

User Manual

Reading Room Assistant

V 1.3.0

(For Christian Science Reading Room Sales, Inventory, and Reports)

This User Manual contains important information that we recommend you read prior to installing Data-Flo's Reading Room Assistant 1.3. It also contains directions and information that you may find instructive in using the application effectively and in deriving maximum value. In using this software you agree to indemnify Data-Flo against losses, if any, incurred by you, and against third party claims, if any, as a result of using this software.



Data-Flo

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INSTALLATION:

USER MANUAL: can be obtained to view or to print from any of these sources:

1. PDF version, Data-Flo's website at: www.data-flo.net/csrr.htm
(click "User Manual" button, printer icon to print)
2. After you have installed the Reading Room Assistant software:
(PDF as well as Word format) Main Menu > Help > View User Manual
3. E-mail Data-Flo for a hard copy of the User Manual by mail

Error Message: In 1 and 2 above, if the User Manual does not appear (error message: PDF Reader software needed) you will need to download and install the PDF Reader - FREE - by clicking on the download option available in both cases.

TO INSTALL 'READING ROOM ASSISTANT':

Using web download:

1. Download and save from the website: www.data-flo.net/csrr.htm
2. Unzip the downloaded file. If you do not have WinZip software, please obtain a copy at: <http://www.winzip.com/ddchomen.htm>
3. From the files you unzipped, click on "setup.exe". Follow the prompts.

Using installation CD:

1. If you have the Reading Room Assistant installation CD, insert the CD in the CD drive.
2. The options window will open automatically. Click 'Install Reading Room Assistant'.
If the program does not open, go to Windows Explorer > CD > setup.exe
3. During the install process, you may see error messages. Please click 'ignore' or 'yes' to continue the installation process. This does not affect the successful running of this software program.

Opening the program:

1. After installing, close all windows. On the desktop (main screen), you will see an icon 'Reading Room Assistant' with an image of books.
2. Double click on the Reading Room Assistant icon.

First time use:

1. User name: ADMIN Password: ADMIN
2. Later, please change both the user name and password for your security.
3. Branch Code: Please leave it blank for now. It will be assigned by Data-Flo when you decide to purchase the software.
4. Minimum cash balance: This is the amount you want as the starting cash balance in the cash box each day. Start with this amount in the cash box before beginning to use this software for real transactions (after evaluation).
5. Sales Tax Rate: Enter the Sales Tax Rate (%) for your state, if applicable.

↓ *Please refer to "After installation" on the next page.*

AFTER INSTALLATION:

Please read the "[Before you begin](#)" section of the User Manual.

Trial Mode: While initially becoming familiar with the various features of the program you may freely use all the functions of the program, including entering inventory, creating FUP (Frequently Used Products), recording sales, obtaining various reports, etc. to learn how to use it. The evaluation copy of Reading Room Assistant is a fully functional program.

Live Mode: When you wish to use the program for real transactions, you will need to clear all test transactions. To do so: Insert CD > Explore CD > Support > sales.mdb: copy "sales.mdb" and overwrite to: Windows Explorer > C > Program Files > Reading Room Assistant > sales.mdb. Next, please enter the catalog information, and your starting inventory. (see "[Before starting to use this program](#)").

Product Catalog: This is a listing of all products that are offered by the Christian Science Publishing Society (or other vendors) including those you have on your shelves, but no longer offered by CSPS, Boston. By having a complete listing in your computer, you will be able to correctly enter sales transactions, as well as record new merchandise coming in. If an item does not show up while making a sale or recording stock receipt, you will need to ensure that it exists in the Product Catalog - product code, product name, purchase price, sale price. To enter product information, see "[Update Product Catalog](#)". You can either enter this information in the program yourself, or request Data-Flo to assist you.

Stock on hand: When you are ready to go 'live', you will need to enter in the computer, as a starting point, the actual stock in the Reading Room. Please have available your inventory list including the product code, product title, quantity. The User Manual describes fully how to "[Enter beginning stock on hand](#)". You can either enter this information in the program yourself, or request Data-Flo to assist you.

SUGGESTED SEQUENCE: while evaluating the software

1. Add inventory: Main Menu > Inventory Receipts > Add new
2. Create/Edit the Frequently Used Products: from Main Menu
3. Enter new sales: Main Menu > Sales > Add new
4. See reports for sales, inventory, lending library, donations, and all other reports of interest to you.
5. Use all other functions of the program, including sales/inventory returns, free distribution, Administrator functions, and all functions/features from Main Menu.
6. On exit, choose the 'Close for the day' option to see day's summary and automatic data back up features.

HELP:

Please e-mail: info@data-flo.net. For immediate help call: 1-718-809-8934.

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Introduction:

Data-Flo, a New York based software development company established in 1996, has created a computer software program specifically for: **Christian Science Reading Rooms**.
Note: At present this software is available only in English, only for Windows systems.

Reading Room Assistant is an **easy to use** software program to efficiently manage operations of Christian Science Reading Rooms - to record **Sales**, to manage **Inventory**, and to maintain an accurate count of **Stock on Hand**. It can record items moved to the **Lending Library** of the Church, as well as sales of miscellaneous items. It can record special **Discounts** given, **Donations** received at the Reading Room, and sales or inventory **Returns**, and **Sales Tax** collected. Additionally, you can **create order forms** easily and quickly from within the program. This helps you ‘fast order’, maintain a record, and verify deliveries. You can **print price labels** so all librarians, including volunteers know the exact selling price of each item.

The program **eliminates much of the manual effort** in maintaining records of sales, revenues, purchases, and inventory. It ensures accuracy and offers ease of use.

Reports: The Reading Room Assistant has comprehensive reporting features. You can view daily reports, or reports for any specified period. It provides various reports that help you manage the day-to-day functions – determining what to order from CSPS, what is being sold, what inventory you have, money collected etc. The reports can be used not only to make smart **operating decisions**, but also as a management **reporting** tool.

From a **management perspective:** this program offers a reliable method to help manage the Reading Room, to contain expenses, and to get accurate, relevant, and timely information about costs, revenues, sales, stock on hand etc. The net result, we hope, is that your Reading Room can better achieve its chief purpose: to offer the teachings of Mary Baker Eddy to a wider group of people.

Product description:

Program benefits:

Created specifically for Christian Science Reading Rooms, it can help you to:

- Establish easy, automatic, accurate inventory control
- Get instant, accurate data for annual audit
- Significantly eliminate time spent on clerical functions
- Decide what items to order from the Publishing Society
- Effectively manage your sales and reporting functions
- Provide accurate, meaningful reports to the Board of Trustees
- Position your Reading Room to benefit from technology
- Increase yield from your Reading Room outreach efforts

- Provide valuable business insights to the Publishing Society

Program Features:

Easy to install and use:

- Easy to install – free download from our website
- Easy to use – useful prompts, intuitive design, ‘point and click’ simplicity
- On screen ‘Help’ key for quick guidance
- Free help-desk assistance – e-mail, phone, online*
- Online* Help from live human operators
- Free User Manual – detailed instructions for the novice or the experienced
- Quick Reference Guide – for the most common functions of sales and inventory

* Online Help feature is not yet active. To obtain online help, when this feature is activated you must have Internet access.

Training

- Most users do not need training – the program is easy to learn
- Free training – for groups of 10 or more Reading Rooms
- Training available at your location for a small fee

Free 2-month trial

- Free trial - evaluate the program at no cost for 60 days

Cost:

- The Reading Room Assistant software costs \$150. Special discounts are available.

Program Functions:

Sales:

- Record sales or returns quickly and accurately
- Cash register – record money collected, cash, check, card (not yet linked to transaction processing), display change due to customer, allow discounts, record donations
- Record miscellaneous sales at discounted prices, or free distribution
- Print sales receipts for customers, or hard copy for your records
- Prepare and reconcile bank deposits with ease
- Obtain various reports such as by period, units, dollar volume, product etc.
- Determine quickly and accurately the sales tax amount for any period

Inventory:

- Track inventory automatically – purchased, sold, given away, or moved to lending library
- Instant, up to the minute ‘stock on hand’ reports, including valuation
- Inventory receipts – by units, dollars, summary, returns
- Track expenses – purchase reports by period, units, dollars etc.
- Create order forms easily from within the program

- Smart re-ordering based on activity reports by item, quantity sold etc.
- Print price tags / labels – quick and easy – for ease of sales

Lending Library:

- Record transfer of merchandise to Lending Library
- Obtain reports of Lending Library activity

End of Day sales/cash procedure:

- Automatic calculation of cash transfer to safe at ‘end of day’, leaving the pre-set minimum cash balance as opening balance for the next day
- Summary of day’s activity to verify cash, check, and credit card sales

Reports:

- Sales by period, by units, by dollar volume, by product etc.
- Sales tax collected for any given period
- Top selling items by units, by dollar value
- Inventory received by period, by product, by dollar volume etc.
- Up to the minute “Stock on hand”, all products, by quantity, by value etc.
- Sales returns, Inventory returns
- \$ Collections report – easy bank deposit and accounting reconciliation
- Today’s reports covering all activities for the day
- Donations received at the Reading Room
- See full list of reports available to meet your needs – flexible, powerful
- View, print, convert to Excel, Word, Lotus 1-2-3 or e-mail the reports

Security

- Restricted: Access restricted to authorized personnel with individual password
- Encryption: Password data is encrypted for complete privacy
- Security levels: to designate access zones

Audit

- Complete transaction history (log) available to the Administrator

Accounting Audit

- Reports that provide full and accurate information to the auditor for any given period: purchase expenses, sales revenue, stock on hand, value of stock etc.
- Eliminate hours of effort to gather, extract, verify and present this information to your CPA for the annual (or periodic) audit

Back up

- Automatic, easy back up on floppy, CD, or zip disk
- Built-in option to back up at close of day to ensure safety of data

Updates and upgrade

- Easy update of product catalog or prices as the Christian Science Publishing Society in Boston revises them periodically – giving you the latest, current product list

- Upgrade: as we release enhanced versions of the software

Before you begin:

First steps:

1. **Hardware:** Please refer to “[System Requirements](#)” to ensure that you have the appropriate hardware including the printer, and storage device to back up data.
2. **Operating System:** Refer to “[System Requirements](#)” to ensure you have a compatible Windows operating platform.
3. **Stock on hand:** If your stock on hand numbers are not readily available or if you are uncertain of their accuracy, please take physical inventory of the items you have in stock (product code, title, description, purchase price, sales price, quantity). You will need to enter this starting information into the system “[Enter beginning stock on hand](#)”.

Before starting to use the program:

While evaluating the software you can examine all its features, and become familiar with the program without affecting the actual (real) transactions of the Reading Room.

Trial Mode: You can use all the functions of the program to learn what it offers and how to use it. This includes entering data in Inventory Receipts, editing Frequently Used Products list, making new sales, returns, inventory returns, obtaining various reports, cash collection etc. When you are ready to start using the program to record real transactions you will need to clear away all the records created while in the Trial mode. You will also need to input the beginning stock on hand (see below).

To change from “Trial mode” to a “Live mode”:

1. Insert the Reading Room Assistant CD into the CD drive
DON'T HAVE THE CD? If you downloaded the latest version from our website, and don't have the CD, the 'Support' folder is also available in the location where you unzipped the downloaded file – see RRASetup folder, look for 'Support'. Go to 3 below.
 2. From the options click “Explore the CD”
 3. Open (double click) the folder called “Support”
 4. Select (click once) the file “sales.mdb”
 5. Right click and choose “copy”
 6. Paste (overwrite) to the file of the same name (sales.mdb) as follows:
Windows Explorer > C > Program Files > Reading Room Assistant > sales.mdb
right click > paste
 7. Close (Exit) the CD options window, close Windows Explorer
1. **Assign Administrator:** Designate or assign an administrator (and a substitute) to handle tasks that can only be accessed by the administrator (see “[Administrator Functions](#)”).
 2. **Product Catalog:** Determine your current full product listing. Note: “Catalog” in this program comprises all items you already have in stock for sale, as well as the full range

of items you may order from CSPS or other vendors. To enter product information, see "[Update Product Catalog](#)" in the User Manual.

3. **Input beginning stock:** Input all items you have in stock. Please have ready a full list of inventory including product code, product name, description, purchase price, sale price, quantity on hand (see "[Enter Beginning Stock On Hand](#)"). This will give the computer base-line (starting) information to keep track of inventory.
4. **Create users:** Enter names of all persons who are expected to use the program so that they have permission to log-on (see "[Create New Users](#)"). Later, you can edit this list at any time - add names, or deny access to anyone.

Setup Instructions:

Screen Resolution Settings:

The program is best viewed with a screen resolution of 1024 x 768 (recommended)
To set the screen resolution:

1. Go to Start→Settings→Control Panel.
2. In the Control Panel, double-click Display icon.
3. In the Display Properties window, Click on Settings Tab.
4. Set (adjust) the slider in the Screen Area section (bottom right) to 1024 x 768.
5. Click OK and close the Control Panel.

Setup Messages:

During the setup one or more of the following messages/warnings may be displayed:

1. *Message:* "Setup cannot continue as some of the system files on your system are outdated. You need to restart you system to update the files and continue with the setup. Click OK to restart your system or Cancel to exit setup"
Solution: Click on OK/Yes and allow the system to restart (Remove the Setup CD from the CD-Drive before restarting). After the system has restarted insert the Setup CD again and click on 'Install Reading Room Assistant' or Setup.exe from the CD.
2. *Message:* "A file being copied is older than the file currently on your system. It is recommended that you keep your existing file."
Solution: Click on 'Yes' and continue.
3. *Message:* "An access violation occurred while copying the file." Or "The destination file in use. Please ensure that all other applications are closed."
Solution: Click on Ignore.
Then a message follows "If you Ignore a copy error, the file will not be copied. The application may not function properly as a result. Do you want to Ignore the error?"
Solution: Click on 'Yes' and continue.
4. *Message:* "An error occurred while registering the file."

Solution: Click on 'Ignore' and continue.

The above messages are displayed if some of the files being copied already exist on your system or they are currently open. This does not affect the program execution.

Branch Details:

It is only necessary to fill this form when you first install the Reading Room Assistant program on your computer. You may edit it at a later time if any of that information changes. It provides information to the program, for example the name of the Church that it can print on the reports, and identifies the branch correctly.

Enter: Branch Code: You may proceed without the Branch code during the trial period. Please obtain the branch code from Data-Flo upon registration. Enter Branch Name (Church Name), its address and communication details. The following are optional: street address2, city, phone number, fax number and E-mail.

OK: Click OK to Save the details.

Cancel: To exit without making any changes

Close: To close the form.

Exit: To quit the application without entering the Branch Details for the first time.

Edit: Later, if necessary, you may edit the branch details such as address, phone number or other details (only when you're logged in as Administrator):

Main Menu > Administrator > Branch Details > Edit

Set Minimum Cash Balance:

The 'Set Minimum Cash Balance' form is displayed automatically when you run the program for the first time. This is the amount you would like to have as opening cash balance, at the start of each day, in the cash box at the Reading Room librarian's desk. Before proceeding to use the program, please keep an amount of cash in the cash box equal to the 'Starting Cash' you have just indicated.

Edit the Minimum Cash Balance (available only to Administrator): If, after the program has been installed, you need to change this amount:

1. Main Menu > Administrator > Set Minimum Cash Balance
2. Enter the new amount you wish to set
3. Click OK.

Cancel: To close the form without making any changes.

Set Tax rate for your state:

Enter the rate of sales tax (as a percentage) charged by the state in which your Reading Room operates. If none, leave it at zero. You can get periodic reports of the tax collected and due to the state tax authorities (Main Menu > Reports > Sales > Sales Tax).

To change the tax rate used by the program, you must be signed in as Administrator. Main Menu > Administrator > Set tax rate (enter new rate) > Click OK

To mark "no tax" items (exceptions to the tax charged), see [Update Product Catalog](#).

Steps to create the System DSN:

The installation process will automatically create a DSN (Data Source Name). If, for any reason, it does not do so and gives an error message citing DSN, please create a link to the DSN, by following the steps given below.

Important note: System DSN is created automatically in the install process. The steps below are provided for **use only if you get an error message citing DSN.**

1. Go to Start → Settings → Control Panel.
2. In the Control Panel, double-click on ODBC Data Sources icon.
3. In ODBC Data Sources Administrator window, Click on 'System DSN' Tab and then click on Add button.
4. In the Create New Data Source dialog box, select the Microsoft Access Driver (*.mdb) from the list and click on Finish.
5. In the Microsoft Access Setup dialog box, enter ChurchSales in the Data Source Name text box and then click on Select button to select the Database.
6. In the Select Database dialog box, from the Directories list, double click on C:\, followed by Program Files and then Reading Room Assistant folder. (If the program is installed in a different path, then select that path).
7. In the list on the left (Database File Name list), select 'Sales.mdb' and click OK.
8. Close all the open windows by clicking OK.

Administrator Functions:

Note: You must be signed on as Administrator to perform these functions.

Create New Users:

1. From the main menu, click on Administrator > Add New User
2. User Name: Enter the name of the person being added. You may enter only the first name, or only the last name, or both the first and last name separated by a space.
3. In the field Authorization Level: select 'Normal' for a normal user (most people), or 'Administrative' for the person/s designated to perform 'administrator functions'.
4. In the field Access/Permission: retain the default 'Allowed'.
5. Click OK.
6. Click the Close button.

Delete a User:

1. Main menu > Administrator > Edit User
2. Access/Permission: click on the arrow to release the drop down menu and click on 'Denied'.
3. Click OK.
4. Close the window.

Edit Catalog:

1. Main menu > Catalog > Edit
2. Select the item you want to edit by clicking anywhere in the row that contains the item that you want to edit.
3. This will place your chosen item in the 'edit rows' at the top of this window.
4. Click 'Edit' button in the top row.
5. Modify any of the information in the 'edit row'.
6. **NOTE: To mark "no tax" items:** In answer to the question "Is the item tax free?", click "Yes".
7. Click OK. Close the window by clicking on 'Close'.

To edit more than one item, follow the procedure below:

After you have modified one item, and clicked OK, click on 'Edit' button at the top of the window, select the item to edit, and repeat the procedure as indicated above.

Add new item to Catalog: To add items to the catalog of products, from the main menu, click on Catalog > Add new

Enter the information in each field of that row.

Click OK, and 'Close'.

To add more than one item, after each new item has been entered and you have clicked on OK, click on 'Add new', and repeat the procedure as above.

Void Invoice:

1. Main menu > Sales > View
2. Select the invoice that you want to void by double-clicking on the row that contains that transaction.
3. Full details are displayed so that you can verify that this is the correct item you want to void.
4. If it is not the correct item, or if you do not wish to void it, click on 'Cancel'.
5. Click on 'View' to see the list again, and choose the correct invoice.
6. If it is the correct item, Click on the button 'Make Void' in the top row of this window.
7. A warning message will appear asking you to confirm that you want to void this invoice.
8. Click on 'Yes' to continue.
9. A message in red confirms that this invoice has been voided.
10. You can either print it, or close the window.

Void Receipt:

1. Main menu > Inventory Receipts > View
2. Select the Receipt that you want to void by double-clicking on the row that contains that transaction.
3. Full details are displayed so that you can verify that this is the correct item you want to void.
4. If it is not the correct item, or if you do not wish to void it, click on 'Cancel'.
5. Click on 'View' to see the list again, and choose the correct receipt.

6. If it is the correct item, Click on the button 'Make Void' in the top row of this window.
7. A warning message will appear asking you to confirm that you want to void this receipt.
8. Click on 'Yes' to continue.
9. A message in red confirms that this receipt has been voided.
10. You can either print it, or close the window.

Note: When a receipt is made void, stock is updated accordingly. (i.e, the stock in the receipt is not considered as received). Any changes made to the Purchase Prices of the items in a Void Receipt are not revoked in the product catalog. So you will have to change them accordingly in the Product Catalog form.

View Transaction Log:

1. To see a listing of all transactions: Main menu > Administrator > View Transaction Log
2. In the window that opens, you have the choice of selecting a specific listing from the drop down menu 'Transaction Log Name'.
3. In addition you can choose 'Today's Transactions', or 'All Transactions' or 'Transactions by date'.
4. Click on 'View' to see the listing.
5. Click on 'Close' to close the window.

Update Product Catalog:

Periodically, you may receive an updated product/price list or new product information from the Christian Science Publishing Society. You will need to update your Product Catalog in the Reading Room Assistant program. This action will update the products, include new ones, and also reflect the most recent, correct prices from the CSPS.

Main Menu > Catalog > Add new (to add new products)

Main Menu > Catalog > Edit (to modify existing products)

Main Menu > Catalog > Delete (to remove products)

To mark products as No Tax items:

If you normally charge sales tax on all items, but need to make exceptions for certain items that may carry no tax, here is how to mark "no tax" items:

New products: When entering new items into the catalog:

Main Menu > Catalog > Add new

In answer to the question "Is the item tax free?", click "Yes"

Existing catalog items:

Main Menu > Catalog > Edit

From the list of products, click the row containing the tax free product

Click "Edit" button

In answer to the question "Is the item tax free?", click "Yes"

Click OK

Close the window.

Update Ordering Contacts

To update the Ordering Information that contains the product/price list, and related contact details, you will need to edit or update this section in [Notepad](#).

Main Menu > Notes > Type in the Publishing Society's contact info, or any other remarks.

Install Software Upgrade:

Whenever Data-Flo releases an upgrade to the Reading Room Assistant program, you will receive the new software as well as complete instructions on how to install it.

Reports:

The administrator can either take on, or assign to another person, the function of generating periodic reports to give to the Board of Trustees, or for analysis by Reading Room staff, or to meet your specific needs. For a full listing of reports available, please see "[Reports](#)".

Back up:

While each person who closes the program for the day is responsible to take a back up, we suggest that the Administrator ensure that this is being done regularly. The automatic back up procedure has been made simple and easy, with the intent that it can be done daily (see "[Back Up](#)"). The storage device used for back up, such as floppy disk, CD, or zip disk should be stored securely to protect its contents in the event of an unforeseen event.

Audit:

Using this software as an aid, the Administrator can perform routine audit or feedback functions such as discern trends in sales activity, determine items in greater demand, identify slow moving merchandise, verify that the bank deposits match the '\$ Collections Report' (Main Menu > Reports > Sales Reports > \$ Collections), confirm from the 'Stock on Hand' report that specific items match physical inventory

Edit Branch Details:

See [Branch Details](#)

Edit Minimum Cash Balance:

See [Set Minimum Cash Balance](#)

Edit Sales Tax rate:

See [Set Tax rate for your state](#)

Enter Beginning Stock On Hand:

When you have assembled current inventory data (product code, title, description, purchase price, selling price, and quantity) or if you already have records showing the correct current status, you will need to enter this information into the Reading Room Assistant program so that it will become a starting point to keep track of inventory. See '[Going from trial mode to live](#)'.

Step 1: Product Catalog must be created first to reflect current product offerings.

Main Menu > Catalog > Add new

(Product catalog includes all items that you possess, and may possibly order or sell, whether or not you currently have some of them in stock)

Step 2: Next, enter your actual inventory that you have in stock:

Note: If a product does not appear in the product list during this operation, see the note at the end of the steps below.

1. Main Menu > Inventory Receipts > Add new
2. The 'Received From' field is set to default 'CS Publishing Society' (if an item is received from another supplier, type that supplier's name).
3. Other vendor's name is added automatically to the drop down list in the 'Received From' field for use in the future
4. Press Enter on your keyboard.
5. A product list opens automatically. You can also click on the button 'Product List'.
6. Select the products that you want to enter by clicking on the row that contains that product.
7. You can select as many items as you wish, or for greater convenience enter for instance 10 at a time, or all items contained in one page at a time
8. To quickly find the item you want to enter:
 - a. Hint 1: Searching for the item: Using the mouse, click inside the box called "Search" at the top of this window. Type in the product name or code. The Product List will adjust itself to display your desired item, highlighted in blue.
 - b. Hint 2: You may also narrow your search by specifying the Product Category. Click on the arrow at the right edge of the box called "Product Category" to activate the drop-down menu. Select (click on) the suitable category. The Product List will adjust itself to display products in that category, making selection of your desired item quicker and easier.
9. After selecting items, click OK.
10. The list of items you have selected is displayed.
11. If you notice an item in the list that should not be there, double click on that row to delete it.
12. With the correct products now in the list, type in the quantity for the first item, and press Enter on your keyboard. Press enter to go to the next item (enter quantity).
13. Unit Cost is pre-filled. If you need to enter a different cost, type it in.
14. **NOTE:** When you type in a new cost price, the program will use the new price for future transactions.
15. Continue entering the quantity for each item until you have done so for a limited number, 10 items for instance, or for all items on one page at a time.

16. Click OK.
17. A confirmation will appear that the new inventory has been added.
18. Continue to add the rest of the items that you currently have in inventory.

At the end of this process, all your stock will have been recorded in the computer. After this point, **to ensure that stock on hand figures remain accurate:**

1. Regularly enter all incoming new stock via Inventory Receipts
2. Routinely enter all sales (including free distribution)
3. Remember to record all stock moved to Lending Library
4. Ensure you record all sales returns and inventory returns

Frequently Used Products list:

You can create/edit the Frequently Used Products (FUP) list to make the recording of transactions quicker and easier. This list will pop up automatically when you are making a new sale, or recording stock received. If the item you seek is not on the frequently used list, you can complete the transactions by displaying the full list of products. To see the full list, click the “All items in stock” (while entering sales), or “Product List” (while entering inventory receipts).

Note: When recording sales, the FUP list will show only items that are in stock. In other words, if an item belongs to the FUP list, but currently has zero in stock, it will not be displayed. For inventory receipts, the full FUP list will be displayed, including zero stock.

To Create the Frequently Used Products (FUP) list:

Main Menu > Frequently Used Products (double click)

From the Complete Product List (on the Left), click (select) the products/items that you want to add to the FUP list (on the Right). You may select as many items as you wish.

Click ‘>’ button (moving from the left column to the right).

Click OK.

To Add to the current FUP list: Follow the same procedure as “To Create” above.

To delete products from the current FUP list:

Main Menu > Frequently Used Products (double click)

From the FUP list (on the Right), click (select) the products that you want to remove from the FUP list. You may select as many items as you wish.

Click ‘<’ button (moving from the right column to the left).

Click OK.

Cancel: To close the form without saving the changes to FUP list.

Start the Program:

Double click on the Reading Room Assistant icon (image of books) on your Desktop (the “Desktop” is the main, initial screen on your computer). This icon is created automatically

when you first install the software. If the icon does not appear, or if you want to create a desktop icon, see “Create a Desktop shortcut (icon)” below for instructions.

To start the program:

Quick method: Desktop→Reading Room Assistant icon (image of books)→Double click

You can also open the program as follows:

Go to Start→Programs→Reading Room Assistant→(image of books)Reading Room Assistant > Click.

Desktop shortcut (icon):

The Reading Room Assistant icon is created on the desktop (main screen) automatically when the software is first installed. Opening the program becomes quick and easy if you have a desktop icon present.

Only if you don’t see the Reading Room Assistant icon already created:

You can create an icon as follows:

1. Start→Programs→Reading Room Assistant→Reading Room Assistant (books)
2. Right-click→Send to→Desktop (create shortcut) and left click.
3. A confirmation will appear indicating that an icon has been created on the desktop.
4. In the future, you can open the program directly by double clicking on this desktop icon

Form Navigation Tips:

Using the keyboard to move the cursor (the blinking element) from one field to another and from one button to another: we recommend as follows:

1. To move from one entry field to next entry field (text box) use ‘Enter’ key.
2. For example in Sales Invoice form, after you enter quantity for a product, press ‘Enter’ to move to next field. Similarly press Enter in Discount field to move to Donation and again press Enter in Donation field to move to Cash paid and so on.
3. To move from one button to next button use ‘Tab’ key.
4. For example, when the focus is on ‘Add New’ button and you want to move to ‘View’ button press ‘Tab’ key. Similarly if you want to move from ‘View’ to ‘Make Void’ button or Close button use ‘Tab’ Key.

The same convention applies in all the forms.

Using the mouse to navigate the forms: You may also use, or may find it easier to use, the mouse and point to the field or button and click.

Keyboard Shortcuts Tips:

If you prefer to use the keyboard, you can work with most of the forms in the application using the keyboard without much use of the mouse. Some people may find that it can speed up the work. You can use keyboard shortcuts to perform a function (click of button or move to an entry field directly) or use Arrow keys or Page Up and Page Down keys to scroll a list up and down for selection.

For example:

To open the Sales Invoice Form you can use the key combination of Alt+S as shortcut.

Some of the other Keyboard shortcuts are listed below:

Sales Invoice Form – Alt+S
Sales Return Form – Alt+A
Product Catalog Form – Alt+C
Inventory Receipts Form – Alt+I
Inventory Returns Form – Alt+V
Lending Library Form – Alt+L
Today's Reports – Alt+T
Reports – Alt+R
Help – Alt+H

Similarly if you are working with the Sales Invoice Form you could use

Add New – Alt+A
View – Alt+V
Close – Alt+L
Make Void – Alt+K
Product List – Alt+I
Discount % – Alt+T
Donation – Alt+D
Cash Amount – Alt+M
Customer's Name – Alt+U
OK – Alt+O
Cancel – Alt+C or Esc

While working with any form, pressing a shortcut is equivalent to clicking on that particular button or moving to that entry field directly.

Keyboard convention: Basically the convention is Alt + (the letter underlined in the label caption)

Alternate method (using the mouse):

Point and click: You may also use, or may find it easier to use, the mouse and point to the field or button and click.

Program Functions:

Below is the detailed explanation of each form with description about buttons (functions), options, entry fields in the forms, and steps and conventions to be followed.

Main Menu:

The Main Menu is a hierarchical menu with appropriate sub menus. Some of the frequently used options are also placed on the Menu bar at the top. Each menu option provides a brief description in the right frame. Using the mouse, when you place the arrow over any item, the corresponding description is displayed in the right frame.

Expand a menu item (to display the sub-menu items):

Click on the plus sign to the left of the item you wish to expand.
Or click once on the menu item itself.

Compress a menu item:

Click on the minus sign to the left of the menu item.

Activate a menu item:

Mouse: Double click on the menu item you want to activate.

Keyboard: You can also do the same via the keyboard: use the Up and Down arrow keys to select an option and press 'Enter'.

Menu items: have the following primary items, some of which have additional functions or features that are available within the sub-menu items.

- **Sales** – Add new, view existing sales records
- **Sales Returns** – Add new, view sales returns
- **Catalog** – Add new, edit, delete, view, print
- **Frequently Used Products** – Create or edit a list of items used most often
- **Orders** – Place orders (create an order form easily and accurately)
- **Inventory Receipts** – Add new, view records of merchandise received, print price tags
- **Inventory Returns** – Add new, view records of merchandise returned to vendor
- **Lending Library** – Add new, view lending library transactions
- **Today's reports** – offers a list of reports detailing today's activity
- **Reports** – other reports related to Sales, Inventory, Lending Library
- **Help** – view user manual, help topics, online help, copyright and system info
- **Notepad** – free-form writing area for general notes
- **Product Registration** – registration details, and to register or to renew
- **Administrator** (displayed only when signed in as Administrator) – Add new user, edit user, view user, view transaction log, change password, branch details
- **Log Off** – Allows the current user to log off and another user can login without having to exit the program
- **Exit** – to close the program, and to perform end-of-day procedures

Login:

The login form is displayed every time the application is run to allow only authorized persons to access the application.

1. Enter the user name and password and Click on OK to Login.
2. Click Cancel to close the application without login.
3. The User name and Password are not case-sensitive (okay to use capital or lower case letters).

First time use: Administrator: User Name: ADMIN Password: ADMIN. You can, and should, change this. See Changing your Password below.

All other users: If you are using the program for the first time, please obtain your password from the administrator. You can, and should, change your password after you have logged in, so that no one but you knows your private access key.

Changing your password: For instructions on how to change your password, please see [“Change password”](#).

Encryption: The access key (user name and password) is encrypted by the system, so that no one but the holder of the key can gain access using that key.

Transaction history: All transactions are logged and are linked to the person whose key was used to open the program. To view the transaction log see [“View Transaction Log”](#).

Opening Balance Warning Message:

This form is displayed as warning/reminder if the opening balance (cash at the beginning of the day) in the cash box is not the pre-set cash balance. This may happen if the person closing for the previous day did not select “Close for the day”. As indicated by the program, keep the pre-set balance in the cash box and transfer the balance amount (as indicated by the program) to the safe and click OK to continue.

Product List:

This is a Pop-Up Form, displayed in Inventory Receipts Form, Sales Invoice Form and Lending Library Form. It can be displayed by clicking “Product List” button. It lists all the products present in the catalog.

Note: It is also displayed in [Sales Returns](#) and [Inventory Returns](#) forms, but here the list contains only those products that were sold or received earlier.

Sort: To sort the items in the product list by a particular column, click on the column header.

Search: Type the Product Code or the Product Name you want to find. The item being searched, if found, is displayed in blue color.

Category: Selecting a category will show items in that category. This helps narrow your search to quickly find the item you want to include in the transaction. Categories are reflected in the same manner as they appear in the Ordering Information or product catalog of the Christian Science Publishing Society.

Item selection: You can select the Products (Items) being sold/received/lent/returned by clicking anywhere in the row of your interest. The row is highlighted, and the check box at the left edge of the row is checked. You can select more than one item in this process.

To de-select: If you click on the row again, the selection is cancelled (de-selected), and the check mark at the left edge of the row is removed.

Mouse: You can use the mouse and click anywhere in the row.

Keyboard: If you prefer to use the keyboard, select the row using the up or down arrow key, and then press the space bar on the keyboard to effect selection.

OK: Click OK after the selection of items is complete.

Cancel: To close the list without selecting any items.

Sales Invoice:

This form is used to Add new sales, Print the Invoice, View previous sales transactions and to void an Invoice.

Add New (record a new sale): To create a new Invoice (Sales Bill). The Invoice Number and Invoice Date are auto-generated. The format followed for Invoice Number generation is 'yyyymmdd' + a four digit sequential number. The first four digits indicate the Year, next two the Month, next two the Day and the last three the sequential number of the invoice on that day. Eg: An Invoice Number '200203250001' indicates an invoice generated on March 25, 2002 with 0001 as Invoice number. Date by default is today's date.

To select the products being sold, and to enter the sale:

1. For every new sale, the [Frequently Used Product List](#) is displayed automatically (you can also click on 'All items in stock' button for the full list of products available).
2. From the list, select products that the customer intends to purchase by clicking anywhere in the row containing the chosen product.
3. Click OK. Note: You can choose multiple products before clicking on OK.
4. Quantity by default is 1. You can change it to reflect the number being sold. Press 'Enter' key to move to the next row. (You can also use Up, Down, Left or Right arrow keys to navigate in the table, or click the mouse in the correct box).
5. Total Amount for all the products (based on the catalog price) is calculated and displayed.
6. Discount: Enter the Discount %, if any. **Note:** For "Free distribution" type 100.
Note: The discount is applied for all items in the list and the net price after discount (if any) is displayed in the Unit Price column, and in total at bottom.
If you have a discounted item being sold to the same customer along with item/s that are NOT at a discount, you will need to make 2 separate invoices (sales transactions).
7. Amount After Discount: The sum of the value of all the items after discount.
8. Sales Tax: The Sales Tax Amount is calculated for each item after Discount and the sum (for all the items) is displayed. Sales tax is not applied to tax-free items, if so designated.
9. Donation: Enter donation, if any, given by the customer to the church.
10. Net amount: is calculated as follows: Net Amount = Total amount of sales, less discount, if any, plus the sales tax amount (if applicable), plus donation, if any.
11. Payment (method of payment): Enter the Cash amount, or Check amount, or Card amount paid by the customer. The program accepts payment by cash, check, or card or any combination of cash, check or card. **Note:** card charges must be done separately.
12. Change due: is displayed. If the Change due is positive the due amount is to be given to the customer. If it is negative, the amount is due from the customer.

13. Customer's Name: Enter customer name (optional). Entering customer name helps identify that transaction later when you wish to find it, for instance, if you're doing a "[Sales Return](#)".
14. If you receive a donation from the customer, you must enter his/her name.
15. Click OK.

Confirmation: A confirmation window pops up to allow you to verify the accuracy of the sales transaction being made. Click OK if it is correct.

Printing the Invoice: An option to print is displayed. You can specify the number of copies you wish to print.

Click OK (Yes) if you want the invoice printed, or
Click No if you do not want it printed.

To add more items to an active invoice (before finalizing the sale) Click on 'Product List' button for the list and select the products. Click OK, and continue as above.

To delete an item from the selected list, double click on the row (item) that is to be deleted.

View: To see a particular invoice. A click on View displays a popup with the list of previous Invoices in descending order of date (if not displayed, place the cursor - click the mouse - in the Invoice Number text box, press F2). Select the Invoice Number that you want to see. Details related to the selected Invoice are displayed.

Make Void: To make a sale (Invoice) void, or to cancel a sales transaction.
(Available only to the administrator.)

OK: To save the new Invoice.

Print: To Print the Invoice, specify the number of copies to print and click Yes.

Cancel: To clear the form i.e., to reset the entry fields in the form or to close the form if the entry fields are blank.

Close: To close the form.

Miscellaneous items:

Miscellaneous items (appearing as "Miscellaneous" in the Product List) are all products or services that do not appear under Main Menu > Catalog. 'Miscellaneous' may include used items offered at discounted prices, or donated periodicals or books being disposed, basket sales, copier machine use charge etc.

Note: While recording the sale, Miscellaneous items are treated as one single item and the price to be entered is the combined total price of all the items being sold to that customer.

Price: Enter total due from customer in the price column.

Quantity: Should always be 1.

Sales Returns:

Use this form when a customer wishes to return items/s for refund, and to view previous sales returns records.

Add New: To enter a new Sales Return. The Return Number and Return Date are auto-generated. The format followed for Return Number is 'yyyymmdd' + a four digit sequential number. Eg: A Return Number '200203250001' indicates a Return generated on March 25, 2002 with 0001 being the Return number. Date by default is today's date.

1. Main Menu > Sales Returns > Add new
2. From the list of invoices displayed, select the Invoice Number against which you want to record the return (see 3 below).
3. **NOTE:** To quickly identify the Invoice Number, see Main Menu > Reports > Sales > Sales Activity. Look for the name of the customer now returning the item/s.
4. Details of that invoice are displayed with item/s purchased.
5. From the product/s in that invoice, select the product/s that the customer wishes to return by clicking on the row/s containing the returned item/s.
6. Enter the Quantity Returned for each product in the 5th column of the grid. Quantity Returned, of course, cannot be greater than the Quantity Sold for a product.
7. Note: You can choose multiple products before clicking OK.
8. To de-select any item from the grid, click on that row.
9. Click OK.
10. Total Refund Amount for all the products is calculated and displayed.
11. Enter the Remarks, if any, or the reason for refund (optional).
12. Select the mode of Refund. Cash is set as default mode of refund.
13. Click OK to save the record.
14. Pay refund amount to the customer.

View:

1. To see a particular Return (from returns already processed), click on View.
2. A list of previous Returns in a descending order of date is displayed (if not displayed, place the cursor in the Return Number text box, press F2)
3. Select the Return you wish to see from the list.
4. Click on your selected Return Number. Details of the selected Return are displayed.

Close: To close the form.

Orders:

This form is used to place orders (Purchase Orders) with a vendor (usually CS Publishing Society), and to view previous orders.

Place a New Order with a vendor: The Order Number and Order Date are generated automatically. The format for Order Number is 'yyyymmdd' + a four digit sequential number. *Example:* A Order Number '200203250001' indicates an order generated on March 25, 2002 with 0001 as the sequence number. Order Date by default is today's date.

1. Main Menu > Orders > Add new

2. For the first time, enter the vendors name in the 'Vendor Name' text box and press enter. **Note:** you can also use the drop down arrow to find a vendor that you've entered in the past.
3. Enter the Vendor's Address in the text box area. (Press enter to go to next line.)
4. Press Tab to go to next field.
5. Enter or Select (previous if any) the Telephone No., Account No and person's name by whom the order is being placed; press Enter
6. A [Frequently Used Product List](#) will be displayed automatically. You can also see a full list of products by clicking on the button "Product List".
7. Select the product/s (click on the row) you want to order. You may select as many items as you wish. To find the items quickly, you can enter the product code or title in the "Search" box at the top of the window, or you can use the drop down list under "Category". Click OK.
8. The purchase price and the selling price of each item is automatically filled in the 3rd and 4th columns respectively.
9. Enter the quantity ordered for each product. Use the down arrow to move to the next quantity box, if applicable. When you have entered the quantity in the last row, press 'Enter'.
10. Enter the Handling and Shipping Charges, if any. Click OK.
11. After the Order is saved, you are prompted for printing of the Order. Click 'Yes' if you want to print the Order.
12. You can fax this order to CSPS or vendor. Mark it as 'faxed' 'date' for your records.

Note: The products entered in an Order are automatically added to FUP (Frequently Used Products) which you can edit later: Main Menu > Frequently Used Product List.

To de-select an item from the grid, click on the selected row (item) that you want to delete from the list (you can also use Up or Down arrow keys to highlight the row and press the space bar once). The check mark will disappear to indicate the item has been removed from the selection.

View: To see a particular Order. Main Menu > Orders > View

1. Displays a popup with the list of previous Orders in a descending order of date (if it's not displayed, place the cursor in the Order Number text box, press F2)
2. Select the Order from the list (click in the row), click OK
3. Details of the selected Order are displayed.
4. Click OK

Close: To close the form.

Product Catalog:

The Catalog form is used to add new products to list, edit or view existing product details, search for a product and to print the Catalog.

Note: Only Administrator is authorized to Add New, Edit and Delete.

Sort: To sort the items in the catalog by a particular column, double-click on the column.

Add New: To add a new product into the catalog list.

1. Main Menu > Catalog > Add new
2. Enter the CSPS product code, or a unique code, product name, product description, category to which the product belongs, the purchase price, selling price and specify if the item is tax-free.
3. If the product falls under an existing category select from the list; or else type the name of the new category (the new category will show up next time).
4. Click OK.

Edit: To edit an existing product's details.

1. Main Menu > Catalog > Edit
2. Select the product that is to be edited from the catalog list.
3. Click Edit button in the top row.
4. Make the necessary changes to Product name, description, product category, purchase price and selling price.
5. Click OK.
6. **Note:** Product code and stock on hand cannot be edited.

Delete: To delete a product.

1. Main Menu > Catalog > Delete
2. Select the product that you want to delete from the Catalog and Click Delete.
3. Note: You cannot delete a product that has recorded transactions associated with it earlier.

Print: To view and print the product-price catalog.

1. Main Menu > Catalog > Print
2. To Print the catalog, click on the 'Printer Icon' button in the report window.
3. To zoom-in or zoom-out, click on the button with the '3 Squares Icon'.
4. A pop up box allows you to specify the pages you wish to print, and the number of copies as well.
5. Click OK.

Find: To find a particular product, enter the Product Code or Product Name (or starting letters) and click OK. If the Product(s) is/are found, the first occurrence of it will be shown as the first row in the table/in the screen. The details of the record found are also displayed in the text boxes.

Advanced Search: Displays Catalog Search screen with advanced search options, where you can search for product (s) by specifying criteria on different fields.

OK: To save a new product or changes made to an existing product.

Catalog Search:

The Catalog Search Screen provides features for advanced search. You can search for products in the catalog by selecting a field and specifying the criteria. The 'Find' option in Product Catalog allows you to search for a product only by Product Code or Product Name. Advanced search options in Catalog Search form enable you to search for products using not only Product Code or Product Name but also Product Description, Product Category, Purchase Price and Selling Price.

Select a field, type the word/value and click on Search. The records containing the specified word or the records starting with the specified word are displayed in the grid.

Note: You can specify criteria for only one field at a time. You can also make a particular record from the search results as current record in Product Catalog (previous screen) by selecting the row in the grid and pressing Enter key.

Sort: To sort the catalog by a particular column, double-click on the column, or click once on the column head.

Search: To display the search results.

Print: To print the search results (report).

Clear: To clear the text entries in the form.

Close: To close the form.

Inventory Receipts:

This form is used to record New Inventory received from the vendor (usually CS Publishing Society), and to View previous Inventory transactions.

Record a new shipment of merchandise received: To add new stock received from the vendor. The Receipt Number and Receipt Date are generated automatically. The format followed for Receipt Number is 'yyyymmdd' + a four digit sequential number. *Example:* A Receipt Number '200203250001' indicates a Receipt generated on March 25, 2002 with 0001 as a unique identifier. Receipt Date by default is today's date.

1. Main Menu > Inventory Receipts > Add new
2. If the vendor is other than "CS Publishing Society" enter the vendor's name in the 'Received From' text box. Press Enter.
3. Otherwise, by default, 'CS Publishing Society' is already entered in 'Received From'.
4. Press Enter.
5. A Frequently Used Product List will be displayed automatically. You can also see a full list of products by clicking on the button "Product List".
6. Select the product/s (click on the row) received from the vendor. You may select as many items as you wish. To find the items quickly, you can enter the product code or

title in the “Search” box at the top of the window, or you can use the drop down list under “Category”.

7. Click OK.
8. The purchase price (unit cost) of each item is automatically filled in the 4th column, but you can edit the price if required.
9. Press 'Enter'.
10. Enter the quantity received for each product.
11. Press 'Enter'. The cursor will move to the next row until you have entered the quantity and unit cost for all items.
12. Click OK.

Note: The products entered in an Inventory Receipt are automatically added to the FUP list (Frequently Used Product List) that you can edit later using FUP List from Main Menu.

Price tags: After the Inventory Receipt is saved, you are prompted for printing Price Tags for the Inventory you just entered. Click 'Yes' if you want to Print the Price tags.

[See Printing Price Tags.](#)

To de-select an item from the grid, click on the selected row (item) that you want to delete from the list (you can also use Up or Down arrow keys to highlight the row and press the space bar once). The check mark will disappear to indicate the item has been removed from the selection.

View: To see a particular Receipt.

1. Click on View displays a popup with the list of previous Receipts in a descending order of date (if not displayed, place the cursor in the Receipt Number text box, press F2)
2. Select the Receipt from the list (click on the row).
3. Details of the selected Receipt are displayed.
4. Click OK

Make Void: To make a Receipt void. When a receipt is made void, stock is updated accordingly. (i.e, the stock in the receipt is not considered as received).
(Available only to the administrator.)

Note: Any changes made to the Purchase Prices of the items in a Void Receipt are not revoked in the product catalog. So you will have to change them accordingly in the Product Catalog form.

Close: To close the form.

Printing Price Tags / Labels:

You can print price tags/labels that contain product code, product title, and the selling price. The **size of the labels** needs to be about 1" x 2 ⁵/₈" (Avery label #6461 or similar).

When you record new inventory received (Inventory Receipts), you are prompted for printing of Price tags for the Inventory received. Click 'Yes' if you want to print price tags.

To print price **tags for previously received** merchandise:

Main Menu > Inventory Receipts > View > Select receipt > Print tags (button in top row)

Inventory Returns:

Use this form when you return inventory to the vendor for any reason. You can also view previous records of Inventory returns.

To record inventory being returned to the vendor:

The Return Number and Return Date are generated automatically. The format for Inventory Return Number is 'yyyymmdd' + a four digit sequential number.

Example: A Return Number '200203250001' indicates Return number 0001 generated on March 25, 2002 - date by default is today's date.

1. Main Menu > Inventory Returns > Add new
2. Select the Receipt Number by clicking on the row that contains the transaction from which you want to return merchandise.
3. **Note:** To know the correct Receipt Number (under which the item that you wish to return originally came in), see Reports > Inventory > Receipts List.
4. Click OK.
5. Details of that receipt, all items originally received under that receipt, will be displayed.
6. Select the item/s that are being returned to the vendor by clicking on the row/s that contain relevant item/s.
7. Click OK.
8. Enter the Quantity Returned for each product in the 5th column of the grid. Quantity Returned cannot be greater than the Quantity Received for a product.
9. Enter the Remarks or the reason for return, if any (optional).
10. Total Return Amount for all the products is calculated and displayed.
11. Click OK.

To de-select an item from the grid, click once on the row to be de-selected. The check mark will disappear to indicate it has been removed from the selection.

View: To see a particular Return. A click on View displays a popup with the list of previous Returns in descending order of date. Click on the row that you want to see. All the details of the selected Return are displayed.

Close: To close the form.

Lending Library:

The lending library form is used to record the details of the products lent (stock lending) and to view the details of previous lending records. This feature of the software permits you to move products out of inventory without generating sales revenue, and tracking the status of the Lending Library.

To record items being moved from stock to the lending library area of the Reading Room. The Lending Number and Lending Date are generated automatically. The format followed for Lending Number is 'yyyymmdd' + a four digit sequential number. Eg: '200203250001' indicates a Lending number 0001 generated on March 25, 2002. Date by default is today's date.

1. Main Menu > Lending Library > Add new
2. The Product List pops up automatically (if not displayed, click 'Product List' button).
3. Select the product/s being lent by clicking from the list (click anywhere in the row). You can select multiple items.
4. Click OK.
5. Enter the quantity for each product in the 4th column of the grid (under "quantity")
6. Press 'Enter' key to move to the next row.
7. After you have entered the quantity for all items Click OK.

To add more items, Click on 'Product List' button for the list and select the products.

To de-select an item from the selection, click on the row (item) that is to be removed. The check mark will disappear to indicate it has been removed from the selection.

View: To see a particular Lending record.

1. Click on View displays a popup with the list of previous Lending records in a descending order of date (if not displayed, place the cursor in the Lending Number text box, press F2)
2. Select the Lending record from the list (click anywhere in the row).
3. Details of the selected Lending record are displayed.

Make Void: To make the lending Void. Only an administrator is authorized to make a record void.

Reports:

About the Report Window:

- **To make the page larger/smaller:** At the bottom of the screen, the button (with 3 squares icon) after the Cancel button is for Zoom In and Zoom out.
- **Navigation:** If the report is a multi-page report, the first 4 buttons can be used to navigate between pages. The 1st button - to go to First Page of the report, 2nd button for Next Page, 3rd button for Previous Page and 4th button to move to Last Page of the report.
- **Print:** Printer icon - is to print the report.
- **Save as:** The button (with Briefcase icon) is for Exporting/Saving the report as a File. You can select the Format in which you want to save the report. For example you can save the report in Excel, Word, Lotus 1-2-3, Text, flat file or Crystal report format. (Recommended formats: Word or Excel)

- **How to e-mail reports:** The button to the left of Close (with Mail Attachment icon) is for sending the report as a Mail Attachment. If your default is MS-Outlook Express, the process is automatic. If not, see next point here.
- **To e-mail reports: Alternate:** If you use another e-mail service, please save the report in your preferred format (as described in “save as” above) in a folder of your choosing on your C drive, and send it as an e-mail attachment as you would any other file.

Today’s Reports:

Various reports like Today’s Sales Summary, Today’s Inventory Summary, Today’s sales by Dollars and Units, Today’s \$ Collections etc. are listed under this option. Click on a sub-menu option to view or print that day’s report.

Reports - all:

The reports are classified into 5 categories:

a) Sales b) Orders c) Inventory c) Lending Library d) Donations

- **Sales Reports:** you’ll find reports like Sales Summary, Sales Activity (by Dollars and Units), Top 10 product sales by Units and Dollars, Sales Activity (Invoices List), Void Invoices List, Sales Returns List, Sales Tax etc.
- **Orders:** reports detailing Purchase Orders – by units or by dollar value and units
- **Inventory Reports:** consists of reports like Inventory Summary Report, Receipts by Units, Receipts by Dollars, Receipts List, Stock On Hand Report, Stock On Hand Valuation, and Inventory Returns List etc.
- **Lending Library Reports:** offers reports like Stock Lending by Units, Top 10 stock lending by units.
- **Donations:** Provides details of donations received at the Reading Room, for any specified period.

On selecting any of the above reports except Stock On Hand report (and Stock On Hand with valuation), a Report Form is shown where you can select the report type and enter the period (from-to dates) for which you want the report. Stock on hand - default is today.

Report Options: Select the report option (criteria) that you want to view:

Between two dates: To view the report for a period between any two dates. Enter the “From” and “To” dates in the same format. The default for both fields is today’s date. You can also use the calendar button to enter the dates. See ‘calendar button’ below.

Specifying date range: Place the cursor in the ‘From’ and ‘To’ fields and modify the date as required. You can also select a date by clicking on the ‘calendar button’.

- **On a Specific date:** To view the report for a particular date, enter the date in ‘mm/dd/yyyy’ format (month, date, year).
- **For a Year:** To view the report for the selected year.

- **For a month:** To view the report for a given month, select the year and month.

Calendar button: (located to the right of the date fields 'From' and 'To')

To specify a date using the Calendar:

1. Click on the calendar button next to the date field you want to change
2. Display the correct year and month as follows:
3. Use the right or left arrow to get to your desired month/year
4. Or you may click on the month at the top of the calendar and select from the choices, and to change the Year click on the 'Year' caption at the top of the calendar, and select
5. When you have displayed the correct month and year, click on the date you want
6. To close the calendar, click anywhere in a blank area of the screen
7. Verify that both the 'from' and 'to' dates are correct

View: To view a report.

For a particular product: select the Product code or Product Name.

For all the products: leave the Product Code/Name empty and just specify dates or select year and month.

Print: To print the report – without viewing it

Clear: To clear the Product Code and Product Name.

Close: To close the form.

Print from View: After selecting 'View', you can print the report by clicking on the Printer icon located in the row at the bottom of the report window.

Note: You need to have a Printer attached to your system to obtain printouts of the reports or at least a default printer should be set in order to view the reports.

To add a printer: Go to Start > Settings > Control Panel > Printers

To send reports as e-mail attachment, see '[How to e-mail reports](#)'.

Stock On Hand Report:

On selecting the Stock On Hand report a form is shown where you are provided with options to specify the criteria and view the report. Date, by default, is today's date.

View: Select the Report type (criteria) and click on View to see the report on the screen. After you view it, you have the option of printing it. You may also print without viewing it.

- **Zero Stock:** if you want to see the stock on hand of the products whose stock is equal to zero
- **Positive Stock:** if you want to see a list of products of which your Reading Room has at least one or more (greater than zero)
- **All Products:** if you want to see the stock position for all the products in the Product Catalog, including those with zero stock as well as a positive number
- **Quantity is:** if you want to specify your own criteria, select the condition and enter the quantity

Stock On Hand Valuation Report:

The Stock is valued at its actual purchase cost (at respective prices i.e., old stock is valued at the old price and the latest stock is valued at the latest price).

Help:

View User Manual:

You can view this User Manual in 2 formats: PDF or MS-Word.

Main Menu > Help > View User Manual

Ms-Word required: To open the User Manual in Word.

PDF Reader required: To open the PDF version, you need to have Adobe's PDF Reader software installed on your computer. If you do not already have the Reader on your system, you can easily download the FREE software from Adobe's website. See below.

To download the PDF reader software:

Main Menu > Help > Download Free PDF Reader.

Note: You will need to be connected to the Internet for the [free download](#).

Using the Help button:

The help form is displayed when you click on 'Help' in the Main Menu or click on the 'Help' button on any screen that you're currently viewing. When you click 'Help' while working in a certain area, context-sensitive help (relevant to function) is displayed.

All functions: You can also seek help about all functions by clicking on 'Help Index'.

Close: To close the form. You can also press Esc (top left corner of your keyboard).

Online Help:

Note: This feature is **not active** at present (Feb 2005).

To get online help from a live person,

Main Menu > Help > [Online Help](#)

To get online technical support you need to have an Internet connection, and be online. Connect to the Internet before you click Online Help, or if you are not connected, a pop up window will prompt you to connect to the Internet. This will take you to Data-Flo's website (Online Help), where you can conduct a real-time conversation (IM – Instant Messaging) on the screen, and get assistance from a live, trained operator.

About Copyrights:

The About form contains the copyright warning. A Click on System Info displays information about the system; such as the Operating system, RAM, space available on the hard disk and the free system resources available.

Notepad:

This is a free form page (blank writing area) where you can enter notes for yourself and for others working in the Reading Room. Examples of entries may be: a record of dates when

bank deposits are made and the amounts, the weekly or monthly schedule for persons working as librarians at the Reading Room, a list of standing orders routinely filled by Boston, upcoming events or special instructions, reminders etc. Also, in the Notepad, you can retain ordering contacts such as how to order, contact phone and fax numbers of the Christian Science Publishing Society, postal and e-mail addresses, and how to return merchandise etc. To keep this information current, see [Update Ordering Contacts](#).

Product Registration:

This feature allows you to view information related to your user license, the start date of your free trial, the date the program was installed, the expiration date, and how to [contact Data-Flo](#) in order to obtain a registration code in order to continue using the Reading Room Assistant. When you have paid for the purchase of the software, you will receive the registration code that can be entered using this menu option. Product Registration reminder is no longer displayed after you have registered.

Managing Users:

This form is visible only to the administrator authorized to add new users and give them access permission to use the program, or to terminate access to any person.

Add New: To add a new user to the Users list. Enter the User Name (first name is acceptable, or you may enter first name space last name), select the authorization level (Administrative or Normal) and select “allow” access. Click OK.

Password for new users: By default the Password is the same as the User name. The Administrator should inform each new user that for their first time log in, a new user should use the same ‘assigned’ word for both the user name and password, and that for security, the password should be changed to a secret one (encrypted), known only to the user.

Important: It is recommended that the user change his/her password after the first time login using the [Change Password](#) form.

Upper case / lower case: The user names and passwords are case-insensitive i.e., ‘BOOK’ and ‘book’ are treated the same.

Edit: To edit a User’s Authorization Level or Permission/Access.

Find: To find a User, enter the User Name and click OK. If the User is found, the first occurrence is shown as the first row.

Sort: To sort the User’s list by a particular column, double-click on that column.

OK: To save changes made to an existing User’s Authorization Level or Permission.

Cancel: To clear the form or to close the form if the entry fields are blank.

Close: To close the form.

Change Password:

All users: Main Menu > Change Password

Administrator: Main Menu > Administrator > Change Password

Use this form when you want to change your password. Enter your current password, then the new password and re-type your new password again to confirm the new password. Click OK to save the new password. The new password will be effective from the next login.

All persons using this program are recommended to change their password every now and then for security, and retain it confidentially.

Forgot your password? In case a user forgets his/her password, the administrator will need to assign that person a new user name that automatically assigns a new password.

OK: To save the new password.

Cancel: To close the form without saving changes.

Exit:

Main Menu > Exit (double click), or click on the X located in the top right corner of the screen or window.

Exit has two options:

Close the Program:

Select this when you want to close the program temporarily during the day, during a break for instance, or to allow login by a different user at the end of your shift.

Close for the day:

Select this when you want to close the program at the end of the day. This includes a convenient feature that specifies how much money you should move from the cash box to the safe, and offers [doing a back up](#) of the data for security. Follow the prompts.

Sales Summary:

Contents: This form is displayed when you choose to exit the application at the end of the day. The summary includes details like the Total Sales Amount for the day, Total Discounts (Amount) given, Donations collected, Net Sales Amount, Sales Returns of the day and the Net Cash Collections of the day, as well as check and credit card collections.

Cash/Check/Card: Of the Collections Amount, Cash, check, and card collections are shown separately to assist in reconciling collections. Cash is 'net' (less cash refunds).

Move to safe: The program tells the user how much cash must be transferred to the safe, leaving a balance equal to the pre-set balance that will be the next day's opening balance in the cash box. When you click OK, the program assumes that the cash has been transferred.

Backup: Back up will be [done automatically](#) as you follow the prompts when you close the program for the day. You can also manually back up your data (to view the Backup Instructions see "[Steps to manually backup the data](#)").

IMPORTANT: It is highly recommended that you take a backup of the data at the close of each day to preserve data in the event of any unforeseen event.

Close of day cash procedure: Transfer cash to the Safe (amount as indicated by the program). Confirm that the remaining balance in the cash box at the desk is the pre-set minimum cash balance. Click OK. **Note:** When you click OK, the program assumes for its internal calculations that you have transferred the amount to the safe. The program will offer to back up the data automatically. Follow the prompts and close the application.

Print: To Print the Day's Sales Summary Report.

Backup:

Important: We highly recommended that you take a Backup of your data regularly at the close of each day in order to preserve data in the event of an unforeseen event.

Automatic Data Backup:

On Exit: When you click on Exit, and choose 'Close for the day', the program will lead you automatically to the back up module. You will be offered options to back up on Floppy disk, CD, or Zip disk depending on devices your computer has. Choose the appropriate storage device you will be using (the drive that it is running on), and continue.

Note: Normally, the floppy disk is located on A drive; the CD/Zip on either D or E drive.

Device selection: If the size of the database is less than or equal to 1.4 MB then you are recommended to use a Floppy disk. If the size is greater than 1.4 MB but less than 100 MB you can use a Zip disk. If the size is greater than 100 MB you are recommended to use a writable CD (needs CD-Writer).

CD: Please make sure that the New CD is formatted and that it is not a 'Read only' CD. Use a CD that can be written upon (writable). To format a new CD or to make a CD writable, use the CD writer software, and follow its instructions.

Marking the disk: After you have done the back up, using a soft felt tip pen, please label the disks as 'RRA Data Backup' (if there are more than one, disk1, disk2 etc), suffixed by the date of backup, to avoid confusion and any errors when you conduct restoration.

Manual Data Backup:

Note: Back up will be done automatically by following prompts at 'Close for the day'. The **steps below are given only as information** in case you need to do it manually.

1. At the end of the day after you close the Program, go to the Folder:
C:\Program Files\Reading Room Assistant
To go the folder specified above, you can use Windows Explorer: (Start > Program Files > Accessories > Windows Explorer > Click); then, in the left panel: Click: My computer > C > Program Files > Reading Room Assistant.
2. In the right panel: Right click on 'Sales.mdb'
3. Left click on 'Copy'.
4. Right click on '3½ Floppy (A)' located in the left panel, or on the appropriate drive, such as D or E if you're using a zip disk or a writable CD.
5. Left click 'Paste'.
6. The file 'sales.mdb' will now have been copied on to the removable disk as back up. Keep this back up disk in a safe location to guard against any unforeseen event.

Important Note: Do not delete or tamper with any files present in the above folder, as this will result in improper functioning or non-functioning of the program.

To Restore the Data:

If you need to restore the database in case of loss of data or corrupted database.

1. Start > Programs > Reading Room Assistant > RRA Data Backup and Restore
2. Select the 'Restore the Data' option
3. Insert the CD or Zip disk or Floppy disk that contains the most recent backup data
4. Select the appropriate drive where the back up disk is
5. Select the folder which contains the back up data
6. Click on 'Restore the Data' button
7. You will be prompted to verify if there is backup CD/disk in the drive. Click OK.
8. If you have multiple back up disks, insert them in sequence following the prompts

Technical Support:

For technical support, please use any of these resources:

User Manual:

Available within the program: Main Menu > Help > View User Manual
You can choose either a PDF format, or a Word format

FAQ: Frequently Asked Questions: [FAQ](#) on our website.

Online Help (not yet activated)

E-mail: info@data-flo.net

Phone: 1-718-809-8934

Website: www.data-flo.net/csrr.htm

Sales Support:

For product information and sales:

Data-Flo

244 Fifth Avenue #2624

New York N Y 10001-7604

Phone: 212-561-1950

E-mail: info@data-flo.net

Web: www.data-flo.net/csrr.htm



Quick Reference

Instructions, in a nutshell, for Reading Room staff working at the Librarian's desk. You may want to print these 2 pages as a handy reference.

Open the Reading Room Assistant program:

1. If the computer is not "on" already, turn on the computer
2. Ensure the monitor is also turned on
3. After the computer has completed its start up procedure, Church programs may display automatically. If they do, close these programs by clicking on the X in the right top corner of the window or screen
4. You will see the Windows main screen, called the desktop, with several icons along the left edge of the screen
5. Double click on the icon "Reading Room Assistant" (image of books)
6. When the program asks for authorization, enter your username and password. First time users: please ask the Reading Room Administrator
7. The "Reading Room Assistant" will open, displaying the Main Menu

Enter a Sale:

When a customer makes a purchase at the Reading Room, the procedure to enter that sale into the system is as follows:

1. From the Main Menu > Sales > Add New
1. A "[Frequently Used Products](#)" list opens automatically. If the item you seek does not show up, click on the button 'All items in stock'.
2. Select the item/s being sold by clicking anywhere in the row that contains that item. You can select several different items in each transaction (all the items the customer is buying).
3. When you have selected all the items being sold, Click OK.
4. The quantity for each item, by default, is 1. If the quantity for any item is more than 1, click once in the Quantity box, and change it accordingly.
5. Ask the customer how he or she wishes to pay, by cash, check or card.
6. In the lower part of this window, in the field 'Cash', enter the actual amount of cash handed to you by the customer
7. If the customer is paying by check or card, enter the amounts
8. Note: The system can accept cash, or check, or card or any combination of the three
9. If any change is due to the customer, it is displayed in the field 'Change'.
10. Enter the customer name if available (recommended).
11. Click OK.

12. A confirmation window pops up so that you can verify the number of items, and the total amount
13. If this information is correct, click OK (Yes)
14. An option to print is displayed next. If you want to print the invoice, you can specify the number of copies you want, and click OK (Yes)
15. You have successfully entered the sale. Click 'Close'.

Enter stock received:

When merchandise arrives from the Publishing Society, or any other vendor, the procedure to enter it into the system is as follows:

1. Verify the items received
2. From the Main Menu > Inventory Receipts > Add New
3. The 'received from' is set to default 'CS Publishing Society'
Press 'Enter' on your keyboard
4. If it is different, type in the vendor's name, and press 'Enter'
5. A "[Frequently Used Products](#)" list opens automatically. If the item you seek does not show up, click on the button 'Product List' for a full list
6. Select the product/s that you want to enter by clicking on the row that contains that product. You can select as many items as you wish.
7. Click OK.
8. If you notice an item in the list that should not be there, double click on that row to de-select it
9. Type in the quantity for the first item, and press Enter on your keyboard
10. The unit cost is automatically entered; if not, type in the Unit Cost for that item, and press Enter on your keyboard
11. Continue entering the quantity for each item until you have done so for all the items. Verify the total dollar amount in the lower part, and Click OK
12. A confirmation will appear that the new stock has been added to inventory

Close the Reading Room Assistant program:

1. You may leave the computer on during your working hours. When you have finished at the end of the day: Main Menu > Exit (double click), choose "close for the day" and follow the prompts.
2. When the Reading Room Assistant has closed, you will see the Windows desktop screen.
3. To shut down the computer: Start (bottom left corner) > Shut down or Turn off computer > OK

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System Requirements:

Minimum system requirements to run Reading Room Assistant:

- 486 MHz processor - higher speed obviously preferred for quicker responses
- Microsoft Windows 95/98/ME/2000/NT/XP
- 32 MB of RAM minimum (128 MB RAM or higher is recommended)
- Hard disk space required (set up size): 35 MB
- CD-ROM drive (for installation)
- Printer to obtain printouts of Invoices, Receipts, Reports, User Manual etc.
- Additional devices like Floppy Drive, Zip disk drive, or CD-Writer for the purpose of Data Backup
- MS-Outlook Express to e-mail reports as attachments; alternate available: see "[how to e-mail reports](#)" using any e-mail service provider (other than Outlook Express)
- PDF Reader software – to read the User Manual [free download](#) available from Adobe.
- WinZip software: To unzip the web download file. If you do not have WinZip, please [obtain a WinZip copy](#) from WinZip.

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