

# General Information

## General Toolbar



**Move to First Record:** Takes the user to the first record of the listing.



**Move Backward a Page:** Takes the user back a page.



**Move to Prior Record:** Takes the user to the prior record in the list.



**Move to Next Record:** Takes the user to the next record in the list.



**Move Forward a Page:** Takes the user to the next page.



**Move to Last Record:** Takes the user to the last record of the listing.



**Insert New Record:** This button adds a new record to the listing wherever the cursor is located.



**Delete Current Record:** This button permanently removes the selected record from the listing.



**Post Changes of Current Record:** This button posts any changes that were made on the currently selected record.



**Cancel Changes:** This button cancels any changes that were made on the currently selected record.



**Refresh the contents of the dataset:** Updates changes made to the database.



**Go Back to Saved Bookmark:** This button will take the user to the most recently bookmarked record in the list.



**Bookmark Current Record:** This feature sets a bookmark on the currently selected record so the user may return to that specific record more quickly. Note: Users can only have one record bookmarked at a time. Setting a different bookmark will result in the loss of the current one.



**Viewable Fields:** This button opens the Viewable Fields screen allowing the user to add or subtract fields in the lower grid area.



**Copy Current Record:** This button will copy a selected record and paste it to a new record. Some fields require manual entry in order to complete the new record.



**Print button:** This button will print a copy of the currently selected entry area using the user's system default printer. Note: This feature will not work if not connected to a printer.



**Export to Text File:** This feature will export the listing to a text (.txt) or (.csv) format file. The user will first be prompted to custom define their export options.



**Import From Text File:** This feature will import a text (.txt) or (.csv) format file into your V7 grid listing. Clicking this button will bring up a path selection window prompting for the location of the .txt file.



**Filter Records:** This feature allows the user to filter the records in the listing to their specifications. Clicking this button brings up the Filter by Field selection window from which users can custom define their filtering options.



**Find Record:** This feature allows the user to search for a specific record, utilizing different search options. Clicking this button brings up the Locate Field Value screen, which allows users to custom define searching options.



**Search:** The user can quickly search for a record by typing in the search prompt box. The cursor will move to the first record that matches the requested search value most closely. Note: The search feature searches within the selected column of the listing. You can select a column by clicking on its header.

## Report Area Toolbar

The Report Area toolbar is displayed within the report viewing area. It has buttons in addition to those on the General Toolbar.



**Viewable Fields:** This button opens the Viewable Fields screen allowing the user to add or subtract fields in the lower grid area.



**Advanced PLU Reports:** This button opens the Report Module Option screen, which gives the user the option to calculate totals for these advanced reports: PLU/UPC Reports, PLU/UPC Margin Reports, or PLU/UPC History Report. Also with this button, the user can pick PLU Reports for Top to Low Sellers by Quantity, Low to Top Sellers by Quantity, Top to Low Sellers by Amount, Low to Top Sellers by Amount, Only Show Zero Sellers, or Sort By PLU/UPC Code.



**Advanced Consolidate:** This option allows users to pick the date range, type of Poll X or Z, which store list, and which machine list to calculate the totals of those reports over the time period chosen. It also allows the user to choose to Export To file, Print To PDF, Print to Report Text File, Show Graph of Report, or Do Custom Export.



**Consolidate Reports:** This button allows users to pick the machine range, date range, or report type then calculates the totals of those reports over the time period chosen.



**Delete:** This button deletes all selected reports.



**Print Report:** The Print Report button prints the currently selected reports.



**Do a custom Export:** Custom defines exports from selected report tables and AllPolls table. The user can select from multiple fields and save the custom export as a template.



**Export text file:** Opens a **Save As** screen to allow the user to save and export the report.



**Filter Records:** This feature allows the user to filter the records in the listing to their specifications. Clicking this button brings up the Filter by Field selection window from which users can

custom define their filtering options.



**Find Record:** This feature allows the user to search for a specific record, utilizing different search options. Clicking this button brings up the Locate Field Value screen, which allows users to custom define searching, options.



**Show Report:** This button will display the report that is currently selected in the report listing grid.



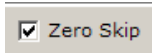
**Show Graph:** This button will display a graph of the report. Note: Some V7 reports are not applicable to graphical displays.



**Print To PDF:** Prints the selected report to a PDF document.



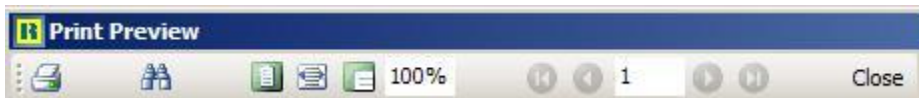
**Print to RTF:** Prints the selected report to a Report Text File.



**Zero Skip:** This feature allows the user to select whether or not they would like to view zero totals on reports. To toggle Zero Skip on and off, click in the check box or click on the check box label, **Zero Skip**. Selecting to skip zero valued data is a display and print-only feature. This option does not change the report data, it only alters the display to increase readability and decrease report length.

## Print Preview Toolbar

The Print Preview toolbar appears when viewing reports and provides additional print options. Double click on the report to print in the lower grid when in the Reports area of the software.



**Print:** This button brings up the Printer Setup screen.



**Find Text button:** This button activates and deactivates the Find Text Toolbar. For more information on the Find Text Toolbar, see below.



**Whole Page View:** This button will resize the viewing area so that one page will fit

completely on the screen.



**Page Width View:** This button alters the picture so the width of the displayed paper will equal the width of the screen.



**100% View:** This button will resize the image so that the picture on the screen is the actual size of the report that will print.



**Percent box:** Type in the new screen size in this box to change the size of the report on the screen.



**First Page:** Scrolls to the first page of the report.



**Prior Page:** Scrolls back one page.



**Page Number box:** To see a specific page number, enter the page number in the box.



**Next Page:** Scrolls forward one page.



**Last Page:** Scrolls to the last page in the report.



**Close:** Closes the Print Preview screen.

## Find Text Toolbar

The Find Text toolbar can be toggled on in Print Preview mode and allows the user to search for a specific segment of text.



To search a specific string of text, simply type in the **Find Text** window and click the **Find Text** button. The cursor will go to the first found matching text in the print preview. If more than one matching text string exists, then the arrow buttons will activate, allowing the user to go to the First, Previous, Next and Last matching strings as one wishes. When finished searching for a specific segment of text, click the

**Done** button to quit the search. The Find Text Toolbar will still show unless toggled off. Click the **Done** button when finished.

## Comm History Toolbar

This toolbar is found under **Communications** on the left menu then **Comm History**. Most of the buttons on this toolbar are explained with previous toolbars.



**Clear items from History:** Allows the user to delete communications event from the communications history by clearing all records or by clearing events by a date range.

## PLU Sale Toolbar

This toolbar is found under **Maintain** on the left menu then in the PLU Sale area.



**PLU Dialog:** This button opens a PLU Field Selection screen displaying previously created PLUs for the user to select to link to this sale. It allows the user to filter and search by PLU.



**Flag Items for Send Changes Only:** This option goes through and forces all PLU Sale items for the selected sales to be flagged as changed items thus allowing the software to send down either the current price or the sale price via the PLU changes option. The software will check the active sale dates to determine which price to send.



**Number at end of toolbar:** This shows how many PLU items are in the PLU Sale.



**Scan a Code box:** Users can scan a barcode with a hand held scanner to search the PLU Sales area.