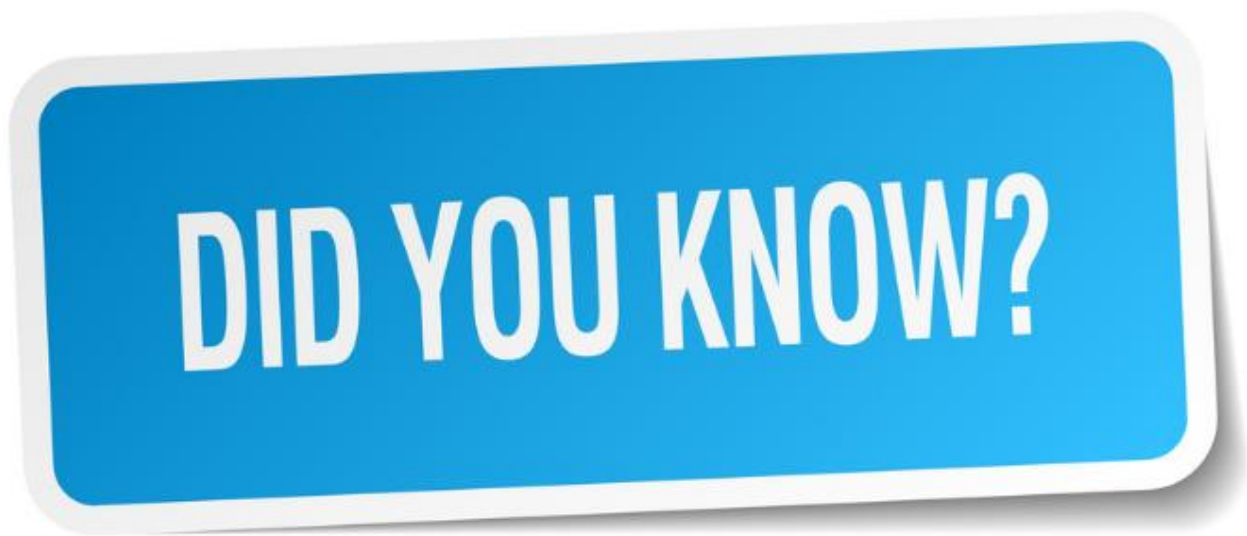




## Megabus Customer Update

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.



## 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.

Favourites Main Reports Periodic System Tools Window Help

Click on Organise Favourites.

Favourites Main Reports Peric  
 Organise Favourites  
 Recent >  
 Weblinks

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.

Organise Favourites

Programs	Favourites
Account Maintenance	1: Planner
Active Users	2: Product Search
Add-On Package Group Maintenance	3: Tracker Enq
Approve Trade-Ins	4: Stats Enq
Attachment Manager	5: Banking Enq
Attachment Type Maintenance	6: Purchases
AutoTracker Enquiry	7: Customer Maint
Banking Enquiry	8: Receipts
Banking Register	9: Account Maint
Branch Groups	
Branches	
Business Activity Statement	
Business Planner	
Calculator	
Cash Out of Till	
Cashbook / Bank Reconciliation	
Claim Defect Reasons	
Commission Calculations	
Commission Enquiry	
Commission Plans	
Commission Report	
Consignments Out	

Account Maint  
 Active Users  
 Add-On Pkg Grp Maint  
 Trade-Ins  
 Attachments  
 Attachment Types  
 Tracker Enq  
 Banking Enq  
 Banking Reg  
 Branch Groups  
 Branches  
 BAS  
 Planner  
 Calculator  
 Cash out of till  
 Cashbook or Bank Reconciliation  
 Defect Reason  
 Commission Calcs  
 Commission Enq  
 Commission Plans  
 Commission Rpt  
 Consignment Out

Assign -->  
 Clear  
 ▲  
 ▼

Ok Cancel

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.

Planner Product Search Tracker Enq Stats Enq Banking Enq

## 2. Adding a calculator to your Favourites

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

Organise Favourites

The screenshot shows the 'Organise Favourites' window. On the left, under 'Programs', there is a list of various programs. 'Calculator' is highlighted in blue. On the right, under 'Favourites', there is a numbered list of programs. '9: Calculator' is also highlighted in blue. A red arrow points from the 'Calculator' in the 'Programs' list to the '9: Calculator' in the 'Favourites' list. Between the two lists are buttons for 'Assign -->' and 'Clear'. There are also up and down arrow buttons below the 'Favourites' list.

## 3. Reminders

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

Reminders (10) Backups Web Inbox

It is important to check your Reminders.

Reminders     Load Reminders at Startup

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.

<b>Inbox (27)</b>	This is the number of transactions in your inbox that need processing
<b>Megalink</b>	When this is <b>red</b> it means that Megalink is not working, please log a support call with Megabus.
<b>Web Service</b>	When this is <b>red</b> 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