

### How to add Function keys to an EXO Menu

User must have administrator access to perform this task

Note: Momentum can create customised solutions for you

Step 1 – Open Drop Down Menu Designer

Go to Utilities -> Set Up Staff / Menus -> Drop Down Menu Designer

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-							
Task Scheduler	Sales	Purchases	Stock	General Ledger	End of Month	Reports	Utilities
Set Up Staf	f / Menus 👻	Advance	d Configuration	1 🔻			
Setup and Main	itain Staff						
Drop- Down Me	enu Designer						
Debtors I	Utilities 👻	Credi	tors Utilities	-			

### Result

Drop Down Menu Designer is displayed

🔤 Drop Down Menu Designer 📃 🗖	×
: File Navigate <u>H</u> elp	1
1 New   🚰 Edit   🛅 🔄 🚽 🕒 🚺 🔺 🕨 M	
Menu Module EXO Business	
Search	
Program: EXO Business	
Menu Name	^
Exo Business Master	
Exo Business Default	≡
Administrator	



## Step 2 – Select the menu you wish to edit

Double-click the menu you wish to edit

Result

The selected menu will be displayed

Menu Module EXO Business	
Details	
~ Menu	Procedures
Name: Office Manager	Filter:
File	Account Contacts Screen Accounts Systems Export Analysis Codes Archive Purchase Orders Archive Sales Orders BAS Report BAS Tax Return Bill Of Materials Bill of Materials Bill of Materials

# Step 3 – Select the menu item you to which you'd like to add a Function Key

Expand the Menu category by clicking on the box, then right-click the menu item you wish to edit, then select Edit

- Menu				 
Name:	Office N	1ana	iger	
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	Debto	rs		
	Cred		Delete Menu Item	
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	Cont		Move Down	
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#### Result

The Menu Item box is displayed

Menu Item	
Procedure:	Debtors Account Info Screen
Caption:	Debtors
Parameters:	
ShortCut:	F7 💌
	OK <u>C</u> ancel

## Step 4 – Select the Shortcut Key

Select the Shortcut Key from the Drop Down List, then click OK

Menu Item	
Procedure:	Debtors Account Info Screen
Caption:	Debtors
Parameters:	
ShortCut:	F7 ▼ F9 F10 F11 F12 CTRL+F1 CTRL+F2 CTRL+F3 CTRL+F4

#### Result

The Shortcut is assigned

# Step 5 – Repeat Steps 3 & 4 for each menu item you adding a shortcut

Result

The Shortcuts are assigned



## Step 6 - Save the Menu

#### Click the Save button in the Drop Down menu designer

🏧 Drop Down Menu Designer	
: File Navigate <u>H</u> elp	0
🛃 Save 🗙 Cancel 🛛 🕾 📝 🕤 Delete Menu 🔹 🚸 Move Up	🕹 Move Down 🛛 🔟 Shortcuts
Menu Module EXO Business	
Details	
Menu	Procedures
Name: Office Manager	Filter:
File	Separator
Account	Account Contacts Screen

#### Result

The menu is now saved

## Step 7 – Repeat Steps 2-6 for each menu you need to change

Note: You can assign different Shortcuts for different menus

END

Momentum can create customised Solutions for you. Just contact our Support Team on 07 5479 1877