TIP SHEET: GENERAL

IMPORTANT *TIME, FRUSTRATION,* **AND** *ALMOST LIFE SAVING* **TIPS IN MENU MODULE**

☐ Get a separate MENU Module username and password for each person using MENU Module and make sure that each person has a unique e-mail account.

☐ Once TDA activates your TX-UNPS account, log in to the system every month. Inactivity will lead to TX-UNPS account deactivation.

☐ Use Internet Explorer as your preferred web browser for MENU Module because MENU Module works best in Internet Explorer.

☐ Turn off your pop-up blocker when using MENU Module and set your account to accept pop-ups from the MENU Module webpage.

- Pop-up blocker will prevent you from performing necessary functions in MENU Module such as opening reports.

☐ If you encounter unexpected issues using MENU Module, try the following to correct the issue:

- Log out and log back into the system.
- Go back to the previous page and try again.
- Refresh the current page

☐ Check your "System Settings" before assuming that something is wrong with MENU Module. Some system settings may keep you from seeing or doing what you need to do.

- Adjust system settings in the "System" tab, "Management" folder, and "System Settings" subfolder.

☐ If you encounter "animals" in MENU Module, and the methods listed above do not work, review the "Roles and Permissions" section of MENU Module to determine if you have "permission" to perform the function that you attempted before seeing the "animals."

- Attempting to do something, that you do not have "permission" for can cause "animals" to appear in MENU Module.

☐ If you use a Microsoft Windows operating system, and you encounter unexpected issues using MENU Module, consider contacting your IT department to determine if a recent update is causing the unexpected issues.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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