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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 - 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)

**4.3 - API Sockets & Communications (application programming interface - send & receive data remotely)**

-This allows computers to talk to computer - adilas accounts talking to other adilas accounts, or adilas accounts talking to other outside parties, or vice versa

-API is almost like computer to computer telepathy, you can’t see anything of the data per say - just the communications

-We use standard formats like JSON or XML to pass the data, standard way of communicating

-You can have data in a database, crunch it down, send it across the wire, and it can be reinflated on the other side - stuff that is automated on demand or request or create your own custom application that feeds or draws from the main application - you can create secondary apps that can play that way

**4.4 - A/P - 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

**4.5 - A/R - 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.

**4.6 - Attributes (parent & child inventory flags and tags)**

-If you need more ways to search things or ways to flag and tag things you need attriubtes.

-There is no possible way that we can know all of the data points that you want to filter, search by, etc. So this allows you to sort of build your own database to flag and tag your data.

-Another important thing is that a lot of this is external as to how you want to present these things to your clients. How can they filter, show it, sort it, etc. To your clients.

-Technical side - attributes are tied to a data type - a number, a string, a toggle switch, a list, a date/time

-Unlimited - you can have as many of these as you want. Set up your own database, collect your data points, then filter & search by them.

-These are usually tied to inventory or item categories.

 **4.7 - 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)

 **4.8 - 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

 **4.9 - Barcodes & QR Codes**

-Be default this is usually an inventorty type tool but technically can be used anywhere across the system for anything.

-Have many internal barcode creators/makers, can scan, we have direct links.

-Really it is just a way of getting somewhere/something quickly that you don’t have to type it out.

-We allow interactions through a HID (human interface device) - I.e. a scanner, which can speed up the process if we know what you are looking for.

-All of our barcodes allow for alphas, numerics, special characters, you can create your own, you can use existing ones, or we can autogenerate them for you.

-Bunch of cool help files on barcodes. We have not seen the end of what is possible with QR & barcodes.

-Think of the possibilities to get invoice, customer records, medications, reservations, rentals, etc., etc.

 **4.10 - Black Box Page Technology (custom code options)**

-What happens here is we have to give you a starting stop which is what we call our classic interface. If you need something changed, added, altered, edited, etc. You will need somehting changed - enter the black box - custom code.

-This is done per corporation, per page, or it can be done in bulk and used more as a general theme change or a multi-use custom code. This could be a corporation specific need or an industry specific change.

-Important to know that if you go custom it is a two-edged sword. You get what you want but it could potentially cut you off from other standard features that keep being developed.

-On a technical note, we actually have up to 8 different spots per page that we can interject custom code. Such as logic, headers, footers, bodies, full take-over, etc.

-Usually this is ran as a custom job between you and the developer. You say what you need and the developer tries to accomplish that for you. These are all outside projects from the main adilas core.

-Quote(ish) from Steve, “Choose your solution, then invest in that solution.”

-Available internally as well as in eCommerce. Anything that you see may be changed including shopping carts, dashboards, interfaces, etc.

**4.11 - Check Requests (sub type of the normal expense/receipts)**

-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

 **4.12 - Check Writing**

-This is not required but is an option. We can generate computer, printer based checks.

-We allow for you to setup each bank with different kind of checks - check on the top, bottom, center, multi, or handwritten.

-If you choose one of the computer setups, we have a whole setup widget that helps you customize exactly where all of the key fields print. This is specific per bank so you can have multiple different checks and their specs set up.

-The checkwriting system has potential flags and ties. You can capture all of those histories and major auditing trail, who printed it, touched it, etc.

-As far as the filing system, it holds all of the important information on the check stubs, the E/R number, the payee, the amount, the notes, the memo, external reference numbers, etc. Makes filing super easy.

-This is very handy if you are paying bills, inventory, payroll, etc. It fulfills and ties together the whole expense circle nicely.

 **4.13 - Chooser (custom interface chooser)**

 **4.14 - Corporations (worlds)**

-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

 **4.15 - Coupons & Sales Campaigns**

 **4.16 - Customers/Clients**

-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)

 **4.17 - 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

 **4.18 - 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

 **4.19 - Data Imports & 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.

 **4.20 - Departments**

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

-A backbone of payroll

-Deals hugely with payroll, deals with time cards, 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)

**4.21 - 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.

 **4.22 - Discounts & Discount Rules**

-First off you have to realize that price is a variable that you can play with, cost is fixed. Price can be manipulated. Some people choose to change prices & others choose to use discounts to “change” the price. Discounts - A visual price change.

-In line discounts: these are per line item in percentages, dollars off, or mixed. Occur per line. Huge level of control and your taxes are spot on.

-Standalone discounts: these are a new line item that just holds the discounted amount. These are more general and depending on your industry may or may not be allowed. The hard part about this one is if you have advanced tax stuff it is hard to back out all of the taxes correctly. That is why in-line discounts are more detailed on the taxes.

-There are ways of setting up discounts through corp-wide settings, campaigns, based off of customer types, can tie discounts to buttons (my cart favorites), and there are other global rules & settings being developed including date & time based discounts. (i.e. happy hour, double Tuesday’s, etc.)

-There are also settings per item that you can say include or exclude on discounts. So this can be taken out to the individual item level.

-There are also some discount calculators that deal with cart as a whole, individual lines, or just sample data so that you can figure discounts.

 **4.23 - Display Options & Interface Choices**

-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?

 **4.24 - eCommerce & Web Presence**

-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 satellite 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

 **4.25 - Elements of Time (calendar & 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

 **4.26 - Email Settings**

-By default you can automatically email quotes, statements, & invoices directly from the system.

-There are also ways that you can configure custom emails that allow for html coding (rich look & feel). These emails can also use data directly from the system.

-If you need a custom address, there are ways that we can implement a custom email address.

-Professional quality emails. There is an entire sub-section just for email settings.

-There are custom options available. So if you need reminders or certain triggers need to be set or monitored, we can send you email notifications directly through the system.

 **4.27 - 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

 **4.28 - 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

 **4.29 - Exports - MS Excel/CSV/PDF**

-Exports are important and we want you to get your data. We help you store & secure it but it is your data. If we provide you with data it is part of our back up plan. You get your data, your needs, in your way.

-Almost all of the main system reports have export options. Usually exports are tied to the admin permission. Once it is in Excel or CSV you can alter the data however you want.

-There is an entire page that deals with just export options. Also, a lot of the new data tables, which is technically the word for special web tables that have cool features, they automatically have export options directly from the tops of the data tables.

-The system automatically can generate PDFs for POs, invoices, statements, quotes, P&L, & balance sheet; all of those can be configured to specifically match your needs.

 **4.30 - 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

**4.31 - 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

 **4.32 - Gift Cards, Rewards, & Loyalty Points**

-Tons of custom options are available. Often these reward programs have some corporation specific flare.

-The Adilas standards are still currently under construction. Expected release data first quarter of 2019. Some of the standards will include: loyalty/rewards, gift cards, punch cards, in-store credit, vendor credits, etc.

-Technically all of these special account types or payment types are subs of the balance sheet. Behind the scenes all of these accounts will be run under a general title called sub special account tracking. Within that we will allow you to name the special programs according to your needs. For example, if you want to call your gift cards XYZ Bucks, that is totally fine.

-All of the programs that get setup will automatically inherit a default set of rules. Then we will let you modify those rules to match your company. This may be custom naming, special ratios, values, redemption exceptions, all kinds of rules, etc.

 **4.33 - GPS & RFID Tag Tracking**

-GPS stands for global positioning system and RFID tag stands for radio-frequency identification

-One of the differences between GPS (global positioning system - usually satellite based) and RFID Tracking (radio-frequency identification - usually small tags or chips) is dealing with the distance from a hub or known area. Both technologies deal with tracking items or things according to a specific location or coordinates. GPS usually covers more distance and is mobile and RFID is more local, fixed, or within a controlled environment.

-These technologies are capable of tracking an "x" coordinate (longitude or width), a "y" coordinate (latitude or height), a "z" coordinate (depth, height, altitude, or elevation).

-Currently we have all of these as a possible sub of time so they can be turned on and off. The fields exist so that we can capture real data or we could have other third parties that could feed us data and we could capture that.

-Basically the field is set to play but it is not fully automated yet. There are tons of places that it could go but currently it still needs some further development for it to be fully automated.

 **4.34 - History & Reports**

-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

 **4.35 - 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 asset 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

 **4.36 - Interface Options, Dashboards & Choices**

-Every user gets to select or specify what user interface they want to use. This is done through a thing called the chooser. By default there are seven global interfaces that you can use and there are over 30 other custom ones that may be used as well.

-There are also custom options that may be added and built in through your corp-wide settings. So once a custom page has been built you can actually add that to your chooser so that you could use that as your homepage.

-Any of the other sub- homepages could also be set as your default interface or landing page.

-There are also a number of themes which are pre-set color structures. You can modify your own or select from our pre-sets. Basically it is custom look and feel all the way around.

-Some of these presets include things like classic look, blue pastel, geometry, Snow Owl theme, etc. Some of the interfaces like Snow Owl have hundreds of sub-settings to dial in your look and feel.

-Because we allow color and theme changes there may be white label options that have their own, unique look and feel due to 3rd party vendor white labeling.

-Currently custom dashboards are done on a per corporation basis. You come up with the different things you want to be displayed and shown. You work with a developer and they build it for you to your customized specifics.

-More things to come! =D

**4.37 - 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

 **4.38 - Labels & Custom Paperwork**

-Labels and custom paperwork usually deal with getting some sort of information out of the system and getting into a different format for printing and/or saving.

-We have a number of presets that are in the system that anyone can use. If you need anything custom, we can attach custom paperwork or label options to any part of the system. For example, if you needed contracts for invoices, or customer signatures for rentals or reservations, or labels for things like pharmaceuticals or chemicals, etc.

-There are a number of pre-built labeling systems inside the system that allow for direct labels for items, customer, invoices, elements of time, etc. These labels may contain other output values such as: barcodes, descriptions, id numbers, names, date, quantities, locations, etc.

-Custom labels and custom paperwork may be added to any section such as parts, items, shopping cart, invoices, customers, POs, vendor, employee (HR), etc.

-There are some corp-wide settings to help control some of the defaults for labeling.

-Labels can be printed on an individual basis end to end, stacked, or custom layout. There are also options to print bulk-sheet labels.

 **4.39 - Locations & Tax Settings**

-The ability to customize your location specific tax settings

-Helps organize things by geographic 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

 **4.40 - Look & Feel (custom colors & navigation)**

-We want your business to look and feel like you want it to. Some of this is done through settings so that we can speak your language. Some of it is done through visual interfaces and displays so we can make you feel more comfortable with using things and making things happen.

-The backend is like an engine but we can use function and form to help you get what you want and the look and feel that fits your needs.

-\*\*Skin Your Engine Graphic - This has the motorcycle, van, sports car, semi-truck, UFO, all with the same engine.

-We have a number of presets. The one we first started on is called the classic - very simple, non-moving, but very powerful and dynamic. Some of the newer ones have more mobile, responsive ones, more sliding/moving menus, more modern technologies built in.

-We allow you to upload logos, alternate images, watermarks. You can change colors on virtually every single thing - backgrounds, roll-over colors, menu icons, buttons, link colors, messages, icons, etc.

-There are many different settings that you can setup for reports, navigation, and hundreds of settings that let you control feeders, footers, headers, custom navigation. Tons of options for corporation links, individual links, and other options for navigation that can be customized for your particular needs or setup for your corporation.

-Custom interfaces - we have thousands of pages which could be available to set as your homepage. If you need your own custom look/dashboard we can create that as well. Or we can blend those pieces together to get what you need.

**4.41 - Manufacturing (changing or modifying inventory)**

-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

 **4.42 - Marketing**

-Once you have all of the data from your day to day operations and accounting - think of all the power you have. We can use the massive amounts of data in your system to connect with other companies that can help you manage your marketing in whatever ways you need.

-Presently we have all the data. We do not manage the marketing but can connect you to third parties who are focused in various marketing aspects. We provide you with great resources for business intelligence as you can access all of the data in the system.

-We have a number of reports, charts, graphs that can visually show you data. If you need something customized we can build that for you.

-We have all the data. You can pull reports, trends, export things, and use your data to improve your work flow and your company.

 **4.43 - Media/Content/Files (physical file uploads and referencing)**

-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

 **4.44 - Merchant Processing - Credit Cards & Financial Solutions**

-Merchant processing is a great addition to any business. This allows you to process any transaction with credit card or digital payments. This feature is not required to use our system, it is just an available option.

-You have to have at least 3 players with merchant processing. You have to have a POS (Adilas), a gateway or credit card processing company, and then you have your banking entity which is your merchant or banking entity. Some big companies actually fill multiple of those roles but all three of those components are required for merchant transactions.

-\*\*Flow chart diagram for Merchant Processing

-We do not require that you deal with a certain merchant. We do have a number of merchant gateways that we have already coded to. So if your bank already deals with these gateways you can be very easily integrated.

-We also have a number of other closed circuit payment options. This is basically where you load money on to a card or account and then you can spend that money at participating stores.

-If you have a specific gateway or banking entity that you would like us to work with. We need to be notified of that, we will do some research, get you a quote, and built the pathway to use that merchant processing option.

-Merchnat processing may be used in internal POS/shopping cart options, online bill pay, payments on account, external eCommerce, reoccurring invoicing/payments, etc.

 **4.45 - Mini Conversions (buying, selling, & tracking inventory - units of measure)**

-When you deal with parent/child inventory - this is usually a placeholder at the parent level. Then usually some sort of sub-batch or group to create the child inventory. Mini conversions are actually breaking that child inventory into different units of measure to either be used, consumed, or sold. Mini conversions is only at the sub inventory level, this is not available at the parent level.

-An example is water - how do you get it? How do you sell it? If I sell you a case, that may be 12 bottles of 1 liter per. Breaking things into smaller pieces. Technically the same water could be sold by the drop, the cup, the pint, the gallon, the liter, the case, etc.

-Part of the plan with mini conversions is also being able to track who has what and what is available so that we can go back and forth between conversions. Going back and forth between conversions. So this will allow you to create or destroy conversions so that you can go back and forth as needed.

-Another goal of mini conversions is being able to track the hard to track inventory pieces. Right now there are some known areas that are tough - what is real, what is committed, promised, what is ordered online, what is in the shop, someone else’s shopping cart, warehouse, what is requested, etc. It gets into a way of micromanaging your inventory in a way that you are going to buy and sell it.

-It goes deeper and deeper, you’ll be able to set prices, you will be able to also create some standard things that you can use over and over again. You will be able to setup how internally manipulate these items as well as prices, structures, and a whole chain of custody that is built into mini-conversions. Where did this product come from, what happened to it at every stage, what is it being used for and put into now, where is it sold, split, etc.

 **4.46 - My Cart Favorite Buttons**

-These are basically preset code that help you to sell things, organize things, or create visual checkout processes. You can tie them to existing searches, exactly to specific items to tie to the cart, you can tie them to recipe/builds, or even stack, group, or turn them into tiered pricing models.

-Originally they were designed to be user specific and they still can be. However many companies want them to be one master set for the company. Either way will work and you are also able to copy, view, and share buttons as needed.

-As far as organization goes, you can name them, add photos, stack them, group them, color-code them. You can tweak out your buttons to whatever fits your needs! For example say you wanted a certain group of items to be orange or purple, or if you were a deli you could have a button that said Desserts and nested under that button you could have pies, cakes, cookies, sodas, ice creams, etc.

-There are multiple different kinds of buttons - you can have Flash buttons or HTML buttons depending on your interface. Certain devices, operating systems, or browsers work better with certain kinds. For example an iPad does not allow Flash and would use HTML. Switching between button types is very quick and easy.

-Some companies even like to run their entire POS with just the buttons directly or something called a split cart mode that allows them to see and click on their buttons while viewing the shopping cart screen.

-One kind of button is called a smart group which allows you to setup your own tiered pricing structures. This can go as deep as you would like to go and one of the secrets behind it is rules and assignments. The rules are where your price breaks come in, typically based on a quantity type model. The assignments deal with which items or product are associated with that set of rules. All of those are one to many relationships and that button is able to hold all of the related functions you have set for that button.

 **4.47 - My Stuff (personal settings & options)**

-My stuff usually deals with things such as clocking in/out, checking your hours, updating your own username and password, setting your own user defaults and presets - so that you don’t have to make certain selections every time, etc.

-Personal settings are sometimes at the lowest, most detailed level. The highest level is the corporation or world setting, then a group or player level (like parts or invoices), then page level settings, and then one of the lowest things are personal settings. Things that you can set that can best help you out.

-Some of your personal settings deal with your own default homepages, a specific shopping cart type/style you use, cart favorite buttons you use, if you use the queue, if you’re tied to a specific location, etc.

-Also within your personal settings you can view your own history - what did you touch, work on, effect in the system, what were your logins, etc. If your company is running payroll through Adilas you can also view your paychecks and paystubs.

 **4.48 - 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

 **4.49 - 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

 **4.50 - 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

**4.51 - Parts/Items (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

 **4.52 - Payroll, Commissions, & Time Clocks**

-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.)

 **4.53 - 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

 **4.54 - 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

 **4.55 - 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

 **4.56 - 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

 **4.57 - 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! :)

 **4.58 - Recipe/Builds**

-Great tool for any repetitive 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

 **4.59 - Reimbursements (REI's)**

-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

 **4.60 - Reoccurring & Automated Options**

-We have a full section that allows you to do recurring invoices if needed. Basically you would setup a master invoice, setup a schedule of when that needs to happen, then it rolls itself into an ongoing queue that you are able to view and process. Currently this process does require light manual babysitting, We want to provide you the opportunity to make sure that everything is still as it needs to be. Oft times things need to be changed or adjusted, change of service levels, or products.

-Reoccurring expenses are fully automated. Once these are setup they will automatically run based on the scheduled date and time.

-Another thing that deals with recurring is recurring elements of time. This one is special, you create the original element of time and then you have the opportunity to duplicate on a bulk fashion up to one year out from it’s creation. It’s recurring format is based in a calendar format with easily select-able days, weeks, that you can click on and have that event duplicated and pushed into the future.

-There are also some automated options such as automatically emailing things, certain states require certain syncs or updates that function automatically, if there are certain tasks or reports that you need we can automate those, there are many options for custom options with automation. At times certain business processes need to trigger other things in the system, so we can specifically code things to happen just for your business. Eventually we will have automated texting options as well where you will be able to setup reminders and such.

**4.61 - Sales & Promotions (see coupons & sales campaigns)**

-WORKING

 **4.62 - Saved Reports (custom report favorites)**

 **4.63 - 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)

 **4.64 - Settings - Group Level
4.65 - Settings - Page Level
4.66 - Settings - Personal**

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

 **4.67 - 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

 **4.68 - Special Line Items (system parts)**

-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

 **4.69 - Splits (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 satisfied 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

 **4.70 - 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

**4.71 - 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

-Floor-planning 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

 **4.72 - Sub Inventory (parent/child inventory)**

 **4.73 - Support**

 **4.74 - Texts, Emails, Reminders, & Communications**

 **4.75 - Third Party Solutions**

 **4.76 - Tiered Pricing & Pricing Engine**

 **4.77 - Time cards (digital 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 time cards

-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

 **4.78 - 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 financial 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 & deposit types, how are things laid out and organized, how do things get set up, does it need to be modified

 **4.79 - 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

 **4.80 - Users (see also employee/users)**

**4.81 - Vendor/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

 **4.82 - Watchers, Feeders, & Triggers
4.83 - White Label Options (skins, themes, & custom)
4.84 - World Building & Data Assembly Line**

[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

\*\*\*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???