


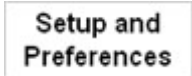





Enable Spanish Sign In

What it does

This option will add a button near the bottom of the Sign In window labeled 'Espanol'. Clicking this button will allow your volunteers to sign in and out entirely in Spanish. HelpCounter will automatically revert to English when they finish or after 30 seconds of inactivity.


How to set it

IMPORTANT: These steps can be performed on any computer you can use to access the Administrative Area in HelpCounter. However, if they are done on a computer other than the one used for signing in, the button will not show until HelpCounter is reset on that individual computer.

<p>Step 1</p>	<p>Log into the Admin Area of HelpCounter by going to www.helpcounterweb.com and entering your administrative log on.</p> <p>If you are on the computer used for signing in, click on the work 'Admin' in the lower right corner of the main sign in window.</p>	
<p>Step 2</p>	<p>In the Administrative Area, click in the panel on the left side of the page labeled Setup & Preferences.</p>	
<p>Step 3</p>	<p>Near the middle of the page, click the Main Setup button.</p>	
<p>Step 4</p>	<p>About half way down and on the right, locate the box labelled 'Misc.'</p>	
<p>Step 5</p>	<p>Check the box next to 'Spanish Language Sign In.'</p>	
<p>Step 6</p>	<p>At the top of page, click 'Save Changes.'</p>	
<p>Step 6</p>	<p><i>Note: only do this step if you are at the computer used for signing in. If you changed this setting on a different computer, skip this step proceed to Reset HelpCounter.</i></p> <p>Return to the Sign In Area. At the top of the Admin Page, click on the button labelled 'Go To Sign In Page'.</p>	

Reset HelpCounter on the Sign In Computer

IMPORTANT: the new button will not show on the sign in computer until this step is completed.

Step 7	Close the browser running HelpCounter by clicking on the red X at the top right. 
Step 8	Restart HelpCounter by restarting the browser and logging in to the Sign In Area.

You are finished!