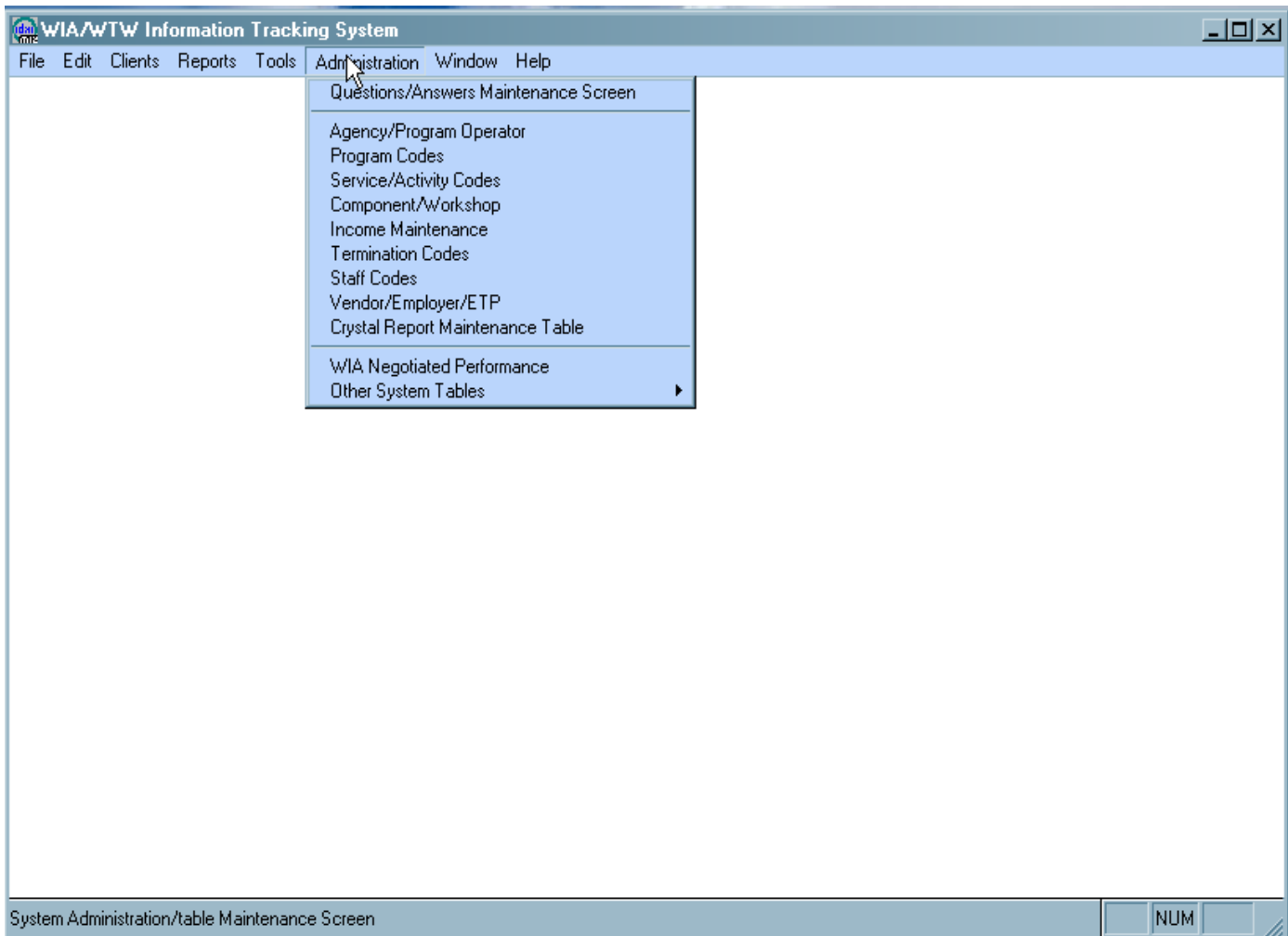
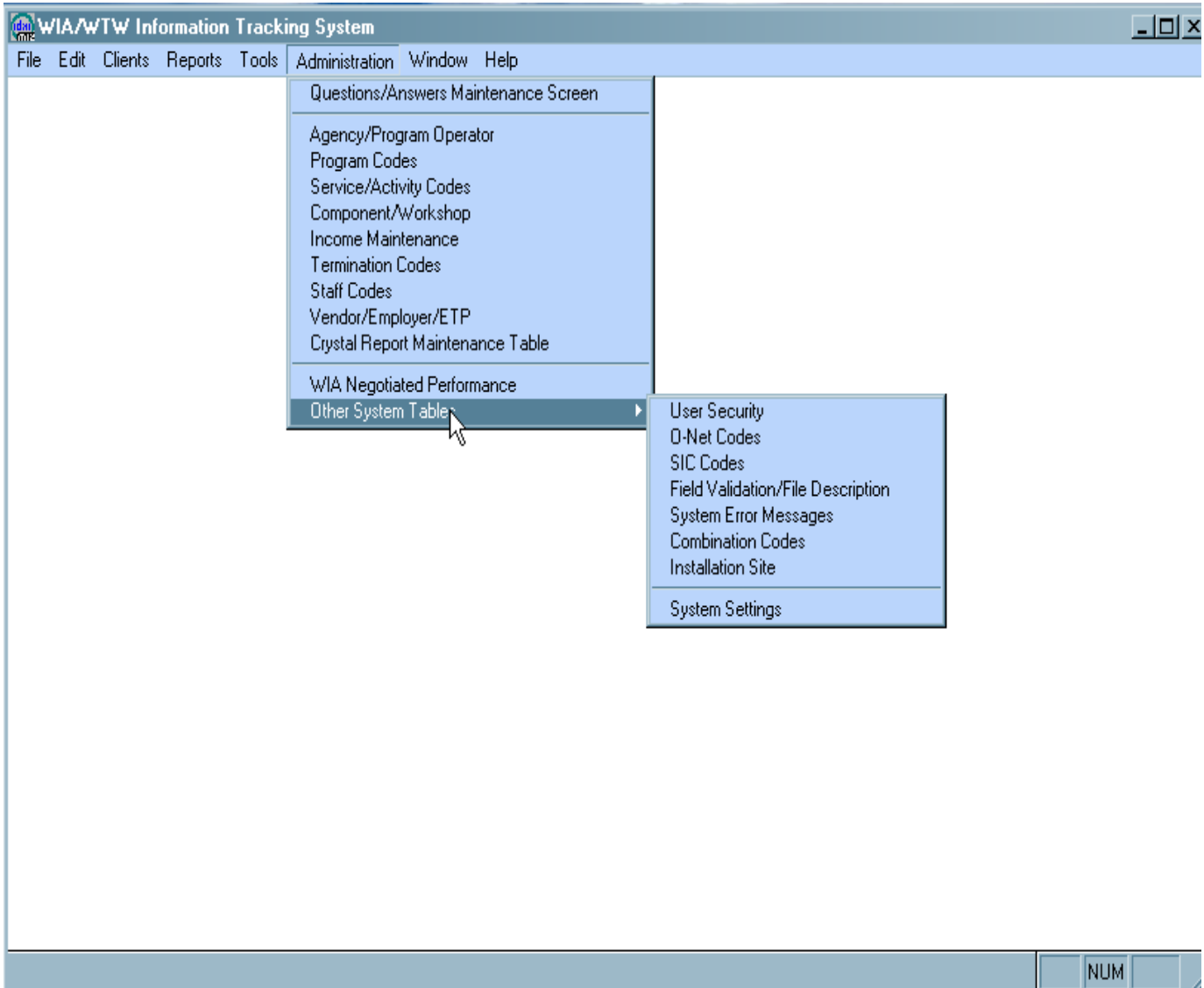


This document details the steps to follow for setting the default screen, which will automatically open each time they start the MIS. Users do not have to define a default screen, it is merely a tool to assist in expediting access to records with which they normally work. Users can always close the screen if they need to access a different interface or they may leave the screen open and select the screen they need for the immediate transaction/action. Users may also follow these same procedures to reset their default screen, as they deem appropriate.

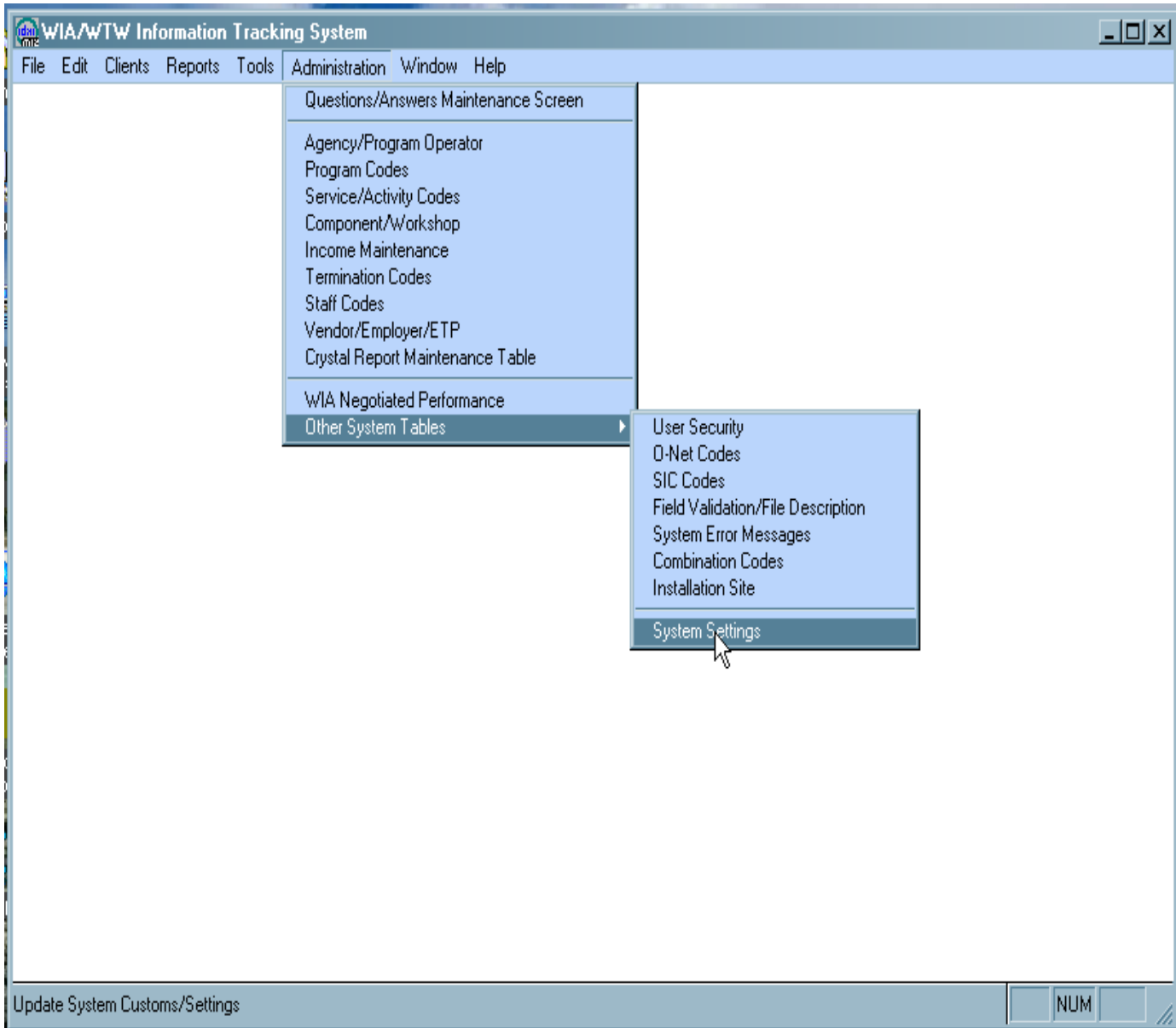
Start the MIS as usual. When the white screen appears with just the menu bar showing (or the default screen if resetting), select the Administration menu option as shown below.



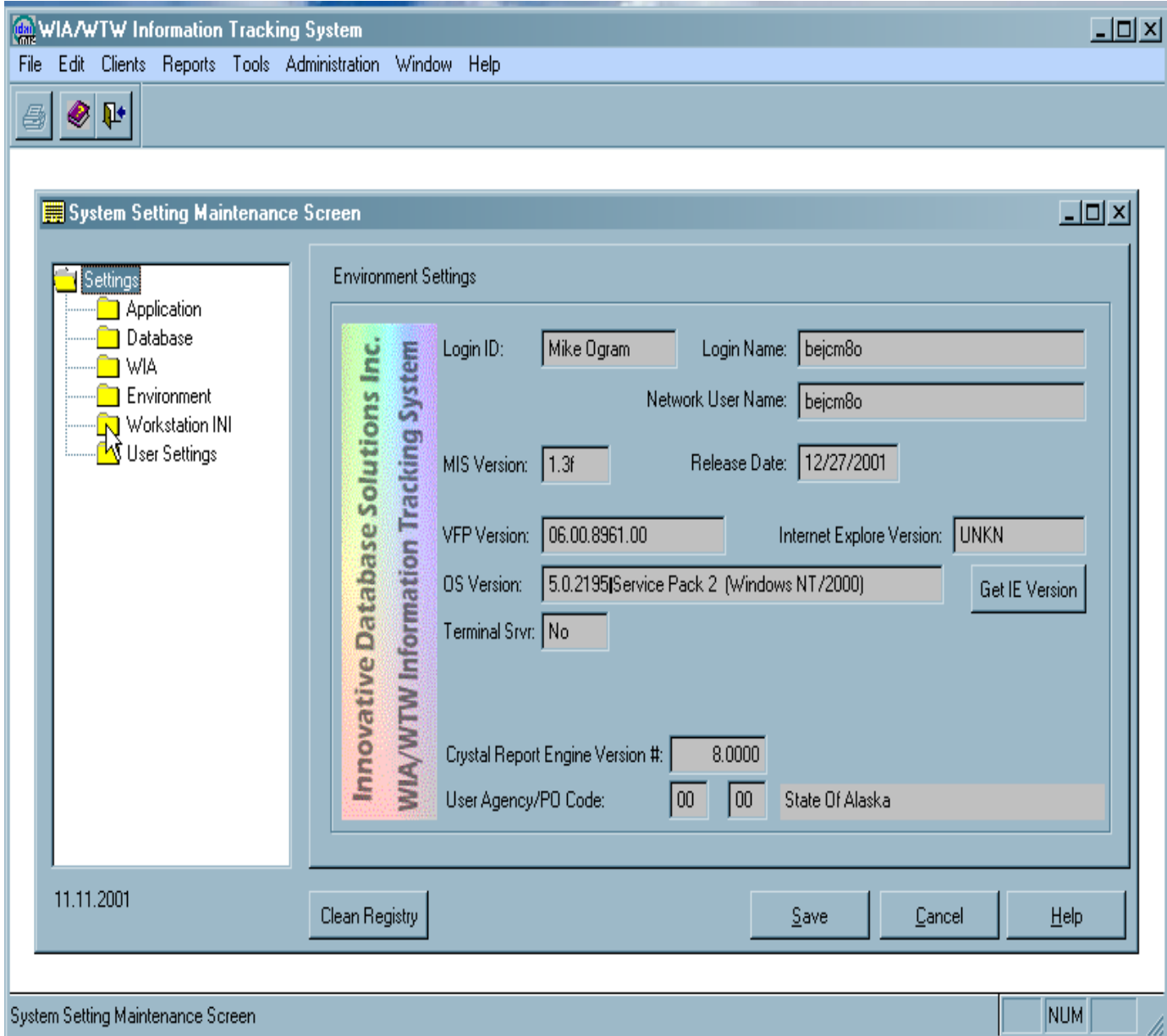
From the Administration menu, choose the Other System Tables Option.



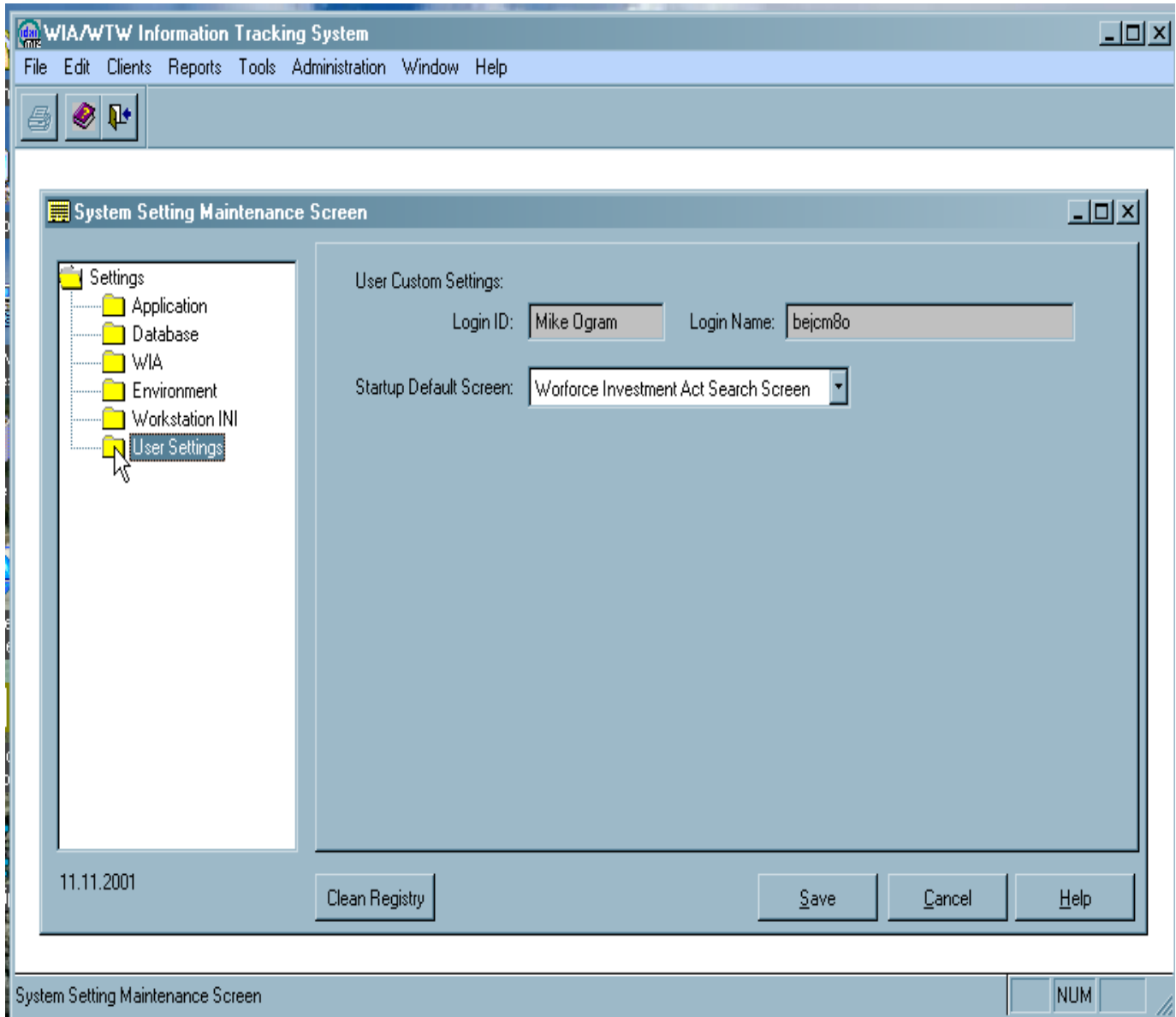
From the Other System Tables option, select System Settings.



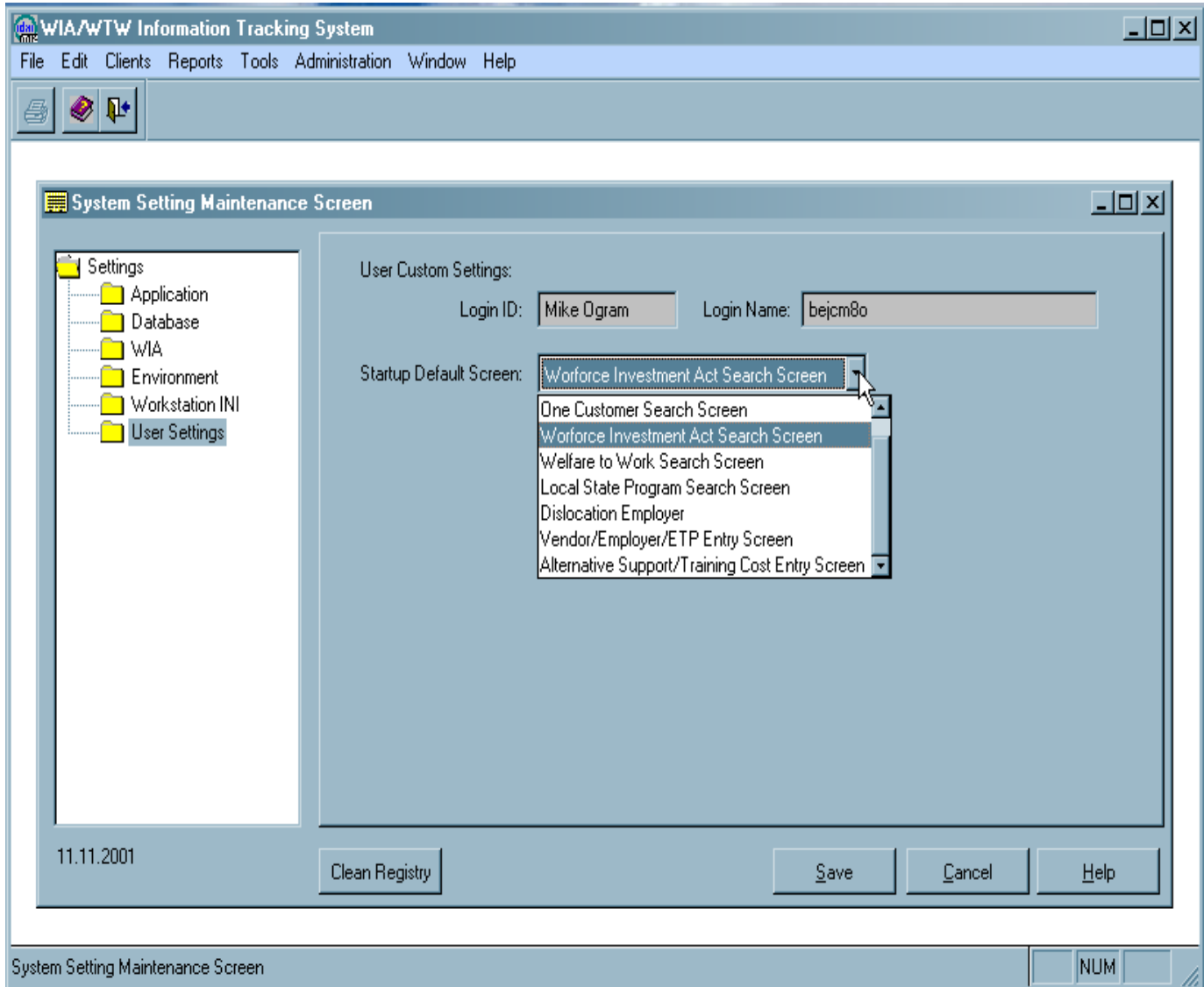
The screen will now display a screen having a split view with a folder list in the left pane as shown below.



From the folder list select the last folder – User Settings.



The next screen to display will have a drop down box from which the user may select the default screen.



From this list, the user should select the screen which they mostly likely use to access records. Again, this does not preclude the user from being able to access records of any other type.

Click the Save button and the screens will close and return the user to the point from they begin. Note the change will not take effect until the next time the user logs into the MIS.