

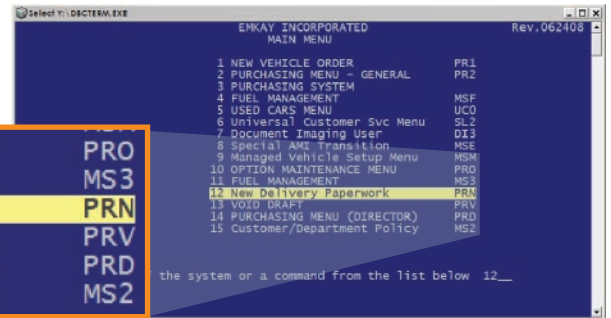
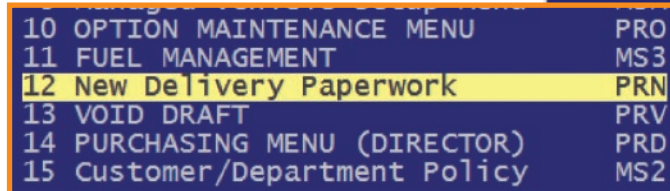


CUSTOMER ACKNOWLEDGEMENTS

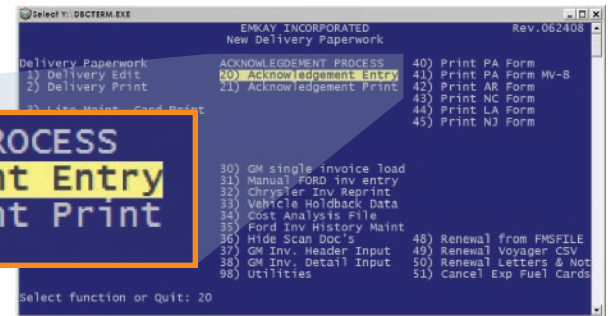
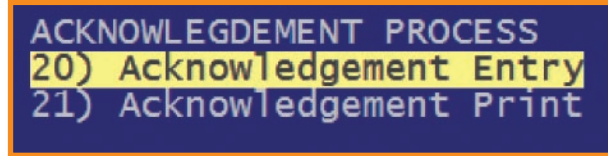
CUSTOMER ACKNOWLEDGEMENTS



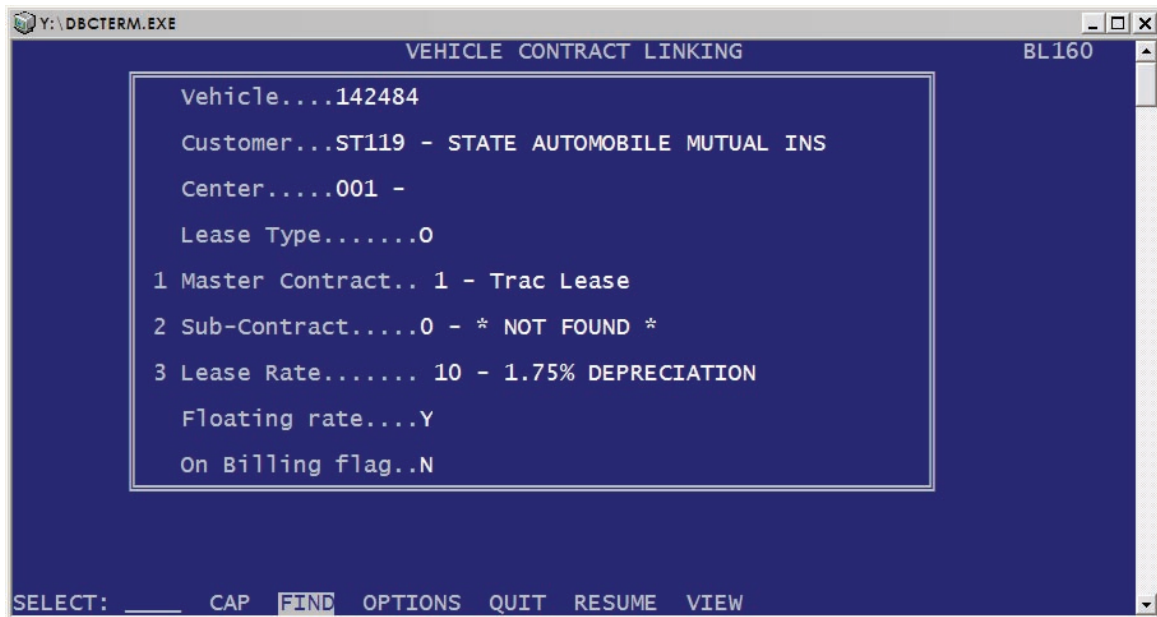
From Main Menu select **"NEW DELIVERY PAPERWORK - PRN"** and press **<ENTER>**



From the New Delivery Paperwork screen select **"#20 - ACKNOWLEDGEMENT ENTRY"** and press **<ENTER>**



Press the **"F"** Key for find, then type in the **VEHICLE NUMBER** and press **<ENTER>**



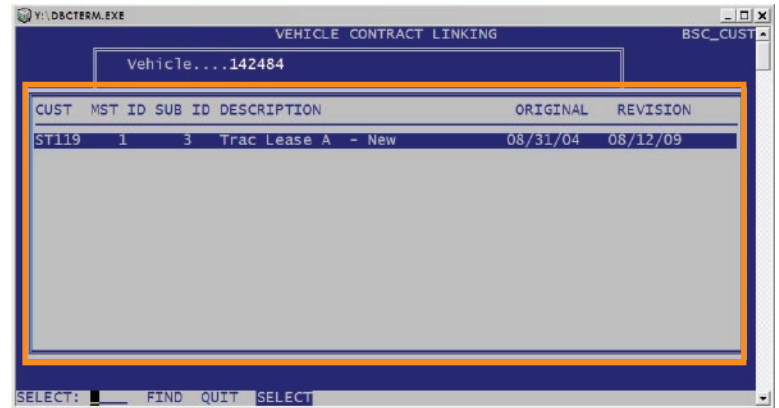
CUSTOMER ACKNOWLEDGEMENTS

VEHICLE CONTRACT LINKING MENU SCREEN

Select “# 2 – SUBCONTRACT” and press **<ENTER>**

Now press **SHIFT** and “?” simultaneously

A **POP UP MENU** of choices will appear, use **UP AND DOWN KEYS** to choose correct one.



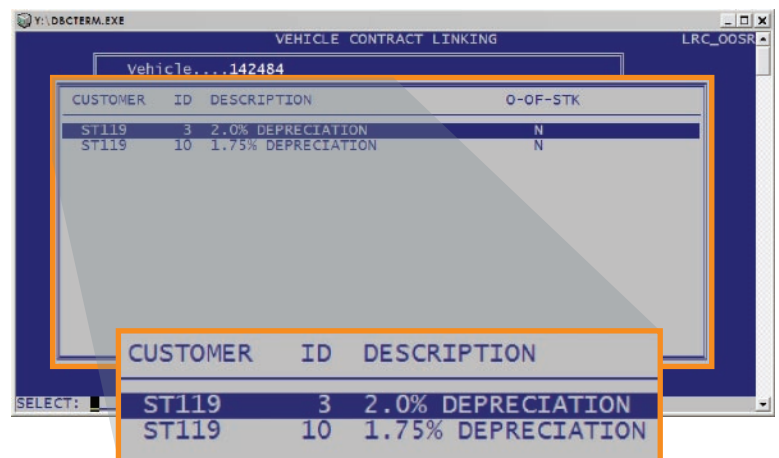
VEHICLE CONTRACT LINKING MENU SCREEN

Select “# 3 – LEASE RATE ” and press **<ENTER>**

Now press **SHIFT** and “?” simultaneously

A **POP UP MENU** of choices will appear, use **UP AND DOWN KEYS** to choose correct one.

The **DEPRECIATION** and or **LEASE RATE** are indicated on the Vehicle Lease Order on the upper left hand side



VEHICLE CONTRACT LINKING MENU SCREEN

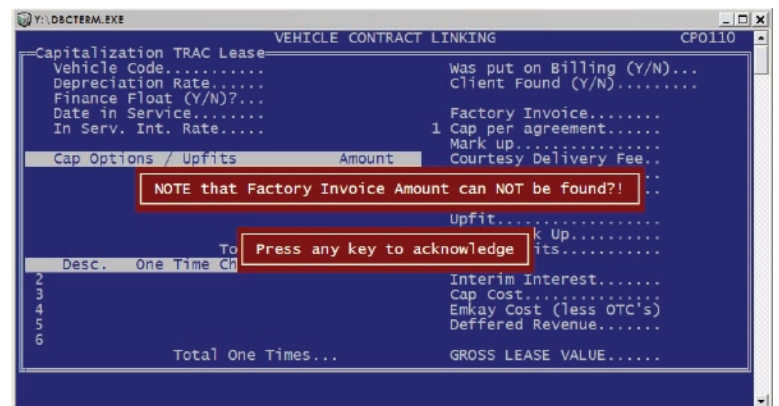
Press “**C**” for **CAP** – This will take you to the **CAP** screen (you do nothing here)

Press “**Q**” – To **QUIT**

Press “**F**” – To **FIND** and it will ask you if you’d like to “**CREATE AN ACKNOWLEDGEMENT RECORD**”.

Press “**YES**” – This will then move you on to **ENTERING** the next **VEHICLE NUMBER**.

Press **<ESC>** or “**Q**” – To Quit when finished entering vehicles.

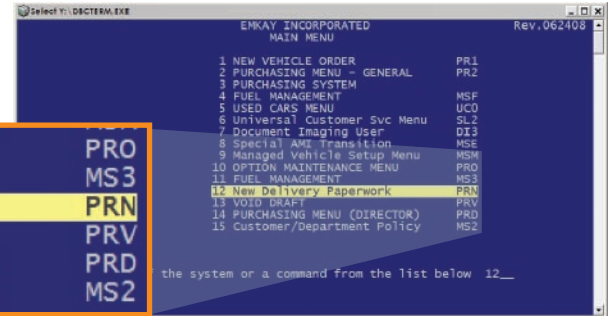


CUSTOMER ACKNOWLEDGEMENTS

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From Main Menu select **"NEW DELIVERY PAPERWORK - PRN"** and press **<ENTER>**

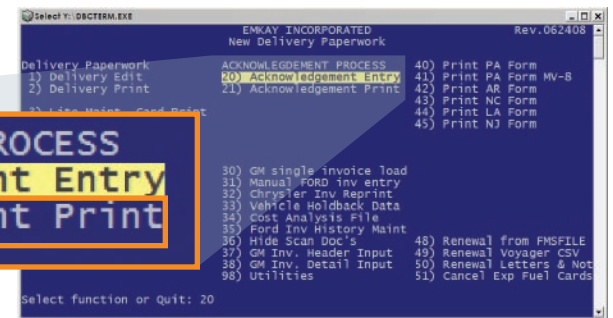
10	OPTION MAINTENANCE MENU	PRO
11	FUEL MANAGEMENT	MS3
12	New Delivery Paperwork	PRN
13	VOID DRAFT	PRV
14	PURCHASING MENU (DIRECTOR)	PRD
15	Customer/Department Policy	MS2



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From the New Delivery Paperwork screen select **"#20 - ACKNOWLEDGEMENT PRINT"** and press **<ENTER>**

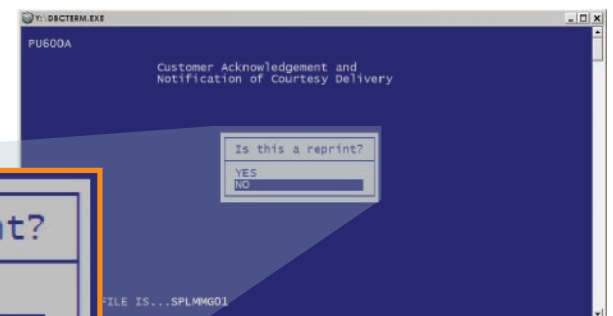
ACKNOWLEDGEMENT PROCESS	
20)	Acknowledgement Entry
21)	Acknowledgement Print



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When asked if this is a reprint – select **"NO"**

Is this a reprint?	
YES	
NO	



CUSTOMER ACKNOWLEDGEMENTS

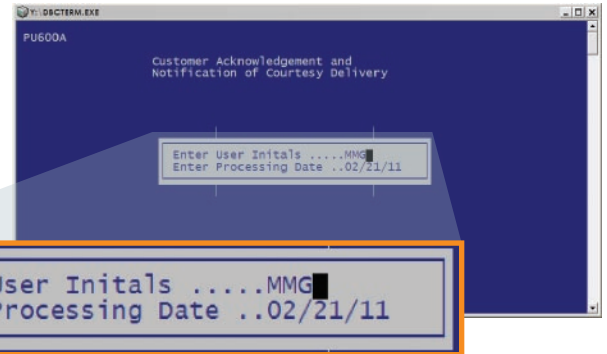


Enter your **INITIALS** and the **DATE**, then press <ENTER>

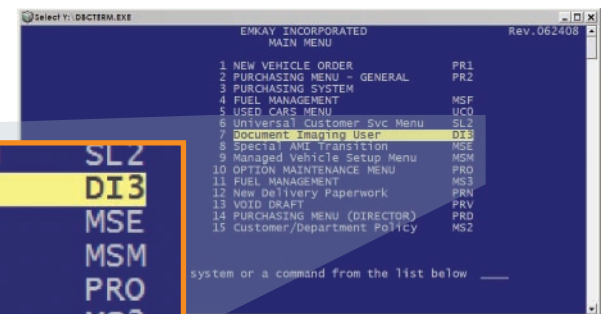
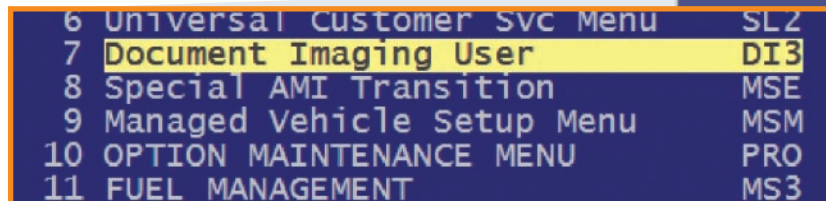
ACKNOWLEDGEMENTS WILL PRINT on their own from the color printers.

FOLD AND SEND TO DEALERS in regular white Emkay envelopes.

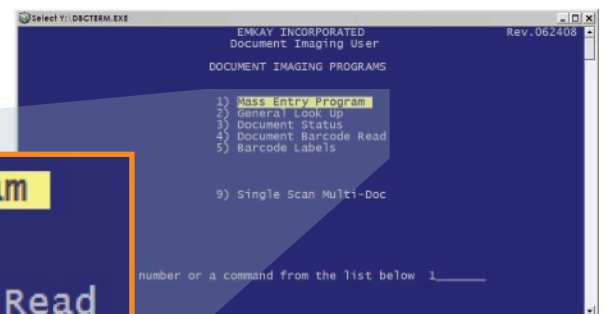
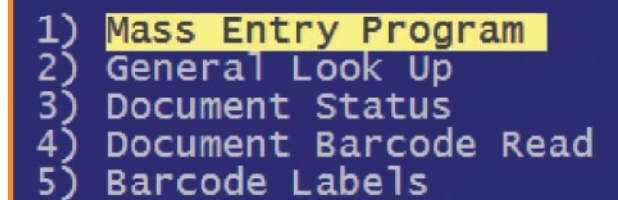
**** THROW AWAY NOTICES GOING TO EMKAY MOTORS****



SCANNING (**Only scan if noted on file**), select "**DOCUMENT IMAGING USER - DI3**" and press <ENTER>



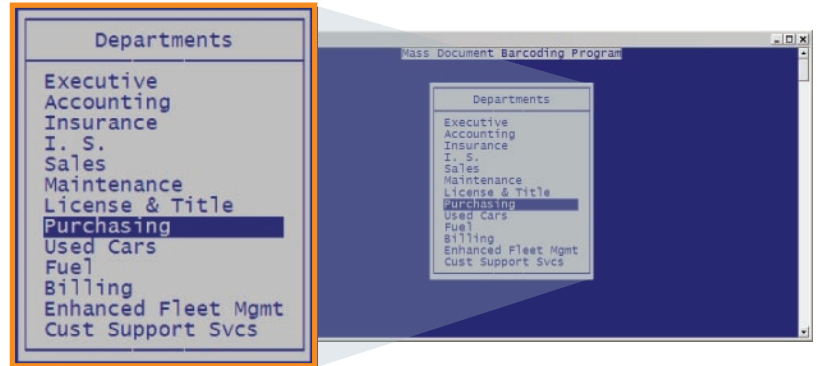
From the Document Imaging Menu select "**#1 - MASS ENTRY PROGRAM**" and press <ENTER>



CUSTOMER ACKNOWLEDGEMENTS

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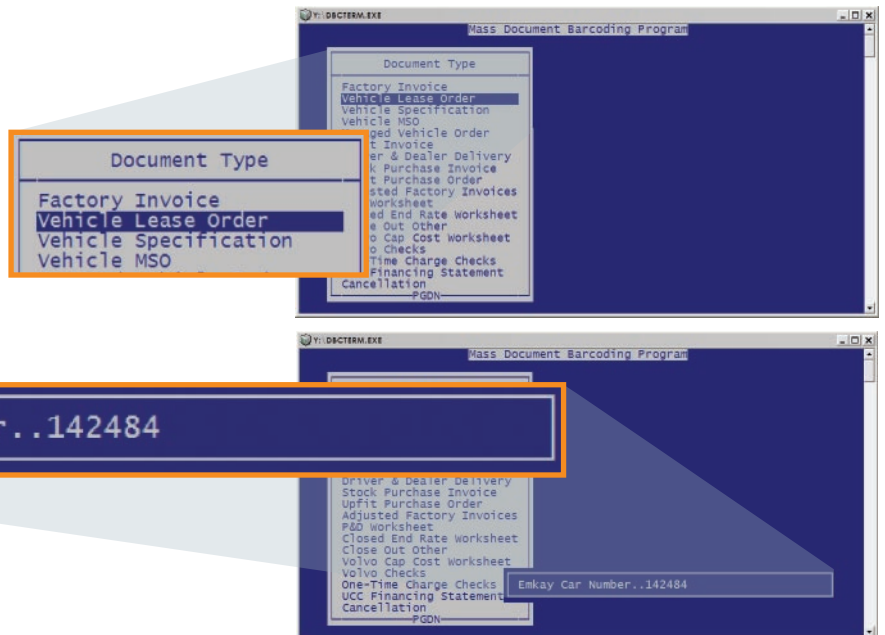
Select **"PURCHASING"** from the Mass Document Barcoding Menu



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Now select **"VEHICLE LEASE ORDER"** from the Document Type Menu

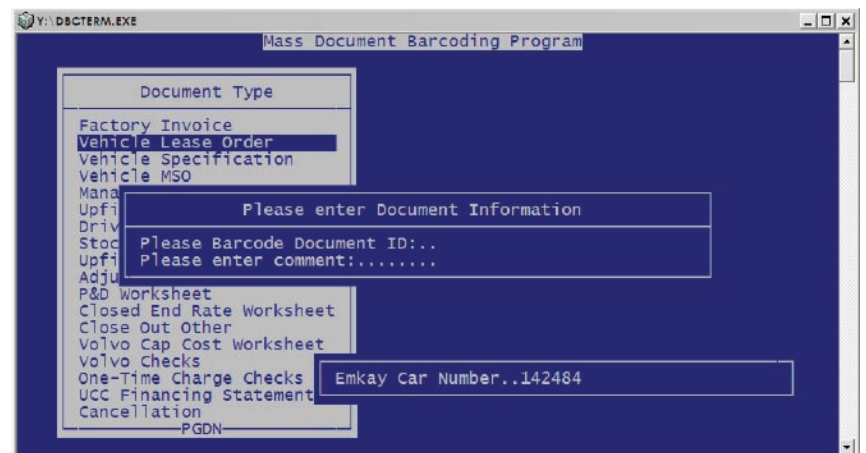
Enter **"VEHICLE NUMBER"** and press **<ENTER>**



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SCAN Bar Code and press **<ENTER>**

- Do this for all documents needing scanning
- Take Documents to Scanner, put in your initials and press scan
- Put Documents Back in Folders
- File in Numerical Order in Pending Drawers



NOTES