



**youmehub**<sup>™</sup>  
business productivity software

quick start guide v2.0

[www.youmehub.com](http://www.youmehub.com)



welcome to **youmehub**  
business productivity software for designers



[www.youmehub.com](http://www.youmehub.com)

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## welcome to **youmehub**

Youmehub is a business productivity solution for design studios & creative industries, Youmehub allows you to manage many aspects of your studio workflow. The system tracks companies, contacts, customers, clients and suppliers; allows you to create marketing campaigns and mail shots; manages an office diary; stores an inventory of products and provides an easy method for creating and tracking sales, purchases and expenses. The projects, jobs, schedules, files and time sheets modules allow project managers to track and manage people, time, costs and file assets. Finally software and hardware inventory modules help you manage all your hardware and software assets.

## Installation

If you have purchased Youmehub Multi-User you will need a copy of FileMaker Pro 8 or higher software installed on your system (not included). If you intend to use Youmehub in a shared network environment it is recommended that FileMaker Server be used. Although FileMaker Pro has peer-to-peer networking capabilities, only FileMaker Server provides safe, faster hosting of your files for multiple clients and provides automated backups of your important data. Please refer to the FileMaker Pro or FileMaker Server installation and setup instructions.

With Youmehub Single-User, FileMaker Pro or FileMaker Server software is not be required.

Mac OS: Copy the 'Youmehub' folder from the CD or Disk Image archive either to your 'Documents' or 'Shared' folder on your hard disk.

Windows: Copy the 'Youmehub' folder from the CD or ZIP archive to either 'My Documents' or 'Shared Documents' folder on your hard disk.

If you are using FileMaker Server to host this solution it automatically opens and hosts FileMaker Pro files in the 'Databases' folder in this case copy the contents of the 'Youmehub' folder into the 'Database' folder:

Mac OS: [hard disk]/Library/FileMaker Server/Data/Databases/

Windows: Program Files\FileMaker\FileMaker Server\Data\Databases\

### Documentation Folder

The documentation folder contains PDF documentation such as this quick start guide, user manuals and license agreements.

### Resources Folder

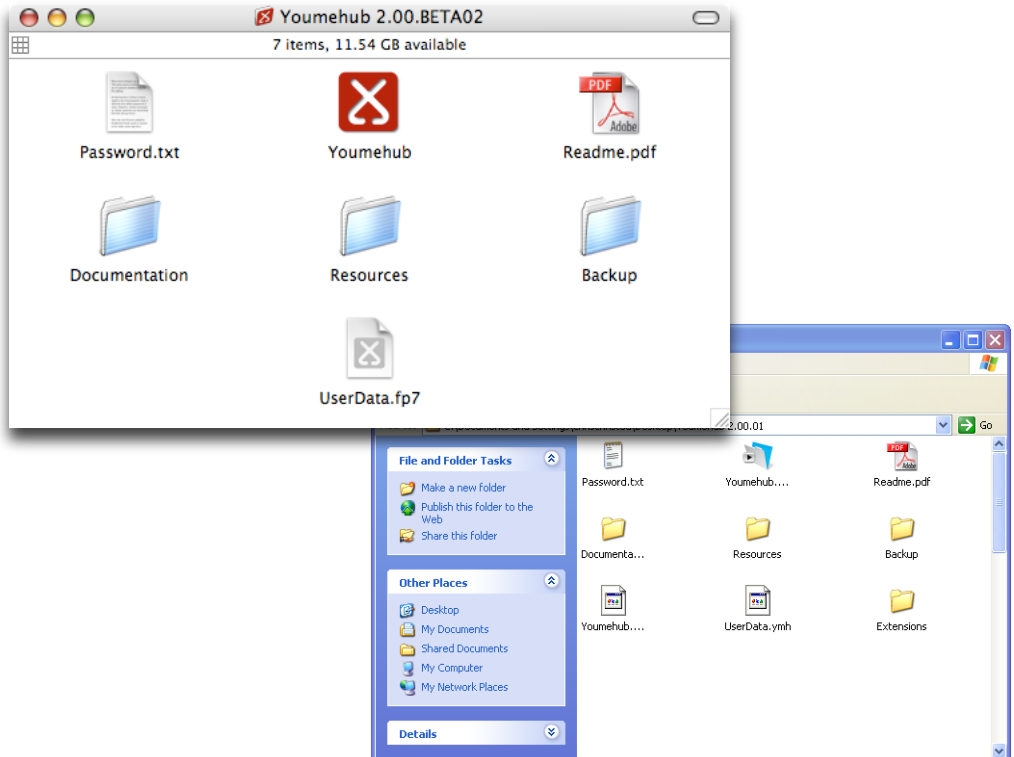
The resources folder contains resource files used by the system as well as other folders where temporary data is stored.

### Backup Folder

The backup folder is used to store a backup copy of the system data. You will be prompted to perform a backup each time you log out from the machine hosting the solution.

### User Data File

The user\_data file contains all the system critical database data. Do not attempt to move, rename or delete this file as you may lose data or break database links and prevent the system from working properly.

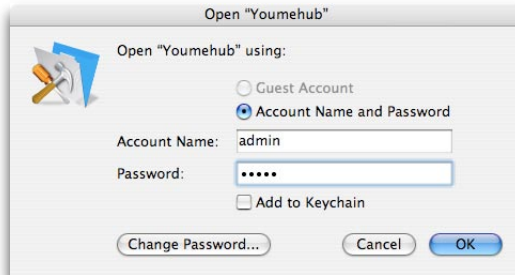


## Login

After you have installed Youmehub, double-click the 'Youmehub' file icon (Mac OS) or 'Youmehub.exe' (Win OS) and enter the following account name and password in the login window:

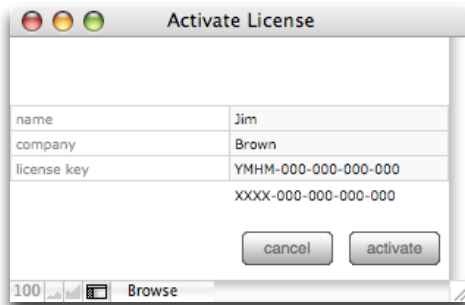
Account Name: **admin** Password: **admin** (case sensitive).

This temporary user is assigned to the admin account name, which has admin privileges. You will need to go to preferences later and remove this user account once you have created another user with admin privileges.



## Activating your License

When you have successfully logged-in a message appears telling you that you are running the software in demo mode. Demo mode entitles you to a 30 day trial of the software after which you will need to purchase a license. Click 'activate' and enter your license key found on the license card. If you purchased Youmehub as a digital download on-line, then enter the license key that was emailed to you.



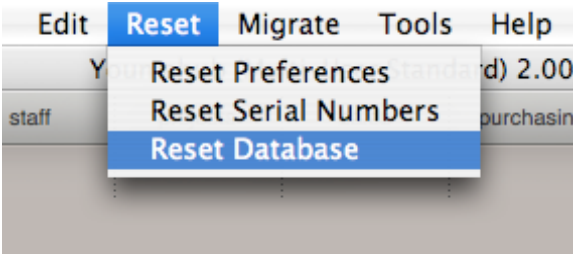
# Setup Wizard

When you launch Youmehub for the first time you will be taken to the setup wizard which walks you through the process of configuring and personalising Youmehub to your business needs. These include global settings for your company information, letter header logo, user log-in accounts, network settings and system wide preferences which govern the behaviour of certain modules. It is also possible to make individual adjustments later by clicking the preferences button in the navigational bar.



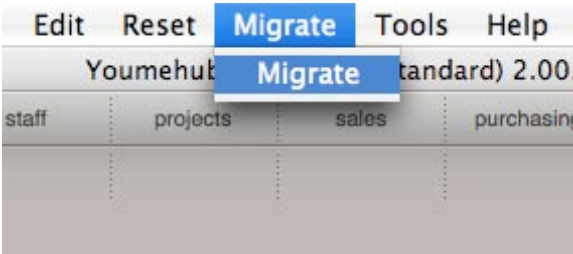
## Reset Database

Youmehub comes pre-configured with example data to help you learn and understand how the system works. Before you begin to enter your own data however you may want to clear all existing example data and reset the system. Go to the preferences window and select Reset Database. Caution: The Reset Database command will DELETE all records and can't be undone!



## Migrate

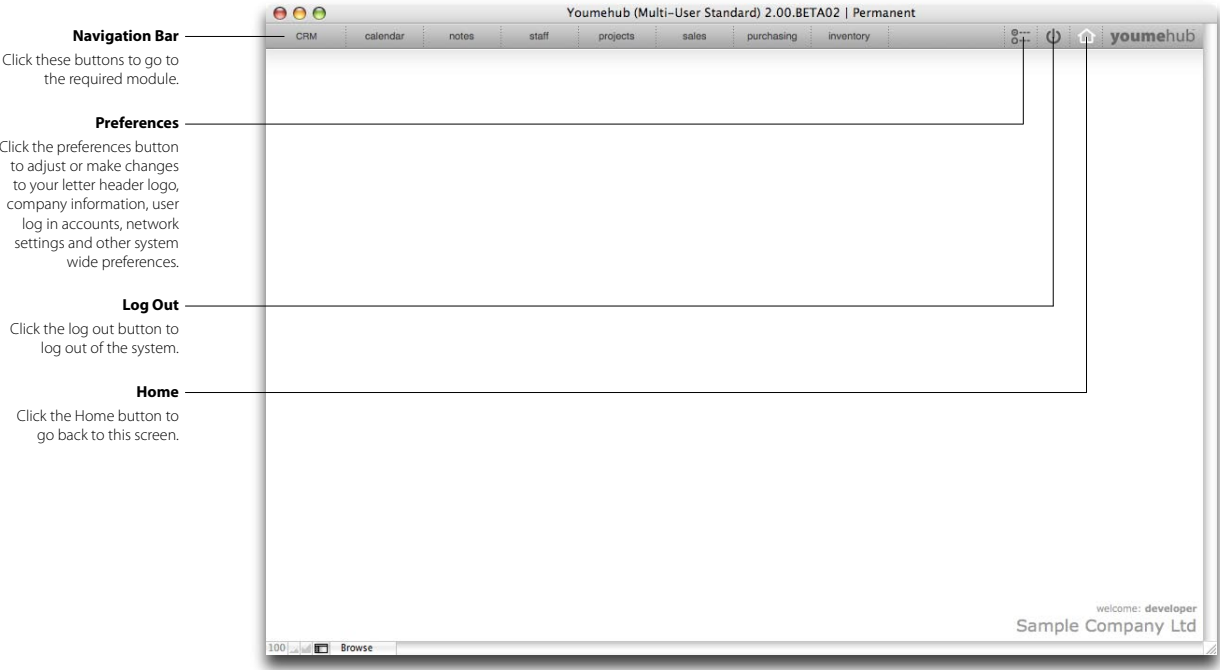
The Migrate command, located in the Migrate menu can be used when you want to migrate data from a previous version of Youmehub into a new database system. To migrate data you must first copy the 'UserData.fp7' (Multi-User) or 'UserData.ymh' (Single-User) file from your previous working database into '[path to database]/Youmehub/Resources/Import' folder of the new database. Select Migrate in the Migrate menu. Caution: This will DELETE all records and system preferences and replace it with the imported data.





# Home Screen

The home screen has a navigational bar at the top and is divided into 8 modules each with its own sub-modules. CRM (Companies, Contacts and mMail), Calendar, Notes, Staff (Time Sheets, Expense Sheets, My Schedule), Projects (Projects, Jobs, Schedules and Files), Sales (Products, Estimates, Sales Orders and Invoices), Purchasing (Products, Purchase Orders), Inventory (Hardware and Software). Use the navigational bar to move between each module and sub-module.



# Preferences Screen

The Preferences menu screen allows you to configure and personalise Youmehub to your business needs. These include global settings for your company information, letter header logo and user login accounts and system wide preferences which govern the behaviour of certain modules.

## Company Info

### Address

You'll find fields for your business trading name, address, web site, email and phone numbers. This information is called upon when raising orders etc.

### Stationery

Import headers for your business stationery.

### Currency

Assign your default currency and tax rate as well as any other currencies you trade in.

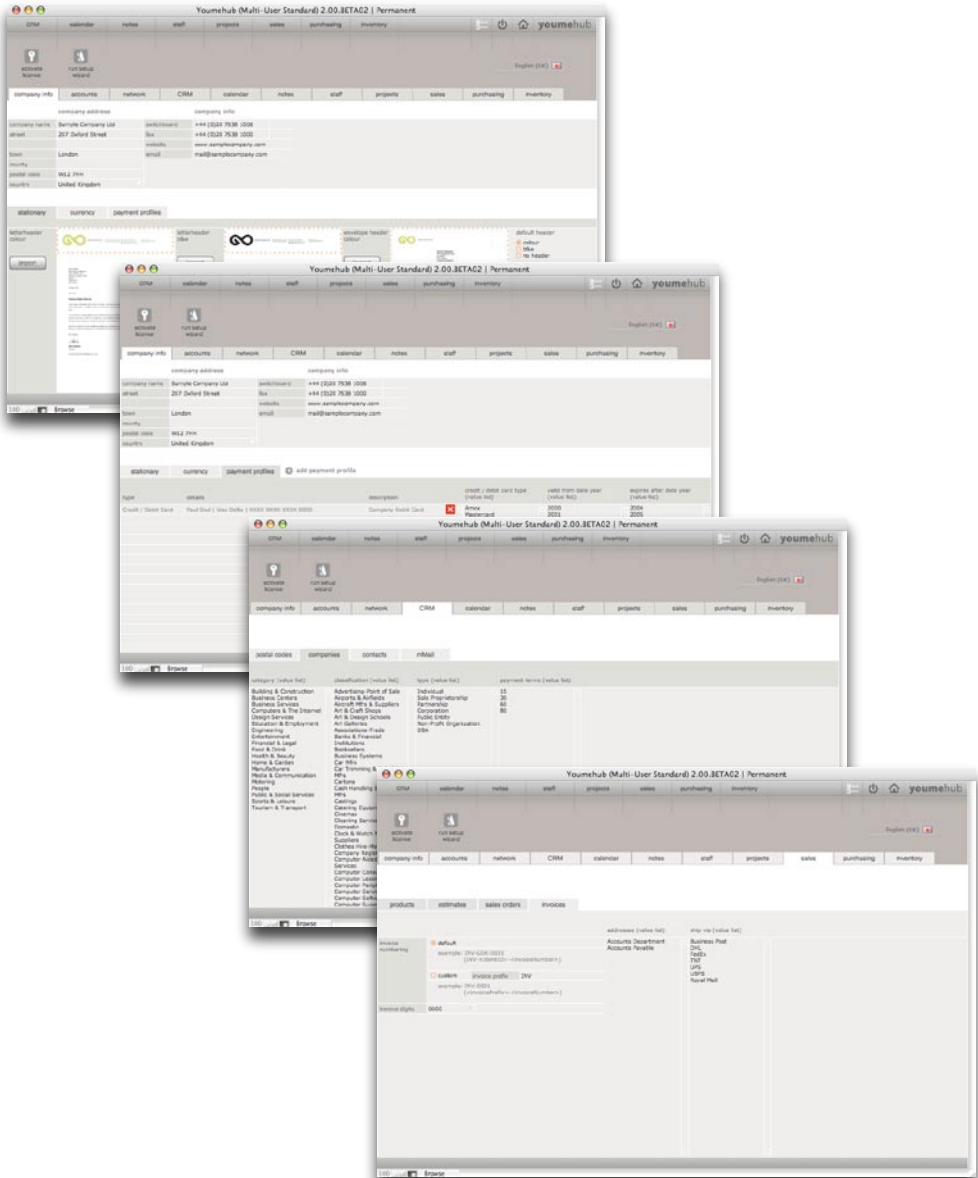
## User Accounts

There is one account created for you already named 'Admin' plus any others you may have created during the setup process.

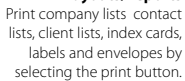
The admin account is a temporary account created for you to get you started. It is recommended that you remove this account once you have created another user account with admin privileges.

## Other

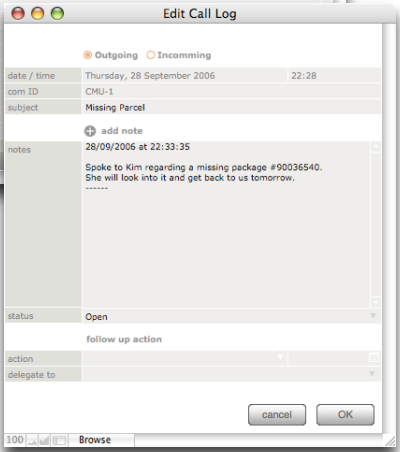
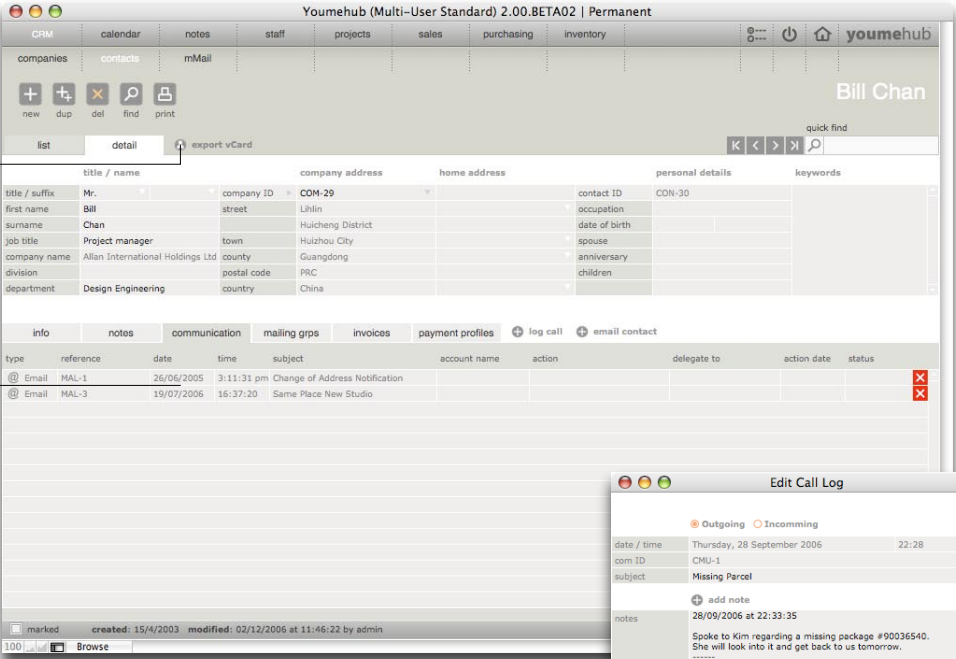
Other tabs contain fields and settings for: network sharing, field value lists, serial number schema and other module specific settings.



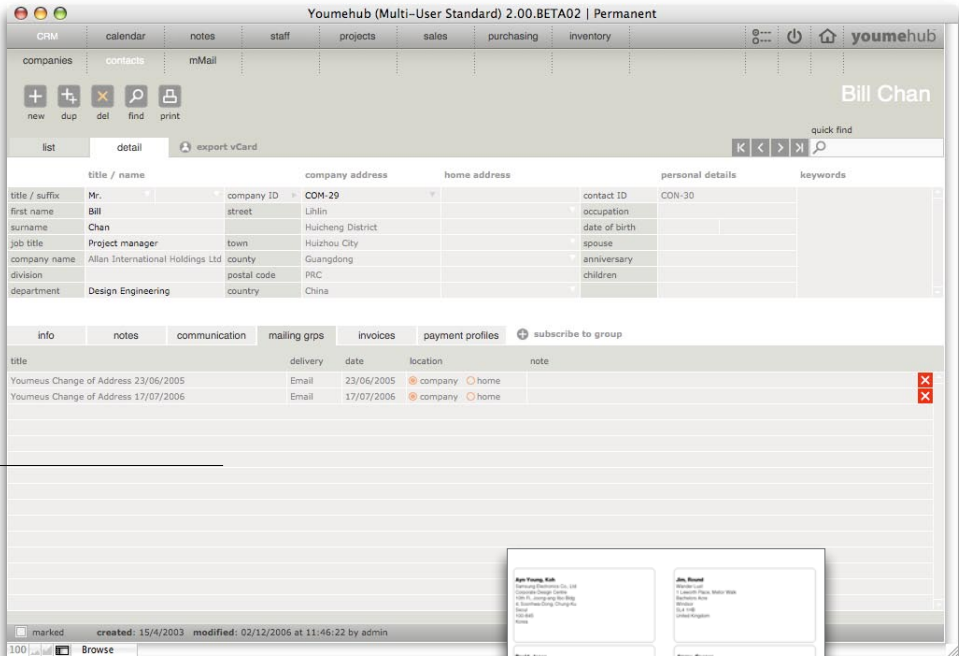
The Company & Contacts modules are where you maintain your companies contacts, customers, clients, suppliers or however you refer to the people you work with. These modules are at the heart of the system and are used by other modules for address lookups.



# Companies & Contacts.....



# Companies & Contacts.....



## Mailing Groups Tab

Mailing groups enable you to subscribe individual contacts or list of contacts to a mailing group. This is useful when you are creating marketing campaigns or mail shots and is used by the mMail module for sending letters and emails to large groups of people.

## Layouts/Reports

Print mailing lists, labels and envelopes by selecting the print button.



## mMail

mMail is a mail-marketing module that can be used to compose and log your marketing communications. You can create and store letters or emails and mail or email them to a group of contacts.

### Detail Tab

You'll find fields for addressee, salutation, name (used to define how you prefer to address your mail), category, date, mailing group, message, signature and footer.

### Edit Mailing Groups

Click the edit mailing groups button to create, edit or delete mailing groups.

### Email To Group

Click the email to group button to email the mMail record to all recipients in the assigned mailing group. Emails are sent to and processed by your email client software.

### Attachment

You'll can also add a file attachment to a mMail record by clicking on the attachment field. This is useful if you are sending the record as an email with attachment.

### Layouts/Reports

Print letters, labels and envelopes by selecting the print button.

Youmehub (Multi-User Standard) 2.00.BETA02 | Permanent

CRM calendar notes staff projects sales purchasing inventory

companies contacts mMail

new dup del find print

Expo! Expo!

quick find

list detail edit mailing groups email to group

addressee / salutation

addressee	Prefix. LastName	mMail ID	MAL-1	attachment
alt. addressee	Customer	status	Draft	
salutation	Dear	category	News Letters	
salutation name	FirstName	date	17/09/2006	
alt. saltn. name	Customer			

info


group / contact group single Client News Letter letter

title Expo! Expo!

message I hope you're planning to attend Expo! Expo! The Design Council's Annual Meeting and Exhibition in London 29 November - 1 December 2006 at the London Business Center. It is the premier exhibition and convention organizer's education, networking and solutions event. ABC Company will participate as an exhibitor in Expo! Expo! ABC experts in Booth 126 will assist you by assessing your needs, offering solutions, and helping you make enlightened choices about products and services that will work for you now and into the future.

Attend the exhibition for FREE by filling out the attached VIP Complimentary Expo!Expo! Pass form. Fax or e-mail the form by 18 November and receive a Full-Day Pass that will give you access to morning educational sessions, Expo! Expo! exhibition and lunch on the trade show floor. Set in a networking environment, the date and hours for this high-touch exhibition are:

Wednesday, 30 November 2005  
11:30 a.m. - 5:00 p.m.  
London Business Center  
9-10th Floor, Exhibition Hall A

signature 

footer Marc Jones  
Principal-Sample Company Ltd

marked created: 17/09/2006 at 19:38:56 by developer modified: 25/11/2006 at 20:23:41 by developer

100% Browse

contacts in this group

Nick Henley   company   Level 2, United Kingdom
David Jones   company   Level 2, United Kingdom
Michelle Ginno   company   Level 2, United Kingdom
Richard Henderson   company   Green Hall, United Kingdom
Sam Nickson   company   Green Hall, United Kingdom
Jane Letterworth   company   Green Hall, United Kingdom
Toshiya Furusawa   company   10th Fl., Joong-ang Bldg, Korea, South
Ayn-Young Koh   company   10th Fl., Joong-ang Bldg, Korea, South

Sample Company Ltd

17 September 2006

Mr. Henley  
ABC Technology Ltd  
Exhibition Hall  
Exhibition Room R222 (H4)  
London, England

Dear Sir,

I hope you're planning to attend Expo! Expo! The Design Council's Annual Meeting and Exhibition in London 29 November - 1 December 2006 at the London Business Center. It is the premier exhibition and convention organizer's education, networking and solutions event. ABC Company will participate as an exhibitor in Expo! Expo! ABC experts in Booth 126 will assist you by assessing your needs, offering solutions, and helping you make enlightened choices about products and services that will work for you now and into the future.

Attend the exhibition for FREE by filling out the attached VIP Complimentary Expo!Expo! Pass form. Fax or e-mail the form by 18 November and receive a Full-Day Pass that will give you access to morning educational sessions, Expo! Expo! exhibition and lunch on the trade show floor. Set in a networking environment, the date and hours for this high-touch exhibition are:

Wednesday, 30 November 2005  
11:30 a.m. - 5:00 p.m.  
London Business Center  
9-10th Floor, Exhibition Hall A

In addition to an evening reception, Expo! Expo! The Design Council's Annual Meeting and Exhibition will feature a number of speakers and presentations. ABC Company will be presenting a presentation on the design of the future. Please contact me if you would like to attend this event.

Yours faithfully,  
Marc Jones  
Principal-Sample Company Ltd

ABC Technology Ltd  
Exhibition Hall  
Exhibition Room R222 (H4)  
London, England

# Calendar

The Calendar module is for managing general office and staff appointments. You can toggle between month, week and day screens to view appointments.

**Filter Calendar**

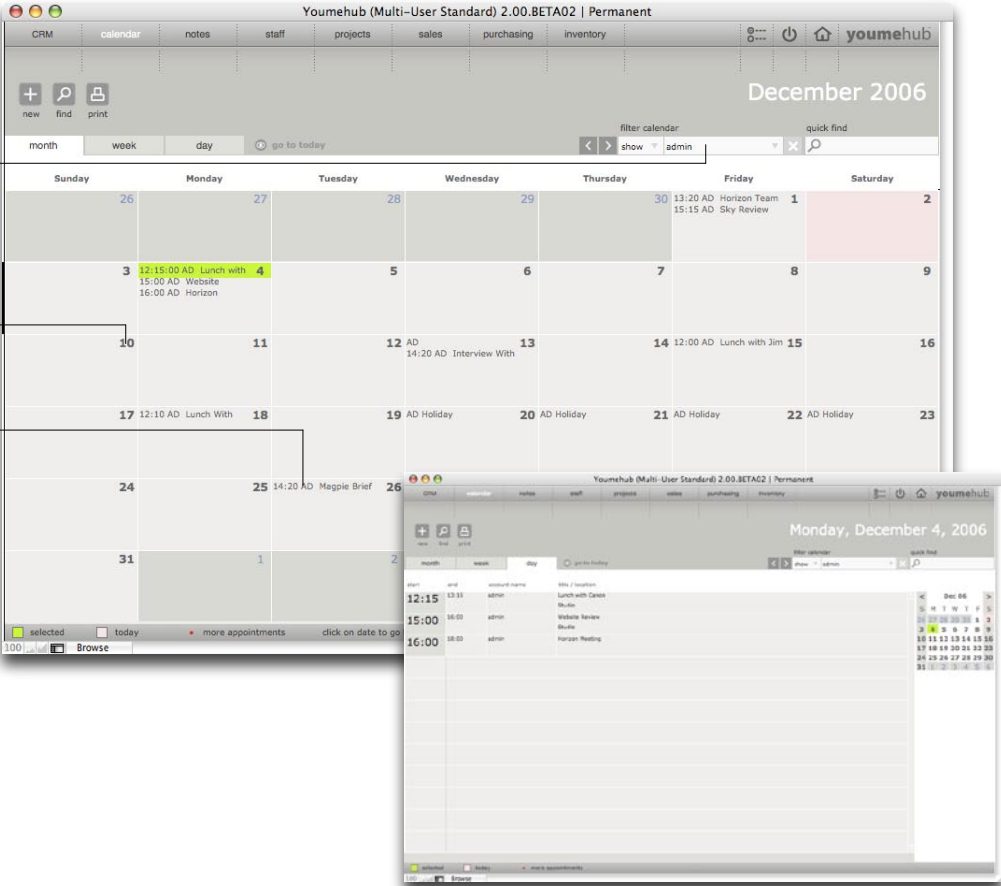
The filter calendar field allows you to show or hide individual staff appointments from the screen giving an uncluttered view of their appointments.

**Appointments**

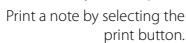
Click on a date to go there, shift-click creates a new appointment.

**Appointment Items**

Click on an appointment item to edit it.



The Notes module is where you can store general office notes, articles, technical knowledge records etc. You can also email a note with a single click.





# Time Sheets

The Time Sheets module is where staff log their time spent on specific jobs. The items table is used to log the date, job number, activity, hours worked, hours billed and hourly rate. Time sheet entries are automatically tracked by the Jobs module giving project managers an up to date view of accumulated time costs spent on a particular job.

**Submit Time Sheet**  
Click the submit time sheet button at the end of the week to mark the record 'Submitted'. Administrators can approve a time sheet record by clicking on the approve time sheet button to mark the record 'Approved'.

**Items Tab**  
The items table displays the time sheet entries for that record. You will find fields for job number, activity, hours worked, hours billed and hourly rate. Clicking on the plus symbol in the day field will create a new time sheet entry for that day.

**Layouts/Reports**  
Print staff time sheets by selecting the print button.

CRMcalendarnotesstaffprojectsalespurchasinginventorytime sheetsexpensesmy schedule

newdelfindprint

listdetailsubmit time sheetapprove time sheet

quick find

account namechrischristouweek starting30/11/2003time sheet IDTMS-15statusSubmitted

items	job #	activity	hours worked	hours billed	hourly rate	cost
Sunday 30/11/2003						
Monday 01/12/2003	JOB-101-0005   Liason/Support   HK/China visit, Eagle2		7.5 Hrs	7.5 Hrs	GBP 50.00	GBP 375.00
Tuesday 02/12/2003	JOB-101-0005   Liason/Support   HK/China visit, Eagle2		7.5 Hrs	7.5 Hrs	GBP 50.00	GBP 375.00
Wednesday 03/12/2003	JOB-101-0005   Liason/Support   HK/China visit, Eagle2 JOB-101-0004   Concept Design/Definition		11 Hrs 3.5 Hrs	7.5 Hrs 3.5 Hrs	GBP 50.00 GBP 50.00	GBP 375.00 GBP 175.00
Thursday 04/12/2003	JOB-101-0005   Liason/Support   HK/China visit, Eagle2 JOB-101-0004   Concept Design/Definition		7.5 Hrs 4 Hrs	7.5 Hrs 4 Hrs	GBP 50.00 GBP 50.00	GBP 375.00 GBP 200.00
Friday 05/12/2003	JOB-101-0005   Liason/Support   HK/China visit, Eagle2		7.5 Hrs	7.5 Hrs	GBP 50.00	GBP 375.00
Saturday 06/12/2003						

markedcreated: 01/12/2006 at 22:29:08 by chrischristoumodified: 01/12/2006 at 22:29:08 by ed

100Browse

youmehub

chrischristou | 30/11/2003 - 06/12/2003

time sheet

time sheet ID: TMS-15

account name: chrischristou

week starting: 30/11/2003

period: 01/12/2003 - 06/12/2003

status: Submitted

GBP

Monday, 01/12/2003

job # activity hours worked billed hourly rate cost

GBP 50.00 | Concept Design 7 7 GBP 50.00 GBP 350.00

summary 7 7 GBP 50.00 GBP 350.00

Tuesday, 02/12/2003

job # activity hours worked billed hourly rate cost

GBP 50.00 | Concept Design 8 8 GBP 50.00 GBP 400.00

summary 8 8 GBP 50.00 GBP 400.00

Wednesday, 03/12/2003

job # activity hours worked billed hourly rate cost

GBP 50.00 | Concept Design 8 8 GBP 50.00 GBP 400.00

summary 8 8 GBP 50.00 GBP 400.00

Thursday, 04/12/2003

job # activity hours worked billed hourly rate cost

GBP 50.00 | Concept Design 8 8 GBP 50.00 GBP 400.00

summary 8 8 GBP 50.00 GBP 400.00

Friday, 05/12/2003

job # activity hours worked billed hourly rate cost

GBP 50.00 | Concept Design 8 8 GBP 50.00 GBP 400.00

summary 8 8 GBP 50.00 GBP 400.00

Total costs

25 25 GBP 1,250.00

16

# Expenses

The Expenses module is where staff log their company expenses. The expenses table is used to log the date, account code, description and cost. Staff can then submit the expenses table to the Purchasing module to raise a purchase order for payment.

### Submit Expense Sheet

Click the submit expense sheet button to submit the expense table to the purchasing module. This automatically raises a purchase order for payment.

### Items Tab

The items table displays the expense sheet entries. You will find fields for date, account code, activity, hours worked, description and cost. Clicking on the add item button will create a new expense sheet entry.

### Bill to Job Button

Expense items can be billed to any active job by clicking on the bill to job button. This creates a job expense entry in the jobs module.

### Layouts/Reports

Print staff expense sheets by selecting the print button.

CRMcalendarnotesstaffprojectsalespurchasinginventory

time sheetsexpensesmy schedule

newdelfindprint

listdetailsubmit expense sheetapprove expense sheet

kathyforsyth | 21/04/2006 - 25/04/2006

quick find

account namekathyforsythcurrencyGBPexp. sheet IDEXP-32

period21/04/2006 - 25/04/2006statusSubmitted

Itemsadd item

date	account code	receipt #	description	net cost	tax %	tax	gross cost	billed to job #
21/04/2006	6-1100   General Expenses	1	Magazines (Drapers Record)	GBP 6.00		GBP 0.00	GBP 6.00	un-bill job 308-114-0002
22/04/2006	6-1100   General Expenses	2	Magazines (Vogue)	GBP 3.60		GBP 0.00	GBP 3.60	un-bill job 308-114-0002
23/04/2006	6-3000   Travel & Entertainment	6	Travel (Garrards Cross to London)	GBP 12.50		GBP 0.00	GBP 12.50	un-bill job 308-114-0002
22/04/2006	6-3000   Travel & Entertainment	3	Travel	GBP 7.70		GBP 0.00	GBP 7.70	un-bill job 308-114-0002
23/04/2006	6-3000   Travel & Entertainment	7	Travel (Garrards Cross to Beaconsfield)	GBP 2.60		GBP 0.00	GBP 2.60	un-bill job 308-114-0002
23/04/2006	6-3000   Travel & Entertainment	8	Travel (London Buses)	GBP 1.50		GBP 0.00	GBP 1.50	un-bill job 308-114-0002
22/04/2006	6-1100   General Expenses	4	Materials	GBP 8.94	17.50 %	GBP 1.56	GBP 10.50	un-bill job 308-114-0002
25/04/2006	6-1100   General Expenses	10	Materials	GBP 41.69	17.50 %	GBP 7.30	GBP 48.99	un-bill job 308-114-0002
23/04/2006	6-1100   General Expenses	5	Materials	GBP 28.92	17.50 %	GBP 5.06	GBP 33.98	un-bill job 308-114-0002
23/04/2006	6-3000   Travel & Entertainment	9	Travel (London Taxi)	GBP 8.00		GBP 0.00	GBP 8.00	un-bill job 308-114-0002
25/04/2006	6-1100   General Expenses	11	Binding	GBP 34.04	17.50 %	GBP 5.96	GBP 40.00	un-bill job 308-114-0002

marked

totals

100%Browse

expense sheet

exp sheet IDEXP-32

account namekathyforsyth

period21/04/2006 - 25/04/2006

statusSubmitted

6-19000 | Office Supplies

date	receipt #	description	net cost	gross cost
21/04/2006	1	Station Paper	GBP 5.00	GBP 5.00
21/04/2006	2	Pencils	GBP 4.50	GBP 4.50
21/04/2006	3	Stamp Booklet	GBP 10.50	GBP 10.50
summary			GBP 20.00	GBP 20.00

6-20000 | Postage

date	receipt #	description	net cost	gross cost
21/04/2006	1	Post	GBP 4.00	GBP 4.00
summary			GBP 4.00	GBP 4.00

6-30000 | Travel & Entertainment

date	receipt #	description	net cost	gross cost
21/04/2006	1	Travel	GBP 10.00	GBP 10.00
summary			GBP 10.00	GBP 10.00

total net / total gross

GBP 34.04 / GBP 40.00

# Products (Sales)

This module contains an inventory of all the products you offer and is called upon by the Estimates, Sales Orders, Invoices and Jobs modules when raising sales orders and expenses.

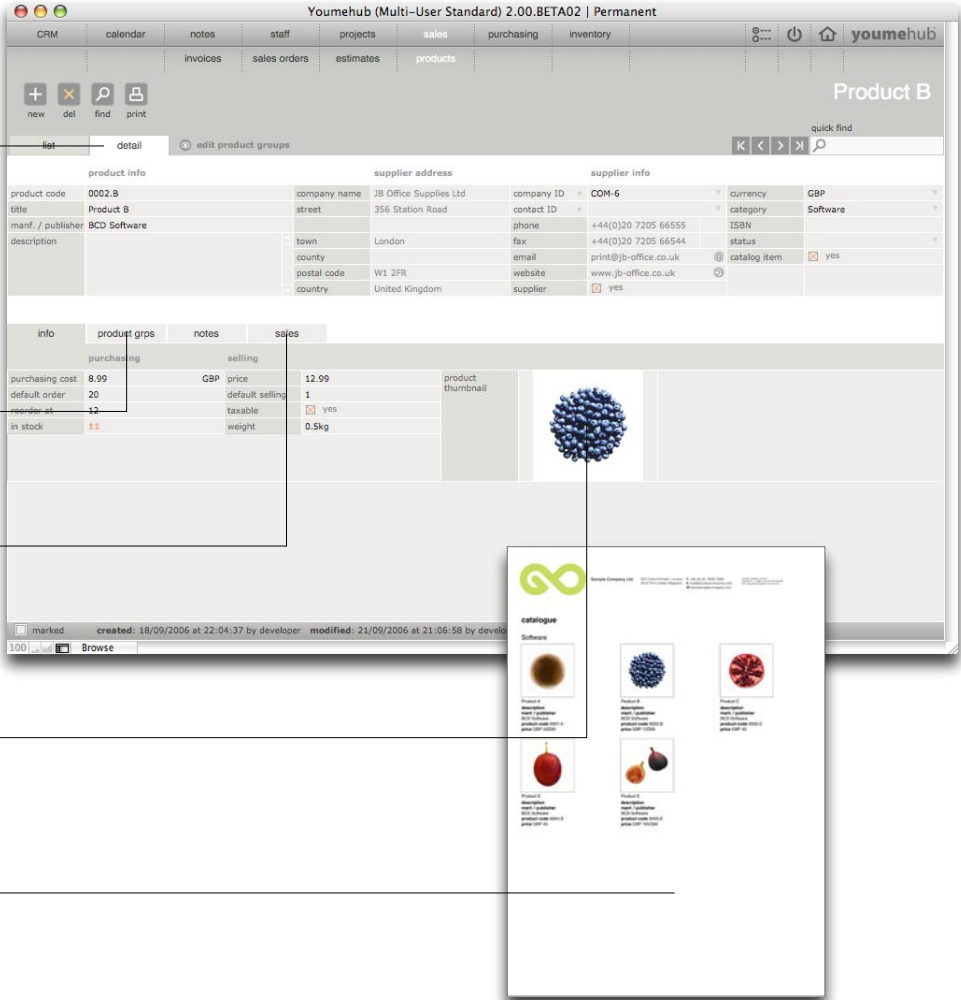
**Detail Tab**  
You'll find fields for product code, title, manufacturer/publisher, category and status (used to identify the product) and purchasing cost, price, taxable, weight and default selling quantities used by the invoices module. Taxes are calculated based on the tax value found in a given invoice.

**Product Groups Tab**  
Product groups enable you to subscribe products to a product group. This is useful if you regularly sell a specific group of products.

**Sales Tab**  
The sales screen displays all sales of that specific product. The filter fields allow you to filter the list by date range. This is useful if you want to see the total sales of that product during a specific period.

**Product Thumbnail**  
Click here to insert a product image. A dialog window will prompt you for a file to import. You can import many image and media files.

**Layouts/Reports**  
Print product lists, product specification sheets, product catalogues and sales reports by selecting the print button.



Estimates & Invoices modules track all your sales of products, job time costs and expenses. Estimates & Invoices maintain their own copies of a billing and shipping address information. The reason for this is to keep a database of historical orders.

You'll find fields for order date, invoice date, billing & shipping contact info, title, items and payment status.

The 'record payment' button enables you to record the payment method and amount. You can record as many payments as you like until the full balance is met. You will then be prompted to change the invoice status to paid.

The items table displays the line items relating to that invoice record. You will find fields for description, quantity, unit cost and tax rate. Clicking on the arrow in the product code field will open a search window to the products database. Here you can search for a product to add to the invoice items. You can also add a bundled group of products to an invoice by clicking on the add product group items button.

The notes screen enables you to enter notes relating to that invoice. Clicking on the add notes button will create a time stamp placed at the beginning of each note entry.

Print estimates, sales orders, invoices, lists, and envelopes by selecting the print button.



# Products (Purchases)

This module contains an inventory of all the products you regurley purchase and is called upon by the Purchases module when rasing purchase orders.

**Detail Tab**

You'll find fields for product code, title, manufacturer/ publisher, category and status (used to identify the product) and purchasing cost, price, taxable, weight and default selling quantities used by the invoices module. Taxes are calculated based on the tax value found in a given estimate, sales order or invoice.

**Product Thumbnail**

Click the product thumbnail field to import a product image. A dialog window will prompt you for a file to import. You can import a number of different image and media file formats.

**Layouts/Reports**

Print product lists, product specification sheets, product catalogues and sales reports by selecting the print button.

CRMcalendarnotesstaffprojectsalespurchasinginventory

newdelfindprint

Black Ink Cartridge

quick find

listdetail

product info		supplier address		supplier info	
supplier ref.	EPS-T010	company name	JB Office Supplies Ltd	company ID	COM-6
title	Black Ink Cartridge	street	356 Station Road	contact ID	
manf. / publisher	Epson Corporation			phone	+44(0)20 7205 66555
description	T010 Light Capacity Black Intellidge™ Ink cartridge for low volume use offers improved print quality, flexibility, reliability and also light fastness when used in conjunction with selected EPSON media.	town	London	fax	+44(0)20 7205 66544
		county		email	print@jb-office.co.uk
		postal code	W1 2FR	website	www.jb-office.co.uk
		country	United Kingdom	supplier	<input checked="" type="checkbox"/> yes
		currency	GBP	category	Office Products
				account code	6-1900 Office Supplies
				ISBN	
				status	Hot Item

info

notes

purchasing		product thumbnail
net cost	11.54 GBP	
default order	5	
taxable	<input checked="" type="checkbox"/> yes	

marked

created: 20/09/2006 at 22:35:41 by developer

modified: 21/09/2006 at 21:08:11 by developer

100%

Browse

JB Office Supplies Ltd

supplier ref. title

EPS-T010 Canon Ink Cartridge

EPS-T010 Black Ink Cartridge

EPS-T010 300 Spray Mount Inkjet Printers

EPS-T010 Canon Print Layout Station Plot

manf. / publisher

Epson Corporation

Epson Corporation

Canon

Canon

net cost

10.00

11.50

9.00

9.00

# Purchases

The Purchasing module tracks all your purchase orders and expenses. As in the invoices module, purchases maintain their own copies of billing and shipping address information.

### Detail Tab

You'll find fields for order date, order reference, order with, billing & shipping contact info, title, items and payment status.

### Record Payment

The 'record payment' button enables you to record the payment method and amount. You can record as many payments as you like until the full balance is met. You will then be prompted to change the purchase order status to paid.

### Bill to Job

Purchase order costs can be billed to any active job by clicking on the bill to job button. This creates a job expense entry in the jobs module.

### Items Tab

The items table displays the line items relating to the purchase order record. You will find fields for description, quantity, unit cost and tax rate. Clicking on the arrow in the description field will open a search window to the products database. Here you can search for a product to add to the order items.

### Notes Tab

The notes screen enables you to enter notes relating to that invoice. Clicking on the Add Notes button will create a time stamp placed at the beginning of each note entry.

### Layouts/Reports

Print purchases lists, account code lists, purchase orders, remittance advice notes and envelopes by selecting the print button.

CRMcalendarnotesstaffprojectsalespurchasinginventory

newdelfindprint

listdetailrecord paymentemail purchase orderbill to job

purchase order PO-1

quick find

order with

bill to

ship to

PO # PO-1

order date 20/09/2006

order ref. 800675654

invoice #

contact name Philip White

phone +44(0)20 7205 66555

email mail@youmeusdesign.com

website www.yb-office.co.uk

addressee Philip White

company JB Office Supplies Ltd

street 356 Station Road

town London

country United Kingdom

postal code W1 2FR

Accounts Department

Sample Company Ltd

207 Oxford Street

London

W12 7HH

United Kingdom

Philip Green

Sample Company Ltd

207 Oxford Street

London

W12 7HH

United Kingdom

title Art Materials

currency GBP

shipping status Pending

billed to job #

company ID COM-6

contact ID CON-11

itemsnotesadd item

account code	description	delivery date	qty	unit cost	net cost	tax %	gross cost
6-1900 Office Supplies	EPS-T005   Colour Ink Cartridge		5	GBP 22.02	GBP 110.10	17.50 %	GBP 129.37
6-1900 Office Supplies	EPS-T010   Black Ink Cartridge		5	GBP 11.54	GBP 57.70	17.50 %	GBP 67.80
6-1900 Office Supplies	3M-GL260   3M Spray Mount Adhesive 400ml		2	GBP 8.95	GBP 17.90	17.50 %	GBP 21.03

payment terms 30 days

payment status Overdue | balance due: GBP 218.2

discount %

net cost GBP 185.70

discount GBP 0.00

total net GBP 185.70

total tax GBP 32.50

total gross GBP 218.20

marked created: 20/09/2006

Browse

purchase order

order with

bill to

ship to

order date

order ref

invoice #

contact name

Art Materials

description

qty

unit cost

total charges

net cost

discount

total net

total tax

total gross

payment status

Printing | balance due: GBP 218.2 | payment terms 30 days

purchase order list

GBP

PO #

order date

title

PO-1

20/09/2006

Art Materials

PO-2

10/10/2006

Art Materials

PO-3

10/10/2006

Computer Supplies

total costs

total net

total gross

Each project can have any number of jobs attached to it, each with its own time costs, job expenses, schedules and file assets. Similarly you can attach schedules and file assets directly to a project.





# Schedules

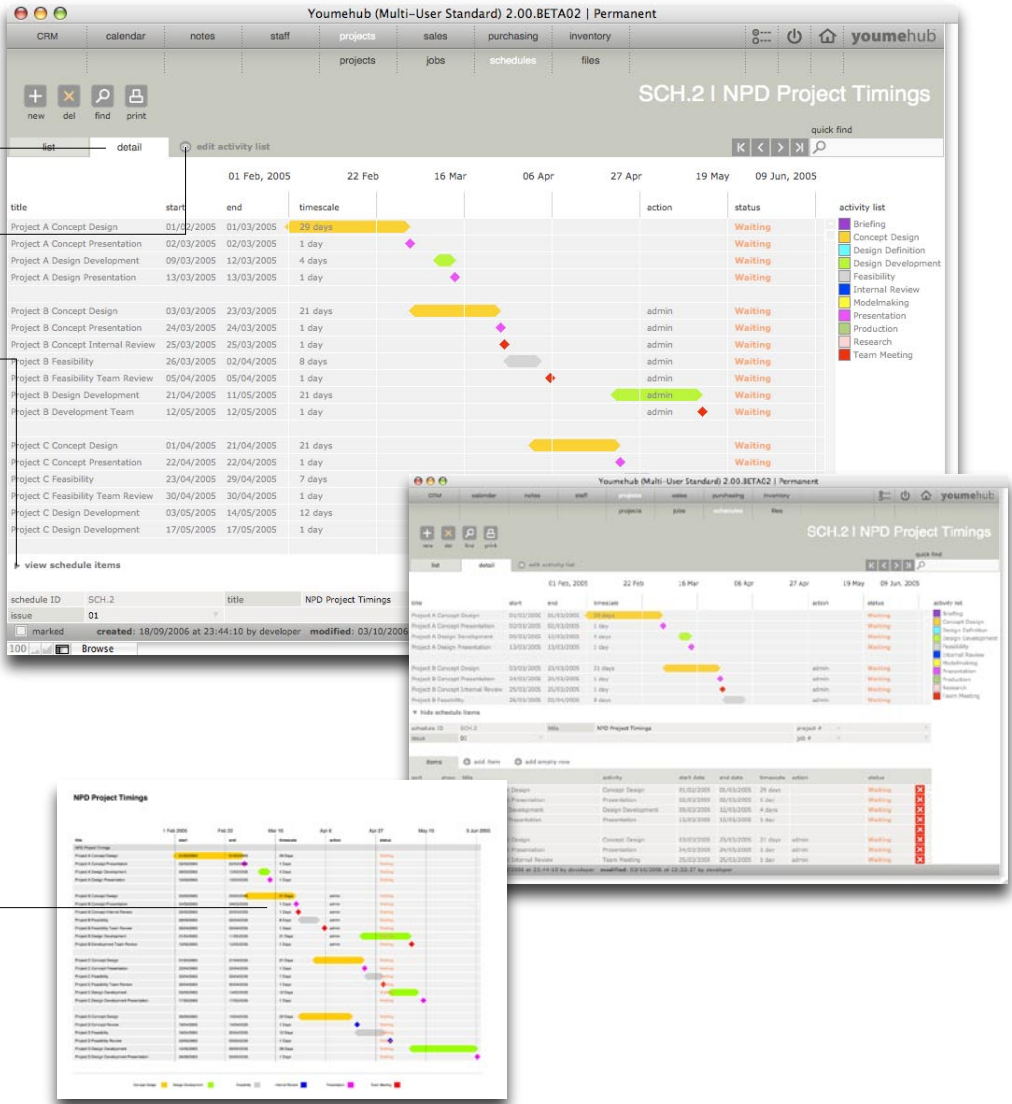
Schedules allow you to detail individual project or job programmes, with deadline actions and activities attached to each phase.

**Detail Tab**  
This screen displays a gantt style visual of the schedule.

**Edit Activity List**  
You can modify or generate your own activity lists and coloured bars by clicking on the edit activity list button.

**View Schedule Items**  
The schedules table displays a list of all the schedules items; title, start & end dates, activity and actions. You can add or edit milestones, deadlines actions, and activities.

**Layouts/Reports**  
Print schedule lists and gantt charts by selecting the print button.

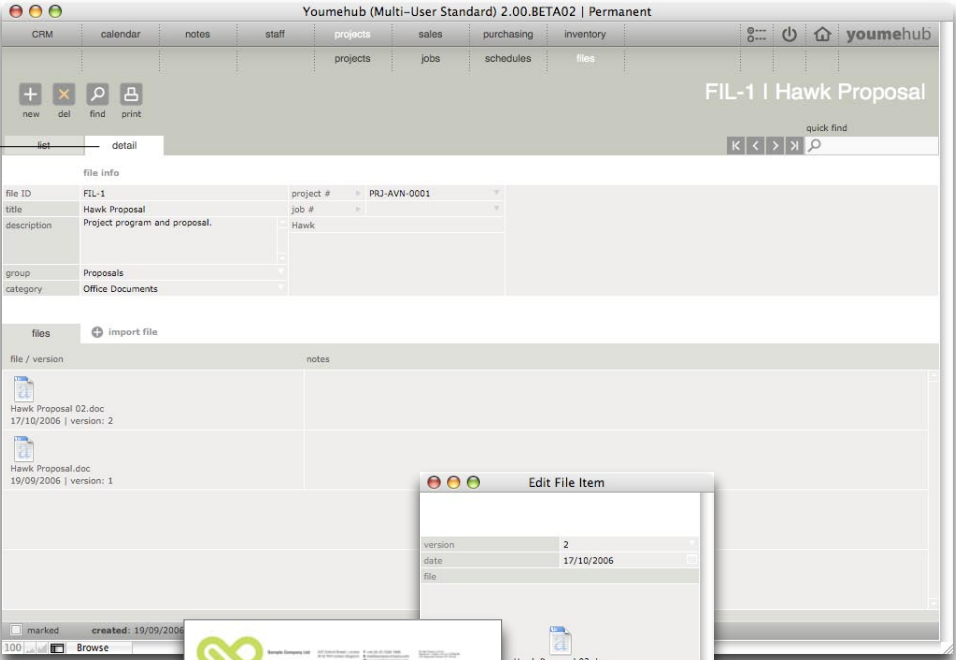




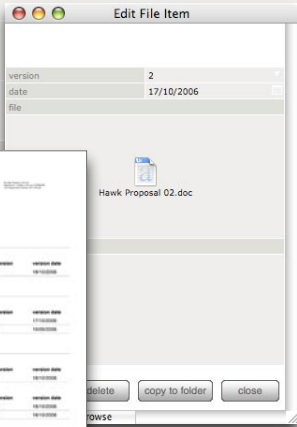
# Files

The files module contains an inventory of all your digital file assets. Digital records can be imported and linked to a project or job record.

**Detail Tab**  
You'll find fields for title, description, group, category, project & job numbers etc. Click the import file button to import a file into the record. You can import several files into the record, each with its own version number and notation.



**Layouts/Reports**  
Print file lists by selecting the print button.



This module is where you maintain an inventory of all your office hardware assets. You can store information on the serial number make/model, specifications and maintain a log of services and repairs.



# Software

This module is where you maintain an inventory of all your computer software assets. You can store information on the publisher, software title, versions and licence keys.

**Detail Tab**  
You'll find fields for software title, publisher, description, support contact etc.

**Licenses Tab**  
Store details on software version, platform, and the hardware it is installed on.

**Notes Tab**  
The notes screen allows you to enter notes relating to the software record. Clicking the add note button will create a time stamp placed at the beginning of each note entry.

**Layouts/Reports**  
Print software lists and CD labels by selecting the print button.

CRM

calendar

notes

staff

projects

sales

purchasing

inventory

software

hardware

new

del

find

print

Microsoft Corporation | Office:Mac

quick find

list

detail

make / model

support address

support info

software ID

SOF-2

software title

Office:Mac

publisher

Microsoft Corporation

pub. website

www.microsoft.com/mac

description

Microsoft® Office 2004 for Mac provides the intuitive, intelligent tools you need to transform your ideas and

company name

IT Solutions Ltd

street

9 Empire Way

town

Portsmouth

county

Hampshire

postal code

POB 7GF

country

United Kingdom

company ID

COM-11

contact ID

phone

+44(0)2394 784700

fax

+44(0)2394 784733

email

mail@it-solutions.co.uk

website

www.it-solutions.co.uk

supplier

yes

customer ID

3005644

support period

category

Business

department

Design

status

In Use

licenses

notes

add license

registered to

organisation

platforms

version

registration code

installed on

note

Philip Green

Sample Company Ltd

Mac OSX

11.2.6

00000-00000-00000-00000

MAC-001

Paul Weatherhead

Sample Company Ltd

Mac OSX

11.2.6

00000-00000-00000-00000

MAC-004

marked

created: 20/09/2006

Browse

CRM

calendar

notes

staff

projects

sales

purchasing

inventory

software

hardware

new

del

find

print

quick find

list

detail

show all records

software ID

software title

publisher

software title

current version

category

platform

☐

SOF-1

Adobe Systems Inc.

Adobe Creative Suite-Photoshop

2

2004-Macromedia

3d Use

☐

SOF-2

Microsoft Corporation

Office Mac

11.2.6

Business

3d Use

☐

SOF-3

Microsoft Corporation

Office 2003 Professional

SP2

Business

3d Use

Adobe Systems Inc. Adobe Creative Suite-Photoshop 2.00

software ID

software title

current version

category

platform

SOF-1

Adobe Systems Inc.

Adobe Creative Suite-Photoshop 2.00

2

2004-Macromedia

3d Use

SOF-2

Microsoft Corporation

Office Mac

11.2.6

Business

3d Use

SOF-3

Microsoft Corporation

Office 2003 Professional

SP2

Business

3d Use

Developer Tools

software ID

software title

current version

category

platform

SOF-4

Developer Inc.

Developer Pro

8.5

Developer Tools

3d Use

CD-ROM/Reports

software ID

software title

current version

category

platform

SOF-5

Adobe Systems Inc.

Adobe Creative Suite

2

Design

3d Use

Adobe Systems Inc. Adobe Creative Suite-Photoshop 2.00

software ID

software title

current version

category

platform

SOF-1

Adobe Systems Inc.

Adobe Creative Suite-Photoshop 2.00

2

2004-Macromedia

3d Use

SOF-2

Microsoft Corporation

Office Mac

11.2.6

Business

3d Use

SOF-3

Microsoft Corporation

Office 2003 Professional

SP2

Business

3d Use



## System Requirements

### Macintosh

#### Hardware Requirements:

Macintosh computer with

PowerPC G3, G4, or G5 processor;

Macintosh computer with Intel-based processor;

256MB of RAM, CD or DVD drive;

Hard Disk drive, Display with resolution of 1024X768 or higher

#### Software Requirements:

Mac OS X 10.3.9 for PowerPC proces-

sors; 10.4.5 for intel-based processors;

FileMaker Pro 8 or higher for

(Multi-User) products only

#### Network Sharing Requirements:

TCP/IP

### Windows

#### Hardware Requirements:

Intel-compatible computer with

Pentium III 500 MHz or higher

250MB of RAM, CD or DVD drive;

Hard Disk drive, SVGA video adapter;

Display with resolution of 1024X768 or higher

#### Software Requirements:

Windows 2000 (Service Pack 4),

Windows XP (Service Pack 2);

FileMaker Pro 8 or higher for

(Multi-User) products only

#### Network Sharing Requirements:

TCP/IP

