



Welcome to the TSS Newsletter packed with information and updates.



Are you making the most of your TSS all Hire software? Here are some tips/ideas which you may find useful.

Notepad

This allows you to store information about the job which is then seen by anyone who opens the job. It is a good place to store records of phone conversations with the customer, important information about the job, e.g. must be completed by 2pm Thursday, etc. Click on the icon or double click the Main Job Summary Screen to access this.

To Do/Reminder

You can do this specific to an individual job but also for a customer unrelated to a job. Great for all those times you have to call the customer re: colour choice, order an item, or anything else you need to be reminded about. They appear in the Diary and also on the To Do List. (Right mouse click on the all Hire toolbar and select Show To Do List). Check out the manual (download from www.tssweb.net/Utilities/utilities.htm) for how to create them.

Sub contracts/Sub hires

If you have an overbooking/shortage or want to add something to a job that you don't own, it's nice to deal with them, so that you know you're not really overbooked. You can do this through all Hire. Again either have a browse through the manual or maybe arrange some online training to get to grips with this, if you're not already using it.

Do you know where your enquiries originate from?

How many quotes you have lost because of price or any other reason? Or which sector your work is coming from?

Using the Additional Information fields combined with some bespoke reports, can help you to gain a better insight to where to market, who to aim at and how much to charge.

Give us a call to find out more.

all Hire User Licences

Would you like to have an extra user licence for a few months but don't really want to purchase one outright?

Why don't you think about renting an extra user licence for three months for £150.00 plus VAT.

Interested ? Call us now.

Did you know

You can see the revenue and number of hires of any single stock item by:-

- Right clicking on the Main Screen
- Go to Single Stock Item History
- Select a date to run from

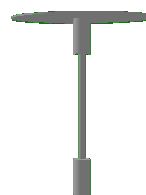
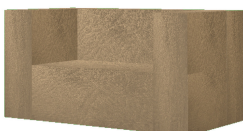


Event CAD

Producing 2D layouts and 3D images for events

Event CAD - Objects and Materials

We have added some new objects and materials which you will find on our website - click on Downloads and look for Event CAD Objects and Materials.



**TSS****Software Solutions for the Hire Industry**

all Hire

ECHO

Final Account

Event CAD

Back-ups

We can't stress enough how important it is for you to do regular back-ups, ideally on a daily basis and also then check that your back-ups work.

Do my back-ups work ?

Make sure that you can read and restore them, if required.

Where should I store my back-ups?

Back-ups should be taken off-site or if using a laptop, away from your laptop.

How many backups should I have?

A minimum of two and in an ideal world, five, rotated daily - one for each day - whether it is USB keys, tapes or external hard drives.

You will find some information on how to back up on our website www.tssweb.net.

Training

Are there any topics that you would like a refresher on e.g. resource planning, load allocation, sub-contract/cross-hire, crystal reports.

If you feel you would like some more training then please let us know and we will arrange this with you - either at your offices, our offices or even some refresher online training.

How to copy a Job in all Hire

- Create a new job.
- Right mouse click on it and choose Copy Job.
- Find the job you want to copy, set the relevant options in the bottom right corner and press Select.

How to Block Archive

- Right mouse click on the main **all Hire** toolbar.
- Select Block Archive Jobs.
- Set the inclusive date and press Process.
- All jobs that have finished by this date will be archived, therefore removed from the Job Find Screen and the Chart, unless you choose to include them.

Did You Know?

Copies of the manuals and tutorials can be downloaded from our website www.tssweb.net & click on Downloads.

**Final Account** Fully Integrated Accounting**What does it do ?**

Provides accurate management reporting and accounting to trial balance, profit and loss and balance sheet level.

Features:

- Flexible and easy to use.
- View up-to-date customer account details.
Incorporating sales, purchase and nominal ledgers.
- Can be used as a stand-alone or as part of a multi-user system.
- All data is exportable.
- Built-in security at all levels, allowing you to decide access.
- Unlimited storage on all accounts and ledgers.

Contact us for further information.

all Hire TSS Support Contract

If the renewal date for your Support Contract falls at an inconvenient time then please let us know - as we would consider amending it to a more suitable date for you and pro-rata the amount due.