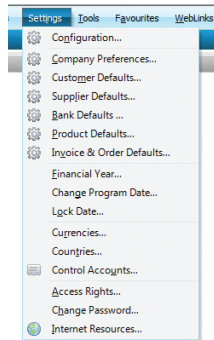


Settings

Before Sage 50 can be used there are a number of settings and defaults that need to be entered. The rest of this chapter shows how to do this. When required, select the appropriate settings option from the following list:

- 1 Click on Settings on the Menu bar
- 2 Click on the option required

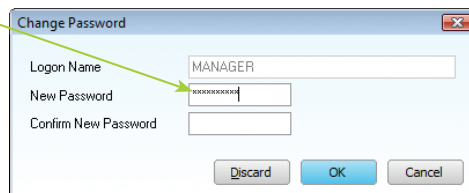


Using Passwords

The Data Protection Act requires that any system containing confidential information, i.e. financial details etc, should be protected against unauthorised access. Sage 50 uses a password to achieve this. Once you set a password, Sage 50 always prompts you for it at startup.

As with any password, you should avoid writing it down if at all possible. Therefore, try to choose a password that is both easy for you to remember but difficult for someone else to discover. You can decrease the chance of somebody accidentally finding out your password by using a mixture of letters and numbers instead of an actual word.

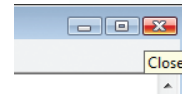
- 1 From the Settings menu click on Change Password
- 2 Type your password here
- 3 Repeat the password to confirm
- 4 Click OK to save password



Hot tip



Click Help on the Sage 50 menu bar, then Shortcut Keys, to bring up a list of the available Function Key and Keyboard shortcuts. Click 'X' to close the window.



Hot tip



Try to avoid using obvious things like a name, phone number or car registration as a password. These are far too easy to guess.

Beware



If you allocate a password to the logon name MANAGER you must ensure you never lose it otherwise you will have to send your accounts to Sage to have it reset.