

WMS: Did You Know? From Professor Merlot



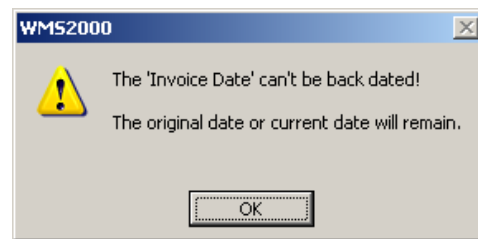
What is the Correct Password?

In order to provide security to certain areas of WMS, a number of passwords have been implemented on a number of forms and reports. How do I know which password is associated with which form or report?

Here's how:

1. Main Switchboard -> Sales Switchboard -> Invoice (or press function key, **F7**).
 - a) **Invoice Date** – using the pop up calendar to change the date to a prior date will prompt the user with the message:

- As an **Administrator**, to allow this date to be back dated:
 - i. Hold the **Shift Key down**.
 - ii. Right-mouse click to open the **Pop Up Calendar**.
 - iii. Select the previous date and it will be allowed.
 - iv. Release the **Shift Key**.



- b) **Garbage Can (Password to Reset Invoice)** – this button is used to empty all of the data entries (Customer name, products, payments, and production items) on this specific Invoice. The Pop up message is displayed:

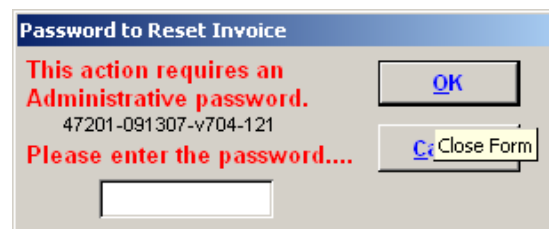
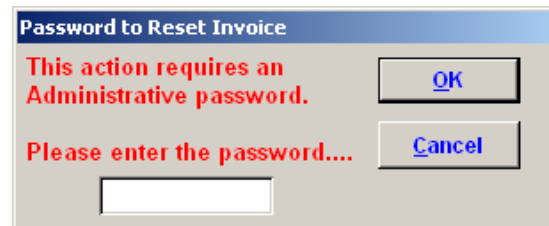
- As an **Administrator**, to determine the password:
 - i. Right-mouse click on **OK Button**.
 - ii. The serial number of this version will be displayed on this form as on the right.
 - iii. The password is comprised of the following fields:

a) **mmddpp**

- a. Where:

- i. **mm** = month number
- ii. **dd** = day number
- iii. **pp** = last 2 digits of the serial Number.
- iv. Examples (no leading zeroes to be used)
 1. for Jan 4, password = 1421
 2. for Oct 7, password = 10721

- iv. Enter the password, press the **OK** button and the Invoice will be emptied.



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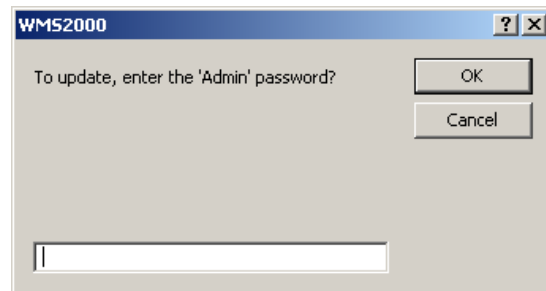
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What is the Correct Password?

2. Main Switchboard -> Setup Switchboard -> Preferences -> WMS Defaults Tab.
- a) **Hide Over-Ride Prompt** – to disable the **Over-Ride** prompt on many of the Sales forms and reports, this check box will display this message:

- As an **Administrator**, to allow this checkbox to be filled:
 - i. Enter the **First 3 letters of the Company Name**
 - ii. The checkbox will be filled automatically.



- b) **Enhancements** - the passwords for enabling/disabling these features are only available from **The Wine Management System Technical Support**. These screen items are extra cost items above and beyond the standard version of WMS.

