Alarm Multi-Company Processor
(Multicom)

The Multicom module for the ALARM Office Management System supports multiple company tracking for customer and financial information.

NOTE: The first company that ALARM is registered under is listed in the Company Header section of ALARM. It is not necessary to register that original company name in the MULTICOM program. Only additional companies need to be entered in this program (you can however enter your original company name and address in the Multicom program if preferred).

To install the Multicom Option, please follow these steps:

1)   Copy the disk into your ALARMWIN directory (from your ALARMWIN dos prompt, type COPY A:*.* and press enter). If it asks you to overwrite an existing file, enter Y for yes and enter.

2)   To run the Multicom option, go into windows then choose FILE and then RUN. Enter C:\ALARMWIN\MULTICOM.EXE and select OK. This will bring up the Multicom program. You may then add your company names and addresses to this list, giving each company a unique 5 letter code.

Once Multicom is installed, setting it up is a simple process:

1)   You will need to tell the ALARM program that you are using the Multicom option. To do this, go into the ALARM program and go to the Utilities Menu. Then select 'Additional Utilities'. When this list appears, select the item Multicom and click on the SELECT button. It will ask you if you wish to use the the MULTICOM option. Select YES to turn it on, or NO to turn it off, then select OK to save the setting.

Your MULTICOM module is now installed and ready to be used. The following page explains how ALARM uses the MULTICOM option.

Multicom Instructions

Once MULTICOM has been properly installed, you may track your customers and perform invoicing and financial reporting based upon each individual company.

The following features are now available to you within ALARM:

- The customer main screen has a field on the top right-hand corner that asks for Company ID. Enter the ID for the company this customer belongs to.

- The Report Facility Menu now has a selection on the bottom of the menu that says Set Company ID. If you leave this field blank, then your reports will be based upon all information entered into ALARM (not seperated by company). If you enter one of your Company ID□s in this field, then any appropriate report you select in the report menu will be based upon information that pertains only to that Company. All of your financial reports may be segregated by entering a Company ID, and some customer reports where appropriate (such as the service ticket log report) also can be divided by Company ID.

- When you perform Recurring Invoicing, you will be asked if you wish to print invoices for a specific company only. Leave this field blank if you are invoicing for all companies, or enter the appropriate Company ID to bill customers that belong to a particular company only.

    If you are using blank invoice forms or preprinted forms without your company name and address printed on the top, then the ALARM program will automatically print your appropriate company return address on the top of the invoice - based upon which Company ID is entered into that customers account.

    If you wish to use preprinted forms with your company name(s) already printed on the top of the form, we recommend you purchase two sets of forms - one for each company name and address. Then when you run your recurring invoices enter the Company ID for the first company and load those forms into your printer. When they are finished printing, load the next set of forms into your printer and enter the next Company ID for invoicing.

Important License Information: The Multicom option may be used only by registered owners of the ALARM program. Company names and addresses entered in the Multicom database must be owned and operated by the original registered ALARM software owner ONLY.