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Logging On

Paxton Charities Accounting runs through a web browser which can be accessed from any device from any location with internet access.

STEP 1

Open your web browser and enter the following address:-

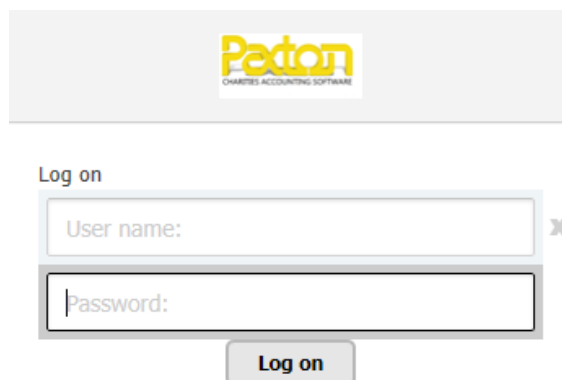
<https://online.paxsoft.co.uk>

Enter your credentials, for example:-

Username: **PXG1234**

Password: **ABC-123-A**

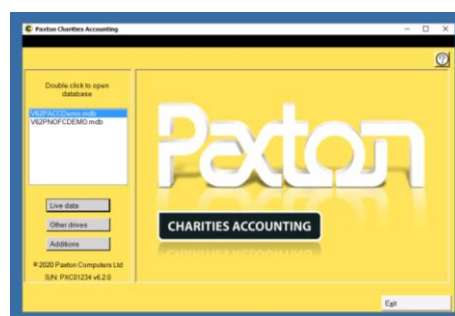
Ensure that your username IS NOT prefixed with HOSTED



STEP 2

The following login screen will be displayed:-

Double click your database. Alternatively click on the Demo Data button and double click the demonstration database that you wish to use.



STEP 3

Log in with your user Usercode and Passcode, for example:-

Usercode: **USER01**

Passcode: **123456**

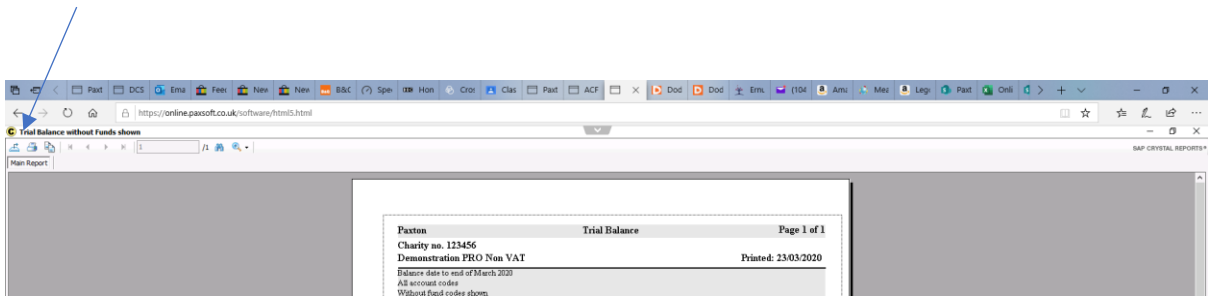
Note:

If another person tries to log in with the same details then they will be returned to the log on screen. It won't disconnect the user who is already logged in. If you wish to have more than one user logged at the same time then you will need to upgrade to a multi user license.



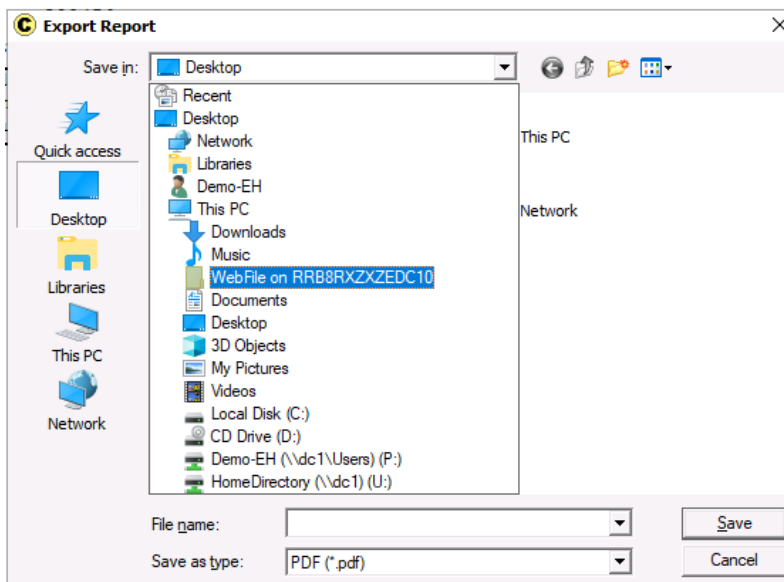
Exporting Reports

Preview the report that you wish to Export and click on the Export icon at the top left of the preview window



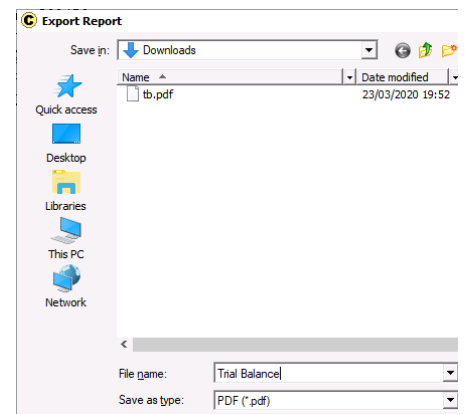
Click the down arrow next to 'Save in' and choose 'WebFile on'

This will download the report straight into the downloads folder on your local computer.



Enter your file name and file type, e.g. PDF and click on Save.

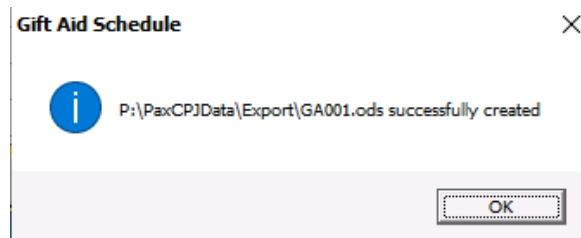
Depending on your web browser you should get the option to Save or Open the file. If you choose Save it will open your Downloads folder for you to be able to copy and paste the file into the desired location. If you choose Open then it will open the document and you can choose to print or save it from there.



Downloading Files

There are instances where you need to either upload or download files. An example of this is when you produce a Gift Aid Schedule.

After you have produced the schedule and selected the 'Export to Open Office' option click on Output and it will create the schedule on the cloud:-



This file will then need to be downloaded to your local PC.

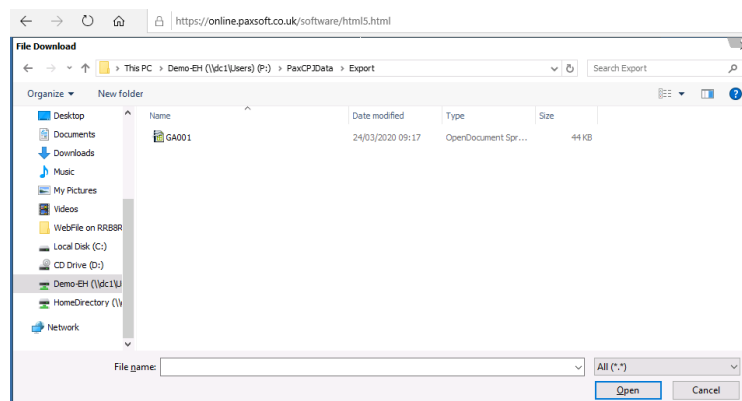
Click on the grey down arrow at the top of the screen and click on the download from Server to PC icon



You then need to browse to the location of your Gift Aid Schedule:-

P:\PaxCData\Export (Standard users)

P:\PaxCPJData\Export (PRO users)



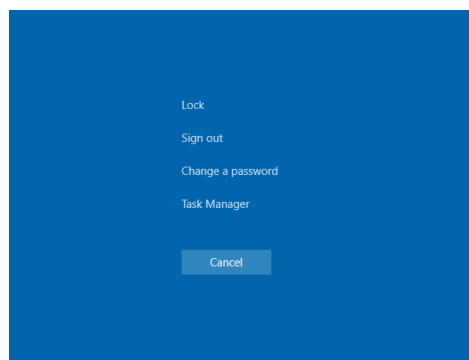
Select your file and click on Open. It will then download the document according to your web browser. You can then choose to either open or save it and it will be located in your Downloads folder on your local PC

Changing Your Password

For security reasons we recommend that you change your password. To do this click the grey down arrow at the top of the screen and click on the Ctrl Alt Del button



You will see the following screen, choose 'Change a password'.



Enter your existing password and then new password and click on the right hand arrow and this will change your login password

