Contact Name, Firm Name

What doesn't work? We can solve it!   Call Customer Service at 1-888-534-4344

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Getting More Value from your Accounting System

Dual Monitors: You've worked hard entering accurate data into your accounting system. An easy way to access more of that information is to increase the Windows real estate that lets you view your data is to get another monitor. Monitors are only about $150 each.

With wide monitors, you can easily open four windows at a time, two on each monitor. In my case, as part of the Customer Service Team, I have two windows on one monitor reserved for:

- Adagio SalesCQ, our Customer Relationship Management (CRM) system
- ProductTracker for Adagio, so we know which Adagio modules and Third Party modules you use.

The two windows on the other monitor shift between the email Inbox, email composition and the web browser.

Styles and Filters: Another way to increase the amount of information you get from your accounting system is to colour items based upon their status. Two short videos explain how you can use **Styles** and **Filters** to select and highlight specific items. Filters also allow you to sort the grid in a different order, such as balance outstanding, phone, or postal code.

Hiding Inactive Records: When you double-click on the grid heading to open the Column Editor, you can click the check box for "Active records only". This bypasses inactive records so they aren't displayed.

The Column Editor also lets you specify the layout of the grid:

- choose the fields to display
- change the order of the fields from left to right
- change the heading
- choose the alignment
- specify the width of each field

Today's Tip – Use F5 for a Fast Search of Vendors, Customers, Items, or Accounts

Long-time Adagio users, especially those who came from Accpac Plus, are used to pressing F6 and entering parts of the name or description to search for vendors, customers, items, or accounts. Did you know that indexes have been added to Adagio so you can use F5 instead to get an instantaneous list of Vendors, Customers, Items, and Accounts, starting from the name or description that you enter? Here's the F5 window that pops up in AR. You can find a customer based upon the name, phone, or document number.

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