SafetyWise Documentation

Version 1

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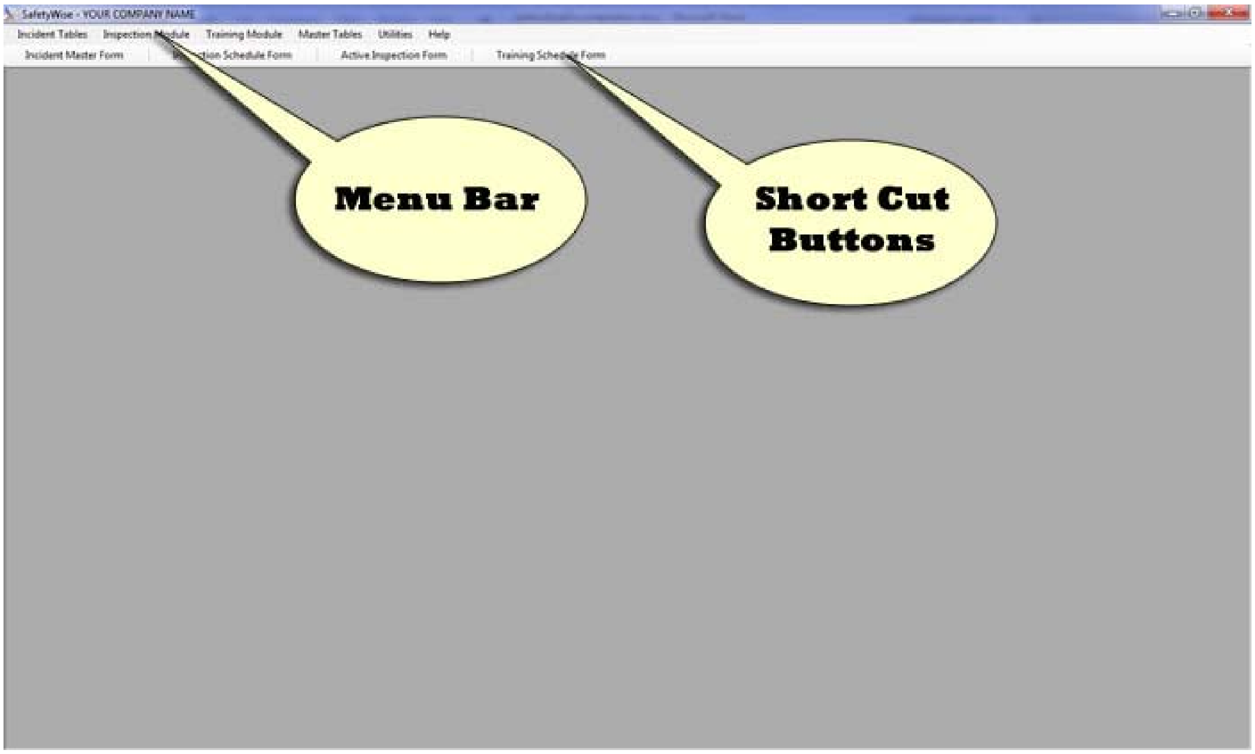
Login Window

The SafetyWise Login Window is displayed below. You must enter the Microsoft SQL Server Instance name in the SQL Server Name box. Normally, the instance name is the name of the computer where SQL Server is installed.

SafetyWise contains a complete security system. If you have created security in SafetyWise, you are required to enter the User Name and Password. If you have not created security, you can click on the OK button to login.

SafetyWise Desktop

The SafetyWise Desktop is displayed below.



The menu appears at the top of the window. This menu is used to access all of the other windows in the system. If you click on the Master Tables Menu Option the menu will drop down.

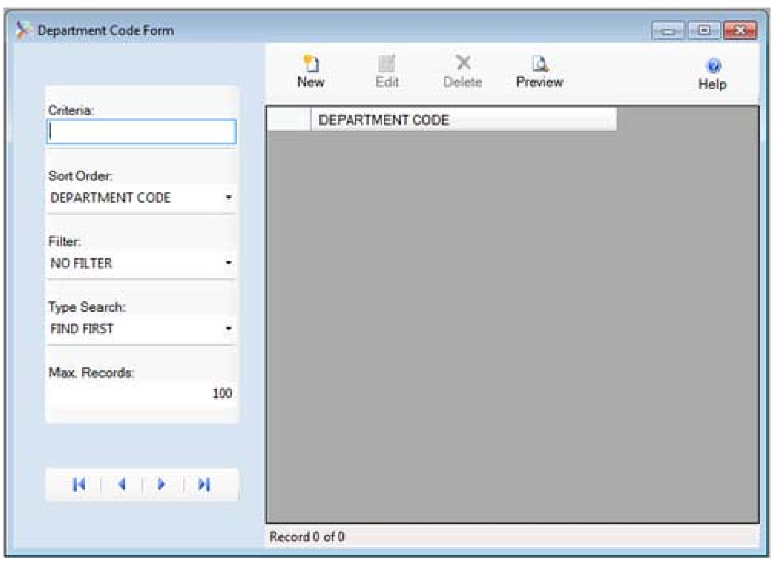
Below the menu bar is the Shortcut Bar. It contains buttons that allow you to quickly display the most common forms, like the Incident Master Form or the Active Inspection Form.

Forms

All of the forms in the SafetyWise System have a number of controls in common. The forms are displayed below and the controls on the forms are described. These same controls appear on virtually all of the forms.

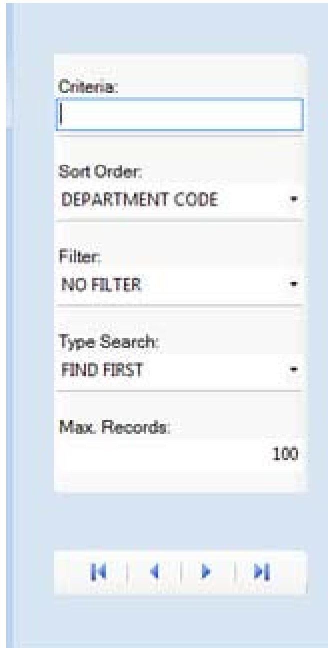
Empty Browse Form

The Assembly Code Table is displayed below. This is the way the form is displayed when first selected from the menu. No assembly codes are displayed. The cursor is in the Criteria Box at the top of the left toolbar. You can click on the ENTER key to display existing Assembly Codes. You can type a few letters in the criteria box and then press enter to display the first code beginning with what you entered as criteria.



Browse Search Control

The search control is displayed below.



The Criteria Box is at the top of the control. The cursor appears in this box by default. The user should type in the first few characters of the code they are searching for. The user should then hit the enter key. The Browse Form will fill with records beginning with the closest matching code.

There are several options to control how the search control works.

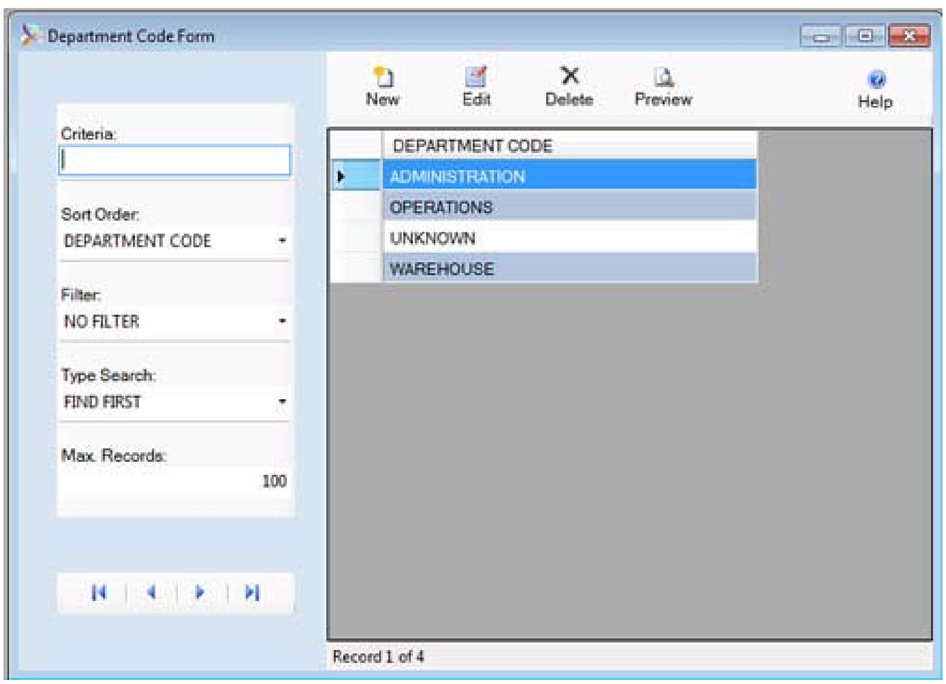
- Sort Order: The user can change the sort order of the control. The sort order determines what should be typed in the Criteria box. For example, if the sort order is Inspection Date order, then the user should in a Date. If the sort order is Department Code order, the user should type all or part of a Department Code.
- Filter: Various filters are available depending on the form. NO FILTER means that all records will be displayed. If the filter is set to OPEN on the Incident Master Table, then only open incidents will be displayed.
- Type Search: The most common type search is a FIND FIRST search. When the search takes place the first record beginning with what was typed in the criteria box will be displayed. The rest of the records will be displayed in the order specified by the sort order control. An EXACT search means that the user must type exactly what they are looking for in the criteria box. Then records matching that will be displayed. For example, on the Incident Master Form, the sort order could be by Incident ID and the type search could be EXACT. The user would then type a complete Incident ID and press enter. Only the specified Incident would be displayed. A CONTAINS search is a special search where records that contain the characters as entered in the criteria box will be displayed. For example, in the Training Schedule Table, the sort order could be set to Leader Name order, and the type search could be set to CONTAINS. The user could then

type all or part of a Leaders name and press enter. Any classes where the Leaders name contains the characters typed will be displayed.

- Max. Records: The Max Records determines how many records will be retrieved in a search. For example, you may have 1000 Inspections scheduled. By default the Max. Records is set to 100. When you do a search, 100 records will be retrieved. You can then scroll through the records to find the one you are looking for. You can increase or decrease the Max. Records to any number you desire. However, the higher the number, the longer the search will take.
- Move Record Buttons – At the bottom of the search control, 4 buttons appear that allow you to move from one record to another. The first button on the control will move to the first record. The second button moves to the previous record, if there is one. The third button moves to the next record, if there is one. The fourth button moves to the last record. You can also use the scroll bar on the right side of the browse window to move to records. Then simply click on the desired record to select it.

Browse Form with Records

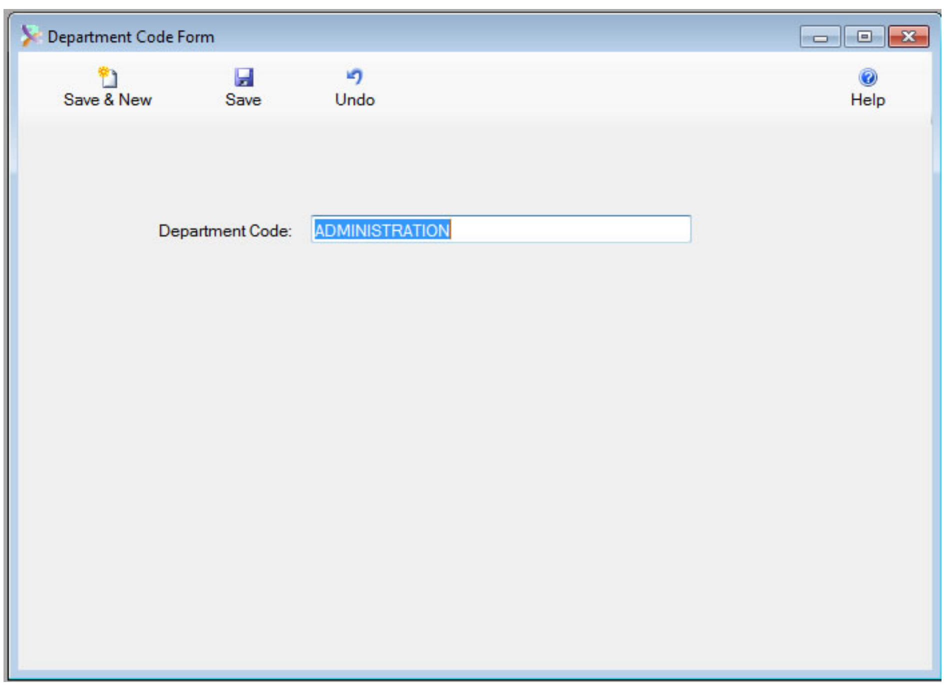
The browse form with records is displayed below. There is a toolbar above the grid listing codes.



Click on the New Button to add a new code or click on an existing code and click on the Edit Button to change the code. You can also double click on an item in the list to edit it. Click on the Delete Button to delete the selected code. Click on the Preview Button to preview a report on your computer screen. You can send the report to the printer from the preview window.

Edit Form Mode

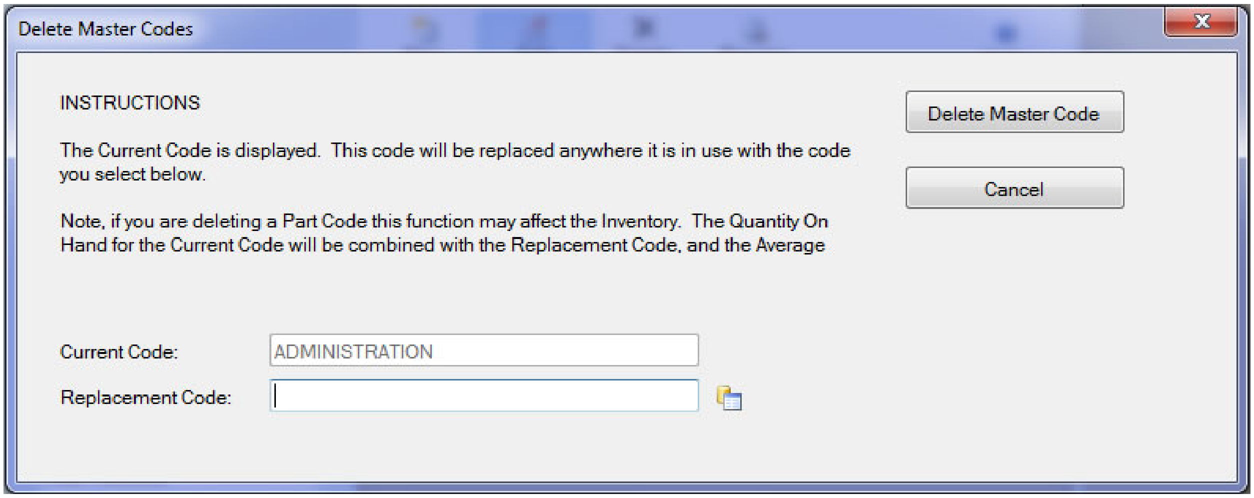
The form is displayed in Edit Mode below. You can change any of the information for the selected code. Once the changes are complete click on the Save & New Button to save the changes and add a new record, or click on the Save Button to save your changes and return to the Browse Form, or click on the Undo Button to lose the changes.



Delete Form

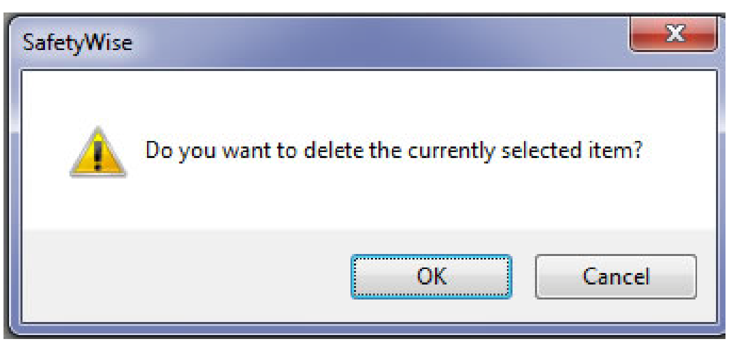
You can delete records in the SafetyWise System. When you delete records you will see one of two windows.

First, if the record you are deleting is in a Master Table, you will see the Delete Master Codes form. It is displayed below.



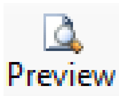
The form will display the currently selected code. You cursor will be in the Replacement Code Box. You can type the code to delete, or you can click on the browse button  to select the code from a list of valid codes. Then you click on the Delete Master Code Button. The Current Code will be replaced with the Replacement Code you selected and then the Current Code will be deleted. At times you may not want to replace the current code with anything. Then you should select the UNKNOWN code. It is a standard in all of the tables.

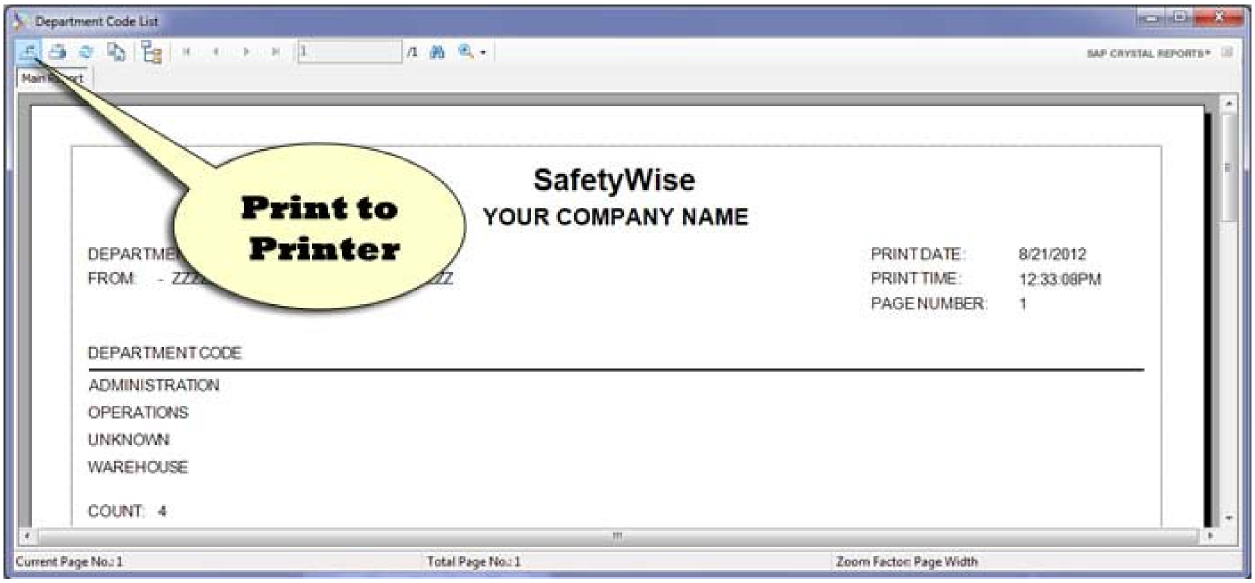
Second, if the form allows records to be deleted directly, the Delete Message Box will be displayed.



Simply click on the OK button to delete the currently selected record.

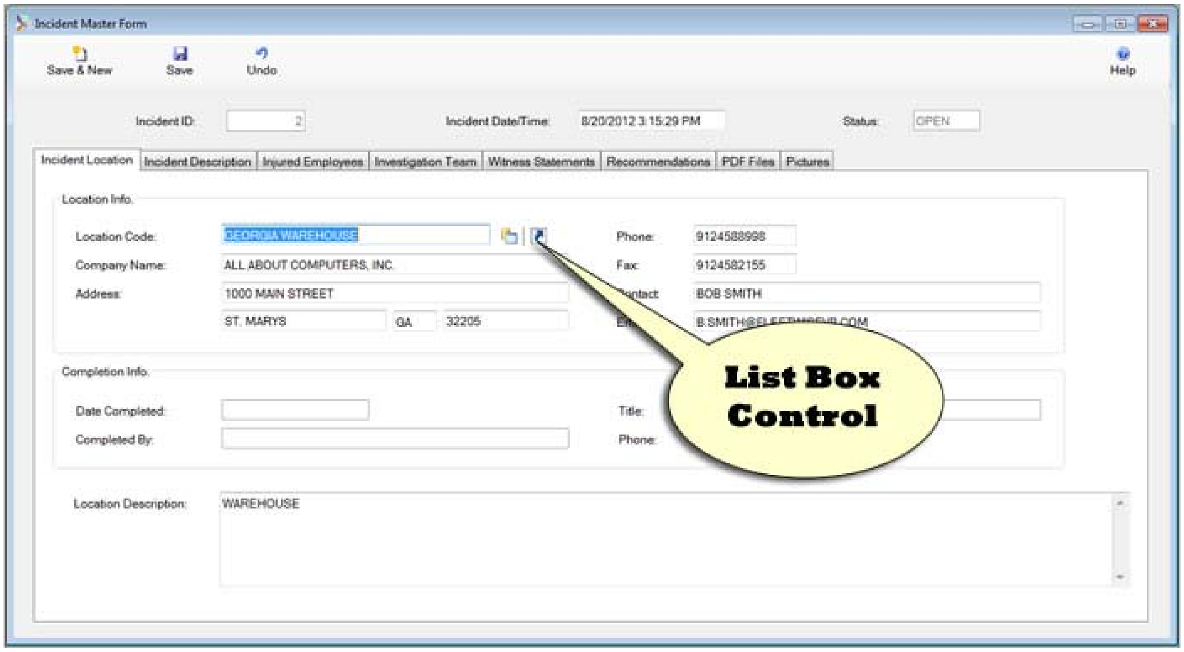
Preview Report Form

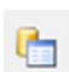
The Preview Report form is displayed below. This form is displayed when you click on the Preview Button  on a data entry form or a report form.

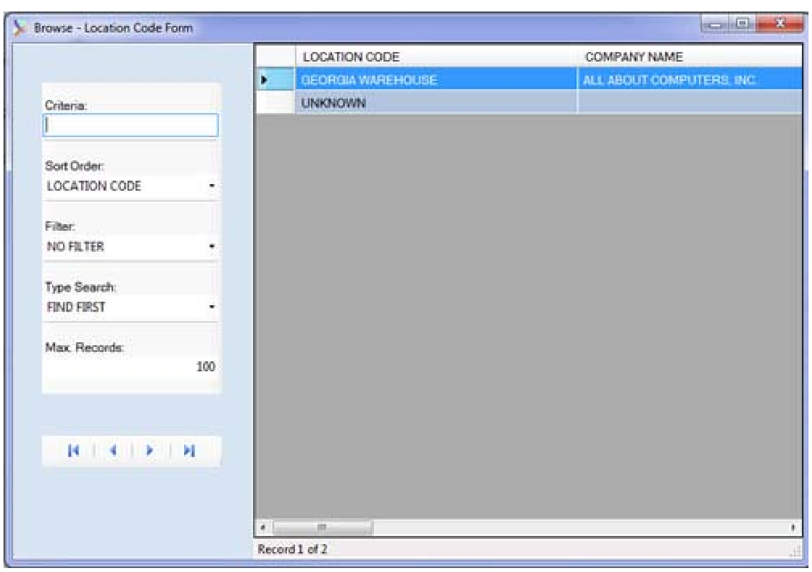


List Box Controls

List Box Controls are used to select a Valid Code from a list of codes in the system. The Incident Master Table is displayed below. This form contains a number of List Box Controls.

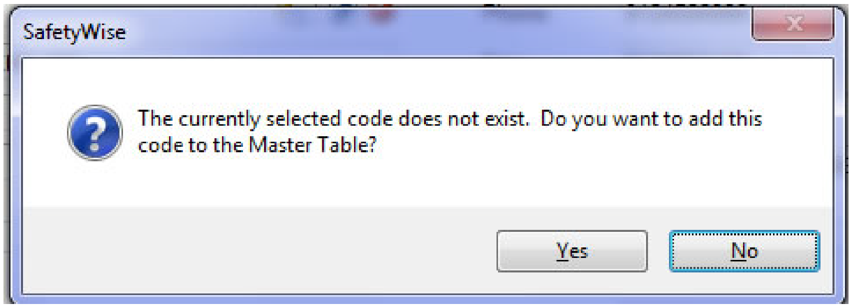


A list box control contains a text box where you can begin typing the code you are looking for. As you type, the box will fill in with the closest valid code. You can click on the Down Arrow on the keyboard to display the next code. You can click on the Up Arrow on the keyboard to display the previous code. You can click on the Page Up key to display the first code in the list. You can click on the Page Down key to display the last code in the list. You can click on the Browse Button  to display a list of valid codes. You can search for a code by typing in the Criteria box on the Toolbar on the Left and then hitting enter. The browse window is displayed in the window below.



You can click on the Shortcut Button to display the data entry form for the current control.

Finally, if you type a code that does not currently exist in the table; a message box will be displayed like the one below.



Simply click on the Yes button to add the new code to the table. Be aware that some tables capture a lot of information. This process will only add the code. The rest of the information will be blank. For example, the Employee Master Table captures the Employee Code, Employee Name, Address, Phone Number and more. If you add a code in the manner described here, only the code will be filled in. You can click on the Short Cut Button and the Employee Master Form will be displayed. You can then click on the New Button to add a new employee and complete all of the information. If you do not fill in the information initially, you can always edit the code later and complete filling in the information at that time.

Master Tables Forms

The SafetyWise System contains a number of Master Tables. You set up the Master Tables one time and then use the codes throughout the system. For example, you can create a Location Code in the Location Code Table. You can then use that code in the Incident Master Table to identify the location where an accident or incident occurred. You can use the same Location Code in the Inspection Schedule Form to identify locations where you have scheduled inspections. If you need to change a Location Code, you change it in the Location Code table and the changes will be reflected everywhere it is used.

The following section will describe each Master Table in detail.

Department Code Form

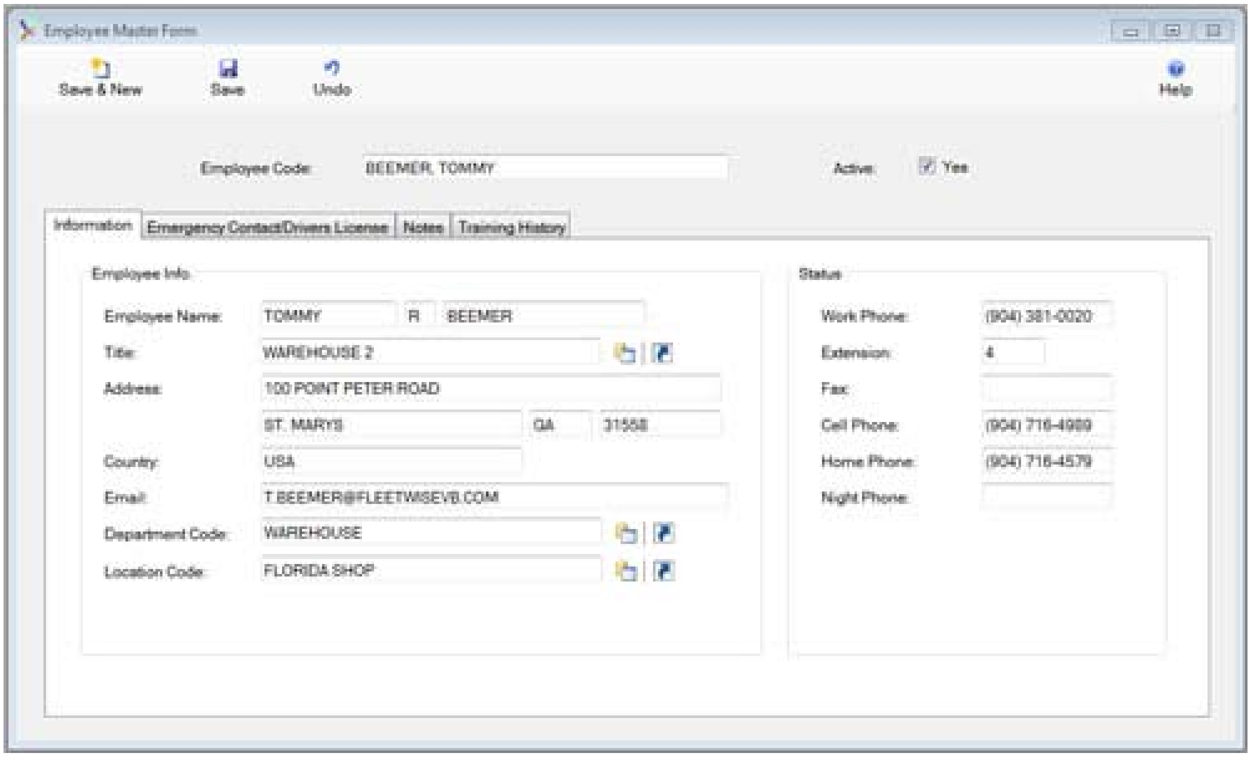
The Department Code Form contains the names of department in your business or organization. Department Codes provide away of identifying the department an employee belongs to. Example department codes might be like the following:

- ADMINISTRATION
- MAINTENANCE
- OPERATIONS
- POLICE
- PUBLIC WORKS

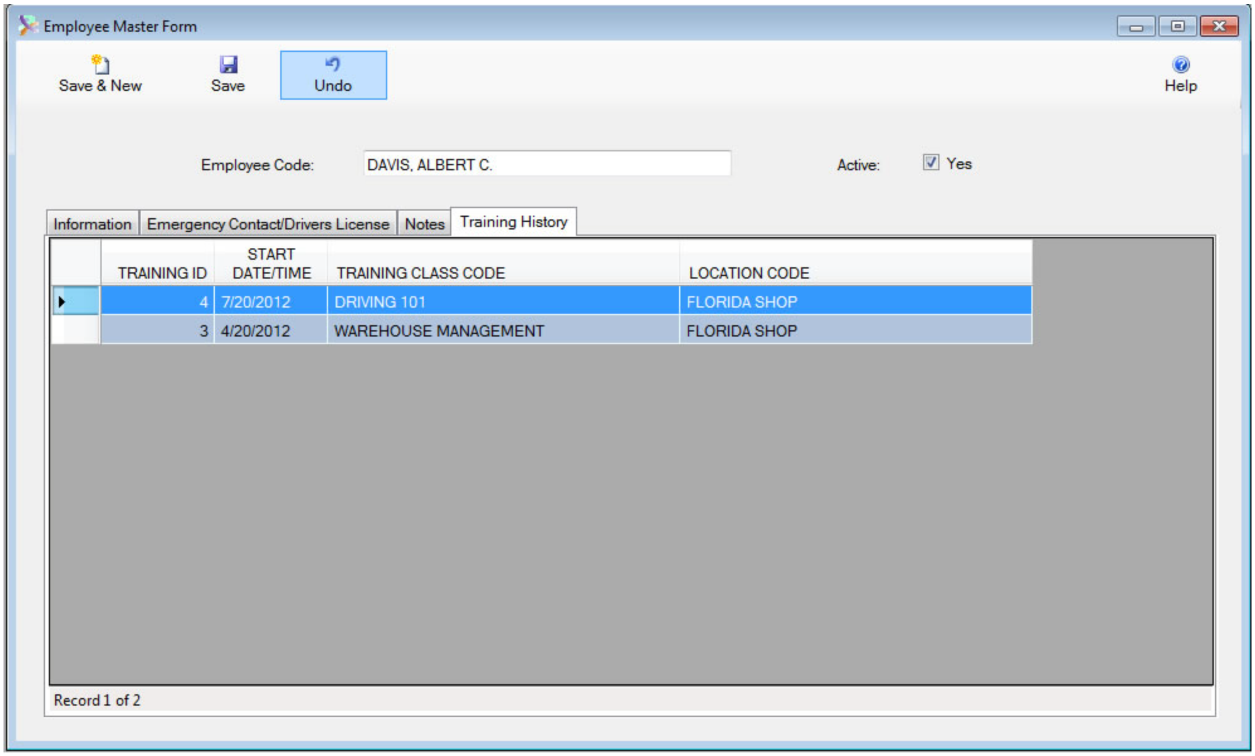
Employee Master Form

The Employee Master Form contains the information on Employees. These codes are used though out the SafetyWise System. They are used in the Incident Master Form to identify the Employees involved in incidents, employees who are part of the investigation team, and identify witnesses to the incident. They are used in the Training Module to identify Trainers and students.

The Employee Code Form is displayed in edit mode below. You can enter or change any of the information for the Employee Code.

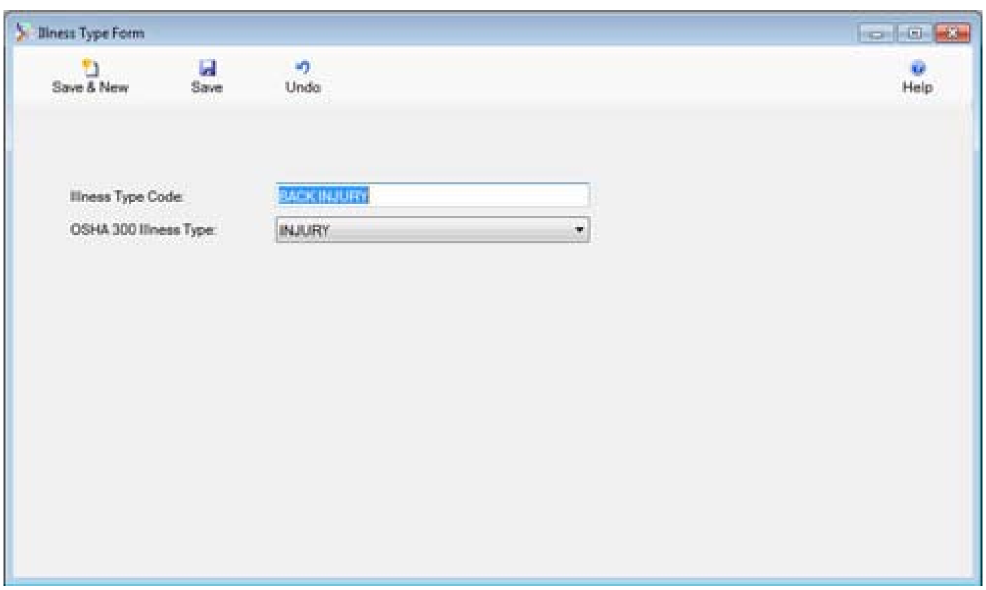


Under the Employee Code you can click on the “TABS” to display additional information. You can click on the Emergency Contact/Drivers License information on display addition information. You can click on the Notes Tab to display notes on this employee. Finally, you can click on the Training History tab to display the various training classes the employee has attended.



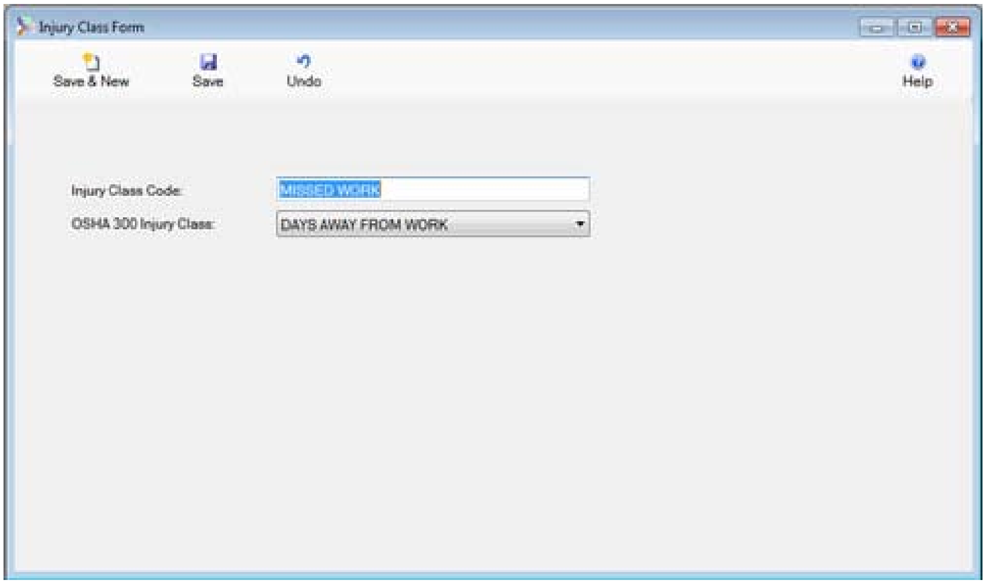
Illness Type Form

The Illness Type form is displayed below. This form allows you to create numerous codes to describe an illness an employee has due to a work related incident. You can relate the specific code to the more general Illness classifications found on OSHA form 300.



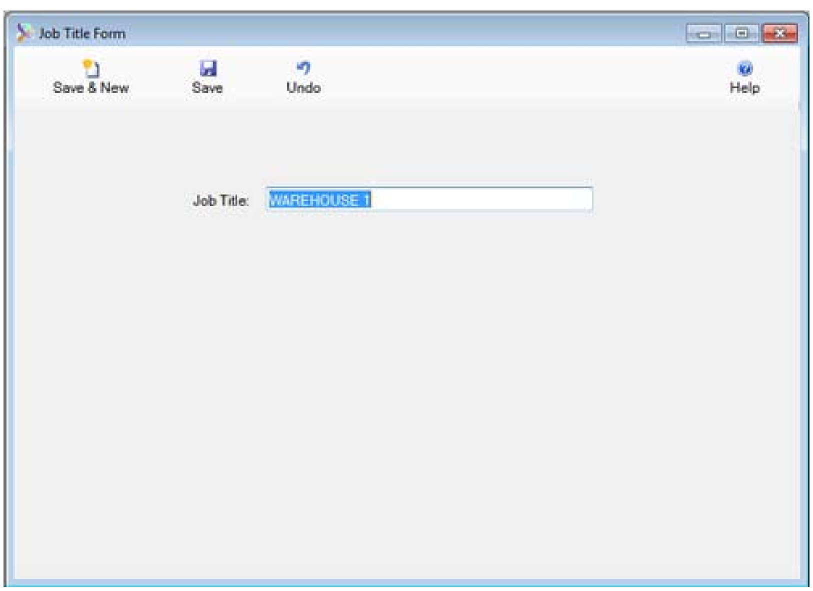
Injury Class Form

The injury Class Form is displayed below. You can enter unlimited number of Injury Classes. You can relate the Injury Class to the more limited Injury Class on the OSHA Form 300.



Job Title Code Form

The Job Title Code Form is displayed below. This form is used in the Employee Master Form to identify the Job Title for an employee. The Job Title can also be used to determine the appropriate training classes for an employee.



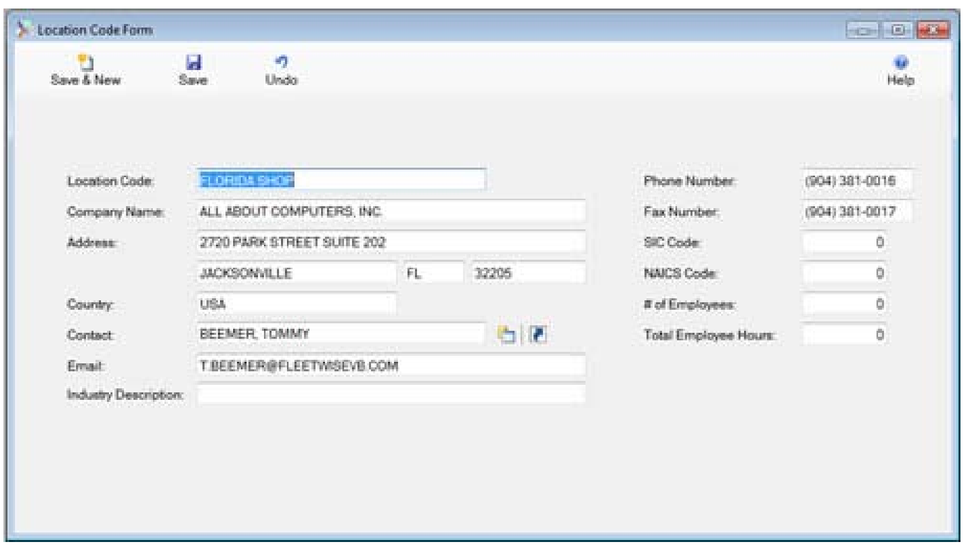
Location Code Form

The Location Code Form contains the names of locations used in your business or organization. Locations are used to identify places where incidents occurred, training classes will be held, and more.

Example, location codes might be like the following:

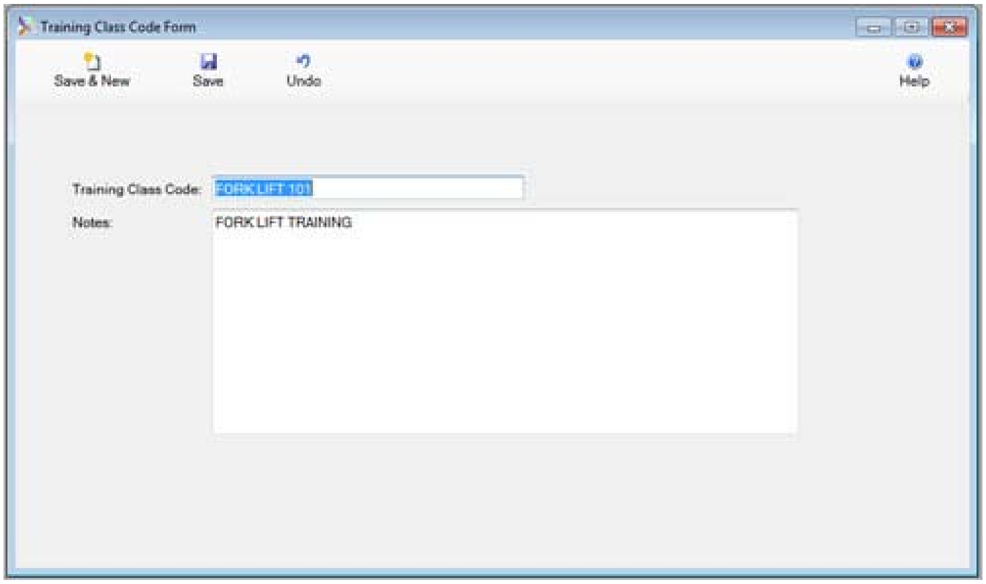
- FLORIDA SHOP
- MAIN SHOP
- POLICE STATION 1
- PUBLIC WORKS SHOP
- TEXAS SHOP

The Location Code Table is displayed in Edit Mode below. You can enter or change any of the information for the Location.



Training Class Form

The Training Class Form is displayed below. This form is used to define classes for employees.

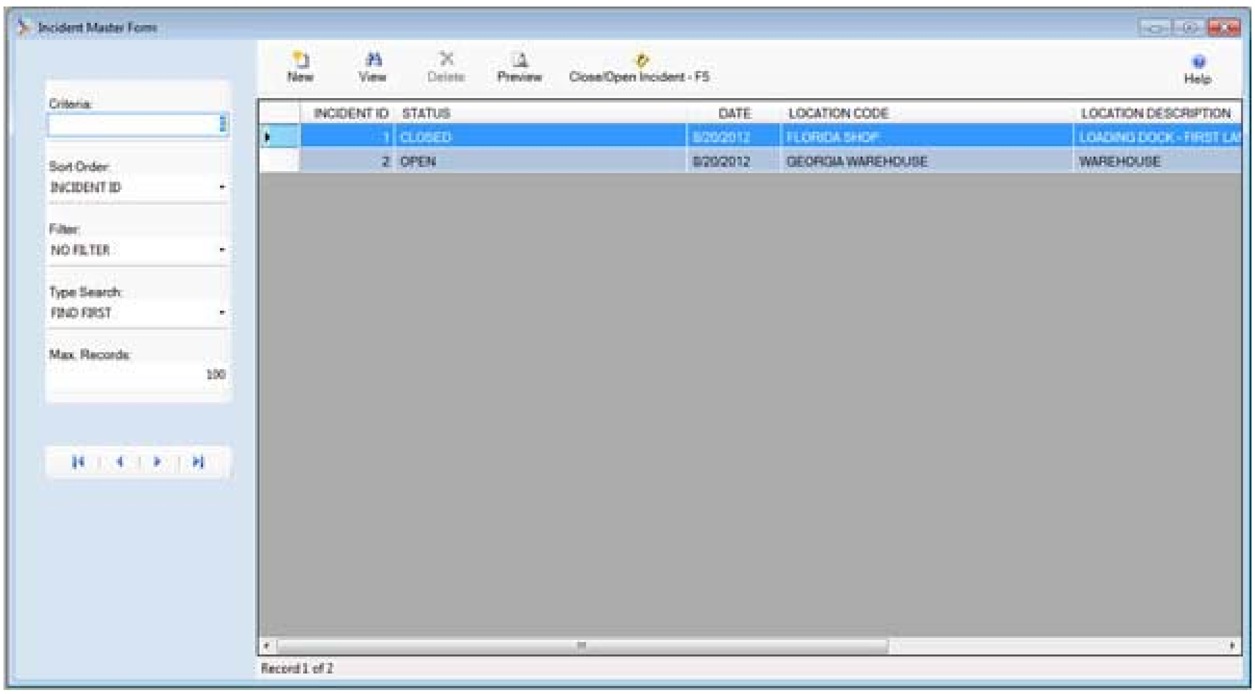

Training Class Code Form
Save & New
Save
Undo
Help
Training Class Code:
FORK LIFT 101
Notes:
FORK LIFT TRAINING

Incident Master Form

The Incident Master Form contains information on all of the accidents/incidents that occur in your business or organization. Each time an Incident occurs you create a new record in the form. When all of the information has been gathered and entered into SafetyWise, you can close the incident to create a permanent history.

Incident Master Browse

The Incident Master Form is displayed in browse mode below. All of the incidents can be displayed. You can also set the filter to "OPEN" to display only open incidents. Closed Incidents cannot be changed but all of the information can be viewed.



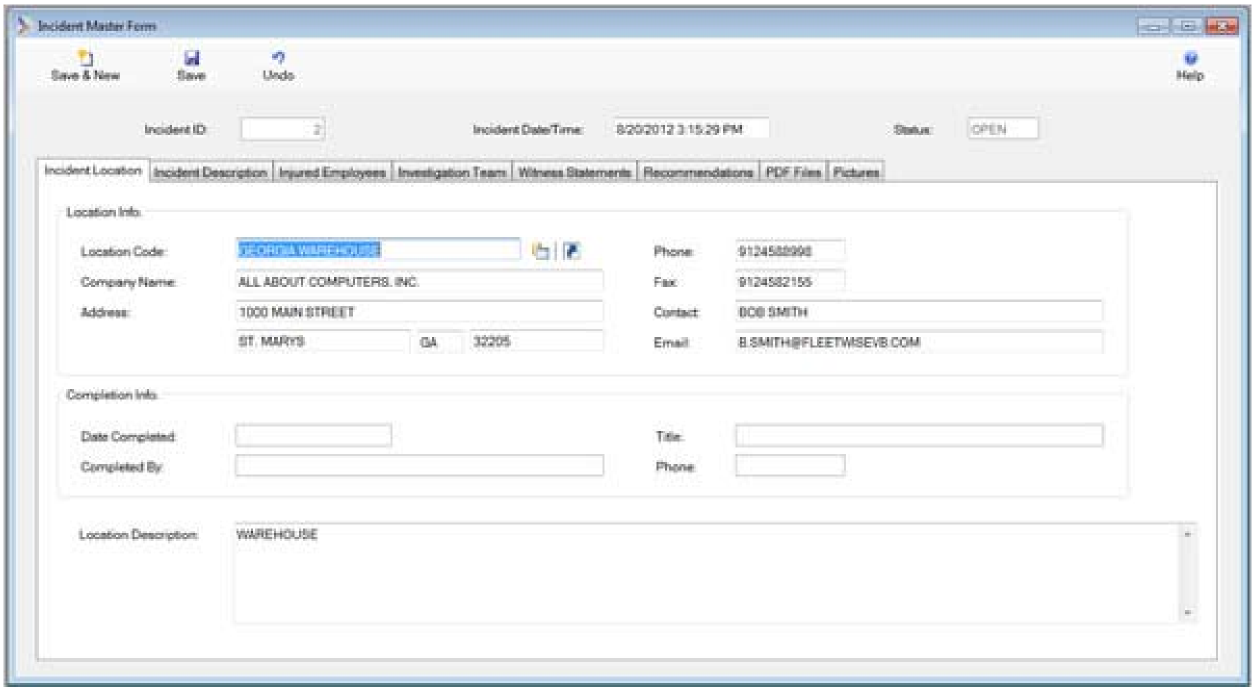
Incident Master Edit

An "OPEN" incident is displayed below in edit mode. Notice that the form contains multiple tabs of information.

Incident Location Tab

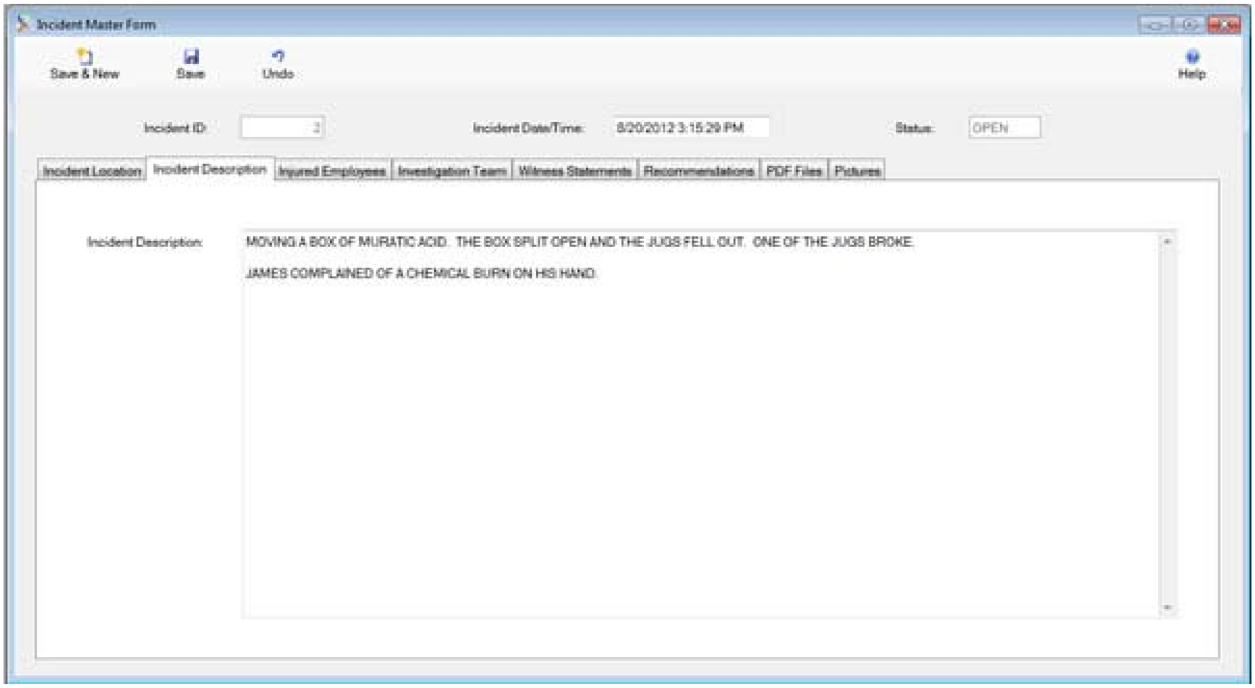
On the first tab, you identify the location of the incident. You can enter a Location Code. The remaining information for the location will be displayed. If the Incident did not occur on your property, you can still identify the location associated with the incident. At the bottom of the tab, you can enter unlimited notes about the exact location of the incident. This may be a description of the location within your facility, or it may be a description of the location on the road or at a job site.

When you "CLOSE" the incident, the Completion Information will be entered.



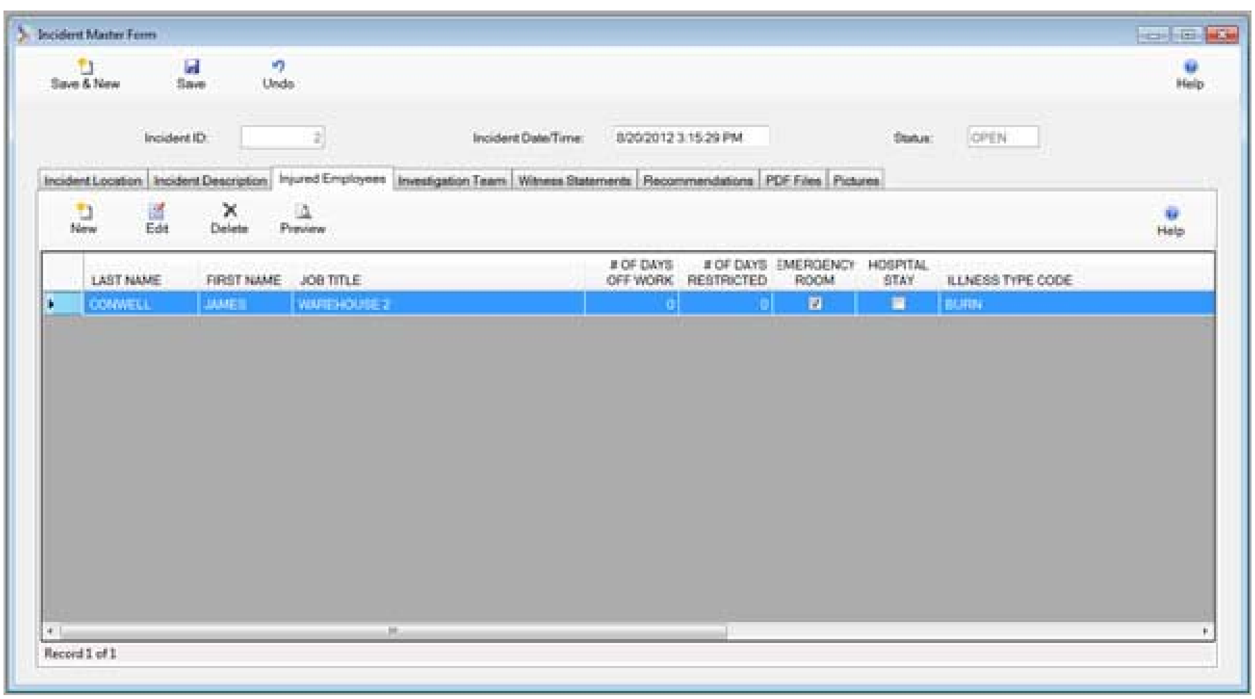
Incident Description Tab

The Incident Description Tab is displayed below. On this tab you can enter an extended description of the actual incident/accident.



Injured Employee Tab

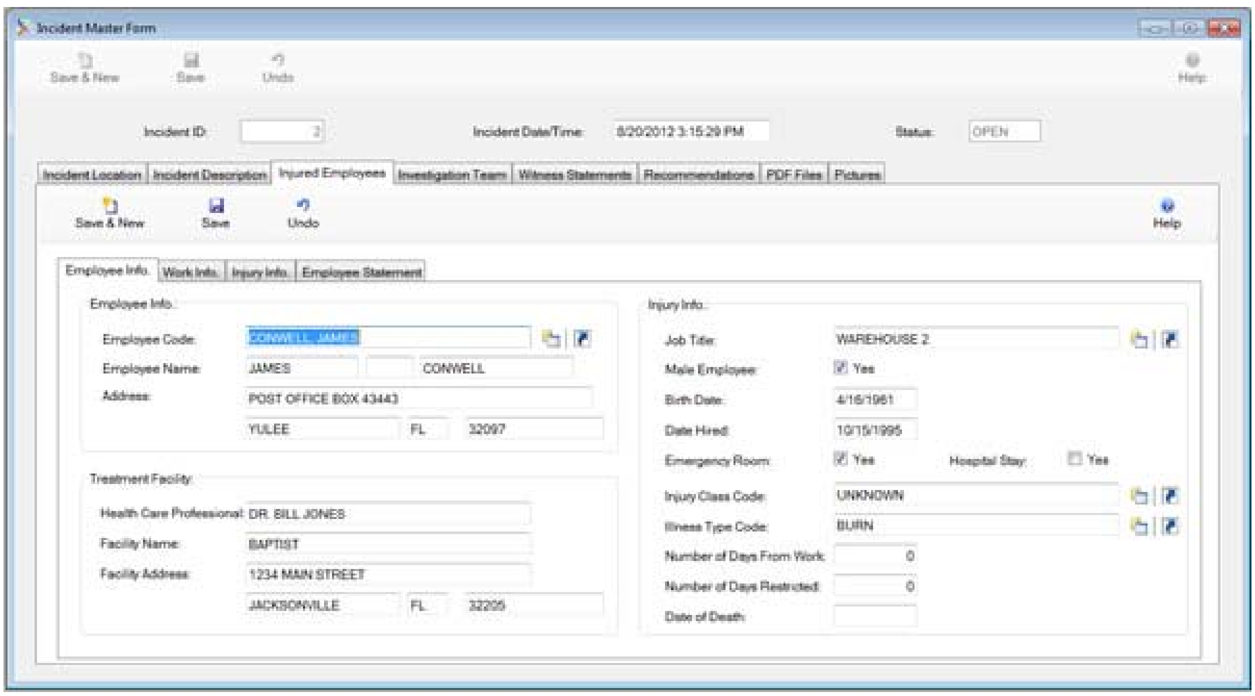
The Injured Employees Tab is displayed below. You can enter information on an unlimited number of employees injured by the incident. You simply click on the NEW button to add another employee.



The Injured Employee Tab is displayed in edit mode below. You identify the employee injured. The employee name, and address information will be displayed from the Employee Master Table. You can enter information about the Health Care Professional who provided treatment and information about the treatment facility. The remaining information is used to describe the injury and is required by OSHA form 300.

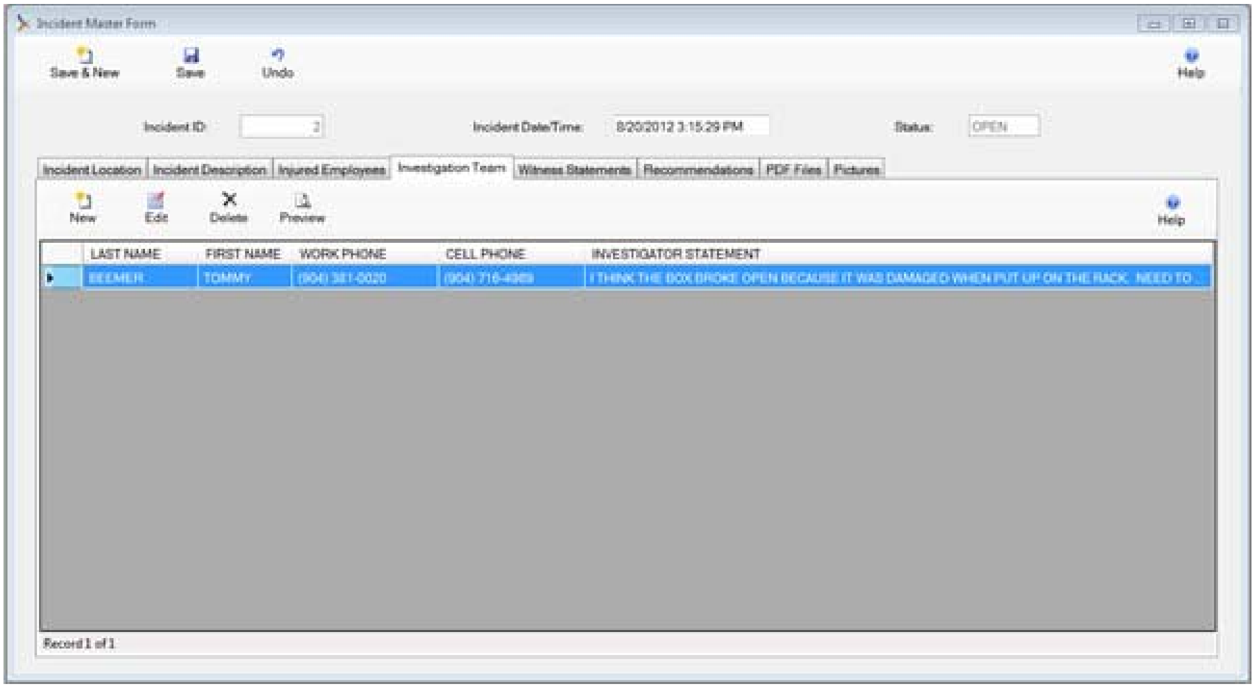
Notice there are multiple tabs of information for each employee. Click on the Work Information Tab to display additional information. Here you can enter information about when the employee started work and what they were doing prior to the incident. Again this information appears on the OSHA 300 Form.

Click on the Injury Information Tab to enter descriptions of the actual injury the employee sustained and to enter a description of what caused the injury. Finally click on the Employee Statement tab to enter an employee statement. If you have a signed statement from the employee you can scan the document to a PDF file and attach it to the incident. That process will be described later.

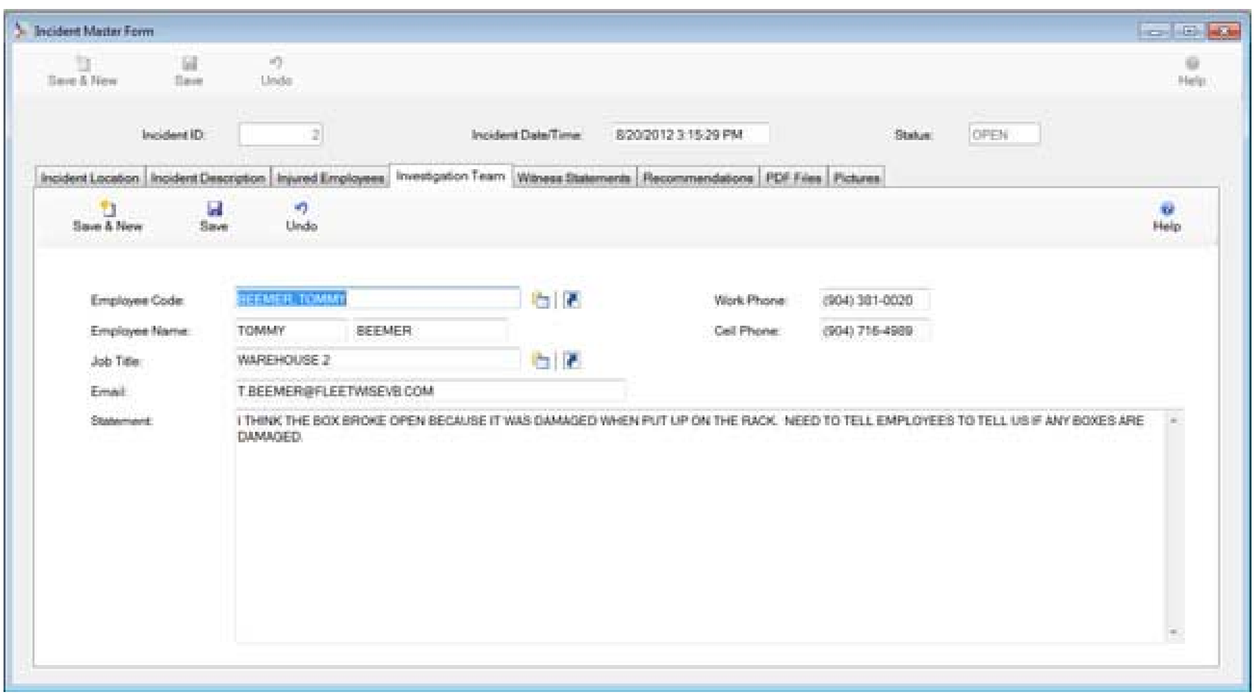


Investigation Team Tab

The Investigation Team can be entered on the Investigation Team Tab. The tab is displayed below.



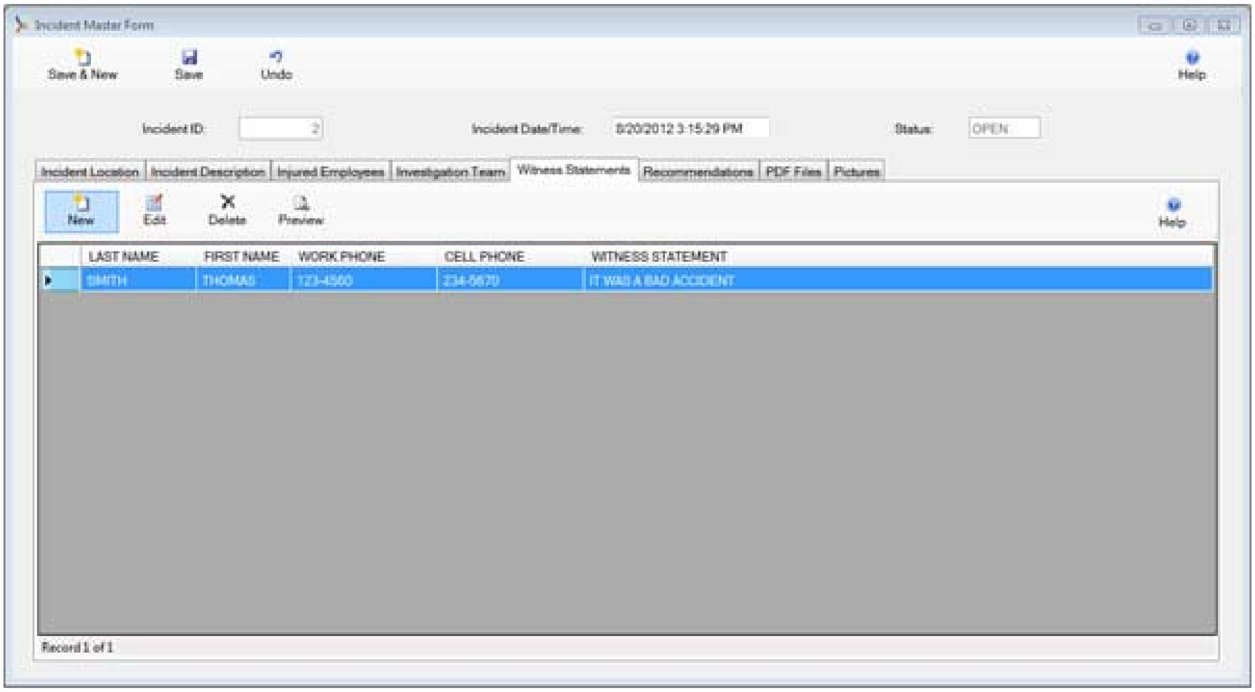
You can enter an unlimited number of members of the Investigation Team. Simply click on the new button to add another member. The Instigation Team tab is displayed in edit mode below.



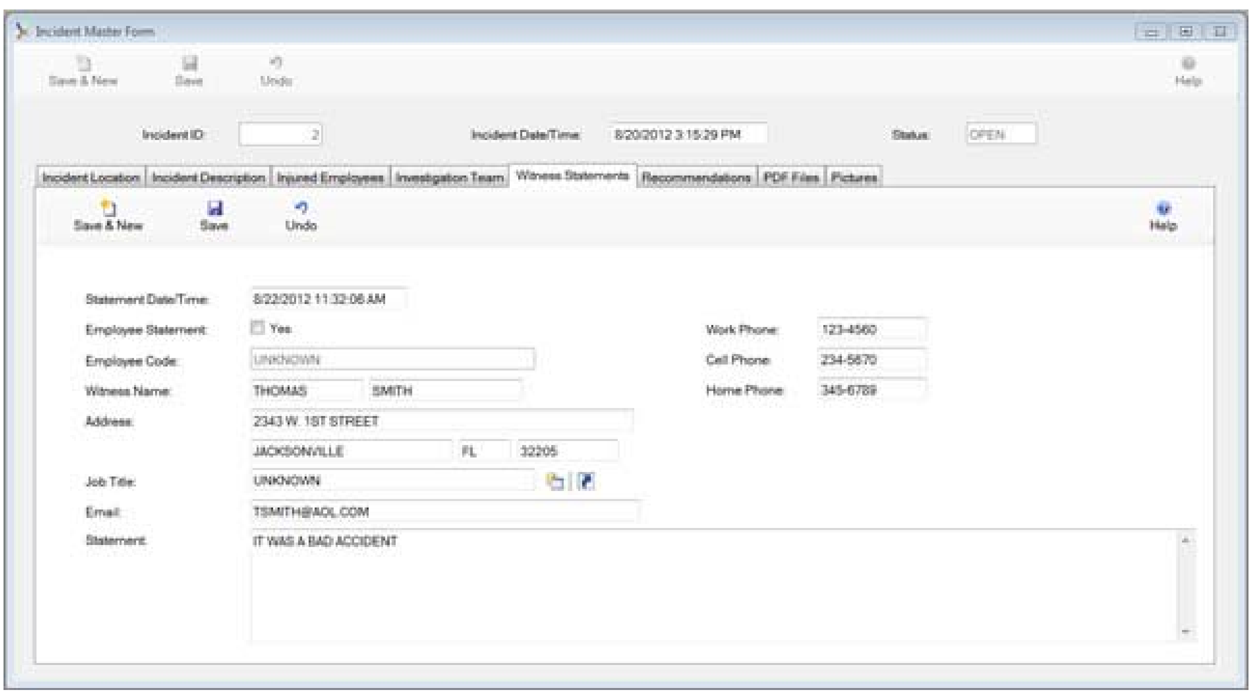
You can select the employee. The employee information will be displayed from the Employee Master Table.

Witness Statements

The Witness Statement tab is displayed below in edit mode. You can enter an unlimited number of Witness Statements. Simply click on the new button to add a new statement.



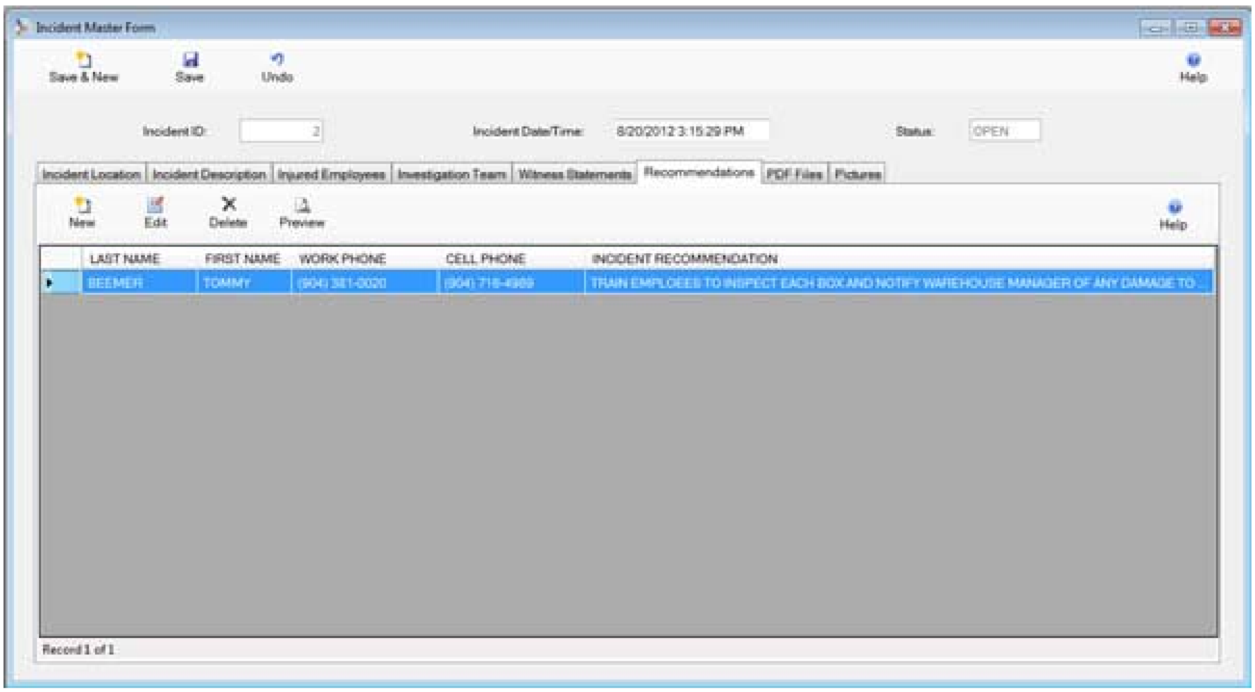
The Witness Statement tab is displayed in edit mode below.



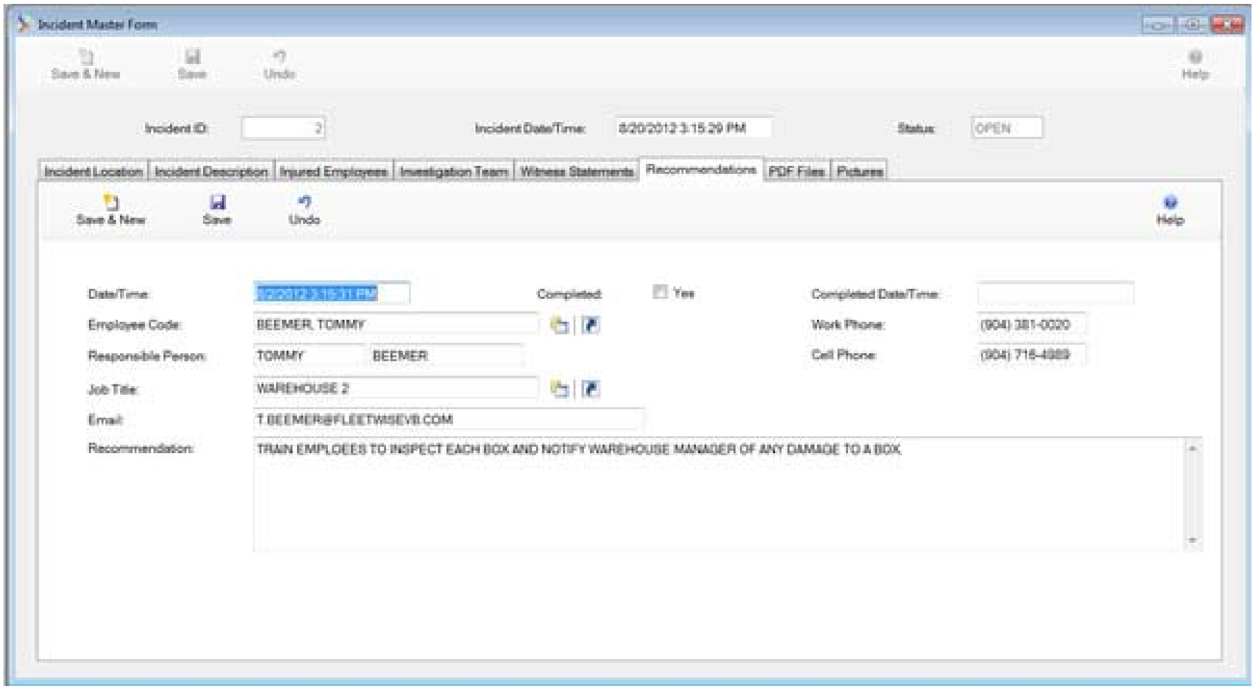
You can enter statements from both employees and non employees. If you enter put a check mark in the Employee Statement check box, you are selecting an employee. The employee information will be displayed. If you remove the check mark you can enter an employee name and the remaining information. You can then enter the employee's statement.

Recommendations

You can enter an unlimited number of recommendations concerning the incident. You simply click on the new button to add another recommendation. The Recommendations tab is displayed in browse mode below.

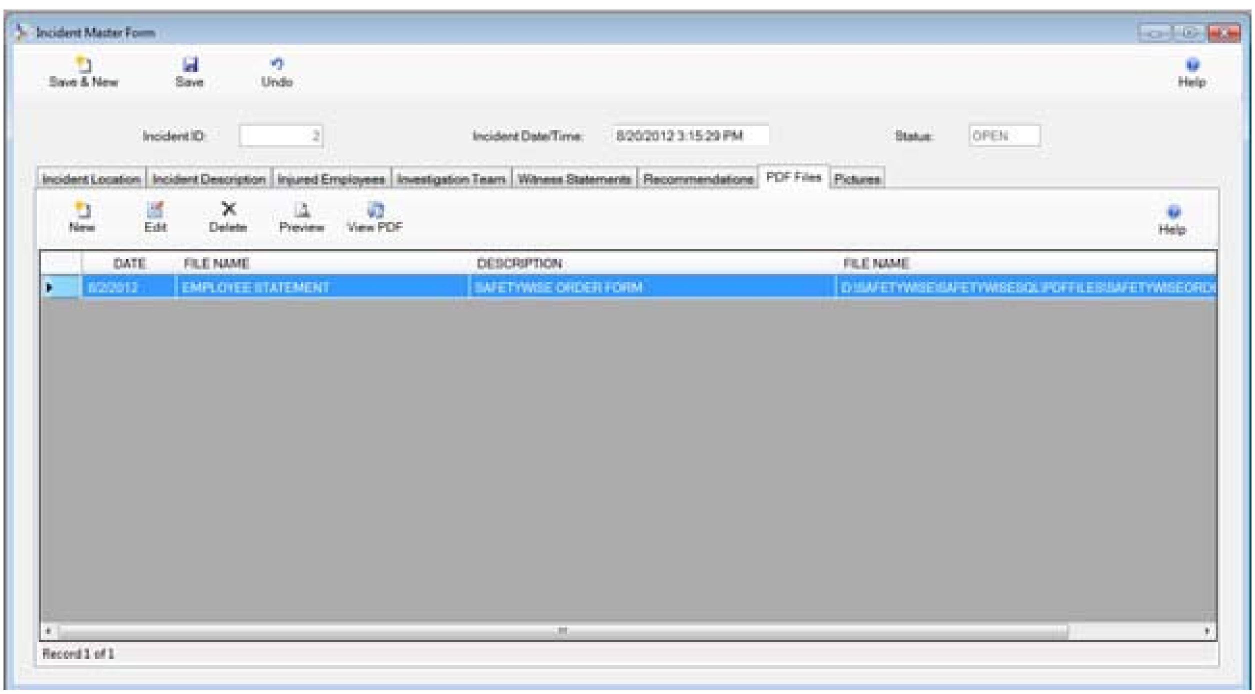


The Recommendations tab is displayed in Edit mode below. You can identify the person making the recommendation and you can indicate whether the recommendation has been completely implemented by putting a check mark in the Completed check box.

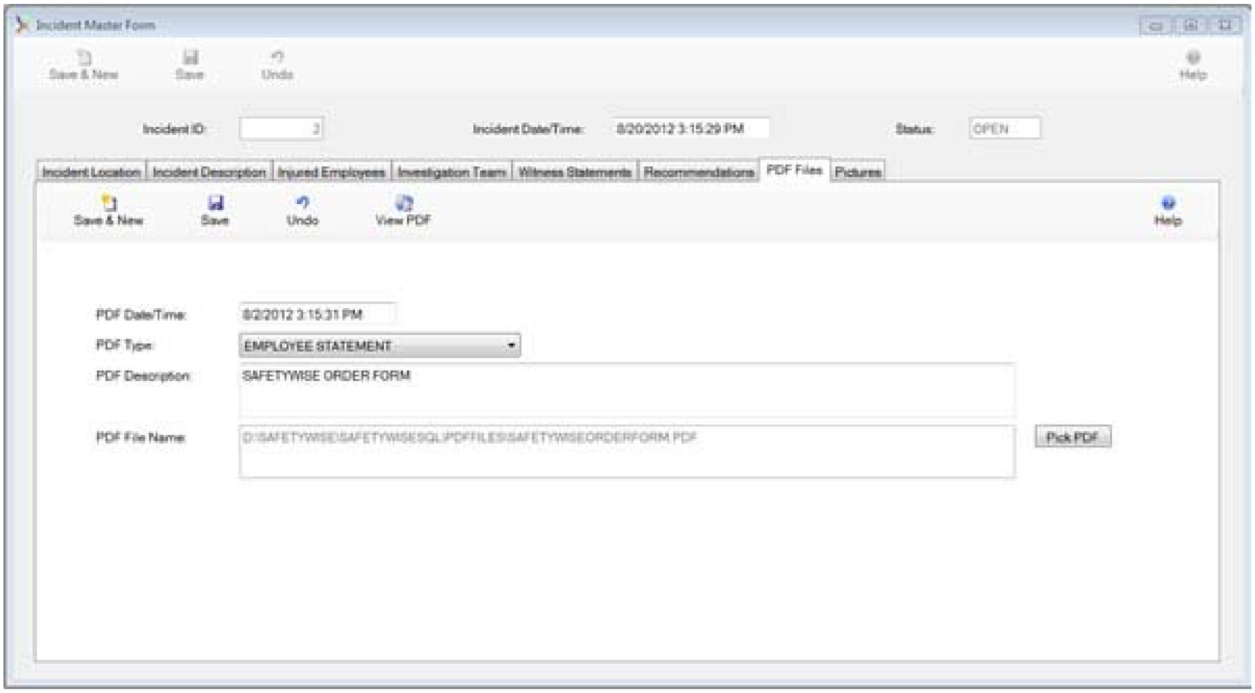


PDF Files

The PDF Files tab is displayed below in Edit Mode. You can add an unlimited number of PDF files to a single incident. Simply click on the new button to view the PDF file. You can also view the PDF File by clicking on the View PDF button  on the toolbar.



The PDF Files tab is displayed in edit mode below. You can enter a type of document and a description. Then click on the Pick PDF button to select the PDF File. The file should be stored on the workstation on a standalone system, or on a shared location on the server in a network system.



Once a file has been selected, you can view the file by clicking on the View PDF button.

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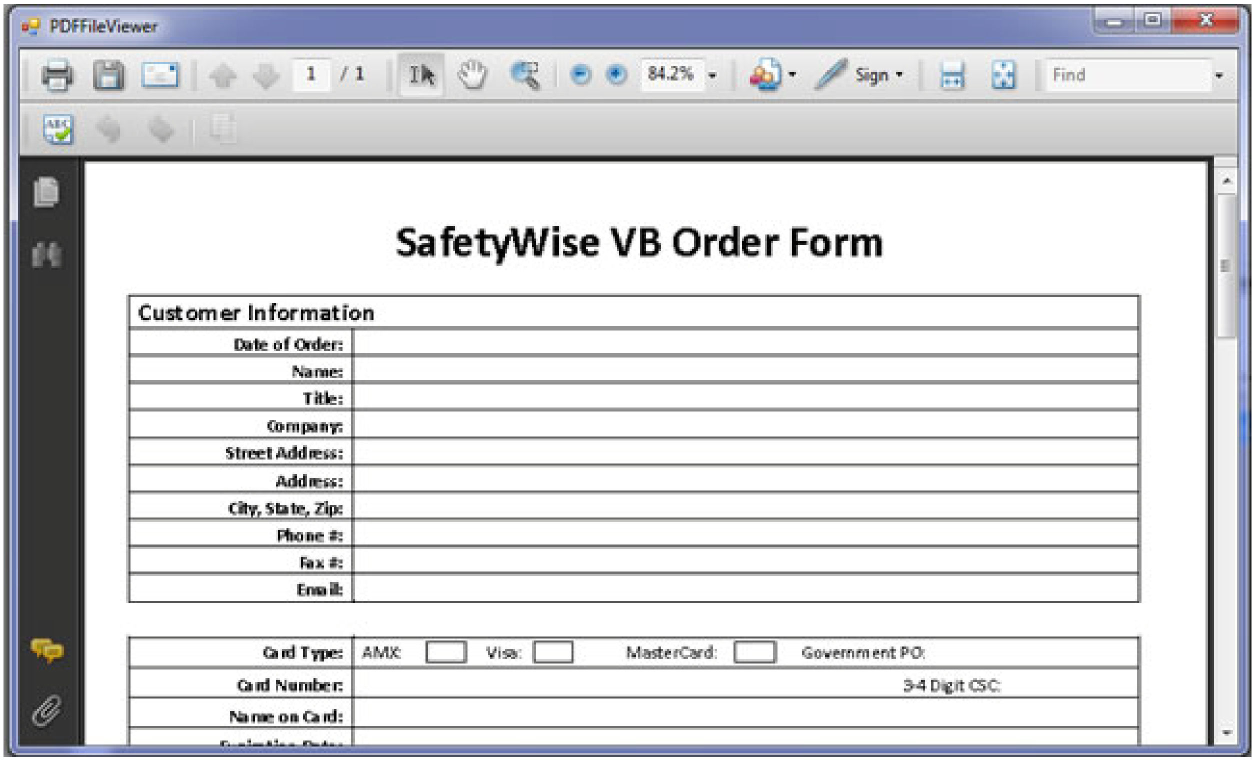
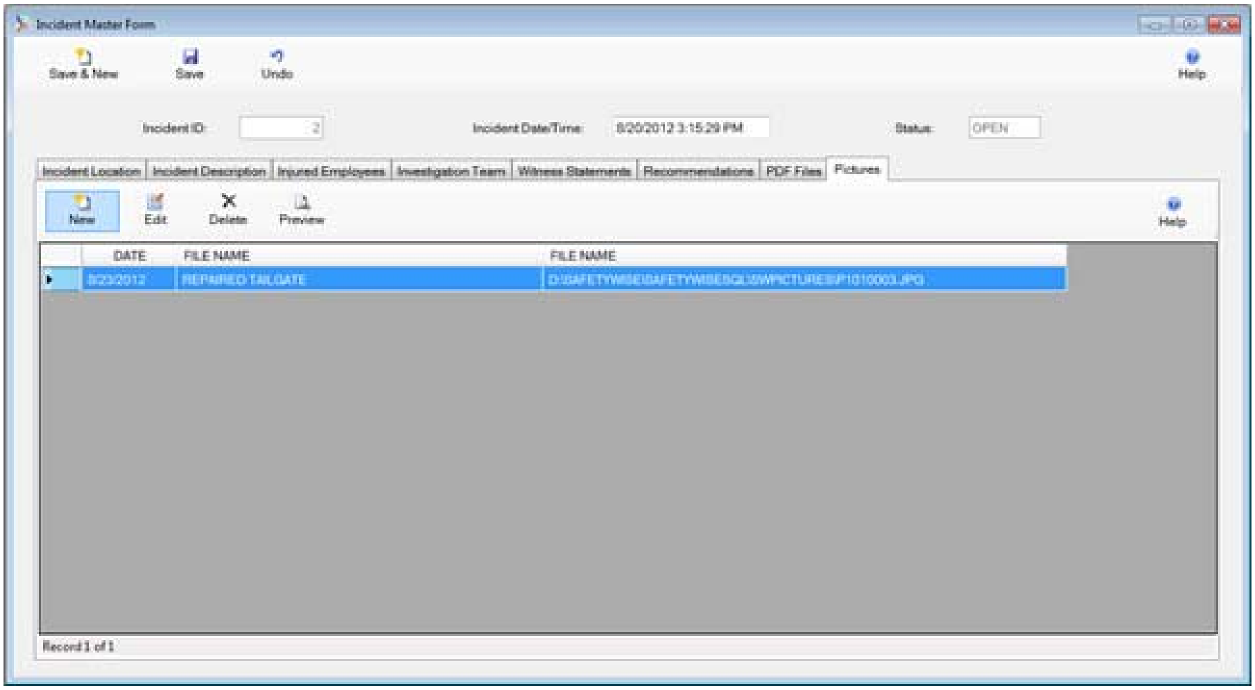
The PDF File will be displayed in the Acrobat PDF File viewer.

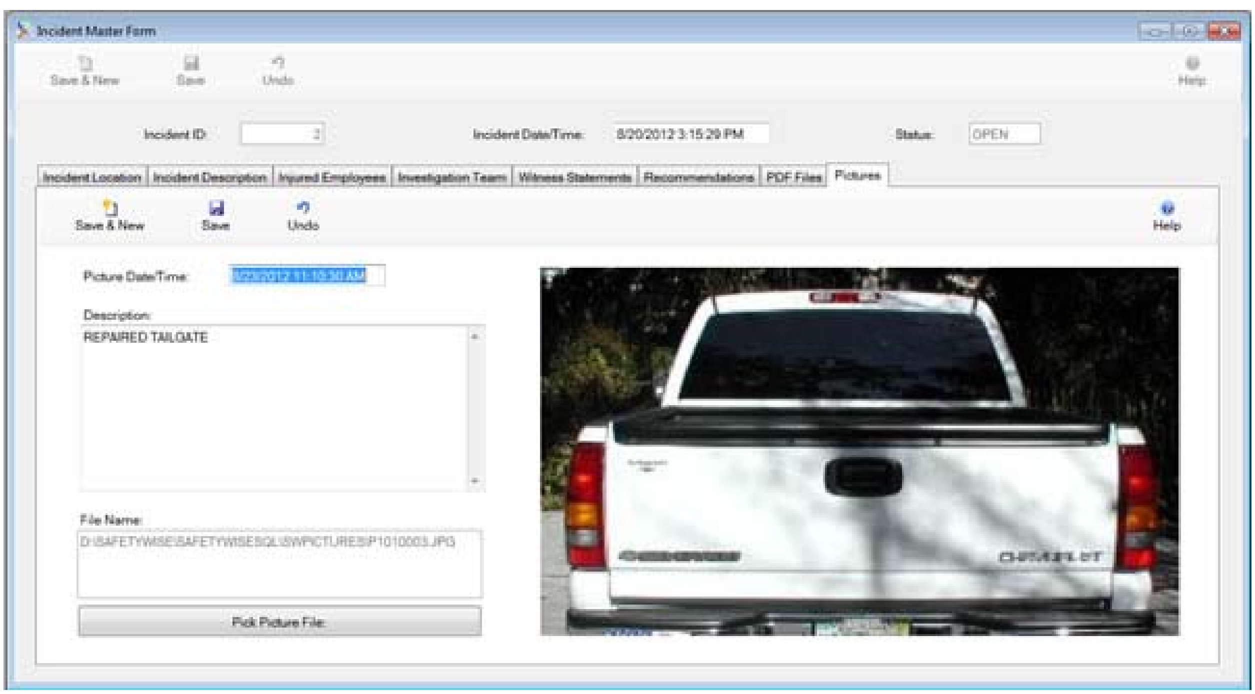


Pictures Tab

The Pictures Tab is displayed below. You can add an unlimited number of pictures to a single incident. Simply click on the new button to add another picture.



This Pictures tab is displayed in edit mode below. You can enter a description of the picture. Then click on the Pick Picture button to select the picture. Pictures should be stored on the workstation in a standalone system, or on a shared location on a network server for the networked system. The picture will be displayed in the form.

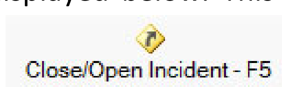


Close Incident

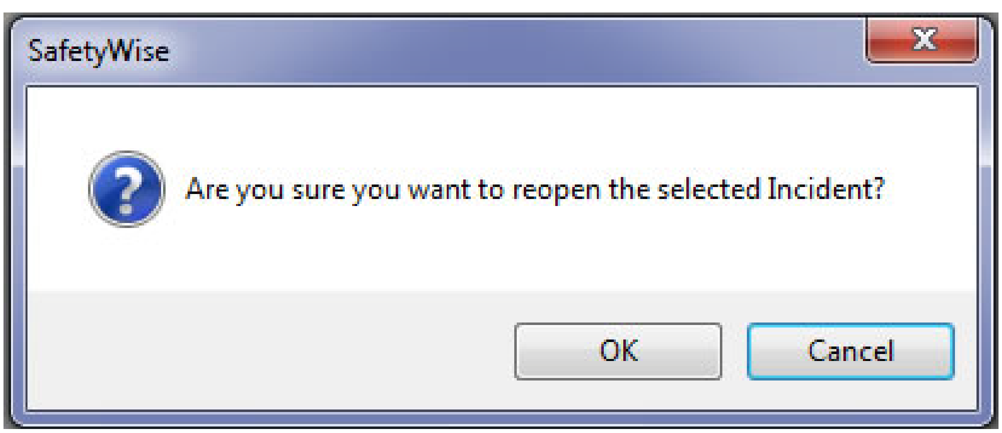
The Close Incident form is displayed below. This form is displayed when you click on the Close/Reopen Incident button 

while an open incident is displayed in browse mode. You can enter the name of the person closing the incident, their job title and their phone number. This information will appear on the closed incident. Once an incident is closed, you cannot change the information, however you can reopen an incident if necessary.

Reopen Incident

The Reopen Incident form is displayed below. This form is displayed when you click on the Close/Reopen Incident button 

while a closed incident is displayed in browse mode. You simply click on the OK button to reopen the incident.

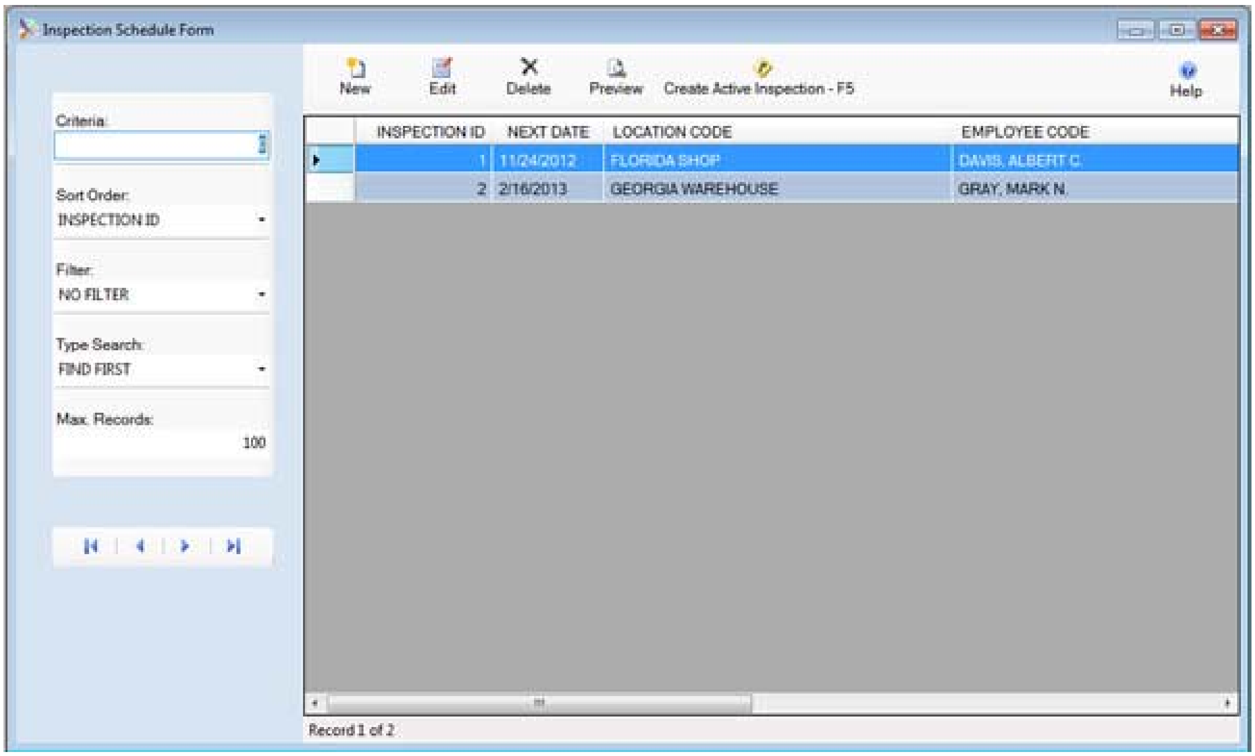


Inspection Module

Inspection Schedule Form

Inspection Schedule Browse

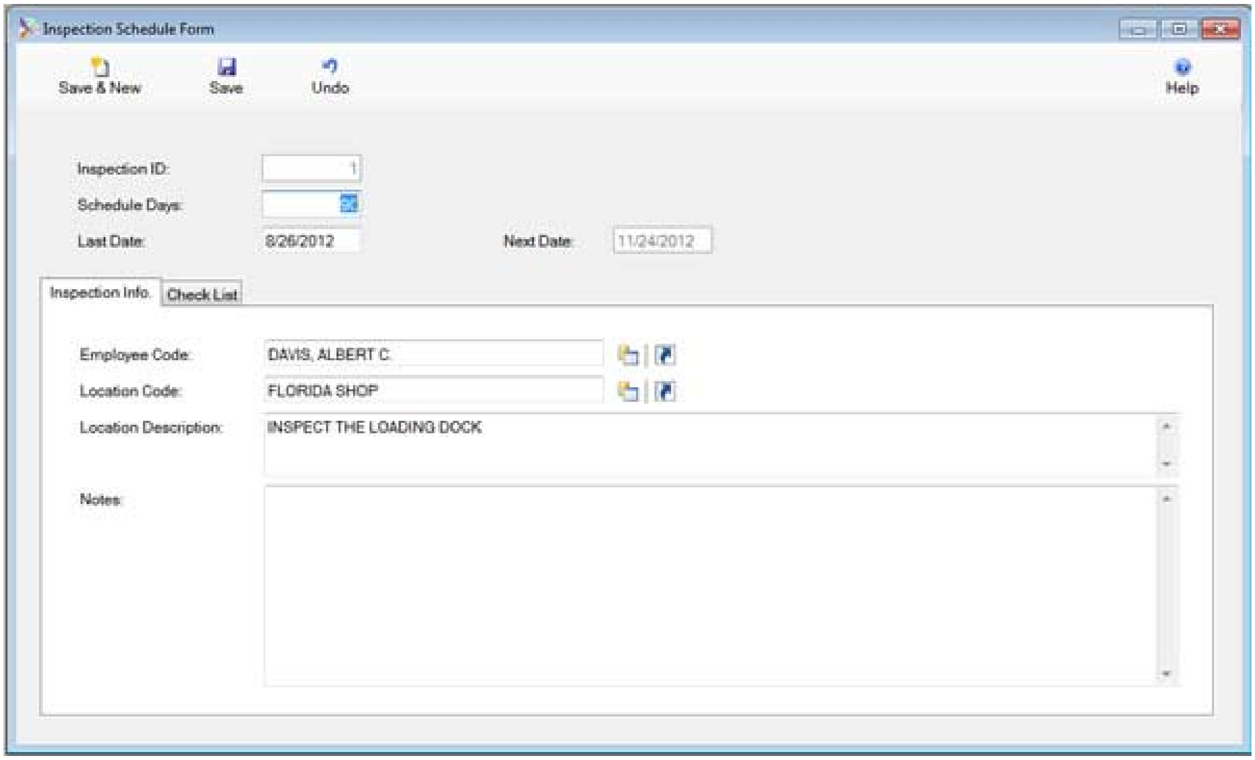
The Inspection Schedule Form is displayed in browse mode below. You can create an unlimited number of inspections by simply clicking on the new button.



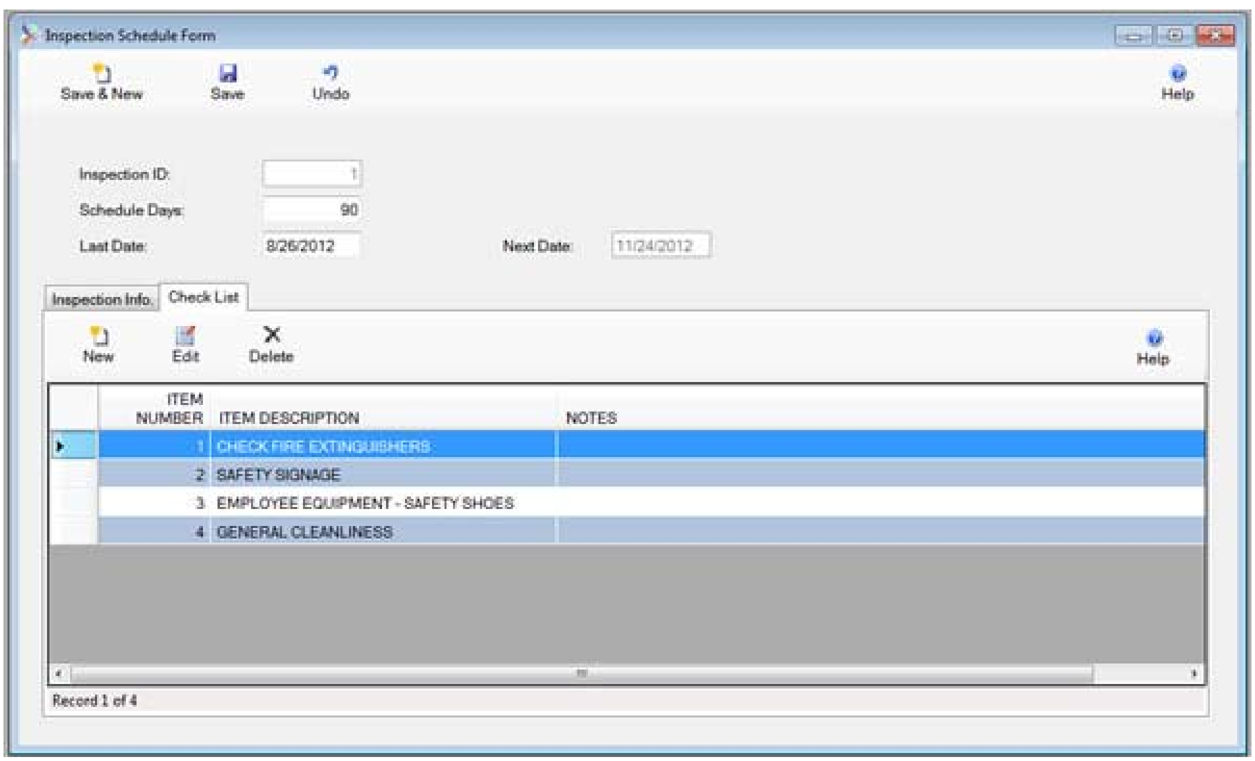
Inspection Schedule Edit

The Inspection Schedule Form is displayed in Edit Mode below. You enter the number of days between inspections and the last date of the inspection. The program will calculate the next date to perform the inspection.

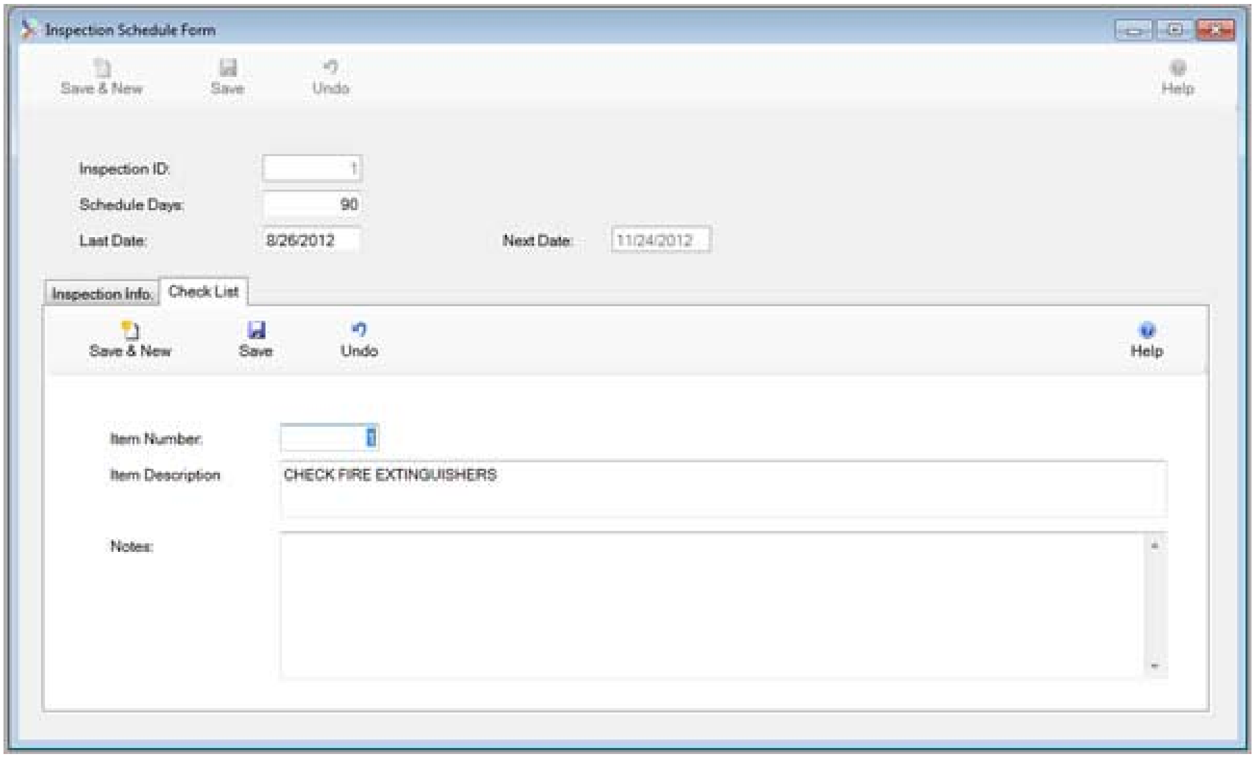
You can enter an employee assigned to perform the inspection. You enter the Location Code for the inspection. Location Codes are normally separate physical locations. In the Location Description, you can indicate the specific area of the location where the inspection will take place. You can then enter any notes or instructions for the inspection. You can then click on the Check List tab to enter a check list of items to be inspected.



The Check List Tab is displayed in browse mode below. You can enter an unlimited number of items in the check list.

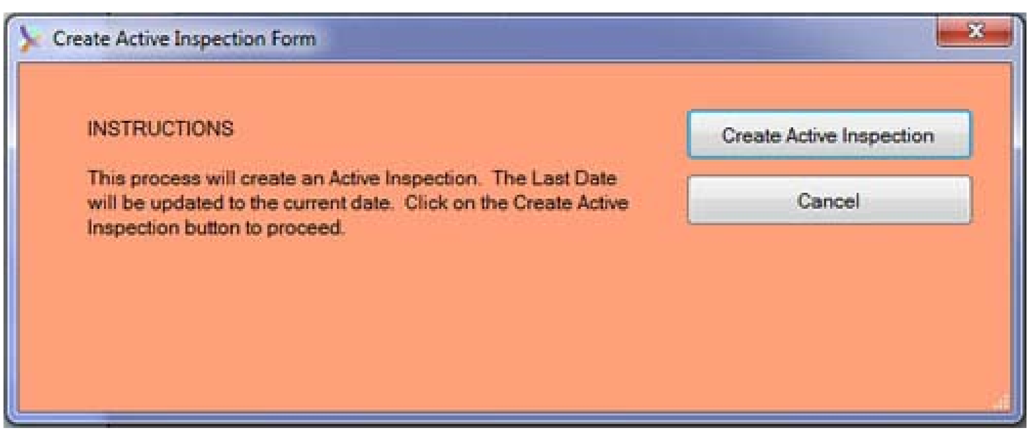


The Check List is displayed in edit mode below. You can enter an Item Number. This is designates the order items appear on the check list. You can then enter a description of the item to be inspected and any notes. The description might be Inspect Fire Extinguishers and the notes might include “Right down the date the extinguisher expires”.



Create Active Inspection

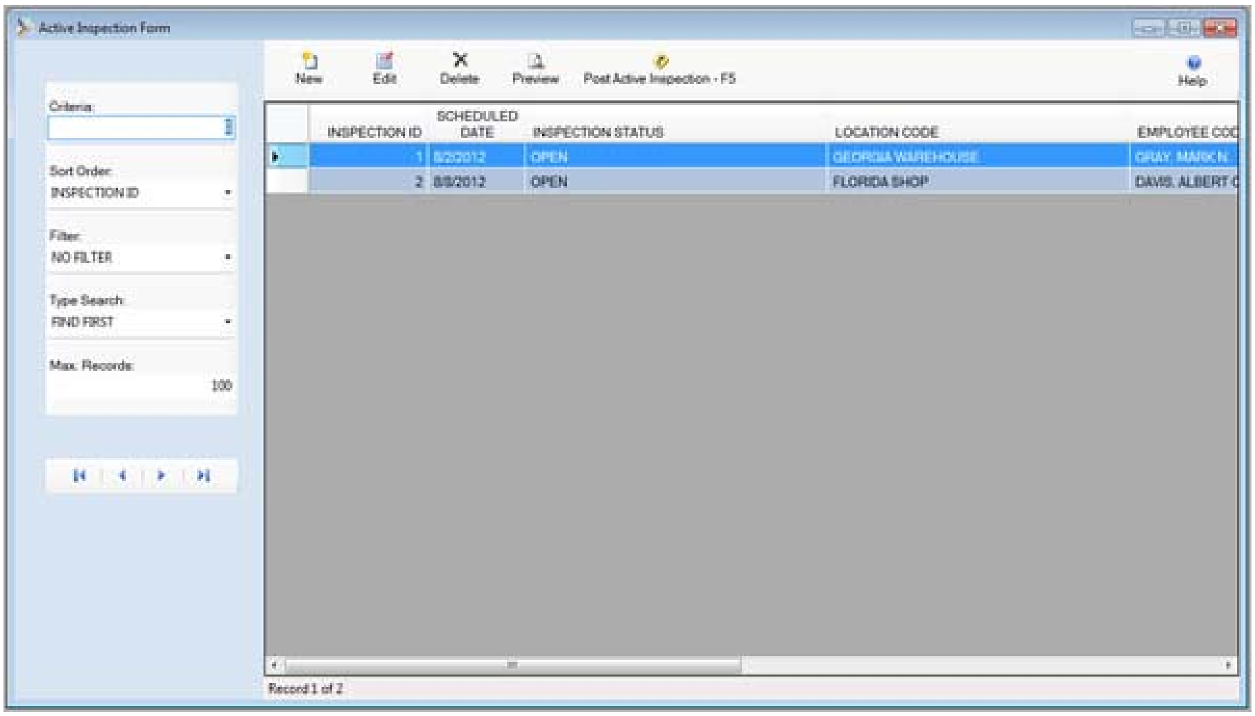
Click on the Create Active Inspection button to create an active inspection. The last date performed will be updated to the current date. When you close the Inspection the Last Date will be updated to the date indicated during the closing process.



Active Inspection Form

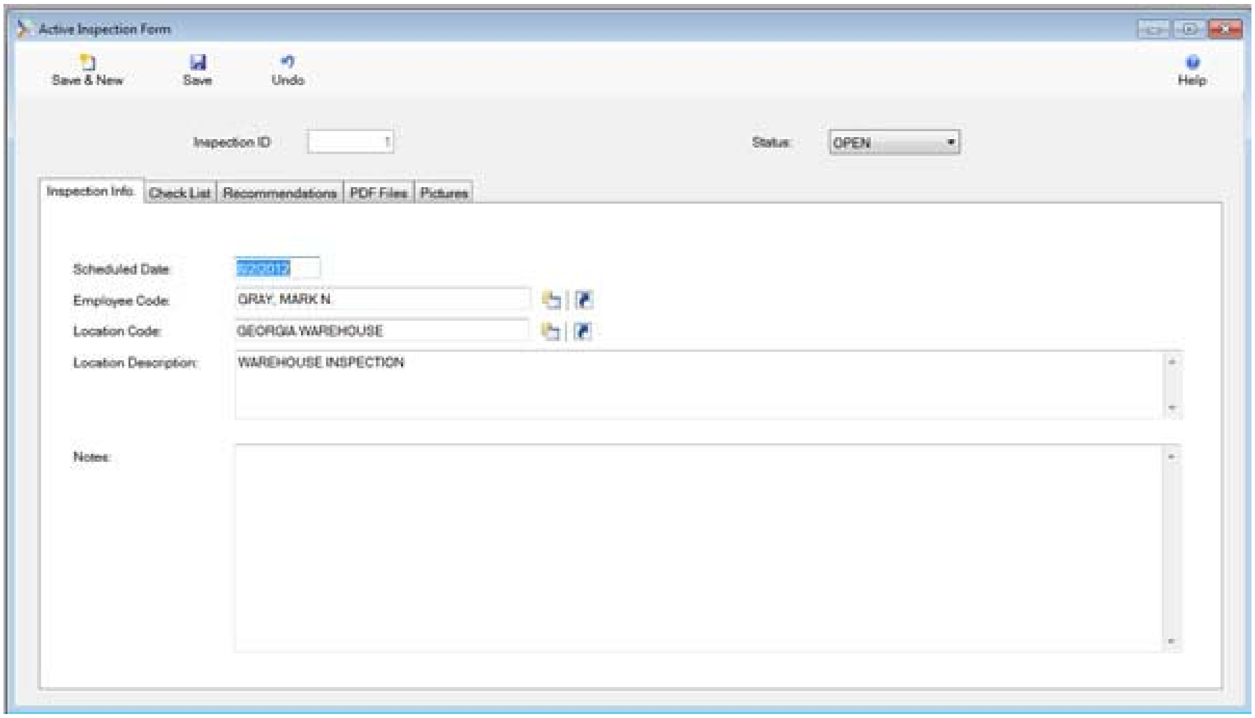
Active Inspection Browse

The Active Inspection Form is displayed in browse mode below. Active Inspections can be created automatically from the Inspection Schedule Form, or they can be created manually by clicking on the New Button.



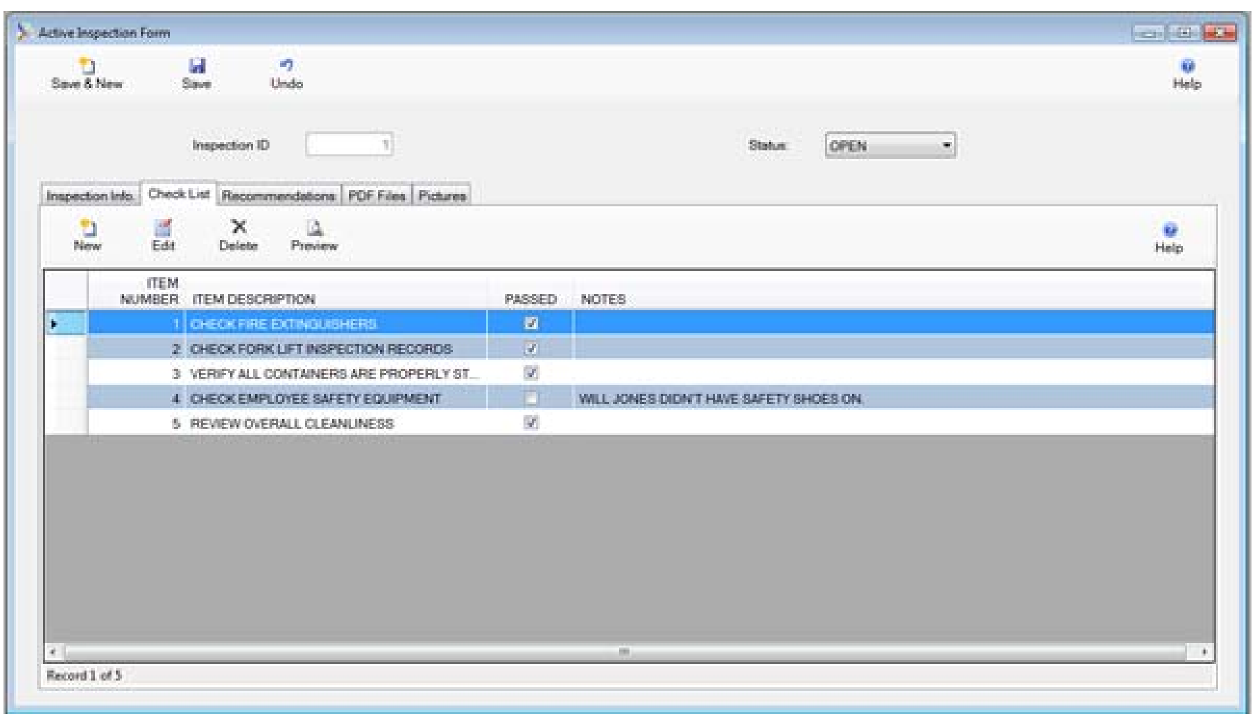
Active Inspection Edit

The Active Inspection Form is displayed in edit mode below. You can select an employee to perform the inspection. You can select a location code and enter a description of the inspection. Then you can enter any notes about the inspection. You can also click on the tabs to display additional information.

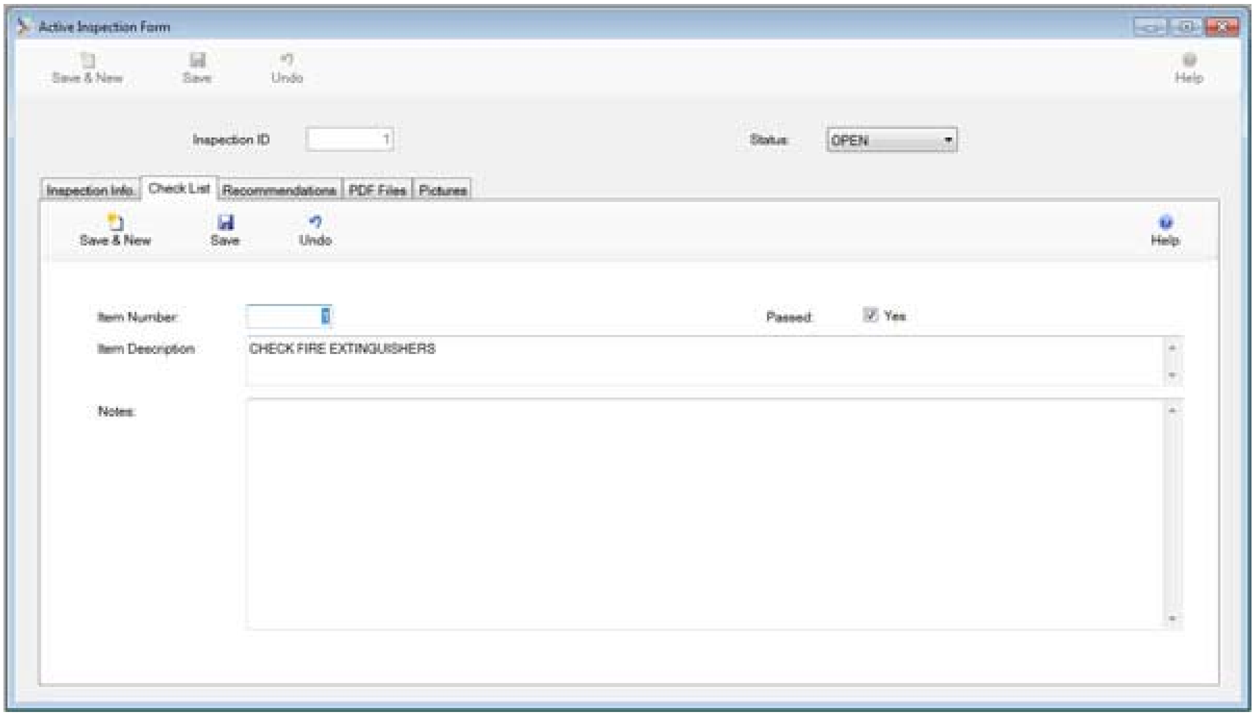


Active Inspection Check List

The Active Inspection Check List is displayed below in browse mode. You can add an additional item, or you can enter information about an item during the inspection.

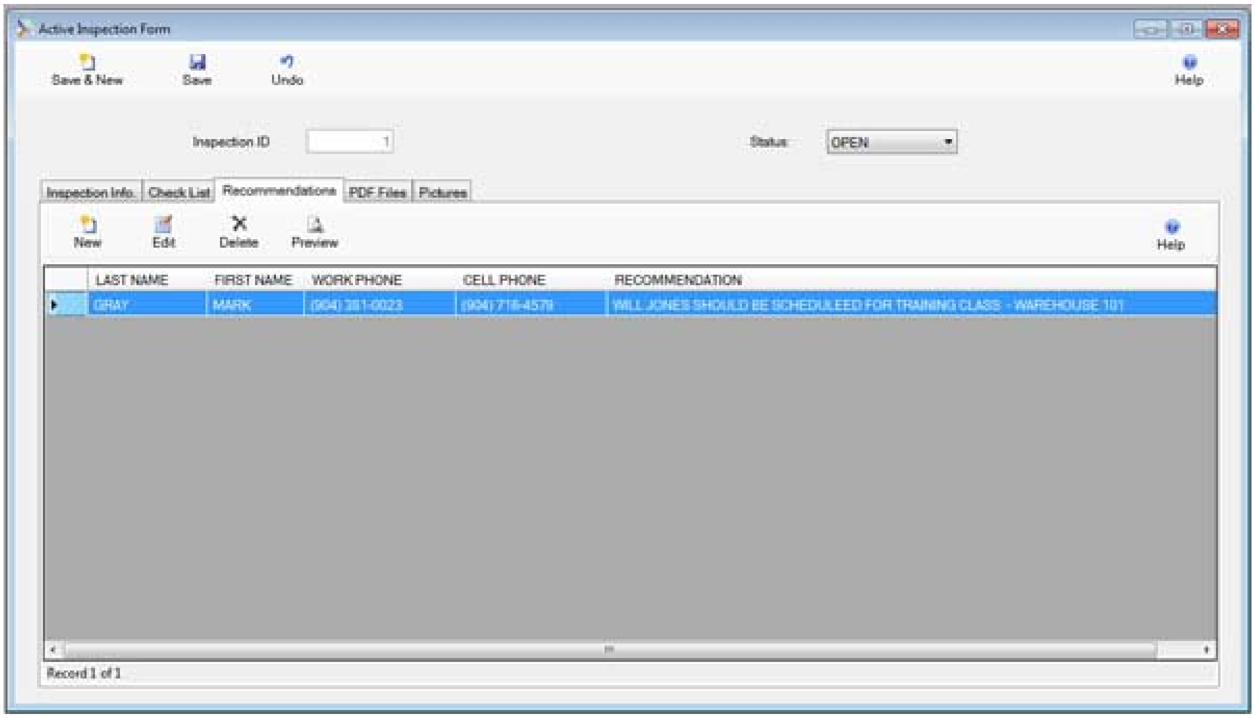


The Active Inspection Check List is displayed in edit mode below. You can indicate the item passed inspection by putting a check mark in the passed box. You can also enter any notes about the inspection.

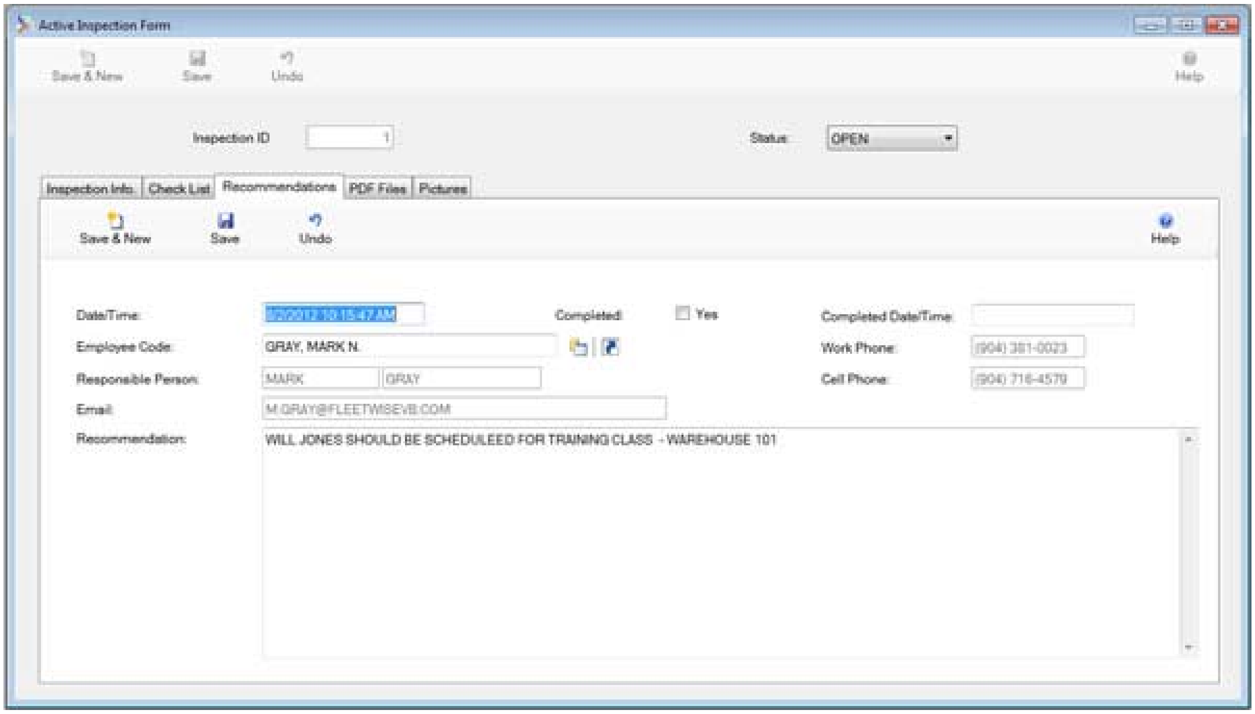


Active Inspection Recommendations

The Active Inspection Recommendations tab is displayed below in browse mode. You can enter an unlimited number of recommendation simply by clicking on the new button.



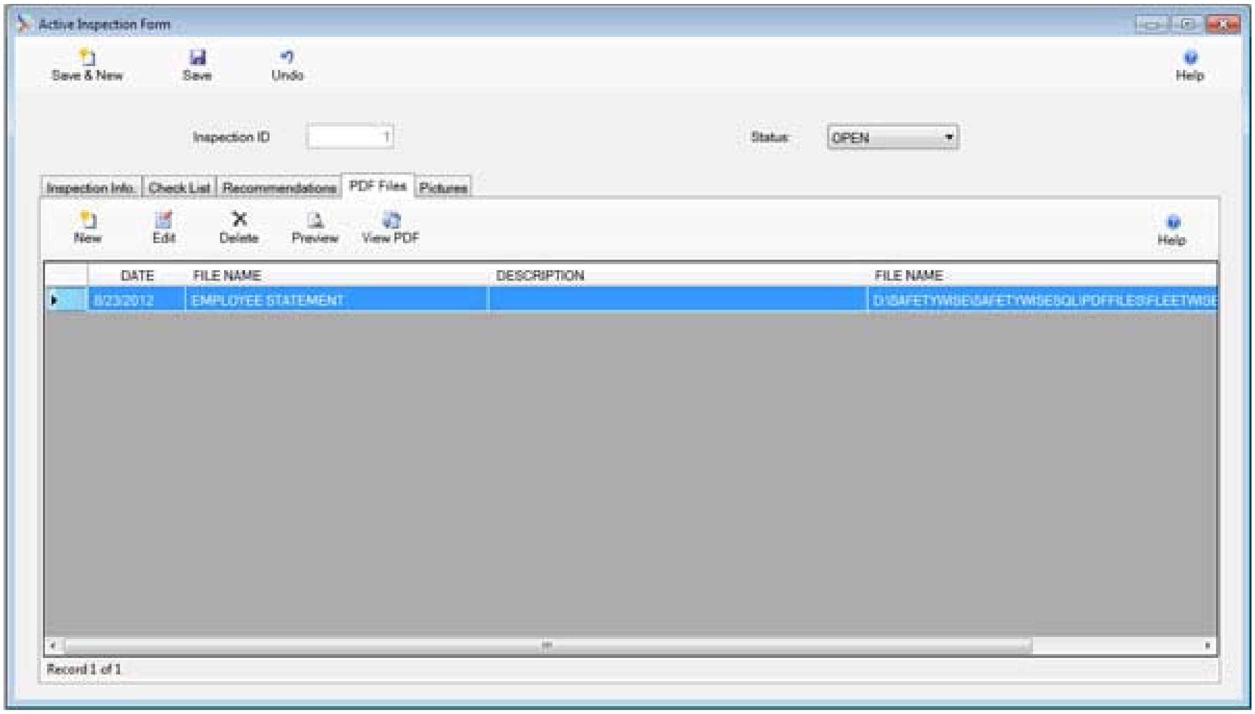
The Recommendation Tab is displayed in edit mode below. You can select the employee making the recommendation. The employee information will be displayed from the Employee Master Table. You can indicate that implementation of the recommendation is complete by putting a check mark in the completed check box. Finally you can type unlimited text to describe the recommendation.



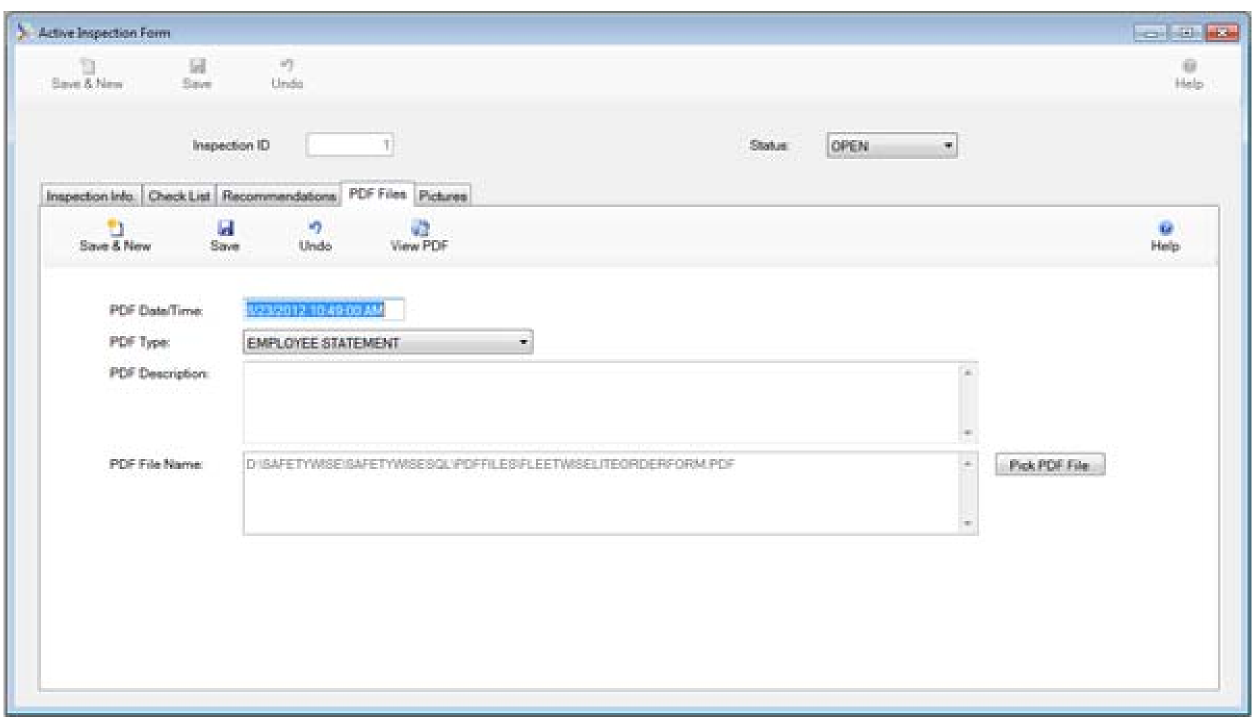
PDF Files

The PDF Files tab is displayed below in Edit Mode. You can add an unlimited number of PDF files to a single inspection. Simply click on the new button to view the PDF file. You can also view the PDF File by clicking on the View PDF button 

on the toolbar.



The PDF Files tab is displayed in edit mode below. You can enter a type of document and a description. Then click on the Pick PDF button to select the PDF File. The file should be stored on the workstation on a standalone system, or on a shared location on the server in a network system.



Once a file has been selected, you can view the file by clicking on the View PDF button.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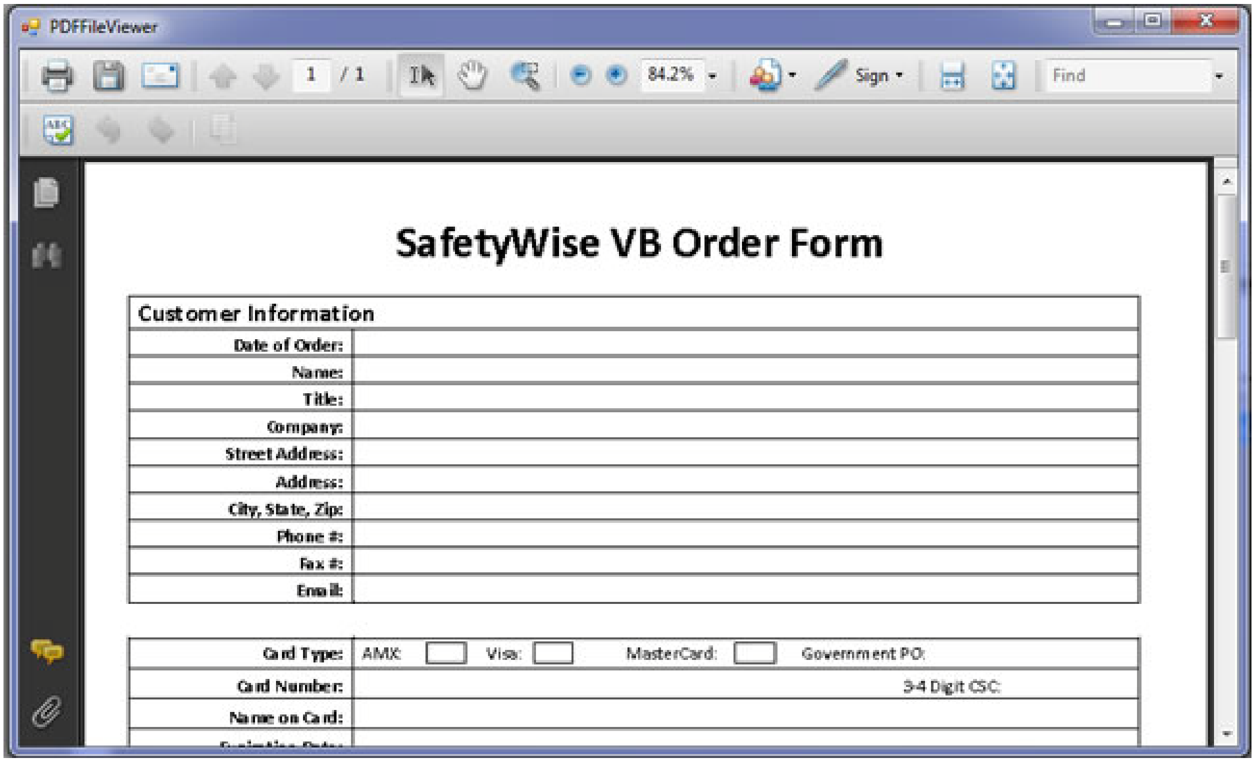
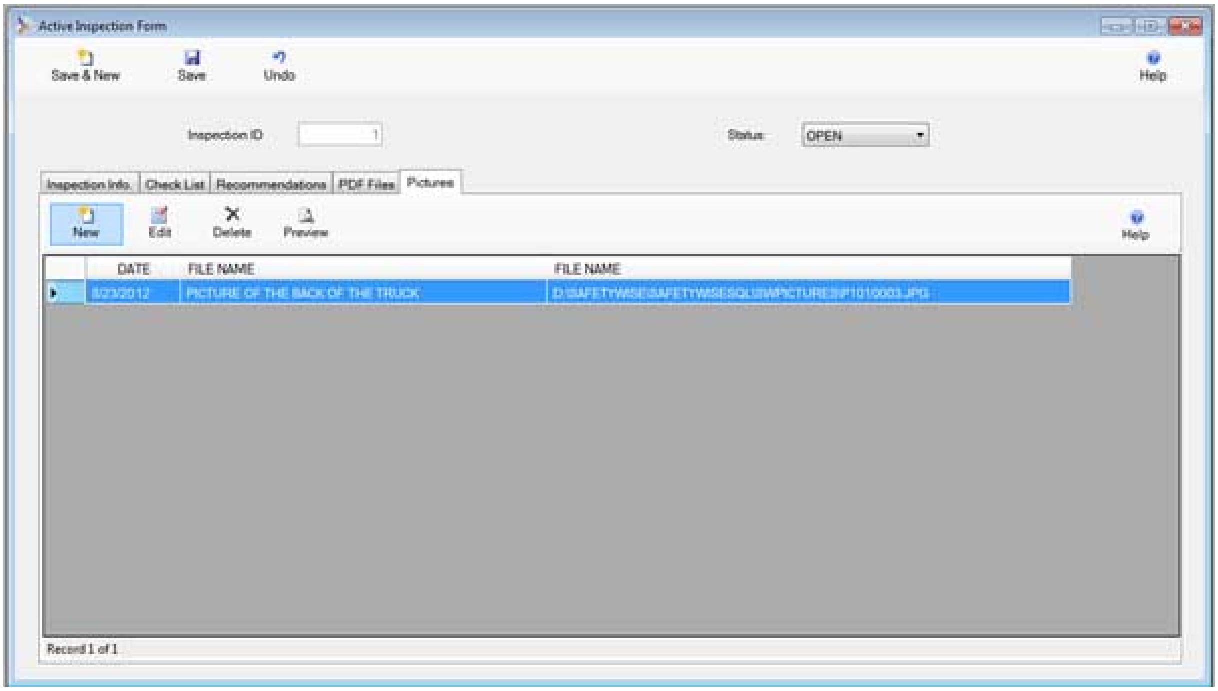
The PDF File will be displayed in the Acrobat PDF File viewer.

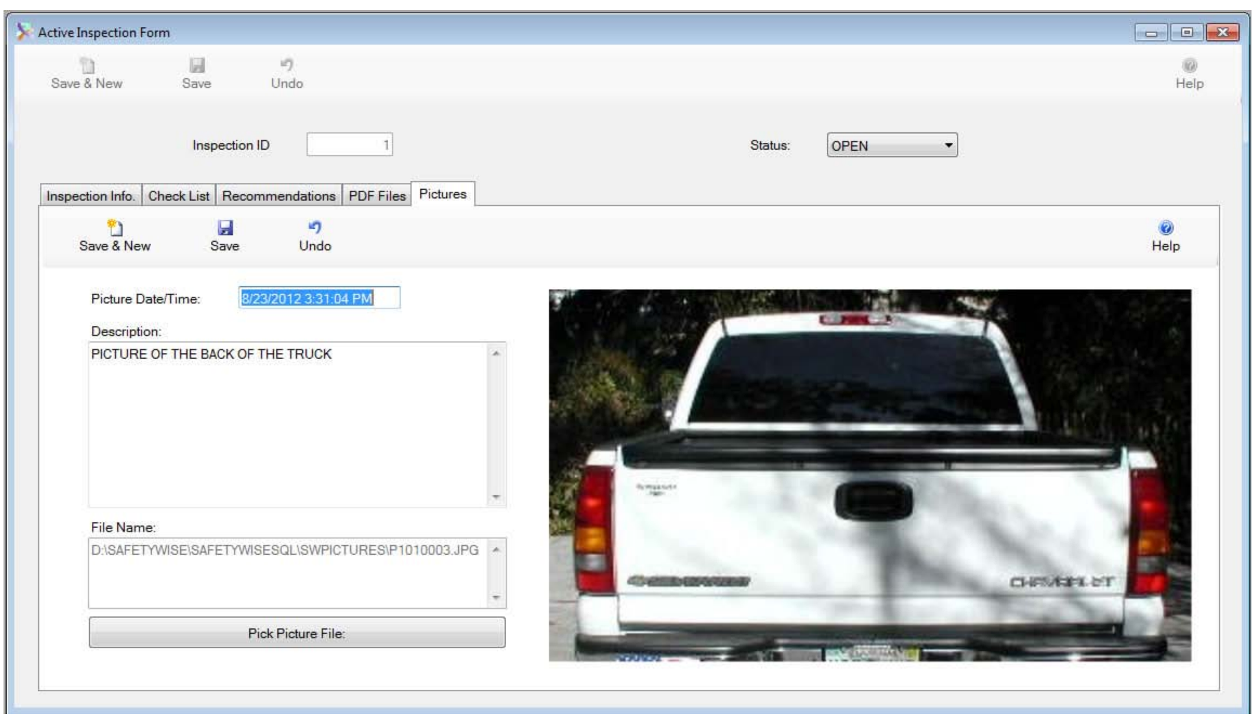


Pictures Tab

The Pictures Tab is displayed below. You can add an unlimited number of pictures to a single inspection. Simply click on the new button to add another picture.



This Pictures tab is displayed in edit mode below. You can enter a description of the picture. Then click on the Pick Picture button to select the picture. Pictures should be stored on the workstation in a standalone system, or on a shared location on a network server for the networked system. The picture will be displayed in the form.



Post Active Inspection

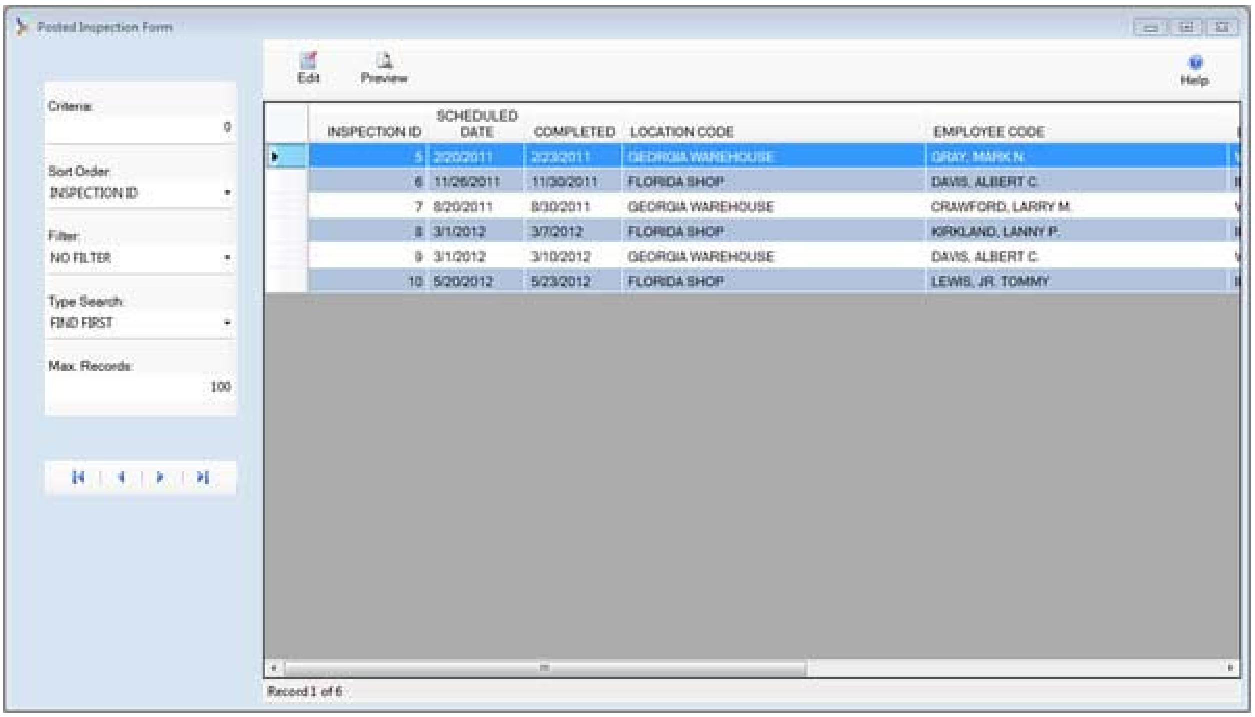
When an inspection is complete, you post the inspection to create a complete history of all inspections performed. All of the information will be moved from the Active Inspection Form to the Posted Inspection Form. The Post Active Inspection Form is displayed by selecting an Inspection in the Active Inspection Form, and clicking on the Post Inspection Button.

Simply enter the date and time when the inspection was completed and click on the Post Active Inspection button.

Posted Inspection Form

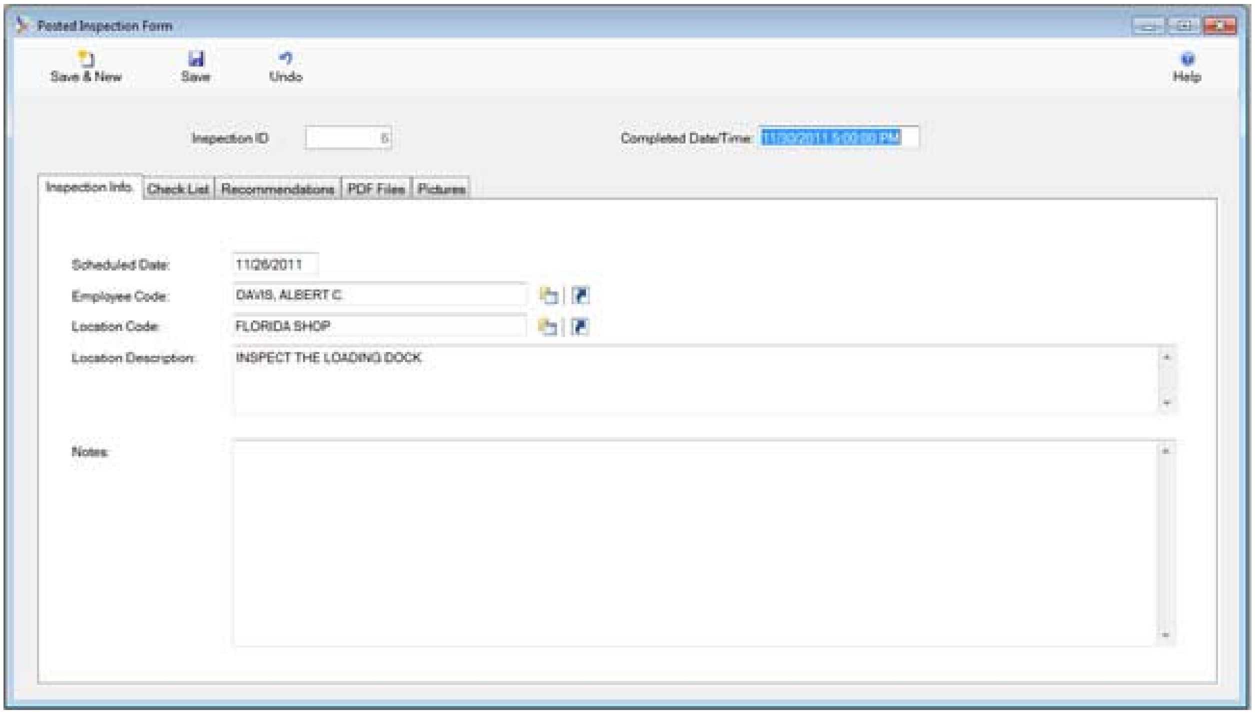
Posted Inspection Browse

The Posted Inspection Form is displayed in browse mode below. Posted Inspections are created by posting an Active Inspection. You cannot add a new inspection directly to this table.



Posted Inspection Edit

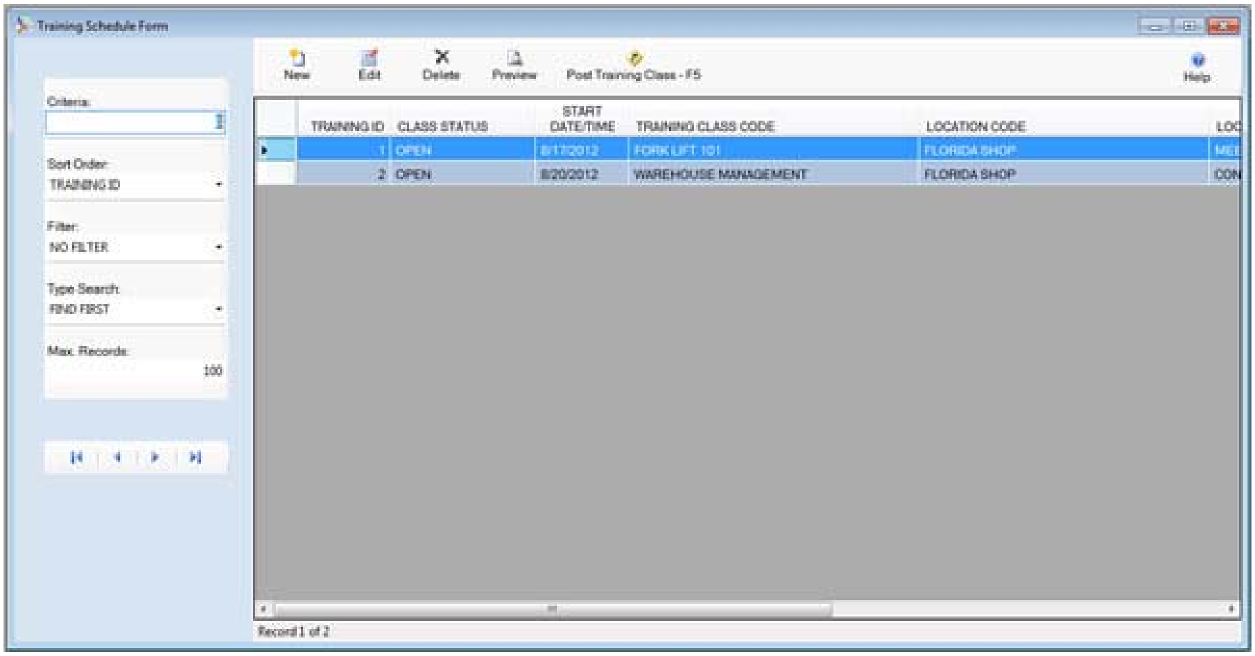
The Posted Inspection Form is displayed in edit mode below. You can change information about the inspection if necessary. Often the form is made read only through the security system. This prevents users from inadvertently changing information on a Posted Inspection. If any of the information entered needs to be updated it can be updated here. All of the information from the Active Inspection can be viewed or updated.


Posted Inspection Form
Save & New
Save
Undo
Help
Inspection ID
5
Completed Date/Time:
Inspection Info.
Check List
Recommendations
PDF Files
Pictures
Scheduled Date:
11/26/2011
Employee Code:
DAVIS, ALBERT C
Location Code:
FLORIDA SHOP
Location Description:
INSPECT THE LOADING DOCK
Notes:

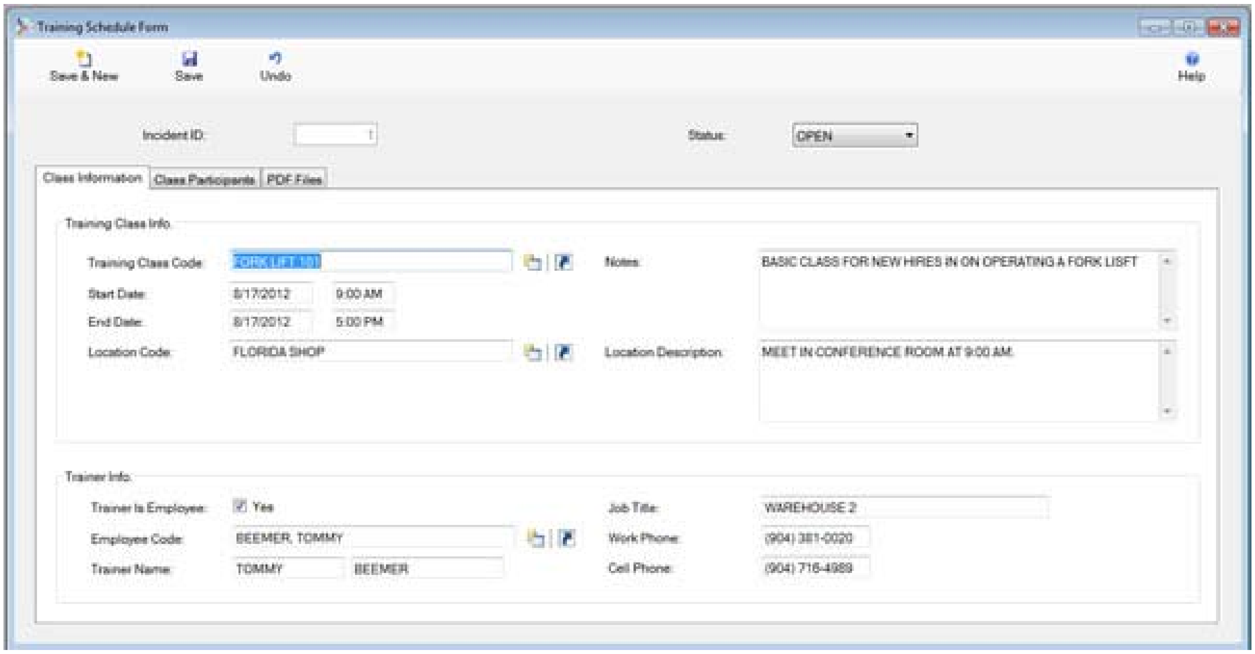
Training Module

Training Schedule Form

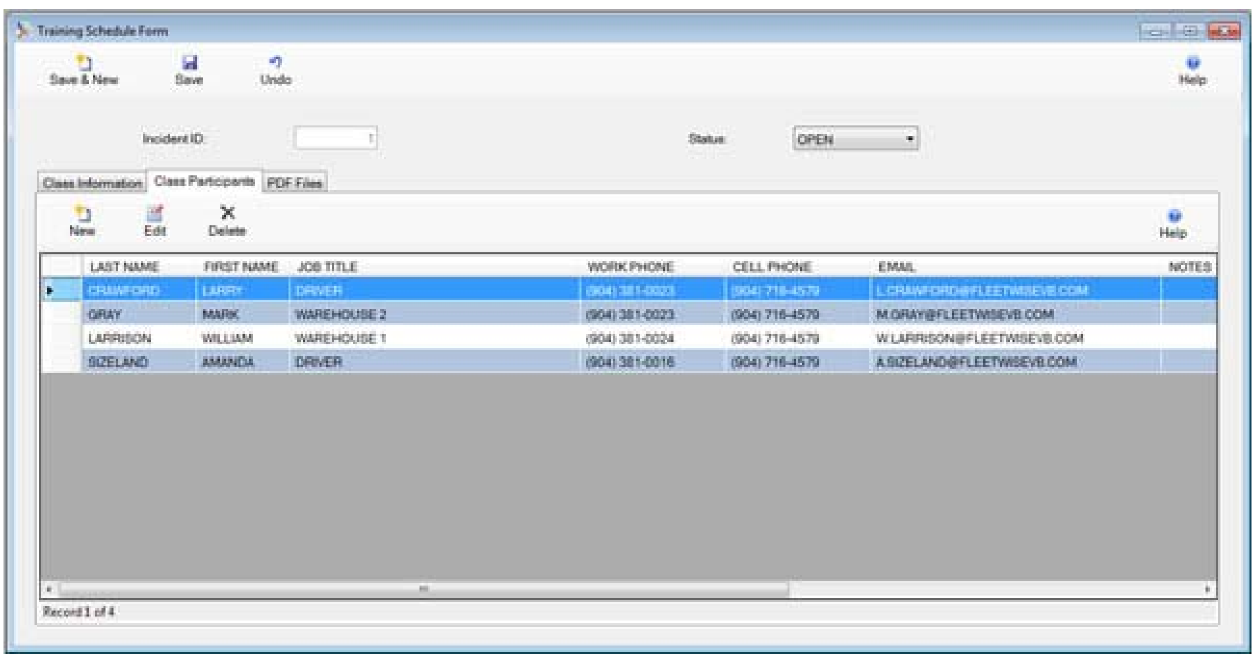
The Training Schedule Form is displayed in browse mode. This lists all of the active training classes that have been scheduled. You can create an unlimited number of training classes.



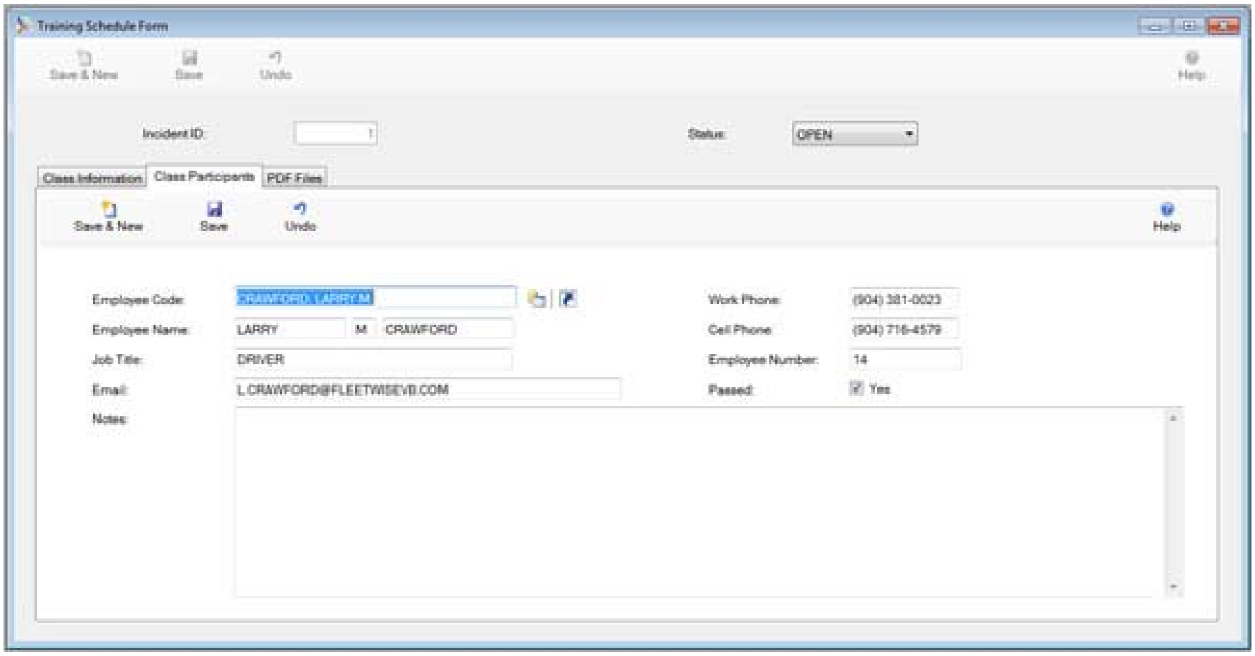
The Training Schedule Form is displayed in edit mode. You can select a Training Class Code and a Location Code. You can enter notes and a more detailed description of the location of the class. This might be a conference room or some other location within your facility. You can then select the person who will be leading the class. The remaining information employee information is filled in from the Employee Master Table.



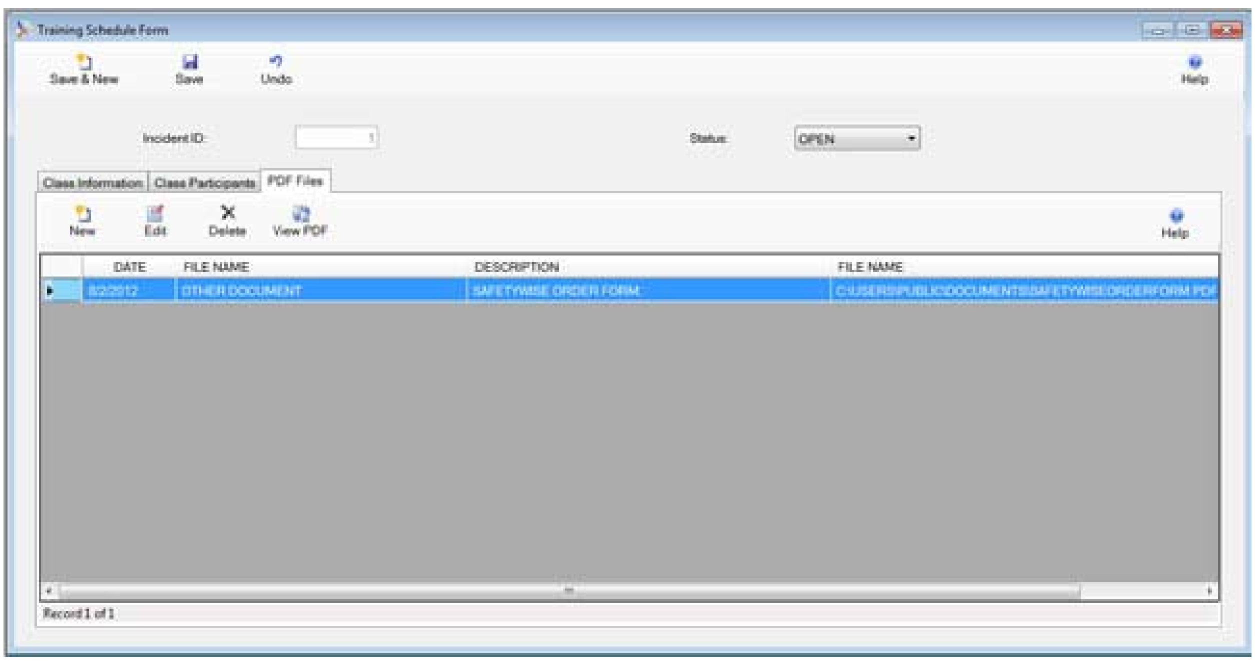
You can click on the Class Participants Tab to display the window below. You can add an unlimited number of participants to a class. Simply click on the new button to add another participant.



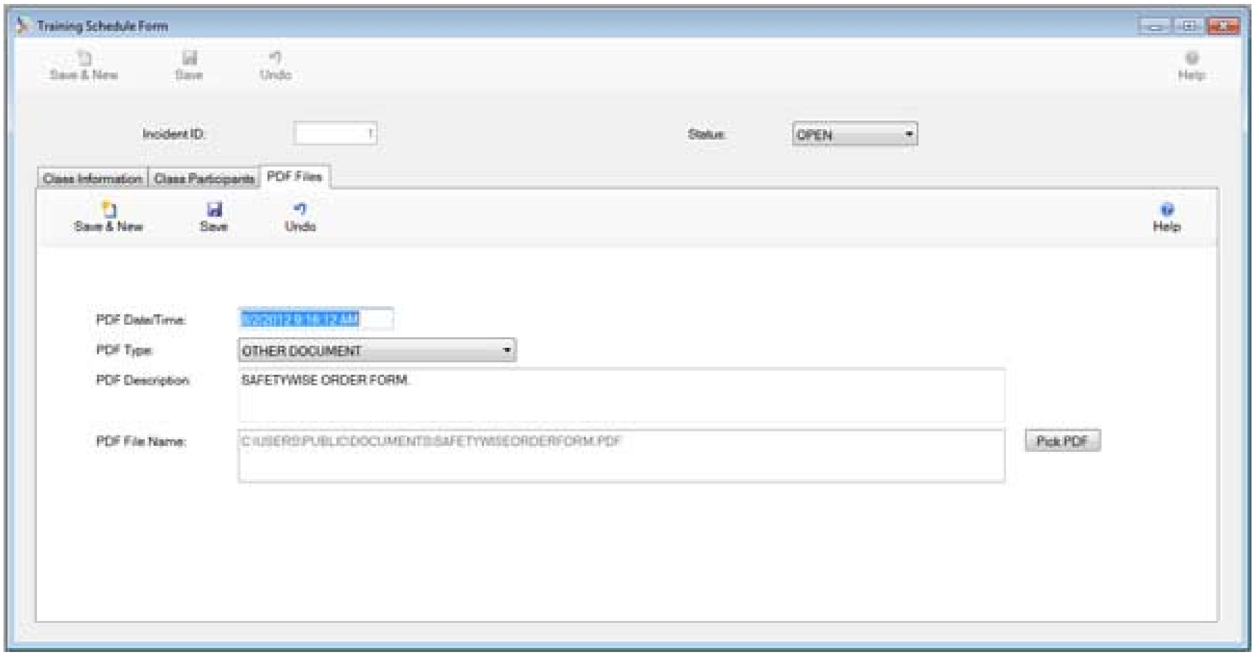
The Class Participant is displayed in edit mode below. You can select the employee. The remaining information is displayed from the Employee Master Table. When the class is completed you can put a check in the Past check box if the employee passed the class.



You can add an unlimited number of PDF files to the class. Simply click on the new button to add another PDF File.



The PDF File tab is displayed in edit mode below. You can enter a PDF Type and a description. Then click on the Pick PDF button to select the PDF file.



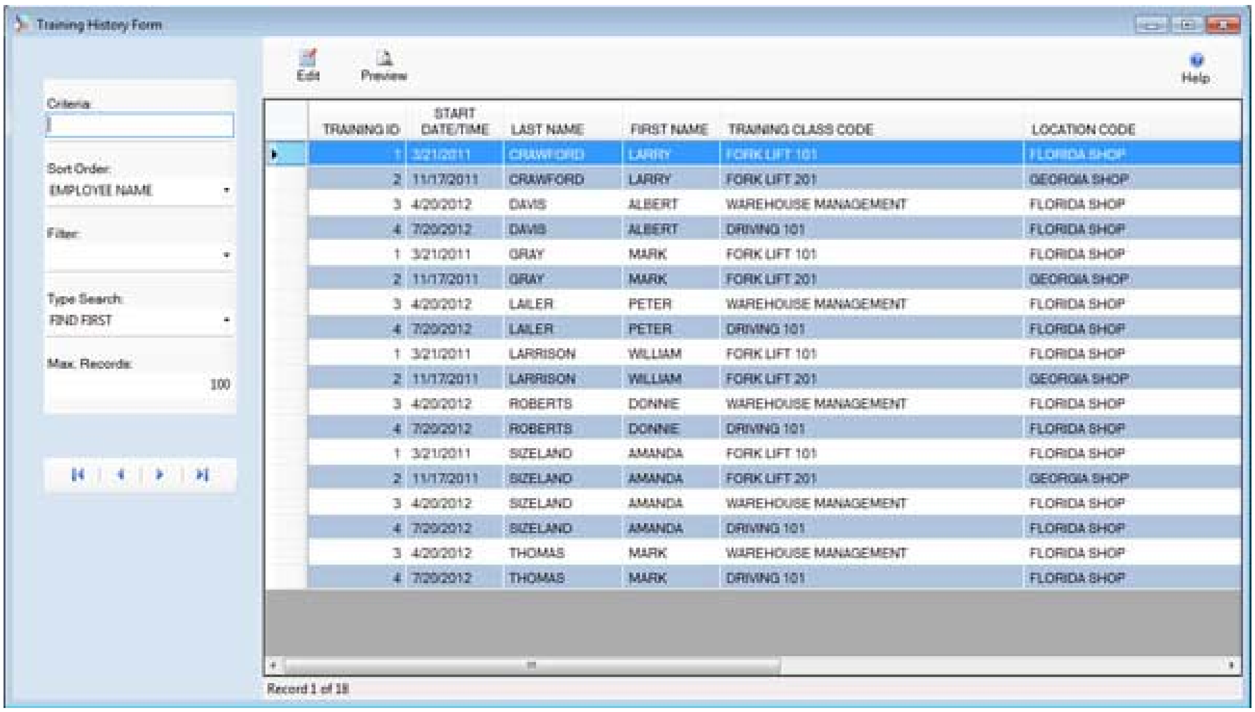
Post Training Class

Click on the Post Training Class button on the Training Schedule Browse Form to display the window below. This will create a history for each employee of the class they attended.

Training History Form

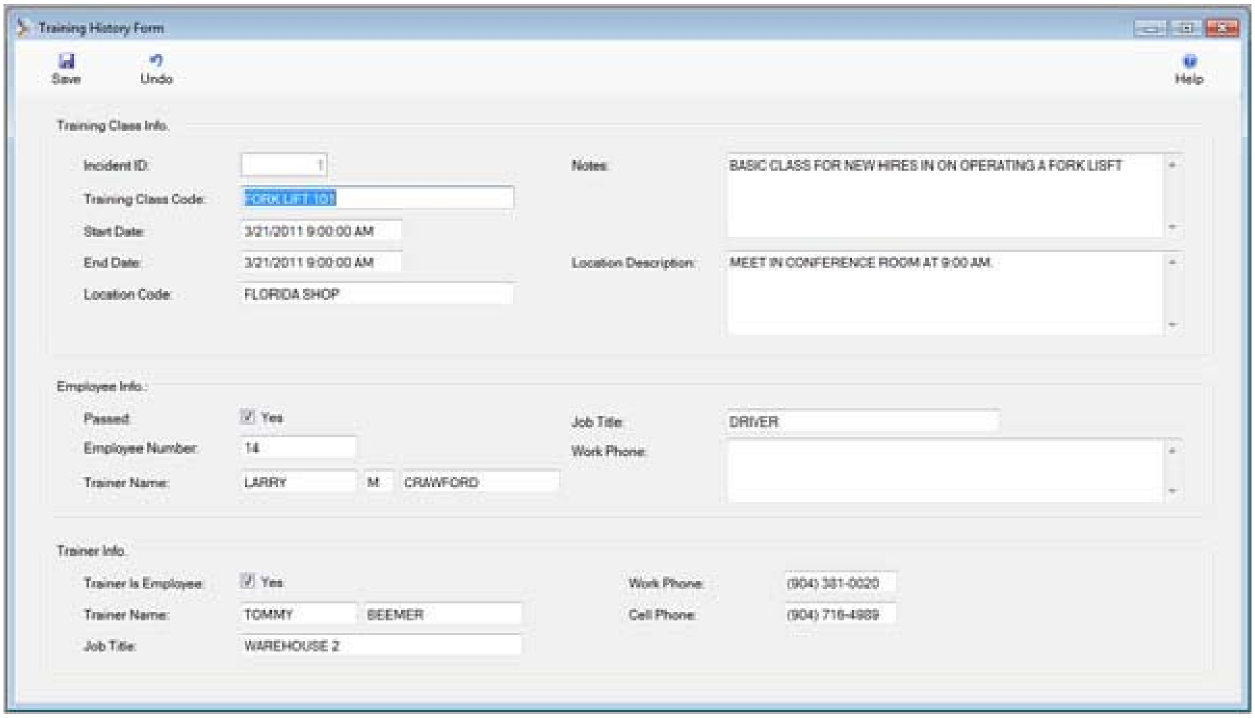
Training History Browse

The Training History Form is displayed in browse mode below. You do not add record directly to this form. You create a Class in the Training Schedule Form and then Post the class to create records in the Training History Form.



Training History Edit

The Training History Form is displayed in edit mode below. This shows the class information for a single employee. All of the information can be changed if necessary. Often this form is made read only in the Security System, to prevent users from changing the history.

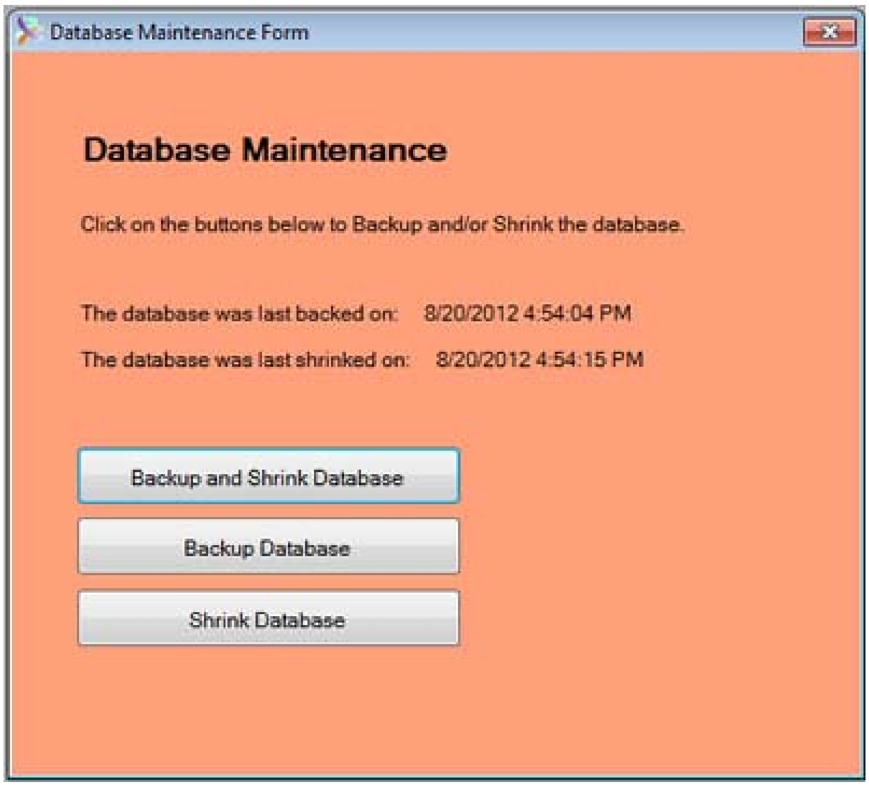


Training History Form
Save
Undo
Help
Training Class Info.
Incident ID:
1
Training Class Code:
FORK LIFT 101
Start Date:
3/21/2011 9:00:00 AM
End Date:
3/21/2011 9:00:00 AM
Location Code:
FLORIDA SHOP
Notes:
BASIC CLASS FOR NEW HIRES IN ON OPERATING A FORK LISFT
Location Description:
MEET IN CONFERENCE ROOM AT 9:00 AM.
Employee Info.:
Passed:
Yes
Employee Number:
14
Trainer Name:
LARRY
M
CRAWFORD
Job Title:
DRIVER
Work Phone:
Trainer Info.
Trainer Is Employee:
Yes
Trainer Name:
TOMMY
BEEMER
Job Title:
WAREHOUSE 2
Work Phone:
(904) 381-0020
Cell Phone:
(904) 716-4989

Utilities

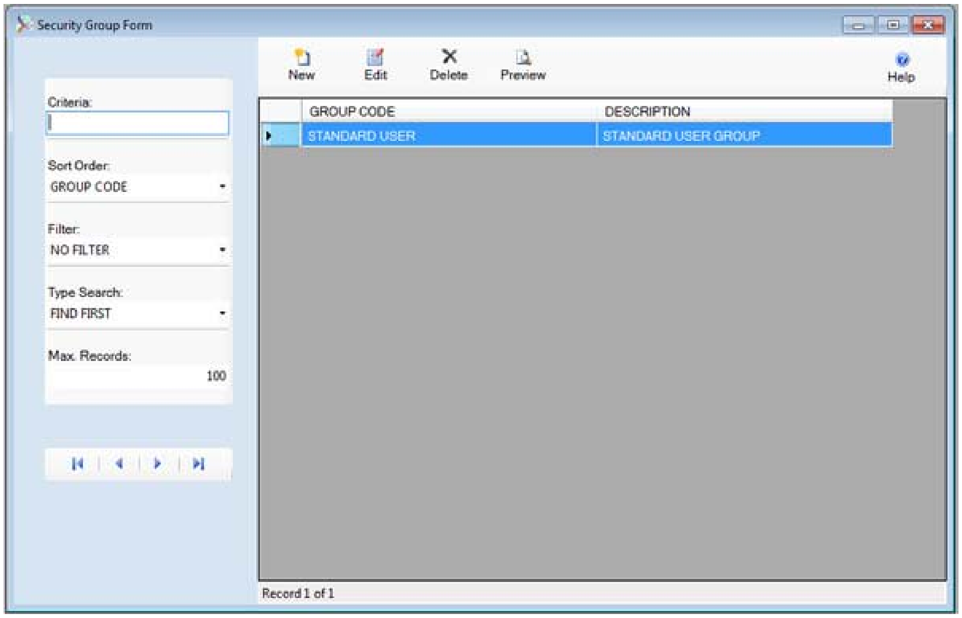
Database Maintenance Form

The Database Maintenance Form is displayed below. This form is used to backup and to shrink the database. The Backup function will save a backup copy of the database on the hard drive where SQL Server is running. If you are running a network version of the software, you must backup the database to the server. Shrinking the database will recover space occupied by deleted records. Both functions should be run on a regular basis.

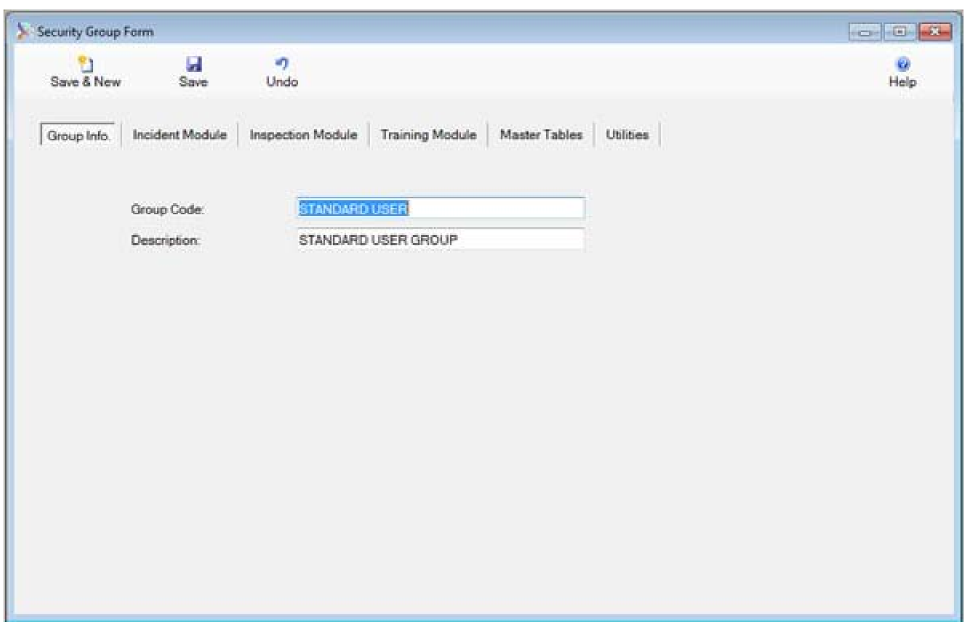


Security Group Form

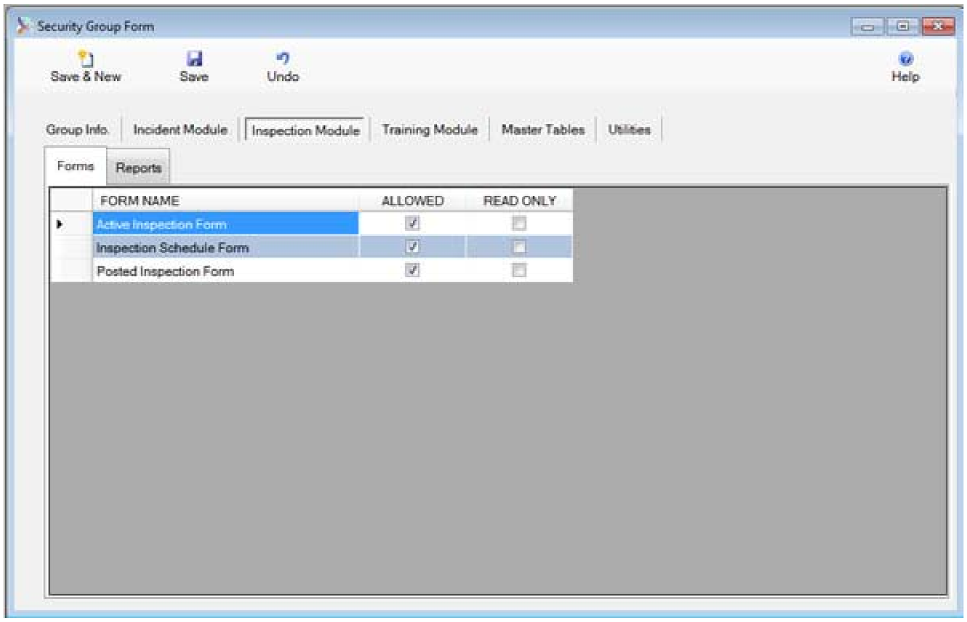
The Security Group form is displayed in edit mode below. This form allows you to create a user group. You enter a group code and Descriptions. You can then click on the tabs to determine what functions the users will have access to.



The Unit Tables tab is displayed below. The items in the list correspond to the menu options under the Unit Tables menu. Remove a check mark from the ALLOWED column to prevent a user from having access to that menu option. Put a check mark in the READ ONLY column to allow the user to view information but not add, change or delete the information. Click on the reports tab, to allow or prevent of user from accessing reports. The remaining tabs work the same way.

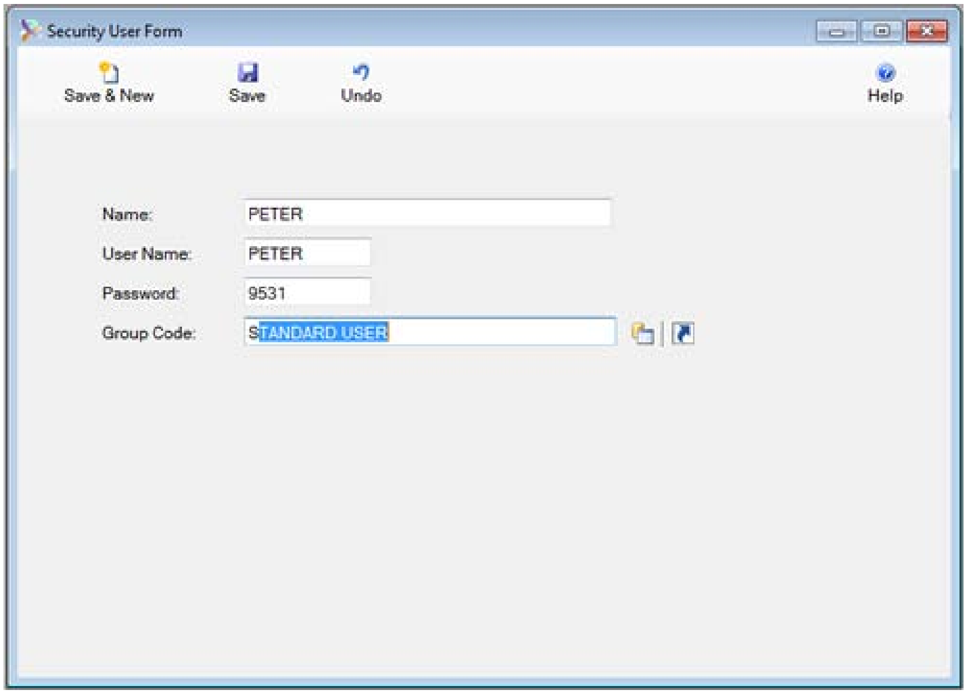


The Inspection Module Tab is displayed below. Users will have access to any items with a check mark in the Allowed box. Users will have read only access to items where with a check in the Read Only box. Users will not have access to items without a check in the Allowed box.



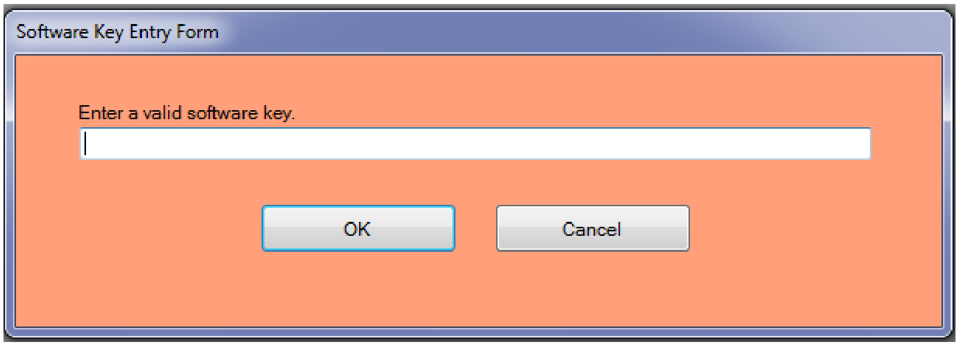
Security User Form

The Security User Form is displayed below. Each user of the SafetyWise System should be set up in this form. You can enter the users, name, user name password, and group code. The user name and password will be required on the login form. The name will be stored when inventory transactions and other transactions are created. The group code will determine the functions the user has access to.



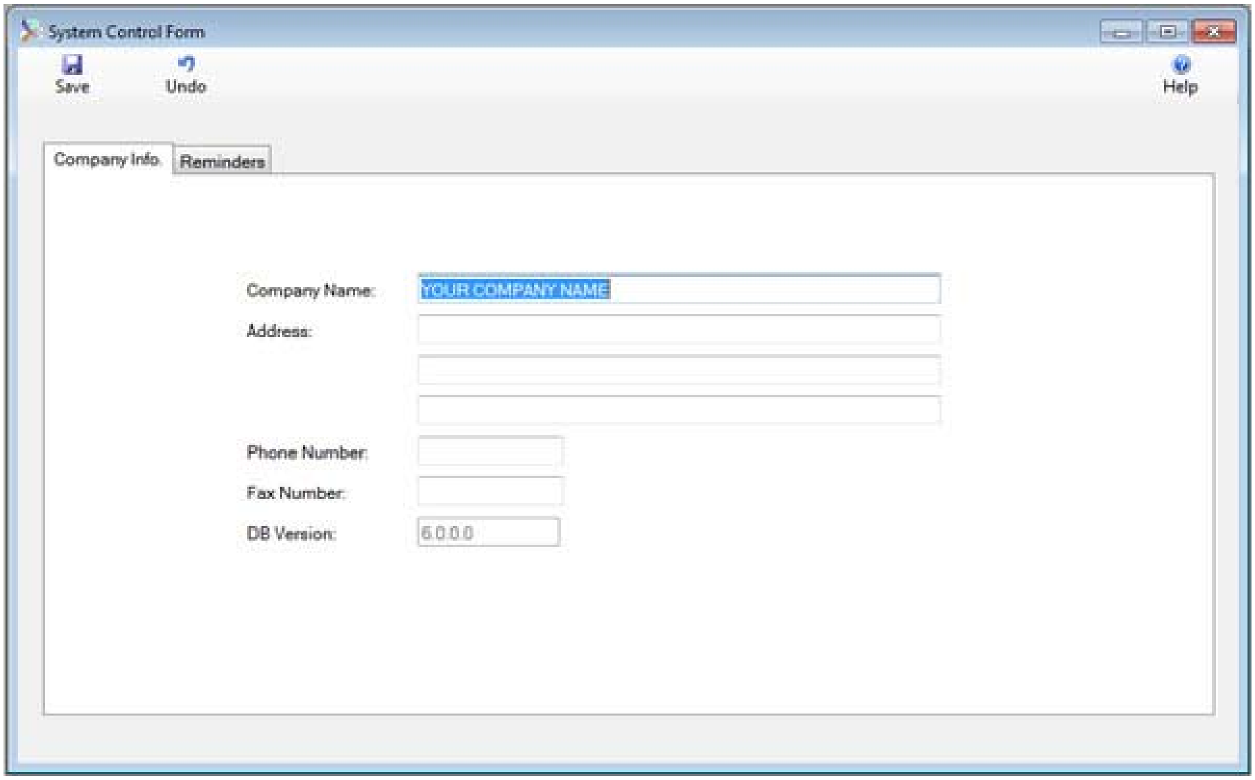
Software Key Entry Form

The Software Key Entry Form is displayed below. This form is used to input the software key. The software key determines what options with in the SafetyWise program are available.



System Control Form

The System Control Form is displayed below. On the first tab you can enter information about your company. The company name will appear at the top of SafetyWise Program and at the top of all reports.


System Control Form
Save
Undo
Help
Company Info.
Reminders
Company Name:
YOUR COMPANY NAME
Address:
Phone Number:
Fax Number:
DB Version:
6.0.0.0

SafetyWise Reports

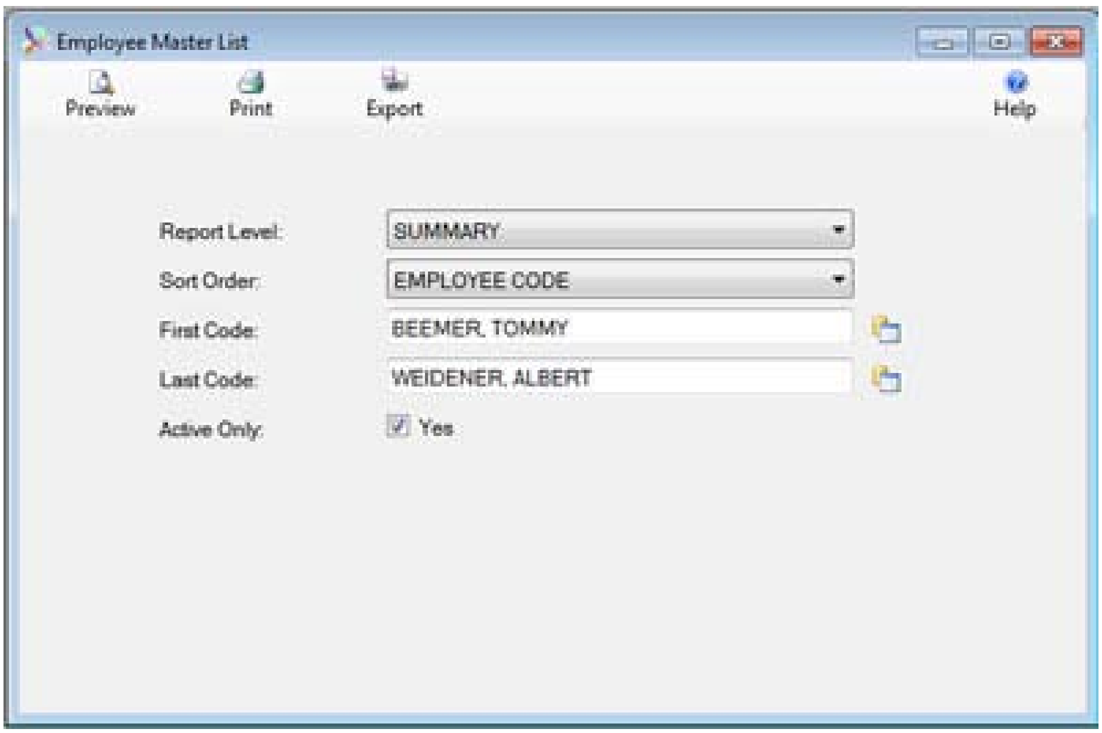
The SafetyWise System contains a large number of standard reports. Many of these reports can be sorted or grouped in different ways.

At the bottom of each menu is a Reports Sub Menu. For example, at the bottom of the Incident Tables, is a Reports Sub Menu. This menu provides access to reports that pertain to the Incident Master Form.

The best way to determine the reports you wish to print is view the report on your computer screen. You can then send the report to the printer or export the report.

Sample Report Form

Below is the Employee Master Lists report form. All of the Report Forms work in much the same way as this form.



In the first box, you can select from several report levels.

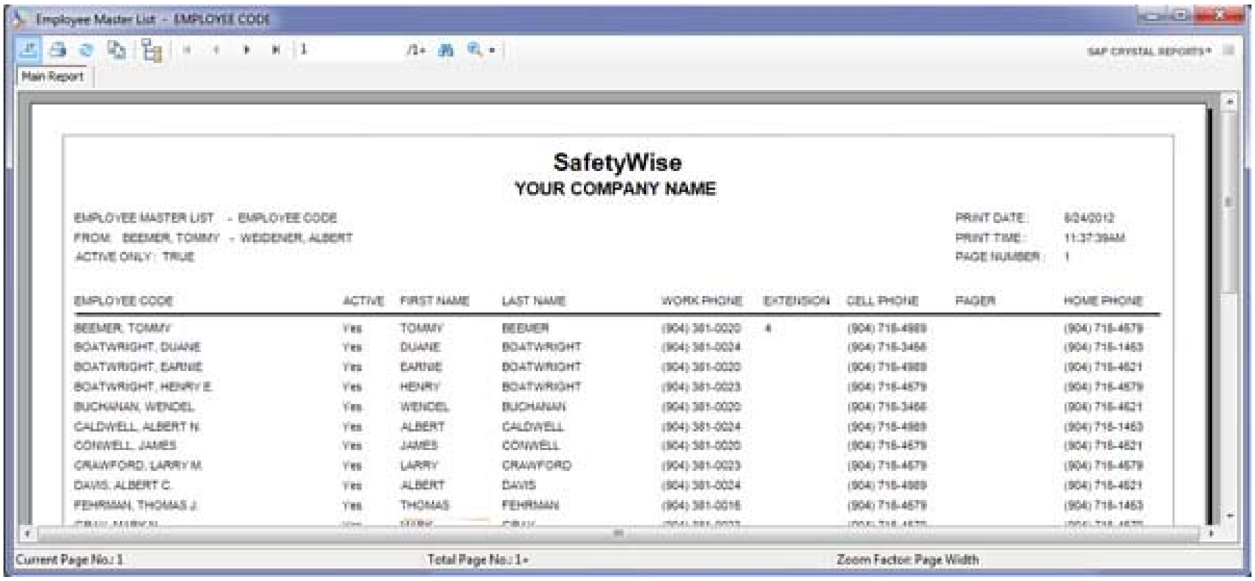
The second box provides the ability to sort, and group the items on the report. In this case, selecting the sort order "Employee Code" displays a list of all Employees. Selecting the sort order "Department Code" displays a list of units Grouped by Department.

The First Code box can be used to select the first code to appear on the report. The Last Code box can be used to select the last code to appear on the report. For example, if you wanted a list of all of the reports in the "Administration" department, you could make the sort order "Department Code" order and select the "Administration" department for the First Code and for the Last Code. This would display a report of vehicles and equipment in the administration department only.

Finally, you can place a check mark in the Active box to list only active units.

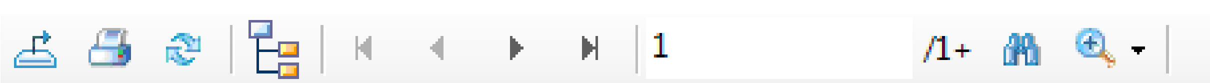
Preview Window

Click on the Preview Button to display the report on the computer monitor. It will appear similar to the window below.



Report Viewer Toolbar

A toolbar is displayed at the top of the Preview Window.



Toolbar Buttons:

- The first button allows the report to be exported in many popular formats including as an Excel worksheet.

- The second button sends the report to the printer.
- The third button refreshes the report view.
- The fourth button displays a Group Tree to the left of the report. This can make navigating a long report very easy. You can click on a group and the report window will jump to that group.
- The fifth button moves to the first page of the report.
- The sixth button moves to the previous page of the report.
- The seventh button moves to the next page of the report.
- The eighth button moves to the last page of the report.
- The box displays the current page number.
- Clicking the binoculars displays a search form. You can type a string and the report will display the first occurrence.
- Finally, the binoculars with the plus sign, provides the ability to zoom in or out the display.

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