



Newsletter April 2007

Welcome to the Acclaim Group newsletter – April 2007. In this issue:

Easter special from Ultra

CRM

Exonet tip of the month



EASTER SPECIAL!

UltraNote CORE DUO TOUGHENED NOTEBOOK

UltraNote Z91FR 15" XGA, **Toughened style notebook** with the following features:

- **Magnesium Alloy Lid** - Protect your screen when closed with a magnesium alloy lid
- **Rubber Bumper Plate** - Protect your screen and catches in transportation

Intel® Core Duo® T2050 1.6GHz 2MB 533MHZ, 60GB 5400rpm HDD, 512MB DDR2-667 Memory,

DVD Super Multi, Intel® 945GM Chipset, Integrated Graphics, 56K Modem, 10/100 LAN, 4 x USB 2.0,

Firewire, Intel® Wireless LAN 3945ABG, 1 x Portbar III Port, Microsoft® Windows

XP Pro, **Includes Carry Bag and Optical USB Mouse. 2 YEAR WARRANTY**



Price \$1887 +GST

Leasing options available

CRM

The upcoming MYOB Exonet CRM system is a complete contact management package. It integrates seamlessly with both the Exonet Core system and Microsoft Outlook, and offers such features as:

- **Calendar**
 - o Create appointments and reminders in both Outlook and Exonet simultaneously
 - o Share calendar bookings with other staff members
- **Tasks**
 - o "Quick Create" option for generating new tasks on the fly
 - o "Previous Items" option which gives a full trail of previous related tasks and their actions
- **Dashboard**
 - o Full customisability of buttons and fields for different users
 - o Multi-window capabilities
 - o Graphing options
 - o Auto-refresh functionality so users throughout the system stay up-with-the-play
- **Opportunities**
 - o Can create to-do items without the need to categorise them, these can later evolve into job orders, purchase orders etc within Exonet
 - o Relationships with contacts can also remain uncategorised until it is convenient to do so

Coming Soon!

Exonet Tips and Tricks #6

Presenting your data in Microsoft Excel

After copying your Exogrid to Excel, do you have problems with the display format of different cells?

Use shortcut-keys to reformat cells quickly and easily:

- Click on the desired cell, or click on the “letter” that heads a column to highlight all cells within that column
- Use the appropriate keyboard shortcut to format the cell(s)
 - o CTRL + SHIFT + 1
 - ✦ Auto-formats number cell to 2 decimal places and thousand separator
 - ✦ CTRL + SHIFT + 2
 - ✦ Auto-formats number cell to time format
 - ✦ CTRL + SHIFT + 3
 - ✦ Auto-formats number cell to date format
 - ✦ CTRL + SHIFT + 4
 - ✦ Auto-formats number cell to 2 decimal places and currency format
 - ✦ CTRL + SHIFT + 5
 - Auto-formats number cell to percentage format

For example:

1. Click on “J” to highlight Column J:

I	J	K
Amount	Outstanding	Status
-131.625	-14.625	2
-30.375	-3.375	2
131.625	14.625	2
30.375	3.375	2
-60.75	-6.75	2
60.75	6.75	2
15.1875	15.1875	0
-70.875	-7.875	2
-20.25	-2.25	2

2. Press CTRL+SHIFT+1 to reformat:

I	J	K
Amount	Outstanding	Status
-131.625	-14.63	2
-30.375	-3.38	2
131.625	14.63	2
30.375	3.38	2
-60.75	-6.75	2
60.75	6.75	2
15.1875	15.19	0
-70.875	-7.88	2
-20.25	-2.25	2

With a small amount of practice shortcut keys are a much faster way of generating the data appearances you need.