Totally Brilliant Software Tutorial

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About this guide

This *Totally Brilliant Software Getting Started Guide* provides a complete introduction to using TBS and is the recommended starting point for anyone learning to use the program. It consists of the following chapters:

Chapter	Description
Overview	provides you with a guided tour of the key components of TBS, and explains how they work together to automate every aspect of your equipment rental business.
Navigation and Common Functions	describes how to navigate the application more efficiently by highlighting the navigation functions provided to allow you to quickly move through the system to search and view data and ensure maximum data integrity.
Client Information	describes how TBS manages and tracks your client accounts and contacts information. It shows you how to add clients and contacts, and how to retrieve client information.
Stock Setup	shows you how to create stock descriptions, add rental rates, and customize the display of your stock descriptions.
Bookings	explains how to create bookings by combining a client record with chosen stock items. It also describes how to check availability of stock items, arrange to cover stock shortages, and produce the necessary client paperwork.
System Administration	describes the functions available to users with system administrator privileges to add companies, users and groups and define security profiles.
Communications	shows how to use the application to send and receive mail within the application, generate faxes and letters and create mailing lists.
Accounts	describes the general accounting functions available in TBS as they relate to your rental company business. These options allow you to manage sales, purchase, cash management and general ledger data.

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Overview

TBS is a comprehensive suite of tools designed to manage every aspect of running an equipment rental and sales business. Because it was developed by professionals with many years of experience working in the equipment rental business, it has been designed to naturally follow the way such businesses operate, rather than requiring you to adapt your business to suit the software.

This overview is designed to give you a guided tour of the key components of TBS, and explain how they work together to automate every aspect of your business.

INTRODUCTION

TBS is a flexible multi-user system that can run on PCs and Macs, or a combination of the two, to cater for the existing configuration of computers in your company. So for example you might have a computer running TBS in the sales office, another in the warehouse, and a third in your accounts department for the Sales Ledger, Purchase Ledger, and Nominal Ledger. Each user can be given one of a number of levels of access, to determine which parts of the programs they can use, and within each level of access there is fine control over the individual functions users can perform.

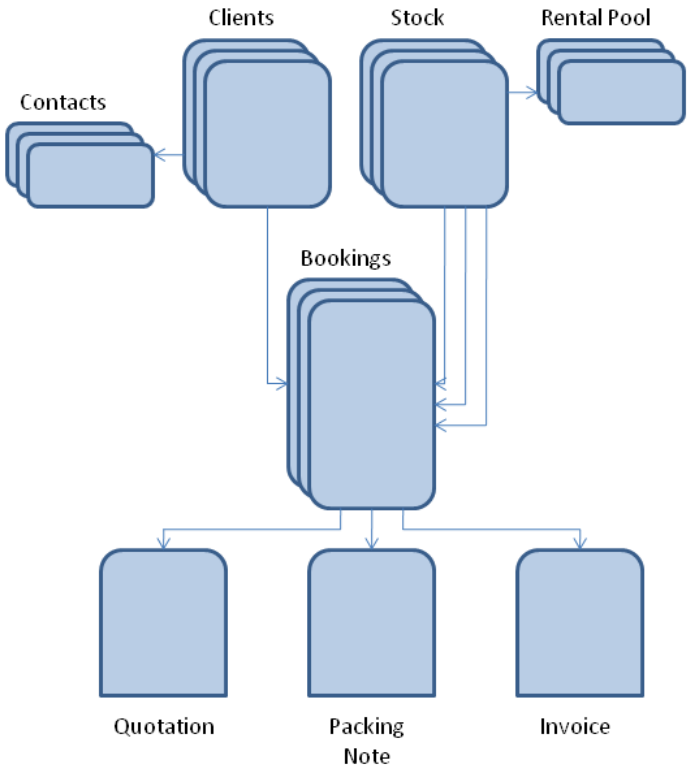
In addition there are system preferences which can be used to fine tune TBS to cater for specific requirements of any individual business. This documentation assumes you are using TBS in its default configuration. We recommend you become fully experienced with using TBS in its default configuration before changing the system preferences, by which time you will have the experience to understand the effect of the changes you have made.

BUILDING BLOCKS

TBS is based on three main lists of information:

- Clients
- Stock
- Bookings

The following diagram illustrates the relationships between these components:



Clients

The Client Screens contains information about the clients and suppliers used by your business. It makes sense to include clients and suppliers in a single list because in some cases a company will be both a client and a supplier.

Each client has a Name and Address screen that includes address, telephone, and email details, financial information such as the turnover, and a list of contacts with information about each contact such as their position in the company. It also includes a call log, which is useful for following up sales calls or credit control.

If TBS is used in conjunction with the optional Sales Ledger, Purchase Ledger, and Nominal Ledger accounting packages, the Name and Addresses screen can also be used to check the company account details.

Stock

NOTE:
TBS gives you the flexibility of maintaining stock descriptions for items irrespective of whether there are any items in the rental pool. This gives you the freedom of offering items for rental that you can source from other suppliers.

The second main list of information is the Stock list. This list provides information about each of the items for rental or sale, including a description, the manufacturer, a stock type classification, the purchase cost, and the replacement cost.

For each stock description TBS allows you to specify one or more rental rates, with the flexibility of catering for all the rates calculation systems in common use, such as $100 a day for a four day week.

Each stock description also includes details of the number of units in the rental pool. For each stock description you can specify that serial numbers are required, and list the serial numbers for each item in stock. Where bookings are made for items that require serial numbers, they can be entered either by scanning a bar code on the item, or by manually keying the serial number at the warehouse.

Stock descriptions can be linked together to create products that are typically rented as a system, such as a computer, monitor, keyboard, and mouse. TBS gives you the option of whether you link specific serial numbers together, or just stock descriptions.

Bookings

A third key list of information is the Bookings list which allows you to set up bookings of equipment for rental, generate a quotation, confirm the booking, complete the booking, and finally generate an invoice.

Each booking consists of client's details, together with the contact and payment information. It then provides a list of the stock items required for the booking. For flexibility each stock item is associated with an individual delivery and return date, to reflect the fact that clients will often require equipment to be delivered on different days, even though it is part of the same booking. This also gives you the flexibility to add extra items to the booking sheet part way through the booking period.

Creating a booking is simply a matter of specifying the client, and then adding stock items to the booking list. Once items have been added, you can check their availability for the proposed booking period.

Unlike the traditional wall-planner method of managing equipment rentals, with TBS each item with a particular stock description is considered equivalent until a specific serial number is assigned to the booking at the warehouse. So there is no need to juggle items of equipment between bookings to maximize their usage; TBS handles this automatically.

The Booking screen includes a folders option, which allows you to classify the items into folders such as lighting, audio equipment, stage construction. This makes it easier to organize large bookings, and allows you to produce quotations and/or invoices with subtotals for each category, or showing only the category totals.

Bookings can include:

- Chargeable items, e.g., amplifiers.
- Non-chargeable items, e.g., cases and mains cables.
- Non-item charges, e.g., fees for custom work.

Other features

In addition to handling the main company, stock, and booking information involved in equipment rental, TBS also helps you automate every other aspect of running equipment rental and sales business, including; printing carnets for shipping equipment between countries; maintaining a vehicle pool; maintaining PAT tests and printing PAT test reports; printing customer invoices; and even generating Christmas card lists!

Setting up TBS

The first stage in setting up TBS in a new company will be to set up the client and stock lists with information about your customers and your equipment stock respectively.

Client information can be imported from a range of external systems, such as an accounts system or a contact manager. Likewise the stock information can be imported from an accounts package, such as a stock control package. Alternatively, either list can be populated by manually keying directly into TBS.

In addition to entering the clients and stock lists, which will be unique to any specific company, there are a number of other lists used by TBS which are totally configurable, but which will generally take a standard range of values. TBS is supplied with a demonstration database with all these lists already populated, and it is recommended that you start from the demonstration database, by clearing the clients and stock lists, but retaining the other lists of information as a starting point for your own installation.

Using this Guide

TIP:
Contact your system administrator if you do not have access to the features highlighted in this guide.

This guide is organized in such a way as to introduce a concept followed by a short exercise to get you familiar with the application. This guide assumes you have security privileges to each of the features highlighted in the exercises and that you are using the demonstration database.

WORKFLOW

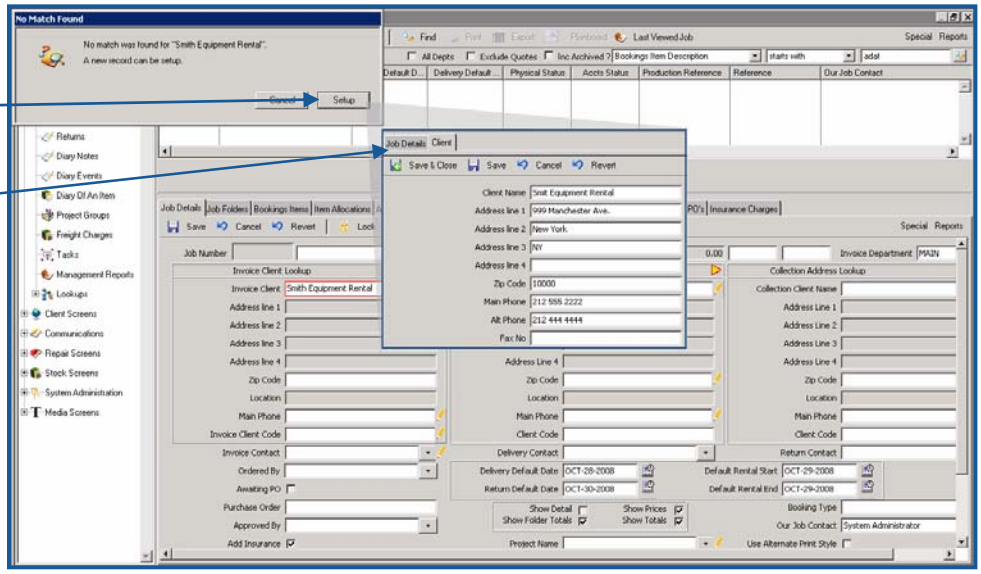
This guide describes the main tasks that you need to understand for day to day use of TBS. The following lists some of the common functions TBS users perform:

- Retrieving the client details from the TBS database, or if a new client, entering in the new details.
- Checking if the equipment that the client requires is available.
- Creating a booking to select the items required for rental, check their availability, and enter how long each item is required.
- Sending the client a quotation, and if confirmed, print out a confirmation of booking, noting the delivery and collection contact and address.
- Checking items according to their requirements and sending them with an accompanying delivery note.
- Re-entering returned goods.
- Invoicing to the client.

TBS has been designed in such a manner to provide flexibility in how you track and manage renting equipment to your clients. You are not required to do any of these functions in a prescribed order. For example, if you create a booking for a client who does not exist in the system, you can create the new client record without having to exit the booking record.

Setup Dialogs

- Dialogs appear to prompt you to setup missing information.
- Multiple tabs allow you to work in multiple records simultaneously without having to abandon your work.



Navigation and Common Functions

TBS has a common set of navigation and functions that appear throughout the application. Understanding these tools can make TBS easier to use. This section covers the following:

- Searching data records
- Using multiple windows
- Improving screen real estate
- Accessing edit functions
- Understanding field highlighting
- Using spell check

Performing Searches

TBS provides many ways of searching for data in the system. Throughout the system, you will find the following search options:

- Quick Search
- Detailed Find

Using Quick Search

The **Quick Search** option appears at the top of most panels where lists of data are available. Use a quick search to find data based on search criteria in one of the fields for that record type.

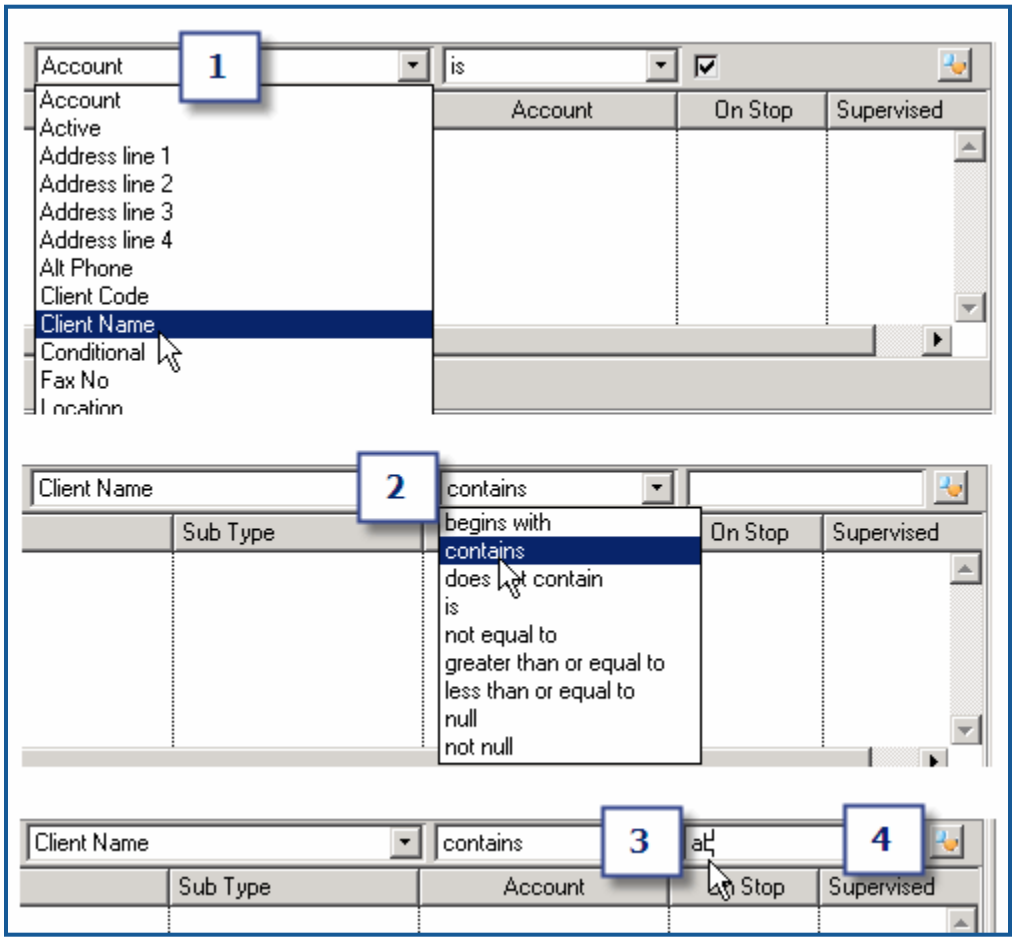
The quick search function is similar throughout the system. Each provides 3 fields to use in the search including:

- Field name
- Operator
- Search criteria

Depending on the type of data you are searching, additional filters may be included in the search to allow you to search based on other critera such as including or excluding specific categories or status information.

Conduct a Quick Search

1. Select one of the fields for the type of record you are searching.
2. Select the operator to use for the search.
3. Enter the search criteria.
4. Click the **Quick Search** button.



Using Detailed Find

NOTE:
The list of operators (e.g., ***begins with***, ***contains***, ***is***, ***not***) and the search criteria fields update based on the field type you select in the first drop down list.

For example, text fields such as **Client Name**, allow you to search based on a string of characters in a name. Boolean (true or false) fields such as **Account**, allow you to search based on a value of true or false such as whether an account is active (***checked for true***) or inactive (***unchecked for false***).

The Find option appears throughout the system and allows you to conduct more detailed searches of the data. The following lists the benefits of using the detailed find option:

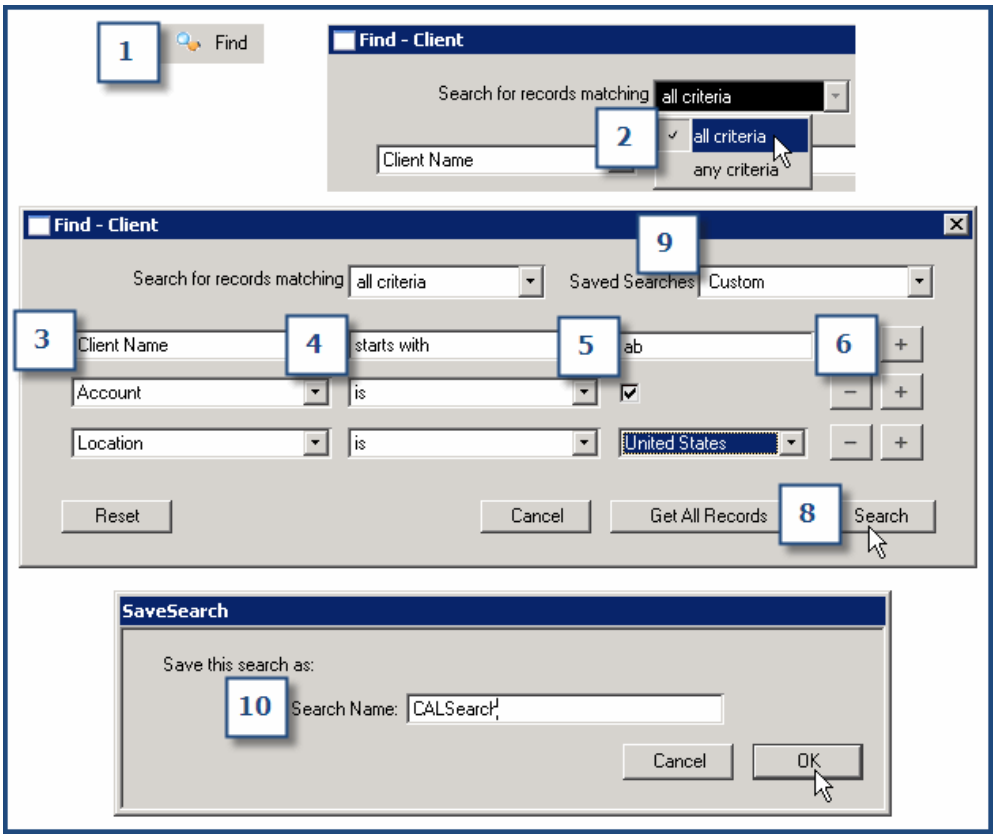
- Expand or narrow your search criteria by searching on ALL or ANY of the criteria.
- Save commonly used searches.
- Add multiple line items to your search.

When you select to perform a detailed search, you have the following options:

Option	Description
All criteria	Return only results that match each of the search criteria.
Any criteria	Return results that include any of the search criteria.
Custom	Select new search criteria.
Last	Base search on the most recent search criteria used.
Save Search As	Save the search criteria for commonly used searches.
Rename	Rename a previously saved search.
Delete Selected	Delete the selected saved search.
Delete All	Delete all saved searches.

Conduct a Detailed Find

1. Click the **Find** button.
2. Select **all** or **any criteria**.
3. Select the field name to base the search.
4. Select the operator.
5. Enter the search criteria.
6. Click the **+** button to add more lines to narrow the search, if necessary.
7. Repeat steps 2-6 as necessary.
8. Click the **Search** button to display the search results.
9. Select **Save Search As** if you would like to use these search parameters again.
10. Enter a **Search Name** and click **OK**.



Viewing Search Results

TIP:
Click on a column header to sort the results in ascending order by that column. Click the column header again to sort the results in descending order.

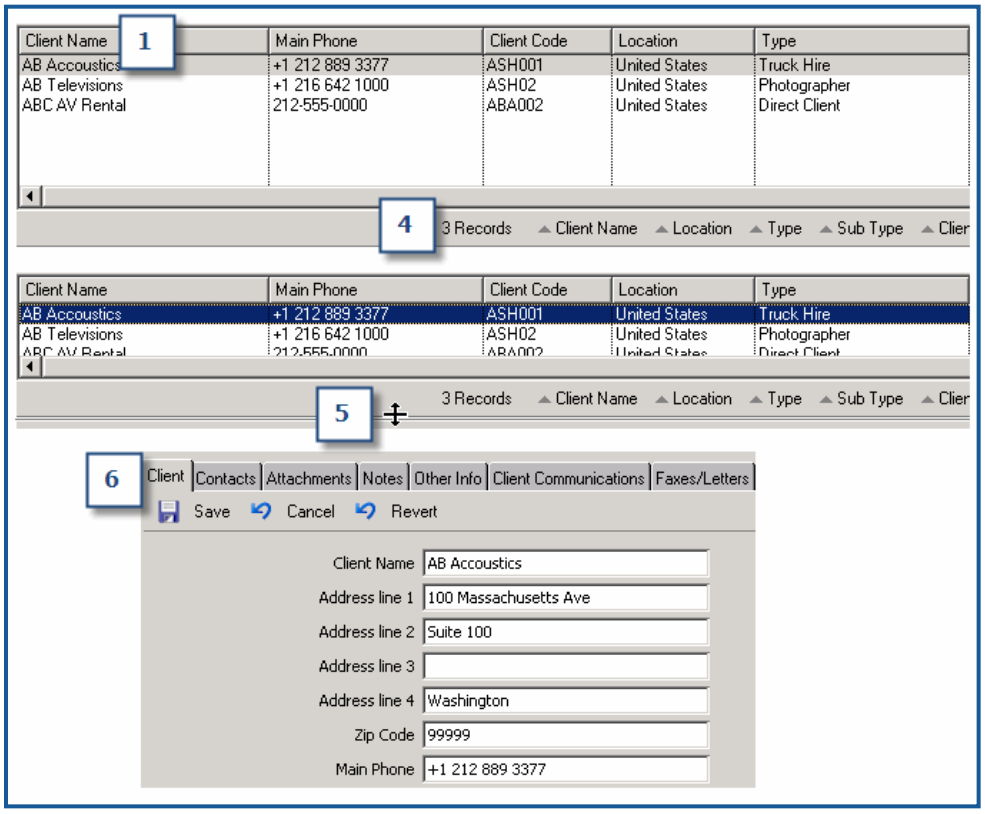
TIP:
CTRL + click on a column header to add a secondary sort to the results. Use this method for as many sub-sorting options as necessary.

The Search results from the Quick Search or Detailed Find method display in a panel at the top of the screen. You then have the following options:

- View the number of records returned.
- Sort the results in ascending or descending order by a specific column.
- Filter search results by adding addition sorting columns.
- Minimize the search results panel.
- Click on a row in the search results to display the corresponding edit screen below.

Search Results

1. View search results in the panel at the top of the screen. By default, the list sorts in ascending order based on the first column.
2. Click on any column header to sort the results in ascending order. Click again to sort in descending order.
3. **CTRL + click** a second column header to sort the results within the original sort order. **CTRL + click** again to sort in descending order.
4. View the bottom of the panel for the number of records returned and the sort order of each selected column.
5. Use the mouse to minimize or expand the panel. Place the mouse on the double line just below the search results. Then, click and drag to change its size.
6. Click a row to display its edit screen.



Using Multiple Windows

As you work in TBS, you may be called upon to work in multiple areas of the application simultaneously. TBS provides access to multiple windows within the application to allow you to toggle windows without having to close out of one area before accessing another.

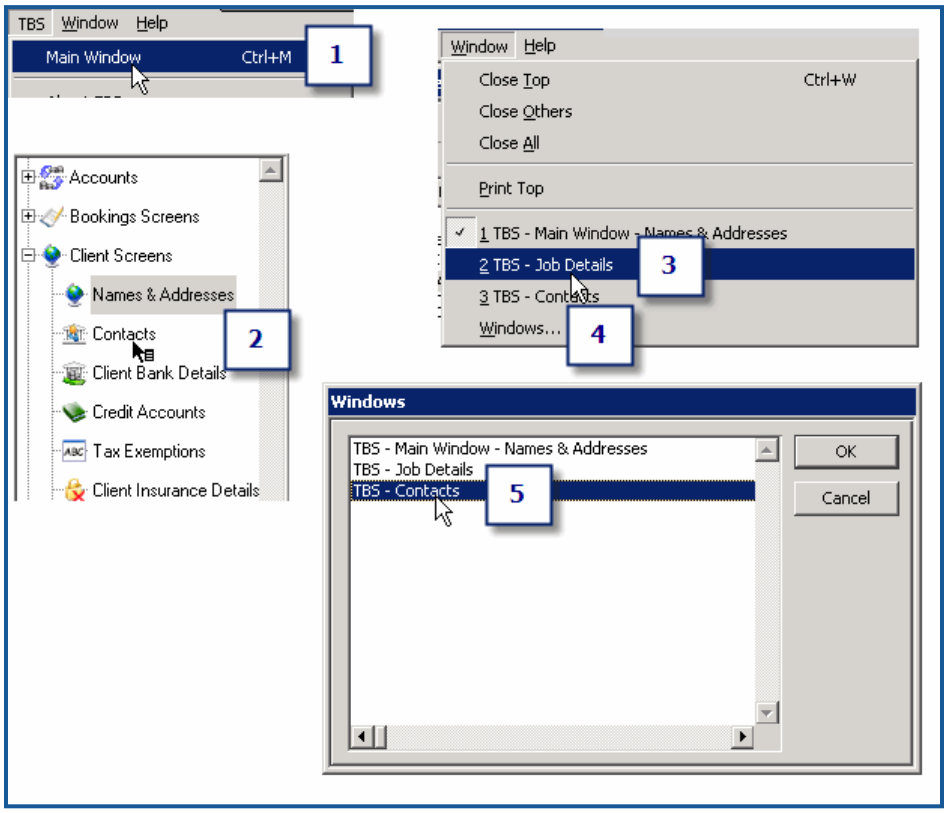
If you have multiple windows open, you can toggle back and forth by manually moving the windows around, or by accessing the Windows menu. Invoke multiple windows in one of the following ways:

- TBS menu to invoke the main window
- SHIFT + click to invoke a specific window

NOTE:
The **Shift + click** option to invoke multiple windows causes the window to be rebuilt each time which may be slower than invoking a new main window.

Multiple Windows

1. Select the **TBS** menu, then **Main Window** (or **CTRL + M**) to invoke a new Main Window.
2. **CTRL + click** an item from the left menu tree to invoke a specific window.
3. Select the **Window** menu and the numbered item for the specific window to display that window.
4. Select the **Window** menu, then the **Windows...** option to display a Windows dialog that displays the open windows.
5. Click on the desired window to display it.



Maximizing Screen Real Estate

As you work in TBS, you can maximize or minimize certain panels in order to view a specific area in more detail. Within most areas of the application, you can do one of the following to maximize your view:

- Resize search results panel
- Hide left menu panel
- Maximize new window

Resizing Search Results Panel

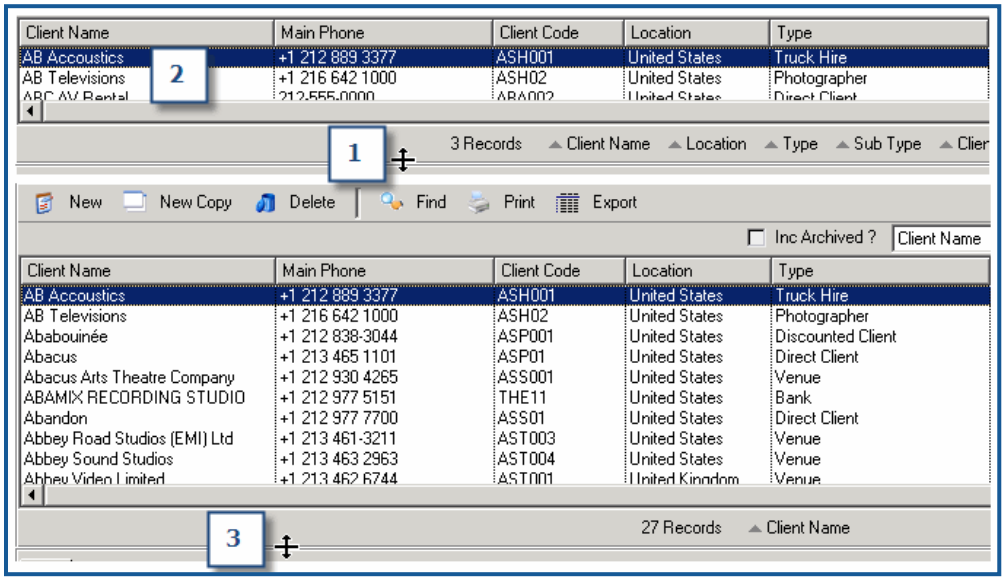
TIP:
Place the cursor on the double line just below the search results panel and drag to resize.

Most screens within TBS include a panel at the top to display the search results when searching data related to the current section of the application. Directly below the search results panel is the edit panel for the selected search result, or a new record.

You can resize the results panel to view more of the results, or minimize this to view a broader area of the edit panel.

Search Results Panel

1. Place the cursor on the double line just below the search results panel.
2. Drag up to minimize the panel.
3. Drag down to maximize the panel.



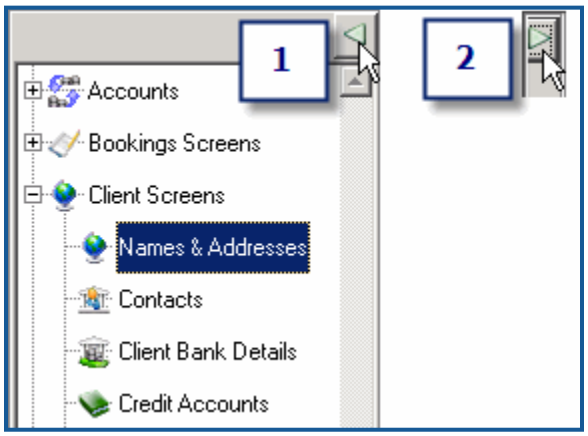
Hiding Left Menu Panel

The left menu panel provides a tree view and quick access to the functions within the application. When you are working in a specific screen, you may need to maximize your view of that data.

You can select to hide the left menu panel to maximize the current edit panel using the arrow icon on the menu panel. Once you finish modifying the record, you can display it again to navigate other parts of the application.

Left Menu Panel

1. Click the left arrow icon to hide the menu panel.
2. Click the right arrow icon to display the menu panel.



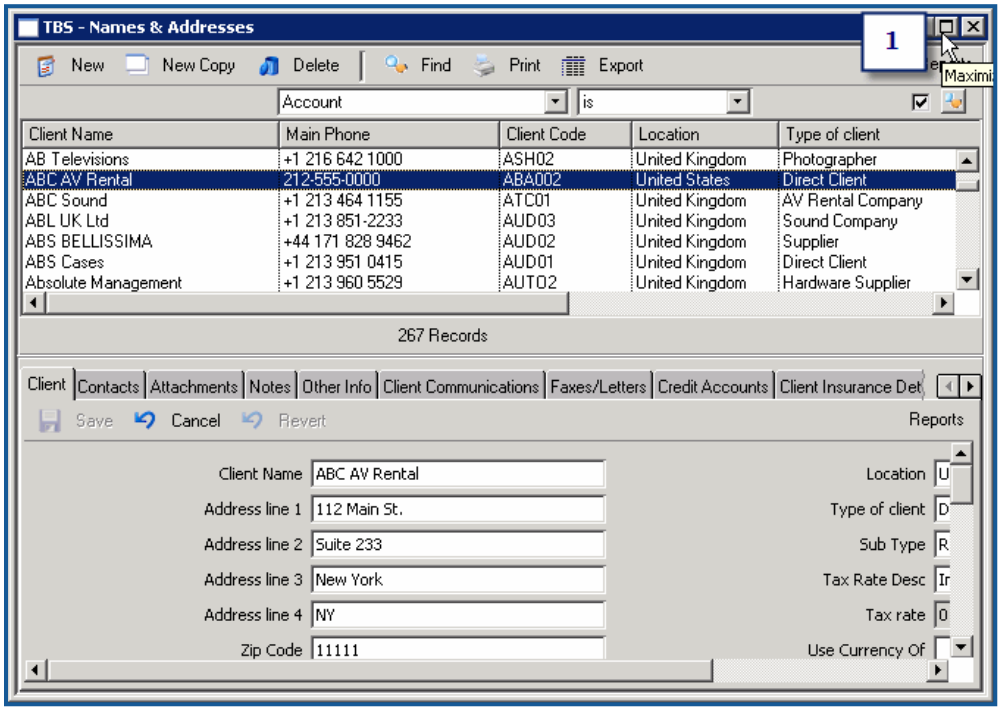
MAXIMIZING NEW WINDOW

TIP:
Access the **TBS** menu, then select **Main Window** to invoke a new window. Or, **SHIFT + click** on an option from the left menu to invoke a specific window.

When you select to open multiple windows (refer to section **Using Multiple Windows** page **11** for more information), you can maximize the new window to full screen mode.

Maximize New Window

1. Click the maximize icon in the header of the new window.



ACCESSING EDIT FUNCTIONS

NOTE:
The **New Copy** function copies the values in the currently selected panel. For example, if you create a new copy of a client record, only the data on the Client tab is copied. The exception to the **New Copy** function is with **Bookings**. A new copy of a Booking includes every panel except the Allocations.

TIP:
The **Commands** menu shows the shortcut keys available to each function.

The edit functions are available from the **Commands** menu and the edit panels within TBS as appropriate. The commands include:

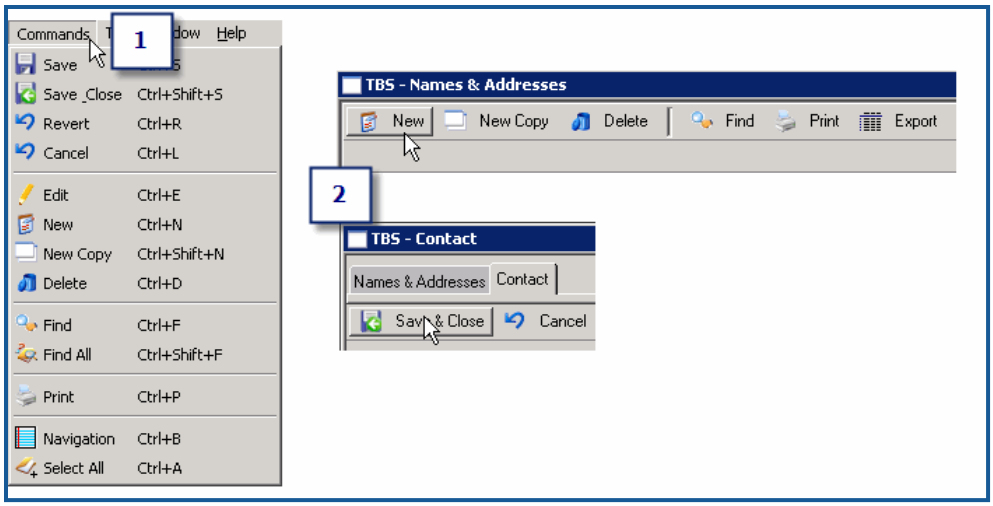
Option	Description
Save	Save data and keep edit panel open.
Save & Close	Save data and close edit panel.
Revert	Change field entries back to original values since the last save.
Cancel	Exit current screen or function without saving changes.
Edit	Modify the selected record.
New	Present a blank panel to add a new record.
New Copy	Present new record with values copied from the selected record. Then modify unique values.
Delete	Delete the currently selected record.
Find	Conduct a detailed find to search for records that match the search criteria. Refer to section **Using Detailed Find** on page **9** for more information.
Find All	Conduct a search to return all of the records for the current topic.
Print	Print the current record to one of the print formats available.
Select All	Select all records to perform functions such as print or export all of the selected records.

Accessing Edit Functions

The following section illustrates the ways to access the edit functions.

Edit Commands

1. Select the **Commands** menu to show a list of available commands and their shortcut keys.
2. Click the button at the top of the edit panel for the appropriate command.



Understanding Field Highlighting

TIP:
In a lookup field, indicated by a red outline, enter characters followed by a **?** to lookup all of the values for that field that contain that string of characters.

For example, if you type **ab?** in the **Client Name** field, the application returns a list of results that may include the following:

- **AB**C Equipment Rental
- Smith C**ab**le

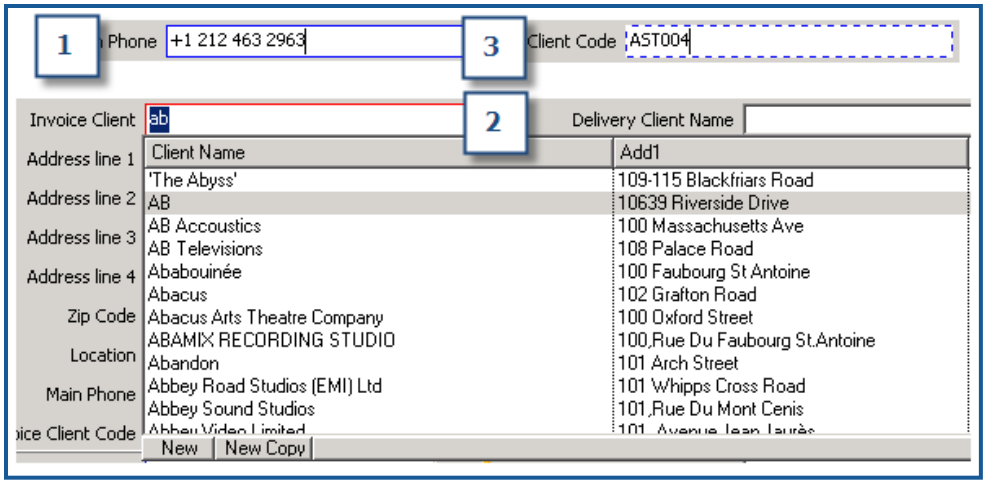
The edit fields in TBS make use of field highlighting to indicate to the user the formatting or functions available to that field. The outline of a field is highlighted when you enter the field. The following lists the highlighting rules throughout the application:

Option	Description
Red outline	Lookup field. Use a **?** to lookup values for this field.
Blue outline	Optional field.
Dashed outline	Entry is converted to ALL CAPS.

Some lookup fields may prompt you to enter a value into the associated lookup table when you enter a value into a lookup field that does not already exist in the database. For example, the Location field on the Client screen guides you to a separate entry panel to add a new entry to the lookup table.

Field Highlighting

1. A blue outline indicates an optional field.
2. A red outline indicates a lookup field.
3. A dashed outline indicates the characters in the field are converted to ALL CAPS.



Using Spell Check

TBS provides a spell checker to ensure better accuracy of the data stored in the application. The spell checker includes a number of options to allow you to control how and when to validate the spelling of the data in the individual fields or an entire window. The spell checker includes the following options:

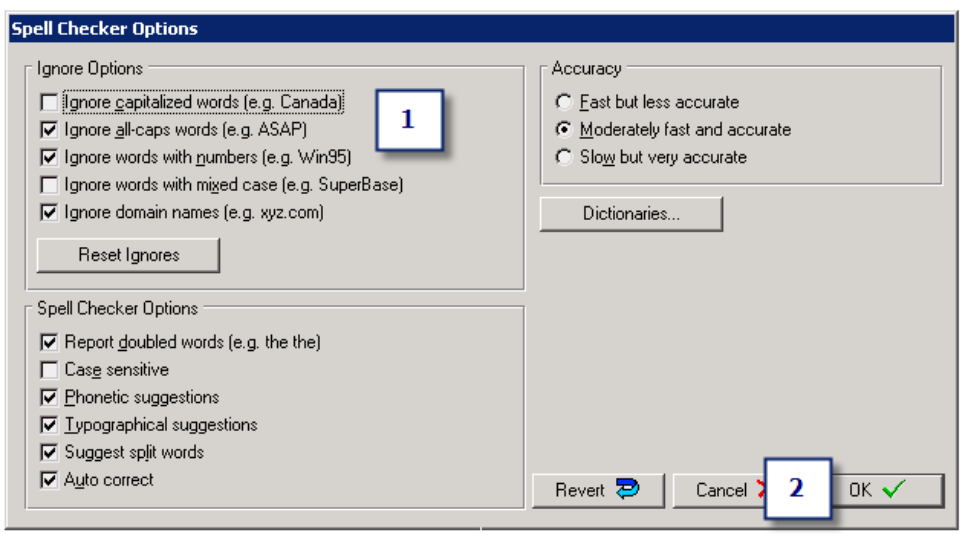
TIP:
Select **F7** when in a field to invoke spell checker on an individual field.

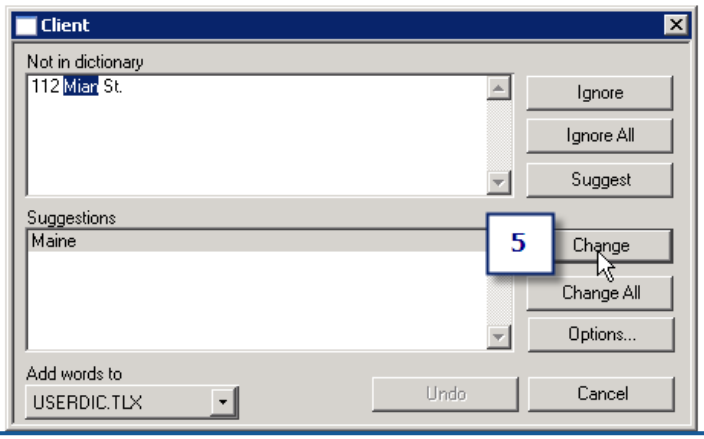
Select **Shift + F7** before leaving a window to invoke spell checker to validate all of the fields in that window.

- Check individual field
- Check entire window
- Ignore certain formats such as mixed case or ALL CAPS
- Include status and suggestions such as repeated words or phonetic suggestions
- Control the speed and accuracy of the spell checker functionality
- Check words against one or more customizable dictionaries
- Add dictionaries
- Specify language such as American or British English (e.g., customize vs. customise)

Spell Checker

1. Select **Spell Checker > Options**, or **ALT + F7**, to set the spell checker options.
2. Review the options to set preferences and click **OK**.
3. Select **Spell Checker > Check Field**, or **F7**, to validate the spelling in the current field.
4. Select **Spell Checker > Check Window**, or **SHIFT + F7**, to validate the spelling in all the fields in the current window.
5. Review the spell checker **Suggestions** and click the **Change** button to change the word to the correct spelling.





Using Spell Checker Dictionaries

TIP:
Open multiple dictionaries if necessary to use in validating field entries.

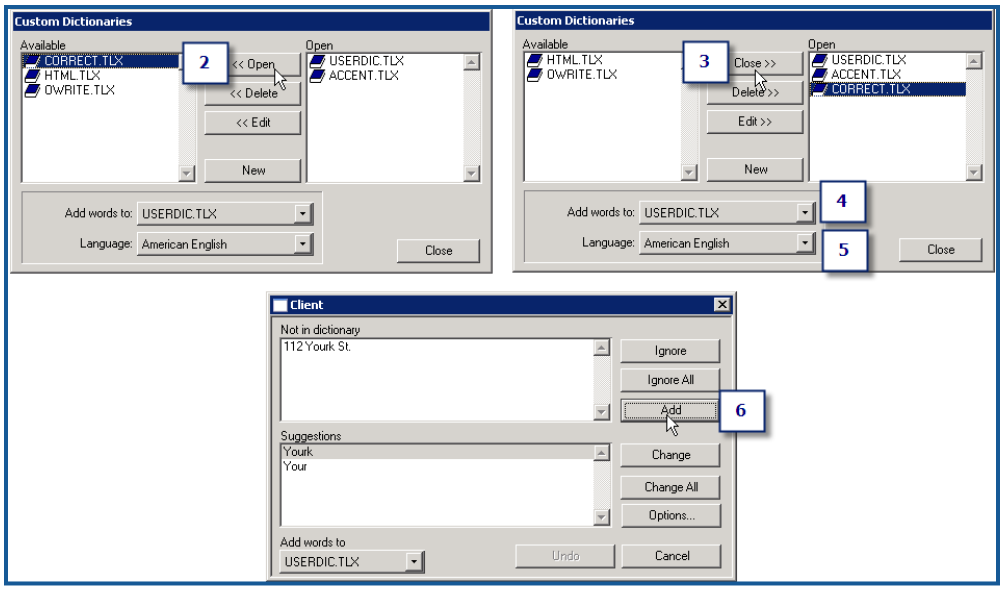
If you select to open multiple dictionaries, specify to which dictionary new words are added when users select to add new words.

The spell checker includes multiple dictionaries to allow you to validate the spelling of field entries. By default, the dictionary used for validation is a standard dictionary that allows users to add new words unique to a system. The other dictionaries validate spellings of such entries as HTML codes and specific ASCII characters.

You can also select to validate entries in American English or British English.

Spell Checker Dictionaries

1. Select **Spell Checker > Dictionaries**, or click the **Dictionaries** button from the **Spell Checker Options** dialog.
2. Select a dictionary from the **Available** list and click the **<<Open** button to add it to the **Open** list to use in field entry validation.
3. Select a dictionary from the **Open** list and click the **Close>>** button to remove it from the **Open** list. The dictionary will no longer be used for field entry validation.
4. Specify which dictionary new words will be added to if multiple dictionaries are open.
5. Specify which language to use in the validation.
6. Click **Add** to add a new word to the dictionary when using the spell checker on an edit panel.



Client Information

This chapter explains how to organize your client information, and describes how to add, search, and delete client records from the TBS database. It also shows you how to store contact information for each client record.

Setting up Client Information

NOTE:
This section steps you through creating 2 client accounts. Each account will be slightly different so it can be used later when creating a booking to highlight different scenarios.

TIP:
This section highlights one way to add client data. TBS provides access to this function from other areas.

For example, if you create a booking for a client not yet in the system, you can add client data without leaving the booking record.

Each booking in TBS is associated with a client. A client can have multiple contacts. In this section you perform the following functions related to setting up clients:

- Create new client
- Add contact
- Create new copy of a client

Once you have setup the client account, you can then enter contacts for the client as well as information on any of the client panels, such as:

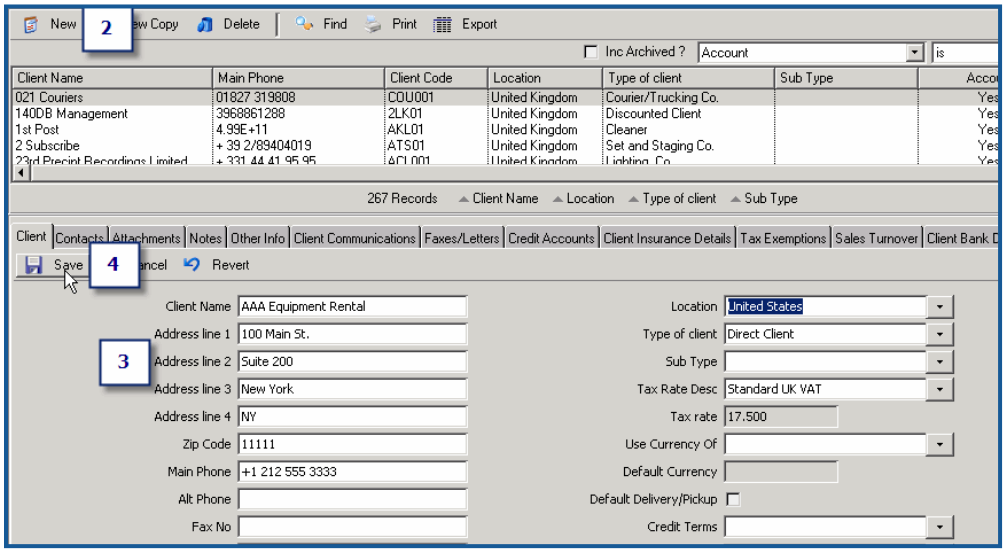
Panel	Displays
Contacts	List of contacts, or people you may deal with at each company, stored for each client. Each client can have multiple contacts.
Attachments	File attachments associated with a client. Attachments are linked with the client record.
Notes	Client notes and directions to the client address.
Other Info	Delivery distance and additional information about the client.
Client Communications	Phone call details regarding communications that have occurred with the client's contacts. Information is date and time-stamped to provide history.
Faxes/Letters	Information formatted for faxes or letters that can be printed in a number of outputs.
Credit Accounts	Financial details about a client including currency, credit limit and finance information.
Client Insurance Details	Insurance information for the client.
Tax Exemptions	Tax exemption status details for the client if applicable.
Sales Turnover	Sales turnover information for selected client.
Client Bank Details	Information about the client's bank(s). Details include account details and bank name/location.
Sales Ledger	Record of sales information for the client.
Purchase Ledger	Record of purchase, or cost, information for the client.

Adding a New Client

This section steps you through creating the first client account that you can use when creating a booking later in the tutorial. For this client account, add the basic client information as well as contact information.

Client Account

1. Select **Client Screens > Names & Addresses** from the left menu screen.
2. Click the **New** button.
3. Enter *AAA Equipment Rental* as the **Client Name** and **Address** information.
4. Click **Save**.



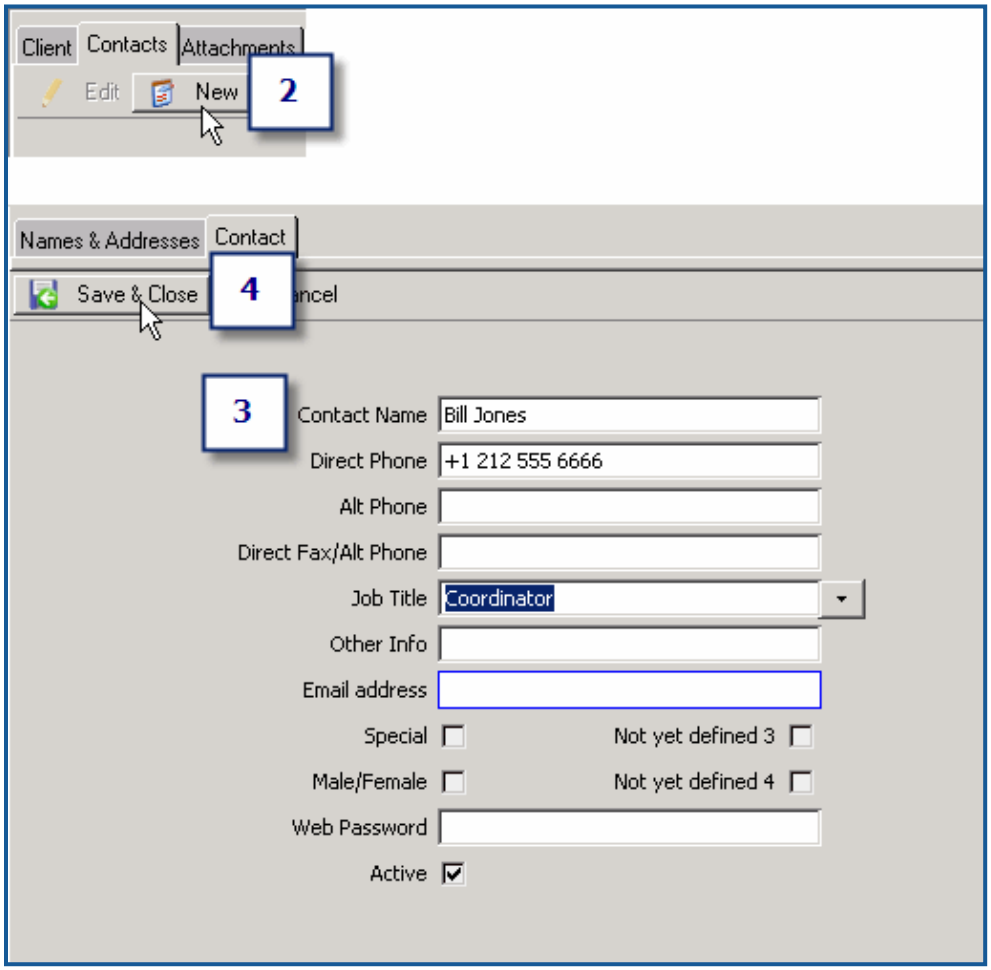
Adding Contacts

NOTE:
Each client account can have multiple contacts.

This section steps you through creating contacts for a client account. Contacts are people who work for the client and can be called upon with questions or issues that arise for that account.

Contact Information

1. Click the **Contacts** tab from the **Names & Addresses** screen.
2. Click the **New** button.
3. Enter *Bill Jones* as the **Contact Name** and other details as appropriate.
4. Click **Save & Close** to close the contact and return to the **Names & Addresses** screen.
5. Add more contacts if necessary.



NOTE:
When you create a new copy of an existing client, only the data on the Client panel is copied over.

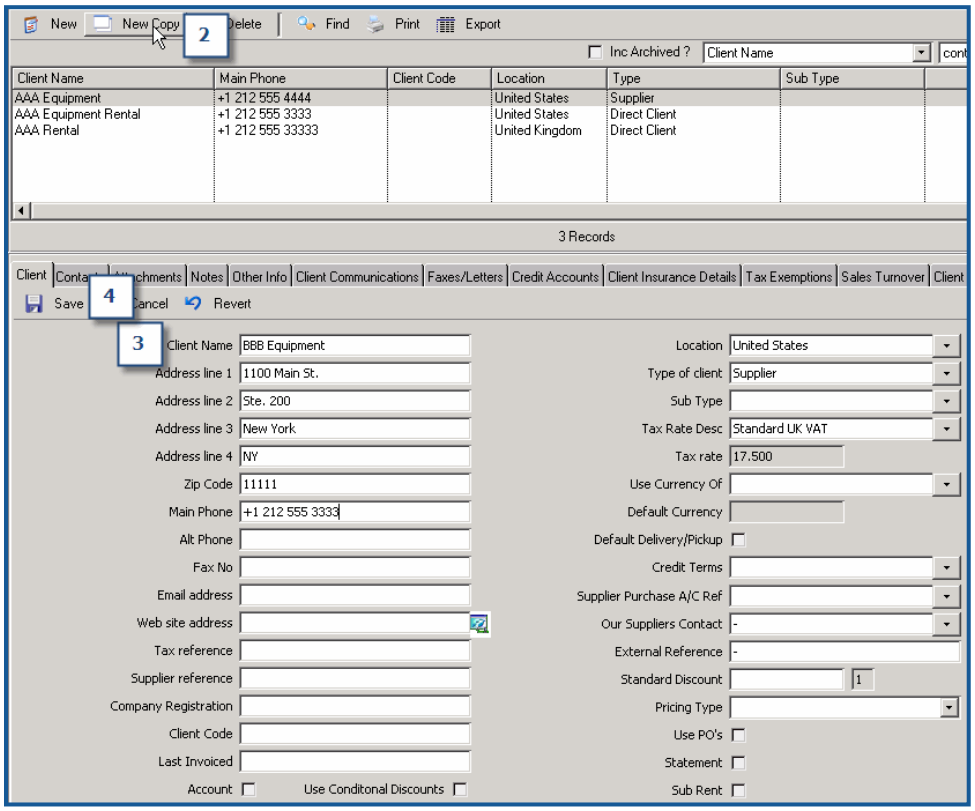
TIP:
If you need to search for the client you added in the previous exercise, refer to section **Performing Searches** page **7** for more information.

Creating a New Copy of a Client

This section steps you through creating a new client record based on the information of an existing one. When you select to create a new copy of a client, all the data from the selected client is copied to a new client record. From here, you can save time creating a new record by modifying what is unique.

Copy Client Information

1. Click the **Client** tab from the **Names & Addresses** screen of the client you just added. Or search for that client if you have moved away from this screen.
2. Click the **New Copy** button.
3. Modify the **Client Name** and any other details as required.
4. Click the **Save** button.



Stock Setup

TBS divides stock into types (e.g., Amplifiers, Sequencers, Midi Control etc), descriptions (the model of stock type), and items (specific item). For example you might have one stock type called CD players, a description for a brand of CD player, and have five of these particular CD players.

This chapter shows you how to create stock descriptions, add specific stock items, add rental rates, flag a stock item to be chargeable or non-chargeable and create equivalent items.

Defining Stock Types

NOTE:
This section steps you through creating 2 stock types. Each stock type highlights different scenarios when you create bookings in later exercises.

TIP:
You can resize the panels on the Stock Types screen to see a section more clearly. See section **Resizing Search Results Panel** page **12** for more information.

Stock types provide a way to group equipment under general categories and functions. For example, stock may fall under a category such as Audio or Lighting. Each of those categories may contain stock grouped for that function. For example, Audio stock types can contain any number of stock items such as microphones, headphones and amplifiers.

These sections take a top-down approach to adding stock to the application:

- Create stock types
- Add descriptions to stock types
- Add specific items to stock descriptions

Defining Stock Types

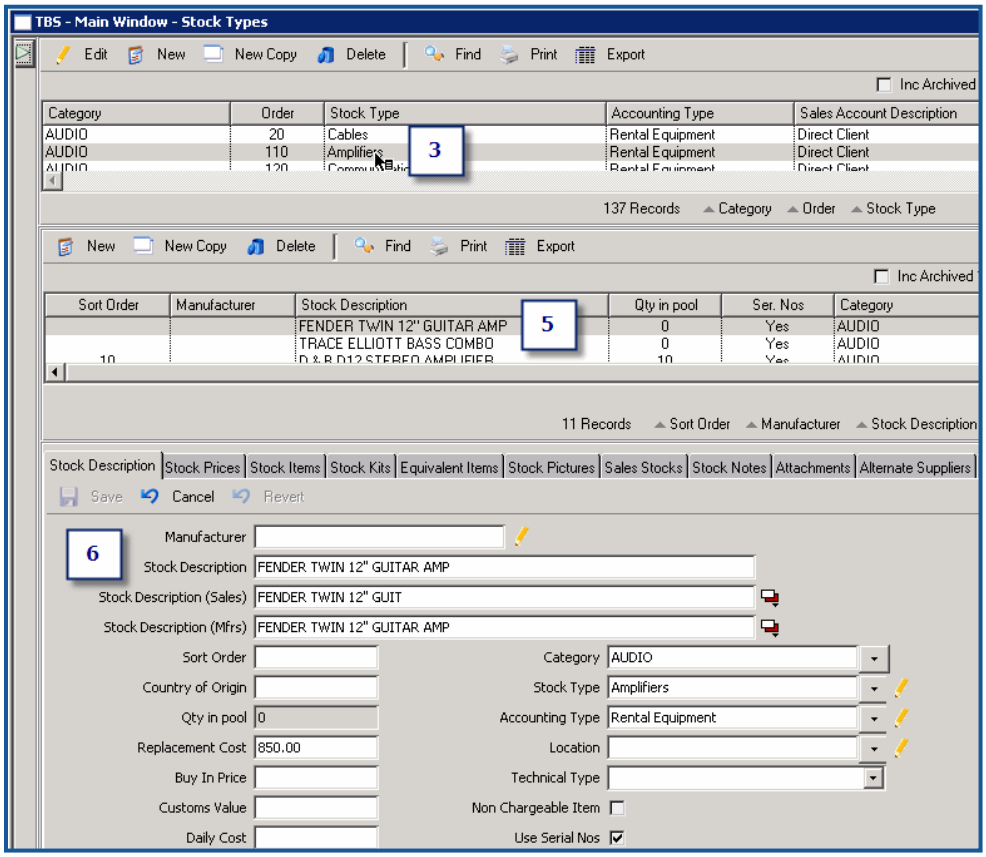
The Stock Types screen is laid out in sections to allow you to drill down on specific information about each stock type in the system. The top panel shows the stock type categories (*e.g., AUDIO, LIGHTING, VISUAL, etc.*).

Select a specific category to view the stock descriptions (*e.g., the AUDIO category may contain descriptions for equipment such as cables, microphones and speakers*) for that category in the middle panel.

Finally, when you click on a single description, the edit panel below shows the detailed information about the stock description (*e.g., description, quantity, whether the item is chargeable or non-chargeable or whether serial numbers should be used to track items issued on a booking*).

Review Stock Information

1. Select **Stock Screens > Stock Types** from the left menu.
2. Perform a search in the top panel to return a list of stock types.
3. Click on a Stock Type from the search results.
4. Review the results of stock descriptions in the next panel.
5. Click on a Stock Description from the search results.
6. Review the details of the stock description.



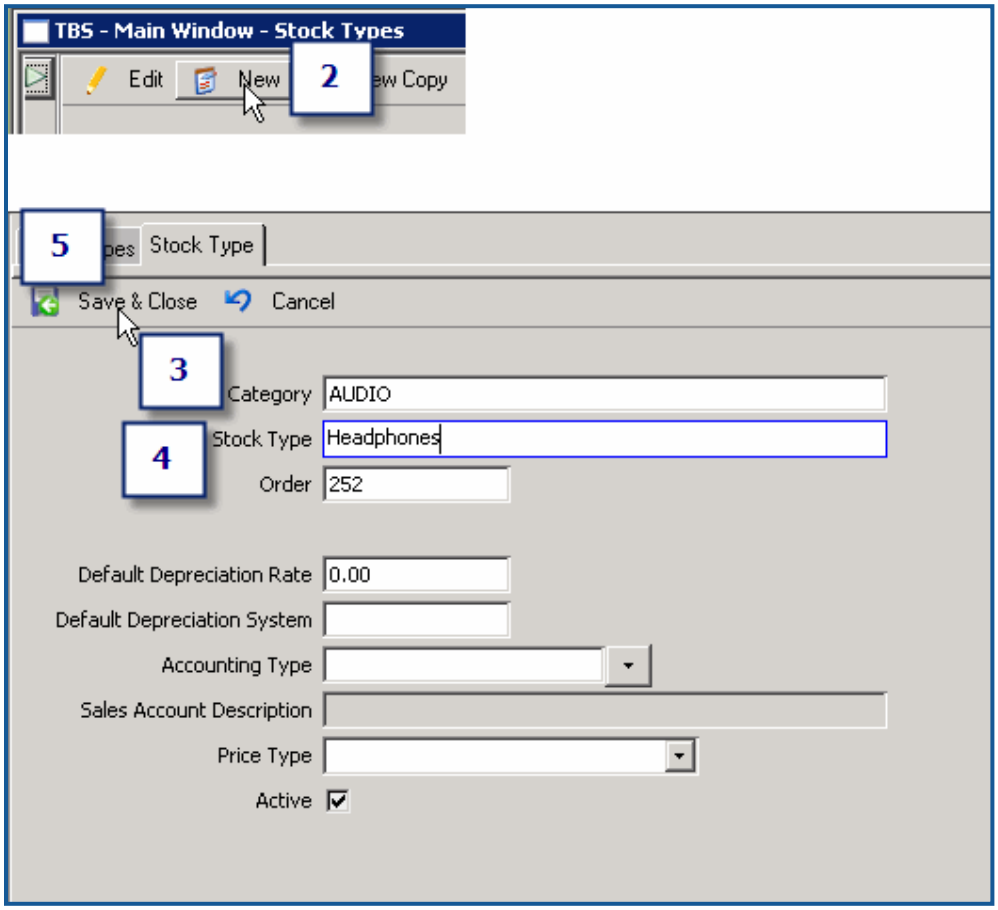
Adding Stock Type #1

NOTE:
The first stock type you add will be Headphones.

This section steps you through creating new stock types. Each of the stock types you create will be referenced throughout the exercises.

Stock Types

1. Select **Stock Screens > Stock Types** from the left menu.
2. Click the **New** button.
3. Select *AUDIO* as the **Category**.
4. Enter *Headphones* as the **Stock Type**.
5. Click **Save & Close** to return to the **Stock Types** screen.



Adding Stock Type #2

NOTE:
The first stock type you add will be a Desktop computer.

In later exercises, you create a stock kit to group items that need to be included as a package when booked for a job.

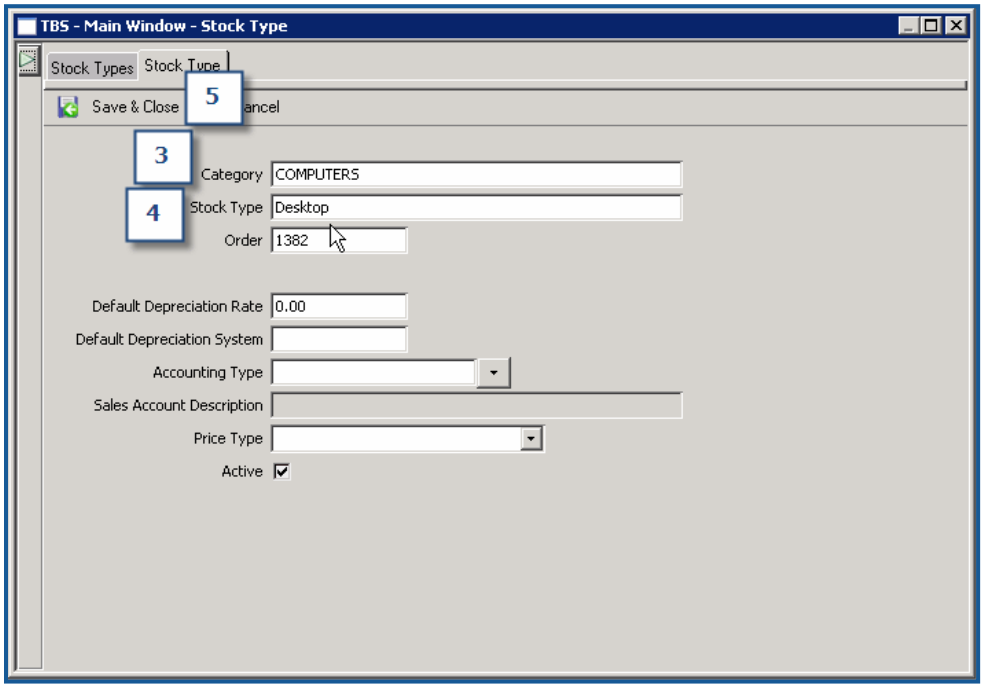
In this exercise create another stock type. By creating multiple stock types, these exercises will illustrate different scenarios when you create a booking later.

Stock Types

1. Select **Stock Screens > Stock Types** from the left menu.
2. Click the **New** button.
3. Enter *COMPUTERS* as the **Category**.
4. Enter *Desktop* as the **Stock Type**.
5. Click **Save & Close** to return to the **Stock Types** screen.
6. Repeat steps 2 – 5 to the following stock types:

Category = *COMPUTERS*
Stock Type = *Monitors*

Category = *COMPUTERS*
Stock Type = *Cables*



Defining Stock Descriptions

NOTE:
When you define stock descriptions, it is important to make sure the **User Serial Nos** checkbox is selected for chargeable items.

Tracking items by serial number helps to minimize inventory errors when allocating stock for delivery.

Stock descriptions include the detailed description (the model of stock type) and individual items (specific item with barcodes and serial numbers). For example you might have one stock type called CD players, a description for a brand of CD player, and have five of these particular CD players.

This section consists of exercises to illustrate the following concepts:

- Equivalent stock
- Chargeable/Non-chargeable stock

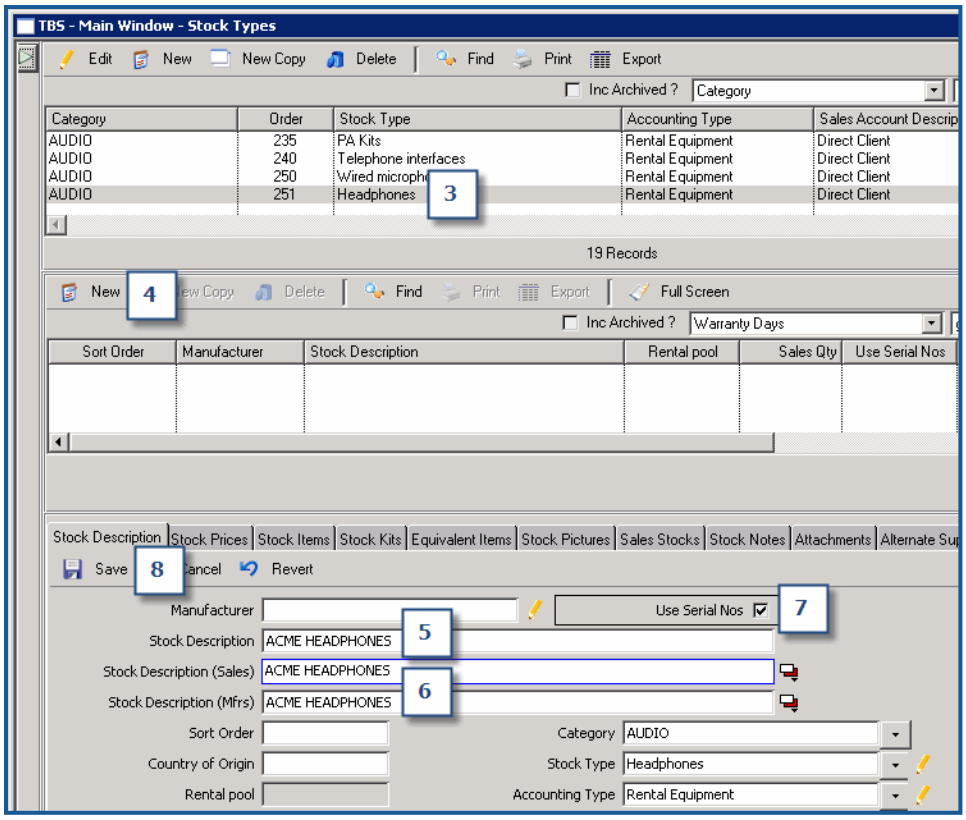
Adding Stock Description #1

This section shows you how to create stock descriptions, add rental rates, and customize the display of your stock descriptions. This section steps you through creating new stock descriptions. Add stock descriptions to the system from the following areas:

- Stock Types screen
- Stock Descriptions screen

Stock Descriptions

1. Select **Stock Screens > Stock Types** from the left menu.
2. Search for the stock type *AUDIO > Headphones* you created in a previous exercise.
3. Click on the stock type in the search results.
4. Click the **New** button in the panel just below the search results to add a stock description.
5. Enter *ACME HEADPHONES* in the **Stock Description** field.
6. Note that the **Stock Description** values for Sales and Manufacturing copy from the main stock description. Change these values if necessary.
7. Make sure the **Use Serial Nos** checkbox is selected.
8. Click **Save**.

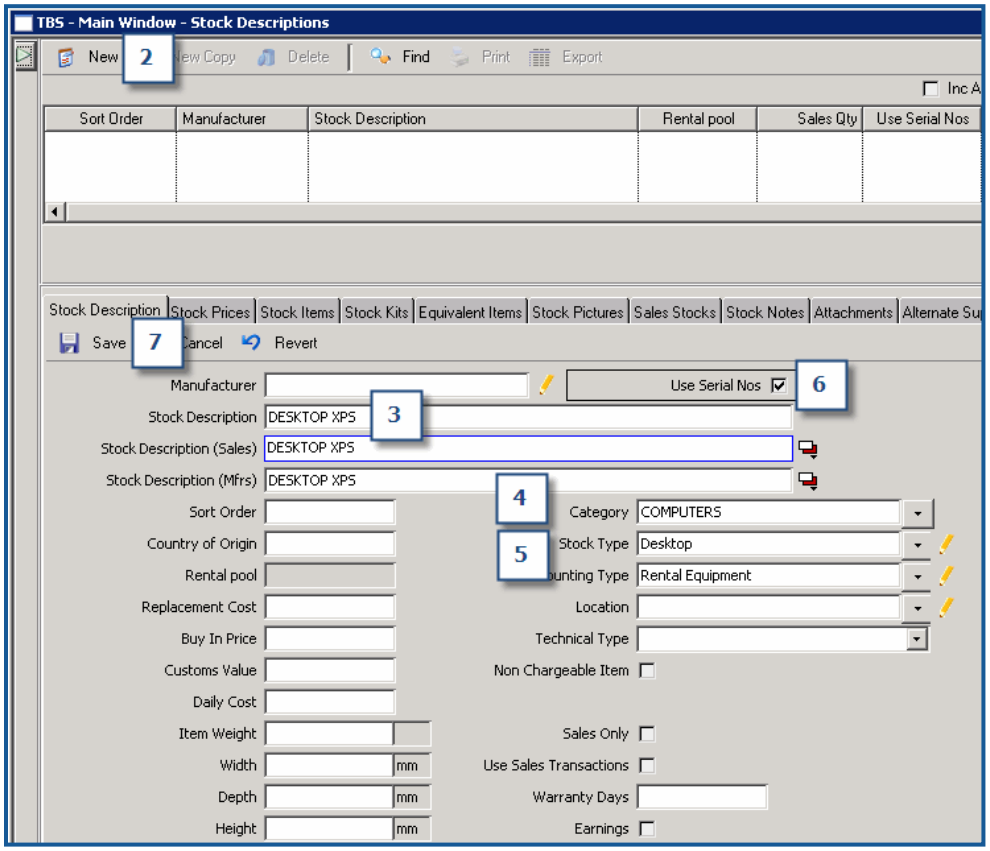


Adding Stock Description #2

This section steps you through adding a stock description from the Stock Descriptions screen.

Stock Descriptions

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Click the **New** button.
3. Enter *DESKTOP XPS* as the **Stock Description** field.
4. Select *COMPUTERS* as the **Category**.
5. Select *Desktop* as the **Stock Type**.
6. Make sure the **Use Serial Nos** checkbox is selected.
7. Click the **Save** button.

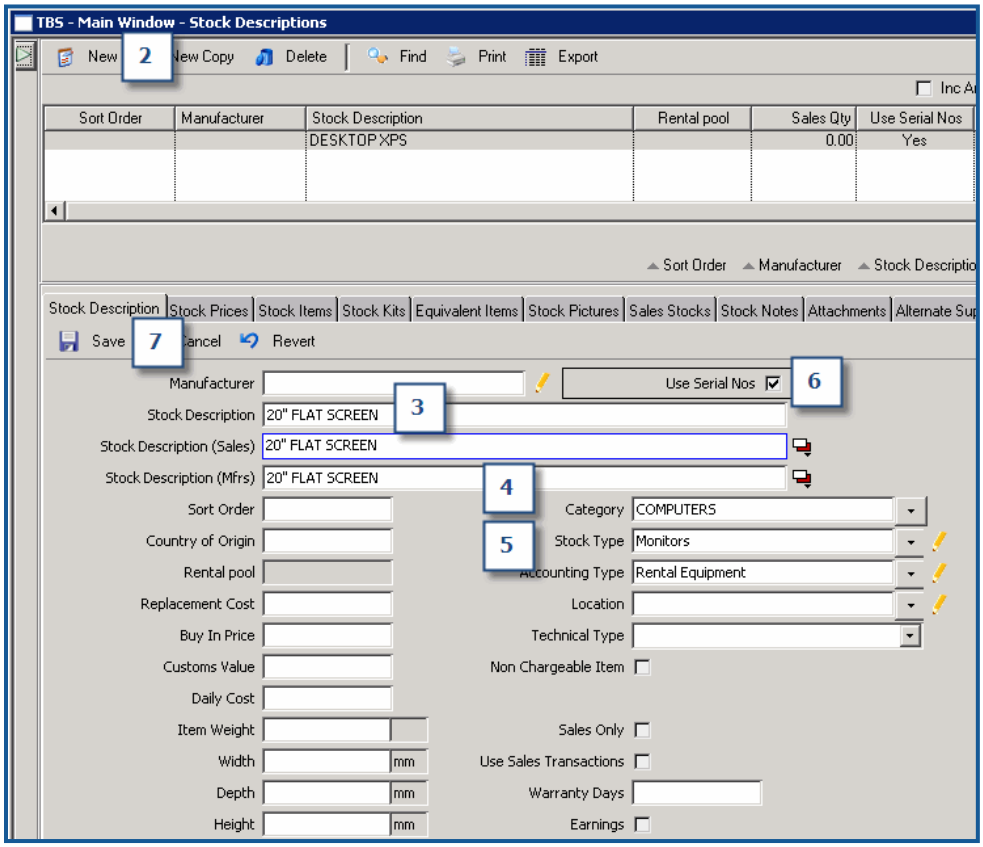


Adding Stock Description #3

This section steps you through adding a stock description that will be linked to another stock description.

Stock Descriptions

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Click the **New** button.
3. Enter *20" FLAT SCREEN* the **Stock Description** field.
4. Select *COMPUTERS* as the **Category**.
5. Select *Monitors* as the **Stock Type**.
6. Make sure the **Use Serial Nos** checkbox is selected.
7. Click the **Save** button.



Adding Stock Description #4

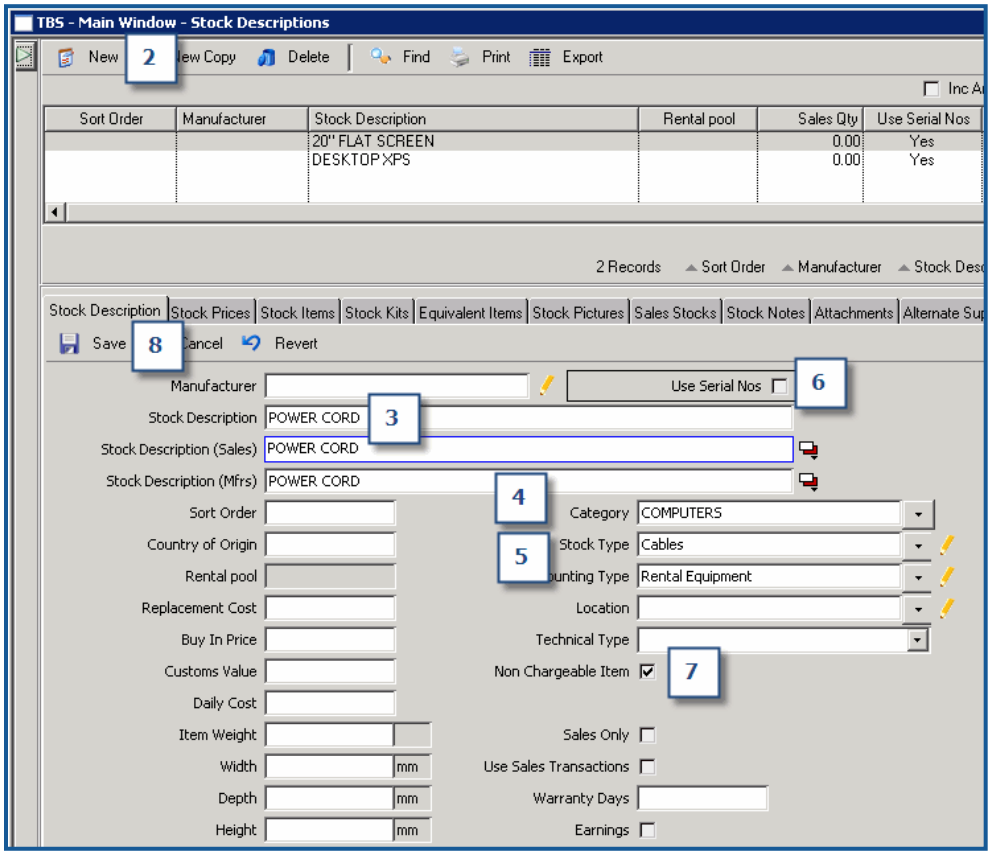
NOTE:
Non-chargeable items will display on the delivery paperwork as it is necessary they are included in the order.

However, non-chargeable items do not display on the invoice sent to the customer.

This section steps you through adding a stock description that will be linked to another stock description and will be flagged as non-chargeable.

Stock Descriptions

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Click the **New** button.
3. Enter *POWER CORD* the **Stock Description** field.
4. Select *COMPUTERS* as the **Category**.
5. Select *Cables* as the **Stock Type**.
6. De-select the **Use Serial Nos** checkbox if it is selected. It is not necessary to track a specific power cord in a delivery.
7. Click the **Non Chargeable** checkbox.
8. Click the **Save** button.



Defining Stock Items

NOTE:
In the previous exercise, you added 2 different headphones and created them as equivalent items.

In this exercise, you will add stock item records for each of the headphones to add a quantity for each item. The 2 quantities will be added together when someone creates a booking for these headphones thereby increasing the availability.

All stock items are allocated to a stock description. For example a particular CD player would be allocated to the stock description which stores that model number. The Stock Descriptions window shows you how many of these particular model number CD players you have in your current rental pool.

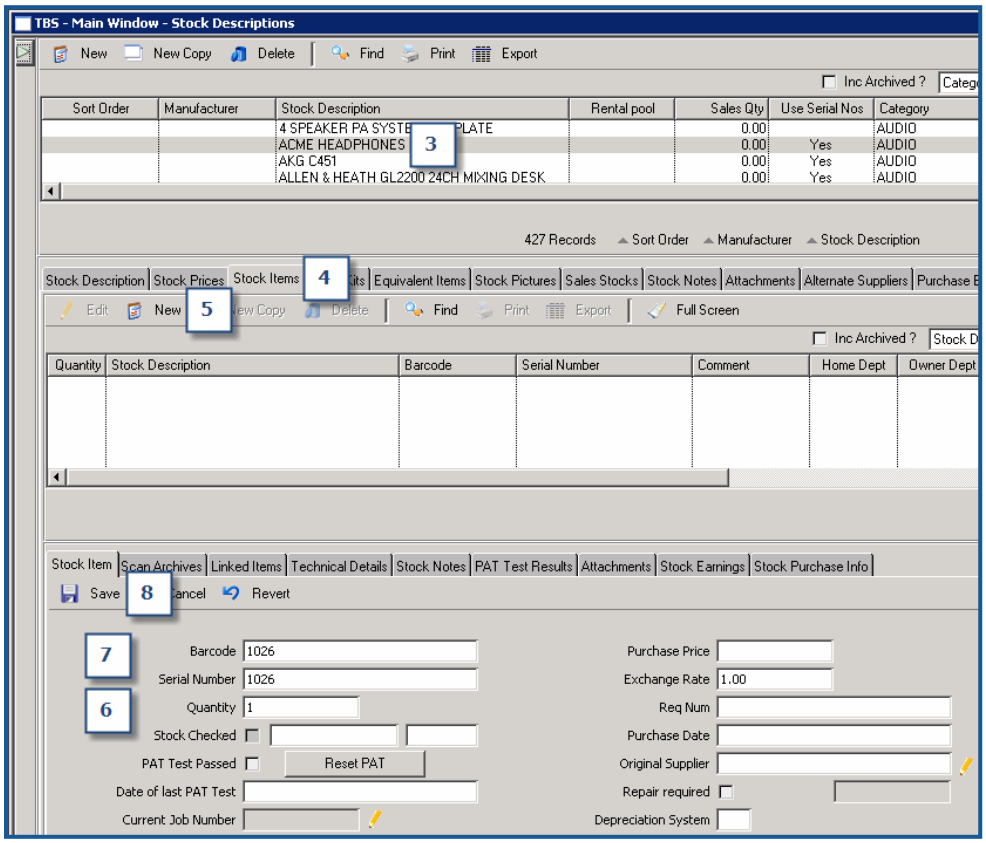
This section describes how to keep track of your individual stock items and add new items to existing stock descriptions. It also shows you how to link associated items together.

Adding Stock Item #1

This section consists of exercises to create stock items to increase the quantity of stock in the rental pool.

Stock Items

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Search for the *ACME HEADPHONES*.
3. Click on the stock description in the search results.
4. Click the **Stock Items** tab.
5. Click the **New** button.
6. Enter **1** as the **Quantity**.
7. Note that the **Barcode** and **Serial Number** update automatically. Change these if necessary.
8. Click the **Save** button.



Adding Stock Price

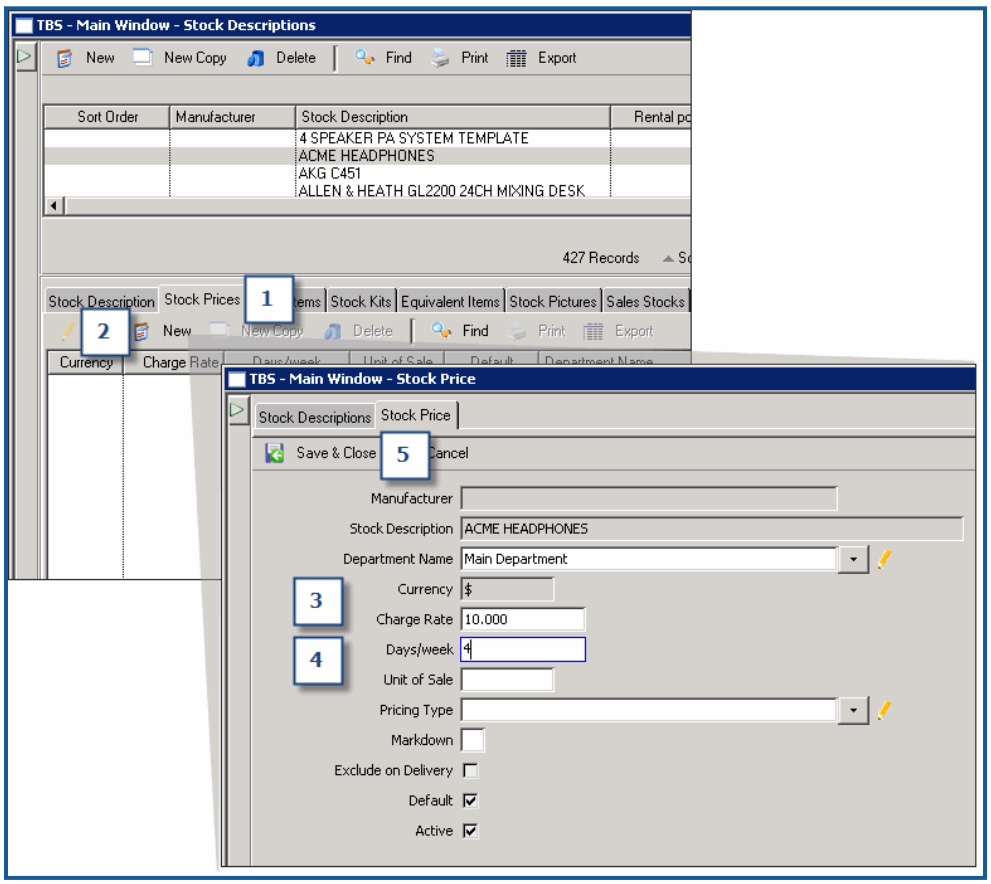
NOTE:
The price list for stock items is separate from the stock item definition as TBS allows you to define multiple lists of prices.

The separate price list provides flexibility to define separate prices for equipment for unique situations such as pricing per customer, length of job, conference pricing or 3rd party pricing, etc.

This section steps you through adding a price to the stock item. The price is the amount charged to the client renting the item. A later exercise will demonstrate how the price is reflected on the invoice for billing purposes.

Add Stock Price

1. Click the **Stock Prices** tab.
2. Click the **New** button.
3. Enter *10.0000* as the **Charge Rate**.
4. Enter *4* as the **Days/week**.
5. Click the **Save & Close** button.



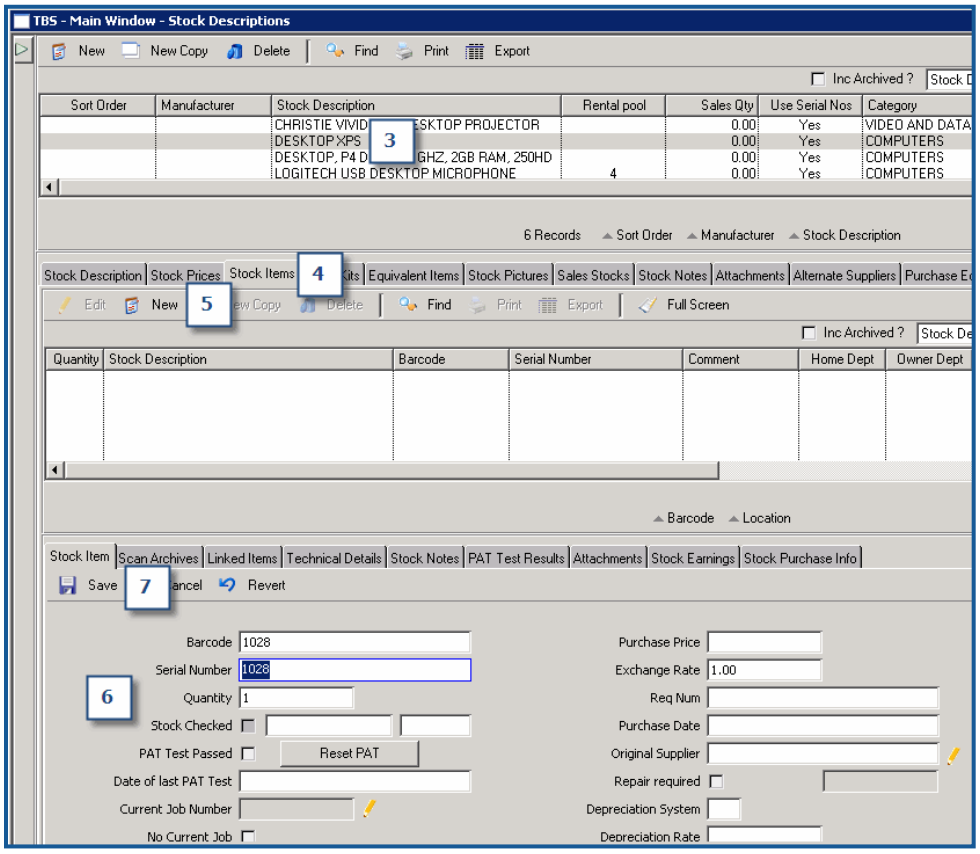
Adding Stock Item #2

NOTE:
When you create a booking in the system, serial numbers allow you to monitor a specific stock item more precisely.

This section steps you through creating a stock item with a serial number.

Stock Items

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Search for the *DESKTOP XPS*.
3. Click on the stock description in the search results.
4. Click the **Stock Items** tab.
5. Click the **New** button.
6. Enter **1** as the **Quantity**.
7. Click the **Save** button.

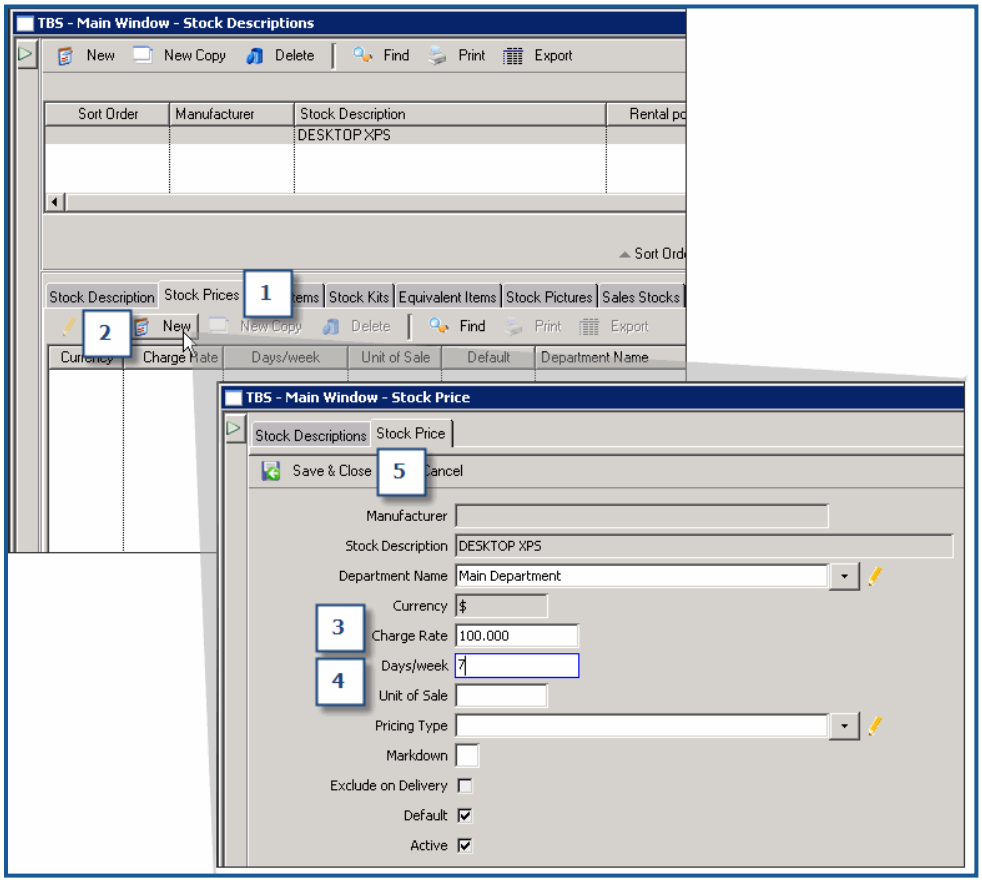


Adding Stock Price

This section steps you through adding a price to the stock item. The price is the amount charged to the client renting the item. A later exercise will demonstrate how the price is reflected on the invoice for billing purposes.

Add Stock Price

1. Click the **Stock Prices** tab.
2. Click the **New** button.
3. Enter *100.0000* as the **Charge Rate**.
4. Enter *7* as the **Days/week**.
5. Click the **Save & Close** button.



Adding Stock Item #3

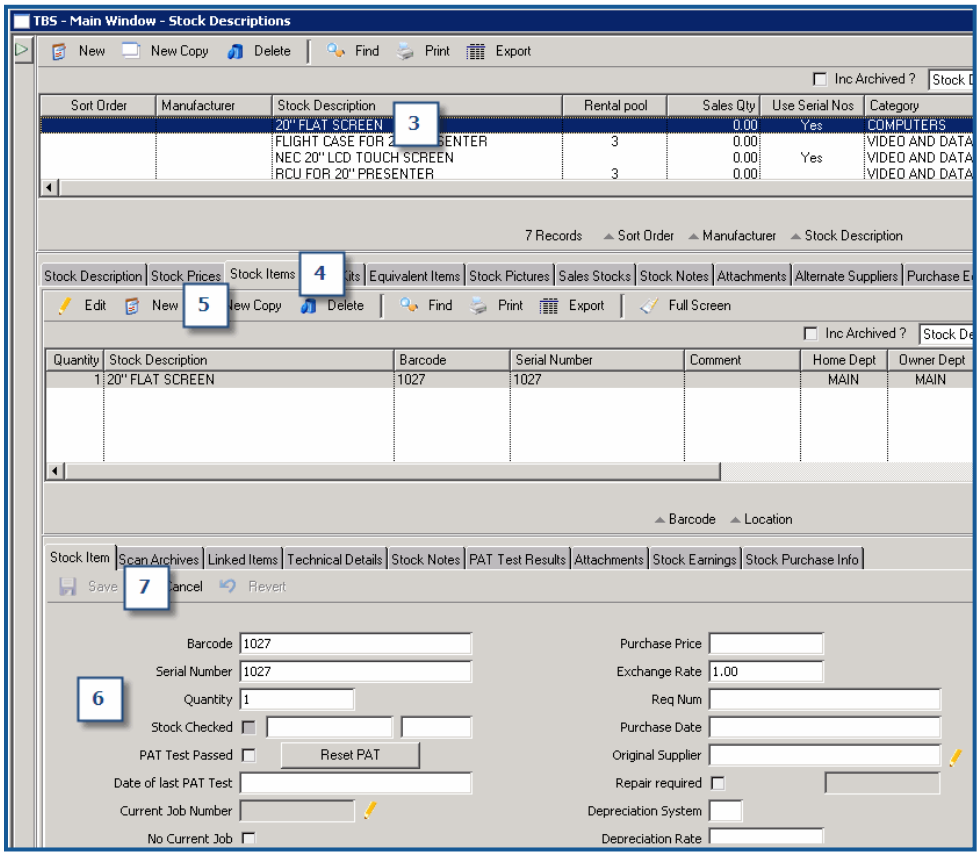
This section steps you through creating a stock item that will be linked to another item.

NOTE:
When you create a booking in the system, you can check to see if there are any associated items with that stock.

For example, when a client rents a computer, a power cord, mouse and keyboard can be grouped so the items are delivered together.

Stock Items

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Search for the *20" FLAT SCREEN*.
3. Click on the stock description in the search results.
4. Click the **Stock Items** tab.
5. Click the **New** button.
6. Enter **1** as the **Quantity**.
7. Click the **Save** button.

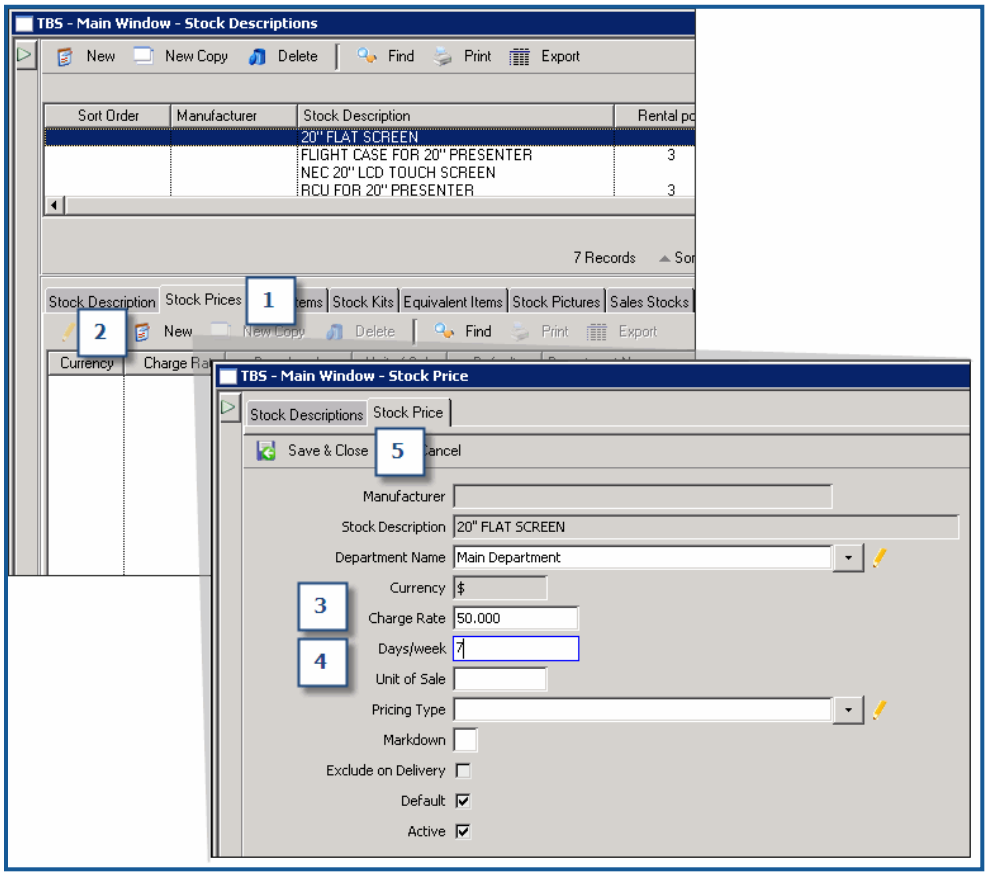


Adding Stock Price

This section steps you through adding a price to the stock item.

Add Stock Price

1. Click the **Stock Prices** tab.
2. Click the **New** button.
3. Enter *50.0000* as the **Charge Rate**.
4. Enter *7* as the **Days/week**.
5. Click the **Save & Close** button.



Adding Stock Item #4

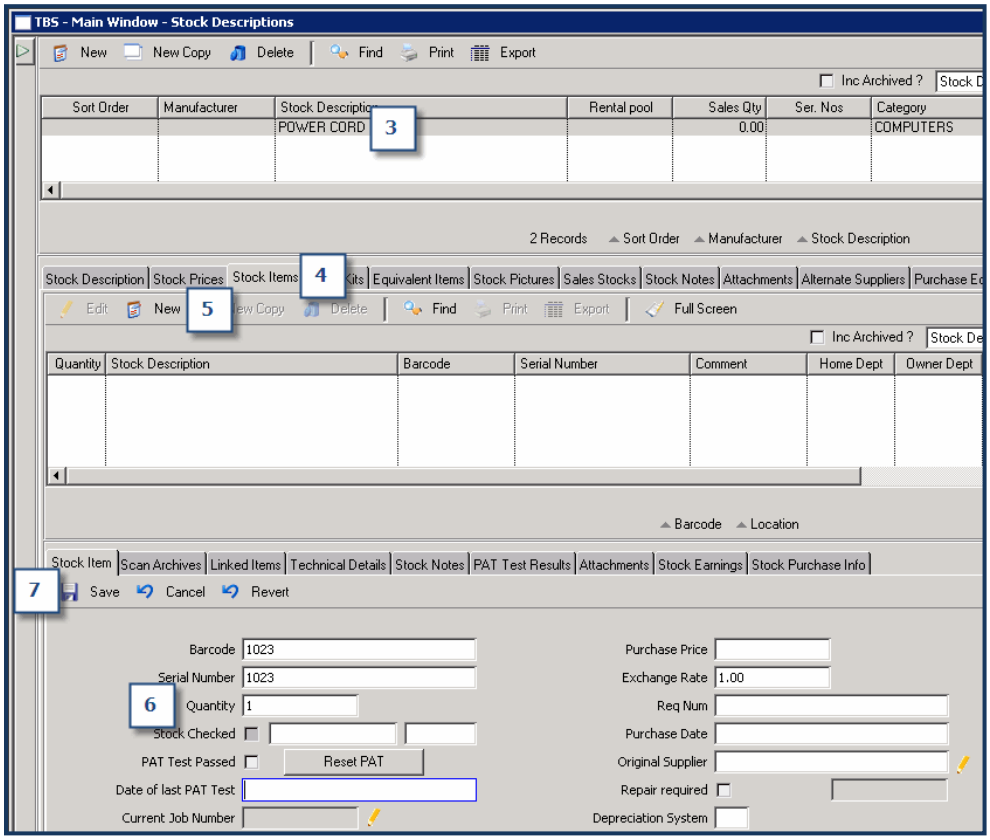
NOTE:
When you create a booking in the system, there may be stock items that are linked to the main item that are non-chargeable.

Non-chargeable items are items that are required for the stock to function properly but are not included in the billing. It is important to track non-chargeable items since it is important that they still get delivered and returned from a booking.

This section steps you through creating a non-chargeable stock item that will be linked to another item.

Stock Items

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Search for the *POWER CORD*.
3. Click on the stock description in the search results.
4. Click the **Stock Items** tab.
5. Click the **New** button.
6. Enter **1** as the **Quantity**.
7. Click the **Save** button.



Creating Stock Kits

NOTE:
Items linked in a kit provide the necessary information to those who will be packing the items to make sure all necessary items are delivered to and returned from a booking.

NOTE:
The Stock Kit definition screen allows you to mark a chargeable item non-chargeable when it is included as part of a kit. To make a kit item non-chargeable check the **Non-charge** checkbox.

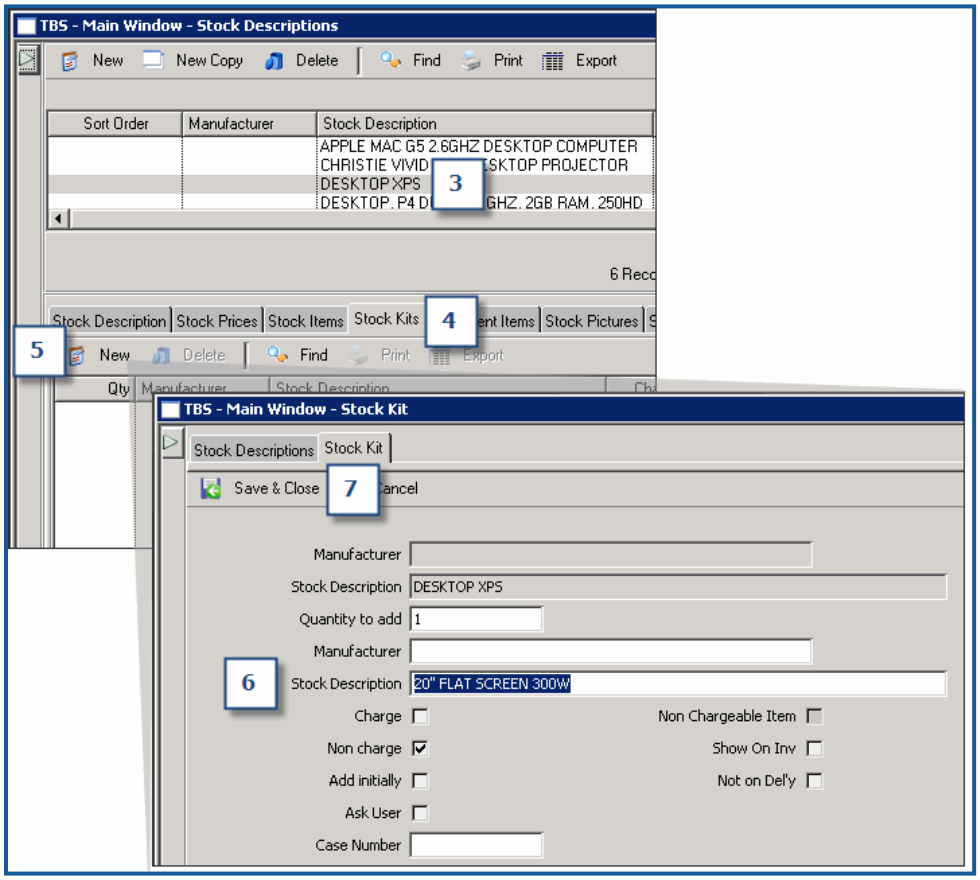
In the previous exercises, you added the following stock items to the system:

- Computer
- Monitor
- Power cord

In this exercise, you will link the items together in a kit so that when a client rents the computer, the monitor and power cord can be delivered and tracked with it.

Linked Items

1. Select **Stock Screens > Stock Descriptions** from the left menu.
2. Search for the *DESKTOP XPS*.
3. Click on the stock description in the search results.
4. Click the **Stock Kits** tab.
5. Click the **New** button.
6. Enter *20" FLAT SCREEN* as the **Stock Description**.
7. Make sure the **Non charge** checkbox is selected. This ensures there is no separate charge for this item when included as part of a kit.
8. Click the **Save & Close** button.
9. Repeat steps 5 – 6 to add the *POWER CORD* to the kit.



Bookings

This chapter guides you through the process of creating and managing bookings. Use this information to become familiar with using the system to create bookings, edit existing booking details, sub rent equipment in case of equipment shortages and generate paperwork for the client.

New Booking

To create a booking, you combine a client record with a stock description. You then check the availability of the stock items, allocate items to a job and produce the necessary paperwork.

This exercise guides you through creating a booking. The high level steps for creating a booking include:

- Perform a client lookup to link to the equipment booking.
- Check availability of stock.
- Confirm booking.
- Produce confirmation paperwork for the client.

TIP:
Click the yellow arrow in the Delivery Address Lookup section of the Job Details screen copies the values from the Invoice Client Lookup section if these are the same.

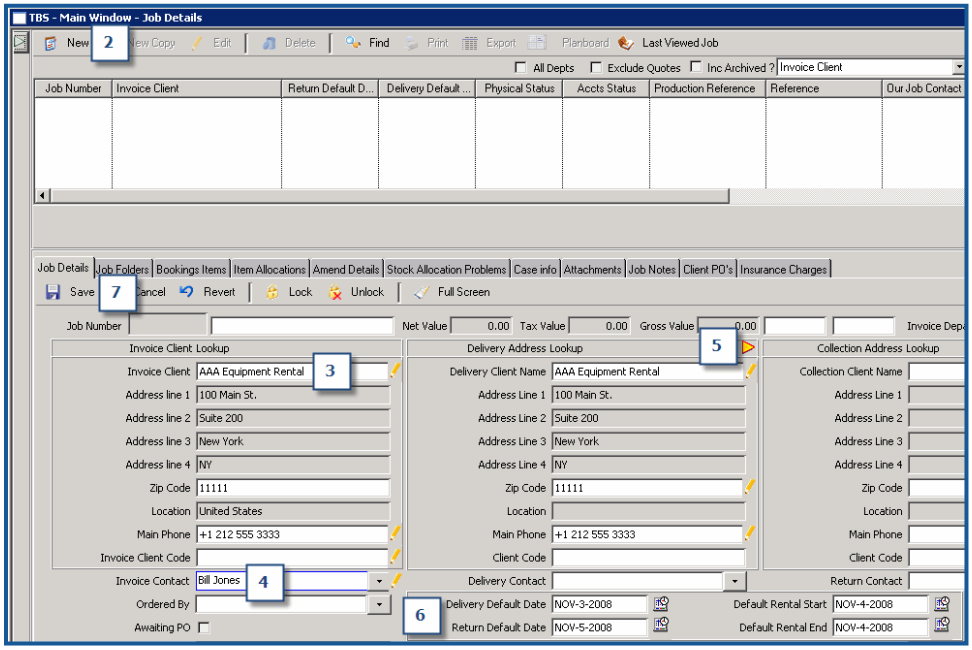
NOTE:
The information for maintaining client records is covered in section **Setting up Client Information** page **21**.

Linking to a Client

Each booking record must be tied to a client. When you create a new booking, you can use a lookup feature to search the clients stored in the database. If the client does not exist in the system, you can add it without leaving the Bookings section.

Create booking

1. Select **Bookings > Job Details** from the left menu.
2. Click the **New** button at the top of the Job Details screen.
3. Lookup the client (*AAA Equipment Rental*) by entering a partial name in the **Invoice Client** drop down list followed by a **?** to narrow the list of clients.
4. Select *Bill Jones* (entered in section Adding Contacts page **23**) from the **Invoice Contact** drop down list.
5. Click the yellow arrow icon in the Delivery Address Lookup section to copy the Invoice Client field values.
6. Review the default dates for the equipment rental.
7. Click the **Save** button.



Check Availability

TIP:
Fields with a red outline allow you to perform a lookup of values for that field. You can enter search criteria, such as **ABC**, followed by a **?** to conduct a search of all values for that field that include that sequence of characters.

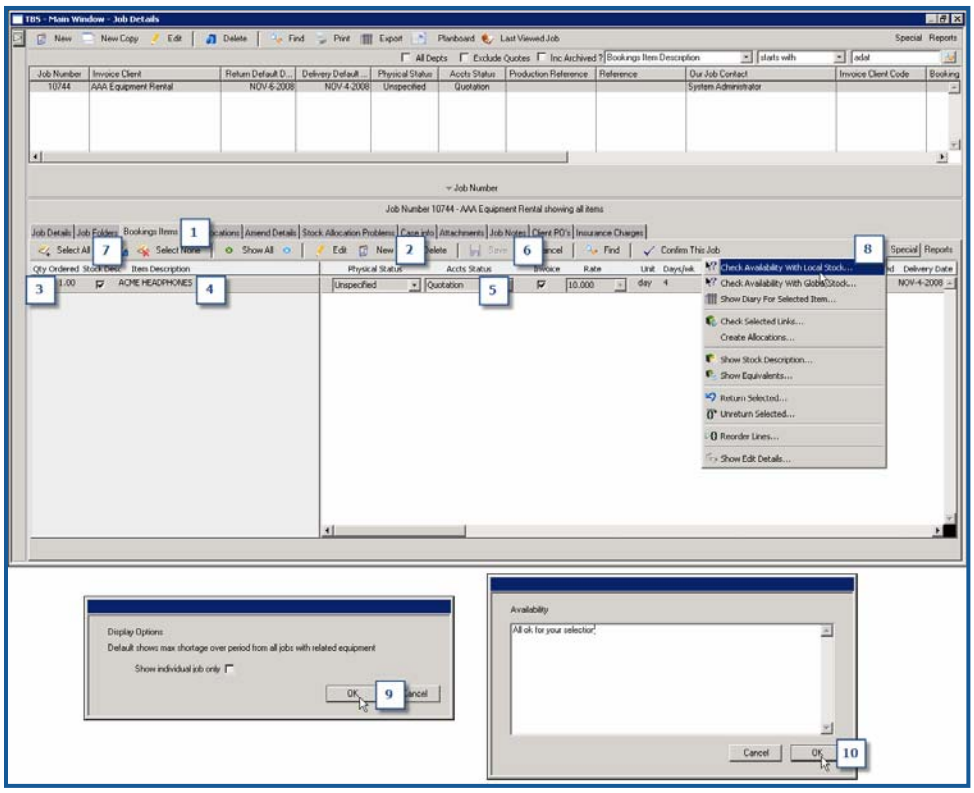
NOTE:
The information for maintaining stock items is covered in section **Defining Stock Items** page **34**.

Before you can allocate stock to a client for a specified date range, you must first check the available of that item(s). To check the availability of a stock item:

- Select the Bookings Items tab.
- Add the stock details such as Quantity and Item Description.
- Check the availability.

Check availability

1. Click the **Booking Items** tab.
2. Click the **New** button.
3. Enter **1** as the **Qty**.
4. Select *ACME HEADPHONES* as the **Stock Description**.
5. Notice the **Accts Status** drop down list defaults to *Quotation*. Once you confirm the job, this value changes to *Confirmed*.
6. Click the **Save** button.
7. **Select All** stock items to check availability.
8. Click the **Special** button and select **Check Availability with Local Stock**.
9. Click **OK** when the Display Options dialog displays.
10. Click **OK** when Availability dialog shows selection is ok.

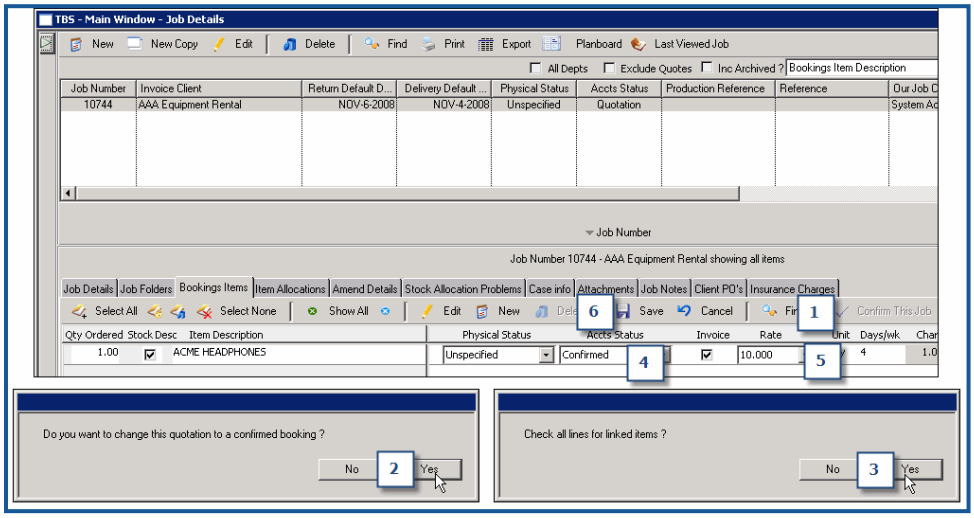


Confirm Job

Each booking must be confirmed to reserve the selected stock items and take them out of the rental pool for the time period of the booking.

Confirm Booking

1. Click the **Confirm This Job** button from the Booking Items tab.
2. Click **Yes** at the *Do you want to change this quotation to a confirmed booking?* dialog.
3. Click **Yes** at the *Check all lines for linked items?* dialog.
4. Note that the **Accts Status** drop down changes to *Confirmed*.
5. Note that the **Rate** drop down changes to the price you specified in the Stock Price list for the stock item.
6. Click the **Save** button.



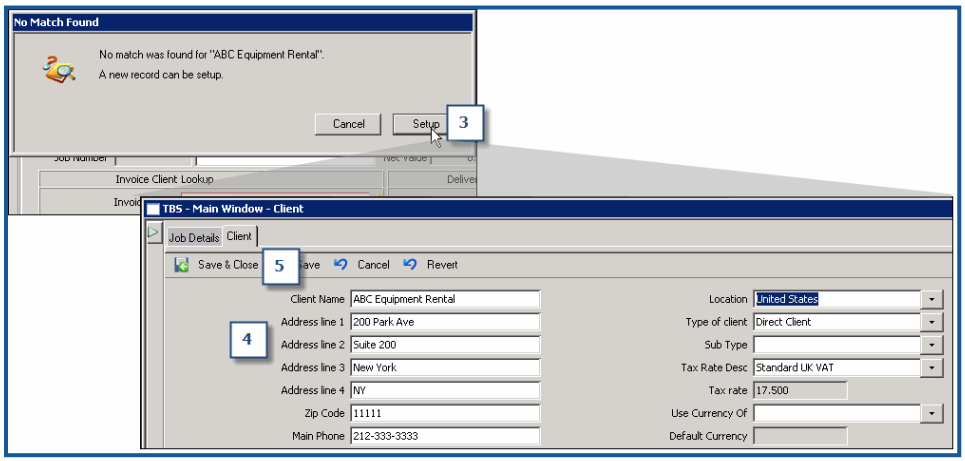
New Booking (Grouped Items)

NOTE:
In this exercise, you add a job detail for a client who does not exist in the system. You can add the client information without having to leave the booking record.

In an earlier exercise, you added 3 stock items (*DESKTOP XPS, 20" FLAT SCREEN* and a *POWER CORD*) to the system and set them up to be grouped in a stock kit. This exercise guides you through creating a booking where the selected equipment has items that need to be included in the order so they can be prepared for delivery and billing to the client.

Create Booking (linked items)

1. Create a new Job Detail.
2. Add *ABC Equipment Rental* as the **Invoice Client**.
3. Select to **Setup** a client record for the new client. The system presents the **Client** screen.
4. Add the **Address** information and change the **Location** *to United States* if appropriate.
5. Click **Save & Close** to save the new client information and return to the Job Details screen.
6. Click **Save** to save job details.

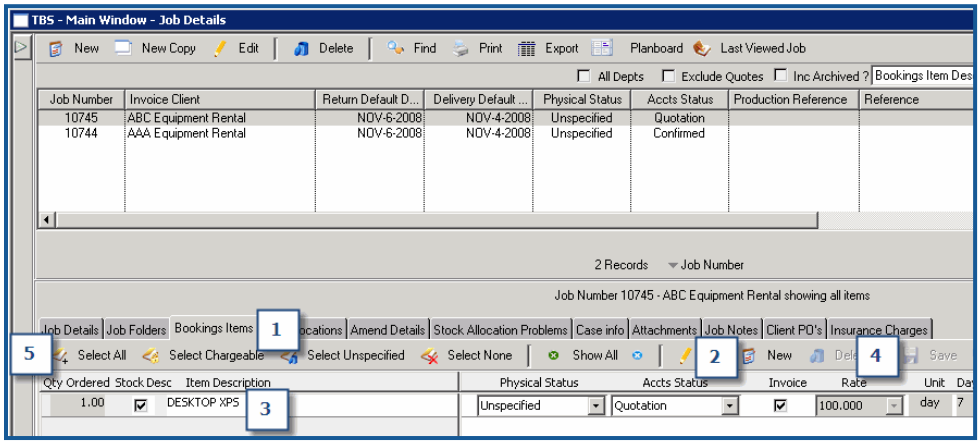


Create Booking

Now that you have created the client record, you can add the booking details for that client.

Create booking (linked items)

1. Click the **Booking Items** tab.
2. Click the **New** button.
3. Enter *DESKTOP XPS* as the **Item Description**.
4. Click the **Save** button.
5. Click the **Select All** button.
6. Click the **Special** button and select **Check Availability with Local Stock**.
7. Click **OK** when the Display Options dialog displays.
8. Click **OK** when Availability dialog shows selection is ok.

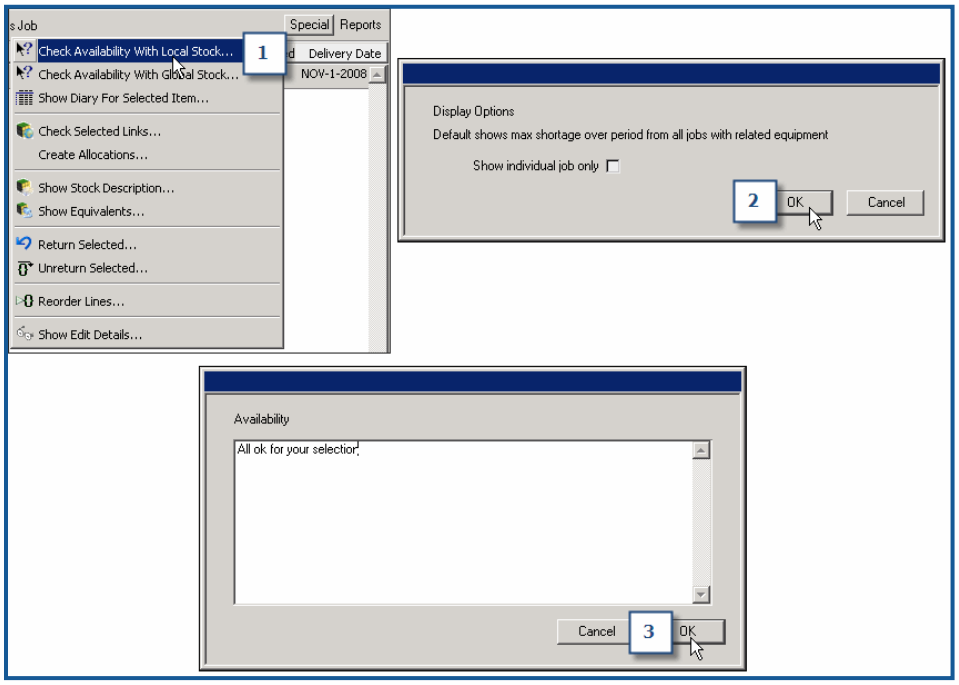


Check Availability

Check the availability of the items.

Check Availability

1. Click the **Special** button and select **Check Availability with Local Stock.**
2. Click **OK** when the Display Options dialog displays.
3. Click **OK** when Availability dialog shows selection is ok.

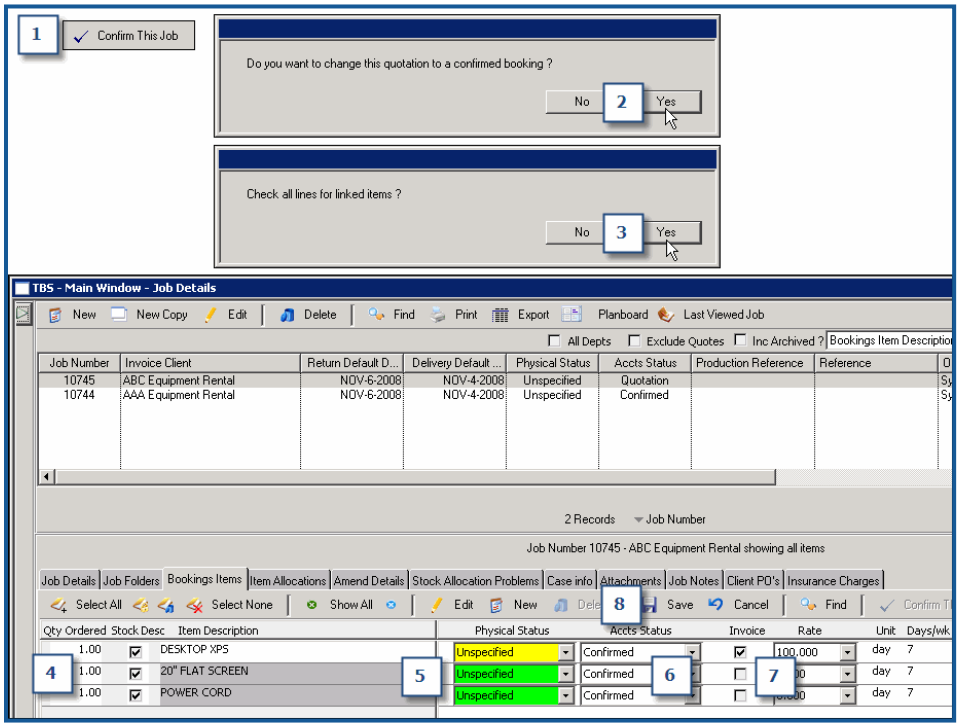


Confirm Booking

This exercise steps you through confirming a booking in which multiple stock items are linked together. This exercise illustrates chargeable and non-chargeable items booked for the same job.

Confirm Booking

1. Click the **Confirm This Job** button from the Booking Items tab.
2. Click **Yes** at the *Do you want to change this quotation to a confirmed booking?* dialog.
3. Click **Yes** at the *Check all lines for linked items?* dialog.
4. Note that the linked items now display on the Booking Items list.
5. Note that the **Physical Status** drop down displays as *Unspecified*.
6. Note that the **Accts Status** drop down changes to *Confirmed*.
7. Note that the **Invoice** checkbox is selected for the *DESKTOP XPS*, but not for the *20" FLAT SCREEN* or *POWER CORD*. The monitor was set as non-chargeable when included in a kit and the power cord was set as non-chargeable in the stock description.
8. Click the **Save** button.



Allocate Items

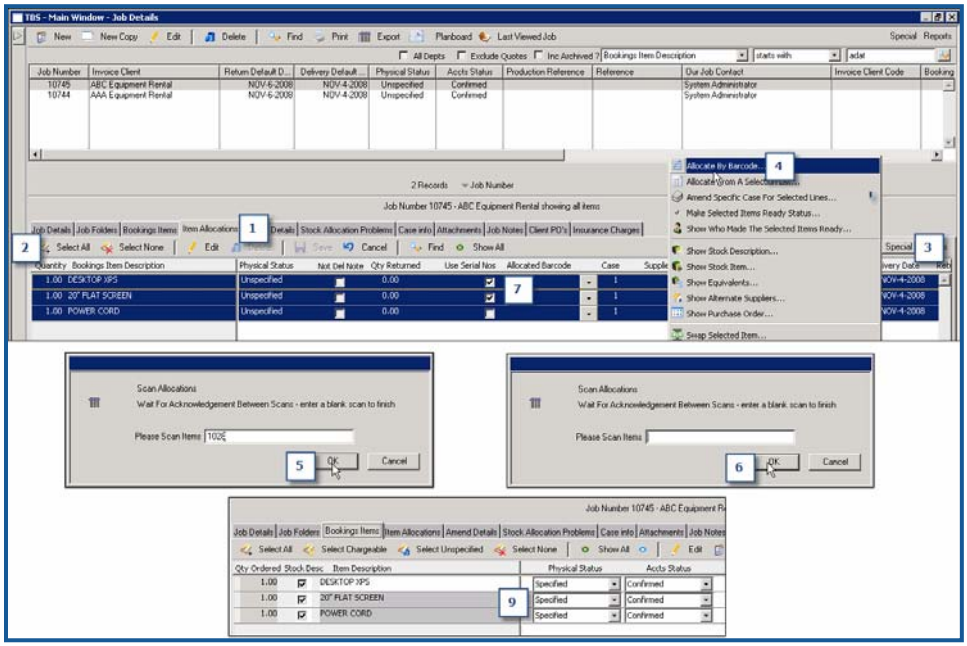
As the job start date approaches, it is necessary for the stock items to be allocated to the job.

NOTE:
Once your barcode scanner is setup in global preferences, you can scan each item to automatically record the information in TBS.

For the purposes of this exercise, manually enter the barcode when prompted. To look up the barcode, highlight the stock item on the **Item Allocations** tab, click **Special** and select **Stock Item**. Make a note of each barcode.

Allocate Items

1. Click the **Item Allocations** tab for the DESKTOP XPS job.
2. Click the **Select All** button to select each item.
1. Click the **Special** button.
2. Select **Allocate by Barcode**.
3. Enter the first barcode and click **OK**. Repeat until each item is entered.
4. Click **OK** on the **Scan Allocations** dialog once you have added the last item.
5. Note that the **Use Serial Nos** checkbox is selected for the computer and monitor since you enabled this when you created the stock description.
6. Click the **Booking Items** tab.
7. Note that the **Physical Status** now displays *Specified* since specific items have been allocated for a job.



Print Client Paperwork

This section describes how to print the paperwork required when the items in a booking have been allocated. Once you have allocated the items, you will then need to generate the following paperwork:

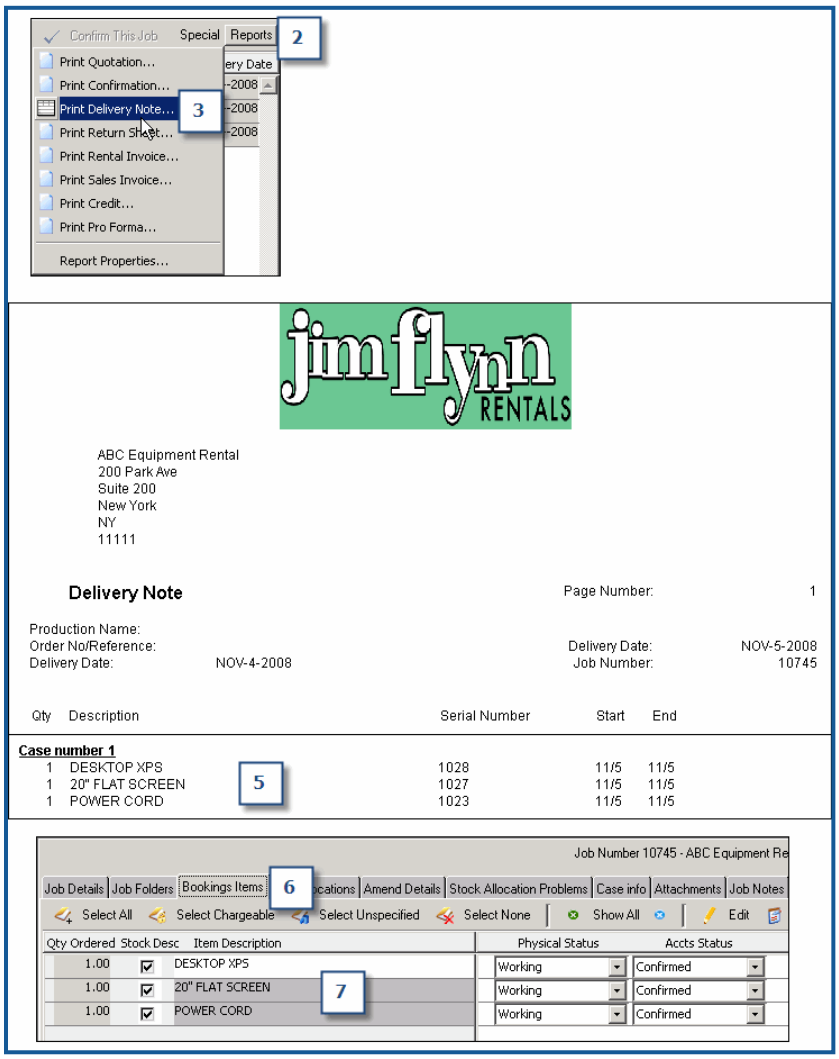
- Delivery note
- Client invoice

Print Delivery Note

The delivery note lists each of the items that must be included in the delivery to a client for a specific job. The delivery note is sent to the client as well to indicate all of the items the client must return when the job has ended.

Print Delivery Note

1. Click the **Job Details** tab for the DESKTOP XPS job.
2. Click the **Reports** button.
3. Select **Print Delivery Note**.
4. Specify the destination printer and print note.
5. Review the details and submit to the client with their order.
6. Click the Booking Items tab.
7. Note the **Physical Status** now displays as **Working**.



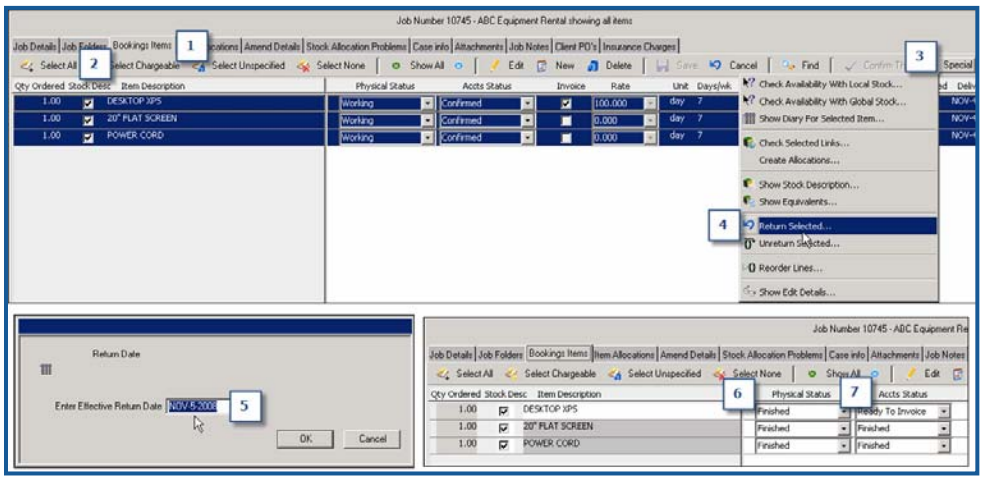
NOTE:
For the purposes of these exercises, we use the default setting to bill at the end of the job as defined in the **Billing Cycle** drop down list on the **Job Details** screen.

Return Items

Once a job is complete and the client returns the rental items, you can enter the return status into the application. When you enter return items, TBS automatically flags the items as ready for invoicing.

Return Items

1. Click the **Booking Items** tab for the DESKTOP XPS job.
2. Click the **Select All** button.
3. Click the **Special** button.
4. Select **Return Selected**.
5. Enter the **Return Date**. *Make sure the return date is no more than 1 day earlier than the original job end date so as not to affect the billing for the job*.
6. Note that the **Physical Status** displays as *Finished*.
7. Note that the **Accts Status** displays as *Ready to Invoice*.



NOTE:
This section highlights how a stock item with a rental price may not appear on an invoice if it is marked **non-chargeable** when included in a stock kit.

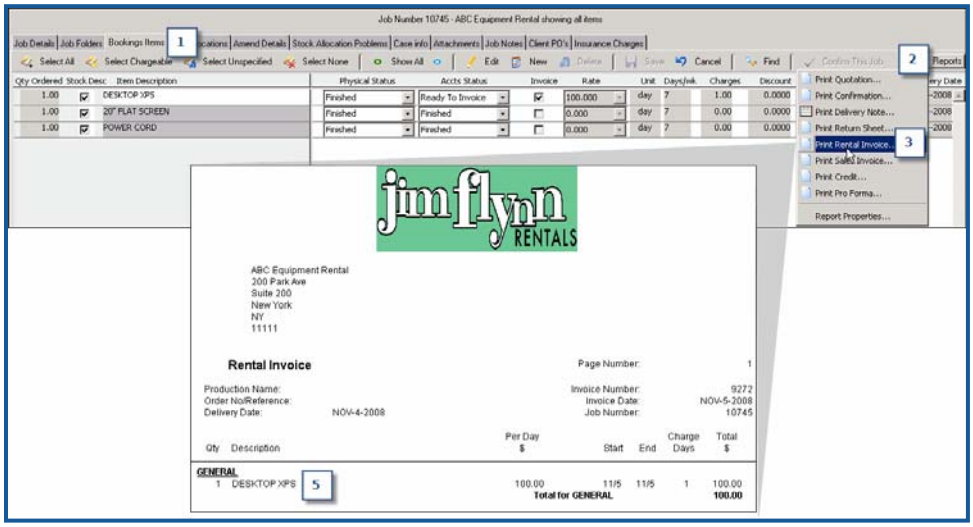
For example, the *20" FLAT SCREEN* monitor has a rental rate of **$50 per day**, but is included in a stock kit with the DESKTOP XPS. Only the charge for the desktop appears on the invoice since the monitor and power cord are required to be delivered with it.

Print Invoice

This section describes how to print an invoice once the rental items have been returned at the end of a job. Only items marked as chargeable display on an invoice.

Print Invoice

1. Click the **Booking Items** tab for the DESKTOP XPS job.
2. Click the **Reports** button.
3. Select **Print Rental Invoice**.
4. Specify the destination printer and print invoice.
5. Review the details and submit to the client. Note that the *DESKTOP XPS* is the only item that displays. The *20" FLAT SCREEN* was designated non-chargeable when included in a stock kit and the *POWER CORD* is always non-chargeable.



System Administration

This chapter explains how to use the functions in the System Administration section to maintain the settings that affect the entire application. If you have system administrator rights, you can define and maintain the departments, users, groups and security levels for the system.

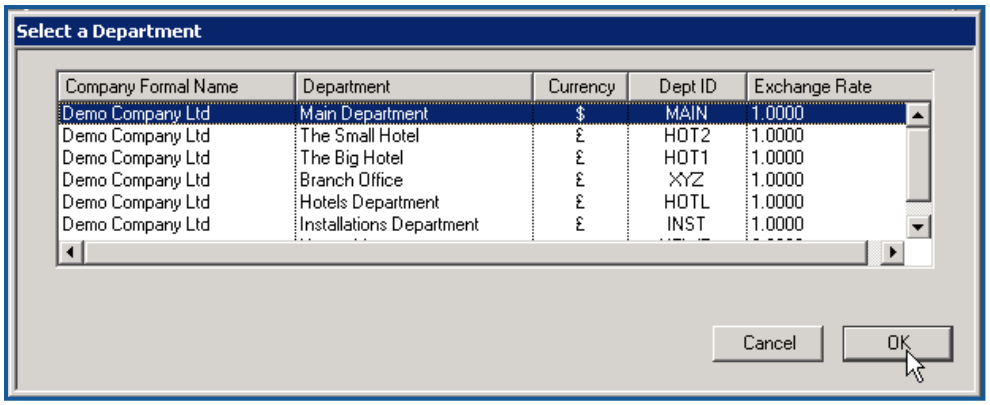
MAIN COMPANIES

NOTE:
You can define multiple departments for each company.

The Main Companies section allows you to define the profile data for the companies which will have access to the application. The data includes information such as company address, website and email address, SMTP settings for outgoing email from the application and a company logo.

You can then define multiple departments for each company. The department profiles include information such as department address, currency, exchange rate and tax information. In addition, users with appropriate access can see the next document number the application will assign, such as Invoices and Carnets, when the related document is generated.

A user with appropriate security privileges can assign users to a department in their user profile, see **Users** page **58** for information on defining users. A user can also be granted access to multiple departments in their profile. The user would then select the department upon logging in to the application. If a user is granted access to multiple departments, they will see a screen similar to the following before logging in:



This section includes information on how to perform the following functions:

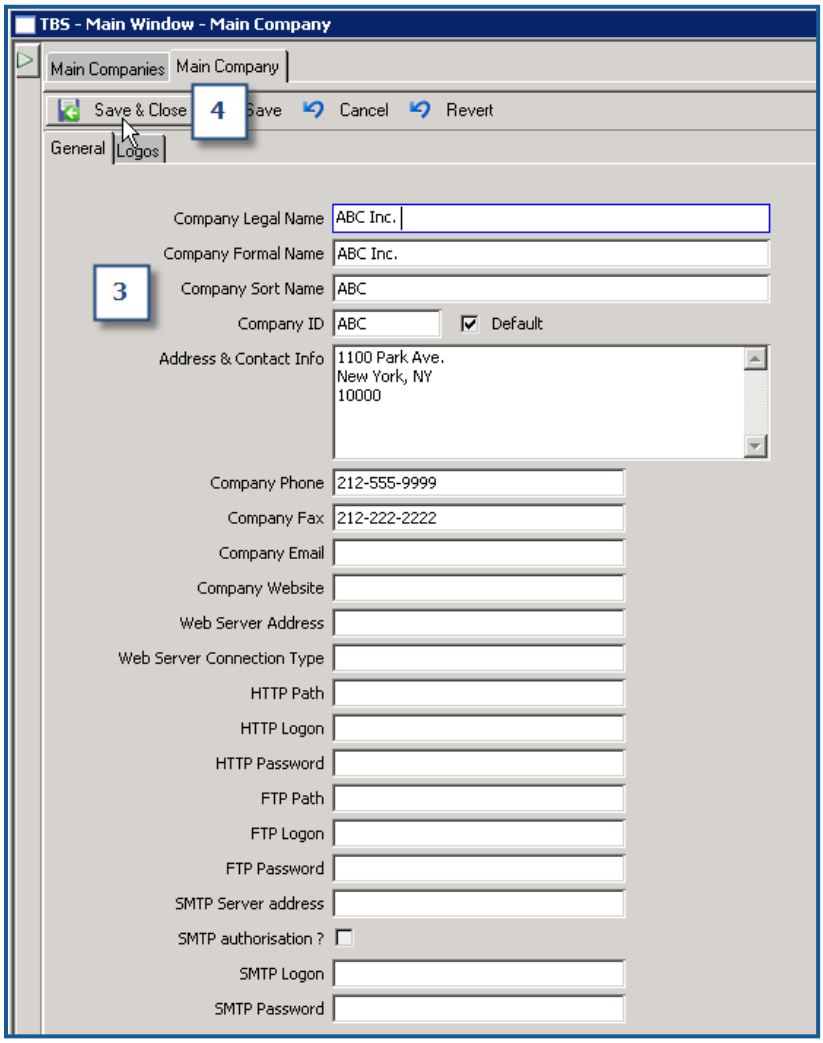
- Define main companies
- Define departments

Define Main Companies

This section describes how to define companies.

Define Companies

1. Select **System Administration > Main Companies** from the left menu.
2. Click the **New** button or highlight a company and click **Edit**.
3. Add or modify the basic profile information such as **Name**, **Address, Email** and **SMTP** settings.
4. Provide additional details as necessary and click **Save & Close** when finished.

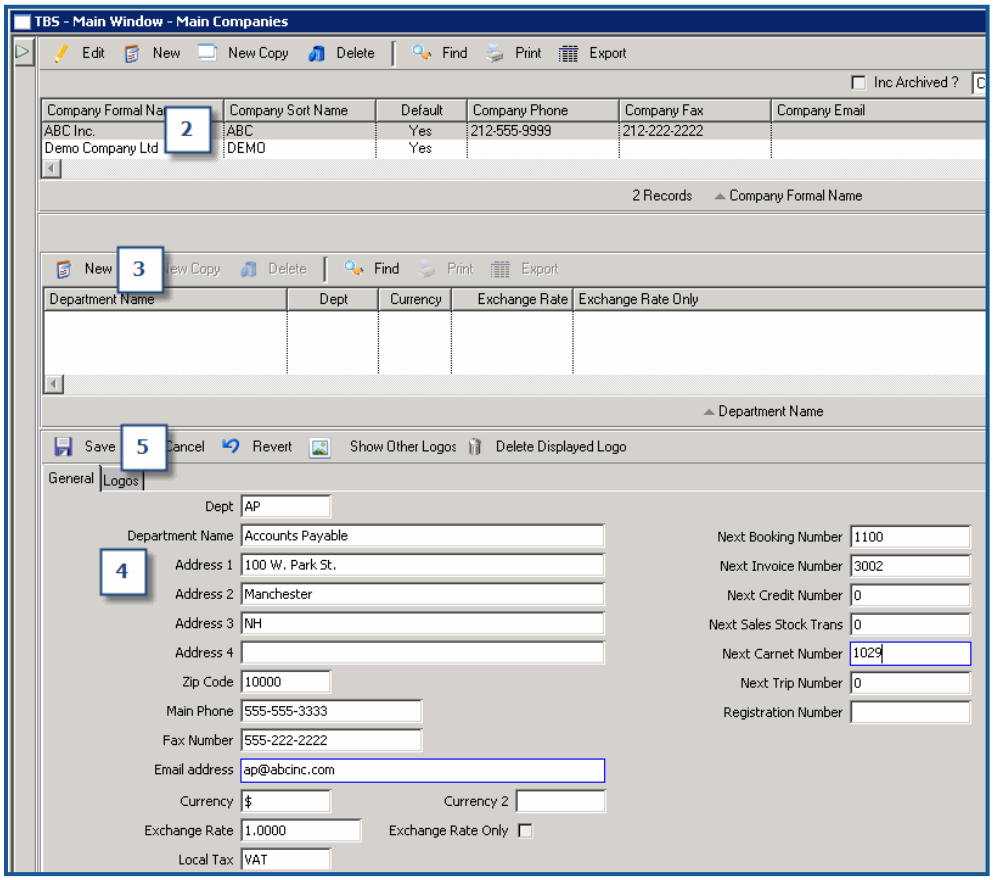


Define Departments

This section describes how to define companies.

Define Departments

1. Select **System Administration > Main Companies** from the left menu.
2. Click on the company to add departments.
3. Click the **New** button in the section below the departments.
4. Add or modify the basic profile information such as **Name**, **Address, Currency, Exchange Rate, Tax** and **Next Document Numbers**.
5. Provide additional details as necessary and click **Save** when finished.



USERS

NOTE:
Check the **System Administrator** checkbox to give the user full access to the functions in the application.

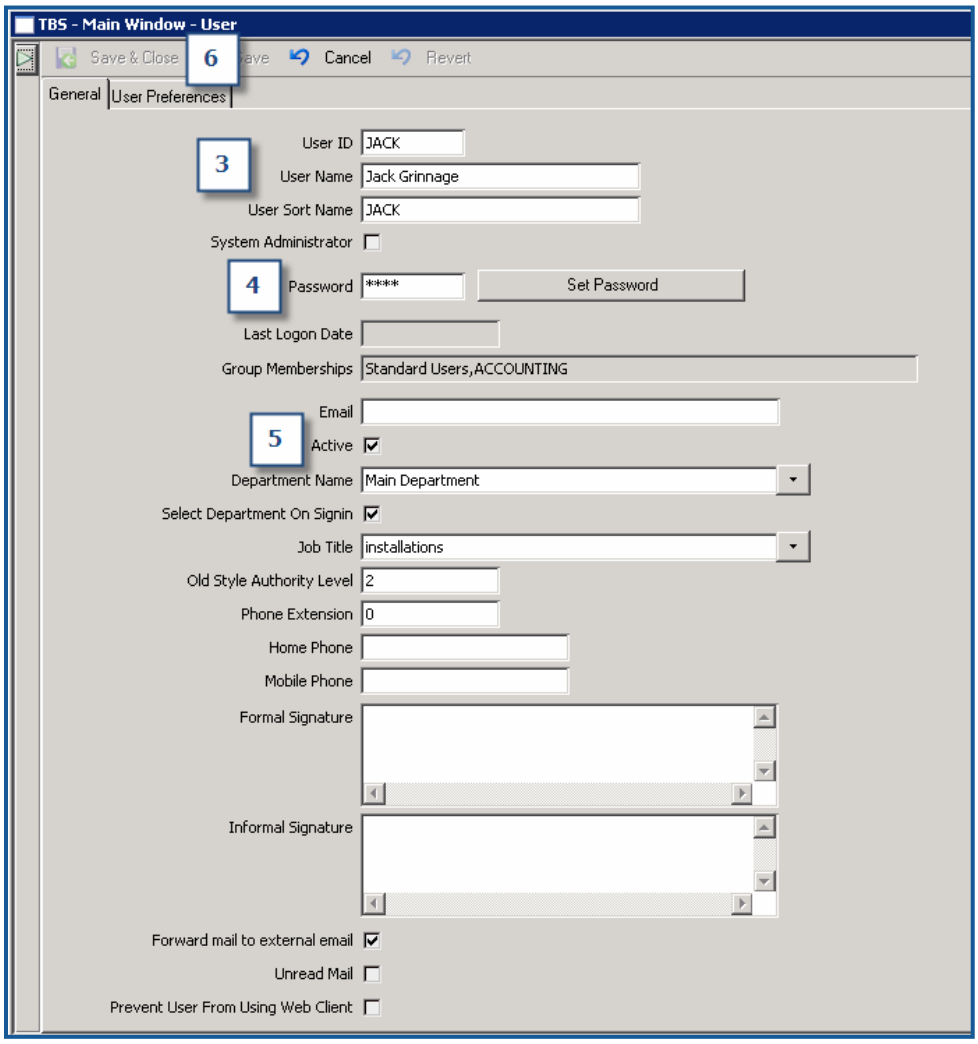
NOTE:
Check the **Select Department on Signon** checkbox to allow the user to specify which department to access upon login to the application. If left unchecked, the user will only have access to the department specified in the **Department Name** drop down.

The Users section allows you to define the users of the system along with their basic profile. The profile includes information each user uses to login to the system such as their ID and password and displays other information such as their email address, phone numbers and department name.

For each user, you can add signatures to use in correspondence that users have from the system, or specify to send internal mail to their external email client.

Define Users

1. Select **System Administration > Users** from the left menu.
2. Click the **New** button or highlight a user and click **Edit**.
3. Add or modify the basic profile information such as **User ID**, **User Name, Password** and **Email**.
4. Check the **System Administrator** checkbox if appropriate for this user.
5. Ensure the **Active** checkbox is selected so the user can access the system. Deselect this box to deactivate a user.
6. Provide additional details as necessary and click **Save & Close** when finished.



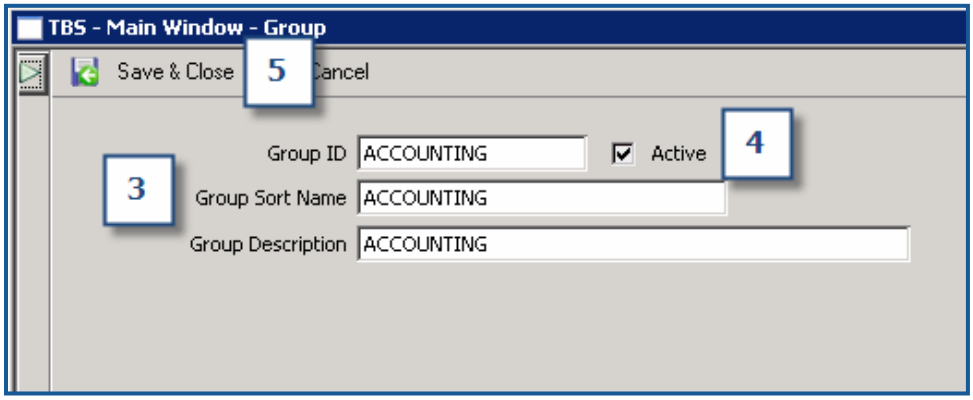
GROUPS

NOTE:
Add users to groups in the Security section. Define security rights at the group level. See **Security** page **60** for more details.

The Groups section allows you to define the groups to which individual users can be assigned. You can then add users to groups when you define security (see **Security** page **60**).

Define Groups

1. Select **System Administration > Groups** from the left menu.
2. Click the **New** button or highlight a group and click **Edit**.
3. Add or modify the group profile information.
4. Ensure the **Active** checkbox is selected. Deselect this box to deactivate a group.
5. Provide additional details as necessary and click **Save & Close** when finished.



Security

The Security section allows you to define the access that users have to different functions within the application. Define security at the group level. You can add a user to more than one group. Defining security includes the following functions:

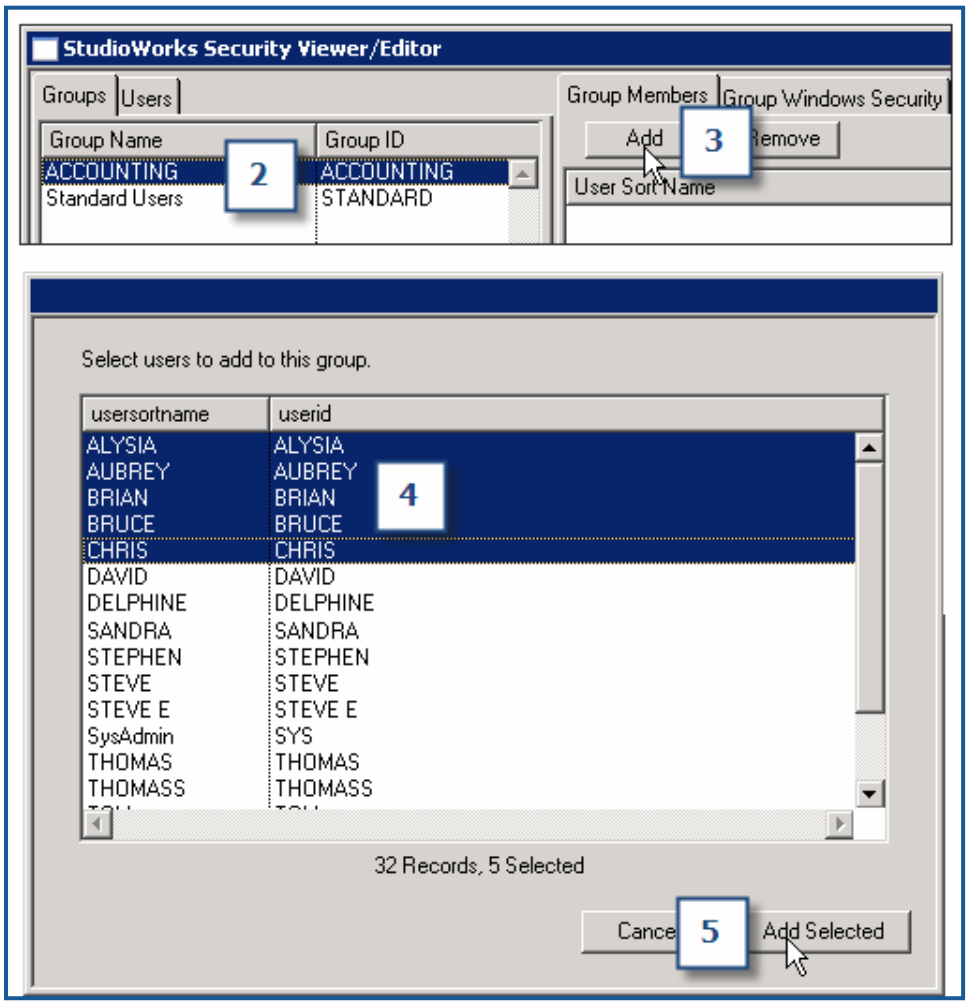
- Add users to groups
- Define group security profile

Add Users to Groups

You must first assign users to a group for that user to have access to the application. You can add a user to more than one group if necessary. If a user belongs to more than one group, that user will have access to the application as defined by the highest level of security of the groups in which they belong.

Add Users to Groups

1. Select **System Administration > Security** from the left menu.
2. Click the group name from the **Groups** tab.
3. Click the **Add** button from the **Group Members** tab.
4. Click the user(s) to add to the group. Use **CTRL + click** or **SHIFT + click** to select multiple users.
5. Click the **Add Selected** button when finished.



NOTE:
If a user belongs to multiple groups, that user will have access as defined by the highest level of security of the groups in which they belong.

TIP:
The Permissions buttons (Basic, All, None) allow you to quickly assign predefined access profiles for each function or table.

Basic assign View, Edit, Delete privileges.

All assign all privileges.

None remove privileges.

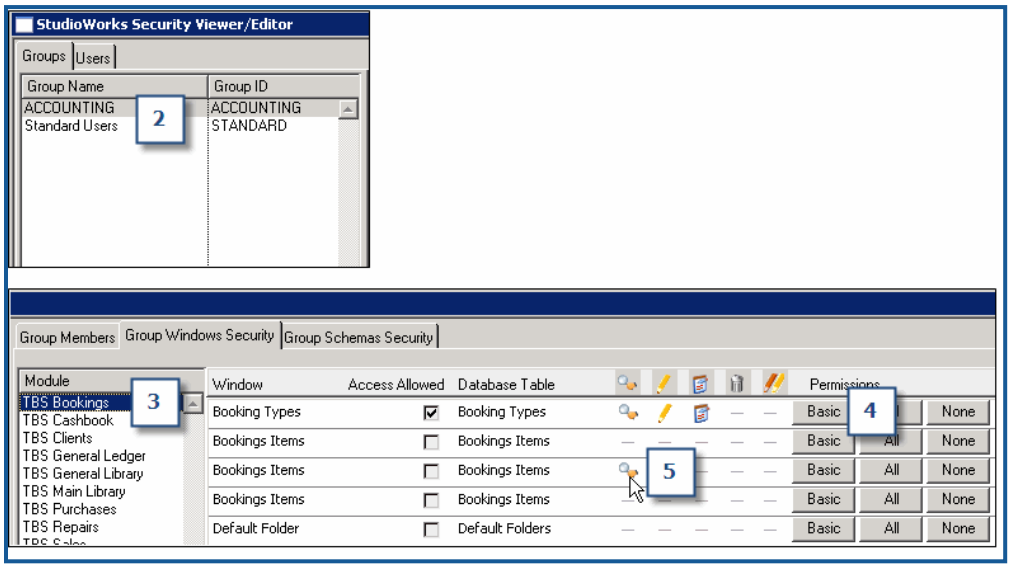
Define Group Security

For each group in the system, you can define the access levels to the functions within the application. The access users within the group have, determine how they can manipulate data, if at all, within a specific screen or database table. The following lists the levels of access you can define for each area in the application.

Level	Description
View	View data with no edit or delete access.
Edit	Edit data within individual records, or rows in a table.
Insert	Add new records, or rows to a table.
Delete	Delete records, or rows from a table.
Update multiple	Edit data within multiple records, or rows in a table simultaneously.

Define Security Access

1. Select **System Administration > Security** from the left menu.
2. Click the group name from the **Groups** tab.
3. Click the **Module** that includes the screens or tables to define the security.
4. Click the **Permission** button to assign the appropriate security profile. Or –
5. Click on the dash under the individual permission icon to assign.
6. Close the Security window when complete.



Communications

The TBS software includes fully integrated email and fax utilities. This enables you to print quotes, invoices and other rental paperwork directly to email or fax. You can send email and faxes to both internal and external recipients if the preferences have been set up by your administrator.

MAIL

TIP:
If you would like your mail forwarded to your external email client, update your user profile to enable the **Forward to external email setting**.

If you do not have security permission to update this setting, contact your System Administrator.

The Mail section allows you to send email to internal and external users of the system as well as read email sent to your internal inbox.

TIP:
If you would like email a group of people, you can send an email to Mailing List Name.

See **Mailing Lists** page **68** for more information on setting up Mailing Lists.

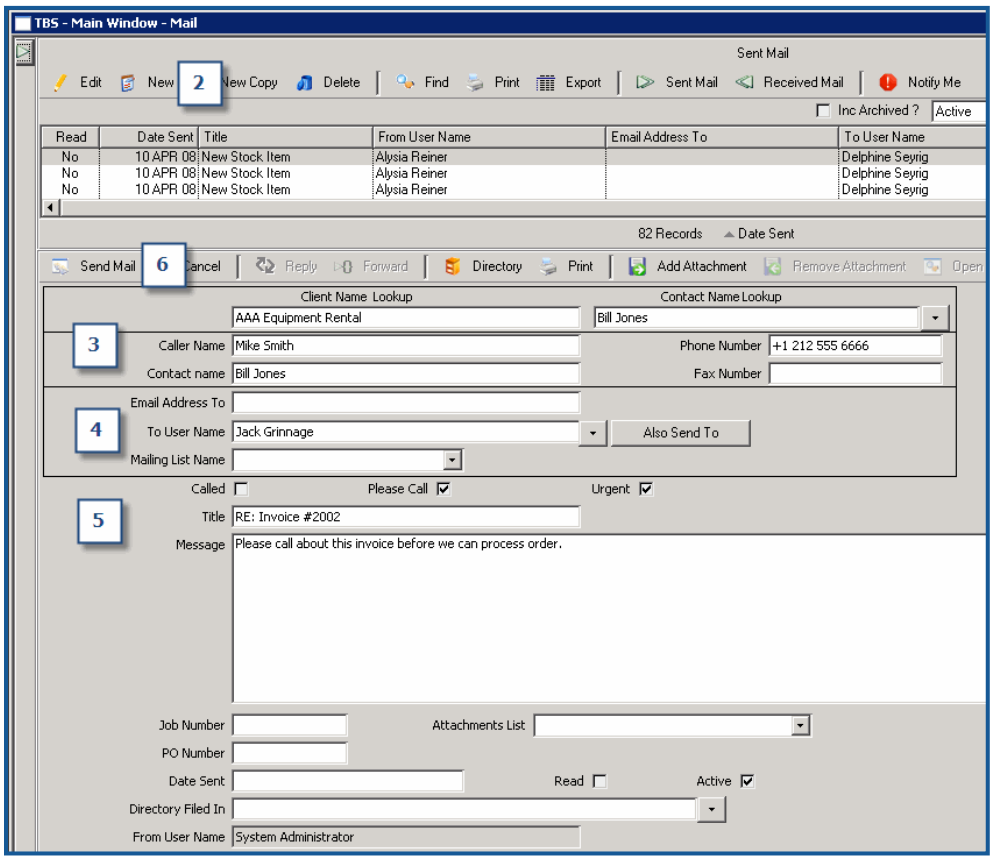
SEND EMAIL

This section describes how to send email.

Level	Description
Email Address to	External email address.
To User Name	Drop down list of internal users. Select an internal user to send an email to the address specified in their user profile.
Mailing List Name	Email group to send email to multiple people simultaneously.

Send Email

1. Select **Communications > Mail** from the left menu.
2. Click the **New** button at the top of the screen.
3. Enter details such as **Client**, **Contact** and **Caller** name.
4. Specify an internal or external user(s) to send the email. *See the table above for details on the email recipient settings.*
5. Add a **Title**, **Message** and other appropriate details.
6. Click the **Send Mail** button to send the email.

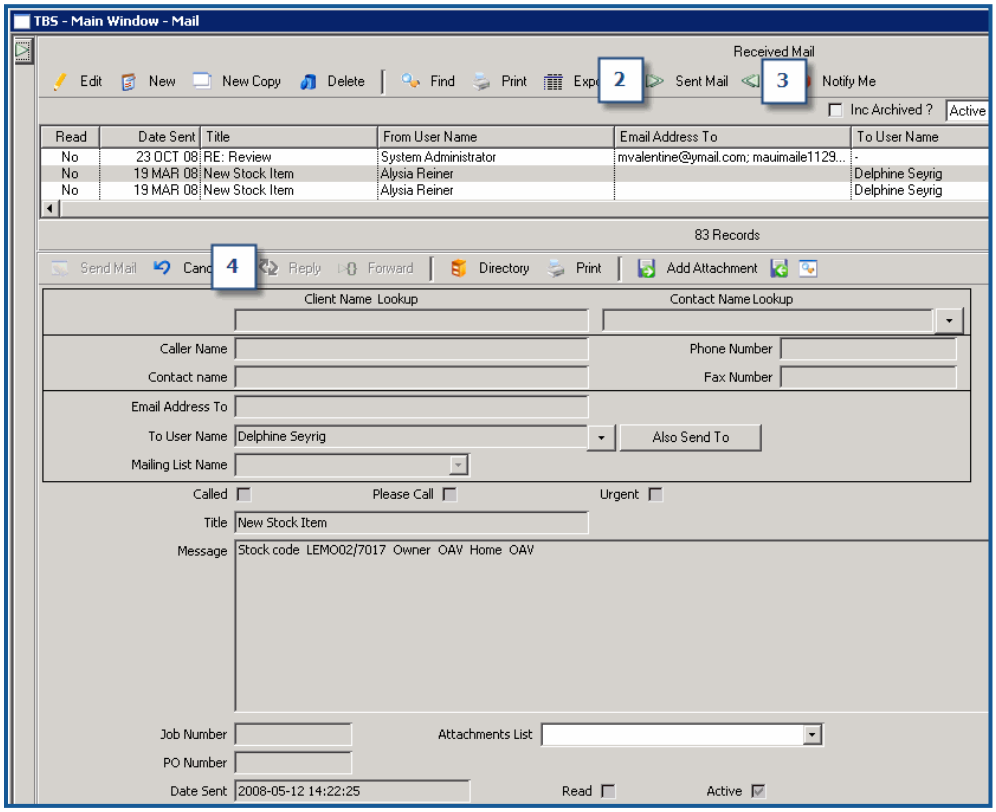


Receive Email

This section describes how to receive internal email. You can view email that you have previously sent or that has been sent to your inbox.

Receive Email

1. Select **Communications > Mail** from the left menu.
2. Click the **Sent Mail** button to review previous emails you have sent.
3. Click the **Received Email** button to read emails sent to you.
4. Click the **Reply** or **Forward** button to take the appropriate action if necessary. *These buttons are enabled if the email was sent to you.*



FAXES/LETTERS

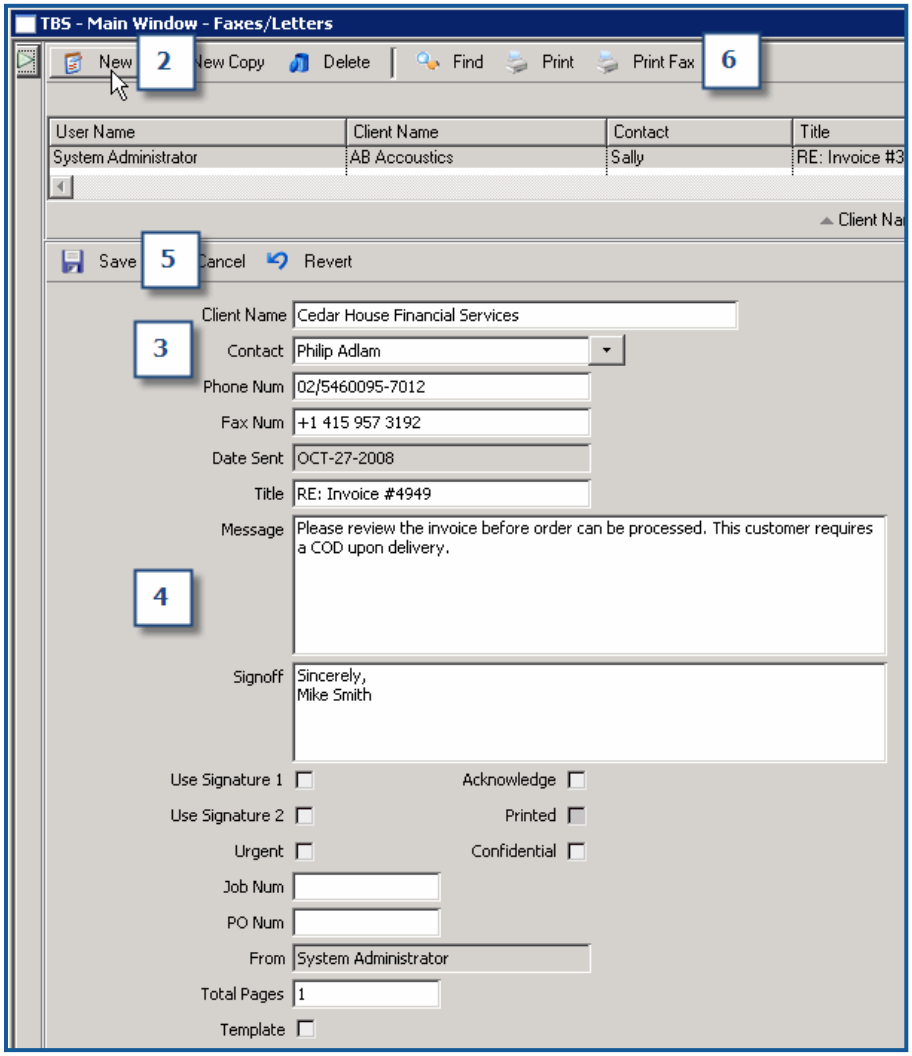
TIP:
Select the **Print** option to generate in letter format.

Select the **Print Fax** option to generate in fax format by adding information such as the client's fax number and number of pages.

The Faxes/Letters section describes how to generate faxes and letters. Once you add the details of the communication, you then choose to output the information in letter format or fax format.

Generate Faxes/Letters

1. Select **Communications > Faxes/Letters** from the left menu.
2. Click the **New** button.
3. Enter the recipient's information as necessary such as **Client Name**, **Phone** and **Fax Number**.
4. Enter the details of the communication itself such as the **Title**, **Message**, **Signoff** and any other information as required.
5. Click **Save**.
6. Click **Print** to print in letter format. Or, click **Print Fax** to generate in fax format.



MAILING LISTS

The Mailing Lists section allows you to define a mail account to send email to a group of users or external accounts. You can also define who is allowed to access that mail group when sending mail within TBS.

You define a mailing list in two parts. First, define the name and type of list. Then, add email recipients to the list. The table below describes the settings on the mailing list edit panels.

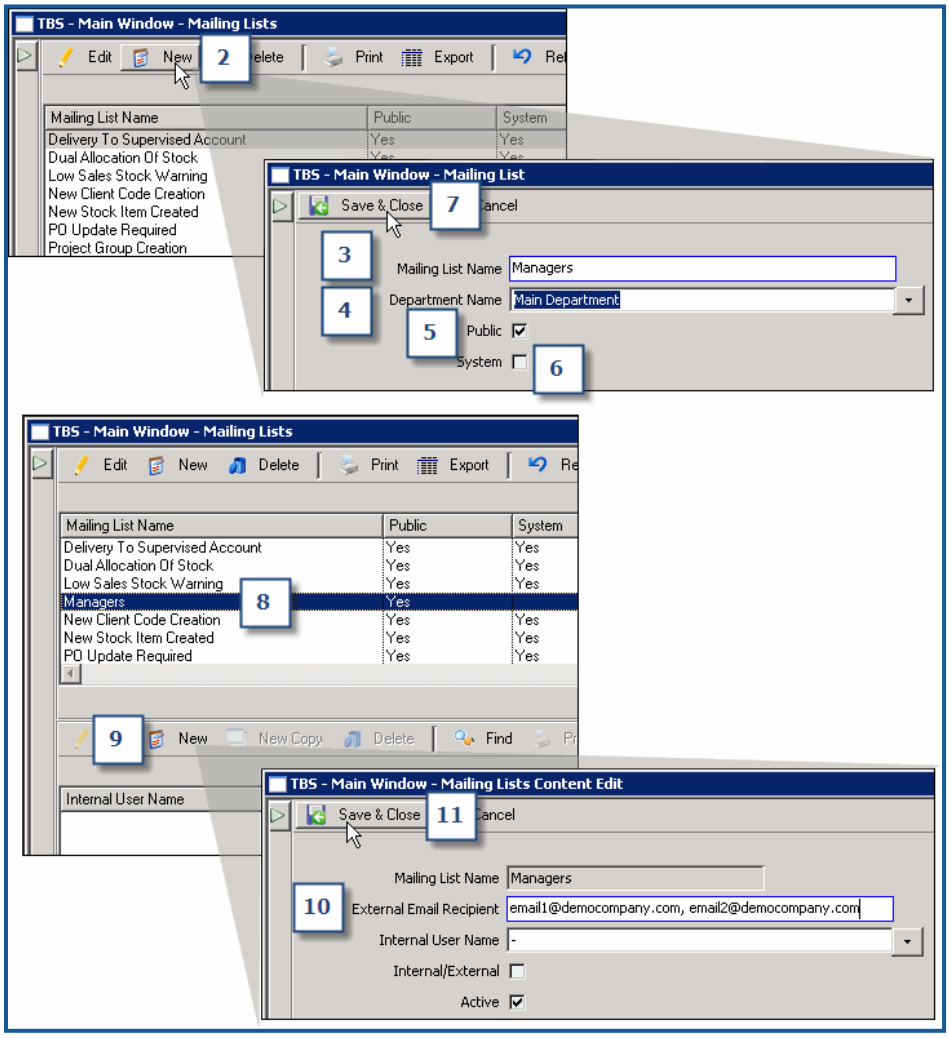
Setting	Description
Department Name	Specify the department that is allowed to use this list when sending mail from TBS. Any user within that department will see the list name as an option when they send mail. Leave this field BLANK to allow ALL departments to see the list.
Public	Check this box to make the list accessible from the **Mailing List Name** field on the **Mail** screen.
System	Check this box to make this list accessible ONLY to the system. TBS users will not be able to see a list flagged as SYSTEM. Only System Administrators have the access to set this option.
External Email Recipient	Email addresses for external email accounts to include in the mailing list. Separate multiple email addresses with a comma.

Create a Mailing List

This section describes how to create a mailing list. Depending on how you define the access to the list, other users can then reference that mailing list name when they send mail from TBS.

Create Mailing List

1. Select **Communications > Mail** from the left menu.
2. Click the **New** button.
3. Enter the **Mailing List Name**.
4. Select a **Department Name** to allow users in that department to have access to the mailing list when sending mail. Or, leave this field blank to make it available to all departments.
5. Select the **Public** checkbox to make the list available to users when sending mail.
6. Make sure the **System** checkbox is unselected.
7. Click **Save & Close**.
8. Select the newly added list.
9. Click the **New** button in the panel below.
10. Specify the email recipients. Separate multiple external recipients with a comma.
11. Click **Save & Close**.



Accounts

The Accounts section within TBS allows you to manage the accounting needs providing a comprehensive application to manage a rental business. You may opt to use the accounting section in TBS to manage transactions related to the sales, purchases and other financial transactions of your company.

SALES

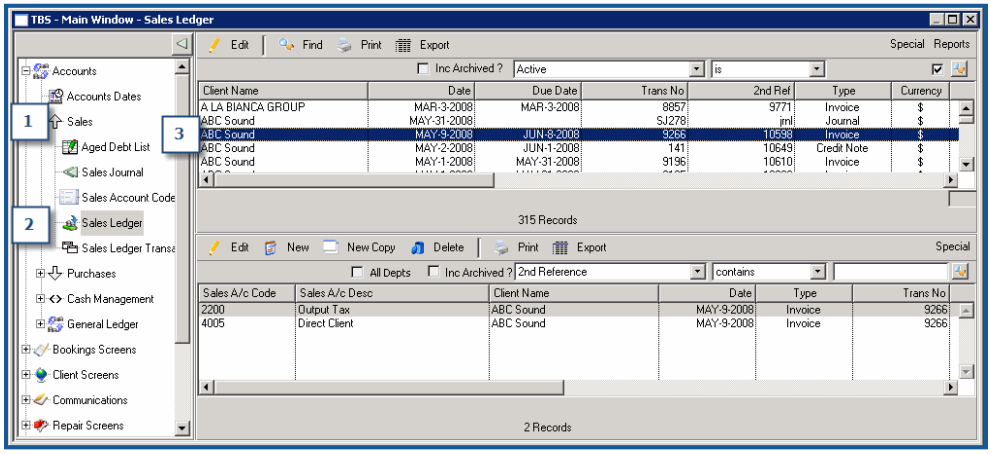
The Sales functions allow you to track and manage sales transactions within your company. Use these options to manage general sales accounting related to the following:

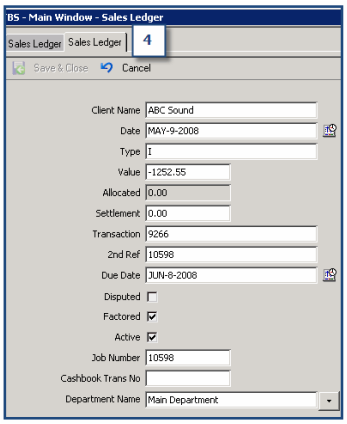
- Aged debt lists
- Sales journals
- Sales account codes
- Sales ledger

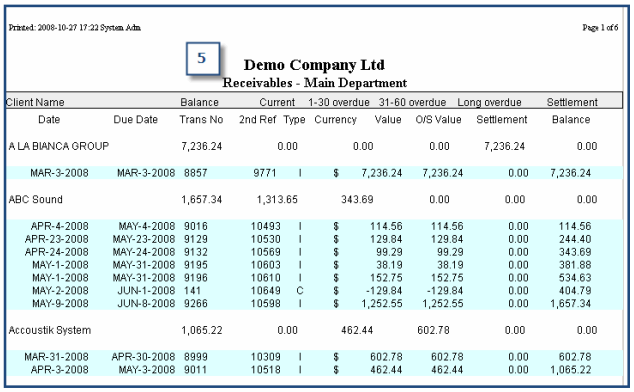
You can also generate reports to review sales data in a variety of formats.

Review Sales

1. Select **Accounts > Sales** from the left menu.
2. Select the option for the sales information to view.
3. Select a client.
4. Review individual sales records.
5. Run reports to view detailed sales data.







PURCHASES

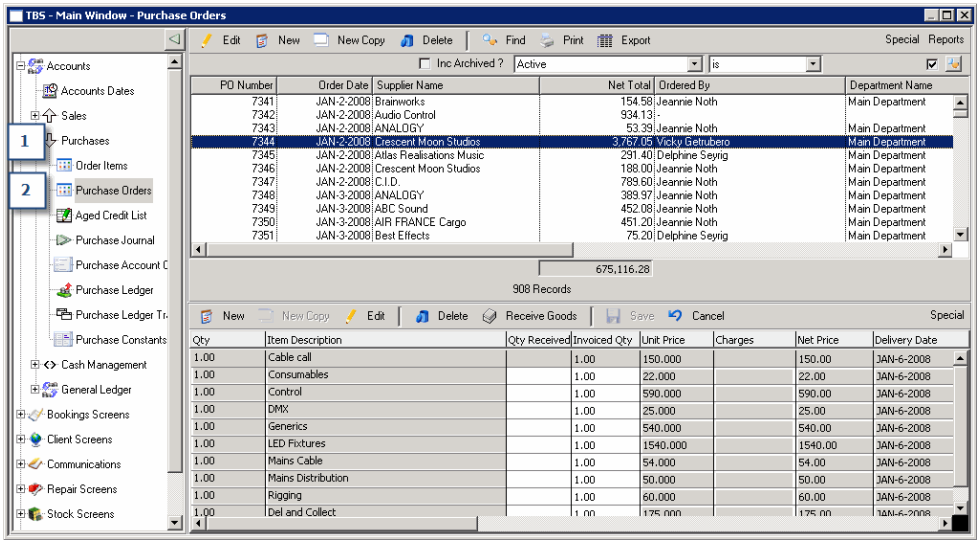
The Purchases functions allow you to track and manage purchase transactions within your company. Use these options to manage general purchase accounting related to the following:

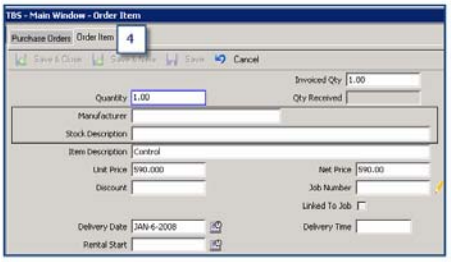
- Items purchased by your company
- Purchase orders
- Aged credit lists
- Purchase journals
- Purchase ledgers

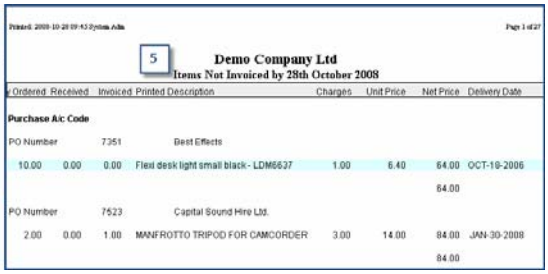
You can also generate reports to review purchase data in a variety of formats.

Review Purchases

1. Select **Accounts > Purchases** from the left menu.
2. Select the option for the purchase information to view.
3. Select a client or purchase item.
4. Review individual purchase records.
5. Run reports to view detailed purchase data.







Cash Management

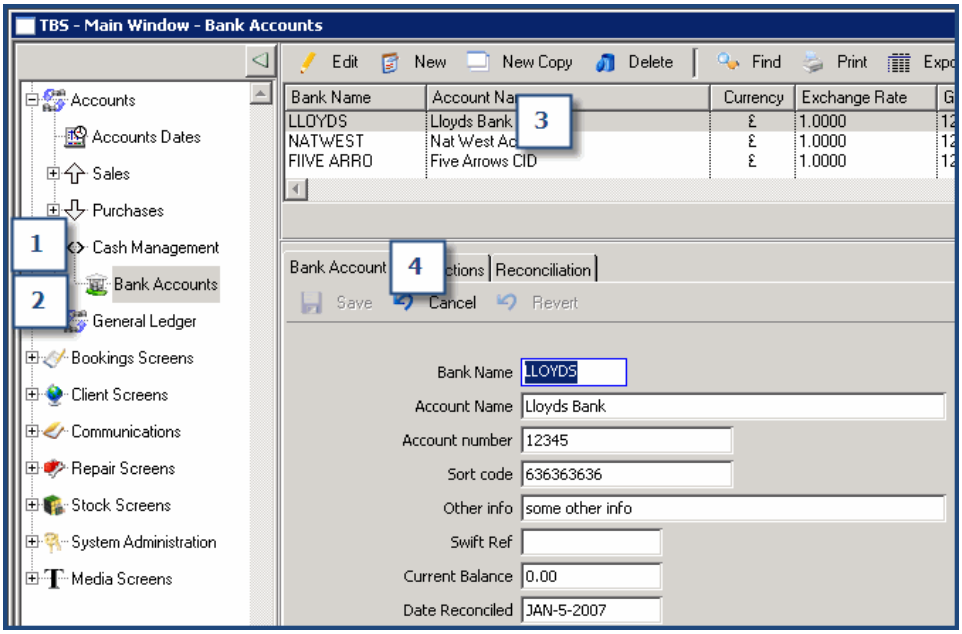
The Cash Management section allows you to track and manage data related to the company's bank accounts. Use these options to manage general bank account data related to the following:

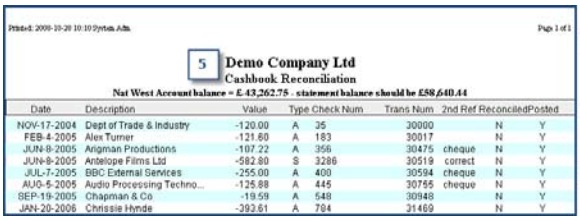
- General account information
- Account transactions
- Account reconciliations

You can also generate reports to review account data in a variety of formats.

Review Cash Management

1. Select **Accounts > Cash Management** from the left menu.
2. Select the **Bank Accounts** option.
3. Select a bank name.
4. Review bank account data.
5. Review transaction or reconciliation data.
6. Run reports to view detailed purchase data.



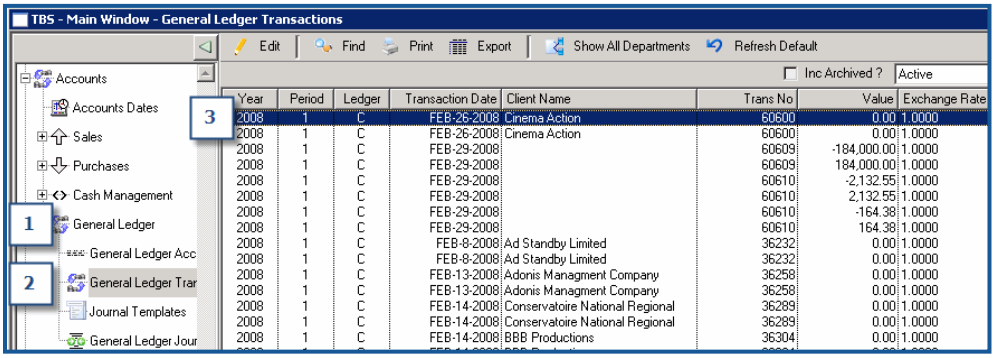
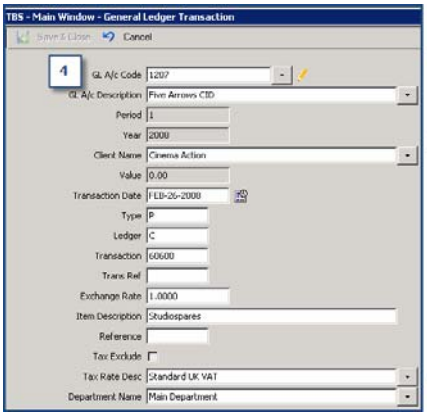
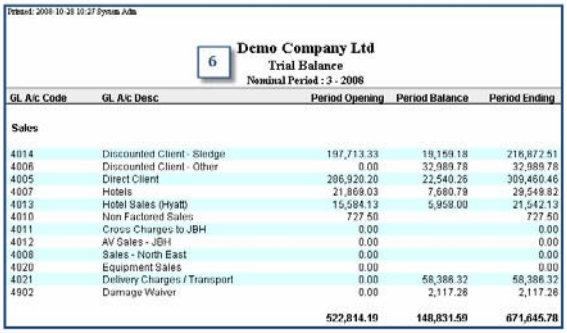


General Ledger

Use the General Ledger to manage your general ledger accounts and transactions. The General Ledger section allows you to:

- Search and manage account information
- Record transactions
- Create journal templates
- Add and maintain journal entries

You can also generate reports to review general ledger data in a variety of formats.

Review General Ledger

1. Select **Accounts > General Ledger** from the left menu.
2. Select the option for the general ledger information to view.
3. Select a line item to view detailed information.
4. Review individual ledger records.
5. Run reports to view detailed general ledger data.