

In this issue:

- Backing up elsewhere
- Diary Uses
- Log Out
- Support
- How important are Updates?
- Floating Forms
- Ideal Screen Size
- Report Generator

Hello and welcome to this, our first newsletter.

You already know that we always welcome your thoughts, comments, ideas, suggestions, niggles, moans, praise etc. about the programme, what it does and how. Well, we would also welcome your input on our newsletter. Is it any use? Do you like the format? Would you rather not receive this? Is there anything you'd like to be covered in a future edition? Do you want "Letters to the Editor"?

Please let us know. Thanks.

Backing up elsewhere

We have set up the backup function to copy two files into the location shown just above the backup button. Having taken a backup, you can then go to that location and copy or send those two files to anywhere else that you want ... a daily or month end folder, an external hard drive, a CD / DVD / memory stick perhaps? But you can also change the backup location path within the backup facility on an ad-hoc basis. Just overwrite the path name with a valid path and then backup. If the path can't be found, you'll get a warning. Otherwise, you'll get a message to say that the backup file has been created.

We're hoping to put something in the next revision which tells you that backup is in progress. Some machines perform functions quicker than others, so this may not apply to you, but if yours is one of the slower machines, it might be useful.

Diary uses

Did you know that you can use the diary for all sorts of reminders? One suggestion has been to create a diary type for file destroy date, another for future dated events, such as noting that a minor becomes of the age to receive settlement monies due on an Estate. Both these events could be many years ahead.

For destroy dates, I'd be inclined to put them all on the first or last day of a month, and for Estate payments, I'd mark them for a month or so in advance so that the file can be located and any necessary people contacted.

Get into the habit of doing a Diary Report for a full month, and of marking off entries which have been actioned to get the most out of this function.

Log Out

Please log out of Blue Tuesday properly – through the door on the Login/Out tab. Don't go to the big red cross at the top right, and don't leave the programme open when its not in use and the computer could be switched off. Either event can cause data corruption or can cause the system to think one or more user is still logged in, which may cause licences to be blocked, giving an insufficient licences warning and not being able to get into the programme.

Support

We would be very grateful if your first point of contact for support is our email, as shown below. We'll all get the email, so you're more likely to get a quick response even if the phones are busy. Otherwise, our office number is best for a phone call, although it doesn't always give the engaged tone apparently.

How important are updates?

In an ideal world, all users would be on the same revision. It certainly makes our job in supporting you easier, but the main benefits are to you - you get to enjoy all the latest features and advances in the programme, plus your licence expiry date (shown on the login page) is regularly moved forward. We'll always work with you to update the programme when its convenient for you.

Floating Forms

Revision 2.0.2 introduced a Floating Forms menu.

The position of it varies on each machine. Where your screen size permits, we've positioned this towards the right of the screen, otherwise it's on the left at the bottom. To move it temporarily, grab the white box at the top and drag it to wherever you want.

Floating Forms enable you to look at the procedures listed, no matter which screen you're in. As an example, Time Sheet lets you look at any matter and its Ledger or Time Sheet. Select a matter and then press either L for Ledger or T for Time Sheet. The report is tucked underneath the top screen, so just close that via the top right X (you may need to move the image to the left and possibly up or down to see the X), and the report you wanted is there on top of what you were already doing. Close it via Close Print Preview. Experiment with the other functions available on floating forms. Oh, and do let us know if you'd like it moved.



We can possibly personalise the Floating Forms for your firm. Have a think about what functions you would like instead of any that are there, and ask us. Not everything is possible, but we'll try for you.

Report Generator

Some of our users may not have previously seen the Report Generator on the Reports tab (also on the default Floating Forms). It enables you to generate an individual report, either as and when you need it, or as a saved report which you can name yourself and reuse when necessary. Select from up to 10 items to be shown on your report, then select where up to two of your chosen items are equal to (=), greater than (>), lesser than (<), not (<>) or any character match (LIKE), and then select in which order (ASCending or DESCending) you want your report to list the results. Results build up as you make your selections, and your criteria are noted at the bottom of the screen.

The O/P button at the top lets you output the report in various optional formats, and the save button enables you to save the search criteria for future use – just make sure you give it a unique name.

Ideal Screen Size & Resolution

We've noticed that a few people can't see everything on the screen—some parts of the programme, scroll bars and so on are outside the range of the screen, and they have to constantly shuffle up, down, left and/or right to get to see tabs, buttons etc. This is because some screens are smaller than others and resolutions aren't big enough.

Sometimes you or we can alter your screen resolution, but sometimes not. The problem might be solved by swapping screens with a colleague (please make sure you've asked first!), or by getting a new monitor.

The minimum screen resolution needed to see all of Blue Tuesday's graphics is 1280 x 1024. A quick check of the internet shows that most new monitors have a minimum of 1920 x 1080.

To see what a screen resolution currently is, right click on a blank section of your main (opening) screen, and select Display Settings. Here you can view and possibly alter the settings ... but make a note of what it was before doing so, just in case you need to go back to how it was!