

Start/Logon & Sumac Console

<i>Speech</i>	<i>Cursor Actions</i>
Once you have installed Sumac,	
a Sumac icon appears on your desktop. To run Sumac, double click the icon.	Show Desktop and Sumac icon. Double-click Sumac icon.
When you do this, a Java window briefly appears. This window checks for updates to the Sumac program.	Show Java window.
Then Sumac presents a Log-On window where you can enter your user ID and password.	Show Logon window. Enter user ID and password.
When you click “Log On.”	Click “Log On.”
The Sumac Console appears. The configuration of buttons in the Sumac console varies, depending on which modules your organization has licensed. The buttons are grouped based on functionality and give you access to various lists.	Show Sumac Console.
If you want a list of contacts, click Contacts.	Point to Contacts button.
For a list of communications, click Communications.	Point to Communications button.
If you want a list of Donations, expand Fundraising and click Donations.	Expand Fundraising. Point to Donations button
At the bottom of the Sumac console, there is a Utilities menu, which gives you access to a various tools in Sumac.	Point to Utilities menu. Expand Utilities.
If you are a Sumac Administrator, Customize Database and Sumac Administration give you tools to perform administrative duties in your database.	Point to Customize Database and Sumac Administration.
If you want to see all the buttons at once, expand all the categories, then use the scroll bar to view all of them.	Expand all categories. Use scroll bar.
Sumac remembers your preferences, so if you expand a category, it stays expanded until you collapse it.	
<i>Check out more training videos to learn more about Sumac.</i>	