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DeMaSy ERP software

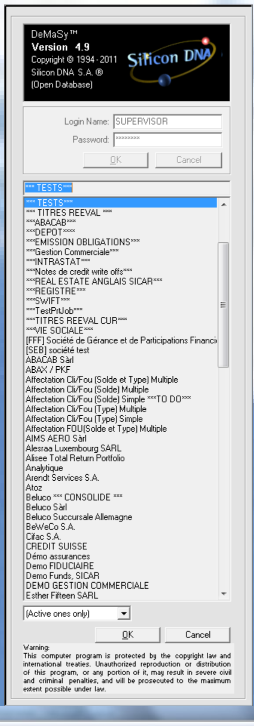
⇨ Fundamentals on the software user controls

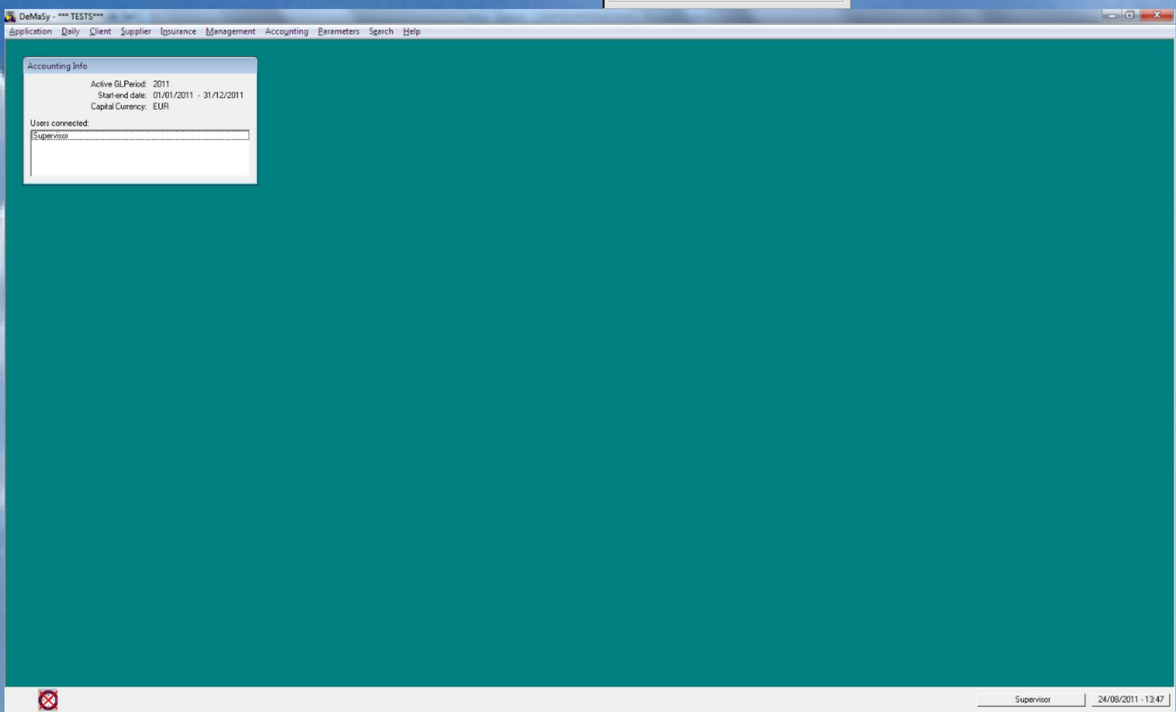
DeMaSy ™

INTRODUCTION AND CONVENTIONS

A button on a screen is written in RED in the text
A field on a screen is written in BLUE in the text

DeMaSy - LOGIN SCREEN and main screen



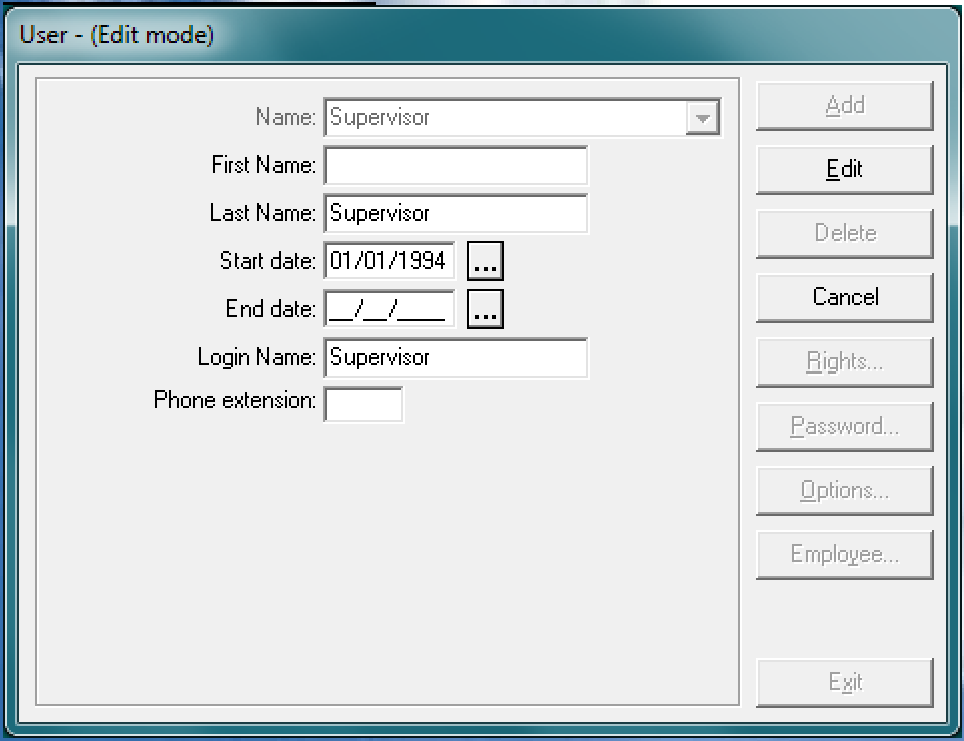


SHORTCUTS (can be used from any screen)

F6: calls the screen TIMEREPORT
F7: calls the research screen RELATIONS
F8: calls the screen TASKS
F10: calls the screen DOCUMENTS
F11: calls the screen of GENERAL LEDGER (RECONCILIATION)
F12: calls the screen REPORT SELECT

FUNDAMENTALS TO ACCESS THE APPLICATION

USERS and EMPLOYEES

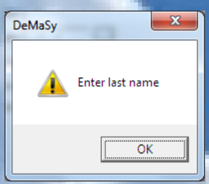


SCREEN CONTROLS:
Generally, all the screens of the application have the same buttons:

ADD: to be used to add new information (ADD MODE)
EDIT: to be used to modify existing information (EDIT MODE)
DELETE: to be used to remove information.
NB: no undelete function exist
CANCEL: to be u used to cancel the action in progress
EXIT: to be used to quit the screen (or Escape key)

The access to these buttons depends on the rights of the users (See section on the rights).
DeMaSY controls the mandatory information.

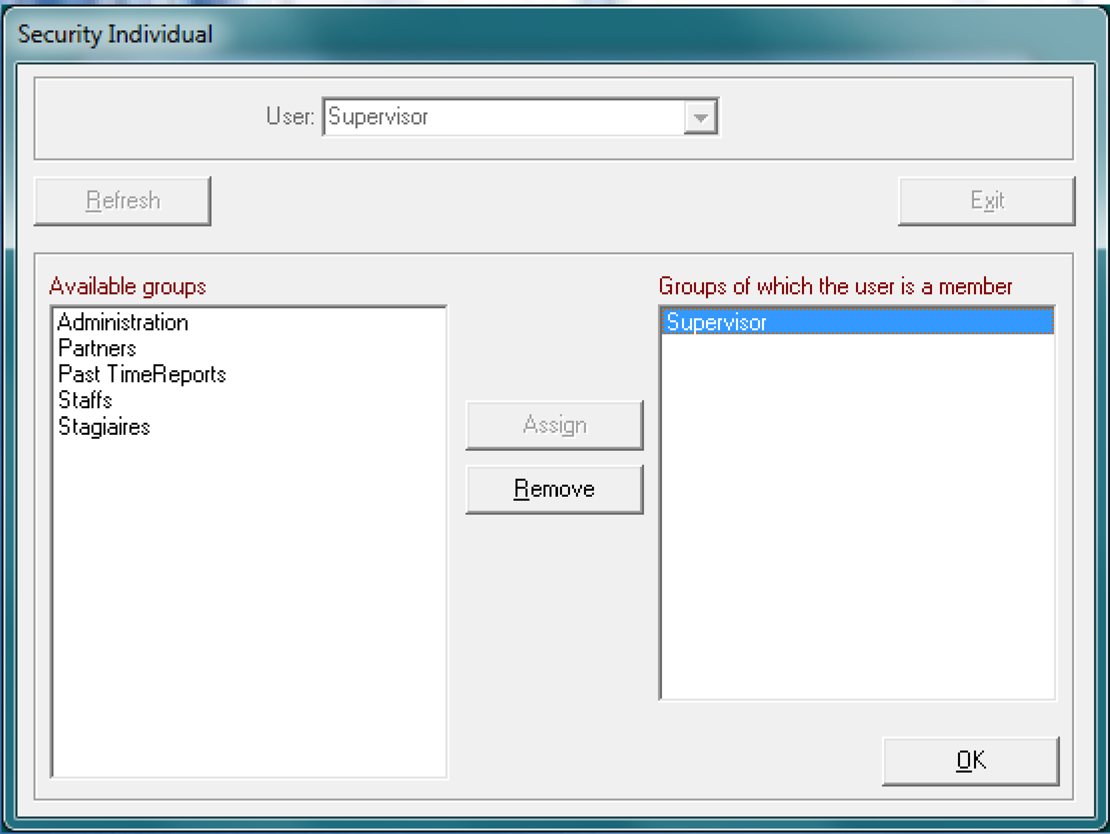
Example: If a user want to add a new user without filling the mandatory fields (Last Name, Start Date and Login Name, DeMaSy will not allow it and will display a user message (see example)



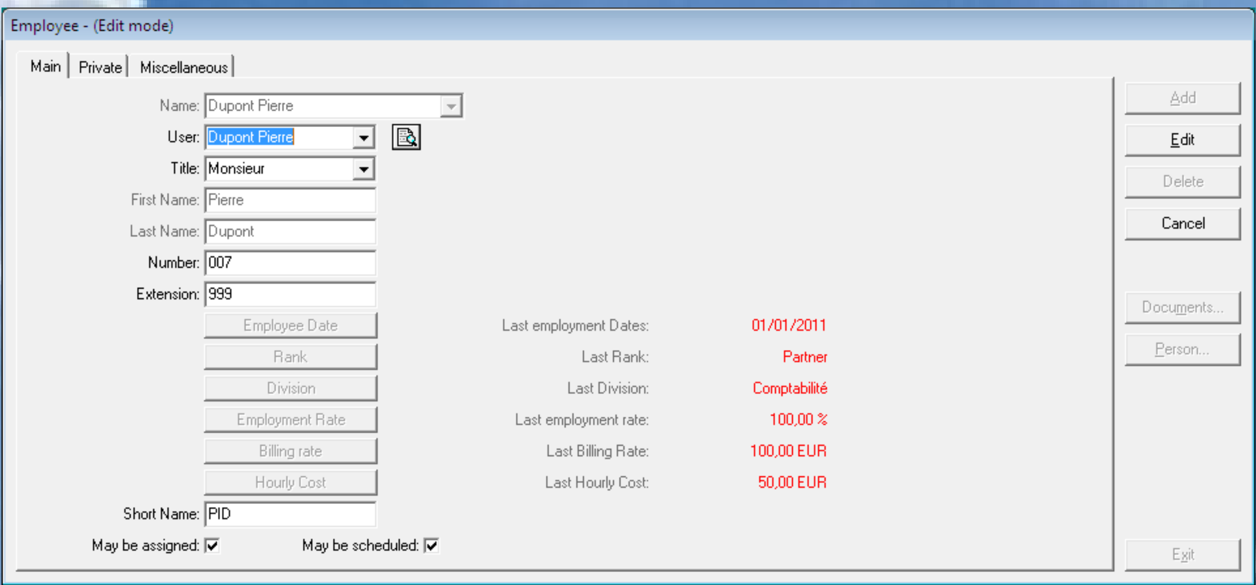
ICON WITH … NEXT TO A SCREEN FIELD

CONVENTIONS
In this document the name DATABASE or CLIENT ACCOUNTING FILE refers to the same concept. The application is multi-entity software. Typically two types of databases will exist. Client accounting databases where our clients keep accounting books of their clients and management database where our client manages their own companies/entities.

BUTTONS WITH TEXT LABELS (ex: RIGHTS, PASSWORD, OPTIONS, EMPLOYEES):
Either calls another screen whose object corresponds to the button label or calls a specific function.
Example: A click (or ALT + UNDERLINED LETTER) on the button Rights call the following screen:



A LITTLE ICON ON THE RIGHT SIDE OF A COMBO BOX (ex: USER here below on the employee screen): is always a GO BUTTON which loads the screen used to input the information which the user can select in the combo Box. To use it user can click on it.
Shortcut of clicking the icon is F2 (and F3) if the combo refers two possible input screen.
Example: A combo company/Person allows the users to select either a company or a person. F2 will call the COMPANY screen and F3 will call the PERSON SCREEN



REPORTING

When reference is done to a report in this document it will be done by a number (ID). In the print selection menu, F6 Key pressed will allow the user to enter le ID of the report and load it automatically.

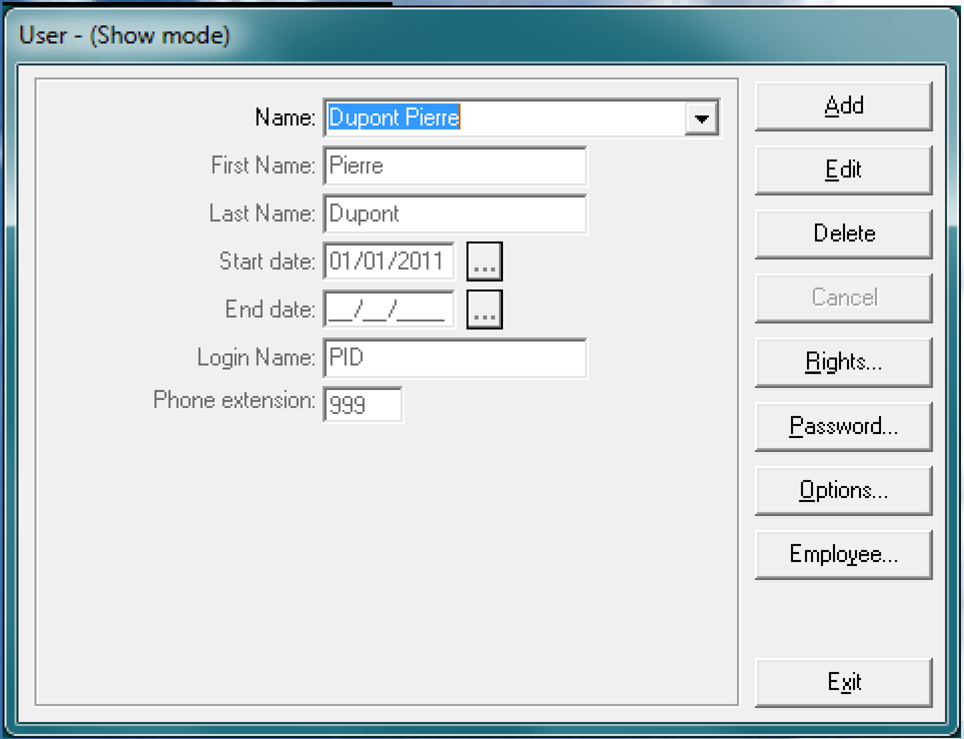
KEYBOARD or MOUSE
To go from one field to another use the TAB key or click in the field desired.
Exception: on Main accounting screen ENTER key can also be used

COMBO BOXES:
ADD or EDIT MODE: when adding data the information is entered in combo box
When a screen is not in ADD or EDIT mode the COMBO BOX is used to select information.
Searching information in a combo box can be done by typing the desired text followed by ENTER key. In this case the combo box will return all the information which starts with the typed text.
Ex: ABC (enter) in the client field will search for all the clients whose name STARTS WITH “ABC”.

If a “%” sign precedes the searched text the search will be done with the sequence of text typed into the whole field.
Ex: %ABC (enter) in the client field will search for all client whose name CONTAINS the string “ABC”.

MANDATORY FIELDS
The application controls all mandatory fields i.e. user will receive a message requesting that missing information or correctly formatted data has to be entered.
All other information is not required.

USERS AND EMPLOYEES



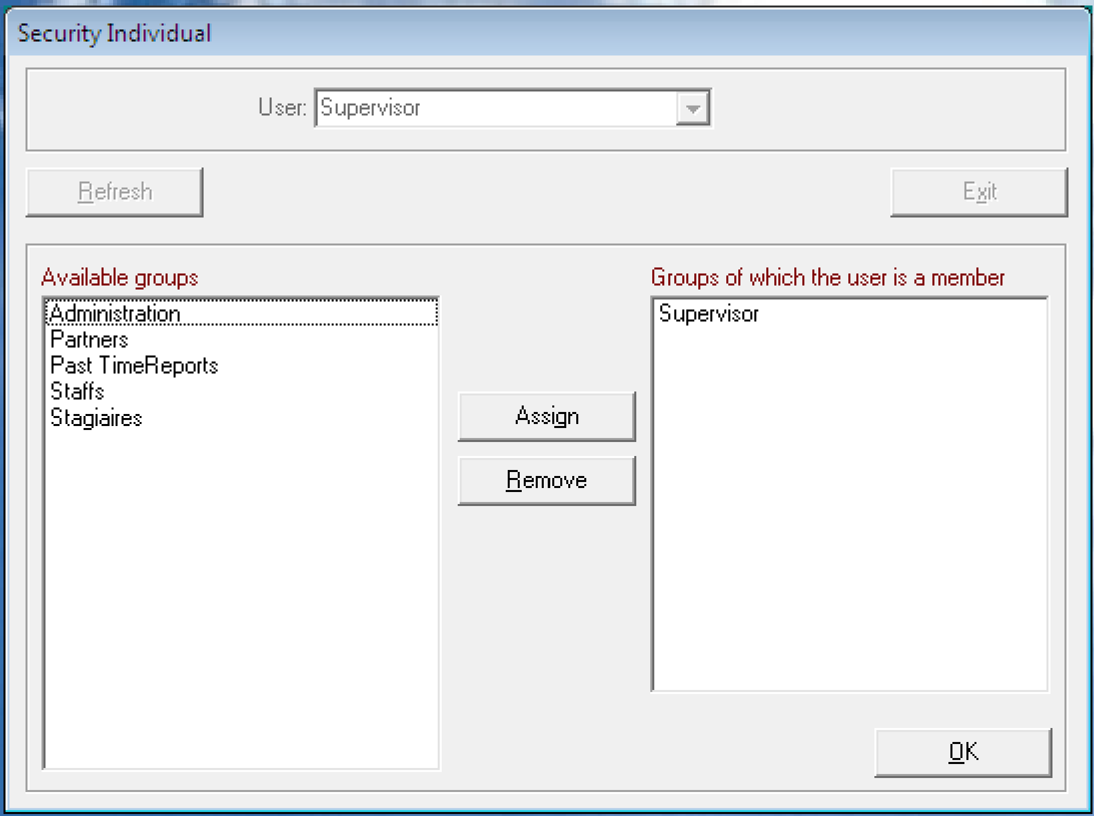
FIELDS

NAME: Concatenate first name and last name
FIRST NAME: self-explanatory
LAST NAME: self-explanatory
START DATE: self-explanatory
END DATE: self-explanatory
LOGIN NAME: Short name used to identify the user when logging into the application.
PHONE EXTENSION: self-explanatory

BUTTONS

RIGHTS: call the screen to assign a user to a group of rights (see below)
PASSWORD call the screen PASSWORD allowing to define or change a user password
OPTIONS call the screen USER OPTIONS
EMPLOYEES call the screen EMPLOYEE

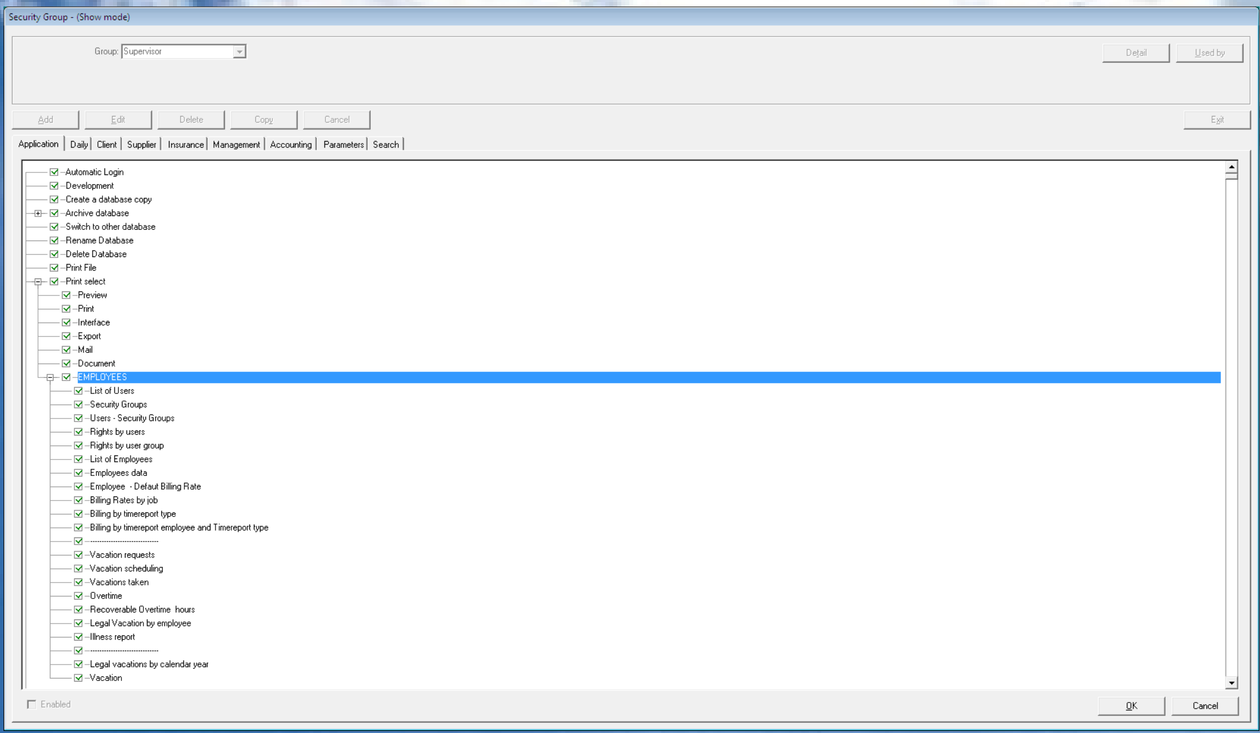
GROUP RIGHTS



This screen allows to assign existing security groups rights (see below how to define them) to users.
If a user is assigned to a particular security group he inherits of all the rights of the security group at the next login.
If a group of rights is unassigned for a specific user the user will lose the rights at the next login.
If a user belongs to several groups of rights he will have all the rights of all the groups (cumulative).

SECURITY GROUPS

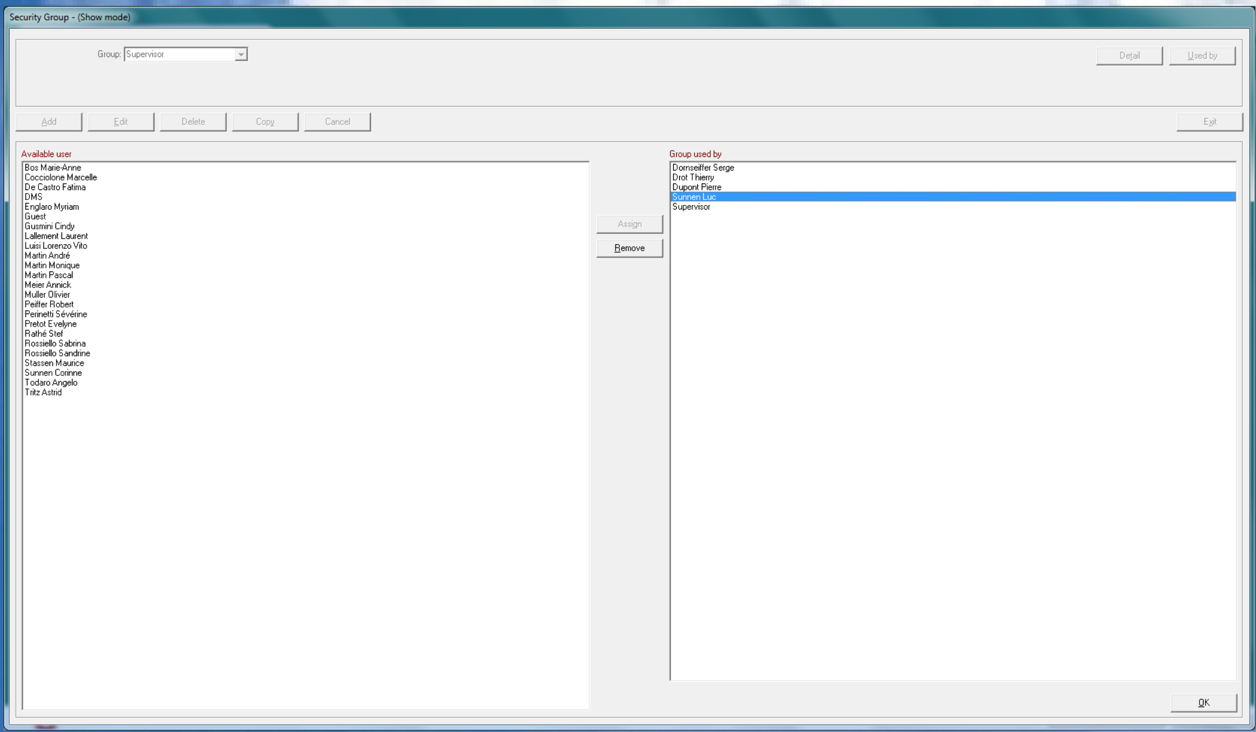
When accessing the screen the user has to select a group and click on the button DETAIL



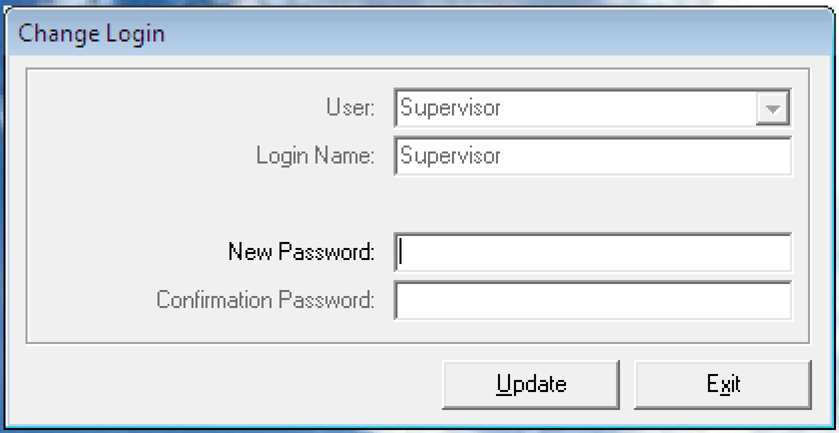
This screen allows adding, modifying or deleting group of rights.
Before using DeMaSy the Supervisor of the application has to define all groups of rights and assign users to the appropriate groups of rights.
Each group of rights is assigned specific rights.
The rights to access, modify and/or delete information is organized in accordance with the application menus.
Rights to the reports can be given by report.
To grant a particular right the user has to press space bar (or right click with the mouse) on the corresponding checkbox.
F2 key pressed on a main caption give all the rights of the main caption at a time
Space bar on a main caption will remove all the rights of the main caption at a time.

The button USED BY calls a screen which displays a user's list on the left side and a user list on the right side.
User list on the right side is the list of the users belonging to the selected group of rights.
User list on the left side is the list of the users available for assignment to the selected group of rights.

Button ASSIGN is used to assign a user (left) to the selected group of rights.
Button REMOVE is used to unassigned a user (right) from to the selected group of rights.

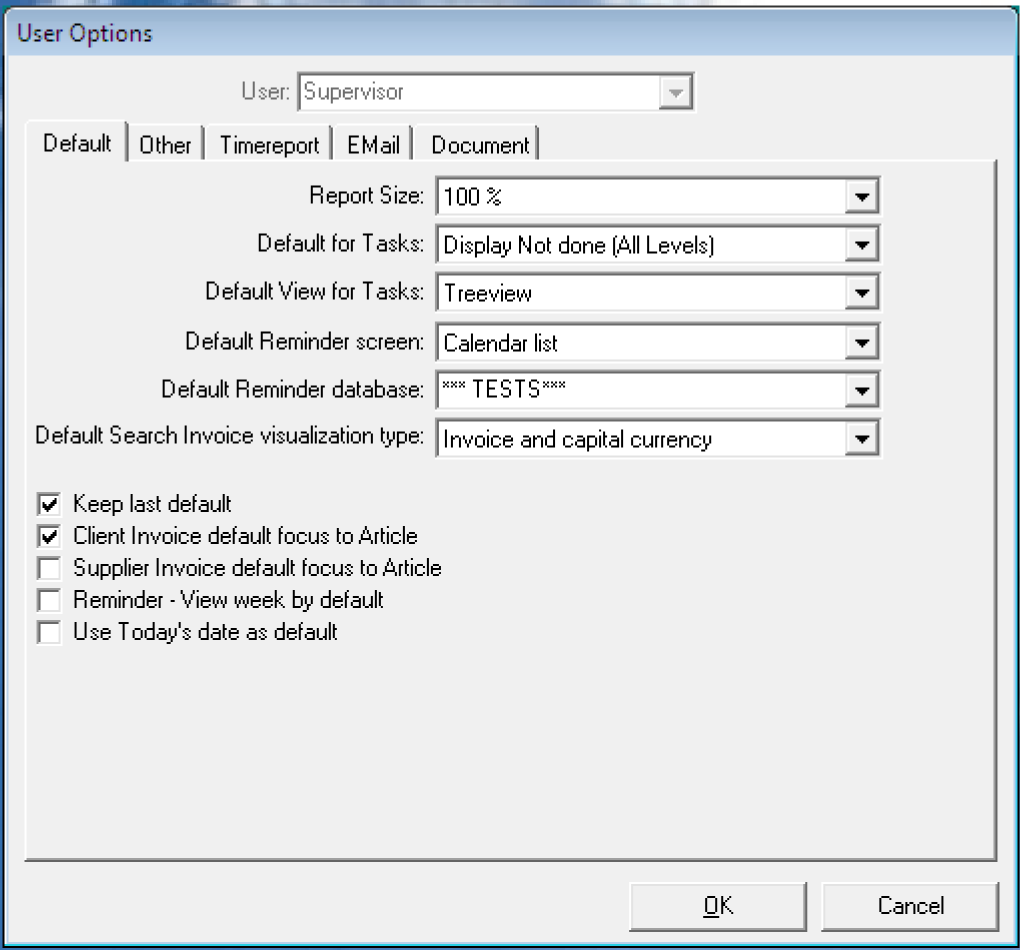


PASSWORD



This screen allows a user (if the user belongs to a authorized group of rights) to assign or modify a password of a user.
Remark: Later in the application utilities (application designed for the administration of the database) it will be explained how to force a user to change password on a regular basis and how the enforce a password length.
On the password has been entered twice (confirmation) the user click the UPDATE button to save the password.

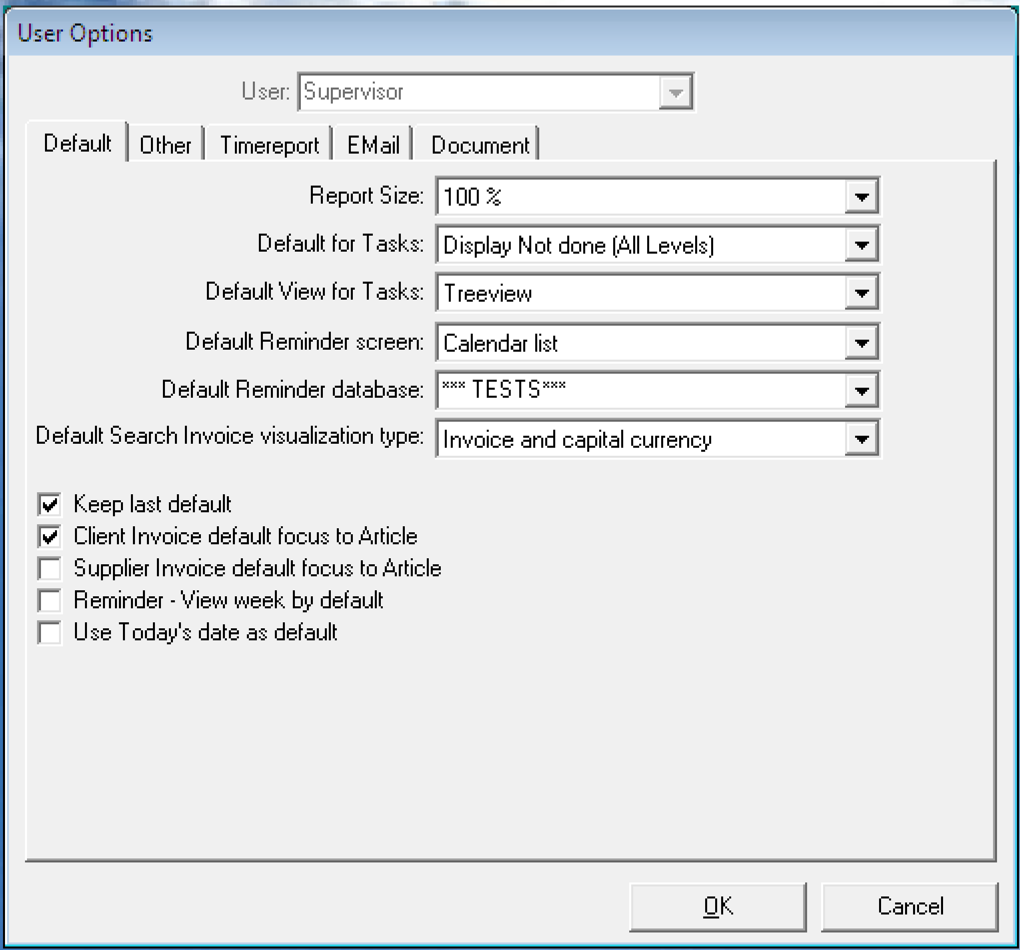
USER OPTIONS



This screen is designed to enable each user to customize some features of the application in accordance with some functions.
This screen contains 5 tabs.

- ⇨ **Default**: general options
- ⇨ **Other**: is related to language and miscellaneous options
- ⇨ **Timereport**: display option related to timereport
- ⇨ **Email**: is related to email
- ⇨ **Documents**: is related to the document insertion path

DEFAULT TAB:



Report Size: allows the user to select the size of the preview (100% or zoomed in or out)
Default for Tasks: Display all / Display not done (level 1) / Display not done all levels
Default view fort Tasks: Tree view (hierarchy) or grid (as a spreadsheet)
Default reminder view: Calendar list / Calendar daily
Default reminder database: Database where the contacts (company/persons) are located
Default Search Invoice visualization type: Invoice and capital currency / invoice currency / Capital currency

- Keep last default:
  This option uses the information of last accounting entry or client/supplier invoice for next input.

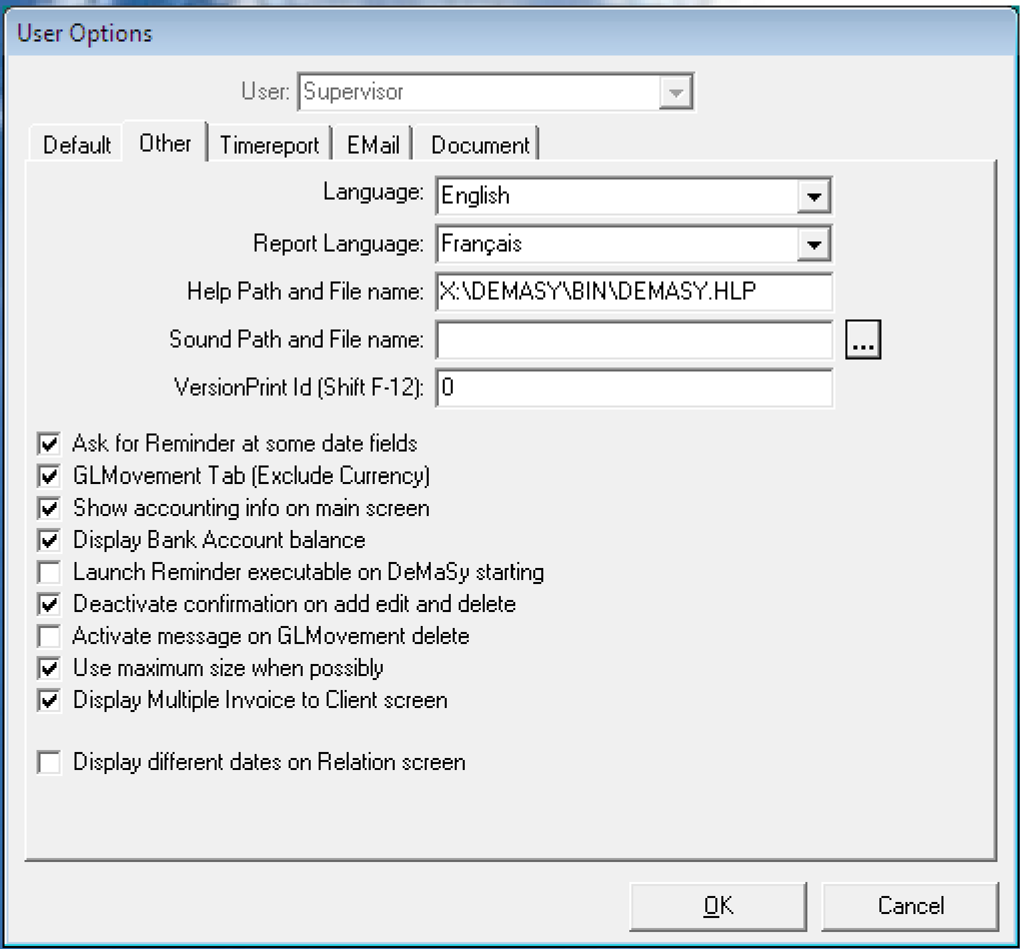
- Client invoice default focus to article:
  The cursor field when accessing client invoice detail is the field article instead of the field amount.

- Supplier Invoice default focus to article:
  The cursor field when accessing supplier invoice detail is the field article instead of the field amount.

- Reminder – View week by default:
  Loads calendar with data for the current week

- Use Today's date as default:
  Uses today's date as a default for date fields (input or reporting)

OTHER TAB :



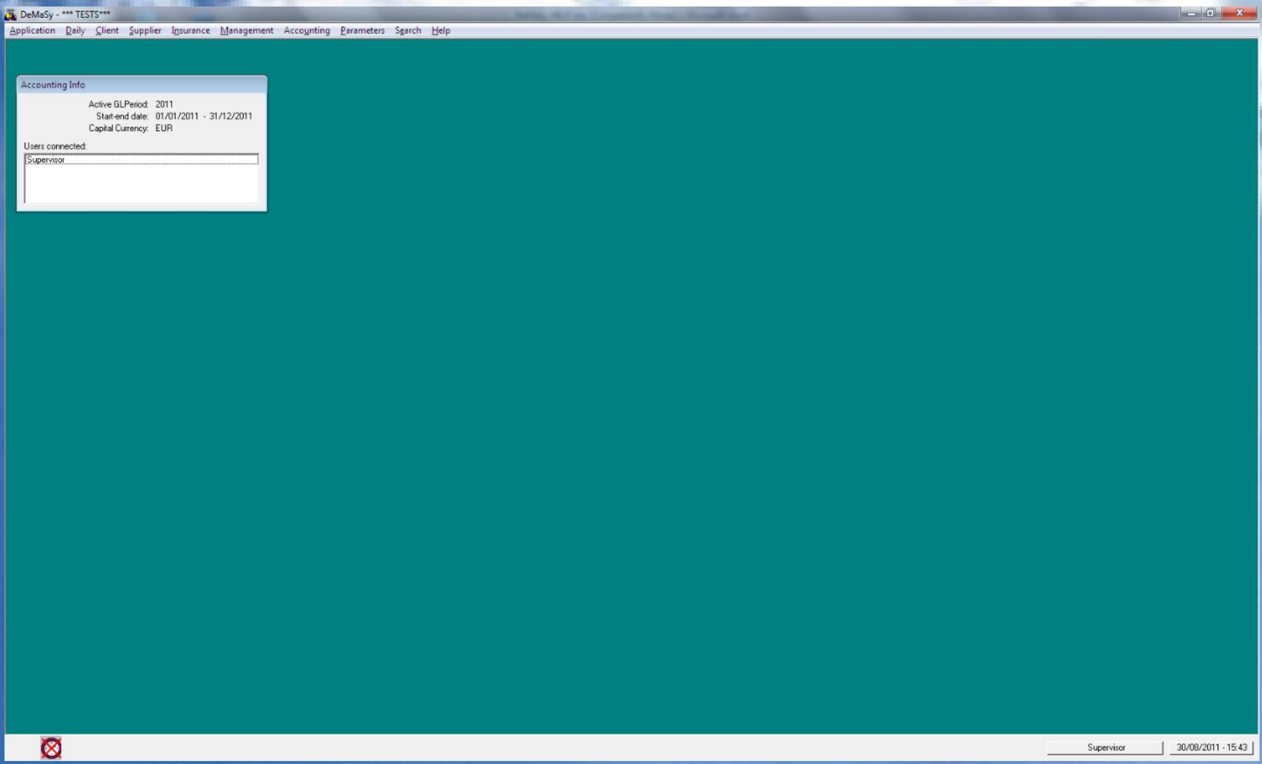
Language: Language selected by the user for the menus
Report Language: Default language selected by the user for the reporting
Help Path and File Name: Name of the help path [No longer used – will be replaced by an URL]
Sound Path and File name: Path and file name of a file used to make a sound when there is alarm of an agenda
VersionPrint Id (Shift F-12): On main accounting screen user can associate a report to the key SHIFT + F12. The id is obtained from the printing selection menu and pressing F6 on the selected report. When the user will hit the key SHIFT + F12, the print select menu of the selected report will be displayed.

ASK FOR REMINDER AT SOME DATE FIELDS:
Some fields on company and person data automatically propose a agenda when user leave the input zone. Ex: After entering the date of the shareholders' meeting, when leaving the zone, the application will ask the user if he wants to create an agenda. If the answer is yes, agenda will be called in this context.

GLMOVEMENT TAB (EXCLUDE CURRENCY):
When moving from one field to another with tab key (or enter key in the accounting entries screen), this option allows the user to skip the tab event to stop on the currency field and go directly from the account name to the amount.

SHOW ACCOUNTING INFO ON MAIN SCREEN:

Displays a small rectangle screen on the upper left corner of the application main screen with basic accounting information: Active period, start and end date of the period, capital currency and users connected in the client file.



DISPLAY BANK ACCOUNT BALANCES:

When inputting accounting entries on bank accounts the Application computes real time bank balance and displays the amount on the input screen.

LAUNCH REMINDER EXECUTABLE ON DEMASY STARRTING:

When starting the application, reminder program (calendar) will be automatically started and minimized in the system tray. If not the user has to start it manually.

DEACTIVATE CONFIRMATION ON ADD/EDIT/DELETE:

On add/edit/delete action the application will not display an acknowledgement message.

ACTIVATE MESSAGE ON GLMOVEMENT DELETE:

Although the user can disable the confirmation message, the deletion of an accounting entry can be preceded by a user message to request a confirmation of the deletion.

USE MAXIMUM SIZE WHEN POSSIBLE:

PC's LCD screen resolution can vary significantly. If the option is ticked the application will resize input masks to benefit of the maximum possible information.

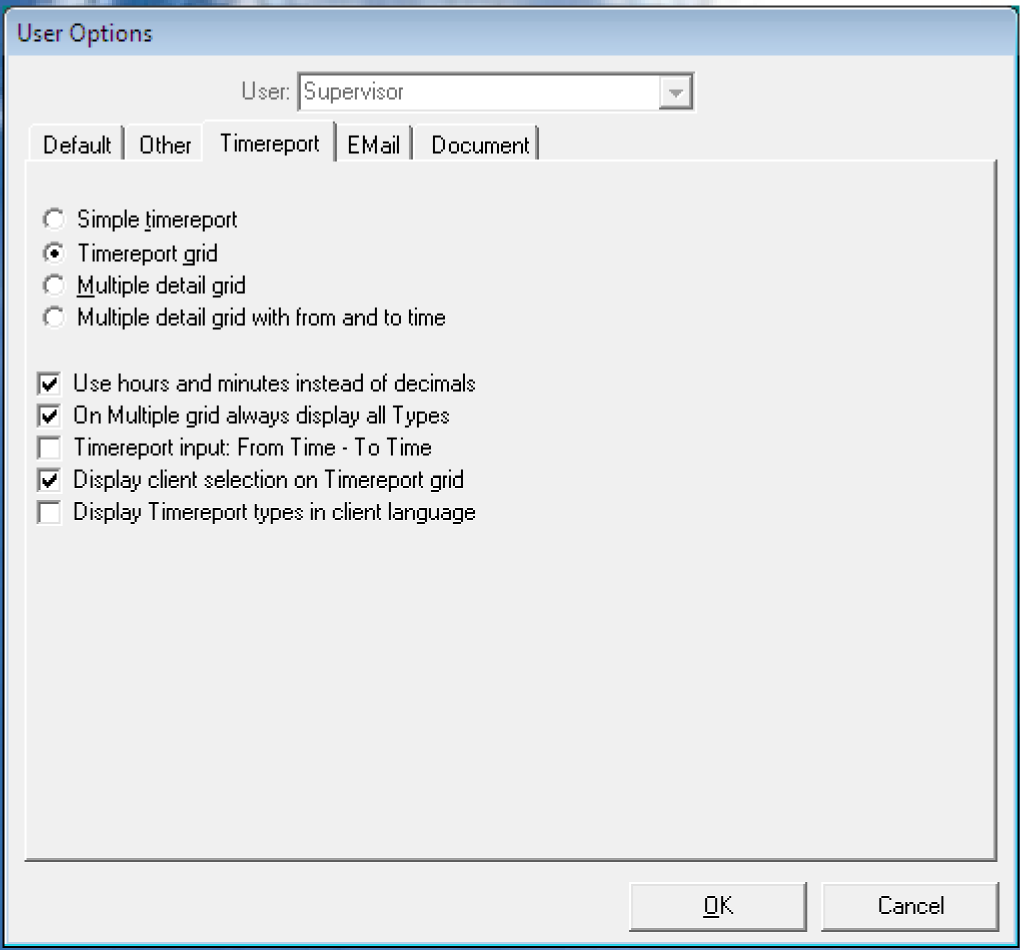
DISPLAY MULTIPLE INVOICES TO CLIENT SCREEN:

The application allows the user to choose between two different input masks.
One view is a vertical view (one invoice detail correspond to one mask)
The other view in an horizontal view (one detail corresponds to one line in the masks)

DISPLAY DIFFERENCE DATES ON RELATION SCREEN:

If this option is active, the application calculates the difference between today's date and start and end dates of relations (see explanation on module relations)

TIMEREPORT TAB



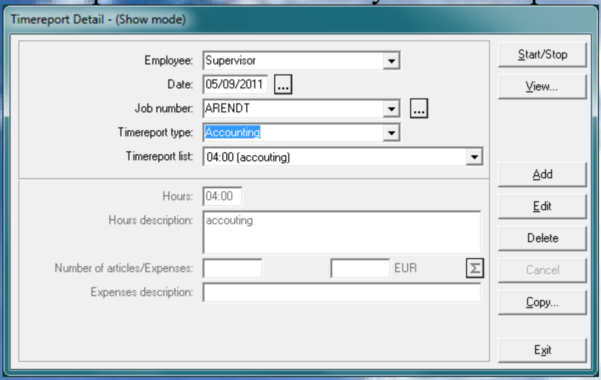
These options allows the user to select the view for timereporting (see timereport module)

- SIMPLE TIMEREPORT (see snapshot below)
- TIMEREPORT GRID (see snapshot below)
- MULTIPLE DETAIL GRID (see snapshot below)
- MULTIPLE DETAIL GRID WITH FROM AND TO TIME (see snapshot below)

USE HOURS AND MINUTES INSTEAD OF DECIMALS: Time input format in the timereport is either decimals (ex : 2,25 H = 2H15 min) or Hours/min (ex: 02:15 = 2H 15min)
ON MULTIPLE GRID ALWAYS DISPLAY ALL TYPES: When multiple timereport input screen is loaded all the timereport types are loaded.
TIMEREPORT INPUT: FROM TIME –TO TIME: The application will force the users to input the time chronologically with a start time and end time.
DISPLAY CLIENT SELECTION ON TIMEREPORT GRID: On the timreport grid view screen the client is displayed if the option is active. If not only the job number is displayed
DISPLAY TIMEREPORT TYPES IN CLIENT LANGUAGE: Timereport types can be translated in several languages. If translations exist the timereport types are displayed in the client language (based on the language specified in the company/data sheet).

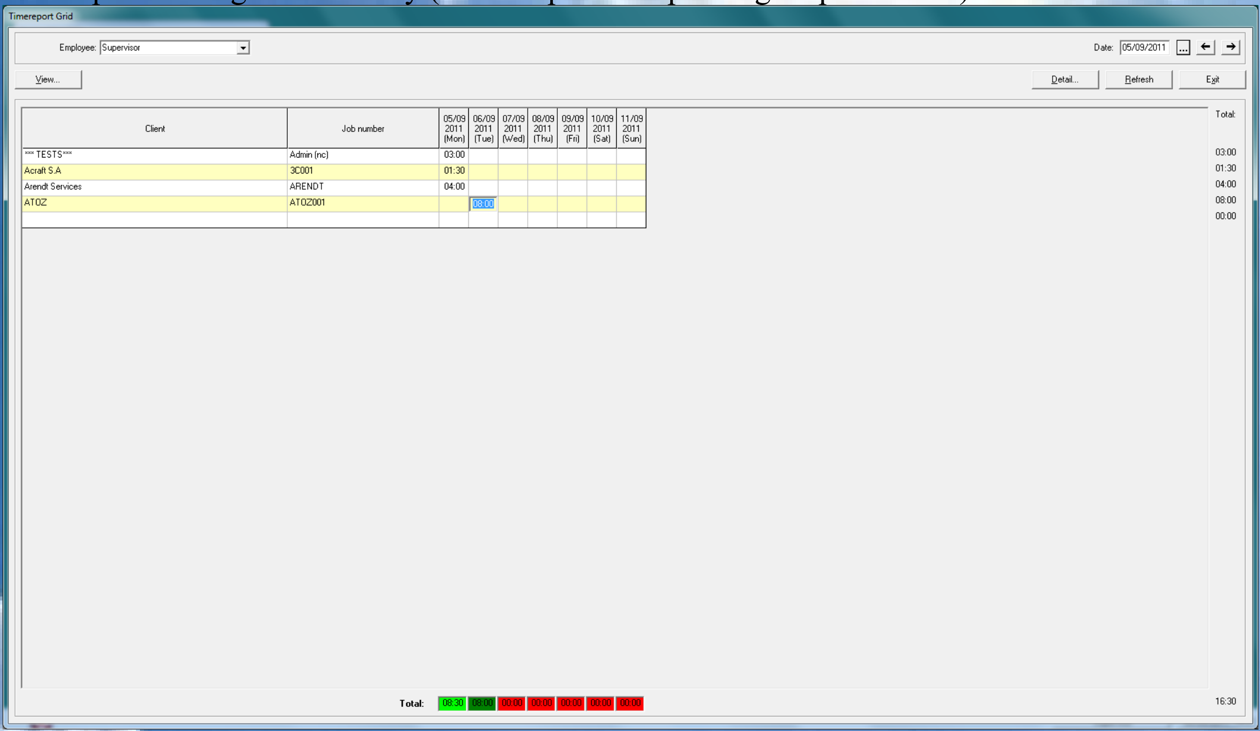
SIMPLE TIMEREPORT:

This input screen is done easy and fact input.



TIMEREPORT GRID:

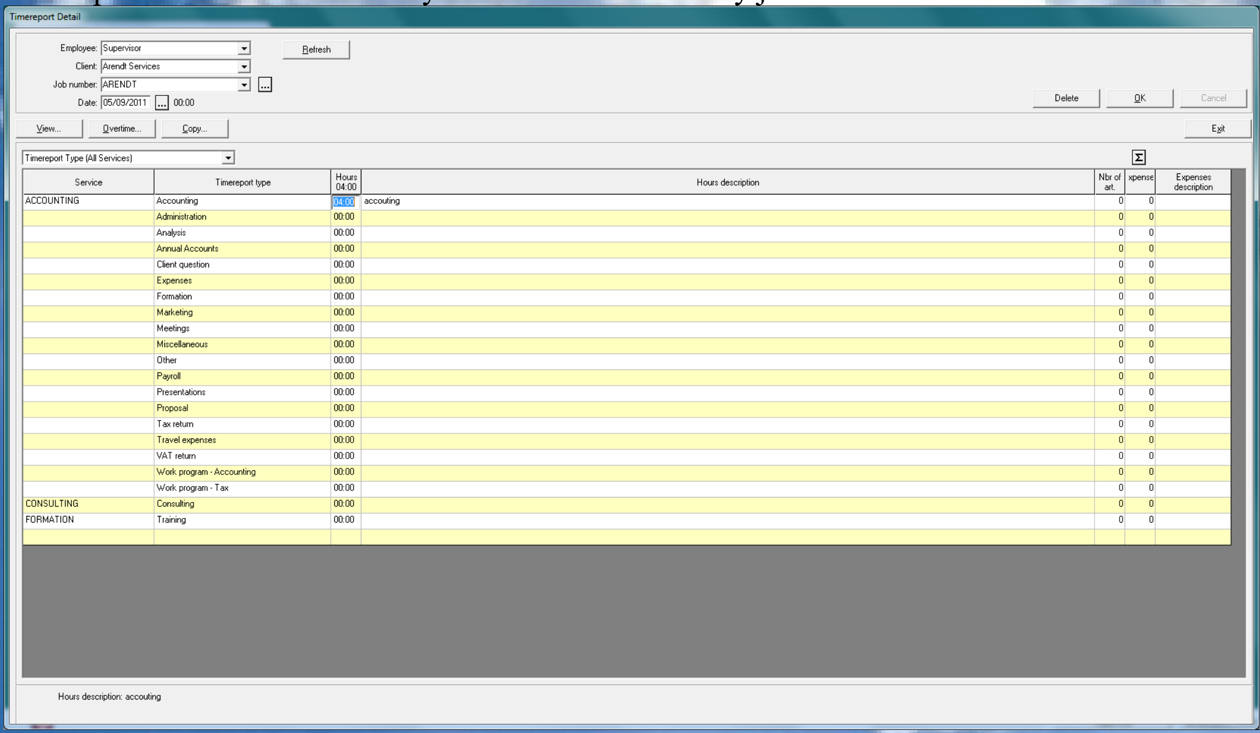
This input screen gives a weekly (or other period depending on parameters) view of the timesheets



Double click on a case load the screen for inputting timereport (see multiple detail grid)

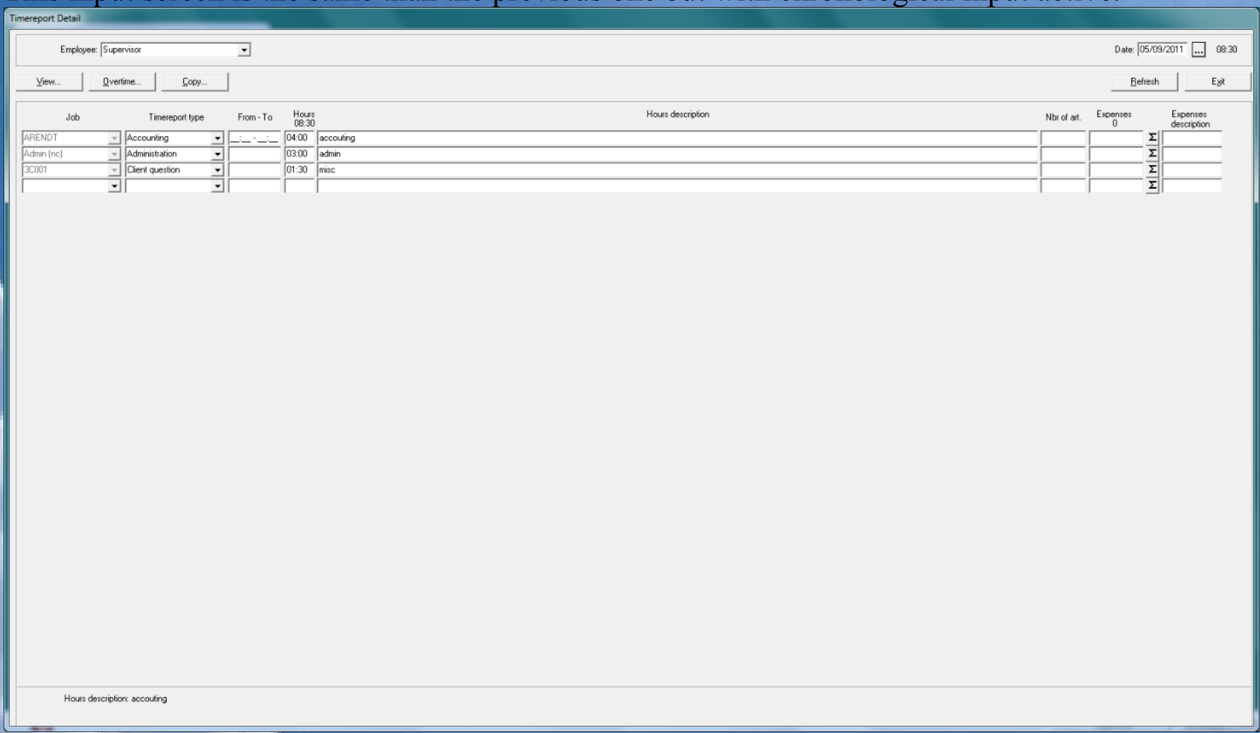
MULTIPLE DETAIL GRID:

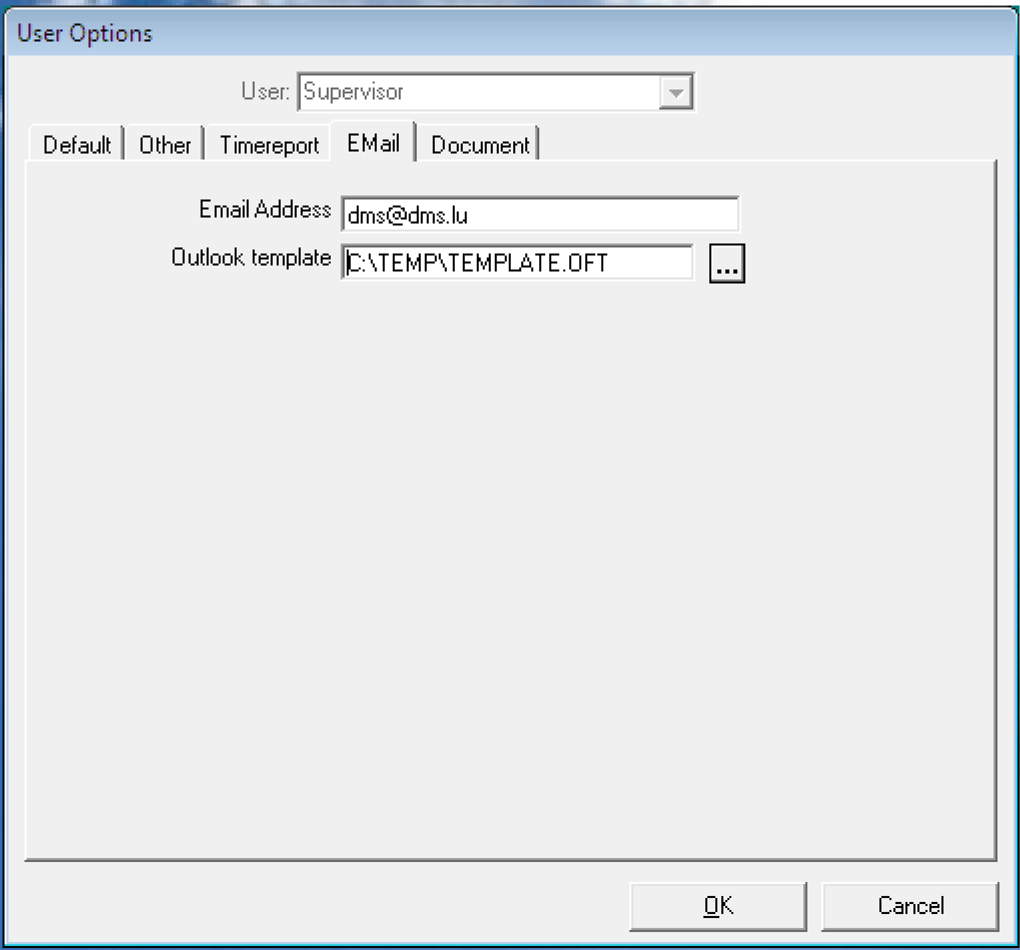
This input allows users to directly access to detail view by job.



MULTIPLE DETAIL GRID WITH FROM AND TO TIME:

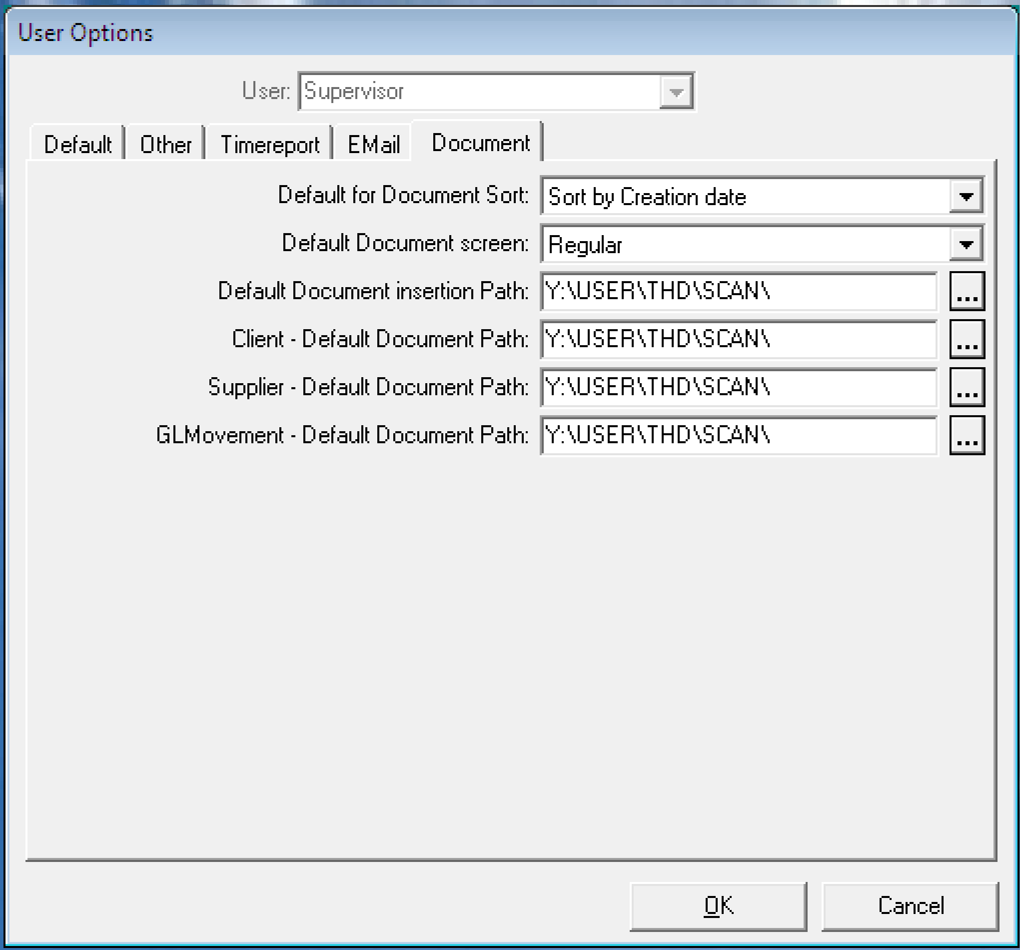
This input screen is the same than the previous one but with chronological input active.





EMAIL ADDRESS : email address used for the selected user when producing when producing a mail based on the application reports or documents

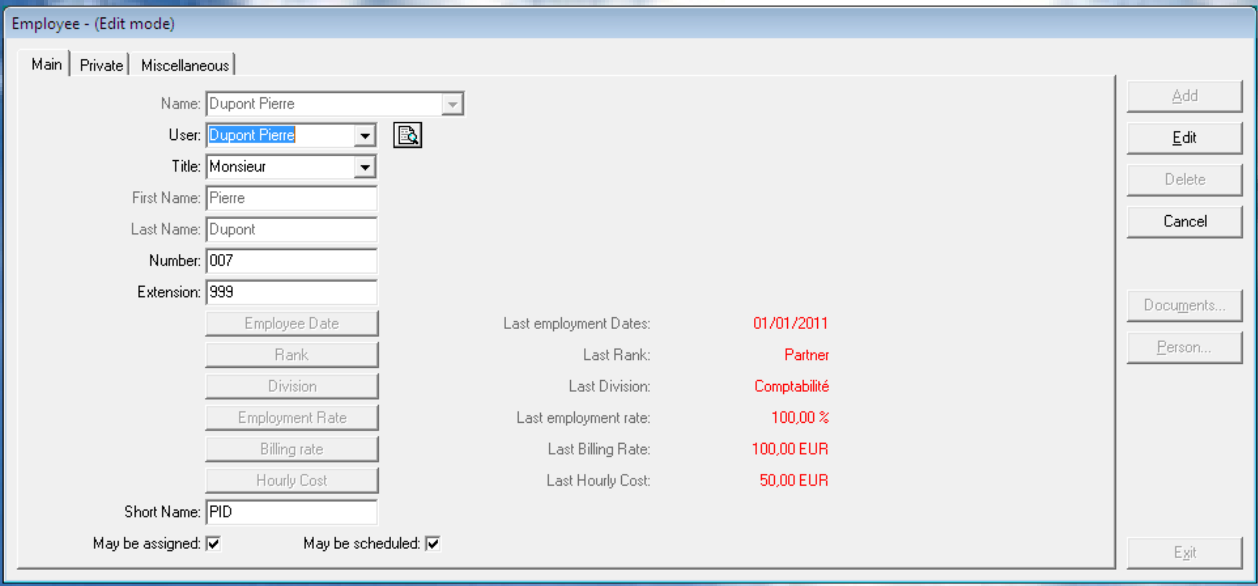
OUTLOOK TEMPLATE: template used when producing a mail based on the application reports or documents



➔ See DOCUMENTS module

DEFAULT FOR DOCUMENT SORT: Sort by name / creation date / Modified date / Reference date
DEFAULT DOCUMENT SCREEN: Regular / Search screen
DEFAULT DOCUMENT INSERTION PATH: Default path when adding a document
CLIENT – DEFAULT DOCUMENT PATH: Default path when adding a document in connection with a client invoice
SUPPLIER – DEFAULT DOCUMENT PATH: Default path when adding a document in connection with a supplier invoice
GLMOVEMENT – DEFAULT DOCUMENT PATH: Default path when adding a document in connection with to a miscellaneous accounting entry.

EMPLOYEE



An employee has to be defined for timreporting purposes.

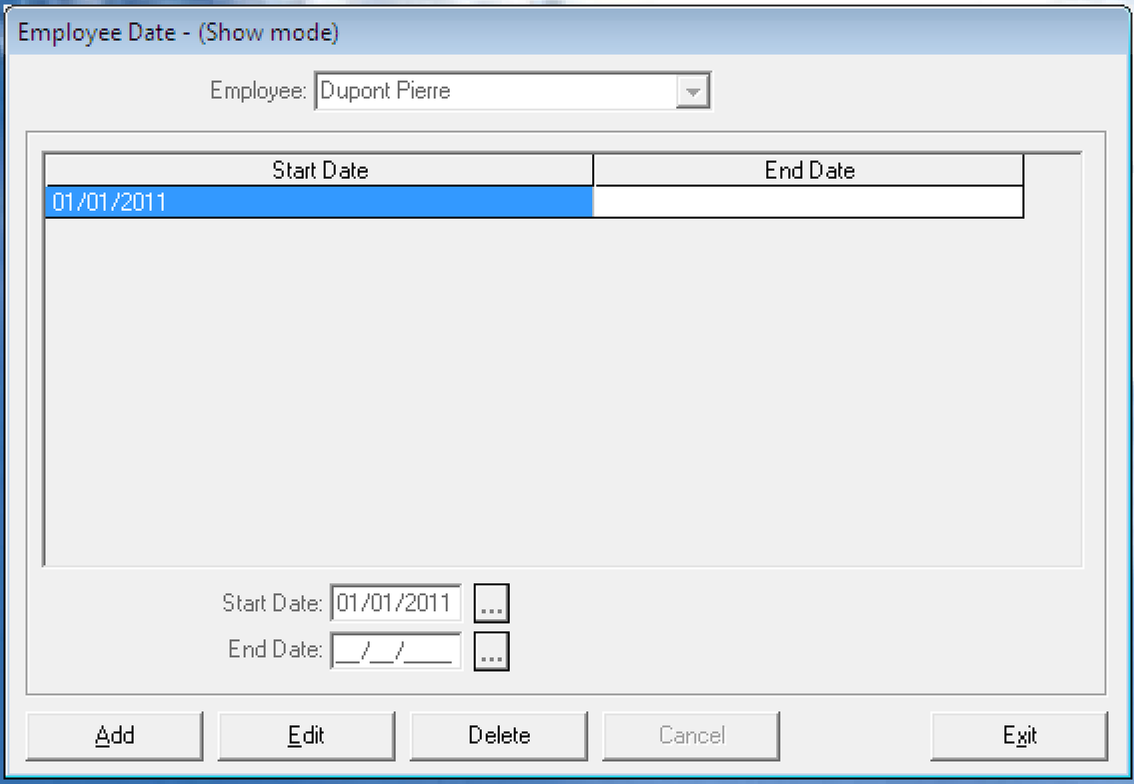
USER: If a user exists, the link is done while selecting the user in the User field. First name and Last name are then taken from the user data.

FIELDS:
TITLE: If the title doesn't exist, it can be added manually. Next time it will be available for selection
FIRST NAME: self-explanatory
LAST NAME: self-explanatory
NUMBER: internal employee number
EXTENSION: Internal phone extension
SHORT NAME: Employee short name (by default the application takes the user's short name)
MAY BE ASSIGNED: If check box is ticked employee can be assigned on jobs (see Job Assignment)
MAY BE SCHEDULED: If checked box is ticked employee can be scheduled (see Scheduling module)

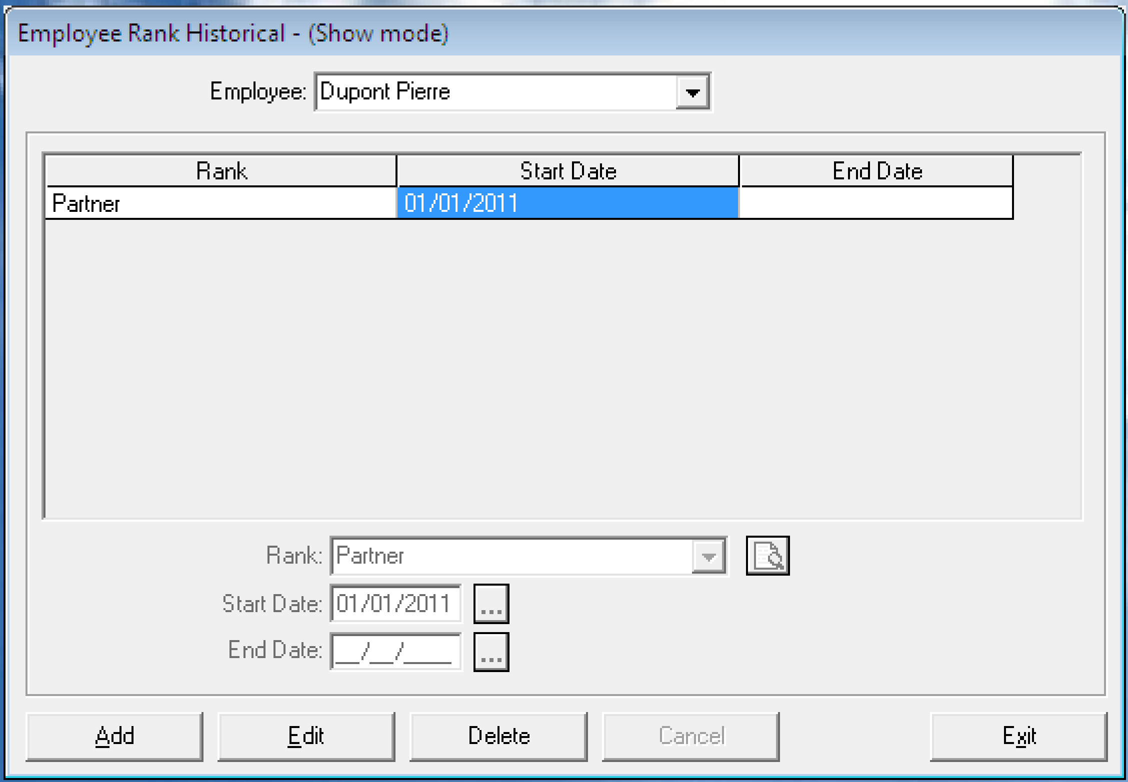
BUTTONS:
EMPLOYEE DATE:
RANK:
DIVISION:
EMPLOYMENT RATE:
BILLING RATE:
HOURLY COST:
See next pages for the screens called by these buttons.
Last values (based on dates) stored in the screen behind the button are displayed on the employee mask.

BUTTONS:

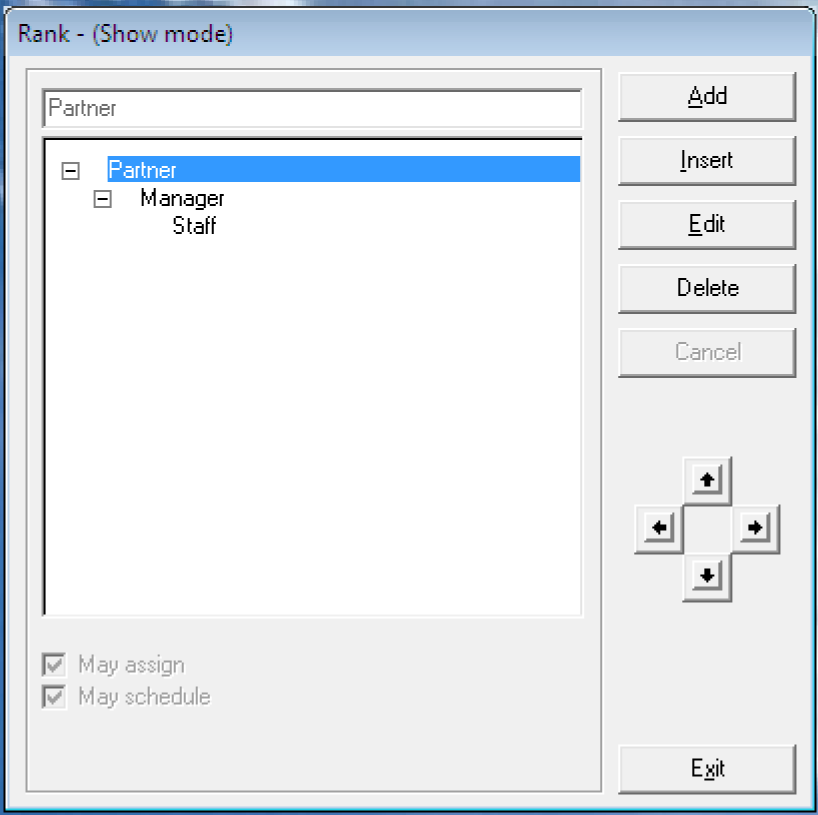
Button EMPLOYE DATE: allows logging the employee contract dates.



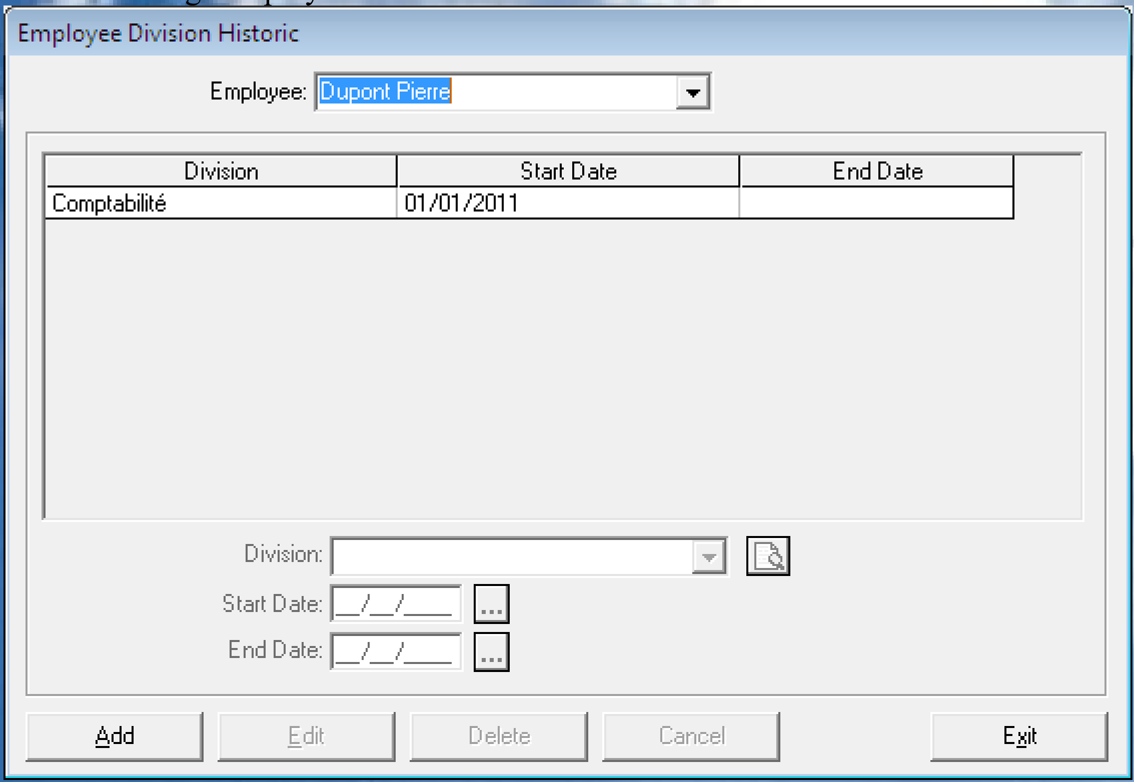
Button RANK:
Allows defining the rank of an employee



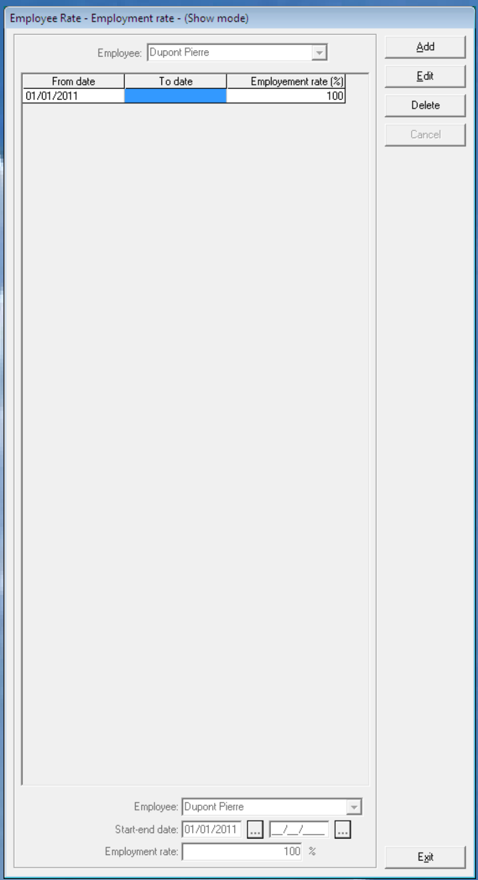
RANK :
Allows defining rank hierarchy
If the checkbox MAY ASSIGN is ticked the employees belonging to the rank will be allowed to assign other employees on the job (see JOB ASSIGNMENTS)
If the checkbox MAY SCHEDULE is ticked the employees belonging to the rank will be allowed to schedule other employees on jobs (see SCHEDULING MODULE)


Rank - (Show mode)
Partner
Partner
Manager
Staff
May assign
May schedule
Add
Insert
Edit
Delete
Cancel
Exit

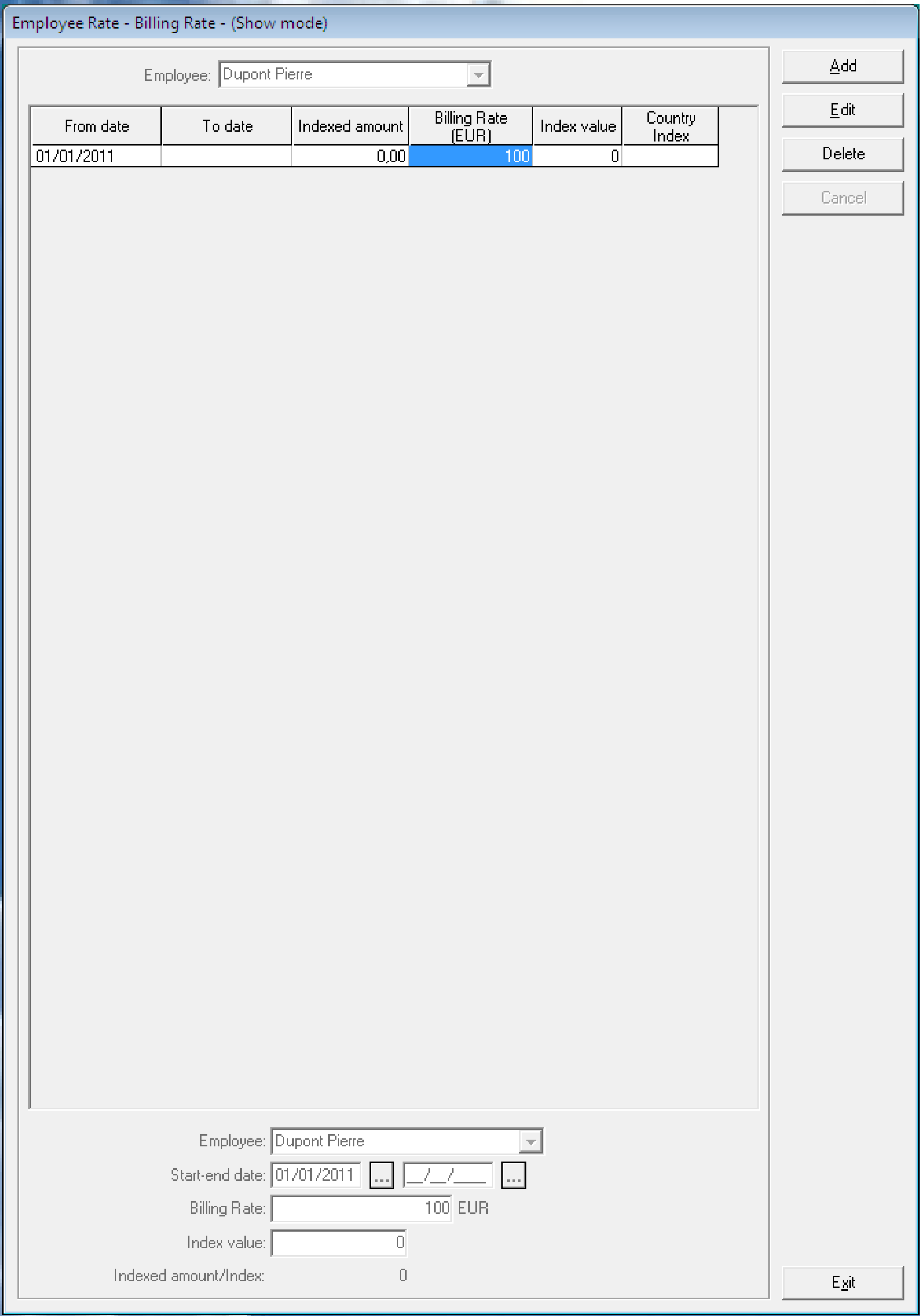
Button DIVISION:
Allows to assign employee to a division



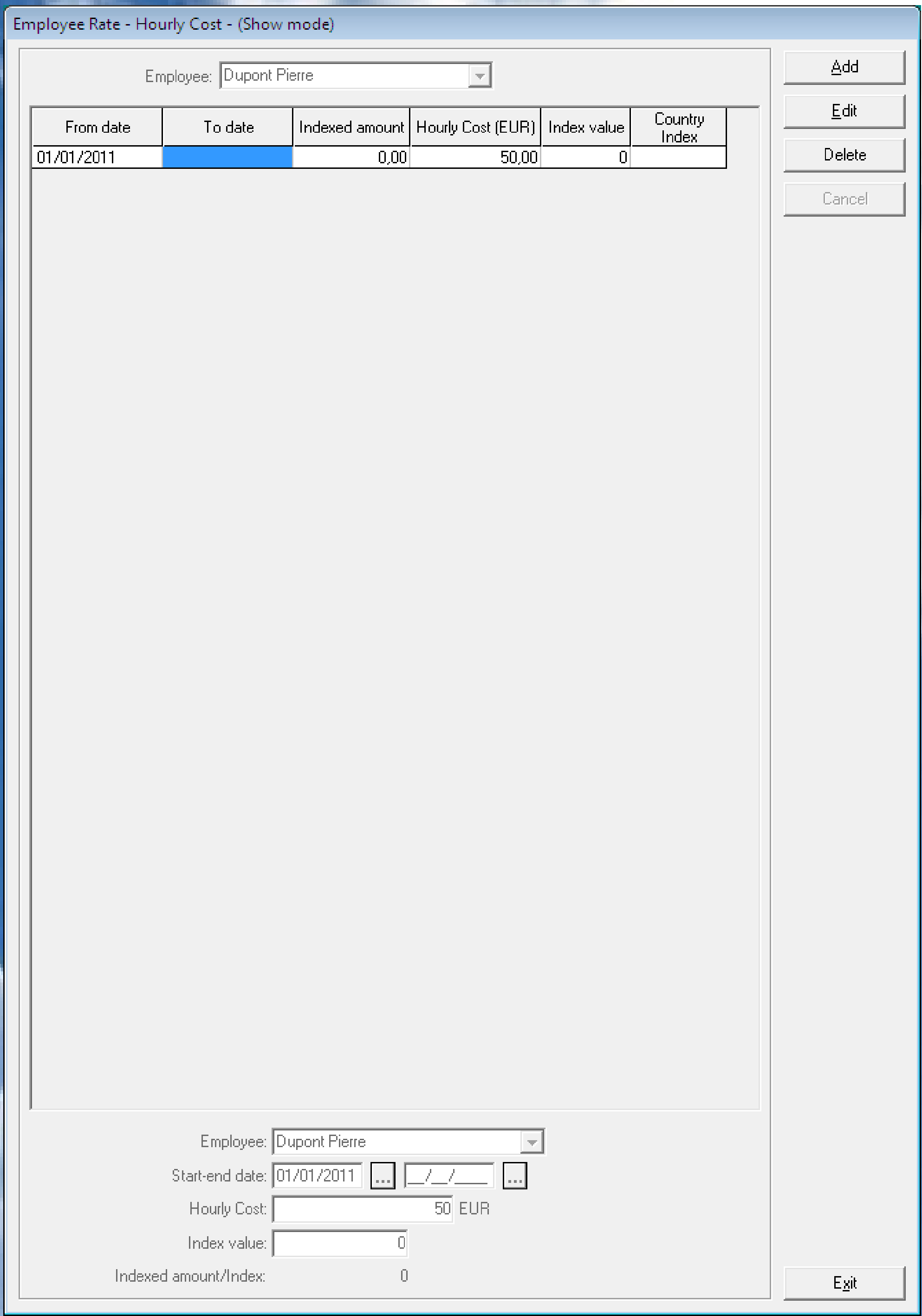
Button EMPLOYMENT RATE:
Allows defining the employment rate of an employee



Button BILLING RATE:
Allows to define employee billing rate used for timereporting (other rates can be defined – see Timereporting Module)

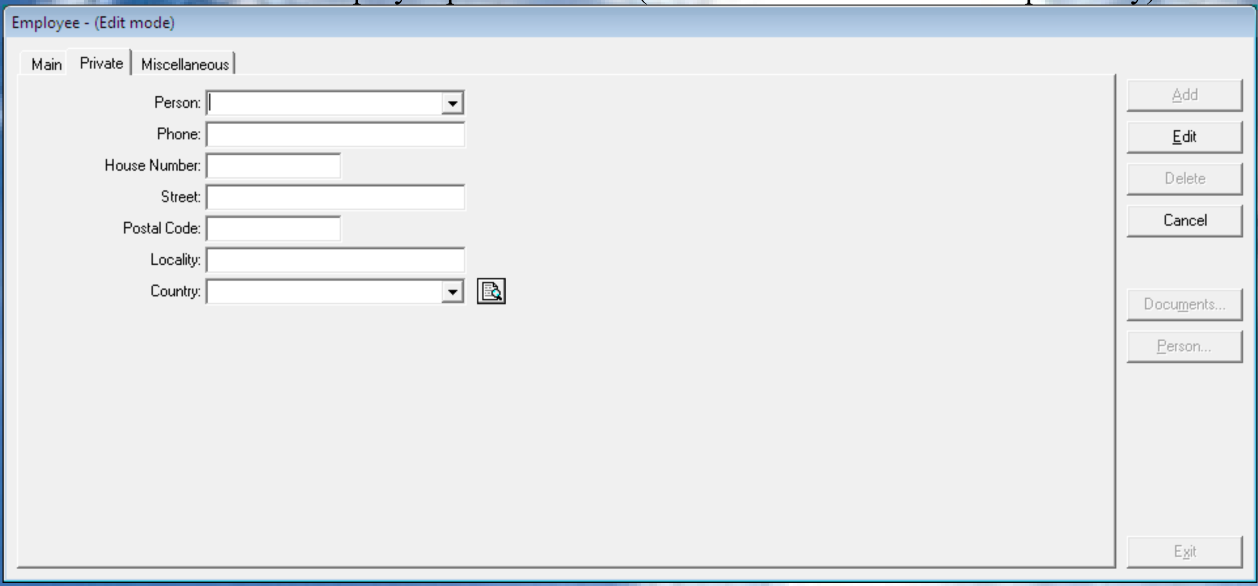


Button HOURLY COST:
Allows defining employee cost rate used for timereporting in order to value the job ledgers at cost.

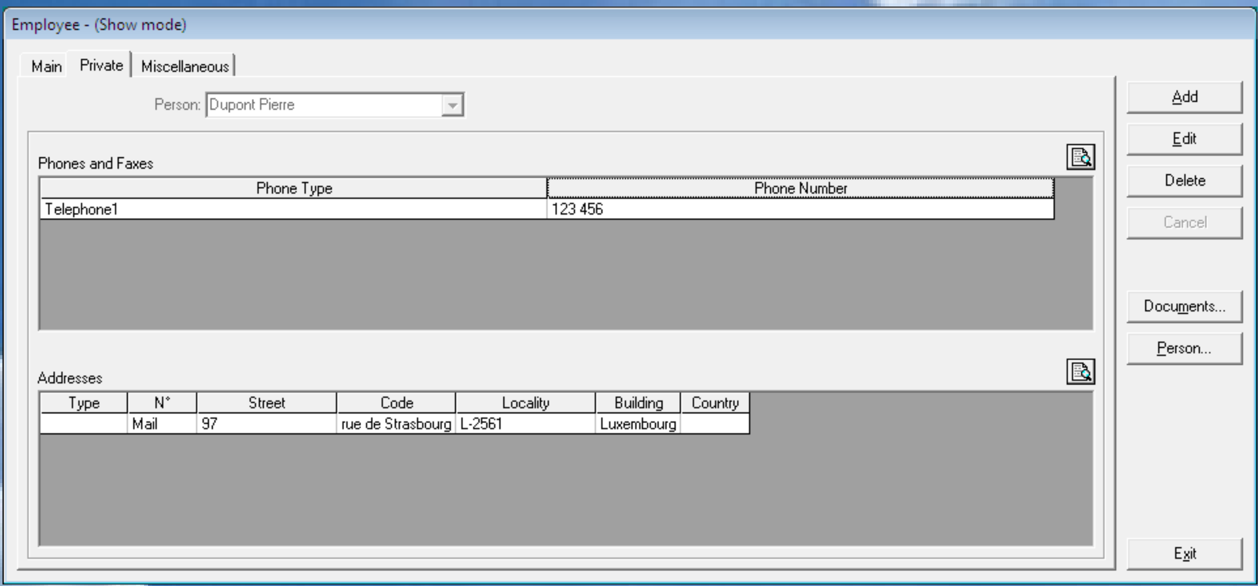


EMPLOYEE – TAB PRIVATE

This tab is used to store employee phone address (field on the screen are self-explanatory).



If an employee exist as a person, the information from the data sheet will be automatically displayed when the user select the corresponding person.



EMPLOYEE – TAB MISCELLANEOUS

This mask allows storing miscellaneous information related to the employee

- PASSPORT NUMBER
- IDENTITY CARD NUMBER
- SOCIAL SECURITY
- CIVIL STATUS
- CONTRACT TYPE
- GROSS SALARY
- TAX CLASS
- LAST SALARY REVISION
- BANK ACCOUNT
- CAR PLATE NUMBER