

5.

MAINTAINING DAILY INFORMATION

5.1 Introduction

This chapter describes how to perform the following daily tasks:

- dealing with notes recorded during the booking in and out process
- calculating the loan and subscription takings.

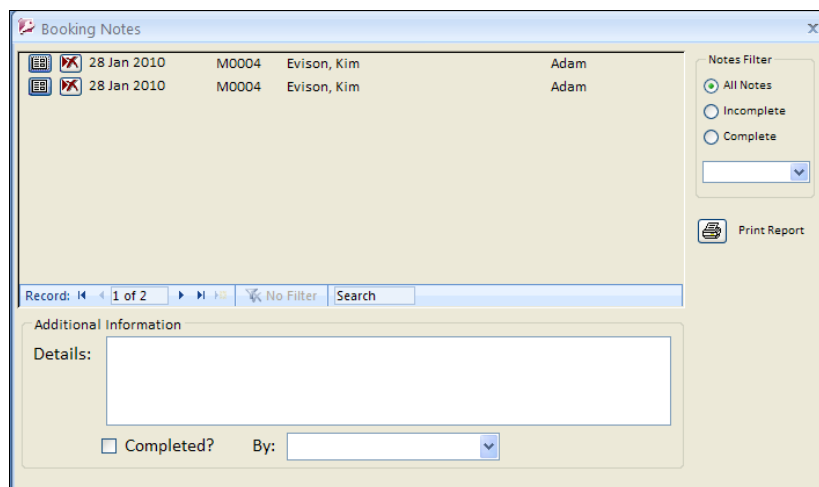
5.2 Dealing with notes

The notes that are made on Toy Tracker during the booking in and out process need to be dealt with and the actions completed. This is likely to be a daily process so that you can follow up all the notes taken earlier during the day.

To deal with notes:

1. Select option 5, *Daily Information*, from the Main menu.
2. Select option 1, *Booking in Notes*, from the Daily Information menu.

The Booking Notes screen is displayed.



This screen shows all notes in reverse chronological order.

3. Filter the notes by clicking on one of the radio buttons on the right of the screen or entering a date in the blank field.

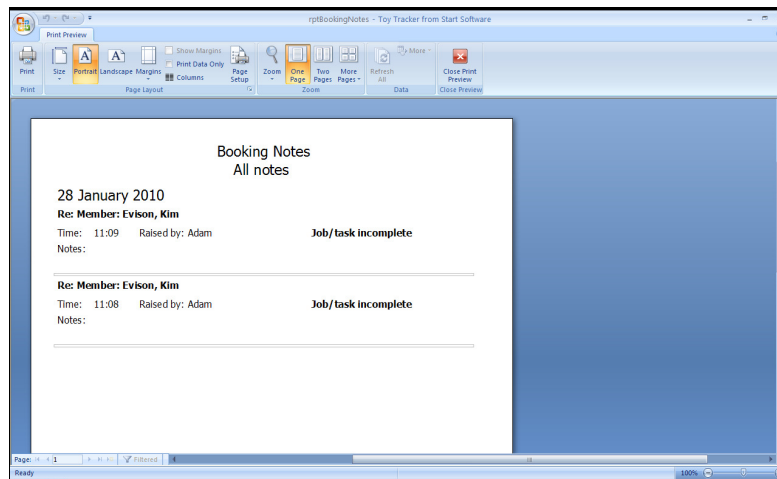
4. Select the note for which you want to record further information.
5. Add text to the **Details** field to indicate your actions or how you have responded to the note.
6. Mark the note as complete by ticking the **Completed?** tickbox.
7. Select your name from the **By** field to indicate who has dealt with the note.
8. Repeat steps 4-7 to deal with all the outstanding notes.
9. Click on the **Print Report** button to print a Notes report:



The content of the Notes report depends on the filter that you have applied to the Notes list:

- If you are displaying all notes for all dates, then each date has its own page with all details.
- If you are displaying incomplete notes for all dates, then the notes are grouped by day but only incomplete notes are included.
- If you are displaying notes for a specified day, then only those notes recorded on the specified day are printed.

The report is displayed ready for printing.



10. Print the report as follows:
 - Right click to display a menu.
 - Select *Print* from the menu to display the Print screen.
 - Specify the individual pages or range of pages you wish to print, then click on **OK**.

5.3 Checking the takings

Toy Tracker will calculate for you the money taken between two specified dates in terms of:

- subscriptions
- loan payments.

To check the takings:

1. Select option 3, *Daily Information*, from the Main menu.
2. Select option 2, *Loan & Subscription Takings*, from the Daily Information menu.

The Daily Takings screen is displayed.

You can display and print reports for Loan and Subscription payments received (left side of screen) and also for Deposits, Fines and Donations received (right side of screen).

Today's date is displayed by default in the **Date To** field. You can change the dates to specify the required range. Clicking on the Today button enters today's date in both fields to enable you to calculate today's takings.

3. Specify the start date from which you want to calculate loan and subscription takings in the **Date From** and **Date To** fields.

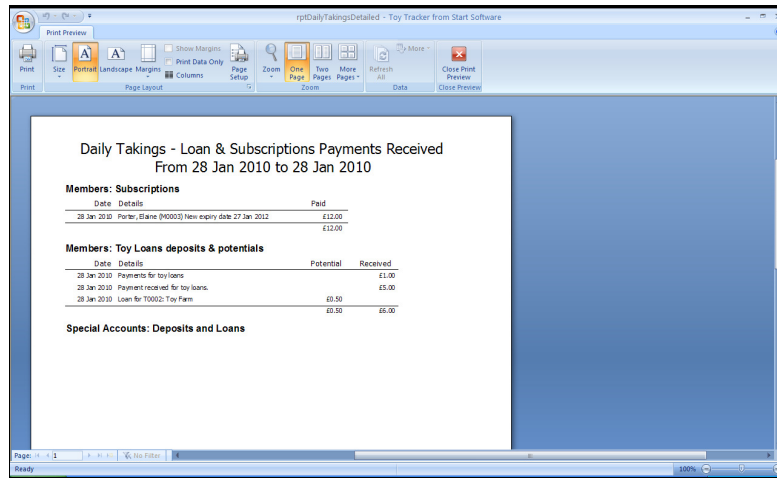
Totals are displayed on the screen.

You can now print detailed or summary reports.

4. Print out the figures by clicking on the required **Print Report** button:



The report is displayed ready for printing.



5. Print the report as follows:
 - Right click to display a menu.
 - Select *Print* from the menu to display the Print screen.
 - Specify the individual pages or range of pages you wish to print, then click on **OK**.

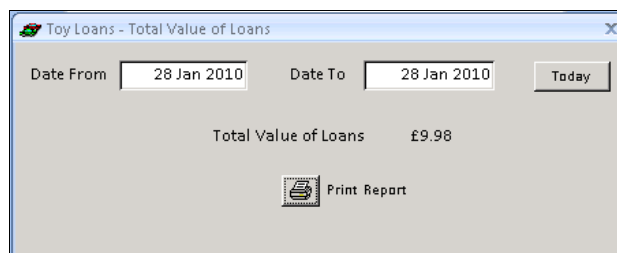
5.4 Producing a daily toy loan value

Toy Tracker lets you quickly display the value of toy loans made in a day. You can display the figure and print a report.

To see the toy loan value for the day:

1. Select option 3, *Daily Information*, from the Main menu.
2. Select option 3, *Toy loans – Total Value*, from the Daily Information menu.

The Toy Loans – Total Value of Loans screen is displayed.



3. Click on the calendar next to the **Date From** field and select the start date for the date range you require.
4. Click in the **Date To** field and use the calendar to select the end date for the date range you require.

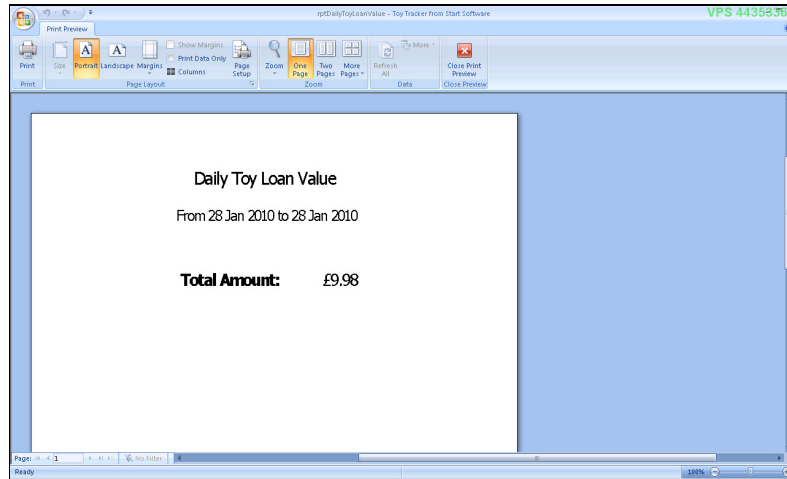
Click the *Today* button to enter today's date in both fields.

The total value of loans for the specified date range is displayed.

5. Print out the figures by clicking on the **Print Report** button:



The report is displayed ready for printing.



6. Print the report as follows:
 - Right click to display a menu.
 - Select *Print* from the menu to display the Print screen.
 - Specify the individual pages or range of pages you wish to print, then click on **OK**.