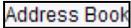
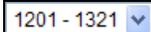
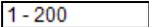


Working With Program Windows Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Address Book link.</p> 
3.	<p>Click the Address Book Inquiry link.</p> 
4.	<p>The tool bar is along the top of the screen. The tools available here will vary depending on what screen you are on and what you have access to.</p>
5.	<p>The next window under the Tool Bar is called the Header.</p>
6.	<p>This next line down is called the QBE (Query By Example) line.</p>
7.	<p>The last area on the screen is called the Grid.</p>
8.	<p>Click the Find (Ctrl+Alt+I) button.</p> 
9.	<p>Since nothing was put in the search parameters the search found all records.</p>
10.	<p>Though the search found all records, only the first ten are displayed. Clicking on the Next (arrow) button will bring up the next ten.</p> <p>Click the Next button.</p> 
11.	<p>The grid expanded to add the next ten records and the window says "Records 1-20."</p>
12.	<p>All records will be displayed when the Go to end (second arrow) button is clicked.</p> <p>Click the Go to end button.</p> 
13.	<p>Since there were no parameters in place for the search there will be thousands of records brought up. This can take a long time. The process can be ended by clicking the Stop and view results button.</p>
14.	<p>Click the Stop and view results button.</p> 
15.	<p>Click the Records list.</p> 

<p>16.</p>	<p>The records are displayed in increments of 200. The drop down allows you to select the range you would like to view. In this lesson we will select the first range.</p> <p>Click the 1 - 200 list item.</p> 
<p>17.</p>	<p>You can narrow down your search by entering a name or search type in the Header window.</p>
<p>18.</p>	<p>When you search you can use the asterisks (*) as a wild card. This is helpful if you don't know exactly how the name is entered in the system.</p> <p>For example, let's say you are searching for a business and you know that the name of the business has "husker" in it, but you don't know if it is "cornhusker" or "huskers" (plural), etc. In this situation you could type *husker* in the Alpha Name field and your search would bring up everything with "husker" in the name.</p>
<p>19.</p>	<p>If you are searching for an individual by name you should put their last name first followed by a comma and then their first name.</p> <p>For example, a search for John Smith would appear as "Smith, John" in the field.</p> <p>You can also use the * when searching for an individual. This comes in handy if you do not know how the name is entered. For example, "John Smith" could be "Johnny," "Jon," or "John." To make sure you covered all possibilities you could enter the name using the wild card like this, "Smith, Jo*". This would bring up all individuals with the last name Smith and a first name that starts with "Jo."</p>
<p>20.</p>	<p>In this exercise we are going to narrow our search by changing the Search Type.</p> <p>Click in the Search Type field.</p> 
<p>21.</p>	<p>Click the Visual Assist (F2) button.</p> 
<p>22.</p>	<p>The different search types are listed. In this exercise we are going to use Buyer.</p> <p>Click the B option.</p> 
<p>23.</p>	<p>Click the Select (Ctrl+Alt+S) button.</p> 
<p>24.</p>	<p>Click the Find (Ctrl+Alt+I) button.</p> 
<p>25.</p>	<p>To select a record you need to check the corresponding check box. In this lesson we are going to select the second record.</p> <p>Click the 556163 option.</p> 

26.	<p>Click the Select (Ctrl+Alt+S) button.</p> 
27.	<p>There are various tabs which will take you to different screens displaying additional information.</p>
28.	<p>Click the Cat Code 1 - 10 tab.</p> 
29.	<p>Occasionally you may get an error within NIS. In this next exercise we are going to get an error on purpose so you can see how to work through them.</p>
30.	<p>Click in the Minority/Women/Disabled field.</p> <input data-bbox="378 661 490 695" type="text"/>
31.	<p>Enter the desired information into the Minority/Women/Disabled field. Enter a valid value e.g. "A".</p>
32.	<p>Press [Tab].</p>
33.	<p>The field with the error turns red and a red window appears stating what the error is. In this case "A" is not a user Defined Code.</p> <p>If you get a Red Error like this one, NIS will not let you continue until you correct it.</p> <p>Now we will correct the error.</p>
34.	<p>Click in the Minority/Women/Disabled field.</p> 
35.	<p>Click the Visual Assist (F2) button.</p> 
36.	<p>Click the D option.</p> 
37.	<p>Click the Select (Ctrl+Alt+S) button.</p> 
38.	<p>The error message is gone because "D" is a recognized code.</p>
39.	<p>Click the Cancel (Ctrl+Alt+L) button.</p> 
40.	<p>Click the Close (Ctrl+Alt+L) button.</p> 

41.	You have successfully completed the Working With Programs Windows course. End of Procedure.
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