

INTRODUCTION

Our training department is continually writing manuals to provide clarity and guidance on the how to operate the FMS modules. These manuals are readily available on the online training academy <https://munsoft-academy.co.za/user-manuals/> for those who have already registered on the Academy.

For an even more convenient path to the Manuals, you can gain access through the help function on the system. Please follow the below guide:

STEP 1:

Once logged into the Munsoft system, click on the "question mark" in the top right-hand corner. Marked on the below figure with a red square.

The screenshot displays the Munsoft system interface. At the top, it shows 'Licence Status : Expired' and 'Renewal Due By : 2019/07/31'. The main header includes 'LIVE', 'MUNSOFT', 'Training', and 'Main Menu'. A red square highlights a question mark icon in the top right corner. Below the header, there are two columns of menu items: 'Consumer Debtors', 'Sundry Debtors', 'Sundry Registers', 'Cashiers', 'Fixed Assets', 'Supervisor', 'User Profile', 'Create Message' on the left; and 'General Ledger', 'Costing', 'Creditors', 'Cash Book', 'Supply Chain', 'Procurement', 'Stores', 'Registers' on the right. A 'pro iv' logo is also visible. At the bottom, it shows 'Printer : Screen', 'Release : Munsoft Rel 7.2.2 - Live', 'Operator : Toni Balt', and 'SCOA Rel : Current 6.3 Draft 6.3'. A navigation bar at the very bottom contains icons for Back, Home, Console, Calculator, Printer, Pending, Dashboard, Internet, Sys Aid, and Exit.

CONTINUE TO PAGE 2...

MUNSOFT

DOWNLOAD SYSTEM MANUALS

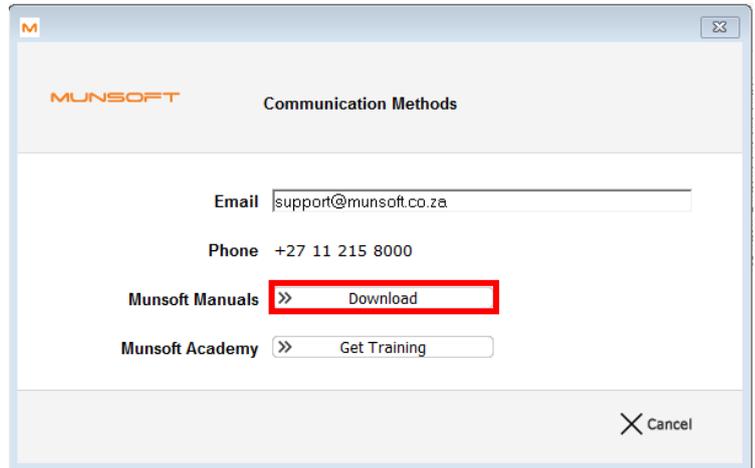
"How to"

STEP 2:

Communication Methods screen will open up.

Click on "Munsoft Manuals Download".

Marked on the figure with a red block.

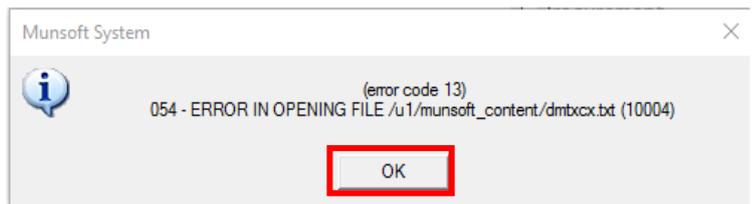


STEP 3:

A message will open.

Please ignore the message and click "ok".

Marked figure with a red block.

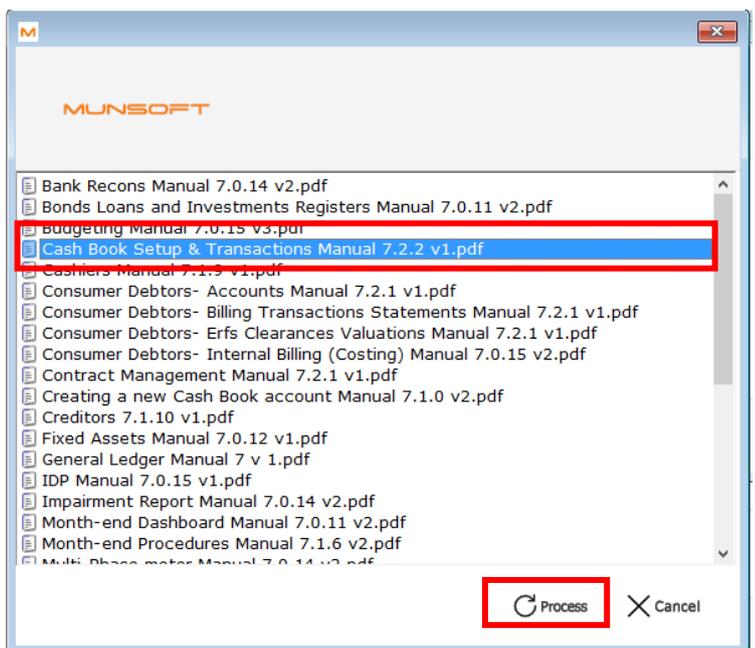


STEP 4:

A screen will open, listing all the latest user manuals.

Select one, and then click on "process" to download a PDF copy of the selected manual.

Marked on the figure with red blocks.



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