



## CONTENTS

- Welcome and Introduction
  - Introduction to MAS 90 and MAS 200
- Logging On
  - The Launcher
  - Launcher Toolbars and Menus
  - Task Menus
- Navigating MAS 90 and MAS 200
  - When You Need Help
- Printing Reports
  - Deferred Printing
  - Printing Forms
  - Updating Process
- Library Master
  - System Security
  - ODBC Security
  - Registering the Software
  - Utilities Menu
  - Creating a Company
  - System Activity Log
  - Report Manager
  - Custom Reports Menu
  - Report Format Maintenance
  - Fax Form Definition
  - Master Console
  - Automatic Update
  - Common Menu
- File Menu
  - Preferences
  - Run
- Business Insights
  - Business Insights Options
  - The Business Insights Wizard
  - Updating and Launching Business Insights
  - Additional Business Insights Options
- Additional Utilities and Repair
- Menu Options

## Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	60 min
2	Introducing MAS 90 and MAS 200	90 min
3	Library Master	75 min
4	File Menu	40 min
5	Business Insights	30 min
6	Additional Options and Review	20 min
	<b>Total Time</b>	<b>315 min or 5 1/4 hours</b>

## The Following Will Be Discussed:

- The MAS 90 and MAS 200 product family
- What the Launcher is and how to use it
- How to navigate in MAS 90 and MAS 200
- The updating process
- How various dates are used by the system
- How to use online help
- Printing reports and forms
- File menu options
- Library Master features