

# INTERFACE AND ENVIRONMENT

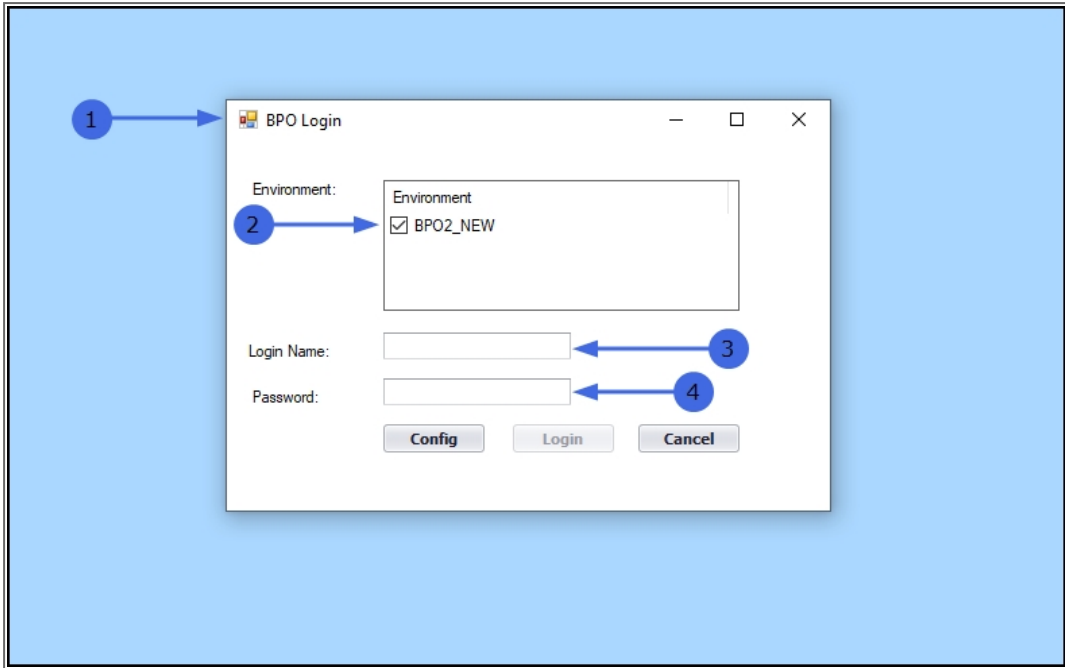
## USING BPO – LOG IN PROCESS

After installation and before initial login, an environment needs to be configured that will connect the BPOv2 with the database.

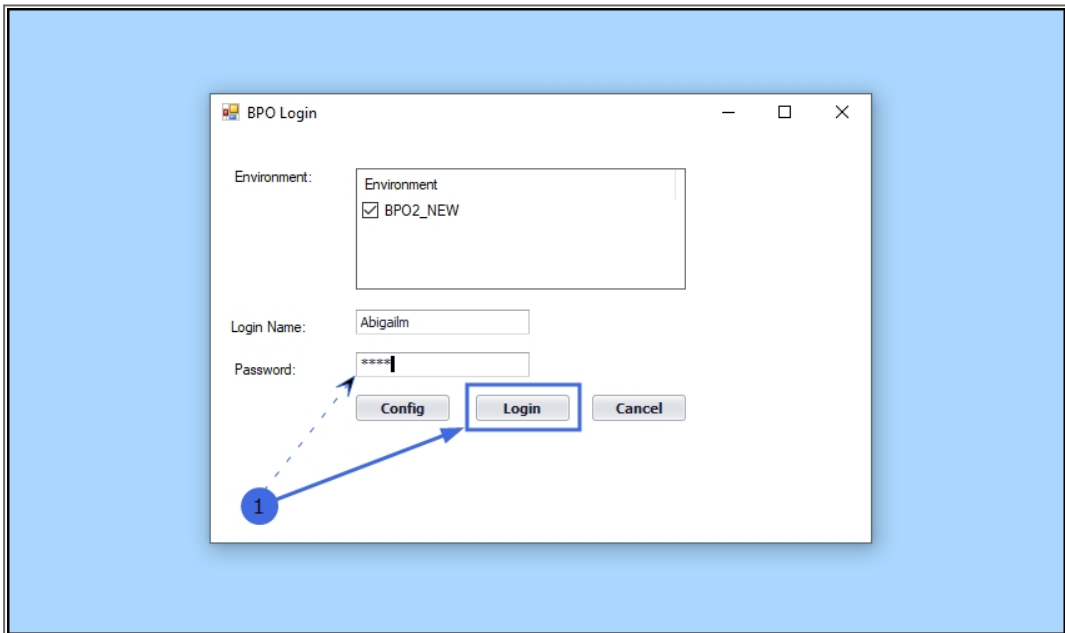
- Double Click on the **BPO** shortcut on your desktop or Start menu.



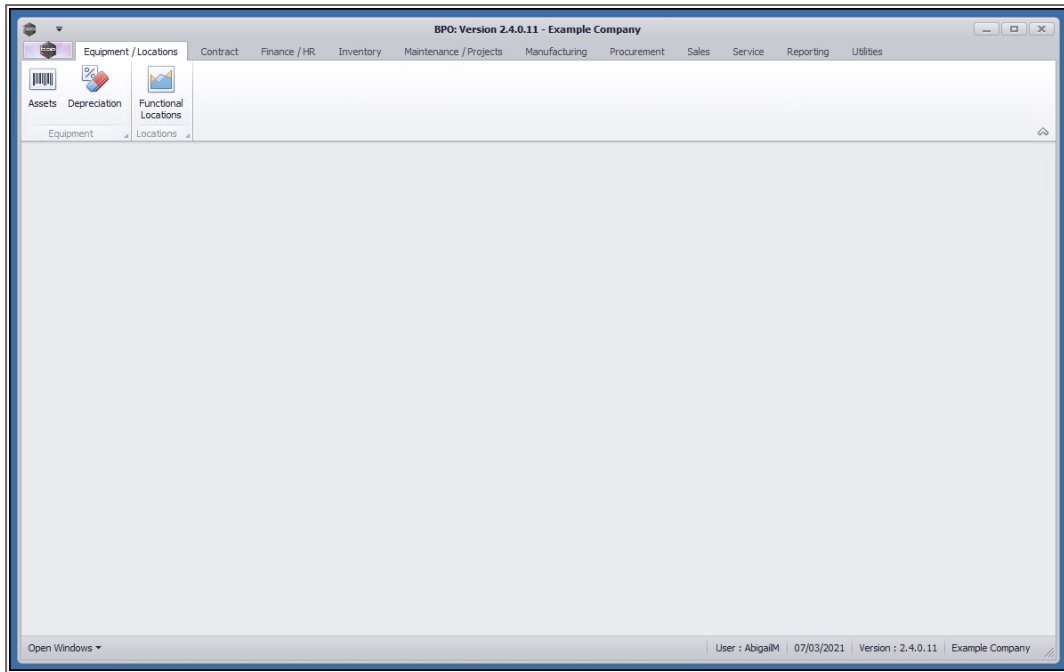
1. The **BPO Login Screen** will appear.
2. **Environment:** If there is more than one environment, select the check box next to your company Environment name.
3. **Login Name:** Type in the Login Name as given to you by the system administrator.
4. **Password:** Type in the Password as given to you by the system administrator.



1. As you type in your password, the **Login** button will activate. Click on this button or press **Enter** on your keyboard.



- The **BPO** 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.

MNU.000.001

