USER GUIDE WORK SESSION:

4 - Meet the players:

-A lot of these keys pieces are based off of the map.... We want people to read this brief overview, basically concepts and what someone would need/want to use it for and have them feel like, "Oh that makes sense. I get it." That is what we want!

4.1 General Overview:

-Is it easier to say what we can't do, b/c we can do so much

-A whole package

-Interconnected,

-Buffet - pick & choose, can play at any level you want - imagine a buffet with 100 items, say you want 2, 3 or 50, you get to pick and choose what you want, it's great!

-Customizable

-All data is live & searchable, serviceable, sustainable, .... etc. Joes' thing

-Tanya's graphic: choose your flavor, pick your tools, skin your engine, ....world

4.2 Accounts Payable: (vendor waiting room)

-Time element (all time is stamped & tracked) - aging

-Fed by PO actions, etc. or inputs (partial paid or still due)

-Catch all for monies still owed

4.3 Accounts Receivable: (customer waiting room)

-Tied to A/P - one's outgoing, one's incoming - so very much like A/P but what people owe you

-Comes in through invoices & sometimes also through time.... charging people for time

-Monies received during the day but not deposited yet.... staging area, like your cash register, vault, bank bag, etc.

4.4 Admin:

-Dealing with some of your high end user features, accounting, histories, HR stuff

-Permissionable to whatever level you would like - user with extra permissions (additional responsibilities)

4.5 Balance Sheet:

-A snapshot in time.... where are things at right now

-It's buddy is the P&L (P&L - is over time), the P&L (the income statement) feeds into the balance sheet through net profit, which ends up being an equity item

-Roll call, ask the items where are you, where have you been, where are things at

-Tells you your story (kind of a day by day specific)

-3 main pieces: assets (have), liabilities (owe), & equity (gained over time)

-System maintained pieces (about 75% automated) & user-maintained pieces (specialized things you need to track)

4.6 Banks:

-In order to create deposits or expenses you need to have a bank setup.... they are technically outside of the adilas system

-So external, you can have as many as you want, the expenses & deposits require this... but one step farther.... your deposits often come from invoices, expenses from inventories and expenses for processes

4.7 Check Requests:

-Requires an additional approval process

-Vendor & items known, but a delayed payment and the need for approval on that payment aspect

-Main, line items, & then this one has a special approval process for payments, so it is short paid or gets sent back and reworked and has to pass through the approval process again.... it is trying to become an expense/receipt

4.8 Corporations:

-At the world level, what is your world, what is your business... individual business entities - the giant umbrella that all of the groups fit under

-What are your flavors, what do you do, what do you need?

-You can technically have multiple corporations and switch between them... so a user can be bigger than individual worlds

-Can custom name your corporation, LLC., INC., entity,.... name your world

4.9 Customers:

-People you want to track something one, whether contact info, who owes you what - that is a big one -, histories,

-You can custom call this one whatever you need/want for your industry: clients, patrons, patients, students,

-Customers can deal with eCommerce, invoices, A/R waiting room, .... refer to the map, all the stuff that is around it

-(Possible graphics showing how items connect with other things on the map)

4.10 Customer Logs:

-User maintained history - anything you want to track or add to your customers, notes, follow-ups

-These are unlimited in length & number

-You can also use follow-ups, etc. A date sensitive history log, helps tell the story, who talked to them, when, what was said, etc. (this is what happens)

-Your CRM (Customer Relationship Management) scenario

4.11 Customer Queue (check in/out):

-"Who's next?", who is ready to be serviced next.... lines, queues, service center that needs some kind of ordering, very hand for service type businesses with any kind of a waiting room or waiting process (great for servicing time sensitive independent interactions)

-Can be generic with notes to help you know who it was, can tie to customers, can be used as a plain numbering system

-You can custom name this as well

[As I’ve been working through these… I am wondering now if we need to do a little blurb, like one little paragraph about “Getting Started” – started this as a BETA (we’ll see how a couple go and get some feedback) on this next one 4.12 Data Exports

Just brainstorming here on how we could set this up and what you would call it. Because basically it is the concept/theory – what is it and what does it do section…….. and then we would probably want to start them off somewhere or at least help them get to some starting point so they can actually have some guidance for getting into the adilas system…. Instead of just now having an understanding of what it does……

Naming:

--The what? & The how?

--Concept & Getting Started…….. or Understanding the Basics & Getting Started (so far, I like this one the best)

--Adilas Theory & Getting Started or Get started

4.12 Data Exports:

-Histories, reports, access to all of your data

-Deals more with an admin level

-Getting your data back out of the system.... pdf's, web, Excel, build your own reports, etc.

4.13 Departments:

-Internal organization - conceptual setup and organization, organization of people

-A backbone of payroll

-Deals hugely with payroll, deals with timecards, payroll, manager - not necessarily physical locations but departments are required to be setup for payroll - who's the admin, manager, who is in that department (then you can set up pay rates, payroll taxes for specific people in various places)

4.14 Deposits (monies coming in):

-Any money coming in.... ideally, the standard flow comes from invoices, ends up in the A/R waiting room until you come to the end of the day or how often you deposit and pull in the money you have to deposit

-There are other flows, though standard is through invoices, but you could have investments, credit paid for a customer, bank to bank transfers, etc.

4.15 Display & Interface:

-Settings & permissions

-How do you organize your space? Your work space?

-Chooser - what do you want your interface to look like? Adilas has many available out of the box but this piece is entirely customizable and a lot more will be coming.... you can request or design your own which can then be quoted, individually charged/billed for & built out

-Very customizable - what do you use? What do you need? What is important? What do you want to see? What do you not want to see?

4.16 Elements of Time (calendaring & scheduling):

-A tool for using time. Are you doing: reservations, rentals, reminder system, scheduling, forums, a history, calendar event .... which you can then attach to anything else, or tie it to other things in the system

-Mix & blend, connect things, standalone & have it show up on the calendaring & scheduling application, tie it to customers, to vendors, to users... an additional time and scheduling/organizing piece for any of the other pieces, players, or functions in the system

-You can name and create your own templates, bins, buckets; You can name your locations or separate time organization & track in various ways

4.17 Employee/Users

-Permissions, individual settings

-Which keys - permissions - are you giving them? Where can they work, play and what can they do in the system.

-Can by bigger than a corporation... they can have access to multiple corps

-Over 100 permissions, but must have 1 active permission to be considered a user

-This is one of the Main 12

-Often connected with payroll

-Every single piece is eventually connected to "who" - which user - did it, the system history, the employees can walk down every hall and go in every room if you give them the keys for it

-Employees & vendors technically the same in the system, except that one has permissions in the system and the other is just an outside feeder - ties to the end goal of getting paid - expense/receipts

4.18 Expense/Receipts (monies going out)

-Any monies going out of the bank.... opposites of deposits

-Used for many different things - paying off PO's, inventory, paying employees, paying business fees, services, utilities, reimbursements, etc., even one expense receipts can be used to pay off multiple subs

-One of the most flexible pieces for mixing & blending & has incredible potential for great depth

-This is one of the Main 12

-You can detail out and organize all of your expense categories

\*\*\*So just a though I was having while typing these up and putting all this information on there. A lot of the information is helpful but if it is all displayed to you right up front it is going to seem overwhelming and people won’t read it. I think it would be most effective to section it out, then they can go farther if they want those next pieces. Like you could automatically go into “Understanding the Basics”, then it could have hyper links for “Getting Started”, “Help Files”, Suggested Permissions for Basic/ for Admin”. Anyhow, just some thoughts… I would imaging most people if they are using the user guide at all will check those out but then it is not so assaulting having a huge page to read right off the bat.\*\*\*

Also along these same lines in the “Getting Started” section, I think that it would be helpful to organize all of the directories, from the different homepages, the same way. Whether it just says “From the Classic Homepage”, or “Classic Homepage, My Favorites Homepage”, etc….. or we could even show a screen shot of where it is on that homepage… there are lots of different options but it would be great to make it standard I think because that will help the flow and the users know exactly what they are looking for.

If we do a “Suggested Permissions” section – then when they link into that it should show the section and permission name but I think right there it would be helpful to have a brief description of it. We could even use or pare down the exact description used for the actual permission???

4.19 Flex Grid Tie-ins

-Create data relationships, connect players together (tie things together), 15 custom fields per the 12 main players- create your own customized database, notes

-Can add log notes to any of the 12 main players, unlimited in quantity

-Virtual buddy system

4.20 Floorplan

-For big ticket items - trading titles for working capitol - your credit line

-Deals with the bank, an outside entity, almost like a multi-note with the bank per specific big ticket items (so like a loan with lots of miniature pieces or subs under it)

-This categorizes and data tracks and helps to track things with your floorplan - data tracking on serialized units & inventory

4.21 History & Report

-Usually checked and used by admin - get to the history & data in/from the system

-Historical, Effectual, & Financial - levels of history on the different pieces

-Lots of flexible ways to get your data - All Data Is Live And Searchable

4.22 Ideas & Sharing

-We love ideas! As adilas can get to it, it will get to it. But if you have an urgent need, get with adilas and help pay for that feature to be developed and you will benefit and it helps to grow the overall functionality of adilas

-Piggy back system, ideas grow & feed on ideas, so it all helps build a better system in the end

-A lot of great ideas come for our users and we appreciate any submitting of ideas, improvements, or tips, tricks

-It is a huge assett to have so many users contribute to the growth of this project

-In the future we would like to have ideas & sharing as a sub piece of Elements of time so that we can have a more open forum and a way to share and improve together

4.23 Invoices

-Very flexible

-Must be created through the shopping cart (the building zone), once it is done & stamped as an invoice it is in the database, collect money (or money still owed, or partial payments), mapped to financials, deposited

-Invoice hold lots of info: COGS, customer info, payments, revenue

-Invoices feed P&L, they also feed inventory levels on Balance Sheet

-Potentially tied to payroll if you are doing commissions

-One of the most used pieces in the system

-Can by reoccurring as well

-This is one of the Main 12

-Internal parts ticket - taking products & services and moving them around - internal ticketing

-Also deal with sales taxes & accounts receivables - receivables mainly come from unpaid or partially paid invoices

4.24 Locations & Tax Settings

-The ability to customize your location specific tax settings

-Helps organize things by geogrpahic regions or areas

-You can use virtual locations as well, which you can also name - example a retail side, a service side, etc.

-Corp-wide settings to custom name

-State, county, city and 5 customer additional ones per location so you can setup all your location specific tax settings

4.25 Manufacturing

-Taking an original or raw product and making into something else, anything that you are altering & selling as a product

-Anything mixed, blended, bent, changed, tweaking or making pieces of inventory

-It is tied to inventory - so it gets pulled in on the PO side

-Can be manufacturing big ticket or small items

-Friends with recipe/builds

-A request PO - like a quasi PO, or a quote, on order - to make

4.26 Media/Content/Files

-A Library to organize content

-What are your files & media? Contracts, video, drafts, drawing

-Files on your local machine, on a network

-You can tie them to any of the 12 players or you can just categorize & organize them

-Can tie to individual items, to groups or to everything

-Cataloging, referencing, organizing, logging, tracking your pieces, pulling in & connecting any type of content that you want

4.27 Objects & Data Over Time (theory & concepts)

-Creating the data as objects which are then able to be moved over time and mapped back to, because things are tracked as objects, they can be mapped, tracked through time, you can go back & see where things were at certain time

-Also everything that is tracked over time you can go back and see the story, it really helps to tell the story

-Objects allow for depth, diversity, detail

-Everything has a life cycle: it starts, things happen to it (depth), and then things can be mapped to it & it concludes its life cycle or

4.28 Orders

-On the quote side for customers (invoice side)

-On the request side for PO's

-Already started but no monies are owed, paid yet... partial, quasi status

4.29 P&L - Income Statement

-Profit & Loss - a financial document

-Feeds the balance sheet

-2 calculations (Gross profit & net profit) & 3 main pieces (Revenue, COGS, Expenses) - (Revenue & COGS which then derive your gross profit, then after your expense you have your net profit)

-The P&L is fed by the line items from the invoices, deposits & expenses

-The P&L is 100% automated from the objects, so when you want to adjust something from the P&L you go back to the source and you can re-categorize or whatever you need to do with it so that it ends up in the right place

-Time range on it, can look at date ranges, by the end of year, it is your fiscal year

4.30 Parts (general inventory pool)

-What is your product? Is it actual product? Is it services? What are you putting on your invoices?

-Parts are generally tied with PO's (incoming - the way to get something into the system) & invoices (the way to get them out of the system) sold to customers

-A place holder is created in the system for the parts by bringing it in on the PO, (so the pipe analogy to track incoming and outgoing) by tracking this, then you can roll call on the pipe at any given time, this place holder holds your name & cost (which can also be adjusted) it becomes the unit, so that you can track and roll call the outgoing and incoming pieces

-This has a number of corp-wide settings attached so that you can name what you want to call these - parts, services, widgets, etc. name it what you want it

-Parts & inventory are eCommerce ready

4.31 Payroll

-Paying your employees

-Payroll tax settings, user tax settings

-Deals with people, so it is a buddy with employee/users, to time clock (clocking in/out), also ties with invoices if doing commissions, then it also ties to expenses for paying the employees

(From 4.13 Departments section: A user is assigned to a department and then set up for payroll where they can have pay rates assigned, personal tax settings and other settings saved for them in that department. This provides great flexibility, because you could have the same user assigned to different departments, receiving a different pay rate depending on what job or “department” they are working in for that period of time.)

4.32 Permissions

-Wanting to control who can play where

-"You don't want the bull in the china shop."

-Making sure people have the ability to do what they need to do but not allowing them to work where it is not needed

-Can give temporary access and then turn it back off immediately

(-From admin file: The beauty of adilas is that you can give each individual the permissions they need to do their individual jobs, whatever that spectrum may be.

grant or deny access to your users as to how they are able to play and function in adilas based on the permissions that are assigned to them. (i.e. employees, members, etc.) other users in where they are able to work in adilas.

How access is permissionable, which allows them to maintain control and structure in their organization. It also allows them to access or permission access for various responsibilities and information.

The permissions are color coded, so that you can see visually as well as by reading the description which permissions are more basic and which are more admin oriented.)

Help File: to the permissions page

4.33 Photos & Scans

-Can be attached to any of the objects (or individuals) for the 12 main players & can attach up to 100 per individual

-Tells your story, it's your evidence, your trail, document, story, picture, hand scribbled note, whatever you need it to be

-Selling tool

4.34 Purchase Orders (PO's)

-Ways to get things into the system

-An inventory tool - an inventory manipulator tool, so you may use it internally just like you would use a PO to bring in product from a vendor

-PO's flow to the general inventory pool, often come from a vendor, but as mentioned before can be used internally

-Manufacturing all done through PO's

-Eventually moves to the A/P so that someone can eventually get paid (you can also have $0 PO's for internal uses or services & such things), buddies with vendors, parts & eventually expense/receipts

-One of the 12 main players

-PO's you can name as well - out of the 6 available you can name 4 of them

4.35 Quick Search

-One of the quickest ways to move around the system or reference things, almost like teleporting

-Bounce & jump all over - once you learn the quick search it is your buddy, it is how you get around

-Two flavors: More expanded version on the classic homepage & then there is the smaller version on the top of every page

4.36 Quotes

-Related (brother or cousin) to an invoice -

-A saved shopping cart - so you can restore it back to the active cart or edit things before it is finalized for invoicing, you can send it out as a quote so you can still work with it... you aren't quite ready to finalize & commit it yet

-So it is a definite buddy with customers & invoices

-Quotes can hold stock units, elements or time... basically anything that an invoice can do, a quote can do, except progress through checkout, then you will have to restore that to the cart & finish out the process as an invoice

-Quotes a prep/holding spot or to quote a job/service

-If you are just learning adilas, this is a great spot to spend some time b/c you don't hurt anything at all. It doesn't alter any sort of financials or inventory or anything so it is a great resource for practicing! :)

4.37 Recipe/Builds

-Great tool for any repetative processes - almost like coding or prepping the system in a way - groups, kits, choices, options, things that go together (buddies, add-ons, accessories)

-Can almost create a virtual walk through list or a questionarre so you can cover everything with a customer

-Currently 2 flavors. Flavor 1: Build & Sell (Invoice/Quote side)

-Flavor 2: Build & Hold (PO side)- like miniature manufacturing

-Can be tied to buttons

-You create the recipe at your lowest common denominator (essentially) then you can use a yield multiplier to create as many recipes of that thing as you need

4.38 Reimbursements

-An expense/receipt with a special flag - it was already paid but not by your company. Someone else paid it but you need to pay them back. So this exists but you need to pay some else back.

-Reimbursements - each one you say that you are going to pay off (and you can pay off many at one time), has to be paid in it's entirety whereas splits will allow you to do partial payments

-Can pay back multiple reimbursements at a time - so you can stack multiple reimbursements with one check (or one form of payment)

-Depends how rigid paying it back is between here and splits

4.39 Settings - Corp-wide

-Corporation look & feel, how you kind of set up your world; what do you buy, sell? What do you call things? What do you call customers?

-Foundation level of setup for look and feel, to speak your own language (to make you comfortable), to help accomplish the goals of your company or industry

-Change once, use many - from changing it in the corp-wide settings it cascades throughout your entire corporation

-We will continue adding more and more custom settings (History: we started out with 6 and now there are over 100)

4.40 Settings - Personal

-Choose and set your default settings. So your default interface, banks, PO's, payment types, etc., etc.

-This piece will be growing like crazy... to eventually set up buttons so you can control your space, your settings, how do you want things to work, what do you want to show, do you want certain reports, settings..... you personalizing the system for your specific needs

4.41 Shopping Cart

-The interface with your customers. How you sell products and services.

-One of the most flexible and critical pieces of the entire system.

-Highly recommend that you read this help file (View Cart) - it shows you multiple ways to get items into your cart, how to apply discounts, payments,

-All virtual memory - so nothing hits the database until it is saved as a quote or you go through checkout - then it becomes an invoice and hits the database

-So what that means is that you could change price and all sorts of stuff in the shopping cart and that does not affect the actual details for the item

-Non-linear... because it is held in virtual memory, you can go anywhere else in the system and it is still held in virtual memory - in it's own little container

-There about 30 corp-wide settings that deal with shopping cart and invoices - clear to disclaimers, show/hide bin numbers and other features, units of measurement, check out options, barcode options, payment options

4.42 Special Line Items

-System parts - items you do not have to bring in through a PO

-So the system gives you between 15-20 pre-set items you are ready to use

-Items such as: labor, discount, freight

-Pre-set tubes or place holders - system standard, you can turn them on or off but they are there for every corporation, a hard-coded item

-These have special back-end connections and mapping to financials

-They are controlled through a sub-section of the corp-wide settings, they are all unlimited as well, so they can be used over and over again

-Basically without doing any sort of PO you could start doing invoices with all of these pre-set, out of the box, loaded items

-Non-editable, so you cannot switch vendors, change things... you can only turn them on or off through the corp-wide settings

4.43 Split (payments made on account)

-Define Splits: if you had a bigger payment to pay for littler things - so payments on account or partial paying stuff

-2 Basic Scenarios: 1 - paying multiple payments on one item or expense; 2 - paying one bigger payment that pays for multiple little pieces - so using an expense to pay other expenses (a 1-many-many) (A video tutorial might be helpful to add in this section)

-A type of expense/receipt - either short paid or partial paid, so it is not fully satisfied on the payment portion - b/c of that it automatically routes itself to the A/P waiting room

-You can apply payment after payment until it is satisifed or you can wrap multiple ones together.... probably the most flexible when it comes to the expenses/payment section

-More flexibility in paying it back... can pay it back in multiple times

4.44 Statements

-A snapshot in time of lots of invoices

-One statement can hold many invoices - kind of like a summation

-As soon as you create it, it is dead or a dead end - it is just a snapshot in time - it is just a tool so you can get payment or tell someone where they are at

-You can send them as a pdf

-when someone does remit payment you actually go back and apply payments through the apply payments section (a sub of the A/R waiting room) or through the invoices themselves - statements are just a tool to help you get that money

4.45 Stock/Units (serialized inventory)

-This is one of the original reasons this system was created - this is where we started! :) Pretty cool how adilas really grew and came from this area - this is where the history starts (give a plug here).

-One of the deepest sections of the system and one of the most powerful tools inside of adilas.

-They deal with makes and models - it has organization, (inventory type, sub inventory type, make, model - adding corp wide settings so that you will be able to change those names)

-One of the main 12

-These are items that need to be tracked on a one by one basis, they are usually serialized

-It is part of inventory, they automatically allow for subs to be connected, internal ticketing (tied to invoices and parts), external repairs (automatically ties to expense/receipts for those specific items)

-They allow for photos, we can track location, age changes, and location aging

-Allows for the manager's checkbook or slush fund accounts

-Floorplanning is tied to stock units

-They automatically create a payable out for that base price when entered

-Can be sold and mixed with other items all on one ticket or invoice (mixed tickets)

-Can attach multiple customers to it

-You can work deals and payment options on it. They allow for setting up multiple payments

-Can be tied to payroll, commissions

-There is a LOT of depth here

4.46 Timecards (clock in/out)

-Tied to users, also tied to departments - there needs to be a connection made between a user and departments before users can use the timecards

-3 deep level: admin (sees all), manager (only sees departments assigned to be over), user (only sees user)

-Unlimited - add as many as you want

-Can be used as a standalone journal or they can be tied to payroll (does not have to be)

-By default it automatically gives you a date and time stamp

-Super simple - often assigned to your most basic people, it has 2 fields a reason and a note section (optional) - everything else gets done behind the scenes

-Searchable

-Limited to individual users as well unless you are at the manager or admin level

4.47 Tools & Maintenance

-A corner piece on purpose (on the interactive map)

-Technically all of adilas is a giant tool set - and maintenance is how well things are kept up, stay in tact - you are doing maintenance on the system (it can be modifying, advancing items to the next levels, find & replace, general up keep, clean up)

-There are many tools integrated to multiple pieces but they could be used as stand alone as well - like calculators for finacial flow, payment calculator, discount & profit calculator, little widgets, barcode generators

-Adilas is a tool! It has tons of tools! You pick and choose what you're going to do.

-How many banks, locations, special buckets for expense & deposite types, how are things layed out and organized, how do things get set up, does it need to be modified

4.48 Training & Support

-Contact numbers for technical support or training, email form directly to support@adilas.biz

-adilasuniversity -

-User guides, help files, training videos, graphics, pdf flyers, developer's notebook

-More & more training will be developed as we continue to go along

4.49 Vendors/Payees

-Vendors can be tied to expenses, to PO's, to stock units (their buddies)

-One of the Main 12

-Employees & vendors technically the same in the system, except that one has permissions in the system and the other is just an outside feeder - ties to the end goal of getting paid - expense/receipts (b/c eventually you have to pay a vendor or a user - so it helps us to connect those pieces)

-Can be tied to Elements of Time as well - can schedule for demos, or deliveries, or need to order, etc., etc.

-Vendors are tied to parts as well, they have a large role on the incoming piece of the puzzle, they eventually get paid - which eventually gets tied to invoices and the other pieces in the systems

4.50 Web Presence & eCommerce

-Another corner piece

-2 parts to this: Web presence: on the world level - do you want to show it yes or no? You can control this on the world level. You can control it even more on the item or stock level. A customer facing portion, outside secured environment - so basically a satelite or moon of your world (your retail storefront instead of your back office)

-Next part: eCommerce: goes a level deeper, controlled on the Universe level, allows virtual shopping carts to be used outside of the system. So the next level, instead of just showing the system you can sell, make payments, which will affect inventory and affect things within your world (the adilas system). There is a whole other piece coming beyond the one by one transactions by creating to be a way for customer to log in to pay their bills, or view/print their histories, so almost give them a limited functionality to do their stuff

-Ways to hide the pricing in eCommerce and give wholesale pricing to your clients