

## Bringing attention to information

You can bring attention to various types of information by utilizing the following templates.

Enter `{{info|Title|Body}}` to generate:



### Info

Some interesting or unique information to take notice of.

Enter `{{tip|Title|Body}}` to generate:



### Tip

A smart tip to help make something easier

Enter `{{warning|Title|Body}}` to generate:



### Warning

Something extremely important that shouldn't be missed

Enter `{{note|Title|Body}}` to generate:



### Note

Something to take note of

The following notations are used throughout this documentation site:

- opentaps is divided into a series of applications with sub-sections. The applications are accessible from the main "opentaps" splash screen, and the sub-sections are available on the tabs of the applications. For example, references to

`Financials > Receivables`

mean that you should click on the "AR/AP, Ledger, Financials" application on the opentaps splash screen and then click on the [Receivables] tab.

- Buttons are enclosed with [ ]. For example, if you see the following on a documentation page;

`[Create Account]`

it means you should click on a button for creating account.

- ID values refer to a system generated value for a person, product, order, invoice, payment, etc. By convention, most values in opentaps have their ID values in ( ). For example, you might see:

`John Smith (10000)`

This means that the person "John Smith" could be referred to with id value "10000" on screens where a customer ID or party ID is required.


- Next to many data input fields you may see the following icon which takes you to the lookup widget:




- In opentaps 1.4 and later, there is also an autocomplete lookup which is a yellow-bordered input box where you can start to enter values, and then choose from a list of eligible candidates on the screen, or

## Documentation\_Notation

use the lookup widget next to it:

<b>Product ID</b>	<input type="text" value="open"/> 
<b>Quantity</b>	GZ-1006:Open Gizmo
<b>Before Date</b>	GZ-1006-1:Open Gizmo (LGPL)
<b>Comments</b>	GZ-1006-2:Open Gizmo (GPL)
	GZ-1006-3:Open Gizmo (BSD)
	GZ-1006-4:Open Gizmo (MIT)

- Next to date fields you may see the following icon which takes you to the calendar widget: 
- All files in this documentation site are referenced from the opentaps installation directory. For example, if you have installed opentaps in

```
/usr/local/opentaps/
```

then references to the following file

```
applications/accounting/config/payment.properties
```

means you should be editing the following on your file system:

```
/usr/local/opentaps/applications/accounting/config/payment.properties
```

Section Pages > [Sections for Business Users, Administrators, and Technicians](#)