

Rich Internet Applications May 2013

# Schools Access

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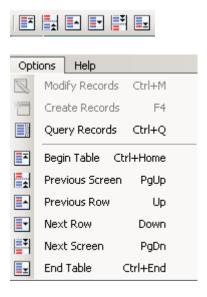
## **Rich Internet Applications**

#### 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.



#### **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.

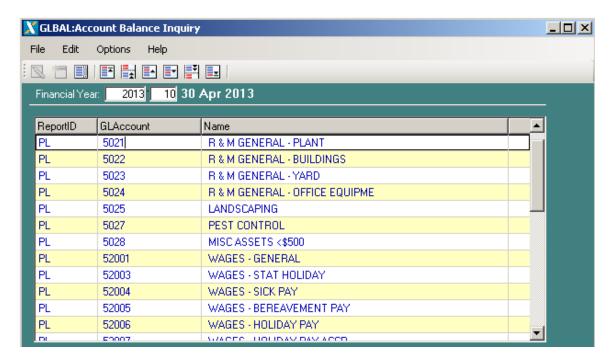
Alt+P would activate the Print button. Alt+G would activate the View GL Trans

F5 would activate the View Transaction button.



#### **Using Incremental Locate**

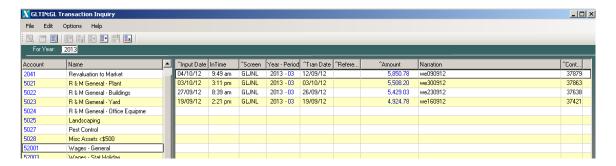
On columns that you can tab to, and high lighted in blue, you can locate a record by typing the required key sequence. For example to locate Account 5028, type 5028. If in the Name column type MISC.



#### **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.



#### **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 <a href="maximsoftware.co.nz">helpdesk@maximsoftware.co.nz</a>