

Using My Clients & Profits!

My Clients & Profits! is a web server for your Clients & Profits database that allows anyone to manage jobs, track time and expenses, and more from Internet Explorer, Netscape Navigator, or any web browser. It lets account executives, and out-of-office staff members track jobs, traffic, time, expenses, and more from home, a client's conference room, a trade show—from any kind of computer. The My C&P! web server serves customizable web pages using real-time data from the Clients & Profits database.

How My C&P! works

The My C&P! web server acts as a gateway between your shop's Clients & Profits database and any number of Netscape Navigator or Internet Explorer users. A user opens Navigator or Explorer then logs onto the My C&P! server by entering a specified web address (such as "http://my.clientsandprofits.com"), their user ID, and their password. My C&P! verifies the user's ID and password, then displays a personalized "home" page. This home page contains links to the various client, job, and costing features available to them, as well as links to company and industry news, a company calendar, and an optional online company handbook.

■ For more information about My Clients & Profits!, visit this web page: www.clientsandprofits.com/my

To connect to My Clients & Profits!

- 1 Start your web browser then open a new page.
- 2 Enter the My C&P! web server's IP address or name, then press Enter.

The My C&P! web server is identified by its IP address (e.g., 192.168.100.10) or by a URL (e.g., my.ad-agency.com) depending on how your web administrator configured it. An IP address would be entered like "http://192.168.100.10" while a URL would be entered as "http://my.ad-agency.com".

- 3 Enter your web ID and password, then click Go.

If you're successfully connected you'll see your custom My Clients & Profits!

home page. Your home page lists the functions that you have access privileges to use, such as clients or jobs. Clicking on a link opens a My Clients & Profits! web page.

Your home page

Your home page (see reverse) is the primary interface for all of My Clients & Profits! It contains link for all of the functions available to you, based on your access privileges.



The home page can take several seconds to load because of its graphics. When you click on a home page link, the new page always opens in a new window—on top of the home page. The home page never closes, so it never has to reload its graphics.

The home page has eight sections: a links to functions (e.g., opening jobs, entering time, etc.), lookups, the company calendar, company news, industry news, general information, an optional company handbook, and optional company forms as well as a help link and an e-mail link to the My C&P! webmaster.

Getting help with My C&P!

You'll find links to online help at the bottom of the each of the My Clients & Profits! web pages. These help pages feature step-by-step instructions and explanations from the Clients & Profits user guide.

You'll also find a guided tour on the My Clients & Profits! web site:

www.clientsandprofits.com/my/my_tour/my_tour_start.html

You can also call the Clients & Profits Helpdesk at (800) 521-2166.

Visit the My Clients & Profits! web site: www.clientsandprofits.com/my

The My Clients & Profits! home page

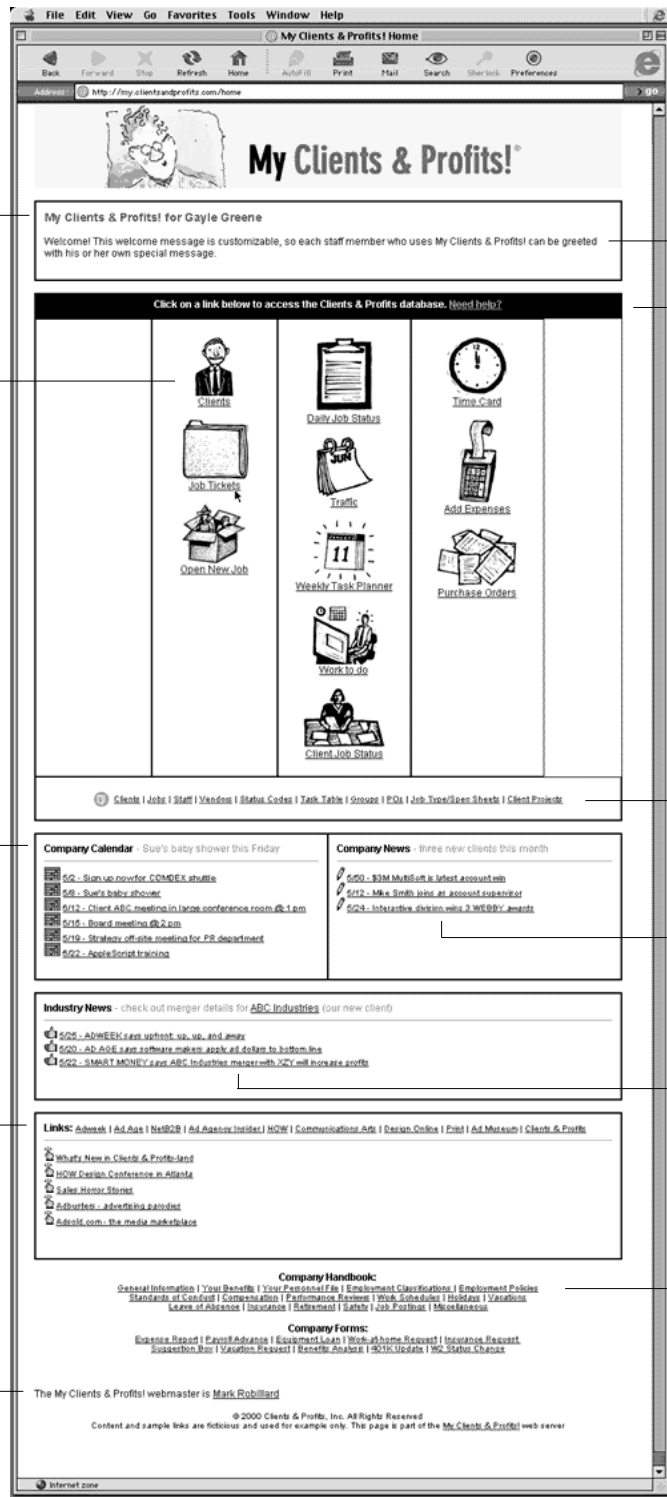
Each My C&P! web user has a personalized home page, whether they are a staff member, freelancer, client, or vendor.

Each web user can access selected client, job, traffic, and job costing functions based on their My C&P! access privileges. These user-defined privileges work together with the your standard Clients & Profits access privileges. Some users will see more or fewer links, depending on what they are authorized to use. The graphics used for each link are GIFs that can be replaced with your own custom graphics.

The optional company calendar is a special collection of links to company events, meetings, and important dates. Each calendar event has its own web page, which is served by My Clients & Profits! These pages can only be accessed by authorized My C&P! staff members, so they aren't public.

You can easily access web sites that the company considers valuable by clicking on these links.

E-mail can be instantly sent to the My C&P! webmaster by clicking on this link.



A special "welcome" message greets you on your home page. (This greeting is edited in the user's Access & Privileges window by a web server administrator.)

Customizable help pages can be available from every My C&P! web page.

The lookup lists in the My C&P! web server look like the ones in Clients & Profits. They give you the same access to client, job, vendor, and other quick-reference lists, as Clients & Profits users.

The Company News section promotes company propaganda, including new hire announcements, account wins, acquisitions, and other newsworthy stories.

Keep up with industry news, gossip, and events using these customizable links.

My C&P! can server pages from a private, online company handbook. Your existing handbook can be copied into web pages (or use PDF files) that are easily linked to the staff member home pages.