

FACTS PDF Documentation Library

Welcome to the FACTS 7 PDF Documentation Library.

This library contains user manuals that can be viewed onscreen with Adobe's Acrobat Reader 4.0. If you do not already have a copy of Acrobat Reader on your system, install it now. You can print this documentation to your office laser printer or take it to any place that provides photocopying services. If you do take the library to a photocopying service, make sure you present a printed copy of the **permission letter** on this CD.

To access any of the FACTS manuals, click on one of the bookmarks at left. This will take you to the manual for the module you specify. From there, you can click on any of the bookmarks to open a chapter in the manual. You can also open any of the folders on this CD and directly open one of the PDF documents.

Navigating the manuals. When you open a document in Acrobat Reader, bookmarks appear in panel on the left. These are essentially chapter headings and subheads. If you are new to the Library, browsing bookmarks may be the best way to acquaint yourself with the information that is available.

To search the entire library, select Edit_Search_Query from any document in the library, including this one. Type the text you want to search for in the Find Results Containing textbox and press Query. *(Note: If you do not see this option in the Edit menu, de-install the version of the Acrobat Reader you are using and install the version provided on the Documentation CD).* Acrobat will open the document in which it finds any instances of your query and highlights them. If it finds instances in more than one document, Acrobat pops a list of the documents. You can select a document and either open it, or select Info to review the document's subject and keywords. This feature helps you determine which document best meets your needs.

Search tips: When starting a new search, keep your queries fairly broad. For instance, if you are looking for information on setting up vendors, start by entering *vendors*, rather than *setting up vendors*.

Additional help: For additional information on using Adobe Acrobat's search feature or any other Acrobat features, you can access the Acrobat Reader Guide. In Acrobat Reader 4.0, select *Help>Reader Guide*.

Using FACTS

Accounts Payable

Accounts
Receivable

FaxLink

General Ledger

Inventory Control

Job Cost

Manufacturing
Control

Payroll

Purchase Orders

Sales Analysis

Sales Orders

System
Management

TeleFACTS