



GENESIS

How to Guide How to Select a route

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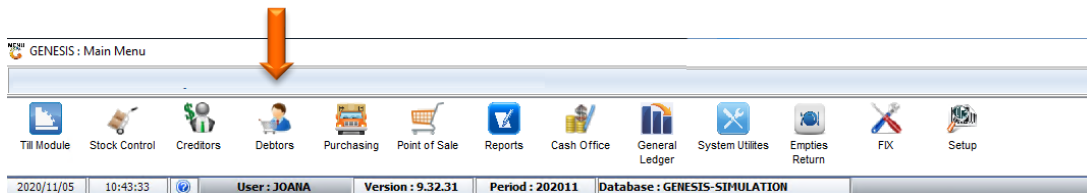
1. **Open** Genesis Menu.



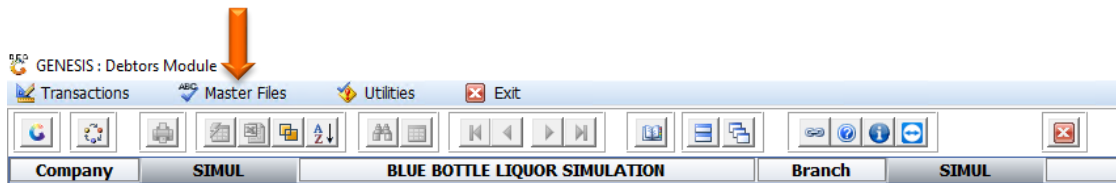
2. Type **User code** and **Password**.

A screenshot of the 'GENESIS Main Module' login window. At the top, it says 'GENESIS Main Module'. Below that is a 'Select Company' dropdown menu with 'BLUE BOTTLE LIQUOR SIMULATION' selected. To the left is the Genesis logo. To the right are two input fields: 'User Code' and 'Password'. Two orange arrows point to these fields from the right. Below the input fields are 'Cancel' and 'OK' buttons. At the bottom, a status bar shows 'CMN999', 'GENESIS Main Module', and 'Version : 10.33.51'.

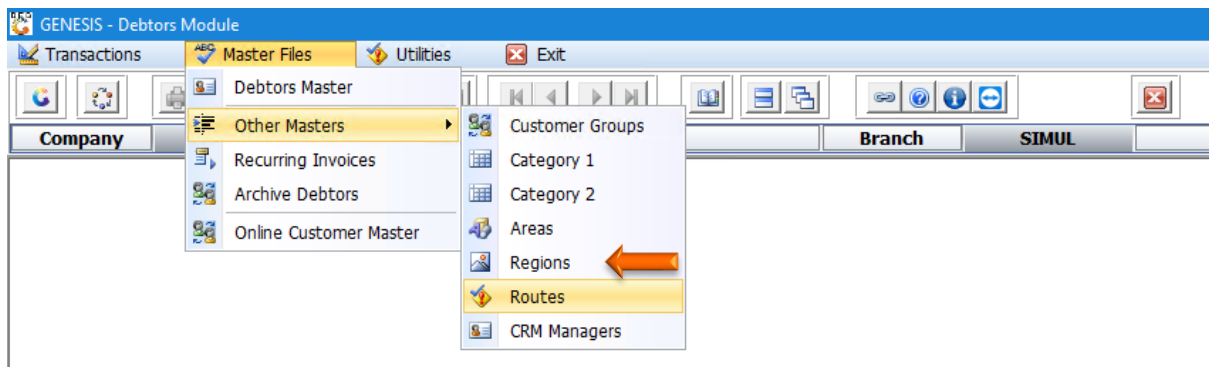
3. Open **Debtors** from the Main menu.



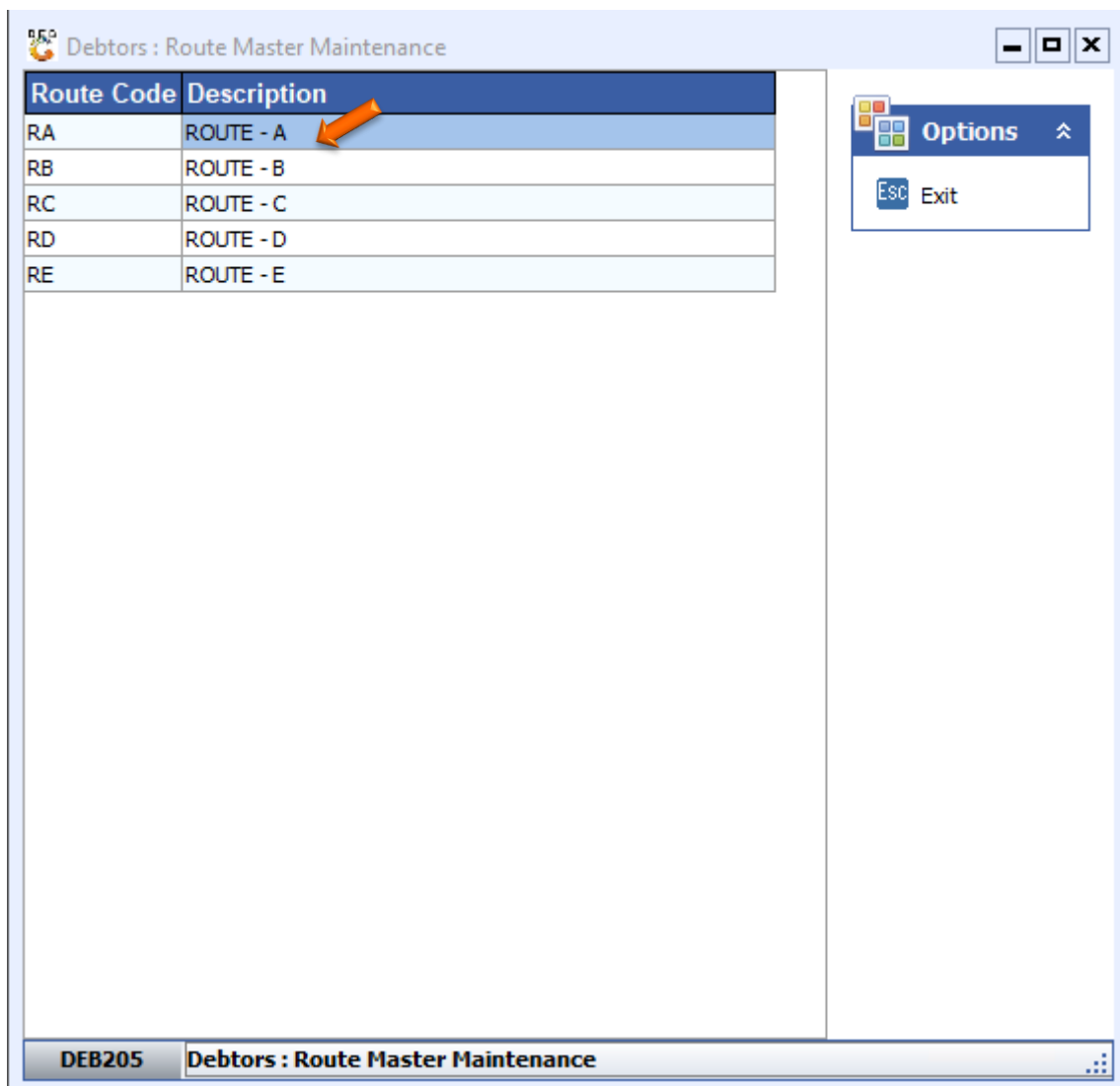
4. Click on **Master Files**.



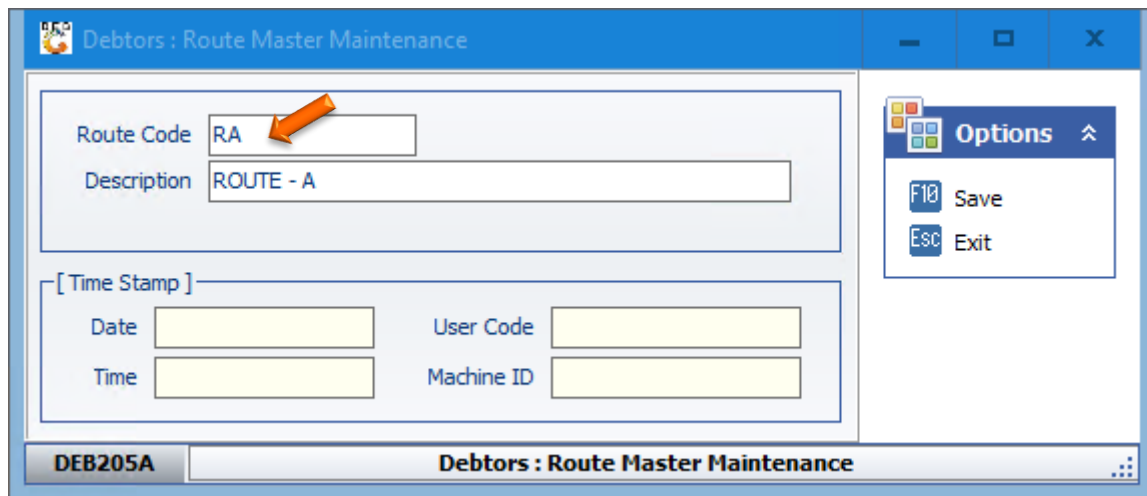
5. Click on **Other Masters** then **Routes** from the drop-down menu.



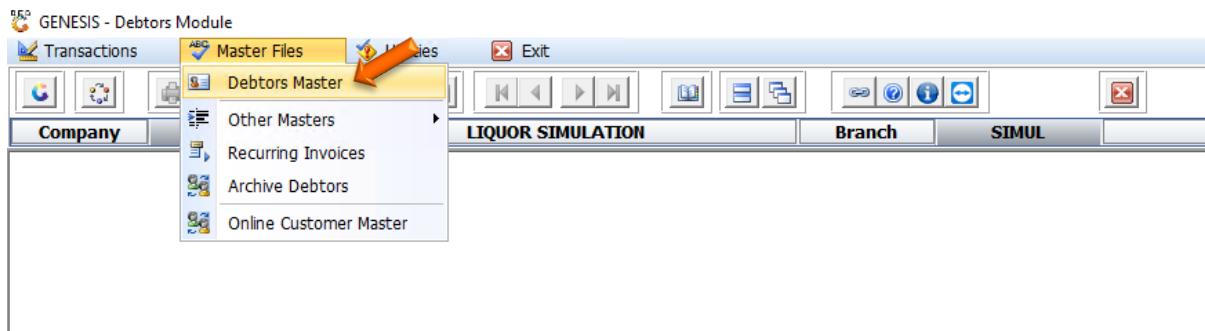
6. Once opened you will be prompted to the below image. Here we can amend a route detail. Double click on the route to open the settings.



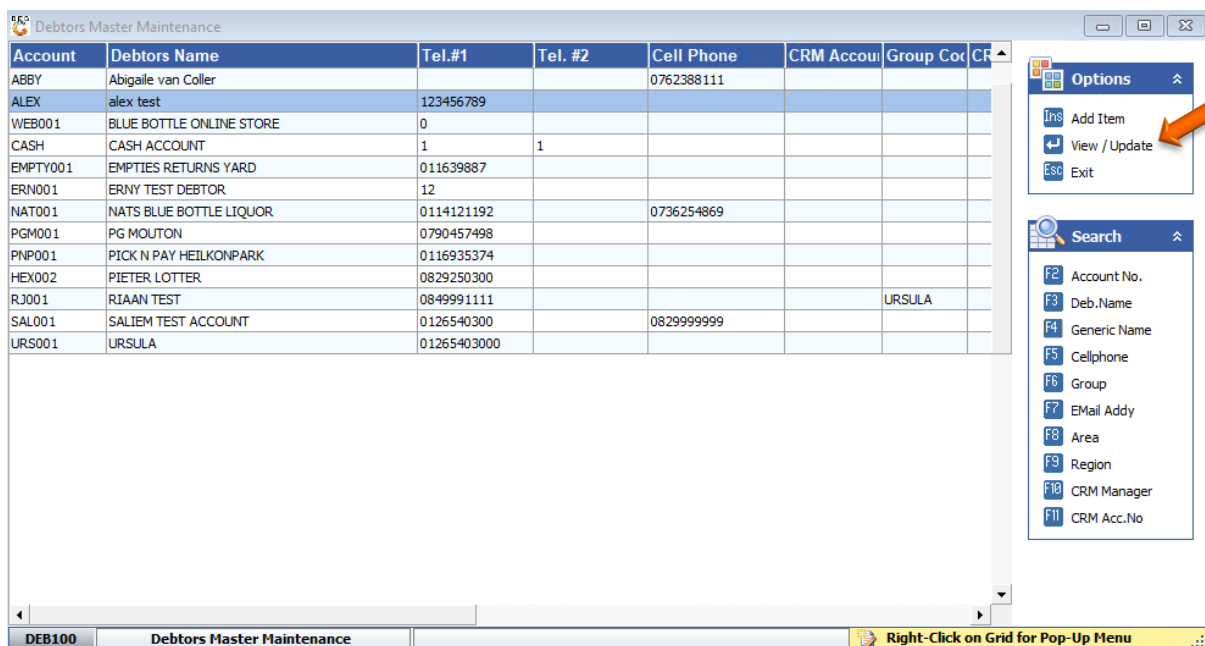
7. Enter in the relevant information to amend the route then **press F10** or **click on save**.



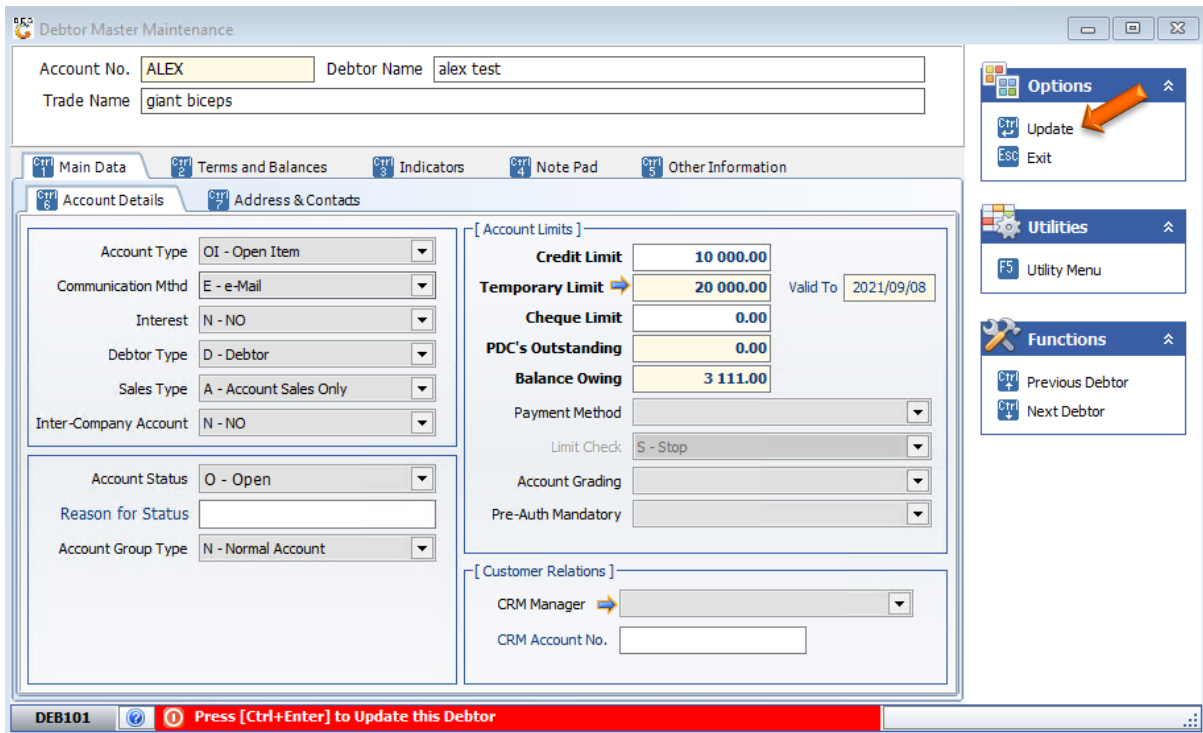
8. Once saved go to **Master Files** then **Debtor Master**.



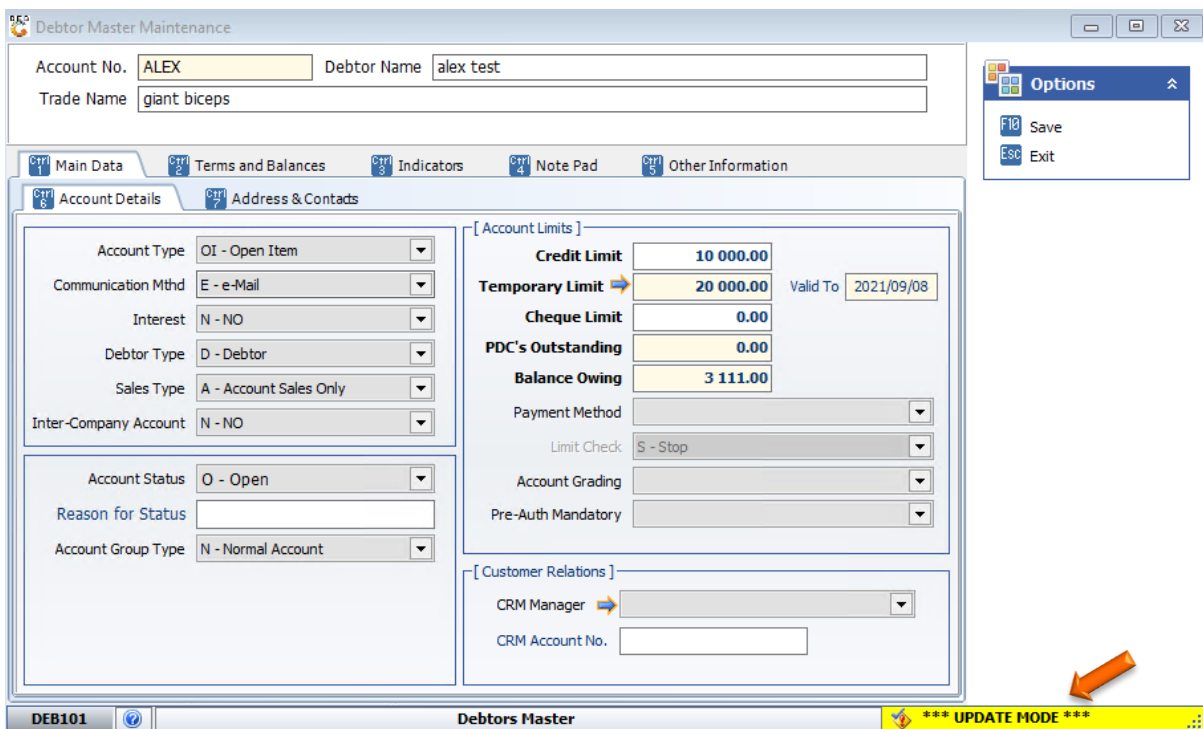
9. **Select your Debtor and open.**



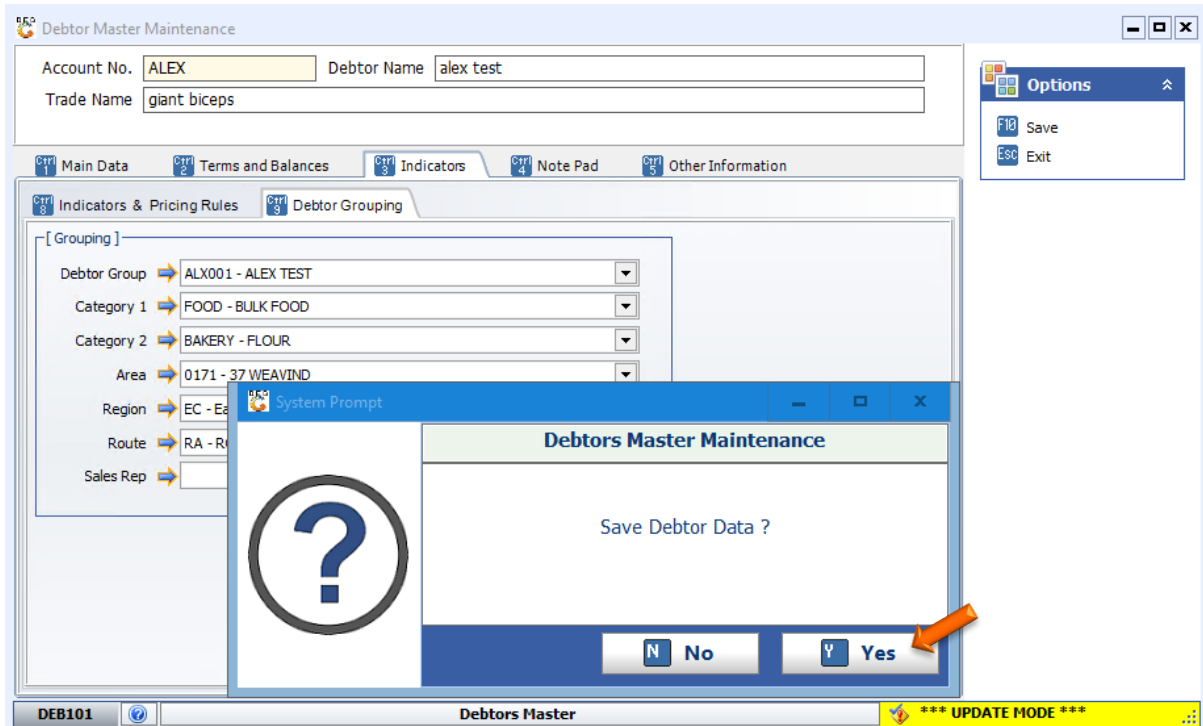
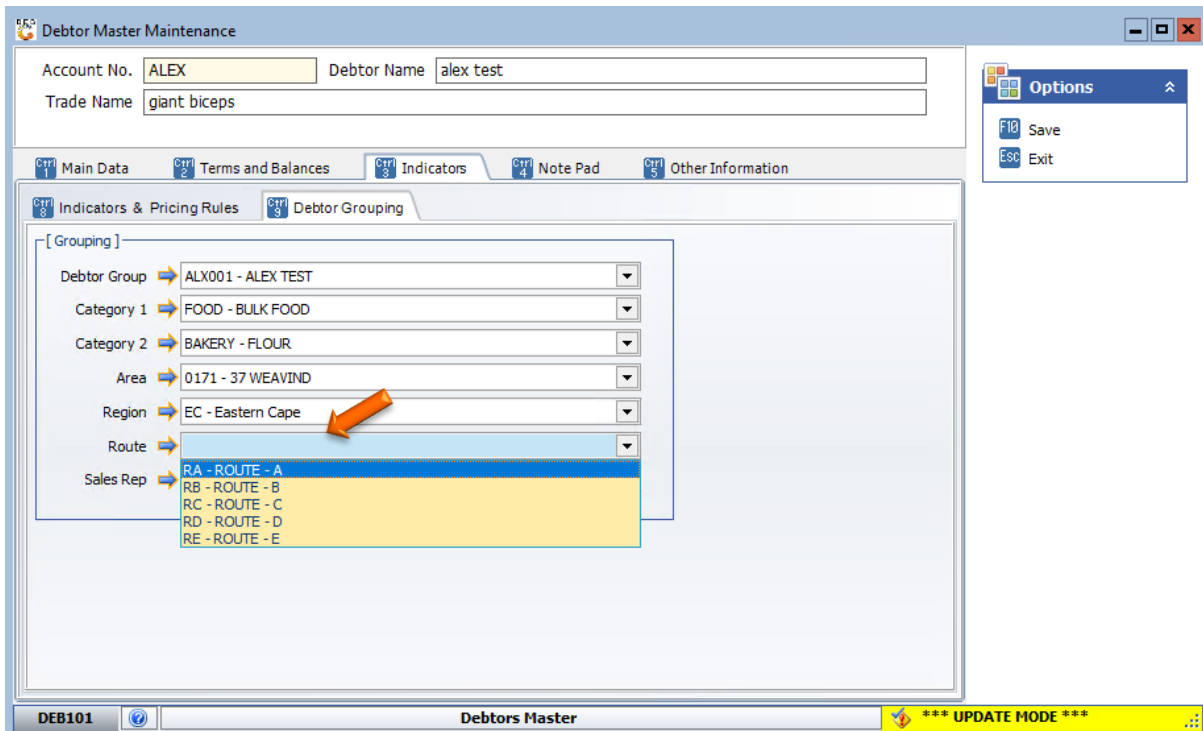
10. Once opened press Ctrl or click on update.

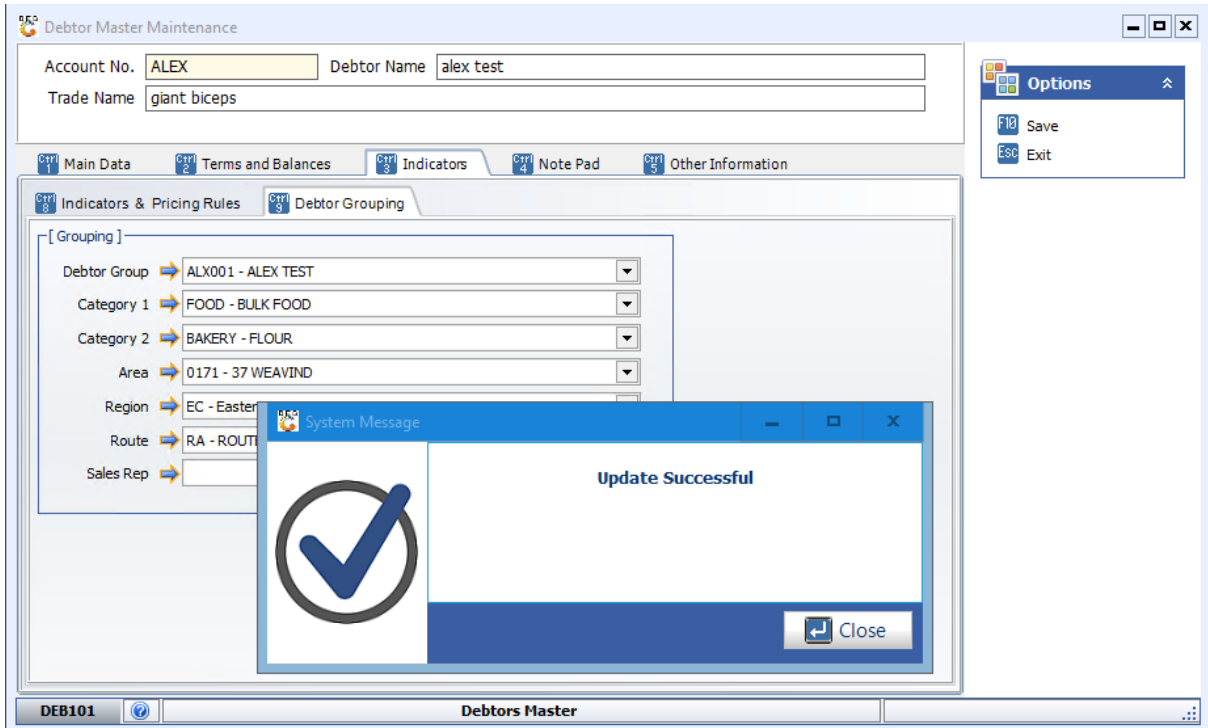


11. Once you have selected the update you will see the below.



12. Go to **Indicators** then **Debtor Grouping**. Select the desired Route and Press **F10** or **click on save**.





There you go, your Route is now listed.