

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*® System Log in Screen

The cursor is blinking in **User Name** field. Your **User Name** is usually your initials. Type your User Name and press <Tab>. The cursor moves to the **User Password** field.

Consult your system administrator (the person responsible for the operation of the system) for the proper User Name to use, if this is your first time on the system and you are not aware of having been assigned a User Name. 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**.

After familiarizing yourself with the system, we recommend that you delete the User Name of **USER** after assigning yourself a User Name. Lesson 11, *Adding/Deleting System Users*, contains more information regarding adding and deleting users

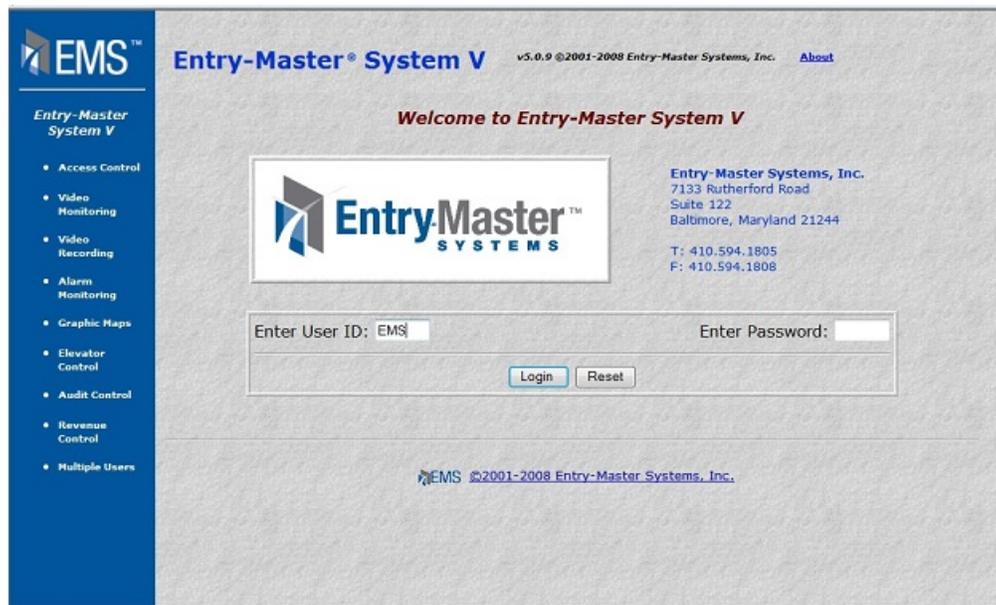


Figure 2-1.2 Entering Your User Name

If you entered your User Name correctly, the screen will now look like this:



Figure 2-1.3 Entering Your Password

The figure above shows the password field. The cursor is blinking in the Password field. Type in your password and click on the Log in button or press the <Enter> key on your keyboard. Your password does not display on the screen. Instead, asterisks (*) appear as you type. This protects your password from curious onlookers.

If the password you entered is a valid password then your screen should now look like this:

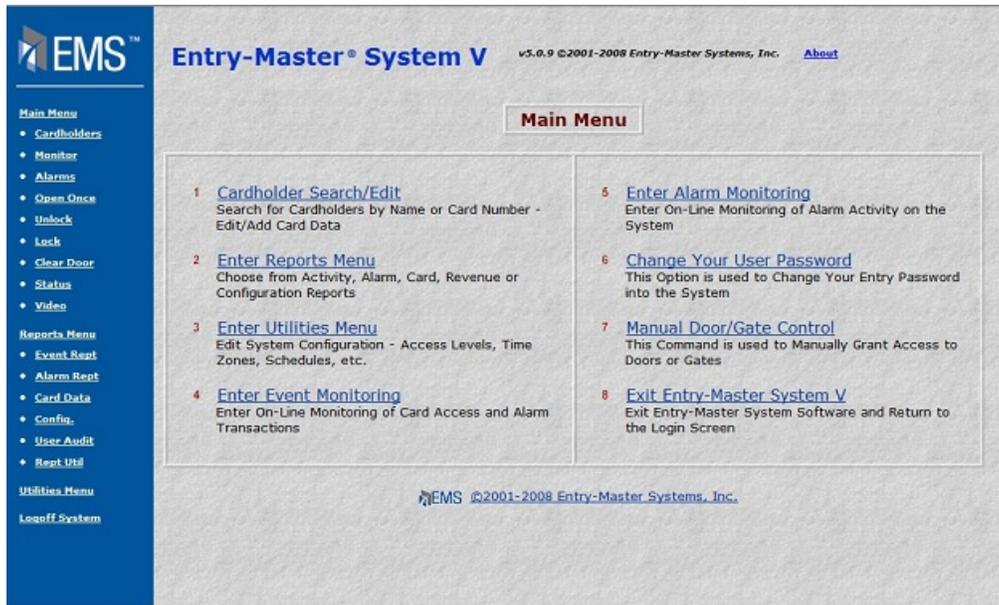


Figure 2-1.4 The Entry-Master® System Main Menu

The previous figure is an example of the Entry-Master® Main Menu. If you entered an incorrect User Name, the following screen appears.

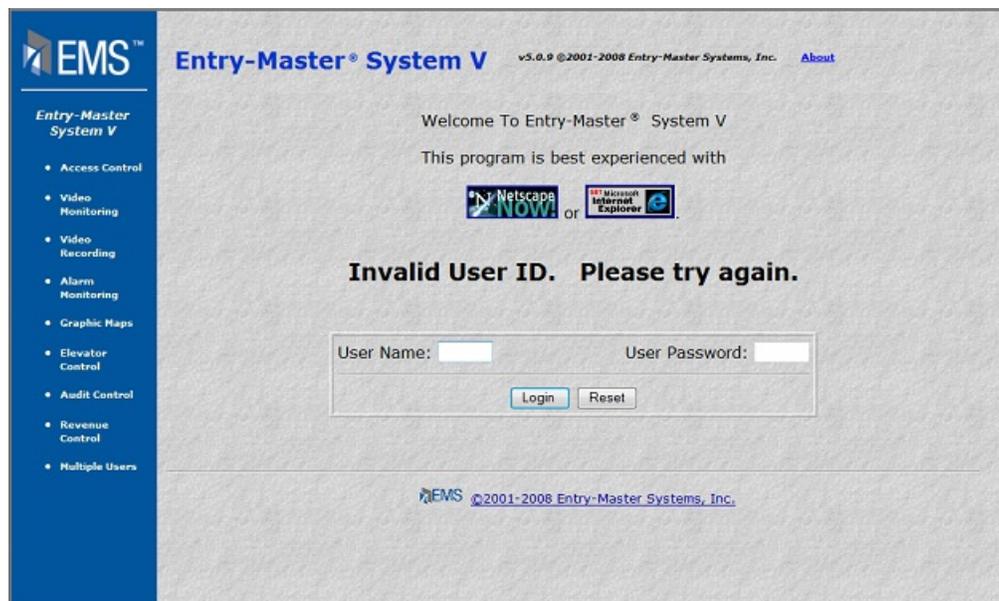


Figure 2-1.5 Invalid User ID Response

If you entered an incorrect password, the system issues the following screen. Repeat this lesson and be careful as you type your log in ID and your password.



Figure 2-1.6 Invalid Password Response

If your screen looks like Figure 2-1.4, then you have successfully logged into the *Entry-Master*® System and you can proceed to Lesson 2, *Logging out of the System*.