

Workbench and Classic Menu

ACS [People](#) and [Financial](#) Suites contain two main menus - the **Workbench** and **Classic** menus.

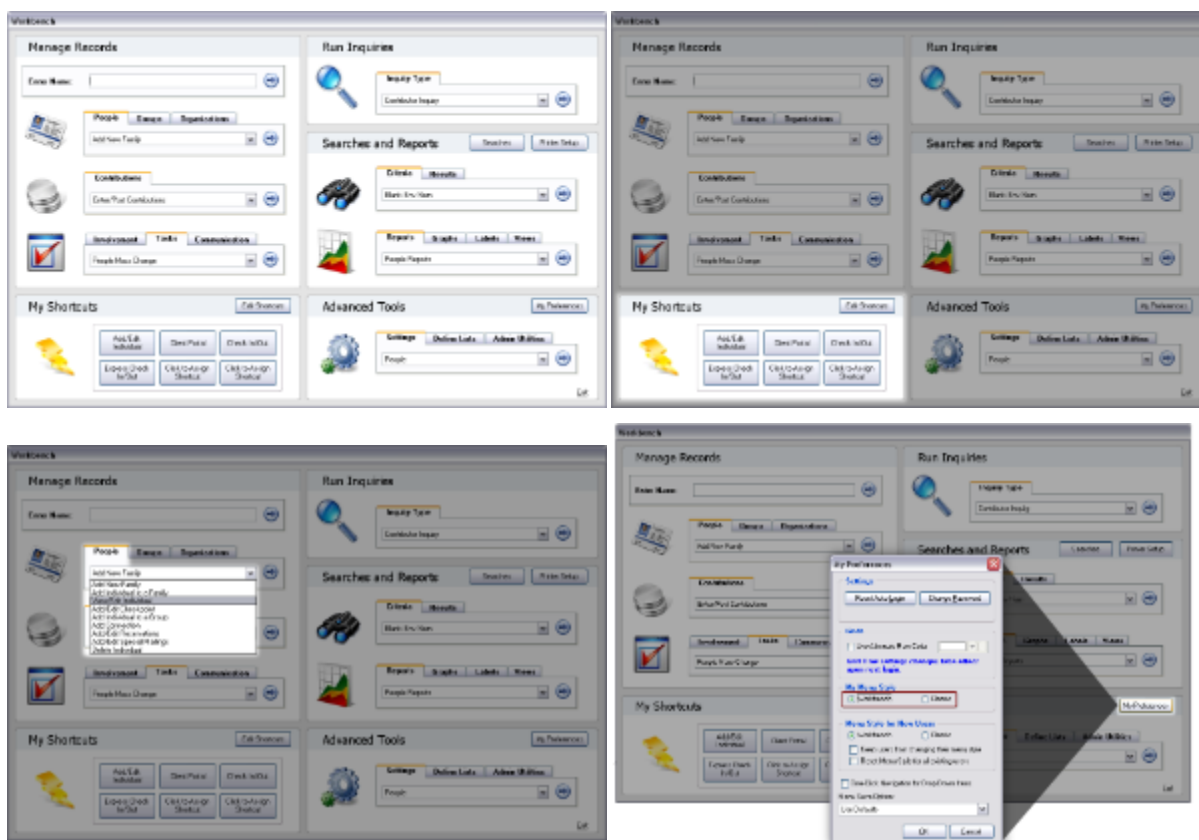
Workbench Menu

The **Workbench** menu approaches your ACS duties in a task-based format. On the Workbench menu, actions are grouped by task rather than module, and you can also add shortcuts to the areas of ACS that you use the most. You can access individual and family records easily under Manage Records.

We write all current help, troubleshooting, and training documents using the Workbench menu, so we encourage you to give it a try. Click the images below for some highlights of the Workbench menu.

To switch from Classic to the Workbench menu

1. On the **Utilities** menu, click **My Preferences**.
2. Under **My Menu Style**, select **Workbench**.



Classic Menu

The **Classic** menu is the original ACS for Windows menu style and groups actions by module. You can still use the Classic menu; however, the first few steps to access your tasks differ.

Click the images below for some highlights of the Classic menu.

