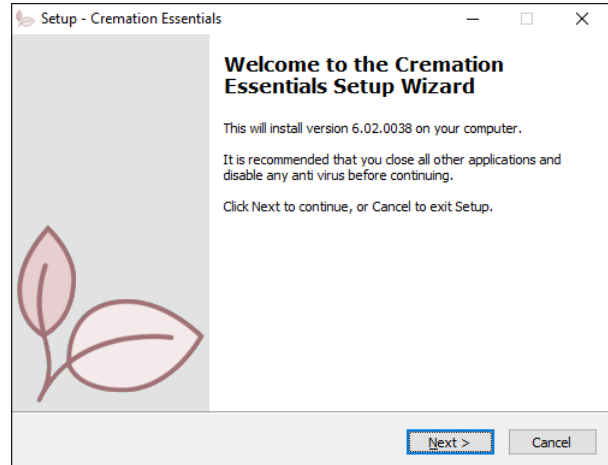


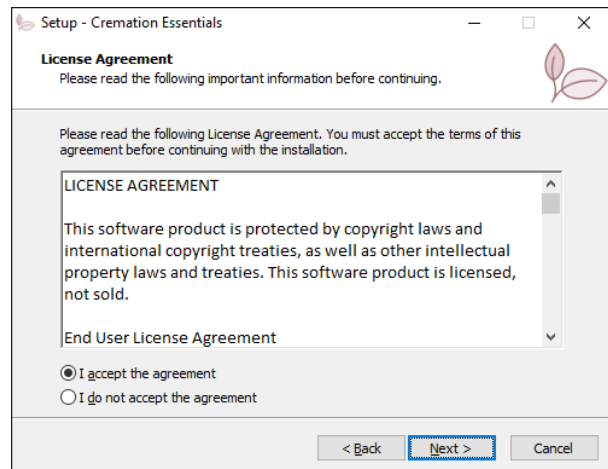
Cremation Essentials Quick Start Guide

1. Installation

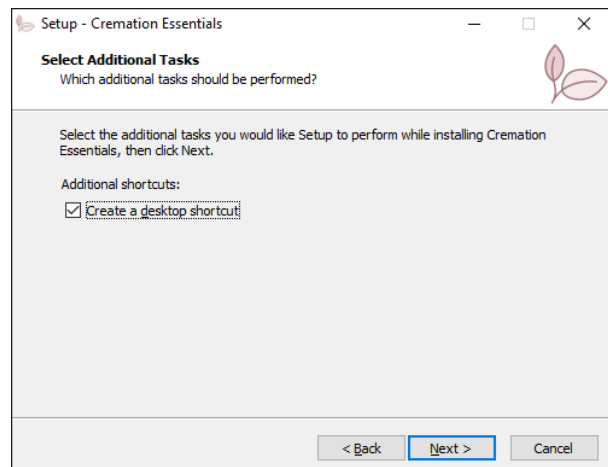
Begin Install



Accept the License Agreement



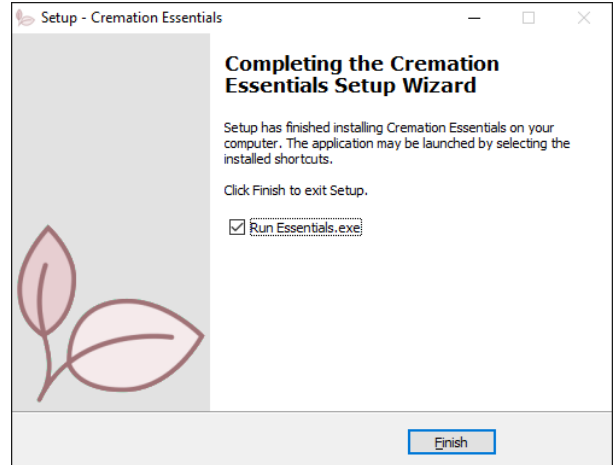
Choose whether to create a desktop shortcut



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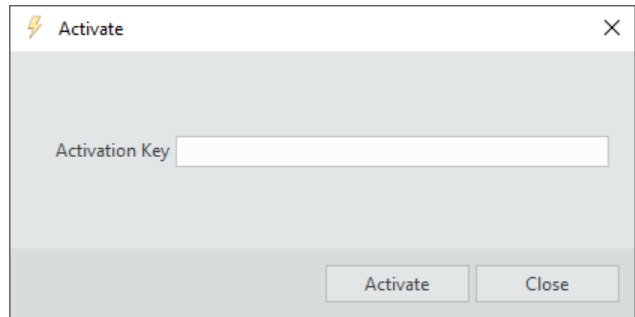
1. Installation Continued

Finish the Install



When the installation finishes allow the application to start and when prompted enter the activation key then click activate.

Successful activation will complete your installation also connect you to your database.



Cremation Essentials Quick Start Guide

2. Configuration

Manage Users

Manage users by clicking on the System tab then the Users button

To edit a user, double click the user row

To add a new user, click the New button in the upper right corner

**** Before requiring a login ensure that you have your administrator password ****
and / or have added a user with full administrative privileges

First	Last	Username	Type
Jane	Smith	jane	Administrator
Joe	Brown	joe	Administrator

Edit Users

Credentials: Enter first and last name the username and password, the password must have a mix of uppercase, lowercase and numbers. Select the type of user, Administrator will manage lists. Web Only is for users with access only to the web interface .

Permissions: Select the permissions for the user. Only the administrator or their delegates should have edit user permission.

Roles: Check the appropriate boxes for the roles this user will perform and enter any appropriate license.

Web Access: Select allow to enable and enter the names of purchasers the user is restricted. Useful for granting read only web access to your customers.

Cremation Essentials Quick Start Guide

2. Configuration Continued

Manage Locations

Cremation Essentials

System Home Reporting

Activate Connect Settings Colors About Manage Templates Shared Folders QuickBooks Setup Users Locations Financial Case General

Application Documents Quickbooks Lists

Locations 0 Records

Name	License	Phone	Fax	Email	Street	City	State	Zip
My Crematory	ABC123456	555	555-555-5555	MyCrematory@email.com	111 Main St	Any Town	Florida	33322

Enter your locations here

If entering more than one, ensure that the location name is unique

Manage Items (Price List)

Cremation Essentials

System Home Reporting

Activate Connect Settings Colors About Manage Templates Shared Folders QuickBooks Setup Users Locations Financial Case General

Application Documents Quickbooks Lists

Financial Items Purchasers

Item	Description	Unit
Standard Cremation	Cremation with cardboard container Up to 300 pounds	199.00
Overweight Charge	300 to 400 pounds	75.00
ID Viewing	15 Minutes	50.00
Cremation Viewing	Up to two people	75.00
Mileage	Per Mile	1.00

Enter your items here

This will enable you to easily create invoices

Cremation Essentials Quick Start Guide

2. Configuration Continued

Manage Purchasers

Financial

Name	License	Phone	Fax	Email	Street	City	State	Zip
ABC Funeral Home	LOK12345	555-555-5555	555-555-5555	abc@email.com	555 Broad St.	Any Town	Florida	33322
XYZ Funeral Home	LOK65432	666-666-6666	666-666-6666	xyz@email.com	882 Hwy 50	Any Town	Florida	33321

Enter your purchasers here
The funeral homes you commonly do business with

Manage Case Lists

Case

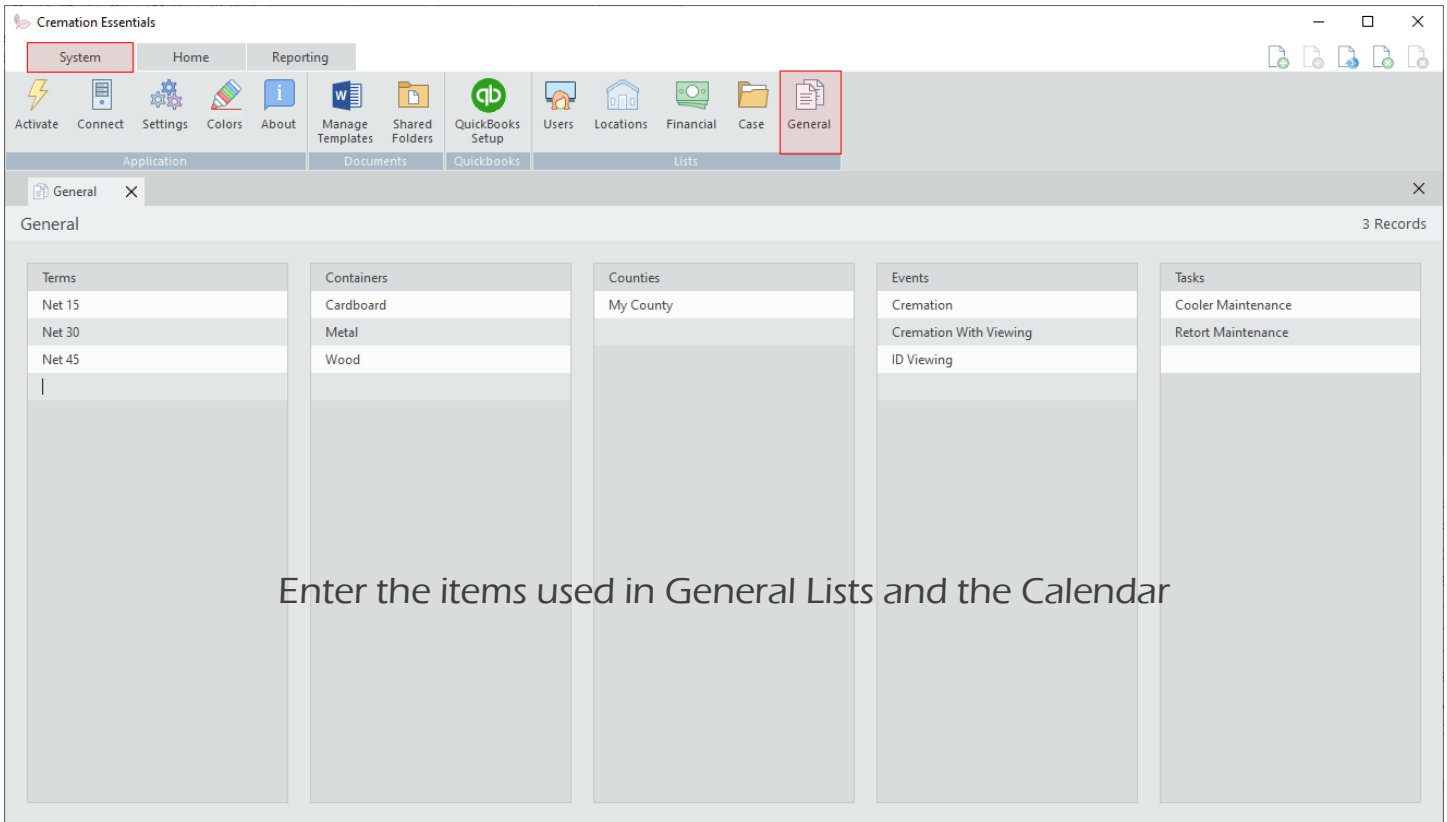
Codes	Types	Status	Current Location
My Code 1	Rush	Cremated	Cooler 1
My Code 2	Standard	Not Yet Received	Cooler 2
		Pending Cremation	Holding Area
		Received	
		Released	

Enter the items used for Case management
Codes can be used in multiple ways to designate one of your locations a customer or anything appropriate to your business

Cremation Essentials Quick Start Guide

2. Configuration Continued

Manage General Lists



Manage Settings

