



Attaché 7

Supervisor Guide

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Foreword

About the Supervisor Guide

This *Supervisor Guide* contains detailed descriptions of the main supervisor-related functions of your Attaché 7 accounting software.

This guide is intended for *supervisors*. A supervisor is a user with full access rights to all operations in the software. A supervisor normally sets up the application in readiness for users to enter and modify business information.

Installation of the software is not discussed in this guide. If you have not installed Attaché 7 or need assistance with the installation, please refer to your *Installation Guide*.

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Chapter 1 – Attaché Products and Services

- Attaché Software products and services
- Attaché consultants
- Getting help, support and resources
- Training
- About your Attaché 7 system
- Conventions used in this guide

Attaché Software products and services

Contacting Attaché Software

If you'd like more information about any Attaché Software products or services, talk to your Attaché consultant or contact Attaché Software. Contact information for Attaché Software can be found on the back cover of this guide or refer to the Attaché websites.

Attaché Software website www.attachesoftware.com

CBP Members website www.attachesoftware.com/cbpmembers

For more information see *CBP Members website*
– *online resources* on page 11

Staying up to date

The easiest way to stay up to date with the latest Attaché news is by subscribing to our email news bulletins. The news bulletins contain information about upgrades and new releases, changes to business and taxation regulations, training, special events, and important support issues.

News bulletins are free to all CBP members but in keeping with our anti-spam policy, you must “opt in” to receive them. You can subscribe as many staff as you wish. This way you can be sure that if one staff member is sick or on leave, other staff will still receive any important news.

To receive our email bulletins sign up at the CBP Members website, or send an email to cbpmembers@attachesoftware.com and type **subscribe** plus your VIP and company name as the subject. (To subscribe additional staff, type their email addresses in the body area.)

Productivity tools

Attaché Software develops and supports a number of tools that you can use with your Attaché system to increase productivity and get more from your Attaché data:

- **Attaché Alex** lets you send documents straight from your Attaché system to any fax or email recipient. Attaché Alex service fees are based on usage and billed monthly. At around the cost of a postage

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