

Version 12.7 - Release Notes

Synergist Browser Interface

May 2021

Synergist v12.7 requires 4D Server v18

Please note: These release notes relate to the Synergist browser interface only.

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UI & DESIGN

The new 'Simple UI'

We now provide two user interface designs:

- Classic UI
- Simple UI (new)

Classic UI

This is the current Synergist interface which uses multi-tabs and a vertical menu on the left. This UI is suited to users who often work with multiple pages open at any one time. Synergist is one of the few systems that provides such a flexible and advanced interface.

In the example below, both the Client list and Job list are open and the user can easily switch between the two. The system records exactly where the user is on each tab, so when switching back and forth, the tabs always open in the same state.

The screenshot shows the Synergist Classic UI. At the top, there are two tabs: 'Client list' (active) and 'Job list'. Below the tabs is a header for 'Client list - Active clients' with a user profile icon and 'Design Partners Inc (16)'. On the left is a vertical sidebar menu with options: Dashboard, Recent, Clients & Jobs, Suppliers & Purchases, Time & Expenses, Reports, and Scheduling. The main content area features a 'Find job' search bar, a table of clients, and a top navigation bar with 'Views', 'Filter', 'Actions', 'New', and 'Delete' buttons. The table has columns for Organization name, Phone, Director..., Web URL, Type, and Code.

<input type="checkbox"/>	Organization name -	Phone	Director...	Web URL	Type	Code
<input type="checkbox"/>	3D Animatronics B2B		MP		Client	HGHG
<input type="checkbox"/>	Accounting Solutions for Business	+447977982425	MP	www.asbxsolutions.com	Client	ASB2
<input type="checkbox"/>	Ace Electronics		RSS		Client	DHPORTA
<input type="checkbox"/>	Aecom Inc				Client	P0284
<input type="checkbox"/>	Aegon Uk Ltd				Client	C8883

Simple UI

In this new release of Synergist, we have introduced an alternative interface which we call the 'Simple UI'. It is particularly well suited to users who tend to work in one area of the product at a time. It is simple inasmuch as no tabs are shown, and a simple horizontal menu replaces the multi-level vertical menu.

This new interface supports everything accessible from the Classic UI with a cleaner, less cluttered interface - making it easier for users to concentrate on key tasks.

Simple UI screen layout

In this example, the screen displayed is essentially the same as the one above except that there are no tabs or open menus to clutter the screen.

Organization name	Phone	Director...	Web URL	Type	Code
3D Animatronics B2B		MP		Client	HGHG
Accounting Solutions for Business	+447977982425	MP	www.asbxolutions.com	Client	ASB2
Ace Electronics		RSS		Client	DHPOR TA
Aecom Inc				Client	P0284
Aegon UK Ltd				Client	C8883

Navigation

To navigate using the Simple UI, the user simply closes one screen to return to the previous screen, or accesses the horizontal menu to select a screen.

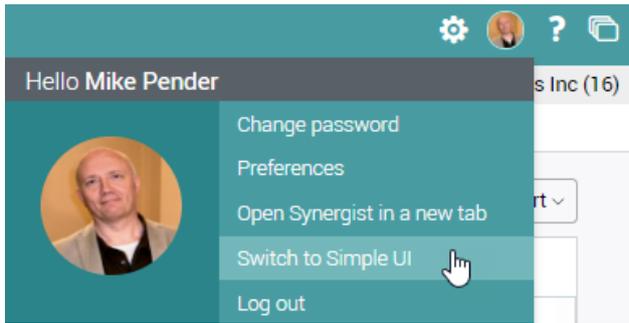
Open screens

The 'open tabs' are present for users who still wish to directly access open screen - these are now found on a drop-down list. The list is opened by clicking the 'Open screens' icon.

In this example there are four open screens. The user can select a screen (previously a tab) to access it directly, or close one or all of the open screens.

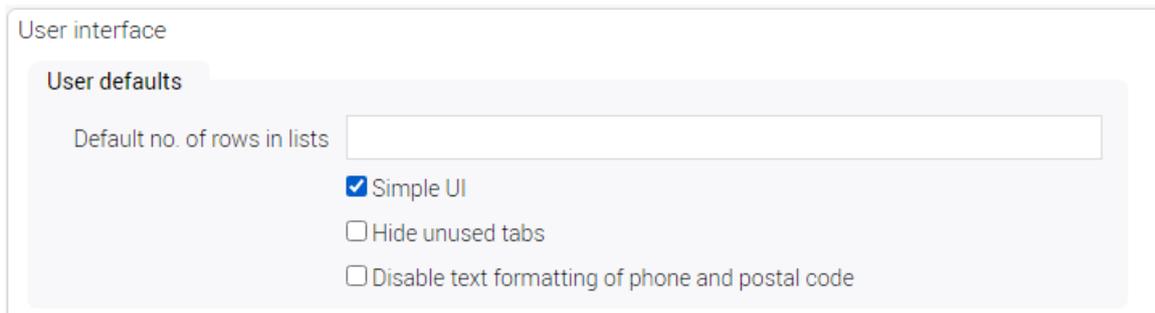
Try out the new Simple UI

To switch to the Simple UI, click on the user avatar in the top right of the screen and select 'Switch to Simple UI'.



Default in system parameters

If you want to default all new users to using the Simple UI, tick the 'Simple UI' box in Utilities > System parameters > Settings tab.



Hiding unused tabs

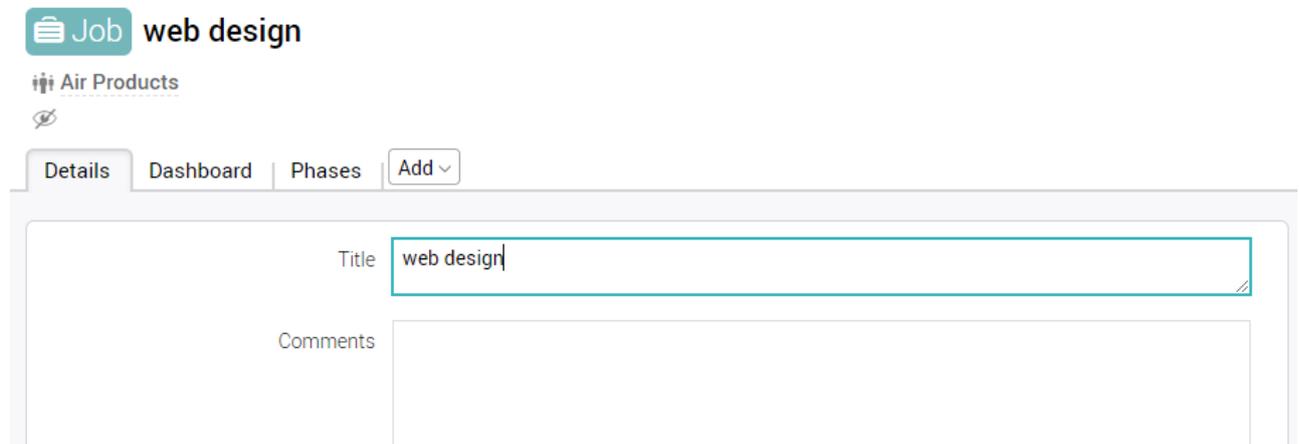
In addition to the 'Simple UI' option, we have added a new feature to minimise the number of tabs displayed on the job and phase cards.

By selecting to 'Hide unused tabs' the user will only see tabs that have data entered. This has the advantage of uncluttering the job and phase cards – so only relevant tabs are displayed. It also provides a simple workflow feature. The tabs can be sequenced in the order of entering data. For example, a user normally creates an estimate prior to creating a quote. They will be guided to enter the required data by simply selecting the next tab from the 'Add' list (see example below).

In the following example, a new job has been created. The only data entered for the job is the job description.

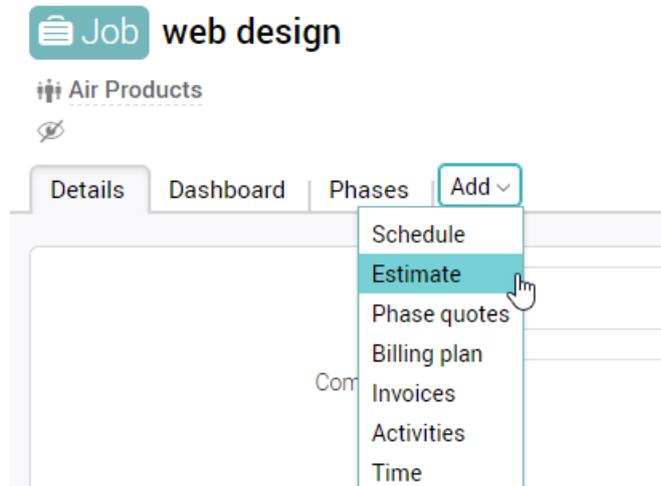
There are only 3 tabs showing. These three tabs are always displayed – but all the other tabs are now hidden.

The user can immediately see that this job has no estimate or quotation.



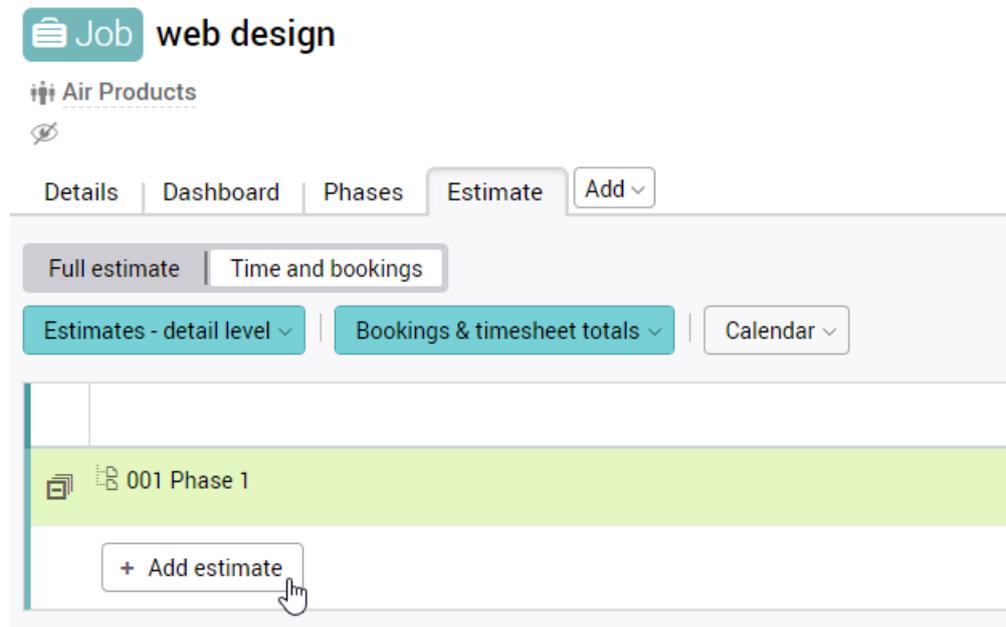
Adding an estimate

To add an estimate the user will open the estimate tab by clicking the 'Add' button and selecting 'Estimate'.



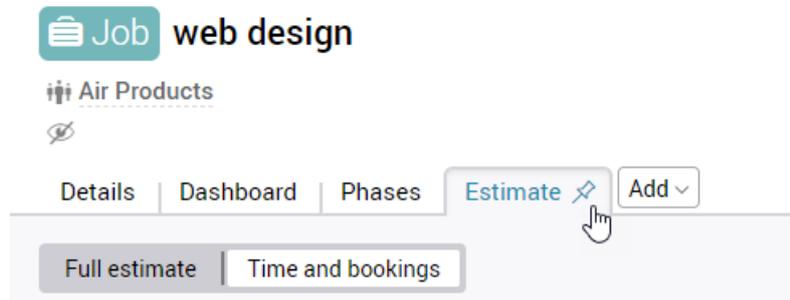
The estimate tab now appears on the job and the user can now start building the job estimate in the normal way.

Note: If the user fails to enter any data into the tab, the next time they open the job the tab will be hidden.



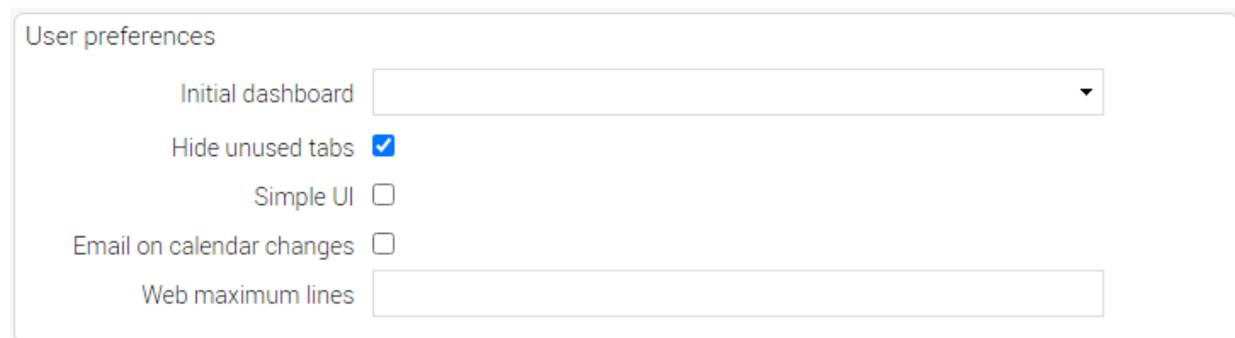
Pinning a tab

If a user wishes to always see a particular tab open, even if there is no data for this tab, the tab can be pinned open. Simply click the pin icon. This tab will now be open for all jobs and phases for this particular user. To unpin a tab – reverse the procedure.



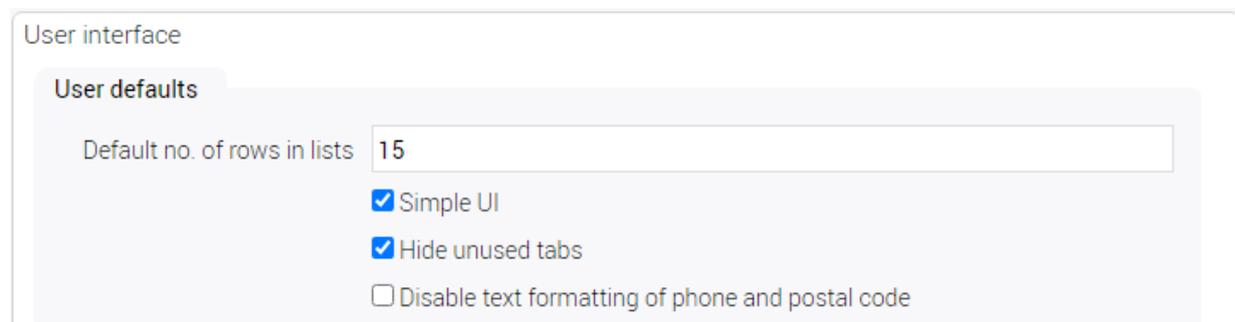
Turning on 'Hide unused tabs'

This feature can be turned on by individual users – by clicking the user avatar at the top right of the screen and selecting Preferences.



Defaults

The default settings are set in Utilities > System parameters > Settings tab. These defaults will be applied to any new users added to the system.



Job & phase tabs

The default order of the job and phase tabs has been changed in this release to more accurately represent the most common workflow. However, this default can be changed in System parameters > Settings tab > Job and phase tabs.

Labels and tabs

Project label	Project
Campaign label	Campaign
Team label	Team
Handler label	Handler
Client handler label	Director

Job and phase tabs

Changing the order of the tabs

Drag and drop items in the list to re-order the tabs on jobs and phases.

Change order of job and phase tabs ✕

'Drag and Drop' to reorder

- Schedule
- Sales order
- ⋮ Estimate ☞
- Billing plan
- Quote
- Invoices
- Activities
- Purchase & expenses
- Time
- Materials
- Attachments
- Contacts

Cancel
↺ Reset & Save
✓ Save

KANBAN & ACTIVITIES

Kanban user groups

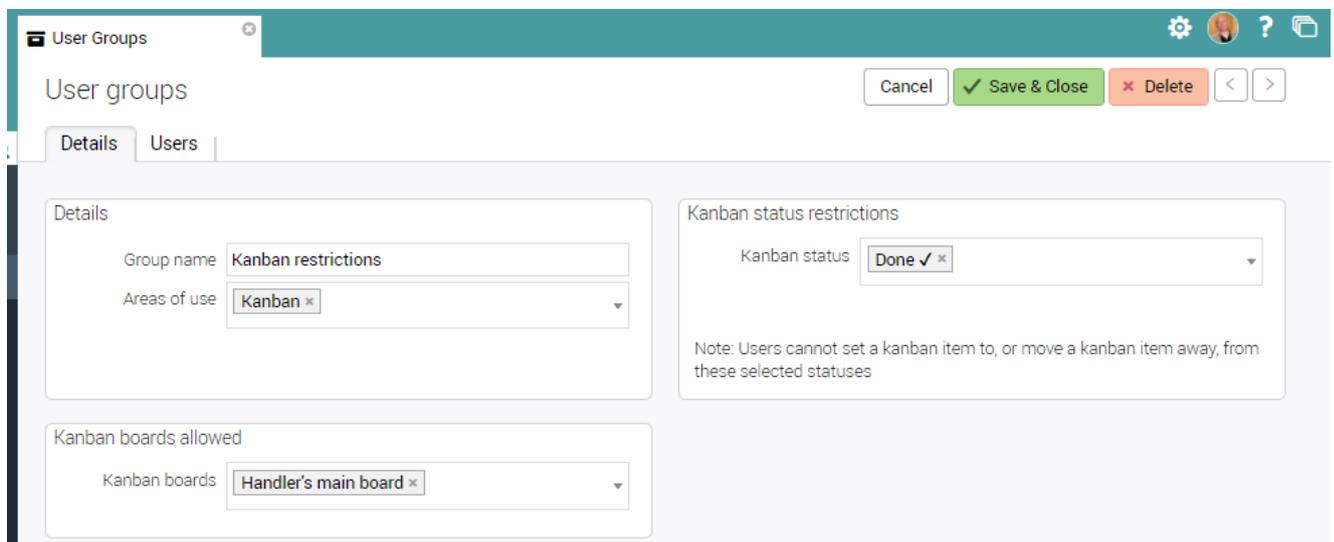
A new type of user group has been introduced. This is a 'Kanban' user group. If you wish to restrict the actions of certain users, you can set up a Kanban type user group and specify any Kanban statuses that a user should be restricted from moving to/from. You can also specify the Kanban boards allowed.

Set this feature up via: File maintenance > User groups

Example: User group called 'Kanban restrictions'

Any user allocated to this group will be:

- Unable to move an item in the Kanban chart into the 'Done' column
- Unable to move an item that is already in the 'Done' column
- Unable to delete an activity that is set to the 'Done' status
- Restricted to using a single Kanban board



To enforce these rules, simply add users to this group.

Multiple groups

Users can be added to more than one user group. If a user is a member of more than one Kanban group, the restrictions are added together. Similarly, the board restrictions are also added together.

Example:

Group 1

Access to 'board 1' only

Restricted status: Testing

Group 2

Restricted status: QA

This user would have access to a single board ('board 1') and would have restricted access to statuses 'Testing' and 'QA'.

Use of @mentions

Using the new @mention feature in activities, you can select a user's name inside a comment or in the main details area of an activity. Doing this will embed the user's full name in the field and will alert the user (via email) that they have been mentioned in this activity.

Example of using an @mention in the details area of an activity

Type in the '@' symbol and the first few letters of the user's name you wish to reference. A dropdown list of users will be displayed.

Activity: req
 Ace Electronics
 16/1600032 TV Campaign - laptops and mice

Details Attachments Follow-ups

Type: Web site enquiry
 Subject: Web site for Ace
 Details: @br|
 BM Brian May
 JCO Jake O'Brien

Select the user and continue typing in the message/description. When finished, click outside of the edit box to see the formatted text.

Activity: req
 Ace Electronics
 16/1600032 TV Campaign - laptops and mice

Details Attachments Follow-ups

Type: Web site enquiry
 Subject: Web site for Ace
 Details: [Jake O'Brien](#) please give Jim a call.

Note: When in 'Edit mode', the formatting tags will show. This is to be expected.

Details `[user]Jake O'Brien~396[/user] please give Jim a call.`

Sending the alert

On saving, an email alert will be sent to the person mentioned. The alert will only be sent once. If you subsequently @mention another person in the description, only the new person will receive an email alert.

Pasting in images

You can now paste an image into the text area of a comment or in the main activity description area.

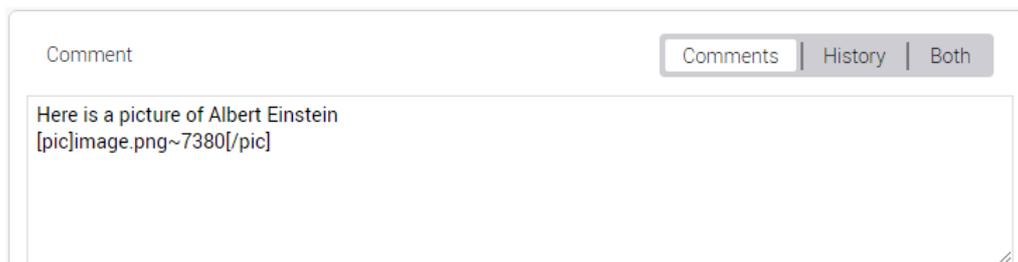
Example of pasting an image into a comment

Steps:

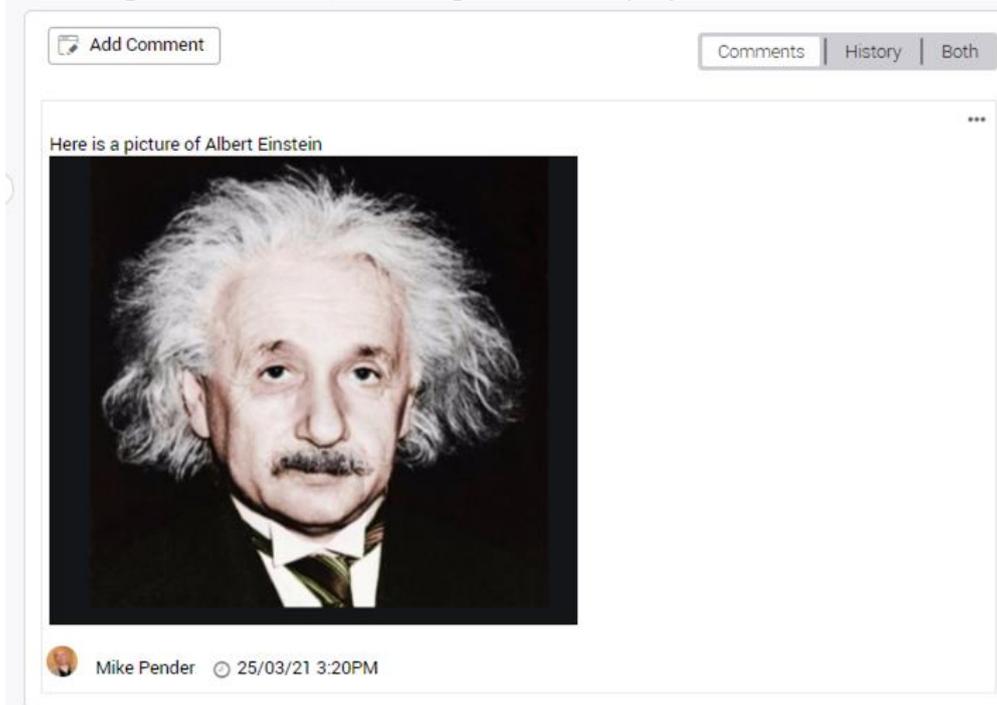
1. Find an image you wish to use and copy it to the clipboard
2. Navigate to the comments area of an activity and click 'Add Comment'



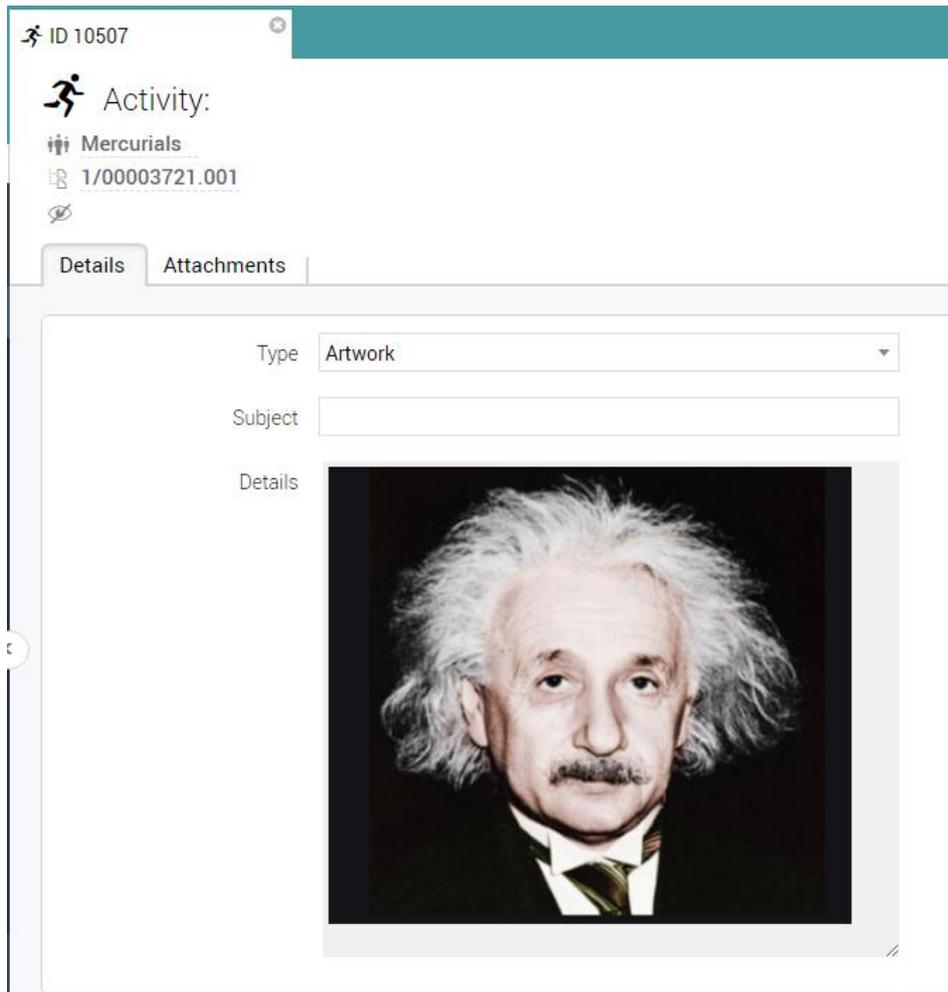
3. Use Ctrl-V to paste the image into the comment area



4. On saving the comment, the image will be displayed

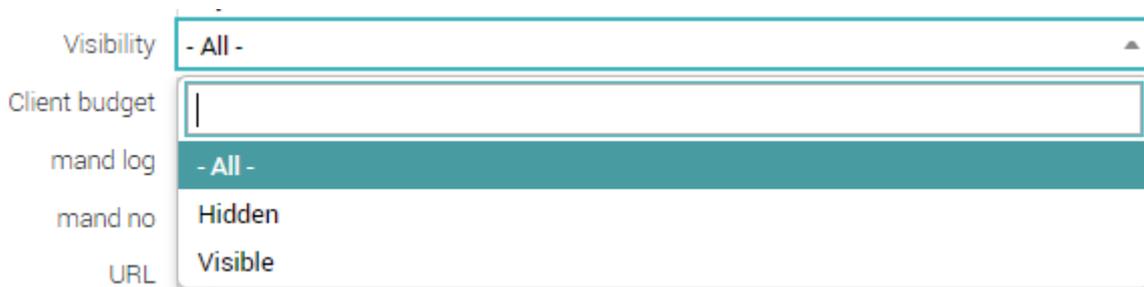


Note: Images can also be pasted into the activity details area.



Storing of images

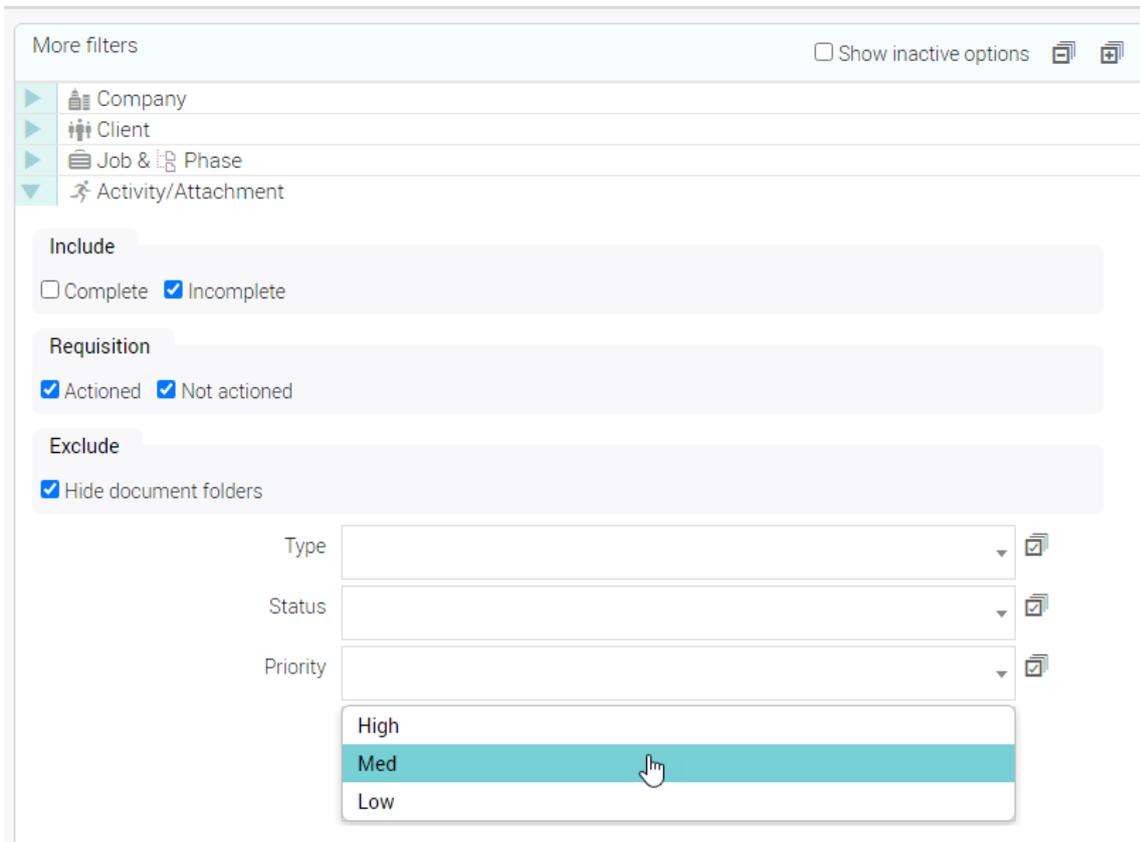
Images pasted into the details area or into comments are saved as attachments against the activity. However, by default, these images are hidden from the attachment lists. If you do need to access these images, they will be included in the attachments view if the 'visibility' field in the attachments filter is set to -All-.



Filtering the activity/Kanban lists

It is now possible to filter on the 'Priority' level of an activity.

List filter



More filters Show inactive options  

-   Company
-   Client
-   Job &  Phase
-   Activity/Attachment

Include

Complete Incomplete

Requisition

Actioned Not actioned

Exclude

Hide document folders

Type 

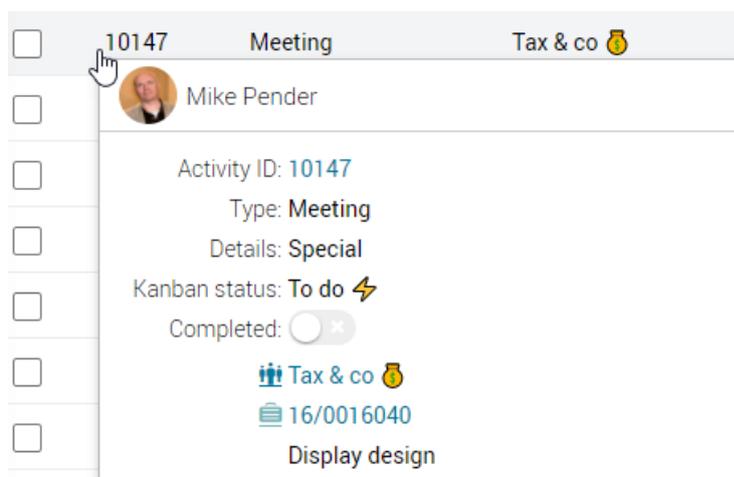
Status 

Priority 

- High
- Med 
- Low

Hovers on the activity list

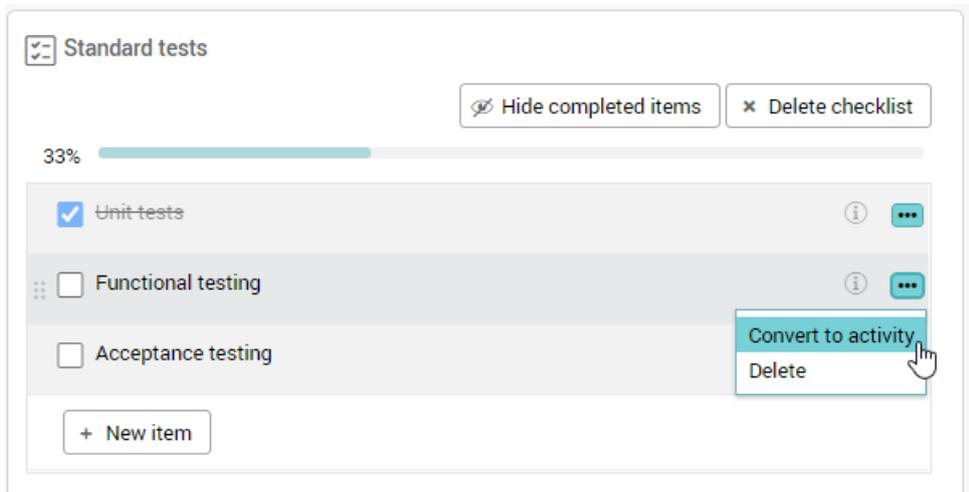
Hover information is now available on activity lists including requisitions.



<input type="checkbox"/>	10147	Meeting	Tax & co 
<input type="checkbox"/>		Mike Pender	
<input type="checkbox"/>	Activity ID: 10147		
<input type="checkbox"/>	Type: Meeting		
<input type="checkbox"/>	Details: Special		
<input type="checkbox"/>	Kanban status: To do 		
<input type="checkbox"/>	Completed: <input type="checkbox"/>		
<input type="checkbox"/>	 Tax & co 		
<input type="checkbox"/>	 16/0016040		
<input type="checkbox"/>	Display design		

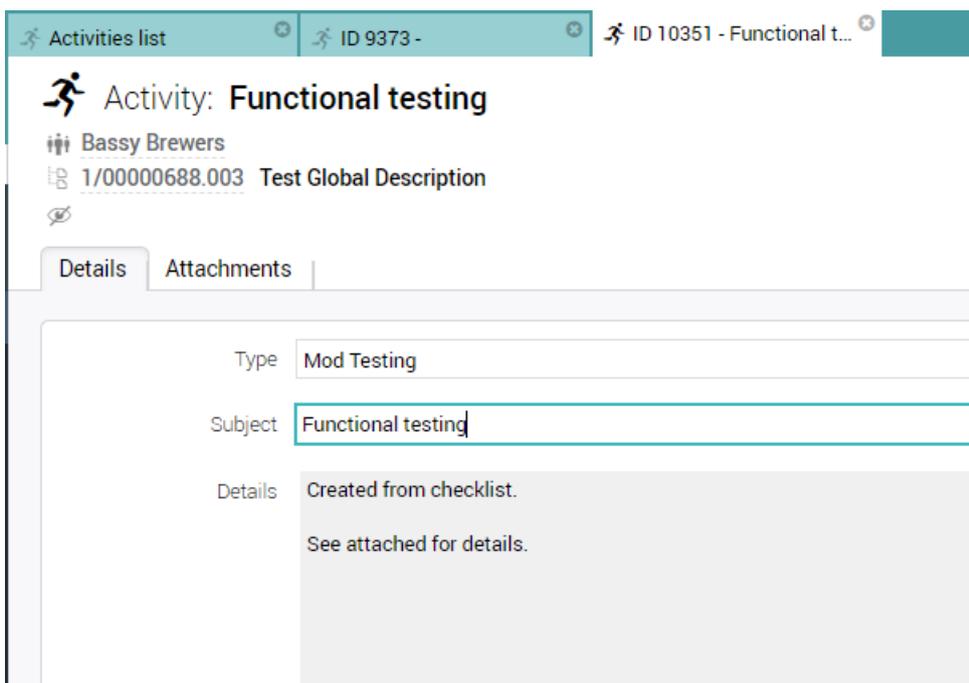
Promoting a checklist item into an activity

Activities can have a set of checklist items. If you wish to promote a checklist item to a new activity, simply select from the drop-down options menu. This will create a new activity and the checklist description will be used as the subject for the new activity.



The promoted checklist item is converted into an activity

The original checklist item is removed from the original activity and a new activity created.



History

An entry is added to the history area in both activities.

 Add Comment

Comments
History
Both

This activity was created from checklist item 'Functional testing' on activity ID 9373 



Mike Pender

🕒 27/03/21 12:10AM

Searching for promoted checklist items

Searching for the source activity using its activity ID will display all promoted checklist items.

 Activities list

 ID 9373 - Testing mast...
 ID 10352 - Acceptance...
 ID 10351 - Functional t...

 **Activities list - Open activities**

List
Kanban

Views ▾
Filter ▾
Actions ▾
New ▾
Delete



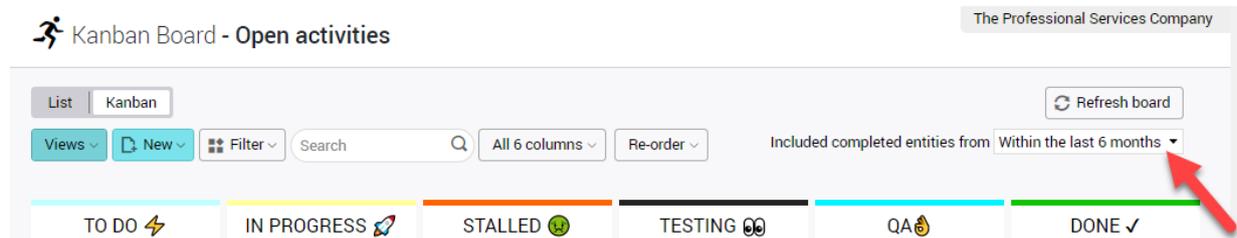
Monday Test

<input type="checkbox"/>	ID	Type	Organization	Contact	Description
<input type="checkbox"/>	9373	Mod Testing	Bassy Brewers		Testing master sheet
<input type="checkbox"/>	10351	Mod Testing	Bassy Brewers		Functional testing
<input type="checkbox"/>	10352	Mod Testing	Bassy Brewers		Acceptance testing

Rows per page 15 ▾
Items 1-3 of 3

Include completed entities from <date range>

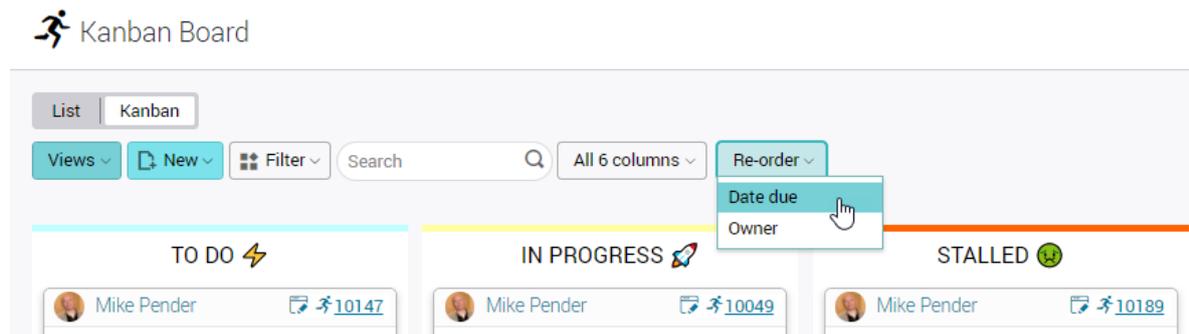
This value is now saved back to user settings. On logging back in, your previous choice will be remembered.



Re-ordering the Kanban

Kanban boards are designed so that users can manually re-order the entries by dragging and dropping. This enables users to move key items to the top of the Kanban. However, this process can be time consuming if there are many items in the Kanban.

We have therefore added a 'Re-order' button that will automate this process.



Bookings & timesheets

Activity records have two tabs for displaying related bookings and timesheets. The bookings are primarily for displaying bookings created via the requisitions system, and timesheets resulting from the requisition.

A new (optional) use for this feature has been added. This feature is designed for users who create a special activity that represents the entire job or phase of a job. This activity can now show all the time & bookings associated with the related job/phase. This is useful since the Kanban can then be used to represent the progress of entire jobs or phases of a job.

To enable this feature, open Activity types in File maintenance.

Activity type

Set an activity type to 'Show job/phase/stage time & bookings'.

Activity types Cancel Save & Close Delete < >

Details | Topics

Details

Activity type code **16/TB**

Category **Task**

Description

Display order

Active

Activity settings

Immediate alert on by default

Completion alert on by default

Show job/phase/stage time & bookings

Allow on kanban boards

Display on gantt charts

Milestone

Default to show in calendars

Activity of this type

Now any activity of this type will show all the timesheets and bookings posted to the same job/phase that the activity is associated with.

Activity: **Main activity**

Aegon Uk Ltd

16/TB50156 [New web site](#)

Details | Attachments | **Calendar bookings** | Time

Delete Calendar

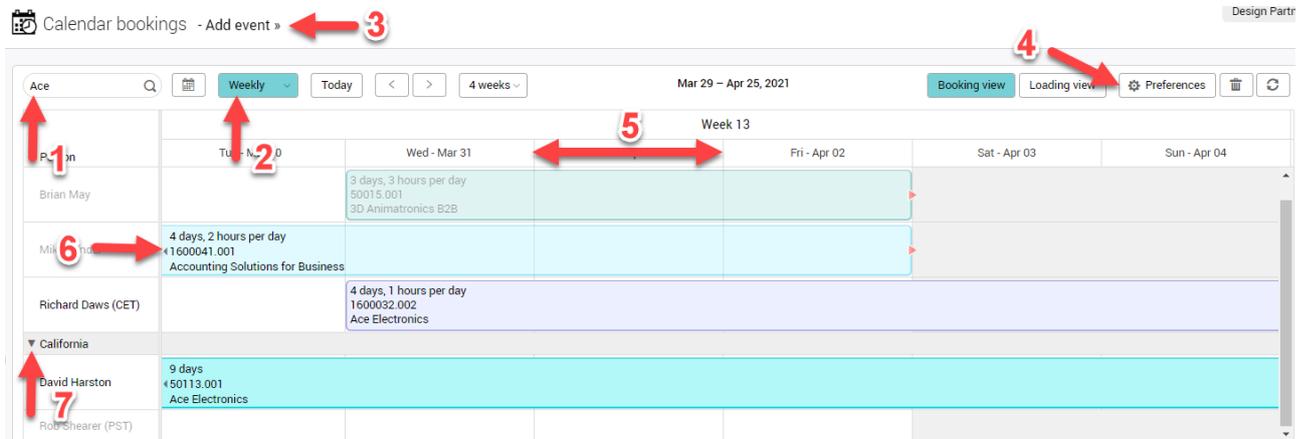
<input type="checkbox"/>	Job phase	Staff	Charge code	Start date	End date	Hours booked	Start time	End time	C
<input type="checkbox"/>	TB50156.001	Mike Pender	Employee Training	07/04/2021	13/04/2021	1.250	8:00 AM	8:15 AM	
<input type="checkbox"/>	TB50156.001	Andrew Jones	Employee Training	Duration: 5 days, 0.25 hours per day			10:00 AM	2:30 PM	
<input type="checkbox"/>	TB50156.002	Mike Pender	Copy Writing	07/04/2021	07/04/2021	2.250	8:00 AM	10:15 AM	
TOTAL						12.500			

Rows per page 15 Items 1-3 of 3

CALENDAR

Calendar design

The calendar has undergone substantial design and performance improvements.

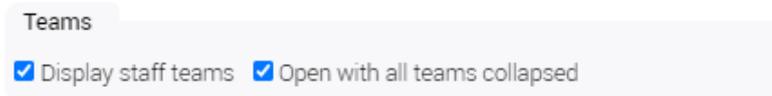


1. Calendar 'highlight' feature - similar to a search feature. Type in a search word and any bookings containing that word will be highlighted.
2. The four views are now on a single dropdown button
3. Add event - now moved to the top of the page
4. Preferences - re-designed and new options added
5. Column width – options on width size
 - Weekly view – new 'wide' option
 - Monthly view – new 'medium' and 'wide' options
6. Bookings - multi-line options
 - The various descriptions configurations can now be displayed over multiple lines
 - Option to show the duration first
7. Teams – option to open in collapsed state
 - Opening with all the teams collapsed enables the calendar to open more quickly
 - Large individual teams will now take less time to open than previously

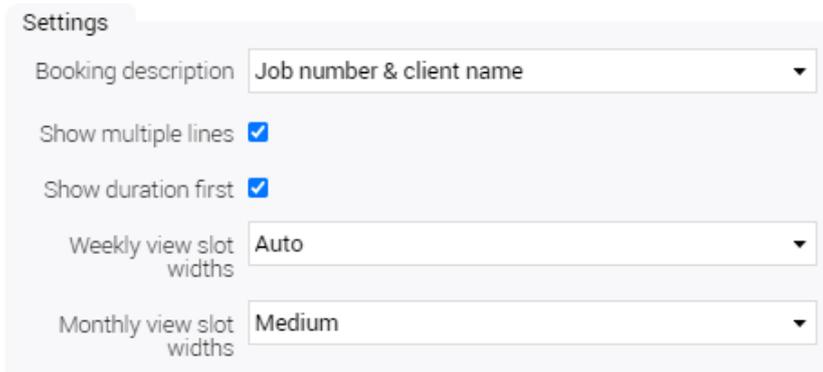
New preference settings

The preferences page has been re-designed. We also now have these new options.

- Teams
Option to open with teams collapsed (recommended).

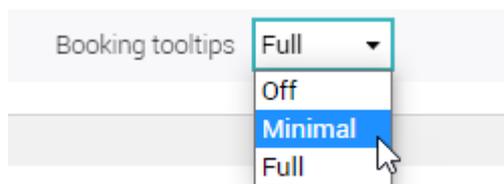


- Settings
Multi-line descriptions and slot width options. Includes the option to show the duration of a booking first.



Hovers/tooltips

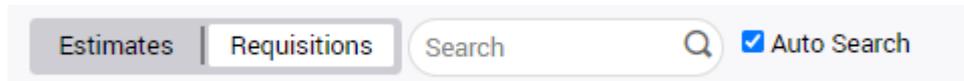
With multi-line booking descriptions, users are less reliant on hovers to provide additional booking information. There are now options to turn off the hovers or alternatively, have reduced hovers ('Minimal' option).



Selection lists – Estimates & Requisitions

The activity and requisitions selection lists (located below the calendar) have been re-designed.

- There are now two options - 'Estimates' and 'Requisitions'
To the right of these buttons is a search box and the 'Auto search' option



Large estimate lists can take a long time to refresh and load. By switching off the 'Auto search' the user simply enters a search string (i.e. client name, job number etc.), clicks the search button and the resulting list will load rapidly. This is recommended for users who are experiencing delays in seeing the list refresh

- The list is now paged with the standard user options for selecting the number of rows displayed
- Improved sorting

Calendar – loading view

The calendar 'Loading view' has been significantly enhanced.

Expand/collapse feature

Here we see the standard loading view. If you hover over the staff name you will see there is an option to view the bookings as well as the loadings. You can also expand the entire team or select multiple individuals.

Calendar bookings - Add event » Design Part

Highlight Weekly Today < > 4 weeks Mar 29 – Apr 25, 2021 Booking view Loading view Preferences

Person	Mon - Mar 29	Tue - Mar 30	Wed - Mar 31	Thu - Apr 01	Fri - Apr 02
▼ Administration					
Brian May			3	3	3
Mike Pender		2	9	2	2
Richard Daws			1	1	1
▼ California					
David Harston		7.5	7.5	7.5	7.5

Expanded loading view

The staff resources are now expanded and all the bookings can be seen. From this view you are able to add/move bookings in the usual way.

It is still recommended that the standard booking view is used for booking of time into the calendar. However, once you are ready to check the loading, this new view makes it very easy to manipulate the calendar and adjust loading.

Person	Mon - Mar 29	Tue - Mar 30	Wed - Mar 31
▼ Administration			
Brian May			3
Mike Pender		2	9
		4 days, 2 hours per day - 1600041.001 - Accounting Solutions for Business	
			7 hours - 50113.002 - Ace Electronic
Richard Daws (CET)			1
▼ California			
David Harston		7.5	7.5

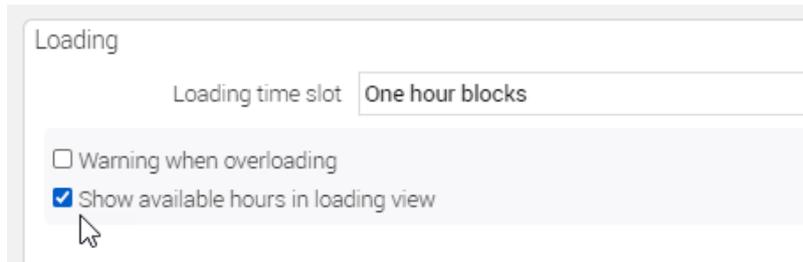
Loading view – show hours available

By default, the number of hours shown on each loading bar represents the number of hours booked. If the number of hours booked exceeds the number of hours available, the bar turns red.

Calendar preferences

New option – ‘Show available hours in loading view’.

Under loading preferences there is now an option to show the available hours instead.



Calendar showing available hours

Note: If the cell is overbooked, the red loading bar signifies that the available hours are zero – and no hours are shown.

Person	Mon - Mar 29	Tue - Mar 30	Wed - Mar 31	Thu - Apr 01
▼ Administration				
Brian May			4.5	4.5
Mike Pender		6	6	6
		4 days, 2 hours per day - 1600041.001 - Accounting Solutions for Business		Hours available
			7 hours - 50113.002 - Ace Electronic	
Richard Daws (CET)			6.5	6.5
▼ California				
David Harston		2.5	2.5	2.5

Calendar – requisitions (new functionality)

Auto-allocate activity owner on requisition

With this new feature activated, a requisition’s owner is auto-assigned to the same person that is booked in the calendar. This feature is only appropriate for companies that always book an individual requisition to a single resource.

This feature can be switched on by navigating to File maintenance > Activity types, opening a ‘Requisition’ activity type and checking the box ‘Owner set by latest calendar booking’.

Activity settings

Immediate alert on by default

Completion alert on by default

Show job/phase/stage time & bookings

Allow on kanban boards

Display on gantt charts

Milestone

Default to show in calendars

Allow time sheet

Default the activity creator

Owner set by latest calendar booking

Client portal settings

Private checkbox editable

New activities not in client portal by default

Display in ‘recent activites’ area

Use of this feature

This feature enables staff to use both the My calendar and Kanban when tracking their workload:

- My calendar
To track allocated work (bookings generated from the requisition), and post timesheets.
- Kanban
To track the status of the requisition. Since the requisitions appear in the Kanban, it is possible to set up a default Kanban view for your staff that shows the jobs they are currently working on.

Example:

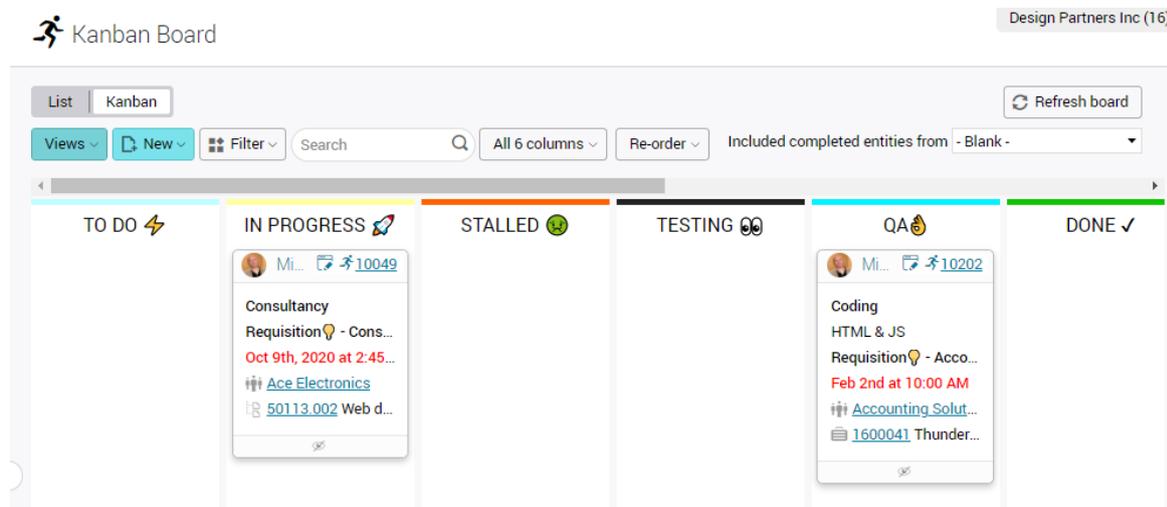
Here are Mike Pender's bookings:

Person	Mon - Mar 29	Tue - Mar 30	Wed - Mar 31
▼ Administration			
Brian May			4.5
Mike Pender		6	6
		4 days, 2 hours per day - 1600041.001 - Accounting Solutions for Business	7 hours - 50113.002 - Ace Electronic

Kanban

Here the same two items appear as requisitions in the user's Kanban view. In this example, one has been moved into QA before being considered fully completed.

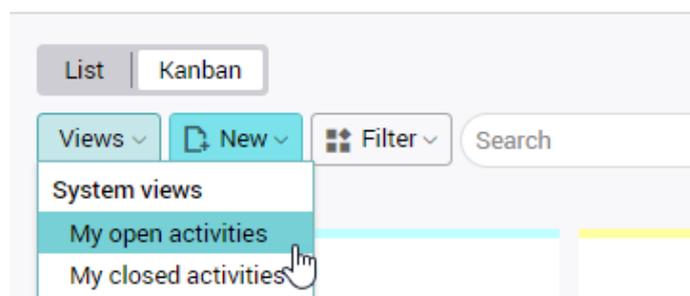
The QA department would have their own view of all the requisitions that have been moved into Quality Assurance. The owner of these requisitions is the person who actually worked on the task. If the work failed QA, it might be moved back into the 'To Do' Kanban stage at which point further calendar bookings might be required.



View

Staff should use the 'My open activities' view in the Kanban. This can be set as their default view.

Kanban Board - My open activities



My Calendar alerts

Currently, an alert is sent to the person who created a booking if it is moved to one of these feedback statuses:

- More time required
- Stalled

Example:

Feedback To do

In progress

Complete

More time required

Stalled

Now in addition to the creator of the booking, the account handler for the job phase being worked on will also get the alert.

Opting out of calendar alerts

If the handler does not want to see calendar alerts, they can opt out in user preferences - accessible by clicking their avatar in the top right corner of the screen.

User preferences

Initial dashboard

Hide unused tabs

Simple UI

Email on calendar changes

Web maximum lines

Recurring bookings

On creating recurring bookings, the original booking notes are now copied over to the new bookings. This feature is activated in Calendar preferences.

Calendar preferences

Options

Show

Weekends Avatars Task date indicators

Hide

Estimate & requisitions lists Task date range warning

Teams

Display staff teams Open with all teams collapsed

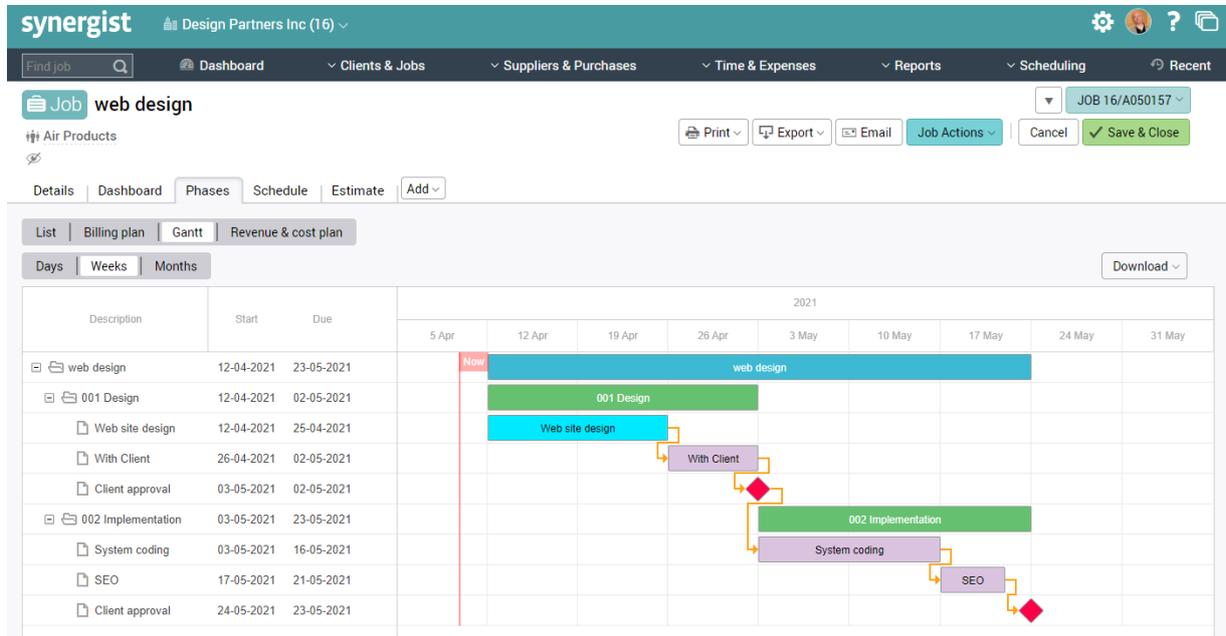
Misc

Include description and notes when copying a booking

GANTT CHARTS

The Gantt chart feature has undergone extensive development to improve its general UI and functionality.

Example of a Gantt chart showing two phases and related stages



Editing dates

On the left-hand side of the Gantt are two columns, 'Start' and 'Due'. These dates can now be edited inline.

The screenshot shows the Synergist Gantt chart interface. At the top, there are navigation tabs: Details, Dashboard, Phases, Schedule, Estimate, and Add. Below these are sub-tabs: List, Billing plan, Gantt, and Revenue & cost plan. Further down, there are view options: Days, Weeks, and Months. The main Gantt chart area shows a timeline for 2021 with dates from 5 Apr to 17 May. A task named 'Web site design' is highlighted in yellow, with its start date set to 12/04/2021 and its due date to 021. A calendar pop-up is open over the due date field, showing the month of April 2021. The calendar grid has the date 16 highlighted in blue, indicating it is the selected date for the due date.

Note: Dates can only be edited according to the date controls selected in Company settings > Advanced tab. By default, this means stages control the start and end dates of phases.

The screenshot shows the 'Date controls' configuration panel. It has a dropdown menu for 'Date controls' set to 'Stage driven - estimate dates not enterable and always reflect stage da...'. Below it is an 'Applies to' field. A list of options is shown below the field:

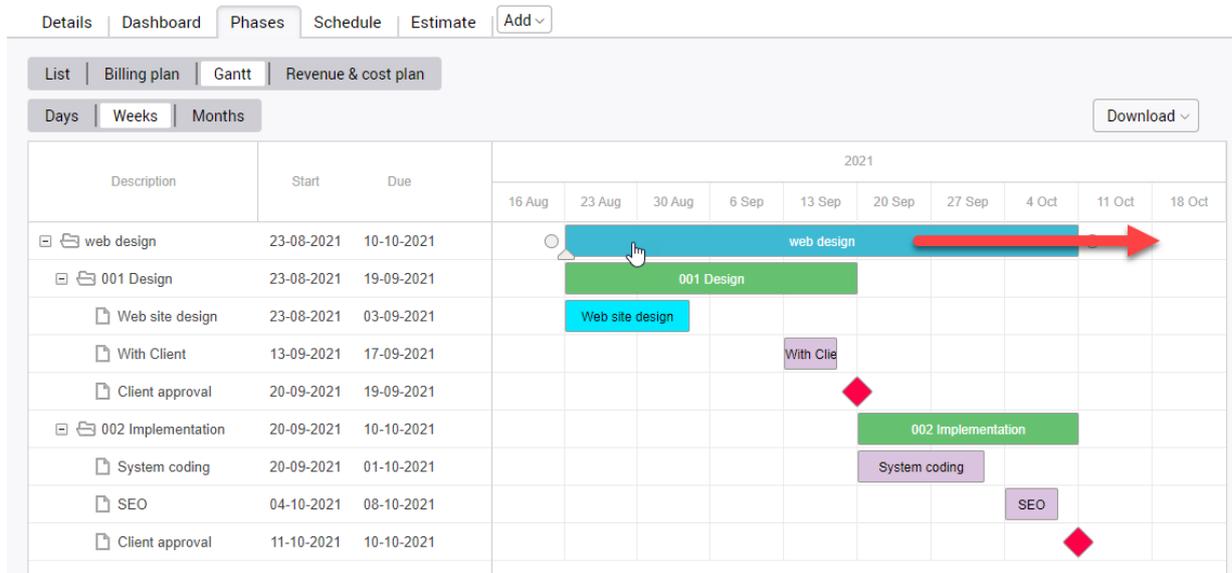
- None - no date dependencies
- Job driven - phase, stage and estimate dates not enterable, and always reflect job dates
- Phase driven - stage and estimate dates not enterable and always reflect phase dates. Job dates reflect extremes of phase dates.
- Stage driven - estimate dates not enterable and always reflect stage dates. Phase dates reflect extremes of stage dates, job dates reflect extremes of phase dates.

Moving the entire Gantt

Even when your system is using stage driven dates (this is the default setting in Company settings > Advanced tab), you can still move your entire job by dragging and dropping the main job bar of the Gantt.

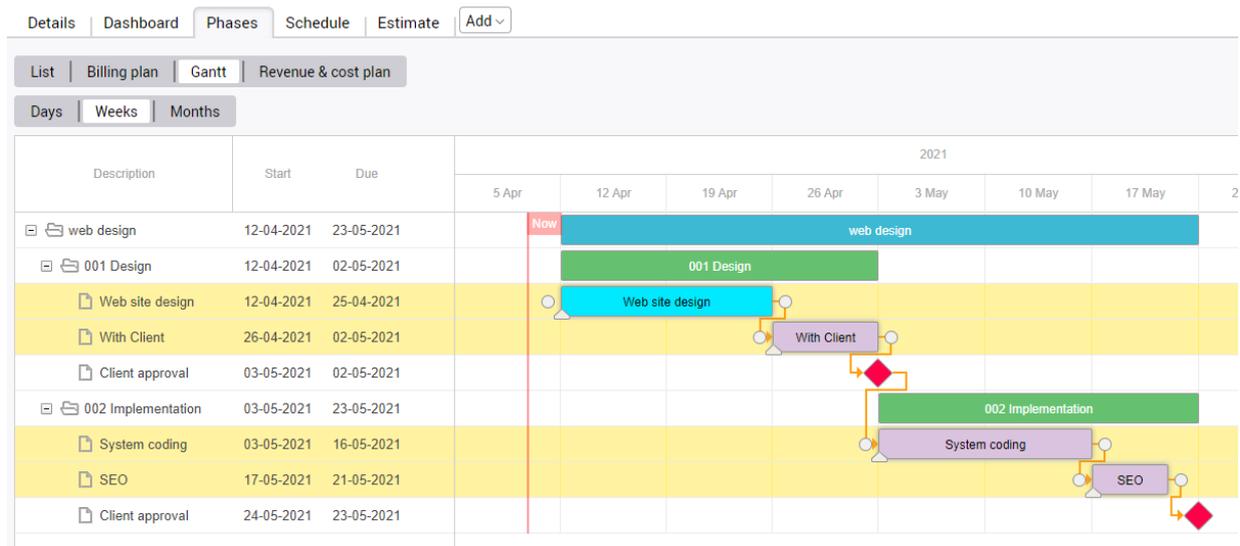
Note: If you have set up dependencies within the Gantt, you can only move the Gantt forward using this technique.

You can also move a single phase using the same method.



Multiselect

To multiselect, hold down the control key (Ctrl) and click on movable items. Once selected, items can be moved.



Miscellaneous improvements

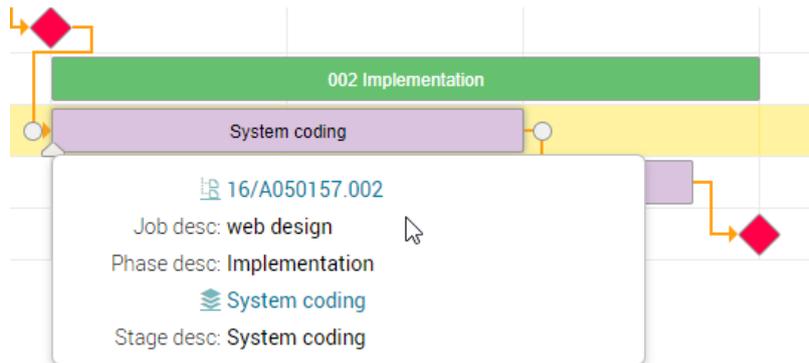
Today line

A vertical flag is displayed to indicate the current date.

Description	Start	Due	Timeline		
			5 Apr	12 Apr	19 Apr
web design	12-04-2021	23-05-2021		Now	
001 Design	12-04-2021	02-05-2021		09 April 2021	
Web site design	12-04-2021	25-04-2021			
With Client	26-04-2021	02-05-2021			
Client approval	03-05-2021	02-05-2021			
002 Implementation	03-05-2021	23-05-2021			
System coding	03-05-2021	16-05-2021			
SEO	17-05-2021	21-05-2021			
Client approval	24-05-2021	23-05-2021			

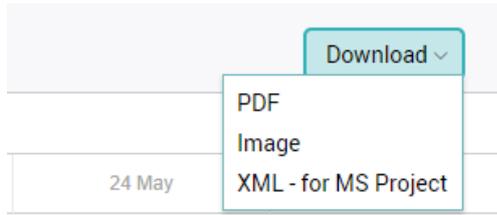
Hovers

Additional information regarding each Gantt item is displayed by double clicking the bar. Clickable items in the hover will open up each entity in a new tab.



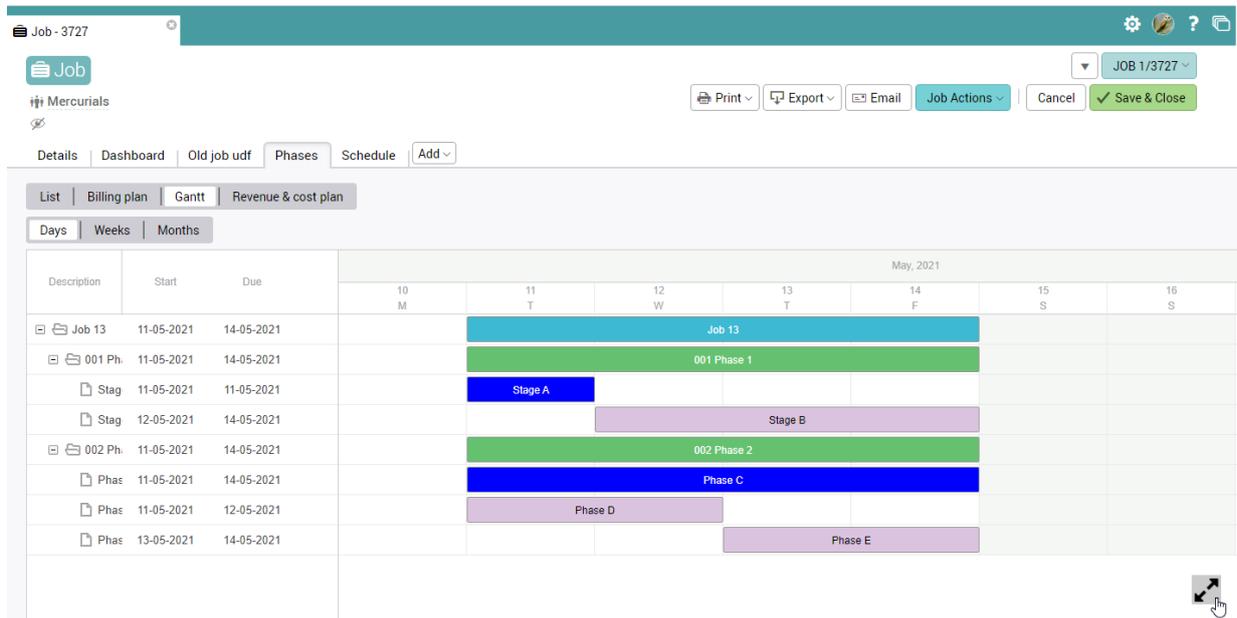
Improved formatting of PDF & Image download

The PDF and Image download options have been re-formatted to create improved images.



Full screen mode

Clicking the resize icon in the bottom right corner of the Gantt chart allows users to work in full screen mode.



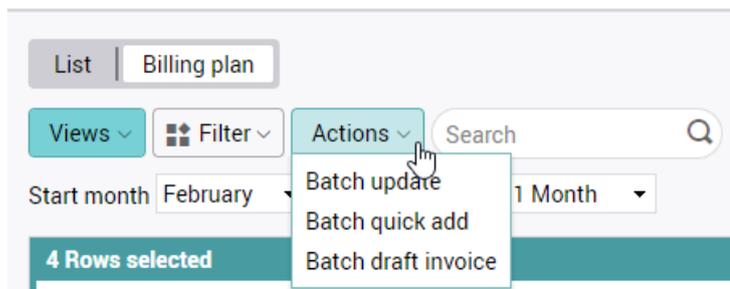
BILLING PLANS

Batch processing of billing plans

Batch processing of billing plans is accessible from the multi-job/phase billing plan. There are 3 new options:

- Batch update
Lock/unlock a set of billing plans
- Batch quick add
Quickly create a set of billing plans
- Batch draft invoice
Invoice a selection of billing plans

Job list - Open jobs and quotes



Batch update

To use the 'Batch update' feature, first select the Billing plans to process, then from the Actions menu click 'Batch update'.

Batch update dialog

This feature is used to batch lock/unlock a set of billing plans.

First select the jobs you wish to process, then select a start date and a range to indicate which billing plans for the jobs selected you wish to process. Click 'Process'.

Billing plan batch process ✕

Existing billing plans (Job and phase)

Start month February 2021

Range 1 Month

Lock billing plans Unlock billing plans

Cancel ✓ Process

Batch quick-add

This feature is used to create a set of billing plans.

You need to first select the jobs you wish to create billing plans for. The easiest way to do this is to set a filter and then save it as a view. In the filter, make this setting:

Billing plans

Has billing plans Has no billing plans Unbilled only

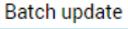
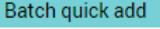
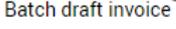
From 00/00/00 📅 To 00/00/00 📅

Select the jobs you wish to create billing plans for

 Job list - Jobs without billing plans

List | Billing plan

Views  Filter  Actions Search 

Start month February  1 Month  

4 Rows selected

	Client	Project	Job	Status	Description	Quoted	SUMMARY	
							Planned	%
<input checked="" type="checkbox"/>	Accounting Solut...		1600041	Quote	Thunder game	0	0	
<input checked="" type="checkbox"/>	Royal Carribean I...		1600030	Quote	Job desc	4813	0	
<input checked="" type="checkbox"/>	ZZ Acme company		au00XPW	Live	Summer campaign	0	0	
<input checked="" type="checkbox"/>	3D Animatronics ...		au00WS1	Live	Web site makeover 1	0	0	

The quick-add dialog

Select the number of billing plans you wish to create for each job/phase.

Billing plan quick add 

Create new billing plans

New billing plans:

- Start from the current month
- Are only created for jobs/phases with no existing billing plans

Create billing plan(s) per selected job/phase

Batch draft invoice

Select the jobs/phases you wish to invoice, then from the Actions menu click 'Batch draft invoice'.

Job list - Open jobs and quotes

List
Billing plan

Views
Filter
Actions

Search

Start month
February
1 Month

4 Rows selected

- Batch update
- Batch quick add
- Batch draft invoice

							SUMMARY	
<input type="checkbox"/>	Client	Project	Job	Status	Description	Quoted	Planned	9
<input checked="" type="checkbox"/>	Aecom Inc		X050002	Live	Xerox Video	1073	1073	
<input checked="" type="checkbox"/>	3D Animatronics ...		au43543	Live	Summer campaign	1000	0	
<input checked="" type="checkbox"/>	Accounting Solut...		1600041	Quote	Thunder game	0	0	
<input checked="" type="checkbox"/>	Atlantic Mgmt Int...		1600027	Live	London Exhibit	2000	2000	

The batch draft invoice dialog

The standard batch draft invoicing dialog is then displayed.

- Single / multi job
Single – one invoice per job/phase
Multi – jobs are consolidated into a single invoice per client
- Type
Invoice / credit / write off
- Final / part invoice
Final invoice will close the job once it is made real
- Invoice date
- Billing plans – date range
Range of billing plans you wish to bill
This is typically a single month
- Content
Billing plan
Pro-rata quote

Batch draft invoice
✕

Info

4 jobs selected

The system will create invoices for the jobs or phases selected. The options selected below will be applied to all draft invoices generated.

▶ More info

General

Single job
Multi job

Type

Final

Inv date

Billing plans

Use billing plans

From To

Content builder

Base content on

NEW BUSINESS FEATURE

New business / repeat business

It is common practice to pitch for and win new customers. Typically for a period after winning a new customer, all jobs raised are considered 'New Business' and following that period, subsequent jobs are considered to be 'Repeat business'.

This new feature provides a 'New Business / Repeat business' status on both clients and jobs, and provides ways of updating these statuses by applying business logic.

Switching on this feature

The 'New business' feature is activated in Utilities > System parameters. By default, the 'New business' period is set to 12 months. If you wish to have a different 'New business' period, it is important to set this immediately before any batch updates are run to set up your data (see below in the batch updates section).

System parameters

The screenshot shows the 'System parameters' configuration page. At the top, there are tabs for 'Settings', 'eMail', 'Server', 'Attachments', 'SDS', and 'Restricted'. The 'Settings' tab is active. Below the tabs is a 'Details' section with a 'Default company' dropdown menu. Underneath is an 'Optional modules' section containing several checkboxes: 'Estimate revisions', 'Quote revisions', 'MyTasks', and 'New business'. The 'New business' checkbox is checked. Below this section is a 'New business period' field with the value '12' entered.

Business logic

There are two key fields that control the behaviour of this feature:

- Client 'New business start date'
- Job 'Business status'

Client 'New business start date'

The 'New business start date' is the date the client was won. Typically, the date a prospect was promoted.

New business

Business status **New business**

New business start date **14/04/2021**

New business period **12 months**

Repeat business start date **14/04/2022**

If a client is manually changed to be 'Repeat business', the 'New business start date' is set to 00/00/00 and hidden from the UI.

New business

Business status **Repeat business**

Setting the 'New business start date'

Leads and Prospects

The 'New business start date' is set to 00/00/00 and hidden from the UI

- No business status is shown on prospect cards
- The 12 month 'New business' period does not start until an opportunity is created for the prospect, or when the prospect is promoted to a client
- Any opportunities created for prospects are set as 'New business'

Promoting a prospect

Promoting a prospect to a client will start its 'New business' period. On the client card there is a section that shows this status and the key dates that will be used to determine when the 'New business' period ends.

Job 'Business status'

The Business status field has two possible values:

- Repeat business
- New business

Sales status	Open - New
Business status	Repeat business
Pipeline	Repeat business
	New business
Rating	- Blank -
Source	- Blank -

This field can be manually set by the user. However, this is normally set automatically on creation of the opportunity / job, based on the New business status of the client.

Batch update

The following batch update features can be used to set-up the 'New business' feature.

Note:

On upgrade:

- All existing Leads/Prospects/Clients have the 'New business start date' set to 00/00/00
- All jobs are set to 'Repeat business'

If you wish to use this feature, it is necessary to run batch updates to set the New business status for existing clients and jobs.

Client batch update

New business

Use the '**Auto option**' to automatically set the **New business start date** based on:

- First Opportunity / Job created date
- Or, Prospect promoted date
- Or, Client created date

New business start date  

Auto option

Options:

- **Date entry**
Use the date entry to force the client to have the selected 'New business start date'. Please note that Leads and Prospects will be ignored.
- **Auto option**
Use the 'Auto' option to automatically set the 'New business start date' based on:
 - First Opportunity/Job created date
 - Or if there are no jobs, Prospect promoted date
 - Or if it was never a prospect, Client created date

Note: If the calculated 'New business start date' is more than a year in the past (assuming the new business period is 12 months), the client's 'New business start date' is set to 00/00/00 and the client is set to 'Repeat business'.

Job batch update

Using the job batch update, it is possible to set a selection of opportunities/jobs to a 'New business' or 'Repeat business' status.

Change sales information

Sales status	<input type="text"/>
Business status	New business
Auto option	Repeat business
Pipeline stage	New business
Rating	<input type="text"/>
Expected	00/00/00 

Setting up an existing system

If you are setting up your existing system to use this feature, you would use the client batch update to set the New business status for all your clients.

You can then select all opportunities and jobs that belong to New business clients and set their statuses to 'New business'. You can do this using this filter prior to the job batch update.

Job list ✕

List filter

Query

Search for

Search in **7 items selected** ✕

Filter by date

More filters Show inactive options ✕ +

▼ 👤 Client

Client 🔍

Client contact 🔍

Include **Clients ✕** **Prospects ✕** **Leads ✕** ✕

Status **Both active and inactive** ▼

Type **Both internal & external** ▼

Source ▼ ☑

Client type ▼ ☑

Status ▼ ☑

Market sector ▼ ☑

Lead rating ▼ ☑

Handler ▼ ☑

Business status **New business** ▼

Client / bill to New business

Reporting on 'New business'

Reports

Filters

Filter on 'New business' / 'Repeat business'
(At job level or client level)

Exports

Exports of the following reports display the New business status:

- Period profit
- Job / phase profitability
- Cost & quotes
- Job / phase report
- Client export

Data viewer

Filters

Filter on 'New business' / 'Repeat business'
(At job level or client level)

Cross tab DV views

Cross tab DV views can be created that have NB/RB set as columns

BusinessStatusCode ▾ + Add Set cross-tab

Cross-tab column: BusinessStatusCode

'Data type' column is automatically added. Tick this box if you don't want that

Add new field

Table: Job Header ▾

Field: ▾

Selected data columns

Client

✕ Delete

Options

Show Descriptions Show Codes

Hide zeroes

Always show column totals

✓ Create table
✓ Create chart
📄 Create export
📄 Create pivot-ready

Client	Data Type	NB	RB	Total
Air Products	Time Estimate	0.00	37.80	37.80
Albemarle	Time Estimate	0.00	2.00	2.00
Alcoa & sons Ltd	Time Estimate	0.00	24.50	24.50
Jenko Limited	Time Estimate	0.00	156.16	156.16
Ace Electronics	Time Estimate	250.00	39.53	289.53

CLIENTS

Import / Export of client prices

Users can set up special prices for Time and Material charge codes for individual clients.

For instance, the 'Artwork' charge code might be set up to normally be charged out at £100 per hour. You may however negotiate a special price for a different client at £90 per hour.

We have added a useful utility to this feature whereby the user can export out these special prices, manually update the prices in a spreadsheet and then re-import the updated prices. It is also possible to import the same prices table into other clients who share a similar price band.

Exporting client prices

Click Actions > Export to export the table of prices.

The screenshot shows the Synergist interface for client 'Aecom Inc'. The 'Prices' tab is active, displaying a table of charge codes. The 'Actions' menu is open, and the 'Export' option is highlighted. The table below shows the data being exported:

Charge Code	Description	Cost	Std cost rate	Cost	Currency	Charge	Std charge rate	Normal rate
16/03	Creative Thinking		£0.00		- Base currency -	Y	£1000.00	£65.00
16/BRT	Business Research...		£40.00		Dirhams	Y	AED308.10	AED200.00
16/CS	Client Services		£20.00		- Base currency -	Y	£35.00	£45.00
16/CW	Copy Writing		£45.00		- Base currency -	Y	£110.00	£105.00

The export generates a .CSV file which can be opened in a spreadsheet.

Note: Excel will automatically change the values in CSVs. We would suggest another CSV editing tool is used for this procedure.

The only fields you should update are the fields in the 'Charge Rate' column.

A	B	C	D	E	F	G	H	I	J	K	L	
1	Type	Charge Rate	Codes	Overtime 1 Charge Rate	Overtime 2 Charge Rate	Client Code	Cost Rate	Costs ?	Currency Code	Discount %	Prices ?	Description
2	TIME	65	16/03	0		016/P0284		FALSE		94	TRUE	Creative Thinking
3	TIME	200	16/BRT	0		016/P0284		FALSE	16/AED	35.09	TRUE	Business Research Time
4	TIME	45	16/CS	0		016/P0284		FALSE		20	TRUE	Client Services
5	TIME	105	16/CW	0		016/P0284		FALSE		20	TRUE	Copy Writing
6												

In the following example, the charge rate has been changed from 65 to 70.

A	B	C
1	Type	Charge Rate
2	TIME	70
3	TIME	200
4	TIME	45
5	TIME	105
6		

Importing prices

Save the table as a CSV (do not change the format) and import the file back into the client record using the 'Actions > Import' option.

Client: Aecom Inc

Details | Contacts | Dashboard | Activities | Attachments | Targets | Invoices | Jobs | Phases | Projects | Prices | SDS | SDS data | System info

Currency filter: Currency - All -

Actions: Add time special price | Delete

Code	Description	Price
16/03	Creative Thinking	£70.00
16/BRT	Business Research Time	AED200.00
16/CS	Client Services	£45.00
16/CW	Copy Writing	£105.00

Rows per page 15 | Items 1-4 of 4

Buttons: Cancel | Update

Note: You can import these same prices into other clients, too.

Client: Aecom Inc

Map | Print | Actions | Cancel | Save & Close

Details | Contacts | Dashboard | Activities | Attachments | Targets | Invoices | Jobs | Phases | Projects | Prices | SDS | SDS data | System info | Users | Settings

Currency filter: Currency - All -

Time | Materials

Actions: Add time special price | Delete | Only allow these charge codes

Charge Code	Description	Cost	Std cost rate	Cost	Currency	Charge	Std charge rate	Normal rate
16/03	Creative Thinking	£0.00	£0.00	-	- Base currency -	Y	£1000.00	£70.00
16/BRT	Business Research...	£40.00	£40.00	-	Dirhams	Y	AED308.10	AED200.00
16/CS	Client Services	£20.00	£20.00	-	- Base currency -	Y	£35.00	£45.00
16/CW	Copy Writing	£45.00	£45.00	-	- Base currency -	Y	£110.00	£105.00

Rows per page 15 | Items 1-4 of 4

Page 1 of 1

Restricting users to certain clients

Restricting user access to clients

Currently, users can be restricted to only having access to a certain set of clients. This is achieved by adding the user (or user's team) to the client via the Client > Users tab. Users then only have access to the clients that they have been added to.

Client: Aecom Inc

Details | Contacts | Dashboard | Activities | Attachments | Targets | Invoices | Jobs | Phases | Projects | Prices | SDS | SDS data | System info | **Users**

✖ Delete

Add users

Add user + Add users from team +

<input type="checkbox"/>	User	Access
<input type="checkbox"/>	Alan Hammond	✓
<input type="checkbox"/>	Ash Gerrish	✓

Rows per page 15 Items 1-2 of 2

Although this is a useful feature, in some scenarios it would be easier to allow users to have access to all clients, but with certain clients restricted. This new feature supports this method of working.

To work using this method, select 'Hidden clients' on the user record 'Clients' tab.

Hidden clients

Users

Details | Approval | Permissions | Access | Delegation | Licensing groups | Modules | Setup | Weekly jobs | Saved settings | **Clients**

Restricted

Client restricted **Hidden clients**

✖ Remove

<input type="checkbox"/>	Client code	
<input type="checkbox"/>	16/HGHG	3D Animatronics B2B
<input type="checkbox"/>	5/ALDRO	Aldro School
<input type="checkbox"/>	42/BUD	Budweiser
<input type="checkbox"/>	21/CSO	Client Sales Order
<input type="checkbox"/>	5/DAEDA	Daedalus Inc

Client card

On the 'Client > Users' tab, there is a list of any users that have access to this client. Any users not in this list are assumed to have access by default.

If the new feature detailed above is being used, any user that has been set to 'Hidden clients' will also be shown in this list. However, the 'Access' column will not be ticked – indicating that the user does not have access to this client.

Client: 3D Animatronics B2B

Map | Print | Actions | Cancel | Save & Close

Details | Contacts | Dashboard | Activities | Attachments | Targets | Invoices | Jobs | Phases | Projects | Client SOs | Prices | SDS | SDS data | System info | **Users** | Settings

✖ Delete

Add users

Add user + Add users from team +

<input type="checkbox"/>	User	Access
<input type="checkbox"/>	Aaron Dyson	✖
<input type="checkbox"/>	Alan Hammond	✖
<input type="checkbox"/>	Alan Prover	✔
<input type="checkbox"/>	Alan View Only	✔
<input type="checkbox"/>	Alex Beal	✔
<input type="checkbox"/>	Andrew Jones	✔

Rows per page 15 Items 1-6 of 6 Page 1 of 1

DASHBOARDS

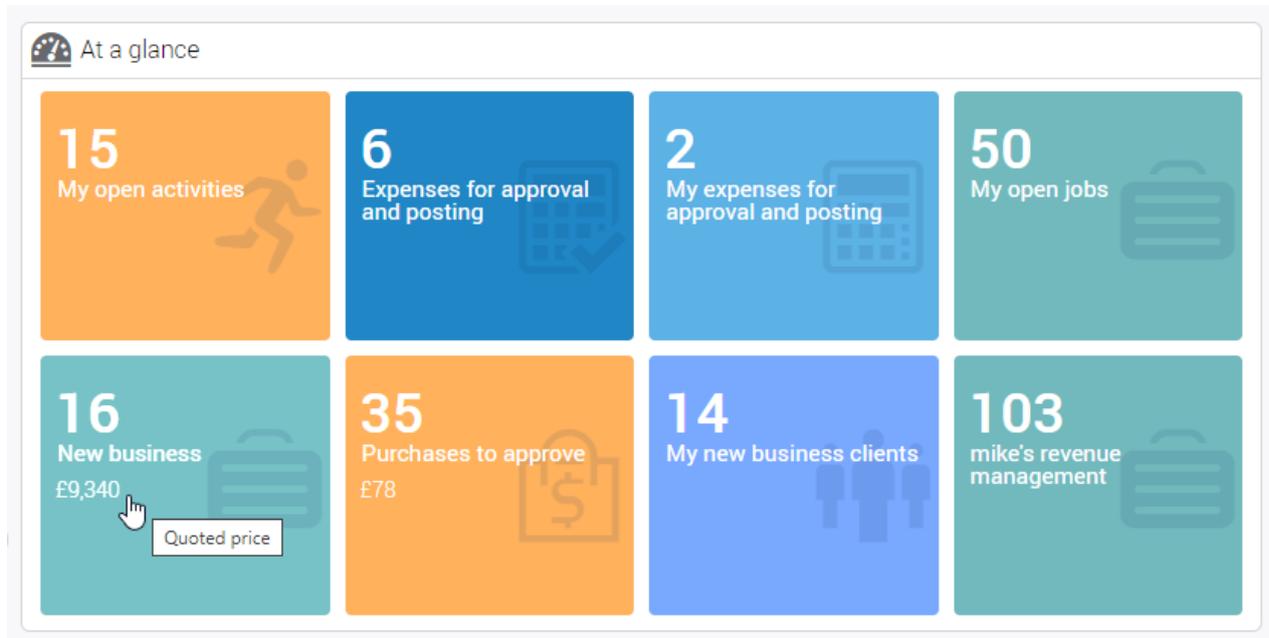
At a glance – Personal dashboard

'At a glance' is a new section that has been added under Personal dashboards.

This feature is designed to give the user a summary of areas of the product that are key to their role. A set of coloured panes are displayed and each pane contains the following info:

- A count
- A description
- A value (optional)

If the user clicks on one of these panes, a new tab will open displaying a list of all the associated records. In the case of activities, this can also be a Kanban.

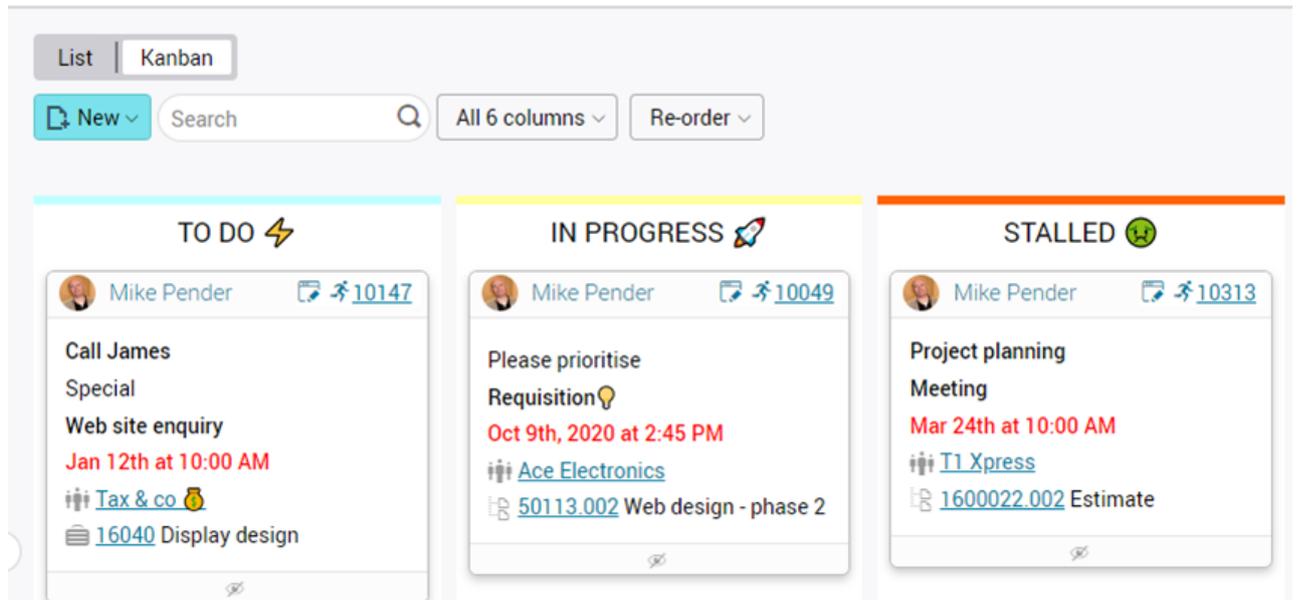


Clicking on a pane

Clicking on the first pane 'My open activities' - the Kanban opens displaying the user's 'open activities'.

Two icons appear to the top left of the heading – in this example, the dashboard icon and the activities icon. The description is as shown in the 'At a glance' dashboard. A list / Kanban board opened from a dashboard is a special type that has a fixed view. This keeps it separate from other lists / Kanban boards, that may already be open.

Kanban Board - My open activities



The screenshot shows a Kanban board interface with the following elements:

- Navigation:** A 'List' button and a 'Kanban' button (selected) are at the top left. Below them are a 'New' button, a search bar, and 'All 6 columns' and 'Re-order' dropdown menus.
- Columns:**
 - TO DO (lightning bolt icon):** Assigned to Mike Pender (ID 10147). Tasks include 'Call James Special' (due Jan 12th at 10:00 AM) and 'Web site enquiry' (due Jan 12th at 10:00 AM) from 'Tax & co' (ID 16040) with a 'Display design' sub-task.
 - IN PROGRESS (rocket icon):** Assigned to Mike Pender (ID 10049). Task is 'Please prioritise Requisition' (due Oct 9th, 2020 at 2:45 PM) from 'Ace Electronics' (ID 50113.002) with a 'Web design - phase 2' sub-task.
 - STALLED (sad face icon):** Assigned to Mike Pender (ID 10313). Task is 'Project planning Meeting' (due Mar 24th at 10:00 AM) from 'T1 Xpress' (ID 1600022.002) with an 'Estimate' sub-task.

Adding 'At a glance' views to your Personal dashboard

On upgrade, all users get the following panes added to their personal dashboard:

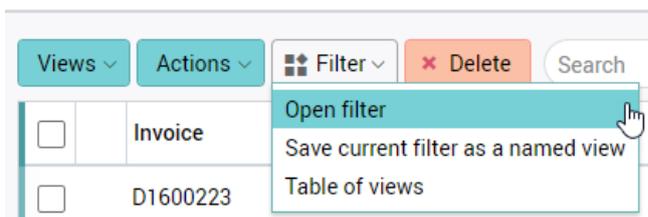
- My open activities
- Expenses for approval and posting
- My open jobs

These panes are generated from system views. To create additional 'At a glance' panes, simply use existing views or create new views and add to the Personal dashboard.

Creating and saving a filter as a named view

Supposing you wish to create a view that lists all draft invoices requiring approval for each handler. Firstly, you need to use the Draft invoices filter to create the view.

Draft invoice list

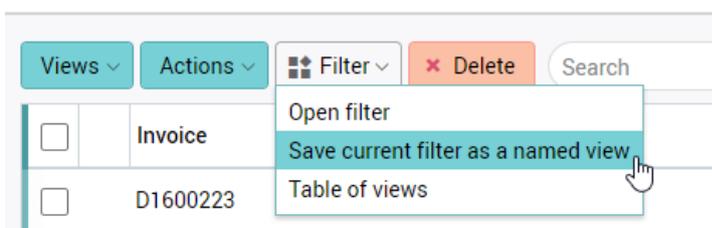


Inside the filter, select 'Ready' (for approval) and assign the current user as the handler. This option will filter the list of draft invoices to whoever is logged in.



Apply the filter then 'Save current filter as a named view'.

Draft invoice list



'Save filter as a named view' dialog window

The dialog window now has an additional option – 'Personal dashboard'. Selecting this option will place the newly created view in the 'At a glance' section of all the users who are in the user group 'Handlers'.

If the table for the view, in this example 'Draft invoices', has associated numeric fields, you can also select the field you would like to see totalled.

Views save ✕

Save current view for Group Handlers ▾

View name Draft invoices awaiting approval

Standard list view

Make this the default view

Place on own tab

Personal dashboard

Count Value

Summarise by Total net ▾

Cancel
✔ Save

The resulting 'At a glance' pane

Dashboard Personal ▾

At a glance

14

My open activities

6

Expenses for approval and posting

2

My expenses for approval and posting

3

Draft invoices awaiting approval

£9,000

Total net

16

New business

£9,340

35

Purchases to approve

£78

103

mike's revenue management

Amending a view

To modify or delete a view, select the 'Table of views' option from the Filter button list of options. This will list all the views you have access to.

Dashboard Activities kanban Draft invoice list

Draft invoice list - **Draft invoices awaiting approval**

Views	Actions	Filter	Delete	Search
<input type="checkbox"/>	Invoice	Open filter Save current filter as a named view Table of views		Invoice date
<input type="checkbox"/>	D1600223			17/07/2019
<input type="checkbox"/>	D1600224	Tax & co		17/07/2019
<input type="checkbox"/>	D1600430	Atlantic Mgmt International Limited		28/02/2021

Earnings per head

This new chart can be found on the Management dashboard. It displays the standard metric 'Earnings per head'. The columns displayed are calculated by taking the company monthly turnover and gross profit, and dividing this by the number of full-time staff working for the company. This headcount is stored against financial periods.



Financial periods

The number of full-time staff (headcount) is recorded against each financial period. This number can be set when creating a new set of periods. You can also update one or more periods using the Actions button.

File maintenance | Financial periods | Design Partners Inc (16)

Financial periods

Actions | New | Delete | Search | Refresh | Page 7 of 7

- Create periods for an entire year
- Set headcount
- Export
- Export all fields
- Import

Period name	From	To	Inactive	Headcount
2021	01/07/2021	31/07/2021		15
<input type="checkbox"/> 16/202108	August 2021	01/08/2021	31/08/2021	15
<input type="checkbox"/> 16/202109	September 2021	01/09/2021	30/09/2021	15
<input type="checkbox"/> 16/202110	October 2021	01/10/2021	31/10/2021	15
<input type="checkbox"/> 16/202111	November 2021	01/11/2021	30/11/2021	15
<input type="checkbox"/> 16/202112	December 2021	01/12/2021	31/12/2021	15

91-96 of 96

Updating the current period

If you are using accounting periods to control sales and purchasing, you can also update the headcount total on a monthly basis at the time you change the current period in Company settings.

Periods

Use the same current period for all types of transaction

Sales Period Date  

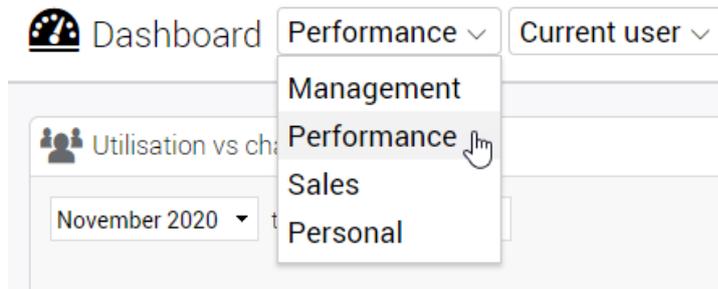
Sales Period

[Edit period headcount](#)

Sales invoice date default to accounts period

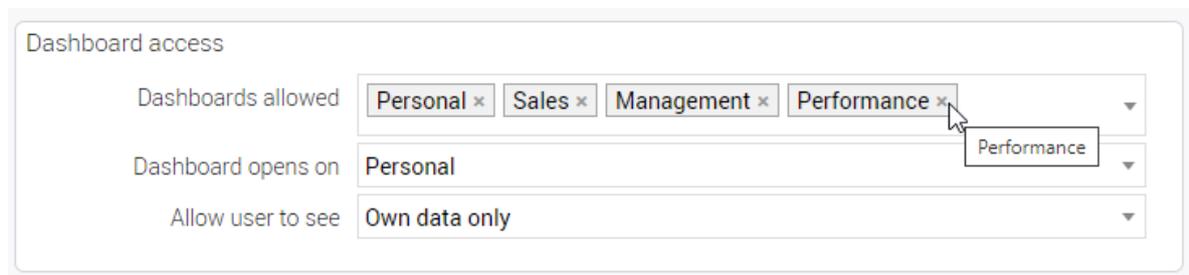
Performance dashboard

A new set of dashboards has been added – 'Performance'.



Access rights

Users can be given access to this new set of dashboards via File maintenance > Users > Access tab.



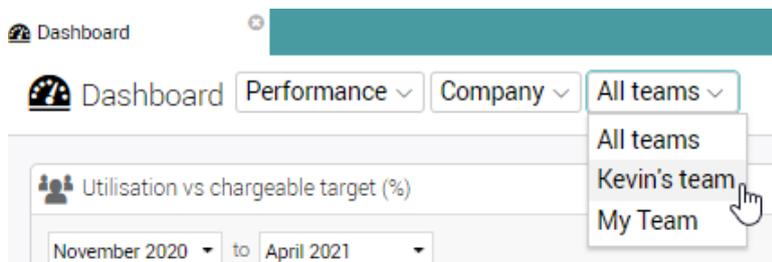
Performance charts

This new selection of dashboards has 3 new charts and 1 chart that has been moved from the Management dashboard group.

All these charts use the chargeable targets that can be optionally set up for each member of staff. These targets are then compared with timesheets posted. All charts display the data over a period of 6 months by default. The charts break the values down into 6 monthly periods – with the exception of the summary chart.

Summarizing by team

All these charts can be summarized by team using the team selector at the top of the dashboard (access rights required).



Charts displayed

Utilization vs chargeable target (%)

- Displays the target achieved as a %

Staff utilisation summary

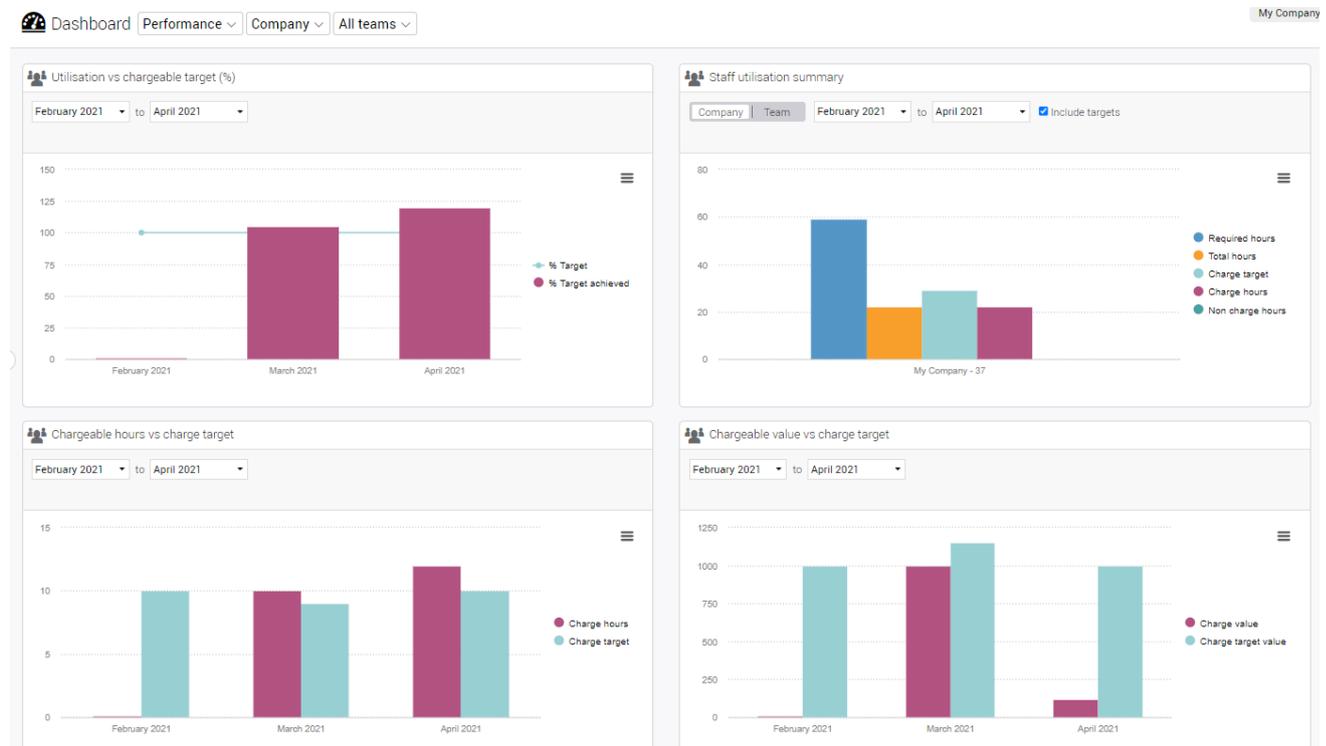
- Previously displayed on the Management dashboard
- Previously named 'Staff utilization'

Chargeable hours vs charge target

- Displays the chargeable hours posted against target (hours)

Chargeable value vs charge target

- Displays the chargeable hours posted against target (value)

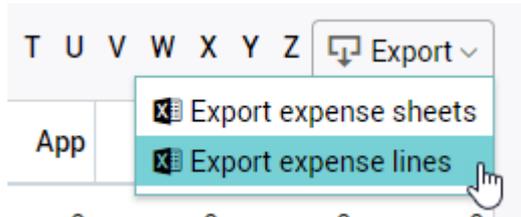


EXPENSES

New exports

Two new exports are available from 'Expenses' and 'Expense approval' main lists:

- Export expense sheets
Export of the expense sheet headers
- Export expense lines
Export of the expense sheets (including expense lines)



Previewing expense attachments on hovers

Image receipts on expenses sheet can now be previewed by hovering over the attachments icon.

Expense sheet: 2167

Expense account: SYN_Andy
 Description: Fender maintenance
 Date: 26/04/2021
 Created: by SYN_Andy on 26/04/2021 at 8:54am

Sheet status: Unsubmitted
 Reimbursement amount: £13125.00

Submit for approval | Print

Expense lines

Actions: Add | Delete | Search

#	Client	Job phase	Expense type	Description	Exp. date	Total	VAT	Receipts	Status
1	Mercurials	3598.001	Equipment	Equipment	26/04/2021	£625.00	£104.17		Unsubmitted
2	Mercurials	3598.001	Printers	Printers	26/04/2021	£12500.00	£2083.33		
TOTAL						£13125.00	£2187.50		

Receipts with image attachment (jpg, gif or png) display a large version of the image including its name and a link to 'download'.

Receipts	Status
 File: Fender Strat.jpg download	Unsubmitted

Receipts with non-image attachments display the attachment's name and a 'download' link.

Receipts	Status
	Unsubmitted
 File: Fender Brochure.docx download	Unsubmitted

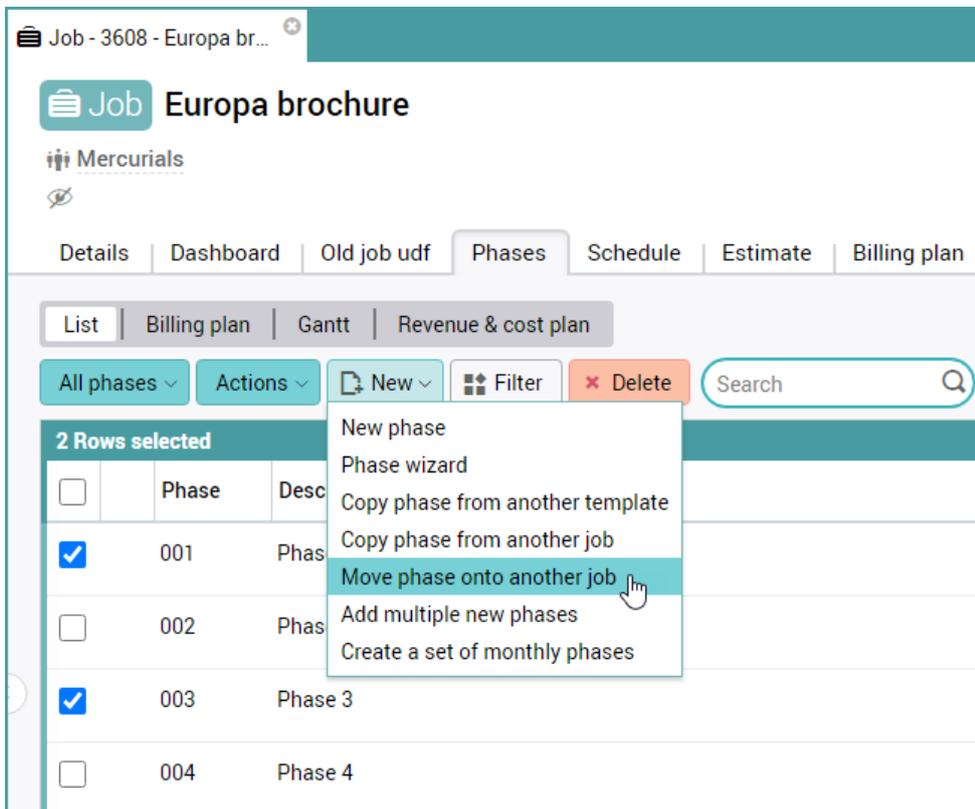
JOBS & PHASES

Moving phases on to other jobs

It is now possible to move phases from one job to another across clients.

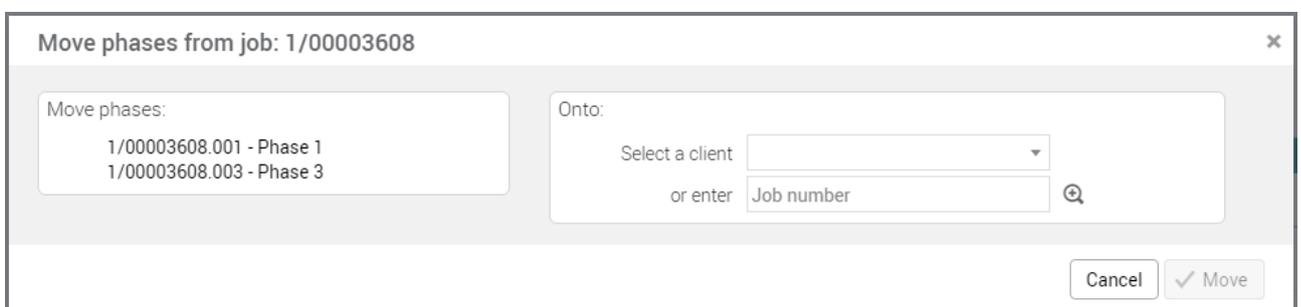
On the Job > Phases tab:

- Select which phases to move
- Click on the 'New' button
- Choose 'Move phase onto another job'



The dialog window opens containing two panels:

- The panel on the left is non-editable and shows the details of the phase(s) being moved
- The panel on the right is editable and contains two fields. Users must complete the two fields to identify the destination job



Note: Moved phases are assigned the next available phase numbers in the destination job.

Details of the phase move are recorded automatically on the source job:

Job - 3608 - Europa br...

Job Europa brochure

Mercurials

Details | Dashboard | Old job udf | Phases | Schedule | Activities | Contacts

Title: Europa brochure

Comments: Phase 001 transferred to job 1/00003726
Phase 003 transferred to job 1/00003726

Details of the phase move are also recorded automatically on the destination job:

Job - 3726 - Job 2C (o...)

Job Job 2C

Mercurials 2

Details | Dashboard | Old job udf | Phases | Schedule | Estimate

Title: Job 2C

Comments: Phase 1/00003726.004 transferred from job 1/00003608
Phase 1/00003726.005 transferred from job 1/00003608

Note:

- The source and destination jobs must have the same phase structure - they both need to be single or two tier jobs else the phases cannot be moved
- It is not possible to move all the phases because at least one phase must always remain on the source job
- Phases cannot be moved if they contain invoices

REPORTING

New reports

Profit by invoice

- Report of profit by individual sales invoice

Managed client SO's by order number

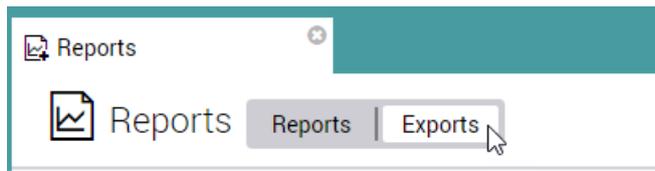
- Managed client sales order values by order number and job
- For users who are using the 'Managed clients' module (Sales orders)

Managed client SO's by job

- Managed client sales order values by job and order number
- For users who are using the 'Managed clients' module (Sales orders)

New exports

This new section is located within 'Standard reports'.



Invoicing & profitability

- Draft invoice approval - List of draft invoices requiring approval
- Costs not ticked-off - Costs not ticked-off against sales invoices (still in WIP)
- Write-offs - Write-offs (final invoices of zero value) raised over a period
- Job / phases export - BP vs quoted - Jobs where billing plans do not match quoted values
- Jobs awaiting invoicing - Completed jobs that have yet to be final invoiced (closed)

Purchasing & expenses

- Supply type analysis - Purchases by supply type
- Expense type analysis - Expenses posted to jobs showing cost and charge

Quoting & estimating

- Production quotes - Jobs based on due date showing amount quoted

Production

- Progress report - Compares total estimated hours with actuals - by job
- Projects - Budgets for client projects and any related phases
- Schedule stages report - Track the stages a job may go through when a schedule is being used
- Baseline cost to complete - Baseline cost to complete

Time & materials

- Time booked to jobs by charge code - Charge codes that have had timesheets booked in period selected
- Client pricing - Special prices set up for clients
- Last timesheet entered - Last timesheet entered for active resources
- Materials booked to job phases - Materials booked to job phases for a specified period

Financial

- WIP – movement - Variant of the WIP retro and WIP aged reports
- WIP – detail – WIP retro - export with detailed costs
- Client investment - List clients where investment total is not zero
- Departmental costing - Comparing current and actual costs by department

FILTERING & VIEWS

All the main lists accessible from the main menu have a filter button. This button is used to filter the current table. Once a filter has been applied, the user can save the filter as a named 'View'. Previously this could only be done from the list of views.

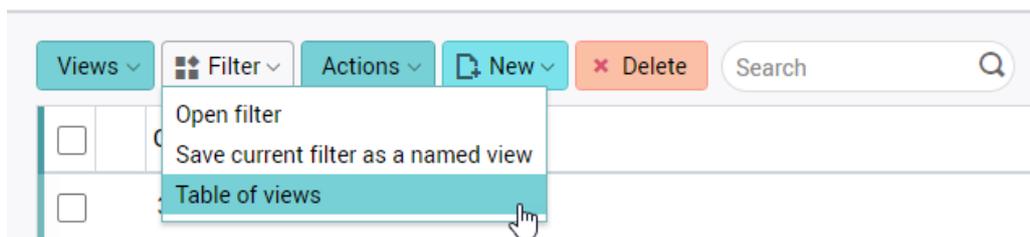
Example of a Views list:



Options on the Filter button

Saving views is now available on the Filter button. There is also an option to open a 'Table of views'. This will open the 'Table of views' and any views the user has access to will be displayed.

Client list - Active clients



Timesheet reports – new filter

Reports can now be filtered by Employee and/or freelancer.

More filters
 Show inactive options

- ▶ Company
- ▶ Client
- ▶ Job & Phase
- ▼ Time

Staff	<input type="text"/>	<input type="checkbox"/>
Employee or freelancer	<div style="border: 1px solid #008080; padding: 2px;">Freelancers only</div>	<input type="checkbox"/>
Staff user	<input type="text"/>	<input type="checkbox"/>
Staff Team	<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Employees and freelancers <li style="background-color: #008080; color: white;">Freelancers only Employees only </div>	<input type="checkbox"/>
Charge code	<div style="border: 1px solid #ccc; padding: 2px;">Employees only</div>	<input type="checkbox"/>
Timesheet status	<div style="display: flex; gap: 5px;"> Submitted × Approved × Queried × Held × </div>	<input type="checkbox"/>

- ▶ Invoice & Purchase

Table of views

From within the Table of views, the user can perform the following actions:

- Rename a view
- Delete a view
- Add / remove a view from the 'At a glance' dashboards
- Add / remove a view from the tabs of the input forms

Table of views

<input type="checkbox"/>	Company	Type	Setting types	Group	User name	Description	Report name	Default	Order
<input type="checkbox"/>	Design Partners I...	Criteria	Clients			New business			
<input type="checkbox"/>	Design Partners I...	Criteria	Clients		Mike Pender	My new business clients			
<input type="checkbox"/>	Design Partners I...	Criteria	Clients		SYN_Colum	Columns filter - Aegon			

Note: The 'Table of views' is also accessible via File maintenance > Table of views

Drop down filters

The following filters are provided to enable a view administrator to filter for specific views:

- View
 - - All -
 - System
 - Company
 - Group
 - User
- Company
 - List of companies - defaults to the current company
- Group
 - List of user groups
- User
 - List of users – for filtering views created by specific users
- Type
 - Activities
 - Billing plans
 - Client contacts
 - Clients
 - Data dictionary
 - Data viewer
 - Etc.

TIMESHEETS

Weekly timesheet – multiple entries per cell

The weekly timesheet is designed to have the user update a single value per cell. Then at the end of the day, submit/post the timesheets for the day. Generally, this works well. However, there may be situations where it would be more convenient to have a weekly timesheet cell represent multiple timesheets.

For example, if you wish to:

- Enter multiple 'work done' notes
- Take advantage of the new time of day feature
- Submit timesheets during the day – maybe at midday – and then add new entries for the afternoon

It is now possible to work both ways – entering time in the single cell as normal – or opening up a list of timesheets for that cell and adding or amending multiple timesheets.

Weekly timesheet

In the following example, a user has entered 3 hours for the first job in the Monday cell.

Weekly timesheet: Mike Pender The Professional Services Comp

Cancel Save

Actions Add job Submit all 1

This week Apr '21 19 Mon << >>

					Submit							
	Clients	Job Phase	Stage	Charge code	Apr '21 19 Mon	Apr '21 20 Tue	Apr '21 21 Wed	Apr '21 22 Thu	Apr '21 23 Fri	Apr '21 24 Sat	Apr '21 25 Sun	Total Hours
<input type="checkbox"/>	A B Applications Ltd Calendar feature on web -	673.001		Account handlers	3							3
<input type="checkbox"/>	Granada TV Web site re-design	88986.001		Account handlers								0
<input type="checkbox"/>	Granada TV Graphics	3580.001	Ready for invoic...	Account handlers								0

Adding 'work done' text

By clicking on the pencil icon, the user can open up the timesheet and add additional notes.

Submit Submit Submit Submit Submit Submit Submit

	Apr '21 19 Mon	Apr '21 20 Tue	Apr '21 21 Wed	Apr '21 22 Thu	Apr '21 23 Fri	Apr '21 24 Sat	Apr '21 25 Sun
🕒	3						
✎	Click to edit/add another timesheet						
🕒							

Timesheet input form

This single timesheet appears in the input form. At the top is a list of timesheets for this cell (currently just one timesheet), and the timesheet open for editing below. The user may edit the 'Start time', 'Hours' and 'Work done' fields before clicking 'OK' and returning to the main Weekly timesheet interface.

Quick timesheet ✕

A B Applications Ltd
 1/00000673 Calendar feature on web
 Mike Pender ✓ OK

Timesheets

Date	Hours	Work done	Status
19/04/2021	3		Unsubmitted ✕

+ Add

Timesheet details

Date: 19/04/2021
 Phase: 001
 Charge code: Account handlers

Start time: 7:00 AM Hours: 3 End time: 10:00 AM

Work done:

Cancel ✓ Save

Adding an additional timesheet to the cell

If the user wishes to add an additional timesheet to the cell, this is now possible by simply clicking 'Add'.

Timesheets

Date	Hours	Work done	Status
19/04/2021	3	Updated labels on main screen	Unsubmitted ✕

+ Add

Entering time into the additional timesheet

The user enters the hours worked, a description of the work done and then clicks 'Save'.

Timesheets

Date	Hours	Work done	Status
19/04/2021	3	Updated labels on main screen	Unsubmitted

Timesheet details

Date 19/04/2021

Phase 001

Charge code Account handlers

Start time 7:00 AM Hours 1 End time 8:00 AM

Work done Uploaded avatars

Cancel Save

Multiple timesheets

There are now multiple timesheets associated with this cell. Click 'OK' to return to the main Weekly timesheet interface.

A B Applications Ltd

1/00000673 Calendar feature on web

Mike Pender

OK

Timesheets

Date	Hours	Work done	Status
19/04/2021	3	Updated labels on main screen	Unsubmitted
19/04/2021	1	Uploaded avatars	Unsubmitted

+ Add

Weekly timesheet showing both timesheets

The Monday cell is now read-only since the value represents multiple timesheets. On placing the cursor over the cell, the timesheets are displayed in the hover. To modify the timesheets or add another, simply click the value shown in the cell.

The screenshot shows a weekly timesheet interface. At the top, there are seven 'Submit' buttons. Below them is a grid of dates from April 19 to 25, 2021. A hover tooltip is shown over the cell for Monday, April 19, 2021, displaying a table of work done entries.

Date	Hours	Work done	Status
19/04/2021	3	Updated labels on main screen	Unsubmitted
19/04/2021	1	Uploaded avatars	Unsubmitted

Submit button

The Submit button now shows the total number of unsubmitted timesheets. This is simply a reminder of any unsubmitted timesheets you may have in the view. It would be normal practice to submit your timesheets at the end of the day by clicking this button.

The screenshot shows a user interface for a weekly timesheet. It includes a header 'Weekly timesheet', a dropdown menu for 'Mike Pender', and a 'Submit all' button with a red notification badge showing the number 2.

Advanced features

This new interface supports the use of timers (for the current day). You can also submit individual timesheets for approval, leaving others unsubmitted.

Time of day

There is now an option to record the start and end time on timesheets as they are entered. To enable this new feature, select 'Start and end time recorded' in Company settings > Timesheets tab.

Company settings

Details | Defaults | Codes | Accounts | Accounts Details

Invoice content | Users | Flowzone | Log

Options

- Use timesheet approval process
- Timesheet staff tied to logged in user
- Timesheets use job estimated charge rates
- Matsheets use job estimated charge rates
- Timesheet date defaults to previous working day
- Split timesheet at different charge rates for overtime
- Allow timesheet approver to edit units
- Start and end time recorded
- Show time remaining from estimate
- Constrain timesheet date to within job/phase/task
- Work done is mandatory on timesheets

The following fields will be displayed on timesheet entry:

- Start time
- End time

	Start time		Hours		End time
Normal	7:00 AM	🕒	0		🕒 7:00 AM
Evening	7:00 AM	🕒	0		🕒 7:00 AM
W/E	7:00 AM	🕒	0		🕒 7:00 AM

Start time:

On opening a timesheet, the Start time fields default to the company start time. The user can then change the Start times by clicking on the clock icon.

End time:

End time is automatically calculated according to the Start time plus the number of hours entered. If the End time crosses midnight, the timesheet is split into X timesheets on posting.

	Start time		Hours		End time
Normal	7:00 PM	🕒	6		🕒 1:00 AM
Evening	7:00 AM	🕒	0		🕒 7:00 AM
W/E	7:00 AM	🕒	0		🕒 7:00 AM

QUOTING

Selecting quote lines

Selecting a portion of the quote – the total of the selection is now shown as a separate total at the bottom of the page.

Job Xerox Video

Aecom Inc

JOB 16/X050002

Print Export Email Job Actions Cancel Save & Close

Details | Dashboard | Phases | Schedule | Estimate | **Phase quotes** | Billing plan | Invoices | Activities | Purch & exp | Time | Materials | Attachments | Contacts

Build quote Actions Print Email

Delete GB Pounds US Dollars

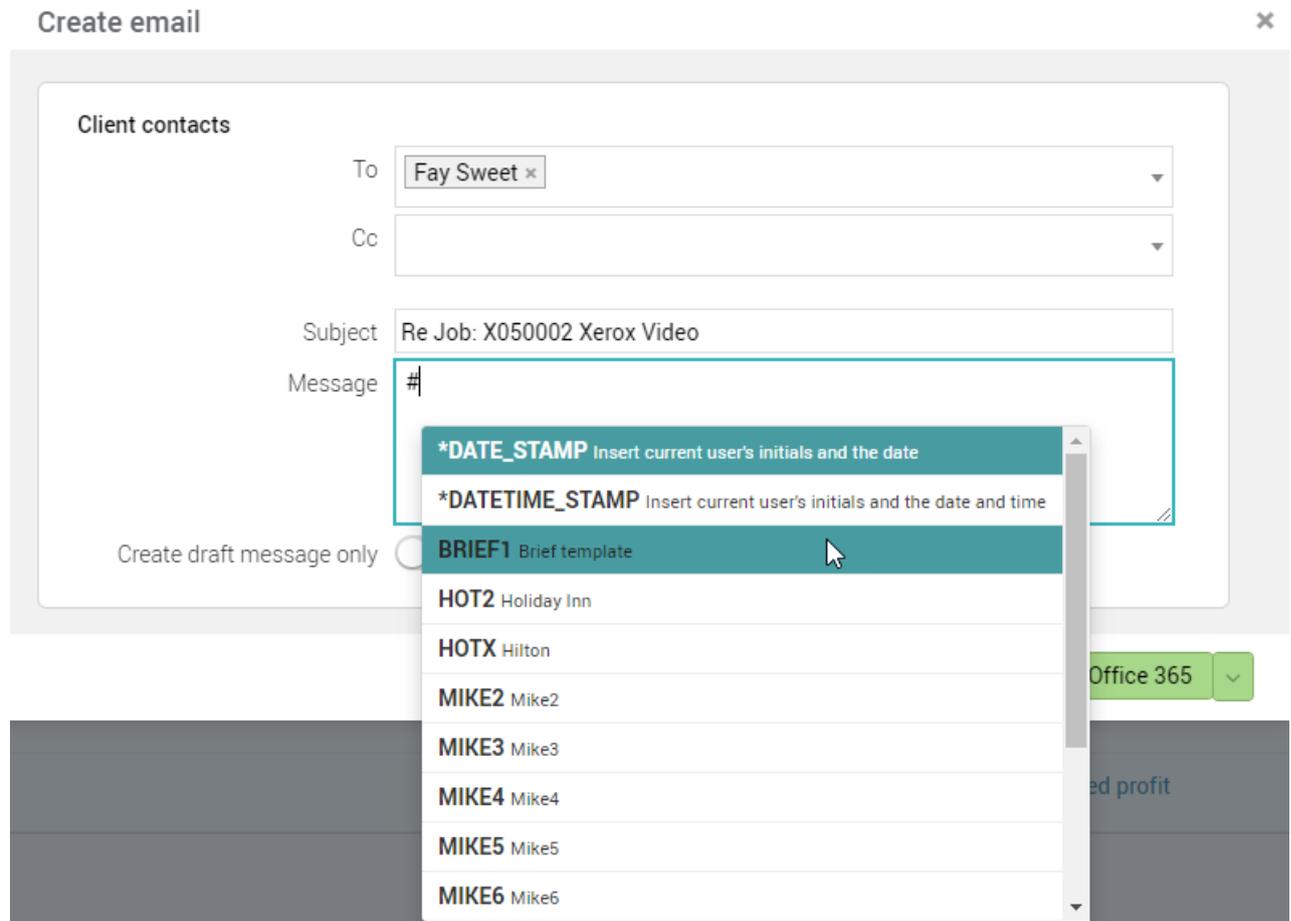
Quote date 17/03/2021

<input type="checkbox"/>	Ph...	Description	Quantity	Unit price	% Discount	Value	Style
<input checked="" type="checkbox"/>	001	Electrical Work	1	66.67	0.00	66.67	B i u
<input checked="" type="checkbox"/>	002	Client Services	1	35.00	0.00	35.00	B i u
<input type="checkbox"/>	002	Electrical Work	1	0.00	0.00	400.00	B i u
<input type="checkbox"/>	002	Media - advertising	1	0.00	0.00	44.00	B i u
Total of the selection						£101.67	
Billable total						£545.67	
Client investment						£0.00	
Net estimated profit						47%	

Email - Standard paragraph support

This function provides an option to add text from standard paragraphs (enter a '#' symbol for a list).

Note: This feature is available in other areas that can also call the email feature.



PURCHASING

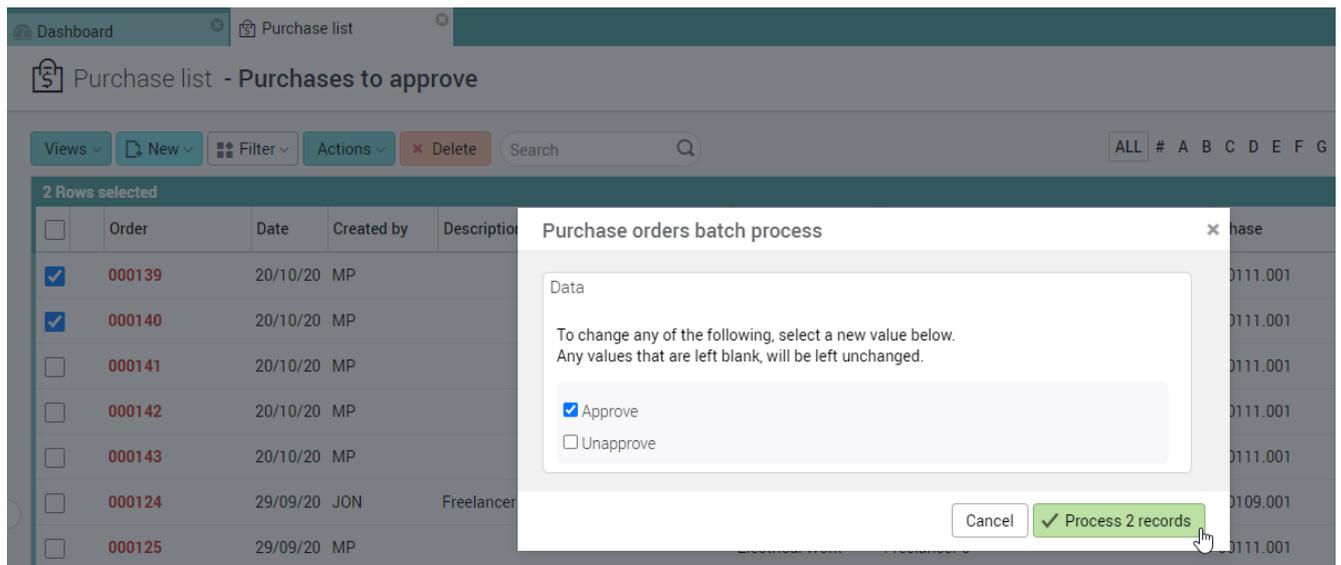
Supplier contact - custom fields

Custom fields are now available for supplier contacts.

Batch approval of purchase orders

Batch approval of purchase orders is now available. To utilise this feature, first use the filter to create a view of unapproved purchase orders. Select the purchase orders you wish to approve and then click Actions > Batch update.

Note: You will need purchase order approval access rights to use this feature.



Hover text – job/purchases tab

Hover text has been added to the job and phase purchasing tabs

<input type="checkbox"/>	000103	Jim (freelancer)	16/09/20	Freelancer jim...	Freelancers	0.00	325.00
<input type="checkbox"/>	000104	Jim (freelancer)	16/09/20				0.00
<input type="checkbox"/>	000096	Jim (freelancer)	11/09/20		Freelancers	0.00	100.00

PO number: 000103
Description: Freelancer timesheets

Supplier batch update additions

New additions to the Supplier batch update window include:

- The 'Change default category' field
- Custom fields

Suppliers batch process for 8 records ✕

Data

To change any of the following select a new value below.
Any values that are left blank will be left unchanged.

Mark as inactive Mark as active

Change default supply type

Change default VAT code

Change default markup % 0.00

Change default category

Custom fields

Child

Date

Parent

URL

Yes / No

Note:

- 'Change default category' is located at the bottom of the 'Data' panel
- Custom fields are supported in the panel on the right

To access the Supplier batch update:

- Navigate to the Supplier list
- Tick/select the supplier(s) for batch updating
- Click on the 'Actions' button and choose 'Batch update'

MISCELLANEOUS

Mandatory numeric fields

Zero is no longer considered a valid value if a custom field has been set to be mandatory. Previously it was allowed in certain instances.

Disabling a user

When an administrator decides to disable a user (often done when a user is leaving the company), it is important that related records are cleared down or re-allocated to another user. This includes submitting timesheets and expenses, re-allocating activities and calendar bookings, removing the user from groups etc.

To make this an easier process, on checking the 'Account disabled' checkbox on the user record, the system will search for any related records and prompt the administrator to process these items.

Disable user
✕

The following actions need to be attempted when making the user disabled:

- Select all
- Disable 2 expense suppliers.
- Submit 1 outstanding expense sheets with 2 lines.
- Remove user from 1 user groups.
- Allocate 8 open activities to:

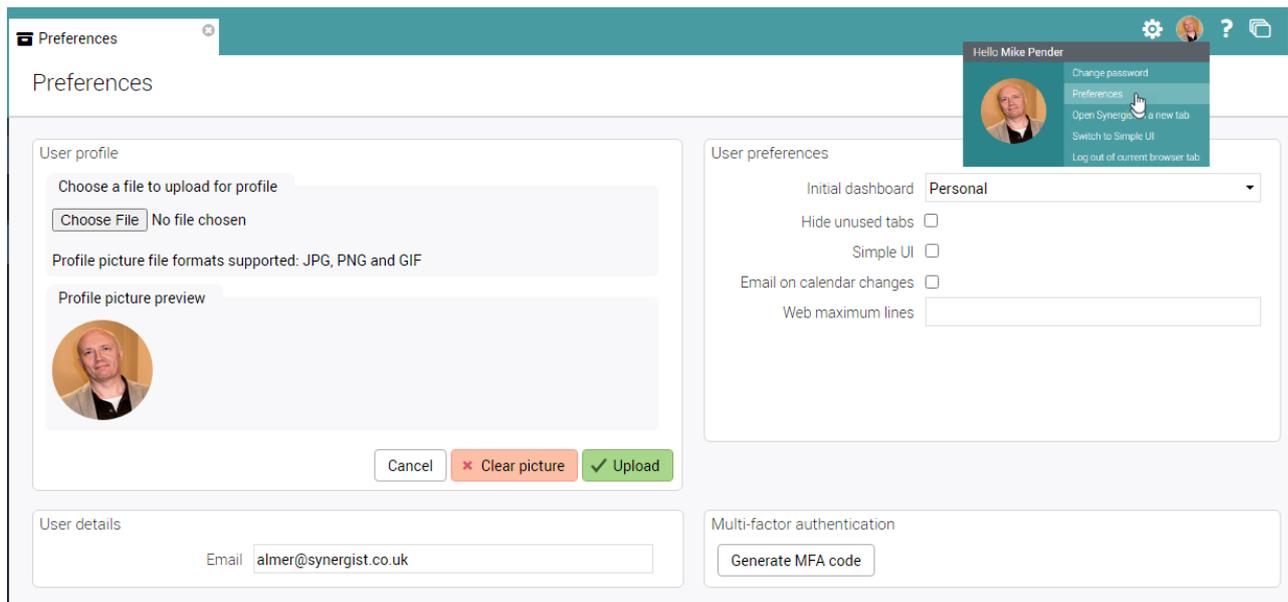
Please select - Blank - ▼
- Allocate as secondary owner on 10 open activities:

Please select - Blank - ▼

Cancel
✔ Process the disable actions

More options added to avatar preferences

The Preferences screen has undergone changes, allowing users to personalise their Synergist experience.



'User preferences' panel

Four fields have been added to this panel:

- Hide unused tabs
- Simple UI
- Email on calendar changes
- Web maximum lines

Note: These fields are also found in File maintenance > User > Details tab

'User details' panel

The new 'User details' panel makes it quick and easy for users to add/amend their email addresses.

'Multi-factor authentication' panel

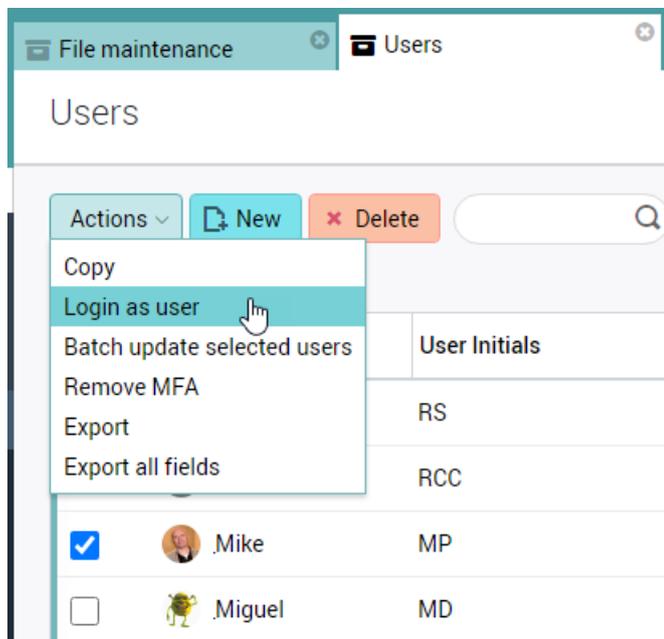
This panel maintains its existing functionality and has been repositioned on screen.

Administrator login as another user

The following feature enables a Synergist administrator to login as another user:

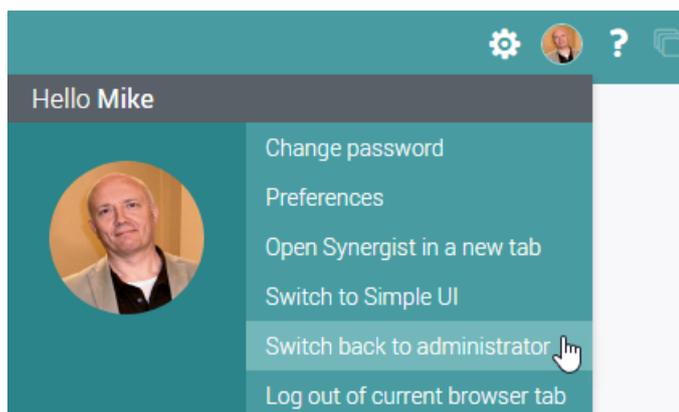
- Navigate to File maintenance > User's list
- Tick/select a user to login as
- Click on the 'Actions' button and choose 'Login as user'

Note: The user's password is not required.



To log back in as the administrator and return to the Users list:

- Click on the user's avatar
- Select 'Switch back to administrator'



Note:

- A user who has had their login impersonated may already be logged in. The user may continue to work and login / out of Synergist as usual
- Only one impersonation session can be active at any one time.

Payment status on invoices

Invoices linked to the following on-line accounts systems can now display the payment status

- Xero
Tooltip also shows date paid for a fully paid invoice
- Sage Business Cloud Accounting
Tooltip also shows last payment date made against a part or fully paid invoice
- QuickBooks Online.
Tooltip on status shows outstanding balance of invoice if part paid.

Example:

The screenshot shows the Synergist software interface. On the left is a dark sidebar with the Synergist logo and a navigation menu containing 'Dashboard', 'Recent', 'Clients & Jobs', and 'Suppliers & Purchases'. The main area displays an 'Invoice list' window. The selected invoice is for 'A B Applications Ltd' with invoice number '88961'. The status 'PAID' is prominently displayed in a green box with a red border. Below the status, the invoice details are shown: 'Type Invoice', 'Revenue balance Deferred', 'Final' with an unchecked checkbox, 'Inv date 24/04/2020', and 'Order number 1234'. The top of the window shows 'Invoice list' and '88961'.