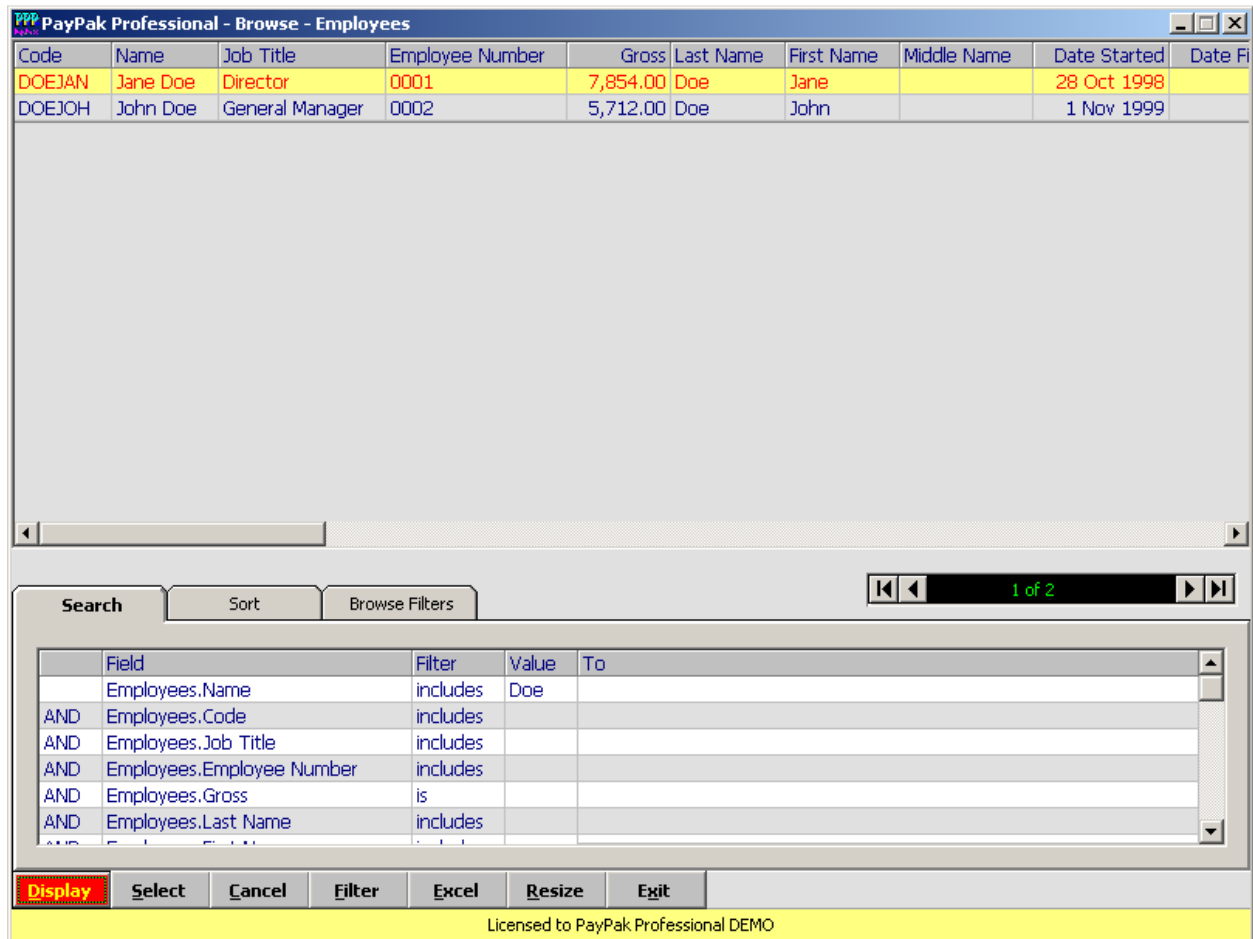


Browse



The Browse screen allows you to display records and transactions stored in the database. It is activated by pressing [F5] at a record code field or transaction number field, or by clicking on the browse icon (the magnifying glass). You can display all the records or tell the program to display only those records which match search conditions that you have specified.

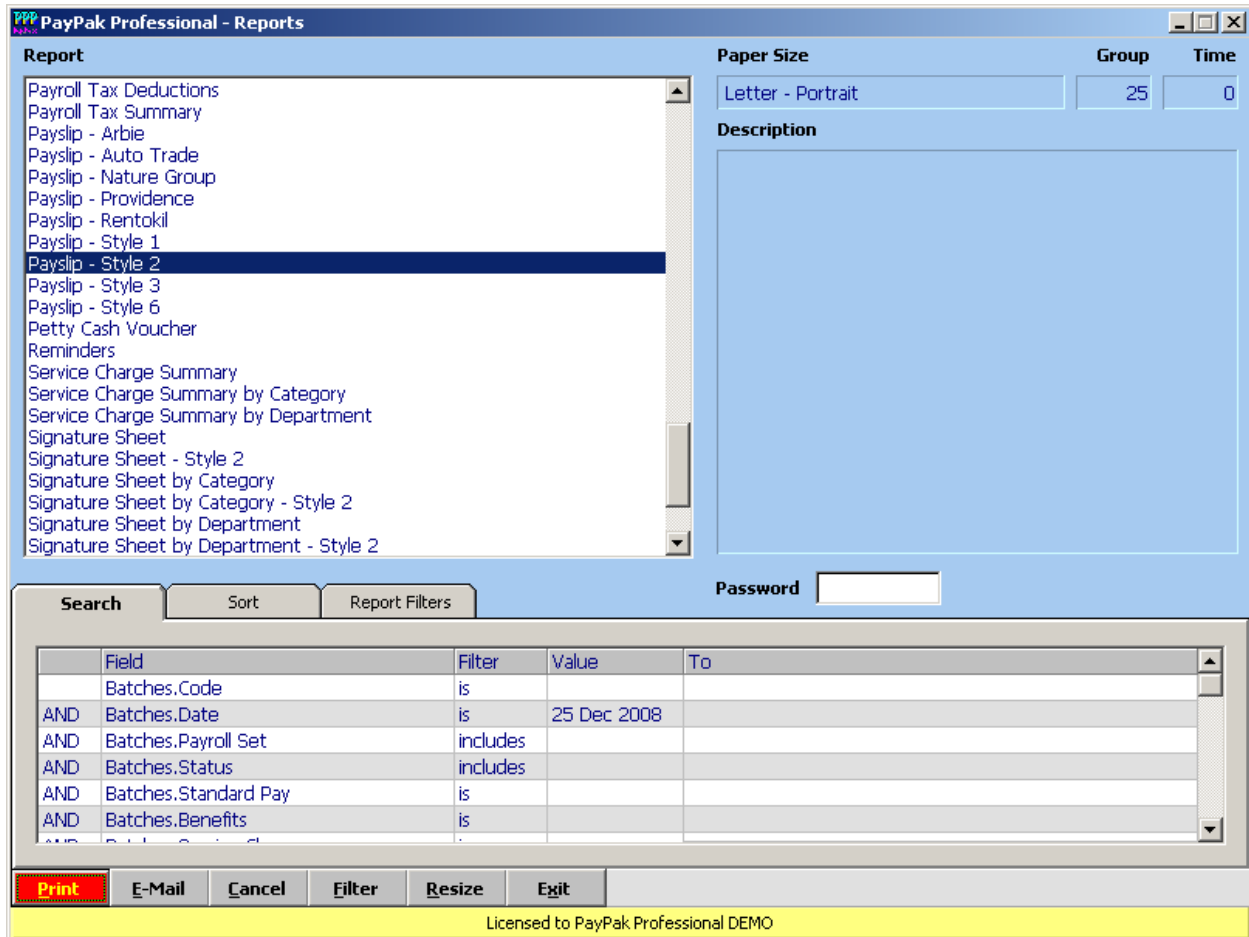
The search tab allows you to quickly enter a value based on any of the fields displayed in the grid.

Please refer to the section on **Selecting and Sorting Records** for further instructions on how use the Browse screen. After entering the optional search and sort settings, click on [Display] to show the selected records.

Once the records have been displayed, you can also resize any of the columns. To resize a column, place the mouse pointer over the left or right end of the column header, hold down the mouse button, and drag it outwards or inwards to increase or decrease the width. To move an entire column, place the mouse pointer on the column header, hold down the mouse button, and drag the column to the desired position.

To retrieve a record, you can either double-click on it from the grid, or highlight it and then click on [Select].

Reports



The Reports screen allows you to select and print reports. The reports appear in an alphabetical list, and the first step is to click on, or highlight, the report you want to print. You can print all the records that exist or tell the program to print only those records which match search conditions that you have specified.

[Paper Size] - The recommended paper size and orientation for the selected report.

[Group] – The report group.

[Time] – The processing time used to generate the report. Most reports should not take very long to be generated. Processing times will vary from report to report, and the time for each report can depend on processor speed, database size, and network connection factors.

[Description] – A user-defined description of the report.

[Password] – Optional. For security purposes, some reports may have a password assigned to them. Only those persons who know the password to a particular report can print it.

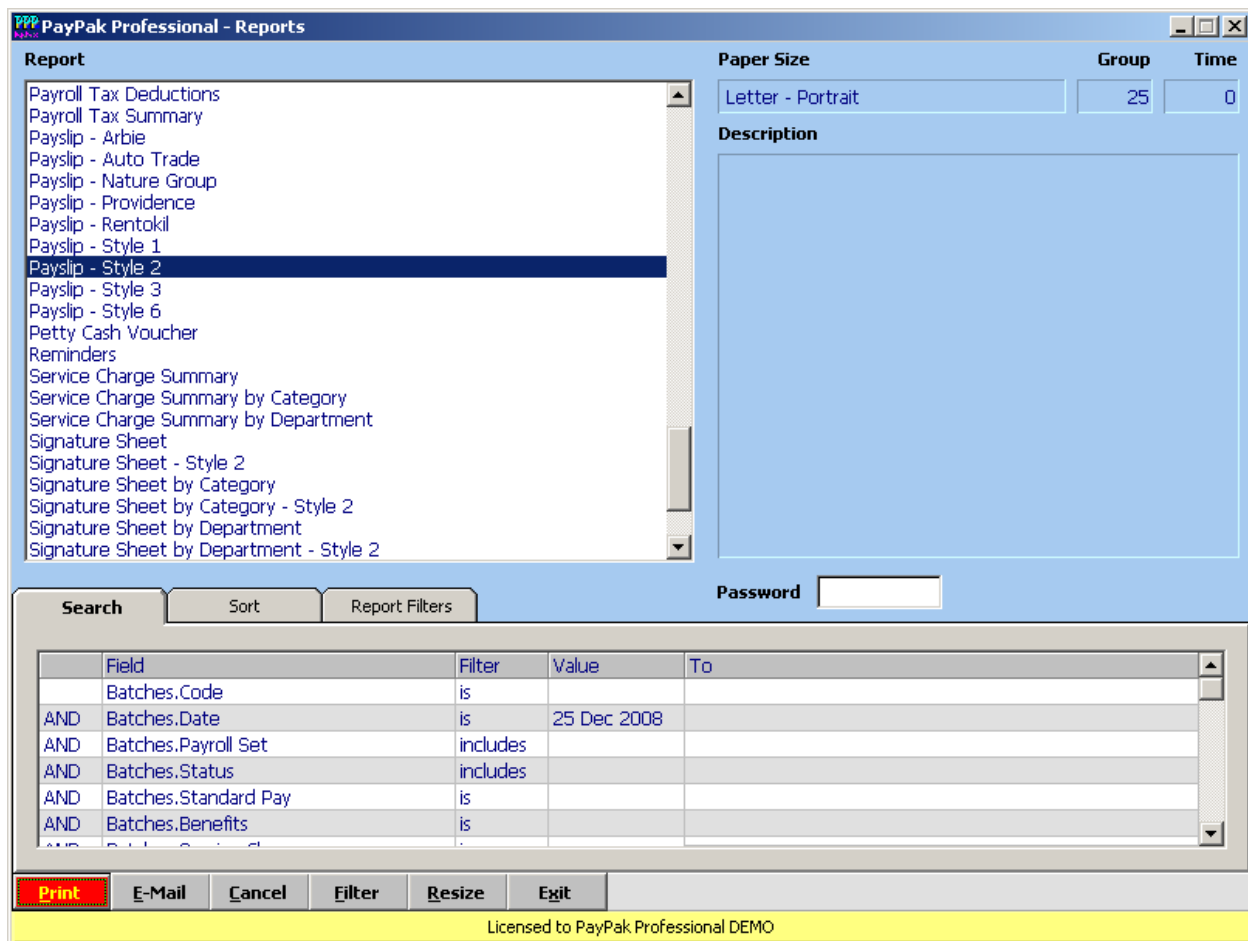
The search tab allows you to quickly enter a value based on the field selected from the list.

Please refer to the section on **Selecting and Sorting Records** for further information.

Selecting and Sorting Records

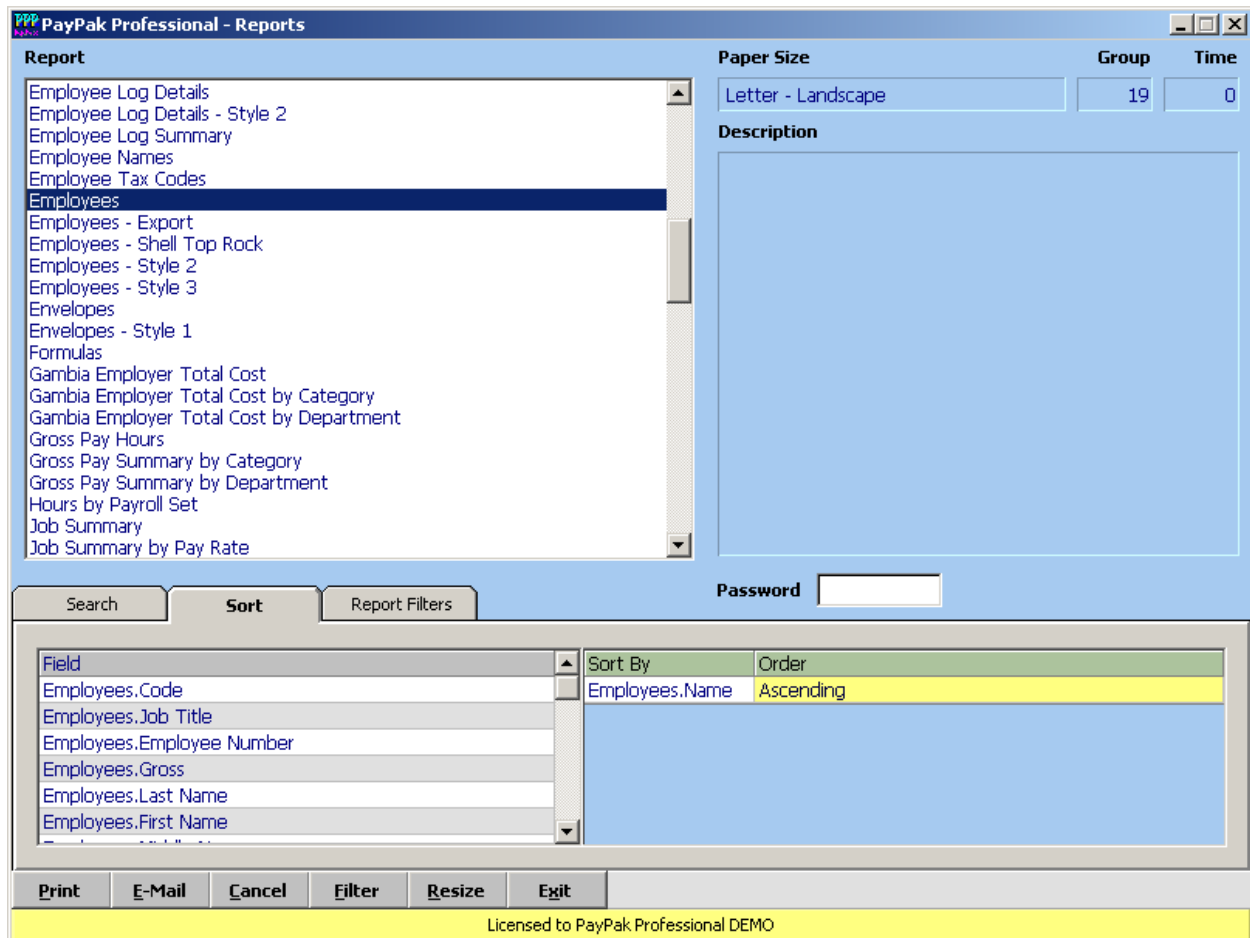
The Browse and Reports screen have a common layout for the selection and sorting of records to be displayed or printed. If you do not enter any search options when printing reports the program will prompt you to make sure that you want to print all records.

There are three tabs on each screen: Search, Sort and Filters.

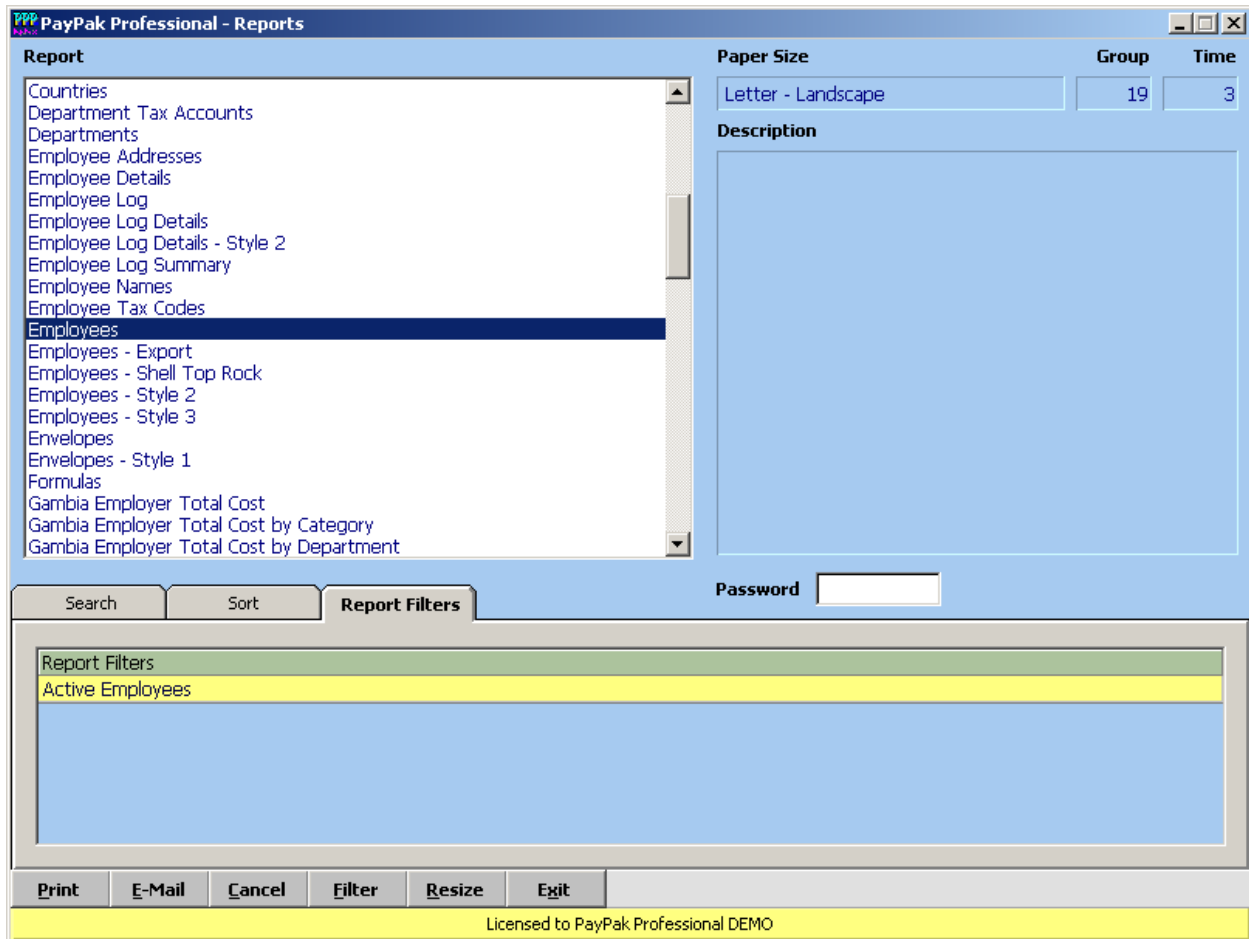


The Search tab has a grid which allows you to enter match values on multiple field lines. Select a field, set a filter option from the dropdown list, and enter a match value or a match range. There are two ways of entering a match value for a field. It can be typed in directly, or you can double-click (or

press **F5**) on the value column to choose from a pop-up list of existing values. If you want to select a range, select the “is between” or “is NOT between” filter and use both the **Value** and **To** columns. For example, to get all amounts between \$1,000 and \$5,000, enter 1000 in the **Value** column and 5000 in the **To** column. Please note that when entering numbers they should not include commas or currency symbols. Multiple lines must be joined using the **AND/OR** option from the dropdown list in the first column.



The Sort tab has two grids which display field names. The grid on the left contains the list of available fields. The one on the right is for selected fields and sort order. To select or remove a field you can doubleclick on it or press the [SPACEBAR] key. Doubleclicking on the Order column changes between ascending and descending order. From the grid on the right you may also press [A] to sort in ascending order or [D] to sort in descending order.



The Filter tab allows you to select browse filters or report filters. Browse filters and report filters are saved sets of match options which can be easily selected from the filters tab. Browse filters and report filters must be created before they can be used. To create a browse filter or report filter, enter the desired set of match options on the search tab and then click on the Filter button. You can then save the browse filter or report filter by entering a name of your choice, or selecting a name from the dropdown list in order to update an existing one.

Browse filters and reports filters are very easy to use. Simply double-click on the desired filter to automatically load the saved match options in the Search tab and display matching records or print the selected report. If you click on a filter, the saved match options will be loaded, allowing you to review or edit them first before proceeding.

To delete a browse filter or report filter which you no longer need, highlight the name on the filters tab and press the [Delete] key.