

## MAS 90 Demo Guide: Navigation

The directions in this guide should be followed after clicking the Connect button on the Demo Launch screen.

### Login and Company Selection

The first screen you will see is the login screen.

In the User ID and Password fields please enter the user ID and password that was given to you by your MAS 90 authorized reseller. Click Ok.

You will see a prompt that says **"you are not authorized for company ###"**. Click Ok to bypass this message. This message is displayed because the demo uses different companies depending on what login is entered.

The next screen will prompt you for a Company Code. Please enter the company code provided by your MAS 90 authorized reseller and click Ok.

At the Change Date prompt please enter 05/31/03 and click Ok. You are now logged into MAS 90!

### How to Select a Module

There are a few ways to select what module you wish to work in. The most commonly used methods are the Tree view, Drop down menus, and Switching to the module.

**Tree view** is located down the left-hand side of your screen and is similar to Microsoft Explorer in that the modules and their functions are listed under their module name. For example: If you double click Modules in the left most box, it will expand to show you all the modules that are installed. To access the functions of a module, double click on the module name. This will expand the tree and show you the menus for that module. By single clicking a menu, the functions that can be accessed from the menu will be displayed in the main portion of the screen.

**Drop-down** menus are accessed by clicking the Modules option on the top bar. This will cause a drop-down menu to open and display all the installed modules. Move your cursor down to highlight the module you wish to access. This will cause the menu to expand and show you the menus within the module. Highlighting the menu will cause the functions to display. They can be selected by clicking on them.

**Switching** to a module is done by clicking on the Module option on the top bar and selecting "Switch To". This will bring up the box that lists all the modules that

are installed. Highlight the module you wish to access and click Ok. The menus along the top bar will change to reflect the module you selected. Clicking on the menu heading will cause it to drop down and display the functions that can be accessed.

### **Accessing Help**

On the left-hand side of the screen there are two tabs, Modules and Search. By clicking on the Search tab you can access the help feature in MAS 90. Under the heading "How do I ..." type in the item you want information on and click Ask. This will bring up the help topics that most closely match the items you entered.

Help can also be accessed from the help menu; you can also access the online manuals from this area.

When you are in the applications, you can access Help by pressing the F1 key or by clicking the blue question mark in the lower right corner of the screen. Pressing F1 will display information relevant to the field you are in. Clicking the blue question mark will bring up the Help topic for the screen you are currently viewing.

### **Standardized Navigation Between Modules**

In an effort to make moving around MAS 90 as easy as possible, the screens are all built around a common layout. The information being displayed is broken up into different screens that can be shown by clicking on the tab.

To save the data you just entered and to exit the record, click the Accept button.

To exit the record with out saving, click the Cancel button.

To remove the record you are viewing, click the Delete button. Please note: Some records cannot be removed with the Delete key once transactions have been processed. This is to maintain the integrity of the accounting database.