System Manager Program
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CHAPTER 1 - STARTING UP

After installing and unlocking all of your purchased modules, the *System Manager Programs* manual should be reviewed. Users should pay attention to system settings in order to customize options to their unique preferences.

For easier data entry and movement within Visual printLEADER and the IAS Visual ADVANCE! screens, users should review the Keyboard Techniques and Navigational Tools section of this manual. Though the keys and fields may appear easy to navigate through, a quick review is recommended.

The Visual printLEADER CD has pre-existing demo data. This data is provided as a working model of the capabilities of the program. However, this data can be removed if desired.

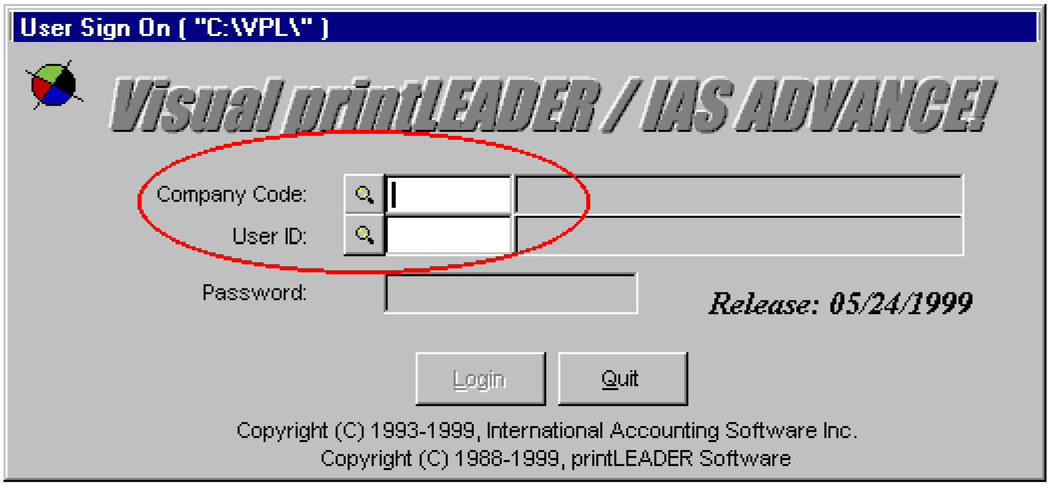
If data has not been removed, the *Sign On* screen will appear first. If not, the *Company Entry* screen will appear first.

Throughout the *System Manager Programs* guide, first time users should pay close attention to any section titled **NOTE's** or **HINT**'s.

NOTE:

USERS CAN EXPERIMENT WITH PROGRAM OPTIONS BY USING THE DEMO DATA ON THE WJP COMPANY USING JAY AS THE USER ID.

SIGN ON



The *User Sign On* screen is for accessing the entire Visual printLEADER Pricing module, Estimating, Order Entry modules, accounting modules and logging onto the requested company database. Throughout the program, you will see icons with a magnifying glass. These are referred to as "Browse" buttons throughout the documentation. They are used to view your various databases throughout the program.

Company Code

Enter the three-character company code for the company that you wish to access, or browse and select.

User ID

Enter the three-character ID of the user/operator, or browse and select.

Password

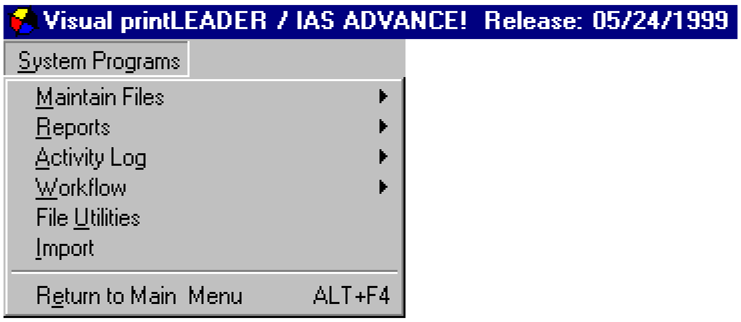
Enter the user password, up to ten characters. The password will not be shown. The DEMO data does not require a password.

Select **<Login>** to gain access to the system once the above information has been entered or select **<Quit>** to exit the system.

CHAPTER 2 - MENUS

The *Main Menu* contains programs necessary to build and maintain files for the operation of Visual printLEADER and the IAS Visual ADVANCE!™ accounting system. The *System Manager Programs* menu is accessed from the *Main Menu*. The *Systems Manager Programs* menu may be selected by double-clicking **or** highlighting the selection and pressing ‘Enter’.

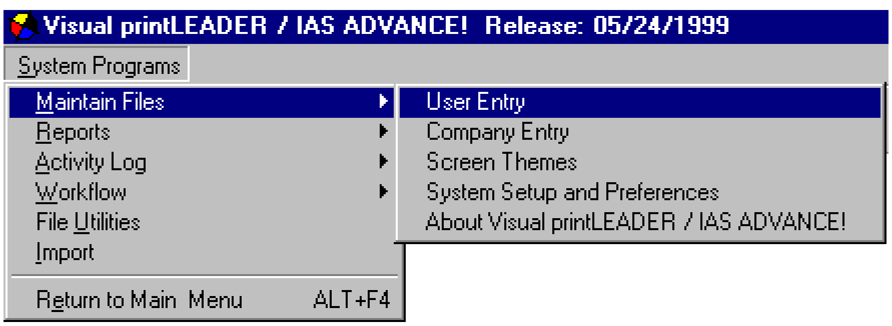
SYSTEM PROGRAMS MAIN MENU



The *System Programs* menu provides access to the System Programs Module. All menus and options can be accessed by double-clicking **or** highlighting and pressing ‘Enter’.

Maintain Files

The System Programs *Maintain Files* menu provides access to options necessary to edit master file data. The following options are available:

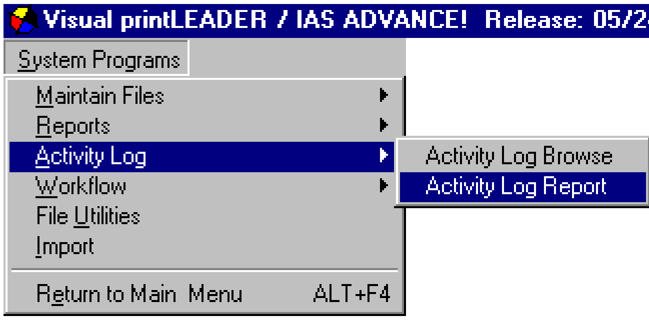


Reports

A User List report report can be generated, displaying to screen or to a printout a detailed list of all users and their respective rights to the software.

Activity Log

The System Programs *Activity Log* menu provides access to functions necessary to keep track of user activity. The specific activities that are logged, are defined and maintained in *Company Entry* (see below). The following options are available for viewing user activity:



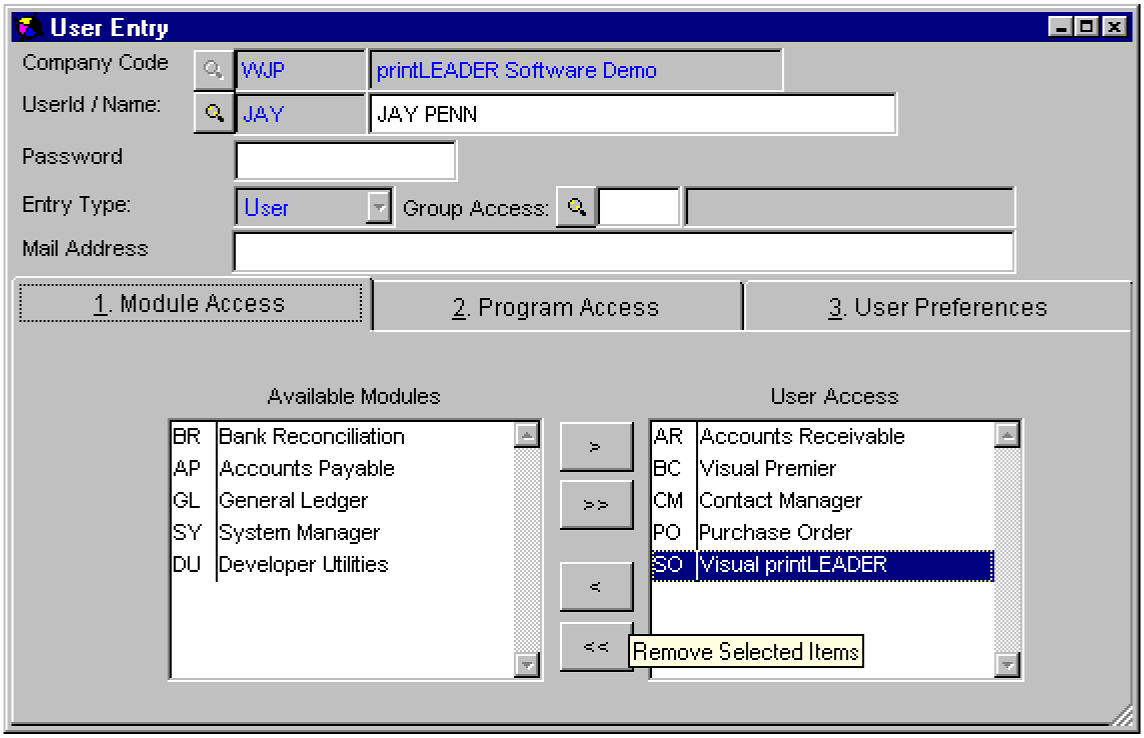
Activity log records are purged using the pack function for the activity table through the *File Utilities* (see below). The numbers of records to maintain before purging are defined in *System Setup and Preferences*.

File Utilities

The System Programs *File Utilities* option allows the user to *Browse*, *Pack*, *Print Structure*, *Reindex*, and *Database Validate*. These functions should only be performed by the master password holder or system administrator.

CHAPTER 3 - MAINTAIN FILES

USER ENTRY - MODULE ACCESS



User Entry is for editing or adding users and related passwords. It also designates which companies and menu options a user can access. This option is selected from the *Maintain Files* menu.

Company Code

Enter the three-character company code that the user may access or browse and select. Please note that the Company Code entry must always be a three character code.

User ID

Enter a user ID for the operator, up to three characters or browse and select.

User name

Enter the user name associated with the user ID, up to twenty characters.

Password

Enter a password, up to ten characters or leave blank for no password. During user sign-on, the password will not be shown.

HINT

PROVIDED THAT FIRST TIME USERS HAVE ENTERED ALL NECESSARY COMPANY INFORMATION IN *COMPANY ENTRY*, THEY CAN CONTINUE WITH *USER ENTRY*.

Entry Type

To define a user, select *USER*. If the entry defines group access rights for multiple users select *GROUP*.

Group Access

To give a number of users the same system access, assign them to a group. To create a group profile:

1) Enter the Company Code that the group belongs to.
2) Enter a group code in the *UserId:* section.
3) Select `Group` in the *Entry Type* field.
4) Select modules
5) Set program access
6) Save

To enter a user into a group:

1) Enter the Company Code that the user belongs to.
2) Enter the UserID.
3) Select User in the *Entry Type* field.
4) Enter the group the user should be included within in *Group Access*.
5) Save

That user will then be set up with the rights of the group that they are assigned to.

NOTE:
THE GROUP PROFILE MUST BE SET UP BEFORE USERS CAN BE ASSIGNED TO THE GROUP.

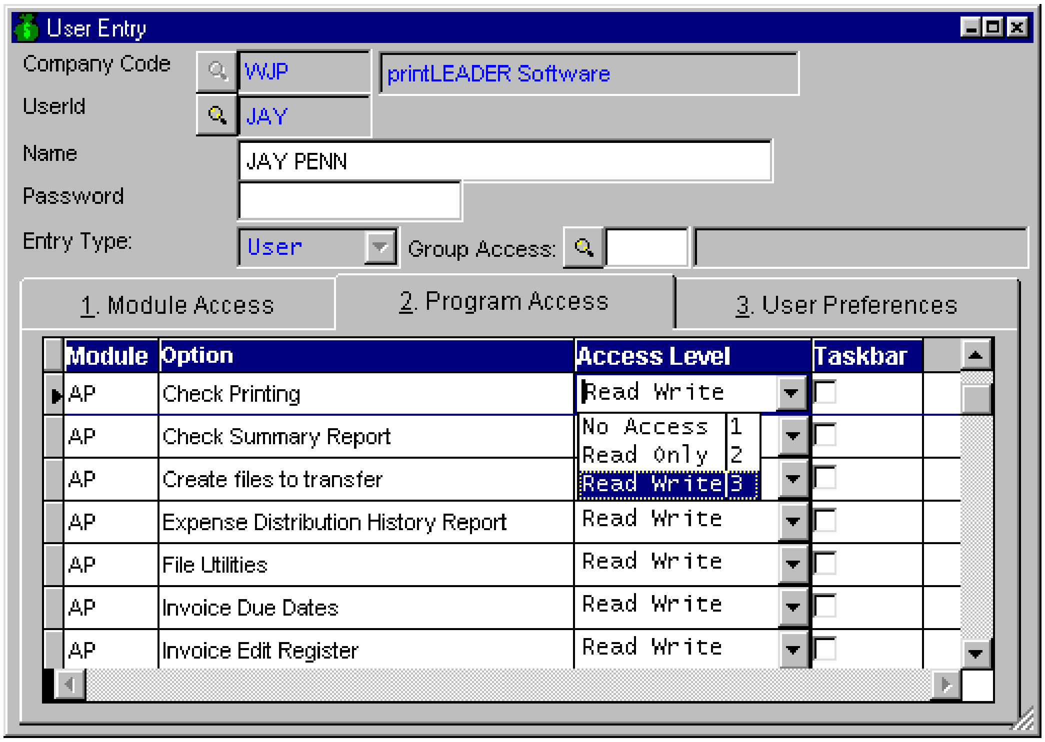
NOTE:
USERS WILL NOT ENTER THE GROUP NAME IN THE *SIGN ON* SCREEN. GROUP ACCESS IS PROVIDED ONLY FOR EASE IN SETTING SECURITY RESTRICTIONS FOR USERS WITHIN A GROUP.

Available Modules, User Access

Use the >, >>, <, << buttons to change a user's rights on or off for the selected module. Moving AP from User Access to Available Modules would give the selected user no access to Accounts Payable. Using << would move all the modules from User Access to Available Modules, leaving the user with **no rights in the system.**

HINT
ONCE THE COMPANY AND MODULE INFORMATION HAS BEEN ENTERED, DO NOT FORGET TO SET SPECIFIC PROGRAM ACCESS USER PREFERENCES (SEE NEXT SECTION).

USER ENTRY- PROGRAM ACCESS



Access Level

The *Program Access* screen allows you to assign rights to individual parts of the programs for each selected user. Select *No Access*, *Read Only*, or *Read Write*. The default for all programs and features is set to Read Write. It is suggested that the system administrator set the access levels for each additional user.

The *No Access* feature will prevent the user from accessing the menu option. A message will appear on screen advising the user that the feature is not accessible.

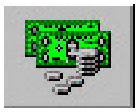
The *Read Only* feature access will allow the user to access a menu option but any changes made to a record will not be saved. If a menu option is in read only mode, ***** Read Only ***** will be displayed on the title bar of the form. Read Only is only available for maintenance forms and will have no effect for reports or update programs.

The *Read Write* feature will allow full access to the menu item.

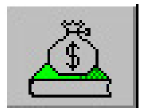
Taskbar

Checking the task box will place the selected option (for the current user) on the express task bar at the right of the screen. This will enable the user to access the selected program without having to navigate the menus. **Do not place update programs on the task bar!** (Update programs are called by the system after a journal has been printed).

Shortcuts on the taskbar will appear on the right side of the screen:



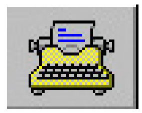
Accounts Payable



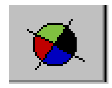
Accounts Receivable

Bank Reconciliation

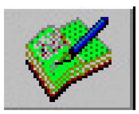
Visual Premier Data Collection



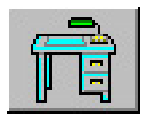
Purchase Order



Visual printLEADER

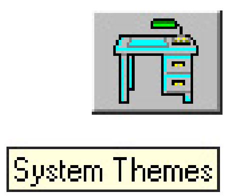


General Ledger

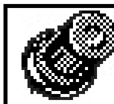


System Programs

When the mouse is held over each button, the exact screen name that will appear displays in a yellow tool tip:



The above example would be a taskbar button creating a shortcut to System Programs, *System Themes*.

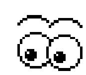


NOTE:

ITEMS PLACED ON THE TASKBAR ARE USER OR GROUP SPECIFIC. THE SHORTCUTS SELECTED FOR ONE USER WILL NOT AUTOMATICALLY APPEAR FOR ANOTHER UNLESS BOTH USERS ARE IN THE SAME GROUP.

ITEMS SELECTED FOR PLACEMENT ON THE TASKBAR WILL NOT APPEAR UNTIL NEXT LOGON.

A MAXIMUM OF 12 ITEMS MAY BE PLACED ON THE TASKBAR.

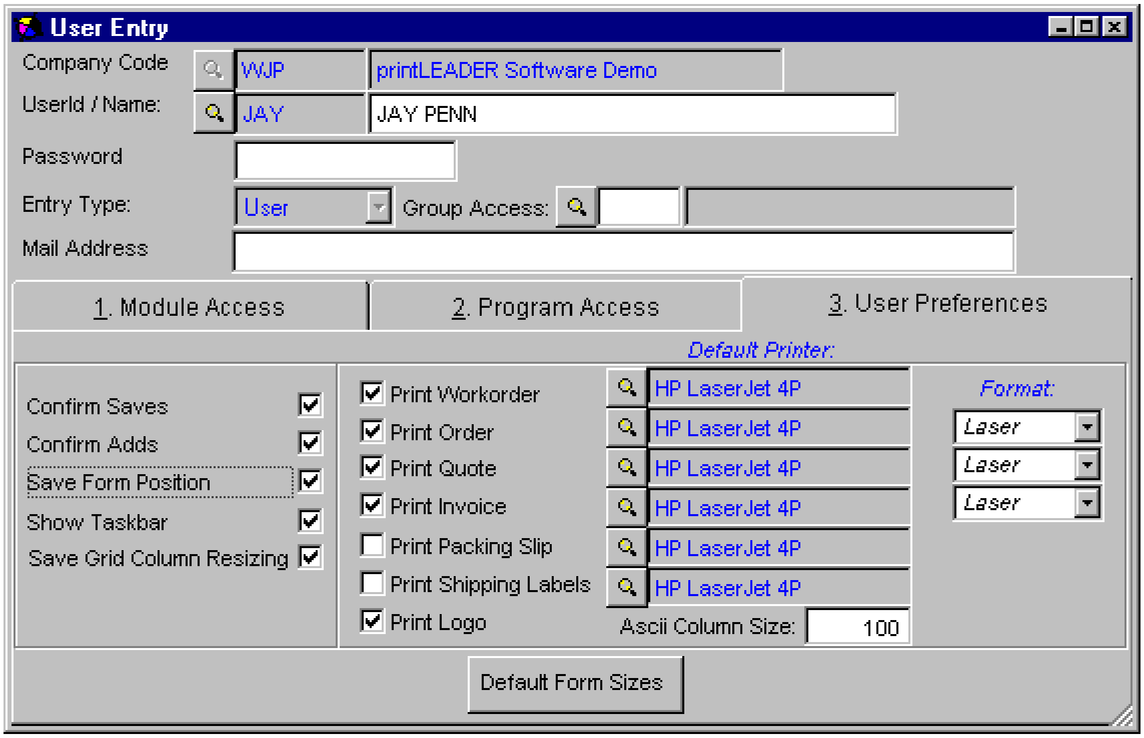


HINT

NEW USERS ARE GIVEN *READ WRITE* ACCESS TO EVERY SCREEN WITHIN ALL INSTALLED MODULES AUTOMATICALLY. YOU MUST SPECIFICALLY TURN FUNCTIONS OFF IF SETTING RESTRICTIONS FOR NEW USERS.

ALSO, NO INFORMATION IS PLACED ON THE TASKBAR FOR NEW USERS. YOU MUST CHECK THE APPROPRIATE BOXES IF YOU WISH THEM TO APPEAR ON THE TASKBAR UPON NEXT LOGON.

USER ENTRY - USER PREFERENCES



Confirm Saves

Checking the *Confirm Save* box will display the following dialog when the user attempts to move off of a record that has been saved.

If the *Confirm Saves* box is not checked, the record will be saved automatically without prompting the user.

Confirm Adds

Checking the *Confirm Adds* box will display the following dialog when the user attempts to add a new record.

HINT

Confirm Saves and *Confirm Adds* is defaulted to be "on" the first time IAS Visual ADVANCE! is entered.

If the confirm add box is not checked, the record will be added automatically without prompting the user.

Save Form Position

Check this box to save the screen's last position on the monitor. When accessing the option next time, the screen will be in the same position as it was the last time.

Show Taskbar

To show the express taskbar on the screen, check this box.

Save Grid Column Resizing

Check this box to save the resizing of grids and columns that have been modified by a user (see Chapter 9-Sizable Screens).

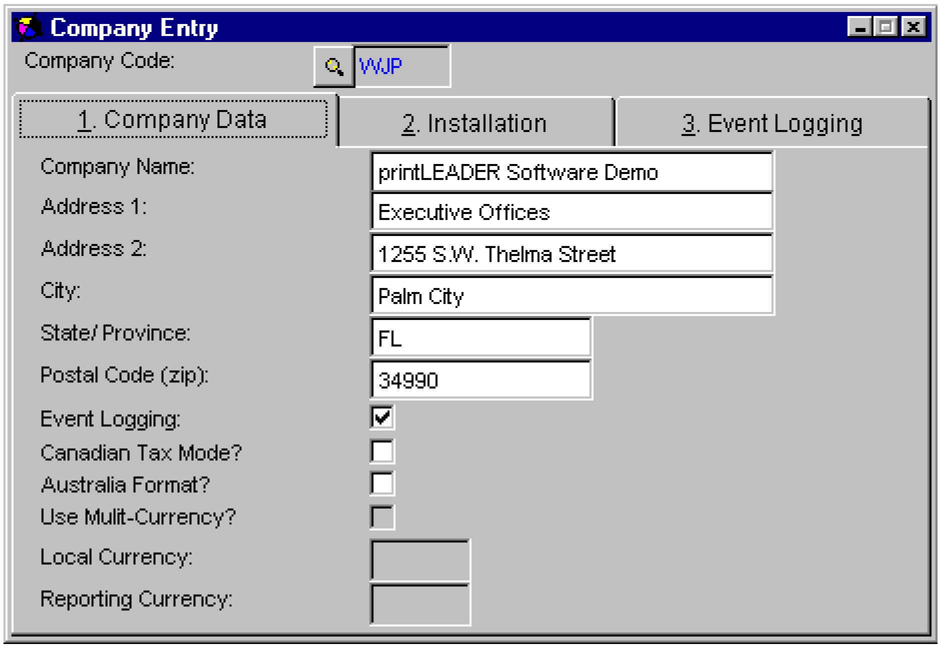
<Default Form Sizes>

Press this button to return all Visual printLEADER and IAS Visual ADVANCE! screens to their original sizes and positions.

Also located on the user preferences tab are user defined selections for various printing options. You may select your most common used printouts to always be "checked" off in the Visual printLEADER Estimating/Order Entry module. As an example, if you usually create and maintain incoming orders, it would be a good idea to have the Work Order and the Order checked as defaults. Once you are using the software you can always check or uncheck the other options.

Another user preference setting available is setting up default printer for each Visual printLEADER option. Click on the respective browse button for each option and choose your default printer.

COMPANY ENTRY- 1. COMPANY DATA



The *Company Entry* option defines the companies that accounting information is to be maintained for and the accounting modules to be installed for that company. This option is accessed from the *Maintain Files* menu.

Company Code
Enter the three-character company code.

Company Name
Enter the company name, up to thirty characters.

Address 1
Enter a street address, up to thirty-characters.

Address 2
If necessary, enter a second street address, up to thirty characters.

City
Enter the city, up to twenty-characters.

State / Province
Enter the company's State or province.

Postal Code (zip)
Enter the company's postal code. Ten character spaces have been provided, allowing for a dash and zip code extension when needed. Canadian customers may use alpha characters.

Event Logging ?
Check this box to turn the event logger on. If this box is checked the user will be able to define which events are to be logged. Checking this option is recommended. It can later by disabled if desired. See the *Event Logger* screen in this section for more detail.

Canadian Tax Mode?

Only check this box if you are setting up your Visual printLEADER system to be used in Canada. Once you have checked off this feature and you want to use the software in Canadian Tax mode, it is necessary to first exit the software and re-launch the program. This will change some of the screens and various databases to support two tax rates in Canada, as well as all reports displaying and printing out two tax rates, as well as data entry of Province and Postal Code.

Australia Format

Only check this box if you are setting up your Visual printLEADER system to be used in Australia. Once you have checked off this feature and you want to use the software in Australia format, it is necessary to first exit the software and re-launch the program. This will change some of the screens and features to support metric paper sizes.

The following options below are not current features in Visual printLEADER and are not used at this time.

Use Multi-Currency ?

Check this box if foreign currency transactions are required. Leave unchecked if foreign currency transactions will not be used. (This feature is currently unavailable).

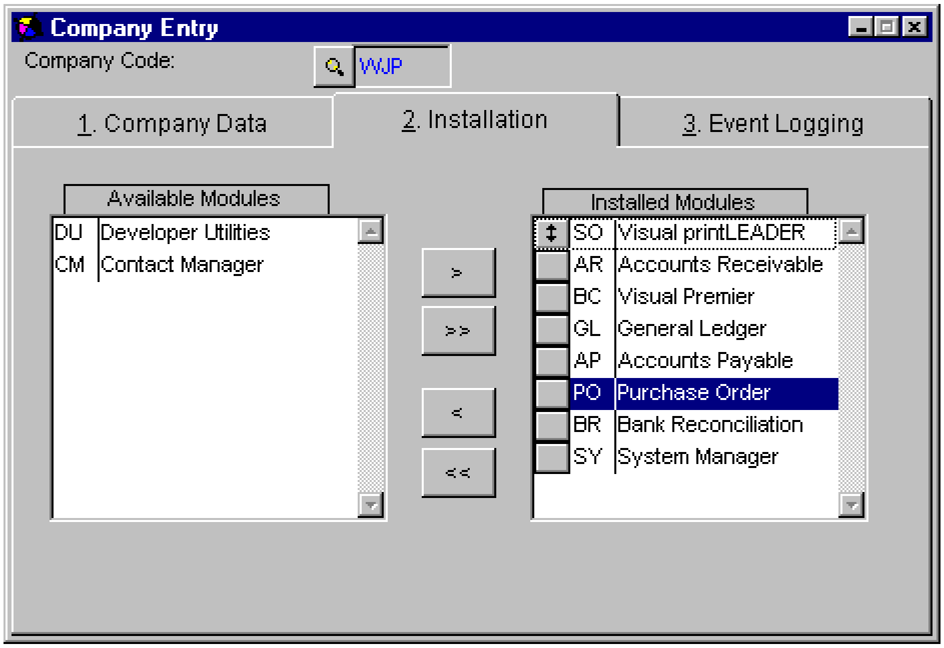
Local Currency

Enter the currency code, which represents the currency that the general ledger is to be denominated in. Entry of this field is not allowed if the foreign currency field described above, is set to 'N'.

Reporting Currency

Enter the currency code, which represents the currency to which the local currency will be converted/translated. All exchange rates entered must be in relation to this currency. Entry of this field is not allowed if the foreign currency field described above, is set to 'N'.

COMPANY ENTRY- 2. INSTALLATION



Available Modules
This listbox displays the modules that have been installed and licensed.

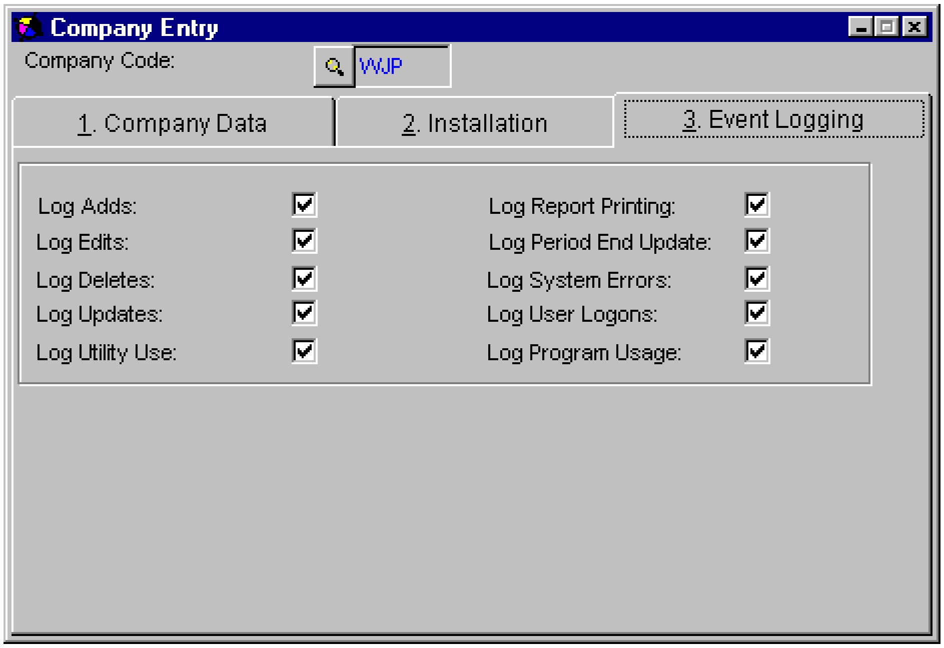
Installed Modules
This field lists all the possible modules that users and groups can access.

Use the **>, >>, <, <<** buttons to install or uninstall a module for the selected company. Moving *AP Accounts Payable* from Installed Modules to Available Modules would remove *AP Accounts Payable* access from the selected company. The actual data files will not be deleted. Using << would move all the modules from Installed to Available Modules, leaving the company with no modules to access.

NOTE:
ONCE A MODULE IS REMOVED IT MAY BE REACTIVATED LATER BY MOVING THE MODULE BACK TO *INSTALLED MODULES*.

HINT
FOR MODULES TO BE ACCESSED BY THE ENTERED COMPANY, THEY MUST BE MOVED FROM *AVAILABLE MODULES* TO *INSTALLED MODULES*. IAS VISUAL ADVANCE! DOES NOT AUTOMATICALLY DO THIS FOR YOU.

COMPANY ENTRY- 3. EVENT LOGGING



Check the events that you would like to log. It is recommended that all events be selected so that there is a record of all system activity. Logging all activity and periodically deleting the activity file (use *Pack* function in *File Utilities*-see *File Utilities* and *System Preferences* for more information) will insure activity files do not grow to an unnecessarily large size. The desired number of activity records is defined in *System Preferences* (see *System Setup & Preferences* section for more details.).

These logs are recorded within the *Activity Log* sections of the System Manager module.

HINT

CHECKING ALL OPTIONS IS RECOMMENDED TO PROVIDE AN AUDIT OF ALL SYSTEM ACTIVITY.

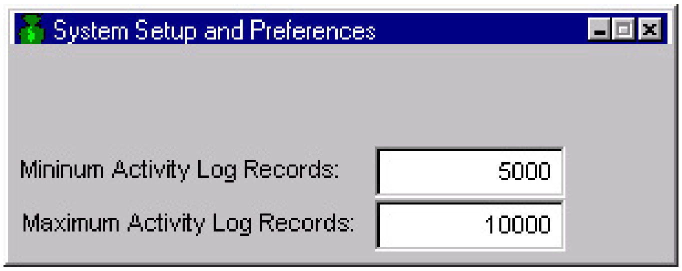
SCREEN THEMES

Choose from some of the pre-defined screen themes you would like to use as your Visual printLEADER and IAS Visual ADVANCE!™ screen backgrounds. The image you choose will be previewed before you exit this screen.

If your computer does not support high color (16-bit) you may not be able to view some of the themes.

It is also suggested that this feature only be used if your computer is operating with 64MB of RAM (or higher) for optimum performance. This option is accessed from the *Maintain Files* menu.

SYSTEM SETUP & PREFERENCES



This option records the number of records and software actions that will be available for usage in the *Activity Log Browse* and the *Activity Log Report*. This option is accessible from the *Maintain Files* menu.

Minimum Activity Log Records

Enter a number between one (1) and 999999999 (up to nine digits) for the minimum number of records to keep on user activity displayed in *Activity Log Browse*.

Maximum Activity Log Records

Enter a number between one (1) and 999999999 (up to nine digits) for the maximum number of records to keep on user activity displayed in *Activity Log Browse*. The number entered here should be larger than the number entered in *Minimum Activity Log Records*.

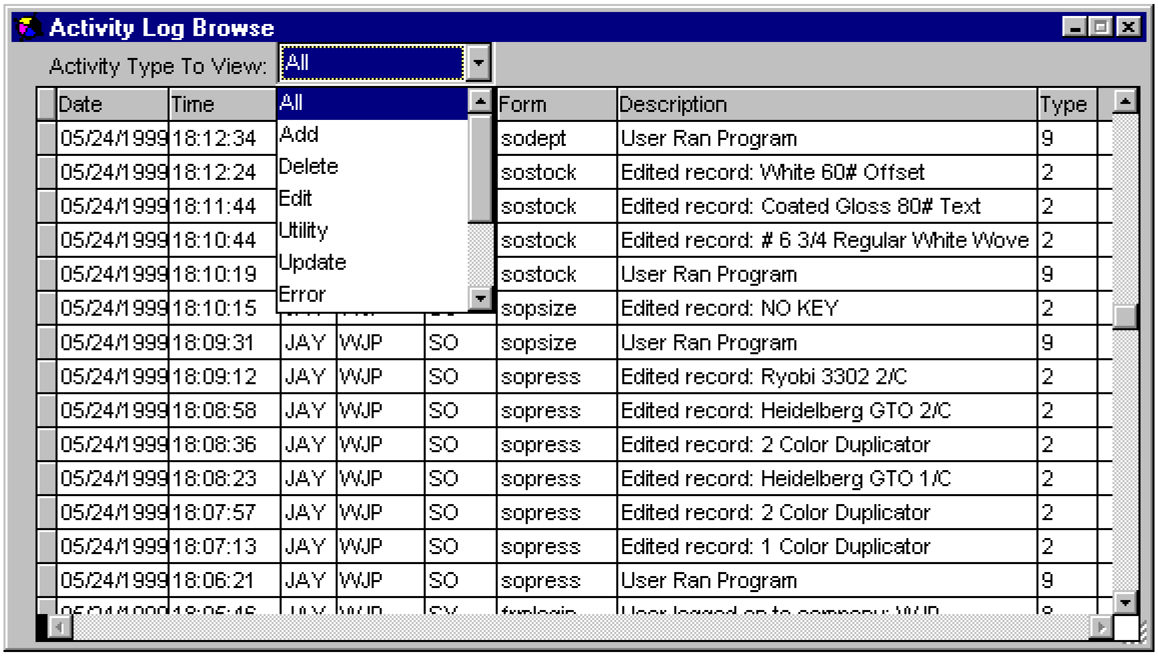
To utilize this option, the user must enter *File Utilities* in the General Ledger module. Highlight *activity / Activity Log* and select the *Pack* function. This will update the *Activity Log Browse* screen to the updated preferences.

NOTE:
ONCE THE MAXIMUM NUMBER OF ACTIVITY LOG RECORDS HAS BEEN REACHED, *FILE UTILITIES* MUST BE ENTERED TO PACK THE RECORDS DOWN TO THE DESIRED MINIMUM.

HINT
THIS SCREEN IS AUTOMATICALLY SET AT *MINIMUM: 5000*, *MAXIMUM: 10000* UPON FIRST ENTRY.

CHAPTER 4 - ACTIVITY LOG

ACTIVITY LOG BROWSE



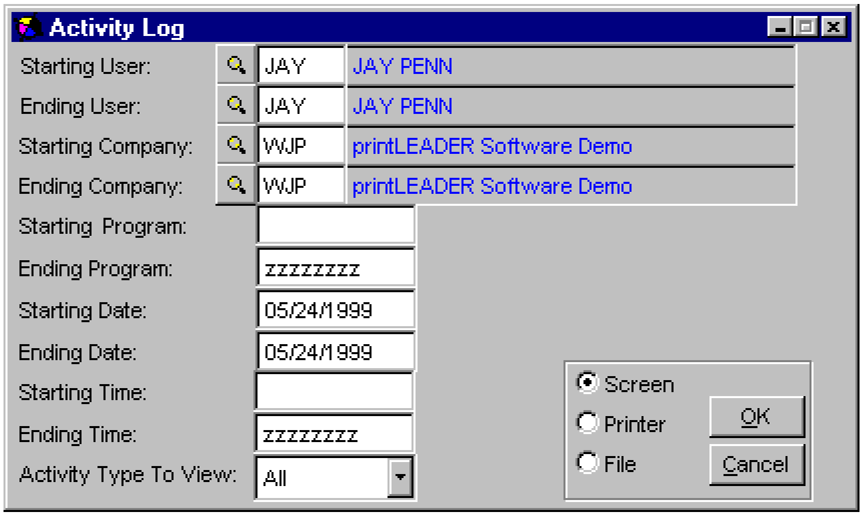
The activity log browse displays, on screen, information regarding system events such as who has logged onto the system, at what time, and what programs and what functions each user has created, edited and used. The log records all events selected in the *Event Logging* section of *Company Entry*. The records selected for viewing will be limited to the range entered in *Activity Type To View*. The number of activities is determined by the values placed in *System Setup and Preferences*. This option is accessed from *the Activity Log* menu.

Activity Type To View

Scroll down in this section to select which activity type to limit records by.

All	View records by every activity.
Add	Limits viewing records to users who have added records.
Delete	Limits viewing records to users who have deleted records.
Edit	Limits viewing records to users who have edited details.
Utility	Limits viewing records to users who have run *File Utilities*.
Update	Limits viewing records to users who have run updates.
Error	Limits viewing records to users who have encountered errors.
Report	Limits viewing records to users running reports.
LogOn	View schedule of logons.
Period End	Limit viewing records by users who have run period end updates.
Program Usage	Limits viewing records to users running programs.

ACTIVITY LOG REPORT



The *Activity Log Report* prints information regarding system events such as who has logged on, what time, what programs and what functions have been used. The log records all events selected in the event logging section of *Company Entry*. This option is accessed from the *Activity Log* menu.

Starting User
Enter in the starting user. If unchanged, *Starting User* will default to the current user.

Ending User
Enter in the ending user. If unchanged, *Ending User* will default to the current user.

Starting Company
Enter in the starting company. If unchanged, *Starting Company* will default to the first company on file.

Ending Company
Enter in the ending company. If unchanged, *Ending Company* will default to the ending company on file.

Starting Program
Enter the starting program. If unchanged, *Starting Program* will default to the first program on file.

Ending Program
Enter the ending program. If unchanged, *Ending Program* will default to the last program on file.

Starting Date
Enter the starting date. If unchanged, *Starting Date* will default to the earliest activity on file. Dates are entered in mm/dd/yyyy format.

Ending Date
Enter the ending date. If unchanged, *Ending Date* will default to the latest activity on file.

NOTE:
TO GET A LIST OF PROGRAM NAMES AND FUNCTION, PRINT OUT A SAMPLE REPORT FROM *ACTIVITY LOG REPORT*.

Starting Time

Enter the starting time. If unchanged, *Starting Time* will default to the earliest time on file. Times are recorded to the second appearing as hh/mm/ss.

Ending Time Range

Enter the ending time. If unchanged, *Ending Time* will default to the latest time on file.

All, Add, Delete etc.

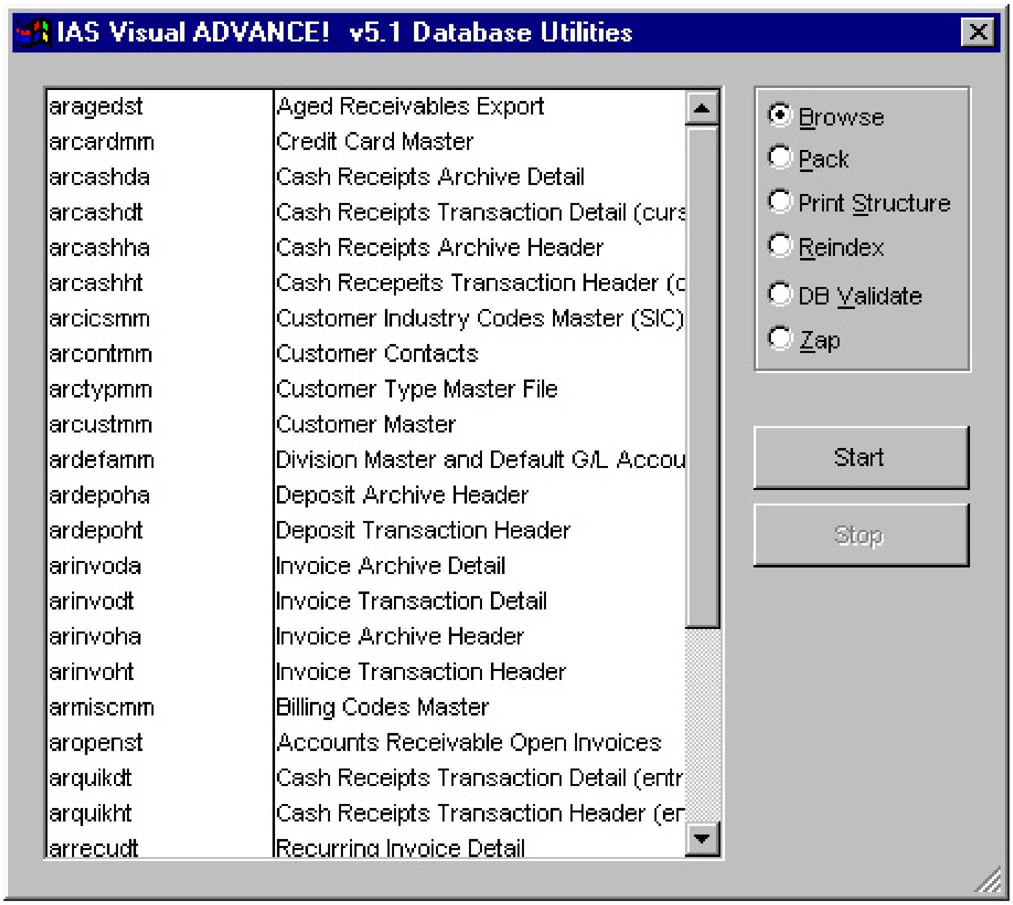
This list box allows you to select a specific type or all types of activities to view. The choices are: *All*, *Add*, *Delete*, *Edit*, *Utility*, *Update* and *Errors*.

Select **<OK>** to begin processing.

Select **<Cancel>** or to end operation.

CHAPTER 5 - UTILITIES

FILE UTILITIES



The *File Utilities* option is used to perform specific FoxPro commands on a file or files in case of corruption, program error or user error. The *Reindex* option may be chosen to rebuild all indexes for the selected file. Choose the *Pack* option to permanently remove records that have been deleted, or choose *Zap* to delete all records from the file. This option is accessible directly off the main menu.

Browse

Browse allows the user to change field values directly in the database. This option should only be used with the guidance of a Visual printLEADER technical support person.

Pack

The Pack command permanently removes all records marked for deletion in the selected database and reindexes. It may also be used to reduce the size of a memo file associated with a database. There is no way to retrieve deleted records after the PACK is complete. Pack will also remove the number of activity records as defined in System Preferences.

Print Structure

Will print the database structure to your windows default printer.

Reindex

The Reindex command rebuilds index files. An index file may have to be rebuilt if you suspect that the file is corrupt. Rebuilding an index can never damage your files.

Zap

Zap permanently removes all records from the selected database, leaving just the empty database structure. This option should only be used with the guidance of a Visual printLEADER technical support person.

DB Validate

Ensures that the database contains the proper locations of tables and indexes, that tables in the database contain the proper fields, and that index tags in the database exist.

Select **<Start>** to begin desired operation.

Select **<Stop>** to end operation.

CHAPTER 6 - KEYBOARD TECHNIQUES

The following section describes the function keys used throughout the system.

Function Keys
The function keys for most keyboards are F1, F2, F3, etc. Function keys may be located along the top or on the left side of the keyboard. The 'Enter' key does not have to be pressed after choosing a function key item.

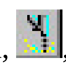
^ = Control Key

F1 = Help
When the F1 key is pressed an on-line help screen will be displayed for the current program. Help information may be reviewed later in this section for further information.

F2 = Browse
When the cursor is in a field where data can be accessed from a data file a browse feature is available to select the data. Press the F2 key to display a list of available records. Press the F4 key to search for a customer record on file and sort the database file by the chosen field.

Press F5 within the browse to query the database by multiple fields. (See Browse section for more information.)

Shift & F2 = Drill Down

When the cursor is in a field which contains the drill icon, , **Shift** and **F2**, hit simultaneously, will display the original source of entry for the record with the current field.

Shortcuts:
ESC
Closes current window / Exit program

^F4 = Cancel browse / Exit program
Press the control+F4 keys simultaneously to close a listing window or exit the program without returning to a menu.

^N = Next available record
Press the Control+'N' keys simultaneously to access the next available record.

^R = Previous Available Record
Press the Control+'R' keys simultaneously to access the previous record.

^D = Delete
Press the Control + 'D' keys simultaneously to delete the current record.

^E = Clear
Press the Control + 'E' keys simultaneously to clear the current record from the screen.

^I = First
Press the Control + 'I' keys simultaneously to access the first record in the present table.

^L = Last

Press the Control + 'L' keys simultaneously to access the last record in the present table.

^Z = Cancel Changes
Press the Control + 'Z' keys simultaneously to cancel any changes made to the current header record and restore the former values. Detail changes will not be canceled.

^A = Select All
Press the Control + 'A' keys simultaneously to select all the text within a given field.

^C = Copy
Press the Control + 'C' keys simultaneously to copy a selected record/s.

^X = Cut
Press the Control + 'X' keys simultaneously to cut a selected record/s.

^V = Paste
Press the Control + 'V' keys simultaneously to paste all selected records which have been copied or cut.

Right-Arrow
Move cursor one character to the right.

Left-Arrow
Move cursor one character to the left. If the cursor is at the first position in the field pressing the left-arrow key will cause the cursor to enter the previous field.

Up-Arrow
Move Cursor up one line.

Down-Arrow
Move Cursor down one line.

PgUp
Move up one window full of text.

PgDn
Move down one window full of text.

Alt = Allow access to all menu options
Press the Alt key to activate the menu or click the menu bar with the mouse. Use arrow keys to select other menu options and press 'Enter' to choose the option.

Escape = Exit Browse
Press the escape key to exit help or cancel and close the browse window. The escape key is displayed as 'Esc' on most keyboards.

Backspace = Delete Character Left
Press the backspace key to move the cursor one character to the left and delete any characters in that position.

Tab = Next Field
Press the tab key to move the cursor to the next field position.

Enter = Next Field / Choose Record

Press 'Enter' to move the cursor to the next field position and validate all choices. During a browse the 'Enter' key is used to choose the record that you wish to be displayed to the screen.

Mouse Users

Clicking the close box in the upper right hand corner of the window may close Windows. All menu choices may be accessed by pointing to the menu option, and pressing the left mouse button to display the menu popup. The cursor is easily positioned by pointing the mouse to the desired location. The mouse may also perform all keyboard manipulations.

Right-Click Mouse Functions

Clicking the right button on the mouse offers the abilities to cut, copy, paste, select all, in addition to 'Uppercase', "lowercase', and 'Proper' (the first letter is capitalized), use the calculator and calendar (see Right Mouse Clicking section of this manual for more details). This option is available in any field of IAS Visual ADVANCE!™.

Jump Feature

Most programs provide a jump feature to enable other programs to be accessed without exiting the current program. Use the regular menu to access another program without exiting the one you are in. If the menu is inaccessible then you are in a modal screen and cannot select another option.

Entering Numeric Data

Numeric data fields that are blank contain a zero value. Decimal places are included for dollar amount fields, percentage fields, etc. Most dollar amount fields and rates may be entered without including a decimal point. It is automatically included.

Entering Alphanumeric Data

Alphanumeric data consists of letters, numbers, punctuation keys, or a combination. Fields defined as character can contain alphanumeric data.

Date

Dates are entered in the form 'mmddyy', or mm/yy. Enter a two-digit month, a two-digit day, and a two-digit year depending on the date format. The date format is given in each date field description of the manual. When entering a date no slashes - (/) or hyphens - (-) are needed. They are automatically included.

The 'mm' description refers to the two-digit month, the 'dd' to the two-digit day, and the 'yy' to the two-digit year. For example, March 5, 1991 is written 03/05/91. The leading zero must be included for a valid date.

Account Numbers

Account numbers are structured fields consisting of between one and four segments. Each of these segments is separated by a hyphen.(e.g. ###-##) General Ledger account numbers are an example of this. They are used in Accounts Receivable, Accounts Payable, and General Ledger Modules.

The account segment size can only be changed in the General Ledger system maintenance program. The segment size included here is used as a default value. All other programs use this default account number set up. When entering an account number the hyphen is automatically added.

An account number formatted as ###-###-##, will appear as the following:

Entered	Displayed
123	123-000-00
1234	123-400-00
1234567	123-456-70

Zeros are automatically filled into blank spaces.

Validated Fields

'Yes' or 'No'

Those fields that require a 'yes' or 'no' response accept 'Y' or 'N', in upper or lower case, as the only valid entries. Any other responses will be considered invalid.

Special Response

Fields that require special responses other than 'yes', or 'no' have accepted responses listed on the prompt line at the bottom portion of the screen.

If a response must be one of those on file press the function key used in browsing to list all available records on file. An 'Invalid Data' message or customized error message will appear for any invalid entry.

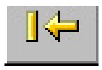
Blanks

The cursor will remain in a blank field that requires an entry. An entry must be given before leaving the field.

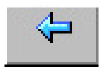
CHAPTER 7 - TOOLBAR

NAVIGATION TOOLS

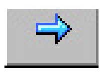
The toolbar provides access to the following buttons:

First Record Button 

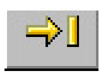
Saves the current record, then selects the first record in the current database. “Ctrl+'i'“ will also select the f**i**rst record.

Previous Record Button 

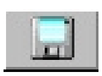
Saves the current record, then selects the previous record in the current database. “Ctrl+'r'“ will also select the p**r**evious record.

Next Record Button 

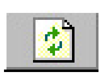
Saves the current record, then selects the next record in the current database. “Ctrl+'n'” will also select the **n**ext record.

Last Record Button 

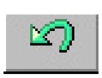
Saves the current record, then selects the last record in the current database. “Ctrl+'l'” will also select the **l**ast record.

Save Button 

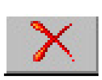
Saves the current record, but does not clear the screen. “Ctrl+'s'” will also **s**ave the current record.

Clear Button 

Saves the current record, then clears the screen so a new record can be added or a different record can be viewed. This is to ensure that no data is removed by accident. “Ctrl+'e'” will also cl**e**ar the screen.

Undo Button 

Undo any changes made to the current record. “Ctrl+'z'” will also undo any changes.

Delete Button 

Displays the *Delete Record Dialog* box for deleting the current record. “Ctrl+d” will also activate the *Delete Record Dialog* box.

Print Button 

Prints the current record that the user is viewing. This button will not display printer properties, but will print to the default printer of the particular computer. This is accessible through the mouse only.

Copy Button 

Brings up a browse window, which allows the user to copy an existing record. The record may exist in the current batch, or in a history table. To copy the record, select it off the browse window. This is accessible through the mouse only.

Help Button 

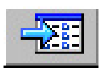
Brings up the online documentation. This is accessible through the mouse only.

Add, Insert and Delete buttons:

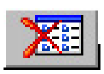
Provides the ability to edit lines of detail:

F3 

Adds a blank detail row to the bottom of grids.

F4 

Inserts a blank detail row into a grid at the cursor position.

F5 

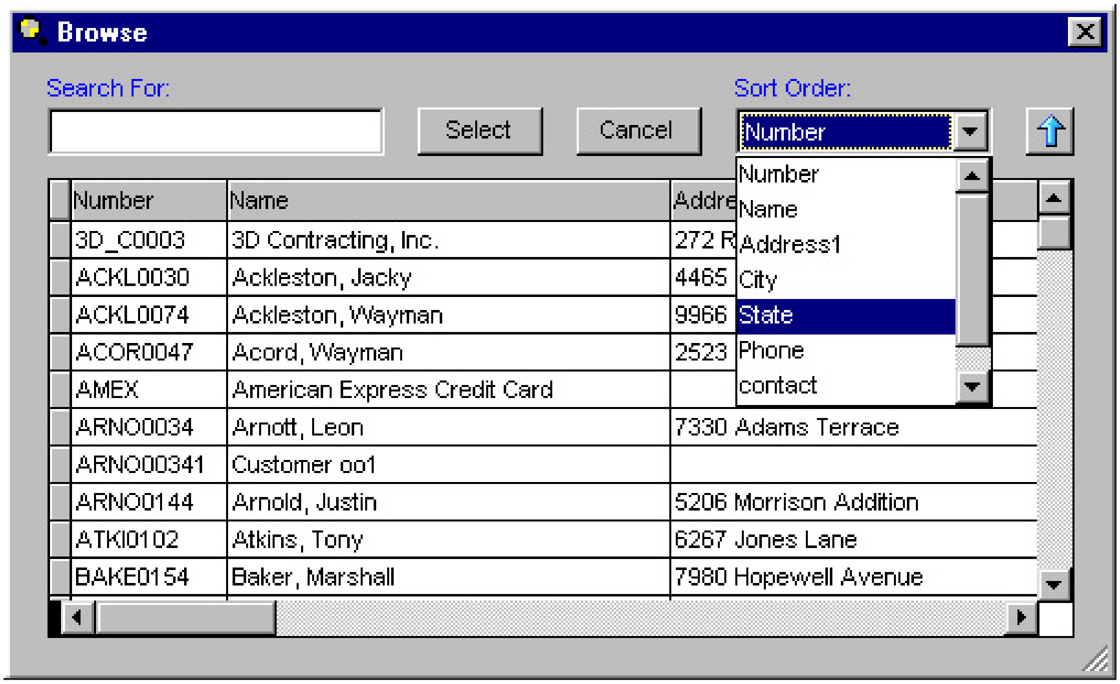
Deletes a detail row from a grid.

Toggle Switch

The switch at the end of the toolbar resizes the toolbar by displaying or hiding the descriptions under each button. Resizing can be used at any time while in the program.

CHAPTER 8 - LOCATE BUTTON/ BROWSE RECORD

BROWSE WINDOW



The *Browse* feature is available when, "*Press F2 to Browse*", is displayed on the status line at the bottom of the screen or when the Locate button  (magnifying glass) is displayed next to a field.

To browse, press **F2 or** click with the mouse on the Locate button. A *Browse* window listing the contents of the field's master file will be displayed. A selection may be made by positioning the cursor on the desired record and pressing 'Enter' **or** by double clicking on the selection with the mouse **or** by selecting a record and clicking the **<Select>** button.

Use the up and down arrow keys, or the mouse to position the cursor, or enter the first few characters of the desired record.

This function may be canceled by pressing the **Esc** key, the **<Cancel>** button, or by closing the browse window.

Number

Depending on the record being browsed, the first column will be the identification name, number or code that has been entered for a particular record.

Name

Depending on the record being browsed, the second column will be the description that was previously entered for the record.

Sort Order:

Accessed by clicking the *Sort Order* list in the upper right hand corner of the *Browse* window. Use the up and down arrow keys or mouse to select a field. The selected field will appear in the first column, and records will be sorted by this order. Highlight and press 'Enter' or double click to select desired field. Search for records in the same manner.

Search for:

Type the first few letter of the desired record. Records containing the same first letters will also be displayed.

This function is used in conjunction with *Sort Order*. Once a sort order is selected, users can type in the first few letter of any desired part of a record. For example, if sorting by *City*, users can type in the first few letters of the city for the record to display.

Inverse Order

Records are displayed in alphabetic or numeric order, depending on the sort order. To change the sort order from first to last (making it last to first), click the Inverse Order button. The order will change and the button will change from to.

Press **<Select>** to insert a highlighted record into the desired field.

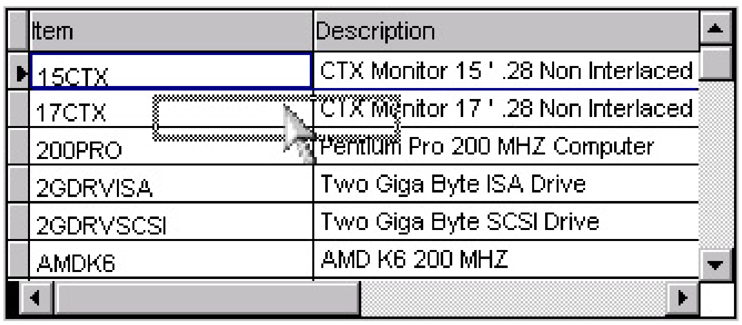
Press **<Cancel>** or to close the *Browse* window.

CHAPTER 9 - DATA ENTRY

JUMP AND ADD

HYPERLINKS

DRAG AND DROP



The *Jump and Add*, hyperlinks, and drag and drop features are available to ease data entry within the IAS Visual ADVANCE! program.

Jump and Add

Certain fields within the program will require users to enter pre-existing data. New data should be entered into the available entry screens. The information within these options can later be used for reports, summaries, and lists. When new data is entered into a field which requires pre-existing data, users are given the option to *Jump and Add* the new information. For example: If a new customer is entered in report screen, but not within *Customer Entry*, the user will be prompted to *Jump and Add*. Unless the new data is added to the appropriate entry screens, users will be unable to save the record or exit the field.

Hyperlinks

Much like the Jump and Add feature, the hyperlinks within the program are for entering data into their original entry screens. The hyperlinks function just like web hyperlinks, allowing users easier movement throughout the system.

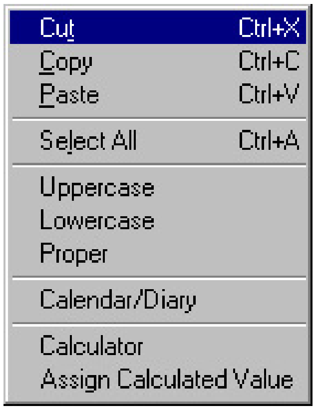
Drag and Drop

The drag and drop feature enables users to copy items and records within detail lines throughout the system. The drag and drop feature enables users to copy details from one screen and place them within detail lines on another screen. For example, a user can select an unpaid invoice from the customer inquiry screen and drop it onto the detail of the cash receipts screen.

When utilizing the drag and drop feature, it is not necessary to add a detail line before dropping in a record (see Detail Sections for more details). All pertinent information will fall into the detail line along with the code and description of the record.

CHAPTER 10 - CONTEXT SENSITIVE MENUS

Right clicking on the mouse within an edit fields of Visual printLEADER and IAS Visual ADVANCE! will produce the following options:

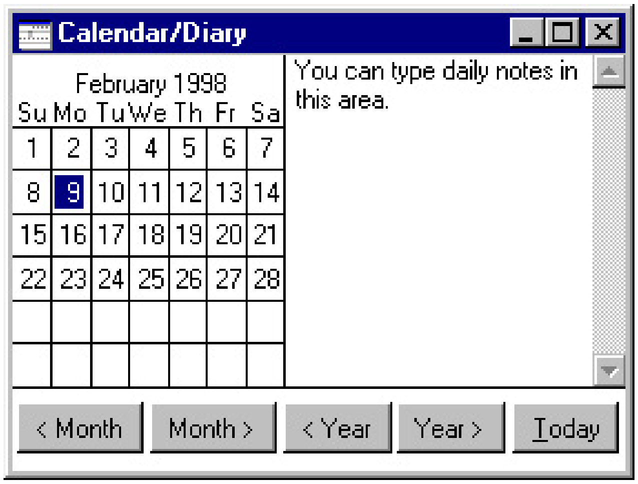


This option is usable within any **READ WRITE** field of the program, but not within browse windows or on the open desktop. The *Uppercase*, *Lowercase*, and *Proper* options are not available within edit boxes.

CALCULATOR

To provide users with ease when creating invoices, checks, and other assorted tasks, a calculator has been included within the right-click options when the cursor is placed on a numeric field. The calculator can be utilized through the mouse, or the numeric pad of the user's keyboard. Once a value has been computed, users can add it to a field by right clicking on the field again and selecting *Assign Calculated Value* from the menu. The function is only available within numeric fields.

CALENDAR/DIARY

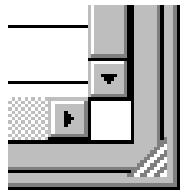


Users can type date specific information into the calendar option accessible through the right mouse click. The notes typed into the field will be automatically saved. The notes are accessible whenever the calendar is selected. Notes are workstation specific, not user specific. All users on a particular computer can see the same calendar notes. Notes cannot be read over a network.

<Month>
<Year>
<Today>
These buttons are used to navigate through the calendar option. Press *Today* to automatically highlight the current system date and any notes entered for today's date.

CHAPTER 11 - SIZABLE SCREENS

Many screens within Visual printLEADER and IAS Visual ADVANCE! can be made bigger or smaller by using the resizing control (skidpad). Any time you see the resizing control graphic on the lower right hand corner of a screen, is an indication that the screen can be re-sized.



There is a minimum size to most screens. The first size the screen comes up with is the smallest size in most cases. When a screen is resized, the next time that option is selected, the customized sizing will remain until changed again if the save form size preference is set for the user (see user entry in this manual for more details).

NOTE:
Expanding screens will not resize the individual fields or the font sizes. Fields will only expand linearly in certain cases.

CHAPTER 12 - DETAIL SECTIONS

Some screens within IAS Visual ADVANCE! have detail sections, which can be edited and modified for user needs, and preferences.

Detail is edited by highlighting the detail description columns, then using the navigational tools. To add, edit, or delete detail, use the navigational tools specifically for editing detail as listed in the Navigation Tools section of this manual.

Detail columns can be resized and/or interchanged within the detail section. For example, in the

Fiscal Yr End	Period 1	Period 2	Period 3	Period 4	Period 5
12/31/1998	01/31/1998	02/28/1998	03/31/1998	04/30/1998	05/31/19
12/31/1999	01/31/1999	02/28/1999	03/31/1999	04/30/1999	05/31/19
12/31/2000	01/31/2000	02/29/2000	03/31/2000	04/30/2000	05/31/20
12/31/2001	01/31/2001	02/28/2001	03/31/2001	04/30/2001	05/31/20
12/31/2002	01/31/2002	02/28/2002	03/31/2002	04/30/2002	05/31/20
12/31/2003	01/31/2003	02/28/2003	03/31/2003	04/30/2003	05/31/20
12/31/2004	01/31/2004	02/29/2004	03/31/2004	04/30/2004	05/31/20

above picture, if *Period 1* is highlighted and dragged with the mouse, it can exchange places with *Period 2*, *3*, etc…

Detail columns can be resized by dragging the lines between detail columns to a new, desired placement.

Detail sections are completely blank upon first entry. To establish an area where information can be typed or browsed, users must first add a detail line to the area. To add a detail line, highlight the detail section, and press the *Grid Add* button on the Navigational Toolbar, or press F3 to add a line. This will create a line for typing information.

NOTE:
THE USER MUST FIRST CLICK ON THE GRID TO ACTIVATE IT BEFORE DETAIL LINES CAN BE ADDED (WITH **F3** OR THE *ADD BUTTON*) .

CHAPTER 13 - HELPFUL HINTS

GETTING STARTED

To properly set up the System Manager Program module (and the rest of the Visual printLEADER and IAS Visual ADVANCE! modules), the following procedures must be completed:

√	Procedure
	1. Enter *Company Entry* a. Enter the Company Code, description, and other information. b. Switch the desired modules (for the particular company) from *Available Modules* to *Installed Modules*.
	2. Enter *User Entry*. a. Enter Users for each particular company. i. Create passwords, if desired. ii. Set to *Group* or *User* access. iii. If establishing users to a group, set group rights. If establishing individual user, create rights within system using *Module Access* and *Program Access* (for the selected modules). b. Users should establish preferences (such as confirming Saves and Deletions).

<u>There is no limit to the number of groups and/or users that can be installed into the system.</u>

CHAPTER 14 - TROUBLESHOOTING

PROBLEM	POSSIBLE SOLUTION	REASON
User cannot log on.	1. Check if password was entered, or if password is correct. 2. Make sure that group name is not being entered.	
After entering information into *Sign On* screen, **<Quit>** is highlighted.	1. Check if company or user information is entered correctly. 2. Re-enter password to ensure that it is correct.	
Users cannot access certain screens.	Check to see if rights are on or off for each particular option/screen.	
Upon logon, user receives G/L period dates dialogue box: 	1. Keeps selecting **<OK>** from dialogue boxes to automatically bring you to *G/L Period End Dates*. 2. Enter G/L module, go into *G/L System Options*, select *Period End Dates* and enter desired dates.	No period end dates have been installed within the system. These dates are necessary for proper functioning. See the **Period End Dates** section of the **General Ledger User's Guide** for more information.

This concludes our chapter describing how to setup and use the **System Manager** Program. If you are ever unsure about a feature or function, or would like to make a suggestion to improve the program, please call our tech support department at (800) 752-4624, or e-mail us at SUPPORT@PRINTLEADER.COM and we will do our best to provide quality service.