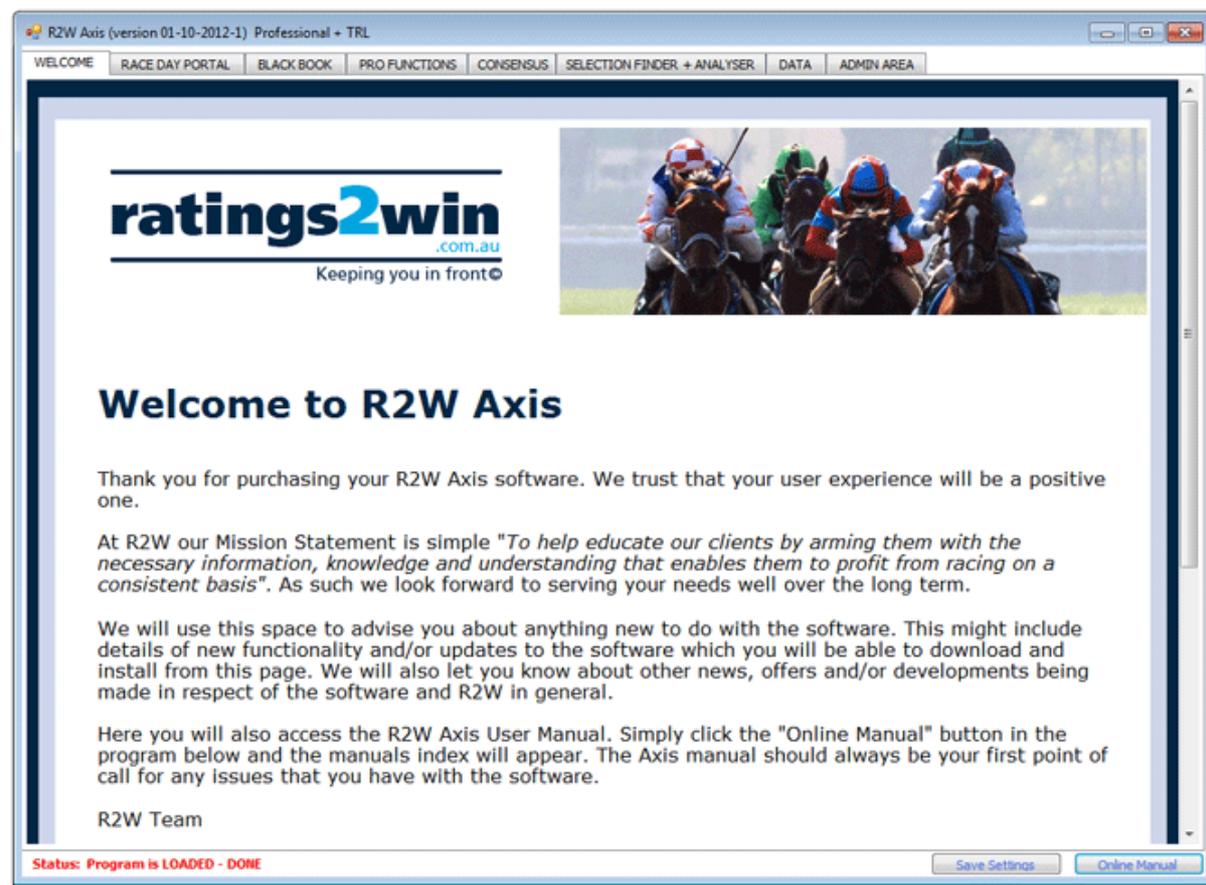# Welcome and Admin, taking control

An Axis Education Article

The Welcome tab that you view while the Axis program loads its data and modules, serves not only as a communication device, but also provides access to the online manual and any software updates. The Admin tab is where most of your settings are found that personalise your software experience.

Welcome Tab showing initial message

Communication is crucial in any business and we consider it vital when it comes our Axis clients. When you first operate the program it will display our welcome message to you. Other messages will appear in this space, depending on what we need to communicate to our clients. This includes any news items or issues that you should know.

For example recently the official scratchings were not finalised until after 9am (approx 1.5 hours later than usual), which had the effect of extending our release time of the Late file. In this instance, we used the welcome screen to advise clients of the issue, the resultant delay and expected time by which the problem was to be resolved.

You don't need to restart the program to get the Axis news, nor will the program constantly badger you with changing screens and messages. To view the latest you can go to Admin, and press the 'Show Axis front page news' button.

Update notices are also displayed in the welcome screen whenever changes are released. As there is no charge for updates, it is best that you install any updates as soon as possible.

Online Manual is also available to view through that same window. The online manual is designed as the first point of call towards answering any questions that you might have relating to use and functionality.

Admin Area

This part of the program is used to personalise the way the program functions and displays information. More information can be found in the online manual. However there are some functions that are worth mentioning. There are several buttons that allow you access different aspects of the software. Show Axis front page news, Check for updates, Backup the database, opening or clearing error logs and finding all the necessary program folders.