

TIPS AND TRICKS

OCTOBER 2017

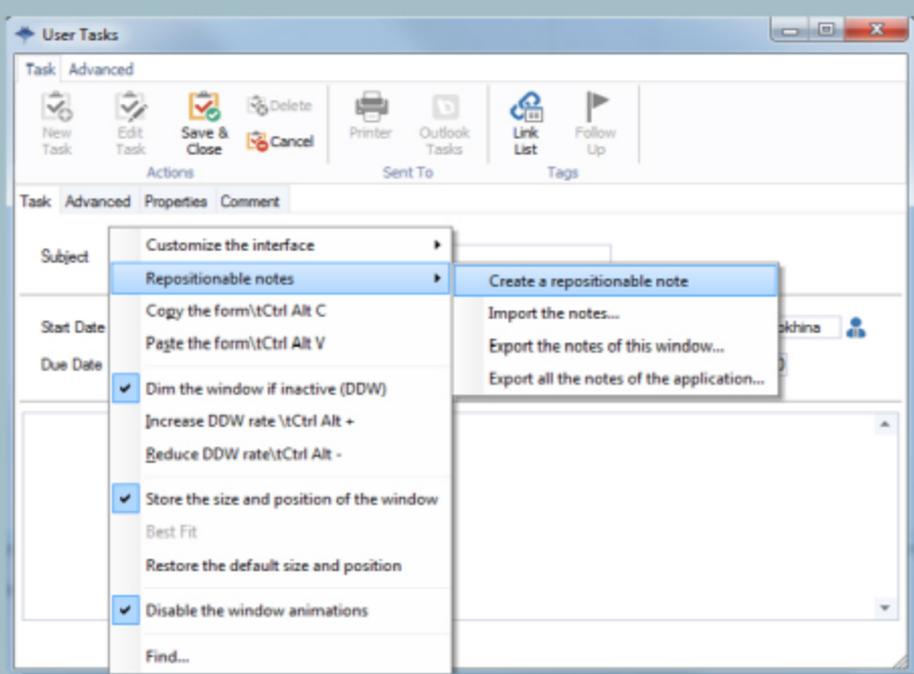
CUSTOMIZATION OF GRAPHICAL INTERFACE

PART 2. OTHER GRAPHICAL FUNCTIONS

There are other functions available in the graphical context menu that could be helpful for you as well.

CREATING NOTES ...

YOU CAN FIX A NOTE ON THE CERTAIN WINDOW, JUST SELECT FROM THE CONTEXT MENU "REPOSITIONABLE NOTES" -> "CREATE REPOSITIONABLE NOTES" AND TYPE YOUR TEXT IN.

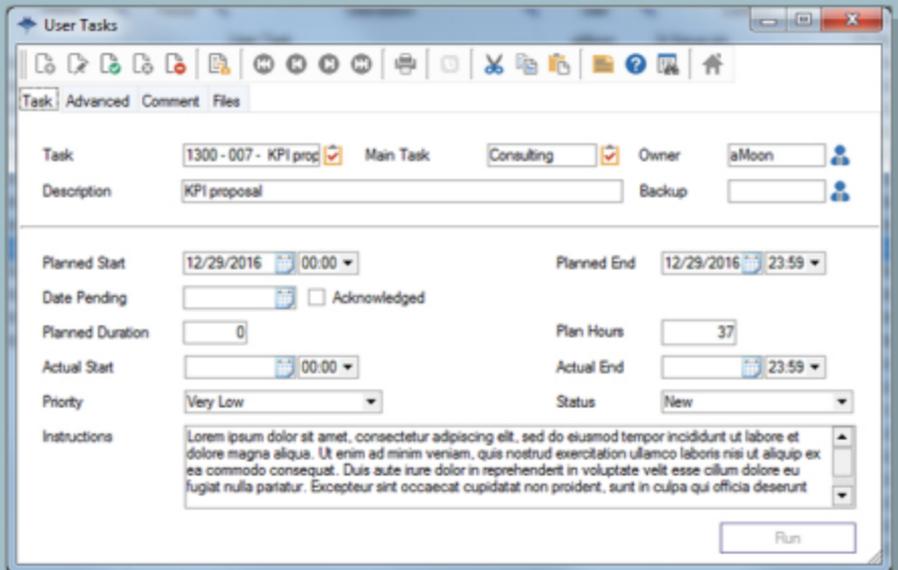


COPY | PASTE THE FORM ...

DID YOU KNOW, IN MANTARAY YOU COULD COPY/PASTE THE COMPLETE WINDOW FORM WITH ONE CLICK?

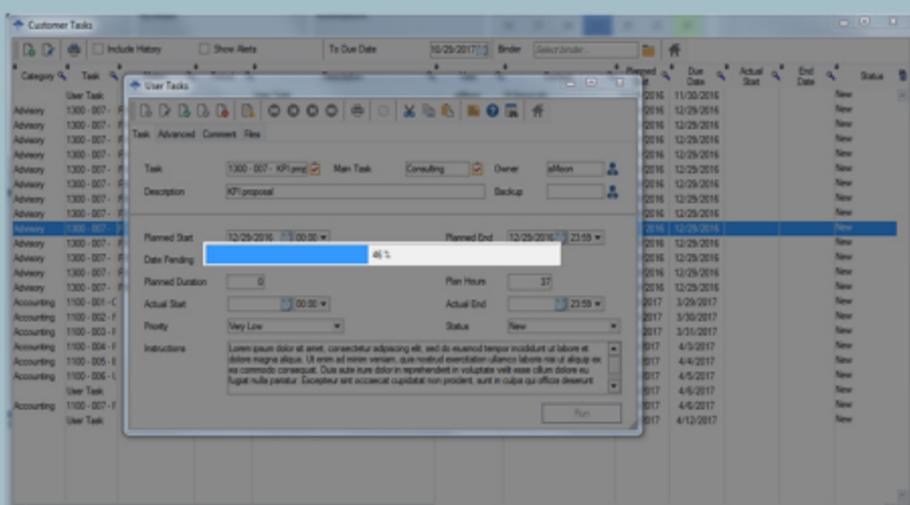
THAT CAN BE VERY HANDY IF THERE IS A NEW RECORD YOU NEED TO CREATE, LIKE A NEW TASK OR PROJECT, THAT WILL CONTAIN THE SAME INFORMATION AS THE ONE BEFORE, BUT WITH FEW CHANGES.

TO BE ABLE TO DO THAT, GO TO THE TASK RECORD YOU WANT TO COPY THE INFORMATION FROM, RIGHT-CLICK AND SELECT FROM THE CONTEXT MENU "COPY THE FORM". THEN CREATE A NEW TASK, RIGHT-CLICK IN THE WINDOW AND SELECT "PASTE THE FORM" AND ALL THE INFORMATION WILL BE INSERTED INTO THE CORRESPONDING FIELDS.



INCREASE | REDUCE DDW ...

DDW RATE IS THE PERCENTAGE OF THE BACKGROUND TONE OF THE INACTIVE WINDOWS, YOU CAN INCREASE AND REDUCE IT BY PRESSING ON THE KEYS +/-.



SEARCH : SEARCH FUNCTION WITHIN THE ACTIVE WINDOW.

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