

DacEasy[®]

Version 13

Getting Started Guide

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Chapter 1

Welcome

Welcome to DacEasy Version 13. DacEasy offers a complete line of business software for the small to medium-size business in need of an affordable, yet powerful, business solution.

For more than a decade, we have listened to our customers' suggestions to develop a robust business system with the features needed to successfully grow a business. Version 13 continues this tradition by focusing on features designed to make you more productive.

This chapter highlights some of the key features in all Version 13 DacEasy programs. You will notice that many powerful features are available when you use the DacEasy Business Center. This powerful addition to DacEasy can be used with any of the DacEasy Version 13 programs to help you better manage your business. You are not required to use the Business Center; however, it includes so many powerful features that you are likely to wonder how you ever managed without it.

Following the “Key Features” section is a list of conventions used in the program and package contents.

Note Key features specific to each product are listed in the “Welcome” chapter of each product's *User's Guide*. You can also refer to the *Readme.htm* file for additional information on new features and last minute changes.

Key Features

The following information highlights some of the many powerful features in DacEasy.

Easy-to-Use Manual and Online Help

This *Getting Started Guide* provides procedures you need to use to install your new program and includes an overview of features common to all DacEasy Version 13 programs.

Each DacEasy program also has a *User's Guide*. These *User's Guides* provide you with procedures useful when using your program.

The online Help provides detailed information about each field in DacEasy. The Help system also includes procedural Help topics to guide you through the steps involved in completing each process. This includes advanced features not covered in the printed documentation. For more information on the documentation, refer to Chapter 2, "User Assistance."

Add-On Products Expand Use of Program

DacEasy offers a complete line of business software that grows with your business. Each of the following DacEasy programs can work independently or you can combine them for an even more powerful solution.

Accounting—Ten powerful modules form the core of DacEasy Accounting. These modules include General Ledger, Fixed Assets, Accounts Payable, Accounts Receivable, Inventory, Purchasing, Billing, Cash, Recurring and a Custom Report Writer. Each module helps you keep track of vital information about your business activities. You can use these together as fully integrated modules or use each one individually as needed to suit practically any size business.

Payroll—This program takes the time consuming process of calculating your employee payroll while keeping current on federal, state and local taxes and turns it into a simple automated process. If you interface with DacEasy Accounting, the General Ledger is automatically updated when you process a payroll.

Point of Sale—This program helps you manage cash register information. If you interface with DacEasy Accounting, the General Ledger is automatically updated with accounts receivable, sales and cash information.

Order Entry—This program tracks your customers' orders from the time of entry to the time you ship the merchandise. If you interface with DacEasy Accounting, the General Ledger is automatically updated with accounts receivable, sales and cash information.

Innovative Classroom Training Available From Certified Consultants

DacEasy Certified Consultants have been certified by DacEasy and are available to help you with all of your DacEasy training and support needs. This includes one-on-one assistance and classroom training. To get a list of DacEasy Certified Consultants in your area, contact our Sales Department at (800) 305-2556.

Forms Available From DacEasy

When you print forms such as orders, invoices or statements, you can print on preprinted forms supplied by DacEasy. You can use preprinted forms right out of the box or have custom forms made with your company name, address and logo. Call the DacEasy Forms Department at (800) 222-0505 for more information on the wide range of forms that are available.

Centralized Data Access

Use the Business Center to set up a company profile for each company tracked in DacEasy. The company profile consists of all DacEasy data files for all DacEasy modules, for a single company. For example, assume your business is AAA Rentals and you use DacEasy Accounting, Payroll and Point of Sale. You can set up a single company profile for AAA Rentals that includes your accounting, payroll and point of sale data files. You can access all data files within the company profile directly from the Business Center. You no longer have to open a different program to access data for the same company. For more information on adding a company profile, refer to Chapter 3, “Installing DacEasy.”

New! Date Selector Button

The new Date Selector button allows you to enter a date using the keyboard, or view a calendar to locate and select a date. This button appears next to any accessible date field. Click the button and a calendar appears with the current date selected. You can use it to easily identify last Thursday or six weeks from today. For information on using the Date Selector button, refer to the section titled “Using the Date Selector Button” in Chapter 4, “Working With DacEasy.”

New! Schedule Tasks

The DacEasy Business Center provides a new Schedule Task Wizard that allows you to schedule backups and Business Alerts. This Wizard is available from the **Tools** menu on the Business Center menu bar or from the Instant Advisor page in the Business Center workspace. This feature allows you to schedule recurring backups and Business Alerts using integration between DacEasy and the Windows® Task Scheduler routine. For information on using the Scheduled Tasks, refer to the section titled “Working With the Instant Advisor” in Chapter 6, “Working With Business Center Pages.”

New! Back Up and Restore Profile Information

The new Back Up and Restore Profile Information feature improves the tasks associated with securing your data. Making backups is vital to the protection of your data integrity. This protection is one that is often ignored until the dreadful time when the hard disk drive of your computer fails, or a natural disaster strikes. Some of the improvements in this feature include the ability to back up Crystal Reports and your Business Center Profile information, which includes the profile paths, passports, Business Alert rules and results, scheduled tasks and special user settings used in the Business Center.

New! Customizable Toolbars

The ability to quickly access all modules from the Business Center can be a real time-saver; however, you may not want to see all DacEasy modules or tasks if you do not use them on a daily basis. That's why DacEasy allows you to select a scheme for a particular module and now also customize the DacEasy Modules toolbar in the Business Center. The scheme changes the appearance of the standard toolbar, menu bar, Activities pages and Workflow Guides in the Business Center. Now you can also create and maintain customizable toolbars in the Business Center. You can define as many toolbars as needed to fit your daily, weekly or periodic needs. For more information on customizing toolbars in the Business Center, refer to Chapter 5, "Working With the Business Center."

New! Rollback Data During Restore Routine

You make backups to protect your data, but if your backup is corrupt unknowingly to yourself, or you start restoring the wrong backup, your data integrity is compromised. This new feature allows you to protect your data integrity should you experience a failure, or have to cancel the operation while restoring a backup in the Business Center. For more information on this feature, refer to the section titled "Restoring Company Data" in Chapter 5, "Working With the Business Center."

Crystal Reports Integration

Crystal Reports® for DacEasy® is available for use with the DacEasy Business Center. DacEasy has full integration with *Crystal Reports®*, the industry standard for reporting. This add-on module integrates Crystal Reports with your data from DacEasy and allows you to view data in virtually any way you need! For more information on this powerful add-on module, contact us at (800) 987-5212.

New Features Tour

Use the link to the New Features Tour on the Resources Page of the Business Center to familiarize yourself with the many powerful new features in DacEasy. Each new feature is presented in an easy-to-follow format. Once you are familiar with the feature, you can click the **Take Me There** button to go directly to that feature.

AutoComplete

Use the AutoComplete feature to quickly enter information into DacEasy. The AutoComplete feature automatically fills in the information into a field based on the characters you type. As you type more characters into a field, DacEasy matches the information to entries stored in your LookUp lists or information you have previously entered. A list of choices appears based on these matches. You can select one of the suggested choices from the list or continue typing to narrow the list of selections. For more information on the AutoComplete feature, refer to Chapter 4, “Working With DacEasy.”

Instant Correspondence

Use the Instant Correspondence feature to keep in close contact with your customers, vendors and employees. You will notice a E-mail button when entering e-mail addresses. Use this E-mail button to instantly write e-mails to your customers, vendors, employees, warehouses and salespeople. An added benefit of this feature is it also works with the Business Alerts feature. While defining your Business Alert rules, you can select who you want to notify by e-mail that the alert was detected. For more information on the Instant Correspondence feature, refer to the section titled “Sending an E-mail” in Chapter 4, “Working With DacEasy.”

Business Alerts

Being in touch with your company's status helps you make good business decisions. Set up the Business Center to alert you when certain conditions are met. For example, you can set up an alert to be notified when the inventory level of an item reaches a minimum. Now you know immediately, you need to order more of that item. In addition to viewing the alert in the Business Center, you can use the Instant Correspondence feature to send an e-mail to you or your staff so they are aware of the alert. For more information on Business Alerts, refer to Chapter 6, “Working With Business Center Pages.”

Payables Reminder

Set up the Business Center to keep tabs with your vendors. You can set up the Payables Reminder to notify you of all invoices you have coming due. You can set the Payables Reminder to show you invoices that are past due, due through today, the end of the week, the end of the month, or enter a user defined number of days. The Payables Reminder also allows you to group your invoices by Vendor, Discount Date or Due Date. This feature works closely with the AutoPay feature in DacEasy Accounting. If you are using the AutoPay feature in DacEasy Accounting, you can use the Payables Reminder to organize the invoices you have due, and then use the Pay option to launch the AutoPay feature to pay your vendors with a few clicks of a button. For more information on the Payables Reminder, refer to Chapter 6, “Working With Business Center Pages.” For more information on the AutoPay feature, refer to Chapter 10 “Banking” in the *DacEasy Accounting User’s Guide*.

Security Passports

The Security Passport in the Business Center allows you to effortlessly switch between the modules in your profile. If you are using DacEasy’s Security feature, you no longer have to supply a password each time you access a module. Simply add your passwords for each module to the passport in your company profile. When you log into the Business Center, you only need to supply your Business Center password. Because you supplied your individual DacEasy passwords in your passport, the Business Center uses your passport to verify you have access rights each time you access a feature. For more information on setting up your passport, refer to Chapter 3, “Installing DacEasy.”

Fast Access to Helpful Resources

The Resources page in the Business Center provides fast access to valuable resources, including the Internet and helpful tips. You can view the New Features Tour, access technical support, place an order for forms or software, register your DacEasy software, view the DacEasy Web site, and much more from the Resources page. It also includes a Tip Center that has a variety of useful tips that you can use to maximize the benefits gained from your DacEasy software. For more information, refer to Chapter 6, “Working With Business Center Pages.”

Quick Access to DacEasy

The Activities pages in the Business Center group related activities for faster access. For example, all activities involving customers are grouped together on the Customer Activities page. From this page you can choose to enter an order in Order Entry, print the Aging Report in Accounting or enter a layaway in Point of Sale. For more information, refer to Chapter 6, “Working With Business Center Pages.”

Quickly View Important Information

The Instant Advisor included in the Business Center allows quick access to key information such as the Payables Reminder, Business Alerts and Scheduled Tasks. These three features allow you to keep up to date with your company's status by viewing the invoices you have due, alert you of certain critical information, such as low inventory and view the status of recurring scheduled tasks. For more information, refer to Chapter 6, "Working With Business Center Pages."

Insightful Reporting

The Instant Reports included in the Business Center allow quick access to key reports with the ability to drill down to further detail. You can even drill down to the original transaction when viewing an entry on the Accounts Receivable or Accounts Payable Aging Report. Just imagine the time you can save when researching your customer or vendor activity. For more information, refer to Chapter 6, "Working With Business Center Pages."

Workflow Guides

The Workflow Guides included in the Business Center consist of step-by-step guides that walk you through a work process. Whether you need assistance with setup or an infrequent process such as closing the year, you can use the straightforward Workflow Guides to direct you and ensure a successful result. For more information, refer to Chapter 6, "Working With Business Center Pages."

Enhanced LookUps

The ability to quickly locate existing data is important to any business. This process is simple when you use the LookUp feature in DacEasy. You can sort in ascending or descending order on any field in the LookUp with the click of a mouse. You can even include a secondary sort to help refine your search. For more information on this feature, refer to Chapter 4, "Working With DacEasy."

Publish to HTML

You can publish data to an HTML file using a cascading style sheet (CSS) to retain the report's formatting. Publishing your information to the Internet or a company intranet has never been easier or looked more professional. For more information on this feature, refer to Chapter 4, "Working With DacEasy."

Multiple Windows

You do not have to close a window before opening a new window. Because the Business Center provides access to all modules within the company profile, you can even view data from multiple modules at the same time. If you are viewing a customer's order in Order Entry and want to check on a vendor's purchase order in Accounting, you can view the customer's order and vendor's purchase order at the same time. You can even view multiple windows opened in different companies. For more information, refer to Chapter 5, "Working With the Business Center."

Presentation Quality Reporting

Everyone will be impressed with the reports you produce using DacEasy. Specify font attributes per section to produce eye-catching reports that give special attention to the most important areas. You can also adjust the paper size, orientation, and column widths to tailor your reports even further. All reports use your default settings unless you choose to customize a particular report layout. Once you have created the perfect report layout, these settings are stored for the next time you print the report. You can save the changes as your global report default layout or reset the report layout to the original default at any time. For more information on this feature, refer to Chapter 4, "Working With DacEasy."

Microsoft Office Integration

DacEasy includes a seamless integration to Microsoft® Office®. You can create attractive Word documents that can be e-mailed or printed with a few mouse clicks. In addition, you can produce nicely formatted Excel worksheets to assist you in the decision-making process. Once this information is exported, you can use Excel to create visual aids such as graphs and pie charts. For more information on integrating with Word, refer to your User's Guide. For more information on integrating with Excel, refer to Chapter 4, "Working With DacEasy."

Optimal Performance

DacEasy uses the Pervasive 2000 database manager for optimum performance on the most current networks. Pervasive 2000 not only allows quick access to your data, but it is also designed to help ensure the integrity of your data.

Data Exchange

It's easy to exchange data with other applications. You can copy your data from the Report Viewer, and then paste it into other Windows®-based application, or export information to an Excel, HTML, delimited ASCII or text file. For more information this feature, refer to Chapter 4, "Working With DacEasy."

Software Conventions

DacEasy is designed to use standard Windows® guidelines. If you are familiar with other Windows applications, you will find DacEasy easy to use. If you are unfamiliar with using Windows-based software, please refer to the documentation included with your operating system to familiarize yourself with the conventions that are used in the program.

Most options in DacEasy can be accessed with the mouse or with the keyboard. Function key equivalents are the same as in earlier versions. When you point to a button on the toolbar, the function key equivalent, when available, appears as a ToolTip. Either click the button with the mouse or press the specified function key.

Tip If you prefer to use the keyboard instead of the mouse, press the **Alt** key to make the main menu active.

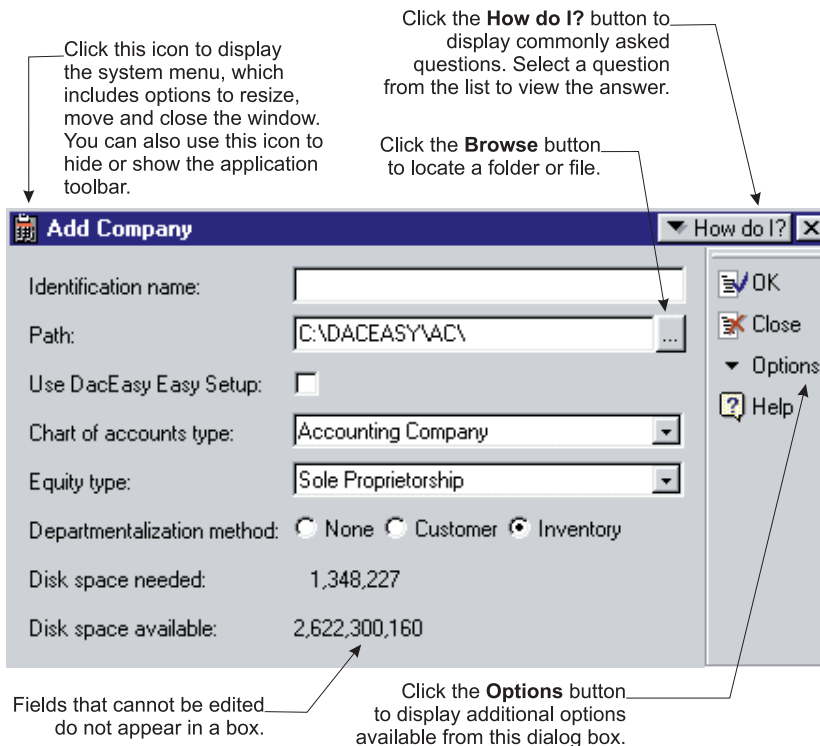


Figure 1-1: This graphic highlights some of the features available on dialog boxes throughout DacEasy.

Package Contents

Review the following list to see which items are included in your DacEasy package.

- **CD**—The DacEasy Version 13 CD includes all DacEasy Version 13 programs along with sample data files and online versions of the printed documentation. Because all programs are included on one CD, the CD is only included in the package if this is the first DacEasy Version 13 product you ordered.
- **Getting Started Guide**—The *Getting Started Guide* explains how to install DacEasy and use the global features. Because this manual helps you get started using any DacEasy Version 13 program, it is only included in the package if this is the first DacEasy Version 13 program you ordered.
- **User’s Guide**—The *User’s Guide* explains how to use the program. You should use this as a reference when you need to know how to perform a specific procedure. The serial number for your DacEasy module appears on the User’s Guide. This serial number identifies you as the owner of this package. You must provide this number when you register your program, call DacEasy for technical support or order upgrades at a special price. Registering this product identifies you as one of our valued customers and allows us to keep you up-to-date with all the latest news about our products.
- **Support Brochure**—This brochure outlines support options and benefits available to you. For information about the procedures to follow when calling DacEasy’s Customer Support Services, refer to Chapter 2, “User Assistance.”

User Assistance

At DacEasy, we want you to get the most out of your new software. We understand that different people have different needs and that is why we offer a number of resources to assist you in using our product. The *Getting Started Guide* assists you with installing the program, converting your data if necessary, and features that are common to all DacEasy programs. The *User's Guide*, in combination with the Help system in the program, provides you with the answers to your questions and is always available. If you prefer more one-on-one assistance, you can contact Customer Support Services. For more personal assistance, you can contact a Certified Consultant and arrange for on-site support or classroom training.

This chapter explains each option in detail. Choose the resource that is best suited to your needs.

Documentation

The documentation set includes online Help, a *Getting Started Guide* and a *User's Guide*. Use these resources to discover the power of DacEasy.

Online Help

The most powerful resource available is also the easiest to use and access. The Help included in DacEasy can be used for context sensitive help or procedural help. *Context sensitive help* allows you to click **Help** (or press **F1**) from any field in DacEasy programs, such as Accounting or Payroll, to view information about the field or dialog box. *Procedural help* details the steps involved in a process or answers a question you might have about the software. To access procedural help; select **Contents and Index** from the **Help** menu (or press **Shift+F1**). Three tabs appear: **Contents**, **Index** and **Find** (or **Search**). A fourth tab, the **Favorites** tab, appears if you are viewing the Business Center Help. Locate the answers to your questions using any tab. Following is an explanation of each tab.

Using the Contents Tab

Use the **Contents** tab as you would use the table of contents in a book. Related Help topics are grouped together and appear as a book. Double-click a book to “open” the book and view its contents. Double-click a topic to view the information associated with the topic.

Using the Index Tab

Use the **Index** tab as you would use the index in a book. Type a topic description or use the scroll bar to search the list. The index is designed to be as thorough as possible. Double-click a topic to view the information. If multiple topics exist, select a topic from the list that appears.

Using the Find or Search Tab

Click the **Find** tab to locate each Help topic associated with a particular subject. This tab is labeled **Search** in the DacEasy Business Center Help. DacEasy searches the entire Help system and displays each topic that contains the keywords you specify.

Using the Favorites Tab

Click the **Favorites** tab to add frequently used Help topics to your Favorites list. This tab is only available in the DacEasy Business Center Help. When you find Help topics that you like, you can keep track of them using the Favorites list, so it's easy to open them in the future. To add a Help topic to the Favorites list, view the Help topic, and then click the **Favorites** tab. The title of the Help topic appears as the Current Topic. Click **Add** and the topic appears in the Favorites list

How Do I?

Another valuable Help tool is the How do I? button available on the title bar of certain dialog boxes throughout the program. Click **How do I?** and a menu appears listing commonly asked questions about the current dialog box. Select any question from the list to view a Help topic that answers the question.

Manuals

Your DacEasy program includes a *Getting Started Guide* and a *User's Guide*. Printed manuals accompany your software. In addition, online versions of these manuals are available on the DacEasy CD.

Getting Started Guide

The *Getting Started Guide* is designed to help you get your program installed, and if necessary, convert your data. It also explains features common to all DacEasy programs, this includes the powerful DacEasy Business Center.

User's Guide

The *User's Guide* is designed to help you understand how to use your new software, detailing basic processes and directing you to the program's Help system for more detailed instruction and related or advanced features. Each "Related Help Topics" section in the *User's Guide* lists each related topic included in the Help. Use the **Contents** or **Index** tab in the Help to locate the topic.

Documentation Conventions

Documentation provided with your DacEasy products uses several standard conventions to help quickly identify the actions you need to take to perform an operation. As much as possible, these conventions are used consistently in all DacEasy documentation.

- Actual keys or buttons you press appear in bold type. For example, if you need to click the **OK** button to save a transaction, **OK** appears in bold type as shown in this sentence.
- Menu names and commands that you need to select appear in bold type. For example, if you need to open a new company by accessing the Open command from the File menu, the instructions read as follows: Select **Open** from the **File** menu.
- Often, you can use either the keyboard or your mouse to perform an action. If this is the case, a generic word, such as choose or select, is used to instruct you to perform the action. For example, the above instruction “Select **Open** from the **File** menu” uses “select.” This indicates you can use the mouse to click on **File**, and then **Open** or you can use your keyboard. To use the keyboard, press **Alt+F** to view the File menu, and then use the down arrow key to select **Open** on the File menu. Press **Enter** to access the **Open Company** dialog box.
- “Click” means to quickly click the left mouse button once.
- “Double-click” means to quickly click the left mouse button twice.
- “Point” means to position the mouse pointer on a field or button.
- Procedures with steps appear as numbered lists. A heavy line that appears above the title easily distinguishes these steps.
- Most screens have multiple fields in which you can enter information. The manuals are designed to work hand-in-hand with the Help system. Click **Help** from a field to get an explanation of the field.
- Underscores within text indicate you should type spaces. For example, if you need to place a space within text, it would be printed as follows: **Copy_A:**
- A plus sign (+) between two keys indicates you need to press the first key and hold it down while you press the second key. For example, to access the File menu from the keyboard, you might see **Alt+F**. To perform this action, press the **Alt** key. While holding down the **Alt** key, press the **F** key.
- “Keypad” refers to the numeric keys on the right side of most keyboards. These keys are directional or movement keys when the NumLock feature is off.

Additional Resources

In addition to the documentation provided with the software, there are a number of additional resources you can look to for assistance.

On-Site Support and Classroom Training

Certified Consultants are independent business specialists, trained and certified by DacEasy to help you determine your business needs. Certified Consultants can tailor DacEasy programs to fit your exact needs.

Many Certified Consultants offer both on-site and classroom training, and many are skilled in setting up and maintaining local area networks.

Call (800) 305-2556 or visit our Web site at www.daceasy.com to obtain a list of Certified Consultants in your area.

Online Support

If you have access to the World Wide Web, you can get e-mail support by accessing our home page at www.daceasy.com. Include your credit card number, or customer ID if you have a support plan, with your question to receive a response via e-mail. Responses are usually sent within 24 hours, during regular business hours.

Telephone Support

DacEasy understands that your time is valuable. For fast answers to your questions, contact our Customer Support Services team. Customer Support Services has developed various resources to provide solutions for our customers. A description of DacEasy telephone support options follows. Choose the option that best meets your needs.

Support Options*

DacEasy has several support options available to benefit our customers whose preferred method of assistance is telephone support. Support plans provide our customers with an economical method of technical support along with additional benefits. You can purchase annual time blocks of technical support, based on your usage, at a discounted price. In addition, with a support plan you have 24 hour, 7 days a week, access to our Web support tool. This state of the art tool used by DacEasy technicians and consultants is available absolutely free during the term of your plan.

The support brochure included in the package details each support option. Please take a minute to review this brochure and discover the many benefits available to you. For more information, call our Sales Department at (800) 987-5212.

***Note** Prices, conditions and hours of operation are subject to change without notification.

Preparing for a Support Call

When you place a call to DacEasy Customer Support Services, please help us make our support as efficient as possible by following these guidelines:

- Please be at your computer when you call for support. It is usually necessary to recreate the incident or walk through a series of steps to solve technical problems.
- If an error occurred during a posting or periodic routine, it is necessary to restore the backup, and then correct the error. Please have the data restored before you call the support lines.
- If you received an error message, it is important that you have the exact wording of the message and the area of the program in which it occurred.
- Gather information specific to your system. For steps on gathering system information, refer to the Help topic “Preparing for a Support Call.”

Installing DacEasy

This chapter gets you started using DacEasy. Review the system requirements prior to installing the program to ensure that your system can successfully run DacEasy. If your system meets the minimum requirements, you can proceed with the instructions on installing DacEasy and starting the program using the Business Center.

This chapter also includes a Conversion Preparation Checklist. If you are upgrading from a previous version, use this checklist to ensure that you have completed the preliminary steps required for a successful conversion. After completing the checklist you can follow the instructions for converting your data to Version 13.

You must set up at least one company profile to access the Business Center. The profile stores the paths to all of your data files for a single company so that you can seamlessly access your company data, regardless of the module in which the data is stored. This chapter includes the steps to perform to add company profiles.

This chapter also explains how to move data files, exit the Business Center, open company files and set up a security passport.

Minimum System Requirements

The following system requirements are the recommended minimums for running DacEasy:

- Pentium® or equivalent microprocessor running at a minimum of 150 MHz, Pentium® II or equivalent microprocessor at 300 MHz recommended
- 32 MB of free RAM minimum, 64 MB of free RAM recommended
- Windows® XP Professional, Windows Me, Windows 2000 Server/Professional, Windows NT® Server/Workstation 4.0 with Service Pack 6a, Windows 98 Second Edition or Netware 5.1

Note Windows 2000 Advanced Server and Windows Terminal Services are not supported. Windows XP fast user switching is not supported.

- Mouse or compatible pointing device
- Hard disk drive with 55 MB of hard disk space available for a single module, plus 25 MB for each additional module
- 4x CD-ROM drive
- VGA Display (256 or more colors) with at least 800 x 600 resolution, 1024 x 768 recommended (16 bit high color recommended for the Business Center)
- Microsoft® Internet Explorer 5.5 or 6 (included on CD)

Note Additional disk space is required if Microsoft® Internet Explorer needs to be installed.

Optional System Requirements

- Windows-compatible printer
- 28800 or higher-baud modem for Phone Dialer and NPC Direct Deposit
- Internet Service Provider (ISP) for Online Tax Updates and WebStore
- Microsoft® Word 97, 2000 or XP for Word Mail Merge
- Microsoft® Excel 97, 2000 or XP to publish to Microsoft Excel
- Timeslips® Version 9 for Timeslips Link
- Atomic® Authorizer® for Windows Version 3.x series for Online Payment Verification*
- Adobe® Acrobat® Reader® Version 4 or 5 for certain DacEasy Payroll forms (Acrobat Reader included on CD)
- Crystal Reports® for DacEasy® (Add-on module) if using the Crystal Reports® feature in the DacEasy Business Center
- Simple MAPI compliant e-mail program to send e-mails.
- Bar code scanner*
- Credit card swiper*
- Serial or parallel cash drawer**
- 40- or 80-column receipt printer**
- Pole display; two line 20-character serial display**

* Applicable to DacEasy Order Entry and DacEasy Point of Sale only

** Applicable to DacEasy Point of Sale only

Installing DacEasy

Complete the following steps to install DacEasy Version 13 for the first time. All DacEasy Version 13 components that you select during the Setup routine are installed to your computer. This saves you time if you need to install multiple DacEasy programs.

Important If you are installing on a network, do not install the program until you read Appendix A, “Networking.” In addition, if you are upgrading from a previous version, read the “Upgrading From a Previous Version” section in this chapter before continuing with the following steps.

To Install DacEasy

1. Insert the CD in the appropriate drive. The Introduction screen automatically appears.

Note Be sure to close all programs including the Pervasive Database engine before installing DacEasy.

If the Introduction screen does not automatically appear, click the **Start** button, and then select **Run**. Open the **Msetup.exe** file on the CD. The Introduction screen appears.

2. Click **Install DacEasy**. The Setup program starts.
3. Follow the instructions on your screen to install DacEasy.

Note If you are upgrading from a previous version of DacEasy, pay close attention to the Upgrade Modifications screen when it appears. This screen allows DacEasy to copy any necessary information to your new program folder and aids in converting any necessary data once you run the Version 13 program. Using the options on this screen also helps locate your existing companies when using the Add Module wizard in the DacEasy Business Center.

Tip We recommend that you select the **View Readme File** check box during Setup. Read this file to familiarize yourself with the new features and learn about any last minute changes. After viewing this file, select **Close** from the **File** menu to exit the Readme file and return to Setup.

Adding and Removing Components

After you have installed DacEasy, you can run Setup again at any time to add or remove components.

Note If you run Setup again, you also have the option to reinstall or remove the program. Select **Repair** from the Welcome screen to reinstall existing DacEasy files. Select **Remove** to remove all installed components from your computer.

To Add or Remove Components

1. Insert the CD in the appropriate drive. The Introduction screen automatically appears.

If the Setup screen does not automatically appear, click the **Start** button, and then select **Run**. Open the **Msetup.exe** file on the CD. The Introduction screen appears.
2. Click **Install DacEasy**. The Setup program starts.
3. Select the **Modify** option, and then click **Next**.
4. Follow the instructions on your screen to add new components or remove existing components.

Starting DacEasy

The DacEasy Business Center provides a single entry point for all DacEasy programs. Fast and easy access to your program is only one of the many benefits gained when you use the Business Center to access DacEasy. You can use any of the following methods to start the Business Center:

Note Starting the Business Center is usually the preferred method of accessing company data; however, if you want to start DacEasy independent of the Business Center, refer to the Chapter 2, “Getting Started” in the *User’s Guide*.

From the Programs folder—Click the **Start** button, point to **Programs**, point to **DacEasy**, and then click **Business Center**.

From the desktop—DacEasy adds an icon to the desktop if you select this option during the Setup routine. If you selected this option, double-click the **DacEasy Business Center** icon on your desktop to start the program.

From the Start menu—DacEasy adds an entry to the Start menu if you select this option during the Setup routine. If you selected this option, click the **Start** button, and then select **DacEasy Business Center**.

After you start the Business Center, the next step depends on the type of user you are.

New Users—If you are a new user of the program, you have to add a company profile. The first time you access the Business Center the **Welcome to DacEasy** dialog box appears. Select an option from the screen. Refer to the section titled “Adding New Company Profiles” later in this chapter if you select to create a new profile. Refer to the section titled “Opening Company Files” later in this chapter if you select to add an existing profile. When the **Create New Profile User** dialog box appears, enter a user name and password. The password is optional. For more information on your profile user name, refer to the section titled “Setting Up a Security Passport.”

Upgrade Users—If you are upgrading from a previous version, refer to the following section titled “Upgrading From a Previous Version.”

Existing Version 13 Users—If you have already set up a company profile, log on using your user name and the program starts and opens the default profile. You can now perform your daily processing.

If you are not using the Business Center, you can access a DacEasy module using the **Programs** folder on the **Start** menu. To access a DacEasy module, click the **Start** button, point to **Programs**, point to **DacEasy**, point to **Modules**, and then click the modules you want to access.

Tip For steps on creating a shortcut to each DacEasy module on your desktop, refer to the DacEasy module's Help system.

If you are using the Business Center, the first time you select a task for a particular DacEasy module, you are asked to register that module. If you are not using the Business Center, the first time you access a DacEasy module, you are asked to register that module. If you choose **Yes**, the **Serial Number** dialog box appears. Type your serial number and activation key using all capital letters, and then click **OK**. Choose **No** if you want to register at a later time. You will continue to receive this message each day when you access a module for the first time until you register; however, you are not required to register until the trial period expires.

Tip The serial number appears on the *User's Guide* for each module. Read the **Serial Number** dialog box for instructions on obtaining the activation key.

Upgrading From a Previous Version

If you are upgrading from a previous version of DacEasy, you must convert your data files to reflect the new file structure. When you add a company profile with existing Version 8 or later data files, DacEasy converts the data files to Version 13.

If you include multiple DacEasy modules in the company profile, converting your data files from the Business Center helps ensure a successful conversion. DacEasy converts the data files in the proper order after confirming that all steps required to successfully convert your data have been performed.

Note If you are upgrading from a version prior to DacEasy Version 8, you cannot convert directly to Version 13. The files needed to convert to Version 13 are included on the DacEasy Version 13 CD. To view the instructions, browse to the \\Utility\Convert folder and view the Readme.doc file in each of the applicable program subfolders. Follow the instructions in the Readme.doc file to convert to Version 8, and then complete the following steps to convert to Version 13.

Before installing Version 13, complete the following checklist to prepare your data files for conversion.

Conversion Preparation Checklist

- Post all transactions, in all DacEasy programs, for each company.
- Run the Recover and Verify file utilities on all files, in all DacEasy programs, for each company.
- Back up all companies in all DacEasy programs.
- Print all reports that are useful in verifying a successful conversion. For example, the Aging Reports for Accounts Receivable and Accounts Payable, Product History Report and Trial Balance are useful for verifying a successful DacEasy Accounting conversion.
- Install DacEasy Version 13.

Converting Existing Data

After preparing your existing data files to be converted, you can begin the conversion process. When you add existing Version 8 or later data to your company profile, the Add Module wizard includes a Convert Files screen. From this screen, you have the option to delete previous data files after conversion. This conserves space on your hard disk drive. If you have a good backup of your data files, you do not need to keep these files. If you choose to keep the files on your hard disk drive, the data files remain in the same folder with new extensions, V8, V9, V10, V11 or V12 depending on the version you are upgrading.

As DacEasy converts your files, a status of the current file and record appears. After converting your files, the Recover process is automatically performed to convert the files to the correct file format. The length of time it takes to convert your files depends on the number of records in your data. The process normally only takes a few minutes, but expect longer times for large data files.

After converting your data, print your usual reports to verify a successful transfer of data. If your data appears as it should, you are ready to use your new software to process your daily entries. If your data is incomplete, contact Customer Support Services.

For more information on adding the data to a company profile, refer to the following section. If you would like to move your data folders to a new location after converting, refer to the section titled “Moving Your Data Files” in this chapter.

Important We strongly recommend that you use the DacEasy Business Center to convert your data. If you do not use the Business Center, DacEasy converts your files when you open the company in the Version 13 module. If you are not using the Business Center and you are interfacing DacEasy add-on modules with DacEasy Accounting, it is imperative that you convert DacEasy Accounting data files prior to converting your add-on module data files.

Adding New Company Profiles

You must add a company profile for each company you want to access through the Business Center. Company profiles identify all data files for a particular company.

You can include existing data or create new data when setting up company profiles. If you are upgrading from a previous version, refer to the section titled “Upgrading From a Previous Version” in this chapter prior to adding your profile. Complete the following steps to add a new company profile.

To Add a New Company Profile

1. Start the Business Center. Enter your user name and password on the **Company Profile Logon** dialog box.
2. Select **New** from the **Profile** menu. The **New Company Profile** dialog box appears.

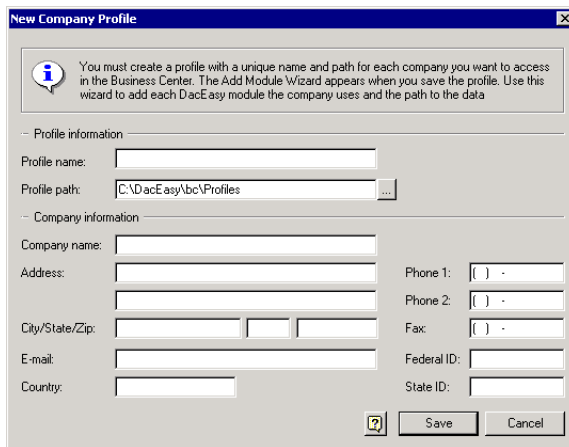


Figure 3-1: Add new company profiles using the New Company Profile dialog box.

Note If the Business Center is unable to locate an existing company profile, the **Welcome to DacEasy** dialog box appears. Select the **Create New Profile** option, and then the **New Company Profile** dialog box appears.

3. Type a unique name to identify the company profile. This name is used to identify the company when opening your company profile and appears on the Business Center status bar.

4. Type the path where the new company profile is to be located. This folder stores information specific to the company profile; therefore, each profile must be located in a different folder.

When you add new data, the data files are stored in a subfolder in the profile's folder unless you change the default. For example, assume you type C:\DacEasy\BC\Profiles\MyData as the profile path. If you add new accounting data, the default path is C:\DacEasy\BC\Profiles\MyData\AC. We recommend that you accept the default structure to help organize your data files.

5. Complete all applicable fields in the Company Information area.
6. Click **Save**. The **Create New Profile User** dialog box appears.
7. Confirm your password, and then click **OK**. The **Add Module Wizard** appears.

Note If you are a new user, you have to set up your user name and password.

8. Follow the instructions on the screen to add the data files to the company profile. Use the **Back** and **Next** buttons to navigate through the wizard. Click **Finish** when you have completed the wizard.

Tip You can browse for an existing company when you add your company data files. Click **Browse**, and then click **Existing companies** to locate existing DacEasy company folders or click **Windows folders** to search all folders.

A Summary screen lists each module that will be added to the company profile. If you add existing data for multiple modules, you have the option to update the company information in each module with the company information entered for the profile. In addition, you must interface all modules in the profile with your DacEasy Accounting data files.

A Complete screen appears when the selected modules have been added to the profile.

9. Click **OK**. DacEasy opens the profile and returns you to the Business Center main menu.

Moving Your Data Files

Each DacEasy module installs into a subfolder in the destination folder selected during Setup. The default destination folder is labeled DacEasy. If you converted existing DacEasy data files to Version 13, you might decide to move your data files to a folder in your program folder. This allows you to keep all of your DacEasy files in one central location.

The following steps explain how to move your files to a new location if you are using the Business Center. If you have not already set up a company profile, create a profile before completing these steps. Refer to the “Adding New Company Profiles” section earlier in this chapter for more information on adding company profiles.

Note If you are not using the Business Center, it is important that you first copy (not move) your data files to the new location, and then add the company in DacEasy with the new path. If you have moved accounting data that is interfaced with DacEasy add-on modules, you must update the interface path in the add-on modules. Afterwards, you can remove the company with the old path from DacEasy, and then delete the files in the old folder from your hard disk drive. Refer to the *User’s Guide* if you need assistance with adding or deleting companies.

To Move Your Data Files

1. Copy the data files from the existing folder to the new location. For example, if your accounting data files were located in C:\Dea4\Files, you will to copy them to C:\DacEasy\BC\Profiles\Furniture\AC.

Note If you are not familiar the procedure of moving files, refer to the documentation included with your operating system for assistance.

2. Select **Open** from the **Profile** menu in the Business Center, and then open the company profile that contains the data files you moved. An error appears, “Unable to locate Version 13 data files.”
3. Select the check box at the bottom of the screen to remove the modules from the company profile and click **Continue**.

Note If the check box is unavailable, you have to remove the profile, and then add the profile back to the Business Center with the correct paths to the module data. Refer to the “Removing Company Profiles” section in Chapter 5, “Working With the Business Center” for more information on removing a profile.

4. Select **Edit** from the **Profile** menu, and then select **Add Module**. The **Add Module Wizard** appears. Select all modules for which the data files were moved and add the path to the new location.
5. Select **Edit** from the **Profile** menu, and then select **Company Information**. Click the **Paths** tab and confirm that each module is accessing the data files in the new location.

Exiting the Business Center

To exit the Business Center, choose **Exit** from the **Profile** menu. You can also exit the DacEasy Business Center by clicking the **Close** button located on the DacEasy Business Center title bar.

Note Any open windows remain open when you exit the Business Center. You can leave each DacEasy module window open as needed. Close each window individually when you are done with the task by clicking the **Close** button.

Using the Sample Company

The sample company is data provided by DacEasy to help you become familiar with the program. The sample data is stored in a Sampdata folder in each program folder unless you run a custom setup and do not select the Sample Company component. For example, the path to the accounting sample data is C:\DacEasy\AC\Sampdata if you accepted the default path.

Tip If you did not install the sample data but want to use it now, run the Setup routine again and select the **Modify** option. Select the **Sample Company** component for each module. Then, set up a profile for the sample company.

Opening the Sample Company

The first time you start the Business Center the **Welcome to DacEasy** dialog box appears. To open the sample company profile, select the **Open sample profile** option. This automatically opens the sample company for you. Afterwards, select **Open** from the **Profile** menu, and then select **Sample Company** to open the sample company.

If you are an existing user of the Business Center and want to add the sample company, create a new profile pointing to the sample data for each module you want to use.

To set up the sample company if you are not using the Business Center, add a new company in the appropriate DacEasy module. In the Path field, type the path to the sample company.

Setting Up a Security Passport

You are prompted for a user name and password the first time you open a company profile. The user name and password you add are stored as your *passport*.

The passport includes a *ticket* for each module in the company profile. The ticket can store the User ID and password for each module. Tickets are useful if you activated the Security feature in the modules. If you choose to store this information in your passport, you only have to enter a single user name and password when opening a company profile. When you select a DacEasy function, DacEasy applies the appropriate ticket. DacEasy confirms that the user ID and password are valid, and that you have rights to the selected function.

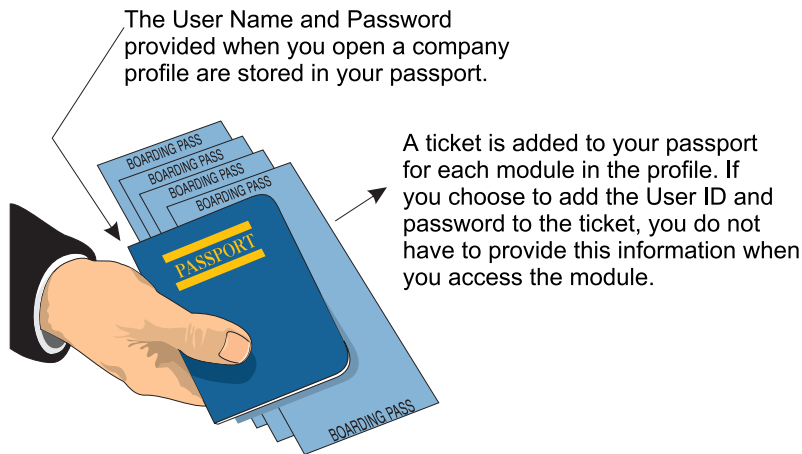


Figure 3-2: If you are using the Security feature, you must provide a ticket to access each module. You can include the ticket with your passport or provide the ticket when you access the module.

Setting Up Passport Tickets

The following steps explain how to set up passport tickets. You are not required to set up passport tickets. However, if you choose not to set up passport tickets, the **Enter Ticket** dialog box appears the first time you access a module using the Security feature (during the current session of the profile). If you select the Update Passport check box on the **Enter Ticket** dialog box, the Passport is updated with the ticket information. If you clear the Update Passport check box, the **Enter Ticket** dialog box continues to appear the first time you access the module after opening the profile.

Note You do not need to set up your passport if you added existing company data files to the profile and the company is using the Security feature. The Add Module wizard prompts you for your passport information before adding the company to the profile.

To Set Up Passport Tickets

1. Select **Edit** from the **Profile** menu, and then select **Passport**. The **Edit Passport** dialog box appears.

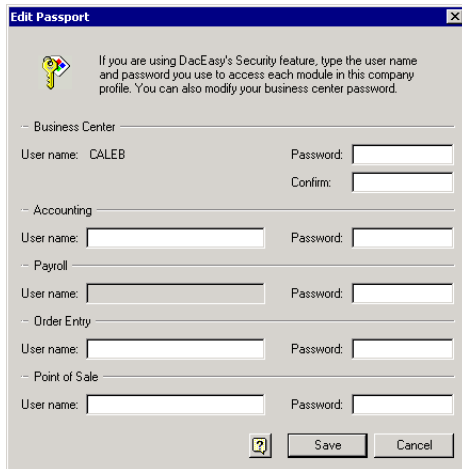


Figure 3-3: Speed entry into each module by adding your user name and password for each module to your passport.

2. Type your User ID in the User Name field and password for each module in this company profile.

Note Payroll's Security feature does not use User IDs; therefore, the User Name field is unavailable for Payroll.

3. Click **Save** to save your passport tickets.

Changing the Business Center Password

You assign a password to your passport the first time you add yourself as a new user. Complete the following steps if you want to change the password assigned to your passport.

Note If you want to add a new user to an existing profile, type the new user name in the User Name field on the **Open Company Profile** dialog box, select the profile, and then click **Open**. You are prompted for the new user's password.

To Change the Business Center Password

1. Select **Edit** from the **Profile** menu, and then select **Passport**. The **Edit Passport** dialog box appears.
2. Type a new password in the Business Center area, and then confirm the entry.
3. Click **Save** to update your passport with your new password.

Setting the Controller Password

The controller is the only user that has access to the **Company Profile User List** dialog box. From this dialog box, you can view users, remove users, update a user's full name and add comments. Refer to Chapter 5, "Working With the Business Center" for more information on modifying user information.

To Set the Controller Password

1. Select **Edit** from the **Profile** menu, and then select **Users**. The **Company Profile User List** dialog box appears.

Note If the controller password has been saved, a password prompt appears. Type the controller password and click **OK** to continue.

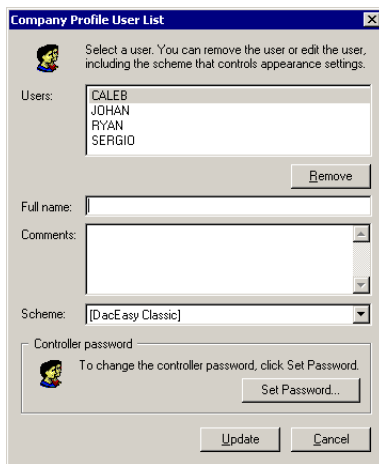


Figure 3-4: Edit User information and set the controller password from the **Company Profile User List** dialog box.

2. Click **Set Password** in the Controller Password area. The **Set Password** dialog box appears.
3. Type the password, and then confirm the password.
4. Click **OK** to save your new password. The **Company Profile User List** dialog box appears.
5. Click **Cancel** to return to the Business Center.

Opening Company Files

One advantage of using the Business Center is that you do not have to close a profile before opening a different profile. If you have windows open for the current profile, and then open a different company profile, all new selections are for the most recently opened profile; however, you can still view windows opened from the previous profiles. The following steps explain how to open a different company profile.

Tip The most recently opened company profiles are listed on the Profile menu. You can click any profile listed to quickly open the company.

To Open a Company Profile

1. Select **Open** from the **Profile** menu. The **Open Company Profile** dialog box appears.

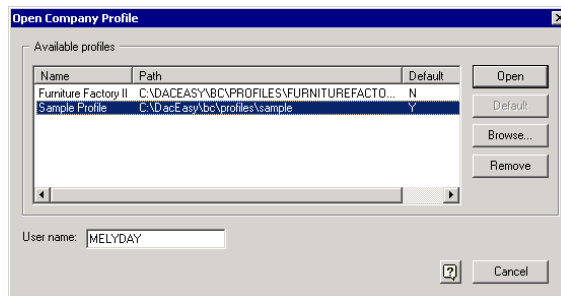


Figure 3-5: Access the Open Company Profile dialog box to open a new profile or log on as a different user.

2. Select the profile you want to open. If the profile is not listed, you can click **Browse** to locate the profile.

Tip Click a column heading to sort on the corresponding column.

3. If you do not want to open the profile with the current user name, type a different user name in the User Name field.

Tip If you want this profile to open each time you start the Business Center, click **Default**.

4. Click **Open**. The Business Center opens the selected profile.

Note If you opened the profile with a different User Name, you are prompted for your password information.

Working With DacEasy

Now that you have set up your company profile and passport, you are ready to start using the program. Use this chapter to familiarize yourself with the features common to all DacEasy programs. This includes information on viewing your data, creating presentation quality reports, using the Date Selector button, Calculator, AutoComplete and LookUps, sending e-mails, and working with toolbars.

Note Refer to each program's *User's Guide* for information on features specific to the module.

Viewing Your Data

When you choose to print information in DacEasy, you can view the output on the screen, send it to your printer or export the information. You can also publish the data directly to HTML and to Microsoft Excel. The **Report Layout** dialog box appears each time you choose to print information in DacEasy and allows you to select your output target and customize the report layout.

The default report layout is based on the printer information supplied on the **Edit Default Printer** dialog box. You can customize each section of a report, which includes font attributes such as font type (including variable pitch fonts), color, size and style. You can also customize the page layout information.

If you customize the report layout for the current report, these settings are saved and are used the next time you print the report. You can select different printer preferences for each report in DacEasy.

Note The Plain Paper check box that appears on the **Report Layout** dialog box is only available in DacEasy Payroll. This feature is available when printing certain payroll forms on plain paper and requires Adobe® Acrobat® Reader®. For more information on the Plain Paper features, refer to the DacEasy Payroll Help system.

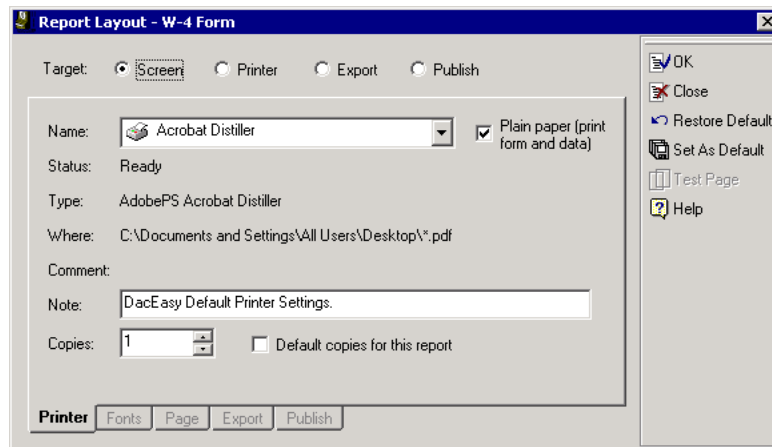


Figure 4-1: Use the Report Layout dialog box to select the output format for the information.

Using the Report Viewer

If you select screen as your target, the information appears in an easy-to-view format on your screen using the Report Viewer. You can copy information in the Report Viewer to the Clipboard, and then paste the information into a different application if you choose. To copy information in the Report Viewer to your Clipboard, select the text with your mouse, right-click, and then select **Copy**.

To view the output as it appears on paper, click **Preview**. From the Preview, you can scroll up and down the pages, and zoom in and out for more or less detail. After you have viewed the information, you can send the report to the printer or exit the view.

Note When viewing information in the Report Viewer, the toolbar is in a fixed position and cannot be moved.

Exporting Information From DacEasy

You can export information from the **Report Layout** dialog box using the Export or Publish option. The Export option allows you to export the information to a text, delimited ASCII, Excel 5 or HTML file. The Publish option allows you to publish your information with the current formatting to HTML or Microsoft® Excel 97, 2000 or XP. To automatically view your information in a Web browser or Excel worksheet, select **Publish** as the target, the **Publish** tab appears. Select the type, and then select the **Launch Application** check box.

The Export option is available for all reports. The Publish option is available for all reports; however, publishing to Excel is only available for certain reports. If a report does not already exist with the information you want to export, create a query in DacAccess and export the information from the query. Refer to your *User's Guide* for more information on creating a query in DacAccess.

Note You cannot export forms that use templates. This includes billing, purchasing, order and sales receipt forms as well as labels.

To View Data

1. View the **Report Layout** dialog box by clicking **Print** or **OK** from a report or form dialog box.
2. Select the target. The following options are available:

Note Refer to the “Changing the Report Layout” section for more information.

Screen—Select this option to view the information on the screen. Edit the report layout if necessary.

Note You can redirect the information from the screen to the printer if needed.

Printer—Select this option to print the information on paper. Edit the report layout if necessary.

Tip A Test Page option is included when printing forms. To check the form alignment, click **Test Page** and a test page prints based on your report layout settings, with “X’s” in place of your data. If the form does not print properly, adjust your report layout or form placement, and then print another test page.

Note The Plain Paper check box that appears on the **Report Layout** dialog box is only available in DacEasy Payroll. This feature is available when printing certain payroll forms on plain paper and requires Adobe® Acrobat® Reader®. For more information on the Plain Paper feature, refer to the DacEasy Payroll Help system.

Export—Select this option to export the information to a text, delimited ASCII, Excel 5 or HTML file. Type the path and file name where you want to create the file, and then select the File Format. If you selected **Export**, select the Export type. If you selected **ASCII** as the Export type, enter the Text and Field Delimiters.

Publish—Select this option to publish the file in a format that can be read by a third party application. You can publish all reports to HTML, the file format that can be used by Web browsers. You can publish many reports to Excel. Type the path and file name where you want to create the file, select whether or not you want to automatically launch the application to view the data, and then edit the **Fonts** tab if necessary.

3. Click **OK** to view the report or create the export file.

Changing the Report Layout

DacEasy allows you to easily create customized presentation quality reports. Each report initially uses the report settings on the **Edit Default Printer** dialog box; however, you can customize each individual report as needed. These customized settings are saved for each report so you can select a different layout for each report.

Note Refer to Chapter 4, “Setting Up,” in the *User’s Guide* for information on setting up your default printer.

To Change the Report Layout

1. Access the **Report Layout** dialog box.
2. Select the printer in the Name box on the **Printer** tab.

Tip Click **Restore Default** to restore the default printer settings, which are set on the **Edit Default Printer** dialog box.

3. Click the **Fonts** tab. Use this tab to select your font preferences for each section of the report. Select a section, and then select your preferences for the section.

Repeat this process for each section of the report.

4. Click the **Page** tab. Select your preferences for the page setup.

Note The Width and Height boxes only apply when you select a custom paper size.

5. Click **OK** to save your printing preferences and print the report.

Tip Click **Set as Default** to update the default printer settings on the **Edit Default Printer** dialog box with the current report layout settings.

Using the Date Selector Button

A built-in calendar is available in the program when selecting a date. A Date Selector button appears next to all editable date fields. Click the Date Selector button next to a date field and a pop-up calendar appears. For more information on changing the date, refer to the section titled “Changing the Date” in Chapter 5, “Working With the Business Center.”

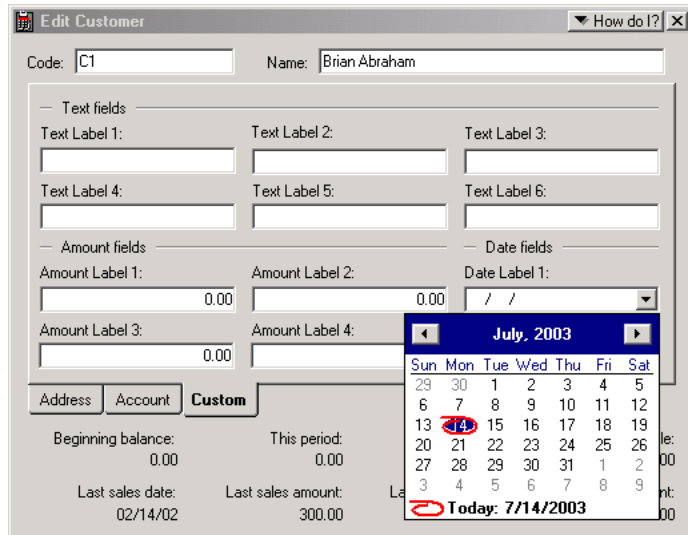


Figure 4-2: Use the Calendar to select a date for the current field.

Selecting a Date

To select a specific date while viewing the calendar, click the date you want and the selected date appears in the current field. You can also use the Up arrow, Down arrow, Left arrow and Right arrow to change the selected date and press **Enter** to paste the date in the current field.

Changing the Month

To change the month you are viewing, click the right arrow or left arrow to change the next month forwards or backwards. Click the name of the month and a list of months appears. Select the month you want from the list. You can also press the Page Up or Page Down button to change the month forwards or backwards.

Changing the Year

To change the year you are viewing, click the year. The Year box appears. Click the appropriate arrow to change the year accordingly. You can also use the Up arrow and Down arrow keys to change the year while viewing the Year box.

Using the Calculator

A built-in calculator is available in the program. View the Calculator by clicking **Options**, and then choosing **Calculator**. The calculator performs basic mathematical functions such as addition, subtraction, division and multiplication. Furthermore, you can paste a value from the calculator into any numeric field in DacEasy by pressing **P**.

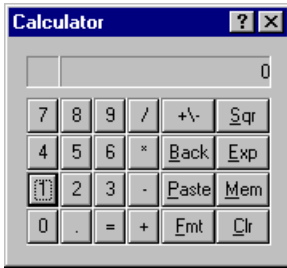


Figure 4-3: Use the Calculator to perform mathematical equations and paste the result into a numeric field.

The calculator works just like a hand-held calculator. Press the number or first letter of the key you want to use. If you are using a mouse, click the left mouse button to activate keys on the calculator. The following table lists the keys available on the calculator, along with their functions:

Access key	Button	Calculator functions
S	Sqr	Displays the square root of a value.
E	Exp	Allows you to use exponential notation. After pressing E , the next value you type raises a number to that power. For example, the key combination 2E3= displays the number 2^3 , which is 8.
M	Mem	Stores the current value into memory. You can recall this value later by pressing M again.
C	Clr	Clears the current value and resets all arithmetic operations.
P	Paste	Pastes a value into the current field. After pressing P , the calculator closes and the cursor returns to the active field. You can only paste values from the calculator into numeric fields.
B	Back	Clears the last digit entered.
F	Fmt	Toggles the displayed value between floating and fixed notation.

Using the LookUp

LookUp is the term DacEasy uses to describe a list of records that are available from a field. When a LookUp is available from a field, the LookUp button is available. If a LookUp is not available for the active field, the button does not appear on the toolbar or appears dimmed. Click the **LookUp** button to view the list of available records. Select a record to paste it in the current field or click **Close** to exit the LookUp without selecting a record.

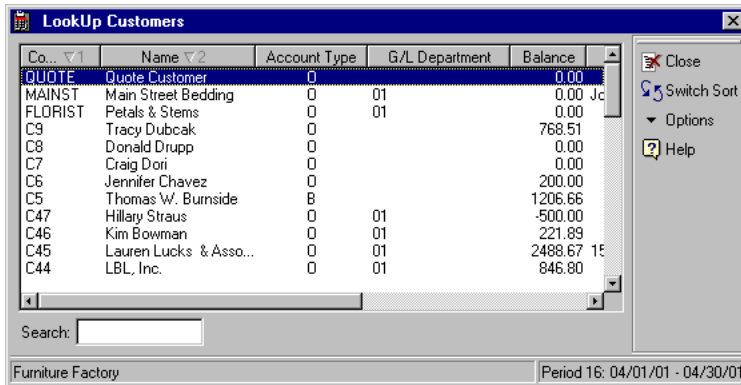


Figure 4-4: Use the LookUp to select a record for the current field.

When you initially view a LookUp, the selection bar highlights the first record in the file. When you return to a LookUp during the same DacEasy session, the selection bar remains positioned on the record previously selected. This feature can be very handy if you need to access records in a file sequentially. When you exit and reenter DacEasy, the selection bar returns to the top of every LookUp. When you close and reopen a screen through the Business Center, the selection bar returns to the top of each LookUp on the screen.

Selecting the Sort Columns

Most LookUps allow you to sort on any column and add an optional secondary sort. To sort the LookUp on a single column, click the column header. To add a secondary sort, hold down the **Ctrl** key and click the column header you want as the secondary sort.

An arrow appears to the right of the column header to indicate that the LookUp is sorted by the information in the column. If the LookUp has a secondary sort, a 1 appears to the right of the arrow in the primary sort column header and a 2 appears to the right of the arrow in the secondary sort column header.


Selecting the Sort Order

You can view the information in the sort columns in ascending or descending order. The sort defaults to ascending. An up arrow to the right of the column header indicates the column is in ascending order. A down arrow to the right of the column header indicates the column is in descending order.

If the LookUp is sorted on a single column, click the column header to switch the sorting order. If the LookUp has a secondary sort, hold down the **Ctrl** key and click either sort column to switch the sort order.

Note The primary and secondary sorts always have the same sort order.

Resizing Columns

You can change the width of each column in a LookUp. To change the column width, place the mouse on the right border of the column header. When the pointer changes to a  (double-headed arrow), click the mouse and drag the edge of the box to change its width.

Locating a Record

You can locate a record with the mouse, arrow keys or the Search feature.

Using the Mouse

A vertical scroll bar appears when all rows in the LookUp are not visible. A horizontal scroll bar appears when all columns in the LookUp are not visible.

Click above the scroll box on the vertical scroll bar to page up. Click below the scroll box on the vertical scroll bar to page down. Click the arrows on the vertical scroll bar to move up or down one record at a time. Click the scroll box and drag it up or down to quickly access a different area in the LookUp.

Click the horizontal scroll bar to view the column relative to your position on the scroll bar. Click the arrows on the horizontal scroll bar to move one character at a time.

To select a record with the mouse, double-click the record.

Using the Keyboard

Press the **Up Arrow** and **Down Arrow** keys to move through the LookUp one record at a time. Press the **Page Up** and **Page Down** keys to page through the LookUp. Press **Ctrl+Home** to locate the first record. Press **Ctrl+End** to locate the last record.

To select a record with the keyboard, press **Enter**.

Using the Search Feature

The Search feature allows you to quickly locate a record within the primary sort. You can type the record you want to view and the LookUp scrolls to the closest match when you press **Enter**. For example, if your customer codes are based on the customer's name and you have a customer named Jim Smythe, but are unsure of the spelling, click **LookUp** from the Customer Code field to view the LookUp. Type **J** and the selection bar moves to the first code beginning with J. Locate the desired record, and then select it.

DacEasy incorporates smart searches in all entry fields allowing a LookUp. To perform a smart search, type any text in the entry field. After entering the text, click **LookUp** to view a list of available records. DacEasy automatically selects the record that most closely matches the text you entered.

For example, assume your customer codes always begin with the first letter of the customer's last name and you need to locate Edwin Simmon's customer record. Type **S** in the Customer Code field, and then click **LookUp**. The Customer LookUp appears with the first customer code beginning with the letter S selected. Now, you can scroll to the appropriate record.

Adding and Editing Records From a LookUp

DacEasy gives you the ability to add and edit records "on-the-fly" from certain LookUps. When this feature is available, an Add button and Edit button appear on the toolbar. If you discover a record does not exist, click **Add** to add the record to the list. To edit a particular record in a LookUp, select the record and click **Edit**.

Using AutoComplete

Use the AutoComplete feature to quickly enter information into DacEasy. This feature remembers information you have previously entered into a field or quickly pulls information from your LookUps. As you type characters into a field, DacEasy matches the information to entries stored in your LookUps or information you have previously entered. A list of suggestions appears based on these matches. You can select one of the suggested choices or continue to type additional characters to narrow the list of suggestions. If a single possible match is found, the value can be inserted in the current field if you selected this option when setting the AutoComplete preferences. The value you typed appears normal and the information inserted by the AutoComplete feature appears highlighted. For more information on setting the AutoComplete preferences, refer to Chapter 5, “Working With the Business Center.”

The screenshot shows the 'Invoice Entry' window with the 'Customer code' field containing 'BR'. An AutoComplete list is displayed, showing the following entries:

Code	Name
BRADFORD, E	Bradford, Elizabeth
BRADLEY, R	Bradley, Robert
BROOKS, D	Brooks, David
BROWN, T	Brown, Timothy
BROWNSON, J	Brownson, Julia

The window also includes fields for Invoice number (0123455543), Date, Shipping (Ship To), Due date, Via, FOB, and Salesperson. A table at the bottom shows item details with columns for Item Number, Ordered, Shipped, Backorder, Description, Price, Discount, and Extended. Summary fields at the bottom right show Subtotal (0.00), Freight (0.00), Tax (0.00), Total (0.00), Payment (0.00), Reference, and Net to pay (0.00). The footer indicates 'Furniture Factory' and 'Period 13: 01/01/02 - 01/31/02'.

Figure 4-5: The AutoComplete list matches the information you are typing with information in your LookUp lists or information you have previously entered into the current field and offers a list of suggested choices.

Sending an E-mail

Use the Instant Correspondence feature to keep in close communication with your customers, vendors and employees. Each customer, vendor, salesperson, warehouse and employee record has an E-mail field. Click the **E-mail** button attached to the field to launch your e-mail program. A new e-mail message appears with the **To** box completed with the recipient's e-mail address. For more information on sending a batch of e-mails using the Mail Merge feature, refer to the *User's Guide* for each module.

Note This feature is also available when using the Business Alerts feature. While setting your alert rules, you can compose an e-mail message to send to select recipients when the alert is detected. For more information on the Business Alerts feature, refer to Chapter 6, "Working With Business Center Pages."

Note You must have a simple MAPI compliant e-mail system to use the Instant Correspondence feature to send an e-mail.



Figure 4-6: Use the E-mail button to send an e-mail to a customer, vendor, salesperson, warehouse or employee.

Using the Toolbars

DacEasy has three types of toolbars: (1) the main DacEasy application toolbar, (2) the DacEasy Modules toolbar and (3) the toolbar that appears when you access a dialog box in a DacEasy module. Point to a button on any toolbar to view a ToolTip. The ToolTip includes the button label if it is not included on the button and the shortcut key when applicable. You can click the button to carry out the action, or press the shortcut key if available.

If you are using the Business Center, refer to the section titled “Modifying the Business Center Appearance” for more information on customizing the Modules toolbar that appears in the Business Center.

If you are not using the Business Center, the default main application toolbar in each DacEasy module includes the most commonly used features. You can customize the toolbar per station ID, which allows you to customize the program to meet your specific needs. For information on customizing the toolbar in the individual DacEasy modules, refer to the individual program’s Help topic titled “Customizing the toolbar.”

Each DacEasy module dialog box has a toolbar with the commands that apply to the current dialog box. Some toolbars include an Options button that displays a menu when clicked. Select a command from the menu or press the shortcut key associated with the menu command. If an option is not available from the current field, the button appears dimmed. You cannot customize the commands that appear on a toolbar associated with a dialog box.

Setting Button Label Preferences

You can display the main application toolbar in each DacEasy module or the Business Center Modules toolbar with or without button labels. To change the current status in the DacEasy modules, right-click on the toolbar (not on a button), and then select **Hide Label** to display the buttons without descriptive text labels or **Show Label** to display the buttons with descriptive text labels. You can also select the label preferences on dialog box toolbars.

To change the current status in the DacEasy Business Center, right-click on the toolbar, and then select **Customize**. The **Appearance** dialog box appears with the **Toolbars** tab available. Select the appropriate label setting and then click **OK**.

Note Button labels always appear for toolbar buttons without an image. For more information on the Show Labels setting in the Business Center, refer to the Help topic titled “Customizing the toolbar” in the Business Center Help.

The button label appears below the image on the main DacEasy application toolbars in the modules and to the right of the image on the DacEasy Modules toolbar in the Business Center and the dialog box toolbars.

Positioning Toolbars

You can float, dock or hide most DacEasy dialog box toolbars and the main application toolbar except the Business Center Modules toolbar and the Explorer bar.

A *docked* toolbar does not move. If you are not running the DacEasy modules through the DacEasy Business Center, the main application toolbar can be docked to any edge of the DacEasy desktop. The dialog box toolbar can be docked to any edge of the dialog box. You can also float either of these two toolbars. A *floated* toolbar can be moved anywhere on the desktop.

Tip You can drag and drop the toolbar to any position needed, floated or docked. You can also resize the toolbar to adjust the orientation.

Note When viewing information in the Report Viewer, the toolbar is in a fixed position and cannot be moved.

To float a toolbar—Right-click on the toolbar (not on a button), and then select **Float** or double-click the toolbar (not on a button).

To dock a toolbar—Right-click on the toolbar (not on a button), and then select **Dock** or double-click the toolbar (not on a button).

To hide a toolbar—To hide a toolbar in the DacEasy modules, right-click on the toolbar (not on a button), and then click **Hide Toolbar**. To hide a toolbar in the DacEasy Business Center, right-click on the Modules toolbar and a list of available toolbars appears. Select the toolbar you want to hide. The check mark is removed for the selected toolbar indicating it does not appear in the Business Center. You can also make this selection using the **Toolbars** tab on the **Appearance** dialog box in the Business Center.

To show a hidden toolbar—To show a toolbar in the DacEasy modules, click the system menu icon located in the top left corner of the dialog box, and then select **Show Toolbar**. To show a toolbar in the DacEasy Business Center, right-click on the Modules toolbar and a list of available toolbars appears. Select the toolbar you want to show. A check mark appears next to the toolbar indicating it appears in the Business Center. If no toolbars appear in the Business Center, select **Toolbars** on the **Windows** menu and select the toolbar you want to show. You can also make this selection using the **Toolbars** tab on the **Appearance** dialog box in the Business Center.

Working With the Business Center

The Business Center provides a single entry point for all DacEasy programs and includes a number of features designed to increase productivity. This includes the ability to view multiple windows concurrently, update company information for all DacEasy modules, and back up or restore data without exiting the Business Center. In addition, you get quick access to your data, the Internet and other helpful resources.

This chapter provides you with information that is helpful when using the Business Center. The first section gives a description of each component in the Business Center. The other sections explain how to work with your company profiles, edit your company information, use the Business Center tools and manage multiple windows.

Understanding the Business Center

Use this section to familiarize yourself with the different areas in the Business Center. The following diagram labels each area in the Business Center. A description of each area follows.

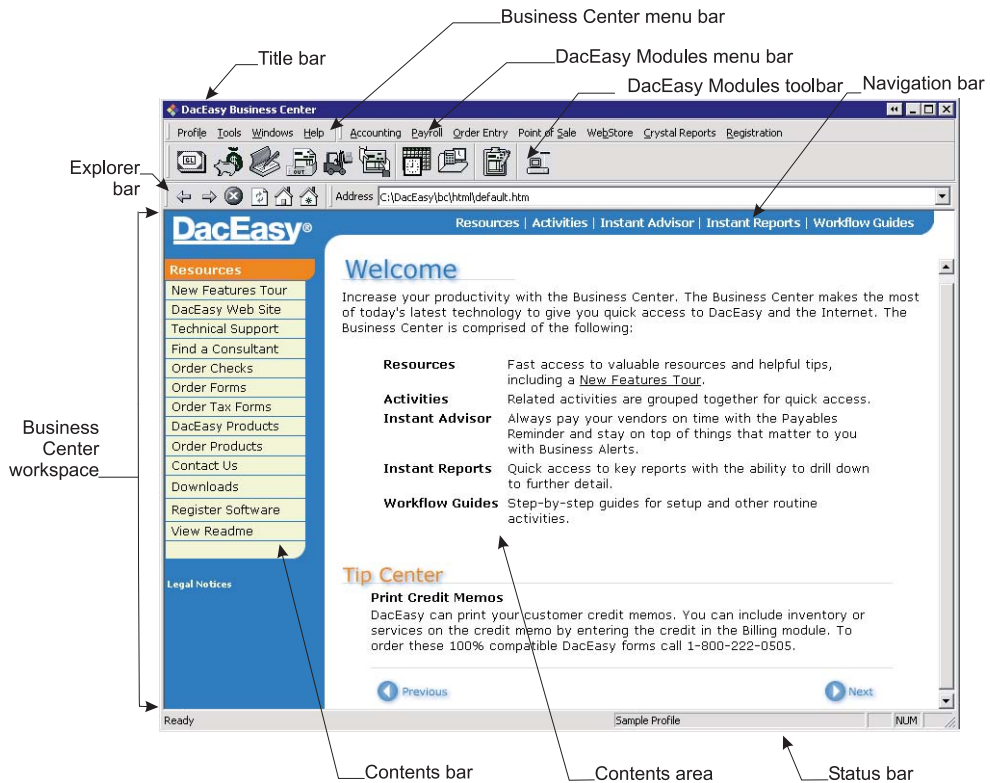


Figure 5-1: Use this diagram to familiarize yourself with the Business Center.

Business Center Title Bar

The title bar is located at the top of the Business Center window. It includes the system menu icon and name of the program on the left side and four buttons on the right side. A brief description of each button follows.



The first button is the **Workspace** button. Use this button to hide or show the Business Center workspace. If the workspace is visible, click this button to hide the workspace. If the workspace is hidden, click this button to show the workspace.



The next button is the **Minimize** button. Click this button to reduce the program to a button on the taskbar.



This is the **Maximize** button. If this is the next button to appear on the title bar, you are currently viewing the Business Center in Restored view. Click this button to expand the view of the Business Center to cover your entire desktop area.



This is the **Restore** button. If this is the next button to appear on the title bar, you are currently viewing the Business Center Maximized (over your entire desktop area). Click this button to restore the view to its previous size.



This is the **Close** button. Click the **Close** button to exit the program.

Business Center Menu Bar

The Business Center menu bar is located below the title bar by default. This menu bar can be moved to fit your preference. It includes the menus relevant to the Business Center.

The Profile menu includes commands applicable to company profiles. You can add profiles, open profiles or edit profiles. In addition, you can choose **Exit** from the **Profile** menu to close all profiles and exit the Business Center.

The Tools menu includes commands to backup and restore company data, change the date, set alert rules, schedule tasks and set workspace preferences and appearance.

The Windows menu lists all DacEasy windows that are currently open. Select a window in the menu to make the window active. This menu also allows you to view or hide the Business Center workspace, Modules menu bar and Modules toolbars.

The Help menu includes access to the Help files and the About DacEasy Business Center information.

DacEasy Modules Menu Bar

The DacEasy Modules menu bar is located next to the Business Center menu bar by default. It can be moved to fit your preference. Use the DacEasy Modules menu bar to access the menu commands available in the individual DacEasy programs. For more information on changing the DacEasy Modules menu bar, refer to the section titled “Modifying the Business Center Appearance.”

Note If you try to access a menu command from the DacEasy Modules menu bar for a module that is not in the current company profile, an error appears.

DacEasy Modules Toolbar

The standard DacEasy Modules toolbar is located below the Business Center and Modules menu bar by default. It can be moved to fit your preference. The standard Modules toolbar is created based on your scheme selection. You can create additional Modules toolbars to fit your needs. For more information on adding and changing the DacEasy Modules toolbars, refer to the section titled “Modifying the Business Center Appearance.”

Explorer Bar

The DacEasy Business Center includes a browser, Internet Explorer, that allows you to view HTML pages. This includes HTML pages accessed via the Internet and HTML pages specific to the Business Center that are located on your computer. Use the Explorer bar to select the page to view or refresh the page. For more information on each button that appears on the Explorer bar, refer to the section titled “Using the Explorer Bar” later in this chapter.

Business Center Workspace

The Business Center workspace is the area where you view Business Center and HTML pages. The Business Center pages typically consist of three distinct areas, the Navigation bar, the Contents bar and the Contents area. The Navigation bar includes links to different features available in the Business Center workspace. The Contents bar includes links to different pages related to the current page. The Contents area is where the page appears.

Note To hide or show the Business Center workspace, click the **Workspace** button located on the title bar or select **Workspace** on the **Windows** menu.

Business Center Status Bar

The status bar shows the name of the current company profile. This can be especially useful if you access data in multiple company profiles.

Working With Profiles

If you want to use the Business Center, you must add a company profile for each company you track in DacEasy. Use the commands on the Profile menu to add new company profiles and open existing profiles. In addition, you can edit the profile by adding and removing modules, editing the password information, editing the company information and editing users. There is also an Exit command that closes all profiles and closes the Business Center.

For more information on adding profiles, opening profiles or editing passwords, refer to Chapter 3, “Installing DacEasy.”

Adding Modules to a Company Profile

When you add your company profile, you have the option to add a single module or multiple modules. You can always use the Add Module wizard to add additional modules after setting up the company profile.

To Add a Module to a Company Profile

1. Select **Edit** from the **Profile** menu, and then select **Add Module**. The **Add Module Wizard** appears.

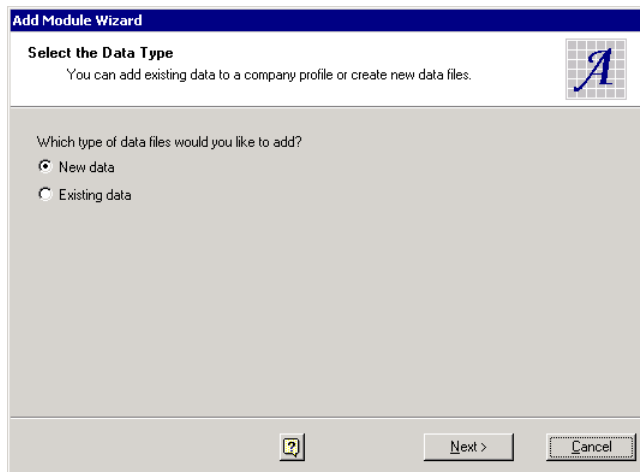


Figure 5-2: Use the Add Module wizard to link data files from other DacEasy modules to the company profile.

2. Follow the instructions on the screen to complete the wizard. Use the **Back** and **Next** buttons to navigate through the wizard. Click **Finish** when you have completed the wizard. A Complete screen appears when the process is done.

Tip You can browse for an existing folder when you add a module to a company profile. Click **Browse**, and then click **Existing companies** to locate existing DacEasy company folders or click **Windows folders** to search all folders.

3. Click **OK** to return to the Business Center.

Removing Modules From a Company Profile

You can use the Remove Module wizard to remove modules from a company profile at any time. If the company profile consists of multiple modules, you cannot remove Accounting until all other modules have been removed.

To Remove a Module From a Company Profile

1. Select **Edit** from the **Profile** menu, and then select **Remove Module**. The **Remove Module Wizard** appears.

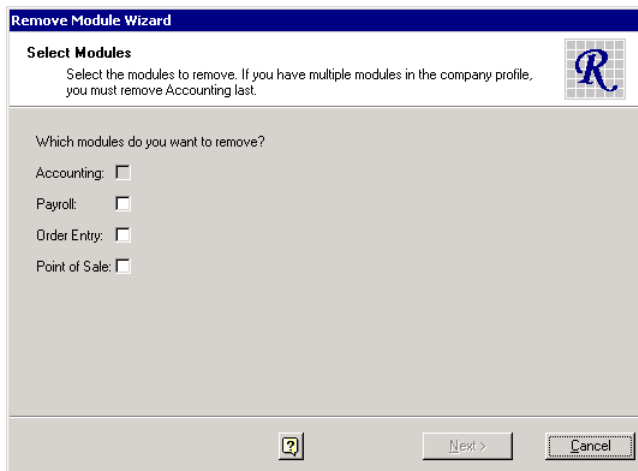


Figure 5-3: Use the Remove Module wizard to remove modules from the company profile.

2. Select the modules to remove, and then click **Next**. A Summary screen appears.
3. Click **Finish** to remove each module listed. A Complete screen appears when the process is complete.
4. Click **OK** to return to the Business Center.

Removing Company Profiles

You can track information for multiple companies in the Business Center. Use the following steps if you need to remove a company profile.

Tip When removing a company profile from the Business Center, DacEasy only removes the link between the program and the data files. You have to manually delete the data files for each module from your hard disk drive.

Note You must have at least one company profile to operate the Business Center. DacEasy does not allow you to remove the last company profile.

To Remove a Company Profile

1. Select **Open** from the **Profile** menu. The **Open Company Profile** dialog box appears.
2. Select the profile you want to delete.
3. Click **Remove** to remove the company profile.

Note If the Remove button is unavailable, you are attempting to remove the open profile. Open a different profile. If only one company profile appears in the list, you cannot remove the profile.

4. Select a company profile from the list and click **Open**.

Editing Company Information

You can enter your company address, phone and tax ID information when you set up a new profile. You can also update the module data files with this information. Use the **Edit Company Information** dialog box to edit the company information for the company profile. Use the Update Modules option on the dialog box to update the company information in all the modules at once.

To Edit Company Information

1. Select **Edit** from the **Profile** menu, and then select **Company Information**. The **Edit Company Information** dialog box appears.

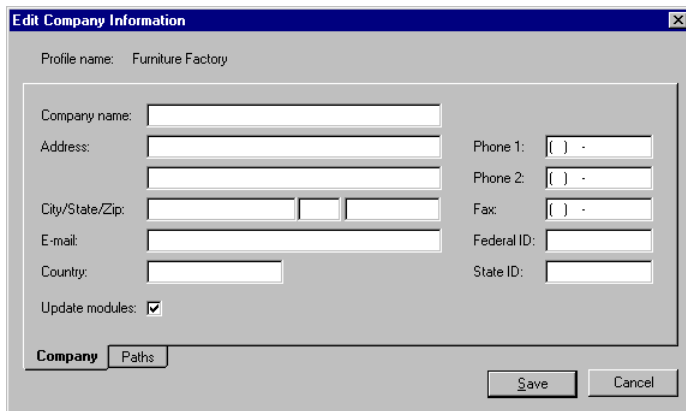


Figure 5-4: Use the Edit Company Information dialog box to update the company address information for your company profile. Select the Update Modules check box to also update the company address information for all modules in the profile.

2. Edit each field as necessary.
3. Select the **Update Modules** check box if you want to update each module included in the company profile with your changes.

Tip Click the **Paths** tab to view each module included in the profile.

4. Click **Save** to save your changes.

Modifying User Information

Use the **Company Profile User List** dialog box to add additional information for your users. The Controller is the only user that has access to this dialog box. For more information on setting the controller password, refer to the section titled “Setting the Controller Password” in Chapter 3, “Installing DacEasy.” From this dialog box, you can view users, remove users, update a user’s full name and add comments.

To Modify User Information

1. Select **Edit** from the **Profile** menu, and then select **Users**. The **Company Profile User List** dialog box appears.

Note If the controller password has been saved, a password prompt appears. Type the controller password and click **OK** to continue.

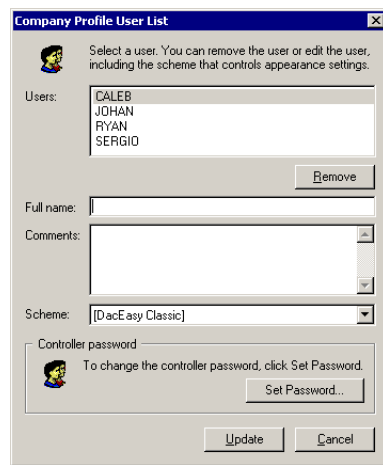


Figure 5-5: Edit User information and set the controller password from the Company Profile User List dialog box.

2. Select the user you want to edit from the Users list. Type the full name of the user, add any comments, and then select a scheme for the user.
3. Click **Update** to save your changes.
4. Click **Cancel** to return to the Business Center.

Using the Business Center Tools

Access the commands on the Tools menu to back up and restore company data files, set Business Alert rules, schedule tasks, change the program date and set preferences for the workspace.

Protecting Your Data

One of the most important functions in DacEasy is the Backup function. In the event of a hard disk drive failure or excessive data corruption, you must restore a backup. Without a backup, you have to enter all your data again. It is very important that you take the steps required to have a current backup at all times.

A comprehensive guide to making backup copies of your data follows. These steps require you to retain 10 sets of backup disks. With these 10 sets, you will have three months of data in the event you need it. Backup disks are divided into three groups of individual sets: four individual sets for daily backups (labeled Day 1, Day 2, Day 3 and Day 4), three individual sets for weekly backups (labeled Week 1, Week 2, Week 3), and three individual sets for monthly backups (labeled Month 1, Month 2, Month 3).

To Store a Complete Data Library

1. Perform a full backup of all your DacEasy data files onto the Week 1 set of backup disks. We recommend you perform this operation on a Friday night.
2. Each day, Monday through Thursday, back up onto the Day 1-Day 4 set of backup disks.
3. On Friday, back up onto the Week 2 set of disks.
4. Each day, Monday through Thursday, back up onto the Day 1-Day 4 set of backup disks.
5. On Friday, back up onto the Week 3 set of disks.
6. Each day, Monday through Thursday, back up onto the Day 1-Day 4 set of backup disks.
7. On Friday, back up onto the Month 1 set of disks before running end-of-month routines.
8. Repeat steps 1–7 two times, substituting the Month 2 and Month 3 sets of backup disks for the Month 1 set of disks. Replace the daily disks after the third monthly backup.

Backing Up Company Data

Each DacEasy module includes a Backup function; however, if you have multiple DacEasy modules in a single company profile you can save time by backing up from the Business Center. If you have multiple DacEasy modules, it is important that you back up all data files at the same time. Select the Profile option to include user defined Crystal Reports, alert rules and associated files, and profile information such as your passport and tickets in the backup.

Note You can schedule to create backups using the Scheduled Tasks feature. For more information, refer to the section titled “Scheduling Tasks” later in this chapter.

To Back Up Company Data

1. Select **Back Up** from the **Tools** menu. The **Backup Wizard** appears.

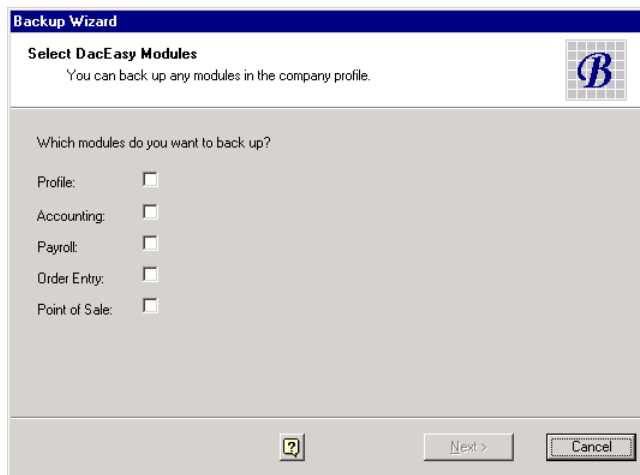


Figure 5-6: Use the Backup wizard in the Business Center to back up your company data files and profile information. This keeps all your data synchronized.

2. Select the profile and modules you want to back up, and then click **Next**. The default location where each backup is stored appears.

Tip Back up all modules in a company profile at the same time. This ensures that your data files stay synchronized.

3. Edit the location if necessary, and then click **Next**. A Confirmation screen appears.
4. Click **Finish** to make the backups.

Restoring Company Data

Each DacEasy module includes a Restore function; however, if you have multiple DacEasy modules in a single company profile you can save time by restoring from the Business Center. If you have multiple DacEasy modules, it is important that you restore all modules at the same time to keep your data synchronized. Be sure the backups you are restoring into each module were all created at the same time.

To Restore Company Data

1. Select **Restore** from the **Tools** menu. The **Restore Wizard** appears.

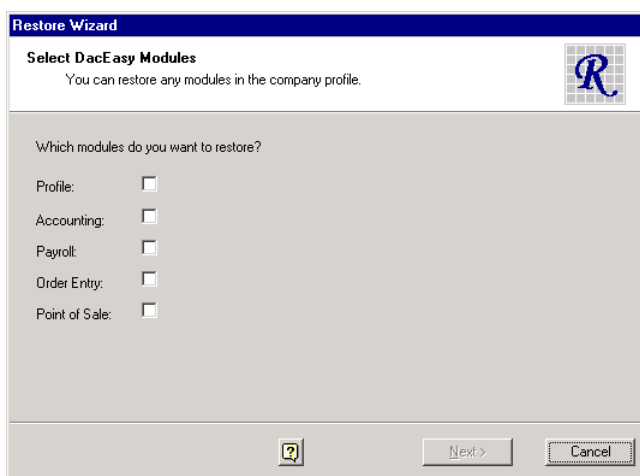


Figure 5-7: Use the Restore wizard in the Business Center to restore backups for each module and the profile information.

2. Select the profile and modules you want to restore, and then click **Next**. The default backup location appears.

Tip Be sure the backups you are restoring into each module were created at the same time. This ensures that all your data files stay synchronized.

3. Edit the location if necessary, and then click **Next**. A Confirmation screen appears.
4. Select the **Enable Rollback** check box protect your data integrity. This option allows you to return your data to its previous state should you experience a failure during the Restore routine. Click **Finish** to restore the backups.

Changing the Date

DacEasy defaults to the computer's current system date; however, you can change the default date in DacEasy if you need to enter activity for a different date. Changes made to the DacEasy date do not affect the computer's system date.

Note You can also change the date from any DacEasy module. To change the date within a DacEasy module, click **Options**, and then select **Date** (or press **F4**). If you are running the DacEasy module independent of the Business Center, the new date is used for all activity until you close the program. If you change the date from a module accessed through the Business Center, the change only applies to the current screen until that screen is closed. When you access the screen again, the date defaults to the Business Center date.

To Change the Program Date

1. Select **Program Date** from the **Tools** menu. The **Enter Program Date** dialog box appears.
2. Select the date.
3. Click **OK**.

Modifying the Business Center Appearance

You can modify the appearance of the Business Center by selecting a scheme and customizing module toolbars. You can select a scheme to modify the appearance of the Business Center to meet your needs. You can also create as many customizable module toolbars necessary to fit your business needs.

Selecting a Scheme

Each scheme includes the layouts for the standard Modules toolbar, Modules menu bar, Activities pages and Workflow Guides. The DacEasy Classic scheme, includes tasks from all DacEasy modules. You can also select schemes for a specific DacEasy module.

To Select a Scheme

1. Select **Appearance** from the **Tools** menu. The **Appearance** dialog box appears with the **Scheme** tab open.

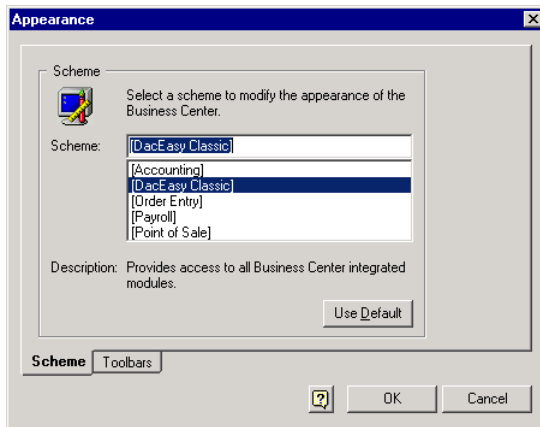


Figure 5-8: Use the Scheme tab on the Appearance dialog box to change the appearance of the standard Modules toolbar, Modules menu bar, Activities pages and Workflow Guides.

2. Select a scheme or click **Use Default** to use the default scheme, which is based on the modules in your profile.

Note The DacEasy Classic scheme consists of all DacEasy modules. Select this scheme if you use more than one DacEasy module. If you use a single DacEasy module, you can select a scheme that contains only options for the module you use.

3. Click **OK**. A prompt confirming the scheme selection appears.
4. Click **Yes**. The Business Center is updated with your changes and your default home page appears in the workspace.

Customizing Business Center Module Toolbars

Customizing the Modules toolbars allows you to customize the toolbars in the Business Center to work the way you do. You can create and customize as many toolbars as necessary pulling tasks from DacEasy or any application you want to access from the Business Center. You can create toolbars for daily and periodic processes such as Year End. You can hide the Year End toolbar for most of the year and only view it when it is needed.

To Add and Edit a Module Toolbar

1. Select **Appearance** from the **Tools** menu. The **Appearance** dialog box appears with the **Scheme** tab open.
2. Click the **Toolbars** tab.

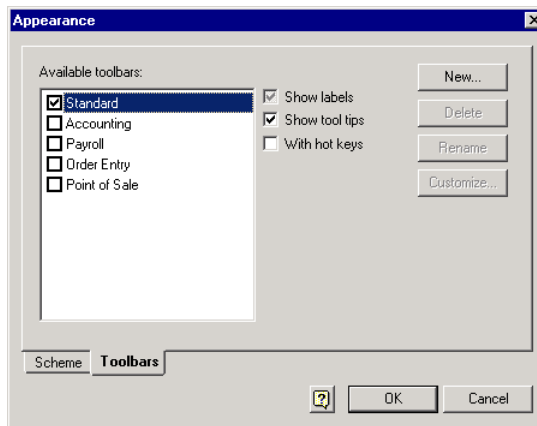


Figure 5-9: Use the Toolbars tab of the Appearance dialog box to add and edit module toolbars.

3. Select **New** to create a new toolbar. Type the name of the toolbar if you are creating a new toolbar when it appears in the Available Toolbars list. If you are editing an existing toolbar proceed to the next step.
4. Select the toolbars you want to appear using the Available Toolbars list. A check mark appears next to each toolbar indicating the toolbar appears in the Business Center.

5. Select the **Show Labels** check box if you want the button labels to appear. There are three options when selecting the Show Labels check box.

Select the **Show Labels** check box and the button labels appear for all toolbar buttons.

Clear the **Show Labels** check box and the button labels do not appear for toolbar buttons unless no image is selected for the button.

Select the **Show Labels** check box until it is dimmed and the button labels only appear when the same image is selected for multiple toolbars buttons, regardless of the toolbar. For example, if both the Year End and Accounting toolbar are using the same image for a button, the button label appears for both buttons.

6. Select the **Show ToolTips** check box if you want the button ToolTips to appear.
7. Select the **With Hot Keys** check box if you want to use hot keys to activate the associated task for a toolbar button. The hot keys are assigned using the **Properties** dialog box.

Tip When using the With Hot Keys option, try to assign unique hot keys because hot keys assigned to a toolbar button in the Business Center override original hot keys while the Business Center is running. For example, Ctrl + C copies information to the clipboard. If you assign this hot key to a toolbar button, this hot key launches the task assigned in the Business Center and no longer copies text to the clipboard while the Business Center is running. Close the Business Center and the hot key returns to the original task.

8. Select the toolbar you want to edit, and then select **Customize** to add, edit or delete buttons on the toolbar. The **Customize Toolbar** dialog box appears.

Note You cannot customize the standard Module toolbar. The tasks that appear on the standard Modules toolbar are defined by the scheme selected for the current user.

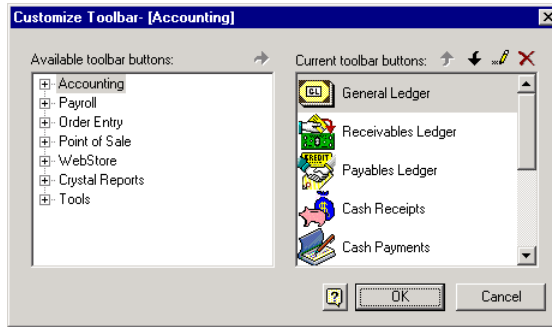


Figure 5-10: Use the Customize Toolbar dialog box to add, edit or delete buttons on the toolbar.

9. Select a task from the Available Toolbar Buttons list and select **Add** or double-click the task. Once the task appears in the Current Toolbar Buttons list, use Move Up or Move Down to change the order the task appears on the toolbar. Continue this step until all tasks you need are in the Current Toolbar Buttons list.

Note You can also add tasks not associated with DacEasy to the toolbar. For example, you can drag and drop a shortcut from your desktop to the Current Toolbar Buttons list. You can also use the **Properties** dialog box to assign a button to a specific tasks. For example, a Microsoft® Word document you want to view, or executable file you want to run.

To edit the properties of a task, click **Properties** or double-click the task in the Current Toolbar Buttons list. The **Properties** dialog box appears.

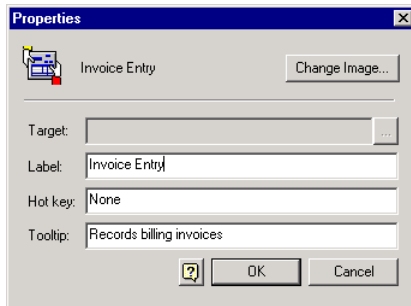


Figure 5-11: Use the Properties dialog box to change the details of each task. You can change the target, label, hot key and ToolTip for the task.

10. Make any necessary changes to the properties available. Type a Hot Key to quickly access the task from any application while the Business Center is running. Select **Change Image** to change the icon image associated with the current task. The **Change Image** dialog box appears.

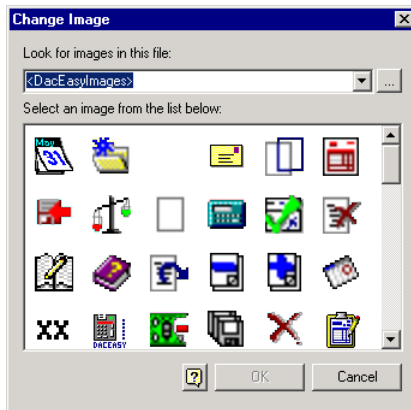


Figure 5-12: Use the Change Image dialog box to change the icon image associated with a task. You can navigate to another icon image, or pull images from other files containing icons.

11. Click **OK** to save your changes and return to the **Properties** dialog box. Click **OK** again to save the property settings and return to the **Customize Toolbar** dialog box. Click **OK** to save the toolbar settings. Click **OK** to save the appearance settings.

Setting the Business Center Options

Use the **Options** dialog box in the Business Center to set preferences for various features. These preferences include selecting the Home page, backup and restore defaults and AutoComplete settings.

To Change the Home Page

The home page automatically appears in the Business Center workspace each time you start the Business Center. If you are viewing a different page, you can quickly load the home page at any time by clicking the Home Page button on the Explorer bar.

1. Select **Options** on the **Tools** menu. The **Options** dialog box appears with the **Workspace** tab open.

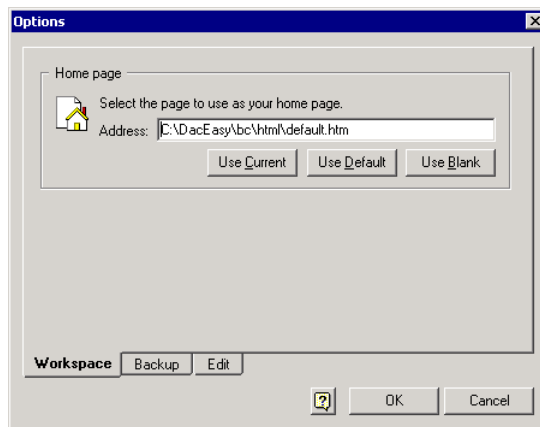


Figure 5-13: Use the Workspace tab of the Options dialog box to select the Home page that appears when you first open the Business Center.

2. Select the address of the home page using any of the following methods:

Use Current—Click this button to use the page that currently appears in your workspace as the home page.

Use Default—Click this button to use the Business Center's default home page, which is the Resources page, as your home page.

Use Blank—Click this button to use Internet Explorer's default blank page. Your workspace will have a white background.

Tip If you prefer the background to be a solid color other than white, DacEasy includes additional pages you can use as your default. These pages are located in the \Bc\Html\Bkgnd subfolder in the Business Center application folder. For example, if you installed the program into the default folder, type C:\DacEasy\BC\HTML\Bkgnd\Blueblank.htm to use a solid blue page in the workspace.

3. Click **OK** to save your change.

To Select the Default Backup Location

1. Select **Options** on the **Tools** menu. The **Options** dialog box appears. Click the **Backup** tab.
2. Type the default backup location in the Destination area or use the following buttons to select the path.

Click the arrow button next to the Default Backup Location field to select a system variable. The variable, which is enclosed in angle brackets, is inserted where the cursor is located. You can use any combination of variables and combine variables with text as long as the combination results in a valid path.

A description of each variable follows:

Profile Folder—The folder where the profile is located. You can view this path on the **Paths** tab of the **Edit Company Information** dialog box.

Module Data Folder—The folder where the data is located for the current module data being backed up. You can view this path on the **Paths** tab of the **Edit Company Information** dialog box.

Today's Date—The computer's current system date using the YYYYMMDD format.

Day of Week—The current day of the week based on the computer's current system date.

Click the **Browse** button next to the Default Backup Location field to browse for the folder.

Tip Click the **Use Default** button to use the default path, which is <PROFILEDIR>\Backups\<TODAY>.

3. Click **OK** to save your changes.

To View the Backup/Restore History

1. Select **Options** on the **Tools** menu. The **Options** dialog box appears. Click the **Backup** tab.
2. Click **History**. The **Backup/Restore History** dialog box appears.

Note If you entered a controller password on the **Company Profile User List** dialog box, you must enter this password on the **Enter Controller Password** dialog box that appears.

Note If you want to remove entries from the activity log, select the activity, and then click **Remove**.

3. Click **Close** to exit this dialog box.

To Set AutoComplete Preferences

Before you use the AutoComplete feature, you can select certain preferences to fit your needs. For more information on the AutoComplete feature, refer to Chapter 4, Working With DacEasy.”

1. Select **Options** on the **Tools** menu. The **Options** dialog box appears. Click the **Edit** tab. The **Edit** tab appears.
2. Select the settings you want to use for the AutoComplete feature. The settings you select on the **Edit** tab are specific to the current user logged on to the Business Center and apply to each DacEasy module you have installed.

Tip Click **Help** from the **Options** dialog box for a detailed description of each option.

3. Click **Close** to exit this dialog box.

Setting Business Alert Rules

Before you can use the Business Alerts routine in the Instant Advisor, you need to determine which alerts you need and set the appropriate rules. For example, if you want to be alerted that an account has exceeded your budgeted amount, you would set up an Alert Rule for that account. For more information on the Business Alert feature, refer to Chapter 6, “Working With Business Center Pages.”

To Set Business Alerts

1. Select **Business Alert Rules** on the **Tools** menu. The **Alert Rules** dialog box appears.
2. Click **New** to add a new Alert Rule. If you want to edit an existing Alert Rule, select the rule in the Alert Rule list and click **Modify**. The Alert Rule Wizard appears.

Follow the instructions on the screen to set the Alert Rule. Use the **Back** and **Next** buttons to navigate through the wizard. Click **Finish** when you have completed the wizard.

Once you have added the Business Alert Rules, view the rules on the **Alert Rules** dialog box. The Business Alerts feature does not allow duplicate Alerts for a single item to appear in the Business Alerts list. Use the order of the rules in the **Alert Rules** dialog box to determine which rule should appear in the list should DacEasy detect a duplicate alert.

3. Click **OK** to save the changes.

If the Business Alerts page is in current view, a message appears asking if you would like to regenerate the Business Alerts list to include the recent changes to the rules.

If the Business Alert page is not in current view, you must view the Business Alerts page and click the **Regenerate Items** button. This updates the Business Alerts list to include the changes to the rules.

Scheduling Tasks

The DacEasy Business Center provides a Schedule Task wizard that allows Windows® to run a DacEasy task automatically. This wizard is available from the **Tools** menu on the Business Center menu bar or from the Instant Advisor page in the Business Center workspace. This feature allows you to schedule recurring backups and Business Alerts using integration between DacEasy and the Windows® Task Scheduler. With this integration, your Windows® operating system runs and maintains the scheduled task, while DacEasy performs the scheduled task such as running a backup of your data files or generating a Business Alert.

To Schedule a Task

1. Select **Schedule Tasks** from the **Tools** menu. The **Schedule Task List** dialog box appears. You can also access the **Scheduled Task List** dialog box by selecting **Instant Advisor** from the Business Center Workspace, selecting **Scheduled Tasks**, and then selecting **New**.

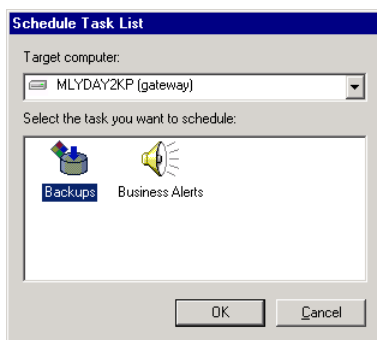


Figure 5-14: Use the Schedule Task List to identify the computer from which you want to run the scheduled task and select the type of task you want to schedule.

2. Select the Target Computer and the type of task you want to schedule. Click **OK** and the **Schedule Task Wizard** appears. You have two options when selecting the target computer. You can schedule a task on the local machine (this computer) or the server (gateway).

A gateway machine is defined as the “permanent gateway” as identified by Pervasive, or the computer where the profile data actually resides. The local machine or “this computer” is defined as the client machine where DacEasy is being run, if this machine is the same as the gateway, the local machine is suppressed.

Note A user must have access rights to the Windows® Task Scheduler routine to schedule a task in DacEasy

Note We recommend you schedule all tasks on the gateway computer. Since the gateway computer is the physical computer that serves the data or contains the data, the gateway computer should always be accessible.

If you are accessing a profile on a network and select your local machine (this computer) as the target computer, the following warning appears. “Scheduling a task on the local computer using a network profile is not recommended. If you select to continue, the scheduled task will not be available from other workstations or server.”

3. The next pages of the wizard that appear are specific to the type of task you are scheduling. For more information scheduling a specific task, refer to the Business Center Help. After selecting the settings specific for the task you are scheduling, select **Next** to continue. The Frequency page of the wizard appears.

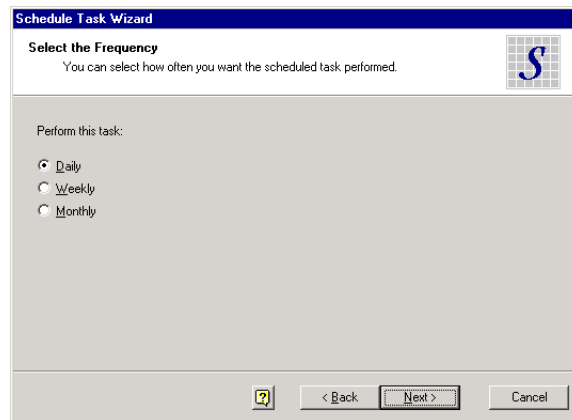
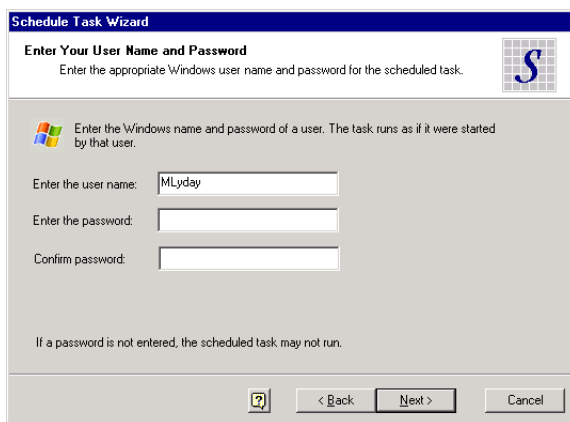


Figure 5-15: Select the frequency to determine how often you want the scheduled task performed.

4. Select the frequency you want and select **Next** to continue. The next page to appear depends on the frequency you selected.

Note Refer to the Business Center Help for more detailed information on each frequency option.

5. Select your frequency settings. Select **Next** to continue. The Windows Authentication page of the Wizard appears if the target computer requires user authentication. If the target computer does not require user authentication, the Summary page appears. Proceed to step 7 if the Summary page appears.



The screenshot shows a dialog box titled "Schedule Task Wizard" with a blue header bar. Below the header, the text reads "Enter Your User Name and Password" and "Enter the appropriate Windows user name and password for the scheduled task." To the right is a small grid icon with a blue 'S'. Below this, a Windows logo icon is followed by the text: "Enter the Windows name and password of a user. The task runs as if it were started by that user." There are three input fields: "Enter the user name:" with the text "MLyday" entered, "Enter the password:" which is empty, and "Confirm password:" which is empty. At the bottom, there is a small help icon, and three buttons: "< Back", "Next >", and "Cancel". A note at the bottom states: "If a password is not entered, the scheduled task may not run."

Figure 5-16: Use the Windows Authentication page to enter your Windows user name and password.

6. Type the Windows® user name and password for the user you want to assign to run the scheduled task. The current user name logged in automatically appears. Change the user name, if necessary. If you choose to change the user name be sure to enter a valid user name that is recognized by your operating system and has the appropriate access to run the scheduled task. This information is not confirmed until the scheduled tasks is performed. When saving the Scheduled Task, DacEasy fails if it attempts to write information to the Windows® Task Scheduler and the user name is not valid. Select **Next** to continue. The Summary page of the wizard appears.

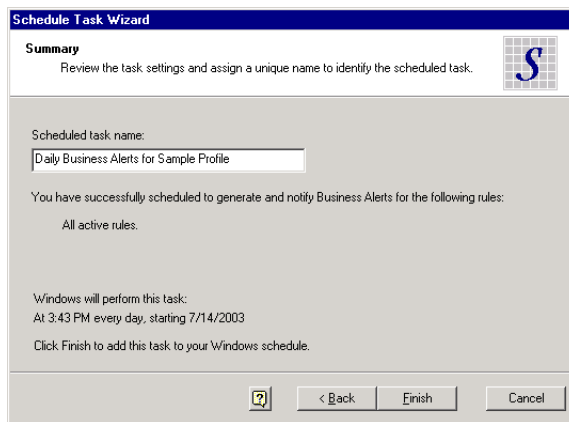


Figure 5-17: Use the Summary page to name the task you are scheduling and review the scheduled task settings.

7. Type a name for the task you are scheduling and review the settings. Select **Back** to correct a schedule task setting. Select **Finish** to complete the Schedule Task Wizard

Managing Windows

You can only have one Business Center window open at a time; however, you can have multiple DacEasy module windows open at the same time. To open a DacEasy module window, select a command from a menu on the Modules menu bar, click a button on the Modules toolbar or use the Activities or Workflow Guide Business Center pages.

Selecting the Active Window

Use any of the following methods to select the active window.

Windows menu—Each open window appears on the Windows menu. The windows are listed in order of the most recently opened window. Select a window to make it active. If the window is open but does not appear on the Windows menu, select **Windows...** and a list of all open windows appears. To open a window, select the window, and then click **Activate**.

Task bar—Each open window appears on the Windows taskbar. Click the button on the taskbar to make the window active.

Select the window—If a window is visible on the desktop, you can click anywhere on the window to make it the active window.

Managing the Workspace

The Business Center workspace uses Internet Explorer. Internet Explorer is a browser that allows you to view HTML pages. The Business Center workspace is designed to display HTML pages located on your computer. These pages access the various activities using the DacEasy modules in the company profile. You can also use the Business Center workspace to view HTML pages on the Internet.

Viewing the Workspace

The first time you start the Business Center, the workspace includes a default Business Center Home page. If you do not want to view the workspace in the Business Center, you can click the **Workspace** button on the Business Center title bar or use the **Windows** menu to hide the workspace. If the workspace is hidden, click the **Workspace** button or use the **Windows** menu to show the workspace. Refer to the section titled “Business Center Title Bar” earlier in this chapter for help identifying the **Workspace** button. Refer to Chapter 6, “Working With Business Center Pages” for more information on the pages that appear in the Business Center workspace.

Using the Explorer Bar

The Business Center Explorer bar consists of an Explorer toolbar and an Explorer Address bar. To load a specific page, type the address in the Address bar, and then press **Enter**. A description of each button on the Explorer toolbar follows.



Back—Returns you to the last page you viewed.



Forward—Returns you to the page you viewed before you clicked **Back**.



Stop—Stops loading the current page.



Refresh—Reloads the current page.



Home Page—Loads the page specified as the default home page.

Tip You can specify a different home page. For more information on changing the home page, refer the to the section titled “To Change the Home Page” earlier in the chapter.



Business Center Home Page—Loads the original default home page.

Working With Business Center Pages

Chapter 5 gave you a basic understanding of the Business Center. One of the most powerful components of the Business Center is the ability to view HTML pages in the workspace.

Many powerful features are available from the HTML pages that DacEasy installs on your hard disk drive. This chapter is dedicated to explaining how to use these pages and the benefits derived from these pages.

You are likely to use the pages in the Business Center workspace on a daily basis. The workspace provides access to the Resources page, Activities pages, Instant Advisor, Instant Reports and Workflow Guides. These pages provide quick access to helpful information, the Internet and your company data files.

Accessing Additional Resources

The Resources feature includes a collection of links to helpful pages on the Internet. Using these links, you can quickly do things like take a tour of the new features, access the DacEasy Web site, get online support, register your software, find a consultant in your area and view the readme. To view the Resources page, click **Resources** on the Navigation bar, or click the **Business Center Home Page** button on the Explorer bar.

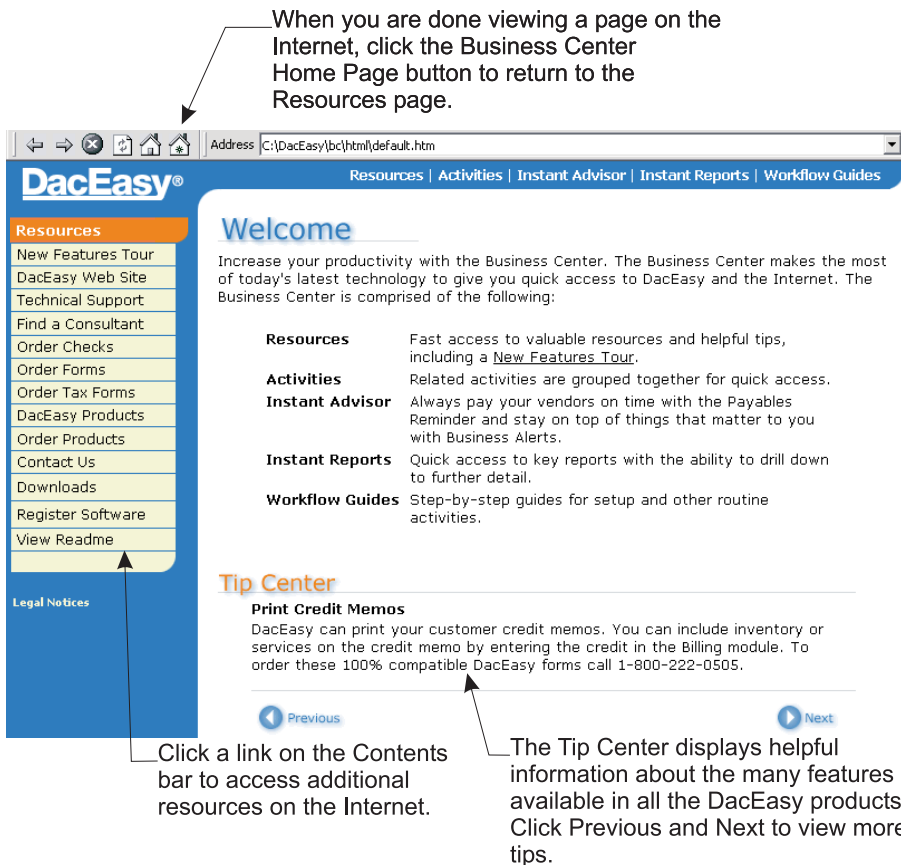


Figure 6-1: Use the Resources page to access additional resources on the Internet. This includes viewing the New Features Tour and online support, registering your software, viewing the DacEasy Web site and ordering products. You can also view helpful tips in the Tip Center on this page.

Using the Resources Links

The Resources links are found on the Contents bar. Most of these links take you to pages on the DacEasy Web site. Use these links to register your software, find out the latest information about the DacEasy products or find a Certified Consultant in your area.

There are also links to the many support options provided by DacEasy's award-winning Customer Support Services division. These options include downloading the latest patches and utilities. Being able to quickly access the support options is especially helpful when you need an answer to your question right away. You no longer need to view another browser, remember the Web address, and then type it in. Some of the online support options require a Support plan. For more information on support options, refer to the section titled "Additional Resources" in Chapter 2, "User Assistance."

Use the link to the New Features Tour to familiarize yourself with the many powerful new features in DacEasy. Each new feature is presented in an easy-to-follow format that includes a feature overview along with steps and procedures. Once you are familiar with the feature, you can click the **Take Me There** button to go directly to that feature.

Use the links to DacEasy's secured store to order checks and forms guaranteed to be compatible with DacEasy. You can also use these links to order DacEasy products. You can install and use any of the DacEasy products available on the CD for a trial period. By ordering online, you can continue to use the new products without any interruption.

Using the Tip Center

The Resources page also includes a Tip Center. The Tip Center appears in the Contents area and provides you with useful tips on the many features found in all the DacEasy products. Some of the tips are daily reminders that appear on certain days throughout the year. Each time you access the Business Center; a new tip appears in the Tip Center. To view more tips, click **Next**. To view the previous tip, click **Previous**.

Selecting Activities

The Activities feature includes a collection of pages that organize related features, regardless of the DacEasy module, into logical groupings. The links on the Activities pages provide quick access to your data. With the click of a mouse, you quickly access a feature in DacEasy without using the menu or toolbar. For example, you can access the Inventory Activities page to enter Promotional Prices in Point of Sale, view the Production Schedule in Order Entry and use the Price Assignment feature in DacEasy Accounting.



Figure 6-2: Use the links on the Activities pages to quickly launch DacEasy activities.

You can access the following Activities pages: Customer, Vendor, Banking, Inventory, General Ledger, Company, Payroll and Your WebStore. When you click Activities on the Navigation bar, the Customer Activities page appears as the default. You can select a different Activities page from the Contents bar.

Each Activities page includes areas related to the selected Activity page. When you click an area, the individual activities associated with that area appear. If you did not install a particular DacEasy module or include a module in the company profile, the activities for the module are not available. The activities listed may also include pages available in the Business Center. For example, if you select the Customers area from the Customer Activities page, a Setup Guide option is included in the list of activities. If you click this option, the Setup Workflow Guide appears in the Business Center workspace. For more information on using workflow guides, refer to the “Using Workflow Guides” section in this chapter.

To Launch an Activity

1. Click **Activities** on the Navigation bar in the Business Center workspace. The **Customer Activities** page appears in the Contents area.

To select a different **Activities** page, click the appropriate page on the Contents bar.

2. Click the area that contains the activity you want to access. A list of activities related to that area appears.

Note If an activity appears dimmed, the module is either not installed or not included in the company profile.

3. Click the activity. The appropriate dialog box or page appears.

Working With the Instant Advisor

The Instant Advisor feature includes three unique features that help you keep up to date with your company's data. These features are the Payables Reminder, Business Alerts and Scheduled Tasks. Use these three routines to find out information about your company's status quickly.

The Contents bar lists each feature available in the Instant Advisor. Click the feature you want to view.

Click Instant Advisor from the Navigation bar to access the feature.

DacEasy Resources | Activities | Instant Advisor | Instant Reports | Workflow Guides

Instant Advisor

- Business Alerts
- Payables Reminder
- Scheduled Tasks

Payables Reminder

Click a row, and then select the invoice you want to pay.

▼ | **View:** Payments due through today, grouped by vendor.

↓ Due Date	Vendor Name	Amount
01/10/2001	Boyd Custom Furniture	\$2,250.00
01/10/2001	Dickson Furniture Industries	\$8,089.81
01/14/2001	Mattress King	\$106.09
01/14/2001	Rainbow Furniture Supplies	\$341.30
01/21/2001	SuperStore	\$2,109.39
03/12/2001	Sunshine Furniture Co.	\$530.39
03/12/2001	West Office Supplies	\$204.88
03/25/2001	Petals_Stems	\$325.00

Invoices:

Invoice No.	Disc. Date	Disc. Payment	↓ Due Date	Full Payment
0000414135	01/10/2001	2,250.00	01/10/2001	2,250.00

Ⓜ Pay All ▼

Figure 6-3: The Instant Advisor quickly shows you the invoices you have due on the Payables Reminder page, alerts you of specific activity going on in your business, like low inventory levels, on the Business Alerts page and allows you to view and schedule recurring backups and Business Alerts on the Scheduled Tasks page.

Viewing the Business Alerts

Being in touch with your company's status helps you make good business decisions. Set up the Business Center to alert you when certain conditions are met. For example, you can set up an alert so you are notified when the inventory level of an item reaches a minimum. Once you get the alert, you know immediately that you need to order more of that item from your vendor. In addition to viewing the alert in the Instant Advisor, you can use the Business Center's Instant Correspondence feature to send an e-mail to you or your staff so they are aware of the alert.

Before you can use the Business Alerts routine in the Instant Advisor, you need to determine which alerts you need and set the appropriate rules. For example, if you want to be alerted that an account has exceeded your budgeted amount, you would set up an Alert Rule for that account. For more information on setting Business Alert rules, refer to Chapter 5, "Working With the Business Center."

Note You can set Business Alert Rules for general ledger accounts, customers, vendors, inventory items and employees.

Note You can schedule to generate a Business Alert as a recurring task using the Scheduled Tasks feature. For more information on this feature, refer to the section titled "Scheduling Tasks" in Chapter 5, "Working With the Business Center."

The Business Alert list includes the following information for each alert, the status, alert name, the item for which the alert is concerning, the date the alert was last updated and the date the alert was last detected. To quickly view specific information regarding the alert, place the mouse cursor over an alert in the Business Alert list and the information appears as a ToolTip. Select an alert and right-click to view the shortcut menu. Use the shortcut menu from the Business Alert list to quickly perform other routines such as, changing the status of an alert, opening or sending e-mails, deleting an alert and viewing an alert's properties.

When you generate the Business Alert list, the status of the alert is updated automatically if the following conditions apply:

- If the status of an alert is Closed, and the alert is detected again, the status of the alert is changed to Open.
- If the status of an alert is Open, and you send an e-mail from the Business Alerts page, the status of the alert is changed to Pending.

Each of these actions is recorded in the alert's history, which can be viewed on the **History** tab of the Business Alert's **Properties** dialog box.

To View Business Alerts

1. Click **Instant Advisor** on the Navigation bar in the Business Center workspace. The **Instant Advisor** page appears in the Contents area with the Business Alerts list in view

Note Duplicate alerts do not appear in the Business Alert list. If you set Business Alert rules that are similar and a duplicate alert would be generated, the alert is only generated once for the rule with the highest priority. For more information, refer to the section titled, “Setting Business Alert Rules” in Chapter 5, “Working With the Business Center.”

2. Click **Regenerate Items** to update the Business Alerts list if necessary. The Business Alerts are not updated online. To update the Business Alerts list, you must click the Regenerate Items button.

Tip To speed generating the Business Alerts list, post all transactions in all modules before clicking the **Regenerate Items** button.

3. Select an alert or group of alerts in the list.

Click **Rules** to view the **Alert Rules** dialog box. Use this feature to add, modify and delete Alert Rules.

Click **Properties** to view detailed information about the alert. This information includes dates regarding the alert, conditions met, details about the conditions, and the Alert history. Use the Properties feature to change the Alert status.

Click **E-mail** to send the composed e-mail to the specified e-mail addresses set on the Business Alert rule.

Click **Delete** to delete the selected alerts.

Note If you delete an alert and the conditions still apply based on an Alert Rule, the alert will appear in the list again when you regenerate the list.

Related Help Topics

- Changing the status of an alert
- Deleting alerts
- Changing the Business Alerts View

Viewing the Payables Reminder

Use the Payables Reminder to keep up with the bills you have to pay. The Payables Reminder is automatically set up to notify you of all invoices you have coming due. This feature saves you time and money, by reminding you to pay your bills in a timely manner. The Payables Reminder shows you all the bills you need to pay within a certain period of time automatically. You no longer need to print reports to find out when invoices are due, wasting your time and paper. You can also launch the DacEasy Accounting AutoPay feature from the Payables Reminder and pay your invoices with a few clicks of a button.

Note This feature is only available if DacEasy Accounting is in the company profile.

Related Help Topics

- Changing the Payables Reminder View

To View the Payables Reminder

1. Click **Instant Advisor** on the Navigation bar in the Business Center workspace. The **Instant Advisor** page appears in the Contents area.
2. Click **Payables Reminder** in the Contents bar. The Payables Reminder appears in the Contents area. The due date, vendor's name and a summary total of the amount you have due to the vendor appears in the Summary area (or top portion) of the Payables Reminder.

Note The information that appears in the Payables Reminders is not updated online. To view updated reminders, you must generate the Payables Reminder by viewing the Instant Advisor and clicking the **Refresh** button on the Explorer bar.

3. Click the vendor's name in the top portion of the Payables Reminder and the individual invoices that are due for that vendor appear in the Invoices area (or bottom portion) of the Payable's Reminder.

4. Click the **Pay All** option in the Invoice Area (at the bottom of the Payables Reminder) to use the AutoPay feature in DacEasy Accounting to pay all invoices that appear in the Payables Reminder. Select an invoice or a group of invoices in the Payables Reminder and click the arrow next to the Pay All option to view more AutoPay selections. Select one of the options that appear. The following selections are available, Pay All, Pay Selected Group and Pay Selected Invoice.

Note For more information on using the AutoPay feature, refer to the Help topic titled "Paying vendors with AutoPay" in the DacEasy Accounting Help system.

Viewing the Scheduled Tasks

Use Scheduled Tasks to schedule recurring backups and Business Alerts using integration between DacEasy and the Windows® Task Scheduler routine. Now save time and enjoy more peace of mind using the Scheduled Tasks feature to easily schedule backups at night when your data files are not in use. You can also generate your Business Alerts unattended and receive notification of important activities before they become critical.

Note For steps on scheduling a task, refer to the section titled "Scheduling Tasks" in Chapter 5, "Working With the Business Center."

To View the Scheduled Tasks

1. Click **Instant Advisor** on the Navigation bar in the Business Center workspace. The **Instant Advisor** page appears in the Contents area.
2. Click **Scheduled Tasks** in the Contents bar. The Scheduled Tasks appears in the Contents area. The task name, task type, schedule, next run time, last run time, status, creator and computer information appear in the list for your reference. To quickly view information regarding the scheduled task, place the mouse cursor over a scheduled task and the information appears as a ToolTip
3. Select a task in the list, and then click **Edit** to change the settings of the scheduled task. Click **New** run the Schedule Task wizard to create a new scheduled task. Click **Delete** to remove a scheduled task.

Note For more information on the Scheduled Tasks, refer to the Business Center Help.

Working With Instant Reports

Instant Reports provide quick access to key reports in the DacEasy modules. An additional benefit is the ability to drill down on vital information to view the associated detail. For example, you can view the Trial Balance, and then drill down on an account balance to view the activity that makes up the balance.

The Contents bar lists each module. Click a module to view the instant reports for the module.

Click Instant Reports on the Navigation bar to access the Instant Reports feature.

Click a report in the list to view the instant report.

Click this icon to change the report defaults.

A description appears when you place your mouse on a report name. Click the sample image to enlarge the sample.

Trial Balance

Furniture Factory
1750 Parkside Road
2004-01-01 to 2004-12-31
TRIAL BALANCE
From: 01/01/04 To: 12/31/04

Account	Account Name	DEBIT BALANCE	CREDIT BALANCE
1101	Checking Account	4,000.00	
1102	Accounts Payable		1,000.00
1103	Accounts Receivable	1,000.00	
1104	Inventory	1,000.00	
1105	Prepaid Insurance	1,000.00	
1106	Prepaid Rent	1,000.00	
1107	Prepaid Utilities	1,000.00	
1108	Prepaid Maintenance	1,000.00	
1109	Prepaid Repairs	1,000.00	
1110	Prepaid Advertising	1,000.00	
1111	Prepaid Freight	1,000.00	
1112	Prepaid Shipping	1,000.00	
1113	Prepaid Postage	1,000.00	
1114	Prepaid Telephone	1,000.00	
1115	Prepaid Internet	1,000.00	
1116	Prepaid Cable	1,000.00	
1117	Prepaid Gas	1,000.00	
1118	Prepaid Electric	1,000.00	
1119	Prepaid Water	1,000.00	
1120	Prepaid Sewer	1,000.00	
1121	Prepaid Trash	1,000.00	
1122	Prepaid Recycling	1,000.00	
1123	Prepaid Landfill	1,000.00	
1124	Prepaid Solid Waste	1,000.00	
1125	Prepaid Hazardous Waste	1,000.00	
1126	Prepaid Air Pollution	1,000.00	
1127	Prepaid Noise	1,000.00	
1128	Prepaid Vibration	1,000.00	
1129	Prepaid Other	1,000.00	
1130	Prepaid Total	1,000.00	1,000.00
1131	Prepaid Total	1,000.00	1,000.00
1132	Prepaid Total	1,000.00	1,000.00
1133	Prepaid Total	1,000.00	1,000.00
1134	Prepaid Total	1,000.00	1,000.00
1135	Prepaid Total	1,000.00	1,000.00
1136	Prepaid Total	1,000.00	1,000.00
1137	Prepaid Total	1,000.00	1,000.00
1138	Prepaid Total	1,000.00	1,000.00
1139	Prepaid Total	1,000.00	1,000.00
1140	Prepaid Total	1,000.00	1,000.00
1141	Prepaid Total	1,000.00	1,000.00
1142	Prepaid Total	1,000.00	1,000.00
1143	Prepaid Total	1,000.00	1,000.00
1144	Prepaid Total	1,000.00	1,000.00
1145	Prepaid Total	1,000.00	1,000.00
1146	Prepaid Total	1,000.00	1,000.00
1147	Prepaid Total	1,000.00	1,000.00
1148	Prepaid Total	1,000.00	1,000.00
1149	Prepaid Total	1,000.00	1,000.00
1150	Prepaid Total	1,000.00	1,000.00
1151	Prepaid Total	1,000.00	1,000.00
1152	Prepaid Total	1,000.00	1,000.00
1153	Prepaid Total	1,000.00	1,000.00
1154	Prepaid Total	1,000.00	1,000.00
1155	Prepaid Total	1,000.00	1,000.00
1156	Prepaid Total	1,000.00	1,000.00
1157	Prepaid Total	1,000.00	1,000.00
1158	Prepaid Total	1,000.00	1,000.00
1159	Prepaid Total	1,000.00	1,000.00
1160	Prepaid Total	1,000.00	1,000.00
1161	Prepaid Total	1,000.00	1,000.00
1162	Prepaid Total	1,000.00	1,000.00
1163	Prepaid Total	1,000.00	1,000.00
1164	Prepaid Total	1,000.00	1,000.00
1165	Prepaid Total	1,000.00	1,000.00
1166	Prepaid Total	1,000.00	1,000.00
1167	Prepaid Total	1,000.00	1,000.00
1168	Prepaid Total	1,000.00	1,000.00
1169	Prepaid Total	1,000.00	1,000.00
1170	Prepaid Total	1,000.00	1,000.00
1171	Prepaid Total	1,000.00	1,000.00
1172	Prepaid Total	1,000.00	1,000.00
1173	Prepaid Total	1,000.00	1,000.00
1174	Prepaid Total	1,000.00	1,000.00
1175	Prepaid Total	1,000.00	1,000.00
1176	Prepaid Total	1,000.00	1,000.00
1177	Prepaid Total	1,000.00	1,000.00
1178	Prepaid Total	1,000.00	1,000.00
1179	Prepaid Total	1,000.00	1,000.00
1180	Prepaid Total	1,000.00	1,000.00
1181	Prepaid Total	1,000.00	1,000.00
1182	Prepaid Total	1,000.00	1,000.00
1183	Prepaid Total	1,000.00	1,000.00
1184	Prepaid Total	1,000.00	1,000.00
1185	Prepaid Total	1,000.00	1,000.00
1186	Prepaid Total	1,000.00	1,000.00
1187	Prepaid Total	1,000.00	1,000.00
1188	Prepaid Total	1,000.00	1,000.00
1189	Prepaid Total	1,000.00	1,000.00
1190	Prepaid Total	1,000.00	1,000.00
1191	Prepaid Total	1,000.00	1,000.00
1192	Prepaid Total	1,000.00	1,000.00
1193	Prepaid Total	1,000.00	1,000.00
1194	Prepaid Total	1,000.00	1,000.00
1195	Prepaid Total	1,000.00	1,000.00
1196	Prepaid Total	1,000.00	1,000.00
1197	Prepaid Total	1,000.00	1,000.00
1198	Prepaid Total	1,000.00	1,000.00
1199	Prepaid Total	1,000.00	1,000.00
1200	Prepaid Total	1,000.00	1,000.00

This report lists balance information for your chart of accounts and totals the detail accounts. You can print this report for all accounts to verify that your system is in balance. Your system is in balance when the total debits equal the total credits.

Figure 6-4: Instant Reports allow you to quickly view your data, and then drill down to further detail.

Changing Instant Report Criteria

Instant Reports use the standard report's default criteria to reduce the steps required to produce the report; however, you can change the criteria.

To Change Instant Report Criteria

1. Click **Instant Reports** on the Navigation bar in the Business Center workspace. The **Accounting Instant Reports** page appears in the Contents area.

To select a different module, click the appropriate module on the Contents bar.

2. Click the icon to the left of the report name. A dialog box appears with the available options for the report.

Note If the report name appears dimmed, the module is either not installed or is not included in the company profile.

3. Select the report options.
4. Click **OK**. The Instant Report appears based on the criteria selected.

Note The changes to the report criteria are not saved.

Viewing Instant Reports

Instant Reports are viewed within the Business Center workspace. Although the same reports are available in the individual DacEasy modules, you must view these reports in the Business Center if you want the ability to drill down to further detail.

To View Instant Reports

1. Click **Instant Reports** on the Navigation bar in the Business Center workspace. The **Accounting Instant Reports** page appears in the Contents area.

To select a different module, click the appropriate module on the Contents bar.

Tip Point to a report name to view a description of the report with a sample. You can click the sample report to enlarge the image, and then click the **Back** button on the Explorer toolbar after viewing the sample to return to the Instant Reports page.

2. Click the report name. The report appears in the workspace.

Note If the report name appears dimmed, the module is either not installed or is not included in the company profile.

Drilling Down on Data

Instant Reports allow you to click on certain items on the report to view additional information. This is referred to as the drill down feature. When you point to information that has a drill down, the information changes colors, a line appears below the information and the pointer changes. Click on the information, and another report or a dialog box appears detailing the information you drilled down on.

Note You can drill down to the original transaction when viewing the Accounts Receivable Aging Report or Accounts Payable Aging Report. This powerful feature required a change in the way DacEasy stores customer and vendor activity; therefore, these drill downs are only available on information entered into Version 11 or later.

Using the Report Footer Options

The options in the footer of the Instant Report allow you to increase your viewing area, select a different page and regenerate the report.

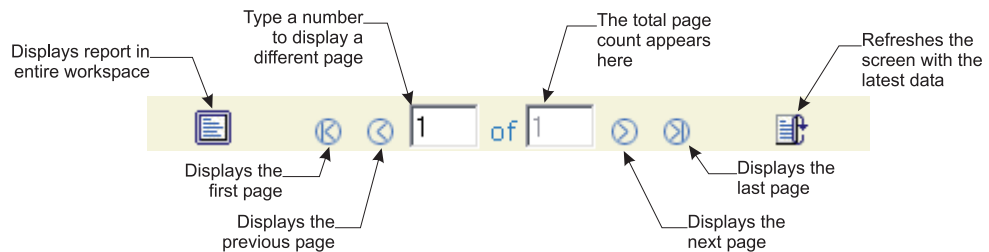


Figure 6-5: Use the report footer options to manipulate the instant report.

Viewing the Report in the Full Workspace

Click the **Full Workspace** button to view the report in the entire Business Center workspace. This reduces scrolling if you are unable to view the entire report due to your display settings.

Selecting the Page to View

Click the **First**, **Previous**, **Next** and **Last** buttons to quickly view the corresponding pages. To quickly view a particular page, type the page number in the Current Page box.

Regenerating Instant Reports

Click the **Regenerate Report** button to refresh the report with the latest data. This is useful if you stopped the report generation or if you are operating in a multi-user environment and need to view the latest information.

Using Workflow Guides

The workflow guides included in the Business Center workspace consist of step-by-step guides that assist you in successfully completing certain DacEasy processes. These guides are especially useful when completing involved processes such as setup or processes not performed as part of your regular routine, such as closing the year.

Workflow guides break down the process into phases. Each phase appears just below the page title. When you click a phase, a list of each step in the phase appears. You can point to the step to view a description. If the step applies, click the option to access the appropriate dialog box.

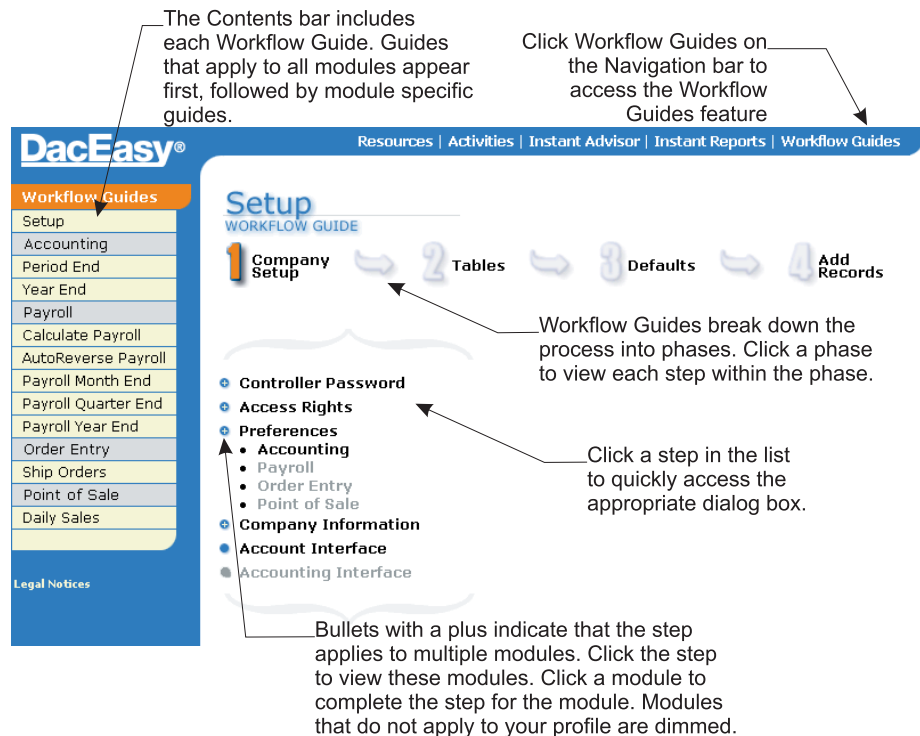


Figure 6-6: Use the workflow guides to assist you with your workflow processes.

To Complete a Workflow Process

1. Click **Workflow Guides** on the Navigation bar in the Business Center workspace. The **Setup Workflow Guide** page appears in the Contents area.

To select a different workflow guide, click the appropriate guide on the Contents bar.

Note Workflow guides that apply to all DacEasy modules are listed just below the Workflow Guides heading on the Contents bar. Workflow guides specific to each module are listed below the appropriate module heading.

2. Click the first phase. The steps associated with the phase appear.

Tip Point to a step to view a detailed description. Because not all steps are required, you can also confirm that this step applies to your business.

3. Click the step you want to complete. The appropriate dialog box appears.

Note If a plus appears on the bullet, the step applies to multiple DacEasy modules. Click the step to view a list of applicable modules. Click a module and the appropriate dialog box appears. After completing the step for each module, you can click the step to hide the list of modules.

4. Complete the dialog box, and then click **OK** to save your changes.
5. Click the next phase, and then complete each step. Continue this step for all phases.

Networking

This chapter provides general information about using DacEasy on a network. Before you begin, make sure you have already purchased and successfully installed a Local Area Network (LAN). Refer to your Network Operating System manual or your network administrator if you have questions on installation, operation or usage of your LAN hardware or its operating system.

Before Installing DacEasy

This section describes some options you can select during installation. This information is especially useful if running DacEasy on a network. For more information on installing DacEasy, refer to Chapter 3, “Installing DacEasy.”

Pervasive.SQL 2000 Options

DacEasy uses Pervasive.SQL 2000 as its record manager. During the installation routine, there are two options available for Pervasive.SQL 2000. These options are Gateway and Workstation. Both install the same program files; however, the Pervasive engine is registered differently with each option. To properly register the Pervasive engine, you must install the program on the local machine of each workstation on the network. Installing the program to a remote computer results in improper installation. The differences between the Gateway and Workstation options follow.

Gateway

If the Gateway option is selected, Pervasive is preloaded into memory when the Installation is complete and each time the machine is logged on. DacEasy takes less time to start and file access is more consistent when the Gateway option is selected; however, conflicts may occur when running other applications that require a different version of Pervasive or Btrieve. Always select the Gateway option when installing DacEasy on the computer that contains the DacEasy data files. This option may also be selected if Pervasive or Btrieve version conflicts are not a factor.

Workstation

If the Workstation option is selected, Pervasive is loaded when you start DacEasy and unloaded when you stop DacEasy. The advantage of the Workstation option is fewer conflicts with other programs that use different versions of Pervasive or Btrieve; however, DacEasy may take longer to start and you may experience inconsistent runtime access to DacEasy data files.

Before Installing on a Novell Netware Network

This section includes special notes for those running DacEasy on a Novell Netware network. DacEasy requires Version 5.1 or later of Novell Netware for optimum performance. Any earlier version of Novell Netware can cause an unstable environment when running DacEasy.

When installing DacEasy on a Novell Netware 5.1 network, there are several procedures that should be followed:

- The Network Administrator or someone with equivalent rights must perform the DacEasy installation routine.
- The Novell Network must have the appropriate licenses for all workstations on the network.
- The Novell Netware Server must meet the minimum system requirement for DacEasy. These requirements are above that which is required for Novell Netware. For more information on the minimum system requirements for DacEasy, refer to Chapter 3, “Installing DacEasy.”
- Each workstation must have Novell Client 32 installed.
- Do not install the DacEasy programs on the Novell Server.

Note DacEasy is not a NetWare Loadable Module and cannot be run directly on a NetWare server. However, DacEasy is able to use a NetWare server to share data files.

- The data files should be located on the Novell Server.
- The DacEasy program files for all DacEasy applications you are using must be installed on each workstation and properly mapped to the Novell Server location of the DacEasy data files.

General Networking Information

Network systems handle files differently than single user systems. The following sections explain some useful information on how the network version of DacEasy operates.

Network Degradation

Some routines in DacEasy are hard disk intensive. This means they read and write to the hard disk continuously. These include the Year End routines, data entry, File Utility routines and Posting routines. If you are using DacEasy in a multiple user environment or if there are stations running other software programs, you may want to run these hard disk intensive routines during a slower period of the day. You are able to use other programs or work in another company while running these processes on another station, but due to their nature, the system may slow down drastically, depending upon the quality of your network hardware and software.

Concurrency Control Methods

In your everyday operation of the network version of DacEasy, you share data files with others. At the precise time you attempt to update a record, another user may request and update the same record. The practice of two or more users reading from and writing to the same data files is called concurrency.

Network software automatically manages all concurrency issues for you. This concurrency control is handled internally, behind the scenes. The software may employ many different concurrency control methods.

Passive Concurrency

The most common concurrency control convention used by DacEasy is passive concurrency. With this type of concurrency, any station may read and update data.

For example, a majority of the commands available on the **Edit** menu exercise passive concurrency control. If two stations read, and then try to update the same record, the last station to attempt the update receives an error stating that another user has already updated the record. After clearing the error message, the changes made by the first user appear on the second user's screen.

File Locking

File locking reserves an entire file for one user and the user has exclusive use of the file. Certain routines in DacEasy, such as posting, request exclusive use of the files affected. If a routine uses file locking, it locks all of the necessary files before beginning the task. During this time, other stations cannot access routines that may use one of the locked files.

For example, when posting billing transactions, no user is allowed to access the **Edit Product** dialog box. Likewise, you are not able to post the billing transactions if another user has the **Edit Product** dialog box open. The same applies if someone has the **Edit Employee Accumulations** dialog box open, you cannot post your payroll transactions until the user exits the dialog box.

If a certain file is locked and you are accessing an operation that attempts to open the locked file, it returns an error that a file is currently locked by another station.

Record Locking

Record locking reserves one record within the data file for one user. The user has exclusive use of that record until the record is released. Most transaction entry routines in DacEasy utilize record locking.

For example, if a user recalls a record, like a customer, for editing purposes, and a second user accesses the same record, the second user receives a record lock error. However, since this is not a file locking situation, the second user may enter or edit another customer.

Mapping the Subdirectories

It is very important that you map a drive that is common to all stations using DacEasy. Mapping is the network process that allows you to access the server's drives as you would your own computer's. However, since your computer already has a C: drive, you must assign different letters or map the server's drives to avoid conflict. If you are unfamiliar with mapping techniques, consult your network operating system manual or your network administrator.

For server-to-peer networks, if the server path to DacEasy is **C:[DacEasy data files folder]** and the workstations have that path mapped as F:, then users access the data files on the F drive, for example, F:\.

You must have a separate data file folder for each module's data files. For example, if you are using Accounting, Payroll and Order Entry and are operating two companies, you will have a total of six separate data file folders.

It is recommended that you install the program on the local drives of each workstation. This may help avoid mapping problems as well as increase the speed of the program. This is only possible for workstations with a local hard disk drive.

If you want to use a cache program, consult your network administrator for the best cache for your system.

Rights and Privileges

During the everyday operation of DacEasy, the program creates and deletes various files. The creation and deletion of these files is invisible to the user, however, DacEasy requires this for successful operation of the program. Because of this, you should assign Read, Write and Create privileges to each folder used by DacEasy. If your network operating system accommodates them, also assign the folders Delete privileges. The applicable folders include the program folders, the program database folders, the data dictionary folder and each data file (company) folder. If you are unfamiliar with privilege assignments, consult your network operating system manual or your network administrator.

Updating the Company Path

If you are running DacEasy in a network environment, you need make sure the paths to the data files reflect the network drive. If you are upgrading from a single user version to the network version, be sure to update the company path to reflect the network drive. This allows each workstation to access the data files.

Note If you are running the Business Center in a network environment, use the UNC (Universal Naming Convention) path when setting up the path to the data files in the company profile on the server and workstations.

When Using the Business Center

If you are upgrading from a single user version of DacEasy to the network version and you are using the Business Center, you need to add a new company profile on each computer on the network running the Business Center. The company profile you are adding on each workstation and the server uses the UNC path to the data files on the server.

Note If you moved your data files when upgrading from a single user version to a network version, you need to add a new company profile on the original computer to reflect the new network paths to the data files. When adding the new company profile, be sure to also set up the user names again.

To Add the New Company Profile

1. Start the Business Center and select **New** from the **Profile** menu. The **New Company Profile** dialog box appears.

Note If the Business Center is unable to locate an existing company profile, the **Welcome to DacEasy** dialog box appears. Select the **Create New Profile** option, and the **New Company Profile** dialog box appears.

2. Type a unique name to identify the company profile. This name is used to identify the company when opening your company profile and appears on the Business Center status bar.
3. Type the path where the new company profile is to be located. This folder stores information specific to the company profile; therefore, each profile must be located in a different folder.
4. Complete all applicable fields in the Company Information area.
5. Click **Save**. The **Create New Profile User** appears.
6. Confirm your password, and then click **OK**. The **Add Module Wizard** appears.
7. Follow the instructions on the screen to point to the data files on the server. Use the **Back** and **Next** buttons to navigate through the wizard. Click **Finish** when you have completed all pages.

Tip To browse for the existing data files folder on the server, click **Browse**, and then select **Windows folders**.

A Summary screen lists each module that will be added to the company profile.

A Complete screen appears when the selected modules have been added to the profile.

8. Click **OK**. DacEasy opens the profile and returns you to the Business Center main menu.

Note If you are adding the new company profile on the original computer where the data files were located before they were moved to the network server, be sure to remove the old company profile pointing to the data files on the local disk drive.

When Not Using the Business Center

If you are upgrading from a single user version of DacEasy to the network version and you are not using the Business Center, follow these steps. You need to update the data files path on the **Open Company** dialog box to reflect the network drive. This allows each workstation to access the data files.

To Update the Company Path

1. Select **Open** on the **File** menu. The **Open Company** dialog box appears.
2. Click **Add**. The **Add Company** dialog box appears. Complete the Identification Name field with a short description of your company and type the path to the data files on the server in the Path field. Click **OK** and a message appears stating that files already exist. Choose **Yes** to continue.
3. Select the company using the path to the data files on the server and click **Default**. This switches the new path to the default.
4. Select the company using the path to the local drive and click **Delete** to delete the path. This process removes the reference to the local drive from the **Open Company** dialog box; however, your data files are not affected. You will now use the new default company when you open your company's data files.

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