

InspHire Office Edition Factsheet

- **Quotations:** - Allows the creation and maintenance of rental/Sales quotations for Account customers, inspHire Cash customers or Accounts from a supported CRM solution (inspHire CRM or Goldmine) which can be converted to a live order or marked as lost supporting the recording of reasons where configured to do so.
 Can set the probability percentage of a quote's conversion.
 Quote created for a CRM account when interlinked to inspHire CRM will create the quote as an opportunity within inspHire CRM, abandoning the Quote will pass the reason for abandoning it to the activity within inspHire CRM.

- **Orders:** - Allows the creation and maintenance of rental/Sales quotations for Account customers or inspHire Cash customers. Supporting
 - The rental of stock items
 - Re-rented items
 - Sale of items
 - Accessories of items up to two tiers of accessories (an accessory of an accessory).
 - Multiple Delivery and collection charges of differing types for differing dates.
 - Items with differing date ranges (single date range per contract item record)
 - On site servicing
 - Miscellaneous one-off charges
 - Administration charges
 - Supplementary charges
 - Multiple staging processes with supporting documentation templates.
 - Stock availability checks and warnings.
 - Account credit checking (where supported depending on interlinked accounts solution).
 - Choice of rental screens to use (Standard, Easy and Quick).
 - Degree of customisation to the rental screens (depending on which is used).
 - Multiple system options to default and standardise system behaviour.
 - Creation and maintenance of custom fields for recording company specific information on an order-by-order basis.
 - Ability to add additional customised report templates for use with the Rental screens.
 - Automatic document numbering in sequential order.
 - Automated document archiving of PDF copies with customisable routines.
 - Customer specific rates/charging.
 - Discount matrix/price lists.
 - Ability to set a "deal" price against an order with or without planned staggered invoice amounts.
 - Advanced invoicing.
 - Proforma invoicing for a percentage value of the order.
 - Processing of cash payments/transactions for inspHire Cash Customers (linked to the interlinked accounts packages CASH account).
 - Item Grouping.
 - Order revisions, increasing the revision number on each change to the order with supporting documentation.
 - Ability to specify types of items for later warehouse picking and allocation.

- Specifying types of items or quantities that are not available for acquisition from a supplier as part of a back-to-back purchase order supporting multiple back-to-back orders from one or more suppliers.
- Margins screen and report with a top-level breakdown of cost to revenue with a profit value and percentage.
- An account address, delivery address and alternative collection address.
- Audit trail of actions performed against the order.
- Grouping of orders for automated invoicing when desired.
- Consolidated invoicing allowing one or multiple grouping of orders per customer based on a consolidation code (10 orders could be all on one invoice, split across three or an invoice generated per order as is the default behaviour).
- Discount percentages against items, the order or both.
- Able to apply insurance charges.
- Specify if a customer has their own insurance and when this is due to expire with notifications of this.
- Automatic popup of notes against a customer's account.
- Saving of customer contracts and setting up of security questions on a contact by contact basis.
- Processing of Timesheet entries for recharging of operated equipment.
- Meter based charging.
- Equipment lists allowing a parent order with subsequent child orders.
- Mass processing of all items or those manually selected for delivery, collection and returning to stock.
- Flexible staged process for returning of items.
- Suspend charging for the Account, order or on an item by item basis for specified date ranges (Generally used for festive seasons or national holidays).
- Un-allocate an order reverting to a quote.
- Specify the number of days to be charged for instead of a date range.
- Set a custom value per item for x number of days, charging to revert to standard thereafter or not (configurable).
- Single charge for "Kit" or "Package" items.
- Ability to copy an existing contract.
- Authorisation system to allow the creation of orders for accounts on hold/stop.
- Apply Nominal/General Ledger codes at stock or order level.
- Exchange/replace active items with supporting documentation and reports.
- Invoice Sales items on either a "Once delivered" or a "Sales and return basis", can be set against the stock record with an override that can be applied on a customer-by-customer basis per stock record.
- Sales items prices and discounts taken from BisTrack where linked.
- Option to show or not show items on paperwork with a toggle check box per order item record.
- Attaching of documents to an order, where inspHire Web Portal is in user, users and customers (that have a user account created) can attach documents to an order through the Web Portal.
- Post Code lookup (with an active PostCode anywhere account).
- UK Drivers Licence decryption tool.
- Auto Suggest dropdown searching for Orders, Customers and Items.

- Stock images can be shown in the dropdown auto suggest.
- Avalara North American Tax integration.
- Configurable rate charging tool.
- Recording of instances where a sale/rental failed to take place with reasons that can be later reported on.
- Ability to change an items rental charges part way through the rental's life cycle.
- eBusiness module: - ability to display, maintain, process and view historic queries raised through the inspHire Web Portal for the adding or updating of items on orders and starting the process of returning them.
 This is an additional module which may incur additional costs, requires the use of the inspHire Web Portal.
- **Invoicing:** - Allows flexible mass invoice generation, maintenance and reporting supporting;
 - Configurable wizard based invoicing tool to preview and then generate invoices as part of an invoice run, from a single account for one depot/location to all accounts across all depots/locations.
 - Ability to manually create an invoice and interlink this to an order/job.
 - Credit note creation with the copying from an existing invoice.
 - Ability to manually adjust an invoice, adding item charges, removing them and adjusting existing.
 - Suite of default system reports for invoices and nominal/general ledger transactions.
 - Direct transfer of invoices and nominal/general ledger values to an account's solution (where configured and supported) with the use of a posting screen providing a transactions report after.
 - Invoice export routines for manual import into an accounts solution where a direct transfer is not desired/possible.
 - Mass emailing of invoices for account customers (requires configuration and access to an e-mail solution).
 - Ability to create invoices at the point of items being returned or defer the invoicing to a later point be this either a further returning of items for that order or in an invoice run.
- **Purchasing:** - This is an additional module which may incur additional costs to gain access to. Allows the creation and maintenance of purchase orders, these can be interlinked to a rental/Sales order or workshop job (requires Workshop module) where desired, supporting;
 - Back-to-Back purchase orders directly linked to a rental/sales order or workshop job. Costings are interlinked as are invoiced values for margin reporting.
 - Authorisation limits per user.
 - Increasing of stock levels and the creation of new unique stock records when receiving goods in from a purchase order. Automatic stock cost updates for those existing items.
 - Automatic creation of Fixed Asset Records and depreciation of these records to bring them in line with where the system has been depreciated up to (requires prior configuration).
 - Ability to over receive and/or return items from/to a supplier.
 - Process invoices received from a supplier that can be accepted or marked for dispute.
 - For Re-renting of items, multiple invoices can be received allowing date ranges applied against each invoice line.

- Direct transfer of purchase ledger/Accounts payable invoices and nominal/general ledger values to an account's solution (where configured and supported) with the use of a posting screen providing a transactions report after.
 - Automatic order creation for the increasing and maintaining of stock levels (requires prior configuration).
 - Where a quantity of items has been requested for existing orders/jobs, the receiving of these linked purchase order items can update the interlinked order/job item(s) placing the quantities of stock against these orders/jobs automatically instead of directly into available stock.
- **Stock:** - Supports a three/four tier stock structure for asset and stock control supporting;
- Manual stock record creation and maintenance.
 - Sales items, rental items, unique and non-unique items, automatically maintaining current stock levels of each.
 - Non-stock items, where the item does not physically exist but needs to be treated as an item for recording/charging; e.g. a cleaning charge or setup/installation fee.
 - Interlinked FAR (Fixed Asset Record) record creation, maintenance and disposal.
 - Mass import/update for stock record, stock group, stock charges, default suppliers, FAR record, stock accessories and stock level creation with the use of excel spreadsheets using an import routine.
 - Mass update of stock records on a group by group or all records basis with a global updates function.
 - Mass stock check and automatic correction routine.
 - Stock Take function for checking existing stock levels and identifying missing items, can be used in conjunction of the inspHire Mobile touch product.
 - Automatic FAR creation and disposal (where configured).
 - Mass FAR depreciation routine with each FAR record depreciating independently.
 - Six different FAR depreciation methods
 - FAR Additions, allowing these to depreciate either as part of the main FAR record or independently.
 - Setting of default prices/rates, price list rates and customer specific rates against a record or group of items.
 - Configurable price lists and discount matrix that can be applied against a combination of items, groups and customers.
 - Multiple depot/location stock quantity records.
 - Recording an image of an item that can be shown within the system, displayed on paperwork (report templates may require customisation), shown in inspHire IX and inspHire Web Portal.
 - Attaching of documentation/files against a stock record which can be set to appear or print by default when processing an order; in case of a requirement for that item to be supplied with specific documentation.
 - Recording of suppliers and default costs on a record-by-record or group basis.
 - Automatic recording and updating of financial top-level information against each stock record.
 - Recording of order accessories against a record or group which can be set as optional or mandatory and are provided when adding that item or group to an order.

- Recording of Purchase order accessories against a record or group which can be set as optional or mandatory and are provided when adding that item or group to a purchase order.
- Setting of default nominal/general ledger codes against an item or group for revenue, cost and stock balance sheets.
- Recording of dimension (Height, Width and Depth) and weight.
- Recording of an insurable value.
- Record and update meter readings against an item, updating a meter reading can be against the stock record, in a meter reading screen, when booking an item from service e/repair, booking an item out from a workshop job or through the insphire Mobile Touch solution.
- Configure up to 20 individual service Periods against an item for various service types, each with different intervals for tracking and updating of when services are required. These can be updated individually, all at once or in grouped “Chunks” as part of service chaining (may require specific configuration for some aspects).
- Support import and export of PAT testing results with the use of the SimplyPATs solution (requires an additional module which is not part of the core product).
- Creation and maintenance of Test results; a customisable list of Tests to be performed with an overall pass or fail result. These can be specified against a Service/Repair, workshop Job and/or as default against a specific service Period. E.g. A service Period could be specified as an MOT required once every 365 Days with a default Test listing each check that needs to be performed.
- Set an item as not being allowed to have a discount and/or suspension of rental charges applied against it.
- Up to 75 Custom fields per item record to store additional information and the ability to customise the labels for each of these fields.
- Internal and external memos with a free type box, providing the ability to store anything more required for that stock record, the external memos can be set to appear on documentation supplied to customers.
- Stock Record notes, a default audit trail populated when a manual change has been performed against a stock record recording the change it previous and now current value with a date, time and logged in user. Manual Notes can also be added as part of this audit trail.
- Automatic recording of Stock transactions, any movement of stock is recorded be this purchasing, selling, delivering a rented item or returning it.
- Ability to create manual stock transactions which will update current stock levels for self-correction where required and maintaining of an audit trail for that item.
- Ability to flag stock items as belonging to a customer and maintaining service period against it; selling of unique items can be set to then belong to the customer it was sold to which you may then want to continue providing services for.
- Ability to perform a service or repair against an item, updating the service period(s), overall cost and recording the results of a test against.
- Ability to print and archive test results (default report template provided, depending on the test/service this may want to be customised).
- Ability to have the latest test against an item provided with the documentation when providing that item to a customer on an order.

- Create and maintain Re-rental accounts separately to those in the Purchase ledger/Accounts Payable (Account codes that are not present in the Purchase ledger/Accounts Payable invoices cannot be transferred to the Accounts solution).
 - Multiple screens showing stock, current stock levels, future/planned stock use at an item-by-item or group by group basis.
 - Ability to revalue a stock item with a dedicated screen and routine.
 - Automatic processing Of CoS (Cost of Sales) Nominal/General Ledger postings where configured and desired (Non-unique Sales items only).
 - Ability to convert an item from one type to another with a dedicated screen and routine. E.g. Convert a non-unique sale item to a unique hire item.
 - Transfer stock from one depot/location to another with a dedicated screen, process and supporting documentation; steps for this are also supported in the inspHire Mobile Touch Solution.
 - Fuel logging: - Dedicated screens to record and display refuelling of stock items with mileage, quantity of fuel, cost, date, memos, custom values which can be interlinked to a rental order.
 - Processing of a capital order (in place of a purchase order) to increase stock levels/create new stock items.
- **Logistics & stock Visibility:** - Supplied are a suite of screens and functions to assist with logistics and the visibility of stock, some are additional modules that may incur an additional cost.
- Stock Quick Views: - Listing all stock in a hierarchical structure, current status, stock levels, attributes orders, depot transfers and workshop jobs.
 - Stock Transactions: - List stock movements for a stock record, all items within a group for one or all depots based on a date range or all dates an optional filtering for types of movements and types of stock records.
 - Customer owned equipment: - where configured, shows detailed information on equipment belonging to a customer.
 - Deliveries and collections: - Showing all planned deliveries and collections on a week-by-week or day-by-day view per depot; able to further process an order, open an order and print a delivery/collection report and supported documentation for selected orders.
 - Availability: - Displays the availability and planned usage of unique items in table format for items within a selected group; allows changing of dates, items and allocated items within the screen for ease of stock planning, ability to drill into a displayed object and print the selected groups planned use.
 - Non-Unique Availability: Shows stock levels for non-unique items in a date listed table format for the selected group, date range and depot with the ability to print the results.
 - Cross depot availability: - Shows stock levels for the selected item/items within a group across all depots to assist with maintaining stock levels across multiple locations.
 - Stock Planner: - Shows current and future planned stock levels for unique and non-unique items in a table format, for a stock record or items within a group. Displays the quantities of stock in various stages (available, allocated, on rent, in transit), orders, Jobs and transfers relating to the item(s) with customisable colour coding, filtering and display options. Intended to help assist stock planning and highlight potential shortages.
 - Resource Booking: - display and maintain booking of configured resource elements.

- Day Book: - Logistic planning tool for displaying planned activities on a day-by-day basis, able to allocate activities to a journey, assign a vehicle, driver and drivers' mate(s); order the sequence of visits, activate a journey and print activity documentation for journeys. Steps of journeys are supported within inspHire Mobile touch for recording arrival and departure times of visits whilst capturing signatures against activities where supported (this requires the use of the interlinked inspHire Mobile Touch product).
 - Asset tracker: - Ability to interlink to supported third party logistic tracking utilities to report on stock items current location in real-time (depending on frequency of data update from third party). Showing linked assets as pins on a map that can be filtered depending on items current state, shows current interlinked activities for the asset with the ability to drill into these. Able to zoom in/out of the map and move around for a more detailed or summarised view.
 Requires the Asset tracker module which may incur additional costs.
 - Routing Module: - allows the creation and maintenance of areas/routes for use with on-site servicing and on-site service charging where services are to be on a regular scheduled basis and part of a pre-planned journey.
 This is an additional module which may incur additional costs also requires a licensed HereMaps Map.
- **Customers:** - Supporting direct interlinking to an account's solution for populating Sales ledger and purchase ledger account details into the inspHire Office Edition Product for use therein.
 - Sales ledger accounts: - Display top level account information. Ability to create orders, jobs and invoices against an account. Record custom notes, maintain a list of contacts, specify account specific settings including default invoice run codes, invoice consolidation codes, discounts, membership to a price list, default salesperson, default insurance, email address to send invoices, delivery addresses and custom values.
 - Cash customers: - Ability to create inspHire cash customers linked to a default CASH account in the account's solution allowing the creation and maintenance of these accounts.
 - Customer Quick View: - List customer accounts (Cash or Sales ledger) with search criteria, displaying current balances (where supported from the accounts solution link), aged balances, aged transactions, existing and historic orders, jobs and invoices with the functionality to drill into these entities or print documentation from them and the ability to export results to excel.
 - Creation and maintenance of delivery addresses that can be generic or customer specific.
 - **inspHire Cash Customers:** - inspHire Cash Customers are intended for use where you need to create an order for a customer that you have not yet a sales ledger account and would not need one, supporting;
 - Creation and maintenance of top-level account information such as name, address, contact info, identity references, capturing an image of the individual, attaching documentation to the account and custom values.
 - Creation of orders, jobs and invoices for inspHire cash customers allowing the processing of cash transactions (payments, deposits and refunds) against these entities that are recorded against the cash account maintaining an account balance.

- Processing of cash transactions against an inspHire Cash account that can be interlinked to an activity.
 - Processing and recording of till transactions.
 - Maintaining a total of monies kept within a till for “cashing up” later.
 - An “End of day routine” for “cashing up” a till, recording the value left in the till, list values within the till for the transactions processed that day and supporting reports listing total values and a list of those cash transactions that have taken place; for use on a location by location basis.
 - Posting of cash transactions to the accounts package cash account (where interlinked and supported).
 - Customisable cash/bank account details for the posting of cash transactions on a location by location basis.
 - Ability to reconcile cash transactions to one another (deposit/payment to an invoice, a refund to a credit note etc...).
 - Cash customer statement report ran through a wizard to provide statements that can be printed.
 - Cash customer report for outstanding balances and aged analysis.
- **Workshop:** - Workshop module for performing repairs and maintenance on own stock records or customer owned equipment. This is an additional module which may incur additional costs.
 Supports;
 - Creation and maintenance of dedicated workshop jobs per item.
 - Service or repair own stock items or customer equipment with or without an existing stock record (allowing repair of customers own adhoc items).
 - Ability to add stock records to a job for use as part of the repair/service.
 - Ability to recharge and invoice customers for services/repairs performed.
 - Recording of top-level information against the job.
 - Interlinking the job to a service period for updating that (or all) service Periods.
 - Interlinking the job to a test result requiring the test to be performed with a test result and certificate.
 - Stepped processes with supporting documentation templates.
 - Authorisation steps and permission levels for ensuring work is authorised prior to start.
 - Dedicated wizard-based invoice run for mass invoicing and completion of workshop jobs.
 - Workshop Templates that can be interlinked to a stock records service period for ease of job creation for regular performed jobs/tasks.
 - BOM: - Build of materials, ability to create new unique stock records from a combination of existing stock records.
- **Reporting:** - Customisable reports (with the use of Crystal Report Designer); customer amended report templates are not warranted by inspHire.
 - Suite of standard system and stationary reports provided with the system. Provides the option of placing a jpeg file in a folder for inclusion of company logo on stationary reports by default.
 - Reports can be exported to Microsoft Word, Excel, adobe acrobat and emailed.
 - Reports can be scheduled to run on an automated basis and emailed out to intended recipients using customised selection criteria.

- Dedicated smart view screen for data querying and reporting that can be fully customised. Views can be restricted to specific users/user groups and set to appear at login for a reminder/work list(s).
 - Ability to specify stationary reports default behaviour on a depot-by-depot or user-by-user basis for report being displayed or directly printed, copies printed, any interlinked attached documentation default printer and printer tray (where supported, some printer drivers may not be compatible with one or more of these functions).
- **System settings:** - Top level system settings allowing various areas of the system to be configured including;
 - VAT/Tax Codes: - Creation and maintenance of VAT/Tax codes used throughout the system (code must match the accounts packages VAT/Tax codes where interlinked).
 - Depots: - creation and maintenance of separate individual locations that stock, activities and orders can be recorded against.
 - Data Maps: - ability to create a new database for the creation a new or test system (new database will not be configured or contain data).
 - Foreign currency: - Creation and maintenance of foreign currencies with an exchange rate for use with customers that are invoiced in a different currency.
 - Rental Dates: - Configurable selection of dates that can be used against rental orders specifying when stock is/is not available, when charging should start from, customise date labels and the ability to enable additional dates that will be recorded against a rental order.
 - Rate Charges: - Customisable rate engine creation tool for rental charging.
 - Calendars: - ability to create and maintain calendars with codes for use throughout the system to record which days within a year are/are not chargeable.
 - Timesheets: - Creation and maintenance of up to 20 timesheet templates used in conjunction with rate charges for recording and charging operated equipment and meter-based rental.
 - Supplementary charges: - Creation and maintenance of Supplementary charges.
 - Credit supplements: - Creation and maintenance of Credit supplements.
 - Payment terms: - Creation and maintenance of Payment terms.
 - Item Status: - Creation of custom stock record status.
 - Reasons: - Creation and maintenance of Reason codes used throughout the system.
 - **Monthly routines:** - A suite of routines to mass process invoices, data and data updates.
 - Invoice run: - Ability to create multiple invoices running a routine through a wizard-based system for your daily/weekly/monthly or other invoicing needs for existing and since complete rental and sales orders. Built in three step check system supporting features such as mass creation with the ability to preview and review prior to creation. Multiple report template options for displaying and showing results.
 - Stock Month End routine: - Update to all stock records financial information for that month whilst processing monthly FAR depreciation for interlinked FAR records creating the nominal/general ledger postings required for sending to an interlinked accounts package (where present and supported). With supported report templates.
 - Accounts package posting routines: - Posting screens for the Sales/Receivable, Purchase/Payable and Nominal/General ledgers. Each screen can be filtered per location, list all transactions, selectable per record or select all records for mass

- transaction processing. Sending transactions directly to an interlinked Accounts solution or choice of exportable file formats.
 - Electronic invoicing: - Process invoices directly to a supported interlinked third-party electronic invoicing system for ease of automatic payments.
 (requires an additional module which is not part of the core product).
 - Emailing invoices: - Where configured and interlinked to an email account, simple mass emailing of invoices or re-sending of invoices via email with a configurable subject line and message.
- **System Tools:** - Suite of tools to enable and maintenance of the inspHire Office Product including;
- Data Maintenance: - Ability to rebuild database tables and system stored procedures ensuring that these are as system standard; rebuilding of tables also rebuilds database indexes which can improve performance on large databases where this has not taken place in some time. Ability to view current database records with a lock in place and free these if necessary.
 - Refresh lookup: - Perform a live check and update of Sales/Receivable, Purchase/Payable and Nominal/General ledgers from an interlinked accounts package into the inspHire data.
 - Global updates: - Provides functionality to mass update on a group-by-group basis or across the entire stock structure; updating settings against stock records.
 - Stock check and fix routine: - performs checks against stock records within the selected group for inconsistencies, providing the functionality to correct any issues identified that can be done so automatically. Listing results which can be sent to a report.
 - Import routines: - Built in import routines using Microsoft Excel for the mass creation and updating of stock records, stock prices, FAR records and deferred charges.
 - Scan to PDF module: - Dedicated routine to automatically check a network folder for files processed through the Scan To PDF solution and automatically attached scanned files to entities within the inspHire system (signed documents to an order; test certificates to a job/stock item).
 (requires an additional module which is not part of the core product).
 - UK drivers Licence decoder: - Decodes a UK Drivers licence serial number providing age, gender and Date of Birth.
 - Push messaging: - Dedicated screen to display, create and maintain messages pushed to inspHire Mobile Touch users.
 Requires the inspHire Mobile Touch Solution.
 - Barcode Printing: - Ability to print a specific one-off barcode label for adding to a document to later be scanned with the use of Scan To PDF.
 - GDPR: - Dedicated GDPR screen for searching on provided individual data, reporting results of what is stored where, the ability to update, obfuscate or remove entries as required with supported audit trails.
 - Dashboards: - ability to view inspHire dashboards. Requires the inspHire Dashboards product to be installed and interlinked.
 - E-Sign: - Additional module that may incur additional costs; interlinks to supported digital signature capturing solutions (which would each require an appropriate licence) to capture signature on stationary reports and in the instance of quotes automatically

- Further progress the order, archiving a copy of the signed document adding notes to the order as part of an audit trail.

Dashboards

Web service-based web page for top level analytics of the interlinked Core product (inspHire Corporate or inspHire Office). Included with either of the Core Products inspHire Corporate or inspHire Office edition.

- **Access:** - Accessible through the interlinked Core product (inspHire Corporate or inspHire Office) and an internal web site. Access to Data analytical Pods can be restricted by inspHire user groups.
- **Pods:** - Data Pods can be customised to show specific sets of data (items only for one depot, only sales items revenue) and have their title customised.
- **Page layout:** - The page layout can be customised on a user-by-user basis to show any/all pods as desired in a grid format.

CADE (Customer Accounts Database Manager)

Light weight windows application using a T-SQL backend database structure, intended for use in place of an accounts solution when one is not present, or it is desired to not link the inspHire Core Product directly with an existing account solution. Included with either of the Core Products inspHire Corporate or inspHire Office edition.

- **Accounts maintenance:** - Allows the creation and maintenance of Sales ledger and Purchase ledger accounts to the extent of an account code, account name, address and contact details.
- **Nominal/General Ledger:** - Allows the creation and maintenance of Nominal/General ledger codes to the extent of a code and description.

InspHire IX

Web service-based web pages to provide top level information on Stock and Customers nearby. Included with either of the Core Products inspHire Corporate or inspHire Office edition.

- **Stock:** - Allows the searching on and display of top-level information on existing stock record.
- **Customers:** - Allows the searching of customers within a specified radius to your current location showing these with “pins” on a map (UK addresses only). Can display top level information on customers selected. Uses the postcode against the customer’s account to identify the customers location.

Data Manager

Light weight application that installs a windows service for automated database backups. Intended for those customers using inspHire Office edition and an Express licence of Microsoft SQL server to facilitate the ability to backup inspHire related databases. Included with the Core inspHire Office Product. Does not warranty the backups taken nor remove customers responsibility to look after and maintain database instances used by the inspHire solutions.

- **Database backups:** - Ability to schedule automated T-SQL database backups for local storage. Database backups can be configured to be retained for a specific number of backups recycling the oldest first. Allows the ability to manually backup a database with a single click.
- **PDF Backups:** - PDF archived documents referenced within the interlinked Core Product (inspHire Office Only) can be backed up to a local storage location, these backups are not referenced or used by the interlinked Core product.
- **Data restoration:** - Where a database is not flagged as being the Live/Production database, the ability to restore the database or copy another database over it is present; allowing for the ability to copy the live data over a test set of data where wanted. This can be scheduled on an automated basis.
- **SQL Scripts:** - Can schedule the running of custom T-SQL Scripts against a database.

Platform installer

One-click application for an all in one solution to upgrade the Core inspHire product (inspHire Corporate or inspHire Office). Requires an active Support/Customer Care Plus agreement to be in place and an active account on the inspHire customer Portal.

- **Upgrade:** - Provides a list of products latest versions for download and installation. Built in database and report template backup utility as part of a wizard-based process. Built in checks for enough database and disk storage, versions of required plug ins and systems memory.

Stock Renumbering Tool

Light Weight tool to renumber stock records for the inspHire Office Product.

- **Stock Renumbering:** - Ability to specify an existing stock items number/name and change this to an alternative desired number/name. Can be performed on a record-by-record basis or batches of records at a time with an import function using a Microsoft Excel spreadsheet. Updates the stock records number/name throughout the inspHire Office products database for all supported records.