



GP Tips 'n' Tricks from Altico

There are dozens of little tips and tricks for using your Microsoft Dynamics GP system that can make your life ever so much easier. We'll be bringing you a new tip every month in the hope that you find them useful.

The resident Altico wizard presents your July 2009 GP tip:

Opening Record Notes with a Keystroke

We've heard that some Dynamics GP users bemoan the loss of a convenient keyboard function. Apparently, in older versions of GP, users could open record notes with a keystroke. Now, apparently, you need to take your hands off the keyboard and grab the mouse. Much less convenient.

Try this...click on Alt/F8 to start recording a macro while the desired window (say the Sales Transaction Entry window) is open. Name the macro. Next, use the mouse to open the appropriate Record Notes window. Once the Record Notes window is open, click on Alt/F8 again to stop the macro.

Next, in the Navigation Pane, add a Macro Shortcut. Point to the macro just recorded and assign a Keyboard Shortcut key to the shortcut.

That's it! Now as you type along, just hit the keyboard shortcut associated with the macro and POOF! The Record Notes window opens without using the mouse. Keep in mind, this macro ONLY works for the one window that was opened when it was recorded. If shortcuts are needed for other windows, they need to be recorded individually and assigned to different keystrokes.

And yes, other windows and functions can be opened with keystrokes by using macros.

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I'm NOT the resident wizard, but be that as it may, you're welcome to channel your questions through me.

Yours,

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