

From: F. Charles Waud  
April 19, 2018

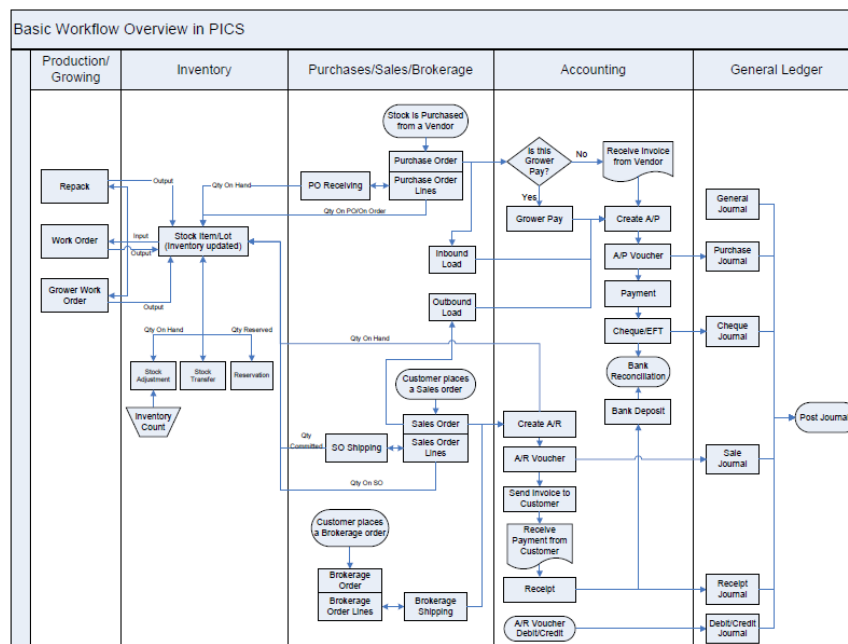


## Introducing NEW! PICS Help Online

We are pleased to introduce our new and improved online **PICS Help tool** loaded with helpful information for new and practiced PICS Users. You can use the NEW! PICS Help tool to better understand screens, procedures and reports found in our Produce Inventory Control System ([PICS](#)) software.

### Complete Overview of PICS - Basic Workflow

Once you're logged in, the PICS flow chart allows you to click on the different functions and drill down to see more information.



### PICS Help Overview

Explore the topics and continue clicking to access helpful how-to's and procedures related to using the screen you're viewing. We've also included user-friendly sections covering subjects like these:

### Getting Started with PICS

- PICS Toolbar Quick
- Regular Routines in PICS
- Super User

## Reference Guide

- PICS Sales Data Warehouse (SDW)
- Common Screens, Buttons and Functions
- PICS.ini file, Links, PICS Glossary

## *Key Concepts*

- Accounting
- Administration
- Inventory

## *PICS Menu Options*

- File Menu
- Print Menu
- Import Export Menu
- Barcode Menu
- Utilities Menu
- Window Menu

## *How Do I (how to use different PICS features)*

- Inventory
- Setup and Admin
- Selling
- Accounting
- Brokerage
- Buying
- Multiple Company Policy
- Grower's Pay
- PRE - PICS Report Engine
- Ensuring PICS is configured correctly, for training and go live

## *Troubleshooting*

- Error Messages
- Shut Down mode
- Advice for Systems Running PICS

The **PICS Help tool** is comprehensive and incredibly user-friendly. [Give it a try!](#)

To get the user i.d. and password, please give us a call, or [email](#) us your cell number and we'll text you the password. We have a "no emailing passwords" policy at WaudWare. When you log-in the first time, check the "remember me" box. That way you won't have to log-in again from the same computer or browser.

We invite you to browse PICS Help and [send us your feedback](#). We think you'll be impressed!

## **F. Charles Waud**

President, WaudWare Incorporated  
16 Rutherford Road South, Suite #201, Brampton, ON L6W 3J1  
Phone: 905.846.9737 | Web: [www.produceinventory.com](http://www.produceinventory.com)