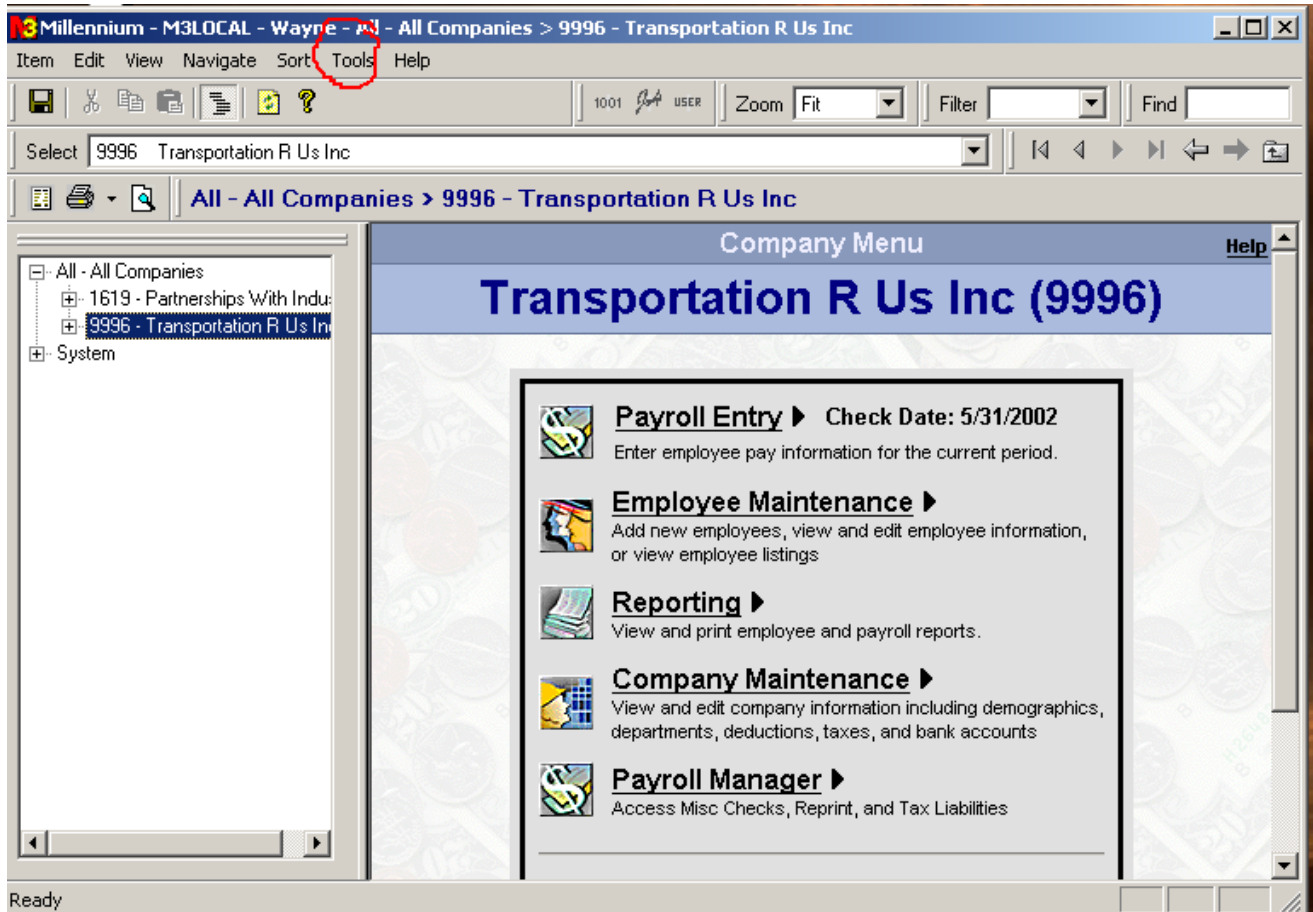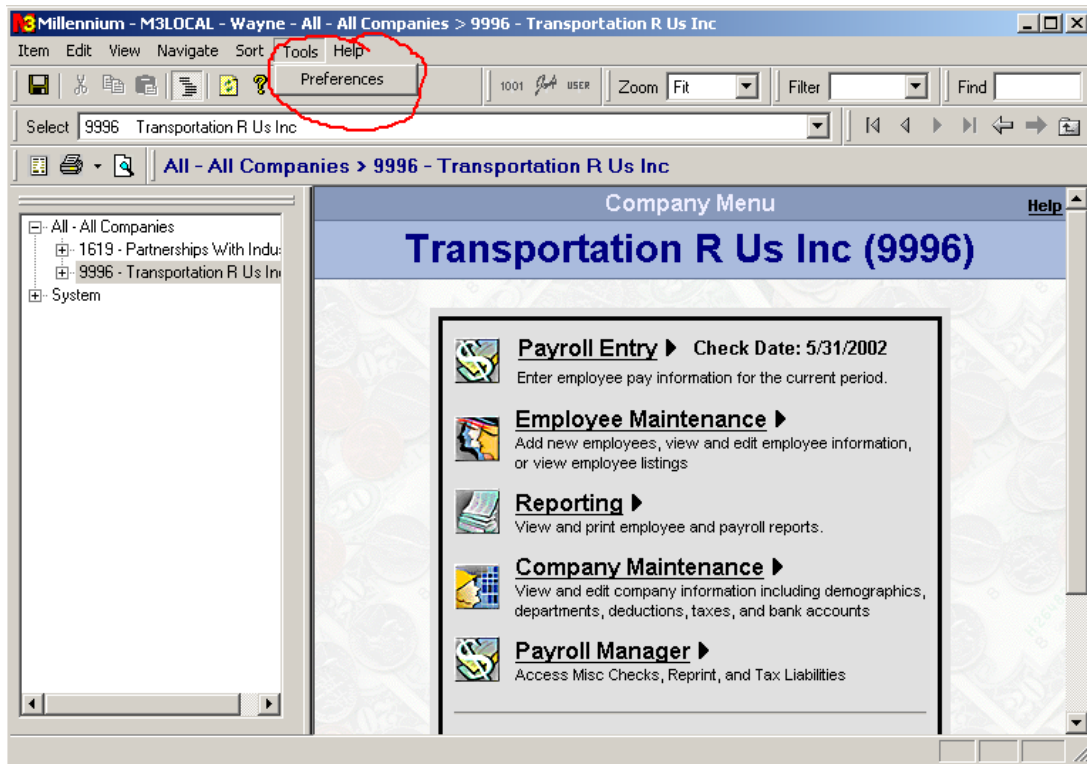# ▲PAY-NET

## *Setting Your Preferences in M3*

The purpose of this document is to demonstrate how a user can customize the appearance and actions of M3.
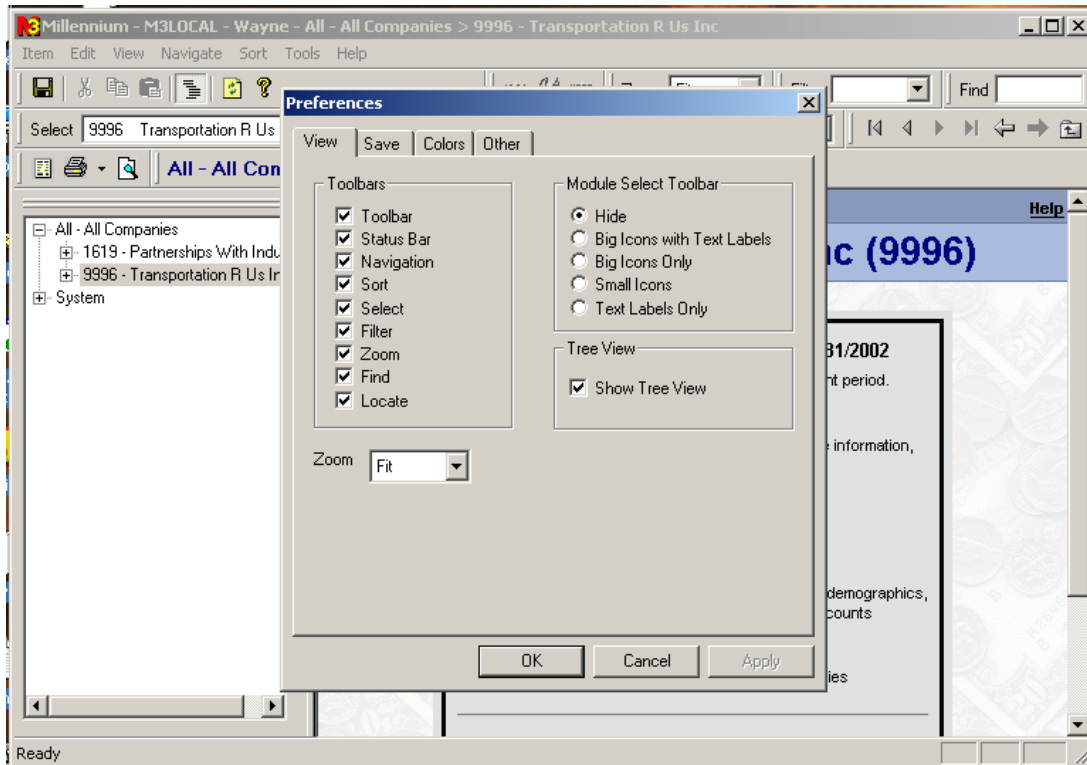
(1) To access the preference section of M3, click on the "Tools" tab found at the top of the screen:
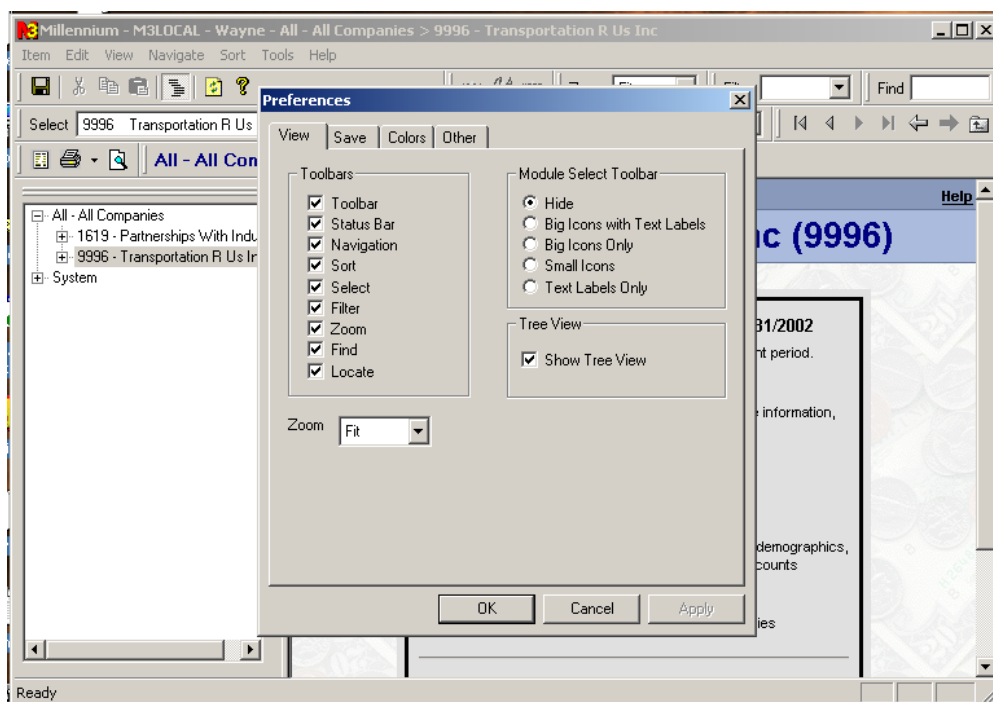
(2) Under the "Tools" tab, there is one only one option, so click on "Preferences":



(3) Clicking on "Preferences" brings up a window with several tabs: View, Save, Colors, Other:

(4) Use the "View" tab to setup the Toolbars , Tree View, Zoom, etc. that you would prefer.  We suggest that you try each selection to determine which view you would like.



(5) Under the "Save" tab, you define how and when you would like M3 to save any changed information.  This is where you define the "plus" key (+) to allow you to save information and move to the next employee – effective in both payroll entry and the employee master.
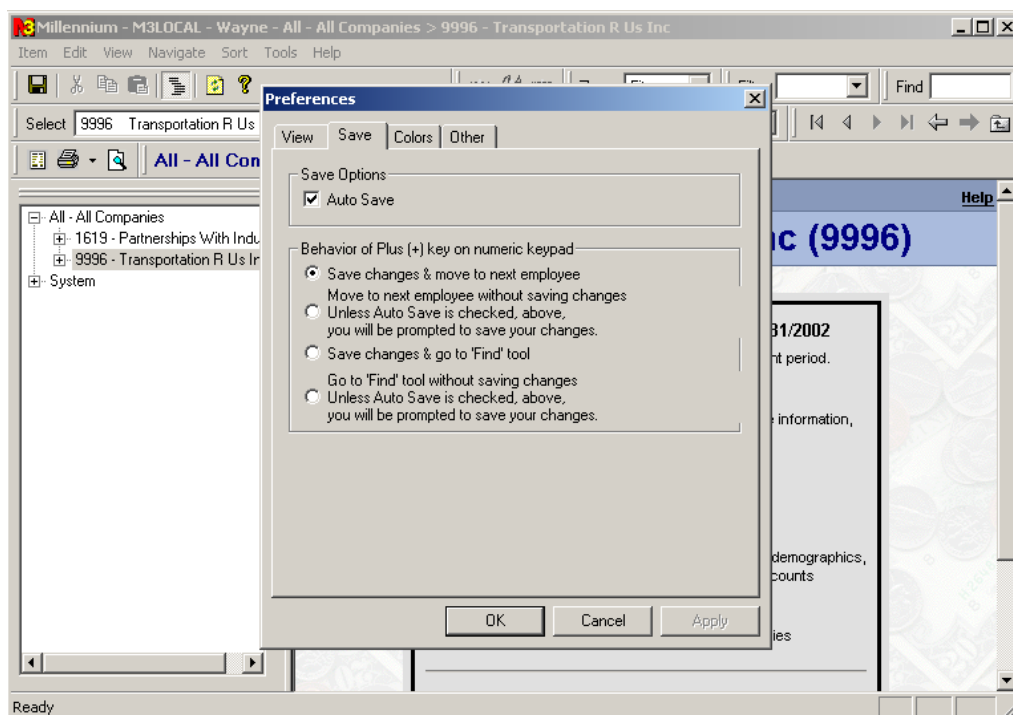
(6)  Under the "Colors" tab,  you can setup the system with different colors, font styles, etc.
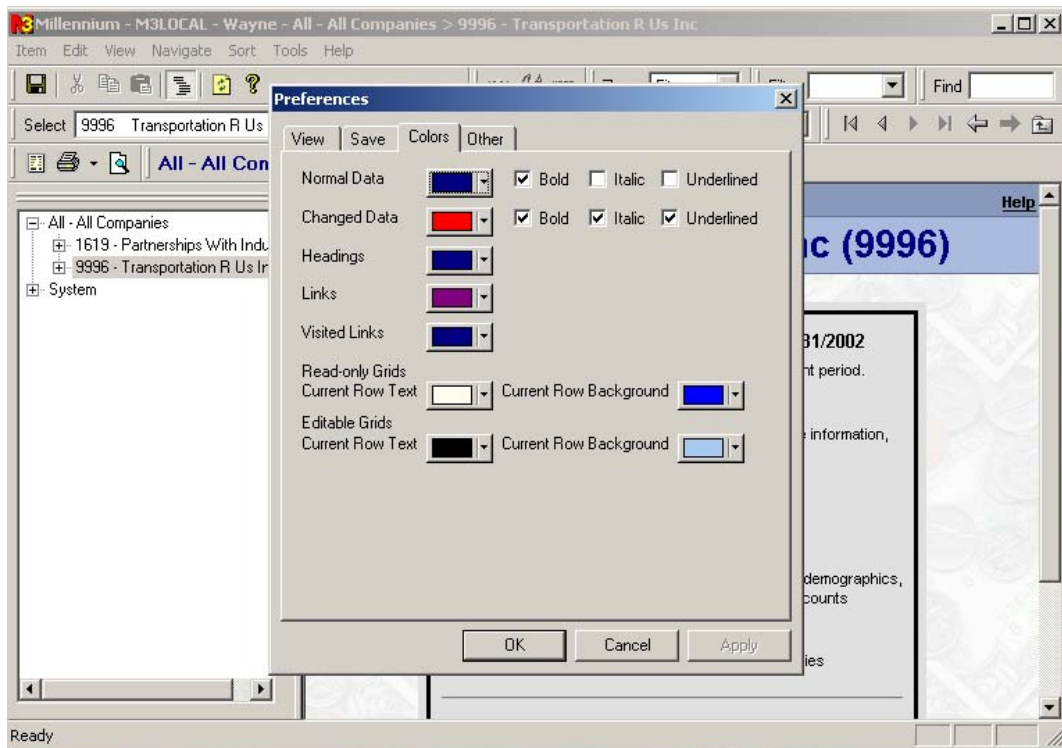


(7)  Finally, the "Other" tab can effect the speed of your system.  Under this tab, you define the automatic logoff period, setup the Auto Save features, and setup the Check Auto-Recalculate timing.  This last option determines how long it takes to calculate an employee's check in payentry.  For example, when you enter an employee's check information, do you wait for a while before the system does the calculation of gross to net?  On this tab, you can tell the system not to recalculate, recalculate immediately, etc.  Your setup of this tab will influence the response time of your system during payentry.