

S I S I * AMS2 USER MANUAL * RELEASE 10.0

A3480 * CONTRACT DETAIL ENTRY

The purpose of this program is to allow the ability to enter an unlimited amount of notes pertaining to a contract or contract/split code. The contr-no or contr no/split code must be on file.

CUTDTL Data Base; DT-DETAIL Data Set

TRANSACTION KEYS

- 1 Add
- 2 Change
- 3 Delete
- 4 Inquire
- 5 Print
- 6 End

To add notes to a contract/contract split code:

Press the #1 transact key. RETURN.

Enter a valid contract number/split code. RETURN.

Begin typing any data you wish to retain as notes for this contract/contract split code.

These entries will be identified by a line number as displayed to the left of your screen.

Recommended format: 1. MM/DD/YY TELEX # Notes . . .

Hit return to go to the next line.

// when finished with that contract number/split code

Program will ask: Enter Contract Number

Continue entering or // to exit Add mode and return to beginning menu.

To change an entry:

Press the #2 transact key. RETURN.

Enter the contract number/contract split code. RETURN.

Program will display the notes for this contract.

Enter the line number you want to change. RETURN.

Enter corrections by retyping entire line. RETURN.

Make additional corrections as needed.

// to return to beginning menu.

To delete a line Entry:

Press the #3 transact key. RETURN.

Enter the contract number/contract split code. RETURN.

Program will display all notes for this record.

Enter line number to delete. RETURN.

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Program will display: "line has been deleted, enter line number to delete"
Continue with additional line deletes, if needed.
// to return to beginning menu.

To inquire:

Press the #4 transact key. RETURN.
Enter the contract number/contract split code. RETURN.
Program will display all notes for this record.
Program will ask: "any more inquiries Y/N"

Y = more inquiries. Enter contract number/contract split code. RETURN.

N = return to beginning menu.

To print an entry:

Press The #5 transact key. RETURN.
Enter the contract number/contract split code. Press return

Screen will display :contract detail in listing on line printer"
Program will print all the notes for this entry via your line printer.
Program will asks: "do you wish to print more Y/N"

Y = more printed inquiries, enter contract number/contract split code.

N = return to beginning menu.

To end the program:

Press the #6 transact key. RETURN
End of program

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