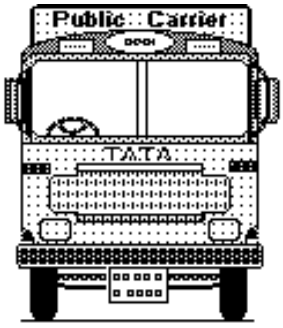
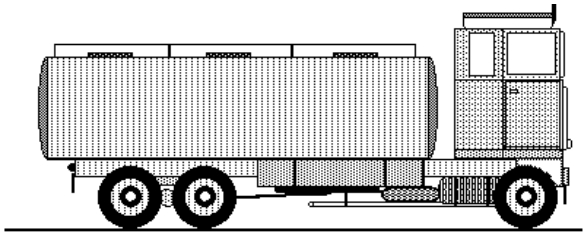
# User's Manual




## Software for Computerised Weighbridge



Manufactured by

**Asian Scales & Engineering Corporation**

*Works Shop & Office*

**27, Nityadhan Mukherjee Road,**
**Howrah- 711 101.**
**Phone : (033)2638-4222**
**FAX : (033) 2638-4222**

*City Sales Office*

**1/1A, Vansistart Row, Kolkata- 700 001.**
**Phone : (033) 2248-6258/ 2248-7342**
**FAX : (033) 2248-7342**
**Email : sales@asecindia.com**
**Web : www.asecindia.com**

# TABLE OF CONTENTS


| Sl. | Contents | Page |
|---|---|---|
| 1 | *Introduction* | 1 |
| 2 | *System Requirement* | 1 |
| 3 | *Installation* | 1 |
| 4 | *Serial Port Connection* | 1 |
| 5 | *Serial Port Communication* | 1 |
| 6 | *Opening Screen* | 2 |
| 7 | *Password Checking - User ID and Password* | 2 |
| 8 | *User ID Entry* | 2 |
| 9 | *User Password Entry* | 2 |
| 10 | *Main Menu* | 3 |
| 11 | *Weighment Chapture* | 3 |
| 12 | *Selection of 1 st Weight, Gross or Tare & Weighment Charge* | 4 |
| 13 | *Data Entry Details* | 4 |
| 14 | *Step for Printing Weighment Certificate* | 5 |
| 15 | *Procedure for Vehicle No. Entry* | 5 |
| 16 | *Procedure for Vehicle Type Entry* | 6 |
| 17 | *Procedure for Party/Customer Entry* | 6 |
| 18 | *Procedure for Material/Comodity Entry* | 7 |
| 19 | *Procedure for Saving Data entered and printing Certificate* | 7 |
| 20 | *Step for 2nd Weight* | 7 |
| 21 | *Procedure for Edit Party/Material Name Entry* | 8 |
| 22 | *Functions available in Weighment Display* | 8 |
| 23 | *Cash Tally (Staffwise) Functioning* | 9 |
| 24 | *Cash Tally (Staffwise) Display* | 10 |
| 25 | *Daily Cash Tally Functioning* | 10 |
| 26 | *Daily Cash Tally Display* | 10 |
| 27 | *Master File Maintenance Manu* | 10 |
| 28 | *Customer Master Entry, Edit, Delete and Print List* | 11 |
| 29 | *Weighment Charges Master Entry, Edit, Delete and Print List* | 12 |
| 30 | *Item Master Entry, Edit, Delete and Print List* | 12 |
| 31 | *Vehicle No Master Entry, Edit and Delete* | 13 |
| 32 | *Cash-in-Hand Entry, Edit, Search and Delete* | 13 |
| 33 | *Reports and Statements* | 14 |
| 34 | *Transaction Report Viewing and Printing* | 14 |
| 35 | *Cash Receiptr Register* | 15 |
| 36 | *Cash Receiptr Summary* | 15 |
| 37 | *Weighment Receipt Summary* | 16 |
| 38 | *Custoner wise Weighment Report* | 17 |
| 39 | *Item wise Weighment Report* | 17 |
| 40 | *Vehicle No. wise Weighment Report* | 18 |
| 41 | *Custoner/Item wise Weighment Report* | 18 |
| 42 | *Staff Wise Collection Report* | 19 |
| 43 | *Miscellaneous Programs & Utilities* | 19 |
| 44 | *File Indexing* | 20 |
| 45 | *Back-up Transaction File* | 20 |
| 46 | *Restore Transaction File* | 20 |
| 47 | *Purge Transaction File* | 21 |
| 48 | *Weighing Serial No. Entry* | 21 |
| 49 | *Change A/c Year* | 21 |
| 50 | *Yearly Housekeeping* | 22 |
| 51 | *Change Password* | 23 |
| 52 | *User Database Maintenance* | 23 |
| 53 | *System Setup for Selecting Type of Ticket* | 23 |
| 54 | *Care and Maintenance of Software* | 23 |

**1.** Our Software is a versatile software developed on DOS platform, which is must suitable for computerised Weighbridge and could be widely used for various application reletated to the last Electronic Weighbridge and also for the Mechanical Weighbridge duly convertated Electronic Digital System. The Software is designed to cater various requirements persisting in most of the Public Weighbridges as well as the Weighbridges installed in Factories.

This Software interact with the specific Digitizer through RS-232C Port and capture online Weight information from Digitizer. The Software could be customized to print Weighment Certificate either in Plain Form or Pre-printed Form. The Weighment Certificate could be designed to suit specific requirement of the Buyer.

The Software is password protected, which allows only authorised user and supervisor to access the system. Also same of the menus are protected which are also not accessible to the user, but accessible to the supervisor only. Necessary facilities provided to add or remove user and also user can change their password as and when necessary.

Also necessary measure has been taken to protect probable fraudulent use for manipulating data entry to protect the interest of the owner of Public Weighbridge as well as Factories.

Completely Codeless operating system. Forget the days when you have to remember codes for Vehicles, Customers and Products. With our Software you can relax 12 function keys could be assigned for frequently used items. Alternatively just type first few characters to get the menu and select without any mistake.

Users are requested to go through this Operating Manual and follow the steps, to become conversant with the software and then start operating. Specifically follow the instructions detailed under Step 45 "Care and Maintenance of Software".

**2.** To Operate our Software for Computerised Weighbridge, the digitizer should have specific data transmission protocol and syntax through its RS-232C Port, to communicate with the software. However, at Computer end any of the Serial Port i.e. Com1 or Com2 could be utilized, which needs to be specific during installation.

Minimum Computer Hardware/Software requirements are with CPU 486 DX2 or DX4 or upward, 32 MB RAM, 1GB Hard Disk, Serial Port Com1 or Com2, Key Board, Colour Monitor, 1 Parallel Port, CVT or UPS as desired by User and 80 Col. Dot Matrix Printer (recommended TVS-250-Champion). Also the Computer should be loaded with Command Prompt or Windows 95 or Windows 98.

**3.** Our Software is supplied in one CD duly configured as per the Order. Normally the Software is stored in the Directory-using initial named of the Company. This directory along with other directories and Files like Autoexec.bat, Config.sys and M.bat, needs to be copied in the route of "C:\>" drive of your Computer. While copying from CD, attribute of all files becomes "Read Only Files", hence you need to remove the "Read Only" attributes. Wherever, we supply the Computer the Software is pre installed and configured according to party's requirement and in that event normally we do not supply CD.

Now shut down the computer and restart it. After booting the Machine will automatically show in DOS Mode "C:\". Incase of Windows 95 or 98, create a short cut of or desktop icon and assign menu.exe file in it. Also copy the folder to startup menu to start the software automatically after booting and appearing Desktop.

**4.** While placing Order please specify the Serial Port of Computer, where the Indicator will be connected. Also specify the type of connector provided in your Computer, to enable us to provide appropriate Interfacing Cable with Connectors at both end. In case, interface cable is provided with 9 pin "D" connectors at both end then you may connect any of the end to computer and the other end to the Indicator.

**5.** In the Software Installation Disk, we have facility for checking the Communication, which can only be checked by our authorised and trained person or Engineer. This is normally not required. Whenever. The Software does not communicate with Digitizer during installation, this needs to be checked, whether the communication ports are working properly.

Continue.....

6. After booting Computer, the opening screen will appear as under :-

# DEMO COMPANY

Software for Computerised Weighbridge

# DEVELOPED BY

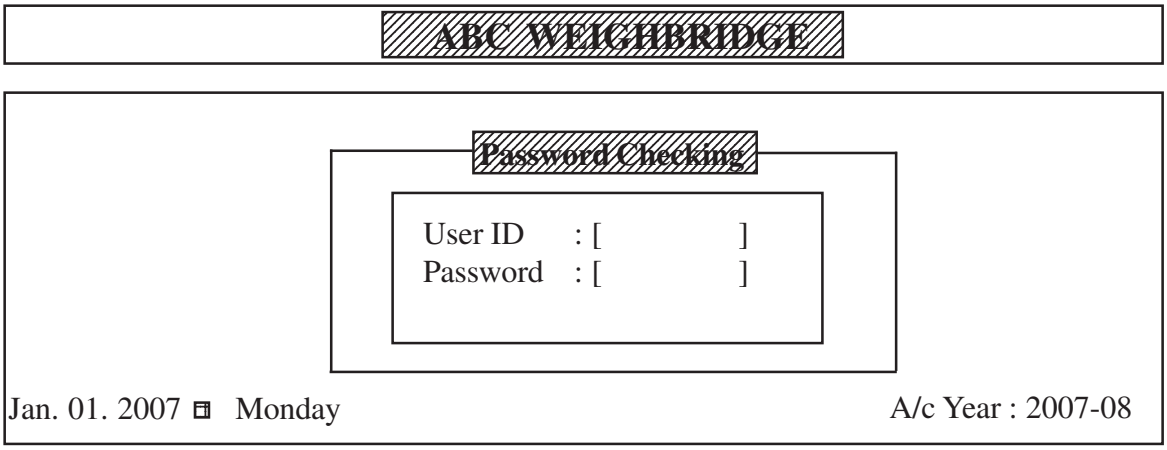
Consultancy & Technical Support
For Electronic Weighing System,
Weighbridges & Conversion Kit.

A/c. Year: YYYY-YY

**ABC WEIGHBRIDGE**

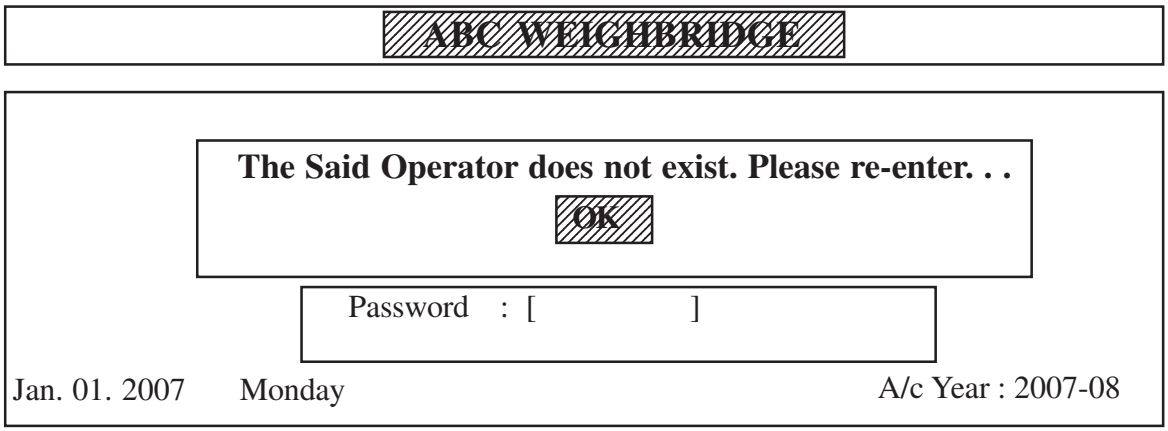
Now Press any key, when display will show the following menu :-

7.



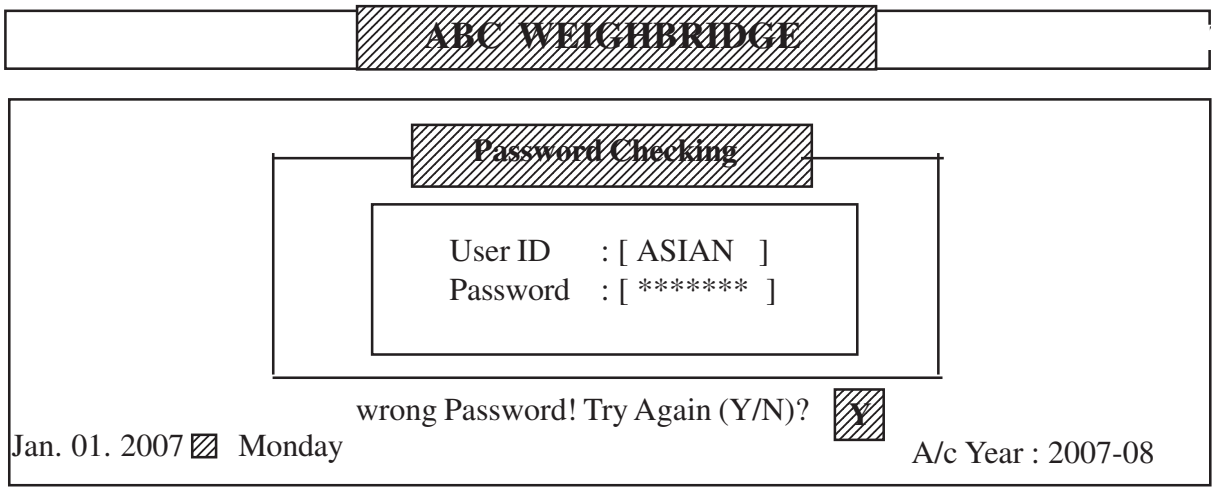

You will find the cursor is blinking at user ID. If wrong User ID is entered or the field left blank the display will show the following meassage :-

8.



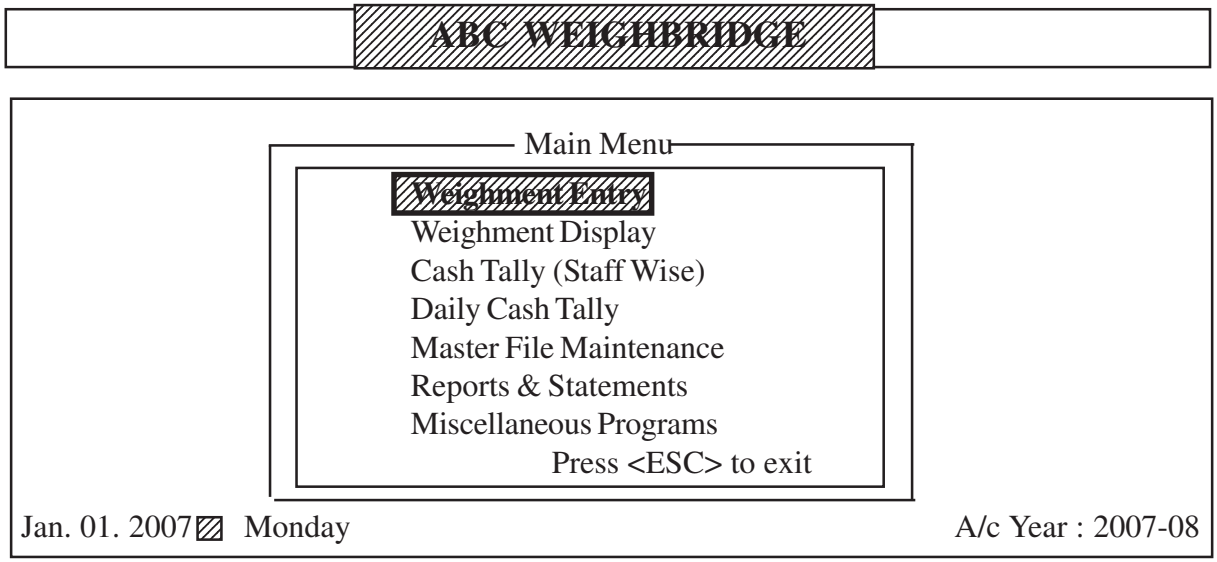

Press Enter, Esc Key or Space Bar to restore Password Checking Menu. If you enter correct User ID, then above message will not appear and the cursor will proceed to the Password field to enter the user Password.

**9.** If correct password is entered then the system will proceed to Main Menu. Incase wrong password is entered, again you will find a message displays, "Wrong Password! Try Again (Y/N)? "Y". Press "Y" or Enter key. When you are returned to User ID. Since the correct User ID already exist press Enter Key and again you are allowed to key in correct Password and then press Enter Key.



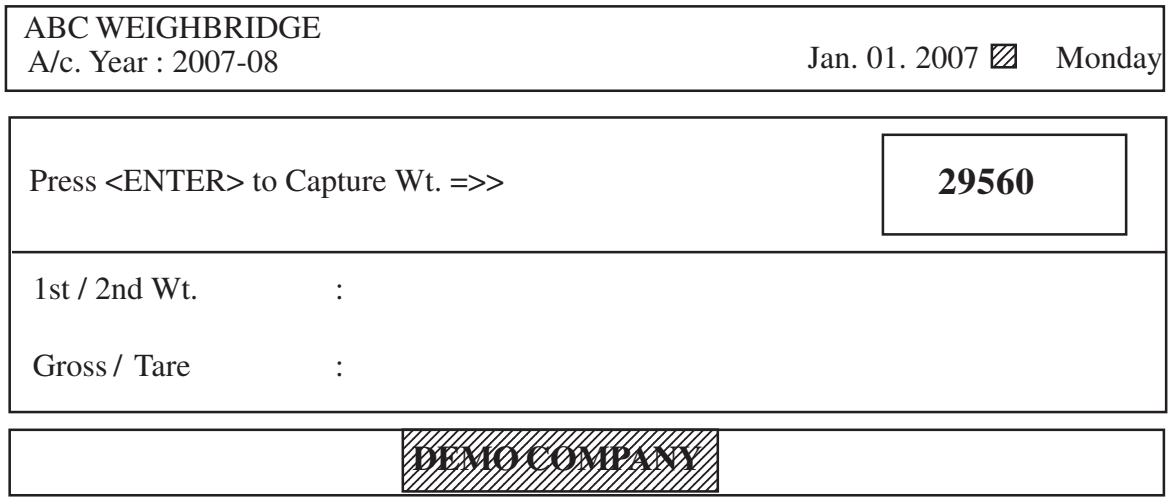

After entering correct password the system will proceed to the Main Menu shown as under :

**10.**




Soon the main Menu appears the cursor autometically moves to "Weighment Entry" position. Press Enter when system will proceed to Weighment Entry stage as shown below :-

**11.**



At this stage Computer captures online Weight from the Indicator. When both the Weight in the Indicator and the Computer shows same reading press Enter Key to capture the Weight. By any chance, if wrong Weight is captured or you wishes to return to Weight capture mode again, press 'Esc' Key.

After pressing the 'Enter' Key, two fields shown earlier becomes active i.e. beside 1st/2nd Wt. field displays (1) and beside Gross/Tare field displays (G). If the weighment is done for the 1st time then press 1 or Enter, when cursor will move to the field of G. If the Vehicle is loaded then either press G or 'Enter' Key and if the Vehicle is empty press T.

Here, if G is selected then next prompt will be asked i.e. "Do you want to enter Tare Wt.? : N". If N or Enter Key is pressed, then it will ask next prompt "Weighment Charges :" . However if Y is selected, then cursor will move to the field of "Tare Wt. : 0", when user can enter the Tare Weight from key board, as declared by the Party or Driver.

**Please remeber, if the Vehicle wishes to take physical Tare Weight after unloading the materials, operator should select N or press Enter Key, when this prompt is asked. If Y is selected and Tare Weight not entered not entered, then Tare Weight will accepted as 0 Kg. and accordingly Net Weight will be calculated. Under the circumstances, if operator try to weight for 2nd weight for this particular Sl. No. the message will appear "Final Weighment is already done. <Press any Key to continue."**

**NOTE:** Tare entry prompt will be asked, only if the software is provided with Keyboard Tare Entry facility. Otnerwise, after selecting Gross/Tare it will directly proceed to next prompt "Weighment Charges : " . Here, the user must enter the Weighment Charges, otherwise the menu will not proceed further. The screen appearance upto this field is shown as under for your ready reference.

**12.**

ABC WEIGHBRIDGE — Weighment Entry
A/c. Year : 2007-08 — Jan. 01. 2007 Monday

**29560 Kg.**

1st / 2nd Wt. : 1
Gross / Tare : G
Do you want enter Tare Wt. : Y
Tare Wt. : 0
Weighment Charges : 30

**13.** Once the Weighment Charged is keyed in and Enter Key is pressed, the user allowed to enter the Vehicle No., Vehicle Type, Name of the Party and Material one after another.

After entering data in above fields a message will appear in the last line "Is this correct ? (Y/N) Y". If Y or Enter is pressed, then it will ask next message "No. of copies to print : 1". Here, if 0 is selected, then the system will not appear print anything and will return to Main Menu, if Enter Ke y is pressed aganist 1 or more than 1 is selected to print a message will display "Make sure that Printer is on and press any key to continue printing . . . . . ". In this stage if user donot wish to take printout, press Esc Key , when the system will return to Main Menu.

**Note: User should be very careful while entering these data, as these are related to generating Reports & Statements. Once Y or Enter Key is pressed aganist message"Is this correct? (Y/N)", entered data will be stored in memory and Sl No. increments automatically for next Weighment.**
Also some more features available in this stage, for which creation of entries required to be updated in Master File Maintance, which is detailed afterwards.The screen appearnce is shown for your ready reference.

14.

ABC WEIGHBRIDGE
A/C. Year : 2007-08

Demo Company

Weighment Entry
Jan. 01. 2007 Monday

Serial No. : 39 Date : 01/01/2007

Vehicle No. AP 16T 4324
Vehicle Type TRUCK
Party PUBLIC
Material GENERAL

| | Kg. | Amount | Date | Time |
|---|---|---|---|---|
| Gross Weight = >> | 29560 | Rs. 30.00 | 01/01/2007 | 08.31 |
| Tare Weight = >> | | | | |
| Net Weight = >> | | | | |

Is this correct? (Y/N) Y

No of copies to print :1

Press <Esc> to Escape and any other key to continue printing. . . .

The message i.e. "No. of Copies to print : 1" and "Press <Esc> to Escape and any other key to continue printing . . . . " will appear in the palace of "is this correct? (Y/N) Y"

Please check the entries specially Vehicle No. and Type before accepting and storing the data in memory, as these prompts are non edtiable once it is accepted and stored in memory.

15. In the above Weighmrnt Entry menu, you will have to enter data in the field of **Vehicle No.** as this will not accept Blank Field. This field is alloted for entering the Registration Mark assigned for each vehicle. In case of carriage like Cart, Van, rickshaw, where no Registration is not available, you may enter the name of carriage puller to identify the carriage.

Also for the Vehicles and carriages used to weigh regularly, their Registration Mark or Name can be stored in **"Vehicle Master Entry"** under **"Master File Maintenance"** from which you may obtain the list by pressing **F1** Key, a menu under heading Vehicle No. will appear on the right side of the screen showing the list of vehicle registration mark stored in **"Vehicle Master"** under **"Master File Maintance"**. To find out the particular vehicle registration mark use up or down arrow key ↑ ↓ to scroll in the menu to find out the number or you may type the first alphabet of the registration mark to move to that particular place directly. Alternatively you may type the registration mark or name of carriage puller as the case may be. After entering correct registration mark press Enter Key. Appearance of the screen displayed below for ready reference.

ABC WEIGHBRIDGE
A/c. Year : 2007-08

**DEMO COMPANY**

Weighment Entry
Jan. 01, 2007 Monday

Serial No. : 39 Date: 01/01/2007

Vehicle No. :
Vehicle Type :
Party :
Material :

| | Kg. | Amount | Date |
|---|---|---|---|
| Gross Weight =>> | 29560 | Rs. 30/- | 01/01/2007 |
| Tare Weight =>> | | | |

Vehicle No.

AP 16T 4324
AP 46G 6576
AP 73F 5435
BPK 7564
BR 16F 3542
BR 76T 8635
DL 3C D9874
DLL 8763

16. Now the cursor moves to enter data in the field of **Vehicle Type**. This prompt will not accept blank field. This field is alloted for enter the type of vehicle i.e. Truck, Trailor, Tankar, Matador, etc., etc. However, the type of vehicles needs to be stored **"Vehicle Master"** under **"Master File Maintance".** As soon as the Enter Key is pressed in the blank field of Vehicle Type, a menu under heading Vehicle will appear on the right side of the screen showing the list of vehicle stored in **"Vehicle Master"** under **"Master File Maintance".** To find out the particular Vehicle Type, use up or down key ↑ ↓ to scroll in the menu to select the Vehicle Type or you may type the first alphabet of the Vehicle Type to move to that particular place directly. Also maximum 12 types of Vehicles which are widely used, could be assigned aganist 12 Function Keys, while storing Vehicle Types in **"Vehicle Master".** This facilitates to allot Vehicle Type by pressing required Function Key. For Example, if TRUCK is assigned aganist Function Key F1. Now while cursor reaches this field, if F1 key is pressed, it will select TRUCK and the cursor will move to the next field. Appearance of the screen displayed below for ready reference.

ABC WEIGHBRIDGE
A/c. Year : 2007-08

**DEMO COMPANY**

Weighment Entry
Jan. 01, 2007 Monday

Serial No. : 39 Date: 01/01/2007

Vehicle No. : AP 16T 4324
Vehicle Type : ___
Party :
Material :

| | Kg. | Amount |
|---|---|---|
| Gross Weight =>> | 29560 | Rs. 30/- |
| Tare Weight =>> | | |
| Net Weight =>> | | |

| Vehicle | F. Key |
|---|---|
| AUTO | F8 |
| BULLOCK CART | F9 |
| MATADOR | F3 |
| TANKER | F2 |
| TANKER 10WHEEL | F7 |
| TATA 407 | F4 |
| TEMPO | F6 |
| TRAILER | F5 |
| **TRUCK** | **F1** |

17. Now the cursor moves to enter data in the field Party. However, this field accepts Blank Field, if the field is left blank. This field is alloted for enter the Name of Party. Name of the Party needs to be stored in **"Customer Master"** under **"Master File Maintetance".** As soon as the Enter Key is pressed in the blank field of Party, a menu under heading Customer will appear on the right side of the screen showing the list of Customer stored in **"Customer Master"** under **"Master File Maintenance".** To find out the particular Customer, use up or down arrow key ↑ ↓ to scroll in the menu to select the Customer or you may type the first alphabet of the Customer to move to that particular place directly. Similar to Vehicle Type, also maximum 12 names of regular Customer, could be assigned aganist 12 Function Keys, while storing Customer Name in **"Customer Master".** This facilitates to insert Customer Name by pressing required Function Key. For example, if PUBLIC is assigned aganist Function Key **F1**. Now while cursor reaches this field, if F1 key is pressed, it will select PUBLIC and the cursor will move to the next field. Appearence of the screen displayed below for ready reference.

ABC WEIGHBRIDGE
A/c. Year : 2007-08

DEMO COMPANY

Weighment Entry
Jan. 01, 2007 Monday

Vehicle No. : AP 16T 4324
Vehicle Type : TRUCK
Party : ___
Material :

| | Kg. |
|---|---|
| Gross Weight =>> | 29,530 |
| Tare Weight =>> | |
| Net Weight =>> | |

| Customer | F Key |
|---|---|
| Annapurna Iron & Steel Corpn. | |
| Calcutta Steel Corporation | |
| Excel Industries Ltd., | F5 |
| Food Corporation of India | F2 |
| Guru Oil Industries (P) Ltd., | |
| Ici India Ltd., | F4 |
| Jute Corporation Of India | F3 |
| Hindustan Development Ltd., | F6 |
| **Public** | **F1** |

18. Now the cusor moves to enter data in the field **Material.** This field also accepts Blank. this field is alloted for enter the Material. Name of the Materials needs to be stored in **"Item Master"** under **"Master File Maintenance".** As soon as the Enter Key is pressed in the blank field of Material, a menu under heading Comodity will appear on the right side of the screen showing the list of Comodity stored in **"Item Master"** under **"Master File Maintance".** To find out the particular Comodity, use up or down arrow key ↑ ↓to scroll in the menu to select the select the Comodity or you may type the first alphabet of the Comodity to move to that particular place directly. Similar to previous steps 16 & 17, also maximum 12 names of Comodity, could be assigned aganist 12 Function Keys, while storing Comodity Name in **"Item Master".** This facilities to insert Comodity Name by pressing required Function Key. For Example, if GENERAL is assigned aganist Function Key F1. Now while cursor reaches this field, if F1 key is pressed it will select GENEARL.Appearence of the screen displayed below for ready reference.

ABC WEIGHBRIDGE — Demo Company — Weighment Entry
A/c. Year : 2007-08 — Jan. 01. 2007 Monday

Serial No. : 39 — Date : 01/01/2007

Vehicle No. : AP 16T 4324
Vehicle Type : TRUCK
Party : PUBLIC
Material : ___

| | | Kg. | Amount |
|---|---|---|---|
| Gross Weight | => | | |
| Tare Weight | => | | |
| Net Weight | | | |

| Comodity | F. Key |
|---|---|
| BARDANA | F3 |
| CEMENT | |
| COAL | F2 |
| DIESEL | |
| FERTILIZER | |
| FLOUR | |
| GENERAL | F1 |
| IRON & STEEL | F4 |

19. After entering all above data, a message will appear in the bottom most place of the screen "Is this correct ? (Y/N) Y" as shown in step 14 in Page No. 5. If all above data are correct either press Y or Enter Key and if something needs to be changed, press N, when cursor will retrurn to the field of Vehicle No. and allow you to modify the data entered earlier. After correction of data wherever necessary again the above message will appear i.e, "Is this correct ? (Y/N) Y". Press Y or Enter Key, when the message will be changed and will appear "No. of Copies to print : 1". Now select the No. of copies you need to print the ticket. If no ticket is required enter '0' and press Enter Key when you will return to Main Menu. If any No. is selected to print, then the above message will be replaced with a message "Press <Esc> to Escape and any other key to continue printing.....". Now check whether the printer is ready and if so press any key, when printing will start tand stops after printing of desired copy selected above. Also the screen returns to Main Menu.

20. For 2nd or Final Weighment follow the instructions from step 10 & 11. Since this is being 2nd Weighment i.e. the vehicle has returned whose 1st Weighment is already done, after capturing Weight, when two fields shown earlier becomes active i.e. beside 1st/2nd Wt. field displays (1) and beside Gross/Tare field displays (G), now select (2), when a new prompt will appear "Enter Serial No." and also a field will appear showing "0". Here you enter the Serial No. printed on 1st ticket. Suppose you wish to take 2nd Weightment of Sl. No. 39, type 39 and press Enter Key.

ABC WEIGHBRIDGE — Weighment Entry
A/c. Year : 2007-08 — Jan. 01, 2007 Monday

Press <Enter> to Capture Wt. =>> **29560**

1st /2nd Wt. : 2
Gross / Tare : G
Enter Serial No. : 39

**21.** Now following screen will appear and the cursor will blink in the field of Party. Thus you can not edit anything in the field Vehicle No. and Vehicle Type. But you are allowed to modify the name of the party and material only by deleting the previous entry and insert new entry or may keep the field blank, if necessary. If party and materials are OK, then press Enter Key, and follow the instruction detailed in step 19 to get printout of ticket for 2nd or Final Weighment.

| ABC WEIGHBRIDGE<br>A/c Year : 2007-08 | | DEMO COMPANY | | Weighment Entry<br>Jan. 01. 2007 | Monday |
|---|---|---|---|---|---|
| Serial No. | : | 39 | Date : | | 01/01/2007 |
| Vehicle No.<br>Vehicle Type<br>Party<br>Material | :<br>:<br>:<br>: | **AP 16T 4324**<br>**TRUCK**<br>**PUBLIC**<br>**GENERAL** | | | |
| | | Kg. | Amount | Date | Time |
| Gross Weight | | 29560 | Rs. 30.00 | 01/01/2007 | 08.31 |
| Tare Weight | => | 7650 | Rs. 0.00 | 01/01/2007 | 21.45 |
| Net Weight | => | 21910 | | | |

**22.** In Main Menu as shown in step 10, move the cursor to next position "Weighment Display" through down arrow ↓ and press Enter Key, when the following screen will appear :

| ABC WEIGHBRIDGE<br>A/c Year : 2007-08 | | | | Weighment Entry<br>Jan. 01. 2007 | Monday |
|---|---|---|---|---|---|
| Serial No. | : | 1 | Date : | | 01/01/2007 |
| Vehicle No.<br>Vehicle Type<br>Party<br>Material | :<br>:<br>:<br>: | **AP 16T 4324**<br>**TRUCK**<br>**PUBLIC**<br>**GENERAL** | | | |
| | | Kg. | Amount | Date | Time |
| Gross Weight | : | 29,560 | Rs. 30/- | 01/01/2007 | 08:31 |
| Tare Weight | | 7,650 | Rs. 0/- | 01/01/2007 | 21:45 |
| Net Weight | : | 21,910 | Rs. 30/- | | |
| Next Prev First Last Search Modify Cancel T-Print Quit | | | | | |

In the above screen, user can view tickets, search any ticket either serial no. wise or for particular vehicle no. wise, modify ticket, cancel ticket and also print particular ticket appeared in display screen. To move around above table, appeared in the bottom line of the screen, use left and right arrow key ← → or press the first alphabet of the prompt i.e. N to display Next Ticket, P to display Previous Ticket, F to display First Ticket, L to display Last Ticket, S to Search any particular ticket, M to Modify the ticket in display (provided transaction is not completed), C to cancel the ticket in display, T to print copy of the particular ticket appeared in above display and Q to quit from this menu.

Some of the above prompts are having more functions, like Search, Modify and Cancel. Function of all above prompts are detailed step by step in seriatim as under :

When above screen appears, always the first ticket of that particular A/c. Year will be displayed. User can view **"NEXT"** Ticket by pressing only "N. If you continue pressing "N" it will show you tickets one after another.

To view **"Prev"** Ticket, at this stage if user press "P", then previous Ticket will appear in the display. However, if the display shows 1st Ticket, and user press "P", then a message will display at the bottom of screen **"Begining of File ! There is no previous Entry. <Press any key to continue. .....>".** To view the **"First"** Ticket of that particular A/c. Year, press "F", when First Ticket will appear in the display.

To view the **"Last"** Ticket of that particular A/c. Year, press "L", when Last Ticket will appear in the display

To **"Search"** any particular Ticket of that A/c. Year, when you press "S" all the prompts will be removed and you will find a message "What Serial No. Do you Want? 0". Now enter the serial No. of ticket you need find and then press Enter Key , when that particular ticket will appear in the screen. If yo upress Enter Key when aganist above message serial No. shows "0", then a new prompt will appear 'Enter Vehicle No. Now enter the Vehicle No. when you will find the list of weighment done for that particular vehicle with its date of weighment, Sl No. and detail of weights.

To **"Modify"** the Party or Material, after 1st weighment i sdone, allowed. however, if 2nd weighment is done, i.e. transaction is completed, then modification is not allowed. If User try to do so, a message will be display **"No Editing Allowed. Final Weighment Completed. <Press any key to continue.....>".** If only 1st weighment is done and user wishes to "Modify" the Party and Material, he can do so, by pressing 'M'. When the Party and Material prompt will be blocked and the cursor will move to the Party.

Now User is allowed to chang the party or make it blank and after necessary modification he is allowed to alter Material. As soon the above job is done, then all the prompts will be removed and you will find a message **"Is everything correct? (Y/N) Y"**. At this stage if user press "N" then it will again move to Party and Material for alternation. If "Y" is selected or Enter Key is pressed, then it will display the Ticket duly modified.

To **"Cancel"** any particular Ticket of that A/c. Year under display, if you press "C", all the prompts will be removed and you will find a message **"Cancell this Entry ? (Y/N) N".** If user select "Y", then a Remarks field will appear, where the user shouldenter his remarks/reason for cancelling that particular Ticket. without remarks no ticket is allowed to cancel. At this stage, to restore Weighment Display Menu, press ESC Key.

If user need printout of any particular ticket, first he should find out that ticket by using any of the methods detailed above. When the particular ticket appeared in display and press **T**. Now you will find a message **"No. of Copies to print:_ 1".** Now user should select the No. of copies and press Enter Key, when a message will display **"Make sure that Printer is On and press any key to continue printing.. . . . ".** If the printer is on and you wish to have ticket printing press any key when printing will start. At this stage if you wishes to cancell the printing and press ESC Key, or if the printer is not switched on, a message will display "Error Term/0 Print Error" "Quit Retry." If you select Quit then System will return to C:\> prompt and if you switch on the printer and select Retry, then it will start printing the Ticket.

To **"Quit"** from Weighment Display Screen, press "Q", when the display will return to "Main Menu" as shown in step 10.

**23.** In Menu as shown in step 10, move the cursor to next position "Cash Tally (Staffwise)" through down arrow key ↓ and press Enter Key, when the following screen will appear.

| | ABC WEIGHBRIDGE | | |
|---|---|---|---|
| From Date/ Time | : | 01/01/2007 | 00:00 |
| To Date/ Time | : | 01/01/2007 | 00:00 |
| Jan. 01, 2007 Monday | | | A/c Year : 2007-08 |

This option is provided only to view the Cash Amount Received by the Operartor during his working period for a particular date and time specified in the above field. This facilitates operator to tally his cash receipt for that. Also user can view the cash tally during his operation

for any date, by entering the particular date and time. But this will not aloow to view the collection of other users. The Cash Tally screen will appear as under:

24.

**ABC WEIGHBRIDGE**

CASH TALLY

| | | |
|---|---|---|
| Date | : | 01/01/2007-01/01/2008 |
| Staff Name | : | AB |
| Amount Received | : | Rs. 560/- |

Jan. 01, 2007 Monday A/c. Year : 2007-08

25. In Main Menui as shown in step 10, move the cursor to next position "Daily Cash Tally" through down arrow key and press Enter Key, when the following screen will appear :

**ABC WEIGHBRIDGE**

Enter Date : **01/01/2007**

Jan. 01, 2007 Monday A/c. Year : 2007-08

26. This menu will allow you to show the total cash collection for the day, irrespective of users. As soon as you enter the date, the display will appear as under. If you only change the date and press Page Down Key, also this screen will appear.

**ABC WEIGHBRIDGE**

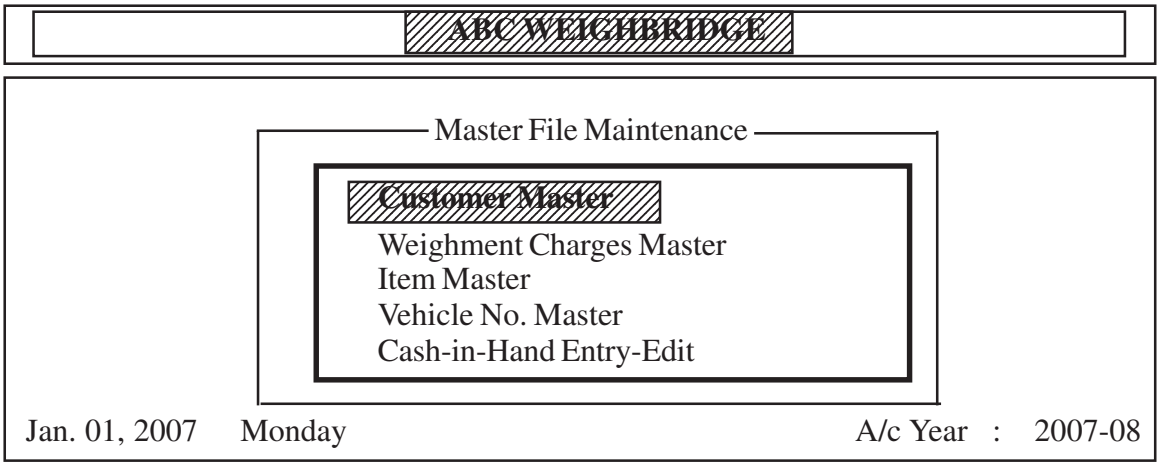
DAILY CASH TALLY

| | | |
|---|---|---|
| Date | : | 01/01/2007 |
| Certificate No. | : | (From 1 to 67) |
| Total Units | : | 19 |
| Total Credit Units | : | 2 |
| Total Cancelled Units | : | 0 |
| Amount Received | : | Rs. 820/- |

Jan. 01, 2007 Monday A/c. Year : 2007-08

The amount received shown here is only total of Cash transction. Credit units and Cancelled units are deducted automatically. This Menu only for display. No Hard Copy is available.

27. In Main menu as shown in step 10, move the cursor to next position "Master File Maintenance" through down arrow key and press Enter Key, when "Master File Maintenance" menu will appear. Here, the user allowed to enter Name of the Party under "Customer Master", Type of Vehicle under "Vehicle Master", Name of Materials under "Item Master", Vehicle No. required under "Vehicle Master" and Totalising of different currencies available in Cash under "Cash-in-hand Entry-Edit". User can obtain printout of "Customer Master", "Weighhment Charges Master" and "Item Master" for his reference. But the "Vehicle Master" and "Cash-in-hand Entry-Edit" could be viewed only. Appearence of display of "Master File Maintance" Menu is displayed for your ready refernce.




**28.** After entering into Master File Maintenance Menu, user will find the cursor is at **"Customer Master".** At this stage if Enter Key is pressed, following Table will appear, where user can only Add and Edit the Customer Name and also he can get a fresh printout of List. However, Supervisor is allowed to Add, Edit, Delete the Customer Name and also he can get a fresh printout of List. To move around this table is detailed below :-

| Code | Customer Name | Type | Key |
|---|---|---|---|
| ABC | ABC ROADLINES LIMITED | Cash | F4 |
| ETO | ECONOMIC TRANSPORT ORGANISATION | Cash | |
| FCI | FOOD CORPORATION OF INDIA | Credit | F2 |
| JCI | JUTE CORPORATION OF INDIA | Credit | F3 |
| PUB | PUBLIC | Cash | F1 |
| TCI | TRANSPORT CORPORATION OF INDIA | Cash | |

<Esc>= Exit <Ins>= Add <Enter>= Edit <Del>= Delete <F9>= Print

In the above, if user/supervisor wish to **Add** any Customer Name, then press Insert Key when a blank field will appear. Here, user may assign max. 4 digit Code for the partcular Customer, which will appear in the printout of different reports and enter the name of Customer. However, user is not allowed to define the customer status as Cash or Credit Customer and assign Function Key, which could only be done by the supervisor. If the function key is available free, then supervisor is allowed to fix up the Function Key. After entering the Customer Name a message will appear in the bottom of the screen "Is this Correct? (Y/N) : Y". If the data are correct, then either press Y or Enter Key. If N is selected aganist this message, the you are allowed to rectify your mistake in data entered earlier.

Similarly, if user wishes to **Edit** the Customer Name, bring the cursor on that and press Enter Key, when you are allowed to Edit the Name, but Code will remain same. After Editing also a message will appear in the bottom of the screen "Is this Correct? (Y/N) : Y". If the data are correct, then either press Y or Enter Key or else select N Key to correct your mistake again.

**Note :** User can't delete any Customer Name from the list. Also Type, Rate and assigning Function Key is not accessible to User. This can only be done by the Supervisor.

To **Delete** any Customer Name, bring the cursor on that name and press Delete Key. Now a message will appear in the bottom of the screen "Are you sure you want to delete this entry? (Y/N) : N". If you select Y, then the name will be removed from the list.

A **Print** copy of Customer Master List available on pressing F9 Key. However, before pressing F9 key be sure your printer is on and loaded with paper. If the printer is not on, an error message will appear in display - with option "QUIT" "RETRY". In this case switich on the printerand select Retry & press Enter.

To **Exit** from the menu press Esc Key, when the system will return back to "Master File Maintenance" menu as shown in **Step 27.**

**29.** "Vehicle Master" Entry is almost similar to Customer Master Entry, where only Supervisor is allowed to access and he may Add, Edit, Delete the Type of Vehicle and printout the List. However, User is not allowed in this field. Details of the table is as under :-

ABC WEIGHBRIDGE — Vehicle Master Entry/Edit
A/c Year : 2007-08 — Jan. 01. 2007 Monday

| Code | Name | Key |
|---|---|---|
| JE | JEEP/VAN | |
| MA | MATADOR | |
| TA | TANKER | |
| TE | TRAILOR | |
| T | TRUCK | |
| T10 | TRUCK 10 WHEELER | |

<Esc> = Exit <Ins> = Add <Enter> = Edit <Del>= Delete <F9>= Print

In the above list most of the Type of Vehicle is included. However, if Supervisor wishes to **Add** any other Type of Vehicle, then press Insert Key when a blank field will appear. Here, user may assign max. 4 digit Code for the Vehicle, then details of Vehicle, which will appear in the printout of different reports and also assign Function Key. After entrering all data a message will appear in the bottom of the screen "Is this Correct? (Y/N) : Y". If the data are correct, then either press Y or Enter Key. If N selected aganist this message, then you are allowed to rectify your mistake in data entered earlier.

Similarly, if Supervisor wishes to **Edit** the Type of Vehicle, Rate and Function Key, bring the cursor on that name and press Enter Key, when you are allowed to Edit the above parameters. After Editing also a message will appear in the bottom of the screen "Is this Correct? : Y". If the data are correct then either press Y or Enter Key or else select N Key to correct your mistake.

To **Delete** any type of Cehicle, bring the cursor on that Name and press delete Key. Now a message will appear in the bottom of the screen "Are you sure you want to delete this entry? (Y/N) : N". If you select Y, then that particular type of vehicle will be removed from the list.

A **Print** copy of Weighment Charges Master List available on pressing F9 Key. However, before pressing F9 key be sure your printer is on and loaded with paper. If the printer is not on, an error message will appear in display- with option "QUIT" "RETRY". In this case switch on the printer and select Retry & Press Enter.

To **Exit** from this menu press Esc Key, when the system will return back to "Master File Maintenance" menu as shown in **Step 27.**

**30.** "Item Master" Entry is almost similar to Customer Master Entry, which is accessible to both User and Supervisor and he may Add, Edit, Delete the Type of Item Name and printout the List.

During Weighment Entry, as shown in step 18, incase you donot find the Material Name in Item Master, either you make it general or keep the same blank. After completion of the Weighment, you may add this material in Item Master and Edit the Material by Modify the ticket as stated in step 22 or the same can be modified during 2nd Weighment as detailed in step 21, whichever you feel suitable.

To **Exit** from this menu press Esc Key, when the system will return back to "Master File Maintenance" menu as shown in **Step 27.**

Appearence of display of "Item Master Entry/Edit" Menu is displayed for your ready reference.

ABC WEIGHBRIDGE — Item Master Entry/Edit
A/c year : 2007-08 — Jan. 01, 2007 Monday

| Code | Name | Key |
|---|---|---|
| CO | COAL | F7 |
| FL | FLOUR | F6 |
| GE | GENERAL | F2 |
| JU | JUTE | F5 |
| RI | RICE | F4 |
| SU | SUGAR | F1 |
| WH | WHEAT | F3 |

<Esc> = Exit <Ins> = Add <Enter> = Edit <Del> = Delete <F9> = Print

**31.** "Vehicle No. Master" Entry is almost similar to Customer Master Entry, which is accessible to both User and Supervisor and he may Add, Edit, Delete the Vehicle Registration No. from the List.

This facility is provided for entering the Vehicle No. come to weigh frequently. The User add the Vehicle No. in vehicle No. Master, which will facilitate to find the Vehicle No. from the list of Step 15, by pressing F1 key, provided the vehicle registration No. is available in this List. However, printout of list of the Vehicle is not possible.

Entry, Edit, Delete and Exit function is same as detailed in other Master Entry/Edit System. Appearence of display of "Item Master/Edit" Menu is displayed for your ready reference.

ABC WEIGHBRIDGE — Vehicle No. Master Entry/Edit
A/c Year : 2007-08 — Jan. 01 , 2007 Monday

| Vehicle No. |
|---|
| AP 16T 2345 |
| BR 44 7635 |
| DL 23C B6587 |
| GJ 53D 9781 |
| HR 66F 6709 |
| PB 65H 8567 |
| WB 19A 7464 |

<Esc> = Exit <Ins> = Add <Enter> = Edit <Del> = Delete

**32.** This option provided to facilitate totalising of amount at the end of every day, including details of Currencies. To enter data press A (Append) key when the fields will be activated. Now enter date and no. of units currencies you have and Total Amount will appear. This option is view only, no print is possible.

ABC WEIGHBRIDGE — Cash-in-Hand Entry/Edit
A/c. Year — Jan. 01, 2007 Monday

| | No. of Units | Total Amount |
|---|---|---|
| Rs. 1,000/- | | Rs. /- |
| Rs. 500/- | | Rs. /- |
| Rs. 100/- | | Rs. /- |
| Rs. 50/- | | Rs. /- |
| Rs. 20/- | | Rs. /- |
| Rs. 10/- | | Rs. /- |
| Rs. 5/- | | Rs. /- |
| Rs. 2/- | | Rs. /- |
| Rs. 1/- | | Rs. /- |
| | | Rs. /- |

Next Prev First Last Search Edit Append Delete Quit

**33.** In Main Menu as shown in step 10, move the cursor to next position "Reports & Statements" through down arrow key ↓ and press Enter Key, when the following screen will appear

ABC WEIGHBRIDGE

Reports & Statements

- Transaction Report
- Cash Receipt Register
- Weighment Receipt Summary
- Customer wise Weighment Report
- Item wise Weighment Report
- Vehicle No. wise Weighment Report
- Cust/Item wise Weighment Report
- Staff wise Collection Report
- Print Preview (Plain Form)

Jan. 01 , 2007 Monday A/c. Year : 2007-08

**34.** After entering into Reports & Statements Menu, user will find the cursor is at "Transaction Report". At this stage if Enter Key is pressed, a Table will appear, where user can enter the data range for the Transaction report and also select option, whether the report will appear in the Screen or in the Printer. The Screen is shown as under :-

ABC WEIGHBRIDGE

Transaction Report

From Date : 01/01/2007
To Date : 01/01/2007
Screen (S)/ Printer (P) : S

Jan. 01 , 2007 Monday A/c. Year : 2007-08

By default the Screen and Printer will appear S. If you select P, then it will directly start printing and if S is selected , then Transaction report Screen will appear as under :-

**ABC WEIGHBRIDGE**

Transaction Report
(As on 01/01/2007)

Page No. : 1

| Srl No. | Date | Vehicle No. | Vehicle Type | Weight | | | Cust Code |
|---|---|---|---|---|---|---|---|
| | | | | Gross | Tare | Net | |
| 1. | 01/01/2007 | HR 33J 6751 | TRUCK | 26250 | 6100 | 20150 | PUB |
| 2. | 01/01/2007 | MH 67D 1122 | TANKER | 27370 | 7070 | 20300 | ETO |
| 3. | 01/01/2007 | TN 78T A4543 | TRUCK 10 WHEEL | 45130 | 10130 | 35000 | FCI |
| 4. | 01/01/2007 | WBV 5466 | MATADOR | 3950 | 1890 | 2060 | PUB |
| 5. | 01/01/2007 | BR 06D 8338 | TRUCK | 26250 | 6100 | 20150 | PUB |
| 6. | 01/01/2007 | AP 16T 2345 | TRUCK | 26250 | 6100 | 20150 | TCI |
| 7. | 01/01/2007 | PB 65H 8567 | TRUCK | 26250 | 6100 | 20150 | PUB |
| 8. | 01/01/2007 | WBL 3377 | TRUCK | 26250 | 6100 | 20150 | PUB |
| 9. | 01/01/2007 | WB 19A 3987 | TRUCK | 26250 | 6100 | 20150 | PUB |

35. In "Reports & Statements" Menu, move the cursor to next step "Cash Receipt Register" through down arrow key ↓ and press Enter Key, when the following screen will appear :

**ABC WEIGHBRIDGE**

Cash Receipt Register

Enter Date : 01/01/2007
Print Summary : N
Screen (S)/ Printer (P) : S
Print DSL (Y/N) : N
Upto DSL : 0

Jan. 01, 2007 Monday A/c Yaer : 2007-08

**Note:** In above menu Print DSL (Y/N) and Upto DSL No. is a special programme shown in dotted Box will not appear, if the same is not provided with the Software, Moreover, User is not accessible to this special programme.

Now select the date, if you wish to Print Summary after the report, then activate it by pressing Y, to select P for Printer or S for Screen. Cash Receipt Register shown as under :

**ABC WEIGHBRIDGE**

Cash Receipt Register
(As on 01/01/2007) Page No. : 1

| Srl No. | Vehicle Type | Vehicle No. | Weight | | | Amt | Cust Code |
|---|---|---|---|---|---|---|---|
| | | | Gross | Tare | Net | | |
| 1. | TRUCK | HR 33J 6751 | 26250 | 6100 | 20150 | 40 | PUB |
| 2. | TANKER | MH 67D 1122 | 27370 | 7070 | 20300 | 40 | ETO |
| 3. | TRUCK 10 WHEEL | TN 78T A4543 | 45130 | 10130 | 35000 | 50 | FCI |
| 4. | MATADOR | WBV 5466 | 3950 | 1890 | 2060 | 20 | PUB |
| 5. | TRUCK | BR 06D 8338 | 26250 | 6100 | 20150 | 40 | PUB |
| 6. | TRUCK | AP 16T 2345 | 26250 | 6100 | 20150 | 40 | TCI |
| 7. | TRUCK | PB 65H 8567 | 26250 | 6100 | 20150 | 40 | PUB |
| 8. | TRUCK | WBL 3377 | 26250 | 6100 | 20150 | 40 | PUB |
| 9. | TRUCK | WB 19A 3987 | 26250 | 6100 | 20150 | 40 | PUB |
| Total = >> | | | | | | 350 | |

Incase you select Print Summary Y, then a Summary will print below the Cash Receipt Register , which similar to Cash Receipt Summary as shown in step 36.

**36.** In "Reports & Statements" Menu, move the cursor to next step "Cash Receipt Summary" through down arrow key ↓ and press Enter Key, when the following screen will appear :

**ABC WEIGHBRIDGE**

Cash Receipt Summary

Enter Date : 01/01/2007
Screen (S)/ Printer (P) : S

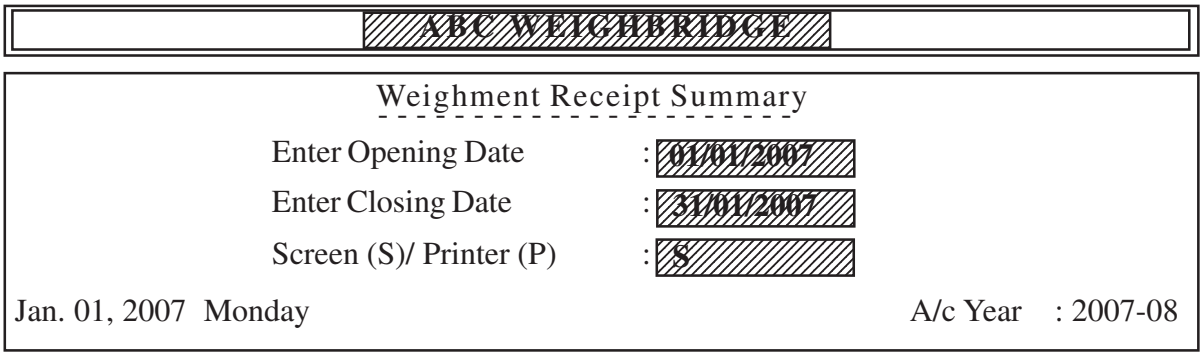
Jan. 01, 2007 Monday A/c Year : 2007-08

Now select the date, if you wish to Print , then activate it by pressing P to select Printer or S to select Screen. Cash Receipt Summary shown as under :-

**ABC WEIGHBRIDGE**
Cash Receipt Summary
(As on 01/01/2007)

| | | |
|---|---|---|
| Date | : | 01/01/2007 |
| Total Units | : | 9 |
| Total Credit Units | : | 2 |
| Total Cancelled Units | : | 0 |
| Certificate No. | : | From 1 to 9 |
| Weighment Receipt | : | Rs. 350 |
| Credit Amount | : | Rs. 90 |
| Net Cash Receipt | : | Rs. 260 |

**37.** In "Reports & Statements" Menu, move the cursor to next step "Weighment Receipt Summary" through down arrow key ↓ and press Enter Key, when the following screen will appear :




Now select the Date range and select P for Printer S for Screen. by default date range will appear for one month. Weighment receipt Summary is accessible to Supervisor only. Weighment Receipt Summary, shown as under :-

**ABC WEIGHBRIDGE**
Weighment Receipt Summary
(From 01/01/2007 to 10/01/2007) Page No.: 1

| Date | Weighment Receipt | Credit Amount | Net Cash Receipt | Total Units | Total Cr. Units |
|---|---|---|---|---|---|
| 01/01/2007 | 350.00 | 90.00 | 630.00 | 9 | 2 |
| 02/01/2007 | 510.00 | 120.00 | 630.00 | 12 | 4 |
| 03/01/2007 | 910.00 | 340.00 | 630.00 | 25 | 10 |
| 04/01/2007 | 710.00 | 260.00 | 630.00 | 19 | 11 |
| 05/01/2007 | 1,210.00 | 430.00 | 630.00 | 35 | 10 |
| 06/01/2007 | 1,540.00 | 630.00 | 630.00 | 42 | 17 |
| 07/01/2007 | 1,625.00 | 625.00 | 1,625.00 | 44 | 16 |
| 08/01/2007 | 0.00 | 0.00 | 0.00 | 0 | 0 |
| 09/01/2007 | 0.00 | 0.00 | 0.00 | 0 | 0 |
| 10/01/2007 | 0.00 | 0.00 | 0.00 | 0 | 0 |
| Total => | 6,855.00 | 2,955.00 | 4,360.00 | 186 | 70 |

**38** In "Reports & Statements" Menu, move the cursor to next step "Cust. wise Weighment Report" throuh down arrow↓and press Enter Key, when the following screen will appear :

ABC WEIGHBRIDGE

Customer wise Weighment Report

Customer Name :
From Date : 01/01/2007
To Date : 31/01/2007
Screen (S) / Printer (P) : S

Jan. 01. 2007 Monday A/c Year : 2007-08

You will find the Cursor at Customer Name. Type a and press Enter, and you will find a list of Customer Name will appear. Now select the Name of Customer, Date range and select P for Printer or S for screen. By default date range will appear for one month Customer wise Weighment report, shown as under :-

## ABC WEIGHBRIDGE

Customer wise Weighment Report
(From 01/01/2007 to 04/01/2007)

Customer : FOOD CORPORATION OF INDIA Page No. : 1

| Srl. No. | Date | Vehicle No. | Item | Weight | | | Amt. |
|---|---|---|---|---|---|---|---|
| | | | | Gross | Tare | Net | |
| 1 | 01/01/2007 | HR 33J 6751 | OIL | 26250 | 6100 | 20150 | 40 |
| 10 | 02/01/2007 | MH 67D 1122 | RICE | 27370 | 7070 | 20300 | 40 |
| 19 | 03/01/2007 | TN 78T A4543 | WHEAT | 45130 | 10130 | 35000 | 40 |
| 20 | 04/01/2007 | WBV 5466 | FLOUR | 3950 | 1890 | 2060 | 40 |
| 35 | 05/01/2007 | BR 06D 8338 | SUGAR | 26250 | 6100 | 20150 | 40 |
| 36 | 06/01/2007 | AP 16T 2345 | CORN | 26250 | 6100 | 20150 | 40 |
| 43 | 07/01/2007 | PB 65H 8567 | RICE | 26250 | 6100 | 20150 | 40 |
| 55 | 08/01/2007 | WBL 3377 | FLOUR | 26250 | 6100 | 20150 | 40 |
| 65 | 09/01/2007 | WB 19A 3987 | SUGAR | 26250 | 6100 | 20150 | 40 |
| Total =>> (Units : 8) | | | | | | 178260 | 370 |

**39.** In "Reports & Statements" Menu, move the cursor to next step "Item wise Weighment Report" through down arrow key and press Enter Key, when the screen will appear almost Similar to Customer wise Weighment Report as stated in step 38, only instead of Customer Name - Item Name will appear.

Item : RICE Page No. : 1

| Srl. No. | Date | Vehicle No. | Customer | Weight | | |
|---|---|---|---|---|---|---|
| | | | | Gross | Tare | Net |
| 10 | 02/01/2007 | MH 67D 1122 | Food Corporation | 27370 | 7070 | 20300 |
| 43 | 07/01/2007 | PB 65H 8567 | Food Corporation | 26250 | 6100 | 20150 |
| Total =>> ( Units : 3 ) | | | | 98750 | 23300 | 75450 |

**40.** In "Reports & Statements" Menu, move the cursor to next step "Veh. No. wise Wmnt. Report" through down arrow key ↓ and press Enter Key, when the screen will appear almost Similar to Customer wise Weighment report as stated in step 38, only instead of Customer Name- Vehicle No. List will appear. Now select the day, Vehicle No. wise Weighment Report, shown as under :-

***ABC WEIGHBRIDGE***

Vehicle No. wise Weighment Report
(From 01/01/2007 to 03/01/2008)

Vehicle No.: AP 16T 2345 Page No. : 1

| Srl. No. | Date | Weight | | | Customer |
|---|---|---|---|---|---|
| | | Gross | Tare | Net | |
| 10 | 01/01/2007 | 27370 | 7070 | 27370 | PUBLIC |
| 19 | 01/01/2007 | 45130 | 10130 | 35000 | FOOD CORPORATION OF INDIA |
| 43 | 03/01/2007 | 26250 | 6100 | 20150 | FOOD CORPORATION OF INDIA |
| Total = =>> | | 98750 | 23300 | 75450 | (Units : 3) |

**41.** In 'Reports & Statements' Menu, move the cursor to next step "Cust/Item wise Wmnt. Report" through down ↓ and press Enter Key, when the screen will appear Similar to Customer wise Weighment Report as stated in step 38, only in header of report instead of Customer wise Weighment Report, the header will appear as Customer/Itme wise Weighment Report./ You will find the Cursor at Customer Name. Press any alphabet and press Enter Key, when a Customer List will appear. Now select the Customer Name, Date range and select P for Printer or S for Screen. By default date range will appear for one day. Customer/Item wise Weighment Report, shown as under :-

***ABC WEIGHBRIDGE***

Customer/Item wise Weighment Report
(From 01/01/2007 to 03/01/2007)

Customer : FOOD CORPORATION OF INDIA Page No. : 1

| Srl.No. | Date | Vehicle No. | Weight | | |
|---|---|---|---|---|---|
| | | | Gross | Tare | Net |
| OIL | | | | | |
| 1 | 01/01/2007 | HR 33J 6751 | 27370 | 7070 | 20300 |
| Sub - Total =>> | | | 27370 | 7070 | 20300 |
| RICE | | | | | |
| 10 | 01/01/2007 | MH 67D 1122 | 27370 | 7070 | 20300 |
| 10 | 03/01/2007 | TN 78T A4543 | 45130 | 10130 | 35000 |
| 10 | 03/01/2007 | PB 65H 8567 | 26250 | 6100 | 20150 |
| Sub - Total =>> | | | 98750 | 23300 | 75450 |
| Total =>> | | | 126120 | 30370 | 95750 |

**42.** In "Reports & Statements" Menu, move the cursor to next step "staff wise Collection Report" through down arrow key ↓ and press Enter Key, when the screen will appear almost Similar to Transaction Report as stated in **step 34**, only in header of report instead of Transaction Report, the header will appear as Staff wise Collection Report. Now select the Date and Time range and select P for Printer or S for Screen. By default date and time range will appear for one day. staff wise Collection Report, shown as under :-

**ABC WEIGHBRIDGE**

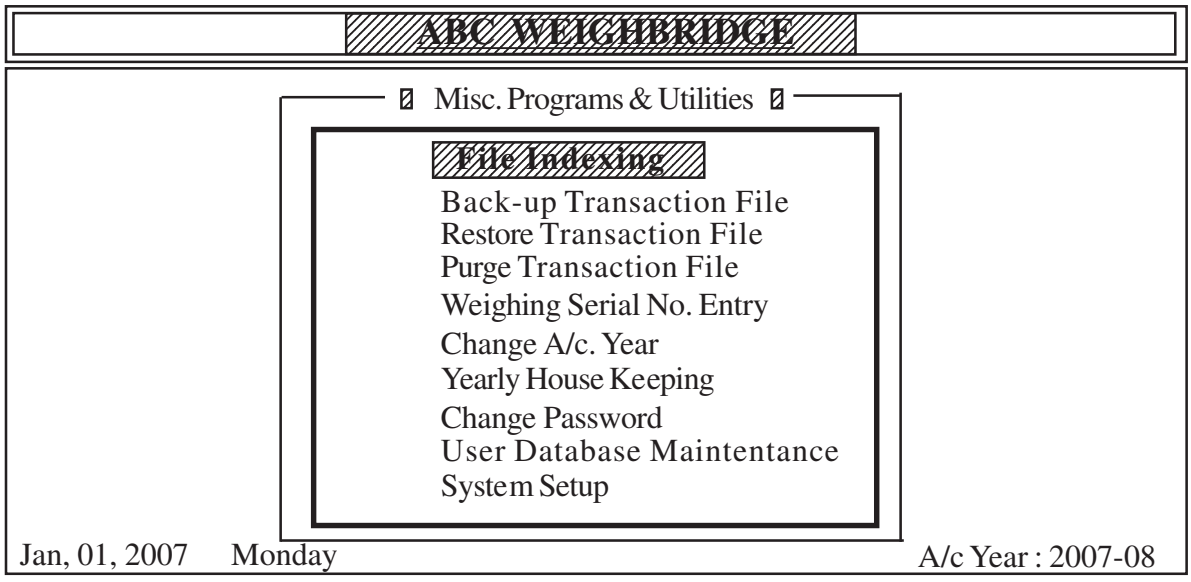
Staff wise Collection Report

Page No. : 1

| From Date/Time | To Date/Time | Staff ID | Amount |
|---|---|---|---|
| 01/01/2007 00:00 | 07/01/2007 24:00 | K.P.B.M | 215.00 |
| | | P.R | 655.00 |
| | | T.P | 480.00 |
| | | S.D.K | 430.00 |
| | | | 1,780.00 |

If Staff wise Collection Report is accessed by sny of the User, he will be able to view only his collection in which User ID he has logged in. The detail Report will only be accessible to the Supervisor.

**43.** In Main Menu as shown in step 10, move the cursor to last position "Miscellaneous Programs" through down arrow key and press Enter Key, when the following screen will appear :




To exit from this Menu press Esc Key, when you will return to Main Menu. After entering in this Menu, the cursor automatically moves to File Indexing. To move around this menu use ↓ ↑ up or down arrow key.

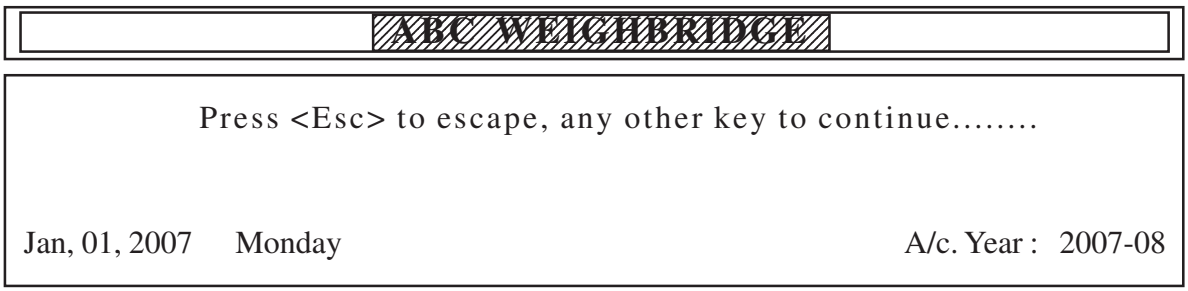
In this particular menu some of the Programs & Utilities are not accessible to User, which can only be accessed by Supervisor. The list of Programs & Utilities are displayed in the above menu.

These steps are explained elaborately afterwards. All users should read these steps sincerely and carefully- specially File Indexing, Change A/c. Year and Yearly Housekeeping. Also note, the Yearly Housekeeping needs to be run once in a year, only after completion of the existing accounting year. Otherwise no new vehicle is allowed to register weight at the end of the present Accounting Year. Similarly, after performing Yearly Housekeeping , when the new accounting year will be created. To continue 2nd weighment of the records in previous year, you need to change the accounting year to previous year, utilising Change A/c. Year and also for returning to the present accounting year.

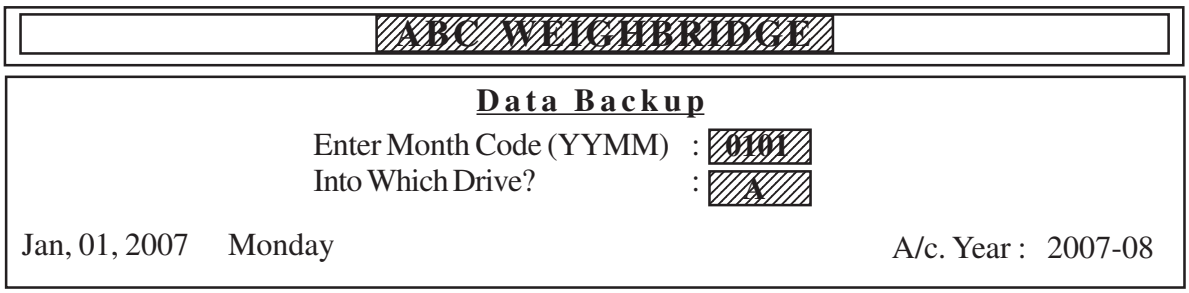
**44.** After entering into "Misc. Programs & Utilities", you will find the cursor at **File Indexing**. Now press Enter Key, when the following screen will appear. Now press any key to Indexing all database file.

This needs to run daily, specially when new User log in. This helps the program to arrange all data base files. Incase any time you find difficulties in obtaining any of the reports or a specific ticket, then also you should run the File Indexing option to solve the problem.

After pressing any key the following message will replace with the message "Indexing File(s) .....". Once the indexing is over it will return to the Menu shown in step 43.

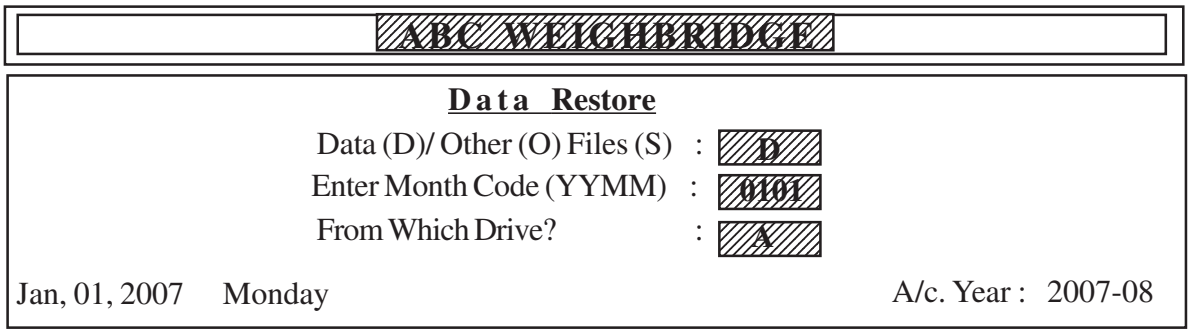



**45.** In "Misc. Programs & Utilities" menu, next step is "Back-up Transaction File". This is provided to keep Back-up of your Transaction Files into Floopy. If Enter Key is pressed then following screen will appear.




Now enter the month code i.e. first 2 digits for year and next 2 digits for month. Drive is already selected **A**. Incase your Floppy Drive is **B**, you can select **B** and then press Enter Key.

**46.** In "Misc. Programs & Utilities" Menu, next step is "Restore Transaction File". This is provided to Restore Transsaction Files Data from Floopy to Hard Disk. If Enter Key is pressed then following screen will appear :-




Now enter D to restore Data, the month code i.e. first 2 digits for year and next 2 digits for month. Drive is already slected A. Incase your Flopy Drive is B, you can select B and then press Enter Key. Now the data files will be restored your Flopy Drive to Hard Disk.

**47.** In "Mise. Programs & Utilities" Menu, next step is "Purge Transaction File". This is provided to delete all data from the database files from Hard Disk for the year and month selected. If Enter Kei is perssed then screen will appear as follows :-

ABC WEIGHBRIDGE

**Purge Data**

Enter Month Code (YYMM) :

Jan, 01, 2007 Monday A/c. Year : 2007-08

**48.** In "Misc Programs & Utilities" Manu, next step is "Weighing Serial No. Entry". Incase any problem arised in your Computer and you have a spare Computer, and the Package is installed, this facilitate you to start operation from the next Serial No. in the new Computer. For entering new Serial No. when Enter Key is pressed in prompt "Weighing Serial No. Entry" the screen will appear as under

ABC WEIGHBRIDGE

Generate Weighment Certificate from Serial No. : 0

Jan, 01, 2007 Monday A/c. Year : 2007-08

This may also be utilised after all data is deleted, usinge Purge Transaction File and then if you wish to start a new Serial No., you may assign the Sl. No. here to start operation. Also during standard operating mode, if you wish to increase the Sl.No., it will start from there. But it will not accept any Sl. No., already exist in the system.

**49.** In "Misc. Programs & Utilities Menu, next setup is "Change A/c Year". This will require to find any transction of Previous Accounting Year. Also just after Completion of the present Accounting Year, if some vehicles are comming for 2nd weidhment, whose 1st weidhment is done previopus Accounting Year, then also you will have to change the Accounting Year to Previous Accounting Year and complete the transaction of those vehicles. Please remember to change the Previous Accounting Year to Current Accounting Year, while doing new Weighment Entry. This is only to be done for few days in new accounting year, while old vehicles are comming for new accounting year or even if wish to get any ticket of earlier accounting years.

ABC WEIGHBRIDGE

Accounitng Year (YYYYYYY) : 2007-08

Jan, 01, 2007 Monday A/c. Year : 2007-08

**50.** In "misc. Programs & Utilities" Menu, next step is "Yearly Housekeeping". This is very important Chapter. On 31st March of every year, when you start weighing of new vehicle on 1st April, you will find a message a appearing on the screen "Error ! Please run Yearly Housekeeping and return to continue.....Press any key to continue". now you go to Yearly Housekeeping and press Enter Key, when a new Accounting Year will create and after accepting new Accounting Year at right buttom of the screen you will find the new Accounting year is displayed. In this stage, if some vehicles are coming for 2nd weighment, whose 1 st weighment is done in Previous Accounting Year, then you will have to change the Accounting Year to Previous Accounting Year and complete the Transaction of those vehicles. Please remember to change the Accounting Year to Current Accounting Year, for continuing new Weighment Entry. This is only be done for few days in new accounting year, while old vehicles are coming for newcaccounting year. Yearly will be accepted only on the last day of the current accounting year of afterwards. If someone tries to run Yearly Housekeeping earlier, then the following display will appear in the screen

**ABC WEIGHBRIDGE**

**Yearly Housekeeping**

Housekeeping not allowed before Closing Date.....

< Press any key to continue.....>

Jan, 01, 2007 Monday A/c. Year : 2007-08

When Yearly Housekeeping done the following display will appear in the screen :-

**ABC WEIGHBRIDGE**

***Creating / Initialising Files for Next A/c Year- 2008-09***

Current Accounting Year - 2007-08

From Date : **01/04/2008**

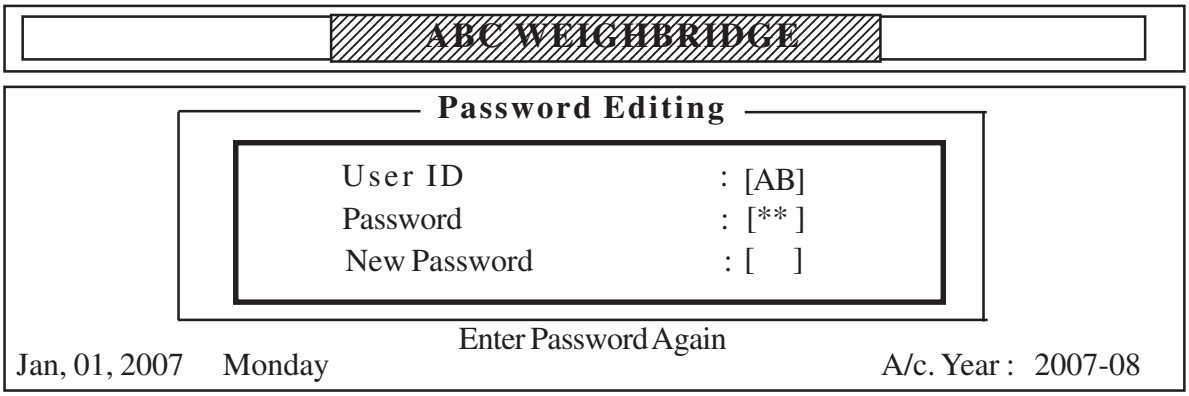
To Date : **31/03/2009**

Jan, 01, 2007 Monday A/c. Year : 2007-08

While observing the above screen, you will find this is cleay eleborated. On the first line, it is showing that creating files for the next accounting year 2008-09. Next line is showing the present accounting year 2007-08 and thereafter it is showing the start and ending date of the new accounting year to be created. If you accept this, you will observe that the A/c. Year at the bottom of the screen has change to the next accounting year 2008-09. In any case, if you do not wish to create the next accounting year, simply press Esc Key, when it will not perform the Yearly Housekeeping and will return to "Misc. Programs & Utilities" Menu, without creating new Accounting Year. Once the new Yearly Housekeeping is accepted, the package will automatically create new database files for the next accounting year and the Serial No. will also automatically start from 1.

**NOTE:** In case you find the system is asking for Yearly Housekeeping before closing date, plaease check the date, whether the date - specially year has been changed in any way. If change is observed, then please rectify the date from **C**:> prompt. If the date is alright and still it is asking for Yearly Housekeeping, then quite from the program, restart the machine and after entering into the software, check the date and then go to File Indexing Menu and Index the Files as stated in **STEP 44** . We sincerely hope your problem will be solved.

**51.** In "Misc. Programs & Utilities" Menu, next step is "Change Password". This facilitates the User to change his (who has already logged in to the system) Password. To change Password, first he has to enter his existing password and press Enter Key, when the next field New Password will generate. Now he should enter his new password and press Enter Key. Then a message will display under the password editing box "Enter Password Again enter the new password and press Enter Key, when your new password will be registered in the system.




This passsword Editing system is applicable for all, i.e. both for User and Supervisor.But on one is allowed to edit password, until he enter his existing password.

**52.** In "Misc. Programs & Utilities" Menu, fast step is "Uuser's Databsse Maintenance". This facilitates Supervisor to view the password of all User and other Supervisor, if exist. Also Supervisor may allot a new ID to the User assigning a general password.Supervisor may remove any User and also Edit anyones password. This manu is not illustrated,as it is almost similar to Item Master as shown in **Step 30.**

**53.** In "Misc. Programs & Utilities" Menu, last step is "System Setup". This facilitates Supervisor to select on which type of paper is used to print ticket i.e. Plain Paper or Pre-printed Ticket. Please note that Plain Paper Ticket layout is designed as per the requirement of Customer and also the position of Pre-printed Ticket is defined to print fields as per the format of Plain Paper Ticket. Any modification afterwards could be done on chargeable basis.

This facility is provided specially where Pre-printed Ticket is used. In any case if Pre-printed Ticket becomes out of stock, the Supervisor can select to print on plain paper, till the stock of Pre-printed Ticket arrives. Supervisor have to select **"P"** for Pre-printed Ticket and **"N"** for Plain Paper Ticket.

**54.** **Please remerber following instructions :-**

a) Please determine the code you wish to asign, aganist Type of Vehicle, Name of Customers and Name of Items. Once any code assigned aganist any Type of Vehicle, Name of Customer and Name of Items, if you delete the same and assign any other code for the said prompt, the said code will not appear in previous transaction reports and tickets, due to absence of said code in previous database.

b) While Entering Vehicle No. from Keyboard, all user should follow the same pattern for entering the Vehicle No. For example a vehicle bearing Registration Mark "WB 19A 2965". Either you all should enter this No. with out leaving any space or you all should follow "WB 19A 2965" i.e. leaving 1 blank space between WB 1 blank space 19A 1 blank space 2695 or you all may separate the Nos. using "-" or "/" etc.

c) Make a habit of Indexing Files at least once, before you logout from the Computer **Step 44**.

d) Remember to perform Yearly Housekeeping properly at the end of each Accounting Year as detailed in the **Step 50** of this Operating Instruction.

e) When new Accounting Year created after Yearly Housekeeping, change Current Accounting Year to Previous Accounting Year to continue 2nd Weighment of the said Vehicles, coming from the Previous Accounting Year. Also for New Weighments, again return to the Current Accounting Year. Follow **Step 49**.