


Beginning to Use UI 1.0

Step 1. To begin logging in, perform one of the following procedures:

- Double-click the desktop icon , **OR**
- Click on your desktop's Start menu and select Programs > Datatel > Datatel.

The Login dialog box displays, as shown in Figure 1-1. If needed, pull this Database menu down to display accounts available (i.e., collive, c16patch, c16test).

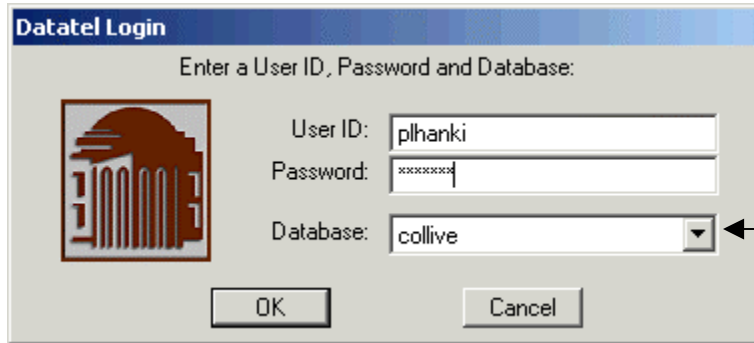


Figure 1-1: User Interface 1.0 Login Dialog Box

ALERT! If you also use wIntegrate, be sure to close it before using User Interface 1.0. Running User Interface 1.0 and wIntegrate simultaneously will cause a script error.

Step 2. To continue logging in:

- Enter your user ID and password and click OK.

A dialog box appears informing you that User Interface 1.0 is loading the application files. When the files are loaded, the application workspace appears, as shown in Figure 1-2.

UI 1.0 Application Workspace

The application workspace is the container for all the processes you will use while working in Colleague.

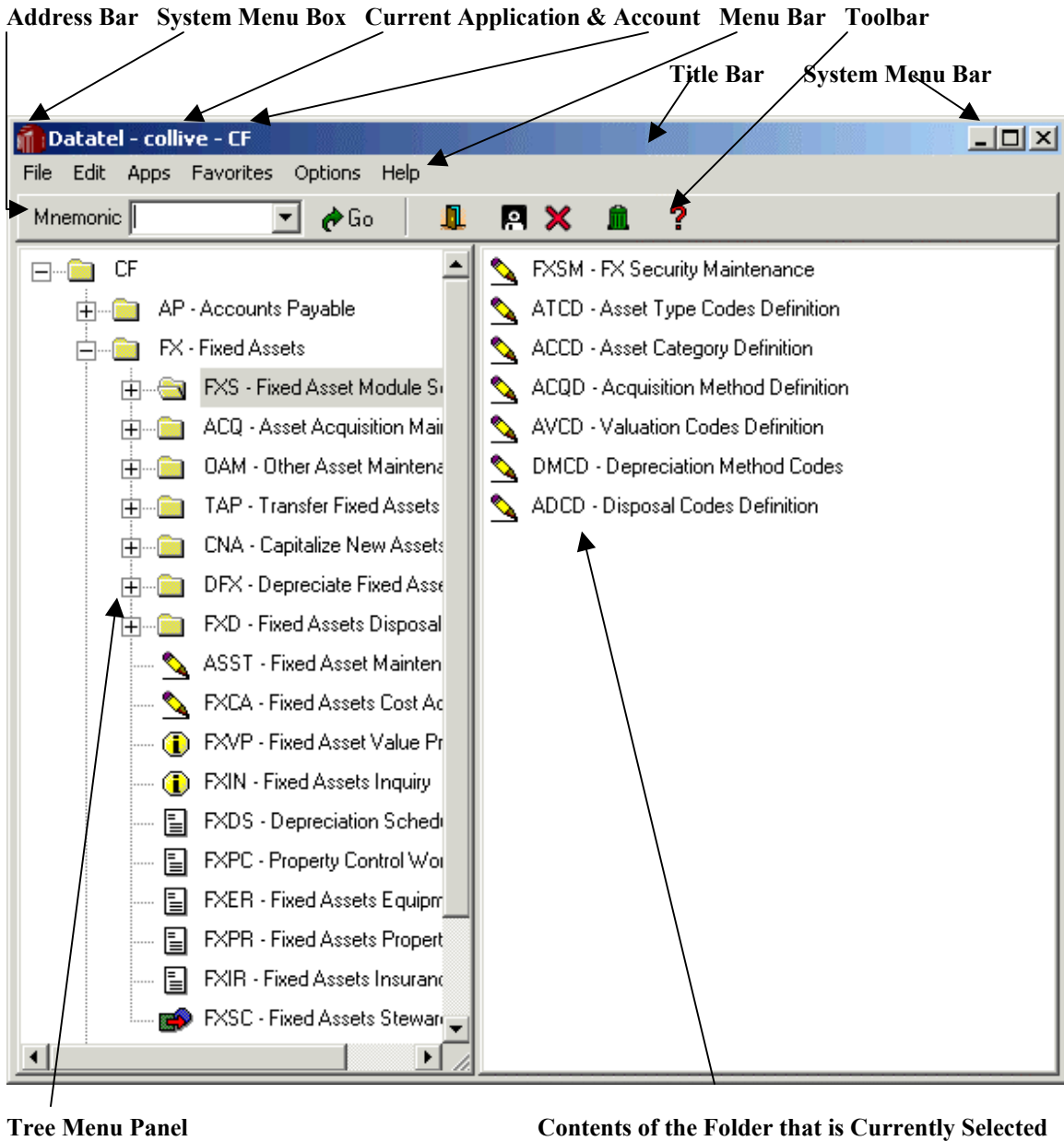


Figure 1-2: Application Workspace

Step 3. If necessary, first:

- Select the application (i.e., CF) you wish to work from the **Apps** menu at the top of the application workspace.

(The left panel of the application workspace displays the folders and processes available for the selected application in expandable tree format.)

- Click the plus sign next to any folder icon in the left panel to expand (open) the folder. When a folder is expanded, you can click the minus sign to collapse it.
- Double-click a folder icon in either panel to expand the folder.
- Double-click a form icon in either panel to open the form (i.e., mnemonic).

The following icons provide Colleague users with a visual clue regarding the function of each mnemonic now accompany the components of each module.

Inquiry



Maintenance



Report



Process




Title Bar

The title bar, shown in Figure 1-3, tells you the Colleague database you are accessing and the application you are currently running. The title bar is highlighted when the application workspace is the active window.



Figure 1-3: Title Bar

System Menu Box

Click the System menu box  to access the system menu options:

Restore, Move, Size, Minimize, Maximize, or Close.

- You can double-click the system menu box to close the application workspace when no forms are open. If any forms are open, a message indicates that you cannot close the control box when you are in a form.

Menu Bar

The menu bar, shown in Figure 1-4, enables you to:

- Perform routine tasks, such as saving your work or cutting/pasting items
- Choose an application; for example, the Financial System or the Student System
- Choose a form to work in
- Define your preferences for displaying forms
- Access online help

Figure 1-4: Menu Bar Detail

Toolbar

The toolbar, shown in Figure 1-5, provides easy access to **common functions**, such as saving your work, canceling changes, deleting records, and accessing online help.

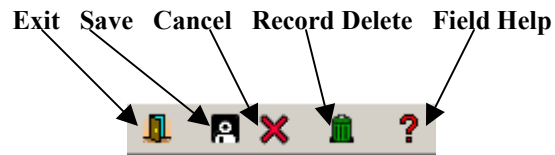



Figure 1-5: Toolbar Detail

Note: The Record Delete button  is used to delete an entire record. It only works for forms that have been defined to allow this option. When you click this button, you are prompted to confirm that you wish to delete the entire record.

Address Bar

The address bar, shown in Figure 1-6, enables you to access any form directly.



- Enter the form's mnemonic or use the drop-down menu button  to select a previously used mnemonic.
- Press <Enter> or click the Go button  to display the selected form.



Figure 1-6: Address Bar Detail

System Menu Bar

The System menu bar, shown in Figure 1-7, enables you to minimize, maximize, or close the application workspace.

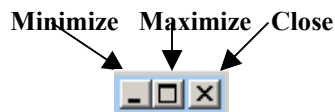


Figure 1-7: System Menu Bar Detail

Note: You can also resize the application workspace by dragging its outer frame.