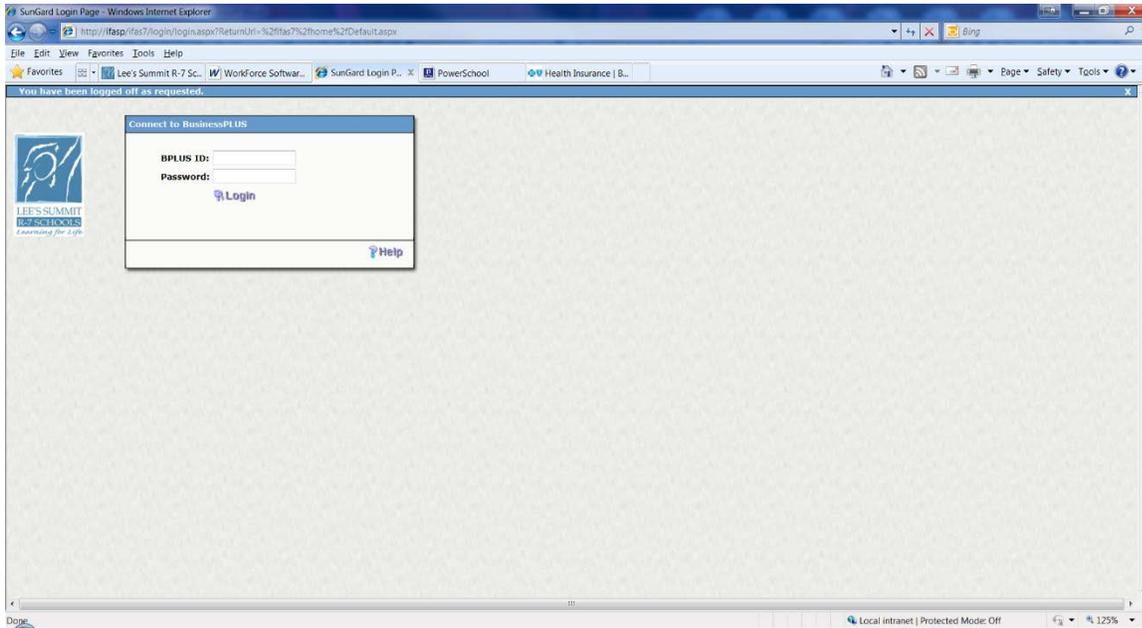


BusinessPlus User Guide

Logging into BusinessPlus System

Go to Internet Explorer and enter: <http://ifasp/ifas7/home> in the address bar.

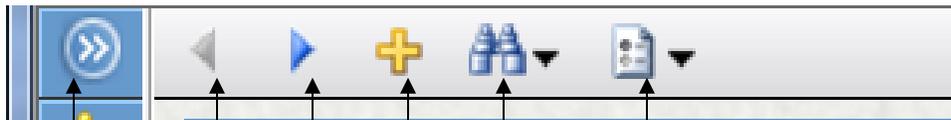
User your BPlus ID and password to log and click Login.



Note: Your BPlus ID & password are normally your id and password to log-on to your computer each morning.

Navigation Tips

Navigation Bar Icons



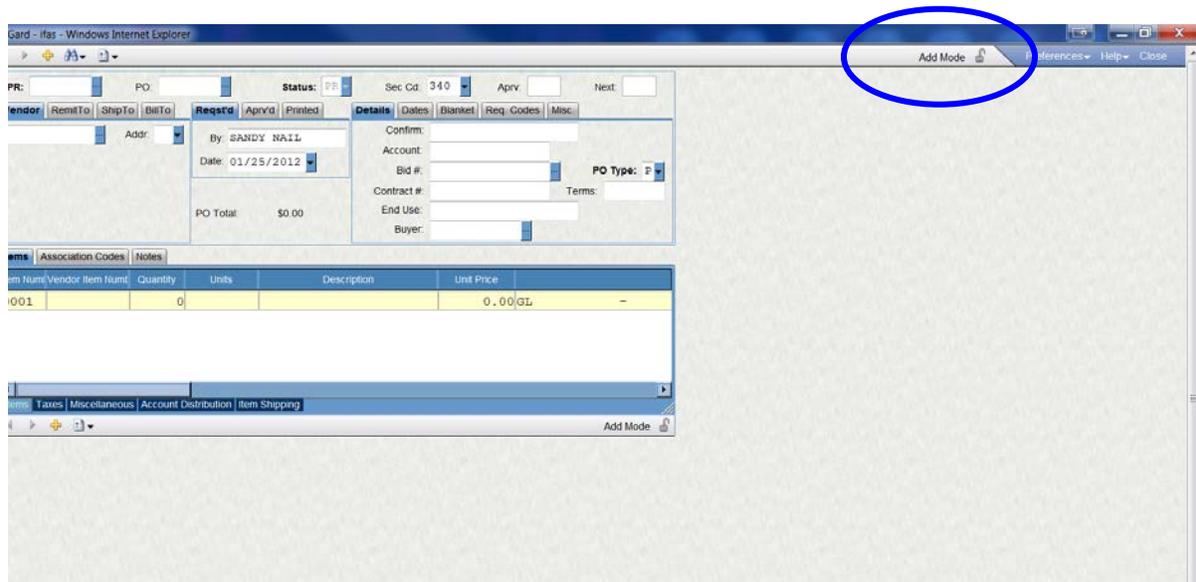
Chevron **Previous** **Next** **Add** **Search** **Options**

Screen Modes

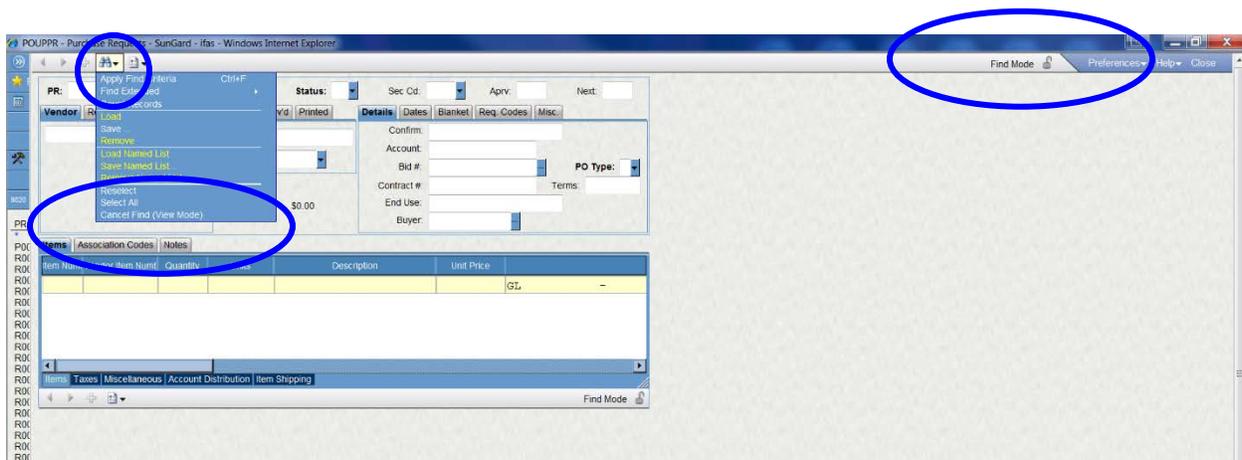
Each screen in BusinessPlus has three modes – Add, Browse and Find. The end user needs to have an understanding of what functions can be performed in each of these modes. To determine which mode a user is in, look at the information in the top right-hand corner of the active BusinessPlus window. An example of each mode and its functionalities are described below.

Add Mode

The Add Mode allows an end user to create a new record in BusinessPlus. Notice the “Add Mode” on the top right-hand side of the window.

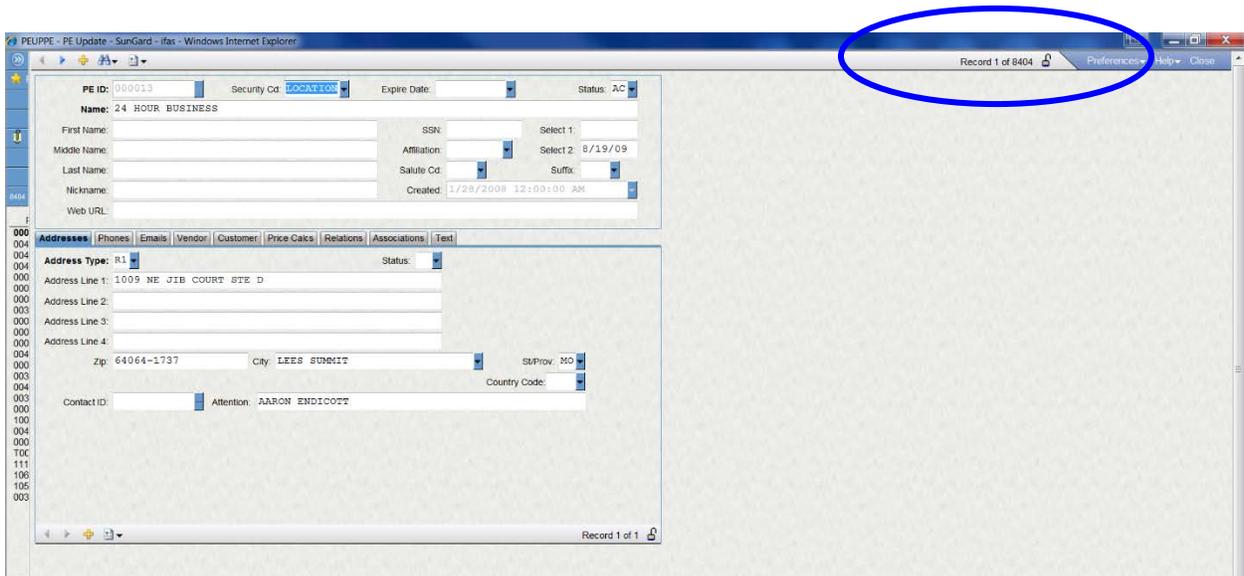


To get to “Add Mode”, the user typically needs to just click on the “+” (plus) icon on the tool bar to create a new record. However, if the user has the screen set to come up initially in Find Mode, they will need to click on the drop down arrow beside the “binoculars” and select “Cancel Find (Add Mode) to get to the Add Mode. See below:



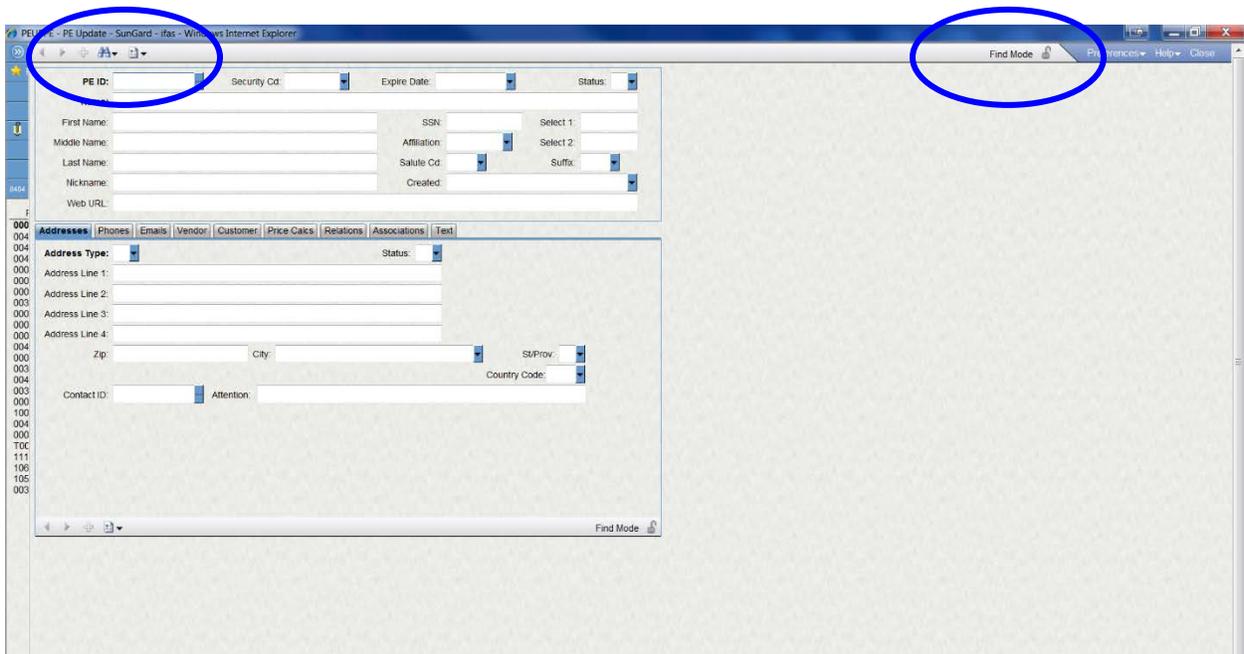
Browse Mode

In Browse Mode the end user can toggle back and forth between records to view information. After doing a search in Find Mode, the user is put in Browse Mode to review the results of the search. In Browse Mode you will see “Record 1 of XXX in the top right-hand corner of the active window.



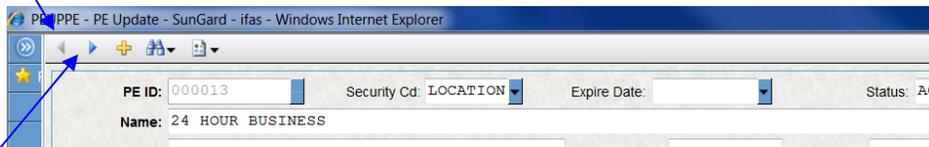
Find Mode

In Find Mode the user can do a search on any one or more of the fields in the active window. Examples will be provided during training.



Navigation Buttons

Previous: This arrow shape (<) moves you the previous record. The button is disabled when at the first record. You may also press **CTRL+P**.



Next: This arrow shape (>) moves to the next record. The button is disabled when at the last record. You may also press **CTRL+N**.

Chevron: This symbol () is used to open the left side of a screen when performing a search. This allows you to view multiple choices from the search that was created. When the chevron is pointed left, the screen is closed. To open the chevron, click on it to point right.

Keyboard Commands

- | | |
|--------------------------------|---|
| CTRL + A | Add a record. |
| CTRL + D | Delete a record. |
| CNTL + C | Copy a record. |
| CNTL + V | Paste a record. |
| CTRL + F | Find/ Search and then Apply Search. |
| CTRL + G | Toggle to and from the grid view and single record view. |
| CTRL + L | View the list box attached to a field with an arrow . |
| CTRL + T | Display the last used auto-generated seed value for a field. |
| CTRL + N | Move to the next record. |
| CTRL + P | Move to the previous record. |
| CTRL + 1, 2, 3, 4, etc. | Move to another tabbed page on a screen. For example, if there are four tabbed pages, press CTRL +3 to move to the third page from the left. |
| F1 | Press F1 to display the help file associated with the screen you are viewing. |
| F5 | Refreshes the screen. |
| ESC | Cancel all changes to the record you are working on (since last "ENTER") |

TAB

Press the Tab key to move through the fields on a screen.

Shift + TAB

Holding the shift key when pressing Tab will move backwards through the fields on the screen.

Selection Criteria

- Watch Case, some filters are case sensitive. Use all upper case when entering alphabetic information
- Use ':' to specify a range
- Both the '%' and the '*' can be used as wildcards
- Use '>' for greater than
- Use '<' for less than
- Use '>=' for greater than or equal to
- Use '<=' for less than or equal to
- Use '<>' for not equal to
- Use ',' or '|' to specify an OR condition (A,B would be A or B)
- Use '=xxx,xxx' to select text with commas

Screen Masks

In Business Plus, each function that you perform is completed on a screen or series of screens that have a mask (the internal location of the screen). If you need assistance with a screen, you will need to know the mask you are in. The mask name is in the upper left-hand corner of each screen.

