



Drag and Drop Documents

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Introduction to Documents

This feature allows you to link or copy documents of different formats (such as PDFs, Word documents, Jpegs, e-mail, Excel and many more) in a number of areas of the program. The advantages of this are based on your use of the program and can include but are not limited to some of the below:

- Maintaining a variety of records such as invoices, Hire Purchase documents etc.
- Quick access to trader contract terms.
- Quick access to pictures of your property and documents relating to repairs.
- Quick access to tenancy agreements.


Copying and Linking Documents

Copied documents are available to all and doesn't corrupt the original if edited; likewise changes need to be made in the original document if needed as they are not linked.

Linked documents can be unavailable to some users if you so wish, i.e. confidential files will only be accessible to those users with access to the folder.


E-mails are always copied into a file format and there is no link to the original e-mail in the original inbox as this will be specific to the recipient.

To create a link to the document:

If the document is just dragged it will create a Link back to the original (Icon ). The document is fully dependant on the existence of the document in the location linked to; therefore if the document is removed from the set location then the link will be broken.

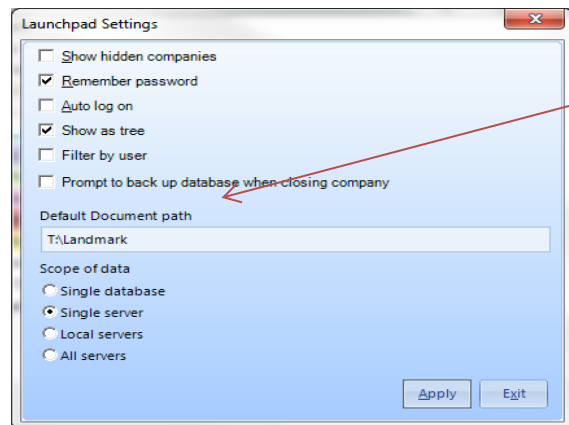
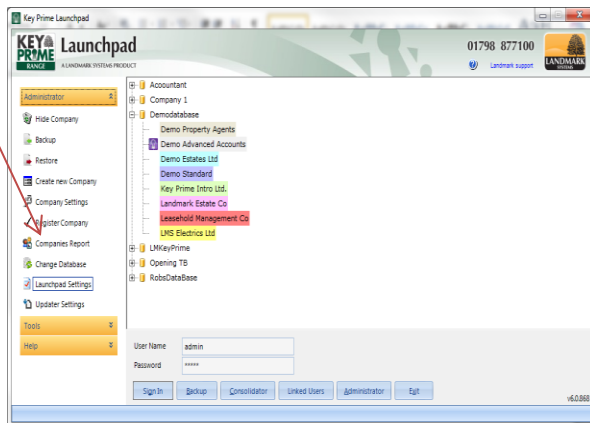
NB: where the program detects that the source file is in a location that may not be permanently accessible to you (i.e. a network folder) it will default to create a copy.

To create a copy of the document:

If you hold down the Ctrl key when dragging the file (Icon ) it will create a copy of the file in a document storage folder you have defined. Copying a document on to Prime will maintain a copy there until deleted.

Document Path set up for copied documents

Go to
Launchpad
settings

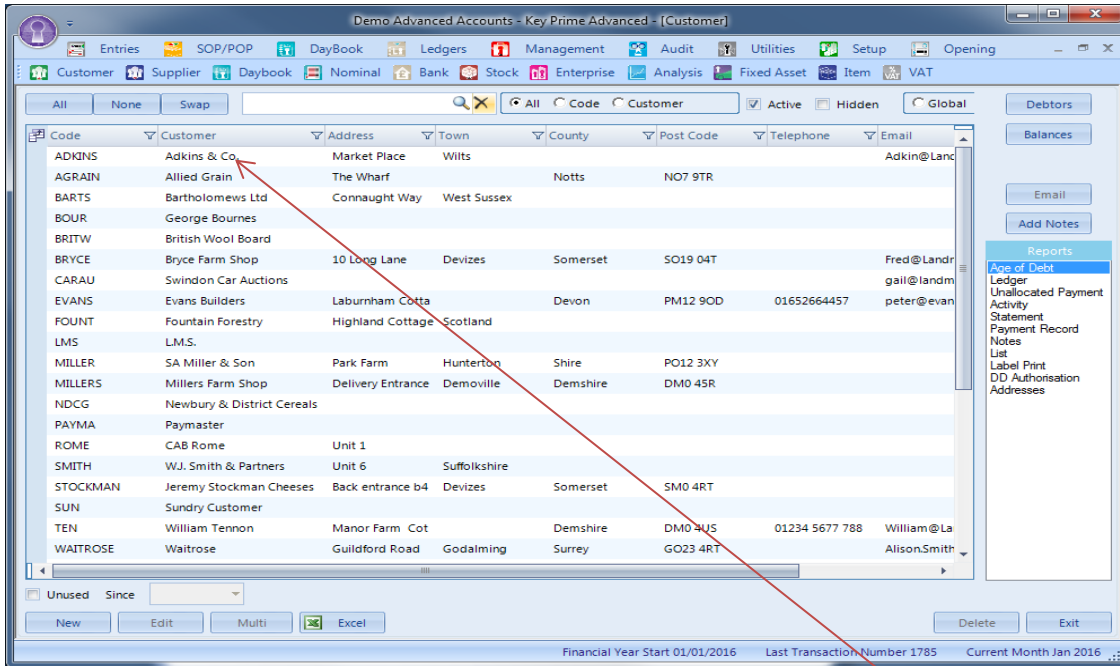


Ensure you
set up the
correct path
for shared
documents

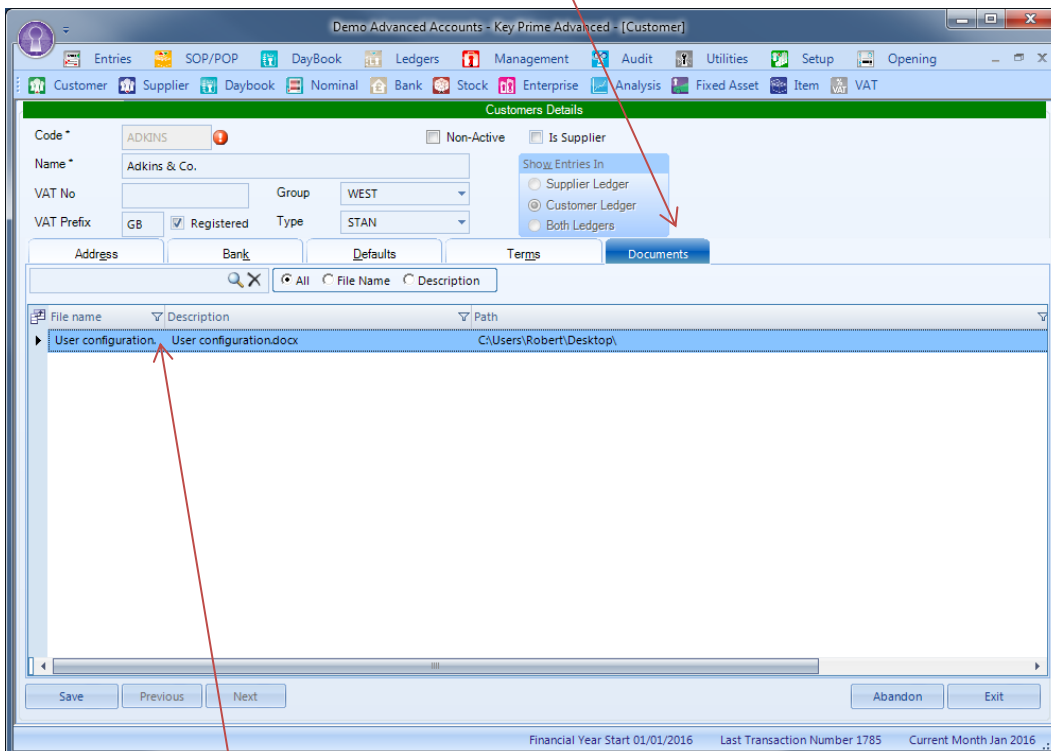
Areas available with this functionality

| Accounts | Property |
|------------------------------|---------------------------|
| Customers | Tenancies |
| Suppliers | Property |
| Transactions | Tenant |
| Daybook | Landlord |
| | Invoices |
| | Diary |

Accounts: Customer & Supplier



Drag a document from your computer and drop it into the relevant Customer or supplier name and it will be there under the document tab.



Double click on the document

Type – shows whether the document is Linked or Copied

File Name – shows the file name

Details – defaults to the file name but this can be edited

File path – shows where the file's location

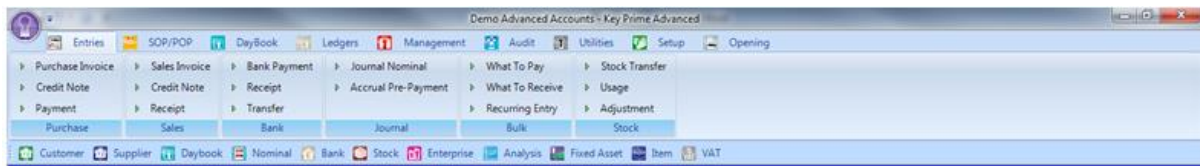
Open – Opens the document linked or copied

Delete – deletes the document Link/copy from the Customer/Supplier

Form

Once a Customer/Supplier is open, you can also drag and drop a document anywhere in the form in any of the tabs and it will appear in the Documents tab.

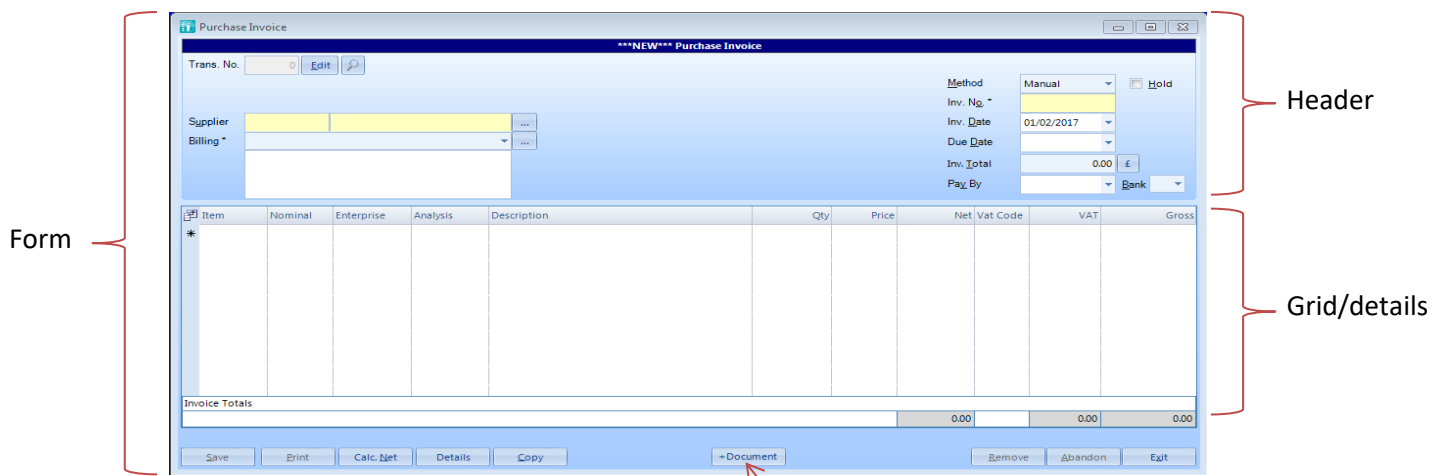
Accounts: Transactions



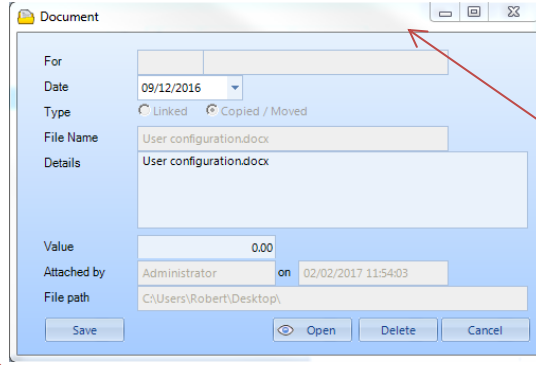
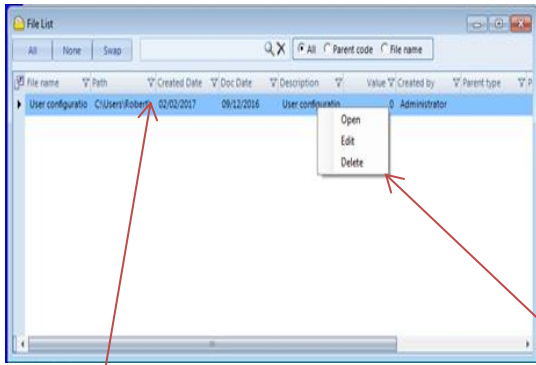
The transactions that will accept documents dragged and dropped (linked or copied) in them:

| Purchases | Sales | Bank | Journal | Bulk |
|------------------|---------------|--------------|-----------------|--------------------|
| Purchase Invoice | Sales Invoice | Bank Payment | Journal Nominal | Recurring Entries: |
| Credit Note | Credit Note | Bank Receipt | | Bank Payments |
| | | | | Bank Receipt |
| | | | | Nominal Journal |

You can drag and drop a document in the header (blue area) but not the grid



You can view the documents dropped via the 'Documents' button. If you **Right** click on the document button you will see the following screen:



Edit opens this screen to add details, open the document or delete it

Highlight the file and Right click to have the options of 'Open', 'Edit' and 'Delete' the document.

NB: This process applies exactly in the same way to all the Transactions listed above for Accounts

Accounts: Daybook

The transactions that will accept documents dragged and dropped (linked or copied) in them:

| Purchases | Sales | Bank | Journal |
|------------------|---------------|--------------|-----------------|
| Purchase Invoice | Sales Invoice | Bank Payment | Journal Nominal |
| | Credit Note | Bank Receipt | |
| Credit Note | | | |

Documents can be dragged and dropped to each transaction individually

| Inv No | Tr | Tr In No | Tr Descr | Tr Paid Date | Tr Amount | Tr Pmtes | Tr Paid Amount | Tr FC Amount | Tr Net Amount | Tr Doc |
|--------|---------|--------------------------------|-------------------------|--------------|-----------|----------|----------------|--------------|---------------|--------|
| 1st | 4949 | Robert John | Grass Seed | 20.00 | N | 0.00 | 20.00 | 20.00 | 20.00 | |
| | 495789 | Robert John | Cult | 500.00 | N | 0.00 | 500.00 | 500.00 | 500.00 | |
| | 952476 | 4 Wheel Drive Centre | Repairs - Vehicles | 1500.00 | N | 0.00 | 1500.00 | 1500.00 | 1500.00 | |
| | 8246 | Agricultural Business Advisors | Repairs - Vehicles | 1250.00 | N | 0.00 | 1250.00 | 1250.00 | 1249.67 | |
| | 95 | Robert John | Lamps | 650.00 | N | 0.00 | 650.00 | 650.00 | 650.00 | |
| | 54 | 4 Wheel Drive Centre | Repairs - Vehicles | 520.00 | N | 0.00 | 520.00 | 520.00 | 455.00 | |
| | 854 | Robert John | Eden Whole Sales Eurois | 800.00 | N | 0.00 | 800.00 | 800.00 | 800.00 | |
| | 54584 | 4 Wheel Drive Centre | B/M | 1200.00 | N | 0.00 | 1200.00 | 1200.00 | 1200.00 | |
| | 878 | Drewatt Waste | wert review | 25.00 | N | 0.00 | 25.00 | 25.00 | 25.00 | |
| | 1 | Bill Millers | Meal Lamps | 75.00 | N | 0.00 | 75.00 | 75.00 | 75.00 | |
| | 92487 | Paul Miles | weld damaged boom | 140.00 | N | 0.00 | 140.00 | 140.00 | 137.00 | |
| | 92530 | Melvin Parker | wetting | 217.96 | N | 0.00 | 217.96 | 217.96 | 199.00 | |
| | 89789 | Banko Dotton | Amstar | 6462.50 | N | 0.00 | 6462.50 | 6462.50 | 550.00 | |
| | 5768889 | Dagley Agriculture | opus | 540.75 | N | 0.00 | 540.75 | 540.75 | 429.00 | |
| | 1050 | Banko Dotton | land frother | 20.00 | N | 0.00 | 20.00 | 20.00 | 11.00 | |
| | 92306 | Kilmore Pleasant | chicos | 575.00 | N | 0.00 | 575.00 | 575.00 | 515.00 | |
| | 40507 | Gormezee Peats | growers pellets | 55.00 | N | 0.00 | 55.00 | 55.00 | 55.00 | |
| | 987 | Banko Dotton | new sat nozzles | 58.75 | N | 0.00 | 58.75 | 58.75 | 60.00 | |
| | 789274 | Hartvelds Oils | Kemthane | 1402.20 | N | 0.00 | 1402.20 | 1402.20 | 1402.20 | |

Trans No: 0 Edit

Method: Manual Hold

Inv No:

Inv Date: 01/02/2017

Due Date:

Inv Total: 0.00 £

Pay By: Bank

| Item | Nominal | Enterprise | Analysis | Description | Qty | Price | Net Val Code | VAT | Gross |
|------|---------|------------|----------|-------------|-----|-------|--------------|-----|-------|
| * | | | | | | | | | |

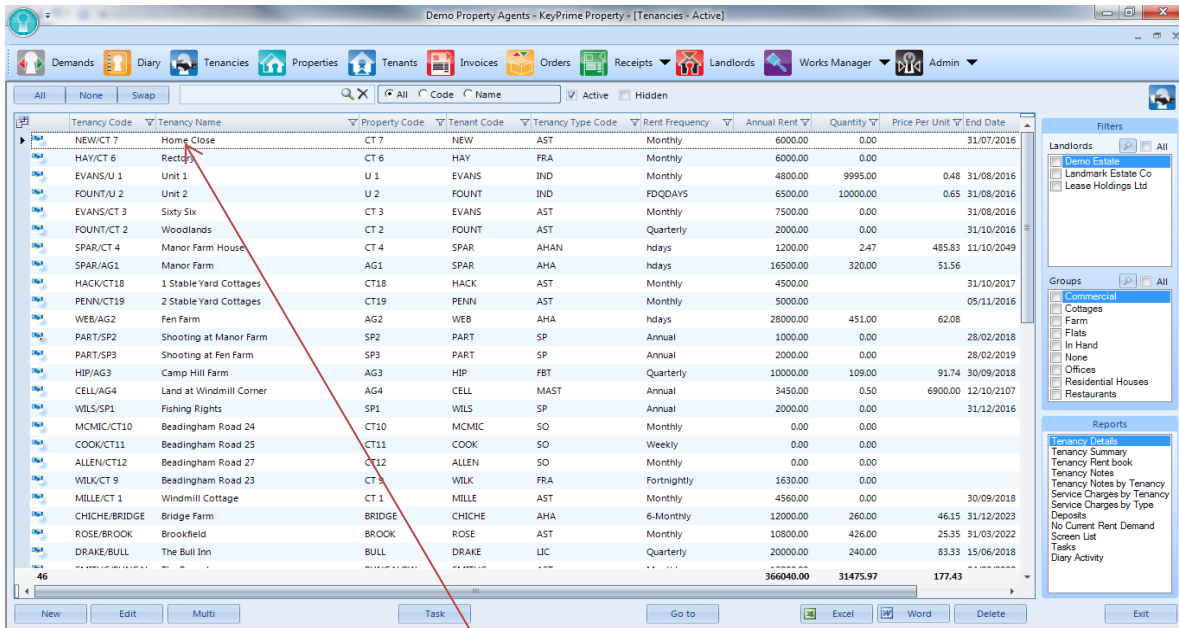
Invoice Totals: 0.00 0.00 0.00

Buttons: Save, Print, Calc List, Details, Copy, Document, Remove, Abandon, Exit

The files can be viewed by clicking 'View' and from the 'Document' button on the bottom of the entry screen or by clicking the View option on the transaction on the Daybook list.

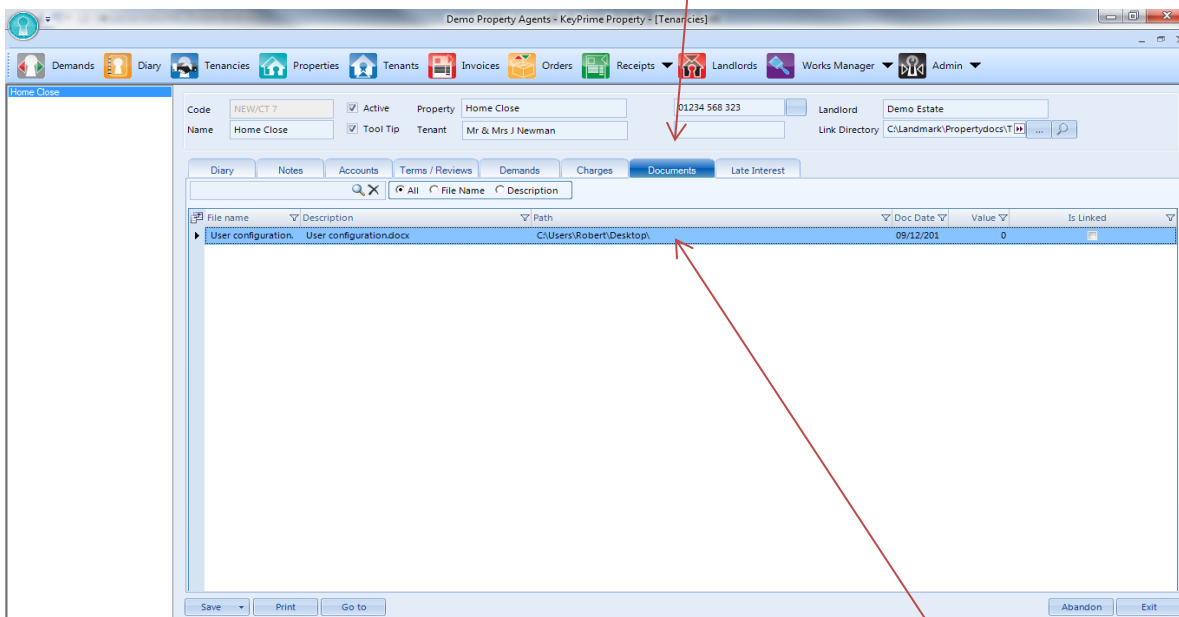
NB: If the Daybook is set to 'All Transactions', you will not be able to drag and drop a document in any of the transactions listed.

Property: Tenancies, Properties, Tenants & Landlords



| Tenancy Code | Tenancy Name | Property Code | Tenant Code | Tenancy Type Code | Rent Frequency | Annual Rent | Quantity | Price Per Unit | End Date |
|---------------|-------------------------|---------------|-------------|-------------------|----------------|-------------|----------|----------------|------------|
| NEW/CT 7 | Home Close | CT 7 | NEW | AST | Monthly | 6000.00 | 0.00 | | 31/07/2016 |
| HAY/CT 6 | Rectory | CT 6 | HAY | FRA | Monthly | 6000.00 | 0.00 | | |
| EVANS/U 1 | Unit 1 | U 1 | EVANS | IND | Monthly | 4800.00 | 9995.00 | 0.48 | 31/08/2016 |
| FOUNT/U 2 | Unit 2 | U 2 | FOUNT | IND | FDQDAYS | 6500.00 | 10000.00 | 0.65 | 31/08/2016 |
| EVANS/CT 3 | Sixty Six | CT 3 | EVANS | AST | Monthly | 7500.00 | 0.00 | | 31/08/2016 |
| FOUNT/CT 2 | Woodlands | CT 2 | FOUNT | AST | Quarterly | 2000.00 | 0.00 | | 31/10/2016 |
| SPAR/CT 4 | Manor Farm House | CT 4 | SPAR | AHAN | hdays | 1200.00 | 2.47 | 485.83 | 11/10/2049 |
| SPAR/AG1 | Manor Farm | AG1 | SPAR | AHA | hdays | 16500.00 | 320.00 | 51.56 | |
| HACK/CT18 | 1 Stable Yard Cottages | CT18 | HACK | AST | Monthly | 4500.00 | | | 31/10/2017 |
| PENN/CT19 | 2 Stable Yard Cottages | CT19 | PENN | AST | Monthly | 5000.00 | | | 05/11/2016 |
| WEB/AG2 | Fen Farm | AG2 | WEB | AHA | hdays | 28000.00 | 451.00 | 62.08 | |
| PART/SP2 | Shooting at Manor Farm | SP2 | PART | SP | Annual | 1000.00 | 0.00 | | 28/02/2018 |
| PART/SP3 | Shooting at Fen Farm | SP3 | PART | SP | Annual | 2000.00 | 0.00 | | 28/02/2019 |
| HIP/AG3 | Camp Hill Farm | AG3 | HIP | FBT | Quarterly | 10000.00 | 109.00 | 91.74 | 30/09/2018 |
| CELL/AG4 | Land at Windmill Corner | AG4 | CELL | MAST | Annual | 3450.00 | 0.50 | 6900.00 | 12/10/2107 |
| WILS/SP1 | Fishing Rights | SP1 | WILS | SP | Annual | 2000.00 | 0.00 | | 31/12/2016 |
| MCMC/CT10 | Beadingham Road 24 | CT10 | MCMC | SO | Monthly | 0.00 | 0.00 | | |
| COOK/CT11 | Beadingham Road 25 | CT11 | COOK | SO | Weekly | 0.00 | 0.00 | | |
| ALLEN/CT12 | Beadingham Road 27 | CT12 | ALLEN | SO | Monthly | 0.00 | 0.00 | | |
| WILK/CT 9 | Beadingham Road 23 | CT 9 | WILK | FRA | Fortnightly | 1630.00 | 0.00 | | |
| MILLE/CT 1 | Windmill Cottage | CT 1 | MILLE | AST | Monthly | 4560.00 | 0.00 | | 30/09/2018 |
| CHICHE/BRIDGE | Bridge Farm | BRIDGE | CHICHE | AHA | 6-Monthly | 12000.00 | 260.00 | 46.15 | 31/12/2023 |
| ROSE/BROOK | Brookfield | BROOK | ROSE | AST | Monthly | 10800.00 | 426.00 | 25.35 | 31/03/2022 |
| DRAKE/BULL | The Bull Inn | BULL | DRAKE | LIC | Quarterly | 20000.00 | 240.00 | 83.33 | 15/06/2018 |

Documents can be dragged and dropped to each Tenancy individually – to see the document, double click on the tenancy and select the 'Document' tab



| File name | Description | Path | Doc Date | Value | Is Linked |
|--------------------|-------------------------|-------------------------|-----------|-------|-----------|
| User configuration | User configuration.docx | C:\Users\Robert\Desktop | 09/12/201 | 0 | |

Double click the highlighted file

Type – shows whether the document is Linked or Copied

The screenshot shows a web form titled 'Document for ADKINS'. The form fields are as follows:

- For:** ADKINS (with a dropdown arrow) and Adkins & Co.
- Date:** 09/22/2016 (with a dropdown arrow)
- Type:** Linked Copied / Moved
- File Name:** User configuration.docx
- Details:** User configuration.docx
- Value:** 0.00
- Attached by:** Administrator on 02/02/2017 09:40:00
- File path:** C:\Users\Robert\Desktop\

At the bottom of the form are four buttons: Save, Open (with an eye icon), Delete, and Cancel. Red arrows point from text labels to various parts of the form.

File Name – shows the file name

Details – defaults to the file name but this can be edited

File path – shows the file's location

Open – Opens the document linked or copied

Delete – deletes the document Link/copy from the Customer/Supplier

NB: This process applies exactly in the same way to Properties, Tenants and Landlords.

Property: Invoice

You can drag and drop a document in the header (blue area) but not the grid

The screenshot shows the 'Sales Invoice' application window. The header section (top) contains various fields for invoice details, including Trans. No. (2359), Landlord (DEM), Tenant (COOK), Billing (Invoice), Tenancy (COOK/CT11), Method (Auto), Inv. No. (SI3735), Inv. Date (25/01/2017), Due Date (01/02/2017), Inv. Total (822.50), and Pay By (Direct Credit). The grid/details section (bottom) contains a table with columns: Item, Ref Date, Description, Qty, Price, Net, Vat Code, VAT, Gross, Nominal, Enterprise, Analysis, and Pay Trans No. The 'Documents' button is located at the bottom of the window.

You can view the documents dropped via the 'Documents' button. If you **Right** click on the document button you will see the following screen:

The 'File List' window shows a table of files with columns: File name, Path, Created Date, Doc Date, Description, Value, Created by, and Parent type. The 'Document' window shows details for a document, including Date, Type, File Name, Details, Value, Attached by, and File path. Red arrows indicate the flow from the 'File List' to the 'Document' window.

Highlight the file and Right click to have the options of 'Open', 'Edit' and 'Delete' the document.

Property: Diary

Documents can be dragged and dropped to each Diary individually – to see the document, double click on the Diary and select the 'Document' tab

The screenshot shows the 'Demo Property Agents - KeyPrime Property - [Diary]' window. The main area displays a table of diary entries with columns for Due Date, Type, Description, Tenancy Code, Tenant Code, Property Name, Assignee, and Created by. A red arrow points to the 'Diary' tab in the top navigation bar.

| Due Date | Type | Description | Tenancy Code | Tenant Code | Property Name | Assignee | Created by |
|------------|------------|---|---------------|-------------|------------------|---------------|-----------------|
| 28/02/2016 | Tenancy | Tenancy End Notice | FOUNT/U 2 | FOUNT | Unit 2 | Administrator | Administrator |
| 01/04/2016 | Tenancy | Next review meeting date | LONW6002/LW10 | LW10300 | The Assembly Bar | AnyOne | LMAdministrator |
| 01/04/2016 | Work | Call to discuss noise complaint from Mr Blair | BROWN/LHA01 | BROWN | Archway Block no | Derek Emo | LMAdministrator |
| 01/04/2016 | Work | Emergency fix for squirrel damage in loft, tenant without | MILLE/CT 1 | MILLE | Windmill Cottage | ANDY | LMAdministrator |
| 07/04/2016 | Work | Electricity certification testing and checks | MILLE/CT 1 | MILLE | Windmill Cottage | ANDY | LMAdministrator |
| 16/04/2016 | Tenancy | Tenancy End Notice | ASHD/LHA05 | ASHD | Archway Block N | AnyOne | LMAdministrator |
| 21/04/2016 | Property | Inspect or replace flat roof asphalt | | | Home Close | AnyOne | ANDY |
| 21/04/2016 | Property | Inspect or replace flat roof asphalt | | | Beadingham Roa | Derek Emo | ANDY |
| 21/04/2016 | Property | Inspect or replace flat roof asphalt | | | Beadingham Roa | Derek Emo | ANDY |
| 21/04/2016 | Property | Inspect or replace flat roof asphalt | | | Beadingham Roa | Derek Emo | ANDY |
| 21/04/2016 | Property | Inspect or replace flat roof asphalt | | | Beadingham Roa | Derek Emo | ANDY |
| 21/04/2016 | Property | Inspect roof asphalt on garden shed | | | Rectory | AnyOne | ANDY |
| 31/05/2016 | Work | CORGI Gas certification | MILLE/CT 1 | MILLE | Windmill Cottage | ANDY | LMAdministrator |
| 01/06/2016 | Landlord | VTL required Audi A425 RFC | | | | Derek Emo | LMAdministrator |
| 01/07/2016 | Tenancy | Tenancy Review Notice date. | WILK/CT 9 | WILK | Beadingham Roa | AnyOne | ANDY |
| 23/07/2016 | Management | The board was asked to discuss the possibility of extend | | | | AnyOne | ANDY |
| 23/07/2016 | Management | Reminder of staff meeting | | | | AnyOne | ANDY |
| 25/07/2016 | Management | Asbestos report from 2013 review needed 4 properties | | | | Administrator | ANDY |
| 31/07/2016 | Tenancy | Date of the next review | NEW/CT 7 | NEW | Home Close | AnyOne | ANDY |
| 31/07/2016 | Tenancy | Tenancy End Notice | EVANS/U 1 | EVANS | Unit 1 | Administrator | ANDY |
| 01/08/2016 | Tenancy | Tenancy Review Notice date. | MILLE/CT 1 | MILLE | Windmill Cottage | AnyOne | LMAdministrator |
| 30/08/2016 | Tenancy | Tenancy Review Notice date. | HIP/AG3 | HIP | Camp Hill Farm | AnyOne | ANDY |
| 31/08/2016 | Tenancy | End Date of the Tenancy | EVANS/U 1 | EVANS | Unit 1 | Administrator | ANDY |
| 31/08/2016 | Tenancy | End Date of the Tenancy | FOUNT/U 2 | FOUNT | Unit 2 | Administrator | ANDY |
| 31/08/2016 | Tenancy | Tenancy End Notice | FOUNT/CT 2 | FOUNT | Woodlands | Administrator | Administrator |
| 01/09/2016 | Tenancy | Date of the next review | WILK/CT 9 | WILK | Beadingham Roa | Derek Emo | ANDY |
| 01/09/2016 | Landlord | VTL required Subaru - B367 BMR | | | | Derek Emo | LMAdministrator |
| 15/09/2016 | Landlord | Mot test required Subaru - B367 BMR | | | | ANDY | LMAdministrator |
| 29/09/2016 | Tenancy | Date of the next review | SPAR/AG1 | SPAR | Manor Farm | AnyOne | ANDY |
| 29/09/2016 | Tenancy | Date of the next review | SPAR/CT 4 | SPAR | Manor Farm Hous | AnyOne | ANDY |
| 30/09/2016 | Tenancy | Date of the next review | HIP/AG3 | HIP | Camp Hill Farm | AnyOne | ANDY |

You can also drag and drop documents in the header (blue area) of the following screen

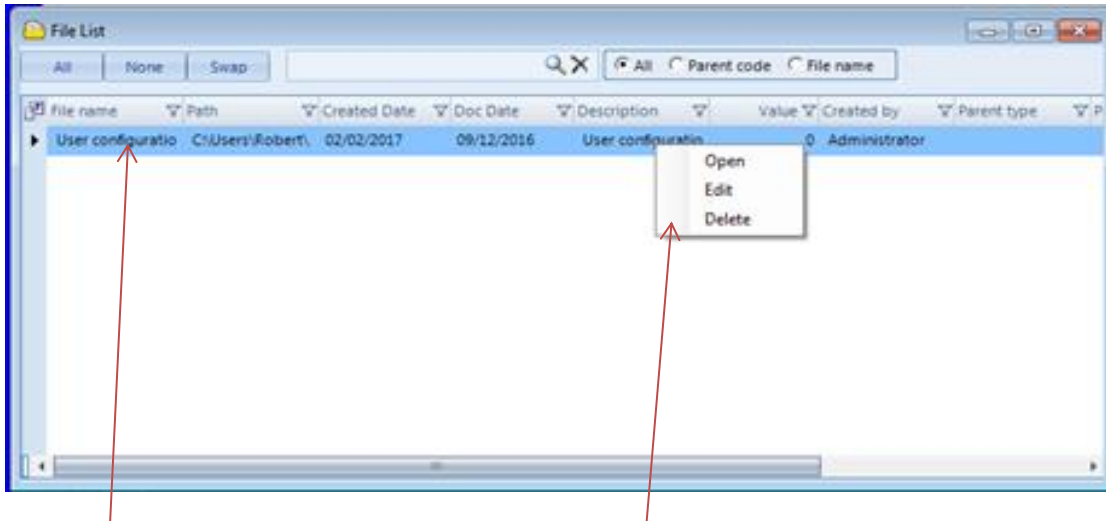
The screenshot shows the 'Diary Editor' window. The header area is blue and contains fields for 'For', 'Due', 'Action', 'Subject', and 'Details'. A red arrow points to the blue header area.

For: FOUNT/U 2 Unit 2
Due: 28/02/2016 00:00:00
Action: TENDNOT Tenancy End Notice Date
Subject: Tenancy End Notice Date
Details: Tenancy End Notice

Value: 0.00
Assigned To: Administrator
Completed:
File:
Created By: Administrator
0, 255, 255

Buttons: Save, Word, Documents, Remove, Abandon, Exit

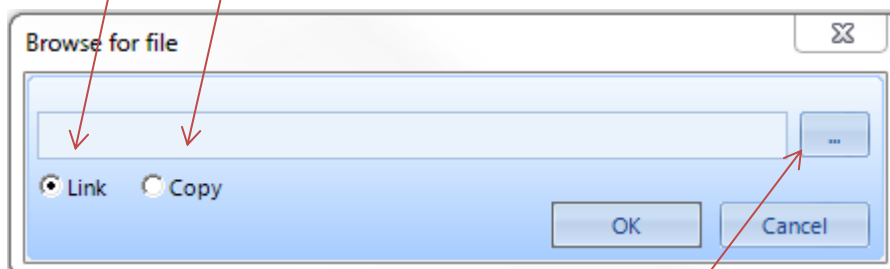
Click on Documents to view the 'Linked' or 'Copied' document




Highlight the file and Right click to have the options of 'Open', 'Edit' and 'Delete' the document.

Hints

1. You can 'Link' or 'Copy' multiple documents and drag and drop them to any transaction.
2. When on the Document tab you can right click on the tab and you will then be able to link or copy a document by selection.



You can also browse for your document via the . **Note that you can't select multiple documents if you are using the browse option to link or copy documents.**

3. When dropping files on Transactions the value of the transaction is added to the Value field so you can quickly see the Invoice value against the documents in the listing screen. The description defaults to the file name but can be amended to suit the user requirement, for example explaining the nature of the document.

Important information

- Note that none of the documents are backed up with the data, so if the data is transferred to another machine none of the copied files will be valid unless the new machine refers to the same folder structure and can see the copied file documents.
- A back up sent to the accountants will have no access to any documents unless they are also copied manually, the folder convention is that the database name is used to identify the root of each databases documents. So if the documents folder itself is copied to another machine and retains the same name and tree structure then all copied files will be available to that user.

