

## **January 2005 Tip of the Month**

### **Toolbar Icons**

You can add module icons to your main toolbar in Great Plains to allow for quick entry into the most used transaction and inquiry windows.

To add icons:

- Go to View/Toolbars
- Move your mouse over the series you'd like to add
- Click on the name of the module series
- You will see the icons appear in the upper right hand of your screen