

ProfitMaker Functionality Glossary

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On-line Help

Available in all menu options by pressing F1 within the options.

Keys for Navigating Though the Programs

The actions of the keys and buttons should work very much in the same manner as they do with other Windows programs. Many of you are probably already familiar with the functionality of most of the buttons, boxes and keys. Therefore, you may just use this as a confirmation of our usage.

Windows close box "X" - The one button that windows uses which we cannot use is the "X" button in the upper right hand corner of the screen to close a program. Even though the "X" button would be able to close the programs, it would not be able to ensure appropriate file updating.

Double-click & Single-click - A left double-click is only used when loading a program or when clicking within a grid to edit a record or to choose a record from a lookup and have it inserted into a field. For everything else; choosing actions on buttons, scrolling in a listview, clicking checkboxes, etc. use a single click. (The term "listview" is explained later)

Tab - Moves you forward field to field as ENTER does in DOS. This is often easier than pointing and clicking to go from field to field when there are several fields on the screen which need input such as adding a line item within Order Entry. One you tab off a field, the Tab key stores the data as ENTER does in DOS.

Alt-tab - Allows you to toggle through all applications you have open. These are your individual windows applications, not multiple ASICS options you

may have open.

Shift-tab - Moves you backward to previous fields.

Command buttons - These buttons are usually labeled with their action. Command buttons perform actions such as Add, View, Edit, Delete, Close, Run, Ok, Cancel, Finish, Abort, etc. There are a few ways you may activate command buttons. Of course, you may click on the button. If the button has focus (indicated by dark shading around it), you may press the spacebar to activate it. Each command button also has a letter of the word underlined. You may press Alt and the underlined letter to activate the button (usually).

F2 lookup (magnifying glass) - A magnifying glass next to a field indicates there is lookup available. You may either click on the magnifying glass or press F2 at that field to access lookup. Whenever you are in a program and the primary field of data is left zero or an invalid number is entered (such as customer or vendor #), the program will automatically take you into the lookup window. Example: Entering cash receipts and the "Add ck" button is clicked with a customer # of zero on the screen.

The programs are trying to save you time by assuming that if an invalid number is entered, you aren't sure of the number and would normally be clicking the magnifying glass to use lookup.

Screen Layout Terminology

- **Fields** - When focus is at a field, the cursor is blinking at that field. When a field is highlighted, any typing you do will first clear the field prior to inputting the new data. If you want to insert data rather than clear the entire field, such as lines of color/imprint instructions, press the down arrow.

If a field has a down arrow to the right of it you may click on the arrow to see your list of choices for that field. A sample of this would be the status field within a cust/vend master. This type of field is called a "listbox".

- **Listview** - A listview is used when we list a multiple of entries on a screen such as a customer's open invoices, line items on an order, data in the lookup windows, etc. When there are more than a screen of records to be displayed, a vertical scrollbar is available for scrolling through the records by

clicking on the down arrow to the right of the listview.

If the information being displayed is wider than the listview, a horizontal scrollbar is available for scrolling to the other fields of data available for each record. You may click on the arrow pointing right at the bottom of the listview to slide the information to the left. Examples of information which are wider than the listview being displayed is the order status lookup screen or the line item information within Order Entry/Billing.

If you are in a program such as cash receipts, check writing, order entry, g/l distribution within vouching, etc., which allow you to edit the lines in the listview, you may double-click on a line to bring up the edit window for that line. You may also right-click the mouse within a listview to see what actions you have available.

The first record in a listview is always highlighted. This does not mean that the cursor is focused on the listview. The cursor may be active at another field. The reason the first record in the listview is highlighted is for lookup purposes. This allows you to start typing data within the lookup field and the highlight bar will start positioning itself on the record it finds which is the closest match.

- **Tab windows** - Within Windows, these multiple screens are accessed through Tabs across the top of the program's screen. You may click on the tab to go to that screen, or Ctrl-T will take you to the next tab. When using the Tab key to move from field to field and you are working in a tab window; the command (action) buttons at the bottom of the screen cannot be tabbed to. You must use the mouse to click on the action you wish to take. (Add, View, Save, etc.)

- **Checkboxes** - Are used when asking questions such as "Page eject"? Click the box or press the spacebar to indicate "Yes". Use same steps to indicate "No".

- **Toolbar options** - Across the top of the screen of a program are the pictures of the other information available while in the current option. A yellow notepad is displayed when notes are available. Within customer and vendor maintenance, there are bitmaps which allow you to view a customers/vendors open invoices, history, etc.