Homeware Quick Referene Guide: 7/18/10

All Actions in this guide assume a starting point of the Main Menu.
All Bold items are the command buttons to click.

I. PROGRAM SETUP/ADMINISTRATIVE

NOTE: Quick Reference Guide is still in DRAFT status, check www.mymemberdata.com for updates

a) LOG IN:

The file that opens the program is **C:\Homeware\HW.mde**. Open this file to load the log on form.

NOTE: You can create a shortcut to this file on the desktop

The default **User ID** is: Admin, type this in the user id field and press enter on your keyboard.
The default **Password** is: Super, type this in the password field and press enter, the Main Menu will load.

NOTE: Neither the user ID or password is case sensitive

After Logging in you can also go to **Org Info/Program Setup**, then check the box to Enable Auto Log In, this will provide a button off to the side of the Log On form that you click to immediately open the program with full rights. This feature should ONLY be used with a Single User on a Single PC configuration.

At the Main Menu, Contacts should be added first, you can use the **Add Contact/Member** Button to add contacts or you can click **Businesses** to add your business contacts (If a member be sure to click the Member checkbox for that contact). You can close when adding businesses is complete and repeat with individuals by click the **Individuals** button. Note with individuals you can also affiliate them with the Businesses entered.

Once you have your contacts entered, you can move on to the Setup Checklist, form the Main Menu, click the Org/Program Setup located in the upper right

a) Setup:

Home Infrmationo; *enter the information for your Home*

- **Setup Checklist**
  - **Financial Ledgers**-*Enter information for each Bank/Investment Account*, **Close** when done.
  - **Account Setup**, *Enter Accounts Desired*. **Close** when done.
  - **Account Item Setup**, *Enter Accounts Items (Sub Accounts) Desired*. **Close** when done.
  - **Contact Categories**, *Enter Categories*, **Close** when done.
  - **Contact Setup**, *Enter Member Info (Last Invoiced Most critical)*, **Close** when done.
  - **Family/ User Setup**, *Enter Employees/Volunteers and user name*. **Close** when done.
  - **Inventory Setup**, *Enter Inventory info, Click Add New for 2nd, etc*. **Close** when done
- **Close** to return to the Main Menu.

b) Data Backup:

The most important file in the program is HWData.mdb, this file should be copied to another media such as a flash drive, external hard drive, another computer or you can zip and email to someone. All other files can be replaced with no loss of data. For a single User program the location of this file will be C:\Homeware folder.

On the log on form is also an automated backup program to zip and upload your data file to PSTcorp's secure ftp server. In a network environment with multiple users, all users MUST be logged out of the program prior to doing a backup. Click **Exit, Open Backup Data Utility**, then Click **Backup Now**.

NOTE: There is a small annual fee to activate this feature, For Clients who utilize the autoweb update feature, this is included in that fee. Visit www.mymemberdata.com for current pricing.

c) Finance/Admin/Support: (See Finance Section for those procedures)

Administration, *A definition for each command is presented here*

Change Log-*Enter information for each Design Change completed for the program (User Changes)*
Family Members, *for add/edit family program users, set security, log training classes.*

Maintain Contact Categories, *Define Categories for assignment to Contacts.*
Maintain Your Classification, *User defined for assignment to Contacts*
Maintain Communication Categories, *User defined to assign to Contact Communication Log*

d) Inventory/Locations

1) Add:

Inventory
Add New, *Enter the data for the inventory item*
Close *to return to the inventory screen list*
Close *to return to the Main Menu*

2) Edit:

Inventory, *Find and Select the inventory item desired*
Item Detail, *Edit the information desired (Or double click the description)*
Close *to return to the inventory screen list*
Close *to return to the Main Menu*

3) Find

NOTES: *Primary and Secondary Keywords can be assigned to inventory items to aid in finding them on the master inventory list. A primary keyword may be battery with a secondary keyword of 9 volt.*

Inventory, Select a Primary Keyword, all matching records are displayed,
Select a Secondary Keyword (Associated with Primary) and the list can be further limited
Item Detail, *Edit the information desired*
Close *to return to the inventory screen list*
Close *to return to the Main Menu*

e) Create/Assign PM task for Auto Task Generation:

To create a Preventive Maintenance Task that will automatically be created follow this procedure:

Tasks Manager, PM Master List, PM Master List Descriptions *(Top Right)*
Enter Type such as PM or Cal for Calibration, Enter a description but keep it General. For example, enter Change Oil. This PM can be shared by more than one vehicle or perhaps a Lawn Mower. Keep entering General PM descriptions until complete. You can always add new ones at any time.

Close, Close *to return to the Main Men, next we will assign the PM to Inventory*

Inventory/Locations.
Double Click the Inventory item that will be assigned a PM.
Click **Attach PM's/Cals** *in the lower left*
Select the PM from the Master PM list (now it should be clear why you keep descriptions general).
Once selected click **Attach to Inventory.**
Now enter estimated hours (Optional), Priority (Optional), Frequency in Days (MUST Enter) where this is how often should this be done or how often will a task be created. Date Last Done (MUST Enter) where this is the date it was last done. If you do not know, estimate when you want to do it next.
Last you have options for who does the work, the owner or a vendor, is the equipment or inventory item required to complete the PM and type a procedure that is unique for the relationship of this inventory item and the PM master description (For example, changing the filter on a lawn more is different than changing a filter on a pool).

NOTE*: you can also record up to 6 data points for this PM. Perhaps you have a PM for a pool where you want to record the temperature each time you clean the filter.*

Close, Close,Close *to return to the Inventory List and repeat for other items or Close to return to the Main Menu.*

f) Task Manager

1) Add Task:

Tasks Manager
Enter New Task, *Enter data related to the task, Note that you can:*

Assign a task to a board/committee
Repeat a task periodically; See Auto Create Tasks in the next section.

Close *to return to the task list*
Refresh Data *to see the task just created, select the task just created and click Task Detail/Data Entry.*
Close *to return to the Main Menu*

2) Auto Create Tasks

Tasks Manager
Create PM and Repeat Tasks Due, *This function will automatically create open tasks based on PM tasks and Repeat Tasks due within the next 30 days. They will appear on the open tasks list.*

3) Edit Task

Tasks Manager, *Find and select the task desired*
Task Detail/Data Entry, *Enter data related to the task*
Close *to return to the task list*
Close *to return to the Main Menu*

4) Complete Task:

Tasks Manager, *Find and select the task desired*
Task Detail/Data Entry, *Enter date closed, closed by and then set the closed checkbox to ON*
Close *to return to the task list*
Close *to return to the Main Menu*

Task Types, *Define the task type for assignment when creating new tasks*
Maintain Projects, *Add/Edit projects, can also be assigned to tasks.*

II. CONTACTS

a) Search/View/Edit:

Search, *Select a Category AND/OR enter a keyword*
Show Results, *Any matches to your criteria will then be displayed.*
Detail, *You may view or edit the information*

OR *For a General Search)*

Search, *then click* **General**, *Enter what you are looking for*
Show Results, *The Master Contact list will appear with any matching records. Matches will be found for Name, Address, City, State, Zip, Phone, and email*

For example, entering Sam will find any records that have Sam in any of the fields mentioned above including any names with Sam or any Streets or Cities with Sam.

b) Add New Contact:

Add New Contact, enter information and then **Close**

OR

Master Contact List
Quick Add, *Enter, Double Click the name to enter more data on the Contact Detail form or Close when done.*

c) Affiliate a contact with another contact or buisness:

Master Contact list, *Using Sort or Find (Cntrl-F), find and select the Individual Desired*
Details*, In the affiliated to field, select the business or member to add individual as a contact.*
Close *and* **Close** *to return to the main menu.*

d) Information Sheet:

After Finding and selecting a member or non-member you can view an information sheet

Information Sheet, *You may now print, email (Right Click and select* **Send To***) or fax (if you have a fax program setup as an alternate printer), click* **Close** *to return to the Main Menu***.**

OR *Following a Search*

Information Sheet
*Option to preview the Record Selected (***Single***) or* **All** *Matches Found*

III. FINANCE

a) Receive Income

1) From **Make Deposits**

Finance/Admin/Support
Make deposits; *Select the Register the Payment was applied to.*

Enter *the Source of Income, Account assignment, date paid, amount, payment type and check #/approval code*
Log another payment or click **Close** *to return to the Main Menu.*

OR

2) From **Log Income**

Log Income, Enter *the Source of Income date paid, amount, payment type and check #/ approval code*
Log another payment or click **Close** *to return to the Main Menu.*

NOTE: Payments received will appear in the Make Deposits (in option a above) form in Finance/Admin/Support

<u>b) Enter Bill</u>:

Finance,
Enter Bill, *Select Pay to Name, Reference # (i.e. their invoice #) then enter items and amounts.*
Close when done.

<u>NOTE</u>**:** *You may also enter bills and payments directly into the registers provided there are no split details to record. For example, you may enter the phone company bill directly into the register since the entire payment will be assigned to the telephone expense account. Check number should be set to print if you are utilizing the program to print your checks. An example of when not to use direct entry for bill payments would be a credit card since the money paid may be applied to more than one expense account and in this case the Enter Bill/Pay Bill functions should be used.*

<u>c) View/Edit/Delete Bill</u>:

3 ways:

1) From Ledger

Finance/Admin/Support
View Registers; *Select the Register the bill was paid from.*
Find and Select the transaction associated with the bill (use name or date it was issued)
To View, click **View Split Details,** *You can change the account item only. Click Close to return to the Register.*

To Delete, click **Void Transaction,** *Select* **Delete Bill Payment** *(The bill will revert back to a bill to be paid)* ***<u>OR</u>*** **Delete Entire Bill.** *Click* **Close** *to return to the Finance Menu.*

2) From Pay Bill

Finance/Admin/Support
Pay Bills, *Click in a field that you know identifies the bill (i.e. number, customer) and then use the A-Z sort or find functions of access to locate the bill.*

To Edit

Bill Detail, *Edit as desired. Click* **Close** *to return to Pay Bills form.*

To Delete

To Delete, click **Delete Bill.** *Click* **Close** *to return to the Finance Menu.*

3) From Enter Bill

Enter Bill, *Click in a field that you know identifies the bill (i.e. number, customer) and then use the A-Z sort or find functions of access to locate the invoice. Edit the bill as desired.*

NOTE**:** *To delete an item and not the entire bill, select the record selector box FOR THAT ITEM (square gray box to the left of the account). There will be an arrow in the box indicating the record is selected. Then click* **Delete Bill Item**

To Delete, click **Delete Bill.** *Click* **Close** *to return to the Finance Menu.*

d) Pay Bill:

Finance
Pay Bill; *Select the Register the bill was paid from*

NOTE**:** *If there are no bills to pay for this register, the program will provide a message there are no bills to pay, click* **OK.**

Click the Check Box labeled "Pay Bill". Note the program provides a balance of the register along with a sum of bills to pay. Checking pay bill automatically enters this bill into the register as a to print bill.
Close *to return to the Finance Menu*

e) Print Check(s):

2 ways:

1) From Print Check(s)

Finance/Admin/Support
Print Check(s), *Select the Register the bill was paid from*

NOTE**:** *If there are no checks to print for this register, the program will provide a message there are no bills to pay, click* **OK.**

The program provides you with the next check number to print, if incorrect enter the correct check number then click **Continue.**

Click the Check Box labeled "Print Check ONLY for those checks you want to print".
Click **Print Checks.**
Click **Close** *to return to the finance menu.*

***NOTE*: *Check numbers are automatically updated in the selected register. To delete a check to print, click the* **Delete Check to Print**. *The record will then return to the Pay Bills function and is removed from the register.*

2) From Registers

Finance/Admin/Support
View Registers; *Select the Register the bill was paid from*

Find and select the check number to print.
Click **Create Check**, *a check will load in preview form*
Click **Print**
Close *to return to the register*
Close *to return to the Finance Menu.*

f) Deposit Money:

Finance/Admin/Support
Make Deposits
Select the register to make deposits to, click **Continue**

Check the Deposit Checkbox to indicate this income will be deposited; repeat for each payment to be deposited.

***NOTE*: *Each time the deposit box is checked, it will update the amount to be deposited. This function groups the payments so the deposit in the register will match the bank statement for reconciling.*

If a payment was assigned to be deposited to the wrong register, you can also re-assign the register on this form. The last column is a selection box that you can use to re-assign the register for a payment.

Close *to return to the Finance Menu*

g) View Registers (Ledgers):

Finance/Admin/Support
View Registers; *Select the Register the bill was paid from*
Close *to return to the Finance Menu*

h) Reconcile Accounts:

***NOTE*: *Prior to Reconcile, note any interest income or bank service charges on the bank statement. Go to View Registers and enter 2 direct entry transactions, 1 credit for interest and 1 debit for bank service charges. These will appear in the reconcile form to be checked off as cleared.*

Finance/Admin/Support
Reconcile; *Select the Register the bill was paid from*
Enter the Period Ending Date and the Ending balance as provided on your bank statement

Check off all debits (checks) that appear on your statement including the entries made for interest and bank service charges.
Check off all deposits that appear on your statement

***NOTE*: *If there is a debit or credit on your bank statement not listed in the reconcile form, this MUST be resolved. Close out of reconcile and correct the missing transaction.*

If the register reconciles, the Difference Field at the bottom will be ZERO ($0.00), If not, resolve the discrepancy or let the program make an adjustment of this amount in the register.

Click **Reconcile**
Click **Continue***, a reconcile report will print.*

i) Create/View Budgets:

Finance/Admin/Support
Create/View Budgets
Create Budge, *enter a year for the budget, Actual expenditures will initially be ZERO for current and last year, these numbers will be updated by clicking* ***close****, then* **Budget Detail**.

***NOTE*:** *You may create several budgets for the same year by entering 2004A for one and 2004B for another. This can be an aid to comparing 2 or more budgets by adjusting numbers and having a tool to aid in the approval of a budget. Once approved all variations of the budget for that year may be deleted except the approved one.*

Enter comments and budget amounts for each income and expense account,
Click **Close** *to return to budget summaries form*
Close *to return to finance.*

IV. TEAMS And COMMITTEES

a) Create:

Administration
Teams and Committees, *Enter the name and other information for the board*
Close *to Return to the Main Menu*

b) Add Team / Committee Member:

Administration
Teams and Committees, *Find and Select the Board or Committee desired*
View/Add Members, *Select the name to add and enter other information as desired*
Close *to Return to the Board/Committee List*
Close *to return to the Main Menu*

NOTE*: If the name does not appear, you must add the person in the Master contacts list, be sure to set the contact type to Individual.*

V. CALENDAR OF EVENTS

a) Add:

Calendar of Events, *Enter the from and to dates, then a description of the event. If the description does not appear simply type a new one. You can also simply edit over and event that has passed. Also note the option to print a report at the top of the form*
Close *to Return to the Main Menu*

VI. SHOPPING LIST

a) Edit:

Shopping List, *Check the box if you need to buy that item, all items are sorted by category*

To filter the list by category, use the category selection box at the top, to restore the full list click the **Show all Categories** *button.*

Print Shopping List (Need) *to take to the store*

Close *to Return to the Main Menu*

a) Add:

Shopping List, Add New Item

Enter the Category (if not listed type a new one), enter the description and any notes desired.

Note: to delete an item, click the record selector to the left of the category and press delete on your keyboard, click yes to confirm the deleteion

Close *to Return to the Main Menu*

VII. MESSAGE BOARD

a) Add/Edit/Close:

Message Board, Add New Message, *The from box will default to the user signed in, select the To person (Only persons added during setup with a user name will appear). Type your message, Assign a priority.*

When the message has been read and/or completed, click the closed checkbox.

Note: The default is open messages, to view past closed message, click the **View Closed** *button*

Close *to Return to the Main Menu*

VIII. MEDIA/MANUALS LIST

a) Add/Edit:

Media/Manuals List, *Select Media Type, if not listed click the Maintain Media Type button at the top and scroll to bottom to add new record. Enter a Locator # you have chosen (Optional), Enter a description of the manual or media, Enter the revision number (Optional), Enter or select a location (Optional), last, you may assign this media/manual to an item in your inventory. An example would be a Recovery CD for a particular computer.*

Close *to Return to the Main Menu*

IX. REMINDERS

a) View:

Reminders, *this will show a report of unpaid bills and undeposited funds received*
Close *to Return to the Main Menu*

X. REPORTS/EXPORT/BROADCAST

<u>a) Reports</u>:

Reports
Master Report List, *Turn the Check ox to OFF for those reports you do not want*
Close *to return to the Reports Menu.*
Select the Report from the selection box based on the report type you want
Click ***Preview***
Close to return to the Reports Menu or Print to Print the report.

<u>NOTE</u>*: Several Reports are based on criteria you select, i.e. date ranges. Also more reports can be found in the Merge/Export/Preview function (Next Section).*

<u>NOTE</u>*: To Make use of the report builder, you must have a valid copy of MS Access, You cannot build your own reports if you are using the MS Access Runtime version*

<u>b) Merge/Export/Preview</u>:

<u>NOTE</u>*: This section contains many reports and functions; it also contains a list of files entered by the user that will open those files with a click of the mouse. The files can be Excel, word, PowerPoint, etc.*

Merge/Export/Preview, *say* **OK** *to the message about hyperlinks*

1) Select 1 of 15 options in the yellow box
2) Next select 1 of the following 6 options based on the selection done in Step 1:

Preview Report
Information Sheet
Mailing Labels
Broadcast email
Broadcast Fax
Export to Excel

<u>NOTES</u>*: It is recommended to Preview a report after your selection in step one to screen the data and make sure it is what you want*

When selecting the Publishing Directory Option in Step 1, this also creates an Access file on your local drive that can be used to link to your website for easy updating of member information.

Exporting to Excel will open the exported file in Excel.

The next 2 sections will outline Broadcast email and Fax

<u>c) Broadcast email/fax</u>

When selecting Broadcast email or fax, a table is created called tblBroadcast. This is the table to merge word documents to and then use the merge to email function within MS Word. The tblBroadcast file contains the email and fax number for those individuals selected in step one of Merge/Export/Preview (Previous Section)

WinFax 10.0 or greater is required for broadcast Fax and must be setup by creating a phonebook in win fax that is linked to tblBroadcast.

Product Code: Homeware

Homeware user materials were designed for *Homeware* software running on an IBM compatible personal computer with Microsoft Access 2000, 2002 (XP), 2003 or 2007. The software was designed to run standalone or in a multiple user configuration on a network.

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