



Technology From another World

## ALIEN WARP∞ HELP FILES



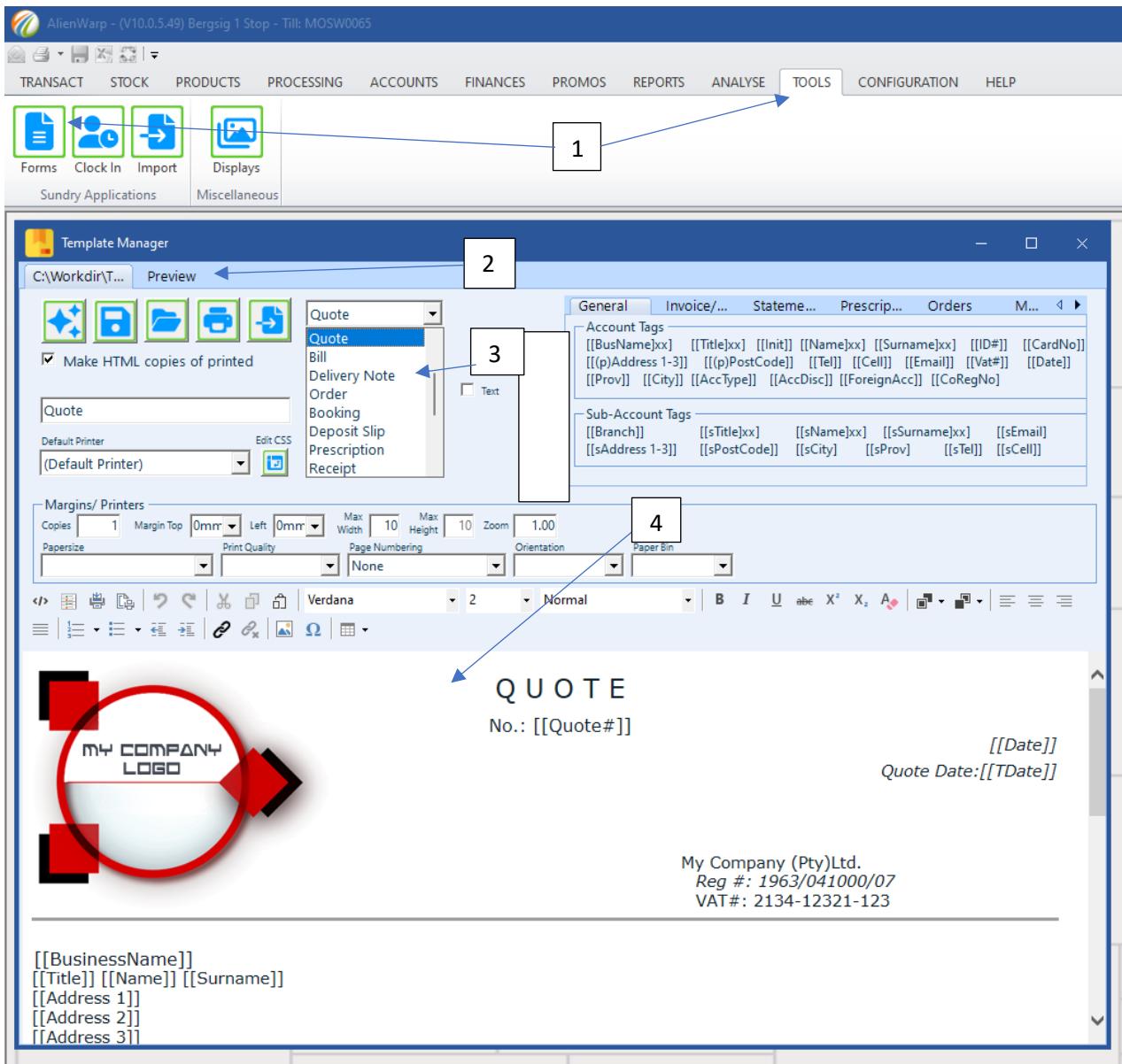
## Tools Module

### Sundry Applications

- [Forms \(HTML layout\)](#)
- [Clock In](#)
- [Import](#)
- [Displays](#)

### How to create a new or select and edit an existing template

- 1) Select the Tools tab on the main module and then the forms button.
- 2) A design form will be opened where you can design your document template.
- 3) In the dropdown menus, you can select or view existing templates to edit.
- 4) Do not remove or change the editorial content in the square brackets; Account Tags - Sub-Account Tabs, in the document, these titles will extract the data from the software and include it automatically. Once edited, you can set it as a default by selecting the default tick box under the drop-down list. All the different document options will display in the drop-down list; each of them can be edited and then saved as a default. An alternative template can also be designed if different entities in the company use different document layouts.



- 5) To design a template from scratch, start with clicking the new action icon button and then design and save the new document.
- 6) Name the document type, add text on the document re. demand, criteria, for overdue accounts etc.
- 7) Add your company logo using copy and paste into the document.

5

Statement

Statement

Default Printer: (Default Printer)

Margins/ Printers: Copies: 1, Margin Top: 0mm, Margin Left: 0mm, Margin Right: 0mm, Margin Bottom: 0mm, Max Width: 0, Max Height: 0, Zoom: 0.90, Print Quality: None, Page Numbering: None, Orientation: Portrait, Paper Bin: Paper Bin

6

7

STATEMENT

Account #: [[CardNo]]  
[[Date]]

[[BusinessName]]  
[[Title]] [[Name]] [[Surname]]  
[[Address 1]]  
[[Address 2]]  
[[Address 3]]  
[[PostCode]]  
Comments:

Your Credit Limit: R[[CreditLimit]] - Available Credit: R[[AvailableCredit]]

Date	DESCRIPTION	AMOUNT	BALANCE
[[TDate]]	Inv #: [[Invoice#]]	BBFWD [[Amount]] Total	[[BBFwd]] [[Balance]] R[[Grand Total]]

8) Make sure to add the correct contact details and Banking details in the case of an account statement or invoice / quote.

8

+120 Days  
R[[+120 Days]]

90 Days  
R[[90 Days]]

60 Days  
R[[60 Days]]

30 Days  
R[[30 Days]]

Current  
R[[Current]]

Payable Now  
R[[PayableNow]]

[[DemandText]] Thank you for your patronage, [[Name]xx]! ]

Please note the change in our banking details!

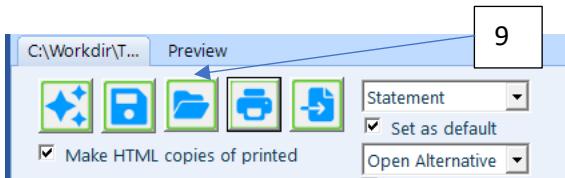
- Please make checks payable to Alien Software Consultants CC (Reg# 2006/221854/23)
- Our Bankers: ABSA Bank, Cheque Acc# 406 719 8070

Queries may be directed to:

PO Box 777 Waterfront, 8002 (021)593-5555 (086)517-3555 admin@MyCo.co.za

Note:  
Interest may be charged on overdue accounts (1.5% per month). Accounts are 30 days net.  
Please keep a printed copy of this invoice and report any discrepancies that may arise as soon as possible.

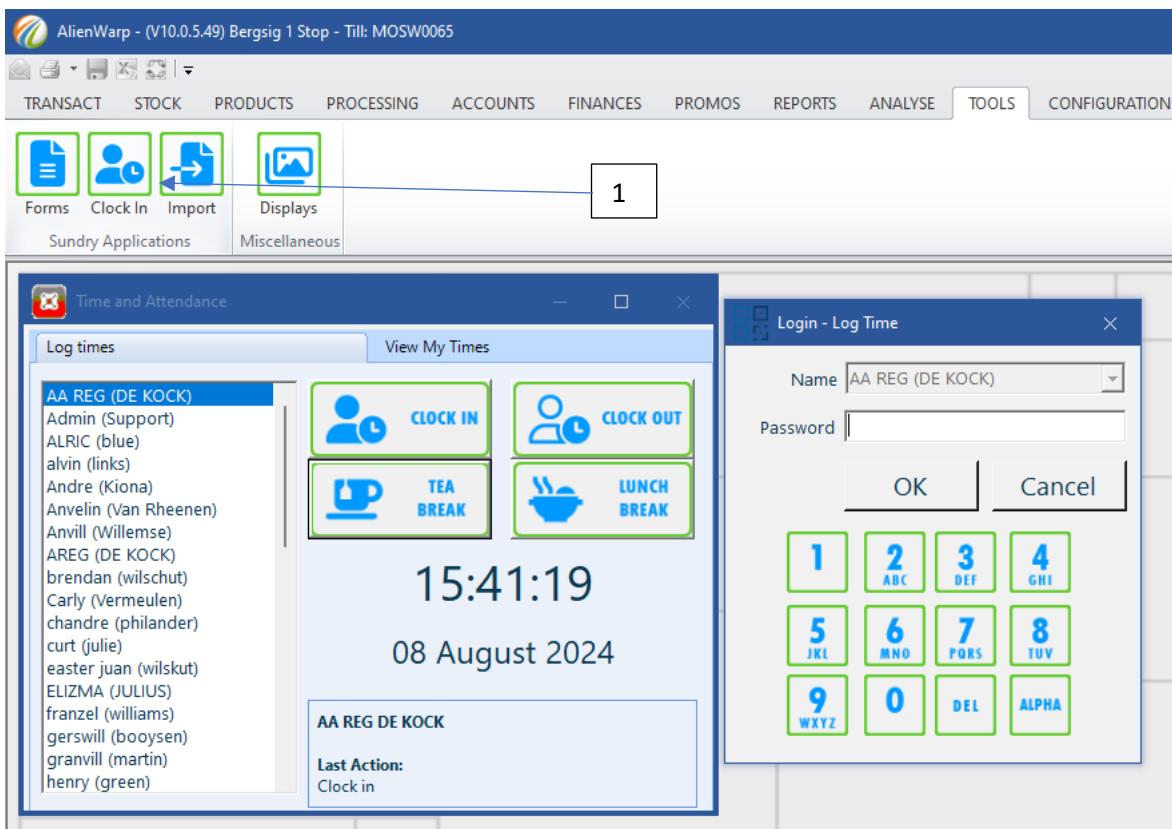
9) Once satisfied with the layout and details of the entire document, you can save it directly to the work directory on your C: drive or save it to a different folder. – Contact the Alien support team should you need assistance with this.



You can **preview your progress** by clicking on the preview button in the tabs bar.

## Clock-in – Staff attendance and reporting.

- 1) Select the Clock in button to get a list of all users / staff on the system. Each can then select their name and enter their login details to be able to clock either in or out.



- 2) A full report will be available under the “Miscellaneous reports” group in the main module menu.
- 3) Select the Clock In button.

## Miscellaneous

- Import Data

- 1) Select the Import Data module to open the Import list from the system.
- 2) After selecting the file format from the dropdown list, the operating save as window will open to select the destination where you save the document.