DataSmart Login

How to log on 2
How to run a report 3
How to print a report 5
How to export a report 6
How to change your Password 7

DataSmart Login

This option allows users to log on to the main DataSmart browse.

How to log on

To log on, click the link below and enter your user name and password. (Figure 1)

https://datasmart.maxtelsoftware.com

Figure 1

Tips:

- The password is case sensitive.
- You can tick the Remember User Name option for easier future access.
- It is **not** recommended to tick the Remember Password option unless no one else would access this option from the same computer.

How to run a report

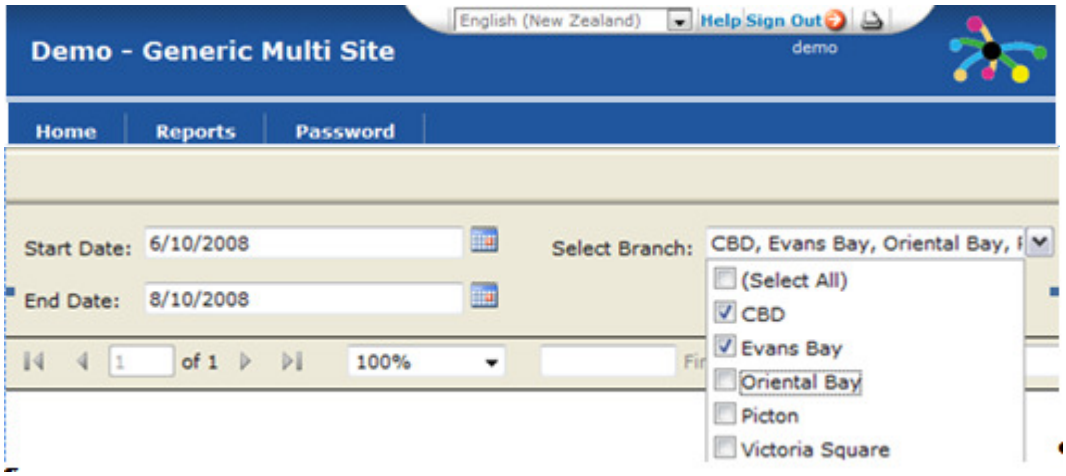
1. Select Reports and then click on the Report that you wish to run. (Figure 2) & (Figure 3)

Figure 2

Figure 3

Tip: To change your Password, see How to change your Password

Figure 4

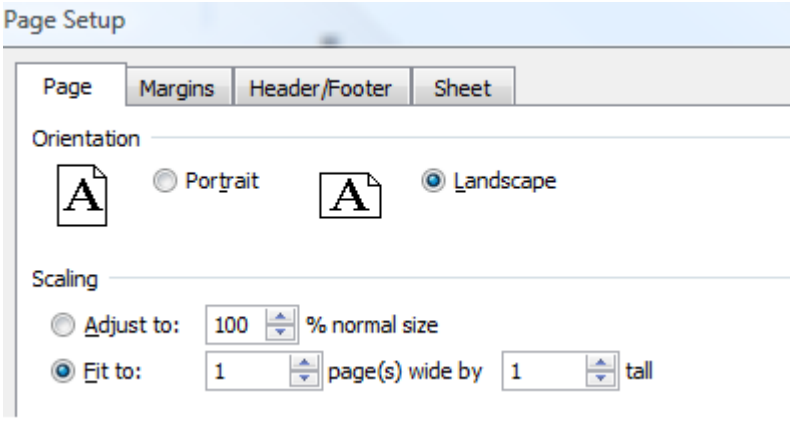


4. You can change the Start and End Date if required. Select the branch(s) you wish to run the report for and click View Report. (Figure 4)

How to print a report

1. Select the Report that you wish to print. (Figure 3)
2. For a better formatted report, first export the report into Excel. (*See How to export a report*)
3. In the exported report, click File and then Print.
4. If the report extends beyond 1 page, print to Preview first. Select Page Setup and then select the appropriate Scaling option. (Figure 5)

Figure 5



How to export a report

1. If you wish to Export a report, run the report first and then select the Export Format and click Export. You can select to either Open or Save the report. (Figure 6) & (Figure 7)

Figure 6

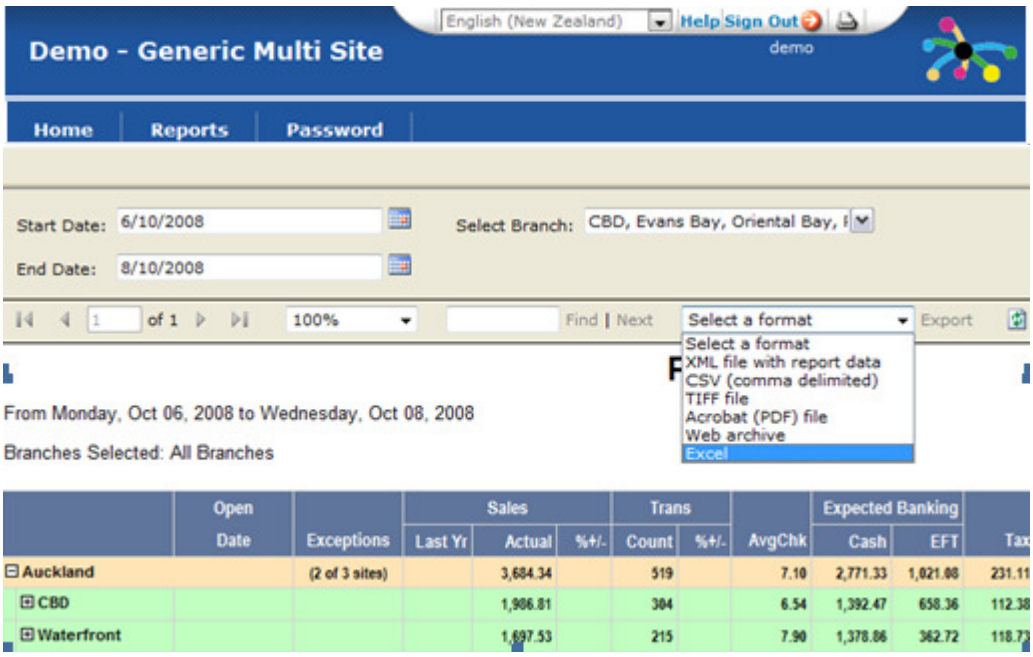
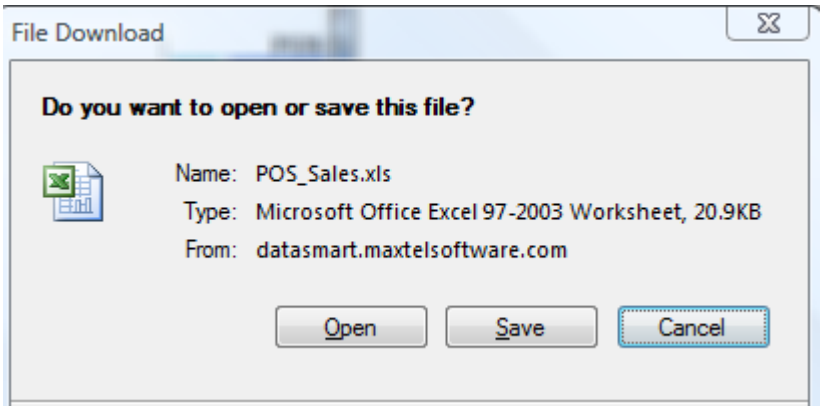


Figure 7



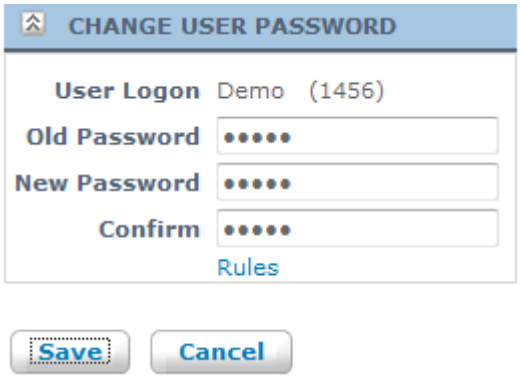
2. For sites that do not have Microsoft Office, there is a free Excel available that you can download via the link below.

http://www.microsoft.com/downloads/details.aspx?familyid=1cd6acf9-ce06-4e1c-8dcf-f33f669dbc3a&displaylang=en

How to change your Password

1. Log on to DataSmart main browse and select Change Password. (Figure 2)
2. Enter your Old Password and then your New Password and New Password again to confirm. (Figure 8)

Figure 8



3. Click *Save*.

Tip: Click on the Rules option to view the Password Rules before you decide on the new Password.