



Absolute Retail Helpful Tips

Read all initial setup instructions- RED ARROWS are critical setup steps!

1. Do NOT delete the MCS user ID.
2. Do NOT change the SysAdmin password.
3. Do NOT lose your Windows Administrator password.
4. Do NOT operate using the SysAdmin user ID, Use SysAdmin only for Administrative purposes.
5. Do NOT Synchronize Demo database with your live Peachtree data. This will copy all our demo data into your Peachtree Company.
6. After registering and running live, delete the Demo database and Demo User ID.
7. After an Absolute Retail error, go to Help and click on Reset/Refresh.
8. Error information: From the Help menu select Error Code Definitions, enter the error number and press tab for a detailed definition. If no error information is displayed, enter the error code and double click on the error number for additional information.
9. **Turn off Power Saving to Network Cards**
 1. Start, Control Panel, Network and Internet Connections.
 2. Network Connections, right click on Local Area Connections
 3. Properties, click on Configure
 4. Click on the Power Management Tab
 5. **Uncheck** the box 'Allow the computer to turn off this device to save power'.

Additional Tips

1. Setting up New Users:
 - a. Definitions:
 1. User ID-name used to log into Absolute Retail.
 2. Known As is what everyone calls you, your nickname.
 3. POS Password-usually initials
 4. PID-Personal ID If the PID is less than four characters, repeat the user's name (TimTim). PID is only displayed at initial user setup and should not be confused with the user's password.
 - b. Sign on as SysAdmin then go to Setup -User and Group Accounts- click on New and insert the name and assign group Memberships.
 - c. Employee Information- Enter the 'Employee ID', 'User ID', and 'Known As' information on the General Page.
 - d. Employee Information- Financial Tab- Enter the 'Department' and 'Passwords' (POS Login Required).
 - e. Close Absolute Retail- The new user opens Absolute Retail and signs on with their User ID with no password. Go to Setup-Program Setup- User and Group Accounts-Change Logon Password Tab-leave old password blank and enter new password information. Click the Apply button.
2. Do not forget to setup Tax Codes and Tax Assignments.
3. You should backup the server data on a daily basis.
4. NEVER edit invoices on a closed register.
5. Upgrades:
 - a. Install with all users out of Absolute Retail.
 - b. Sign in as SysAdmin.
 - c. NEVER upgrade on a Friday.
6. Refreshing a dropdown list
 - a. After adding new entries, exit the setup form.
 - b. Double click on the drop down list line, not the arrow or label.
 - c. Click on the drop down list, the new should be displayed.
7. Caught in a loop and cannot escape, **do not** use Control/ALT/Delete without calling Absolute Retail Support. This procedure will corrupt data, lock records, and create other difficult to diagnose problems: Use the ALT/F4 keys to close all Windows applications.

HOW TO FIND YOUR SERVER DATABASE PATH:

1. Help menu
2. Select About
3. Select the Support Tab
4. Your Server Serial number, Workstation Serial numbers and Database path are displayed on the right side of the page.

DATABASE PATH: c:/Program Files/ABSClient/ABServer- SAMPLE

Enter the Database path below and keep for your records.

DATABASE PATH: _____

Absolute Retail Security Console

To join the Absolute Retail security file (System.mdw) using Access 2002/2003:

1. Open Access: Start – Programs - Microsoft Office - Microsoft Access
2. Select Workgroup Administrator from the Tools Menu
3. Click on Join
4. Browse to the System.mdw, highlight, and open. You will get a message saying you have successfully joined. Close all windows and open Absolute Retail.

WINDOWS/OFFICE UPDATES

Manual Updates:

Windows: <http://v4.windowsupdate.microsoft.com/en/default.asp>

1. Start - Windows Updates
2. Scan for Windows Updates

Office: <http://office.microsoft.com/OfficeUpdate/default.aspx>

1. Start at Windows Updates
2. Click on Office Updates tab
3. Scan for Office Updates

Activate automatic Windows Updates:

1. Start
2. Control Panel
3. System
4. Automatic Updates
5. Settings: Download automatically

Put Windows Updates on automatic and Office Updates should be checked monthly!

COMPACT AND REPAIR THE SERVER DATABASE

1. Close all Absolute Retail client applications
2. Navigate to and Open the ABServer folder
3. Double click on the ARServer.mdb
4. Log in as SysAdmin – this will display the Database Window
5. From the menu bar, select 'Tools'
6. Select 'Database Utilities'
7. Select 'Compact and Repair Database'

NOTE: With all programs closed, check for *.ldb files on each computer.

1. Start
2. Search
3. Files and Folders
4. *.ldb
5. Delete and 'ldb' files found.

If the system finds any corruption, it will ask you to relink to the Server (usually the ARServer.mdb) Log in as SysAdmin and relink. When this is completed go to the Database and delete any corrupt records in the Invoice, Sales and Register Tables. Corrupt records will be listed at the top of the table, noticeable different using ### and ***.

WEEKLY PROCEDURES

DEFRAGMENTING THE COMPUTER

Defragment the server and workstations once per week. Absolute Retail recommends the use of Diskkeeper. Once Diskkeeper is installed, you can schedule Diskkeeper to perform this function automatically.

Steps for Manual Disk Defragmenter

- 1 Open 'My Computer'
- 2 Right click on the hard drive
- 3 Select 'Properties'
- 4 Select 'Tools'
- 5 Select 'Disk Defragmenter'

WEEKLY PROCEDURE FOR EACH COMPUTER

You can auto schedule this task through the Windows Task Scheduler.

1. Click Start – Programs - Accessories
2. Select 'System Tools'
3. Select 'Schedule Tasks'

ABSOLUTE RETAIL SHORTCUT KEYS

To access the directory for Absolute Retail Shortcut Keys:

1. Go to the Absolute Retail website: www.absoluteretail.com
2. Select Support on the menu bar
3. Select Download Center
4. Click the hyperlink for 'Shortcut Keys'

This is the Shortcut Key directory with definitions of all shortcuts and the keys to perform the function desired.

LIFO/FIFO/AVERAGE

LIFO = Last in – First out

FIFO = First In - First Out

FIFO is the most common method used.

To select a Cost Method:

1. From the Setup menu, select 'Program Setup'
2. Select 'Local Options'
3. Default Cost Method

Macro Security Messages

Macro Security Messages when opening Absolute Retail.

1. Open Access: Start-Programs-Microsoft Access
2. From the Tools menu, select Macro
3. Select Security
4. Security Levels- Change to Low-OK
5. Yes to question
6. Restart Application