

What are user lists and how do I set them up?

The data in the user lists is not essential to the system's operation, and can be set up at any time. Once you set them up, you can take full advantage of GlasPacLX's reporting capabilities, and you can fine-tune all of your address records to include a variety of telephone numbers and mailing locations. Once you set them up, they will be available to all users. To set them up, go to the Setup menu, select User Lists, and continue to the user list you want to address.

Before you can set up your user lists, you need to know what your needs are concerning the items shown in the list that follows. Click on the underlined text to go directly to the setup instructions for that user list.

1. Telephone Types: The types of contact telephone numbers (e.g., home, cell, account rep, accounting, etc.) that you are going to record for your employees, agents, insurance companies, suppliers, etc.
2. Advertising Codes: The advertising providers for whom you need to add advertising codes (e.g., newspapers, journals, yellow pages, website, friends, drive by, etc.)
3. Ship Via (shippers): The shipping carriers for which you need to add identifiers (e.g., UPS, Federal Express, What's It Called Freight Company, etc.).
4. States: The states and provinces in which your business provides services.
5. Trademarks: The manufacturer trademark codes that are assigned to glass pieces during order entry and inventory control. This gives you the option of adding or deleting the trademarks that already exist in the system.
6. Zip Codes: The zip codes that will automatically insert the city and state/province (Canadian) names to address fields when you fill in the Zip Code field.
7. Refund Reasons: The Refund IDs to populate your Refund Reason field drop-down menu, whenever you create an invoice or cash sale refund.
8. Warranty Reasons: The warranty reason codes and descriptions that will display on the Enter Warranty Info window in the drop-down list of the "Warranty Reason" field.
9. [How do I Setup the Cause of Loss Reasons User List?](#)
10. Cause of Loss: The reason codes and descriptions used in the Claim Data section of the Insurance {F7} window.
11. Waived Deductible Reasons: The reason codes and descriptions used on the Edit Line window when you add a waived deductible to an order.
12. Adjustment Reasons: Adjustment reasons are used on the Inventory Control Stock Adjustment Entry window to record why you are adjusting your inventory