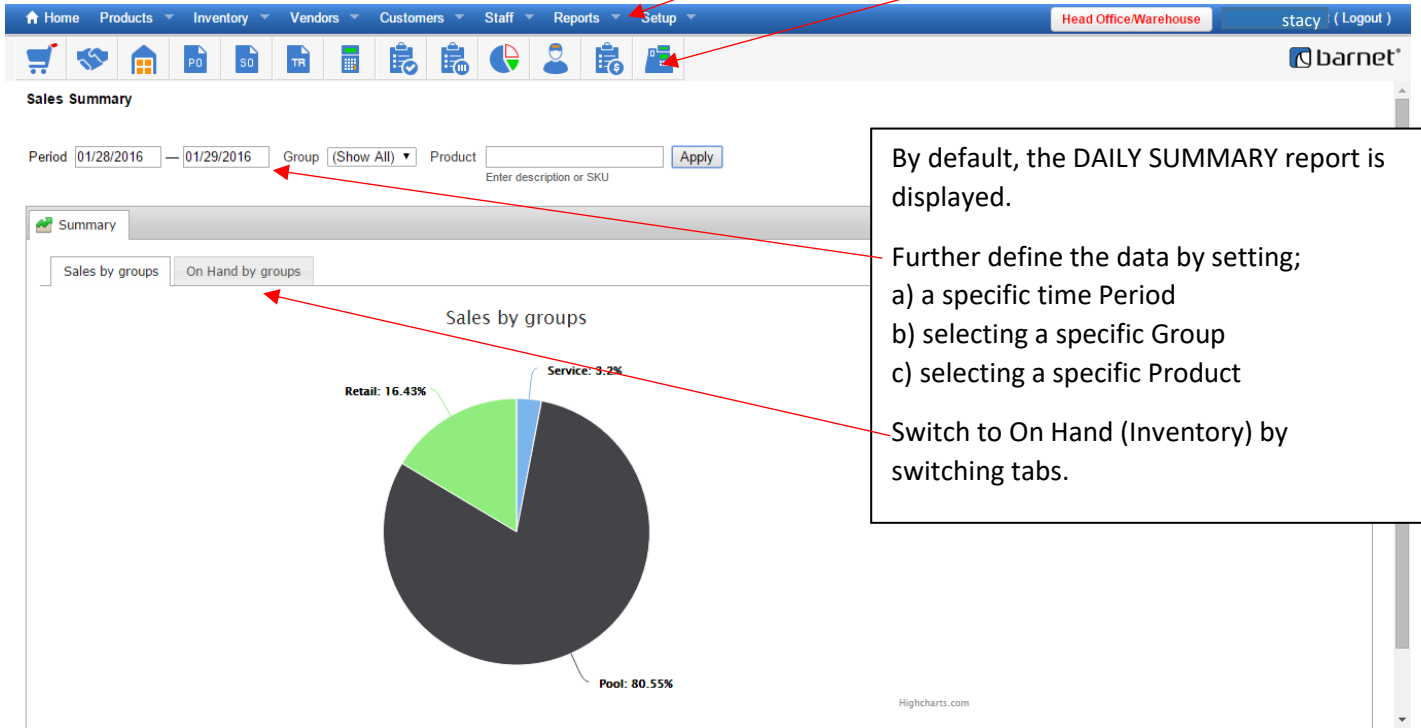


NAVIGATING THE DESKTOP

You've signed into your Portal. Now what?

Once logged in, you will see your Portal Desktop. The desktop uses Dropdown menus and "Speed Buttons" to navigate your Portal. (Hover over a Speed Button for a description.)



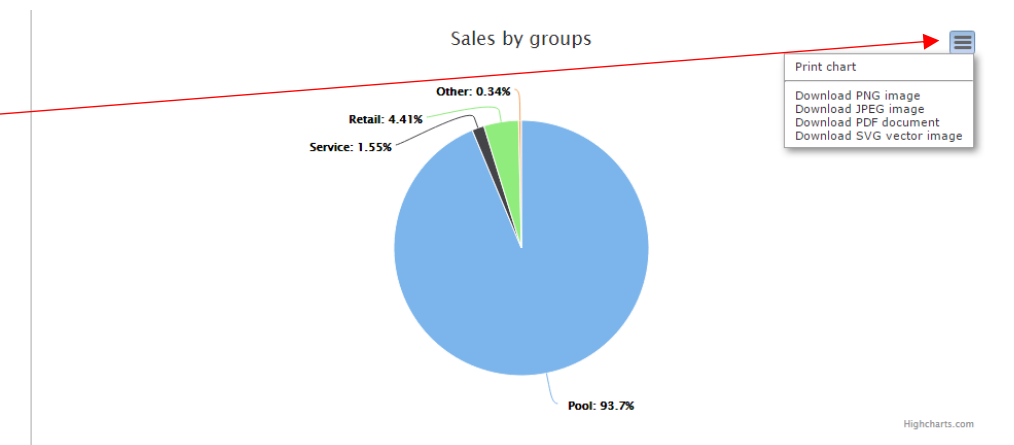
By default, the DAILY SUMMARY report is displayed.

Further define the data by setting;

- a specific time Period
- selecting a specific Group
- selecting a specific Product

Switch to On Hand (Inventory) by switching tabs.

Click on the Doc icon next to the graph to Print and/or Download and save defined data.



Logout or switch users in the upper right corner using the **(Logout)** option.