

MUNIA

User Manual

by Daisoft

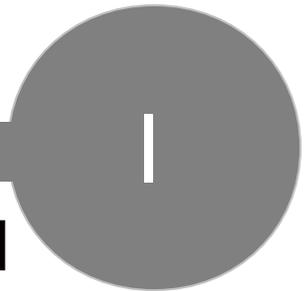
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Getting Started



1.1. Getting Started

Munia is a scheduling program that allows you to manage credits / debits, appointments and deadlines by means of a single data sheet

Description	Client/Supplier	Amount	Date
dicembre 2007 [€ 1.190,00]			
x1 Credito periodico 3 of 7	pafo	€ 380,00	31/12/2007
x1 Parte 1 of 4	pafo	€ 430,00	31/12/2007
x1 Credito periodico 2 of 7	pafo	€ 430,00	28/12/2007
dicembre 2007 [€ 1.240,00]			
x1 Prova 2 of 5	verdi	€ 170,00	27/12/2007
x1 Prova 1 of 5	verdi	€ 120,00	26/12/2007
debito	pafo	€ 8,00	18/12/2007
Andare a Bologna treno or...			17/12/2007
gennaio 2008 [€ 340,00]			
x1 Credito periodico pag 4 of 7	pafo	€ 400,00	31/01/2008
x1 Prova 5 of 5	verdi	€ 120,00	17/01/2008

and calendar showing expiry dates relevant to a selected period. All commands are grouped in both the upper toolbar



and menu bar.

The WE version of Munia allows furthermore to manage more of one data sheet and share data among users on a Local Area Network.

Use

Munia is quick and easy-to-use.

The data sheet clearly displays all credit / debit due dates and the relevant amounts, differentiating between open and met deadlines. It is possible to filter data on the basis of given criteria by simply by selecting the relevant item from the tool bar list. In addition, rows can be grouped in a homogenous manner, according to set criteria, to clearly and automatically show the overall amounts due.

Calendar - Things to do

When the program is opened a calendar shows the deadlines relevant to the day in question. It is possible to select a different period at any time. In addition, the calendar highlights those dates still showing open deadlines. The lower part of the screen features a list of Things to Do (Open deadlines) for the selected period.

Status bar

The status bar shows on the left informations relevant to the operation being carried out. On the right side there are a colored circle indicates the current deadline situation (Green: OK - Red: Open, expired or about to expire deadlines) and the name of the active data sheet.

Part

Manage Deadlines



2.1. Deadlines types

There are three types of deadlines:

	Appointment	An appointment can be associated to a client/supplier.
	Credit	Client/supplier credit.
	Debit	Client/supplier debit.

Recurring deadlines

Deadlines can be part of a group.

Recurring deadlines are shown with this icon  in the data sheet.

Open / closed deadlines

Deadlines can be open or closed.

To close an open deadline press [Space Bar] having the deadline to close selected on the data sheet.

Use the same procedure (press [Space Bar]) to re-open a closed deadline.

2.2. Adding Deadlines

Use the tool bar to insert a new deadline. A form will open in which you can insert the following data:

Deadline type	This may be an appointment or a client / supplier debit or credit (select from the list).
Description Client / Supplier	This may contain a wide range of references, for example, a friend, a bank, etc. To insert a new name that is not already contained in the list, use the F5 function key or the special (+) button.
Amount	To be inserted only if the deadline refers to either a debit or credit.
Single Deadline Recurring Deadline	Select deadlines type. If you choose "Single deadline" you'll have to insert only the deadline Date. Instead, if you choose "Recurring Deadline" you'll have to insert: First deadline Date Starting Date for deadlines. Deadlines number Whole number of deadlines to create. Deadlines interval Intercurrent time between deadlines (select from the list).

Save Data

When you click on "Save" the form will be closed and the data sheet and calendar will automatically be updated.

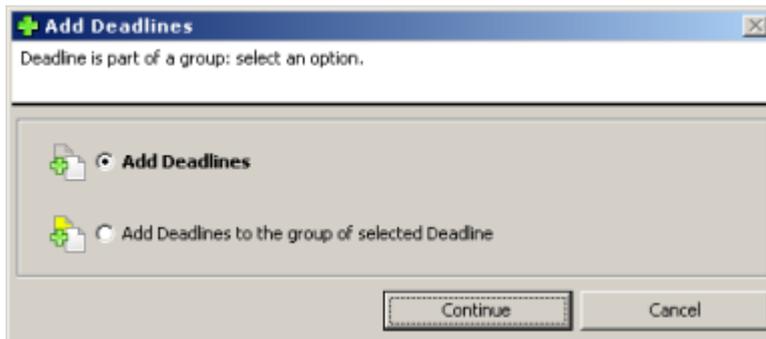
Notes

Deadlines can also be inserted by using either the Record->New option or by pressing [F5] key.

2.3. Adding Deadlines to a group

It is possible to add more deadlines to a deadline group already created. To do this select a deadline of a group to which you want to add more deadlines.

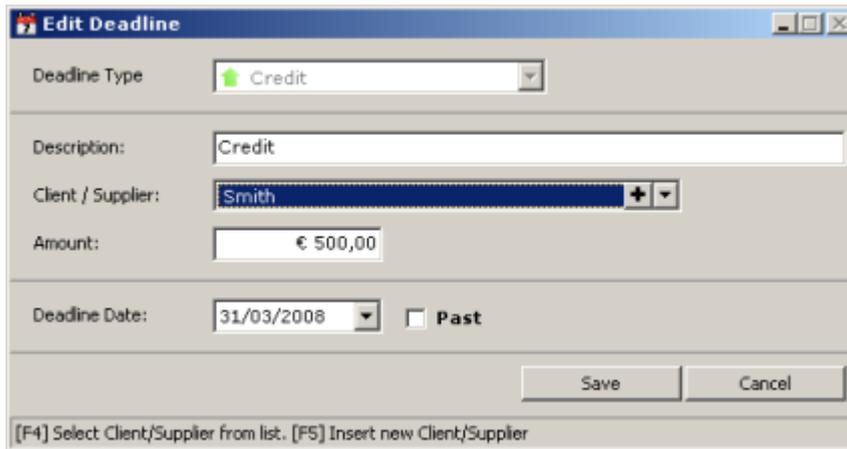
Click "New" button (or F5).



Choose option "Add Deadlines to the group of selected Deadline" and click "Continue".

2.4. Editing a Deadline

To edit a deadline select desired deadline from the data sheet and click the "Edit" button or double-click on the deadline row.



Edit Deadline

Deadline Type: Credit

Description: Credit

Client / Supplier: Smith

Amount: € 500,00

Deadline Date: 31/03/2008 Past

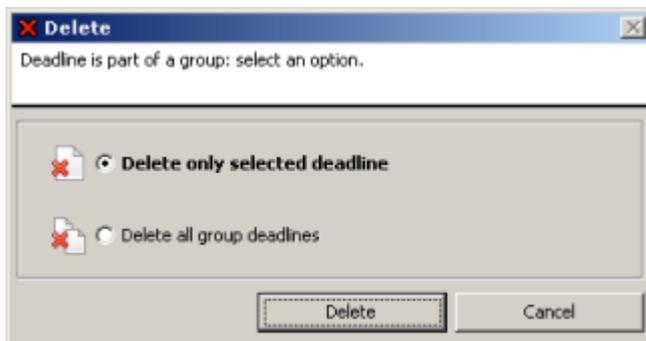
Save Cancel

[F4] Select Client/Supplier from list. [F5] Insert new Client/Supplier

2.5. Deleting a Deadline

To delete a deadline select the desired deadline from data sheet and click on "Delete" button or "Canc" on the keyboard.

If the deadline to delete is part of a group (recurring deadline), Munia will ask if you want to delete only that deadline or want to delete all deadlines of the group to which that deadline belongs.



2.6. Manage more data sheets

WE activation of Munia allows to manage more data sheets with one program. Click File->Data sheets on menu bar or press F12 key.

A form will open showing on the left all data sheets present. At the first start of Munia a data sheet named "Munia" will be created.

On the right there are five buttons with the following functions:

Select	Make data sheet active
New	Create a new data sheet and puts it on the list.
Edit	Change the name of the selected data sheet.
Delete	Delete the selected data sheet and all the deadlines of that data sheet.
Close	Close form.

Part

Data sheet



3.1. Filtering data

The data filter function is very useful for consulting sub-sets of deadline data. The toolbar features a dropdown list of the following items:

1. All Deadlines
2. Open Deadlines
3. Open Deadlines - Credits / Debits
4. Open Deadlines - Credits
5. Open Deadlines - Debits
6. Open Deadlines - Expiry dates
7. Deadlines past
8. Select Calendar

Each option (with the exception of the first) allows you to view selected deadline data.

Select Calendar

The final option (Select Calendar) synchronizes the data sheet with the selected calendar period.

Notes

Munia is able to memorize and then show the previous filter used at each program start up.

3.2. Ordering and grouping data

Ordering data

Is it possible to order data deadlines by clicking on the column headers. For example: by clicking on the "Description" column Munia will order the data sheet according to "Description".

Grouping data

The particularly useful data grouping tool allows you to view data effectively. The "View"->"Grouping layout" (*) menu offers four options.

	Simple	No grouping
	Group by Date	Group by uniform periods
	Group by month/year	Group by month/year
	Group by client/supplier	Group by client/supplier

You can show the total balance of that group if you select this option.

Two buttons of the toolbar  collapse or expand all group data.

Notes

 (*) Group options can also be activated via the keyboard and via the toolbar.

Munia is able to memorize and then show the previously used orders, group settings and column widths at each programme start up.

3.3. Printing and exporting data sheet

Printing

Click on the toolbar print button to print out the data sheet. Munia will print the data sheet just as you see it (including filters, ordering and grouping) using the default printer.

Exporting data

The "Export Data" function can be accessed via the toolbar. Specify the name and path of a text file which will contain the data relevant to the current filter. This file is easily recognised by programmes such as Microsoft Excel and allows for further additional processing of the data obtained (graphics, statistics).

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IV

Calendar - Alerts

4.1. Calendar - Things to do

The calendar

The calendar, showing the current month, will highlight all those days with open deadlines. If you want to view a different period from that shown then select the period in question with the mouse.

Things to do

The open deadlines contained within the selected period will be summarised at the bottom of the screen.

Initial selection

When the programme is run the calendar information will be shown on the basis of the day in question.

4.2. Status Bar - Alerts

Alert circle on Status Bar

The status bar on the lower part of the screen shows information relevant to the operation being carried out. A coloured circle on the right side of the screen indicates the current deadline situation (Green: OK - Red: Open, expired or about to expire deadlines).

Alongside the name of the current deadlines data sheet is shown.



Part

V

Utilities - Options

5.1. Multiuser environment (WE)

WE activation of Munia allows to share data sheets among pc users on a LAN (up to 10 users).

Make these three steps:

1. Create on a PC connected to LAN a shared folder with read/write rights.
 2. Install Munia on all PCs that you want to utilize
 3. Start Munia. From menu Tools->Change database select the shared folder. You have to do this step for all Munia copies installed.
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5.2. Utilities - Options

Utilities

The "Tools" menu features a utility (Delete Deadlines past up until ..) that allows you to definitively delete past deadlines up until a given date.

Options

From menu "View->Options" you can select these start options:

Memorize last Layout	Remember last layout settings.
Show group totals	Show total amounts (debits/credits) on top of each group (on the grouping views).
Show counters on recurring deadlines	On recurring deadlines show a counter of the deadline position among deadlines group (Ex.: 3 of 7 - third deadline of seven)

5.3. Clients / Suppliers

Insert new client / supplier

When editing a deadline you can add details of a new client / supplier not already included in the database and associate the same with a new deadline (see Adding Deadlines). To insert a new client / supplier select the appropriate field in the Deadline Form and then press the F5 key on your keyboard.

Edit client / supplier data

It is possible to open a data sheet that allows you to view, insert, edit, delete or print client / supplier details from either the "View"->"Clients / Suppliers" menu or the ToolBar.

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