

Sheet1

MEMO\_KEY,C,12MEMO\_LINE,C,50

MCUST\_ID 001

MCUST\_ID 002 CUSTOMER IDENTIFICATION: THIS IS USED TO  
MCUST\_ID 003 IDENTIFY A CUSTOMER AND MUST BE UNIQUE TO ANY  
MCUST\_ID 004 OTHER CUSTOMER IN THE SYSTEM  
MCUST\_ID 005 IF THE CUSTOMER IS ALREADY ENTERED INTO THE  
MCUST\_ID 006 COMPUTER, ALL INFORMATION WILL APPEAR AND  
MCUST\_ID 007 NEEDED CHANGES CAN BE MADE.  
MCUST\_ID 008 LIMIT IS 8 ALPHA NUMERIC CHARACTERS.  
MCUST\_ID 009 WE SUGGEST YOU USE THE CUSTOMERS PHONE  
MCUST\_ID 010 NUMBER.

MDATE\_PR 001 HJN

MTYPE 001 TYPE: THIS IS USED TO IDENTIFY THE TYPE OF

MBILLTO 001 BILL TO: THIS IS USED TO IDENTIFY A JOB BILL TO

MNAME 001

MNAME 002 JOB NAME: THIS IS USED TO IDENTIFY THE CUSTOMERS

MNAME 003 LAST NAME OR A COMPANY'S FULL NAME.

MNAME 004 ENTER THE CUSTOMER LAST NAME ONLY. IF A

MNAME 005 COMPANY NAME, REMEMBER THAT THE F. NAME

MNAME 006 INFORMATION WILL PRINT ON REPORTS IN FRONT OF

MNAME 007 THE JOB NAME...

MNAME 008

MNAME 009 EXAMPLE: JOB NAME: WIDGET CORPORATION

MNAME 010 F. NAME: THE

MNAME 011

MNAME 012 THIS WILL SORT TO "WIDGET CORPORATION" RATHER

MNAME 013 THAN TO "THE" AND MAKE IT EASIER TO LOOK IT

MPARTNO 001 PART NUMBER FOR EDITTING INVOICES: THIS IS WHERE

MPARTNO 002 YOU ENTER THE PART NUMBER ACCORDING TO

MMAP\_REF 001 MAP REFERENCE: THIS IS USED FOR KEEPING TRACK OF

MMAP\_REF 002 THE PAGE AND GRID COORDINATE WHERE THE JOB IS

MMAP\_REF 003 DONE. THIS DATA IS SUPPLIED BY ALEXENDRIA

MMAP\_REF 004 DRAFTING COMPANY. YOU MUST PURCHASE IT

MPARTNO 003 INVENTORY PRICE INFORMATION WHICH MUST HAVE

MPARTNO 004 BEEN PREVIOUSLY ENTERED IN THE COMPUTER. THE

MPARTNO 005 COMPUTER WILL AUTOMATICALLY ENTER THE

MBILLTO 002 IDENTIFICATION. IT WORKS THE SAME WAY AS

MBILLTO 003 CUSTOMER IDENTIFICATION. THE DASH IS OMMITED

MBILLTO 004 IN ORDER TO GIVE YOU THE FLEXIBILITY OF

MBILLTO 005 POSSIBLY ENTERING THE WORD "SAME". YOU MAY

MBILLTO 006 PUT "?" IN THIS FIELD TO GET A KEY SENSITIVE

MBILLTO 007 SCROLLING WINDOW PICK LIST OF THE BILL TO

MBILLTO 008 FILE. THIS LIST IS SORTED IN ACCENTING ORDER

MBILLTO 009 BY NAME.

MBILLTO 010

MBILLTO 011

MBILLTO 012

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MBILLTO 013  
MBILLTO 014  
MBILLTO 015  
MBILLTO 016  
MBILLTO 017

c\_data 001 DATE: IT IS USED TO KEEP TRACK OF THE DATE THE  
c\_data 002 WORK ORDER IS DONE. IT IS IN THE SYSTEM AND IT  
c\_data 003 IS ONLY EDITABLE THROUGH DOS.  
c\_data 004  
c\_data 005 TIME: IT IS IN THE SYSTEM AND IS USED TO KEEP  
c\_data 006 TRACK OF THE TIME THE WORK ORDER IS DONE. IT IS  
c\_data 007 NOT EDITABLE  
c\_data 008  
c\_data 009 ENTER BY: USED TO KEEP TRACK OF WHO ENTERED THE  
c\_data 010 WORK ORDER. LIMIT IS 3 ALPHA NUMERIC CHARACTERS  
c\_data 011  
c\_data 012 JOB NUMBER: THIS IS A ROLLING COUNTER WHICH  
c\_data 013 INCREASES BY ONE FOR EACH WORK ORDER DONE OR YOU  
c\_data 014 MAY CHAGE THE JOB NEMBER TO ANY THING YOU LIKE.  
c\_data 015 THE NUMBER MUST BE A UNIQUE NUMBER NOT ALREADY  
c\_data 016 ENTERED IN THE COMPUTER. LIMIT IS 8 ALPHA NUMERIC  
c\_data 017 CHARACTERS. THE FIELD IS ALSO USED FOR LOOKING  
c\_data 018 UP JOB WORK ORDERS.  
c\_data 019  
c\_data 020  
c\_data 021 CUSTOMER ID: THIS IS USED TO IDENTIFY A CUSTOMER  
c\_data 022 AND MUST BE UNIQUE TO ANY OTHER CUSTOMER IN THE  
c\_data 023 SYSTEM. IF THE NUMBER IS NOT UNIQUE THE COMPUTER  
c\_data 024 WILL FILL IN ALL OTHER INFORMATION. WE RECOMMEND  
c\_data 025 YOU USE THE CUSTOMERS PHONE NUMBER AS THE  
c\_data 026 CUSTOMER ID. IF YOU DO NO HAVE A JOB PHONE NUMBER  
c\_data 027 WE SUGGEST YOU USE AS MUCH OF THE ADDRESS THAT  
c\_data 028 WILL FIT IN TO THE FIELD.  
c\_data 029 EXAMPLES:  
c\_data 030 PHONE NUMBER IS (101)5551212 PUT 555-1212  
choice 001 USE THE LEFT AND RIGHT ARROWS TO MOVE THE  
choice 002 HIGHLIGHTED BAR LEFT OR RIGHT TO CHANGE GENERAL  
choice 003 SUBJECT  
choice 004  
choice 005 USE THE UP AND DOWN ARROWS TO MOVE THE  
choice 006 HIGHLIGHTED BAR UP AND DOWN IN A SPECIFIC  
choice 007 CATEGORY  
choice 008  
choice 009 TO EXIT, HIGHLIGHT EXIT AND PUSH ENTER.  
MENTER\_B 001 ENTER BY: THIS IS TO KEEP TRACK OF WHO ENTERED  
MENTER\_B 002 THE WORK ORDER. LIMIT IS UP TO 3 ALPHA  
MENTER\_B 003 NUMERIC CHARACTERS  
MENTER\_B 004  
MENTER\_B 005 EXAMPLES: YOUR INITIALS "WJB" OR ID. #123

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MJOB\_NO 001 91108101  
MJOB\_NO 002 FOR WORK ORDER INQUIRY: A "?" MAY BE ENTERED IN  
MJOB\_NO 003 ORDER TO SCROLL LOOK UP SCREEN.  
MJOB\_NO 004  
MJOB\_NO 005 FOR DISPATCH WORK ORDERS: IN ORDER TO DISPATCH A  
MJOB\_NO 006 WORK ORDER YOU WILL NEED TO PUT IN THE JOB

MBILLTO 018  
MBILLTO 019  
MBILLTO 020  
MBILLTO 021  
MBILLTO 022  
MBILLTO 023  
MBILLTO 024  
MBILLTO 025 help for billto  
MTYPE 002 CUSTOMER. FOR EXAMPLE, WE SUGGEST YOU USE:  
MTYPE 003 RES = RESIDENTIAL  
MTYPE 004 COM = COMMERCIAL  
MTYPE 005 LIMIT IS 8 ALPHA NUMERIC CHARACTERS.  
MNAME 014 UP AGAIN.  
MF\_NAME 001 F. NAME: THIS IS USED FOR THE CUSTOMER FIRST  
MF\_NAME 002 NAME. LIMIT IS 30 ALPHA NUMERIC CHARACTERS.  
MADDR2 001 ADDRESS: THIS IS USED FOR THE JOB ADDRESS. THE  
MADDR2 002 STREET NAME IS USED FOR LOOK UP JOBS AND FOR  
MADDR2 003 THE OPTIONAL MAP COORDINATE AND ZIP CODE.  
MADDR2 004 IN ORDER FOR THE MAP LOOK UP TO FIND THE  
MADDR2 005 STREET, YOU MUST OMIT ANY PERIODS.  
MADDR2 006  
MADDR2 007 EXAMPLE: RD. ST.  
MADDR2 008  
MADDR2 009 MAP AND JOB LOOK UP WILL KEY IN ON ANY THING  
MADDR2 010 AFTER THE FIRST BLANK SO BE SURE NOT TO PUT  
MADDR2 011 ANY BLNKS OR CHARACTEERS AFTER THE HOUSE  
MADDR2 012 NUMBER THAT IS NOT TO BE INCLUDED IN LOOKING  
MADDR2 013 UP.  
MADDR2 014  
MADDR2 015 EXAMPLE: 123 MAIN ST N APT 101  
MADDR2 016 NOT 123 N MAIN ST APT 101  
MCITY 001 CITY: THIS IS USED FOR KEEPING TRACK OF THE CITY  
MCITY 002 THE JOB IS IN. LIMIT 20 ALPHA NUMERIC  
MCITY 003 CHARACTERS.  
MSTATE 001 STATE: THIS IS USED FOR KEEPING TRACK OF THE  
MSTATE 002 STATE THE JOB IN WHICH THE JOB IS DONE. THE  
MSTATE 003 DEFAULT IS THE STATE THAT IS IN YOUR COMPANY  
MSTATE 004 SET UP FILE.  
MMAP\_REF 005 SEPERATELY. ZIP CODE LOOK UP WITH MAP LOOK  
MMAP\_REF 006 UP IS OPTIONAL. IF YOU HAVE THESE THE  
MMAP\_REF 007 DEFAULT "?" WILL LOOK UP THE MAP COORDINATE  
MMAP\_REF 008 BASED ON THE INFORMATION YOU PUT IN THE

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MMAP\_REF 009 ADDRESS FIELD.  
MZIP 001 ZIP: THIS IS USED FOR KEEPING TRACK OF THE ZIP  
MZIP 002 CODE THE JOB IS IN AND IS FILLED IN  
MZIP 003 AUTOMATICALLY IF YOU HAVE THE OPTIONAL MAP  
MZIP 004 LOOK UP. IT IS ALSO USED FOR OPTIONAL  
MZIP 005 REPORTS, SUCH AS HOW MANY JOBS BY ZIP CODE OR  
MZIP 006 GROSS OF JOBS SORTED BY ZIP CODE.  
MTAX\_ZON 001 TAX ZONE: THIS IS USED FOR KEEPING TRACK OF THE  
MTAX\_ZON 002 COUNTY THE JOB IS DONE IN. YOU CAN GET THE  
MTAX\_ZON 003 OPTIONAL REPORTS OF THE AMOUNT OF JOBS DONE  
MTAX\_ZON 004 IN THAT TAX ZONE.  
MPHONE1 001 HOME PHONE: THIS IS USED FOR KEEPING TRACK OF  
MPHONE1 002 THE CUSTOMERS PHONE NUMBER. A WORK ORDER CAN  
MPHONE1 003 BE LOOKED UP WITH THIS NUMBER.  
MEXT1 001 EXTENTION: THIS IS USED FOR KEEPING TRACK OF THE  
MEXT1 002 CUSTOMER PHONE NUMBER EXTENSION. LIMIT IS 5  
MEXT1 003 NUMERIC CHARACTERS.  
MPHONE2 001 WORK PHONE: THIS IS USED TO KEEP TRACK OF THE  
MPHONE2 002 CUSTOMER WORK PHONE. THIS CAN NOT BE USED TO  
MPHONE2 003 LOOK UP WORK ORDERS.  
MCUST\_PO 001 CUSTOMER PO: THIS IS USED TO KEEP TRACK OF THE  
MCUST\_PO 002 JOBS P.O. NUMBER. THIS CAN BE USED TO LOOK  
MCUST\_PO 003 UP A WORK ORDER. LIMIT IS 12 ALPHA NUMERIC  
MCUST\_PO 004 CHARACTERS.  
MCONTACT 001 CONTACT: THIS IS USED TO KEEP TRACK OF THE JOB  
MCONTACT 002 CONTACT. FOR EXAMPLE:  
MCONTACT 003 "MR. JONES" OR "SEE JOE"  
MCONTACT 004 LIMIT IS 20 ALPHA NUMERIC CHARACTERS.  
MAUTH\_BY 001 AUTHORIZED BY: THIS IS USED TO KEEP TRACK OF WHO  
MAUTH\_BY 002 AUTHORIZED THE WORK THAT IS TO BE DONE.  
MAUTH\_BY 003 LIMIT IS 20 ALPHA NUMERIC CHARACTERS.  
MREFER\_B 001 REFERENCE BY: THIS IS USED TO KEEP TRACK OF HOW  
MREFER\_B 002 THE CUSTOMER WAS REFFERED TO YOUR COMPANY.  
MREFER\_B 003 THIS CAN BE USED IN OPTIONAL REPORTS.  
MREFER\_B 004 EXAMPLE:  
MREFER\_B 005 "YELLOW PAGES" OR "NEWS PAPER" OR "MAIL ADD"  
MREFER\_B 006 OR "NEIGHBOR"  
MREFER\_B 007  
MREFER\_B 008 LIMIT IS 20 ALPHA NUMERIC CHARACTERS.  
MDATE\_PR 001 DATE PROMISED: THIS IS USED  
MDATE\_PR 002 TO KEEP TRACK OF THE DATE THE JOB WAS  
MDATE\_PR 003 PROMISED TO BE DONE. LIMIT IS 6 NUMERIC  
MTIME\_PR 001 TIME PROMISED: THIS IS USED TOKEEP TRACK OF THE  
MTIME\_PR 002 TIME OF DAY THE JOB WAS PROMISED TO BE DONE.  
MTIME\_PR 003 LIMIT IS 6 ALPHA NUMERIC CHARACTERS.  
MTIME\_PR 004  
MTIME\_PR 005 THE DAY: THE DAY OF THE WEEK WILL AUTOMATICALLY  
MTIME\_PR 006 BE BUT IN BASED ON THE DATE PUT IN AND CAN  
MTIME\_PR 007 NOT BE EDITED.

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MWORK\_TY 001 TYPE: THIS IS USED TO KEEP TRACK OF THE TYPE OF  
MWORK\_TY 002 JOB. FOR EXAMPLE:  
MWORK\_TY 003 COD OR BILL TO OR CALLBACK  
MWORK\_TY 004  
MWORK\_TY 005 IT CAN ALSO BE USED TO KEEP TRACK AS TO IF  
MWORK\_TY 006 THE JOB IS TO BE TAXED AS REPAIR SERVICE OR  
MWORK\_TY 007 CONTRACTOR RATE. IT CAN ALSO BE USED ON  
MWORK\_TY 008 OPTIONAL REPORTS. LIMIT IS 8 ALPHA NUMERIC  
MWORK\_TY 009 CHARACTERS.  
c\_data 001 IS JOB NUMBER XXXXXXXX CORRECT?  
c\_data 001 IS JOB NUMBER XXXXXXXX ALL CORRECT?  
c\_data 002 PUSH ENTER TO ACCEPT THE YES COMMAND. TO  
c\_data 003 ANSWER NO, USE LEFT OR RIGHT ARROWS TO MOVE  
c\_data 004 TO THE APPROPRIATE ANSWER OR TYPE N.  
c\_data 005  
c\_data 006 ANSWERING YES WILL GIVE YOU THE OPTION TO  
c\_data 007 EDIT THE WORK ORDER ON YOUR SCREEN.  
c\_data 008  
c\_data 009 ANSWERING NO WILL NOT SAVE THE WORK ORDER,  
c\_data 010 AND THEN YOU ARE ASKED IF YOU WOULD LIKE TO  
c\_data 011 DO ANOTHER.  
c\_data 001 HHFGGHHJJK  
c\_data 001 HKJHJHJJKK;;M KLJL  
c\_data 001 JDKLRFJDFNN  
c\_data 002  
c\_data 003  
c\_data 004 FD  
c\_data 005  
c\_data 006 FD  
c\_data 007 S  
c\_data 008 FD  
c\_data 009  
c\_data 010  
c\_data 011 FD  
c\_data 012 S  
c\_data 013 E  
c\_data 014  
c\_data 015 EEEEEFDLS;  
c\_data 001 JKDLJFLDKFJLFJFDKF  
c\_data 001 GGHJGHJGKJGHJY  
c\_data 001 DKJFDLKFJDKLFJDSFJDFDJ  
c\_data 001 JGFKDJGFJGMN VGFKDKGJFKLD  
MJOB\_NO 007 NUMBER YOU ASSIGNED WHEN THE WORK ORDER WAS  
MJOB\_NO 008 CREATED.  
MJOB\_NO 009  
MJOB\_NO 010 JOB NUMBER: THIS IS A ROLLING COUNTER WHICH  
MJOB\_NO 011 INCREASES BY ONE FOR EACH WORK ORDER DONE OR  
c\_data 001 FDSASDFDSA  
MDISP\_BY 001 WHO IS DISPATCHING THIS WORK ORDER?

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MDISP\_BY 002 INITIALS OR ID OF DISPATCHER ARE ENTERED  
MDISP\_BY 003 HERE.  
MTRK\_NO 001 WHAT TRUCK DO WE ASSIGN THIS WORK ORDER TO?  
MTRK\_NO 002 THE WORKERS INITIALS AND/OR ID IS ENTERED  
MTRK\_NO 003 HERE. THIS CODE IS THEN AUTOMATICALLY  
MTRK\_NO 004 ENTERED INTO THE WORK ORDER.  
MJOB\_NO 012 YOU MAY CHANGE THE JOB NUMBER TO ANY UNIQUE  
MJOB\_NO 013 NUMBER NOT ALREADY ENTERED IN THE COMPUTER.  
MJOB\_NO 014 THE FIELD IS ALSO USED FOR LOOKING UP JOB  
MJOB\_NO 015 WORK ORDERS.  
MTRUCK\_N 001 TRUCK NUMBER: THIS WILL SHOW YOU A KEY SENSITIVE  
MTRUCK\_N 002 SCROLLING PICK LIST WINDOW INDEXED ON TRUCK  
MTRUCK\_N 003 NUMBER OF ALL JOBS DONE BY THE MECHANIC. YOU  
MTRUCK\_N 004 MAY ENTER "?" TO GET A SCROLLING PICK LIST  
MTRUCK\_N 005 WINDOW OF ALL TRUCK NUMBERS IN THE TRUCK  
MTRUCK\_N 006 FILE. TRUCK NUMBER AND MECHANIC SHOULD BE  
MTRUCK\_N 007 THE SAME.  
MNAME 015  
MNAME 016 FOR WORK ORDER INQUIRY: BY ENTERING "?" IT IS  
MNAME 017 POSSIBLE TO PICK THE CUSTOMERS LAST NAME FROM  
MNAME 018 A KEY SENSITIVE SCROLLING PICK LIST WINDOW.  
MADDR2 017  
MADDR2 018 FOR WORK ORDER INQUIRY: IF A "?" IS ENTERED IT  
MADDR2 019 IS POSSIBLE TO CHOOSE THE CUSTOMERS STREET  
MADDR2 020 NAME FROM A KEY SENSITIVE SCROLLING WINDOW  
MADDR2 021 PICK LIST INDEXED ON STREET NAME.  
c\_data 001 JFKGJFIIGOREFDLLOG  
MDATE\_OR 001 DATE: THE DATE IS AUTOMATICALLY ENTERED. THIS  
MDATE\_OR 002 DATE IS THE DATE THE WORK ORDER WAS DONE.  
c\_data 001 FDFDSFDS  
MDATE\_OR 003  
MDATE\_OR 004 AT THIS POINT IF ALL INFORMATION IS CORRECT YOU  
MDATE\_OR 005 MAY PRESS THE PAGE DOWN KEY TO CONTINUE TO THE  
MDATE\_OR 006 NEXT SCREEN.  
MDATE\_JO 001 THE SECOND SCREEN: THIS SCREEN IS USED TO BREAK  
MDATE\_JO 002 DOWN ALL THE MATERIAL AND LABOR THAT IS TO BE  
MDATE\_JO 003 APPLIED TO THE JOB.  
MDATE\_JO 004  
MDATE\_JO 005 IF THE DATE OF MECHANIC IS INCORRECT, NOW IS THE  
MDATE\_JO 006 TIME TO CHANGE IT.  
MPARTNO 006 DESCRIPTION. IT WILL THEN GIVE THE OPTION OF  
MPARTNO 007 CHANGING THE QUANTITY OF THE ITEM TO A NUMBER  
MPARTNO 008 GREATER THAN ONE. THE COMPUTER WILL THEN  
MPARTNO 009 AUTOMATICALLY ENTER THE PRICE. THIS SPACE IS  
MPARTNO 010 ALSO USED FOR MECHANICS WORK HOURS, TAX,  
MPARTNO 011 DISCOUNTS AND MISCELLANEOUS ITEMS.  
MPARTNO 012  
MPARTNO 013 IF AN INCORRECT NUMBER IS ENTERED THE COMPUTER  
MPARTNO 014 WILL OFFER THE OPTION OF ADDING THAT NUMBER TO

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MPARTNO 015 ITS FILE.  
c\_data 001 FDDFSFSF  
MPARTNO 016  
MPARTNO 017 A "?" CAN BE ENTERED. THIS COMMAND WILL TAKE TO  
MPARTNO 018 LOOK UP INVENTORY/PRICE INFORMATION.  
MPARTNO 019  
MPARTNO 020 USE UP AND DOWN ARROWS TO EDIT PREVIOUS MISTAKES.  
MPARTNO 021 TO OMIT PREVIOUS LINE: PRESS DELETE, ENTER AND  
MPARTNO 022 YES.  
c\_data 001 FGFHFDKFHDFFFK  
  
c\_data 001 FKGJFGJFKGJFKJGFKJGDLK  
MPARTNO 023  
MPARTNO 024 WHEN ALL MATERIALS HAVE BEEN ENTERED A DOUBLE  
MPARTNO 025 RETURN WILL GIVE THE OPTION TO ENTER PAYMENT.  
MPAID\_FU 001 PAID IN FULL: THE YES COMMAND IS AUTOMATICALLY  
MPAID\_FU 002 ENTERED. PRESS RETURN TO CONTINUE. A "NO"  
MPAID\_FU 003 COMMAND INDICATES A BILL TO.  
MPAID\_BY 001 CHECK NUMBER: THIS IS WHERE CHECK NUMBER IS  
MPAID\_BY 002 ENTERED IF WORK DONE WAS PAID BY PERSONAL  
MPAID\_BY 003 CHECK.  
MCARD\_NO 001 CREDIT CARD NUMBER: THE CREDIT CARD NUMBER IS  
MCARD\_NO 002 ENTERED HERE IF THE WORK DONE WAS PAID BY  
MCARD\_NO 003 CREDIT.  
MEXP\_DAT 001 EXPIRE DATE: IF A CREDIT CARD WAS USED FOR  
MEXP\_DAT 002 PAYMENT, THE EXPIRATION DATE SHOULD BE  
MEXP\_DAT 003 ENTERED HERE.  
MAUTH\_NU 001 AUTHORIZATION: IF A CREDIT CARD WAS USED FOR  
MAUTH\_NU 002 PAYMENT, THE AUTHORIZATION NUMBER SHOULD BE  
MAUTH\_NU 003 ENTERED HERE.  
c\_data 001 DFJDKLFJFKDLF  
MPARTNO 026  
MPARTNO 027 PART NUMBER FOR ADDING AND EDITTING INVENTORY:  
MPARTNO 028 YOU MAY ENTER PLUMLEE'S 12 DIGIT NUMERIC PART  
MPARTNO 029 NUMBER OR AN ALTERNATE PART NUMBER IN THIS  
MPARTNO 030 SPACE.  
  
MCLASS 001 CLASS: THIS IS A CODE USED TO GROUP SELECTIVE  
MCLASS 002 ITEMS TOGETHER, SO THEY CAN BE FOUND MORE  
MCLASS 003 QUICKLY. YOU MAY MAKE UP AS MANY CLASS CODES  
MCLASS 004 AS YOU LIKE. MAKE SURE WHEN YOU ADD A NEW  
MCLASS 005 CODE TO THE SYSTEM THAT YOU ALSO ADD IT TO  
MCLASS 006 THE CLASS PICK LIST IN ADD/EDIT CLASS CODES.  
MCLASS 007 LIMIT IS 8 ALPHA NUMERIC CHARACTERS.  
MCLASS 008 EXAMPLES:  
MCLASS 009 HWHG = HOT WATER HEATER GAS  
MCLASS 010 CC90 = COPPER 90%  
MCLASS 011 BFP = BACK FLOW PREVENTER  
MCLASS 012 BP = BLACK PIPE

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MOEM 001 MANUFACTURES ID: THIS IS WHERE YOU ENTER IN A  
MOEM 002 SHORT ABBREVIATION FOR A MNUFACTURES ID. YOU  
MOEM 003 MAY LOOK IT UP INDER INQUIRY INVENTORY BROKEN  
MOEM 004 DOWN BY MFG. THERE IS A POSSIBILITY OF  
MOEM 005 UNLIMITED NUMBER OF MANUFACTURES.  
MOEM 006  
MOEM 007 IF YOU AD ANY NEW MANUFACTURES TO THE SYSTEM BE  
MOEM 008 SURE TO ADD IT TO THE OEMPICK LEST THROUGH  
MOEM 009 ADD/EDIT OEM.  
MOEM 010  
MOEM 011 EXAMPLES:  
MOEM 012 MOEN FCT = MOEN FAUCETS  
MOEM 013 AOSMITH = AO SMITH  
MOEM 014 CREST = CREST MFG. CO.  
MOEMPTNO 001 MANUFACTURES PART NUMBER: ENTER THE MANUFACTURES  
MOEMPTNO 002 PART NUMBER IN THIS SPACE IF APPLICABLE.  
MOEMPTNO 003 LIMIT IS 15 ALPHA NUMERIC CHARACTERS.

MDESCRIP 001 DESCRIPTION: A SIMPLE DESCRIPTION OF THE ITEM IS  
MDESCRIP 002 ENTERED IN THIS SPACE. LIMIT IS 25 ALPHA  
MDESCRIP 003 NUMERIC CHARACTERS.  
MINDEXNO 001 INDEX NUMBER: THE INDEX NUMBER IS ENTERED IN  
MINDEXNO 002 THIS SPACE. THIS IS USED TO UPDATE YOUR COST  
MINDEXNO 003 AND SELL PRICES. ALL ITEMS WITH A GIVEN  
MINDEXNO 004 INDEX NUMBER WILL HAVE THE PRICES UPDATED  
MINDEXNO 005 WHEN YOU RUN THE ADD/EDIT OEN PROGRAM.  
MUNIT 001 UNIT: THIS IS TO KEEP THE UNIT OF MEASUREMENT FOR  
MUNIT 002 EACH ITEM.  
MUNIT 003  
MUNIT 004 WE SUGGEST YOU USE:  
MUNIT 005 EA = EACH  
MUNIT 006 DOZ= DOZEN  
MUNIT 007 FT = FEET  
MPR\_TRAD 001 TRADE: THIS IS TO KEEP THE MANUFACTURES LIST  
MPR\_TRAD 002 PRICE SUPPLIED BY PLUMLEE. THIS IS THE PRICE  
MPR\_TRAD 003 THE ADD/EDIT OEM WORKS OFF OF. TO UPDATE  
MPR\_TRAD 004 YOUR COST AND SELL VASED ON PERCENTAGES YOU  
MPR\_TRAD 005 SUPPLY THE SYSTEM THROUGH ADD/EDIT OEM.  
MPR\_LIST 001 LIST: THIS IS TO KEEP THE MAUFACTURES LIST PRICE  
MPR\_LIST 002 SUPPLIED BY PLUMLEE. THIS IS THE PRICE THE  
MPR\_LIST 003 ADD/EDIT OEM WORKS OFF OF. TO UPDATE YOUR  
MPR\_LIST 004 COST AND SELL BASED ON PERCENTAGES YOU SUPPLY  
MPR\_LIST 005 THE SYSTEM THROUGH ADD/EDIT OEM.  
MPR\_SELL 001 SELL: THIS IS THE PLUMLEES SUGGESTED SELLING  
MPR\_SELL 002 PRICE TO THE CUSTOMER, SUPPLIED BY PLUMLEE.  
MPR\_SELL 003 LIMIT IS 6 NUMERIC CHARACTERS.  
MPRICE 001 SELL: THIS IS THE PRICE THAT IS UPDATED BY  
MPRICE 002 ADD/EDIT OEM. THE PRICE IS DERIVEDE FROM

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MPRICE 003 PERCENTAGES OFF LIST PRICE. ENTER THE SELL  
MPRICE 004 PRICE THAT IS USED IN FINISHED WORK ORDERS  
MPRICE 005 AND POS.  
MCOST 001 COST: THIS IS THE PRICE THAT IS UPDATED BY ADD/  
MCOST 002 EDIT OEM. THE PRICE IS DERIVED FROM  
MCOST 003 PERCENTAGES OFF LIST PRICE. YOU SUPPLY THE  
MCOST 004 SYSTEM THE PERCENTAGES THROUGH ADD/EDIT OEM.  
MCOST 005 YOU MAY PUT YOUR ACTUAL COST FOR THAT ITEM  
MCOST 006 HERE. WHEN YOU DO AN ENTER PURCHASES ENTRY  
MCOST 007 THE COST PRICE OF THAT INVOICE WILL REPLACE  
MCOST 008 WHATEVER COST PRICE THAT IS THERE NOW.  
MQ\_SHOP 001 QUANTITY: THIS IS THE ON HAND QUANTITY THAT YOU  
MQ\_SHOP 002 HAVE AND IS UP DATED BY ENTERING PURCHASES  
MQ\_SHOP 003 AND IS DECREMENTED BY FINISH WORK ORDERS.  
choice 001 PART NUMBER: PLUMLEES PART NUMBER OR A ALTERNATE  
choice 002 NUMBER IS ENTERED HERE. ALL LOOK UPS ARE ON  
choice 003 A SOFT SEEK. THIS MEANS THAT IF THERE IS NOT  
choice 004 A EXACT MATCH TO THE NUMBER YOU PUT IN, IT  
choice 005 WILL FIND THE CLOSESET THING TO THE NUMBER  
choice 006 YOU HAVE ENTERED.  
MQ\_PART 001 PART NUMBER: THE PLOUMLEES PART NUMBER OR AN  
MQ\_PART 002 ALTERNATE PART NUMBER IS ENTERED IN THIS  
MQ\_PART 003 SPACE. ALL LOOK UPS ARE ON A SOFT SEEK.  
MQ\_PART 004 THIS MEANS THAT IF THERE IS NOT AN EXACT  
MQ\_PART 005 MATCH TO THE NUMBER YOU HAVE ENTERED, IT WILL  
MQ\_PART 006 FIND THE CLOSEST THING TO THE NUMBER YOU HAVE  
MQ\_PART 007 ENTERED.  
MVEN 001 FACTORY NAME: THE MANUFACTURES CODE THAT IS IN  
MVEN 002 THE SYSTEM IS ENTERED HERE. A "?" ENTERED  
MVEN 003 WILL PULL UP A KEY SENSITIVE SCROLLING WINDOW  
MVEN 004 PICK LIST THAT SHOWS YOU THE NAMES OF  
MVEN 005 MANUFACTURES CODES FOR ALL THE CODES IN THE  
MVEN 006 SYSTEM.  
MVEN 007 LIMIT IS 8 ALPHA NUMERIC CHARACTERS.  
MCLASS 013 PVCC = PVC COUPLING  
MQ\_PART 008 LIMIT IS 15 ALPHA NUMERIC CHARACTERS.  
choice 001 CUSTOMER INFORMATION: THIS COMMAND BRINGS UP A  
choice 002 KEY SENSITIVE SCROLLING WINDOW PICK LIST THAT  
choice 003 SHOWS ALL THE CUSTOMERS IN THE SYSTEM INDEXED  
choice 004 BY NAME. HIGHLIGHT CHOICE, PUSH ENTER TO SEE  
choice 005 FULL SCREEN ON THAT CUSTOMER.  
choice 001 JFDKLS  
choice 001 ADD/EDIT MAP INFO STREET NAME: TO ADD A NEW  
choice 002 STREET JUST ENTER THE STREET NAME. ENTER A  
choice 003 "?" AND A KEY SENSITIVE SCROLLING WNDOW PICK  
choice 004 LIST WILL APPEAR. TO EDIT, HIGHLIGHT THE  
choice 005 STREET YOU WISH TO EDIT AND PUSH ENTER.  
MCOORD1 001 PAGE AND GRID: THESE ARE THE COORDINATES THAT  
MCOORD1 002 ARE USED IN ALL THE MAP GRID LOOK UPS. LIMIT

Sheet1

MCOORD1 003 IS 8 ALPHA NUMERIC CHARACTERS.  
MTERRITO 001 TAX ZONE: THIS IS USED WITH LOOK UP MAP AND MUST  
MTERRITO 002 BE THE SAME FOR ALL TAX ZONES IN YOUR WORK  
MTERRITO 003 AREA.  
MJOB\_NO 016 LIMIT IS 8 ALPHA NUMERIC CHARACTERS.  
MDATE\_PR 004 CHARACTERS.