

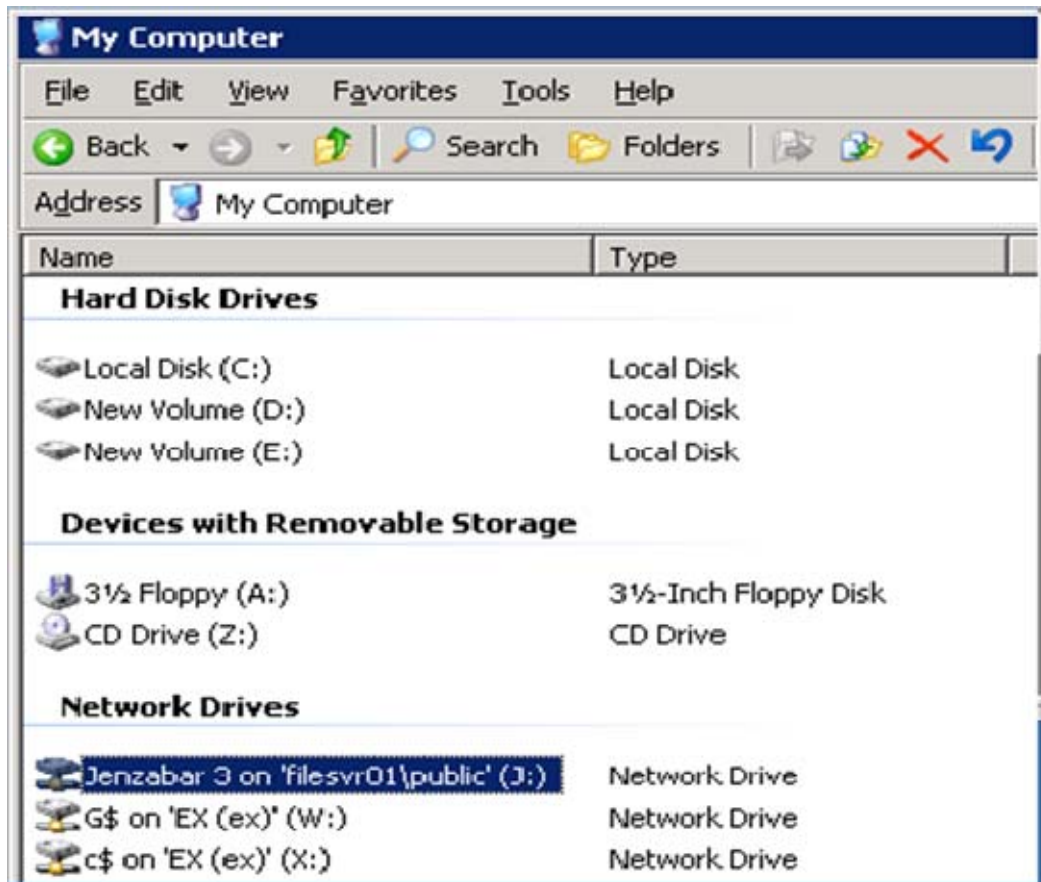
Our Jenzabar systems has been upgraded to EX 3.01 and you should be able to login

Since all our custom forms and reports are now located in a centralized server location, you will need to make sure you are connected to the J: drive before you login into Jenzabar.

Below you will find instructions on how to connect to the J: drive and how to login into Jenzabar.

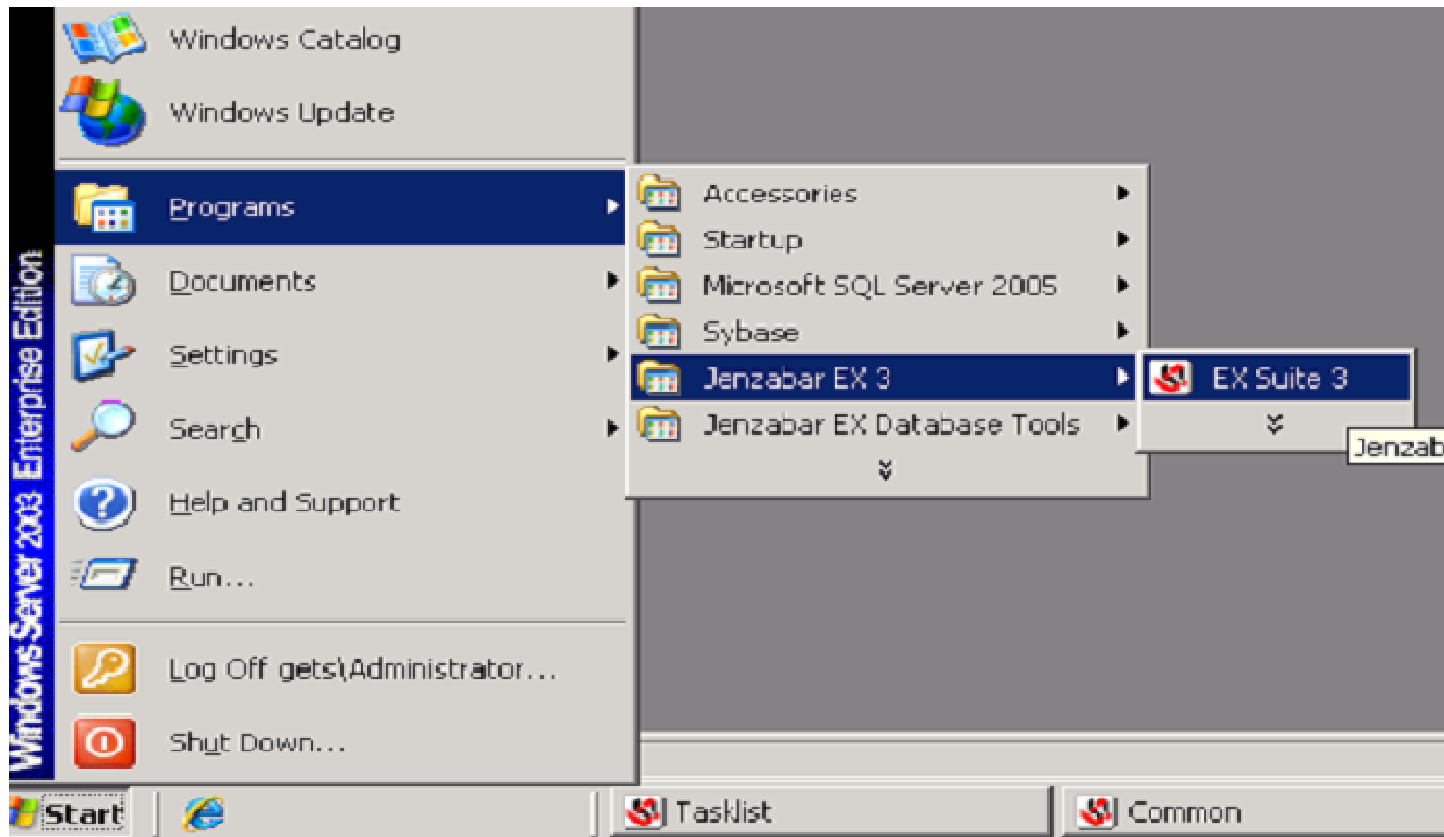
Normally you will have to connect to the J drive only once and your computer will connect automatically after that.

To know if you are connected to the J: drive double click on My Computer. Check under Network Drives and look for "Jenzabar 3 on Filesvr01\public" (J)



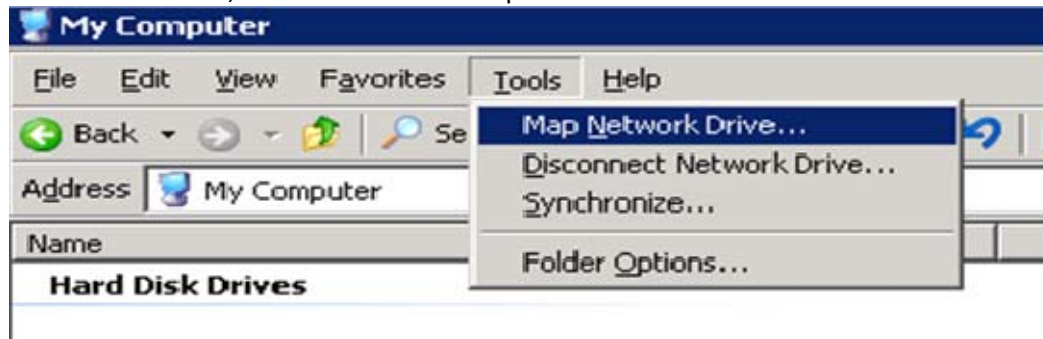
If you can see the "Jenzabar 3 on Filesvr01\public" (J) drive then you are connected

If you are connected to the J drive, then you can login into Jenzabar by clicking Start\Programs\Jenzabar EX 3\EX Suite 3



If you are not connected to the J Drive follow these instructions to connect:

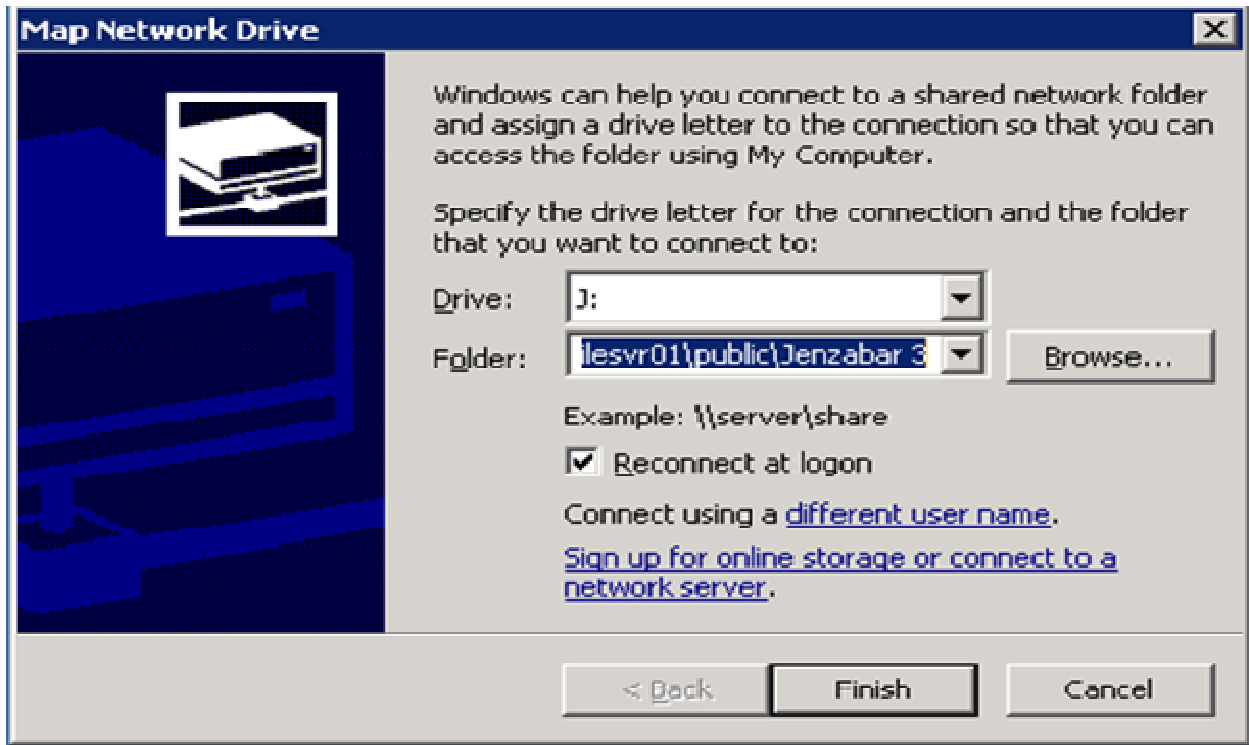
On the main Menu, under Tools select Map Network Drive



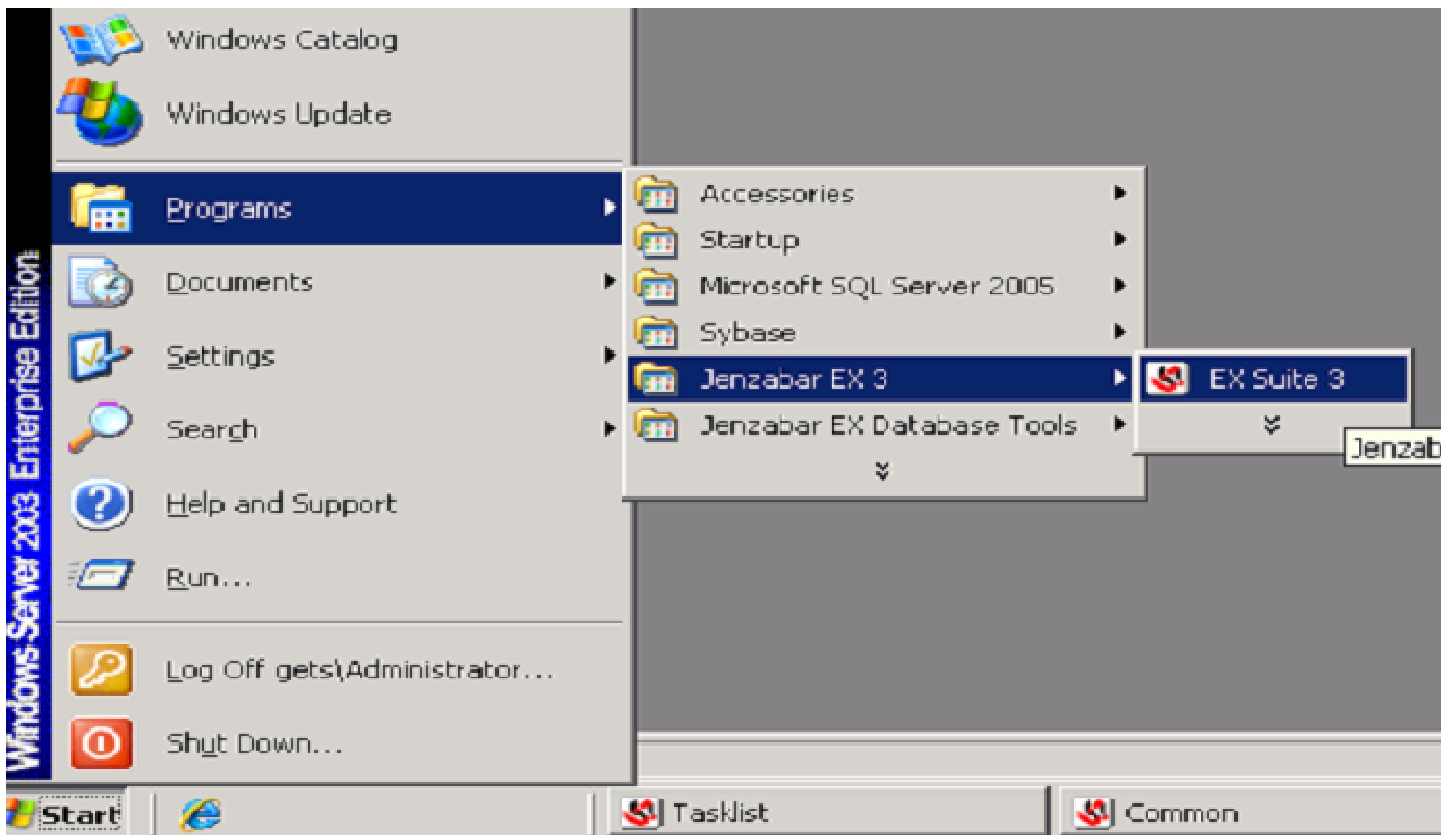
Select the drive J: next to Drive and type or paste the following next to folder:

<\\Filesvr01\public\Jenzabar 3>

Check the reconnect at logon check box and click finish



Once you are connected to the J Drive then you can login into Jenzabar



If you have problems login in or you have problems with the Jenzabar application please contact Luis Ruiz or Harold Daniels.

Thank you for your cooperation.