



**youmehub**<sup>™</sup>  
business productivity software

quick start guide v2.0

[www.youmehub.com](http://www.youmehub.com)



welcome to **youmehub**  
business productivity software for designers



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# welcome to **youmehub**<sup>™</sup>

Youmehub is a business productivity solution for design studios & creative industries, Youmehub allows you to manage many aspects of your studio workflow. The system tracks companies, contacts, customers, clients and suppliers; allows you to create marketing campaigns and mail shots; manages an office diary; stores an inventory of products and provides an easy method for creating and tracking sales, purchases and expenses. The projects, jobs, schedules, files and time sheets modules allow project managers to track and manage people, time, costs and file assets. Finally software and hardware inventory modules help you manage all your hardware and software assets.

## Installation

If you have purchased Youmehub Multi-User you will need a copy of FileMaker Pro 8 or higher software installed on your system (not included). If you intend to use Youmehub in a shared network environment it is recommended that FileMaker Server be used. Although FileMaker Pro has peer-to-peer networking capabilities, only FileMaker Server provides safe, faster hosting of your files for multiple clients and provides automated backups of your important data. Please refer to the FileMaker Pro or FileMaker Server installation and setup instructions.

With Youmehub Single-User, FileMaker Pro or FileMaker Server software is not be required.

Mac OS: Copy the 'Youmehub' folder from the CD or Disk Image archive either to your 'Documents' or 'Shared' folder on your hard disk.

Windows: Copy the 'Youmehub' folder from the CD or ZIP archive to either 'My Documents' or 'Shared Documents' folder on your hard disk.

If you are using FileMaker Server to host this solution it automatically opens and hosts FileMaker Pro files in the 'Databases' folder in this case copy the contents of the 'Youmehub' folder into the 'Database' folder:

Mac OS: [hard disk]/Library/FileMaker Server/Data/Databases/

Windows: Program Files\FileMaker\FileMaker Server\Data\Databases\

### Documentation Folder

The documentation folder contains PDF documentation such as this quick start guide, user manuals and license agreements.

### Resources Folder

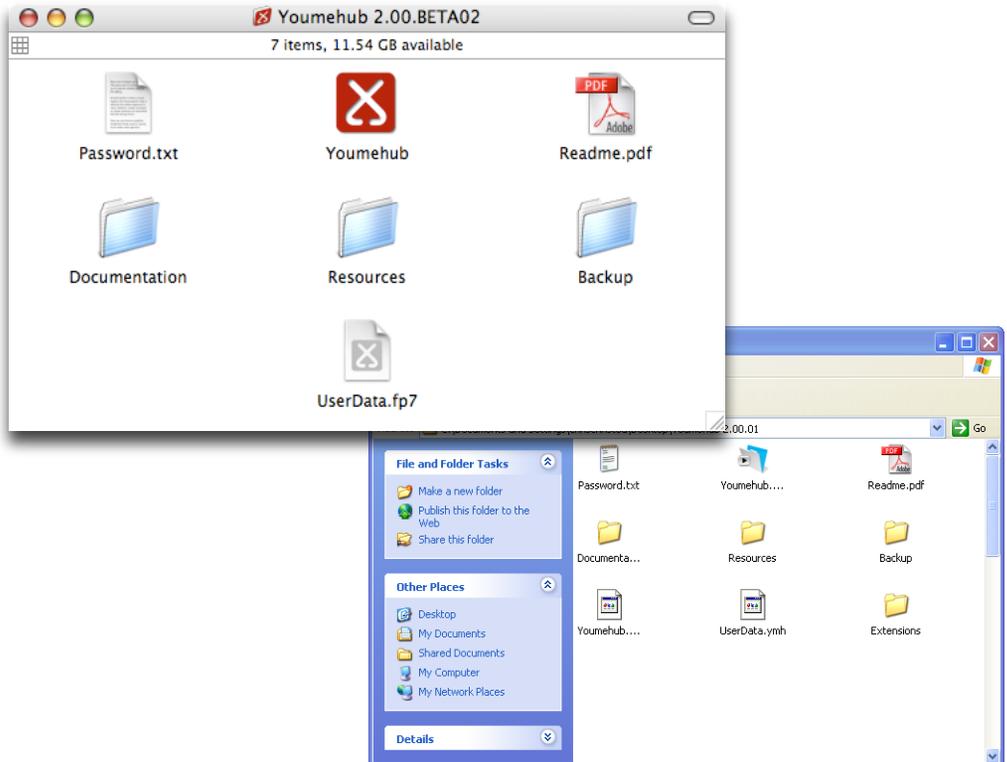
The resources folder contains resource files used by the system as well as other folders where temporary data is stored.

### Backup Folder

The backup folder is used to store a backup copy of the system data. You will be prompted to perform a backup each time you log out from the machine hosting the solution.

### User Data File

The user\_data file contains all the system critical database data. Do not attempt to move, rename or delete this file as you may lose data or break database links and prevent the system from working properly.



## Login

After you have installed Youmehub, double-click the 'Youmehub' file icon (Mac OS) or 'Youmehub.exe' (Win OS) and enter the following account name and password in the login window:

Account Name: **admin** Password: **admin** (case sensitive).

This temporary user is assigned to the admin account name, which has admin privileges. You will need to go to preferences later and remove this user account once you have created another user with admin privileges.



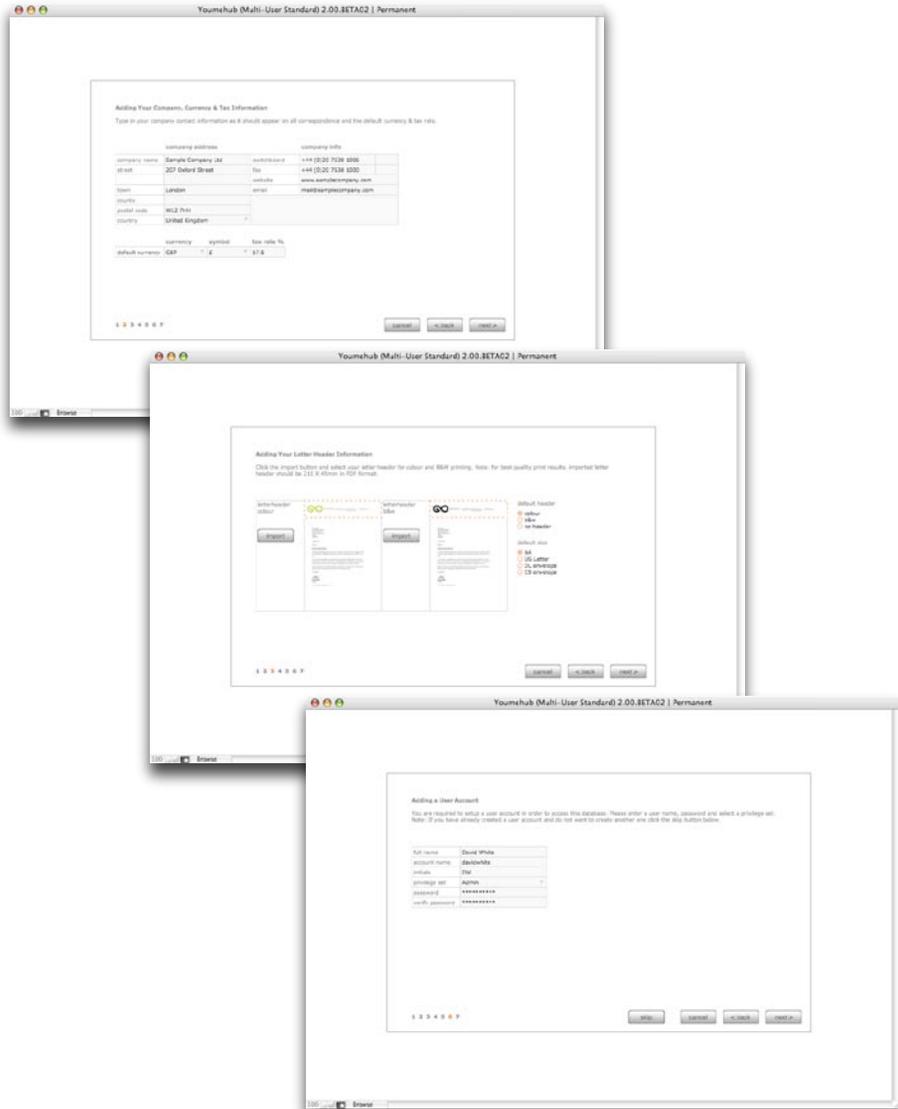
## Activating your License

When you have successfully logged-in a message appears telling you that you are running the software in demo mode. Demo mode entitles you to a 30 day trial of the software after which you will need to purchase a license. Click 'activate' and enter your license key found on the license card. If you purchased Youmehub as a digital download on-line, then enter the license key that was emailed to you.



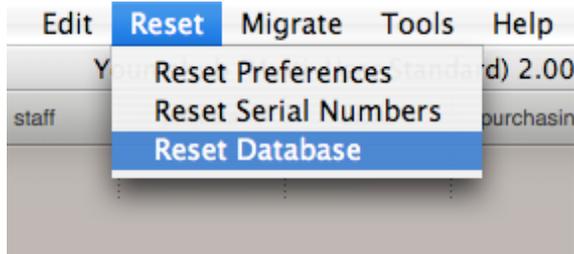
## Setup Wizard

When you launch Youmehub for the first time you will be taken to the setup wizard which walks you through the process of configuring and personalising Youmehub to your business needs. These include global settings for your company information, letter header logo, user log-in accounts, network settings and system wide preferences which govern the behaviour of certain modules. It is also possible to make individual adjustments later by clicking the preferences button in the navigational bar.



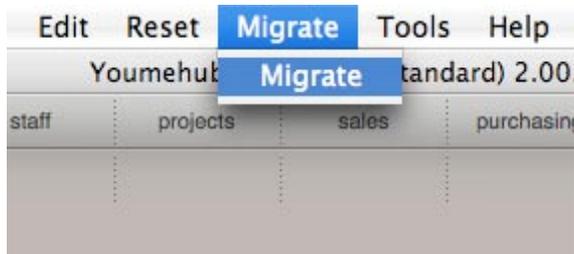
## Reset Database

Youmehub comes pre-configured with example data to help you learn and understand how the system works. Before you begin to enter your own data however you may want to clear all existing example data and reset the system. Go to the preferences window and select Reset Database. Caution: The Reset Database command will DELETE all records and can't be undone!



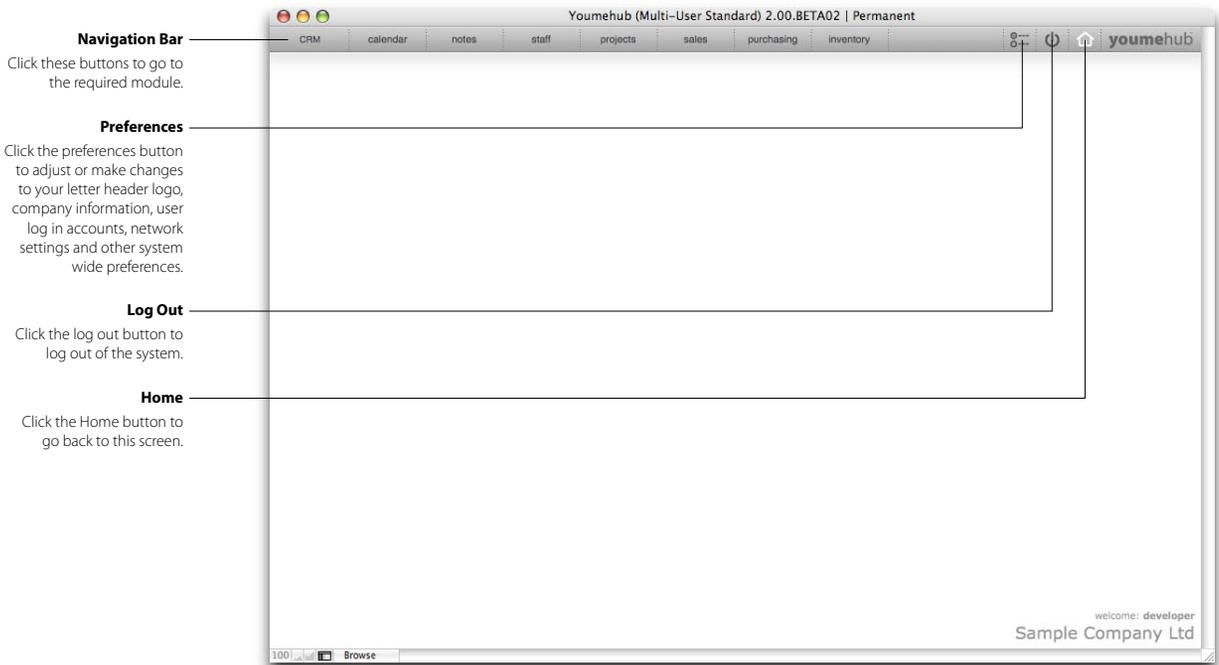
## Migrate

The Migrate command, located in the Migrate menu can be used when you want to migrate data from a previous version of Youmehub into a new database system. To migrate data you must first copy the 'UserData.fp7' (Multi-User) or 'UserData.ymh' (Single-User) file from your previous working database into '[path to database]/Youmehub/Resources/Import' folder of the new database. Select Migrate in the Migrate menu. Caution: This will DELETE all records and system preferences and replace it with the imported data.



## Home Screen

The home screen has a navigational bar at the top and is divided into 8 modules each with its own sub-modules. CRM (Companies, Contacts and mMail), Calendar, Notes, Staff (Time Sheets, Expense Sheets, My Schedule), Projects (Projects, Jobs, Schedules and Files), Sales (Products, Estimates, Sales Orders and Invoices), Purchasing (Products, Purchase Orders), Inventory (Hardware and Software). Use the navigational bar to move between each module and sub-module.



# Preferences Screen

The Preferences menu screen allows you to configure and personalise Youmehub to your business needs. These include global settings for your company information, letter header logo and user login accounts and system wide preferences which govern the behaviour of certain modules.

## Company Info

### Address

You'll find fields for your business trading name, address, web site, email and phone numbers. This information is called upon when raising orders etc.

### Stationery

Import headers for your business stationery.

### Currency

Assign your default currency and tax rate as well as any other currencies you trade in.

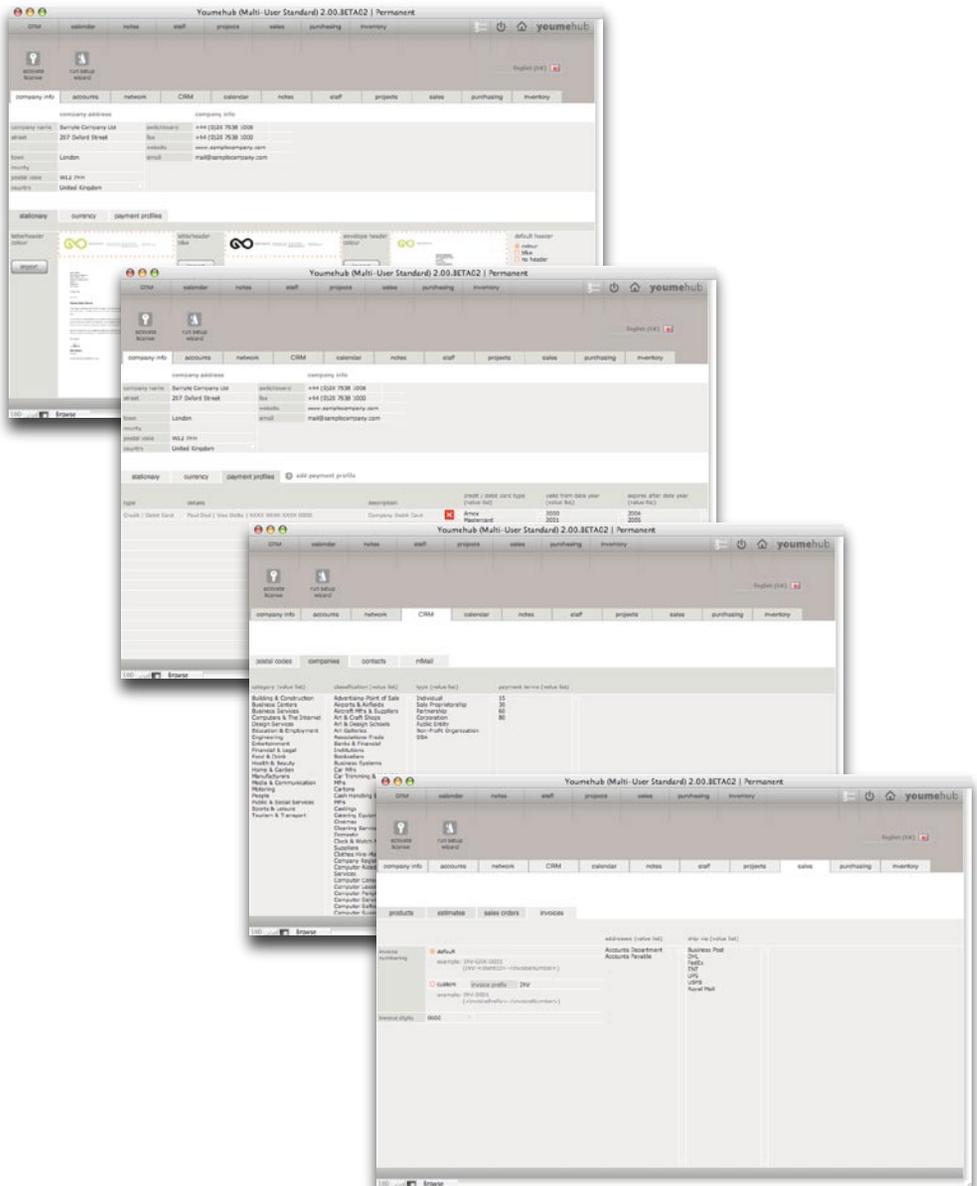
## User Accounts

There is one account created for you already named 'Admin' plus any others you may have created during the setup process.

The admin account is a temporary account created for you to get you started. It is recommended that you remove this account once you have created another user account with admin privileges.

## Other

Other tabs contain fields and settings for: network sharing, field value lists, serial number schema and other module specific settings.



# Companies & Contacts

The Company & Contacts modules are where you maintain your companies contacts, customers, clients, suppliers or however you refer to the people you work with. These modules are at the heart of the system and are used by other modules for address lookups.



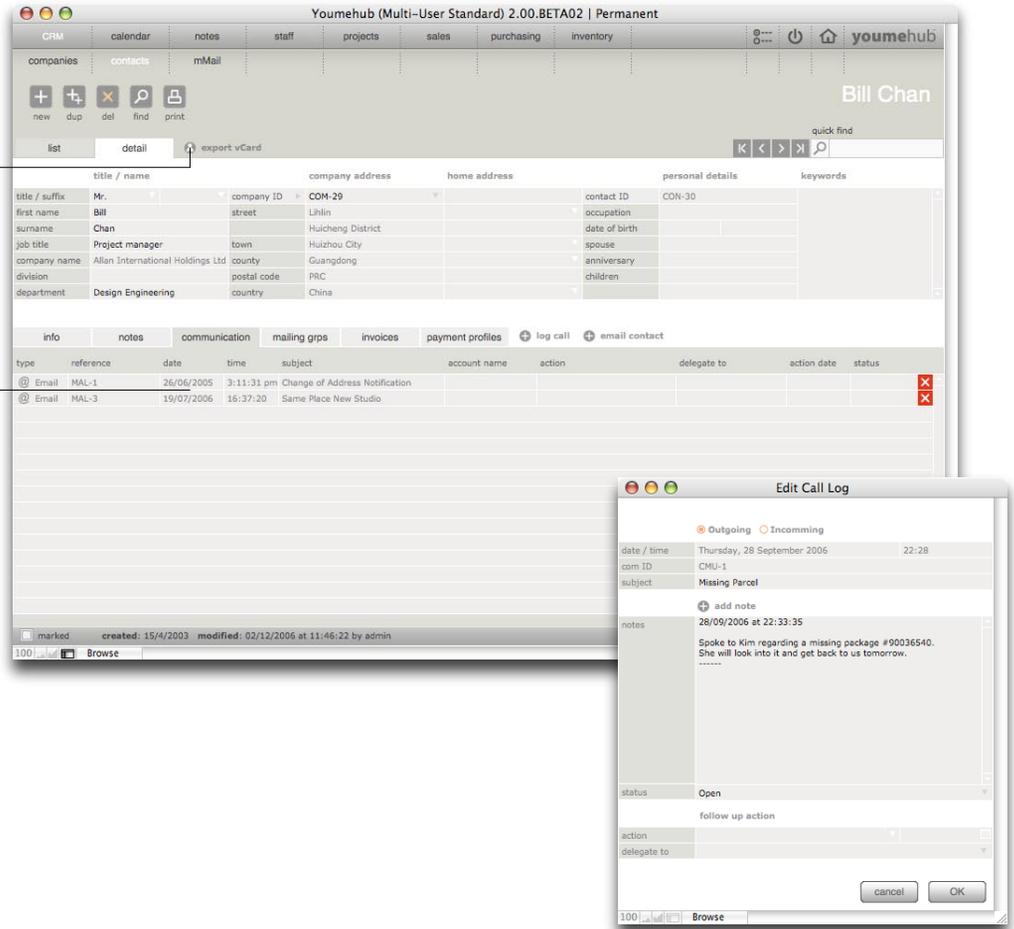
## Contacts Tab

This lists all contacts associated to a company record. You can also add or remove contacts from this view.

## Layouts/Reports

Print company lists, contact lists, client lists, index cards, labels and envelopes by selecting the print button.

# Companies & Contacts.....



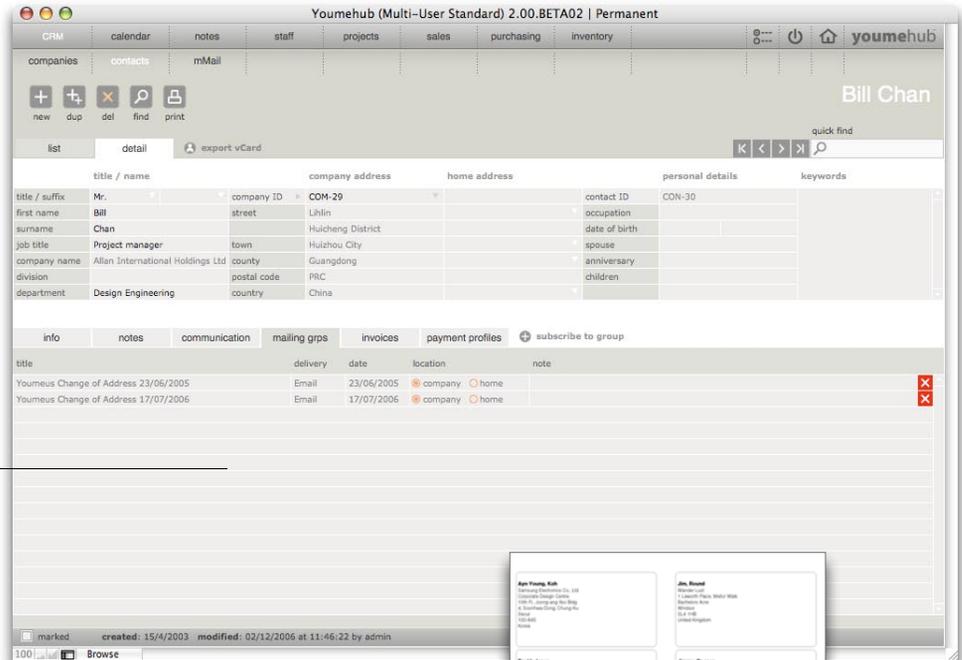
### Export vCard

Click the Export vCard button to create exported XML files of the current record or found set, formatted in the universal vCard format. This file can be imported, or in some cases drag-and-dropped into most email address books.

### Communications Tab

This lists all communications relating to that contact; mail, email (sent through the mMail module) and phone call logs.

# Companies & Contacts.....



## Mailing Groups Tab

Mailing groups enable you to subscribe individual contacts or list of contacts to a mailing group. This is useful when you are creating marketing campaigns or mail shots and is used by the mMail module for sending letters and emails to large groups of people.

## Layouts/Reports

Print mailing lists, labels and envelopes by selecting the print button.



# mMail

mMail is a mail-marketing module that can be used to compose and log your marketing communications. You can create and store letters or emails and mail or email them to a group of contacts.

**Detail Tab**  
You'll find fields for addressee, salutation, name (used to define how you prefer to address your mail), category, date, mailing group, message, signature and footer.

**Edit Mailing Groups**  
Click the edit mailing groups button to create, edit or delete mailing groups.

**Email To Group**  
Click the email to group button to email the mMail record to all recipients in the assigned mailing group. Emails are sent to and processed by your email client software.

**Attachment**  
You'll can also add a file attachment to a mMail record by clicking on the attachment field. This is useful if you are sending the record as an email with attachment.

**Layouts/Reports**  
Print letters, labels and envelopes by selecting the print button.

The screenshot shows the Youmehub mMail interface. At the top, there are navigation tabs for CRM, calendar, notes, staff, projects, sales, purchasing, and inventory. Below these are buttons for 'new', 'dup', 'del', 'find', and 'print'. The main content area is divided into several sections:

- Detail Tab:** Contains fields for 'addressee / salutation', 'addressee' (Prefix, LastName, mMail ID, Mail-1, attachment), 'alt. addressee' (Customer, status, Draft), 'salutation' (Dear, category, News Letters), 'salutation name' (FirstName, date, 17/09/2006), and 'alt. saltn. name' (Customer).
- Info:** Contains a 'group / contact' dropdown (group, single) and a 'Client News Letter | letter' dropdown. Below this is a 'message' field with the text: "I hope you're planning to attend Expo! Expo! The Design Council's Annual Meeting and Exhibition in London 29 November - 1 December 2006 at the London Business Center. It is the premier exhibition and convention organizer's education, networking and solutions event. ABC Company will participate as an exhibitor in Expo! Expo! ABC experts in Booth 126 will assist you by assessing your needs, offering solutions, and helping you make enlightened choices about products and services that will work for you now and into the future." Below the message is a 'signature' field with a signature and a 'footer' field with the text "Marc Jones Principal-Sample Company Ltd".
- Attachment:** A paperclip icon indicates an attachment.
- Contacts in this group:** A list of contacts including Nick Henley, David Jones, Michelle Ginno, Richard Henderson, Sam Nickson, Jane Letterworth, Toshiya Furusawa, and Ayn-Young Koh.
- Metadata:** At the bottom, it shows 'marked', 'created: 17/09/2006 at 19:38:56 by developer', and 'modified: 25/11/2006 at 20:23:41 by developer'.

Two inset images show the printed output of the mMail record: a letter and an envelope. The letter includes the Youmehub logo, the message text, the signature, and the footer. The envelope shows the recipient's name and address: "Mr. Henley, ABC Technologies Ltd, London 2, Shipping House P222 2HG, United Kingdom".

# Calendar

The Calendar module is for managing general office and staff appointments. You can toggle between month, week and day screens to view appointments.

## Filter Calendar

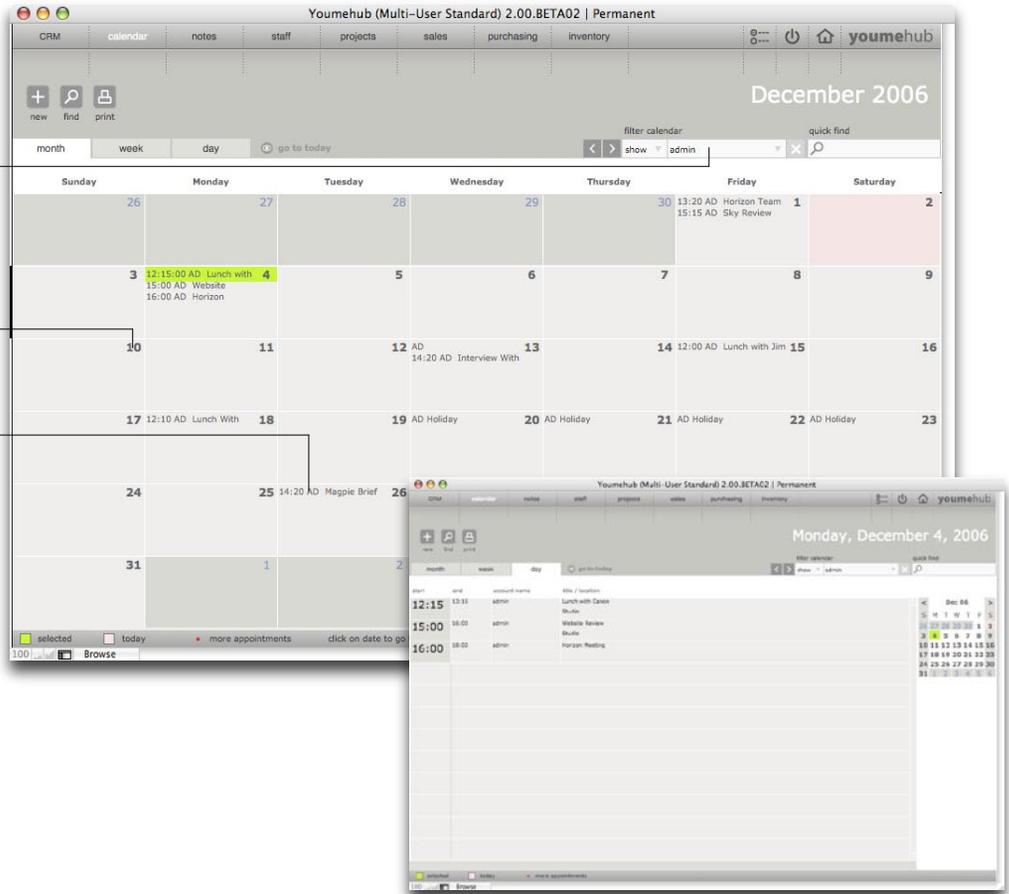
The filter calendar field allows you to show or hide individual staff appointments from the screen giving an uncluttered view of their appointments.

## Appointments

Click on a date to go there, shift-click creates a new appointment.

## Appointment Items

Click on an appointment item to edit it.



# Notes

The Notes module is where you can store general office notes, articles, technical knowledge records etc. You can also email a note with a single click.

**Detail Tab**  
You'll find fields for title, issue, date and category.

**Email Button**  
Click the email button to email the record.

**Attachment**  
Click the attachment field to add a file attachment to the record.

**Layouts/Reports**  
Print a note by selecting the print button.

**Enabling the root password (three ways)**

**Strong Warning:** You should only enable root if you really really need it, really know what it's for, and realize the security implications of enabling root! You can do everything you need to do with "su do", so root is really not needed ... with that said, here's how to enable it - please understand what you're doing and why before you do this!

The "root" user (also known as the superuser) is the most powerful UNIX account. The root account can do anything to any file or folder, anywhere on the system. For that reason, it's considered quite dangerous, and only needs to be used (occasionally) by advanced users.

Because of the dangers of operating as root, Apple has chosen to hide the root account in OS X Final. However, there are a number of ways to enable it. The easiest is to boot off the install CD, and look under the Install menu for the "Password Reset" option. You can use this to change your own password if you forget it, and to enable the root account. This utility will not run if you copy it to your hard drive! It only works when booting from the CD.

Read the rest if you'd like to know how to do this from within OS X, and skip the CD-based rest.

The second easiest way to enable root is to start a terminal session, and type:  
`sudo passwd root`  
 You will be prompted for a new password to enable root access. Many find this easier than rest.

The hardest way to enable root is to use the NetInfo Manager application (in Applications/Utilities).

1. Open NetInfo Manager
2. Select "Users" from the second list.
3. Select a user you created and know the password for!
4. Double-click on the value across from "passwd" and copy it. It is the encoded form of the password.
5. Select "root" from the list of users. Find the "passwd" value (default is "") and paste over it.
6. Exit NetInfo Manager.

marked created: 5/2/2004

**Batch rename files in Photoshop**

note ID	title	issue	category
NOT-1	NOT-1	1/1/2006	IT Knowledge

The batch renaming option of the File Browser lets you rename all the files in a folder at the same time. For example, you can quickly give multiple images an extension based on a single naming convention system such as Photoshop's file conventions. You can also use the batch renaming option to rename files in a folder. You can specify the new, sequential number from, and files in a folder in the folder.

1. A folder of the files you want to rename are open, choose the File Browser window rename them.
2. Choose the Batch Rename option from the menu.
3. In the Batch Rename dialog, choose the folder you want to rename. The folder dialog shows the folder's contents.
4. In the Batch Rename dialog, choose the folder you want to rename. The folder dialog shows the folder's contents.
5. In the Batch Rename dialog, choose the folder you want to rename. The folder dialog shows the folder's contents.
6. In the Batch Rename dialog, choose the folder you want to rename. The folder dialog shows the folder's contents.
7. In the Batch Rename dialog, choose the folder you want to rename. The folder dialog shows the folder's contents.
8. In the Batch Rename dialog, choose the folder you want to rename. The folder dialog shows the folder's contents.
9. In the Batch Rename dialog, choose the folder you want to rename. The folder dialog shows the folder's contents.
10. In the Batch Rename dialog, choose the folder you want to rename. The folder dialog shows the folder's contents.

# Time Sheets

The Time Sheets module is where staff log their time spent on specific jobs. The items table is used to log the date, job number, activity, hours worked, hours billed and hourly rate. Time sheet entries are automatically tracked by the Jobs module giving project managers an up to date view of accumulated time costs spent on a particular job.

**Submit Time Sheet**  
 Click the submit time sheet button at the end of the week to mark the record 'Submitted'. Administrators can approve a time sheet record by clicking on the approve time sheet button to mark the record 'Approved'.

**Items Tab**  
 The items table displays the time sheet entries for that record. You will find fields for job number, activity, hours worked, hours billed and hourly rate. Clicking on the plus symbol in the day field will create a new time sheet entry for that day.

**Layouts/Reports**  
 Print staff time sheets by selecting the print button.

The screenshot displays the Youmehub (Multi-User Standard) 2.00.BETA02 | Permanent interface. The main window shows a time sheet for account 'chrischristou' covering the period from 30/11/2003 to 06/12/2003. The status is 'Submitted'. The 'items' table lists entries for each day of the week, including job numbers (e.g., JOB-101-0005), activities (e.g., Liason/Support | HK/China visit, Eagle2), and associated costs. A 'submit time sheet' button is highlighted with a callout. An inset window provides a detailed view of the time sheet data, showing columns for date, job #, activity, hours worked, hours billed, hourly rate, and cost, along with a summary of total costs.

date	job #	activity	hours worked	hours billed	hourly rate	cost
Sunday 30/11/2003						
Monday 01/12/2003	JOB-101-0005	Liason/Support   HK/China visit, Eagle2	7.5 Hrs	7.5 Hrs	GBP 50.00	GBP 375.00
Tuesday 02/12/2003	JOB-101-0005	Liason/Support   HK/China visit, Eagle2	7.5 Hrs	7.5 Hrs	GBP 50.00	GBP 375.00
Wednesday 03/12/2003	JOB-101-0005	Liason/Support   HK/China visit, Eagle2	11 Hrs	7.5 Hrs	GBP 50.00	GBP 375.00
	JOB-101-0004	Concept Design/Definition	3.5 Hrs	3.5 Hrs	GBP 50.00	GBP 175.00
Thursday 04/12/2003	JOB-101-0005	Liason/Support   HK/China visit, Eagle2	7.5 Hrs	7.5 Hrs	GBP 50.00	GBP 375.00
	JOB-101-0004	Concept Design/Definition	4 Hrs	4 Hrs	GBP 50.00	GBP 200.00
Friday 05/12/2003	JOB-101-0005	Liason/Support   HK/China visit, Eagle2	7.5 Hrs	7.5 Hrs	GBP 50.00	GBP 375.00
Saturday 06/12/2003						

# Expenses

The Expenses module is where staff log their company expenses. The expenses table is used to log the date, account code, description and cost. Staff can then submit the expenses table to the Purchasing module to raise a purchase order for payment.

## Submit Expense Sheet

Click the submit expense sheet button to submit the expense table to the purchasing module. This automatically raises a purchase order for payment.

## Items Tab

The items table displays the expense sheet entries. You will find fields for date, account code, activity, hours worked, description and cost. Clicking on the add item button will create a new expense sheet entry.

## Bill to Job Button

Expense items can be billed to any active job by clicking on the bill to job button. This creates a job expense entry in the jobs module.

## Layouts/Reports

Print staff expense sheets by selecting the print button.

The screenshot displays the Youmehub (Multi-User Standard) 2.00.BETA02 interface. The main window shows the 'expenses' module for user 'kathyforsyth' covering the period '21/04/2006 - 25/04/2006'. The 'submit expense sheet' button is highlighted. Below it is a table of expense items:

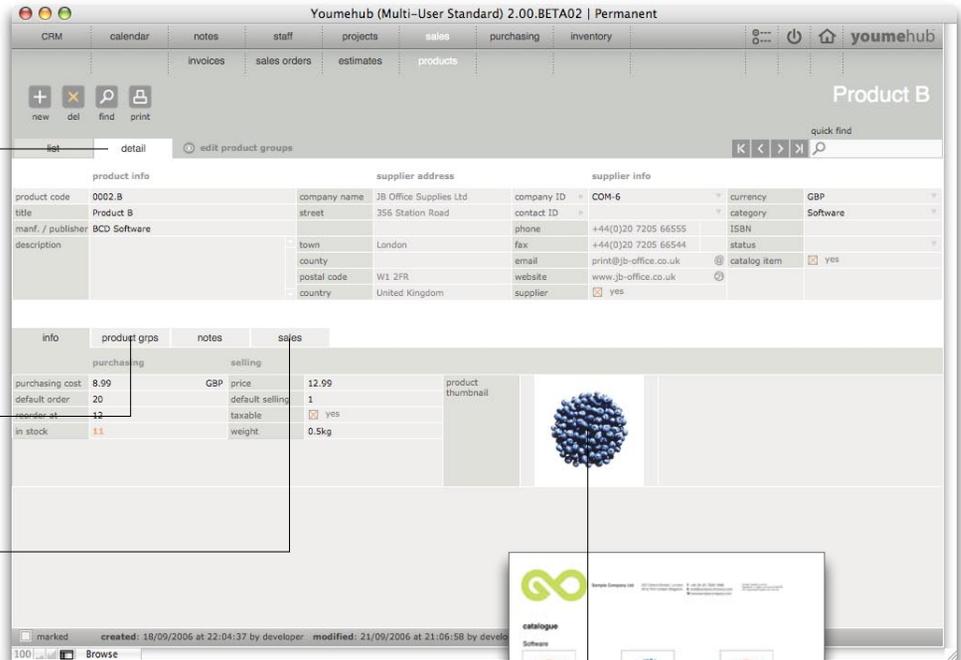
date	account code	receipt #	description	net cost	tax %	tax	gross cost	billed to job #
21/04/2006	6-1100   General Expenses	1	Magazines (Drapers Record)	GBP 6.00		GBP 0.00	GBP 6.00	un-bill job JOB-114-0002
22/04/2006	6-1100   General Expenses	2	Magazines (Vogue)	GBP 3.60		GBP 0.00	GBP 3.60	un-bill job JOB-114-0002
23/04/2006	6-3000   Travel & Entertainment	6	Travel (Garrards Cross to London)	GBP 12.50		GBP 0.00	GBP 12.50	un-bill job JOB-114-0002
22/04/2006	6-3000   Travel & Entertainment	3	Travel	GBP 7.70		GBP 0.00	GBP 7.70	un-bill job JOB-114-0002
23/04/2006	6-3000   Travel & Entertainment	7	Travel (Garrards Cross to Beaconsfield)	GBP 2.60		GBP 0.00	GBP 2.60	un-bill job JOB-114-0002
23/04/2006	6-3000   Travel & Entertainment	8	Travel (London Buses)	GBP 1.50		GBP 0.00	GBP 1.50	un-bill job JOB-114-0002
23/04/2006	6-1100   General Expenses	4	Materials	GBP 8.94	17.50 %	GBP 1.56	GBP 10.50	un-bill job JOB-114-0002
25/04/2006	6-1100   General Expenses	10	Materials	GBP 41.69	17.50 %	GBP 7.30	GBP 48.99	un-bill job JOB-114-0002
25/04/2006	6-1100   General Expenses	5	Materials	GBP 28.92	17.50 %	GBP 5.06	GBP 33.98	un-bill job JOB-114-0002
23/04/2006	6-3000   Travel & Entertainment	9	Travel (London Taxi)	GBP 8.00		GBP 0.00	GBP 8.00	un-bill job JOB-114-0002
25/04/2006	6-1100   General Expenses	11	Binding	GBP 34.04	17.50 %	GBP 5.96	GBP 40.00	un-bill job JOB-114-0002

An inset window shows a detailed 'expense sheet' report for the period '14/04/2006 - 20/04/2006'. It includes a summary table:

date	receipt #	description	net cost	gross cost
14/04/2006	1	Office Supplies	GBP 10.00	GBP 10.00
14/04/2006	2	Station Paper	GBP 4.00	GBP 4.00
14/04/2006	3	Printing	GBP 10.00	GBP 10.00
14/04/2006	4	Printing	GBP 10.00	GBP 10.00
14/04/2006	5	Printing	GBP 10.00	GBP 10.00
14/04/2006	6	Printing	GBP 10.00	GBP 10.00
14/04/2006	7	Printing	GBP 10.00	GBP 10.00
14/04/2006	8	Printing	GBP 10.00	GBP 10.00
14/04/2006	9	Printing	GBP 10.00	GBP 10.00
14/04/2006	10	Printing	GBP 10.00	GBP 10.00
14/04/2006	11	Printing	GBP 10.00	GBP 10.00
14/04/2006	12	Printing	GBP 10.00	GBP 10.00
14/04/2006	13	Printing	GBP 10.00	GBP 10.00
14/04/2006	14	Printing	GBP 10.00	GBP 10.00
14/04/2006	15	Printing	GBP 10.00	GBP 10.00
14/04/2006	16	Printing	GBP 10.00	GBP 10.00
14/04/2006	17	Printing	GBP 10.00	GBP 10.00
14/04/2006	18	Printing	GBP 10.00	GBP 10.00
14/04/2006	19	Printing	GBP 10.00	GBP 10.00
14/04/2006	20	Printing	GBP 10.00	GBP 10.00
14/04/2006	21	Printing	GBP 10.00	GBP 10.00
14/04/2006	22	Printing	GBP 10.00	GBP 10.00
14/04/2006	23	Printing	GBP 10.00	GBP 10.00
14/04/2006	24	Printing	GBP 10.00	GBP 10.00
14/04/2006	25	Printing	GBP 10.00	GBP 10.00
14/04/2006	26	Printing	GBP 10.00	GBP 10.00
14/04/2006	27	Printing	GBP 10.00	GBP 10.00
14/04/2006	28	Printing	GBP 10.00	GBP 10.00
14/04/2006	29	Printing	GBP 10.00	GBP 10.00
14/04/2006	30	Printing	GBP 10.00	GBP 10.00
14/04/2006	31	Printing	GBP 10.00	GBP 10.00
14/04/2006	32	Printing	GBP 10.00	GBP 10.00
14/04/2006	33	Printing	GBP 10.00	GBP 10.00
14/04/2006	34	Printing	GBP 10.00	GBP 10.00
14/04/2006	35	Printing	GBP 10.00	GBP 10.00
14/04/2006	36	Printing	GBP 10.00	GBP 10.00
14/04/2006	37	Printing	GBP 10.00	GBP 10.00
14/04/2006	38	Printing	GBP 10.00	GBP 10.00
14/04/2006	39	Printing	GBP 10.00	GBP 10.00
14/04/2006	40	Printing	GBP 10.00	GBP 10.00
14/04/2006	41	Printing	GBP 10.00	GBP 10.00
14/04/2006	42	Printing	GBP 10.00	GBP 10.00
14/04/2006	43	Printing	GBP 10.00	GBP 10.00
14/04/2006	44	Printing	GBP 10.00	GBP 10.00
14/04/2006	45	Printing	GBP 10.00	GBP 10.00
14/04/2006	46	Printing	GBP 10.00	GBP 10.00
14/04/2006	47	Printing	GBP 10.00	GBP 10.00
14/04/2006	48	Printing	GBP 10.00	GBP 10.00
14/04/2006	49	Printing	GBP 10.00	GBP 10.00
14/04/2006	50	Printing	GBP 10.00	GBP 10.00
14/04/2006	51	Printing	GBP 10.00	GBP 10.00
14/04/2006	52	Printing	GBP 10.00	GBP 10.00
14/04/2006	53	Printing	GBP 10.00	GBP 10.00
14/04/2006	54	Printing	GBP 10.00	GBP 10.00
14/04/2006	55	Printing	GBP 10.00	GBP 10.00
14/04/2006	56	Printing	GBP 10.00	GBP 10.00
14/04/2006	57	Printing	GBP 10.00	GBP 10.00
14/04/2006	58	Printing	GBP 10.00	GBP 10.00
14/04/2006	59	Printing	GBP 10.00	GBP 10.00
14/04/2006	60	Printing	GBP 10.00	GBP 10.00
14/04/2006	61	Printing	GBP 10.00	GBP 10.00
14/04/2006	62	Printing	GBP 10.00	GBP 10.00
14/04/2006	63	Printing	GBP 10.00	GBP 10.00
14/04/2006	64	Printing	GBP 10.00	GBP 10.00
14/04/2006	65	Printing	GBP 10.00	GBP 10.00
14/04/2006	66	Printing	GBP 10.00	GBP 10.00
14/04/2006	67	Printing	GBP 10.00	GBP 10.00
14/04/2006	68	Printing	GBP 10.00	GBP 10.00
14/04/2006	69	Printing	GBP 10.00	GBP 10.00
14/04/2006	70	Printing	GBP 10.00	GBP 10.00
14/04/2006	71	Printing	GBP 10.00	GBP 10.00
14/04/2006	72	Printing	GBP 10.00	GBP 10.00
14/04/2006	73	Printing	GBP 10.00	GBP 10.00
14/04/2006	74	Printing	GBP 10.00	GBP 10.00
14/04/2006	75	Printing	GBP 10.00	GBP 10.00
14/04/2006	76	Printing	GBP 10.00	GBP 10.00
14/04/2006	77	Printing	GBP 10.00	GBP 10.00
14/04/2006	78	Printing	GBP 10.00	GBP 10.00
14/04/2006	79	Printing	GBP 10.00	GBP 10.00
14/04/2006	80	Printing	GBP 10.00	GBP 10.00
14/04/2006	81	Printing	GBP 10.00	GBP 10.00
14/04/2006	82	Printing	GBP 10.00	GBP 10.00
14/04/2006	83	Printing	GBP 10.00	GBP 10.00
14/04/2006	84	Printing	GBP 10.00	GBP 10.00
14/04/2006	85	Printing	GBP 10.00	GBP 10.00
14/04/2006	86	Printing	GBP 10.00	GBP 10.00
14/04/2006	87	Printing	GBP 10.00	GBP 10.00
14/04/2006	88	Printing	GBP 10.00	GBP 10.00
14/04/2006	89	Printing	GBP 10.00	GBP 10.00
14/04/2006	90	Printing	GBP 10.00	GBP 10.00
14/04/2006	91	Printing	GBP 10.00	GBP 10.00
14/04/2006	92	Printing	GBP 10.00	GBP 10.00
14/04/2006	93	Printing	GBP 10.00	GBP 10.00
14/04/2006	94	Printing	GBP 10.00	GBP 10.00
14/04/2006	95	Printing	GBP 10.00	GBP 10.00
14/04/2006	96	Printing	GBP 10.00	GBP 10.00
14/04/2006	97	Printing	GBP 10.00	GBP 10.00
14/04/2006	98	Printing	GBP 10.00	GBP 10.00
14/04/2006	99	Printing	GBP 10.00	GBP 10.00
14/04/2006	100	Printing	GBP 10.00	GBP 10.00

# Products (Sales)

This module contains an inventory of all the products you offer and is called upon by the Estimates, Sales Orders, Invoices and Jobs modules when raising sales orders and expenses.



### Detail Tab

You'll find fields for product code, title, manufacturer/publisher, category and status (used to identify the product) and purchasing cost, price, taxable, weight and default selling quantities used by the invoices module. Taxes are calculated based on the tax value found in a given invoice.

### Product Groups Tab

Product groups enable you to subscribe products to a product group. This is useful if you regularly sell a specific group of products.

### Sales Tab

The sales screen displays all sales of that specific product. The filter fields allow you to filter the list by date range. This is useful if you want to see the total sales of that product during a specific period.

### Product Thumbnail

Click here to insert a product image. A dialog window will prompt you for a file to import. You can import many image and media files.

### Layouts/Reports

Print product lists, product specification sheets, product catalogues and sales reports by selecting the print button.



# Estimates, Sales Orders & Invoices

Estimates & Invoices modules track all your sales of products, job time costs and expenses. Estimates & Invoices maintain their own copies of a billing and shipping address information. The reason for this is to keep a database of historical orders.

## Detail Tab

You'll find fields for order date, invoice date, billing & shipping contact info, title, items and payment status.

## Record Payment Button

The 'record payment' button enables you to record the payment method and amount. You can record as many payments as you like until the full balance is met. You will then be prompted to change the invoice status to paid.

## Items Tab

The items table displays the line items relating to that invoice record. You will find fields for description, quantity, unit cost and tax rate. Clicking on the arrow in the product code field will open a search window to the products database. Here you can search for a product to add to the invoice items. You can also add a bundled group of products to an invoice by clicking on the add product group items button.

## Notes Tab

The notes screen enables you to enter notes relating to that invoice. Clicking on the add notes button will create a time stamp placed at the beginning of each note entry.

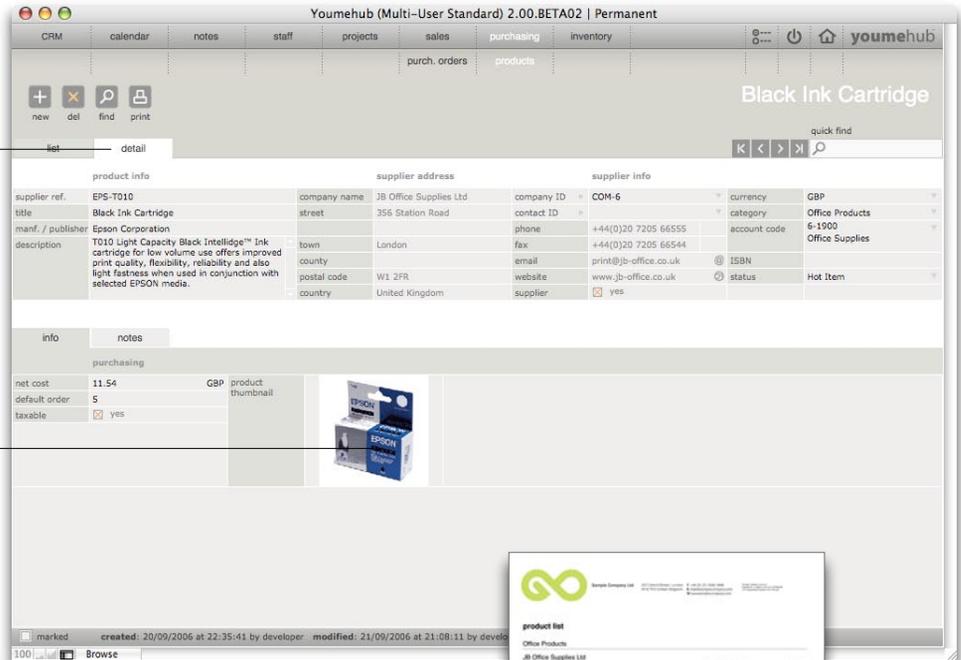
## Layouts/Reports

Print estimates, sales orders, invoices, lists, and envelopes by selecting the print button.



# Products (Purchases)

This module contains an inventory of all the products you regularly purchase and is called upon by the Purchases module when raising purchase orders.



### Detail Tab

You'll find fields for product code, title, manufacturer/publisher, category and status (used to identify the product) and purchasing cost, price, taxable, weight and default selling quantities used by the invoices module. Taxes are calculated based on the tax value found in a given estimate, sales order or invoice.

### Product Thumbnail

Click the product thumbnail field to import a product image. A dialog window will prompt you for a file to import. You can import a number of different image and media file formats.

### Layouts/Reports

Print product lists, product specification sheets, product catalogues and sales reports by selecting the print button.



# Purchases

The Purchasing module tracks all your purchase orders and expenses. As in the invoices module, purchases maintain their own copies of billing and shipping address information.

## Detail Tab

You'll find fields for order date, order reference, order with, billing & shipping contact info, title, items and payment status.

## Record Payment

The 'record payment' button enables you to record the payment method and amount. You can record as many payments as you like until the full balance is met. You will then be prompted to change the purchase order status to paid.

## Bill to Job

Purchase order costs can be billed to any active job by clicking on the bill to job button. This creates a job expense entry in the jobs module.

## Items Tab

The items table displays the line items relating to the purchase order record. You will find fields for description, quantity, unit cost and tax rate. Clicking on the arrow in the description field will open a search window to the products database.

Here you can search for a product to add to the order items.

## Notes Tab

The notes screen enables you to enter notes relating to that invoice. Clicking on the Add Notes button will create a time stamp placed at the beginning of each note entry.

## Layouts/Reports

Print purchases lists, account code lists, purchase orders, remittance advice notes and envelopes by selecting the print button.

The screenshot shows the Youmehub (Multi-User Standard) 2.00.BETA02 | Permanent interface. The main window displays a purchase order for PO-1, created on 20/09/2006. The interface includes a navigation bar with tabs for CRM, calendar, notes, staff, projects, sales, purchasing, and inventory. The purchasing tab is active, showing a list of purchase orders and a detailed view for PO-1.

The detailed view for PO-1 includes the following information:

- Order with:** Philip White, JB Office Supplies Ltd, 356 Station Road, London, W1 2FR, United Kingdom.
- Bill to:** Accounts Department, Sample Company Ltd, 207 Oxford Street, London, W12 7HH, United Kingdom.
- Ship to:** Philip Green, Sample Company Ltd, 207 Oxford Street, London, W12 7HH, United Kingdom.
- Title:** Art Materials
- Currency:** GBP
- Shipping status:** Pending
- Billed to job #:** COM-6
- Contact ID:** COM-11

The **Items** table shows the following data:

account code	description	delivery date	qty	unit cost	net cost	tax %	gross cost
6-1900 Office Supplies	EPS-T005   Colour Ink Cartridge		5	GBP 22.02	GBP 110.10	17.50 %	GBP 129.37
6-1900 Office Supplies	EPS-T010   Black Ink Cartridge		5	GBP 11.54	GBP 57.70	17.50 %	GBP 67.80
6-1900 Office Supplies	3M-GL260   3M Spray Mount Adhesive 400ml		2	GBP 8.95	GBP 17.90	17.50 %	GBP 21.03
					GBP		GBP

Summary of costs:

net cost	discount	total net	total tax	total gross
GBP 185.70	GBP 0.00	GBP 185.70	GBP 32.50	GBP 218.20

The interface also includes a 'record payment' button, a 'bill to job' button, and a 'marked' button. A search window for items is open, showing a list of products with columns for description, qty, and unit cost.

# Projects & Jobs

Each project can have any number of jobs attached to it, each with its own time costs, job expenses, schedules and file assets. Similarly you can attach schedules and file assets directly to a project.

**Detail Tab**  
You'll find fields for project number, name, description, start & end dates, status, notes etc.

**Jobs Tab**  
This lists all associated jobs and their status. You can also add or remove jobs from this table.

**Schedules Tab**  
This lists all associated schedules. You can also add or remove schedules from this table.

**Files Tab**  
This lists all associated file assets. You can also add or remove files from this table.

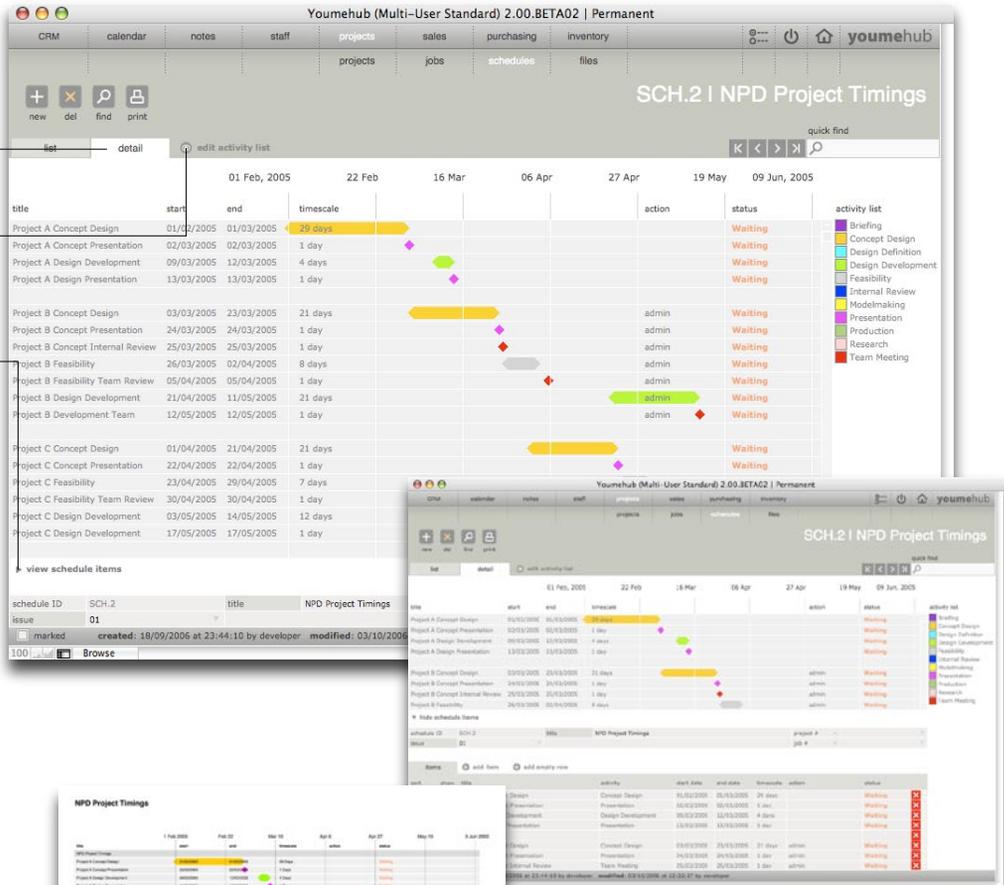
**Bill Job**  
The bill job button will collect all accumulated time costs and expenses associated to that job and compile an invoice addressed to the client.

**Layouts/Reports**  
Print project & job lists, job time sheets, job expense sheets and job cost reports by selecting the print button.

The screenshot displays the Youmehub (Multi-User Standard) 2.00.BETA02 | Permanent interface. The main window shows project details for PRJ-AVN-0001 | Hawk. The interface is divided into several tabs: CRM, calendar, notes, staff, projects, sales, purchasing, inventory, and files. The 'projects' tab is active, showing a list of projects and a detailed view for PRJ-AVN-0001 | Hawk. The detailed view includes fields for project info (project #, project name, description), client address (company name, street, town, county, postal code, country), client info (company ID, contact ID, phone, fax, email, website), and status (Active). Below the project details, there are tabs for team, jobs, schedules, files, and notes. The 'team' tab is active, showing a list of team members with columns for responsibility, title, first name, surname, company name, email, direct tel, and ext. The 'jobs' tab is also visible, showing a list of jobs with columns for job #, job name, start date, end date, and status. The 'schedules' tab is active, showing a list of schedules with columns for job #, activity, hours worked, hourly rate, and total cost. The 'files' tab is active, showing a list of files with columns for file name, size, and date. The 'notes' tab is active, showing a list of notes with columns for note #, note text, and date. The 'add team member' button is visible. A 'quick find' search bar is located in the top right corner. The interface also includes a 'new del find print' menu and a 'list detail' menu. The bottom of the interface shows a 'marked' button and a 'created: 18/09/2006' timestamp. A 'Browse' button is also visible. The Youmehub logo is in the bottom left corner. A 'job time sheet' report is overlaid on the bottom left, showing a table with columns for job #, start date, end date, activity, hours worked, hourly rate, and total cost. A 'job expense sheet' report is overlaid on the bottom right, showing a table with columns for job #, activity, hours worked, hourly rate, and total cost. The 'job time sheet' report shows data for job # 1, start date 01/02/2007, end date 01/02/2007, activity Concept Design, hours worked 100, hourly rate 100, and total cost 10000.00. The 'job expense sheet' report shows data for job # 1, activity Concept Design, hours worked 100, hourly rate 100, and total cost 10000.00.

# Schedules

Schedules allow you to detail individual project or job programmes, with deadline actions and activities attached to each phase.



**Detail Tab**  
This screen displays a gantt style visual of the schedule.

**Edit Activity List**  
You can modify or generate your own activity lists and coloured bars by clicking on the edit activity list button.

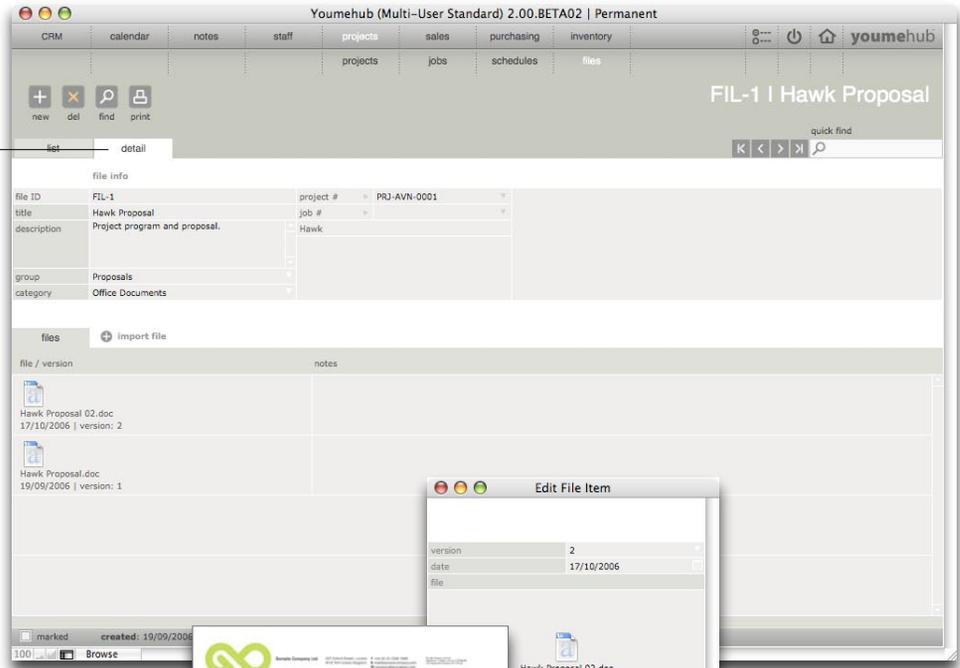
**View Schedule Items**  
The schedules table displays a list of all the schedules items; title, start & end dates, activity and actions. You can add or edit milestones, deadlines actions, and activities.

**Layouts/Reports**  
Print schedule lists and gantt charts by selecting the print button.

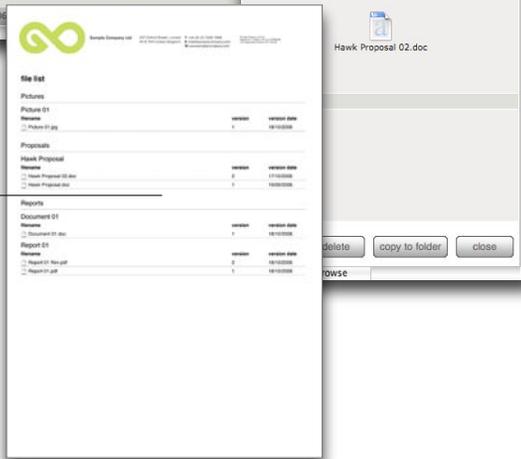
# Files

The files module contains an inventory of all your digital file assets. Digital records can be imported and linked to a project or job record.

**Detail Tab**  
You'll find fields for title, description, group, category, project & job numbers etc. Click the import file button to import a file into the record. You can import several files into the record, each with its own version number and notation.

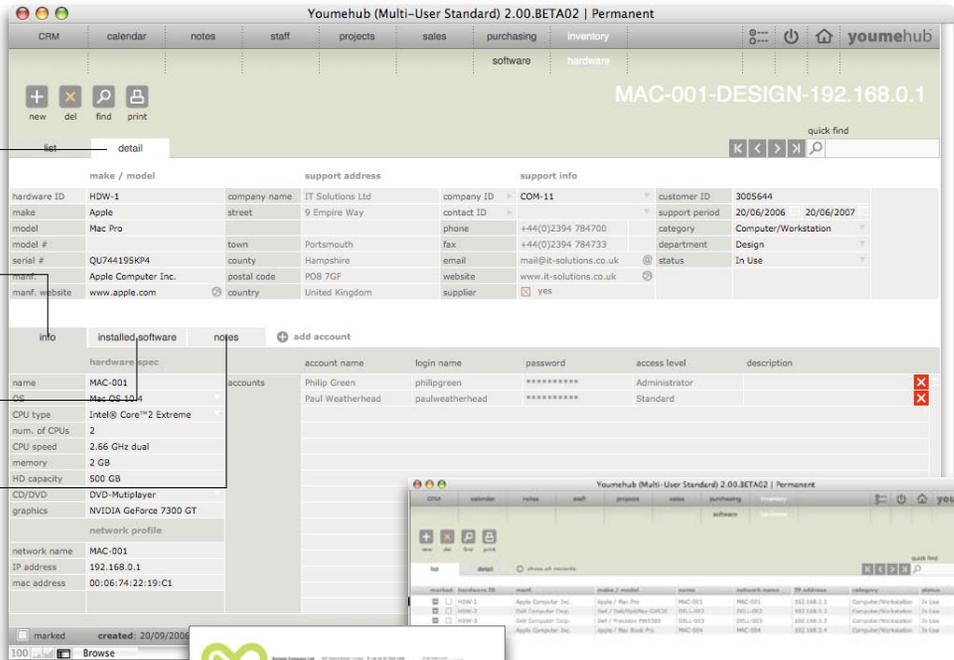


**Layouts/Reports**  
Print file lists by selecting the print button.



# Hardware

This module is where you maintain an inventory of all your office hardware assets. You can store information on the serial number make/model, specifications and maintain a log of services and repairs.



**Detail Tab**

You'll find fields for make, model, serial number, manufacture, support contact etc.

**Info Tab**

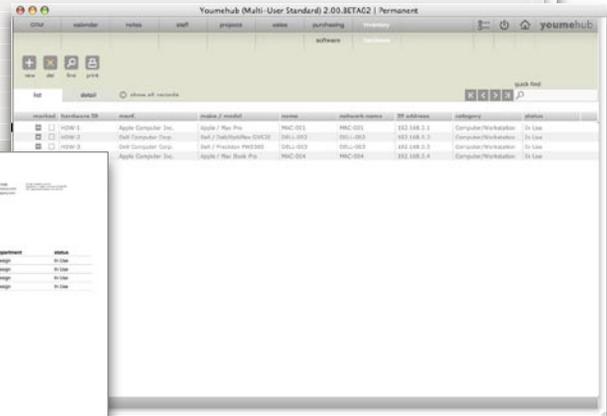
This details hardware specification information and system accounts & passwords.

**Installed Software Tab**

This lists all installed software.

**Notes Tab**

The notes screen allows you to enter notes relating to the hardware record. Clicking the add note button will create a time stamp placed at the beginning of each note entry. This is useful if you want to keep a log of services, repairs etc.

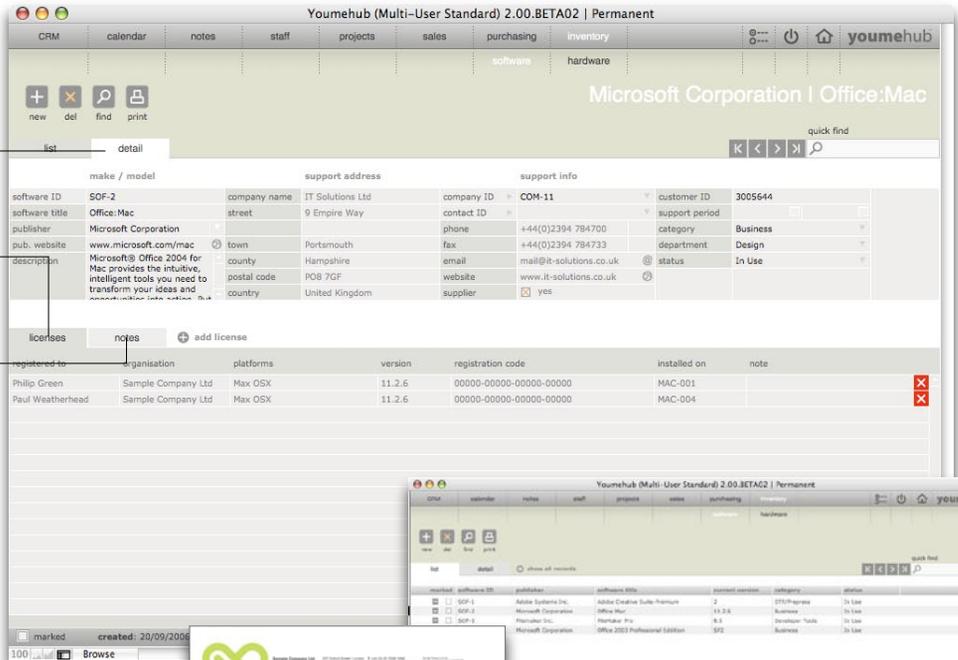


**Layouts/Reports**

Print hardware lists and labels by selecting the print button.

# Software

This module is where you maintain an inventory of all your computer software assets. You can store information on the publisher, software title, versions and licence keys.



**Detail Tab**

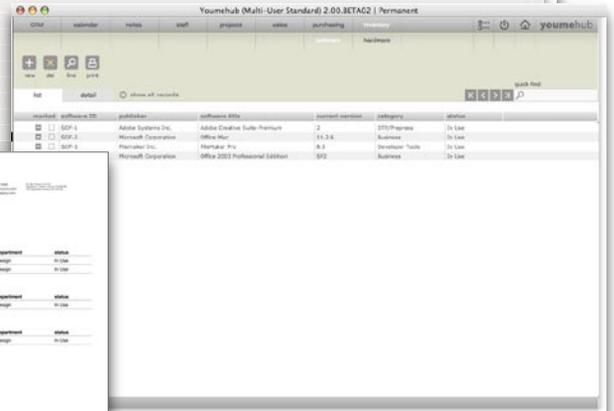
You'll find fields for software title, publisher, description, support contact etc.

**Licenses Tab**

Store details on software version, platform, and the hardware it is installed on.

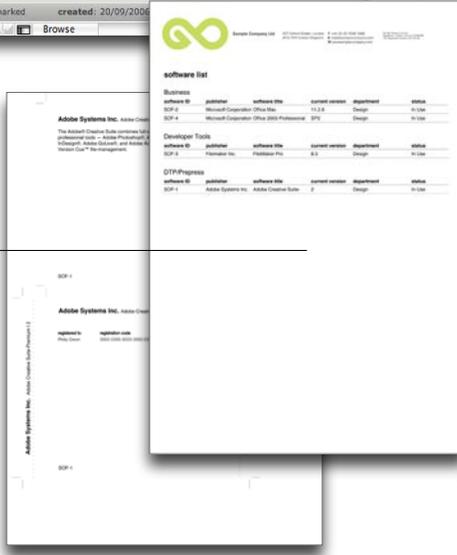
**Notes Tab**

The notes screen allows you to enter notes relating to the software record. Clicking the add note button will create a time stamp placed at the beginning of each note entry.



**Layouts/Reports**

Print software lists and CD labels by selecting the print button.





#### System Requirements

##### **Macintosh**

###### Hardware Requirements:

Macintosh computer with PowerPC G3, G4, or G5 processor;  
Macintosh computer with Intel-based processor;  
256MB of RAM, CD or DVD drive;  
Hard Disk drive, Display with resolution of 1024X768 or higher

###### Software Requirements:

Mac OS X 10.3.9 for PowerPC processors; 10.4.5 for intel-based processors;  
FileMaker Pro 8 or higher for (Multi-User) products only

###### Network Sharing Requirements:

TCP/IP

##### **Windows**

###### Hardware Requirements:

Intel-compatible computer with Pentium III 500 MHz or higher  
250MB of RAM, CD or DVD drive;  
Hard Disk drive, SVGA video adapter;  
Display with resolution of 1024X768 or higher

###### Software Requirements:

Windows 2000 (Service Pack 4),  
Windows XP (Service Pack 2);  
FileMaker Pro 8 or higher for (Multi-User) products only

###### Network Sharing Requirements:

TCP/IP

