

NAVIGATING DATATEL SCREENS

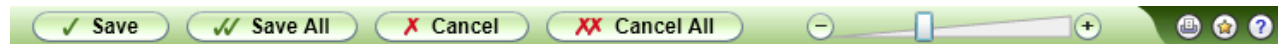
MAIN SCREEN

Menu Bar



- **File:** not applicable, functions available on toolbar (see Toolbar description)
- **Options:** not applicable
- **Help:** documentation on processes, forms and fields

Toolbar

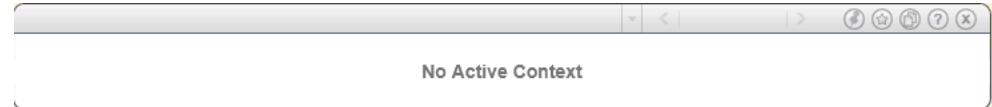


- **Save:** Save changes and return to previous screen (prompts for confirmation before saving)
- **Save All:** Save changes on current screen and all previous screens displayed and return to the main screen (no confirmation before saving)
- **Cancel:** Abort changes and return to previous screen (prompts for confirmation before canceling)
- **Cancel All:** Abort changes on this screen and all previous screens displayed and return to the main screen (no confirmation before canceling)
- **Zoom scale:** zoom in/out of a screen to increase/decrease its size
- **Print form:** print the current screen
- **Add to favorites:** add current form to favorites lists
- **Help:** documentation on the current process

NAVIGATING DATATEL SCREENS

MAIN SCREEN

Context Area (not applicable)



Tabs



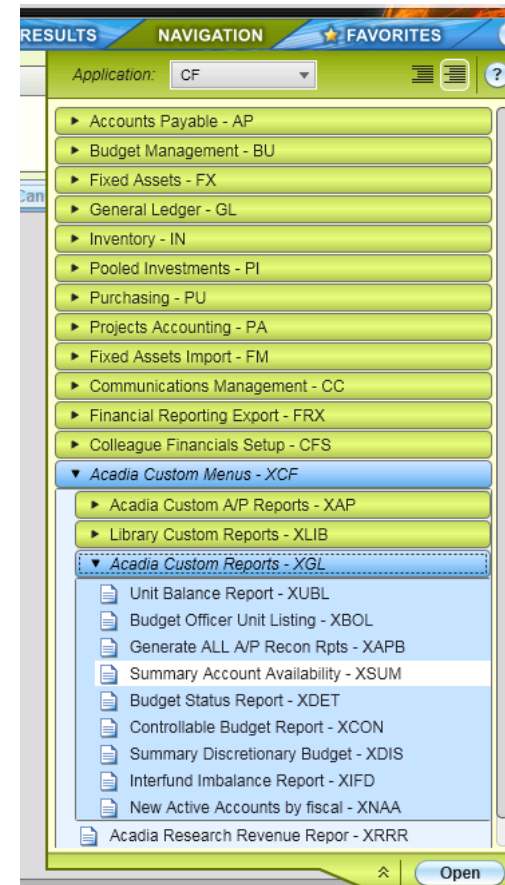
- **Form search:** enables direct access to any form by entering its mnemonic or by using the drop-down box
- **Search results:** not applicable
- **Navigation:** alternative method to access a form
- **Favorites:** frequently used reports previously saved for easier access
- **Help:** not applicable
- **Logout:** exits the session and closes screen

NAVIGATING DATATEL SCREENS

ACCESSING REPORTS

Navigation Tree

- Single click a section to expand
- Double click a report to open

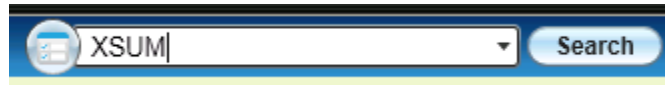


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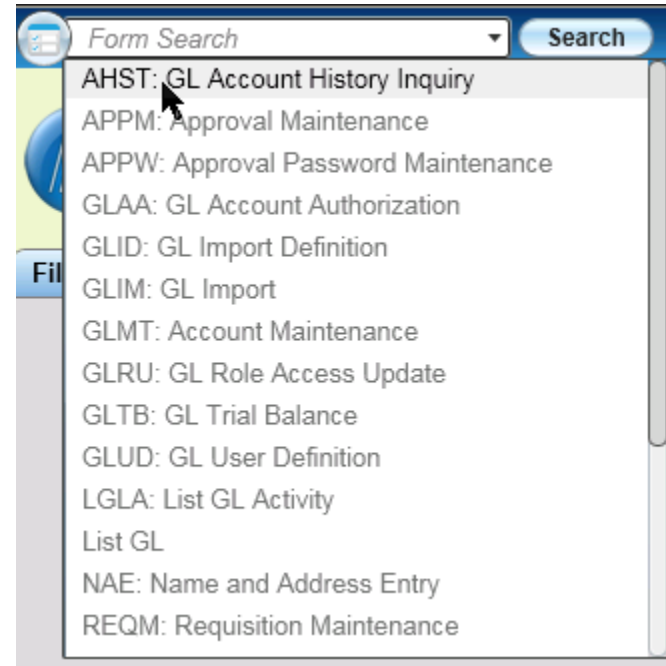
ACCESSING REPORTS

Form Search Box

- Enter the reports short code (ie. XSUM) and click 'Search'
- Alternatively, use the drop-down option to view previously run reports



A screenshot of the 'Form Search' interface. It features a text input field containing the code 'XSUM' and a blue 'Search' button to its right.




A screenshot of the 'Form Search' interface with the dropdown menu open. The menu lists various report codes and their descriptions. A mouse cursor is pointing at the first item, 'AHST: GL Account History Inquiry'.

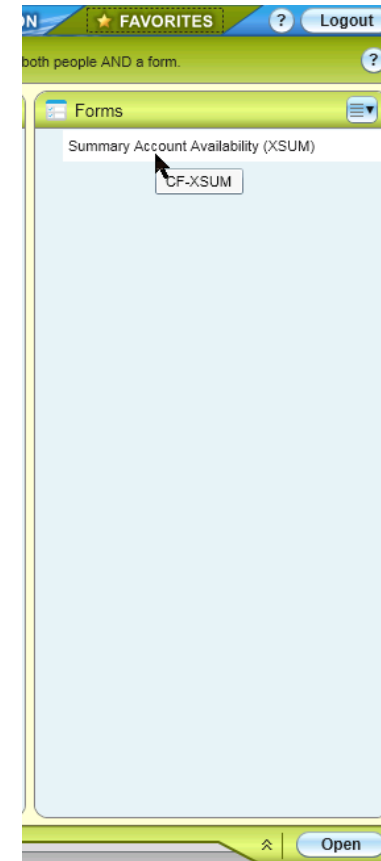
Form Search
AHST: GL Account History Inquiry
APPM: Approval Maintenance
APPW: Approval Password Maintenance
GLAA: GL Account Authorization
GLID: GL Import Definition
GLIM: GL Import
GLMT: Account Maintenance
GLRU: GL Role Access Update
GLTB: GL Trial Balance
GLUD: GL User Definition
LGLA: List GL Activity
List GL
NAE: Name and Address Entry
REQM: Requisition Maintenance

NAVIGATING DATATEL SCREENS

ACCESSING REPORTS

Favorites

- Select a saved report from the favorites list
- To add a report to favorites:
 - Go to the report
 - Click favorites
 - Click 'Add to favorites' button 



NAVIGATING DATATEL SCREENS

FORMS

Short Code

Form Name

REQM - Requisition Maintenance

Header

Requisition : Status : Status Date :

Requisition Date 11/07/12

Calendar Button

Maintenance Date

Initiator

Requisition Amt

Desired Date

Vendor ID

Window Operation Button

Types 1

Name 1

Address 1

Cty/Pri/PC

Country

Currency

Ship To

Ship Via

Terms

Commodity

Line Navigation Button

Field Detail Button

Page 1 of 2

Approvals 1 Rod Llewellyn

Buyer

Expire Date

AP Type

Invn Store

Line Items

Printed Comments 1

Comments 1



Drop Down Box

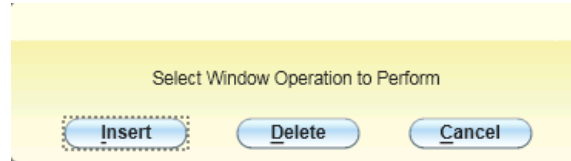
Priority

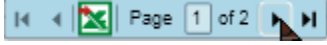


Requisition Done No

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FORMS

- **Calendar Button:** Allows you to enter a date by selecting from a pop-up calendar display 
- **Window Operation Button:** A Window Operation button enables you to insert or delete a row of data. When you click the Window Operation button, the Select Window Operation dialog box is displayed 



- **Line Navigation Button:** Use the forward/backward arrow to view the next line 
- **Field Detail Button:** Goes to next screen showing more details on that item 
- **Drop-down Box:** Choose from a list of values 

NAVIGATING DATATEL SCREENS

REPORT BROWSER

Toolbar

Close Report

Report Browser

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Save As Export PDF Print Remote

12/09/05

Acadia University
Account Availability Report Ending 1999/03/31
Options - Available/Met/Exceeded Budget

Page: 1

Fiscal Year: 1999

BUDGET.OFFICER: Mr Gary Hugh Draper

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
11-5-632000-53010 Retirement Allowance : Business O	0.00	0.00	0.00	0.00	0.00
Totals for UNIT: 632000 - Business Office	0.00	0.00	0.00	0.00	0.00
Totals for BUDGET.OFFICER: Mr Gary Hugh Draper	0.00	0.00	0.00	0.00	0.00

NAVIGATING DATATEL SCREENS

REPORT BROWSER

Toolbar



First page: jump to the first page of report

Previous page: move to previous page

Current page/total pages: shows the current page number and total pages

Next page: move to next page

Last page: jump to last page of report

Save As: save report to hard drive as a text file

Export PDF: save report to hard drive as pdf file

Print Remote: print to a network printer