

Advanced View Orders for Monsoon Stone Edge

By [Barney Stone Software](#)

Advanced View Orders (AVO) is an add-on for the Monsoon Stone Edge order management system. It replaces the regular View Orders screen with a new screen that retains the look-and-feel of version 5.9x, but with numerous improvements based on years of user requests and feedback, and designed to take advantage of today's larger screen sizes. AVO requires a minimum screen resolution of 1600x900. It will take advantage of larger screens when available.

For users of Stone Edge version 5.9x, AVO brings improved productivity by putting more information at the fingertips of your employees. For version 7.x users, AVO offers an alternative to Monsoon's new user interface with improved speed and user efficiency. Anyone who has used the 5.9x version of View Orders will need little or no retraining to use Advanced View Orders.

Overview

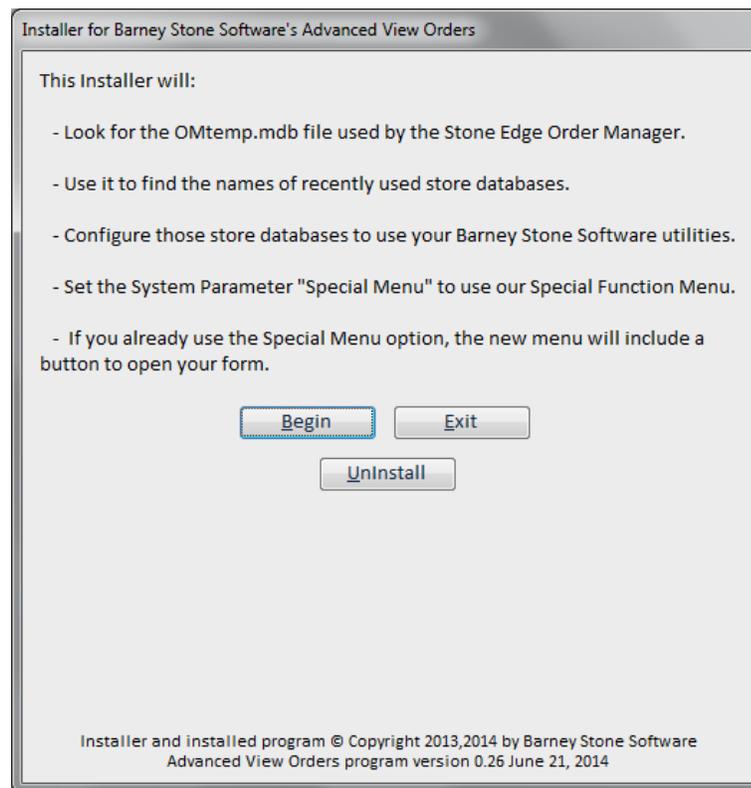
- The Advanced View Orders installer must be run separately on each of your computers. The first time you install it, tables will be added to your store file(s) and some system parameters will be changed. If you are not going to use Advanced View Orders on a particular computer, you do not have to run the installer on that computer.
- If you are using SQL Server data, the initial installation should be done by someone who is logged in to an account that has Create Table permissions in SQL Server.
- Each Stone Edge user can have their own settings for whether to use the regular View Orders screen or AVO, and how to configure AVO, or they can use the default company-wide settings. It only takes a minute or so to switch between using AVO and the regular View Orders screen.
- If you are using Advanced View Orders, it will replace the regular View Orders screen, so any Stone Edge function that accesses the View Orders screen (e.g. clicking View Order at the View Customers screen or the Multi Order Processor) will use Advanced View Orders instead.
- AVO also includes the Barney Stone Software Special Function Menu. An option labeled "BS Special Function Menu" will appear on the Stone Edge Main Menu (under Custom Add-ins in version 7.x.). Click that option to access the Advanced View Orders Setup screen.

Installing Advanced View Orders

The following process must be repeated on each computer where you want to use Advanced View Orders.

The installer is a Microsoft Access file called "BSS AVO Installer.mdb".

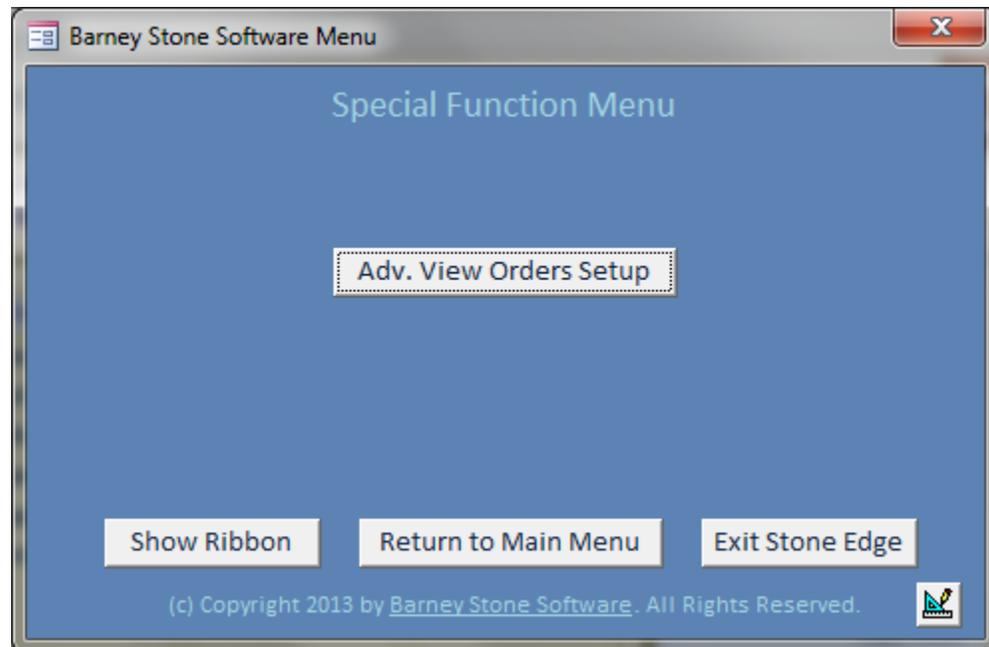
1. Download or copy that file onto a computer that you use to run Stone Edge.
2. NOTE: IF YOU ARE USING SQL SERVER DATA FILES, YOU MUST BE LOGGED INTO WINDOWS AS USER WITH "CREATE TABLE" PERMISSIONS DURING THE FIRST INSTALLATION! Once it has been installed on one computer, others can be done without Create Table permissions.
3. Make sure Stone Edge is not running. If it is, close out of it.
4. Open the installer (BSS AVO Installer.mdb). This menu will appear:



5. Click Begin to install Advanced View Orders.
 - The process will take up to a few minutes, depending on the number of Stone Edge store files you have.
 - A window in the menu will show you what is being done.
 - When the process is done, click OK to close the installer
6. If you re-install Stone Edge, you will have to re-run the AVO Installer, too.

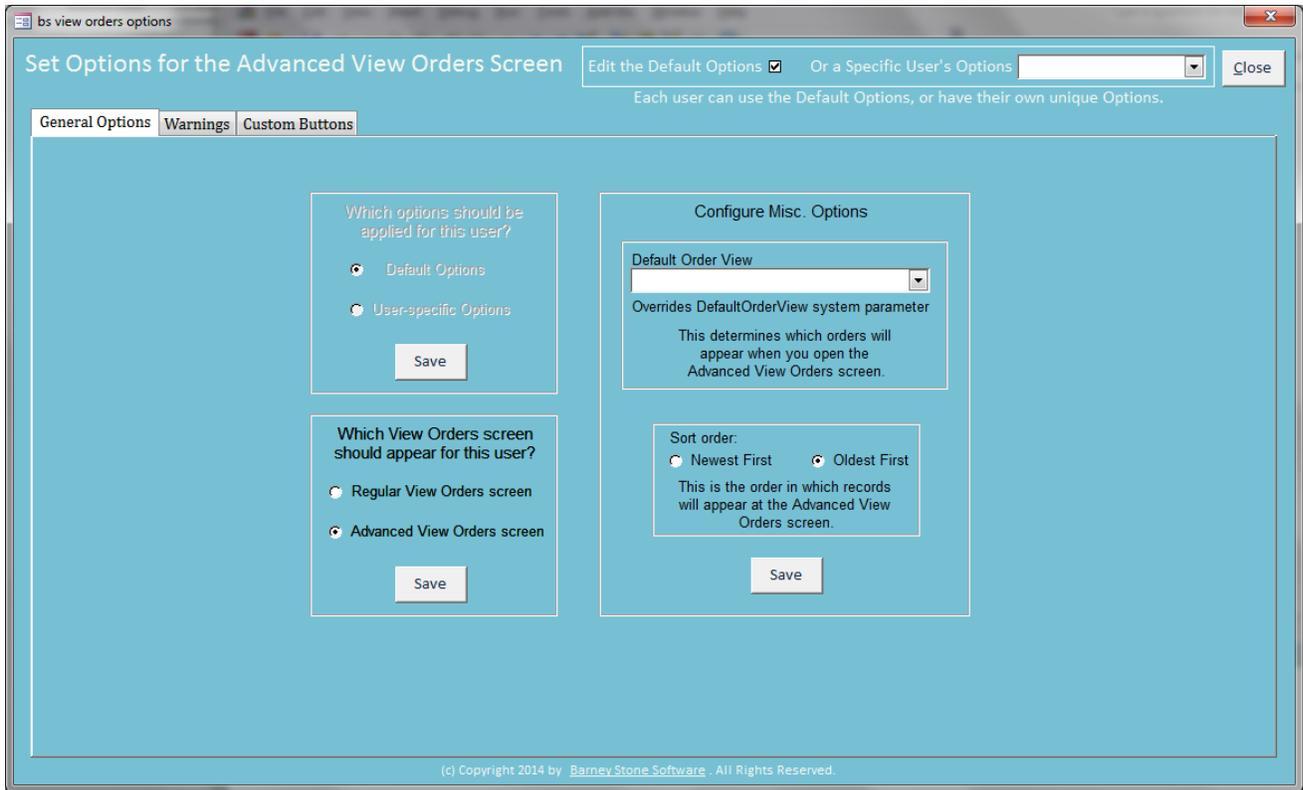
Configuring Advanced View Orders

1. Go to the Options screen for Advanced View Orders :
 - a. Go to the Stone Edge Main Menu
 - b. Stone Edge 5.9x: At the bottom of the Quick Clicks Menu, click “BS Special Function Menu”
 - c. Stone Edge 7.x: At the bottom of the “accordion” list on the left-hand side of the menu, click “Custom Add-Ins”. Then click “BS Special Function Menu”
 - d. The Special Function Menu will appear:



- If you previously used the system parameter SpecialMenu to create a link to a custom form on the Stone Edge Main Menu, there will be an additional button on the Special Function Menu for that purpose. Likewise, if you have previously installed any other Barney Stone Software products (Order Export Wizard, Quick Filter Wizard, etc.) there will be buttons for those add-ons as well.
- The Special Function Menu can have up to 10 buttons. Each button can open an Access form or call a VBA function. The Design button in the lower right-hand corner of the menu to open the screen that you can use to configure the Special Function Menu, including customizing it for individual users. For more information, see the Special Function Menu section at the end of these instructions.

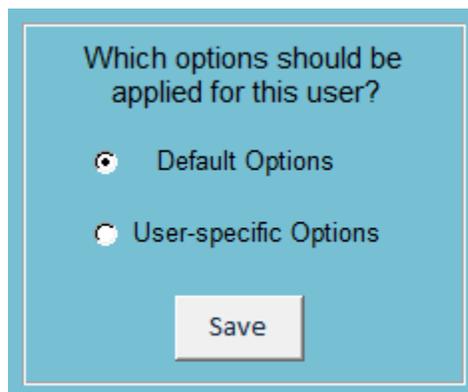
2. Click “Adv. View Orders Setup”. The View Orders Options screen will appear:



- There are company-wide default options. Each user can also have their own options that override the default options. At the top of the screen, either check Edit the Default Options or select a specific user from the drop-down list.

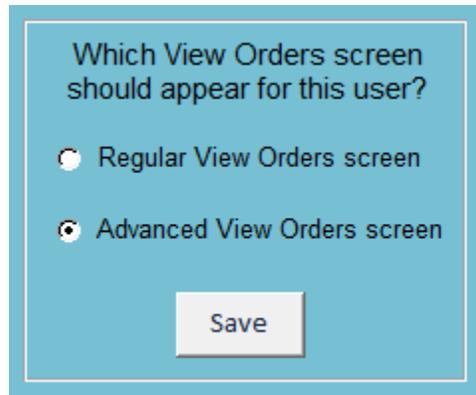
Default or User Specific Options?

If you have selected a specific user, select whether that user should use the default options or their own options, then click the Save button to save that setting:



Configure the General Options

- Select which version of View Orders should appear as the default or for the selected user, then click the Save button to save that setting:



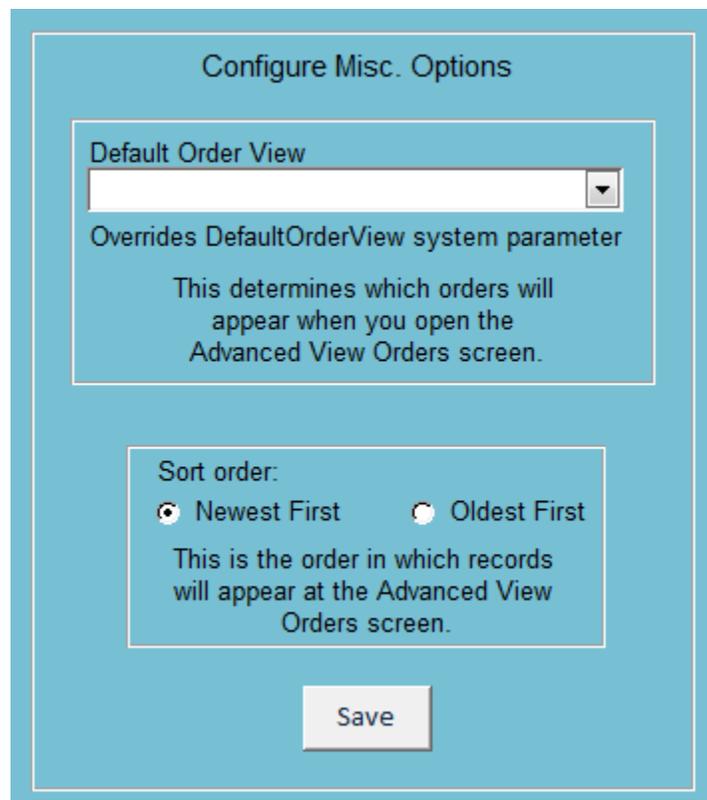
Which View Orders screen should appear for this user?

Regular View Orders screen

Advanced View Orders screen

Save

- Configure the Misc. Options for your defaults or the selected user, then click the Save button to save those settings:



Configure Misc. Options

Default Order View

Overrides DefaultOrderView system parameter

This determines which orders will appear when you open the Advanced View Orders screen.

Sort order:

Newest First Oldest First

This is the order in which records will appear at the Advanced View Orders screen.

Save

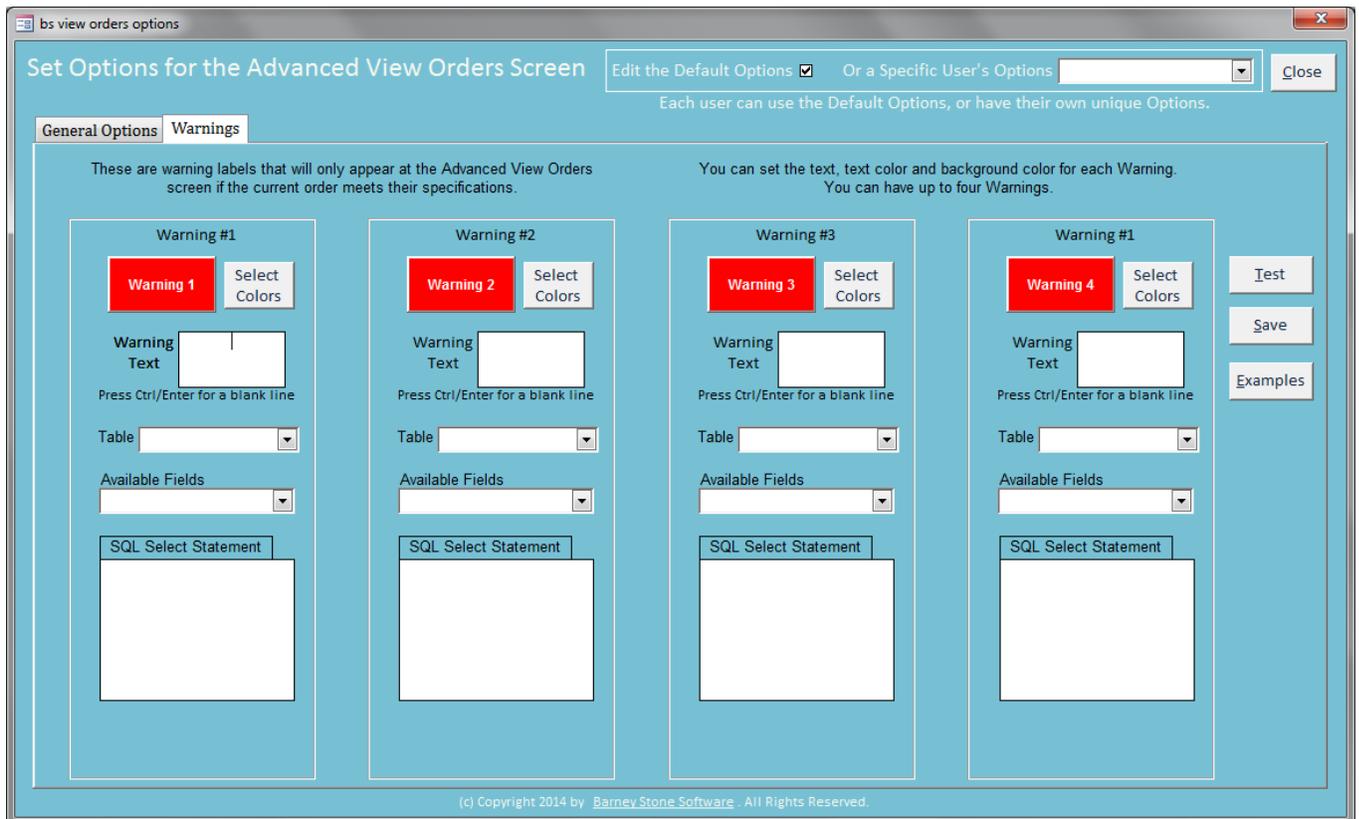
Warnings

Warnings are like a combination of Stop Lights and Approval Rules. They are boxes that appear on the Advanced View Orders screen when you are looking at an order that meets certain criteria. For example, you could have a warning that shows up if the current order is to be shipped to Alaska or Hawaii via an express shipping method. A second warning could appear if the order includes any items that require proof of age. Each configuration (default or individual user) can have up to four Warnings. You can set the color of the box and the text it will include for each warning.

NOTE: Creating Warnings requires some knowledge of SQL select statements. Examples are available to help you create them. If you need assistance, please contact Barney Stone Software.

To add a Warning:

- Select Edit the Default Options to add a Warning to the default options, or choose a specific user to add a Warning that will only appear when they are logged in to Stone Edge.
- Go to the Warnings tab.



bs view orders options

Set Options for the Advanced View Orders Screen

Edit the Default Options Or a Specific User's Options

Close

Each user can use the Default Options, or have their own unique Options.

General Options Warnings

These are warning labels that will only appear at the Advanced View Orders screen if the current order meets their specifications.

You can set the text, text color and background color for each Warning. You can have up to four Warnings.

Warning #1

Warning 1 Select Colors

Warning Text

Press Ctrl/Enter for a blank line

Table

Available Fields

SQL Select Statement

Warning #2

Warning 2 Select Colors

Warning Text

Press Ctrl/Enter for a blank line

Table

Available Fields

SQL Select Statement

Warning #3

Warning 3 Select Colors

Warning Text

Press Ctrl/Enter for a blank line

Table

Available Fields

SQL Select Statement

Warning #1

Warning 4 Select Colors

Warning Text

Press Ctrl/Enter for a blank line

Table

Available Fields

SQL Select Statement

Test

Save

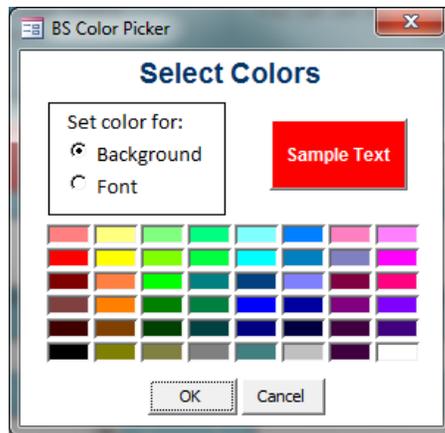
Examples

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- You can work on the Warnings in any order.
- To set the colors for a Warning, click Select Colors for that Warning.



- You can set both the background and the text colors for each warning.



- Select a color for the background.
- Then click Font and select the text color.
- When you have the colors the way you want them, click OK.
- The example will show the colors as they will appear in use.



- Enter the text for the warning. When you exit the Warning Text field, the sample above it will show the text as it will appear in use.

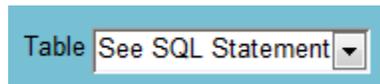


- Select the data table that contains the data you want to use for the Warning. For example, to base the Warning on shipping or address information, select Orders. To base it on quantity ordered, select Order Details. And so on.



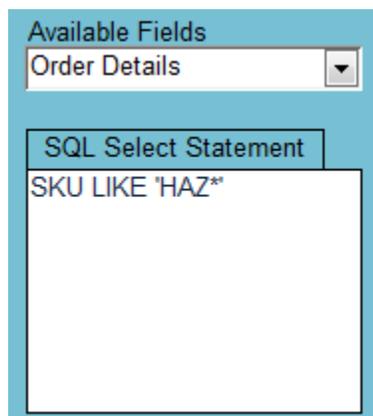
A screenshot of a form with a light blue background. It contains two dropdown menus. The first is labeled "Table" and is currently empty. The second is labeled "Available Fields" and is also empty.

- If you need to test data from more than one table, select See SQL Statement.



A screenshot of a form with a light blue background. It contains a dropdown menu labeled "Table" which is set to "See SQL Statement".

- Enter the SQL Select Statement for the Warning.



A screenshot of a form with a light blue background. It contains a dropdown menu labeled "Available Fields" which is set to "Order Details". Below this is a text area labeled "SQL Select Statement" containing the text "SKU LIKE 'HAZ*'".

- The list of Available Fields is there for your convenience, so you don't have to memorize or look up field names. You can select a field from the list, then copy and paste its name into the SQL Select Statement field.
- See the list of SQL statement examples below. You can also click the Examples button to see examples that you can copy and paste into the SQL Select Statement field.

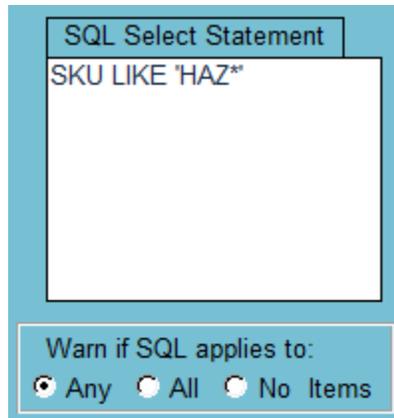
Examples of SQL Select Statements

Table	SQL Statement	Warn if SQL Applies To	Result
Orders	OrderDate > Date()-7	n/a	Orders from the last seven days
Orders	ShipState = 'HI' or ShipState = 'AK'	n/a	Orders shipping to Hawaii or Alaska
Orders	ProductTotal > 500	n/a	Original product total greater than \$500
Orders	Shipping='Next Day Air'	n/a	Shipping Method is Next Day Air
Orders	Shipping='Next Day Air' and (ShipState = 'HI' or ShipState = 'AK')	n/a	Shipping Method is Next Day Air, AND the order is shipping to Hawaii or Alaska
Order Details	SKU = 'ABC123'	Any	<u>Any</u> SKU in the order is ABC123
Order Details	SKU = 'ABC123'	No Items	<u>None</u> of the SKUs in the order are ABC123
Order Details	SKU LIKE 'ABC*' or SKU LIKE '123*'	All	<u>All</u> of the SKUs in the order begin with ABC <u>or</u> 123
Order Details	PricePerUnit > 100	Any	The unit price of any item is over \$100
Inventory	Discontinued = True	Any	Any item in the order has been discontinued
Inventory	QOH = 0	Any	Any item in the order is out of stock
Customers	DoNotShipTo = True	n/a	Customer is marked "Do not ship to"
Customers	Company = 'IBM'	n/a	Customer's company is IBM
Suppliers	SupplierName = 'Ajax Widgits'	Any	Supplier for any item in the order is Ajax Widgits
Suppliers	Suppliers.State = 'CA' (see Note 1)	All	The suppliers for all of the items in the order are in California
See SQL Statement	Shipping='Next Day Air' and [order details].SKU LIKE 'ABC*' (see Note 2)	Any	Shipping is Next Day Air and any SKU in the order begins with ABC

Note 1: Because there is also a State field in the Orders table, which is included internally by the program in all Warning tests, you have to specify the Suppliers table by using Suppliers.State in this example.

Note 2: Similarly, when the table is See SQL Statement and the statement includes fields from multiple tables, you need to specify the table for fields that are not in the Orders table, or that appear in Orders and any of the other tables in the SQL (e.g. [order details].SKU).

- If you selected a table related to line items (Order Details, Inventory, Suppliers or See SQL Statement), another option will appear below the SQL Select Statement field. That option lets you test for orders where Any line item in the order meets your selection criteria, where All line items meet your criteria, or where None of them do. Select the appropriate option for each Warning.



The image shows a form with a light blue border. At the top, there is a label 'SQL Select Statement' above a text input field containing the text 'SKU LIKE 'HAZ*''. Below the input field is a section titled 'Warn if SQL applies to:' with three radio button options: 'Any' (which is selected), 'All', and 'No Items'.

- Click the Test button to test the current set of up to four Warnings.



The image shows three buttons stacked vertically within a light blue container. The top button is labeled 'Test', the middle button is labeled 'Save', and the bottom button is labeled 'Examples'.

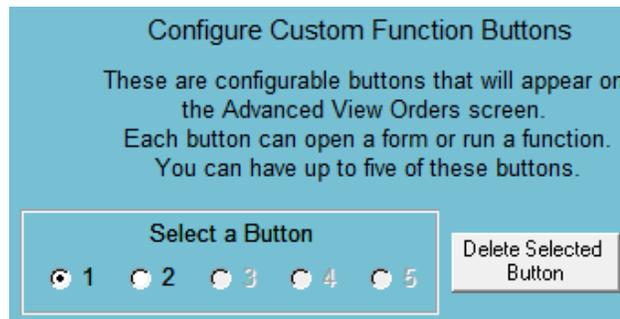
- Click the Save button to save the current set of Warnings.
- To Edit a Warning, simply make your changes, then click the Save button.
- To Delete a Warning, delete the Warning Text, Table and SQL Select Statement for that Warning, then click the Save button.

Custom Function Buttons

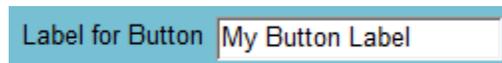
Setup Custom Function Buttons. Each configuration (default or user-specific options) can include up to five custom buttons. Each custom button can open an Access form or call a VBA (Visual Basic for Applications) function. **NOTE: Most users will *not* need custom function buttons.**

To add a custom button:

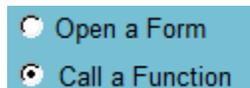
- Select Edit the Default Options to add a Warning to the default options, or choose a specific user to add a Warning that will only appear when they are logged in to Stone Edge.
- Go to the Custom Buttons tab.
- Select the button number to add. You must add the buttons in numeric order (first create button #1, then #2, etc.), so only the number for the next available button will be enabled.



- Enter the label (text) that you want to appear on the button.

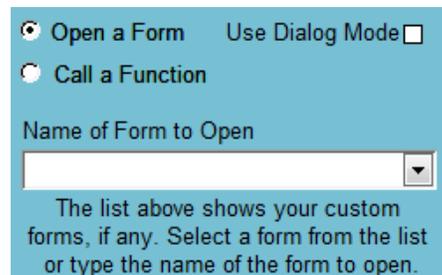


- Select whether the button should open an Access form or call a VBA (Visual Basic for Applications) function.



If you select Open a Form:

- Check Use Dialog Mode to open the form in dialog mode. In that mode, nothing else can be done until the form is closed again.



Open a Form Use Dialog Mode
 Call a Function

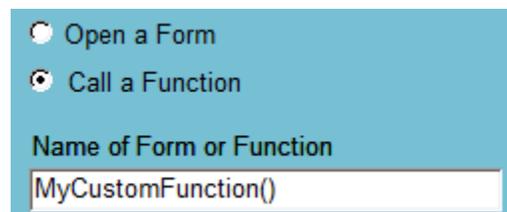
Name of Form to Open

The list above shows your custom forms, if any. Select a form from the list or type the name of the form to open.

- Select a custom form from the list, or type in the name of the form you want the button to open.

If you select Call a Function:

- Enter the name of the VBA function to call.

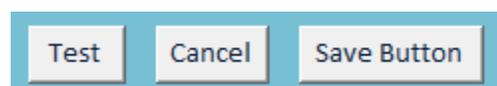


Open a Form
 Call a Function

Name of Form or Function

MyCustomFunction()

- Click the Test button to check your settings. CAUTION: Clicking the Test button will open the form or call the function. Be sure that you understand what that will do before clicking Test!

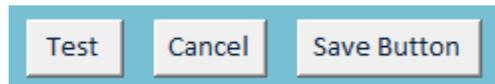


Test Cancel Save Button

- Click Save to save the new button.
- An example button will appear to show you what the button will look like. The example buttons are not functional (clicking them will not do anything.)

To edit an existing button:

- Select the number of the button you wish to edit.
- Make any changes that are needed.
- Click the Save button to save your changes.



To delete a custom function button:

- Select the number of the button you want to delete.
- Click Delete Selected Button.



Using Advanced View Orders

Advanced View Orders replaces the regular View Orders screen. It will appear if you are using the Default Options and they are set to use Advanced View Orders, or if you are using your own user-specific options, and they are set to Advanced View Orders. When using AVO, it will appear in Stone Edge wherever the regular View Orders screen normally appears.

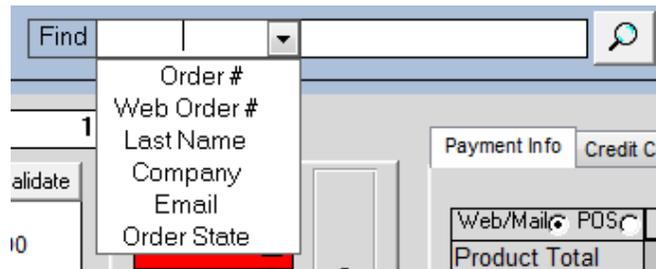
If you have used Stone Edge versions prior to 7.0, Advanced View Orders will look familiar to you, and you will only have to learn how to use a few new features. If your first experience with Stone Edge was with version 7 or higher, you will find that AVO puts a lot more information at your fingertips, and requires fewer button clicks for many operations.

The Top of the Screen

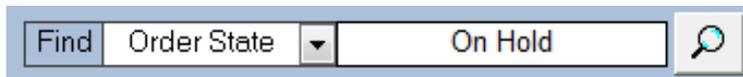
These are the functions available near the top of the Advanced View Orders screen

- Choose from the Quick Filter list to filter the current selection of orders.

- Use the Find drop-down list to quickly search for orders by Order #, Web Order #, Last Name, Company, Email address or Order State.



1. Select the field to search from the drop-down list
2. Enter the data to search for



3. Click the Search button (the magnifying glass)

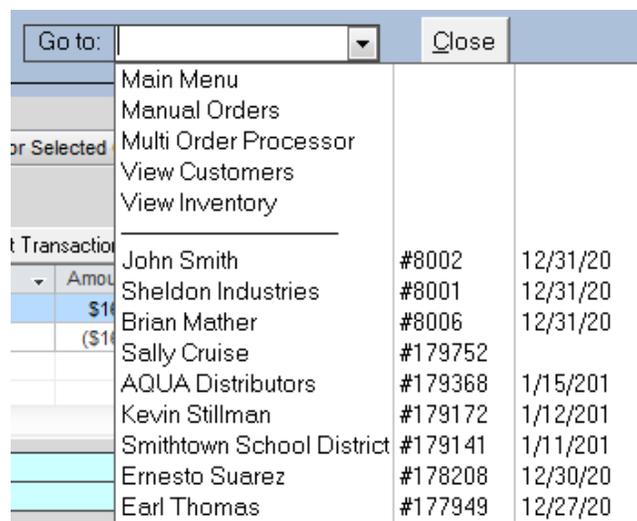
- Change the sort order. Click the left-hand button to display orders oldest first. Click the right-hand button to display them newest first.



- The Search, Approve, Print, Reorder and Cancel buttons have their normal Stone Edge functions.



- Use the Go To drop-down list for one of two purposes:



1. Go directly to any of the following screens:
 - Main Menu
 - Manual Orders
 - Multi Order Processor
 - View Customers
 - View Inventory
2. Go to a recently viewed order. The program will build a list of up to 10 most recently viewed orders. Select any of them to go directly to that order.

The Order Status Block

Approved

Complete

Cancelled

Status Send to Web

Order State

Order has: Drop Ships

Review Reasons

Comments

This area consolidates useful information about the current order in one place. It includes the following information about the current order:

- Whether it has been Approved
- Whether it is Complete (i.e., has no backorders)
- Whether the order has been Cancelled
- The Order Status
 - a. An Edit button (with the picture of a pencil) to change the order status
 - b. A Send to Web button for sending the current order status to your Web store(s)
- The Order State
 - a. An Edit button to change the State of the current order
- Whether it has any drop shipped items
- Whether there are any Review Reasons
- Whether there are any Comments

The Order Information Tabs

Web/Mail/POS		Original	Revised
Product Total			
Charges	Edit		
Discounts	Edit		
Coupon	Edit		
Tax	Edit		
Shipping	Edit		
Grand Total			
Expected Net			
Actual Net			

Date	Description	Amount	T

Pay Type	n/a	Referral		Edit
PO #		Terms		

- With the exception of the Totals for Selected Orders tab, these tabs contain fields and buttons with their normal Stone Edge functions.
- The Custom Fields tab will only appear if you have defined any custom order fields in Stone Edge.
- The Totals for Selected Orders tab lets you calculate, display and copy various totals for the current selection of orders.

Combined Totals for all of the Selected Records				
<input type="button" value="Calculate"/> <input type="button" value="Copy to Clipboard"/>				
# of Orders	Approved	Cancelled	Paid in Full	Balance Due
20	0	0	12	8
Orders with Any Drop Ships		Orders with Any Backorders		
18		0		

	Original	Revised
Product Total	\$29,549.89	\$27,488.29
Charges	\$4,894.09	\$10.30
Discounts	(\$604.96)	(\$605.96)
Coupon	\$0.00	(\$26.17)
Tax	\$0.00	\$24.89
Shipping	\$107.04	\$39.02
Grand Total	\$33,946.06	\$26,930.37
Expected Net	\$24,171.23	
Actual Net	\$3,684.30	

1. When you first go to this tab, or if you have changed the current selection of orders, all of the totals will be blank.
2. Click Calculate to generate the totals for the current orders.
3. To transfer the current totals to Excel, an email message, etc., click Copy to Clipboard. Here's how the data will look when pasted into Excel:

Example of order totals pasted into Excel:

	A	B	C	D
1	TOTALS FOR SELECTED ORDERS:			
2	Number of Orders	20		
3	Approved Orders	0		
4	Cancelled Orders	0		
5	Paid in Full Orders	12		
6	Balance Due Orders	8		
7	Orders with Any Drop Ships	18		
8	Orders with Any Backorders	0		
9	Product Total - Original	29549.89	Revised	27488.29
10	Charges - Original	4894.09	Revised	10.3
11	Discount - Original	604.96	Revised	605.96
12	Coupon Discounts - Original	0	Revised	26.17
13	Sales Tax - Original	0	Revised	24.89
14	Shipping Charges - Original	107.04	Revised	39.02
15	Grand Total - Original	33946.06	Revised	26930.37
16	Expected Net	24171.228		
17	Actual Net	3684.298		
18				

The Customer and Custom Function Button Block



- The Customer buttons perform their normal Stone Edge functions.
- When you move the mouse pointer over the block, it will expand vertically so you can see additional buttons:

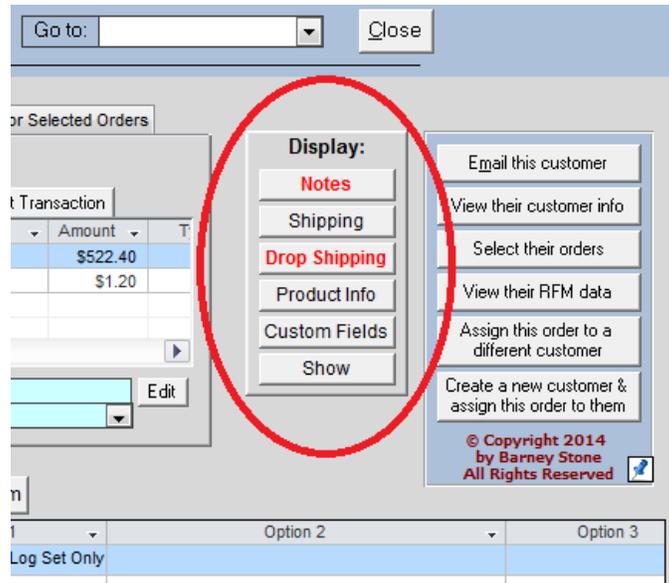


1. Zero to five custom buttons will appear, depending on your Advanced View Orders settings.
2. Click Recalc to re-calculate the totals, etc. for the current order.
3. Click Options to open the Advanced View Orders setup screen.
4. To keep the block open, click the pin icon. When you do that, an un-pin icon will appear so you can release the “pin” and retract the block again.

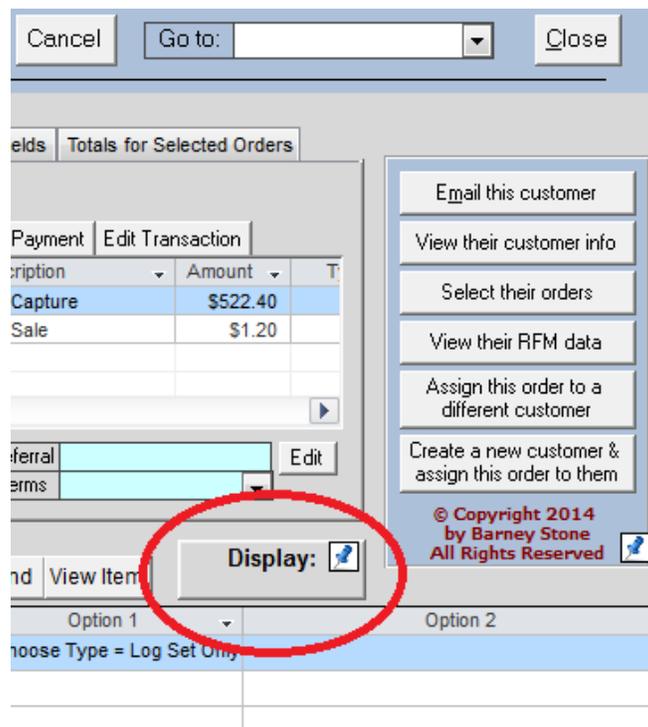
The Subform Display Block

Use the buttons on this block to display one or more “subforms” on the bottom portion of your screen.

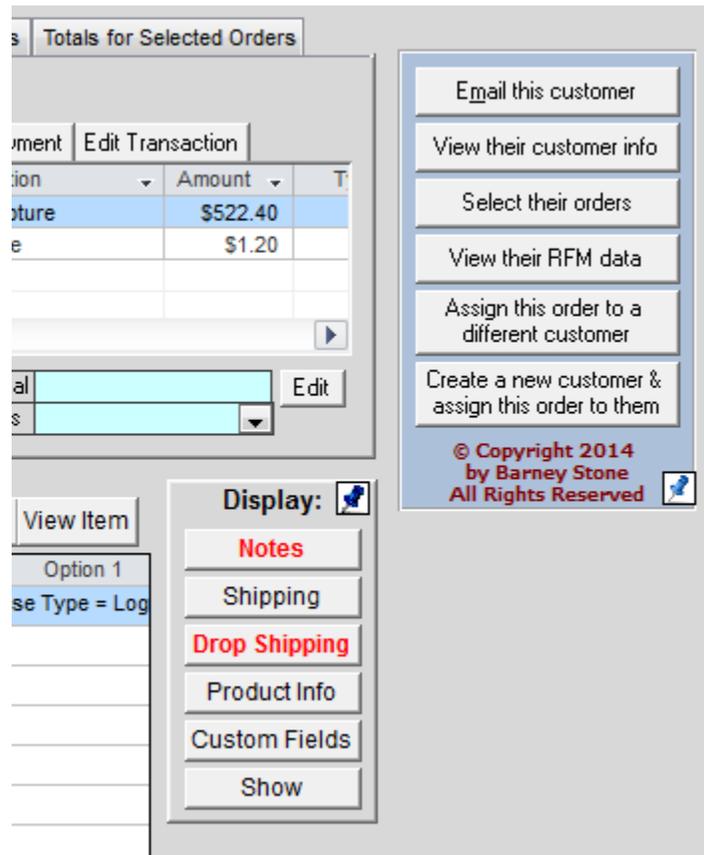
- Depending on the width of the Advanced View Orders window, the Display Block may appear in its upper position:



- Or in a lower position, where it starts out closed (with the buttons hidden):



- In the lower position, you have to move the mouse pointer over the block to expand it so you can see the buttons:

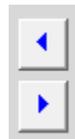


- To keep the block open, click the pin icon. When you do that, an un-pin icon will appear so you can release the “pin” and retract the block again.
- The Notes, Shipping and Drop Shipping subforms are similar to their corresponding subforms on the regular View Orders screen.
- The buttons for Notes and Drop Shipping will have red lettering if the current order has any notes or drop shipped items.
- The Custom Fields button will only appear if you have defined any custom order detail fields in Stone Edge.
- The Product Info subform displays most of the critical information from the View Inventory screen for the selected line item. This is one of the most useful features of Advanced View Orders!
- The Show button lets you temporarily show or hide the currently displayed subforms. When they are hidden, more space is available for viewing the line items for the current order.

- Depending on the vertical resolution of your screen and the size of the Advanced View Orders screen, you can display up to two or four subforms at the same time.
- For smaller screens:
 1. The first subform you select will use as much of the width of the screen as appropriate.
 2. If you add a second subform, the two forms will split the bottom of the screen evenly.
 3. You can use the arrow buttons on the right-hand side of the screen to move the vertical split to the left or right, changing the amount of screen space allotted to each subform.



4. If you click a third subform button, one of the two forms currently being displayed will be replaced by the new one.
 5. The Notes subform, if selected, always appears on the left-hand side of the screen
- For larger (taller) screens:
 1. The first subform you select will use as much of the width of the screen as appropriate.
 2. The second subform will appear below the first one, again using the full width of the screen.
 3. Adding a third or fourth subform will split one of the subform display areas in half.
 4. You can use the arrow buttons on the right-hand side of the screen to move the vertical split to the left or right, changing the amount of screen space allotted to each subform.



5. The Notes subform, if selected, will always appear in the upper left-hand position.

Warnings

Warnings will appear below the address blocks if they apply to the current order.

SOLD TO		Edit	Validate	SHIP TO		Edit	Validate
Phone		ID		Phone			
Email				Email			
Includes hazardous materials!		ProductTotal > 500					
Revise	Delete	Return/Exchange	Add line item				

Other Buttons

The other buttons on the form have their normal Stone Edge functions.

Revise	Delete	Return/Exchange	Add line item			
Fill Backorder	Force BO	Cancel BO	Hide Kit Parts	Qty. On Hand	View Item	

Uninstalling Advanced View Orders

- Get everyone out of Stone Edge.
- Run the Installer for Advanced View Orders.
- Click the Uninstall button.
- Repeat on each computer that is used for Monsoon Stone Edge.

The Special Function Menu

The Special Function Menu is included at no additional charge with most Barney Stone Software add-ons for Monsoon Stone Edge.

Monsoon Stone Edge can be configured to add an option to its Main Menu, and to open a custom form when that option is clicked. However, it is limited to a single custom form, and many users need more than that. We created the Special Function Menu to solve that problem. The Special Function Menu is included at no additional charge with all Barney Stone Software add-on programs. It can be used for any Barney Stone Software products that you purchase, plus your own custom forms and functions. It currently supports up to 10 buttons, each of which can open a form or call a custom function.

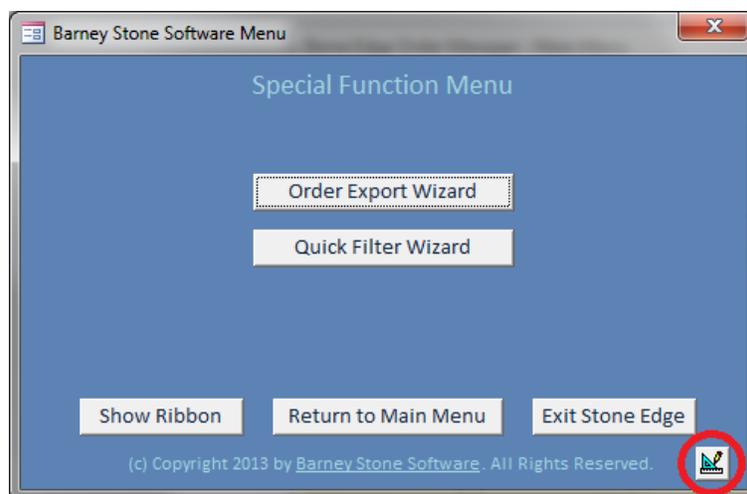
Configuring the Special Function Menu

NOTE: Most users can skip this section. It is only required if you want to customize the Special Functions Menu that is installed with Barney Stone Software products.

NOTE: If you have Monsoon Stone Edge's Security system turned on, only Admin group users will be able to create and edit Special Function Menus.

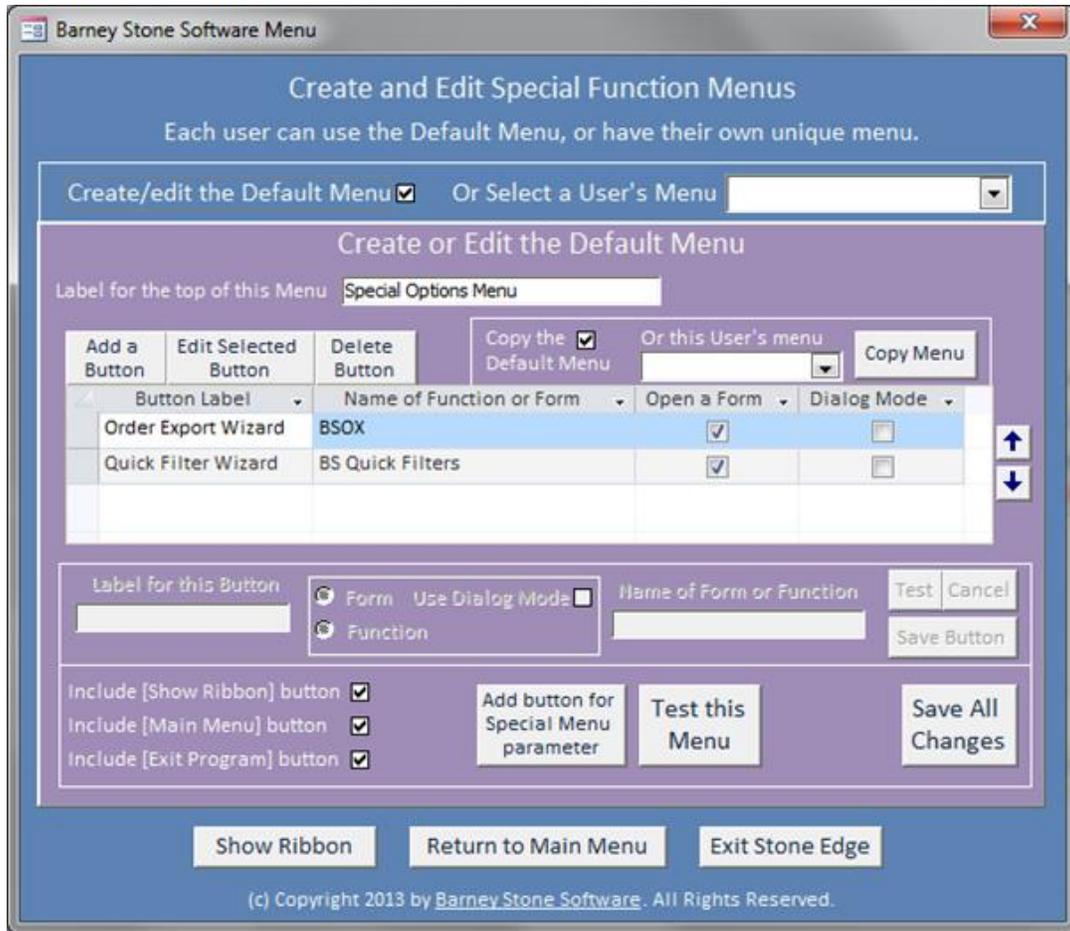
There are a number of options for configuring the Special Function Menu. In addition to adding your own buttons, you can control which buttons appear at the bottom of the menu (Show Ribbon, Return to Main Menu and Exit Stone Edge). You can create different menus for each Stone Edge user, and a default menu that will appear for any users that don't have their own special menu. And you can determine the order in which the buttons appear on the menu.

To create or edit Special Function Menus, open the Special Function Menu and click on the Design button in the lower right-hand corner of the screen:



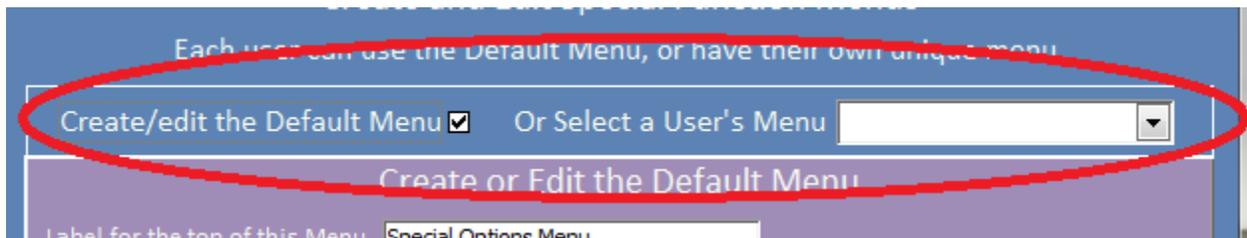
NOTE: If you have Monsoon Stone Edge's Security system turned on, only Admin group users will be able to create and edit Special Function Menus. The Design button will be hidden from other users.

The following screen will appear:



NOTE: When you are working at this screen, nothing gets saved until you click the Save All Changes button, even if you create and/or edit menus for multiple users!

Starting at the top of the screen, select which menu you want to edit:

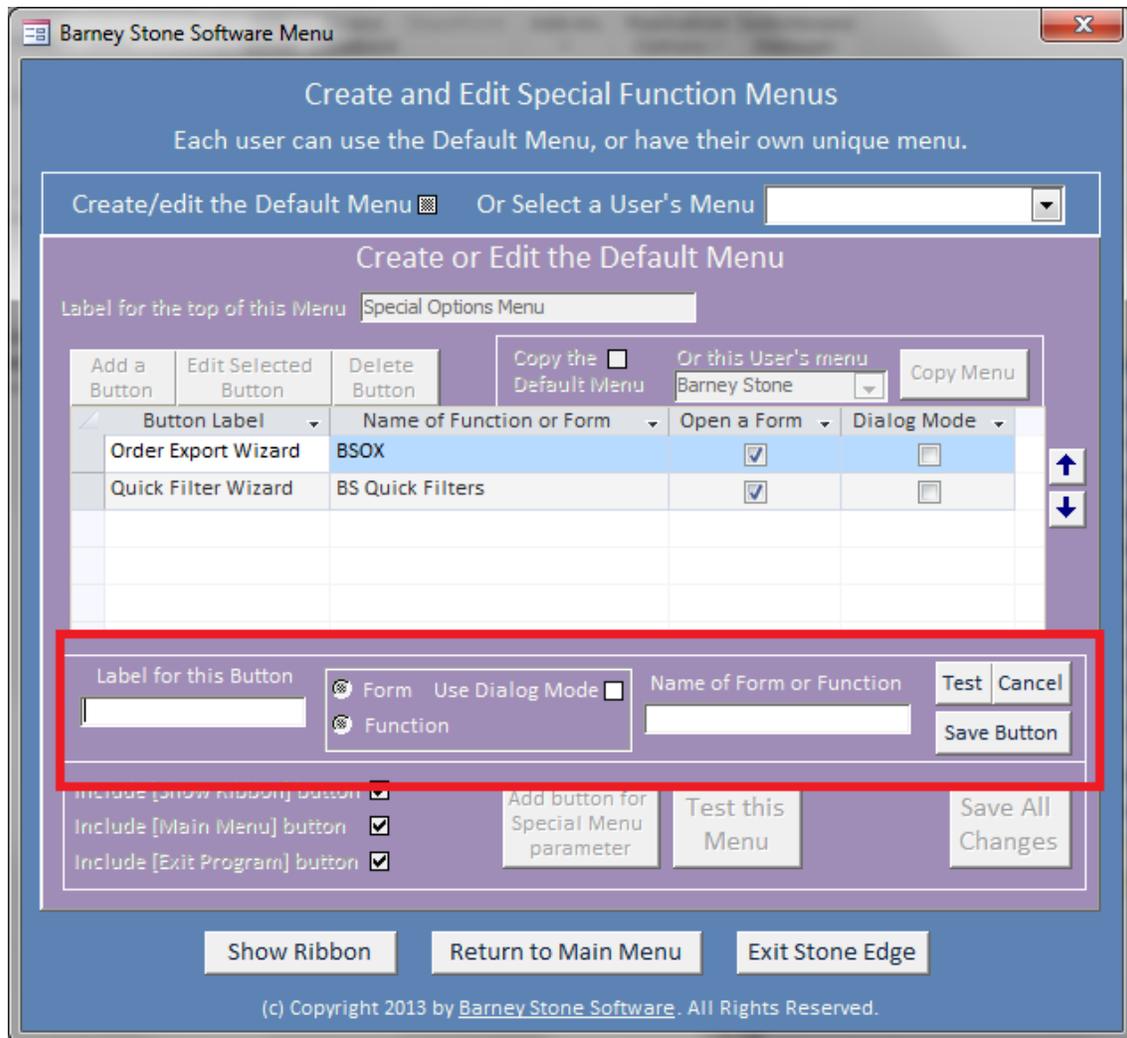


The names in the drop-down list on the right hand side are drawn from Stone Edge's security system. You can create a list of users there even if you do not have the security system turned on. See Monsoon's documentation for details on Stone Edge's security system.

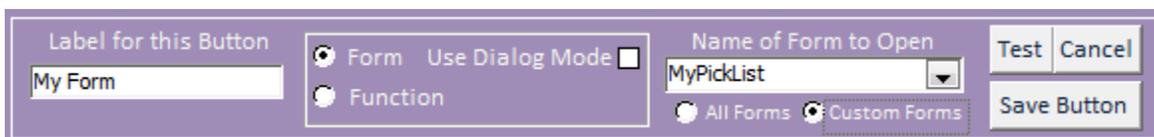
When you click the Default Menu option or select a user from the list, the screen will display that person's menu.

To Add A Button

Click [Add a Button](#). Then fill in the fields in the area below the list of buttons:



- Enter the text label that you want to appear on the button.
- Select [Form](#) to have the button open a Microsoft Access form.



- Check [Use Dialog Mode](#) if you don't want users to be able to do anything outside of the form while it is open.
 - Select the name of the form to open from the drop-down list. Use the options below the list to just show custom forms (as opposed to standard Stone Edge forms), or to list all of the forms in the current copy of Stone Edge.
- Or select [Function](#) to call a VBA (Visual Basic for Applications) function.

- Enter the name of the function that the button should call.
 - Function names can be entered with or without the trailing parenthesis.
 - Examples: MenuTest, MenuTest()
 - If necessary, you can also include parameters to pass to the function.
 - Example: MenuTest("ok")
- Click the [Test](#) button to see if the form will open or the function will be called properly.
- Click the [Cancel](#) button to cancel a new button or cancel any changes made to an existing button.
- Click [Save Button](#) to save the new or revised button.

NOTE: This button ONLY saves the TEMPORARY data. When you are ready, you must click Save All Changes to PERMANENTLY save your changes!

To Edit a Button

Select the button in the list, then click [Edit Selected Button](#):

Button Label	Name of Function or Form	Open a Form	Dialog Mode
Order Export Wizard	BSOX	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quick Filter Wizard	BS Quick Filters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
My Function	MyCall()	<input type="checkbox"/>	<input type="checkbox"/>

Then follow the instructions for adding a button, above.

NOTE: When you are working at this screen, nothing gets saved until you click the Save All Changes button, even if you create and/or edit menus for multiple users!

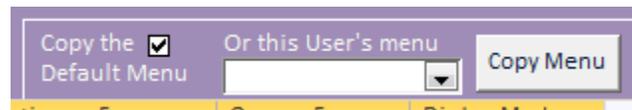
To Delete a Button

Select a button as shown above, then click [Delete Button](#).

NOTE: When you are working at this screen, nothing gets saved until you click the Save All Changes button, even if you create and/or edit menus for multiple users!

To Copy Buttons from Another Menu

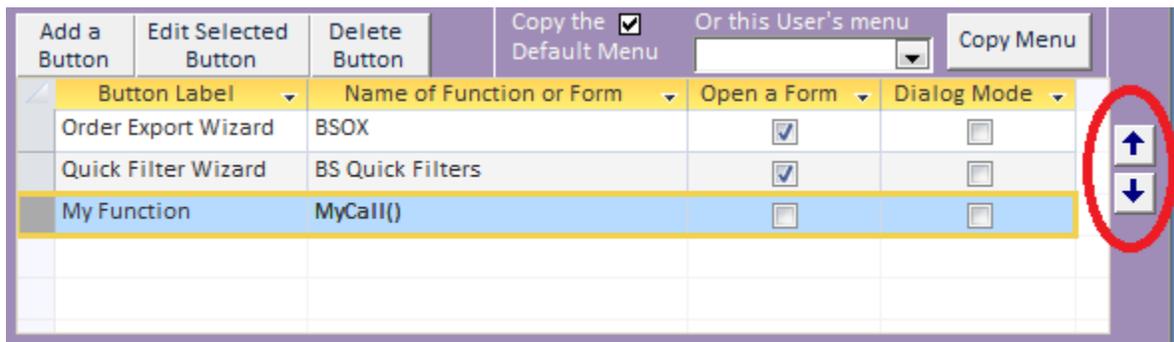
- Either check [Copy the Default Menu](#) or select a User's menu:



- Then click [Copy Menu](#)
- If there are already buttons in the list, the program will ask if you want to add the buttons from the selected menu to the current list, or replace the current list with those from the selected menu.

To Change the Order of Buttons on a Menu

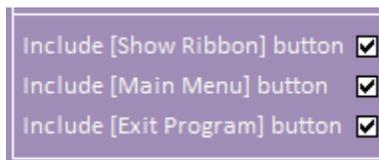
To change the order in which buttons appear on a menu, select a button in the list, then use the up and down arrow buttons on the right hand side of the list to move the selected button up or down in the list:



Button Label	Name of Function or Form	Open a Form	Dialog Mode
Order Export Wizard	BSOX	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quick Filter Wizard	BS Quick Filters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
My Function	MyCall()	<input type="checkbox"/>	<input type="checkbox"/>

To Control Which Buttons Appear at the Bottom of the Menu

Use these options:



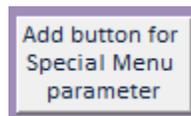
... to control which buttons appear at the bottom of the Special Functions Menu:



The [Show Ribbon](#) button can be used to display or hide the Microsoft Access “Ribbon” in Access 2010 or later. The other buttons are self-explanatory.

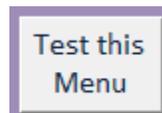
To Add a Button for your Original Special Menu

To add a button to open the form that the system parameter SpecialMenu was set to prior to installing your Barney Stone Software program, click this button:



To Test a Menu

To view the Special Functions Menu as it would appear based on the current settings, click this button:



To Copy a Menu

Load the menu that you want to copy by clicking the [Default Menu](#) option or selecting a user from the list. Make any changes that you need (if any). Then select a different person from the list of users. Click the [Save All Changes](#) button to save the menu as the new person’s personal menu.

To Save Your Changes

NOTE: When you are working at this screen, nothing gets saved until you click the Save All Changes button, even if you create and/or edit menus for multiple users!

To save all changes that you have made, click this button:

