

Windows Navigation Features in PtMS for Windows

PtMS for Windows is a Windows based product. As such it uses a mouse as a pointing device for moving the users through screens and menu. There are on-screen prompts users should be aware of while navigating the product.

Listed here are several of the most common screen prompts or symbols used in PtMS for Windows.



PtMS Menu

This is the PtMS Menu shortcut icon located on your desktop. Click on this to launch the PtMS Menu and navigate to all the PtMS features.



The asterick (*) next to a field indicates it is a search field for record lookup. The user enters data in the field and presses the ENTER key or clicks out of the field to initiate a record search.



This icon represents a primary data table lookup browse window. Destinations, clients are all examples of primary data table browses. These windows will generally have a filter option where you enter part of a record lookup values and click on the filter option or just press the ENTER key to initiate the lookup with the filter.



This icon represents a secondary data table such as a city-state-zipcode table for lookups or a county lookup.



This icon is used to open a record detail window for editing detail values within a record. Schedule records and trip transaction records are editable by click on this icon in a browse window.



This icon represents a print report option. Click on the icon on a data record screen and you can print a report detailing all the items on the screen. Users can print client records, service request records, and schedule records by clicking on this icon. If the icon is displayed on a browse window the icon will generally print a multiple record report.



This icon is used to display a scheduled trip record on the map. Click on the icon and the user will be prompted to clear the map and display the trip or display the trip without clearing the map.

