MEGABUS
SOFTWARE PTY LTD

Megabus Customer Update

Tips, New Features and Troubleshooting on all the key areas in Marlin® GTX and Marlin HR®
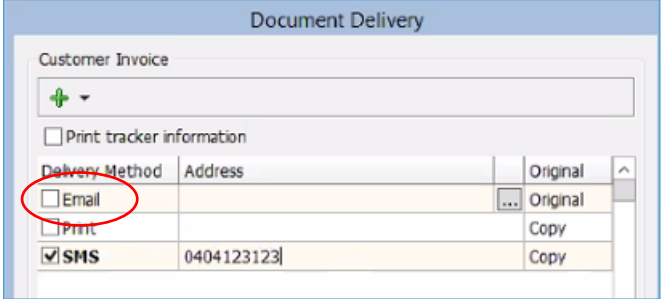
Please find below some useful tips for your business. The team at Megabus is here to help <u>you</u>. Please contact me on the number above if you have any concerns or need assistance with your business systems. We will be sending out regular updates so you can make informed decisions on the key areas in your business.

Reduce printer costs Features

- ✓ **e-mailing –** Sending Invoices, statements by email
- ✓ **SMS -** using our new SMS work order approval and invoice delivery feature
- ✓ **Reviewing your printing options** for each of the data entry programs
- ✓ **New Docket printing** saving toner and paper costs
- ✓ **System options -** checking your settings
- ✓ **End of Day –** reviewing your end of day printing options
- ✓ **Using the Report Keeper** to electronically file reports
- ✓ **Marlin HR –** emailing payslips

Please contact me if you need assistance with any of the changes.

AREA	RECOMMENDATION	REVIEW COMPLETED ✓
Emailing transactions	When you are finalizing an invoice, customer receipt, customer deposit etc, ask your customer for their email address to deliver the transaction directly to their email inbox. Review all your account customers and ensure you have their invoices/statements set to email in **Customers | Document delivery method.**	
SMS	Motorists today use their smartphone for constant connection with friends, family and businesses and will be comfortable with using their personal device to sign and view transactions. This feature was released last year, so please give me a call if you would like to start using our SMS Module. ✓ Provides you with the ability to have a 'touchless' interaction with customers. Customers don't need to put pen to paper to sign a work order, and they don't need to leave your business with a piece of paper that you have handed to them. ✓ Send a work order to a customer's smartphone and allow the customer to view the work order, digitally sign and approve the work. ✓ Save the signature with the work order as an attachment in Marlin GTX ✓ The ability to send an invoice via SMS. 	

Printers	Select **System** | **Printers** Review the list below and make sure you are not printing transactions unnecessarily (e.g. Journals, Purchases etc.) 	
Docket printing	In Version 5.3.1 we have a new feature to print to a docket printer. Please let me know if you would like further information.	
System options	Select **System** | **Options** | **Data Entry Options** Review the list below and untick the documents that you don't need to print 	
End of day	Select **System** | **Options** | **End of Day report** Review the list below and untick the End of Day sections that you don't need to print. 	
Report Keeper	In each of the reports you can click on this icon and save the report to your Report Keeper. To access the report keeper, select **Reports** | **Report Keeper** 	

Marlin HR Payslips	Refer to Marlin inForm for detailed instructions or please let me know if you would like me to send instructions on how to set this up for your employees.	

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
#34	Navigator tips
#35	Quick Stock Adjustments