

# **User's Guide Addendum for Professional 7.0 Release 3 Features**

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## **Welcome to Professional 7.0 Release 3.**

This Addendum consolidates the new features for easy reference for existing Design Manager Users. Please read the Addendum in its entirety, and then keep the document with the manual for future reference. All of the new features in the Professional 7.0 (Release 3) are described in the Design Manager Help system as well. If you purchased QuickQuote, please see the QuickQuote for Design Manager User's Guide for more information about the QuickQuote operation.

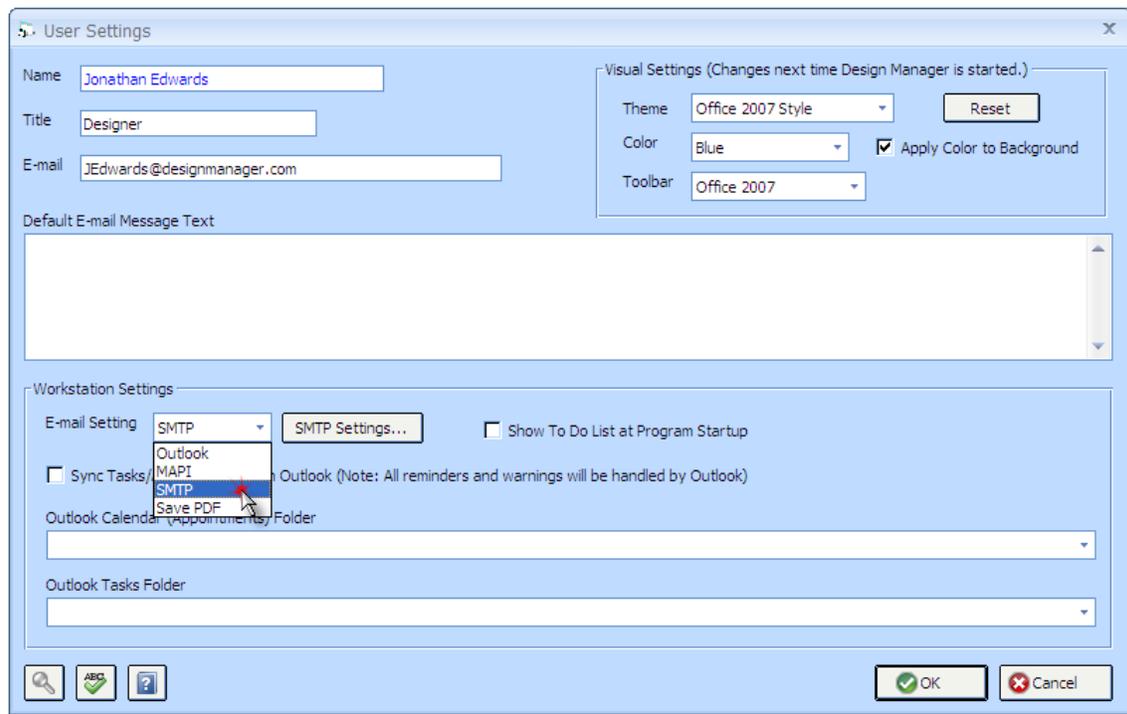
## New E-mail Functionality

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Design Manager includes new options for sending E-mails to your vendors and clients. This includes the ability to directly send mail through an SMTP account such as hotmail, gmail, etc.

### Setting up the E-mail Sending Method

The way that Design Manager will send E-mail can be setup for each individual user of Design Manager (each user can send E-mail using a different method). To set the method, choose File from the menus across the top and then User Settings.



The E-mail Settings menu determines what type of E-mail interface the computer will utilize. Design Manager recommends using Outlook or SMTP. The following options are available:

- **Outlook** - When Outlook is selected, Design Manager will use Microsoft Outlook™ as the E-mail program when creating E-mails through the Rolodex Window or when E-mailing Proposals, Client Invoices, or Purchase/Work Orders. Note: Outlook Express cannot be used and the full Outlook™ version must be version 2003 or higher.
- **MAPI** - Use MAPI (Mail Application Interface) when Microsoft Outlook™ 2003 or higher is not loaded onto the computer or Outlook Express is being used. When E-mailing through Design Manager using MAPI, a simple E-mail Window will be utilized which does not possess the advanced features available

in Outlook or even SMTP as described below. Note that Windows 7 no longer includes a MAPI compatible E-mail program.

- **SMTP** - SMTP (Simple Mail Transfer Protocol) allows you to specify a SMTP server, either on your own network or from an E-mail provider such as Yahoo, Google, MSN, etc., through which E-mails from Design Manager will be routed. If SMTP is selected, you must click the SMTP Settings button to enter the necessary settings on the SMTP Settings Window. Using SMTP will allow a more advanced E-mail Window to be utilized when E-mailing through Design Manager with features including adding attachments to the E-mail, having Blind Carbon Copies (Bcc:), etc.
- **Save PDF** - The Save PDF selection will not display any E-mail Window but will rather allow you to save a report or document as a .pdf file on your computer or network. Using Save PDF allows you store the report or document in the event that you do not have E-mail configured on the computer. You will then need to use another E-mail program or webmail to attach the file to an E-mail message manually.

**Note:** If you are using Design Manager Online there are only two options...Save PDF or DM Server. The DM Server option automatically sends the E-mail on your behalf using the Design Manager E-mail Server. Even though the E-mail is sent from designmanager.com it appears to be sent by you and all replies will come to you. Since this E-mail will not appear in your sent items, a copy of the E-mail will be sent to your E-mail address as well as the intended recipient.

## SMTP Settings Window

Entering information on the SMTP Settings Window is required in order to use SMTP (Simple Mail Transfer Protocol) as the E-mail Setting. Note: You may require assistance from your network administrator, E-mail Provider, or Internet Service Provider in order to properly configure these settings. For example, if you are using Gmail, search Gmail support for the proper SMTP Server Settings to use.

SMTP Settings

Outgoing mail server

SMTP server  Port

This server requires an encrypted connection (SSL)

Server authentication (leave empty if not required):

Username  Password

Log on using Secure Password Authentication (SPA)

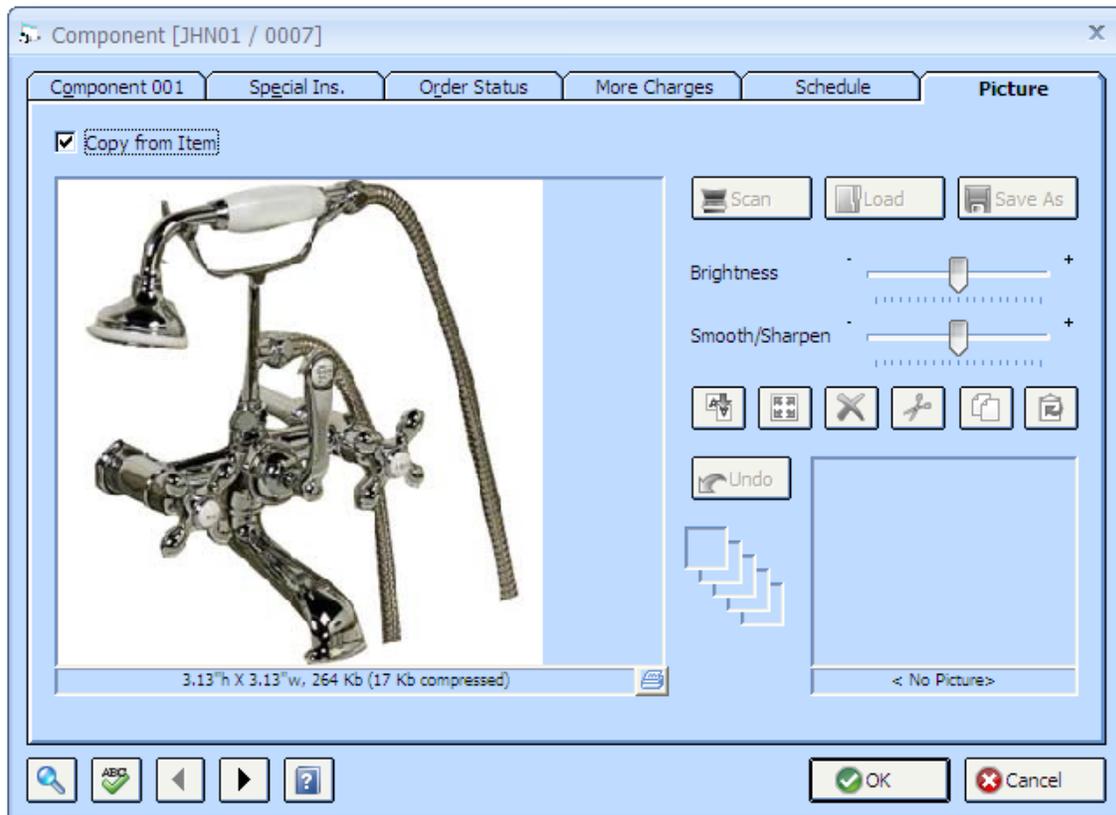
? OK Cancel

Enter either the name of the SMTP server or its IP address into the SMTP server field. Many SMTP servers are configured to receive E-mail on TCP port 25 but other ports, such as 587, can be input into the Port field. Certain E-mail Providers, such as Google, require the use of a Secure Sockets Layer (SSL) encrypted connection when transferring E-mails to prevent critical information, such as credit card numbers, from being intercepted. If the SMTP server requires this security, select the “This server requires an encrypted connection (SSL)” option. If the SMTP server requires authentication by user account, then enter the proper Username and Password into the fields provided. Certain Internet Service Providers or E-mail Providers may require the use of Secure Password Authentication (SPA), which is a proprietary Microsoft protocol to validate E-mail clients, in order to receive E-mails for redirection. If that is the case, select the Log on using Secure Password Authentication option.

## Purchase and Work Orders

Design Manager now has a new type of document that is similar to a Purchase Order (PO) called a Work Order (WO). Work Orders are designed to be given to workrooms or possibly certain installers and includes a picture/drawing of the finished product (such as a window treatment) or area being worked on in the header of the document. The document also includes all of the pieces and labor components needed by the workroom or installer to complete the work. Design Manager now also has the ability to include pictures on Components and display those pictures on Purchase Orders and Work Orders.

### Including Pictures on Components for Inclusion on a PO



The Component Window now includes a Picture Tab. If the component picture should be the same as the item picture, then check the box "Copy from Item." This option keeps the picture synchronized with the parent item's picture. To load a different picture for this component, make sure that the box is not checked.

By default, any pictures included on components will print on POs and Work Orders. If you wish to load images onto components but still print the PO without pictures, there is a check box on the PO Window and on the Re-print Window to exclude the pictures when printing.

New Purchase Order(s) [JHN01 / Johnson Residence - PA]

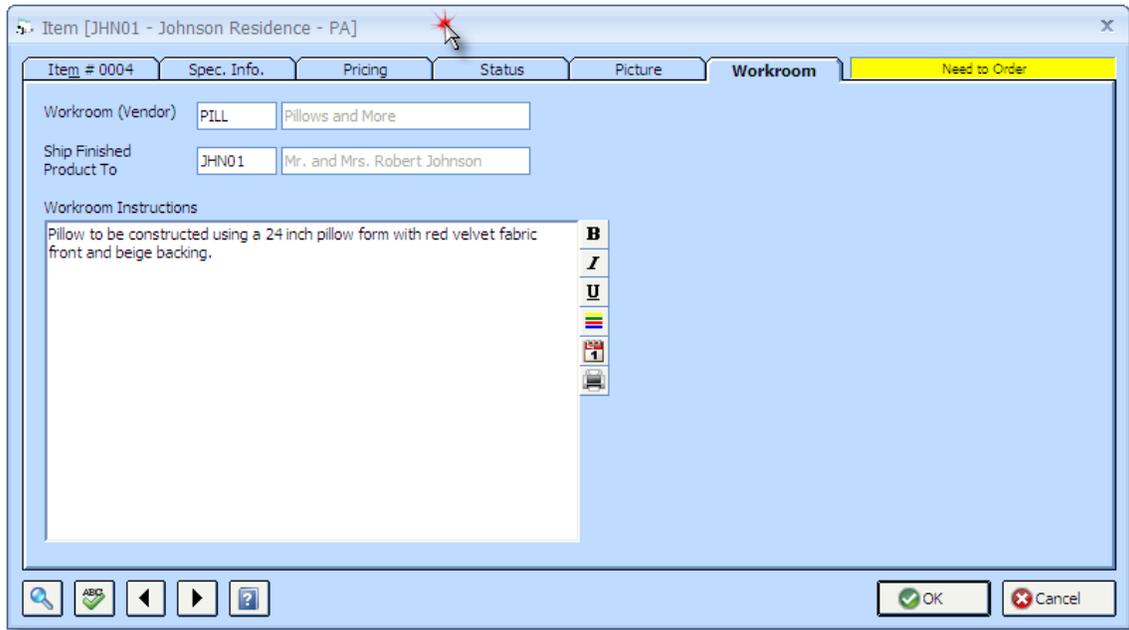
Date: 8/18/2011  Pictures  Show All

Tag	Ref. No.	Vendor	Description	Estimated Cost	Type	Location	Ship To	Catalog No.	Last Proposal No.
<input checked="" type="checkbox"/>	0007 /001	B&S / Bath and Kitchen Studio	Leg-tub faucet with Hand shower	288.00	Merch.	MBATH / Master Bathroom	JHN01 / Mr. and Mrs. Robert	4022-PL	0003
<input type="checkbox"/>	0007 /002	B&S / Bath and Kitchen Studio	..... Freight for component # 001	20.00	Freight	MBATH / Master Bathroom	JHN01 / Mr. and Mrs. Robert		0003

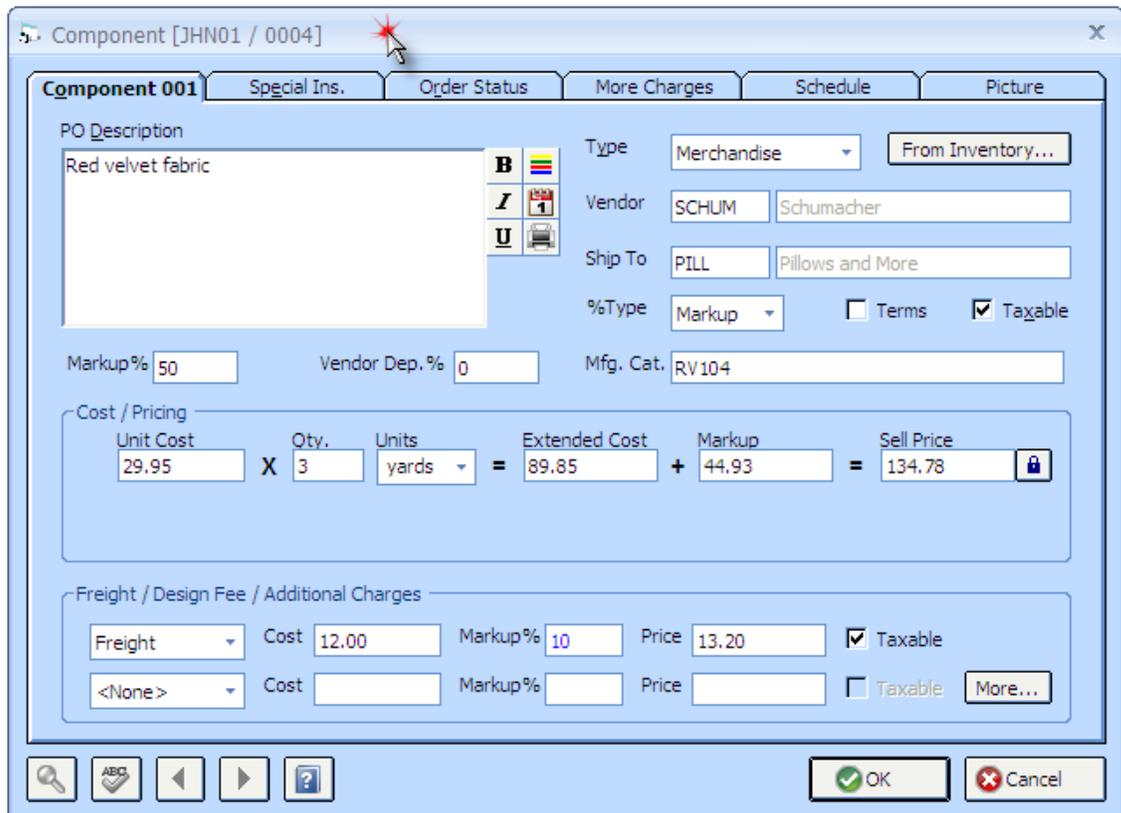
## Specifying for Work Orders

The easiest way to make a Work Order is to let the Item be the finished product being produced by the Workroom and have all of the Components be the pieces and labor required for the workroom to construct the finished product.

The Item Window includes a new tab to specify the Workroom that is doing the work along with instructions such as measurements, fabric usage, etc., to aid in the construction or completion of the item. The workroom is nothing more than another Design Manager Vendor. Set the Ship Finished Product to be the Ship To that the finished product is to be sent to by the Workroom.



Each component should be setup to be ordered from the appropriate Vendor using the Workroom as the Ship To. For example, you may order your fabric from Schumacher and have it shipped to the Pillows and More Workroom. If this was being supplied by the workroom itself, then you would set the Vendor and the Ship To both to be Pillows and More.



On the Special Instructions Tab, there is a place to enter instructions for the Workroom. These instructions only print on the Work Order and are in addition to the PO Description on the main Component Tab, which prints on the PO when ordering the actual fabric.

Component [JHN01 / 0004]

Component 001   **Special Ins.**   Order Status   More Charges   Schedule   Picture

Special Instructions

CFA Required

Ship On or Before

PO Sidemark: FPA Interiors / Master Bedroom

Workroom Special Instructions

Fabric for the pillow face.  
Pattern Repeat: 22"

Part of Work Order Heading

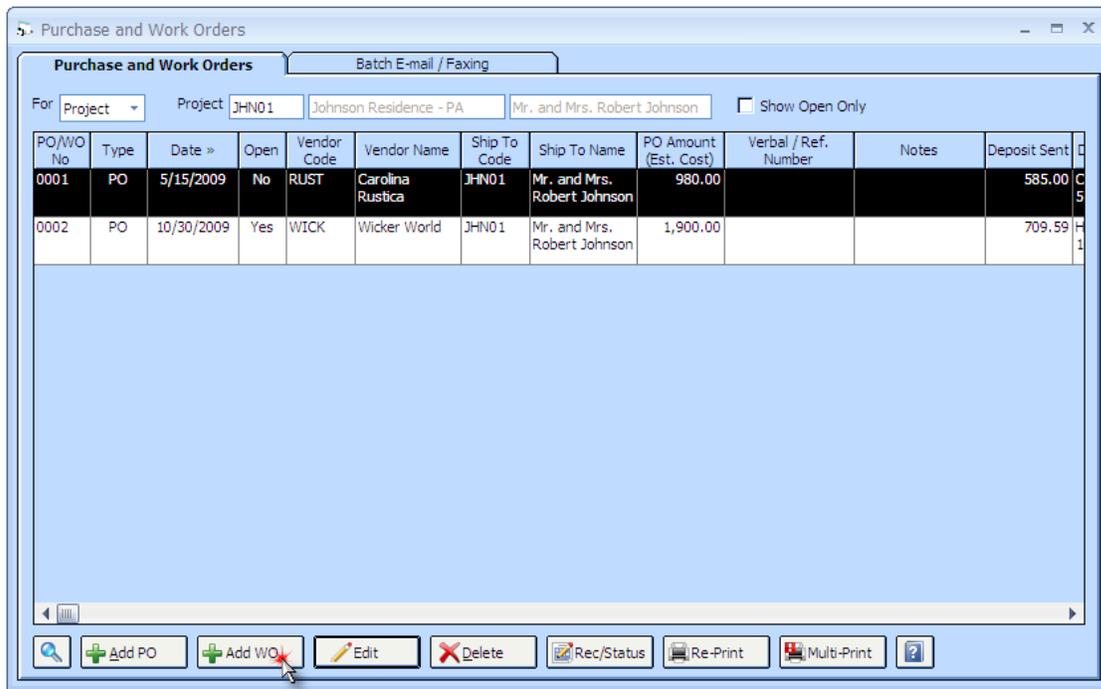
Bar Code Labels: None

OK   Cancel

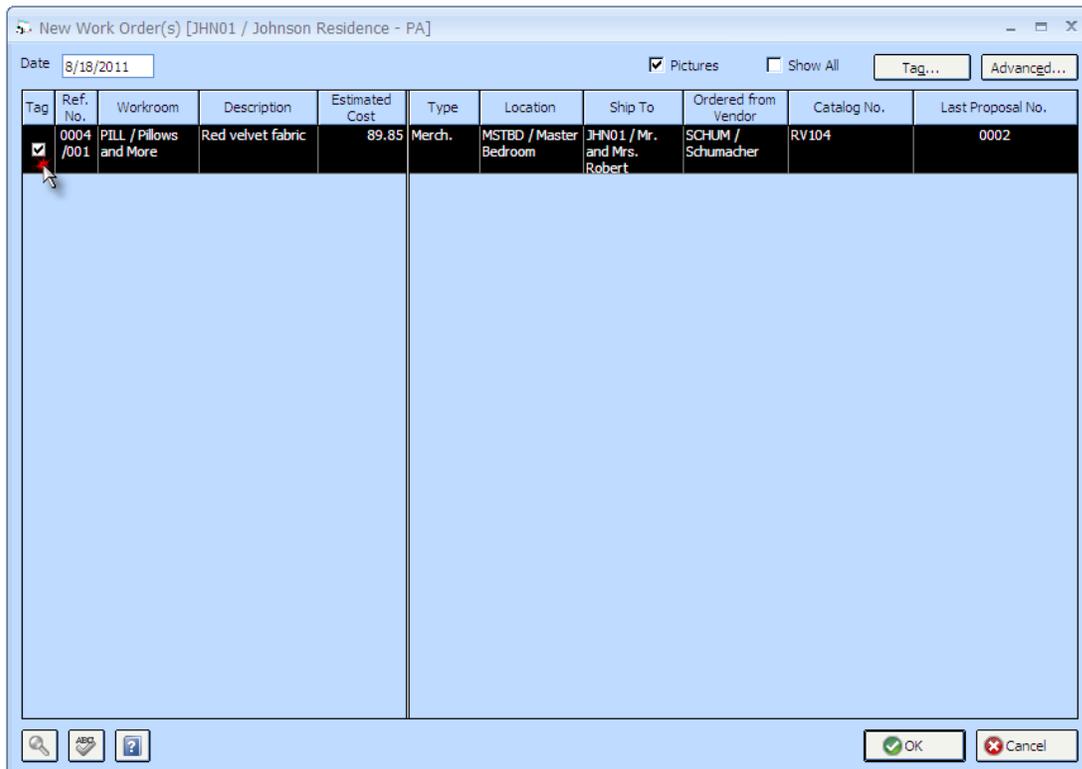
Select the “Part of Work order Heading” option to indicate that the Component essentially represents the overall fabricated merchandise rather than a constituent piece of the assembly. Since each Item must have one Component, it would be redundant to display information from the Item Window - Workroom Tab in the header of the Work Order then repeat it in the body of the document when the Component is listed. The Part of Work Order Heading will prevent the Component from being displayed in the body thereby avoiding any confusion to the workroom.

## Creating a Work Order

Creating a Work Order is very similar to creating a PO. You will notice that the window on which you used to create a PO is now titled Purchase and Work Orders. Most of the time you will be creating POs for those components that you must order from other Vendors and then create Work Orders that include components and labor being supplied by the Workroom as well as components being sent to the Workroom from other Vendors.



To create a Work Order, click the Add WO button. Tag all of the components that should be included on your work order including those being ordered from other Vendors or Inventory Items that are required by the Workroom. **Note:** You must have a Workroom filled in on the Item Window, Workroom Tab in order to select a Component for a Work Order.



# New Employee Time Window

The Employee Time or Time Billing Window has been redesigned. This window includes new buttons to select billable time as well as a new calendar. Time entries can now include the actual starting and ending time of the entry.

The screenshot shows the 'Time Billing [JNM / Jennifer Miller]' window. At the top, there are buttons for 'For Employee', 'For Project', 'All Entries', and a series of calendar icons for 'Today', 'Yesterday', 'This Week', 'Last Week', 'This Month', 'Last Month', and 'Custom Dates'. Below these is a search bar for the employee, currently showing 'JNM' and 'Jennifer Miller', and a 'Date Range' field set to '8/3/2009' to '8/7/2009'. The main area contains a table with the following data:

Entry Date	Project	Item	Activity	Hours / Time	Rate/Hr.	Price	Cost/Hr.	Cost
8/5/2009	KAPLN / Mrs. Leslie Kaplan	0006 /001	Shopping with Client	2 9:00 AM to 11:00 AM	60.00	120.00	30.00	60.00
8/3/2009	KAPLN / Mrs. Leslie Kaplan	0005 /001	Preliminary Consultation	1.5 11:00 AM to 12:30 PM	60.00	90.00	30.00	45.00

At the bottom left are buttons for 'Add', 'Edit', 'Delete', and a search icon. On the right side, there are three calendar views for August, September, and October 2009. A summary box at the bottom right indicates: '8/3/2009 to 8/7/2009: Billable = 3.5 hours, Non-billable = 0 hours, Total = 3.5 hours'.

The Time Entry Selection buttons allow you to narrow the Time Entries displayed by either Project or Employee.



**For Employee:** Select the For Employee button to input an Employee Code to only display Time Entries for that Employee regardless of the Project for which the Time Entry was created. Use the Search button in the lower left corner of the window to select an Employee on the Employee / Manager/ Salesperson Search Window.



**For Project:** Select the For Project button to input a Project Code to only display Time Entries for that Project regardless of the Employee associated with the Time Entry. Use the Search button in the lower left corner of the window to select a Project on the Project Search Window.



**All Entries:** Use the All Entries button when you don't want to view Time Entries for only a single Project or Employee.

Use the Date Selection buttons to quickly select Time Entries for a certain period of time. Clicking one of the Date Selection buttons configures the Date Range automatically in order to display the Time Entries within the desired time period.



**Today:** Click the Today button to only show Time Entries with the current date as the Entry Date.

**Yesterday:** Click the Yesterday button to only show Time Entries with the previous date as the Entry Date.

**This Week:** The This Week button will list Time Entries with an Entry Date within the current calendar week, not the last seven days. For example, if today is Tuesday, November 9th, 2010, clicking the This Week button will show Time Entries dated from Sunday, November 7th through Saturday, November 13th.

**Last Week:** The Last Week button will list Time Entries with an Entry Date within the previous calendar week. For example, if today is Tuesday, November 9th, 2010, clicking the Last Week button will show Time Entries dated from Sunday, October 31st through Saturday, November 6th.

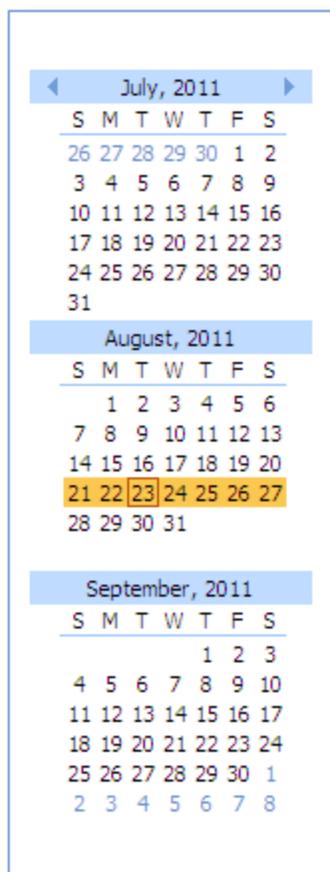
**This Month:** Click the This Month button to list Time Entries with an Entry Date within the current calendar month. For example, if today is Tuesday, November 9th, 2010, clicking the This Month button will show Time Entries dated from Monday, November 1st through Tuesday, November 30th.

**Last Month:** Click the Last Month button to list Time Entries with an Entry Date within the previous calendar month. For example, if today is Tuesday, November 9th, 2010, clicking the Last Month button will show Time Entries dated from Friday, October 1st through Sunday, October 31st.

**Custom Dates:** The Custom Dates button allows you to manually enter the desired starting and ending date into the Date Range to display Time Entries with an Entry Date within that period.

You can use a combination of the Time Entry Selection and Date Selection buttons to precisely define the Time Entries you want displayed.

To the right of the Time Entries Grid is the Time Entry Calendar.



When you click a Date Selection button, you'll notice that the dates that correspond to the Date Selection button will be highlighted in orange. For example, clicking the This Week button will highlight all dates within the current calendar week. Similarly, you can use the Time Entry Calendar to view Time Entries within a selected time period. You can simply click on a particular date or select several contiguous dates by holding down the mouse button and "dragging" the cursor over the range of dates. Doing so will automatically select the Custom Dates button and fill in the proper starting and ending dates into the Date Range.

Beneath the Time Entry Calendar, the Time Keeping Hours Summary panel is displayed.

8/2/2009 to 8/8/2009:  
Billable = 3.5 hours  
Non-billable = 0 hours  
Total = 3.5 hours

The Hours Summary Panel lists the Date Range, Total Billable Hours, Total Non-billable Hours, and Total Hours for the current Date Range.

The Add, Edit, and Delete buttons are used to create, modify, and remove Time Entries, respectively.

Time Entry [JNM / Jennifer Miller]

Project:  Mrs. Leslie Kaplan

Activity:  Shopping with Client

Date/Time:   Enter Time:  To

Description:

Item Selection:  New Item  Join to Existing Item

Hours:  X Rate/Hr.:  = Price:   Non-Billable  Taxable

Hours:  X Cost/Hr.:  = Cost:

Buttons: [Search] [Save] [Left Arrow] [Right Arrow] [Help] [OK] [Cancel]

The Time Entry Window now includes the ability to enter a start and end time for your entry. Click the Enter Time option and input the starting and ending times for the task. The arrow keys can be used to increase or decrease the hours, minutes, and AM/PM selection by clicking on the appropriate portion of the time and clicking the up arrow to increase and the down arrow to decrease (you may also type in the correct values). By entering a start and end time the Hours field will change accordingly and in turn, by changing the hours the ending time will change. There is an option to print these values on the Client Invoice.

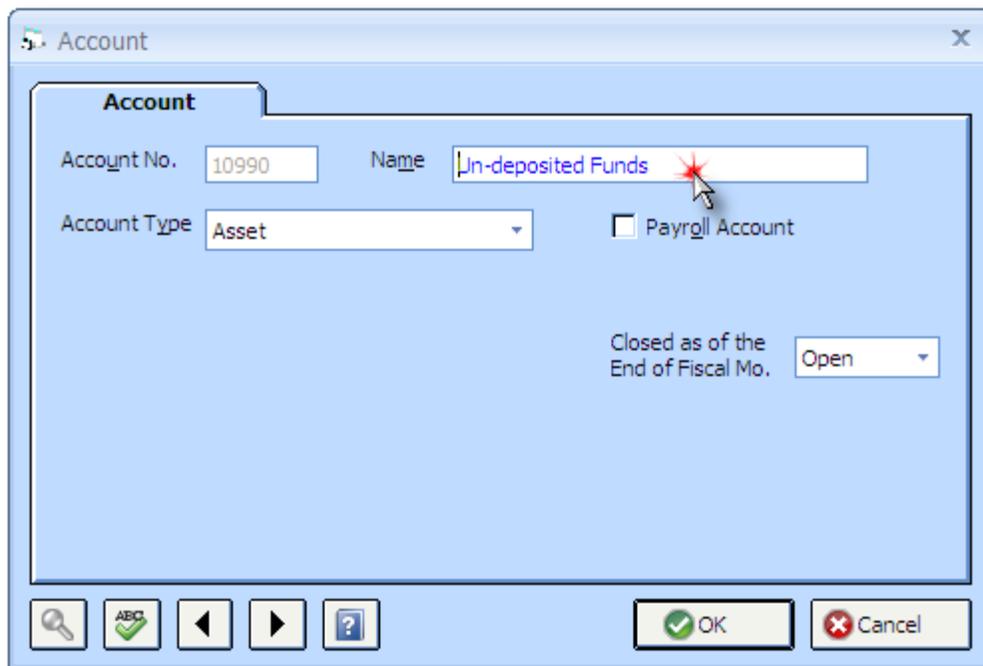
## Un-deposited Funds

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Design Manager can now be configured so that as you enter cash receipts, they will collect in the Un-Deposited Funds Account until you print the deposit slip to take to the bank. Once the deposit slip is printed, those transactions are given the same deposit date and will appear in your Design Manager checking or savings account.

### Setting up Un-deposited Funds

In order to use this feature you must first setup an Un-deposited Funds Account. To do this, click on G/L, Accounts, and then click Add. Un-deposit funds would normally be an asset account...here is an example of what the account may look like:

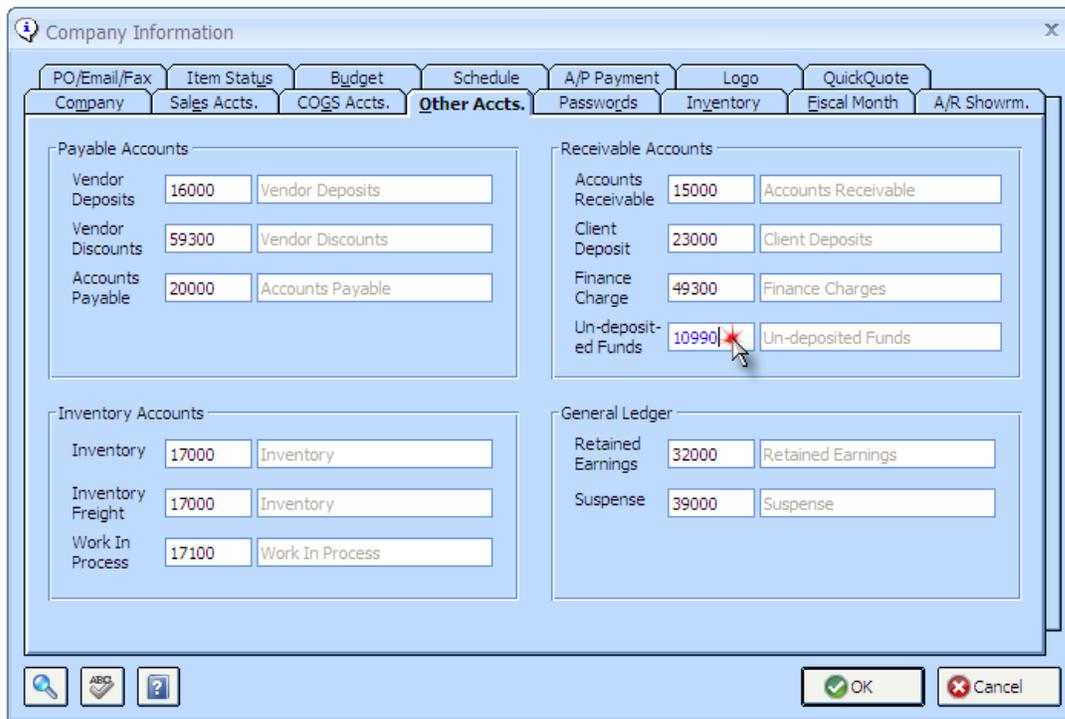


The screenshot shows a software window titled "Account" with a close button in the top right corner. The window contains the following fields and controls:

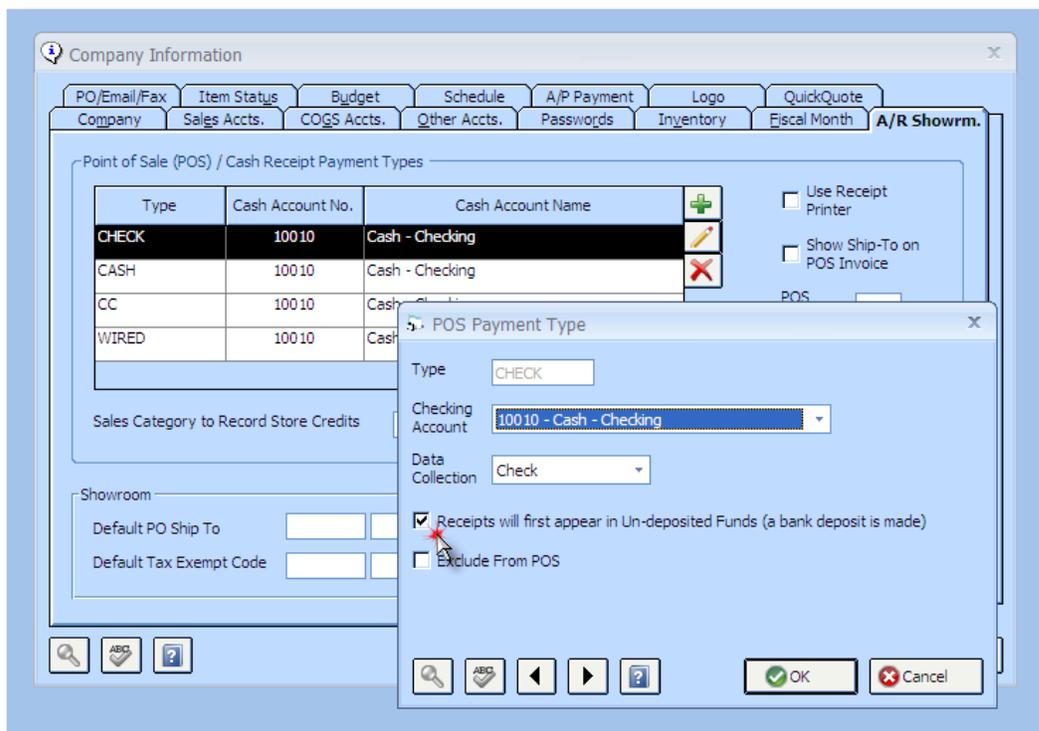
- Account No.:** 10990
- Name:** Un-deposited Funds
- Account Type:** Asset (dropdown menu)
- Payroll Account:**
- Closed as of the End of Fiscal Mo.:** Open (dropdown menu)

At the bottom of the window, there are several buttons: a key icon, a green checkmark icon, a left arrow, a right arrow, a question mark icon, and two buttons labeled "OK" and "Cancel".

Next, you must designate this account to collect the un-deposited receipts. To do this, click on G/L, Company Information and Settings. Click on the Other Accounts Tab; fill in the newly created Un-deposited Funds Account.



Finally, whether a receipt is first placed into Un-deposited Funds depends on its type. For example, checks you receive require a deposit slip to be filled out and taken to the bank, where as credit card receipts or wired funds do not. Click on the A/R Showroom Tab, and in our example we would edit the CHECK type to use the Un-deposit Funds Account by checking the box:



We would most likely also change CASH, but we would not change CC (Credit Card) or WIRED (wired funds) because we do not make a bank deposit slip for these, they go directly into one of the cash accounts.

## Using the Un-deposited Funds System

Once setup, using the Un-deposited funds system is easy. Simply enter your Cash Receipts as normal and post them...now you can post them every day or one a time. Let us say you have been entering and posting receipts received in the mail all week and on Friday you want to print a deposit slip and take it to the bank to be deposited.

The screenshot shows a software window titled "Cash Receipts" with three tabs: "New", "Existing", and "Make Bank Deposit". The "Make Bank Deposit" tab is active. At the top, there is a dropdown menu for "Account" set to "10010 - Cash - Checking" and a "Selected Total" field showing "\$ 5,585.61". Below this is a table with the following data:

Tag	Payment Type >>	Check No.	Amount	Date	Client
<input checked="" type="checkbox"/>	CHECK	15543	4,535.61	8/18/2011	KAPLN
<input checked="" type="checkbox"/>	CHECK	4576	1,000.00	8/18/2011	JHNRB
<input checked="" type="checkbox"/>	CHECK	758829	50.00	8/18/2011	Allstate Insurance

At the bottom left of the window, there is a "Print..." button with a printer icon and a help button with a question mark icon. A mouse cursor is pointing at the "Print..." button.

Go to the Cash Receipts Window, and select the Make Bank Deposit Tab. Select the bank account at the top for which the deposit is being made. Make sure that the list of receipts matches the actual ones that you are taking to the bank and click Print.

Print Deposit Slip

Deposit Date: 8/18/2011

Deposit Slip No.: 081811  Slips are not numbered, just use the date

Checks Total: \$ 5,585.61

Cash Total: \$ 0.00

Total Deposit: \$ 5,585.61

HP Officejet Pro 8500 A910 Tray 1

OK Cancel

This system is designed to print on pre-printed deposit slip forms available from Nelco (product #L1633, go to <http://designmanager.nelcosolutions.com>). If you fill yours out by hand, you can print the slip to blank paper and use it to fill out your slip. If your slips are numbered you can fill in the Deposit Slip Number, otherwise check the box “Slip are not numbered.” Load a deposit slip into the printer and click OK, if it prints correctly, accept the slip. The amount of deposit will move from Un-deposit Funds to the selected Cash (Bank) Account.

**Important Note:** In order to keep the accounting transactions simple, Design Manager actually moves the transactions from Un-deposited funds to the respective Cash (Bank) Account. If you examine one of your receipt transactions you will see an audit trail of this taking place, however, Design Manager does not create additional receipt entries going in and out of the Un-deposited funds account and uses the fiscal month of the original receipt for this posting. For this reason, it is recommended that your bank deposits be made prior to closing a certain month or year (make a bank deposit along with your month/year end activities). This ensures that your un-deposited funds are normally zero when ending and beginning the next fiscal period.