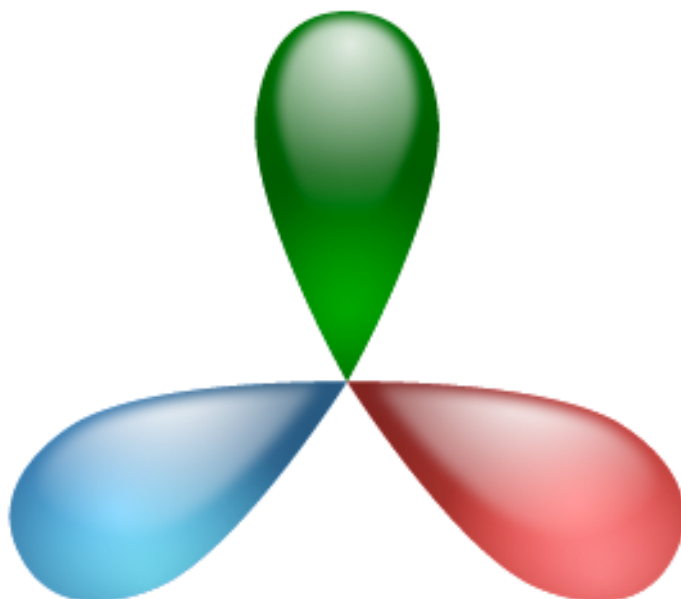


## Studio Manager 9.1 Demo ReadMe

# Welcome to the Studio Manager 9.1 Demo!



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The following instructions assume that FileMaker Pro 9, FileMaker Pro 10 or a trial version of either, has been installed on the computer on which you intend to evaluate Studio Manager.

**First: Expand the Demo.** In order to use the demo, begin by expanding the archive named "SM\_9\_1\_Demo.zip." On most computers this is as simple as double-clicking the zipped (compressed) file. This will either automatically extract the Studio Manager 9 Demo folder to the same folder or directory in which your zipped file is located, or you may need to drag the demo and readme files out of the zip window onto your desktop.

### **Second thing you need to know: How to Log in**

Double-click on the Studio\_Manager\_9\_1\_Demo icon to open Studio Manager. This launches FileMaker Pro for you.\* Within seconds you see a prompt (from FileMaker Pro) requesting an account name and password. You will assign these yourself when setting up your purchased copy.

Enter the values shown in bold:

Account: **demo**  
Password: **jedimaster**

(Note: the account name will probably default to your user name.  
Overwrite it with the word "demo".)

\* If you have more than one version of FileMaker Pro installed, then you may wish to drag the Studio Manager 9 Demo icon onto the version you wish to use (Mac). Alternatively, open the application and then select the Studio\_Manager\_9\_1\_Demo.

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### **Validating Your Account Name**

Next you need to identify yourself to Studio Manager. Your account name doesn't match the full name of an existing active employee (as it will when you are using the full version). Therefore, you must to select an existing name from the list.

On the prompt for Studio Manager, locate the empty box below our icon and the words "Please select your Employee Number then click the Continue button." Click once on this faint gray box and the outline turns to black. Click once on the arrow (a downward pointing solid black triangle at the right end of the field) and a value list of demo employees appears. Note that the Employee Number and full name are shown.

For the purposes of the demo, select *CJ Dolson* at the bottom of the list. Simply use the mouse pointer to highlight CJ's name. The list closes and "1010" shows in the field. Below it is your confirmation: "CJ Dolson." Using the mouse again, point and click once on the "Continue" button. This action takes you to CJ's contact record on the main Employees screen in the Contacts table.

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### **Demo Users Guide to Studio Manager 9**

A Studio Manager Demo manual is also available and we highly recommend that you use it. It gives an overview of what Studio Manager can do and has a lot of screen shots illustrating various aspects of Studio Manager. It is a great companion for anyone learning the program. We recommend that you print it out in color double-sided (if possible). Staple it or bind it in some other fashion so that you can keep it with you as you work at the computer. The PDF is designed for a letter size, vertical page setup. You may also choose to just read it from Preview or Acrobat.

Free Demo Manual available here: <http://www.studio-manager.com/form1.php>  
(Just fill in the minimum (red) contact info and you'll get to the page where the demo manual is available along with the actual demo which I'm guessing you already have.)

Please check our Studio Manager Bulletin blog from time to time (subscribe to its RSS feed) so that you'll see when we make new entries to the blog:

<http://tokrud.typepad.com/studiomanager/>

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### **The Studio Manager Map**

We put the Studio Manager logo on every screen for a reason. It is a button that takes you to the Studio Manager Map. Each main place in Studio Manager is shown as it relates to other places. You can click the place (Estimates, Job Costs, etc) where you want to go next and be taken there from the map. So, if this is your first experience with Studio Manager or you haven't been here in a while, we recommend that you check out and use the Map!

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### **Lesson About Data Dependencies that will Help**

Before you start entering your own test data, we want to make sure you know one key thing about data entry. *Data copies automatically from one table to another in a hierarchical way.*

#### **DATA HIERARCHY:**

- 1 Contacts
  - 2 Mail Log
  - 2 Jobs
    - 3 Timesheets
    - 3 Estimates
    - 4 Job Costs

You need to enter the higher level record before you enter a lower level record *about* the higher level record.

For example, you need to enter a client (a type of Contact) *before* you enter Jobs you are doing *for* that Client.

And you need to enter the Jobs you are working on, *before* you enter the time you worked *for* that job in your Timesheet.

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**The Getting Started with Studio Manager 9 guide**

The 13-page Getting Started guide gives you a fast way to walk through the demo and see what's possible with Studio Manager. It's quick and straight forward. The demo program is Studio Manager 9.1 with all its new features. Once you've followed the programmed steps in Getting Started, feel free to explore.

**Getting Started via ScreenSteps**

We are excited to now offer you step-by-step instructions, including lots of screen shots, by means of a nifty internet-based system called ScreenShots Live. If you only want to view this version of the demo manual, then point your favorite web browser to: <http://tokerud.screenstepslive.com/spaces>. Click on Studio Manager 9. Then click on SM9 Demo: Getting Started. This first time you visit this site, begin using it by clicking on "Getting Started Demo - Start Here." Come back to this same page when you want to use any of these lessons.

Once you own Studio Manager you can request your very own Studio Manager ScreenSteps Live account and password.

**Don't hesitate to call and email with questions!**

All the best,

-Janet-

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