



# BookIT

## INSTALL MANAGEMENT

*It's about time!*

# LET'S GET STARTED!

If you haven't yet seen our Overview Video please [click here to watch!](#)

## SETUP

- Tutorial # 1 [Setup Business Details](#)
- Tutorial # 2 [Adding Staff Members](#)
- Tutorial # 3 [Download the BookIT Measurer App to a mobile device](#)
- Tutorial # 4 [Adding Installers](#)
- Tutorial # 5 [Adding Samples to the Sample Inventory \(OPTIONAL\)](#)
- Tutorial # 6 [Adding Products to Suppliers and Products \(OPTIONAL\)](#)

## UNDERSTANDING CUSTOMERS AND PROJECTS

- Tutorial # 7 [How to create a new customer and project](#)

## HOW TO USE: SAMPLE REGISTER

- Tutorial # 8 [Assigning samples using an existing project](#)
- Tutorial # 9 [How to assign a sample if the project has not yet been created](#)

## HOW TO USE: MEASURE CALENDAR

- Tutorial # 10 [How to book a measure appointment using an existing project](#)
- Tutorial # 11 [How to book a measure appointment if the project has not yet been created](#)
- Tutorial # 12 [How to complete the Scope of Work using the mobile app](#)

## HOW TO USE: QUOTES

- Tutorial # 13 [How to create a quote and export as a PDF](#)

## HOW TO USE: INSTALLATION CALENDAR

- Tutorial # 14 [How to book an Installation Appointment using an existing project](#)
- Tutorial # 15 [How to book an Installation Appointment if the project has not yet been created](#)

## Want to see more?

Log in to BookIT, select 'Account and Support' and select 'Instructions' for our full list of tutorial videos. Do you have any questions? Please email [info@bookitim.com.au](mailto:info@bookitim.com.au) or phone (07) 3347 7350.