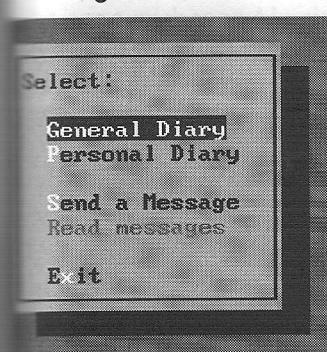


Diary, Forward Booking & Messages



- The general diary - open to all with access rights
- A personal diary - restricted access to each individual
- Send a message to any other user or all users
- Read any messages

DiARY

Both diary options operate in the same manner - the difference is that the personal diary is available only to the individual user, and cannot be accessed by others.

When selecting a diary, the opening view will be that of the current date. The quantity of entries for each day will appear as a number under the appropriate day until they have been marked as having been dealt with (shown as faded text). Entries with a + at the right hand side of the diary list signify that that entry has additional details notes.

Forward booking entries will be coded either with *O (outgoing) or *I (incoming).

To review further details, to add an entry, or to edit an existing entry press *Enter*. All entries for that day will then be listed. As you move through the list any further details will appear.

Edit existing entry.

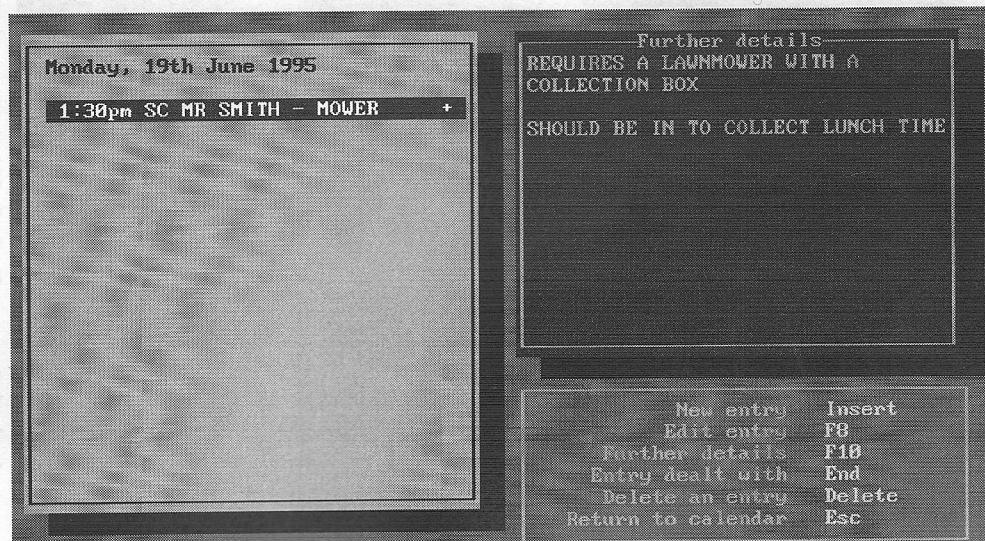
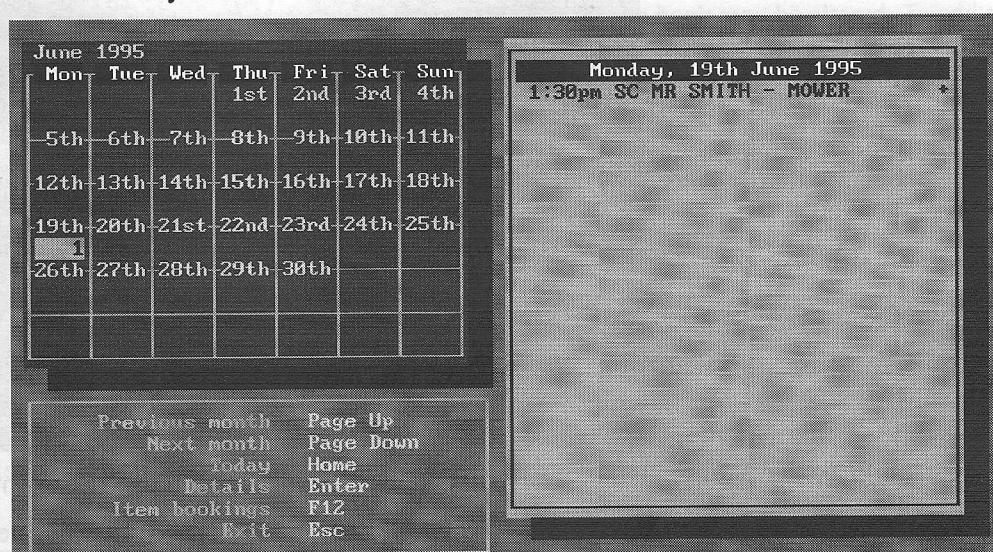
Insert to access further details.

Insert to access the forward booking facility (general diary only).

Insert to add a new entry.

Delete to remove an entry.

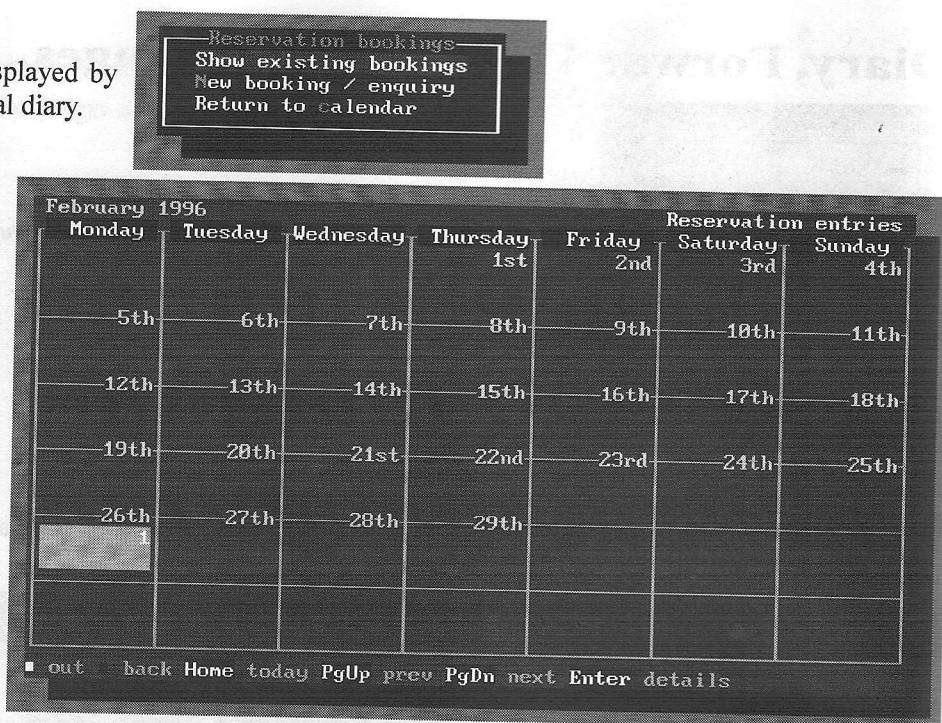
Edit to mark an entry as having been dealt with.



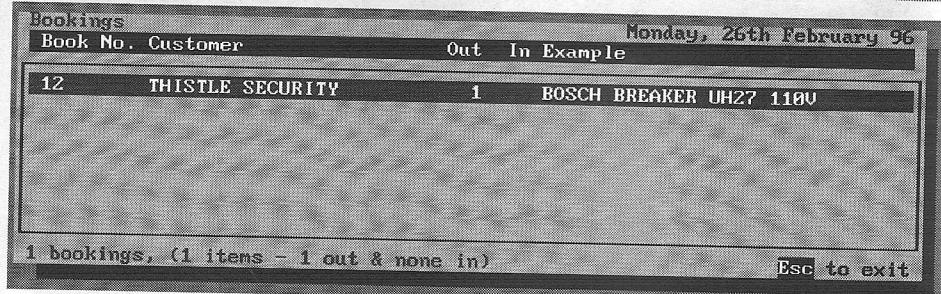
FORWARD BOOKING

The booking options are displayed by selecting *F12* from the general diary.

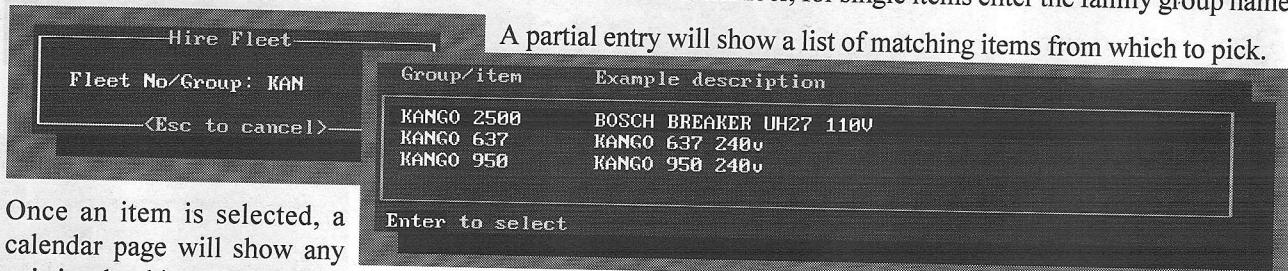
Show existing bookings reveals bookings taken. The quantity of bookings due out appears in white, and items due back in black.



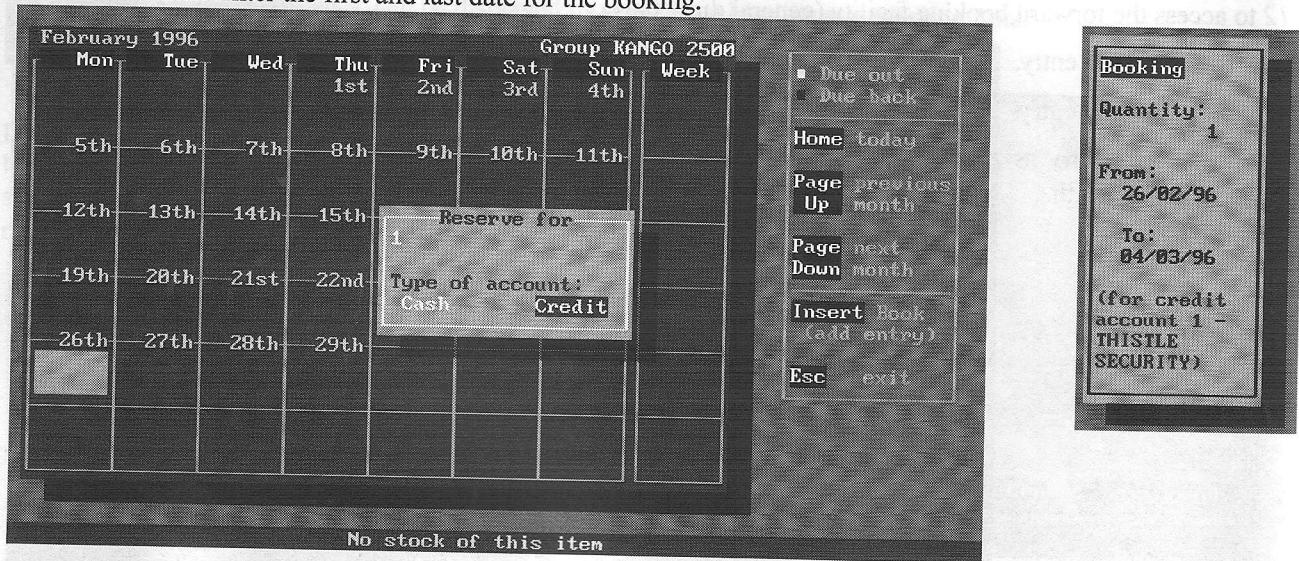
Pressing *Enter* on any date shows bookings for that date.



To add a new booking, for a multiple or kit item enter the fleet number, for single items enter the family group name.



Once an item is selected, a calendar page will show any existing bookings for the month. To book an item for a particular customer, press the *Insert* key to record the customer details. Enter the first and last date for the booking.



Booking form will then be shown.

Items, such as an Aluminium Tower, prior to booking the status on individual components can be viewed by pressing *F10* from the main page. The commitment of component item may be altered by pressing *Enter*.

Monday, 26th February 96				BOOKED		
Total Fleet	Stock Now	Qty reqd	Description	Due Out	Due Out	Due Back
16	16	4	MAIN FRAMES			
6	6	2	BASE FRAMES			
6	6	2	GUARD RAILS			
11	11	3	STAIRWAYS			
10	10	3	PLATFORMS			
12	12	4	CASTORS/ADJ LEGS			
15	15	3	2.7M BRACES			
23	23	5	1.8M BRACES			
3	3	1	TOE BOARD SET			

Enter to load diary for highlighted item. Esc Exit.

Multi part item - required components			
Description	Stock	---Due---	Book
	Now	Out	Back
MAIN FRAMES	16	0	4
BASE FRAMES	6	0	2
GUARD RAILS	6	0	2
STAIRWAYS	11	0	3
PLATFORMS	10	0	3
CASTORS/ADJ LEGS	12	0	4
2.7M BRACES	15	0	3
1.8M BRACES	23	0	5
TOE BOARD SET	3	0	1

quantities Insert Reserve Esc abandon

To book kit items press *Insert*, all required components will be displayed and the quantity to book may be altered. To add to the booking list press the *Insert* key once more.

Booking form will show all further entries may be required.

Allows a site address, order number and ordered by details to be added.

For cash customers, *F9* will start the recording of any amount that may be paid in advance.

Pressing the *End* key will save the entry and the booking may be printed.

Pressing *Esc* will cancel the booking.

Bookings are added to the diary together with details of the booking, i.e. the person who made the booking and the date the booking was made.

Bookings can be set as priority entries and added to the diary, using *F12* the entry can be edited, printed or contract partially deleted.

Customer	Delivery address-F10		
THISTLE SECURITY THISTLE HOUSE 27/35 THISTLE ROAD LONDON SW38 5JT 9898 123456			
Booking No 13	Order No		
Qty Description	Ordered by		
1 ALUMINIUM TOWER 21'	AL21	From	To
4 MAIN FRAMES	A/MAIN	26/02/96	04/03/96
2 BASE FRAMES	A/BASE	26/02/96	04/03/96
2 GUARD RAILS	A/GUARD	26/02/96	04/03/96
3 STAIRWAYS	A/STAIR	26/02/96	04/03/96
3 PLATFORMS	A/PLAT	26/02/96	04/03/96
4 CASTORS/ADJ LEGS	A/CAST	26/02/96	04/03/96
3 2.7M BRACES	A/2.7	26/02/96	04/03/96

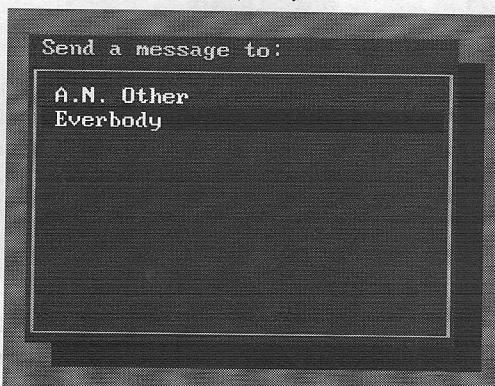
Delete Remove a line Insert Add a line End Booking complete Esc Cancel

Monday, 26th February 1996	Further details
10:00am *0 THISTLE SECURITY	Booking 12 (by Anthony Pearce on 27/01/96) Account 1 (A/C) 9898 123456
	Site: THISTLE SECURITY, 135 LONG LANE, CHELSEA, LONDON, SE33
	1 BOSCH BREAKER UH27 110V (to 04/03/96 - 8 days)
	New entry F8 Edit entry F10 Further details End Entry dealt with F12 Booking reservations Esc Return to calendar

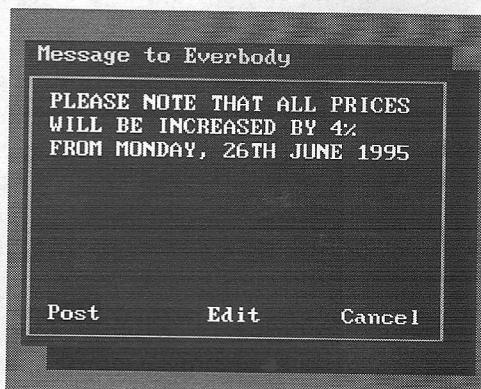
MESSAGES

Messages can be sent to any other user of the system, provided that the user to whom the message is addressed has access rights to the *Diary & Messages* section.

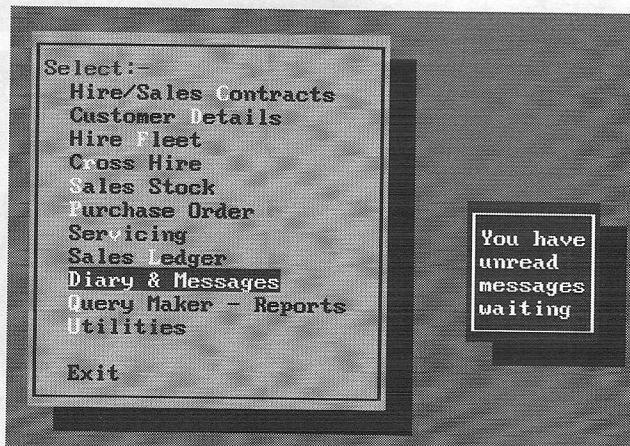
To send a message select from the list *Send a message to:* either an individual name, or, if the message directed at all other users, *Everybody*.



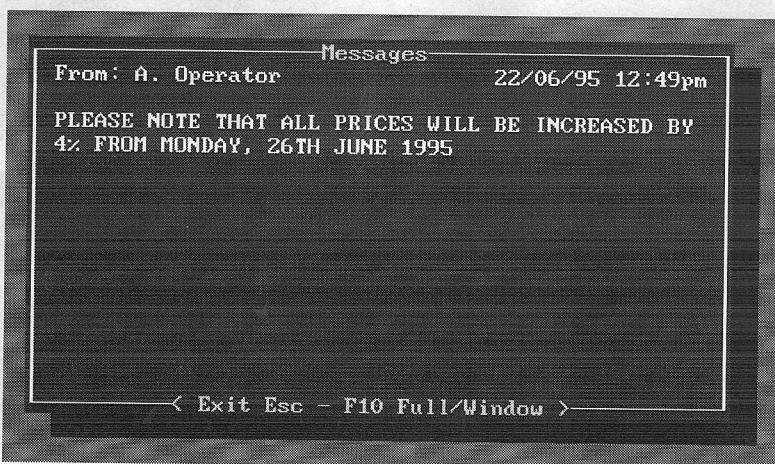
Enter the message, then confirm that it is to be sent by selecting *Post*.



Next time the recipient of the message returns to the main menu, they will be notified that there is a message waiting for them.



Messages, once read can either be retained or deleted.



Any new messages will be added at the top of the list