



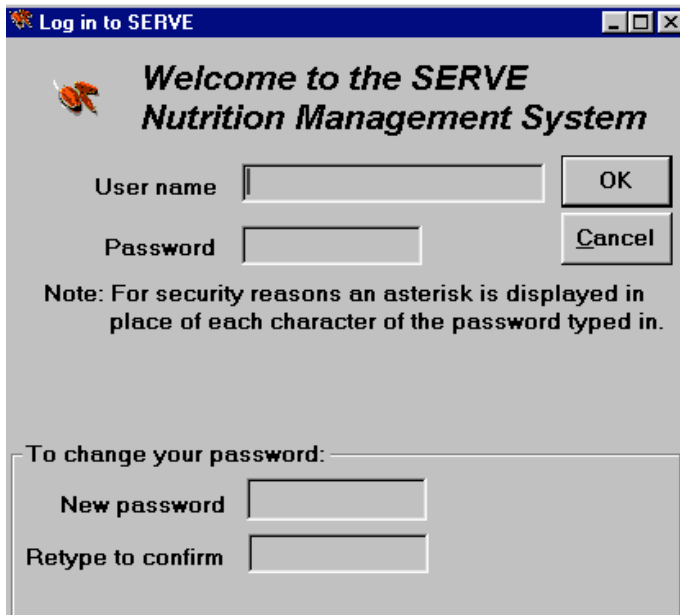


How do I log in to SERVE?

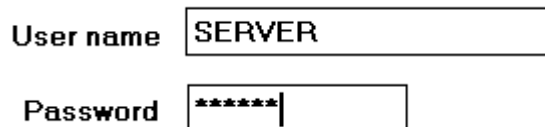
Once you have installed SERVE click  then select  then select  to start the program.

The licence message is displayed, press the  button. The log in window is then displayed.



Type in the user name SERVER and password SERVER, and click the  button.

Note that as you type in each character of the password an asterisk (*) is echoed back on the screen as shown below) rather than the character you typed. This ensures that your password cannot be overseen by others as you type it in.



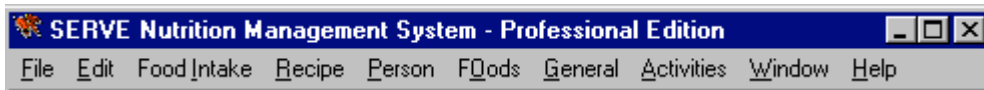
User name

Password

The main SERVE window is then displayed.

If your user name and password have been entered correctly the sign-on window will be replaced by the main menu window and the 'Welcome to SERVE' message will appear for a few seconds.

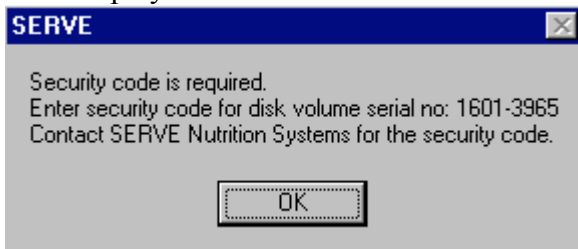
The title bar and main menu bar will then be displayed at the top of the window similar to the example shown below:



If the password you typed in was incorrect then a message will appear, and you will have the opportunity to type it in again.

If the security code is displayed you will be asked to enter a security code to be able to log in to SERVE.

In this case, before the sign-on window is displayed the following message window will have been displayed:



If you have not already obtained a security code from us you will need to contact us, quoting the volume serial number of the computer disk on which you have installed the SERVE program. Note that your disk volume serial number will be displayed in the message window as shown above.

How do I change my password?

When you enter your password on the sign-on window of SERVE you can also change your password.

To do this type in the new password in both the **new password** and **retype to confirm** areas of the change password section of the sign-on window.

As you type in each character of the new password an asterisk (*) is echoed back on the screen.

If the **retype to confirm** password is not identical to the **new password** you have entered you will be asked to type it in again. This is to make sure you have not made a typing mistake when entering your new password.

If the **retype to confirm** password does match the **new password** then the new password is accepted. Next time you log in type in your new password.