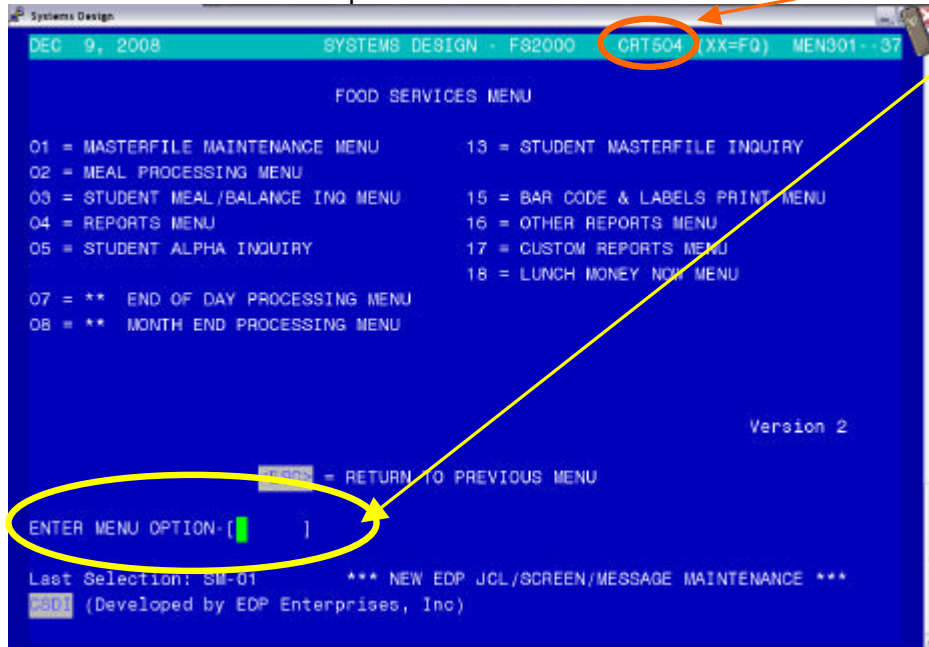


There are three ways a user may unlock their terminal. The options depend on whether or not another terminal is going to unlock the terminal for them.

Clerks should be familiar with their clerk number. It is displayed on the top line of the menu.

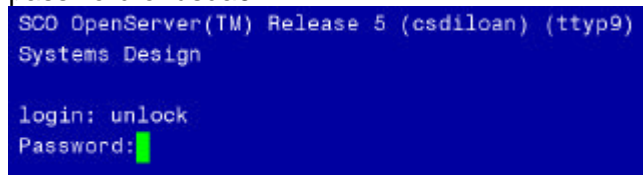
The first two methods are performed from the ENTER MENU OPTION prompt:



The user may use the SM-24 option. They would first type SM for SYSTEM MAINTENANCE and then select option 24 [UNLOCK A TERMINAL]. The system will prompt ENTER CLERK/TERMINAL NUMBER and they enter the CLERK NUMBER of the terminal to be unlocked.

The user may type UNLOCK at the ENTER MENU OPTION PROMPT. They will be asked to confirm their selection. The system will prompt ENTER CLERK/TERMINAL NUMBER and they enter the CLERK NUMBER of the terminal to be unlocked.

This method is performed from the login screen. The clerk logs in with the user ID of unlock and a password of usda92.



The system will prompt ENTER CLERK/TERMINAL NUMBER and they enter the CLERK NUMBER of the terminal to be unlocked.