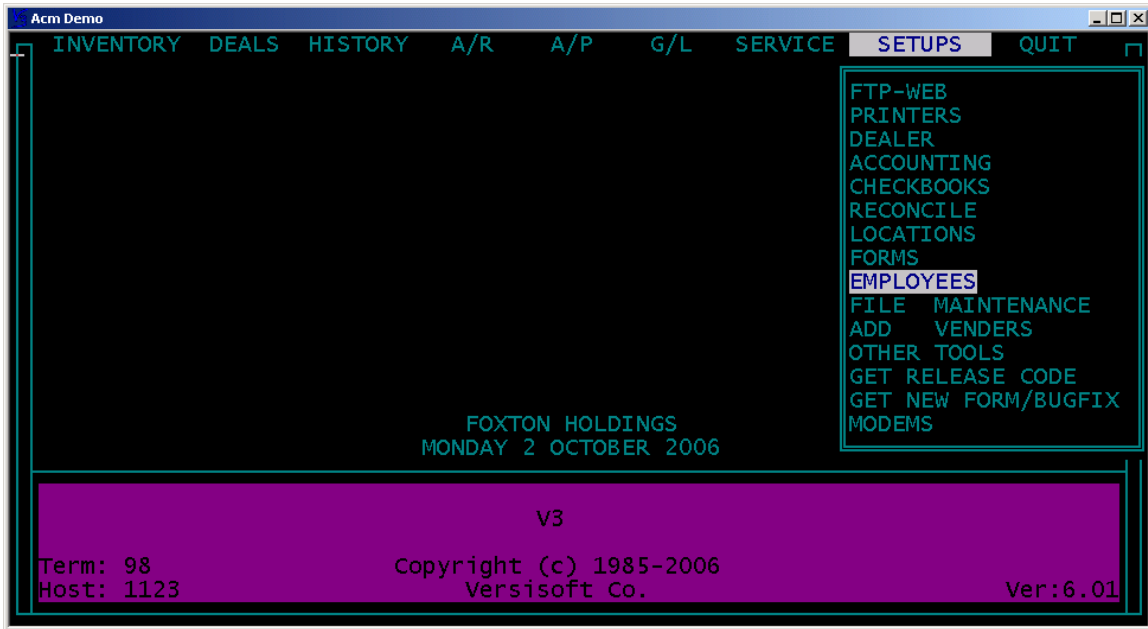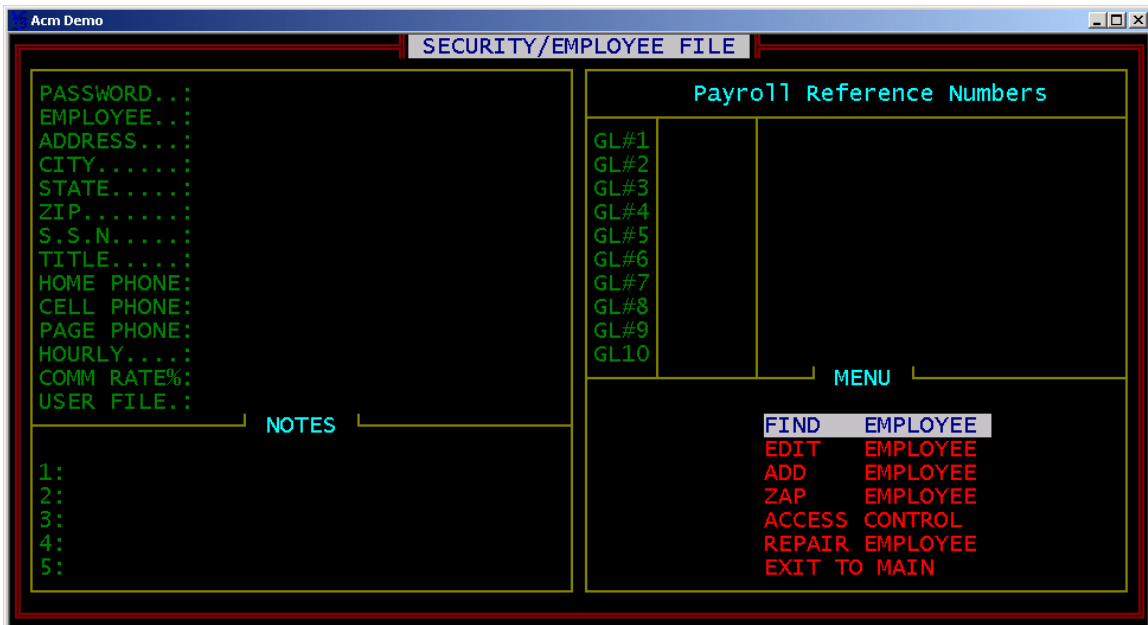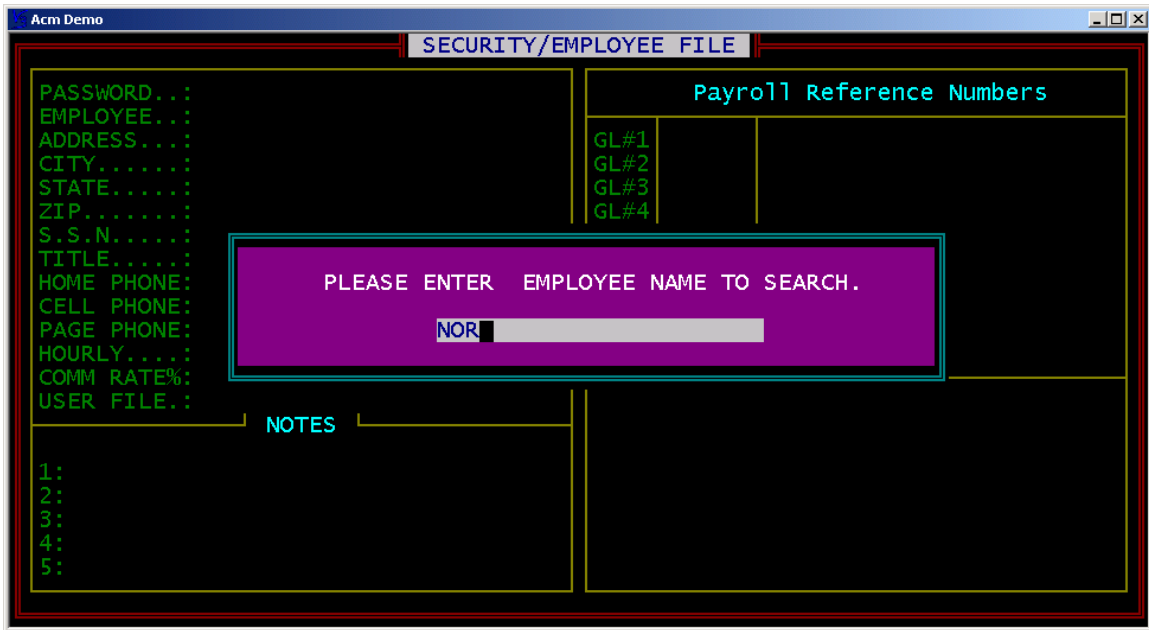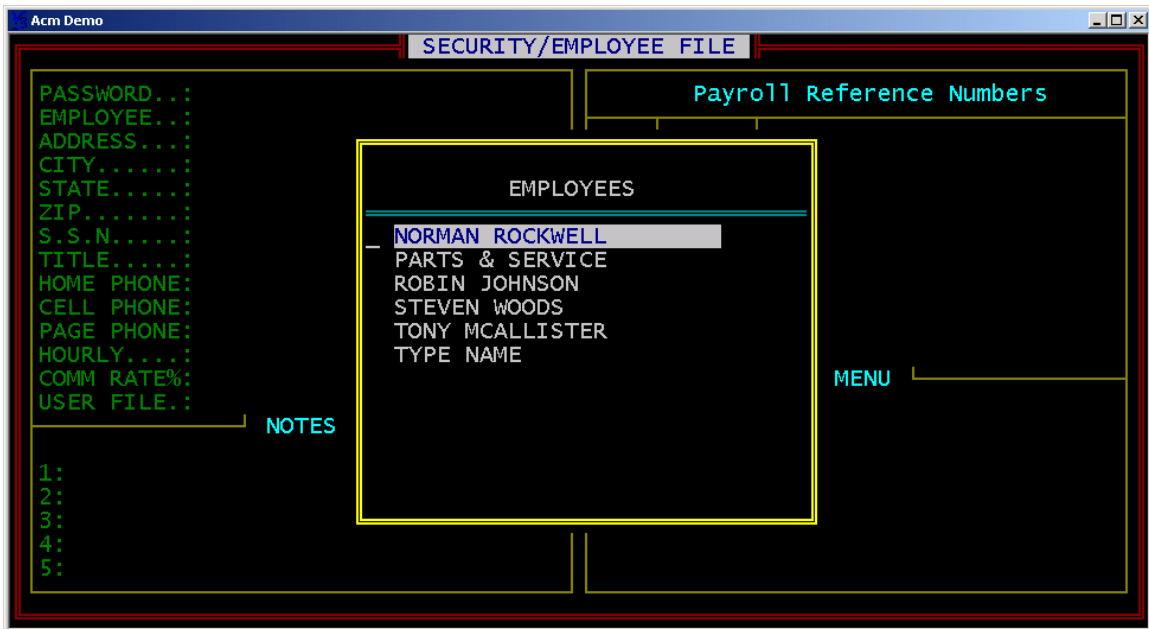

EMPLOYEE SETUPS: This module will allow you to setup your employees' data file and will control the securities and user programs for each employee.
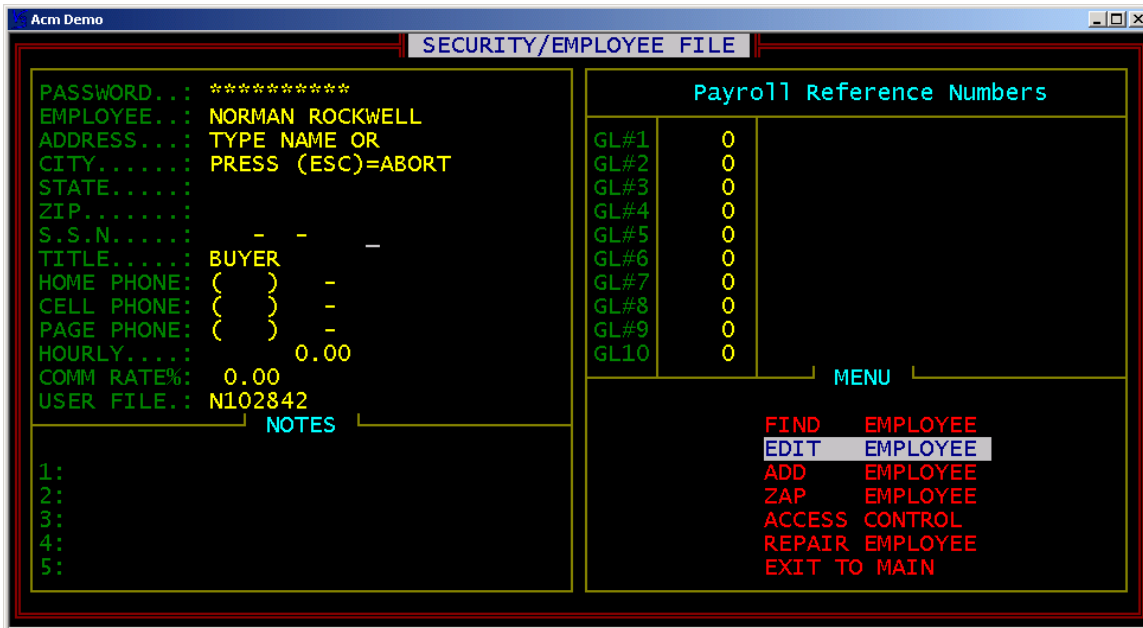

FIND EMPLOYEE: This menu selection allows you to find an existing employee file.

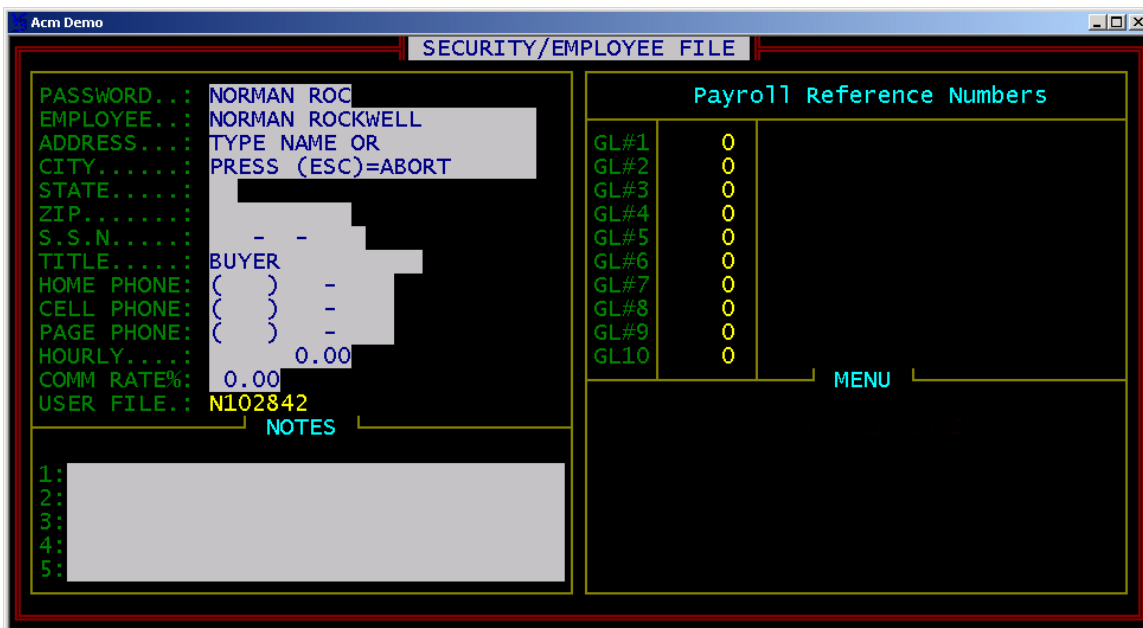Press enter on **FIND EMPLOYEE** and type in the first 3 letters of the employees name and press enter to call up list of employees.

Highlight and press enter on the employee to choose.

EDIT EMPLOYEE: This menu selection allows you to edit an existing employee's file.

With the employee to be edited on the screen press enter on **EDIT EMPLOYEE.** The fields that editable will be highlighted in white.
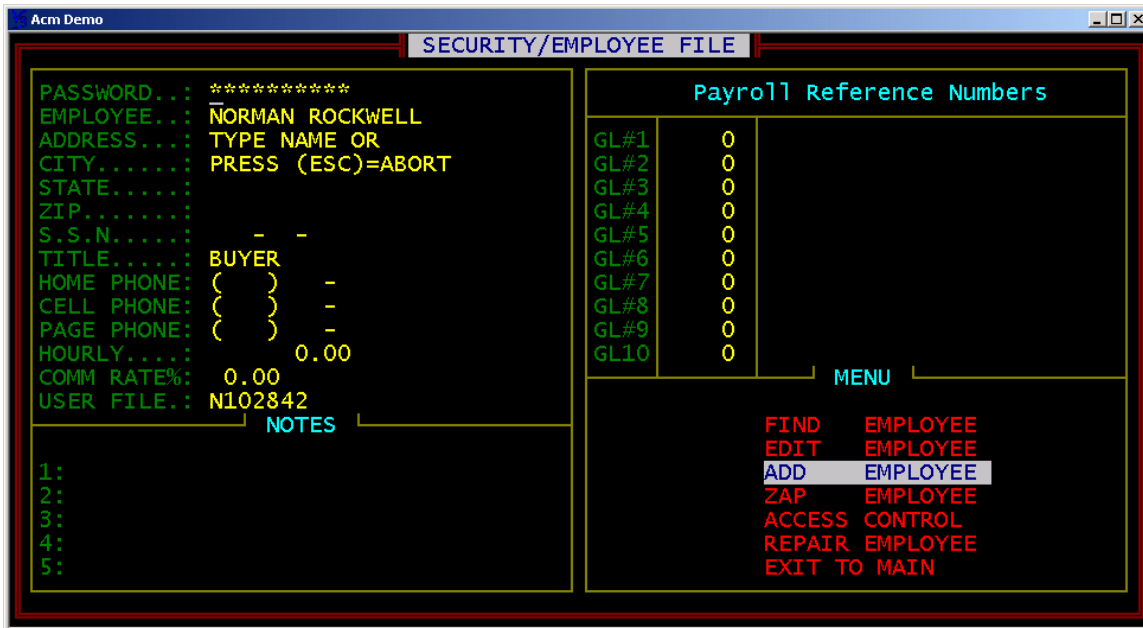
ADD EMPLOYEE: This menu selection allows you to add a new employee file.
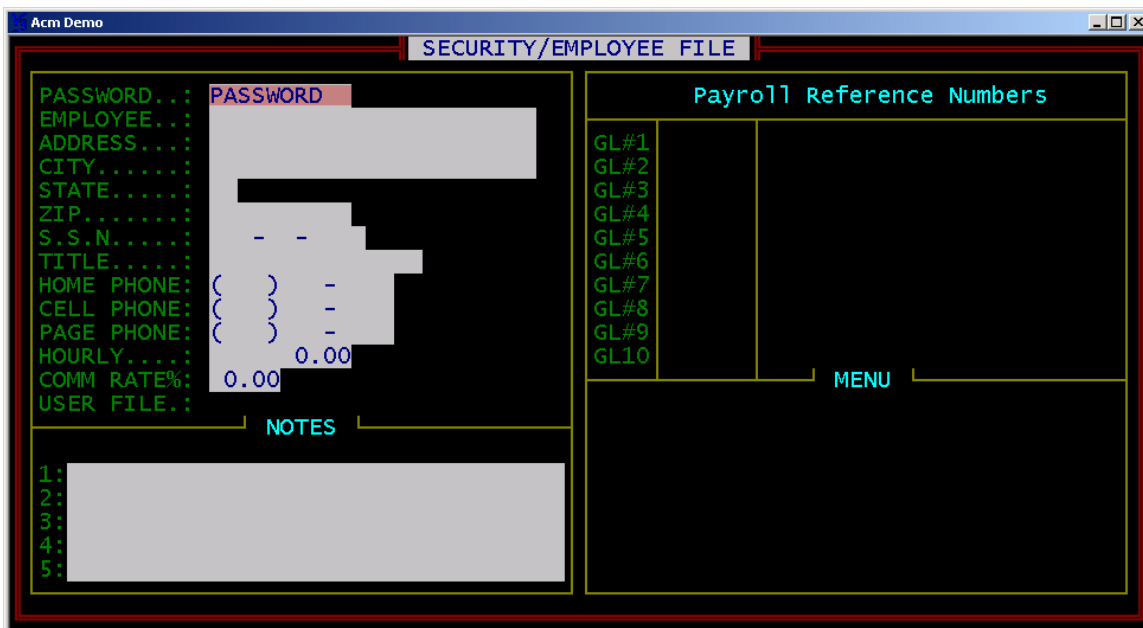
PASSWORD: is the individual employee's secret code to be used to access his/her user programs as assigned by the administrator.

EMPLOYEE, ADDRESS, CITY, STATE, ZIP: Complete these fields as designated.

S.S.N.: Due to the privacy issues you may or may not choose to store this vital information in this module. Be sure to set passwords and securities to safeguard your information and the information of your employees and customers.

EMPLOYEE TITLE: This field is a drop down field, choose from the selections by highlighting title and pressing enter.

HOME PHONE, CELL PHONE, PAGE PHONE: Complete these fields as designated.

EMPLOYEE HOURLY: This field will be set as the default cost field for the Parts & Service Program for the mechanics.

EMPLOYEE COMM RATE %: This field is the default for each employee through the commission file.
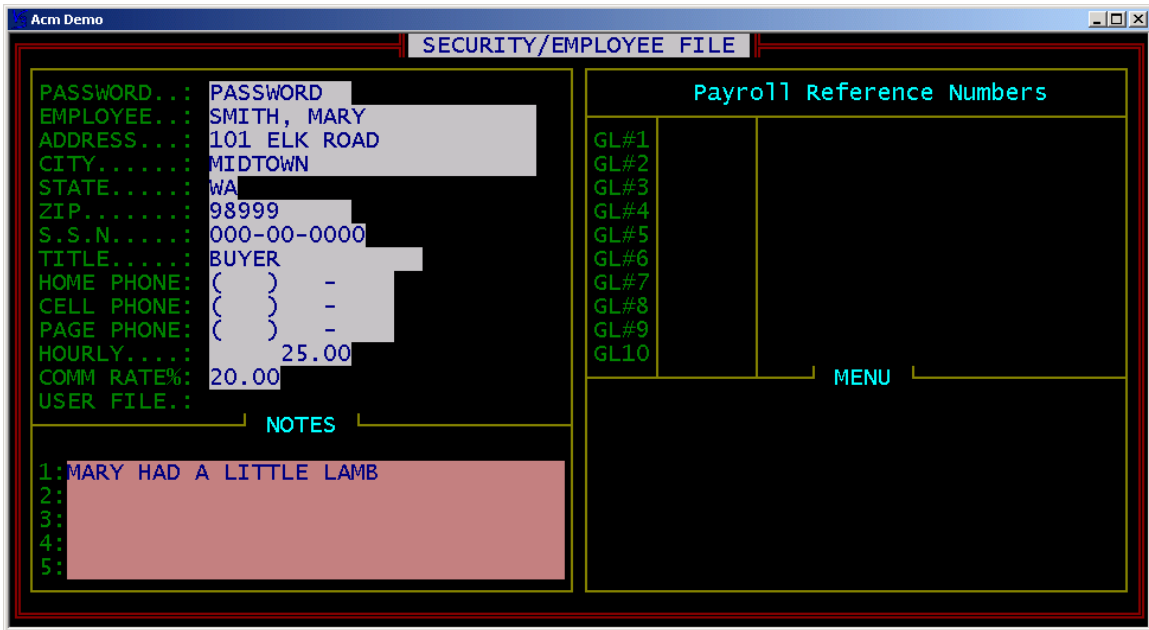
The employee notes fields are free form notes that may be used to store information about the employee.
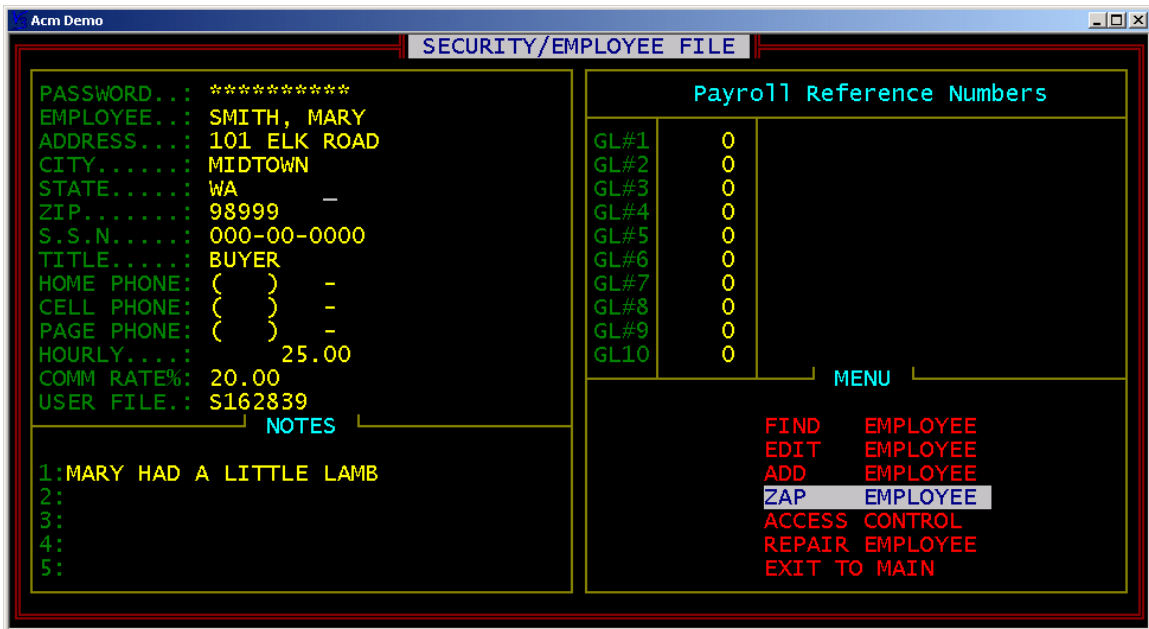
ZAP EMPLOYEE: This menu selection deletes the employee file.
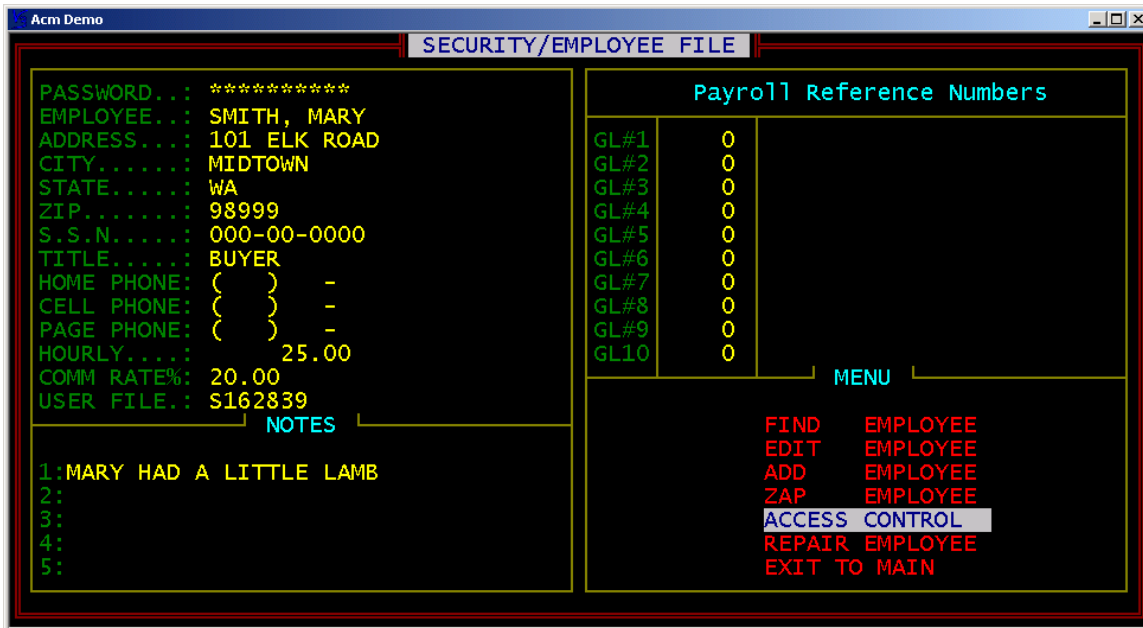
ACCESS CONTROL: This menu selection allows you to assign specific user programs for each employee for limited access or the **ADMINISTRATION AND GENERAL PURPOSE MENU** for full-unlimited access.
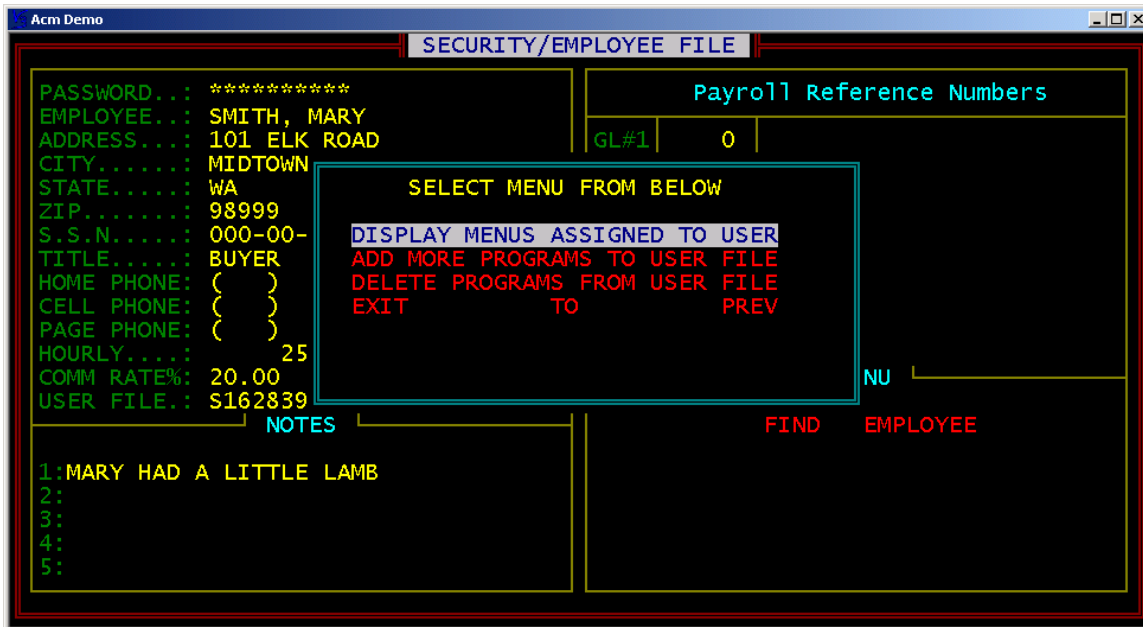
DISPLAY MENUS ASSIGNED TO USER: This menu selection allows you to view or prioritize currently assigned user programs.
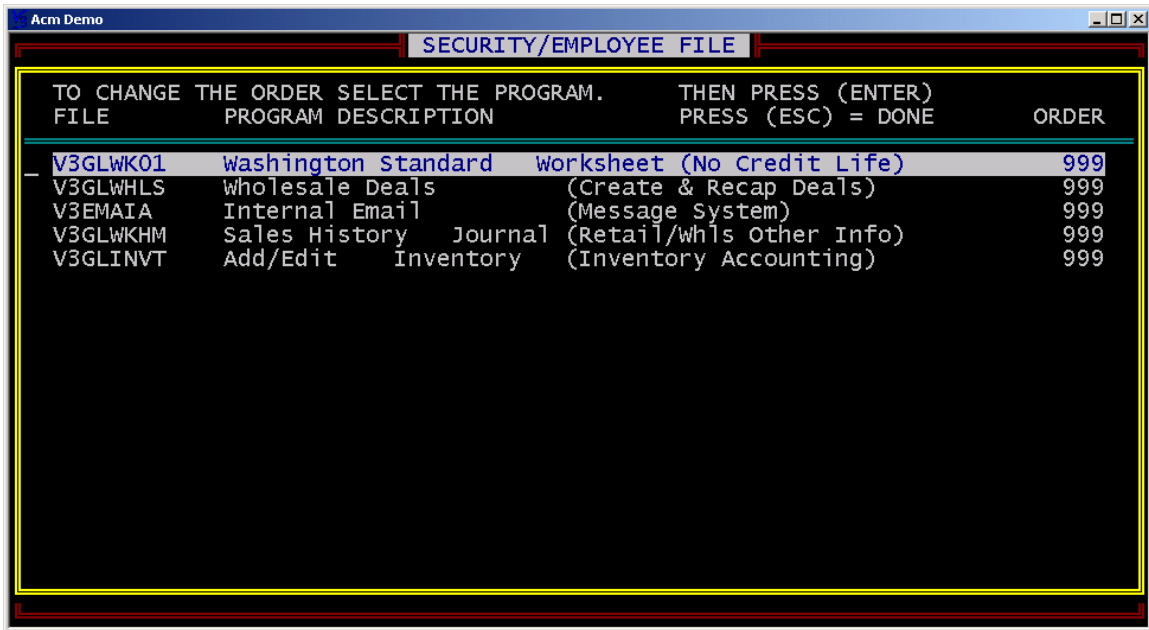
To reprioritize user programs highlight the user program and press enter.
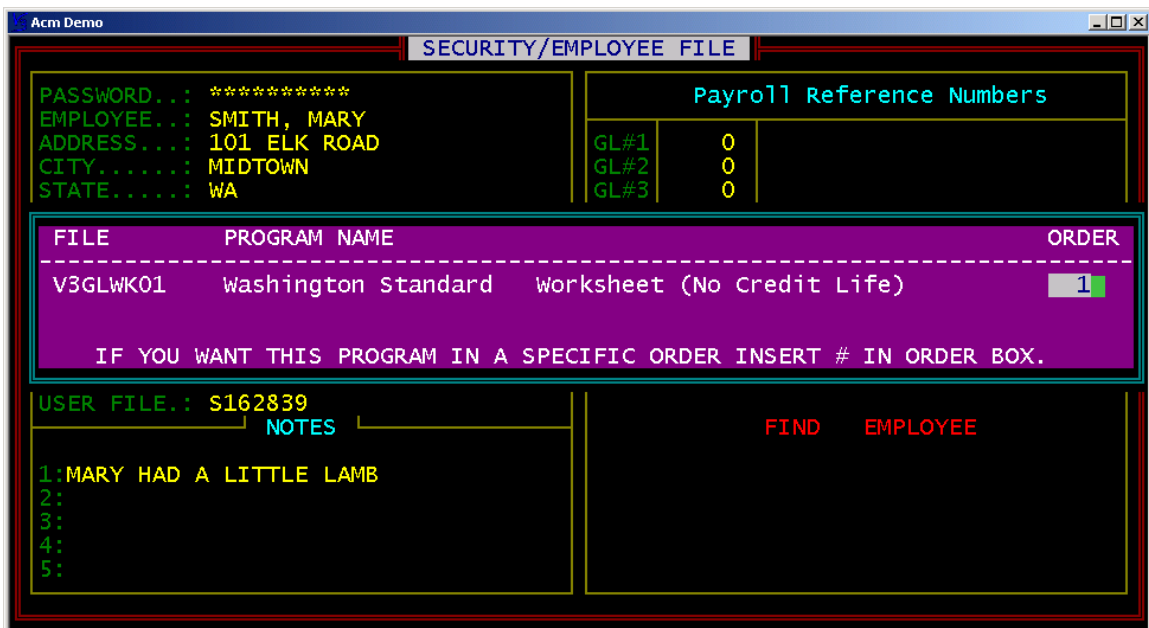
Fill in the number of the order you would have the user program appear.

```
 Acm Demo                                                              _ □ X
                        SECURITY/EMPLOYEE FILE

   TO CHANGE THE ORDER SELECT THE PROGRAM.      THEN PRESS (ENTER)
   FILE          PROGRAM DESCRIPTION            PRESS (ESC) = DONE       ORDER

 _ V3GLWK01    Washington Standard   Worksheet (No Credit Life)              1
   V3GLWHLS    Wholesale Deals          (Create & Recap Deals)              2
   V3EMAIA     Internal Email           (Message System)                    3
   V3GLWKHM    Sales History   Journal (Retail/Whls Other Info)             4
   V3GLINVT    Add/Edit    Inventory    (Inventory Accounting)              5
```

This is how this employee's menu order will appear when he/she logs onto v3. Press **(ESC)** key when done.


```
 Acm Demo                                                              _ □ X
                        SECURITY/EMPLOYEE FILE

 PASSWORD..: **********                    Payroll Reference Numbers
 EMPLOYEE..: SMITH, MARY
 ADDRESS...: 101 ELK ROAD           GL#1      0
 CITY......: MIDTOWN
 STATE.....: WA         _     SELECT MENU FROM BELOW
 ZIP.......: 98999
 S.S.N.....: 000-00-     DISPLAY MENUS ASSIGNED TO USER
 TITLE.....: BUYER       ADD MORE PROGRAMS TO USER FILE
 HOME PHONE: (    )       DELETE PROGRAMS FROM USER FILE
 CELL PHONE: (    )       EXIT            TO            PREV
 PAGE PHONE: (    )
 HOURLY....:       25
 COMM RATE%: 20.00                                    NU
 USER FILE.: S162839
                NOTES                            FIND    EMPLOYEE

 1:MARY HAD A LITTLE LAMB
 2:
 3:
 4:
 5:
```

ADD MORE PROGRAMS TO USER FILE: This menu selection allows you to assign user programs. To add user programs highlight and press enter on **ADD MORE PROGRAMS TO USER FILE**.

```
Acm Demo                                                                    _□×

                        ┤ SECURITY/EMPLOYEE FILE ├

  TO SELECT PROGRAMS SIMPLY PRESS (T) TO TAG    or    (U) TO UNTAG
  FILE        PROGRAM DESCRIPTION          PRESS (ESC) WHEN DONE      (TAG)

 _ V3FOX001    ADMINISTRATION AND GENERAL PURPOSE MENU
   V3cus030    Washington State B/O Workbench (No Credit Life)
   V3GLW001    Washington Net   Life Worksheet (Full Term)
   V3GLWK01    Washington Standard  Worksheet (No Credit Life)
   V3GLW006    California Standard   Worksheet (No Credit Life)
   V3GLW002    Oregon     Gross Life Worksheet (Full Term)
   V3GLW003    Alaska     Net   Life Worksheet (Full Term)
   V3GLW004    Oregon     Gross Life Worksheet (Truncated Term)
   V3GLW005    Washington Net   Life Worksheet (Truncated Term)
   V3GLWHLS    Wholesale Deals        (Create & Recap Deals)
   V3EMAIA     Internal Email         (Message System)
   V3LSEW01    Simple Lease Worksheet (Leases)
   V3GLWKHM    Sales History   Journal (Retail/Whls Other Info)
   V3GLCASH    Cash Receipts   Journal (Customer Deposits Etc)
   V3GLCHKQ    Check Book      Journal (Stand Alone Check Book)
   V3GLREC     A/R Short Term  Journal (Misc Non-Interest A/R)
   V3GLPAY     A/P Payables    Journal (Current Un-Paid Payables)
   V3GLCOM     Commission      Journal (Payrole/Charge Backs/Etc)
```

The user program list will appear. Highlight and press the letter (T) to tag or (U) to un-tag selections to choose the desired user program to add to employee access. When you have completed your selections press the (ESC) key.

```
Acm Demo                                                                    _□×

                        ┤ SECURITY/EMPLOYEE FILE ├




          OK TO INSTALL YOUR SELECTED PROGRAM FOR THIS USER Y/N: Y
```

Enter (Y) to install the changes and press enter.

DELETE PROGRAMS FROM USER FILE: This menu selection removes the user program from the employee.

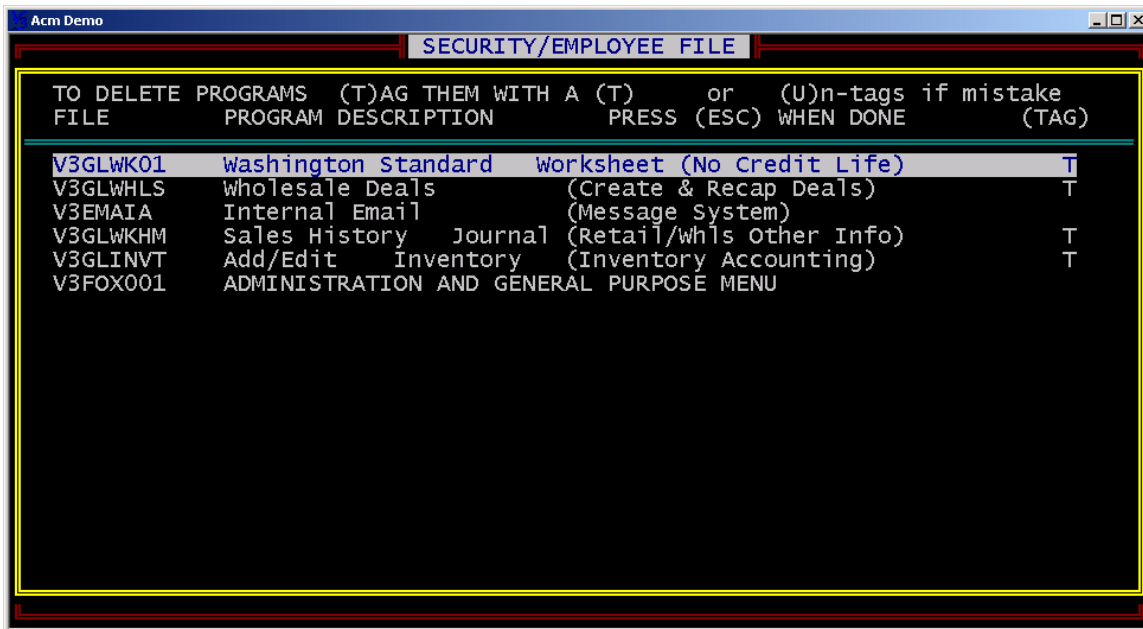To delete user programs highlight and press enter on **DELETE PROGRAMS FROM USER FILE.** Highlight and press the letter (T) to tag or (U) to un-tag selection to choose the desired user program to delete from employee access. When you have completed your selections press the (ESC) key.
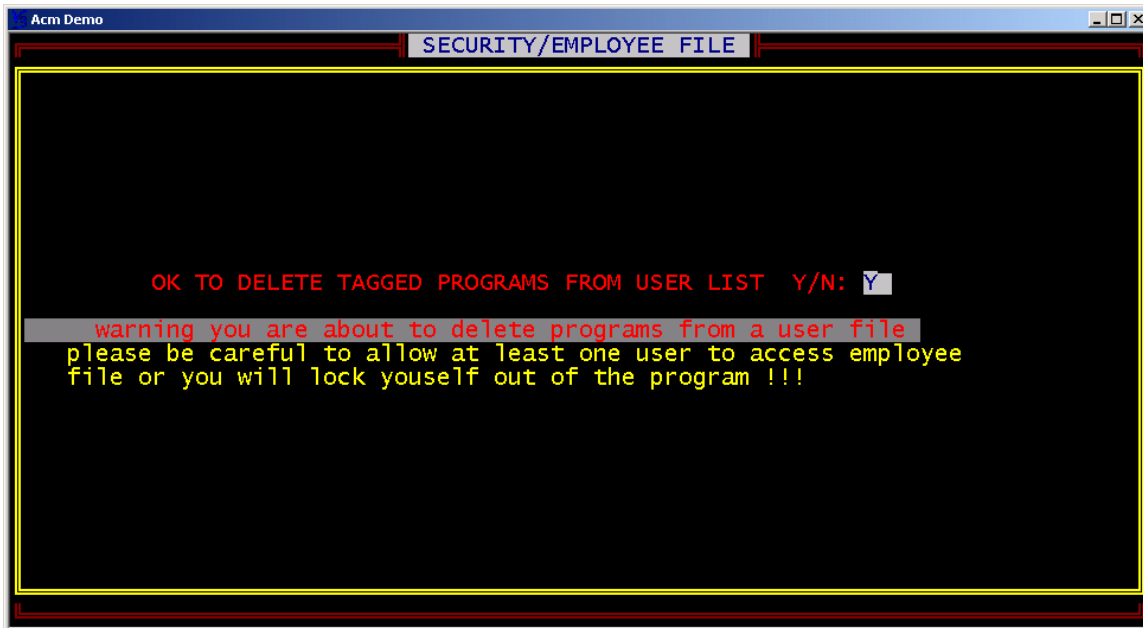
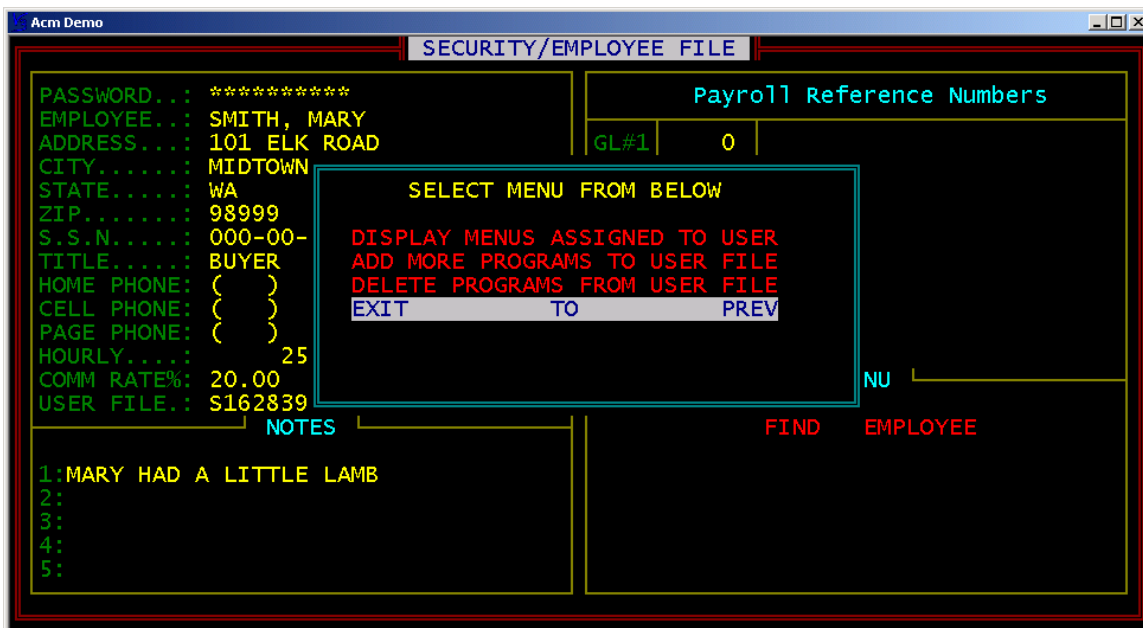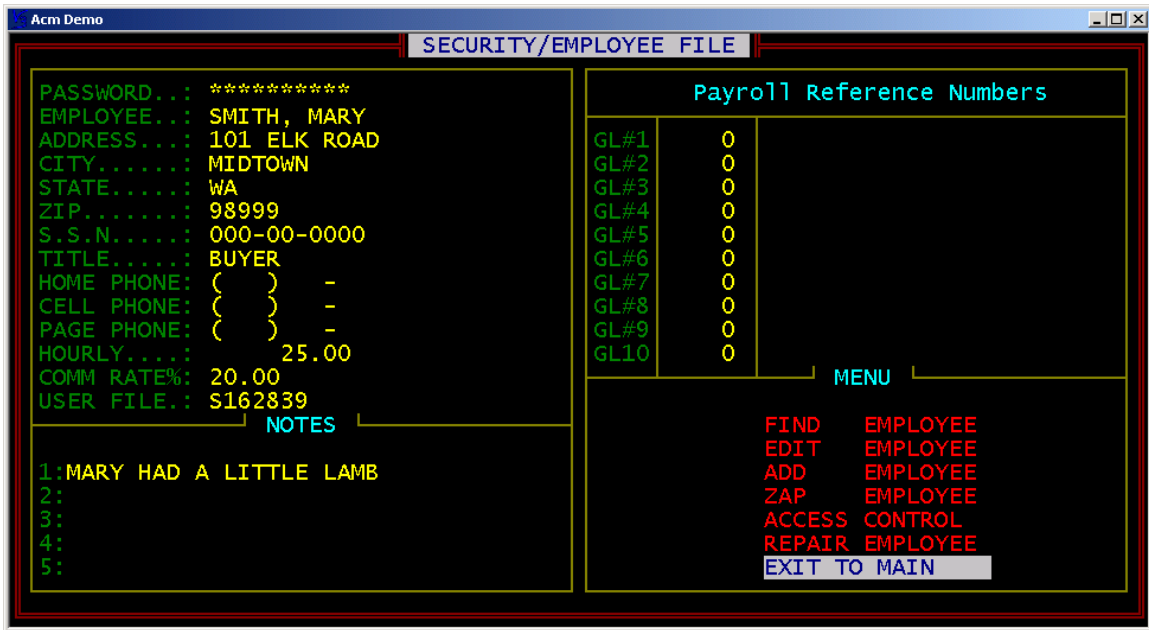Enter (Y) to install the changes and press enter.

EXIT TO PREV: This menu selection exits you back to the employee menu file.

```
Acm Demo                                                      _ □ ×
                    ║ SECURITY/EMPLOYEE FILE ║
    PASSWORD..: **********            Payroll Reference Numbers
    EMPLOYEE..: SMITH, MARY
    ADDRESS...: 101 ELK ROAD      GL#1     0
    CITY......: MIDTOWN            GL#2     0
    STATE.....: WA                GL#3     0
    ZIP.......: 98999             GL#4     0
    S.S.N.....: 000-00-0000       GL#5     0
    TITLE.....: BUYER             GL#6     0
    HOME PHONE: (    )    -        GL#7     0
    CELL PHONE: (    )    -        GL#8     0
    PAGE PHONE: (    )    -        GL#9     0
    HOURLY....:        25.00      GL10     0
    COMM RATE%: 20.00                        ┘ MENU └
    USER FILE.: S162839
                    ┘ NOTES └         FIND    EMPLOYEE
                                      EDIT    EMPLOYEE
    1:MARY HAD A LITTLE LAMB           ADD     EMPLOYEE
    2:                                ZAP     EMPLOYEE
    3:                                ACCESS CONTROL
    4:                                REPAIR EMPLOYEE
    5:                                EXIT TO MAIN
```

EXIT TO MAIN: Exits you to the main menu.

V3 software notes:

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