

# MY SLOT NOTES

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## Making SDS for the Slot Techs and floor Persons



This is EASY TO DO, but it's also easy to forget.

1) Upon, receiving SDS card request form, Note which type of card is needed.

A) Replacement

B) New

**NOTE:** with the exception to the Floor Asst. Managers, there should be only card issued to employees.

### REPLACEMENT CARDS

If it's a replacement card that is needed for Worn, Bent, or Broken card

1) You must get the old card back, and destroy it. You will be using the same SDS number when you make the card.

Please Double check all Numbers with page 2 of the SDS log book, which is the current list of all SDS Cards issued to Employees.

### NEW CARDS

The New cards is used for LOST or New Employees

**LOST CARD - -** If the employee lost the SDS card a new Number must be issued and the old Number must be Deleted from the system.

**NEW EMPLOYEE - -** In the case of a new Employee, a New Number must be issued.

## NEW NUMBERS

Check with page 1 of the SDS log book, which shows SDS New Numbers and which one are used and not used also shows if the numbers is turned on or off in the system.

Please make the necessary change on page 1 & 2 of the SDS log Book, and the SD card request form.

NOTE 1: New Employees SDS cards will not work till MIS enter the New Employee into the system.

NOTE 2: For some reasons, some numbers will not work in the X3, but will work fine in the 220 - 220 plus - and the 250

ALL SDS CARD REQUEST FORMS ARE Kept IN SDS LOG BOOK

At the keyboard:

- 1) Press the Enter Key
- 2) Enter the pass word
- 3) Enter the card number
- 4) Enter the name

Press the plus key (show 1 card to be printed)

Press enter.

Card is made

When done (PRESS ESC)

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