

Easy Administrator

What can it do?

1. It's a comprehensive till system for what you sell.
2. It will invoice for you
3. Keep track of all current jobs, when job was taken & by whom
4. Keep track of what is done during production
5. Keep a record of every job you do, easily searchable
6. Keep records of your suppliers and what they have sold to you
7. Database your customers and all the jobs you do for them
8. Give you financial statements, keep you in track with profits
9. Give your company an impressive and slick professional feel and look
10. Stores all staff details, wages, and time off. etc.

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Getting started

Thank you for using Easy Administrator I hope it is a remarkable experience.

Simple 5 Step Guide

1) **buy it** and you will receive a username and password so you can login at www.easyadministrator.co.uk

2) **add staff** on your home page, click on the *Staff* tab and add yourself and the other staff.

3) **add your company details**, click on *Profile* and fill in the form.

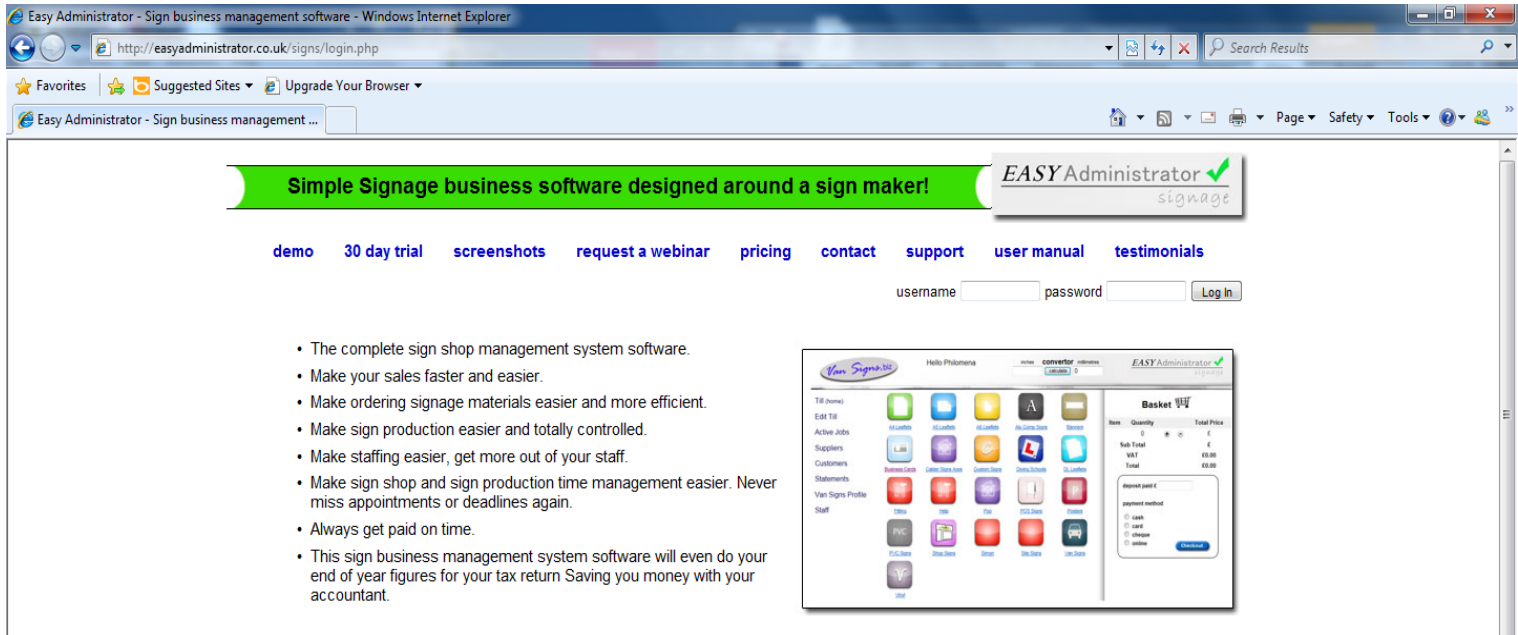
4) **add some items for sale**, click on *Edit Till* and add some items you sell. No need to add them all at once, you can do it as you go.

5) **you are ready** to start using Easy Administrator. **Enjoy!**

Easy Administrator is so easy to use that this should be all the info you need. However, if you need a little more help, this user manual will answer all your questions, we also get email support at help@easyadministrator.co.uk

Login

Start by typing www.easyadministrator.co.uk into the address bar of your internet browser. This will take you to the homepage; we suggest you create a shortcut to this page. You need to login on this page with the username and password details you have been provided with your purchase of Easy Administrator management system.



The screenshot shows the Easy Administrator website in a Windows Internet Explorer browser. The address bar displays <http://easyadministrator.co.uk/signs/login.php>. The page features a green banner with the text "Simple Signage business software designed around a sign maker!" and the "EASYAdministrator signage" logo. Below the banner is a navigation menu with links: [demo](#), [30 day trial](#), [screenshots](#), [request a webinar](#), [pricing](#), [contact](#), [support](#), [user manual](#), and [testimonials](#). A login form includes fields for "username" and "password" with a "Log In" button. A list of features is provided:

- The complete sign shop management system software.
- Make your sales faster and easier.
- Make ordering signage materials easier and more efficient.
- Make sign production easier and totally controlled.
- Make staffing easier, get more out of your staff.
- Make sign shop and sign production time management easier. Never miss appointments or deadlines again.
- Always get paid on time.
- This sign business management system software will even do your end of year figures for your tax return Saving you money with your accountant.

An inset image shows a preview of the software interface, displaying a dashboard with various icons for functions like "Tel (name)", "Edit Tel", "Active Jobs", "Suppliers", "Customers", "Statements", "Van Signs Profile", and "Staff". It also includes a "Basket" section with a table showing items, quantities, and prices.

If you are following the 5 Step Guide, you now need to go to the Staff section of this manual to see how to add members of staff.

Till (home)

Once you login you will be taken to your personal home page (your till).

Top: your company logo, hello to who is currently logged in, and our logo.

Left side: navigation area will be present on all pages.

Centre: this area contains all the categories you enter for the items you have for sale.

Right side: is the basket where the items you add will be added and calculated.

demo Hello demo [log in new user](#) **EASY Administrator** *signage*

Till (home)
Edit Till
Active Jobs
Suppliers
Customers
Statements
demo Profile
Staff
Converter

Banners **Signs** **Van signs** **Add**
[add new category](#)

Basket

Item	Quantity	Total Price
	0 + -	£
Sub Total		£
VAT		£0.00
Total		£0.00

deposit paid £

payment method

cash
 card
 cheque
 online

Checkout

Your logo

When creating your personal profile, Easy Administrator allows you to upload your own logo. The logo will appear on the home page, in the top left corner.

Current user

When adding new staff, each staff member gets a username and password. Once logged on, Easy Administrator shows the current member of staff at the centre of the header bar.

Login new User

Login allows users to know who took the job on, so if there are any complications with the job, we know who directly spoke to the customer.

Once each member of staff has finished a transaction, they must logout and the next staff member must login before starting a new transaction.

Navigation bar

Will appear on every page whilst using Easy Administrator. The navigation bar is an easy and fast way to find your way around this management system.

Converter

This converter allows quick and easy access to converting inches to millimetres. Click on the *Converter* bar and the conversion program will drop down. Input the measurement in inches and it will show you the conversion to millimetres.

All custom size measurements on Easy Administrator are calculated in millimetres.

Icons

As you create categories of items that your company sells, icons will display to give you access to the items for sale.

Basket

The basket is located on the right side of the home page, this is a review of what the customer has ordered, and gives a sub total, VAT (if applicable) and total. A deposit can also be made at this point, of cash, card, cheque or online.

Item	Quantity	Total Price
	0	£
Sub Total		£
VAT		£0.00
Total		£0.00

Checkout

The checkout brings up a summary of items that are about to be sold. At this point, a choice must be made whether the

customer is *new* or *existing*. Do this by asking the customer if they have done previous work with the company.

New customer:

Clicking on new

demo
Hello demo
[log in new user](#) or [log out](#)
EASY Administrator
sign up

Till (home)	Sub Total	£99.00	
Edit Till	VAT	£0.00	
Active Jobs	Total	£99.00	
Suppliers	Deposit paid	£50.00	
Customers	Total amount due	£49.00	
Statements	Payment type	cash	Continue shopping
demo Profile			
Staff			

customer brings up a form, fill in the details and the customer will become an existing customer for future transactions.

Existing customer:

Is a searchable list of customers, choose a customer and all details will automatically be filled in for you.

Add as Job must then be clicked to create an active job.

Edit Till

Click on *Edit Till* in the navigation area. Select an icon for your category, name it, and then *add items* to the category you created. This process is so simple, you can do it when the job comes in, this makes the till self-building. You only have to enter an item once, and then it will be there for the next customer, until you delete it.

The screenshot shows the 'Edit Till' interface. At the top, there's a navigation bar with 'demo', 'Hello demo', 'log in new user', and 'EASY Administrator signage' with a green checkmark. Below this, the main content area is titled 'Edit Till'. It features a grid of 18 icons for category selection. Below the icons, there are three category cards: 'Banners', 'Signs', and 'Van signs', each with 'Delete', 'add item to this category', and 'edit' buttons. A sidebar on the left lists navigation options like 'Till (home)', 'Edit Till', 'Active Jobs', 'Suppliers', 'Customers', 'Statements', 'demo Profile', 'Staff', and 'Converter'.

Selecting icons

Easy Administrator has designed and preinstalled a selection of generic icons that will cover a lot of categories, they can be edited later.

Making your own icon

Click on the link to upload and crop your own image for your icon. The image must be jpeg format.

Making a new category

Once you have created the icon, click *add item to this category*.

Adding items

Enter the name of the item, description and price, if you are selling an item by the square metre, the price entered will be per 1 square metre once you select the price entered will be per 1 square metre once you select yes from custom size.

Delete category

Simply press the delete button to delete a category. You will be warned that deleting the category will delete all the items.

Edit category

Editing the category is also very simple; just repeat the process on creating the icon.

Active Jobs

This is the heart of the whole management system; this part collects all the information you need at your fingertips to keep production flowing.

demo

Hello demo

[log in new user](#)

EASY Administrator 
signage

Till (home)

Active Jobs

Edit Till

Active Jobs

Suppliers

Customers

Statements

demo Profile

Staff

Converter

company	tel	date	name
Easy admin	07742240820	19th, April, 2012	
Job Description	total job price	deposit paid	balance due
Test	£0.00	£	£0.00
action to be taken			
allocate job	archive job	edit job	job taken by
allocate to>>> <input type="button" value="Allocate job"/>	<input type="button" value="Archive"/>	edit job	demo
		INVOICE	job number: 2

Company

Shows the name of the company and is clickable to show you the company's details.

Telephone

A necessity for follow ups and calling when job is finished

Date

When the job was taken in

Name

Of the person whom brought the job in.

Job description

This shows whatever you put for the description in the till.

Total job price

This is the price for the whole job including vat (if applicable) and deposit.

Deposit paid

Shows how much you have received from the customer so far, if customer comes in with more deposit you can just click on edit job and add more deposit.

Balance due

This is just the calculation of total minus deposit, amount left to pay.

Allocate job

If you have different staff members doing different parts of the job, once you have finished your part of the job, you can allocate it to the next staff member in the line of production.

Archive job

Once the job is completed, you archive it, this does not delete it so you can make it active again or just view it in the customers file.

Edit job

Click here to change any of the details of the job

Job taken by

This will be the name of who was logged in to the till when the job was taken.

Invoice

Click here to create an invoice for the job. It will be all automatically filled in for you. Once the invoice is created the figures will be calculations for your accounts. You can create a proforma invoice by clicking on invoice then clicking on print proforma invoice. Proforma invoices will not be calculated for accounts.

Job number

This gives you easy reference for the job.

Suppliers

We can not do the job without suppliers, as much as we would love to but this part of Easy Administrator will keep them in check. Every item you buy from who ever you buy it from, to do with your company should be entered, this will keep you in track with your spending calculate your profits and help prepare your tax returns.

The screenshot shows the EASY Administrator software interface. At the top, there is a header with 'demo' on the left, 'Hello demo' and a 'log in new user' link in the center, and 'EASY Administrator' with a green checkmark and 'signage' on the right. Below the header is a navigation menu on the left with items: 'Till (home)', 'Edit Till', 'Active Jobs', 'Suppliers' (highlighted in green), 'Customers', 'Statements', 'demo Profile', 'Staff', and 'Converter'. The main content area is titled 'Suppliers' and contains a search bar with the text 'search for supplier', a 'Search' button, and a link 'Add New Supplier'. Below the search bar is a table with two columns: 'Company Name' and 'Goods Sold'. The table contains one row with the values 'Easy administrator' and 'Managment software'.

Company Name	Goods Sold
Easy administrator	Managment software

Add supplier

You can add suppliers by filling in the form in the suppliers section, when searching suppliers, only the name of the supplier and the product they supply is displayed.

Search supplier

Over time, you will accumulate lots of suppliers and they will be easily searchable via any of their details.

Ordering supplies

Only the name and goods sold are displayed in the supplier's area, this means the staff must open the supplier's details to get the telephone number. During the call to the supplies, fill in the order form, this will allow you to keep track of who placed the order, who the order was placed with, how much was paid and the calculations will be put through the system for the accounts.

Customer

Keeping a database of customers is one of the most important things a company can do; for promotional and organisational purposes.

The screenshot shows the EASY Administrator software interface. At the top left, there is a 'demo' label. In the center, it says 'Hello demo' with a link 'log in new user'. At the top right, it says 'EASY Administrator' with a green checkmark and 'signage' below it. The main content area has a left sidebar with links: 'Till (home)', 'Edit Till', 'Active Jobs', 'Suppliers', 'Customers' (highlighted in green), 'Statements', 'demo Profile', and 'Staff'. The main area is titled 'Customers' and contains a search form: 'search for existing customer' followed by an input field and a 'Search' button, with the text 'or [Add new customer and job](#)'. Below the search form is a table with columns 'Company Name' and 'Phone'. The table contains one row with 'Easy admin' and '07742240820', and a 'delete' link to the right of the phone number. At the bottom left, there is a 'Converter' button.

Add new customer and job


You can add customers and their job by filling in the form in the *customer* section. This job will become active and the customer's details will be saved into existing customers.

Search for existing customer

Over time, you will accumulate lots of customers and they will be easily searchable via any of their details. Once the customer's details are open, their previous orders will be listed.

Statement

Statements lists all the transactions, incoming and outgoing from your company.

demo Hello demo *EASYAdministrator*  *signage*
[log in new user](#)

Till (home) Monthly Statements
Edit Till 2012 May Submit
Active Jobs
Suppliers
Customers

Total of invoices	vat	total of suppliers orders	total wages	total profit
£	£	£	£	£0

Statements

demo Profile

INVOICES					
invoice number	date	company	description	total	
				£	view-print invoice refund

Staff

Converter

SUPPLIERS ORDERS

£

Date select

You can select any date and it will show you that months transactions.

Total of invoices

This is a calculation of everything sold in that month, minus vat (if applicable)

Vat

This is the vat that you have paid out, minus what you have taken in. Leaving you the amount you need to pay as your vat bill.

Total of supplier's orders

This is a calculation of everything bought in that month, minus vat (if applicable)

Total wages

This is a calculation of everyone's wages who works for the company in that month.

Total profit

Total profit is invoices, minus vat, minus supplier's costs, minus wages.

Invoice

All income from customers that month will be listed here.

View-print invoice

Duplicate invoices can be viewed and printed from here.

Refund

This allows you to refund, calculation will be amended to profit and loss.

Supplier's orders

All outgoings from orders made to suppliers that month will be listed here.

Profile

Profile allows you to personalise your Easy Administrator business management system.

demo

Hello demo

[log in new user](#)

EASY Administrator 
signage

Till (home)

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Profile

Company Name

demo

Logo

Address line 1

Address line 2

Town

County

Postcode

Phone number

Company Number (if applicable)

VAT

yes
 no

VAT number (if applicable)

FAX

Website address

Form

Fill in this form accurately; it will be the basis of your invoice design and personalising your Easy Administrator.

Logo Upload

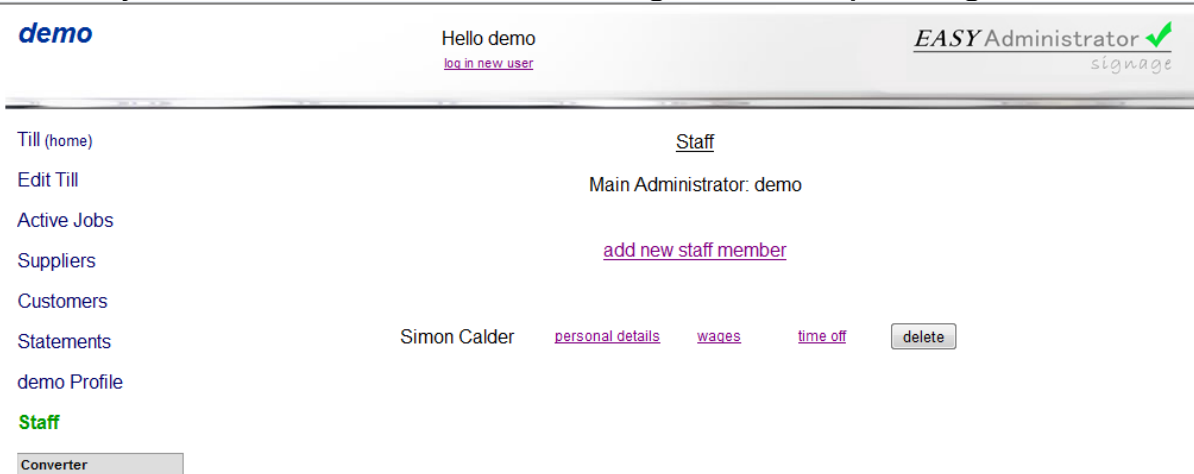
Click on *Browse* and select a jpeg image of your logo. When you submit the form, your logo will appear on the header bar and your invoices.

Vat

If you are vat registered, put in your vat number and select yes on the form. This will set the system up to do vat calculations and put your vat number on your invoices.

Staff

This area allows you to add and edit all members of staff; it shows the personal details, wages and time off for that member of staff. This area also allows you to delete staff and change access privileges.



Main Administrator

The main administrator is the person that bought the software. They cannot be deleted from the system.

Add new staff member

This form is to insert the personal details of each member of staff. It allows you to put; name, address, telephone number. It lets you create a username and password and gives you the choice of access privileges for this member of staff.

Administrators: this allows full control of all aspects of the system

Limited Access: these users will not be able to edit staff. They will not be able to see statements or staff details.



Personal details

Here you can view telephone number and address of any staff member.

Wages

Here you must input staffs wages on a monthly basis.

Time Off

Here you can add and view time off for any member of staff.