
Application	ChreosClient – Chreos 3
Module	Generic
Minimum service pack	SP26
This document	Entry Fields Ref 1.2 Draft Copy Published April 2002

Entry Points / Character Boxes

Overview

An entry point is a box that allows you to type in data. This can be single or multi-lined. In Chreos this will sometimes appear as a display field however, once the [Edit] button of the screen is clicked it becomes a entry point.

How to Use an Entry Point

- Click or [Tab] into the entry box and a cursor will appear.
- Type in the required information. Note: There will usually be a limit of how many characters can be entered, for example all 'Address' entry points/character boxes have a limit of 254 characters, and the "Branch code" on "Maintenance | Setup | Company" has a limit of 4 characters.

Combo Boxes

Overview

A combo box is like an entry point, however instead of entering the required data it is selected from the drop down list which is attached.

How to Use a Combo Box

- To view the drop-down list click the [Down arrow] button on the right of the combo or press the <Alt> and <Down> keys.
- Scroll through the list to select a value. This can be done by using the scroll bar or the <Up> and <Down> keys. Double click or press the <Enter> key on the required value to close the list.
- Another way to select a value is by typing directly into the combo box. The closest value to what is being typed will be displayed.
- An example of a combo box is 'Search field' in "Maintenance | Setup | Stock".

Radio Buttons and Radio Groups

Overview

A radio group is made up of two or more round buttons called a radio button. A radio group allows many options to be specified but only allows one to be selected.

How to Use a radio group

- To select one option from the radio group click the radio button next to the option required or use the <arrow> keys to move between the options.
- The option that is selected will display a black dot in the radio button.
- An example of a radio group is 'Last cost' and 'Average cost' in "Maintenance | Setup | Job management".

Check Boxes

Overview

A check box is a small square box that indicates a true/false value for the statement next to the box. A black tick in the box indicates a true statement and an unticked box indicates a false statement. There can also be a grey tick in the box to indicate that the statement is neither true nor false.

How to Use a Check Box

- To check the box click on it or the statement next to the box or press the <space bar> when highlighted.
- To uncheck the box click on it or the statement next to the box or press the <space bar> again.
- An example of a check box is 'Internal invoice' in "Maintenance | Printing setup | Clients | Invoices".

Calendar Boxes

Overview

A calendar box is an entry point with a calendar on the right-hand side. This allows you to select a date.

To Use a Calendar Box

- A date can be selected by manually entering it into the calendar box.
- The calendar can be opened by clicking on the calendar icon or pressing the <Alt> and <Down> keys. To select the date click on it or select it and press the <Enter> key.
- When the cursor is in the calendar box there are a number of key stroke options to select the required date:

- Today's date can be selected by pressing the <T> key.
- Press the <+> and <-> buttons to increase or decrease the displayed date by one day.
- Press the <Ctrl> and <Left> and <Right> keys to change the year.
- Press the <Ctrl> and <Up> and <Down> keys to change the day.
- Press the <Shift> and <Left> and <Right> keys to change the month.
- Press the <M> key to go to the first day of the month of the displayed date. If pressed again this changes to the first day of the previous month.
- Press the <H> key to go to the last day of the month of the displayed date. If pressed again this changes to the last day of the following month.
- Press the <Y> key to go to January 1st of the year of the displayed date. If pressed again this changes to January 1st of the previous year.
- Press the <R> key to go to December 31st of the year of the displayed date. If pressed again this changes to the December 31st of the following year.
- An example of a calendar box is 'Current date' in "Maintenance | Setup | Clients".

List Boxes

Overview

A list box will display a list of values and there will usually be two displayed together. One will display the list of available values and the other will display a list of values that have been selected.

To Use a List Boxes

- To move a value from the displayed list box to the selected list box click the [>] button that will be between them.
- To move a value from the selected list box to the displayed list box click the [<] button that will be between them.
- To move all of the values from the displayed list box to the selected list box click the [>>] button that will be between them.
- To move all of the values from the displayed list box to the selected list box click the [<<] button that will be between them.
- Some list boxes will allow you to double click on an item to move it from one list to the other list.
- An example of list boxes is 'Available' and 'Displayed' in "Client search | Display settings".

Tab Pages

Overview

Tab pages are multiple overlapping pages displaying different data.

How to Use Tab Pages

- You can select a tab page by clicking on the page's tab that appears at the top of the screen.
- Each tab will have a title that is visible at all times.
- When a tab page is selected the page will appear on top of the other tab pages.
- An example of a set of tab pages are 'Local values', 'Pricing', 'Discount grid', 'Payment methods' and Tokens in "Maintenance | Support tables".

Tree Options

Overview

Tree options are very similar to tab pages however, instead of multiple overlapping pages they consist of a list (usually down the left-hand side of the screen), of various options displaying different data when selected.

How to Use Tree Options

- Each tree option is labeled. The relevant information about the option is displayed on the right-hand side when selected.
- Select an option by clicking the labeled name on the left-hand side.
- An example of a set of tab pages are displayed on the left-hand side when "Maintenance | Setup" is opened.

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