AccountMate®

Manage Shortcut Pane

The AccountMate **Shortcut Pane** contains a **Folders** list that makes it much easier and convenient for you to organize and access the AccountMate functions, Windows applications and other programs, group shortcuts, most recent documents, and your favorite websites.

> **Note:** You can hide Shortcut Pane by clicking on the **<<** button on the upper-rightmost portion of the Shortcut Pane. A shortcut pane bar will then be displayed showing the most recently selected shortcut group as a caption. The icons of the shortcut groups that were maximized as folders in the shortcut pane will also be displayed in the shortcut pane bar.
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> Clicking on the **>>** button on the upper portion of the shortcut pane bar will display the Shortcut Pane.

When you install AccountMate, the system automatically creates the following folders in the Shortcut Pane:

My AccountMate Shortcuts
This folder contains the shortcut icons that you set up in order to quickly access various AccountMate functions.

My Group Shortcuts
This folder contains the shortcuts that are defined for the group to which you are assigned. These shortcuts allow quick access to the functions you use most frequently without going through the hassle of selecting the menu in the **Main Menu** toolbar and the particular function. The group shortcuts are defined for each company; thus, the group shortcuts displayed in the Shortcut Pane may change when you select another company. To access a particular AccountMate function, simply click the group shortcut that represents it.

You can neither add nor delete a group shortcut through the Shortcut Pane. The system automatically displays a group shortcut in this folder as you define the group shortcuts through the **Add Group** or **Edit Group** window in the AccountMate Administrator program.

> **Note:** See the **Create Shortcut Icons** section for the detailed procedures in creating shortcut icons in the AccountMate Shortcut Pane.

My Programs
This folder contains the shortcut icons that you set up in order to quickly access various applications.

My Recent Documents
This folder displays a list of the documents (e.g. Word, Excel, Powerpoint files, etc.) that you used most recently. With just a single click, you can open a file included in this folder. You can only open but not delete a document through this folder.

My Internet Favorites
This folder displays a list of the websites that you have set in your internet browser (e.g. Internet Explorer or Netscape Navigator) as your favorites. With just a single click, you can access a website included in this folder. You cannot delete a website from your Favorites list through this folder. Deletion must be done through the Internet browser that you are using.

> **Notes**: If you are using a Windows NT operating system, the **My Recent Documents** and **My Internet Favorites** folders in the AccountMate Shortcut Pane will be empty.
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> You cannot delete any of the system-predefined folders in the Shortcut Pane.

When you right-click on any of the five system-predefined folders in the Shortcut Pane, the system displays several options as follows:

Collapse/Expand

If the folder is expanded, the **Collapse** option will be available. When you select the **Collapse** option, the system automatically hides the contents of the folder. If the contents of the folder are hidden, the **Expand** option will be available. When you select the **Expand** option, the system automatically shows in the Shortcut Pane all the contents of the folder.

Expand All

If you select this option, the system will expand not only the selected folder but also the rest of the folders in the Shortcut Pane.

Collapse All

If you select this option, the system will hide not only the contents of the selected folder but also the contents of all the available folders.

Organize Shortcut Pane

When you select this option, the system will display the **Organize Shortcut Pane** window that allows you to organize the Shortcut Pane's folders. The **Organize Shortcut Pane** option will only display the folders and contents of the currently selected shortcut group and any of the folder that it contains.

Import Desktop Shortcuts

When you select this option, the system will display the **Import Desktop Shortcuts** window that allows you to import shortcuts from the desktop to the Shortcut Pane.

*Note: The options available in the pop-up menu will vary depending on the currently active or selected shortcut. For example, the **Import Desktop Shortcuts** option will appear if you select **My Programs** but not if you select **My AccountMate Shortcuts**.*

In addition to the above options, both the **My AccountMate Shortcuts** and **My Programs** folders provide the following:

New

Select this option if you want to add in this folder a shortcut icon for an AccountMate function, add a shortcut icon for any other applications, or add a new folder in the Shortcut Pane.

When you select the **New** option, the system displays three other options as follows:

AccountMate Function

Select this option if you want to create a shortcut icon for an AccountMate function. When you select this option, the system displays the **Create AccountMate Shortcut** window where you can define the functions for which you want to create shortcut icons in the Shortcut Pane.

Program Shortcut

Select this option if you want to create a shortcut icon for any AccountMate or non-AccountMate applications. When you select this option, the system displays the **Create Program Shortcut** window where you can browse and select the applications for which you want to create shortcut icons in the Shortcut Pane.

Folder

Select this option if you want to create a new folder in the Shortcut Pane. When you select this option, the system automatically creates a new folder in the Shortcut Pane. You may rename the default folder name which is New Folder.

Delete

Select this option if you want to delete the highlighted folder. When you select this option, the system displays a message requesting your confirmation to delete the folder. Click the **Yes** button to confirm deletion; otherwise, click the **No** button.

Rename

Select this option if you want to rename the selected folder. When you select this option, the system automatically highlights the folder name and makes it accessible for editing. Enter the desired folder name.

*Note: The **Delete** and **Rename** options are not available for any of the main shortcut group or folder. These will only be disabled when you right-click on any of the main shortcut group's subfolders.*

Properties

Select this option if you want to know the folder's properties. When you select this option, the system displays the **Shortcut Properties** window where you can view the shortcut's properties.

Both the **My Recent Documents** and **My Internet Favorites** folder also provide an additional option:

Refresh

Select this option to update the list of the files or websites displayed in the **My Recent Documents** or **My Internet Favorites** folder, respectively.

If you want to configure the contents of the Shortcut Pane, click on the **Configure buttons** option at the bottom-right portion of the Shortcut Pane. You can select from the following options:

Show More Buttons

Select this option to maxmize the left-most button so that its folder name appears in the Shortcut Pane.

Show Less Buttons

Select this option to minimize the bottom folder so that only its icon appears as a button in the Shortcut Pane.

Shortcut Pane Options

Select this option to display the **Organize Shortcut Pane** window.

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