TELE CHECK

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LOGS AND RECORDS

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GETTING STARTED

There are two forms of information available to you, logs and records.

Logs contain the exact name, date, account number, record number and the memo of each transaction made. You can have hundreds of different transaction made in one log. The logs makes it easy to view all your transactions for a period of time you pick before placing them in storage.

Each record contains all the information that was entered on a customer's check . Only one check entry to a record. This also allows you to recall the check and print a new check for a new transaction.

It is recommend that you store your customer records each month on the same day. i.e. the 1st of each month. This will allow you to retrieve information in the future quickly. You will only need to know the month and the year the check was printed.

It is also recommended that you start a new log for your own checks and for your customers checks.

SEARCHING

There are four ways to search for a customers record of a transaction. By name , date, account # , or record #. To search you will need to click on SEARCH in the menu bar and then on one of the four choices. Enter the name exactly as it was on the check, do this for the date, account #, or record #, then click enter. If you search is unsuccessful you will have to use SEARCH STORED RECORDS.

If you do not know the exact date, name , account3, or record# you will have to view the logs. See VEIWING LOGS.

SEARCH STORED RECORDS

Stored records are stored by the month and year of storage, so you will need to know the month the check was stored. See STORING RECORDS.

To retrieve the information click on SEARCH STORED RECORDS and the enter the month using both numbers i.e. 04 for April and the year 96 for 1996. then enter the exact name ,date, account#, or record# used on the check.

If you do not know the exact date, name , account3, or record# you will have to view the logs. See VIEWING LOGS.

STORING RECORDS

To store records for easy retrieval store them by the month. To do this click on LOGS and then STORE CUSTOMER RECORDS. A window will appear with todays date in it. Change the date to what ever date you wish and click OK. All records dated prior to that date will be moved to a new directory. If you enter a date of 04/01/96 all records that have not been stored yet that are dated 03/31/96 will be moved to a directory named 0396 representing the month and the year. You should also consider starting a new customer log the say day.

VIEWING LOGS

To view the current customer log or your check log click on LOGS and then on on VIEW CUSTOMER LOG or VIEW MY CHECK LOG. A list box will appear and you may select one to veiw.

To view stored logs click on VIEW STORED LOGS. Stored logs are stored by the date that the log was started.

Example: the date you installed Tele Check (let say it is 01/10/97) a log was started for your checks and one for your customers checks. When you selected to store them they where placed in storage using a storage number 01101997.

When you select to store your logs a new log is generated using that days date.