

# **Suburban Software Manual**

## **Who Should Use this Manual:**

This manual is for propane dealers and their employees that handle the daily transactions of the business and/ or the person responsible for the operation of the computer system. It will help with the following:

- ❖ The Installation of “The Propane System”
- ❖ The setup pf the data files required by the system
- ❖ The Daily Operation of “The Propane System”
- ❖ Error determination in transaction entry

## **How this Manual is Arranged:**

This manual is divided into sections that correspond to each menu represented by “The Propane System”.

- ❖ Each menu option gives detailed information about the Procedures called by that option.
- ❖ Each Option has the general purpose described, and any information that will help understand that option.
- ❖ Each section has a Table of Contents for faster navigation of that section.

## **What You Should Know:**

Before using this manual, users should become familiar with the appropriate System Operating Procedures documentation. This documentation should be supplied with computer system and will explain basic procedures such as controlling print jobs, shutting down the system, backing up the system, etc.

## **What's Next:**

Section One will introduce simple, but important, concepts which must be understood to use “The Propane System” effectively.

***Suburban Software Systems makes every effort to keep this manual current and accurate. Since the system is continually being enhanced, however, it is possible that some differences may exist between the manual and the operating system.***