

Overview

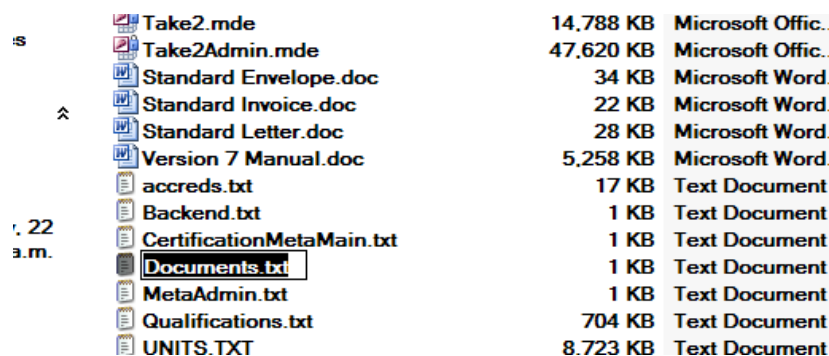
Take2 contains an area called *Documentation Shortcuts* on the main menu. Users can click these links to open the files to view. This can be customised to suit your organisation or personal requirements.

Locating the Documents File on your system

1. **Right-Click** on the shortcut you use to open Take2.
2. **Click** Properties.
3. **Click** **Find Target**. If a file called *Documents.txt* is present, **Double Click** it and go to step 7. If the file is not present, go to the next step.

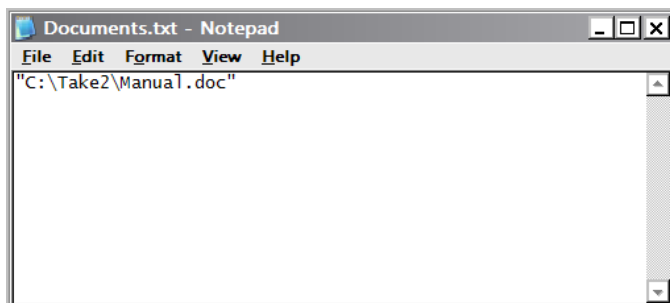
Creating the Documents File on your system

4. **Right-Click** in the same folder described above. **Select** **New**.
5. **Click** Text Document.
6. **Type** **Documents.txt** as shown and press the **Enter** key.

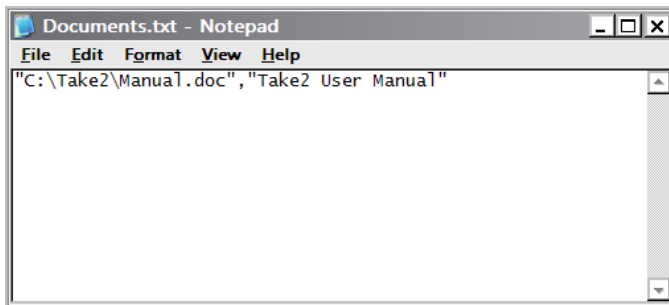


Take2.mde	14,788 KB	Microsoft Offic..
Take2Admin.mde	47,620 KB	Microsoft Offic..
Standard Envelope.doc	34 KB	Microsoft Word.
Standard Invoice.doc	22 KB	Microsoft Word.
Standard Letter.doc	28 KB	Microsoft Word.
Version 7 Manual.doc	5,258 KB	Microsoft Word.
accreds.txt	17 KB	Text Document
Backend.txt	1 KB	Text Document
CertificationMetaMain.txt	1 KB	Text Document
Documents.txt	1 KB	Text Document
MetaAdmin.txt	1 KB	Text Document
Qualifications.txt	704 KB	Text Document
UNITS.TXT	8,723 KB	Text Document

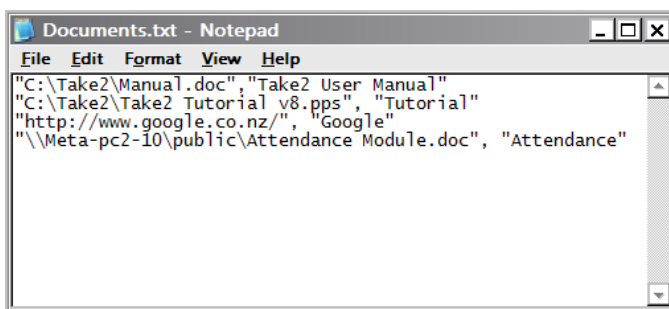
7. **Type** the location of the file you want to open inside quotation marks. For example:



8. **Type** a comma, then space, then text you want to appear as the link in Take2, also inside quotation marks. For example:

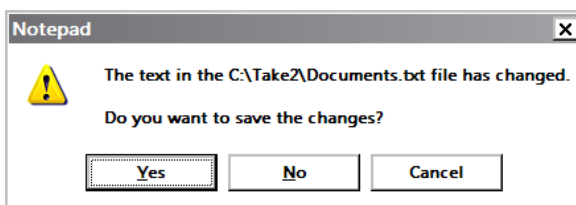


9. You can repeat step seven and eight up to four times. For example:



Shown above are also links to documents and the internet.

10. **Click** the top right **X** to close the window.
11. **Click** **Yes** to save the changes.



12. Double Click on your shortcut to Take2. Your links are now displayed on the main page as shown.

TAKE2 MAIN MENU

Student Management Contacts Exports & Reports Exit

Microsoft Access Version
Take2 Student Management System
Certified as SDR compliant by the Ministry of Education

Official website www.take2.co.nz

NOTICES & NOTES

DOCUMENTATION SHORTCUTS

- [Take2 User Manual](#)
- [Tutorial](#)
- [ERS Manual](#)
(No document available)

Home

Provider Code: 9520


Te Tari Puna Ora o Aotearoa/NZ Childcare Association
Logged in at: 4:49:08 p.m.
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Outstanding Standard Bring-ups : 0
Outstanding Recruitment Bring-ups : 0

Take2 Student Management System Admin