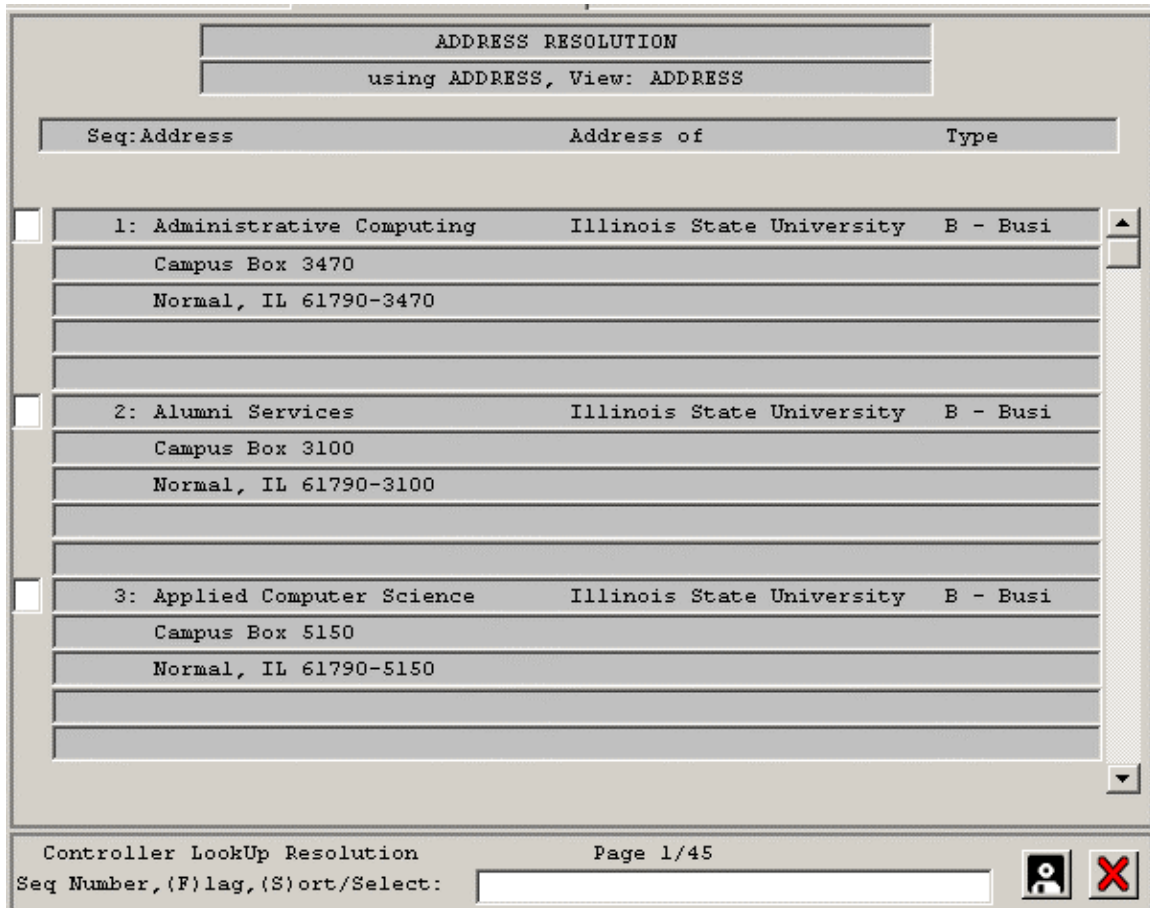


Working with a Group of Records

You can select a group of records directly from a resolution screen when you want to review or work with a set of records on a given form.



The screenshot shows a window titled "ADDRESS RESOLUTION" with a subtitle "using ADDRESS, View: ADDRESS". It contains a table with three columns: "Seq:Address", "Address of", and "Type". The table lists three records, each with a selection checkbox on the left. The records are:

Seq:Address	Address of	Type
<input type="checkbox"/> 1: Administrative Computing	Illinois State University	B - Busi
	Campus Box 3470	
	Normal, IL 61790-3470	
<input type="checkbox"/> 2: Alumni Services	Illinois State University	B - Busi
	Campus Box 3100	
	Normal, IL 61790-3100	
<input type="checkbox"/> 3: Applied Computer Science	Illinois State University	B - Busi
	Campus Box 5150	
	Normal, IL 61790-5150	

At the bottom of the window, there is a status bar with the text "Controller LookUp Resolution" and "Page 1/45". Below this is a text input field with the prompt "Seq Number, (F)lag, (S)ort/Select:". To the right of the input field are two buttons: a "Save" button (represented by a floppy disk icon) and a "Close" button (represented by a red X icon).

Figure 3-1: Resolution Screen

You can select a group of records in two different ways:

- Click the box to the left of each desired record to highlight it. **OR**
- Use the keyboard to enter a **F**(lag) in the Controller Lookup Resolution Box, followed by each record number you want to select. Each selected record will be highlighted as soon as you press <Enter>.
- Save the selections by clicking the **Save button** at the bottom of the resolution screen, or by clicking the Save button on the User Interface 1.0 toolbar, or by choosing Save from the File menu, or by typing Alt-F-S.

User Interface 1.0 displays the first of your selected records on the form. You can make changes, save, and exit. You can then display the next record or jump to another record in the group.

User Interface 1.0 shows which record is currently displayed at the bottom of the form, as shown below.

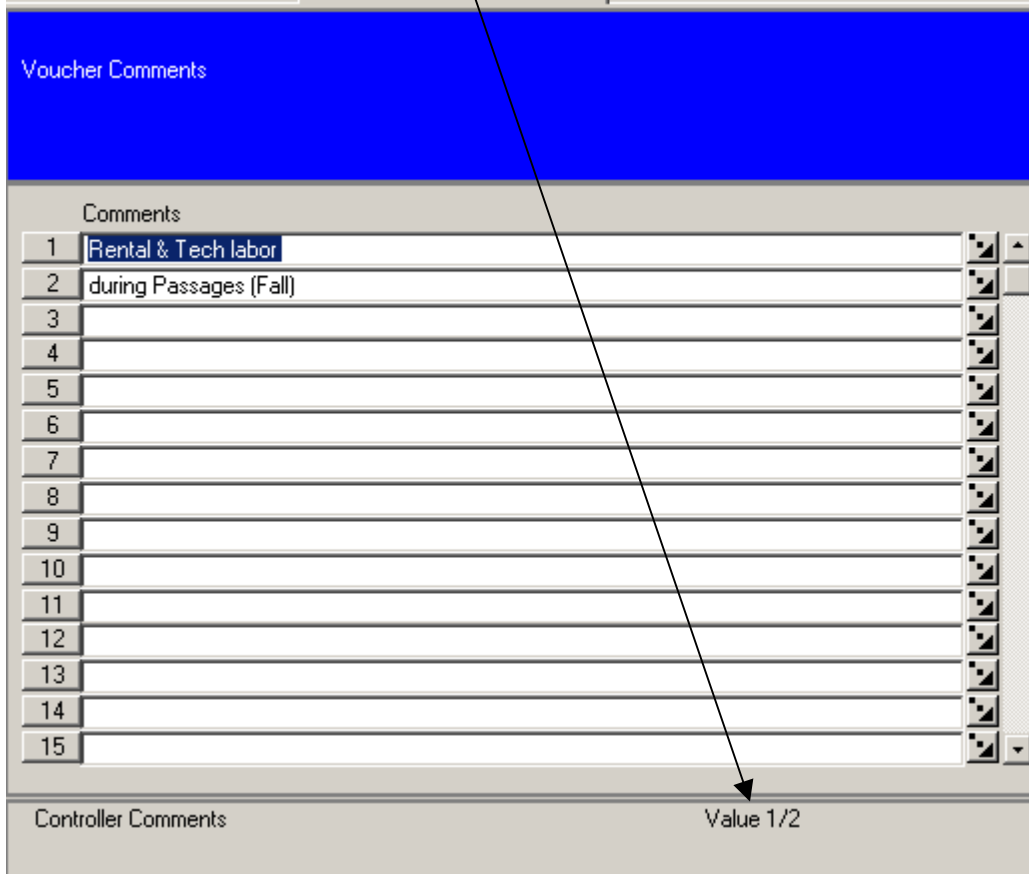


Figure 3-2: User Interface 1.0

Cycling Through A Selected Group of Records

To cycle through the records in a group, save or cancel changes to the currently displayed record.

Saving a Record and Displaying Another Record

Perform the following steps to save the current record and display another record in the selected group:

Step 1. Click the Save button or press Alt-F-S. An alert box prompts you to update, cancel, or return to editing, as shown below in Figure 3-3.

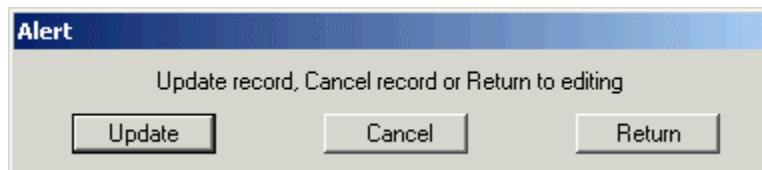


Figure 3-3: Alert Dialog Box: Update, Cancel or Return

Step 2. Click the Update button, press <Enter>, or type U to choose Update. An alert box is displayed, as shown below in Figure 3-4.



Figure 3-4: Alert Dialog Box: Discard, Previous, Next or Jump

Step 3. Choose one of the following actions:

- Click Previous or type **P** to move to the previous record in the list.
- Click Next or type **N** to move to the next record in the list.
- Click Jump or type **J** to select a specific record in the list.
- If you do not want to edit any more records in the list, click Discard, press <Enter>, or type **D** to discard the entire list.

Canceling Your Changes and Displaying Another Record

Perform the following steps to cancel your changes to the current record and display another record in the selected group:

Step 1. Click the Cancel button or press Alt-F-C. An alert box prompts you to cancel or return to editing, as shown below in Figure 3-5.

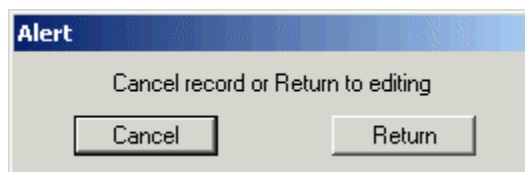


Figure 3-5: Alert Dialog Box: Cancel or Return

Step 2. Click the Cancel button, press <Enter>, or type **C** to choose Cancel. An alert box is displayed.

Step 3. Choose one of the following actions:

- Click Previous or type **P** to move to the previous record in the list
- Click Next or type **N** to move to the next record in the list
- Click Jump or type **J** to select a specific record in the list
- If you do not want to edit any more records in the list, click Discard, press <Enter>, or type **D** to discard the entire list.