What you need to know:
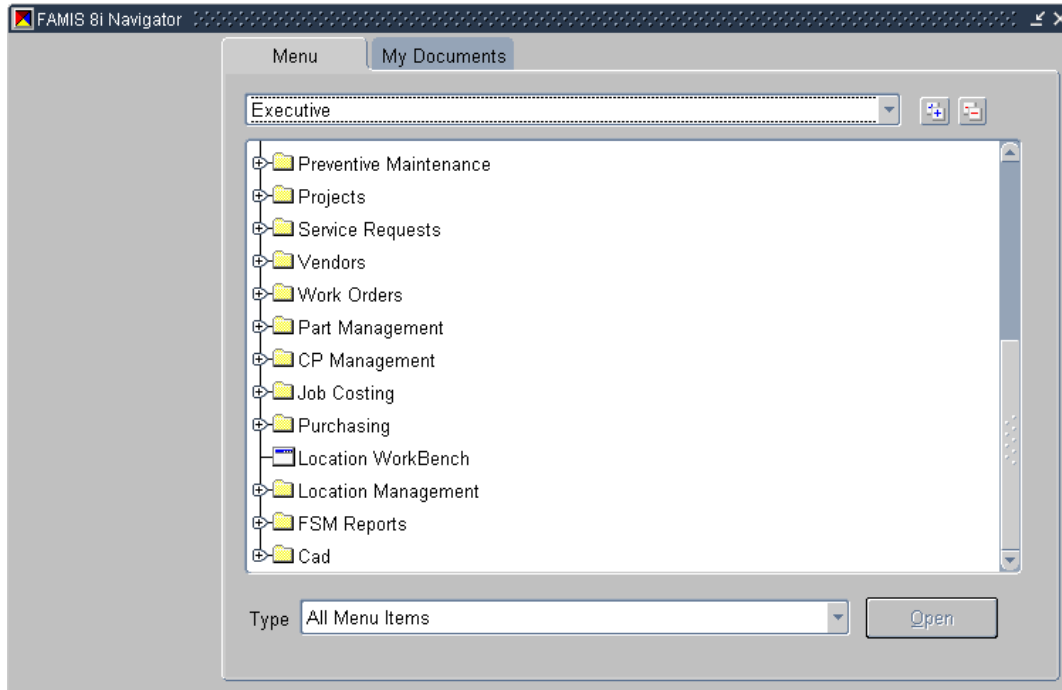
a) *This procedure is meant to provide a quick and easy way for you to access your most commonly used web pages, forms and reports.*

b) *Quickpick buttons only require one click to open the web page, form or report (instead of double-clicking on the form, folder or report in the right-hand window pane).*
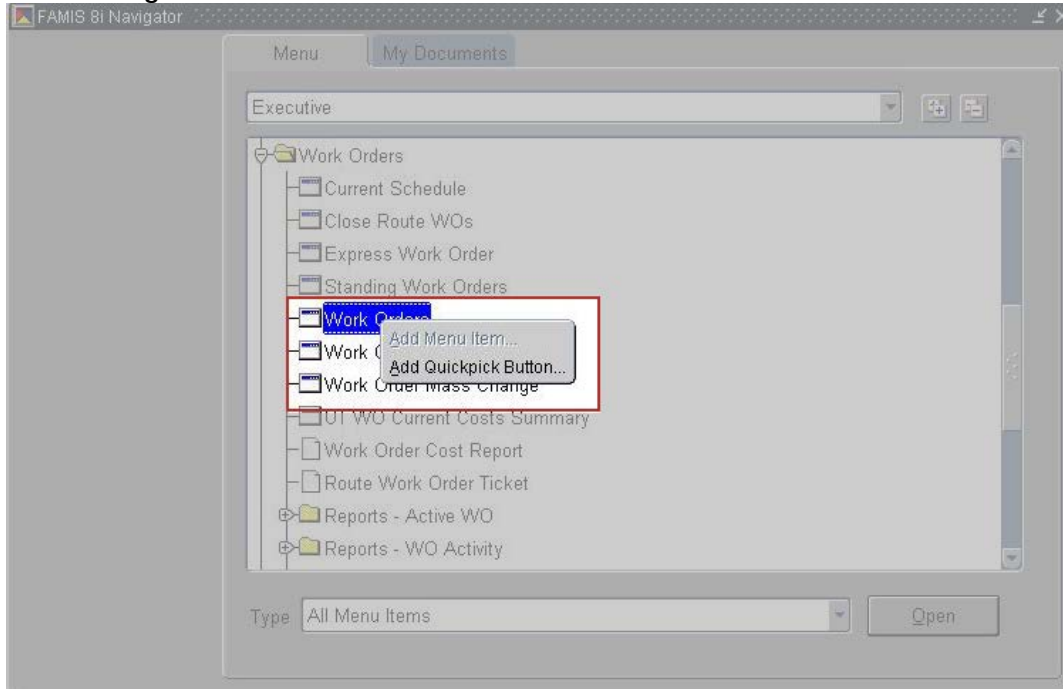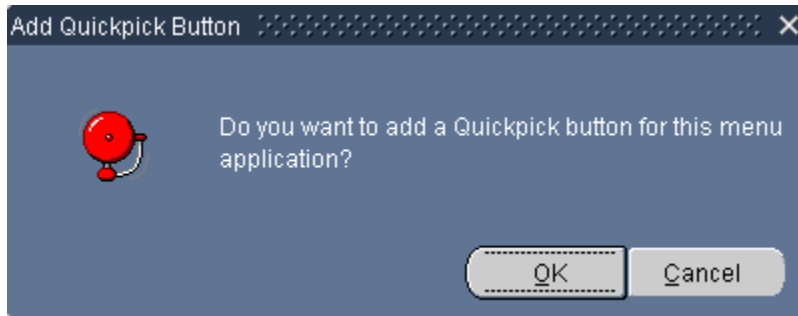
PROCEDURE

FAMIS Navigator Pane

1. In the FAMIS Navigator pane, click on the web page, form or report that you want to add to a Quickpick Button. (Note: it should be highlighted after you click)

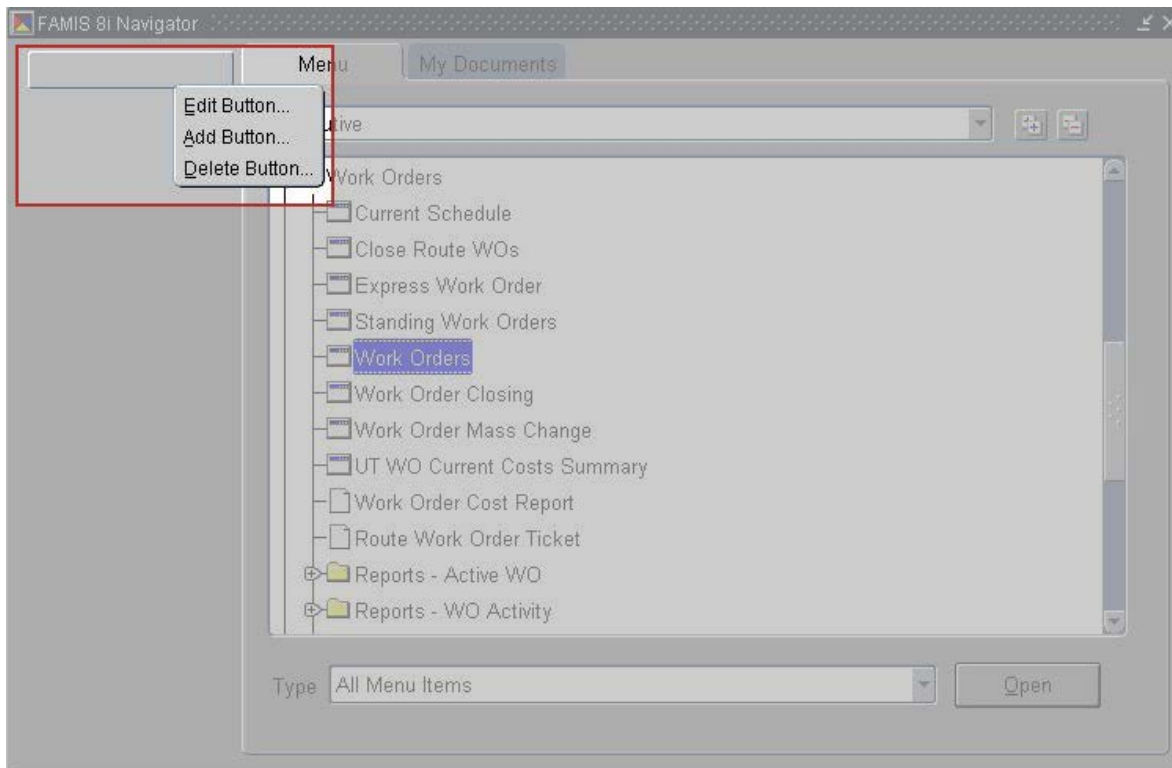2. Right-click the highlighted web page, form or report
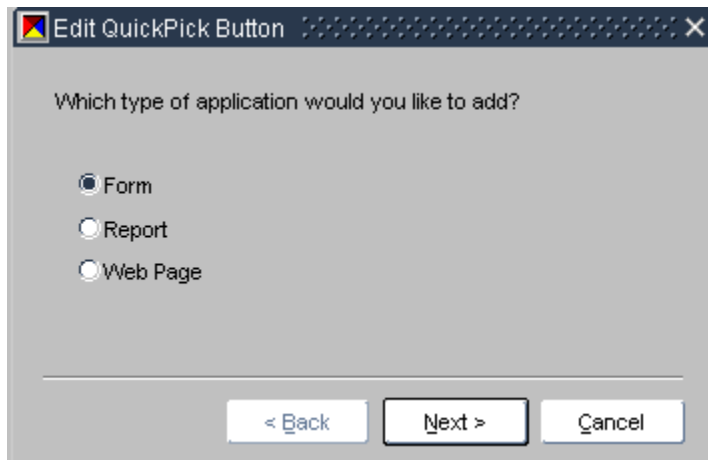
FAMIS Navigator Pane

3. Select Add Quickpick Button

4. The Add Quickpick Button dialog displays.
5. Select OK, the blank button displays in the left pane.
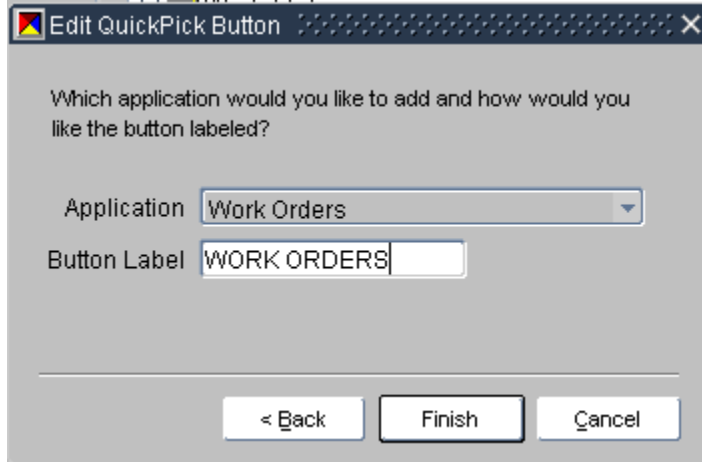
Left-hand FAMIS Navigator Pane

6. Right-click on the blank button and select Edit Button…

7. Select Next (the default selection should be correct).

8. In the Button Label field, enter a name for the button (Tip: Enter a name that you will recognize when referred to later).

9. Click Finish

10. You will see the button label on the left of the navigation pane. Done.

FAMIS Navigator Pane