



Travel Manager Help Sheet

Configuring Travel Manager desktop shortcut

- These instructions are to be used when replacing a missing desktop shortcut or setting up Travel Manager on a new client computer.
- If you are replacing the main shared computer – please do not use these instructions, further support will be required.

1. Map shared drive

This step should only be necessary when setting up a new client computer.

Map drive **T:** to the existing shared folder on the server or main computer.

You may require assistance from your IT support provider to complete this step.

2. Create desktop shortcut

Right click on desktop

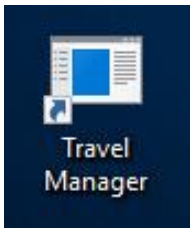
Select “New” then select “Shortcut”

Location of item = “**T:\TM\TM.EXE**”

(Note if using the main shared computer the Location of item = “**C:\TM\TM.EXE**”)

Name for shortcut = “**Travel Manager**”

The new shortcut will appear on the desktop



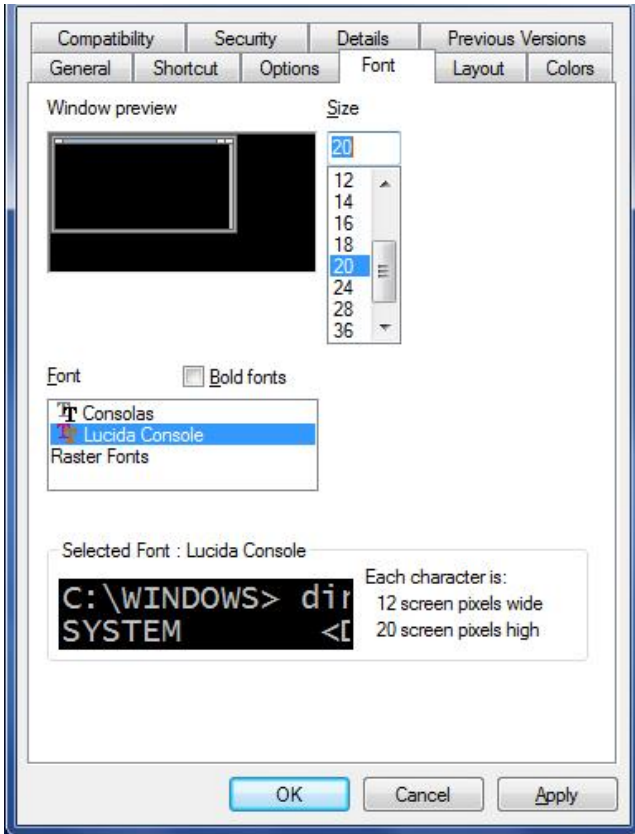
Double-click to open the program, login in and then close it again

You will notice that the screen size may be too small; this will be configured in the next step.

3. Configure Screen Size

The first time you run Travel Manager it will appear in a small Window. You can increase the size of this window as follows:

- Ensure that the program is closed
- On your Desktop, right-click on the Travel Manager shortcut and choose “*Properties*”
- Select the “*Font*” tab
- Select the Font “**Lucida Console**”
- Select the Size “**20**”
- Click on “*Apply*”, then “*OK*”
- Open the program and check if the screen size suits you
- If it is still too small or too large, you can repeat the above steps and select different size settings until you find one that suits your requirements

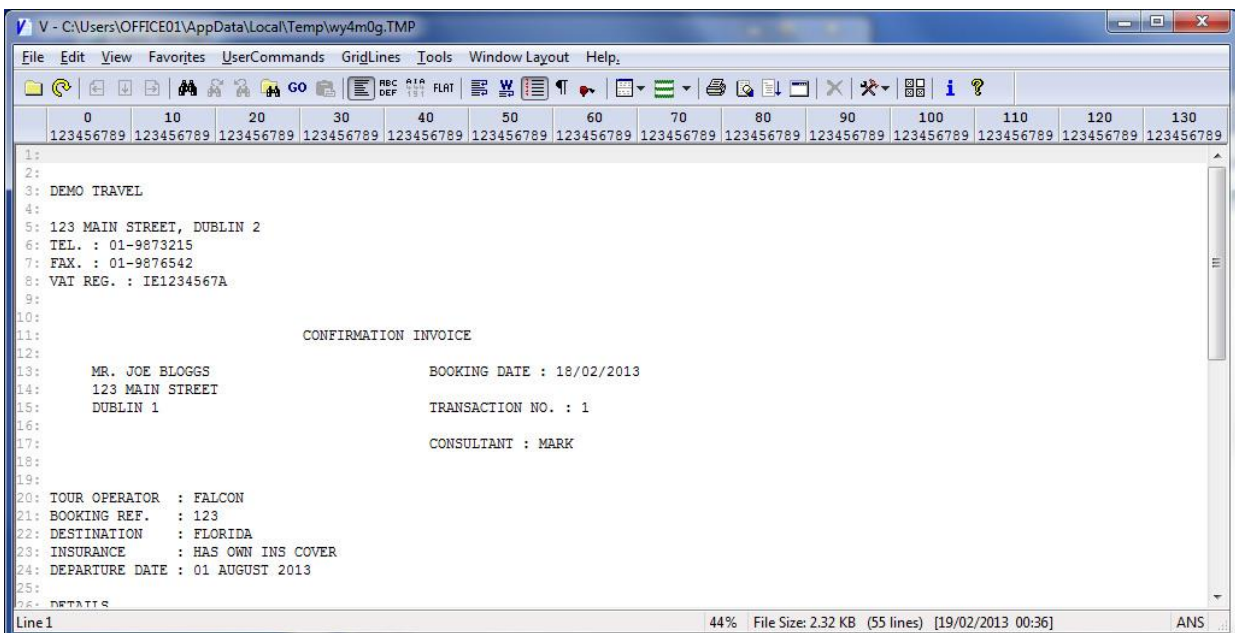


4. Configure Printing options

It is necessary to configure some settings regarding how reports and invoices are displayed on the screen and printed. To do so, run any report (e.g. *Reports 1 - Cash Receipts*) and select the "Screen" option.

The first time you select the Screen option you will be asked to select a display mode for the integrated V FileViewer - just accept the default and click OK.

The report will then be displayed on the screen, similar to the following:



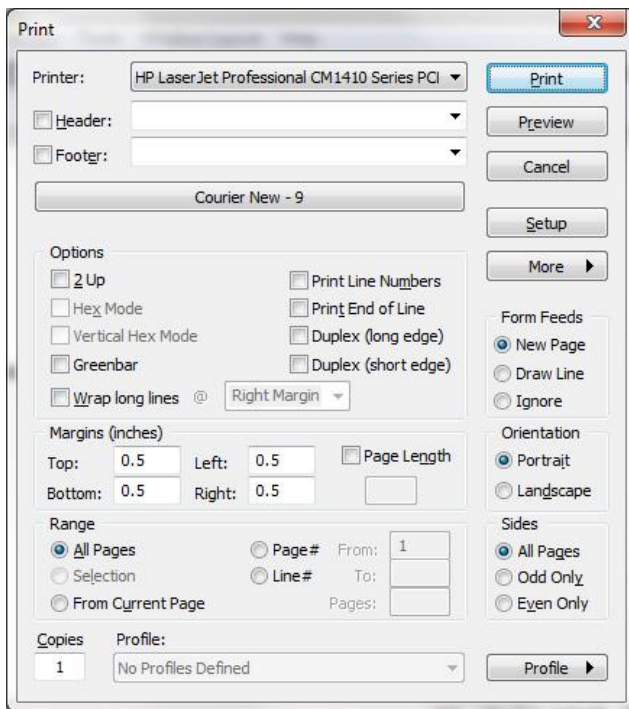
You now need to configure some options as follows:

Print font size

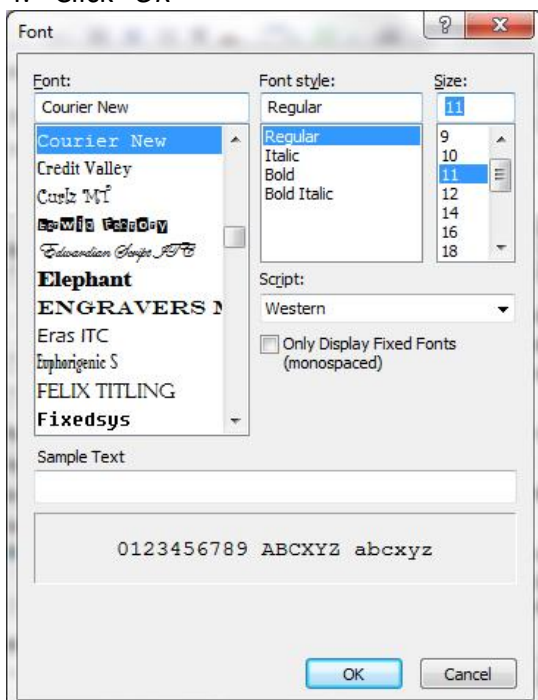
The default font is Courier New and this must not be changed.

The default point size is 9, however this is generally too small. The recommended optimum size is 11. To change the point size from 9 to 11, do as follows:

Click on **File, Print**



1. Click on the button which displays "Courier New – 9"
2. Select "Add Font"
3. Select Size "11"
4. Click "OK"



5. Configure other FileViewer settings

There are two settings within the FileViewer program that you should change to make the screen easier to read – Ruler and Line numbers. To turn these options off, click on **View** and turn off the **Ruler** and **Line Number** settings.

