

## Lesson 1 – Logging into the System

This lesson shows you how to log into the **Entry-Master** System using your User Name and Password. This is the Entry-Master log in screen:



Figure 2-1-1. The Entry-Master Log In Screen

Type your **User Name** and **Password** into the fields on the screen.

Consult your system administrator for your account details. If you are the system administrator, then you may enter the system for the first time by logging in as **USER**, with a password of **NEW** (We recommend that you delete the User Name of **USER** after assigning yourself a User Name. See Lesson 11, *Adding/Deleting System Users* for information regarding adding and deleting users).

A successful log in will take you to the **Main Menu**:



Figure 2-1-2. The Entry-Master Main Menu

If you entered an incorrect User Name, the following screen appears:



Figure 2-1-3. Invalid User Name or Password Screen