

Current company and user
Evolution M - Evolution M Demonstration Co (Martin Woolger)

Top menu - Click or Alt + first letter to access
File Options View Change Settings Help

Click for website

Sales Subcontractors Payroll Nominal Cash Book Document Management Purchase Orders Stock Sales Ordering Fixed Assets Plant Works Orders

Click, or keyboard left or right to scroll Ribbon menu

Subcontractors / Favourites

Post Transactions
Invoice Payment Update
Certificate Payment Update
Payments & Remittances
Clear Held Certificates
Payments & Remittances
Subcontractors Enquiry
Subcontractors Maintenance
Order Maintenance
Payments Due List

Favourites menu
- Can be set to only include relevant options for your installation
- Your own preferred 'Favourites' menu can be shown here at login
- Different users will see more or fewer options, dependant on access level set
- All wording on menus can be set to suit your preferences

Side menu
Click the side menu to display detailed sub menu here instead:
- You can press and hold Shift, Ctrl or Alt together with the down arrow to access this menu too
- Then use up/down & <Enter>

Did you know?
You can set a different background wallpaper display for each of your different companies

Drop Zone
Load this via top menu. 'Options' (Keyboard Alt + O)
Handy to have open to add new Document Management entries, including emails, as you find them

Click Dashboard to view key company information on Contracts, Suppliers and Customers, with drilldown to detail

Current menu

Current company

Current user

evolution™
powered by Integrity Software

Kingdon Group Plc	36,178
Optimum UK Ltd	20,518
Trust Partners Ltd	13,849
Morfield Limited	7,822
Hudson Electrical Ltd	4,857
Ashdon Berry Timber Ltd	2,923
H&M IT Ltd	2,234
Tarmac (Formerly Tarmac)	793
Liquid Ltd	410
S&L Catering Ltd	363

Terence Smith Limited	327,648
North London Contract	183,208
R. J. Proderick	76,983
N. Webb & Son Limited	53,292
Howdoun Construction Ltd	48,274
DCI CV Ltd	38,878
Robert Wood & Partners	4,462
ABH Interiors	12
Hydon Ltd	0
MFCor Ltd	0

John Dawson Electrical	42,150
Bolton Contracting Ltd	22,485
AC Engineering Services (UK) Ltd	9,181
Qualiflex	8,738
UK Outfitters Ltd	5,638
Electric Systems Ltd	2,790
Deacons Builders Ltd	1,832
Kobalt Management Services Ltd	686
Multi-Trade Electrical Services Ltd	254
D Morgan Welding	0

Balance Sheet - Tax Control	(15,028)
Balance Sheet - VAT Control	(188,524)
Balance Sheet - Purchase Ledger Control	(26,288)
Balance Sheet - Subcontract Control	(43,315)

Services	1,355,234
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H&M Nottingham	340,547
Orion City	800,450
27Preston, Dura & Dobson	0

If you require assistance with your Evolution M system please contact +44 (0)3453 40 30 40 or email support@integrity-software.net

Useful Evolution M shortcuts

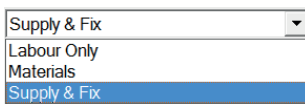
Quick reference guide

KEYBOARD SHORTCUTS

GENERAL	Shortcut	Description	Mouse Click Alternative
	F1 / Alt + H	Access help menu	Click (top left of screen)
	F4 or ↓ arrow	Where ▾ shown in a field to list existing records Enter any text first to list only matching records	Click
	F12	Can be used to repeat the last entry made in same field	None
	Alt + F4	Close current screen	Click

MOUSE CLICK ALTERNATIVES

DATA ENTRY / EDIT	Action	Description	Mouse Click Alternative
	Tab	Move to next field	Click in any field
	Enter	Accepts the 'shadowed' option	Click required button
	Alt + 'C' (single letter)	Accepts the corresponding <u>underlined</u> option	
	Cursor arrows & <Enter> to select	Fields with 'drop down' selections available	Click ▾ to display list of options and click required to accept



DATE & TIME ENTRY FIELDS	Shortcut	Description	Mouse Click Alternative
	F4 / ↓ arrow	In any date field a calendar shows to assist date selection	Click ▾ to display calendar and click required date to accept
	Enter 'Day' or 'Day / Month'	Auto fills with current month and/or year	Click any required date from calendar
	Enter ':' (full stop)	Inputs current date (if field is empty) Can be used in any 'Time' field too, to insert the current time	Click any required date from calendar



'NOTES' FIELDS	Shortcut	Description	Mouse Click Alternative
	Ctrl + T	Insert current date/time/user	None
	Ctrl + Enter	Insert new line	

OTHER USEFUL SHORTCUTS

PRODUCT SEARCHING (Purchase Orders, Sales Orders / Invoices)

Searching for product descriptions will respond to the use of 'wildcard' characters * and ?, for example:

- *SE / SE* / *SE* (ending/starting/containing 'SE')
- ??SE* (3rd/4th characters must be 'SE' followed by any additional text)

GRID VIEWS

Left click columns to sort: Right click columns to tailor:

Account Code	Name	Ad
WOLS01	Wolsley UK Ltd	Th
TRAV01	Travis Perkins Ltd	67
UKD01	The UK Drainage Network Limited	Th
TEK01	Tektura plc	1 H
TARM01	Tarmac (Formally Tilcon)	Mil
SWIF01	Swift Business Equipment	PO Box 30 Nottingham
SPE01	Speedy Hire PLC	Ashton House 1 The Parks

Right click detail area for additional options, including Microsoft Excel / Word links