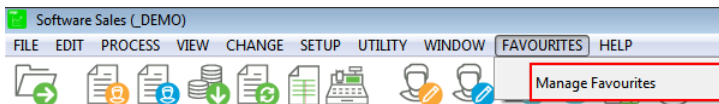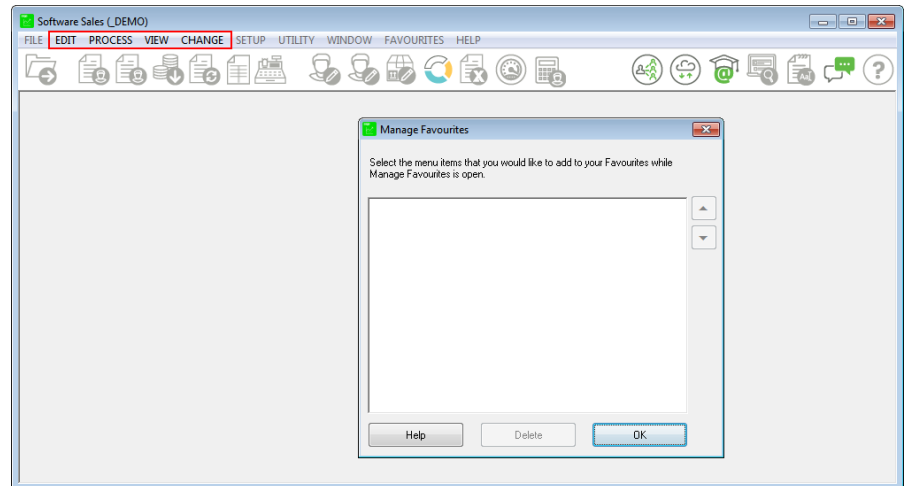# Cheat Sheet - Favourites

Features

- Add your favourite or most used Pastel options for easy access.
- Customise the order of the options for quick access.
- If you add a new favourite, you can edit the description. This is useful when you add two options with the same description such as Edit Categories. You can then specify if the category is for Inventory, Customers or Suppliers.
- The description field of a favourite option can handle up to 50 characters.
- You can set up a maximum of 15 favourites per user.
- Favourites are per user and are stored in the Accgnprm.dat file.
- The ''&'' is a flag so Pastel knows that the character to the right of the "&" can be used as a shortcut key to reach the particular favourite. Press Alt + A to invoke Favourites, then Alt + T for the Trial Balance. In the Favourites menu, the letter to the shortcut is underlined.
- Special characters are allowed in the description of the favourites.
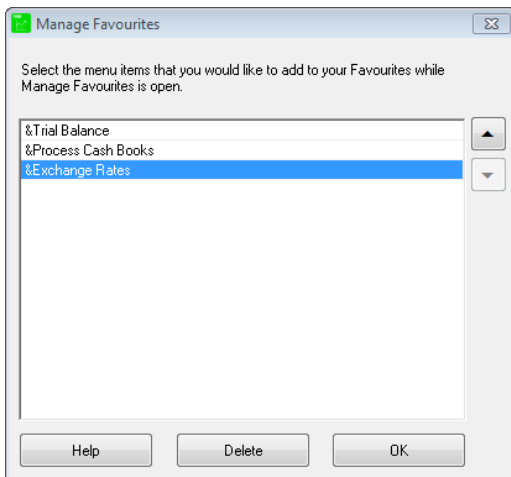
Adding options to Favourites
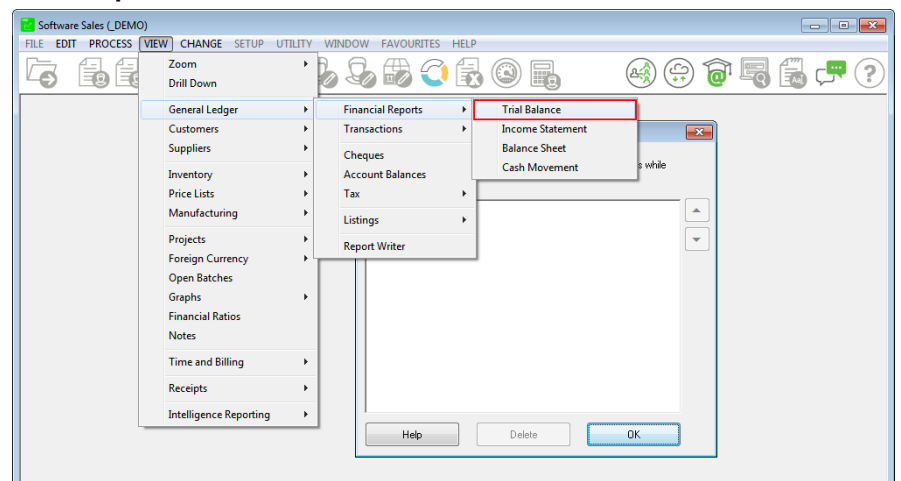
Select Favourites… Manage Favourites

Only options from the enabled menus can be added

You can move options up or down on the list and edit the description of the options

Select options to add

The Favourites menu is updated