

### INTRODUCTION

Our training department is continually writing manuals to provide clarity and guidance on the how to operate the FMS modules. These manuals are readily available on the online training academy <https://munsoft-academy.co.za/user-manuals/> for those who have already registered on the Academy.

For an even more convenient path to the Manuals, you can gain access through the help function on the system. Please follow the below guide:

### STEP 1:

Once logged into the Munsoft system, click on the "question mark" in the top right-hand corner. Marked on the below figure with a red square.

Licence Status : Expired

LIVE

MUNSOFT

Training

MAIN

MDC/S31/PTS\_0

Main Menu

Renewal Due By : 2019/07/31

?

11-Sep-2019 15:21:58

Consumer Debtors

Sundry Debtors

Sundry Registers

Cashiers

Fixed Assets

Supervisor

User Profile

Create Message

General Ledger

Costing

Creditors

Cash Book

Supply Chain

Procurement

Stores

Registers

Printer : Screen

Release : Munsoft Rel 7.2.2 - Live

Operator : Toni Balt

SCOA Rel : Current 6.3 Draft 6.3

Back

Home

Console

Calculator

Printer

Pending

Dashboard

Internet

Sys Aid

Exit

CONTINUE TO PAGE 2...

# MUNSOFT

## DOWNLOAD SYSTEM MANUALS

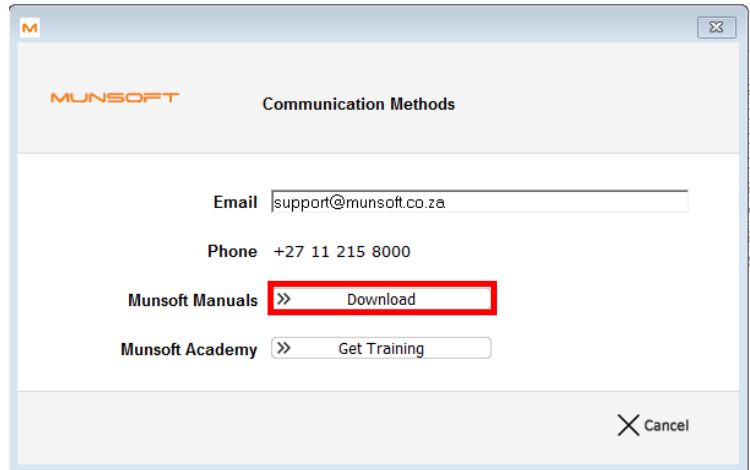
"How To"

### STEP 2:

Communication Methods screen will open up.

Click on "Munsoft Manuals Download".

Marked on the figure with a red block.



MUNSOFT Communication Methods

Email

Phone +27 11 215 8000

Munsoft Manuals

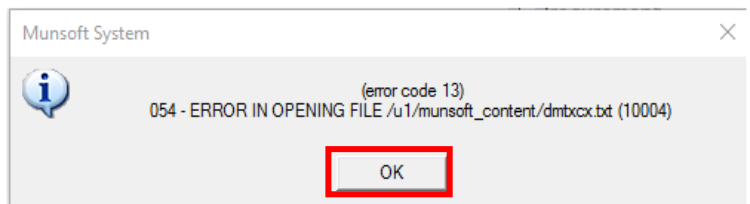
Munsoft Academy

### STEP 3:

A message will open.

Please ignore the message and click "ok".

Marked figure with a red block.



### STEP 4:

A screen will open, listing all the latest user manuals.

Select one, and then click on "process" to download a PDF copy of the selected manual.

Marked on the figure with red blocks.

