

Quick Start Overview

Now that you have installed WIN-STS, you are probably wondering what to do next. You might want to start by using the demo database that is included to just “play” with the system to familiarize yourself before you ever start setting up your own system. When you are ready to proceed, this brief Quick Start card and the User Manual (located on CD) provides the general information you need to start entering data into the system and using WIN-STS 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 has you create users. A user may be an individual that will be using the WIN-STS system or a person to which assets may be checked out. You can set WIN-STS Access Rights for each user here also. On the menu bar select File→ User Authorization. See **User Authorization** in the *User Manual* for a detailed explanation.

3. Handheld Configuration

This function has you setup your system to communicate with your Handheld. For a Videx unit, you must have an available COM port (DB-9) to connect the Downloader to. Select your Downloader and COM port being used. For Windows Mobile/CE units, follow the added instructions provided. On the menu bar select File→ Handheld Configuration. See **Handheld Configuration** in the *User Manual* for a detailed explanation.

4. Company Info, Carriers, and Suppliers

These functions are needed throughout the system for the setup of your company database and the tracking of inventory from different suppliers. It is recommended to get a good start on your carriers and suppliers early on for historical tracking purposes and to streamline ordering of product by supplier. On the menu bar select Support → and then the option desired. See the appropriate section in the *User Manual* for a detailed explanation.

5. Department Accounts

This function allows you to enter account numbers to be used when checking out items from inventory. On the menu bar select Support→ Department Accounts.

6. Inventory Locations

This function allows the user to create locations where inventory is stored. On the menu bar select Support→ Inventory Locations. See **Inventory Locations** in the *User Manual* for a detailed explanation.

7. Part Information

This function allows the user to create Part Types and standard Units of Measure(UOM) for organizing your inventory. These items **MUST** be setup since the Part Master (below) requires the selection of a Part Type and UOM before you can save a new part number. On the menu bar select Support→ Part Information and then select the appropriate option. See the appropriate section in the *User Manual* for a detailed explanation.

8. Label Design

The system allows the user to design labels for receipts, locations and parts. These labels typically have barcodes and can be used to check out inventory. Several sample label designs are included and can be modified. You must select a DEFAULT label format in the Label Setup function before printing is allowed. On the menu bar select Labels → Label Designer. See **Label Designer and Label Setup** in the *User Manual* for a detailed explanation.

9. Part Master

The Part Master screen allows for the creation and maintenance of new part numbers, which are used throughout the WIN-STS system. This is the biggest effort when starting up a new system. The entry of all of your parts is a big step. You must enter items with “blue” prompts including the Part Number, Description, Part Type and UOM. It is recommended that you also enter in the other information included on the screen. On the main button bar select the Part Master button. See **Part Master** in the *User Manual* for a detailed explanation.

Once you have setup your initial data, you are ready to start using WIN-STS! Refer to the User’s Manual for additional information. Be diligent on how you use the system and it will provide years of reliable tracking of your entire inventory!