

BUSINESS BOOK

Filling Your Book

There is no complicated starting procedure.

Open a page and begin. Teaching Mode and the tooltips will guide you when needed.

Business Book is designed to grow naturally with your business. You do not have to fill the sections in a fixed order, and you do not need to learn every page before you start. Enter the information that matters to you, when it becomes useful.

What goes where?

CUSTOMERS	Who you do business with.
MENU	What you sell or provide.
ORDERS	What your customers order.
APPOINTMENTS	What needs to happen and when.
INVENTORY	What you have, use or need to replenish.
EXPENSES	What the business spends.
NOTES	Things worth remembering.
REPORTS	What the information in your book tells you.

The pages begin to work together

As you add information, other parts of the book can make use of it. Customers and Menu items, for example, become useful when creating Orders. Expenses build the history of what the business spends, while Reports become more meaningful as real information accumulates.

You are still in control. Business Book does not invent missing business information. If an action needs something that has not yet been entered, Teaching Mode explains what is needed and points you in the right direction.

You don't need to learn Business Book before using it.

Fill the pages at your own pace. The book becomes your business record as you use it.

NEXT: ASK YOUR BOOK

Use plain English to find information already stored in your Business Book.

