

Management Software



Digital Print Manager

Do you want to:

- ☐ Organize and manage your complete shop process from one program.
- ☐ Ensure that nothing “falls between the cracks”, keep in touch with clients and attract new business.
- ☐ Increase your speed and accuracy of estimates and produce competitive quotes.
- ☐ Provide better client service by knowing the status of any docket.
- ☐ Receive live analysis of every docket and know what your margins are before you invoice your client.
- ☐ Work better and smarter as a team by eliminating duplicate efforts and lost time, by sharing information.

... then have a look inside...



Digital Print Manager

Clients & Prospects

- CRM for clients, prospects and suppliers
- company name and address, multiple contacts, phone numbers and email addresses
- record all correspondence, letter writer, marketing information, form letters, summary information linked to estimates, dockets and invoices

Estimates

- track all your estimates for your clients
- setup section allows you to enter all the relative parameters and specifications for the estimate
- prices are automatically entered for you based on the rate card table, with the ability to override
- additional adjustments and pricing factors can also be added
- gross and net profit margins are automatically calculated for you
- generate a pdf of an estimate, email to the client and log the event in one action
- once an estimate is approved, all the information is passed onto a docket with a single click of a button

Rate Card & Inventory

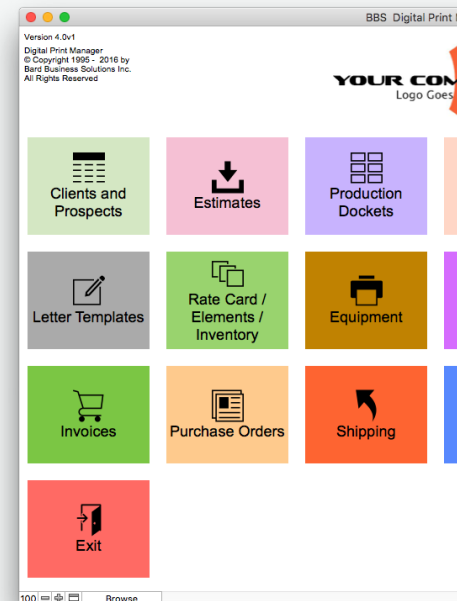
- support database for the estimating and costing databases
- ID Code, classification, category, size, description, default cost, and markup
- each item will automatically determine the selling price
- fully functional inventory system

Invoices

- generate and track billing information to your clients
- invoice numbers are automatically created
- invoices can be generated from dockets with all the relevant information and amounts automatically entered for you, based on estimates or actuals
- you can generate multiple invoices for each docket as needed
- payments, sales commissions, fees are all recorded
- aged receivables

Purchase Orders

- generate and track all outside purchases
- PO numbers are automatically generated
- multiple items can be entered and linked to one or multiple dockets
- for estimated items that are outside purchases to a supplier, a purchase order can automatically be generated and linked to the appropriate docket
- vendor invoices can be entered against the PO, as well as payment information
- aged payables
- past due & open purchase orders can be found quickly



Dockets

- track and monitor all active jobs for your company
- all the key steps in a docket can be entered with their relative scheduled dates and check list, these items are attached to a calendar interface
- all costs including time sheets, equipment, purchase orders, expenses, materials / inventory and shipping are attached to their applicable docket
- a summary section compares estimated values to the actual costs as well as gross and net profit margins
- generate shipping labels for any destination



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Production Scheduling

- all tasks required for each docket are tracked along with the department and / or person responsible to complete
- calendar interface for daily, week and monthly views
- personal view for a detailed task list

Employees

- information regarding your staff
- their relative job functions, cost and billable hourly rates
- populates the menu lists in the Time Sheets

Equipment & Resources

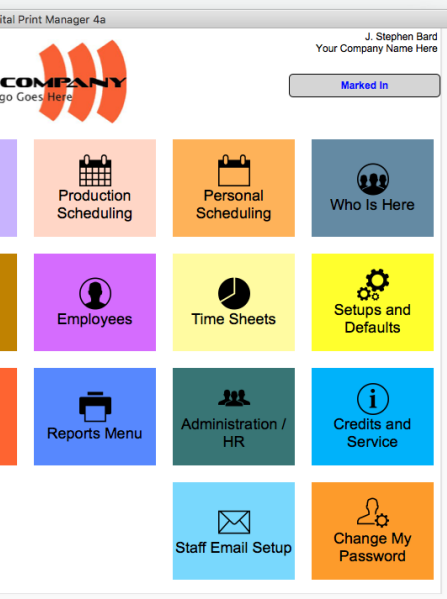
- information regarding all your equipment and resources
- cost and billable rates for each piece of equipment or resource
- bill by the hour or by a counter

Shipping

- label generation for number of boxes to one or multiple destinations
- option to import destinations from a spreadsheet
- costs either internal or courier are tracked

Reports

- over eighty-five reports already setup for your use
- reports are generated from within each database section based on the current record or the current found set of records
- sales reports for estimates, dockets and invoice levels
- many reports allow you to select a start and end dates for a range of records
- some reports allow you to optionally select a single client code to filter the report printouts



Efficient Information Flow Is Important To The Success Of Your Business

We build customized Databases To Suit Your Business...

BARD BUSINESS SOLUTIONS INC. is a solution provider for all your customized database needs since 1995. -- Why? Because off-the-shelf software does not do business the way you do business.

The BARD BUSINESS SOLUTIONS INC. Mission Statement

To provide solutions to companies and individuals who need the accurate processing of information through the implementation of customized databases.

After all, information flow is instrumental in the success of most businesses today.

Philosophy

Enter data once and use it many times. Error-prone paper processes are eliminated through seamless integrated connectivity.

One program is used to manage your entire company.

The Graphics Manager allows you to enhance your client service and increases speed and accuracy from estimates to invoices.

Save time and resources as well as work smart and more efficiently.



Digital Print Manager

Platforms

The Graphics Manager is developed in FileMaker® Pro and runs on the Windows, Mac OS, and the iPad OS platforms for a multi-user environment, and comes bundled with FileMaker® Pro.



System Requirements

Please see our website for the latest version and system requirements.

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