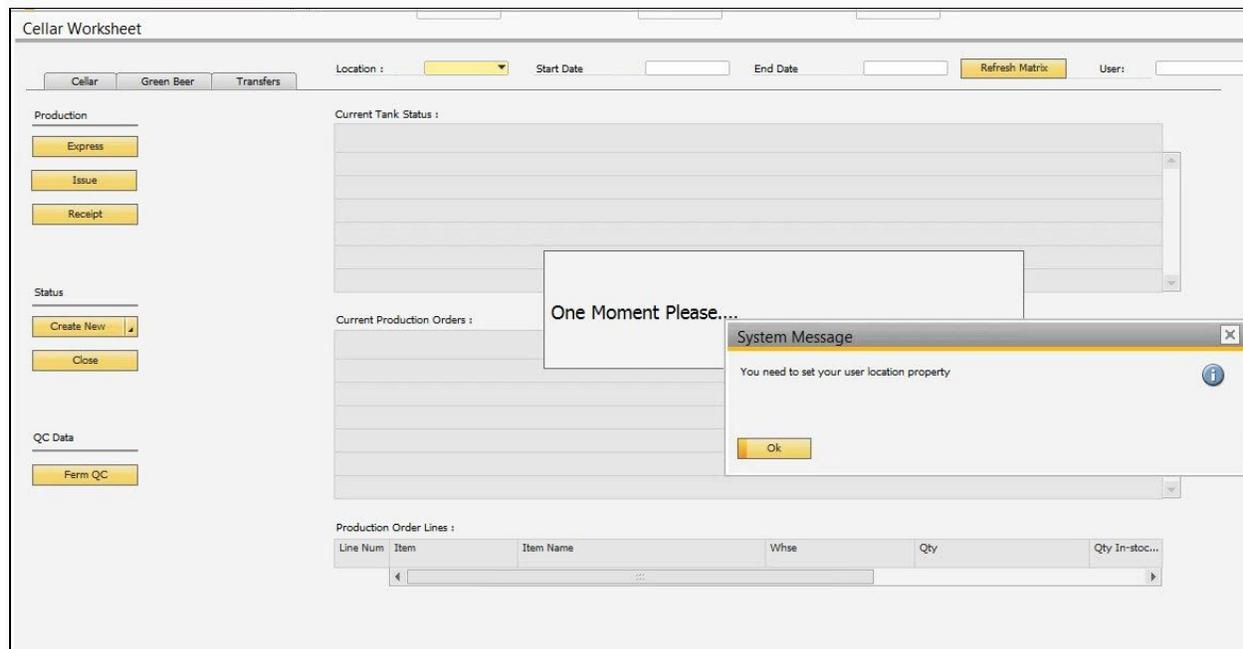




Summary

If you try to open your Cellar Worksheet, you may get the following error message:



The reason for this is that (new to version 4.3), you must have the setting checked because you are able to create new documents off of the worksheet and that requires the system to location which location to create that in.

Step by Step Instructions

To do so, follow these instructions:

1. Go to your user settings under Administration->Setup->General->Users.
2. Switch to find mode with a CTRL+F (or the binocular icon at the top of your screen).
3. Find your user
4. Drop the Location field and select the location you desire



5. Click on Update towards the bottom

The screenshot shows a 'Users - Setup' dialog box with the following fields and options:

- Superuser Mobile User
- User Code: manager
- Bind with Microsoft Windows Account: [empty]
- User Name: manager
- Employee: [empty]
- E-Mail: [redacted]
- Mobile Phone: [empty]
- Mobile Device ID: [empty]
- Fax: [empty]
- Defaults: [empty]
- Branch: Main
- Department: General
- Authorization Groups: [empty]
- Language: [empty]
- Password: [empty]
- Password Never Expires
- Change Password at Next Logon
- Locked
- Enable Setting Integration Packages
- Location: Brewery #2 (dropdown menu open showing: CORP (General), Brewery #1, Retail #1, Brewery #2, Yakima, WA)

Buttons at the bottom: OK, Cancel, Copy Form Settings

You should be able to use the Cellar Worksheet now.

***NOTE:** This is a per-user setting