

View/Edit Rep Codes

PROGRAM NAME: TSALMENU

MENU OPTION TITLE: Enter/Edit Sales Rep Codes

MAIN MODULE: CUSTOMER ACCOUNT FUNCTIONS

HELP KEY ACTIVE: NO

PROGRAM OVERVIEW

This program is used to enter valid Sales representative codes into the IBS software system. To determine Rep Codes, they should correspond to any sales representatives that your company has on staff. Each staff member should be assigned a unique rep code. As these people are assigned customers their rep code should be entered into the REP CODE field of the customer database. This is a powerful tool to track sales by individual rep codes. There are reports available to track the sales by the rep code for evaluation, performance and whatever else you define as a need. This field will be required in the main customer entry program. {CMMMAINT}.

PROGRAM OPERATION

(1)= ADD A NEW VALID TELEMARKETING CODE. Across the top of the screen you will see headers labeled...

REP CODE: Enter a new Rep Code.

SALESPERSON'S NAME: Enter the name of the person assigned to this new Rep Code.

(A)CTIVE/(I)NACTIVE: Type <A> for active status (meaning recognized by the system) or <I> for inactive status (meaning they are still in the system but not able to be used).

(P)RINT? This field shows a <P> if the line item is flagged for printing purposes.

NOTE: You must type in this information in CAPITAL LETTERS only!

(2)= DISPLAY CURRENT VALID CODES. This function will display all Rep Codes in the system.

(3)= EDIT INFORMATION FOR A VALID CODE. This gives you a chance to change any information on any Rep Code. For complete steps, see option 1.

(4)= DELETE A VALID CODE FROM THE LIST. Type in the Rep Code you want to delete and press <ENTER> to confirm.