



Merlinsoft//

www.merlinsoft.co.uk 0 1 2 2 6 2 9 4 4 1 3 sales@merlinsoft.co.uk tailor

## Market leaders in design and innovation. Empowering customers by providing tailored solutions to meet individual needs

4 Name the many and	save where you will remember. Click 'Save'	
4. Name the menu and	save where you will remember. Click Save.	
EVE 🗎	🚡 Export Menu 🗙	- E. 13E. 13
	Save in: Desktop	
	OneDrive	
	Neelam	
DEDCH	File name: admin menu Save	ACCESS
DU NOU	Save as type: Menu Export File (*.mnu)	
		BARRI
5. Select the user from	the drop down menu you created previously to add the right-hand side. Click on the <b>'Import file'</b> icon	ne menu to. You will see that
there is no mend on th	e right hand side. enek on the <b>import me</b> reon.	
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The Insurant Manual	× 1
Look in:   🛃 Neelam	▼ ← E C* III▼
Name	Date modified
	03/03/2017 12:00
Newsletters	27/02/2017 10:30
Proposal Sussex	22/02/2017 11:34
User Guides	06/03/2017 12:11
admin menu.mnu	06/03/2017 11:55

7. The menu should now appear on the right hand-side. Click on the 'Save' icon. Exit Merlin Back Office and re-load on the new user. The Menu's should now be available.

User NEE		n 🗙 🔂 🛛
⊞∰ NEE	Item	ID
	💗 Stock Control	30
	EPOS	34
	25 Customers	32
	Mailing List	166
	Suppliers	33
	ales Order	52
	Som Nominal	41
	a News	78
	1 Gift Aid	124
	System Setup	31
	W Utilities	51
	Admissions	163
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