Creating a Quickpick Button

What you need to know:

a) This procedure is meant to provide a quick and easy way for you to access your most commonly used web pages, forms and reports.

b) Quickpick buttons only require one click to open the web page, form or report (instead of double-clicking on the form, folder or report in the right hand window pane).

PROCEDURE

FAMIS Navigator Pane

1. In the FAMIS 8i Navigator pane, click on the web page, form or report that you want to add to a Quickpick Button. (Note: it should be highlighted after you click)

2. Right-click the highlighted web page, form or report
3. **Select Add Quickpick Button**

Add Quickpick Button

Do you want to add a Quickpick button for this menu application?

OK Cancel

4. The Add Quickpick Button dialog displays.

5. Select OK, the blank button displays in the left pane.
Creating a Quickpick Button

Left-hand FAMIS Navigator Pane

6. Right-click on the blank button and select Edit Button…

7. Select Next (the default selection should be correct).
8. In the Button Label field, enter a name for the button (Tip: Enter a name that you will recognize when referred to later).

9. Click Finish

10. You will see the button label on the left of the navigation pane. Done.