

Access the New Data Set After Promotion

Before you can open the new data set, you must close the Utility Manager.

To access the new data set, in the HeadMaster login window, enter your user name and password, click the Dataset drop-down list, and select the name of the new data set. Click **OK**.



The image shows a Windows-style dialog box titled "HeadMaster Login". The title bar is blue with a close button (X) in the top right corner. Below the title bar is a blue header area containing a yellow padlock icon and the text "Please specify your user login". The main area of the dialog is light beige and contains three input fields: "User Name:" with the text "HMAAdmin", "Password:" with seven black dots, and "Dataset:" with a blue drop-down menu showing "School2". A mouse cursor is pointing at the drop-down arrow. At the bottom of the dialog are three buttons: "Connection...", "OK", and "Cancel".

HeadMaster and ACS

If you also have ACS and want to connect your new HeadMaster data set with ACS, you must perform the following steps in ACS:

1. Configure the HeadMaster Interface tab.
2. Refresh the Customer List in Accounts Receivable.
3. Import new customers in Accounts Receivable from HeadMaster.