

BASIC COURSE IS K2

K2 ori - Universal forms

CONTENT

1. INTODUCTION

2. STARTING IS K2

- 2.1. LOGIN TO IS K2, LOGIN DATA
- 2.2. CHANGE PASSWORD

3. BASIC ORIENTATION IN IS K2

- 3.1. DESKTOP OF PROGRAM K2
- 3.1.1. DESKTOP NAVIGATION PANELL
- 3.1.2. BASIC VERSION DATA, REMOTE ASSISTANCE
- 3.1.3. MAIN MENU (TREE MENU)
- 3.1.4. DESKTOP NOTIFICATION PANEL
- 3.2. MODULS FORMS (BOOKS)
- 3.2.1. RIBBON

4. SORTING, SEARCHING AND FILTERING RECORDS

- 4.1. SORTING RECORDS
- 4.2. RECORD SEARCH
- 4.3. FILTERING RECORDS
- 4.3.1. CONTAINER
- 4.3.2. FILTER

5. BASIC CODE LISTS

- 5.1. BOOK OF SUPPLIERS/CUSTOMERS
- 5.1.1. ARES, ISDS
- 5.2. BOOK OF ARTICLES
- 5.3. RECORDS STATUS
- 5.4. BULK CHANGE OF RECORDS
- 5.5. ROW EDITING
- 5.6. MATHEMATICAL FUNCTIONS
- 5.7. HANDELING WITH TABLE
- 5.7.1. COLUMNS
- 5.7.2. SAVING A TEMPLATES

6. DOCUMENTS

- 6.1. DOCUMENTS TABS (PAGES)
- 6.2. BOOKS OF DOCUMENTS

- 6.3. NUMBERING OF DOCUMENTS
- 6.4. CREATING DOCUMENTS
- 6.5. DOCUMENTS ITEMS
- 6.6. INSERTING, EDITING AND DELETING DOCUMENT ITEMS
- 6.7. BULK CHANGE OF ITEMS
- 6.8. THE IMPORTANCE OF ITEMS PRICES
- 6.9. LINKANGE OF DOCUMENTS
- 6.9.1. MODULE OF SALE
- 6.9.2. MODULE OF PURCHASE
- 6.10. CREATING, CANCELING SUBORDINATE DOCUMENTS AND SWITCHING BETWEEN THEM
- 6.11. DOCUMENTS FLAGS
- 6.12. CONFIRMING DOCUMENTS AND UNDOING THE CONFIRMATION
- 6.13. CANCELLING DOCUMENTS AND UNDOING THE CANCELLATION
- 6.14. SPLITTING OF ITEMS

7. PRINTS AND EXPORTS

- 7.1. PRINT USING THE F9 KEY
- 7.2. PRINTING FROM RIBBON

8. ADDITIONAL INFORMATION ON DOCUMENTS

- 8.1. COMMENTS
- 8.2. HEADER / FOOT / ITEM TEXTS

9. ATTACHMENTS

- 9.1. BASIC KEYS USED IN K2
- 9.2. BASIC USE OF FUNCTION KEYS
- 9.3. MAIN KEYS IN THE BOOK OF ARTICLE
- 9.4. ICONS LIST
- 9.4.1. ICONS IN BOOK
- 9.4.2. CONS FOR STATUTES OF RECORDS AND DOCUMENTS
- 9.4.3. ICONS ON THE FORMS