

Screen Report

It is possible to print a hard copy of a report from a screen report displayed on the monitor.

Clicking on the 'P' in the upper right corner of the Screen report window will display a menu of options in relation to the screen report as shown. Note 'Print Page' will only print that page of the report visible on screen while 'Print Report' prints the entire report.

Data Entry Mode

When entering data into a window usually by means of the New or Edit commands, the OK and Cancel buttons (circled) will appear in the bottom left hand corner of the window indicating that the window is currently in enter data mode. When in this mode you will normally not be able to access any other area of BookingCenter until either the OK or Cancel buttons is selected again.

The screenshot shows a software window titled "Agents". At the top, there is a menu bar with icons for Find, Print, New, Edit, and a circled "P" (Print). Below the menu bar, the window contains several data entry fields. The "Company" field is filled with "BookingCenter.com LLC". The "Address" field is filled with "750 Shattuck Street, Ste. 7". The "City" field is filled with "San Francisco". The "State" field is filled with "CA". The "Zipcode" field is filled with "94111". The "Country" field is filled with "USA". The "Phone" field is filled with "415 680 8775". The "Fax" field is filled with "415 755 0174". The "Website" field is filled with "http://www.bookingcenter.com". The "Contact A" field is filled with "Bookings". The "Contact B" field is filled with "Bookings". The "Commission Rate" field is filled with "5.00 %". The "Turnover" field is filled with "Turnover". The "Bookings" field is filled with "Bookings". The "Last Booking" field is filled with "Thursday, 23 March 2000". At the bottom left, there are two buttons: "OK" and "Cancel", both of which are circled. At the bottom right, there is a "Notes" section with a text area containing the text "Agent for Office Bookings".

Once the current operation has been performed and the OK or Cancel button has been pressed the window will return to its normal state. Whenever you are entering data into a window or dialog box, press the {Tab} key to move the cursor from one field to the next within that window or dialog box.