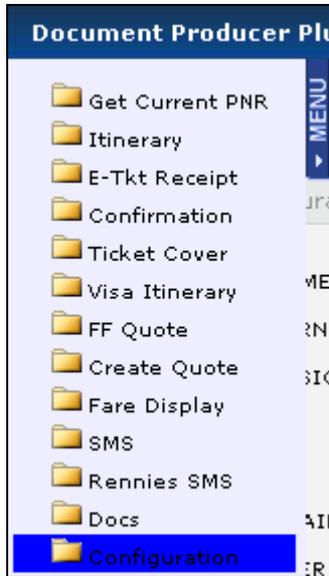
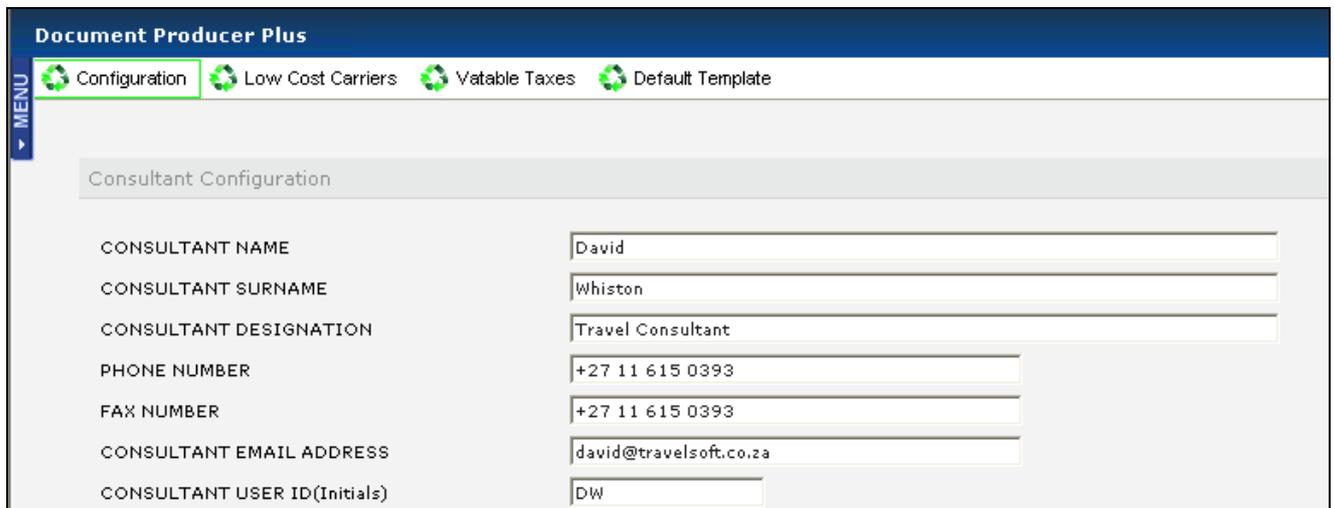


The following is the procedure to set or update your Consultant Details in the system:

1. Open Document Producer Plus.
2. Click on the Configuration option from the Menu:

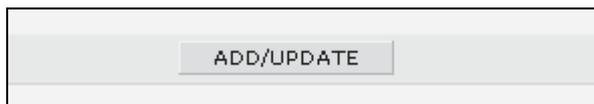


3. On the Configuration Screen insert or update your details:

A screenshot of the 'Document Producer Plus' Configuration screen. The 'Configuration' tab is selected. The screen displays a form titled 'Consultant Configuration' with the following fields:

CONSULTANT NAME	David
CONSULTANT SURNAME	Whiston
CONSULTANT DESIGNATION	Travel Consultant
PHONE NUMBER	+27 11 615 0393
FAX NUMBER	+27 11 615 0393
CONSULTANT EMAIL ADDRESS	david@travelsoft.co.za
CONSULTANT USER ID(Initials)	DW

4. Then scroll to the bottom of the screen and click on the ADD/UPDATE Button to save the changes:



5. Close and re-open the application for the changes to take effect.