

THE SimpleStep[®] GUIDE TO

SKIPPING THE LOGIN PROCESS

taxcalc[®]

For improved security, TaxCalc Hub requires you to login each time you open the program.

However, if you are a single user and do not need multiple logins and are not concerned with this added security measure, you can set the application to automatically login for you without asking. You can also set TaxCalc to automatically open the Client Hub tab each and every time you open the program.

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BEFORE WE START

A warning for Network users

The automatic login feature will log you into the system as the **admin** user.

On Network installations, the **admin** user can only be logged into one computer at a time, terminating any other **admin** sessions. Turning this feature on will try to log everybody in as the **admin** user and result in an unusable system (and potentially loss of data).

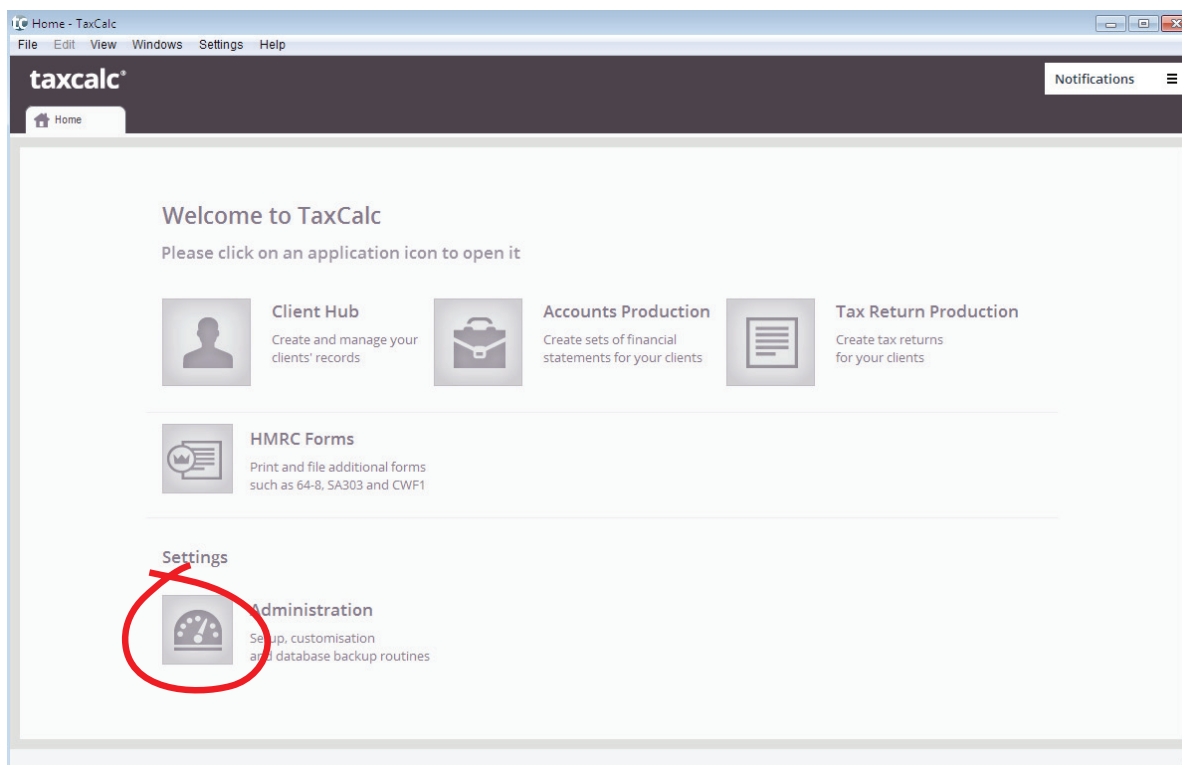
It is advisable to use the 'remember login' feature instead.



Opening the Administration screen for Client Hub

To enable the automatic log in, you will need to be logged into the system as the **admin** user.

When TaxCalc starts, click on the **Administration** icon.



The Admin tab will open. Click on **Applications** in the left-hand menu to display options for customising your software.

Double-click on the **Client Hub** option in the central table to open the Client Hub application settings.

The screenshot shows the TaxCalc Admin interface. The left-hand menu is open to the 'Applications' section, which includes sub-options: 'Customise Client Hub', 'Upgrade Options', 'View Licence Information', and 'Activate Upgrade'. The main content area displays the 'Applications' page, which includes a table of applications and their concurrent user limits. The 'Client Hub' application is highlighted, showing 'Unlimited' concurrent users. To the right of the table, there is a 'Client Hub' summary panel with the following information:

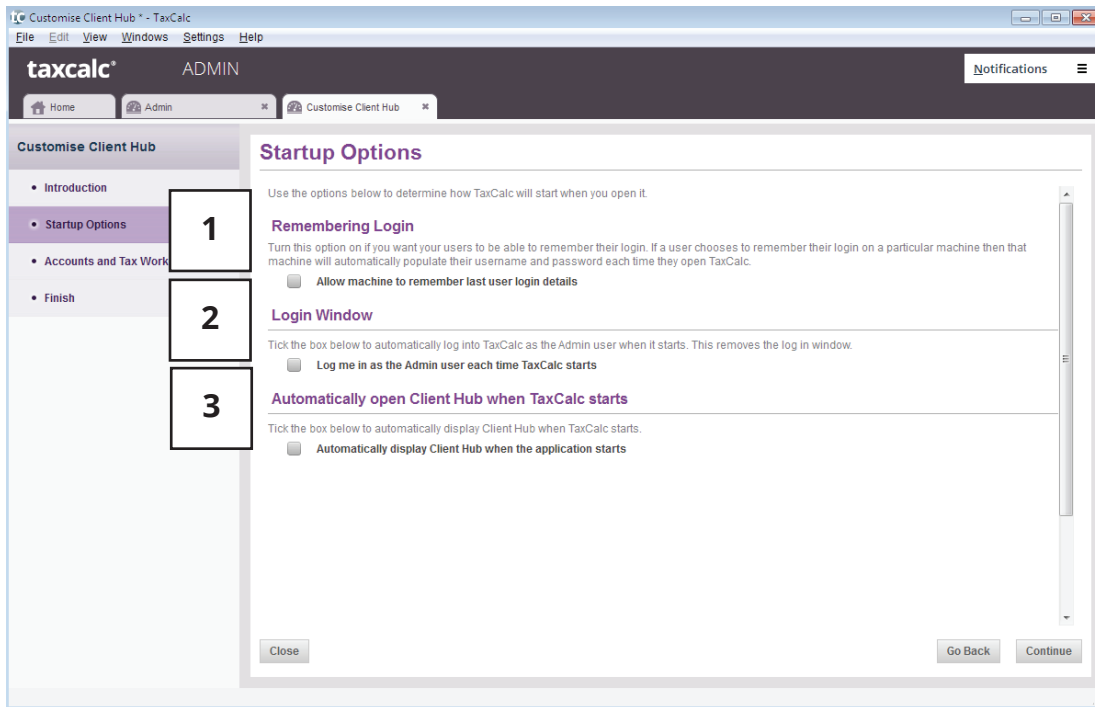
- License expires at midnight on: Thursday 31 December 2015
- Number of users logged in: 0
- License Restrictions: Number of concurrent users allowed: Unlimited

Application	Concurrent Users
Client Hub	Unlimited
Pro Suite with Trusts	2
HMRC Forms	2
Accounts Production Unlimited	2

STEP 2

Setting your Opening Options

The Customise Client Hub tab will open.



Click on **Startup Options** in the left-hand menu. You will have two options:

(1) Remembering Login

If you will continue logging in to TaxCalc with your username and password, you can select this option to remember your username and password on your machine.

(2) Login Window

If you tick this box, the login screen will not appear again and you will be automatically logged in as the 'admin' user every time you open the application.

Once again, do not enable this if you are running the Network version and have multiple users!

If you later decide to enable logging in again, just return to this screen and untick this option.

(3) Automatically open Client Hub when TaxCalc starts

If you enable this option then every time any user opens TaxCalc, the **Client Hub** tab will automatically open.

This option can be used by any users on either Standalone or Network installations.

Help for all TaxCalc products can be found in our Knowledge Base at www.taxcalc.com/support

If you require further assistance please contact our Support Team:

Email: support@taxcalc.com **Phone:** 0845 5190 882

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