Viewing Sage ERP Accpac Help in a Browser

Note: To view online help topics for Sage ERP Accpac forms or dialog boxes when you have a company database opened in a Web browser, the form or dialog box *must* be active (open).

To view Help topics when running in a browser

- 1. Open a form or dialog box.
- 2. Click Menus.
- 3. Click the Help command.
- 4. Select the topic from the table of contents in the left Help pane (for a general topic) or type a keyword in the search or index tabs.

Keyboard Shortcut: Press the F1 key in an open dialog box or form.

See also

<u>Installing Sage ERP Accpac Web Session Manager</u> <u>Signing On / Signing Off</u>

Installing Sage ERP Accpac Web Session Manager and Downloading Web Client Support Files

The first time you type your Sage ERP Accpac server URL in the address bar of the Internet Explorer, you will receive a security warning that asks if you want to download the Sage ERP Accpac Web Session Manager. (You *must* download this.)

1. Click Yes.

If this is the first time you have attempted to access a Sage ERP Accpac server, you receive a second message to run the Web Client Setup. (This setup will update operating system files required by Sage ERP Accpac components.)

- 2. Click Yes to proceed to the Web Client Support Welcome screen.
- 3. Click Next to begin the installation of the Web Client Support files. Installation may take some time. When installation is finished, you will receive a message that setup is complete.
- 4. Click Yes.

Sage ERP Accpac company databases can now be opened in your web browser.

You now sign on to your company database; click <u>here</u>.

See also

Viewing Sage ERP Accpac Help in a Web Browser

Signing On / Signing Off

If this is the first time you have opened Sage ERP Accpac on the browser, you must first install the Sage ERP Accpac Web Session Manager and download Web client setup files before you can sign on to a company database. Please go to the instructions about downloading these files and then return to this topic.

After downloading the above files, open your company database following the instructions below:

To Sign On

1. Enter the URL of your Sage ERP Accpac server in the browser address bar.

Note: You must be using Internet Explorer 6.0 or higher.

- 2. Click the Sign On tab on the Welcome screen.
- 4. Enter your User ID and password in the Sage ERP Accpac Company Signon dialog box. (Note that users *must* have passwords to open a company database in a Web browser.)
- 5. Choose a company from the list in the Company field.
- 6. Enter a session date or leave the default, then click OK.

Important!

If the user is not recognized by the Sage ERP Accpac server, the Web Server Signon dialog box appears (before the company signon dialog box appears). You *must* enter an ID, password, and domain name in the Web Server Signon dialog box or the Company Signon dialog box will not appear.

To Sign Off

- 1. Click the Sign Off tab.
- 2. Answer Yes to the question, "Are you sure you want to sign off the current session?".
- 3. This ends your Sage ERP Accpac session.

See also

Installing Sage ERP Accpac Web Session Manager

Viewing Sage ERP Accpac Help in a Browser