



CONTENTS

Welcome

Log on to Business Works

Overview

- Available Modules
- Integrating Information

BusinessWorks Launcher Overview

- Navigating the Launcher
- Using the Resource Bar
- Using Help
- Command Buttons
- Searching for Information

E-mailing Forms

System Utilities

- Checklists
- Registering the Software
- Creating a Company
- Company Information
- Defining System Preferences
- Setting Up Security
- Setting User Preferences
- Printing an Audit Report
- Checking Status Reports

Other Options and Periodic Processes

- Backing Up
- Restoring a Backup
- Closing Companies

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Overview	45 min
3	System Utilities	45 min
4	Other Options and Review	30 min
5	Lab	15 min
	Total Time	150 min or 1/2 day

BW System Manager Lessons:

- How to log on to the system
- How modules integrate and share information
- How to navigate the Launcher
- How to use features which are available throughout the software
- Functions of the options on the File menu
- Functions of the options on the System Utilities menu
- How to define security
- How to create, backup and restore BusinessWorks data files