

# Working With Program Windows

## Overview

NIS has many easy-to-use features to help you:

- Navigate within a window
- Control how data displays
- Review any errors
- Access program functions

This work instruction shows how:

[To Display a Grid](#)

[To Use Tools in Program Windows](#)

[To Move from Field to Field and Tab to Tab](#)

[To Review Errors or Warnings](#)

The Work With Addresses program is used as an example because:

- a broad range of users have access to it
- it has many options available
- it can search for vendors whose addresses and phone numbers are a matter of public record, so confidentiality issues can be avoided

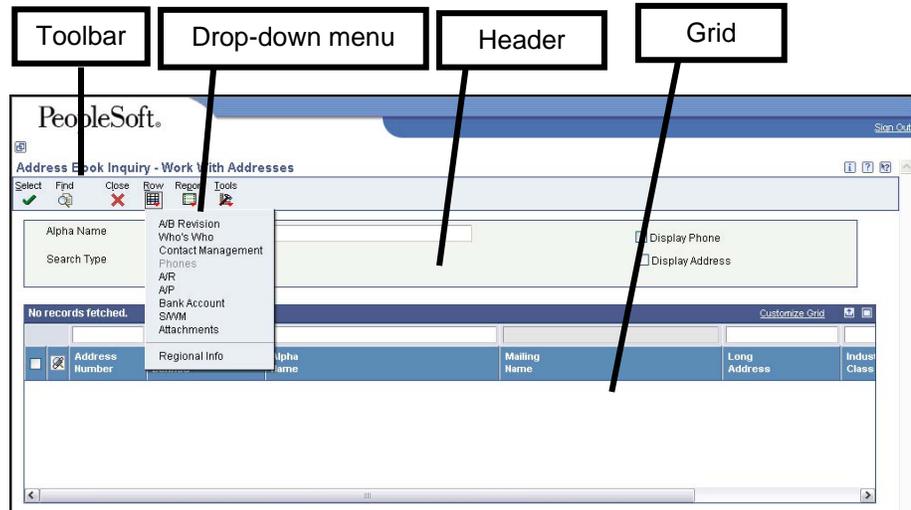
## Steps

### To Display a Grid

1. Start this instruction by navigating through the Address Book, then click **Address Book Inquiry** to display the Work With Addresses program.

 The program is available through other paths. The menu text, in this case Address Book, often does not match the name of the program, in this case Work with Addresses.

 You will see the following window, shown here with a listing of the components of an NIS program window. This kind of program window is called a *search window*.



 The grid shown above is unpopulated. That is what you see when you open a program.

2. To populate the grid, click **Find**.



## To Use Tools in Program Windows

### Toolbars

A typical program window toolbar looks like this:



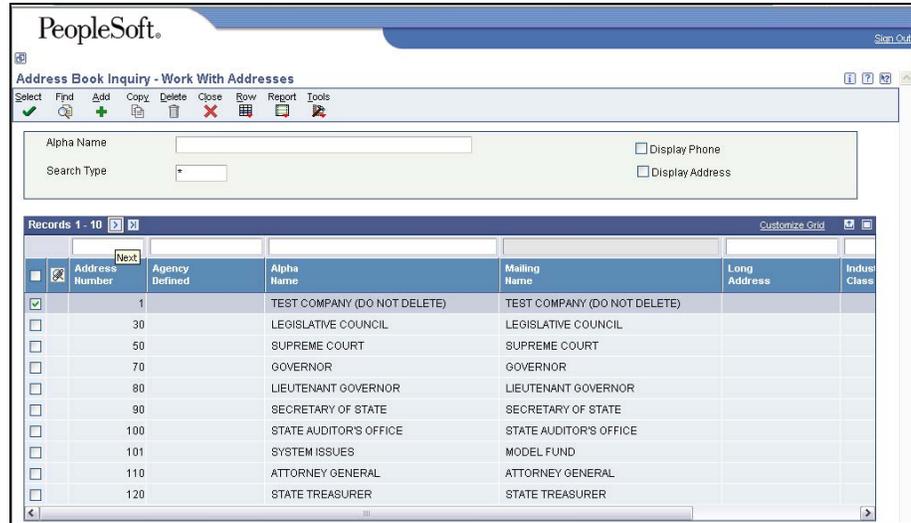
Tools available on the toolbar vary by program.

To	Do This
<p>Begin a search.</p>  <p><b>(Find)</b></p>	<ol style="list-style-type: none"> <li>1. Type the search parameters at either the header or the QBE (query-by-example) line.</li> <li>2. Click <b>Find</b>.</li> </ol> <p> See the <i>Working with Records</i> work instruction.</p> <p> If you click <b>Find</b> without filling in the parameters, as you did in step 2 under <a href="#">To Display a Grid</a>, you will fill the grid with all entries in the database.</p>
<p>Select records and open forms.</p>  <p><b>(Select)</b></p>	<ol style="list-style-type: none"> <li>1. Choose one or more rows by clicking boxes in the left-most column.</li> <li>2. Click <b>Select</b> to display a <i>revision window</i>, which allows you to edit fields:</li> </ol> <p> Work instructions will tell you to "Choose the desired row" to prompt you to click the checkbox to the left.</p>
<p>Add a record.</p>  <p><b>(Add)</b></p>	<ol style="list-style-type: none"> <li>1. Click <b>Add</b> to display a blank revision window.</li> <li>2. Enter the revised information.</li> <li>3. Click <b>OK</b> to accept the revision.</li> </ol>
<p>Copy or delete a record.</p>  <p><b>(Copy) (Delete)</b></p>	<ol style="list-style-type: none"> <li>1. Choose the desired row.</li> <li>2. Click <b>Copy</b> or <b>Delete</b>.</li> <li>3. If you click Delete, click <b>OK</b> on the dialog box.</li> </ol> <p> Most users cannot delete records. Assuming you are authorized to use the Delete function, you may be able to also remove related information in certain applications. For example, if you delete an Address Book record, the system also deletes the phone numbers for that record.</p>
<p>Exit window without accepting changes.</p>  <p><b>(Close) (Cancel)</b></p>	<p>Click <b>Close</b> from a search window or <b>Cancel</b> from a revision window.</p>

### Arrows

NIS grids may not be able to display all the records found in a search.

1. To view additional records, click the **single right arrow** () above the grid.



2. Use the scroll bar on the right to see all the records displayed in the grid.



 Keep clicking the **right arrow** () to display more records. When all records are displayed in the grid, the down arrow will disappear.

 To display all records in the grid, click the **right arrow end** ()

### Exits

Exits are specialized functions accessed through the toolbar. See the *Working With Exits* work instruction.

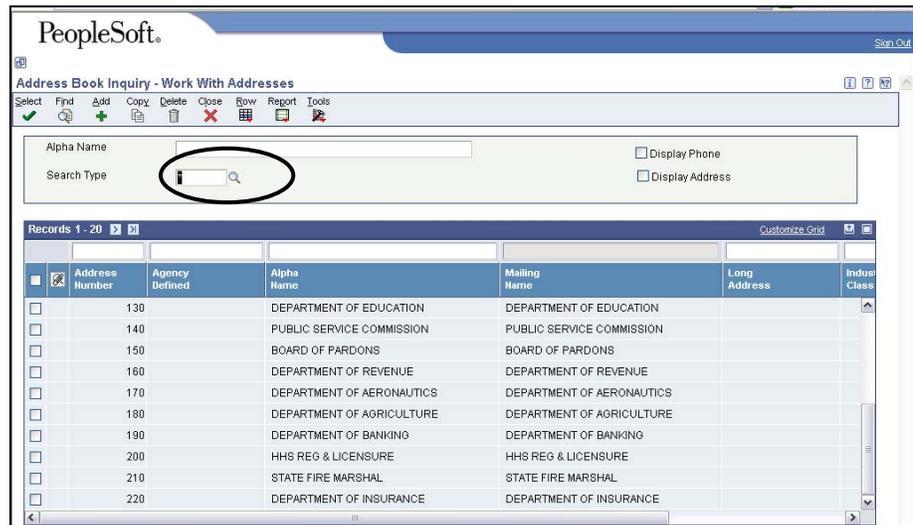
### Visual Assist

The Visual Assist helps you search for specific items by providing lists of valid values, such as address numbers and lists of codes that categorize your records.

The button with the magnifying glass  icon is available in appropriate fields on certain forms.

To practice the procedure to follow if you are unsure what data should be entered in a field, follow the steps in this exercise:

1. From the Work with Addresses search window, click on the Search Type field in the header.



2. When its icon appears, click **Visual Assist**.
3. At the Select User Defined Codes window, choose **the row with the code B**.  
 In some cases a drop-down menu, rather than a new window, will provide the valid values for that field.
4. Click **Select**.
5. At the Work with Addresses window, click **Find** to populate the grid with rows that have the code **B** listed in the Sch Typ field.  
 The *Using Help and Other Prompts* work instruction also covers Visual Assist.

### To Move From Field to Field and Tab to Tab

1. Choose a row displayed in step 5 under [Visual Assist](#).
2. Click **Select**.

- At the Address Book Revision window, click in the **Alpha Name** field.

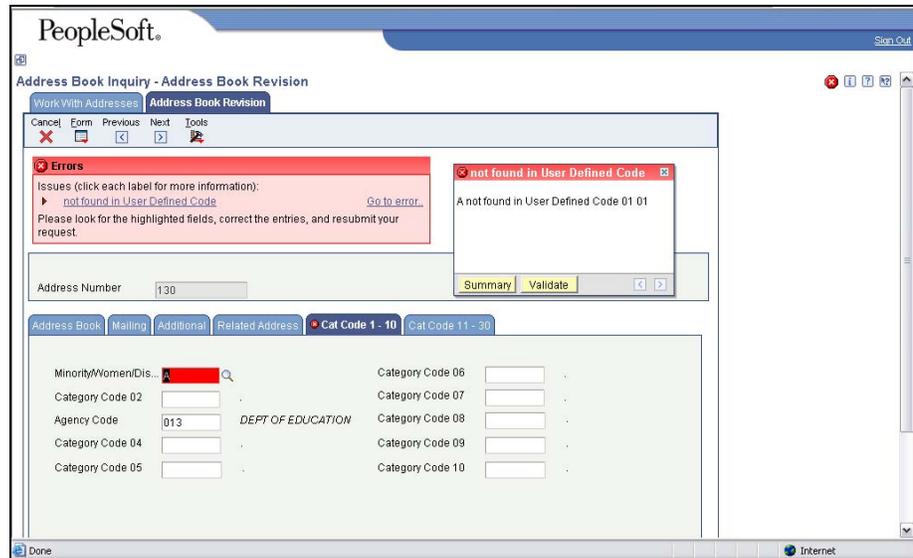
- Press **Tab** to advance your cursor to the Long Address Number field.
- Press **Tab** to advance your cursor to the Search Type field.
- Press **Shift+Tab** to back up to the Long Address Number field.
- Click the **Cat Code 1 – 10** tab.

## To Review Errors or Warnings

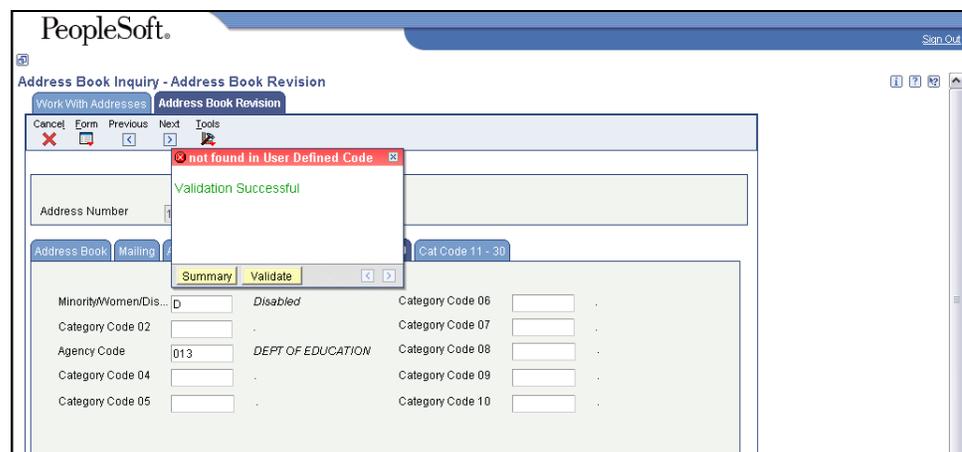
In step 1 of this exercise, we will deliberately cause an error.

Start this exercise from the **Cat Code 1 – 10**- tab of the Address Book Revision window, as you were following step 7 of [To Move from Field to Field and Tab to Tab](#).

- Type **A** in the Minority/Women/Dis... field.  
 If you use the Visual Assist, you see that A is not a valid value.
- Click the **Tab** key on the keyboard.
- Notice the error indicators that display:
  - The field is shaded red.
  - The red Error  icon appears on the tab and/or in the top right hand corner of the window.
  - An Error text box appears below the toolbar with information on the error.



4. Click the **red arrow** next to the error description **or the blue link** in the box under the toolbar for more information on the error.
5. Read the error message.
6. Click **Go to error...** A popup box appears with information about the error.
7. Click in the **Minority/Women/Dis...** field again to display the Visual Assist.
8. Click the **Visual Assist**.
9. At the Select User Defined Code window, choose the row with the code **D**.
10. Click **Select**.
11. Click **Validate** in the Error popup box. If the information entered in the field is correct, the popup box will read "Validation Successful."



12. Click **Cancel** to return to the Address Book Inquiry - Work with Addresses window.
13. Click **Close** to return to the Menu window.