

## Adding Shortcuts for Multiple Users

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### CONFIDENTIAL ARTICLE

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## TechKnowledge Content

### Issue

I need to add shortcuts to the shortcut bar for multiple users. Is there a way to do this without having to set up shortcuts for each user individually?

### Resolution

This can be accomplished by setting up a user class and assigning shortcuts to the user class. Once the user is assigned to the user class, upon login to Great Plains, they will automatically have a folder on their shortcut bar with all the shortcuts that have been assigned to the user class. To do this:

1. Log in as sa.
2. Open the User Class Setup window. For Microsoft Great Plains 8.0 and for later versions of Microsoft Great Plains, click Setup on the Tools menu, click System, and then click User Class. For Microsoft Great Plains 7.5 and for earlier versions of Microsoft Great Plains, click Setup, click System, and then click User Class.
3. Enter an identifier for the user class.
4. Enter a description for the user class. This description will be the name of the user class folder in the shortcut bar so you may want to name it "Shortcuts".
5. Choose Save to save the user class.
6. Open the shortcut bar. (If the shortcut bar is already open, close it and reopen it.)
7. In the User Classes folder, locate the folder for the user class you just created. Add shortcuts to the folder by dragging an existing shortcut on your shortcut bar onto the User Class folder. When the folder is highlighted, drop the shortcut.

To add shortcuts to an existing user class folder:

1. Log in as sa.
2. Open the shortcut bar.
3. In the User Classes folder, locate the folder for the user class you want to add shortcuts to. Add shortcuts to the folder in any of the following ways:

Drag an existing shortcut on your shortcut bar onto the User Class folder. When the folder is highlighted, drop the shortcut.

Open a file or window you want to assign to a user class. Drag the active window or file you are using over the corresponding User Class folder on shortcut bar. When the folder is highlighted, drop the shortcut.

When the user in this user class logs in on their workstation, a folder with the user class name will be located on the shortcut bar. In this folder they will have all of the shortcuts that have been added to this user class.

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### APPLIES TO

- Microsoft Business Solutions–Great Plains System Manager, when used with:

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