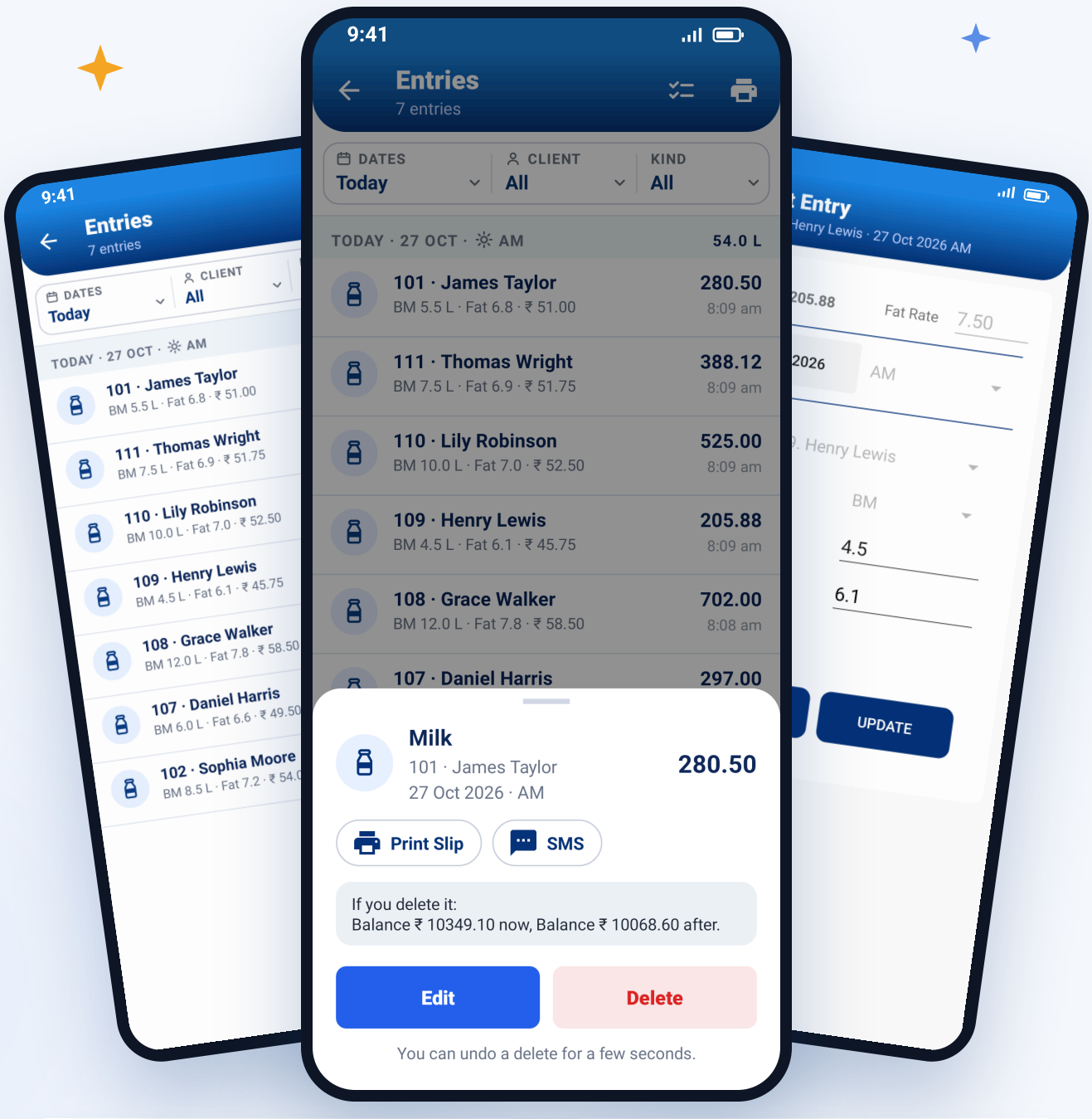
**DJS Dairy**
Dairy management app

MILK ENTRY

# Find, fix or delete an entry

Entries lists every entry by day and session. Tap one to print, edit or delete it. A delete can be undone for a few seconds.




**Find**
Dates, client, kind

**By day and session**
With the litres of each

**Edit**
Milk, fat, SNF

**Delete**
With Undo

**Print or SMS**
From the same sheet

**Billed entries**
Open the bill instead

ENTRIES

# Every entry, by day and session

Side menu › Manage Entries opens the last 7 days. Change Dates, Client or Kind at the top.



Entries




### Dates

Today, Yesterday, Last 7 days, This Month, Pick dates, All dates.

### Client

Type an ID or a name; × clears it.

### Kind

All, Milk, Cash, Products, Cash and products.

Where: **Side menu** › **Manage Entries**

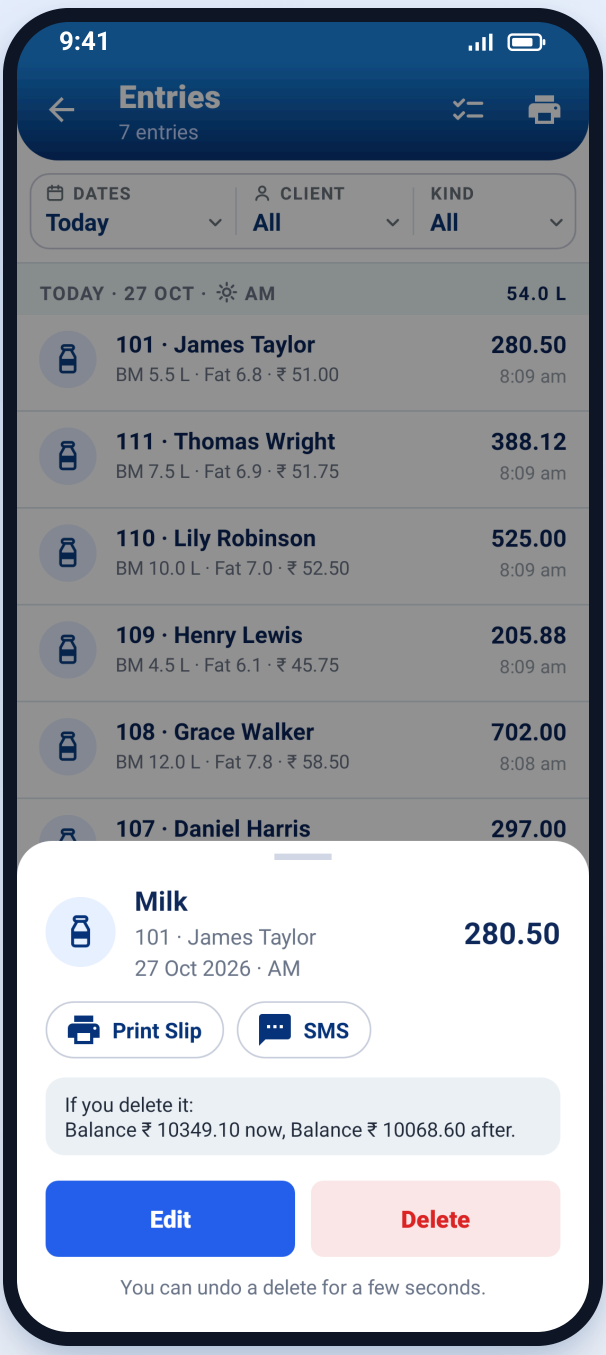
TAP AN ENTRY

# Tap an entry to see what you can do




The sheet shows the entry, Print Slip and SMS, and what deleting it would do to the balance.

● Tap an entry




### Print Slip, SMS

Print or send this one entry again.

### If you delete it

The balance now, and after.

### In a bill?

Only ‘Open this bill’. Undo the bill first to change it.

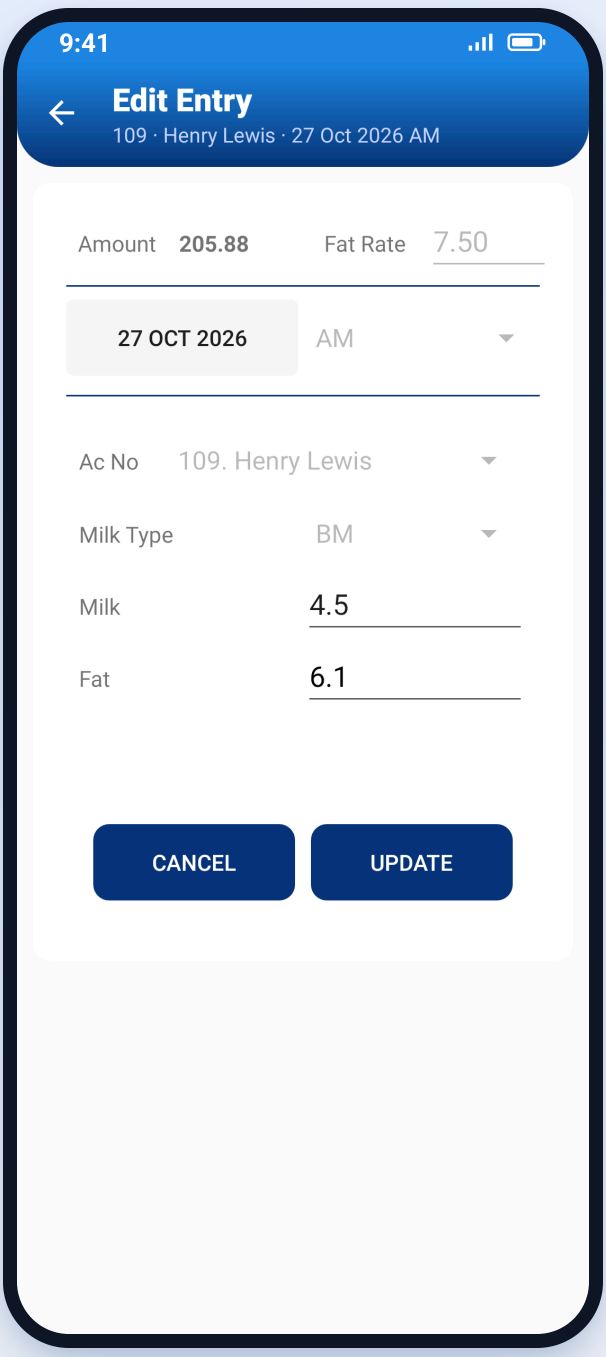
Where: Manage Entries › tap an entry

EDIT

# Change the milk, fat or SNF

Tap Edit. Date, session and client stay as they are; change the readings and tap UPDATE. The rate and amount are worked out again.

Edit Entry




### What you can change

Milk, Fat, SNF or CLR; the Rate for rate clients.

### What stays

Date, session, client and milk type.

### Unbilled milk only

Billed entries and cash entries can't be edited.

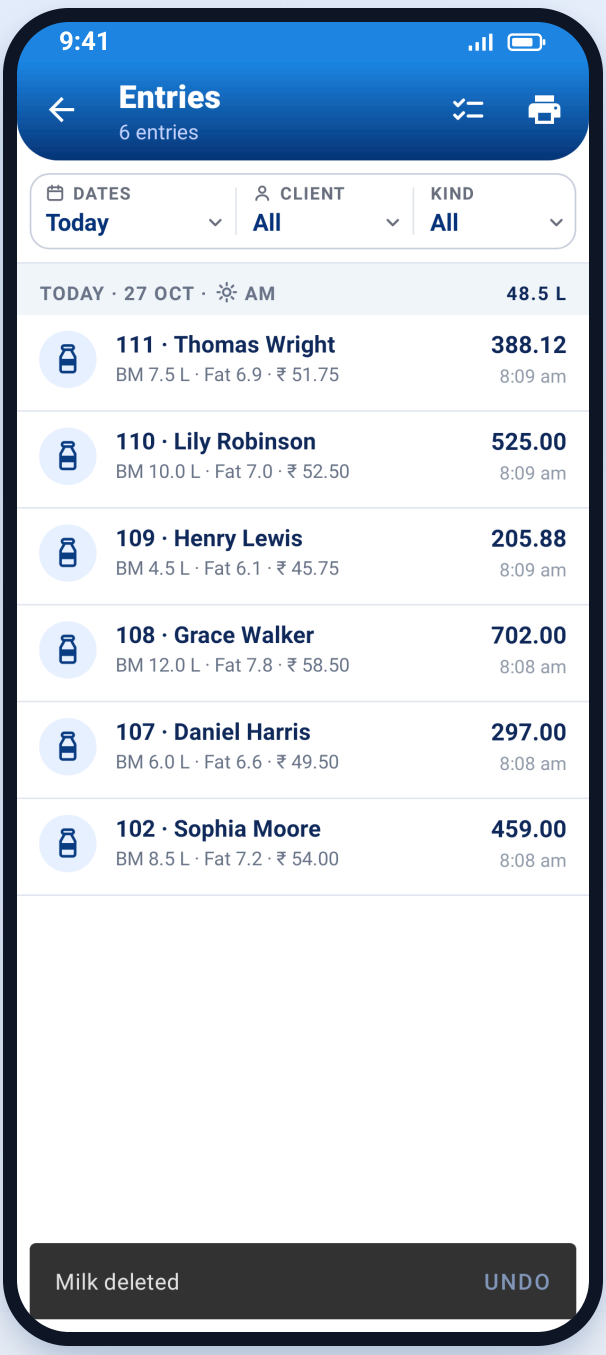
Where: Manage Entries › entry › Edit

DELETE

# Delete, with a few seconds to Undo

Tap Delete. The entry goes at once, and a bar at the bottom offers Undo for 6 seconds.

Undo




### Undo

Brings it back, as long as it hasn't synced.

### Products

Cash paid with it goes too, and the stock comes back.

### Many at once

Select many, then a 4-digit code. No Undo.

Where: Manage Entries › entry › Delete



# Fix a mistake in 3 taps

Find it, tap it, then Edit or Delete.

1. Side menu › Manage Entries
2. Dates, Client or Kind to find it
3. Tap it › Edit or Delete

**Questions?**
Side menu › Help & contact

**Support team**
Talk to us on WhatsApp

**Community group**
Tips and news on Telegram

## GOOD TO KNOW

**Staff**
Need the Edit or Delete permission.

**Print the list**
With a Bluetooth printer, the print icon prints every slip shown.

**From Dashboard**
The list icon at the top opens Entries on that date.

Thank you for running your dairy with DJS Dairy.