



**Rich Internet Applications**  
**May 2013**

## **Schools Access**

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## Rich Internet Applications










### Closing Screens

Except for the Navigation screen, pressing Esc anywhere in a screen will close the screen. To Close the Navigation screen and close your session you need to click the Close button.

### Screen Navigation

For multi line screens you can use the icons located at the top of the screen to browse through a list of transactions, or you can use the key sequences as listed in the second graphic.



Options	Help
	Modify Records    Ctrl+M
	Create Records    F4
	Query Records    Ctrl+Q
	Begin Table    Ctrl+Home
	Previous Screen    PgUp
	Previous Row    Up
	Next Row    Down
	Next Screen    PgDn
	End Table    Ctrl+End

### Accessing Buttons

You can click directly on the buttons or you can use a quick key function by using Alt + the underlined character on the button.

Alt+P would activate the Print button.

Alt+G would activate the View GL Trans

F5 would activate the View Transaction button.



## Using Incremental Locate

On columns that you can tab to, and high lighted in blue, you can locate a record by typing the required key sequence. For example to locate Account 5028, type 5028. If in the Name column type MISC.

ReportID	GLAccount	Name
PL	5021	R & M GENERAL - PLANT
PL	5022	R & M GENERAL - BUILDINGS
PL	5023	R & M GENERAL - YARD
PL	5024	R & M GENERAL - OFFICE EQUIPME
PL	5025	LANDSCAPING
PL	5027	PEST CONTROL
PL	5028	MISC ASSETS <\$500
PL	52001	WAGES - GENERAL
PL	52003	WAGES - STAT HOLIDAY
PL	52004	WAGES - SICK PAY
PL	52005	WAGES - BEREAVEMENT PAY
PL	52006	WAGES - HOLIDAY PAY

## Screens with Multiple Forms

This screen has 3 forms, the For Year: the list of Accounts and the list of Transactions matching the selected Account.

From the Account form you can Tab or Enter to the Transaction form. However you need to use the mouse to click back into the Account form or back to the For Year: form. If you use Esc from anywhere in the screen the screen will close.

Account	Name	^Input Date	InTime	^Screen	Year - Period	^Tran Date	^Refere...	^Amount	Narration	^Cont...
2041	Revaluation to Market	04/10/12	9:49 am	GLJNL	2013 - 03	12/09/12		5,850.78	we090912	37879
5021	R & M General - Plant	03/10/12	3:11 pm	GLJNL	2013 - 03	03/10/12		5,508.20	we300912	37863
5022	R & M General - Buildings	27/09/12	8:39 am	GLJNL	2013 - 03	26/09/12		5,429.03	we230912	37638
5023	R & M General - Yard	19/09/12	2:21 pm	GLJNL	2013 - 03	19/09/12		4,924.78	we160912	37421
5024	R & M General - Office Equipme									
5025	Landscaping									
5027	Pest Control									
5028	Misc Assets <\$500									
52001	Wages - General									
52003	Wages - Stat Holiday									

## Running Reports

Reports are returned as a .pdf in a Browser window from where you can view, print or save the .pdf to your local hard drive.

## **Inactivity Timeout**

Your current session will close after 30 minutes of no activity.

## **Support**

For technical support please contact the MaximOnline helpdesk on 07 350 1174 or by email [helpdesk@maximsoftware.co.nz](mailto:helpdesk@maximsoftware.co.nz)