

## LEASEMAN/HP TRIAL INSTALLATION

Thank you for your decision to trial LEASEMAN/HP. This Software has been designed for use by Accountants and Commercial Businesses wishing to maintain comprehensive LEASE and/or HP Registers and produce reports for accounting purposes. Please follow the steps below to quickly and easily evaluate LEASEMAN/HP.

1. Install LEASEMAN/HP
2. Start LEASEMAN (select START / PROGRAMS / TRIMAR / LEASEMAN)
3. Print and complete the **LEASEMAN/HP Familiarisation Exercise** (from the LEASEMAN front screen, select FAMILIARISATION EXERCISE then select and print the LEASE and/or HP Exercise as required).

**FAMILIARISATION EXERCISE** : It is very important to print and fully complete the Familiarisation Exercises within LEASEMAN/HP. They use sample LEASE and HP agreements to quickly and easily show you how LEASEMAN/HP works. Once you have completed this exercise you can then use the sample Register to further evaluate LEASEMAN/HP.

**TRIAL RESTRICTIONS** : Being a Trial Version, certain restrictions apply to this copy of LEASEMAN/HP. Firstly, only one Register can be setup, as per the Familiarisation Exercise the Entity Code for this Register must be "DEMO". Secondly the interest rate for each LEASE/HP is set at 15% and cannot be changed. In every other way this trial copy performs the same as the fully licensed version.

**REFERENCE MANUAL / BUILT-IN HELP** : A comprehensive Reference Manual is built into LEASEMAN and can be accessed whilst using the software. If you press the <F1> Function Key whilst using LEASEMAN, the section of the Manual relevant to the part of the program you are currently using, will display on the screen. Alternatively, after starting LEASEMAN, select HELP / HELP CONTENTS / SEARCH to access a complete listing of all available HELP Topics.

**ACCESSING OUR HELP DESK** : If you need help with LEASEMAN and cannot find the answer within the built in Help Topics, the best way to log a call with our HELP DESK is by FAX or E-MAIL. This allows us time to research your question before responding.

FAX – briefly describe your problem and fax the details to (02) 99755 296

E-MAIL – as above but send the details to [help@cibec.com.au](mailto:help@cibec.com.au)

TELEPHONE – if neither of the above are suitable please contact us direct on (02) 9975 5297

**PURCHASING LEASEMAN** : To purchase a LEASEMAN LICENCE please contact us direct or complete and return one of our ORDER FORMS which can be printed from either our WEBSITE ([www.cibec.com.au](http://www.cibec.com.au)) or from our distribution CD.