

# LOGOS

Powering Your Ministry

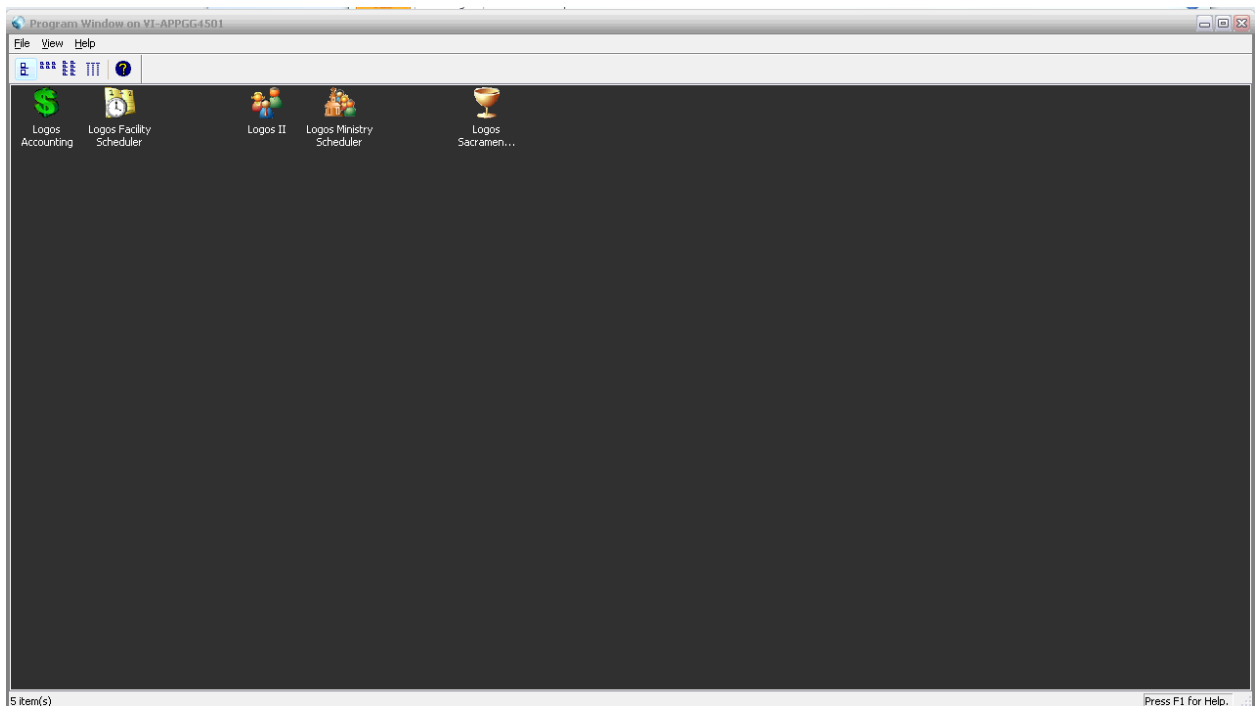
## Tip Sheet

Topic: **Hosted Software Initial Login Guide**

Program: **Go-Global**

Thank you for choosing Logos software! We are confident that you will find it a valuable addition to your ministry. Logos uses a third party application, called Go-Global, to allow you to connect to your Logos programs hosted on our remote server. Go-Global acts as a “bridge” between your local computers and the Logos remote server, enabling anytime, anywhere access to your Logos hosted programs.

Once you have signed in with Go-Global you will be presented with a desktop window containing icons used to access the Logos programs your organization has purchased.

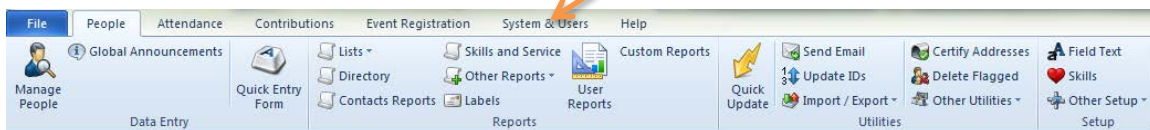


Before you can begin using your Logos software you must create user accounts for the different employees and volunteers that will be using the software. The process of creating users is the same in all programs. For this tutorial we will be showing the **Logos II** software.

1. Double left click on the **Logos II** icon on your Go-Global desktop. The **login** window will open:



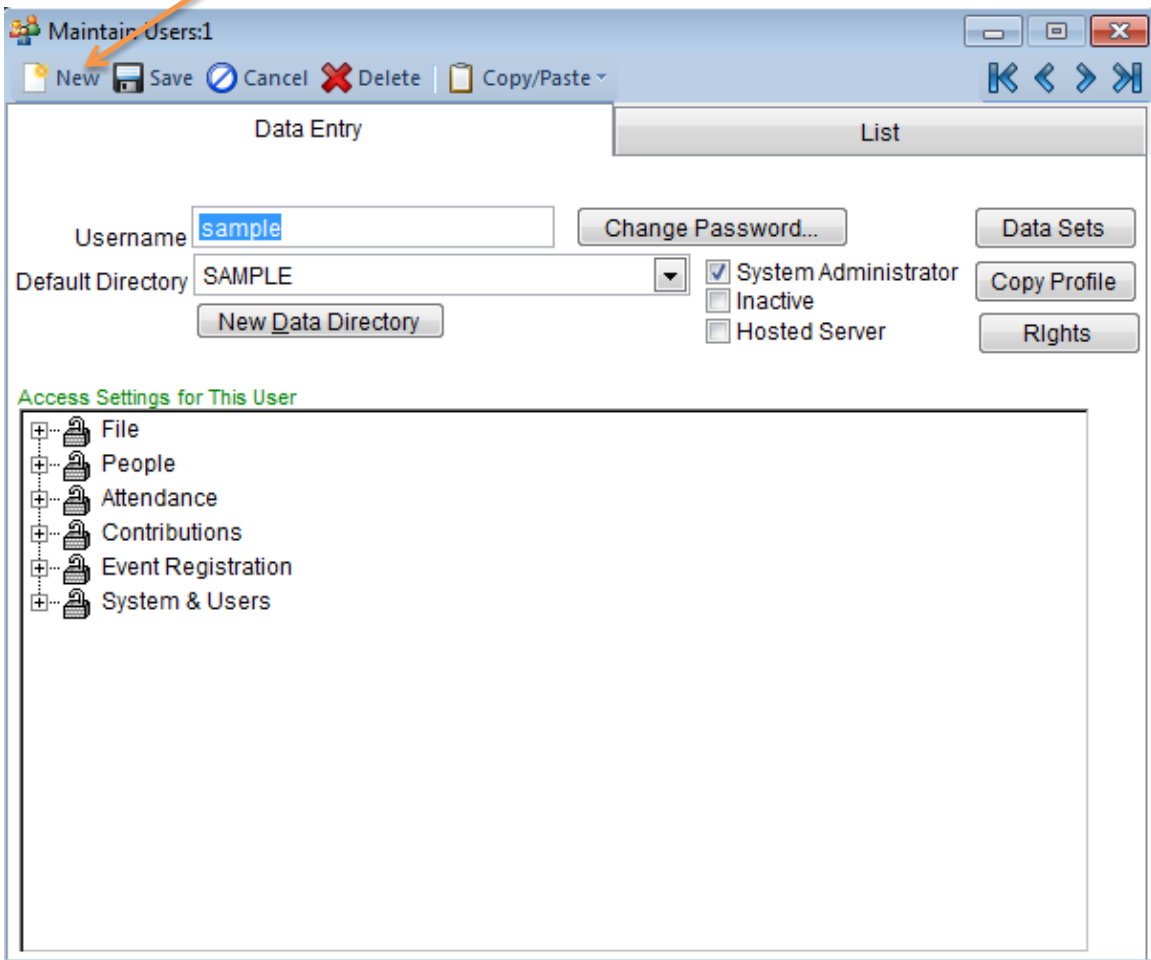
2. In the **Username** field type **master** and in the **Password** field type **SUPERVISOR**. Click the **Login** button.
  - a. The **master** account is the default **Administrator** account for all Logos programs. It is recommended that you only use this account to log in to the program for the first time, and then disable the account. You can assign any account you wish to be an **Administrator**, which will have the same privileges as the **master** account.
3. Once logged into the program, click on the **System & Users** tab.



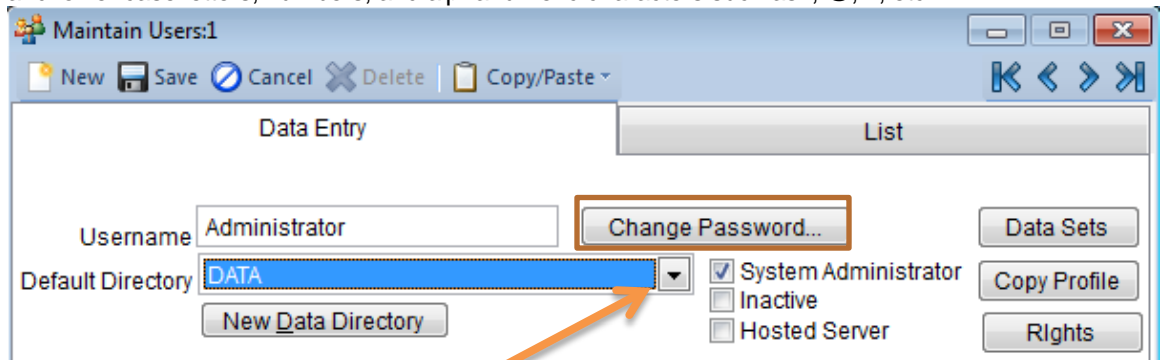
4. From there click on the **Users** button and then click **Maintain Users**.



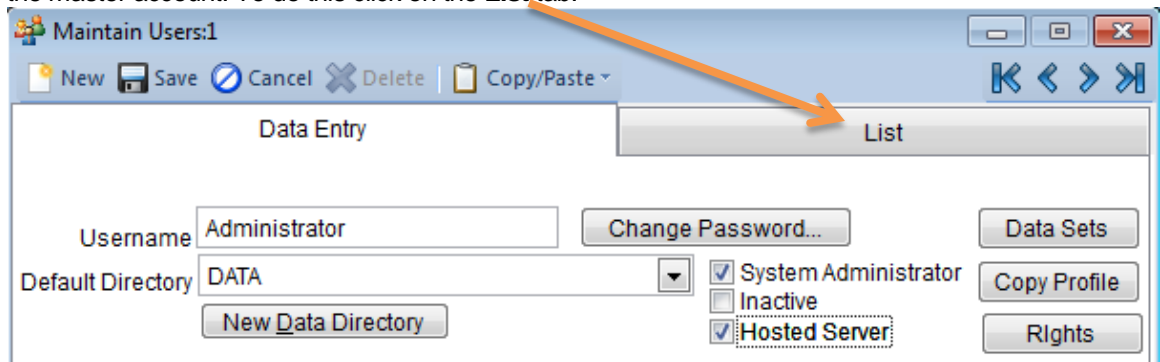
5. Click on **New**.



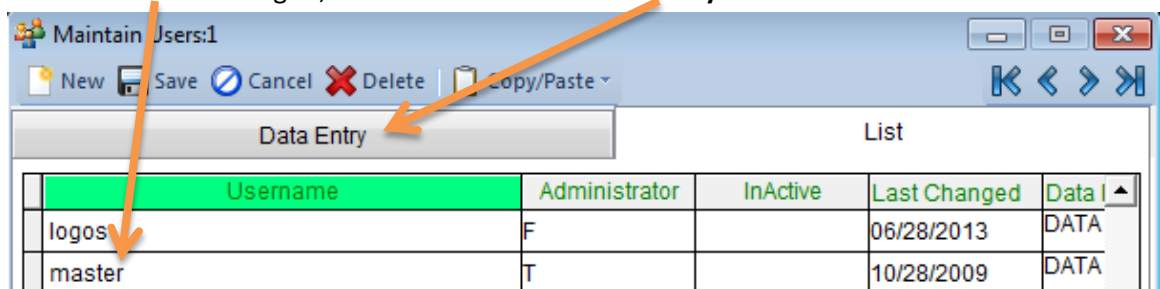
- In the **Username** field type in your desired **Administrator** account username. We recommend naming your **Administrator** account **Administrator**. Click on **Change Password** to define the password. We recommend a password of at least eight characters that consists of upper and lower case letters, numbers, and alphanumeric characters such as !, @, #, etc.




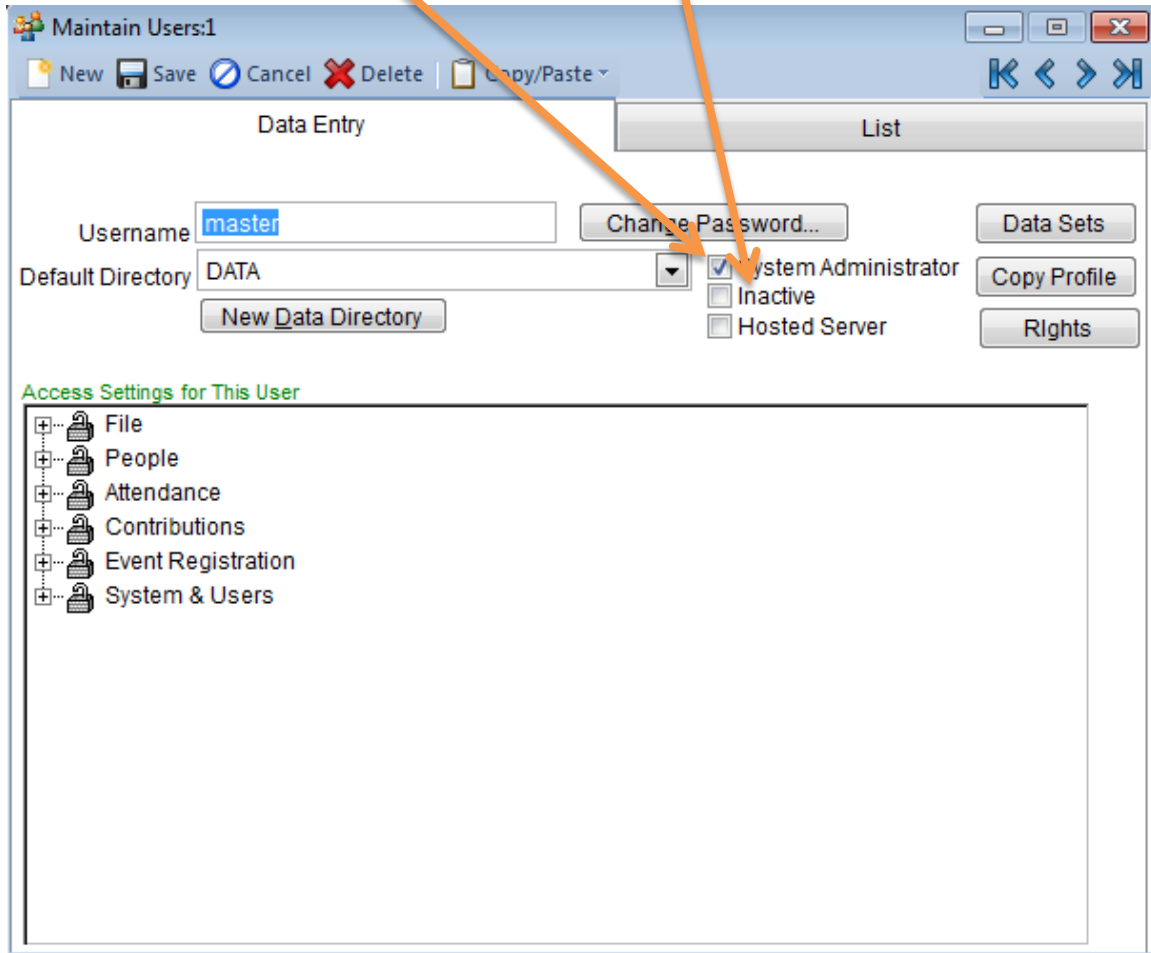
- Click the drop down arrow next to **Default Directory** and choose **DATA**. Check the **System Administrator** box to make the account an **Administrator**. Then click **Save**.
- Once you have created your new **Administrator** account we strongly recommend disabling the master account. To do this click on the **List** tab.



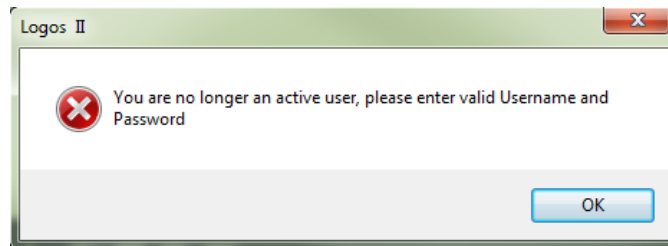
- Click on **master** in the grid, and then click on the **Data Entry** tab.



10. Uncheck **System Administrator** and check **Inactive** and then click **Save**. 



- a. The **master** account is now disabled. If you try to sign in with that account you will receive the following error message:

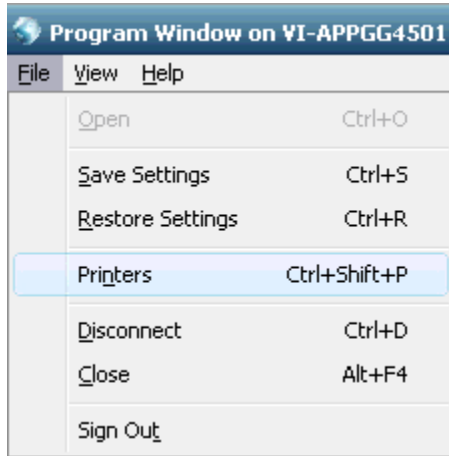


11. Follow steps 5 through 7 for each additional user account you need to define, for each Logos program. In step 7, only check **System Administrator** for those users who should have **Administrator** privileges.

### Adding New Printers

Follow these simple steps to add a new printer to your Go-Global connection.

1. Make sure your printer is configured on your computer and network, and that you are able to print to that printer from other applications on your computer such as Microsoft Word or your email program.
2. From within the Go-Global window, click on **File**, and then **Printers**.



3. Click the **Add**  button on the right side.
4. Select your new printer in the list, then click the **Add** button.

