

Document Register



InterAcct
SOFTWARE PTY LTD

The InterAcct Software package has a number of Document Registers.

These 'documents' could be associated with –

- Jobs
- Clients
- Employee
- Products
- Suppliers

A (so called) document could be a link to a file contained on your Computer Network –

- Photos
- Drawings
- MS-Word documents
- Pdf files
- MS-Excel spreadsheets
- Etc.

The InterAcct Main Menu has a search function on the centralised Document Register.

InterAcct Demo - [INTERACCT MAIN MENU - display]

File Record Edit View Go Advanced Menu Graph Design Help

Licenced Owner * INTERACCT SOFTWARE PTY LTD * LICENCE# T1000

Date Fri 30-Jun-1995
Time 11:12:27

Company Names Phone Numbers Work Schedules Reminders Manuals System Design

Surnames Email Addresses Task Schedules Diary Alerts Videos

First Names By Post Code Quote Register Document Register Exit InterAcct

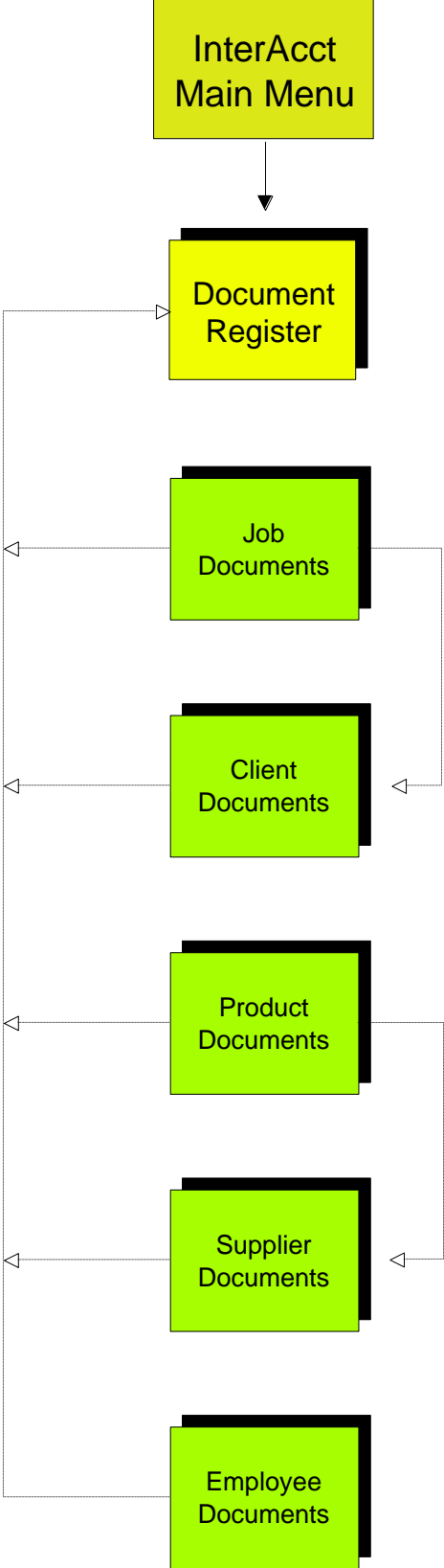
Menu

1. Getting Started Menu
2. Business Names
3. Enquiries/Jobs
4. Quick Quotes/Invoices
5. A/cs Payable
6. A/cs Receivable
7. Accounting
8. General Ledger
9. Payroll
10. Products/Materials
11. Import Costing
12. Jobs Menu
13. Service/Maintenance
14. Kit Conversion Menu
15. Management

Form help Field help Reports Contact-Us Suburbs Training Quick-Start Getting Started

Welcome to the InterAcct Software - Main Menu

Flow Chart – Document Register



Document Search

The screenshot shows the 'InterAcct Demo - [DOCUMENTS DATABASE - search]' window. It features a menu bar with 'File', 'Record', 'Edit', 'View', 'Go', 'Advanced', 'Menu', 'Graph', 'Design', and 'Help'. Below the menu is a toolbar with various icons including a plus sign, minus sign, back, forward, up, down, home, printer, document, magnifying glass, storage, monitor, gear, and mobile phone. The main area contains a search form with a pink header 'Search for ...'. The form lists the following fields: Document, Job No, Subject Matter/Title, Doc Date, Location, Author, Doc Reference, Name Id, Business Name, Description, Employee, Product Id, Supplier Id, and Comments. Each field has a corresponding input box with a search icon. To the right of the form are two buttons: 'Power Search' and 'Start Search'. Below the form, there is a note: 'Normally press ENTER to see a list of records. To search, refer help below. To add new record, press ADD button'. At the bottom, there are four tabs: 'Form help', 'Field help', 'Search help', and 'How to search'. The 'Form help' tab is active, showing the text: '1. RAPID SEARCH:- Type first few letters of the first field, ENTER'.

The central Document Register allows you to search by any of the fields shown –

- Document Name (as stored on your computer network)
- Job Number (if applicable) – menu link to Job Details
- Subject Matter – ‘wild card’ on any text in this field
- Location (if applicable) – where a printed document is stored
- Name (if applicable) – normally the Client or Prospect associated
- Product/Supplier (if applicable) – menu link to their databases

Document Input (examples)

InterAcct Demo - [DOCUMENTS DATABASE - adding a new record]

File Record Edit View Go Advanced Menu Graph Design Help

Document
Job No
Subject Matter/Title

Doc Date
Author
Doc Reference

Name Id
Business Name

Comments

Description

Location
Product Id
Supplier Id
Employee

File Picker

Look in: My Documents

My Recent Documents
Desktop
My Documents
My Computer
3½ Floppy (A:)
Local Disk (C:)
New volume (D:)
data on 'data\data' (I:)
osborne on 'Data\Data' (O:)
Setup on 'Data\Data' (S:)
tplest2 on 'Data\Data\Master' (T:)
client on 'Data\Data' (X:)
C on 'Clivenew' (Z:)
Nero Scout
My Network Places
desktop
Files

Training Schedule.doc
travel-thailand.doc
uke-CHORDS tiptoe
uke-chords.doc
Untitled.rwz
vehicle_or_boat_agr
Videos.doc
Walk-Friday 8th April
water-store.xls
Weir Services Austr
Welding Sales Pty Lt
Why_InterAcct.ppt
Wild Thing.doc

File name:
Files of type:

Open Cancel

InterAcct Demo - [EMPLOYEES - display]

File Record Edit View Go Advanced Menu Graph Design Help

Code: FRED.S
Title: Mr
Surname: Simpkins
Title: Foreman

1st Name: Fred
Preferred: Fred
Type?: S
Timesheets?: Y

Birth Date: 10-Oct-1975
Age: 34.7
Archive?: N

Paid Hr \$: 22.00
O/Head \$: 13.00
Cost Hr \$: 35.00

Charge \$: 75.00
1.5 Chg \$: 95.00
2.0 Chg \$: 115.00

Mobile: 0412 445 667
Home Ph: 9939 6655
Direct:
Extn: 202
Fax No:

Type: L/HAND
Group: FACTORY
Pay Method: EFT

Address: 2/39 Kendall Place
Suburb: BROOKVALE
State: NSW 2100 Australia

Comments:
Next of Kin: WIFE : BETTY

Display As

Types
Groups
Map
Dir

Menu

1. Calculate Employee Cost
2. Employee Enquiries
3. Employee Banking Details
4. Payroll Employee File
5. Employee Addresses
6. Input : Notes on Employee
7. Input : Qualifications
8. Email Signature

DOCUMENTS DATABASE list , Fred Simpkins

File Record Edit View Go Advanced Graph Design Help

	Subject Matter/Title	Doc Date	Author	Doc Reference	Comments
1	Letter of Appointment - Fred	4-Mar-08	Peter Johns	LOA-FRED-S	