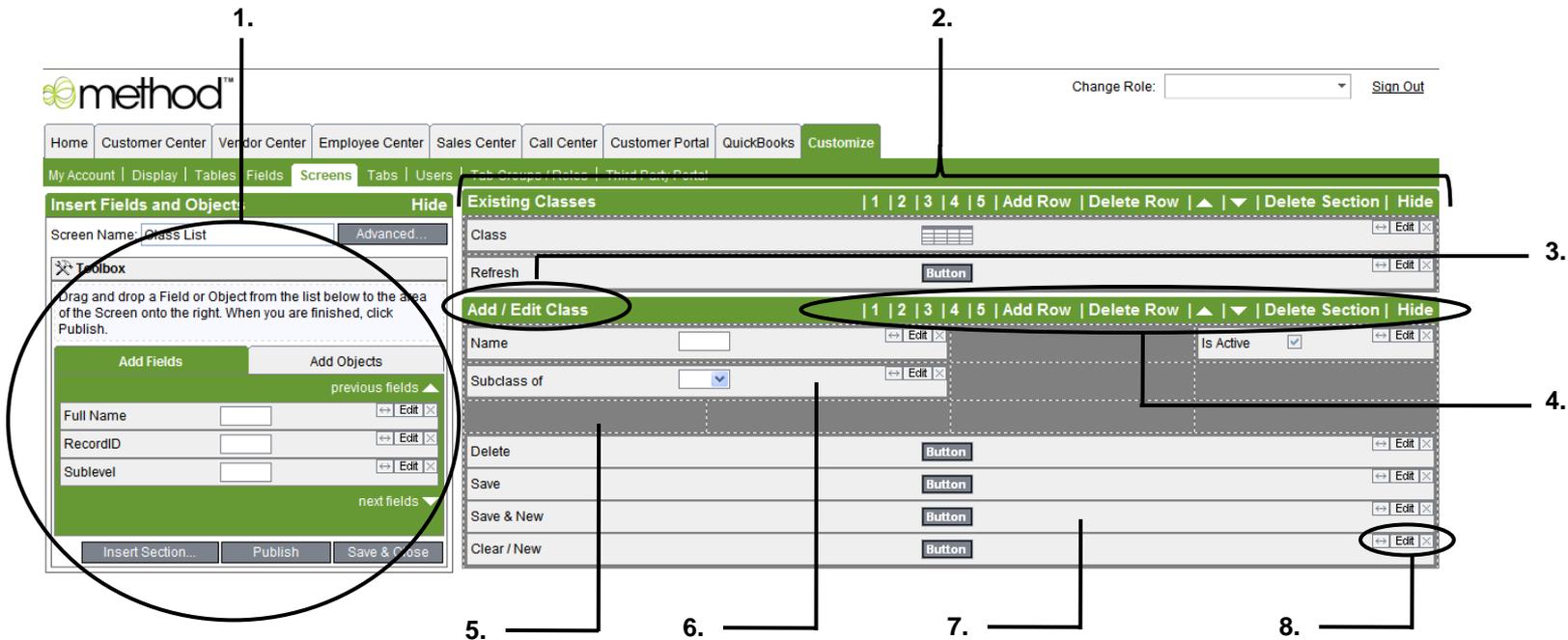


Method Customize Screens Page

Layout and Design Area



1. Toolbox

Add Sections, Fields and Objects within Cells on a Screen's layout
(See Toolbox Detail on next pages)

2. Section

Organizes Cells, Fields and Objects within a Screen's layout; add multiple Sections on a Screen and add Rows and Columns to create grids within a Section

3. Section Label

Displays the name associated with the Section

4. Section Tools

- 1 | 2 | 3 | 4 | 5** - Select how many rows should appear in the section
- Add Row | Delete Row** - Adds or deletes cells in a section
- ▲ | ▼** - Moves sections up or down on Screen
- Delete Section** - Deletes the entire section off the screen being created
- Hide** - Can be set to hide or show the screen

5. Cell

Created within a section by adding Columns and Rows; add Fields or Objects to a cell

6. Field

Holds a specific piece of information that can be various types. i.e. text, integer, dates, etc.

7. Objects

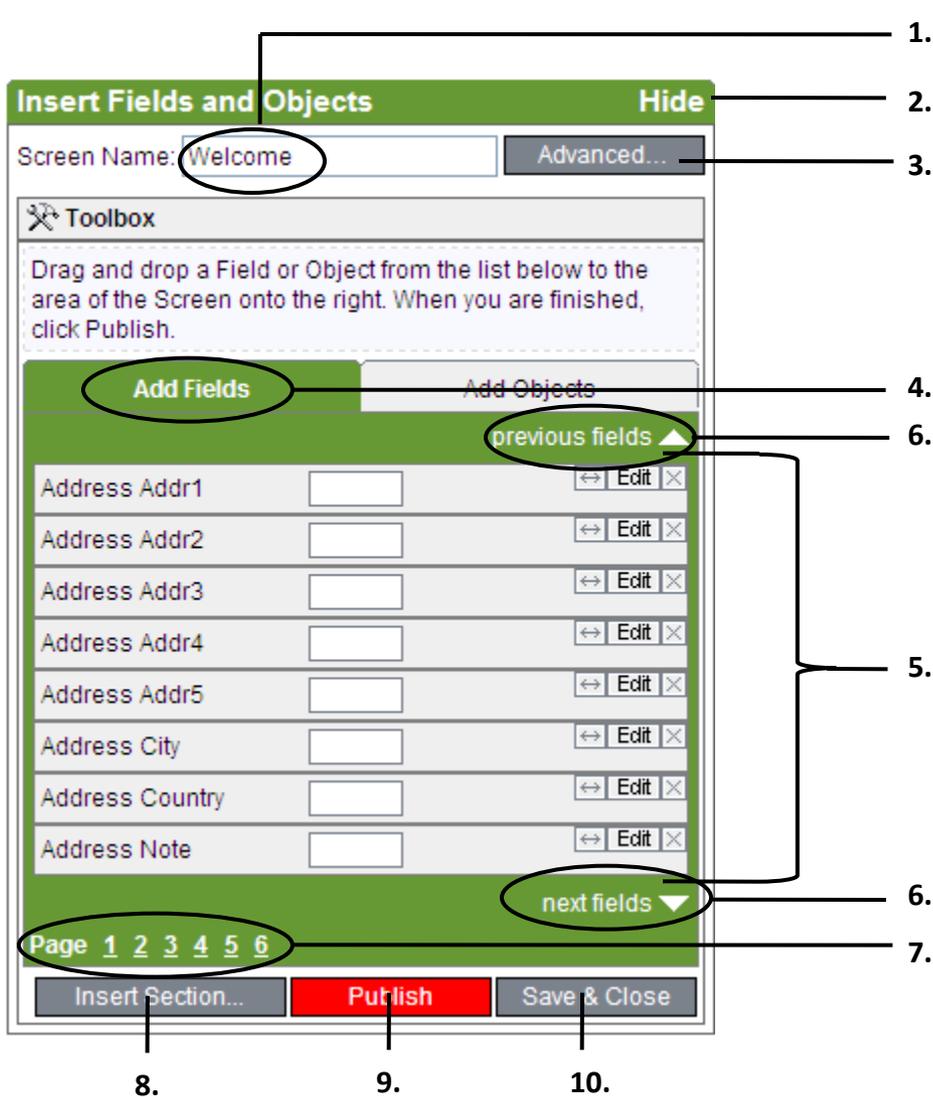
Various types of special fields that perform different functions on a section

8. Field Edit Buttons

Allows you to add actions to a field/object

Method Customize Screens Page

Toolbox Detail – Add Fields Tab



1. Screen Name

Displays the name of the current screen

2. Hide/Show

Hides the toolbox from the customized screen

3. Advanced

Change the screen name and properties

4. Add Fields Tab

Displays available fields which can be added onto the screen

5. Available Fields

Displays the available fields for this screen; drag and drop the fields onto the Layout Area; fields are the smallest bit of data entered into the system

6. Previous/Next Fields Arrow

Scrolls to the next or previous page of available fields

7. Pagination

Goes to a specific page of Available Fields

8. Insert Section...

Inserts a new section into the Layout Area

9. Publish

Activates the changes you made to the Screen's layout. Turns red to indicate changes are ready to publish

10. Save & Close

Saves and Closes the Screen Layout Area without activating the changes you made to the Screen's layout

Method Customize Screens Page

Toolbox Detail – Add Objects Tab

The screenshot shows the 'Insert Fields and Objects' toolbox interface. At the top, there is a green header with the text 'Insert Fields and Objects' and a 'Hide' button. Below the header, there is a 'Screen Name' field containing 'Welcome' and an 'Advanced...' button. The main area is titled 'Toolbox' and contains a list of objects. The 'Add Objects' tab is selected and highlighted in green. The list of objects includes: Button1 (with a 'Button' icon), Calendar1 (with a '5' icon), Calendar-Recurrence1 (with a circular arrow icon), Checkbox1 (with a checkmark icon), DatePicker1 (with a calendar icon), Dropdown1 (with a dropdown arrow icon), Grid1 (with a grid icon), and Help / Note1 (with a question mark icon). At the bottom, there are three buttons: 'Insert Section...', 'Publish' (highlighted in red), and 'Save & Close'. Numbered callouts point to various elements: 1. 'Hide' button, 2. 'Advanced...' button, 3. 'Add Objects' tab, 4. The list of objects, 5. 'Insert Section...' button, 6. 'Publish' button, and 7. 'Save & Close' button.

1. Hide/Show

Hides the toolbox from the customized screen

2. Advanced

Change the screen name and properties

3. Add Objects Tab

Displays available objects which can be added onto the screen

4. Available Objects

Displays the Available Objects for this Screen; drag and drop the Objects into the Layout Area

- Button1 – Adds a Button to a Field Cell
- Calendar1 – Selects a start date for an activity
- Calendar-Recurrence1 – Adds a recurring date to a Field Cell
- Checkbox1 – Adds a check box to a Field Cell
- DatePicker1 – Adds a date picker to a Field Cell
- Dropdown1 – Adds a dropdown box to a Field Cell
- Grid1 – Adds a Grid to a Field Cell or Section
- Help/Note1 – Inserts a Help function

5. Insert Section...

Inserts a Section into the Layout Area

6. Publish

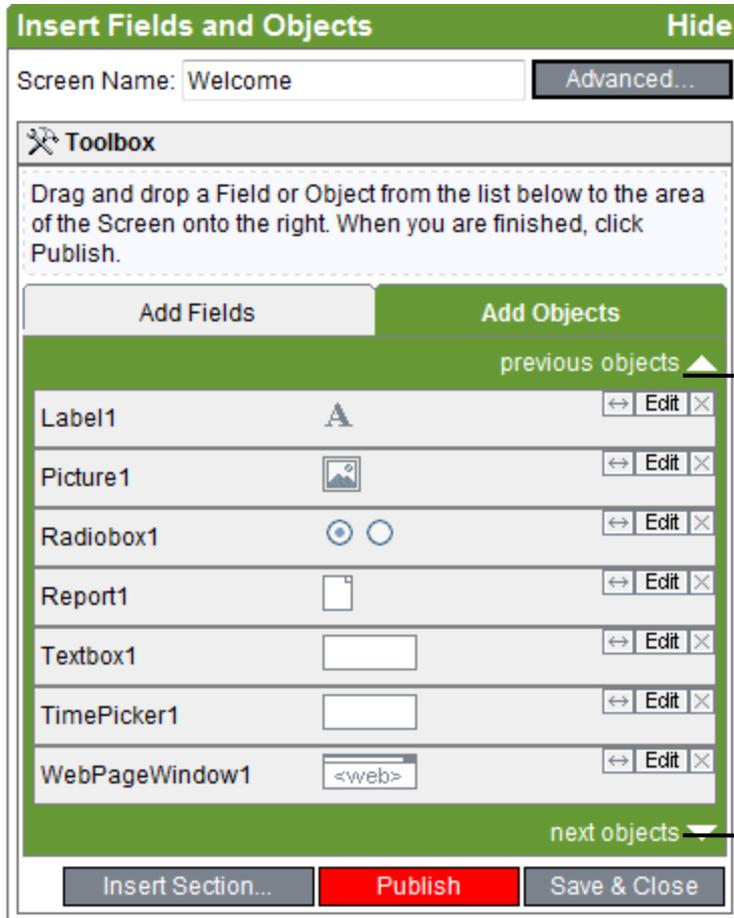
Activates the changes you made to the Screen's layout. Turns red to indicate changes are ready to publish

7. Save & Close

Saves and Closes the Screen Layout Area without activating the changes you made to the Screen's layout

Method Customize Screens Page

Toolbox Detail – Add Objects Tab (continued)



...Continued

4. Available Objects

Displays the Available Objects for this Screen; drag and drop the Objects into the Layout Area

- Label1 – Adds a label to a field cell
- Picture1 – Adds a picture to a field cell. Click edit for the dialog box to appear for upload
- Radiobox1 – Adds the radio button option to the field cell
- Report1 – Adds report forum to a field cell
- Textbox1 – Adds text box to a field cell for data entry
- TimePicker1 – Adds a time picker to a field cell
- WebPageWindow1 – Adds a web page window to the field cell