

## Chapter 1 - Introduction

### ***Station Login/Password***

The first step when using the RSSS System is to perform a login on the system. A login activates the workstation and starts its connection and dialog with the RSSS System. The basic login procedure for most employees is the "STATION LOGIN". Note: In most cases there will be an automatic login and your screen will go immediately to the Security Entry – Employee Login screen where you enter your employee number and password. See Figure 1-1.

### ***SmarTerm Login PC***

Some RSSS hardware configurations will include Windows PCs that can access the RSSS file server using terminal emulation software (usually a product called SmarTerm). To login to the RSSS System, use the mouse to double click on the RSSS Icon on the Windows Desktop. Depending on how your PC is connected to the server, you will either be logged in automatically or have to enter a station number to login. In systems where a network connection is used, the terminal emulation software will automatically login to the server in most cases. In systems where a serial connection is used to link the RSSS file server and the PC, the manual login is required unless a macro or icon is used to get this started. The station number will be written on a label on your PC. At the login prompt, type in the station number. Example: sta02.

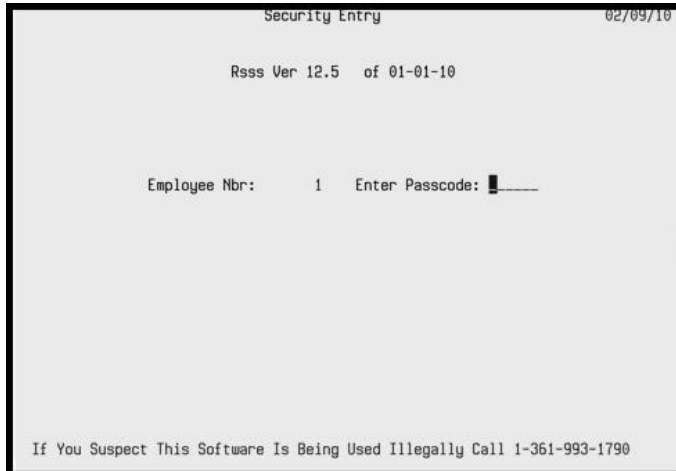
### ***Employee Login Screen***

Make sure that the NUMBER LOCKS and the CAPS LOCK are engaged on your keyboard. Enter your employee number in the employee number field as seen in Figure 1-1. After you enter your employee number press the END key on the keyboard. By pressing the END key on the keyboard you will "wipe out" any left over data that was in the field. For instance many numeric fields have a 0 (zero) as a default.



**Figure 1- 1 Employee Login Screen**

After you enter your employee number and press the END key, the system will move you to the password field as seen in Figure 1-2. Enter your personal password here, and then press the END key. The first time you access the system you should change your password.

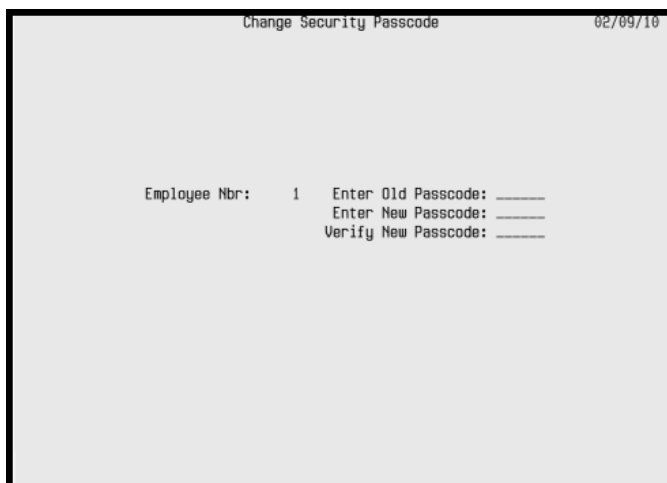


**Figure 1- 2 Employee Login Screen with Password prompt**

### **Change Security Passcode - SECCHG**

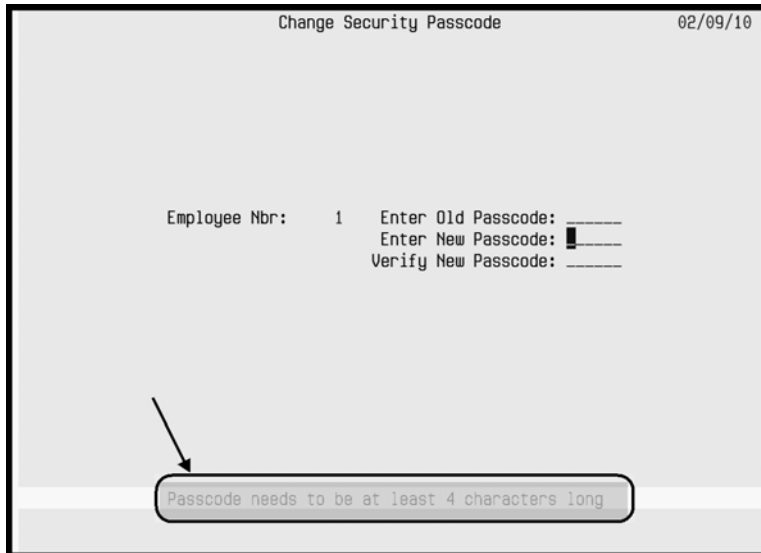
If you would like to change your password, select "change your password" from the RSSS Menu. This action will bring up the Change Password Program as seen in Figure 1-3. Enter your employee number and current password. Then enter your new password and verify your new password. Remember passwords can be up to 6 characters long and can be letters or numbers and upper or lower case. Take reasonable measures to protect your password.

It is important that you do not let another employee use your employee number and password to access the RSSS System. The software is designed to track every transaction with a date/time/employee electronic signature.



**Figure 1- 3 Change Security Passcode – SECCHG**

Some companies may have a minimum number of characters that are used. If your password does not contain enough characters, you will receive a message asking that you input the minimum number of characters required. See Figure 1-4.



**Figure 1-4 Change Security Passcode – SECCHG password error message**

## **Menu System**

The RSSS System is designed around a menu system that can be customized to fit the various duties of each user on the system. A menu is assigned to each employee for easy access to the fully integrated RSSS Programs. The "Home Menu" for each employee is controlled in the Employee Maintenance (EMPMNT) program. There are several menus that have already been set up in the RSSS System; however, the Store Menu will usually apply to 90% of employees. Custom menus can also be setup for employees who have tasks that differ from those listed on the Store Menu.

## **Employee Number/Password**

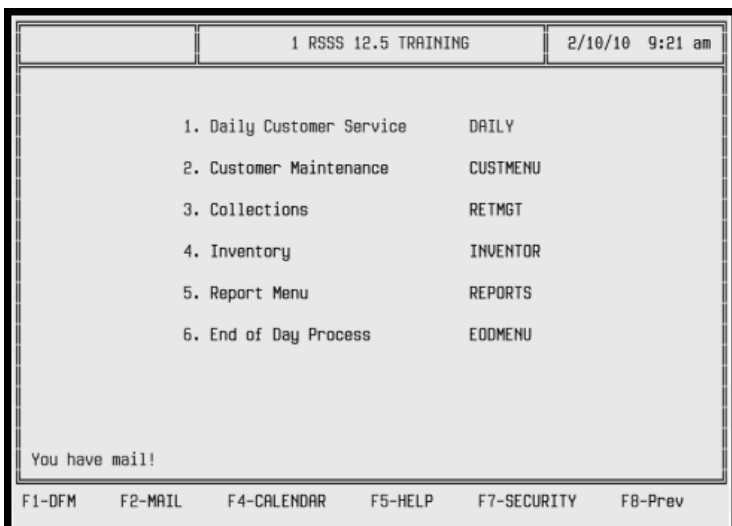
Management will set up each employee with a Home Menu, Employee Number, and Password on the system. The first time you login to the system, you will be prompted to enter your Employee Number and Password. It is important to remember that the RSSS System is CASE SENSITIVE. You should make sure that your CAPS LOCK and NUMBER LOCK have been engaged on the keyboard. The LED lights on your keyboard will indicate when the CAPS LOCK and NUMBER LOCK have been engaged.

**All typing within the RSSS System should be done in CAPITAL LETTERS.**

Enter your Employee Number then press the enter or END key. The cursor will move to the Password Field. Enter your password. Press the END key. The system will then take you to your Store Menu. Your menu controls your access to the RSSS Programs and makes it much easier to accomplish your day-to-day tasks on the system.

## Use of the Menu System

The Home Menu is set up to be a literal menu. The Home Menu is set up as seen in Figure 1-5.

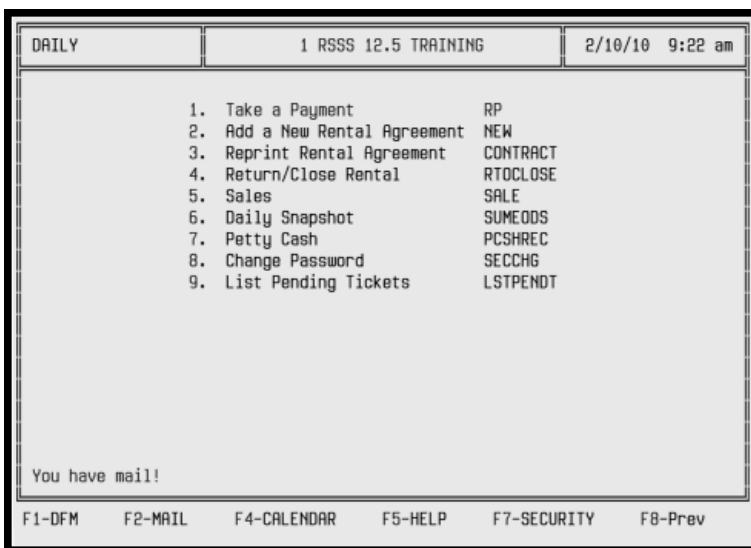


**Figure 1- 5 RSSS Home Menu**

This means that the menu options listed correspond to their functions. The menu system is designed to enable and disable parts of the program as licensed by your store.

The Home Menu is designed to allow you quick and easy access to the programs that you will use every day as you sell, rent, check stock, and take payments and close your day.

Selecting “1. Daily Customer Service” off the Home Menu will give you the menu seen in Figure 1-6. The Daily Customer Service menu will be used throughout the day as you service customers within the store.



**Figure 1- 6 Daily Customer Service Menu**



**Take a Payment** means that you can take a payment in the “RP” program. **Add a New Rental Agreement** is where you add a new rental agreement contract for your customer.

Your menu will reflect the activities that are done within your store or function. For instance your store may not be using the Time and Attendance module; therefore, it will not appear on your menu. Other employees may have a slightly different menu based upon their security profile. It is important that you do not let another employee use your employee number and password to access the RSSS System. The software is designed to track every transaction with a date/time/employee electronic signature. So protect yourself and do not let others get a hold of your password.

Use the ARROW KEYS on your keyboard to move the cursor through the menu choices or select the highlighted letter on the keyboard for the menu choice that you wish to execute. On most color monitors the highlighted keys will be yellow and on a monochrome monitor they will be a brighter shade.

## ***Help***

The RSSS System has a built-in HELP Utility program. The HELP SYSTEM consists of the FIELD INFORMATION PROMPT LINE, FUNCTION KEYS, and DROP DOWN WINDOWS. Once you have entered into the program module you want to use, several items will appear on the screen. These items are common throughout the RSSS System and are used to guide you through the steps required to perform the functions of the program. Users that take the time to understand how the FUNCTIONS KEYS, FIELD INFORMATION PROMPT LINE, and DROP DOWN MENUS operate find that they learn the system faster.

## ***Field Information Prompt Line***

When you select a program from the list on your MENU, it will open up automatically and take you to the first field that requires you to type in information. The FIELD INFORMATION PROMPT LINE appears above the double line at the bottom of the screen. The FIELD INFORMATION PROMPT LINE will provide you with instructions on what to do and give you an error message if what is entered in the text field does not comply with what is required to perform the function.

The FIELD INFORMATION PROMPT LINE will change from green to red (adjust to a brighter shade on monochrome monitors) when an error has been made. The workstation may also issue an audible “error beep” if this feature has been enabled on your workstation. The FIELD INFORMATION PROMPT LINE appears at the bottom of the screen. The FUNCTION KEYS appear below the field information prompt line as seen in Figure 1-7.

```

1
Name: SMITH , AMANDA Acct#: 102405 H Ph: (555)555-5555
Add: 123 ABC LANE BTTC: W Ph: (555)555-5555
City: ANYTOWN TX 55555 PayDay:
Comment:

Ticket# Seq Bal #P Pmt Amt Other Late Grp Esp Tax Tot Due Due Date
RANGE BE 2370.00 47.40 4.74 3.65 55.79 2/12/10

Length 52 Terms W RTD Total Charge 0.00 0.00 Due 0.00
Enter the number of payments customer is making or F5 for help
F1-CustChg F2-Payoff F3-ShowTic/BadChk F4-Hist F6-Comment F7-Date/Amt F8-Back
  
```

Field Information  
Prompt Line

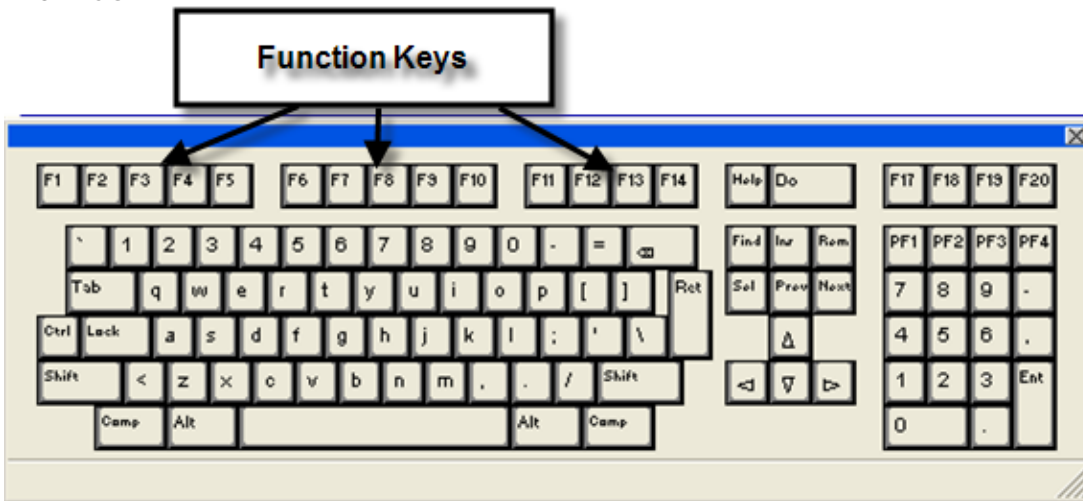
Function Keys

**Figure 1- 7 Field Information Prompt Line and Function Keys**

### Function Keys

FUNCTION KEYS vary based on the program you are executing. Below is an example of some Function Key descriptions. Figure 1-8 shows the function keys placement on a keyboard.

- F1 - PAGE DOWN
- F2 - PAGE UP
- F3 - CHANGE
- F6 - ADD
- F8 - GO BACK
- F9 – SAVE AND MOVE TO THE NEXT STEP
- F10 – COMMAND LINE



**Figure 1- 8 Keyboard**

Always look at the FUNCTION KEYS and the corresponding command when you are using a new program or one that you do not usually access.

The RSSS System will automatically take you to the next required step when entering information into the system when you press the enter key. The enter key (also referred to as the RETURN KEY) activates each step of the system. When pressing the enter key, the system will do the following:

1. Take you to the next step of the program **OR**
2. Issue a FIELD INFORMATION PROMPT LINE instructing you on what information is required in the text field. **OR**
3. Activate a DROP DOWN WINDOW with options for information required in the text field as seen in Figure 1-9.

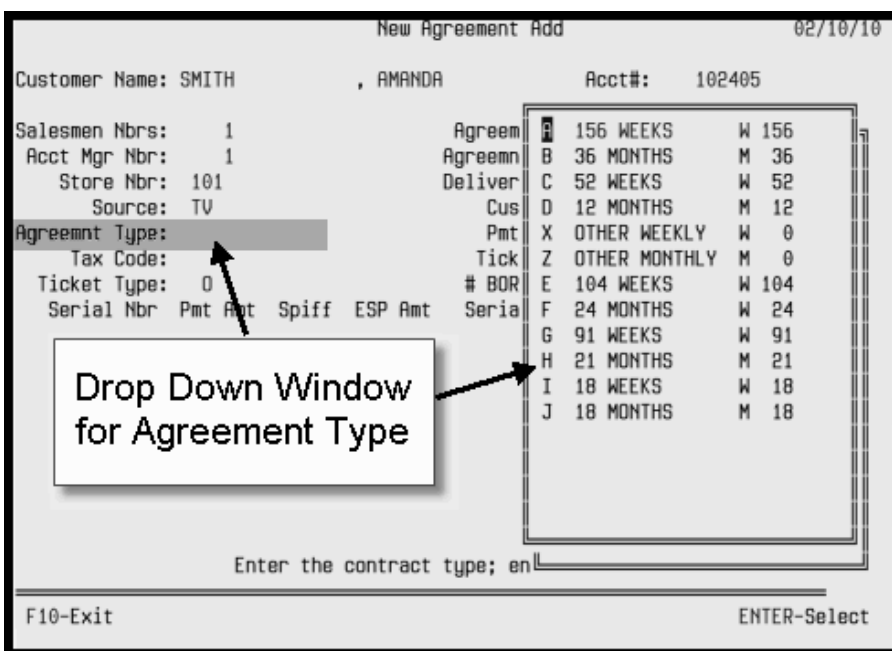
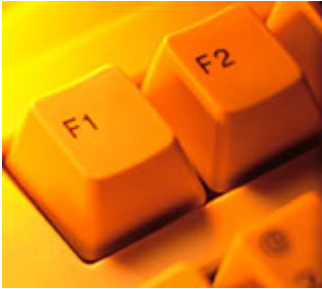


Figure 1- 9 Example of a Drop Down Window

### DROP DOWN WINDOW

If a field requires necessary information and you press the enter key either a DROP DOWN WINDOW will appear or the FIELD INFORMATION PROMPT LINE will prompt options. Options can be selected in a DROP DOWN WINDOW by using the ARROW UP and ARROW DOWN keys. The options will change color (or brightness on a monochrome monitor) as the cursor is moved by the arrow keys.

To move from page to page within a DROP DOWN WINDOW, press the F1-Page Down key and F2-Page Up FUNCTION KEYS to page back and forth. See Figure 1-10.

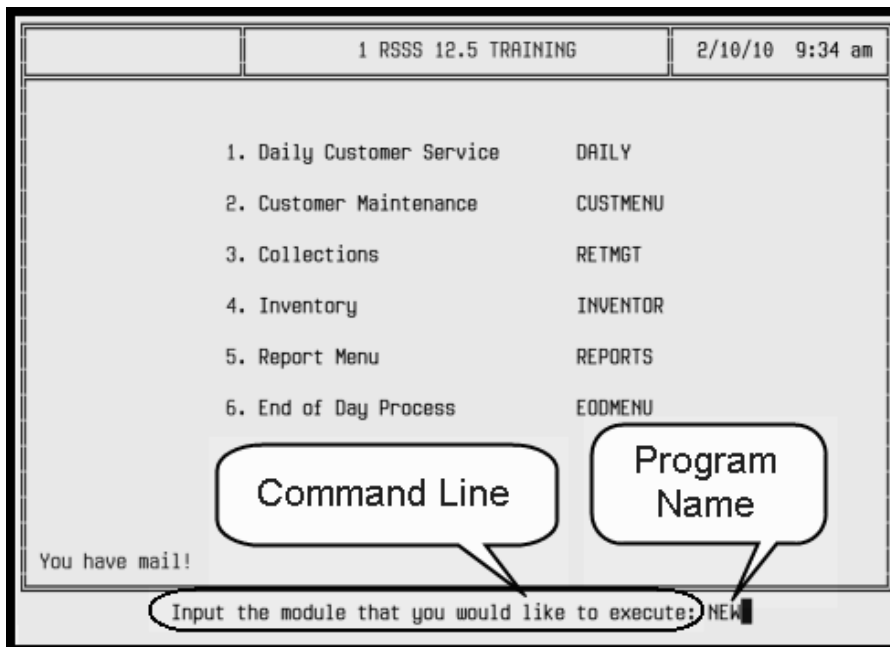


**Figure 1-10 F1 & F2 Function Keys**

## **Command Line**

You will find many references to the COMMAND LINE within this document as seen in Figure 1-11. Press the F10 key to get to the command line.

Note: The command line feature allows you to go straight to a program without navigating through the menu system.



**Figure 1-11 Command Line Example**

In Figure 1-11, the "NEW" program name is typed on the command line.

Note: If a program name is 8 characters long, you type the 8-character program name on the command line and when you type that 8th character, the screen will advance you into that program. If the program name is less than 8 characters, you will have to press the enter key to advance into the program.