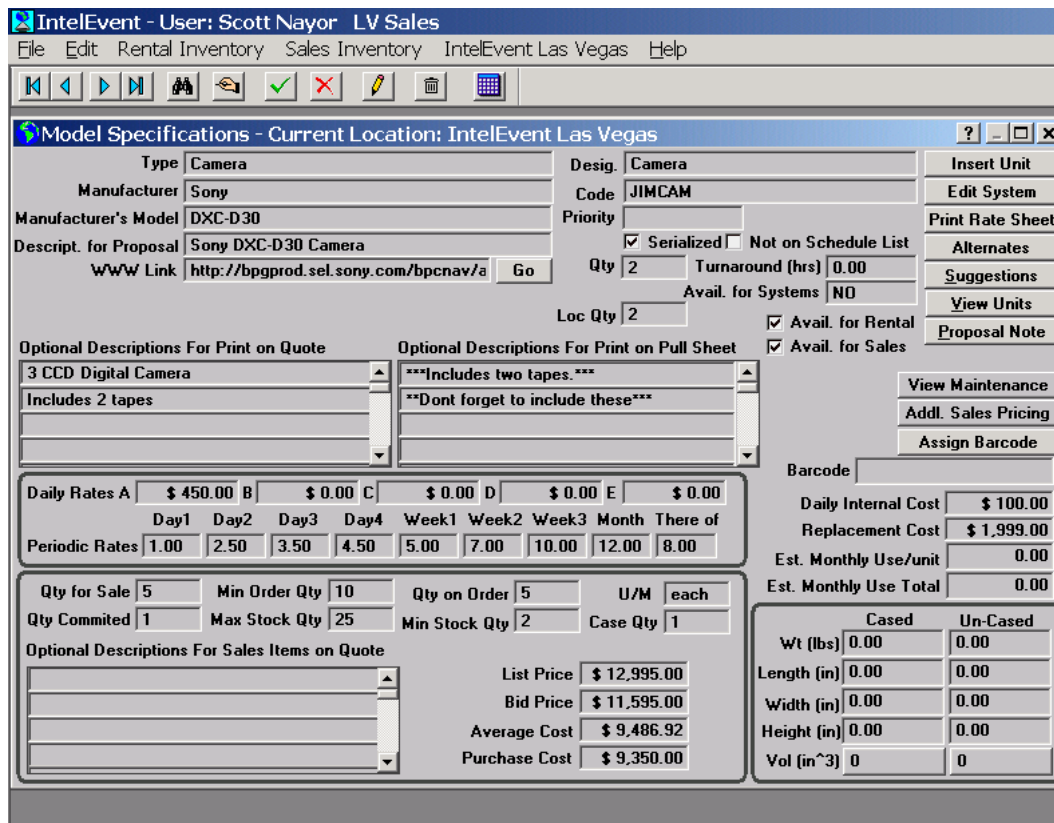


This insert to the Users Manual is designed to explain the changes made to the system that involve the additional sales features added in February of 2003. This document outlines the changes to certain areas of the application that have been altered and/or enhanced as part of the addition of new sales tools.

## Inventory: Models



**Model Specifications - Current Location: IntelEvent Las Vegas**

|   |  |  |   |  |
|---|--|--|---|--|
| Type  | Camera   | Desig.   | Camera  | Insert Unit  |
| Manufacturer  | Sony   | Code   | JIMCAM  | Edit System  |
| Manufacturer's Model  | DXC-D30  | Priority                                       |   | Print Rate Sheet                                     |
| Descript. for Proposal  | Sony DXC-D30 Camera  | <input checked="" type="checkbox"/> Serialized | <input type="checkbox"/> Not on Schedule List | Alternates   |
| WWW Link  | <a href="http://bpgprod.sel.sony.com/bpcnav/a">http://bpgprod.sel.sony.com/bpcnav/a</a> Go | Qty  | 2   | Turnaround (hrs)                                     |
|   |  | Avail. for Systems                             | NO  | Suggestions  |
|   |  | Loc Qty  | 2   | Avail. for Rental                                    |
|   |  |  |   | <input checked="" type="checkbox"/> Avail. for Sales |
| Optional Descriptions For Print on Quote                        |  | Optional Descriptions For Print on Pull Sheet  |   | View Maintenance                                     |
| 3 CCD Digital Camera  |  | ***Includes two tapes.***                      |   | Add. Sales Pricing                                   |
| Includes 2 tapes  |  | **Dont forget to include these***              |   | Assign Barcode                                       |
|   |  |  |   | Barcode  |
| Daily Rates A \$ 450.00 B \$ 0.00 C \$ 0.00 D \$ 0.00 E \$ 0.00 |  | Daily Internal Cost                            |   | \$ 100.00  |
| Day1 Day2 Day3 Day4 Week1 Week2 Week3 Month There of            |  | Replacement Cost                               |   | \$ 1,999.00  |
| Periodic Rates 1.00 2.50 3.50 4.50 5.00 7.00 10.00 12.00 8.00   |  | Est. Monthly Use/unit                          |   | 0.00   |
| Est. Monthly Use Total  |  |  |   | 0.00   |
| Qty for Sale  | 5  | Min Order Qty                                  | 10  | Qty on Order   |
| Qty Committed   | 1  | Max Stock Qty                                  | 25  | Min Stock Qty  |
|   |  |  |   | Case Qty   |
| Optional Descriptions For Sales Items on Quote                  |  | List Price                                     | \$ 12,995.00                                  |  |
|   |  | Bid Price                                      | \$ 11,595.00                                  |  |
|   |  | Average Cost                                   | \$ 9,486.92                                   |  |
|   |  | Purchase Cost                                  | \$ 9,350.00                                   |  |
|   |  | U/M  | each  |  |
|   |  |  | Cased   |  |
|   |  | Wt (lbs)                                       | 0.00  | Un-Cased   |
|   |  | Length (in)                                    | 0.00  | 0.00   |
|   |  | Width (in)                                     | 0.00  | 0.00   |
|   |  | Height (in)                                    | 0.00  | 0.00   |
|   |  | Vol (in^3)                                     | 0   | 0  |

Many new features have been added to the models screen:

The check boxes labeled “Avail. For Rental” and “Avail for Sale” enables you to set which screen on the Proposal will have access to a given model via the drop down lists. Gear can be “Available for Sale”, “Available for Rental”, or both.

The inventory information box on the bottom of the Model Specification screen contains all information pertinent to the models current inventory status in addition to cost and pricing.

Qty for Sale – The current quantity of this model that are available for sale.

Qty Committed – The current number of units on orders that have a status of Tentative or Sold.

Min Order Qty – This is an informational field only.

Max Stock Qty – This is an informational field only.

Qty on Order – This provides a count of the number of units currently on Purchase Orders that have not yet been received.

Min Stock Qty – This is an informational field only.

U/M – Unit of Measure

Case Qty – Number of units in a case of this item.

List Price – Suggested retail price for the item

Bid Price – The price that you typically sell the item for. This is editable on the fly in a Proposal

Average Cost – The average price that you have paid for this item since this record was first created in your system.

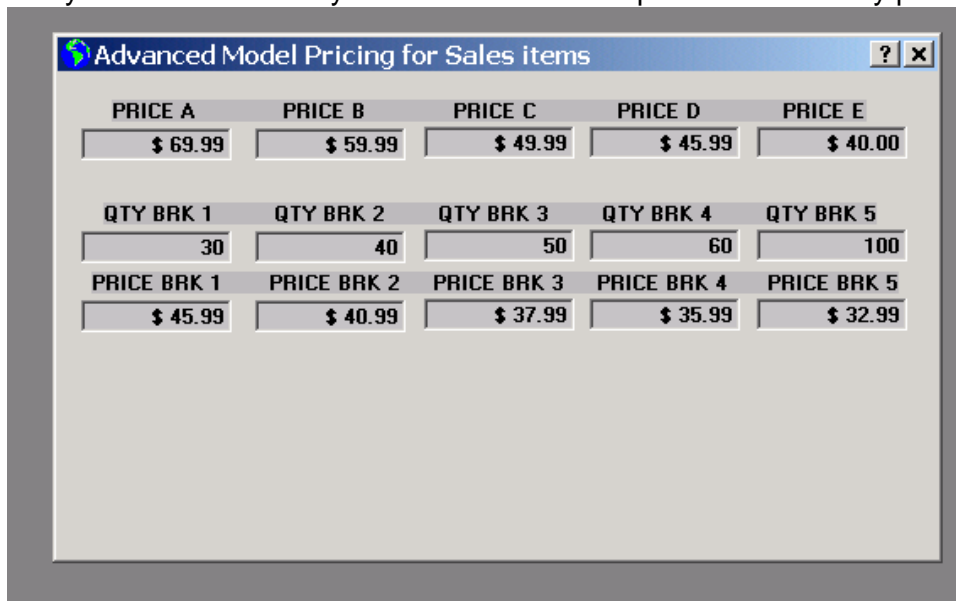
Purchase Cost – The last price that you paid for this item when purchase via a Purchase Order.

Optional Description for Sales Item Quote – Additional text that will appear indented, underneath the model when it appears on a Sales Proposal.

Inventory quantities will be depleted when a user Ships the items on a Proposal using the Shipping Screen which will be discussed later in the document.

The View Maintenance button has been added to allow for access to our standard Periodic Maintenance fields.

The Addl. Sales Pricing button provides access to additional pricing options for a model. This screen allows you to set up as many as five(5) different price levels for the sale of this item. Just as you can do for the rental of any model. In addition you can create volume price breaks at any point that you wish.



| PRICE A     | PRICE B     | PRICE C     | PRICE D     | PRICE E     |
|-------------|-------------|-------------|-------------|-------------|
| \$ 69.99    | \$ 59.99    | \$ 49.99    | \$ 45.99    | \$ 40.00    |
| QTY BRK 1   | QTY BRK 2   | QTY BRK 3   | QTY BRK 4   | QTY BRK 5   |
| 30          | 40          | 50          | 60          | 100         |
| PRICE BRK 1 | PRICE BRK 2 | PRICE BRK 3 | PRICE BRK 4 | PRICE BRK 5 |
| \$ 45.99    | \$ 40.99    | \$ 37.99    | \$ 35.99    | \$ 32.99    |

## Inventory: Units

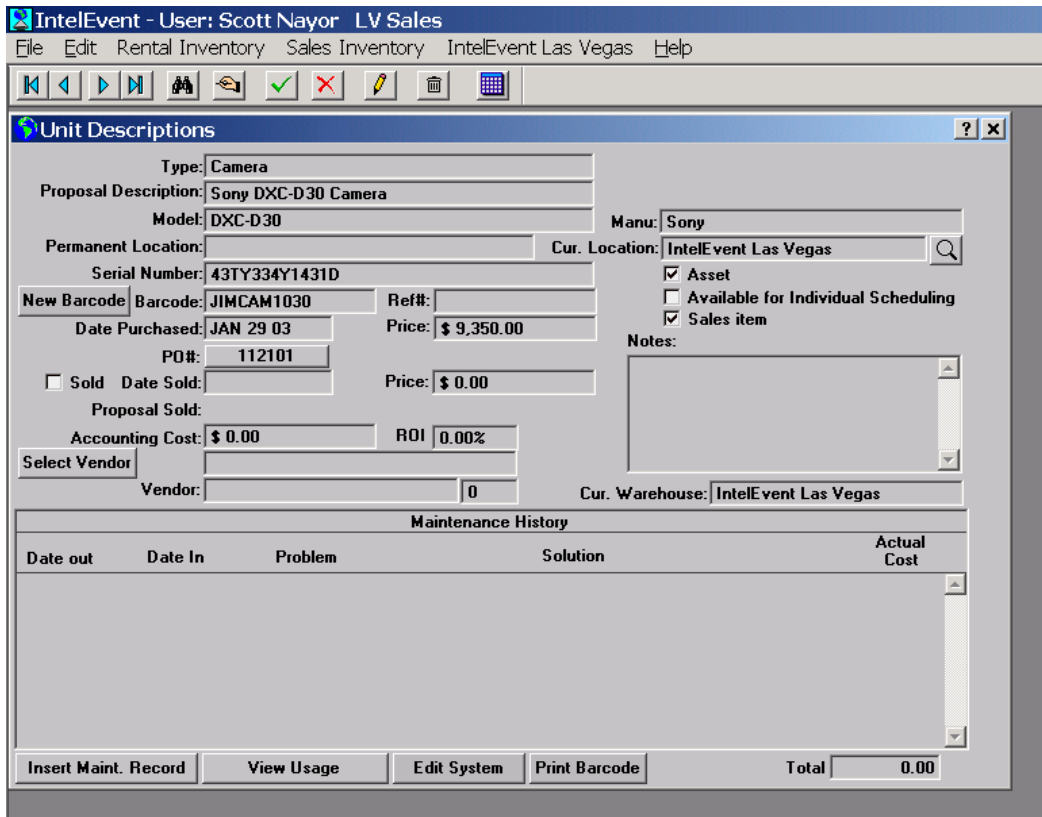
Units for serialized gear:

| Unit records of current model |            |             |               |                   |                                     |
|-------------------------------|------------|-------------|---------------|-------------------|-------------------------------------|
| Model Description             | Model Name | Barcode     | Serial Num    | Current Location  | Sale                                |
| Sony DXC-D30 Camera           | DXC-D30    | JIMCAM1     |               | 04128-1           | <input type="checkbox"/>            |
| Sony DXC-D30 Camera           | DXC-D30    | JIMCAM10027 | 52598259      | IntelEvent Las Ve | <input type="checkbox"/>            |
| Sony DXC-D30 Camera           | DXC-D30    | JIMCAM1028  | 77T17TC7      | IntelEvent Las Ve | <input checked="" type="checkbox"/> |
| Sony DXC-D30 Camera           | DXC-D30    | JIMCAM1029  | J3384F843HF   | IntelEvent Las Ve | <input checked="" type="checkbox"/> |
| Sony DXC-D30 Camera           | DXC-D30    | JIMCAM1030  | 43TY334Y1431D | IntelEvent Las Ve | <input checked="" type="checkbox"/> |
| Sony DXC-D30 Camera           | DXC-D30    | JIMCAM1031  | 43Y4UY451F21  | IntelEvent Las Ve | <input checked="" type="checkbox"/> |
| Sony DXC-D30 Camera           | DXC-D30    | JIMCAM1032  | 34FC3VC       | IntelEvent Las Ve | <input checked="" type="checkbox"/> |
| Sony DXC-D30 Camera           | DXC-D30    | JIMCAM2     |               | 04128-1           | <input type="checkbox"/>            |
| Sony DXC-D30 Camera           | DXC-D30    |             | JC3333333     | Sold              | <input checked="" type="checkbox"/> |
| Sony DXC-D30 Camera           | DXC-D30    |             | JC2222222     | Sold              | <input checked="" type="checkbox"/> |

The field on the far right of the Unit Records for Current Models screen no longer represents whether or not a unit is sold. The header for this column has been changed to “Sale” and now notifies the user of which units are available for sale.

The Current Location column now notifies the user as to which sales units have been sold, while still tracking the location of the rental units.

The Unit Description Screen also has had several additions and changes:



**Unit Descriptions**

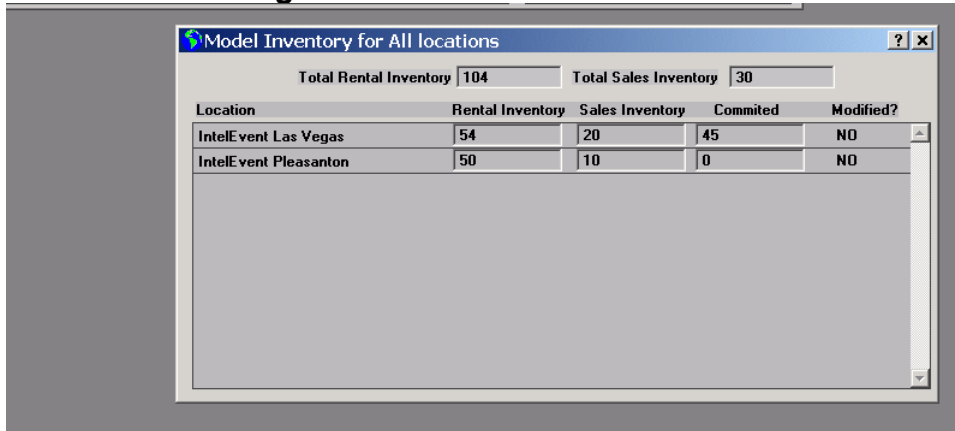
Type: Camera  
 Proposal Description: Sony DXC-D30 Camera  
 Model: DXC-D30  
 Permanent Location: Cur. Location: IntelEvent Las Vegas  
 Serial Number: 43TY334Y1431D  
 Manu: Sony  
 Asset  
 Available for Individual Scheduling  
 Sales item  
 Notes:  
 New Barcode Barcode: JIMCAM1030 Ref#: Price: \$ 9,350.00  
 Date Purchased: JAN 29 03 Price: \$ 0.00  
 PO#: 112101  
 Sold Date Sold: Price: \$ 0.00  
 Proposal Sold:  
 Accounting Cost: \$ 0.00 ROI 0.00%  
 Select Vendor Vendor: 0 Cur. Warehouse: IntelEvent Las Vegas

| Maintenance History |         |         |          |             |
|---------------------|---------|---------|----------|-------------|
| Date out            | Date In | Problem | Solution | Actual Cost |
|                     |         |         |          |             |

Insert Maint. Record View Usage Edit System Print Barcode Total 0.00

- A. The check box labeled “Sales Item” now signifies that this unit is an item that is available for sale. The box will automatically appear checked if a unit is received into inventory from a Purchase Order as a sales item or the user can manually check the box to switch a unit from rental to sales inventory.
- B. The Date Purchased, Price and Vendor fields will automatically be populated when a unit is received on a Purchase Order.
- C. The PO# button notifies you as to which Purchase Order was used to purchase the item. In addition, clicking on the button the give you the option to view the actual Purchase Order.
- D. The Proposal Sold field will show the actual Proposal number that the item was sold on and functions as a button that will access the full Proposal.

**Units for non-serialized gear:**

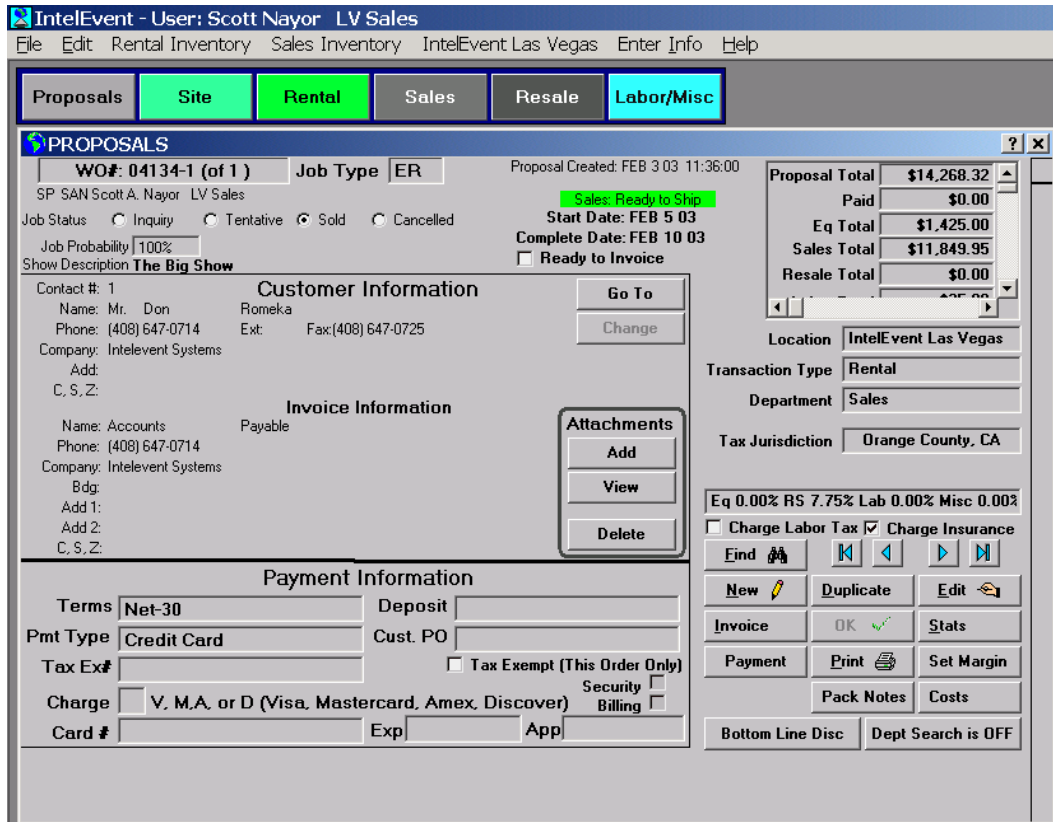


| Location              | Rental Inventory | Sales Inventory | Committed | Modified? |
|-----------------------|------------------|-----------------|-----------|-----------|
| IntelEvent Las Vegas  | 54               | 20              | 45        | NO        |
| IntelEvent Pleasanton | 50               | 10              | 0         | NO        |

- E. Units for non-serialized gear can be edited by clicking on the View Units button on the Model Specifications screen of a Non-serialized model.
- F. By accessing the edit mode a user can manually modify the number of units available for sales and rental. This numbers can be automatically updated by receiving units via a Purchase Order.
- G. The “Committed” field shows that number of units on Proposals with a status of Tentative or Sold.
- H. Inventory quantities will be depleted when a user Ships the times on a Proposal using the Shipping Screen which will be discussed later in the document.

## Proposal:

In moving to a feature that enables a user to place both sales and rental items on the same Proposal we felt it necessary to alter the way in which a user access each of the screens of the Proposal. Therefore, the first and most obvious change that you will see is the new set of buttons across the top of the Proposal. Other changes to the Proposal main screen are outlined below.



- Now that the Proposal handles both sales and rental items there is no need for the "Access Inventory" option, thus it has been removed.
- The green bar below the creation date shows a user if and an order Ready to Ship, Part Shipped or Shipped.
- The button labeled Resale gives a user access to the old Sales Items for a Rental Proposal screen.
- Clicking on the Sales button takes the user to the Sales Screen.

IntelEvent - User: Scott Naylor LV Sales  
File Edit Rental Inventory Sales Inventory IntelEvent Las Vegas Enter Info Help

Proposals Site Rental Sales Resale Labor/Misc

Equipment Detail  
Job # 04134-1 IntelEvent Systems  
 Needs PO  Default to use Detail Fields

| Line # | Qty |  | Our Cost | List Price | Sell Price | Extended |
|--------|-----|--|----------|------------|------------|----------|
| 0.00   | 0   |  | 0.00     | 0.00       | 0.00       | 0.00     |

Manual Bid 
  Mark up (Cost) 
  Mark Down (List) 
 0.00%

Optional Descriptions (Click Box to Print on Invoice)

Manu \_\_\_\_\_

Serial # \_\_\_\_\_

Part # \_\_\_\_\_

Vendor \_\_\_\_\_

| Equipment Detail |     |                            |          |            |            |          |
|------------------|-----|----------------------------|----------|------------|------------|----------|
| Line#            | Qty | Description                | Our Cost | List Price | Sell Price | Extended |
| 1                | 1   | JIMCAM-Sony DXC-D30 Camera | 9350.00  | 12995.00   | 11500.00   | 11500.00 |
| 2.00             | 5   | RGB25-RGB Cable 25ft       | 25.99    | 69.99      | 69.99      | 349.95   |

Grand Total 14268.32 
 Equipment Total \$ 11,849.95

- e. Users can select sales gear from the drop-down menu, use Model Codes, or Free Type gear onto the sales screen.
- f. Inserting a quantity that you do not have sufficient inventory to accommodate will result in a pop-up screen that states that the item will be placed on Back Order.
- g. Only models that are marked "Available for Sale" will appear in the drop-down list.
- h. Optional Description that were entered on the model screen will appear as the model is added and may be modified on the fly.
- i. If a user opts to free-type gear onto a Proposal they may wish to check the "Default to use Detail Fields" box so that they can insert additional information such as a serial number which will then print on the Packing List.

## Shipping:

Selecting Shipping from the Enter Info drop-down screen will bring up the new sales shipping screen.

**Ship Sales Items**

Job #         Proposal Created: FEB 3 03 11:36:00

| Item | Description                | Ord'd | Stock | ----- Shipped ----- |       | Bkord | Invoiced | Modified? |
|------|----------------------------|-------|-------|---------------------|-------|-------|----------|-----------|
|      |                            |       |       | Now                 | Total |       |          |           |
| 1    | JIMCAM-Sony DXC-D30 Camera | 1     | 6     | 0                   | 0     | 0     | 0        | NO        |
| 2.00 | RGB25-RGB Cable 25ft       | 5     | -5    | 0                   | 0     | 0     | 0        | NO        |

1. The screen lists the sales items from a proposal and their current shipping status.
2. The user can manually enter the quantity to be shipped in the field labeled "Now". This amount cannot be more than are in Stock. In the example, above the user would not be able to ship the RGB cables until more are purchased and received into inventory.
3. If a quantity less than the amount ordered is entered in the Now field then the Bkord field will display the amount still remaining to be shipped.
4. Since you will now have ability to invoice for partial orders the Invoice field will display the number of units that have already been invoiced.
5. The "Mark All" button allows the user to automatically fill in the amount ordered in the "Now" field. This assumes that you have adequate inventory.
6. The "Ship" button is pressed after the line items have been marked manually or by using Mark All. It generates a screen that will allow the user to select which specific serialized items will be going out in this shipment.

Ship Sales Items

Job # 04134-1    Intelevent Systems    Proposal Created: FEB 3 03 11:36:00


| Item | Description                            | Ord'd         | Stock      | ----- Shipped ----- |       | Bkord | Invoiced | Modified? |
|------|--|---------------|------------|---------------------|-------|-------|----------|-----------|
|      |  |               |            | Now                 | Total |       |          |           |
| 1    | JIMCAM-Sony DXC-D30 Camera             | 1             | 6          | 1                   | 0     | 0     | 0        | YES       |
| 2.00 | Double-click to select serialized item |               |            |                     |       |       |          |           |
|      | Description                            | Serial Number | Barcode    |                     |       |       |          |           |
|      | Sony DXC-D30 Camera                    | 43TY334Y1431D | JIMCAM1030 |                     |       |       |          |           |
|      | Sony DXC-D30 Camera                    | 43Y4UY451F21  | JIMCAM1031 |                     |       |       |          |           |
|      | Sony DXC-D30 Camera                    | 34FC3VC       | JIMCAM1032 |                     |       |       |          |           |
|      | Sony DXC-D30 Camera                    | 65d56f        | JIMCAM1035 |                     |       |       |          |           |
|      | Sony DXC-D30 Camera                    | 23456789      | JIMCAM1036 |                     |       |       |          |           |
|      | Sony DXC-D30 Camera                    | 35GGGG        | JIMCAM1037 |                     |       |       |          |           |

Mark All    Unmark All    UnShip    Ship    AutoShip    Close

7. After selecting units for each of the items, simply close the screen and the order is considered "Shipped".

### Packing List:

When printing the Packing list you will want to select Packing List – Proposal Items. Selecting this will launch the following pop-up screen:


 Print last shipped sales items only?

No    Yes

If you have just completed a partial shipment it is advised that you answer "YES" to this question. This will print out a Packing List that only includes the items that were on your last shipment for this Proposal. This will allow you to return to the Shipping screen at a later date and ship the remainder of the items. Then you will be able to print a subsequent Packing List for each shipment. Each Packing List will be identified by a -1, -2, etc. in the upper right hand corner. If you answer 'NO' the Packing List will include all items that are on the Proposal.

### Invoicing:

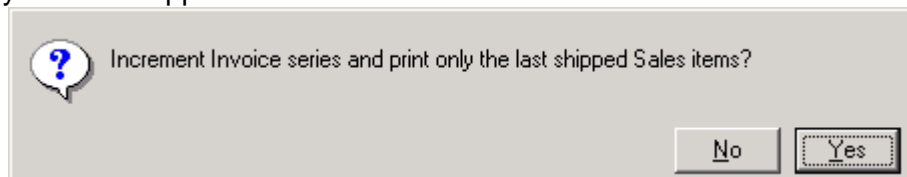
There are a couple of new questions in printing invoices. These questions and the results generated from specific responses are outlined here.

 Increment Invoice series and print only non-sales items?

No    Yes

## IntelliEvent Express Sales Module

1. Series numbers can be bypassed and a full invoice printed regardless of whether the proposal has sales items, non-sales items or a mix. To do this simply always answer no to the following questions.
2. If the Proposal has only sales items, you will be asked: "Increment Invoice series and print only the last shipped Sales items?" If you answer 'YES', the series number will be incremented and only the last shipped sales items will print on the invoice. If you answer 'NO', the full invoice will print.
3. If the Proposal has both sales items and non-sales items (rental, misc, labor, etc.), you will be asked: "Increment Invoice series and print only non-sales items?" If you answer 'YES' to this question, the series number will be incremented and only the non-sales items will print on the invoice. If you answer 'NO' to this question, you will then be asked: "Increment Invoice series and print only the last shipped Sales items?"



4. If you answer 'YES', the series number will be incremented and only the last shipped sales items will print on the invoice. If you answer no to this question the full invoice will print.
5. Once you print an invoice with a series number, you must invoice all remaining items on the Proposal in this method. The payment window and aging report will show invoices with a dash series number and with the amounts invoiced by series. When you reprint invoices by series, the payments applied to the series invoice will be printed correctly at the bottom of the invoice. If a Proposal has both sales and non-sales items, and you choose to ship some of the sales items and print a series invoice, you must ship the non-sales invoice items in a series. This can be done at any time and with any series number. A reprint will correctly print the non-sales items. However, if you attempt to print non-sales items using a new series number and the non-sales items have been previously printed, you will get a warning message and the previously printed invoice series will be used. This must happen because the system saves no shipping information for non-sales items.

**7 PAYMENTS** [?] [X]

Customer:   
 WO#

Invoice to pay:  Payment Date:   
 Exported to Accounting

Check  
  Credit Card  
  Cash  
  Wire

Check Amount:   
 Payment Amount:   
 Discount Amount:

Unpaid Invoices: (Double click to create a new record and select for payment)

| Invoice  | WO#     | Date      | Total    | Amount Paid | Amount Due |
|----------|---------|-----------|----------|-------------|------------|
| 11599 -2 | 04120-1 | JAN 28 03 | 15594.00 | 0.00        | 15594.00   |
| 11600 -1 | 04121-1 | JAN 28 03 | 15594.00 | 0.00        | 15594.00   |
| 11601 -1 | 04134-1 | FEB 6 03  | 12441.25 | 0.00        | 12441.25   |

- The "red" invoice bar on the front of the Proposal will display the total cumulative amount invoiced and the last invoice series number used.