

Book One

Introduction to GO



Garage Operator™

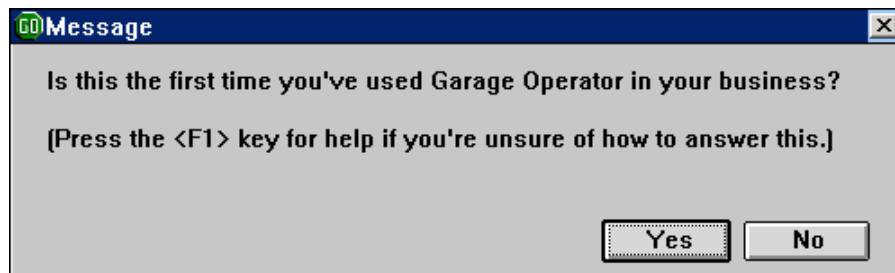
Chapter 1

Initializing GO Software

1.1 Beginning Steps

Once GO has been installed onto your computer, this screen will appear the first time you double-left-click the GO icon on the Windows Desktop:

This means that GO cannot find your Company Information.

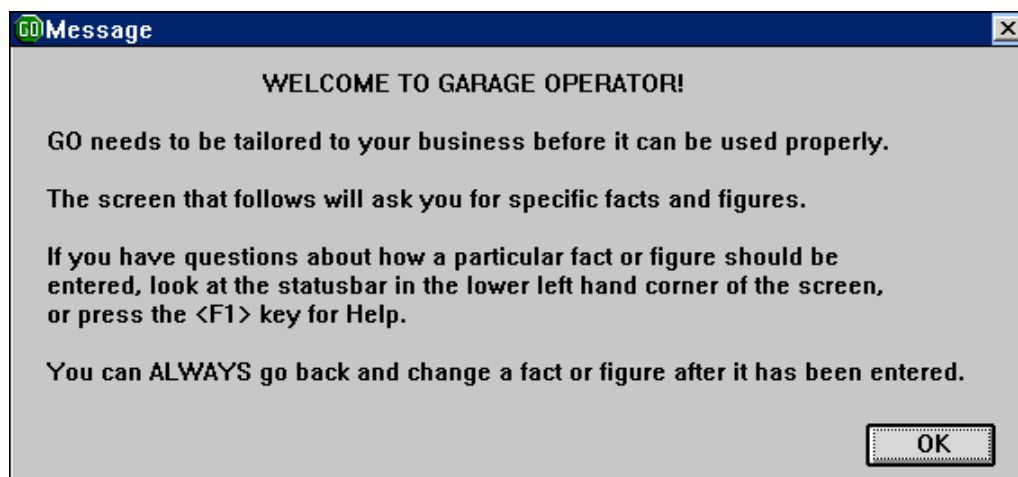


If you select “Yes”, you will see a “Welcome to Garage Operator” screen, then be asked to enter your company information. Select this option if you are a first-time user, or wish to create a new database from scratch.

If you select “No”, you will be asked if you are moving the database to a different computer, or restoring the database from a backup. Select this option if you have used GO before, and wish to restore your database from the saved data.

If you click the “X” box to cancel, GO will exit to Windows.

The next screen to appear will be the Welcome screen. Read it and click “OK”.



1.2 Company Information

The Company Information screen is next. It keeps track of your company's name, address, and phone numbers. It also stores the labor charge rate, the tax rates, and the supply fee rates that are used by invoices and estimates.

The screenshot shows a 'Company Information' dialog box with the following fields and labels:

- Company Name: [Redacted]
- Address Line 1: []
- Address Line 2: []
- City: []
- State: []
- Zip Code: [-]
- Phone 1: [() -]
- Phone 2: [() -]
- FAX: [() -]
- E-Mail: []
- Store Number: []
- Tax Rates: [] (parts) [] (labor)
- Shop Fees: [] (fee description) []
- Shop Rate: []
- Interest Rate, A/R: []
- Fiscal Year End: [] (mo) [] (dy)

Company Name: Enter your business name. Whatever you enter in this field (along with the next nine fields) will be automatically included in the default page headings that are printed at the top of each page that GO prints. You may modify these page headings in the **Options & Forms Setup** screen (found in the Management Menu).

Address Line 1: Enter your business street address.

Address Line 2: Enter a second address line (such as a suite, or a post office box), or leave this field blank.

City, State, Zip Code: Enter the rest of the business address information. You may select from the pop-up menu of States by beginning to type in the name of the state until your state is highlighted, then pressing <Enter>.

Phone 1: Enter the primary business phone number.

Phone 2: Enter the secondary business phone number, or leave blank.

FAX: Enter the business FAX number, or leave blank.

E-Mail: Enter the business e-mail address, or leave blank.

Store Number: If your business has more than one location, you may enter an identifying store number in this field. Otherwise, leave this field blank.

Tax Rates: Enter the appropriate State and Local tax rates for Parts and Labor in these fields. Enter the tax rates as integers with decimals (for example: 8.2 — not 0.082). Up to three decimal places are allowed.

Shop Fees: Enter the desired Supply/Enviro Fee in these fields. If you want to charge the fee based upon a percentage, enter a number followed by a percent sign (e.g.: 4.5%). If you want to charge a flat fee, enter a number only (e.g.: 2.00). Fees may be based upon Parts and/or Labor, and are taxed accordingly. There is no maximum fee limit, but fees may be changed or eliminated on individual invoices by selecting the **Supplies** button in the Active Invoice screen.

Fee Description: Enter the description of the Shop Fee that you'd like to have printed on customer invoices and estimates. The default value is "Shop Supplies," but you may enter any description you'd like, up to a maximum length of 39 characters.

Shop Rate: Enter your hourly Labor rate.

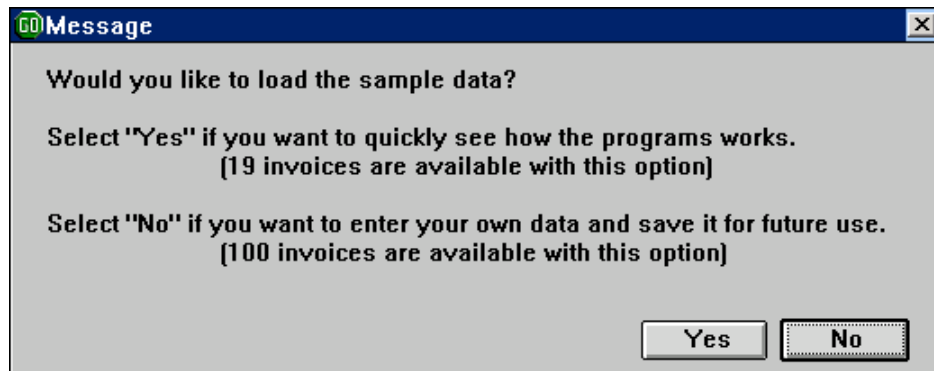
Interest Rate, A/R: Enter the amount of interest to charge on overdue accounts receivable. This is an annual percentage rate, entered without a percentage sign (e.g.:12.0).

Fiscal Year End: Enter the month and day you close your books each year. If you pay your taxes on a calendar year basis, the fiscal year end is December 31st. Thus, the fiscal ending month would be 12, and the ending day would be 31.

When you are finished entering your company information, click the **OK** button, or keep pressing the <Enter> key until the screen exits.

1.3 Sample Data

The next screen to appear will ask you if you would like to load sample data. This screen is primarily for customers with the demo version of the program.



Select "Yes" if you want to quickly see how the program works. Sample customers, inventory, repair history, work in progress invoices, and other data will be loaded. You can then create invoices and view sample reports with the existing data. The sample data can be removed at a later date by un-installing and reinstalling the demo CD.

Select "No" if you want to enter and save your own data. If this is a demo disc, any data you enter now can become a part of your future data base should you buy the program.

This is the final screen in the initializing sequence. Read it and click "OK".

