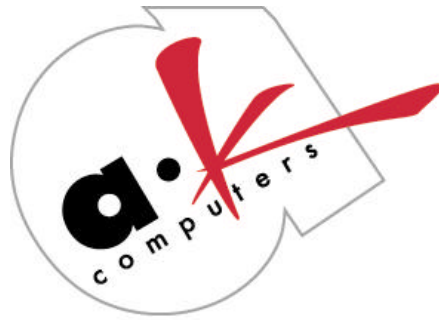


Termite Report Writing made Simple.



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SECTION 1 - Getting Started

Whats Inside:

Installing the software

Information wizard

Toolbars

Shortcut Toolbar

Keyboard shortcut keys



INSTALLING THE WinTOS SOFTWARE

1. Place the Installation Cd in the computer and wait for the Cd menu screen
2. Click on **"Winsetup"** and click Next through the steps
3. When the Winsetup is finished, click on **"Install WinTOS"** and click next on the windows.
4. Click **"Finish"** when the installation is done and open the program from the shortcut on the desktop

The first time you open the program, login in with

User Name: **user1**

Password: **one**

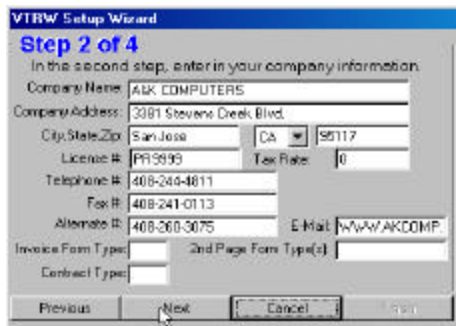
INSTALLING WinTOS ON A NETWORK: Call A & K Computers for Networking Instructions.

THE INFORMATION WIZARD

The **INFORMATION WIZARD** is a simple procedure to update the program with your information. It will open the first time you install the program and when you perform an update.

STEP 1 - The first step of the **INFORMATION WIZARD** is to select the appropriate state form.

STEP 2 - The second step of the **INFORMATION WIZARD** is to setup your company information. Type in your company information and click **"NEXT"** when you are finished. The last three **fields are** for the custom invoice, second page disclaimer, and contract types. These three **(3)** fields should remain blank unless your company has custom forms that A&K has designed.



STEP 3 - The third step of the **INFORMATION WIZARD** is to setup the Findings and Recommendations for your program.



For first time installation, make sure the first option is check-marked. (Use the Finding & Recommendations codes shipped with VTRW.) For updates, make sure the second option is check-marked.

TOOLBARS

MAIN TOOL BAR



- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

The **MAIN TOOL BAR** has many options to choose from which control some of the VTRW program functions.

1. The first shortcut key is used to exit the writing screen back to the main screen
2. Start a **NEW** report



3. **SAVE** a report
4. **PRINT** a report
5. **DELETE** a report
6. **“SEARCH”** or **“FIND”** a report
7. Cancel the previous action but not the entire report
8. Insert a missing report number

SHORTCUT TOOL BAR

The **SHORTCUT TOOL BAR** is located on the left side of the program screen. Utilizing this toolbar can save you time and allow easy access to different areas of the program.

- ?? The top of the Shortcut Toolbar displays the number of records that are saved in the VTRW program. You can move to the **“NEXT”** or **“PREVIOUS”** record by clicking on the **“UP”** and **“DOWN”** arrows to the right of the record box.
- ?? The section below the Record counter consists of five (5) check boxes. These check boxes display whether the different sections of the report have already been filled out.
- ?? The middle section of the **SHORTCUT TOOL BAR** consists of the shortcut buttons to the different areas of the program. (FR = Finding & Recommendations NOC = Notice of Completion)
- ?? The bottom of the toolbar has a history bar showing all records related to the current one. Also, there is a memo button to keep track of notes that also provides a date and user stamp.



KEYBOARD SHORTCUT KEYS

The following list is made up of the **KEYBOARD SHORTCUT KEYS** for the VTRW program functions. They can also be found by clicking on “Record” at the top of the VTRW screen.

(CTRL = CONTROL)

CTRL + A	=	ADD
CTRL + E	=	EDIT
CTRL + Y	=	RE-INSPECTION / SUPPLEMENTAL REPORT
CTRL + D	=	DELETE
CTRL + W	=	DIAGRAM
CTRL + R	=	FINDING & RECOMMENDATIONS
CTRL + S	=	SAVE
CTRL + F	=	FIND/SEARCH
CTRL + G	=	GO TO RECORD
CTRL + Q	=	QUIT/EXIT PROGRAM
CTRL + P	=	POSTING PAYMENTS
F3	=	NEXT RECORD
SHIFT + F3	=	PREVIOUS RECORD
ALT + F4	=	QUIT/EXIT PROGRAM
ESC	=	TO ESCAPE CURRENT SCREEN
TAB	=	MOVE TO THE NEXT FIELD



SECTION 2 - Setting up your Vtrw Preferences

What's Inside:

General

Invoice

Company Information

System

Other options



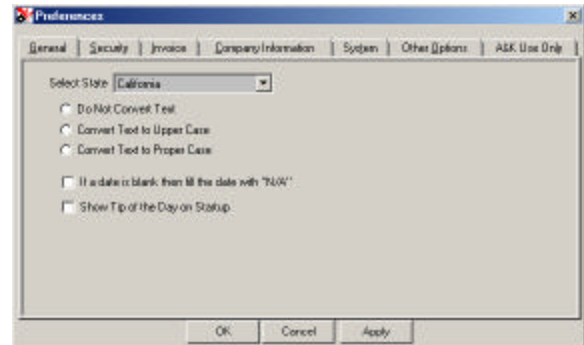
PREFERENCE SECTION

To open the Preferences Section, click on **Preferences** at the top of the screen. The **PREFERENCE SECTION** consists of seven different areas that organize setup information for your company.

GENERAL

The **GENERAL** tab has the following:

- ?? Changing or selecting state forms
- ?? Setting up text conversion from Normal, Upper Case, Proper Case, Proper Case
- ?? Option to fill in date fields with “**N/A**” if the dates are not available
- ?? Option to enable/disable the tips of the day



After making your selection, click on “Apply” and then “Ok” to save the changes.

INVOICE

The **INVOICE** tab has the following options:

- ?? The first option lets you choose the different types of invoice forms. To obtain a customized invoice form, contact A & K Computers.
- ?? The next option is to set your tax rate
- ?? The final option is to setup your invoice number the same as your report number. **This option should be check-marked for easy invoice tracking.**

COMPANY INFORMATION

This section is for setting up your **COMPANY INFORMATION** and will appear on every report. The three type fields at the bottom are for custom forms only. These should be left blank unless A&K has made a custom form for your company.

SYSTEM

The System tab can be used to set up various options in the program that control the system settings. You can change the report number sequence, load a logo, or change the last report number. The checkbox for bypass company information should always be checked to make sure the company information appears automatically on every report.

OTHER OPTIONS

The **Other Options** tab is used to set up the section headers in the Finding / Recommendations section. For most companies the first checkbox should be checked and the number of lines per page should be set at 55.



SECTION 3 - Using your Vtrw Software

What's Inside:

Front Page

Finding / Recommendations Page

Diagram Page

Invoice Page

Printing a report



FRONT PAGE OF THE INSPECTION REPORT

To start a new report

- ?? Click on the “**ADD NEW RECORD**” button from the Main Toolbar or press <Ctrl + A>.
- ?? To move from field to field press the “**TAB**” or the “**ENTER/RETURN**” key.



Dates in the program need to be entered in double digit format. For example: January 1 2005 = 010105

Any field that has a drop down menu box has a rolodex. You can access the rolodex by pressing the F9 key. The rolodex entries can be brought up by typing the name of the field, clicking the drop down box and choosing an entry, or by pressing the up and down arrow keys to scroll through the rolodex.

Each of the 4 main fields: “Ordered BY”, “Report sent to”. Property Owner, “Party In Interest” have a Bill to check box above them. By clicking on this box, the information will be sent to the invoice automatically as the Bill to Recipient.

FINDINGS & RECCOMENDATIONS

Before you can start using your **FINDING AND RECOMMENDATION** section you will need to setup your Finding and Recommendation Code Book. There are two ways to setup your code book.

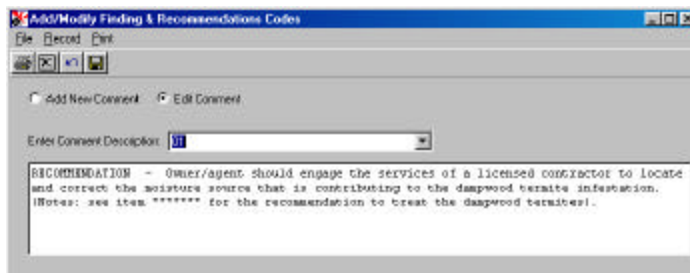
1. At the main screen, click on Code Setup at the top of the screen and scroll down to “**Edit Finding & Recommendation Codes**”

ADDING A COMMENT:

- ?? Click on the “**ADD NEW COMMENT**” option
- ?? Type in the desired code name under “**ENTER COMMENT DESCRIPTION**” box and fill out the wording for the code below.
- ?? Click on the “**SAVE**” button when you are finished



When adding a comment, to get a new line on the screen you must hit the enter button.



EDITING AN EXISTING COMMENT

- ?? Click on the “**EDIT COMMENT**” option
- ?? Click on the “**DOWN**” arrow key in the “**ENTER COMMENT DESCRIPTION**” box and find the code you want to change.
- ?? Edit the comment on the screen and click save when you are finished making changes

2. **Setup the code book (Multiple View)**

- ?? Click on “**Code Setup**” at the top of the screen
- ?? Scroll down to “**Edit multiple Finding & Recommendation Codes**”
- ?? Click on “**Insert a Row**” to go to a blank space



?? Type in the Code name on the left and the actual code wording on the right



You will notice the asterisk & number symbols on some of the Finding codes. These symbols are used in the replacement column in the Batch Input section.

You must place seven asterisk symbols or seven number sign symbols for the replacement column to function correctly.

USING YOUR FINDING AND RECOMMENDATION

There are three (3) different ways to fill out the **FINDING AND RECOMMENDATIONS**

OPTION I. MANUAL ENTRY

?? Click on the “**F/R**” button located at left side of the program screen

?? Left click on the screen and start typing

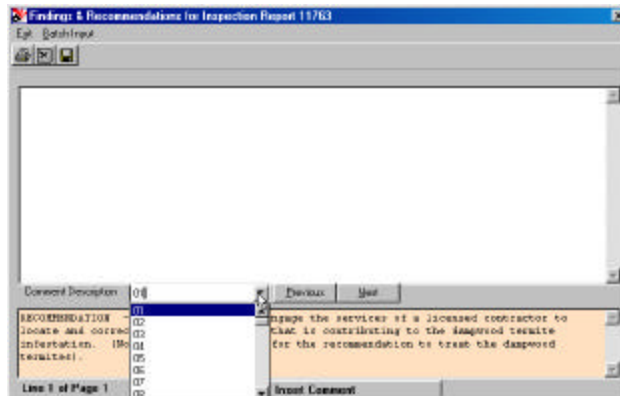
To assure that your Findings and Recommendations appear correctly on the screen, there is a page and line counter located at the far left of the screen. From here you can see which page and line you are currently on.

OPTION II. LOOK UP LIST

?? From the middle of the screen you will notice the “**Comment Description**” drop down box.

?? Click on the “**Down Arrow**” key and select a code

?? Click on the “**Insert Comment**” button located below the pick list or press the “**Enter/Return**” key on the keyboard to insert the code.



DIAGRAM

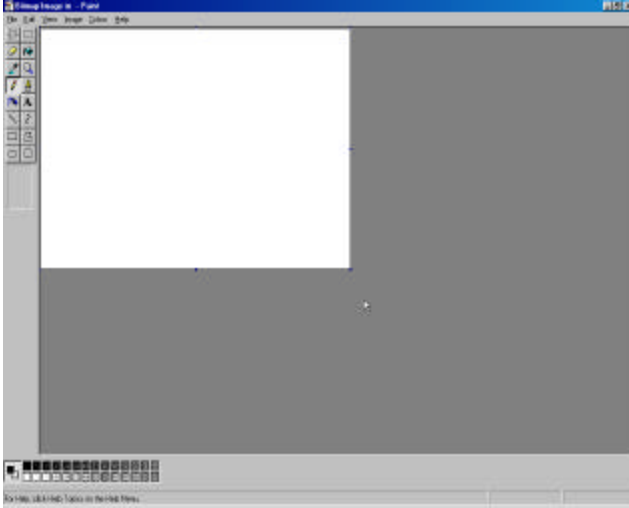
USING MICROSOFT PAINT BRUSH

The VTRW program uses the Microsoft Paint Brush program for the **DIAGRAM** section.

To start using the **DIAGRAM**, click on the “**DIAGRAM**” button on the Shortcut tool bar located on the left side of the VTRW program and left click on the grey screen. The Microsoft Paint Brush program offers many options to choose from. The first step is getting familiar with the tools and functions.



PAIN T SCREEN



PAIN T TOOLBAR

Left: Cut and move



Right: Cut and move

Left: Eraser



Right: Fill in paint

Left: Pick Color



Right: Magnifier

Left: Freehand drawing



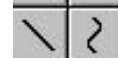
Right: Freehand paint

Left: Airbrush



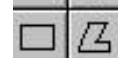
Right: Insert Text

Left: Line drawing



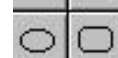
Right: Curved line

Left: Square drawing



Right: Polygon drawing

Left: Circle drawing



Right: Oval drawing

INVOICE

USING THE INVOICE SECTION

From the Main screen of the program

?? Click on the **“INVOICE”** button from the left shortcut toolbar

The **“Bill to”** field has a built in Pick List. This Pick List is connected to the Rolodex and can be accessed by clicking the binocular icon. When all information has been inserted click on the **“SAVE”** button to save

To move to a different field in the **INVOICE** section, you can use the **“TAB”** key or the **“ENTER/RETURN”** key. To create multiple invoices add a new record and type in an extension to the report number, you can use any number except a duplicate of a number already used.



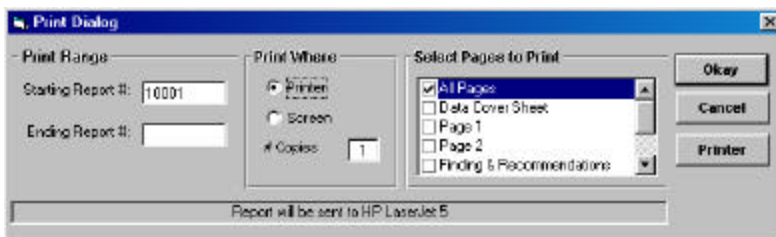
NOTE: For the currency field, Do not type in the dollar symbol (\$).

PRINTING A REPORT

To **PRINT** an Inspection Form

- ?? Click on the **“PRINT”** shortcut key
- ?? The Print Dialog screen will appear
- ?? Select and check mark the options given
- ?? Click on the **“OK”** button to start the print job

Select **“ALL PAGES”** to print all documents pertaining to the specified Inspection Report.





Choose the Screen option to print to the screen.

To convert the report to PDF format to email to customers, choose the email option and the files will be saved to the C:\WinTOS folder in a folder called email. They will be sorted by the report number and can be attached to any email as an attachment. If you want to combine all of the files into 1 and send them out then Adobe Acrobat Full version is required or other PDF software.



SECTION 4 - Additional Reports / Functions

What's Inside:

Payment report

Aging report

Commission Report

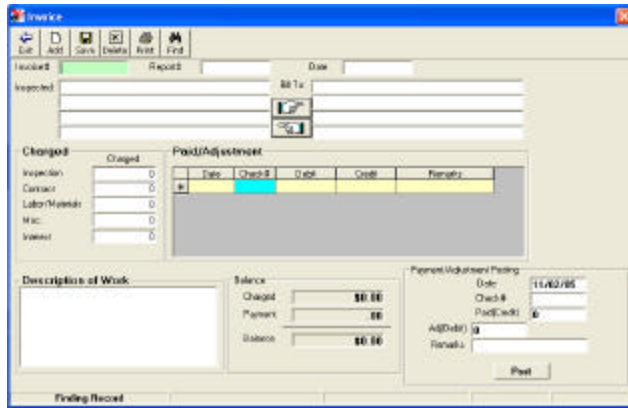
Addresses inspected report

Scheduling Appointments



POSTING PAYMENTS

The **VTRW** has a built in Payment entry program. In this section you can log all Payment transactions. You can access it from the main screen at the top of the menu or you can access it from the lower right of the invoice section.



PAYMENT REPORT

To print a list of all payments posted for a certain date range:

- ?? Click on **Accounting** at the top of the screen
- ?? Scroll down to **Payment Report**
- ?? Set up the date range and click okay
- ?? This report will list all payments that have been received and logged in the program

AGING REPORT

To bring up a list of what invoices are outstanding for a certain date range:

- ?? Click on **Setup/Reports** at the top of the screen
- ?? Type in the date range
- ?? The list will be arranged by the number of days the invoice is outstanding

COMMISSION REPORT

The Commission Report is meant to list all payments received, organized by inspector to calculate commission rates by percentage. Click **Setup/Reports** and scroll to **Commission Report**. If no payments are posted, the Commission Report will be empty.

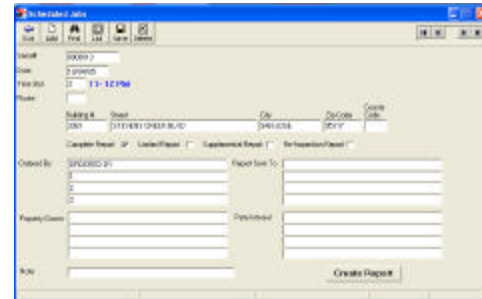
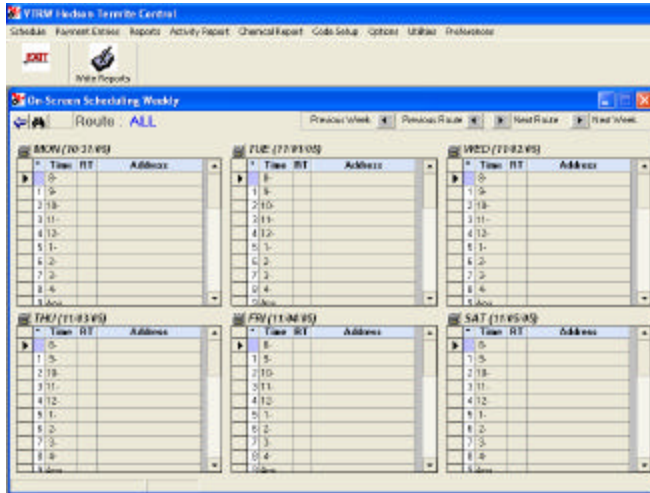
ADDRESSES INSPECTED REPORT

This report is used to list all of the addresses inspected for a certain date range. To access the report, simply click on **Setup/Reports** at the top of the screen, and click on **Addresses Inspected**. The report can be sent to the screen or printer and different ranges to sort the addresses can be set up.



SCHEDULING APPOINTMENTS

To schedule an appointment, click on **Schedule** at the top of the screen and click on **View Weekly Schedule**. You can double click on any of the time fields to start an appointment. By clicking the Printer icon at the top of each date you can print out the route sheet for the day. The Schedule view will be default on all routes but can be changed to view individual routes.



BACK-UPS

1. Place a blank CD in your Cd-writer
2. Double click on **“My Computer”**
3. Double click on the **“C drive”**
4. Right click on **“WinTOS”**
5. Left click on **“Send to”** and left click on **“Cd drive”**
6. This will send the job to the CD-writer
7. Click on the bubble at the bottom of the screen that says **“You have files waiting to be written to CD”**
8. In the window that opens, click on the option at the far left that says **“Write these files to CD”**
9. Leave the name of the CD as the date and click next to start the backup

Backups should be made once a week and on a new CD each time to ensure safety. These directions may not work if you are on a network or if your program is installed in a special location. Call A&K if you have any questions on backing up.



If you do not have a cd-writer, you can save the WinTOS folder to a zip drive, flash drive, or other removable media device.



CONTACT SUPPORT

Contact Information:

Support Line – 408-260-3075

Fax Line – 408-244-4811

Email address – Vtrw1@yahoo.com

We offer phone and online support. For offices without a dsl or other high speed internet connection, pcanypwhere is required.



A & K Computers does not offer On-site Support unless under special circumstances. All on-site visits will be charged. If On-site location is ten (10) miles or greater, there will be a travel expense charge. Please call for more information.

System Requirements

HARDWARE (PC) (Minimum Requirement)

- ?? Pentium II Processor or higher
- ?? 64 Mb Ram
- ?? 3.2 GB Hard Drive
- ?? 56 KBPS Modem
- ?? CD ROM Drive
- ?? Floppy Disk Drive

SOFTWARE (Operating System)

- ?? Microsoft Windows XP



Make sure the operating system has the latest updates installed. Updates can be obtained from the manufacturer.