

E-Guide to Thomas Online

Issue One



Welcome to a brand new series of E-Guides. To help you get to grips with our new website, each month the E-Guide to Thomas Online will spotlight one feature from the site, explain what it does, how to use it and what's so good about it!

So what's new..?

My Menu

Access shortcuts to the facilities you use most often.

How does it work?

The My Menu screen shows a list of six widely used pages. From this list you can choose up to four pages to have as shortcuts. Once selected, your shortcuts will appear in the top left-hand corner of the screen in the My Menu box, under 'My Favourites'.

How will it help me?

The shortcuts will enable you to access your favourite features more quickly. This is a great time saver if you use the site frequently. For those using the site less often you need never worry about 'finding' the feature you need again.

For more advice and tips on how to get the most from our new website contact your consultant.