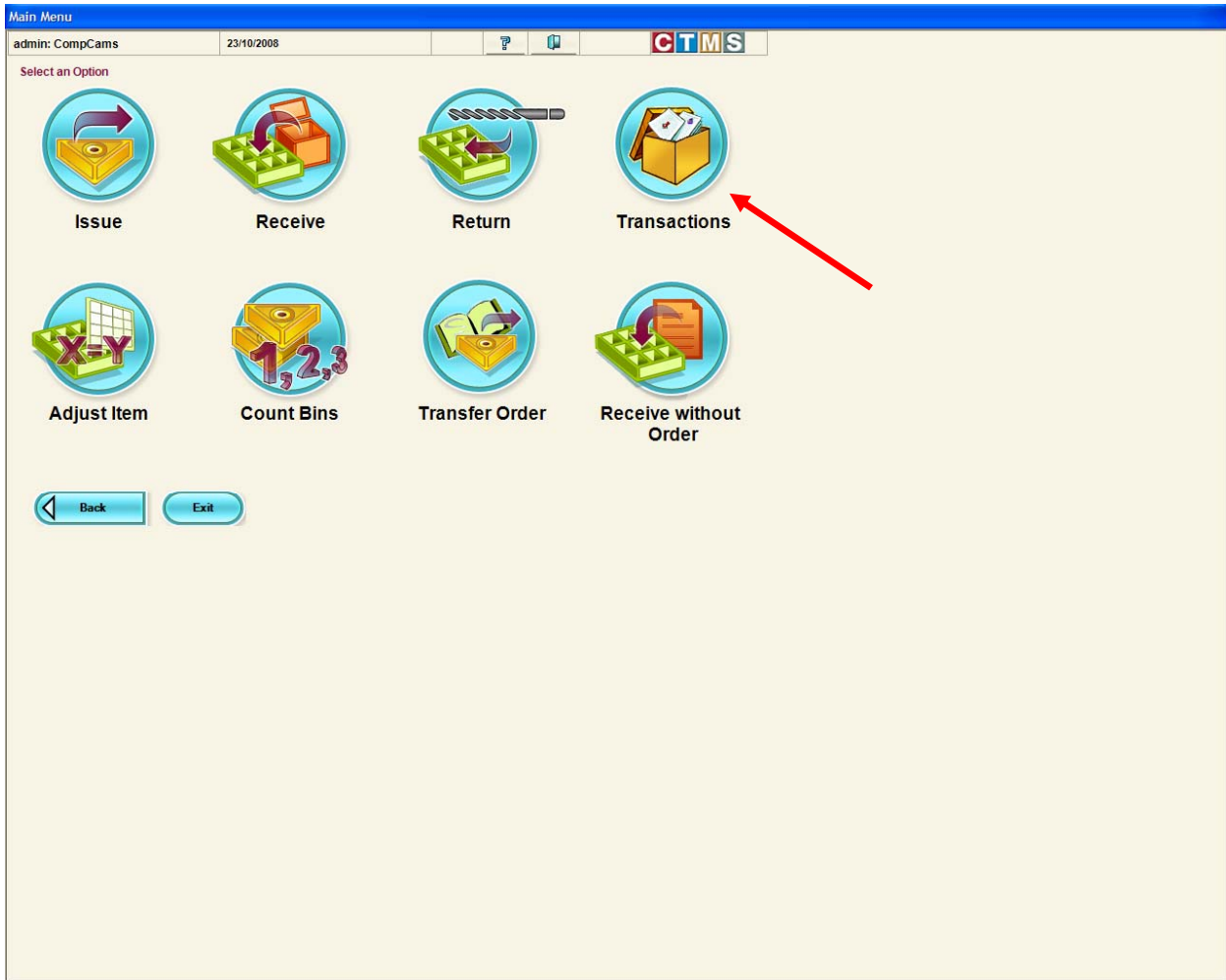


How to Reverse Your Transactions and Others Transactions.

Once you log into touch you will need to have access to the Transactions Icon. Just touch the icon to go to the next screen.



1. Here you will see the items that you have issued.
2. You will notice your login name. **Note:** *If you wish to change another user's transactions see page 5 of this document.*
3. Select the transaction you wish to reverse and touch next.




The screenshot shows the 'Transactions' window with the following data:

Item Code	Item Description	Group	Date	Quantity	User Name	Bin Code	Tr K
630-AA	Lithium Grease (LUBRIPL...	SHOP SUP...	10/23/2008 10:...	2.00	admin creator	CC1-08-02-04	84
AF350-XL	GlovesXL	SHOP SUP...	9/25/2008 10:3...	1.00	admin creator	CC1-05-01-01	72

Navigation buttons at the bottom include 'Show', 'Back', and 'Next'. A search bar at the top contains the text 'admin'.

1. Touch the count button until your count is what you wish to return or simply key in the number with the key pad at the bottom..

Update Issue Transaction


admin: CompCams 23/10/2008    **CTMS**

Item Code:

Item Description:


Item Long Description:


Type:




Please enter Quantity to Return.

Bin	Cabinet	Capacity	Allowed	Current Stock	Transaction quantity	Quantity
CC1-08-02-04	CC1	50	NO	48.00	2.00	

Count Button 

Key Pad 

Main Menu Back Return

1 2 3 4 5 6 7 8 9 0 

1. The number you wish to return will show up in the quantity box
2. Now just touch return and the drawer and the bin will unlock allowing you to return the item.

Update Issue Transaction


admin: CompCams 23/10/2008 **CTMS**

Item Code: 630-AA

Item Description: Lithium Grease (LUBRIPLATE)

Item Long Description:

Type: Expendable



Please enter Quantity to Return.

Bin	Cabinet	Capacity	Allowed	Current Stock	Transaction quantity	Quantity
CC1-08-02-04	CC1	50	NO	48.00	2.00	1

+1

-1

1

2

Main Menu Back Return

1 2 3 4 5 6 7 8 9 0 ←

1. If you are reversing another users transaction you will need to touch the three dots next to your login name. This will give you a list of all users.

1

admin: CompCams 23/10/2008

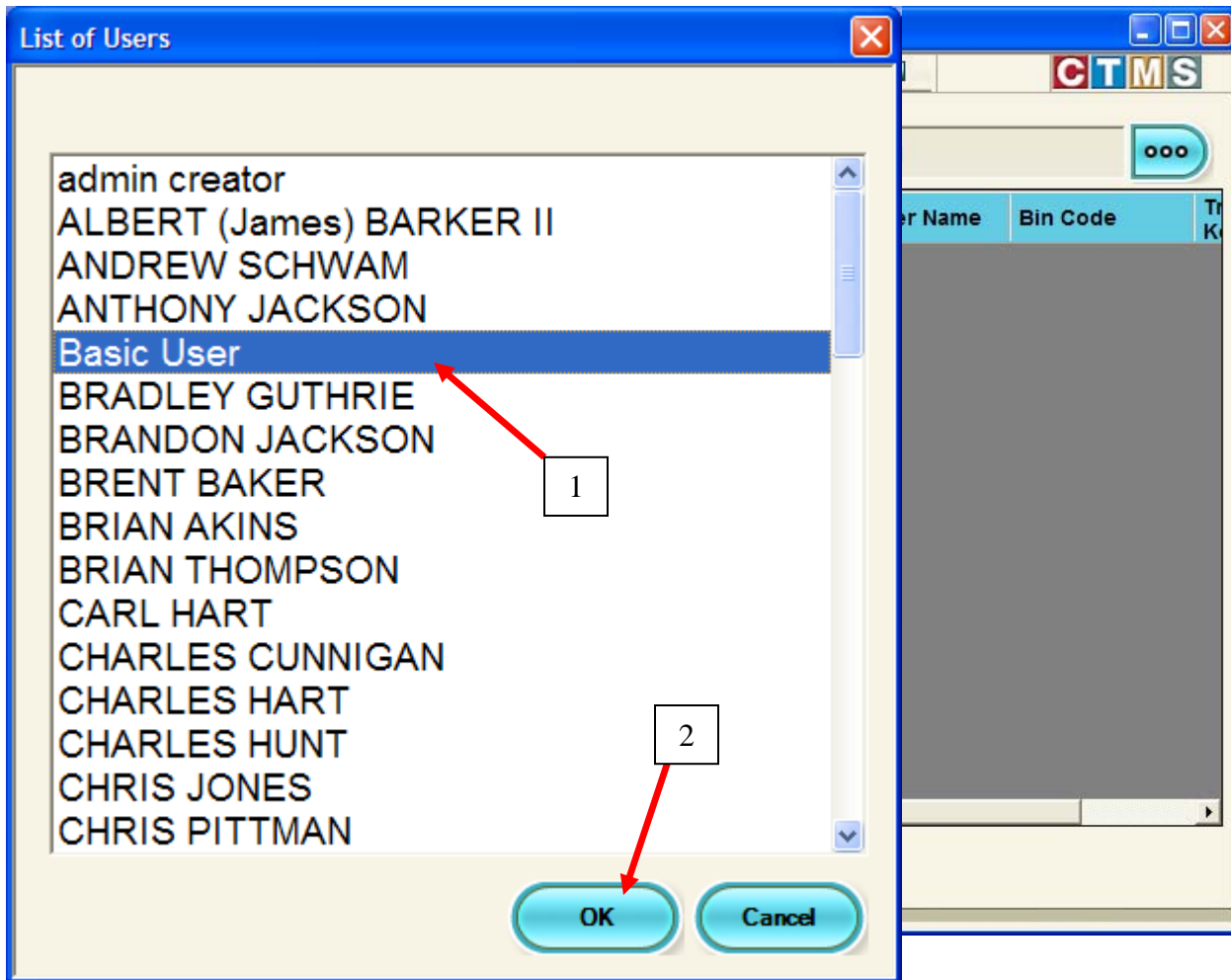
Select record to update.

Search admin

Item Code	Item Description	Group	Date	Quantity	User Name	Bin Code	Tr K
630-AA	Lithium Grease (LUBRIPL...	SHOP SUP...	10/23/2008 10:...	2.00	admin creator	CC1-08-02-04	84
AF350-XL	GlovesXL	SHOP SUP...	9/25/2008 10:3...	1.00	admin creator	CC1-05-01-01	72

Show Back Next

1. Just select the user whose transaction you wish to reverse.
2. Then touch OK



1. You are still logged into touch as the user.
2. The user whose transactions you are looking at is here.
3. Select the item you want to reverse.
4. Touch Next and proceed as before.

The screenshot shows the 'Transactions' window in the CTMS system. At the top, the user is logged in as 'admin: CompCams' on '30/09/2008'. The window title is 'Transactions'. Below the header, there is a search bar with the text 'Basic User' and a 'Search' button. A red arrow labeled '1' points to the search bar area. Another red arrow labeled '2' points to the text 'Basic User' in the search bar. Below the search bar is a table with the following data:

Item Code	Item Description	Group	Date	Quantity	User Name	Bin Code	Tr K
AF350-XL	GlovesXL	SHOP SUP...	9/30/2008 1:00 ...	2.00	Basic User	CC1-05-01-01	88

A red arrow labeled '3' points to the 'GlovesXL' item in the table. At the bottom of the screen, there are navigation buttons: 'Show', 'Back', and 'Next'. A red arrow labeled '4' points to the 'Next' button.