



Tips 'n' Tricks from Altico



There are dozens of little tips and tricks for using your Great Plains 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 August 2005 tip:

### **Store a SmartList Favorite in your Start-up Folder**

By storing one of your SmartList favorites in your start-up folder, your customized view of your data will appear upon logging in. Here's how to set it up.

From the navigation pane:

- Select the Shortcut Folder
- Click "Add"
- Select a SmartList Favorite
- Select your personal favorites from the list
- Click "Add"
- Click "Done"

The next time you log in, the SmartList will appear in the first window that opens.

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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