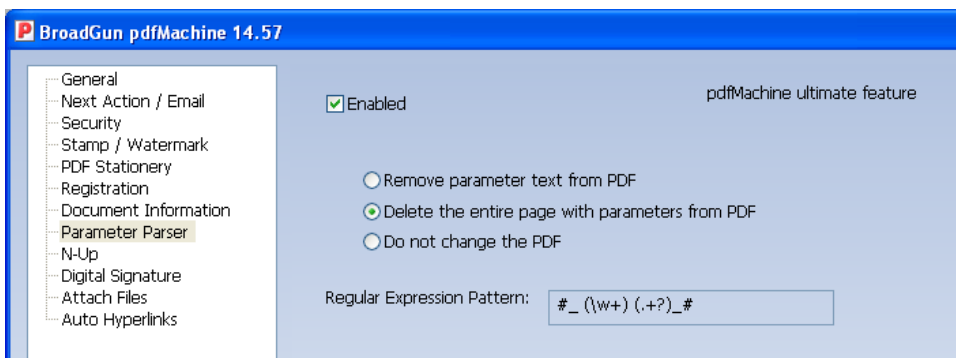
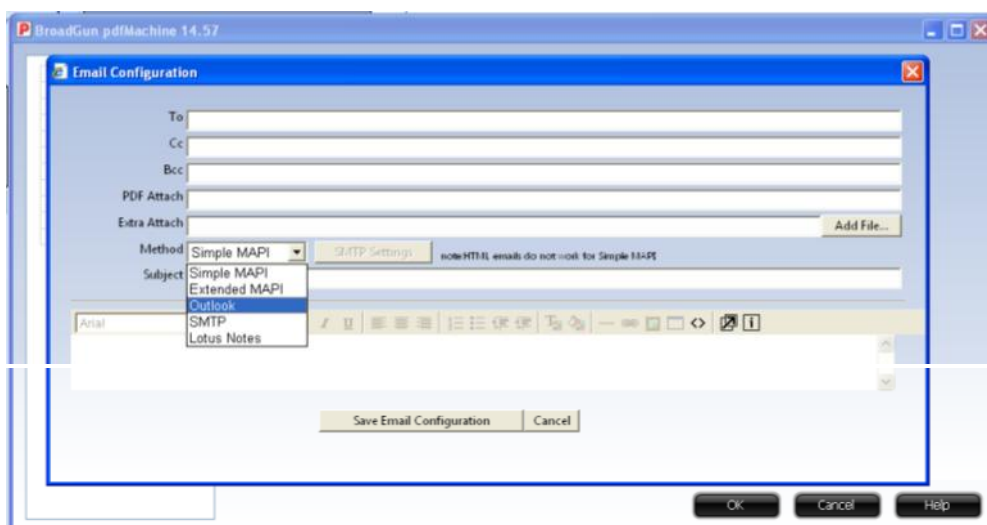


To view/save pdf reports and email invoices direct to your customers from Manage Orders using pdfMachine Ultimate. It is a third party program downloadable from their website at www.pdfmachine.com (\$99 for the ad free version).

1. Download and install pdfMachine Ultimate.
2. From the Windows start menu choose *Broadgun pdfMachine Options*.
3. In the following window, highlight *Parameter Parser* in the left pane, then tick *Enabled* and select the option *Delete the entire page with parameters from PDF*.



4. If you have Microsoft Outlook or Windows Live Mail running as your default email client then pdfMachine will use that to send emails in the usual way (you will get a prompt asking you to confirm you wish the email to be sent each time you email from Manage Orders) click on **OK** unless you wish to specify special options for when the email is sent.
5. If you want to specify a particular email client or email server to be used by pdfMachine, or special options for when the email is sent, click on *Next Action/Email* in the left pane. To specify a particular method by which emails should be sent, click on **Email Settings** and select the method required in the *Method* box (if you choose SMTP click on **SMTP Settings** and add your email server details. The other entries will be automatically set by the BMS. Then click on **Save Email Configuration** and exit the options dialogue by clicking **OK**.



You can view all reports on screen using the PDF Generator, BMS, Control File, Orders and Invoices, Click Select Order Printer, choose the BroadGun pdfMachine in the printer drop down menu, select font as Arial or Times New Roman and set copies to 1, Click Exit. All reports and invoices will now appear as a PDF.

Brewery Management System

- ✓ Cask Management
- ✓ Brew Management
- ✓ Customers/Sales
- ✓ Accounts Duty

Cask Tracking

- ✓ Cask Status
- ✓ Cask Location
- ✓ Cask Statements

Cask Management

- ✓ Cask Tracking
- ✓ Gyle Recording
- ✓ Order Processing

Brew Production

- ✓ Recipe Management
- ✓ OG/Temp Profiles
- ✓ Stock Control
- ✓ Traceability

Customers/Sales

- ✓ Sales Order Processing
- ✓ Telesales
- ✓ Price Books/Discounts
- ✓ Invoicing

Accounts/Duty

- ✓ Duty Summary/Detail
- ✓ IDS records
- ✓ Accounts Interface
- ✓ Sage, Xero & more...

Bespoke Modules

- ✓ Intelligent Scanners
- ✓ Accounts Interface
- ✓ Report Generation

Technical Support

- ✓ Business hours - Phone
- ✓ 24 Hrs Online
- ✓ Onsite Training