

# Opera II—Top Ten User Tips

## The Favourites Bar

The Favourites Bar will speed up your navigation around the Opera II modules and also serve as a reminder for a particular workflow process that you perform. For example, you may create a group of items that relate to a month end process called Month End. By selecting the items from the navigator tree in the order that the process should be carried out, you can work down the list of items in the Group.

Right-mouse click on any menu item from the Opera II navigator tree and select 'Add to favourites bar'. A window displaying the Group name and Display name will open, giving you the opportunity to overtype these names with your own if you require.

You can also launch external applications from your Favourites Bar by adding application shortcuts to your Favourites Bar, such as Microsoft Excel, Word or Internet Explorer.

## Pegasus MPower Tip 7 of 10.

▶ 26 FEB 2009

▶ FAVOURITES BAR

Use it for greater efficiency and control.



Worth a try, we say!

**The favourites bar!**  
Use it for  
efficiency reasons

## Pegasus MPower

5 Conrad Drive  
Blairgowrie

Phone: 0027 11 326 2540

Fax: 0027 11 326 2829

E-mail: [info@mpower.co.za](mailto:info@mpower.co.za)

[www.mpower.co.za](http://www.mpower.co.za)

Pegasus  
**Mpower**

