

# BUSINESS BOOK

## Ask Your Book

*Plain-English Search*

**You don't have to remember where information is stored. Ask the book what you want to know.**

Business Book is designed so you can search the information you have entered using ordinary language. There is no special search syntax to memorize and no need to know which database field contains the answer. Use the Search area above the book and ask for the information in the same way you might ask another person.

### Ask naturally

|                                               |                                          |
|-----------------------------------------------|------------------------------------------|
| <i>"Show me unpaid orders"</i>                | <i>"Find chocolate cakes"</i>            |
| <i>"Find orders for Glenn"</i>                | <i>"Show appointments next week"</i>     |
| <i>"What expenses did I have this month?"</i> | <i>"What did I spend at Costco?"</i>     |
| <i>"Show customers in Toronto"</i>            | <i>"Show notes about customer John"</i>  |
| <i>"What inventory is low?"</i>               | <i>"How much did I sell last month?"</i> |

**The important part is the question, not the wording.** Ask for the customer, order, expense, inventory item, appointment, note or business total you want to find.

### Search your book — not the Internet

Ask Your Book works with the business information stored in your own Business Book. It is intended as a private, local way to find and summarize your records; your business database does not need to be uploaded to an online search service simply to answer a question.

**Remember:** Search can only work with information that exists in your book. If you have not entered it, Business Book does not invent it.

# What Ask Your Book Can Help You Find

As your Business Book grows, plain-English search becomes a quick way to reach information without manually opening several sections and filtering records yourself.

|                           |                                                                                                                      |
|---------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Orders</b>             | Find orders by customer, status or time period, and ask questions about sales information recorded in the book.      |
| <b>Customers</b>          | Locate customers using information you have entered about them.                                                      |
| <b>Expenses</b>           | Find spending by vendor, category or time period and ask for useful totals.                                          |
| <b>Inventory</b>          | Find stock and identify items that need attention, including low inventory where the recorded quantities support it. |
| <b>Menu</b>               | Find products or services recorded in your Menu.                                                                     |
| <b>Appointments</b>       | Find upcoming or date-related appointments stored in the book.                                                       |
| <b>Notes</b>              | Locate notes connected with people or business activity.                                                             |
| <b>Business questions</b> | Ask useful summary questions based on the records already accumulated in your book.                                  |

## A simple habit

When you want information from Business Book, try asking for it before hunting through the pages. If the information has been recorded, Ask Your Book is intended to understand the request, identify the relevant part of the book and present the matching information.

**No commands to memorize. No database language to learn.** Just ask the book.

**Create your book → Learn your book → Fill your book → Ask your book.**

**YOUR BUSINESS. YOUR INFORMATION. YOUR BOOK.**

## Business Book

PCD SOFTWARE WORKS

