

## Top Ten List

Users may create a personal “Top Ten List” of menu options that are used frequently, and may remove options from the Top Ten List.

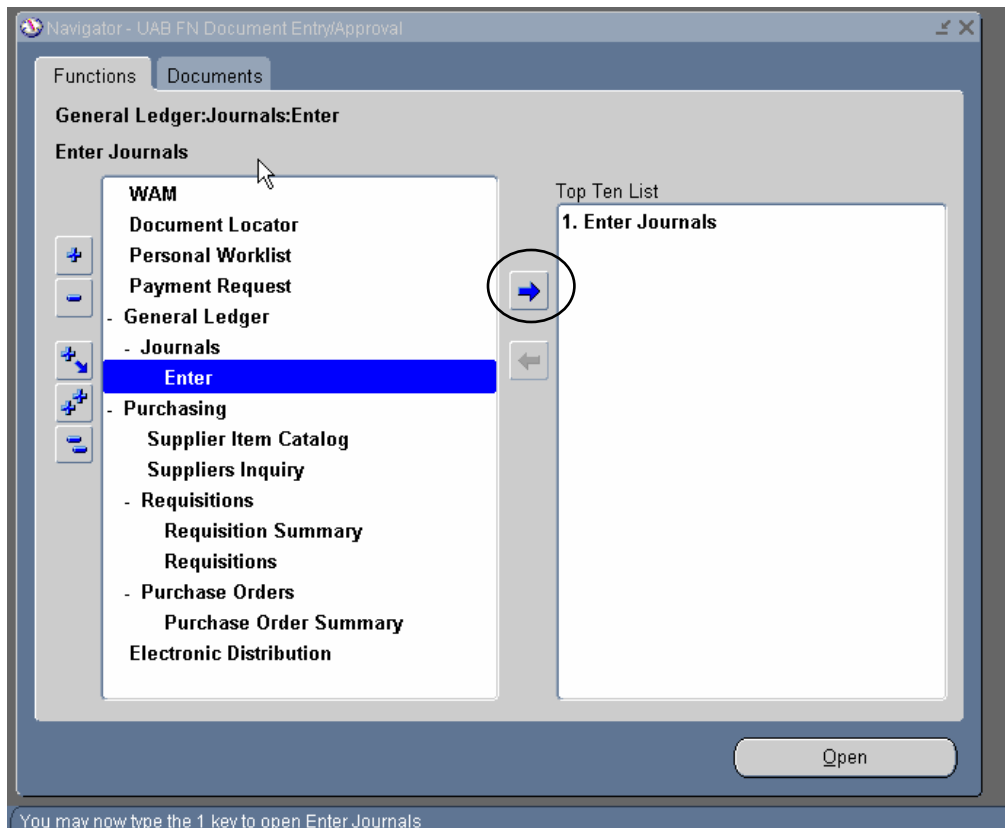
After working in the Administrative Systems you will realize that some menu options are used more frequently than others. The frequently used menus can be added to the Top Ten List.

Menu options that have sublevels cannot be added to the Top Ten list. Only those *without* sublevels can be added to the top Ten List.

### Add a menu option to the Top Ten List

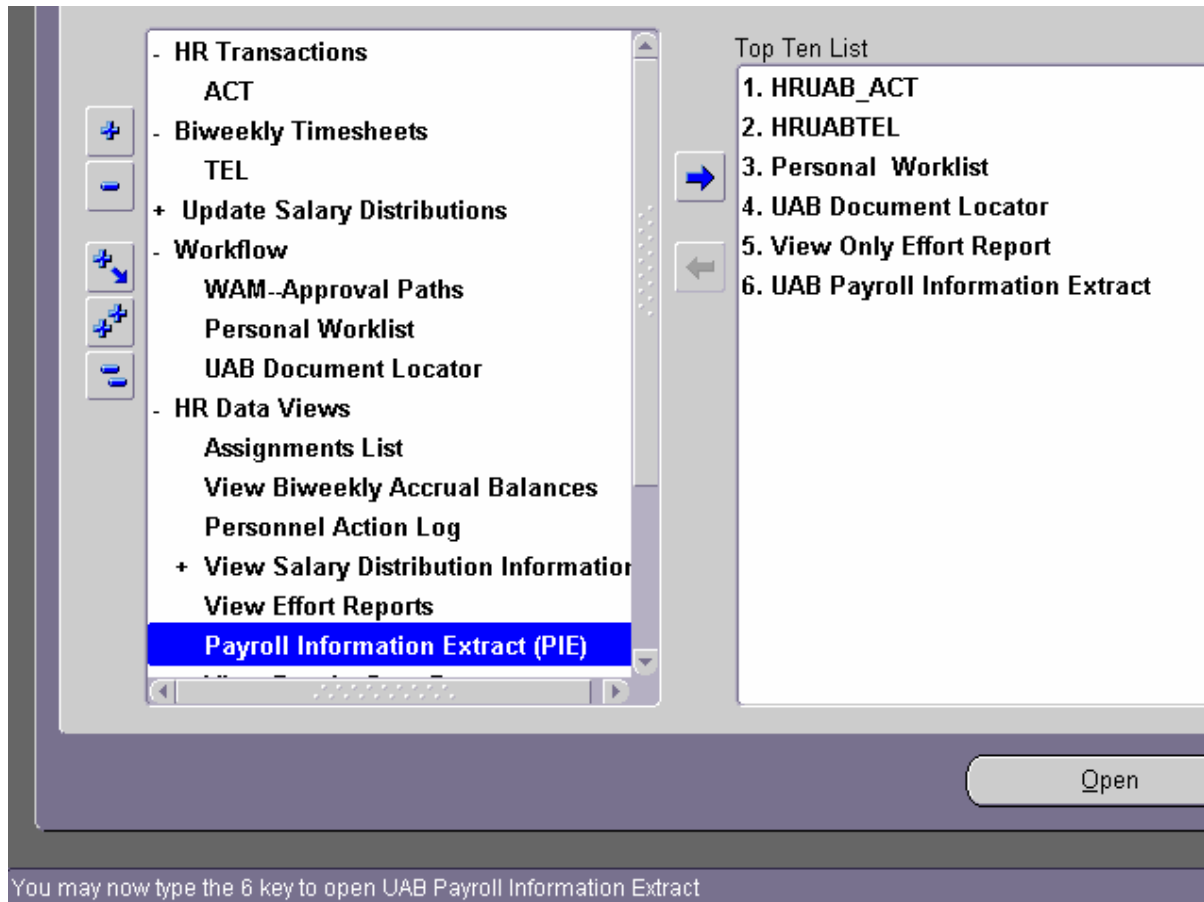
1. Click on the menu option that you want to move to the Top Ten area. For this example, we expanded General Ledger and selected **Enter**.
2. Click on the “Add to List” button. 

**NOTE:** When some menu options are added to the Top Ten List, the name in the top Ten List may NOT be the same name as it was on the Menu, or left side, of the screen. The **Enter** menu option changes to **Enter Journals** when added to the Top Ten List.




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As menu options are added to the Top Ten List, the menus are assigned a number. To



open the menu option from the Top Ten List, you may now type the number OR double click on the menu option in the Top Ten List.

### Remove a menu option from the Top Ten List

1. Click on the menu option that you want to remove from the Top Ten List area.
2. Click on the "Remove from List" button. 
3. Repeat these steps until you have removed the menu options that you do not want in your Top Ten List.

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