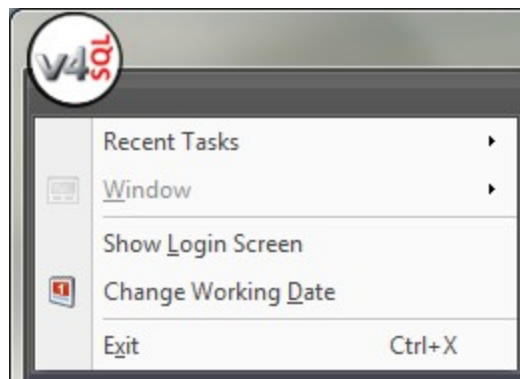
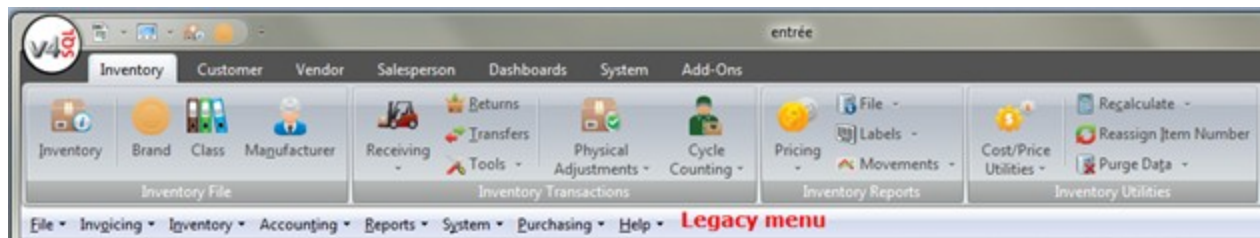


entrée  
Software for the Food Distribution Industry  
**V4 SQL**

# Ribbon Menus



## 1 Contact NECS



- Please visit our website at [necs.com](http://necs.com) to learn about our other add-on modules, products and services.
- If you would like more information about [entrée.PEN](http://entrée.PEN), the Anoto Digital Pen interface, please contact NECS Sales by emailing [Anoto@necs.com](mailto:Anoto@necs.com).
- Contact our **NECS Sales Department** at [sales@necs.com](mailto:sales@necs.com) for more information.
- Contact the **Tech Support Department** at [tech@necs.com](mailto:tech@necs.com) for assistance.
- For information about current NECS software training classes use this link: [necs.com/training.php](http://necs.com/training.php)

### **NECS, Inc.**

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Branford, CT 06405

**Office Hours:** Monday - Friday from 8:30AM EST - 5:30PM EST

**Toll Free:** 800.766.6327 (NECS) **Phone:** 475.221.8200 **Fax:** 203.208.0889

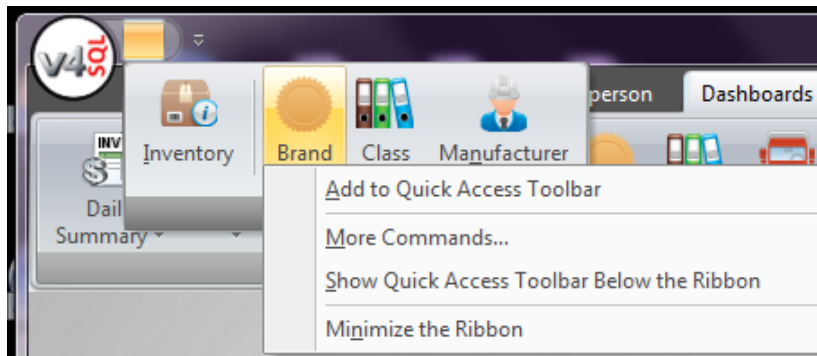


## 2 Using the Ribbon Menus

The purpose of this chapter is to provide you with a detailed overview of the features of the version 4 Ribbon Menu feature, the new method of navigating within your **entrée** application. This new feature will provide you with faster more intuitive menus. All the menu options have a graphical icon which visually represents what that menu choice accomplishes. Once the user is used to the visual icon, they can identify the menu option much faster than reading a menu title.


Menu options related to each ribbon category are grouped together. This makes it easier for the user to find what they are looking for. As an example, on the "Inventory" ribbon, all options related to inventory, including file maintenance, transactions, reports and utilities are grouped together. The same is true for the other ribbon elements of "Customer", "Vendor", "Salesperson", etc.

Frequently used menu options can be set by the user and added to the "Quick Access Toolbar", which can appear directly above the ribbon menus or below them. Previous versions of **entrée** had a similar concept called "My Menu".



Clicking on the "**V4 SQL**" in the circle at the top left of the ribbon menu, as well as the small down arrow button to the right of it, will bring up additional options, such as "**Show Login Screen**" and other commands.

As option for a new V4 SQL installations, below the ribbon menu will appear the older "**Legacy**" menu structure. This was included so that users familiar with the old style menu of **entrée** could feel comfortable while they adapted to the newer ribbon style. The Legacy menu format can be turned off in the **System** ribbon menu **System Preferences** area in the **System Options** section. Previous hot keys used by **entrée** for menu selections are fully supported.

 **Hot Tip!** Previous hot keys used by **entrée** for menu selections will continue to be fully supported in the **entrée V4 SQL** version.

### **Ribbon Menu Overview**

The V4 SQL release of **entrée** includes a new Ribbon menu that organizes menu options into a tabbed interface. This new menu uses distinctive visual icons for each menu option providing you with a quick and intuitive way to interface with **entrée**.

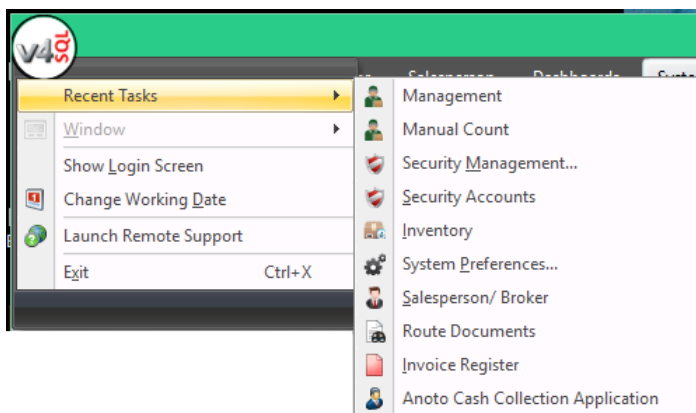
#### • **V4 SQL Menu**

The "**V4 SQL**" icon in the top left of the ribbon menu or the drop down arrow, will reveal general options like "Show Login Screen" and the Exit command to close **entrée**. The menu is accessed by clicking on the **V4 SQL** circle icon (outlined in red in the image) in the upper left corner.

Options are:

- **Recent Tasks**
- **Window**
- **Show Login Screen**
- **Change Working Date** - Use this tool to enter invoices using a different default date for the invoice and order dates.

Changing the default date works for all parts of the system that use the current date, such as cash receipts and receiving inventory.



- **Exit**

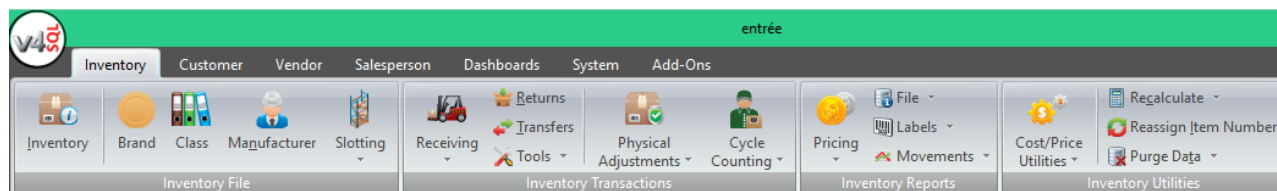
View your **Recent Tasks** in the list on the far right.

The Ribbon Menu allows you to access the **entrée** application main data files; Inventory, Customer, Vendor, Salesperson, Dashboards, System and Add-Ons. Menu options related to each ribbon category are grouped together. This coupled with the icon images make it easier for **entrée** users to find what they are looking for.

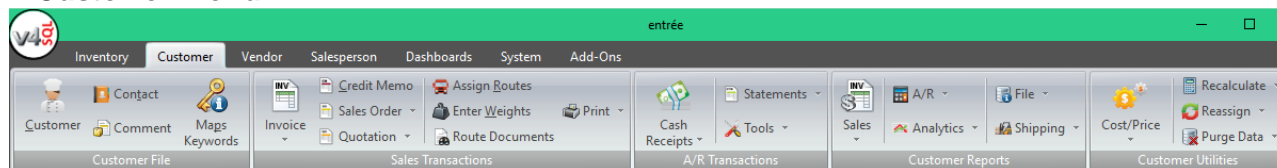
### • Inventory Menu

On the "Inventory" ribbon menu above, all options related to inventory, including file maintenance, transactions, reports and utilities are grouped together with the group caption below it like "Inventory File". Menu options with a down arrow to the right have a drop down menu of options.

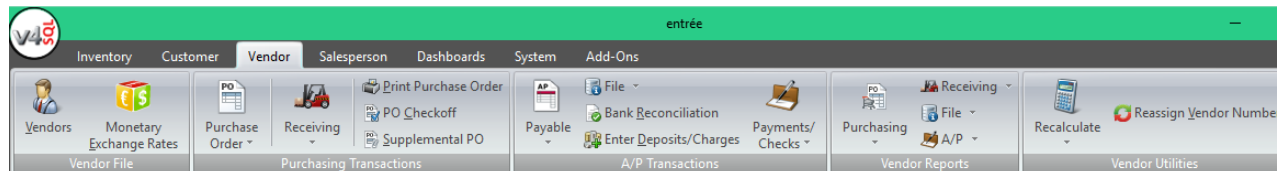
In the Inventory ribbon menu you will find these sub-menus: Brand, Class, Manufacturer, and sections for Inventory Transactions, Reports and Utilities.



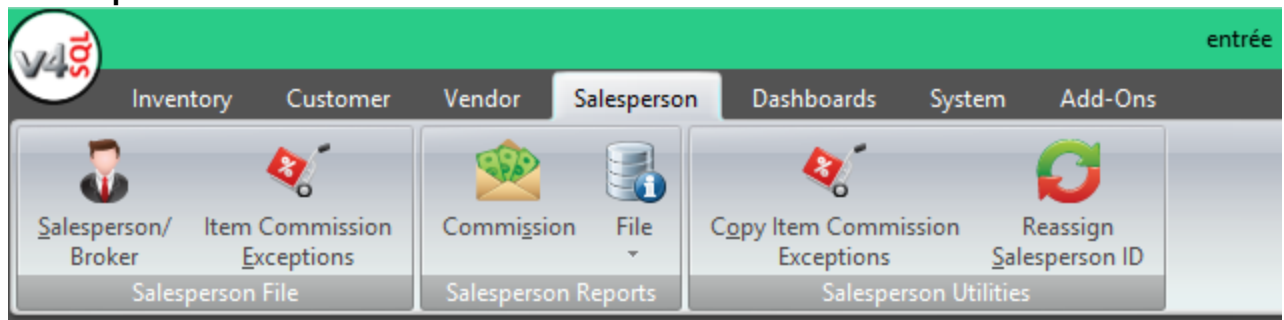
### • Customer Menu



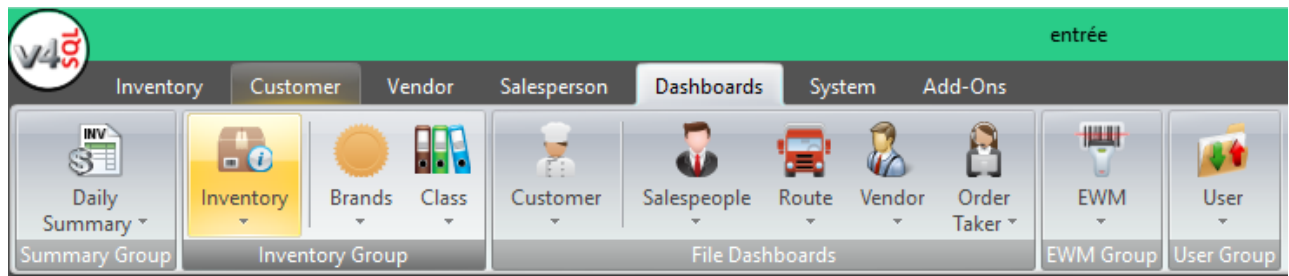
### • Vendor Menu



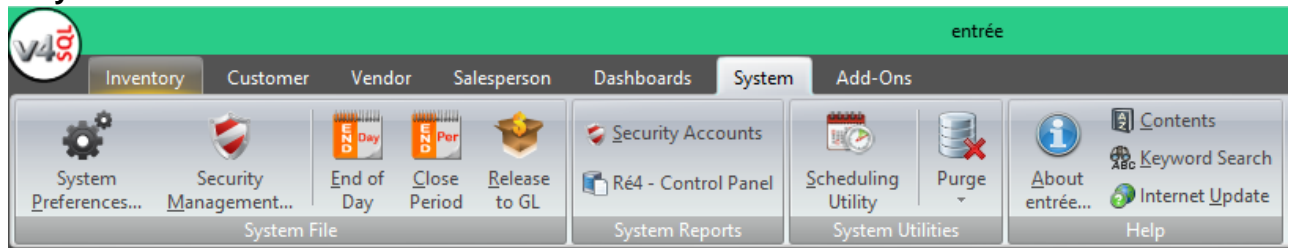
### • Salesperson Menu



### • Dashboards Menu

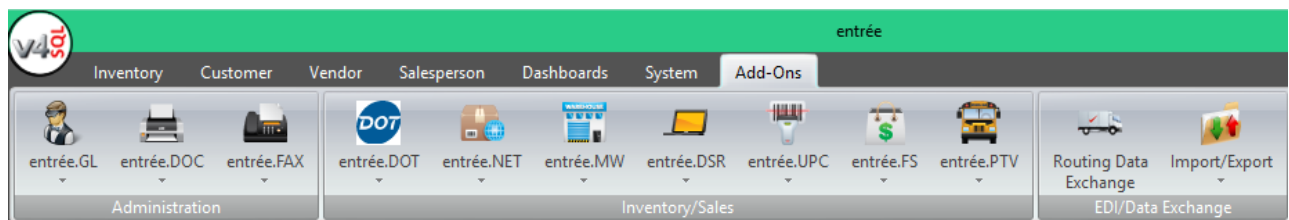


### • System Menu



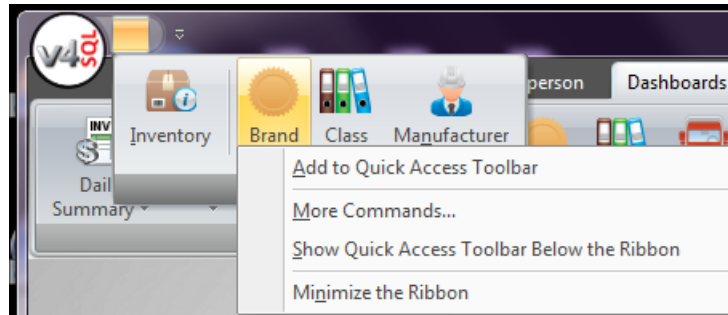
### • Add-Ons Menu

The Add-Ons ribbon will provide access to the options related to any of our add-on products you may have purchased to enhance and expand the performance of the **entrée** system. In the ribbon menu below **entrée.DOC**, used for document scanning and **entrée.DOT**, the DOT Foods interface, **entrée.NET** for Internet based e-commerce are some of the add-on modules a customer can purchase to enhance **entrée**. Please visit our website at [necs.com](http://necs.com) to learn about our other add-on modules, products and services.

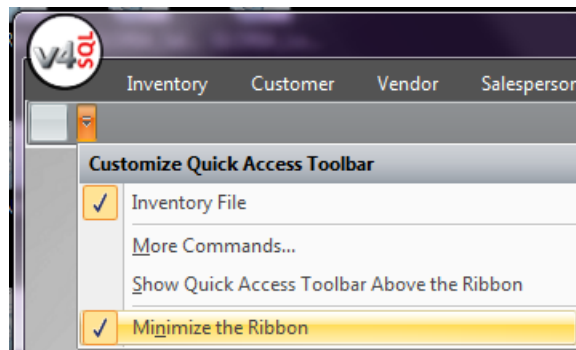


- **Minimizing the Ribbon Menu**

You have the option to minimize and restore the Ribbon menu whenever you like. Click the down arrow in the upper left corner of the screen near the V4 SQL icon and Quick Access Toolbar area to reveal the Ribbon menu options.



Or you can right-click any ribbon command and check the **Minimize the Ribbon** option. This is an example of the minimized menu.

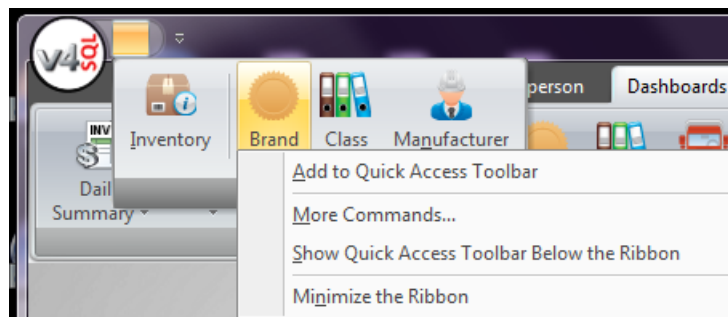


To restore the Ribbon menu, right-click any command or page and uncheck the **Minimize the Ribbon** option.

You can also minimize or restore the Ribbon menu by double-clicking any tab page header.

### **Quick Access Toolbar**

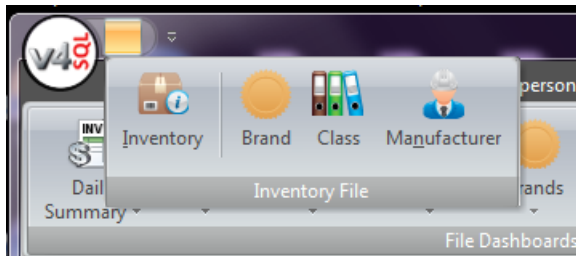
The Quick Access Toolbar can easily be customized to store your most frequently used **entrée** commands. The Quick Access Toolbar has replaced the “My Menu” feature you have seen in previous versions of **entrée**.



At the top of the ribbon near the V4SQL is a square icon you right-click to view the saved commands in the Quick Access Toolbar. These commands are also listed in the menu drop down list. One way to remove a command from the Quick Access Toolbar is to uncheck it here.

Click the down arrow in the upper left corner to reveal the saved commands.

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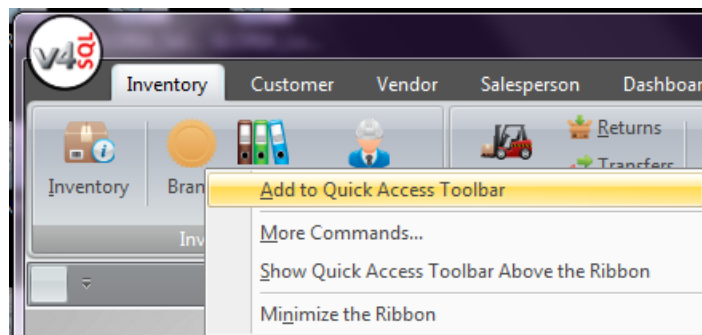


From this drop down menu you can control your saved commands and the position of the Quick Access Toolbar in the Ribbon menu.

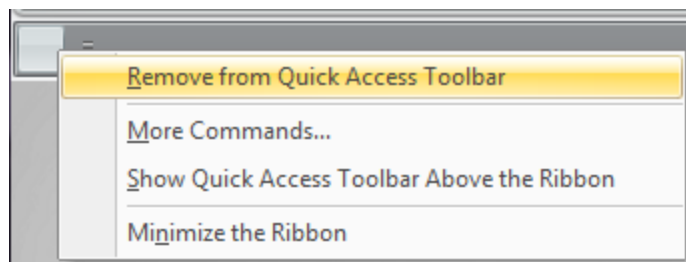
### • Customize the Quick Access Toolbar

To add a group of commands to the Quick Access Toolbar, right-click the group's caption and select **Add to Quick Access Toolbar**.

To add any command to the Quick Access Toolbar, right-click the icon in the ribbon menu and click **Add to Quick Access Toolbar**. Notice that in this image no command icons have been added to the **Quick Access Toolbar**.



To remove any command from the Quick Access Toolbar, right-click the icon image and click **Remove from Quick Access Toolbar**.



To position the Quick Access Toolbar and select either **Show Quick Access Toolbar Above the Ribbon** or **Show Quick Access Toolbar Below the Ribbon**. In the image below it is positioned below the ribbon menu.

