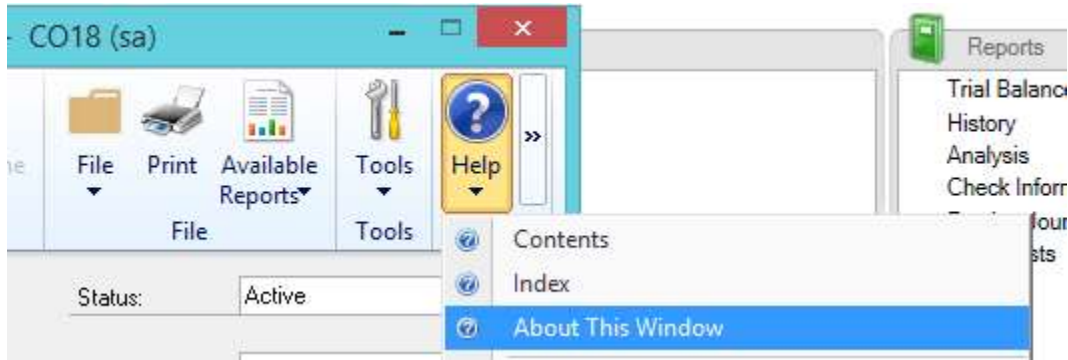


GP HELP MENUS

Have you ever had a question about GP windows or fields within those windows and what they are for? Great Plain has a wonderful **HELP LIBRARY** that can assist! In addition to finding in-depth documentation on process and the ability to look up topics in your help menu, there is also a handy little option called, “About This Window”.

From any window in GP, click on your help options in the menu and select “**About This Window**”.



The help menu will open with an overview of the window you currently have open, and may also provide links to related items for that window. You will also have the option here to review specific FIELDS as well as BUTTONS (point and click) that are reflected in the current option window.

Vendor Maintenance window

▼ Overview ▶ [Fields](#) ▶ [Buttons](#)

For example, if you want to know more about what a Vendor Class ID field is for, click the “FIELDS” option in help and scroll alphabetically to the name of that field – “Class ID”. GP help will describe the field and provide additional information for you to research and review!

Class ID

Assigns a class to this vendor record. Any entries you made for the class using the [Vendor Class Setup window](#) are displayed here as default entries. You can use these entries or change them. Click the Class ID link to view more information.

If you made entries for the vendor and then assign a class to the vendor record, your earlier entries are replaced by the entries for the class ID. For that reason, we recommend you enter a class ID before entering detailed information about the vendor.

This makes the help menus in GP a great asset in helping you navigate the different options, window and features of the software!