
DSW280 Work with Digital Access Code

Overview

This program allows you to view and work with access codes for the digital items and it is accessed via Purchase Order receipting and via Database Item.

When accessed via Database item you can display and/or expire access codes if allowed.

On Purchase Order receipt if there are digital items to be receipted then this program is called to key in any incoming access codes or import the access codes.

Explanation

Access codes for the stockable digital is supplied on purchase and stored in the system as available until it is used in the pack makeup or used up on sale of the digital item whereas for non-stockable digital it is generated on pack makeup or when the digital item is sold.

The access codes can be at any of the statuses below:

1. A = available to be sold or used in pack
2. C = sold or used in a pack
3. L = locked for printing
4. R = reserved to order
5. X = expired

Not all stockable digital items are required to have access codes as part of the inventory. Control file TMSDS/IM-LICKY defines which stockable digital items have access code requirement. Stockable digital items which are not defined here will always have access code required.

Examples

This section illustrates examples concerning:

[Example 1: Expire an Access code](#)

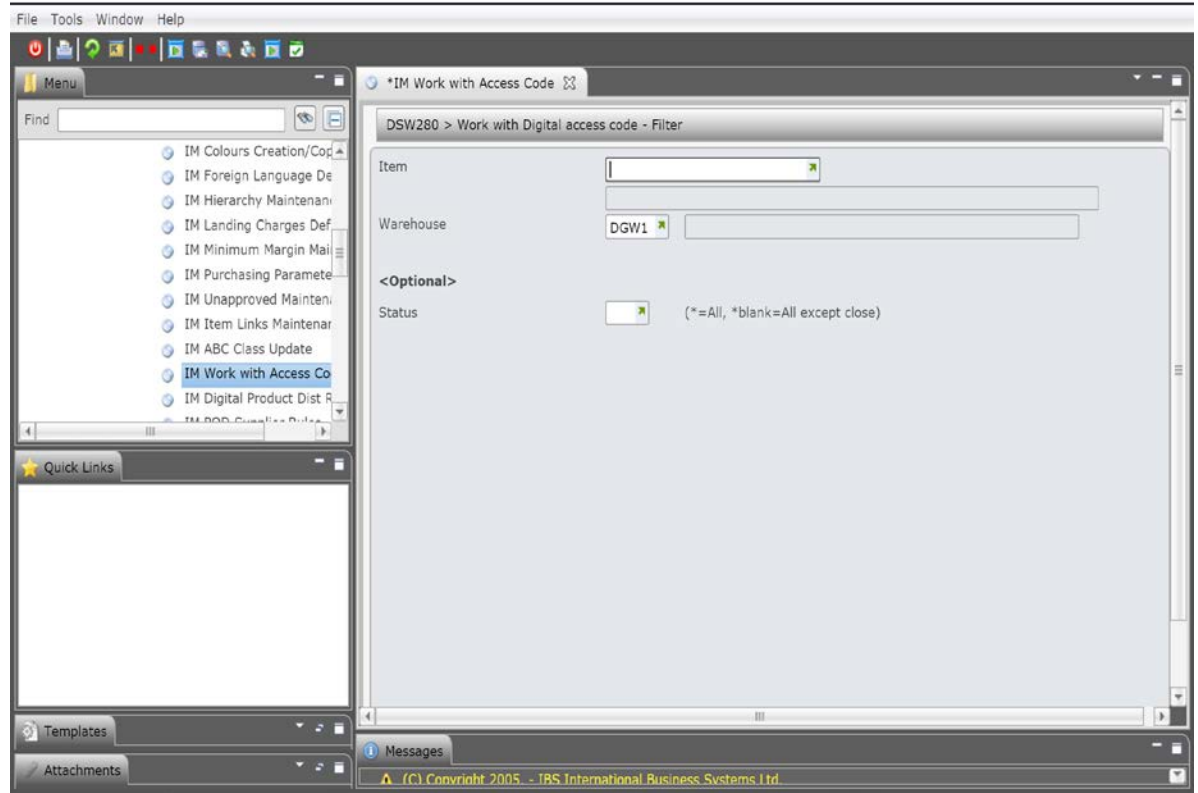
[Example 2: Import Access codes](#)

Example 1: Expire an Access code

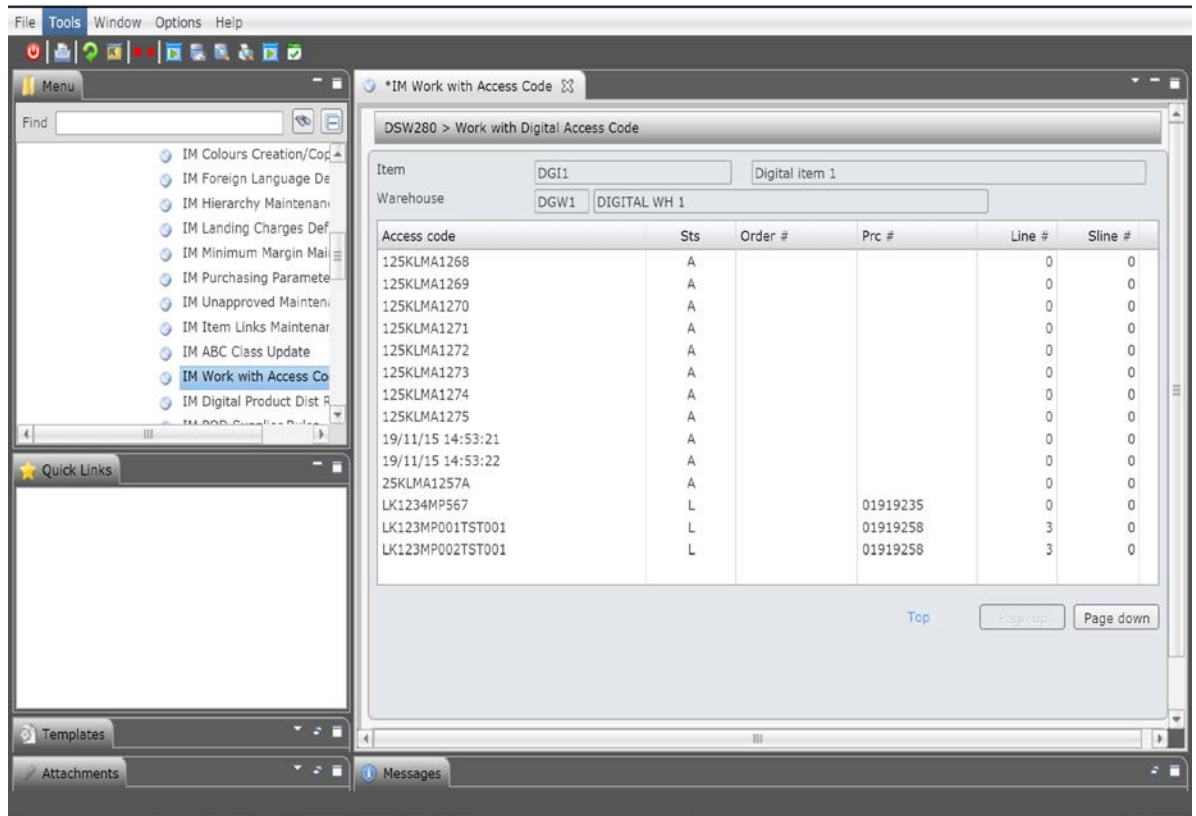
Available and closed access codes can be expired (deleted)

1. Select option **IM Work with Access Code** from Base Modules> Distribution> Database Management> Item Masterfiles> Item Masterfiles menu.

DSW280 Work with Digital Access selection panel is displayed.



2. Key in the digital item and click **OK** to confirm the selection. The system will check if access code is required, and it will display an error message if access code is not required for the entered item. If required the access codes for the selected digital item is displayed.



Relevant fields

Sts

Shows the current status of the access code.

Order #

Sales order number with the digital item that the access code belongs to.

Prc #

Process number of the transaction.

Line #

Sales order line number of the digital item.

Sline #

Sub line number of the sales order of the digital item.

Options

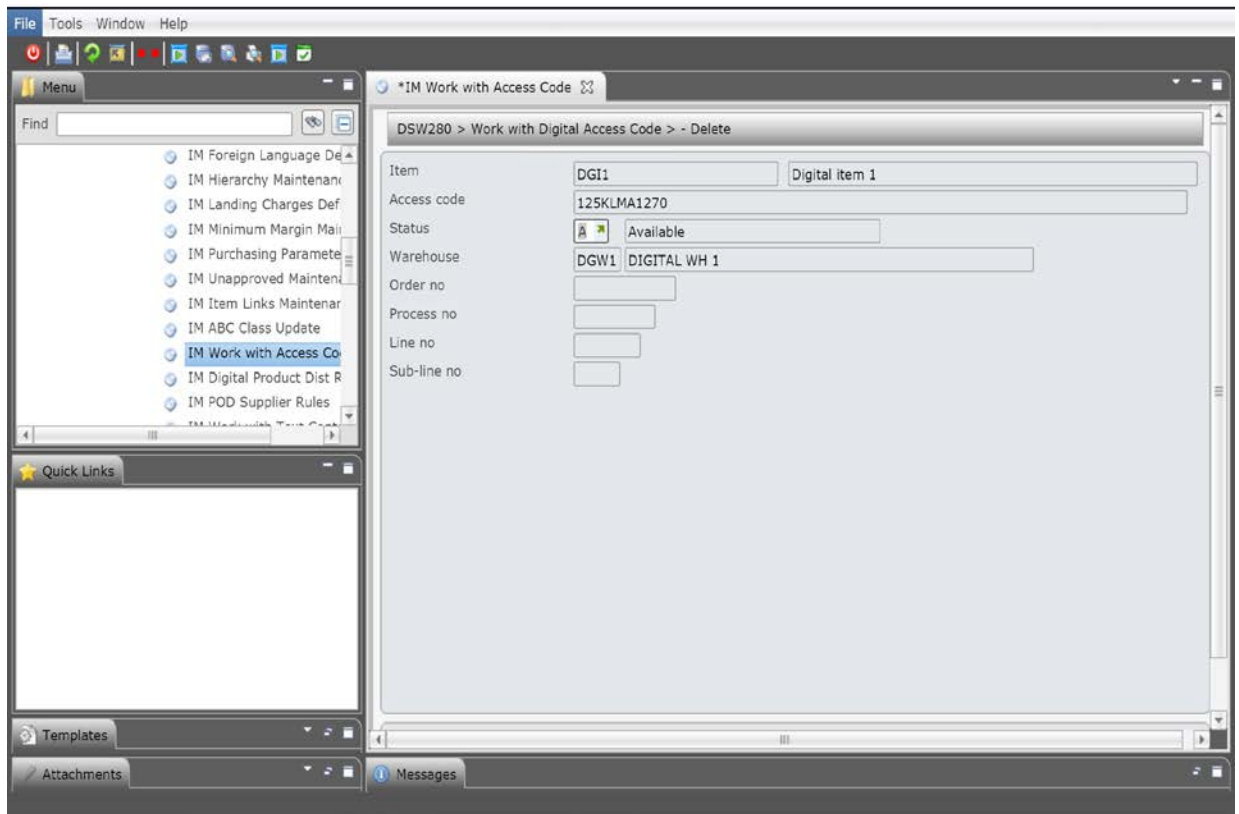
Expire

Allows you to expire the selected access code. Not all access codes can be expired; only available or sold/closed access codes can be expired.

Display

Displays the details of the access code including the order details if applicable.

3. Select the access code and click option Expire. The details of the selected access code is displayed.



4. Click OK and the selected access code will be updated to expired status 'X'.

Example 2: Import Access codes

When Work with Digital Access Codes is accessed via PO receipting 2 additional functions are included on the screen.

Functions

Add

Use add to enter the access codes for the digital items individually.

Import

Import can be used to upload all the access codes from an excel file. IBS supplied template DSW280.xlsx can be used to import the access codes. Please refer to SOP Excel Upload and Download document for information on setting up network and folder details for the location of the template and import files.

1. Use Add or Import functionality to upload the access codes for all the digital items received for the purchase order.

Cross Reference

- SOP Digital Product Sales
- DSE170 Pack System Assembly Disassembly
- DSW285 Work with Work Orders
- SOP Excel Upload and Download