GETTING STARTED with Eazy Contracting

Before you can start “Working” with Eazy Contracting there are a few important items that need to be set-up and configured. (These items are all accessed from the “Admin” menu item.)

1. **Company Details**

   Here is where you capture details relating to your company. Your logo can be uploaded from the “Logo Tab”.

2. **Users**

   Every person that will be using Eazy Contracting needs to be captured. The users’ email address is what is used to logon - they have to be unique.

3. **Labour Rates**

   Your standard “Charge Out” labour rate. One rate is “Required”, more than one are optional.

4. **Travel Rates**

   Your standard “Charge Out” travel rate. One rate is “Required”, more than one are optional.

5. **Client Groups**

   Clients are “Grouped” according Labour Rate, Travel Rate, Region, Post Warranty, Mark Up %, etc. One Client Group is “Required”.

6. **Clients**

   All Clients that you will be working with need to be added.

7. **Suppliers**

   All Suppliers that you will be purchasing inventory from need to be added.

8. **Cost Categories**

   A list of “Cost Categories” that Inventory items will be grouped together with. (These are used for reporting.) At least one Cost Category is “Required”.

9. **Expense Accounts**

   A list of “Expense Accounts” that Inventory Items may be ordered against.
   (Eg. Consumables, Stationary, etc.)

10. **Sub-Stores / Vehicles**

    A list of Sub-Stores / Vehicles that will be used to issue Inventory Items to Team Leaders.