

WINDOWS FUNCTIONS

For those of you not familiar with the standard windows functions such as the TAB key and the double click of a mouse, this section is a NECESSITY for you.

TERMS:

In windows, a **FIELD** is a part of the screen that you either type information into or that holds information that has been typed or entered from another part of the program. Some FIELDS work differently to others. They can be **Normal Entry Fields**, **Read only**, **Disabled**, **Selection**, or **Drop Down**. They can also work in different ways. Some will only accept capital letters, some will make the first character capitalised, some will only allow certain information and some are simply a **tick** or yes and no answer.

Normal Entry Fields – Allow information to be typed into the field. This information can be limited to being Capitalised or all upper case or just as you type it.

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Read Only Fields – Allows the field to be selected but you are not able to change or type over the existing information. This includes such fields as customer balances that are Normal Entry Fields when opening balances may be entered, but Read Only when the fields cannot be changed.

Disabled Fields – Are **greyed out** or shown in a lighter grey colour than other fields. These fields cannot be selected or typed into and are used for display only purposes such as YTD Turnover figures that are automatically calculated by the computer and are not figures entered by the user.

Selection Fields – Are fields that allow a selection to be made by clicking in a tick box or selection box. These are usually but not always, on / off or Yes / No options.

Drop Down Fields – Are fields that allow information to be selected from a drop down box. This is usually when the field contains a set selection of information required for that field. E.g. GST_Type can only be either **GST**, **or Vehicle**. Instead of typing your selection you select it from a drop down menu.

Buttons - These usually appear next to an empty field and look like a square with three dots inside it. When left clicked on, they bring up a separate window, which you then make a selection from.

Note: If the button has dark dots this means you can access it. If the button has light grey dots, this means

that you cannot access it.

In a windows environment, the **TAB** key replaces the **ENTER** key in most areas.

To move to the next field you need to press the **TAB** key as opposed to the **ENTER** key in a DOS environment. A quicker way to access or select a field elsewhere on the screen is to use the mouse. Rotate or move the mouse so that the mouse cursor is over the area that you wish to type into and then click the **LEFT** mouse button. You can also select the information in that section or Field by quickly clicking the left mouse button twice in quick succession. This is also termed a "Double Click".

Another very important difference between DOS and Windows is the use of the **ESCAPE** key. While the **ESCAPE** key was used in DOS to move back to a previous field; in Windows the **ESCAPE** key will **CLOSE the window down** and you will lose any information you changed or typed in which had not yet been saved or processed.

If you want to move to the previous screen in windows, press the **SHIFT** button and then (while still holding it down), press the **TAB** key. Or simply follow the instructions above for using a mouse, and left clicking on the field you wish to type into.

Closing windows down can also be done by left clicking on a **Close** button or a **Cancel** button on an open window. You may also left click on the "X" which appears in the top right hand corner of most windows. This will also close the window down.

SEARCHING Demo Version - Select.Pdf SDK

In many of AM-WIN windows, you will find a list of Customers/Stock/Rego numbers (for example), and a blank field above the list (which sometimes says **Locator** next to it and sometimes does not).

When it comes to searching through these lists you must usually enter the code or part of the code for the item you are searching for.

It is **VERY IMPORTANT** to note:

[picture]

What not to do: do not left click into the blank locator field and type the code you are looking for. **Typing in the locator field will not do anything.**

What you should do: left click **ANYWHERE IN THE LIST** and then start typing the code you are looking for. As you type, the item will be found for you, and the letters you have been typing will appear in the Locator field.

To search again, pressing the **Backspace** key on your keyboard will delete the letters you have typed in, from the locator field. You may then retype a different code (making sure that you have left clicked in the list and not in the locator field).

PRINT PREVIEWS

[picture]

Many areas of AM-WIN have the option for you to print out information or documents such as a job card/ a report/ letters etc. In these cases you will usually see a **GO** button.

Once this **Go** button is pressed a print preview of the document will be displayed.

At the top of the print preview there will be particular options which you may choose from/ change.

To Print: to print the document, left click on the printer icon.

To close the print preview: **Demo Version - Select Pdf SDK** to close the print preview without printing, left click on the red cross icon.

To zoom in: to zoom in to the document (i.e. see the document magnified) left click on the document.

Page: if the document has more than one page, you can click on the up and down **arrows** next to the **Page** field to view the different pages.

Across: if the document has more than one page, you can view more than one of these pages on one screen by clicking on the **arrows** next to the **Across** field. The number in the across field will determine how many of the pages you want displayed horizontally across the screen.

NOTE: the higher the number is, the smaller each document will appear on screen.

Down: this is the same as for the **across** field, however, in this case the documents will be displayed vertically down the page.

Zoom: this field is used to determine how big or small you wish to see the document on screen. Select from one of the options in the menu.

NOTE: these **zoom in** options can also be selected by left clicking on the **magnifying glass** icon.

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