



LATITUDE

Professional Practice Management Software

Latitude Register WordLink Tag List



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Overview

To design your own Invoice documents, use Microsoft Word to modify any existing Word templates you have. If you do not have any existing templates contact your Latitude vendor for sample templates.

This document contains a full list of all the tags and fields available for you to use in your Register Word templates.

To design a document:

- > Think about the overall layout or look you want for the document
- > Decide what Latitude data you want to display eg. client name, client address, job number, project name, site address, quote amount, delivery date, invoice line items
- > Open a template in Microsoft Word. All templates should be stored in your Latitude Word templates folder eg. L:\WordTemplates\
 - > Draft the static content (static content refers to any parts of a document that always stay the same eg. your address, general introductions, terms and conditions, and can include graphical elements such as logo's)
 - > Determine where you want the data to appear in your document
 - > Search for the tags that represent the fields that hold the data in Latitude
 - > Place tags in all the locations you want data to appear
 - > If you are editing a template that has tags you don't need, delete them. You can add them back again when you need them
- > Set the template path in Latitude
 - ÷ Open any invoice -> on the bottom right click the "Produce Invoice" button
 - ÷ Choose the style you want to add the template to. If you want to enter a new style:
 - Double-click any invoice style from the Invoice style list to open the style table
 - Enter a new style name eg. "Standard Invoice" -> click OK
 - ÷ Click your selected invoice style -> click "Word Template" in the Invoice template list
 - ÷ Click the browse button and locate the invoice Word template eg. "L:\WordTemplates\InvoiceTemplate.dotx"
- > Preview the document in Latitude to check everything is how you want it to appear
 - ÷ Open an invoice -> on the bottom right click the "Produce Invoice" button
 - ÷ Select the style from the invoice style list
 - ÷ Click "Print Preview"
- > Note any problems and changes you want to make
- > Change static content, tags and tag locations in the template and preview again
- > Repeat until everything is perfect

Register

Tag	Description
Reg.MainCoyName	Setup Company Name
Reg.MainCoySpecialities	Setup Company Specialities
Reg.MainCoyNumber	Setup Company Number
Reg.MainCoyOtherNumber	Setup Company Other Number
Reg.MainCoyAddr	Setup Company Address
Reg.MainCoyPostalAddr	Setup Company Postal Address
Reg.MainCoyPartnersAssoc	Setup Company Partners/Associates
Reg.MainCoyPhone	Setup Company Phone
Reg.MainCoyFax	Setup Company Fax
Reg.MainCoyEmail	Setup Company Email
Reg.MainCoyWebsite	Setup Company Website
Reg.MainCoyLogo1Image	Setup Company Bitmap 1
Reg.MainCoyLogo2Image	Setup Company Bitmap 2
Reg.MainCoyLetterHeadImage	Setup Company Letterhead
Reg.RegType	Register Type
Reg.RegStat	Register Status
Reg.RegDate	Register Date
Reg.EmpToNotify	Employee to notify Code
Reg.FileNo	Register File Number
Reg.FromName	Register From Name
Reg.ToName	Register To Name
Reg.RegRe	Register Re
Reg.Details	Register Details

Register Job Information

Reg.Job.Number	Job Number
Reg.Job.Name	Job Name
Reg.Job.Desc	Job Description
Reg.Job.Type	Job Type
Reg.Job.CaptainName	Job Captain/Manager
Reg.Job.SubCaptainName	Job SubCaptain/Assistant Manager
Reg.Job.Status	Job Status
Reg.Job.QuoteAmt	Job Quoted Amount
Reg.Job.Date	Job Date
Reg.Job.DateExpectedEnd	Job Date Expected End
Reg.Job.DateStart	Job Start Date
Reg.Job.DateEnd	Job End Date
Reg.Job.FileNo	Job File Number
Reg.Job.DP	Job DP
Reg.Job.Lot	Job Lot
Reg.Job.StNo	Job Street Number
Reg.Job.StName	Job Street Name
Reg.Job.Locality	Job Locality
Reg.Job.State	Job State
Reg.Job.PostCode	Job Post Code
Reg.Job.Latitude	Job Site Latitude
Reg.Job.Longitude	Job Site Longitude
Reg.Job.Re	Job RE

Latitude Register WordLink Tag List

Reg.Job.Parish	Job Parish
Reg.Job.County	Job County
Reg.Job.LocalGovt	Job Local Gov't
Reg.Job.Details	Job Details
Reg.Job.ClientRefNo	Job Client Ref No
Reg.Job.InstructPerson	Job Instructing Person FullName
Reg.Job.InstructPersonPhone	Job Instructing Person Phone
Reg.Job.InstructPersonMobile	Job Instructing Person Mobile
Reg.Job.InstructPersonFax	Job Instructing Person Fax
Reg.Job.InstructPersonEmail	Job Instructing Person Email
Reg.Job.BillingContact	Job BillingContact FullName
Reg.Job.BillingContactPhone	Job BillingContact Phone
Reg.Job.BillingContactMobile	Job BillingContact Mobile
Reg.Job.BillingContactEmail	Job BillingContact Email
Reg.Job.BillingAddr	Job Billing Address
Reg.Job.JobFolder	Job Folder
Reg.Job.JobPhoto	Job JobPhoto
Reg.Job.UsrFld1~25	Job UserFields 1 - 25

Register Client Information

Reg.Client.Code	Client Code
Reg.Client.Name	Client Name
Reg.Client.ABN	Client ABN
Reg.Client.Phone	Client Phone
Reg.Client.Mobile	Client Mobile
Reg.Client.Email	Client Email
Reg.Client.Fax	Client Fax
Reg.Client.Website	Client Website
Reg.Client.OfficeAddr	Client Office Address
Reg.Client.OfficeSuburb	Client Office Suburb
Reg.Client.OfficeState	Client Office State
Reg.Client.OfficePostalCode	Client Office Post Code
Reg.Client.OfficePostalCountry	Client Office Country
Reg.Client.PostalAddr	Client Postal Address
Reg.Client.PostalSuburb	Client Postal Suburb
Reg.Client.PostalState	Client Postal State
Reg.Client.PostalPostCode	Client Postal Post Code
Reg.Client.PostalCountry	Client Postal Country
Reg.Client.Relationship	Client Relationship
Reg.Client.BusinessType	Client Business Type
Reg.Client.Comments	Client Comments
Reg.Client.Keywords	Client Keywords
Reg.Client.UsrFld1-30	Client User Fields