

# Chapter 3 Introduction to the FASTDATA Fund Administrator Module



## Overview

The FASTDATA Fund Administrator (FA) application is a graphical user interface (GUI)/Windows® computer application that runs in Microsoft Windows NT®, Windows 95®, and Windows 98®. GUI/Windows® applications share certain conventions that make them easier to use than non-GUI or MS-DOS (disk operating system) applications. For example, a GUI/Windows® application lets you have more than one application window open at the same time. Having more than one window open simultaneously is handy because you can switch back and forth between windows that contain related data. Multiple open windows also allow you to copy and paste text from one window into another. Another feature of a GUI/Windows® application is the consistent use of menus on a menu bar. Becoming familiar with these conventions will help you learn how to use FASTDATA.

This chapter addresses the appearance, windows, and controls that let you navigate your way through the FASTDATA application. For information on the FASTDATA menus, buttons, keyboard and mouse inputs, and standard window controls that let you make selections and initiate application processes, refer to this chapter. This chapter also discusses several FA windows that are not associated with any specific main process window. These windows include the Change FA Password, the Change FY/QTR/RC, Customize Toolbars, About FASTDATA, and Release Notes windows. Throughout this manual, whenever a window is discussed in detail, a list of window objects for the specific window is provided. The window objects include all controls and text on the window.

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**Tip** A useful resource for additional information on Windows NT® and its associated terminology is the Windows NT® Help file. To open the file select the taskbar **Start** button, then select **Help**.

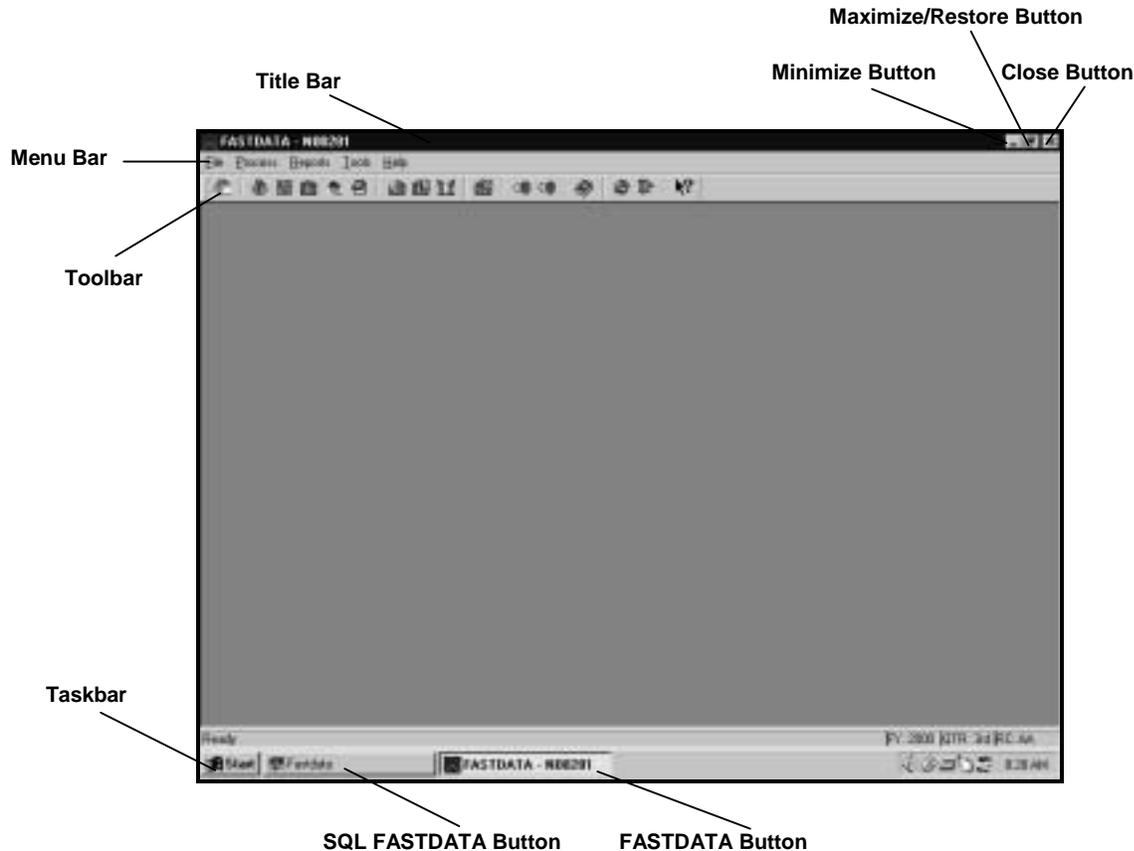
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## Main FASTDATA Window

After you log into FASTDATA and select an activity, the application frame will display. When FASTDATA is running, two buttons display on the **Windows NT®** taskbar: the **FASTDATA** application button and the **SQL FASTDATA** button. Both are labeled **FASTDATA**. The **SQL** button indicates the database engine is up and running. Under normal circumstances, you will never use the **SQL FASTDATA** taskbar button.

## Title Bar

On the application frame, the title bar contains the title of the FASTDATA FA application and the FA activity you selected when you logged into the application. The main window title bar also contains three buttons in the upper right corner: the **Minimize**, **Maximize/Restore**, and **Close** buttons.



**Figure 3.1**  
Main  
FASTDATA  
Window

The **Minimize** button will clear but not close the FASTDATA application from your display. FASTDATA will continue to run when minimized. When minimized, a **FASTDATA** button in the Windows NT taskbar lets you know the application is still running. To restore FASTDATA to its previous size, left-click the **FASTDATA** button on the taskbar.

If the FASTDATA window is not displaying at its largest possible size, the **Maximize/Restore** button will make the FASTDATA window as big as it can be. If the FASTDATA window is not at its maximum size, the **Maximize** button will appear as a single square representing a window. If FASTDATA is at its maximum size, the **Maximize** button will appear as two, overlapping windows. Selecting the **Maximize** button when the display is already as big as it can be will change the display to its previous size.

The **Close** button will close the FASTDATA application. Do not select the **Close** button unless you're sure you wish to shut down FASTDATA.

Every window in FASTDATA has a title bar. When you select the **Maximize**, **Minimize**, or **Close** button on a window other than the application frame, the selected button action will apply to the current window rather than the FASTDATA application frame. For example, if you select

the **Close** button on the OPTAR Maintenance window title bar, the OPTAR Maintenance window will close although the FASTDATA application will remain open.

## Menu Bar

The menu bar contains the main FASTDATA menus. Select a menu by clicking on it or by typing its access key. The access key for each menu is the underlined letter in the menu label. For example, on the **F**ile menu, the underlined **F** indicates you can enter **ALT+F** on your keyboard to open the **F**ile menu. With the **F**ile menu open, select from the menu by clicking on the desired item or by typing the desired item's access key. For example, you can select the **F**ile menu **C**lose item by clicking on it or by typing **C**.

When you open the FASTDATA FA application, the menus that display and their contents will change after you open another window. For example, when you select the **F**ile menu with only the main application window open, it contains only two options: **P**rint **S**etup and **E**xit. After opening the FA Maintenance window, additional menus will display and the contents of the initial menus will expand. For example, the **F**ile menu will contain several more items and **E**dit, **V**iew, and **W**indow menus will appear in the menu bar.

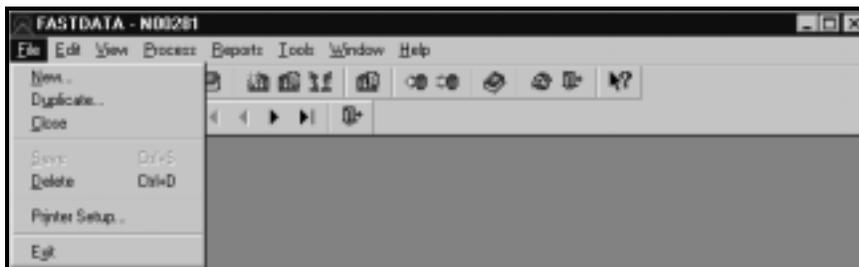
The display and availability of menu items depends on several factors:

- the active FASTDATA window,
- the data you have selected, if any
- your FA User Maintenance security access settings, and
- the type of database you're connected to.

For example, if you have an FA User Maintenance window **R**eports **N**o **A**ccess setting, the **P**rocess menu **R**eports item will not display. If a menu item is temporarily unavailable, it will display as gray rather than black text. You cannot select gray (or lightened) menu items. Black (or darkened) items are selectable. For example, if you have the FA Maintenance window open and have not made changes, the **F**ile menu **S**ave item (and the corresponding toolbar **S**ave button) is unavailable because you have no changes to save.

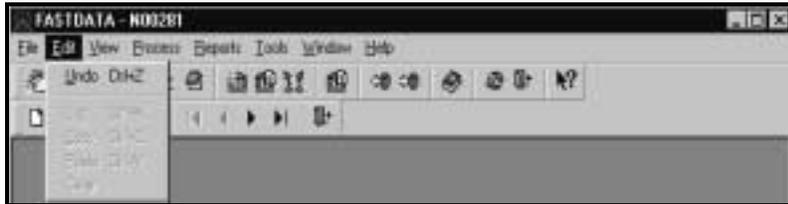
The sample menu options shown in Figures 3.2 through 3.9 are those displayed when the FA Maintenance window is open and minimized and you're connected to a FASTDATA Sybase database.

The **F**ile menu contains options for file management, printing, exiting the application, adding and deleting records, and closing the active window.



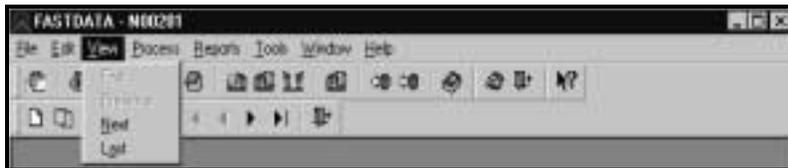
**Figure 3.2**  
**File Menu**

The **Edit** menu contains data manipulation and delete options for the data displayed in the current window.



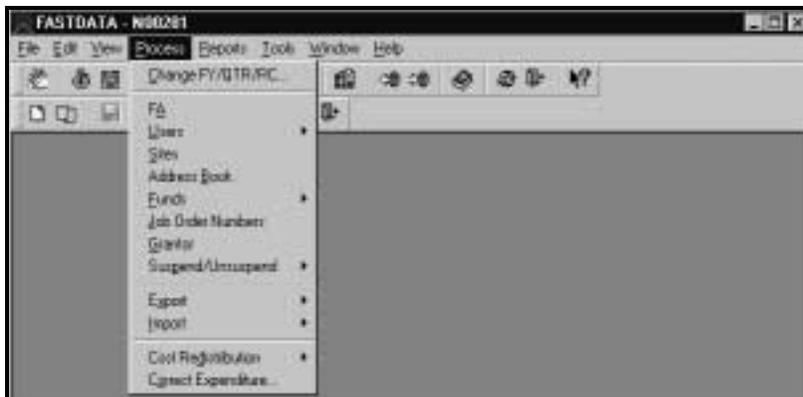
**Figure 3.3**  
Edit Menu

The **View** menu contains viewing options for the data displayed in the current window.



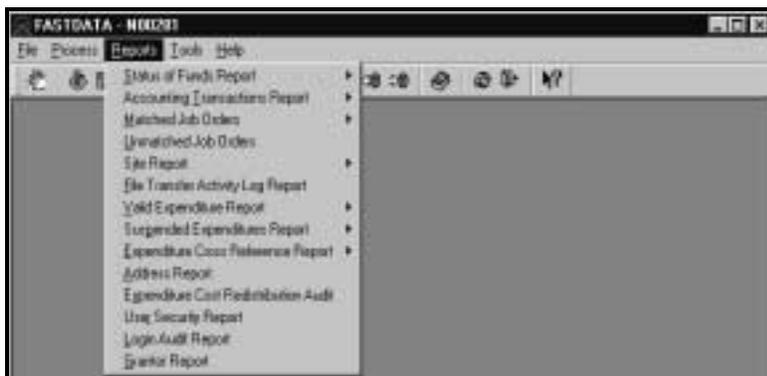
**Figure 3.4**  
View Menu

The **Process** menu contains options for opening the main FASTDATA process windows, such as the FA Maintenance and Site Maintenance windows.



**Figure 3.5**  
Process Menu

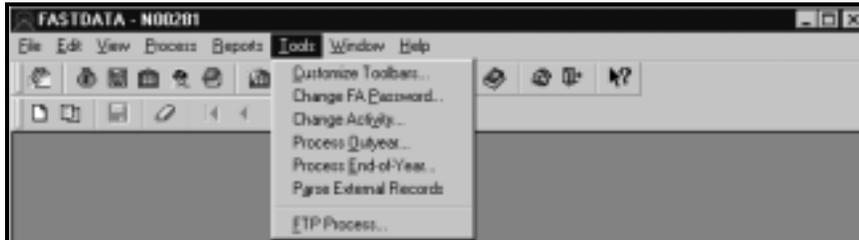
The **Reports** menu contains options for opening and viewing the various FASTDATA FA reports, such as the Status of Funds Report and Accounting Transactions Report. If you're DMLSS-configured, the **Cost Transfer Report** and **Cost Transfer Analysis Report** items will also display; if you're connected to an Oracle database, vice Sybase, the **Job Order Cost by Expense Element Report** item will display.



**Figure 3.6**  
Reports Menu

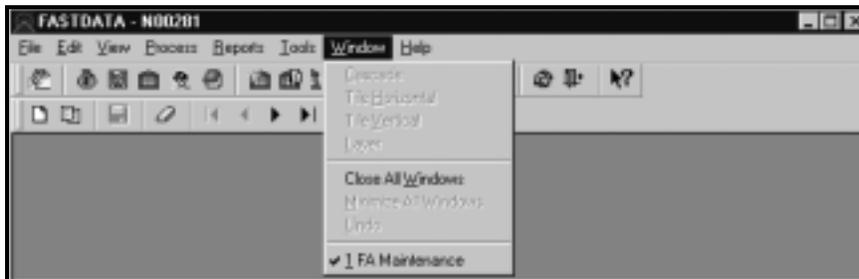
The **Tools** menu provides options for changing the display of the FASTDATA toolbars, changing FA passwords, changing FA activities for the FASTDATA session, running outyear and end-of-year processes, parsing external records, and accessing the FTP process.

For FA and Site users sharing a single, integrated Oracle database, the **Tools** menu will contain **Automated Processes**, **DMLSS Interface**, and **Cost Transfer** items. These items will not display if you are running FASTDATA with a Sybase database.



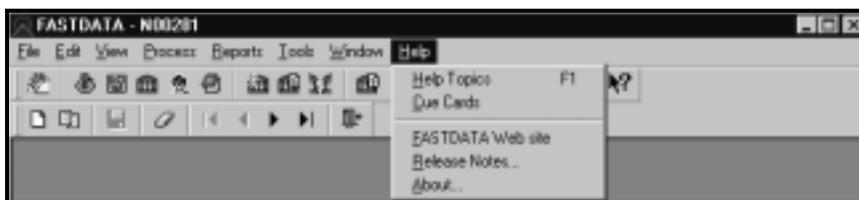
**Figure 3.7**  
Tools Menu

The **Window** menu contains options for changing the view of the open FASTDATA windows. It also displays a list of the currently open FASTDATA windows.



**Figure 3.8**  
Window Menu

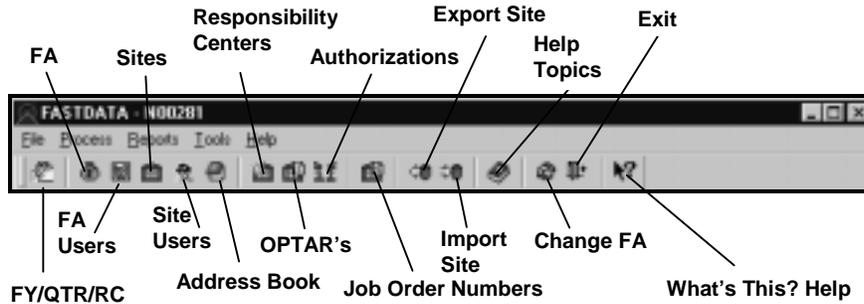
From the **Help** menu, you can access the reference help file, the FASTDATA Web site, release notes, and the About FASTDATA window. On the **Help** menu, users also can turn on or off cue card help by clicking on the **Cue Cards** item.



**Figure 3.9**  
Help Menu

## Toolbar

There are two FASTDATA toolbars: one associated with the main application frame and the other associated with the current open window. The buttons that appear on the application toolbar will depend on your FASTDATA access rights. The application toolbar buttons are shortcuts to various menu items. For example, you can open the FA Maintenance window by selecting **FA** from the **Process** menu, but it's quicker to click on the **FA** toolbar button.



**Figure 3.10**  
Main FASTDATA  
Application Toolbar  
Buttons

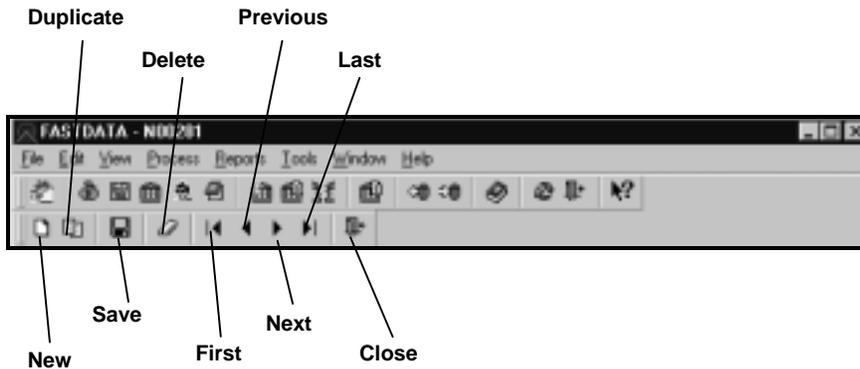
The application toolbar contains shortcut buttons for many of the **Process** and **Help** menu items. If you have full access rights to all FA security access items on the FA User Maintenance window, the application frame toolbar will contain the following buttons: **FY/QTR/RC**, **FA**, **FA Users**, **Sites**, **Site Users**, **Address Book**, **RCs**, **OPTARs**, **Authorizations**, **Job Order Numbers**, **Export Site**, **Import Site**, **Help Topics**, **Change FA**, **Exit**, and **What's This? Help**. The actual contents of the toolbar you see will depend on your access rights as defined on the FA User Maintenance window.

The toolbar buttons do not have text labels unless you have modified your toolbar settings to display large buttons; however, if you move your mouse cursor over a toolbar button, its tooltip will display. A tooltip is a concise description of a graphic window control. Additionally, with the cursor over the button, microhelp in the status bar at the bottom of the window displays the button's description.

| Application Toolbar Button | Function   |
|----------------------------|--|
| <b>FY/QTR/RC</b>           | Opens the Change FY/QTR/RC window                  |
| <b>FA</b>                  | Opens the FA Maintenance window                    |
| <b>FA Users</b>            | Opens the FA User Maintenance window               |
| <b>Sites</b>               | Opens the Site Maintenance window                  |
| <b>Site Users</b>          | Opens the Site User Maintenance window             |
| <b>Address Book</b>        | Opens the Address Book window                      |
| <b>RCs</b>                 | Opens the Responsibility Center Maintenance window |
| <b>OPTAR's</b>             | Opens the OPTAR Maintenance window                 |
| <b>Authorizations</b>      | Opens the Authorizations Maintenance window        |
| <b>Job Order Numbers</b>   | Opens the Job Order Number Maintenance window      |
| <b>Export Site</b>         | Opens the Export Site window                       |
| <b>Import Site</b>         | Opens the Import Site Data window                  |

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Help Topics</b>       | Opens the reference help file         |
| <b>Change FA</b>         | Opens the Activity Selection window   |
| <b>Exit</b>              | Closes the FASTDATA application       |
| <b>What's This? Help</b> | Displays the What's this? help cursor |

The buttons that appear on the window-specific toolbar will depend on your FASTDATA access rights, the window(s) you have open, and whether you have data selected on the open window. Temporarily unavailable toolbar buttons are grayed rather than full-color. For example, if you have the OPTAR Maintenance window open and have not made changes, the toolbar **Save** button (and the corresponding **File** menu **Save** item) will be unavailable (grayed) because you have no changes to save.

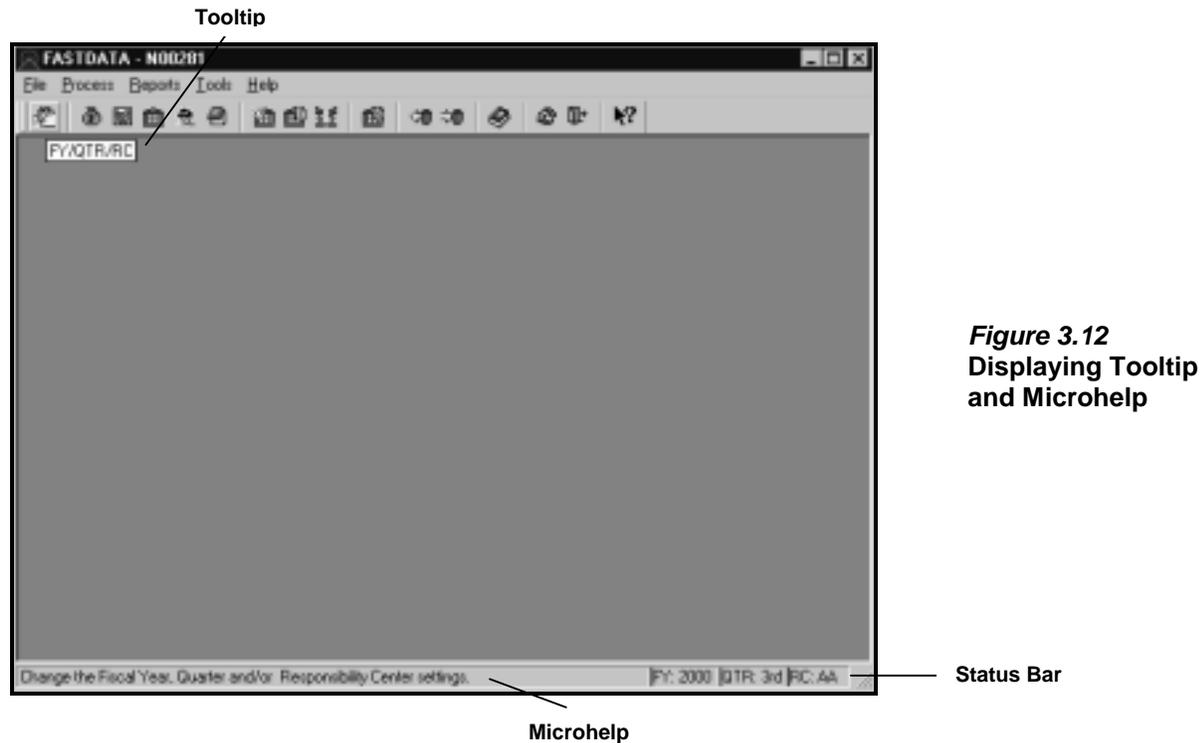


**Figure 3.11**  
FASTDATA Window-Specific Toolbar Buttons

The window-specific toolbar contains **New**, **Duplicate**, **Save**, and **Delete** buttons that are shortcuts to the equivalent **File** menu items. The toolbar also contains four **VCR** buttons. These buttons are labeled like the forward and back buttons on many videocassette recorders (VCRs). The buttons are shortcuts to the equivalent **View** menu items. The **First** button jumps to the first record of the accessed data. The **Previous** button jumps to the previous record of the accessed data. The **Next** button jumps to the next record of the accessed data. The **Last** button jumps to the last record of the accessed data. The toolbar also contains a **Close** button, which closes the active window.

## Status Bar

The very bottom of the FASTDATA application frame contains the status bar. The status bar keeps you informed of the status of the application, and provides “microhelp.” Microhelp provides information specific to the location of the window cursor. For example, if you move the cursor over the **Change FY/QTR/RC** toolbar button, the tooltip for the button will display and microhelp will display a brief description of the button.



**Figure 3.12**  
Displaying Tooltip  
and Microhelp

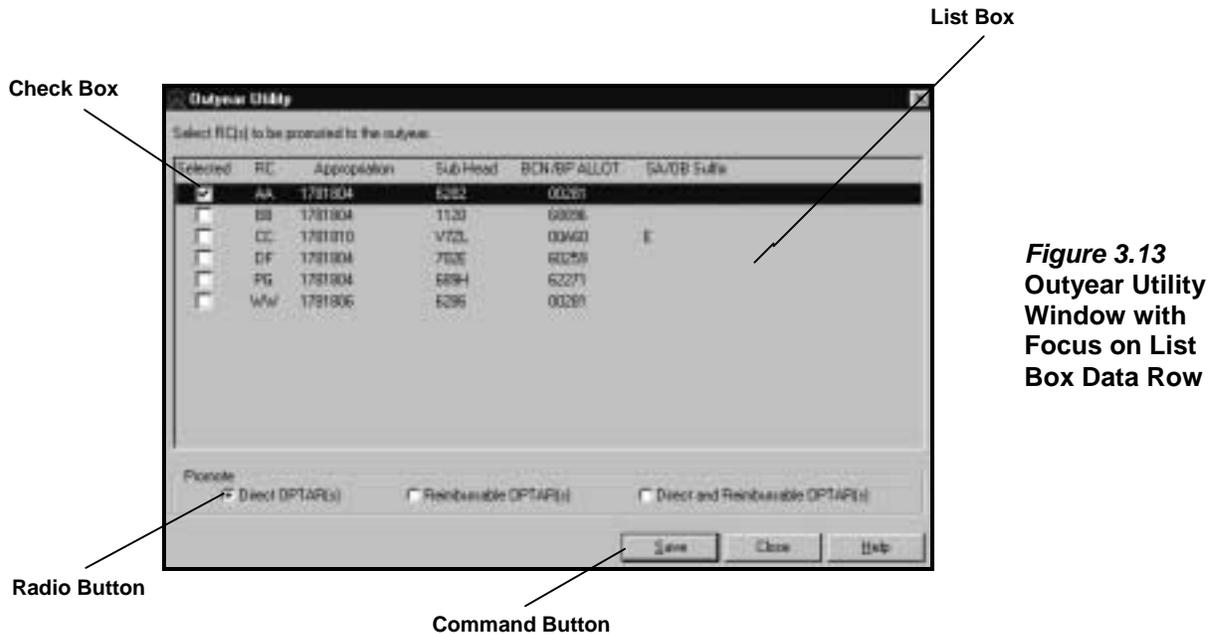
## Window Controls and Inputs

### Window Focus and Control Types

“Focus” is the current location of the window’s attention. Focus can be in a data field, a window title, a menu, on a button, or on a line of data in a list box. The focus of the window will be highlighted in some manner. For example, in a list box, the data row that has focus will be highlighted with a colored bar. When a command button, such as the **OK** button, has focus, a dotted line will surround the button’s label. If a data field has focus, it will contain a flashing cursor.

A window control essentially is any object on the window that you can view, change, or select. Window controls include command buttons, toolbar buttons, drop-down lists, input fields, radio buttons, and list boxes. In this discussion of window controls, refer to the Outyear Utility window as an example of many of the controls you will find on FASTDATA and other GUI/Windows® application windows. In the example here, the Outyear Utility window focus is on the first row of RC data.

Window controls include several types of buttons. A command button is a standard Windows control that initiates a command or sets an option. The Outyear Utility window has three command buttons: **Save**, **Close**, and **Help**.



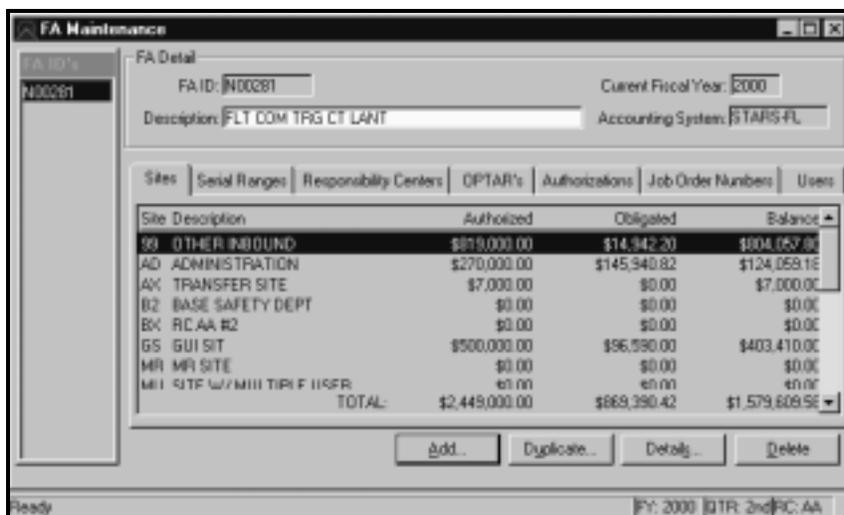
**Figure 3.13**  
Outyear Utility  
Window with  
Focus on List  
Box Data Row

Another type of button is the radio button, which offers a mutually exclusive choice: only one radio button can be selected at a time. To select a radio button, click on it.

A check box is another type of window control. A check box displays a setting, either checked or not checked. Unlike radio buttons, you can have more than one check box checked at a time. Check or uncheck a check box by clicking on it. You can also change the check box setting by shifting window focus to the check box, then pressing the **SPACEBAR**.

A list box is another type of window control. A list box contains one or more rows of data. To make a choice from a list box, you can select the desired row using your mouse or the arrow keys.

Some of the FA windows have tabs. Window tabs are similar to the tabs in a drawer of file folders. Tabs allow similar types of information to be grouped together, and each tab has a label to indicate the type of information it contains. For example, on the FA Maintenance window, there are seven tabs: the **Sites** tab, the **Serial Ranges** tab, the **Responsibility Centers** tab, the **OPTAR's** tab, the **Authorizations** tab, the **Job Order Numbers** tab, and the **Users** tab. When focus is on one tab, you can shift focus to another tab by clicking on the tab or using the arrow keys on the keyboard.



**Figure 3.14**  
FA Maintenance  
Window Tabs

In the example shown here, the FA Maintenance window focus is on the **Sites** tab.

Each tab displays one or more rows of data, depending on the data contained in the database. To quickly locate the data row you wish to see on the selected tab, begin typing the desired record ID and focus will shift to the row of data for the entered ID. For example, on the FA Maintenance window **Sites** tab, type **A** and focus will shift to the first Site ID beginning with **A**.

## Keyboard and Mouse Inputs

After you open a FASTDATA window, you can move focus around the window and manipulate window controls by using the mouse or an equivalent keyboard command. For example, when you open the FA Maintenance window, focus defaults to the first FA ID in the **FA ID's** list box. You can shift focus to the next logical control by selecting the keyboard **TAB** key. With focus on the **FA ID's** list box item, when you select the **TAB** key focus will shift to the **FA ID** input field. You can also shift focus by clicking on the desired item. **SHIFT+TAB** moves focus in reverse order. To select a command button, such as the **Add** button at the bottom of the FA Maintenance window, select the desired tab and then click on the button or type its access key, **A**.

The function keys, usually running along the top of your keyboard, perform various functions in the FASTDATA application. For example, with FASTDATA running, if you select the **F1** key the FASTDATA help file will open. **SHIFT+F1** displays the **What's this?** help cursor. After the **What's this?** help cursor displays, click on a window object to see a description of the object. If you select **CTRL+F4**, you will close the currently active window. If you wish to close all open windows and exit FASTDATA, type **ALT+F4**.

| Function Key    | Function                               |
|-----------------|--|
| <b>F1</b>       | Accesses the reference help file       |
| <b>SHIFT+F1</b> | Activates the What's this? help cursor |
| <b>CTRL+F4</b>  | Closes the currently active window     |
| <b>ALT+F4</b>   | Closes the FASTDATA FA application     |

## Common Window Features

The FASTDATA application uses a consistent interface to make it easier for you to use. Whether you're running the FA or Site application, adding or deleting data, or viewing a report, you'll find consistency in the use of buttons, menus, and window appearance.

When you want to add new data or modify data, the basic steps are consistent from window to window, whether you are adding a new OPTAR or a new user. Open the appropriate window from the **Process** menu, such as the OPTAR Maintenance window, then select the **New** toolbar button. The New OPTAR window will open. Selecting the **New** toolbar button from the FA User Maintenance window will open the New FA User window. You also can select the **File** menu **New** item but it's faster to select the toolbar button.

When you have a Process window open, such as the Authorizations Maintenance window, data fields that you can change will have a white background while view-only data fields will be gray. To change an editable data field, shift window focus to the field, then make the desired changes. To change a data field that features a drop-down list, shift focus to the field, then click on the drop-down arrow or type **ALT+DOWN ARROW**. The drop-down list will open and you can select the desired value from the list by highlighting it using the arrow keys or by clicking on it.

When adding new data records, FASTDATA allows you to add multiple records in one session. For example, when you finish entering the data for a new OPTAR on the New OPTAR window, select the **Save** button to save the new OPTAR. The new data will be saved but the window will remain open, allowing you to add additional new OPTARs if you wish.

FASTDATA will generate different types of messages for you. For example, when you initiate a delete action, FASTDATA will display a message prompting you to confirm the deletion. The deletion will not occur until you confirm that you actually do wish to delete the selected data. Another type of message will inform you if FASTDATA cannot perform the action you requested. For example, on the Site Maintenance window, if you try to add an OPTAR assignment and there are no unassigned OPTARs in the database, a message will inform you so. FASTDATA also will generate a message if you try to save new or modified data without an entry in a required field.

## Primary vs. Secondary Windows

The main FASTDATA windows are primary windows. A primary window is a window that allows you to access the menus, toolbar buttons, and other open primary windows. When you have a secondary window open, the FASTDATA menus, toolbar buttons, and any other open windows are not accessible. A secondary window is also known as a response window because some sort of user input or response is expected on the window.

Examples of primary windows in the FASTDATA FA application include the FA Maintenance, Site Maintenance, FA User Maintenance, Site User Maintenance, OPTAR Maintenance, Responsibility Center Maintenance, Authorizations Maintenance, and Job Order Number Maintenance windows. With any of these windows open, the FA menus are accessible, as are the toolbar buttons.

Examples of secondary windows in the FA application include the New FA window, the New Site window, the New User window, the New OPTAR window, the New Responsibility Center window, the New Authorizations window, and the New Job Order Number window. With any of these windows open, the FA menus are inaccessible.

Some of the FA application windows are not associated with any specific main process window. These windows include the Change FA Password, Activity Selection, Change FY/QTR/RC, Customize Toolbars, Printer Setup, About FASTDATA, and Release Notes windows. These windows are discussed in detail in later sections of this chapter.

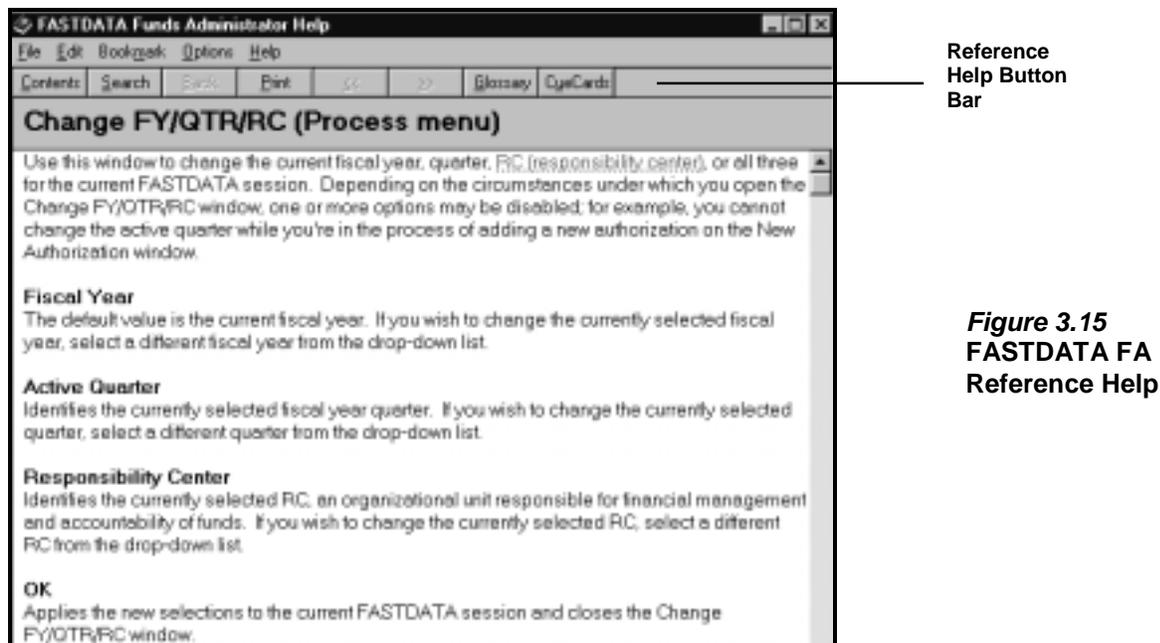
## Using FASTDATA Help

The FASTDATA application features three kinds of help: reference, What's this?, and cue card help.

### Reference Help

Reference help opens from the **Help** menu **Help Topics** item or the toolbar **Help** button. You can also open help by pressing the **F1** key. On response windows, where the menus and toolbar buttons are unavailable, there will be a **Help** button to let you access help. Reference help is organized into topics.

There is a topic for every window in the FA application. Refer to the reference help file when you need information on the functions of a window, the length and composition of window data elements, whether a data element requires an entry, and any user access restrictions to the window. You can access reference help from any window in the FA application. When you open help, the topic that displays depends on the window from which you accessed help. Most help topics offer jumps to related help topics. Jumps to other topics are in green, underlined text. Glossary terms are green, with a dotted underline. When you select a glossary term, the definition appears in a pop-up window.

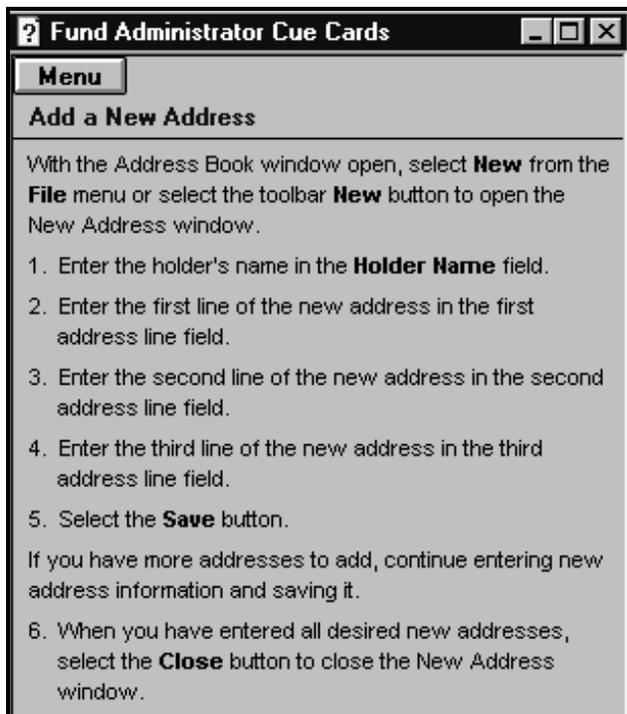


The sample reference help topic shown here is a portion of the Change FY/QTR/RC window help topic.

The reference help button bar contains buttons that let you view FASTDATA FA help contents, search for a specific topic, print the displayed topic, access the FASTDATA glossary, move to the next or previous logical help topic, and turn on cue card help.

## Cue Card Help

The FA application also features cue card help, which contains how-to information for the FA application windows. Step-by-step instructions guide you through adding, deleting, modifying, and duplicating different types of FASTDATA records. Cue card help is action-oriented while reference help is information-oriented. Cue cards open and change automatically when you open and switch between various FASTDATA windows. To suspend display of cue card help, select the check-marked **Cue Cards** item on the FASTDATA **Help** menu. To again display cue cards, reselect the **Help** menu **Cue Cards** item.

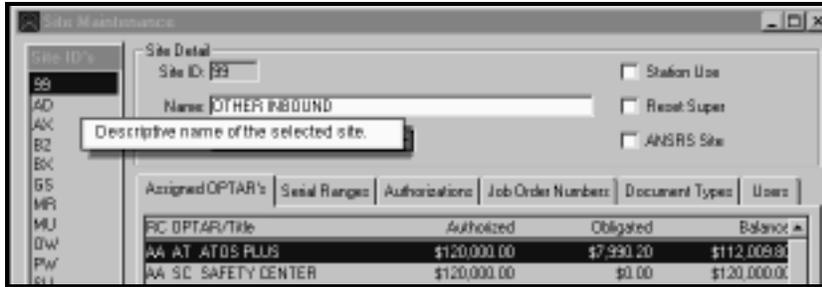


**Figure 3.16**  
FASTDATA FA Cue  
Card Help

The sample cue card shown here contains step-by-step directions for adding a new address.

## What's this? Help

The third type of FASTDATA help, What's this? help, provides definitions for every object in the FASTDATA application. On any window, select the **What's this?** toolbar button, then click on the window object for which you want a definition. The definition displays until you perform another mouse click or keystroke. On response windows where you cannot access the toolbar buttons, type **SHIFT+F1** simultaneously. With the **What's this?** pointer, click on the desired object to access the response window element definition.



**Figure 3.17**  
FASTDATA FA  
What's this? Help

In the **What's this?** help example shown here, a description of the **Name field** on the Site Maintenance window displays.

## Change Password Window

### Overview

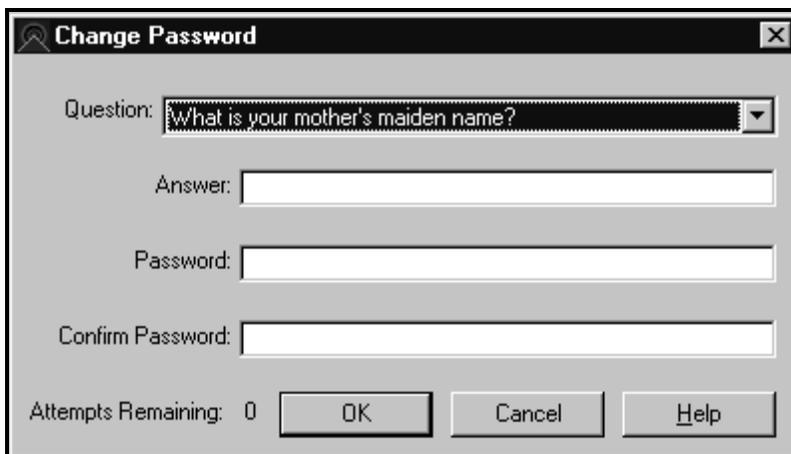
This window allows FA users to change their password to access the FASTDATA FA application.

To open the Change Password window, select **Change FA Password** from the **Tools** menu. The window also opens automatically if you check the **Forgot Password** check box on the Login window and then select the **OK** button. First, the Forgot Password window will open and allow you to provide the correct answer to the default question you previously selected. Once you have given the required answer and select the **OK** button, the window will change to the Change Password window.

### Restrictions

- All authorized FA users have access to change their FA password.

### • **Change Password Window Objects**



**Figure 3.18**  
Change Password  
Window

**Question**

Select a question you'll most likely remember the answer to. You can use your favorite singer's name, a pet's name, or other personal information.

**Answer**

Enter your answer to the selected question. If you forget your password, you must know the answer to this question to access the Change Password window and enter a new password.

**Password**

Enter the new password. Your password must contain at least eight characters, cannot begin with a number, and cannot contain any spaces or special characters. FASTDATA prompts you to change your password every 90 days. When changing your password, you cannot reuse a password you have used in the previous 12 months.

**Confirm Password**

Reenter the new password.

**OK**

Saves any password changes and closes the Change Password window.

**Cancel**

Aborts the change action and closes the Change Password window.

**Help**

Accesses the Change Password window help topic.

## *✍* **Change Password Window Options**

- **Change your password**

### ■ **Steps for Changing Your FA Password**

1. Select **Change FA Password** from the **Tools** menu.



**Figure 3.19**  
Opening the  
Change FA  
Password  
Window

The Change Password window will open.

2. If this is the first time that you're changing your password, select the desired question from the **Question** drop-down list, then enter the answer to the question in the **Question** field. FASTDATA will remember the question and answer and display the data as the default value the next time you access the Change Password window. You can change to a different question and answer, if you wish.
3. Enter your new password in the **Password** field. Your password must contain at least eight characters, cannot begin with a number, and cannot contain any spaces or special characters. When changing your password, you cannot reuse a password you have used in the previous 12 months.
4. Reenter your new password in the **Confirm Password** field.
5. Select the **OK** button to save your changes and close the Change Password window.

## Activity Selection Window



### Overview

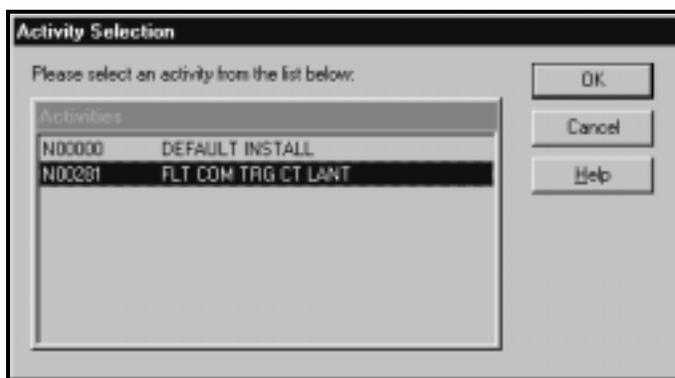
This window allows FA users to change the FA activity ID for the FASTDATA session, without having to exit and restart the application. The Activity Selection window is unavailable if you have access to only one FA activity.

To open the Activity Selection window, select **Change Activity** from the **Tools** menu or select the **Change FA** toolbar button. For users with access to more than one FA, this window also opens automatically when you start the FA application, allowing you to select the desired activity for the FASTDATA session.

### Restrictions

- Access to the Activity Selection window depends on whether the user has access to more than one FA.

### • Activity Selection Window Objects



**Figure 3.20**  
Activity Selection Window

**Activities**

Lists the FA IDs available to the current user.

**OK**

Accepts your selection and closes the window.

**Cancel**

Aborts the activity selection action and closes the window.

**Help**

Accesses the Activity Selection window help topic.

## *R* **Activity Selection Window Options**

- **Change activity for FASTDATA session**

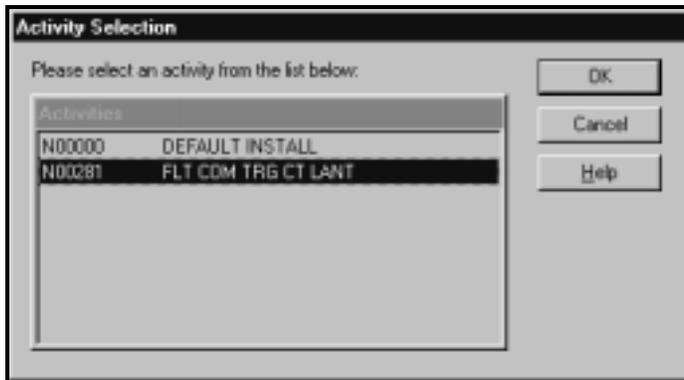
### ■ **Steps for Changing the Activity for the FASTDATA Session**

1. Select **Change Activity** from the **Tools** menu, or select the **Change FA** toolbar button.



**Figure 3.21**  
Opening the Activity Selection Window

The Activity Selection window will open.



**Figure 3.22**  
Changing Activity for Session

2. Select the desired activity from the list.
3. Select the **OK** button to save your selection and close the Activity Selection window.

## Change FY/QTR/RC Window

### Overview

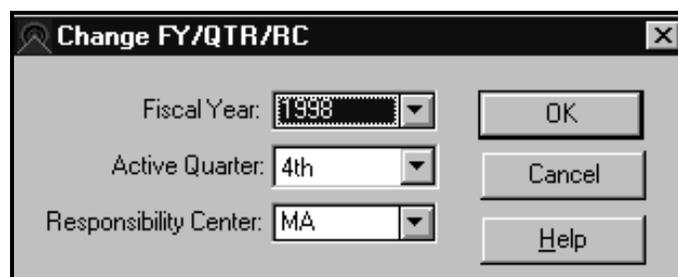
This window allows FA users to change the current fiscal year, quarter, RC, or all three, for the current FASTDATA session. Depending on the circumstances under which you open the Change FY/QTR/RC window, one or more options may be unavailable for selection; for example, you cannot change the active quarter while you're in the process of adding a new authorization on the New Authorization window.

To open the Change FY/QTR/RC window, select **Change FY/QTR/RC** from the **Process** menu or select the **FY/QTR/RC** toolbar button.

### Restrictions

- Access to the Change FY/QTR/RC window depends on the process you wish to perform and the current active FA application window.

### • **Change FY/QTR/RC Window Objects**



**Figure 3.23**  
Change FY/QTR/RC  
Window

#### **Fiscal Year**

The default value is the current fiscal year. If you wish to change the currently selected fiscal year, select a different fiscal year from the drop-down list.

#### **Active Quarter**

Identifies the currently selected fiscal year quarter. If you wish to change the currently selected quarter, select a different quarter from the drop-down list.

#### **Responsibility Center**

Identifies the currently selected RC, an organizational unit responsible for financial management and accountability of funds. If you wish to change the currently selected RC, select a different RC from the drop-down list.

#### **OK**

Applies the new selections to the current FASTDATA session and closes the Change FY/QTR/RC window.

#### **Cancel**

Aborts the action to change the fiscal year, quarter, RC, or all three and closes the Change FY/QTR/RC window.

**Help**

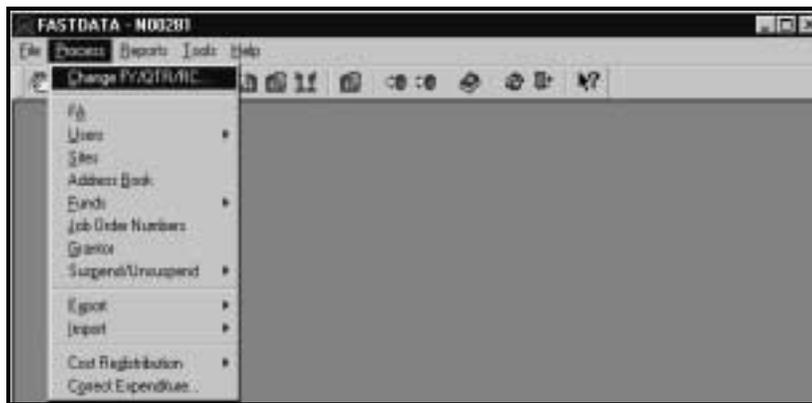
Accesses the Change FY/QTR/RC window help topic.

## *R* **Change FY/QTR/RC Window Options**

- **Change fiscal year, quarter, and responsibility center**

### ■ **Steps for Changing the Fiscal Year, Quarter, and Responsibility Center**

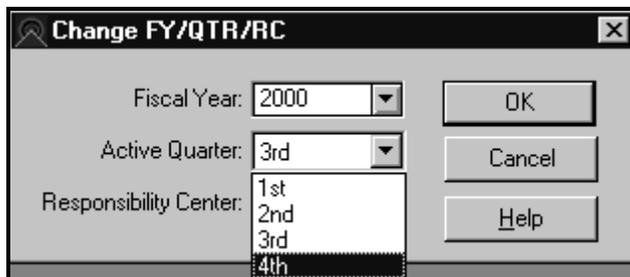
1. Select **Change FY/QTR/RC** from the **Process** menu, or select the **FY/QTR/RC** toolbar button.



**Figure 3.24**  
Opening the  
Change  
FY/QTR/RC  
Window

The Change FY/QTR/RC window will open.

2. If you wish to change the current Fiscal Year, select the desired value from the **Fiscal Year** drop-down list.
3. If you wish to change the current Active Quarter, select the desired value from the **Active Quarter** drop-down list.



**Figure 3.25**  
Changing the FY, QTR,  
and RC

4. If you wish to change the current Responsibility Center, select the desired value from the **Responsibility Center** drop-down list.
5. Select the **OK** button to save your changes and close the Change FY/QTR/RC window.

## Customize Toolbars Window



### Overview

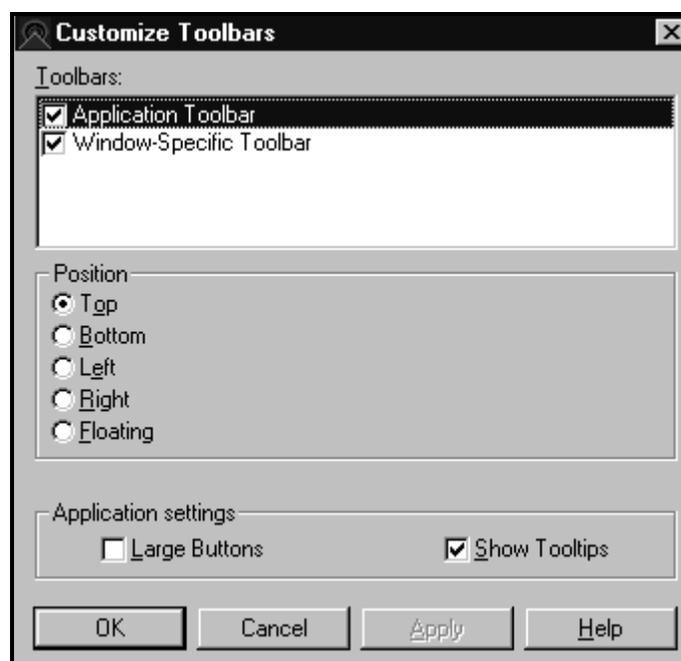
Users can modify the appearance and location of the FASTDATA toolbars through the Customize Toolbars window. If you open the Customize Toolbars window from the application frame, the only toolbar that you can modify is the Application Toolbar. To have access to modify both the Application Toolbar and the Window-Specific toolbar, open the desired Process window before you open the Customize Toolbars window.

To open the Customize Toolbars window, select **Customize Toolbars** from the **Tools** menu.

### Restrictions

- Access to the Customize Toolbars window is unrestricted.

- **Customize Toolbars Window Objects**



**Figure 3.26**  
Customize Toolbars  
Window

### Toolbars

The **Application Toolbar** check box controls the display of the toolbar associated with the FASTDATA application frame (window). The **Window-Specific Toolbar** check box controls the display of the toolbar associated with the current FASTDATA window.

### Position

Controls the location of the toolbars.

### Top

Places the selected toolbar below the menu bar.

**Bottom**

Places the selected toolbar above the status bar.

**Left**

Places the selected toolbar down the left side of the window.

**Right**

Places the selected toolbar down the right side of the window.

**Floating**

Places the toolbar in a moveable box.

**Application settings**

Provides further options for toolbar displays in FASTDATA.

**Large Buttons**

Controls whether large or small toolbar buttons display. Large buttons contain text labels as well as pictures.

**Show Tooltips**

Controls whether the toolbar button's tooltip displays when the mouse cursor is over a toolbar button. A tooltip identifies the function of the button.

**OK**

Accepts the toolbar settings and closes the Customize Toolbars window.

**Cancel**

Aborts any changes made to the toolbar settings and closes the Customize Toolbars window.

**Apply**

Lets you see how any toolbar changes you've made will look. If you don't like the changes, you can undo them before you close the Customize Toolbars window.

**Help**

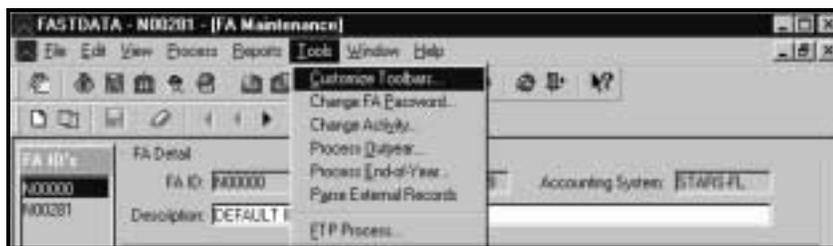
Accesses the Customize Toolbars window help topic.

## *R* Customize Toolbars Window Options

- Change Application and Window-Specific Toolbar Settings

### ■ Steps for Changing Application and Window-Specific Toolbar Settings

1. To have access to modify both the Application Toolbar and the Window-Specific toolbar, open the desired **Process** window and select **Customize Toolbar** from the **Tools** menu.

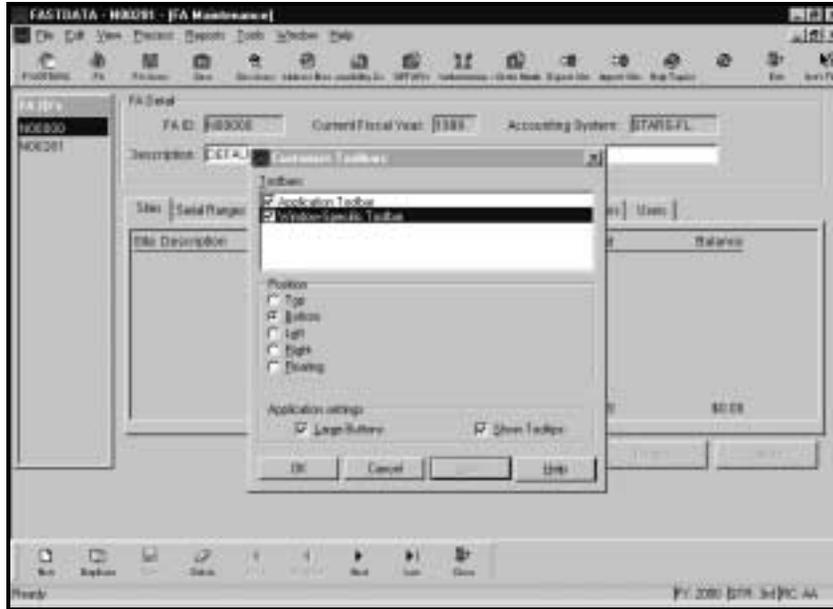


**Figure 3.27**  
Opening the  
Customize  
Toolbars  
Window

This example shows how to open the Customize Toolbars window with the FA Maintenance window open. If you open the Customize Toolbars window from the application frame, the only toolbar that you can modify is the Application Toolbar.

The Customize Toolbars window will open.

2. Check or uncheck the desired FASTDATA toolbars. The **Application Toolbar** check box controls the display of the toolbar associated with the FASTDATA application frame (window). The **Window-Specific Toolbar** check box controls the display of the toolbar associated with the FASTDATA window; the **Window-Specific Toolbar** buttons vary, depending on which window is open.
3. Modify the location of the toolbar by selecting the desired **Position** radio button.
4. Modify the appearance of the toolbar buttons by checking or unchecking one or both **Application Settings** check boxes.



**Figure 3.28**  
Changing  
the Toolbar  
Settings

5. Select the **Apply** button to see how the new settings will affect the toolbar.

This example shows the **Large Buttons** and **Show Tooltips** options selected for all application toolbar buttons, with the **Bottom Position** selected for the FA Maintenance window toolbar.

6. Select the **OK** button to save the new settings and close the Customize Toolbars window.

## About FASTDATA Window

### Overview

The About FASTDATA window provides users with information about the version of the FASTDATA application they are running, the current user's ID, and the database to which the user is connected. You can copy and paste the contents of the information box into another application, such as WordPad or Microsoft Word, so that you can print it.

The About FASTDATA window opens from the **Help** menu.

### Restrictions

- Access to the About FASTDATA window is unrestricted.

- **About FASTDATA Window Objects**



**Figure 3.29**  
About FASTDATA  
Window

**Version Information and Text Box**

Provides information about the version of FASTDATA you are running, your user ID, and the database into which you logged.

**OK**

Closes the About FASTDATA window.

**Help**

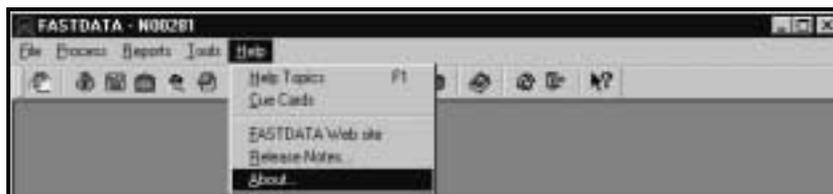
Accesses the About FASTDATA window help topic.

*R* **About FASTDATA Window Options**

- **View and Copy About FASTDATA Window Text**

- **Steps for Viewing and Copying About FASTDATA Window Text**

1. Select **About** from the **Help** menu.



**Figure 3.30**  
Opening the  
About  
FASTDATA  
Window

The About FASTDATA window will open.

- If you wish to copy the contents of the information box on the About FASTDATA window into another application, click on the information box, then right-click your mouse. A floating menu will display.



**Figure 3.31**  
Copying the About  
FASTDATA  
Information Box  
Text

- Select **Select All** from the floating menu, then right-click again. The floating menu will reappear.
- Select **Copy** from the floating menu.
- Open the desired application, such as WordPad or Microsoft Word, and paste the information box contents into the new file. You can paste by typing **CTRL+V** or by selecting **Paste** from the **Edit** menu.

## Release Notes Window

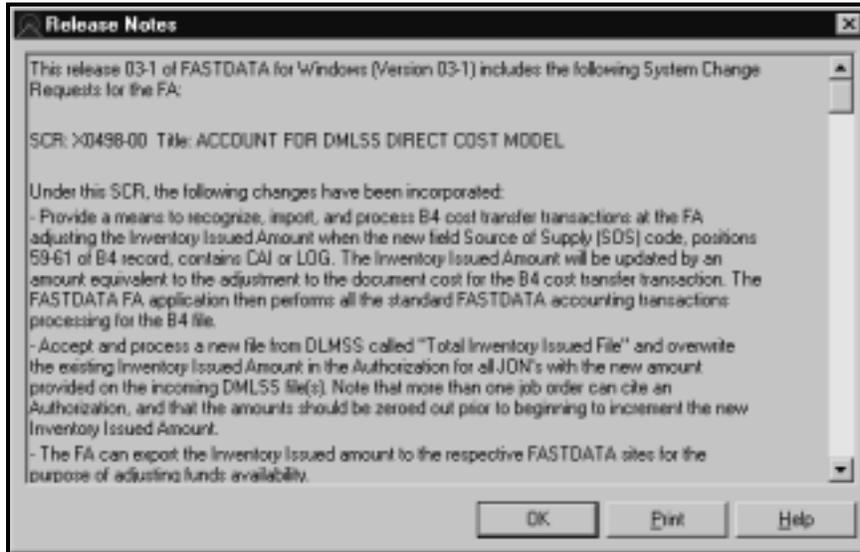
### Overview

When a new version of FASTDATA is released, the accompanying release notes provide helpful information about the new release. The Release Notes window opens from the FASTDATA **Help** menu.

#### Restrictions

- Access to the Release Notes window is unrestricted.

## • Release Notes Window Objects



**Figure 3.32**  
Release Notes Window

### Information Box

Provides information about the version of FASTDATA you are using, including information on any system change requests (SCRs) incorporated into the release.

### OK

Closes the Release Notes window.

### Print

Opens the Quick Print window, allowing you to print the release notes.

### Help

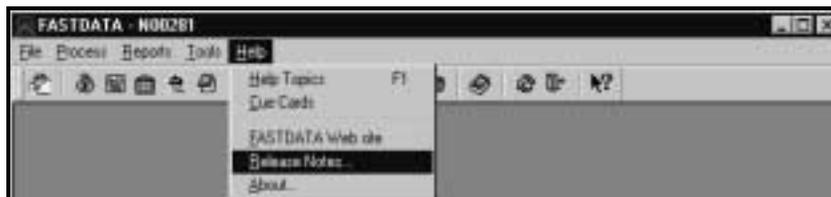
Opens the Release Notes window help topic.

## *R* Release Notes Window Options

- View and Print Release Notes

### ■ Steps for Viewing and Printing Release Notes

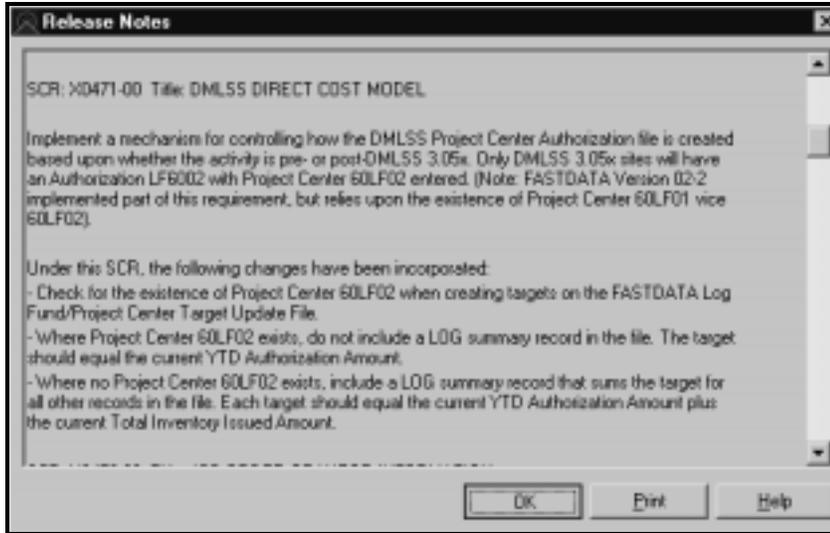
1. Select **Release Notes** from the **Help** menu.



**Figure 3.33**  
Opening the  
Release Notes  
Window

The Release Notes window will open.

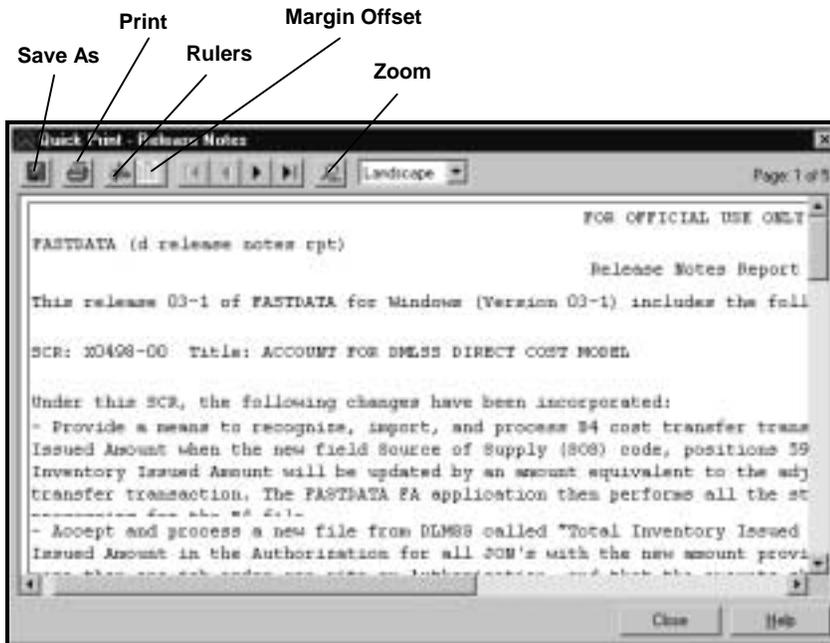
2. If the release notes extend past the visible area of the text box, use the scroll bar on the right to scroll down.



**Figure 3.34**  
Printing the Release Notes

3. Select the **Print** button if you wish to print the release notes.

The Quick Print - Release Notes window will open.



**Figure 3.35**  
Quick Print - Release Notes Window

4. Select the **Save As** picture button if you wish to save the release notes data in a file.
5. Select the **Print** picture button to print the release notes.
6. Select the **Rulers** picture button if you wish to see vertical and horizontal rulers on the window.

7. Select the **Margin Offset** picture button if you wish to increase the margin. The wider margin allows for the punching of holes on the printed report.
8. Use the **VCR** buttons to view the first, next, previous, and last pages of the release notes.
9. Select the **Zoom** picture button if you wish to change the percent of magnification of the displayed release notes.
10. Select the desired page orientation from the drop-down list: **Landscape** or **Portrait**.
11. Select the **Close** button to close the Quick Print window.
12. Select the **OK** button to close the Release Notes window.