

## An Introduction to Eagle Browser

Eagle N-Series is the most powerful productivity tool available in the retail marketplace. Whether you're an owner, manager, or part time clerk, Eagle will make your job easier.

Since you're new to the system, we're going to look at the tools and processes that you'll be using daily to access various applications. First, you'll learn about Eagle Browser, the gateway that gives you easy access to functions like Inventory, Accounts Receivable, and Point of Sale. We'll also review the sign-on process and how to launch the applications that you use the most. Let's get started by answering the first question that everyone asks, "Where do I begin?"

The easiest way to launch the Eagle Browser is to locate the Eagle Browser icon on the Windows desktop and double click it. If you ever need to open the Eagle Browser and the mouse is not readily available, just press <CTRL> <ALT> E on your keyboard. The Browser opens and you are ready to launch an application, configure your system, or prepare reports. Let's take a quick look at how the browser is organized.

At the top of the Home screen is a ribbon menu divided into three tabs; File, Home and Tools. Eagle Users can sign on and off of the system here. All the icons that allow you to navigate within the Eagle Browser are found at the left.

Notice that you can hold your mouse over an icon to get more information about it, including whether a keyboard shortcut is available. Clicking the Tools tab on the ribbon menu, opens a completely new set of icons. You will use these icons to print information and upload logs and reports. Other options for customizing your Eagle Browser are found by clicking the File tab.

Here you can review or set the options for the Eagle Browser, determine the language to be displayed, customize sounds, and so on. Screen settings can be selected by clicking the Screen link, here. Use the arrow to return to the Home screen. You will find a variety of support options above the ribbon menu.

These buttons provide easy access to Training on Demand, Online Chat, Online Help, and the Eagle Community site where you can interact with other Eagle users. The main area of the Eagle Browser provides access to all the applications, functions, and reports in your system. You can customize your Home screen by adding the applications you use most frequently to the Favorites section and links to often-visited sites. The System Alerts section lets you know if anything demands your immediate attention.

Most Eagle systems are configured with user security to establish who can do what with the programs and data. This means your store may be set up to require a user sign-on. Usernames are case sensitive so be sure to use the appropriate lower and upper case letters. To sign in, simply type your username, tab to the password field, and then press Enter.

Keep in mind that the applications that display on the Home screen will vary for each user based on the access and security he or she has been assigned. If the Eagle Browser is already open and you want to manually sign on to the terminal, click the Sign On button at the top of the screen. When you've signed in successfully, your name will display here. If you ever find that you do not have access to an application, security is usually the culprit.

To sign off the system just click the Sign Off button. When you press the sign off button, the current signed on user is replaced by a default system user. This default user has been set up by your system administrator. Your system may also be set up to sign off automatically when the Browser is closed.

Now that you're signed on, you're ready to start working! In order to do that, you need to open an application. The Eagle Browser has two ways to do this: through the Applications Menu here on the Home screen and by using the Launch bar. Let's look at the Applications Menu first.

This is basically a list of all the functions that you have access to in your Eagle system. To launch an application simply choose the area you're looking for. We will open Inventory.

Clicking the Inventory Folder exposes all of the inventory applications that are available. Sometimes the folders contain sub-folders. Here we see the Physical Inventory Folder within Inventory. Expanding it opens a list of functions associated with Physical Inventory.

The second and even easier way to open an application is through the Launch bar. The launch bar is conveniently located at the top of the Browser just under the ribbon menu. As you become familiar with the applications and reports in your Eagle, you'll find that you don't need to open the folders, you just need to know the acronym. Hovering over an application identifies this. When we hover over Inventory Maintenance we see that its acronym is IMU.

With the cursor in the launch bar, type the acronym, in this case IMU, press Enter. Inventory Maintenance opens. You can also use the launch bar to return to applications you have been using recently. Open the Browser history list by clicking the drop down arrow located on the far right side of the launch bar. Then select an item from the list using your mouse or the arrow keys.

You should now be a bit more familiar with Eagle Browser navigation. Best Practice is to set up and use system security so users can sign on and sign out. Once logged in, you only have access to permitted applications which are easily launched from their respective folder or via the launch bar.

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