

Sage 100 ERP Tips and Tricks:

Creating a Custom My Tasks Folder (MAS90/200)

Prepared by:

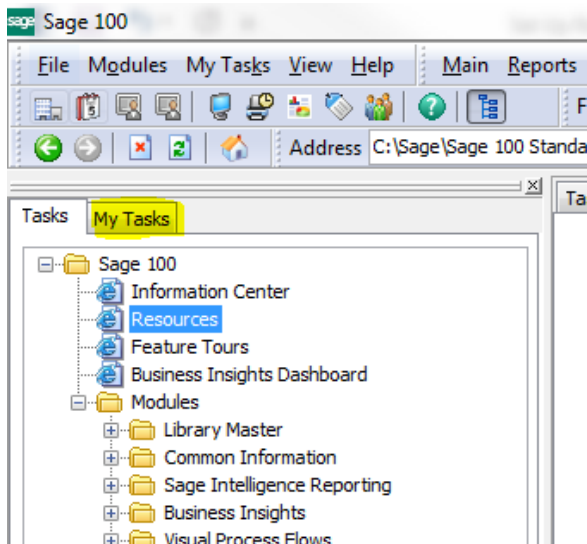
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Setup a custom menu specific to your job using the My Tasks feature in Sage100.

Setup a My Tasks Folder

The My Task Tab is located on the left side of the MAS Main Menu, next to Tasks.

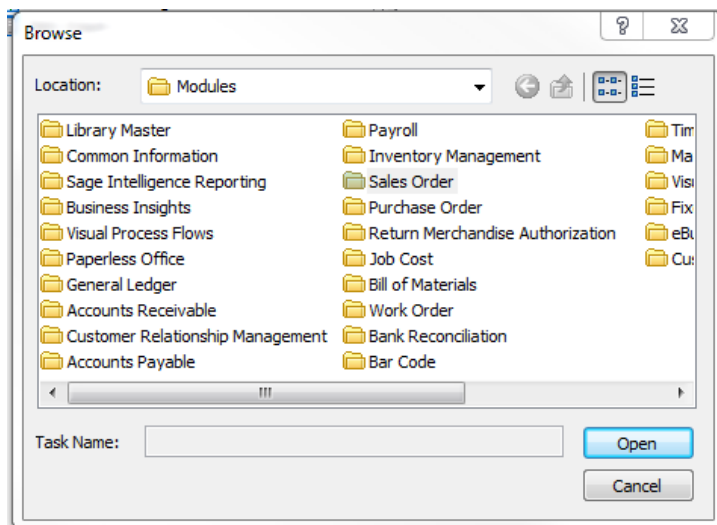


You can create a public folder to be used by multiple users, or a private folder just for you.

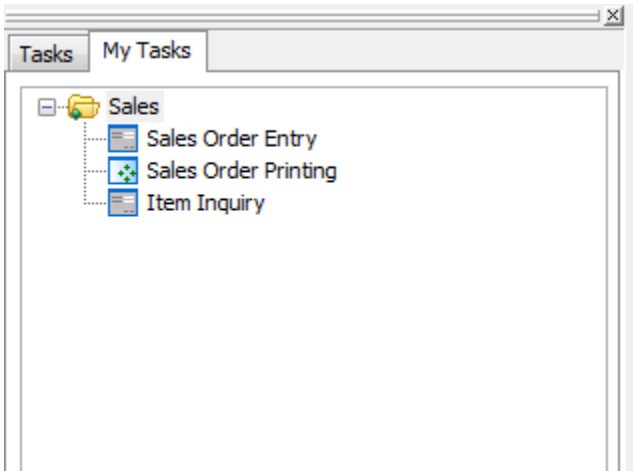
First right-click in the My Tasks area and choose New and Public or Private Folder.

Right click the new folder to rename it.

Now that a folder has been created you can add tasks and programs to it.



Tasks can be added by either right clicking on the folder and choosing New and Task or Program or by simply dragging and dropping tasks and programs into the various Task Folders.



For more information or assistance with Sage 100 ERP (MAS 90/200), contact us now at info@llbgroup.com or [267.457.4700](tel:267.457.4700).

About the LLB Group, LLC

In business since 1984, The LLB Group is a Technology Company serving businesses in the Greater Philadelphia Area.

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- ◆ IT Managed Services – Proactive Infrastructure Support and Service Desk
- ◆ Cloud Services – From Software as a Service (SaaS) to Infrastructure as a Service (IaaS)
- ◆ Telecommunication Solutions – Carrier Services (voice and internet) & Hosted VoIP
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