



## EDITORIAL

Dear Reader,

Welcome to our PROAD Software Newsletter.

This Newsletter is all about the next Summer 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 even more to efficiently manage agency life: For example supplier price lists and new functions which will help you to better structure your Quotations or invoices.

Happy reading

Your

PROAD Software Team

## New Features in Document handling: Headlines and Interlines

The next big PROAD Update with new features is just about to be released

Our last big update, which has been available for our contractual clients since the beginning of this year, has received very positive feedback. The

central highlight of this version is a completely new design of the time recording function, weekly time recording and automatic time recording control.

Job	Service code	From-Until	Total	ch	Status	Inv. no.
ABB-10-439 Internet Hosting	3DM	3.5	3.50	<input checked="" type="checkbox"/>	E	
ABB-10-439 Internet Hosting	ACMAN	8	8.00	<input checked="" type="checkbox"/>	E	

Total 11.50

*New Time recording for contractual clients*

## Highlights for our contractual clients

Of course development in PROAD does not stand still and already this summer new highlights are waiting for our contractual clients:

Besides the usual improvements, adjustments to the latest technical requirements as well as the development of several new features, the upcoming summer release is dedicated to optimizing document workflow in PROAD.

## Supplier price lists

Gone are the days when you had to manage services and prices of a supplier separately. PROAD will offer the possibility to manage prices, services and detailed descriptions for a supplier which will be available for import into budgets or the calculations of PROAD documents.

With this new function users can easily and quickly manage price lists of sup-

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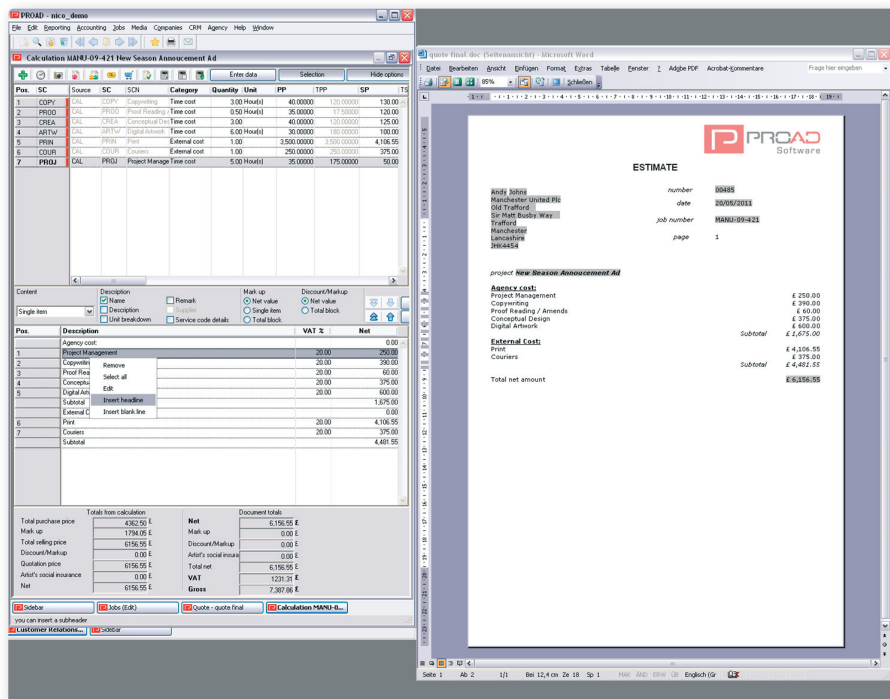
pliers with detailed descriptions which can then be used in the budget and quote process. The quotation process is even quicker with this new function!

## Headlines and Interlines in documents

In constant conversations with our contract customers, we try to improve our product based on your feedback. So we have learned that the database-based processing of Quotations and Invoices is becoming more and more important. The main idea behind this is to predefine as much as possible information such as services, prices and formatted description for example in a budget so it can easily and quickly be processed into quotations or invoices without any additional work.

For this reason last year we developed an editor window for the description fields in budgets and calculations (a double click on these fields opens this editor window) to enable users to enter

### Headlines in documents



detailed and pre-formatted descriptions for the quotations or invoice texts.

In this context we will now provide further functionality: In the presentation area of the calculation of documents you can now add headlines and interlines with the right mouse button. This

will make the creation of structured documents even easier.

Headlines will be added above the highlighted line, interlines will be added below the highlighted line. If headlines are inserted, the editor window opens directly so you may enter the headline text. This headline text may be changed anytime by selecting "edit" in the context menu. If you work with subtotals please note that subtotals will be always made at the last headline.

## Internal approving process for purchase invoices is now even easier

In the next release it will be possible to open directly pdf receipts which have been uploaded to purchase invoices in PROAD from the audit window in PROAD. Also you will be able to make changes to these documents (e.g. a digital signature for approval) and upload this change to the database. This will make the approval process in the agency much more efficient.



## Become a Fan of PROAD Software on Facebook!

### Information, Tips & Tricks, and Events

Stay informed and become a fan of Europe's leading job management software on Facebook. We promise it's worth it.

news about PROAD. So you will find Tips and Tricks as well as information on updates, events, workshops or webinars.

click on "Like". You will now see all posts from PROAD Software on your Facebook starting page which you can rate and comment.

By liking our Facebook page you will be always up to date: we regularly post

To become a fan of Facebook please open our [fan page on Facebook](#) and

Try it out!

*Fan page on Facebook*

The screenshot displays the Facebook interface for the 'ProAd Software UK' page. The top navigation bar includes the Facebook logo, login fields for email and password, and a 'Sign Up' button. Below the navigation bar, the page header for 'ProAd Software UK' is visible, along with a 'Like' button and the category 'Internet/Software'. The main content area shows a wall with several posts. The first post is a text update from 'ProAd Software UK' dated Tuesday at 08:56, mentioning a live demonstration in Shanghai. The second post is a photo album update from 'ProAd Software UK' dated May 10, 2011, showing three photos of people at an event. The third post is a text update from 'ProAd Software UK' dated May 10 at 05:55, mentioning 'J+D Software Limited'. The sidebar on the left contains links to 'Wall', 'Info', and 'Photos', and a notification that 11 people like the page. At the bottom of the page, there is a 'RECENT ACTIVITY' section showing that 'ProAd Software UK joined Facebook'.



## Did you know that with PROAD you can:

- Set up the system so each employee will have their own digital 'in-tray'
- Create a list of tasks, track the progress of the tasks, and assign tasks to others
- Share meeting information with "My Appointments" the on-screen calendar that lets you see who's available and when
- Control invoices received against purchase orders and view open orders at any stage
- Attach files from any outside applications to any job record in PROAD, allowing you to control all your artwork on a job, which anyone with the correct user-rights can then access
- Keep track of your potential sales pipeline for new business opportunities
- Get a live view of target budgets, set limits and actual spend, and be notified if steps need to be taken to remedy projects which may be going over budget
- Automatically file emails and attachments against the correct job, client, supplier or prospect
- Check the availability of resources against open assignments and diaries
- Create media schedules linked to deadlines and costs
- Run combined Job Profitability reports, allowing you to see how you did last month.... Where, who and why...?

PROAD is scalable and every agency has its own PROAD is scalable and every agency has its own focus on certain functionality. Some use more, some use less and there is much more to explore!

So if you would like to have a chat with us about how your growing agency can be getting more out of PROAD, please contact us and we will arrange a free on-line consultancy for you.

*In-Tray, Studio-Manager and Gantt-Chart*

The screenshot displays the PROAD software interface with three main panels visible:

- In-Tray:** A list of tasks with columns for Job No., Due date, and Subject. Tasks include:
 

Job No.	Due date	Subject
BOS-09-425	18.06.10	3D Modelling
SIE-10-436	18.06.10	Print
BOS-09-425	18.06.10	Audio Visuals
BMV-10-437	20.08.10	Copywriting
- Studio Manager:** A panel showing assigned tasks for various staff members. It includes a table for assigned tasks:
 

Pr. Job No.	Hours	Due date	Subject	St.
BOS-09-425	2.00	16.07.10	Audio Visuals	
SIE-10-436	5.00	18.06.10	Design	
- Gantt-Chart:** A timeline view showing task progress across dates from 11/07/2010 to 08/08/2010. Tasks are represented by colored bars indicating duration and status.





## PROAD Software welcomes two new staff members to the team

PROAD Software continues to invest in the future of our product and have employed an additional 2 software engineers and one software tester. We are very happy to introduce these three new employees:

### Frank Stuckstätte



After training as a computer expert and his studies at The University of Applied Science in Paderborn of Business informatics, Mr. Stuckstätte gained several years experience as a software engineer in the areas of kitchen design and the energy industry.

He now looks forward to his new position as part of the Development team at J + D Software.

### Daniel Harms

After his studies as a software engineer at the The University of Applied Science in Friedberg Mr. Harms has been working with J+D Software since May 2011.



### Mirko Michalk



After first years of working experience as a software engineer and system supporter Mr. Mirko Michalk gained vast experience as a software tester at a well known software company in Germany.

We welcome our new employee in July 2011 in the Quality Management Department.

## 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.

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!** 1) 2) 3)

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.