



# The Score

A Quarterly Update on Adagio Accounting



## Adagio Console Eases Site Admin

Volume 13 Issue 1

**Adagio Console is designed to ease the administration of complex Adagio sites that manage large user communities, complex day-end processes and remote office locations.**

exited from the Adagio modules they have left open, minimizing the risk of data damage. You can schedule system shutdowns to make sure that everyone is out of Adagio for backups and data integrity checks.

Adagio Console allows you to:

- Clone users, to quickly set up new users
- Force users out of Adagio to perform module updates or data integrity checks, even when the user has left for the day
- Copy user settings to multiple data sets, quickly propagating Grid and Email settings, Report Favorites and Sets, and other Preferences
- Automate repetitive tasks such as Day End or Batch Posting.

### Automation

Adagio Console enables task Automation in all Adagio core modules. You can easily create a sequential list of tasks to perform in an Adagio module. All modules support common tasks such as:

- Set session date
- Backup Module | Related | All files
- Perform Data Integrity Check
- Import Data
- Print a Report Set

Specific commands are available to:

- Retrieve & Post batches
- Perform Day End processing
- Charge interest
- Print statements

### User Management

Adagio Console is the System Administrator's friend. Use it to quickly normalize a user's settings across multiple companies, or to set up a new user with known security settings and preferences in seconds. Delete all references to a user from within Adagio with a single function. Clone a user to make sure that security settings and other options are set up properly. Use Console to copy settings from one company to another.

Adagio Console will create Batch (BAT) files that automate an entire sequence of processes across multiple modules, allowing you to perform many routine tasks automatically, all in a single step that can be run at a time convenient to your accounting department. Failure at any point in the process will cancel the automation run so someone can verify the error and fix the problem.

### Administration

Send messages to users in Adagio, and force users to log out of their applications so you can easily perform system maintenance. Users who are not at their station will be gracefully

Find out more about Adagio Console by contacting us, or visiting [www.softrak.com/Console](http://www.softrak.com/Console).

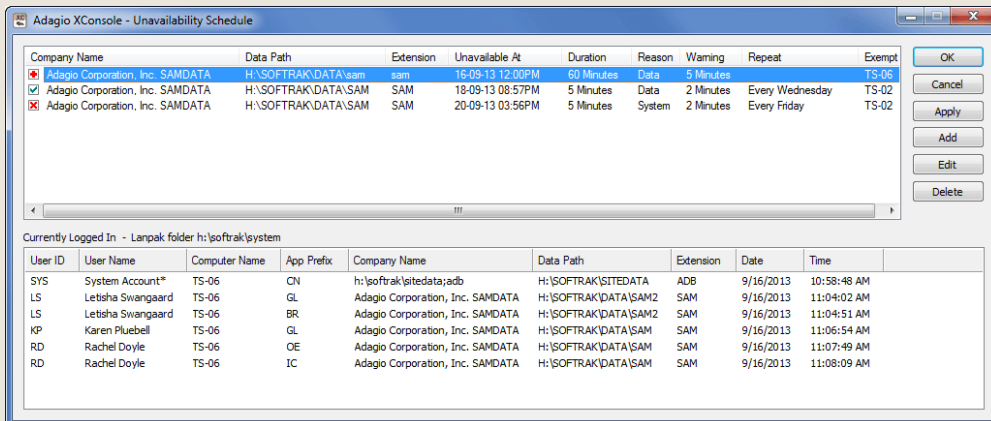
### Are You LinkedIn?

Did you know there is an Adagio by Softrak group on LinkedIn?

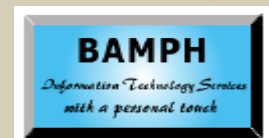
This group is for anyone using, or interested in, Adagio Accounting Software. Connect and discuss with other users on the latest information regarding products, services and events from Softrak Systems Inc and/or current industry trends.

Joining is simple. From your LinkedIn home page, search for Adagio by Softrak. The group will show up in your search results, and the join button will be in the top right hand corner.

Sign up today! 🎵



Brought to you by...



BAMPH Consulting Services  
 29 Microsoft Drive, Elizabeth Park  
 Christ Church BB15092 Barbados  
 Cell: (246) 230-5277  
 Tel: (246) 271-0682  
 Fax: (246) 271-0681  
 Email: PeterB@BAMPH.biz  
 Web: www.BAMPH.biz

## Can't Copy and Paste in FR

**Question: My copy and paste shortcuts and buttons do not work in Financial Reporter. Sometimes they do and sometimes they don't. Why does this not work?**

**Answer:** Make sure the statement you are working on is in Collapsed mode, not Expanded mode. In Expanded mode, you are very limited in the changes you can make, including pasting.

Those two modes are toggled with the Up and Down icons on the bar at the top of the Financial Reporter.

## Emailing in HTML

**Question: When I am emailing invoices or confirmations, the email is being formatted as plain text. Is there a way to change the format to HTML?**

**Answer:** When you are using Adagio without PrintBoss, no, but the forms themselves are sent as PDF's and support full formatting. However, PrintBoss, from Adagio Development Partner Wellspring, can send an HTML email body.

## Upgrading Lanpaks

**Question: I was attempting to launch AP, and I received the following message: "All Adagio Lanpak licenses (2) are in use. This application cannot be started."**

**We have a 5 and 2 pack, and when I click Help->Active Users there are only 6 seats in use, and only one of those is AP. Any recommended steps to resolved this?**

**Answer:** Have you installed upgrades recently?

It might be a case of, whenever your last upgrades were done, only the 2 Lanpak was upgraded and not both the 2 Lanpak and the 5 Lanpak. Since you have bought them individually, you (or your consultant) will need to do the upgrade twice. A quick way to check this is to run the Chksys Utility under the X:\ Softrak\System folder, with X being the drive that Adagio is installed on. Be sure to right click on the icon and run it as the Administrator. Once you are on the Adagio System Status Window, there is a button in the center at the bottom of the window called Check Lanpak Status. When you run this function, it will tell you how many Lanpak you have installed and what versions they are.

If you have installed upgrades recently and all of your Lanpaks are not at 9.0E, this would be why you are unable to access AP. If this is the case, you will need to run the Lanpak upgrade again and upgrade your 5 Lanpak.

Also be aware that you get a 'free' Lanpak with each module that you purchase, but that one is module specific. In other words, if you have GL, AR and AP, you can have one user in each of those modules open on their screen with the rest of your users sharing the other 7 licenses (windows). So if the users at your office normally stick to using one or two modules, this explains why you haven't run into this problem sooner.

## Email Multiple Invoices

**Question: Is there a way to e-mail multiple invoices to one customer in one email, rather than sending them one by one? The invoice numbers are not in sequential order.**

**Answer:** If you are maintaining PDF copies, you can email one of the invoices and 'Add it to queue', then edit it or right click and attach the other invoices to the same email - similar to adding attachments to an email using your regular email client such as Outlook.

And, if you have ePrint and have enabled 'Archive PDF customer copy' in OE, you can use Receivables to produce a statement for the customer and attach multiple invoices to the statement. These invoices are printed to the SoftPDF folder and, if the option was not enabled previously, you may first have to reprint the invoices in OE.

## Checking Users in System

**Question: Is there a method to check which users are in Adagio at any given time?**

**Answer:** In an Adagio module, Help | Active Users will list everyone who has any module open in that specific company/dataset. If there are several datasets, you can see the complete list in GridView using Help | Active Users. It displays users regardless of which dataset they have open plus other information such as the name of the computer at which they are sitting. To see that detailed list, you must log into GridView as SYS.

However, Softrak's new administrative module, **Adagio Console**, has the most complete display. See the screen shot on page one of this newsletter. 🎵

You can find more tips like this in the Softrak Technical Support Forum at [www.softrak.com](http://www.softrak.com) under Resources>Support.