

Swiftcalc Quick Start Guide

To Install Swiftcalc

1. Double-click on the 'Swiftcalc.exe' file.
2. The install wizard will start. Complete installation.

Registering Swiftcalc – If Purchasing (Press continue for demo)

1. Click the 'Register' button from the splash screen when Swiftcalc starts or select Registration from the Help menu.
2. Call the Swiftcalc support line (0845 1665098) and quote your Customer ID (displayed in red on the registration screen).
3. Enter the registration code into the text box and click the 'License' button.

Adding Materials to your Quote

1. View the materials screen by clicking the 'Materials' button from 'Swiftcalc Shortcuts'.
2. Click the Add New... 'Material Item' button from the Materials screen (bottom of the screen).
3. A New Line will be created on the Materials screen where you can enter the materials details.

Adding Labour to your Quote

1. View the Labour screen by clicking the 'Labour' button from 'Swiftcalc Shortcuts'.
2. Click the Add New .. 'Labour Item' button from the Labour screen.
3. a New Line will be created on the Labour screen where you can enter the Labour details.

Changing the Profit value of your Quote

1. Using 'Swiftcalc Shortcuts', click on either 'Materials' or 'Labour'.
2. Use the 'Profit' box (at the bottom right corner of the screen) to add your Profit.

Exporting to Excel

1. Go to 'File > Export' and select 'Quote to Excel'.
2. Save the quote as an Excel File.
3. Swiftcalc will open Excel and display your current quote.

Using the Quote Template

1. Select Quote from 'Swiftcalc Shortcuts'
2. Enter the Customer's Name and Address.
3. Type up your quote inserting the dimension values, specification values and special values by using the 'Insert' drop down menu.

Saving your Quote Template

To save your Quote Template go to 'File > Save' or press the 'Save' button on the task bar.

Opening a Quote Template

1. To open your Quote Template go to 'File > Open' or press the 'Open' button on the task bar.
2. Browse to the directory where the Template was saved.
3. Select your Template and click Open.

Printing Swiftcalc's Reports

To preview and print Swiftcalc's reports go to 'File > Print' or press the 'Print' button on the task bar.