Corporate Planner: Making Life Easier
How to create shortcuts

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Like with Microsoft products, such as Word and Excel, you can create shortcuts in the ribbon at the top of the screen. This enables you to quickly access the screens that you use regularly with one click.

The shortcuts are displayed as icons in the blue ribbon at the top of the screen:

Shortcuts can be created to any of the options under the main navigation headings

1. **Navigate to the menu you wish to create a shortcut to,** for example *Organise reports*.
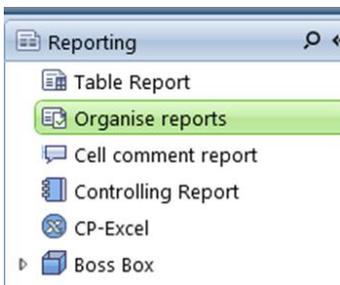
2. **Drag and drop the menu into the blue ribbon at the top of the screen recently entered.**

3. The menu is now converted to an icon and is stored in the ribbon.