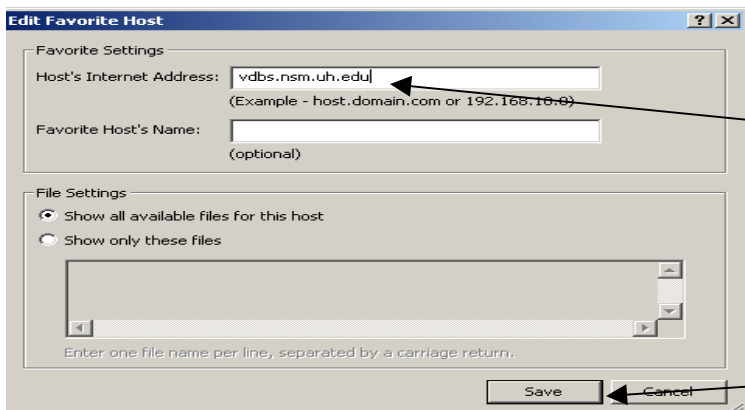
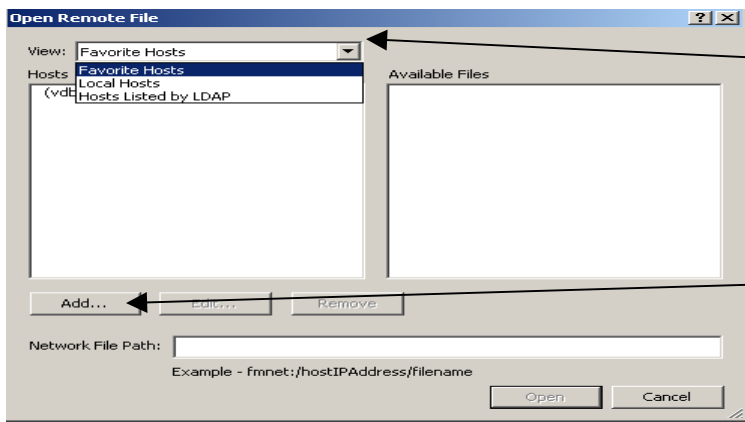
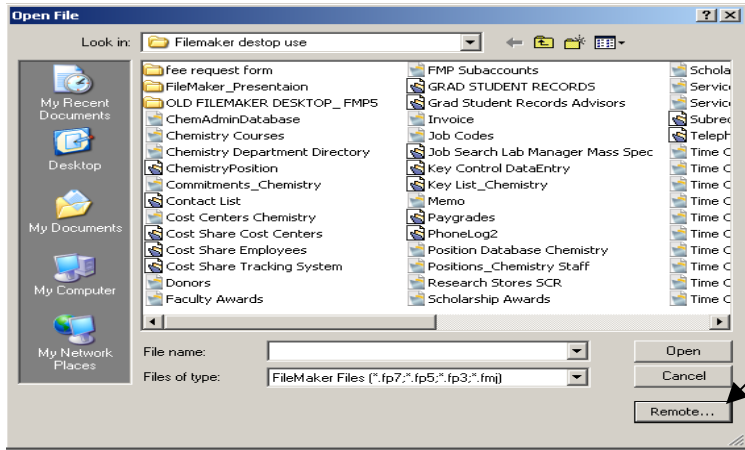
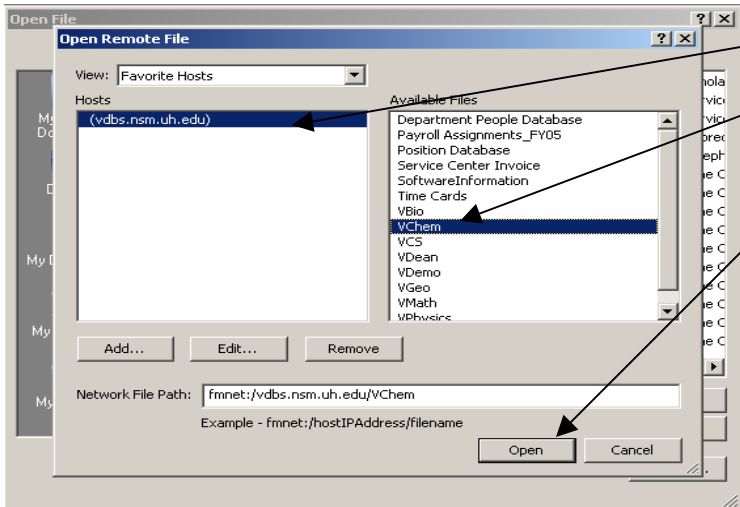


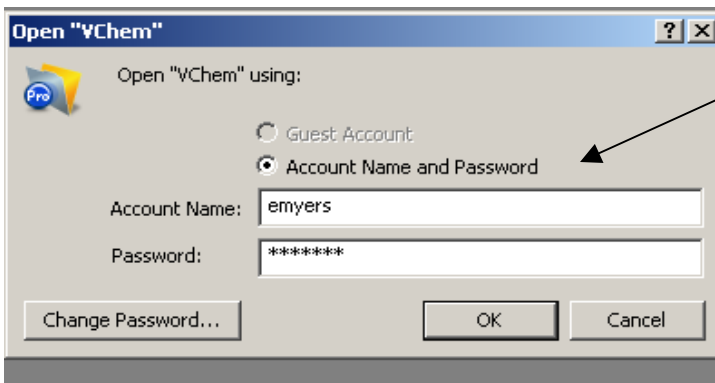
Starting FMP

1. Open Filemaker program
2. Select the "Remote" button
3. View "Favorite Hosts" and select Add
4. Lists "Hosts Internet Address" vdbs.nsm.uh.edu
5. Select "Save"

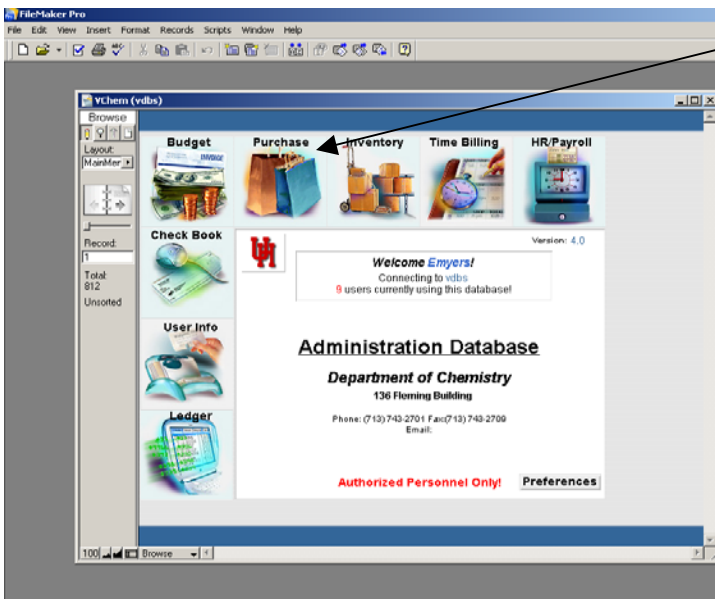




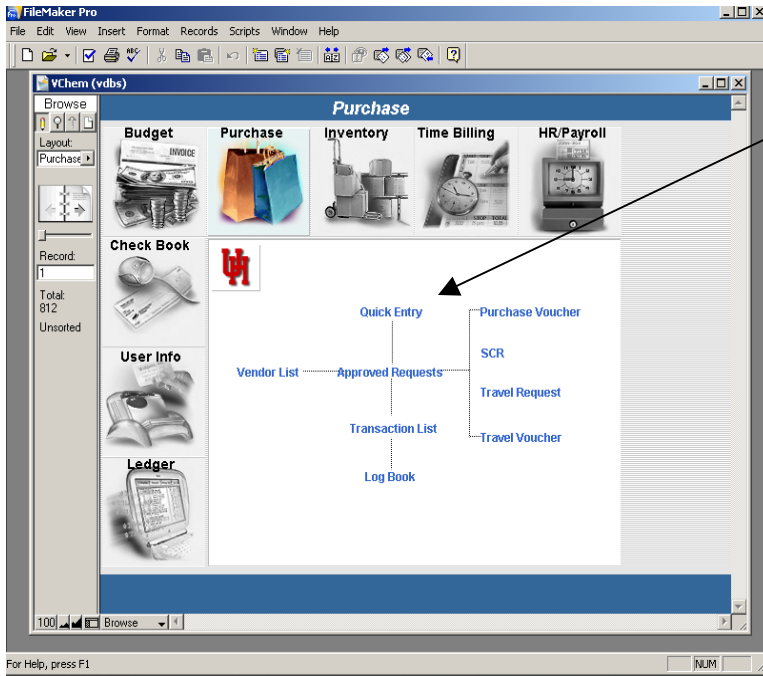
Select Host and select Available File "VChem" Open



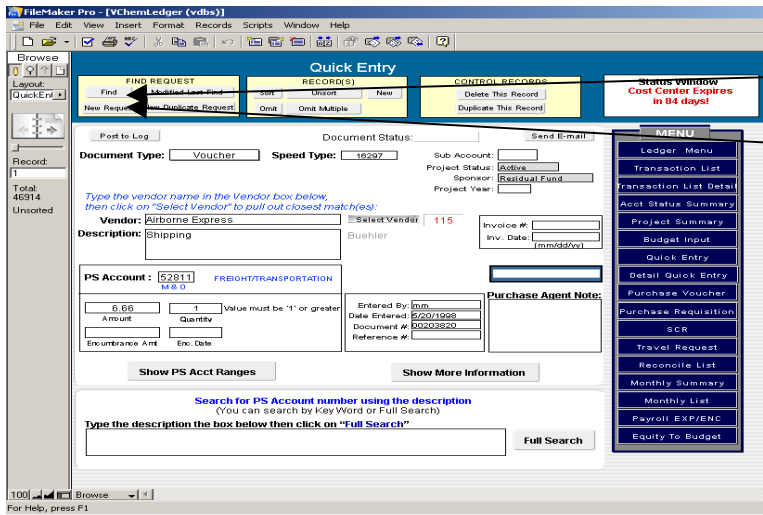
Account Name and Password Prompt



Welcome Screen Select "Purchase"

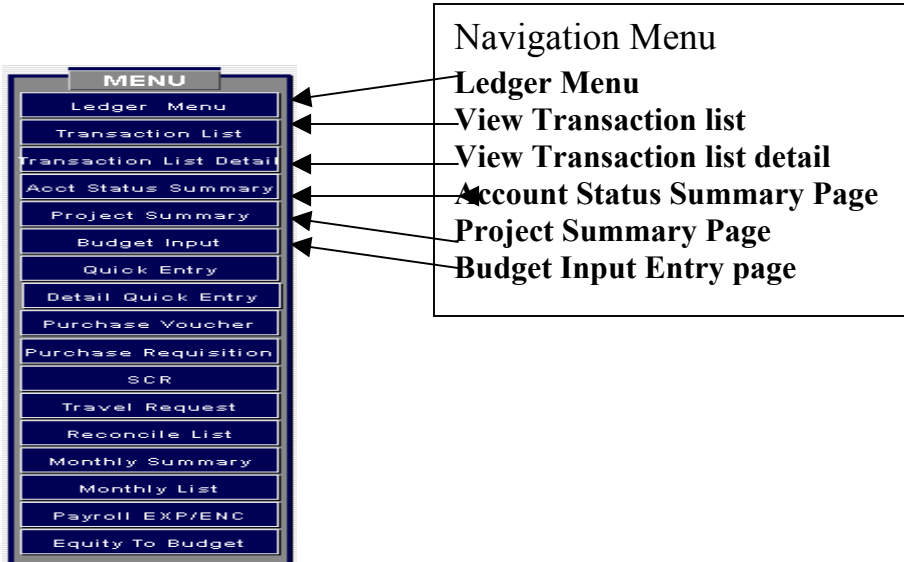


Purchase Screen.
Select "Quick Entry"



Quick Entry Screen

1. Select Find to search for a record.
2. Select New Request to create a new record



Navigation Menu

- Ledger Menu
- View Transaction list
- View Transaction list detail
- Account Status Summary Page
- Project Summary Page
- Budget Input Entry page