

Command Terminology

<p><input checked="" type="radio"/> Screen <input type="radio"/> Printer</p> <p>Radio Button</p>	<p>A radio button is used where it is necessary to choose only a single option out of a number of given options. After clicking on the desired button it remains highlighted unless you change it.</p>
<p>Checkbox</p>	<p>A Checkbox is used when it is necessary to use an 'On / Off' selection. If not checked, clicking on the Checkbox will 'Check' the box (as shown on the diagram). Clicking on it again (or clicking on a 'Checked' box) will uncheck it. More than one Checkbox may be checked at once, unlike radio buttons where you can select only one option out of those offered.</p>
<p>Dialog Box</p>	<p>A dialog box is used when it is necessary to choose certain options to perform a function. In the simple example shown on the left, there is a choice of only two options offered via a radio button: Screen or Printer. However a dialog box may contain a large number of options including radio buttons, checkboxes and data entry fields. A dialog box always contains either an OK, Print or Save and a Cancel button and one of these buttons must be chosen to continue. Remember Any highlighted button (as shown by the Print button) may also be chosen by pressing [Enter] on the keyboard.</p>
<p>Drop Down List</p>	<p>A Drop Down List is displayed in a window, as a box with a down arrow and 'drops down' when clicked on. Once it has been displayed in full, a selection can be made in the same manner as a normal menu.</p>

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<p>Pop-Up Menu</p> 	<p>A Pop-Up menu pops-up when you click on a cell in either the:</p> <ul style="list-style-type: none"> • Daily Room Management Chart • Hourly Venue Availability Chart <p>OR</p> <ul style="list-style-type: none"> • On any line in the Daily Room Management Chart. <p>The pop-up menu displays room information and current status as well as booking information (if any).</p> <p>The pop-up menu is context sensitive meaning that what is displayed and offered on the menu depends on what it is you are clicking on. If you are clicking on a vacant room or cell (see 1st example), there are only three selectable options whereas when you click on a room or cell with a booking the menu offers functions in relation to bookings as well (see 2nd example). Also note that in the 2nd example, the last three commands are disabled. This is because the booking chosen is unconfirmed. If it were an active booking then the last three options would be enabled as they then become relevant.</p> <p>Remember Any line in a pop-up menu with ellipses (...) trailing after it is a selectable menu item and when chosen will take you to that area of the program.</p> <p>Selecting any menu item with an ellipse (...) after it will take you to that area of the program: e.g. Selecting New Booking... as shown from the 1st pop-up menu will take you to the New Booking window ready for you to enter a new booking. Similarly, selecting Booking 1042... as shown in the 2nd example on the left will take you to the Booking Details window with booking number 1042 loaded for review.</p>
<p>Hypertext Links</p> <p>Click here to hyperlink to the Guest Details window.</p>	<p>Hypertext Links appear in a window as blue underlined text. Clicking on a link will take you to that area of the program. For example, hypertext links may be found in the Booking Details window. In addition, any Individual Booking associated with a Group Booking displays the Group Booking ID in blue underlined text just beneath the date field on the window. Clicking on the link will open the Group Bookings window with that Group Booking's details loaded for review.</p>

