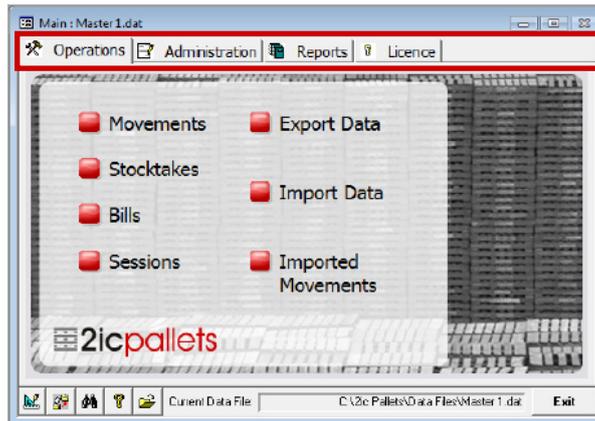


2ic Pallets is an easy program to use, but there are a lot of features and options that can look a little overwhelming at first glance. This section explains how to find your way around the program, and describes the layout of forms. Once you know how to use one form, you'll find all the others very similar.

The Main Form When you start up 2ic Pallets you'll see the Main Form from where you access all the major functions of the program.

The 2ic Pallets Main Form



These tabs give you access to the main functional areas of the program

The Main form has a series of **tabs** across the top which correspond to the main functional areas of the program. When you click on one of the tabs, the options for that tab display. Most of the day-to-day functions are on the **Operations tab**.

Form layout In 2ic Pallets, information is entered and displayed in a series of forms which you can access from the Main form. The layout of each of these forms is the same, although some of the fields differ, so once you have learnt to use one of them, you know how to use them all.

Most form screens are divided into two halves:

- The top half of the screen contains a data grid which summarises all the matching records in the database, each row corresponding to one record. As this is only a summary, not all data fields applying to a record display by default. You can customise which fields are displayed as described in **Customising forms** on the next page.
- The lower part of the screen, called the **sub-form**, contains detailed information about the selected record, organised in a series of tabs.
- A row of buttons at the bottom of the form performs common functions for the form.



A First Look at 2ic Pallets (continued)

An example of a Form screen in 2ic Pallets

This data grid summarises all the matching records in the database. Each row corresponds to one record

This sub-form contains detailed information about the selected record

These buttons perform common functions

The screenshot shows the '2ic Pallets - [Movements : Sample.dat]' window. It features a menu bar (File, Edit, Format, Insert, Records, Window, Help) and a toolbar with icons for search and filters. Below the menu is a data grid with columns: Date, Equipment, Sending T.P., Receiving T.P., Reference, Sent, Recd, Quantity, Transfer, Transaction, Effective Date, Docket No., Rej/Corr, Type, and Orig. The grid contains multiple rows of pallet movement data. Below the grid is a sub-form for the selected record (dated 27/02/2007), with columns: Source, Docket, Created Date/Time, Created By User, Session, Modified Date/Time, Modified By User, Rej/Corr, Rej/Corr Date/Time, Send TP Email, and Send T. At the bottom of the window, there is a row of buttons: Email Sending T.P., Email Receiving T.P., Email All Notifications, Request BDT, Single view, Docket Rpt, Trace Rpt, Redeem Rpt, Reports, Reject, Correct, Email All Rej/Corr, and Close. A status bar at the very bottom shows 'Required: "Movement" date' and 'NUM'.

Customising forms (and what to do if you don't see the field you need)

There is a wealth of fields and options available in 2ic Pallets to cover the many and varied needs of users. When you first install 2ic Pallets, the most commonly used fields are displayed but many others are hidden. You can customise individual forms for your business by displaying only the fields and options you need and turning off others.

To do this, click on the Customise button  at the top left of every form. The Customise window displays a series of tabs which control all aspects of the form. The last tab is the **Fields** tab, which allows you to specify which fields display, and their size and order.

Customising forms is described in depth in the 2ic Pallets on-line help.