PC Share Register Plus

User Manual

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1 Getting Started

At the heart of PC Share Register Plus is a computerised equivalent of a traditional paper based Combined Register.

The system has been designed with the needs of the practising accountant, solicitor and company secretary in mind and can cope with an unlimited number of client companies, persons, members, directors and secretaries (subject to disk space availability).

1.1 System Requirements

Minimum System Requirements

- Windows 2000/XP/Vista Operating System
- PC capable of running above Windows version
- 1GB RAM
- 30MB available hard disk space
- Display capable of 800 x 600 resolution (small fonts)
- Windows compatible printer
- Internet connection (for Forms module, Companies House data check and to check for program updates)
- Free Adobe Reader or other software capable of viewing/printing PDF files used for all printed output

* These older products are no longer fully supported by Microsoft. Whilst the software may run on these operating systems, we cannot make any guarantees.

Recommended System Requirements

- Windows XP/Vista Operating System
- PC with Pentium 4, 2.4GHz processor
- 2GB RAM
- 40 MB available hard disk space (ultimate requirement dependant on quantity of information entered)
- Display capable of 1024 x 768 resolution
- Windows compatible laser printer capable of 600 dpi resolution
- Broadband Internet connection (for Forms module, Companies House data check and to check for program updates)
- Free Adobe Reader or other software capable of viewing/printing PDF files used for all printed output

Additionally, the program needs to be able to create small temporary files, from time to time, in your Windows "TEMP" folder.

1.2 Installing the Software

Before Installing the software
Having other programs open during the installation can cause problems, so please ensure that all programs are closed before you start. If you are updating a previously installed copy of the software that has been installed on a network then you must ensure that all users of PC Share Register Plus on all workstations have exited before you proceed.

If updating from a previous version of the software it is vital that you take a backup of your data files before you proceed.

You may be installing the software having obtained a copy in a number of ways:
Manual Download from the Internet
If you have manually downloaded the install program from the Internet then launch the installer by double-clicking the icon of the downloaded file.

Automatic Download from the Internet from within old version of the software
If the software has detected that a new version is available to download, it will automatically download the installer to the \updates sub-folder of your existing program data folder and then run the installer program.

The Installer Program
Once the installer program is running you will be asked to:

- Agree to the terms of the license agreement
- Select the type of installation (New/update, Workstation Shortcuts Only, Custom)
  New or update to current version - Installs the full package on either a stand-alone PC or to a "Mapped" network drive (see network installation below) - Select this option for either a new installation or when upgrading to a newer version.
  Workstation Shortcuts - Installs the full package on either a stand-alone PC or to a "Mapped" network drive - Select this option for either a new installation or when upgrading to a newer version.
  Custom - Allows you to select the individual components.
- Select Install Folder - the installer will install the program software to the folder specified by you. It will show the default folder and to install to a different folder, either type in the new path or click Browse. If the folder entered does not already exist, it will be created automatically. If you are updating from a previously installed version of the software, you must specify the same location as it is already installed.
- Select Data Folder - the installer will create a shortcut that allows the software to access its data in the folder specified. It will show the default folder and to access data in a different folder, either type in the new path or click Browse. If the folder entered does not already exist, it will be created automatically. **Normally you should specify the same folder for data as for the program files.**
- Copy Data Files - if updating from a previous version, you will be prompted as to whether you wish the installer to make a backup copy of the existing data files. This is an added precaution but is not a substitute for your own external data backup which you should have taken prior to proceeding with the installation.
- Specify the Shortcut Folder - the installer will add shortcut icons to the folder indicated below. If you do not want to use the default folder, you can either type a new name, or select an existing folder from the list.
- Check for updates when program starts - Only select this option if you have a permanent Internet connection (eg. LAN access, ADSL or Cable).

The installer will then install/update the software and then, if necessary, convert any existing data to be compatible with the latest version.

Network Installation
The PC Share Register Plus software is supplied Network Ready, as standard. The software will run on any Windows compatible network, either a Local Area Network (LAN) or a Wide Area Network (WAN).

To run the software on a network:

Install software and data onto network file server
1. Ensure that you have full disk access privileges on the network drive onto which the software is to be installed.

2. From a PC connected to the network, Map the network drive to a drive letter (eg. N).

3. Run the Setup program on the program disk and substitute the above drive letter of the network drive for the default of C for <u>both</u> the program folder and the data folder locations.

If all has gone smoothly, you should now have installed the software and the data on the file server and created shortcuts to run the program on the PC from which the installation was carried out.

Create Icons/Shortcuts on other Workstations
1. Ensure that you have full disk access privileges on the network directory onto which the software has been installed.

2. If not already done on each Workstations PC, Map the network drive on which the software is installed to a drive letter (eg. N).

3. Create a Windows Shortcut to run the program (eg. Sharereg.exe) with the folder that the exe file is located in as the "Target" folder. The "Target" folder is where the program will look for the data files.

NB.
- All files (program and data) are usually contained in the one folder.
- As an alternative to manually creating a shortcut, you can run the installer and select *Workstation Shortcuts.*
- If your network is slow (eg. Wide Area Network) you may wish to install the programs on the local hard disk and access only the data over the network - in this case, do not manually create shortcuts on the workstation, but, for each workstation, run the installer and specify a local folder for the programs and specify the mapped network folder where the data is located.

1.3 Preferences

Selecting *Subscription Details and Preferences* from the main menu will open the Subscriptions Details/Preferences screen. To edit preferences for date printing, help bubble display and enabling/disabling scanning and electronic formations select the "Preferences" tab.

NB. If a Master Password has been set up, it will need to be entered in order to access preference settings.

2 Frequently Asked Questions

Q How do I create a new company?
A From the Company List screen simply click on the New button and enter the company details in the entry screen.

Q When I set up a new company or a new director, why are some of the tabs greyed out and not available?
A Some information can only be entered after the new record has been created. Once the basic information has been entered, click on Save to save to disk. You will now be able to enter the further details.

Q Why are some members and directors shown in red in the selection list?
A If the Include All option has been checked, then the lists will show all members and directors regardless of whether they were current entries at the As At date. However, all entries that are not current by reference to the As at date will be shown in red.

Q Why does the list of members or directors not show all members and all directors?
A Unless the Include All option has been checked, the list will only show those persons that are current by reference to the As At date. Simply change the As At date to show the persons current at another date or check the Include All box to show all persons, regardless of dates.

Q Why are some "Person" entries shown with an exclamation mark?
A If the software finds two or more person entries with identical names it will list them with an exclamation mark against each. If the entries actually relate to the same person then it is important that the two entries are "merged" into one, otherwise the automated organisation of Other Directorships and Directors Interests in Shares will be unable to determine the correct relationships.

Q Why are Other Directorships and/or Directors Interests in shares not picking up correct

entries?
A If you have inadvertently created multiple Person records for the same person and allocated different persons (albeit with the same names) to different directorships, secretaryships or memberships then the software will not be able to determine that these entries actually relate to the same person. It is therefore necessary for the relevant person entries to be "merged" into one.

Q My firm has more than one branch or trading name. How can I assign different presenter details to different clients?
A The program allows you to create as many different sets of presenter details as you like. From the File menu select Presenters Details and click the New button to add additional presenters. Once added, these can be assigned at will to individual clients.

Q Many of my clients use the firm's address as their registered office. Do I have to type in the address for each client?
A No. Simply check the Registered Office at Presenter box on the client Company Info. tab and the address of the presenter will automatically be inserted as the registered office address. Furthermore, this will allow you to print an alphabetical list of companies at each presenter for the purposes of displaying at your offices.

Q I am creating several records which have common information, eg. the addresses of directors.
How can I avoid having to re-type information?
A Edit or create a record and save it. Then, when you edit or create another record, if you hold down the control key and press the ' (single quotation mark) key whilst in an entry field, this will duplicate the contents of the same field from the previous record.

Q Most of the time I want the presenter details to print on forms but sometimes I do not. Can I turn the printing of presenters details on and off?
A Yes you can. Each time you print a form which has presenters details on it you may un-check the Print Presenters Details box on the margin adjustment screen that pops up prior to printing.

Q How do I print reports and forms?
A Reports and forms are all produced by clicking on the Reports/Forms menu option and selecting one of the options from the drop down menu. The available reports will vary according to which screen is currently open. For example, company registers of all directors, members etc. can be printed when displaying company information, whereas a Officer appointment, resignation and change forms can only be printed when the relevant director's details are being displayed.

Q Are the Companies House forms which are produced by the program onto plain paper acceptable to Companies House?
A Yes. All such forms have received approval of their design by Companies House. It is important, however, that they are printed on a good quality printer in order to ensure that the forms are accepted by Companies House.

Q All the reports have “Evaluation Copy” printed on them. Why?
A You have either, not entered your license details, incorrectly entered them or the license has expired. In all these circumstances the program will function normally except that no new companies may be created and reports will bear the “Evaluation Copy” stamp.

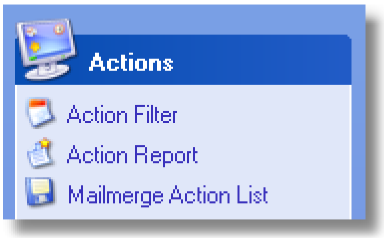
Q I am trying to enter a new share transaction and the program is prompting for a Share Type. However, the list of available share types is empty. Why?
A The program allows you to create an unlimited number of share types (classes of shares). This must, however, be done prior to entering a share transaction. Simply select the Share Types tab and insert details of the relevant share types. When you then go back into share transactions, the list of share types will not be empty.

Q The Annual Return Form does not show the nominal value of the Issued Share Capital.
A Simply enter the nominal value of each class of shares by editing the relevant class of shares in the "Share Types" tab. The Annual Return will use this information to print the correct details on the Return and schedules.

3 How To ....

3.1 How to filter Company List to display only companies that match selection criteria

When the software first starts, the "Company List" screen is displayed and shows all companies, excluding those marked as "Hidden".



To filter the list and display only those companies that match your selection criteria, click on "Action Filter" link in the *Actions* panel and enter your selection criteria. Once you accept the criteria entered, click the OK button and the Company List will then display those companies that match.

From the Company List screen, you may select "Action Report" which will produce a printed report based on the above selection criteria or "Mailmerge Action List" which will create a CSV file which can be used for mailmerges etc..

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3.2 How To Create a New Company

- Start the *PC Share Register Plus* program
- The Company List **screen will be automatically displayed and will show all the companies that have previously been set up.**
- Click the **New** button or press the **Insert** key on your keyboard.
- When you insert a new company, you will be prompted as to whether you wish to import the "Basic Company Data" from Companies House. To import, just enter the company registration number and click "Import Data" button. If the company is found, the information will automatically be inserted into the Company Info tab data fields.
- Now complete any remaining **Company Info** details and press the **Save** button when finished.

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3.3 How To Create a New Member

- From the *Company List* screen, select the company that you wish to work on.
- Click on the **Members** tab.
- Any members that have already been created will be displayed.
- To add a new member, click the **New** button - you will then be presented with a list of "Persons" on the system. Either select an existing person from the list, or click the "New" button to create a new person. (See Persons 15)

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3.4 How To Create New Directors and Secretaries

- From the *Company List* screen, select the company that you wish to work on.
- Click on the **Directors** tab.
- Any directors that have already been created will be displayed.
- To add a new director or secretary, click the **New** button - you will then be presented with a list of "Persons" on the system. Either select an existing person from the list, or click the "New" button to create a new person. (See Persons 15)

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3.5 How To Create New Share Types

- From the *Company List* screen, select the company that you wish to work on.
- Click on the **Share Types** tab.
- Any classes of shares that have already been created will be displayed.
- To add a new class of shares, click the **New** button and fill in the details of the shares.

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3.6 How to Enter Directors Interests in Shares

- From the *Company List* screen, select the company that you wish to work on.
- Click on the **Directors** tab.
- Any directors that have already been created will be displayed.
- Double-click the director required (or single click to highlight director and then click the **Details** button.
- Click the **Director's Interests in Shares** tab.

The system will automatically add and maintain details of interests in shares where the same "Person" is both a director and a member of the same company. If a director has other interests in shares of members of a company, then these can be added manually as follows:

- A list of previously entered interests will be displayed. Click the **New** button to display the entry screen.
- Rather than have to repeat details that are in the Register of Members, simply select the member in which the director has an interest and enter the dates of the interest. For example, a company with husband and wife who are both members, with the husband as a director - the husband will have two entries for **Director's Interests in Shares**, one pointing at his own entry as a member and another pointing to his wife's entry as a member.

NB. In the above example, only the interest in the wife's shares needs to be entered as the software automatically creates and maintains entries in respect of "own" shares (ie. where the same "Person" attributed to a director entry is also attributed to a member entry).

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3.7 How to Enter Directors Other Directorships

If a "Person" is a director of more than one company administered within the software, details of their "Other Directorships" in respect of directorships administered within the software ("Internal" other directorships) are automatically created and maintained by the software.

Details of a person's directorships in respect of companies not administered within the software ("External" other directorships) must be manually entered. Once entered against a person, they will automatically appear as External other directorships in all companies that the person is a director.

- From the *Company List* screen, select the company that you wish to work on.
- Click on the **Directors** tab.
- Any directors that have already been created will be displayed.
- Double-click the director required (or single click to highlight director and then click the **Details** button.
- Click the **Other Directorships** tab.
- A list of previously entered companies will be displayed. Click the **New** button to display the entry screen and enter the details of the company.

Alternatively, you can select the person from the "Show list of all People" task entry on the Company List screen.

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3.8 How To Print Appointment of Director/Secretary Forms

- From the *Company List* screen, select the company that you wish to work on.
- Click on the **Directors/Secretaries** tab.
- Any directors/secretaries that have already been created will be displayed.
- Select the required person by either double-clicking their entry in the list or highlighting it and clicking the **Details** button.
- The details of that person will now be displayed. To print a Officer Appointment, Resignation and Change forms simply select the **Forms/Reports** menu item and then select the required form.

If you are printing an appointment form for a new person, you must first set them up and save their details.

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If you are printing a an form in respect of changes, you should first enter the changes and save the details.

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3.9 How To eFILE Officer Forms

- From the *Company List* screen, select the company that you wish to work on.
- Click on the **Directors/Secretaries** tab.
- Any directors/secretaries that have already been created will be displayed.
- Select the required person by either double-clicking their entry in the list or highlighting it and clicking the **Details** button.

- The details of that person will now be displayed. To eFILE an Officer Appointment, Resignation or Change Form simply select the **Forms/Reports** menu item and then select the relevant form and then the *eFILE* option.

If you are eFILING an appointment form for a new person, you must first set them up and save their details.

Create New Directors and Secretaries 6

If you are eFILING a form in respect of changes, you should first enter the changes and save the details.

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3.10 How To Print Stock Transfer Form

- From the *Company List* screen, select the company that you wish to work on.
- Click on the **Members** tab.
- Any members that have already been created will be displayed.
- Select the required person by either double-clicking their entry in the list or highlighting it and clicking the **Details** button.
- The details of that person will now be displayed. Select the **Share Transactions** Tab.
- Highlight the required Transfer and then click on the **Print Stock Transfer** icon.

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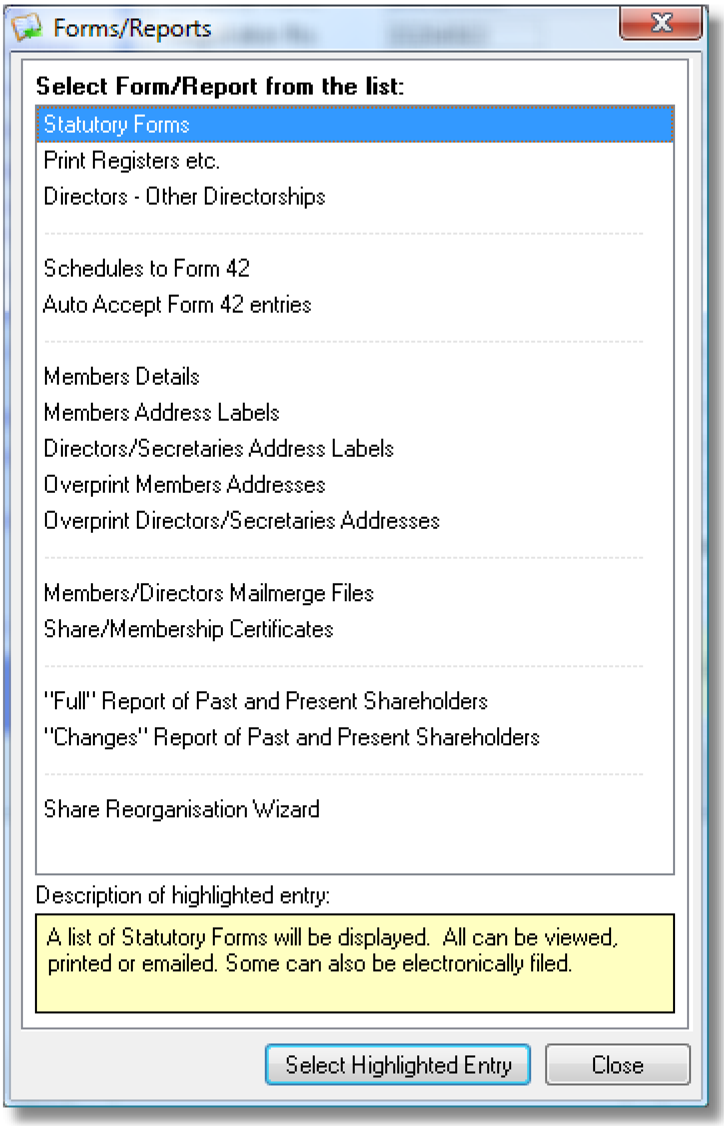
3.11 Duplicating Entry Fields

There are many instances when you will wish to create or edit a member, director, share transaction entry etc. based on the contents of another member, director etc. Rather than re-entering identical data you may use the "ditto" function to duplicate field information as follows:

Edit or create a record and save it. Then, when you edit or create another record, if you hold down the control key and press the **'** (single quotation mark) key whilst in an entry field, this will duplicate the contents of the same field from the previous record.

3.12 How to produce Company Statutory Forms

- From the *Company List* screen, select the company that you wish to work on.
- Click on the **Forms/Reports** menu option.
- Select **Statutory Forms** menu option.



- From the list of available forms, highlight the required form and then click on *e-File, Print* or *Email as PDF* buttons.

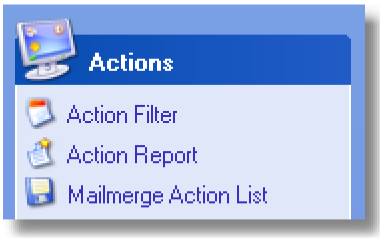
NB. If you are producing forms appointment, resignation or change forms for a director or company secretary, you must first open the relevant director and then click on the **Forms/Reports** menu where you can select the required form.

4 Basic Operations

4.1 Company List

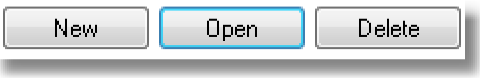
This is the first screen to be displayed once the program has been launched and shows a list of the client companies on the system.

When the software first starts, the "Company List" screen is displayed and shows all companies, excluding those marked as "Hidden".



To filter the list and display only those companies that match your selection criteria, click on "Action Filter" link in the *Actions* panel and enter your selection criteria. Once you accept the criteria entered, click the OK button and the Company List will then display those companies that match.

By default, the list will be displayed in Name order. The list may also be displayed in many different alternative orders, simply by clicking the column heading.



To Open an existing company, simply highlight the company that you require and click the *Open* button. Alternatively, you may double-click the required company.

To insert a new company, click on the *New* button or, alternatively, you may press the *Insert* key on the keyboard.

To delete an existing company, highlight it and then click the *Delete* button or the *Delete* key on the keyboard.

NB. You will need to supply the *Master Password* if one has been set up.

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4.2 Locating Entries in a List

To locate an existing entry within a scrolling list:
- Click anywhere within the list box
- Type as much of the name that you are trying to locate - as you type, the highlighted entry will move to highlight the nearest match.

NB. If you have clicked on a column heading to sort the list in a different order, the above procedure will locate an entry according to the data in that column.

4.3 Create Amend and Delete Entries

To *Insert* a new entry:
- Click on the **New** button *or*
- Right-click the mouse and select **New** from the pop-up menu *or*
- Press the **Insert** key

To *View* or *Amend* an existing entry:
- Single click the entry in the list and then click on the **Open** button *or*
- Right-click the mouse and select **Open** from the pop-up menu *or*

- Double-click the entry in the list

To *Delete* an existing entry:

- Single click the entry in the list and then click on the **Delete** button *or*
- Right-click the mouse and select **Delete** from the pop-up menu *or*
- Single click the entry in the list and then press the **Delete** key

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Warning: Deleting an entry will permanently delete all information and other entries relating to it.

4.4 Deleting a Company

In order to delete a company, simply highlight the entry on the opening screen showing the list of companies and then press the **Delete** key or the click on the **Delete** button.

If the program has been set up with a ***Master Password*** (in the Subscriptions Details screen) you will be prompted to enter the Master Password before the company may be deleted.

Warning: Deleting a company will permanently erase all details of that company. If you wish to remove the company from the normal list of companies but not delete it, you should check the "Archive" box in the Company Info. tab of the company record itself. The company name will then only be displayed in the list of companies if the *Show Archived Companies* check box is ticked.

4.5 Combined Register

The combined register for a company comprises a single screen with a series of *Tabs* along the top. To print reports for multiple members, directors etc. click on the ***Forms/Reports*** menu and select the required report from the drop-down menu.

If the company name is longer than will fit in the *Company Name* field then enter an abbreviated name that will be used on non-official reports etc. and, in addition, click on the *Long Name* button to the right of the abbreviated name. This will pop-up a text box in which you may enter the full, unabbreviated company name which will appear on official forms, share certificates etc.
Regardless of which tab is selected, a series of buttons will be shown on the left hand side of the window which provide additional functions:
View, create and amend Minutes by clicking on the **Minutes** button

Set or change the company password by clicking on the **Change Password** button.

View the **Events Log** and make new entries by clicking on the Events Log button

View or edit Trade Classifications (SIC 92 Codes) by clicking on the **Trade Classification** button

Enter detail of location of registers by clicking the **Location of Registers** button.

Enter details of which elective resolutions are in force by clicking the **Elective Resolutions** button.

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To select a tab, simply click on the tab itself.

COMPANY INFO.
The company information tab shows general details about the company. You must enter a presenter for the company.

Check the *Hide* box to indicate that the company is not currently being dealt with. The company name, by default, will then not appear on the list of company names. Full details will however be retained. Check the Dormant box to indicate that the company is dormant.
Select a presenter by clicking on the arrow to the right of the "Presenter" box and choosing from the list of available presenters. **NB**. Presenters must first have been set up by selecting ***Presenters Details*** from the ***File*** menu.

If (as is quite usual) the registered office of the company is at the presenter's address, you may tick the *Registered Office at Presenter* check box in order to automatically insert the presenter's address as the company's registered office. Additionally, you will be able to print (for the purposes of displaying at your office) a list of companies in alphabetical order whose registered offices are at their *presenter*.

DIRECTORS/SECRETARIES
The directors/secretary tab shows a list of Directors and Secretaries in alphabetical order.


If the *Include all* check box is ticked, all directors and secretaries will be shown regardless of dates of appointment or leaving. If the *Include all* check box is not checked, the list will only show those directors and secretary that are current officers by reference to the *as at* date
.

Any director or secretary on the list who is NOT a current officer by reference to the ***As at*** date will be shown as a red entry.
In order to view, amend or delete details of an existing director/secretary, including details of **Other Directorships** and **Interests in Shares**, simply select the director/secretary from the list (in the same way as selecting a company from the opening screen).

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SHARE TYPES
The share types tab shows a list of authorised share types for the company.
In order to view, amend or delete details of an existing share type, simply select the entry from the list (in the same way as selecting a company from the opening screen).

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Share Type Entry 28

MEMBERS
The members tab shows a list of Members in alphabetical order.


If the Include all check box is ticked, all members will be shown regardless of dates of becoming or ceasing to be a member.

Any member on the list who is NOT a current member by reference to the as at date will be shown as a red entry.

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Member Entry 28

SHARE CERTIFICATES
The Share Certificates Tab shows a log of share certificates produced by the software. If, when the certificate was produced, you elected to save a copy of the certificate PDF file, then the certificate PDF can also be retrieved via the Certificate Log. NB. This feature was only added in build 10 of the software and therefore share certificates produced in earlier versions will not be in the log.

MORTGAGES
The mortgages tab shows a list of mortgages and charges in date order.
In order to view, amend or delete details of an existing entry,simply select the entry from the list (in the same way as selecting a company from the opening screen).

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Mortgage and Charge Entry 32

DEBENTURES
This tab shows a list of debentures in date order.
In order to view or amend details of an existing entry,simply select the entry from the list (in the same way as selecting a company from the opening screen).

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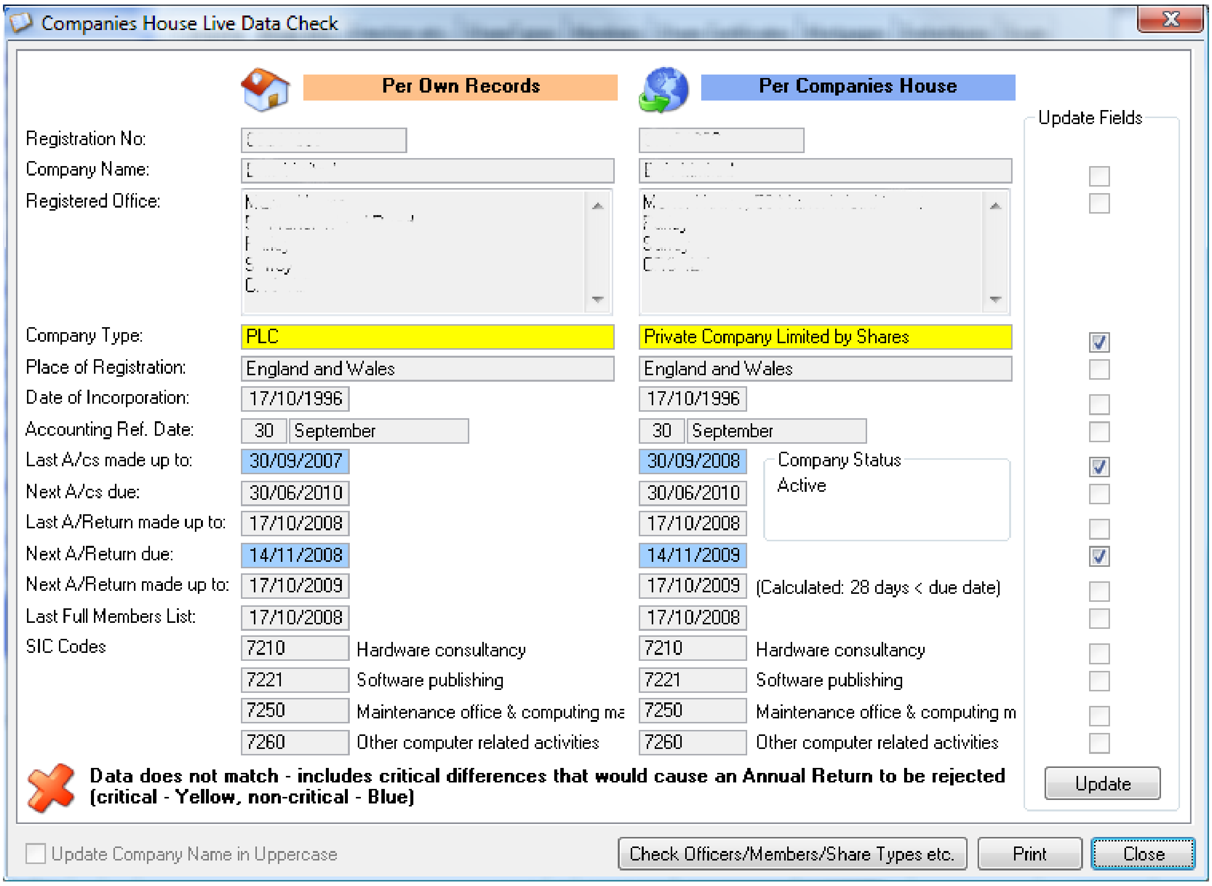
Debenture Entry 33

4.6 Companies House Data Check

Introduction
The software is able to interrogate the live data held at Companies House via the Companies House "XML Gateway". The service is completely free and in order to use this service your PC will need to be connected to the Internet. If you have any security or firewall hardware or software, you may need to give permission for the software to access the Internet.

Scope of Data
- The following fields of information can be interrogated:
- Company Name
- Registered Office Address
- Company Type
- Place of Registration
- Date of Incorporation
- Year End
- Accounts next due date
- Last accounts made up to
- Last Annual Return made up to
- Next Annual Return due
- Last Full members list
- SIC Codes
- Recent Filing History

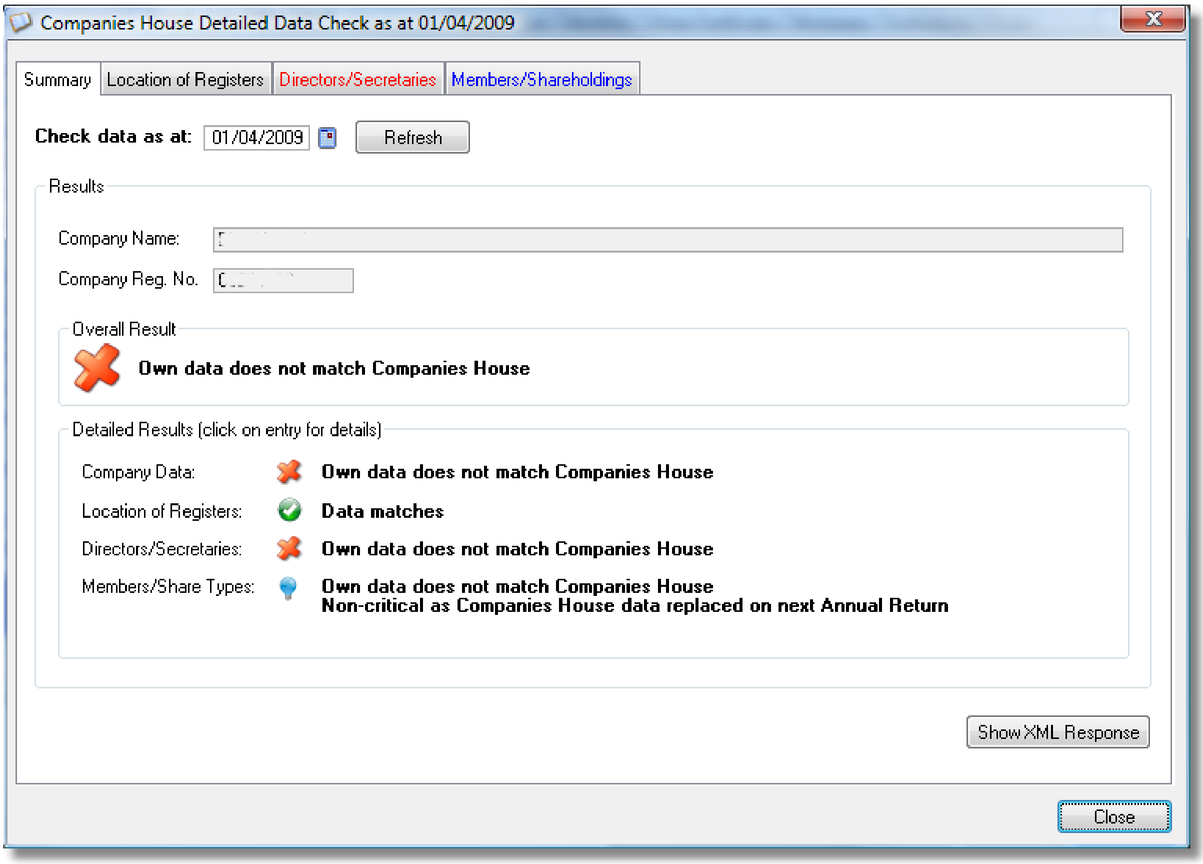
Checking existing data
To check "Basic Company Data" held within the software with the corresponding data held at Companies House, from the Company Info screen of a company, click on the "Check Companies House Data" button.



A window will open, comparing the data held within the software with that held at Companies House and highlighting any differences in yellow. You can optionally update your own data for any of the yellow fields.

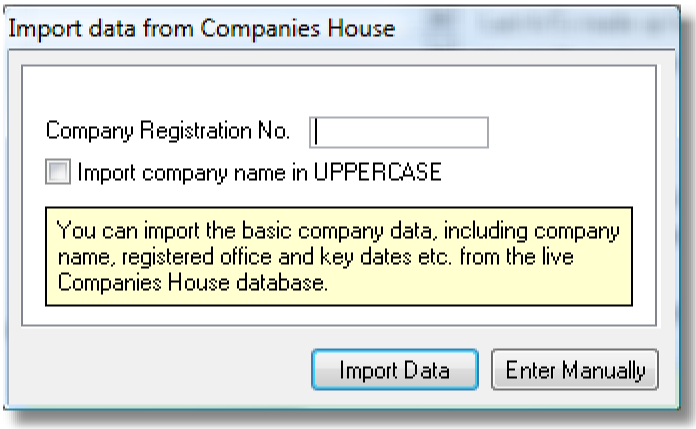
In order to view a list of recent filings at Companies House for this company, simply select the "Recent Filing History" tab.

Clicking on the "Check Officers/Members/Share Types etc." button will allow you to check detailed information (requires e-filing module and company being checked must have a valid CAC code entered.



Inserting a new company

When you insert a new company, you will be prompted as to whether you wish to import the "Basic Company Data" from Companies House.



To import, just enter the company registration number and click "Import Data" button. If the company is found, the information will automatically be inserted into the Company Info tab data fields.

4.7 Persons

The Concept of "Person"

In previous versions of the software, details of members, directors and secretaries were held separately in each company. The latest version now has a new *Person* database where a person's particulars are stored centrally. The advantage of this are:

- If you if you amend a person record, the details will automatically be reflected in all members, directors and secretaries records for that person.
- It is easy to create a new member, director or secretary based on an existing person record.
- You can file forms in respect of all changes to a person across multiple companies in one go.

As part of the conversion process from previous versions to version 9, all members, directors and secretaries data will be analysed and "Person" records automatically created.

- Can now "drill down" from a person to their underlying Memberships, Directorships and Secretaryships.

Merging Two Persons

If you find that you have two or more PERSON records that actually relate to the same person, in order for the system to operate properly it is important that you MERGE the records into one.

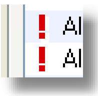
How were duplicate records created?

When the automatic data conversion process takes place when you upgrade to version 9 of the software, Person records are automatically created for all Director, Secretary and Member details.

In some cases, whilst the names of Persons created are the same, some information such as address or date of birth are different and therefore multiple records are created for what may well be the same person.

Duplicates may also have been created manually by mistake or automatically when importing a company. In all cases you must therefore manually MERGE the multiple records into one.

Indication of possible duplicate person records



As an indication of possible duplicate records, the list of Persons shows an exclamation mark next to all entries which have identical or similar details.

Ignore selected person's "duplicate" status, and exclude them from being automatically marked as duplicated in the future

If an entry marked as a possible duplicate is not actually a duplicate, you can highlight it and click on "Exclude from Duplicate Checking" - the entry will then show an exclamation mark with a blue cross.

.

Prevent selected person from being automatically marked as duplicated in the future

You can also prevent an entry from being marked as a duplicate in the future - highlight it and click on "Exclude from Duplicate Checking" - the entry will then be displayed with a blue cross.

Merging records

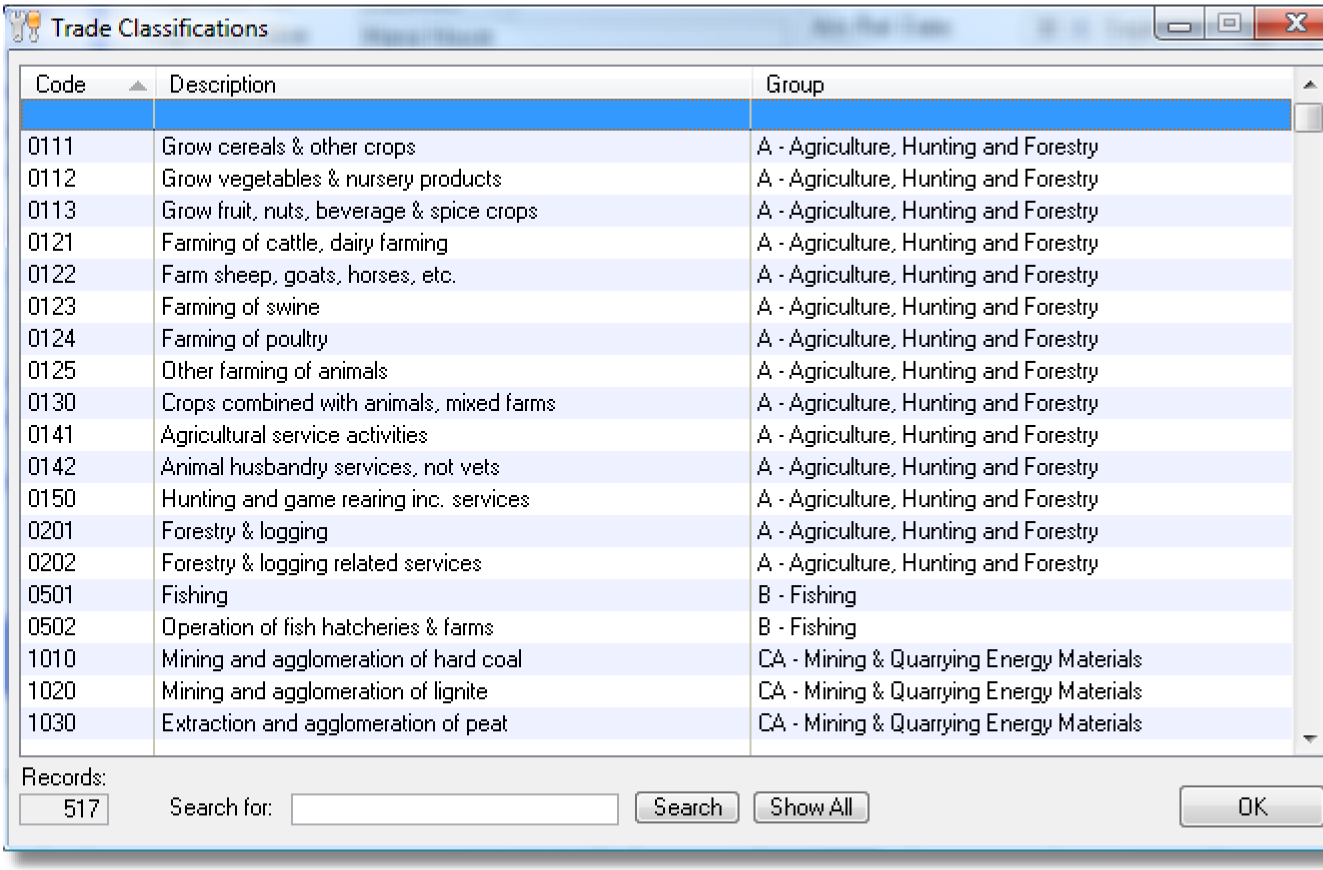
To MERGE Person entries, first highlight the entry to MERGE and then click on "Merge selected person with another". Then select the person to KEEP. The two entries will be merged and all cross relationships automatically resolved.

If you have more than two entries to merge, then they must be merged two at a time.

4.8 Trade Classifications

The trade classifications screen allows you to enter up to four SIC 92 trade classification codes for the company. you know the codes, simply enter them in the boxes. The program will check that the entered codes are valid an so, will display the description alongside.

If a non-valid code is entered, a screen will open showing all valid codes in order that you may select the appropr one.



Trade Classifications

Code	Description	Group
0111	Grow cereals & other crops	A - Agriculture, Hunting and Forestry
0112	Grow vegetables & nursery products	A - Agriculture, Hunting and Forestry
0113	Grow fruit, nuts, beverage & spice crops	A - Agriculture, Hunting and Forestry
0121	Farming of cattle, dairy farming	A - Agriculture, Hunting and Forestry
0122	Farm sheep, goats, horses, etc.	A - Agriculture, Hunting and Forestry
0123	Farming of swine	A - Agriculture, Hunting and Forestry
0124	Farming of poultry	A - Agriculture, Hunting and Forestry
0125	Other farming of animals	A - Agriculture, Hunting and Forestry
0130	Crops combined with animals, mixed farms	A - Agriculture, Hunting and Forestry
0141	Agricultural service activities	A - Agriculture, Hunting and Forestry
0142	Animal husbandry services, not vets	A - Agriculture, Hunting and Forestry
0150	Hunting and game rearing inc. services	A - Agriculture, Hunting and Forestry
0201	Forestry & logging	A - Agriculture, Hunting and Forestry
0202	Forestry & logging related services	A - Agriculture, Hunting and Forestry
0501	Fishing	B - Fishing
0502	Operation of fish hatcheries & farms	B - Fishing
1010	Mining and agglomeration of hard coal	CA - Mining & Quarrying Energy Materials
1020	Mining and agglomeration of lignite	CA - Mining & Quarrying Energy Materials
1030	Extraction and agglomeration of peat	CA - Mining & Quarrying Energy Materials

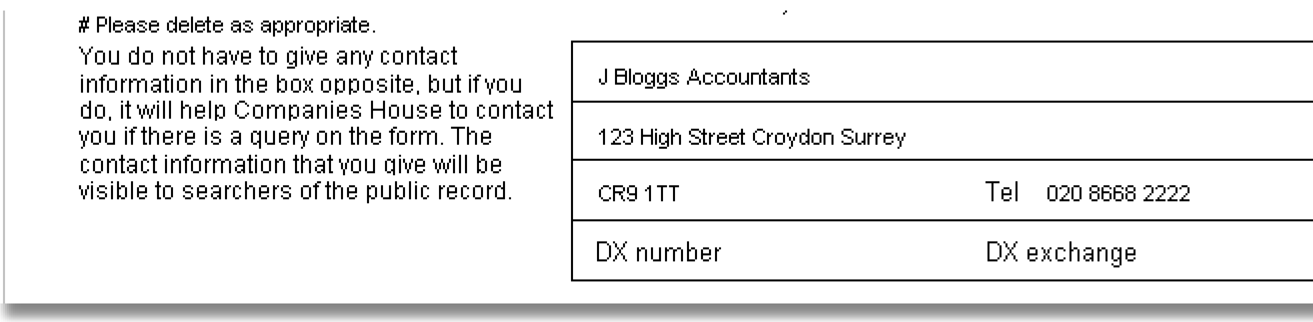
Records: 517 Search for: Search Show All OK

The SIC Code selection screen allows codes to be displayed in SIC Code, Trade Description or Trade Group order by simply clicking the appropriate column heading.

You may restrict the list of SIC codes displayed by entering a string of characters in the "Search for:" box. After a short pause, the list will then be re-displayed showing only those entries that contain the entered text anywhere in the SIC Code, the Trade Description or the Trade Group.

4.9 Presenters

In order that the program may automatically insert the name, address etc. of the presenter on all official forms yo unlimited number of presenters and attribute any one of them to each company.



Please delete as appropriate.
You do not have to give any contact information in the box opposite, but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

J Bloggs Accountants	
123 High Street Croydon Surrey	
CR9 1TT	Tel 020 8668 2222
DX number	DX exchange

For example, if your practice has two trading names, "ABC & Co." and "XYZ & Co.", both these names (and asso be created as *presenters*. In each client company, you would choose which presenter is attributable to that comp hand, your practice had two branch offices with the same trading name, you would simply create two presenters Office)" and "ABC (London Office)") with appropriate addresses.
NB. Each client company MUST have a presenter. If you would like a particular company to have

blank presenter details, then you must create a "blank" presenter with, say, just a dash as the presenter's name.
To create, edit or delete presenter details, select **Presenter Details** from the **File** menu.

Creating, Amending and Deleting Entries 10

4.10 Print Registers

Whilst the company's Combined Register screen is being displayed, select **Print Registers etc.** from the **Forms/Reports** menu.

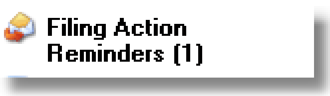
You will then be presented with a list of possible registers/reports to print, together with the range of dates that you wish to cover. Simply make your selections and then click the **Print** button.

Options

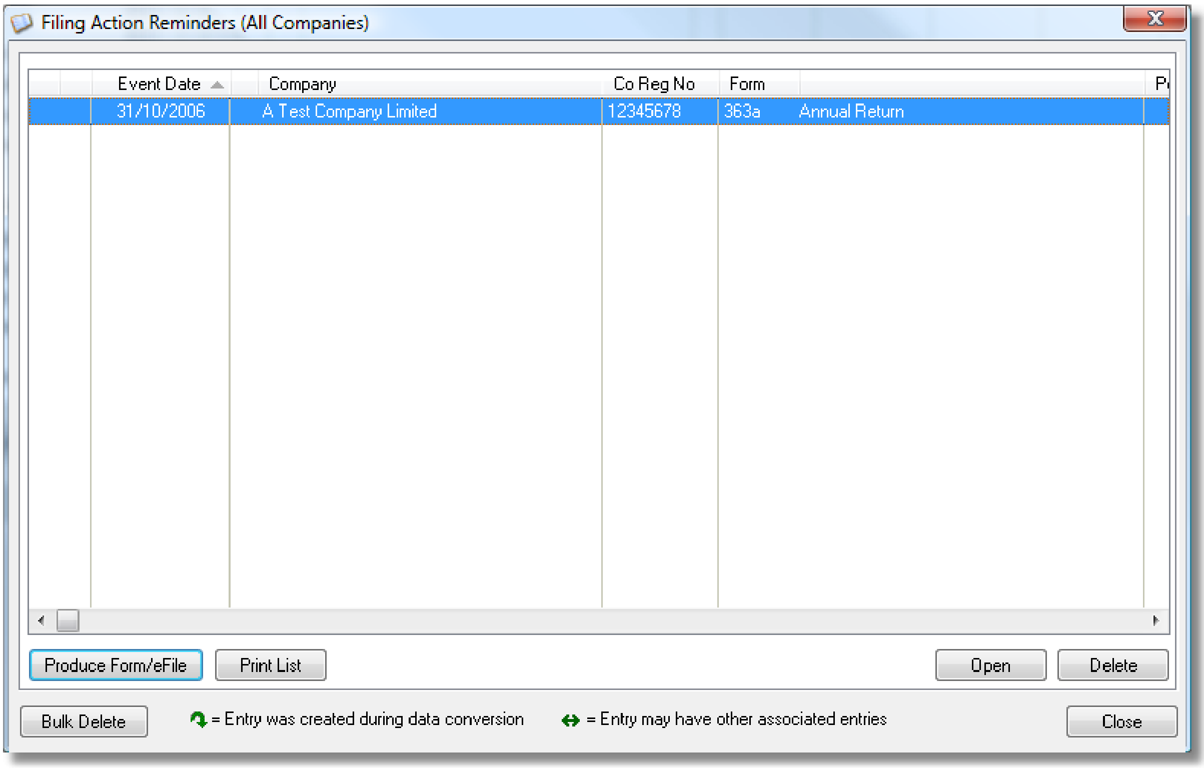
Cover Page	Prints a front cover with Company name and number.
Contents Page	Prints a table of contents.
Section Dividers	Prints a divider page before each section printed.
Page No. Prefixes	Prints the report prefix on the bottom of each page (eg. Shareholders holdings would print **7.**).
Page Numbers	Prints the page number on th bottom of each page after the page prefix. Page numbers start at 1 for each section printed.

4.11 Filing Action Reminders

When certain data is entered or imported that would potentially result in a filing action being required, a Filing Action Reminder will be created and the "Actions" panel will display the number of reminders either for all companies (from the Company List screen) or for an individual company (from the Combined Register screen).



Clicking on the link will open the Filing Actions Reminder window where you can see a summary of the reminders. Clicking an entry will allow you to produce or efile the form.



4.12 Electronic Filing - Direct with Companies House

PC Share Register Plus incorporates the technology to file certain Companies House forms directly with Companies House. The software handles both sending of instructions and the receiving of responses from Companies House without the need for any external software. An Internet connection, dedicated email account (we can provide this for you if required) and an eFiling account with Companies House are required.

In order to eFile forms direct with Companies House Form, it is necessary to have entered certain information regarding your eFiling account and also entered details of the Companies House "Company Authentication Code". If any of the required details have not been entered you will be prevented from eFiling and will be prompted as to the nature of the problem.

For the Company :
Company Name: The *Company Name* must be entered in the *Company Info* tab of the company.

Company Number: The *Company Number* must be entered in the *Company Info* tab of the company.

Registered Office Address: You must enter at least the first line of the Company's Registered Office in the *Company Info* tab of the company.

Company Authentication Code: In order for Companies House to accept the electronic filing of documents, you must inform them of a 6 character *Company Authentication Code* which will be used to identify the company. To set up the code, click on the *Setup Authentication Code* button on the *Company Info* tab of the company.

Company Authentication Code Accepted: You cannot start eFiling until Companies House has received and registered this code. To record that the code has been registered by Companies House, click on the *Setup Authentication Code* button on the *Company Info* tab of the company.

For the "presenter" which is eFiling:
It is necessary to fully complete the eFiling details for each presenter (multiple presenters can use the same eFiling account).

To use Companies House eFiling, you must first have opened an eFiling account with Companies House. You can download an application form from: http://www.companieshouse.gov.uk/toolsToHelp/pdf/ofscaa.pdf

eFiling with Companies House works through email communication and it is necessary for you to have a dedicated email account to be used for eFiling that is NOT used for any other purpose, which is registered with Companies House. PC Share Register Plus handles both the sending and receiving of emails with Companies House without the need for any other software and will attempt to send/receive emails using the default Internet connection on the PC. When setting up eFiling for a presenter you must enter:

- Presenter ID (allocated to you by Companies House)
- Auth Code (allocated to you by Companies House)
- Dedicated Email address
- Technical parameters (POP3 and SMTP settings) for the dedicated email address

NB. If you would like to be provided with a dedicated email address for use for eFiling, please contact your supplier.

Before submitting live instructions, you should click on the "Comms Test" button in the eFiling tab of a presenter in order to send a "Comms Test" to Companies House in order to check that email communication is working.

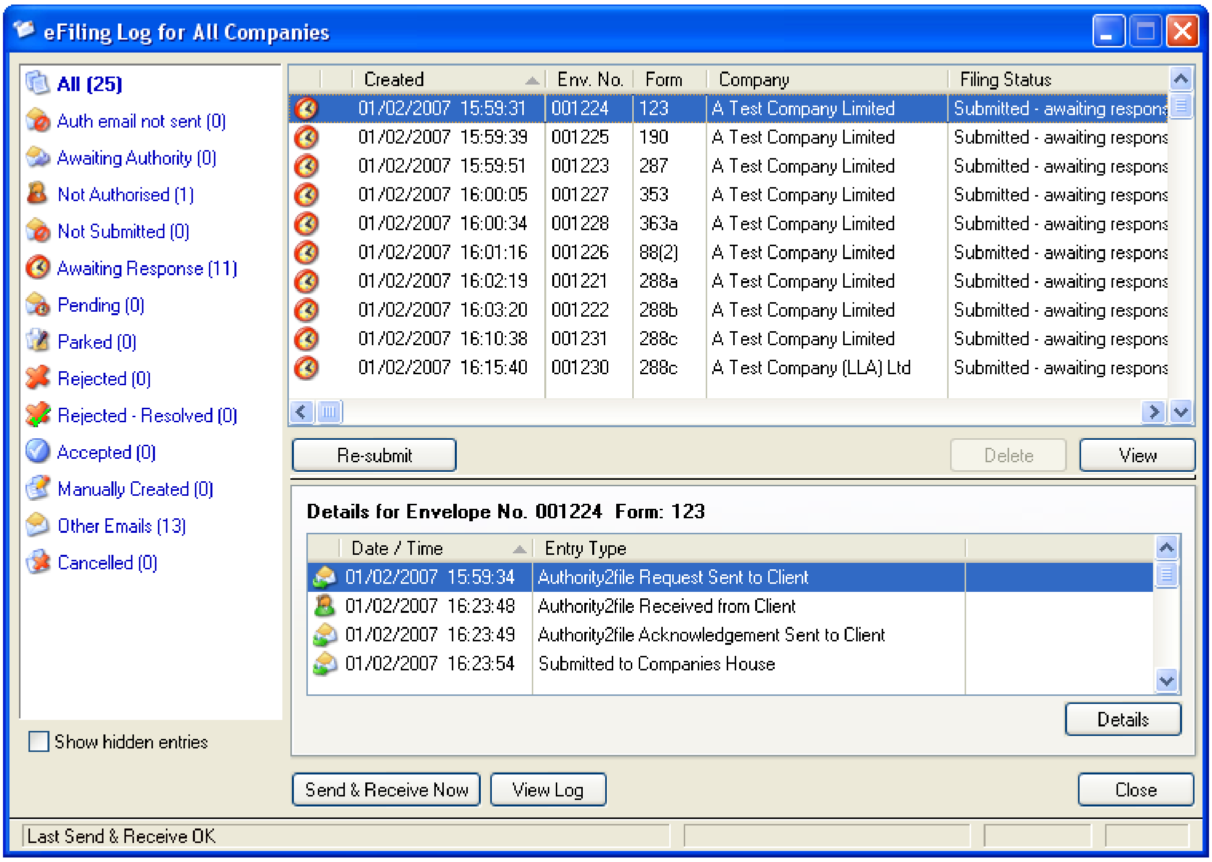
NB. If you wish to disable sending and receiving of emails from a particular workstation (if for example it does not have an Internet connection) you can do this by selecting "Subscription Details & Preferences" from the File menu and selecting "Workstation Preferences".

4.12.1 eFiling Log

Whenever you eFile a form, the instruction is allocated a unique Companies House "Envelope Number" and an entry is made in the eFiling log.

By highlighting an instruction in the top section, the details of that instruction are displayed in the bottom section. You can also filter which instructions are displayed by clicking the relevant status type in the top left frame.

If the eFiling log is opened from within the Company Info screen of a company, then the details shown will relate only to that company (plus all "Other Emails" - see below). If opened from the Company List screen, the log will display all entries for all companies.



Not Submitted
When an e-Filing instruction is produced by the software it is allocated a unique "Envelope Number" and an entry placed in the eFiling log with a status of "Not Submitted".

Submitted - Awaiting response
When the instruction is submitted to Companies House (either from the originating workstation or by another workstation or eFiling server), the header entry in the top right hand section of the screen will change to "Submitted - Awaiting response" a "Submitted" entry will appear in the details section below.

Document Processing Pending
The first response from Companies House will be a "Document processing pending" response which indicates that the eFiling instruction has been received by them and is pending processing. The status of the header will change accordingly and a new detail entry will appear. If processing by Companies House is delayed you may receive subsequent pending responses.

Parked - pending supply of further information
If Companies House receive an eFiling instruction that requires you to submit further information, you will receive a "Parked - pending supply of further information" response which will also give you information as to the further information required. The instruction will remain at this status level until the information is supplied to and processed by Companies House.

Accepted or Rejected
Once Companies House have processed the eFiling you will receive a response indicating either that it is Accepted or Rejected. If "Rejected" then you can read the reasons for the rejection by highlighting the Rejected detail entry and clicking the "Details" button. Once an eFiling is rejected it will remain rejected and a brand new instruction must be sent in due course once you have put right the reason for the rejection. In case of query regarding a rejection, Companies House will have indicated their contact details and preferred method of communication in the rejection response.

Rejected - Resolved
Once you have resolved the reason for the rejection, you can highlight the rejected entry and click the resolved button which merely marks the entry as "Rejected - Resolved". Marking it in this way does not

actually resolve the problem but is intended as a way of removing entries from the list of "Rejected" items once you have resolved them and submitted a new instruction.

Other Emails
From time to time emails may be received into the email account being used for eFiling that are not responses from Companies House relating to eFiling instructions. Any such emails received will be saved (excluding any attached files). These emails will not be attributable to any particular company and will be described as "Other Emails". Such emails can be highlighted and deleted.

Actions:

- **Send & Receive**
  Sends all entries waiting to be sent and receives any emails that are waiting to be retrieved in the POP mailbox.

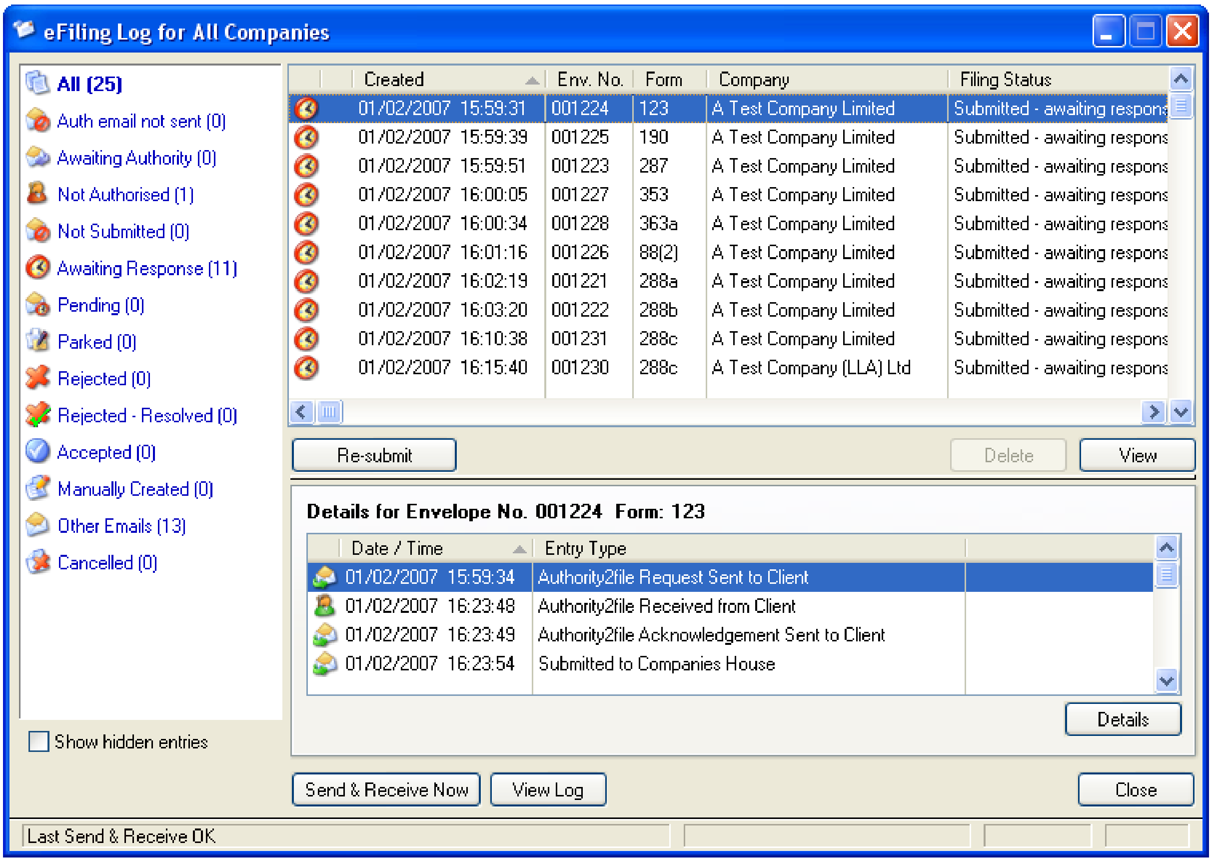
- **Send & receive Log**
  Displays a log of recent "Send & receive" activity since the software was started.

- **Print Summary**
  Prints a summary of displayed entries.

4.12.2 eFiling Server

The eFiling log can be run as a separate server application that will automatically send and receive emails at preset intervals. Running the separate server application (efile.exe) also allows workstations that do not have an Internet connection or have firewall restrictions so that they cannot send/receive email, but do have a network connection, to "queue" instructions for later sending by the eFiling server.

The eFiling server will always display entries for all companies and works exactly the same as the eFiling log, subject to some additional features - see below.



Actions:

- **Send & Receive**
  Sends all entries waiting to be sent and receives any emails that are waiting to be retrieved in the POP mailbox.

- **Send & receive Log**
  Displays a log of recent "Send & receive" activity since the software was started.

- **Print Summary**
  Prints a summary of displayed entries.

- **Settings**
  Master Password - allows you to enter a "Master Password". If entered, the password will be required in order to start the eFiling server and also to return the server from a "Locked" state.

  Send/Receive Interval - allows you to set the interval for the eFiling server to automatically send/ receive.

- **Lock eFile Server -** Blanks the eFiling server screen but leaves the server running. The "Master Password" will be required to return the server from a "Locked" state. This option is only visible if a Master Password has previously been created.

4.12.3 Authority2File

Authority2file technology works in conjunction with our Companies House eFiling module to fully automate obtaining authority from your client to electronically file forms at Companies House.

Once you have specified the form data and ticked the "Request Authority from Client" box, the software handles the rest automatically and will only release the eFiling instruction for filing once the client has emailed their authority.

The fully automated *Authority2file* process:

1. Prepare form data

2. Tick "Request Authority from Client" box

3. An email is automatically sent to client with attached PDF of equivalent completed paper form to be eFiled, requesting authority to eFile the information

4. eFiling instruction automatically added to eFiling queue and placed on hold, "Awaiting Authorisation"

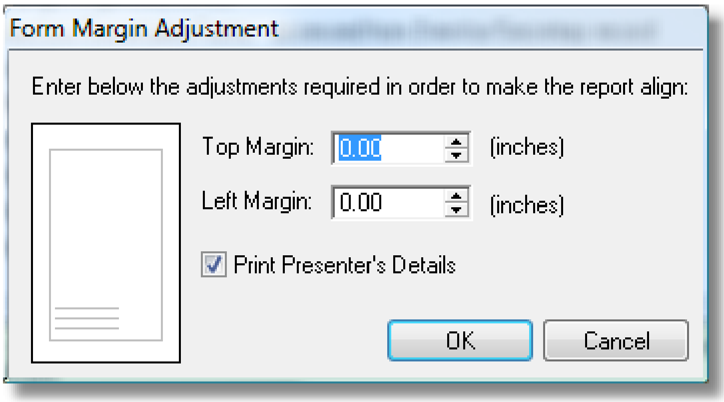
5. Client replies I AGREE to the email, signifying their authority for you to eFile the information

6. The email reply is automatically retrieved by the software and, if authorised, the on hold eFiling instruction is released and sent to Companies House

7. Email automatically sent to client confirming that form has been eFiled

You can set parameters re *Authority2file*, including the standard wording used in emails to clients, for each presenter in the presenter parameters screen. Click File>Presenters and select presenter, then click on A*Authority2file* tab.

4.13 Margin Adjustment



When printing forms onto plain paper it is important that the form is aligned correctly on the printed page. Since the exact position on the page is dependant on the make and model of printer used, this entry screen allows you to make an adjustment (plus or minus) to the top and left margins. Once entered, these margin adjustments will automatically become the defaults for future form printing.

Most statutory forms allow the printing of *presenters details*. The margin adjustment screen allows you to turn on or off the automatic printing of presenter details - simply tick or untick the relevant check box.

5 Combined Register

The combined register for a company comprises a single screen with a series of *Tabs* along the top. To print reports for multiple members, directors etc. click on the ***Forms/Reports*** menu and select the required report from the drop-down menu.

If the company name is longer than will fit in the *Company Name* field then enter an abbreviated name that will be used on non-official reports etc. and, in addition, click on the *Long Name* button to the right of the abbreviated name. This will pop-up a text box in which you may enter the full, unabbreviated company name which will appear on official forms, share certificates etc.
Regardless of which tab is selected, a series of buttons will be shown on the left hand side of the window which provide additional functions:
View, create and amend Minutes by clicking on the **Minutes** button

Set or change the company password by clicking on the **Change Password** button.

View the **Events Log** and make new entries by clicking on the Events Log button

View or edit Trade Classifications (SIC 92 Codes) by clicking on the **Trade Classification** button

Enter detail of location of registers by clicking the **Location of Registers** button.

Enter details of which elective resolutions are in force by clicking the **Elective Resolutions** button.

Minutes 36
Dividends 35
Trade Classifications 16
Location of Registers 33
Elective Resolutions 33
Change Company Password 33
Report/Events Log 33

To select a tab, simply click on the tab itself.

COMPANY INFO.
The company information tab shows general details about the company. You must enter a presenter for the company.

Check the *Hide* box to indicate that the company is not currently being dealt with. The company name, by default, will then not appear on the list of company names. Full details will however be retained.
Check the Dormant box to indicate that the company is dormant.
Select a presenter by clicking on the arrow to the right of the "Presenter" box and choosing from the list of available presenters. **NB**. Presenters must first have been set up by selecting ***Presenters Details*** from the ***File*** menu.

If (as is quite usual) the registered office of the company is at the presenter's address, you may tick the *Registered Office at Presenter* check box in order to automatically insert the presenter's address as the company's registered office. Additionally, you will be able to print (for the purposes of displaying at your office) a list of companies in alphabetical order whose registered offices are at their *presenter*.

DIRECTORS/SECRETARIES
The directors/secretary tab shows a list of Directors and Secretaries in alphabetical order.

If the *Include all* check box is ticked, all directors and secretaries will be shown regardless of dates of appointment or leaving. If the *Include all* check box is not checked, the list will only show those directors and secretary that are current officers by reference to the *as at* date
.

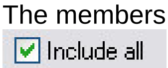
Any director or secretary on the list who is NOT a current officer by reference to the ***As at*** date will be shown as a red entry.
In order to view, amend or delete details of an existing director/secretary, including details of **Other Directorships** and **Interests in Shares**, simply select the director/secretary from the list (in the same way as selecting a company from the opening screen).

Creating, Amending and Deleting Entries 10
Director/Secretary Entry 26

SHARE TYPES
The share types tab shows a list of authorised share types for the company.
In order to view, amend or delete details of an existing share type, simply select the entry from the list (in the same way as selecting a company from the opening screen).

Creating, Amending and Deleting Entries 10
Share Type Entry 28

MEMBERS
The members tab shows a list of Members in alphabetical order.



If the Include all check box is ticked, all members will be shown regardless of dates of becoming or ceasing to be a member.

Any member on the list who is NOT a current member by reference to the as at date will be shown as a red entry.

Creating, Amending and Deleting Entries 10
Member Entry 28

SHARE CERTIFICATES
The Share Certificates Tab shows a log of share certificates produced by the software. If, when the certificate was produced, you elected to save a copy of the certificate PDF file, then the certificate PDF can also be retrieved via the Certificate Log. NB. This feature was only added in build 10 of the software and therefore share certificates produced in earlier versions will not be in the log.

MORTGAGES
The mortgages tab shows a list of mortgages and charges in date order.
In order to view, amend or delete details of an existing entry,simply select the entry from the list (in the same way as selecting a company from the opening screen).

Creating, Amending and Deleting Entries 10
Mortgage and Charge Entry 32

DEBENTURES
This tab shows a list of debentures in date order.
In order to view or amend details of an existing entry,simply select the entry from the list (in the same way as selecting a company from the opening screen).

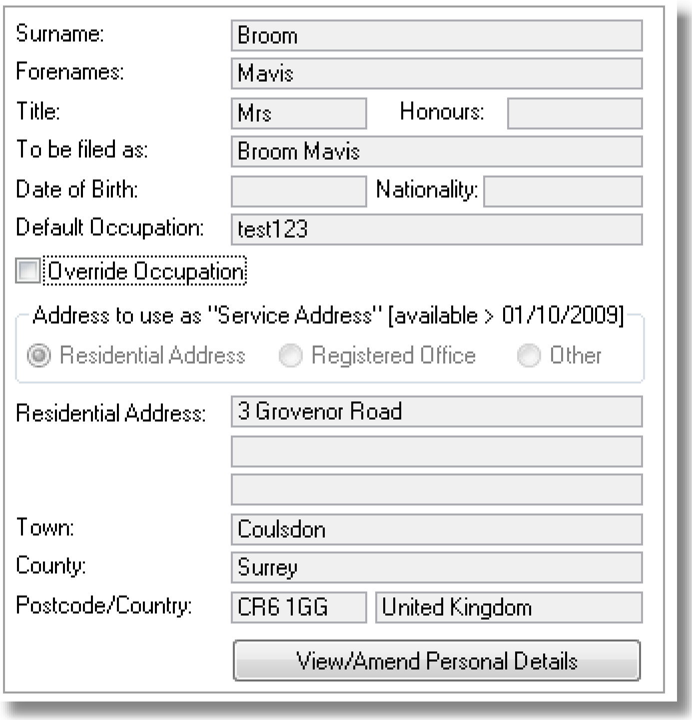
Creating, Amending and Deleting Entries 10
Debenture Entry 33

5.1 Director and Secretary Entry

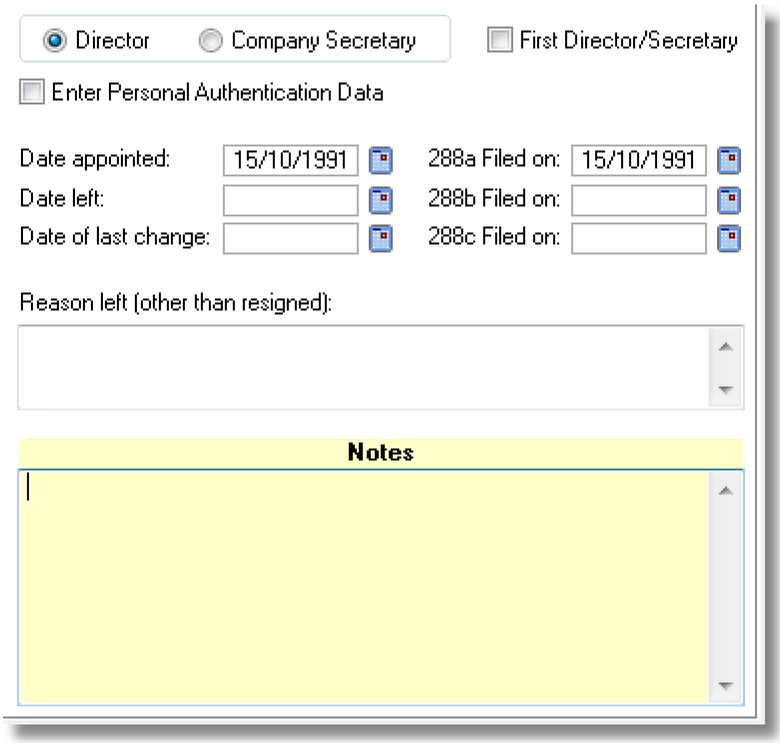
To print reports for the particular director or secretary, click on the ***Forms/Reports*** menu and select the required report from the drop-down menu.

GENERAL

This shows general details about the director or secretary including a note as to whether the entry relates to a director or a company secretary.
NB. If a person is both a director and company secretary you must create two separate entries for them - one as a director and one as company secretary.



To edit the personal details, click on the *View/Amend Personal Details* button. This will then take you to the *Person* update screen where details can be edited. Editing these personal details will change the details for this person in ALL companies.



The *General* tab also contains information relating to that particular Director/Secretary entry which can be edited.

OTHER DIRECTORSHIPS
This tab shows a list of Other Directorships for this director.
The screen is divided into *Internal* and *External* other directorships.

Internal - are automatically maintained by the software in respect of companies administered within the software.

External - these entries must be manually maintained by you in respect of companies that are not administered within the software.

DIRECTOR'S INTEREST IN SHARES
This tab shows a list of this director's interests in the shares of the company.
In order to view or amend details of an existing entry, simply select the entry from the list.
NB. Directors interests in their own shares are automatically maintained by the software.

Directors Interests in Shares 27

5.1.1 Directors Interest Entry

This records the details of the shareholdings in which the director has an "interest". Interests in "own shares" are automatically maintained by the software. ie. If the same "person" is both a director and a member of a company, the system will automatically create and maintain the directors interests entry relating to their own shares.

To record other interests:

- Select the company
- Select the Directors & Secretaries Tab

- Select the required director
- Select the Directors Interest Tab
- Rather than enter details of the actual shareholdings that a director has an *interest* in, the system allows you to enter details of the member in which the director has an interest. Simply select the member by clicking the arrow to the right of the *Member Folio* box, enter the dates during which the director's interest relates (leave the to date *blank if it is a current interest) and enter a narrative explaining the nature of the interest (eg. wife's shares etc.).*

5.1.2 Directors Other Directorship Entry

This records the details of the directorships that this director holds in other companies. An "Other Directorship" entry may relate either to an "Internal" other directorship - a directorship of a company which is also administered within the software (in which case it will be automatically created and maintained by the software) or an "External" other directorship - in respect of a company not administered by the software.

- Select the company
- Select the Directors & Secretaries Tab
- Select the required director
- Select the Other Directorships Tab
- Enter the full company name of the company in which the director also has a directorship together with optional comments.
- The *from* and *to* dates should be completed to show the duration of the other directorship and will be used for the purposes of certain reports, including the list of other directorships for the purposes of the company's annual return.

5.2 Share Type Entry

The *Type of Shares* must also be defined as **Ordinary**, **Preference** or **Other** for the purpose of the Return of Allotments schedules.

The authorised share capital of this class of shares should be entered.

Enter a full description of the Denomination of the shares, including pound sign etc. This description will later be used to refer to the share type and will also appear on reports, including share certificates.

An additional field has been added to the Share Type screen (from version 2 onwards) in order that you may specify the nominal value (per share) of each class of shares for the purposes of the Annual Return.

5.3 Member Entry

The entry for a member comprises a single screen with a two *Tabs* along the top.
To print reports for the particular member, click on the ***Forms/Reports*** menu and select the required report from the drop-down menu.
To select a tab, simply click on the tab itself.

General Tab

This shows general details about the member.

In order for the program to suggest the next Folio number, simply click on the **Next Folio Number** button.

IMPORTANT
The member Folio is a unique reference that you allocate to each member and may consist of up to 10 letters or numbers or a combination of letters and numbers. In order that any lists or reports that are in

Folio order are shown in the correct order, it is important that each Folio reference is the same number of characters long. This can be achieved by using leading zeros.

eg. If you are using numbers, and you were not to use leading zeros, the Folios 1 to 10 would be listed in the order:

1, 10, 2, 3, 4, 5, 6, 7, 8, 9

You will see that "10" is shown after 1 and before 2. However, if you use leading zeros:

0001, 0002, 0003, 0004, 0005, 0006, 0007, 0008, 0009, 0010

In this case, the list is correctly sorted.

How many leading zeros to use will depend on the maximum number of members that you wish to have. In the above example, it would allow for up to 9,999 members.
Once a member Folio has been given to a member, this is a unique reference and the program will not allow you to subsequently change it.

Share Transactions Tab
This tab shows a list of movements in shareholdings in Share type/date order.
In order to view or amend details of an existing entry, simply select the entry from the list (in the same way as selecting a company from the opening screen).

Share Transactions 29

5.3.1 Share Transactions

- From the Company List screen select the required company
- Select the **Members** tab
- Select the required Member *(for transfers of shares this can be either the transferor or transferee)*
- Select the **Share Transactions** tab
- Select **New** to create a new entry

Enter details of the share movement/transaction for this member.

To select the **share type**, simply click on the arrow to the right of the share type box and select an entry from the drop down list.

You must also select whether this entry is a **Transfer**, **Allotment**, **Reorganisation**, **Purchase own Shares**, **Balance B/Fwd** or **Other**.

If it is a *Transfer* then you will also be prompted to enter the folio of the member to/from whom the transfer is being made. The "double entry" will automatically be made in respect of the other member.

If an *Allotment*, you may specify if it is for *Subscriber Shares* by ticking the relevant box.

Specify *Reorganisation* if, for example the company has issued 10 x 10p shares for each £1 share. See also Share Reorganisation Wizard 31 for automated calculations/entries.

In this example you should create **two** entries for each member:

1. A a negative *Reorganisation* entry for the £1 shares. Simply enter the number of shares of £1 that the holding is to be reduced by (by typing a minus sign followed by the number of shares). **NB. In the *Share Types* tab, you should first have changed the authorised share capital of the "old" shares as appropriate.**

2. A separate positive *Reorganisation* entry for the 10p shares (having first created the new class of shares in the *Share Types* tab).

If the company is purchasing its own shares, use the *Purchase own Shares* type and enter a negative number of shares (by typing a minus sign followed by the number of shares).

If you are not entering all of the movement details but are transferring balances from another register then use the *Balance B/Fwd* type.

For any other type, use *Other*.
Enter the number of shares in the box.

Transfers:
If Shares transferred ***from*** this member - enter a *negative* number (by typing a minus sign followed by the number of shares).

If Shares transferred ***to*** this member - enter a *positive* number.

Allotments:
If entering an allotment - enter a *positive* number.

Company Purchasing own Shares:
If the issued share capital of the company has been reduced by virtue of the company purchasing its own shares - enter the movement as a *Purchase own Shares* and enter the number of shares as a *negative* amount (by typing a minus sign followed by the number of shares).
In order for the program to suggest the next Allotment or Transfer references or the next Distinctive Numbers of shares, simply click on the appropriate **Allocate No.** buttons.

Print Stock Transfer Forms 8

Form 42 data
For each share transaction, you can enter Form 42 30 data.

5.3.1.1 Form 42

Background to Form 42
Details of "reportable events" must be provided in a form specified by the Inland Revenue. Form 42 is the one specified for that purpose. In reporting the details required you must provide those details as shown on the form. You may use your own form, spreadsheet or letter provided you give the same details and in the same format as required by this form. A copy of this form is available at **www.inlandrevenue.gov.uk/shareschemes/ann-app-schemes.htm**

PC Share Register Plus allows you to enter Form 42 data against each share transaction in order that the software can automatically produce completed schedules to Form 42 at the end of each tax year.

Information required to be recorded in the software
In order to fully complete the Form 42 schedules, certain information must be recorded as follows:

Share Types

Each share type status (in the *Share Types* tab for each company) must re recorded as either a "Restricted" or "Unrestricted" security as defined by the Inland Revenue for the purposes of Form 42. By default, all share types are marked as "Unrestricted".

Company

The Company's employer name and PAYE reference are required on Form 42 and must be entered. From the *Company Info screen, click on the More Information* button to open the *More Information* screen.

In the *More Information* screen, enter the PAYE details.

Persons

Each person that has an entry on a Form 42 must have recorded their NI Number. This can be entered in the update screen for that person and by clicking on the *Bank & Employment Details* tab.

Share Transactions

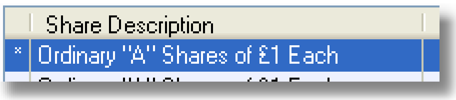
For each transaction there is General and a *Form 42 Information* tab. When a new transaction is inserted, default Form 42 information is automatically completed on your behalf. You should click on the *Form 42 Information* tab to review and amend the details as necessary.

Form 42 Reports

You can print schedules to Form 42. From the *Company Info* screen, click on *Forms/Reports* menu > *Form 42* and select either printed or PDF reports. Before printing, you have the option of producing reports that indicate any entries where you have not "Accepted" auto-generated Form 42 data (see below).

Accepted / Unaccepted Form 42 data

When Form 42 data is auto-generated, either when you create a new share transaction or upgrade from an earlier version of the software, if you do not "Accept" the Form 42 data in the share transaction screen, the Form 42 data will be marked as *Not Accepted*.



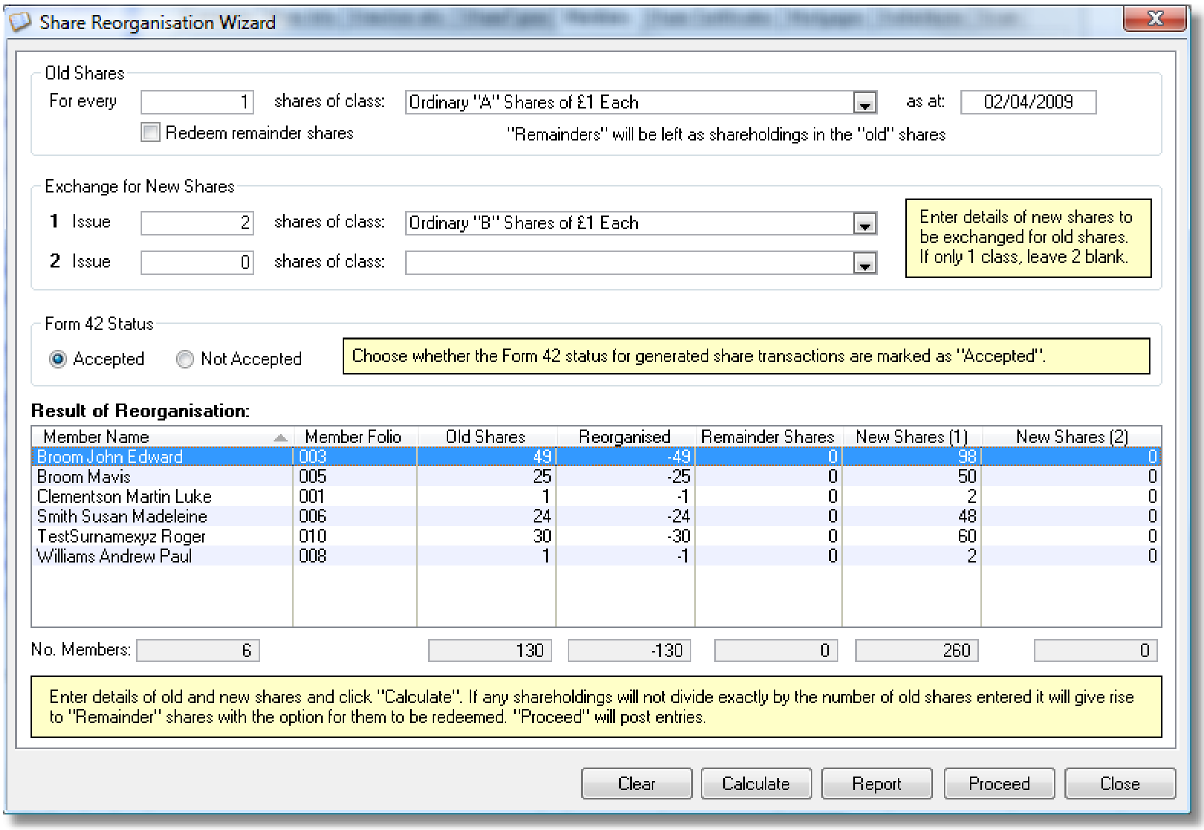
On the Share Transaction tab of the members update screen, any transaction where Form 42 data has not been "Accepted" will appear with a *.

A note will also appear on the same screen warning that there are such entries. To rectify the problem, open the share transaction and go to the form 42 tab and review/edit the data and then *Save* the transaction.

5.3.1.2 Share Reorganisation Wizard

From the Combined Register of a company click Forms/Reports>Share Reorganisation Wizard or from the Members tab click on the Share Reorganisation Wizard entry in the Actions box.

The wizard allows you to automate the process of calculating and posting the entries for share reorganisations/stock splits.



In the above example, we are reorganising the share capital so that for every 3 "B" Shares that a member holds as at the specified date, we are issuing 2 "C" shares and 1 "A" Share.

Because not all members' holdings in "B" shares are exact multiples of 3 shares, some members will be left with a "Remainder" of "B" shares, which in this example, we have ticked the box to specify that the Remainder shares be redeemed for 1.34 each.

Select the "Form 42 Status" as Accepted or Not Accepted. When share transaction postings are made, where Form 42 applies, the entries will either be marked as Accepted or Not Accepted (requiring you to open each transaction at a later stage and check the Form 42 data). This works in a similar way to when you enter a manual share transaction and you are prompted as to whether you wish to Accept the Form 42 Data, Check it Now or Check it Later.

Once the above reorganisation parameters have been entered, clicking the "Calculate" button will perform the calculation and display the results. At this stage, no entries have been made in the statutory records. You may optionally print a report of the calculations by clicking the "Report" button.

Once you are happy that the wizard has the correct calculations, press the "Proceed" button to make the share transaction postings for ALL members. In the above example, the following "Reorganisation" share transaction entries will be made for the highlighted member (similar entries will also be made for all other members):

1. -12 "B" Shares (ie. 4 multiples of 3 shares out of the total of 13 shares leaving a remainder of 1 Share)
2. -1 "B" Share in respect of Remainder share redeemed for 1.34
3. 8 "C" Shares (ie. 4 multiples of 2 shares)
3. 4 "A" Shares (ie. 4 multiples of 1 share)

5.4 Mortgage and Charge Entry

Enter details of the mortgage /charge in the relevant entry boxes.

5.5 Debenture Entry

Enter details of the debenture entry in the relevant entry boxes.

NB. The **Dates Interest Payable** entry box allows free-form text to be entered in order to describe the due dates.

5.6 Scanned Documents

See Scanned Document Module 42

5.7 Password Entry

If a company has been set up with a company password, when the company is selected from the list of companies, you will be prompted to enter the password before access will be allowed to the company information.

Simply enter the password and press OK.

Create/change Company Password 33

5.7.1 Create/change Company Password

From the Company Info screen click on the change password button to enter / amend the company password. Once a password has been set up it will be needed to access the company in future.

The current company password will be displayed and may be amended by simply over-typing and pressing OK to accept.

5.8 Location of Registers

You may record for each Company whether the following registers are kept other than at the registered office:
Register of Members
Register of Debenture Holders
Directors' Service Contracts
Directors' Interests in Shares

From the Combined Register main screen, simply click on the **Location of registers** button and enter the appropriate addresses on the screen that is displayed.

NB. the details entered will automatically be included in the Annual Return Form.

5.9 Events Log List

This is a list of report/log entries in date order.
The log contains details of the event and any saved pdf forms/reports.
In order to view details of an existing entry, simply select the entry from the list (in the same way as selecting a company from the opening screen).

5.10 Elective Resolutions

You may record for each Company whether it has resolved to:
Dispense with Annual General Meetings

Dispense with laying accounts in General Meetings

From the Combined Register main screen, simply click on the **Elective Resolutions** button and check the appropriate boxes on the screen that is displayed.

NB. the details entered will automatically be included in the Annual Return Form.

5.11 Other Company Files

From within the software you can view and open other files not produced by PC Share Register Plus, eg. Word Processing files.

From the *Combined Register* screen of a company, click on the *Other Company Files* button. A screen will then be opened listing all the "other" files for the particular company. The files listed are all files that you have saved in the folder with either the client reference or the company registration number of the company, below the folder "otherfiles", plus any files in the user-defined folder for this company. To illustrate this, if PC Share Register Plus was installed in "c:\sharereg" folder (the default) and the client reference was "5C12" and the company registration number was "0023654", then the two folders for this company would be:
c:\sharereg\otherfiles\5C12
c:\sharereg\otherfiles\0023654

You are free to place any type of file in these folders, and when selected from within PC Share Register Plus, the file will be opened using the software associated with the file's suffix. For example, a file ending in "DOC" will be opened with MS Word, whereas a file ending in "PDF" will be opened with Adobe Acrobat Reader. If any file either has no suffix or the suffix is not associated with an installed application then the file will still be listed but it will not be possible to open it.

In addition to your own files, if you have recently formed a company through London Law and have imported the registers etc. into PC Share Register Plus, then you may find that the system has imported PDF copies of the Certificate of Incorporation and certain other documents.

Additionally, you may specify any local or network folder which will also be displayed within the above list.

5.12 Annual Return Information

Open the desired company and, from the **Forms/Reports** drop down menu select the sub-menu **Statutory Forms** and then **Annual Return**.

1. You will then be presented with an entry screen which should be completed as appropriate.

2. Simply click the **Print** button to print the return form.

3. Finally, you may specify which pages of the return to print, whether you need to adjust the margins, and whether you want the Annual Return Date to be updated after printing.

6 Forms & Reports

6.1 Forms & Reports Log

All forms and reports produced by the software are produced as PDF files (no other software required to produce the PDFs) which can be either viewed or printed using free Adobe Reader software or can be emailed.

Whenever you produce a form or report you will be presented with a screen where you can specify whether to create a report log entry, whether to save the PDF report along with the log and also whether you now wish to view, print or email the report.

If selected, the Report Log saves a copy of each PDF form/report produced together with description/ user comments. This log allows you to retrieve, at any date in the future, the original report which can then be either viewed, printed or emailed.

6.2 Dividend Warrants and Waivers

A very useful feature of the program is the ability to print Dividend Warrants and lists.

- Select the company that you require from the company list
- Select **Dividends** from the *Forms/Reports* menu or click the **Dividends** icon
- You may either insert a new dividend by clicking the *New* button or retrieve an existing dividend entry to edit, by highlighting it and clicking the *Change* button.

NB. The screen will default to holders registered and payment date of the current system date and these dates can be over typed.

The *Description of Dividend* will default to the words as above in order that you may simply append the year end date, or alternatively, replace the text with your own wording.

The program will search the register of directors and secretaries in order to find the name of the current Company Secretary. If found, the name will be inserted in the *Certificate Signed by:* field and this can be over typed if you wish.

The *Extra Narrative* text field provides an opportunity for you to type a small amount of text that you would like to appear on the foot of the dividend warrant and is entirely optional.
Once the above form is complete you must first *Save* the entry. You can then either print a *Dividend List*, being a list of shareholders and amounts of dividend/tax credit, *Dividend Warrants* or *Dividend History* by highlighting the required dividend entry and then selecting the appropriate report by clicking its icon. You may also print *Deeds of Waiver* of dividends for any individual members flagged as waiving their dividends (see below) by selecting *Deeds of Waiver* icon.

Styles of Dividend Warrant 35

Dividend Waivers
In order to prevent dividend warrants being printed or dividends calculated and included in dividend lists for a particular member or to partially waive a dividend, select the *Dividends Waiver* tab when setting up a dividend and then insert as many members as are waiving that particular dividend. The percentage waived will default to 100% but this can be amended prior to saving. Dividend waivers can also be defined as a fixed monetary amount.

As a quick way to entering certain members as waiving their dividends, you can tick the "Dividend Waived" tick box in a member's details screen. Then, when you wish to insert all members that "normally" waive dividends, you may click on the "Add all members with default waiver flag" button and they will all be added to the list. The list can then be modified as required.

Tax Credit
In order to prevent tax credit being calculated for a particular member (eg. group companies), simply tick the "Do not deduct tax from dividends" check box in the member's details screen.

6.2.1 Styles of Dividend Warrant

You may select two styles of dividend warrant:

Large *(1 per A4 page)*
This style uses the whole of an A4 page to print each warrant and is designed so as to allow the page to be folded in 3 in order that the name and address are correctly positioned for a *DL* sized window envelope.

Small *(3 per A4 page)*
This style allows each warrant to occupy 1/3rd of an A4 page, with each warrant measuring approx. 3.9 inches high. Each warrant is designed so as to allow, without folding, the name and address to be correctly positioned for a DL sized window envelope.

NB. When printing *small* warrants, you will be given the option of setting the print margins in order to correctly align the warrants on the page, and also the option to print dividers (two small dashes) between warrants in order to ease guillotining.

6.3 Minutes

From the *Company Info* screen click on "Minutes & Resolutions" on the *Actions* task panel - a list of minutes in date order is displayed.

In order to view, amend or delete details of an existing entry, simply select the entry from the list (in the same way as selecting a company from the opening screen).

Creating, Amending and Deleting Entries 10

6.4 Print Registers

Whilst the company's Combined Register screen is being displayed, select **Print Registers etc.** from the **Forms/Reports** menu.

You will then be presented with a list of possible registers/reports to print, together with the range of dates that you wish to cover. Simply make your selections and then click the **Print** button.

Options

Cover Page	Prints a front cover with Company name and number.
Contents Page	Prints a table of contents.
Section Dividers	Prints a divider page before each section printed.
Page No. Prefixes	Prints the report prefix on the bottom of each page (eg. Shareholders holdings would print **7.**).
Page Numbers	Prints the page number on th bottom of each page after the page prefix. Page numbers start at 1 for each section printed.

6.5 Share Certificates - Automated

After you have selected the Company that you require, simply click on the Forms/Reports menu then select Share Certificates/Certificates of Membership (automated).

You will then be presented with a selection criteria screen in order that you may select the Share Type etc.

You will also be required to enter a range of dates. Share certificates will then automatically be printed in respect of the net movements for the date range entered. If, for a particular member, the overall movement for the date range is Nil or a negative number, then no certificate for them will be printed.

With this flexibility it is therefore possible to either print share certificates in respect of balances at a particular date, or certificates in respect of movements for a period.

Companies Limited By Guarantee - Certificates of Membership
For Companies Limited by Guarantee, you may print Certificates of Membership by clicking on the appropriate button on the above screen. You are not required to select a Share Type or enter a range of movement dates. Certificates will be printed in respect of all members as at the date of the certificate.

You may change the typefaces and font colours used on the certificate by clicking on the Certificate Font button. The new typefaces/colours will then be used automatically by that PC in future.

6.5.1 Share Certificate Details

You may enter information in order for the program to print a share certificate for the currently selected member. This particular facility enables speedy "Word Processing" of share certificates and does not automate the process of calculating holdings and printing certificates for a range of members.
See - Automated Share Certificate Printing 36

You may change the typefaces, font colours and borders used on the certificate by clicking on the Certificate Font button. The new typefaces/colours will then be used automatically by that PC in future.

7 Modules

7.1 Electronic Filing - Direct with Companies House

PC Share Register Plus incorporates the technology to file certain Companies House forms directly with Companies House. The software handles both sending of instructions and the receiving of responses from Companies House without the need for any external software. An Internet connection, dedicated email account (we can provide this for you if required) and an eFiling account with Companies House are required.

In order to eFile forms direct with Companies House Form, it is necessary to have entered certain information regarding your eFiling account and also entered details of the Companies House "Company Authentication Code". If any of the required details have not been entered you will be prevented from eFiling and will be prompted as to the nature of the problem.

For the Company :
Company Name: The *Company Name* must be entered in the *Company Info* tab of the company.

Company Number: The *Company Number* must be entered in the *Company Info* tab of the company.

Registered Office Address: You must enter at least the first line of the Company's Registered Office in the *Company Info* tab of the company.

Company Authentication Code: In order for Companies House to accept the electronic filing of documents, you must inform them of a 6 character *Company Authentication Code* which will be used to identify the company. To set up the code, click on the *Setup Authentication Code* button on the *Company Info* tab of the company.

Company Authentication Code Accepted: You cannot start eFiling until Companies House has received and registered this code. To record that the code has been registered by Companies House, click on the *Setup Authentication Code* button on the *Company Info* tab of the company.

For the "presenter" which is eFiling:
It is necessary to fully complete the eFiling details for each presenter (multiple presenters can use the same eFiling account).

To use Companies House eFiling, you must first have opened an eFiling account with Companies House. You can download an application form from: http://www.companieshouse.gov.uk/toolsToHelp/pdf/ofscaa.pdf

eFiling with Companies House works through email communication and it is necessary for you to have a dedicated email account to be used for eFiling that is NOT used for any other purpose, which is registered with Companies House. PC Share Register Plus handles both the sending and receiving of emails with Companies House without the need for any other software and will attempt to send/receive emails using the default Internet connection on the PC. When setting up eFiling for a presenter you must enter:

- Presenter ID (allocated to you by Companies House)
- Auth Code (allocated to you by Companies House)
- Dedicated Email address
- Technical parameters (POP3 and SMTP settings) for the dedicated email address

NB. If you would like to be provided with a dedicated email address for use for eFiling, please contact your supplier.

Before submitting live instructions, you should click on the "Comms Test" button in the eFiling tab of a presenter in order to send a "Comms Test" to Companies House in order to check that email communication is working.

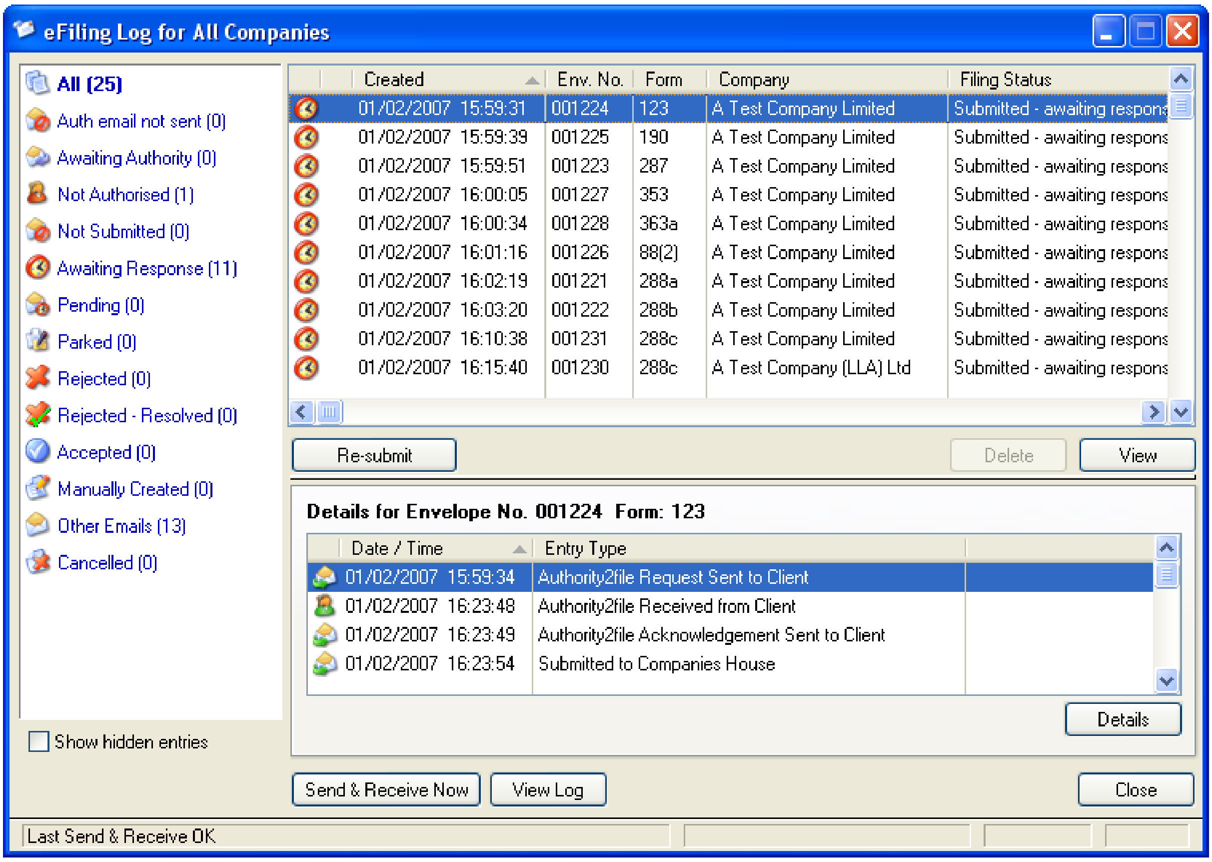
NB. If you wish to disable sending and receiving of emails from a particular workstation (if for example it does not have an Internet connection) you can do this by selecting "Subscription Details & Preferences" from the File menu and selecting "Workstation Preferences".

7.1.1 eFiling Log

Whenever you eFile a form, the instruction is allocated a unique Companies House "Envelope Number" and an entry is made in the eFiling log.

By highlighting an instruction in the top section, the details of that instruction are displayed in the bottom section. You can also filter which instructions are displayed by clicking the relevant status type in the top left frame.

If the eFiling log is opened from within the Company Info screen of a company, then the details shown will relate only to that company (plus all "Other Emails" - see below). If opened from the Company List screen, the log will display all entries for all companies.



Not Submitted
When an e-Filing instruction is produced by the software it is allocated a unique "Envelope Number" and an entry placed in the eFiling log with a status of "Not Submitted".

Submitted - Awaiting response
When the instruction is submitted to Companies House (either from the originating workstation or by another workstation or eFiling server), the header entry in the top right hand section of the screen will change to "Submitted - Awaiting response" a "Submitted" entry will appear in the details section below.

Document Processing Pending
The first response from Companies House will be a "Document processing pending" response which indicates that the eFiling instruction has been received by them and is pending processing. The status of the header will change accordingly and a new detail entry will appear. If processing by Companies House is delayed you may receive subsequent pending responses.

Parked - pending supply of further information
If Companies House receive an eFiling instruction that requires you to submit further information, you will receive a "Parked - pending supply of further information" response which will also give you information as to the further information required. The instruction will remain at this status level until the information is supplied to and processed by Companies House.

Accepted or Rejected
Once Companies House have processed the eFiling you will receive a response indicating either that it is Accepted or Rejected. If "Rejected" then you can read the reasons for the rejection by highlighting the Rejected detail entry and clicking the "Details" button. Once an eFiling is rejected it will remain rejected and a brand new instruction must be sent in due course once you have put right the reason for the rejection. In case of query regarding a rejection, Companies House will have indicated their contact details and preferred method of communication in the rejection response.

Rejected - Resolved
Once you have resolved the reason for the rejection, you can highlight the rejected entry and click the resolved button which merely marks the entry as "Rejected - Resolved". Marking it in this way does not actually resolve the problem but is intended as a way of removing entries from the list of "Rejected" items once you have resolved them and submitted a new instruction.

Other Emails
From time to time emails may be received into the email account being used for eFiling that are not responses from Companies House relating to eFiling instructions. Any such emails received will be saved (excluding any attached files). These emails will not be attributable to any particular company and will be described as "Other Emails". Such emails can be highlighted and deleted.

Actions:

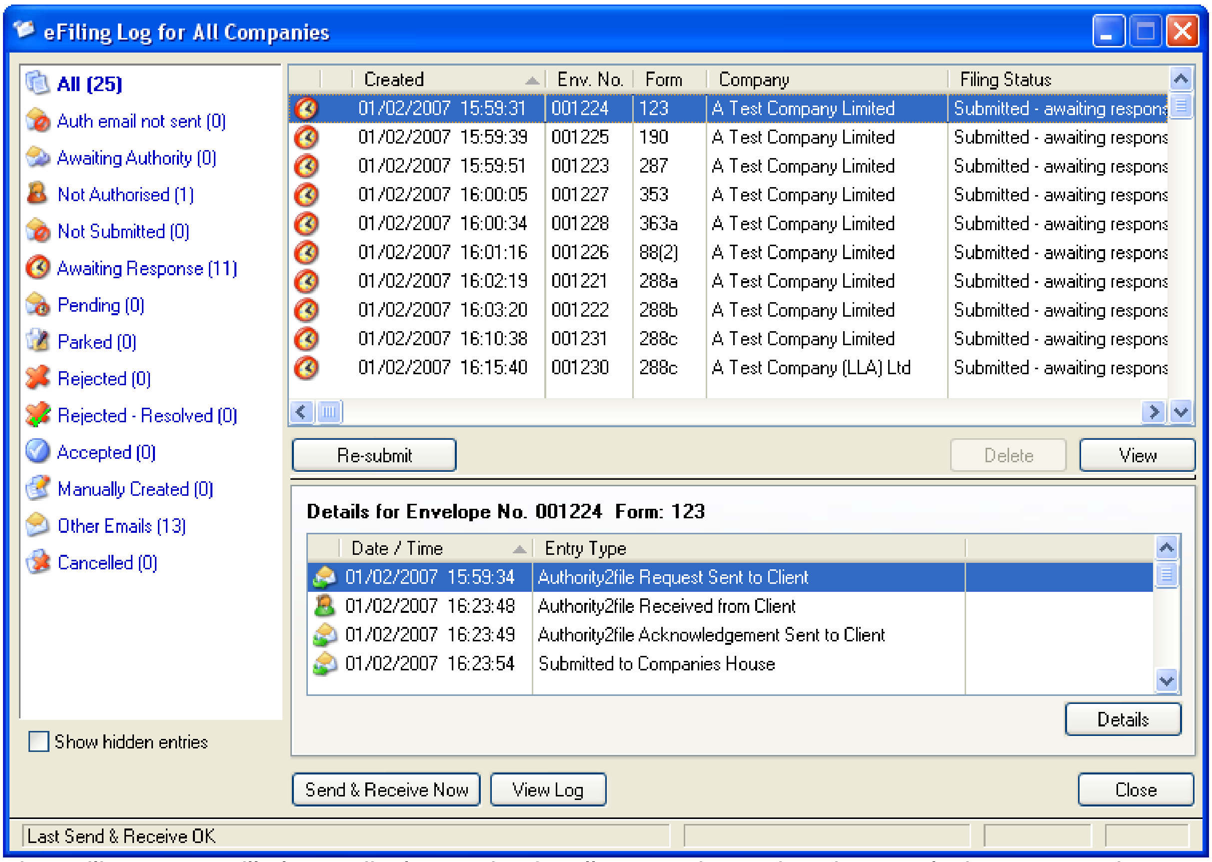
- **Send & Receive**
  Sends all entries waiting to be sent and receives any emails that are waiting to be retrieved in the POP mailbox.

- **Send & receive Log**
  Displays a log of recent "Send & receive" activity since the software was started.

- **Print Summary**
  Prints a summary of displayed entries.

7.1.2 eFiling Server

The eFiling log can be run in "server"mode that will automatically send and receive emails at preset intervals. Running in server mode
(sharereg.exe /SERVERMODE) also allows workstations that do not have an Internet connection or have firewall restrictions so that they cannot send/receive email, but do have a network connection, to "queue" instructions for later sending by the eFiling server.



The eFiling server will always display entries for all companies and works exactly the same as the eFiling log, subject to some additional features - see below.

Actions:

- **Send & Receive**
  Sends all entries waiting to be sent and receives any emails that are waiting to be retrieved in the POP mailbox.

- **Send & receive Log**
  Displays a log of recent "Send & receive" activity since the software was started.

- **Print Summary**
  Prints a summary of displayed entries.

- **Settings**
  Master Password - allows you to enter a "Master Password". If entered, the password will be required in order to start the eFiling server and also to return the server from a "Locked" state.

  Send/Receive Interval - allows you to set the interval for the eFiling server to automatically send/ receive.

- **Lock eFile Server -** Blanks the eFiling server screen but leaves the server running. The "Master Password" will be required to return the server from a "Locked" state. This option is only visible if a Master Password has previously been created.

7.2 Forms Online

Standard Forms

This software is supplied with a database of standard forms which allows you to automatically download the latest version of any of the forms from the originators' web sites and open it for completion (if it has been designed as "fillable") and/or printing. Most forms are in Adobe Acrobat *PDF* format and will open in your default PDF reader software.

Once a form has been downloaded/opened it will be available as a *local* copy and can be opened subsequently without the need to download it again. An option also exists to download all forms in one go so that they will all be available *off-line*.

The Standard forms database is constantly being enhanced and the software will automatically check for newer versions of the database (see Check for New Data).

User Forms
In addition to standard forms, the software allows you to create and maintain your own User Forms. Click on the "User Forms" tab.

Finding the right form is easy and can be accomplished in several ways:

- Click on the list and start typing the form number - the highlighted entry jumps to nearest match as you type
- Click on any of the column headings and the list changes to sorted by that heading - then start typing the beginning of what you are looking for in the column - the highlighted entry jumps to nearest match as you type
- Mark often used forms as Favourites and they are marked with a star. You can then tick the box to limit list to just favourites.
- One of the most powerful methods of finding a form is to use the Search box. Type in anything that you are looking for (form number of part thereof, part of form description, part form category or type) and click *search* button - the list will then just show entries where ANY of the columns contain the search criteria.
- Select a *Type* or *Category* from the drop-down lists to limit list of forms to just those matching the criteria.

NB. The Forms Online Module is an optional additional module that can be subscribed for. If not subscribed, the module will function in Evaluation Mode. In this mode, it will print *Evaluation Copy* on all forms.

7.3 Data Exchange

This module allows you to export PC Share Register Plus data for an individual company to disk and to import that data into a further copy of PC Share Register Plus.

First, launch the Data Exchange Module from the ***Other Modules*** menu option.

From the main screen simply select **Import/Export** from the menu and then select either **Import** or **Export** as required. The program will then guide you through the process using simple *Wizards*.

Export Data 42
Import Data 41

NB. The Data Exchange Module is an optional additional module that can be subscribed to. If not subscribed, the module will function in Evaluation Mode and it will not be possible to export data. Importing data is still possible in this mode.

7.3.1 Importing Data

From the main screen simply select **Import/Export** from the menu and then select **Import**.

You will then be presented with the Import Wizard which will guide you through the process of importing data into PC Share Register Plus.

Step 1 - Enter the drive letter of the disk to import data from (eg. A for floppy disk) and click the **Next** button

Step 2 - The program will check the data on the selected drive and will display the name of the Company found. Click **Next** to continue

Step 3 - If a company of the same name is found within PC Share Register Plus, the screen will state that the *Existing Company Data will be REPLACED*. If not found, you will be prompted that a new Company will be created. You can now select which items of data you wish to be imported by ticking the appropriate boxes.

Finally, click the **Import Data** button to import.

7.3.2 Exporting Data

First, launch the ***Data Exchange*** module from the *Other Modules* menu.

From the main screen of the *Data Exchange Module* simply select **Import/Export** from the menu and then select **Export**.

You will then be presented with the Export Wizard which will guide you through the process of exporting data to disk.

Step 1 - Highlight the Company to export from the alphabetical list
Step 2 - Enter the drive letter of the disk to export data onto (eg. A for floppy disk)
Step 3 - Click the **Export Data** button to export the data
Once the data has been exported it will be available to be imported by another copy of PC Share Register Plus.

7.4 Scanned Documents Module

The Scanned Documents Module is an optional module that allows documents for any of the Companies in PC Share Register Plus to be scanned, indexed and saved for later viewing/printing.

NB. If the *Scanned Documents* tab is not visible or the *Scan* button is "greyed out" then you will need to alter the settings in the Preferences screen for your workstation.

Workstation Preferences 3

Additional requirements for PC's to scan documents, as well as view/print:
A ***TWAIN*** compliant scanner must be attached to the PC and fully set up (provided that the scanner's own software allows the scanner to work correctly and a TWAIN driver has been installed, it should work).

Scanned Document Image Files will be saved in a sub-folder of the main PC Share Register Plus program/data folder named *pdfscans*. Please ensure that this folder is fully backed up as part of your ongoing backup routine for PC Share Register Plus data.

Scanned Documents for a Company can be accessed by clicking on the *Documents* tab where a list of previously scanned documents will be shown in reverse date order (latest date first). By default, all *Document Types* will be listed but unticking the *Show All Document Types* box will allow you to select a particular document type to display.

To Insert a new document
Click the *New* button and complete details of the date and description of the document. Then click the New Scan button to start a new scan.

After the first page has been scanned you will be asked if you want to "Scan another Page". If you answer Yes, another page will be scanned and appended to the document.

To View/Edit/Print a previously saved document
Firstly, highlight the document description in the document list.
Then click on the *Open* button.
The screen that opens will allow you to view or print the document and also add additional scanned pages or remove pages.

It is important that you select a scanning resolution that is high enough to ensure acceptable copies but low enough that the scanning process does not take too long and that the image sizes on disk are not too large. Also, ensure that you have set your scanning software to scan in Black & White (Not Grey Scale or Colour). We recommend that the minimum acceptable scanning resolution is 150 dpi (dots per inch) which is the equivalent of a fax sent on "fine" quality. For near perfect copies, we suggest 200 dpi. These are set by clicking the "Options" button, where you can also change the selected scanner and various other settings.

Archiving of Documents 43

7.4.1 Archive Documents

It is vital that a full backup of PC Share Register Plus Data and document files is performed prior to an archive.
Data Backup 49

Overview
You may archive documents that you have previously scanned into PC Share Register Plus. When archiving documents you have the option to delete the original document entries (thus releasing disk space) or retaining the original entries - merely making a self-contained copy of certain documents.

When archiving, you may also specify that document browser files are copied to the disk on which you are creating the archive, so that the archived documents may be viewed/printed without the need for any additional software.

To Archive Documents
From the Scanned Documents tab of the combined register of a company, click on the "Archive" button.

- Select the range of dates to archive (the date of the entry in the database is used, not the date of the underlying document file). The number of matching documents and their total disk space will be displayed.
- Select the actions required.
  - *Copy matching documents to archive* folder - tick this box if you wish to copy the matching records to an archive folder. (You may now be thinking "why would anyone wish to perform an archive *without* copying the records?" The answer is that you can use this archiving facility to also delete document records (see below) and you may in some circumstances not wish to copy them). If ticked, you will need to select a folder.

  - D*elete matching documents from main records* - tick this box to delete all matching records from the main PC Share Register Plus data (after copying matching documents to archive, if this option ticked).

- Click the "Perform Archive" button to proceed.

7.5 Electronic Formations

There is an inbuilt facility to specify details of companies to be formed and to submit your instruction electronically by email to the Company Formation Agents, The London Law Agency Limited.

Simply click on the ***Electronic Formations*** button on the Company List screen.

7.6 Security Module

The Security Module allows you to create users and assign access privileges/restrictions to each user. NB. The Security Module is an optional additional module that can be subscribed to

.

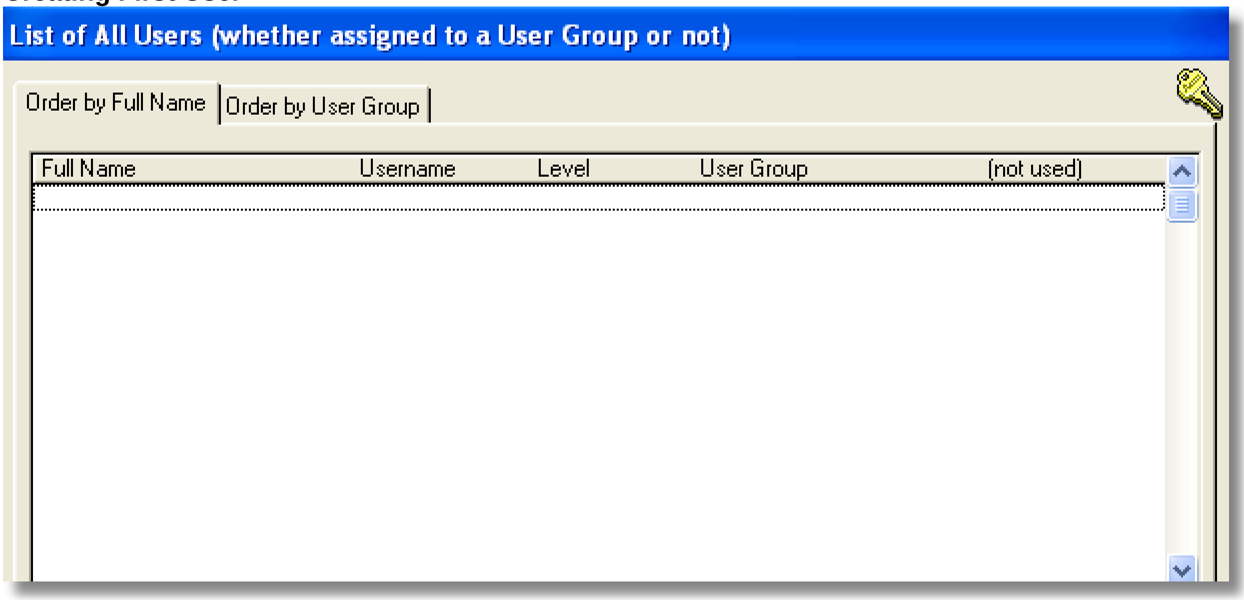
How to set User Access Restrictions 45
Logging In 46

Overview

Once you have subscribed to this module and registered your new password, you will have access to the *Security* menu option which appears on the main menu on the *Company List* screen.

NB. Even if the Security Module has been subscribed for and enabled, the system will not request you to login until Users have been set up.

Creating First User



The first task is to create the users. Click on the *Security* menu option and select the *Add/Delete/Change Users* drop down menu option. This will then give you a screen as follows:

The list will initially be blank. Simply click on the *Insert* button to add a user.

NB. The first user that you create will automatically be set up as a Supervisor, thus giving full access to all screens and functions. Only *Supervisors* are allowed to set up and amend user details in future.

You will need to supply the following information:

First Name and Surname

These are used purely to identify users in a list of users.

Username

This is the name that is used by a user to login and is commonly set to the person's first name and first letter of surname or initial and surname. eg. John Smith might be "johns" or "jsmith".

NB. To log in a user needs to enter their *Username* and their *Password.* Initially, a user's password is set to the same as their *Username*. The user (or the supervisor) can then change the password.

For the first user, who is automatically a *Supervisor*, no other fields need to be completed.

Now that you have created a *Supervisor*, when you next start the program you will be asked to login by

entering your Username and Password.
Logging In 46
Creating Additional Users
In order to create additional users, it is necessary to login as a *Supervisor*. Once logged in, a Supervisor may create or amend users by selecting the *Security* menu option and select the *Add/ Delete/Change Users* drop down menu option. You can now create a new user by clicking on the *Insert* button or edit existing user details by double clicking the user in the list.

You will need to supply the following information for new users:
First Name Surname
These are used purely to identify users in a list of users.

Username
This is the name that is used by a user to login and is commonly set to the person's first name and first letter of surname or initial and surname. eg. John Smith might be "johns" or "jsmith".
NB. To log in a user needs to enter their *Username* and their *Password*. Initially, a user's password is set to the same as their Username. The user (or the supervisor) can then change the password.

Level
The level must be set to *Supervisor*, *Operator* or *No Access*. If set to *Supervisor* or *No Access*, no further parameters need to be entered. Supervisors have access to all functions in the program, including user details. If set to *No Access*, a user can login but cannot access any functions or screens. If set to *Operator*, it is then necessary to specify the rights of that user in terms of which screens and functions they are permitted to access. In order to assist you in allocating user rights it is possible to create *User Groups* which are defined as to which screens/functions are permitted and then allocate each user to a User Group. It is strongly recommended that all users are allocated to a user group.

User Groups
The program is shipped with three pre-defined user groups as follows (you can amend rights of each group and create new groups at will):

Full Rights
By default, a member of this group has access to all screens and functions except creating and amending users/user rights which require Supervisor status.

Ordinary User
By default, a member of this group has access to all screens and can add/edit details but is not permitted to delete information.

Read Only
By default, a member of this group has access to most screens, can view and print information/forms, but is not permitted to insert, amend or delete data.

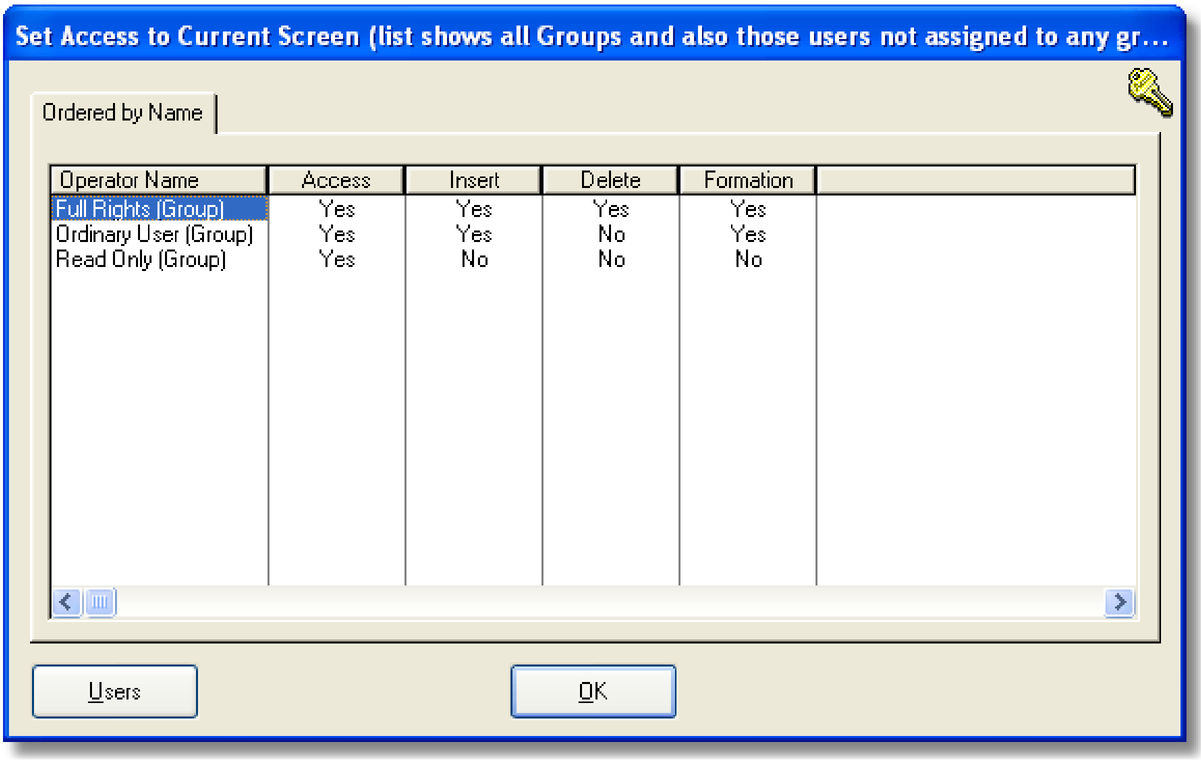
As stated above, the actual rights/restrictions of each user group is entirely definable by you and the above represents the standard configuration that ships with the program.

How to set User Access Restrictions 45

7.6.1 Security Module - User Access

Firstly login as a *Supervisor*. Then, go to whichever screen on which you wish to amend the user rights and press *Ctrl-Alt-F8* (ie. press and hold the Ctrl and Alt keys and press the F8 key).

A screen similar to below will then open. It will list the names of the user groups (and also any users that are not allocated to any group) and, across the screen, it will show the categories that you can allocate or deny access. To change a *Yes* to a *No* or visa versa, simply double click the *Yes* or *No*. The actual options for each screen will vary slightly according the functions of that particular screen.



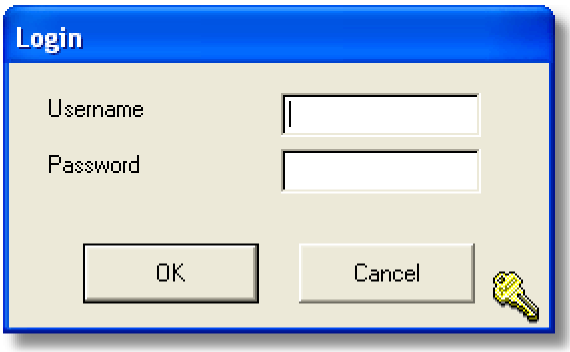
In the example above, which relates to the *Company List* screen:
Access
Allow access to this screen

Insert
Allow users to insert records

Delete
Allow users to delete records

Formation
Allow users to access Electronic Formations Facility

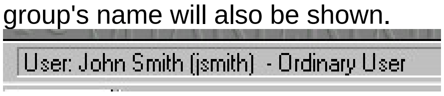
7.6.2 Security Module - User Login



Once at least one user has been set up in the Security Module, the above login screen will appear whenever the program is started. The user should enter their Username and Password in the two boxes and then click on the *OK* button. If a correct Username and Password are entered, the program will launch.

Once launched, the logged in user's full name will be shown in the bottom left of the PC Share

Register Plus window with their Username in brackets. If the user belongs to a User Group, the group's name will also be shown.



7.7 Companies House Data Check Plus

The Companies House Data Check Plus module enhances the standard Companies House Data Check facility by allowing you to actually download filed documents (in PDF format) re any entry in the Company's online Filing History (requires Companies House "XML Gateway" account). The module also allows bulk checking of all companies' data with Companies House with a single click.

To download a copy of a filed document, simply open the company record and select "Companies House Filing History" from the Actions box. Then double-click the document that you wish to download. The document at Companies House is stored as a multi-page TIF file but the software automatically converts this to an industry standard PDF file which can be immediately viewed. The PDF file is also automatically saved in the report log for later viewing.

8 Technical

8.1 System Requirements

Minimum System Requirements

- Windows 2000/XP/Vista Operating System
- PC capable of running above Windows version
- 1GB RAM
- 30MB available hard disk space
- Display capable of 800 x 600 resolution (small fonts)
- Windows compatible printer
- Internet connection (for Forms module, Companies House data check and to check for program updates)
- Free Adobe Reader or other software capable of viewing/printing PDF files used for all printed output

* These older products are no longer fully supported by Microsoft. Whilst the software may run on these operating systems, we cannot make any guarantees.

Recommended System Requirements

- Windows XP/Vista Operating System
- PC with Pentium 4, 2.4GHz processor
- 2GB RAM
- 40 MB available hard disk space (ultimate requirement dependant on quantity of information entered)
- Display capable of 1024 x 768 resolution
- Windows compatible laser printer capable of 600 dpi resolution
- Broadband Internet connection (for Forms module, Companies House data check and to check for program updates)
- Free Adobe Reader or other software capable of viewing/printing PDF files used for all printed output

Additionally, the program needs to be able to create small temporary files, from time to time, in your Windows "TEMP" folder.

8.2 Installing the Software

Before Installing the software
Having other programs open during the installation can cause problems, so please ensure that all

programs are closed before you start. If you are updating a previously installed copy of the software that has been installed on a network then you must ensure that all users of PC Share Register Plus on all workstations have exited before you proceed.

If updating from a previous version of the software it is vital that you take a backup of your data files before you proceed.

You may be installing the software having obtained a copy in a number of ways:

Manual Download from the Internet

If you have manually downloaded the install program from the Internet then launch the installer by double-clicking the icon of the downloaded file.

Automatic Download from the Internet from within old version of the software

If the software has detected that a new version is available to download, it will automatically download the installer to the \updates sub-folder of your existing program data folder and then run the installer program.

The Installer Program

Once the installer program is running you will be asked to:

- Agree to the terms of the license agreement
- Select the type of installation (New/update, Workstation Shortcuts Only, Custom)
  New or update to current version - Installs the full package on either a stand-alone PC or to a "Mapped" network drive (see network installation below) - Select this option for either a new installation or when upgrading to a newer version.
  Workstation Shortcuts - Installs the full package on either a stand-alone PC or to a "Mapped" network drive - Select this option for either a new installation or when upgrading to a newer version.
  Custom - Allows you to select the individual components.
- Select Install Folder - the installer will install the program software to the folder specified by you. It will show the default folder and to install to a different folder, either type in the new path or click Browse. If the folder entered does not already exist, it will be created automatically. If you are updating from a previously installed version of the software, you must specify the same location as it is already installed.
- Select Data Folder - the installer will create a shortcut that allows the software to access its data in the folder specified. It will show the default folder and to access data in a different folder, either type in the new path or click Browse. If the folder entered does not already exist, it will be created automatically. **Normally you should specify the same folder for data as for the program files.**
- Copy Data Files - if updating from a previous version, you will be prompted as to whether you wish the installer to make a backup copy of the existing data files. This is an added precaution but is not a substitute for your own external data backup which you should have taken prior to proceeding with the installation.
- Specify the Shortcut Folder - the installer will add shortcut icons to the folder indicated below. If you do not want to use the default folder, you can either type a new name, or select an existing folder from the list.
- Check for updates when program starts - Only select this option if you have a permanent Internet connection (eg. LAN access, ADSL or Cable).

The installer will then install/update the software and then, if necessary, convert any existing data to be compatible with the latest version.

Network Installation

The PC Share Register Plus software is supplied Network Ready, as standard. The software will run on any Windows compatible network, either a Local Area Network (LAN) or a Wide Area Network (WAN).

To run the software on a network:

Install software and data onto network file server

1. Ensure that you have full disk access privileges on the network drive onto which the software is to be installed.

2. From a PC connected to the network, Map the network drive to a drive letter (eg. N).

3. Run the Setup program on the program disk and substitute the above drive letter of the network drive for the default of C for both the program folder and the data folder locations.

If all has gone smoothly, you should now have installed the software and the data on the file server and created shortcuts to run the program on the PC from which the installation was carried out.

Create Icons/Shortcuts on other Workstations
1. Ensure that you have full disk access privileges on the network directory onto which the software has been installed.

2. If not already done on each Workstations PC, Map the network drive on which the software is installed to a drive letter (eg. N).

3. Create a Windows Shortcut to run the program (eg. Sharereg.exe) with the folder that the exe file is located in as the "Target" folder. The "Target" folder is where the program will look for the data files.

NB.
- All files (program and data) are usually contained in the one folder.
- As an alternative to manually creating a shortcut, you can run the installer and select *Workstation Shortcuts.*
- If your network is slow (eg. Wide Area Network) you may wish to install the programs on the local hard disk and access only the data over the network - in this case, do not manually create shortcuts on the workstation, but, for each workstation, run the installer and specify a local folder for the programs and specify the mapped network folder where the data is located.

8.3 Data Files

All data maintained by the software is located, together with the program files, in the PC Share Register Plus directory in which the software was installed.

It is vital that you regularly take backup copies of the data in order to minimise the chances of lost information.

Data for all companies on the system is amalgamated into the following data files, all of which have a suffix ".tps":

Scanned Document Image Files will be saved in a sub-folder of the main PC Share Register Plus program/data folder named *pdfscans (eg. c:\sharereg\pdfscans)*.
PDF Report Files will be saved in a sub-folder of the main PC Share Register Plus program/data folder named *reports (eg. c:\sharereg\reports)*.

Please ensure that this folder is fully backed up as part of your ongoing backup routine for PC Share Register Plus data.

Copy Data Files function 49

8.3.1 Backup function

To make a quick backup copy of the data files, Report PDF files or Scanned Document PDF Files, from the *Company List* screen, select *File* > Backups and then select the appropriate backup.

You can then select the drive/folder that you wish to backup to.

The files to be backed up will be compressed and placed in the selected folder with a unique filename containing the date and time of the backup.

You must ensure that the media to which you are copying has enough capacity to hold the data.

Please check the displayed progress log to ensure that files were copied without reported problems.

8.4 Share Certificate Borders

Share Certificates produced by PC Share Register Plus will be printed with a graphic border. By default, this is achieved by the certificate displaying the contents of an image file called "border.gif" which resides in the PC Share Register Plus directory.

You may use alternative borders by clicking on the "Certificate Fonts" button and then clicking "Select Border". All border files will then be displayed - simply select the required border.

If you wish to add your own border files, simply save a "GIF" file with the name Borderxxxxxxxxx.gif (where xxxxxxxxxxxx is any text you like) in the folder where PC Share Register Plus is installed.

The specifications of the GIF file are as follows:

- Image Type: **GIF format (Ver 89a - non interlaced)**
- Image File Name: **borderxxxxxxxx.gif**
- Image File Location: **Folder in which program installed**
- Image Proportions: **Lo-Resolution 1,016 Wide x 672 High,**
  Hi-Resolution 2,060 Wide x 1,380 High (other resolutions are acceptable provided that the proportion of Width to Height is maintained and subject to the image size not being excessive).
- Image Size: **In order to avoid exceeding Windows resources and to reduce printing times, the Gif file should be kept as small as possible and should not exceed 50K**
- **Number of Colours:** 256
- Bits per Pixel: **8**

8.5 Your Firm's Logos on Forms

Companies House Forms produced by PC Share Register Plus that have a "logo" box in the top left corner will, by default, display the PC Share Register Plus logo. This is achieved by the form displaying the contents of an image file which resides in the PC Share Register Plus folder.

For each custom logo, simply save a "gif" file in the PC Share Register Plus folder with the following specifications:

- Image Type: **GIF format (Ver 89a - non interlaced)**
- Image File Name: **???????.gif (a file name with a gif suffix)**
- Image File Location:**Folder in which program is installed**
- Image Proportions: **1035 Wide x 279 High**
- Image Size: **In order to avoid exceeding Windows resources, the Gif file should be kept as small as possible and should not exceed 25K**
- Number of Colours: **256**
- Bits per Pixel: **8**

Displaying a custom logo for each presenter

Create a custom logo as above and save it with a unique name (eg. mylogo.gif)
From the Company List screen, click on **File / Presenter Details**
Then select the presenter to which you wish to allocate a custom logo.
From the presenters details screen click on **Logo on Forms** tab and enter the name of the logo file (eg. mylogo.gif). Finally, save the presenter details.

8.6 Mailmerge Files

PC Share Register Plus has the ability to export data into files that can be used as mailmerge files by other programs, including Microsoft Office.

Companies *From Company List screen select Forms/Reports->Companies Mailmerge Files*
All companies together with details of address, registration number etc.

Members/Directors *From the Company Info tab of a company select Forms/Reports->Members/Directors Mailmerge Files*
All members (or directors) together with details of addresses, dates of appointment etc.

Action List *From the Action List screen select the required list and then click on the "Export to Mailmerge File" button*
All companies in the list together with details of address, registration number etc.

Dividend Warrants/Tax Vouchers *From the Previous Dividends list, highlight the required dividend entry and then click on the "Export to Mailmerge File" button. NB. You can use this facility to create custom designed dividend vouchers using your word processing software and merge the data. The exported mailmerge data includes details for the purposes of cheque printing, including the amount in words, both in a complete "sentence" - eg. "Four Thousand Two Hundred Seventy Five" and also in separate fields for pence, units, tens, thousands etc. In the above example:-*
Units "Five"
Tens "Seven"
Hundreds "Two"
Thousands "Four"
TenThousands "Zero"
HundredThousands "Zero"
Millions "Zero"

Share Certificates *From any of the Share Certificate selection screens* click on the *Mailmerge* button as opposed to Print.

8.7 Minutes Wizard Text and User Defined Dates

This screen allows you to customise the text used by the *Minutes Wizards* and also to set up your own date descriptions and parameters for when these dates are shown as "overdue".

From the *Company List* screen select **Preference->Subscription Details/Preferences** and then select the User Defined Text tab. From this tab you may select the required Minutes Text tab and amend the wording or select the **Dates Descriptions** tab to customise 10 date user defined dates.

User Defined Dates
From this tab you can edit the description and heading text of 10 user defined dates.

Description field is the full description of the date field (up to 30 characters) - eg. *Date last Corp.Tax Return*.

Heading field is an abbreviated description of the date (up to 14 characters) which is used in column headings where there is insufficient space for the full description - eg. *Last C.T. Ret.*

No. Days until "overdue" is the number of days ago (compared with today's date) that a date is shown in Red as "overdue". For example, a figure of ***365*** would mean that a date which was more than 365 days prior to today's date would be shown as overdue.

If you would like a date to be considered as overdue if the date has not yet been reached, but is within a certain number of days of today, then simply use a negative number. For example, a figure of ***-30*** (minus sign followed by 30) would mean that a future date which is within 30 days from now, and also any past date, would be shown as overdue.

8.8 Network Installation

Before Installing the software
Having other programs open during the installation can cause problems, so please ensure that all programs are closed before you start. If you are updating a previously installed copy of the software that has been installed on a network then you must ensure that all users of PC Share Register Plus on all workstations have exited before you proceed.

If updating from a previous version of the software it is vital that you take a backup of your data files before you proceed.

You may be installing the software having obtained a copy in a number of ways:
Manual Download from the Internet
If you have manually downloaded the install program from the Internet then launch the installer by double-clicking the icon of the downloaded file.

Automatic Download from the Internet from within old version of the software
If the software has detected that a new version is available to download, it will automatically download the installer to the \updates sub-folder of your existing program data folder and then run the installer program.

The Installer Program
Once the installer program is running you will be asked to:
- Agree to the terms of the license agreement
- Select the type of installation (New/update, Workstation Shortcuts Only, Custom)
  New or update to current version - Installs the full package on either a stand-alone PC or to a "Mapped" network drive (see network installation below) - Select this option for either a new installation or when upgrading to a newer version.
  Workstation Shortcuts - Installs the full package on either a stand-alone PC or to a "Mapped" network drive - Select this option for either a new installation or when upgrading to a newer version.
  Custom - Allows you to select the individual components.
- Select Install Folder - the installer will install the program software to the folder specified by you. It will show the default folder and to install to a different folder, either type in the new path or click Browse. If the folder entered does not already exist, it will be created automatically. If you are updating from a previously installed version of the software, you must specify the same location as it is already installed.
- Select Data Folder - the installer will create a shortcut that allows the software to access its data in the folder specified. It will show the default folder and to access data in a different folder, either type in the new path or click Browse. If the folder entered does not already exist, it will be created automatically. **Normally you should specify the same folder for data as for the program files.**
- Copy Data Files - if updating from a previous version, you will be prompted as to whether you wish the installer to make a backup copy of the existing data files. This is an added precaution but is not a substitute for your own external data backup which you should have taken prior to proceeding with the installation.
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3. Run the Setup program on the program disk and substitute the above drive letter of the network drive for the default of C for both the program folder and the data folder locations.

If all has gone smoothly, you should now have installed the software and the data on the file server and created shortcuts to run the program on the PC from which the installation was carried out.

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1. Ensure that you have full disk access privileges on the network directory onto which the software has been installed.

2. If not already done on each Workstations PC, Map the network drive on which the software is installed to a drive letter (eg. N).

3. Create a Windows Shortcut to run the program (eg. Sharereg.exe) with the folder that the exe file is located in as the "Target" folder. The "Target" folder is where the program will look for the data files.

NB.
- All files (program and data) are usually contained in the one folder.
- As an alternative to manually creating a shortcut, you can run the installer and select *Workstation Shortcuts.*
- If your network is slow (eg. Wide Area Network) you may wish to install the programs on the local hard disk and access only the data over the network - in this case, do not manually create shortcuts on the workstation, but, for each workstation, run the installer and specify a local folder for the programs and specify the mapped network folder where the data is located.

8.9 Subscription Details

The PC Share Register Plus program is available for your use on an annual licence basis. The licence is for an unlimited number of users, however, the number of client companies and expiry date is determined by the licence fees paid.
The subscription details screen can be displayed by selecting **Subscription Details** 53 from the **File** menu. Once the screen has been opened you will see your existing details, which can now be edited. Simply enter the appropriate details, including the **License Password** which will be supplied to you on subscribing/renewing subscription.
If the subscription details are left blank or an invalid license password is entered, the program will function in *Evaluation Mode*. Whilst it will be fully functioning in this mode and all existing data will remain in tact, you will not be able to add more than one company and reports will bear an "EVALUATION COPY" stamp.
There is also an option to enter a **Master Password** and it is strongly advised that this be done by the program administrator.

The effect of the Master Password is as follows:
- Subscription Details screen cannot be accessed without entering the Master Password
- A company cannot be deleted without entering the Master Password
- If an individual company has been set up with a Company Password, the company can be accessed by using the Master Password as well as the company's own password. This is particularly useful if the individual company password is forgotten.

Warning: You must remember the Master Password as there is no way for you to access certain vital information without it.

8.10 Email PDF

Quite often it is necessary to send a completed Companies House form to a client for signature. PC Share Register Plus produces all printed forms and reports in *Adobe Acrobat* PDF format and allows you to email them automatically.

To email a PDF copy of the form, simply follow the same procedure as if you were printing a paper form, but select *Email as PDF* button.

By default, an email with attached PDF file will be placed in your usual email software *Outbox.*

NB. By default, communication with your email software is achieved through standard Windows *MAPI* 54 **communication. It is therefore important that your email software is configured as your *Default* email program within Windows settings.**

Alternatively, you may set up the software to send emails directly using "SMTP" settings.

Click on File > Subscription Details & Preferences > Preferences for this Workstation and click on the above button.

8.10.1 MAPI email communication

In order that the email message is handled correctly by your email software, you must ensure that your email software is correctly configured and that Windows considers that it is the "default" email client.

To check that your email software is registered as the default:

Click on Windows Start button
Settings
Control Panel
Internet Options
Select "Programs" tab
Check that the required email program is shown under "Email", if not, click on down arrow to select it from the list

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