

# **Numbering Conventions**

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#### Introduction

In The Edge, all items and transactions have unique identifiers, which are assigned automatically by The Edge. So you can easily access records, these are cross-referenced across associated customers, sales, items, services, and parts. In the example receipt used in this document, a customer has purchased an item, left an item for repair, and ordered a part for the repair.

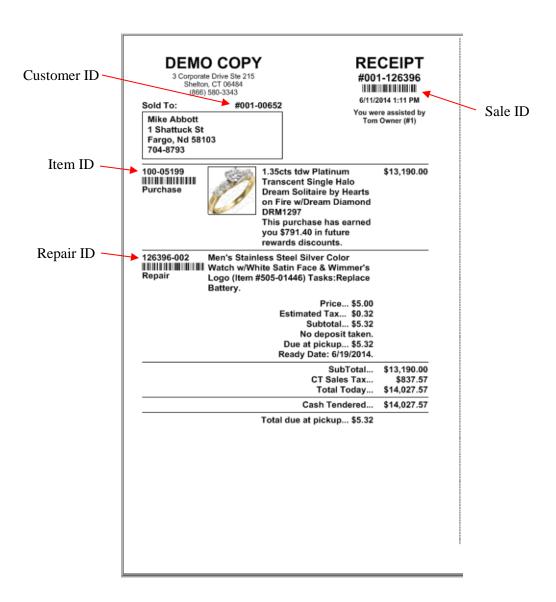
#### Receipts

Numbering Scheme	Example	Breakdown
Sale ID	001-126396	001 is store 126396 is sale number
Customer ID	001-000652	001 is the store where the customer first made a purchase 000652 is the customer number
Item ID	[001-]100-05199	[001 is store where the item is located] (if you only have one store, that store number does not appear, as is the case here) 100 is category number 05199 is the item number
Repair/custom job service request and associated tasks ID	[001-]126396-002-001	[001 is store where the transaction originated] (not shown here, but on the envelope) 126396 is sale number 002 is job number; it corresponds with the line number in the original in-take transaction 001 is the repair task number (shown on the repair envelope, not on the receipt

Although all records contain a store number, if you are a single-store operation, it is unnecessary to use the store number prefix. The store number is 001 by default and is only used behind-the-scenes.

For multi-store users, the store number is the location of the transaction by default. If you are searching for a record within your store, the store number is automatically assigned. However, if you are searching for an item or transaction outside your store, you must include the store ID.

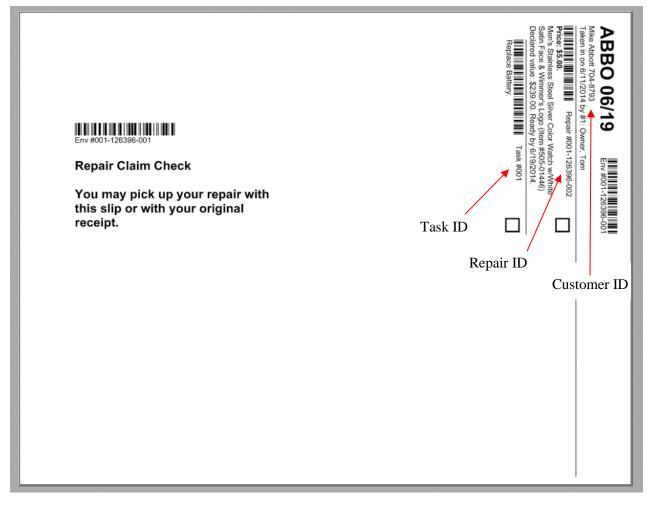
There is never a reason to type leading zeroes when searching for a record. For example, if you're searching for item number 002-100-00001, you need only enter 2-100-1. The Edge fills in the leading zeroes.



### **Repair Envelopes**

When working with repair envelopes, similar conventions are used. While this example uses a repair, the conventions apply to custom jobs, appraisals, and special orders.

Numbering Scheme	Example	Breakdown
Customer ID	001-000652	001 is the store where the customer first made a purchase 000652 is the customer number
Repair ID	001-126396-002	001 is store 126396 is sale number 002 is the job number
Task ID	001	001 is the task number for the repair



#### TIP!

A single sale can have an infinite number of lines or jobs. A job can have an infinite number of tasks. An envelope can have up to four repair jobs, based on system options.

## Barcode/Tender/Rewards/Referral Card Numbering

The Edge required numbering specification is Interleaved 2 of 5, which starts with a unique four-digit assigned prefix based on the store account and card type and ends with a check digit, which is a calculated number to ensure validity.

Each card has a printed number and a barcode number, which also has a numerical representation. Either number can be used for entering or scanning the card.

#### Tender/Rewards/Referral Card Numbers

The printed numbers on tender, rewards, and referral cards will always be 12 digits long.

Example: 851400000010

Broken down, the number consists of 3 parts: [8514][00000001][0]

- 8514 represents the custom-assigned prefix for the store account and card type
- 00000001 represents the sequential card number
- 0 is the check digit.

#### Tender/Rewards/Referral Barcode Numbers

The barcode numbers associated with tender, rewards, and referrals cards will always be 14 digits long.

Example: 59851400000010

Broken down the number consists of 4 parts: [59][8514][0000001][0]

- 59 represents the prefix that provides instruction to The Edge concerning the type of barcode scanned
- 8514 represents the custom-assigned prefix for the store account and card type
- 00000001 represents sequential card number
- 0 is the check digit.