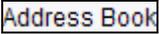
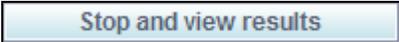
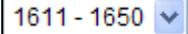


## Working With Program Windows Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Address Book</b> link. 
3.	Click the <b>Address Book Inquiry</b> link. 
4.	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.
5.	The next window under the Tool Bar is called the Header.
6.	This next line down is called the QBE (Query By Example) line.
7.	The last area on the screen is called the Grid.
8.	Click the <b>Find</b> button. 
9.	Since nothing was put in the search parameters the search found all records.
10.	Though the search found all records, not all are displayed. Clicking on the <b>Next</b> (arrow) button will bring up the next ten. 
11.	The grid expanded to add the next set of records.
12.	All records will be displayed when the <b>Go to end</b> (second arrow) button is clicked. 
13.	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 <b>Stop and view results</b> button. 
14.	Click the <b>Records</b> list. 
15.	The records are displayed in increments. The drop down allows you to select the range you would like to view. 
16.	You can narrow down your search by entering a name or search type in the Header window.

Step	Action
17.	<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 <b>Alpha Name</b> field and your search would bring up everything with "husker" in the name.</p>
18.	<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>
19.	<p>You can also narrow your search by using the <b>Search Type</b> field.</p> <p><input type="text" value="*"/></p>
20.	<p>After entering your search criteria click the <b>Find</b> button.</p> <p></p>
21.	<p>To select a record you need to check the corresponding check box.</p> <p><input type="checkbox"/></p>
22.	<p>Click the <b>Select</b> button.</p> <p></p>
23.	<p>There is a drop down list which will take you to different screens displaying additional information.</p>
24.	<p>Click the <b>Select Tab</b> list.</p> <p><input type="text" value="1-Address Book"/></p>
25.	<p>Click the <b>6-Cat Code 1 - 10</b> list item.</p> <p><input type="text" value="6-Cat Code 1 - 10"/></p>
26.	<p>Occasionally you may get an error within the Payroll &amp; Financial Center. In this next exercise we are going to get an error on purpose so you can see how to work through them.</p>
27.	<p>Click in the <b>Minority/Women/Disabled</b> field.</p> <p><input type="text"/></p>
28.	<p>Enter the desired information into the <b>Minority/Women/Disabled</b> field. Enter a valid value e.g. "A".</p>
29.	<p>Press <b>[Tab]</b>.</p>

Step	Action
30.	<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, the system will not let you continue until you correct it.</p> <p>Now we will correct the error.</p>
31.	<p>Click in the <b>Minority/Women/Disabled</b> field.</p> 
32.	<p>Click the <b>Visual Assist</b> button.</p> 
33.	<p>Click the <b>D</b> option.</p> 
34.	<p>Click the <b>Select</b> button.</p> 
35.	<p>The error message is gone because "D" is a recognized code.</p>
36.	<p>Click the <b>Cancel</b> button.</p> 
37.	<p>Click the <b>Close</b> button.</p> 
38.	<p>You have successfully completed the Working With Programs Windows course. <b>End of Procedure.</b></p>