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.


Planner – Managing Public Holidays

Please find information on using the trading calendar in your planner to manage your customer bookings with the public holidays next month and in January.

1. **Maintaining the Trading Calendar**
2. **Adding in a new public holiday**
3. **Making changes to your trading calendar**
4. **Planner view**
5. **Adding a booking [Warning]**
6. **Monthly view**

1. Maintaining the Trading Calendar

- Select **System**
- Select **System Files**
- **Select Trading Calendar**

If you don't have access to this, please speak to your Head Office (if applicable)
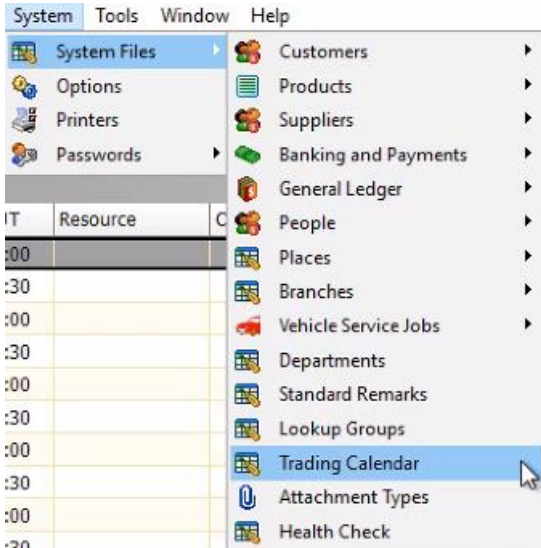
2. Adding in a new public holiday

- Click on +
- Add in the description (example below)
- Click on Holiday
- Leave recurring event unticked
- Enter the day, month and year
- Click on 💾 to save

This will now appear in your list of calendar items.

3. Making changes to your trading calendar

We recommend that you review all existing and upcoming calendar items.

You can click on to edit the details.

As an example, the trading day for Boxing Day can change each year so you can edit this.

When you tick recurrent event then this will apply each year.

If unticked, this calendar item will only appear in the year you specify.

4. Planner View

The data in the planner will be in black and have a circle to show you there is a calendar entry for this data.
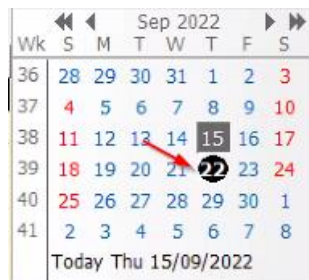
If you click on this date, it will display the details of the holiday at the top of the planner screen.
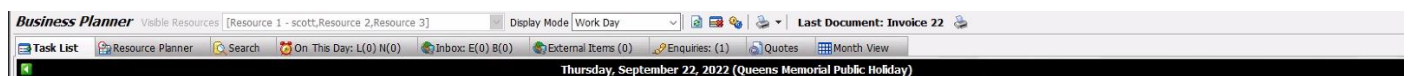
5. Adding a booking [warning]

If you enter a booking, you will get a warning

6. Monthly View

Holidays are displayed in black.

December webinar date to be advised soon.

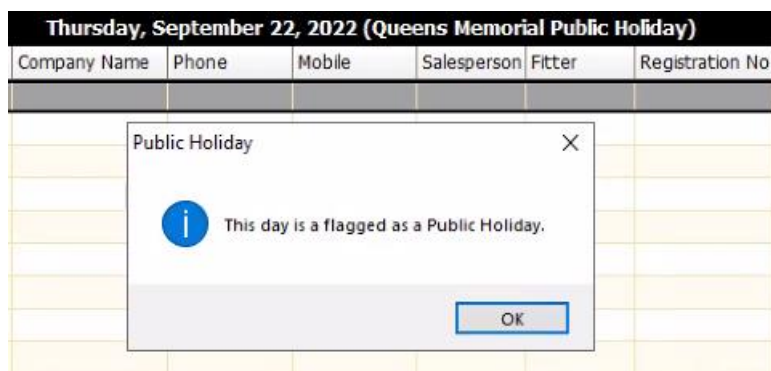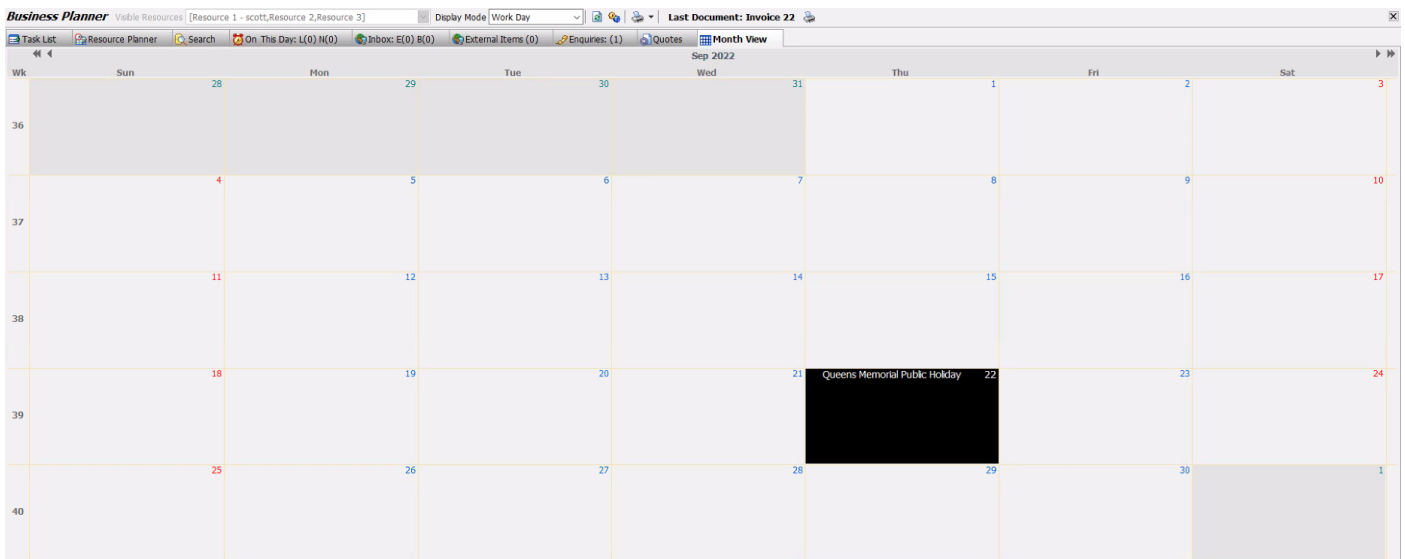| Update	Weekly Topics
#1	Payment Details and Integrated Eftpos
#2	Monitoring outstanding customer accounts
#3	Using work orders
#4	Business Planner Tips
#5	Customers – Part 1
#6	Customers – Part 2
#7	Customers – Part 3
#8	Suppliers – Part 1
#9	Suppliers – Part 2
#10	Recording and entering supplier purchases 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
#36	Reduced printing costs
#37	End of day
#38	Bookings in the business planner
#39	Invoices in the business planner
#40	Customer follow ups