

CAFAM - TECH NOTES NO 1

01 MAY 1997 (Revised 01 May 2003 – Windows Version)

CHANGING YOUR NAME, ADDRESS & OTHER DETAILS

1. GENERAL

Changing your Company Address involves accessing CAFAM's Internal Files. Access to these Internal Files is gained from the UTILITIES menu and CONTROL FILES.

You will see your Name and Address as the last one in the series of files presented. Just type over to change this using standard Cursor controls.

Note: You cannot change the Company name itself – this is locked to your Software Licence Agreement. Other fields on screen can also be edited here e.g. Company Approval, Telephone Number, TAX (VAT, GST) Ref Number etc.

Then using Windows Explorer (or MY COMPUTER from the Desktop), locate a file called MEMFILE.MEM in the CAFAM folder. Delete this File. CAFAM will create a new one using the values entered above.

Then go back to UTILITIES and re-enter the VAT, GST or TAX amount if applicable. Deleting the Memory file will lose this value

