# 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 <u>you</u>. 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.
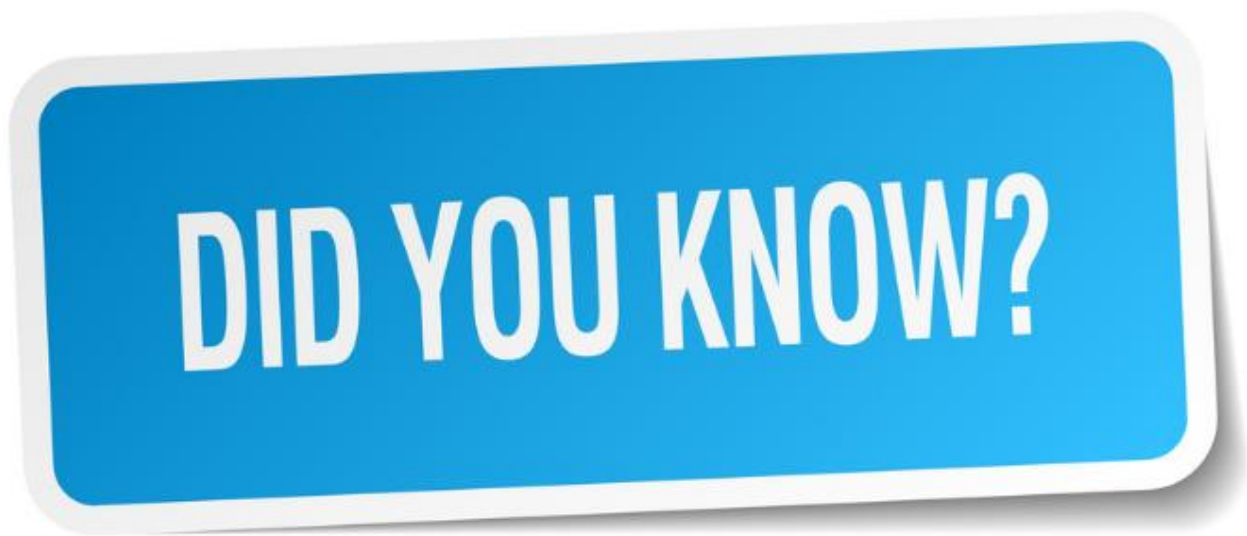
Navigator Features

Did you know about these features that are available from your navigator?

1. Add, change and re-arrange your Favourites
2. Adding a calculator to your Favourites
3. Reminders
4. Megalink and Inbox reminders

1. Add, change and re-arrange your Favourites

Select Favourites from the menu at the top of the screen.

Click on Organise Favourites.

You can then select from Programs on the left-hand side and assign them to Favourites 1 → 9.

- Click on the 1-9 number and then click on Assign
- Click on the 1-9 number and click on Clear to remove an item
- Click on the up and down arrow keys to change the order.

You can then select from your favourites easily throughout the day.

Tip: If you have 2 or more machines on your front counter, you can set them up to be the same.

2. Adding a calculator to your Favourites

Did you know you can add the calculator to a Favourite for quick access?

3. Reminders

At the bottom right-hand corner, the number of outstanding reminders will be displayed in ().

It is important to check your Reminders.

You can double-click on these to view or action them, some examples are:

- New Marlin GTX version available for updating
- End of Period warnings
- Reserved or work order quantities that need attention
- The BAS has not been closed for *xx* of days
- *xx* Standing Journals pending.

4. Megalink and Inbox reminders

At the bottom right-hand corner, the status of the Inbox, SMS and Megalink are displayed.

Inbox (27)	This is the number of transactions in your inbox that need processing
Megalink	When this is red it means that Megalink is not working, please log a support call with Megabus.
Web Service	When this is red it means that the Web service is not working, please double click on the Web service name to restart the service, if you continue to have issues please log a support call.

Update	Weekly Topics
#1	Payment Details and Integrated Eftpos
#2	Monitoring outstanding customer accounts
#3	Using work orders
#4	Business Planner Tips
#5	Customers – Part 1
#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
#12	Credit Notes
#13	Sales Statistics
#14	End of year preparation tasks – Part #1
#15	End of year preparation tasks – Part #2
#16	Investigating stock issues
#17	Bad Debts
#18	Claims
#19	Obsolete Stock
#20	Reviewing your Financial reports
#21	Security tips
#22	End of financial year tips
#23	Standing Journals
#24	Top 10 Reasons to hire a bookkeeper
#25	Managing Salespeople
#26	Cash out of Till
#27	Customer Deposits
#28	Autotracker enquiry
#29	Entering Remarks
#30	Search features
#31	Using the Inbox
#32	Master file maintenance
#33	Promotions