

Create SmartLists for Quick Navigation

As one customer put it "I Love SmartLists!". The key feature of SmartLists is that any user can create a Favorite to get the data they need (with little training).

You can access SmartList by choosing Microsoft Dynamics GP menu >> SmartList.

Use SmartList to create customized inquiries to provide easier, faster access to information stored in the Microsoft Dynamics GP system, including information about accounts, customers, employees, vendors, transactions, and items. You can print or export the search results, or display them on the screen. SmartList utilizes sets of predefined search criteria, called favorites. The favorites are listed on the left side of the SmartList window. Some of the criteria within each SmartList favorite are used to create a default search, or view, for each favorite.

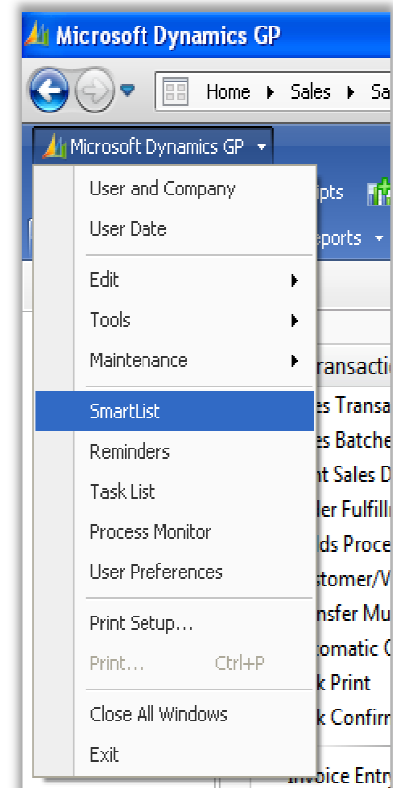
You can modify the view to create a variety of customized views. You can access a list of SmartList Favorites that you can view, print, or modify when you select SmartList Favorites in the navigation pane.

SmartList search results can be sent to Microsoft Excel or Microsoft Word. For example, you can search for information about your customers, export the results to Excel, and then use Excel and Word to create promotions targeted to specific groups of customers based on how much business they do with your company, or how conscientious they are about paying their bills on time.

By combining the capabilities of SmartList and Excel to organize and sort data with Word's mail merge capabilities, you can create mass mailings that tailor your message to individual customers. Refer to Microsoft Word and Microsoft Excel documentation for more information.

Other great features to point out - the "Go To" button that offers drilldown functionality; user-created Favorites can go on the home page reminder list and update every hour; and Export Solutions allow users to assign macros that will auto-format the exported data once it gets to Word or Excel. Also remember that SmartLists Folders are categories or groups while Favorites can be standard or user defined.

Learn more about Dynamics GP SmartList Favorites [here](#).



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