

# BARCELLOS LIMITED

## NEWSLETTER



Sandbach House, 8 Salisbury Road, Leicester, LE1 7QR  
Tel: 0116 233 5559 Fax: 0116 233 5560 Web Site: [www.barcellos.co.uk](http://www.barcellos.co.uk)

### INTRODUCTION

#### Christmas 2007 Edition

##### In this Issue:

- Introduction
- Don't let viruses ruin your Christmas
- Casi'o Ho Ho!
- Let's make a date for Email@2008.com
- Invoice Line Database goes Global
- Portable Software?
- My Christmas Wish List
- The Coding King's Apprentice
- Christmas Quiz
- And Finally .....



Welcome to the Christmas 2007 Barcellos Newsletter.

The years are disappearing faster than I can say, "Houdini!"

When I sent the email around requesting everyone's article, the groans could be heard 5 miles away. But, in my opinion, everyone has come up trumps again, and the articles this Christmas are very informative.

November the 14<sup>th</sup> saw our very first Showcase Event take place. Nick will expand on this later on in the newsletter.

The Hardware Dept have been hard at work sourcing new technology that will run Global Software, and again I believe they have been successful.

Cash Manager became part of my G3000 family in October. I can't believe that for the last three years I have been balancing the bank manually, just because it was the way Ken used to do things. A big thank you to Mark, for persuading me to use Cash Manager. The amount of time it has saved me is unreal.

Well, Christmas is here again, and with the help of the internet I have completed my Christmas Shopping in record time. The only down side is that I am now suffering from RSI terribly!! But I have gritted my teeth through the pain, and created a Christmas Quiz for you all to do through your lunch break. You will find the answers on the And Finally.... page.

Finally, our christmas opening times/days are listed on the last page of our newsletter. It just remains for me to wish all our valued customers, a merry christmas and a happy new year.

[debbie@barcellos.co.uk](mailto:debbie@barcellos.co.uk)



# Don't Let Viruses Ruin Your Christmas

Leaves have fallen off the trees and it's cold outside, that means it must be time for me to write my article for the 2007 Christmas newsletter.

It has been a very busy year again and I have found myself primarily based in the office taking support calls, I was about to write out the top ten common support calls, until I realized we are now an AVG reseller. To those that do not know, AVG is virus protection software. We are now able to sell the AVG products. There is a great range available: Anti-Virus, Internet Security, Anti-Malware, plus Anti-Spyware and Firewall software. The licences can be for 1 or 2 years and you can have up to as many licences as you like, there are also server network versions available as well.



If you need virus protection or your current anti-virus is slowing your PC down, call us and we will be able to get you a solution in place that will use less system resources. Also the regular automatic updates and new program versions are free. With 24/7 support provided at no extra cost direct with AVG you can't go wrong.

So let's look forward to 2008 and what that might bring. I wish you all a Merry Christmas and a Happy New Year.

[steven@barcellos.co.uk](mailto:steven@barcellos.co.uk)



# Casi'o Ho Ho!



Since my last article, we have successfully implemented further mobile batch scanners at a number of our laundry customers. We are very happy with the phasing in of the new Casio scanners, and we haven't had a single support call regarding the devices or their bespoke software. All have integrated exceptionally well into their respective new homes. The initial specification of the bespoke software appears to work well for all laundries concerned, though we are always open to suggestions for further development.

I have two other projects currently in development. Both are in their early stages, though I'm hoping initial ideas can become useful working solutions. These include a ruggedised tablet style on-site portable scanning solution which connects to your network via Wi-Fi. Barcode scanning functions are in real time which is of course preferable to having to wait for batch uploads. There will be no need for bespoke software, as the device will function in the same way as a fixed desktop PC. This will be ideal for both laundry and manufacturing environments.



The second project is an electronic forms solution. With this we are looking to replace paper forms based communications within the working environment. Various data collection requirements will utilise a graphical front end, with options to submit completed forms to shared folders or even be e-mailed directly. This should be especially useful for both offices and the educational sector.

Back at the start of July, we reintroduced first line telephone and remote support for a 250+ user network covering the UK. The pilot scheme went extremely well, for which we have been rewarded with an extension to the contract. During the last few months we have also brought in pay as you go level support for non contracted customers. This has been offered to local schools and businesses and has proven very successful.

Should you have any ideas for your workplace, please call or email to discuss. You never know, something that's tucked away in the back of your mind as unachievable or too costly may well be possible!

Finally, I wish everyone a Merry Christmas and a Happy New Year.

Gavin.

[gavin@barcellos.co.uk](mailto:gavin@barcellos.co.uk)



# Let's make a date for Email@2008.com

Well over the past six months it is not so much of what have I been doing, but what am I planning to do over the 'next' six months. I have been analysing areas that will benefit from development and provide key selling points to enhance the Global range of products.

- Emailing of Global 3000 Invoices/Credit Notes
- Emailing of Global 3000 Statements

These two areas of development will add the functionality to the Global 3000 range of products that has been requested for some time.

I will be working alongside TIS who are providing the core programs to allow me to provide the Email facility for most of the standard forms. Not only will this save time and most of all money, it will give you, the customer an automated process of document control. I will be developing this in such a way that we will not interfere with the standard TIS core product. This will allow users to benefit from any software enhancements provided by TIS throughout the life of the application.

## Key functions will be: -

- Email to customer – email address from customer contact details
- CC to Salesperson who is responsible for the order
- BCC to General address i.e. Sales Manager
- Automatic attachment of Terms & Conditions
- Options for additional files to be attached i.e. – “Special Offers” – “Newsletters” etc.
- Invoice / Credit Note Backdrops in vivid colour as you are not paying to do the printing

I will keep all of our Global 3000 customers informed on the progress of this project. I shall be tackling the invoices/credit notes first as this is the most pressing area. Once this is complete then the statements should follow shortly.

If you have any comments or ideas that you would like considering in this area of development please let me know either by telephone or to my email address [mark@barcellos.co.uk](mailto:mark@barcellos.co.uk).

I would like to thank all our customers for their business over the past six months and take this opportunity to wish you all a very Merry Christmas and a prosperous New Year.



# Invoice Line Database goes Global

[paul@barcellos.co.uk](mailto:paul@barcellos.co.uk)

Christmas!! Is it really that time of year again? Where does the time go? Another 12 months of saving, only to be spent in 12 minutes. Still it is a wonderful time of year, especially if you have little ones and close family, which I am lucky to have both, so can't wait for the big day!

So what's been happening this year? Well, for those of you who were able to attend the launch of our New Invoice Line Database in November, you had the pleasure of seeing all the hard work that has gone into bringing invoicing back into the Global world.

This has really been the icing on the Christmas cake for the single screen contract enquiry. Some of you may already have earlier versions of this drill down routine, which gives you, the user the ability to drill down from a single screen and find all the information that's required to answer virtually any customer query. Whether that's a query on a delivery note, a copy delivery note, what wearers are on a contract, what that wearer has, or even what barcodes are on those garments! You also have the ability at the touch of a button to find account and contract information, plus lots more! Could things get any better I here you cry?

Inv No	Date	Account	Contract	Order Number	Inv Type	Net	VAT	Gross	Prt?
1152	20/09/07	ANDE001	SOCS		1.000 Weeks Rental	28.96	5.07	34.03	
1153	16/11/07	ANDE001	1000	1111111111	EXTRA CLEANED ITEMS	15.39	2.69	18.08	
1154	16/11/07	ANDE001	1000	1111111111	STARTERS/ INCREASES	7.13	1.25	8.38	
1155	09/11/07	ANDE001	1000	1111111111	5.000 Weeks Rental	349.97	61.24	411.21	
1156	09/11/07	DAVI001	1001	1111111111	4.000 Weeks Rental	56.40	9.87	66.27	
1157	09/11/07	BLAK001	1003	1111111111	4.000 Weeks Rental	14.40	2.52	16.92	
1158	09/11/07	ANDE001	1010	123	4.000 Weeks Rental	43.60	7.63	51.23	
1159	09/11/07	ANDE001	1234	231456	4.000 Weeks Rental	58.88	10.30	69.18	

Invoice to	Deliver to	Created
Anderton Ltd	GREENS AND COMPANY LIMITED	By GX
18 Chapel Hill	HIGH ST	On 09/11/07
St. Erth	LEICESTER	At 13.38.34
Near Hale	LE4	
TR27 4RT		Company A1
		Due by 08/01/08

Message	Rented Until
Terms	Strictly 60 Days Net
Email	nick@barcellos.co.uk

Select Enquire Print Email Export Tax Details Back Sheets Del. Notes Exit

Well it does, as we have now added to this routine the ability to go straight to invoice, enquire on the invoice and backing sheets, reprint a copy of the invoice and backing sheets, and, soon to be ready for the Christmas Version, the ability to send it to your customer via email. What more could you want from a single screen enquiry?

I will be getting out and about in the New Year to see you all, (in between getting things sorted to marry my wonderful partner, soon to become Wife Angela, which will take me away from the office for a few days in February at least), and I'll be able to show you first hand this new module working in all its glory. I will guarantee that once you have seen it in action you will want to buy it there and then!

Well must be off now to feed the Turkey, to make sure its nice and plump for the big day, and to make sure he's not coming down with the flu!

May I take this opportunity to Wish You All a Very Merry Christmas and a Prosperous New Year.

Paul



# Portable Software?

Dealing with the Construction Industry and many users whose typical week will include time spent in the office and visits to various sites, it has always surprised me that more users do not have Laptop computers. A Laptop will give the portability necessary when not having just one base. However, the state of some sites partially explains this. But more and more users are getting Laptops and can process their measures when time is available on their travels. If necessary these details can be downloaded to the office server in a variety of ways.

One interesting development in portability is the use of Usb memory sticks, which have now become very cheap. The whole system can easily be run from a memory stick, it can contain all the data and programs. If for instance you used a separate PC at home, site and office, then you could use the same Global Schedule of Rates system and data by simply taking the memory stick from office to home and to site. Alternatively, if the office Global Schedule of Rates System was multi-user then you could input orders at home or site and download them onto the server in the office. The memory stick enables security copies of data to be taken as well.

This year the most popular destinations for my visits have altered. The most popular one has always been London, large construction companies who get involved in Measured Term Contracts using Schedules of Rates often have their head offices there. Over the years visits and stopovers have enabled me to indulge in one of my passions, visiting the West End theatres. But this year the most popular destination has been Liverpool, followed by Belfast. This has enabled me to tick off Ferry across the Mersey and an open top bus tour of Belfast (including the site where Titanic was built), naturally all in the course of business. A visit to York, where the contractor had secured the National Railway Museum contract, enabled an enjoyable visit to the Museum, does this count as a site visit?

There were no new PSA schedules to create this year, hurrah, but uncharacteristically NSR had a few issues with their 2007-8 schedules. Consequently some time has been spent on issuing updates to the NSR schedules.

We have carried out a number of enhancements to the software recently, including several listed below. These will be released shortly when fully tested in the field. But if you would like a copy now then let us know.

If any Payment on Account details has been entered for any Order, Print/Display Order Details will show, after the Order Total, 'Amount Paid to Date'. This is deducted from the total and the balance is shown as 'Amount Due'. If there are no payment on account details for this order then 0 is shown. There is a tick box if it is required to suppress the details appearing.

When dates are entered they can be totally numeric, e.g. 120608 will now be accepted and converted to 12/06/08.

I will repeat, just in case you missed any, several paragraphs from the last newsletter, as a number of users have found these additions very useful;

Several Users have asked about producing .pdf files of reports, possibly for emailing to clients. To achieve this you need to have a package that will produce .pdf format files. There are many, [www.cutepdf.com](http://www.cutepdf.com) is one and is free. When Cutepdf Writer has been downloaded it will appear on your list of printers. If selected as default then any reports produced will be in pdf format. When normal printing is required again then set your printer back as default. So, as well as being able to email data to the Client in Excel or Word format, the exact printout can be emailed for any report.

There is an option that instead of non-schedule codes appearing in the body of an order they can be set to appear after the contract percentages have been applied. This applies to Net rate, Dayworks, Supply Only, Invoice, SubContractor, Second SubContractor, Material, PC Sums and Hired Plant. If set to appear at the end then each non schedule type will have its entries grouped together and there is the option not to show dimensions. To achieve this there is a new menu entry, Enter/Amend System Variables (Program Defaults/Actions – Part 3).

With the NSR schedules, a timesing factor that only adjusts the labour content of the rate can be entered against selected code(s) on an order. This covers, for example, overtime rates such as 1.5 or 2 (double time) or where a second man has to attend. The plant and material part of the rate are untouched. If this option is required then in Enter/Amend System Variables (Program Defaults/Actions – Part 1), near the bottom of the Enter Order Details frame is 'Ability to adjust NSR Labour Rates by a Timesing Factor', tick if you want to use it.

[john@barcellos.co.uk](mailto:john@barcellos.co.uk)

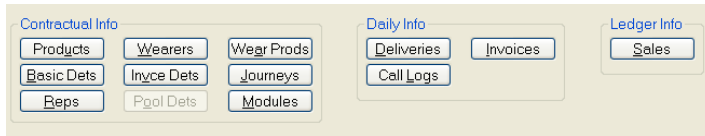


# My Christmas Wish List

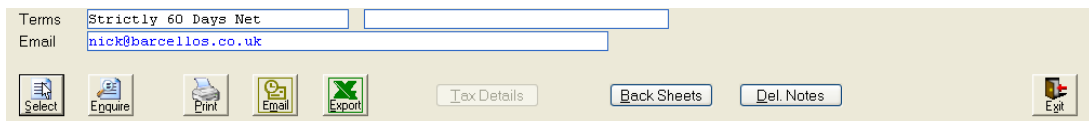
By Nick Cook

Christmas is a time of holidays, having fun and enjoying your self. So to get you in the festive mood, I've devised a little quiz called 'Name That Program'. Your job is to work out which Workwear/Linen program the following pictures have been cut from. So away you go....

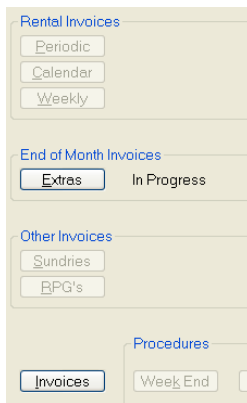
1.



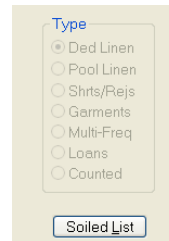
2.



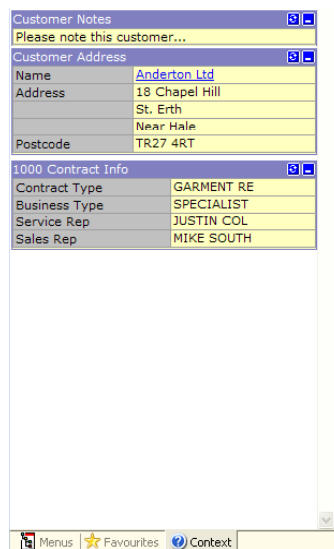
3.



4.



And finally 5.



So how many did you get?



Well **Number 1** was cut from the new contract enquiry program, where you can now drill down to almost anything to do with a selected contract.

**Number 2** was taken from the new invoice line database, which not only gives you the option of a portrait looking invoice, but also embeds backing sheet data and delivery note information.

**Number 3** was cut from the new invoicing central program, a one- stop solution to generating all your invoices.

**Number 4** was taken from the new delivery note storage system, which now keeps every note produced, that you can look at or reprint at any time.

Finally **Number 5** was extracted from the new OneOffice 3000 workspace environment, showing context sensitive dashboards. A fresh looking desktop giving you the right information just when you need it.

I guess you have spotted the recurring theme of 'new'. If you didn't get many of them right, then you are probably due an upgrade!

All of the above were demonstrated in detail at the recent showcase event day, held at Bourne End on the 14<sup>th</sup> November 2007, which some of you attended. A big thank you to all those who came, I'm certain you found the day very worthwhile, with much food for thought. In fact, we might do another one next year.....

This year, why not put a software upgrade at the top of your Christmas wish list, and then let us make it a reality.



## The Coding King's Apprentice



Another 6 months have flown by. I can't believe I completed my 2<sup>nd</sup> year here at the end of August – it seems only weeks since my interview. I feel as though I've settled in now and can honestly say I really enjoy working with Nick and Paul. I can also say I've learnt so much from Nick that I now have the position of The Coding King's apprentice.

The majority of my time since the last letter has been spent helping Nick on Workwear support and development, including the new Global Invoice Line Database and the Multi Frequency module. I've also recently been delving into Pooled Linen. A couple of the more interesting developments have involved the automatic transfer of data by email. One customer used to run a sales report for each branch and then manually email the report to the appropriate branch – now all that's

involved is running one report with the output auto emailed to the branches. I'm sure you can see how this type of process can save time and deliver data to the end user immediately. Examples of how this could be used are for emailing Purchase Orders to Suppliers and Invoices to Customers.

On a personal note I'll be making my Christmas pilgrimage to the Mecca of the beer world, Prague. Overshadowing this though, will be going to see the greatest to ever wear the red rugby jersey of Wales .....Katherine Jenkins!!!

Anyway Happy Christmas everybody and may 2008 bring you everything you wish for.

[martin@barcellos.co.uk](mailto:martin@barcellos.co.uk)





# Christmas Quiz

1. What date is St Stephen's Day?
2. In Charles Dickens' novel A Christmas Carol, who was Scrooge's dead business partner?
3. The song White Christmas was first performed in which 1942 film?
4. London's Trafalgar Square Christmas tree is traditionally given by which country?
5. In the song The Twelve Days of Christmas, '... my true love brought to me nine...' what?
6. Name the original eight reindeer from the 'Twas the night Before Christmas' poem.
7. Which Christmas carol includes the lyrics '... To save us all from Satan's power, when we were gone astray...'??
8. The character Jack Skellington appears in which 1993 Tim Burton film?
9. What colour are the berries of the mistletoe plant?
10. In the inspirational 1946 film, It's a Wonderful Life, what's the name of George Bailey's guardian angel?
11. What were the names of the biblical three wise men?
12. What is New Year's Eve called in Scotland?
13. What Christmas item was invented by London baker and wedding-cake specialist Tom Smith in 1847?
14. In what year was Band-Aids Do They Know It's Christmas the UK Christmas chart-topping record?
15. Which country did St Nicholas come from?
16. Who wrote How the Grinch Stole Christmas?
17. From which country does the poinsettia plant originate?
18. Who wrote Auld Lange Syne?
19. How many points does a snowflake have?
20. What is the name of the cake traditionally eaten in Italy at Christmas?



## How did you score – 1 Point per Question?

Between 1-5 – Bah Humbug! – you have nothing on Mr Scrooge!!

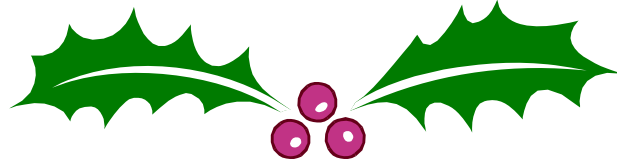
Between 6-10 – Not bad – but you need to attend one of Santa's workshops!!

Between 11-15 – Very good, you will definitely find something in your stocking this year!!

Between 16-20 – Excellent, you could be Santa Claus himself! Well Done!!



# And Finally!



We hope you have enjoyed our Christmas Newsletter. If there is anything you have found of interest just email the person noted at the bottom of each article.

It just remains for everyone here at Barcellos to wish you all a very Merry Christmas and a Happy New Year.

## Hours of Business during Christmas:

24<sup>th</sup> December – 9:00am to 1:00pm  
25<sup>th</sup> December – CLOSED  
26<sup>th</sup> December – CLOSED  
27<sup>th</sup> December – 9:00am to 3:00pm  
28<sup>th</sup> December – 9:00am to 3:00pm  
31<sup>st</sup> December – 9:00am to 1:00pm  
1<sup>st</sup> January – CLOSED  
2<sup>nd</sup> January – Normal Office Hours

**PLEASE NOTE: Staff are contactable after 3:00pm until 5:00pm on 27<sup>th</sup> & 28<sup>th</sup> December (after 1:00pm until 5:00pm on 24<sup>th</sup> & 31<sup>st</sup> December) on mobiles noted below:**



Nick	07702 471212
Paul	07713 740145
Mark	07702 074406
Steven	07515 851328
Gavin	07713 740289



Answers to Christmas Quiz:

1. 26<sup>th</sup> December, 2. Jacob Marley, 3. Holiday Inn, 4. Norway, 5. Ladies dancing, 6. Comet, Cupid, Dasher, Dancer, Prancer, Vixen, Donner, Blitzen, 7. God Rest Ye Merry Gentleman, 8. The Nightmare before Christmas, 9. White, 10. Clarence (Oddbody), 11. Balthazar, Melchior, Casper (or Gasper), 12. Hogmanay, 13. Christmas Cracker, 14. 1984, 15. Turkey, 16. Dr Seuss, 17. Mexico, 18. Robert Burns, 19. Six, 20. Panettone

