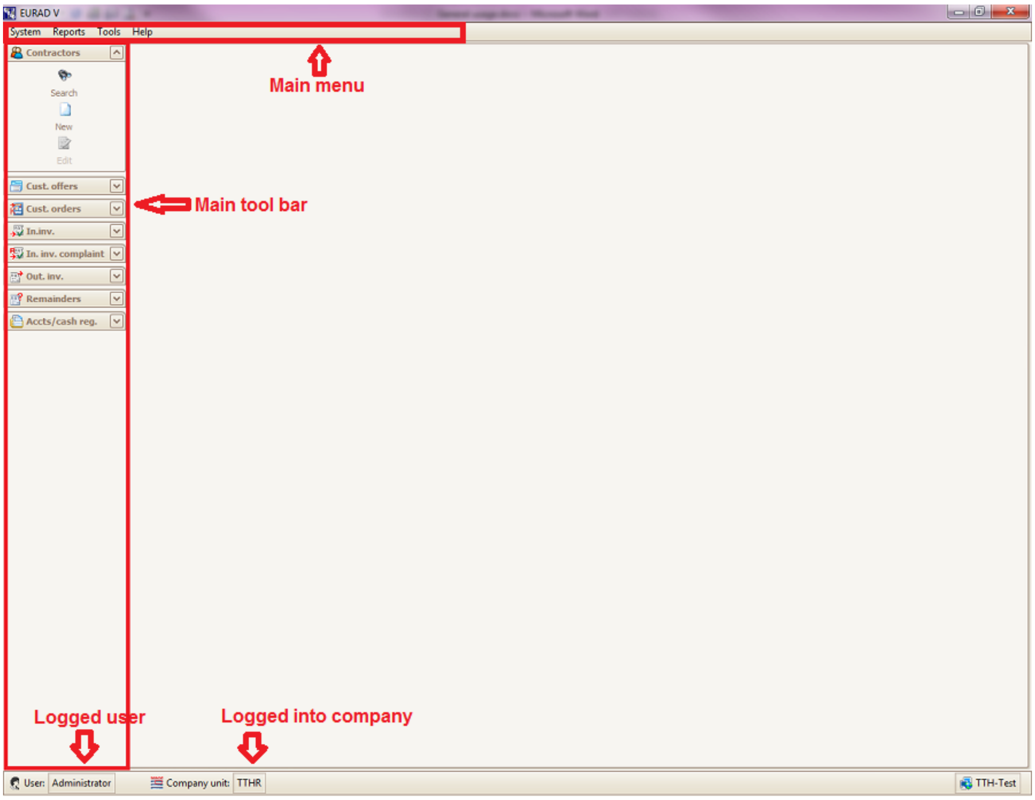
General usage

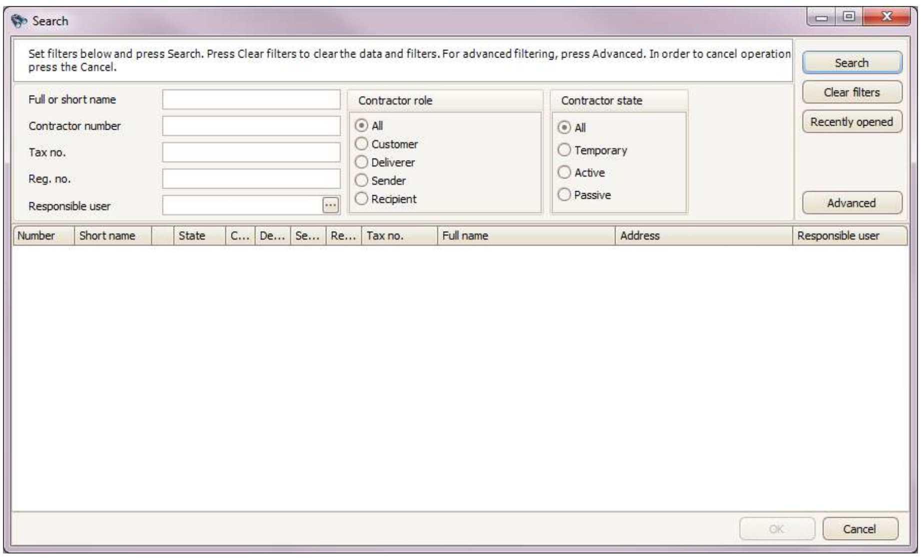
When you start EURAD you will see a window as below.



Window types

In whole system, beside reports, we can recognize 3 types of windows: search, edit/new and view window. Each of this window is used for different operations.

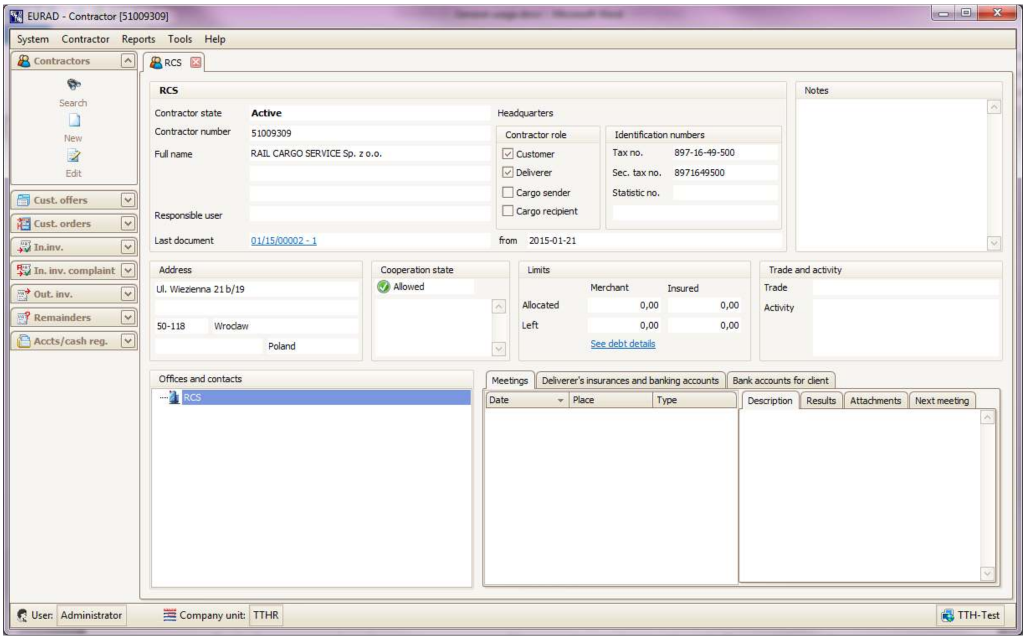
Search window opens each time if need to find some entry or document. For example, if have to find contractor (customer or deliverer) we press Search button on main tool bar and window as below will open.



As we can see there are three parts of this window: filters, action buttons and result table. In order to find what we need we have to enter some filters and press button Search. Rows with result depending on filters will appear in table.

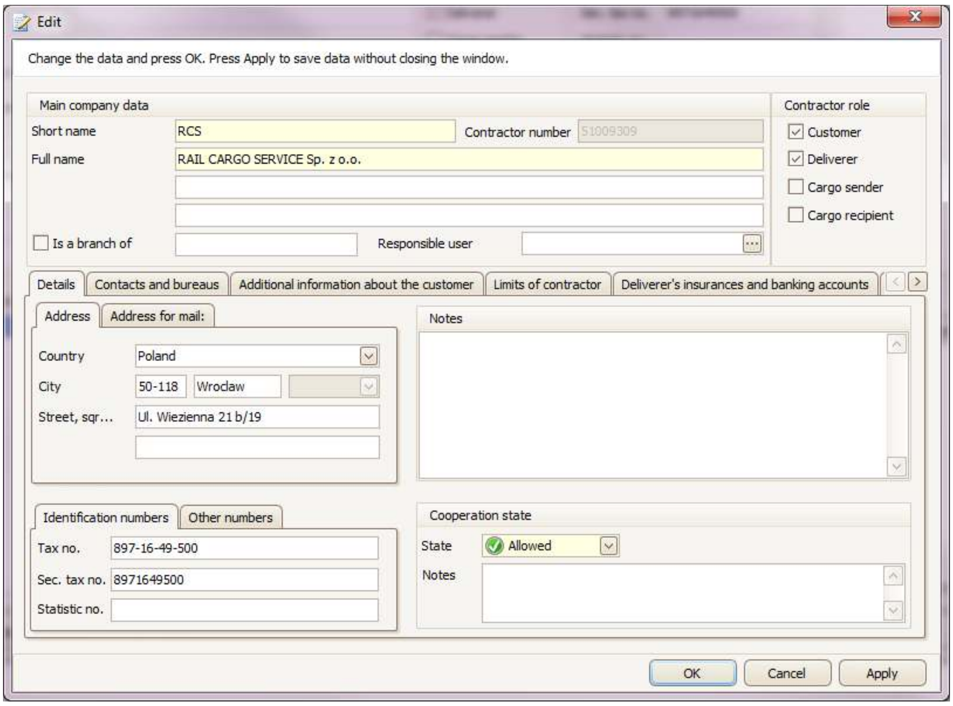
Note that each other search windows have this same parts and works in same way.

If we select some row from result table and double click it or press OK button on bottom of window a view window will appear. I example of such window for contractor is shown below.



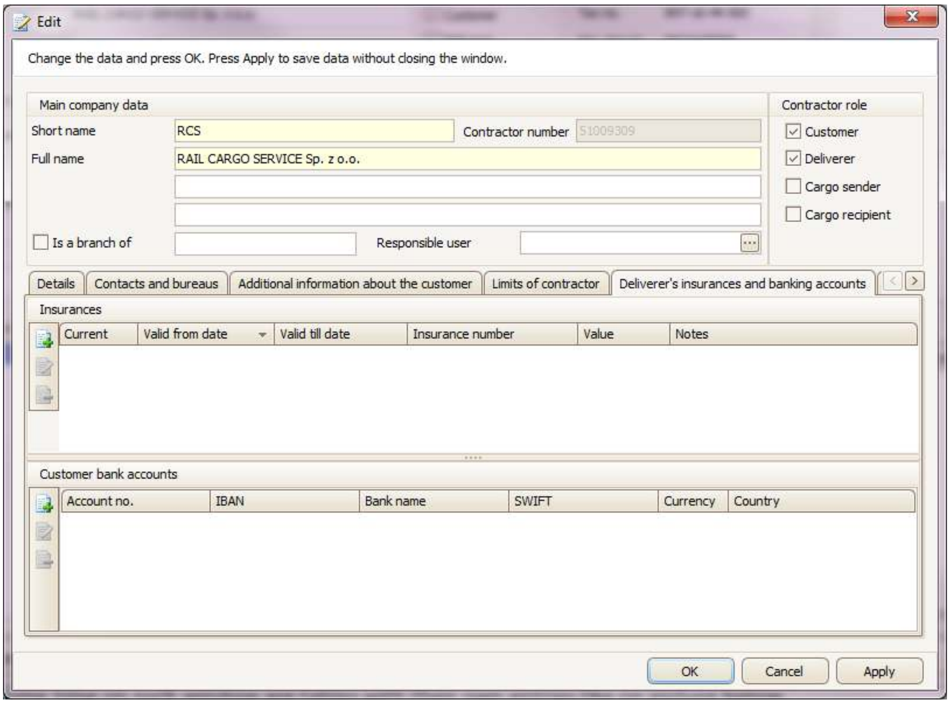
As we can see window has been open in a tab. In same way will open all other documents or entries. In this window we cannot change anything it just a window with all information regarding some entry, in our case regarding a contractor.

In order to change anything we have to open edit window. In our case from above we can do this by pressing Edit button on main tool bar. And a window from picture below will open.



As we can see now we have possibility to change data for the contractor. In all such edit windows there are three buttons at the bottom. While Cancel button is obvious difference between OK and Apply button is that Apply button only save data without closing window. On other side OK button saves data and close the window.

Some time on such window are tables with their own entries like on picture below.



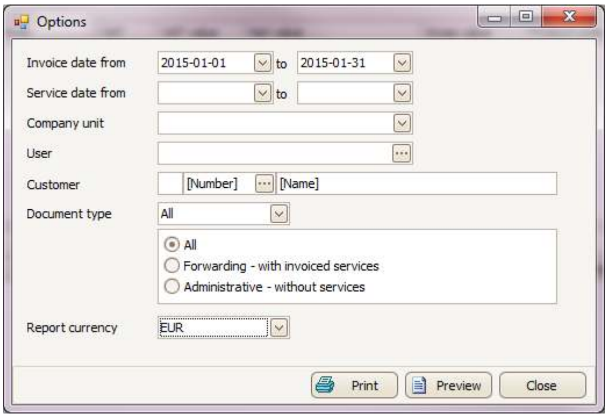
As you can see we have two tables “Insurances” and “Customer bank accounts”. To add something to those tables we have to use buttons on left side of proper table. If we need to Edit some entry we have to press Edit on left side of proper table. Same rule is applied to any actions which have to be performed for entry in a table.

Between Add and Edit window usually there are no differences. That means same window will open. Some times during adding a document or entry will be displayed a wizard which will guide us though process of creation. We just have to follow the wizard in order to finish the operation.

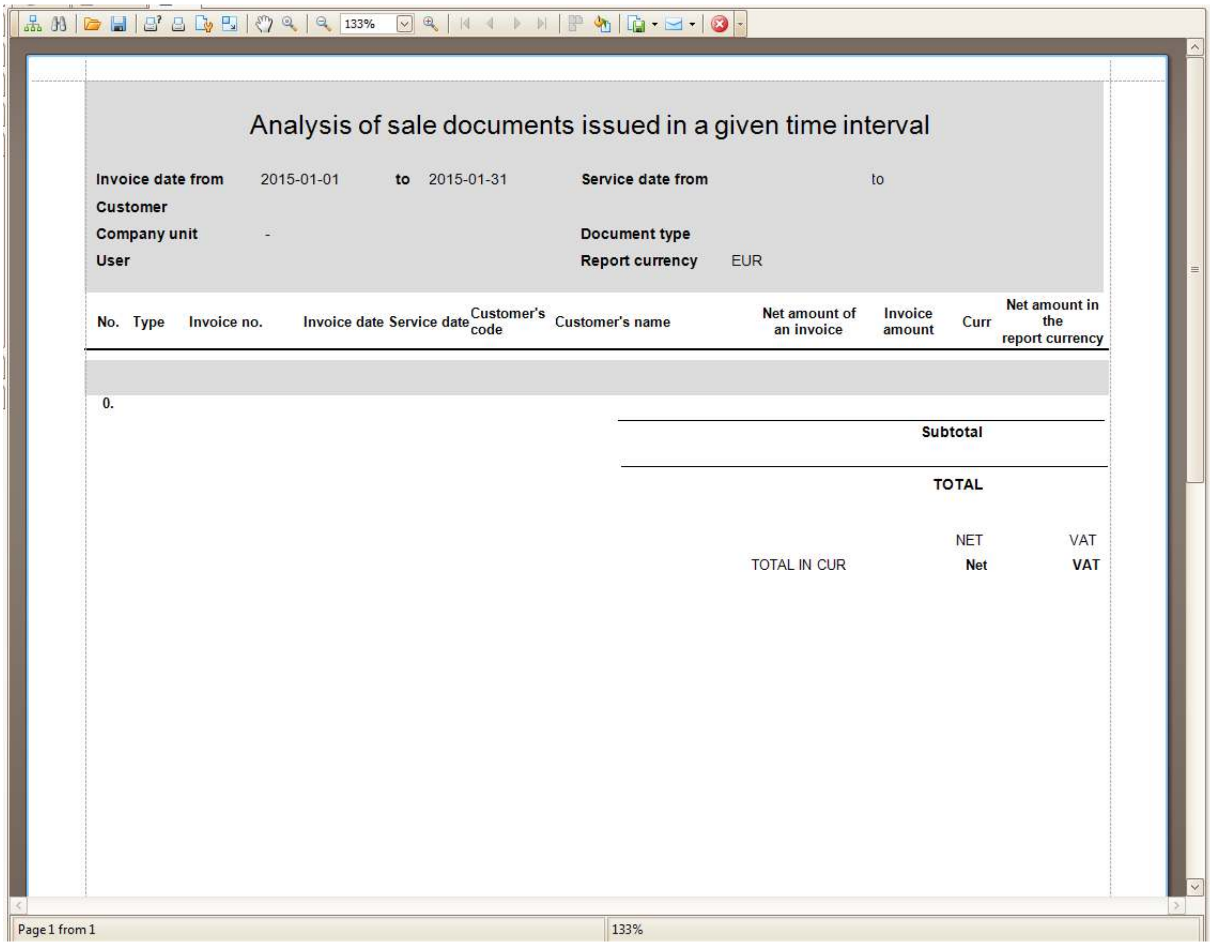
Reports

To open any kind of report or printout we always need to go to main menu “Reports” and from there we can open available reports. We have to remember that some printouts are concerning some document. For example, invoice printout we can open only if we open an invoice view and then go to “Report” menu. Only after that “Print invoice” position will appear on list of reports.

Generally all reports works in same way. When we select some report from menu a report option window will be displayed as on example below.



As we can see here we can set some options for report. After setting options we can print report directly to default printer by pressing “Print” button or we can press “Preview button” which will open report preview window. This preview window has different options visible on picture below.



From here we can print the report sending it to different printers or save the report in diferent formats as pdf, jpg, rtf etc. We can also send the report via e-mail using our e-mail client application (for example Outlook).