What's New
In Version 12

ComputerEase
Software for Contractors
Welcome to ComputerEase v12
This manual will outline the changes made in the v12 Release

by ComputerEase Software, Inc.

v12 is the newest and most comprehensive release of ComputerEase yet.
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1 General

- Added the ability to attach QTool reports to the Workflow menu. This is accomplished by simply dragging and dropping the report from QTool onto the appropriate spot of the Workflow menu.

- Added an AutoEmail folder to the Attachments tab in Purchase Orders, Change Orders and Quotes. Any attachments in this folder will be automatically attached when the document is emailed.

- Added a Ctrl-T function to insert a date/time stamp in the majority of notes fields throughout the system.
- Added city, state and zip code columns to vendor, customer, site, work order and job lookup screens.

- Added Work Ticket Status as a filter option in Export Tables to FieldEase.
2 Accounts Payable

- Added Create-A-Check/Avid Pay Network Interface (only available if you've purchased Create-A-Check).

- Added the ability to show Cost Code on the My Groups Page in Invoice Approval.
Increased the number of allowed characters in the Vendor Maintenance email field from 40 characters to 60 characters.

Added Invoice Date column to the Paid Invoice Report.
3 Payroll

- Added the ability in Labor Distribution to tie entries to a work order.

- Added Start Time and End Time columns to the Labor Distribution Report.
- Added Work Order and Work Ticket columns to the Labor Distribution Report.

![Labor Distribution Report]

- Added the employee name to the top of the Edit Employee ACA Information screen.

![Edit Employee ACA Information]

- Made the SUTA Options fields in Employee Maintenance more intuitive.
4 Accounts Receivable

◆ Added Customer Sequences.

◆ Added the ability in Unit Billing>Setup Schedule>Schedule of Values to import contract values from jobs that are setup with Contract by Category.

◆ Added new AIA template called AIA Work Billed Invoice.dot.
5 Project Management

- Added Date Due field to New Business entry screen in Meeting Minutes.
6 Service Management

- Added a new state-of-the-art dispatch board that allows technicians to easily be grouped, eliminating the need to have multiple boards. Multiple view settings allow users to view work orders in a daily view, weekly view, monthly view or priority view. Adapt the board to your company's specific needs with custom priority codes, map codes and work ticket status indicators.
Added the ability to search for a work order on the standard dispatch board.

Added an Estimated Time (Est Time) to Site Equipment Maintenance.
- Added single email notification to a tech when work orders are export to FieldEase in a batch.
- Added the ability to schedule work orders without assigning them to a tech.

- Added the ability to have a tech assigned to multiple groups.
- Added the ability to Create and Edit a PO from the Work Order entry screen.

- Added the ability to right click on a ticket to Change Ticket Status on the standard dispatch board.
7 CRM

- Added new date filtering options to the Sales Center.
- Added an Actual Closed Date field for Opportunities.

- Added the ability to delete a CRM user that is no longer a user in PW MAINT.
8 QTool

- Added Department as an available column to display on the Work in Progress (WIP) Report.
- Added Job Class as an available column to display on the Work in Progress (WIP) Report.

- Added Warranty Report by Site.
- Added Location (Inventory Location) as an available column to display on the Purchase Order Expediting Report.

- Added subcontract reports to QTool (Detail by Job, Detail by Vendor, Summary by Job and Summary by Vendor).