

Opera II—Top Ten User Tips

USING THE OPERA II TOOLBAR MORE EFFECTIVELY.....

Many users are not using the toolbar to its' fullest capability.

Before starting be aware that you get a useful 'tooltip' if you point your mouse at any toolbar icon.

.....The Copy Icon is very useful.....

Using the COPY icon. For example, if you ever need to setup a new company there are many files of information in existing companies that could make the setup of a new company much easier.

The chart of accounts can easily be copied from an existing company into the one you are busy creating.

How do you do this. You need to be in the 'receiving' company i.e. that data copied will be copied into the current company. If you want to copy a chart of accounts then you must go the NL/Maintenance/Accounts. When the form opens you will see that the "Copy" icon on the toolbar comes 'alive' (i.e. is not greyed out). Press this icon and you will be prompted to select from which existing company you want to copy.

..... This copy function works in a number of other places as well, for example VAT codes under System, or regions, territories etc under SL or PL Maintenance.

Help is very useful—it's the blue icon on the toolbar

Another useful toolbar icon is the **Print function**. In most places in Opera II when viewing transactions on the screen pressing the Print icon on the Toolbar will print the transactions. To do, is worth a 1000 words. Go to sales ledger/processing, then drill down to see the transactions and then press the print icon and inspect the output. It works for NL transaction as well which can be useful for reconciling accounts.

Finally try the icon where the tooltip says "**Always keep form on top**". When displaying for example the transactions for a debtor record press this icon. You are then able to select the main processing form but the window containing the transactions stays on top. As you scroll forward or backward through master records the transaction window stays on top which can save a lot of time. You can move the transaction window so you can see the list tab—this allows rapid switching to different accounts but always keep the transactions visible. Try it.

There are many more toolbar items. For some useful help press the 'blue question mark' on the Toolbar and go to 'Getting started', 'Toolbar'.

Pegasus MPower
Tip 4 of 10.

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▶ THE TOOLBAR

More information helps you use Opera II better which in turn helps the business do better.



Worth a try, we say!

The Help icon on the
Toolbar is waiting
to be pressed!!

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