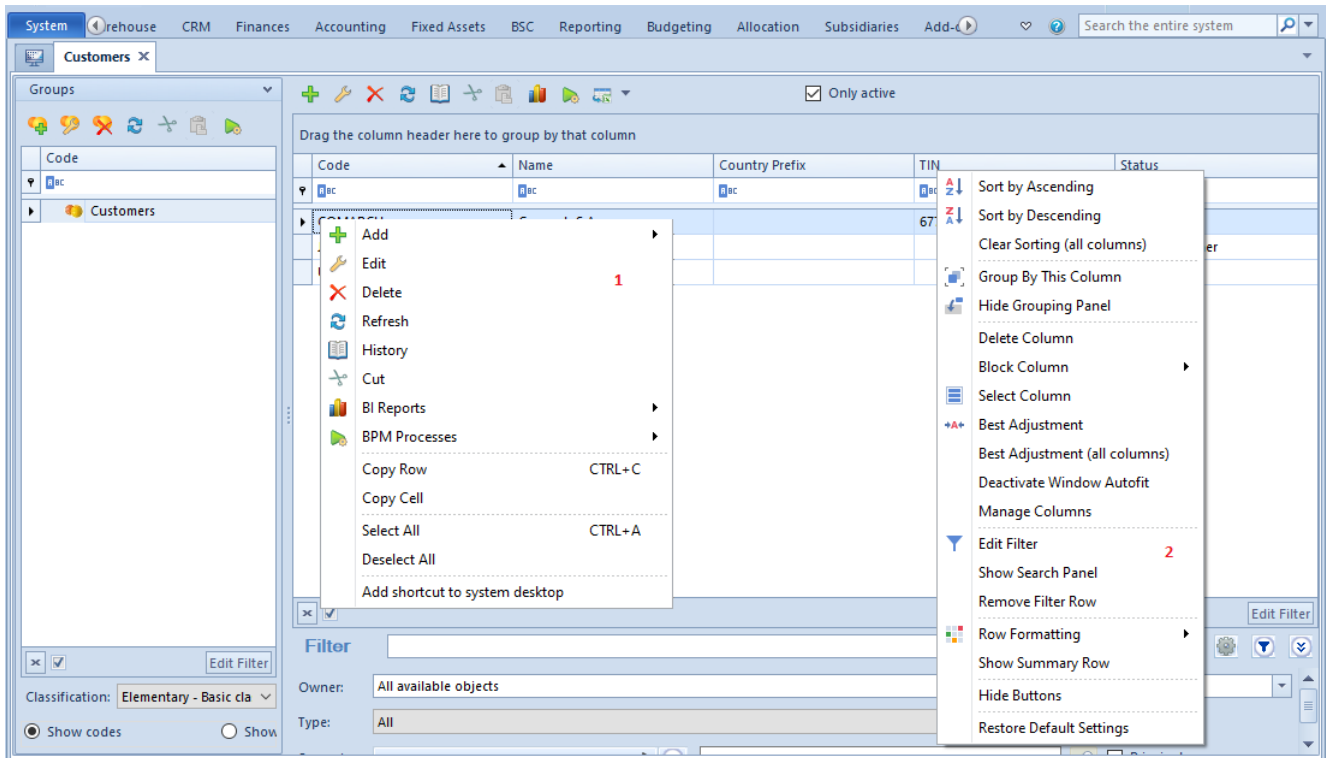# Context menu

Context menu is expanded with the use of right mouse button. It contains a list of possible actions whose availability depends on the place in which the menu is being expaned. Within one window, it is possible to expand different context menus.

Context menus

Main menu (ribbon)

The main menu of the system is also called ribbon. It allows to access all areas and actions used for handling the system. The ribbon is thematically grouped, which facilitates using of the system.
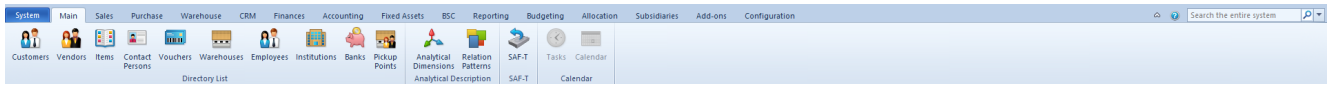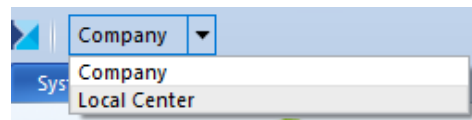
System main menu (ribbon)

In the upper left corner of the ribbon, there are the following icons and buttons:

 System icon

 Center selection menu – allows for a quick change of a company structure center without the necessity of logging-out and logging-in

Changing of center structure company

The title bar contains information regarding: name of the database, name of the company structure center to which the user is currently logged–on, name of the user and system version.

The ribbon itself is divided into different menus allowing to access a given system area:

- System
- System
- Main
- Sales
- Purchase
- Warehouse
- CRM
- Finances
- Accounting
- Fixed Assets
- BSC
- Reporting

- Budgeting
- Allocation
- Subsidiaries
- Add—ons
- Configuration

The access to the functionalities available on the ribbon, which belong to the menus *CRM, BSC, Reporting, Budgeting* and *Allocation* is possible upon a proper configuration of the system or/and granting appropriate operator permissions.

Upon selecting any button on the ribbon, an additional menu regarding the window opened by the button, is displayed.
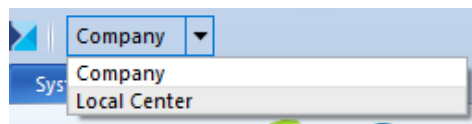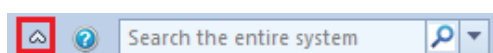

Changing of center structure company
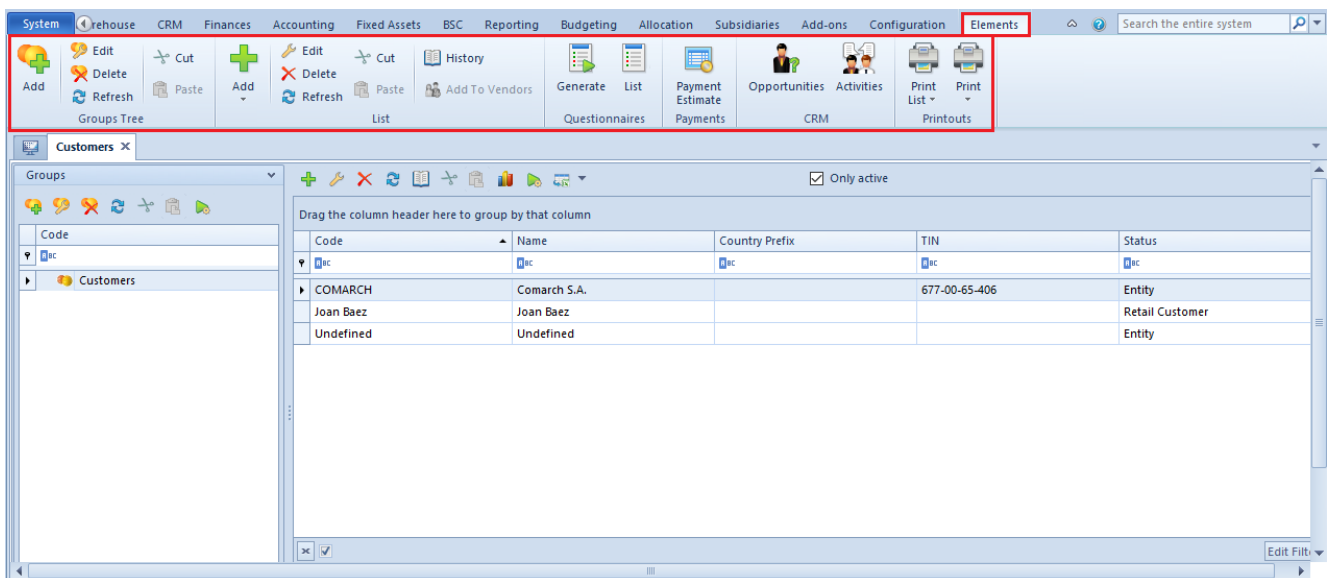
Menu Elements displayed on the ribbon for the list of customers

The user can collapse and expand the ribbon, by selecting the arrow button, placed next to the help icon.

Button for collapsing
ribbon

The system allows also for handling the ribbon with the help of predefined key shortcuts. Detailed description of that functionality can be found in article *Keyboard shortcuts.*

On the right side of the arrow used for collapsing and expanding the ribbon, there is the help button, which opens the site of Comarch ERP Standard Knowledge Base.
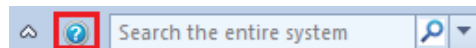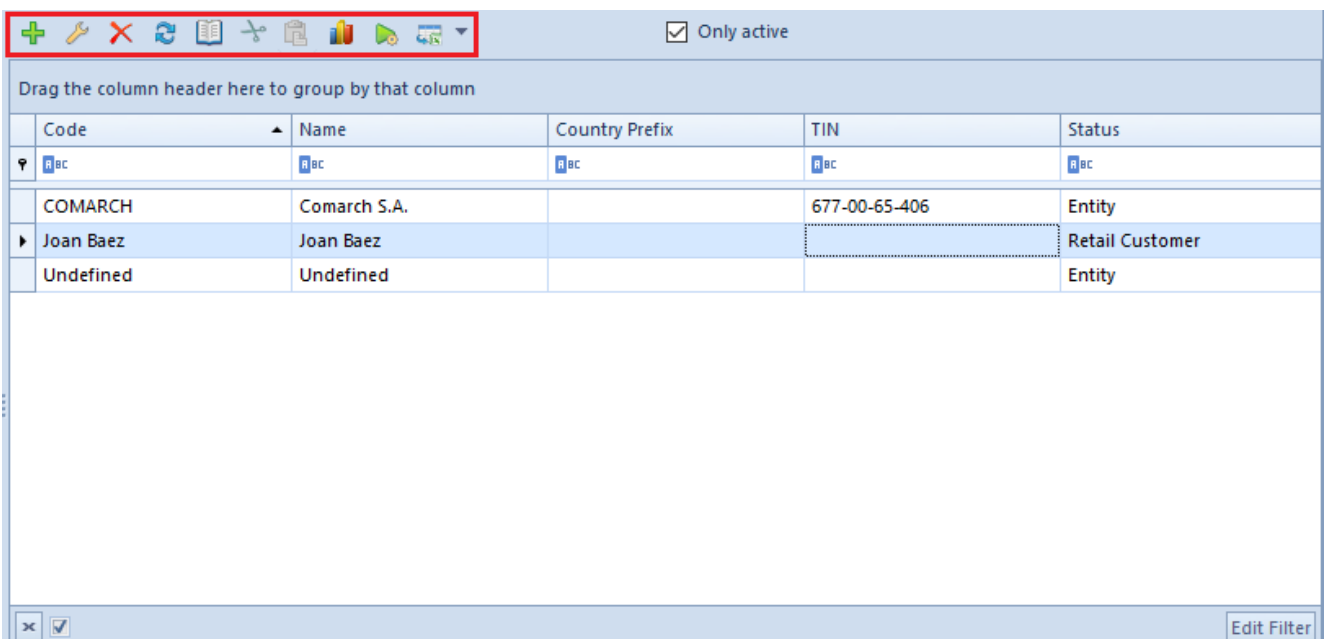

Help button

The last field of this part of the ribbon is searching tool. Detailed description of this tool can be found in article *Searching tool.*
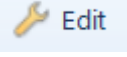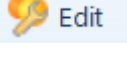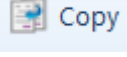
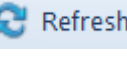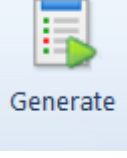# Quick access bar (ergonomic panel)
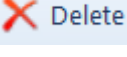
Some windows, forms and list contain also a so-called quick access bar (ergonomic panel), that is a bar with the most important buttons for a given place.
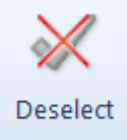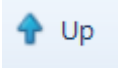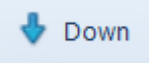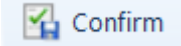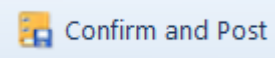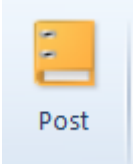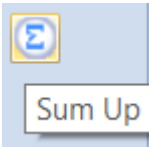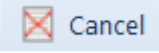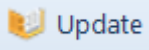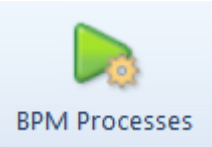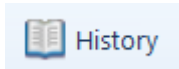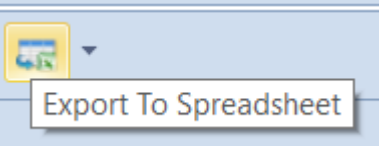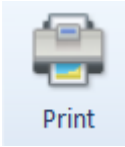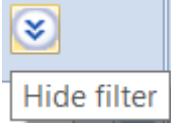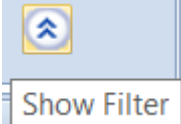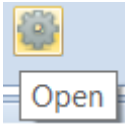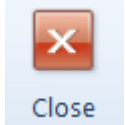

Qucik access bar (ergonomic panel)

Standard buttons

In the system, there is a set of standard buttons allowing for handling particular window. They are placed on the ribbon (main system menu), in context menus, on quick access bars and in particular sections of forms. The list below presents the most common system buttons:

Button	Description
Add	Adds new object or document.
Add	Adds a group of objects (e.g., of items or clients/customers).
Edit	Modifies selected object or document
Edit	Modifies selected group of objects
Delete	Deletes selected object or document.
Copy	Copies selected object or document.
Refresh	Updates currently opened form or list.
Generate	Allows for automatic batch generation of objects, e.g., of vouchers.
Select	Selects objects to be added to a form or list.

Button	Description
✓ Select	Selects a given object on a list, e.g., when there is a selection field in a column.
✗ Deselect	Deselects a given object on a list, e.g. when there is a selection field in a column.
(eraser button)	Erases data from a field, next to which it is placed.
⬆ Up	This button moves upwards an object selected on a list.
⬇ Down	This button moves downwards an object selected on a list.
Confirm	Confirms a document
Confirm and Post	Confirms and posts a document at the same time.
Post	Posts a document.
Σ Sum Up	Sums up all rows selected on a list. Summed values are presented on the summary bar*.
✗ Cancel	Cancels a document
Update	Updates selected data, e.g., posting schemes.
BPM Processes	Attaches and starts manually BPM processes previously defined in BPM Process Editor**.

Button	Description
📖 History	Opens a list of activities related to a given object or document, which take place in a specific time interval.
Import	Imports data related to an object.
Export To Spreadsheet	Exports data from a list or form to a spreadsheet***.
Print	This button, which also appears under the name [Print List], [Print Form] or [Print Document] and others, is used for generating a printout of a given document or list.
Hide filter	Hides filter section on a list****.
Show Filter	Shows filter section on a list****.
Open	Opens filter builder window****.
▼ (funnel button)	Allows for specifying filtering criteria for a given column****.
Save	Saves changes applied to a currently opened system window.
Close	Closes currently opened system window.

*Detailed description of the functionality of summing up can

be found in article <<Sorting and grouping of lists>>.

**Detailed description of BPM tool can be found in category <<BPM>>.

***Detailed description of the functionality of exporting data can be found in article <<Exporting data to a spreadsheet>>.

****Detailed description of the functionality of filters can be found in category <<Searching and filtering data>>.