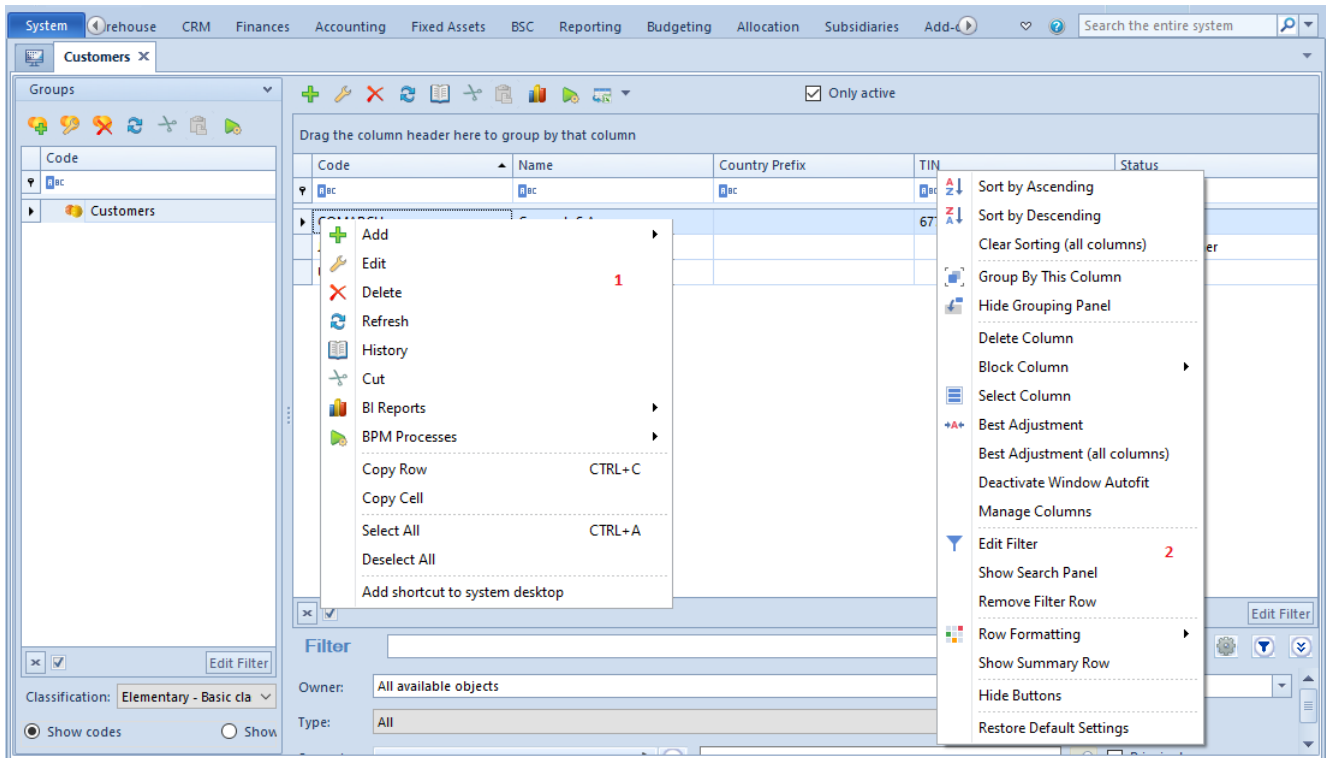


# Context menu

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 expanded. Within one window, it is possible to expand different context menus.

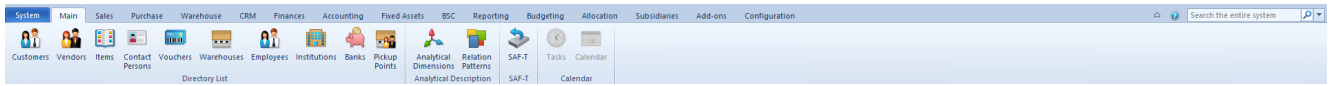


Context menus

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# 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.

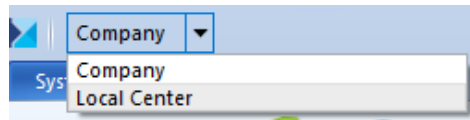


## System main menu (ribbon)

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

### System icon

**Company** ▾ **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.

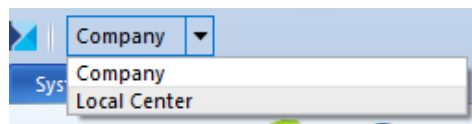
The ribbon itself is divided into different menus allowing to access a given system area:

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

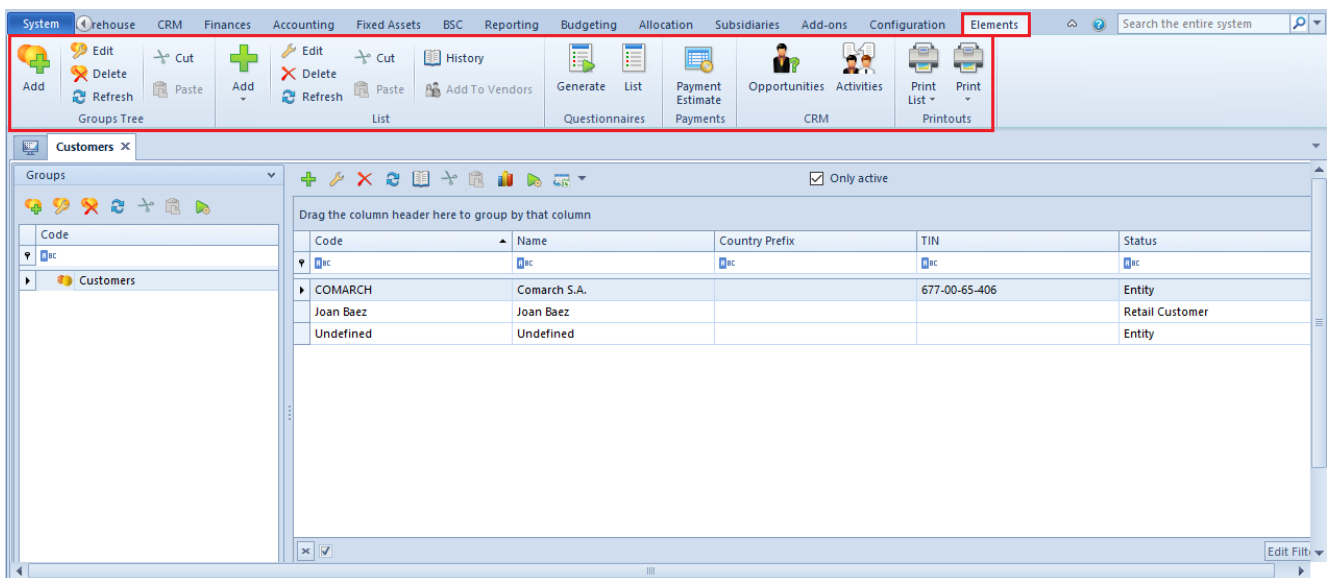
- Budgeting
- Allocation
- Subsidiaries
- Add-ons
- Configuration

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.

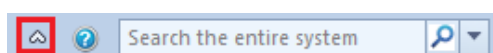


Changing of center structure company



Menu Elements displayed on the ribbon for the list of customers

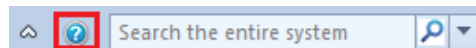
The user can collapse and expand the ribbon, by selecting the arrow button, placed next to the help icon.



## 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.

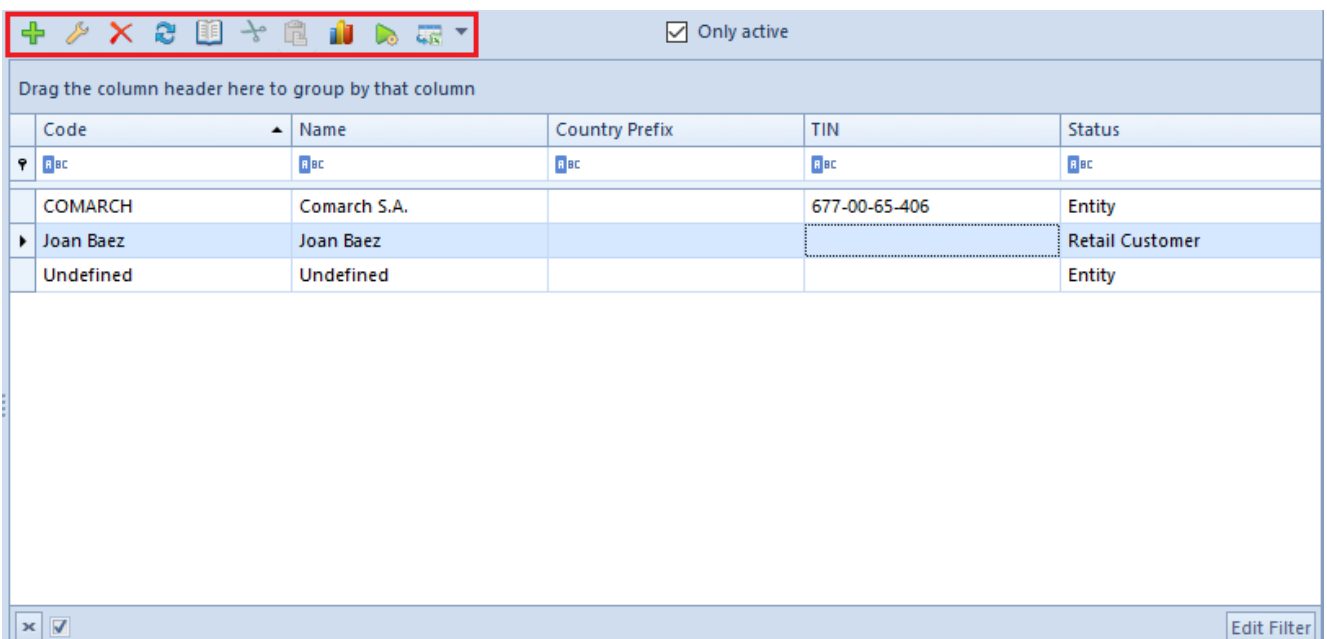


Help button

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.



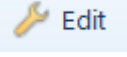
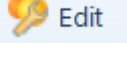
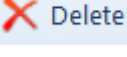
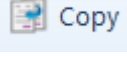
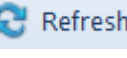
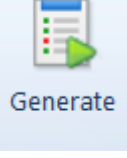




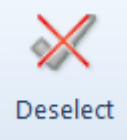

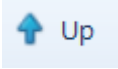
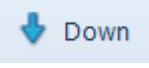
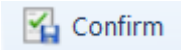
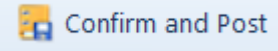
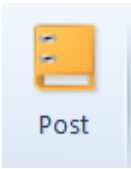
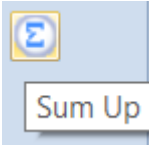
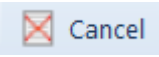
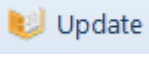
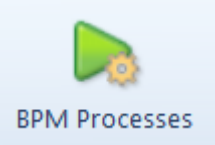
Quick access bar (ergonomic panel)

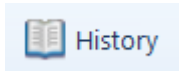

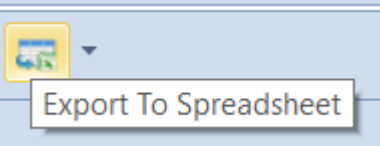
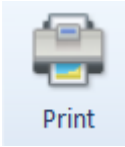
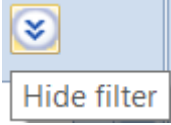
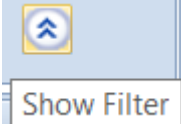
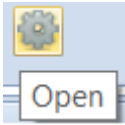


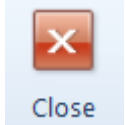
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# Standard buttons

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

Button	Description
	<p>Selects a given object on a list, e.g., when there is a selection field in a column.</p>
	<p>Deselects a given object on a list, e.g. when there is a selection field in a column.</p>
 (eraser button)	<p>Erases data from a field, next to which it is placed.</p>
	<p>This button moves upwards an object selected on a list.</p>
	<p>This button moves downwards an object selected on a list.</p>
	<p>Confirms a document</p>
	<p>Confirms and posts a document at the same time.</p>
	<p>Posts a document.</p>
	<p>Sums up all rows selected on a list. Summed values are presented on the summary bar*.</p>
	<p> Cancels a document</p>
	<p>Updates selected data, e.g., posting schemes.</p>
	<p>Attaches and starts manually BPM processes previously defined in BPM Process Editor**.</p>

Button	Description
	<p>Opens a list of activities related to a given object or document, which take place in a specific time interval.</p>
	<p>Imports data related to an object.</p>
	<p>Exports data from a list or form to a spreadsheet***.</p>
	<p>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.</p>
	<p>Hides filter section on a list****.</p>
	<p>Shows filter section on a list****.</p>
	<p>Opens filter builder window****.</p>
 (funnel button)	<p>Allows for specifying filtering criteria for a given column****.</p>
	<p>Saves changes applied to a currently opened system window.</p>
	<p>Closes currently opened system window.</p>

\*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>>.