

How To: Navigate The Welcome To AMS Screen

The screenshot shows the AMS software interface. At the top, there is a menu bar with 'File', 'View', 'Back', 'Forward', 'User Menu', 'Wizards', and 'Help'. The 'User Menu' is annotated with: 'User Menu: - Change Password Option - Log On/Off Option'. The 'Wizards' menu is annotated with: 'Wizards: - New Years Wizard - Import Routine Wizard - Recalculate Absences Wizard'. The 'Help' menu is annotated with: 'Help Menu: - Access User Guide - Check For Updates - Register AMS License - About AMS'. The 'Exit AMS' button is also annotated. The main content area is titled 'Browse' and shows a grid of icons for various modules: Browse, Employees, Roster Plan, Timesheet Entry, Expense Entry, My Timesheets, My Expenses, View Timesheets, View Expenses, Time Clock, Request Absence, View Requests, Record Absences, Record Timesheets, Record Expenses, Reports, User Access, User Profiles, Security Groups, Audit Trail, Parameters, and Setup. A 'List of AMS Modules' annotation points to this list. The main content area also displays 'Welcome to AMS' and a grid of icons for: Browse, Employees, Roster Plan, Timesheet Entry, Expense Entry, My Timesheets, My Expenses, View Timesheets, View Expenses, Time Clock, Request Absence, View Requests, Record Absences, Record Timesheets, Record Expenses, Reports, User Access, User Profiles, Security Groups, and Audit Trail. The 'Record Absences' icon is highlighted. The user name 'King Gary' is displayed in the top right corner, annotated with: 'Name of the Currently Logged in User -> Gary King'. At the bottom, there are 'First Page' and 'Second Page' buttons, and a text box containing: 'Enter details of employees and view personnel details.'