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Slide notes: The mini table in the centre of the Journal Menu is the launch pad for Journals to perform, and usually we have the Journal Options here that we wish to work with.

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Slide notes: There are multiple ways of loading Journal Options, and when we have Journal Options listed on the launch pad, then the system will remember the last Options that we have had here. So if we leave the Journal Menu then the same Options will be automatically present next time we return to the Journal Menu.









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Slide notes: And we see that we have the same Options now as when we left the Journal Menu.



Slide notes: Every User has a set of Journals that he or she performs more often than others, and a User can make a Favorites List of Journal Options.



Slide notes: When we use this function, then the system loads all the Journal Options that I as User have access to, and from this list I can choose which are my favorite Journal Options.

















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Slide 14 Slide notes:







Slide 16 Slide notes:





Slide 18 Slide notes:

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Slide notes: Once I have selected my favorite Journal Options, the system will load them for me, for easy execution. A Journal is performed by dbl-clicking a choice in the mini table of current Journal Options.



Slide notes: Of course, I can still load other Options at any time, but whenever I wish to work with my favorite Journals, then they are available from the load Option for favorites.

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Slide 26 Slide notes:



Slide notes: And if I ever want to, or need to change this list of favorite Options, then I can just select the 'make favorites' Option again.