



GUI Navigation/ SpeedSearch Online Training

- **Getting Started**
 - Navigation Methods

- **Menubar Options**
 - File
 - ◆ Reports
 - ◆ Printer Selection
 - ◆ Change Password
 - Favorites
 - Help

- **Toolbar Options**
 - Archive Folder
 - Help (alternate method of access)
 - Options Change Based on Task

- **SpeedSearch**
 - Look-ups
 - ◆ Customer
 - Customize
 - ◆ Vendors
 - ◆ Inventory
 - ◆ Generic Database Look-up
 - Export to Excel
 - Accounting
 - ◆ Customer Profile
 - ◆ Vendor Profile
 - ◆ General Ledger
 - Distribution
 - ◆ Non-Stock
 - ◆ Pricing Inquiry

- **Output Manager**