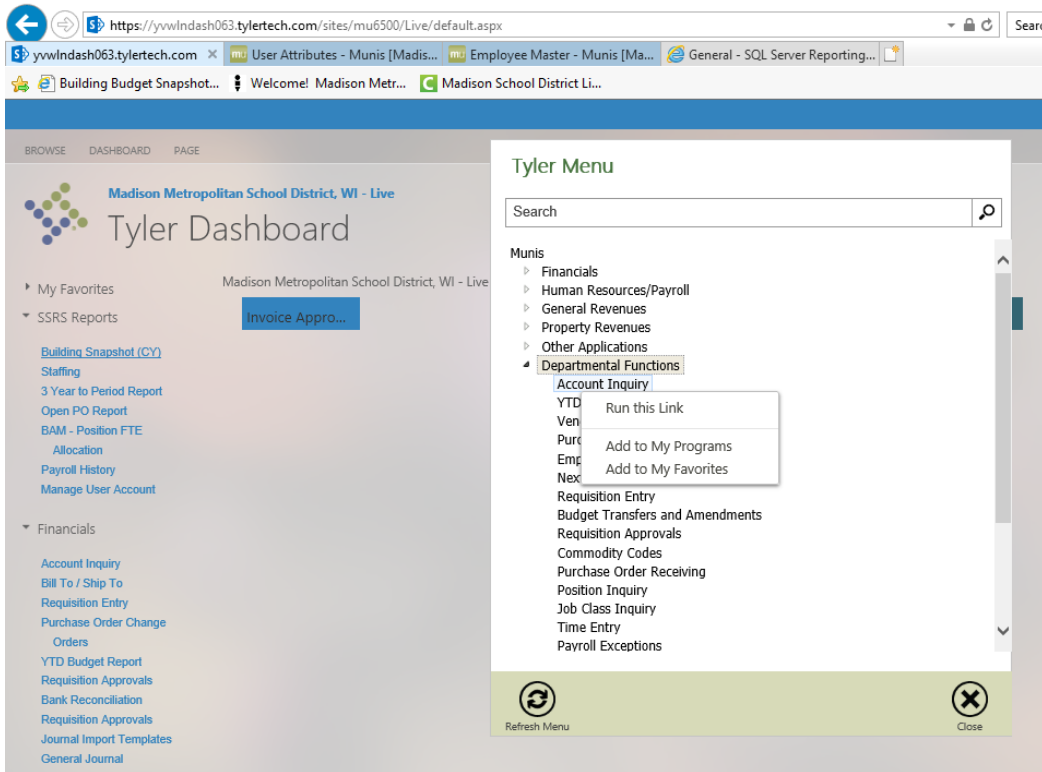




Adding a Favorite Shortcut in Munis

To add a favorite program shortcut to the list on the left side, simply follow these steps from the Tyler Menu:

1. Right click the program you want to add

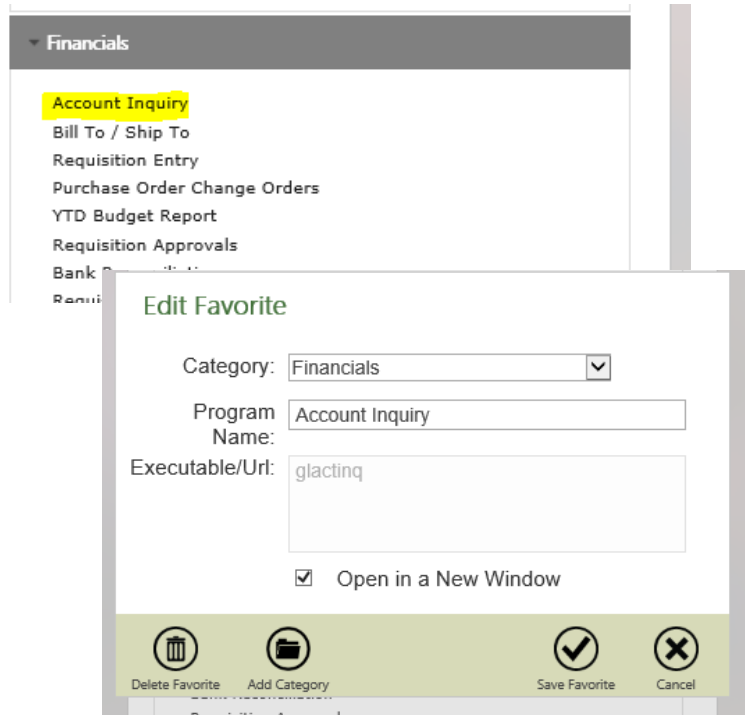


2. Select “Add to my programs” or “Add to my favorites”
3. This must be done for each menu item added to favorites, one at a time.

Editing a Favorite

1. Scroll to the bottom of the page and click edit favorites
2. Select program to update

 EDIT FAVORITES



Financials

- Account Inquiry
- Bill To / Ship To
- Requisition Entry
- Purchase Order Change Orders
- YTD Budget Report
- Requisition Approvals
- Bank
- Requ

Edit Favorite

Category: Financials

Program Name: Account Inquiry

Executable/Url: glactinq

Open in a New Window

Delete Favorite Add Category Save Favorite Cancel

3. The following can be updated
 - a. Category: This is the Main Category the Program is filed under
 - b. Program Name: You can change the name
 - c. Executable URL: This can be used for SSRS reports. To do this, insert the url from the actual report you want to add and it will go directly to that report after entering your password.
 - d. Add Category: You can create categories for programs more similar than Financial.