

How do I log in as an Accounting Manager?

1. First, you need to visit the Accounting page at <http://yourwebsite/accounting>
2. Make sure no one else is logged in
 - a. If someone else is logged in, make sure to log them out by pressing the **Logout** button.
3. At the login box that will be presented to you, enter the following:
 - a. **Your Username:** You can login with the username you have been provided by a system Administrator. If you have no account yet, please contact an Administrator.
 - b. **Your Password:** Your password is given to you in combination with your username by a system Administrator. If your password is invalid, you will be presented with an error message. Additionally, please note that passwords are case-sensitive.

After you log into the Accounting Dashboard there are several options for you:

- You can view a list of generated Reports.
- You can view the details of each Report.
- You can print a Report.
- You can view the remaining number of days until the next report is generated.

How can I view the details of a Report?

1. You can view the details of a Report by hovering your mouse over the Report, and then pressing the **View Report** button that will appear.
2. After pressing on the button, you will be redirected to a page holding details of the Report, such as **Supply** and **Assembly Costs**, **Sales**, **Supplier** and **Customer Debts**, and **Totals**.

How can I print a Report?

1. You can print a Report by pressing the **Print Report** button, which is located on the left handside of the Report Details page.

How can I log out?

1. At any point, you can logout by pressing the **Logout** button, present at the main navigation bar.