



## EDITORIAL

Dear Reader,

Welcome to the PROAD Software Newsletter.

This Newsletter is all about the next BIG Update which will be released to all our clients with a software development and support agreement.

This new and improved version of PROAD Professional will have many new functions which will help you to even more efficiently manage agency life.

For example the year 2010 will bring new tools like the Campaign Charger and automated periodic charging for recurring jobs. This is just a small abstract of the new functions to come this year!

Read on for this and much more!

Happy Reading!

Your  
PROAD Software Team

Editor: J+D Software Ltd.  
Compass House, Vision Park,  
Chivers Way, Histon  
Cambridge, CB24 9AD  
Fon: +44 0845 450 4588  
Fax: +44 0845 / 280 2750  
Email: [info@jd-software.co.uk](mailto:info@jd-software.co.uk)  
Internet: [www.jd-software.co.uk](http://www.jd-software.co.uk)  
Editorial: Michael Schmiechen

## The PROAD Software Contractual Performance 2010

Big update for our contract clients this summer

From this summer PROAD Software will provide a big update for our clients with a software development and support agreement.

This update will include many new interesting functions and features. Our development department has been working over several months under high pressure to develop new functions which are planned for this year.

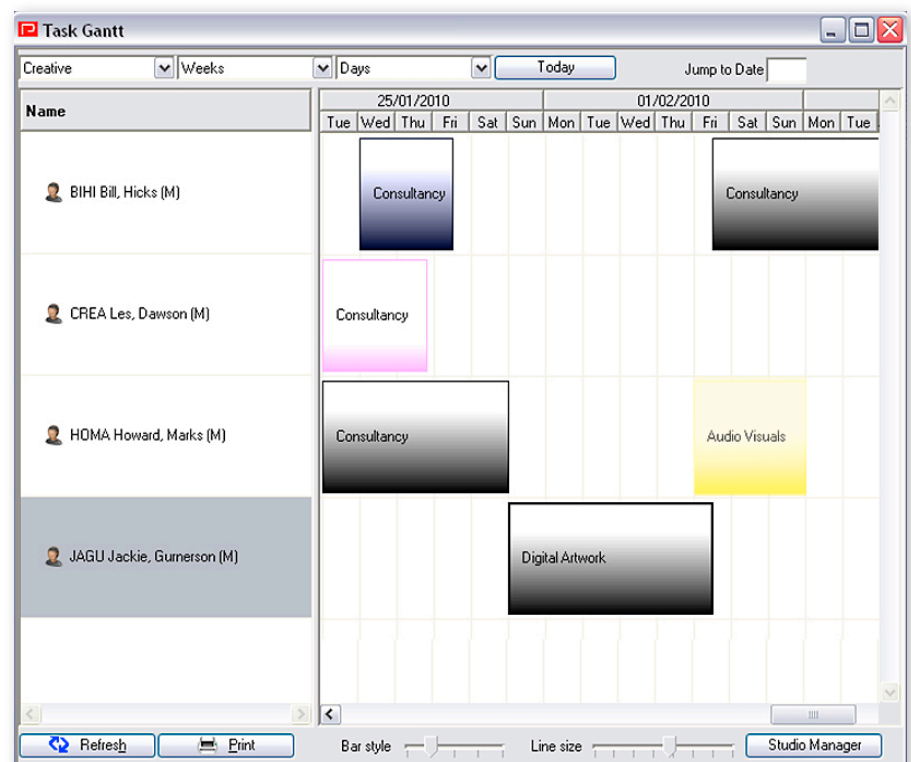
We would like to inform you in advance about these new functions so can you see for yourself what we are working on. We will keep you updated about the progress of these developments.

### Task Management with graphical Gantt-View even easier!

Users of PROAD have appreciated for a while now the flexible task management of the Studio Manager.

With this function it is easy to quickly define and to allocate job specific tasks to staff members.

From this summer it will be possible to also show and move tasks in a Gantt view. This function will make resource management even easier!



Task management with Gantt-View



## Automatic purchase invoice registration with integrated purchase order control

A purchase order contains most of the data which are relevant for entering purchase invoices into PROAD. Why should this data be entered twice?

An extension of the purchase invoice window will allow a comfortable transfer of all data from an open purchase order in PROAD into a purchase invoice.

Simultaneously the open purchase order will be cleared so that an additional purchase control will not be necessary.

This new function will speed up the process of entering a purchase invoice and of purchase order control.

## CRM-Profiles for Contacts also

So called selections profiles at the company level have been part of the CRM

for a long time. Users can use up to 20 selections criteria to allocated them to companies and export this data for example for a mail merge.

A new feature will additionally allow in the future to allocate up to 30 criteria to contacts. In the future it will be now very easy to address specific persons from a company in a mailing.

## Media plan

Which media bookings are ordered and which are planned? When will the media bookings be published? An extensive overview of this data will be provided by the new graphical Media Plan.

A must for all media planners: the graphical media plan shows all relevant media bookings and their costs!

## Integrate budget templates directly in quotations

Every PROAD user appreciates the advantages of budget templates: recurring

jobs with their service codes and costs can be defined in detail and be used in budgets.

In the near future these budget templates can be directly imported into a quotation without importing them beforehand into a budget. This will speed up the quotation process considerably.

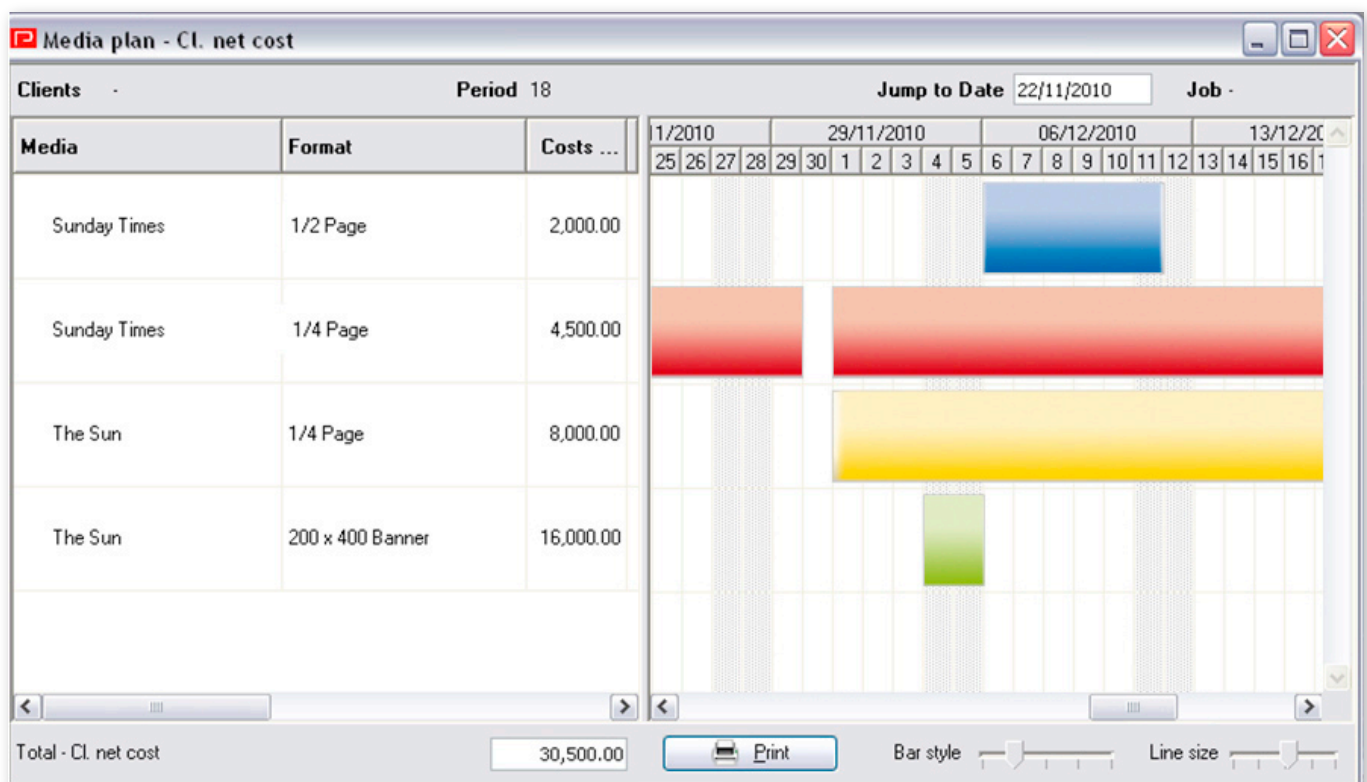
## Travel expenses in PROAD

The new travel expenses function of PROAD Software will be provided for every user in PROAD within the time recording function.

The PROAD user will be able to easily and efficiently charge his travel expenses to the agency – no matter if this are overnight costs or Taxi.

These travel expenses will be checked and proved from a central window in PROAD.

The outstanding amounts can then be provided by the petty cash or money transfer.



The Media plan



## New modules will be provided if required

### Periodical Charging

Fast and easy charging of continuous jobs!

With a new tool it will be possible in the near future to charge easily and quickly

continuous jobs like monthly retainer or internet hosting jobs, which are invoiced in a recurring frequency.

The tool "periodical Charging" will allow PROAD users to charge preset budgets of continuous jobs in batch processing of invoices.

All invoice documents will be automatically posted and printed!

An ideal tool for quick standard invoicing!

Window „Periodical Charging“

D[Job No.	Job name	Short name client	Date	Approved	Manager	Job status	Time costs	External costs
MANU-07085	Internet-Hosting	MANU	30/07/2007	Y	GOBE	Invoiced	2,585.00	5,081.55
MANU-07086	Internet-Hosting	MANU	07/08/2007	Y	BICO	Invoiced	2,775.00	5,375.00
MANU-07088	Internet-Hosting	MANU	22/08/2007	Y	BICO	Invoiced	6,350.00	12,483.00
ASTRA-07009	Internet-Hosting	ASTRA	29/08/2007	Y	BICO	Execution	13,860.00	7,050.00
MANU-07089	Retainer	MANU	30/08/2007	Y	BICO	Invoiced	3,485.00	6,375.00
MANUNICO-07420	Internet-Hosting	MANU	13/09/2007	Y	BICO	Invoiced	3,195.00	6,875.00
NWMC-07001	Internet-Hosting	MCNW	20/09/2007	Y	BICO	Execution	15,500.00	12,050.00
MANU-07092	Retainer	MANU	03/10/2007	Y	BICO	Execution	3,505.00	7,475.00
MANU-07093	Retainer	MANU	15/10/2007	Y		Invoiced	3,385.00	5,081.55
ASTRA-07010	Retainer	ASTRA	13/11/2007	Y		Preparation	0.00	0.00
MANU-07417	Retainer	MANU	13/11/2007	Y	BICO	Invoiced	100.00	0.00
ASTRA-07011	Retainer	ASTRA	13/11/2007	Y	ALISON	Preparation	1,545.00	5,513.30
MANU-07415	Retainer	MANU	16/11/2007	Y	GOBE	Preparation	1,545.00	2,513.30
MANU-07000	Retainer	MANU	31/11/2007	Y	BICO	Invoiced	1,450.00	5,000.00

Totals in period:  
 379 Documents  
 1 Selected  
 Time costs: 2,035,773.32  
 External costs: 2,130.00  
 Total Amount: 4,976,988.53  
 2,130.00

### PROAD Time recording in a web browser

Flexible and effective

Time recording in PROAD via a Web-server while you are away or working at home? No problem.

The time recording function will be accessible in the agency also from outside via a Web-Sever.

So it will be possible to integrate Freelancer and staff members anytime into time recording from outside the agency!

Window „Time Recording“

job	service code	input and amount
Website	Webdesign	2 = 2.00
Website	Design	5 = 5.00
Manual	Webdesign	1,5 = 1.50





## Charge full campaigns in one invoice: the PROAD Campaign Charger

This tool has been in planning for a long time and will be released this summer: The Campaign Charger.

This tool allows the quotations and invoices for several jobs of one client.

Therefore it will be possible to easily process complete campaigns, which include many jobs of one client, in one document.

Of course it is possible to refer to the established client reporting structures for invoicing or quoting.

Despite the fact that you may process mass data with this tool you can still work with Microsoft Word.

All cross-job documents will be generated and saved in Microsoft Word so that you have maximum flexibility.

Window „Campaign Charger“

## Overview of Important new features

Since the last newsletter was published, here's a quick overview of the most important new functions.

### Subtotals in Word

At last it is possible in PROAD to enter subtotals into PROAD Word documents which can be placed anywhere which is updated with all prices changes automatically.

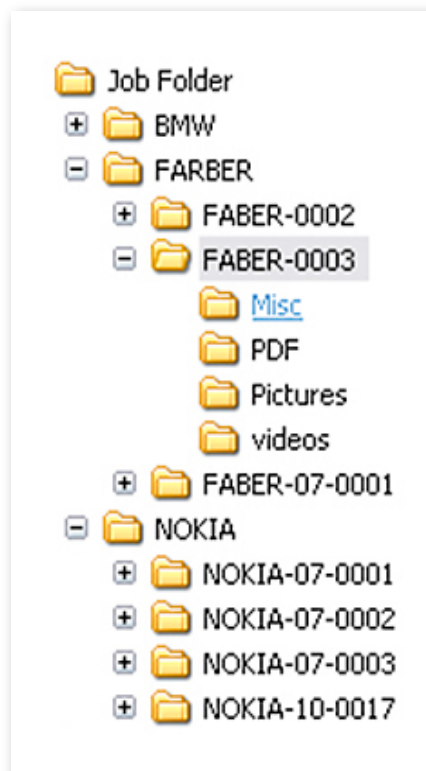
### Full Word 2008 support for Apple Macintosh

With Word 2008 Microsoft has decided to abolish a well-known and established interface on the Macintosh platform called "Visual Basic".

PROAD had been using this interface to communicate with Microsoft Word.

This is why a complete new development of the Word interface on the basis of "Apple Script" was necessary to allow support for this version for our PROAD clients.

### Automatic Job folder creation



Simultaneously with the creation of a new job PROAD can automatically create a corresponding job folder with job numbers on the agency server. This folder will also automatically be linked to the job in the TAB page "Files".

Furthermore it is possible to preset many standard subfolders which can be generated by PROAD.

With this new function PROAD provides an automatic file ordering system on the file server.

### Appoint-Synch with iCal, Outlook and Entourage

Over an interface PROAD appointments can be transferred to iCal, Outlook and Entourage.

### Full SEPA payment support

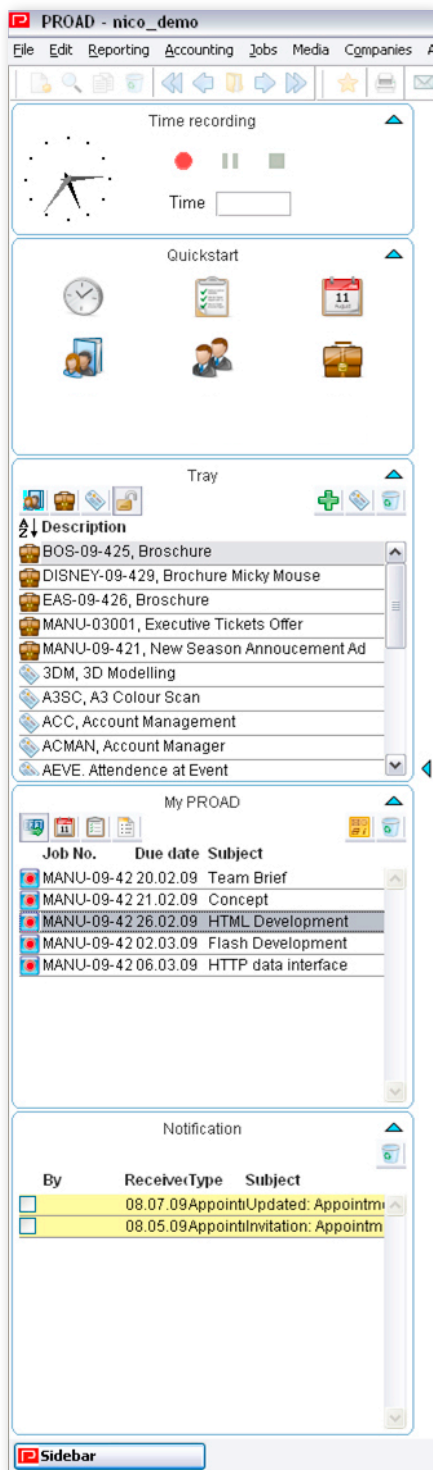
PROAD Software supports since 2009 the new international payment format SEPA.



## The PROAD Sidebar

PROAD Software has created a new and innovative workflow tool which offers the PROAD user a short and quick way to access PROAD. This tool is an information dashboard for all important information in PROAD.

*The new PROAD Sidebar*



## New Look&Feel

The complete appearance of PROAD has been reviewed and changed.

With the introduction of the above mentioned Sidebar a new icon-set was implemented. This should make work easier in PROAD.

## Job Budget-Control

With the PROAD Budget-Control a tool was developed which allows a permanent automatic target/actual comparison in the background. If a job budget is overrun automatic warning e-mails are sent out to a defined mailing list. No budget overrun will go unnoticed!

## And yet another milestone: PROAD Software's 600<sup>th</sup> agency

Despite the recession and the decline in the advertising market: The trend to have efficient agency control and the right job costing system continues.

With another AIKA member (large German advertising agency association) the 600th agency has decided to make their agency more efficient with PROAD.

"Networking is getting more and more important. This new client was introduced at an AIKA event "AIKA Kompakt" where software developers for agencies had the chance to present and provide informed decision criteria to AIKA members", says Reiner Schymitzek, Managing Director of J+D Software Germany.

Being asked about the decision Darko Kotic, Managing Director of "dako pr coproate communications" states: "We have monitored over a year the market for job costing software and at the end the decision was PROAD.

The structure of the program, the logic and intuitive workflow in the background as well as the personal contact together with support were the most important criteria.

Our staff have also agreed to this software.

For small to mid small agencies – like dako pr – PROAD is for sure one of the best solutions because it facilitates agency reporting and is at the same time affordable."

# 600 AGENCIES



## Kick-Off-Meeting

Inspiring exchange of ideas in the Rheingau

Employees of PROAD Software met in the beginning of February in usual tradition of our annual Kick-Off Meeting. This year the meeting was held in the Rheingau Region in Germany near Rudesheim.

# KICK OFF 2010

The objective of the Kick-Off-Meeting is to define new functions and software components which we will provide to all our clients with software development agreements in one big update this summer.

From our years experience, regular surveys, consulting days and contact with many agencies we are able to get a very good overview of what the industry requirements and wishes are. Technologies and requirements change over the years and it is always thrilling to pick up on and realise these issues.

Intensive brainstorming and discussions result into creative ideas which will be developed over the course of this year for our clients with a software development agreement.

Stefan Dörrstein, CEO of PROAD Software, states: "Our annual PROAD Software Kick-Off-Meeting marks a very important milestone for the generation of ideas for our contract clients."

Especially in times of quickly changing developments and markets it is more important than ever to keep up with these developments"

## Good recommendations result in good money!

Over the past couple of years J+D Software has been setting up a successful customer referral programme. Many of our clients have benefited from this programme by giving good recommendations to our prospects that have resulted in new business for us.

In these tough economic times we would like to remunerate your good recommendations with good money.

Do you know any agency which is looking for powerful and future-proof agency software? Then please recommend us because

For every successful closure  
we honour with  
**£ 500!** <sup>1) 2) 3)</sup>

You could possibly recommend PROAD to an acquainted or associated agency in the United Kingdom or Ireland. Or maybe you know agencies in Germany, Austria, Switzerland, the Netherlands, United Arab Emirates or Far East? We are expanding in these countries and already have many clients and reliable resellers.

- 1) If your recommendation results into a purchase order of PROAD Professional with at least five full user licences.
- 2) After J+D Software has received full payment. Under the precondition that there has been no prior contact to this prospect by J+D Software or its reseller.
- 3) Self-Marketing is excluded.

