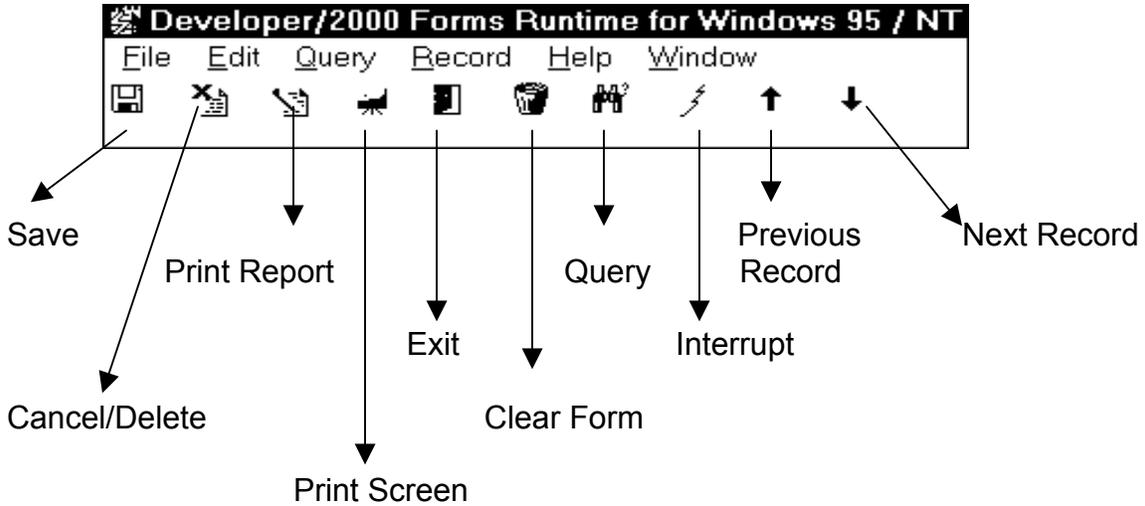


Appendix B: Toolbar, Standard Functions, and Help Menu

Toolbar

The toolbar functions are standard and accessible throughout the application. Each toolbar icon represents a specific function and is defined on the following pages.



Appendix B: Toolbar, Standard Functions, and Help Menu

Standard Functions

The following functions are standard throughout the application and are accessible via the toolbar through menus, buttons, or function keys.

Save		Saves all modifications to the database since the last [Accept] or [Clear Form]
Cancel/Delete		<p>[Cancel] will undo transaction-based records (e.g., issues) by writing negative transactions to the database. Cancelled records are not removed from the database.</p> <p>[Delete] will remove non-transaction records (i.e., customer) from the database. Records which are referenced elsewhere cannot be deleted.</p> <p>In a master block, [Cancel/Delete] cancels or deletes all records in the form, saves the changes to the database, then performs a [Next Record].</p> <p>In a detail block, [Cancel/Delete] cancels or deletes the current record then performs a [Next Record]. The change is not saved to the database until a [Save] is performed.</p>
Print Report		Displays the appropriate parameter screen associated with the form.
Print Screen		Displays the page setup box for printing the screen display.
Exit		Exits the current form and returns to the main menu. All unsaved changes are discarded. [Exit] also terminates query processing or interrupts the [List of Values] function.
Clear Form		Clears the current form without dismissing the editing window.
Interrupt		<p>Invoking [Interrupt] once will display the main menu and disable all functions within the form. When entering a new record, all mandatory fields must be filled in with valid data before executing [Interrupt].</p> <p>Invoking [Interrupt] a second time will return the form to normal mode.</p> <p>A form called with [Interrupt] will have full functionality except to [Interrupt] again. Once a [Save] command has been performed on the called form, all modifications will be saved to the database and the cursor will return to the original form in normal mode.</p>

Standard Functions, contd.

Query		<p>Selecting the [Query] button once changes the form to [Enter Query] mode. The screen color will change allowing you to enter query criteria. At this time, the form will be cleared, discarding any unsaved changes. Clicking the [Query] button again activates [Execute Query] which displays all matching records. The screen color will then return to normal.</p> <p>In [Enter Query] mode, the following key have these functions:</p> <ul style="list-style-type: none">▪ [Execute Query] performs the query. If records are retrieved, returns to normal operation; if no records are found, remains in [Enter Query] mode.▪ [Exit] returns to normal operation without performing the query.▪ [Count Query Hits] displays the number of rows that satisfy the current query criteria.
Previous Record		Moves the cursor to the previous record.
Next Record		Moves the cursor to the next record. If no other records are found, [Next Record] creates a new blank record (unless the current record is blank).
Previous Screen		Moves the cursor to the previous screen in the form.
Next Screen		Moves the cursor to the next screen in the form.
Search		Displays a dialog box for entering search criteria. Searches forward or backward from the current cursor location. Available only in detail record blocks.
Substitute Item		Displays a List of Values (LOV) that have been defined as substitution items in the item catalog.

Appendix B: Toolbar, Standard Functions, and Help Menu

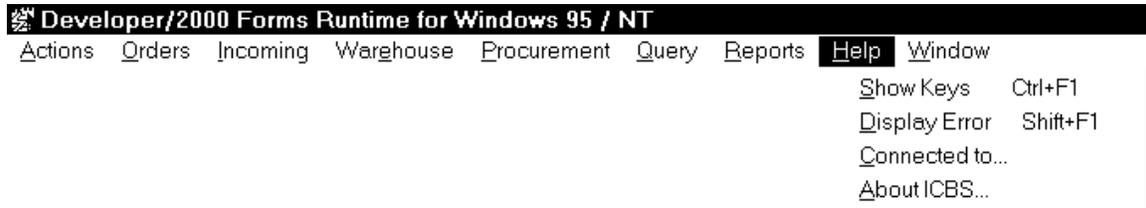
The following functions are standard throughout the application.

Data Items	On screen formats, mandatory data items are in bold text, optional items are not.
Status	Status displays as "A" Active or "I" Inactive. Yearend processing will be accomplished through these flags.
Dates	When inputting a date, a "/" , "_", ".", or any other special character be input between the month/day and day/year in order for the slash to display. The year must be in a four-digit, e.g., 02.22.1999.
Time	Must be entered in a military format, e.g., 0630.
Tab	Moves the cursor the next field.
Shift Tab	Moves the cursor backward to the previous input field.
CTRL Tab	Moves the cursor out of a multi-line text field to the next field.
CTRL Shift-Tab	Moves the cursor backward.
CTRL-q	Exits any ICBS form; must be lower case.
F7	Initiates query mode.
F8	Executes query mode.

Appendix B: Toolbar, Standard Functions, and Help Menu

Help Menu

The help menu is available via the toolbar. The four options available through the help menu are described below.



- | | |
|----------------------|---|
| Show Keys | Displays the function key assignments currently in effect. You may return to the form or menu you were working on by pressing EXIT or OK. |
| Display Error | Displays error information and/or advanced help information, if available, for the item where the last error occurred. |
| Connected To | Displays the database that you are currently connected to. |
| About ICBS | Displays the ICBS version date and the National Systems Group address and phone number. |