

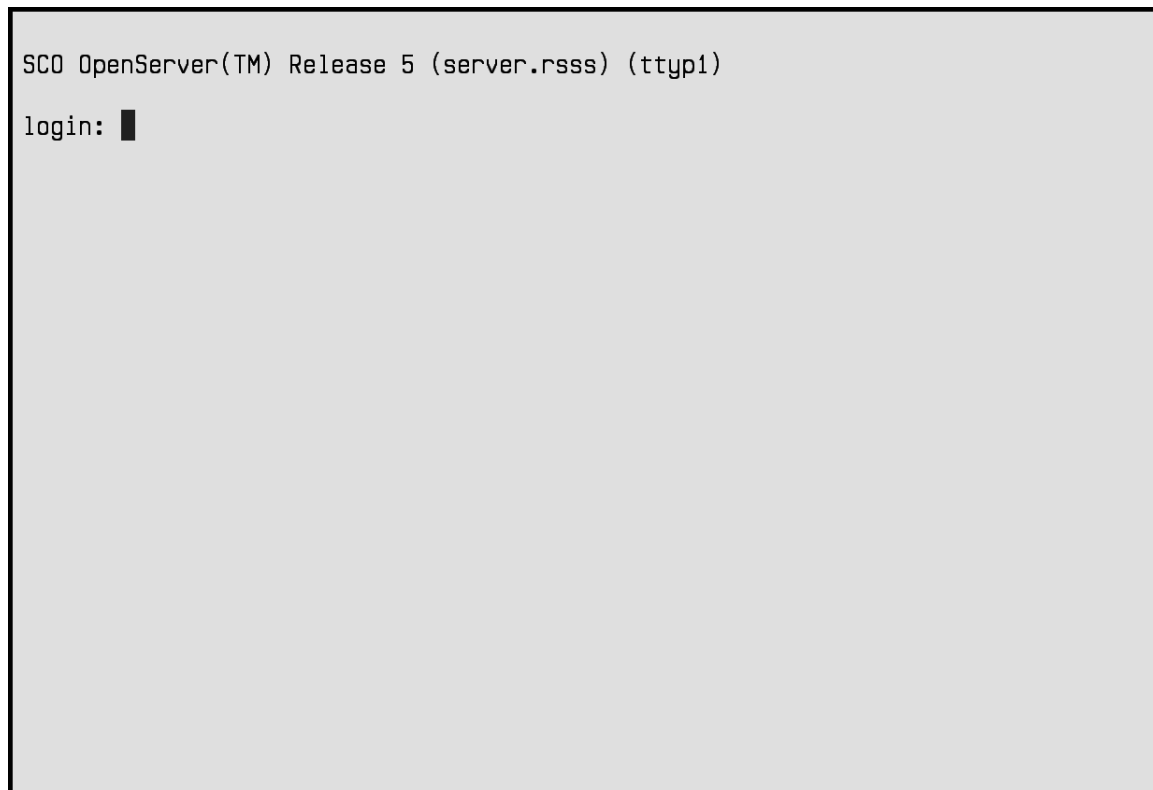
## Chapter 1 - Introduction

### **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 some cases there may 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 1-2.

### **Station Login Terminal**

Turn on the workstation and in the upper left hand corner of the screen a login prompt will appear. Type in the station number for the terminal that you are using and press the ENTER key. If you station has a password, you will need to enter the password at this time. The screen input is suppressed so you will not see the password on your screen as you type it. This is true for all passwords you use throughout the system. The station number will be written on a label on the terminal and is upper/lower case sensitive. Example: sta01. See Figure 1-1.



**Figure 1- 1 Login Screen**


### **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 login automatically or have to enter a station number. 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 as seen in Figure 1-1, 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 1-2. 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.



```
Security Entry                                07/21/05

Rsss Ver 11.5  of 09-10-04

Employee Nbr: █_____

If You Suspect This Software Is Being Used Illegally Call 1-361-993-1790
```

**Figure 1- 2 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 1-3. Enter your personal password here, and then press the END key. The first time you access the system you should change your password.



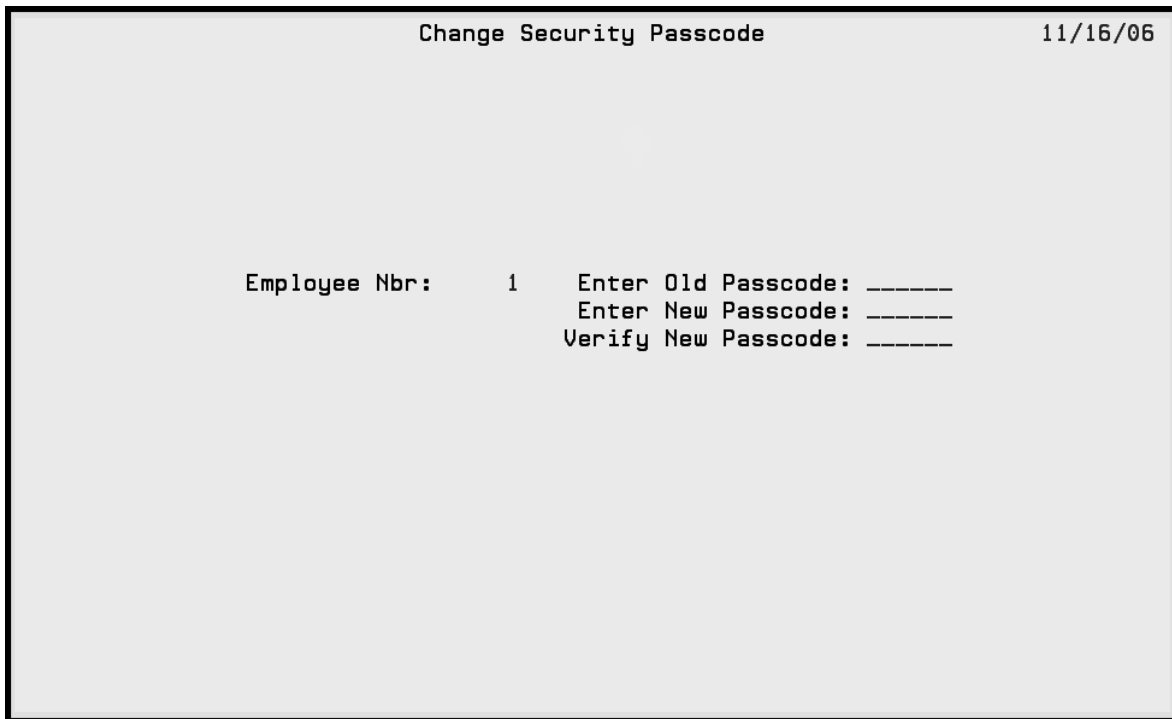
The screenshot shows a terminal window titled "Security Entry" in the top right corner with the date "07/21/05". In the center, it displays "Rsss Ver 11.5 of 09-10-04". Below this, the prompt "Employee Nbr: 1 Enter Passcode: █" is shown, where the employee number is 1 and the passcode field is represented by a solid block followed by five underscores. At the bottom of the screen, a line of text reads: "If You Suspect This Software Is Being Used Illegally Call 1-361-993-1790".

**Figure 1- 3 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 1-4. 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.

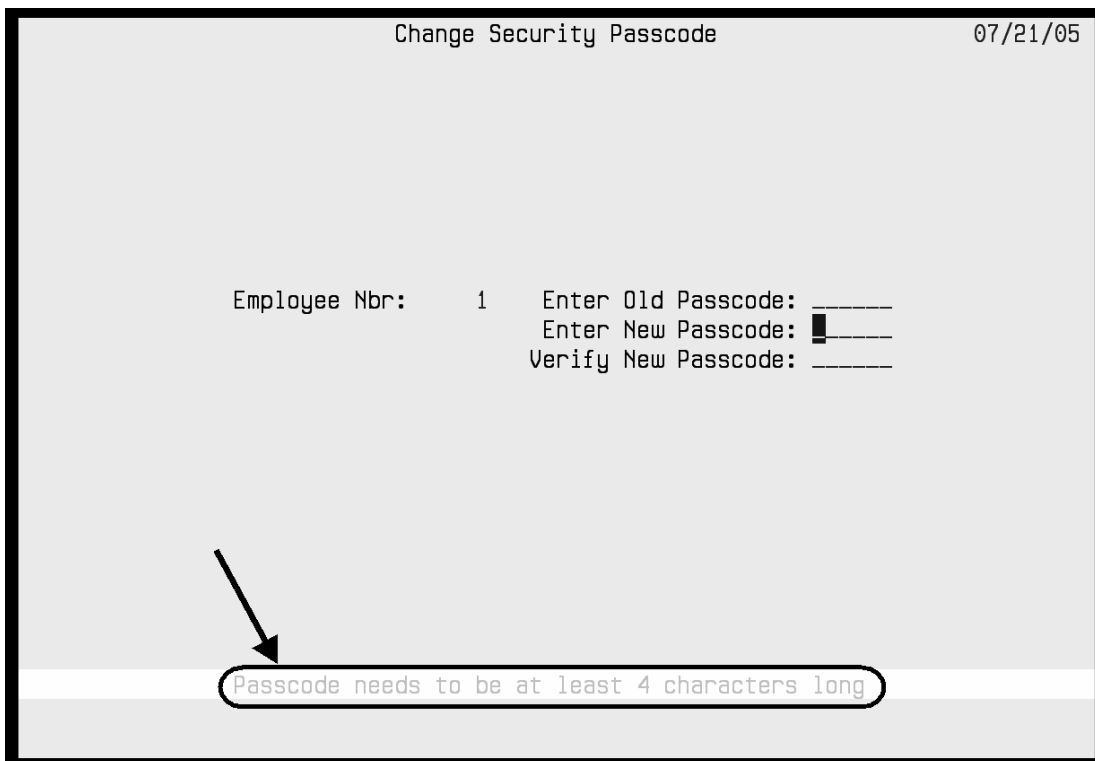


Change Security Passcode 11/16/06

Employee Nbr: 1 Enter Old Passcode: \_\_\_\_\_  
Enter New Passcode: \_\_\_\_\_  
Verify New Passcode: \_\_\_\_\_

**Figure 1- 4 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 1-5.



Change Security Passcode 07/21/05

Employee Nbr: 1 Enter Old Passcode: \_\_\_\_\_  
Enter New Passcode: █ \_\_\_\_\_  
Verify New Passcode: \_\_\_\_\_

Passcode needs to be at least 4 characters long

**Figure 1-5 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 Store Menu is set up to be a literal menu. The Store Menu is set up as seen in Figure 1-6.

RTD Store Menu	1 RSSS APPLIANCES	1/23/07 8:27 am																										
<table> <tr> <td>Clock In &amp; Out</td> <td>T</td> </tr> <tr> <td>On-Screen Collections</td> <td>TICKDUE</td> </tr> <tr> <td>Take Payments</td> <td>RP</td> </tr> <tr> <td>Take Payments On Closed Agrmnts</td> <td>CRP</td> </tr> <tr> <td>Add A New Agreement</td> <td>NEW</td> </tr> <tr> <td>Change An Agreement</td> <td>RTOCSMNT</td> </tr> <tr> <td>Close An Agreement</td> <td>RTOCLOSE</td> </tr> <tr> <td>Inquire On Closed Agreements</td> <td>CLOSEINQ</td> </tr> <tr> <td>Change Customer/Add References</td> <td>RCUSTMNT</td> </tr> <tr> <td>Inventory Functions</td> <td>INVFUNC</td> </tr> <tr> <td>Post Bank Deposit/Petty Cash</td> <td>SUMEOOS</td> </tr> <tr> <td>Post/Refund A Retail Sale</td> <td>SALE</td> </tr> <tr> <td>Reports</td> <td>MENUR2R</td> </tr> </table>			Clock In & Out	T	On-Screen Collections	TICKDUE	Take Payments	RP	Take Payments On Closed Agrmnts	CRP	Add A New Agreement	NEW	Change An Agreement	RTOCSMNT	Close An Agreement	RTOCLOSE	Inquire On Closed Agreements	CLOSEINQ	Change Customer/Add References	RCUSTMNT	Inventory Functions	INVFUNC	Post Bank Deposit/Petty Cash	SUMEOOS	Post/Refund A Retail Sale	SALE	Reports	MENUR2R
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Inventory Functions	INVFUNC																											
Post Bank Deposit/Petty Cash	SUMEOOS																											
Post/Refund A Retail Sale	SALE																											
Reports	MENUR2R																											
F1-DFM	F2-MAIL	F4-CALENDAR																										
F5-RSSSHELP	F7-SECURITY	F8-Prev																										

**Figure 1- 6 RSSS Store Menu**

This means that the menu options listed correspond to their functions. **Take a Payment** means that you can take a payment in the "RP" program. The menu system is designed to enable and disable parts of the program as licensed by your store.

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 Store 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.

The Store 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.

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 above the double line at the bottom of the screen. The FUNCTION KEYS appear below the double line as seen in Figure 1-7.

998  
 Name: ADAMS , LAURA Acct#: 3001681 H Ph: (361)993-1234  
 Add: 974 PROVINCETOWN 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
LIVING R				95.22				14.28		7.86	117.36	6/12/05	

Field Information Prompt Line

Function Keys

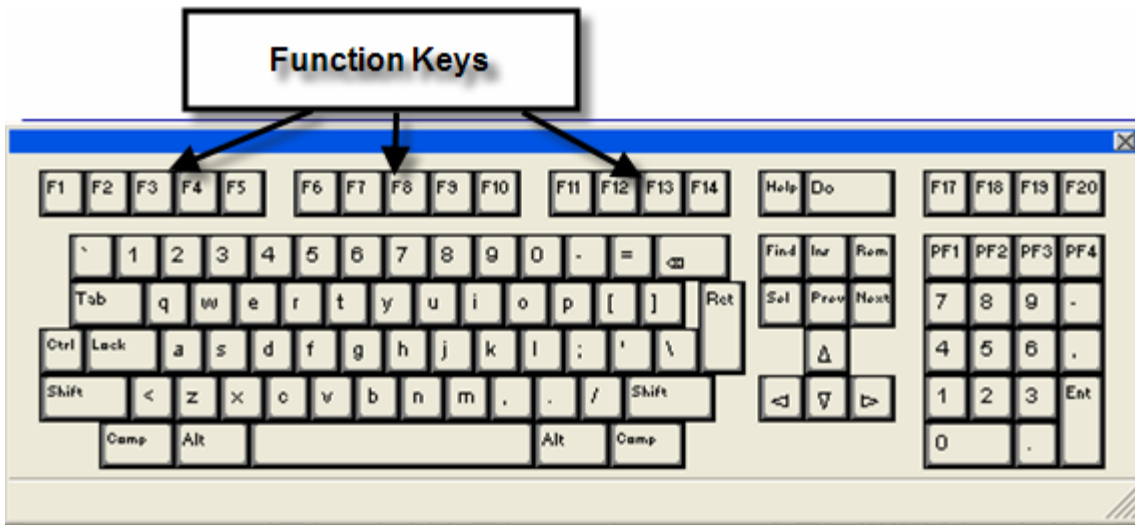
Length 11 Terms M RTD Total Charge 0.00 0.00 Due 0.00  
 Enter the number of payments customer is making or F5 for help  
 F1-CustChg F2-Payoff F3-ShowTic/BadChk F4-Hist F6-Comment F7-Date/Amt F8-Back

**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.

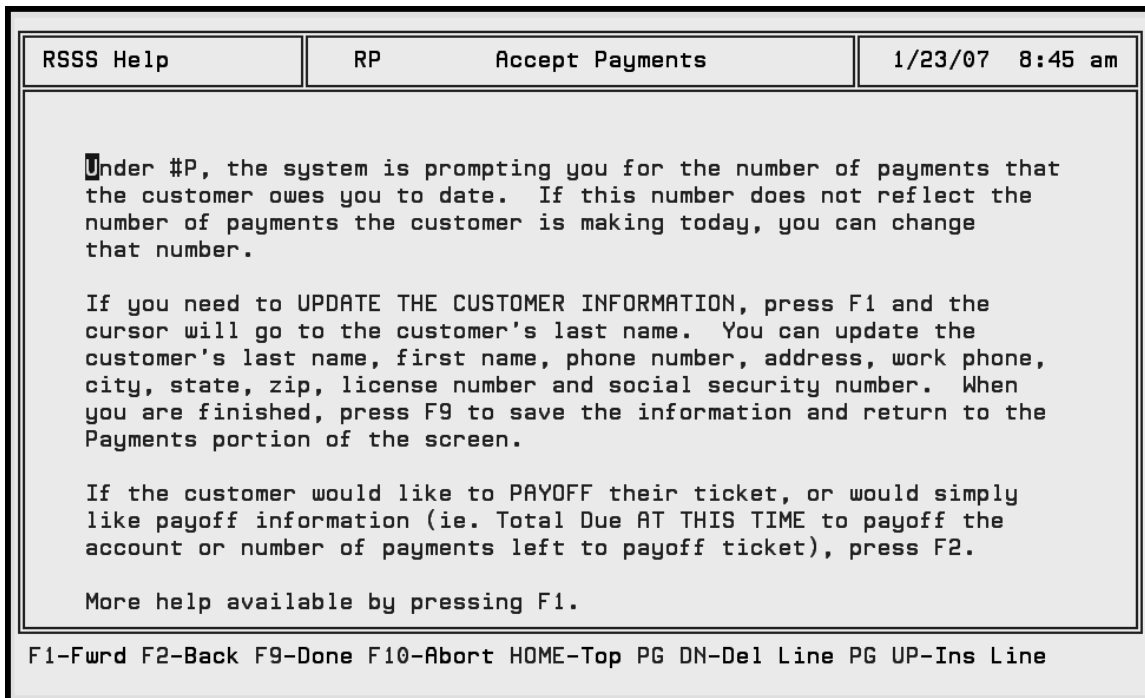
- F1 - PAGE DOWN
- F2 - PAGE UP
- F3 - CHANGE
- F5 - HELP SCREEN
- F6 - ADD
- F8 - GO BACK
- F9 - SAVE AND MOVE TO THE NEXT STEP
- F10 - COMMAND LINE



**Figure 1- 8 Keyboard layout**

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 F5 key is the HELP KEY. This key activates the SYSTEM HELP and will open a window with instructions on what is required for a text field or how to operate a program as seen in Figure 1-9.



**Figure 1- 9 Help Screen**

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 1-10.

The screenshot shows a terminal window titled "New Agreement Add" with a date of "01/23/07". The main form contains the following fields:

- Customer Name: ADAMS, LAURA
- Acct#: 3001681
- Salesmen Nbrs: 1
- Acct Mgr Nbr: 901
- Store Nbr: 1
- Source: TV
- Agreement Type: (highlighted with a box and an arrow pointing to a drop-down window)
- Tax Code: (empty)
- Ticket Type: 0
- Serial Nbr: (empty)
- Pmt: (empty)
- Rmt: (empty)
- Spiff: (empty)
- ESP Amt: (empty)
- Agreement: (empty)
- Agreement: (empty)
- Deliver: (empty)
- Cus: (empty)
- Pmt: (empty)
- Tick: (empty)
- # BOR: (empty)
- Serial: (empty)

A drop-down window for "Agreement Type" is open, showing the following options:

A	78 WEEKS	W	78
B	18 MONTHS	M	18
C	52 WEEKS	W	52
D	12 MONTHS	M	12
E	104 WEEKS	W	104
F	24 MONTHS	M	24
G	91 WEEKS	W	91
H	21 MONTHS	M	21
I	18 WEEKS	W	18
X	OTHER WEEKLY	W	0
Z	OTHER MONTHLY	M	0

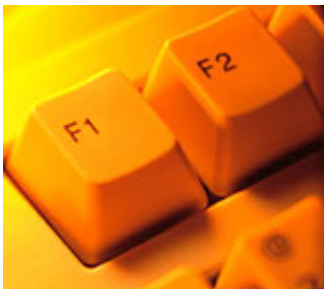
At the bottom of the screen, there is a prompt "Enter the contract type; en" and two function keys: "F10-Exit" and "ENTER-Select".

**Figure 1-10 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 1-11.



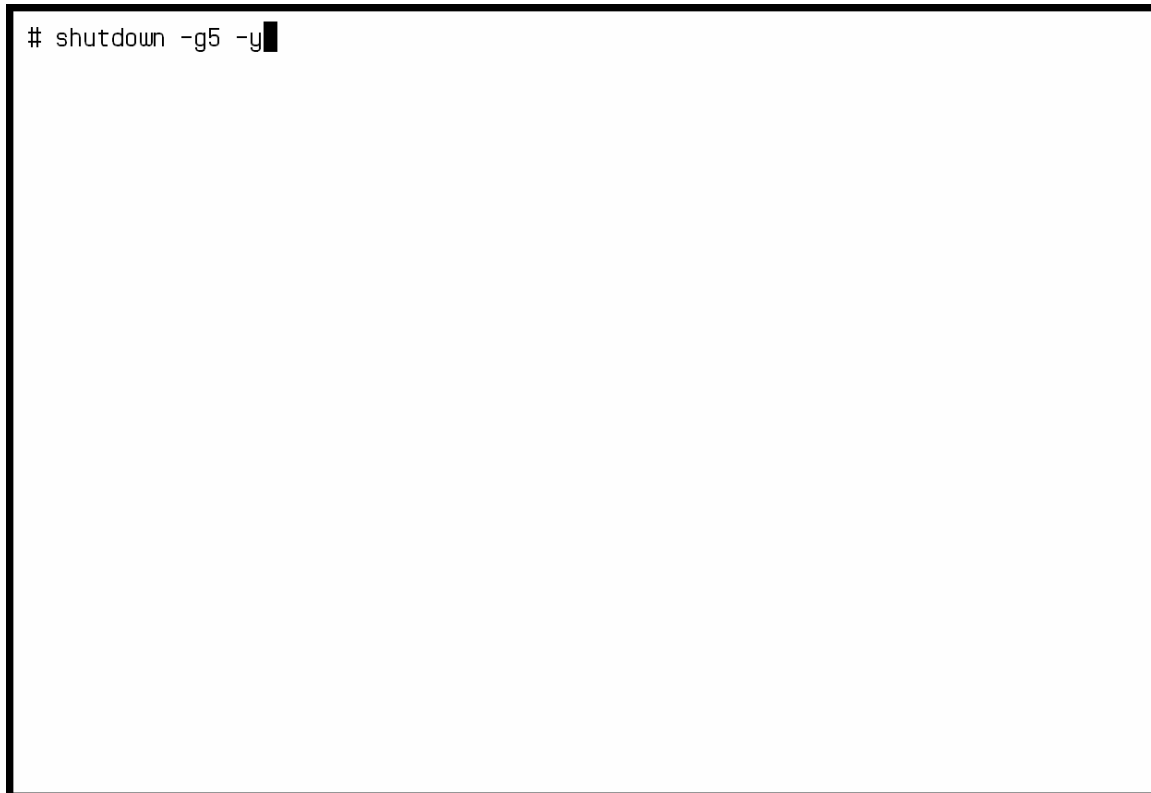
**Figure 1-11 F1 & F2 function keys**

## ***Start up and shutdown procedures***

If you are using a UNIX Operating System, it should be shut down at least once a week. It may also be necessary to shutdown the system to fix a problem.

**Please contact your system administrator for instructions regarding shutting down your system.**

**You can only run this command as seen in Figure 1-12, if you are logged in as a super user. A superuser has a UNIX prompt of a # sign instead of a \$ sign.**

A terminal window with a black border. Inside, the text "# shutdown -g5 -y" is displayed in a monospaced font, followed by a cursor. The background is white.

***Figure 1-12 Shutdown command***

## ***How to do a shutdown***

Because of the way the UNIX operating system utilizes memory, there could be a large section of your file system or your data in RAM (Random Access Memory), it is important that your UNIX system is shut down properly. If the system is not shut down properly, there is a chance that you may lose some data or other work you have entered (since the last shut down).

Stopping the UNIX system takes more than just turning off the computer. You must prepare the system for stopping by using the **shutdown** command. The following section describes how to do this. **Do not turn the power of the computer off, unless the system indicates on the screen that it is safe to power off.**

## **Using the shutdown command without being logged in as a super user**

The shutdown command is the normal way to stop the system and should be used whenever the system is in normal operation mode. It warns other users that the system is about to be stopped and gives them an opportunity to finish their work.

To stop the system with the shutdown command, follow these steps:

1. Press F10 until you get a "\$" or in some cases you may see a "#" sign.
2. At the "\$" sign, type the word "exit" in small letters. This will give you a login.  
Note: On many systems you will be taken directly to a login and no "\$" sign will appear.
3. Type in the word "reboot" and press the ENTER key. Enter the reboot password and press the ENTER key. This will cause the system to immediately reboot. If you do not know the reboot password, contact your system administrator.

**WAIT** - for the prompt:

Boot  
:

At this prompt, press the ENTER key.

If you get a message that asks about cleaning or checking the root file system, it means that the system was not shut down properly the last time. The answer to this question should ALWAYS be "Yes", so type a lowercase "y" and press the ENTER key. Your computer will run a checking program that should finish within a couple of minutes.

**WAIT** - for the prompt:

Type CONTROL-D to proceed with normal startup.

At this prompt, press your CTRL key and your letter D key simultaneously.

WAIT - for the prompt:

Current system time is .....

Enter new time ([yymmdd]hhmm):

Press ENTER.

**WAIT** - for the login. Login with your assigned station number

## **Command Line**

You will find many references to the COMMAND LINE within this document as seen in Figure 1-13. 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.

RTO Store Menu	1 RSSS APPLIANCES	1/23/07 8:51 am
Clock In & Out	T	<p>This is a program name typed in on the command line. If a program name is 8 characters long, you type to program name on the command line and when you type the 8th character the menu screen will advance you into the program. If the program name is less than 8 characters, you will have to press the ENTER key to advance into the program.</p>
On-Screen Collections	TICKDUE	
Take Payments	RP	
Take Payments On Closed Agrmnts	CRP	
Add A New Agreement	NEW	
CHange An Agreement	RTOCSMNT	
CLOSE An Agreement	RTOCLOSE	
Inquire On Closed Agreements	CLOSEINQ	
ChaNge Customer/Add References	RCUSTOMNT	
InVentory Functions	INVFUNC	
Post Bank Deposit/Petty Cash	SUMEODS	
PoSSt/Refund A Retail Sale	SALE	
Reports	MENUR2R	
<p>This is the command line.</p>		
<p>Input the module that you would like to execute: NEW</p>		

**Figure 1-13 Command Line Example**