



Megabus Customer Update

Tips, New Features and Troubleshooting on all the key areas in Marlin® GTX and Marlin HR®

Please find below some useful tips for your business. The team at Megabus is here to help you. Please contact me on the number above if you have any concerns or need assistance with your business systems. We will be sending out regular updates so you can make informed decisions on the key areas in your business.



Using GTX Search features

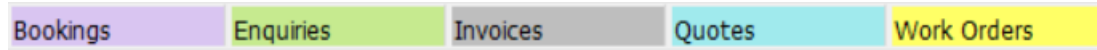
There are many search features in GTX that allow you to get information (transactions, customer or vehicle data, suppliers etc.) quickly in the following areas.

1. **Planner**
2. **Autotracker**
3. **Product Search**
4. **Customers**
5. **Suppliers**
6. **Work orders**

1. Planner Search Feature

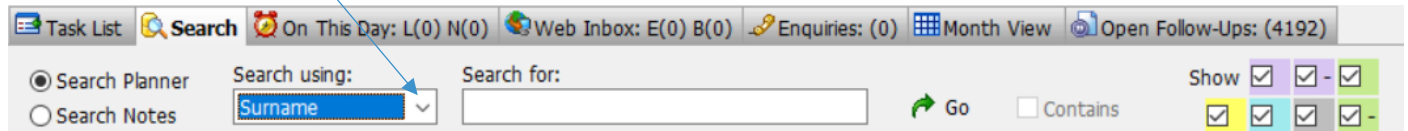
The search feature in your planner is handy for locating future bookings, quotes etc.

These colors indicate what type of planner entry it is.



Click on the **Search** feature.

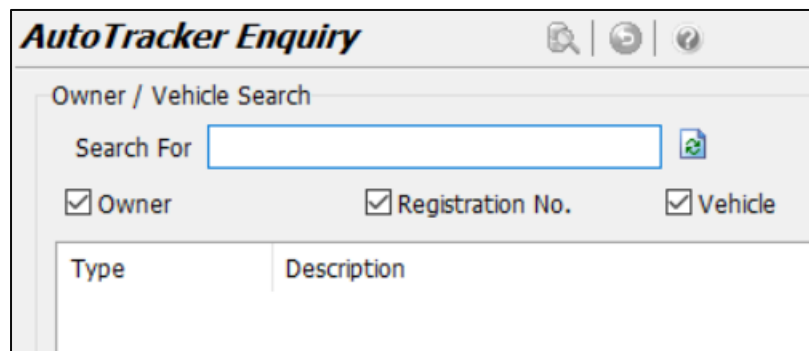
You can then use the **drop-down box** and search by other fields, e.g. mobile number, registration number.



You can also **untick** the colors to remove and make it easier to find information e.g. Just have grey ticked to look at items invoiced.

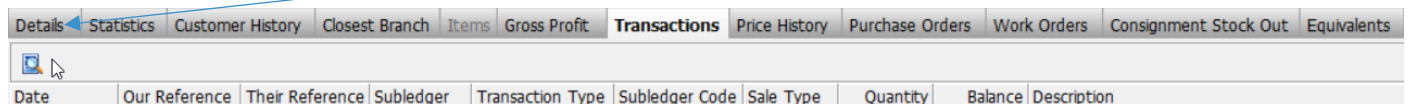
2. Autotracker

Autotracker enquiry can search by not only a customer's name, registration number but also a mobile number, car make/model etc.



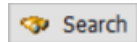
3. Product Search

When you are doing a stock search and click on transactions, did you know that you can click on this icon and view the cost price.



4. Customer Search

When you are in your customer view (Main, Customers, Manage Customers) you can click on the search icon and locate a transaction quickly by using the transaction reference number.



Search for a Transaction

Transaction Type

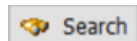
Reference Type

Our Reference

Search

5. Supplier Search

When you are in the Supplier view (Main, Suppliers, Manager Suppliers) you can click on the search icon and locate a transaction quickly by using the transactions reference number.



In the supplier view you can also use a “contains” feature if you are looking for the last 4 digits of a supplier transaction reference number.

Search for a Transaction

Transaction Type

Reference Type

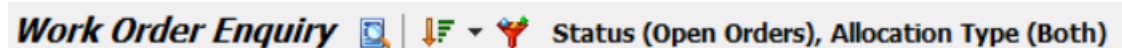
Their Reference Contains Ignore Case

Search

6. Work Orders

Did you know that when you are in work order enquiry (Main | Enquiry | Work Orders) that you can just start typing the work order number to locate the work order you are searching for.

You can also click on the filter icon to view Open, Filled, Cancelled orders etc.



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#3	Using work orders
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#6	Customers - Part 2
#7	Customers - Part 3
#8	Suppliers - Part 1
#9	Suppliers - Part 2
#10	Recording and entering supplier purchases and expenses
#11	Investigating Transactions
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