

Sign-on Using Client Access:

1. On your desktop: double left click your mouse on a work session icon.
In the gray “Signon to AS/400” window:

Sign on AS/400

System: Company

User ID:

Password:

OK Cancel

2. Key in your User ID and press the **Tab** key. (This is case sensitive and both the User ID and Password must be keyed in, exactly the same as it was set up in the user security set up.)
3. Key in your Password exactly as it was set up in the TGIF system.
4. Press the **Enter** key (not Ctrl, because you are not yet logged-in) or use the mouse and left click on **OK**.
5. Open the Printer session as well.
6. At the black sign-on screen, key in your User ID and field exit.

Sign On

System.....: QINTER

Subsystem.: QINTER

Display.....: 001

User..... _____

Password..... _____

Program/procedure..... _____

Menu..... _____

Current library..... _____

7. Key in your password and field exit, then press **Enter**.
8. No entry is required for the bottom three lines.

Sign-on Using Mocha Software:

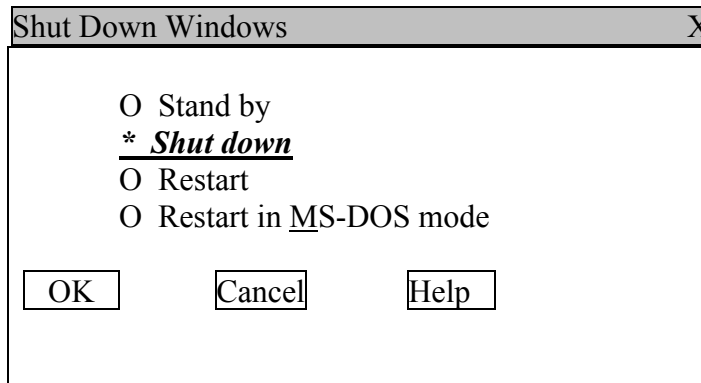
1. On your desktop: double left click your mouse on the **Yellow Mocha** icon. It will say “Roadrunner & TGIF.”
2. In the top left corner of the window, using your mouse, left click on the **close** icon.
3. Left click on the **open** icon.
4. You will need to know the IP address for the AS/400 host ____.____.____.____. Left click on **OK**. Be patience, this may take a while.
5. At the black sign-on screen, key in your User ID and field exit.

Sign On	
	System.....:
	Subsystem.: QINTER
	Display.....: 001
User.....	_____
Password.....	_____
Program/procedure.....	_____
Menu.....	_____
Current library.....	_____

9. Key in your password and field exit, then press **Enter**.
10. No entry is required for the bottom three lines.

Sign-off Using Client Access or Mocha Software: When finished using the computer at the end of the day, enter 90 in the option field of a menu screen. This will return you to the log on screen where you will disconnect communication.

1. On the menu bar at the top of the screen, using your mouse, left click on “**Communication.**”
2. In the pull down menu, using your mouse, left click on “**Disconnect.**” This will disconnect you from the AS/400.
3. Left click your mouse on the “X” in the upper right corner of the screen to close the session. Close all open sessions, including the printer session.
4. With your mouse, left click on the START button in the bottom left corner of your screen.
5. In the menu, left click “Shut Down.”
6. In the window “Shut Down Windows” left click “Shut down.”



It is a good idea to shut down your computer once everyday. This is usually done during the close or backup process.