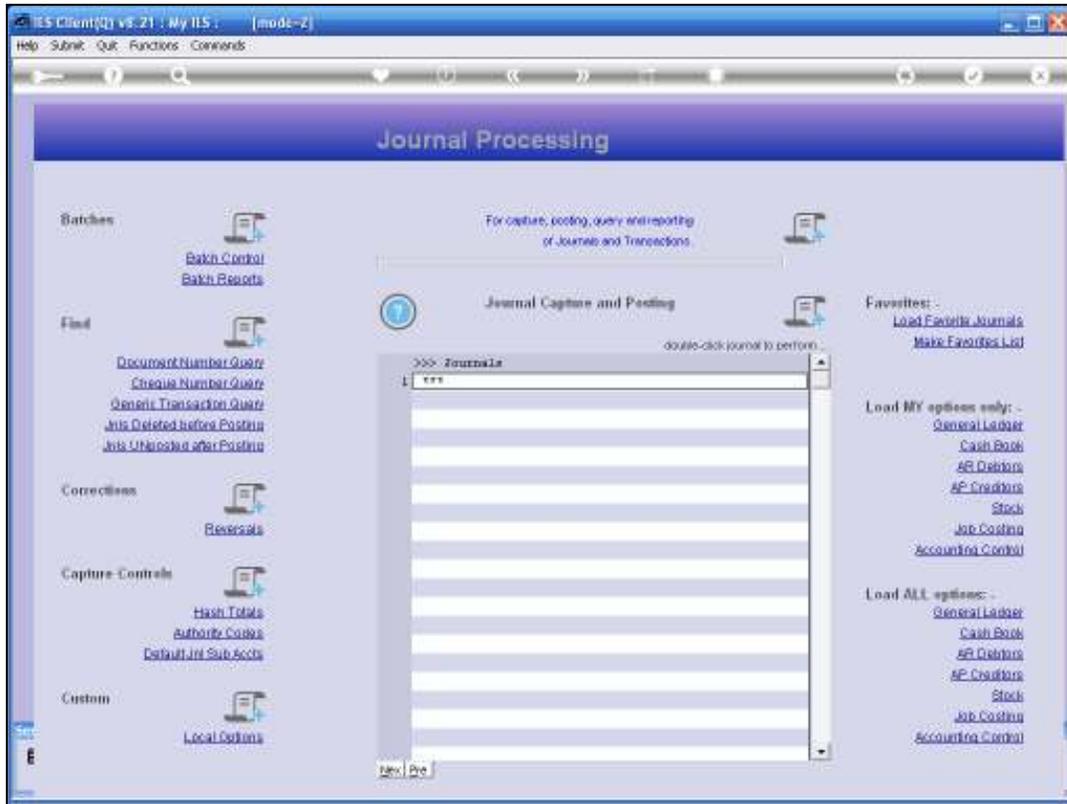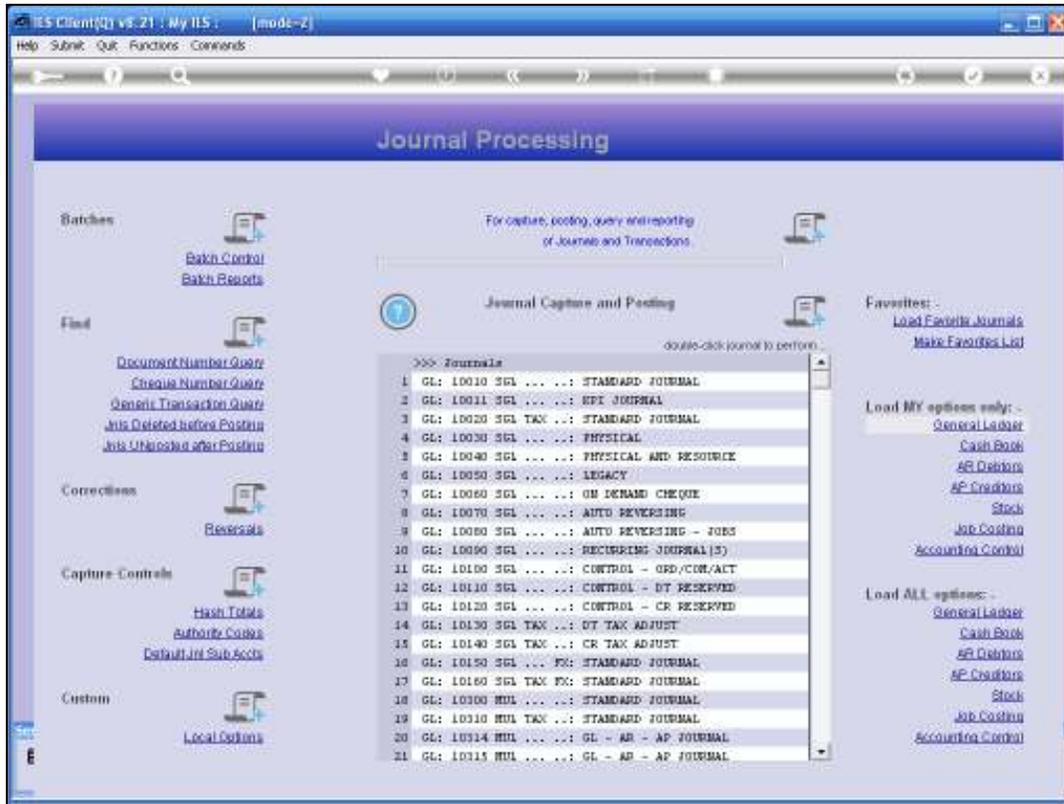Slide 1

Slide notes: The mini table in the centre of the Journal Menu is the launch pad for Journals to perform, and usually we have the Journal Options here that we wish to work with.
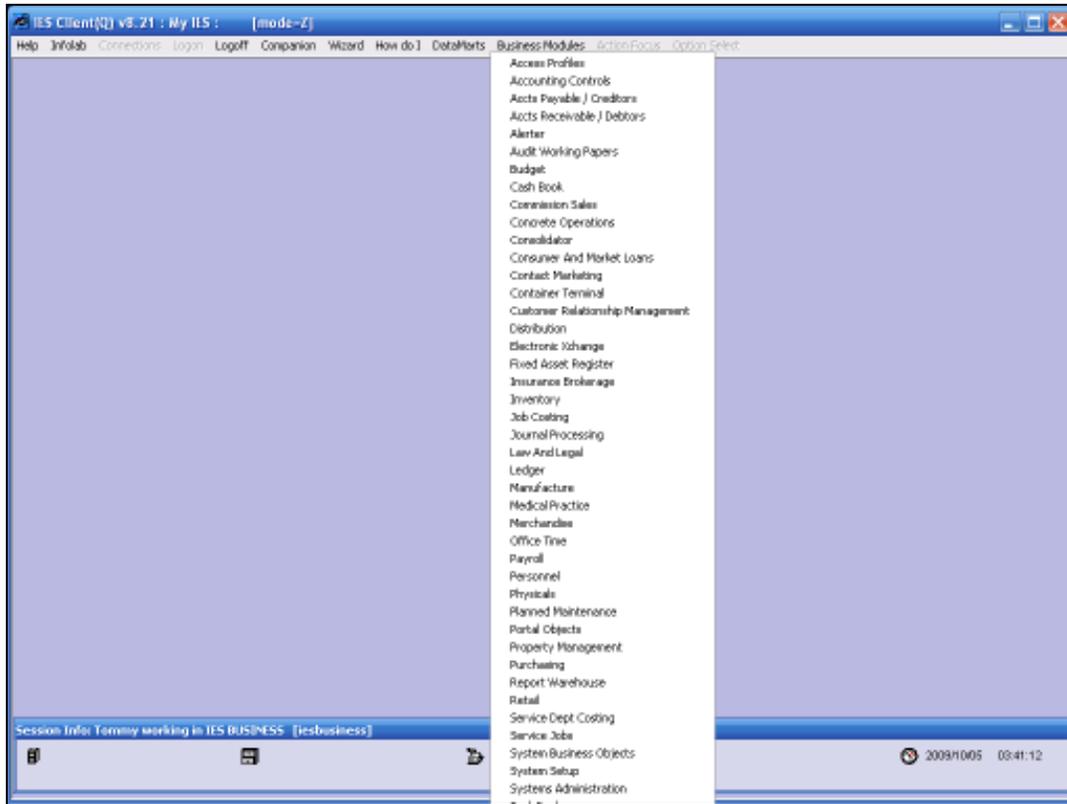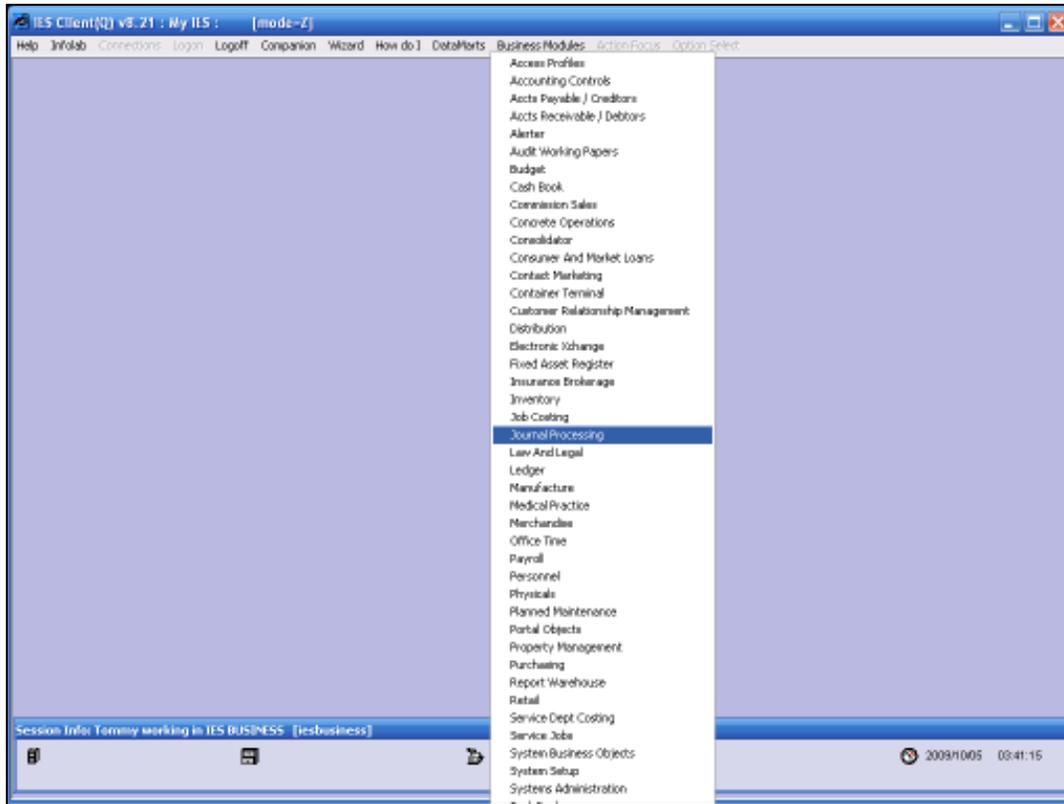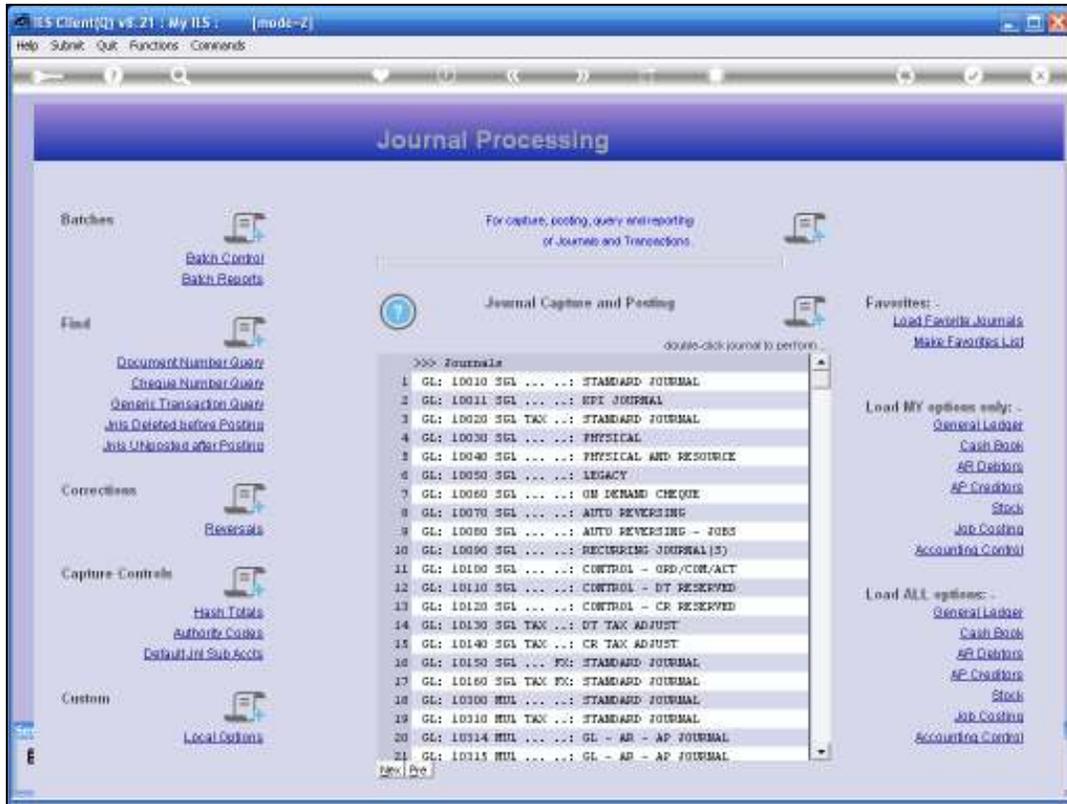
Slide 2
Slide notes:

Slide 3

Slide notes: There are multiple ways of loading Journal Options, and when we have Journal Options listed on the launch pad, then the system will remember the last Options that we have had here. So if we leave the Journal Menu then the same Options will be automatically present next time we return to the Journal Menu.
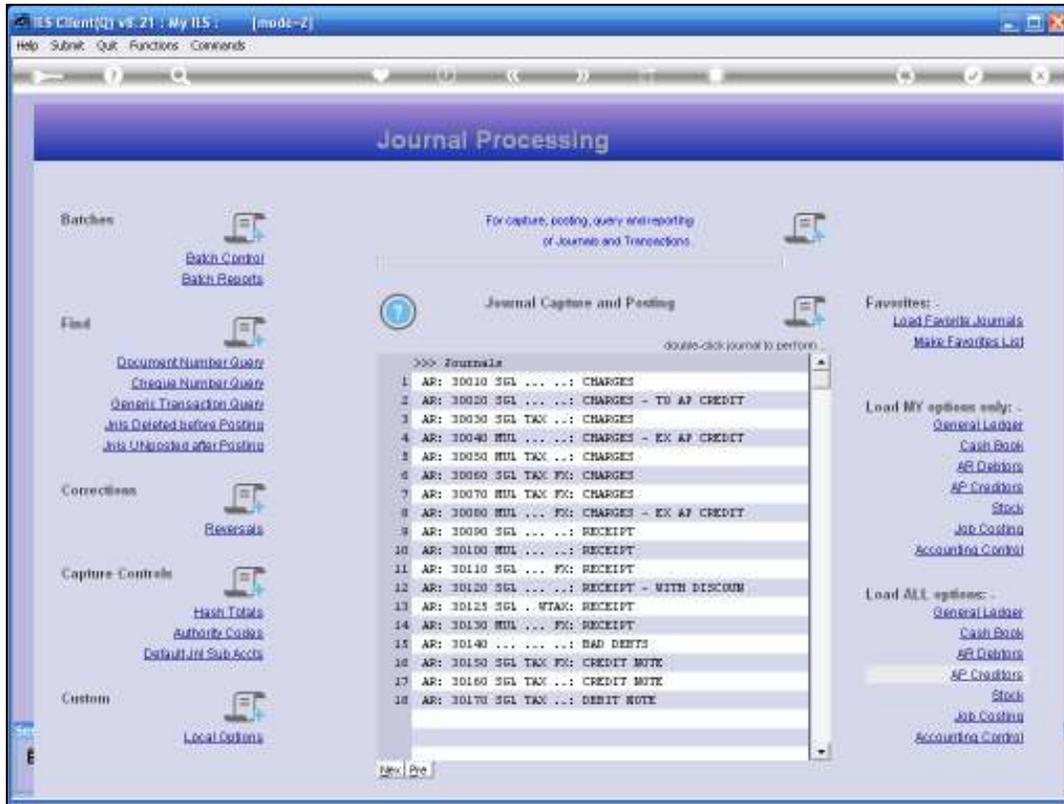
Slide 4
Slide notes:
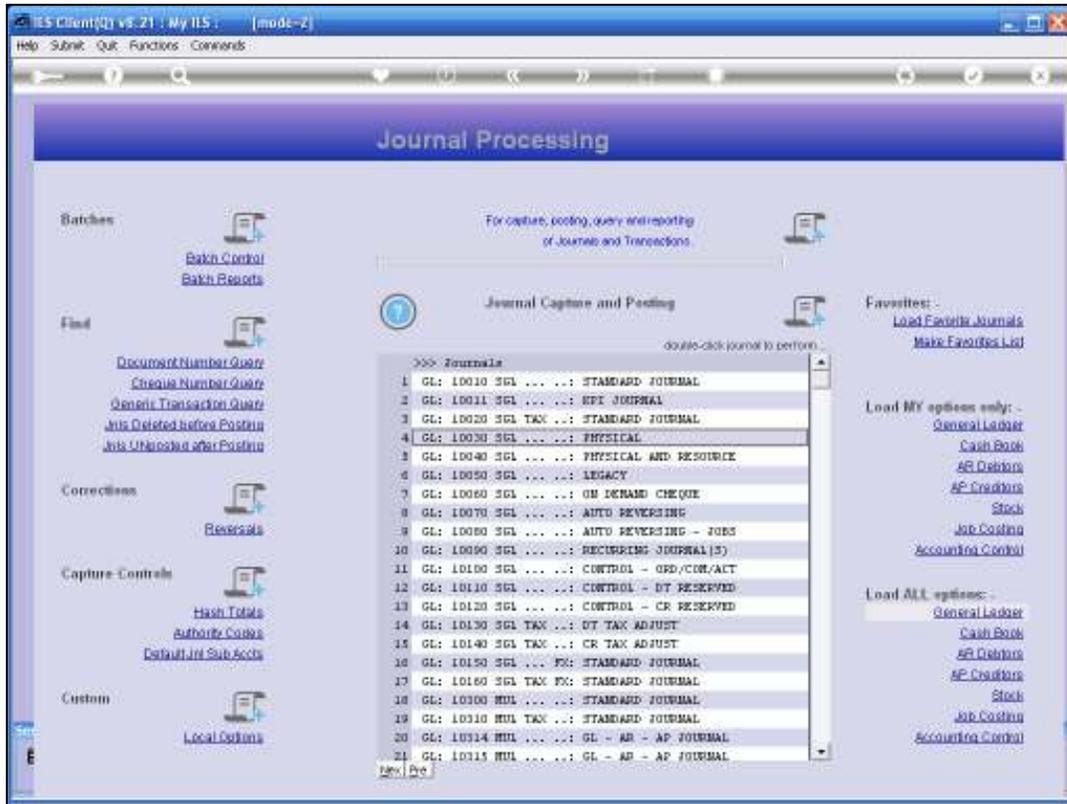
Slide 5
Slide notes:

Slide 6

Slide notes: And we see that we have the same Options now as when we left the Journal Menu.

Slide 7

Slide notes: We perform a Journal by dbl-clicking a choice in the currently loaded list of Journal Options. When we make a choice, the system will 1st verify that I as User have access to perform this Journal Option.
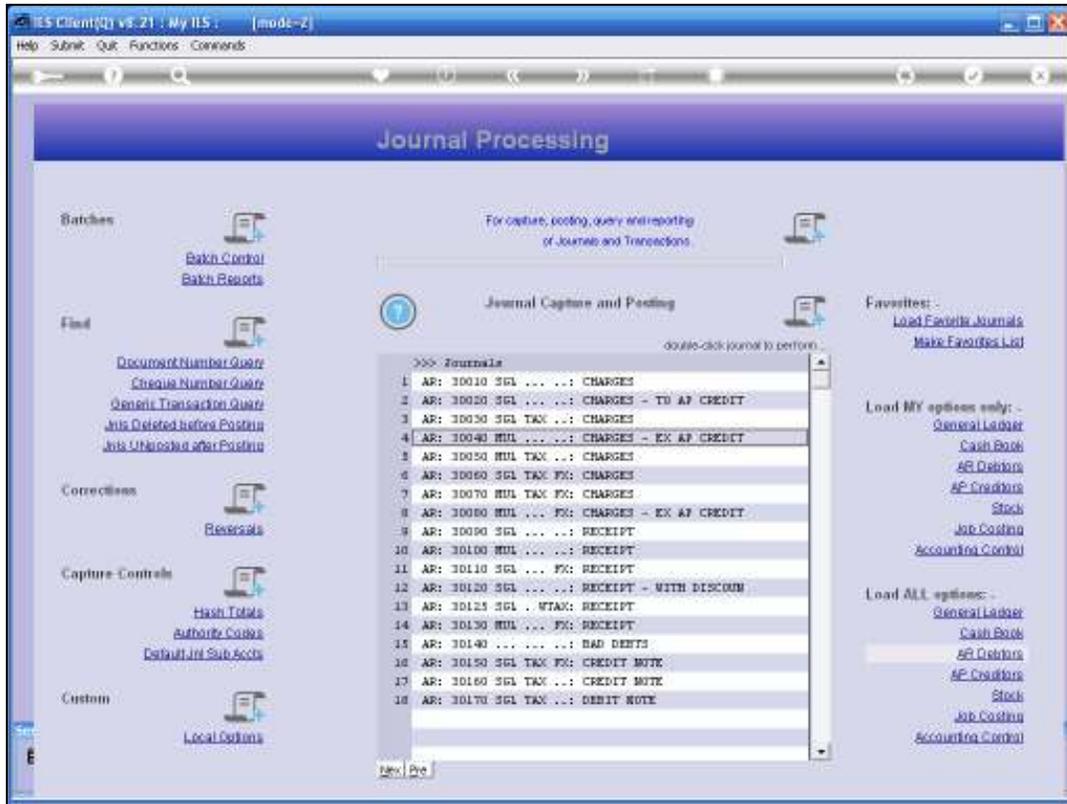
Slide 8

Slide notes: Among the multiple methods for loading Journal Options to the launchpad, we find the ALL Options. When we load Journal Options from this section, then the system will show and load all the available Journal Options for this category. That does not mean that I as User necessarily have access to all these Journal Options, because that depends on which Options are included on my Profile.

Slide 9

Slide notes: However, even if I do not have access to all Options shown here, it can sometimes be useful to see which other Options are availabe in case I may need any of those.

Slide 10
Slide notes: