



## How to set up DCO Enterprise

This documentation explains how to setup, install and integrate DCO Enterprise into the dive centers administration and organization. DCO Enterprise will help you to organize and administrate your dive center in an easy way and supports many services for your clients which they will appreciate. But also the owner of a diving school and the employees which will receive a great support from DCO will be pleased about the available possibilities and options.

The very most important rule first:

### **THINK AND PLAN BEFORE YOU START**

This document will guide you through the “thinking-part” of the setup procedure. To work successfully with DCO is very easy but you have to follow a few tips and hints and as long as you use this guideline you will have a very big chance to simplify the work with DCO very much.

Read and consider the following points in the sequence we suggest because many different steps base on another one.



## 1. Leave the computer alone and prepare yourself for this work

All the following steps you can do without computer. And if you want to create some of these lists on the computer, just use MS-Word or MS-Excel - and NOT DCO Enterprise!

Do not start with this work if you are in an environment where you will be disturbed. The office in the diving school during arrival and departure time of your boats would be a very bad idea. It is like always in life: as more you can concentrate on one thing as more success you will have.

You need these things:

- Silence
- Pencil
- Paper
- Silence

Another thing: If you want somebody in your office to enter this information into DCO on a later stage; write in a way where everybody can read your handwriting.



## 2. Basic data and information for DCO

Some of the basic data entered in DCO are essential for entering other data. One example for that: to select the country on each address where somebody is coming from, you have to enter all the countries in DCO. Don't worry; most of the countries are already in. But you see the importance of entering these basic data. Sure - you could enter this information always when you need them - but that will disturb your work flow during the busy times in front of your computer.

### 2.1. List of languages

This first step is to complete the languages you want to select on the address of your clients. This can be important if you want to send mailings and/or newsletter to these people. For each language you have to enter a short digit and the description. In the database you got with DCO these entries are already in (just complete manually, what more you need):

Code	Description	Code	Description	Code	Description
d	deutsch	e	english	f	francais
i	italiano	j	japan	p	portuges
sp	espaniol				



## 2.2. List of countries

Now do the same procedure with the countries. These countries are already entered in DCO:

Code	Name	Code	Name	Code	Name
A	Austria	AUS	Australia	B	Belgium
BRA	Brasil	CAN	Canada	CH	Switzerland
D	Germany	DEN	Denmark	E	Spain
EGY	Egypt	F	France	HK	Hongkong
I	Italy	IRL	Ireland	JAP	Japan
MEX	Mexico	MLA	Malaysia	MLD	Maldives
NL	Netherland	NOR	Norway	NZL	New Zealand
POL	Poland	POR	Portugal	RUS	Russia
SF	Finnland	SWE	Sweden	TRK	Turkey
UK	United Kingdom	USA	America		



## 2.3. Units

To measure items and services, DCO need a few entries about the used units of measure. These entries are already entered:

Unit	Unit	Unit
½-day	course	day
dive	pcs	week
x		

We suggest to not extending this list too much. Experiences from the practice showed, that it is much easier to work only with "pcs" and "x".

## 2.4. Address categories

All addresses you will enter can be split into different categories. Remember that you have to select this category all the time. You can also select one of these categories as a default value on adding a new address. This default group will always be used on the "Express-Check-In" option of DCO. These categories can be defined here:

Category	Category	Category
Customers	Supplier	

## 2.5. Transfer places

DCO gives you the option to create transfer lists for the arrival and departure of your clients. Attention: the meaning is not the daily transfer but the transfers on the start and end of the holidays. Enter here the places where you pick up your clients:

Place	Place	Place
Airport	Bus station	Train station



## 2.6. Hotels and other places

For the daily pick up and transfer lists you can enter the hotels and other places where you will get and send your clients. For every Hotel you can enter a detailed description for the driver, where he should wait, etc.

Complete this list on other papers and use this format:

Code	Hotel	Info for the driver

## 2.7. Account types (groups) and chart of accounts

All the accounting information is split into different accounts. The list of these accounts is called "Chart of accounts". For an easier reading of this chart you have the possibility to group this list into different account types. Refer to the available chart of account in DCO where you can easily see the groups (headers for the accounts). Every account group shall contain only either revenue accounts or expense accounts.

Print out now the existing chart of account from DCO Enterprise and do all the changes directly on this list. If you want to have a complete different chart of account, use a piece of paper and your pen to write down the account groups and accounts. Write down on all the accounts if they are income or expense accounts.

Hint: Be sure that the account names are always different. On some places in DCO you can select the account only by name and then it is easier if you have unique account names.



## 2.8. Item groups

To have a structure in your items and services you offer, you can group these entries into different item groups. These sample groups are already entered into DCO:

Code	Description
100	Diving
200	Courses
300	Boat trips
400	Rentals
500	Sales
800	Inventory
900	others



## 2.9. Items

Now we are coming to the most important but also longest list you have to complete: the item list. Write down all items and services you offer - from the rental price of a regulator to the courses you offer; from the compressor you have until the IQ key ring you sell in your shop.

These things will help you to find out all these items:

- Your actual price list
- A complete inventory you are doing to start with DCO

By the way: do not enter O-Ring or screws into DCO - that would be definitely too much.

Some words about fashion: it is very nice, if DCO will tell you how many T-Shirts you should order in which size and colour. But the practise experiences have shown that it is much easier if you enter only T-Shirts into DCO and do the re-order by looking into the shelves. A proper physical organisation of the storage is sometimes much better then the administration in DCO. If you would enter every single size and colour into DCO and you give a client the wrong size or colour of a T-Shirt, your stock on the specific items would not fit and you have to adjust your stock with two additional bookings. We think, this is too much to do for such a small advantage.

For all the items you have to write down these things:

- No of the item
- Name of the item
- Sales price (retail price)
- Income account from the chart of account

For all the stock items also the following information:

- Expense account (when you purchase the items)
- Supplier and the item no of the supplier
- Purchase price

For the stock items you want to have on an order proposal list:

- ideal stock
- minimum stock

This information you can also add directly now or maybe later:

- Commission an instructor will receive (if applicable)
- Commission the hotel will receive (if applicable)
- Note if regular guests get a special discount on this item or not
- Note if the item should be printed on the price list



## 2.10. Suppliers

Extract now the list of all suppliers from the item list. Write down all the addresses, contact information, etc. to enter them into DCO Enterprise.

## 2.11. Trip times

On many diving schools there are different options of boat diving trips. Full day, half day, early morning, etc. are these types of trip times. List all the types you offer and complete the list:

Code	Description
full	Full day
after	Afternoon trip
morni	Morning trip
night	Night dive trip

## 2.12. Boats

For you boat lists you have to enter all your boats you are working with. For each boat you can also enter a description and a briefing. The briefing information should contain - apart from the regular information on the boats - the specialities on the boat like where the client is allowed to smoke, where the power plugs for the lamps are, etc.

Enter for all the boats this information:

- Code
- Name of the boat
- Description
- Briefing
- Expense account

If you do not enter the expense account you will not be able to book direct trip-expenses on the boat list booking options (refer to the handbook for more information).



## 2.13. Dive sites

Boat trips are going - usually - to specific dive sites. There are many reasons why you should enter all your dive sites including all the details about them into DCO Enterprise. With that you can print out all the briefing information for the instructor. You can also print all the information for the guest logbooks. You can even refer a picture file with a dive site overview to each dive site in DCO.

You can enter this information per dive site:

- Name of the dive site
- Description
- Briefing
- Filename of the picture

## 2.14. Item rules

The item rules are the definitions how a guest invoice should be recalculated. An example: if you book the daily boat lists, you will have a certain amount of single dives on a guest invoice. These single dives should be replaced with different prices and compressed into dive packages. This can be done for a single invoice with only one click on the "Re-Calc"-button. But for that you have to setup the rules, how DCO Enterprise should do that.

We have a special documentation how to define and set up these rules. You will find this document either on the CD-ROM you got or you can download it from the web ([www.dco-enterprise.com](http://www.dco-enterprise.com)).



## 2.15. Working day types

You can administrate all the working and non-working days for your employees in DCO - like holiday, sick days, unpaid leave, days off, etc. These definitions you have to complete:

Code	Description
O	Day off
H	Holiday
X	not employed
-	regular working day
S	Sick
U	unpaid leave

## 2.16. Employees

It is not necessary, that you write down all the details of your instructors. But make sure, that you have a copy of the contract and the CV from each of your employees when you start to enter the data into DCO. All instructors (and divemaster, guides, etc) will be entered and remain in DCO. If somebody is leaving your diving school, he will remain in DCO but as an inactive instructor.

## 2.17. Tour operators

If you are working with tour operators you should also get a copy of all the contracts. It is much easier during the entering phase, if you have all the details together. Apart from the addresses it is also important that you have all the prices ready (you have to enter the prices for each tour operator).



## 3. System settings

DCO is flexible enough to handle the administration individuality for most of the diving schools. In the system settings you can customize many different things, but you also should think about, what you want to activate and/or de-activate. Here some hints about the different features:

### 3.1. Access security

If there are only persons you want to show all the information (or if only you have access to the computer) you can deactivate the system security. That means that every user can access every part of DCO - from the accounting over the stock until the system settings.

If several persons should work on the computer you have to activate the security system. In this case you can enter the 3 different passwords for the access level 2, 3 and 4. The level 1 is always without a password but can be protected by the MS-Windows and screensaver passwords.

You should never forget the password for the level 4 - the only level where you have access to the system settings. Else you will never be able to change the settings and/or passwords again!

### 3.2. Monthly clearing

To activate a monthly clearing means that you have finalize every month. You have to close all invoices from the month, book the salaries and commissions for the instructors, etc. After you have closed the month, you can change bookings and entries from this month only if you have Access level 4.

If you activate the monthly clearing and you do not have the access security activated, then everybody can still book in closed months.

### 3.3. Monthly inventory

If you have activated the monthly stock control you **MUST** count all the inventory items you have in DCO. This option makes only sense if you have activated the monthly closing! All missing items from this inventory can be booked automatically. Either they will be booked as a loss of stock or you can split the costs between the instructors equally or by their working days.

### 3.4. Other settings

Make sure, that you have entered and selected all the settings which are possible in the system setup of DCO Enterprise. There you can also set up the header and footer for the guest invoices, the font size and many other things more.



## 4. Entering the data

Now you can start entering the data into DCO. You should use the following sequence to enter the data you have prepared in chapter 2 and 3:

Enter the system settings, except the data you do not know yet (like account groups for tour operators, instructors, etc.)

- Languages
- Countries
- Units
- Address categories
- Transfer places
- Hotels
- Account groups
- Chart of accounts
- Item groups
- Suppliers
- Trip times
- Boats
- Dive sites
- Working day types
- Items
- Item rules
- Employees
- Tour operators and prices
- Complete, update and check the system settings

After you have done all these - you should create a backup copy of the complete DCO folder!

## Further information

Do you need more information or assistance? You will find many useful documents on our website [www.dco-enterprise.com](http://www.dco-enterprise.com) or you can send us an email to [info@worldservice.com](mailto:info@worldservice.com).