

I N V I E W

InView®

At last, you can have it all in one place. InView is a business management program designed to handle all the daily business tasks of a commercial photography, graphic design studio or other client based, service oriented business. It is a communication and organization tool. It is your personal secretary.

We've tried our best to make HindSight software easy to use, powerful and still keep the learning curve down. We revised and expanded our manual with plentiful illustrations and a very useful Index and an on-screen Flow Chart. Basic information that applies throughout all files is in the Appendix.

I N V I E W F O L D E R

Without StockView files installed, the InView folder has 19 files.

Chart of Accounts	Checkbook	Contacts	Correspondence
Date Keeper	Equipment	Estimates	Expense Log
Flow Chart	General Ledger	Licenses	Open Jobs
Payables	Receivables	Task Timer	Tax Codes
Terminology	Theorizer	Worksheet	

Two other files in the InView folder are program resources, not intended to open for you. Their information is accessed by the other files.

Price List, a text file, is accessed by Worksheet,
HS Resources is the source of all the InView menus.

In addition to the files in the InView folder, there are four folders, Checkbook Resources, Form Letters and Term & Conditions. These folders hold supplementary files and additional folders used by the Checkbook, Payables, Correspondence, Catalogue and the Worksheet and Stocksheets files.

Checkbook Resources (folder)	Form Letters (folder)
Terms & Conditions (Folder)	HS Extras (Folder)
HS Prefs	

Checkbook Resources holds two empty folders: Archived Accounts and Checking Accounts, and a file named Reporter. Form Letters has a few sample form letters ready for use in the Correspondence file. Terms & Conditions contains editable footer information for Worksheet and Stocksheets report forms. These folders and their contents are explained in the Checkbook, Payables, Correspondence and Worksheet chapters.

HindSight Extras holds several additional files and utilities for your use. The contents change with time as we add or delete items. *Warning!* ♦

L E A R N I N G I N V I E W

Ultimately what you get out of your computer depends on what you put into it. To avoid the pitfall of "garbage in = garbage out," invest in a little thought and planning before you start to make entries and regularly maintain them. The dividend? A smoothly run business and an accountant who smiles when you call. A few basic rules, too frequently ignored, make a big difference in your software's value to you and your success using it. Read our manual, and back up your data.

Warning!

All InView files must all be together in one folder.

Do not change the names of any files.

