Below are a few steps to run through when you first start using Skip Tracker, these will help get you up and running with the system quickly. If you need a more in depth guide the full user guide has details of all system features.

Add Users

The default account created when registering is an admin account with full system access. You can then add other users and define the access they have.

1. On the top Nav menu, click on the Users menu and select the User Account Types option. This page shows your user types and their permissions.
2. You can add your own user types at the bottom of the page, enter the name and the click on Save Type.
3. You can then edit all the different permissions you want that user to have by ticking the relevant boxes and then clicking in the Save Changes button at the bottom.
4. Now back on the top Nav menu, click on the Users menu and select the View Users option.
5. To add a new user, click on the green Add User button at the top right. The new user page will load where you can create the new user, be sure to select the correct Account Type.

Add Hire Types & Priorities

1. Once logged in, click on your username in the top right and click on Settings. This will take you to the system settings page.
2. Click on the Hire Settings tab.
3. The first section is Hire Types, enter your Hire Types here. If you enter a value for a hire type then that value will be used when creating a new hire. The Calendar Colour defines the colour that hire type will be when shown on the calendars.
4. The next section is Hire Priorities, enter your hire priorities here.

Add Stock

You can add stock to the system so that you can assign it to hires and keep track of what you have where.

1. On the top nav menu, click on the Stock option and select View Stock.
2. Click on the green Add Stock button at the top right, you can then enter the stock name, description, quantity and price for the stock item.
3. You can then assign the stock to hires. The stock page will show how many of each stock item is available and you can also see all hires the stock is assigned to.

Stock will only be counted as assigned on active hires. When a hire is completed it will show the stock as available again.

Create a Hire

1. On the top nav bar, click on the green Create button and select the Hire option.
2. Complete the hire details and assign stock if required. You can create a booking for this hire in the Book Drop Off/Collection section.
3. When done click on the Save Hire button at the bottom and you will be taken to the view hire page.