EMIR
Electro-Mechanical Information Resource

Basic Module

The EMIR Basic module allows the user to create jobs; record costs along with details of work carried out; allows the user to process the job through to producing delivery notes and invoices, and keeps track of o/s debtors and creditors.

The Basic module has many useful features to help deliver real benefits to your business:

Each 'job' is booked in against the appropriate customer, who has a unique account code for identification purposes. Each job is given its own 'Job Number' for traceability purposes, helping users to conform to ISO9000. The system holds comprehensive details against each job, and extra fields can be added to suit individual requirements. Standard details held include:-

- **Make and Type/Description of machine**
- **Client Details, Contact Person and Order Info**
- **Date Due, Job Priority and Department**
- **Faceplate details of Pumps, Motors, etc.**
- **Price and 'Recommended Charge' fields**
- **Photo's, Files, Notes and additional comments**
- **Details of Materials, Labour and Work Done**
- **Invoice and Delivery document details**

EMIR produces a job card for each job raised. Job cards, like Delivery Notes and Invoices and all other EMIR stationery, are designed to fit A4 blank or company headed paper as standard. Your branding can be loaded into these documents.

EMIR allows the user to record all labour and material costs and charges, and also allows the user to enter the details of work that have been carried out against the job which is then listed on the invoice to justify your pricing.
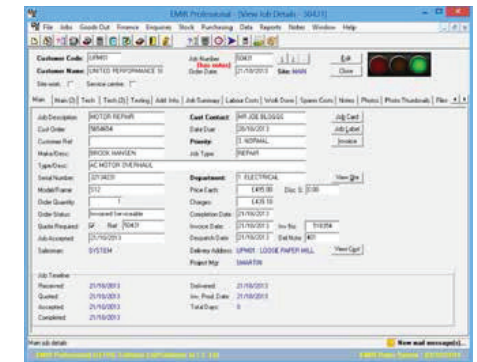
There is a comprehensive enquiry and reporting suite available to show a complete 'Job Costing' picture. This ensures that you are charging the correct profitable amount for the work carried out and allowing fast retrieval of the required information to help you run your business effectively.

Labour costs can be recorded 'live' [with the use of our **Time & Attendance** extension – see pages 16 & 17] or via a 'time sheet' entry method which is most commonly used. Both methods will automatically update the labour costs and charges against the job and allow the recording of non-productive time, such as Sickness or Holidays to measure labour productivity.

Details of materials used are also recorded against the job. Entering costs & quantities used, based on a default margin or on a discount from RRP per client [in the case of stock items], means that EMIR can automatically calculate a "Recommended Charge" for you.

The service operations that have been performed on a job are then recorded via free text entry or more quickly via the use of Work Done Codes (WDC). These are common phrases describing routine work that is carried out (e.g. A Strip Down and Test). Each item of 'Work Done' that is added to the job can then be printed on the invoice for the customers' information and to help justify the price charged.

- EMIR Standard allows each customer order to be produced as a 'Job' with a unique identifier for traceability. EMIR Professional further allows for 4 distinct job types covering Repair/Service, Sales, Stock Build/Manufacture and Hire.

- You can store photos against the job, which are ideal for showing evidence of damage or to ensure that the condition which the unit arrived/left is recorded. You can also link Microsoft Word™, Excel™ or any other kind of file directly to the job. Many users also scan in completed [handwritten] job cards so they have an easy way of finding the original 'handwritten' information.

- The Basic module will allow you to progress a job from 'Work in Progress' through to "Invoiced" producing all the necessary paperwork along the way. Such invoices and delivery notes can be customised with your logo and can optionally be emailed directly out of EMIR via use of your email package. This saves time, printing and postage and provides a full colour copy!

- EMIR will ensure you know what the job has cost you, and what you should charge via EMIR's job costing information and labour and materials **budget** setting capability. Never knowingly undersell your work again!

- EMIR helps to capture all material costs against the job, and you can also add EMIR's **Stock and Purchasing modules** if you want to properly track stock movements and the raising and receipt of purchase order goods.

- EMIR Professional further allows for required material planning [BOMs] and the option for multiple delivery notes and invoices for sales order processing meaning that you can part deliver and invoice an order based on available stock levels [if used along with the **Stock module**].

- Even if your typing skills are limited, you can produce delivery notes and invoices quickly and simply. Invoice text can be loaded from Work Done Codes that you can set up and turn into Groups, so that in one 'click', you can add many lines of description onto an invoice.

- There are many enquiries that allow you to find a job via job number, serial, customer, delivery note, invoice, customer ref, manufacturer and even the technical characteristics of motors, pumps and gearboxes! In short, you will never have to search through paper lists again!

- Extensive enquiries and reporting allow you to find out all you need to know about your job costing profitability, customer profitability, revenue produced, your active order-book, and much more! This reporting will ensure you can stay on top of your business and control it better, and EMIR's enquiries can be exported to Excel™ with one simple right-click of your mouse!

> "Following the implementation of EMIR the day to day processing of repairs has improved dramatically. It's simple, easy to use and, along with the support provided, it's proved to be exceptional value for money. I have no hesitation recommending EMIR software and their support package."

Mr Greg Russell, Managing Director,
Fazakerley Rewinds, Merseyside

> "EMIR has made our job management costing process, delivery and invoicing much quicker, simpler and far more traceable."

Mr David Breen, General Manager,
Bandon Rewinds, Eire