





HeadMaster Utility Manager

Open the **Utility Manager**.

a.) ***Windows 7 and Windows Vista:*** On your Windows desktop, click the Start button  in the lower-left corner of the screen. The Start menu displays. Click **All Programs > HeadMaster > Utility Manager**. Log in with your user name and password, and click **OK**. The Database Utilities window displays.

b.) ***Windows 8.1:*** On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start screen displays. Click the arrow button . The Apps view displays. In the HeadMaster section, click **Utility Manager**. Log in with your user name and password, and click **OK**. The Database Utilities window displays.

c.) ***Windows 10:*** On the Windows desktop, click the Start button  in the lower-left corner of the screen. The Start menu displays. Scroll to the HeadMaster section, and click **Utility Manager**. Log in with your user name and password, and click **OK**. The Database Utilities window displays.