



## SIMS DOCS - LOTUS APPROACH

General Practices Related to Lotus Approach

These are in reference to the control tabs at the top of each form.

[File] [Edit] [View] [Create] [Browse] [Window] [Help]

### [FILE]

This are general functions with most applications.

What to not use -- Delete Approach File. This will remove all your databases and applications DO NOT use this.

-Import data- This allows you to load your data from a ASCII file and append it to the database selected.

-Export data- This allows you to unload your data from the database selected to a ASCII file.

-Approach file properties- Views will show you the details of SIMSRSA from the beginning to current.

-Internet and Team Mail- allow you to connect via your FTP to the internet.

-Select icons- are features of Approach that are not used for SIMSRSA.

-Help- Lotus Approach built-in Docs to explain in detail each function on the control bar.

### [EDIT]

These are general functions with most applications.

[Cut] [Copy] [Paste] [Clear] [Picture]

Picture allows you to import and export a photo throughout SIMSRSA.

SIMSRSA is huge with photos we have them on our menus and in the inventory.

A lot of photos are .GIF files and they are not imported well without errors. So to fix this problem

use paint brush to edit the photo simply opening the photo in Paint Brush and save it to a .tiff file. A TIF file is used for fax machines and the resolution for our eyes are the same.

So save the file as a .tiff and import it into you photo block. The picture will turn dark when you click on the photo in a photo block. Give it a try.

Spell Check is another nice feature works well.

**[VIEW]**

Most are blocked out to use.

**[CREATE]**

Most are blocked out to use.

**[BROWSE]**

[Find] [Sort] [New Duplicate Hide and Delete Record] [Dial] [Fill Field] [Insert]  
[Refresh Data]

**[FIND] / [SORT]**

Any form can be invoked to find data in any or a combination of fields. The data entered in these fields will not replace existing data but allow what is typed to be searched.. For more information refer to Lotus Help.

How this works

Lets use the inventory edit form

If a field has a drop down window select the data and edit if needed.

If its a data entry field, enter the data you want to find.

Example:

Click Browse select FIND select FIND USING A FORM

All data in the fields will be blank out.

Type select a your type entered by using the dropdown box  
and or enter data in the field(s) selected

Item Number enter 100

Type Select Apples

Press the Enter key. Pressing the enter key invokes the search.

The bottom of the form will display the number of records found and will display the action taken

i.e. Browse/Modify or Find or Macro Find.

**[New Duplicate Hide and Delete Record]**

These record updates are not blocked, they will work as expressed. We recommend that you do not use these functions but use the record selections we provide in each view.

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And the lower control tabs at the bottom of the form.

[Record] [Found] [Page] [Browse/Modify -- Find/Macro Find] and [name of form in use]

These are control and view/edit features of Lotus Approach. We have installed the controls throughout the SIMS Application so they can be used too.

**[Record] [Found]**

Provides the number of records in the referenced database and the numbers your find has given you access too or the number of records you have entered during data entry. To scroll the records available click the left or right arrow.

**[Page]**

Lotus Approach allow the programmer to have 5 different pages in one master form. We control these forms by the application and we recommend you use the controls we provide and not the page control at the bottom of the form. If you choose to use the page control to view the pages you may but only for viewing please. If not this could cause confusion with your data.

By clicking the left or right arrows you may view the 5 pages in a master form.

**[Browse]**

Browse is a full screen view of a form without the privilege to edit the data fields.

**[Browse/Modify]**

Browse is a full screen view of a form. Modify means you are allowed to change data in fields.

**[Print Preview]**

Reduces the full screen view and prepares the form you see for printing, Print Preview does have Zoom in and Zoom out from 25% to 200%.

**[Find]**

Is a form search selected from the Browse menu. Select your data and press the ENTER KEY.

**[Macro Find]**

Is an application invoked find. Select your data and then press ENTER KEY. Pressing the ENTER KEY starts the search of data entered in your find.

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