

## AccKnowledge Step-by-Step Example Login in PC Instructions

- 1) Download Citrix from here: <https://support.m3as.com/citrixreceiverweb.exe>
- 2) Set up Citrix and log on to the M3 AccKnowledge from:  
<https://clientportal.m3as.com/>

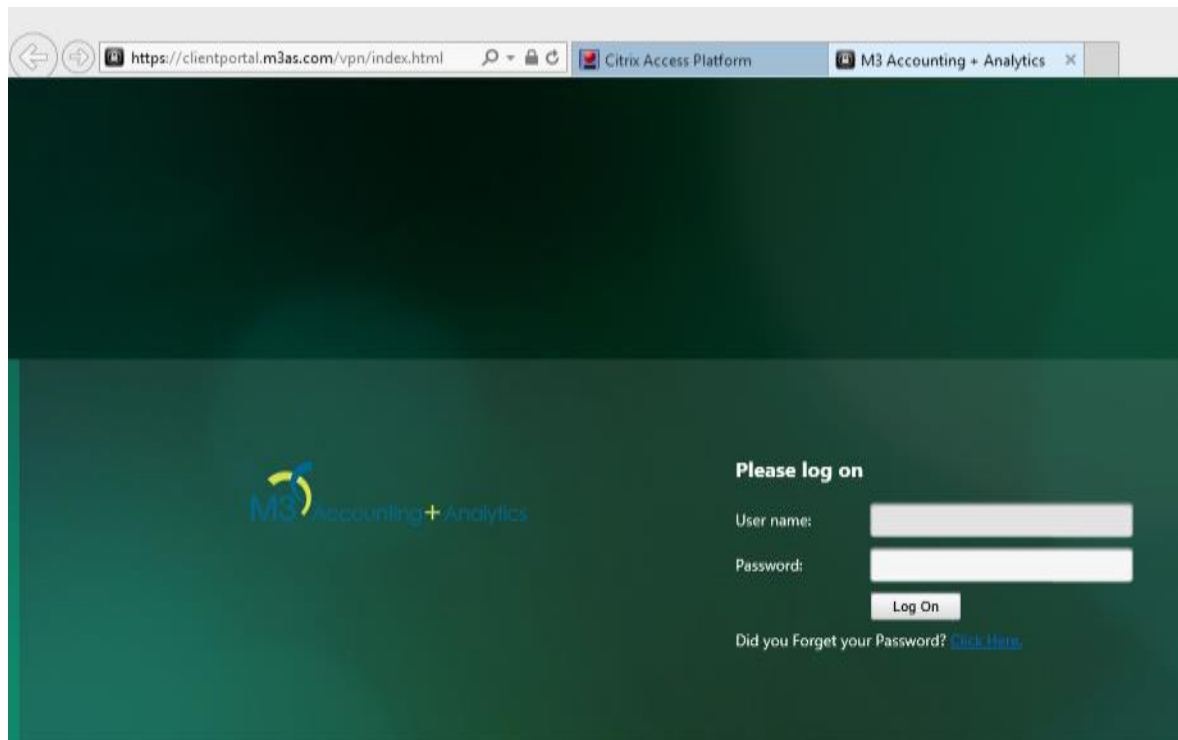


Figure 1: Log on to the M3 Accounting + Analytics with Citrix

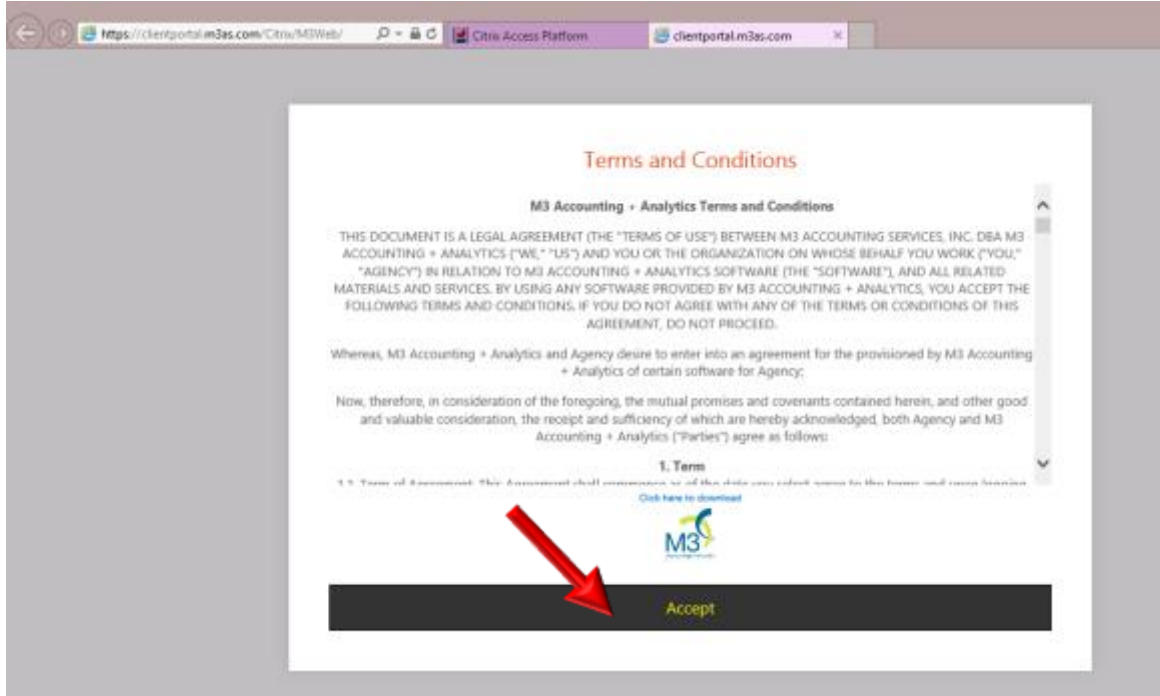


Figure 2: M3 Accounting + Analytics Terms and Conditions

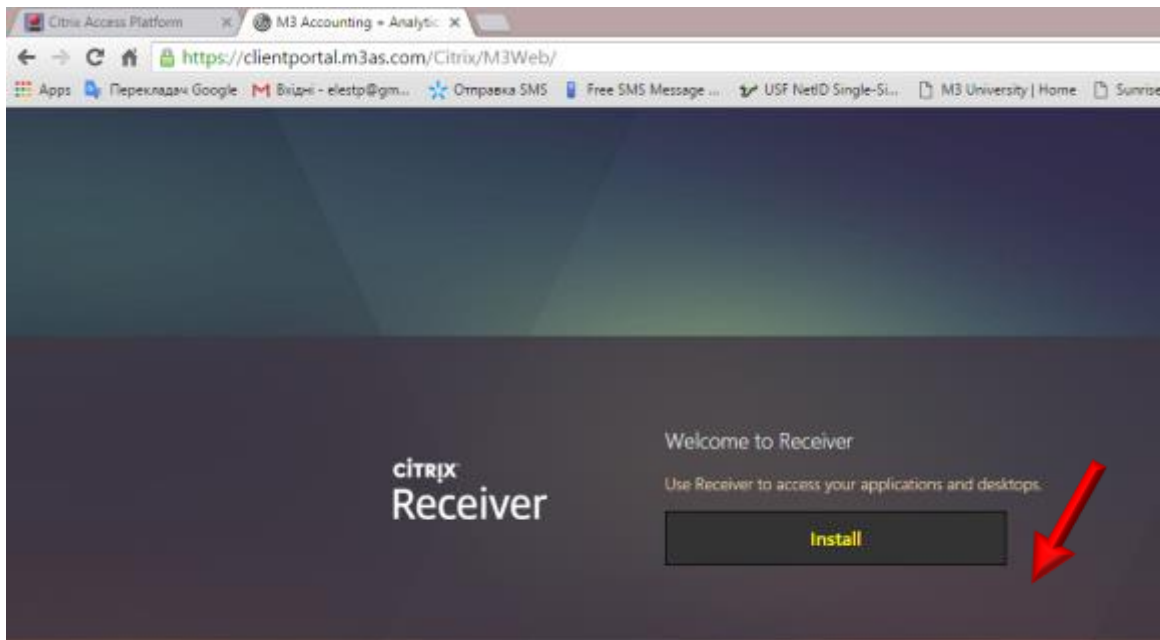


Figure 3: Citrix Receiver

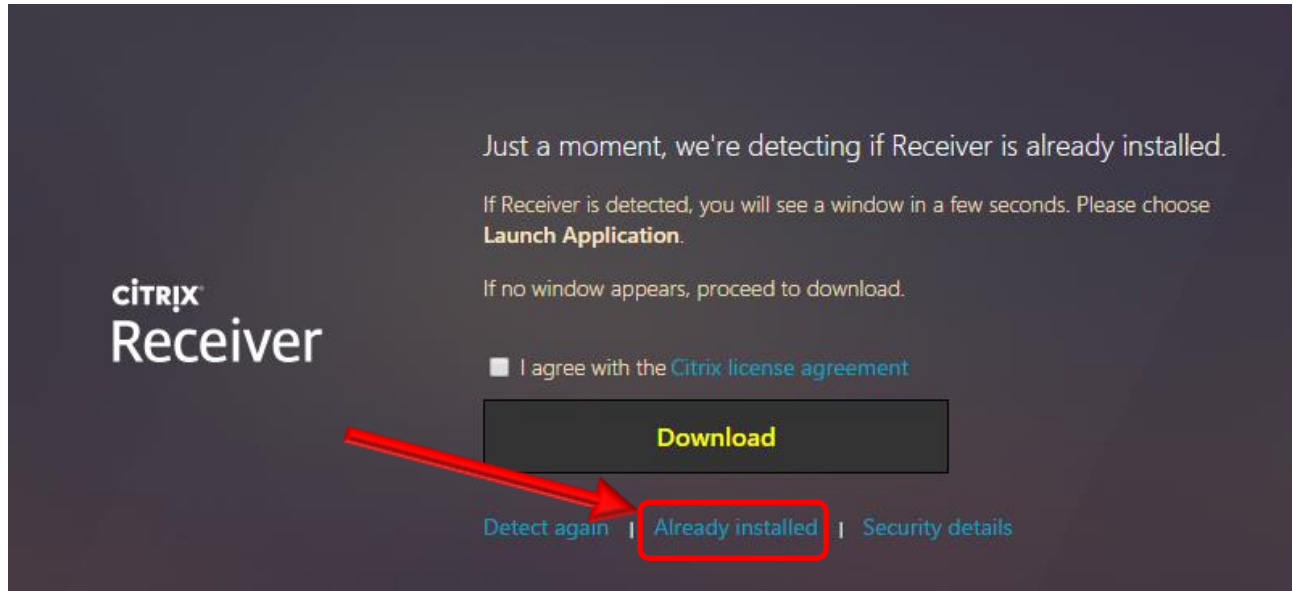


Figure 4: Citrix Receiver

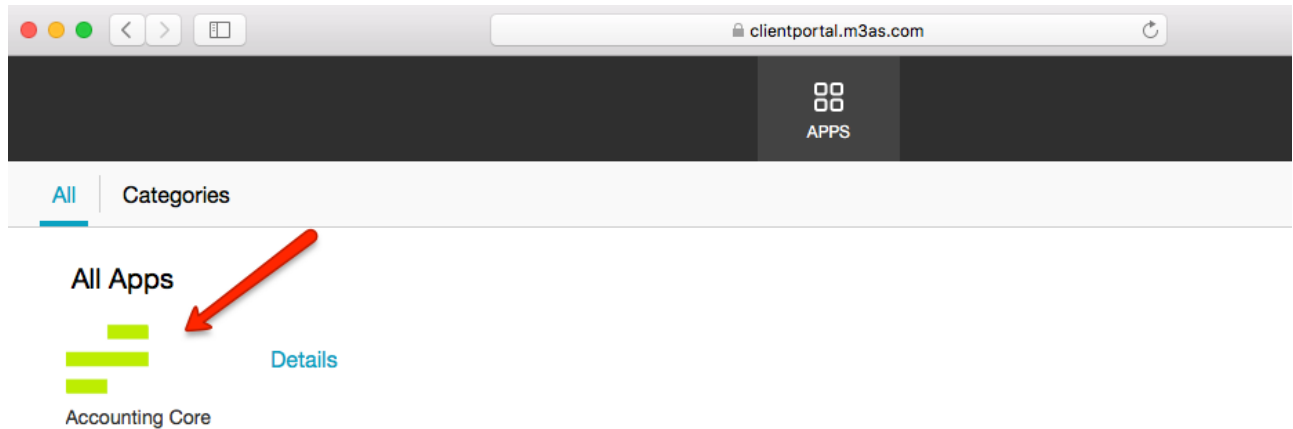


Figure 5: Log on to the M3 Accounting + Analytics with Citrix

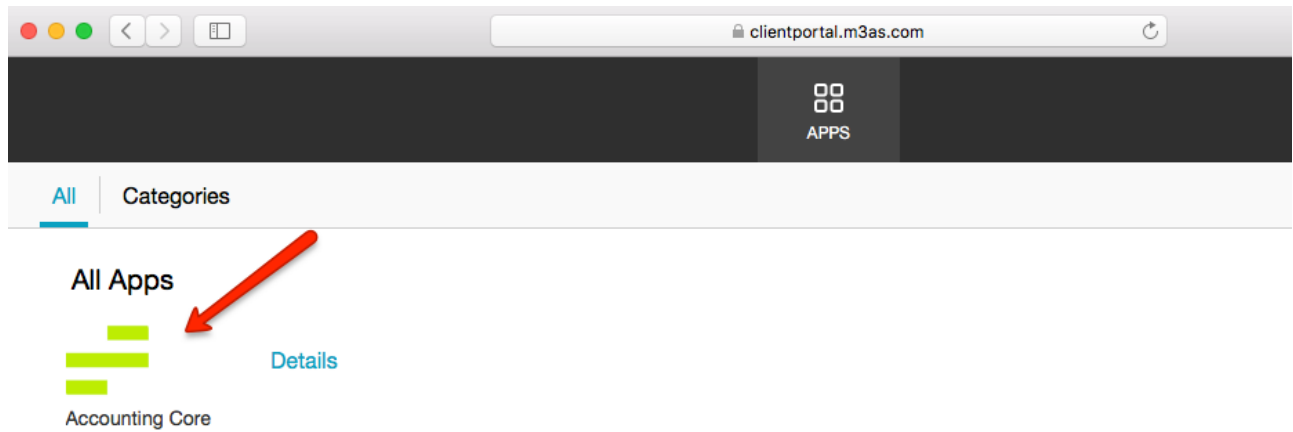


Figure 6: Citrix ica launch file (Google Chrome)

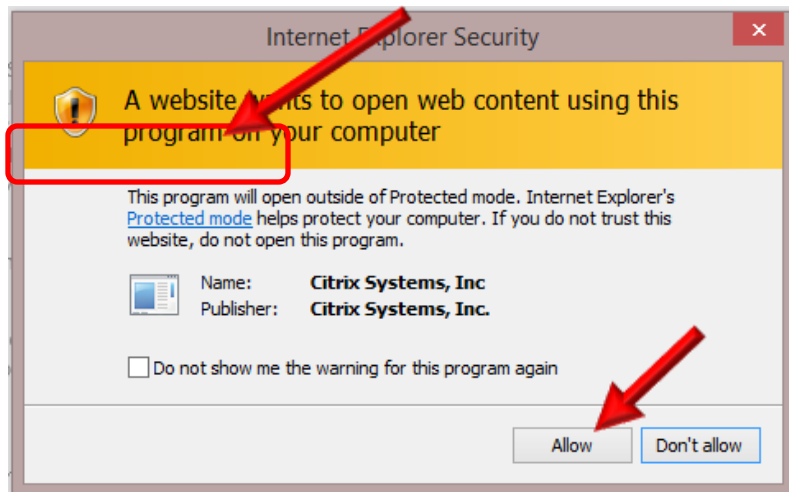


Figure 7: Web browser Security Window (this is example for Internet Explorer)

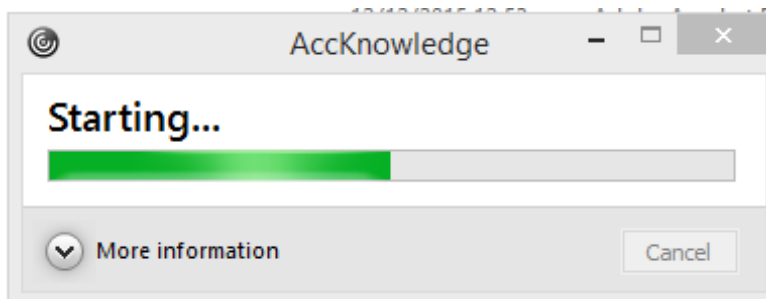


Figure 8: AccKnowledge Starting window

4) After you log in, you will see the following screen.

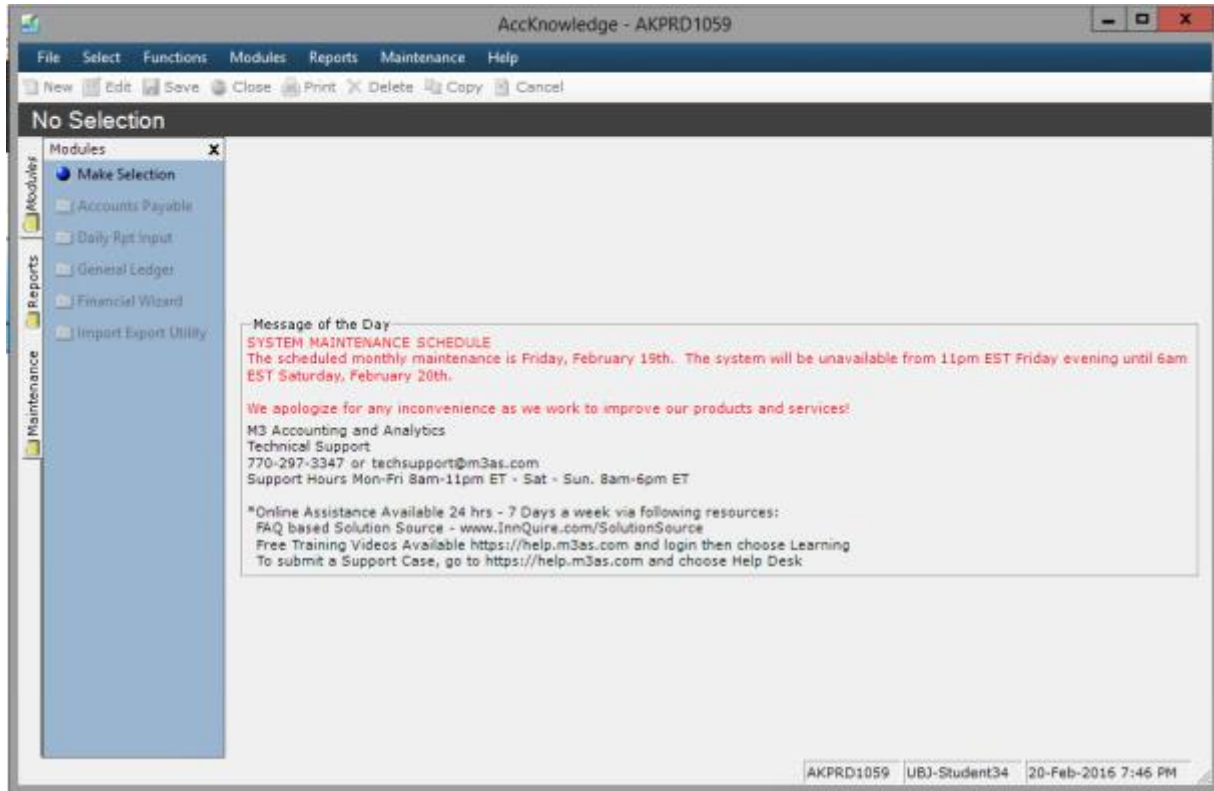


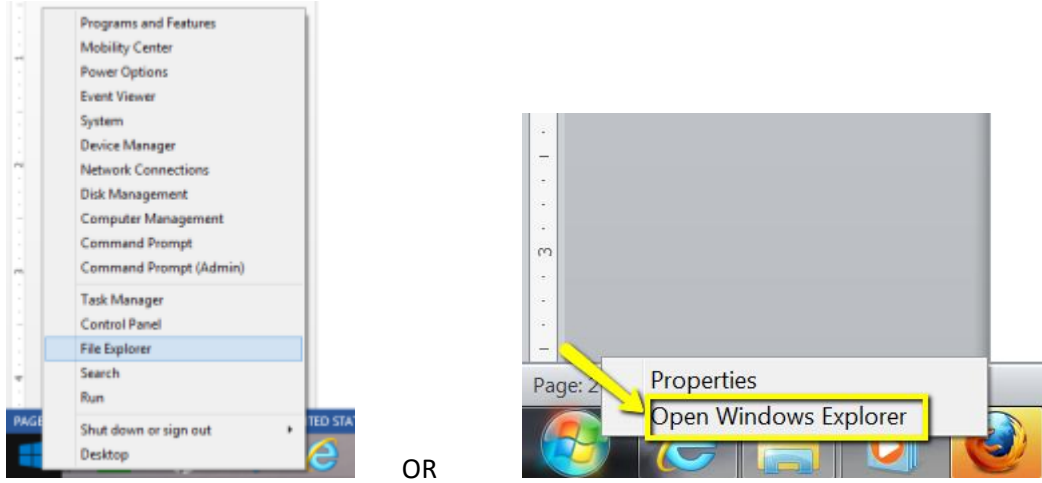
Figure 9: M3 AccKnowledge window

## Changing Default Password

Please email Georgia at: [gunce@gmalan.com](mailto:gunce@gmalan.com) to reset your password.

## AccKnowledge File Set-up

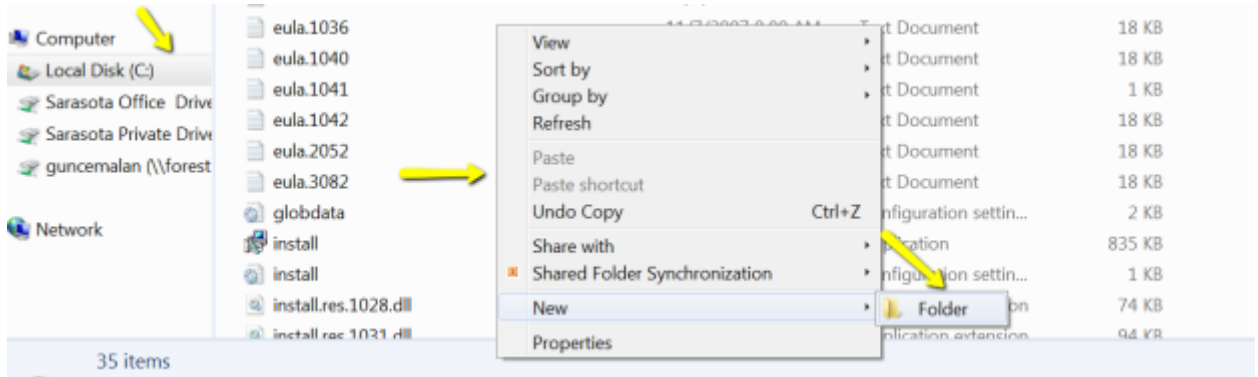
- 1) To create this folder, right-click on the Start button for Windows and choose File Explore or Open Windows Explorer.



OR

**Figure 1: Choose Open Windows Explorer**

- 2) In the left-hand window of the Windows explorer, scroll up and find the C: drive. Click on the C: Drive to highlight it. On the right-hand side.



**Figure 2: Chose C drive**

- 3) Right-click on an empty part of the window and choose New --> Folder. Call the folder Accknowledge.

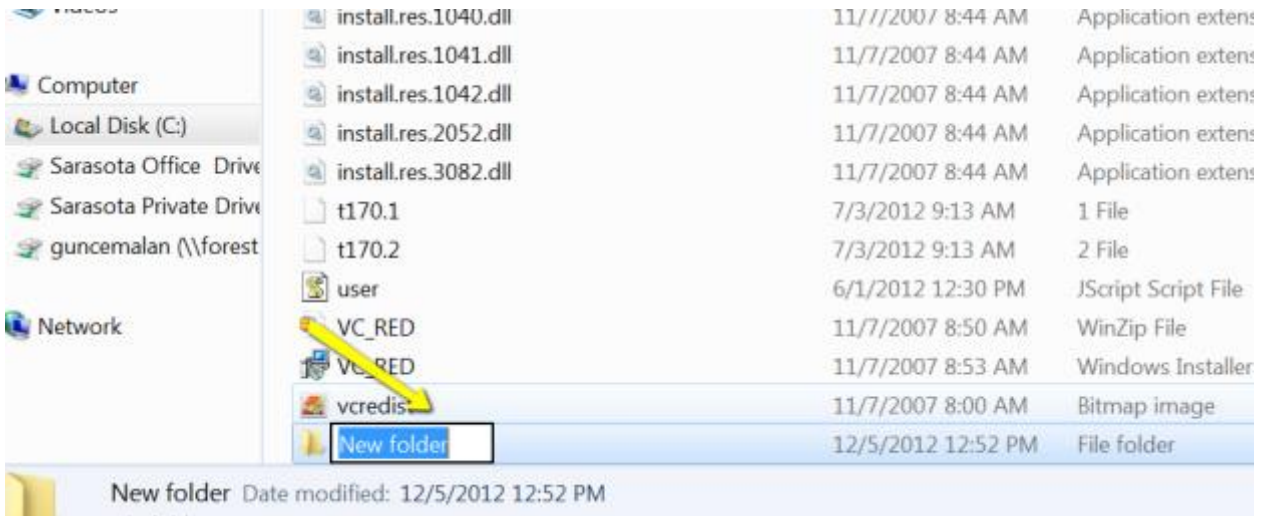


Figure 3: Advanced Settings

- 4) Now, you have a folder to export.

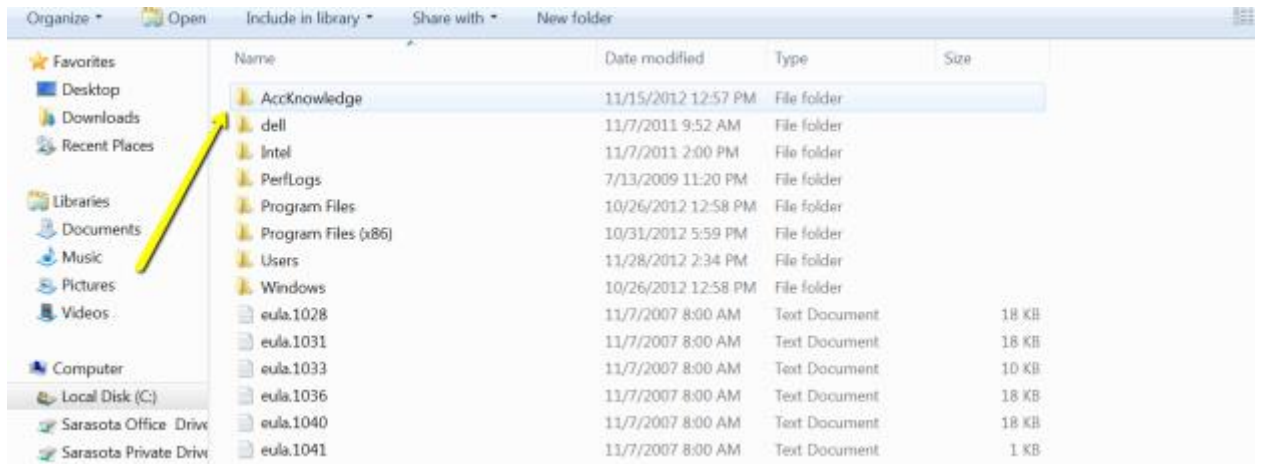


Figure 4: File set-up