

SCREEN NAVIGATION GUIDE

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This document describes how to navigate and effectively use the general features in your new BQL data-entry screen.

The following information is displayed along the screen's TOP LINE...

DATABASE NUMBER In the very upper left corner of the screen you will see a number, probably three digits long. This is a reference number that identifies the particular database or file in which you are modifying a record. This number can't be changed and is for reference only.

SUBSCREENS There may be more than one "subscreen" in your database. If all data entry fields will fit, they are positioned on a single subscreen. If more room is needed, the fields are spread out across two or more subscreens. At the upper left corner of each subscreen are a few characters to indicate which subscreen is currently displayed and in use. The number before the slash indicates the subscreen number that is currently displayed and active. The number after the slash indicates the total number of subscreens in the data base. For example, the characters "S01/03" indicate that there are a total of three subscreens in the data base, and subscreen number one is currently displayed and active. Use 'S' to move between subscreens. When at the 'Select:' prompt, hitting 'S' will advance you to the next subscreen in sequence. If the currently displayed subscreen is the last in the sequence, hitting 'S' will cause the sequencing to "wrap" back to the first subscreen. Or you can jump directly to a subscreen (if its not the next in sequence) by typing the subscreen number after 'S'. For example 'S4' will take you directly to subscreen number four regardless of your current subscreen.

UPDATE/INQUIRY MODE While navigating the screen, you will be in one of two modes, either "Update" or "Inquiry only". "Update" mode means you have the ability to make changes to fields in the record and file them. "Inquiry only" mode means you do not have authority to make and file changes, but are allowed access to navigate the subscreens and view the contents of the fields. Various factors pre-determine which mode you are in, and there is no way to switch back and forth between these two modes once in the screen. The next entry along the top line, near the left of the screen, the characters "UPD" or "INQ" will appear to indicate whether you are in Update or Inquiry mode.

RECORD TYPE The record you are modifying or viewing will either be a brand new record, or an existing record that has previously been filed into the system. The next entry along the top line, again still near the left of the screen, the characters 'NEW' or 'OLD' will appear to indicate this information about the record.

SCREEN DESCRIPTION Following the NEW/OLD indicator on the top line is a brief description/title of the database you are editing. This is not necessarily the exact name of the file being edited.

RECORD ID After selecting a record for editing or viewing, its ID will be displayed after the characters 'Recid:' on the screen's top line.

NAVIGATING THE SCREEN

RECORD ID ENTRY Probably the first prompt that you will encounter in the screen is one asking for the ID of the record you wish to edit. The prompt might appear on the bottom line and read "Enter record id: ", but also may appear elsewhere with different wording. A lookup for the ID may be available by entering a '.L' at the ID selection prompt. The method for selecting a new record varies, and separate documentation specific to your screen should be available to indicate how to initiate new records. Remember, new records are never allowed in "Inquiry Only" mode.

In some cases the ID prompt may not appear at all. The ID may have already been determined, you will bypass its selection and go straight to field editing.

CURSOR MODES There are two different modes that control how the cursor advances and moves while editing. In "sequence" mode the cursor jumps directly to the next field in numbering sequence after editing a field. In "Select" mode the cursor drops down to the '>>' prompt after editing a field. Sequence mode is the default for new records. Select mode is the default for existing records. 'Enter'ing through a field does not change the cursor mode. 'X'ing out of a field forces the cursor to go to the '>>' prompt and forces the cursor into Select mode.

You can change cursor modes at any time if needed by using '.C'. When at the '>>' prompt, hit '.C' and the cursor mode will toggle (change back and forth) from one mode to the other. A '^' just before the '>>' on the select line indicates that the cursor is in Sequence mode. A 'v' indicates that the cursor is in Select mode.

ENTRY MODES Field entry cursor action can be done in any of the following three ways...

Entry Mode 1: Normal

Entry Mode 2: Scrolling. The cursor will become positioned within the field as usual but the field's contents will "scroll" left or right within as needed if the number of characters entered exceeds the width of the field.

Entry Mode 3: Word Processor: You are bridged to a new full screen data entry page where you may make lengthy entries that can be viewed in their entirety while editing.

Typically a field's Entry Mode will be automatically defaulted for you to whatever is appropriate. Different fields may have different defaults. You can however override this setting with the following commands entered on the Select Line. With these commands Entry Modes can be changed as frequently as needed according to your needs. At this time however there is no on-screen indicator to show which Entry Mode is in effect.

.E0 - Restores Entry Mode to the system defaults

.E1 - Causes all subsequent field entries to be done using Entry Mode 1

.E2 - Causes all subsequent field entries to be done using Entry Mode 2

.E3 - Causes all subsequent field entries to be done using Entry Mode 3

SELECT LINE A central feature of the screen is the '>>' prompt and line. The cursor will frequently be at this prompt during the editing session (after record ID selection). Brief menu selections are shown on this line. Hitting 'M' (for More) will show a rotating display of additional selections that don't fit on the first line. An option does not have to be currently displayed to be selected. Hit '?' to see a full screen menu of options available at 'Select:'.

The commonly used options from the '>>' prompt should be familiar and intuitive. They include...

- Enter the number corresponding to the field you wish to edit.

S# - Enter 'S' and the subscreen number of the subscreen you wish to jump to (described above).

? - Enter a question mark to get a help screen for this prompt.

FI - Enter the two characters 'FI' to file the record, clear the fields, and start editing another record.

X - Enter 'X' to escape without filing. You'll be warned if you might lose changes.

- DEL - Enter 'DEL' to delete the record permanently from the file (if you have authority).
- M - Enter 'M' to scroll 'M'ore 'Select:' line choices into view.

These may not be the only choices you'll see on the '>>' line. Other additional choices may be available to you if your particular data base has been configured for them.

FIELD NUMBERING Fields are generally sequentially numbered, although there can be variations in special cases, for example there may be gaps in numbering. Also, numbering need not begin with the number '1.', fields need not be arranged on the screen in their numerical order, and the "tab sequence" (order in which the fields are visited/prompted) may not correspond to the field numbers. Some fields may not be numbered and accessing them depends on automatically advancing into them after accessing the previous field.

The '\ (backslash) key can be entered at a field to move backwards to the previous field.

MULTIVALUED WINDOWS Some fields are multi-valued meaning they are an open-ended list of values (possibly long) that are of the same type. Usually they are grouped with other multi-valued fields whose list entries correspond to each other. Multi-valued fields are usually arrayed on the screen in their groupings. Since there may be more entries in the list than can be displayed on the screen, logic exists to "scroll" the fields through the display "window". Use the '.F', '.FF', '.B', and '.BB' commands to scroll the fields forward and backward in order to display and edit the fields you need. Two other essential commands are ".I" and ".D". Use ".I" to insert a new blank field in each column across the entire array of fields in the window, or use ".D" to delete all fields in each column in that "line".

Z COMMANDS Extra functions such as bridges, reports, or special subscreens that are created especially for your particular database can be attached to your screen. The character string to invoke these commands may begin with a "Z" to help distinguish it from other commands. A prompt on the '>>' line will indicate the character string needed to invoke the command(s). The number of Z commands on a screen varies with its construction. There may be none.

A generic example screen..

```
103] S01/05 UPD          SCREEN DESCRIPTION          Recid:
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```

SAMPLE SCREEN

Record ID Number:

1. First name.....
2. Last Name.....
3. Middle init.....

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-----
^>>          #-Field S-next.Screen S#-Screen# ?Help          M-More
----- 09-30-03 cmcintyr r2d2 Port_31 MIPA.HC
```

This menu is displayed in response to a '?' at the 'Select:' prompt...

```
AT THIS MAIN PROMPT you can hit...

n   to edit field #n.
S   to move to the next screen.
Sn  to jump to screen #n. (if there are multiple screens)
X   to exit this record.
FI  to file this record.
DEL to delete this record (if authorized).
M   to scroll the menu bar choices.
.C  to toggle between cursor sequencing modes.
.Fn to scroll a window forward n lines. (.FF to scroll the full screen)
.Bn to scroll a window backward n lines. (.BB to scroll the full screen)
.Wn to change the default window to field n.
Zn  to do the special function #n on the menu bar.
```

This menu is displayed in response to '?' when the cursor is in a field...

```
AT THIS FIELD enter characters as appropriate to enter/edit the field.
Or, for special functions you can hit...

X   to exit the field.
.L  to LOOKUP and select from a list (if listable).
""  to delete this field's entry (if deletable).
?   to see this help message.
??  to see a one-line help message.
??? to see an expanded help message.
.F  to scroll forward (if field is multi-val). Alternativley 'F', or 'F'n
.B  to scroll backward (if field is multi-val). Alternativley 'B', or 'B'n
.I  to insert a line (if field is multi-val).
.D  to delete a line (if field is multi-val).
/   to jump to the previous field.
```