

***Finn***  
*User Manual*

## **Contents**

Currencies .....	3
Exchange Rates .....	3
Adding/Editing Shops.....	4
Expenses .....	5
Adding Users.....	6
Adding Users.....	7
Managing Supplies.....	8
Managing Supplies.....	9
Phonebook.....	10
Entering Financial Data .....	11
Entering Financial Data .....	12
Entering Financial Data .....	13

# Currencies

Following consultation with you betsol have installed your application and you are ready to go.

First step will be to log in to your application using the username and password given to you by **betsol**.

Next step is to add any additional currencies your company uses. This is only necessary if you have shops in more than one currency.

The screenshot displays the 'FINN' application interface. At the top left is the logo, a stylized dollar sign with a purple and green gradient, followed by the word 'FINN' in large, bold, yellow-outlined letters. To the right of the logo, contact information is provided: 'Niall & Feargal French', 'E: info@betsol.net', 'T: +44 (0)77 4932 4906', and the website 'www.betsol.net'. On the far right, the 'betsol' logo is shown in white and red, with the phone number '+44 28 3751 8259' below it.

The main content area is titled 'Currencies' and contains two sections:

- Add a Currency:** This section includes four input fields: 'Currency Name:', 'Prefix (e.g. €):', 'Suffix (e.g. EUR):', and a rate field showing '£1.00 = 1.00'. An 'Add Currency' button is located at the bottom right of this section.
- Edit Rates:** This section includes a rate field showing '£1.00 = € 0.852377' and a 'Save Rates' button at the bottom right.

On the left side, there is a 'Navigation' menu with the following items: Home, FAQ, Daily Inputs, Cash Transfers, Currencies, Expenses, Files, FOBTs, Foreign Tickets, Maintenance, Phonebook, Ranks, Reports, Settings, and Shop Supplies.

On the right side, there is an 'Orders' section with a list of dates and their corresponding statuses: 17/7/2009 (Dispatched), 9/7/2009 (Part Dispatched), 7/7/2009 (New Order), and 3/7/2009 (Dispatched). Below this is a 'New Downloads' section and a 'News archive...' link.

# Exchange Rates

You may alter exchange rates at any time – all records are reported using the exchange rate at time of input.

## Adding/Editing Shops

Always add shops through the FINN interface, not through database, and make sure you choose the correct currency, also, always enter a meaningful ID as this is the label by which the shop will be known in **FINN**.

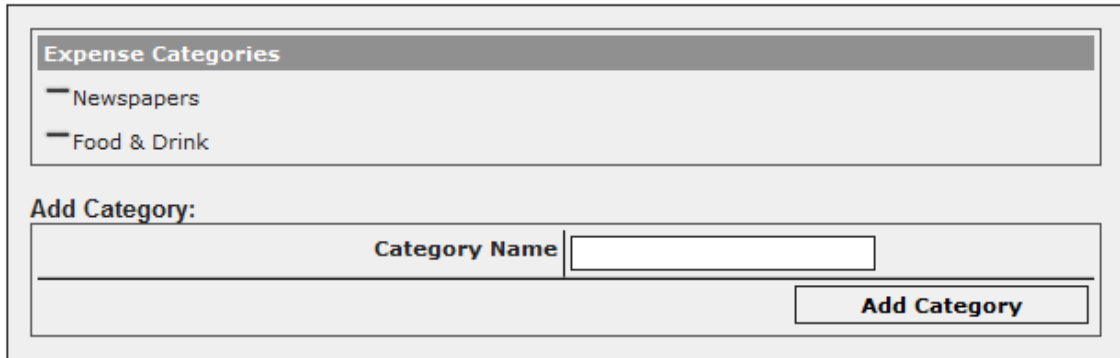
Add a Shop:	
ID	<input type="text"/>
SIS Shop Reference	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Currency	<input type="text" value="Sterling"/>
<input type="button" value="Add Shop"/>	
Edit Shop:	
Shop Reference:	<input type="text" value="Test"/>
<input type="button" value="Edit Shop"/>	

Shop details may be edited here also, to allow for change of details such as address, telephone number, etc.

Please note it is possible to also change the shop ID without negative impact on reports etc.

# Expenses

Expense categories may be added by simply adding a descriptive name and clicking add.



The image shows a user interface for managing expense categories. At the top, there is a header titled "Expense Categories" in a dark grey bar. Below this header, a list of categories is displayed, each preceded by a minus sign: "Newspapers" and "Food & Drink". Below the list, there is a section titled "Add Category:". This section contains a text input field labeled "Category Name" and a button labeled "Add Category" positioned to the right of the input field.

Categories may be added, disabled and re-enabled, but never deleted.

# Adding Users

When setting up users we firstly need to create “Ranks” and assign appropriate permissions to each rank.

Ranks	
<b>Add a Rank:</b>	
<b>Rank Title</b>	<input type="text"/>
<b>Login</b>	<input type="checkbox"/>
<b>Log Daily Inputs</b>	<input type="checkbox"/>
<b>Edit Previous Day's Results</b>	<input type="checkbox"/>
<b>Edit Currencies</b>	<input type="checkbox"/>
<b>Log Expenses</b>	<input type="checkbox"/>
<b>Edit Expense Categories</b>	<input type="checkbox"/>
<b>Upload Files</b>	<input type="checkbox"/>
<b>Delete Files</b>	<input type="checkbox"/>
<b>Log Foreign Tickets</b>	<input type="checkbox"/>
<b>Log Maintenance Issues</b>	<input type="checkbox"/>
<b>Log Service Calls</b>	<input type="checkbox"/>
<b>To Mark Maintenance Issues Resolved</b>	<input type="checkbox"/>
<b>To Add Useful Contacts</b>	<input type="checkbox"/>
<b>To Delete Useful Contacts</b>	<input type="checkbox"/>
<b>To View Own-shops' User Contacts</b>	<input type="checkbox"/>
<b>To View All-shops' User Contacts</b>	<input type="checkbox"/>
<b>To Add Maintenance Companies</b>	<input type="checkbox"/>
<b>To Delete Maintenance Companies</b>	<input type="checkbox"/>
<b>To Request Supplies</b>	<input type="checkbox"/>
<b>To Manage Supply Requests</b>	<input type="checkbox"/>
<b>To Add/Edit Users</b>	<input type="checkbox"/>
<b>Log FOBT Figures</b>	<input type="checkbox"/>
<b>Log Cash Transfers</b>	<input type="checkbox"/>
<b>View Reports</b>	<input type="checkbox"/>
<b>Add/Edit News</b>	<input type="checkbox"/>
<input type="button" value="Add Rank"/>	

# Adding Users

Next we need to add your individual users.

Add an User:	
Username	<input type="text"/>
Company User ID	<input type="text"/>
Password	<input type="text"/>
Forename	<input type="text"/>
Surname	<input type="text"/>
Telephone Number	<input type="text"/>
Mobile Number	<input type="text"/>
Email	<input type="text"/>
Rank:	<input type="text" value="Supervisor"/>
Shops:	<input type="text" value="Test"/> <input type="text" value="Test2"/>
Year Started:	<input type="text" value="2009"/>
Month Started:	<input type="text" value="August"/>
Day Started:	<input type="text" value="3"/>
Year Left:	<input type="text" value="0"/>
Month Left:	<input type="text" value="N/A"/>
Day Left:	<input type="text" value="0"/>
<input type="button" value="Add User"/>	

When adding users you may link individual users to a shop or group of shops. This will ultimately allow you to run reports for that individuals group of shops (performance for an area manager's group, for example). To do so, hold "Ctrl" key whilst selecting each shop. Always enter password, always fill both ID and username even if they are the same, and ensure correct rank is chosen.

# Managing Supplies

Our supplies module consists of two parts – categories (e.g. betting slips) and products (e.g. Plain slips, Lucky 15 slips, etc.).

Please create your categories before product as you must assign each product to a category. Please note categories will only display when they contain active products. Unused categories cannot be deleted, unused products may be disabled.

**Supply Administration**

**Orders:**

Shop	Order Date	Status	
Test	7/7/2009	New Order	
Test	9/7/2009	Part Dispatched	
Test2	3/7/2009	Dispatched	<i>Urgent</i>
Test	17/7/2009	Dispatched	

Product	Category	Synopsis
— TestProduct	Test	This is a test

**Add Product:**

Product Name	<input type="text"/>
Category	Test <input type="button" value="v"/>
Product Synopsis	<input type="text"/>

**Categories**

Test
------

**Add Category:**

Category Name	<input type="text"/>
---------------	----------------------

# Managing Supplies

All orders placed will display in supply administration and also on right hand side of application window.

<u>Orders</u>	
17/7/2009	Dispatched
9/7/2009	Part Dispatched
7/7/2009	New Order
3/7/2009	Dispatched

Clicking on an order link will open the Order Detail window, from where the order can be progressed.

Order Details		
<b>Shop</b>	<b>Order Date</b>	<b>Status</b>
Test	7/7/2009	New Order
<b>User</b>	<b>Comment</b>	
Account, Admin		
<b>Item</b>	<b>Quantity</b>	
TestProduct	3	
<b>Detail:</b>		
<b>Mark As:</b>	<input type="button" value="Awaiting Delivery"/>	
	<input type="button" value="Part Dispatched"/>	
	<input type="button" value="Dispatched"/>	

The order status may be amended as appropriate and remains visible until fully dispatched.

# Phonebook

FINN has the following contact details:

- Your shops (Available to all users)
- Maintenance companies (Available to all users)
- Users details (configurable to be shown to all or restricted to individual shops)

**Phonebook**

**Useful Contacts:**

Contact Name	Telephone	Fax
<b>X Betsol</b> Unit 53 Armagh Business Centre 2 Loughall Road Armagh BT61 7NH <b>info@betsol.net</b>	442837518259	

**Add Contact:**  
*Remember: Contacts you add here will be visible to anyone who can log in to Finn.*

<b>Shop:</b>	<input type="text" value="All"/>
<b>Name:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Telephone No.:</b>	<input type="text"/>
<b>Fax No.:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>

**Save Contact**

Please note only companies in the maintenance list can have maintenance issues logged against them.

# Entering Financial Data

Now that the setup is complete you are now ready to add data for your shops.

On the first day a shop uses **Finn**, they should use the cash transfers page to transfer in, as a withdrawal Bank transfer, their starting balance:

Cash Transfers		
Bank Transfers - Choose Shop:		
Shop Reference:	<input type="text" value="Test"/>	
		<input type="button" value="Add Cash Transfers"/>

Cash Transfers		
Enter Details:		
Shop: Test		
Date: 03/08/2009		
Reference	Amount	Lodgement/Withdrawal
<input type="text" value="Starting Balance"/>	<input type="text" value="4204.20"/>	<input type="text" value="Withdrawal"/>
	<input type="text" value="+"/> +	<input type="button" value="Submit"/>

# Entering Financial Data

Following this you may now continue entering additional data as and when required for the following purposes:

- Additional cash transfers
  - Between shops
  - To & from bank
- Expenses
- Recording foreign tickets
  - Paid out in your shop
  - Paid elsewhere from your shop
- Individual shop stake, payouts, and number of slips

Daily Inputs			
<p>Enter Details:</p> <p><b>Shop: Test</b> <b>Date: 4/8/2009</b></p> <p>N.B. Add all foreign tickets and expenses first.</p> <p><span style="border: 1px solid black; padding: 2px;">Inputs like this</span> are read-only, precalculated values.</p>			
<b>Starting Balance</b>			
<b>2,951.00</b>			
<b>Slips Taken</b>	<b>No. of Payouts</b>		
<input type="text"/>	<input type="text"/>		
<b>Bank Withdrawals</b>	<b>Bank Lodgements</b>		
<b>0.00</b>	<b>0.00</b>		
<b>Total FOBT Take</b>	<b>Total FOBT Payouts</b>		
<b>0.00</b>	<b>0.00</b>		
<b>Cash Stakes</b>	<b>Day's Expenses</b>		
<input type="text"/>	<b>0.00</b>		
	<b>Cash Payouts</b>		
	<input type="text"/>		
	<b>Foreign Tickets Paid Out</b>		
	<b>0.00</b>		
<b>Value of noted slips paid out elsewhere</b>	<b>0.00</b>		
<b>End Balance</b>	<input type="text"/>		
<b>Discrepancy</b>	<b>0.00</b>		
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 5px 20px;"><b>Check</b></td> <td style="border: 1px solid black; padding: 5px 20px;"><b>Save</b></td> </tr> </table>		<b>Check</b>	<b>Save</b>
<b>Check</b>	<b>Save</b>		

# Entering Financial Data

Cash Transfers