

Hot tip

For instant help in any Sage window, simply press the F1 help key.

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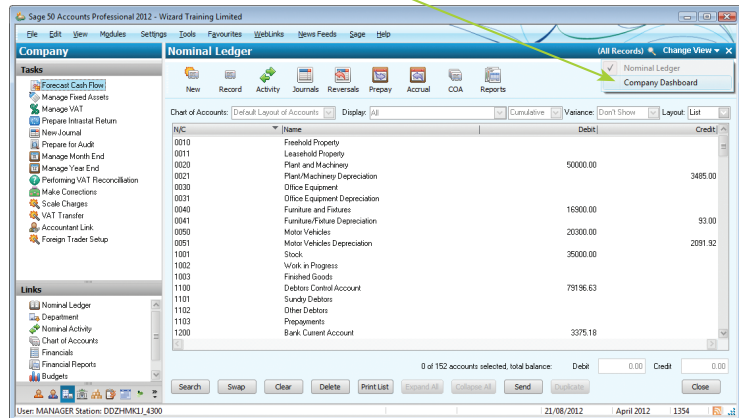
The Process Map shows the workflow associated with the selected group and is a quick and convenient way of switching between related modules.

Sage 50 Desktop Views

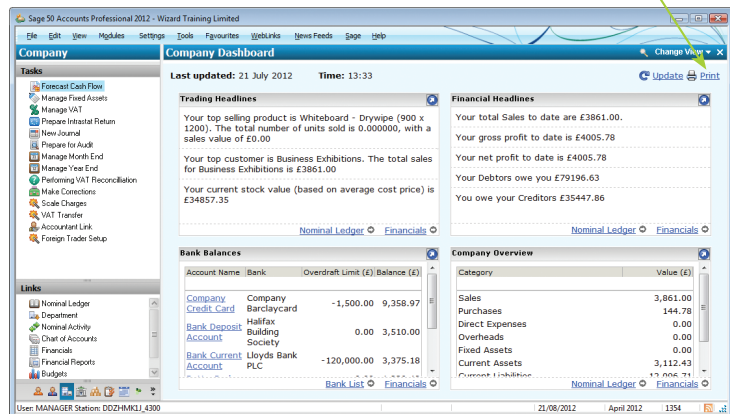
In Sage 50, the View selector lets you change the display in the Sage desktop work area. Although the options vary from module to module, typically the views may include a List display, a Process Map and a Dashboard.

A Process Map (Customer) is shown on page 9, whilst the Nominal Ledger List view is shown below. To switch views, simply do the following:

- 1 Click on Change View
- 2 Select Company Dashboard



- 3 The Company Dashboard shows important trading information about your business. Click here to print

**Hot tip**

Regularly use the Dashboard views to keep track of how your business is progressing. For example, you can quickly view your aged debtors or creditors without having to run separate reports, see which are your top customers, which items of stock are selling fast or running low.