**HELP SECTION**

**Locate Login**

1. Enter **Username**
2. Enter **Password**
3. Press **Login**

Graphical user interface, text, application

Description automatically generated

2

3

1

**Create Account**

If you have not created an account, click on “Create Account”

Graphical user interface, text, application

Description automatically generated



**Create Account (cont.)**

If you are making an account:

1. Create a **Username.**
2. Enter your **personal email.**
3. Create a **Password.**
4. Press **Create Account**

Graphical user interface, text, application

Description automatically generated

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3

2

1

**Requirements:**

Your username needs to be longer than 9 characters.

**Graphical user interface, text, application

Description automatically generated**

**Incorrect Username or Password**

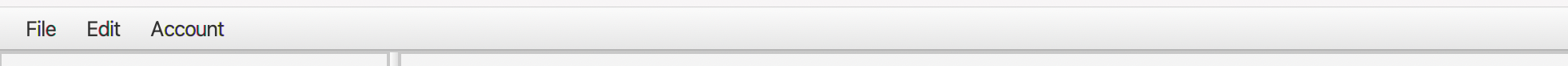
If you are struggling to sign in, talk to the software admin to get your information

Graphical user interface, text, application, chat or text message

Description automatically generated

**Top panel**

There are three different options on the top panel which are **File, Edit, Account**.



* When you click on **File**, you will see a drop full of options like **New, Save, Quit**.
* When you click on **Edit**, you will see an option **Delete Selected.**
* When you click on **Account,** you will see **Edit Account** or **Log Out.**

**Main Panel**

On the left of the Main Panel, you are able to create new categories of your choosing and add each item to each of them. On the right of the Main Panel, you will be able to view all the items in each of the selected categories

Graphical user interface

Description automatically generated

**Creating a new Item**

This is how you create a new Item:

1. On the top left, click on File->New->Item OR Right click in the database and click add.

Graphical user interface, table

Description automatically generated

OR

Graphical user interface

Description automatically generated with medium confidence

1. Enter the information that is on the screen

Graphical user interface, text, application

Description automatically generated