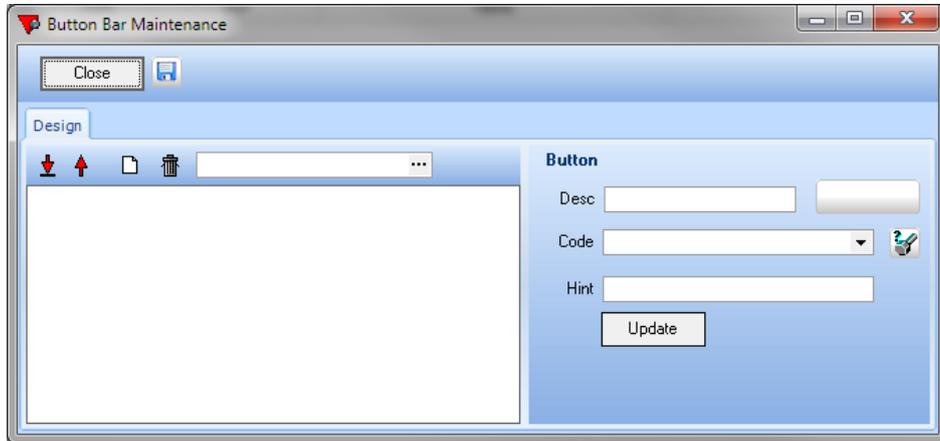


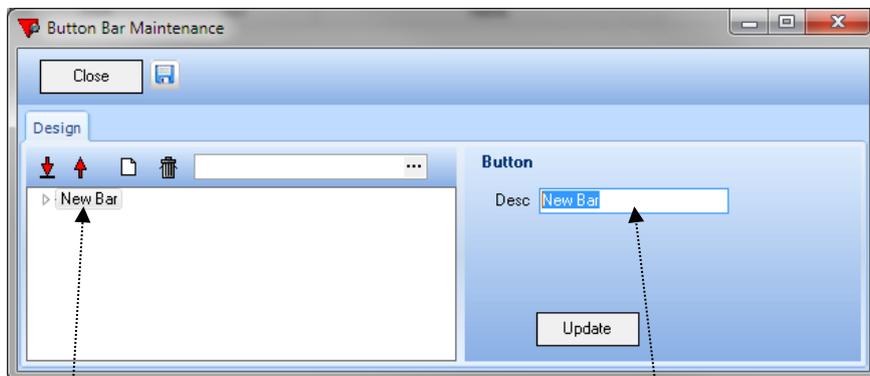


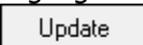
Go to General Maintenance \ Button Bar Maintenance from the  icon at the top left of the summary screen.



This is where you set up the button bar(s) that you see in the following screens:
Main Hire Items
Adjustment Items
Invoicing
Sub Hire / Purchase Order Items

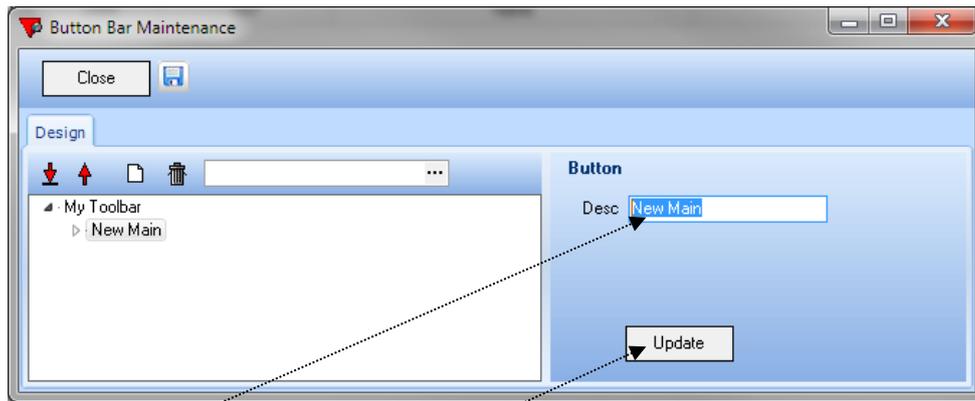
Click on the  icon to create a new bar.



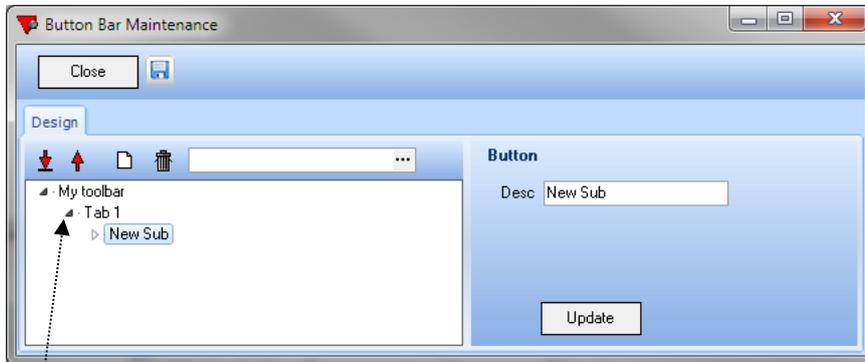
Highlight the new bar on the left hand side and then input a name for it and press the  button.



Press the arrow to the left of your toolbar name to expand the list.



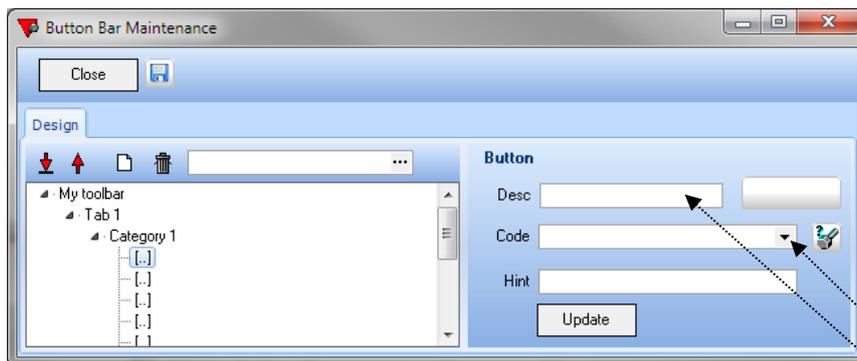
Rename New Main and press  .

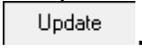


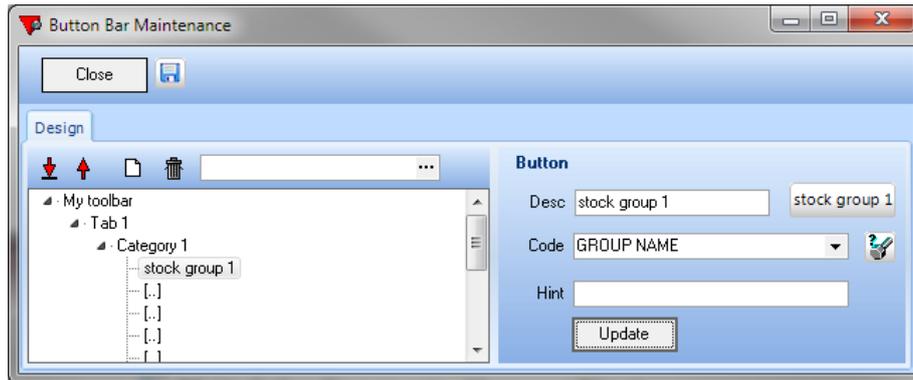
Now press the arrow to the left of your Tab Name to Expand this and see the Sub Topic.

Rename the New Sub in the same way as you did the New Main and press  .

If you expand your sub topic, you will then see 12 x [..]. These will be the buttons on your Sub Topic. Click on one so that you can assign a stock item / group to it.



To assign specific **group** to a button, type the description for your button in the **Desc** box, (keep this short – approx. 12 characters generally fits on one line), and then press the arrow to the right of the **Code** box and select the group you want. Now press  .



You can see a preview of your button to the right of *Desc*. If this does not fit well simply change the *Desc* and *Update*.

If you want a button to select a specific Stock Code there are 2 ways you can do this:

Type in a *Desc* and then Type in the *Code* manually;

Press the  button and search for the item you require. (This will fill in the *Desc* automatically but you can then change it if you wish.)

If you want to search certain parts of a description or code then you can use the % symbol as a wild card. For example - to search for all codes that have LI and 70 in them, regardless of the characters between those 2 strings, put LI%100 in the code box. Where LI denotes Linen and 70 is the size then the button will show all linen that you own that also has 70 in its' code/description.

If the code you have selected is a Top Code, all of the brackets and *'s can be removed apart from the first opening bracket.

If it is a normal stock code that has been selected then just leave the code as it appears.

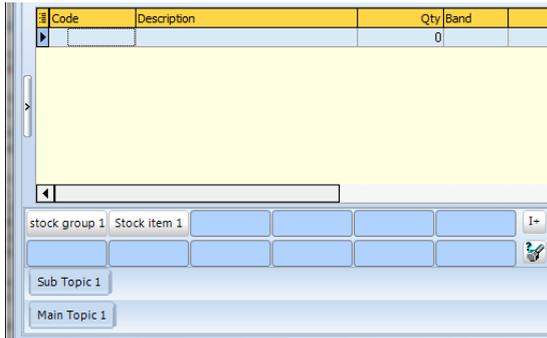
Again, you can change the description box to what you want to see on the button and you can see a button preview next to it as you type.

The hint text is the text you will see if you hover over the button in the booking screen so you can use this to help you if you can't fit a long enough description on the button.

YOU MUST PRESS THE  ICON (at the top next to Close) TO SAVE YOUR CHANGES.

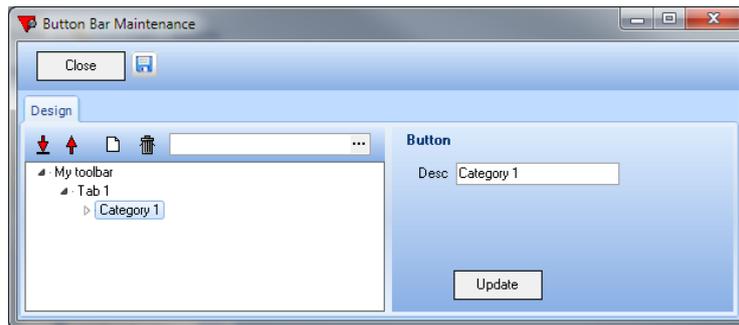


BUTTON BAR MAINTENANCE

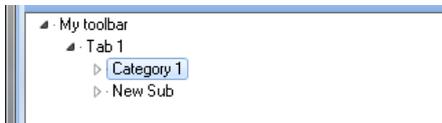


When you view this from the Main Items screen, you can see that you have two levels of tabs.

To add another tab at either level you need to go back to button bar maintenance.



Highlight a Tab that is at the level you want your new tab to be, in this case either Tab 1 or Category 1, and then press the  button at the top.



This will give you either a New Main or New Sub, depending on the level you selected.

Add as many Main and Sub Topics and buttons as you need. Remember,

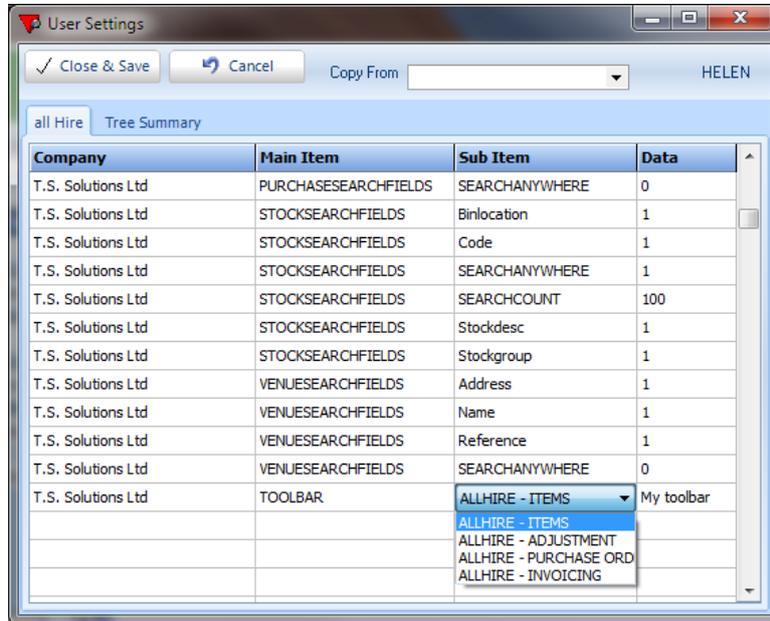
YOU MUST PRESS THE  ICON (at the top next to Close) TO SAVE YOUR CHANGES.



Once you have set up as many toolbars as you need, you can set which one you can see by default on which screen - Main Hire Items, Adjustment Items, Invoicing, Purchase Orders.



To do this click on the icon on the main toolbar.

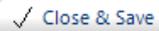


Click into the first column and select the company name.

In the second column select the type as '*Toolbar*'

From the third column select the screen you want to set the default for

From the final column select the name of the toolbar that you want to set as default.

There are the 4 areas shown that you can set the toolbars for, when finished press the  button.

Next time you open one of the selected screens you will see your selected toolbar displayed.