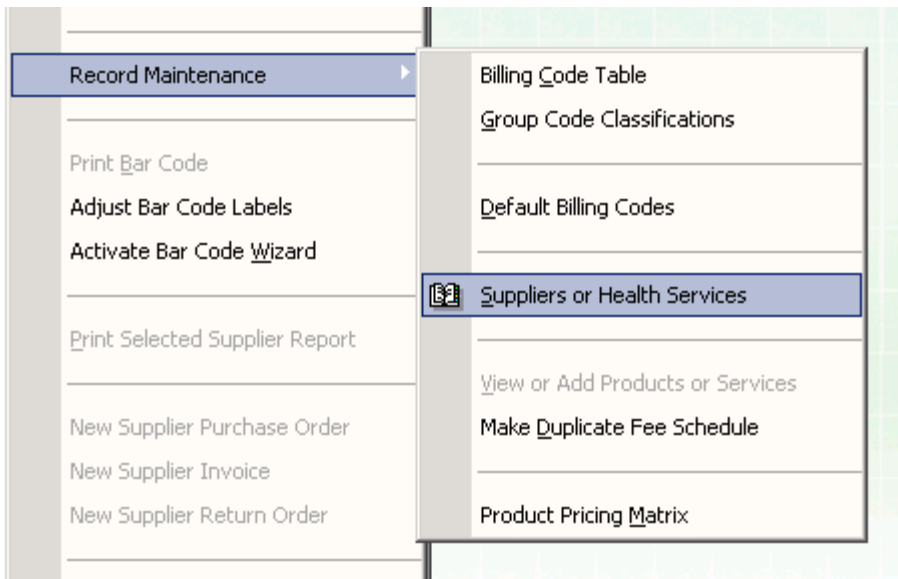


Visions: Manually Entering Suppliers and Frames Inventory

Entering Suppliers:


1. Go to the Products Tab
2. Right click on the Frames folder
3. Go to Record Maintenance
4. Suppliers or Health Service

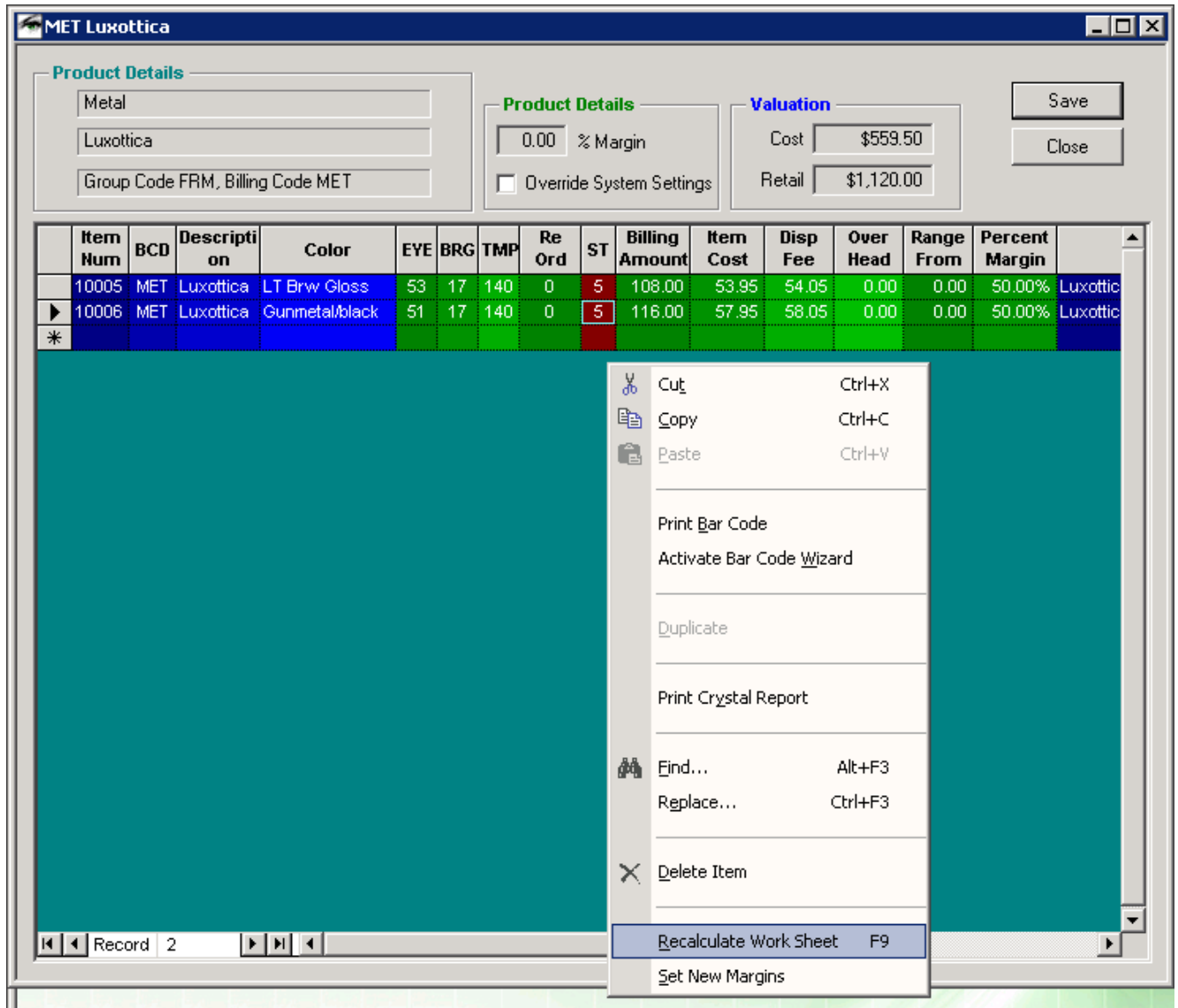


5. Double click on the column header Supplier Number to sort the list
6. Scroll to the bottom of the list to the row where the asterisk is and enter the Group Code: FRM
7. Tab over to enter the Supplier Name, Phone, Address, City etc... (*The Supplier Number and BCD will be automatically generated by ODPro.*)
8. SAVE and CLOSE

Suppl Num	GRP Code	BCD	Supplier Name	Phone	Address	City	ST PR	Zip Postal	VW Code
00002	CNT	VTK	Vistakon						
00004	CNT	BSL	Bausch & Lomb						
00005	CNT	CIB	CIBA						
00009	CNT	OOG	OOGP						
00012	CNT	COO	Cooper Vision						
00015	LAB	IHL	In House Lab	513-897-0976	2345 Plain Street	Mason	OH	78908	0070
00016	FRM	LUX	Luxottica						
00017	FRM	OAK	Oakley						
*									

Entering Frames Inventory Manually:

1. Re-Fresh your Product Tree 
2. Go to Products Tab, open the + sign next to Frames
3. Double click on a supplier name to open the grid
4. Fill in Description, Color, Eye, Brg, TMP, ST, and Item Cost (*scroll over to find a column for invoice numbers*) ***Remember to change BCD code**



Product Details

Metal
Luxottica
Group Code FRM, Billing Code MET

Product Details
0.00 % Margin
 Override System Settings

Valuation
Cost \$559.50
Retail \$1,120.00

Save
Close

Item Num	BCD	Description	Color	EYE	BRG	TMP	Re Ord	ST	Billing Amount	Item Cost	Disp Fee	Over Head	Range From	Percent Margin	
10005	MET	Luxottica	LT Brw Gloss	53	17	140	0	5	108.00	53.95	54.05	0.00	0.00	50.00%	Luxottica
▶ 10006	MET	Luxottica	Gunmetal/black	51	17	140	0	5	116.00	57.95	58.05	0.00	0.00	50.00%	Luxottica
*															

Record 2

- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Print Bar Code
- Activate Bar Code Wizard
- Duplicate
- Print Crystal Report
- Find... Alt+F3
- Replace... Ctrl+F3
- Delete Item
- Recalculate Work Sheet F9
- Set New Margins

BCD	CATEGORY
CHL	Children's
CLP	Clip-On
COM	Combination
CPO	Sun-clip
MET	Metal
PLA	Plastic
REA	Reading Glasses
RIM	Rimless
SAF	Safety
SEY	Sport Eyewear
SGL	Sunglasses
SPT	Sport

5. Right Click in grid, and Recalculate Worksheet.
6. Save worksheet.
7. Re-Fresh your Product Tree 