@Par Client Users Guide
MAgent
@Par version 2.6.3

This document is intended for use
by End users and Functional Managers

Document 1.5
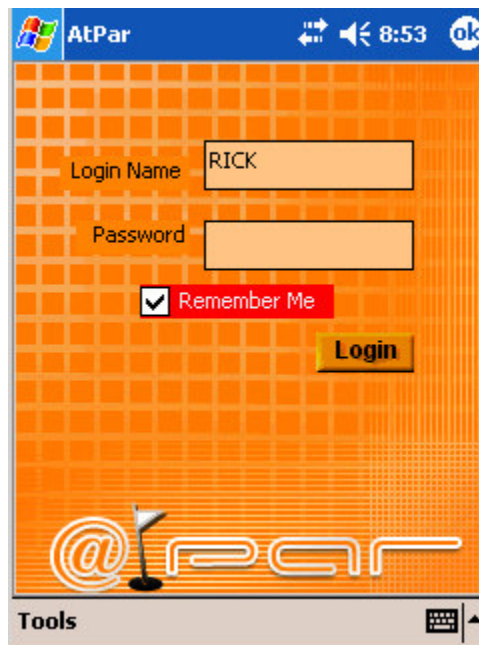# January 12, 2007

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What Is M Agent?

M Agent is a tool which can be used by all **@Par** Products. This software will allow supervisors and users alike the ability to email to and from hand held devices, if they are set up on the **@Par Server**.

First, login to **@Par** Login screen. See the screen shot below.

After you type in your Login Name and Password (if required), *TAP* the **Login** button.

You will see the **@Par** screen at this time.

@Par SCREEN

Based on how the Functional Manager has set you up, you will receive the applicable **@Par** module icons on this screen. In this case, the Functional Manager has set this user up with CartCount privileges and access.
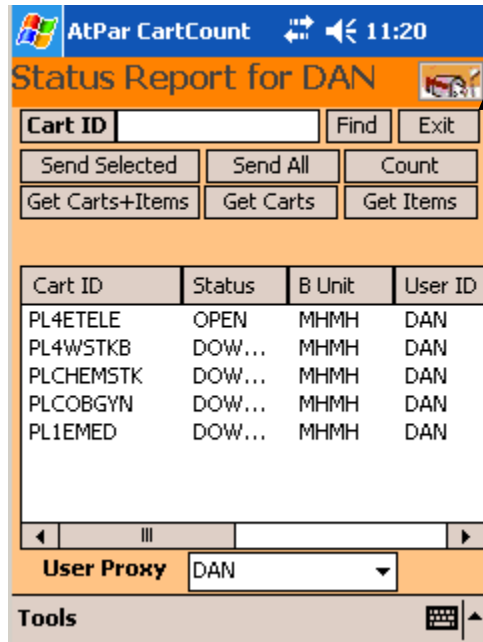

TAP the **CartCount** icon and you will see the main screen of the CartCount application.

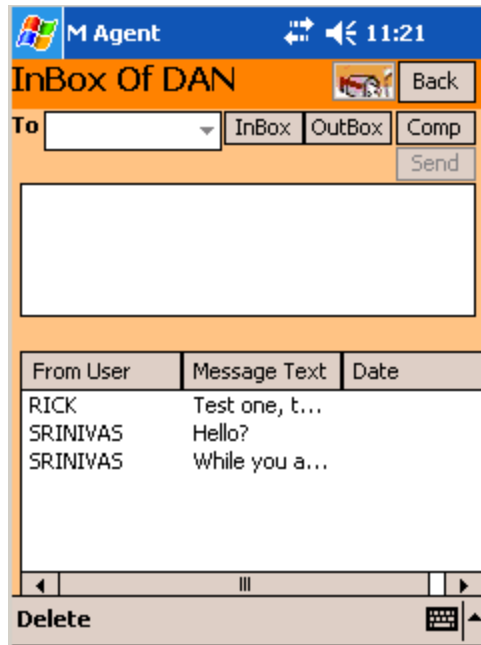In M Agent the Client user will **NOT** see an M Agent Icon.

@Par M Agent Process

After selecting a Product Icon from the **@Par** screen, you will see the following screen. In this example, you can see the **@Par** CartCount.

In the upper right hand portion of this screen you will see a new icon. It will look like a mailbox.

This icon will be used by this user to receive emails from the supervisor and other users in their group. Dependent on setup, the user can send email to supervisors and other users in the group also.

TAP the icon and you will receive the following screen shot.

Mailbox Icon - TAP this icon to Sync messages. You should always sync messages to ensure new messages are displayed.

Back – Tapping this button will return the user to the last screen.

To – This is a drop down window that will contain other users that this user can send email to.

Inbox – *TAP* on this icon to see items in the user's Inbox.

OutBox – *TAP* this icon to see items in the user's Outbox to be sent.

Comp – *TAP* this icon to compose a message. If the Send option is NOT checked on the Server, this option will be disabled or grayed out

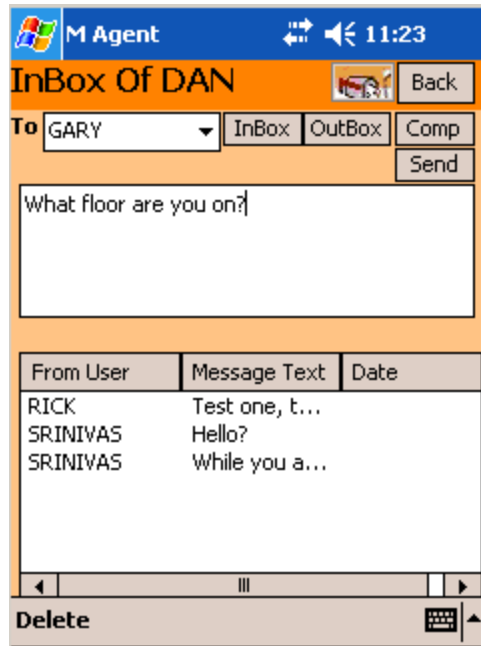**Send** – *TAP* this icon to send the message.

When you initially *TAP* the **Mailbox Icon**, the Inbox screen appears.

To use the **@Par** M Agent from the M Agent screen, first *TAP* the **Comp** button.

Select a **User** from the drop down list.

Type in your message in the upper portion of the screen.
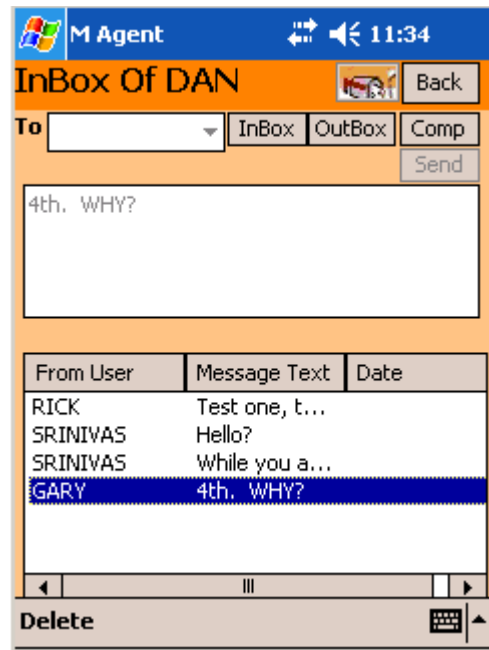
See the screen shot below.

When you are ready to send the message, ***TAP*** the **Send** button.

If the Functional Manager has **NOT** checked the Send option on the **@Par** M Agent server for this user, they will only have the ability to select their inbox.

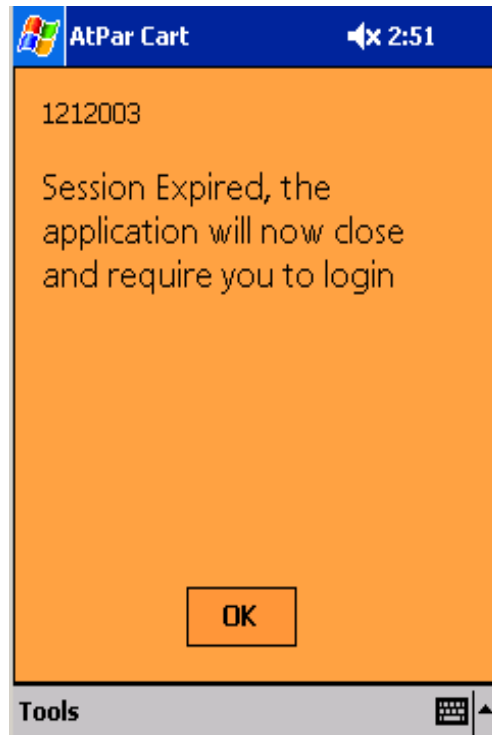To ensure your message was sent, ***TAP*** the **Sync** icon.

To check for a response, simply ***TAP*** the **Sync** icon after a few minutes to see if the user or manager has replied to your message. See the next screen.

This shows the response now.

Session Expiration

One last item of interest that you may run into from time to time.

You could conceivably receive the error above. Don't be alarmed. You only need to *TAP* on the **OK** button, and Login again.

This message simply means that this hand held and @Par program has had a number of minutes with no activity. Generally, the Idle Time that is set up by the Functional Manager is 30 minutes.

This is in place for the following reason;

1. If the session is left logged in, ANYONE could come to that hand held and start entering information etc. So it is set up for Security Purposes.

If you find this error message occurring often, you need to discuss the possibility of having the Functional Manager increase the idle time.