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Please read through this list! The more you know about what NutShell will do for you, the better it will help you run a successful business!

The following is a list of the version 2.60 enhancements to NutShell. Many of the changes involve emailing and enhancements to reports, making it easier for you to pamper your clients.

General

- 1) On Exit – You have a chance to change your mind about exiting NutShell. When you click on the Exit button, you will be asked if you are sure you want to exit.

Modifications for Windows XP

- 2) Email button and Outlook Express – If you use Outlook Express with Windows XP, the email buttons will work for you.
- 3) NutShell Restore – The Restore button in the NutShell program will restore from your backups.

Client Reports

- 1) Condensed Client report – The client's email address has been added to this report. If you want a quick list of your clients' address, phone number and email address, this is the list you want!
- 2) Zip Codes – You can narrow down any of your client lists by including or excluding selected zip codes. You can even use partial zip codes. This will work whether you are printing a 'List' or 'Labels' and gives you a great deal of control over which clients you print.
- 3) 'Not on Client Connection' report – This is a new report that will show you which clients aren't on Client Connection. It will help you when you are working on increasing your Client Connection list.
- 4) Email Option – There is a new option on the Client Report screen. In addition to 'List' and 'Label', you will see 'Email' as well. The 'Email' option makes it easy to send an email to a specific group of clients or colleagues! For example, you can send an email to all your Birthday clients or all clients who have not purchased from you since a certain date.

Instead of creating an actual report, the Email option will create a list of email

addresses in your computer's memory, and open up your email program. You just click on the 'To:' or 'BCC:' field in your email and then click Paste on the Edit menu. The email addresses of all the selected clients will be pasted into the email!

NutShell will use the clients' email addresses that you have loaded on the Client/Colleague screen. If there is no email address listed in NutShell, your email program will look up the addresses in your address book. Note that the clients who don't have an email address in NutShell will be listed first. These are the clients that you may have to check to see if you have an email address for them. If not, you will want to remove them from the email.

One more consideration is the number of clients you are emailing to. With the ever-increasing annoyance of spam, many internet hosts (ISP's) will only allow you to send a limited number of emails per hour. The common limit is 100. If NutShell creates a list of many, many emails addresses, you may want to break your mailing up into smaller groups. An easy way to do this is to click in the BODY of the email instead of in the 'To:' or 'BCC:' fields. Then click Paste on the Edit menu. You will get a list of all the email addresses to be sent to. Copy and paste portions of this list into the 'To:' or 'BCC:' of separate emails. This will give you complete control over the number of people you send to at one time.

Inventory Screen

- 1) Inventory Updates – The updates will no longer add discontinued products to the list. This will allow you to delete products that you don't want to carry without having them be added back in by the updates. Please note that NutShell doesn't like for you to delete products that you have bought or sold, so it will give you warnings if you try to do so.

Invoice Screen

- 1) Total Cost – You have the option of hiding the Total Cost information on the invoice screen. Click the 'Total Cost' button to hide or display the total cost for your invoices.
- 2) Tax button – You can have NutShell calculate tax before or after discount, as well as before or after shipping and adjustments. You can still control the shipping and adjustment taxing as before, by clicking the 'Charge tax' check box. But, using the new Tax button, you can also tell NutShell to tax on the after discount amount.
- 3) Invoice print option – There is a new option when printing your invoice. You can select 'Draft', 'Presentation' or 'On-Screen', in case you want to view the invoice without printing it.
- 4) Email button – You can email invoices to your clients! The email button on the Open Invoice screen will allow you to do this. Click the Email button. Your email program will start a new email message. Click Paste on the Edit menu and a text version of the invoice will be pasted into the email.

If your email program is set to use a 'variable' font, some of the columns on the

invoice may not line up very nicely. If you want to bother to change this, select all the text in the invoice (Ctrl-A makes this easy) and change your font to 'Courier_New'. All the columns will line up beautifully!

PO Screen

- 1) Email button – You can now email a PO to another consultant. This works the same way as the email button for invoices.
- 2) Shipping – Shipping is calculated on the correct graduated scale, so you will no longer have to override this figure.
- 3) PO print option – There is a new option when printing your PO's. You can select 'Draft', 'Presentation' or 'On-Screen', in case you want to view the PO without printing it.

History Reports

- 1) Client Phone and Email Address – It will be easier to work with the History reports with the addition of the clients' phone and email addresses. You can work directly from the reports without having to look up the clients' contact information.
- 2) Email Invoices - You can also email closed invoices to your clients! The email button by the client's name on the History screen will allow you to do this. When you click the Email button, your email program will start a new email message. Click Paste on the Edit menu and a text version of the invoice will be pasted into the email.
- 3) Email Option – Just as on the Client Reports, the History reports provide the option to give you a list of client email addresses. This will make it easy for you to send an email to your top 10 clients or to all the clients who have used a certain product. This option works the same way as the email option on the Client Reports screen, so please review that explanation above.

Income and Expense Reports

- 1) 'Expense Only' or 'Income Only' – You have the option of printing just Expenses or just Income. This will be helpful at the end of the year when you want to print just a list of expenses, but you don't need a listing of ALL those sales!
- 2) Detail or Totals Only option – Also designed to make your reports more manageable, you can select whether you just want the totals for each class or if you want to see all the individual transactions.