

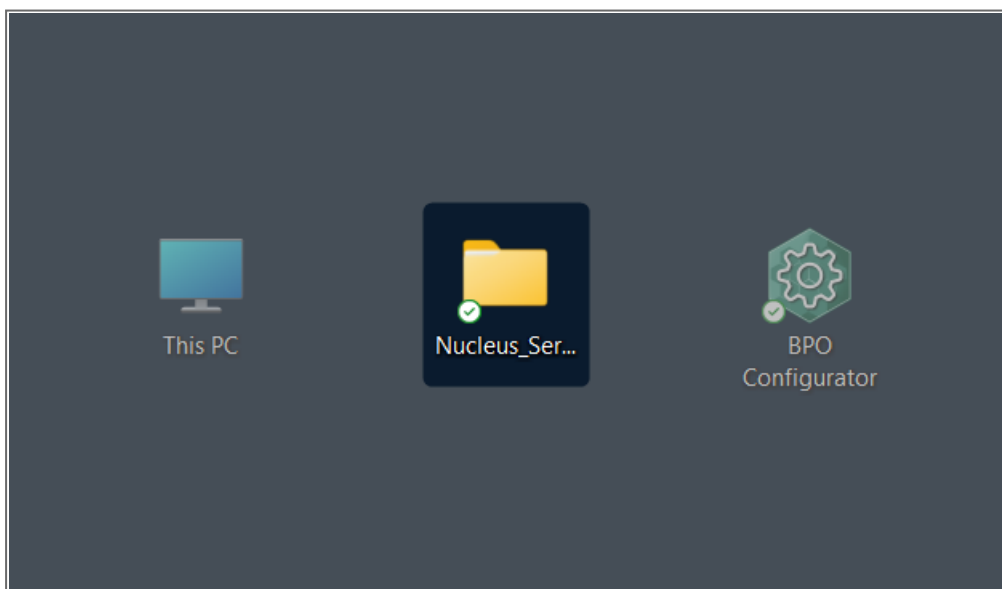
We are currently updating our site; thank you for your patience.

INTERFACE AND ENVIRONMENT

USING NUCLEUS SERVICE – LOG IN PROCESS

After installation and before initial login, an environment needs to be configured that will connect Nucleus Service with the database.

- To log in to **Nucleus Service** double click on the short cut on your Desktop or enter through your Start menu.

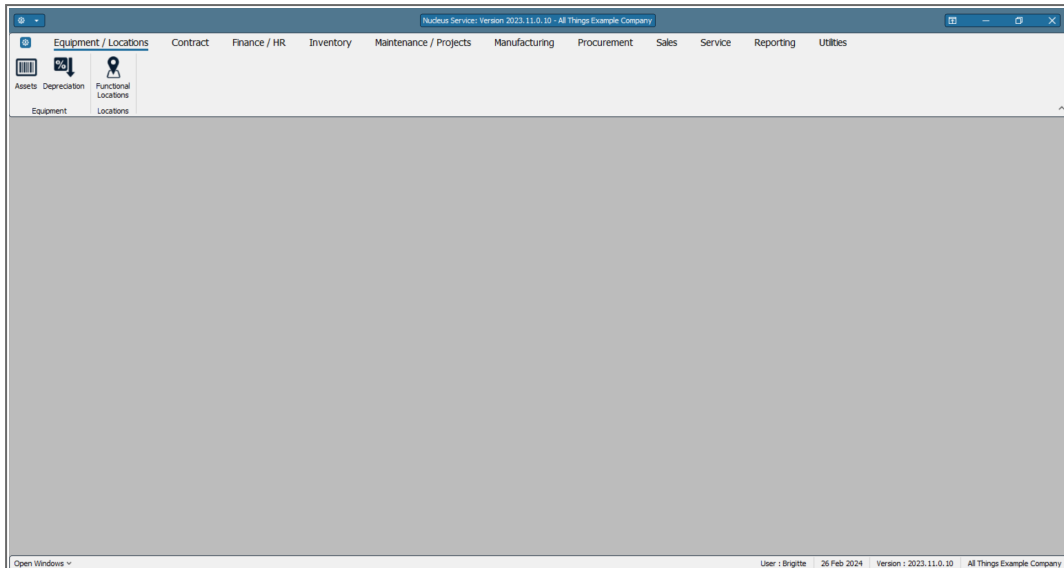


The Nucleus Service Login Screen will appear..

- **User Name:** Type in the Login Name as given to you by the system administrator.
- **Password:** Type in the Password as given to you by the system administrator.
- **Environment:** If there is more than one environment, click on the arrow to display a drop-down menu to select your company Environment name.
- **Login:** Click on the **Login** button or press **Enter** on your keyboard.



- The **Nucleus Service** main screen will display.



You will have successfully logged on if the **Environment** was configured correctly and you typed in your **Login Name** and **Password** correctly.

If you are having issues logging in, check the following:

- Make sure your **caps lock** is off - your password is case sensitive.
- Check that you are **connected** to your network.
- Check (or ask your System Administrator) to check that your **environment details** are correct.
- Ask your System Administrator if the **SQL Server Instance** is running correctly.

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