

## In This Months Newsletter...

A WORD FROM JEFF	OUTDOOR TRADE SHOW	TRAINING COURSES
CUSTOM REPORT WRITING	IMPORTANT WINDOWS XP	STAY IN THE KNOW
GET MORE FROM PLATINUM	SOCIAL MEDIA	

## HOW TO WRITE CUSTOM REPORTS

The report generator is an extremely flexible and powerful tool, but you need to understand what it is that you want. The report generators are available in each module of the system, so there is no point trying to produce a report about vehicles from the stock control system! You need to have an understanding of how the data is arranged in Platinum so that you can produce a report that makes sense and reads the correct data files to get the information that you want.

You have decided on what you want to report. This decides which report generator you will use. From the report generator front screen :

Click the [Add] button.  
Enter a code for the report. This is three characters.  
Enter a description for the report. Try to make this helpful to remember what the report does!  
Press <Enter> to start editing the report.

There are four key areas here.

**Sort Order:** The sort order has two purposes, one simple and one less obvious. The simple purpose is that the sort order dictates the order in which information appears on the report; the less obvious purpose is that of providing an index of the data on which you want to report. This index indicates to the system which file it should then use as its base file, unless you tell it otherwise.

**Range Filter 1,2,3:** The range filter is used to limit the data gathered to that in which you are interested. For example, if you want to report on a single stock group then you will need a range filter involving the stock group. There are three levels of filter, labelled 1,2 and 3. For most reports, (1) is all you will need.

**Column Details:** The columns give the actual information on the report. You have up to 99 columns and each column can contain a different 'type' of information.

**Output Options:** The output options define how the report will be presented, whether it is to the screen, a file or printer. To output the report to a file suitable for use in Microsoft Excel, set "Style" to 'E' and "Output" to 'F'. This will present a file name option to be defined; '..\export.csv' will put the file 'export.csv' in the SX folder.

Remember if you get stuck Catalyst have "help" buttons that are available on every page allowing you to work through a report with confidence. If "help" doesn't work try Catalysts Knowledge base which is accessible from our website. It's full of useful articles to help you write reports. Head over to the Knowledge base and type in: Report Generator to discover more. Good luck!

## Get more out of Platinum

Spring is a time for refreshment and organisation. Whilst many of you will be spring cleaning your workplaces, why stop there? Maybe it's time to consider a spring clean to your Platinum Software too? What is a Platinum Healthcheck you ask? Well it's a chance for our skilled expert to visit your site. We take the time to really understand your business and how Platinum is implemented into it. From there we analyse how to get your business to become more efficient with its practise from the system. We genuinely want you to succeed with Platinum which is why we run this service. The day on site is concluded with an in-depth report filled with expertise on areas of your business that can be improved using our software.

Call Sales today on 0116 230 1500 and unlock more potential from your system.

Call Sales 0116 230 1500 or Email: [Sales@catalyst-uk.com](mailto:Sales@catalyst-uk.com)



## A word from Jeff

### Getting the very best from Platinum.



We work incredibly hard to make the Platinum experience the best. Unfortunately everyone uses Platinum in subtly different ways meaning that a lot of the possibilities we provide remain optional, and even possibly unknown to many users. It amazes me that I regularly discover that lots of users miss out on incredibly useful features. I urge all to find the time to explore. The following are some of the things that could revolutionise your business life, saving huge amounts of time. If you need help our knowledge base has extensive help and our support desk will be happy to assist if you need pointers.

CRM - Complete history at your fingertips. Just press <Alt-Y> from anywhere you have a customer on the screen.

Platinum Online - Report from anywhere to your mobile phone plus load more!

Custom Macros & Buttons - Make Platinum easier to use by auctioning multiple key strokes from a simple button. This is not only simple but incredibly powerful.

Custom Menus & Security - Keep users away from options they don't need making the software simple to navigate.

External Interfaces - Advertise vehicles, sell by e-commerce & receive supplier parts & price files.

Report Generators - Make your own reports, add them to menus for ease of use and even launch them automatically on a scheduled basis.

Vehicle Pictures - Entering vehicle images makes the likelihood of your vehicle being seen on FindIt rise by a staggering 38 times!

Jeff

"Your Success is our Priority"



# XP IS UNSUPPORTED



## Important reminder to anyone with a Windows XP or 2003 Server or earlier!

We would just like to take this opportunity to remind you that our Platinum suite of programmes are no longer supporting Windows XP. Microsoft themselves long ago abandoned support for this version of Windows. It has become too difficult to continue to support it in a world constantly moving forward.

### What shall I do if I still have a Windows XP or 2003 Server?

The simple answer is to upgrade. Without upgrading your XP machine, users trying to upgrade Platinum may encounter difficulties. Running an XP machine also worryingly exposes your machine to viruses as Microsoft ceased to issue security patches in 2014.

Upgrade today by calling Sales on 0116 230 1500

CALL: 0116 230 1500

## STAY IN THE KNOW

Keep up to date with Catalyst news and Platinum updates by subscribing to our RSS Feeds. You can use your Outlook email as an RSS Reader and get instant updates to your inbox. You can subscribe to various RSS Feeds for:

- Catalyst News.
- Platinum News.
- Parts and Prices News.
- Developer News.



Simply visit our Catalyst website using the link below to find all the information you need on how to subscribe. You can also like our Facebook page and follow us on Twitter and YouTube.

Visit: [www.catalyst-uk.com](http://www.catalyst-uk.com)

## SOCIAL MEDIA

Facebook or Twitter?

Which ever you prefer, we are on there!

Please like our Facebook page and follow us on Twitter to see our latest enhancements and news. Also, take a look at our Youtube channel for tutorial videos on various areas of the system which have recently been updated!

[www.twitter.com/CatalystDMS](http://www.twitter.com/CatalystDMS)  
[www.youtube.com/CatalystDMS](http://www.youtube.com/CatalystDMS)  
[www.facebook.com/DealerManagement](http://www.facebook.com/DealerManagement)



# OUTDOOR TRADE SHOW



## OUTDOOR TRADE SHOW (OTS) 2017

TUESDAY 11TH - THURSDAY 13TH JULY 2017  
STONELEIGH PARK EXHIBITION CENTRE, STONELEIGH PARK,  
WARWICKSHIRE, CV8 2LG (SATNAV POSTCODE)



Catalyst is pleased to announce that we will be attending a brand new show for us this year. The Outdoor Trade Show is the UK's largest outdoor trade exhibition which provides exhibiting companies with a fantastic opportunity to showcase their product ranges to over 1,000 retail visitors. After the move of the trade show 'Go Outdoors' to an earlier summer slot in July, the organiser believed there was still a need for outdoor accessory brands to have an opportunity to showcase their products in the traditional autumn selling slot. Held at Stoneleigh park from the 11th - 13th July everyone at Catalyst hopes to see you there on stand 102!

Come Visit us on Stand 102 !

## Training Courses

Here at Catalyst we recognise that with such an expansive system it can be challenging to absorb all of the systems potential. The solution? Catalyst Training Courses! With excellent staff and onsite facilities it's the easy way to digest all that you need to know with a particular module. The courses have been tailor made to ensure that every individual leaves as an expert. Got a new staff member joining? Get them booked in today!

Courses typically run from 10am - 4pm.

Full day courses are £140 per person

Book a Private Training room for £300 for up to 6 people

### APRIL

Tuesday 4th - Stock Control in a Day  
Tuesday 18th - The Joy of Accounts

### MAY

Tuesday 2nd - Report Generator  
Tuesday 9th - Workshop Control  
Tuesday 16th - The Customer Retention  
Tuesday 23rd - Vehicle Sales in a Day

### JUNE

Tuesday 6th - Stock Control in a Day  
Tuesday 20th - The Joy of Accounts



Courses fill up fast so  
book in today!

0116 230 1500

Call Sales on 0116 230 1500 to book your space!

## IT AND SUPPORT SERVICES

Behind every working computer system is a well organised support team. Catalyst take great pride in being that support team to thousands of very happy customers. We understand how important it is to have a reliable computer system, that's why we go the extra mile to ensure all of your support needs are met in a timely and professional fashion. We are highly experienced in all kinds of networking, including wide area networking using inexpensive internet based secure connections for clients requiring multi-site operation. The IT services team at Catalyst offer services to businesses or home users alike. Email: [Sales@catalyst-uk.com](mailto:Sales@catalyst-uk.com)



"Your Success is our Priority"

tel. 0116 230 1500 email. [sales@catalyst-uk.com](mailto:sales@catalyst-uk.com) web. [www.catalyst-uk.com](http://www.catalyst-uk.com)

Catalyst Computer Systems Ltd, Granite House, 58 Loughborough Road, Mountsorrel, Leicestershire, LE12 7AT