

1 Getting Started Guide

This section addresses the following topics:

- Data Entry and Filtering
- Formats
- How to Run QuercusPlus
- Keyboard Shortcuts
- List Maintenance
- Multiple Selection Checkboxes
- Record Management
- Running Forms
- Tabs
- Toolbars

1.1 Client Platform Support

The QuercusPlus application runs in a browser. The following browsers are supported by Oracle Forms (version 10g):

- Microsoft Explorer 6.0
- Netscape Navigator 4.7x or 7.0x

For further details please refer to the following URL:

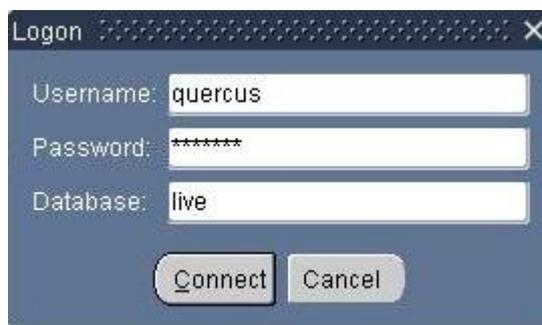
http://www.oracle.com/technology/products/forms/htdocs/10g/clientsod_forms_10g.html

1.2 How to Run QuercusPlus

QuercusPlus is run via an URL such as follows:

<http://<application server name>:<port>/forms/frmservlet?config=qa10gr2>

In the URL the "application server name" is the name of the machine on which the Oracle Application Server has been installed and the port will be that automatically assigned during installation of the Oracle Infrastructure (see the URL for the HTTP Server in the [Installation Guide](#), Section 4).

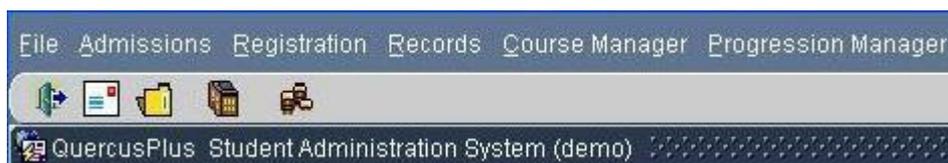


In the Oracle Forms Login screen, the **Database** is the name of a database as specified in the TNSNames.ora file e.g. "test", "live", "training". After logging in, the name of the current database is shown in parentheses and the main QuercusPlus menu is displayed (File, Admissions, Registration ...).

The Window Close button (the X icon located in the top right hand corner of the window) is not enabled.

1.3 Toolbars

The main toolbar includes icons corresponding to some of the menu options.



Button	Function
	Exit QuercusPlus.
	Direct Admissions
	Student Enquiry
	Course Enquiry
	Student Statement: View details of students fees, funding and current balance.

In general, once a main menu choice has been made, the main menu is replaced by a database record orientated sub-menu (Action, Edit, Query, lock, Record, Field); likewise the main toolbar is replaced by a record orientated one. Popup tooltips show the purpose of the toolbar icons. A list of records will be displayed.



Button	Function
	Save information entered in the current window.
	Print the information displayed in the current window.

Button	Function
	Printer Setup: Maintain the page and printer setup details.
	Exit: Return from the current form to the previous one; unsaved information will be lost.

Button	Function
	Cut the information from the current field and place it in the clipboard.
	Copy the information in the current field to the clipboard
	Paste information from the clipboard into the current field.
	Enter Query
	Run Query
	Cancel Query
	Previous Block (a block is a cluster of related fields).
	Previous Record
	Next Record
	Next Block
	Insert Record
	Delete Record. Deletes currently selected record
	Lock currently selected record.
	Help

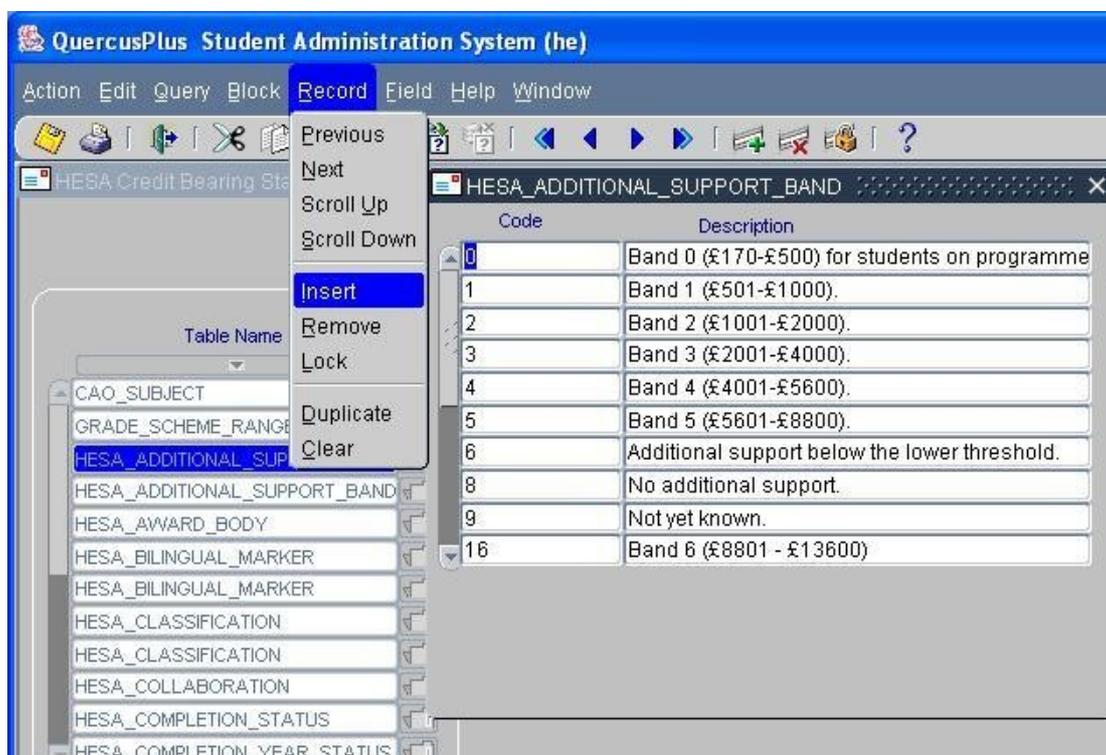
1.4 Keyboard Shortcuts

The following keys / key combinations can be used as shortcuts to the corresponding functions as set out in the table below:

Key	Function
F1	On-line help.
F4	Copy current record.
F6	Insert a new record.
F7	Enter a query.
F8	Execute a query.
F9	Display list of options for a field
F10	Save entered information.
Ctrl + q	Close current window; unsaved information will be lost.
Ctrl + c	Copy information in the current field to the clipboard.
Ctrl + v	Paste clipboard information.
Alt + i	Refresh displayed data

1.5 Record Management

In general, the **arrow** keys rather than the mouse are used to select a record (in some screens the mouse also works). Records can be inserted and deleted via the **Record | Insert** and **Record | Remove** menu options or the equivalent toolbar buttons.

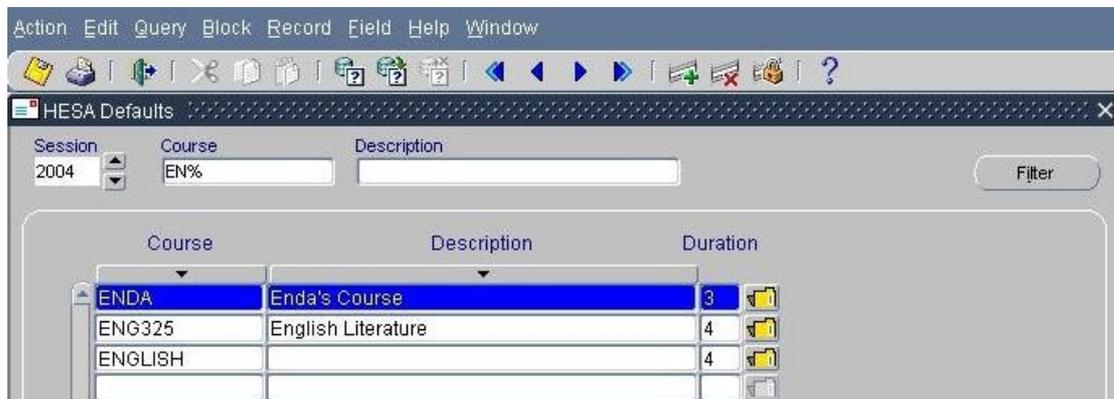


New records will be inserted below the currently selected record. Once field values have been entered, the record is saved via the **Action | Save** menu option, by clicking the yellow disk icon on the toolbar or by pressing the **F10** key. Likewise, when a record is deleted, the actual deletion takes place only when the **Save** option is taken.

1.6 Data Entry and Filtering

When entering data in to several fields the **Tab** key can be used to move between adjacent fields and also from the last field on a given tab section to the first field in the next tab section (see section 1.7).

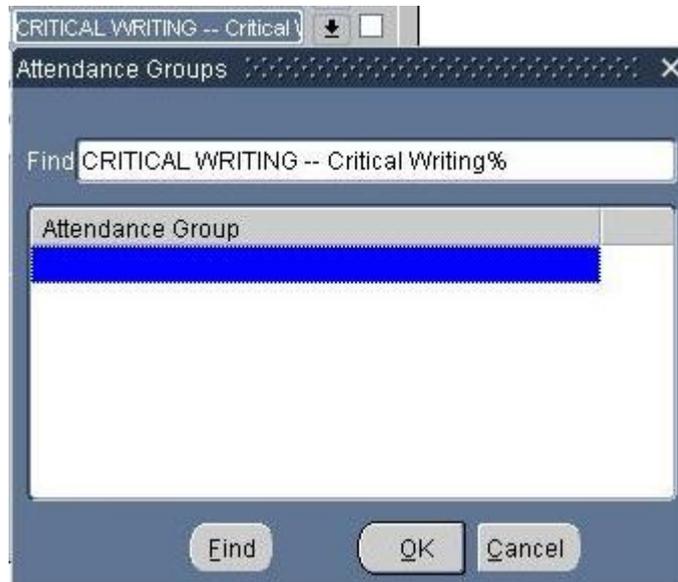
On many screens the set of records shown can be filtered by entering entire or partial values in the field(s) next to the **Filter** button and clicking the button. To specify a partial value the '%' character is used as a wild card. In the following example the filter value "EN%" matches all records in which the **Course** name begins with "EN".



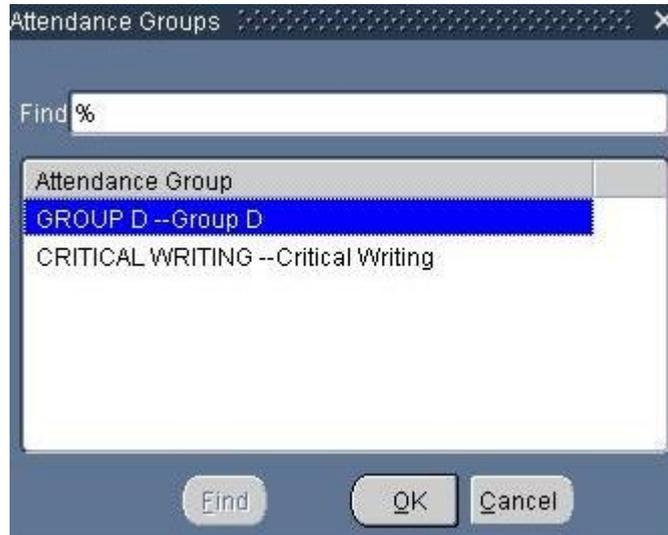
Likewise "%ISH" would match all records ending in "ISH". To view an unfiltered list the filter fields should be cleared and the **Filter** button clicked again.

Filters are also used when selecting values from lists. The presence of an **ellipses** (...) button beside the field indicates that a list of options/ lookup values is available for the field; clicking the button will display the list; the list of options will also be displayed if the code entered is unknown. Once a field has a value, the **ellipses** button will be disabled.

A code can be searched for by entering the code or description in the **Find** field and clicking the **Find** button; a partial code or description may also be employed through the use of wild cards (%).



The Find field will be populated with any value which already exists (as in above example).



To view all possible values the **Find** field must be cleared (except for the "%"); the **Find** button will then be enabled and pressing it will populate the box (as in the above example).

1.7 Tabs

Some screens include so-called "tabs" as in the following:



Tabs are used to hide and expose additional fields. Additional fields can be accessed by clicking on the corresponding tab. Note how the **HESA General** tab is selected above and the **Fee Data** tab below.



1.8 List Maintenance

When maintaining a list of values (as opposed to a set of records), a blank field for addition of a new entry is created through use of the **Tab** key.

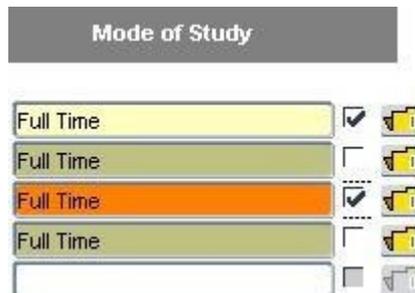
Payment Type	Description
CREDIT_NOTE	Credit Note
DRAFT	Bank Draft Payment
GIRO	Giro Payment
LASER	Laser

In the screen above pressing Tab when on the last line (Laser) inserts a blank line for addition of new values.

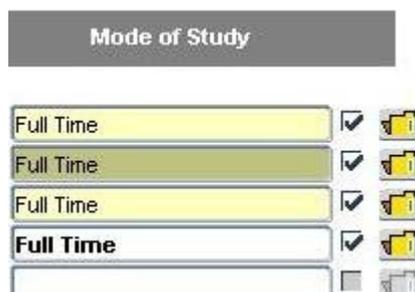
1.9 Multiple Selection Checkboxes

In various areas of the application, selection options are displayed as a list of checkboxes and one or more options can be selected by ticking the corresponding checkboxes. However, on some screens the checkboxes appear to operate as radio buttons in that clicking on one box clears any prior selection. On such screens:-

- <Ctrl> Click is used to select more than one box at a time ...



- A range of boxes is selected by using a combination of Click and <Shft> Click.



1.10 Formats

In various parts of the application there is provision for entry of formats for numbers or dates and times. Details for specifying such formats are set out in (section).

1.11 Running Forms

In a few exceptional areas of the application it will be necessary to run a form which is not otherwise accessible via a menu option. To run a form the **File | Run Form** menu option is selected. In the screen which is displayed enter the name of the form (or press <F9> and select it from a list) and press the  button.

