
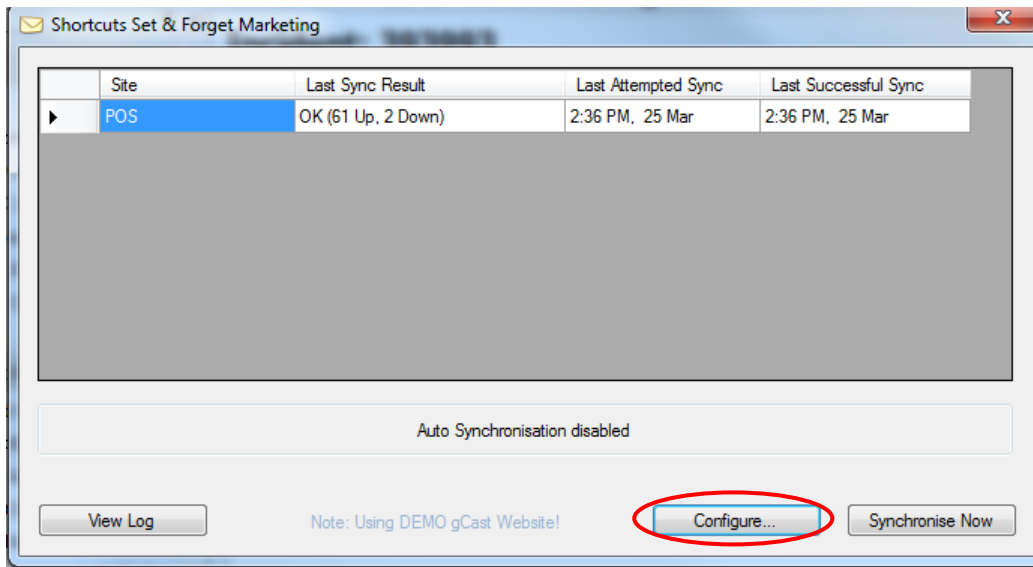


Important Notice for Set & Forget Marketing users!!

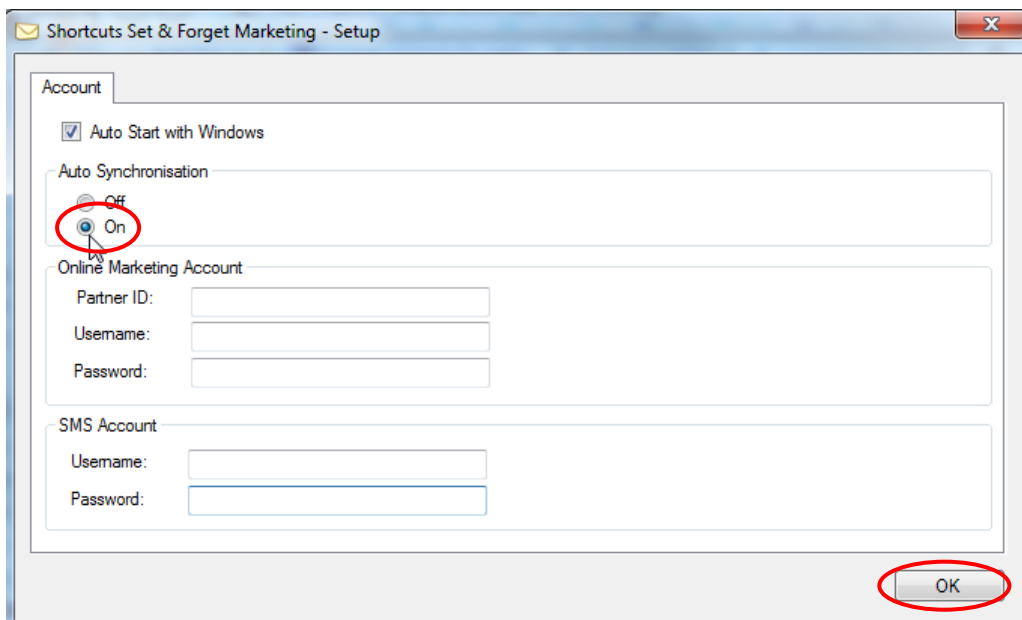
If you are using Shortcuts Set & Forget Marketing, you will need to perform the following additional steps after upgrading Shortcuts. **You only need to perform this procedure once!**

Setup Menu (Navigation Bar) → Configuration Icon → Region Setup (Configuration Bar) → Tax Icon

1. Restart your computer.
2. Once you have restarted the computer, double-click on the **Set & Forget Agent** icon in the Windows Taskbar.  The Shortcuts Set & Forget Marketing window will appear.
3. Click on the **Configure** button. The Setup window will appear.



4. Change the **Auto Synchronisation** option to "On".



5. Click the **OK** button, and you are done!

If you have any queries about applying this change, please don't hesitate to contact the Shortcuts Helpdesk on **1300 66 73 74**.