# NAVISION-ERP WORK FROM HOME (WFH)

**OFFICIAL COMPUTERS:** Official laptop users accessing NAV (already installed in system), follow the process below:

**Pre-requisites:** 

Hardware:

- Laptop/Desktop with Internet Connection

## Software:

- Chrome Browser

### Process:

- 1. Connect to Internet.
- 2. VPN client (software for network connectivity) need to be installed by IT
- 3. Connect the VPN client
- 4. Click on NAV shortcut and start using the application.

### **OWN COMPUTERS:** Users using home computers, need to follow below process

#### **Pre-requisites:**

Hardware:

- Laptop/Desktop with Internet Connection

#### Software:

- Chrome Browser

# Process:

- 1. Connect to Internet
- 2. Open the below link in chrome and login in with your existing credentials and start using the NAVISION.

https://navweberp.sterlingholidays.com/DynamicsNAV71/WebClient/

### **Refer snapshot below:**

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$\leftarrow$ $\rightarrow$ C $($ https://navweberp.sterlingholidays.com/DynamicsN	IAV71/WebClient/
	Sign in   https://navweberp.sterlingholidays.com   Username   shrii/vasudevan.k   Password   Sign in   Cancel

3. Post login with credentials, click on search button to refer all pages and reports.



4. Search the required page, application will load all relevant pages, double click and use the page.

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Ту	/pe p	bage or report name to start sear	ch:				purchase		]
	94	search results:	All	Reports and Analysis	Lists	Document	s Archive Administration Tasks		
		Name					Department		
	i.	InterState Sales and Purchases					General Ledger/Reports/VAT Reporting		
	<u>.</u>	IntraState Sales and Purchases					General Ledger/Reports/VAT Reporting		
	1	Purchase Book VAT					General Ledger/Reports/VAT Reporting		
		Purchase Invoices					Departments/Financial Management/Payables		
		Purchase Credit Memos					Departments/Financial Management/Payables		
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		Purchase Statistics					Financial Management/Payables/Reports	-	Ŧ
		Vendor/Item Purchases					Financial Management/Payables/Reports		
	- 1	Purchase Invoice Nos.					Financial Management/Payables/Reports		
		Purchase Credit Memo Nos.					Financial Management/Payables/Reports		

# Create shortcut on desktop:

To create shortcut, Open Chrome  $\rightarrow$  click on "... dots "  $\rightarrow$  More options  $\rightarrow$  create shortcut

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Create shortcut		Edit	Cut	Сору	Past	e

5. Give name as WEBNAV and save, Shortcut will be created on desktop.



6. Next time onwards click on WEBNAV shortcut and start using the NAV application.