

## Getting started...

NOTE: *Hiredesk* requires a minimum of 4MB of RAM and the line FILES=180 (or greater) in your DOS CONFIG.SYS file. If you need to change your CONFIG.SYS file your computer will need to be restarted before you can run *Hiredesk*.

### INSTALLATION INSTRUCTIONS:

(Assuming loading onto hard disk drive C sub-directory Hiredesk from floppy drive A)

*Hiredesk* is supplied on 2 floppy disks, in a compressed format.

- 1) Insert the disk labelled Installation Disk 2 into your disk drive
- 2) Type A:INSTALL from the DOS prompt.
- 3) You will be prompted to swap disks as the installation process continues.

To access the system, type HIRE at the DOS prompt - the programme will then load.

Both the initial password and a user ID are set to HIRE.

On starting the system you will be required to enter default nominal codes for debtors, creditors, bank accounts, VAT, settlement discount and sales turnover analysis (hire, sale, labour etc.). The turnover codes will be used where no specific family group nominal code is defined (cross hire, labour, safety tests, damage waiver insurance and non-stock hire and sales entries).

If you wish to use a specific nominal code for each family group (both hire and sale), the *Nominal codes* setting within the *Additional preferences* section of *Default settings* should be set to *Select*, otherwise the default nominal code for all hire and sales will be applied.

Before using *Hiredesk* for the first time it is important to consider the following, and if possible enter data in the sequence suggested.

### HIRE FLEET

#### *Family group names*

Although family group names can be changed at any time, it is better to get them right from the start.

All fleet items can be charged out either by a family group rate or a rate for that item only.

It is usual for all *Single* type items (usually items with their own unique fleet number) of a similar type, and that are charged at the same rate to be grouped together in the same family.

*Multiple* items can be grouped together either by exact type or by a wider grouping.

Take scaffold boards for example, a group could be set up for each size of board or a single group created to encompass all boards. Your choice will depend on how detailed your analysis of revenue needs to be.

#### *Accessory group names*

Where accessories are unique to a particular family group, the accessory group is usually given the same name as that family group. Where an accessory group can cover a wide range of family groups then a more general name is used.

If you intend to offer a range of hire discounts depending on the family group, *Hire discounts* in the *Additional preferences* section of *Default settings* within *Utilities* should be set to *Multiple*. Discount group names will then need to be defined before they can be allocated to family groups.

# Data should be input in the following sequence:

## UTILITIES

*Terminal details* Set password to the system, determine display and printer settings.

*User details* Enter details on users and their respective level of access rights.

*Form messages* Enter the messages required for your forms.

*Default settings* Set as required for your company. Press *F10* to define VAT codes - please note the following 3 codes should be used *T1* for the standard tax rate, *T9* for tax exempt transactions and *T0* for zero rated. These are already set to the current VAT percentages (*T3* has also been set to 8%). Access *Additional preferences* by holding down the *shift* key then press *F10* and set as desired.

## SALES STOCK

- 1) Enter sales stock family group names
- 2) Enter descriptions for sales discount bands (required only if you propose to offer fixed discounts to customers on items from your sales stock).
- 3) Enter nominal code for each group. (Only if *Nominal codes* setting within *Additional preferences* is set to *Select*). Any groups where nominal code is not specified will use the default sales nominal code.
- 4) Enter sales stock items - including consumable items that you wish to be offered as sales or resharpening accessories.

NOTE: Resharpening items MUST begin with the stock code "RR" - do not start any other type of stock code with these letters.

## HIRE FLEET

- 1) Enter hire fleet family group names and charging bands.
- 2) Enter hire fleet items.  
NOTE: For kit items (e.g. an aluminium tower) the components must be entered as multiple type items before they can be included in a kit.
- 3) Enter and assign accessory group items to family groups.
- 4) If required specify a discount group. (If the *Hire discount* setting within *Additional preferences* is set to *Multiple*).
- 5) Enter nominal code for group items. (Available only if *Nominal codes* setting within *Additional preferences* is set to *Select*). Any groups where a nominal code is not specified will use the default hire nominal code.

## CUSTOMER DETAILS

Account numbers are indexed alphabetically, but please be aware that this means that only alpha-numeric account numbers of the same length will appear together (e.g. A1, A2, B1, Y2, Z2 would precede A01, A02). All numeric only account numbers are listed in sequence irrespective of length.

Cash customer accounts are automatically assigned a numeric account number, and are normally added whilst preparing a *Hire/Sale Contract*.



### HIRE FLEET

#### Single items

Bal	Description	Fleet No.
1	BOSCH BREAKER UH27 ASP 1	
1	3.3 KVA TRANSFORMER ASP 2	
1	2.5 KVA GENERATOR ASP 3	
1	ORBITAL SANDER ASP 4	
1	3KVA TRANSFORMER ASP 5	
1	PAINT STRIPPER ASP 6	
1	PALM SANDER 240V ASP 7	
1	HILTI TE14 DRILL 110V ASP 8	
1	HILTI TE24 110V DRILL ASP 9	
1	HILTI TE74 110V ASP 10	
1	CARTRIDGE NAIL GUN ASP 11	
1	POWER SCRAPER 110V ASP 12	
1	CIRCULAR SAW 7" ASP 13	
1	2.25 KVA TRANSFORMER ASP 14	
1	3.3KVA TRANSFORMER ASP 15	
1	BELT SANDER 240V ASP 16	
1	1.5KVA TRANSFORMER ASP 17	
1	3KVA TRANSFORMER ASP 18	
1	110V VACUUM CLEANER ASP 19	
1	WALLPAPER STEAMER ASP 21	
1	ANGLE GRINDER 9" 110V ASP 22	
1	ANGLE GRINDER 4" ASP 23	
1	240V 7" GRINDER ASP 24	
1	KANGO 950 240v ASP 25	
1	KANGO 637 240v ASP 26	

#### Multiple items

Bal	Total	Description	Fleet No.
10	10	TRESTLES - 12'	12TRES
10	10	ACROWS - No 1 c/w pin	1ACROW
10	10	STAGINGS - 10'	10STAG
10	10	SCAFFOLD BOARDS - 8' 8BOARD	
11	12	STAIRWAYS A/STAIR	
3	4	TOE BOARD SET A/TOE	
10	12	PLATFORMS A/PLAT	
6	6	GUARD RAILS A/GUARD	
6	6	BASE FRAMES A/BASE	
16	16	MAIN FRAMES A/MAIN	
23	33	1.8M BRACES A/1.8	
15	26	2.7M BRACES A/2.7	
10	12	STABALISERS A/STAB	
12	12	CASTORS/ADJ LEGS A/CAST	

#### Kit Header - Component item

ALUMINIUM TOWER 21' AL21

#### Components in Kit item

4	A/MAIN	3	A/PLAT
2	A/BASE	4	A/CAST
2	A/GUARD	3	A/2.7
3	A/STAIR	5	A/1.8
3	A/PLAT	1	A/TOE

### ACCESSORIES & SAFETY ITEMS

#### - LINKED TO HIRE FLEET

Heavy Breaker	WM	1	Grinder 9"	WGS	1
	WGS	1		R9SC	2
	RR2500PC	1		R9MC	2
	WEP	1		WEP	1
				WRG	1
Medium Breaker	WEP	1	Grinder 7"	WGS	1
	WRG	1		R7SC	2
	WGS	1		R7MC	2
	WM	1		WEP	1
	RR950PC	3		WRG	1
	RR950B	2	Grinder 4"	WGS	1
				R4SC	2
Light Breaker	WGS	1		R4MC	2
	RR637PC	5		WEP	1
	RR637PC	2		WRG	1
	WRG	1			
	WM	1	PP Kit	WRG	1
				WGS	1
				WEP	1
SDS Drill	L5	3		WM	1
	L6	3			
	WGS	1			
	WRG	1			
	WEP	1			
	WM	1			

### CROSS HIRED ITEMS

On order no RH\_C1 - Hired on 26/2/95

Total	Out	Idle	Description
1	1	0	D12 LADDER
10	0	10	12' ALUMINIUM TRESTLES

### CUSTOMERS

#### Credit Account Customers

A/C	Name
1	THISTLE SECURITY
2	THE FIRE PROTECTION CO
3	DAVIS BUILDING & DEVELOPMENT
4	FELTON CONSTRUCTION

#### Cash Account Customers

A/C	Name
1	MR FAVERLEY
2	HAWSONS DRY CLEANERS
3	MR T. WAYMAN
4	MR WALKER

## SALES STOCK

### Sanding Belts

Bal	Description	Stock Code
200	80G	R80B
200	50G	R50B
200	40G	R40B

### Cutting Discs

18	4" Metal	R4MC
20	7" Metal	R7MC
18	9" Metal	R9MC
18	4" Stone	R4SC
20	7" Stone	R7SC
18	9" Stone	R9SC

### HSS Drill Bits

190	1/64	K164
200	1/32	K132
200	3/64	K364
190	1/16	K116
190	5/64	K564
190	3/32	K332
200	1/8	K18
200	9/64	K964
200	5/32	K532
200	1/4	K14
200	3/8	K38
200	1/2	K12

### SDS+ Drill Bits

20	5mm x 100mm	L5
20	5mm x 150mm	L5A
20	5.5mm x 100mm	L55
20	5.5mm x 150mm	L55A
20	6mm x 100mm	L6
20	6mm x 150mm	L6A
20	6.5mm x 100mm	L65
20	6.5mm x 150mm	L65A
20	7mm x 100mm	L7
20	7mm x 150mm	L7A
20	7mm x 230mm	L7B
20	8mm x 100mm	L8
20	8mm x 150mm	L8A
20	8mm x 230mm	L8B
20	8mm x 460mm	L8D
20	10mm x 100mm	L10
20	10mm x 150mm	L10A
20	10mm x 230mm	L10B
20	10mm x 300mm	L10C
20	10mm x 460mm	L10D
20	10mm x 600mm	L10E
20	10mm x 1000mm	L10F
20	12mm x 150mm	L12A
20	12mm x 230mm	L12B
20	12mm x 300mm	L12C
20	12mm x 460mm	L12D
20	12mm x 600mm	L12E
20	12mm x 1000mm	L12F
20	13mm x 150mm	L13A

### R/P Drill Bits

Bal.	Description	Stock Code
20	5mm x Std	H5
20	5mm x 160mm	H5A
20	5mm x 400mm	H5D
20	5.5mm x Std.	H55
20	5.5mm x 160mm	H55A
20	6mm x Std.	H6
20	6mm x 160mm	H6A
20	6mm x 300mm	H6C
20	6mm x 400mm	H6D
20	6mm x 600mm	H6E
20	6.5mm x Std.	H65
20	6.5mm x 160mm	H65A
20	6.5mm x 300mm	H65C
20	6.5mm x 400mm	H65D
20	6.5mm x 600mm	H65E
20	10mm x Std.	H10
20	10mm x 160mm	H10A
20	10mm x 200mm	H10B
20	10mm x 300mm	H10C
20	10mm x 400mm	H10D
20	10mm x 600mm	H10E
20	10mm x 1000mm	H10F

### Screws

20000	Supa 8x1/2 C/Sk	BS812
20000	Supa 8x5/8 C/Sk	BS858
20000	Supa 8x3/4 C/Sk	BS834
20000	Supa 8x7/8 C/Sk	BS878
20000	Supa 8x1 C/Sk	BS81
20000	Supa 8x1 1/4 C/Sk	BS8114
20000	Supa 8x1 1/2	BS8112
20000	Supa 8x1 3/4	BS8134
20000	Supa 8x2	BS82
20000	Supa 8x2 1/4	BS8214
20000	Supa 8x2 1/2	BS8212
20000	Supa 8x3 C/Sk	BS83

### Safety Equipment

14	Ear Plugs [Pair] 110DbWEP	
16	Rigger Gloves	WRG
15	High Impact Goggles	WGS
15	Mask BS6016 Type 2	WM

### Resharpening

20	Light Points/Chisels	RR637PC
20	Light Bolsters	RR637B
20	Medium Points/Chisels	RR950PC
20	Medium Bolsters	RR950B
19	Heavy Points/Chisels	RR2500PC
20	Cross/Rip Blade 9"	RRRIP9
20	T.C.T. Blade 9"	RR9TCT
20	Cross/Rip Blade 10"	RR10RIP
20	T.C.T. Blade 10"	RR10TCT
20	Core Drill - 2"	RRCORES
20	Hammer Bit Large	RRHBTL
20	Hammer Bit Small	RRHBITS