P PROAD Software

EDITORIAL

Dear Readers,

Harold Glen Borland once wrote: "Year's end is neither an end nor a beginning but a going on, with all the wisdom that experience can instill in us.."

I think that's very true wisdom that should guide us in these hectic final days and weeks of the year.

Because of the constant dialogue with our customers and the exchange of experiences, we learn every day, to understand our customers and therefore our market even better so we can offer the best products and services in the future.

In this edition of our newsletter we have lots to share: Read for example about the latest developments in our job costing solution and about this year's expert meeting in September. There's also lots more covered.

Happy reading

Yours

Michael Schmiechen

P.S. If you would like to keep up to date on PROAD software, then I recommend you become a fan of PROAD Software on Facebook.

PROAD Professional 7 is now available for our contract customers

PROAD Professional with Uni-code and network installation

PROAD Professional 7 is now available for our contractual customers. The new version of PROAD „deserves" a new version number, since this update comes with the brand new Omnis Studio 5 version, on which PROAD is based.

This upgrade to Omnis Studio 5 will enable us many more opportunities to develop new functions in PROAD in the future.

Beside these new opportunities for PROAD development Omnis Studio 5 has the following new features:

- Full OSX Lion and Windows 7 compatibility
- Possibility of one centralized network installation for e.g. Terminal Server Services
- Better performance
- More stability
- Full Uni-Code support for non-Latin character sets

Due to this change to the Uni-Code platform of Omnis Studio 5 all PROAD interfaces had to be revised which has used most of our development time in the last couple months.

Besides the usual enhancements and bug fixes the following new functions and features are found in the first PROAD Professional 7 version:

New function in the task Gantt view

Two new options have been implemented into the Gantt view of tasks:

- The option "date/responsible" will activate two new columns "Responsible" and "Period"
- With a drop-down box one particular job can be chosen for display and print out

New function in the Gantt chart of tasks
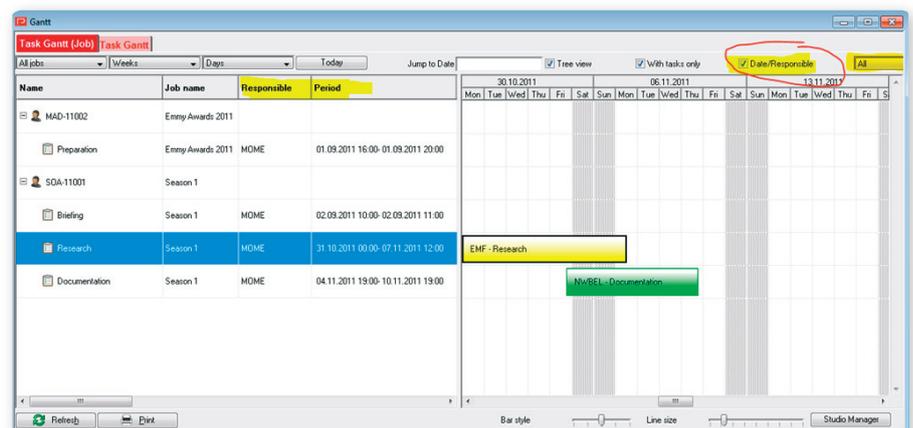
New features in PROAD's reporting tools

The reporting tool Monthly Overview has a new display option "including hours" within the option "Single display accumulated". This report will, in addition to sales and costs values, also total recorded hours against clients.

As already presented on the annual Expert's Meeting we have implemented a new option within the Service Code report. The option "average hourly rate" divides the gross profit by total hours by service code or service and hence shows the average achieved external hourly rate per service code, service group, client or agency.

Media

Two new features for even faster media buying processes have been implemented in PROAD:

Batch generation of media bookings: In the media booking windows we integrated a „Copy" button, which enables the batch generation of media bookings on the basis of an existing media booking:

Batch generation of media bookings
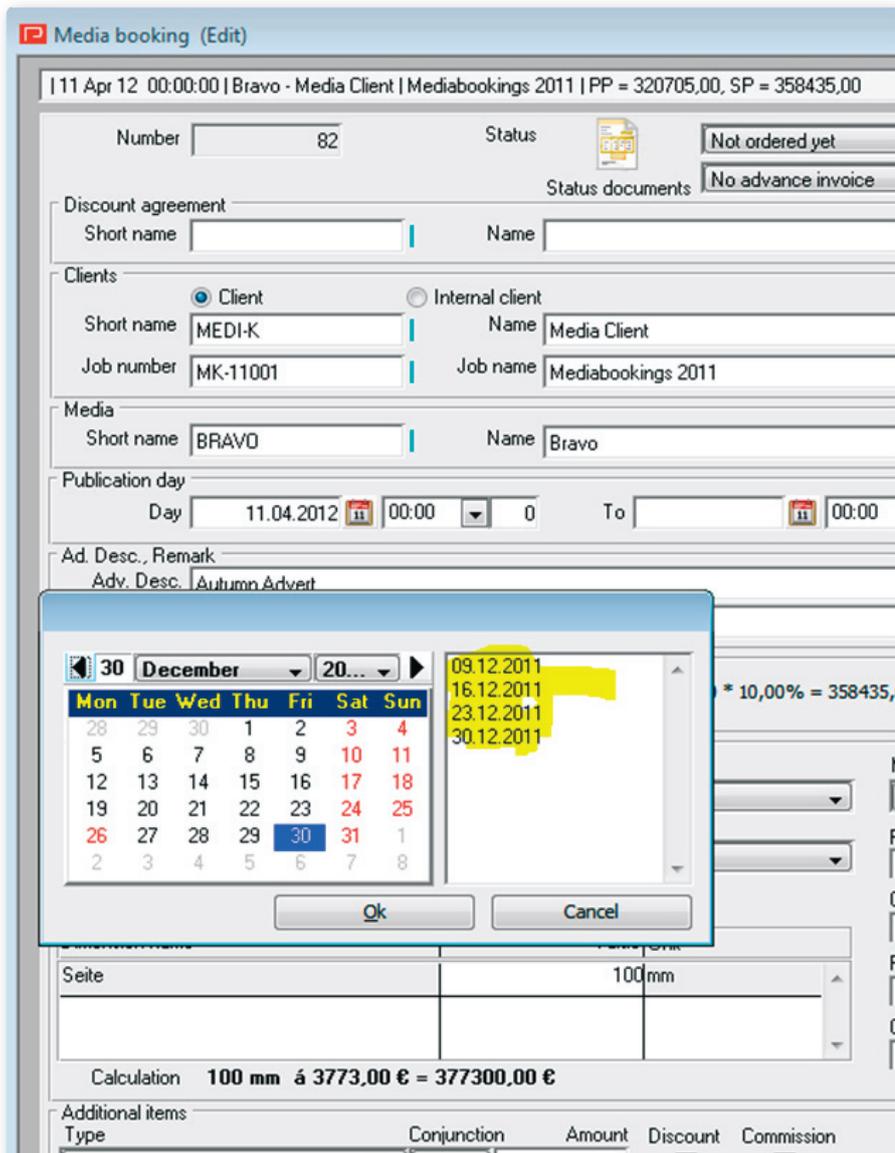
Moreover, in media center in the "advertising status plan" users can now delete old media bookings in batch if they have not been processed within the media module

New features to come:

In the next weeks and months the development of PROAD does not stand still. We work already on news functions:

Task Templates System

The tasks managing system in PROAD system will be further expanded. Users will be able to predefine and save task templates which then can be used within jobs. With this clever function predefined durations are being considered so that you will be able to create batch task in just a few clicks.

Task lists will also be directly available on client and job level.

Our very popular and flexible task management system will receive yet another smart enhancement.

E-mail access via IMAP

Our E-Mail Integration Module is currently working together with the E-mail systems MS Outlook, Entourage and Mac Mail.

To provide this function to an even wider target group we will develop a new interface via the IMAP protocol. With this new interface any E-Mail from an IMAP compatible system (like e.g. Lotus Notes) can be imported and allocated in PROAD.

Other new functions and features are waiting for our contractual customers in 2012. Traditionally, the beginning of

the year all software PROAD staff will meet in the yearly Kick-Off meeting to discuss new ideas and developments for the coming year. We will keep you informed.

For further details in regard to this article please contact our customer service. Please note that PROAD Professional is not available for download in the customer section of our home page as the

installation of each workstation needs to be replaced.

Please contact our support center.

The task template system
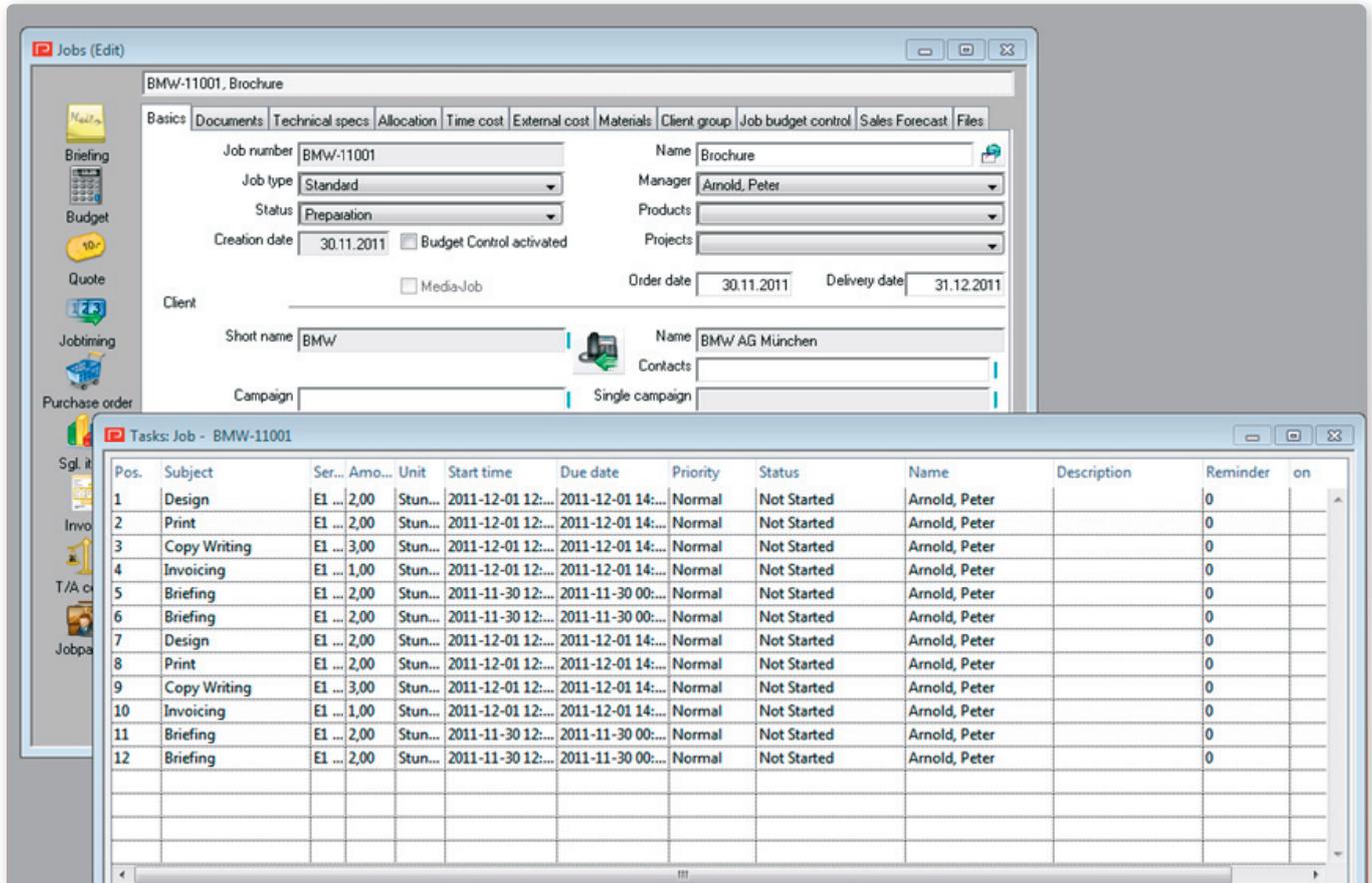
Numbering at turn of the year

The current year is nearing its end. Reason enough for us to take up the issue of numbering in PROAD Professional. Please pay attention to the following points for successful transition into the next year.

You can find your settings for automatic numbering of Jobs, Sales Invoices, Purchase Invoices, Transitory Items, Other Entries and Balance Account in menu [Agency → Options] → Tabpage Numbering. All necessary changes can be made in menu [Agency → Defaults → Counters].

Purchase & Sales Invoices

Usually you will only have need for action if you use the type of numbering option „Year" with setting „1 digit" or „2 digits". If you do so, then option „Show month" has to be taken into account:

- **Show month = No.** The value of fields Purchase invoice or Invoice in the left column will be your reference in menu [Agency → Defaults → Counters] → Tabpage Global.

  Example (Year = 2 digits): If your

last invoice number has been e.g. 100384 and you want to restart your numbering, beginning with zero, then set the corresponding value to zero. The first invoice for 2012 will then get number 120001.

- **Show month = Yes.** The value of fields Purchase invoice or Invoice in the right column will be your reference in menu [Agency → Defaults → Counters] → Tabpage Global.

  Example (Year = 2 digits): If your last invoice number has been e.g.

10120384 and you want to restart your numbering, beginning with zero, then set the corresponding value for each month to zero. The first invoice for 2012 will then get number 12010001.

Transitory Items, Other Entries, Balance Account

Independent of your settings for „Year" and „Show month", these invoice types will always refer to the corresponding value in menu [Agency → Defaults → Counters] Tabpage Global. There is no maintenance of an own counter per month (as of purchase and sales invoices).

- **Example (Year = 2 digits, Show Month = No):** If your last invoice number has been e.g. 11456 and you want to restart your numbering, beginning with zero, then set the corresponding value for each invoice type to zero. The first invoice for 2012 will then get number 12001.

Cash out, Cash-in

These invoice types do not use the settings for „Year" and „Show month". You can choose between numbering per Petty Cash or Global numbering in menu [Agency → Options] → Tabpage Numbering using Checkbox "global".

- **Per Petty Cash:** The value for each corresponding petty cash will be your reference in menu [Agency → Defaults → Counters] → Tabpage Casbox.

- **Global:** The value of Cash-In will be your reference in menu [Agency → Defaults → Counters] → Tabpage Global (left column).

Jobnumber

You can add the year date as an element of your job number in menu [Agency → Options] → Tabpage Numbering. To restart your job numbering, please find the setting that suits your numbering:

Numbering	Settings
Prefix from single campaign - global number	[Agency → Defaults → Counters] → Tabpage Global → Global Job no. → Set value = 0
Prefix from single campaign - number from campaign	[Agency → Defaults → Counters] → Tabpage Job → One Client/Prospect → Select shortname → Select Campaign → Click Back to 0
Prefix from single campaign - number from company	[Agency → Defaults → Counters] → Tabpage Job → One Client/Prospect → Select shortname → Click Back to 0
Prefix from single campaign - number from single campaign	[Agency → Defaults → Counters] → Tabpage Job → One Client/Prospect → Select shortname → Select Campaign or <All> → Select Single campaign or <All> → Click Back to 0
Prefix from campaign - global number	[Agency → Defaults → Counters] → Tabpage Global → Global Job no. → Set value = 0
Prefix from campaign - number from single campaign	[Agency → Defaults → Counters] → Tabpage Job → One Client/Prospect → Select shortname → Select Campaign or <All> → Select Single campaign or <All> → Click Back to 0
Prefix from campaign - number from campaign	[Agency → Defaults → Counters] → Tabpage Job → One Client/Prospect → Select shortname → Select Campaign → Click Back to 0
Prefix from campaign - number from company	[Agency → Defaults → Counters] → Tabpage Job → One Client/Prospect → Select shortname → Click Back to 0
Prefix from company - global number	[Agency → Defaults → Counters] → Tabpage Global → Global Job no. → Set value = 0
Prefix from company - number from company	[Agency → Defaults → Counters] → Tabpage Job → One Client/Prospect → Select shortname → Click Back to 0
Prefix from company at end - global number	[Agency → Defaults → Counters] → Tabpage Global → Global Job no. → Set value = 0
Prefix from client + staff - number global	[Agency → Defaults > Counters] → Tabpage Global → Global Job no. → Set value = 0

General information

- Please note that you need the corresponding user right to edit settings in menu Options and Defaults.

- Please note that invoices and credit notes use the same range of numbers.

- Please note that it is required to adjust the accounting period in some accounting systems.

Successful Experts Meeting on 23rd Sept 2011.

Close to 70 people – including MD´s, owners, financial controllers and customer support from more than 50 agencies joined the event "Meeting of experts" on 23rd September 2011.

The meeting focused on how to use agency software internally from A to B.

An already old tradition, as in past years we provided all customers with a maintenance contract feedback on what has happened and what will happen in the future within their PROAD Software maintenance contract.

We received very positive feedback by showing the new time registration with automatic control whether you did your time registration or not. The new tool will also give you the opportunity to structure all documents. In addition, the opportunity to admin all your supplier pricelists and consider them within the calculation and quotation was something where we got very positive feedback from all members.

With the release of PROAD Professional 7 we will provide all customers with a maintenance contract the very first unicode PROAD version on the base of Omnis Studio 5.1.1. This version will guarantee native support of the new operating system OS X Lion and will also increase the stability and performance of PROAD.

Beyond all tools in practice we also provided all members theoretic issues: Reiner Schymitzek, the head of J+D Software gave a speech on the topic how to get to external hourly rates in the agency and how to calculate the actual hourly rate within PROAD.

The exchange of experiences by members afterwards demonstrated how important these issues are for each agency.

Good recommendations result in good money!

Over the past couple of years J+D Software has been setting up a successful customer referral programme.

Many of our clients have benefited from this programme by giving good recommendations to our prospects that have resulted in new business for us.

Do you know any agency which is looking for powerful and future-proof agency software? Then please recommend us because

For every successful closure we honour with £ 500! [1] [2] [3]

You could possibly recommend PROAD to an acquainted or associated agency in the United Kingdom or Ireland.

Or maybe you know agencies in Germany, Austria, Switzerland, the Netherlands, United Arab Emirates or Far East?

We are expanding in these countries and already have many clients and reliable resellers.

1) If your recommendation results into a purchase order of PROAD Professional with at least five full user licences.

2) After J+D Software has received full payment. Under the precondition that there has been no prior contact to this prospect by J+D Software or its reseller.

3) Self-Marketing is excluded.