



Welcome To WebHelp

Hardhat, Inc. has created an online web resource to ensure that your experience with the Hardhat system is as seamless as possible. These help files provide instructions for each module, program, and many How To's. If you should have any questions or need additional support please call our office at 800-733-4671, email our support team at support@hardhatinc.net, or click on live support from the main menu of the Hardhat program to be connected to one of our support representatives. Be sure to sign up for our newsletter to stay up to date on all the latest Hardhat information by visiting our website www.hardhatinc.net

To Begin looking for the help file you are searching for simply look at the list on the left of your screen and select the topic of interest.



▽ Getting Started

- Introduction to Webhelp
- Login to System
- Main Menu Overview
- Basic Report Options
- Hardhat Forms Division
- Main Menu Toolbar Overview
- Dash Board Background Picture
- Skins
- Basic Toolbar Features

For example if you need to know how to run a Cash Receipt report, you would go to (Accounts Payable, Reports, and Cash Receipts)

▽ Accounts Payable

- ▷ Input
- ▷ Maintenance
- ▷ Reports
- ▷ Check
- ▷ Purchase Order

If you don't know what your topic is under or simply don't have the time to look, you can type in the topic on our (Search) bar and it will find the help file for you!



You can also change the list STYLE to A-Z so everything is listed alphabetically. When you do this it gives you a (Filter Keywords Search Bar) so you can type in the key word you are looking for.

Example: If you want to see all help files on reports you can type in reports.

☰ A-Z 📖

Filter Keywords

A

A/P Insurance Maintenance
A/P Vendor Maintenance
A/R Salesman Maintenance
About - Provides

B

Bar Overview
Billing
Item Maintenance

C

Center
Change
Company
Company on Hardhat
Contract Maintenance

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Once you find the help file you are searching for you can print it, so you can always have instructions right in front of you. When you have the help file selected just hit the print option at the top right corner of the screen.



