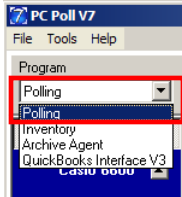# General Information

Maintain Area

The Maintain Area of the program allows the user to create, delete, maintain and edit program information for every program that is available for PC programming. The programs available are register dependant. *Note: The machine must be setup before beginning.*
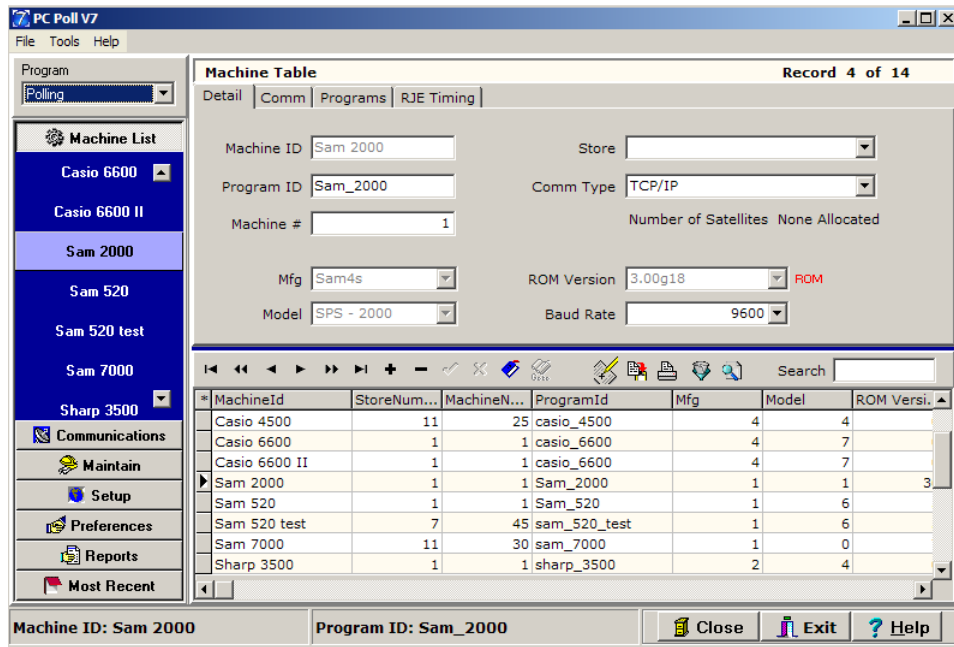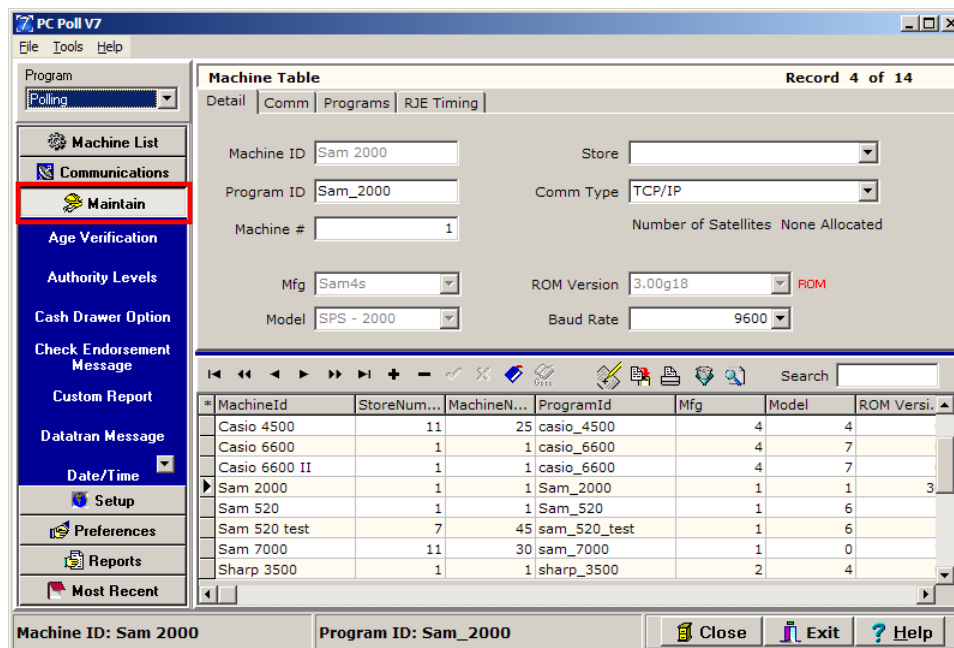

1. Open the Version 7 software by clicking on theV7 Polling icon on the desktop. From the drop down menu in the upper left, pick **Polling**.
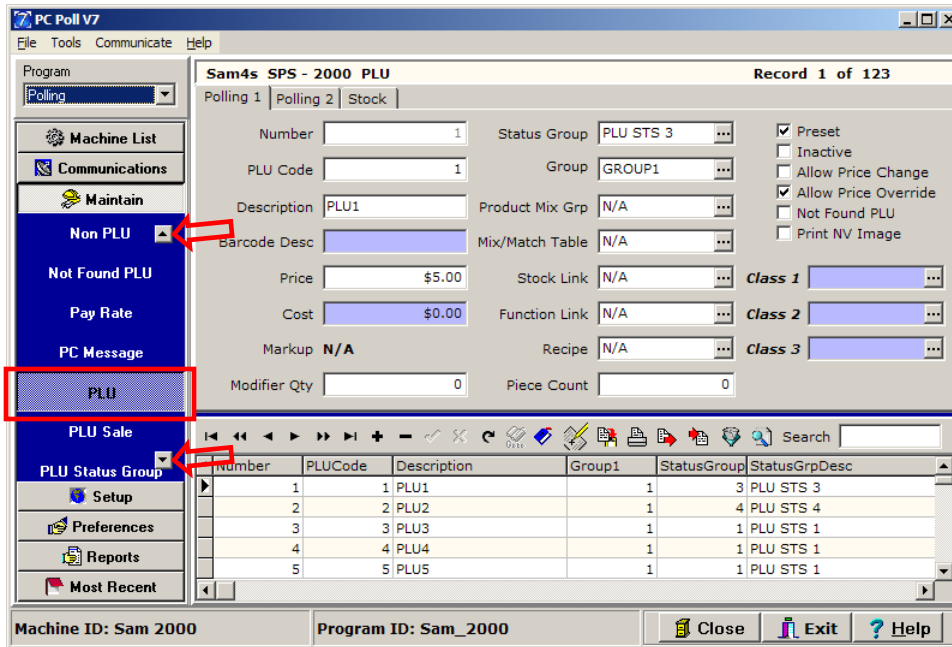

2. Click on **Machine List** from the menu on the left.

3. Click on the appropriate machine on the left menu under **Machine List**. In this example the Sam4s 2000 is picked. Note: The current machine will be displayed at the bottom of the screen.
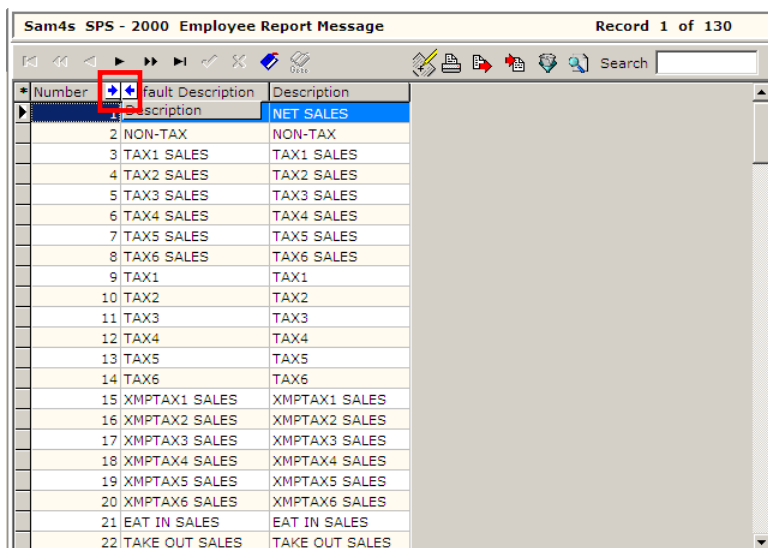

4. To access the Maintain Area, click on the **Maintain** button on the left-hand of the screen.
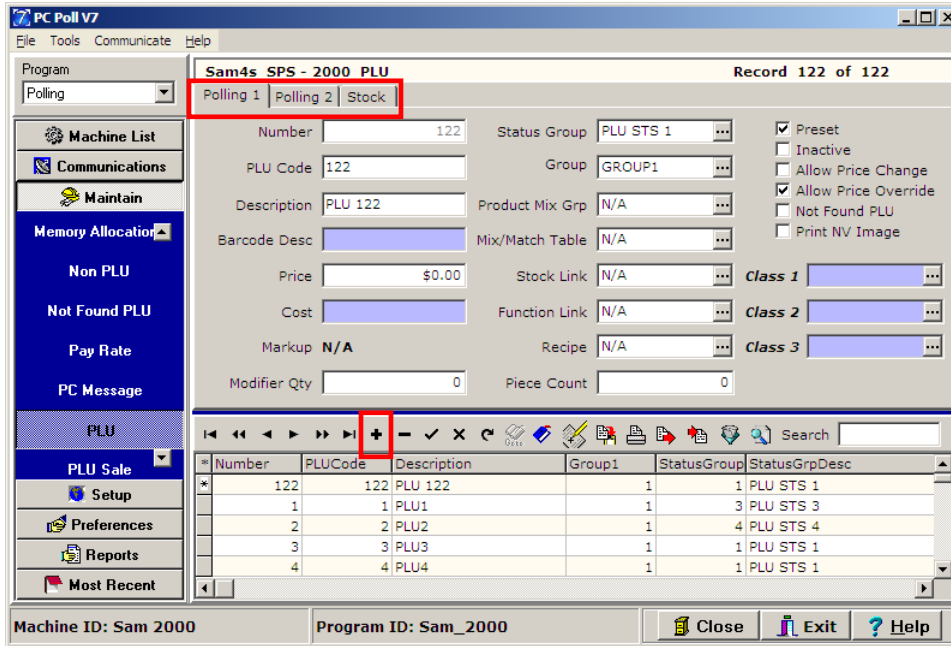
5. Select the program to be maintained under **Maintain** on the left menu, which in the example is the **PLU** program, by using the up and down scroll buttons to scroll through the list of programs. This will bring up that specific program's grid listing and the detail of the first record in the listing.
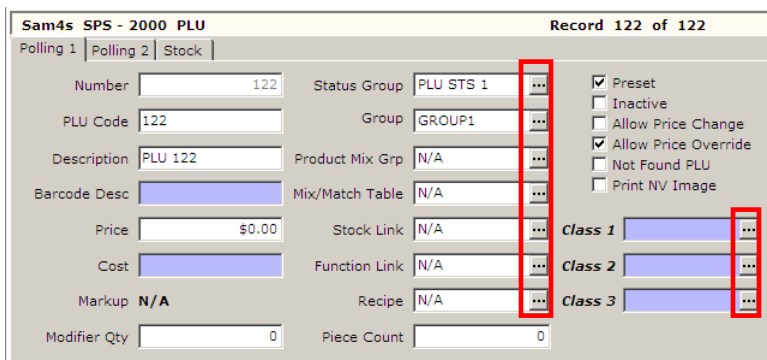

6. The user can do a number of different operations in the Maintain area utilizing the buttons in the toolbar, which is available on a number of program screens in this area.
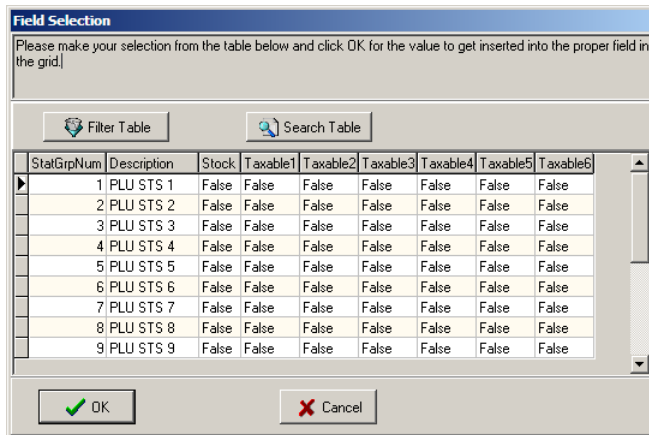
7. To move column headers in the programs to shift columns, in this case the Employee Report Message, click and drag the column headers to the new position. If the header being moved can be inserted in a new position, the two arrows (in the red box above) will appear.
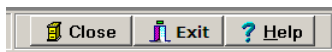

8. In general, to add a new record, in this case a new PLU record, click on the **Insert New Record** ➕ button (in the red box) on the toolbar. The new record, PLU 122 was added at the top of the lower grid. The information for this PLU can now be added on the tabs in the upper part of the screen.

9. To speed up creation, deletion, maintaining, and editing program information, a number of the fields in the upper part of the screen have a **Field Selection** ⊡ button at the end of the Field box.

10. Clicking it will open the Field Selection screen. A Status Group Number can be clicked on and then the **OK** button to quickly add a Status Group to the newly created PLU 122 in Step 6. The **Filter Table** button and **Search Table** button can be used to sort or search for items in the table.

11. The **Close** button, at the bottom right of the screen, will close the Maintain Area and take the user to the main screen of the software.
12. The **Exit** button will close the entire software.
13. The **Help** button brings up the V7 Help Files.