

# Ivy Route How To: General Stuff

## Overview

This document is going to explain about general Ivy Route stuff. For example, the different types of data entry screens, different types of controls, how to move around the Ivy Route screens, etc...

## Moving Around Ivy Route

The first thing you will see when you start Ivy Route is the main menu. The menu system makes Ivy Route easy to use, even for inexperienced users. It is from these menus that you tell the computer what you want to do.



The menu system has three basic components which are:

Menu Titles - Menu PopUps - Menu Options

To make selections from the menus press the Alt key plus the highlighted letter of the Menu Title you want ( Alt + E for Enter menu). You can then use your right & left arrow keys to go from menu title to menu title and the up and down arrow keys to go from option to option. Once you get to the Option that you want, press the Enter key. This will cause the option to be performed.

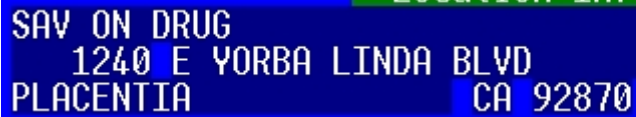
Another way to choose an option is via the hot key for that Option. To do this you go to the Menu Title you want ( Alt + E for Enter ) and then strike the letter that is in inverse video ( S for Single Copy ). On color monitors the letter is a different color than the rest of the menu option. This automatically performs the option.

Press this key	To perform this action
Tab	Move from data entry area to data entry area
Enter / Return	Select option you are on and go to next entry area
Ctrl+Enter	Bypass rest of screen and choose the default ( double chevrons ) text button
Right/Left Arrow	Move between Prompt options
Up/Down Arrow	Move between PopUp options
Escape	Tell computer you are finished with screen
Control Y	Clear all information in data entry area
Delete	Remove the character you are sitting on
Backspace	Remove the character to the left
Insert	Toggle between insert/overwrite mode

## Different Types of Data Entry Controls

### Data Field

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SAV ON DRUG  
1240 E YORBA LINDA BLVD  
PLACENTIA CA 92870

A Data Field is used to modify text data. It is always in inverse video. In the above example there are seven data fields:

Data Field	Contains
Location Name	SAV ON DRUG
Street Number	1240
Street Name	E YORBA LINDA BLVD
City	PLACENTIA
State	CA
Zip	92870
County Id	BLANK

### Date Field

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07/19/2004

Date fields are Data Fields that only accept a valid date as their information.

Ivy Route requires that all dates be ten characters long when entered. This means that any day, month or year that is only one digit must be preceded by a 0 (zero).

You only need to enter the numbers, Ivy Route will automatically enter the slashes for you.

Valid dates would include:

03/29/1962  
12/26/1994  
01/01/2004

Invalid dates would include:

3/29/62  
12/3/94  
1/1/4

### PopUps

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2 Line Delivery

A PopUp is identified by the box that is drawn around the text, 2 Line Delivery in above example. Once you are on the popup press the Enter key to see what your options are for the information area.

```
2 Line Delivery
1 Line Delivery
Tahoe Style
Investor's
6 Day Format
Houston Chronicle
7 Day Format
```

We use popups whenever a known number of options are available to you. This insures that you will enter correct information.

### Checkbox

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```
[ ] Position numbers
[ ] Show Returns
[ ] Large Print
[ ] Draw Boxes
[ ] Calc Totals
```

A checkbox is used for a Yes/No question. Once you are on a checkbox you have three options:

- 1) Pressing the Enter key will toggle between checked and unchecked mode and proceed to the next item on the screen
- 2) Pressing the Tab key will go by the check box without changing it
- 3) Pressing the Spacebar will toggle between checked and unchecked mode and stay on the current item

### Radio Button

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```
(•) All Pub Ids
( ) Choose Pub Ids
```

A radio button is used when we want you to see all the available options for an entry area but want to restrict you to only choosing a single choice. The radio button is called that because, like the old style car radios station selection button, once you press one the other buttons pop out.

Once you are on the button pressing the Enter key will choose the option you are sitting on and unmark all the other options...pressing the Tab key will move you to the next option or allow you to go thru the radio button without changing it.

### Text Button

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There are two styles of text buttons in Ivy Route. Default buttons and regular buttons.

### Scrollable Area

## Different Types of Screens

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### Data Entry Screens That Use The FKeys

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Go to Billing menu -> Calculate Billing in the Single Copy section

Ivy Route

**Location Information**

Delivery LA RANCHERITA BAKERY  
2709 WESTMINSTER AVE  
SANTA ANA CA 92706

Mailing LA RANCHERITA BAKERY  
2709 WESTMINSTER AVE  
SANTA ANA CA 92706

Memo

Cust # 1001  
Billing Id 1001  
Phone -  
PO Number  
Misc Charge  
Location Type RETAIL  
[ ] Topper:  
[ ] Bill OnSite  
[ ] Open Holiday  
[ ] Show Cover [ ] UPC

Rte	Position	Week	Pub Id	Mon	Tue	Wed	Thr	Fri	Sat	Bul	Sun
62	1.00	S07/12	LO	4	5	6	6	5	4	0	4

Page Down/↓ For More Options

F1 Previous	F5 Add	F9 Go to Location Weeks
F2 Next	F6 Modify	F10 Exit
F3 Find	F7 Delete	F11 Dial Phone
F4 Browse	F8 Routes & Directions	F12 Stored Invoices

Set the correct date range to include in the Calculate from and thru fields ... these dates will be included in the calculation ie: 05/17/2004 thru 05/23/2004 will be for a 1 week range.

**Data Entry Screens That Use Buttons**

**Single Copy Pricing for LO**

Level	Daily			Bulldogs			Sunday			Tax
	Cost	Sell	Cover	Cost	Sell	Cover	Cost	Sell	Cover	
BESTWAY	0.100	0.200	0.25	0.000	0.000	0.00	0.500	0.800	1.00	No
CVS	0.100	0.200	0.25	0.000	0.000	0.00	0.500	0.800	1.00	No
GANDM	0.100	0.200	0.25	0.000	0.000	0.00	0.500	0.800	1.00	No
GIGANTE	0.100	0.200	0.25	0.000	0.000	0.00	0.500	0.800	1.00	No
JONS	0.100	0.200	0.25	0.000	0.000	0.00	0.500	0.800	1.00	No
REGULAR	0.100	0.200	0.25	0.000	0.000	0.00	0.500	0.800	1.00	No
BRANCH	0.100	0.200	0.25	0.000	0.000	0.00	0.500	0.800	1.00	No
SAVON	0.100	0.200	0.25	0.000	0.000	0.00	0.500	0.800	1.00	No

< Add > « Modify » < Copy > < Delete > < Exit >

**Help Message**

Select the price level to work on and press Enter

**Report Screens**