



Technology From another World

ALIEN **WARP**<sup>∞</sup> HELP FILES



TOOLS

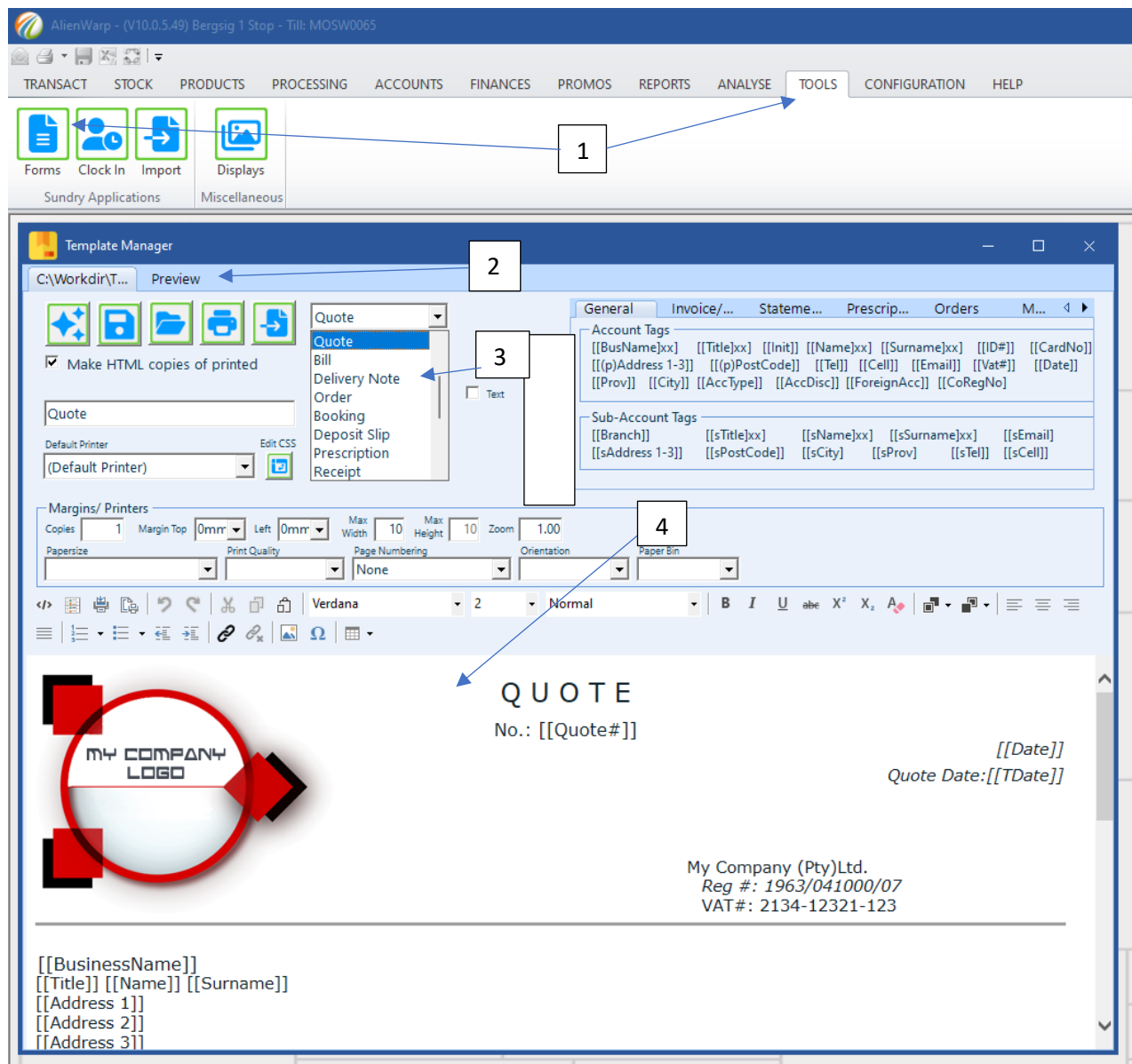
## Tools Module

### 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.

Form Designer - C:\Workdir\Templates\MyCompany Master Quote.AlienQ

C:\Workdir\T... Preview 5

Statement

☒ Set as default

☐ Open Alternative

☐ Set as alternative

☐ Text

Make HTML copies of printed

Statement

Default Printer (Default Printer)

Edit CSS

Demand Text for Overdue Accounts:

Margins/ Printers

Copies 1 Margin Top 0mm

Max Width 0 Max Height 0 Zoom 0.90

Paper Size Print Quality Page Numbering Orientation Paper Bin

Verdana Normal B I U abc X<sup>2</sup> X<sub>2</sub> A

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	[[BBFwd]]
		[[Amount]]	[[Balance]]
		<b>Total</b>	<b>R[[Grand Total]]</b>

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

[[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

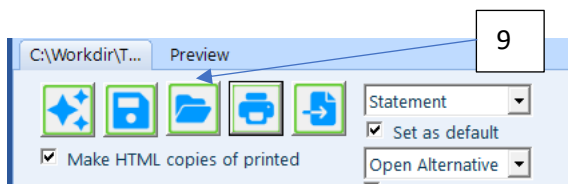
(086)517-3555

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.

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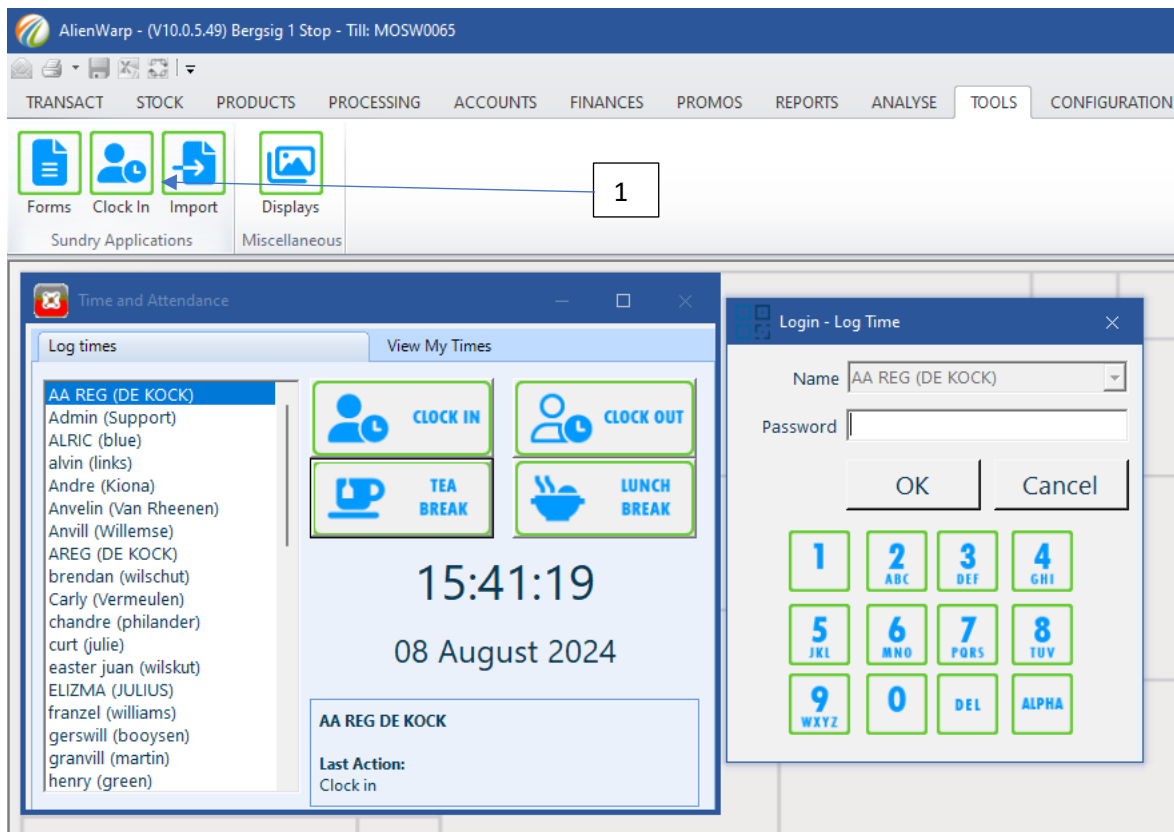
- 9) Once satisfied with the layout and details of the entire document, you can save it directly to the work directory on your C: drive or save it to a different folder. – Contact the Alien support team should you need assistance with this.



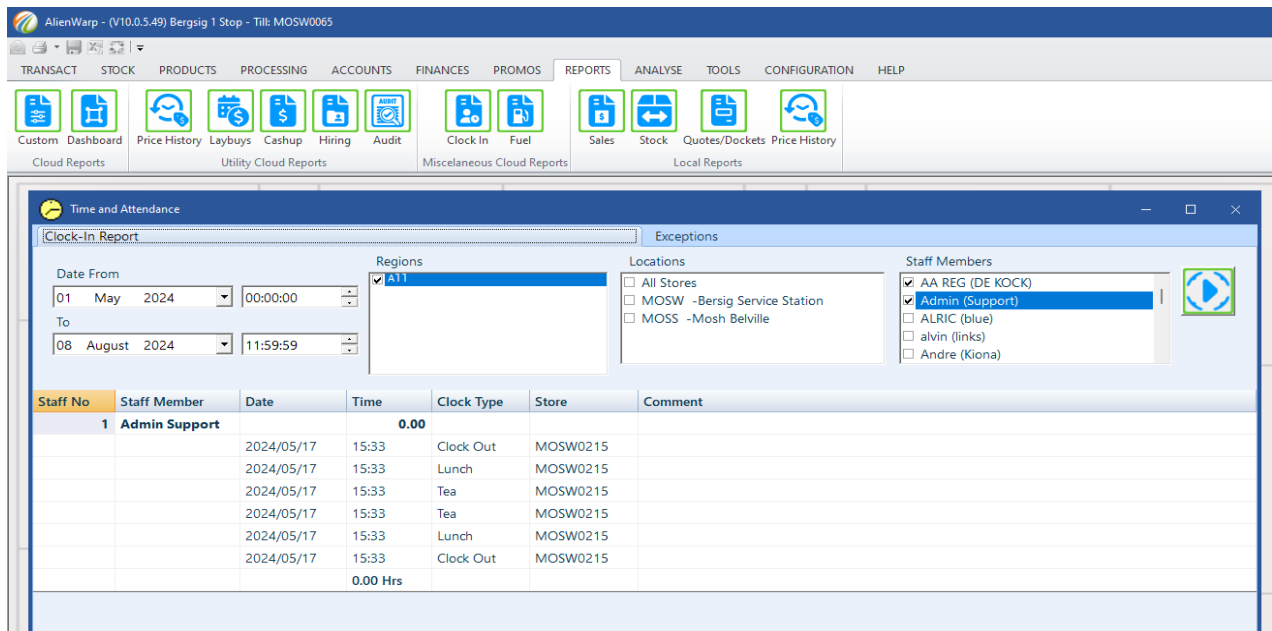
You can **preview your progress** by clicking on the preview button in the tabs bar.

## 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.

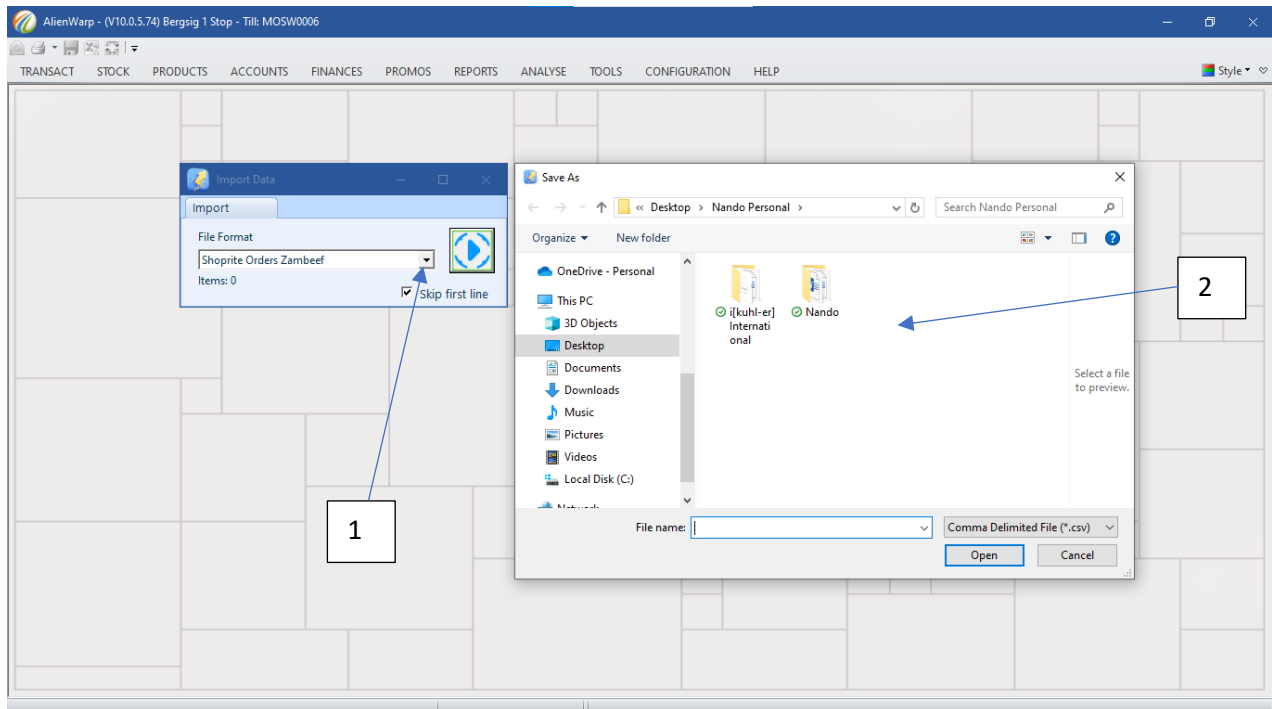


- 2) A full report will be available under the “Miscellaneous reports” group in the main module menu.
- 3) Select the Clock In button.



## 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.