

Other Capabilities

The Housekeeper functions are selected from the Home Window.

The options given are Export All Files, Delete Invoices, Import Client File, Export Client File, Compact All Files, and to edit Company Info.

Export All Files saves all the information maintained by QwikBILL™ to seven text files. The information is divided into fields and separated by tabs. The files are titled with the contents and have a .txt suffix at the end of the file name. This is a sample of the exported contents of the Payments.txt file:

```
$30.00
12345
Bobby Jones Sports, Inc.
06/09/95
100
BJS16
1
0
$50.00
5090
Bobby Jones Sports, Inc.
07/31/95
100
BJS16
2
0
```

Being able to export your QwikBILL™ files allows you to accumulate valuable billing information for future

reference without having to work with a constantly growing base of old invoices and payments.

The next utility option is Delete Invoices. After you export your old data you might want to select Delete Invoices. You can enter a date or build a selective list of deletions by client.

The Import Client File and Export Client File options are very similar in operation. When you select either of these functions a window will open displaying the field order required or used for import or export.

If you have an existing customer file that you want to import into QwikBILL™, you would need to use a database or spreadsheet program to re-order your existing information into this field structure.

The Compact All Files option is used to maximize the efficiency of QwikBILL™. To make QwikBILL™ easy-to-use, a great deal of data manipulation is going on behind the scenes. You might want to use this function every several months at a time you can let QwikBILL™ operate without interruption. When you choose Compact All Files you will be alerted that this might consume a relatively long period of time:

Companion Product:

QwikBILL™ prints Invoices, Estimates, Statements, and wide variety of reports. It does not contain label printing options. A companion program, QwikMAILIST™, is designed to handle those functions.

QwikMAILIST™ is designed to work with variety of different Qwik-programs. QwikMAILIST™ reads the Qwik-product master file and enables you to prepare labels or mailing lists for any entry in that client, invoice or item.

QwikMAILIST™ will look familiar to you, because it is designed to operate much like QwikBILL™. From the Home Window you can activate the following functions:

The most powerful feature of QwikMAILIST™ is its ability to be selective. You can view a client file and only select certain names, scan for a range of zip codes, scan for items sold, scan by invoice numbers, or scan only for clients with unpaid invoices. When you set up one of these selections you will see a list of names that match that selection, before you start to print labels.

After you have finished selecting names for labels, return to the Home Window and click on the Print Label List button.

This will display the label formats supported by QwikMAILIST™. Currently, the five most popular formats

of labels are offered. You will also note the quantity of labels to be printed in your current selection list.

The Test Page option will print only the first sheet for your inspection. Print All will print as many sheets as are required for your list. As in QwikBILL™, using the Preview option in your print dialog box will allow you to monitor a preview of what is to be printed.

The Company Info button in the Home Window of QwikMAILIST™ is used to enter information for a company return address or for the inclusion of PICT artwork to decorate your label.

Fuller explanation of QwikMAILIST™ operations is found in the Using QwikMAILIST on-disk manual that comes with that program.

QwikMAILIST is just one of several other productivity software titles in the Qwik-product series. Ordering details and prices are listed on the Order Form in the Order Form section.

Versions of QwikBILL that also link with the QuickSHIP program are available from CopperHead Software (3711 Shamrock West, Suite 176P, Tallahassee FL 32308: Fax 904-668-9916:e-mail: mnssi@aol.com). QuickSHIP is a United Parcel Service shipping charges calculator and full UPS computer manifest system that also does short form bills of lading for trucking companies.

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