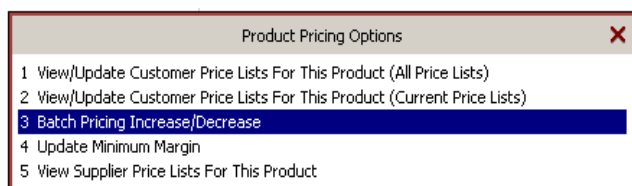


Tips, hints & short-cut keys contd!

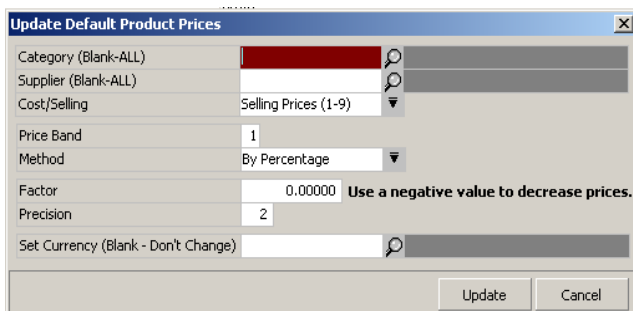
Make more efficient use of Intact with these handy tips and tricks.

Tip 7

Batch Pricing Increase (Shift + F11) — In the products screen shift+F11 calls up the 'Product Pricing Options'.

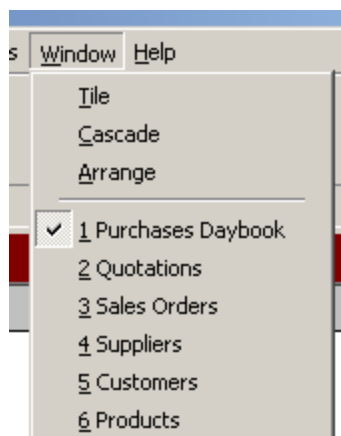


A user can then update a price band by percentage or by fixed amount. All stock can be updated or stock can be updated per category.



Tip 8

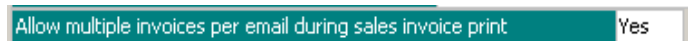
Windows menu (Alt + W) — If in Intact you find yourself constantly re-opening and closing screens as you browse the database, it is worth noting the 'windows' menu on the top of your screen. By clicking on this you can see all the various windows you have open in the order you opened them.



Tip 9

Multiple Invoices—Did you know that you can email multiple invoices at once (and save on postage)?

For this function to work, several switches need to be set. Firstly go to 'company', 'configuration', 'setup', 'forms'.



Set the above to 'yes'.

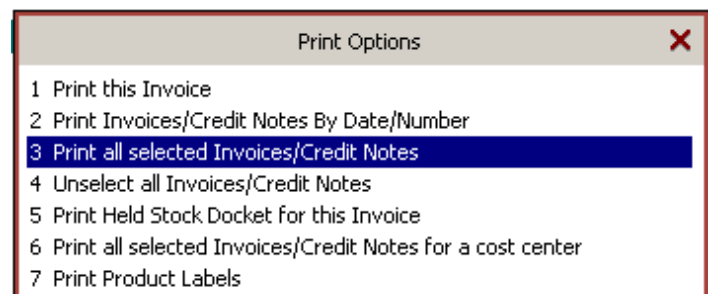
Next go to the customer and F3 - forms and set the below to 'email'.



(NB make sure the email field in 'customer details' 'contact' is populated with the relevant email address)

(it may also be wise to unselect all invoices and credit notes before doing this last step)

Next, in the day book, select (space bar) the invoices you wish to email. F7 to print and select option 3 'print all selected invoices/credit notes'.



Tip 10

Special Offers—There's a facility within Intact to do special offers through POS.

If you go into 'stock', 'pricing', 'POS Special Offers':

You can create a special offer (**F2**).

Code	Description	Valid From	Valid To
CABLE	JUNE CABLE SPECIAL OFFER	01/06/2009	30/06/2009
HARD	JUNE HARDWARE SPECIAL OFFER	01/06/2009	30/06/2009
SPEC	JULY SPECIAL OFFER	01/07/2009	31/07/2009

Help-F1 Add-F2 Edit-F3 Find-F4 Sort-F5
Delete-F6 Items-F8 Copy-F9 Custs-C Change Code-D Close-ESC

Hit F8 to view items. F2 to add an item (choice of group or specific item).

When adding an item you have an option to select a 'trigger quantity' that will sell the product at a special price and/or allow you to give a free product along with it.

Trigger Quantity: 5.00
Product: C5 CAT 5 CABLE
Special Price: 0.00000
Stock Category:
Transaction Trigger Amount: 0.00
Avoid Multiples: No
Free Quantity 1: 1.00 Free Product 1: C5
Free Quantity 2: 0.00 Free Product 2:
Free Quantity 3: 0.00 Free Product 3:
Free Quantity 4: 0.00 Free Product 4:
Free Quantity 5: 0.00 Free Product 5:
Free Quantity 6: 0.00 Free Product 6:
Valid From: 01/06/2009 Promotion Quantity: 0.00
Valid To: 30/06/2009 Remaining Quantity: 0.00
Save Cancel

You can give these offers a limited time frame (or items within the offers a limited time frame).

In order for the offer to work you must apply it to the customer. Hit C on the special offer list to see all customers and space bar down the list to select those you want to avail of the special offer.

Code	Name
✓ ABC	ABC HAMBERS LTD.
✓ ACCU01	ACCUTRON LTD
✓ AHAM	AAA HAMBERS LIMITED
B001	BRIDGE RECRUITMENT AGENCY LTD
B002	BOND KELLY & CO
✓ BF01	BRIAN FULLETON LTD
✓ BRIDE	OLIVER MC BRIDE
C0001	cash sale
CASH	cash account
CRM001	CRM QUOTATION FILE
CUSTA	CUSTOMER A
✓ D001	DUNNE PLUMBING
✓ D002	FANNINGS COMPUTERS LTD
D003	DATA INFO LIMITED

Help-F1 Select-[SPC] Find-F4 Close-ESC

Tip 11

How to exclude zero's from appearing on reports — Highlight the report you want to exclude zero's from. In this example we will use the 'Aged Debtors Report'. Press F3 on the report and the report editor appears as follows:

Heading	Width	Dec	Total ?	Zero S?	Hide ?	Align	Currency	Attr
A Code	6	0						
B Name	22	0						
C Balance	10	2	Yes					
D Unalloc	8	2	Yes					
E Current	8	2	Yes					
F Month 1	8	2	Yes					
G Month 2	8	2	Yes					
H Month 3	8	2	Yes					
I Month 4	8	2	Yes					
J Month 5+	8	2	Yes					

Table: Customers
Field: CODE
Sort: Account Code
Calc-F3 Filter-F4 Sorts-F5 Delete-F6 Options-F8 Vars-F9 Fields-F11 Insert-[Ins] Close-ESC

We don't want zero balances to appear in the balance column. Press F4 and the following appears:

Exclude records where ... C=0 [Green Tick] [X]

Type in C=0 as above which is the customers balance and press return or the green tick. Press Esc to leave the report editor and save the changes. Zeros will no longer appear on the report. This can be done on any report.