MENU:	Configuration: Database and Maintenance
PURPOSE:	They group all the programs that were designed to maintain the background databases, settings and parameters that are required to run the system.

Most of the programs here will help you with some of the initial setup of the system. The other programs will help you maintain the system itself. It is very important to setup a password for this menu under Password Maintenance and remove access from all regular User Logins to keep it safeguarded at all times as anyone who can get to this menu will be able to access and make changes on all these programs.

Initially, only ADMIN user has access to these two menus. ADMIN can grant access to any other User Login to Database, Maintenance or both menus. Users with no access to Database or Maintenance menu will not see them under the Configuration Menu – They will only see Color Template Setup.

> NOTE 📝 **Password Setup program can only be accessed by ADMIN user.**

The system is designed to handle multiple companies or accounts. Each one of these have a different login, and it is assigned an SPC number. This SPC number identifies the database used for that account.

The Database Menu programs address most of the basic parameters, and it is meant for System Administrators use.

The Maintenance Menu also addresses parameters, but these may vary more frequently or may be more oriented to the company's operations and a knowledgeable user.

> NOTE 📝 **Ascar strongly advises that only the Trained Systems Administrator uses these programs, as they affect the entire system. Changes should not be made while corresponding programs are in use, and Backup/Restore utilities should not be used while system is in use.**

PROGRAM SEQUENCE

> NOTE 📝 **If you are a new user, you may wish to have a Support Representative to train you and show you how to use these programs.**

Start up

Database Menu
- ➲ Setup your company information to show on your outputs header and tail (footer) under Header & Tail Setup
- ➲ Setup the different service levels under Service Types Setup
- ➲ Setup the different service varieties under Service Varieties Setup
- ➲ Setup the breakpoints for Pickup, Delivery, ETD and Mileages under E.T.D./Break Points Setup (you will need to have at least one generic profile)

Maintenance Menu
- ➲ Setup the starting Service Order Number and Invoice number under Files/System Numbers Maintenance
- ➲ Setup your business hours under Files/ Business Hours Breakpoints Setup

NOTE 📝 **At this point, provided you have setup your basic rates and customers, you may start placing orders on your system.**

Parameterize your System

Database Menu
- ➲ If you wish to add Login Users and manage their access to different features on the system, do it so under Login User Setup

Maintenance Menu
- ➲ If you wish to determine which fields or combinations of fields are subject to the multipliers (for example, after hours, Saturday, Sunday, Holiday set in Standard Rates Setup) in the pricing programs, do so under Files/Base Rate Multipliers.
- ➲ If you would wish to get a printout after placing a new order (or when activating Daily Orders), set this up in Files/Ticket Printing Redirection Setup.
- ➲ If you wish to set up which items are to be considered at the moment of running the Driver/Contractor Settlement, also which items to show or hide from their Settlement Report or set up the behavior of the Driver "misc" field under SOUP (field after Driver Code on number 24, 25 and 26), do it so in Files/Driver Commissionable Items Setup.
- ➲ If you would like to configure which fields at Service Order Input program should be skipped for a faster order entry process, set this up under Files/Fast Service Order Input Setup.