Millie Professional Help

List Set Up

There are three lists which should be configured before you start entering expenses into Millie. To configure these lists, click on the blue "List Set Up" file folder tab (located on the lower portion of the screen). This will bring up the list configure file folder. Make any desired changes to the lists and click OK. The entire system will then be updated with the changes.

Account List

This list consists of ten user definable account names. All expense entries will be posted to one of these accounts. To redifine an account name, just type in the name in the appropriate box. The account list will now be updated with the change.

Method of Payment List

This list will determine the method that Millie has available to charge the expenses to (ie Visa, cash, etc.). There is no limit to the number of methods of payment that you may enter. To enter a new method description, enter the description in the window at the top of the list, and click on add. The description will then be added to the list.

To delete a description, click on the description in the list that you wish to delete. The description will appear in the window at the top of the list. Then click on delete. The description will then be deleted from the list.

Client List

This list will determine the different names that Millie recognizes as clients. There is no limit to the number of clients that you may add. To enter a new client name, enter the name in the window at the top of the list and click on add. The name will then be added to the list.

To delete a client name, Click on a name in the list that you wish to delete. The name will appear in the window at the top of the list. Then click on delete. The name will then be deleted from the list.

Millie Registration

Registration by Mail
Registration Through Compuserve
Registration By Credit Cards

All orders will be shipped out the next working day upon receiving the order. Since postal delivery is unpredictable, you should allow for 10-21 days for delivery.

To Our Registered Users

Registered users of Millie may order the most recent version of the program for $14.95 U.S. funds($20.00 Canadian) regardless of the latest version ordered. Canadian residents must include 7% GST (Ontario residents must include the GST plus 8% PST).

Upgrades can ONLY be ordered through the mail,not through compuserve or PSL. We regret this inconvenience and are working to correct the situation.

To order upgrates, complete the mail order form(see "Registration by "Mail" located at the top of the screen.), and BE SURE to include the registration number of your most recent copy of the program on the order form. Please NOTE that your name must match a registration number previously registered with us.

We are working hard to satisfy our customers, so if you should have any suggestions on improving Millie, we would like to hear from you.

Millie Mail Registration

To get a hard copy of the following form select file menu Print Topic

To Register By Mail   (CHECK OR MONEY ORDER ONLY)

Non Registered Users

Please register my copy of Millie. I am sending a check or money order for $29.00 U.S. funds.

(Canadian residents only may send $40.00 plus 7% GST. Ontario residents must also include 8% PST).

Registered Users

Please send me your most recent version of Millie. I am sending a check or money order for $14.95 U.S. funds(or $20.00 Canadian funds plus GST plus provincial sales tax where applicable).

Latest Registation Number ________________________________

Signature:____

Name:____

Address1:____

Address2:____

City:____

State:____

Zip:____

Country:____

Telephone(optional):____

How did you learn about Millie

____

Send completed form with payment to

InfoWare Solutions Inc.
1355 Richmond Rd.
P.O.Box 7256
Ottawa, Ontario
K2A 4E3   Canada

Registration by Phone " Credit cards only"

You may order with MasterCharge, Visa, Amex or Discover from Public (software) Library by calling
-800-2424-PSL
or
-713-524-6394
or by fax to
-713-524-6398

or by CIS Email to 71355,470

You may also mail credit card orders to

PSL
P.O.Box 35705
Houston, TX 77235-5705

Make sure you specify "Millie" order # 11253, $29.00 U.S. funds will be billed to your credit card.

NOTE:
The above numbers are for credit card ORDERS ONLY. Any other questions about the status of the shipment, registration options, site licenses, product details,technical support or volume discounts must be directed to the address below, or CIS Email 74003,757.

InfoWare Solutions Inc.
1355 Richmond Rd.
P.O.Box 7256
Ottawa, Ontario
K2E 3E4 Canada

Compuserve Registration

To register through compuserve, GO SWREG and select registration ID # "2311", a registration fee will be billed to your compuserve account.

Millie Installation

From Floppy Disk (supplied by InfoWare Solutions Inc.)

MS Windows 3.1 or later is required

For your convenience we have included an installation utility with Millie. Insert our disk into your floppy drive to view the files from the file manager. Double click on setup.exe from the file manager. The program will automatically be installed on your system.

Manual Installation (download from BBS)

VBRUN300.DLL module is required. (if you do not have this module, it is available on most on line services at no additional cost). Create a unique subdirectory on your hard disk. Copy the following Millie files into that subdirectory.

MILLIE.EXE
MILLIE.HLP

Copy the following files into your windows\system directory

MSAFINX.DLL
COMMDLG.DLL
CMDIALOG.VBX
THREED.VBX

After these files have been installed, from the file manager, double click on Millie.exe

Report Set Up

The report set up is straight forward. Click on the red file folder tab. This brings up the report set up window. Enter the required information and click on OK. This data will then be entered into the system.

This information will be used to identify the writer on the selected reports that are printed out by Millie. Millie also allows you to define the names of two different taxes and two user defineable fields which appear in the Entry Panel as well as on the Millieexpense report.

Entering Expenses

Entering expenses is a simple proceedure with Millie. It is all done on the Entry Panel located in the upper portion of the screen.

To enter   the date,double click on the date box. This will bring up the pop-up calendar. Choose the desired month and year by using the up and down arrows on the calendar located in the upper left hand corner. Then click on the desired day and click on OK. The date will be entered into the date box. You may also enter the date from the keyboard if you wish however; it must be a valid date or Millie will inform you that it was an invalid date format and ask you to re-enter the date.

To enter an amount, double click on the appropriate   box and the pop-up calculator will appear. Enter the desired amount and click on OK. This amount will be entered into the chosen   box. You may also enter the amount from the keyboard if you wish.

To choose a client or method of payment, click on the appropriate arrow   on the right hand side of the appropriate box. A drop down list will appear. Make your choice by clicking on the desired description. Your choice will now appear in the text portion of the box.

After all of your selections have been made, click on add in the entry panel. The entry will then be added to the system and posted to the existing selected account .

Editing Expenses

Editing an Expense

To edit an expense entry, enter the   account that contains the entry that you wish to edit. Click on the desired entry, and all the information on that entry will appear in the Entry Panel. Make the necessary changes and click on Update in the entry panel. The system will be updated with the change. If you decide not to make any changes to the entry then click on cancel.

Deleting an Expense

To delete an entry, enter the account   that contains the entry that you wish to delete. Position the mousepointer on the desired entry and drag it to the trash can. When the paper icon passes over the trash can and changes to the drop mode, release the mouse button. The entry will now be deleted from the system.

You may also delete an entry while in the edit mode. Follow proceedure above and when entry is displayed in the entry panel, click on the delete button.

Printing Expense Report

Millie will allow you to customize your expense report.

To print out a report, click on the green file folder tab (print tab), on the main screen or select "Print" from the file menu . This will bring up the print window. Choose the way you want you report   to be printed by selecting the various check boxes.

Your printer should be set to portrait orientation for these reports. To change or check the orientation of your printer, you can select the Printer Set Up option.

NOTE: You must have both the "Arial" and "Courier New" fonts installed on your system to properly print these reports.

Title Ledger

The title ledger consists of ten user defined account names. All entries will be entered under one of these ten accounts.

To select an account, click on the white file folder tab. A drop down menu will appear directly below the tab, and contain the ten account names which were predefined by the user. Click on the account of your choice and this will bring up the account with all existing entries.

Starting a New Expense Period

To choose a new expense period, click on menu item File. Then click on New. This will delete all previous entries and you can begin entering new entries for the new expense period.

Calendar

The calendar will appear when "Calendar" is selected from the menu bar or when a box requiring a date is double clicked on.

To select a date from the calendar, use the up and down arrows on the calendar, located in the upper left hand corner, to scroll to the desired month and year. Then click on the desired day.The chosen date will be highlighted in red. If this is the correct date, click on the OK button.

The selected date will now appear in the date box.

Calculator

Millie supports two different calculators. The windows calculator and Millie's own calculator.

To access the windows calculator, click on "Calculator" from the menu bar and the calculator will appear.When you have completed your calculations the calculator should be closed before continuing.

Millie's calculator will appear when a number box is double clicked on. Make all necessary calculations or simply enter a value and click on OK.When the OK button is click on this calculator, the value in the display screen will appear in the number box that initiated the calculator.

Notes Processor

The Millie Notes processor can be invoked by clicking on the notes button on the main screen. This will bring up the Millie Notes processor screen.

Font type and size

You may select a wide range of fonts and font sizes to use in the notes processor.To change these fonts and sizes,click on the down arrow of the appropriate combo box and click on the desired selection in the drop down list. This will change the font type or size for the entire notes processor.

Delete Button

The delete button instructs Millie to clear the text area of the notes processor so that you can begin the creation of new notes. This will also delete the Millie Notes file.

Save Button

The save button instructs Millie to store the current contents of the notes processor into the Millie Notes file. Millie Notes are not automatically saved from session to session so be sure to save your notes before you exit the program.

Print Button

The print button instructs Millie to print the contents of the Millie notes file to the default printer. NOTE that Millie prints the contents of the Notes File and not the contents of the screen.

Close Button

The close button instructs Millie to exit the notes processor and return to the main screen.

Cut, Copy and Paste

The Millie notes processor also features   cut copy and paste to and from the clipboard. To access these features click on the "Edit" menu title.

Reservations

Millie offers you a reservations feature which allows you to store date and confirmation information about booked reservations along with a description of the booking. To access this feature click on the olive reservations tab,(or select reservations from the menu bar).

To Add a Booking

Complete the required information and click on the add button. This will automatically save the booking and add the description of the booking to the reservations list. You are required only to complete the description box in order to save the entry. The remaining information is optional.

To Edit an Entry

Double click on the desired entry in the list box. This will fill the information boxes with the previously entered data. Edit the appropriate information and click on the OK button. This entry will now be updated with your changes.

To Delete an Entry

Click on the entry in the list box that you wish to delete. Holding down the mouse button, drag it to the trash can. When the paper passes over the trash can and begins to fall, release the mouse button.This entry will then be deleted from the system.

Printing the Reservations Report

Click on the print button. All entries will be sent to the printer. Be sure that your printer is set to portrait orientation. You can view or change the orientation of your printer by clicking on the green Print tab from the main screen and then clicking on Printer Set UP.

Searching Accounts

To search the accounts click on the search icon located in the center of the main screen.You may search individual accounts or you may search all of the accounts at once.

To create a searched list,   select the account(or all) and the field to search from the appropriate drop down list boxes. Then type in a letter or keyword to search for in the keyword text box. The keyword text box is not case sensitive so the keyword EXPENSE would be the same as the keyword expense. After your selections have been made click on the find button and Millie will create a searched list based on the criteria entered.

Once this list has been created, you may print out the list . Your printer should be set to portrait orientation for this print function.

Sorting Accounts

Millie will sort your accounts by date, description, client, and method of payment. To initiate this function click on the sort icon located in the middle of the main screen.

Select the appropriate option button and click on OK. Millie will then sort the current account by the selected option.