

Calendar Maintenance

Introduction

These notes are designed to complement the training that you have received on Sparkstone; they are not intended to be a complete overview of the software but are designed to assist you at a later stage when you are away from the training session.

These notes have been compiled to reflect the configuration of the Sparkstone EPOS system at your site and as such may only contain information pertinent to the operations that you require. If additional modules are purchased at a later date, training notes will be provided as appropriate on completion of the associated training course.

Objectives

To provide an overview of the processes involved in amendments to the Calendar setting and maintain the successful operation of the software.

Conventions Used

Menu paths will be indicated throughout this training manual in bold.

For example:

Back Office | System Control | Company

Indicates that you should access Stock Records window from the Back Office using the Product File on the drop down navigation menu.

Important Notes:

Please ensure that you have read these before you proceed:

1. Please note that it may not be necessary to configure a new “Sparkstone Calendar” on 1st January 2015. This can be configured at any point throughout the year- depending on your current configuration.
2. Users will receive notification when the current calendar is due to expire (and there is no available calendar for the following year) when entering the back office- for example:

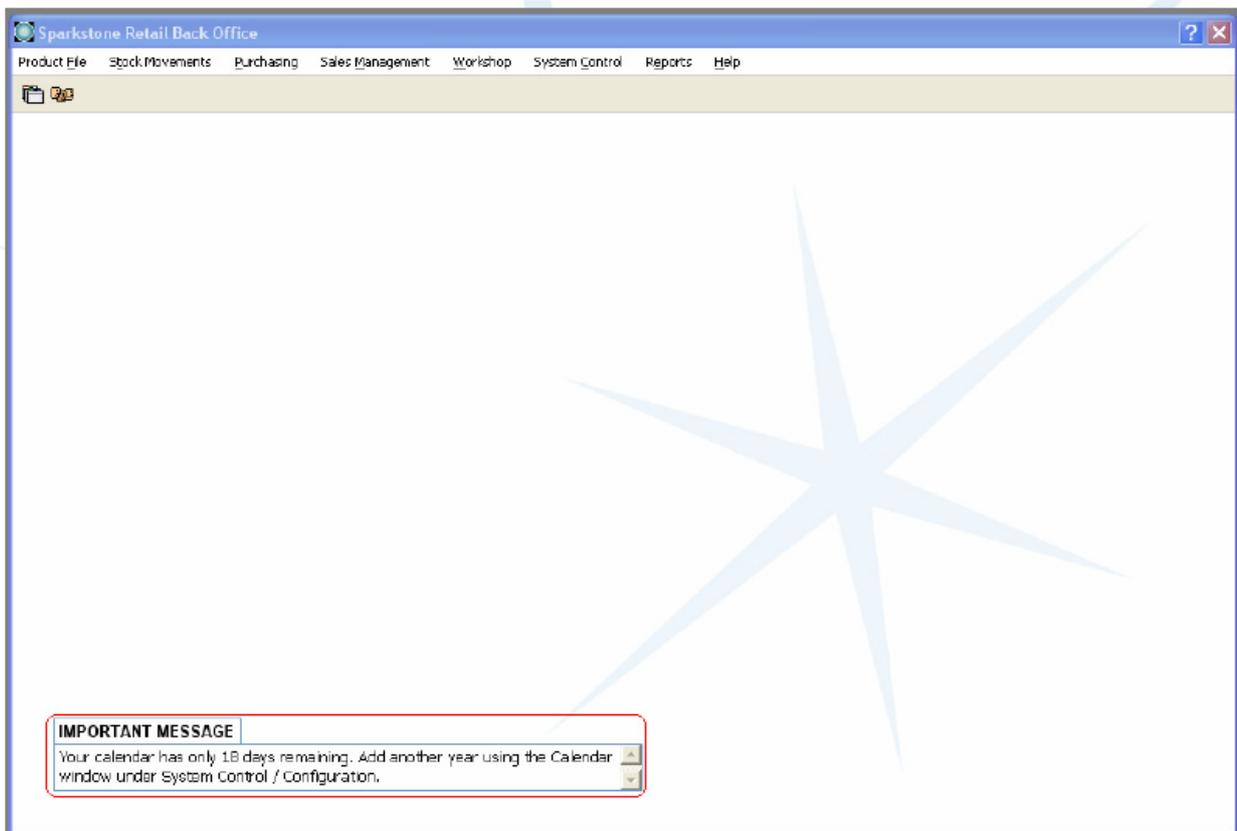


Figure 1. Screen Image of Back Office

3. Users should not create duplicate calendar entries for the same year as this can lead to errors. If there is an existing year configured for 2015 a new calendar is not required. It is the system administrator’s responsibility to check if a new calendar is required.
4. We are able to offer our services to apply this change. If you would like to book a Sparkstone consultant to do this please contact Sparkstone support on 01489 795 000 or email support@sparkstone.co.uk.

Adding a new calendar year in Sparkstone Retail

1. Log into the back office and go to **System Control | System Configuration | Calendar**. If this option is greyed out then you will need to be on a Head Office database to perform this operation. The following will be displayed:

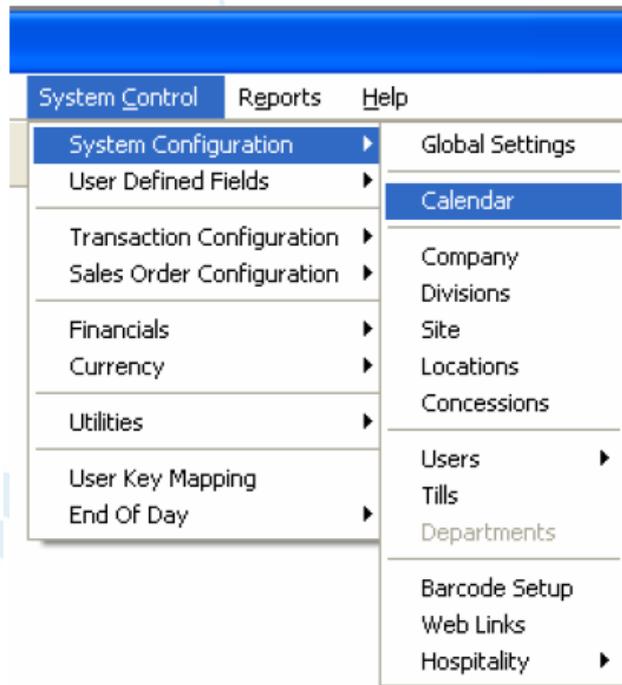
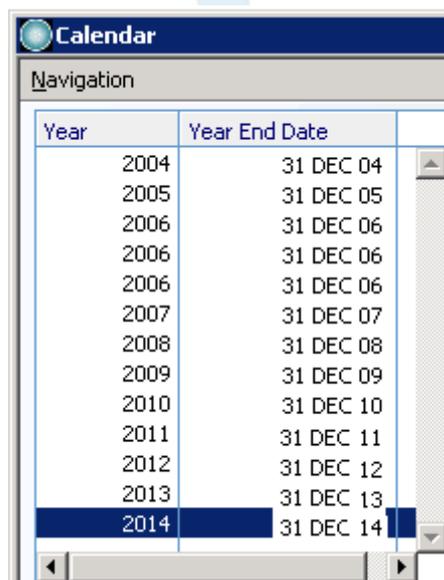


Figure 2. Screen Image of Menu Bar (Back Office)

2. Check the list of years on the left hand side. Note the next unused year number:



Year	Year End Date
2004	31 DEC 04
2005	31 DEC 05
2006	31 DEC 06
2006	31 DEC 06
2006	31 DEC 06
2007	31 DEC 07
2008	31 DEC 08
2009	31 DEC 09
2010	31 DEC 10
2011	31 DEC 11
2012	31 DEC 12
2013	31 DEC 13
2014	31 DEC 14

Figure 3. Screen Image (partial) of Calendar Window

3. Press the 'Insert' button at the bottom of the toolbar and fill in the next available year field in the top right hand corner. Press tab and the cursor will now be in the 'Year Start date' field.
4. Enter the first day of the new year, eg. 01 01 2015 and press tab.
5. The 'Year End Date' should automatically be filled in, along with the other periods.
6. Press 'OK' at the bottom.

In the below example, the year started in February instead of January:

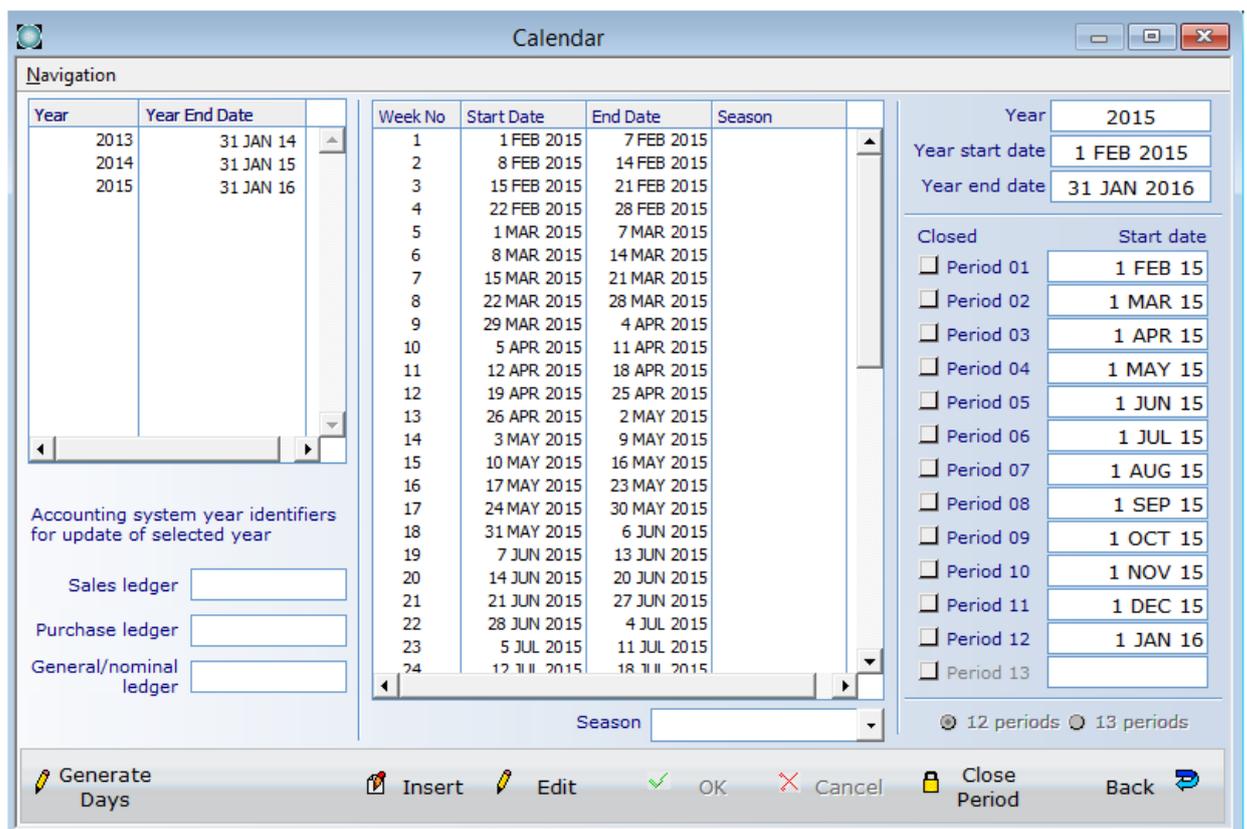


Figure 4. Screen Image (full) of Calendar Window

7. This completes the process of adding a new year into the Sparkstone Retail Calendar. Press 'back' to go to the main back office menu window and the warning will disappear.

If you have any issues or queries regarding this please do not hesitate to contact us on 01489 795 000 or support@sparkstone.co.uk.