
Application	ChreosClient – Chreos 3
Module	Help
Access	“Help Information Sheets”
Minimum service pack	SP27
This document	Information Sheets Ref 12.09 Release 2 Published November 2002

Overview

“Information sheets” allow you to download and install information sheets from the Internet or a Wild Software Ltd CD. Information sheets are help guides with explanations and step-by-step instructions on how to use areas of Chreos. Note: Information sheets are PDFs that are read through Adobe Acrobat. You must have Adobe Acrobat installed to view information sheets.

How to Download Information Sheets for the First Time

- When you select the menu option “Help | Information sheets” a message will appear saying that the table of contents file is missing. Click the [OK] button.
- A message will appear asking if you want to download the information sheets from either:
 - The Internet. Internet settings must be set up before this option may be used. Refer to “Internet settings” on the Chreos web site.
 - A Wild Software CD. Your CD must have been released after December 2001.
- Select the required option and click the [Download] button.
- The files will be downloaded and the “Information sheets” screen will appear. The following details will be displayed:
 - **Left-Hand.** A list of folders that the information sheets are in will be displayed. For example ‘Debtors’ and ‘General ledger’. There will also be a folder called ‘Recently used’ that will display up to the last ten information sheets that you have viewed. The group directory, ‘All information sheets’, will display all of the information sheets that are available in all of the folders.

- **Right-Hand.** The information sheets that are in the folder that has been selected on the left-hand side will be displayed.
- **View Options.** Select the required check box(es). Note, you can have more than one, or all of these, selected at one time.
 - **Available Current.** Check this check box to view the information sheets in the selected folder that are available and are current.
 - **Available Old.** Check this check box to view the information sheets in the selected folder that are available but your copy is out of date.
 - **Available Internet/CD.** Check this check box to view the information sheets in the selected folder that are available on the Internet or from a Wild Software Ltd CD but have not yet been downloaded.
 - **Not Yet Available.** Check this check box to view the information sheets in the selected folder that are not yet available.
- Select 'All information sheets' on the left-hand side and select the 'Available Internet/CD' checkbox to view all of the available information sheets that may be downloaded. Select the required ones. Note this can also be done by clicking the [Select all] button.
- Right click on the selected information sheets and select 'Download from internet/CD'.
- A message will appear asking you to select whether it is from the Internet or a Wild Software Ltd CD. Select the required option.
- Once the selected information sheets have been downloaded their corresponding icon will change from 'Available internet/CD' to 'Available current'.
- To then open and read the information sheet double click on the required one.

To Update Your Information Sheets

- Click the [Update contents internet/CD] button.
- Download the required information sheets in the same way as above.

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