<u>Sales Log Entry Tutorial</u>

To locate the Sales Log:

On your desktop, open the Mailist.exe application

Once that application is opened, go to
File
Open

Locate on your C drive, the Server called:
"Saleslogs on Server…"

Click on that server

Open the folder called
"Salesorders"

In "salesorders" there should be 1 file called:
"saleslog3.dbf"

Open that database.

Now you are in the sales log. (Once you have done this the first time, it will default to that folder automatically ongoing)

To Log in a new or renewal sale:

Select the next open or empty sales log row

Enter your initials in the Sales Rep column

Enter the Date of Sale in the next column

Enter the Client Name in the nest column

Enter the Publication in the next column

Enter the Description of the sale in the next column (details of sale)

Date Shipped will be entered by Mailroom if applicable

Accounting will enter invoice #s when generated

Saving your Entry:

In order to save the data that you entered properly, you must click on any unused box BELOW the one you just entered and then select either "save" from the File menu or click on the Floppy Disc icon at the top of the page. If you do not save in this manner, your data will not be saved and someone else will have access to that sales log number. Please remember to save data properly.

Also:

This system is designed to be able to be used by multiple users at the same time. If there is existing data in a sales log row, it will appear when you attempt to type in that field. Then simply select the next existing sales log number for your entry.