Working With Exits

Overview

A down arrow on a toolbar icon means that the tool offers special options, called "exits" in NIS terminology.

There are four kinds of exits:

- Row (), which lets you work with data in the desired record
- Tools (), which lets you customize your NIS settings
- Form (), which lets you revise data in other windows
- Report (), which lets you generate a more extensive array of your findings

Essentially, exits are used to navigate from a program or report window to another program or report window without having to trace a path through the menus. You can then use the selections you make in the target window to populate a field in the window from which you started.

This work instruction shows how:

To Work With a Row Exit

To Work With a Tools Exit

To Work with a Form Exit

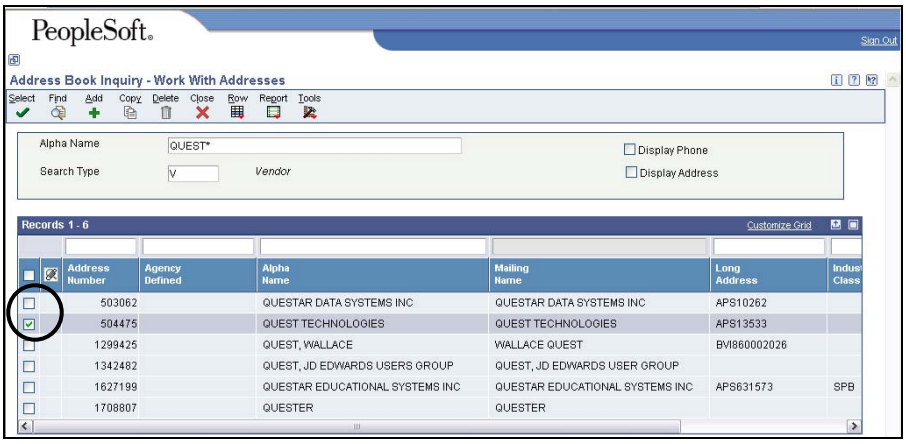
Report exits will be covered in the *Running Reports* work instruction.

In other NIS programs, exits that cannot be set for a particular row are displayed in gray and disabled.

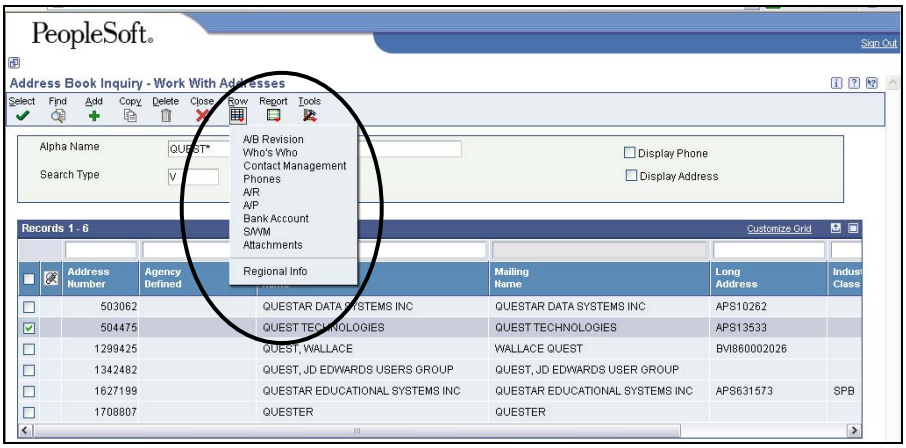
Steps

To Work With a Row Exit

1. From the Work with Addresses search window, click **Find**.
2. Choose any row.



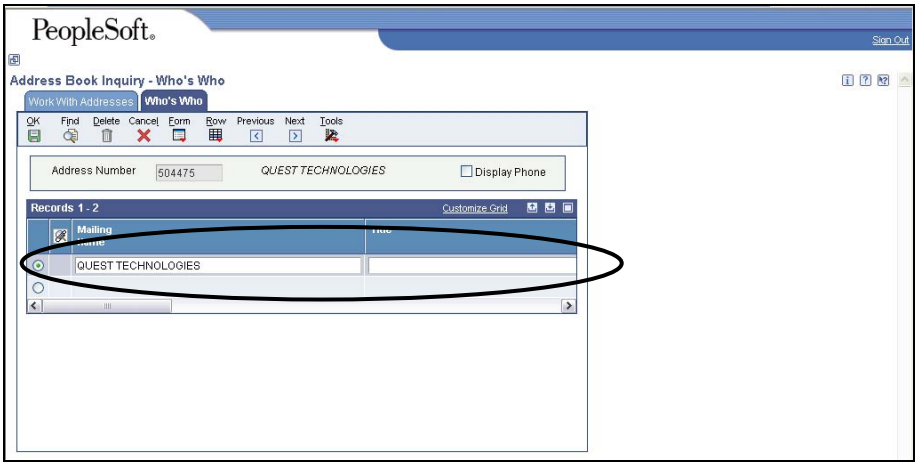
3. Click **Row**. The Row Menu appears.



4. Click **Who's Who**.

If, after clicking the icon in step 3, you decide not to select an item from the drop-down menu, click the icon again. Until you do, the drop-down menu remains visible.

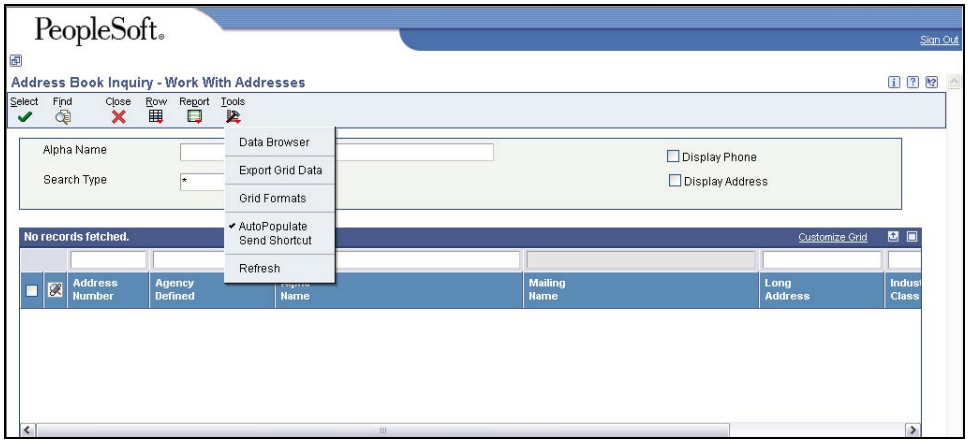
5. At the Who's Who window, use the **horizontal scroll bar** to find the Remarks and Salutation Name fields.



6. Type **Special Mailing** in the Remarks field and **Dear Concerned Citizen** in the Salutation Name field.
7. Click **OK** to accept the information entered.
8. Click **Cancel** to display the Work with Addresses window.

To Work With a Tools Exit

1. From the Work with Addresses search window, click **Tools**.



Click Export Grid Data to export data to Microsoft Excel. Please refer to the Working with Grids work instructions for step-by-step instructions.

Click Grid Formats to customize the grid. Please refer to the Customizing Grid work instructions for step-by-step instructions.

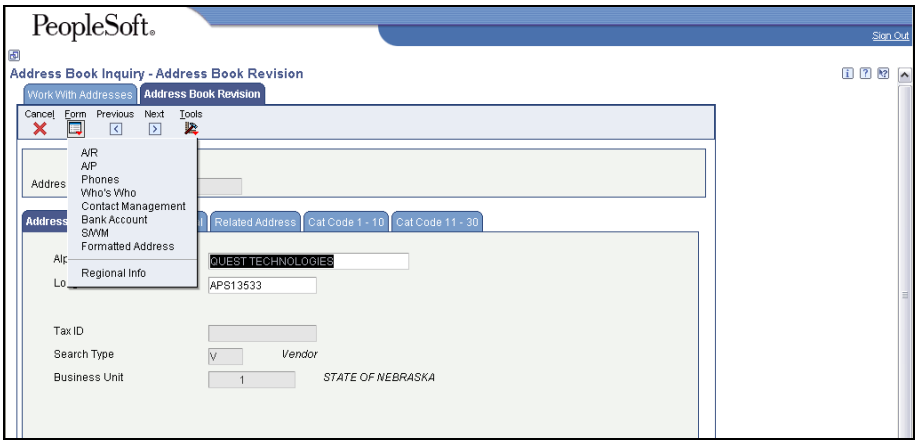
Click AutoPopulate to turn the functionality on and off. A checkmark next to AutoPopulate indicates the functionality is on. This option is system-wide, so, if it is turned on in one application, it will be on in all applications.

To Work With a Form Exit

1. From the Work with Addresses search window, choose **the row from step 2** under To Work With a Row Exit.
2. Click **Select**.

Unlike Row and Tools exits, Form exits can only be accessed at a revision window.

3. At the Address Book Revision window, click **Form**.



4. Click **Who's Who** from the drop-down menu.

Using NIS's exits, there are frequently many different paths from one window to another.

5. At the Who's Who menu, delete the entries you made to the Remark and Salutation Name fields in step 6 of To Work With a Row Exit.
6. Click **OK** to return to the Address Book Revision window.
7. Click **Cancel** to return to the Work With Addresses window.
8. Click **Close** to return to the Menu window.