

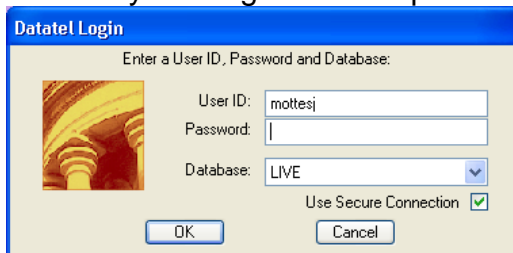
Datatel New User GUI Training Sheet

Login

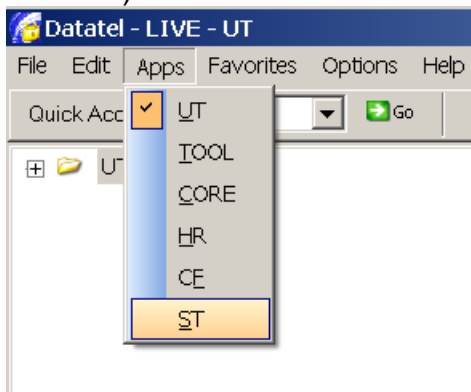
- Double Click on the Datatel Icon



- Login with your assigned Colleague ID and Password (lower case). You can switch databases by clicking on the drop down arrow in the database section.



- First time users will show the UT application, you must change the Application, by doing the following:
 - Click on the Apps menu and select the application (may need to perform this twice)



Menu Bar

- Shows the Menu items, and you are able to drill down from them to select an activity.



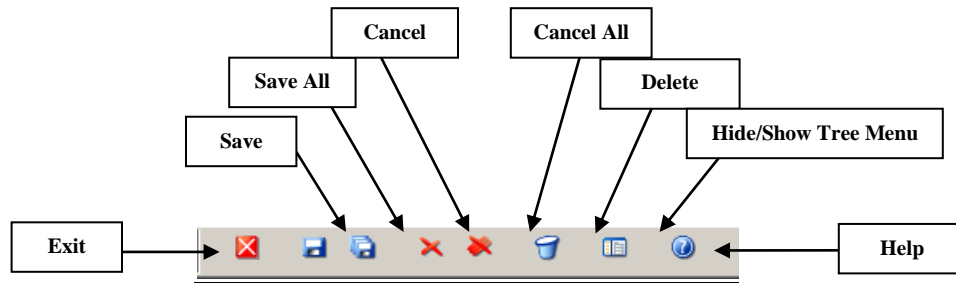
Title Bar

- Shows the Colleague Database (LIVE or TEST) and the application you are in.
 - Datatel – LIVE – ST
 - Datatel – TEST – ST





Tool Bar

- The toolbar provides easy access to common functions, such as saving your work, canceling changes, deleting records, and accessing online Help.



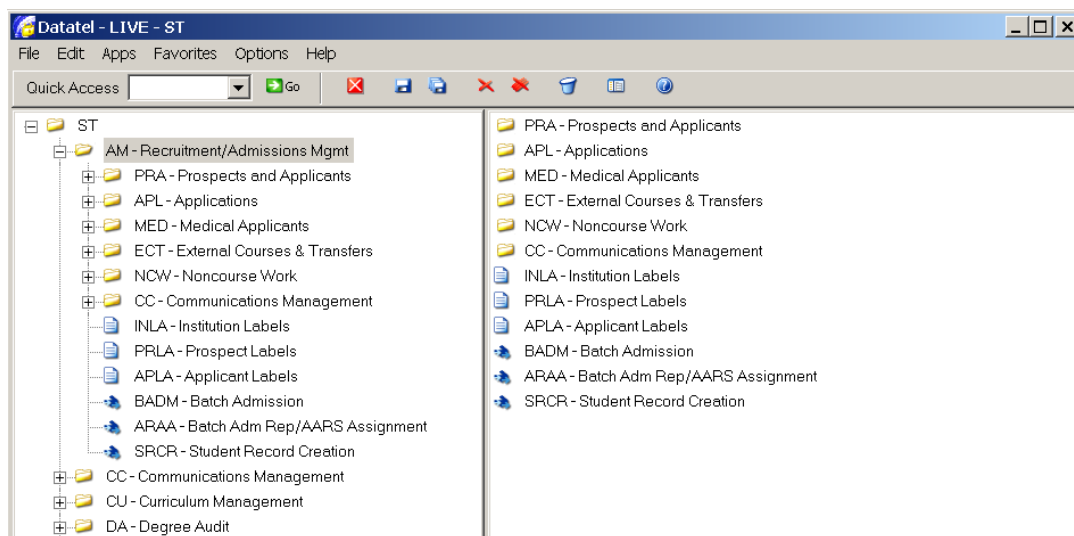
Address Bar



The address bar enables you to access any form directly by entering its mnemonic or by using the drop-down button  to select a previously used mnemonic. Press Enter or click on the Go  button to display the selected form.

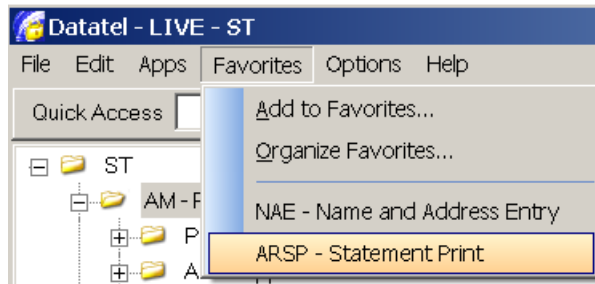
Forms

- New name for a screen is FORM. You can get to a form several different ways.
 1. Select the form from the Tree Menu.

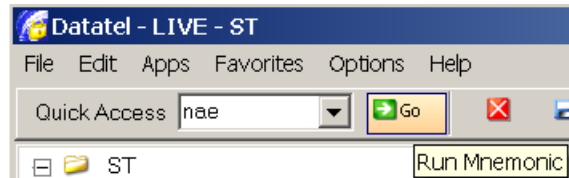


- a. A Tree Menu is a hierarchy of Menus to related submenus.

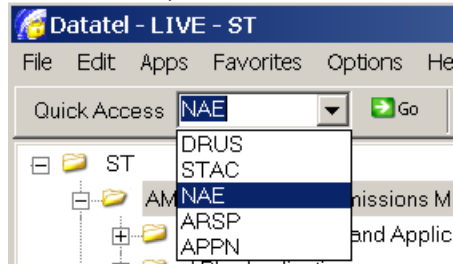
2. Pull down your Favorites list, and select the form.
 - a. Note: You must enter the form into your favorites list to be able to use it.



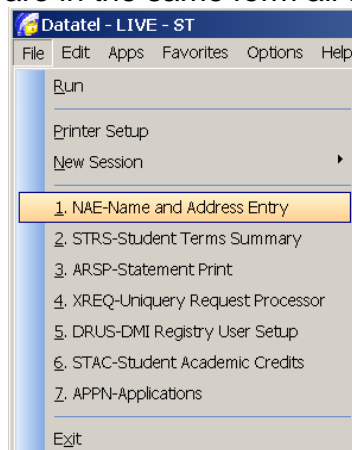
3. Enter the mnemonic in the Text Field on the Tool Bar. Use either upper or lower case. Return or click on GO.



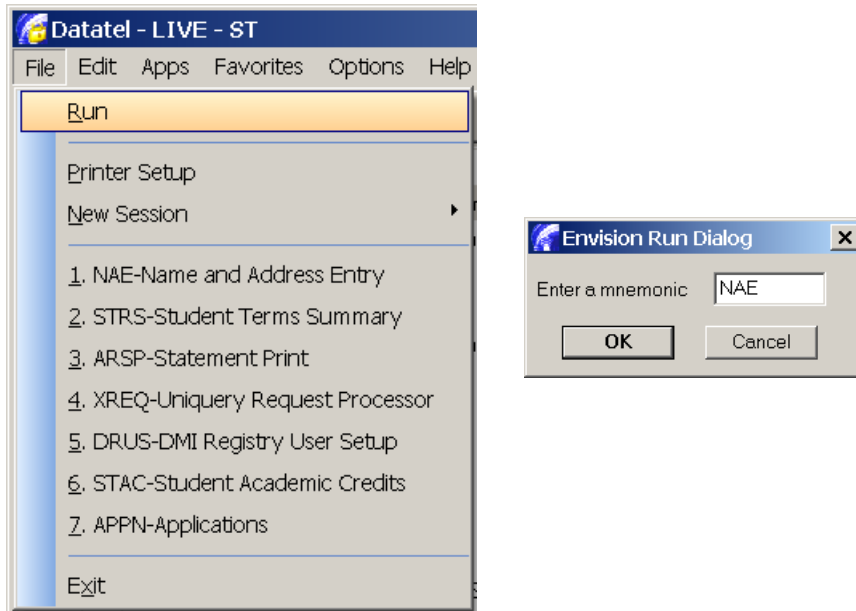
4. Pull the mnemonic up from the drop-down box next to the Mnemonic field on the Tool Bar, then click GO. (NOTE: This is empty until you start typing in Mnemonics)



5. UI will also save the last 10 forms you have used. Click on the FILE button on the Menu Bar then the form you wish to use. This is handy for those who are in the same form all the time.



6. On the Menu Bar select FILE → Run then enter the mnemonic.



7. <ALT> - F – R, then enter the mnemonic (return or click OK). Same as #6 but using hot keys.

8. To get out of a detail form click the red X on the tool bar.



If you are detailed into several forms and want to get out all forms at once click on the multiple red X, this will back you out of all the screens without saving the record.



9. To get out of a detail and SAVE the data, click the blue diskette (found next to the red X).



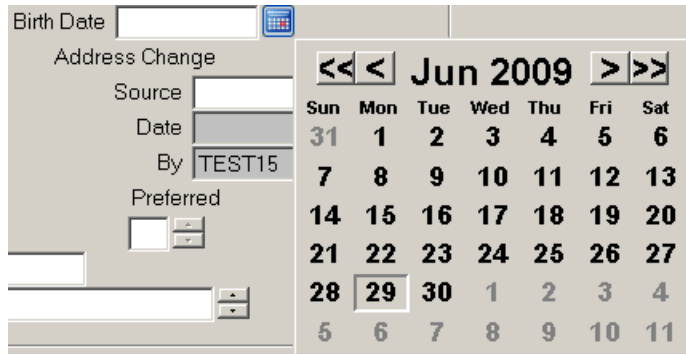
The same goes for multiple detailed screens, click on the multiple diskette and this will save all changes made to all the screens you are detailed in.



New Features

1. Calendar

- a. Appears to the right of each date field.
- b. In NAE look at the Birth Date field.




2. Calculator


- a. Appears to the right of each numeric field.



3. Detail drill down.

- a. Wherever you see the symbol: 
- b. Click on this to detail to another form.
- c. Change applications back to CORE.
- d. DM → NAE
- e. Drill down on the "Name LFM" field to BIO.

4. Valcode table drop down menu

- a. Wherever you see the symbol: 
- b. Must use the drop down-menu to select from the valcode tables.
- c. Cannot use the <F1> key or the help fields.
- d. NAE. Look at the "Prefix" field, click on the drill down symbol to see the different valcodes available.

Form Tab

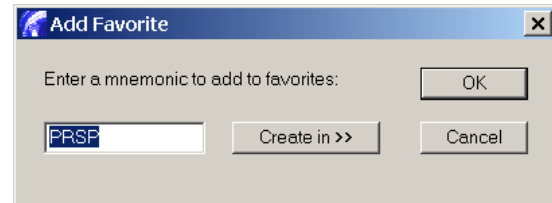
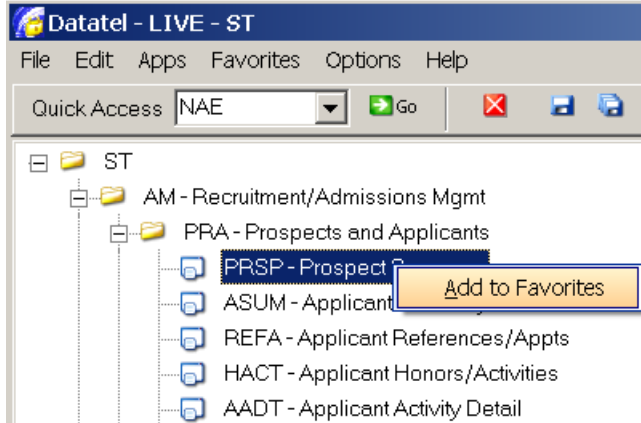
- These are tabs that appear at the top of the form when **detailing** to another form. When more than one form is open, the tab furthest to the right represents the active form.

- Here is a NAE form tab that has been detailed to the ADSU screen, keep in mind the NAE tab, (leftmost tab), is the active form.

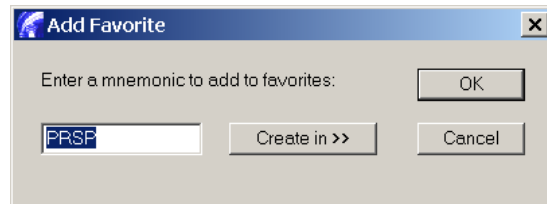
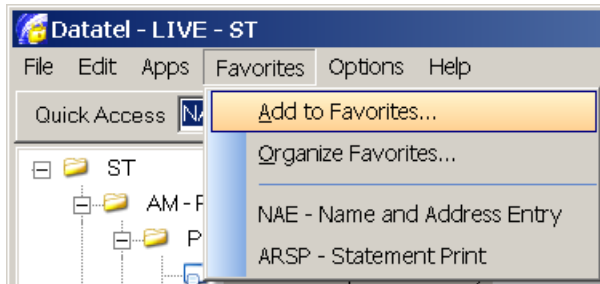
NAE-Name and Address Entry ADSU-Address Summary

Using Favorites

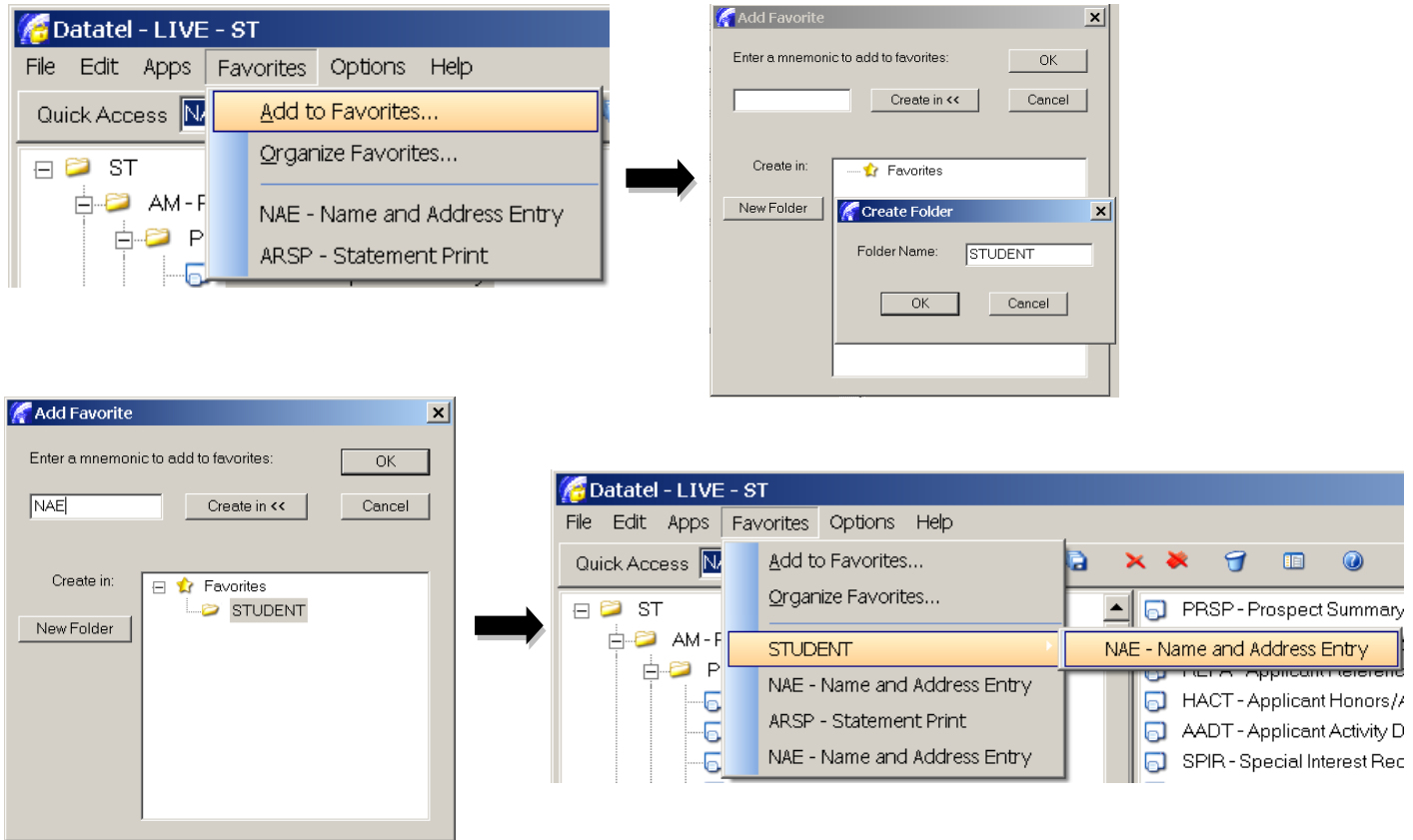
- This is a shortcut to many of the forms you use most often.
- On the Tree Menu right click on the form you want to add to favorites. Left click on the Add to Favorites item. Click ok to add to FAVORITES.



- On the Tool Menu Click the Favorites Menu, Click on Add to Favorites...




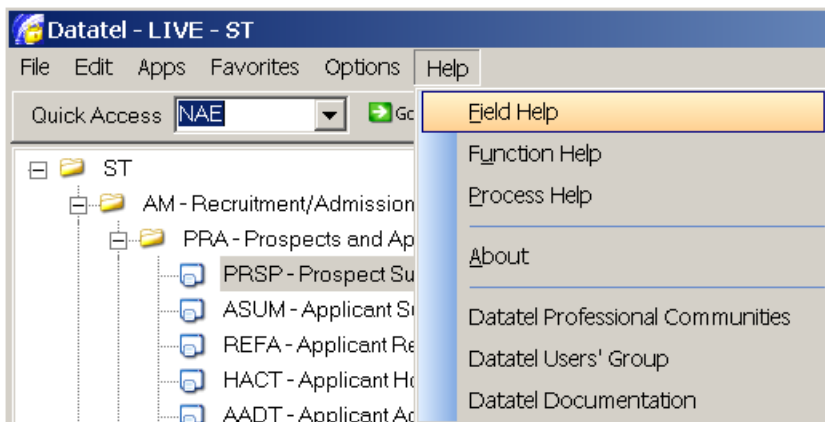
- If you do not have folders created in your Favorites Folder, you can click on the Create In button and then the New Folder button. Enter the folder to create your shortcut in, then click OK.



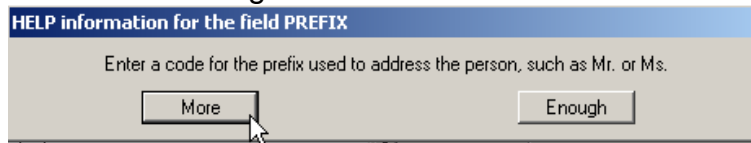
NOTE: Any new installation of GUI will clear Favorites – you will have to re-build your list.

Help

- There are 3 ways to use help.
 1. Click on the blue ?  on the menu bar when the field is highlighted.
 2. Use the <F1> key, when on the field that you need help on.
 3. Use HELP on the Menu Bar then select one of the following.

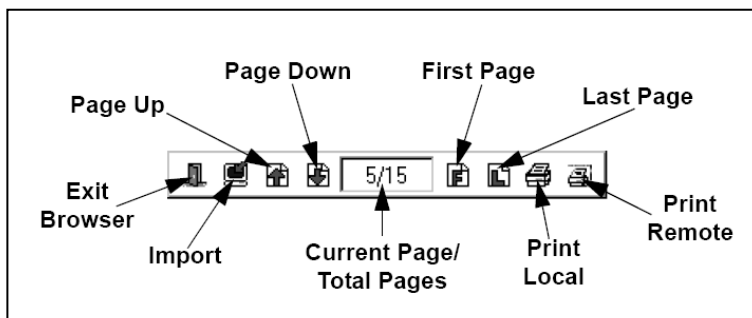










- Field Help
 - Provides an explanation of each field on each form.
- Function Help
 - Provides a list of frequently used keyboard shortcuts.
 - Choose Function Help from the Help drop-down menu.
- Process Help
 - Provides an overview of each form.
 - Choose Process Help from the Help drop-down menu.
- For a detailed explanation select More or if the short explanation is enough then click on the Enough button and the window will close..



Report Browser

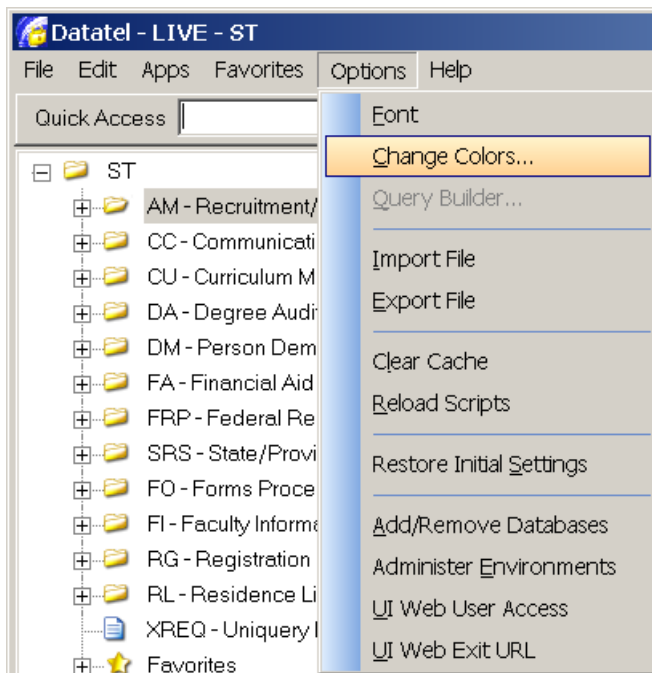
- Allows you to review reports easily in a Windows Environment.
 1. Select the desired report from the tree menu.
 2. Fill in the report parameters.
 3. Update the form.
 4. Select **Hold/Browse File Output** for the Output Device.
 5. If selecting the hold file, put your **user name in the field called Banner**.
 - a. This will help save on disk space in the Hold File.
 6. Continue updating the process.
 - a. Note you can use <F9> to finish a form (screen).
 7. When all records are processed you are prompted to browse the HOLD files.
 8. The Report Browser is displayed.
 9. **Browser Buttons:**



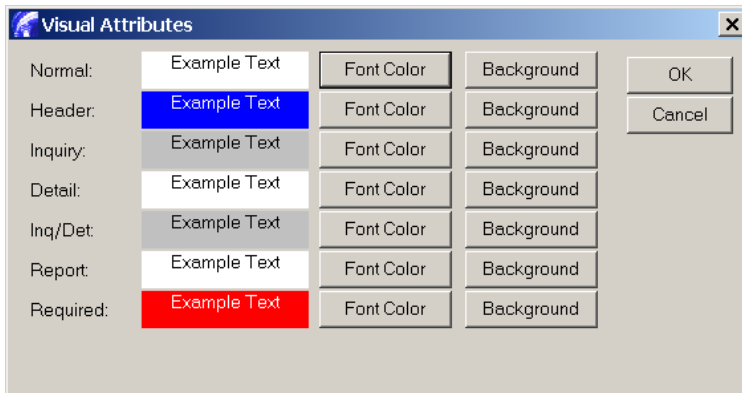
- Click the Exit Browser button  to close the Report Browser and return to the application workspace.
- Click the Import button  to save a copy of the report to your local hard drive. You are prompted to specify a name and path for the saved report.
- Click the Page Up button  to move to the previous page of the report.
- Click the Page Down button  to move to the next page of the report.
- Click the First Page button  to jump to the first page of the report.
- Click the Last Page button  to jump to the last page of the report.
- Click the Print Local button  to print the report to a local printer, *i.e.*, a printer that is accessible from Windows. This option downloads the report to your PC and uses Windows to print the report. When you select Print
- Click the Print Remote button  to print the report to a printer that is accessible from the host. This option uses the operating system on the host to print the report, without downloading it to your PC.
- The Current Page/Total Pages box shows the number of the currently displayed page and the total number of pages in the report.

Colors:

- Users are able to define color preferences in the forms.
 1. From the Options menu, choose Change Colors.



The Visual Attributes dialog box allows you to change any foreground or background color setting. Click **Font Color** or **Background** to the right of the Example Text for the color you want to change.



2. A color palette is displayed, select the color you want and click OK to save the setting and return to the Visual Attributes dialog box.



3. When all color selections are complete, click OK in the Visual Attributes dialog box to save the new settings.