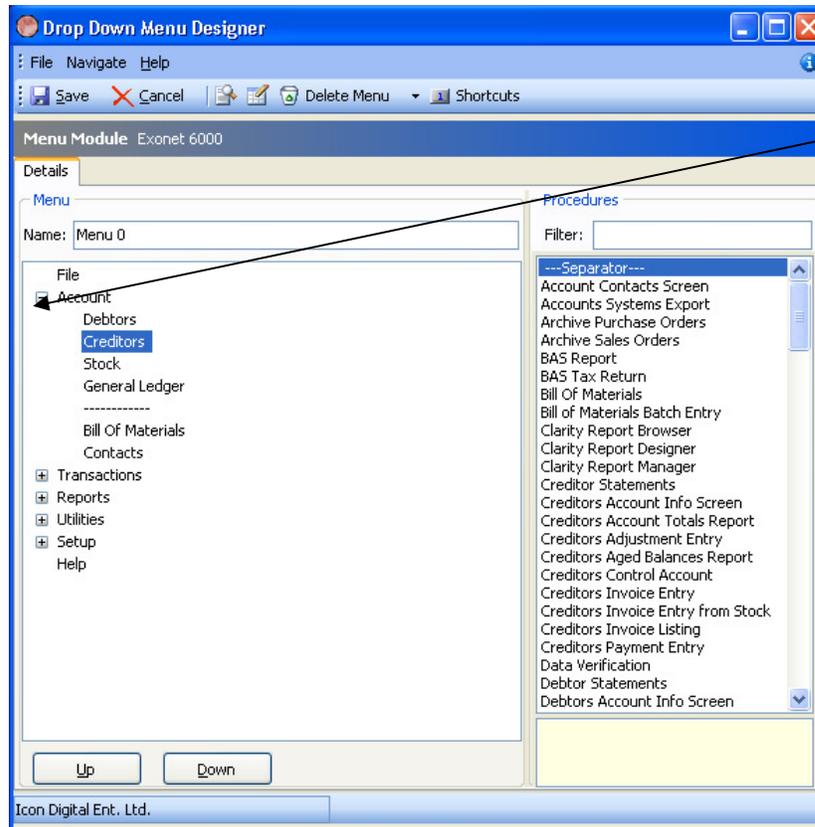


Exonet Tips and Tricks #7

Customising staff menus

Create menus for staff members quickly and easily, so that they only have access to the parts of Exonet that are appropriate for their needs.

Open Exonet and go to SETUP > SETUP MENU, then double-click the default Menu (in green)



Expand each menu list name to see the items in that column.

For example, click on the + symbol next to ACCOUNT to see all the items listed in the ACCOUNT section of the menu, in this example there are Debtors, Creditors, Stock, General Ledger, Bill of Materials and Contacts.

To remove any of the items in the ACCOUNT menu simply highlight it and click DELETE MENU.

Do the same for each of the other menus (TRANSACTIONS, REPORTS etc).

N.B. Once you have finished creating your new menu be sure to change the NAME of the menu (at the top of the window) before you save it!

Once the new menu is created, named and saved, you can then add it to staff profiles by selecting SETUP > SETUP STAFF

- Double-click on the staff member you wish to allocate the new menu to
- Select the new menu name from the drop-down list in their profile
- Save their updated profile and you are done

The new menu will then appear automatically when they next log in to Exonet (or immediately if they select FILE > REFRESH SETTINGS during their current Exonet session).