

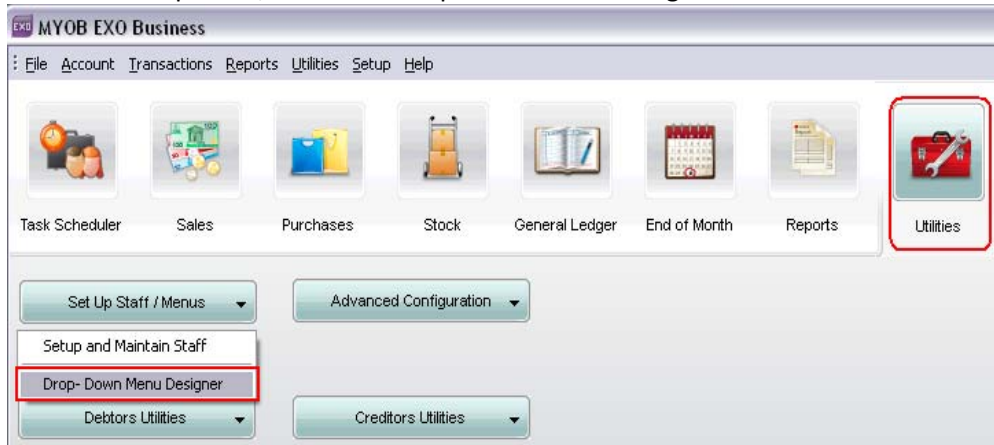
## How to add Function keys to an EXO Menu

User must have administrator access to perform this task

*Note: Momentum can create customised solutions for you*

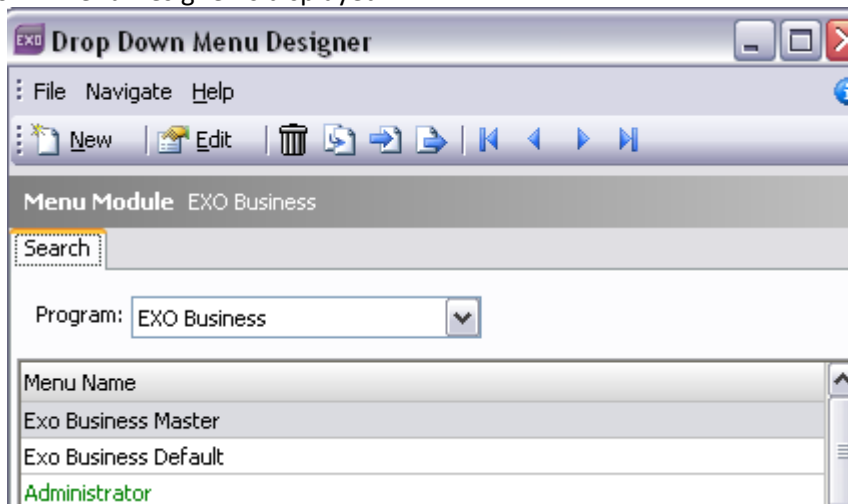
### Step 1 – Open Drop Down Menu Designer

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



### Result

Drop Down Menu Designer is displayed

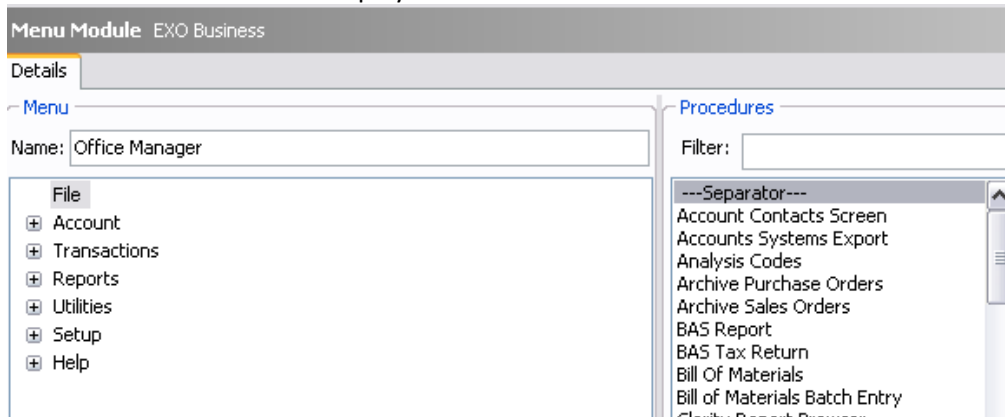


## Step 2 – Select the menu you wish to edit

Double-click the menu you wish to edit

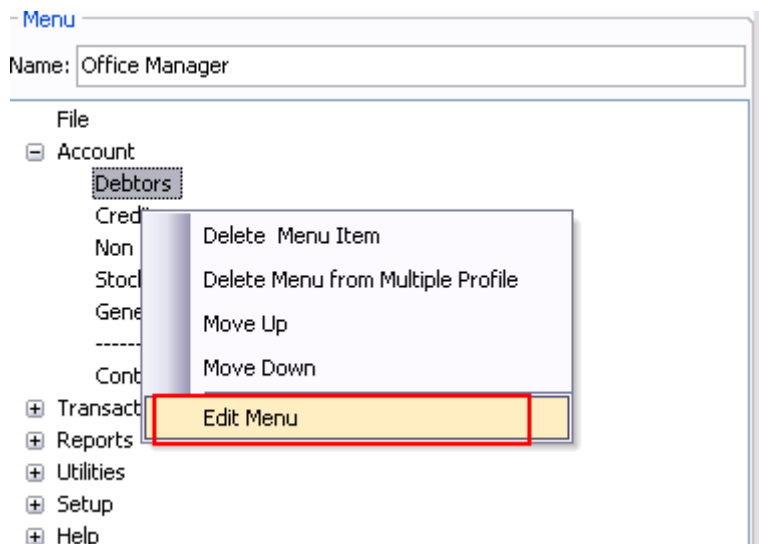
### Result

The selected menu will be displayed



## 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



**Result**

The Menu Item box is displayed

Menu Item

Procedure: Debtors Account Info Screen

Caption: Debtors

Parameters:

ShortCut: F7

OK Cancel

### 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

Cancel

**Result**

The Shortcut is assigned

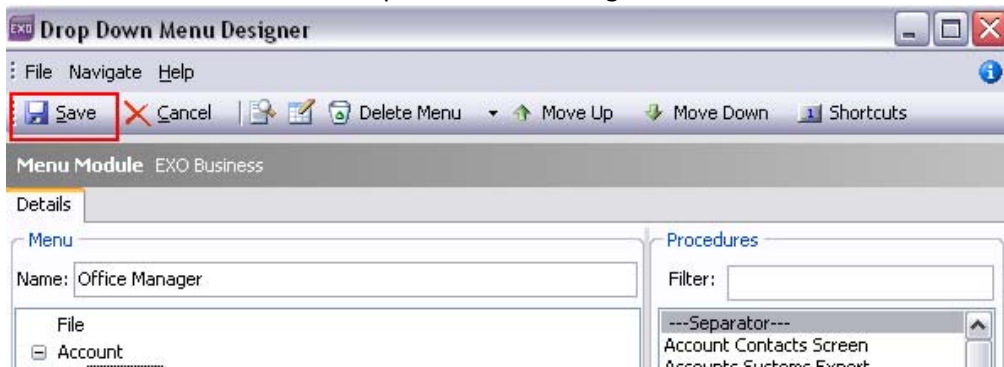
### Step 5 – Repeat Steps 3 & 4 for each menu item you adding a shortcut

**Result**

The Shortcuts are assigned

## Step 6 - Save the Menu

Click the Save button in the Drop Down menu designer



### 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