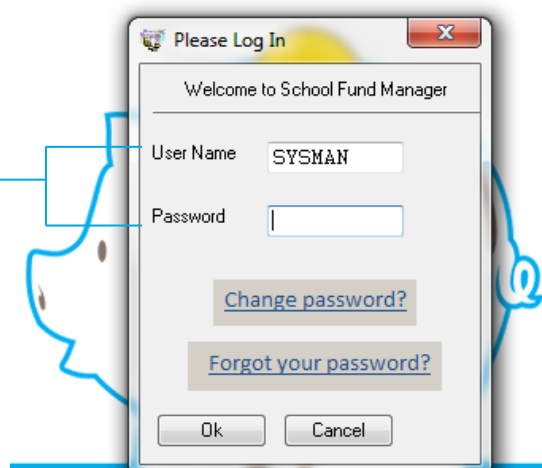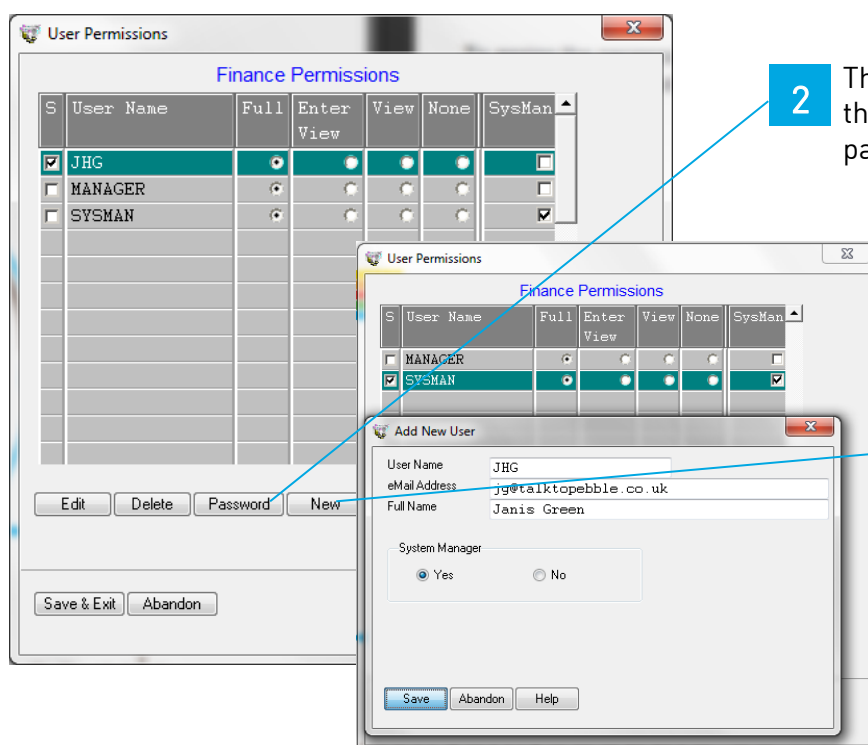# SCHOOL FUND MANAGER

System Manager – Quick Guide

1 Immediately School Fund Manager will request a User Name and Password. The default for BOTH these fields is SYSMAN

Schools will need to set up one or more Users, create their User Names, assign Permissions and then on the first occasion they login with this new User Name they will be required to add their Password.

To access System Manager go to System>System Manager>Permissions.

**2** The first time the new User logs in they will need to set up their own password.

3 Click on New to add a User and complete the fields with the appropriate details.

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Cont.

There are 4 levels of Access to School Fund Manager

1 Full – Can access all functions with all permissions to read, write, enter, edit and delete.

2 Enter View- Can enter Receipts & Payments, view Reports, but not make any Cancelations or Amendments.

3 View – can only SEE details of transactions that have already been entered.

4 None – Has NO permission to access the School Fund Manager program.
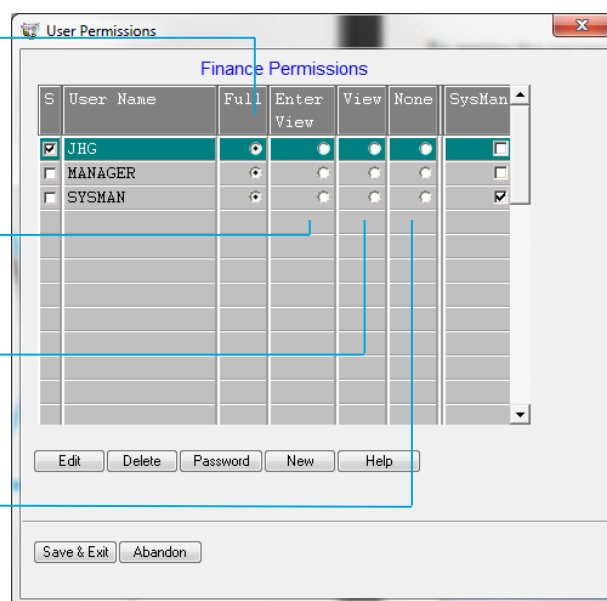
5 To assign the necessary Permissions click on the radial in the appropriate column, then Save & Exit.

The user will type the password 3 times on this first occasion - Twice on the Change Password window and a third time to complete their login.