










# Bookminders Client Navigation

## To Open Files on the Server

- After you Log In to the Server, click the **Bookminders Server** icon in your **Application Set** window.
- From the screen that opens, double-click folders, files and/or shortcuts to open. The application needed to open a file will launch automatically when you double-click the file.
- For QuickBooks Files: Enter your **QuickBooks** username and password for your data file. (*Note: Your QuickBooks username and password are different from your server username and password.*)

## Client folder contents (*Note: CC = Client Code*)

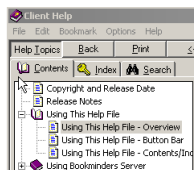
-  CC - Client Legal Name - main folder; contains all files and folders specific to your account.
  -  CC Additional Reports - contains reports or schedules prepared for your account.
  -  CC Client Provided Data - contains files, schedules or supporting information that you have provided to Bookminders.
  -  CC Current Archives - contains files related to prior fiscal years. Files are usually moved to a long-term archive location within one year after the year-end is finalized.
  -  CC Processing Reports - contains reports about your services from Bookminders, including your monthly estimate and reports of activity processed by your bookminder on a weekly/per processing basis
  -  CC QuickBooks files - contains your QuickBooks file and additional files that are used by the QuickBooks software. All files in this folder are critical to QuickBooks functions and should not be opened, modified or deleted.
  -  CC Service Info - contains documents which are mostly for Bookminders' Quality Assurance and Administrative purposes.
  -  CC - Client Legal Name - shortcut to your QuickBooks data file
  -  CC Executive Summary - describes current issues related to your Client account

## Client Reference

Your Bookminders' Server login also gives you access to information that is intended to provide answers to frequently asked Client questions. Double-click the Client Reference icon to access documents and the Client Help file.



- Double-click the Client Help shortcut to open the Help file



- Click the **Contents** tab, click the plus sign to the left of the first purple book and click the first page: Using This Help File - Overview. Use this page (and the pages that follow) to learn how to use the Help file.



## Client Navigation Continued

### Leaving Bookminders Server Window Open

If you plan to work with files or open new files on the server, keep your Bookminders' Server window open. You can return to this window by clicking the M:\ (or R:\) icon in your Windows taskbar.



or



or



### Closing Files and Logging Off

When you are finished using files on the server, please Log Off.

To Log Off: Close all files and programs you have been using.

- QuickBooks files: Always close using the File\ Close Company menu. This makes sure the file is completely closed and can be re-opened without problems.
- Other files and programs (except the Application Set window): Click the **X** (in upper right corner of window) to close.
- After you close all windows, click the **Log Off** button on the Application Set window (if it is still active).

### Timing Out

If you are not actively working on the server for more than 30 minutes, your session may time out.

- Your Application Set window will return to the Log In screen a few minutes after you log in.
- You can still work in any files or programs that you have open and active, and you can still open other files **if your M:\ window has not been closed**.
- If you have closed your M:\ window, you will need to Log In again to open other files.

If you have any questions or problems using these instructions, please do not hesitate to contact your bookminder or Client Relations Manager.



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