# Toolbar Configuration

Did you know that your Toolbar at the top of your screen is configurable? You can add and/or remove the shortcut icons to suit your personal needs. Each username can set their toolbar up as they see fit. Or, they can simply copy another user's toolbar configuration if someone else has a preferred set up/display (instructions to Copy listed after the configuration instructions).

Please note that simply adding an icon to a toolbar does **not automatically give the user access to that feature (for example, posting payments). They must have password permission to access the icons on their toolbar.
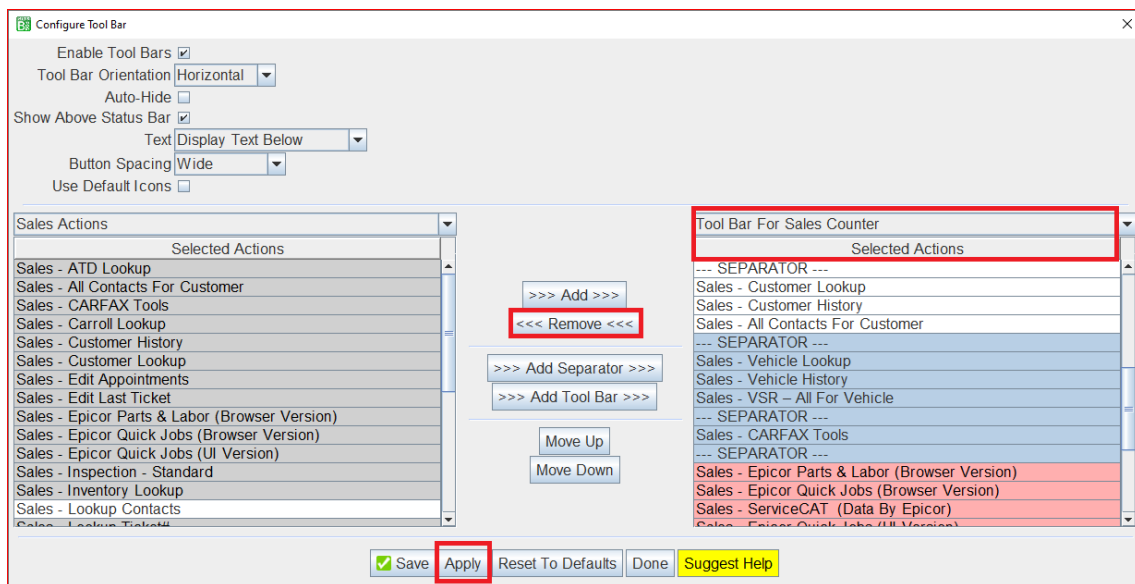
How To Configure Your Toolbar:

1. Right-Click on the Toolbar

2. Click on **Configure Toolbar**

3. Uncheck the box beside **Use Default Icons**
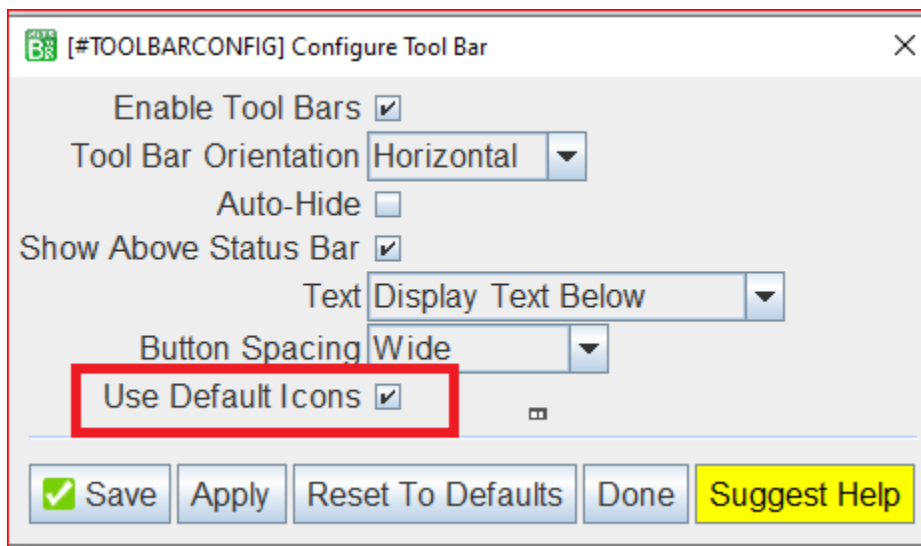
4. The right-hand side are your current icons. You can highlight the ones you would like to remove and then click on the **REMOVE** button.

5. The left-hand side are the icons that are available for the current View you are on (Sales Counter, Receiving, etc.). The ones highlighted in gray are already on the Toolbar. You can click on the Drop-Down menu and select **All Available Actions** to see a complete list.

6. Click on the one you would like to add.

7. On the right-hand column, click the line where you you would like to add your new shortcut icon.

8. Click the **Add** button.

9. Repeat as needed. You can also add **Separator** spaces, move the lines up or down as needed.

10. Click **Apply**:

Note: You can click the **Reset To Defaults** if you decide you don't like your new configuration and would like to start over.

To Copy Another User's Toolbar Configuration:

1. Right-click on your Toolbar

2. Click on **Copy Another User's Toolbar**

3. Select the User from the dropdown menu

4. Click on **Copy**