



# Limousine Management Systems

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## How to Access the Program

### SUMMARY

The opening screen contains LMSGold for Windows Program information such as the version number, the copyright and the license agreement. If the Security feature has been purchased, a Login window requires the user to enter their name and password before accessing the program.

### HOW TO ACCESS THE PROGRAM

1. Click on the **LMSGold for Windows** icon on the Windows desktop.
2. The **Opening Screen** appears and the terms, conditions, and license agreement for using the program are listed.
3. Click on **OK**.
4. If the program has the Security module, a **Login** window appears. Enter the user **Name** and **Password**. The window will open and the name used to log onto the workstation in Windows will appear. The user can override if they are not that person or they have a different name for logging onto LMSGold for Windows. The program comes with 5 user login names, **USER1**, **USER2**, **USER3**, **USER4**, and **USER5**. These five user names have the user name as the password e.g. USER1's password is also USER1; USER2's password is USER2. The 5 user names have full access to the program. The user name, password and security level can be edited and/or new users can be added in the Security module. Click on **OK**.

Rev PC 01/04

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