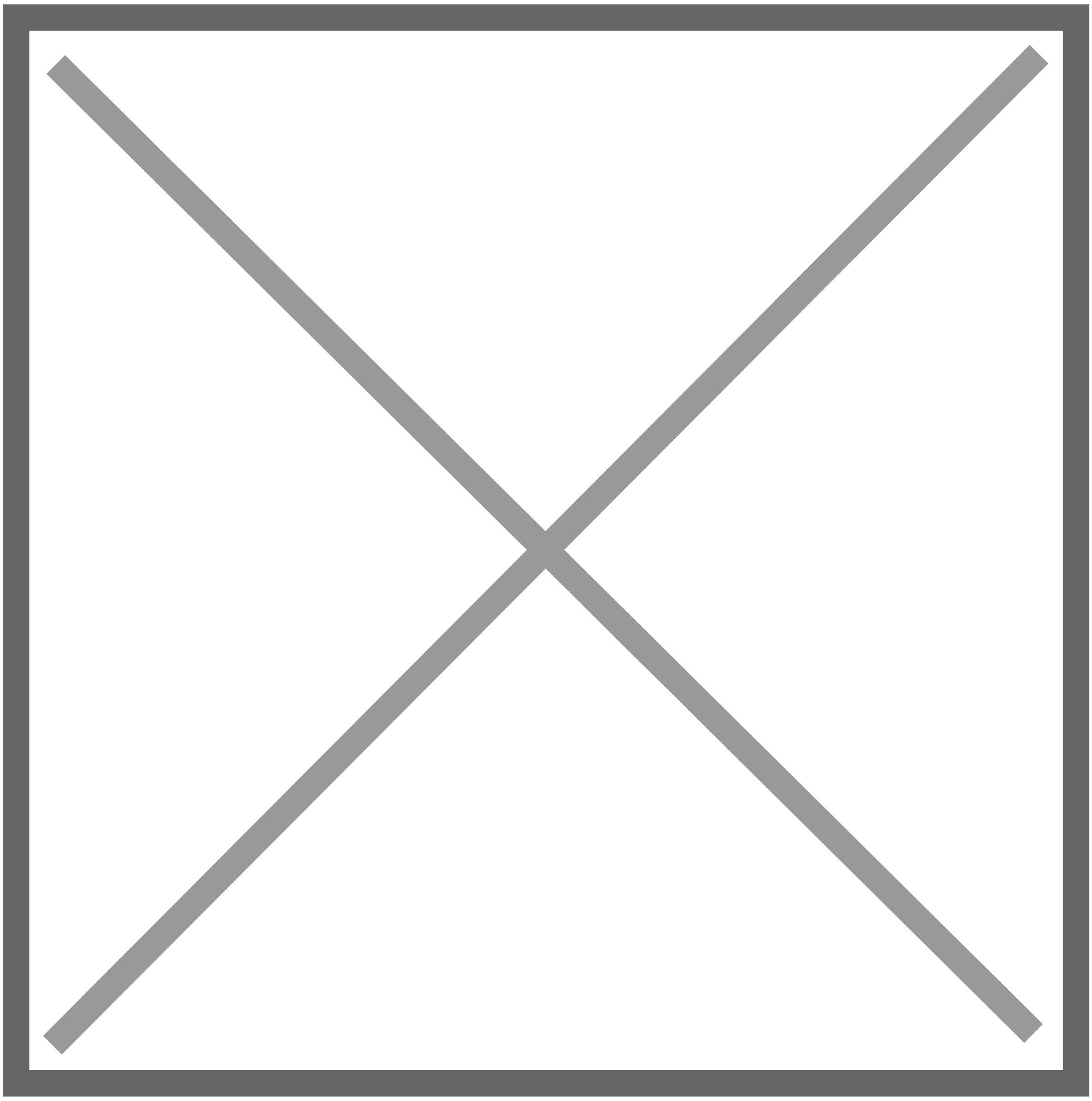
Getting Started

Find Your Way Around

Main Modules

The main system screen consists of 8 modules. In the security setup you can limit users from gaining access to the each module.

We have also added quick access to your CRM functions such as time logs and support logs ,sales leads and reminders.



Modules:

1. General Ledger

2. Debtors / Receivables / Customers

3. Creditors / Payables / Suppliers

4. Inventory / Stock / Service

5. Job Costing

6. Webatar

7. Trackit

8. System Configuration

Menu Groups

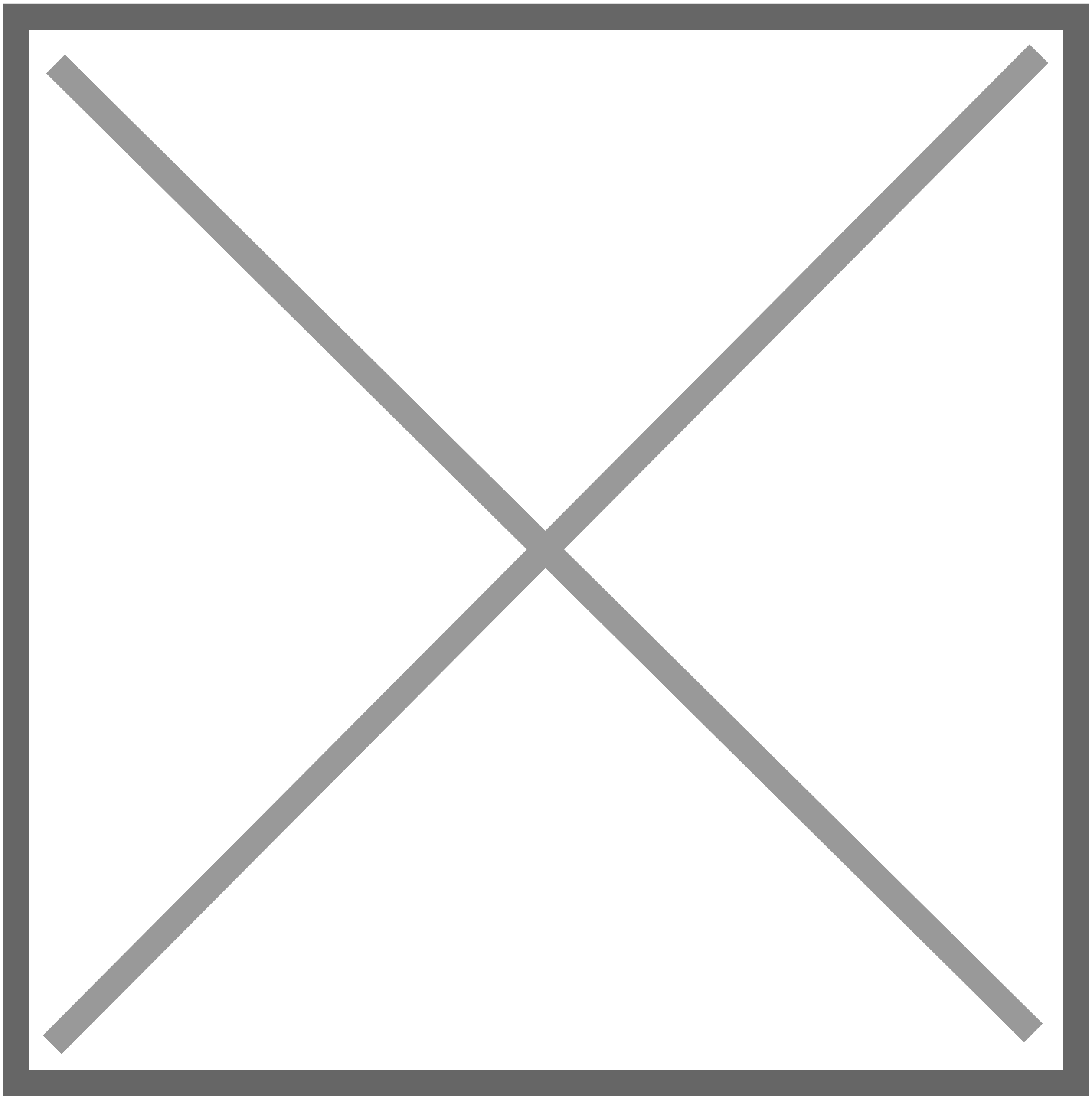
Once you click onto one of the icons for example General Ledger, the following screen will appear. In this area you will see Menu Groups which are divided into the following

Configuration – This is where you setup and maintain your data relevant to the module you have accessed.

Activity – This is where all the actions happen in the module, for example in the General Ledger this is where the Cashbook and Journals are done.

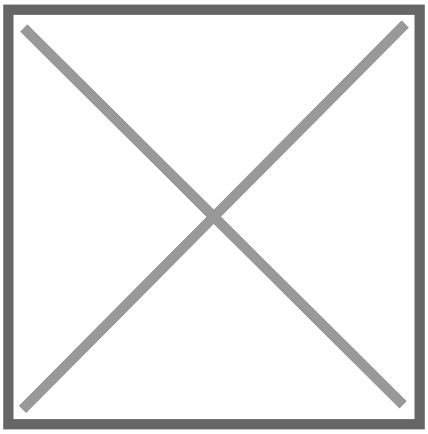
Analysis – This is where you can view your data on screen as to what has happened when you posted your information.

Reports – This is where you will pull and print the reports relevant to the module.



Menu Items

When you click on one of the Menu Groups, it will open up more Menu Items which are applicable for the menu Group and Module.



Menu Items Opened

Once you have clicked on the desired menu Item it will open the relevant activity.

You will notice that the page is divided in three sections.

1.Header Functions

2.Header

3.Detail

Header Functions

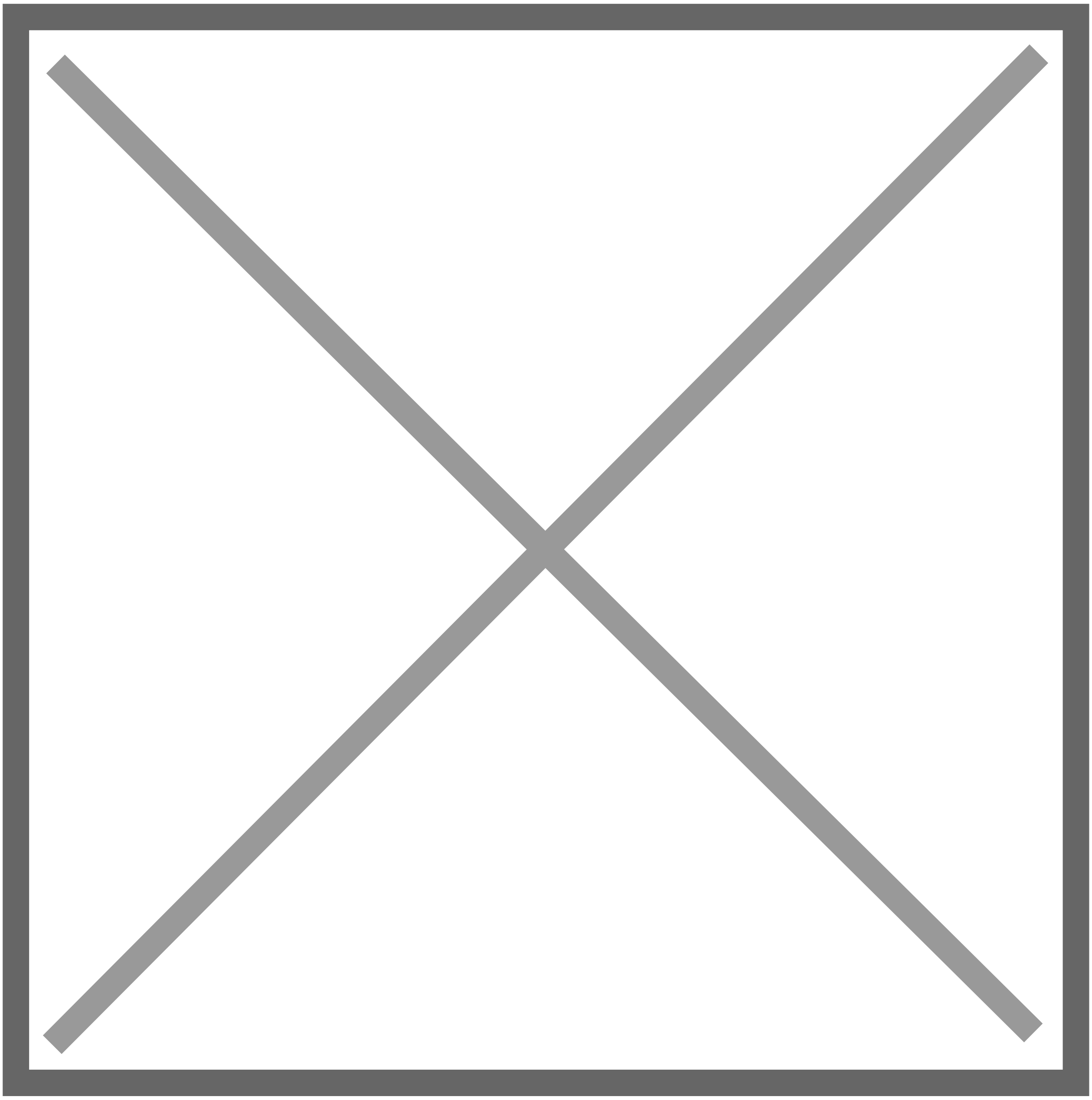
Allows user to Post, print and insert documents.

Header

In this area you will be able to stipulate your search criteria to bring back the relevant data in the Detail Section.

Detail

In the area information will appear based on your search



Information on Module

In the top area of page, this area will give you which module you are accessing and the build number of the package.

In the lower area of the page, this area will give you the following information:

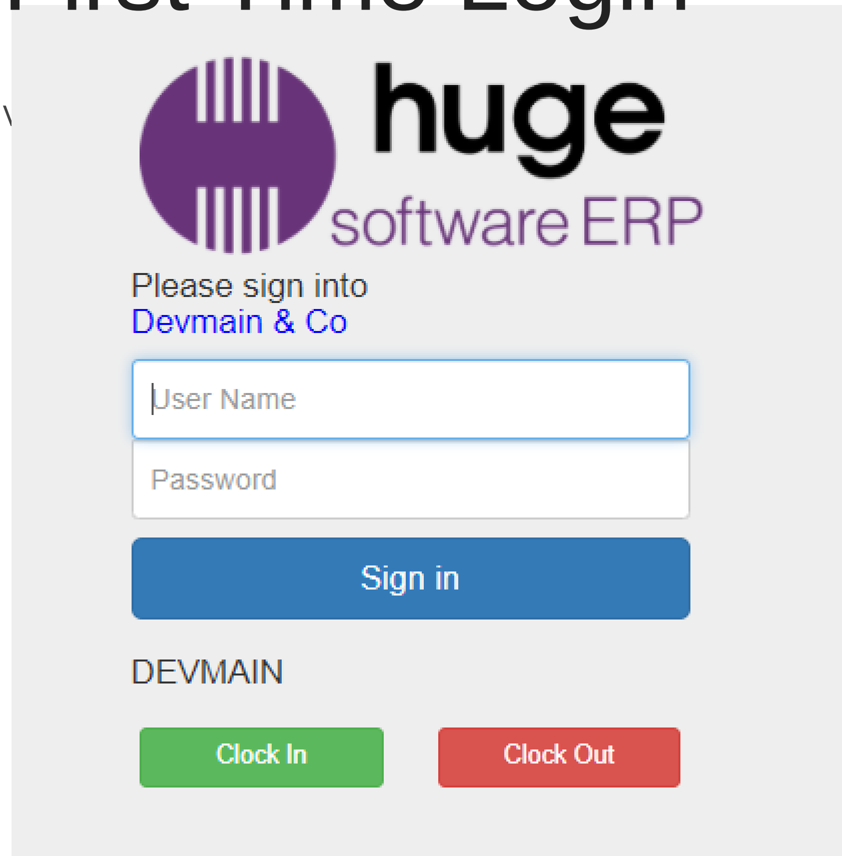
User – Who is logged in

Role – What security access does the user have for this module

Company – What company set of books are you accessing.

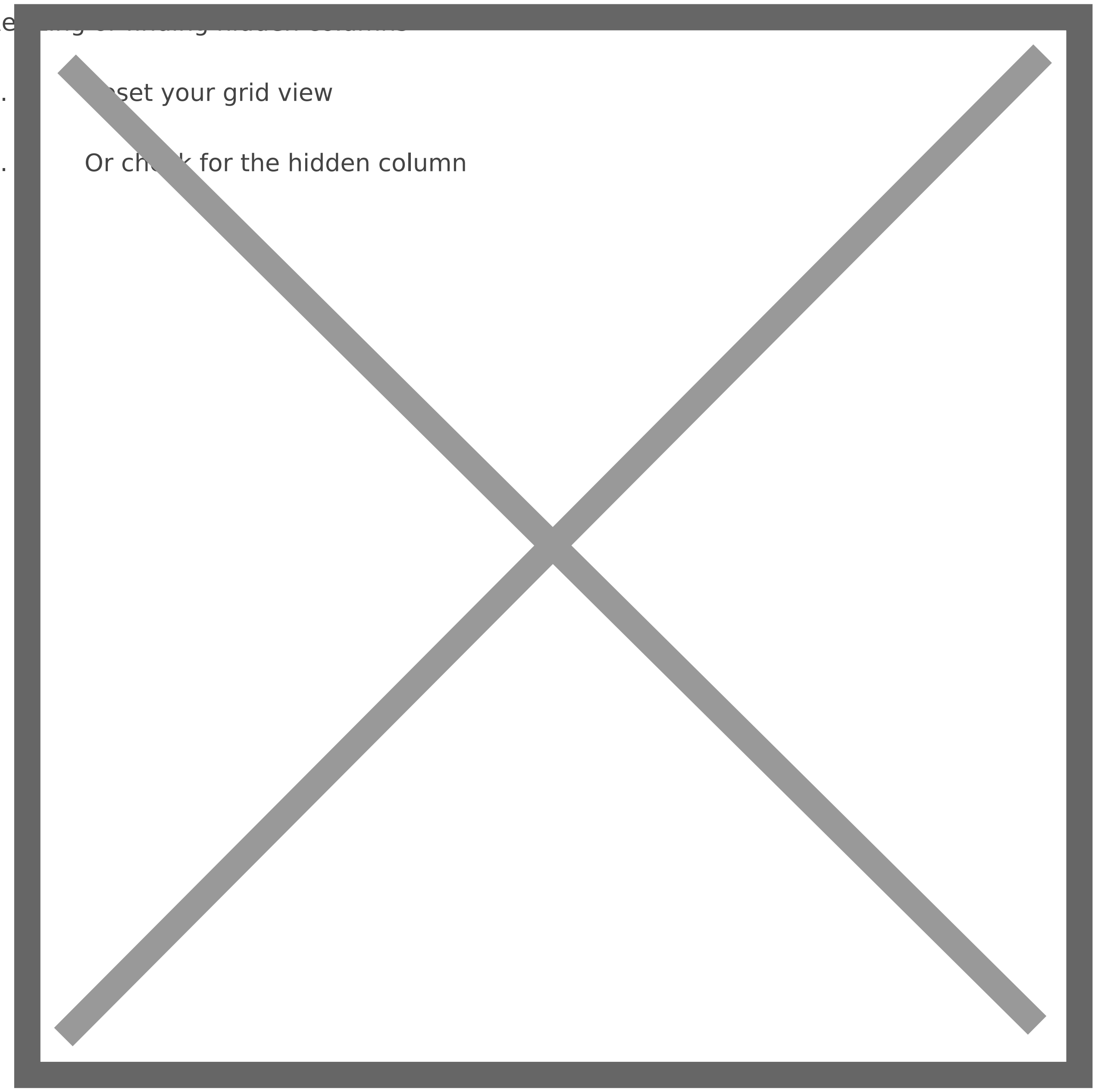
Branch – What Branch are you accessing from.

First Time Login



Grid Columns

Revealing or finding hidden columns

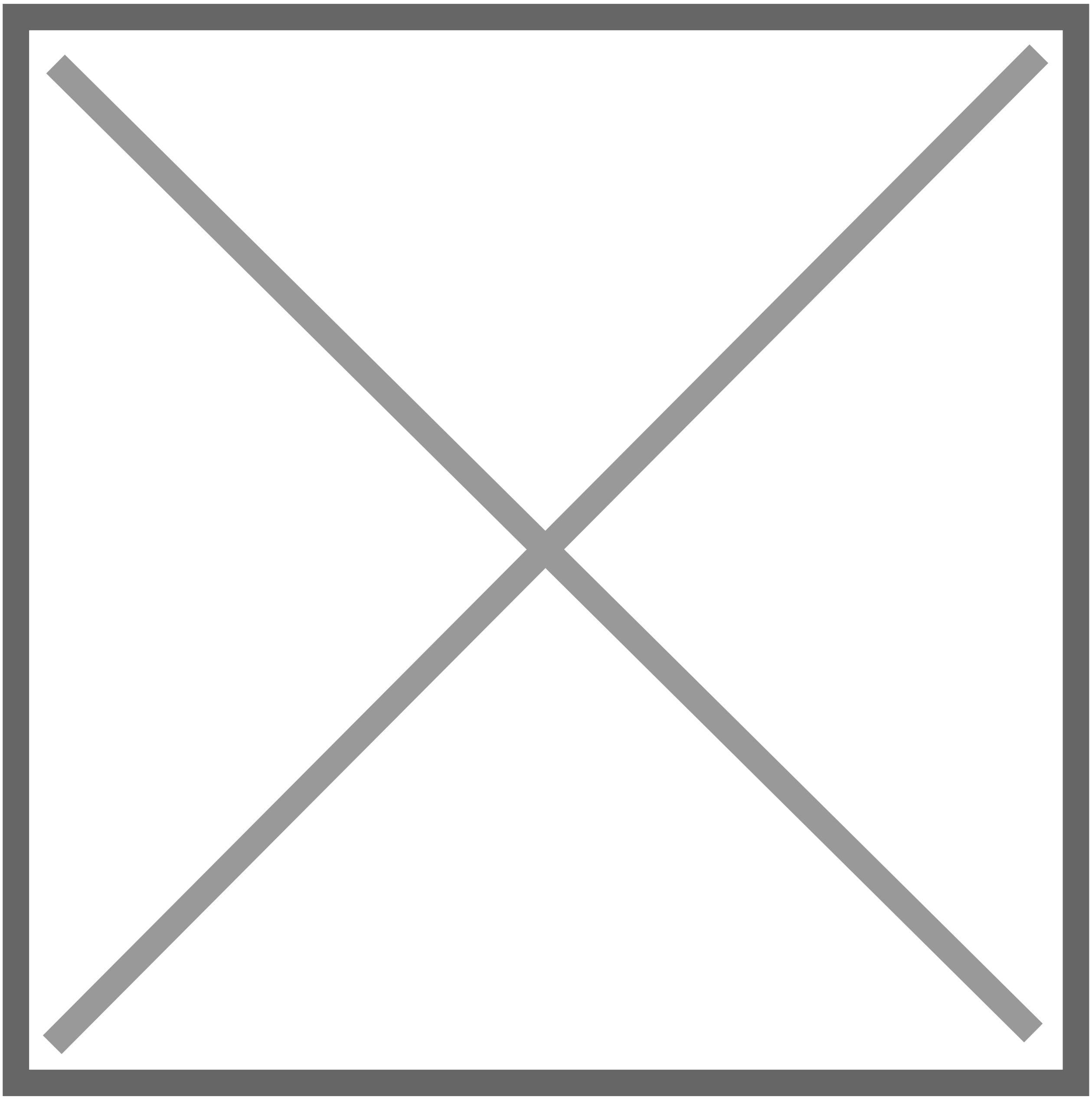


1. Reset your grid view
2. Or check for the hidden column

Check for hidden column

Go to one of the column headers and where the arrow appears, click on the drop down, then down to columns.

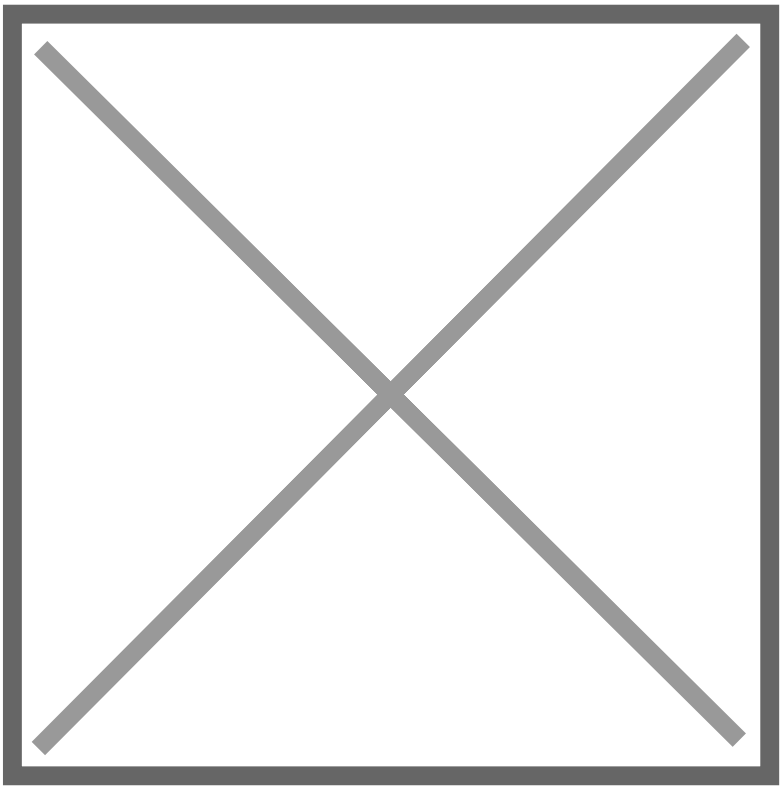
This will show you the active and hidden columns, check that the credit column is ticked



Reset your grid, go to the top right hand corner of your window.

Click on the two arrows which will reset your grid back to default.

Reopen the module to view the columns



Keyboard shortcut keys

Video training manual 2019 - Click Here

The system caters for shortcut keys so as to reduce the use of the mouse

See below shortcut keys

> Not all windows are configured for keyboard keys

Basic keys

Move between fields	Tab	Buttons and fields
Backwards move	Shift + Tab	Buttons and fields
Add	Insert	Add
Delete line record	Delete	Delete record
Help	Alt + H	Help manual
Select record	Enter	Select record in dropdown Select button Run search in search window
Move in dropdown	Up and down arrow keys	Move in dropdown

Function keys

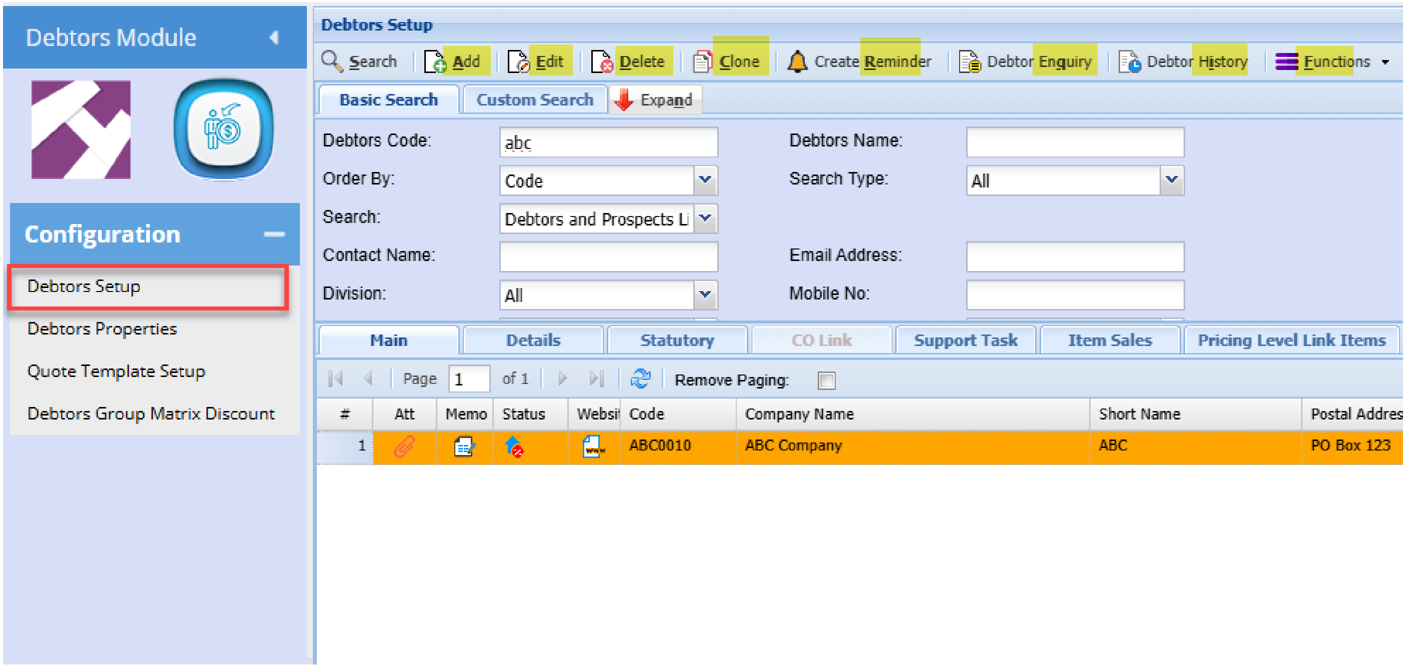
Search	Alt + S	Search
Find	Crtl + F	Find
Add	Alt + A	Add
Quick Add	Alt + Q	Quick Add
Edit	Alt + E	Edit
Delete	Alt + X	Delete Button

Save	Alt + S	Save
Close	Alt + C	Close
Save and Close	Alt + V Alt + Y	Yes
Save and New	Alt + N	New
Print	Alt + P	Print
Tabs - Tab 1 Main	Alt + 1	Selects 1st Tab
Tabs - Tab 2	Alt + 2	Selects 2nd Tab
Tabs - Tab 3	Alt + 3	Selects 3rd Tab
Tabs - Tab 4	Alt + 4	4th Tab
Tabs - Tab 5	Alt + 5	5th Tab
Tabs - Tab 6	Alt + 6	6th Tab
Tabs - Tab 7	Alt + 7	7th Tab
Tabs - Tab 8	Alt + 8	8th Tab
Memo	Alt + M	Memo
Attachment	Alt + T Alt + D	Document
Reminder	Alt + R	Reminder
Alert	Alt + W	Alert
Process	Alt + O Alt + G	Go
Barcode Print	Alt + B	Barcode Print
First button row	Alt + 0	Focus on Attachment or first button on top row
Function button row	Alt + 9	Focus on Add

First grid line focus	Alt + I	Highlights First Line on the Grid
Close Button Focus	Alt + T	Focus on Close Button
Authorise Sales Order	Alt + Z	Authorise document

Keyboard keys will be indicated with a bold letter and underscore

An example of this is Debtors setup (View keys)



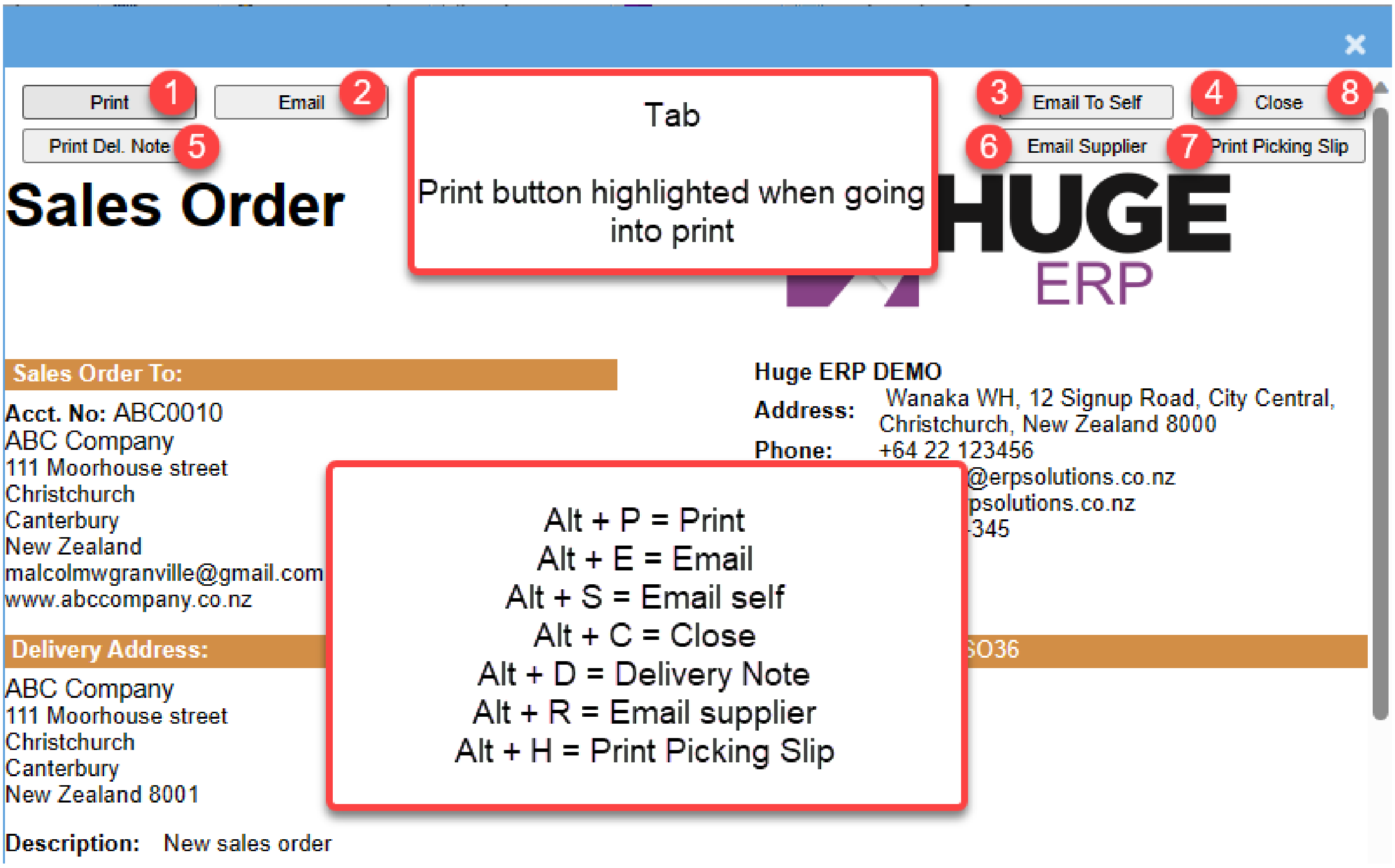
Print Keys

Focus on Print - click enter to print

Tab between buttons

Print	Alt + P	Print
Email	Alt + E	Email
Email Self	Alt + S	Email Self
Close	Alt + C	Close window
Delivery Note	Alt + D	Print delivery note
Email Supplier	Alt + R	Email supplier

Picking Slip	Alt + H	Print Picking Slip



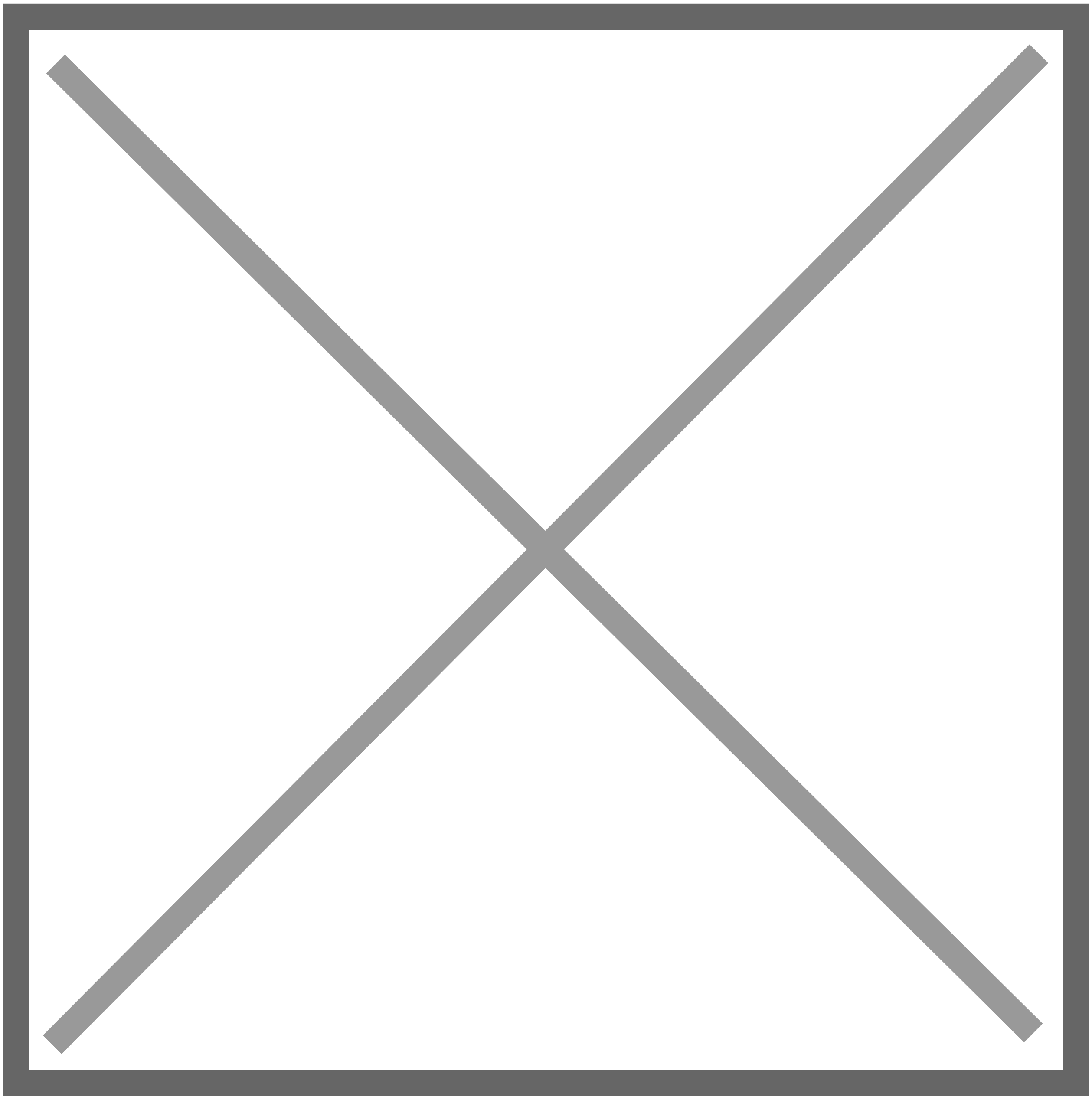
Froala HTML Editor Info

This function allows users to enter information into a word type environment.

Text can be changed, images inserted and many other functions.

These are available in the following sections

1. Support log ticket
2. Quote
3. Manage Job
4. Policy doc
5. Time Log
6. Sales lead
7. Pre-inspection checklist
8. Book-In



Desktop Shortcut Creation

Video training manual - [Click Here]

Shows how to create a shortcut on the desktop

Replace the http://localhost with the online company access. This will look something like this https://webaccounting1.co.za

The fulll path can be https://webaccounting1.co.za/csp/ca1000506/wab/acck/startup.csp

Form Colours

Each window will have a certain colour scheme .

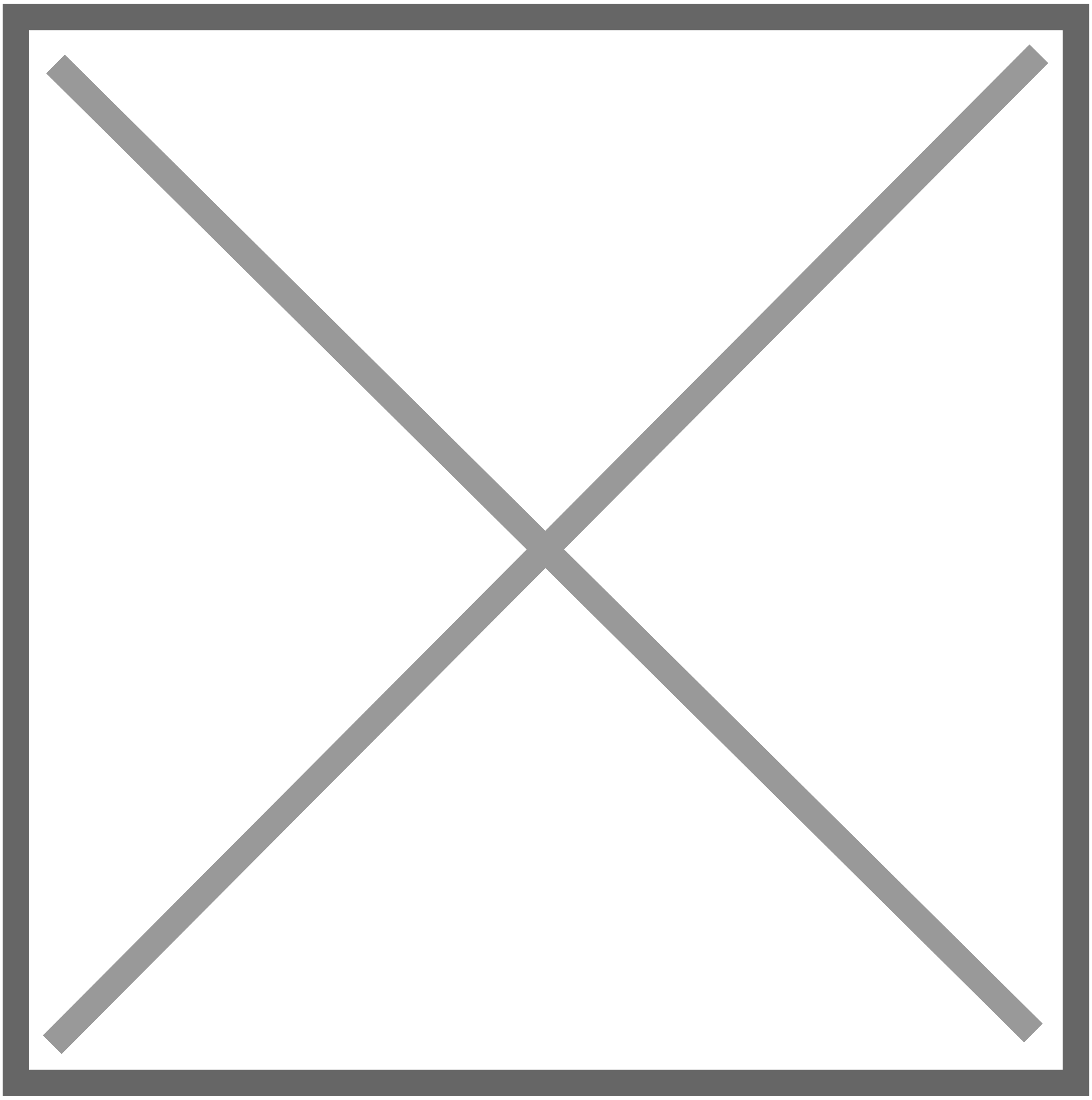
For customer documents we will have three colours,

1.Light Yellow (#ffe6b3) for quantity (Bold and centre)

2.Light green (#90EE90) for selling price

3.Rosy Brown (#FFC1C1) for cost price

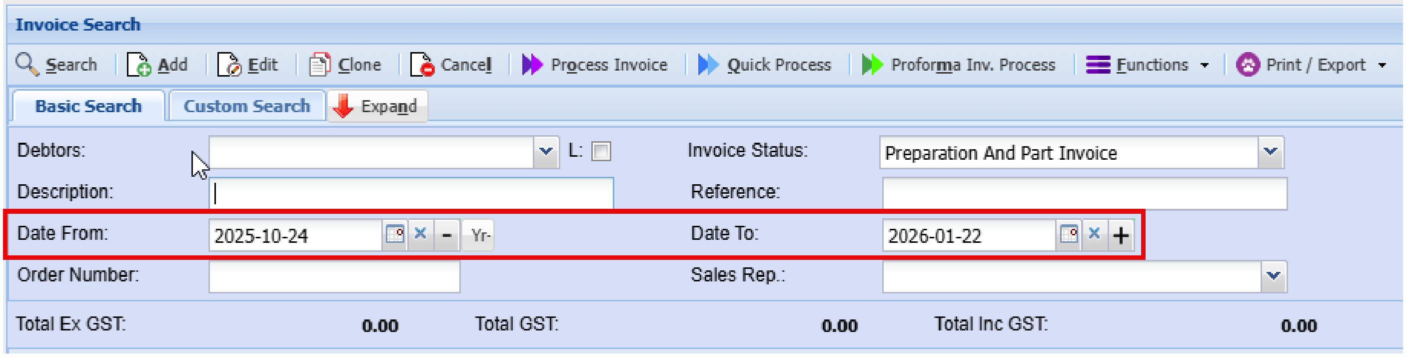
In most cases numbers are always right aligned, however in some of the forms the amounts will be centre aligned for easy reading and editing

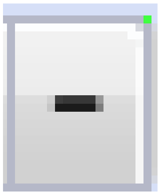
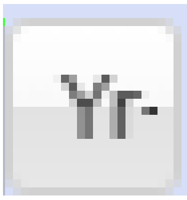
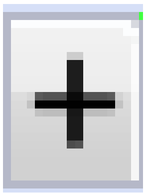


Date Buttons

Date Search Quick Buttons

In most of the Date from searches, there will be three buttons next to the date



	The **X** button will clear the date which will search ALL records in the past. Should you continue to click on the - button, it will keep going back a month at a time.
	The **-** button will first take the date on the date display to the first of the following month.
	The **Yr-** button will take the date back 12 months
	The **+** Button will just forward a month

Email Confirmation and Errors

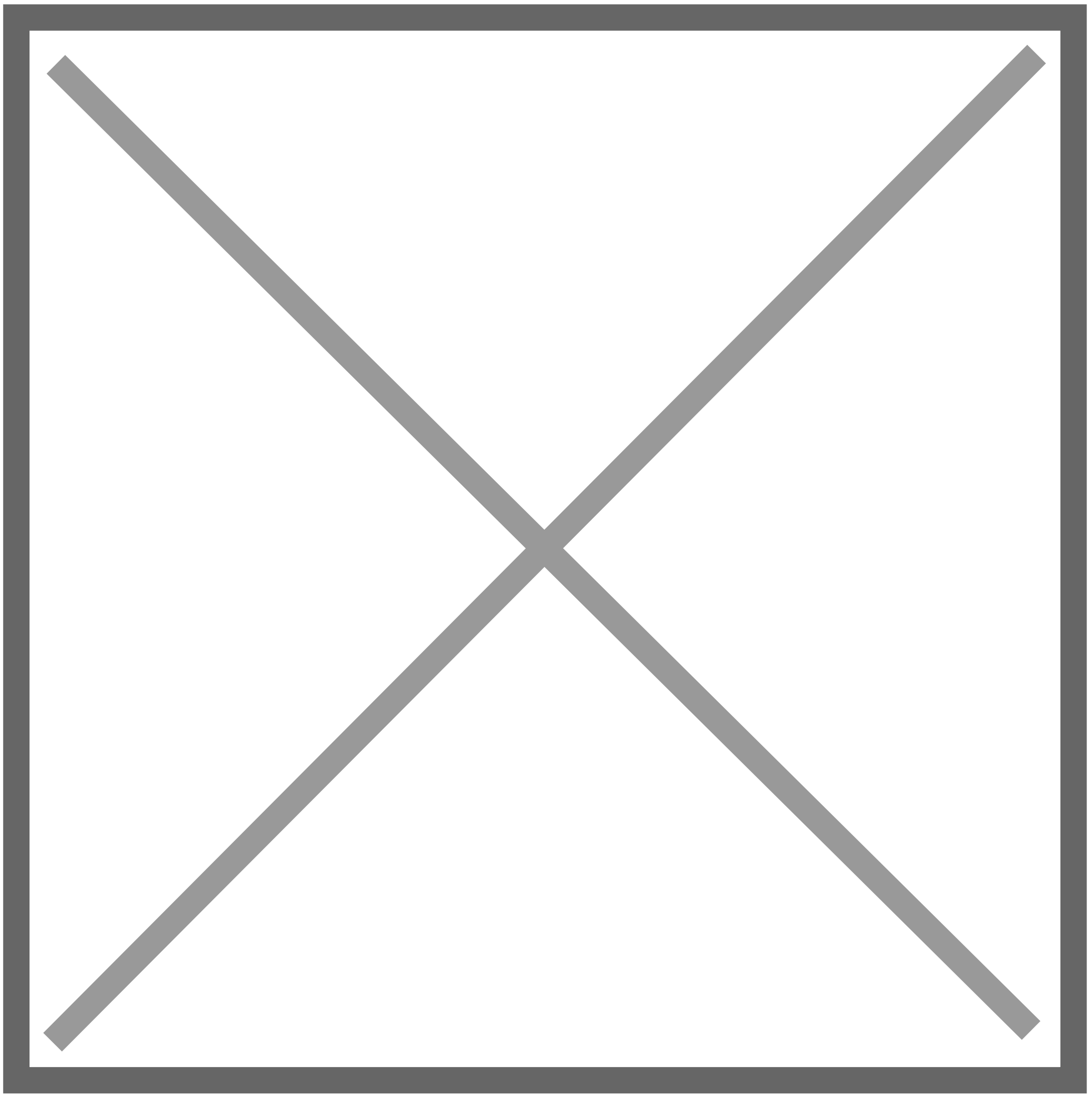
The system sends out emails to an email server which can either be a SMTP server, Exchange Server or Gmail email server.

When you send the email it routes it to one of these Mail servers and once the Mail server accepts it we log an entry that it was successfully sent and received by the Mail server .

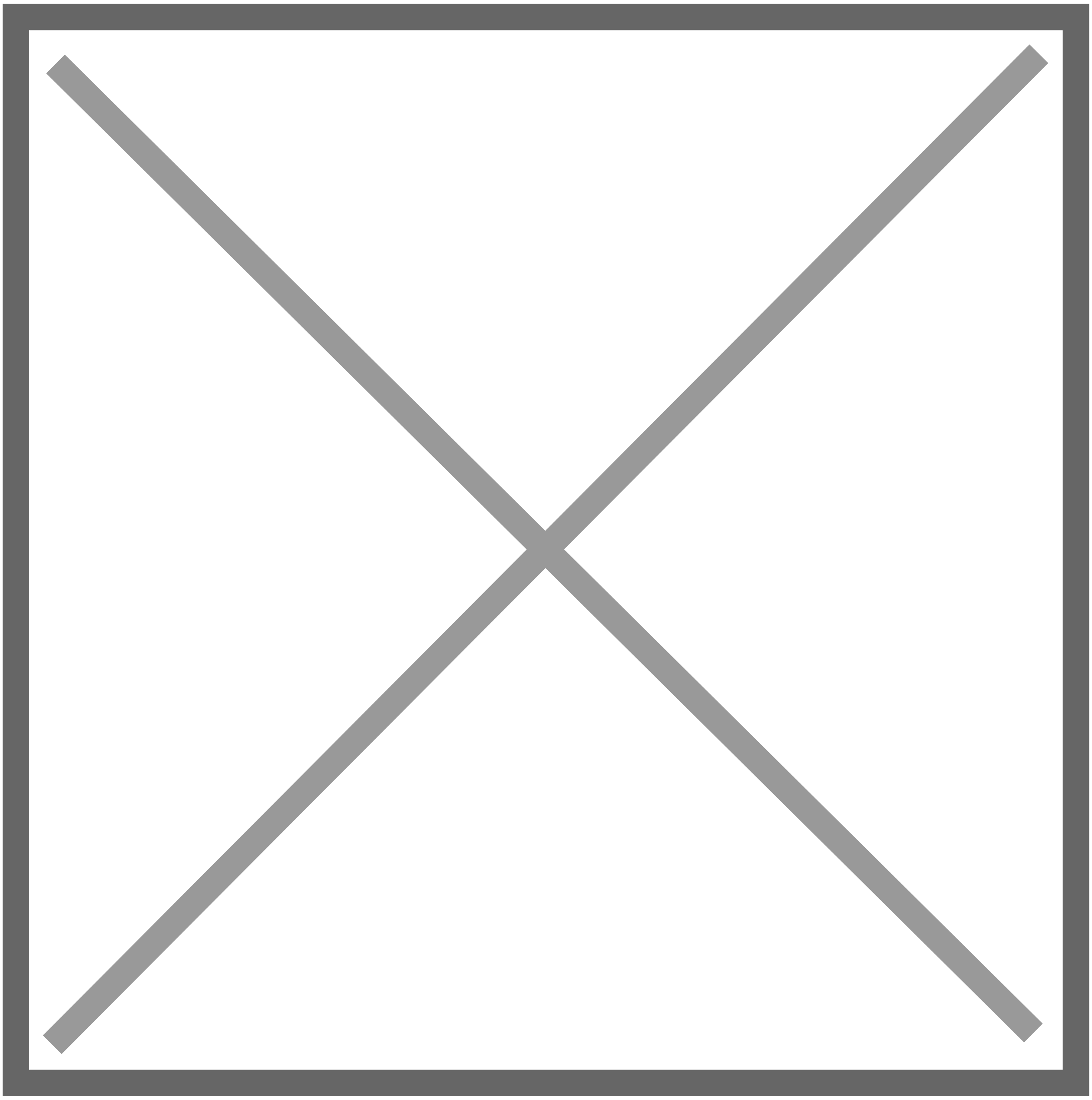
From there the Mail server sends it out to the particular person, however we do not know whether or not it was successfully received to that particular person .

The best way to check whether an email has gone out to that person is to copy yourself in on the Mail that has been sent. You set this up once and it will remember that setting for you .

When emailing your document, click on Users and move your name over to the right box.



To check the status of the emails sent, click on your username on the top right hand corner of the module and select printing status.



When you are in this menu, the search will be specific to you, click on search button to see all the emails sent out .

Should there be an error on the sending out of the email, highlight that error and click on view to see the details .

Then we can troubleshoot where the problem could be as to why the email did not get sent out.

Error message