



## AutoPay Help Sheet

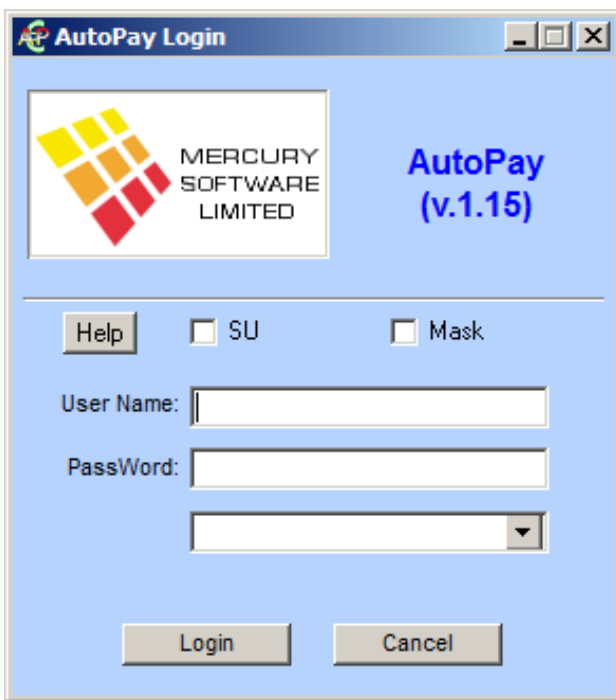
### Basic Operations

#### 1. Login

To open AutoPay, double-click on the AutoPay icon on your Windows desktop.



The AutoPay Login screen will be displayed, and you will be asked to enter your Username and Password.



When AutoPay is first installed, the default username and password is as follows:

Username	<b>user1</b>
Password	<b>user1</b>

The username is not case sensitive, so it can be entered in upper or lower case. However the password is case sensitive.

You are advised to change the user1 password. Please see below for further details on changing the password.

## 2. Re-Index Files

This procedure will re-create the systems Index files. These are files which are used to store key data items from the main database files (Customers, Transactions etc.) in a structured sequence and are used to provide fast access to data in reports, drop down lists, etc.



It is sometimes possible that the Index files can become corrupt and this often leads to problems such as lists being out of sequence or data missing from a screen or report. If you notice a problem like these, you should immediately run the Re-Index Files procedure and then check the item again.

To prevent such problems occurring and to keep the system operating at maximum speed and efficiency it is advised that the Re-Index Files procedure be run every time AutoPay is used.

When running the Re-Index Files procedure, no other user must be logged onto the AutoPay software.

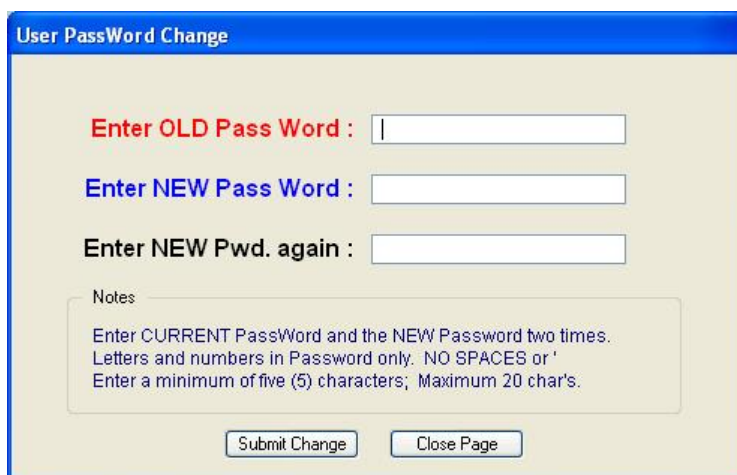
To run the Re-Index procedure, click on the Re-Index button on the toolbar.

## 3. Change Password

A standard user (e.g. user1) may change their own password.

On the menu select "User Config" and then select "Change Password".

Enter the old password and then enter and confirm the new password.

A screenshot of a "User Password Change" dialog box. The title bar is blue and contains the text "User PassWord Change". The main area has a light beige background. It contains three input fields: "Enter OLD Pass Word :" (with a red label), "Enter NEW Pass Word :" (with a blue label), and "Enter NEW Pwd. again :" (with a black label). Below these fields is a "Notes" section with a light beige background and a thin border, containing the text: "Enter CURRENT PassWord and the NEW Password two times. Letters and numbers in Password only. NO SPACES or ' Enter a minimum of five (5) characters; Maximum 20 char's." At the bottom of the dialog are two buttons: "Submit Change" and "Close Page".