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Introduction to the Tutorial

Through its emulation module, MyYesterday.net enables you to provide assistance to a client who is creating one or more of the My Yesterday® products – slide show, picture book, or story book.

This tutorial illustrates how to use the emulation module to obtain a “client’s-eye-view” of the pictures and text that the client is working with. Being able to see things exactly as the My Yesterday® owner sees them can be very useful when you are answering a question from a client.

Please note that you can use the Table of Contents to go straight to any of the sections or subsections of this tutorial. Just click on the name of the section or subsection to jump directly to that point in the tutorial.

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Steps in Emulating a My Yesterday® Owner

The process of emulating a My Yesterday® owner is very straightforward. It begins, as shown below, with a click on ‘Emulate My Yesterday® Owner’ on the Main Menu.

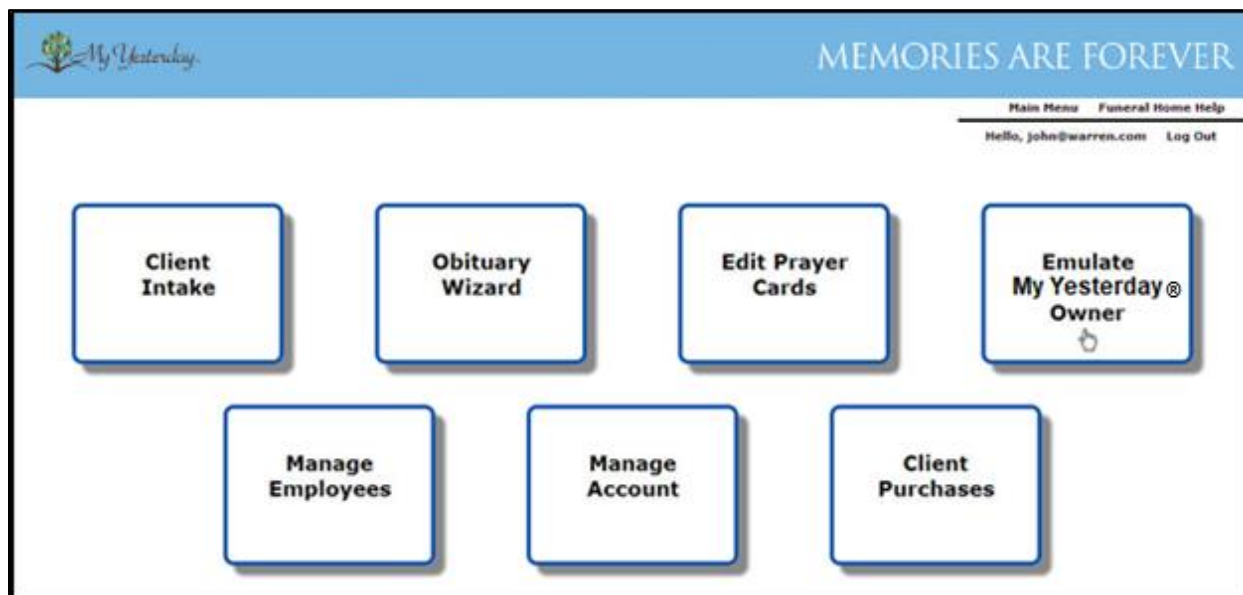


Figure 1. Clicking ‘Emulate My Yesterday® Owner’ on Main Menu

At the top of the screen are the My Yesterday® logo and the “Memories are Forever” banner. These features appear at the top of every screen, but they have been omitted from the other snapshots in this document.

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As illustrated below, clicking ‘Emulate My Yesterday® Owner’ causes the Honoree Selection window to pop up. This is where you will highlight the record for the honoree in question, and then click the ‘Select’ button.

The upper half of the window is used to search for the record you need – an operation that is described in the next section of this document. In many cases, however, you will be able to simply find the honoree by scrolling down through the alphabetical list in the lower half of the window.

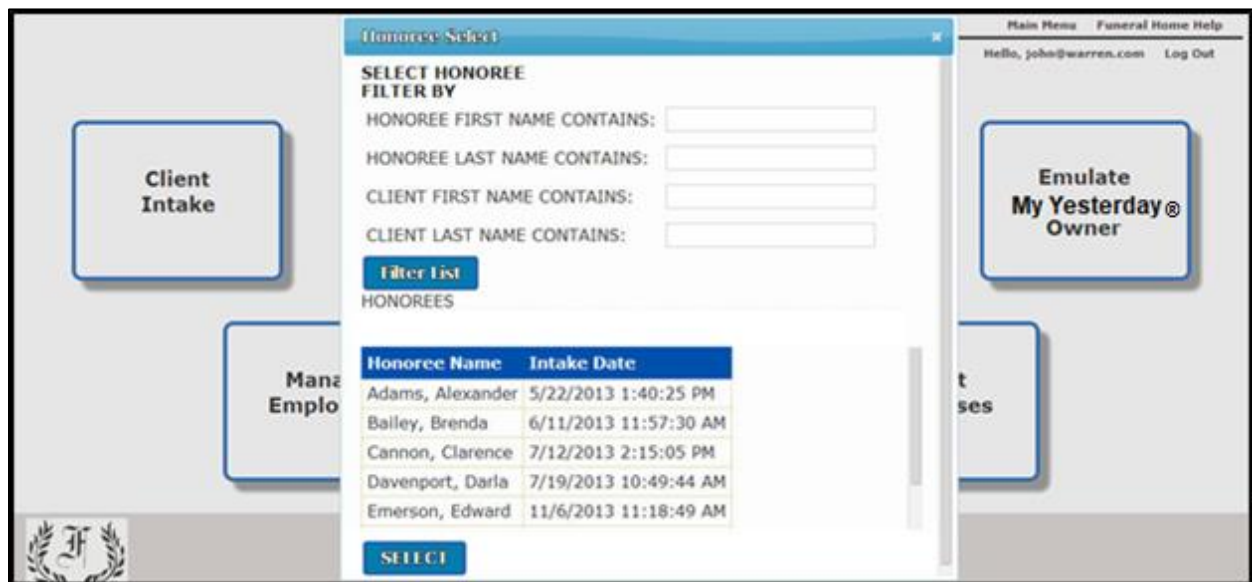


Figure 2. Honoree Selection Window, with Honorees Listed Alphabetically

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In the example, the user is looking for an honoree named Edward Emerson, and immediately spots that name in the list. A click on the name highlights it, as shown below, and the user then clicks the ‘Select’ button.

Clicking the ‘Select’ button brings up the Client Main Menu for that honoree, so the user can work with the system – including text and pictures already entered by the client – exactly as the client is able to do.



Figure 3. Clicking ‘Select’ after Highlighting Honoree

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Searching for an Honoree or Client

As alternatives to scrolling down through a long list of honorees, the Honoree Selection window offers options for searching on the name of an honoree or client.

In the upper half of the window, there are fields where you can enter the first and last name of an honoree or a client. When you click the 'Filter List' button, the system will search through the honoree database for your funeral home and return every record that matches the value(s) you entered. From that filtered list, you will select the desired honoree.

Search by Honoree

In the screen snapshot below, the user has entered 'Emerson' for the honoree's last name, and is about to click the 'Filter List' button.

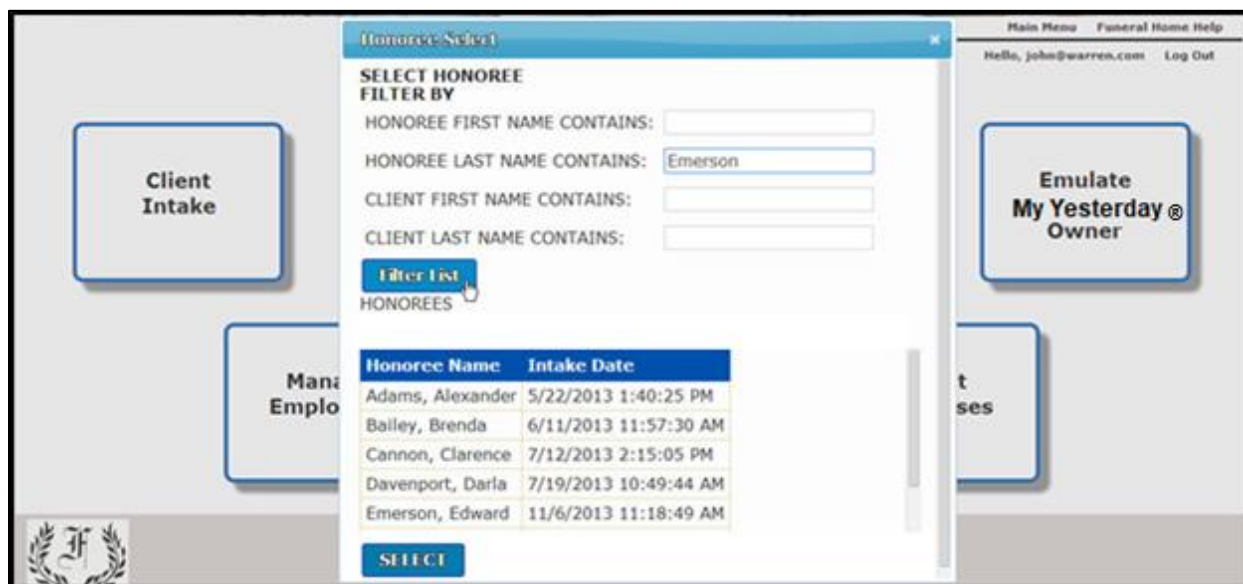


Figure 4. Clicking 'Filter List' after Entering Last Name of Honoree

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As shown below, the system found one honoree with the last name of 'Emerson'. The user now highlights that record and clicks the 'Select' button.

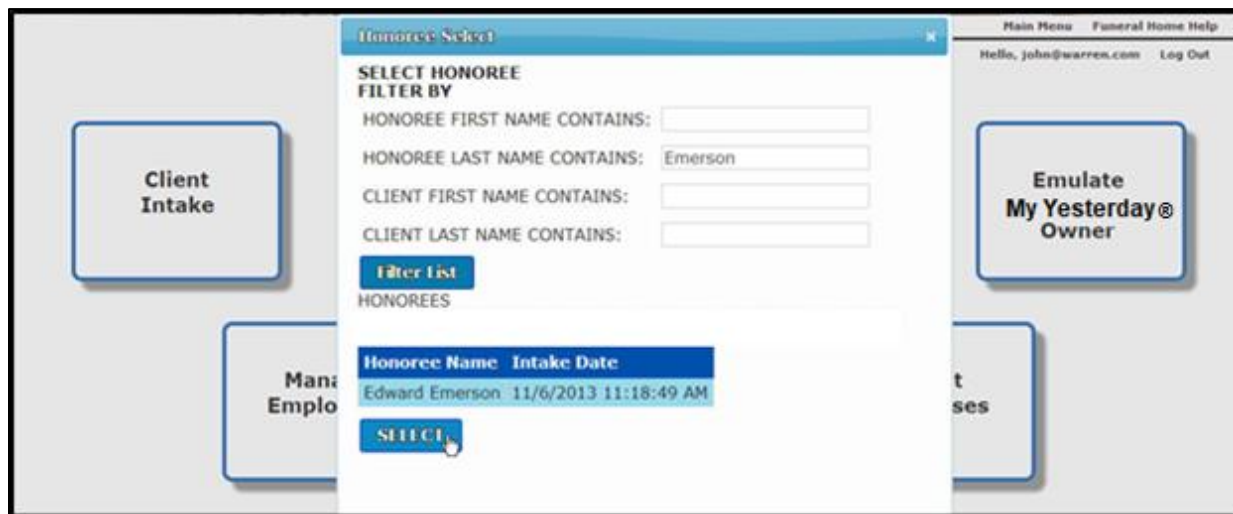


Figure 5. System Displays Results of Search; Clicking 'Select' after Highlighting Honoree

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Search by Client

As illustrated in the two snapshots below, a search by client name operates in the same way.

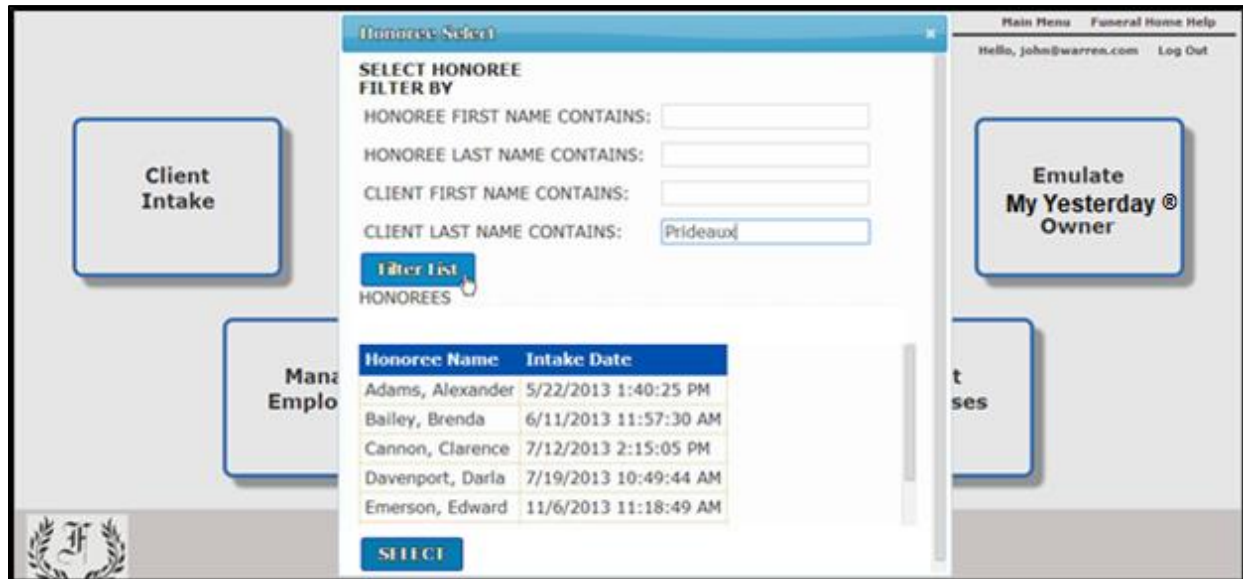


Figure 6. Clicking 'Filter List' after Entering Last Name of Client

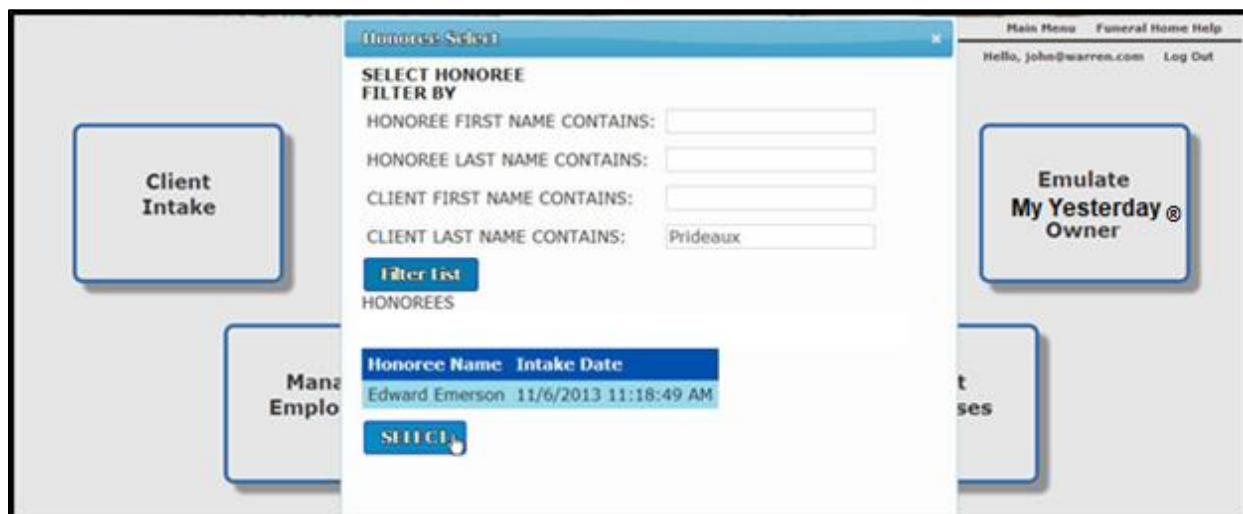


Figure 7. System Displays Results of Search; Clicking 'Select' after Highlighting Honoree