

Quick Start Overview

Now that you have installed WIN-IMS, you are probably wondering what to do next. This brief Quick Start card and the User's Manual (located on the CD) provide the general information you need to begin entering data into the system and using WIN-IMS for the first time! Take a good look through the system and manuals before proceeding too far!

1. Printer Assignment

This function allows the user to specify which windows printer will be used for report printing and which one will be used for label printing. This function must be set on each workstation before printing. On the menu bar select File → Printer Assignment. See **Printer Assignment** in the *User Manual* for a detailed explanation.

2. User Authorization

This function allows the administrator to add users to the system. Each user can be granted view or full rights to various system functions based on their log-in. On the menu bar select File → User Authorization. See **User Authorization** in the *User Manual* for a detailed explanation.

3. Company Info

This is where you enter in your general company information including billing and shipping information. On the menu bar select Support → Company Info. See **Company Info** in the *User Manual* for a detailed explanation.

4. Support Menu Functions

This menu allows you to create Carriers, add new Customers, add Suppliers and more. To use the system initially and receive inventory, you must create inventory Locations, create Part Types and Units of Measure, and add Suppliers. On the menu bar select Support and then select your option. See the *User Manual* for more information.

5. Parts

Once your key Support functions are entered, you must add parts to the Part Master. Referenced by the Part Number, each part ordered and shipped must be recorded before any action can be taken.

Once you have setup your initial data, you are ready to start using WIN-IMS! Generate Purchase Orders, Receive materials, and ship product to your customers. Be diligent on how you use the system and it will provide years of reliable tracking of all of your assets!