ASA Online Help

For ASA users

LEX
COM LexCom
Informationssysteme GmbH

ASA (Aftersales Support Application)

Symbols used in this help document:

* Parts of the program marked by an asterisk are not available if only CAPS has been installed.

• The dot refers to individual work steps.

> The arrow refers to additional explanation of the section.

1   APPLICATION BASICS

In ASA (**A**ftersales **S**upport **A**pplication), there are often a number of different ways of doing the same thing. Not all the possibilities, but rather only the most common are described in the various exercises i.e. program functions performed using the mouse. However, it is also possible for you to combine individual procedures (mouse and keyboard). Select whichever variation is most convenient for you. For the purposes of this introduction, we assume that you are familiar with the basics of PC operation. Please also take into consideration any relevant information on your computer or operating system.

ASA has been designed for use with Windows 7 and later. The minimum supported resolution is 1024x768, however, higher resolution is recommended.

Hard disk space needed:

Full installation: at least 2 GB per market

Full installation & online updates: at least 3 GB per market

To use online updates, an Internet connection is required. Download times vary with the size of the update.

Please note: depending on the ASA version, market and operating system that you are using, some of the screenshots and descriptions may differ from the ASA version you have installed.

1.1   STARTING ASA

• To start ASA, click Start -> All Programs -> Mitsubishi ASA -> Mitsubishi ASA.
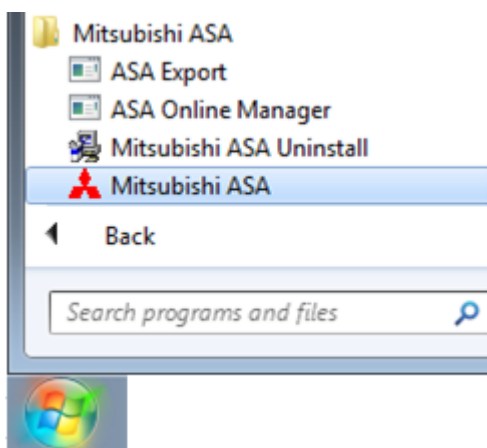
Or, double click the ASA icon on your desktop.

ASA starts with the default market.

If you have not accepted ASA's terms and conditions, including EU General Data Protection Regulation (GDPR), Info about ASA window is displayed.

```
T&C and new data protection regulations

  Terms and Conditions
  ┌─────────────────────────────────────────────────────┐
  │ Please read and confirm our Terms and Conditions.In  │
  │ case you do not agree, you have the right of         │
  │ extraordinary termination of your running ASA        │
  │ contract.In that case, please contact your importer  │
  │ / distributor.                                       │
  └─────────────────────────────────────────────────────┘
  Click here to read our Terms and Conditions
  ☐ I agree with the Terms and Conditions

  Privacy Policy
  ┌─────────────────────────────────────────────────────┐
  │ Please read our Privacy Statement.                   │
  │                                                      │
  └─────────────────────────────────────────────────────┘
  Click here to read our Privacy Policy
  ☐ I have taken notice of the Privacy Policy

  Data processing
  ┌─────────────────────────────────────────────────────┐
  │ According to the EU General Data Protection          │
  │ Regulation (GDPR),we are obligated to enter into a   │
  │ Data Processing Agreement with you.In case you do    │
  │ not agree, you have the right of extraordinary       │
  │ termination of your running ASA contract.In that     │
  │ case, please contact your importer / distributor.    │
  └─────────────────────────────────────────────────────┘
  Click here to read the Data Processing Agreement
  ☐ I agree with the Data Processing Agreement

                                          [ OK ]
```

- Click on each link, read the conditions, and check the checkboxes.

- After checking all checkboxes, click Accept button.

Note: If you cannot accept any of ASA's terms and conditions, you can not use ASA, please cancel the license.

Please note: If you want to check the ASA terms and conditions again, please go to Info about ASA.

Every time ASA is started, ASA checks whether current data is up-to-date. If three months have elapsed since the last update, you will see the following message displayed:

ASA Message

| No. | 58 | Type | Info |

Current CAPS Update Level (461) is not up to date.
Please install the latest updates.

OK
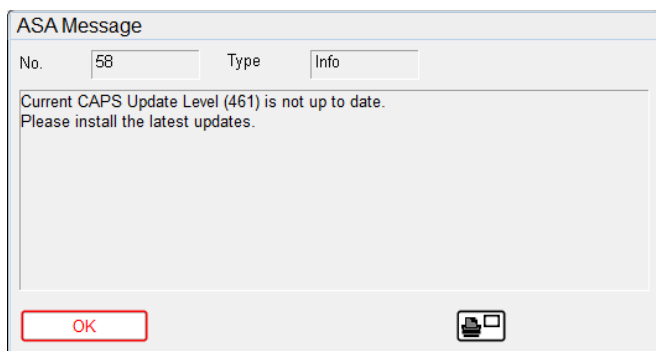
- Click the OK button to continue loading ASA. When possible, update ASA at your earliest convenience.

ASA also automatically checks at regular intervals whether a new update is available or not. This is a function that may be switched off in the ASA Configuration (refer to Section 3.2.12 Configuring update).

If ASA news is published, ASA News window is displayed.

This window can be displayed only when there is unread news depending on the settings in the ASA Configuration (refer to Section 3.2.9 Show ASA News only for new/unread information).

ASA News

| **New** | Back number |

No	Title	Issued
1	New function (ASA-NEWS)	2018/03/01
2	New function (Maker memo)	2018/03/01
3	New function (Quick PNC selection)	2018/03/01
4	Improvement for Applicable Vehicle Models info.	2018/03/01

| Close | Open | Mark | Total Line: 4 |
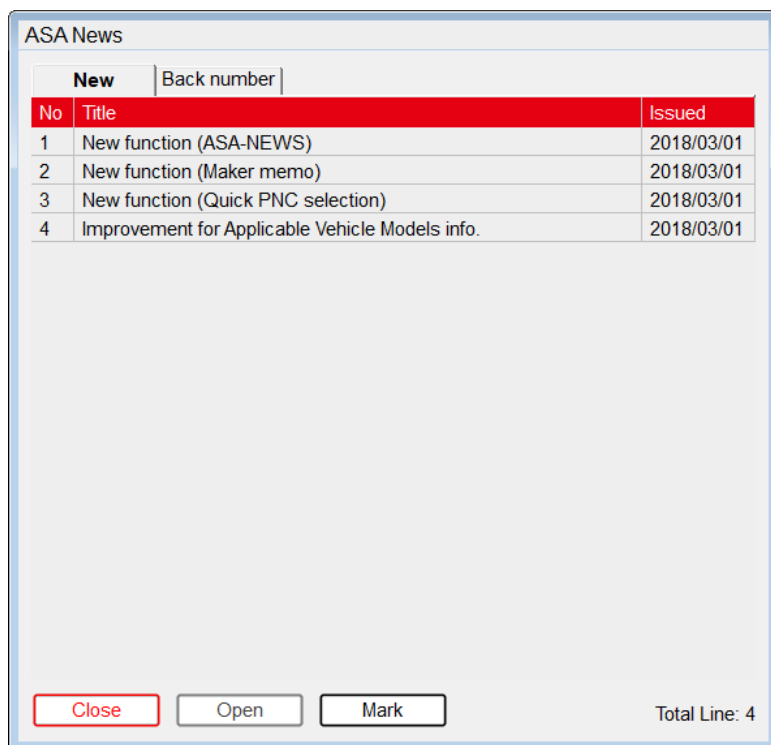
- Select the news and double click it.

- After read the news, click on the **Close** button.

Please note: If you want to read the ASA news again, please click [NEWS] icon in toolbar.

1.2 FUNCTIONS

Most functions within the program can be performed by using the mouse. You will only need to use the keyboard when entering text. Some functions can only be performed using the mouse.

Selecting buttons and input boxes

You have several options to select input boxes and buttons:

Using the mouse

• Left click the desired button.

or

• Click in the desired input box. The cursor flashes in the input box.

• Enter the desired text using the keyboard and confirm your entry with ENTER.

Using keyboard

• Press F5 while on the CAPS page. The system will identify the next logical step and the cursor will blink in the appropriate input box.

or

• Press TAB until the desired button is selected.
-> A selected button is displayed with a red frame.

• Press ENTER.

or

• Press TAB until the desired input box is selected. The cursor will flash in the edit box.

• Input the desired text and press ENTER.

If you press TAB too often and wish to go back to the preceding button or input box:

• Press the key combination SHIFT+TAB to get back where you wanted to.

The information in an edit box can be copied or cut using the following shortcuts:

CTRL+C for copying the data to the clipboard without deleting the contents of the edit box.

CTRL+X for copying the data to the clipboard but the original contents will be deleted.

You may also enter data into an edit box by using CTRL+V to paste the contents from the clipboard.

1.3 KEY COMBINATIONS

Many operations can also be performed using function keys and key combinations. Insofar as a key (e.g. ESC, ENTER) has been assigned a function, it will be described in the text. Using a key combination means pressing down two or more keys at the same time.

For example, a character is enclosed in brackets next to each menu in the menu bar for program control using a key combination. If pressed together with the ALT key, the bracketed letter acts as a control command.

If you wish to use a key combination to, for example, open the menu "**Edit (E)**" in the menu bar, you should follow the following guidelines:

• Press and hold down ALT.
• Next, press the letter "**E**".
-> Key combinations which use CTRL are listed next to the respective menu item. For example, to save a file you can press the key combination **CTRL+S** (**File -> Save** via the menu).

For more information about function keys and shortcuts, refer to 4 Hotkeys and shortcuts.

1.4   CONTEXT MENU (RIGHT MOUSE BUTTON)

After opening ASA you can open a convenient context menu on the CAPS page. All available menu items in the context menu are marked as enabled.

• Right click anywhere on the PNC search result list to open the context menu.

The following menu items are, depending on the current status, available in the context menu:

- Cut

- Copy

- Paste

- Part Information

- Illustration

- SPN

- Value Selection

- Add to my PNCs

- Memo

- Applicable Models

- SIM *

- Set Repl. Part No

- Set All Repl.

- Line Clear

- Area Clear

The context menu items will be explained in further detail in other parts of this help.

1.5   PULL DOWN LISTS

Pull down lists are opened via a small black triangle. After clicking the triangle, a list is opened which displays user-defined data (e.g. chassis numbers/VINs) or data which are a part of the program.

The following example displays the pull down list of the chassis number/VIN.
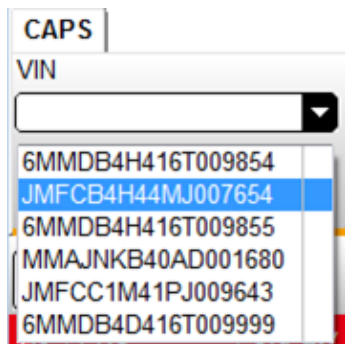
After opening the pull down list:

• Move the mouse over the desired chassis number/VIN. The chassis number/VIN will be selected.

• Click the chassis number/VIN.

The chassis number/VIN is entered in the input box.

1.6   PROGRAM OPERATION VIA THE MENU BAR

Program operations in ASA may be performed via the menu bar.
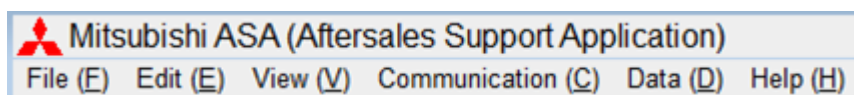
• Click the entry on the menu bar to open the menu.

or

• Press the corresponding Key combination e.g. ALT+E, to open the "**Edit (E)**" menu.

In this online-help, program operation using the menu is explained using the corresponding menu paths.

For example, if you wish to open the "Setup File" submenu, you will be requested to select the following menu-path: **File** -> **Setup File -> Open**.

1.7   PROGRAM OPERATION VIA THE TOOLBAR

Many functions can be performed by clicking the icons on the toolbar. The toolbar is always related to the current workspace and, therefore, the type and number of symbols displayed will change accordingly.

CAPS Main Page toolbar with External Application Interface function activated

Illustration page toolbar

• Click the desired icon to activate the function.

> Each function can be displayed as a [tool tip](#).

1.8 TOOL TIP

If you don't quite remember which function is executed by each button, you can display the function name in a little tool tip:

• Place the mouse pointer on the button whose function you wish displayed.
A short description of each button is displayed in a little tool tip as follows:

You can also display a tool tip for description of PNCs in illustration, and for description of illustration in the Illustration preview area of the main group overview, sub group overview and illustration page.

Please note: English PNC description tool tip is displayed when PNC description is other than English or Japanese in acquired PNC list of the CAPS main page and PNC list of the illustration page.

1.9 USING THE SCROLLBAR

Some ASA views display extensive lists. These cannot be displayed completely on-screen but can be moved via the scrollbar. The following screenshot shows a scrollbar on the right-hand side of the screen.

• Click on the small triangle (1) and the list scrolls up.

or

• Click on the small triangle (3) and list scrolls down.

or

• Click on the scrollbar (2) and keep the mouse button pressed.

• Move the mouse pointer up or down; the list moves up or down respectively.

1.10 CANCEL FUNCTION (ESC)

At several points in the program, the "cancel" function provides the option to end an application without selecting anything.

• Press ESC, click the "Close" or "Cancel" button.

1.11 PRINTING

Several printing options are available to you in ASA:

• Click the

 button on the toolbar to print out a screenshot. The "Print" window is opened.

• Click the

 button on the toolbar to open the print preview. The "Print Setup" window is opened.

or

• To use the print function, select the menu path **File** -> **Print** or **File** -> **Print Preview** or **File** -> **Print Screen** from the menu bar.

> If necessary, change the printer options in the "Print Setup" window before clicking on "Print". To do so, select the menu path **File** -> **Print Setup**.

1.11.1 PRINT SETUP

To make changes to the print setup, select the File->Print Setup menu item. The Print Setup window is divided into four sections.

Printer:

By clicking the Change button, you can select any locally installed printer. Click this button to choose the printer you wish to use.

Paper:

You can select the paper size here. There are currently three paper sizes to choose from: A4, Legal and Letter.

Footer:

Enter any information, which you would like to appear below the Total sum line.

Print Format:

Select the level of detail of the information you wish to print out.

Show dialog checkbox:

By selecting the "Show this dialog always when printing" checkbox, the Print Setup window will be displayed prior to every print job.

1.12 ASA FILES

The save function in ASA allows you to save all the relevant data which has been input up to date. By saving the data, the data is written to an ASA file in XML format. This XML file can be opened in a text editor but may not be edited. When an ASA file is opened, all current data is overwritten.

To save: Select the menu item **File** -> **Save…** or press CTRL+S

Select a directory and enter a file name and click the Save button

To open: Select the menu item **File** -> **Open…** or press CTRL+O and select the ASA file to open.

1.13 SETUP FILE

To use your configuration on another computer or to make a backup, select the menu path **File** -> **Setup File** -> **Save**. Select a directory where to save this configuration file and give it a name.

This configuration file can be loaded by selecting the menu path **File** -> **Setup File** -> **Open**.

1.14 SWITCHING BETWEEN PROGRAMS

If you switch programs frequently, you don't have to exit the current program every time but instead can use a key combination to switch back and forth between programs:

• Press and hold down ALT.
• Press TAB repeatedly until the desired program is visible in the small info window in the middle of the screen.

• Release ALT.

1.15 SWITCHING BETWEEN ASA AND DESKTOP

If you wish to switch to the desktop without shutting down ASA, you can click the ▬ button (top right-hand corner in the title bar) to minimize each open application to an icon.

• Click the ▬ button to minimize ASA.

• Click the ASA icon on the lower edge (taskbar) of the screen to return to the application.

1.16 CUSTOMIZING THE USER INTERFACE

Displaying/Hiding the status bar

You can hide and redisplay the status bar (at the bottom edge of the ASA window).

• Select the menu path **View** -> **Status bar** to display/hide the status bar.

> The status bar is visible if a check is set next to the menu item "Status bar".

> The ASA version number, the current update number and the current date are all displayed in the status bar.

1.17 EXITING ASA

• Click the ✕ button in the title bar of the ASA window in the top right-hand corner

or

• Select the menu path **File** -> **Exit.**

1.18 RESTARTING ASA

• Select the menu path **File** -> **Restart.**

1.19 BOOKMARK FUNCTION

Using a bookmark, you can easily return to that point at which your work was interrupted. Suppose you are processing an extensive order and then have to serve another customer who requires just a

single part. You bookmark your work which is being interrupted and first process the other order. After which you return to the saved work.

The bookmark saves all of the current work.

• Click the [icon] button to save the current CAPS page information using a bookmark.

• Click the [icon] button to open the saved CAPS page information.

> Only one bookmark can be saved in ASA, regardless of the number of installed markets.

All of the data which you entered or queried will be saved in the bookmark. Therefore, the current page will be saved in the bookmark. For example, by bookmarking your data while viewing an illustration, you can easily return there by opening the bookmark.

1.20 ASA DIAGNOSIS

The diagnostics function allows you to create 3 different reports for support purposes.

• To start the diagnosis process, click on the **Help → ASA Diagnosis** menu item

or

• Run the ASADiag.exe program directly in the \MMC\ASA\ASADiag\ folder. The **Diagnostics** window is displayed.
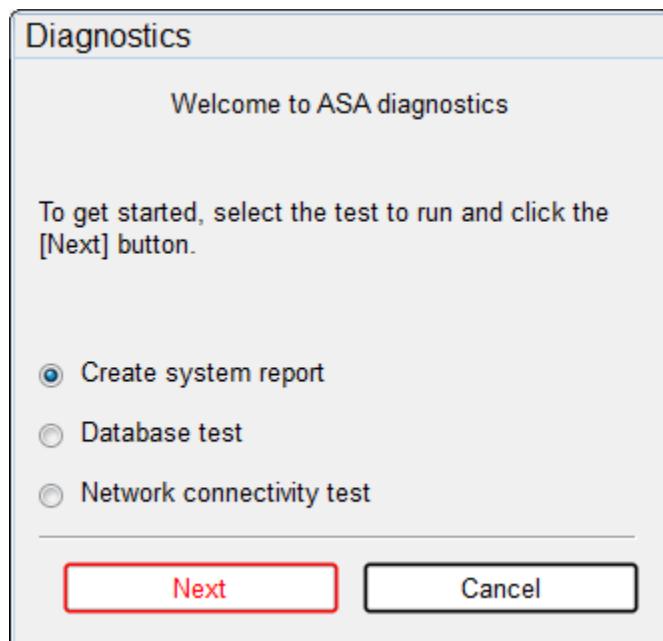
• Select the type of diagnosis you wish to run and click on the **Next** button.

or
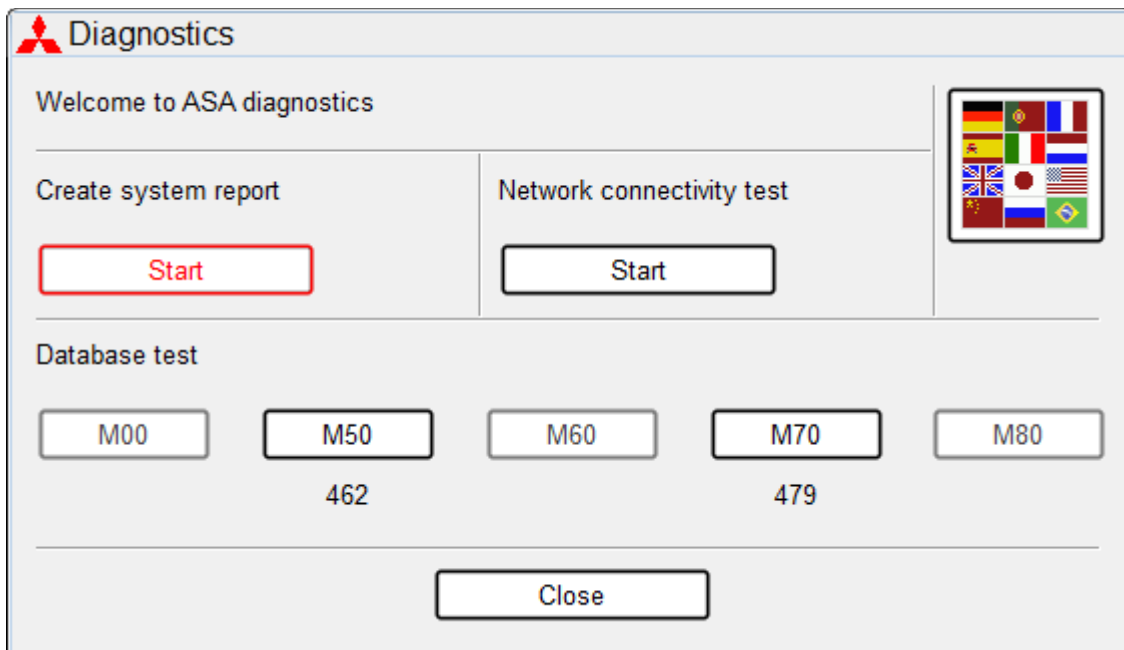
• Click on the **Start** or market (e.g. **M00**) button of the diagnosis you wish to run and click on the **Next** button.

1.20.1 CREATE SYSTEM REPORT

Select the **Create system report** radio button and click the **Next** button. The **Create system report** window is displayed.
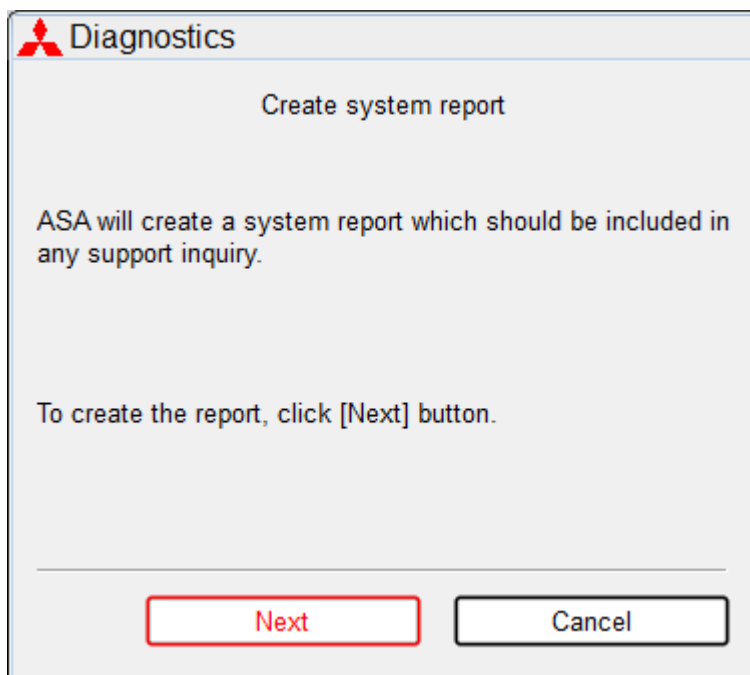
Click **Next** to have ASA create a system report. The finished report is available in the **Users** folder of your ASA installation, the corresponding path is displayed on the results page.

Diagnostics

System report created

The system report has been created and can be found under the below mentioned location.

C:\MMC\ASA\USERS\ASADiag.txt

Open location	e-mail

	Close
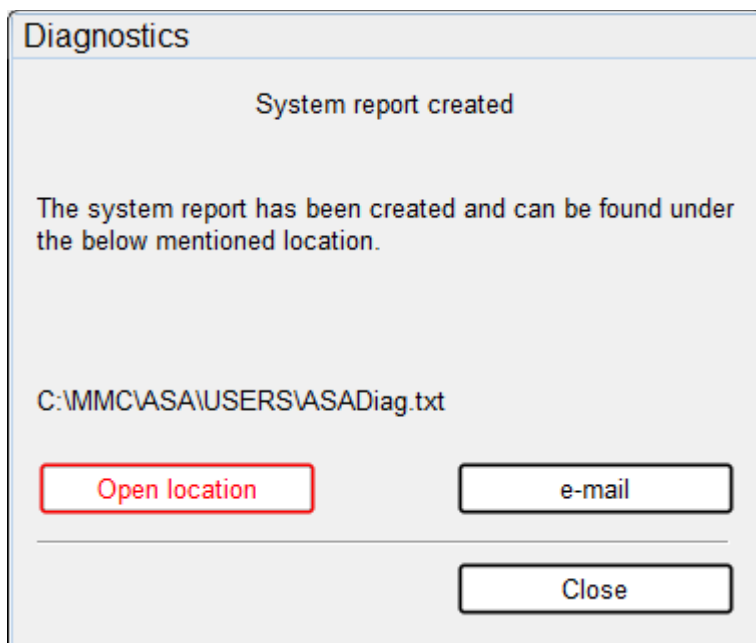
From the results page you can open the contents of the results or attach the report directly to an e-mail. **Note**: this function can only work if an email client has been installed.

1.20.2 DATABASE TEST

Using this test you can check whether the ASA data that is currently used is correct or not.

Select the **Database test** radio button and click on the **Next** button. The **Database test** window is displayed. Click the **Next** button to carry out the Database test.

Diagnostics

Database test

ASA will verify that databases are consistent.

To begin the test, click [Next] button.

Next	Cancel
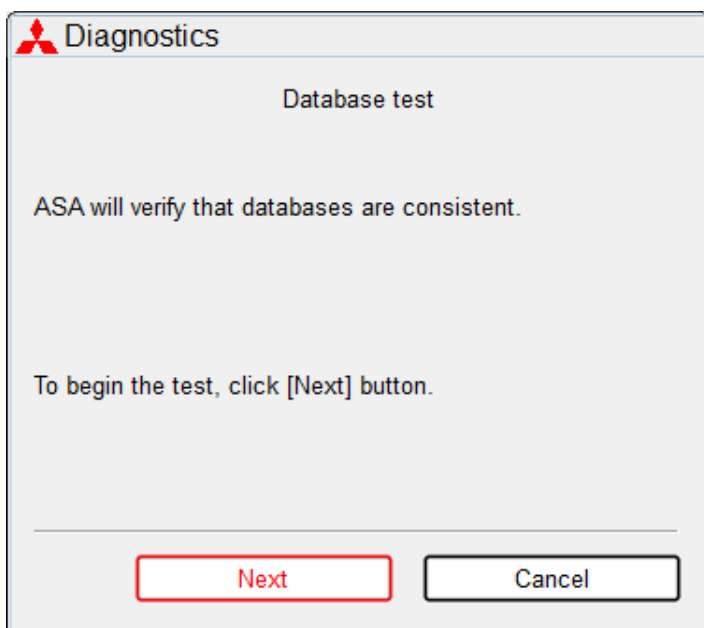
Note: since this can take awhile across a LAN, you have the option of clicking on **Cancel** during the test. No result file will be created in this case.

Once the test has finished the results are displayed in the results window. At the bottom it says whether any problems were found or not. You can copy the data directly to your clipboard or you can find the corresponding file in the **Users** folder (called ASADBCheck.txt)
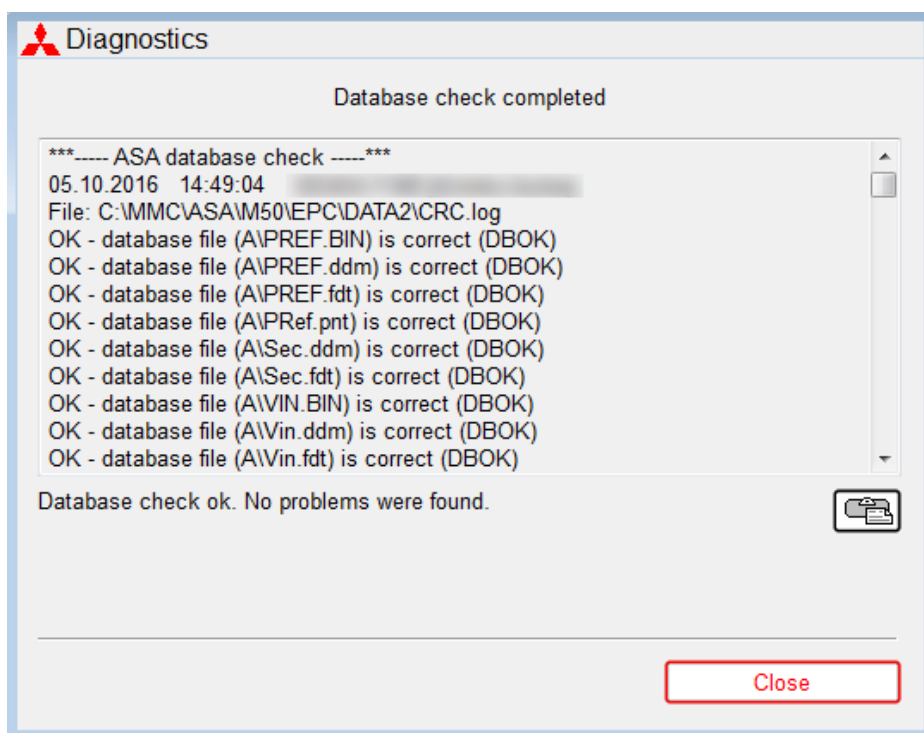
1.20.3 NETWORK CONNECTIVITY TEST

The **Network connectivity test** checks whether certain URLs can be reached using ASA i.e. whether the online updates should work or not.

This test can help you troubleshoot a slow connection by displaying the results of the measured time it takes to call up certain URLs.

Click the **Start** button of the Network connectivity test. The Network connectivity test window is displayed. Click the **Next** button to carry out the test.
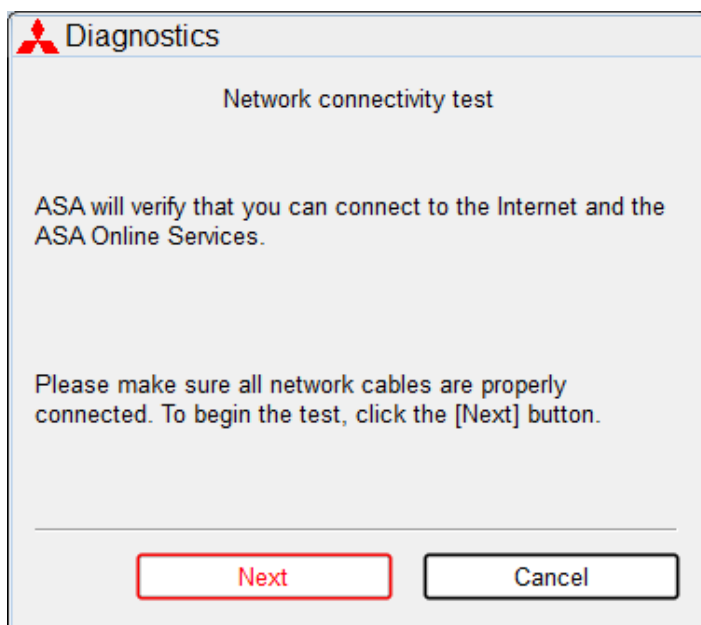
Since this test can take some time depending on the connection, it is possible to interrupt this test by clicking the **Cancel** button while the test is running.
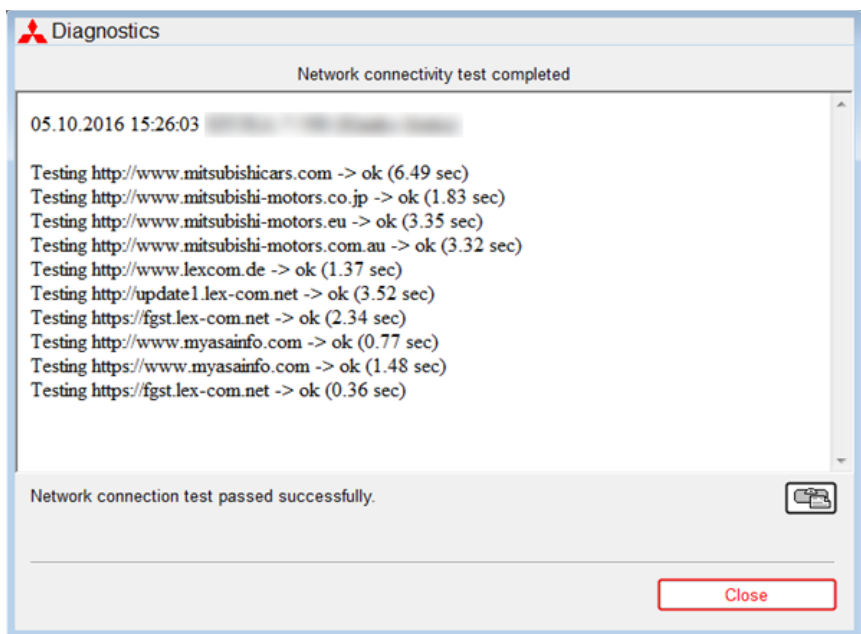
On the result window you can see which URLs took how long to reach. Each URL that could not be reached has an error code next to it. The results of the test can be copied to your clipboard or can be found in a text file in the **Users** folder (ASAConnectionTest.txt)

1.21 REPORT DATA ISSUE

You can report a data issue by clicking on **Help → Report data issue**. This function is made available once you have selected an illustration or entered parts' data in ASA.

Please enter a title and description of the problem and click on **OK**.

For the next step, enter your data (Sender) and that of the appropriate recipient (Importer/Distributor).

By clicking on **Print** or **E-mail**, the report is created and saved to the specified directory and printed out or added as an attachment in your default e-mail client.

1.22 INFO ABOUT ASA

You can display the current ASA version, data level and ASA's terms and conditions as well as the attached dongle number by clicking on the **Help → Info about ASA** menu item.

By clicking on the "Data Privacy", "Data Processing" and "Terms and Conditions" links, the related information page is displayed.

By clicking on the dongle link, the license information program is displayed. Either the MMC_Hasp or MMC_Hardlock program, depending on the type of dongle that was used.

1.23 ASA NEWS

You can display the ASA related news published by the maker Mitsubishi Motors (MMC).

- Click the [NEWS] button to open "ASA News" window.

- Select the news to read and click on the **Open** button.

1.24 ERROR MESSAGES

1.24.1 CAPS ERROR LIST

Message No.	Cause	Message
54	This message is displayed if the file is missing.	File does not exist[FileName]
1002	This message is displayed if an unknown or invalid Chassis No/VIN is entered.	Data not available
1003	This message is displayed if you tried to enter a classification, main group, sub group or part name (version 1.3 and later) but the model information is missing.	Vehicle model wrong or not inputted
1004	This message is displayed if the SPN (Service Parts News) for a part no cannot be displayed	No file for SPN
1007	This message is displayed if Part Name is not registered for a particular vehicle.	Word not available
1008	This message is displayed if an invalid MG or SG in the Group Change dialog	MG or SG not available
1009	This message is displayed if an invalid SPC model is entered.	SPC-Model not available
1012	This message is displayed if more than 999 PNC's have been entered.	The maximum number of PNCs has been reached
1013	This message is displayed if no applicable model is found for the specified part no in the specified data package.	No applicable Model in data package
1015	This message is displayed if you try to open a bookmark or an ASA file which has been manually edited.	Corrupted file
1016	This message is displayed if the update check interval has elapsed.	The update interval has elapsed, check for an update now?
1021	The production period used was invalid (e.g. 2001120)	The Production Period is invalid ([ProdPeriod])

1.24.2 GENERAL ERROR LIST

Message No.	Cause	Message
50	This message is displayed if there is something wrong with the INI settings.	ASAMAIN.INI not found
52	This message is displayed if ASA cannot read or set entries from or to the INI file.	Can not open file : ASAMAIN.INI File=file name Section=[section name] Entry=entry name
53	This message is displayed if ASA cannot read or set entries from or to the INI file.	Write error in configuration file. File=file name

		Section=[section name] Entry=entry name
56	This message is displayed if a bookmark, ASA file or new UOE file cannot be saved.	Error writing to file [FileName]
58	This message is displayed if the data is older than three months.	Current CAPS update ([update level]) is not up to date. Please install the latest update.
601	This message is displayed if not all of the proper settings have been made in the ASA Configuration utility for the user defined communication.	Connection user settings are incomplete.
602	This message is displayed if the file for the user defined communication process cannot be written.	Cannot create output file.
605	This message is displayed if the communication button is pressed and ASA cannot execute the program specified in the configuration utility.	Could not find program!
1022	This message appears if you tried to install DVD data and the ASA DVD cannot be found.	Could not start setup due to missing or invalid DVD. Please insert the proper ASA DVD and try again.
1023	This message appears if you attempt to reset your data using the All Clear function.	Are you sure you wish to reset your data?
1026	This message appears if there are multiple illustration pages available in a sub-group / SPN	Please use all illustrations to choose the parts for the selected vehicle.
2002	This message appears if an update is started and the updcheck.exe cannot be found.	UpdCheck.exe call failed!
2004	This message is displayed if the DVD is corrupt.	An invalid DVD was found. Please remove!
2014	This message is displayed if there is a problem with the printer e.g. the printer driver is not installed.	Printer initialization failed! Please check if your printer is installed correctly and selected.
2015	One possible cause for this message is, if the DLL required for printing is missing or ASA is denied access to it.	Printer initialization failed! Please check you ASA installation.
2016	This message is displayed if ASA has a problem writing or creating the ASA temporary print file.	Printer initialization failed! Please check your hard disk if it's not full or write protected.
2017	The directory specified by the user in the ASA Configuration tool was invalid (e.g. a read only drive)	Could not create the following directories. [ListOfDirectories]
2019	This message is displayed if the path that you set in the Memo configuration window to share your memos in is not available when ASA starts. By clicking the OK button ASA starts anyway.	Could not access shared memo path ([memo path])!
-	If no memos were found for copying (either local to server or server to local) this message is displayed	No memos found for copying.

-	If it is not possible to access the folder in which the memos are stored then the memo file cannot be created and cannot be saved.	Error while accessing memo file [file path and name]
-	If the folder that was entered in the Memo configuration is no longer valid and you try copy memos to this folder then you will see the this message. Also if you select an invalid path and you click on the OK button to save your settings you will see this message (e.g. if you selected the floppy drive without a floppy inserted).	Warning! Path is invalid. Please enter a valid path.

2   CAPS

2.1   CAPS PAGE LAYOUT

CAPS (**C**omputerized **A**utomatic **P**art Searching **S**ystem)

By double-clicking the ASA icon, the ASA CAPS page is opened. Several settings can be made here via the appropriate menus. This page enables you to perform model and parts searches, as well as sending off orders for parts.

2.1.1 CAPS PAGE FUNCTIONS

2.1.1.1 CAPS PAGE FUNCTION FOR THE JAPANESE MARKET

1. Menu bar.

File menu: Has commands for opening/saving ASA files, exporting data, opening/saving PNC files, opening/saving bookmarks, print functions and settings and opening/saving configuration.

Edit menu: Has commands for cutting, copying and pasting, format copying, clearing input, moving to different sections, selecting all and searching.

View menu: Has commands for zooming and moving through illustrations. Commands which let you display lists of selected PNCs, reserved groups, special equipment, memo lists, publication lists, SPN lists. Command let you toggle the status bar on and off.

Communication menu: Has a command for communicating with an external program.

Data menu: Allows you to install DVD data (starts the installation of either the CAPS or CALC* DVD) and to start the online update (only available for a full installation or administrative client). If

you made the appropriate setting in the ASA Configuration Utility (refer to Section 3.2.10 Price data reference), you can import a custom price list (external price update).

Help menu: Has commands for opening the online help file and displaying application information.

2. Minimize button: for reducing the window to a button on the task bar.

3. Restore/Maximize button: for reducing the window size or enlarging to full screen size.

4. Close button: for exiting the program.

5. Toolbar.

6. Tabs for switching from CAPS to CALC* or DES*.

7. Input box for entering a chassis number with an integrated 1.5 Pull down lists for opening previously entered chassis numbers.

8. A button which indicates special equipment information is available for the entered chassis number. By clicking the SP button, the special equipment information is displayed. You can also access this information via the View -> Special Equipment menu item.

9. Displays the model name.

10. Displays additional model information.

11. Market pull down list for change market (if available). The currently activated market is displayed.

12. Input box to search using SPC model identification.

A specified model number is mapped to one model which can then be used either as a basis for a chassis number or in combination with a classification.

13. Input box to search using a model code.

Use this edit box to enter model data manually or from a list.

14. Input box to search using a model classification code.

Use this edit box to enter corresponding classification data manually or from a list.

15. Input box for an option code.

Use this edit box to enter an option code which corresponds to the model.

16. Input box for an exterior code.

Use this edit box to enter exterior codes for the model.

17. Input box for an interior code.

Use this edit box to enter interior codes for the model.

18. Input boxes for entering a production period.

You are free to choose the production period of the specified vehicle. If you entered an illegal from or to date (like 9999999) an error message will be displayed. If you entered the vehicle data using a

Chassis No, it does not matter whether you change the production period, ASA will always use the one associated with the entered Chassis No.

The Production Period consists of 7 digits and 3 sections:

1. The year (4 digits)

2. The month (2 digits)

3. The block of time during the month (1 digit).

Each month is subdivided into 3 blocks.

1 = start of the month

2 = middle of the month

3 = end of the month

19. Button for opening the illustrated main group overview.

By clicking this button, all main groups for the selected model will be displayed.

20. Input box for entering the desired main group or opening the main group selection list. Double click or select the View -> List menu item to display a list of all the available main groups.

21. Input box for entering the desired sub group or opening the sub-group selection list. Double click or select the View -> List menu item to display a list of all the sub groups corresponding to the selected main group.

22. Button for opening the illustrated engine overview.

Click to display all the sub groups belonging to the engine category.

23. Button for opening the illustrated power train overview.

Click to display all the sub groups belonging to the power train category.

24. Button for opening the illustrated body overview.

Click to display all the sub groups belonging to the body category.

25. Button for opening the illustrated electrical overview.

Click to display all the sub groups belonging to the electrical category.

26. Edit box for entering part names or generic part names.

Use this edit box to search for a part using the part name.

27. Button for opening the accessory catalog (if available).

28. List of acquired PNCs.

1. The part numbers which were found are displayed.

2. Enter part numbers manually to find the representative PNCs.

3. The red part number appearing underneath the regular part number is the replacement part number.

4. Other information regarding the part number is also displayed: part name, quantity, unit price amongst others.

Note: Up to 999 PNC entries can be displayed on the list.

29. Text cursor: for displaying which data entry of a part is selected.

By left clicking an edit box the whole line is selected. By right clicking a line the context menu is displayed which allows you to use the cut, copy, paste options as well as viewing the part information, illustration, any available SPNs or value selection parts, memos, applicable models for this part.

30. A scrollbar for scrolling through lists which go beyond the height or width of the screen.

31. Displays the total price.

The result of all the prices of the items in the list added together is displayed in the total line. If there is an asterisk next to the result, at least one of the items does not have a part unit price.

32. Displays the total number of lines in the parts overview list.

33. Status bar displaying the current date and information on the current ASA status.

2.1.1.2 CAPS PAGE FUNCTIONS FOR NON-JAPANESE MARKETS

1. Menu bar.

File menu: Has commands for opening/saving ASA files, exporting data, opening/saving PNC files, opening/saving bookmarks, print functions and settings and opening/saving configuration.

Edit menu: Has commands for cutting, copying and pasting, format copying, clearing input, moving to different sections, selecting all and searching.

View menu: Has commands for zooming and moving through illustrations. Commands which let you display lists of selected PNCs, reserved groups, special equipment, memo lists, publication lists, SPN lists. Command let you toggle the status bar on and off.

Communication menu: Has a command for communicating with an external program.

Data menu: Allows you to install DVD data (starts the installation of either the CAPS or CALC* DVD) and to start the online update (only available for a full installation). If you made the appropriate setting in the ASA Configuration Utility (refer to Section 3.2.10 Price data reference), you can import a custom price list (external price update).

Help menu: Has commands for opening the online help file and displaying application information.

2. Minimize button: for reducing the window to a button on the task bar.

3. Restore/Maximize button: for reducing the window size or enlarging to full screen size.

4. Close button: for exiting the program.

5. Toolbar.

6. Tabs for switching from CAPS to CALC* or DES*. Please note: CALC and DES may or may not be available for your particular market.

7. Input box for entering a VIN with an integrated Pull down lists for opening previously entered VINs.

8. Displays the model name.

9. Displays additional model information.

10. Change market (if available).

11. Input box to search using a model code.

Use this edit box to enter model data manually or from a list.

12. Input box to search using a model classification code.

Use this edit box to enter corresponding classification data manually or from a list.

13. Input box for an option code.

Use this edit box to enter an option code which corresponds to the model.

14. Input box for an exterior code.

Use this edit box to enter exterior codes for the model.

15. Input box for an interior code.

Use this edit box to enter interior codes for the model.

16. Input boxes for entering a production period.

You are free to choose the production period of the specified vehicle. If you entered an illegal from or to date (like 9999999) an error message will be displayed. If you entered the vehicle data using a VIN, it does not matter whether you change the production period, ASA will always use the one associated with the entered VIN.

The Production Period consists of 7 digits and 3 sections:

1. The year (4 digits)
2. The month (2 digits)
3. The block of time during the month (1 digit).

Each month is subdivided into 3 blocks.

1 = start of the month

2 = middle of the month

3 = end of the month

17. Button for opening the illustrated main group overview.

By clicking this button, all main groups for the selected model will be displayed.

18. Input box for entering the desired main group or opening the main group selection list. Double click or select the View -> List menu item to display a list of all the available main groups.

19. Input box for entering the desired sub group or opening the sub-group selection list. Double click or select the View -> List menu item to display a list of all the sub groups corresponding to the selected main group.

20. Button for opening the illustrated engine overview.

Click to display all the sub groups belonging to the engine category.

21. Button for opening the illustrated power train overview.

Click to display all the sub groups belonging to the power train category.

22. Button for opening the illustrated body overview.

Click to display all the sub groups belonging to the body category.

23. Button for opening the illustrated electrical overview.

Click to display all the sub groups belonging to the electrical category.

24. Edit box for entering part names or generic part names.

Use this edit box to search for a part using the part name.

25. Button for opening the accessory catalog (if available).

26. List of acquired PNCs.

1. The part numbers which were found are displayed.
2. Enter part numbers manually to find the representative PNCs.
3. The red part number appearing underneath the regular part number is the replacement part number.
4. Other information regarding the part number is also displayed: part name, quantity, unit price amongst others.

Note: Up to 999 PNC entries can be displayed on the list.

27. Text cursor: for displaying which data entry of a part is selected.

By left clicking an edit box the whole line is selected. By right clicking a line the context menu is displayed which allows you to use the cut, copy, paste options as well as viewing the part information, illustration, any available SPNs or value selection parts, memos, applicable models for this part.

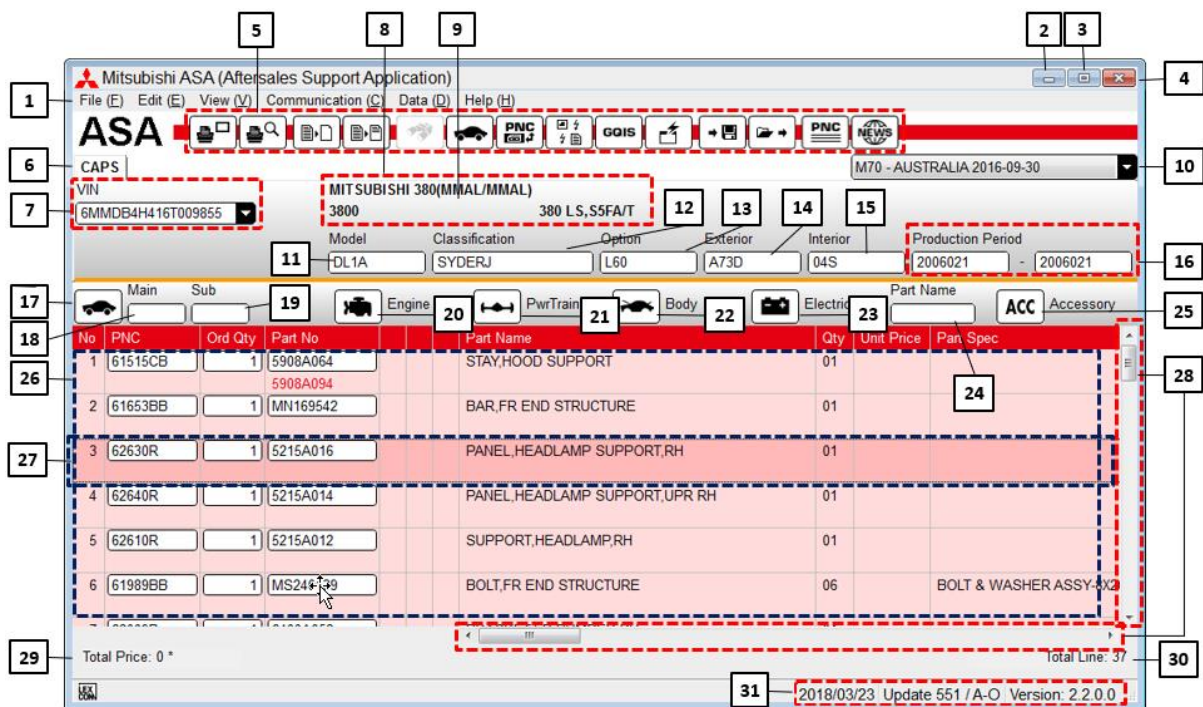28. A scrollbar for scrolling through lists which go beyond the height or width of the screen.

29. Displays the total price.

The result of all the prices of the items in the list added together is displayed in the total line. If there is an asterisk next to the result, at least one of the items does not have a part unit price.

30. Displays the total number of lines in the parts overview list.

31. Status bar displaying the current date and information on the current ASA status.

2.1.2 OPENING PART INFORMATION

Part information can be opened for every part added to the parts list (see illustration). Using the two tabs, display the spec information or, insofar as the part has a replacement, information about the new part. A button for a screenshot printout is also available for the opened part information.

- Select the part for which you wish to open the part information by clicking on it.

- Press the right mouse button and click on the menu item "Part Information".

- If appropriate, click on "Replacement" to open information on the replacement part.

- Click the ⬛ button to print a screenshot of the part information.

- Click the "Close" button to leave the part information window.

> The Part Information window can also be displayed via the context menu on the Part Number Selection window.

2.1.3 OPENING THE ILLUSTRATION PAGE

Open the illustration for the queried parts at any time.

• Select the desired part in the parts list by clicking on it.

• Click the ![PNC] button.

or

• Press the right mouse button and select the menu item "Illustration".

2.1.4 FORMAT COPY

The format copy function allows you to copy the displayed CAPS data via the clipboard to a text file. Format copy contains amongst other things the model name, the currently used ASA version, and all of the PNCs currently on display.

• Select the Edit -> Format Copy menu item

or

• User the key combination CTRL+SHIFT+C.

2.1.5 OPENING APPLICABLE MODELS

Parts are often suited for different models. You can display the applicable models for each part.

• Select the part for which you wish to see the applicable models by clicking it.

• Click the ![car] button.

or

• Press the right mouse button and select the menu item "Applicable Models".

Applicable Vehicle Models

Part No	PNC	Name
MS452348	45281	SCREW,STEERING COLUMN

No	Model	Classification	OPC	From	Up to	Main	Sub	
1	A182A	ALL		1982.04.1	1983.03.3	42	650	
2	A183A	ALL		1982.04.1	1988.03.3	42	650	
3	A184A	ALL		1986.12.1	1988.03.3	42	650	
4	A187A	ALL		1988.04.1	1990.03.3	42	650	
5	C11A	ALL		1986.01.1	1987.04.3	42	010	
6	C11A	ALL		1983.10.1	1986.11.3	42	650	
7	C11A	ALL		1983.10.1	1986.10.3	51	310	
8	C11V	ALL		1986.01.1	1987.04.3	42	010	
9	C11V	ALL		1985.01.1	1986.11.3	42	650	
10	C12A	ALL		1986.01.1	1987.04.3	42	010	
11	C12A	ALL		1983.10.1	1986.11.3	42	650	
12	C12A	ALL		1983.10.1	1986.10.3	51	310	
13	C12V	ALL		1986.01.1	1987.04.3	42	010	
14	C12V	ALL		1985.01.1	1986.11.3	42	650	

Close   Select   Total Line: 606

> If no model has been selected yet in ASA, you can do so by choosing an applicable model from the list and pressing the Select button. The selected model data is entered in the Model edit box. If a model is already present in ASA, the Select button is deactivated.

2.1.6 MEMO FUNCTIONS

You can check the memos from the maker Mitsubishi Motors (MMC) for a chassis/VIN or a part.

You can write your own memos for each chassis or part. If a memo has been saved for a chassis/VIN or part, an icon is automatically displayed. For example, if a memo has been saved for a part number, a memo icon is displayed (see screenshot).

> If the same part is queried again on the same computer, the icon will be displayed.

No	PNC	Ord Qty	Part No			Part Name	Qty	Unit Price	Part Spec	Remarks	Colour
1	62040	1	6400B157			FACE,FR BUMPER	01			SUPPLIED IN C...	NATUR
2	62989B	1	MS440504			NUT,FR BUMPER	06		NUT & WASHER ...		

Saving a new memo

1 Part memo

• Select the part for which you wish to save a memo by clicking on it.

• Press the right mouse button and click the menu item "Memo".

> If the [Local] or [Shared] tab is not selected, click [Local] or [Shared] tab.

• Write your memo in the input box and click "Save".

2 Chassis/VIN memo

• Right click in the background of VIN information and select the Memo menu item.

> If the [Local] or [Shared] tab is not selected, click [Local] or [Shared] tab.

• Write your memo in the input box and click "Save".

The memo icon will be displayed every time this chassis number/VIN is used on the local computer.

Opening a memo

• Click the memo icon next to the VIN or part number. The corresponding memo is displayed in the "Memo" window.

1 Maker (MMC) memo

> If there are memos from the maker, the [MMC Memo] tab is displayed.
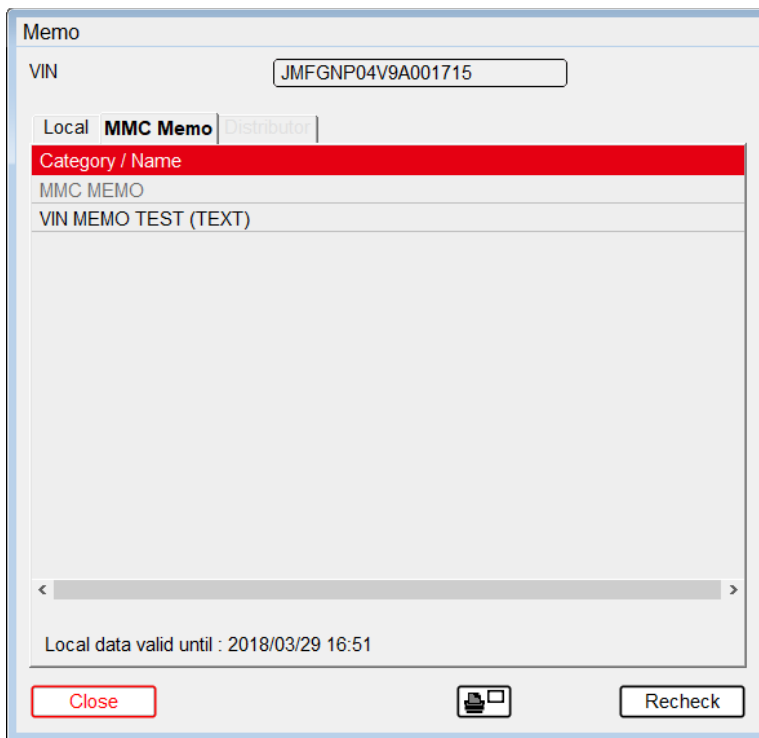
• Select the memo to read, and double click it.

2 Saved memo

> If the [Local] or [Shared] tab is not selected, click [Local] or [Shared] tab.
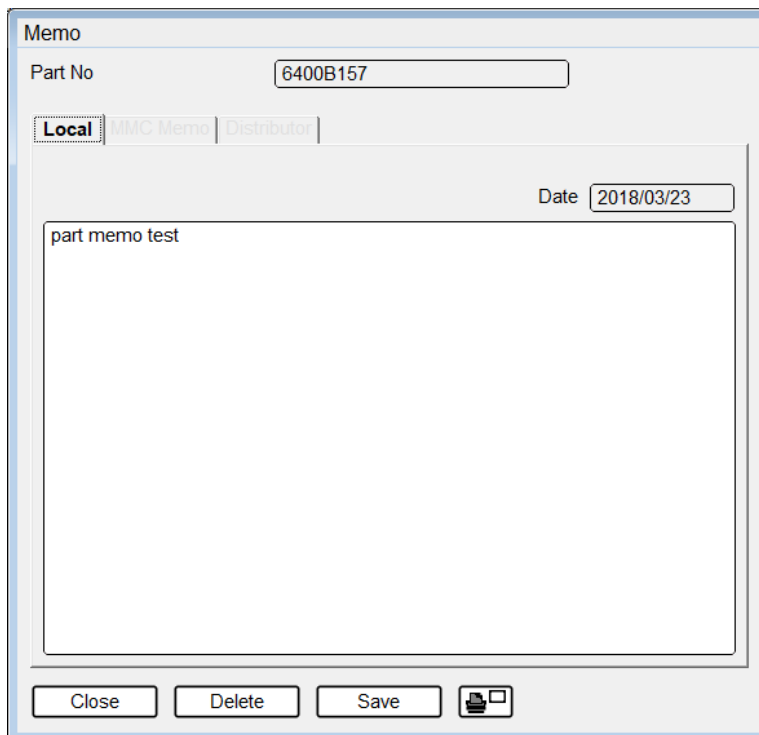
Deleting a saved memo

• Click the memo icon next to the VIN or part number. The "Memo" window is opened.

> If the [Local] or [Shared] tab is not selected, click [Local] or [Shared] tab.

• Click "Delete". A system popup is displayed with the question "Are you sure you wish to delete this memo?".

• Click "Yes" to confirm the deletion process.

Saved Memo List

You can display the Memo List by selecting the menu path **View** -> **Memo List**. The list displays all the Chassis Number/VIN and Part Number memos which have been saved on the local computer. To view a memo from the list either double click the list entry or select the entry and click the Edit button. To delete a memo click on the list entry and click the Delete button. To close the list, click the Close button or press ESC.

No	PartNo/VIN	Date
1	P 6400B157	2016/10/11
2	P_MD752074	2016/10/11
3	P_MR357843	2016/06/22
4	V_CQ2A0012159	2016/10/11
5	V_CW5W5205530	2016/04/21

Total Line: 5
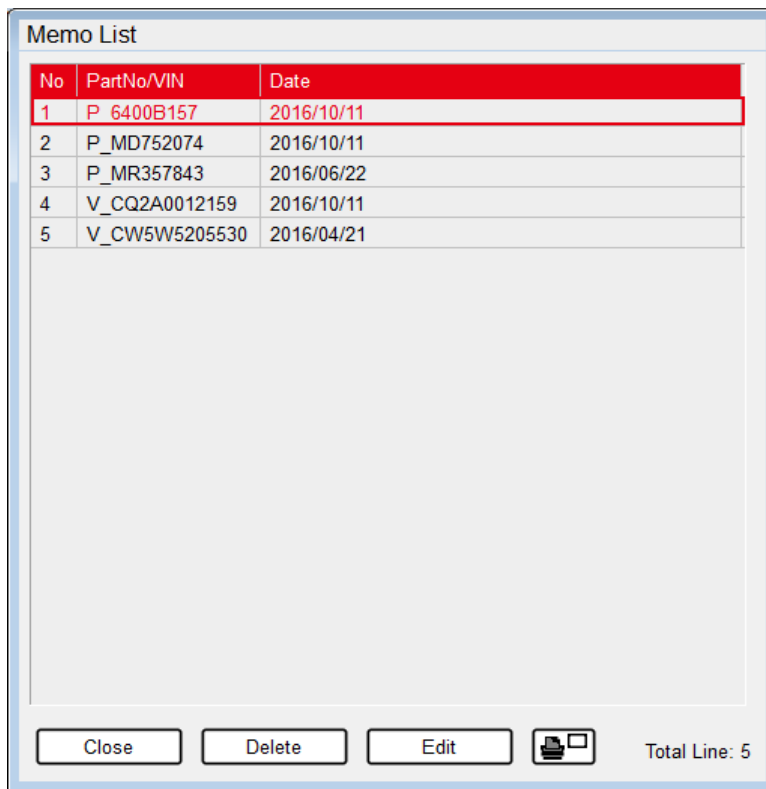
2.1.7 "SERVICE PARTS NEWS" ICON (SPN)

An icon is displayed in the parts list if an SPN is available (see illustration).

No	PNC	Ord Qty	Part No		Part Name	Qty	Unit Price	Part Spec
1	26100	1	MR486894	[!]	CASE,A/T			CASE-A/T
2	26299	1	MR410053		PLUG,A/T CASE			PLUG-A/T CASE

• Click the icon to open the SPN illustration.

Note: A warning will be displayed when the SPN has multiple pages. This warning can be turned off in the ASA Configuration (refer to Section Show reminder at multi-page illustrations/SPN).
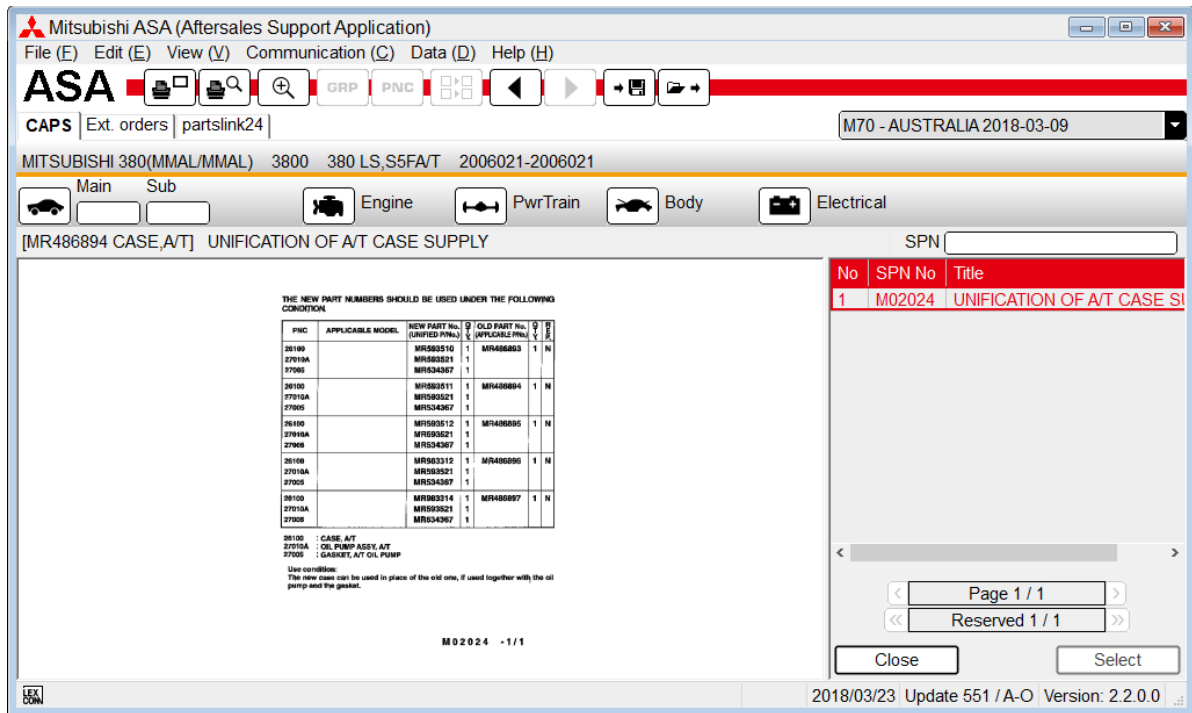
> To transfer part numbers to the PNC list, select them from the illustration and click the Select button.

SPN can be enlarged using toolbar icon or mouse wheel in the same way as parts illustration. (See 2.4.3)

To display the list of SPNs, select the **View** -> **SPN List** menu item.
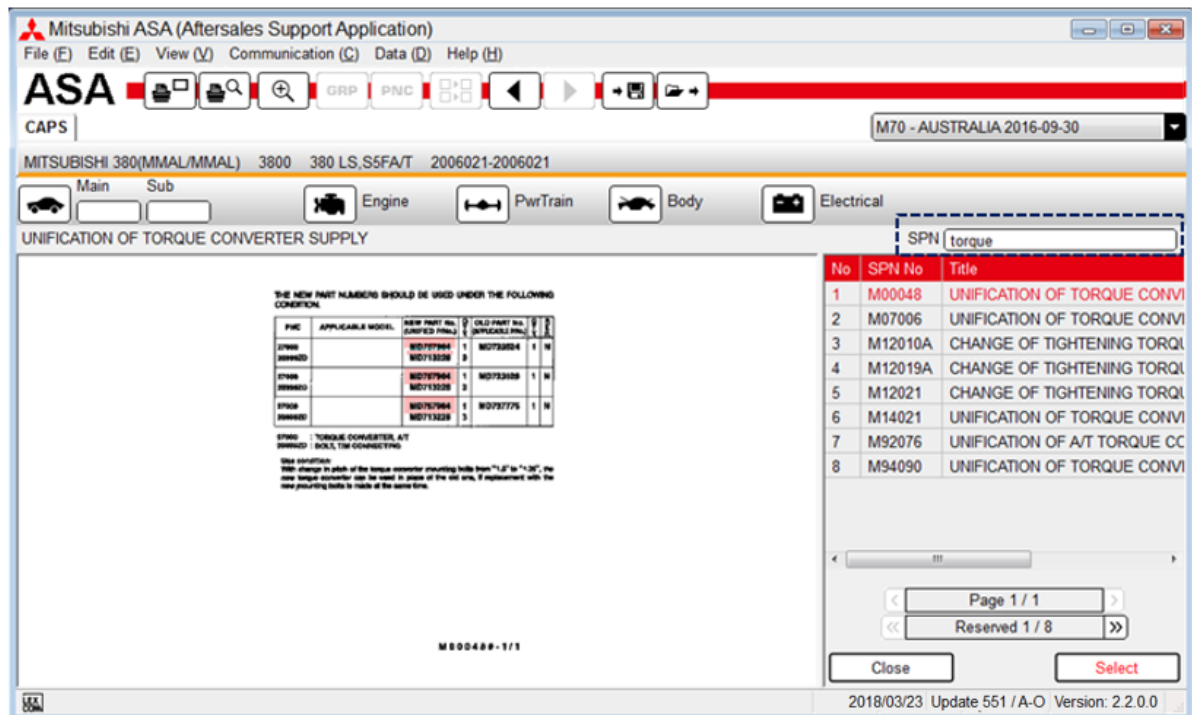
Please note that the Select button will only be activated once you have selected a part number.

SPN can be searched by No or Title.

- Enter the part of SPN No or Title text (e.g torque) in the „SPN" input box.

- Press ENTER.

2.1.8 "VALUE SELECTION" ICON

An icon is displayed in the parts list if a value selection part is available (see illustration).

No	PNC	Ord Qty	Part No		Part Name	Qty	Unit Price
1	04150	1	MD135737	●	OIL FILTER	01	
			MD360935				
2	04150	1	MD332687	●	OIL FILTER	CC	
			1230A152				

- Click the icon to display the Value Selection window.

- Click on the Change button in the "Value Selection" window to use the displayed part number.

Value Selection

Part No	Name	PNC	Unit Price
MD135737	OIL FILTER	04150	

No	Part No.	Remarks	Unit Price
1	MZ690115		

Change   Cancel   🖶▢   Total Line: 1

By clicking the Change button in the Value Selection window, the part number on the list is replaced by the part no in the window.

2.1.9 DELETE FUNCTION

Several delete functions are available**:**

All Clear

To delete all old entries (even vehicle data) to start a new search process:

- Click the ⊞▸⊡ button.

or

- Select the Edit -> All Clear menu item

or

- Press F3

Area Clear

To delete only the contents of the parts list:

• Click the [icon] button.

or

• Press the right mouse button and click on the menu item "Area Clear".

or

• Select the Edit -> Area Clear menu item

or

• Press SHIFT+F3

Line Clear

To delete just one part number from the parts list:

• Select the part you wish to delete by clicking on it.

• Press the right mouse button and click the menu item "Line Clear".

or

• Select the Edit -> Line Clear menu item

or

• Press the DEL key.

> The deletion process is carried out immediately after clicking the respective button or menu item and cannot be undone.

2.1.10 EDITING THE PARTS LIST

Setting a replacement part

If a part can be replaced, it is written in red in the parts list.

To activate the replacement part number in the parts list:

• Select the desired line by clicking on it.

• Press the right mouse button to open the context menu.

• Move the mouse pointer to the menu item "Set Repl. Part No".

• Click the menu item.

The displayed replacement part number is moved to the "Part No" input box.

If you want to activate all available replacement part numbers in the PNC list: You can also select the Edit -> Set All Repl. menu item or the context menu item to toggle all entries that have both a part number and a replacement part number.

Editing entries

The white input boxes in the parts list (e.g. "PNC", "Ord Qty" and "Part No") may subsequently be edited. The procedure to change data always stays the same. In the following example, the field "Ord Qty", the order quantity, is changed:

• Click the desired input box in the "Ord Qty" column. The cursor flashes in the input box.

• Double click to select the value.

> The system default order quantity is always **1**.

• Use the keyboard to enter the desired amount.

• Press ENTER to confirm the change.

2.1.11 COMMUNICATION

To use the communication function, please first make the appropriate settings in the "Common 1" tab of the system settings (see Section 3.1.1 Setting connections).

The communication button is active in two cases depending on the settings:

1)   ASA is contacted by the system defined in the settings.

or

2)   A minimum of information like a model, classification and a PNC have been selected.

To connect please do the following:

• Click the [icon] button on the toolbar.

or

• Select the menu path **Communication** -> **Communication**.

> The data may remain on-screen or be reset depending on the settings made in the "Common 2" tab of the system settings (see Section 3.2.6 Clear all after connection).

2.1.12 SEARCH FUNCTION

The search function is available for all PNCs which are listed without a part number. If you wish to select a new part number for your PNC from a list of several part numbers, please do the following:

- Click the [ ] button on the toolbar.

or

- Select the menu path **Edit** -> **Search**.

2.1.13 SIM * IN THE CONTEXT MENU

The SIM function is available for every PNC in the parts list. To activate this function, do the following:

- Select the desired line by clicking on it.

- Press the right mouse button to open the context menu.

- Move the mouse pointer to the menu item "SIM".

- Click the menu item.

This function is only available if the DES component of ASA has been installed as well.

Please make sure that you entered the correct "SIM connection target" on the "DES" tab in the ASA Configuration Utility (see Section 3.1 in the CALC help file)

Please note that the SIM function and the applicable settings may only be available in certain markets even though it is a function available on the CAPS screen.

2.1.14 EXPORT FUNCTION

The export function lets you save the data displayed in CAPS to a text file. The format of the data saved is the same as the function **Edit** -> **Format Copy**.

To export: Select the menu item **File** ->**Export**, enter a file name and select a directory

2.1.15 PNC QUICK PICK (MY PNCS AND PRESET PNCS)

To use My PNCs or Preset PNCs function, a model must first be specified.

My PNCs function lets you save frequently used PNCs of your own.

> To use My PNCs function, you need to add PNCs to My PNCs.

Preset PNCs is a list of PNCs defined by the maker (MMC).

PNC Quick pick (My PNCs and Preset PNCs) helps you to input frequently used PNCs at once.

Adding PNCs to My PNCs

You can add My PNCs from the parts list (see illustration).

- Right click a PNC in the parts list. Click the menu item "Add to MyPNCs".

Opening the PNC Quick pick

- Click the [PNC] button to open "PNC Quick pick" window.

Searchng PNCs at once using My PNCs or Preset PNCs

- Click "My PNCs" or "Preset PNCs" tab.

- Select the desired Parts Name Code (PNC) by clicking it. Selected PNCs are highlighted in red.

• Click "Apply". All selected PNCs are transferred to the parts list on the CAPS page.

> In cases when there is not a unique part number for the PNC, the Part Number Selection window is displayed where you can select the desired part number (refer to Section 2.5.2 Adding PNCs to the parts list).

Deleting PNCs from My PNCs.

> If [Preset PNCs] tab is selected, click [My PNCs] tab.

• Select the PNCs you wish to delete by clicking them. Selected PNCs are highlighted in red.

• Click "Delete". All selected PNCs are deleted from My PNCs.

2.1.16 PNC FILES

The save PNC files function allows you to save all the PNCs currently entered. This file does not contain any information except for the PNCs themselves. The resulting Part Number will change with a different Chassis No/VIN.

To save: Select the menu path **File** -> **PNC File** -> **Save**, enter a name for the PNC file and select a directory.

To load: Select the menu path **File** -> **PNC File** -> **Open**, select the PNC file and click the Open button.

2.1.17 EXTERNAL PRICE UPDATE FILES

In order to update ASA with a custom price file, please make sure that you have activated the external price update function. To do this, please refer to Section 3.2.10 Price data reference for more information. Once this setting is activated you can import the part / price data from a text file. The format of the file must be as follows:

Part Number<TAB>Price<CR/LF>

Part Number<TAB>Price<CR/LF>

etc…

These entries must be sorted alphabetically in order to be imported. The description of the two fields, part number and price, are is as follow:

Field Name	Length	Restriction
Part Number	17	A to Z and 0 to 9
Price	8.2 Note: when selecting "JPY YEN" no decimal point should be included and the maximum length is then 10.	0 to9 and , and .(decimal point)

To import the list of parts and prices, click the External Price Update menu item in the Data menu. This starts the Price Update program. Using the Browse button, select the price file which you wish

to import. Please note that this function is only available to users who have a full ASA installation or are using an administrative client in the network.
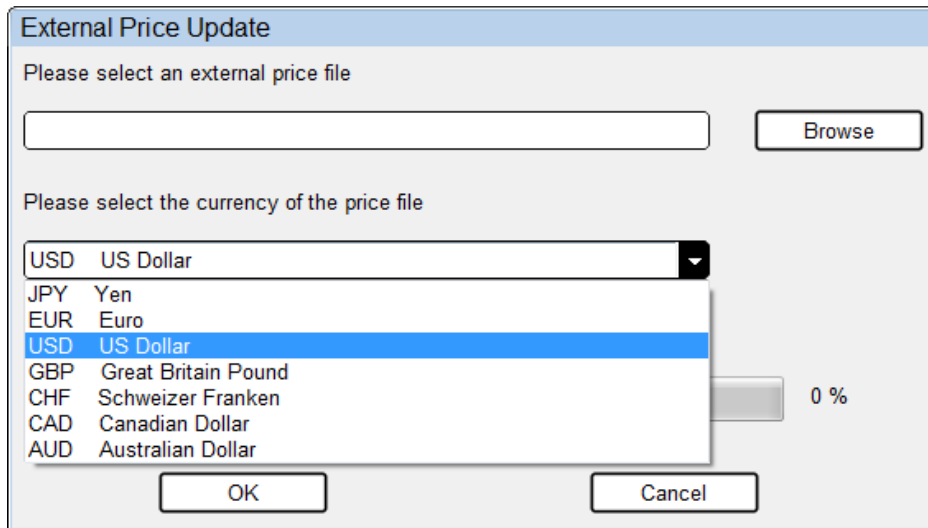
Then, select the currency of the prices and click the OK button. The Price Update program converts the prices and restarts ASA on completion of the conversion process.

Notes:

Any part numbers not in the price list will not have a price displayed.

The imported prices are not modified in any way i.e. they are not multiplied by any applicable VAT.

If you are using this function with an administrative client, the imported prices will be saved to the server where they will be available for all markets and for all clients.

2.1.18 VIN SEARCH FUNCTION

By entering the last 6 to 8 digits of a VIN in the VIN edit box, ASA will display all VINs which end with the entered digits. For example, to find and select a VIN that end with 000001, do the following:

• Enter 000001 in the VIN edit box and press ENTER

• Select the appropriate VIN from the resulting list and press ENTER.

No	VIN
1	6MMKF8H46VT000001
2	6MMKH8H46WT000001
3	6MMKJ8X42YT000001
4	6MMKL9H462T000001
5	6MMKW9V424T000001
6	6MMTF2D42VT000001
7	6MMTH8A42WT000001
8	6MMTJ7D42YT000001
9	6MMTL8D422T000001
10	6MMTW9F424T000001
11	JMASNCT9A4U000001
12	JMFCC2M44NJ000001
13	JMFDNCJ5AVU000001
14	JMFDNCJ5AXU000001
15	JMFDRCJ2AVU000001
16	JMFDRCJ5AVU000001
17	JMFDRCJ5AXU000001
18	JMFGNP03VXA000001
19	JMFGNP03VYA000001
20	JMFGNP04V7A000001
21	JMFGNP24VXA000001

OK   Cancel   Total Line: 96

• The information regarding the VIN is displayed in the vehicle info area.

Please note: This function is only available in non-Japanese markets.

2.1.19 EXTERNAL APPLICATION INTERFACE

To use the External Application Interface function, please check the "Use External Application Interface" checkbox in the "Common 1" tab of the ASA Configuration Utility (see 3.1.3 Setting External Application Interface).

The External Application Interface allows 2-way communication between an external application (defined in ASAConExt.ini file) and ASA.

The External Application Interface button is active once data has been inputted in the PNC list.

To send VIN, model & classification and parts' information please do the following:

• Click the [icon] button on the toolbar.

or

• Select the menu path **Communication** -> **External Application Interface**.

> The data remains on-screen.

2.1.20 GQIS INTERFACE

Please note: The target user will receive the ID and user manual etc..

2.2 MODEL SEARCH

To display vehicle-specific parts a model must first be specified. Several options are available for a model search. You may start a model search immediately after starting the program on the CAPS page.

2.2.1 MODEL SEARCH USING A CHASSIS NUMBER/VIN

Specific vehicle identification is made possible by entering a chassis number.

For the Japanese market version of ASA do the following:

• Click in the left "Chassis No" input box. The cursor flashes in the left input box.

• Enter the first four characters (e.g. NA4W) of the chassis number using the keyboard.

• Press TAB. The cursor flashes in the right input box.

• Enter the next five characters (e.g. 17550) of the chassis number using the keyboard.

> The prefix of zeros can be omitted.

• Press ENTER.

> All the other vehicle data (model, classification, option code etc.) are automatically displayed in the corresponding input boxes.

In non-Japanese markets do the following:

• Click in the "VIN" input box

• Enter the 17 digit VIN.

• You can also enter just the last 6 to 8 digits of the VIN and press ENTER to use the VIN search function (see Section 2.1.18 VIN search function for more information).

Entering chassis numbers/VINs using the pull down list

Previously entered chassis numbers/VINs are automatically saved by ASA. Use the convenient pull down menu to once again input a previously used chassis number/VIN.

• Click the small pull down triangle next to the input box.

• Move the mouse pointer to the desired chassis number/VIN.

• Click the desired chassis number/VIN.

Using an SPC number to enter a model

By entering an SPC number, you can set the model that you need for your search.

• Click in the SPC edit box

• Enter the number.

• If the SPC is valid, the first half of a chassis number should appear when ENTER is pressed.

Please note: This function is only available for the Japanese market.

2.2.2 MODEL SEARCH USING MODEL AND CLASSIFICATION CODES

If you do not know the chassis number/VIN, you can select a vehicle by entering the model code and classification. The "Model" and the "Classification" must be entered in the corresponding input boxes. The input boxes "Option", "Exterior", "Interior" and "Production Period" are optionally available.

> It is possible to carry out a part search using only a model. However, to get more accurate results, please use a classification.

Keyboard input

• Click in the "Model" input box. The cursor flashes in the "Model" input box.

• Enter the model code using the keyboard.

• Press ENTER to confirm the entry. The cursor flashes in the "Classification" input box.

• Enter the classification code using the keyboard.

• Press ENTER to confirm the entry. The cursor flashes in the "Option" input box.

Input from list

• Double click in the "Model" input box. The vehicle name selection list is opened.

• Scroll up or down in the list as needed <see scrollbar>.

• Double click the desired vehicle name. The "Vehicle Model Code Selection" window is opened.

• Double click the desired model code.

The model code appears in the "Model" input box and the cursor flashes in the "Classification" input box.

• Press ENTER. The classification codes are displayed in the "Classification Code Selection" window.

• Scroll up or down in the list as needed.

• Double click the desired classification code.

> If the desired entry is already selected after opening, click "OK" or press ENTER to confirm the selected entry.

2.2.2.1 MODEL SEARCH USING OPTION CODES

If you know an option code you can enter it in the "Option" input box.

• Click in the "Option" input box. The cursor flashes in the input box.

- Enter the option code using the keyboard.

- Press ENTER.

> If the option code is invalid, the edit box is reset.

2.2.2.2 MODEL SEARCH USING EXTERIOR CODES

If you know an exterior code you can enter it in the "Exterior" input box.

- Click in the "Exterior" input box. The cursor flashes in the input box.

- Enter the exterior code using the keyboard.

- Press ENTER.

2.2.2.3 MODEL SEARCH USING INTERIOR CODES

If you know an interior code you can enter it in the "Interior" input box.

- Click in the "Interior" input box. The cursor flashes in the input box.

- Enter the interior code using the keyboard.

- Press ENTER.

2.2.2.4 MODEL SEARCH USING PRODUCTION PERIODS

If you know a production period you can enter it in the "Production Period" input boxes.

- Click in the left "Production Period" input box.

- Enter the "from" production date using the keyboard.

- Press TAB.

- Enter the "to" production date using the keyboard.

- Press ENTER.

> Please note the correct way to enter the date. The production period is 7 digits long and split into 3 groups:

1: Year (4 digits) 2: Month (2 digits) 3: Period (1 digit)

Valid digits for the period are 1, 2, and 3.
1: first third of the month
2: second third of the month
3: last third of the month

> ASA checks whether the format of the production period is valid or not.

Please note that ASA will display an error message if invalid values are entered.

2.3   PART SEARCH

Model and classification must be specified prior to starting with the part search. Once this is done, you may do a classic part search via the main and sub-groups. However, it is also possible to search using a part name or by entering a term. You may also enter any known part numbers directly.

2.3.1   SELECTING MAIN AND SUB-GROUPS

There are buttons and input boxes available for searching for parts.

Once you have entered some model information and you know the main and sub group, you can enter the respective numbers directly in the input boxes.
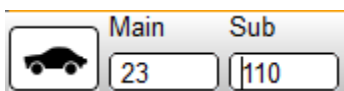
- Click in the "Main" input box.

- Enter the main group code using the keyboard (e.g. 23).

- Press TAB. The cursor flashes in the "Sub" input box.

→ If you entered an invalid main group and press TAB, the Main Group list is displayed.

- Enter the sub-group code using the keyboard (e.g. 110).

→ If you entered an invalid sub group and press TAB, the Sub Group list is displayed (but only if the entered main group is valid).

- Press ENTER. The illustration of the selected main and sub group is displayed.

2.3.1.1   OPENING THE MAIN-GROUP LIST

Once you have entered some model information, you can also select the desired main group from the main-group list.

- Double click in the "Main" input box. The "Main Group Selection" window is opened.

- Scroll up or down as needed <see scrollbar>.

- Double click the desired main group. The cursor flashes in the "Sub" input box.
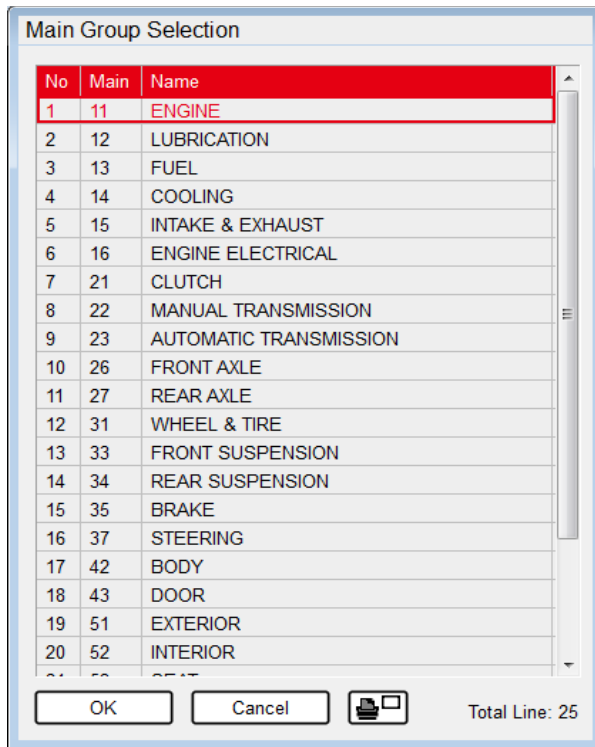
2.3.1.2 OPENING THE SUB-GROUP LIST

You can also select the desired sub group from the sub-group list. The main group must have already been entered in the input box.

• Double click in the input box "Sub". The "Sub Group Selection" window is opened.

• Double click the selected sub group. The corresponding illustration of the selected sub group is displayed.
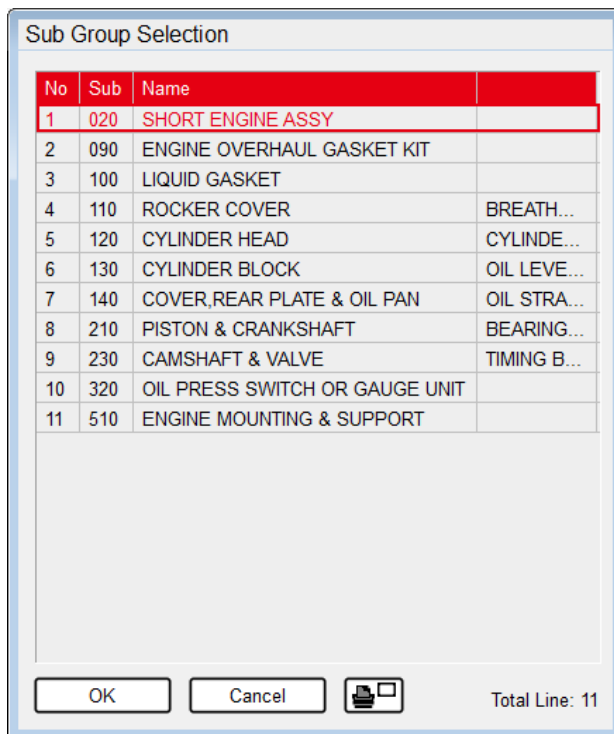
2.3.2 OPENING THE MAIN-GROUP OVERVIEW

If you do not know the main and sub group, you can start the search via the main-group overview.

• Click the [car icon] icon. The illustrated main-group overview is opened.

Functions of the main-group overview
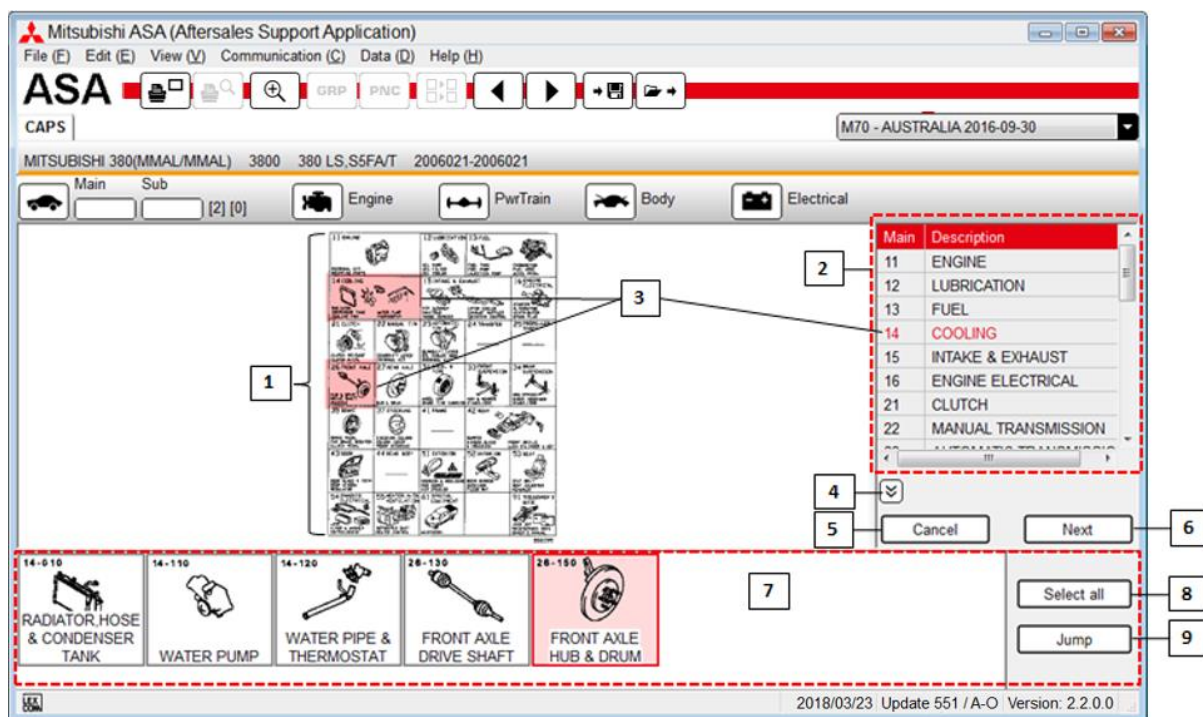
1. Illustrated display of the main groups.

2. List of the main groups.

3. Selected main group(s) are highlighted in both the illustration and the list.

4. Button for displaying/hiding the bottom sub group preview area.

5. Button to cancel the process. The CAPS page is displayed once more.

6. Button for displaying the sub-group overview for all the selected main groups.

7. Sub group preview area: displays the sub group's thumbnails of all the selected main groups, and control buttons.

8. Button to select all sub groups in the preview area.

9. Button to display selected illustration .

2.3.3 SUB GROUP OVERVIEW

By clicking the Next button on the main group overview, the sub group overview is displayed.

After selecting sub-groups, click on the Next button to display the corresponding illustrations (refer to Section Illustrations page)
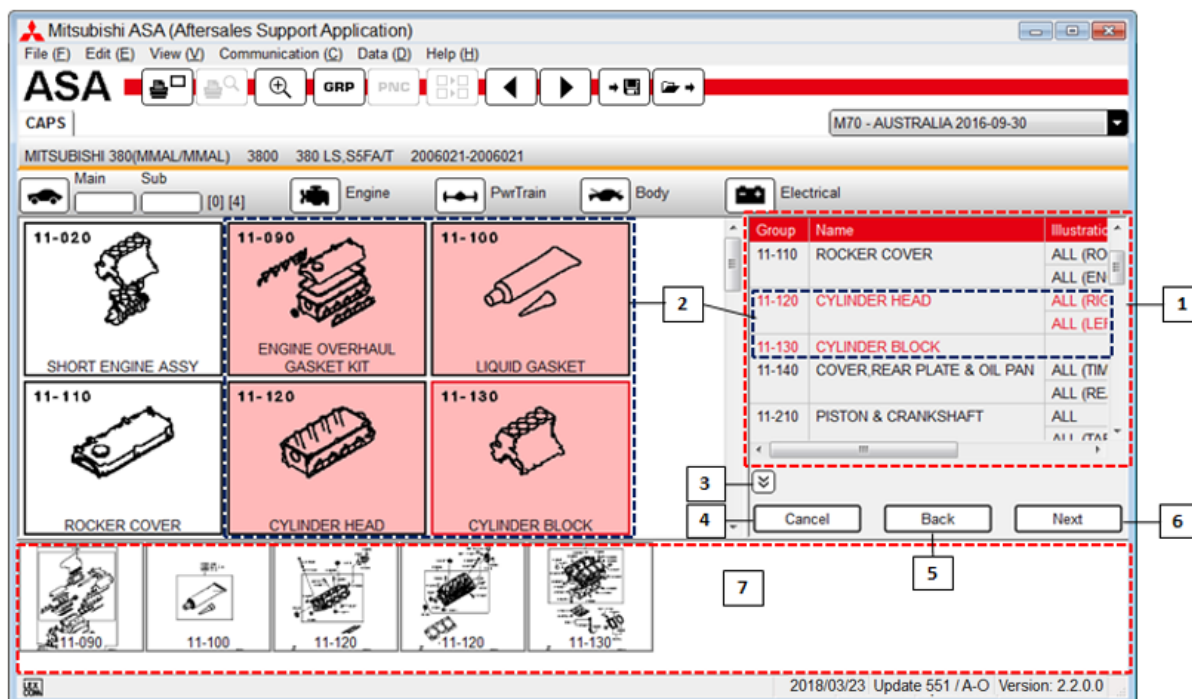
1. List of sub groups.

2. Selected sub groups are highlighted in both thumbnail and list.

3. Button for displaying/hiding the bottom illustration preview area.

4. Return to the main CAPS screen.

5. Return to the main group overview screen.

6. Click here to display corresponding illustrations.

7. Illustration preview area: displaying the illustration's thumbnail of all the selected sub groups.

2.3.4 OPENING SELECTED SUB GROUPS

There are four buttons available for part searches (see the following illustration).

Via these buttons, it is possible to open pre-selected sub-group overviews on four topics: "Engine", "Power Train", "Body" and "Electrical".

> For more information on the sub group illustration screen, refer to section 2.3.3 Sub group overview.

2.3.5 ENTERING PART NAMES

Once you have entered model information, you may also start a parts search using a parts description (part name). The following input box is available to use this search.

Part Name
water

• Enter the desired name (e.g. SPRING) in the "Part Name" input box.

• Press ENTER. Either a word list window opens and you have to select the appropriate term (e.g. if you entered "SPRING " with a space at the end) or the PNC Selection window opens.

Word Selection window:

No	Word
1	WATER
2	WATERPROOF

OK   Cancel   Total Line: 2

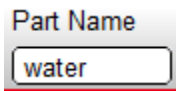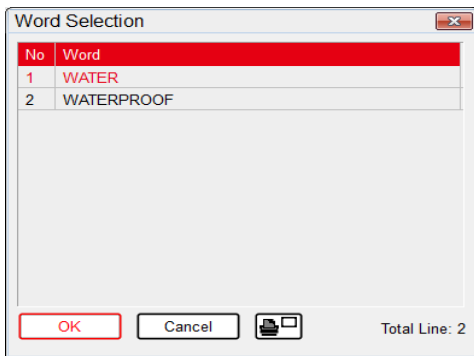If you input only a letter or a word fragment, ASA might not be able to determine one specific word and will therefore display a list of all possible words. These are all the words found in ASA which start with the query. This means, some of the words do not apply to the model and classification currently used and will not return a result if selected.

The PNC Selection window is displayed in two cases: if the entered search term was unique and available for the model and classification or if a term selected from the Word Selection list was available for the model and classification.

Word   WATER

No	PNC	Name	Main	Sub
1	10010	WATER PUMP KIT	14	110
2	10021	GASKET,WATER PUMP	14	110
3	10034	PIPE,WATER PUMP INLET	14	120
4	10048	STAY,WATER PUMP	14	110
5	10088V	BOLT,WATER PUMP	14	110
6	10088X	BOLT,WATER PUMP	14	110
7	10088Y	BOLT,WATER PUMP	14	110
8	10088Z	BOLT,WATER PUMP	14	110
9	10118	FITTING,COOLING WATER INLET HOSE	14	120
10	10198Q	BOLT,COOLING WATER LINE	14	120
11	10198S	BOLT,COOLING WATER LINE	14	120
12	10198W	BOLT,COOLING WATER LINE	14	120
13	10199Q	O-RING,COOLING WATER LINE	14	120
14	10801	GAUGE UNIT,WATER TEMPERATURE	14	120

OK   Cancel   Total Line: 14

• Select the desired Parts Name Code (PNC) by clicking it.

> Press CTRL and click on multiple entries to select more than one PNC at a time.

• Click "OK".

or

• Double click the desired PNC. The part will be added to the parts list.

• Click "Cancel" to close this window without making a selection.

• Click the ⬛ button to print out a screenshot.

2.3.6 PNC DIRECT INPUT

You can enter PNCs directly in the list (PNC column).

> If the PNC does not correspond to the vehicle information, it cannot be entered.

> By entering a part of a PNC (at least 2 numbers or letters), ASA will display all corresponding PNCs available in the PNC Selection window.

No	PNC	Ord Qty	Part No	

2.4   ILLUSTRATIONS PAGE

The illustration page is displayed after the sub-group selection page. From here you can add the desired parts to the parts list, open the reserved group and reserved PNC overview or switch directly to different main and sub groups.

2.4.1   SETUP OF THE ILLUSTRATIONS PAGE
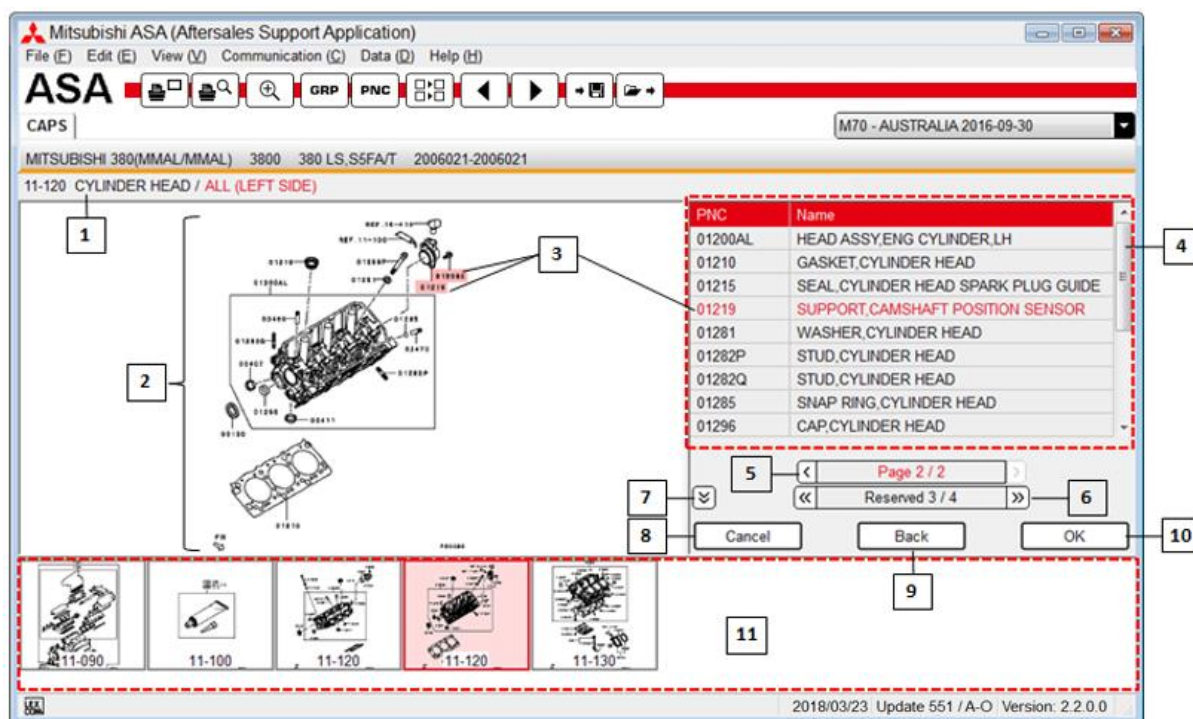
1. Display of the main and sub group as well as the illustration name.

2. Illustration

3. Selected PNCs are highlighted in both illustration and list. All selected parts are added to the parts list on the CAPS page after the selection has been confirmed.

4. List of the PNCs in the illustration.

5. Displays the opened and total illustration pages of this sub group, with buttons ◁ ▷ for browsing in the illustration pages.

6. Displays the opened and total reserved sub groups, with buttons ≪ ≫ for browsing in the reserved sub groups .

7. Button for displaying/hiding the bottom illustration preview area for reserved sub groups.

8. Button to cancel the process. The CAPS page is displayed again.

9. Button to return to the sub-group overview.

10. Button to confirm the selection. All selected PNCs are transferred to the parts list on the CAPS page.

11. Illustration preview area: displays the illustration's thumbnails of all the reserved sub groups.

2.4.2 PNC SELECTION

When using the illustration for part searches, you can select PNCs directly from the illustrations or list

• Click the PNC hotspot on the illustration.

or

• Click the PNC in the list.

or

• Use shortcut key CRTL+A for select all PNCs in the illustration.

or

• Pull the mouse pointer over the illustration.

• Press the left mouse button, drag and release it to select all PNCs in the selected area.

> If you wish to unselect all the PNCs in the illustration, Use shortcut key ALT+A to unselect all PNCs in the illustration.

> If you wish to unselect all the PNCs in the selected area, while press and hold down ALT, press the left mouse button, drag and release it to select the area to unselect PNCs.

By clicking OK, the selection is confirmed and the results are displayed in the PNC list on the CAPS main screen.

> If several part numbers are possible for a selected PNC, the Part Number Selection window is displayed (refer to the illustration in section <u>2.5.2 Adding PNCs to the parts list</u>)

2.4.3 ILLUSTRATIONS PAGE FUNCTIONS

Most functions of the illustration page can be performed using the buttons on the toolbar. After selecting the desired PNCs they can be transferred to the CAPS page.

2.4.3.1 ZOOMING IN ON AN ILLUSTRATION

You can display an enlarged and more detailed view of every parts illustration, SPN and main group overview.

• Click the [🔍⊕] button on the toolbar.

● Pull the mouse pointer over the illustration. The mouse pointer turns into a magnifying glass over the illustration segment.

● Press the left mouse button and keep it pressed.

● Move the magnifying glass across the illustration while holding the mouse button pressed.
While doing so a frame is created which defines the picture segment to be enlarged.

● Release the mouse button. The selected picture segment is now enlarged.

> You can now move the enlarged picture segment using the scrollbar on the right and lower screen edge.

To return to the original complete view:

• Click the [🔍] button on the toolbar.

> The zoom function can also be deactivated/activated by selecting the menu path **View** -> **Zoom**.

Zoom in/out by mouse wheel

Parts illustration and SPN can also be enlarged / reduced by mouse wheel.

Sub group overview

By using the zoom function with the sub group overview, you cannot select specific parts of the bitmaps to enlarge. All bitmaps are enlarged to one size.

2.4.3.2 CHANGING THE MAIN AND SUB GROUP

You can change the main and sub group without leaving the illustration page.

• Click the [⊞▶⊞] button on the toolbar. The "Group Change" window is opened.

```
Group Change

 Main          Sub

 [|        ]    [         ]

    OK           Cancel
```
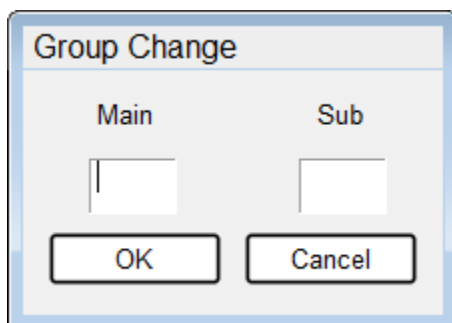
● Click in the "Main" input box. The cursor flashes in the input box.

● Enter the desired main-group number in the input box using the keyboard.

● Press TAB. The cursor flashes in the "Sub" input box.

● Enter the desired sub-group number in the input box using the keyboard.

● Press ENTER or click on "OK". The desired illustration is displayed.

> In case of an invalid main or sub-group number, the system will point this out to you.

> You can also change the group by selecting the menu path **View** -> **Group Change**.

> It is also possible to just enter a main group.

2.4.3.3 OPENING THE RESERVED GROUP

If reserved groups are available, the corresponding icon on the toolbar is active. Using the Reserved Group window, you can jump directly to the illustrations of all of the reserved groups.

• Click the **GRP** button. The "Group" window is opened and the available reserved groups are displayed in a list.

Reserved Group

No	Group	Name	Illustration
1	42-010	FRONT BUMPER & SUPPORT	-'91MODEL
			BUMPER FACE SPECIFICATION
2	42-030	REAR BUMPER & SUPPORT	-'91MODEL
			BUMPER FACE SPECIFICATION

OK   Cancel   Total Line: 2
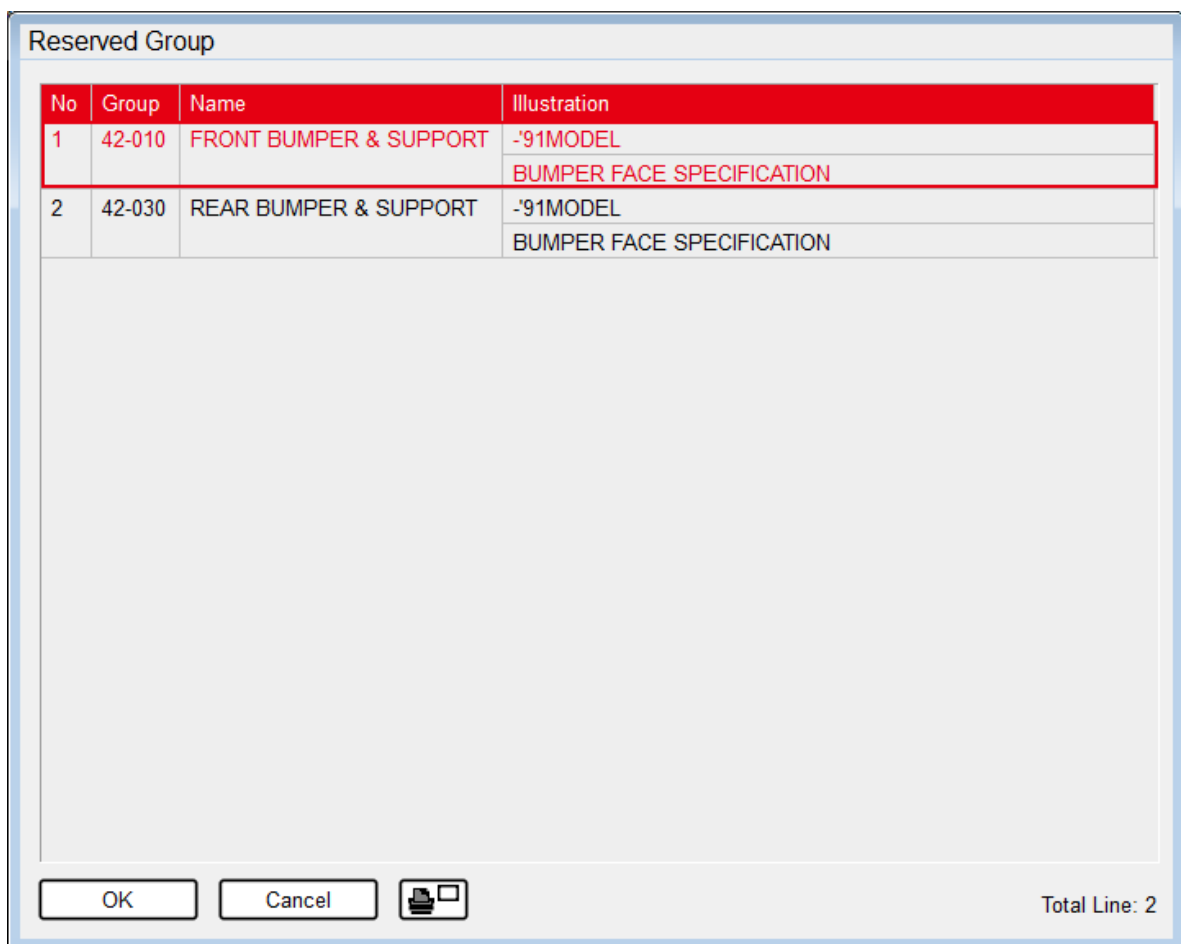
• Select the desired list entry by clicking on it.

• Click "OK".

or

• Double click on the desired list entry. Then desired illustration is displayed.

• Click "Cancel" if you wish to close the window without making a selection.

2.4.3.4 BROWSING ILLUSTRATION PAGES

In some sub groups, multiple illustration pages are available. If multiple illustration pages exist, the number of pages is displayed on the lower right of illustration page under "Page". Also, a warning message will be displayed in this case. To turn off such warnings, change the appropriate setting in the ASA Configuration (see Section 3.2.8 Show reminder at multi-page illustrations/SPN).

```
‹  [  Page 1 / 2  ]  ›
```
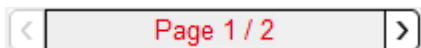
- Click the [‹] button to browse forwards.

- Click the [›] button to browse backwards.

2.4.3.5 BROWSING SELECTED SUB GROUPS

If several sub groups were selected in the sub-group overview, all of them can be browsed as well.

The number of selected sub groups is displayed on the lower right under "Reserved".

```
«  [  Reserved 1 / 2  ]  »
```
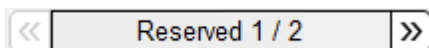
- Click the [«] button to browse forwards.

- Click the [»] button to browse backwards.

2.4.3.6 REF JUMP

Some parts illustration not only show PNCs but also contain references to other illustrations. These are marked as "(REF XX-XXX)". By double clicking on this link, the appropriate illustration will be displayed and the subgroup is added to your list of reserved groups.
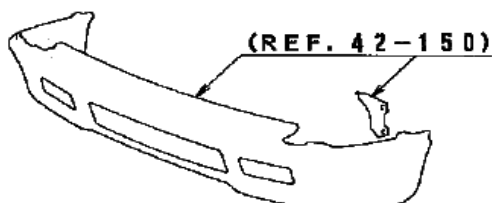
2.5 PART NUMBER SEARCH

The part number search is started when vehicle information and a PNC have been entered. It depends on the vehicle information whether the resulting part number is unique to the PNC or whether a selection of part numbers is displayed.

2.5.1 SPECIFIC PART NUMBER FOUND

If a specific part number was found for a PNC, it is displayed in the part search list.

No	PNC	Ord Qty	Part No		Part Name	Qty	Unit Price	Part Spec	Remarks
1	62000	1	MR376539	!	FACE KIT,FR BUMPER	01		W/SENSOR HOLE	SUPPLIED IN SIN
			MR555726					W/SENSOR HOLE	SUPPLIED BY CO

2.5.2 ADDING PNCS TO THE PARTS LIST

To add PNCs from the illustration page to the CAPS page, just select the desired PNC. It is also possible to select all of the PNCs at once by pressing CTRL+A. Selected PNCs are highlighted in red and are listed in the list (4). If you right click in the part search list, a context menu is opened with two delete functions.

Once you have selected all the PNCs you wish to query, click the OK button. All the PNCs will be added to the parts list.

Part Number Selection window

In cases when there is not a unique part number for the PNC, the Part Number Selection window is displayed where you can select the desired part number.

> While keeping the CTRL key pressed, you can select as many different part numbers from the list as needed.

Context menu

The context menu for the Part Number Selection window is displayed by right clicking an entry on the list.

1. Part Information

Displays the part information window for that particular part (for more information refer to Section 2.1.2 Opening part information). This function is not available, however, if the no part number was displayed (i.e. *NO DATA*).

2. Applicable Option

A list is displayed showing all the possible options for that particular OPC. These options can be entered in conjunction with the appropriate classification in the vehicle (blue) area of the CAPS main screen.

Applicable Option Code

	DELICA SPACE GEAR/CARGO		2400/2WD/SHORT(WAGON)<95M->
	62000 FACE KIT,FR BUMPER		PA4W
	1997.06.1 - 1998.04.3 MR376539 01 QV3		

No	Classification	Option
1	HSEGE	090, 094, 0W0, 290, 291, 297, 2N4, 2ND, 2W4, 2WJ
2	HSEHE2	090, 094, 097, 0W0, 0W4, 1W4, 290, 291, 297, 2N4, 2N7, 2ND, >>>>
3	NSEGE	090, 094, 097, 0W0, 0W4, 1W4, 290, 291, 294, 297, 2N4, 2N7, >>>>
4	NSEGE1	090, 094, 097, 0N0, 0W0, 0W4, 1W4, 290, 291, 294, 297, 2N4, >>>>

Close   Total Line: 4

3. OPC Name

This window displays all OPC valid for this PNC.

OPC Name

DELICA SPACE GEAR/CARGO   2400/2WD/SHORT(WAGON)<95M->

PA4W

No	OPC	Name
1	QV3	CORNER SENSOR

Close   Total Line: 1

3   SYSTEM SETTINGS

Some ASA functions depend on the system configuration. The system configuration can be set by clicking on the "Setup" menu item".

3.1   "COMMON 1" TAB

• Select the menu path **File** -> **Setup**. The "Common 1" workspace is opened in the "ASA Configuration Utility".
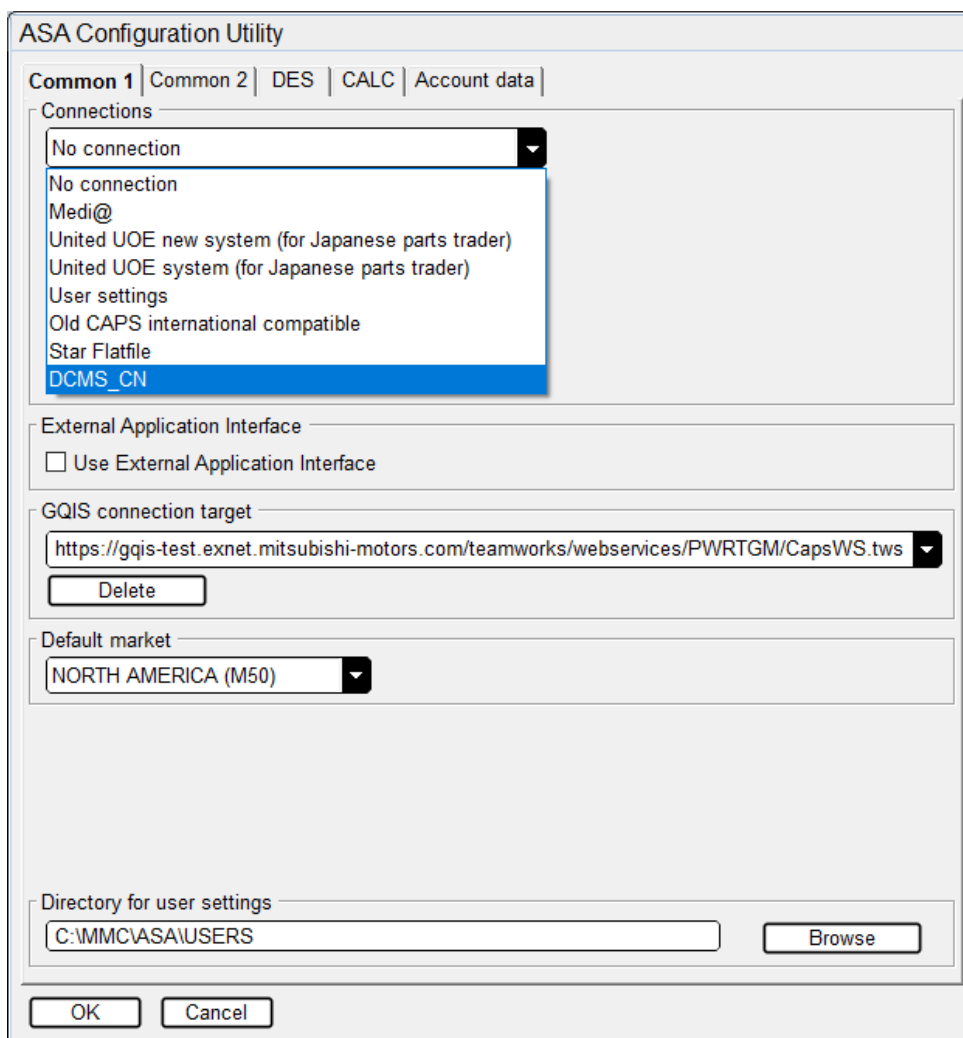
Please note: You may or may not see configuration information on DES and CALC depending on the installation type you chose and whether DES and CALC are available for your market or not. For example, the screenshot above was taken using a Japanese ASA DVD installation.

3.1.1   SETTING CONNECTIONS

You can select the desired connection using the pull down list.

• Click on the pull down triangle if you wish to change the default connection entry.

• Move the mouse pointer to, for example, the "Medi@" menu item, if you want ASA communicate with your "Medi@" system (which is used only in Japan).

• The User settings menu item lets you set the file format, the export directory and file and which program should be launched when pressing the Communication button.

User settings details

CAPS/CALC connection export format:

Select the format of the communication output.

Export directory and file:

Enter the location and the name of the file in which your data should be saved.

Launch program at connection:

Specify the program you wish to launch when communication is carried out.

Special note: How to pass VIN data to ASA and export the Old CAPS international compatible format:

In order to pass ASA a VIN as a parameter from a DMS, you have to make the following settings:

- Select Old CAPS international compatible from the Connections drop down menu (please do not confuse this with the same entry in the User settings connections).

- Enter an export directory (default is C:\WINCAPS). The C:\WINCAPS also contains the CAPS.exe file.

- In the "Launch program at connection" edit box, you can specify which program you wish to run after the communication button has been clicked.

After ASA is restarted, you can close ASA, call the CAPS.exe file with a VIN parameter (e.g. c:\WINCAPS\CAPS.exe JMA0NV460RJ000001) from your DMS and ASA will be started with the VIN. Please note that CAPS.exe will stop running as soon as ASA is started.

Once you have selected PNCs in ASA for the VIN, click the Communication button and any program you entered previously will be started.

New United UOE:

This communication process is used only in Japan. It exports your data in a special format and opens a web page in your default browser.

Star Flatfile:

In order to export ASA data in the Star Flatfile format, please select the Star Flatfile entry from the Connections pull down list. Fill out the "Export directory" and "Launch program" edit boxes as needed and click OK. ASA is restarted and you can enter your vehicle and parts data. The Communication button is activated once you have entered parts data on the PNC list. Press the Communication button in order to export the data in Star FlatFile format.

DCMS_CN:

This communication process is used only in China.

3.1.2 DIRECTORY FOR USER SETTINGS

This will be the default directory in which to save your user data

-> User data are, for example, ASA files, PNC files, setup files, memo files, and export files.

• Click "Browse".

• Select your desired directory to save to in the "Browse folders" window.

• Click "OK".

• Click "OK" in the "ASA Configuration Utility" window to save your changes.

or

• Click "Cancel" to not save any changes.

3.1.3 SETTING EXTERNAL APPLICATION INTERFACE

You can choose whether you wish to use External Application Interface. The function is active when it is checked.

By activating this function "External Application Interface" button is displayed in the toolbar and "External Application Interface" menu item is displayed in the Communication menu.

> Click on the function "Use External Application Interface". Each click alternately checks and un-checks the checkbox.

> Click "OK" to confirm your selection.

3.1.4 SETTING DEFAULT MARKET

When you are installing several ASA markets, you can choose the market to start with.

Please note: When you restart ASA, ASA will start with current market.

3.1.5 SETTING GQIS (GLOBAL QUALITY INFORMATION SYSTEM)

When you receive GQIS login information and URL notification, please check the URL and make the necessary change.

3.2 "COMMON 2" TAB

In this workspace you can select a language, font size, adjust the date format, activate or deactivate some automatic ASA functions, set the reference for the prices displayed in ASA, set the memo reference, activate or deactivate an automatic update and to set the update configuration.

• Select the menu path **File**-> **Setup**.

• Click the "Common 2" tab.

> To change several default values at once, make the changes and then confirm them by clicking "OK".
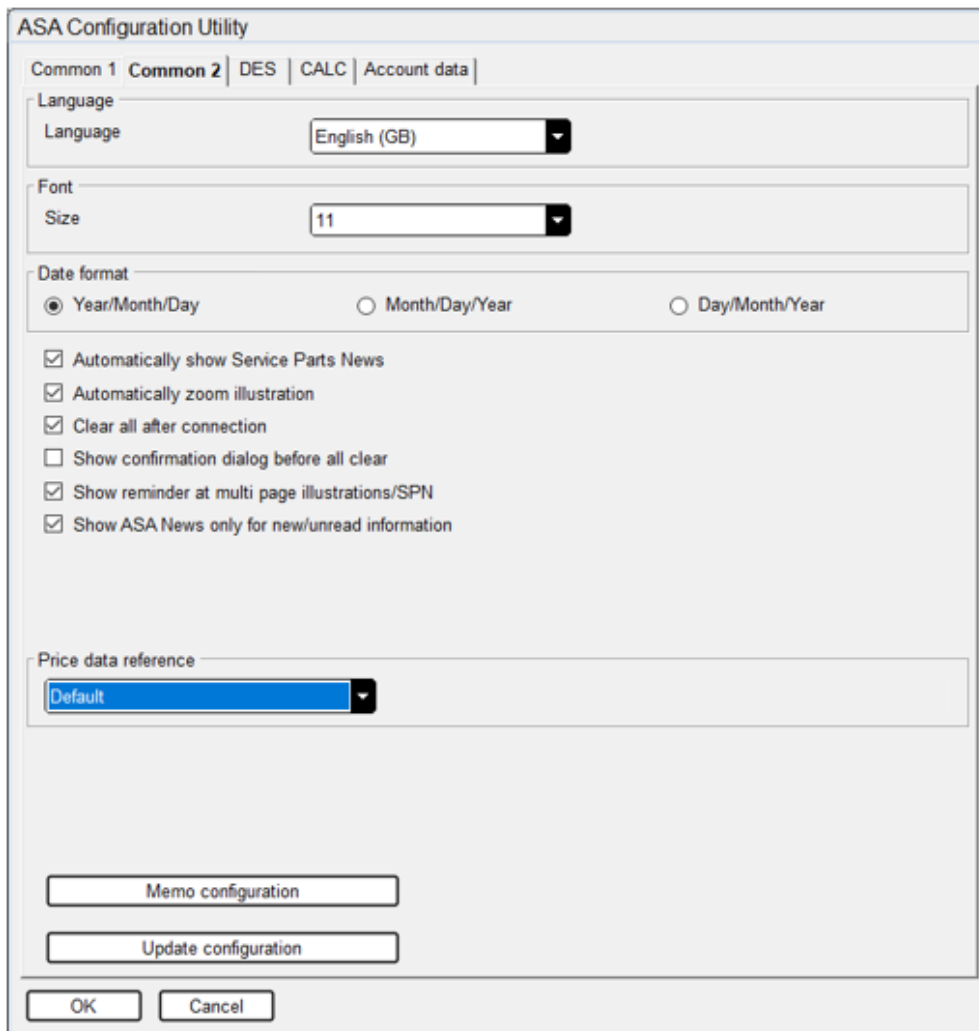
3.2.1 LANGUAGE

- Click on the pull down triangle to change the default language.

- Move the mouse pointer to, for example, the "Japanese" menu item.

- Click on the "Japanese" menu item.

- Click "OK" to confirm your selection.

3.2.2 FONT SIZE

The font settings relate to all the characters (e.g. the font size) displayed in ASA.

- Click on the pull down triangle to change the font size.

- Move the mouse pointer to the desired menu item.

- Click on the desired menu item .

- Click "OK" to confirm your selection.

3.2.3 DATE FORMAT

You can choose between three display types.

- Select the desired display type by clicking on it.

- Click "OK" to confirm your selection.

3.2.4 AUTOMATICALLY SHOW SERVICE PARTS NEWS

You can choose whether you wish to have the service parts news displayed automatically. The function is active when it is checked.

- Click on the function "Automatically show Service Parts News". Each click alternately checks and un-checks the checkbox.

- Click "OK" to confirm your selection.

3.2.5 AUTOMATICALLY ZOOM ILLUSTRATION

You can choose whether you wish illustrations to be automatically enlarged. The function is active when it is checked.

- Click on the function "Automatically zoom illustration". Each click alternately checks and un-checks the checkbox.

- Click "OK" to confirm your selection.

3.2.6 CLEAR ALL AFTER CONNECTION

You can choose whether the data should be automatically deleted after a data transfer. The function is active when it is checked.

- Click on the function "Clear all after connection". Each click alternately checks and un-checks the checkbox.

- Click "OK" to confirm your selection

3.2.7 SHOW CONFIRMATION DIALOG BEFORE ALL CLEAR

You can choose whether you wish to see a warning popup every time you carry out the All Clear function (via F3 function key, All Clear button on the toolbar or menu item in the Edit menu).

- Click on the function "Show popup when pressing All Clear". Each click alternately checks and un-checks the checkbox.

- Click "OK" to confirm your selection.

3.2.8 SHOW REMINDER AT MULTI-PAGE ILLUSTRATIONS/SPN

Per default this option is on so that if an illustration or SPN has multiple pages, a warning message is displayed. Uncheck this checkbox so that this warning message is no longer displayed.

3.2.9 SHOW ASA NEWS ONLY FOR NEW/UNREAD INFORMATION

You can choose whether you wish to see ASA News window every time you start ASA or only when you have new/unread ASA news.

• Click on the function "Show ASA News only for new/unread information". Each click alternately checks and un-checks the checkbox.

• Click "OK" to confirm your selection.

3.2.10 PRICE DATA REFERENCE

You can choose the desired reference of the price data with help of the pull down list.

• Click on the pull down triangle if you wish to change the default reference.

• Move the mouse pointer to the desired menu item.

• Click on the desired menu item.

How to import custom price lists (external price data)

In order to activate the import function for an external price list, select the "External Price Data" menu item from the drop-down menu. After you click the OK button, ASA is restarted. Now the "External Price Update" menu item is available in the Data menu. See Section 2.1.17 External Price Update files for more details.

3.2.11 MEMO CONFIGURATION

This functionality allows you to share memos in a network. You can set up where you wish to save your memos, copy memos back and forth and resolve conflicts in case memos are found which have the same name but different content.

• Click the "Memo configuration" button. The "Memo configuration" window is opened.
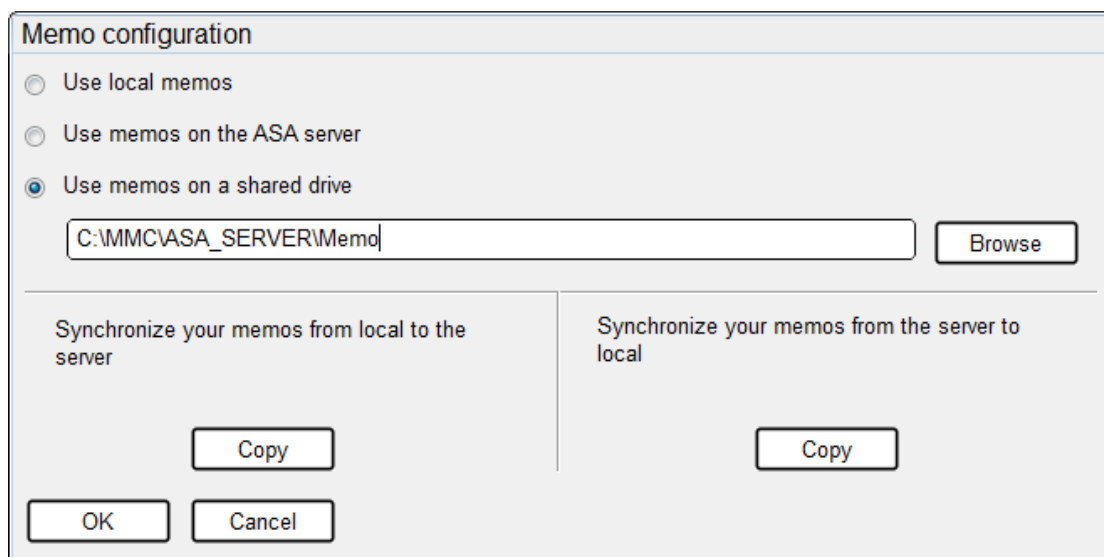
The following options are available:

Use local memos

Default setting for a full ASA installation. All the memos are saved in your Users\Memo folder e.g. C:\MMC\ASA\M60\Users\Memo. Check your "Directory for user settings" on the Common 1 tab for your path. The Copy buttons to synchronize your memos with those in another folder are not available for this option and are deactivated.

Use memos on the ASA server

This option is only available if you are using an ASA client and is also the default setting in this case. The memo folder used in this case cannot be changed and is located on the ASA_SERVER folder; therefore, the Browse button and the corresponding edit field containing the path are not displayed. The Copy buttons may be used to synchronize any local memos you may have with those on the server (see below).

Use memos on a shared drive

If you select this option, you may specify any folder to which you have access to using the Browse button. If you are using an ASA client then the memo folder of the ASA server is set as the default path. If you are using a full installation then no path is set. The folder may be local or a shared folder which you previously mapped to a drive. Here too you can use the Copy buttons to synchronize your local memos with those on the shared drive (see below).

Copying memos to and from a local / shared folder

There are two copy options available: from the local folder to the shared folder and from the shared folder to the local folder. All the memos in one folder are copied to the other. If there are any conflicting memo i.e. memos which have the same name because they belong to the same part number or VIN and the contents are not identical, a conflict resolution window is displayed.
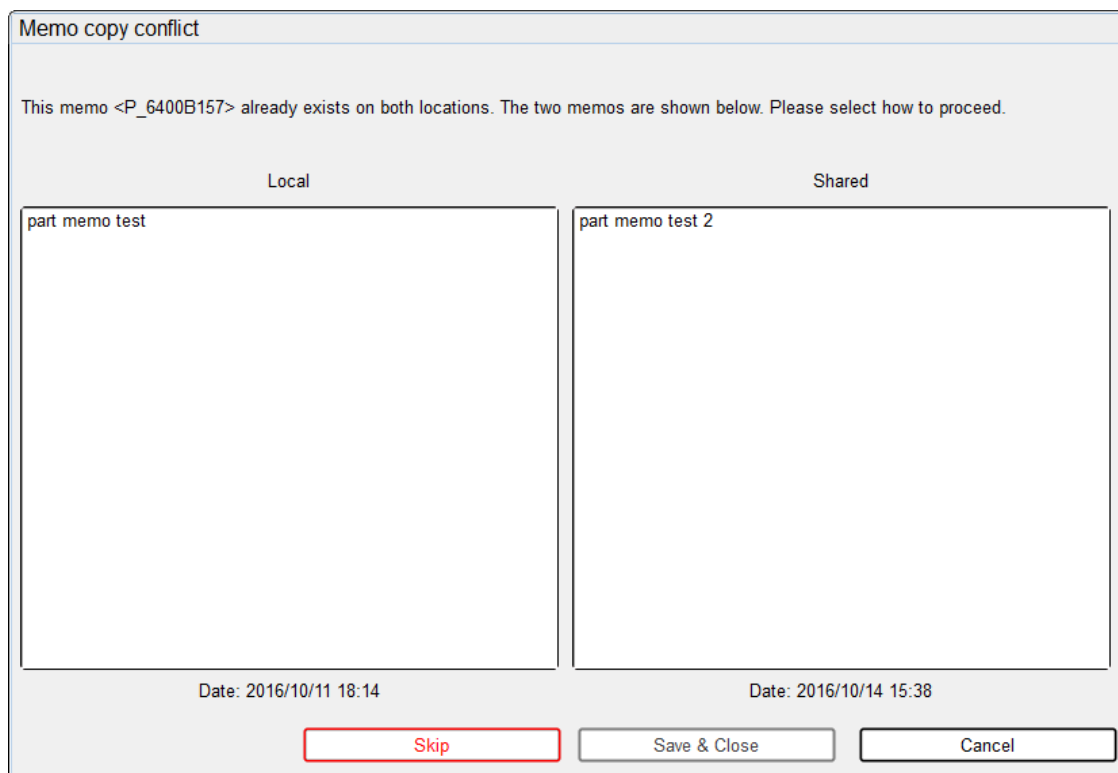
The "Memo copy conflict" window displays the content of the two memos. The target memo is displayed in an editable text area (the local memo in this case). The source memo can now be copied to the editable text area and saved using the "Save & Close" button. If you are sure that all the memos on the shared folder are correct, you can also click on "Overwrite all" and you will not be prompted if there are any further conflicting memos. This function is only available when copying from the shared folder to the local one. By clicking the "Skip" button you leave the target memo as is. By clicking the "Cancel" button the copy process is stopped but any memos which have already been copied remain in the corresponding folder.

Note: Your settings for the memo configuration will only be saved once you have clicked the OK button in the Memo configuration window followed by clicking the OK button in the ASA Configuration Utility.

3.2.12 CONFIGURING UPDATE

For an update to be performed automatically and online, ASA has to be configured appropriately.

• Click on the "Configure update" button. The "Update configuration" window is opened.

• Select "Internet", if the update is to occur via the Internet (this is the default setting).

• Enter the Internet access data (user name and password) in the appropriate input boxes.

• Click "OK" in the "Update configuration" window.

or

• Select "LAN", if the update is to occur via your LAN.

• Enter the LAN update directory in the input box (use the "Search" button if needed).

• Click "OK" in the "Update configuration" window.

• Click "OK" to save your settings.

If you wish to carry out the online updates manually, we recommend switching off the automatic online updates first.

• Click on the Configure update button. The Update configuration window is opened.

• Click on the "Disable automatic Online Update" checkbox.

• Click "OK" in the "Update configuration" window.

• Click "OK" to save your settings.

3.3 "ACCOUNT DATA" TAB

3.3.1 ENTER ACCOUNT DATA

Enter the Company ID, username and password of your myASAinfo ID which you received from LexCom or from your ASA administrator. If you do not have this information anymore you can click on **Forgot account data** and have LexCom send them to you again.

Once you have entered your account, click the **Test & Save** button to authenticate the data and to install all available ADD-ONs.

3.3.2 ACCOUNT ADMINISTRATION

Click the **Administration** button to check your user data in myASAinfo. ASA administrators can use this button to create additional users, to check the company data etc.

As an administrator please make sure that every ASA installation at your location uses its own username.

3.3.3 ADD-ONS

Click on the **View ADD-ONs** button to display a list of all installed ADD-ONs. By clicking on each ADD-ON and then clicking on the **Details** button you can find out more about the displayed ADD-ON.

ADD-ONs

Name	Version
Distributor memo for Part Numbers	-installed-
Local Value Selection Parts (VSP/DMX)	-installed-
Online Prices	-installed-
PL24 ASA Exchange	1.1.0.1

Local Value Selection Parts (VSP/DMX) published by your importer/distributor or your regional MMC organisation are available in ASA.

Details

Close
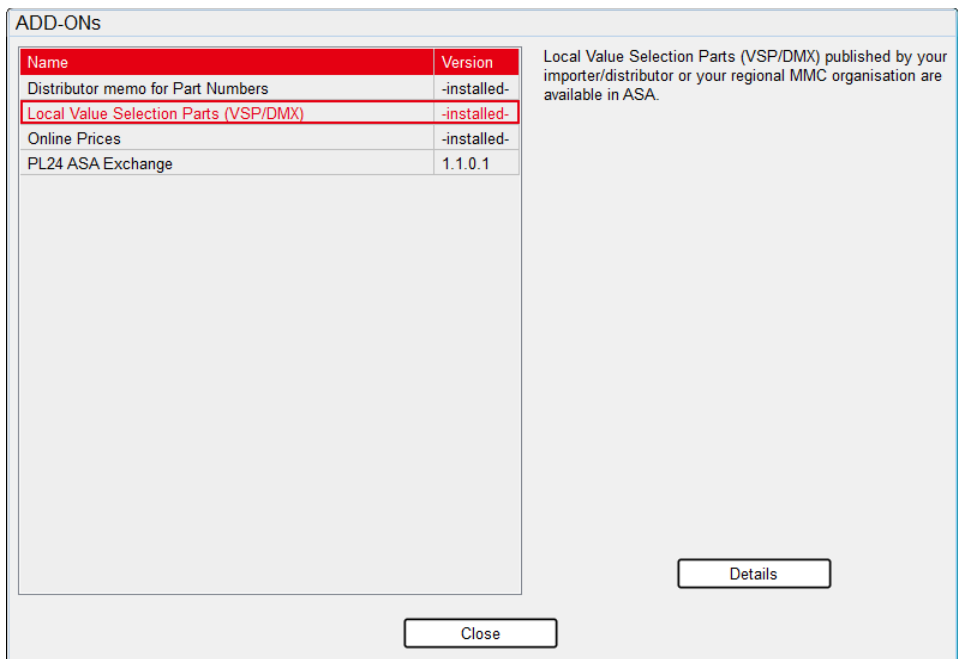
3.3.4 ADVANCED

By marking the **Advanced** checkbox, you can enter your proxy server configuration if necessary.

By clicking on the **Log** button you can see your login history.

By clicking on the **Reset** button all account data is deleted. This data must then be re-entered and confirmed with the **Test & Save** button.

ASA Configuration Utility

Common 1 | Common 2 | **Account data**

Company ID

testaccount

Username

testuser

Password

••••••••

Test & Save   Forgot account data   Log   Reset

Account administration

Administration

ADD-ONs

View ADD-ONs

Internet proxy server configuration

Username

Password

☑ Advanced

OK   Cancel
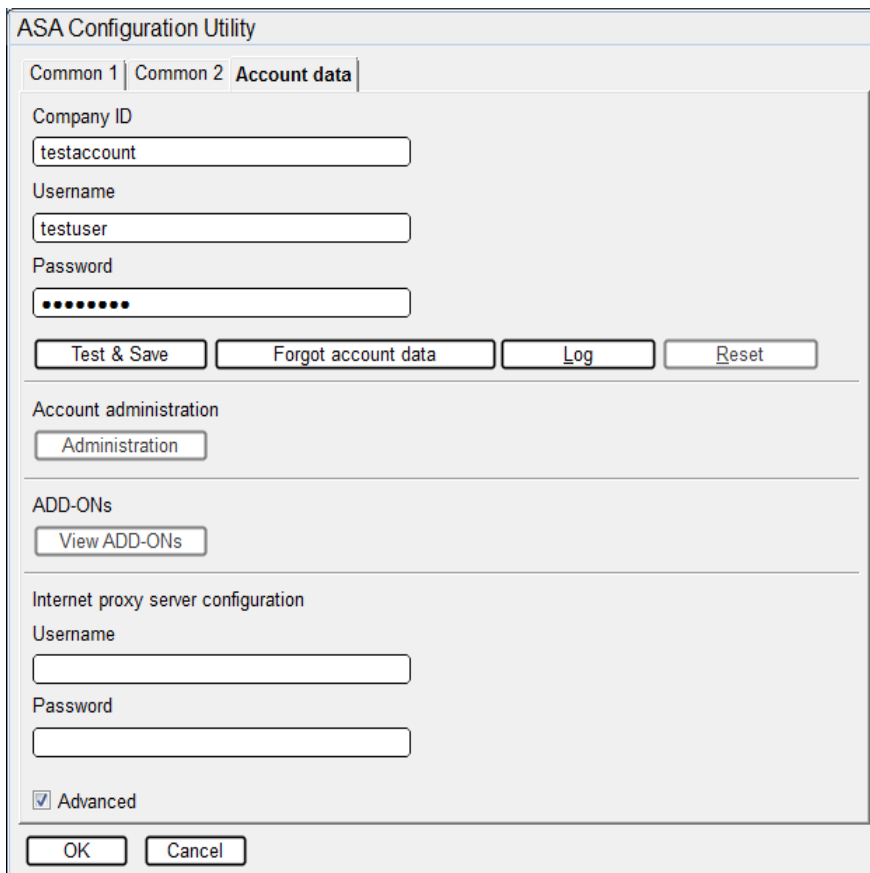
4   HOTKEYS AND SHORTCUTS

The following function keys or key combinations make program use quicker and more efficient:

4.1   CAPS PAGE FUNCTION KEYS

Main screen:

F1	Help
F2	Selection list (depends on position of cursor)
F3	All clear
SHIFT+F3	Area clear
F4	Open SP window
F5	Move cursor to next area
F6	Communication
F7	Print
SHIFT+F7	Print screen
F10	Search/Re-search

Illustration screen:

F1	Help
F2	Selected PNC list
F3	All clear (and return to CAPS main screen)
F7	Print
SHIFT+F7	Print screen
F10	Search
F11	Previous page
SHIFT+F11	Previous reservation
F12	Next page
SHIFT+F12	Next reservation

4.2 KEY COMBINATIONS

ALT+F	Opens the "File" menu
ALT+E	Opens the "Edit" menu
ALT+V	Opens the "View" menu
ALT+C	Opens the "Communication" menu
ALT+D	Opens the "Data" menu
ALT+H	Opens the "Help" menu
ALT+A	Unselect all PNCs in an illustration

CTRL+O	Opens a saved ASA file
CTRL+S	Saves data to an ASA file
CTRL+A	Select all PNCs in an illustration
CTRL+P	Print
CTRL+X	Cut
CTRL+C	Copy
CTRL+V	Paste
CTRL+SHIFT+C	Copies the contents of a list (when used on a list) Format copy (when used on the main ASA window)

5 ABOUT

5.1 PRODUCT INFORMATION

ASA communicates with order systems, among others. All follow-on costs occasioned by an order process, such as for the transfer of data, will not be borne by LexCom. LexCom accepts no responsibility for any costs incurred as a result of setting up and running the Internet connection. LexCom gives no guarantee that the data administered in ASA are correct and accepts no liability on this account. Associated follow-on costs will also not be accepted.

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