

A woman with dark hair, wearing a blue button-down shirt and a headset, is sitting at a desk. She is looking down at a computer mouse with her right hand and holding a pen in her left hand. The computer monitor is on the left, displaying a software interface with various colored buttons and text. The background is a bright, out-of-focus office environment.

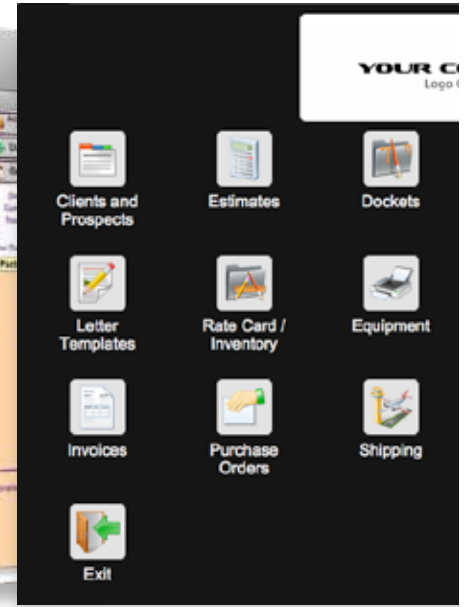
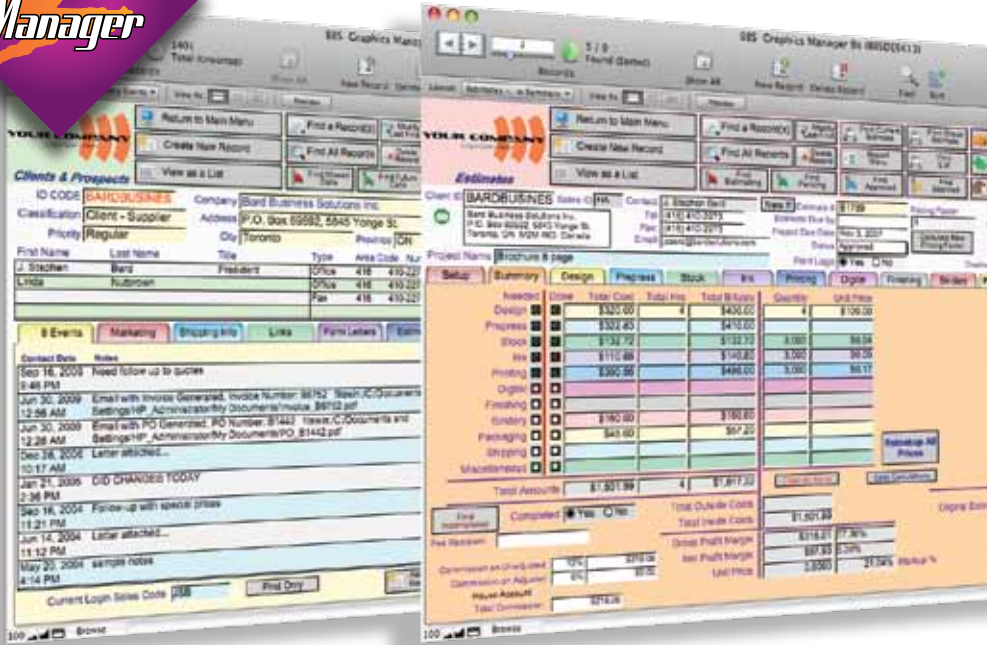
Graphics Manager

Management Software for the Printing Industry

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.



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

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

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

Estimates

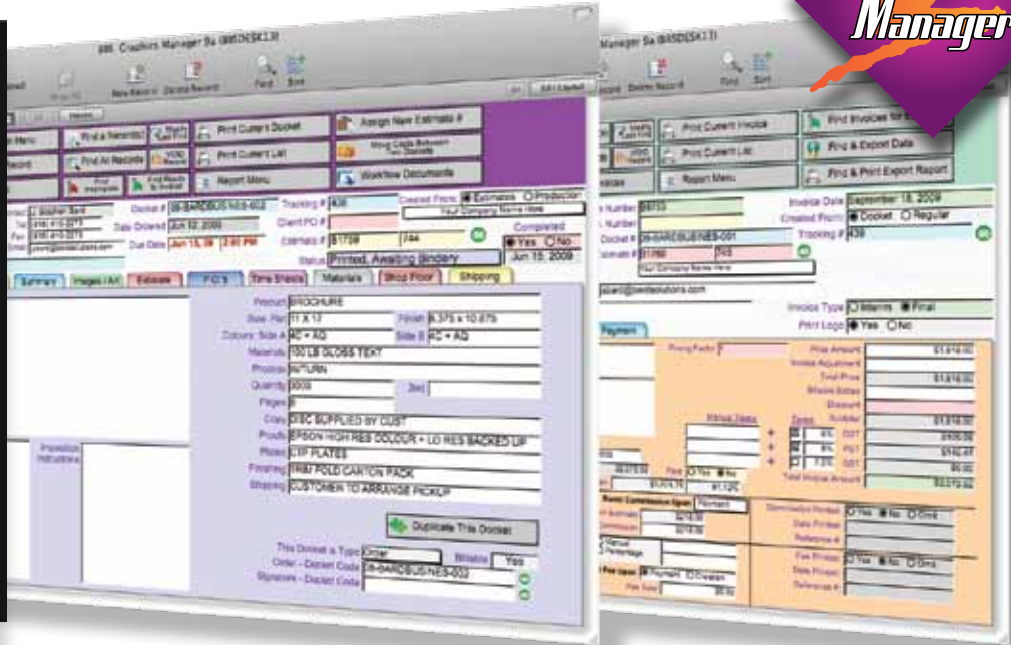
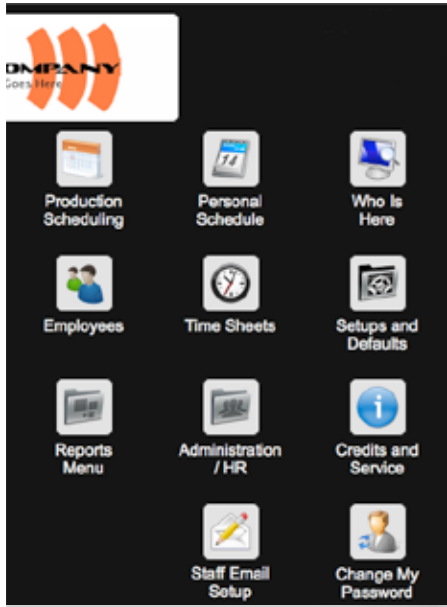
- track all your estimates for your clients
- setup section allows you to enter all the relative parameters and specifications for the estimate
- automatic calculations determine quantities needed for

- materials and time for press runs along with proofs, plates, make ready, runs, costing, ink, stock, bindery, finishing, and packaging, based on the given parameters
- each element of the estimate comes under one of the eleven classifications or departments of your company
- prices are automatically entered for you based on the rate card table, with the ability to override
- RFQ's can be easily generated and tracked for any number of line items in the estimate, along with the ability to generate a pdf and email directly to the supplier
- additional adjustments and pricing factors can also be added
- a summary section automatically calculates the totals for each classification / department along with the gross and net profit margins
- any estimate can be used as a template for duplication
- 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

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

Work better and smarter as a team by eliminating duplicate efforts and lost time, by sharing information.



Time Sheets and Shop Floor

- your staff can enter their time and materials directly into the docket through a special interface designed for them
- date, start time, end time, employee code, job function, equipment and counter/sheet count information are entered

- option to import destinations from a spreadsheet
- packing slip reports can be printed
- costs either internal or courier are tracked

Production Scheduling

- all tasks required for each docket are tracked along with the department and / or person responsible to complete and the date and time due
- calendar interface for daily, week and monthly views are used for managing the dockets and also can be printed
- a personal view for a detailed task list can also be used live on the screen as well as printed

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 estimated price or actual price
- you can generate one or multiple invoices for each docket as needed
- payments, sales commissions, fees are all recorded
- aged receivables
- a batch file can be generated for all approved invoices for export, for use in importing into some of the most popular accounting programs (for example QuickBooks, AccPac)

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 from the RFQ information
- vendor invoices can be entered against the PO, as well as payment information
- aged payables
- past due & open purchase orders can be found quickly

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
- aged payable and aged receivable reports along with customer statements
- some reports allow you to optionally select a single client code to filter the report printouts

Shipping

- label generation for any number of boxes to one or multiple destinations

Efficient Information Flow Is Important To The Success Of 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 using PC or Macintosh technology 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.



BARD BUSINESS SOLUTIONS INC. is an Associate Member of the FBA.

B A R D
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Platforms

The Enterprise Manager is developed in FileMaker Pro and runs on the Windows XP, Windows Vista / 7 and Mac OS X platforms for a multi-user environment.

Minimum system requirements

Mac:

Mac OS X 10.6, Intel-based Mac, 1GB RAM, Mac OS X 10.5, PowerPC G4 (867MHz+), PowerPC G5, Intel-based Mac, 512MB RAM, Mac OS X 10.4.11, PowerPC G4, G5 or Intel-based Mac, 256 MB of RAM.

Windows XP:

Windows XP Professional or Home Edition (SP 3), Pentium III 700MHz or higher, 256 MB of RAM.

Windows Vista / 7:

Windows Vista Ultimate, Business or Home Edition, 1 GHz or higher, 1 GB of RAM, SVGA (1024x768) or higher resolution.

Versions stated are the minimum requirement. The software may also work with later versions certified by FileMaker, Inc.

Product activation is required for use of this product. Activation may be completed via Internet or telephone.

For complete system requirements, please visit: www.filemaker.com/products/fmp/tech_specs.html

For more than 9 users,
FileMaker Server 10 is required:
[Minimum system requirements](#)

Mac:

Mac OS X 10.5.4 and Mac OS X Server 10.5.4 or higher

Windows:

Windows 2003 Server Standard Edition SP2, Windows 2008 Server SP1, and Windows Vista Business SP1