

Maintenance Manual

TEMPLACMS

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COMMERCIAL STATEMENT

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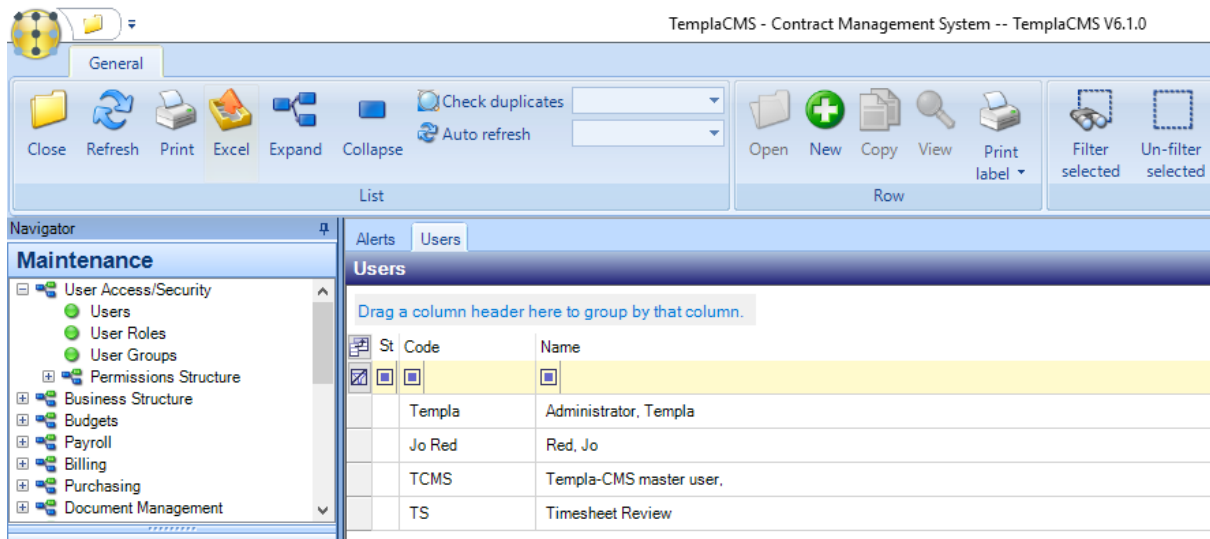
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USER ACCESS/ SECURITY

Users

The *user list* can be used to view all existing user's details (by double-clicking on a user) or to create new users (by clicking on new).



GENERAL

The screenshot shows the user details form for 'Red, Jo'. The form includes the following fields and options:

- Name: Red, Jo
- Job title: Employee
- Telephone: [Empty field]
- Direct dial: [Empty field]
- Fax: [Empty field]
- Mobile: [Empty field]
- Email address: [Empty field]
- BCC this address when sending emails?
- Workflow level: Manager
- Alerting option: Alert and email
- E-mail workflow assignment alerts? E-mail workflow tracking alerts?
- Overriding windows language set: [Empty field]
- Change password on next login?
- Restrict access to values?
- Suppress license warning?
- Allow view of archived data?
- Filter notes by user role?
- Restrict contacts to users sites only?
- Block format changes on filtered lists?

Name – enter the user's name via clicking on the '...'

Job title – can either be typed in, if the description is known, or a list of all job titles can be viewed by clicking the binoculars.

Telephone – the user's phone number (optional)

Direct dial – the direct number/ extension of the contact (if applicable).

Fax – the user's fax number (optional).

Mobile – the users mobile phone number (optional).

Email address – the user's email address (optional).

BCC this email address when sending emails? – if ticked the user will be blind copied on all emails that are sent out from *TemplaCMS* i.e. they will receive all emails but other recipients won't know.

Workflow level:

- *User* – the new user will be included within the systems workflow i.e. work can be assigned to them.
- *Manager* – the user will still be included in the workflow, but will also be allowed to re-assign work from one user to another.

Alerting Option – this specifies how the user will receive alerts relating to activity within *TemplaCMS*

- *Alert* – provides on-screen pop-ups and will also be displayed on the Alerts home page of *TemplaCMS*.
- *Email* – the user will be emailed all *TemplaCMS* alerts to the address input above.
- *Email & Alerts* – the user will be notified by both of the previous methods.

Email workflow assignment alerts? –

Email workflow tracking alerts? –

Overriding Windows language set -

Change password on next login? –

Restrict access to values? – if ticked the user will not be able to see *any values*, e.g. Pay, product costs etc.

Suppress licence warning – when the installed **TemplaCMS** licence is nearing its expiry date, a notification will appear on screen every time a user logs on. If this box is ticked the user will not be shown this message.

Allow view to archived data? – if flagged the user will have access to older data which has been archived, this is still restricted based on business analysis levels, etc.

Filter notes by user role? – the user will only see notes entered by users who share at least one 'user role' with them.

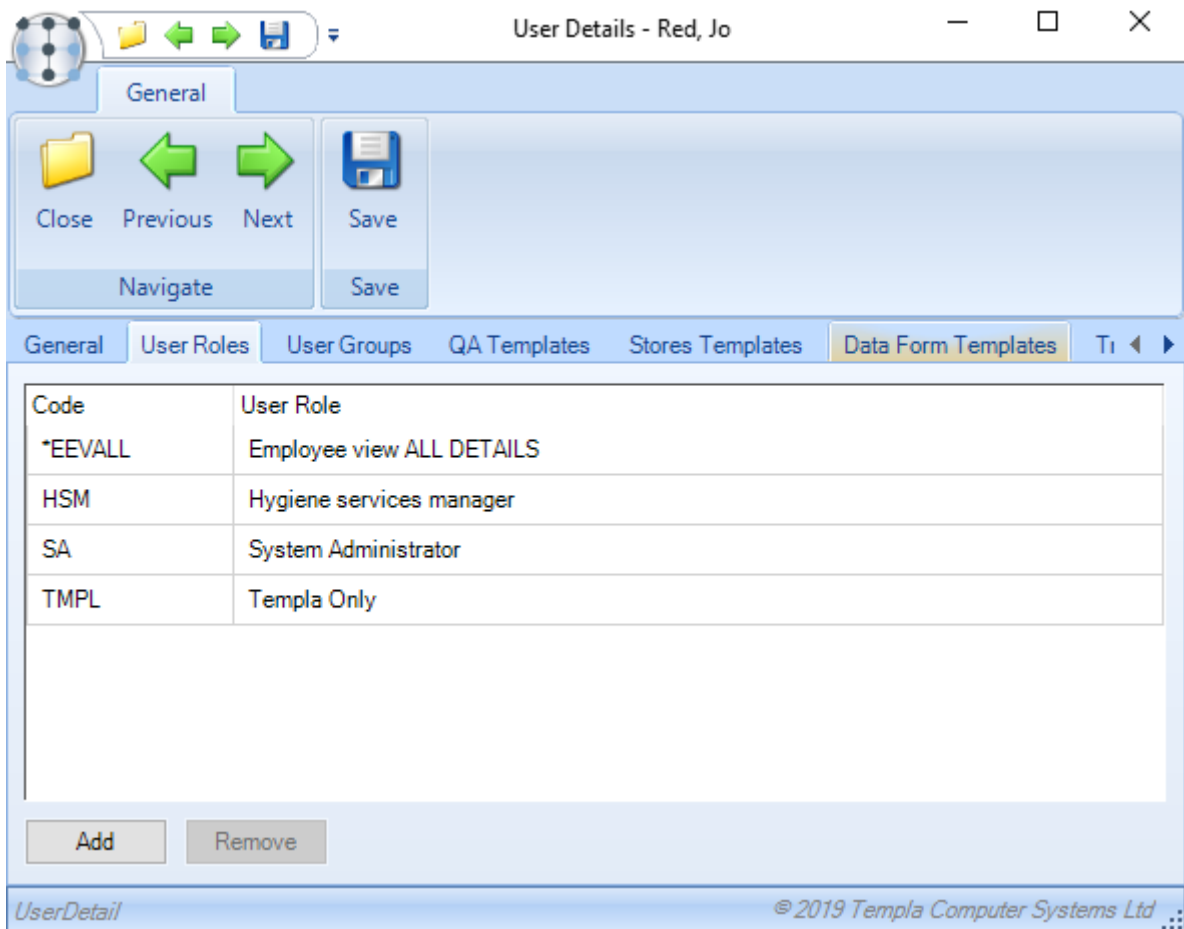
Restrict contacts to users sites only? – if ticked, the user will only be allowed to see site-level contacts, and only those contacts that are assigned to sites that they are authorized to view.

Please note: they will not be able to see un-assigned contacts, nor contacts assigned to clients or suppliers.

Block format changes on filtered lists? – for any list which allows formats, if a user is flagged as *Block format changes on filtered lists?* they will not be able to make changes to the grid layout so long as at least one published format exists for that list. If no published formats exist for any list, all users will be able to change the grid layout as they require.

USER ROLES

User roles are a collection of function groups which dictate the option's, menu's and data that a user can view within *TemplaCMS*.

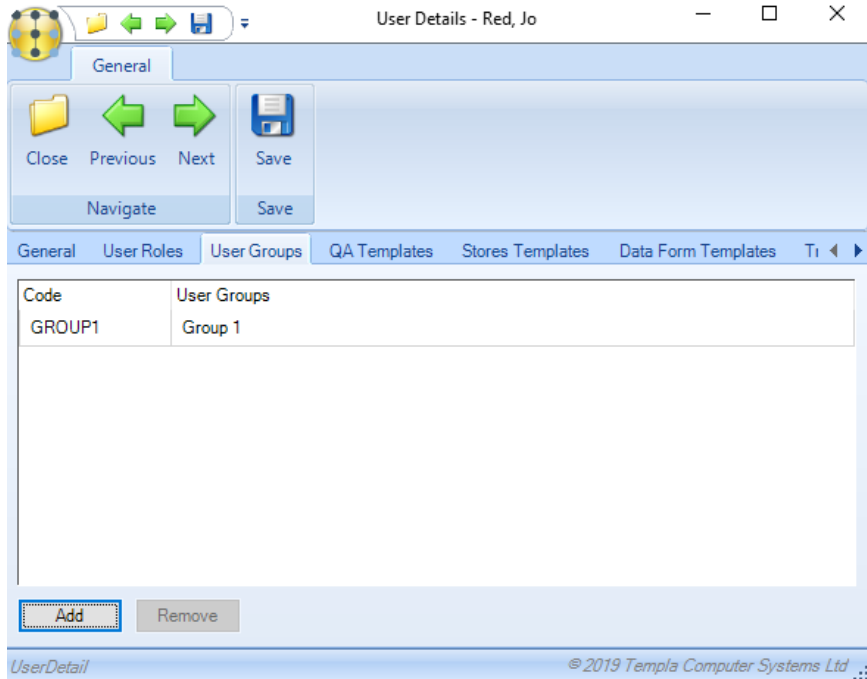


Add – click on *Add* to open a list of all existing *TemplaCMS* user roles, these can be added to the user simply by double-clicking on the relevant role.

Remove – clicking *Remove* when a user role is highlighted will unassign that particular user role from the user.

USER GROUPS

Within *TemplaCMS* it is possible to create groups of users, this can make setting alerts etc. easier.

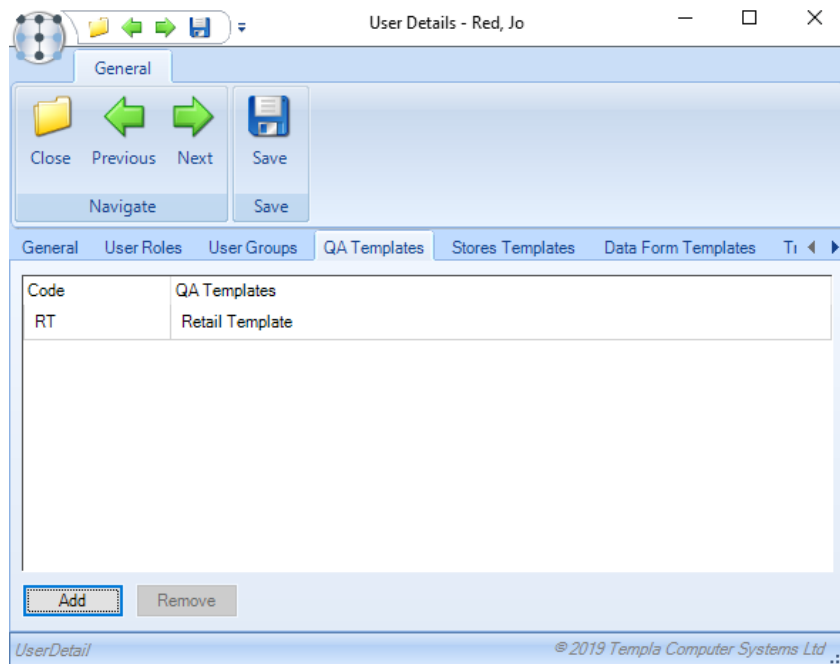


Add – click on *Add* to open a list of all existing *TemplaCMS* user groups, these can be added to the user simply by double-clicking on the relevant group. The user will then automatically appear on the user's panel of the user group window.

Remove – clicking *Remove* when a *User group* is highlighted will unassign that particular *User group* from the user.

QA TEMPLATES

Adding a *QA Template* to the user will allow them to create a *QA* from this *QA template*, i.e. use a blank template to then complete at any site they have access to.

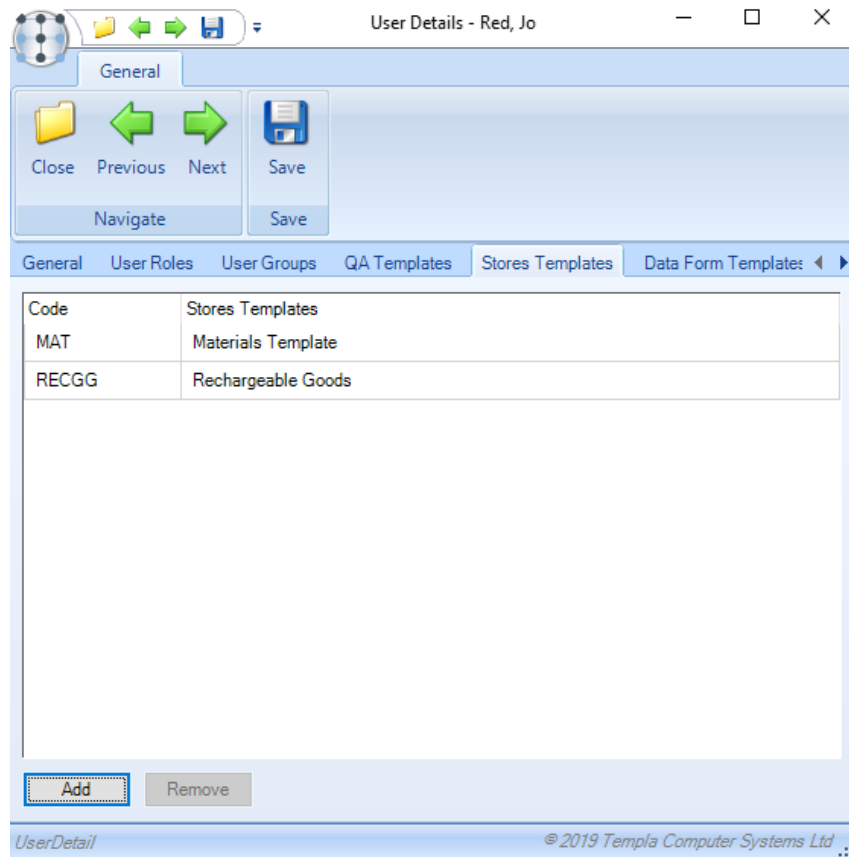


Add – click on *Add* to open a list of all existing *TemplaCMS QA Templates*, these can be added to the user simply by double-clicking on the *QA Template*.

Remove – clicking *Remove* when a *QA Template* is highlighted will un-assign that particular *QA Template* from the user.

STORES TEMPLATES

Assigning a *Stores Template* to a user will allow them to use this template as a basis from which to select items when placing a *Stores Order* or *Stores Order Request*.

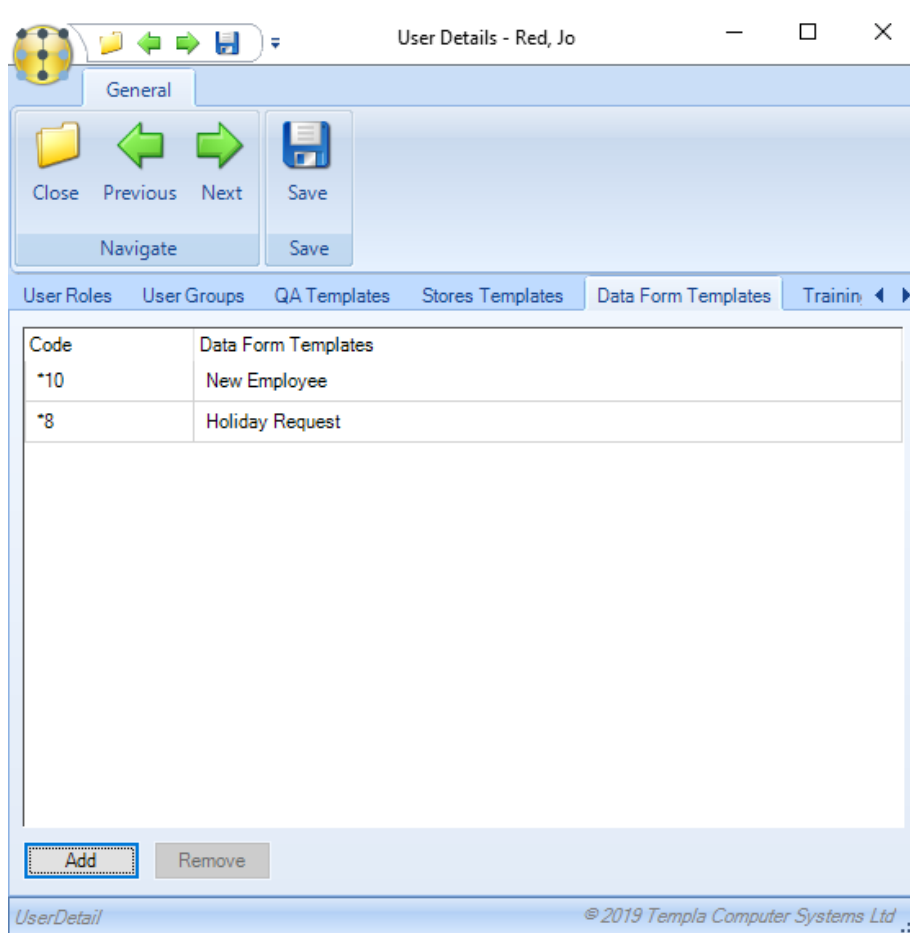


Add – click on *Add* to open a list of all existing *TemplaCMS Stores Templates*, these can be added to the user simply by double-clicking on the *Stores Template*.

Remove – clicking *Remove* when a *Stores Template* is highlighted will un-assign that particular *Stores Template* from the user.

DATA FORM TEMPLATES

Within *TemplaCMS* Data forms are very flexible and cover a wide variety of areas. Assigning a template to a user will allow them access to this template should it be required.

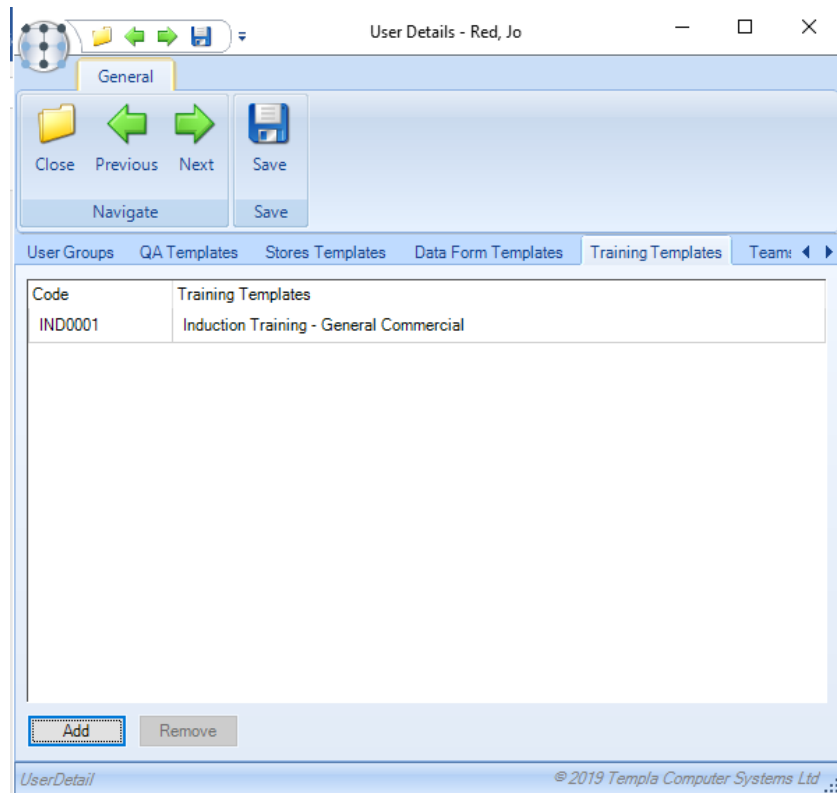


Add – click on *Add* to open a list of all existing *Data Form Templates*, these can be added to the user simply by double-clicking on the *Data Form Template*.

Remove – clicking *remove* when a *Data Form Template* is highlighted will un-assign that particular *Data Form Template* from the user.

TRAINING TEMPLATES

TemplaCMS allows for the creation of multiple *Training Templates* to cover many different area's, assigning a template to a user will allow them to complete the necessary training from when others have been trained.

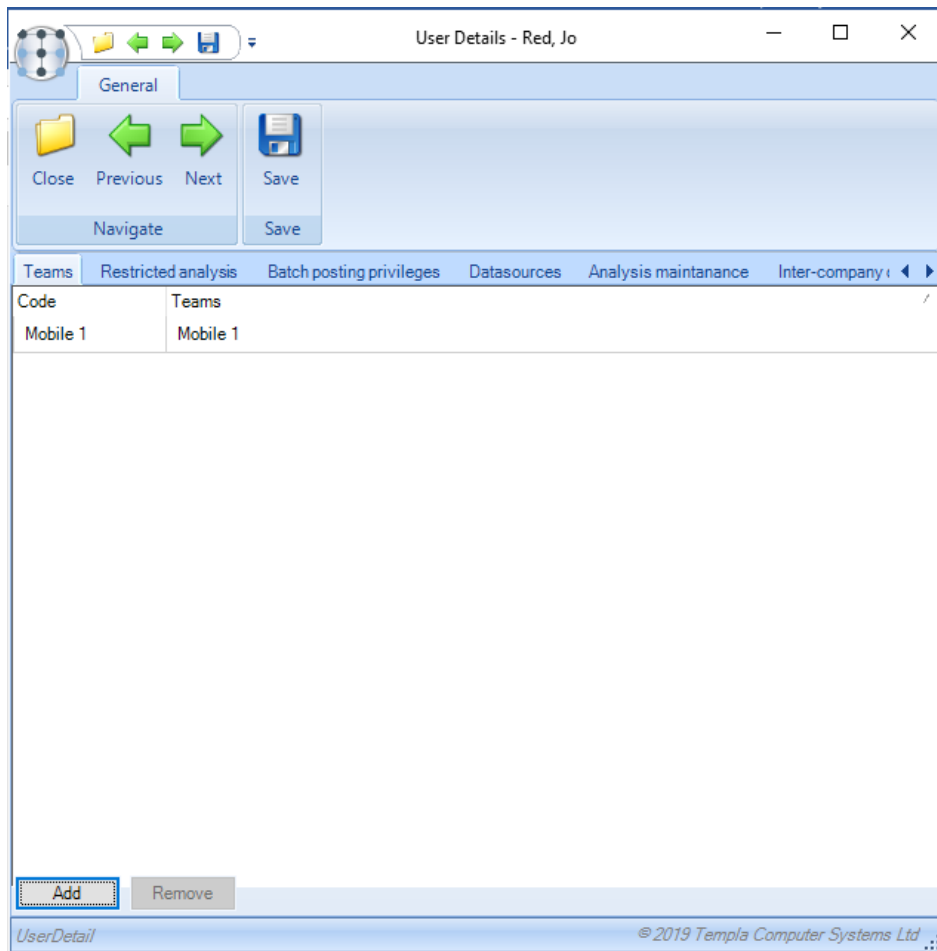


Add – click on *Add* to open a list of all existing *Training Templates*, these can be added to the user simply by double-clicking on the *Training Template*.

Remove – clicking *Remove* when a *TrainingTemplate* is highlighted will un-assign that particular *Training Template* from the user.

TEAMS

TemplaCMS allows for the creation of working *Teams* to allow for employees who work together on the particular job(s) regularly to be assigned with greater ease.

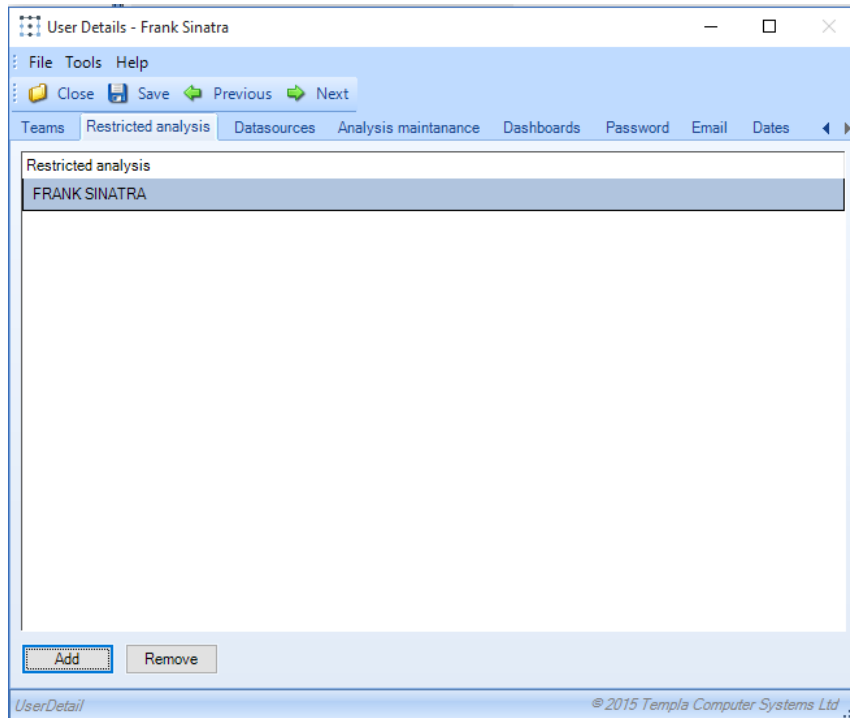


Add – click on *Add* to open a list of all existing *Teams* within *TemplaCMS*, these can be added to the user simply by double-clicking on the relevant *Team*. The user will then automatically be included in the *Team*.

Remove – clicking *Remove* when a *Team* is highlighted will un-assign that particular *Team* from the user.

RESTRICTED ANALYSIS

Within *TemplaCMS* it is possible to restrict the sites, contracts, employees etc. based on predefined *Business Analysis levels*. If no restriction is added here then the user will have access to all sites, contracts etc.



Add – click on *add* to open a list of all existing *Business Analysis codes* in *TemplaCMS*, these can be added to the user simply by double-clicking on a relevant code.

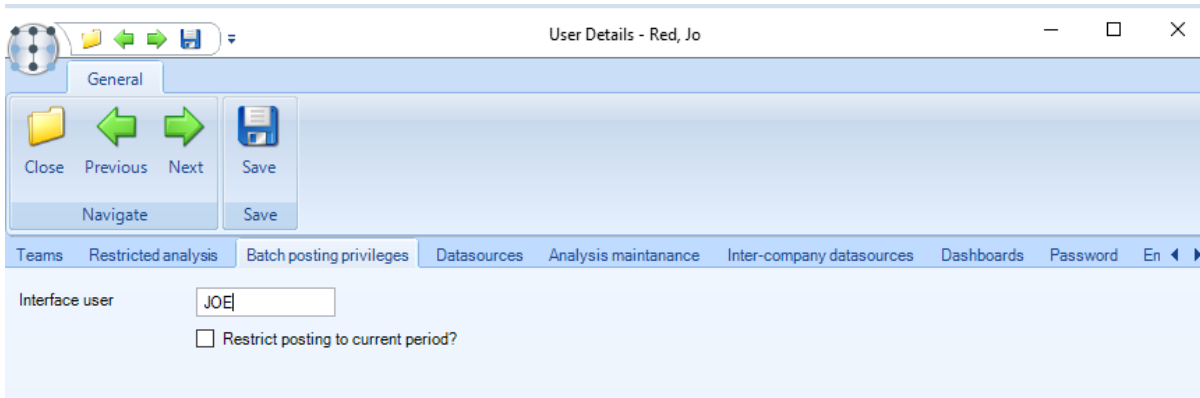
The screenshot shows a window titled "Analysis Codes". The window has a menu bar with "File", "Tools", and "Help". Below the menu bar is a toolbar with "Close", "Select", "Refresh", "Search", "Clear Search", "New", "View", "Expand all", and "Collapse all" buttons. The main area of the window contains a table with the following data:

Level	Code	Description	Type
01-Facilities Management	1-BID	1-BID	Business
01-Facilities Management	1-BP	1-BP	Business
01-Facilities Management	1-BROAD	1-BROAD	Business
01-Facilities Management	1-C&W	1-C&W	Business
01-Facilities Management	1-CBR	1-CBR	Business

Remove – clicking *Remove* when a code is highlighted will un-assign that particular code from the user.

BATCH POSTING PRIVILEGES

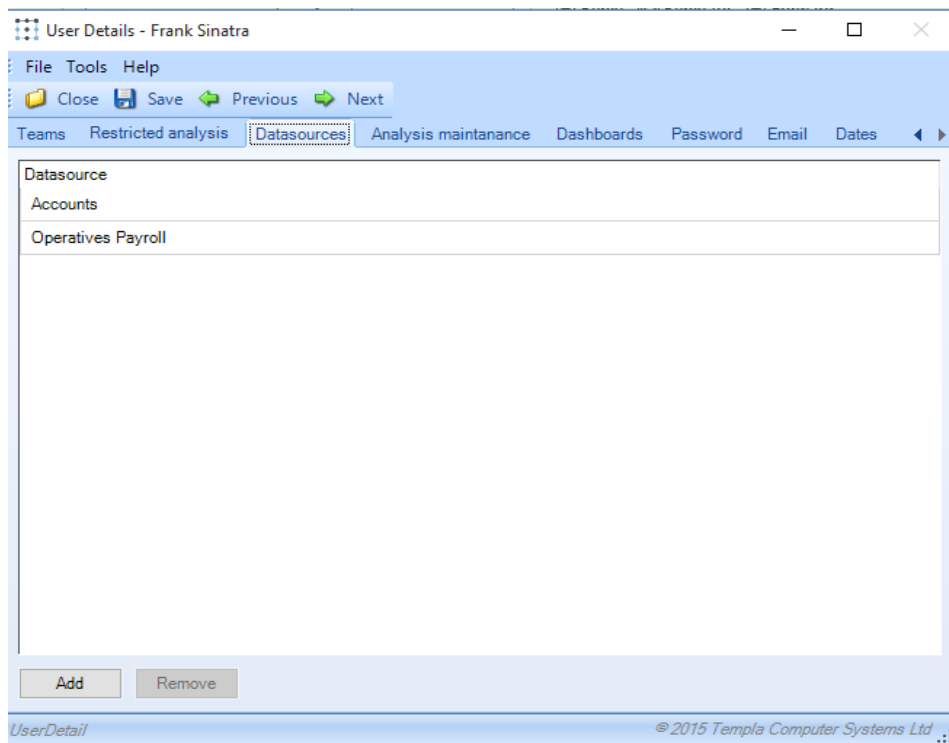
When integrated with a Dimensions database, *TemplaCMS* posts transactions with the datasource specified interface user. To ensure better posting period control it is possible to vary the interface user, allowing financial year & period validation to take place before the transaction post.



Where a Dimensions database is connected to *TemplaCMS*, a tab for *Batch posting privileges* is available with options for *Interface user* and *Restrict posting to the current period* (where an interface user has been specified). Any *Interface user* entered on the user will be validated to ensure that it exists in every connected Dimensions database.

DATASOURCES

Datasources refer to any *Dimensions Accounts* and *SelectPay Payroll* databases that are integrated with *TemplaCMS*. Assigning a datasource to a user allows them to see information that is contained in these external databases (though restrictions are still applied).



Add – click on *Add* to open a list of all existing *Datasources* linked to *TemplaCMS*, these can be added to the user simply by double-clicking on a relevant code.

Level	Code	Description	Type
01-Facilities Management	1-BID	1-BID	Business
01-Facilities Management	1-BP	1-BP	Business
01-Facilities Management	1-BROAD	1-BROAD	Business
01-Facilities Management	1-C&W	1-C&W	Business

Remove – clicking *Remove* when a code is highlighted will unassign that particular code from the user.

ANALYSIS MAINTENANCE

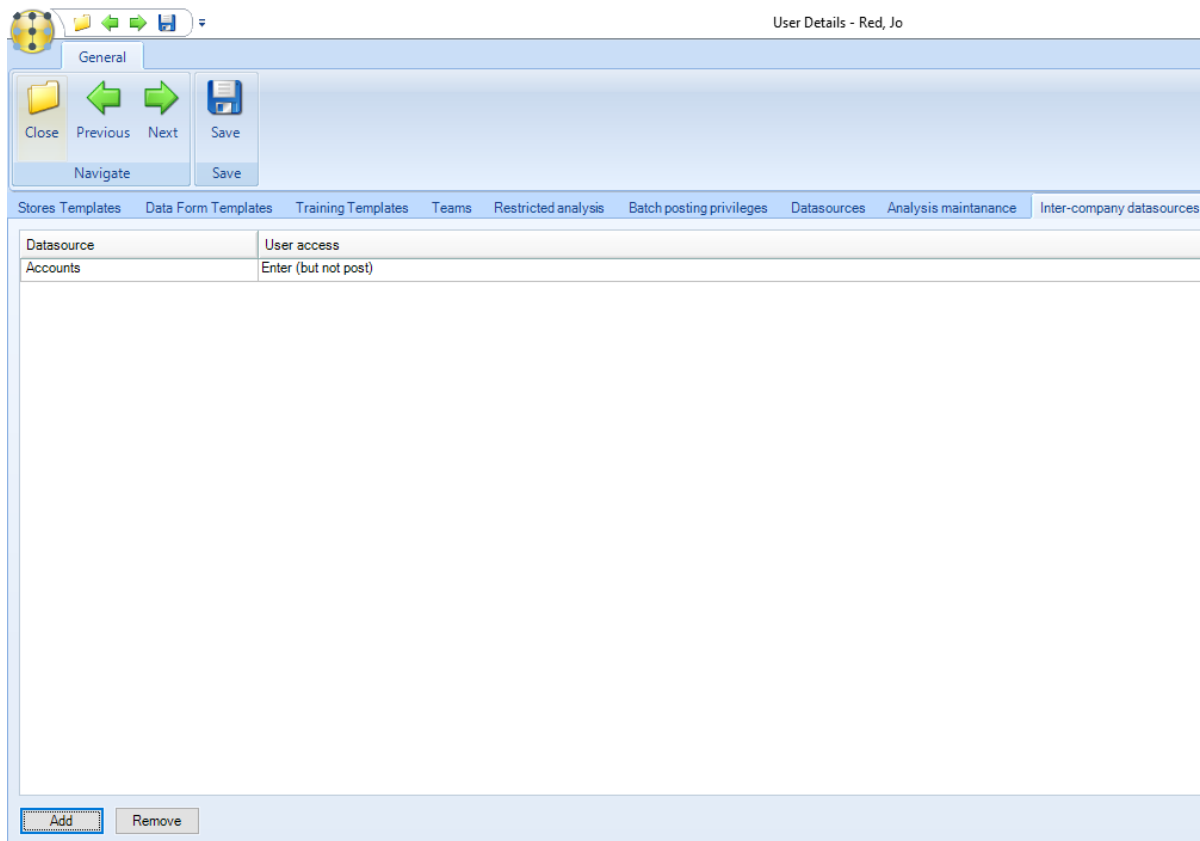
The level of authority users have to add, remove and amend *Business Analysis codes* at each *Business Analysis level* can be restricted via this tab.

Un-restricted

Analysis level	Allow add	Allow amend	Allow delete
Facilities Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operations Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UserDetail © 2015 Templa Computer Systems Ltd

INTER COMPANY DATASOURCES



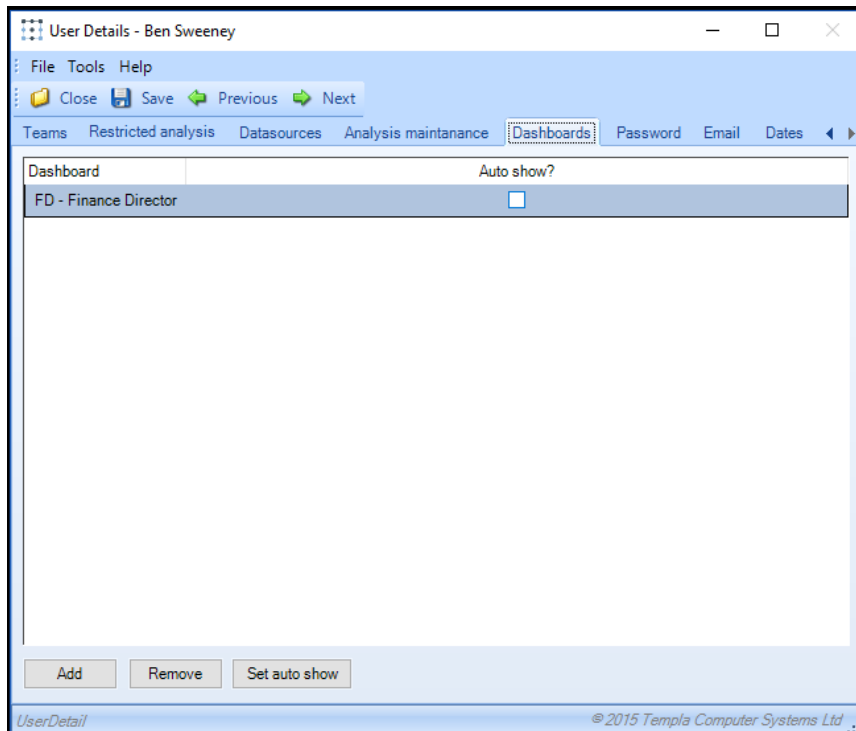
The *Inter-company datasources* tab control when a user is allowed to enter and post inter-company transactions. For each selected datasource, a user access level can be selected from the options of:

- *Enter (but not post)*
- *Post (but not enter)*
- *All*

Add – click on *Add* to open a list of all existing *Datasources* linked to *TemplaCMS*, these can be added to the user simply by double-clicking on a relevant code.

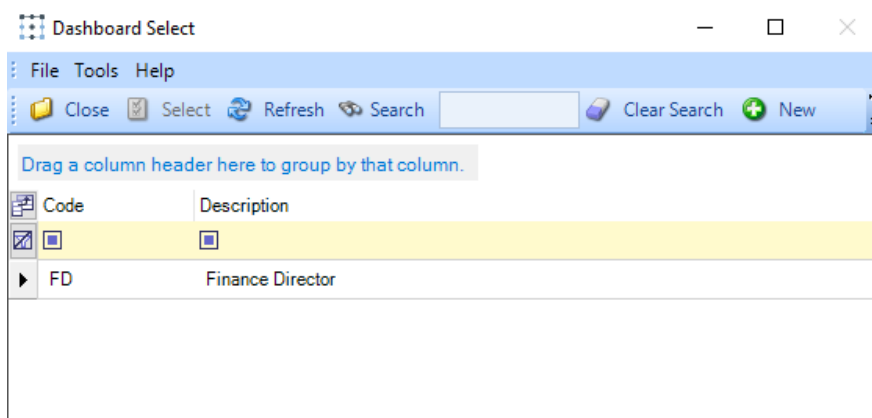
Remove – clicking *Remove* when a *Datasource* is highlighted will unassign that particular *Datasource* from the user.

DASHBOARDS



Within *TemplaCMS* it is possible to construct several *Dashboards* (graphs/charts) based on several different areas of information, assigning these to a user will allow them access to the charts.

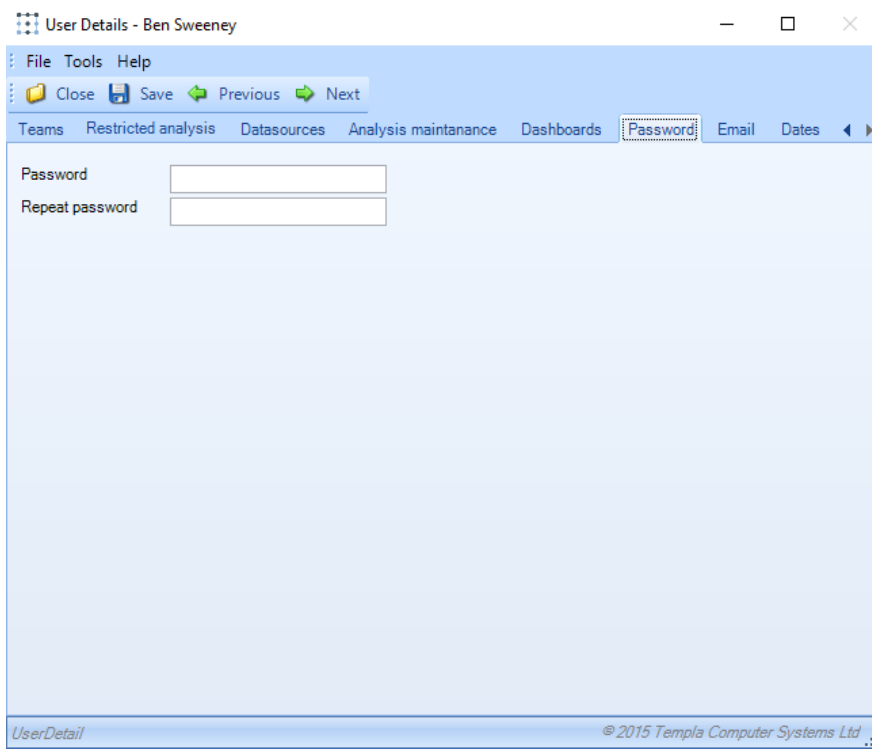
Add – click on *Add* to open a list of all existing *Dashboards* in *TemplaCMS*, these can be added to the user simply by double-clicking on a *Dashboard*.



Remove – clicking *Remove* when a *Dashboard* is highlighted will un-assign that particular code from the user.

Set auto-show – when a *Dashboard* is assigned to the user it can be set to automatically appear when a user logs on. If the *Auto show?* box is unticked clicking this will button will enable auto-show, clicking it again will disable the function.

PASSWORD



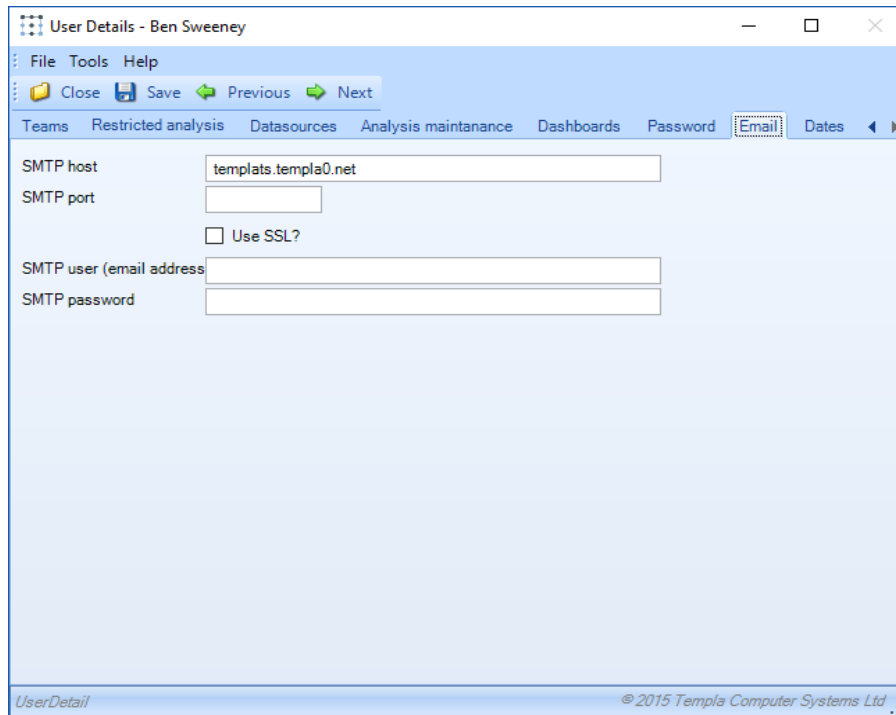
The screenshot shows a web application window titled "User Details - Ben Sweeney". The window has a menu bar with "File", "Tools", and "Help". Below the menu bar is a toolbar with "Close", "Save", "Previous", and "Next" buttons. The main content area has a tabbed interface with tabs for "Teams", "Restricted analysis", "Datasources", "Analysis maintenance", "Dashboards", "Password", "Email", and "Dates". The "Password" tab is selected and contains two text input fields: "Password" and "Repeat password". The footer of the window displays "UserDetail" on the left and "© 2015 Templa Computer Systems Ltd" on the right.

This is the password that the user will need to access *TemplaCMS*.

Password – there are no restrictions on what a password can be set to, though it should be something memorable. This must be set for all new users.

Repeat password – this must match the password that was entered in the previous box, once both match and save is clicked the password will be applied.

EMAIL



The screenshot shows a web application window titled "User Details - Ben Sweeney". The window has a menu bar with "File", "Tools", and "Help". Below the menu bar is a toolbar with "Close", "Save", "Previous", and "Next" buttons. The main content area is divided into tabs: "Teams", "Restricted analysis", "Datasources", "Analysis maintenance", "Dashboards", "Password", "Email", and "Dates". The "Email" tab is selected and contains the following fields:

- SMTP host:
- SMTP port:
- Use SSL?
- SMTP user (email address):
- SMTP password:

At the bottom of the window, there is a footer with "UserDetail" on the left and "© 2015 Templa Computer Systems Ltd" on the right.

This will need to be the same for all users of the system and will be set up by *Templa* for all users that require it when the system goes live, for all new users that require emailing the details should either be copied from an existing user or obtained from the companies I.T company.

SMTP host – this is the server through which all emails from *TemplaCMS* will be routed.

SMTP port – for security reasons only some ports will be opened on the SMTP port, this must refer to a port that has been opened on the above host otherwise emailing will fail.

Use SSL? – SSL authentication is used on some SMTP servers as an extra layer of protection, if this is ticked the following two fields will need to be populated.

SMTP user (email address) – if SSL authentication is used then an email address that is approved will need to be entered here.

SMTP password – the corresponding password to the above *SMTP user* will need to be entered here, this is pre-set and not an opportunity for users to set a password.

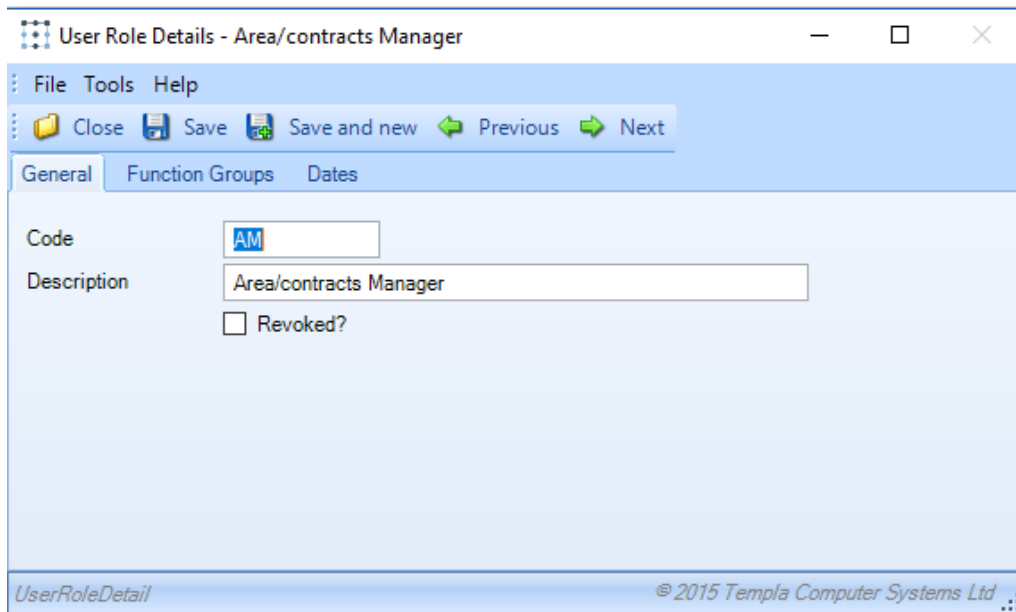
User roles

The screenshot displays the 'User Roles' window in the TemplaCMS application. The interface includes a sidebar with a navigation tree, a main table of roles, and a bottom status bar. The table lists various roles with their corresponding codes and descriptions.

St	Code	Description
	Adhoc	Adhoc product cost adjustment
	AM	Area/contracts Manager
	CA	Contracts Administrator
	*EEVALL	Employee view ALL DETAILS
	FD	Finance Director
	FC	Financial Controller
	HSM	Hygiene services manager
	PA	Payroll Administrator
	PL	Purchase Ledger
	PM	Purchase Manager
	QAMAIN	QA Maintenance
	QA	QA Manager
	RM	Regional manager
	SL	Sales Ledger
	SM	Stores Manager
	SM2	Stores Manager less Amend Balance
	SA	System Administrator
	TMPL	Templa Only
	TRAIN	TRAINING
	View	View all only
	*EEVA	View employee approval details
	*EEVB	View employee bank details
	*EEVD	View employee date details
	*EEVH	View employee holiday details
	*EEVP	View employee payroll details
	*EEVPE	View employee personal details
	*EEVPR	View employee property details
	*EEVS	View employee site details
	*EEVSP	View employee site pay details
	*EEVT	View employee team details
	vB	Workbill Extra

User roles are a combination of function groups that define the access and authority that users have, the list can be used to view all existing user roles (by double-clicking one) or to create new users (by clicking on new).

USER ROLE DETAILS (GENERAL)



The screenshot shows a window titled "User Role Details - Area/contracts Manager". The window has a menu bar with "File", "Tools", and "Help". Below the menu bar is a toolbar with icons for "Close", "Save", "Save and new", "Previous", and "Next". The window has three tabs: "General", "Function Groups", and "Dates". The "General" tab is active. It contains the following fields:

- Code:** A text box containing "AM".
- Description:** A text box containing "Area/contracts Manager".
- Revoked?:** An unchecked checkbox.

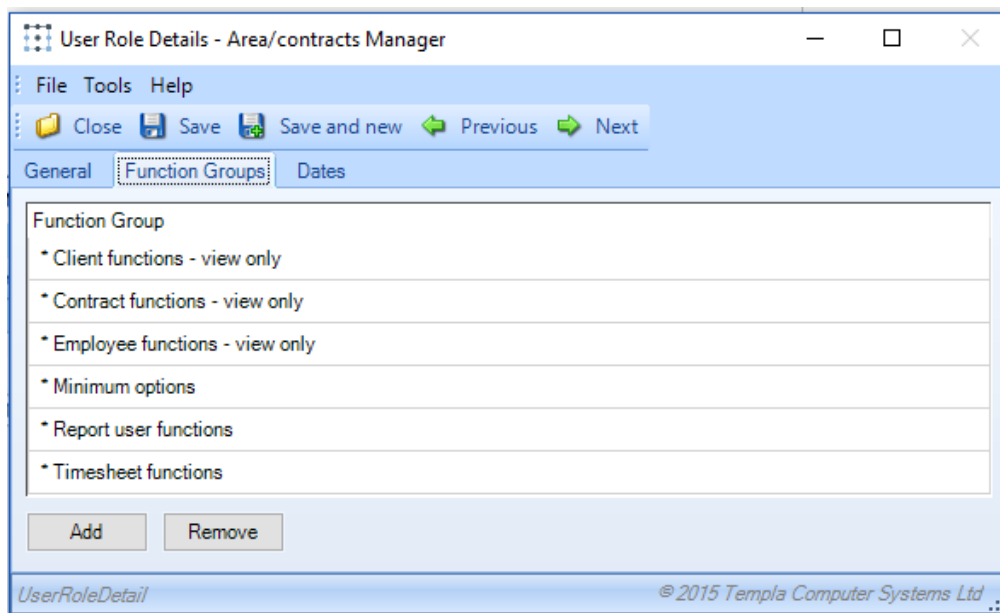
At the bottom of the window, there is a footer with the text "UserRoleDetail" on the left and "© 2015 Templa Computer Systems Ltd" on the right.

Code – this must be a code that is unique within the users roles.

Description – enter a relevant description.

Revoked – ticking this box will create a “*revoked user role*” this is essentially the opposite of a normal user role as any function groups included within this group will then be removed from users who the user role is applied to i.e. restricting their authority.

USER ROLE’S FUNCTION GROUPS



The screenshot shows the same window as above, but with the "Function Groups" tab active. The "Function Group" list contains the following items:

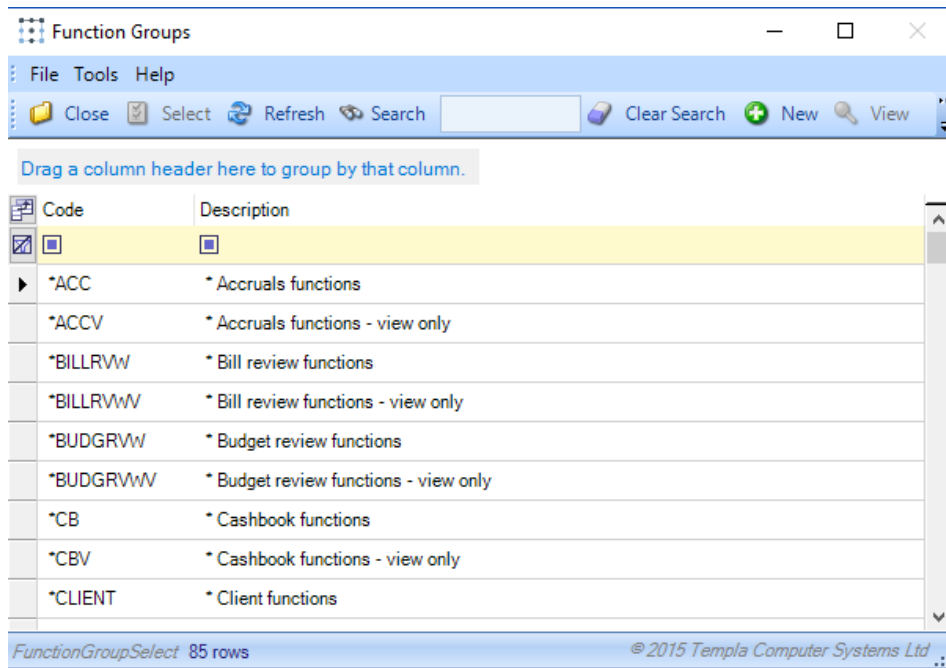
- * Client functions - view only
- * Contract functions - view only
- * Employee functions - view only
- * Minimum options
- * Report user functions
- * Timesheet functions

At the bottom of the list, there are two buttons: "Add" and "Remove".

At the bottom of the window, there is a footer with the text "UserRoleDetail" on the left and "© 2015 Templa Computer Systems Ltd" on the right.

User roles are essentially a case which hold *Function Groups*, these groups determine the access and authority that users will have. Many of these are pre-defined before *TemplaCMS* being installed and will cover a wide variety of situations.

Add – click on *Add* to open a list of all existing *Function* set up in *TemplaCMS*, these can be added to the user simply by double-clicking a relevant *Function Group*.



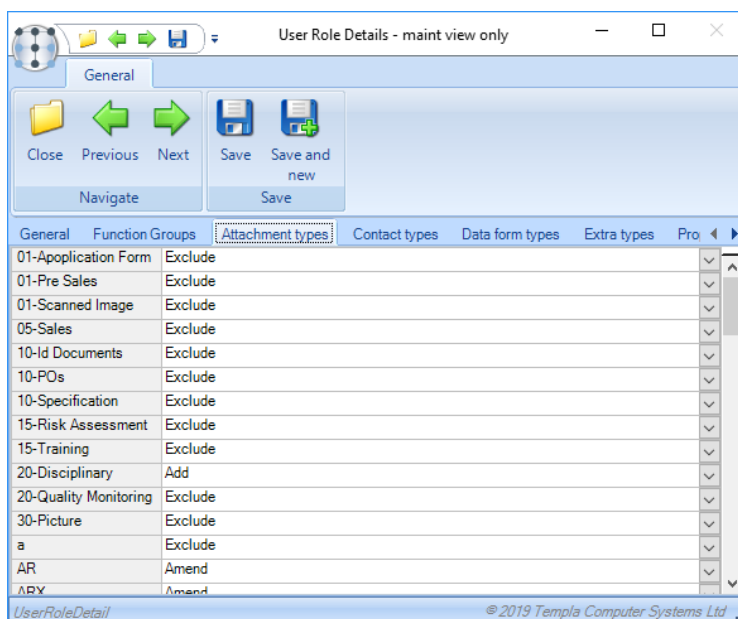
Remove – clicking *Remove* when a *Function group* is highlighted will un-assign that particular code from the user.

Additional User permissions

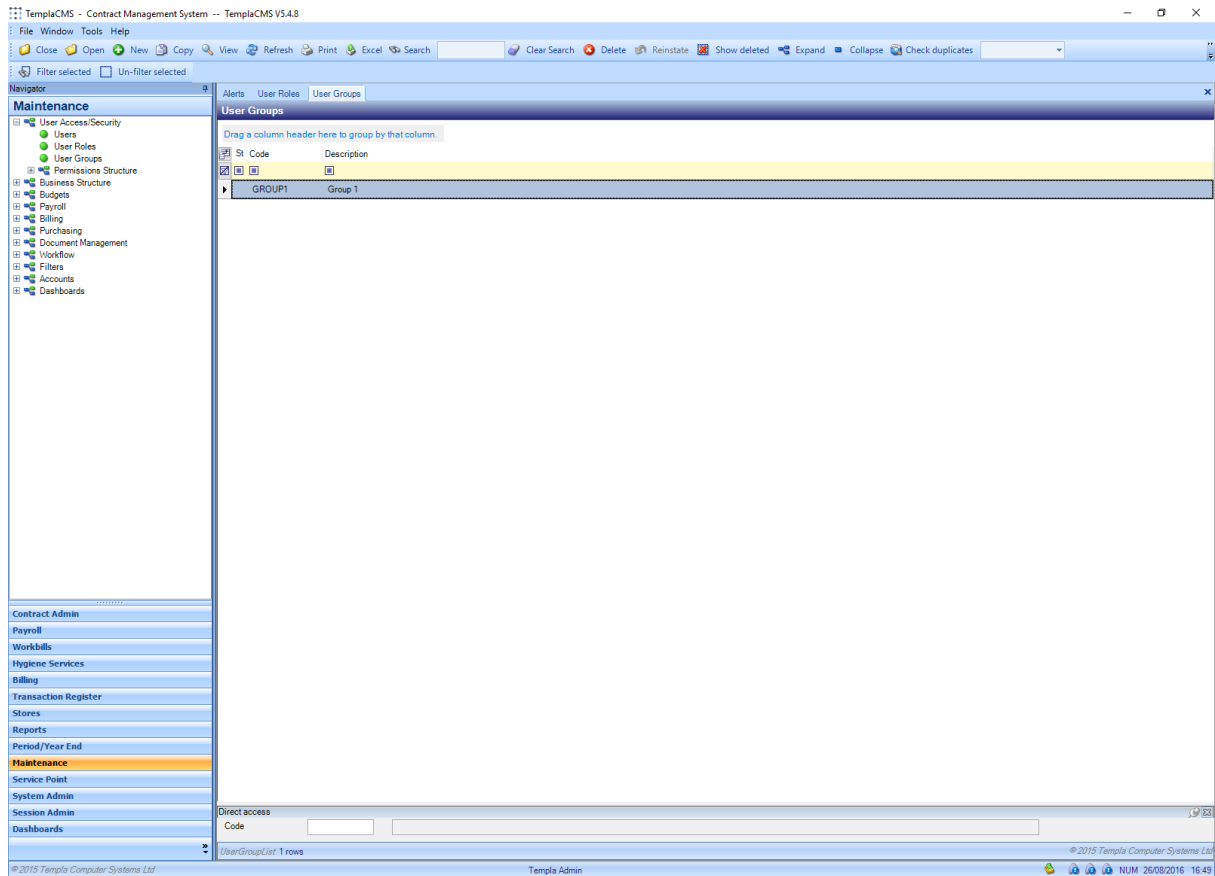
Via a number of different maintenance routines it is possible to define permissions at user role level. It is possible to maintain these user role permissions via the user role itself, quickly allowing the bulk update of permissions for one user role in a single place.

New tabs have been added to user roles, each allowing the maintenance of user role permissions for the relevant areas of TemplaCMS directly from the user role itself:

- *Attachment types*
- *Award rates* (where licensed)
- *Contact types*
- *Data form types* (where licensed)
- *Extra types*
- *Property types*
- *SR types* (where licensed)
- *Training form types* (where licensed)

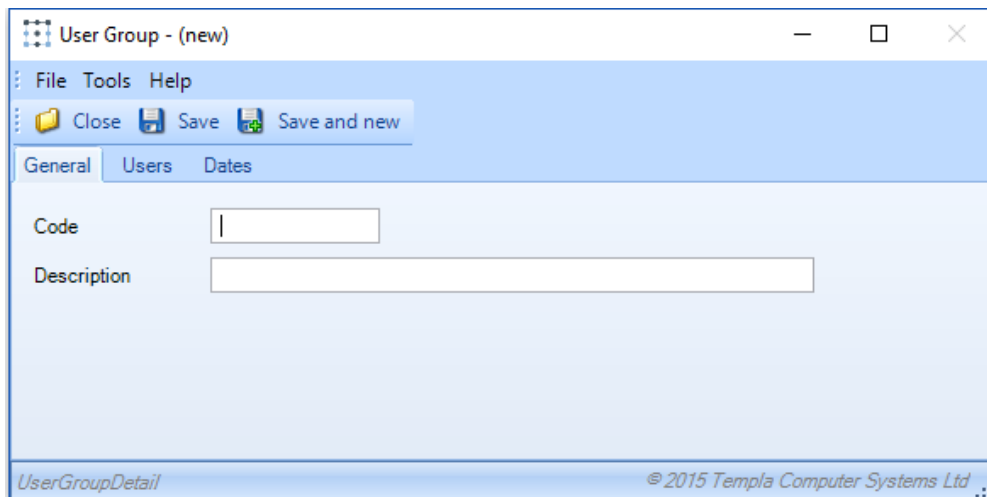


User Groups



Individual *TemplaCMS* users can be grouped together, this is only applicable for the customer service module where the filter allows responsibility to be searched by user group.

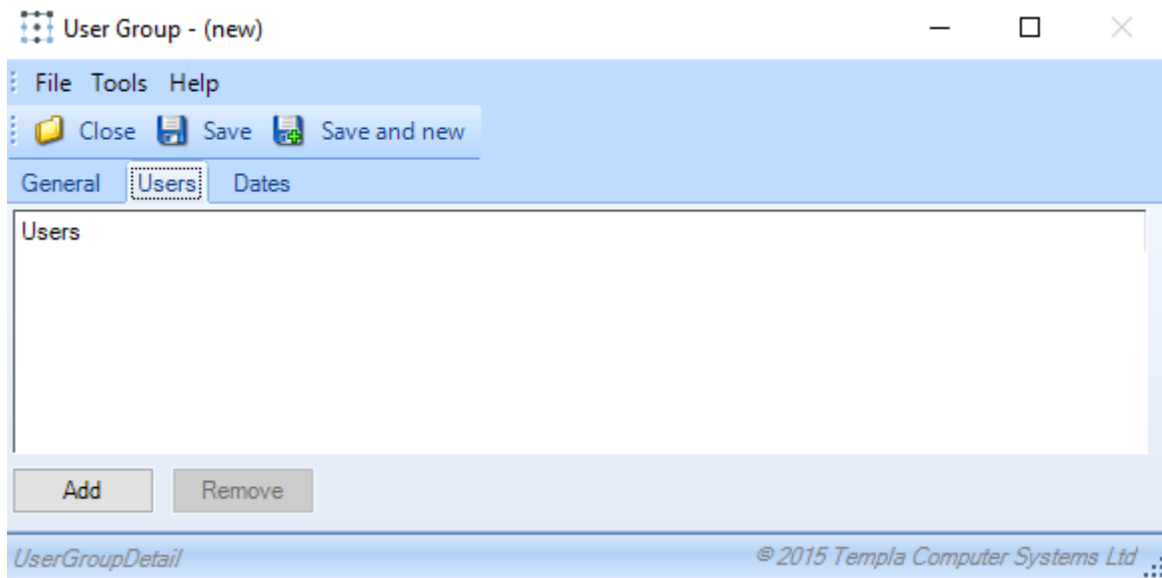
User group details (General)



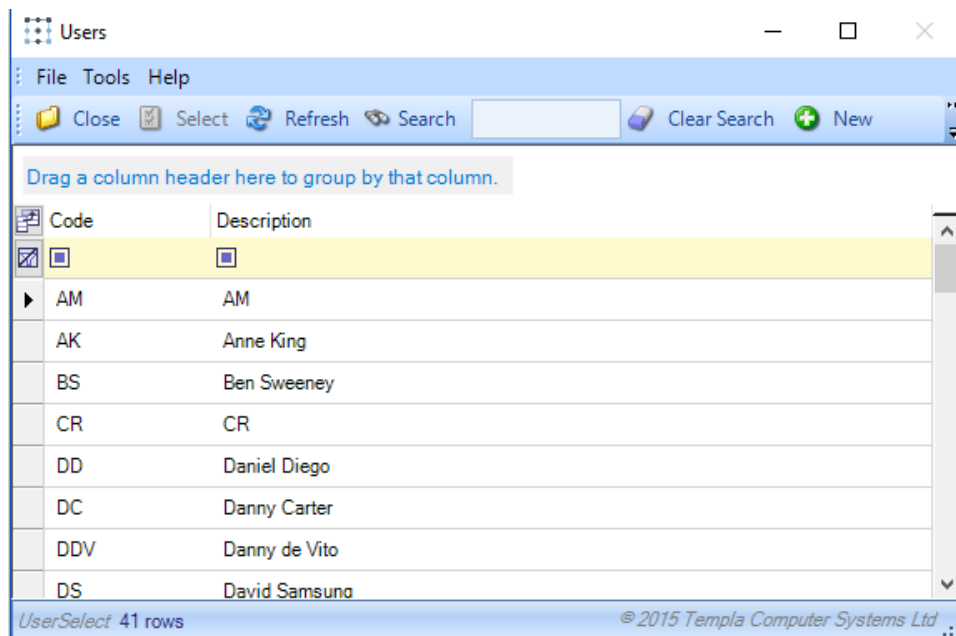
Code – this must be a code that is unique within the *Users groups*.

Description – enter a relevant description.

User group's Users



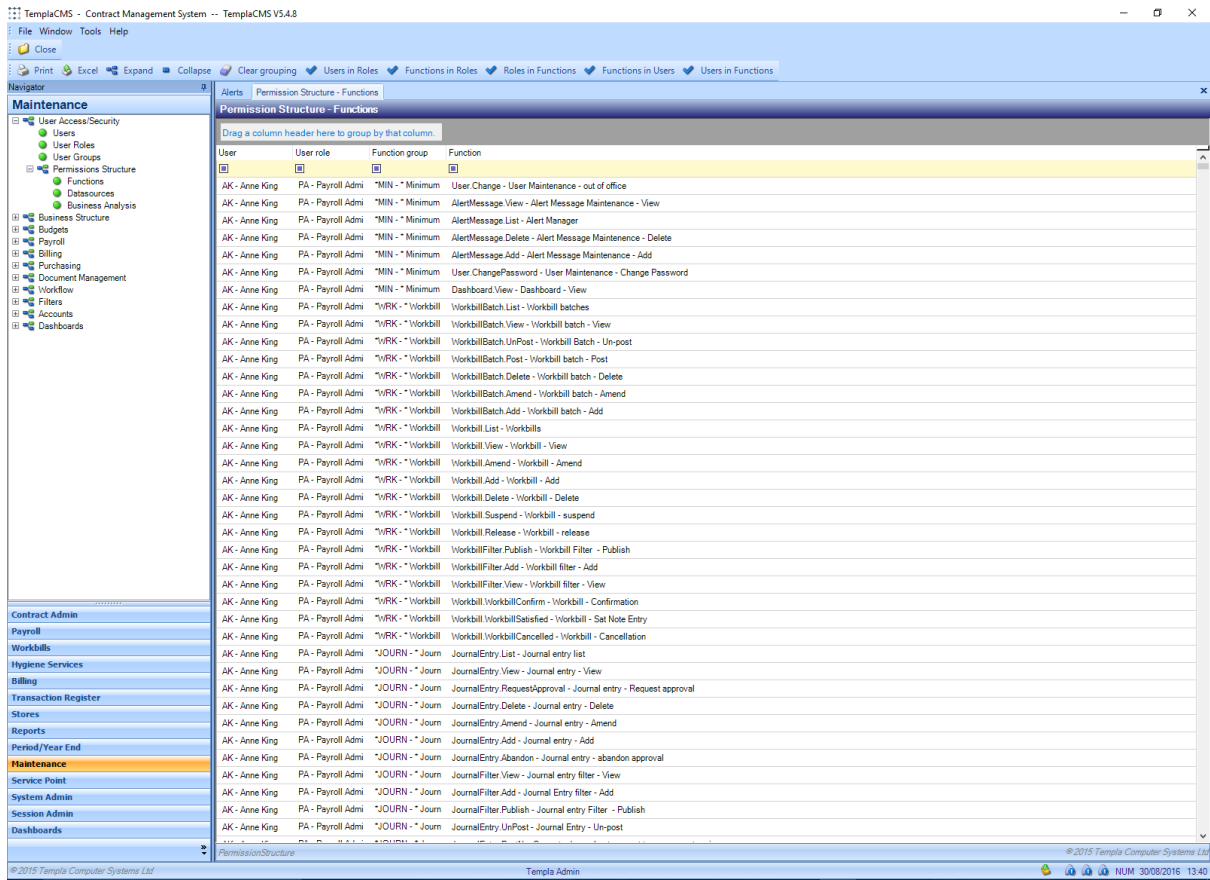
Add – click on *Add* to open a list of all users set up in *TemplaCMS*, these can be added to the user simply by double-clicking on a relevant *User*.



Remove – clicking *Remove* when a *Function group* is highlighted will unassign that particular code from the user.

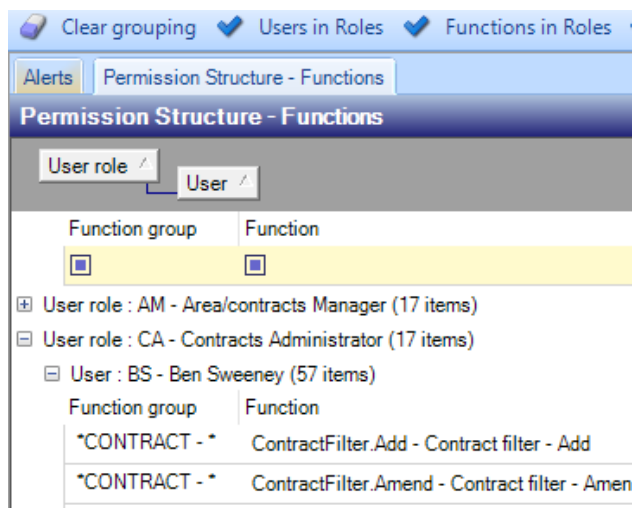
Permission Structure

PERMISSION STRUCTURE FUNCTIONS

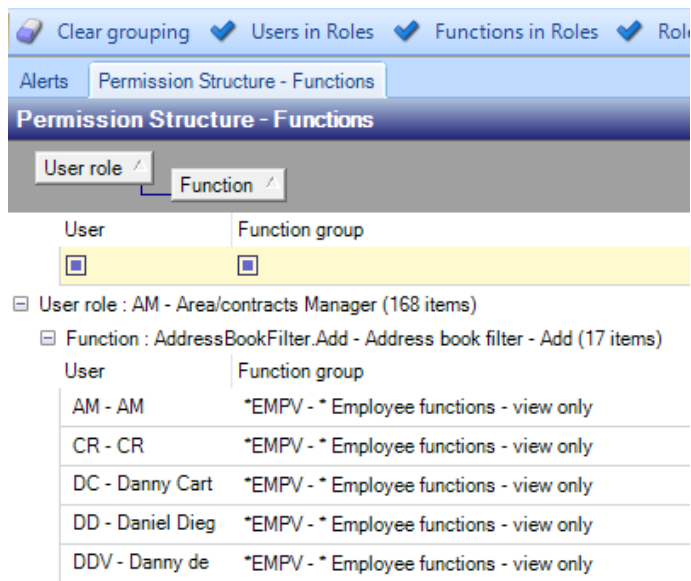


Functions within TemplaCMS are the base level from which a users permissions are derived, this is a list of all of the functions that are contained within TemplaCMS indicating which Function groups, User roles and Users they are currently assigned to. These can be grouped by a number of different options from the window toolbar:

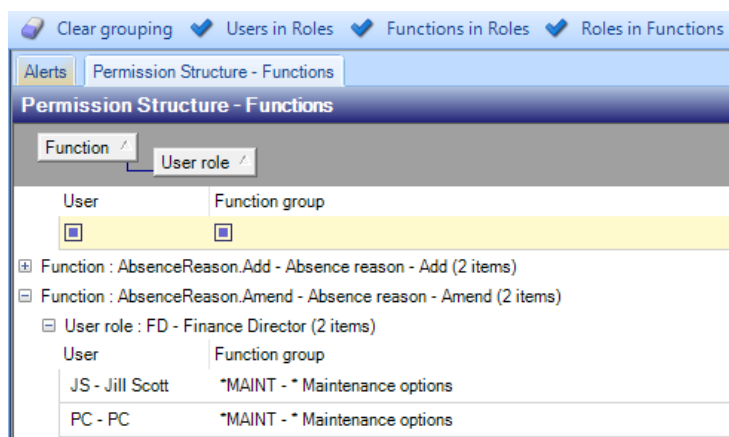
Users in role – will cause the list to be grouped by user roles with the sub grouping of users, each user can then be drill down on to see the exact Functions that they have.



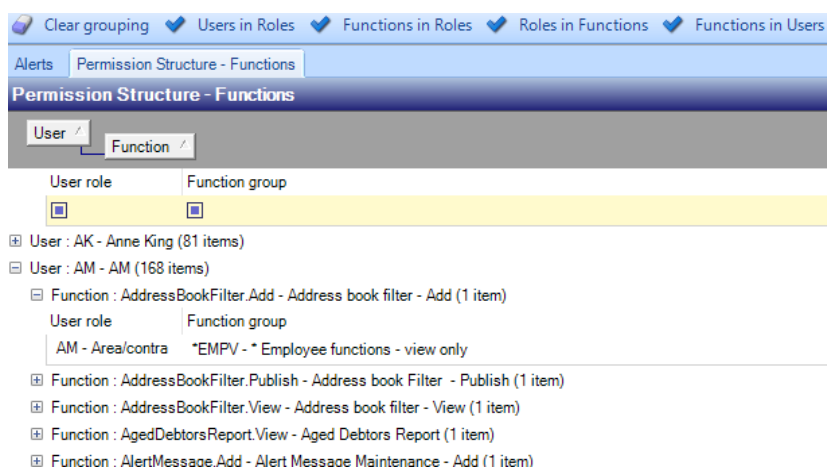
Functions in Roles - will cause the list to be grouped by user roles with the sub grouping of *Function*, drilling down on each function will then display a list of users who have the *Function* and the *Function group* that the *Function* is contained in that has been assigned to the user.



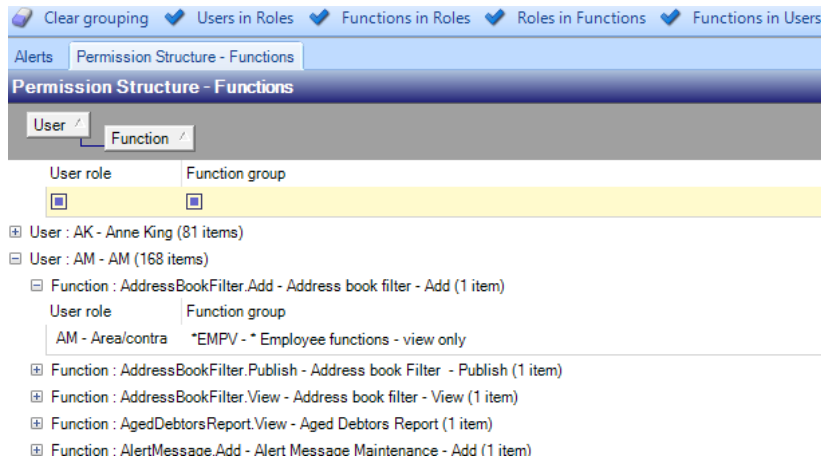
Roles in Functions - will group the list by *Function* with the sub grouping of user role, drilling into this will then show all users who are within the above *User role*.



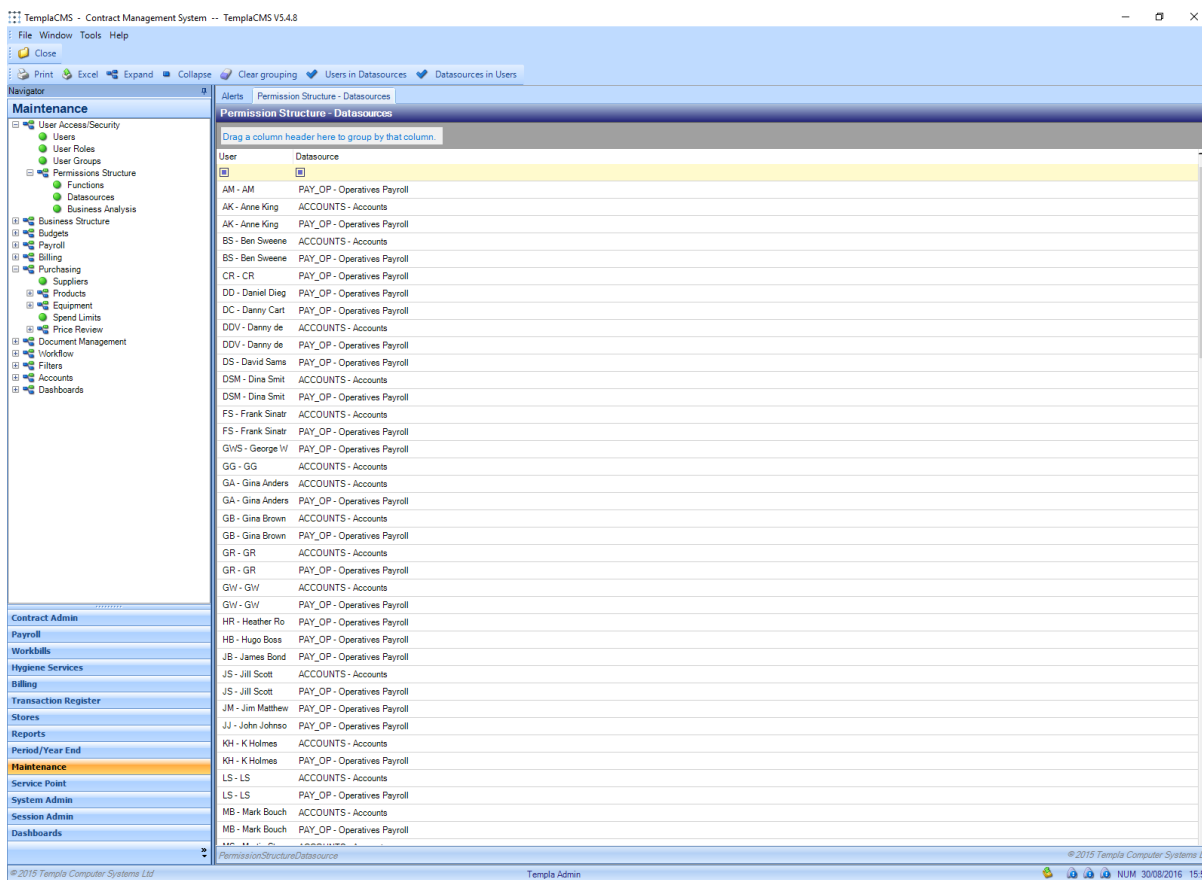
Functions in users - groups the list by *Users* with a sub grouping of function, drilling down on the function will display the linked *User role* and *Function group*.



Users in Functions – will cause the list to be grouped by Function with the sub grouping of User, drilling down will show the corresponding User role and Function group.

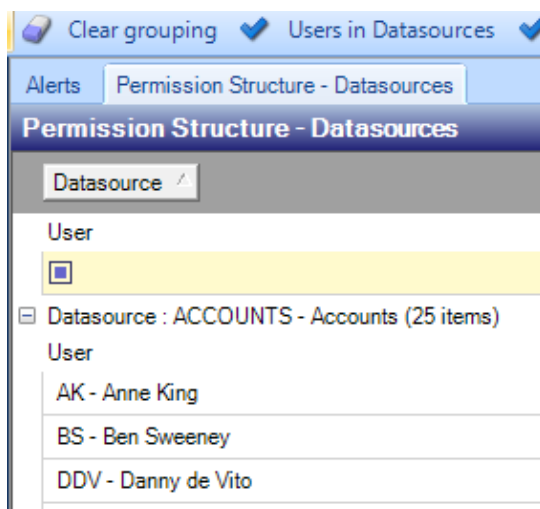


PERMISSION STRUCTURE DATASOURCES

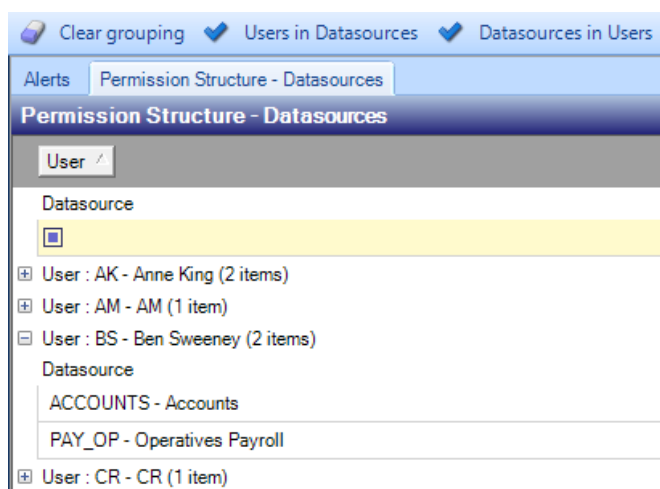


Datasources refer to any Dimensions accounts and SelectPay payroll databases that are integrated with TemplaCMS, this list provides an overview of which data sources each user has access to:

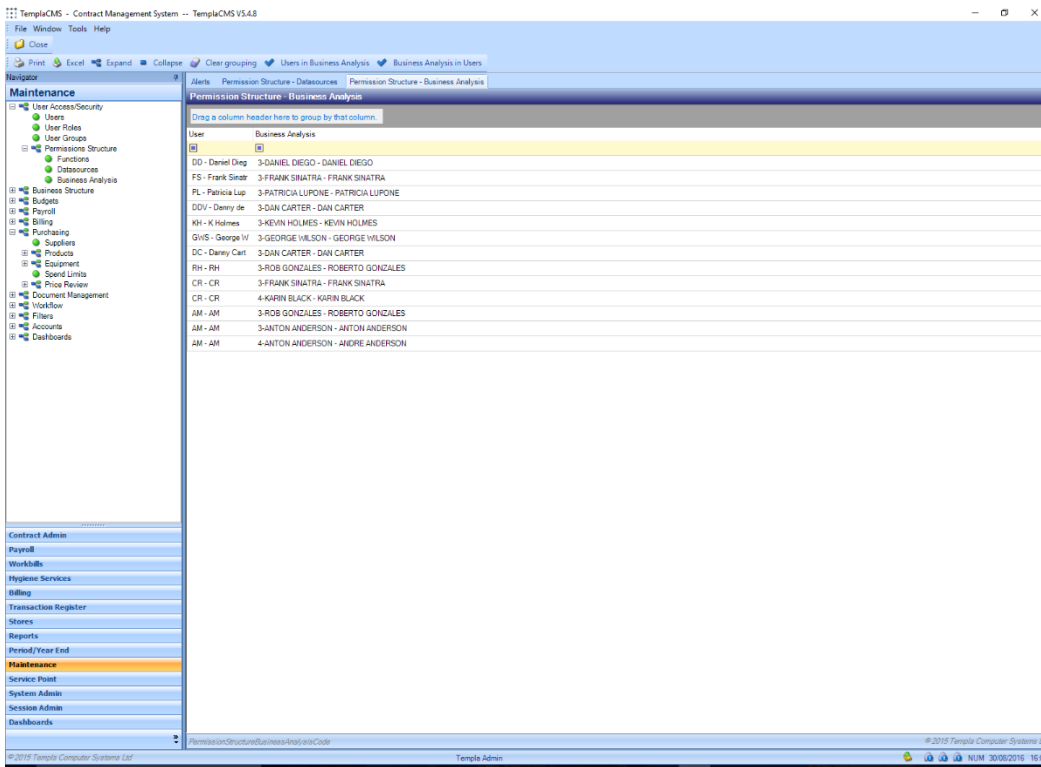
Users in data source – provides a list of all users who have access to a specific *Data source* e.g. accounts, grouped by each data source.



Datasources in users – groups the list based on user ID with all corresponding *Data sources* that a user has access to appearing under their name/ ID.

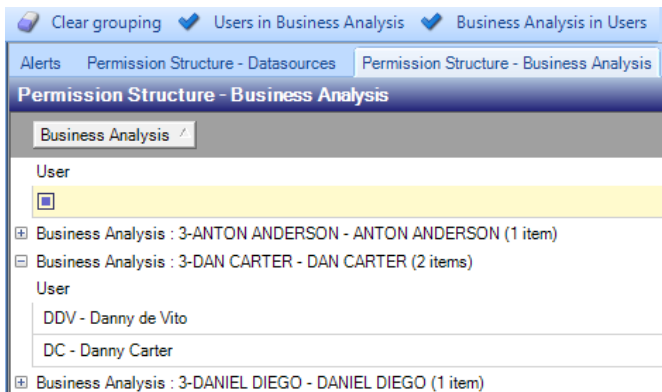


PERMISSION STRUCTURE BUSINESS ANALYSIS

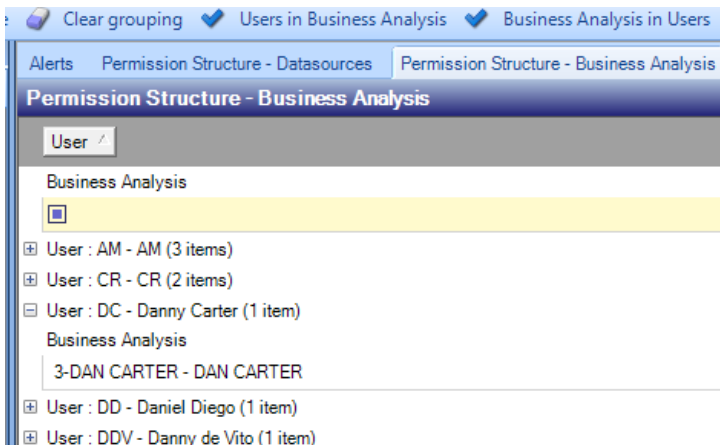


Within *TemplaCMS* it is possible to link user profiles to a certain *Business analysis codes/ Business analysis level*, if this has been done then the user name/ ID will be displayed in this list with the corresponding *Business analysis code*:

Users in Business Analysis – groups the list by *Business Analysis*, with linked user names being shown when drilled into.



Business Analysis in Users - groups the list by User ID, with all associated *Business Analysis* codes for the user being displayed via drilling down.



BUSINESS STRUCTURE

Analysis

ANALYSIS CODES

The screenshot shows the TemplaCMS software interface. The main window displays a list of Business Analysis Codes. The table has the following columns: St, Level, Code, Description, and Type. The data is as follows:

St	Level	Code	Description	Type
01	Facilities Management	1-BID	1-BID	Business
01	Facilities Management	1-BP	1-BP	Business
01	Facilities Management	1-BROAD	1-BROAD	Business
01	Facilities Management	1-C&W	1-C&W	Business
01	Facilities Management	1-CBR	1-CBR	Business
01	Facilities Management	1-CENT	1-CENT	Business
01	Facilities Management	1-CHH	1-CHH	Business
01	Facilities Management	1-D&W	1-D&W	Business
01	Facilities Management	1-DIRACC	1-DIRACC	Business
01	Facilities Management	1-DTZ	1-DTZ	Business
01	Facilities Management	1-GR	1-GR	Business
01	Facilities Management	1-GROS	1-GROS	Business
01	Facilities Management	1-GVA	1-GVA	Business
01	Facilities Management	1-HELIX	1-HELIX	Business
01	Facilities Management	1-JLLCT	1-JLLCT	Business
01	Facilities Management	1-JLLIT	1-JLLIT	Business
01	Facilities Management	1-JLLKT	1-JLLKT	Business
01	Facilities Management	1-JLLSL	1-JLLSL	Business
01	Facilities Management	1-JLLVE	1-JLLVE	Business
01	Facilities Management	1-KNIG	1-KNIG	Business
01	Facilities Management	1-LEEB	1-LEEB	Business
01	Facilities Management	1-MARC	1-MARC	Business
01	Facilities Management	1-MER	1-MER	Business
01	Facilities Management	1-PEAR	1-PEAR	Business
01	Facilities Management	1-PEL	1-PEL	Business
01	Facilities Management	1-TAM	1-TAM	Business
01	Facilities Management	1-WORK	1-WORK	Business
01	Facilities Management	1-NA	NA	Business
02	Operations Manager	2-DAVID SAMSU	DAVID SAMSUNG	Business
02	Operations Manager	2-FRANK SINAT	FRANK SINATRA	Business
02	Operations Manager	2-JAMES BOND	JAMES BOND	Business
02	Operations Manager	2-JOHN JOHNS	JOHN JOHNSON	Business
02	Operations Manager	2-NA	NA	Business

At the bottom of the window, there is a status bar that reads: "Direct access Code" and "AnalysisCodeList: 61 rows". The footer of the application shows "© 2015 Templa Computer Systems Ltd" and "Templa Admin".

This is a list of all *Business Analysis codes* that have previously been set up within *TemplaCMS*, the level that a code is created at will have implications on access permissions and reporting. All codes on this list will be available for selection when setting up new sites.

ANALYSIS CODE DETAILS (GENERAL)

The screenshot shows a web application window titled "Analysis Code Details - 1-BID". The window has a "General" tab selected. Below the tab are navigation buttons: "Close", "Previous", "Next", "Save", and "Record". The main content area is divided into two sections: "General" and "Dates". The "General" section contains the following fields:

- Code:** 1-BID
- Description:** 1-BID
- Analysis level:** Company/Division (dropdown menu)
- User:** (text input field with a binoculars icon)
- Employee:** (text input field with a binoculars icon)

The "Employee Portal Contact" section contains the following fields:

- Description:** (text input field)
- Name:** (text input field)
- Email:** (text input field)
- Phone:** (text input field)
- Comment:** (text area)

Code – this must be a code that is unique across all analysis code levels.

Description – enter a relevant description.

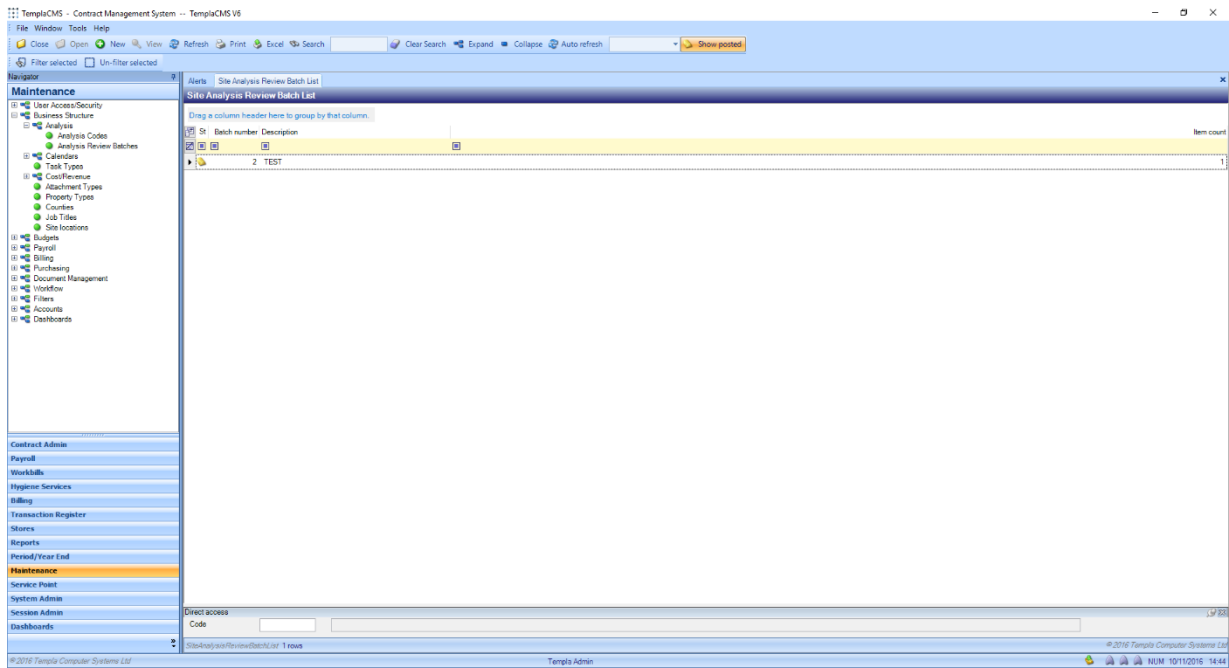
Analysis Level – represents which level of the business this code will represent i.e. director, contract manager etc. **These levels will be agreed prior to initial set up and input by Templa, these must never be changed without first consulting Templa Support.**

User (Optional) – it is possible to link each *Business Analysis* code to a specific user within *TemplaCMS* by clicking on the binoculars or typing in the user's description/ name. Where a user is defined *the Business Analysis* code can be used in a workflow path, which allows *TemplaCMS* to route contracts, timesheets etc. to the correct user.

Employee (Optional) - it is possible to link each *Business Analysis* code to a specific user within *TemplaCMS* by clicking on the binoculars or typing in the user's description/ name. This is used in conjunction with an integrated *T&A* system to specify how managers should receive alerts.

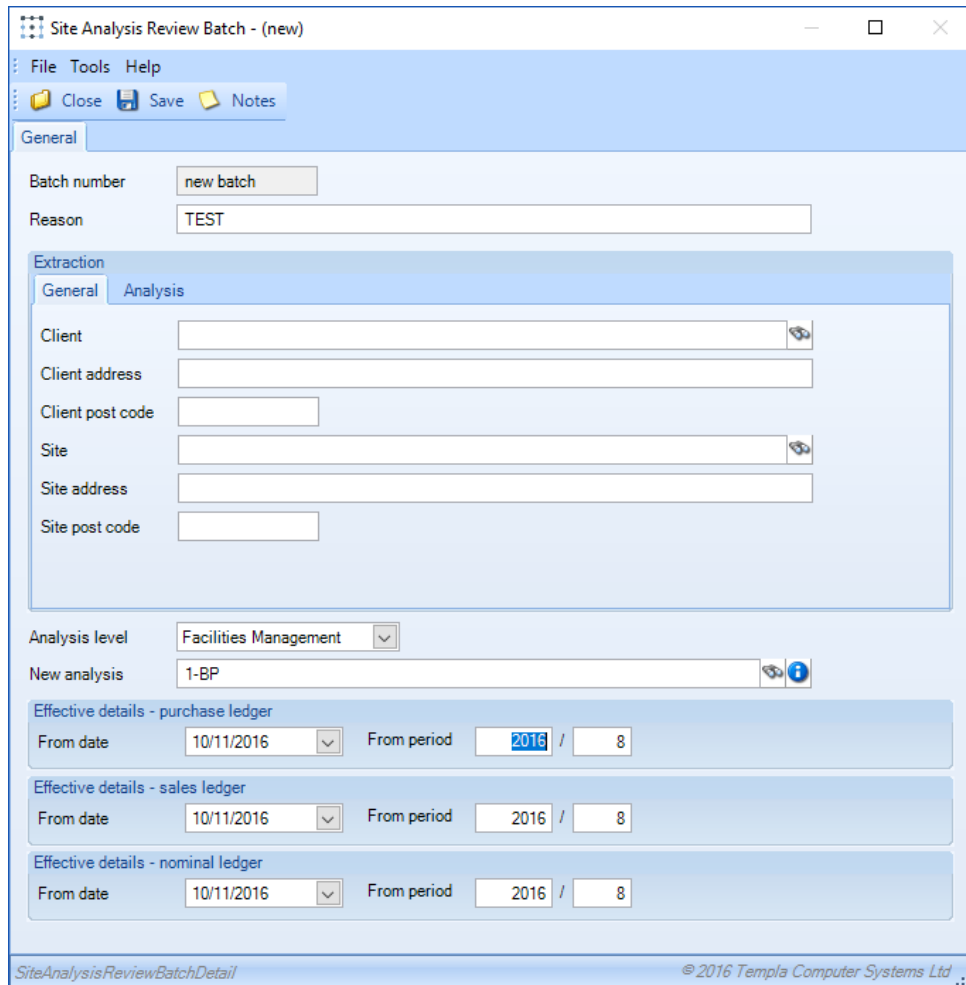
Employee Portal Contact - employee portal contacts can be defined at system level and on analysis codes. When an employee logs onto employee portal they can therefore see a list of contacts from system level and from relevant sites.

ANALYSIS REVIEW BATCH



Analysis Review batches allow for bulk changes to be made to site Business Analysis codes, all existing batches will be available to view from this list.

SITE ANALYSIS REVIEW BATCH DETAIL



Batch number – will automatically generate the next available number.

Reason - enter a relevant reason for the review batch, i.e 'Regional Manager change'.

Extraction – defines which sites should be effected by the review based on one or more refining criteria:

General

Client – will alter the specified analysis code on all sites associated with the chosen client.

Client address - will alter the specified analysis code on all sites associated with the chosen address.

Client Post code - will alter the specified analysis code on all sites associated with the chosen post code.

Site – will alter the specified analysis code on the chosen site.

Site address - will alter the specified analysis code on all sites with the chosen address.

Site post code - will alter the specified analysis code on all sites with the chosen post code.

Analysis

Specific code(s) at one or multiple levels can be entered on which to refine the items included in the batch.

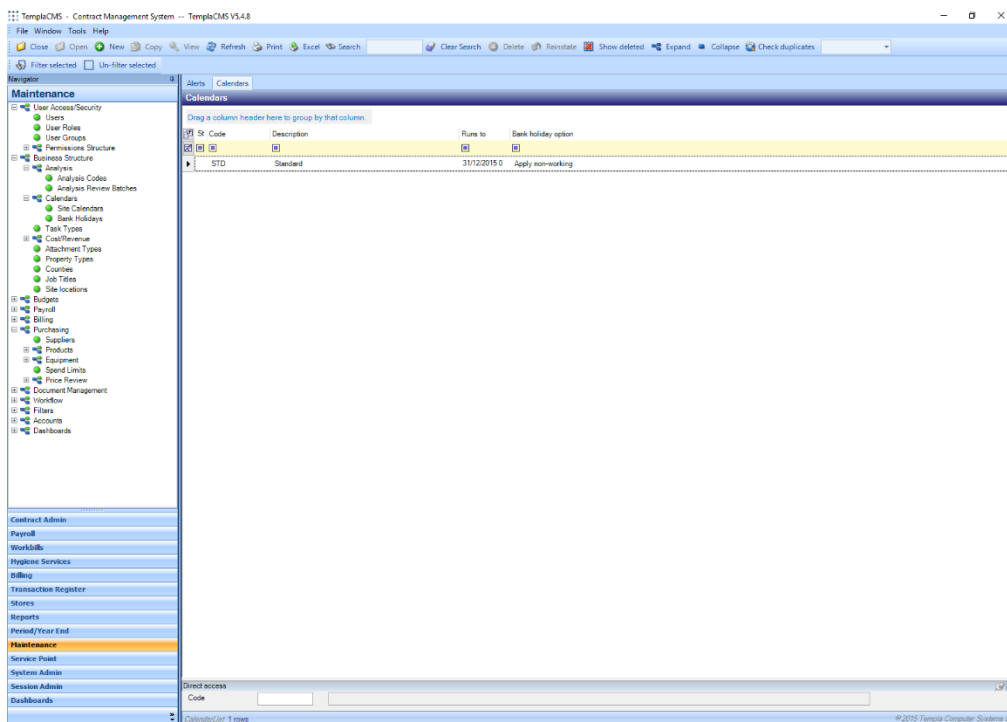
Analysis level – identifies the level of the code which will be altered.

New analysis – the new code that will be applied.

Effective details – the date that the code alteration affects ledger postings must be entered, when a from date is entered for the purchase ledger the sales and nominal will default to the same date but can be manually overridden.

Calendars

SITE CALENDARS



Site calendars can be used to determine employee pay, invoicing, non-working days etc. It may be necessary to have multiple calendars for different types of sites/ businesses. This list shows all *Site Calendars* which have been set up in *TemplaCMS*.

CALENDAR DETAILS (GENERAL)

The screenshot shows a software window titled "Calendar detail - (new)". It features a menu bar with "File", "Tools", and "Help". Below the menu bar are buttons for "Close", "Save", and "Save and new". The main area has tabs for "General", "Non-working periods", "Calendar view", "Timeline view", and "Dates". The "General" tab is active, showing the following fields:

- Code:
- Description:
- Payable weeks per year:
- Employee holiday working weeks per year:
- Periodic weeks per year:
- Periodic year start date:
- Runs to:
- Bank holidays:

The footer of the window displays "CalendarDetail" on the left and "© 2015 Templa Computer Systems Ltd" on the right.

Code – this must be a code that is unique within the *Site Calendars*.

Description – enter a relevant description.

Payable weeks per year – how many weeks in the year the employees are getting paid for (used in annualised pay calculations).

Employee holiday working weeks per year – how many weeks in the year the employees are going to work (used in holiday entitlement calculations).

Periodic weeks per year (Optional) – this defines how many weeks of the year are designated for periodic work to occur.

The '*Employee holiday working weeks per year*' and the '*Periodic weeks per year*' cannot exceed the '*Payable weeks per year*'.

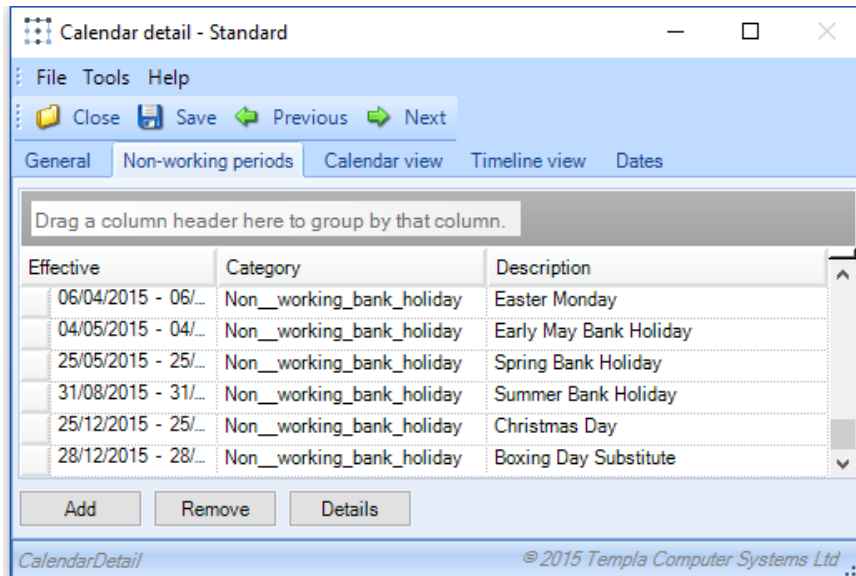
Periodic year start date (Optional) – if periodic weeks are defined it is possible to define the exact day that the periodic year will begin, this will run for 12 months unless it exceeds the *Runs to* date.

Runs to – this is the expiry date of the calendar, this can exceed 12 months if necessary though for some sites the dates may alter after a set timeframe in which case the calendar should expire on that given date.

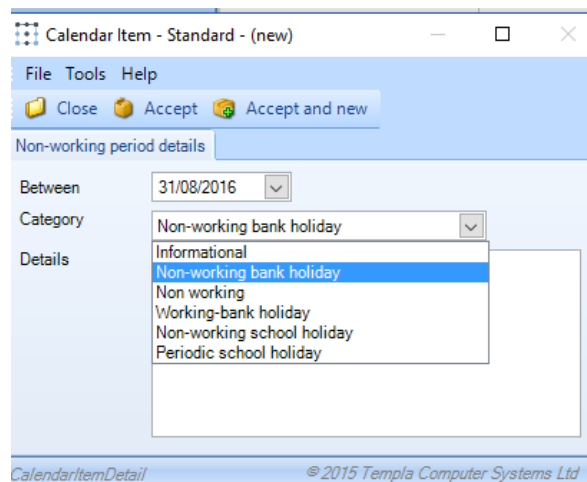
Bank holidays:

- *Apply non-working* – includes any days specified as non-working bank holidays on the calendar.
- *Apply as working* – instructs *TemplaCMS* that bank holidays are considered working days.
- *Do not apply* – ignores any specified bank holidays.

CALENDAR NON-WORKING PERIODS



Add – click on *Add* to create a new notable item (day) on the existing calendar.



Between – the date of the day being added to the calendar.

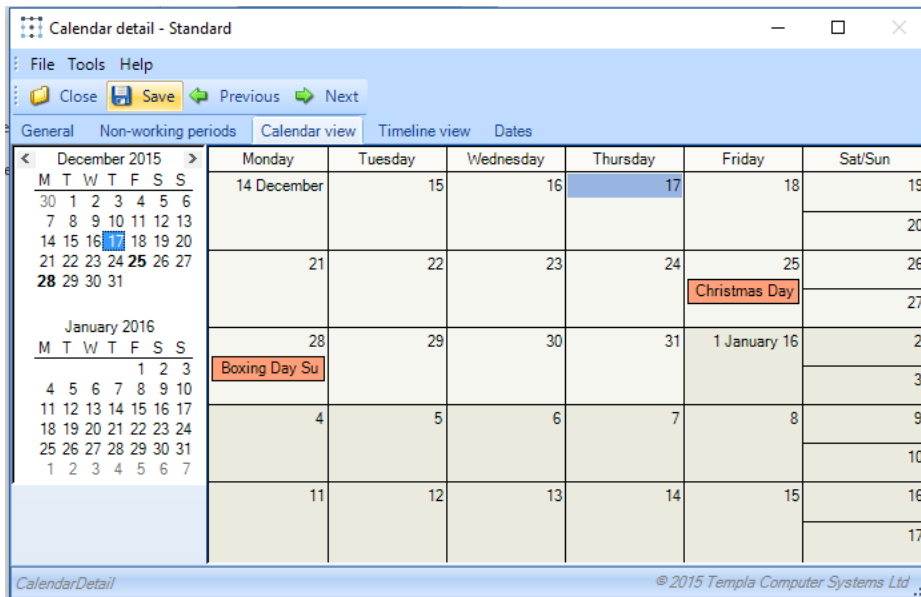
Category – the classification of the day:

- *Informational* – these days will be shown on calendars and timesheets but exist solely as a note, they will not affect any calculation etc.
- *Non-Working bank holiday* – a bank holiday on which employee's will not be working.
- *Non-Working* – a day that employee's are not expected to work on a site.
- *Working bank holiday* – a bank holiday where employee's are still required to work.
- *Non-working school holiday* – this category was designed specifically for clients who operate to a school calendar i.e. term times, a day(s) in a school holiday that employees are not expected to work.
- *Periodic school holiday* – applies to a date within a school holiday which has been designated for period work to occur.

Details – this is a description of the day being created e.g. 'Boxing day'.

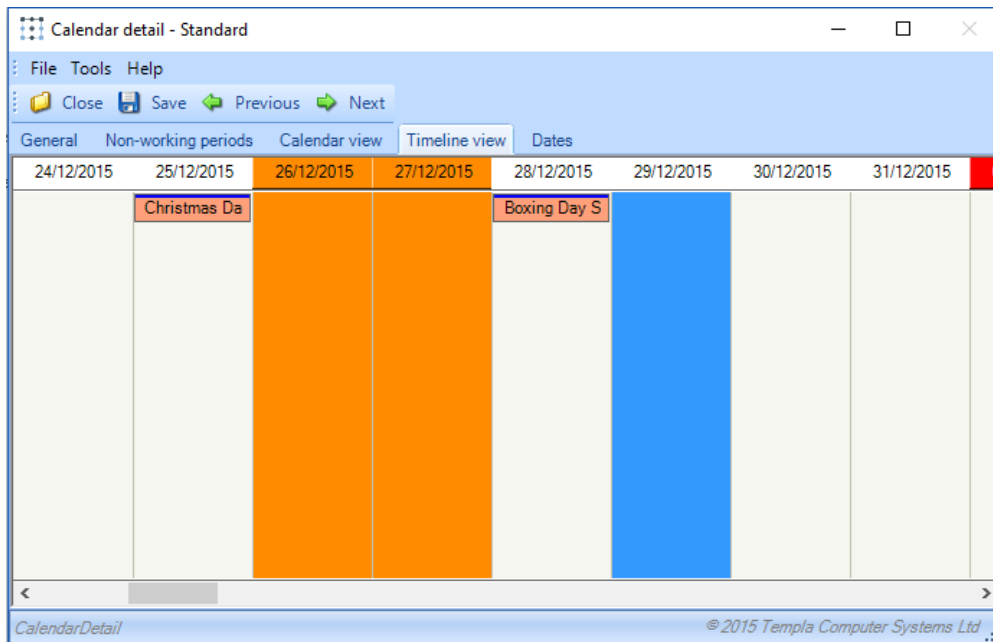
Remove – clicking *Remove* when a non-working day is highlighted will delete that day from the current calendar.

CALENDAR - CALENDAR VIEW



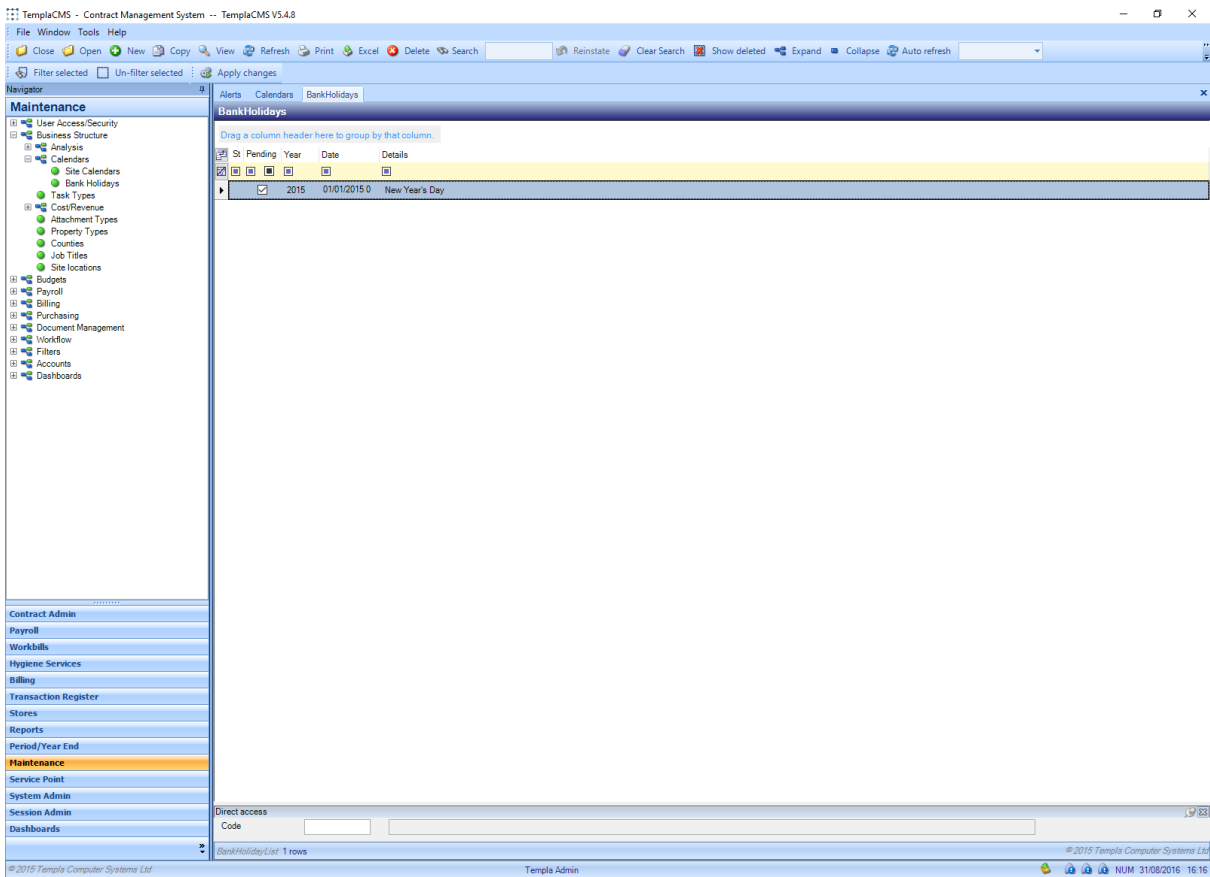
Calendar view is designed as a graphical representation of the calendar being created or modified and displays all non-working periods that have been defined previously. New *non-working periods* can also be added to the calendar by clicking on any day which is not currently designated as such and following the process described under the *non-working periods* heading.

CALENDAR - TIMELINE VIEW



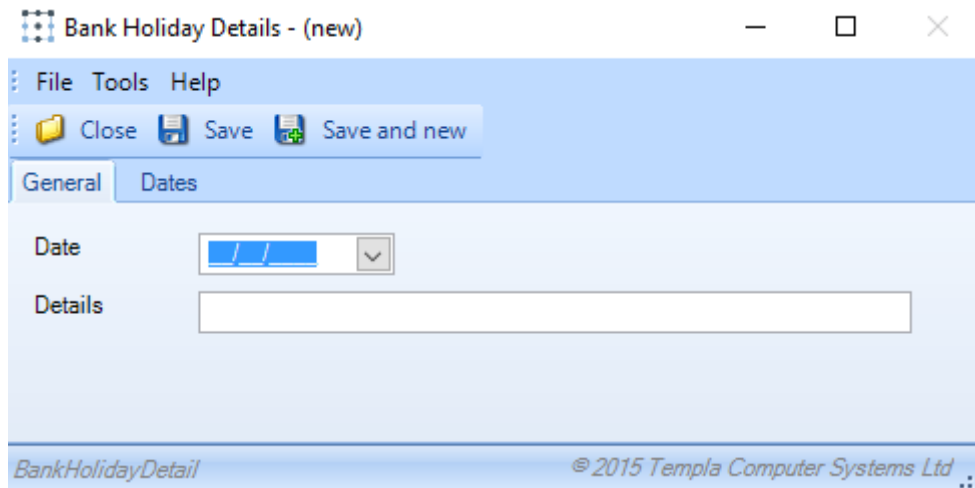
Timeline view functions in exactly the same way as the *Calendar view* in so much as non-working periods are displayed and can be added through this menu, the only difference is the graphical display i.e. columns rather than blocks.

BANK HOLIDAYS



Within *TemplaCMS* all *Bank holidays* must be manually defined as the dates can alter on a yearly basis, it is therefore important for users to set up any dates that will apply across all calendars in this menu.

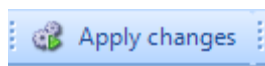
New - clicking new will launch the *Bank holiday detail* window.

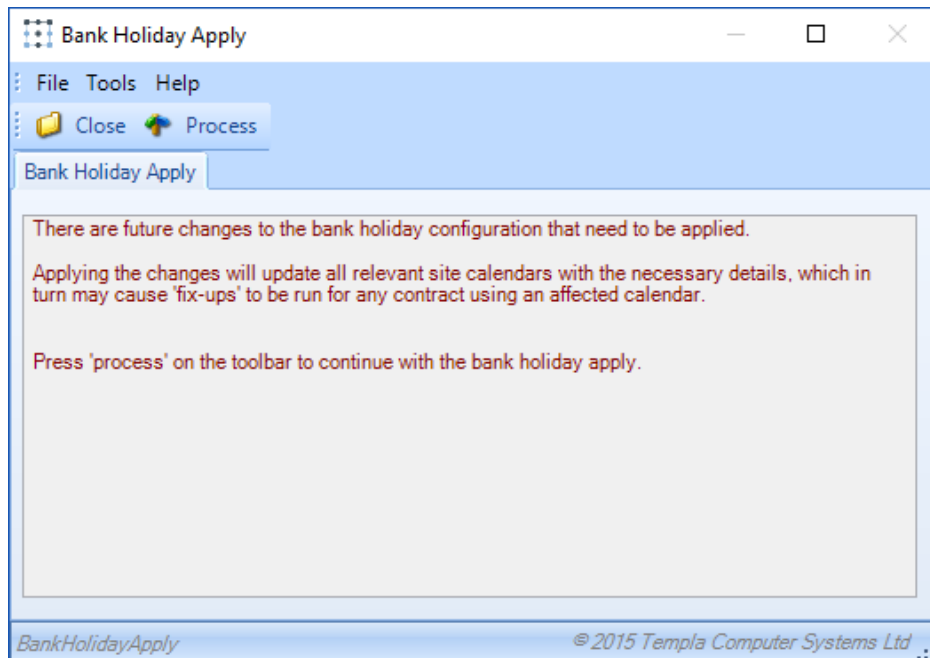


Date – enter the date of the bank holiday being set up.

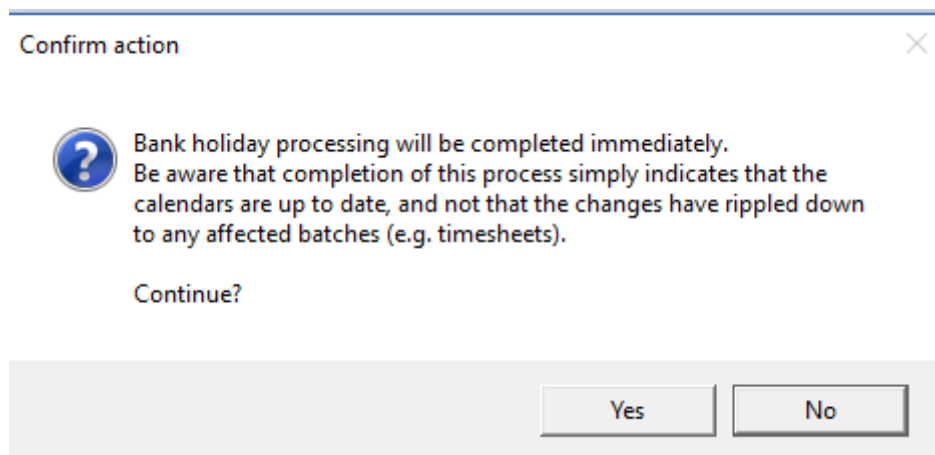
Details – name of the bank holiday e.g. ‘*Summer bank holiday*’, ‘*Christmas*’ etc.

Apply changes – after new bank holidays have been set up the should be applied via the *Apply changes* button in order for them to take effect within *TemplaCMS*.





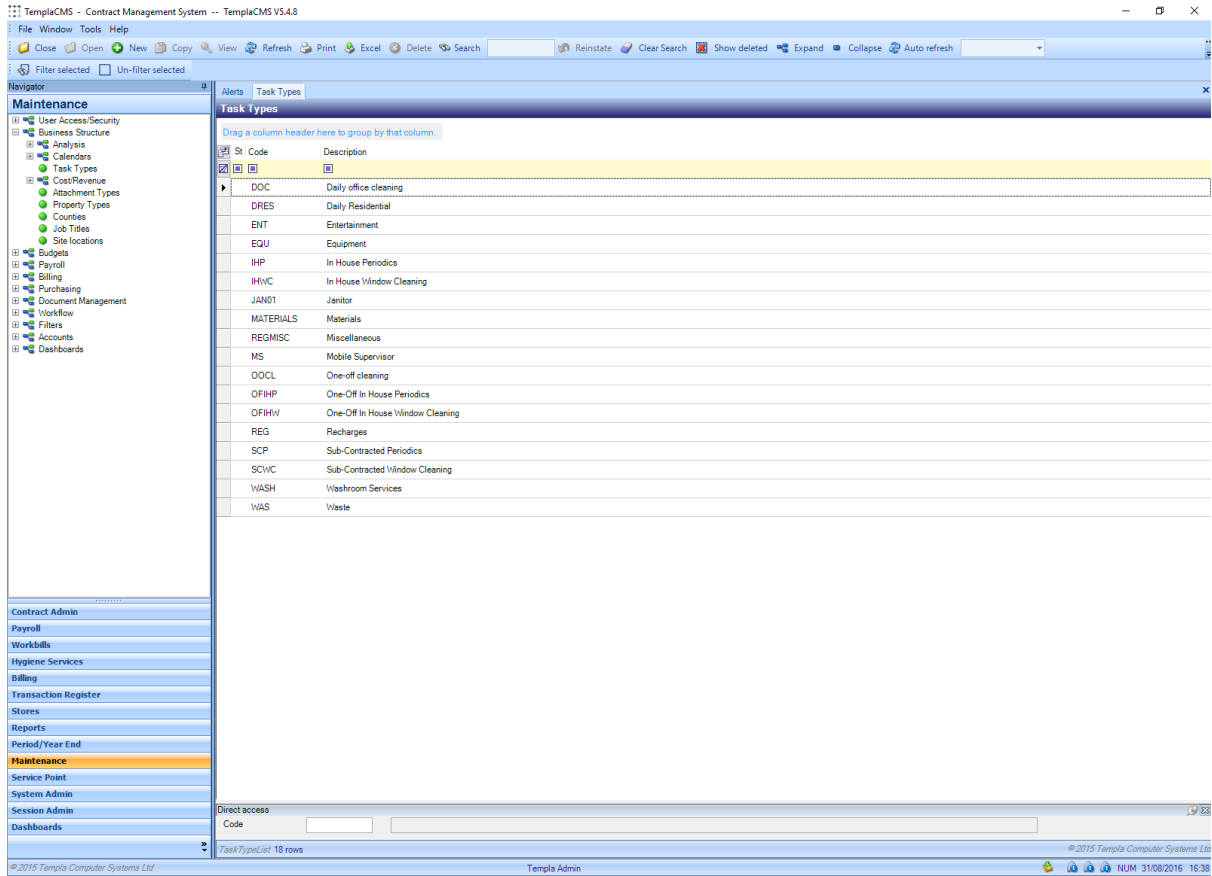
Process – click on process in order to update these to all the relevant calendars (as the message states).



Yes – click on 'Yes' to complete the process.

No – click on 'No' to abandon the process.

Task types



Task types refer to any work that will be undertaken by an employee on a contract e.g. daily office cleaning, kitchen cleaning etc. This list shows all task types which are currently set up in TemplaCMS. It is possible to run analysis reports based on task type for revenue etc.

TASK TYPE DETAILS (GENERAL)

The screenshot shows the 'Task Type Details - Daily office cleaning' window with the 'General' tab selected. The window title bar includes standard minimize, maximize, and close buttons. Below the title bar is a navigation bar with icons for 'Close', 'Previous', 'Next', and 'Save', and a 'Navigate' button. The main content area contains the following fields and options:

- Code:** DOC
- Description:** Daily office cleaning
- Requires timesheet
- Enabled on customer portal?
- Workbill manager colour:** 0, 0, 0, 0

The bottom of the window shows the text 'TaskTypeDetail' on the left and '© 2020 Templa Computer Systems Ltd' on the right.

Code – this must be a code that is unique within the *Task types*.

Description – enter a relevant description.

Requires timesheet – if ticked a timesheet will be generated when this task is assigned to a contract.

Enabled on customer portal – if ticked clients will be able to see information related to this task on the customer portal.

Workbill manager colour – if assigned this should be unique across all task types, the purpose of this is to distinguish task types that appear on the calendar view of the *Workbill manager* which allows the *Workbills* related to a specific task to be identified easily.

TASK TYPE DETAILS (PAYROLL COST TYPE OVERRIDES)

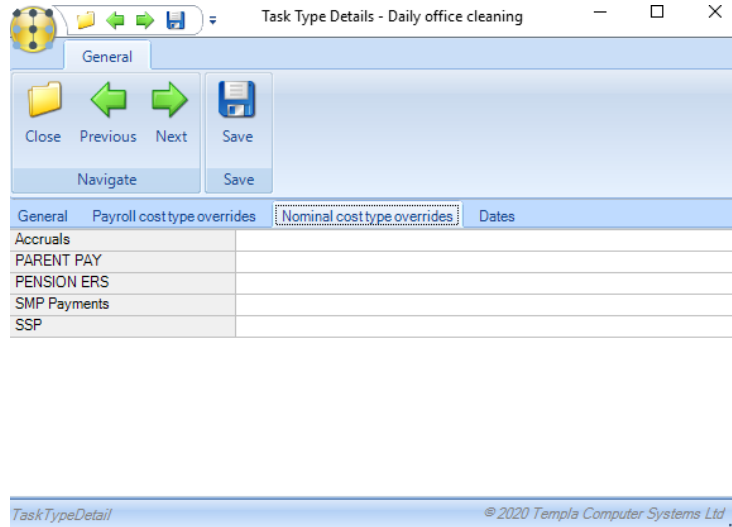
When set up to do so on *System Control*, TemplaCMS will retrieve irrecoverable payroll costs from an attached Access SelectPay database. These costs are then totalled and journaled to the relevant cost type for each cost. It is possible to override the cost type used for the journal creation by task type if required.

The screenshot shows the 'Task Type Details - Daily office cleaning' window with the 'Payroll cost type overrides' tab selected. The window title bar and navigation bar are the same as in the previous screenshot. The main content area is a table with the following rows:

Payroll cost type	Override
Absence adjustment	
Bank Holiday Pay Adjustment	
Basic pay	
Bonus	
Cover pay	
Equipment budget	
Expenses	
Holiday adjustment	
Holiday Adjustment on Terminati...	
Holiday Claw Back	
Holiday pay	
Holiday Pay for Long Term Abse...	
...	

The bottom of the window shows the text 'TaskTypeDetail' on the left and '© 2020 Templa Computer Systems Ltd' on the right.

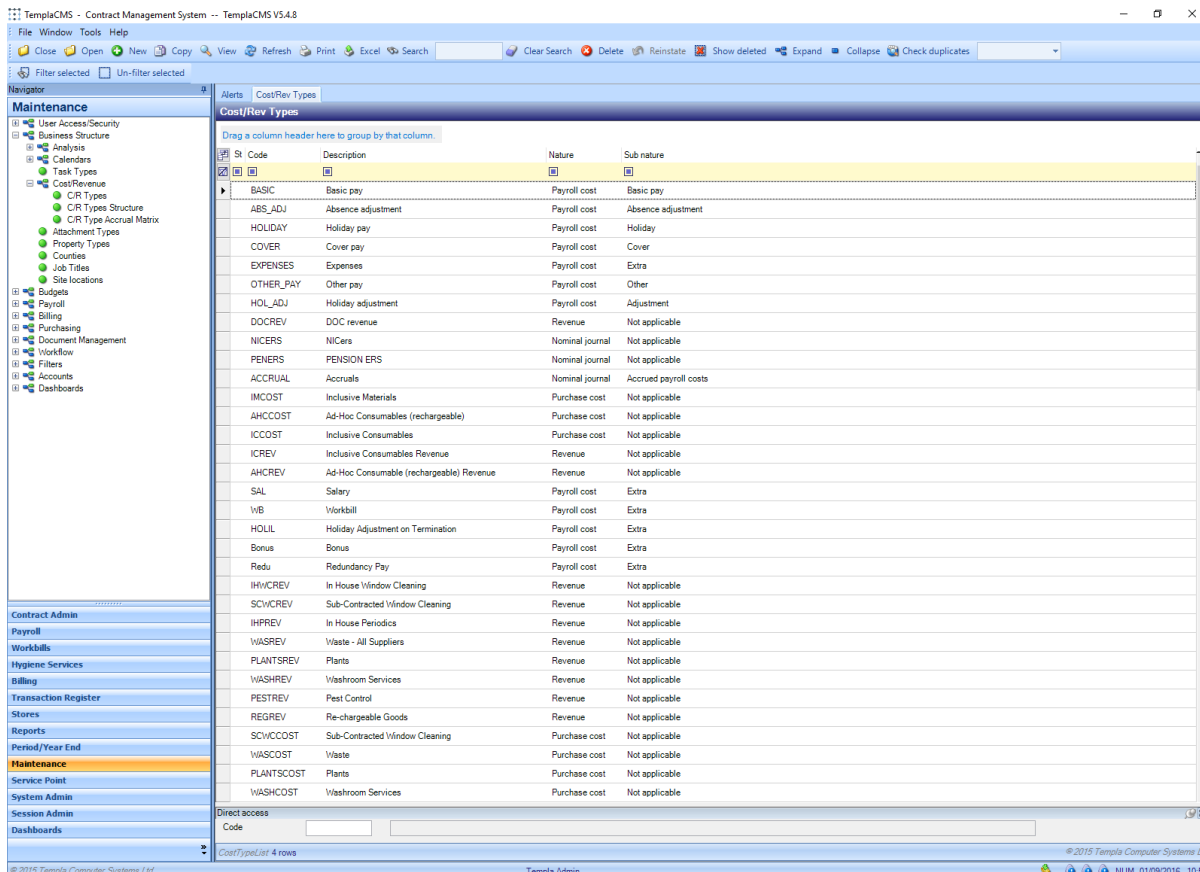
TASK TYPE DETAILS (NOMINAL COST TYPE OVERRIDES)



When retrieving irrecoverable costs back from an Access SelectPay payroll, in order to create the *Payroll Cost Import journal*, **TemplaCMS** assess if a *Nominal cost type override* exists for each specific nominal cost type and task type combination retrieved and if so, the override *Nominal cost type* will be used instead of the original one when generating the journal line. In doing so, different cost types can therefore be used for splitting out different tasks' irrecoverable costs. These can then be reported as required via existing reporting methods within **TemplaCMS**.

Cost/ revenue

C/R TYPES



Cost/Revenue types can be linked to either payroll, sales or revenue codes from linked Access Dimensions accounts or SelectPay payroll databases. This allows costs/revenue to hit the correct nominal accounts in the relevant accounts or payroll database. This also needs to be kept in mind from a reporting perspective.

New - clicking new will launch the cost type detail window.

COST TYPE DETAIL (GENERAL)

The screenshot shows the 'Cost/Rev Type Details - Basic pay' window with the 'General' tab selected. The window has a standard Windows-style title bar and a menu bar with 'File', 'Tools', and 'Help'. Below the menu bar is a toolbar with 'Close', 'Save', 'Previous', and 'Next' buttons. The main area contains several tabs: 'General', 'Payroll link', 'Sales link', 'Purchase link', 'Nominal Link', 'Budget groups', 'Accrual control', and 'Dates'. The 'General' tab is active and contains the following fields and options:

- Code:** A text box containing 'BASIC'.
- Description:** A text box containing 'Basic pay'.
- Nature:** A dropdown menu with 'Payroll cost' selected.
- Cost centre:** An empty text box.
- Use for P&L reporting?
- Include in payroll intercompany journal?

Code – this must be a code that is unique across all cost and revenue types.

Description – enter a relevant description.

Nature – refers to the area to which the cost/ revenue type will be linked:

- *Payroll cost* – links to a pay type to allow for reporting based on these costs.
- *Revenue* – links to sales analysis to allow for reporting based on the type of income.
- *Purchase cost* – links to purchase analysis to allow for reporting based on these costs.
- *Nominal journal* – transactions which will be directly attributed to a defined nominal code.

PAYROLL LINK (FOR PAY TYPES ONLY)

The screenshot shows the 'Cost/Rev Type Details - Basic pay' window with the 'Payroll link' tab selected. The window has a standard Windows-style title bar and a menu bar with 'File', 'Tools', and 'Help'. Below the menu bar is a toolbar with 'Close', 'Save', 'Previous', and 'Next' buttons. The main area contains several tabs: 'General', 'Payroll link', 'Sales link', 'Purchase link', 'Nominal Link', 'Budget groups', 'Accrual control', and 'Dates'. The 'Payroll link' tab is active and contains the following fields and options:

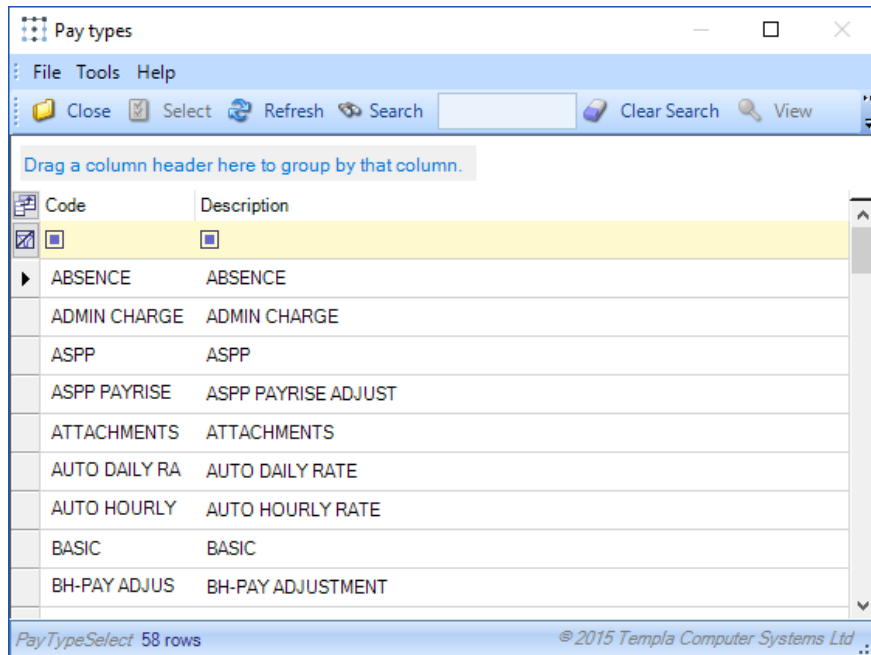
- Associated pay type:** A text box containing 'BASIC'.
- Sub nature:** A dropdown menu with 'Basic pay' selected.
- Export bucket:** A dropdown menu with 'none' selected.

Below these fields is an 'Overrides' section with a table:

For	Override to
Contract Manager - DINA	MOBILE SUPERVISOR
Contract Manager - JOHN	WIN/CLEANERS BASIC

At the bottom of the 'Overrides' section are four buttons: 'Add', 'Remove', 'Copy', and 'Details'.

Associated pay type - click on the binoculars to open a list of all pay types that are defined in the linked *SelectPay* payroll databases.

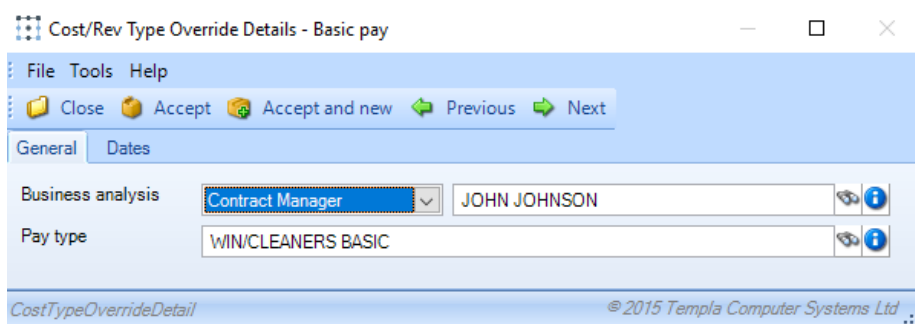


Select the relevant payroll paytype to associated it with the payroll cost type in CMS.

Sub nature (payroll link only) - this defines the secondary nature of the payroll cost type e.g. *Basic, Absence, Extra* etc. which determines the behaviour and use of these costs on timesheet entry.

Export bucket (only applicable in Ireland) - these relate to the import fields available in *Thesaurus* payrolls.

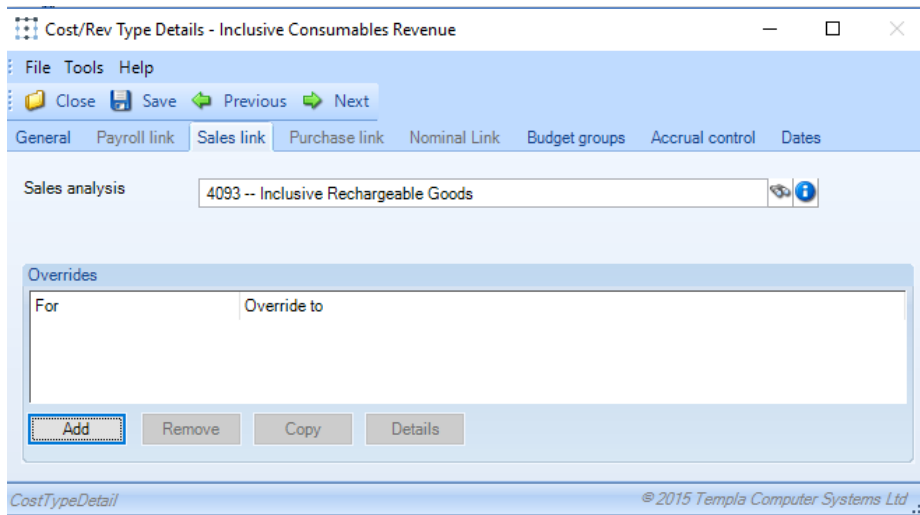
Overrides - can be set based on a specific *Business Analysis code*. This is mainly used where customers require a split based on a B/A level in there COA.



Business analysis - the dropdown box will display all business analysis headings that have been set up within *TemplaCMS*, with the adjacent field then needing a *Business analysis code* entered.

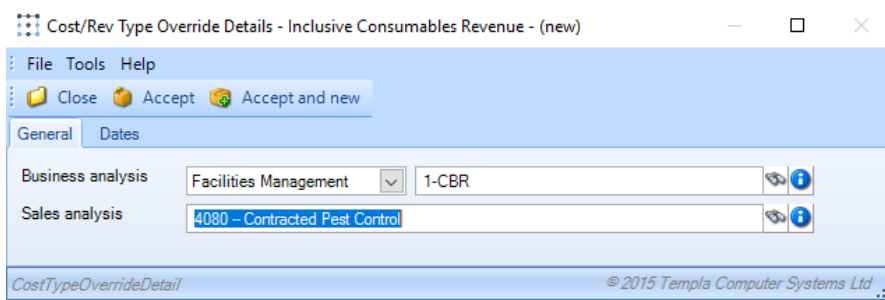
Pay type - this defines the pay type that will be used for the selected *Business Anlysis code*. When using this the paytypes in the payroll database should be defined for each *Business Anlysis code*, for example if a split by 'Region' is required a paytype for each 'Region' should be defined - ie. 'BASIC - NORTH EAST', 'BASIC-SOUTH' etc. .

SALES LINK (FOR REVENUE TYPES ONLY)



Sales Analysis – click on the binoculars to open a list of all sales analysis codes that can be used within *TemplaCMS*, the selected sales code will then link to an external accounts system to allocate the revenue to the correct nominal code and aid with reporting ease these should be assigned in a clear easy to understand manner.

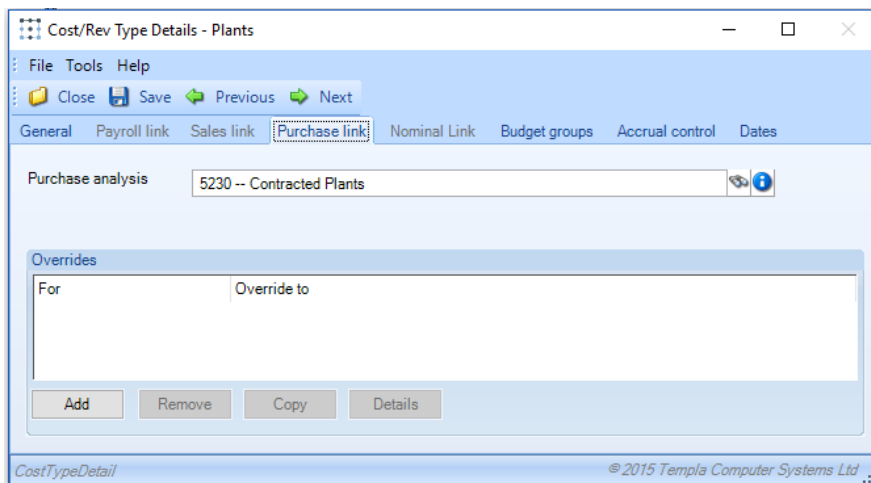
Overrides – can be set based on a specific *Business Analysis codes*. This is mainly used where customers require a split based on a B/A level in there COA.



Business analysis – the dropdown box will display all business analysis headings that have been set up within *TemplaCMS*, with the adjacent field then needing a *Business analysis code* entered.

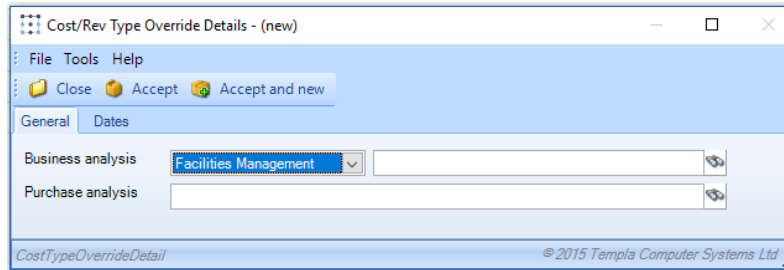
Sales analysis – this defines the sales code that will replace the details set up previously where this *Business analysis level* is concerned.

PURCHASE LINK (FOR PURCHASE TYPES ONLY)



Purchase Analysis – click on the binoculars to will open a list of all *purchase analysis codes* that can be used within *TemplaCMS*, the selected *purchase analysis code* will then link to an external accounts system to allocate the revenue to the correct nominal code and aid with reporting. These should be assigned in a clear easy to understand manner.

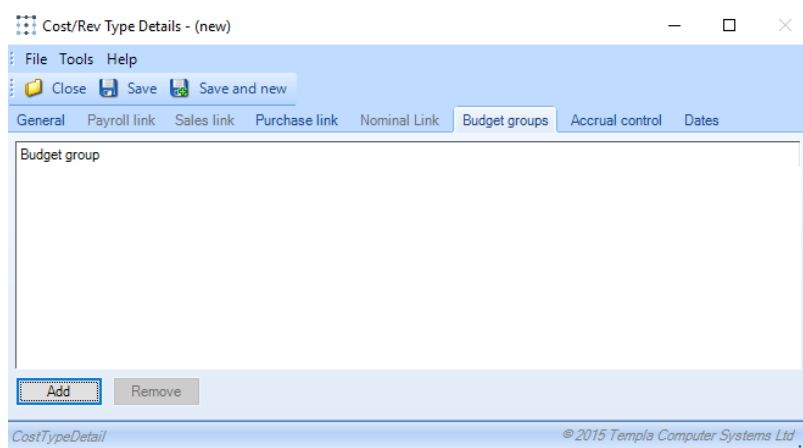
Overrides – can be set based on a specific *Business Analysis codes*. This is mainly used where customers require a split based on a B/A level in there COA.



Business analysis – the dropdown box will display all business analysis headings that have been set up within *TemplaCMS*, with the adjacent field then needing a *Business analysis code* entered.

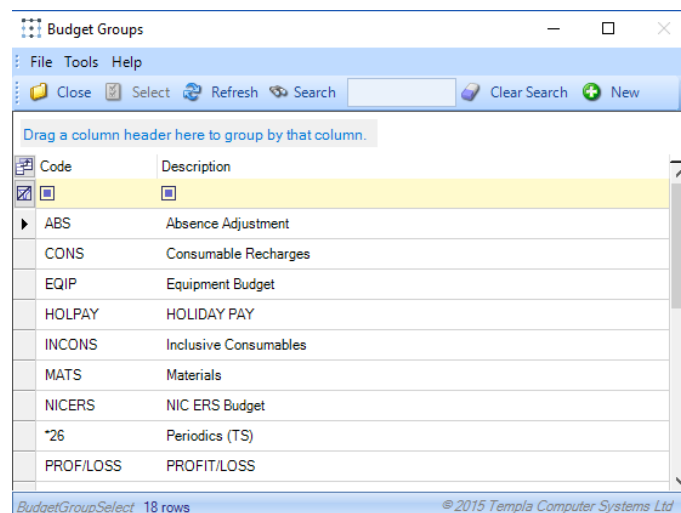
Purchase analysis – this defines the purchase code that will replace the details set up previously where this *Business analysis level* is concerned.

BUDGET GROUPS

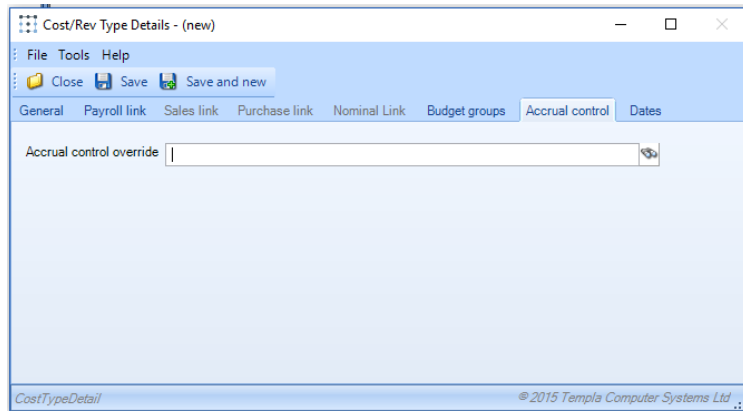


It is possible to assign a *Budget group* within *TemplaCMS* to a *Cost/Revenue type* of any nature, doing this will match all values posted against this type to the budget group selected e.g. *Basic pay* to *Wages* etc. Care should be taken to only assign *Cost/Revenue types* which should be tracked against the budget.

To add a *Budget group* click add and select the required group from the list.

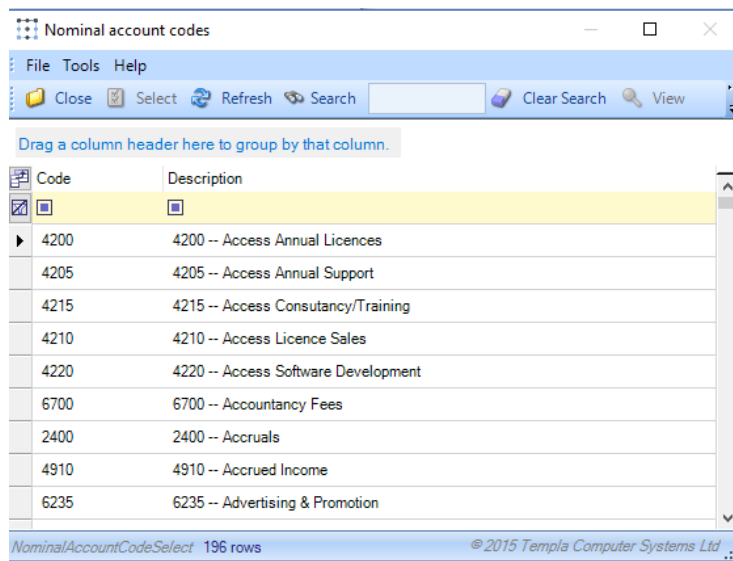


ACCRUAL CONTROL

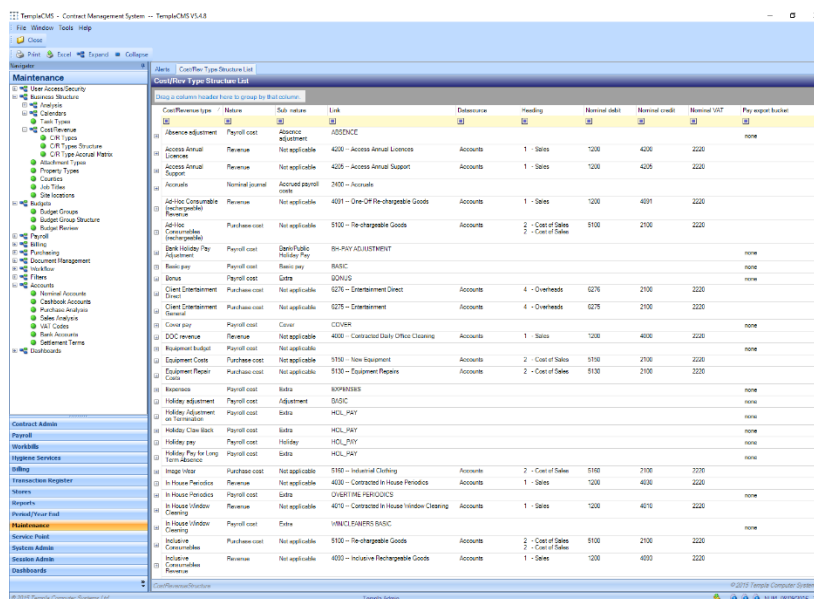


Accrual control override – if a *Cost type* used on an item in an accrual batch has an accrual control override account specified the override account will be used for the control posting.

To add an overriding nominal code, click on the binoculars and select the desired code from the list.

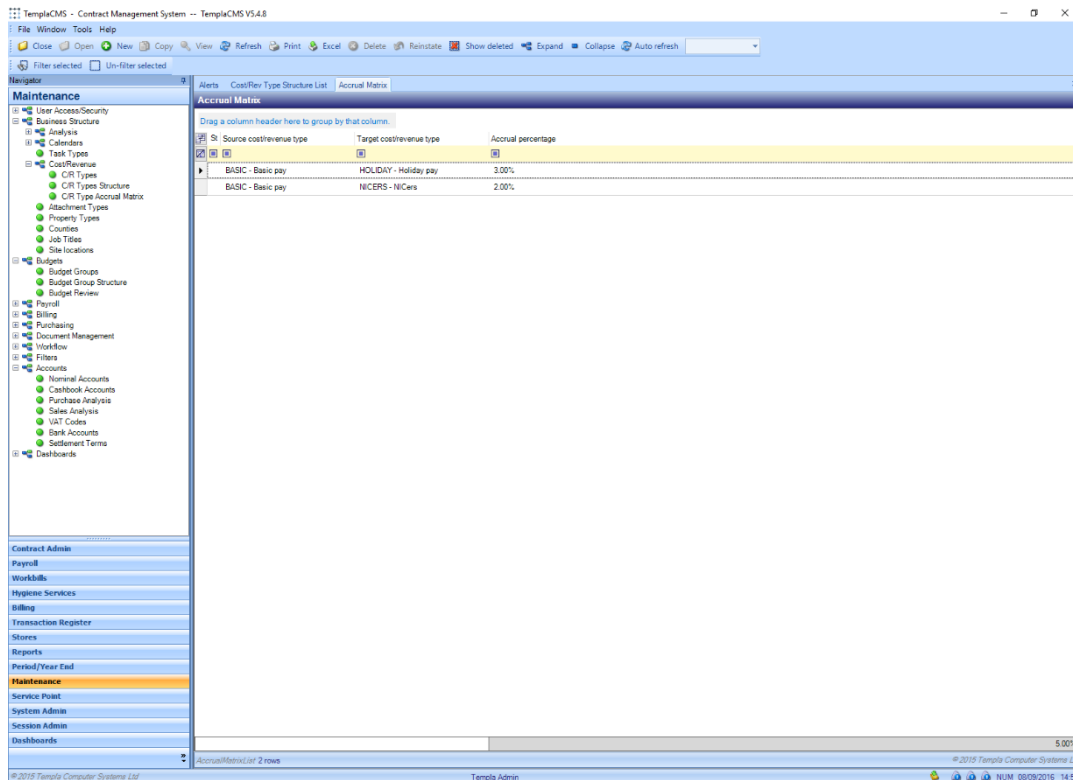


C/R TYPE STRUCTURE



This list shows all *Cost/Revenue types* with their *Nature, Datasource, Budget group* etc.

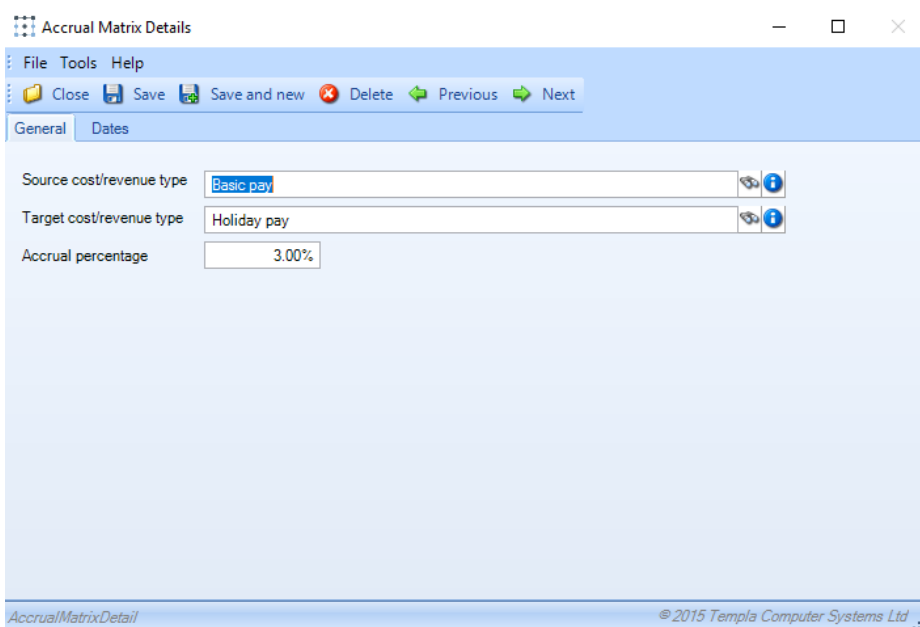
C/R TYPE ACCRUAL MATRIX



An accrual link can be set up between two *Cost/Revenue* types based on a set percentage. All such links will be viewable within this list.

New – click on *New* to launch the accrual matrix detail window.

ACCRUAL MATRIX DETAIL (GENERAL)

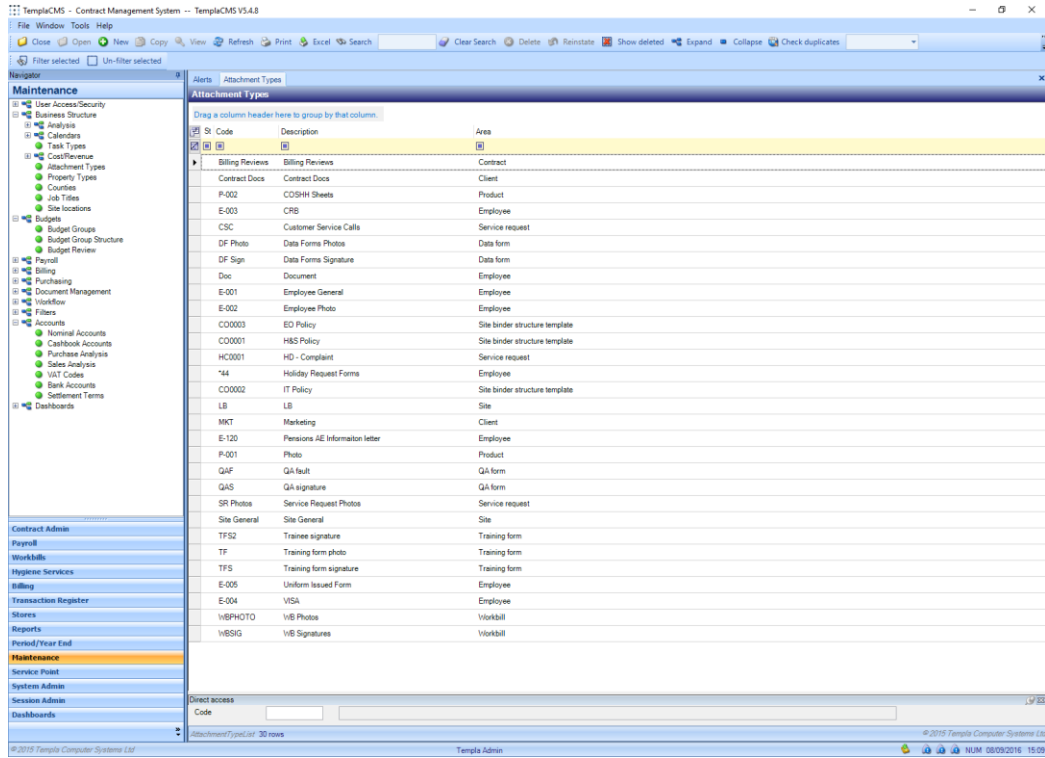


Source cost/revenue type – the *Cost/Revenue* type that the accrual percentage applies to.

Target cost revenue type – the *Cost/Revenue* type that accrues the percentage value from the defined source type e.g. If basic pay is £100 then holiday pay would accrue £3 (3%).

Accrual percentage – the percentage of the source type to be accrued.

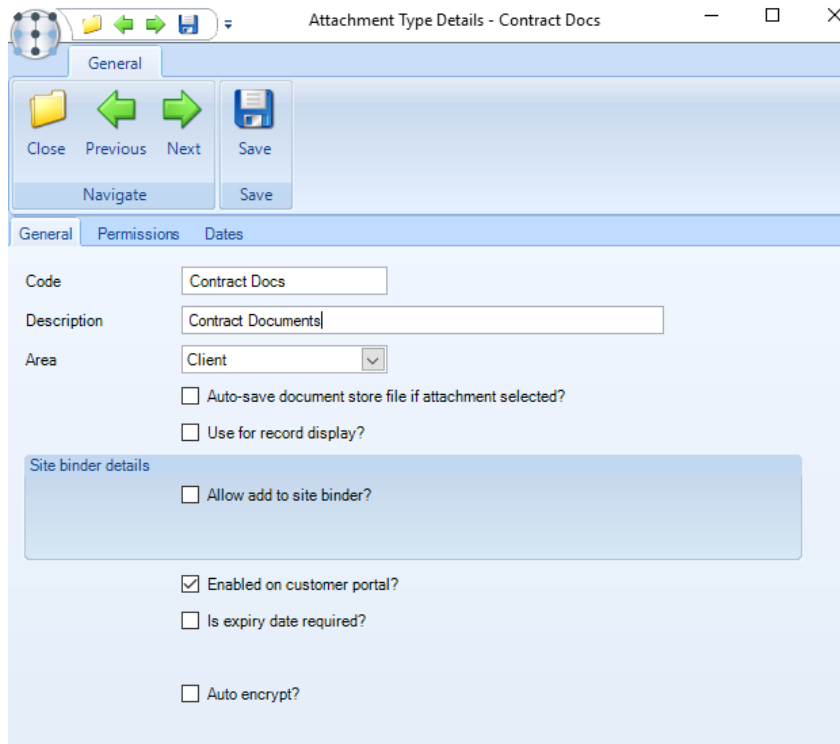
Attachment types



Attachment types can be set up for multiple area's of *TemplaCMS* to allow for documents to be stored against that area and allow the 'classification' of documents. This list shows all of the attachments that can be added to *TemplaCMS* data.

New - click on New to launch the attachment type detail window.

ATTACHMENT TYPE DETAIL (GENERAL)



Code – this must be unique across all attachment types.

Description – enter a relevant description, this could be the ‘*document type*’ for example ‘Disciplinary letter’.

Area – which area in *TemplaCMS* will the attachment type be allocated to e.g. employees, clients, sites, contracts etc.

Auto-save document store file if attachment selected? – if ticked all files that are attached will be saved in the *Document store* folder.

Use for record display? – if ticked the attachment will be visible within the area that is selected i.e. employee photo’s on the employee record.

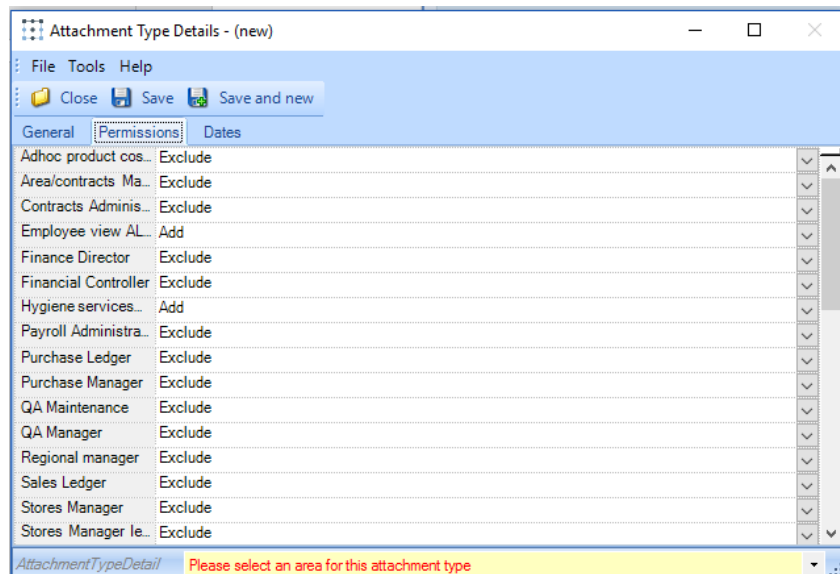
Allow add to site binder? – if ticked the document can be added to the *Site binder* which could be made visible on the *Customer Portal* for customers to see.

Enabled on customer portal? – if ticked any document attached as this type will be visible to customers on their *Customer Portal* log in.

Is expiry date required? – some documents that are attached to various areas of *TemplaCMS* may only be valid for a certain period amount of time e.g. Insurance documents. When adding new attachments (via the document store or elsewhere) for an attachment type flagged as *Expiry date required?* the user will be required to enter a future expiry date.

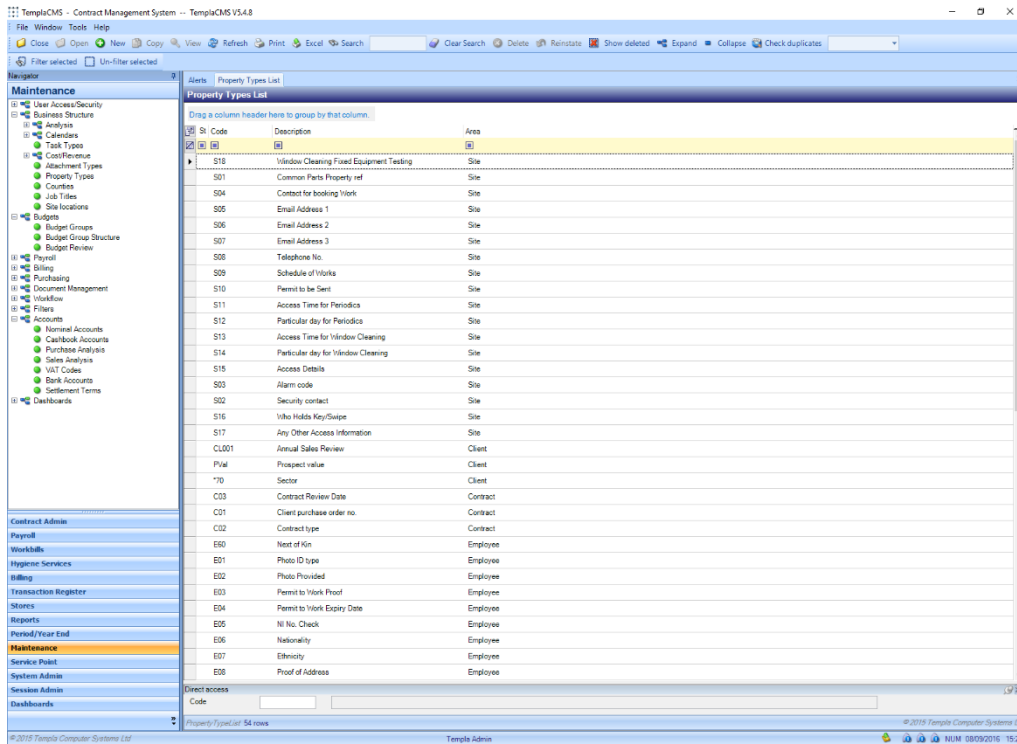
Auto encrypt? - when ticked, any new document store files that are saved using this attachment type will be automatically encrypted as they are placed in the store. Any pre-existing document in the store will not be affected by a change to this setting. If it is required to encrypt all existing files under a given attachment type, these would need to be removed and re-added to the document store manually.

PERMISSIONS



This tab allows the user to define which user groups will be allowed to *view, amend and add* the *Attachment type*. If set to *exclude* the user group will not be able to see the attachment at all.

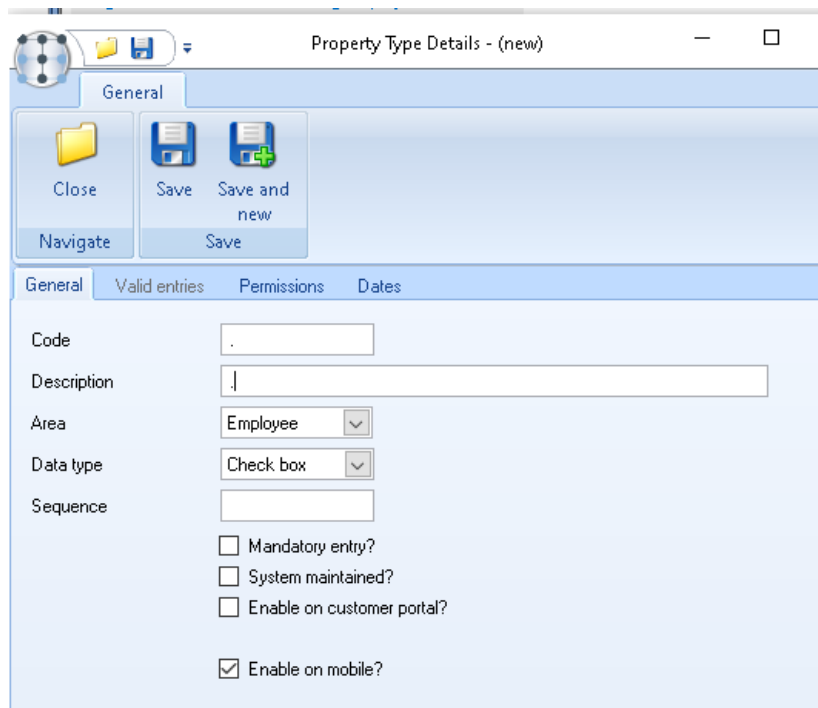
Property types



Property types are optional fields that can be created across various area's of *TemplaCMS* to capture any additional data may be required, for example the *nationality* of employees.

New - click on *New* to launch the property type detail window.

PROPERTY TYPE DETAIL (GENERAL)



Code – this must unique across all property types.

Description – enter a relevant description.

Area – which area of *TemplaCMS* will the property type be allocated to e.g. employees, supplier, client, contract etc.

Data type – the format of the data that should be recorded:

- Text
- Numeric
- List
- Checkbox
- Date
- Date & time
- Client order

Sequence – the order in which the *Property types* should appear in for the specific area.

System maintained? - allows calculated data, or data from elsewhere in the *TemplaCMS* database to be made visible in the same way as a *UDP*

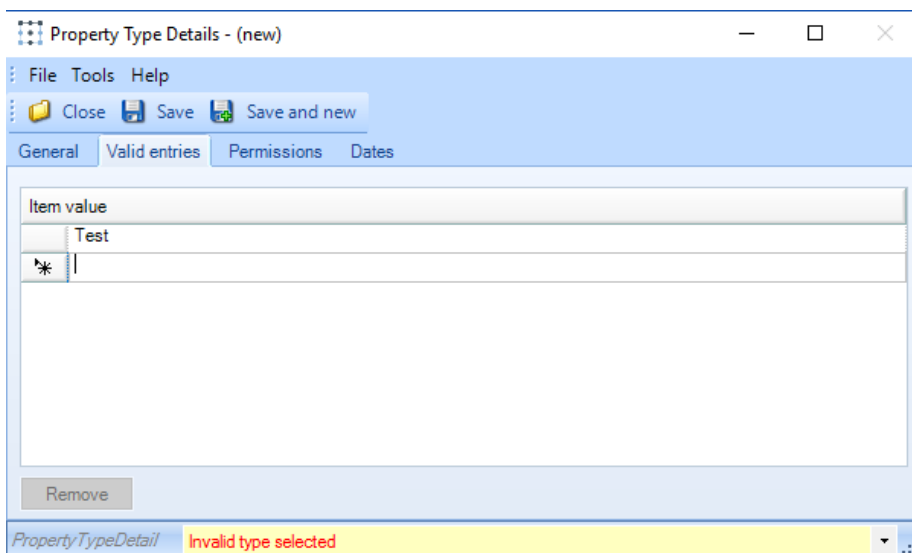
Mandatory entry – if ticked users will be forced to complete the data entry for this field, they will not be able to save any changes in the relevant area if this field is not completed.

Enable on customer portal? - if ticked the *Property type* will be visible to customers on their customer portal log in.

Enable on employee portal? - if ticked the *Property type* will be visible to employees on their employee portal log in.

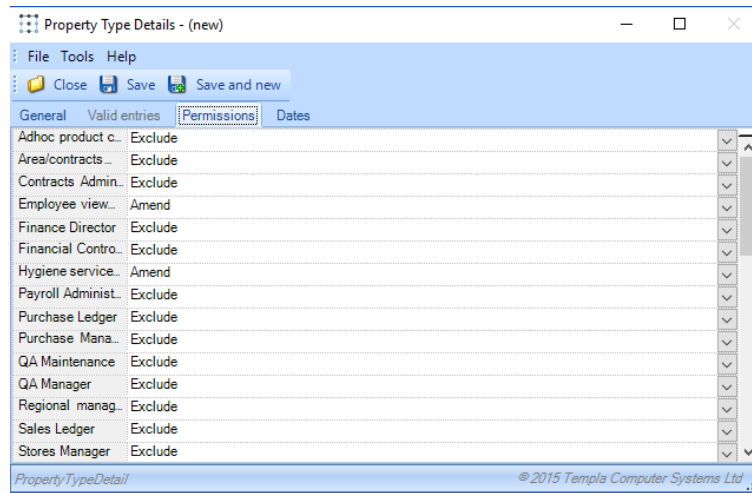
Enable on mobile? – if ticked the *Property type* will be sent to the mobile device.

PROPERTY TYPE VALID ENTRIES



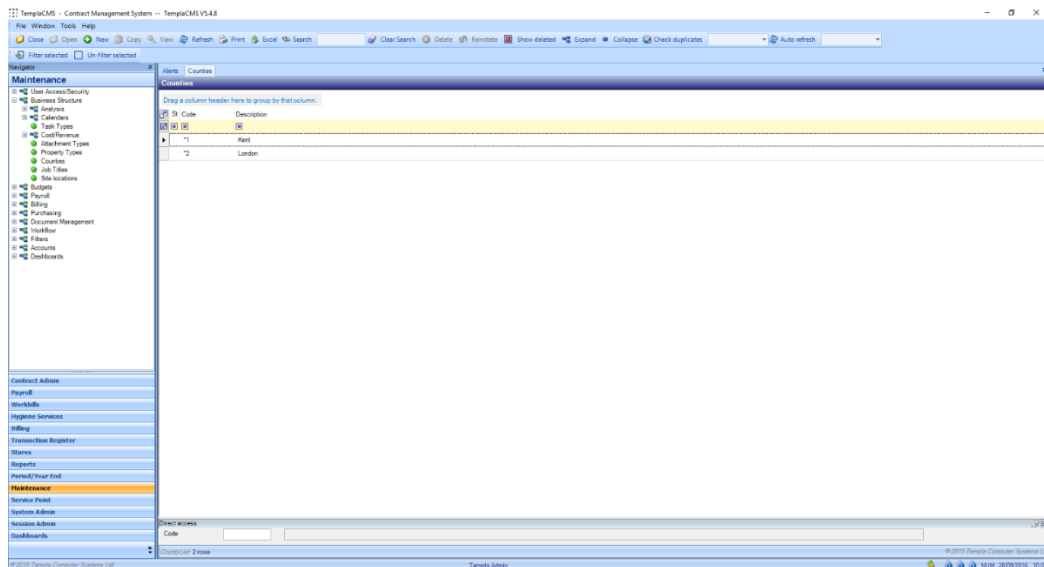
This tab only appears where the selected '*data type*' is list. To add to the list type into the empty field under '*Item value*', this will cause another empty field to appear. Continue this process until all required values have been entered.

PROPERTY TYPE PERMISSIONS



This tab allows the user to define which user groups will be allowed to *view, amend and add* the *Property type*. If set to *exclude* the user group will not be able to see the *Properties* at all.

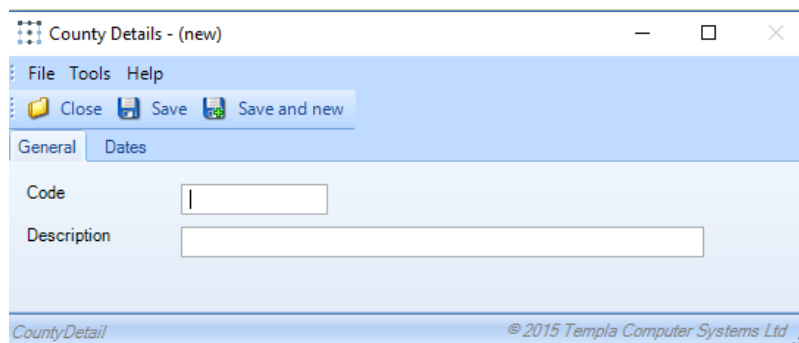
Counties



All *counties* available to use in address's client and site addresses appear on this list.

New - click on new to add a new county, this will open the *County Detail* window.

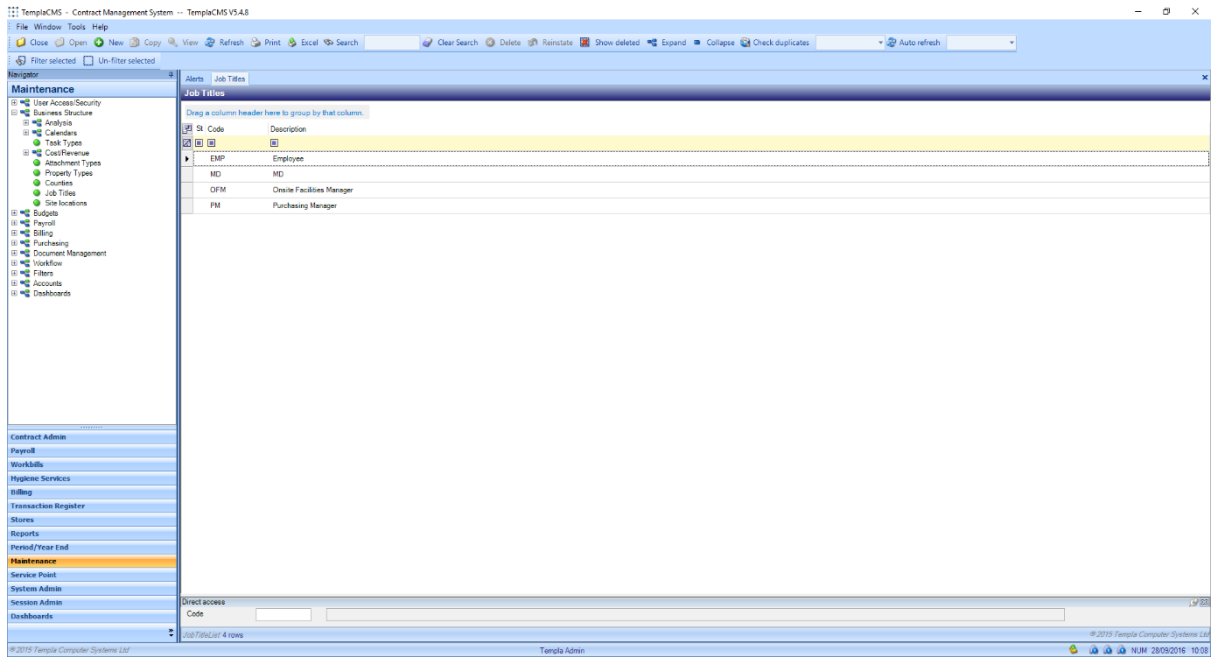
COUNTY DETAILS (GENERAL)



Code – this must be a code that is unique within *Counties*.

Description – enter a relevant description.

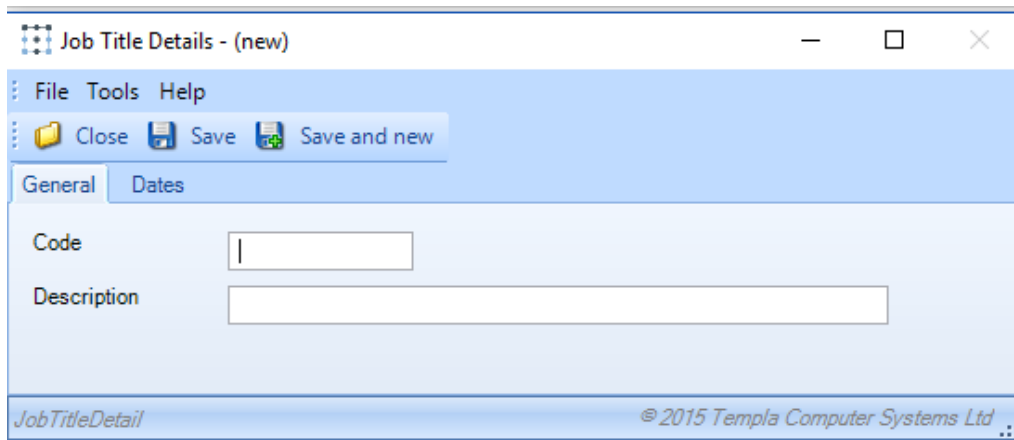
Job titles



All *Job titles* appear in this list. *Job titles* are used for external contacts for eg. clients or suppliers as well as internally for example for users or employees.

New - click on new to open the *Job title detail* window.

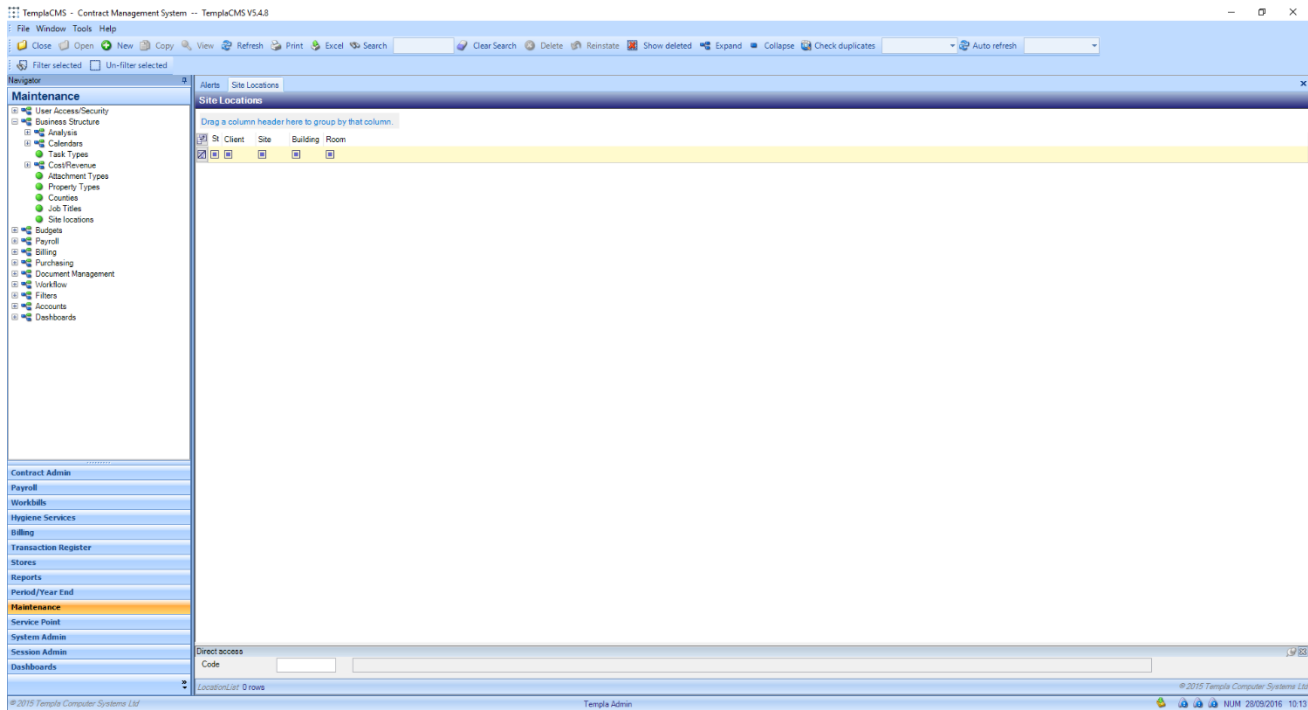
JOB TITLE DETAIL (GENERAL)



Code – this must be a code that is unique across all *Job titles*.

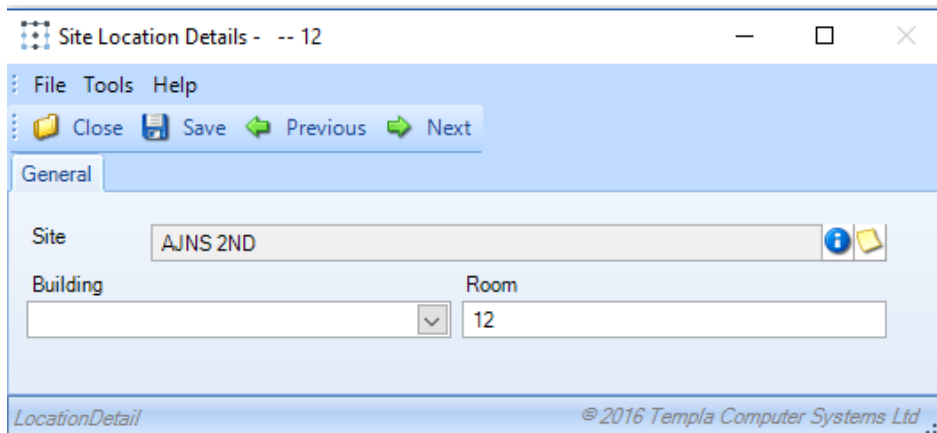
Description – enter a relevant description.

Site locations



Site locations can be added as a level below the Site to allow for more specific *Quality audits* to be created. All Site locations set up in TemplaCMS will appear in this list.

SITE LOCATION DETAILS (GENERAL)



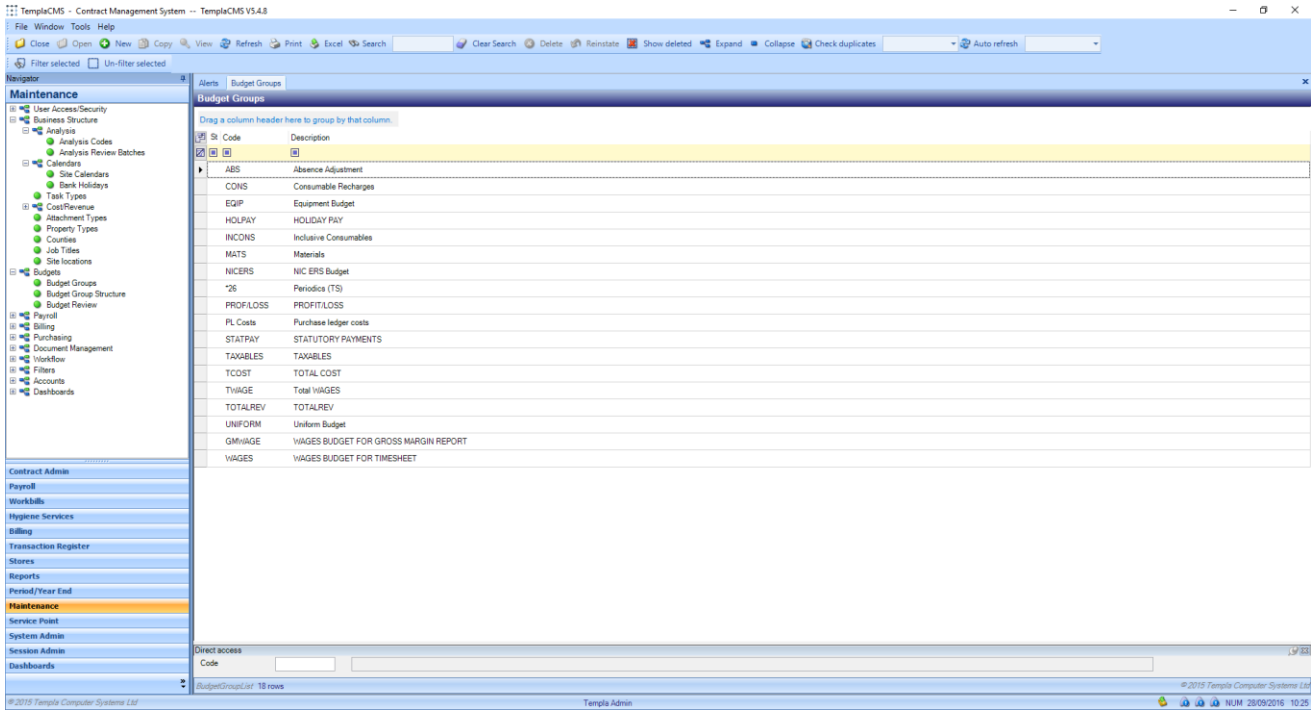
Site - choose the relevant site for the *Site location* details.

Building - can either be manually typed in or chosen from the dropdown if the building already exists in TemplaCMS for example 'East Wing'.

Room - enter a specific room number or name within in the *Building*.

BUDGETS

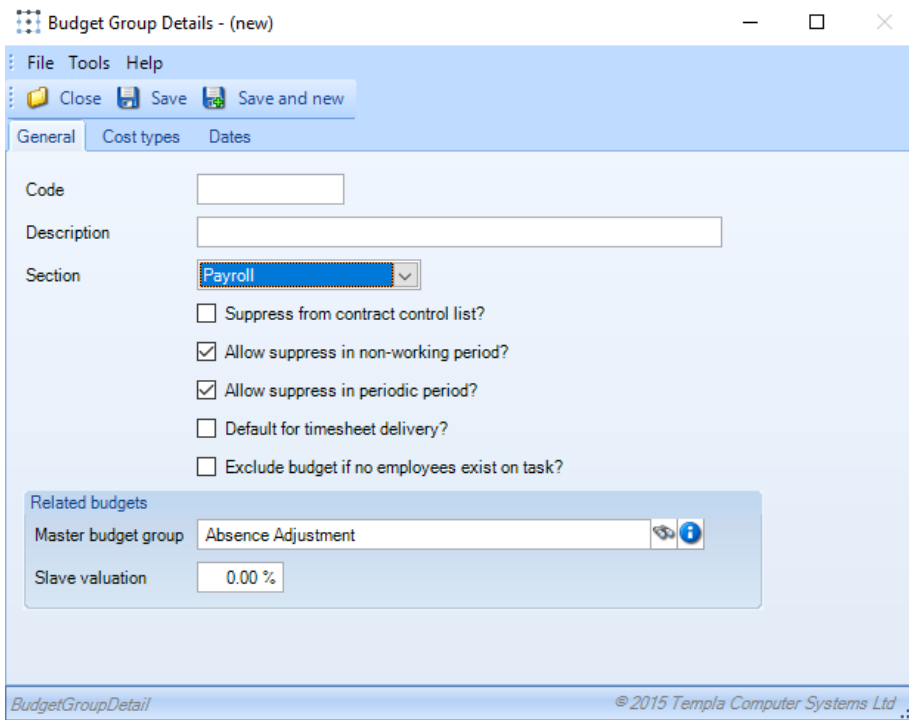
Budget Groups



This window provides a list of all budgets that have been set up in *TemplaCMS*.

New – click on *New* to add a new *Budget group*.

BUDGET GROUP DETAIL (GENERAL)



Code – this must be a code that is unique across all *Budget groups*.

Description – enter a relevant description.

Section – this is the the area of *TemplaCMS* that the budget relates to for e.g. *Payroll, Billing, Periodics* etc. Depending on the area selected here, additional options may appear.

None, General, Payroll, Billing, Workbill & Periodic

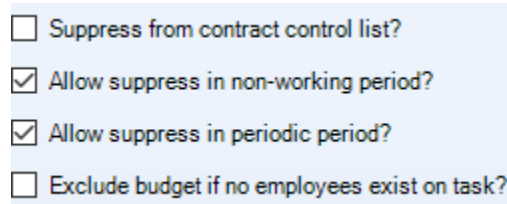
The following three boxes will appear for all of the above sections:

Suppress from contract control list? – if ticked the *Budget group* will not appear on the contract control list.

Allow suppress in non-working period – if ticked the *Budget* will be suppressed where non-working periods are defined on the calendar associated with the contract or periodic task.

Payroll

In addition to the above selecting *Payroll* will also make the following options available:



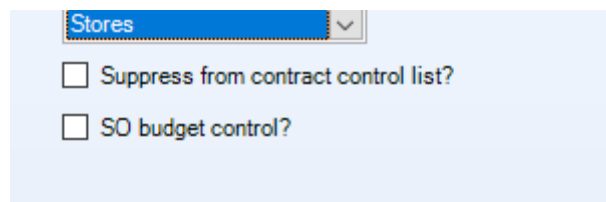
Suppress from contract control list?
 Allow suppress in non-working period?
 Allow suppress in periodic period?
 Exclude budget if no employees exist on task?

Allow suppress in periodic period? – when ticked the budget will be suppressed where periodic periods are defined on a calendar.

Exclude budget if no employees exist on task? - if there is a task on a *Contract* with no employees assigned to that task then the budget will be suppressed when this option is ticked on the *Payroll Budget group*.

Stores

When the chosen section is *Stores*, the following options will appear:



Stores
 Suppress from contract control list?
 SO budget control?

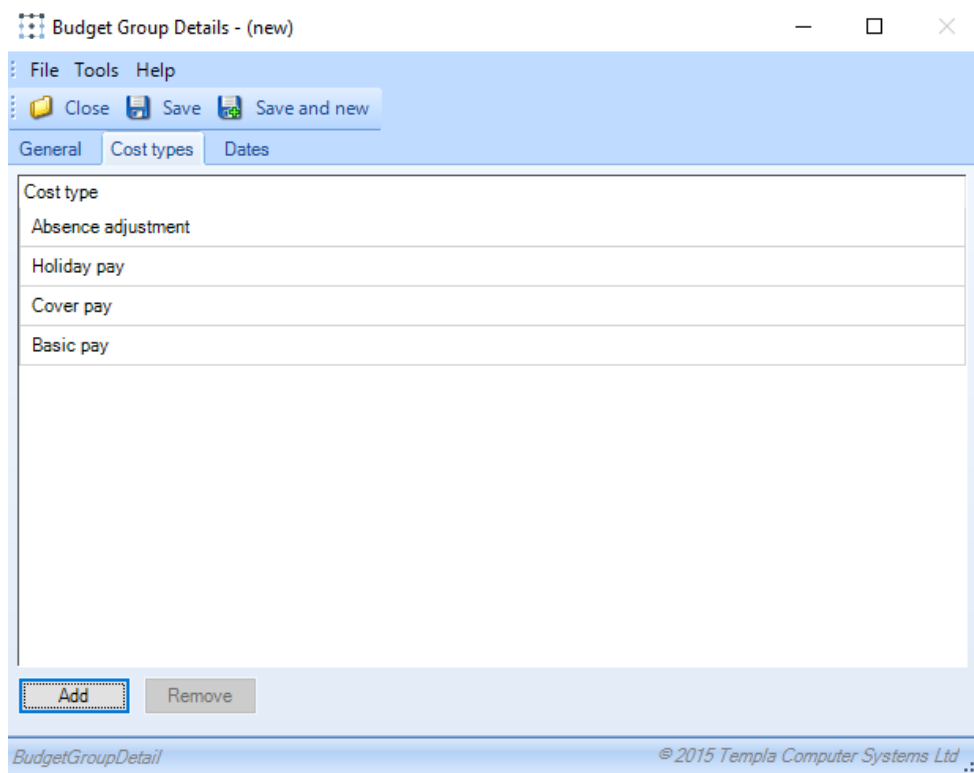
Suppress from contract control list? – if ticked the budget group will not appear on the contract control list.

SO budget control? - defines which *Stores Budget groups* will be visible during stores order entry.

Master Budget Group – defining a master for a budget group defines the group as a “slave” budget group. A “slave” budget group will be automatically calculated based on the value of the associated “master” on each contract it is assigned to.

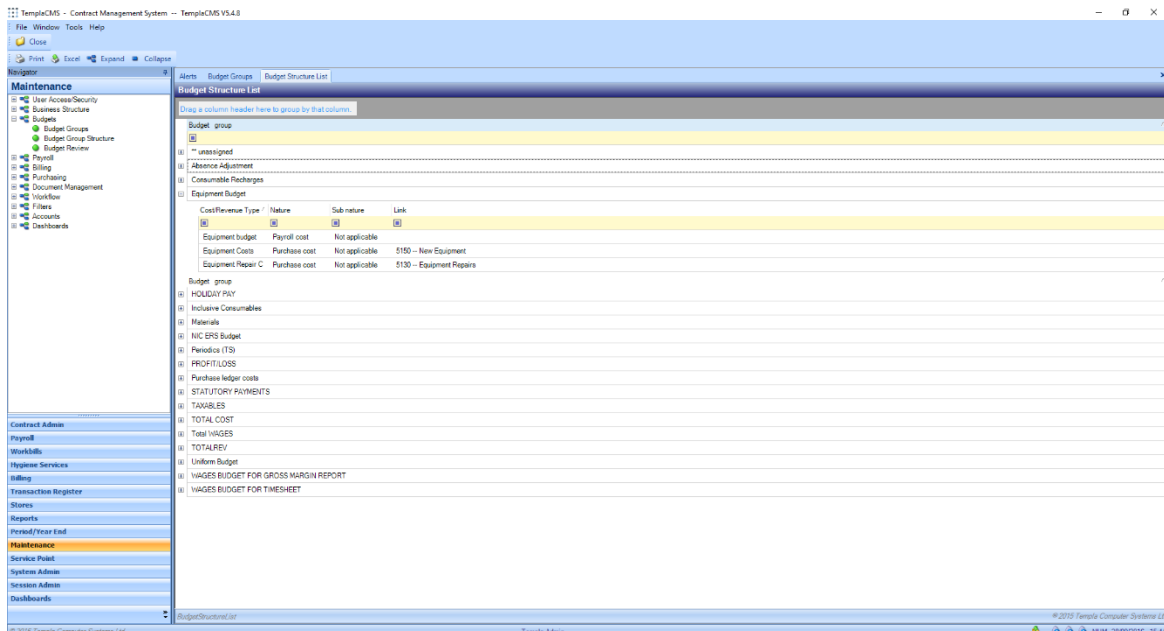
Slave valuation – defines the percentage of the master budget that the slave value should be calculated at e.g. If the valuation is 10% and the master budget is added to a contract with a value of £100, then the slave budget would be created with a value of £1.

BUDGET GROUP COST TYPES



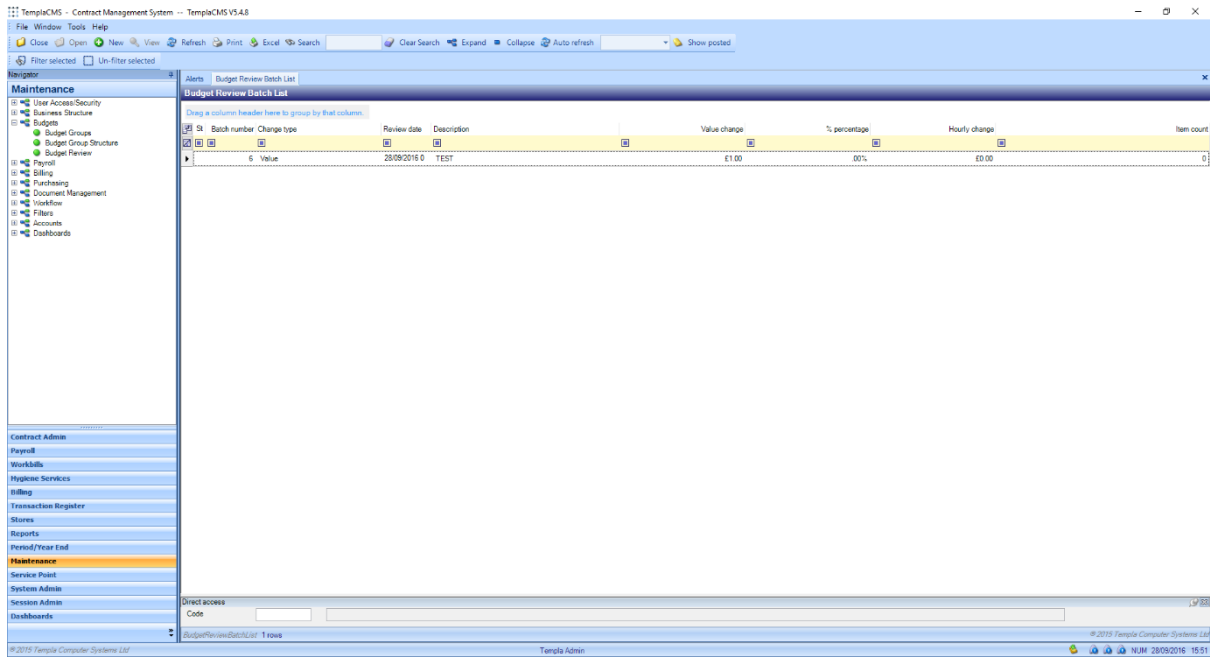
All *Cost types* which should be tracked against the budget can be added here.

Budget group structure



Displays all *Budget groups* that are set up in *TemplaCMS* along with the option to expand to display a list of each cost type that is associated with the *Budget group*.


Budget review





Budget reviews can be used to bulk update budgets that have been applied across multiple clients, sites & contracts. By default this list displays all reviews which have not yet been posted. To view posted budgets click on the 'Show posted' option.


BUDGET REVIEW DETAIL (GENERAL)

General


Close


Save


Notes


Delete

Navigate

Save

Other

Batch

General

Batch number

Description

Change type Value Percentage Rebuild Hourly rate Split wage re-align Single wage re-align

Review date

Extraction

General

Business Analysis

Accounts system

Client

Site

Contract

Budget group

Linked pay scale

Task type

Frequency

Value change

Value +/-

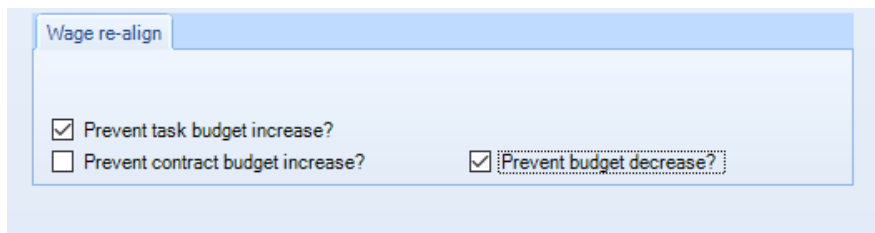
Batch number – the next available number will be automatically generated.

Description – enter a relevant description.

Change type – reflects the type of change that is being made e.g:

- *Value*
- *Percentage*
- *Rebuild* – this allows for the regeneration of autobuild budgets based on a master / slave **Budget group** relationship.
- *Hourly rate*
- *Split Wage re-align* – this option can be used in conjunction with a **Pay scale** (e.g. national minimum wage) in order to ensure wage budgets linked to the pay scale are in line with the configured employees.

Where *Split Wage re-align* is selected the following tick boxes will appear



The screenshot shows a dialog box titled "Wage re-align". Inside the dialog, there are three tick boxes with labels: "Prevent task budget increase?" (checked), "Prevent contract budget increase?" (unchecked), and "Prevent budget decrease?" (checked). The "Prevent budget decrease?" box has a dashed border.

- *Prevent task budget increase?* – only increase contract budgets not those related to specific tasks.
- *Prevent contract budget increase?* – only increase task budgets not overall contract budgets.
- *Prevent budget decrease?* – budget changes will only be made where a budget would be increased.

Single Wage re-align - if selected the generation process results in a single wage budget per task on the contract being retained (or recreated) and updated to reflect the total employee assignment value, be those values driven by pay scale or comprising pay rates. Where multiple wages budgets already exist, e.g. at pay scale level, these are end dated and replaced by a single new wage budget in the post process. Associated 'Slave budgets' can also optionally be rebuilt at the same time if the option is selected.

Review date – the date from which the change should take effect.

Extraction – allows the criteria for which budgets will be affected to be refined.

General

- *Client* – will alter all budgets on all contracts associated with the chosen client.
- *Budget group* – will alter the specified budget group on all clients, sites & contracts.
- *Linked pay scale* – can be used with the Wage re-align option to ensure wage budgets linked to a pay scale are changed in line with the configured employees.
- *Task type* – will alter all budgets linked to a specific task type for example *wages budget* for the 'Daily office cleaning' task.
- *Frequency* – will only alter budgets that are the same as the frequency defined here e.g. 1 week, 1 month etc.

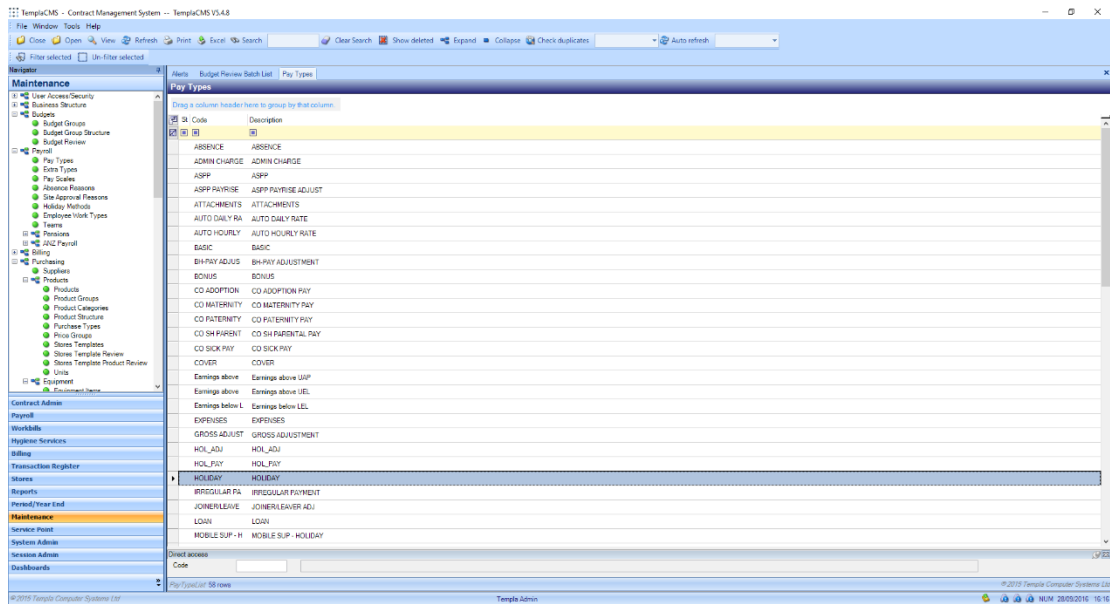
Business analysis

- Budgets can also be extracted based on one or more *Business Analysis* criteria e.g. All budgets on sites that have the same company and area manager.

Value change – the required value of the change to be made e.g. 15%.

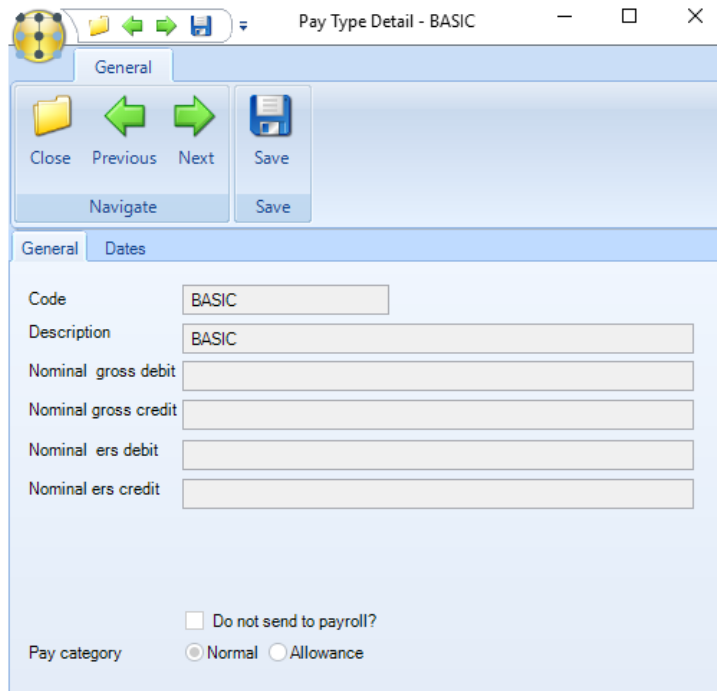
PAYROLL

Pay types



This screen displays a list of Paytypes available for use from the linked *SelectPay* payroll database. These can be linked to the relevant payroll *Cost/Revenue* types available in *TemplaCMS*.

PAY TYPE DETAIL (GENERAL)

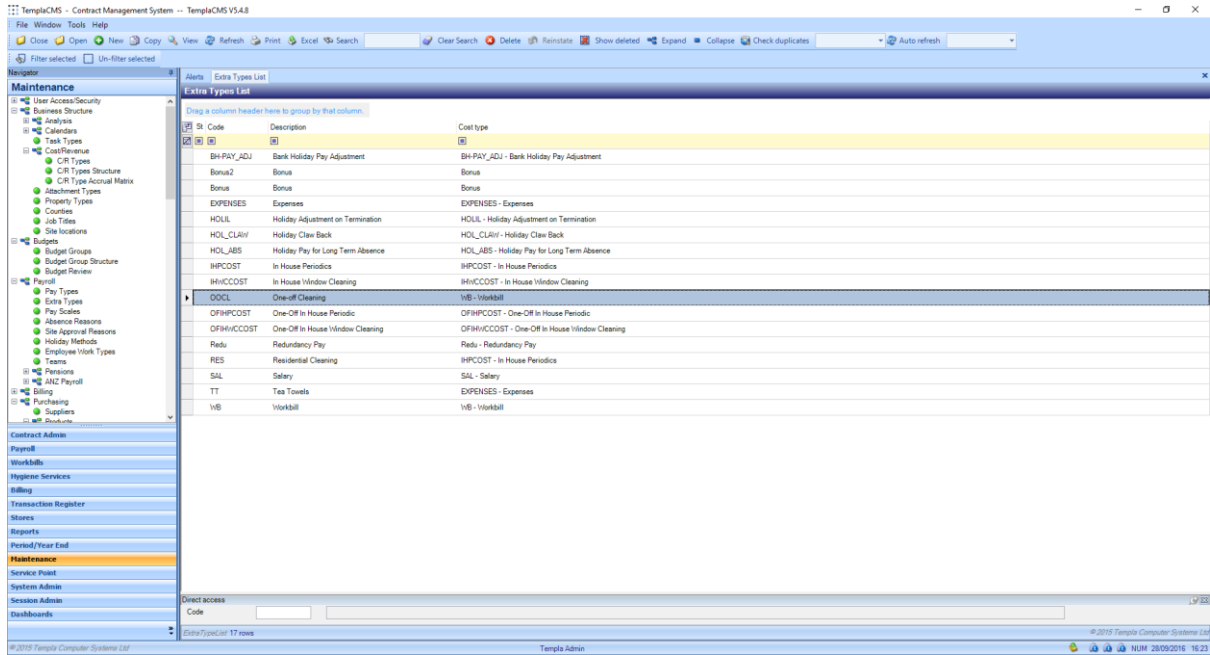


This screen displays some of the *Pay type* details available for the *Pay type* from the linked *SelectPay* payroll database. It is not possible to change or add new *Pay types* from this screen. Any changes should be made in the relevant payroll database.

Do not send to payroll? – when ticked any details recorded against this paytype will not be included in the payroll export file.

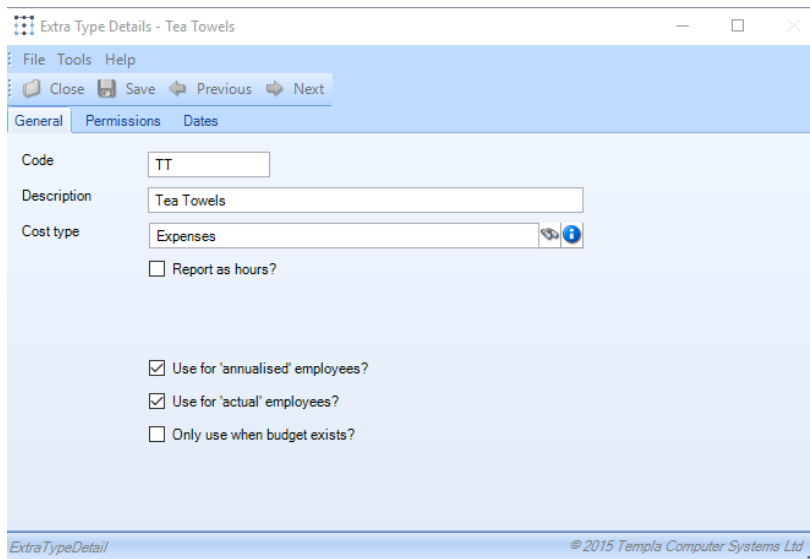
Pay category? – this setting is to be used with Attaché payroll only. This setting has no impact when not using the Attaché payroll.

Extra types



Extra types reflect any additional payments that may be made to employee's, usually on an irregular basis or due to additional work/ tasks being undertaken. This list displays all Extra types that have been set up in TemplaCMS.

EXTRA TYPE DETAIL (GENERAL)



Code – this code should be unique across all Extra types.

Description – enter a relevant description.

Cost type – select the Payroll Cost type that the extra expense is to be allocated against.

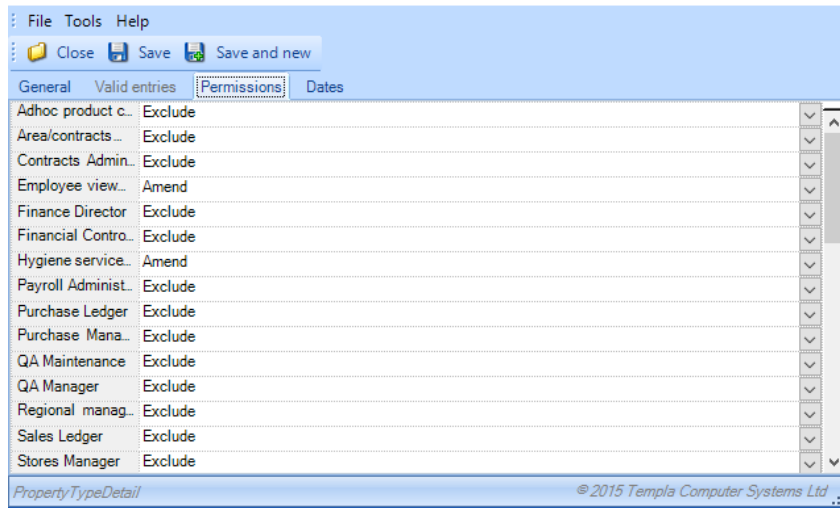
Report as hours? – designates whether the extra's entered will appear as hours on payroll or timesheet analyser reports.

Use for anualised employee's – determines whether the extra type can be assigned to employee's who are paid via the Annualisation pay method.

Use for actual employee's – whether the extra type can be assigned to employee's who are paid via the Actual pay method.

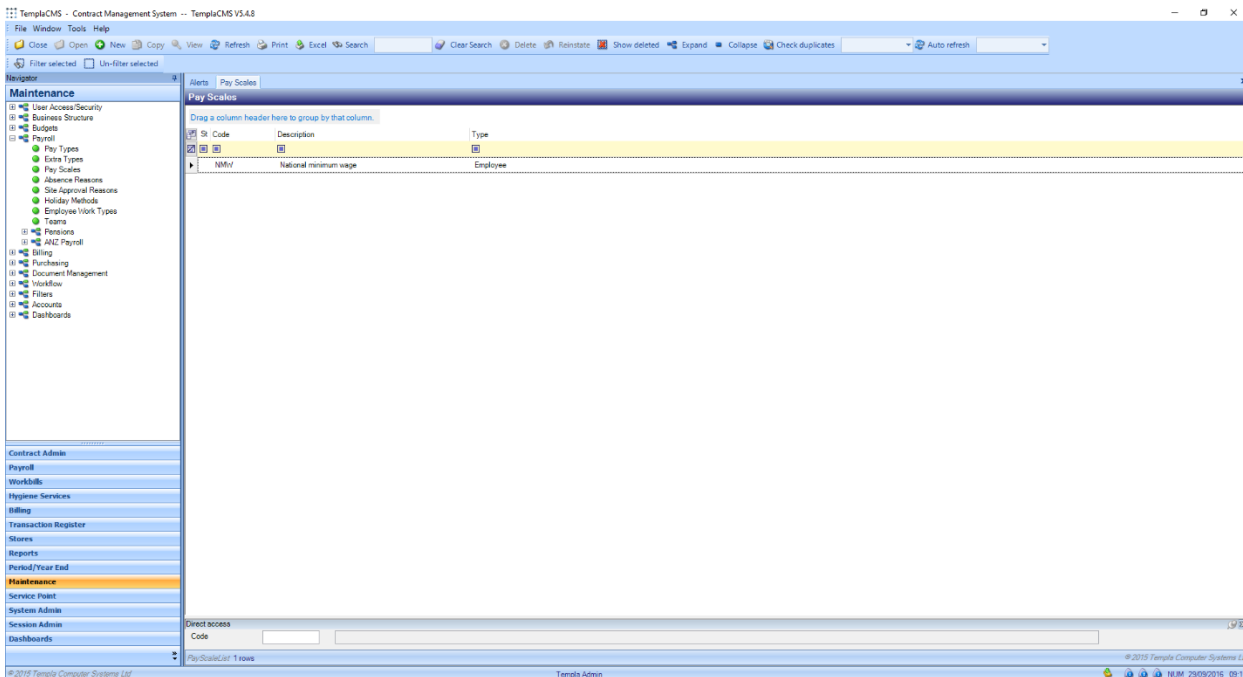
Only use when budget exists – allows the extra type to be used only when a budget value exists where the Cost type associated with the Extra type is linked to the budget.

EXTRA TYPE PERMISSIONS



This tab allows the user to define which user groups will be allowed to *view*, *amend* and *add* the *Extra type*. If set to *exclude* the user group will not be able to use the extra at all.

Pay scales



Pay scales can be set up where a number of employees are getting paid the same rate for example *National Living wage* of £7.20. This *Pay scale* can be applied to employee's or suppliers (sub contractors) when setting up contracts/ payments. This also allows for all the employees on th same *Pay scale* to have their rates of pay updated at once.

The list displays all *Pay scales* that have been set up in *TemplaCMS*.

New - click on *New* to create a *new Pay scale*.

PAY SCALE DETAILS (GENERAL)

Code – this code should be unique across all *Pay scales*.

Description – enter a relevant description.

Minimum wage? – marks the *Pay scale* as the lowest amount employees can be paid.

Type – this determines whether the *Pay scale* applies to employees or suppliers.

RATES

From	Hourly Rate	Mon	Tue	Wed	Thur	Fri	Sat	Sun
01/01/2001 00...	£5.80	£5.80	£5.80	£5.80	£5.80	£5.80	£5.80	£5.80
01/10/2010 00...	£5.93	£5.93	£5.93	£5.93	£5.93	£5.93	£5.93	£5.93
01/10/2011 00...	£6.08	£6.08	£6.08	£6.08	£6.08	£6.08	£6.08	£6.08
01/10/2012 00...	£6.19	£6.19	£6.19	£6.19	£6.19	£6.19	£6.19	£6.19
01/10/2013 00...	£6.31	£6.31	£6.31	£6.31	£6.31	£6.31	£6.31	£6.31
01/10/2014 00...	£6.50	£6.50	£6.50	£6.50	£6.50	£6.50	£6.50	£6.50
*	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

To *Add* a new rate click on the next blank line i.e. where there is no date in the from field.

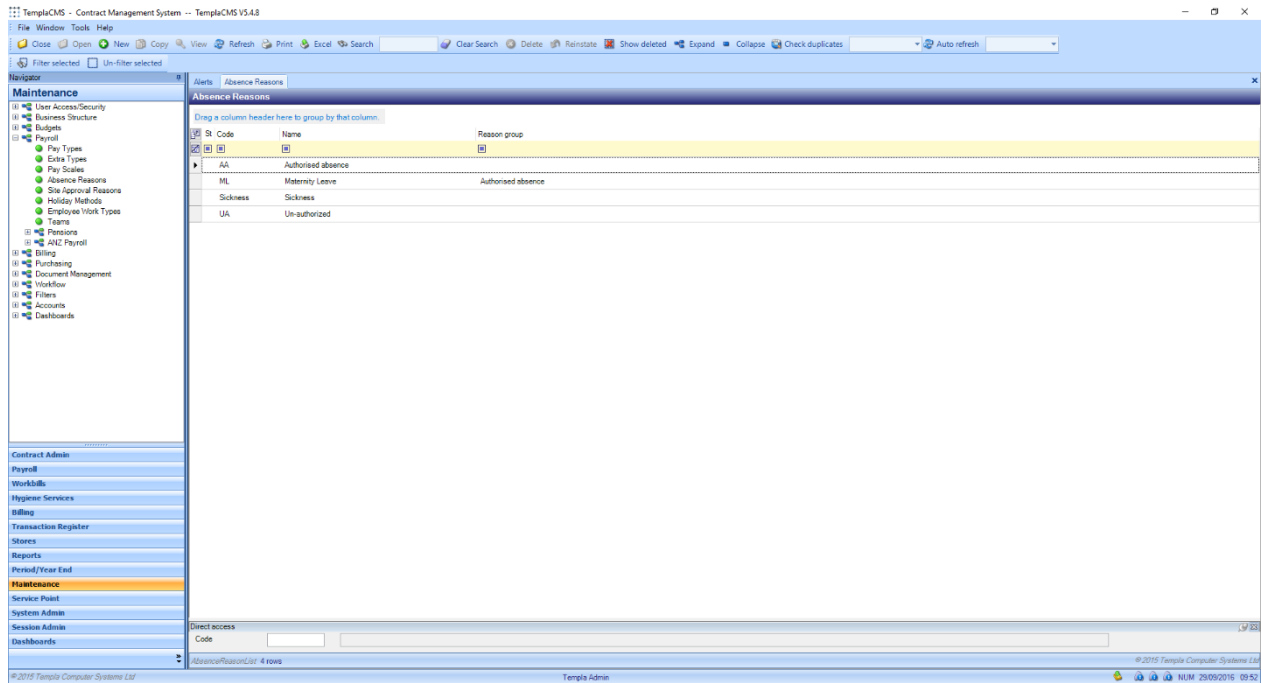
From – enter the date the new pay rate for the *Pay scale* will take effect from.

Hourly rate – enter the hourly £ value that an employee/ supplier on this scale will get paid.

Mon - Fri – the user can define different Rate rates of pay for each day of the week e.g. if employees/ suppliers earn a higher rate for weekend work.

Remove – to remove a line click on the grey box on the left of *Date* on the relevant line, then click *Remove*.

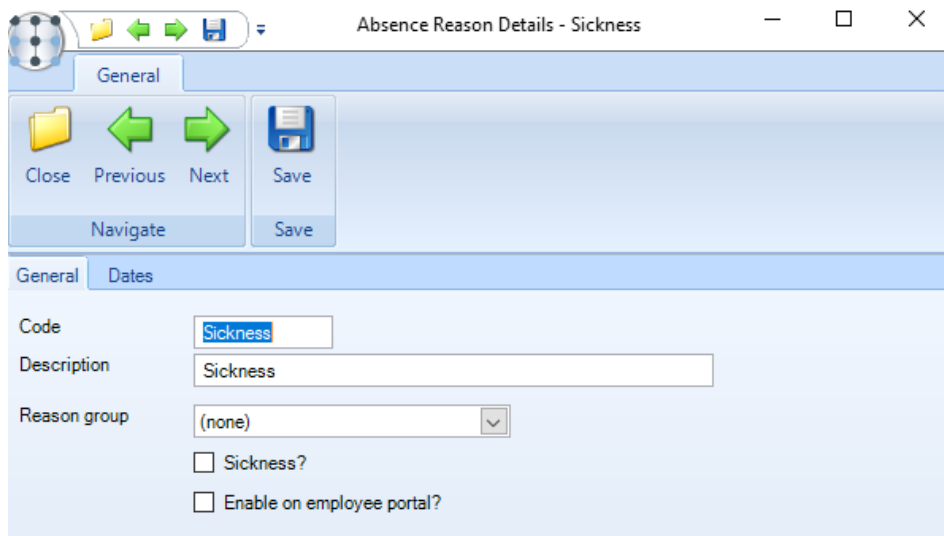
Absence reasons



When an employee is marked as absent on a timesheet a reason should be specified. Required *Absence reasons* can be added from *Absence reason* list.

New - click on *New* to create a new *Absence reason*.

ABSENCE REASON DETAIL (GENERAL)



Code – this code should be unique across all *Absence reasons*.

Description – enter a relevant description.

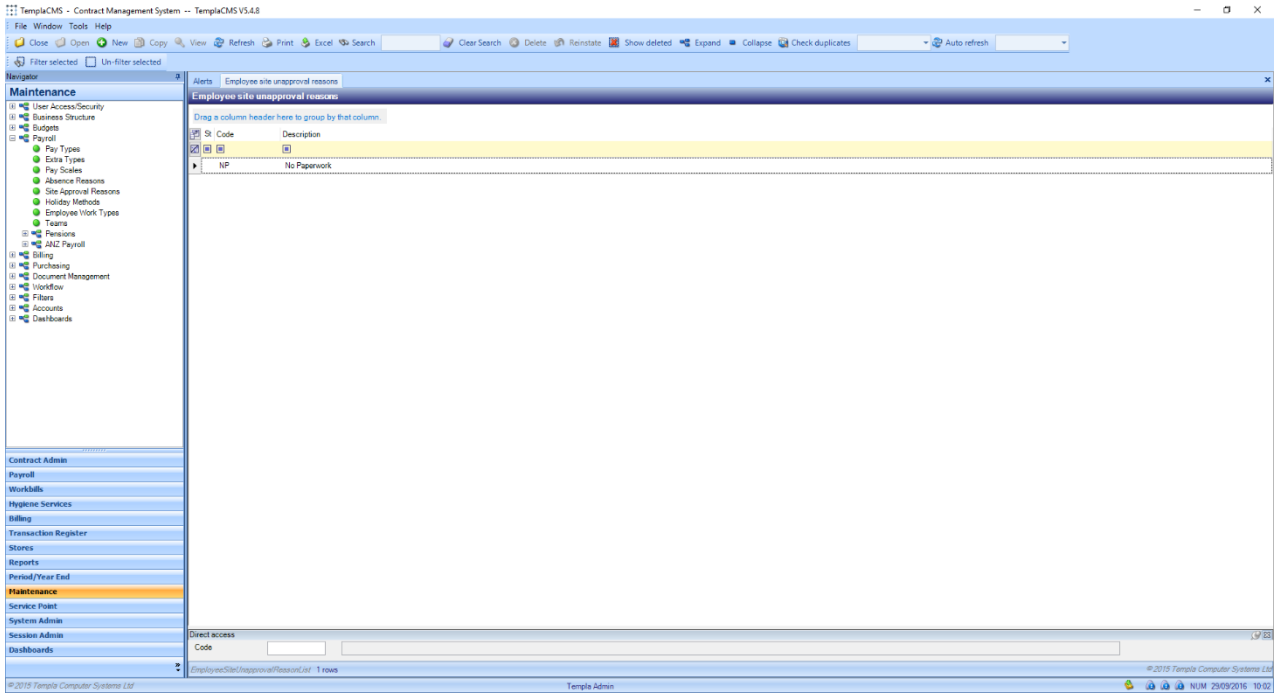
Reason group – the type of absence that the reason relates to i.e:

- Authorised absence
- Sickness
- Un-authorized absence

Sickness? – identifies the absence reason as being related to sickness, when analysing employee absence (reporting).

Enable on employee portal? – when ticked the Absence reason will be visible to the employee when they log on to the Employee portal.

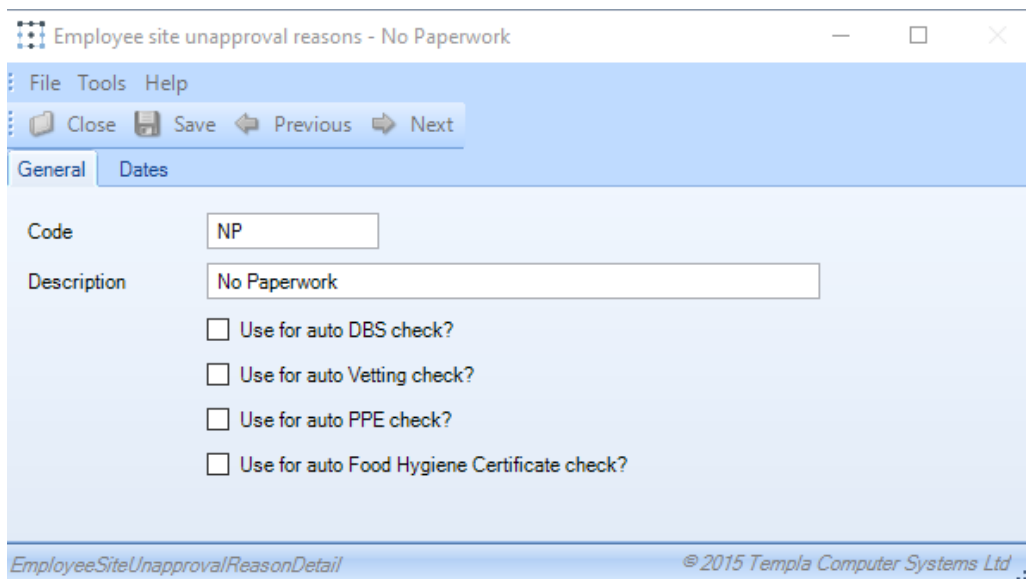
Site approval reasons



The *Site unapproval* reasons list displays all of the reasons why an employee is set as 'unapproved' in *TemplaCMS*. This can for example be for where a DBS check hasn't come through where the employee work on a school site.

New - click on *New* to create a *Site unapproval reason*.

EMPLOYEE SITE UNAPPROVAL REASONS DETAIL (GENERAL)



Code – the code should be unique across all *Unapproval reasons*.

Description – enter a relevant description.

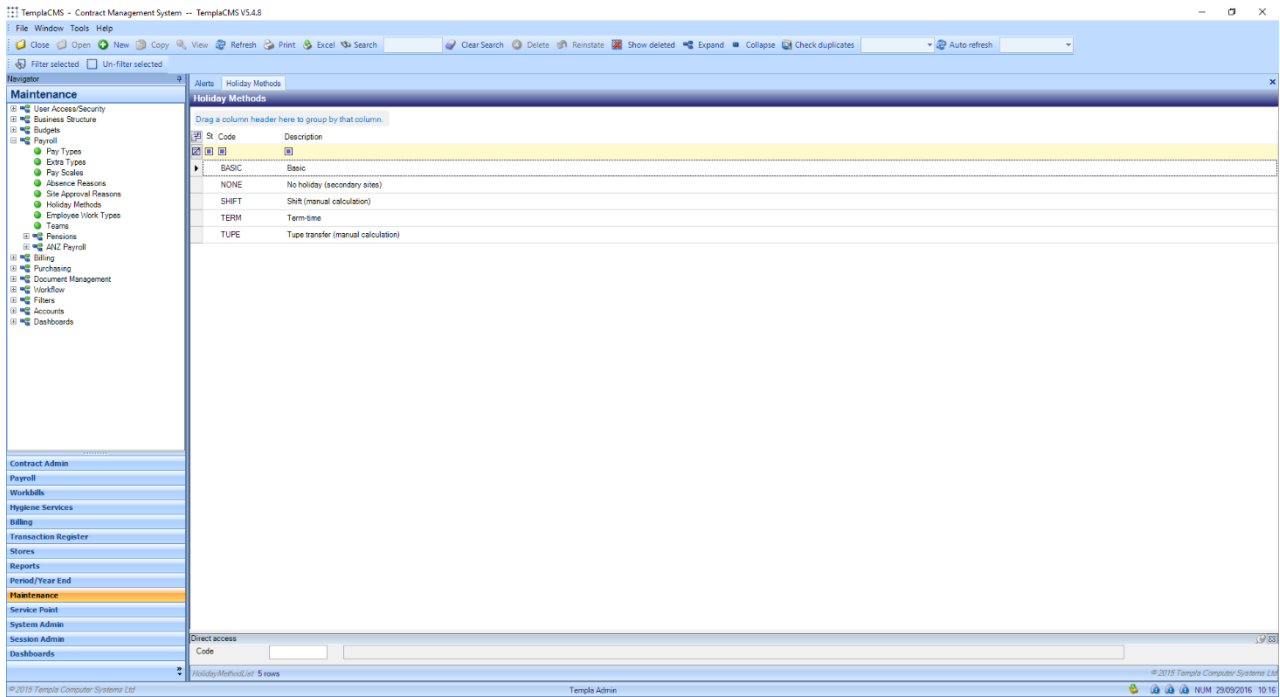
Use for auto DBS check? – defines the reason as the default for *unapproval* where *DBS checking* is required.

Use for auto Vetting check? – defines the reason as the default for *unapproval* where *Vetting* is required.

Use for auto PPE check? – defines the reason as the default for *unapproval* where *PPE checking* is required.

Use for auto Food Hygiene Certificate check? – defines the reason as the default reason for unapproval when a food hygiene certificate is required

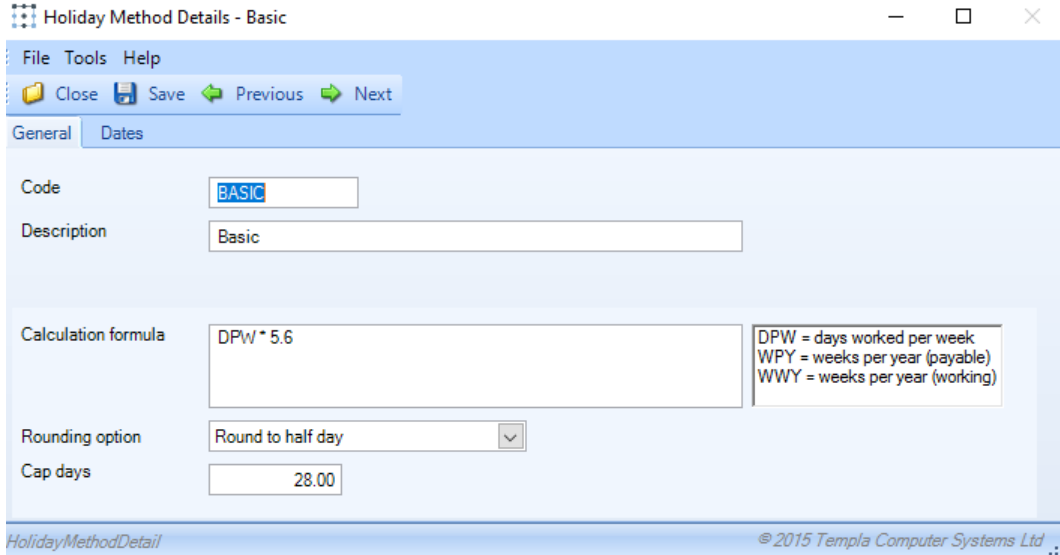
Holiday Methods



Within *TemplaCMS* it is possible to define multiple calculations on which employee holiday is based, this list displays all of the methods set up in *TemplaCMS*.

New - click on *New* to create a *Holiday method*.

HOLIDAY METHOD DETAIL (GENERAL)



Code – this should be unique across all *Holiday methods*.

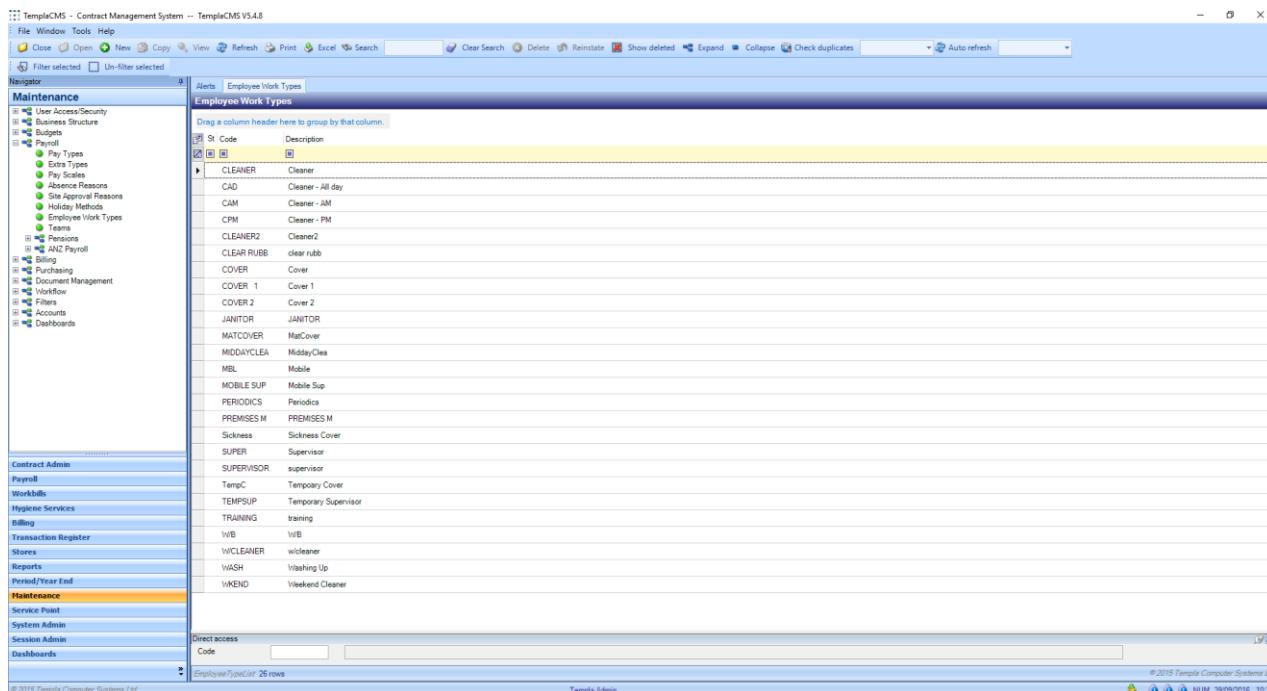
Description – enter a relevant description.

Calculation formula – defines how the method calculates an employees *holiday entitlement*. The substitutions in the substitution key to the right of the field can be used e.g. ‘*DPW*5.6*’ will take the days per week an employee works and multiply that value by ‘*5.6*’.

Rounding option – defines how the above calculation should be rounded e.g. full day, half day etc.

Cap days – the maximum amount of days holiday entitlement an employee can earn for example if an employee works 7 days a week the above calculation would give an employee 39 days *holiday entitlement*. If the number of cap days is set as ‘28’ days the employee can’t get more *holiday entitlement* than this, even if they work more than 5 days a week.

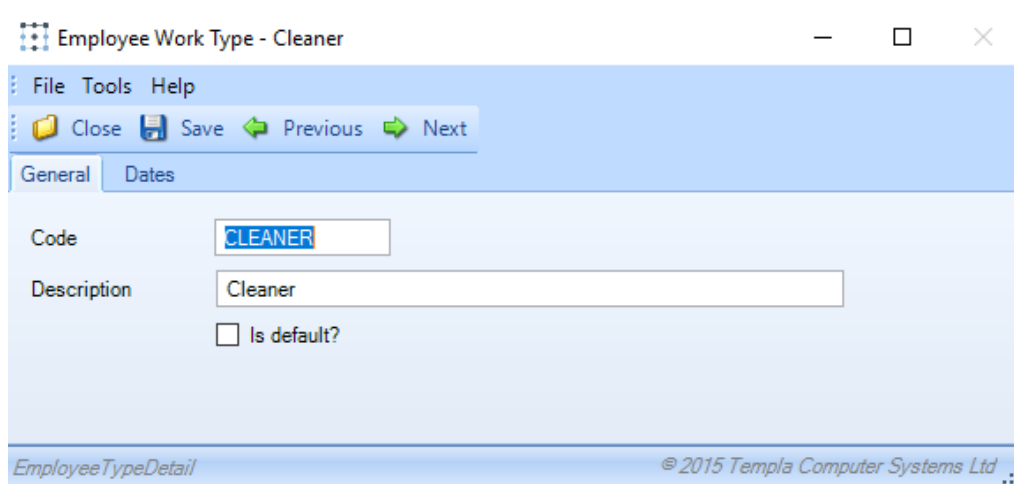
Employee work types



Often employees can undertake multiple types of work related to the same task for example an employee can be a daytime cleaner but a night time supervisor on different rates of pay on the same ‘daily office cleaning’ task. In *TemplaCMS* it is therefore possible to set up multiple *Employee Work types* which can be applied to an employee when setting up contracts.

New - click on *New* to create an *Employee Work type*.

EMPLOYEE TYPE DETAIL (GENERAL)

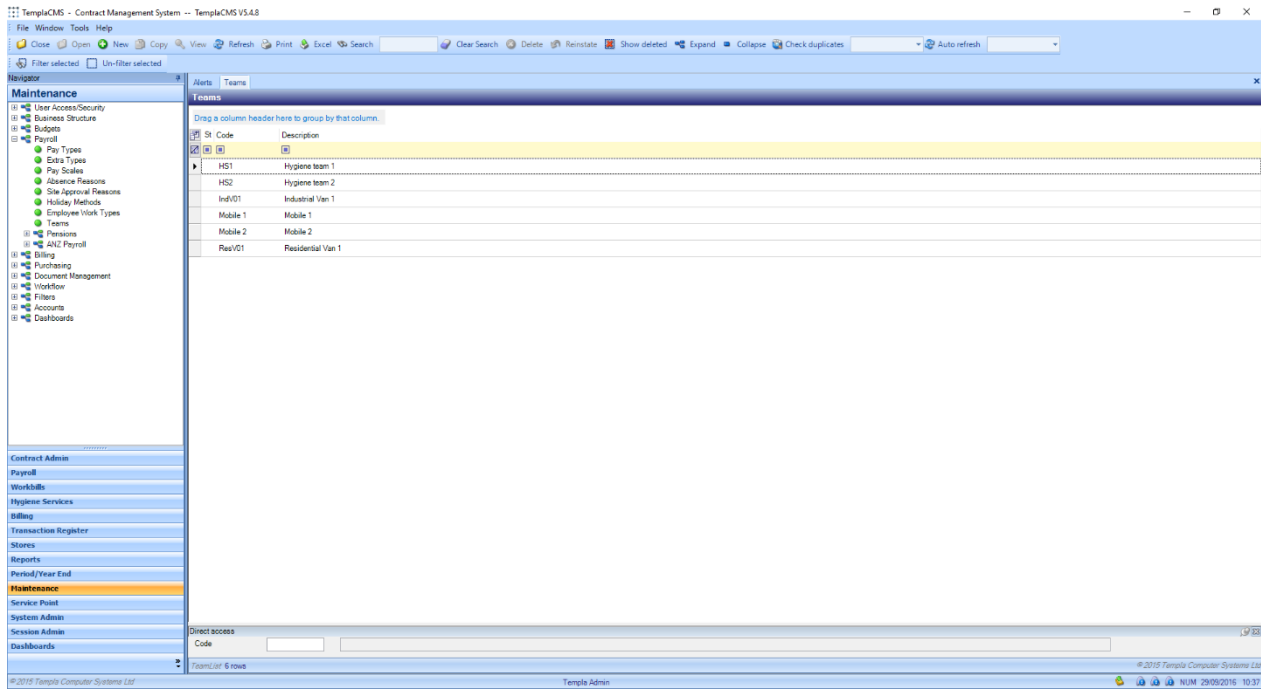


Code – the code should be unique across all *Employee Work types*.

Description – enter a relevant description.

Is default – defines the *Employee Work type* as the default to be used when employees are added to a contract or timesheet.

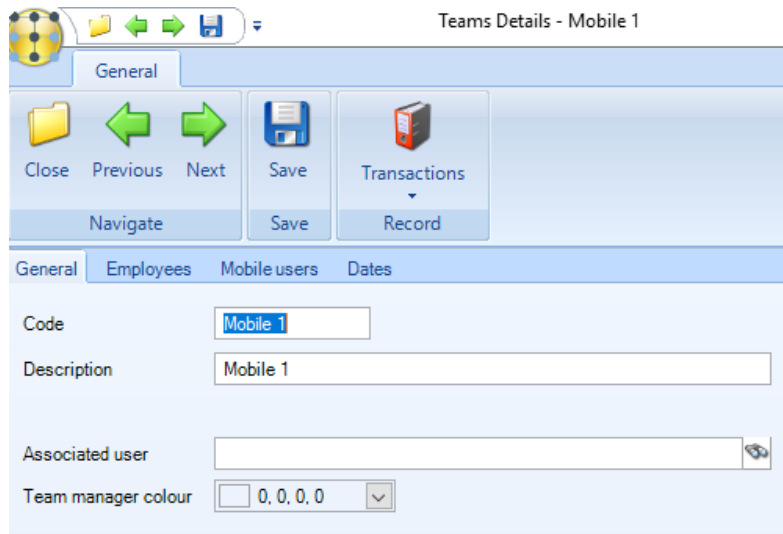
Teams



It is possible to set up *Teams* of employees who work together on a regular basis to undertake tasks defined on workbills.

New - click on *New* to create a team.

TEAM DETAIL (GENERAL)



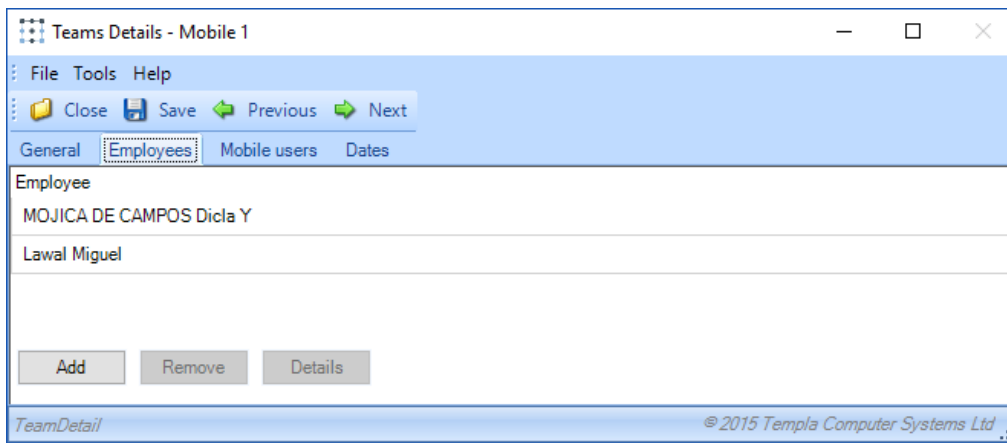
Code – the code should be unique across all teams.

Description – enter a relevant description.

Associated user – communication with mobile devices is based around the association between the device and a TemplaCMS user.

Team manager colour - in order to be able to easily identify a team in the *Team Manager* each team can be assigned a different colour.

TEAM EMPLOYEES

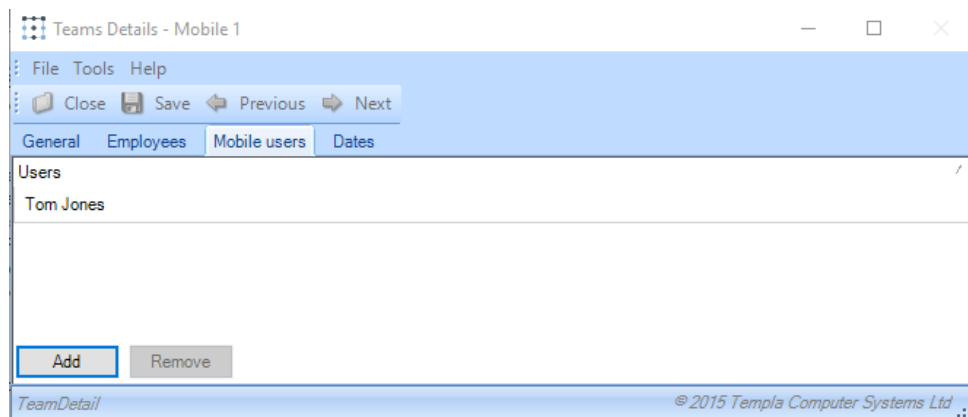


Add – opens the employee list screen. Employees can be added to the team by double-clicking on the relevant employee.

Remove – employees can be removed from the team by selecting (highlighting) them and clicking remove.

Details – opens the employee detail window (employee record) of the selected (highlighted) employee.

TEAM MOBILE USERS

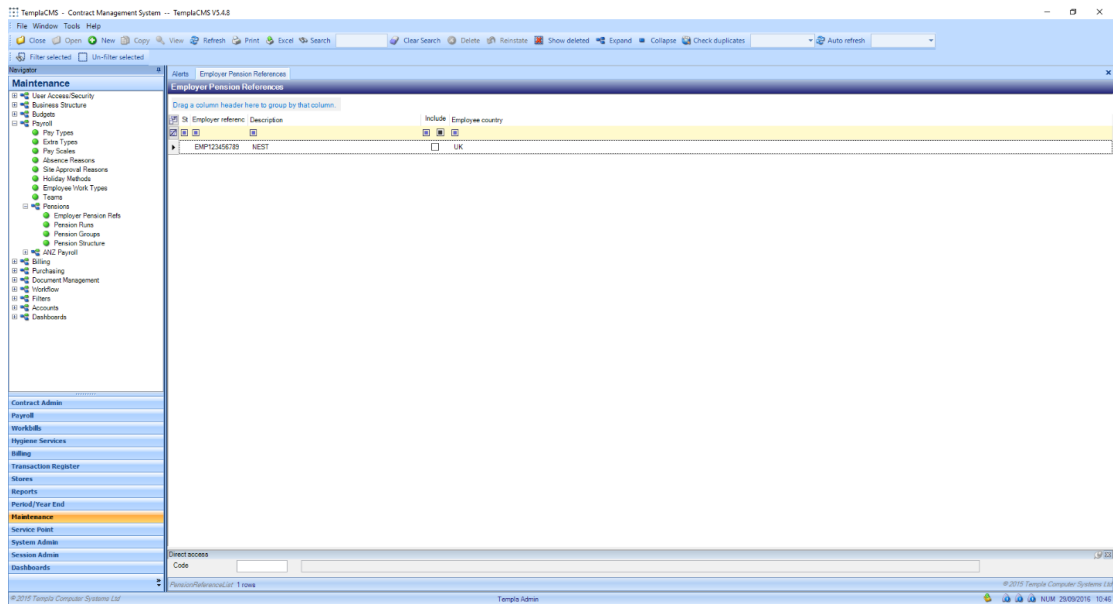


Add – any change to the team (e.g. employees added/removed) will cause the employees to be automatically sent to the mobile device of each listed user.

Remove – users can be removed from the team by selecting (highlighting) them and clicking remove.

PENSIONS

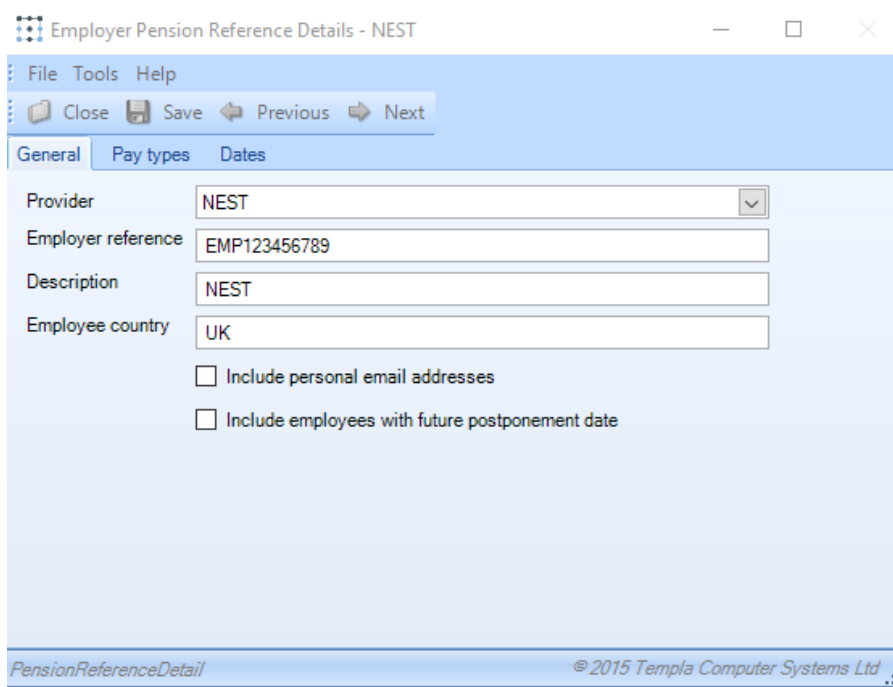
Employer pension references



An employer needs to acquire a NEST, TPP or NOW PENSIONS *Employer Reference number* either from the NEST website or the company’s pension provider. This is a unique number issued by the AE provider that identifies the client company - for TPP, this is known as the ‘B&CE account number’

New - click on New to create an *Employer pension reference*.

Pension reference detail (General)



Provider – The relevant pension provider (NEST or TPP) should be selected from the list.

Employer reference – should be the NEST (12 characters) or TPP Employer Reference Number.

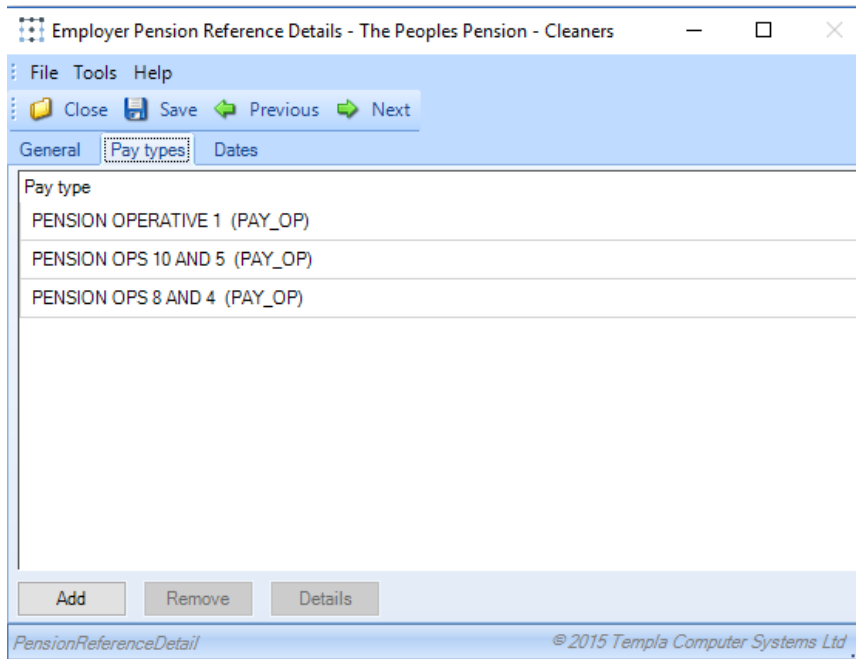
Description – is an optional field that can be used internally by the employer.

Employee country – The employee’s country of residence is required when enrolling members.

Include personal email addresses – if ticked the email addresses stored against employee records will be uploaded along with other enrolment details.

Include employees with future postponement date – if ticked this will include employees who have a postponement date in the future within the upload files.

Pension reference Pay types



Employees may already pay into existing pension schemes and should not be included in NEST or TPP *enrolment / contribution batches*. These pensions would be set up as *Pension Pay types* in SelectPay.

In order for CMS to be able to distinguish between NEST / TPP pension pay types and non-NEST / TPP pay types the NEST/TPP pay types need to be specified on the *Pay types* tab.

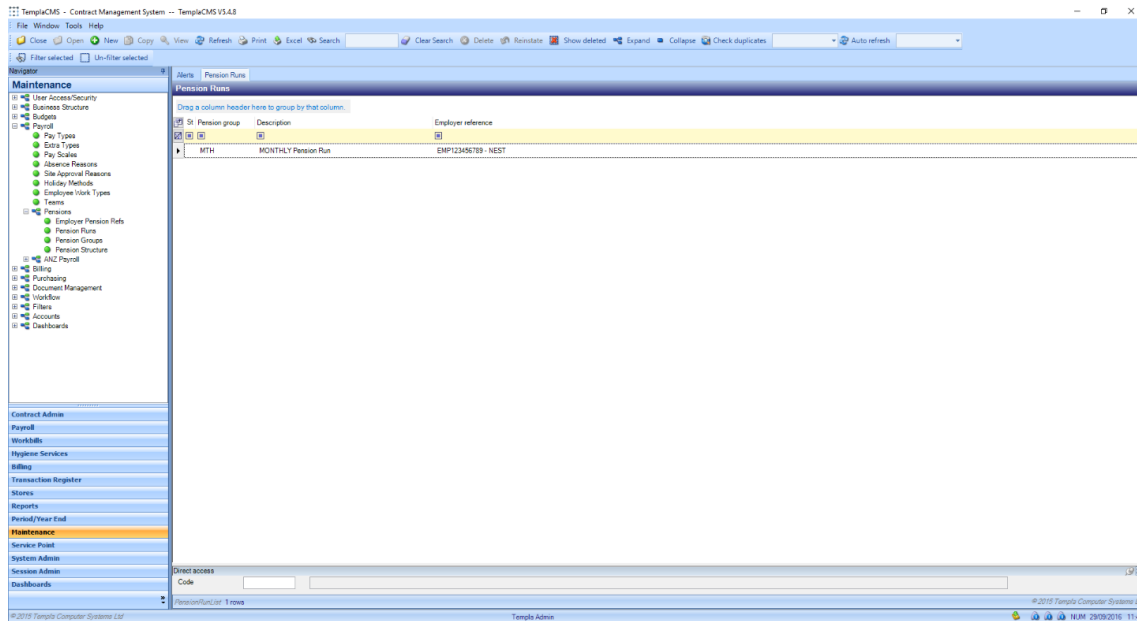
This will ensure that only employees that have been enrolled with the *PensionPay types* as specified above will appear in the CMS pension batches. No pension pay types need to be specified if there are no existing (i.e. non-NEST / TPP pay types) pension schemes.

Add – opens the pay type select window, *Pay types* can be added to a pensions reference by double-clicking the relevant row.

Remove – *Pension Pay types* can be removed by selecting (highlighting) them and clicking remove.

Details – opens the *Pay type* detail window of the selected (highlighted) *Pay type*.

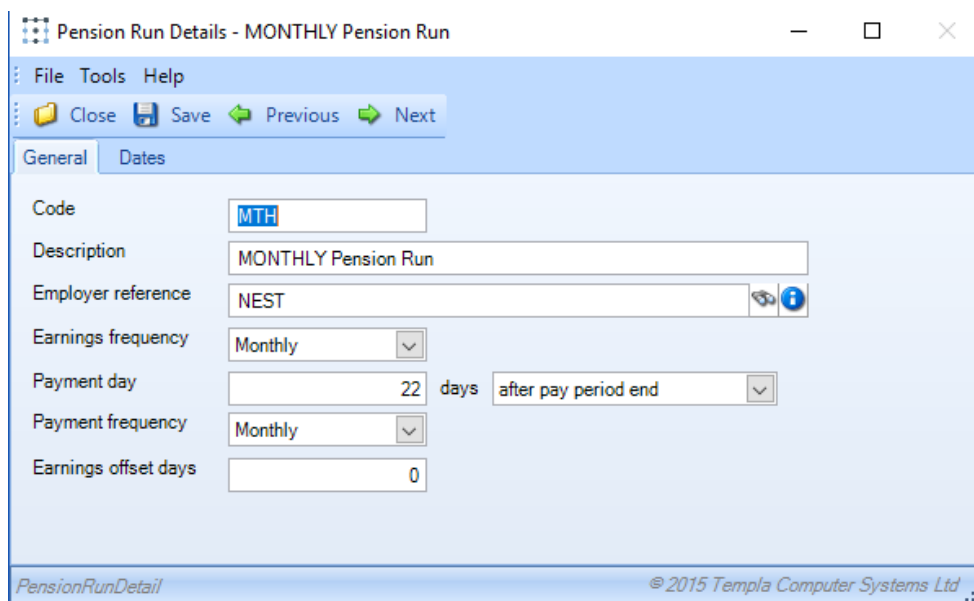
Pension Runs



If multiple *Pay frequencies/datasources* are used it may be necessary to set up separate *Pension runs* for each, a *Pension run* defines which employee's should be included in an a contribution batch based on the payroll database that they are set-up in.

New - click on *New* to create a *Pension run*.

PENSION RUN DETAILS (GENERAL)



Code – this should be unique across all *Pension runs*.

Description – enter a relevant description.

Employer reference – select the Employer Reference relevant to the *Pension run*.

Earnings frequency – should be the ‘Payroll Earnings Frequency’, with the options being Weekly, Fortnightly, Four Weekly and Monthly.

Payment day – this is the date by which all the contributions must be cleared in the Pension Provider’s Bank Account. For example, where the payment frequency is monthly, the 22nd is the latest date that can be defined. For non-monthly payment frequencies, the relevant payment due date can be up to 10 days after the pay run period’s end date.

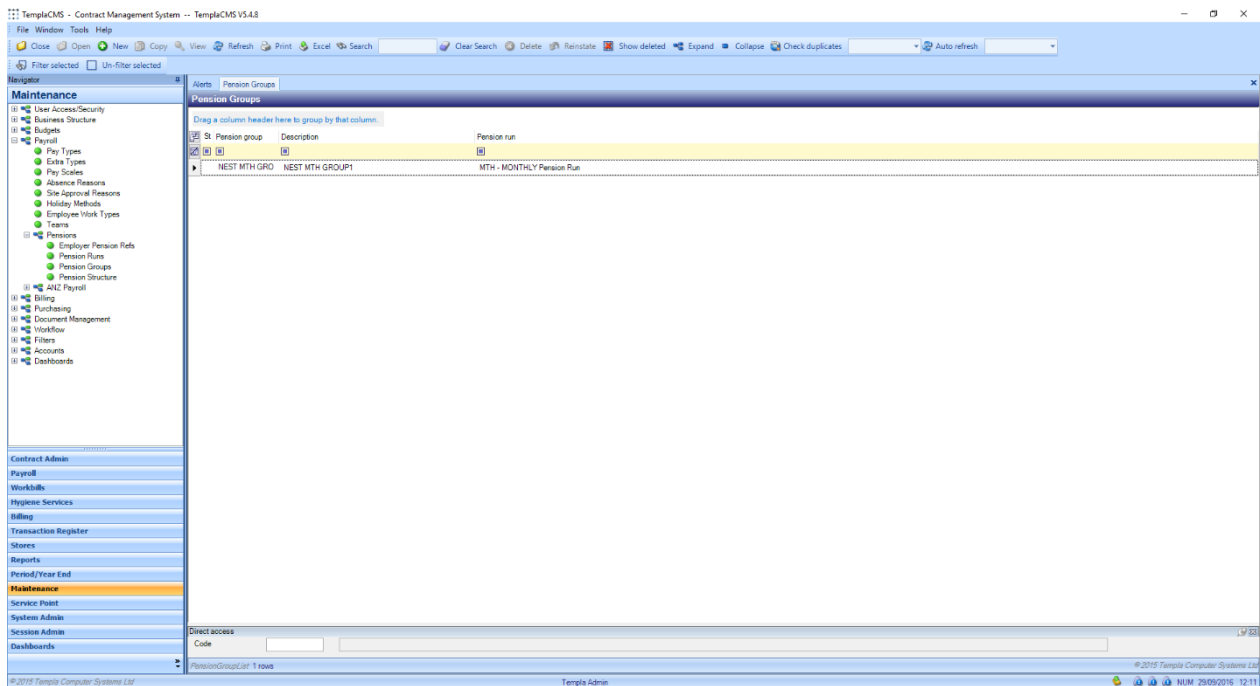
Please note that the payment must be made before this day in order for the payment to clear by the date entered here. The available options are

- Number of days *After pay period end*
- Number of days *After month end*.

Payment frequency – specifies how often the employer pays the contributions, with the options also being Weekly, Fortnightly, Four Weekly or Monthly.

Earnings offset days – The contribution batches has a start/end date range. The *offset days* are subtracted from this, and the resulting date range is used to identify the pay batches and therefore pay periods from which the contributions should be taken.

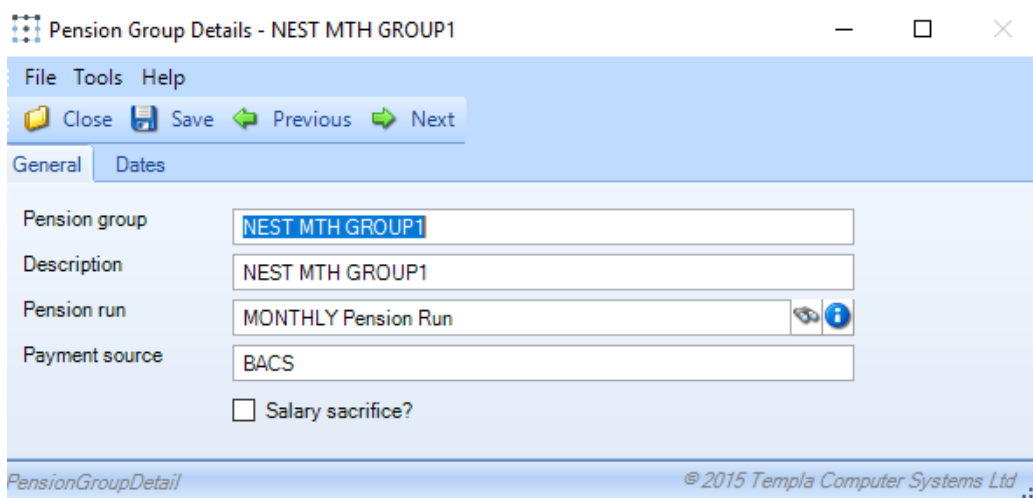
Pension Groups



The *Pension Groups* set-up in TemplaCMS should match the NEST / TPP Pension Groups as setup with the Pension Provider.

New - click on *New* to create a *Pension Group*.

PENSION GROUP DETAILS (GENERAL)



Pension group – The 'Pension Group' field (40 characters long) should match the description set up with NEST / TPP.

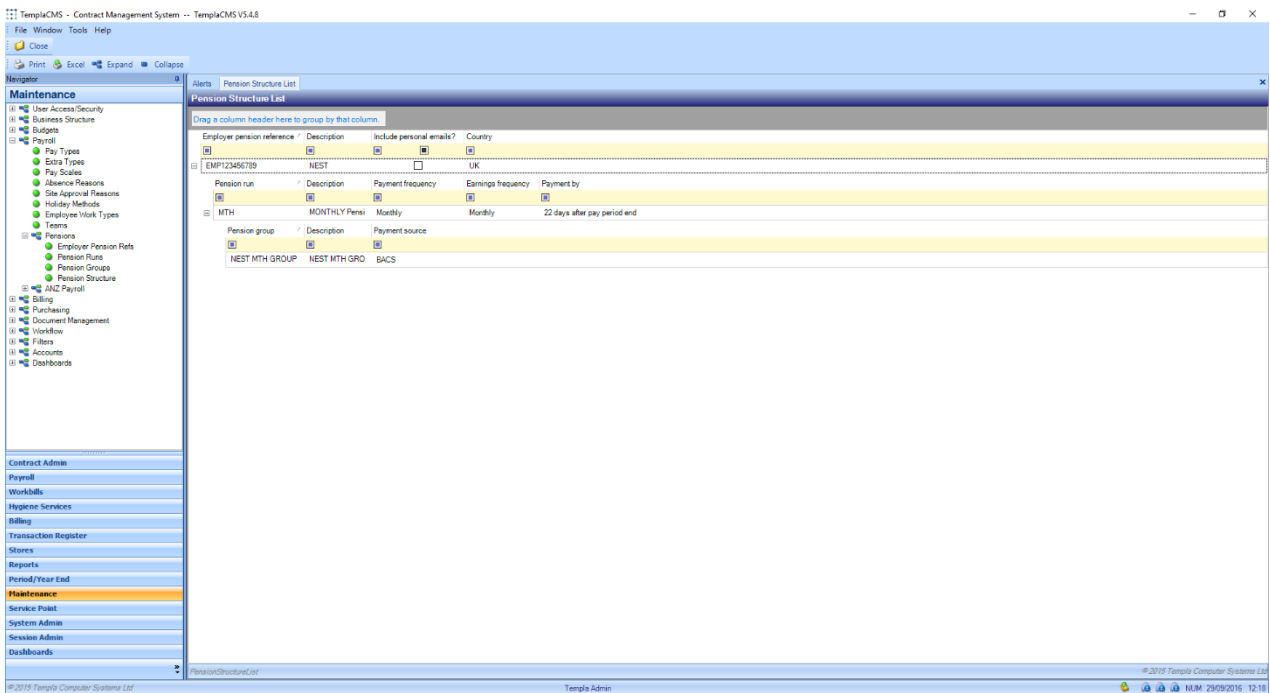
Description – this is an optional field that can be used by the employer.

Pension run – select the relevant *Pension run* that should be associated with the *Pension Group*.

Payment source – is used to define how payments will be made, for NEST this should match the ‘Payment method’ description as setup with the Pension Provider exactly.

Salary sacrifice? – identifies whether the *Pension group* is used for employees belonging to a *Salary sacrifice* pension scheme.

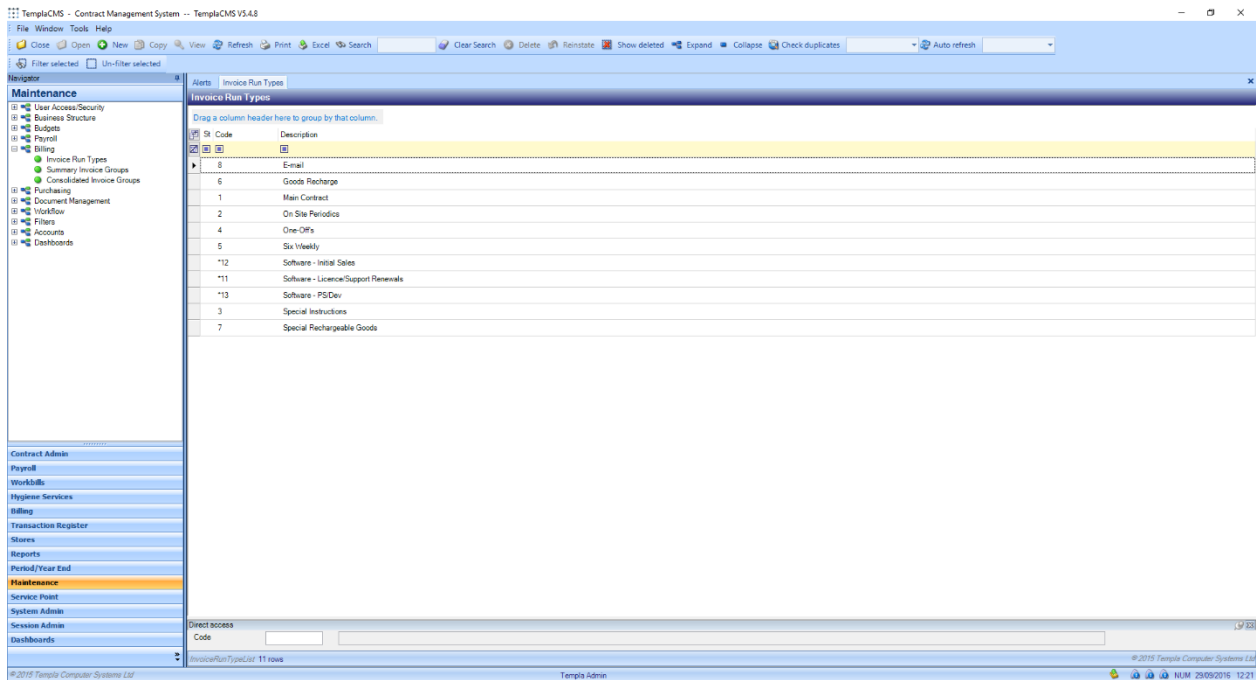
Pension structure list



The *Pension structure* list displays all *Pension references* that have been set up within *TemplaCMS* as well as the *Pension runs* and *Pension groups* that are associated/ linked to them.

BILLING

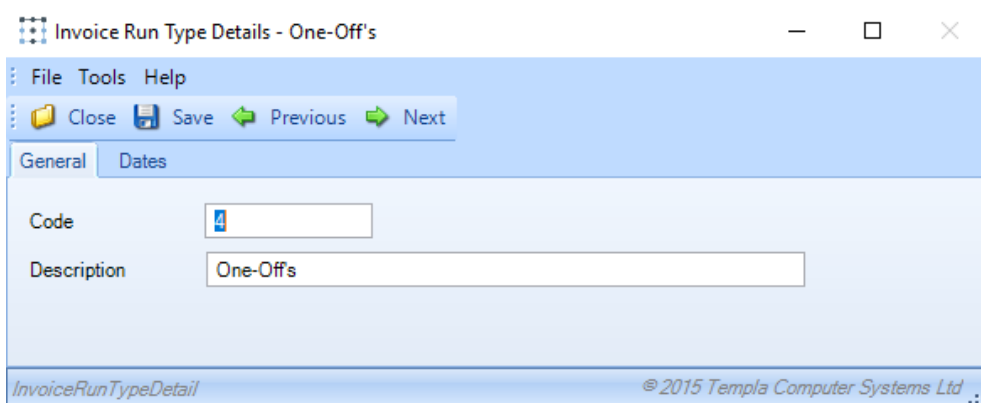
Invoice run type



When invoicing through *TemplaCMS* invoices are grouped (batched) based on the *Invoice run types* that the associated billing line is linked to.

New - click on *New* to create an *Invoice run type*.

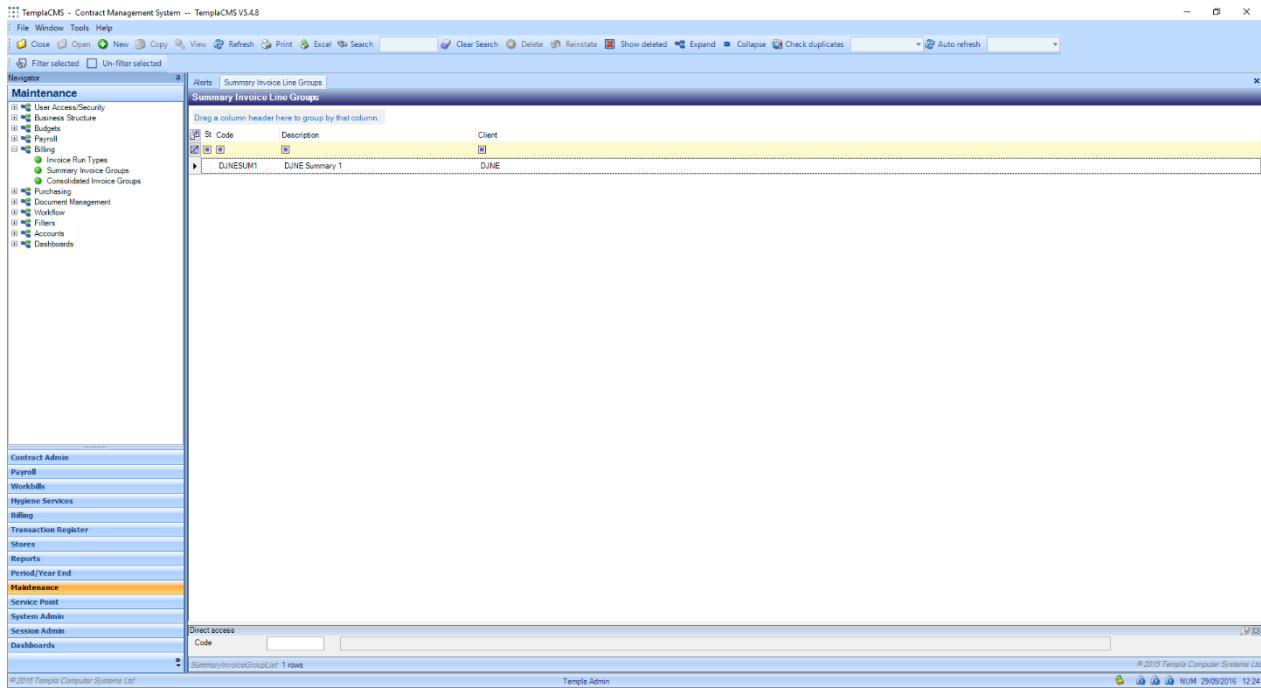
INVOICE RUN TYPE DETAILS (GENERAL)



Code - this should be unique across all *Invoice run types*.

Description - enter a relevant description.

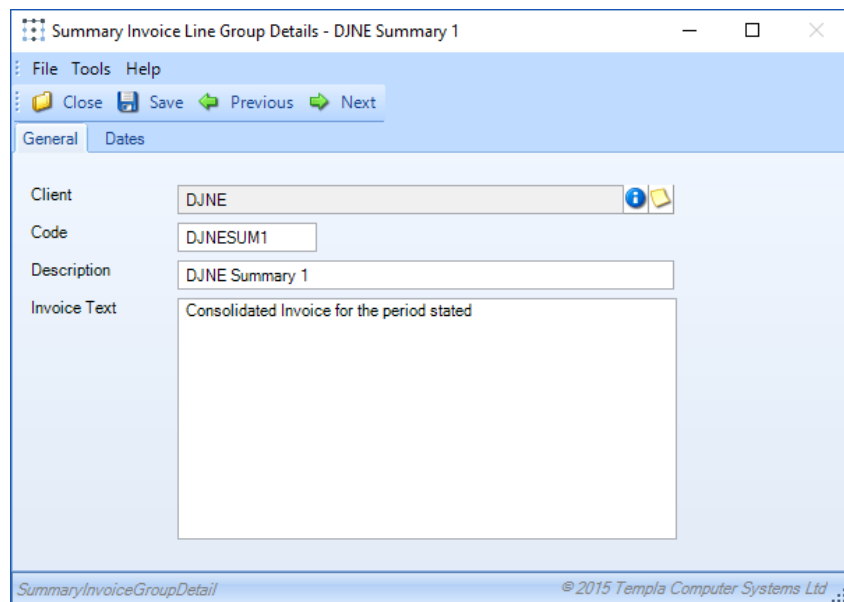
Summary invoice line groups



The *Summary invoice* option is used to create an additional memorandum or a single line tax invoice. Thus, a summary invoice can, for example, be used in situations where head office needs a summary of the site invoices where they will often want to see totals by task type rather than site.

New - click on *New* to create a *Summary invoice group*.

Summary invoice line group details (General)



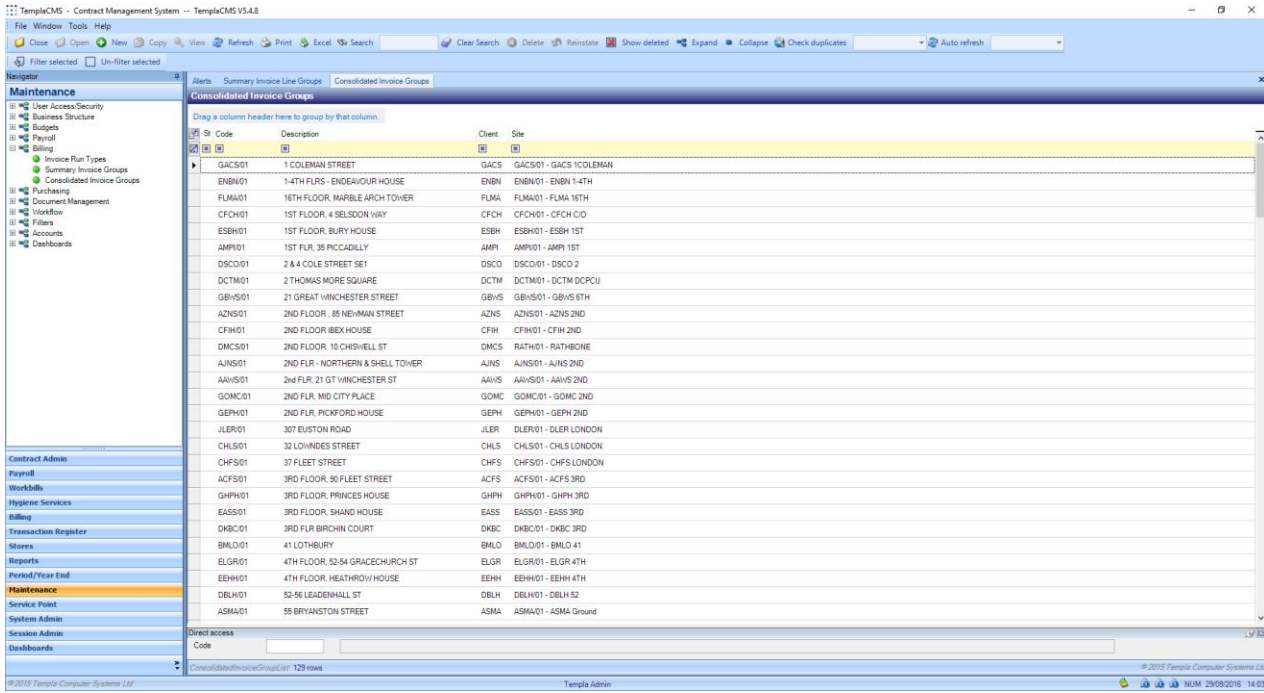
Client – select the *Client* that the *Summary invoice* is for.

Code – is the code should unique across all *Summary invoice groups* and normally relates to the client in some way.

Description – enter a relevant description.

Invoice text – enter the text that should appear as the invoice line (it ill appear exactly as input here).

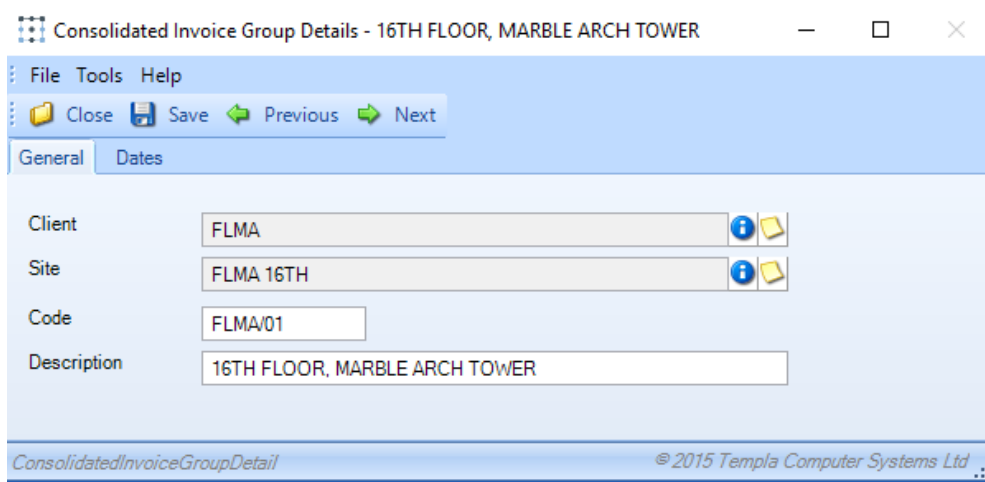
Consolidated invoice groups



Consolidated invoice groups are used to merge multiple billing lines from one or more sites / contracts on to a single invoice for the client.

New - click on New to create a Consolidated invoice group. Consolidated invoice group detail (General).

CONSOLIDATED INVOICE GROUP DETAILS



Client – select the Client the Consolidated invoice is for.

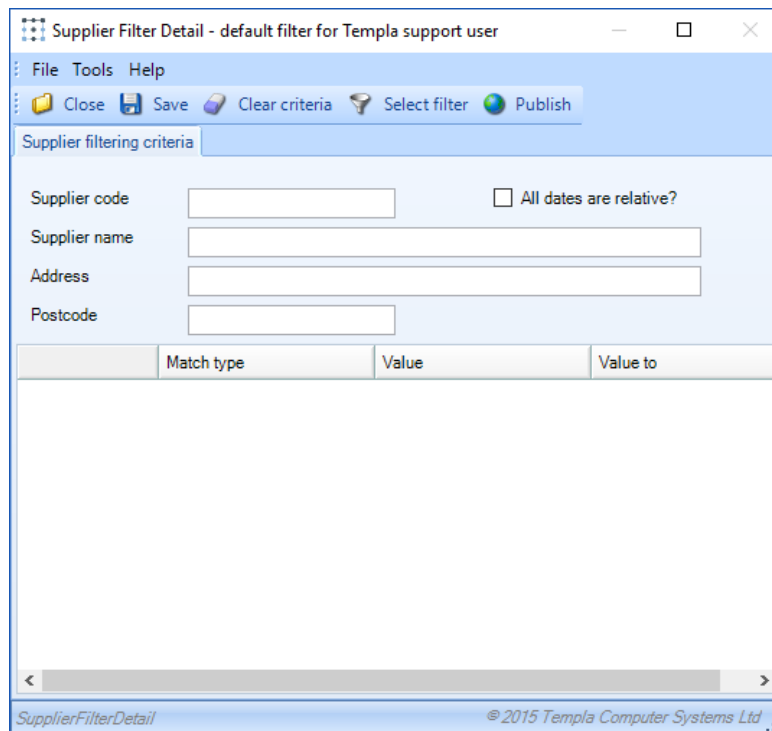
Site – the site code on the Consolidation invoice group is optional, but if defined will result in this Consolidation group only being available to the specified site; conversely if left blank the Consolidated invoice group will be available to all sites for this client.

Code – should be unique across all Consolidated invoice groups and normally relates to the client / site in some way.

Description – enter a relevant description.

PURCHASING

Suppliers

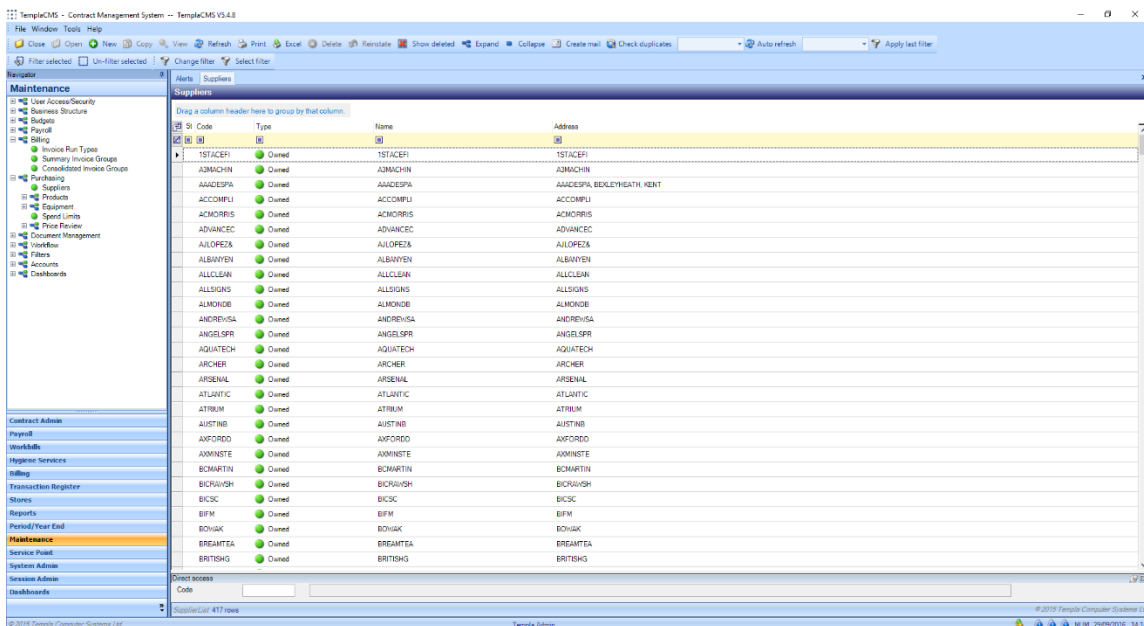


Opening the *Suppliers* list will prompt the user with the *Supplier Filter Detail* screen. This allows for the list of *Suppliers* to be narrowed down to only those required based the available criteria.

If no filtering is required simply click *Clear Criteria* then *Save*.

Select Filter – if a *filter* has previously been published for future use, the user can apply it by choosing it from the below list:

SUPPLIER LIST



If *TemplaCMS* is linked to an *Access Dimensions accounts database (Dimensions)* then the suppliers in this list will be a view of all suppliers stored in the *accounts database*. If *TemplaCMS* is not linked to an *accounts database (for example Sage)* the suppliers in this list will be those that have been set up within *TemplaCMS*.

SUPPLIER DETAIL (GENERAL)

Aged credit – opens the aged credit report for the supplier. Data is only available for this report where a supplier have been sent to accounts (see below).

Send to accounts – this will send new suppliers created within *TemplaCMS* to an linked *Access Dimensions accounts database*, the supplier will then appear as owned.

Transactions:

- *Data forms* – opens the data form list and displays all data forms that have been associated with the supplier.
- *Service requests* – opens the service request list and displays all service requests that have been associated with the supplier.

Accounts system – the *Accounts datasource* that the supplier exists in (whether it is linked to an *Access Dimensions Accounts database* or not).

Code – this should be unique across all suppliers and should match the supplier code in the *Accounts database* (linked or not).

Owned – if the supplier exists in a linked *Accounts datasource* then the supplier will be *owned*, if not it will be *managed*.

Name – this should be the suppliers name.

The suppliers address details should be entered in the *Address, Town, County and Post code* fields.

VAT – the rate of *VAT* that is applied to products purchased from the supplier, this is usually a standard rate of 20% in the UK.

Terms – refers to settlement terms, the second field is the number of days after an event that the payment must occur within. The event is defined in the dropdown, this can be either:

- From invoice date
- End of following month
- Day of following month
- Days after end of following month

Default mailing contact – if a contact has been set up & added for the supplier (see contact tab) then they can be selected as the default contact for e-mails sent to this supplier.

Workbill supplier? – defines the **supplier** as one that can be used on **workbills**.

Consolidated workbill format? – different document formats exist for consolidated workbills.

PO Distribution:

E-mail to contact – if a contact has been set up & added for the supplier (see contact tab) then it is possible to select them as the person who should received e-mailed purchase orders.

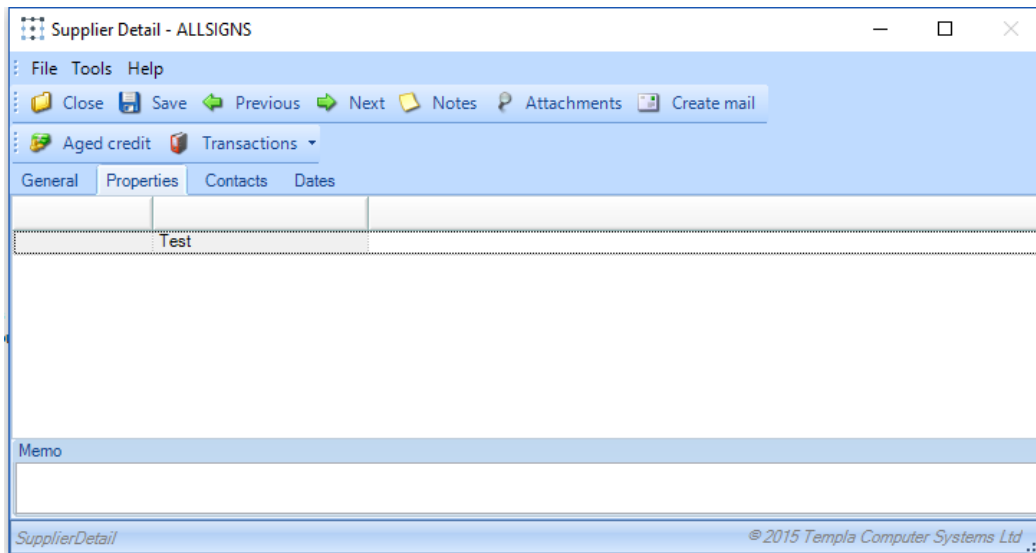
E-mail copy to the originator – the purchase order will be e-mailed to the person who placed the order when this option is ticked on the supplier.

Default recipient contact – the default contact who should receive documents sent to the supplier.

Cost type – the *Purchase Cost type* that all purchases from this supplier should be recorded against.

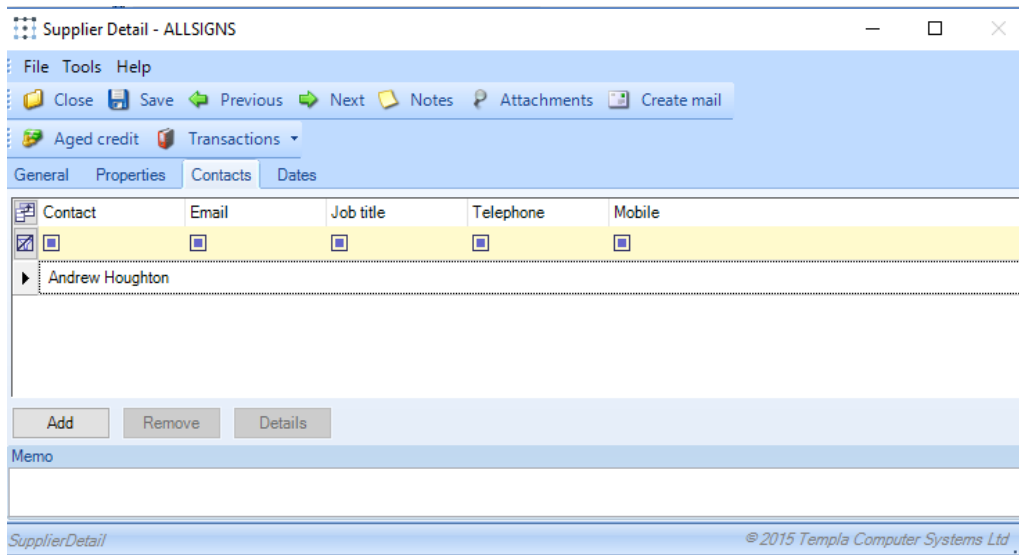
E-trading? – defines the supplier as one that accepts orders via *E-trading*. Additional set-up is required where e-trading is used and should be done with input from *Templa staff*.

SUPPLIER PROPERTIES



All supplier *Property types* that have been set up within *TemplaCMS* will appear on this tab to allow the user the option of recording additional information against the supplier.

SUPPLIER CONTACTS

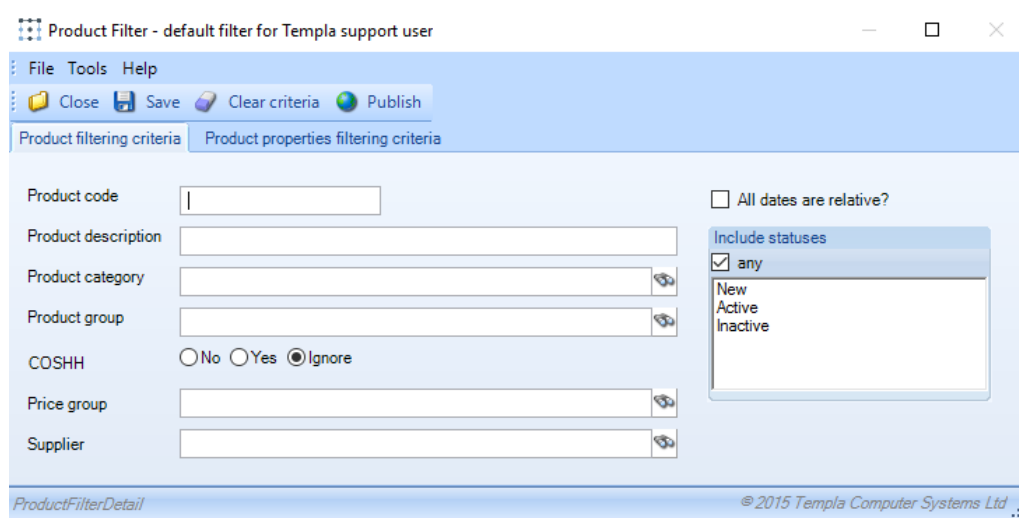


Add – opens the contacts select window, double-clicking on the contact will add them to the supplier.

Remove – contacts can be removed from the supplier by selecting (highlighting) them and clicking remove.

Details – opens the contact detail window of the selected (highlighted) contact.

Products



Opening the Product list will prompt the user with the *Product Filter Detail* screen. This allows for the list of *products* to be narrowed down to only those required based the available criteria.

- *Product filtering criteria* - allows the list to be refined based on standard data available from the *Products*.
- *Product properties filtering criteria* - allows the list to be refined based on *Property type* data input on products.

If no filtering is required simply click *Clear Criteria* then *Save*.

PRODUCT LIST

St Code	Description	Product group	Product category	COSHH	Purchased as	Sold as	Stocked as	Status	Part no	Supplier unit cost
RCSMAT186	(Diego) Bioscrub 125ml shot for trigger bottle	Materials - Clean	INNU Products	<input type="checkbox"/>	Item	Item	Item	Inactive		£0.400
RCSMAT185	(Diego) Kleenemell 5ml shot for trigger bottle	Materials - Clean	INNU Products	<input type="checkbox"/>	Item	Item	Item	Inactive		£0.020
RCSTREE16	10ft Artificial Christmas Tree with Decorations	Consumables - R	Xmas Trees - Ch	<input type="checkbox"/>	Tree	Tree	Tree	Active		£421.000
RCSTREE9	10ft Christmas Tree with Decorations	Consumables - R	Xmas Trees - Ch	<input type="checkbox"/>	Tree	Tree	Tree	Active		£374.400
RCSCON30	100Z INSULATED CUPS X1000 SMOOTH WALL CB	Consumables - R	Cups	<input type="checkbox"/>	Case	Case	Case	Active	ING100	£23.230
RCSQU16	12 INCH SOFT WOODEN BROOM COMPLETE COCO0	Janitorial - Janito	Brooms	<input type="checkbox"/>	Item	Item	Item	Active	VB0014	£2.840
RCSQU10	12 INCH SOFT WOODEN BROOM HEAD ONLY COCO0	Janitorial - Janito	Brooms	<input type="checkbox"/>	Item	Item	Item	Inactive	BM0512	£1.310
RCSQU15	12 INCH STIFF WOODEN BROOM COMPLETE 27P	Janitorial - Janito	Brooms	<input type="checkbox"/>	Item	Item	Item	Active	VB0012	£2.840
RCSQU11	12 INCH STIFF WOODEN BROOM HEAD ONLY HILL27	Janitorial - Janito	Brooms	<input type="checkbox"/>	Item	Item	Item	Active	BM0513	£1.260
RCSQU257	12 in WINDOW SQUEEGEE REPLACEMENT RUBBER	Janitorial - Janito	Window Items -	<input type="checkbox"/>	Pack of 1 lb	Item	Item	Inactive		£5.550
RCSQ342	12 PURCELL HYGENIC HAND RUB 12x350ML @ E38.5	Consumables - R	Soap	<input type="checkbox"/>	Case	Case	Case	Active		£0.000
RCSQ34	12140Z LIDS X1000 (TO FIT PC0002) T316R	Consumables - R	Cups	<input type="checkbox"/>	Case	Case	Case	Active	PC0003	£23.220
RCSQ303	12140Z WHITE HOT PAPER CUP X1000 412V	Consumables - R	Cups	<input type="checkbox"/>	Case	Case	Case	Inactive	PC0002	£46.450
RCSTREE10	12ft Christmas Tree with Decorations	Consumables - R	Xmas Trees - Ch	<input type="checkbox"/>	Tree	Tree	Tree	Active		£487.500
RCSQ345	13 LITRE SPRING WATER	Consumables - R	Drinking Water	<input type="checkbox"/>	Item	Item	Item	Active		£0.000
RCSQ253	14 in WINDOW LAMBSHOOOL APPLICATOR SLEEVE	Janitorial - Janito	Window Items -	<input type="checkbox"/>	Item	Item	Item	Inactive	VB0007	£3.840
RCSQU255	14 in WINDOW SQUEEGEE REPLACEMENT RUBBER	Janitorial - Janito	Window Items -	<input type="checkbox"/>	Pack of 1 lb	Item	Item	Inactive		£1.760
RCSQU143	14 RUBBER HARD-INGER	Janitorial - Janito	Window Items -	<input type="checkbox"/>	Item	Item	Item	Active	LINGSPH14	£1.050
RCSQU176	15 in BONNET MOP FLOOR PAD X1	Janitorial - Janito	Mops	<input type="checkbox"/>	Item	Item	Item	Active	VB0002	£11.640
RCSTREE11	15ft Christmas Tree with Decorations	Consumables - R	Xmas Trees - Ch	<input type="checkbox"/>	Tree	Tree	Tree	Active		£760.500
RCSTREE12	15ft Christmas Tree with Decorations	Consumables - R	Xmas Trees - Ch	<input type="checkbox"/>	Tree	Tree	Tree	Active		£776.880
RCSQU178	160Z KENTUCKY TWINE MOP HEAD x1 KMTV450	Janitorial - Janito	Mops	<input type="checkbox"/>	Item	Item	Item	Active	VB0015	£1.670
RCSQU179	160Z MULTI YARN KENTUCKY 45 MOP HEADS X1	Janitorial - Janito	Mops	<input type="checkbox"/>	Item	Item	Item	Inactive	VB0016	£1.680
RCSQU177	17 INCH CARPET BONNET MOP X1	Janitorial - Janito	Mops	<input type="checkbox"/>	Item	Item	Item	Active	VB0003	£14.060
RCSQU74	17 INCH WIRE WOOL FLOOR PAD COURSE X10	Janitorial - Janito	Floor Pads	<input type="checkbox"/>	Case of 10 lb	Item	Item	Active	DX0412	£30.380
RCSQU7	18 INCH SOFT WOODEN BROOM COMPLETE F18176	Janitorial - Janito	Brooms	<input type="checkbox"/>	Item	Item	Item	Active	BM0031	£3.950
RCSQU256	18 in WINDOW SQUEEGEE REPLACEMENT RUBBER	Janitorial - Janito	Window Items -	<input type="checkbox"/>	Pack of 1 lb	Item	Item	Inactive	VB0013	£2.160
RCSTREE13	18ft Christmas Tree with Decorations	Consumables - R	Xmas Trees - Ch	<input type="checkbox"/>	Tree	Tree	Tree	Active		£1.287.000

All products which are stored in *TemplaCMS* can be viewed from this list.

New - click on *New* to create a product.

PRODUCT DETAIL (GENERAL)

Products -

General

Close Previous Next Save Notes Attachments Transactions

Price groups Suppliers Properties Audit Dates

Code: RCSCON7

Description: HAZE AIRWICK AEROSOL LAVENDER 12X240ML

Product type: Standard

Product category: Airfreshener-C

VAT: (Select for override)

COSHH Monitored product

Non stock Ad hoc

Activity status: Active

Sales basis: 1 Unit

Min stock level: 0

Units

Purchased as: Case of 1 Case

Sold as: Case of 1 Case

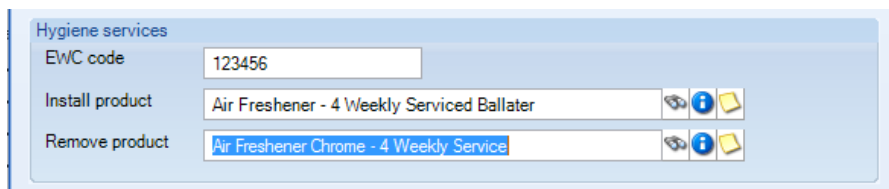
Stocked as: Case of 1 Case

Code – this should be unique across all *products*.

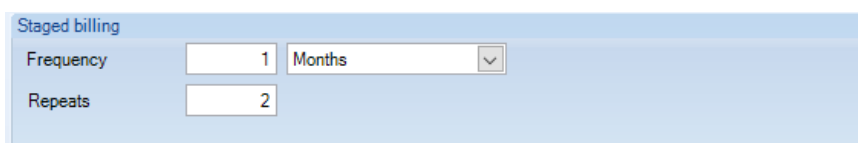
Description – enter a relevant product description.

Product type

- *Standard* – allows a standalone product to be defined.
- *Equipment item* – allows an equipment product to be defined. When an order is placed for such a product the equipment item will be automatically created on completion of the order.
- *Hygiene services* – where the *product type* selected is “Hygiene services” the following information must be entered:
- *EWC Code* - European waste catalogue *number* should be entered as this is required for WTN processing.
- *Install product* – Allows the user to define a product that must be delivered/ installed on a site prior to the first defined hygiene service. This will create a once-only frequency service.
- *Remove product* – Allows the user to define a final service to take place following a contract termination. This will create a once-only frequency service.



- *Staged billing* - where the **product type** selected is “Staged billing” the following information must be entered:
 - *Frequency* – how often the billing should occur
 - *Repeats* – the number of times the billing will repeat



Units – unit that the products are *purchased, sold or stocked* in should be defined e.g. each, bottle, box, pallet etc. The first field is the unit description and the second field the number of units.

Product category – select the *Product category* the product belongs to.

VAT – the rate of *VAT* that is applied to product, this is usually a standard rate of 20% in the UK.

COSHH – a product can be flagged as *COSHH* (Control of Substances Hazardous to Health) by ticking this box.

Monitored product – a product flagged as a *Monitored product* requires tracking and this is often used for expensive products.

Non-stock – *Non-stock products* allow the full use of the product database for standard description, costs and prices, as well as full use of stores ordering processing. These could be used for frequent orders for consumables or services for example stationary, vehicle repairs, etc. When placing an order for a non-stock product, the description can be overridden on the order line for example ‘stationary’ can be changed to ‘notepads’

When present on ‘*to-stores*’ or ‘*transfer orders*’, non-stock products will be ignored from any stock control transactions.

Ad hoc – an *ad-hoc product* will also be considered as *non-stock* and also allows the full use of stores order processing, however ad-hoc descriptions and specific costs and prices all have to be defined on the order line. These could be used for infrequent orders for consumables or services, for example purchase of a new car. When assigned to an order line, the ‘product’ field is now replaced with a text entry box where the user can enter details.

Activity status:

- *Active* – a product that is in use and can be selected (ordered) by authorised users when placing stores orders.
- *New* – a product that has not yet been ordered.
- *Inactive* – a product marked as *Inactive* can no longer be ordered.

Sales basis – on all no-hygiene service type products this will default to 1 unit, however on hygiene services products a frequency count can be defined to allow sales prices to be defined at a billing frequency.

PRODUCT PRICE GROUPS

	Fixed price	Markup percentage	Zero price status	Sales unit	Supplier unit cost	Final price
50% Standard Price List	£0.00	.00%	Not applicable		£0.00	£0.00
JLL Price List	£0.00	.00%	Not applicable		£0.00	£0.00
GACS Price List	£0.00	.00%	Not applicable		£0.00	£0.00
BAMP Price List	£0.00	.00%	Not applicable		£0.00	£0.00
BEMC Price List	£0.00	.00%	Not applicable		£0.00	£0.00
BGCH Price List	£0.00	.00%	Not applicable		£0.00	£0.00
GBWS Price List	£0.00	.00%	Not applicable		£0.00	£0.00
RSPP Price List	£0.00	.00%	Not applicable		£0.00	£0.00
WPLT Price List	£0.00	.00%	Not applicable		£0.00	£0.00
ICBG Price List	£0.00	.00%	Not applicable		£0.00	£0.00
CWVH Price List	£0.00	.00%	Not applicable		£0.00	£0.00
GEGS Price List	£0.00	.00%	Not applicable		£0.00	£0.00
SHLB Price List	£0.00	.00%	Not applicable		£0.00	£0.00
JPIH Price List	£0.00	.00%	Not applicable		£0.00	£0.00
30% Standard Price List	£0.00	.00%	Not applicable		£0.00	£0.00

Multiple price groups can be set up within *TemplaCMS*, often used when varying prices are charged for a single product to different clients. All of the price groups that are set up in *TemplaCMS* are listed in the left hand column.

Fixed price – if a standard price is to be charged regardless of fluctuations in the product price then it can be defined against the necessary *price group*.

Markup percentage – the percentage that is added to the supplier unit cost to calculate the price charged on a *price group*.

Zero price status:

- *Not applicable* – doesn't apply.
- *FOC* – defines the product as free of charge.
- *Inclusive* – defines the product as one which is included in the clients agreement i.e. no additional charge is required.

Sales unit – unit the product is sold in.

Supplier unit cost – supplier cost per unit.

Final price - where markup % is used the *Final price* is calculated based on the preferred supplier cost and the % entered.

PRODUCT SUPPLIERS

Supplier	Part code	Unit cost	Purchase as	Min order	Max order	Preferred?	VAT code
▶ ANGELSPR		£4.500	Item	0	0	<input type="checkbox"/>	

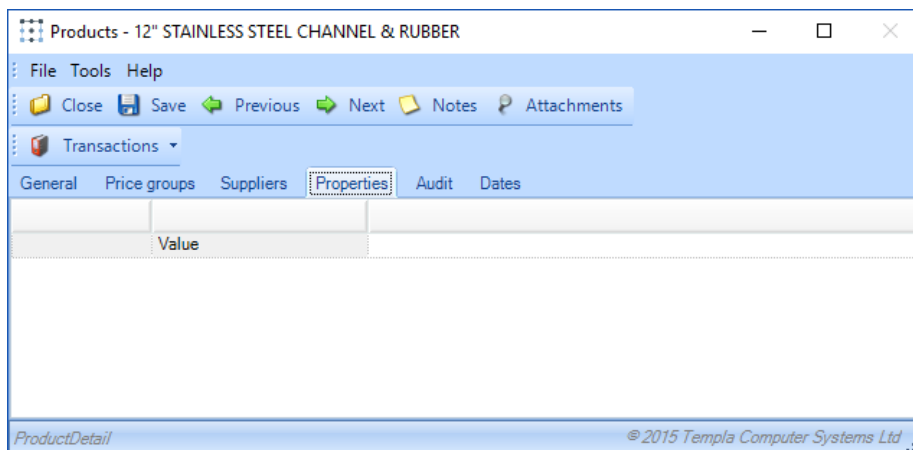
A single product can be purchased from multiple *suppliers*. All of the suppliers a product is associated with appear on this tab but one should be flagged as the *Preferred Supplier* which enables the system to know which supplier to use when placing a Stores Order.

Add – allows the user to select the supplier from the list to add them to the *product*.

Remove – *suppliers* can be removed from the product by selctting (highlighting) them and clicking remove.

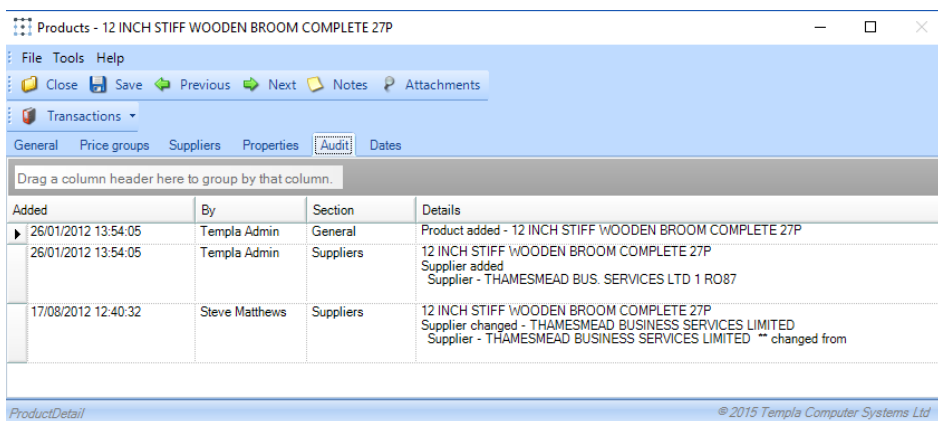
Details – displays the *supplier* detail window of the selected (highlighted) supplier.

PRODUCT PROPERTIES



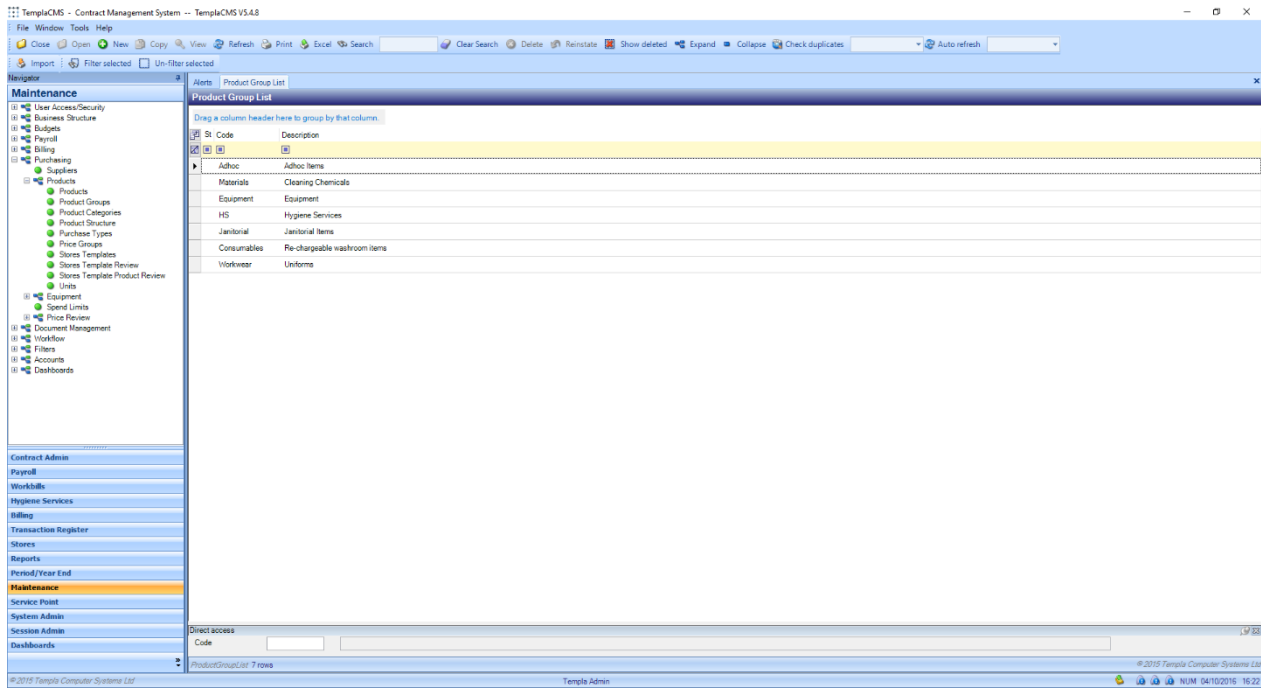
All *Product property types* that have been set up within *TemplaCMS* will appear on this tab to allow the user to record additional information that may be needed against the product.

PRODUCT AUDIT



The *Audit* tab automatically record any changes made to a product along with the time and the user who made the change.

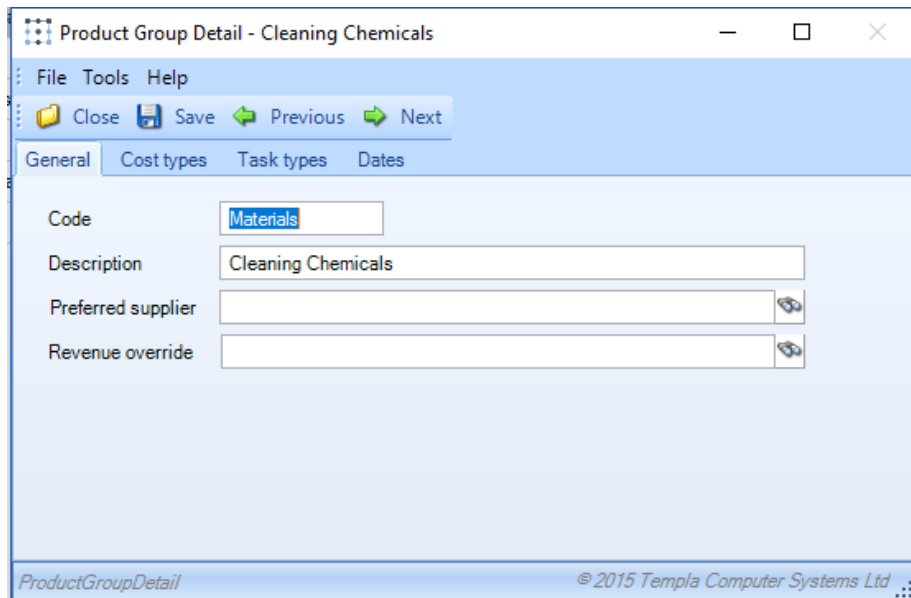
Product Groups



All product categories within *TemplaCMS* must belong to a *Product group* for example there may be several related *Product Categories* that can be grouped together to enable the user to easily search for products as well as for reporting purposes. For example, *Product categories* for *Hoovers, Buffers, Scrubbers & Dryers* could all be linked to a *Machinery Product group*.

New - click on *New* to create a *Product Group*.

PRODUCT GROUP DETAIL (GENERAL)



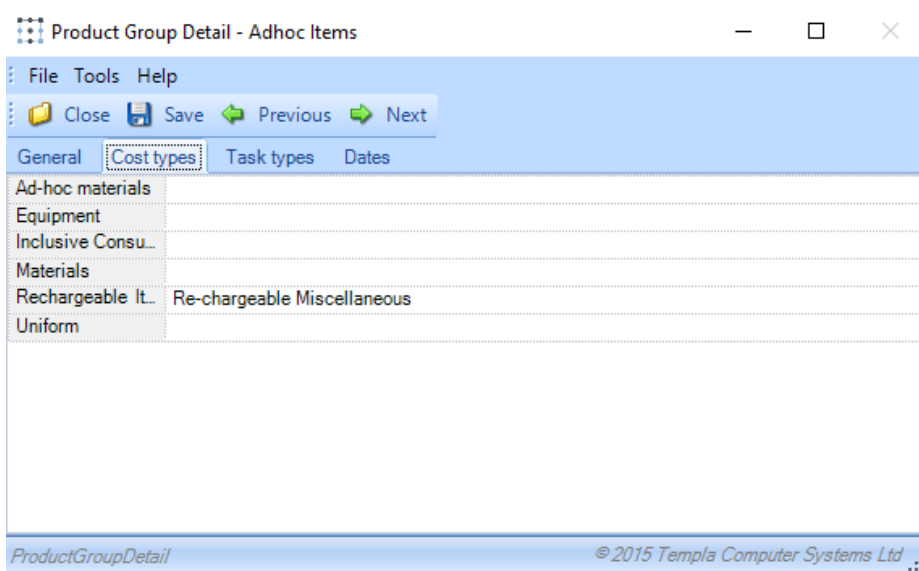
Code – this should be unique across all *Product groups*.

Description – enter a relevant description.

Preferred supplier (optional) – if there is a single supplier who all items within a group will be purchased from the supplier can be defined on the *Product group*.

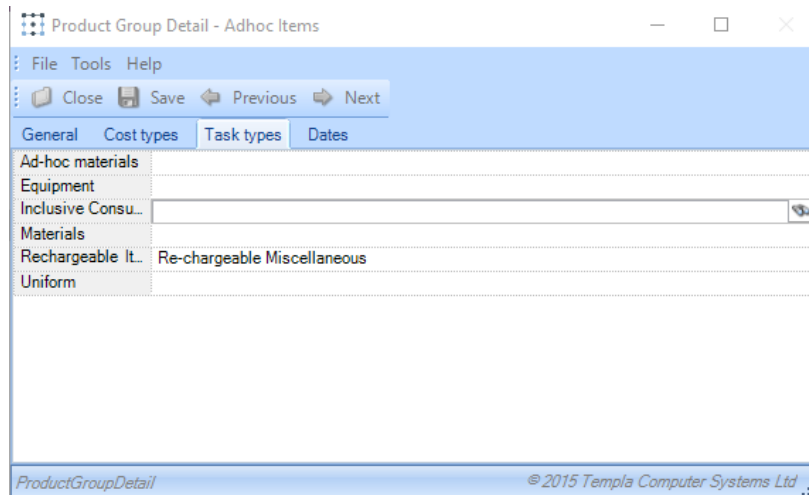
Revenue Override (optional) – if all rechargeable products within a group should be attributed to a certain *Revenue type* that is different to that as defined on *System Control*.

PRODUCT GROUP COST TYPES



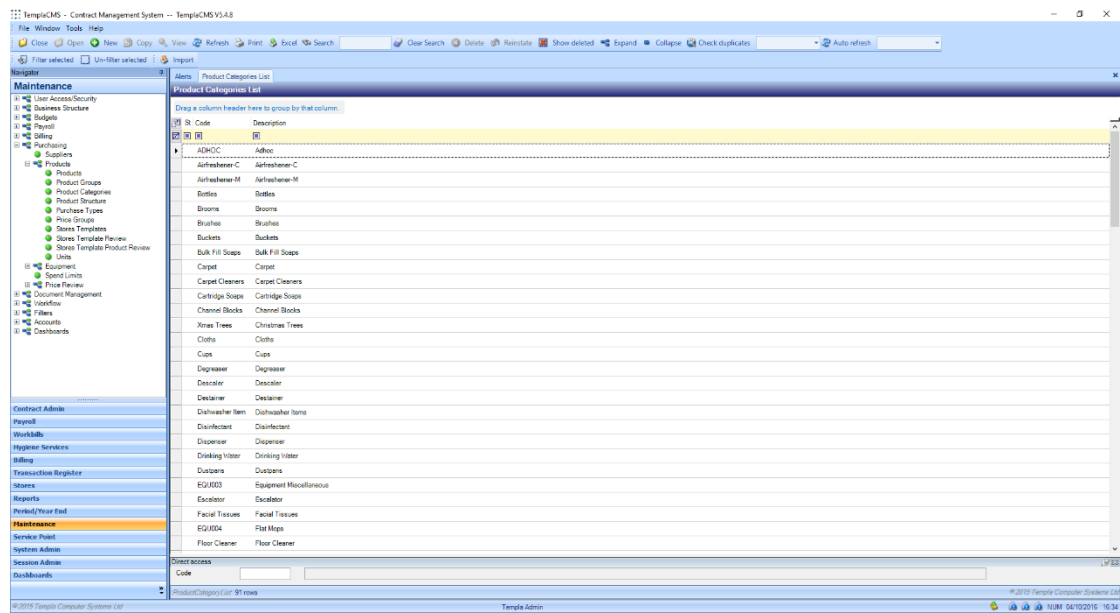
Specifies which *Cost types* should be used if different to what has been defined on *System Control*.

PRODUCT GROUP TASK TYPES



Site transactions require that all cost and revenue transactions are associated with a *Task type*, therefore the *Task type* set against each *Purchase type*.

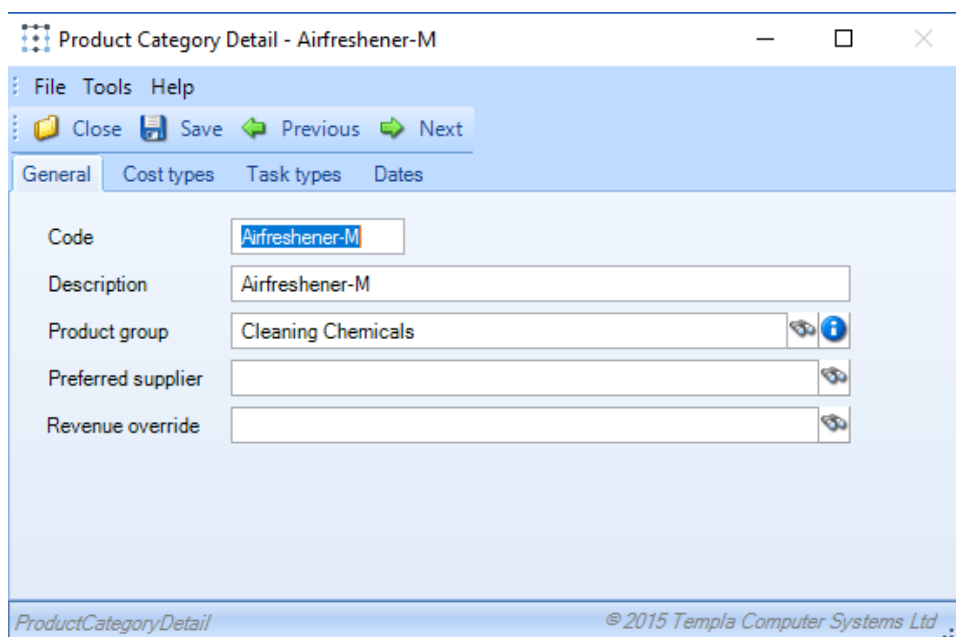
Product Category



All products within *TemplaCMS* must belong to a product category e.g. *Glade air freshener* may belong to the *Product* category called *Air freshener* etc.

New - click on *New* to create a *Product Category*.

PRODUCT CATEGORY DETAIL (GENERAL)



Code – this should be unique across all *Product categories*.

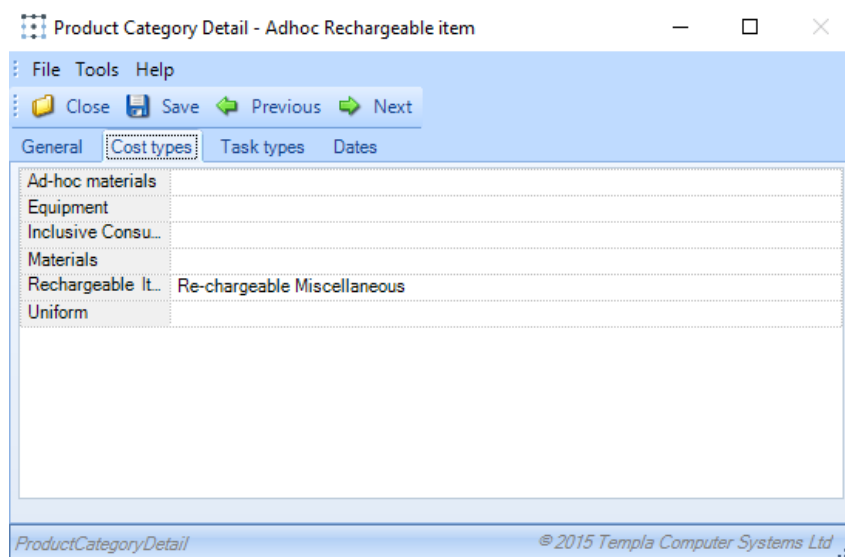
Description – enter a relevant description.

Product group – select the *Product Group* the *Product Category* belongs to.

Preferred supplier (optional) – if there is a single supplier who all items within a *Product category* will be purchased from they can be defined here.

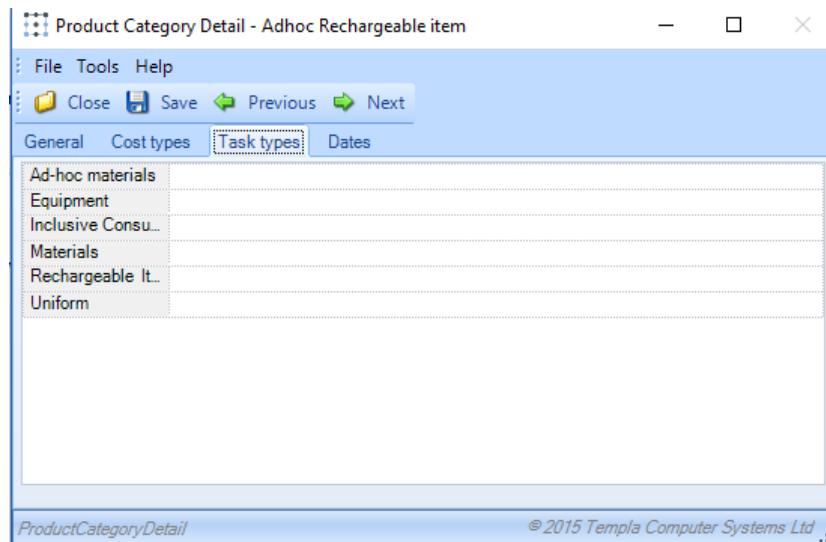
Revenue Override (optional) – if all re-chargeable products within a *Product category* should be attributed to a revenue type which differs from what has been defined on *System Control* it can be set here.

PRODUCT CATEGORY COST TYPES



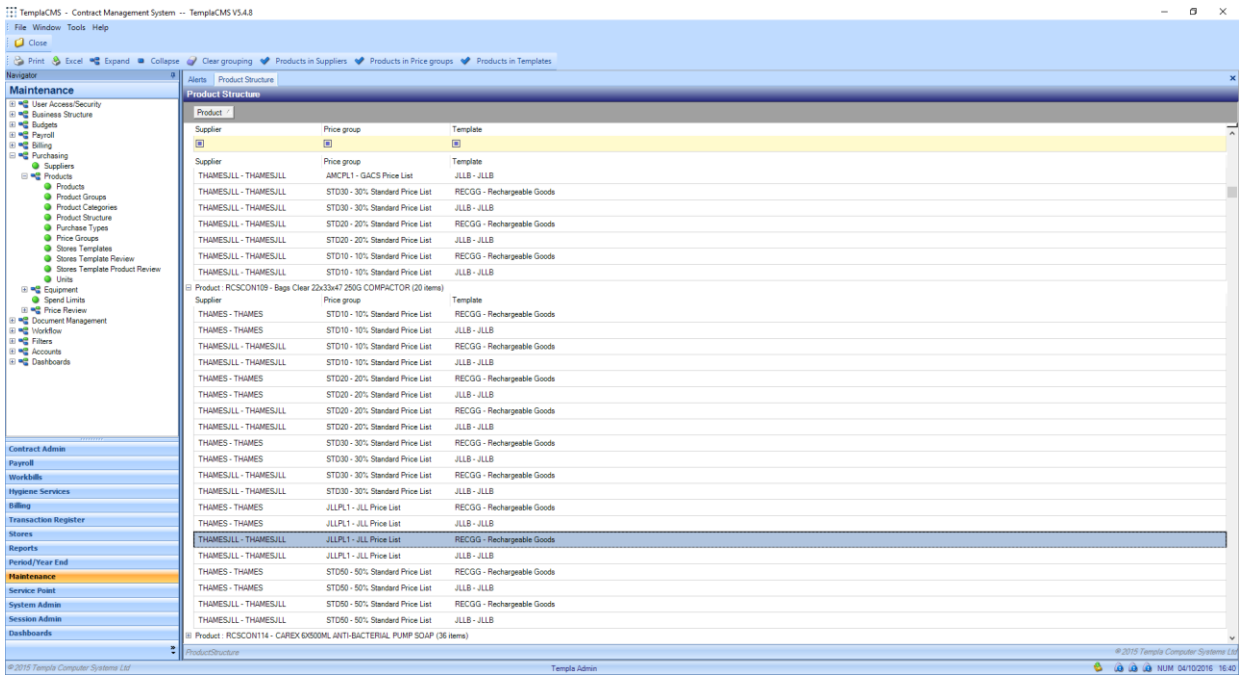
Specifies which *Cost types* should be used if different to what has been defined on *System Control*.

PRODUCT CATEGORY TASK TYPES



Site transactions require that all cost and revenue transactions are associated with a *Task type*, therefore the *Task type* set against each *Purchase type*.

Product Structure



All products in *TemplaCMS* will appear on this list alongside each *supplier*, *Price group* and *Stores template* that they are associated with i.e. where a product appears on more than one *Price group* it is listed multiple times, once for each *Price group*.

Products in Suppliers – this option groups the list based on each *Supplier* and the *Products* they sell:

- [-] Supplier : ACCOMPLI - ACCOMPLI (3 items)
 - [-] Product : RCSCON255 - MINI-JUMBO TOILET TISSUE 60MM (6 items)

Price group	Template
STD30 - 30% Standard Price List	CWH_CON - CWH - Consumables
STD20 - 20% Standard Price List	CWH_CON - CWH - Consumables

Products in Price groups – this option groups the list based on each *Price group* and the *Products* that belong to the *Price group*.

- [-] Price group : - (144 items)
 - [-] Price group : AMCP11 - GACS Price List (256 items)
 - [-] Product : HS002 - Air freshener refill (1 item)

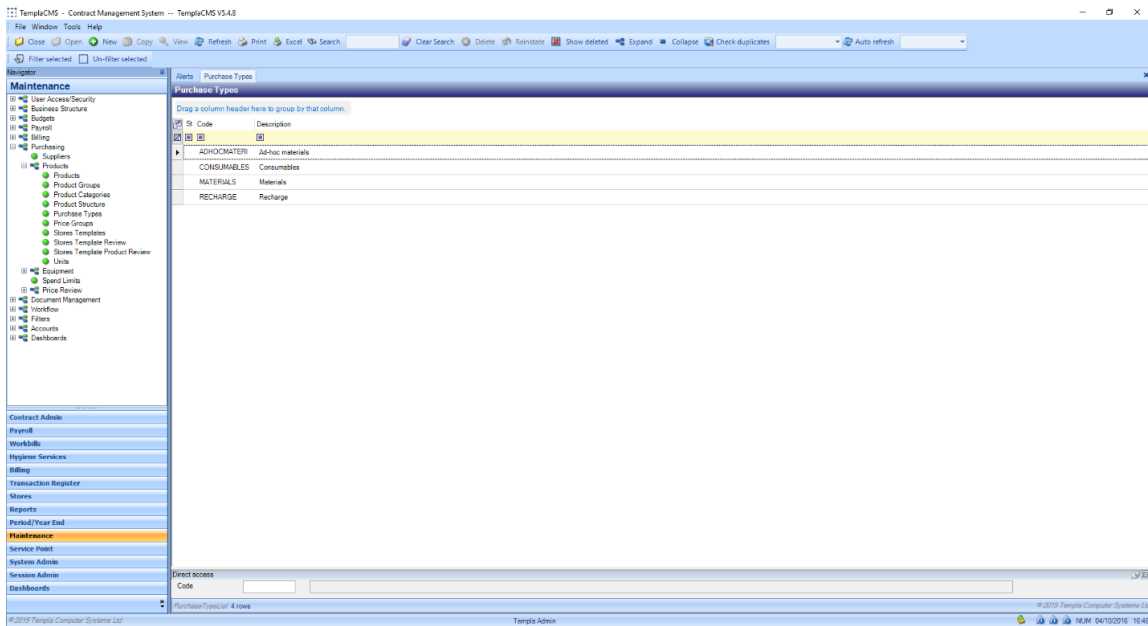
Supplier	Template
MILLSVIC - MILLSVIC	-

Products in Templates – this option groups the list based on each *Stores template* and the products defined on the *Stores template*.

- [-] Template : CWH_CON - CWH - Consumables (4 items)
 - [-] Product : RCSCON255 - MINI-JUMBO TOILET TISSUE 60MM (18 items)

Supplier	Price group
ACCOMPLI - ACCOMPLI	STD30 - 30% Standard Price List
INTACARE - INTACARE	STD30 - 30% Standard Price List

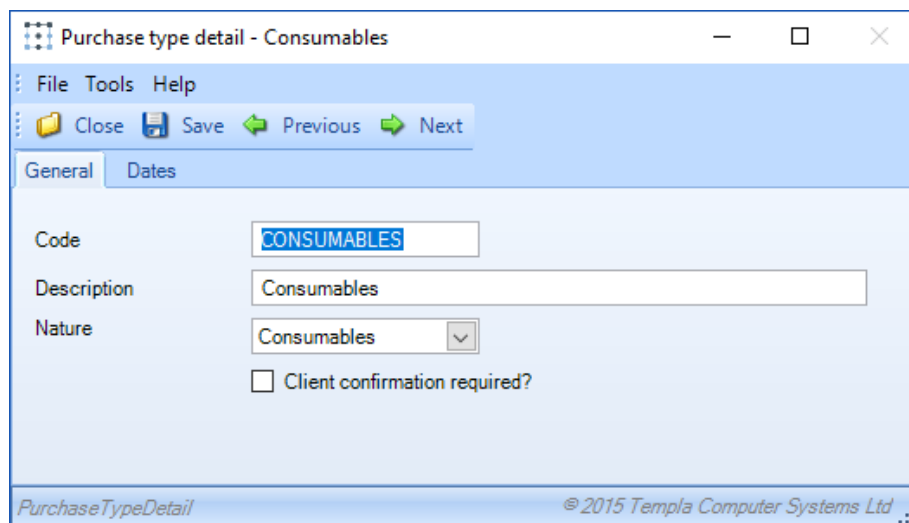
Purchase types



When placing a stores order a *Purchase type* for each *Product* must be selected, this identifies whether the cost of the purchase is included in the service contract or costs extra etc.

New - clicking *New* will launch the purchase type detail window.

PURCHASE TYPE DETAILS (GENERAL)



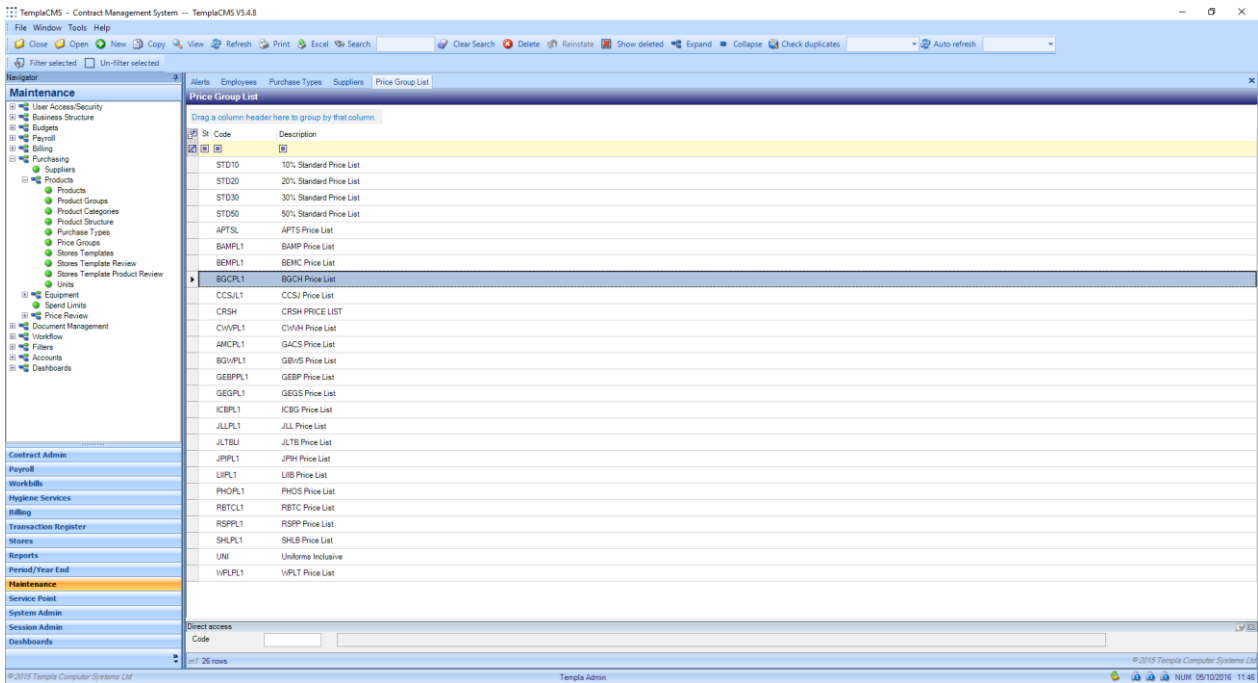
Code – this must be a code that is unique across all *Purchase types*.

Description – enter a relevant description.

Nature – refers to the type of purchase:

- *Consumables* - are additional products requested by the customer to be provided throughout the year, where contract billing takes place, e.g. one-twelfth is billed monthly and then reviewed during the year for overs/unders e.g. toilet rolls.
- *Materials* - are considered inclusive in the DOC contract billing, i.e. they relate to the basic products used for cleaning.
- *Recharge* - are any other additional products that are ad-hoc purchases that will be billed separately.
- *Ad-hoc* – are additional products that will be billed as they are used.

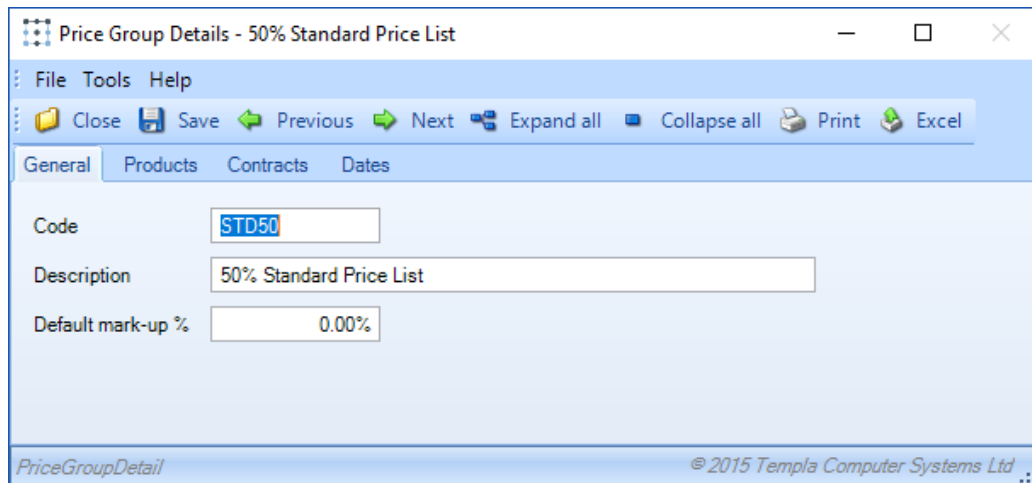
Price groups list



Multiple *Price groups* can be set up within *TemplaCMS* thus allowing the flexibility for product prices to vary between clients.

New – click on *New* to create a new *Price group*.

PRICE GROUP DETAIL (GENERAL)



Code – this should be unique across all *Price Groups*.

Description – enter a relevant description.

Default mark up % - if a % is set then all products in the *Price group* will be sold for that % more than there unit price.

PRICE GROUP PRODUCTS

Product	Product group	Product category	Fixed price	Markup percentage	Final price
RCSCON...	Consumables -...	Airfreshener-C	.00	30.00%	26.14
RCSCON...	Consumables -...	Airfreshener-C	.00	50.00%	33.72
RCSCON...	Consumables -...	Airfreshener-C	.00	50.00%	40.71
RCSCON...	Consumables -...	Airfreshener-C	.00	50.00%	110.25
RCSCON...	Consumables -...	Airfreshener-C	.00	50.00%	15.42
RCSCON...	Consumables -...	Airfreshener-C	.00	50.00%	17.04
RCSCON...	Consumables -...	Bulk Fill Soaps	.00	50.00%	71.85
RCSCON...	Consumables -...	Bulk Fill Soaps	.00	46.00%	14.69
RCSCON...	Consumables -...	Bulk Fill Soaps	.00	50.00%	15.56

The *Products* tab is purely informational displaying the all products which are included in a *Price group* and the corresponding price that is charged for them. *Products* can only be added to a *Price group* from the *Product* detail window.

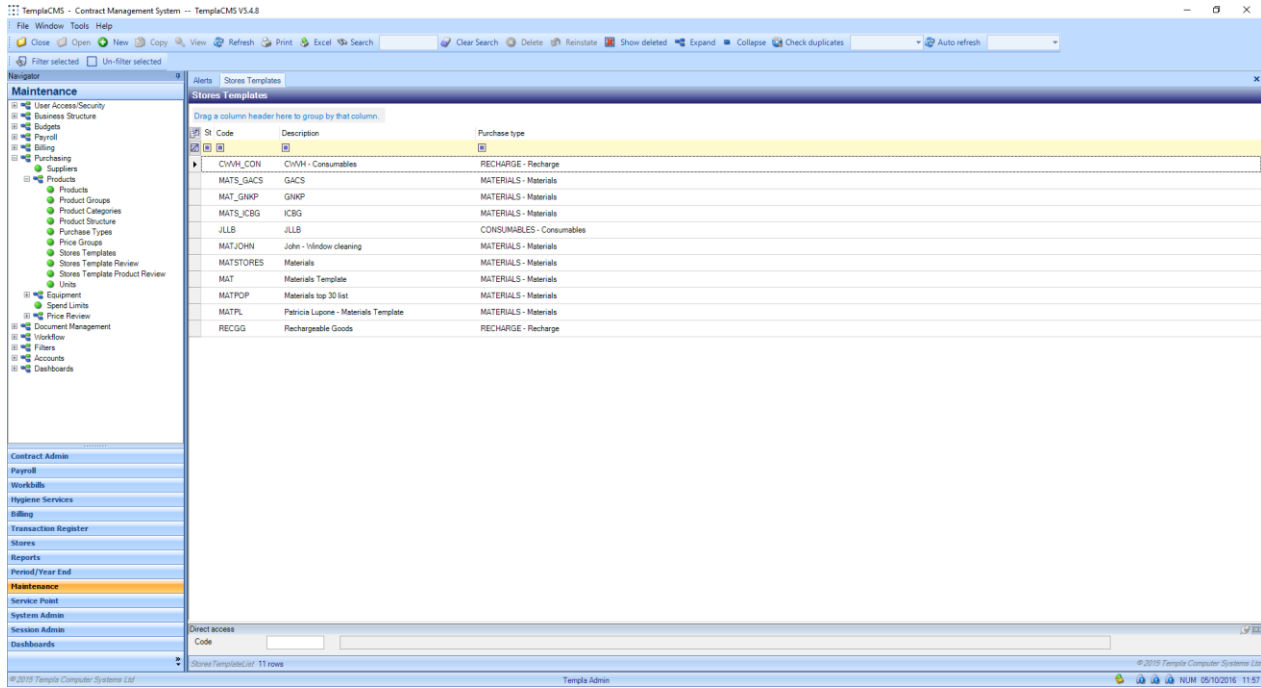
PRICE GROUP CONTRACTS

Contract	Contract start date	Contract end date
DSCO/01 - ...	01/01/2011	
AMPI/01 - A...	01/01/2011	
CFIH/01 - C...	01/01/2011	
BGIB/01 - B...	16/07/2011	
ENBN/01 - ...	01/01/2011	
BWTH/01 - ...	01/01/2011	
CIAM/15 - C...	01/11/2011	
CIAM/02 - C...	01/11/2011	

The *contracts* tab is purely informational displaying the all contracts that the *Price group* is assigned to along with the start and end date of the contract. *Price groups* can only be added to a contract via the contract detail window.

Open – displays the contract details of the selected contract.

Stores templates



Stores Templates can be used when placing a *Stores Order* to pull in the *Products* listed on the template. One or more specific templates can also be assigned to a contract and in doing so, this will control what products can be ordered on the specific contract.

New - click on *New* to create a *Stores Template*.

STORES TEMPLATE DETAIL (GENERAL)



Code – should be unique across all *Stores Templates*.

Description – enter a relevant description.

Purchase type – a default *Purchase type* for all of the *Products* included on *Stores template* must be selected.

STORES TEMPLATE PRODUCTS

Product	Product group	Product category	Preferred supplier	Override preferred supplier
RCSCON5 - AIRCARE REFILLS SERENADE 6X310ML	Consumables - Re-chargeabl...	Airfreshener-C	THAMESME	
RCSCON3 - GLADE JASMINE 12X500ML 7511631	Consumables - Re-chargeabl...	Airfreshener-C	THAMES	
RCSCON4 - GLADE LAVENDER & VIOLET 12X500ML 7511633	Consumables - Re-chargeabl...	Airfreshener-C	THAMES	
RCSCON2 - GLADE PACIFIC BREEZE 12X500ML 7516593	Consumables - Re-chargeabl...	Airfreshener-C	THAMES	
RCSCON8 - HAZE AIRWICK AEROSOL COOL LINEN/LILAC x12	Consumables - Re-chargeabl...	Airfreshener-C	THAMES	
RCSCON7 - HAZE AIRWICK AEROSOL LAVENDER 12X240ML	Consumables - Re-chargeabl...	Airfreshener-C	THAMES	
RCSCON6 - TAGFRESH APPLE 4X20 TAGS	Consumables - Re-chargeabl...	Airfreshener-C	THAMES	
RCSCON16 - COURTESY 2X5LITRE HAND/WASH REFILL 810.792	Consumables - Re-chargeabl...	Bulk Fill Soaps	THAMES	
RCSCON9 - ECOVER FLO NEUTRAL HAND WASH 4X5L	Consumables - Re-chargeabl...	Bulk Fill Soaps	THAMES	
RCSCON14 - LUXURY WHITE 2X5LITRE HAND/BODY WASH A1...	Consumables - Re-chargeabl...	Bulk Fill Soaps	THAMES	
RCSCON15 - OCEAN BLUE 2X5LITRE ANTIBAC SOAP A159EEV2	Consumables - Re-chargeabl...	Bulk Fill Soaps	THAMES	
RCSCON12 - PINK PEARL 5LTR HAND/BODY WASH A079EEV	Consumables - Re-chargeabl...	Bulk Fill Soaps	THAMESJLL	

Details relating to the *Products* included on a stores template can be viewed but not altered on this tab.

Add – allows the user to select a *Product* to be added from the product list.

O/ride preferred supplier - it may be the case that the preferred supplier for a *Product* varies based on where in the country the site is located therefore *TemplaCMS* allows the selection of a supplier at *Stores template* level. If a certain supplier is preferable, they can be selected from the dropdown menu when adding the new *Product* to a *Template*.

Min – the minimum number of the *Product* that can be ordered at one time.

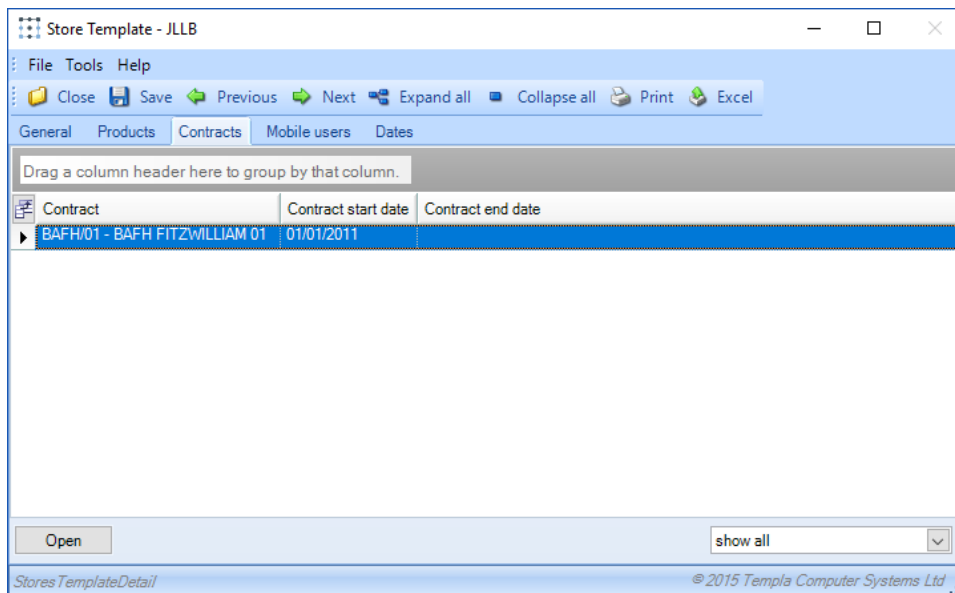
Max – the maximum number of the *Product* that can be ordered at one time.

Add multiple –allows the user to add multiple *Products* to the *Template* at the same time.

Remove – clicking *Remove* when a *Product* is highlighted will unassign that particular *Product(s)* from the *Template*.

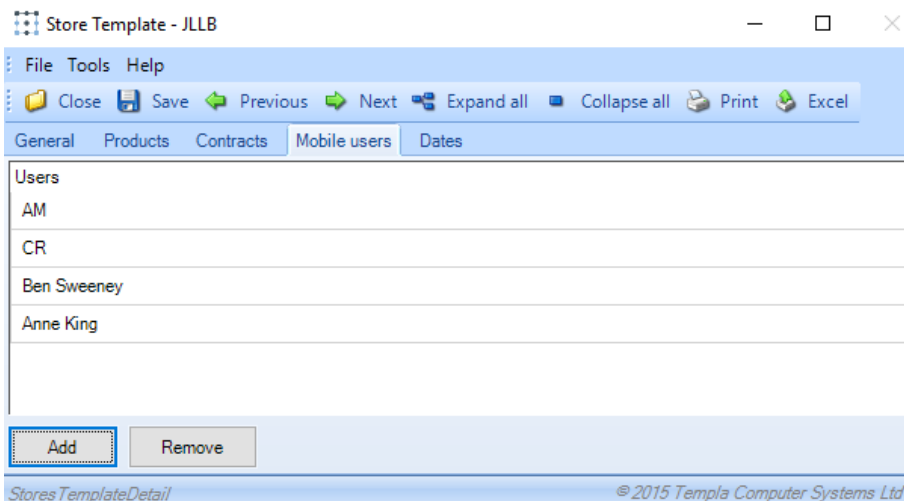
Details – displays the *Product* detail of the selected *Product*.

STORES TEMPLATE CONTRACTS



The *Contracts* tab is purely informational displaying the all contracts that the *Stores template* is assigned to along with the start and end date of the contract. *Stores templates* can only be added to a contract via the contract detail window.

STORES TEMPLATE MOBILE USERS

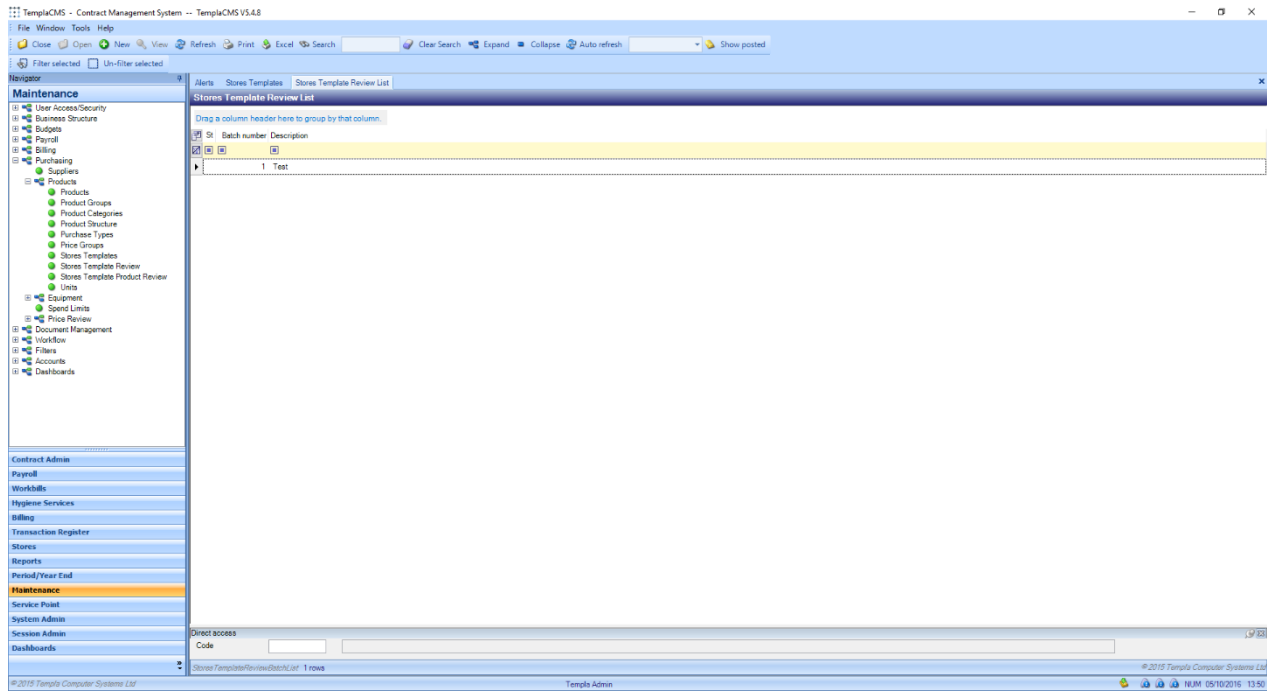


Users defined here will be able to order products on this *Stores Template* when creating a *Stores Order Request (SOR)* on the mobile device.

Add – click on *Add* to select a mobile device user to add to the *Stores Template*.

Remove – clicking *Remove* when a *mobile user* is highlighted will unassign that particular *user* from the *Template*.

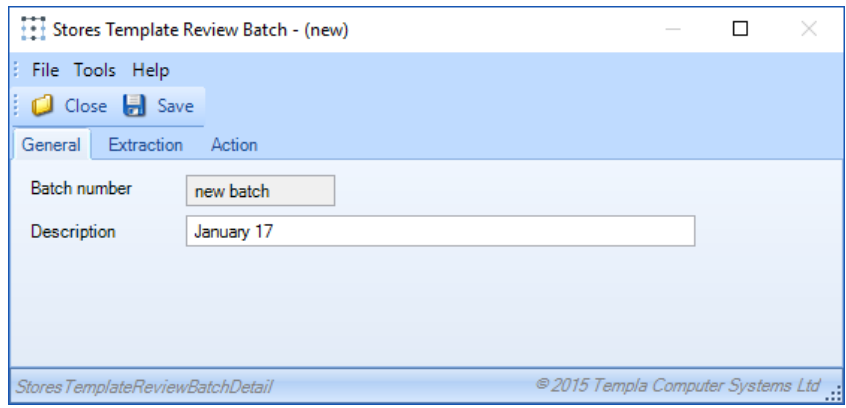
Stores template review



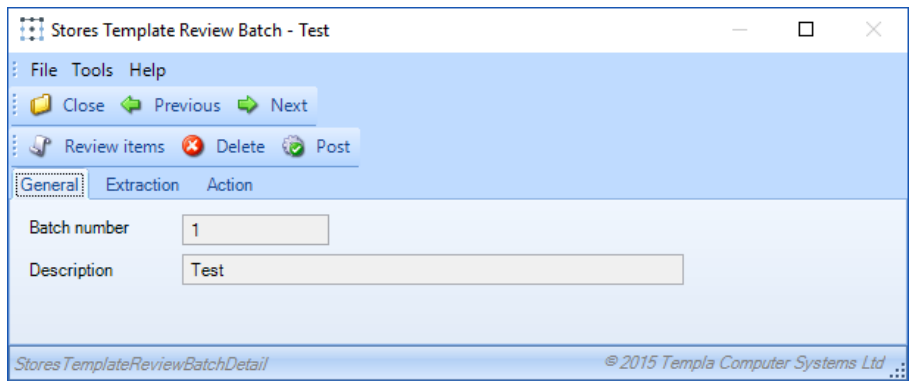
As a number of stores order *Templates* may be created the assignment (or indeed removal) of these templates to contracts could become a burden therefore the *Stores Template Review* process allows users manage this more effectively.

New - click on *New* to create a *Stores Template Review* batch.

STORES TEMPLATE REVIEW BATCH DETAIL (GENERAL)



Save – click on *Save* to generate the *Stores Template Review Batch*.



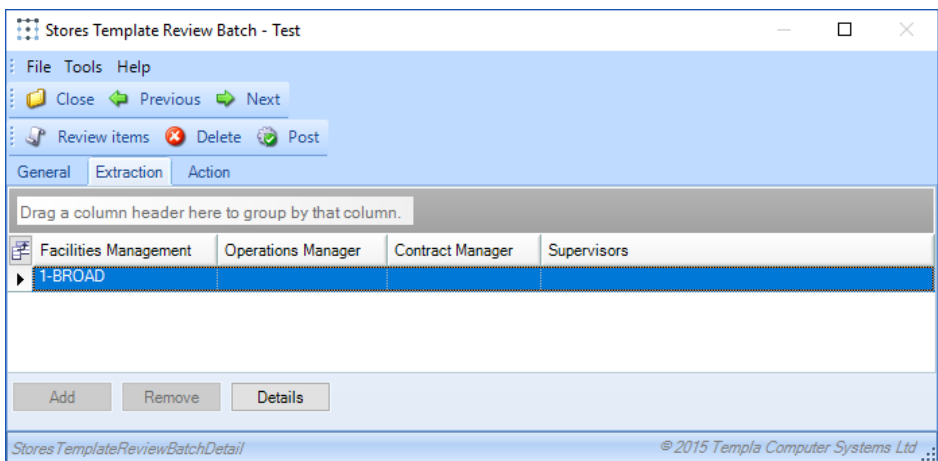
Review items – once the *Extraction* and *Action* options have been completed this will display a list of all contracts meeting at least one of the criteria, allowing the user to then review and optionally delete contracts from the list.

Delete – removes the batch without making any changes.

Post – posting the batch will create new ‘*work in progress*’ versions of the included contracts and apply the actions to either *add* or *remove templates*. The user is then given the option to automatically send the resulting contracts to workflow for approval.

Batch number – the next available number will be automatically generated.

EXTRACTION

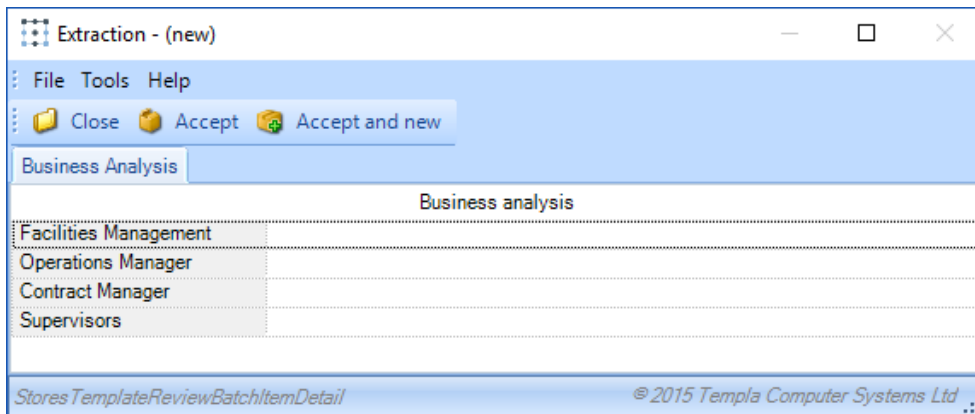


This allows the user to add multiple sets of extraction criteria, where each comprises a combination of business analysis codes at any level.

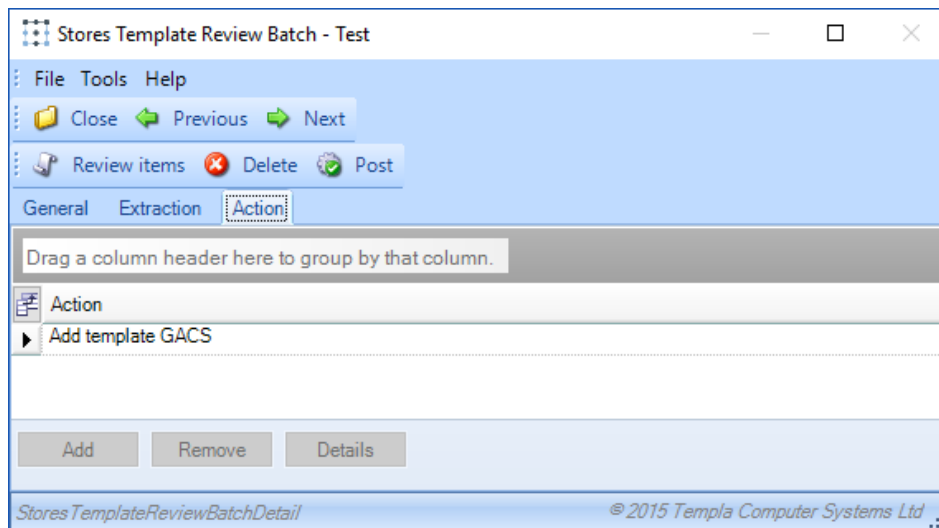
Remove – clicking *Remove* when an extraction line is highlighted will unassign that particular *extraction line/criteria* from the *Extraction criteria list*.

Detail – opens the store's template item review batch window which displays the *Business Analysis* criteria that the review is based on.

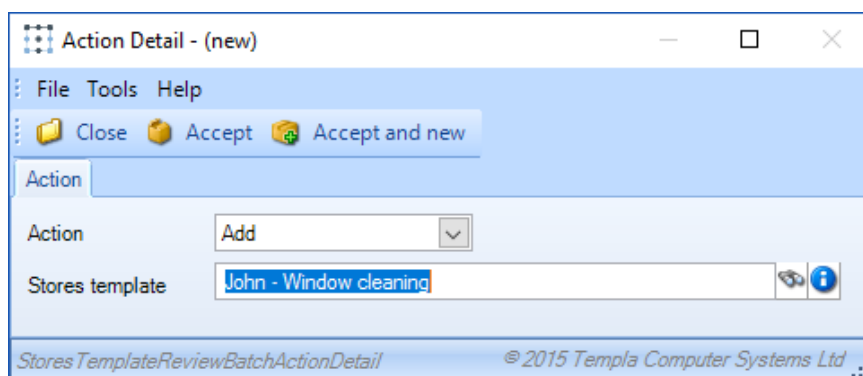
Add – allows the user to enter *Business Analysis* level extraction criteria on the *Stores Template Item Review batch* screen.)



ACTION



Add – displays the *Stores Template Review batch* screen, which allows the user to select whether to add or remove a *Template* from the contracts based on the extraction criteria.

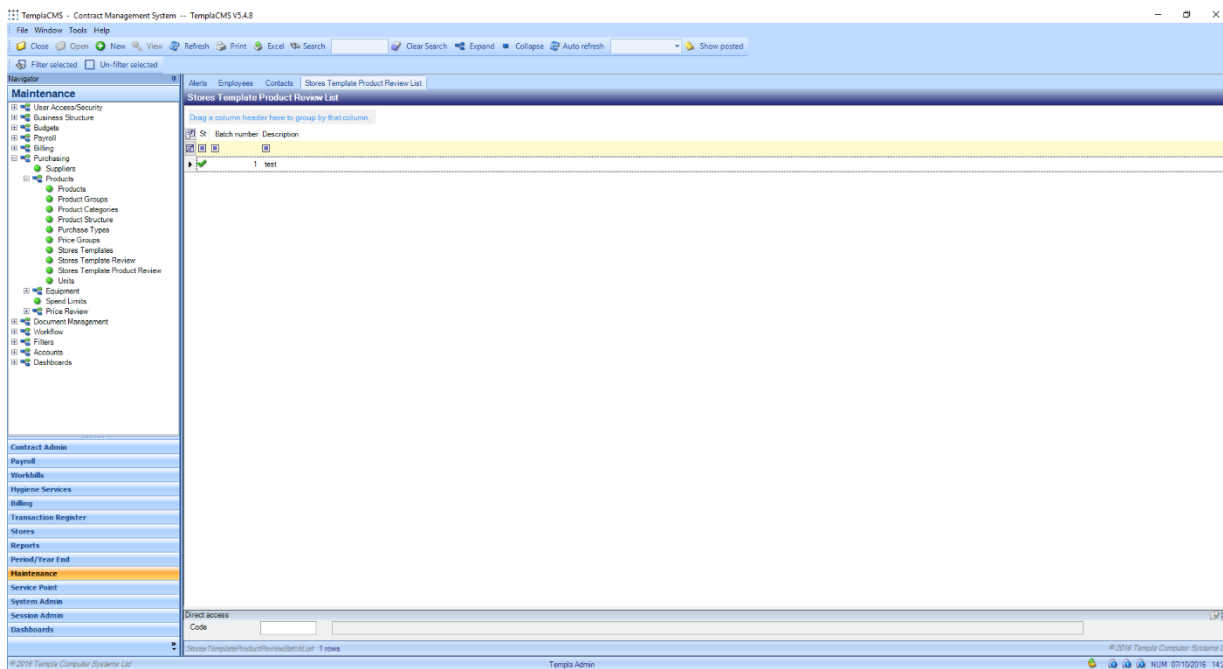


Action:

- *Add*
- *Remove*

Stores template – allows the user to choose a *Template* that should either be added or removed from the contracts based on the extraction criteria entered.

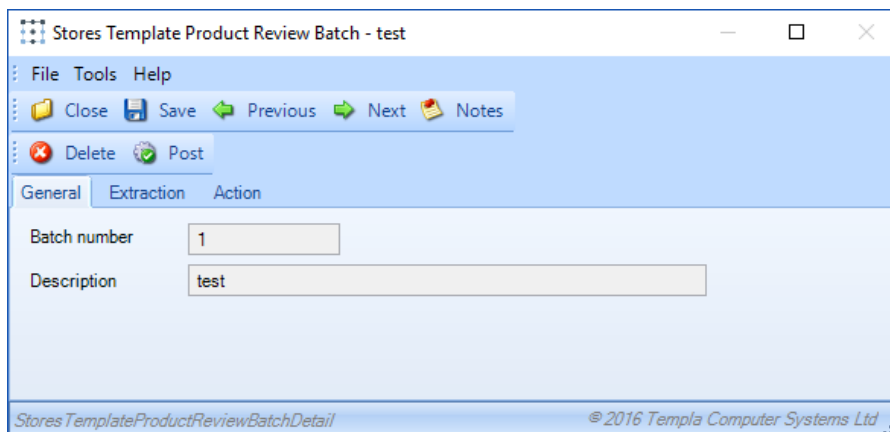
Stores template product review



The review process allows products to be added or removed from multiple *Stores templates*.

New - click on *New* to create a *Stores Template Product Review batch*.

STORES TEMPLATE PRODUCT REVIEW BATCH DETAIL (GENERAL)



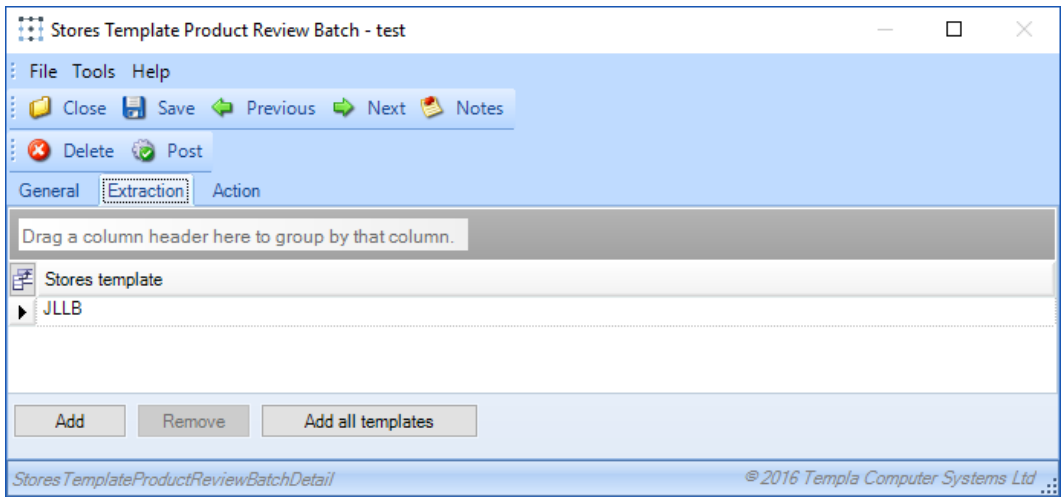
Delete – removes the batch without making any changes.

Post – posting the batch will apply the *Actions* based on the *Extraction* criteria and add or remove the products from the relevant *Templates*.

Batch number – the next available number will be automatically generated.

Description – enter a relevant description.

EXTRACTION

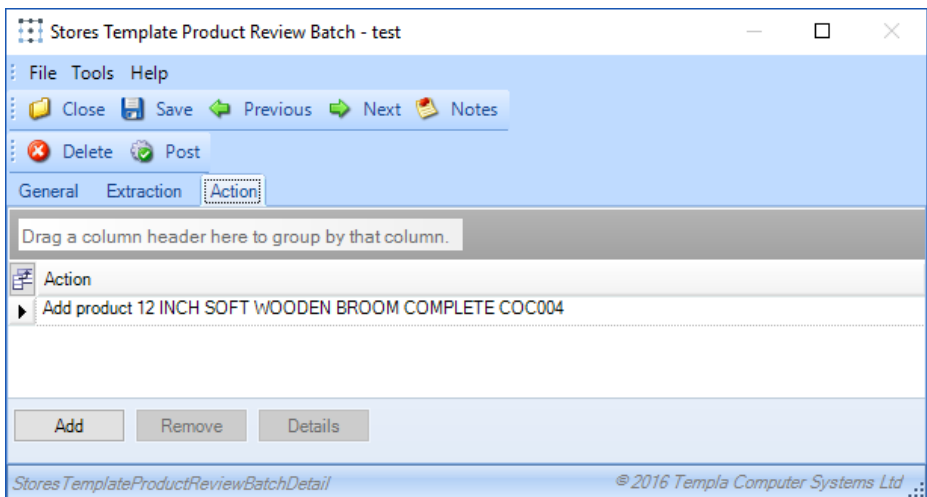


Add – allows the user to select the *Stores templates* that will be updated by the *Stores Template Review batch*.

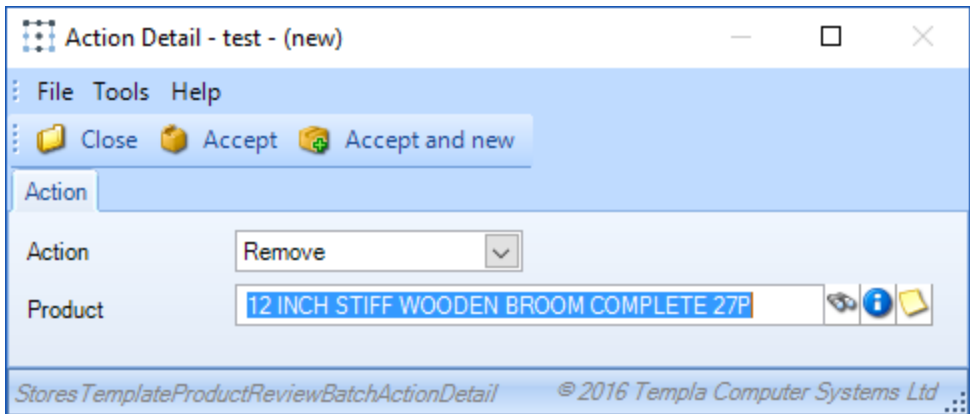
Remove – clicking *Remove* when a *Stores template line* is highlighted will unassign that particular *line* from the *Extraction criteria list*.

Add all templates – automatically includes all *Stores templates* in the review batch.

ACTION



Add – allows the user to select whether to add or remove a *Product* from the selected *Stores templates*.

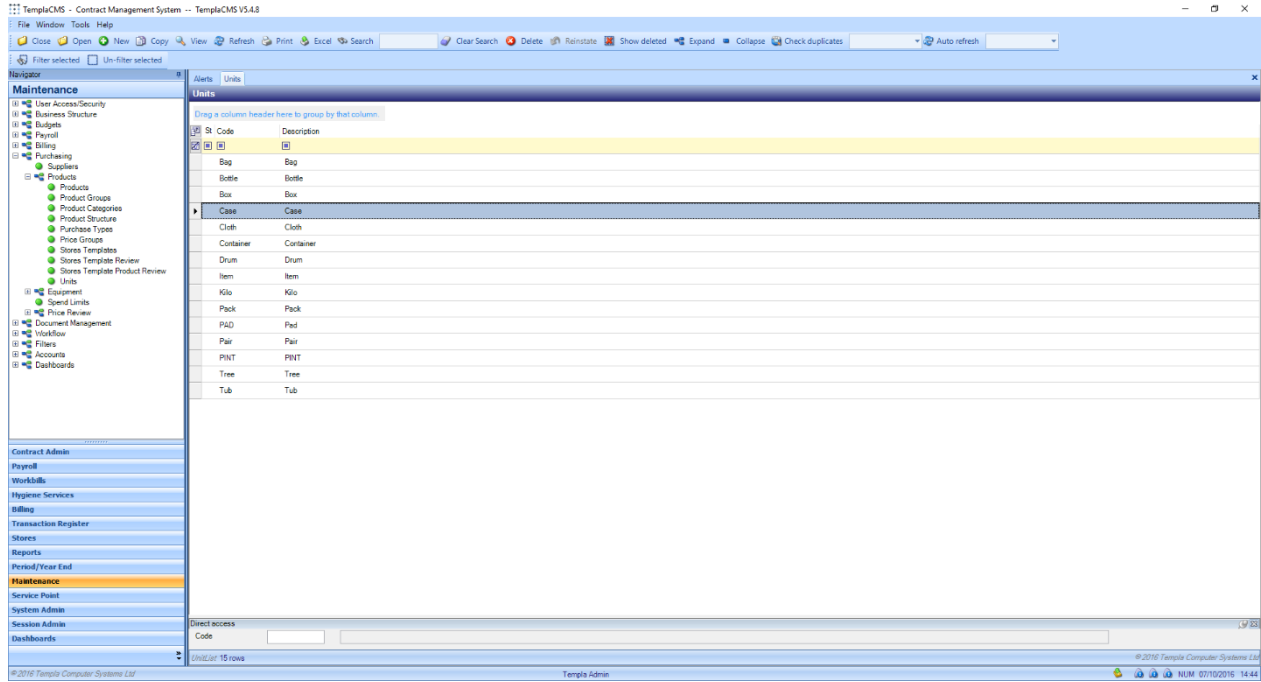


Action:

- Add
- Remove

Product – select the product that should be added or removed from the selected *templates*.

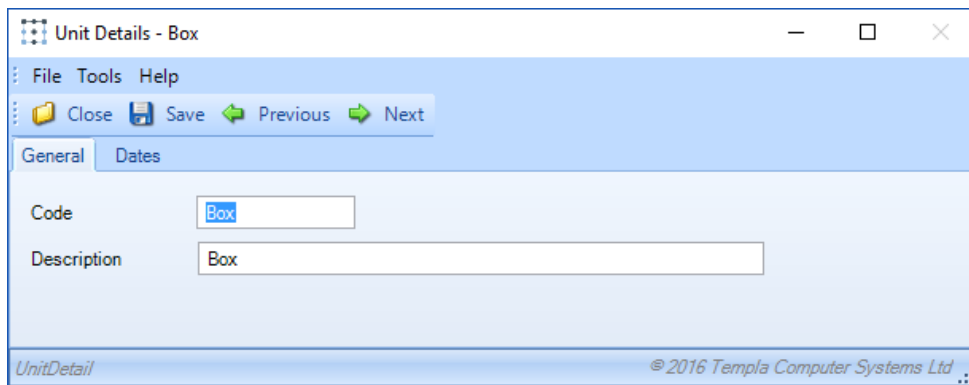
Units



Units That products are purchased, sold or stocked in should be defined.

New - click on New to create a Unit.

UNIT DETAIL (GENERAL)



Code – this should be unique across all Units.

Description – enter a relevant description.

EQUIPMENT

Equipment Item List

The screenshot shows the TemplaCMS interface with a grid of equipment items. The grid has the following columns: SI Code, Description, Asset nu, Equip os, Equip gr, Purchase date, Purchase value, Current site, Effective, Last PAT date, Next PAT date, Frequen, Frequen, Missing, Purchas, Goods r, Stores o, Supplier, Serial Number, and Warranty Period. One row is visible with the following data: SI Code: test, Description: test, Asset nu: CD-C, Equip os: CE-CI, Purchase date: 06/10/2016, Purchase value: £100.00.

All *Equipment items* set up in *TemplaCMS* are displayed on this grid.

New – click on *New* to create an *Equipment item*.

EQUIPMENT ITEM DETAIL (GENERAL)

The screenshot shows the Equipment/Service Detail form for a test item. The form is divided into several sections:

- General:** Code (test), Description (test), Equipment category (Carpet Dryers).
- Missing?:**
- PAT testing:** Last PAT date (07/10/2016), Next PAT date, Frequency (1 Weeks).
- Equipment details:** Purchase date (06/10/2016), Purchase value (£100.00).
- Purchase details:** Purchase invoice number, GRN number, Stores order number, Supplier.
- Returns:** Status (Hold in stock), Note (NA, Scrap, Repair, Hold in stock, Return to supplier).

Code – this should be unique across all *Equipment Items*.

Description – enter a relevant description.

Equipment category – *Equipment Items* belong to an *Equipment Category* and *Equipment Group*, from where its nature is derived.

Missing – if an *Equipment Item* has gone missing from a site, then this can be manually recorded against the *Equipment Item* or via the *Equipment Audit*.

PAT testing (Portable appliance testing)

PAT testing dates can be manually maintained on an *Equipment Item* or via the *Equipment Audit*. The *Equipment Item list/filter* (see below) can be used to determine *Equipment items* that are due for *PAT testing* in the coming month(s).

Last PAT date – the date on which the equipment was last tested.

Next Pat date – the date on which the equipment will next be tested.

Frequency – how often the equipment must be tested (this will calculate the next date based off of the last date).

Equipment details

Purchase date – the date on which the *Equipment Item* was purchased.

Purchase value – the amount of money the *Equipment Item* cost.

Purchase details

If the *Equipment item* is created from a *Stores Order*, then the following fields will auto-populate.

- *Purchase invoice number* – the purchase invoice which is linked to the corresponding *Stores Order*.
- *GRN number* – Goods Receipt Number.
- *Stores Order number* – the number on the corresponding *Stores Order* in which the item was created.
- *Supplier* – supplier name.

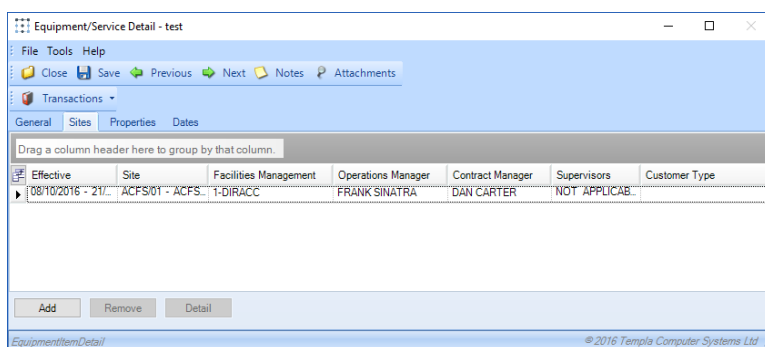
Returns

Status:

- *NA* – not applicable.
- *Scrap* – the *Equipment item* is set to be scrapped.
- *Repair* – the *Equipment item* needs repair.
- *Hold in stock* – the *Equipment item* is being held but not used on site.
- *Return to supplier* – the *Equipment item* will be returned to the supplier it was purchased from.

Note – any additional information that is required can be entered here.

EQUIPMENT SITES

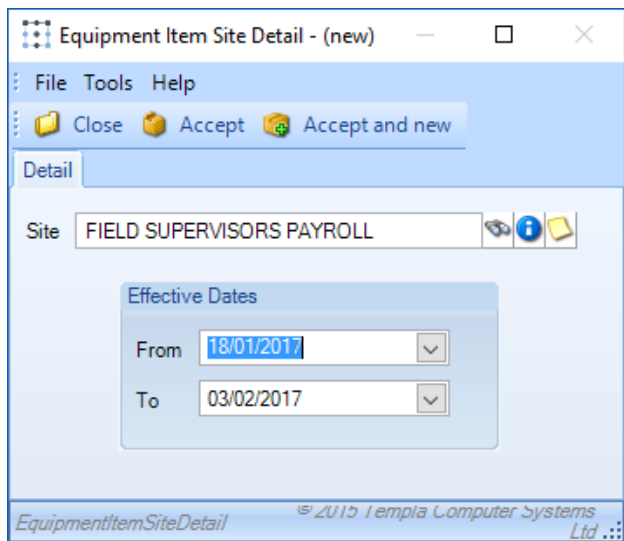


Equipment Items can be assigned to various sites at different times.

Remove – clicking Remove when a Site line is highlighted will unassign that particular line from the Sites list.

Details – displays the Equipment Site detail window.

Add – displays the Equipment item Site Detail window.



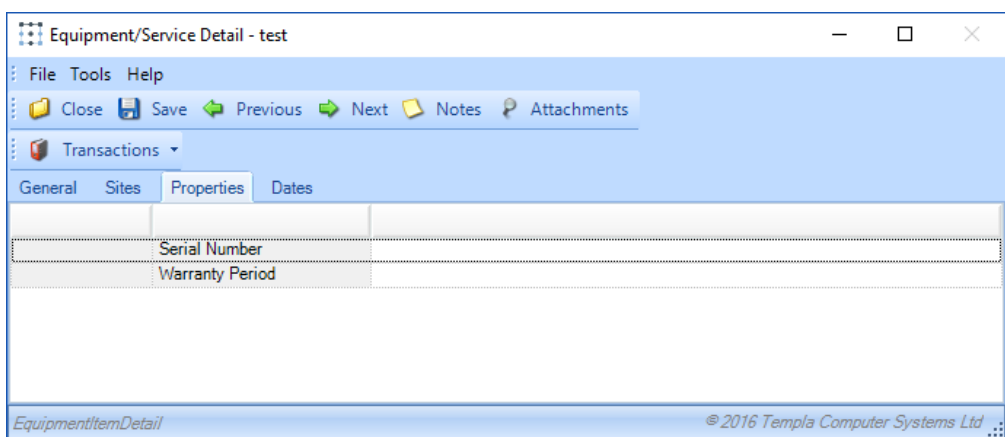
Site – click the binoculars to select the relevant site.

Effective dates

From – the first day the Equipment Item is on the site.

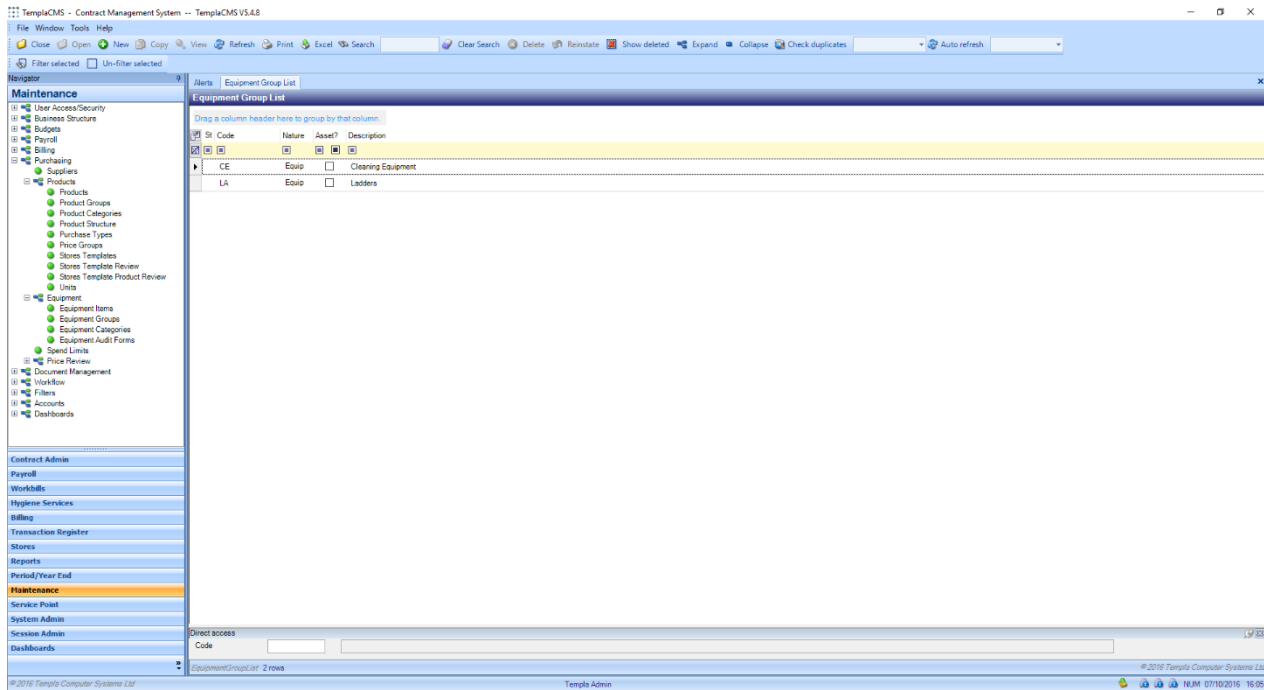
To – the last day the Equipment Item is on the site (if no date is entered TemplaCMS defaults this to the same as the From date).

EQUIPMENT PROPERTIES



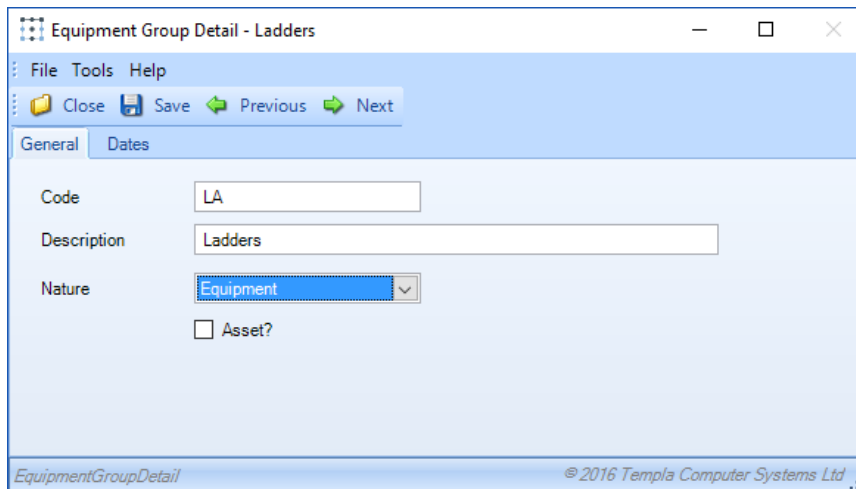
All equipment Property types will appear on this tab to allow the user the option of recording additional information.

Equipment Groups



All equipment / services in *TemplaCMS* must belong to an *Equipment Category* which in turn belongs to an *Equipment Group*.
New - click on *New* to create and *Equipment Group*.

EQUIPMENT GROUP DETAIL (GENERAL)



Code – should be unique across all *Equipment Groups*.

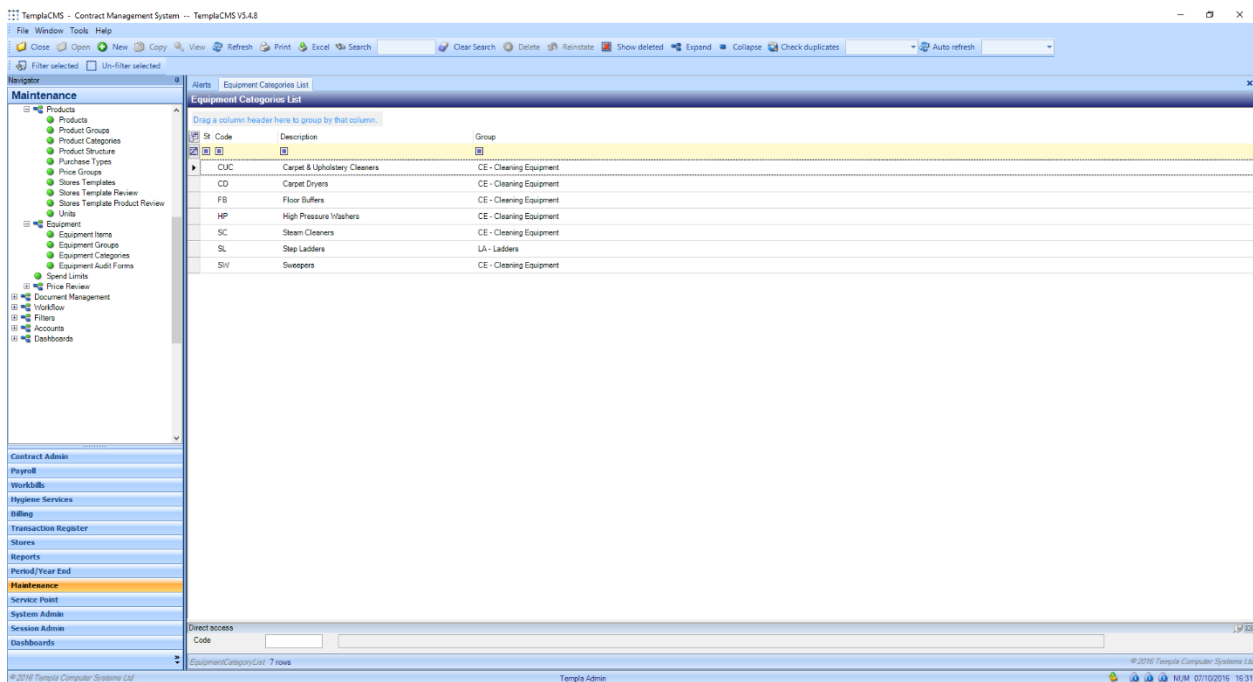
Description – enter a relevant description.

Nature:

- *Equipment* – equipment/ machinery.
- *Service* – non-physical goods, i.e. a service contract offered.

Asset? - if *Nature* is *Equipment* then the *Equipment Group* can also be flagged as an asset.

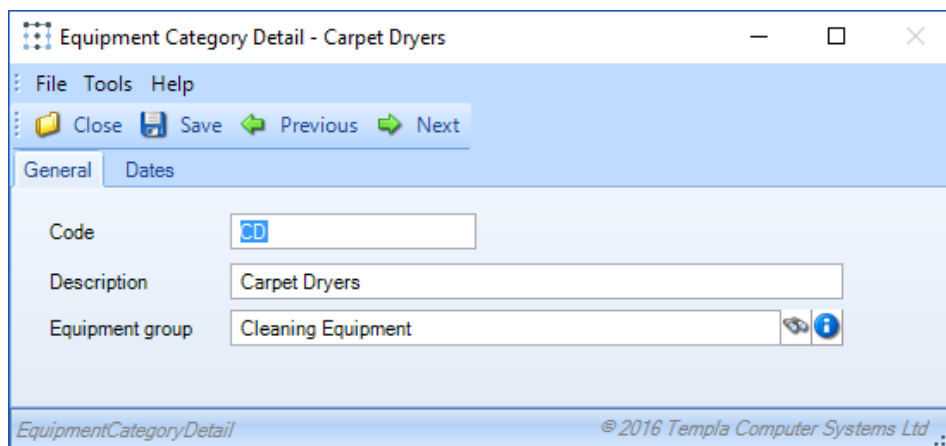
EQUIPMENT CATEGORIES



Equipment Categories exist as an intermediate stage between *Equipment Groups* and items allowing multiple categories to be defined per group.

New - click on *New* to create an *Equipment Category*.

EQUIPMENT CATEGORY DETAIL (GENERAL)

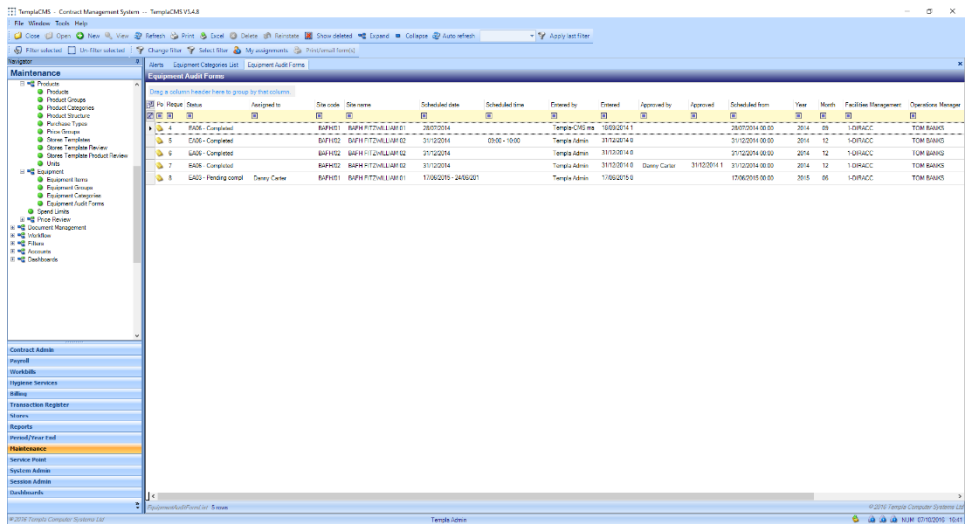


Code – should be unique across all *Equipment Categories*.

Description – enter a relevant description.

Equipment group – select the *Equipment Groups* the *Equipment Category* belongs to.

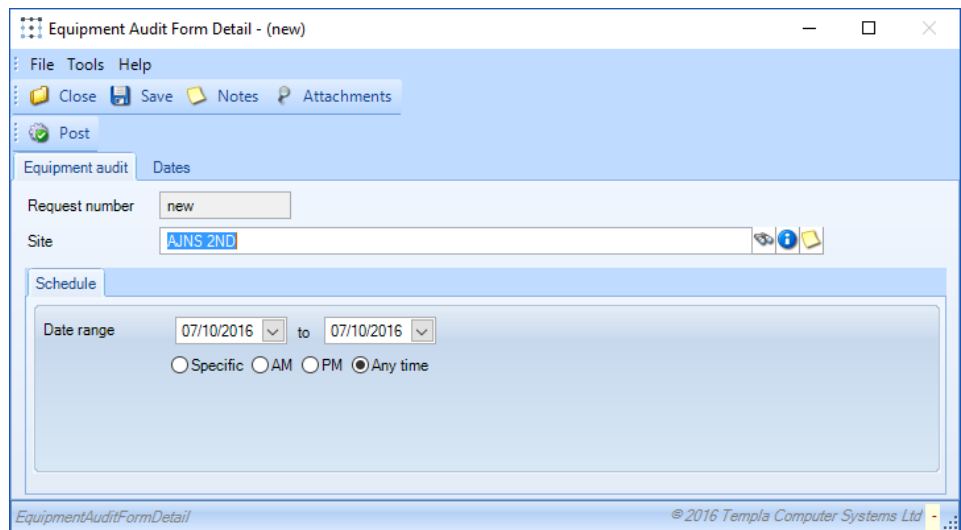
EQUIPMENT AUDIT FORM



Equipment Audits can be accessed via this list.

New - click on New to create an Equipment Audit form.

EQUIPMENT AUDIT FORM DETAIL (GENERAL)



Batch number – the next available number will automatically be generated.

Site – allows the user to select the relevant site for the audit.

Schedule

Date range:

- First date field – the first date the audit can occur.
- Second date field – the last date the audit should occur.

Specific – the user must set a specific time for the audit.

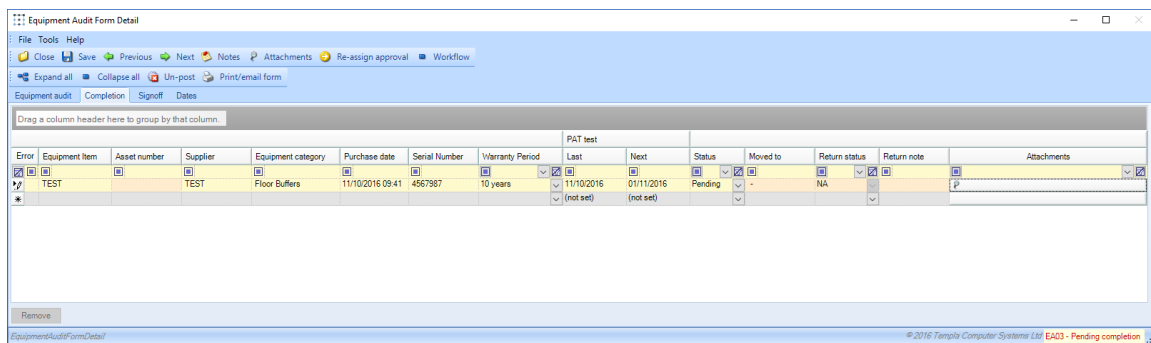
AM – the audit must occur in the morning.

PM- the audit must occur in the afternoon

Any time – the time the audit is completed within the date range is irrelevant.

Post – posting the audit will generate an Equipment Audit with the entered details, once it is posted additional tabs will appear.

Equipment Audit Completion



Re-assign approval – allows a user to be defined as to who the form should be assigned to.

Workflow – opens the workflow item list which details the start and end dates/ times of the item on workflow stages.

Equipment item – the name/ description of the item.

Asset number – allows the user to enter a corresponding number to the *Equipment Item* but is only applicable if the item is in an *Equipment Group* defined as an *Asset*.

Supplier – where the *Equipment Item* was purchased from.

Equipment category – allows the user to select the *Equipment Category* the item belongs to.

Purchase date – date when the equipment was purchased.

Serial Number (if applicable) – the serial number on the equipment.

Warranty Period – how long the warranty lasts after purchase.

Last (PAT test) – when the item was last *PAT* tested.

Next (PAT test) – when the item is next due to be *PAT* tested.

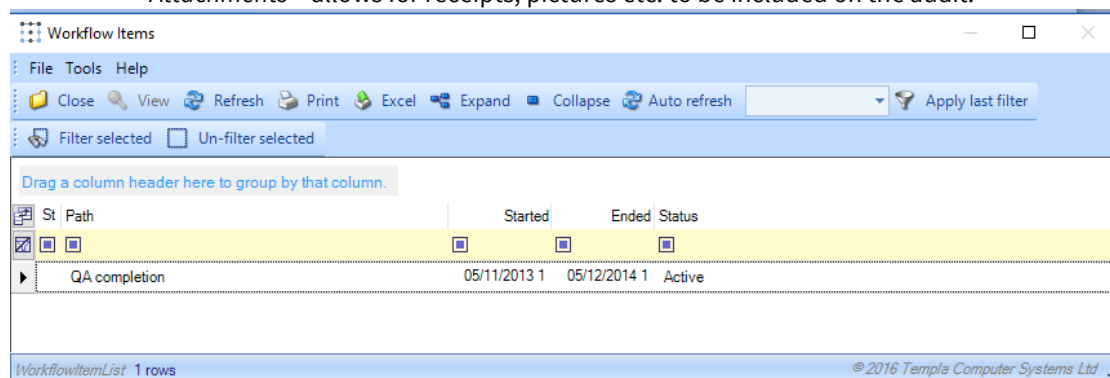
Status:

- *Pending* – awaiting the items arrival onsite.
- *Confirmed* – item is onsite.
- *Missing* – item can't be found.
- *Moved* – item has been moved to another site, if selected a site must be defined in the *Moved to* field.
- *Auto-create* – if the item is new and needs to be created in TemplaCMS.

Return status – this can be set on the *Equipment Item* detail screen and relates to if the item has been scrapped, repaired etc.

Return note – any additional information required about the return status.

Attachments – allows for receipts, pictures etc. to be included on the audit.



Workflow items - provides details of the start and end dates/ times of the item on workflow stages.

EQUIPMENT AUDIT SIGN OFF

Equipment Audit Form Detail

File Tools Help

Close Save Previous Next Notes Attachments Re-assign approval Workflow

Expand all Collapse all Un-post Print/email form

Equipment audit Completion Signoff Dates

Audit completion

Completed by VM

Audit date 11/10/2016 Started Ended

Notes

EquipmentAuditFormDetail © 2016 Templa Computer Systems Ltd EA03 - Pending completion

Completed by – select the user who did the audit.

Audit date – enter the date the audit was undertaken.

Started – enter the start time of the audit.

Ended – enter the finish time of the audit.

Notes – add any further notes required.

Spend limits

TemplaCMS - Contract Management System -- TemplaCMS V6

File Window Tools Help

Close Open New Copy View Refresh Print Excel Delete Reinststate Show deleted Expand Collapse Auto refresh

Filter selected Un-filter selected

Navigator

Maintenance

- User Access/Security
- Business Structure
- Budgets
- Payroll
- Billing
- Purchasing
 - Suppliers
 - Products
 - Equipment
 - Spend Limits
 - Price Reviewer
- Document Management
- Workflow
- Filters
- Accounts
- Dashboards

Contract Admin

Payroll

Workbooks

Hygiene Services

Billing

Transaction Register

Stores

Reports

Period/Year End

Maintenance

Service Point

System Admin

Session Admin

Dashboards

Spend Limits

Drag a column header here to group by that column.

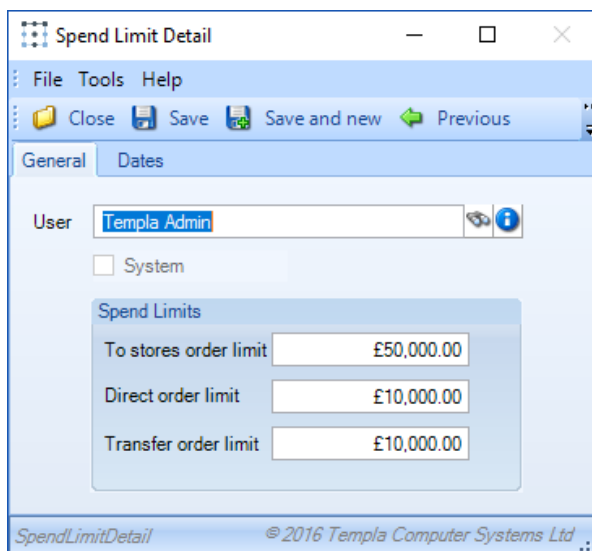
To stores limit	Direct limit	Transfer limit	For
£50,000.00	£10,000.00	£10,000.00	Templa Admin

© 2016 Templa Computer Systems Ltd

Templa Admin

It is possible to define the *maximum amount* users can spend on various types of purchases within *TemplaCMS*, the spend limit list will show all limits that have been set up.

New - clicking on new to add a new *Spend limit* to a user.



User – select the user the spend limit should be applied to.

System – a spend limit over all users in *TemplaCMS*.

Spend limits

The below limits refer to the options available when placing a stores order

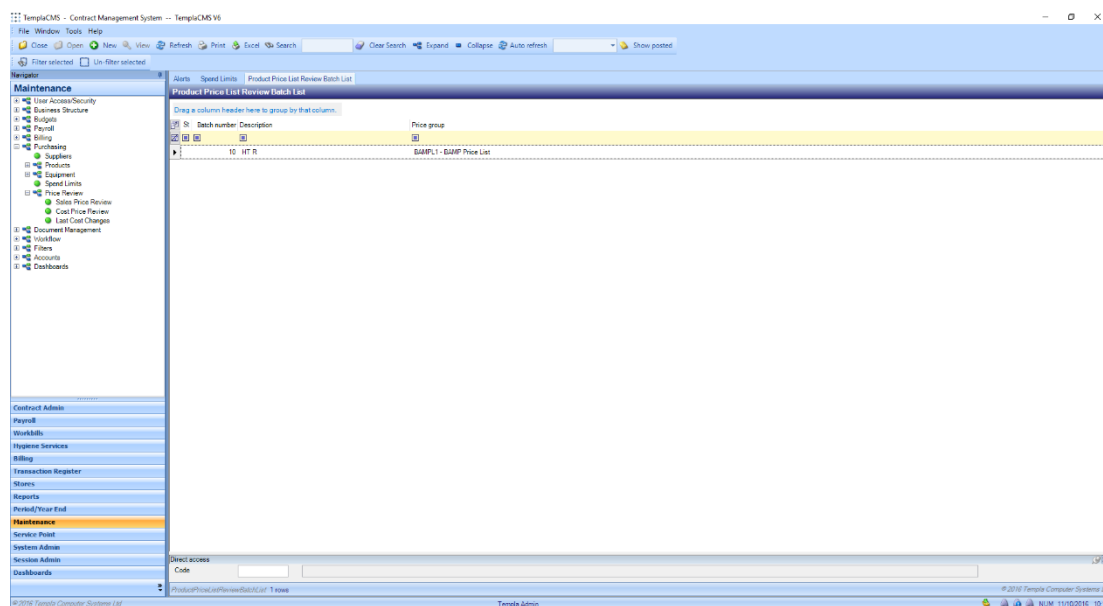
To stores order limit – the limit placed on orders ‘to stores’ (a warehouse).

Direct order limit - the limit placed on orders defined as ‘direct’ from supplier to site.

Transfer order limit - the limit placed on orders defined as a ‘transfer’ i.e. from stores to a site.

Price review

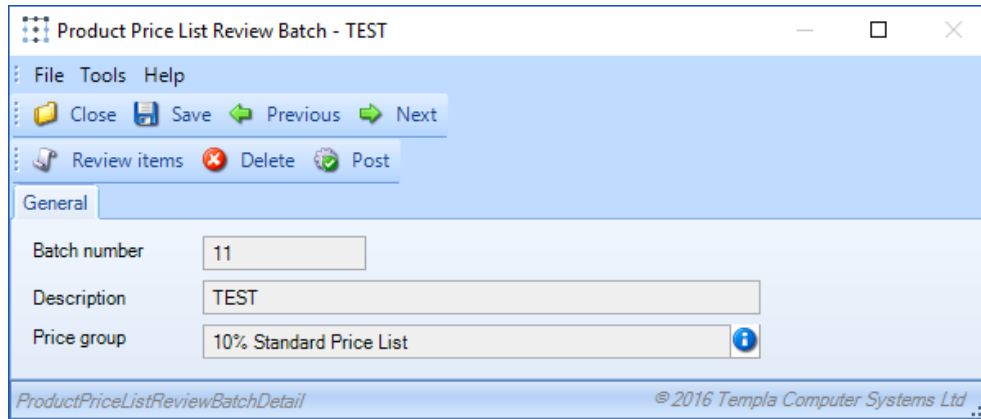
SALES PRICE REVIEW



Product prices on a *Price group* can be bulk changed by a *Sales Price Review*, this list displays all product price review batches that have been created.

New - click on *New* to create a *Product Sales Price List Review* batch.

SALES PRICE REVIEW BATCH



When creating a new batch the *Delete* and *Post* buttons will be greyed out .

Batch number – the next available number will be automatically generated.

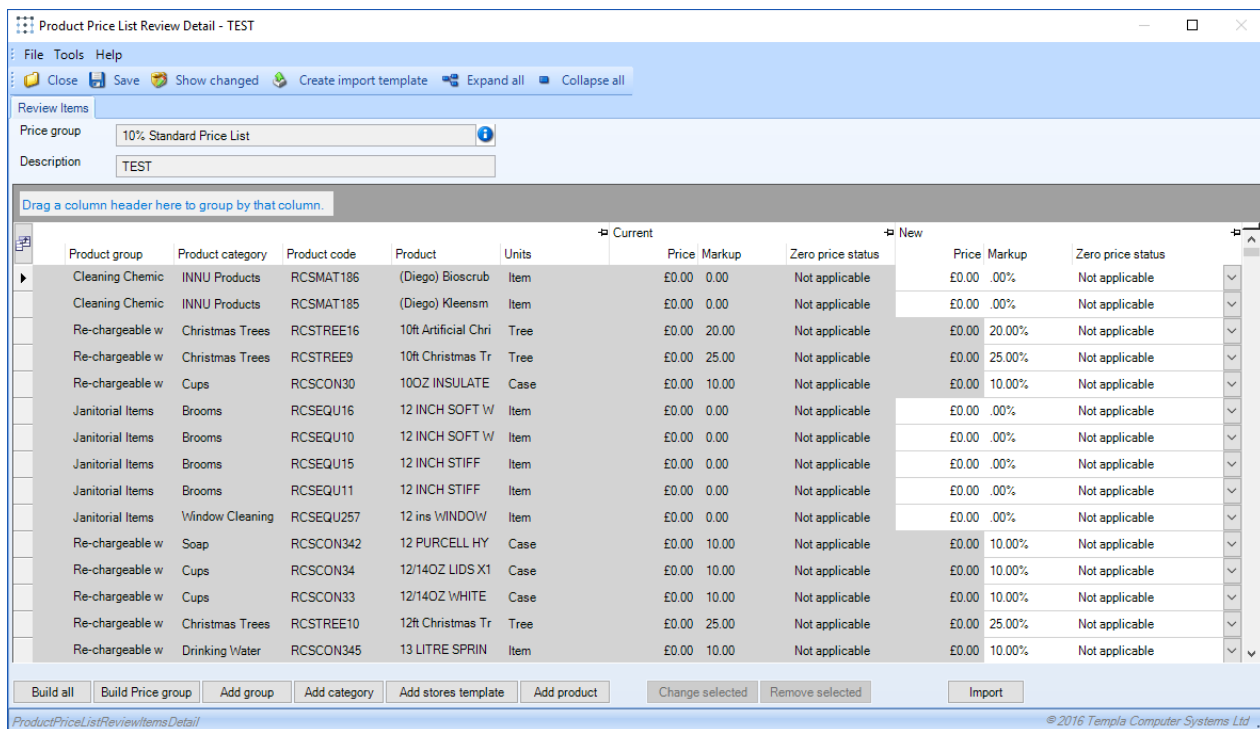
Description – enter a relevant description.

Price group – select the *Price Group* that the review should apply to.

Post – post the batch to apply the changes to product prices on the *Price group*.

Review items – displays the *Product Sales Price List Review Items detail* screen.

PRODUCT SALES PRICE LIST REVIEW ITEMS DETAIL (GENERAL)



Show changed – alters the list to only display products where a manual pricing change has been made.

Create import template – exports the list of products to a .xls file.

Build all – brings all products in *TemplaCMS* into the review.

Build price group – includes all products currently on the selected *Price Group* into the review

Add group – include all products from a specific *Product Group* in the review batch.

Add category – include all products from a specific *Product Category* in the review batch.

Add stores template – include all products from a specific *Stores Template* in the review batch.

Add product – select an individual product to include in the review.

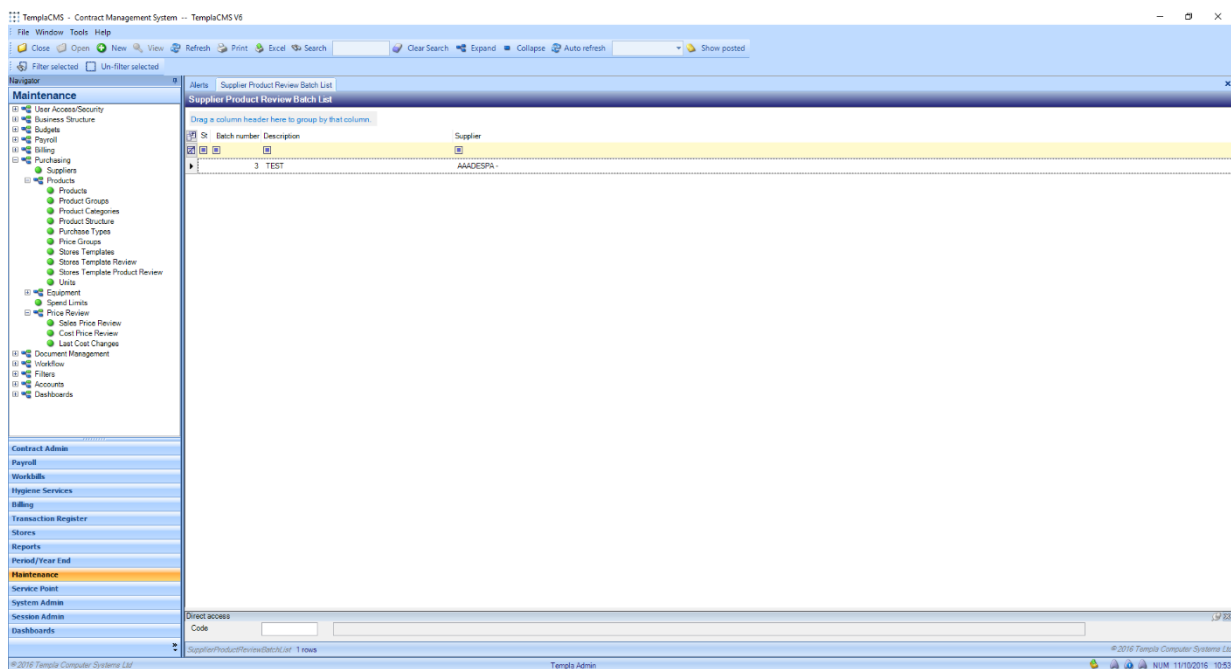
Change selected – the below window will be displayed, this allows the user to make a bulk change to all products within the list that are highlighted e.g. If the change price is set to £10.00 all items highlighted “new price” will be set to £10.00.

Change price	<input type="text" value="£0.00"/>
Change markup	<input type="text" value="0.00%"/>
Apply % change	<input type="text" value="0.00%"/>
Zero price	<input type="text" value=""/>
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	

Remove selected – takes all highlighted products out of the review batch.

Import - exports the list of products from a .xls file.

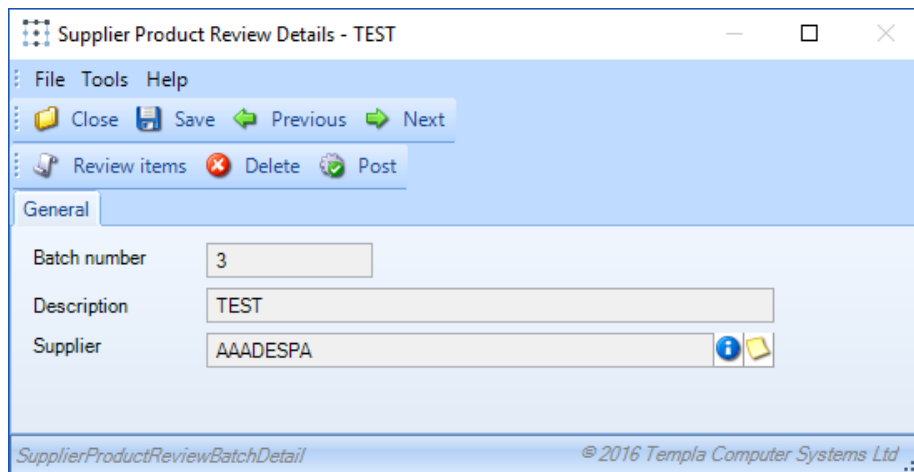
COST PRICE REVIEW



Product details e.g Price, preferred supplier, minimum order etc. can be altered in bulk using a *Cost Price Review*.

New - click on *New* to create a *Cost Price Review* batch.

COST PRICE REVIEW BATCH



When creating a new batch the *Delete* and *Post* buttons will be greyed out.

Batch number – the next available number will be automatically generated.

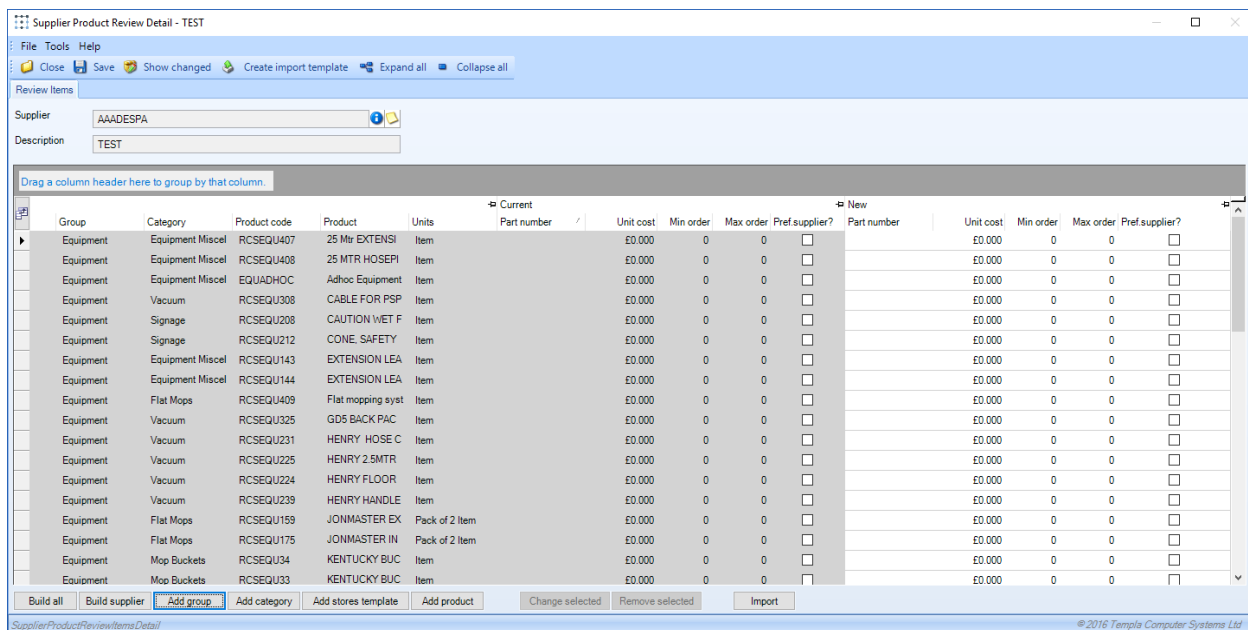
Description – enter a relevant description.

Supplier – select the supplier the review should apply to.

Post – post the batch to apply the product cost changes to the products.

Review items – displays the *Supplier Product Review Items detail* screen.

SUPPLIER PRODUCT REVIEW ITEMS DETAIL (GENERAL)



Show changed – alters the list to only display products where changes to products details have been made.

Create import template – exports the list of products to a .xls file.

Build all – brings all products in *TemplaCMS* into the review.

Build price group – includes all *Products* associated with the selected supplier.

Add group – include all products from a specific *Product Group* in the review batch.

Add category – include all products from a specific *Product Category* in the review batch.

PRODUCT COST CHANGE DETAIL

The screenshot shows a software window titled "Product Cost Change Details - Supplier: SUSSEXSA Product: RCSWOR...". The window has a menu bar with "File", "Tools", and "Help". Below the menu bar are navigation buttons: "Close", "Previous", and "Next". A toolbar contains three buttons: "Reject change", "Approve change", and "Workflow". The main area is titled "Cost Change" and contains the following fields:

Product	LADIES TROUSERS BLACK SIZE 20
Supplier	CONTEGO SAFETY SOLUTIONS LIMITED
Original cost	£15.090
New cost	£0.000
Change	decrease 100.00%
Source invoice	32594 : Invoice for CONTEGO SAFETY SOLUTIONS LIMITED da

At the bottom of the window, there is a footer with the text "ProductCostChangeDetail © 2015 Templa Computer Systems Ltd CC01 - new".

It is not possible to alter any details on this window

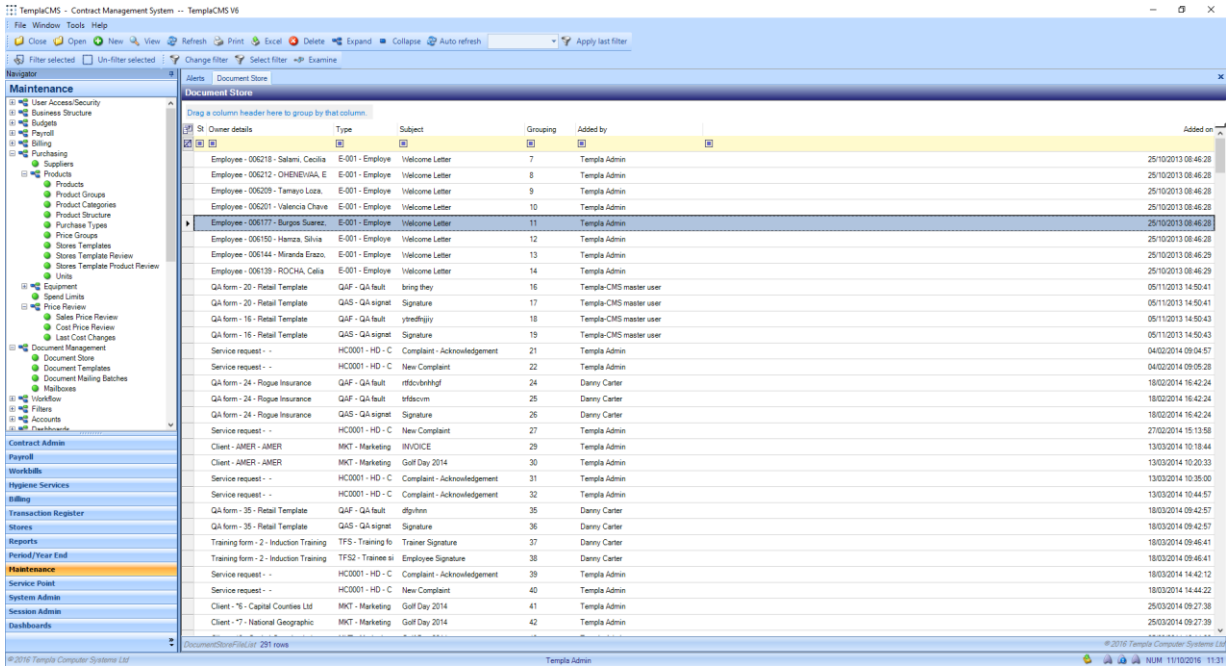
Reject change – keep the current *Product Cost price*.

Approve change – accept the 'New cost' as the *Product Cost price*.

Workflow – opens the workflow item list (see workflow manual).

DOCUMENT MANAGEMENT

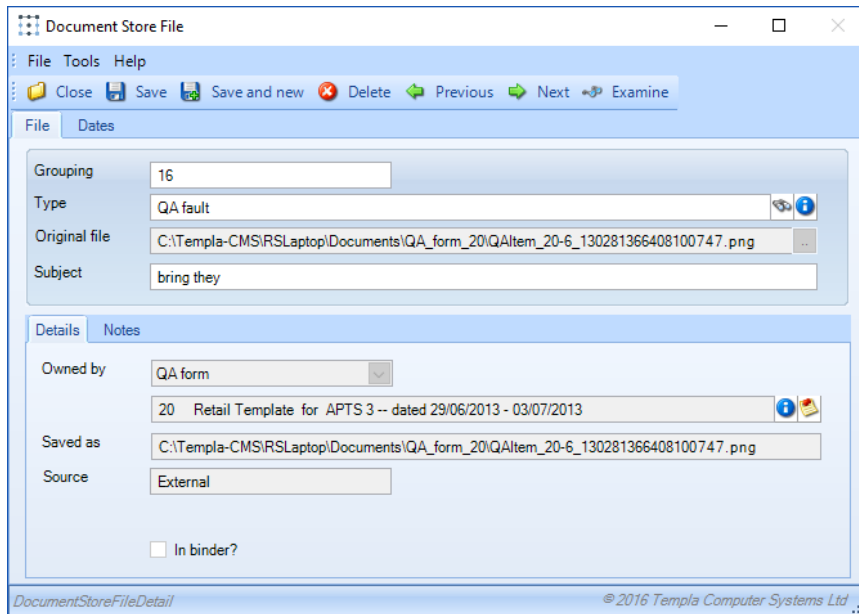
Document Store File List



The *Document Store File list* displays all documents attached to different areas in *TemplaCMS*. New documents can also be attached to certain areas from this screen.

New - click on new to create a *Document store file / attachment*.

DOCUMENT STORE FILE DETAIL (FILE)



Grouping - each item can be assigned a *Grouping reference* in order to allow related items to be grouped together on the document store grid. If not specified, a unique number will be assigned instead.

Type - the *Attachment Type* that the document is associated with.

Original file - the file path (location) of the document to be attached.

Subject – enter a relevant subject/description.

Details

Owned by – the area of CMS that the document relates to i.e. *Site, QA, Service request* etc.

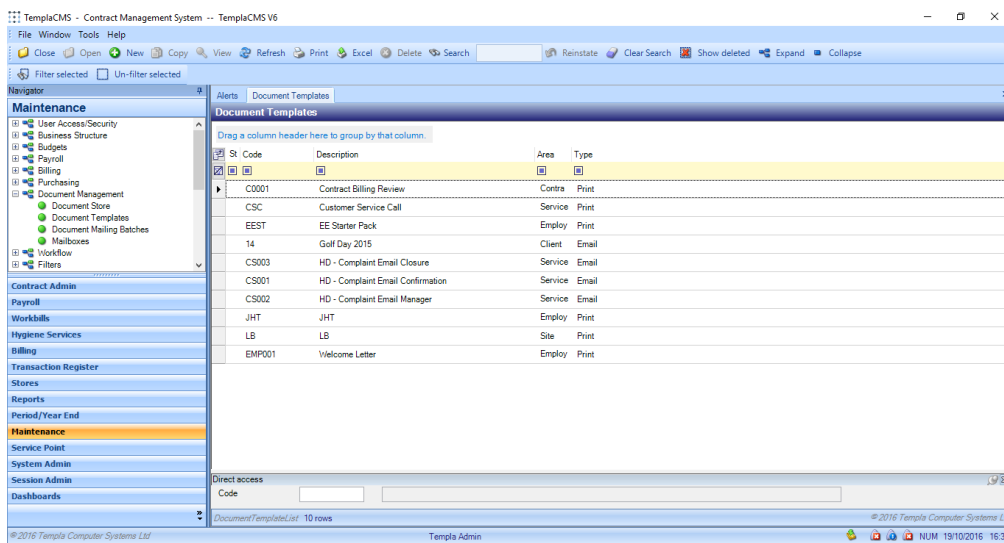
- The second field displays the exact item that the file is linked to i.e. the employee, the data form etc.

Saved as – the file path where the new document is stored.

Source:

- **Internal** – documents which have been created and sent from *TemplaCMS* e.g. *welcome letters to clients, suppliers, employees* etc.
- **External** – documents that have originated from outside of the main *TemplaCMS* system i.e. mobile or email and have been attached to a client, site etc. This includes *signatures, photo's* etc.

Document templates



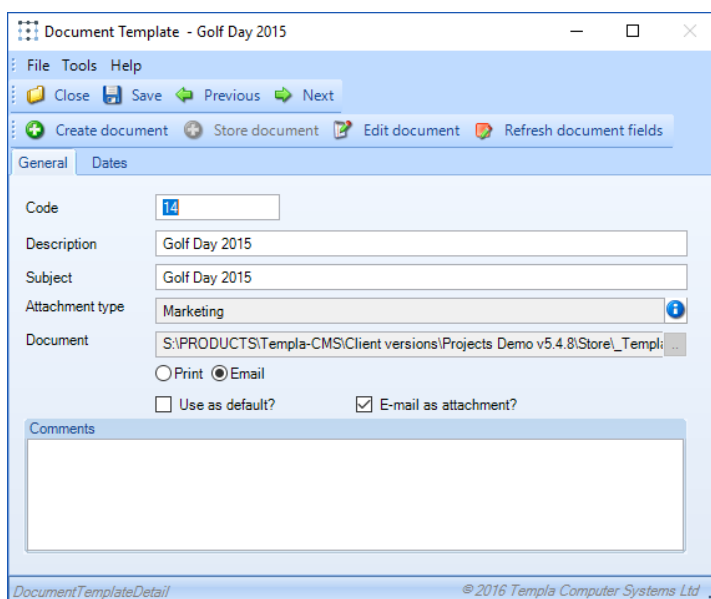
The screenshot shows the 'Document Templates' list in the TemplaCMS interface. The table has columns for St Code, Description, Area, and Type. The data is as follows:

St Code	Description	Area	Type
C0001	Contract Billing Review	Contract	Print
CSC	Customer Service Call	Service	Print
EEST	EE Starter Pack	Employ	Print
14	Golf Day 2015	Client	Email
CS003	HD - Complaint Email Closure	Service	Email
CS001	HD - Complaint Email Confirmation	Service	Email
CS002	HD - Complaint Email Manager	Service	Email
JHT	JHT	Employ	Print
LB	LB	Site	Print
EMP001	Welcome Letter	Employ	Print

TemplaCMS allows for documents to frequently be added to the system as *Document Templates*, which allows them to be sent via a mail merger to clients, employee's etc. *Document templates* are usually created and saved as an *MS Word* document.

New - click on *New* to create a *Document Template*.

DOCUMENT TEMPLATE DETAIL (GENERAL)

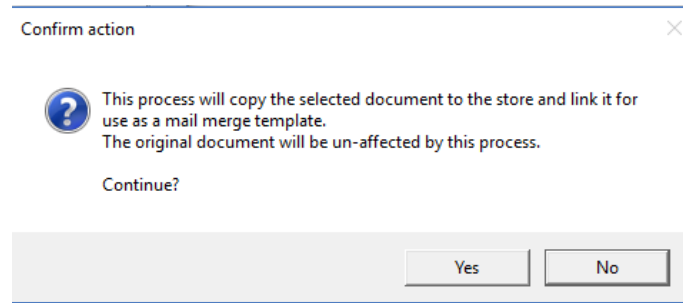


The screenshot shows the 'Document Template - Golf Day 2015' detail form. The fields are:

- Code:** 14
- Description:** Golf Day 2015
- Subject:** Golf Day 2015
- Attachment type:** Marketing
- Document:** S:\PRODUCTS\Templa-CMS\Client versions\Projects Demo v5.4.8\Store\Templ...
- Options:** Print, Email, Use as default?, E-mail as attachment?
- Comments:** (Empty text area)

Create document – launches *MS Word* and allows the user to create the template that should be used.

Store document – will add new document templates to the document store for use on mail merge, the following message will appear when clicked:



Edit document – launches *MS Word* allowing the user to make alterations to the currently saved document.

Refresh document fields – checks the template for merge fields and makes corrections/ updates where necessary.

Code – this should be unique across all document templates.

Description – enter a relevant description.

Subject – text entered here will be displayed as the subject of any emails generated from the document template.

Attachment type – which of the pre-defined *Attachment Types* the template is associated with.

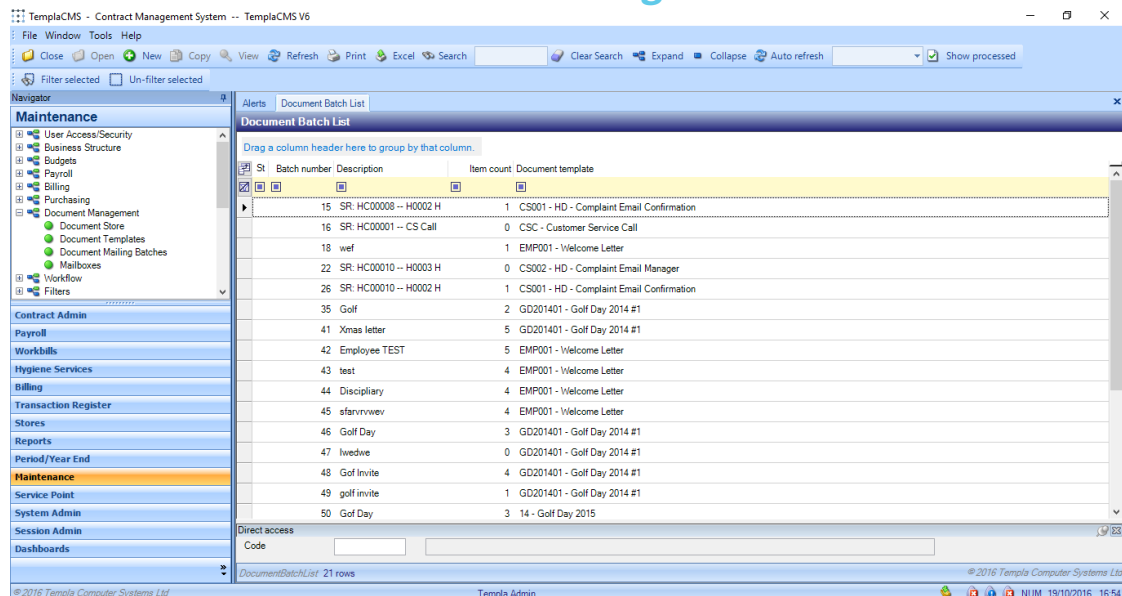
Document – the file path (location) of the document.

Print/Email – the default distribution method for the template.

Use as default? – the default template used when creating a mail merge for the area the template belongs to.

Email as attachment – when flagged the document will be attached to any emails sent based on this template.

Document mailing batches



When a template is emailed from *TemplaCMS* all recipients are grouped into a batch, all of these batches can be viewed from the document batch list

New - click on *New* to create *Document Batch*.

DOCUMENT BATCH DETAIL (GENERAL)

Document Batch Details - (new)

File Tools Help

Close Save Notes Delete

Preview Edit document Refresh document contents

General Select items Mailing list

Batch number: new batch

Description: Do

Document template: Customer Service Call

Subject: Customer Service Call

Previous Next Finish and process

DocumentBatchDetail © 2016 Templa Computer Systems Ltd

Batch number – next available number will be automatically generated.

Description – enter a relevant description.

Document template – allows the user to select from the *Document Template* to be used.

Subject – will default in based on the *Template* selected but can be manually over typed.

DOCUMENT BATCH SELECT ITEMS

Document Batch Details - (new)

File Tools Help

Close Save Notes Delete

Preview Edit document Refresh document contents

General Select items Mailing list

Item

<input checked="" type="checkbox"/>	1 - Smith Paul
<input type="checkbox"/>	2 - Ggfgt Kenhng
<input type="checkbox"/>	000111 - Luis, LUCIA
<input type="checkbox"/>	000120 - Gyapong, Odafe
<input type="checkbox"/>	000178 - Warren, Sandrar

Add manually Import using filter Remove

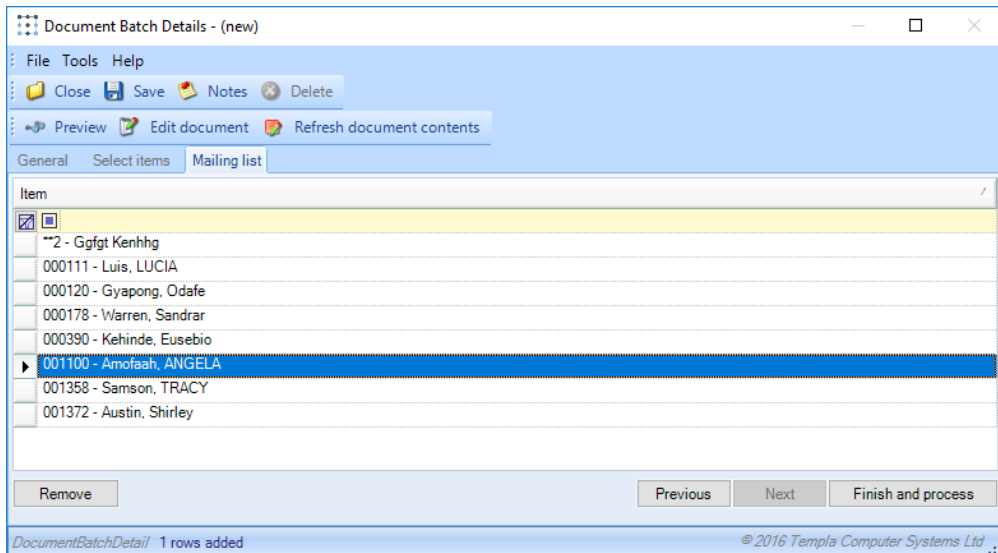
Previous Next Finish and process

DocumentBatchDetail © 2016 Templa Computer Systems Ltd

Add manually – allows the user to manually select from the list displayed which is determined by the area of the template selected e.g. *employee, service request* etc.

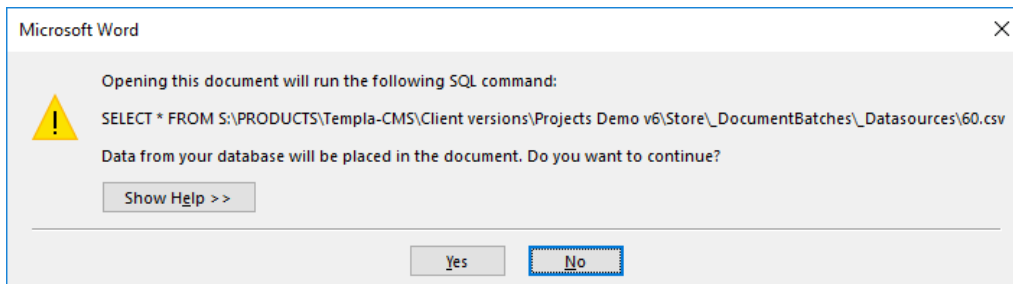
Import using filter – will display the corresponding filter to the area of the *Template*. The user can select criteria within this list for the items that should be added to the batch.

DOCUMENT BATCH MAILING LIST



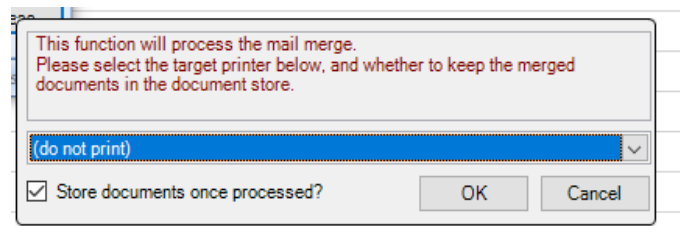
Preview – launches *MS Word* and previews the document that is to be sent i.e. previews the mail merge.

Edit document - the following message will appear when *MS Word* launches, clicking *Yes* will allow alterations to be made:

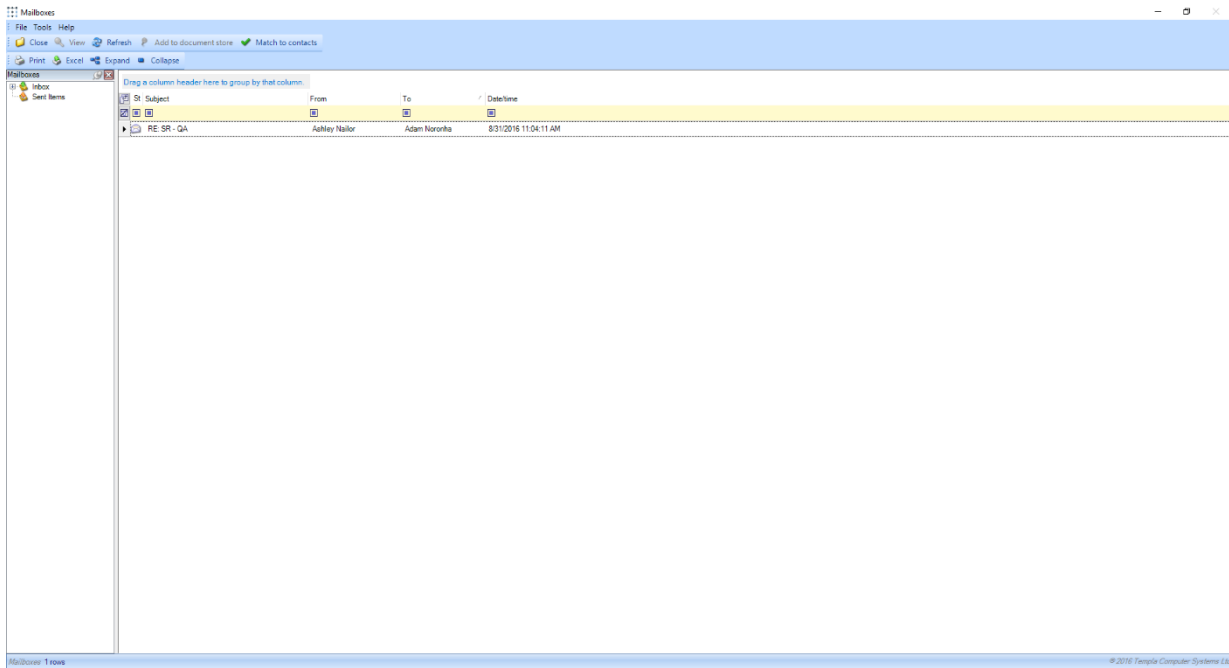


Refresh document contents – when alterations have been made the merge fields should be refreshed to ensure they still link with the relevant database fields.

Finish and process – will print/ email the document to all items (recipients) in the batch. To include the documents in the document store the 'Store documents once processed?' flag must be ticked.



Mailboxes



All items from the users *MS Outlook inbox and outbox* will be displayed within the mailbox list.

Add to document store – launches the *Document Store file* screen and allows the user to store an email against an area in *TemplaCMS*.

Match to contacts – where possible *TemplaCMS* will link emails from *MS Outlook* to existing contacts in *TemplaCMS*.

WORKFLOW

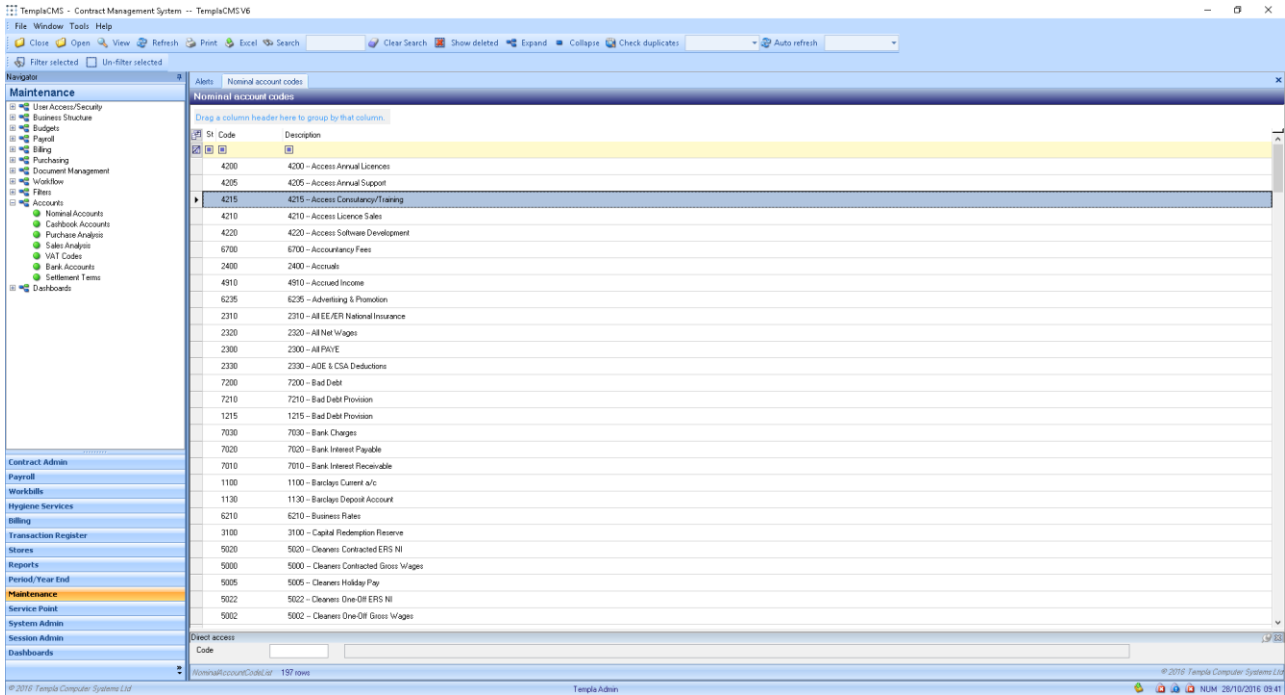
For information regarding Workflow set up please see the **TEAM TemplaCMS Manual - User setup and maintenance.docx**

FILTERS

All published filters will be saved under the corresponding sub-heading within this option, it is possible to alter the saved defaults from within each list.

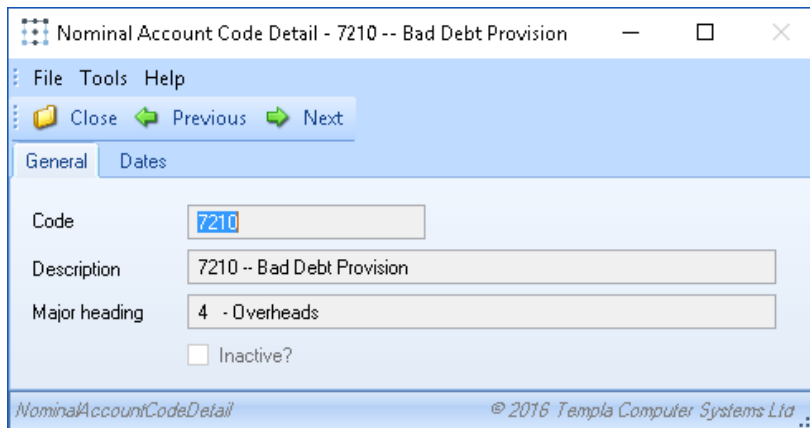
ACCOUNTS

Nominal Accounts

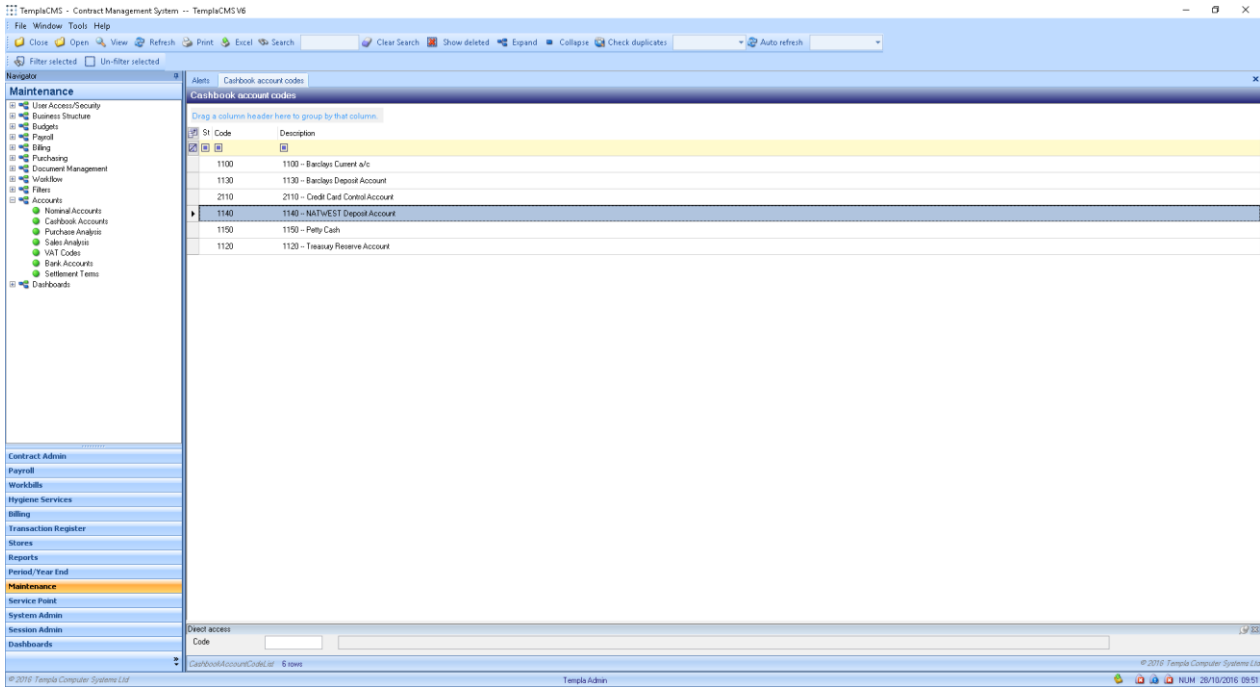


Nominal account codes compile the chart of accounts into which financial transactions are posted and from which financial reports are produced.

Where the attached system is integrated i.e. Dimensions in the UK, the codes and descriptions will automatically populate and will be view only. If a record is double-clicked the Nominal Account Code Detail window will open.

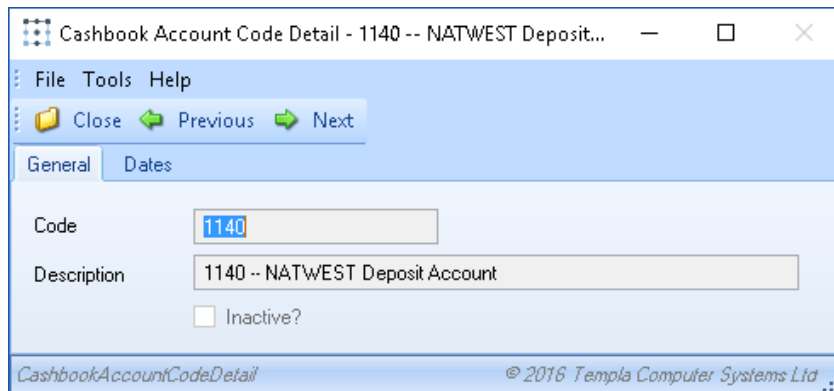


Cashbook accounts

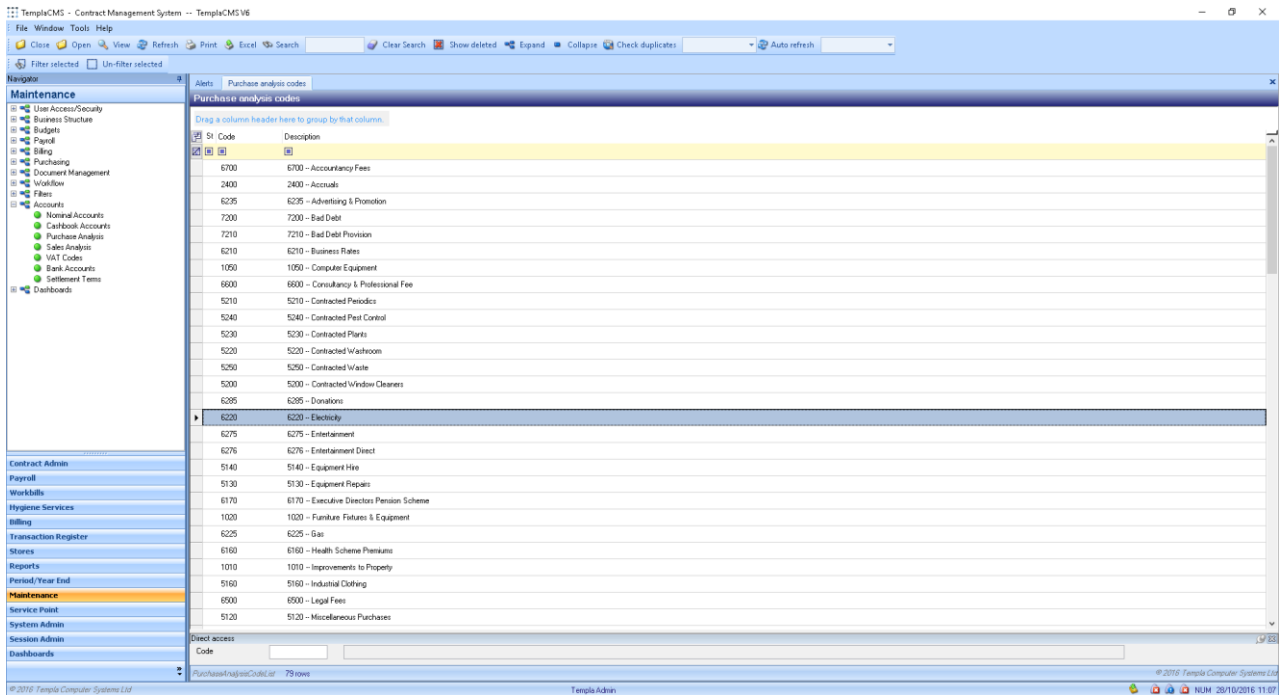


Cashbook Account codes within TemplaCMS allows for posting of transactions through to an attached datasource (accounts system).

Where the attached system is integrated i.e. *Dimensions* in the UK, the codes and descriptions will automatically populate within this list and will be view only. If a record is double-clicked the *Cashbook Account Code detail* window will open.



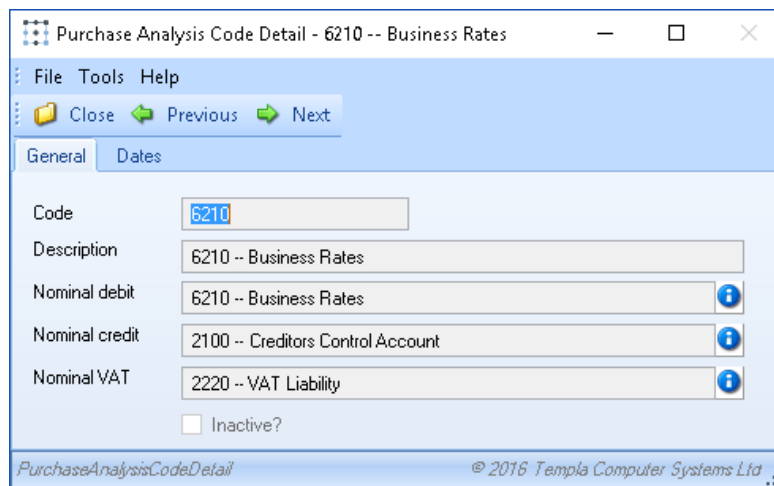
Purchase analysis



Purchase Analysis codes can be associated with both *cost types* and *nominal codes*, they allow TemplaCMS to attribute payroll and purchases costs correctly within the company accounts.

New - clicking New will launch the Purchase Analysis Detail window (this is only available where a non-integrated accounts system is used e.g. Sage). Where an integrated database is used this grid will be view only and populated from that database.

PURCHASE ANALYSIS DETAIL (GENERAL)



Code – this must be a code that is unique.

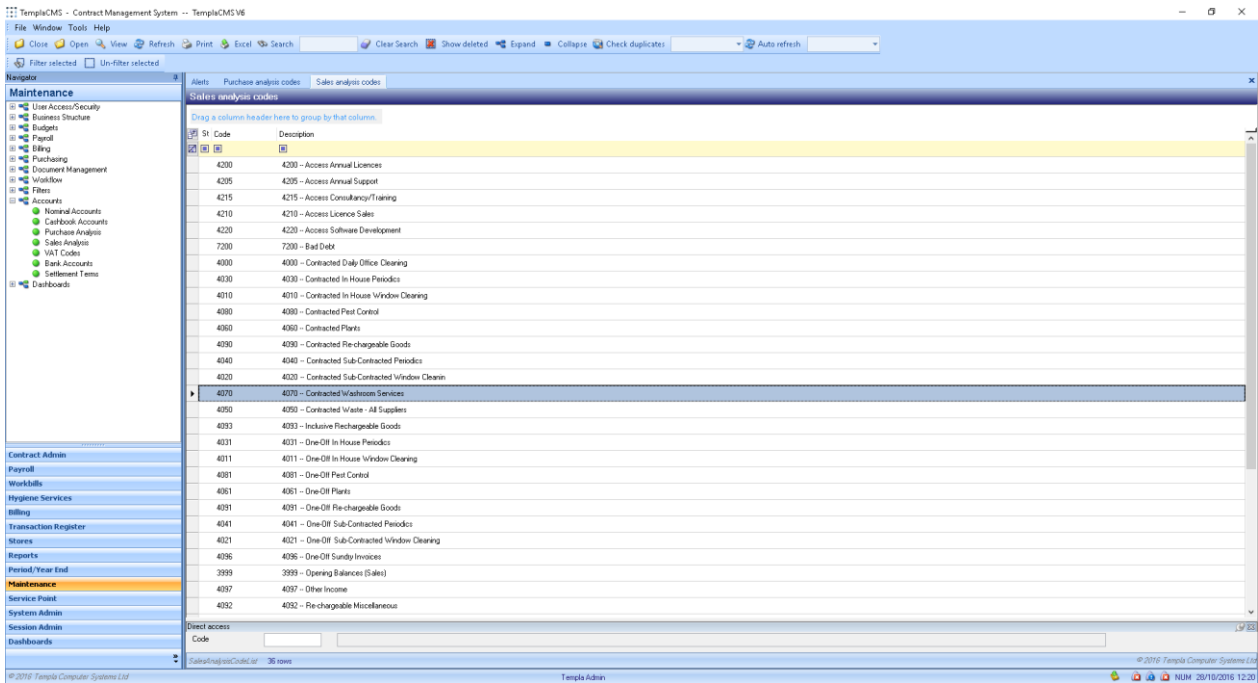
Description – enter a relevant description.

Nominal debit – the nominal account to which debit transactions on *the Purchase Analysis Code* will be posted.

Nominal credit – the nominal account to which credit transactions on *the Purchase Analysis Code* will be posted.

Nominal VAT - the nominal account to which VAT transactions on *the Purchase Analysis Code* will be posted.

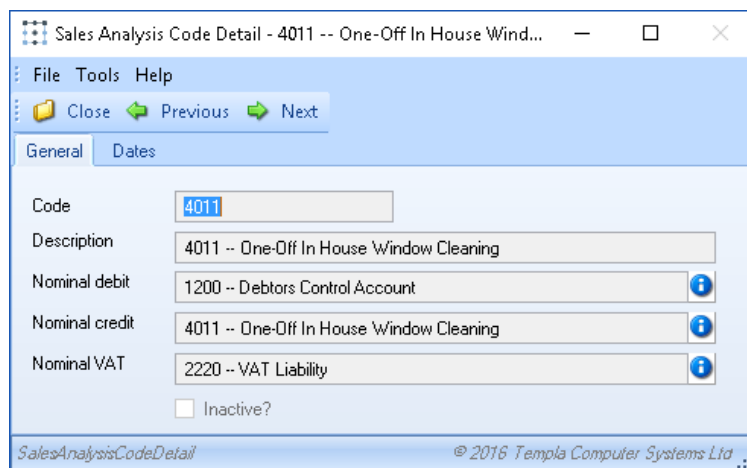
Sales analysis



Sales Analysis codes can be associated with both *revenue types* and *nominal codes*, they allow *TemplaCMS* to attribute income/revenue correctly within the company accounts.

New - clicking *New* will launch the *Sales Analysis detail* window (this is only available where a non-integrated accounts system is used e.g. Sage). Where an integrated database is used this grid will be populated from that database.

SALES ANALYSIS DETAIL (GENERAL)



Code – this must be a code that is unique.

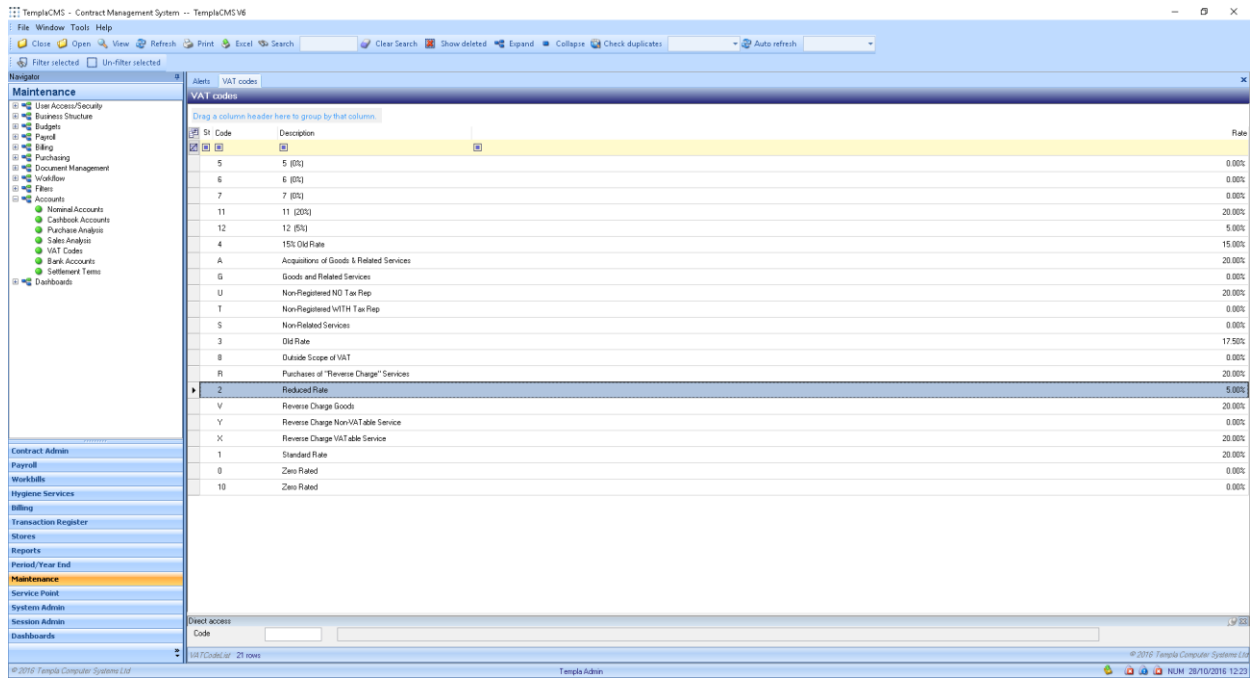
Description – enter a relevant description.

Nominal debit – the nominal account to which debit transactions on the *Sales Analysis code* will be posted.

Nominal credit – the nominal account to which credit transactions on the *Sales Analysis code* will be posted.

Nominal VAT - the nominal account to which VAT transactions on the *Sales Analysis code* will be posted.

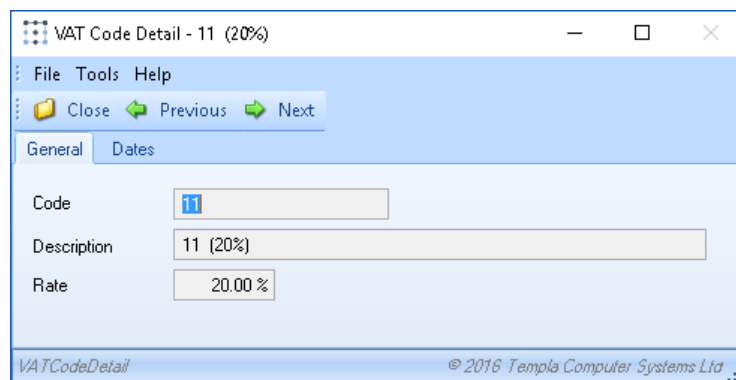
VAT codes



Multiple VAT codes can be defined within TemplaCMS for use on clients or suppliers (sales or purchases)

New - clicking New will launch the VAT code detail window (this is only available where a non-integrated accounts system is used e.g. Sage). Where an integrated database is used this grid will be populated from that database.

VAT CODE DETAIL (GENERAL)



Code – this must be a code that is unique.

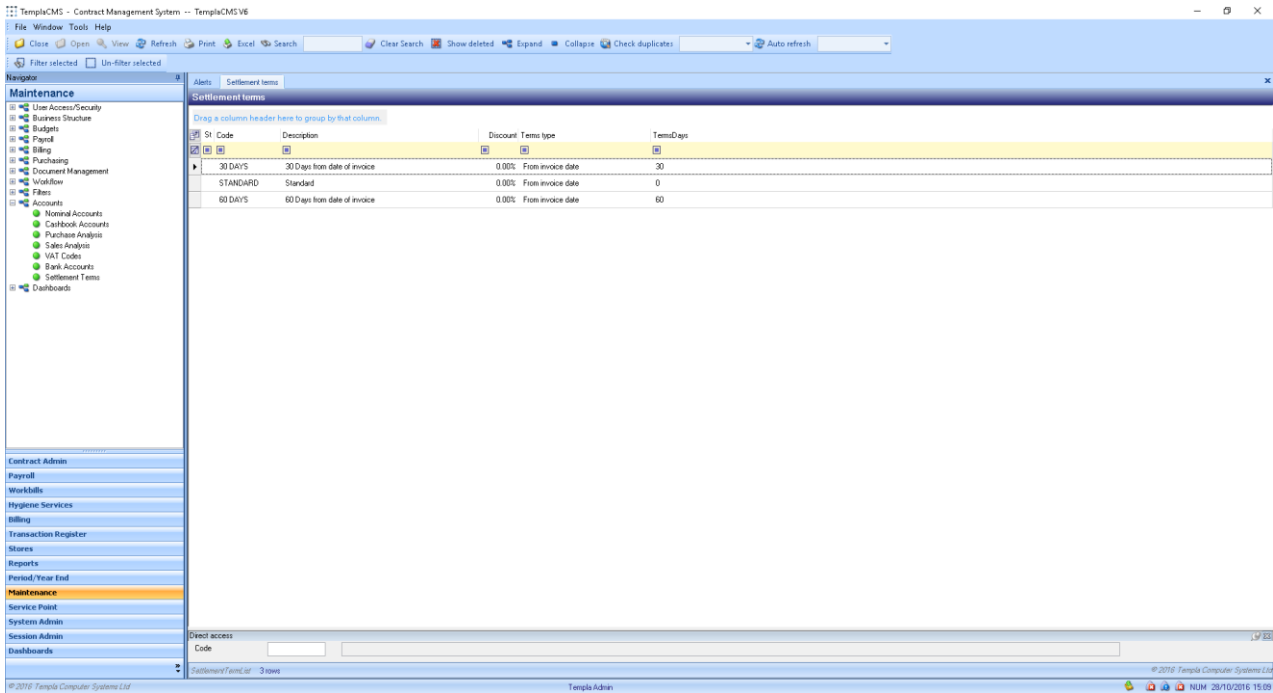
Description – enter a relevant description.

Rate – the percentage of VAT that is applied when the VAT code is used.

Bank accounts

Bank accounts can only be added to *TemplaCMS* where there is no linked accounts datasource.

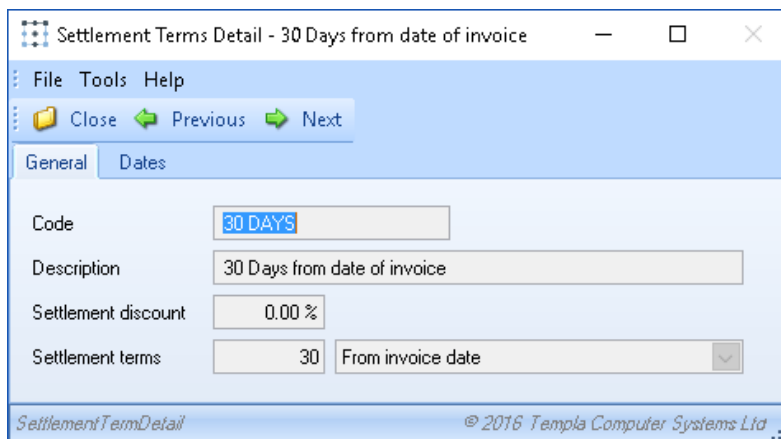
Settlement terms



Terms by which debtors much settle their invoices can used within *TemplaCMS*.

New - clicking *New* will launch the *Settlement Term detail* window (this is only available where a non-integrated accounts system is used e.g. Sage). Where an integrated database is used this grid will be populated from that database.

SETTLEMENT TERM DETAIL (GENERAL)



Code – this should be unique.

Description – enter a relevant description.

Settlement discount – a percentage discount which is applied to invoices when the terms are applied.

Settlement terms – the period in which the invoice must be settled.

DASHBOARDS

For information regarding Dashboard set up please see the **TEAM TemplaCMS Manual - Dashboards.docx**



TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit teamsoftware.com.