

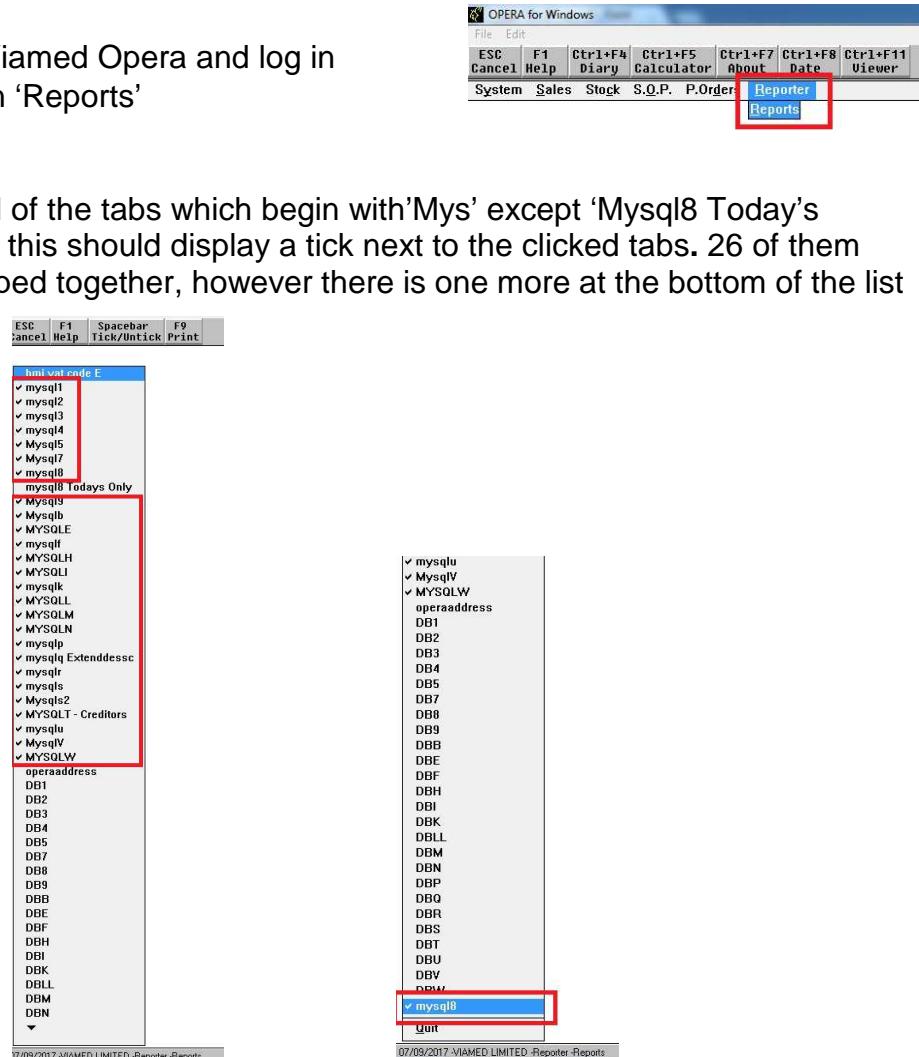
VM3COP29.01 – Goods Out - Updating the Active List

Full update

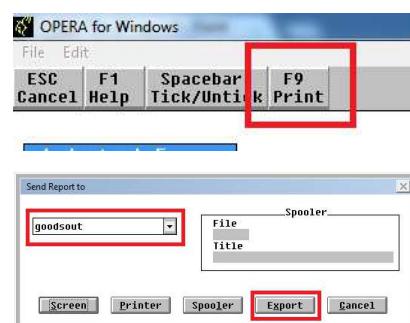
Full updates add new information but also change information such as priorities, dates and products listed on an order. They should be completed as the first job in the morning of every working day, in the middle of every working day and anytime an order has had a product or service amended.

To complete a full update:

- Open Viamed Opera and log in
- Click on 'Reports'
- Click all of the tabs which begin with 'Mys' except 'Mysql8 Today's orders', this should display a tick next to the clicked tabs. 26 of them are grouped together, however there is one more at the bottom of the list



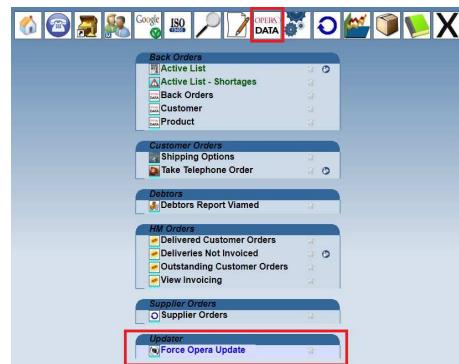
- Press F9 or click, 'F9 Print'.
- Ensure the, 'goodsout' printer is selected and click, 'Export'.



- Once completed, the screen will display, 'All reports completed'
- Click 'OK'



- Open VST Opera and repeat the above process



- Open IntraStats and click on the tab named, 'Opera Data'
- Click, 'Force Opera Update'



- Select, the large green button under the, 'Update Instructions' heading



- When the image of cogs is being displayed, the update is in progress



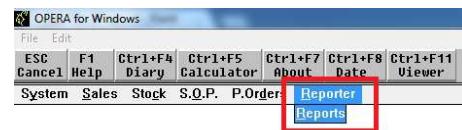
- When a green tick is displayed on the screen, it has been completed.

Mini Update

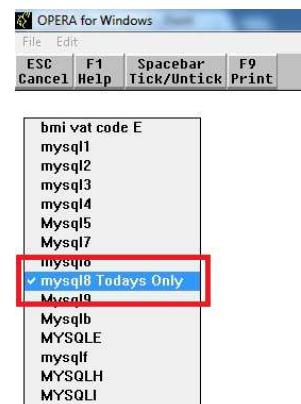
Mini updates add new information such as new orders entered onto the system, they cannot change any information entered. They should be completed when a priority 1 order has been entered or when Goods Out have picked all orders currently displayed on the Active List.

To complete a mini update:

- Open Viamed Opera and log in
- Click on 'Reports'



- Click ONLY 'Mysql8 Today's orders', this should display a tick next to the tab



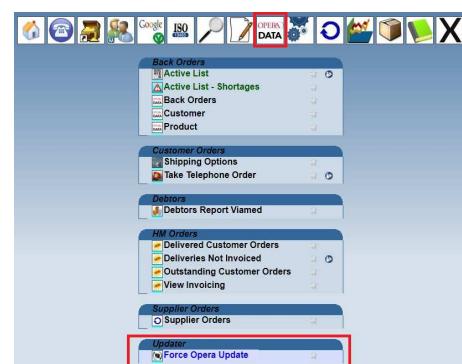
- Press F9 and select, 'Export'



- Once completed, the screen will display, 'All reports completed'
- Click 'OK'
- Open VST Opera and repeat the above process



- Open IntraStats and click on the tab named, 'Opera Data'
- Click, 'Force Opera Update'



- Click on the image of the Mini car under the, 'Mini Todays Only Update Instructions' heading



- When the image of cogs is being displayed, the update is in progress



- When a green tick is displayed on the screen, it has been completed.

