Productivity Tools Demo Guide

TaiRox Productivity Tools activation provides access to dozens of tools, which can be confusing when demonstrating specific product features to a client or prospect.

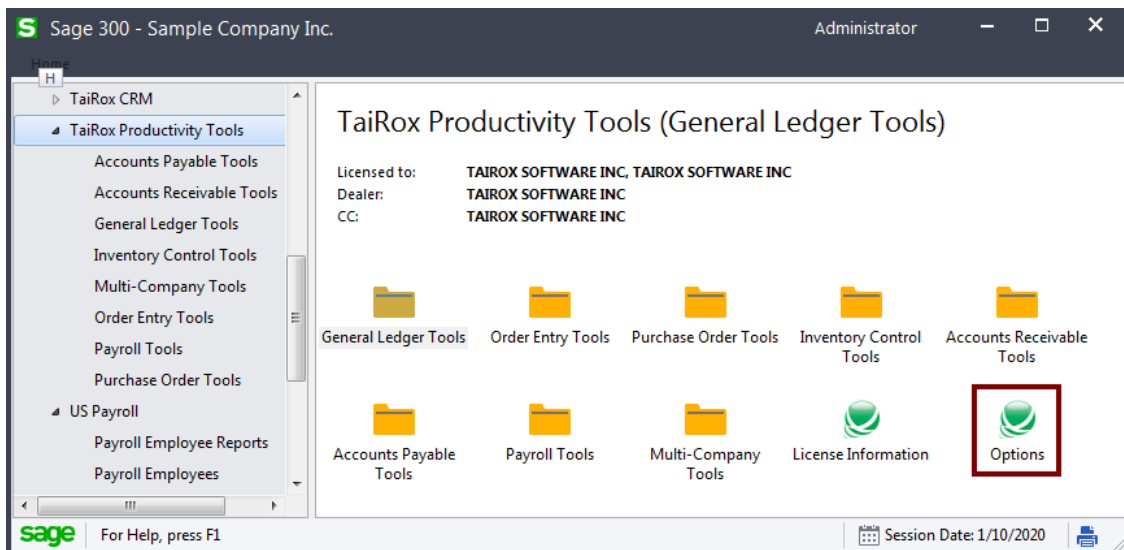Use the Options program Menu tab to hide productivity tools that are not relevant to users.

> **Important Notes:**
>
> The Options program is only available to the Sage 300 ADMIN user. Changes are site-wide, meaning that they apply to all Sage 300 companies, even though the edits are done while logged into a single company's desktop.

- For more information on the TaiRox suite of Productivity Tools, see https://www.tairox.com/tairox-productivity-tools-for-sage-300-erp-accpac.html
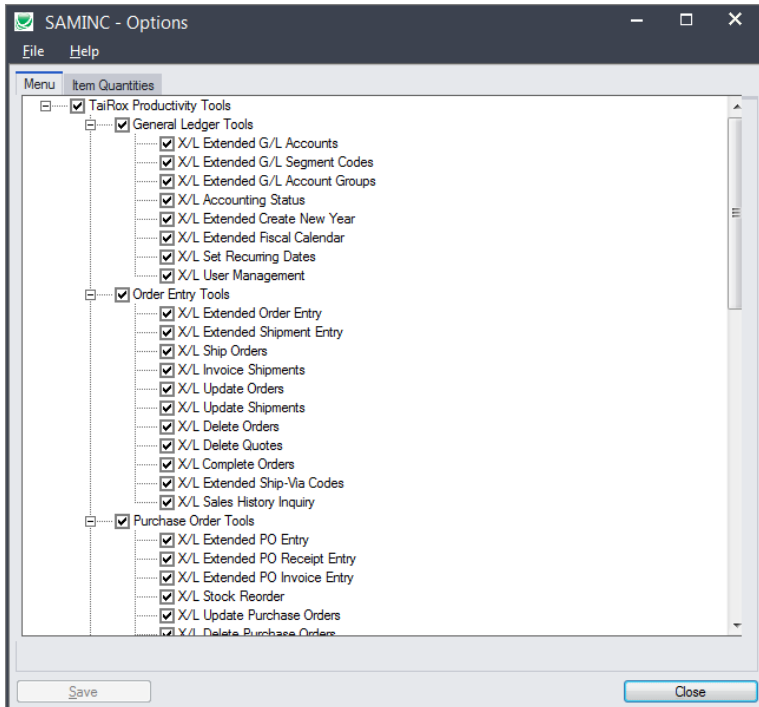
Hiding TaiRox Productivity Tools

Choose the Options program from the top-level of the Productivity Tools menu:

The Productivity Tools Option screen appears with two tabs:

- **Menu tab:** Lets you hide productivity tools that are not used by your company
- **Item Quantities tab:** Lets you choose which locations and Sage 300 companies are included when you view item quantities in Extended PO Entry, Extended PO Receipt Entry, Extended Order Entry, and Extended Shipment Entry.

The Menu tab shows all TaiRox Productivity Tools – irrespective of the activation code in use.

To hide Productivity Tools:

- Deselect tools that you want to remove from the Sage Desktop. Tools are listed by accounting application.

- Close and re-open the Sage 300 company to have the new settings take effect.