

# Chapter 2

## Introduction of Main Screen Elements

### 2.1 Main Screen

All sections of GO can be accessed from the Main Screen.



Understanding the screen elements will help you get to where you want to go, and do what you want to do. Starting from the top:

### 2.2 Titlebar

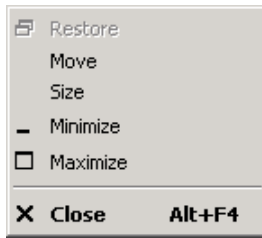


The **Titlebar** changes with every screen. It tells you exactly where you are in the GO program.

## 2.3 GO Icon



The **GO icon** is displayed on the far left side of the Titlebar on all GO screens.



A single-right-click of the GO icon opens an alternate method of moving, minimizing, maximizing, and closing the window:

## 2.4 Menubar

The **Menubar** is immediately below the Titlebar. It lists the 10 major categories of the GO system.



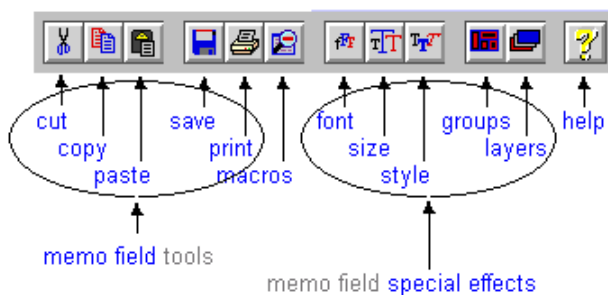
To select from it, either use the mouse to single-left-click your choice, or use the keyboard to first press and hold the <Alt> key, then press the letter in your choice that's underlined (e.g. Alt / H for History).

Except for **File** and **Edit**, only one menu choice can be open at a time. Once a choice is made, the other choices dim. The GO Scheduler CD allows GO to run in multiple windows on the same computer.

The **Edit** menu choice is actually an 11<sup>th</sup> category on the Menubar, but it appears only when a document file or memo field is open. Edit, when it appears, is at the extreme right on the Menubar.

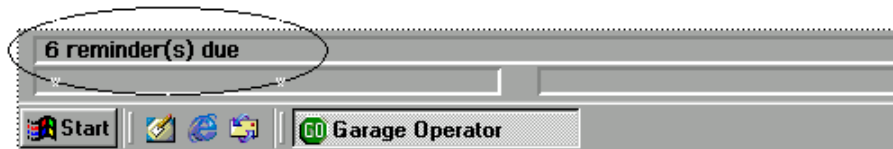
## 2.5 Toolbar

The GO **Toolbar** is directly below the Menubar. It appears on all screens. The Toolbar icons and their functions are shown below:



## 2.6 Statusbar

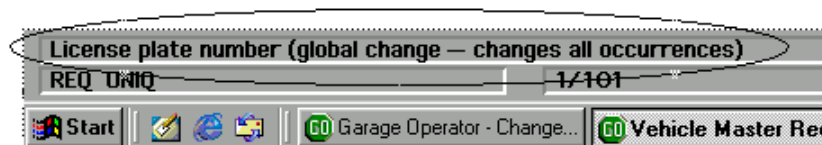
The **Statusbar** appears at the bottom of all GO screens.



The Statusbar is context sensitive, meaning it displays different messages in different situations. When the GO Main Screen is open the Statusbar displays the total number of service reminders currently due.

In data entry screens, the statusbar displays a different help message as the cursor visits each field.

For example, when the cursor is in the License Number field of the Vehicle screen, the statusbar displays the message that changing the License Number in this screen will change it everywhere in the database.



When the cursor is in the Make field of the Vehicle screen, the statusbar displays the message that a single-right-click will cause the Vehicle Configuration Database list to appear:

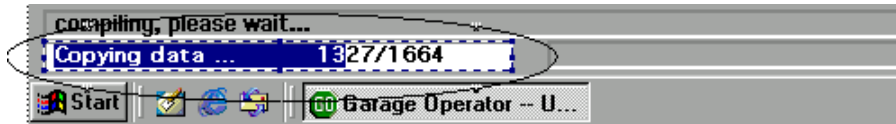


*Note: Whenever you are in a data entry field and you are not sure what to do, check the Statusbar message first*

## 2.7 Message Box

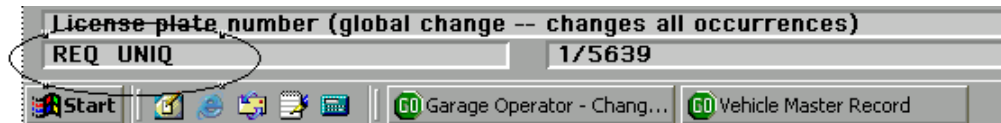
The Message Box appears on all Garage Operator screens. It is context sensitive, meaning it displays different messages in different situations.

When the Garage Operator main screen is open, the message box is normally blank. It displays a progress indicator when large volumes of data are being sorted or updated.



In data entry screens, the message box displays the field tags (if any) as the cursor visits each field.

For example, when the cursor is in the License Number field of the Vehicle screen, the message box displays field tags indicating that the License Number in this screen is required, and must be unique:



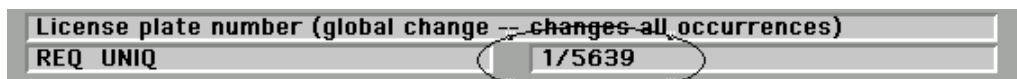
When the cursor is in the Make field of the Vehicle screen, the message box is empty, showing there are no field tags associated with Make.



## 2.8 Record Counter

The Record Counter appears on all Garage Operator screens, but displays information only on data entry screens.

It shows how many records there are in the currently-selected collection, and where the record you're viewing is positioned within the collection.



The screen shot above shows the record counter on a Change Vehicle screen in the Data Tables procedure. The fraction “1/5639” shows that the Vehicle record being viewed is the first in a collection of 5,639 records.



*Note: The VCR buttons in the lower left-hand corner of each data entry screen let you move forward and backward between records in the collection.*