

# Workstation

Version 11



**TRAVERSE**<sup>®</sup>

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This document has been prepared to conform to the current release version of TRAVERSE. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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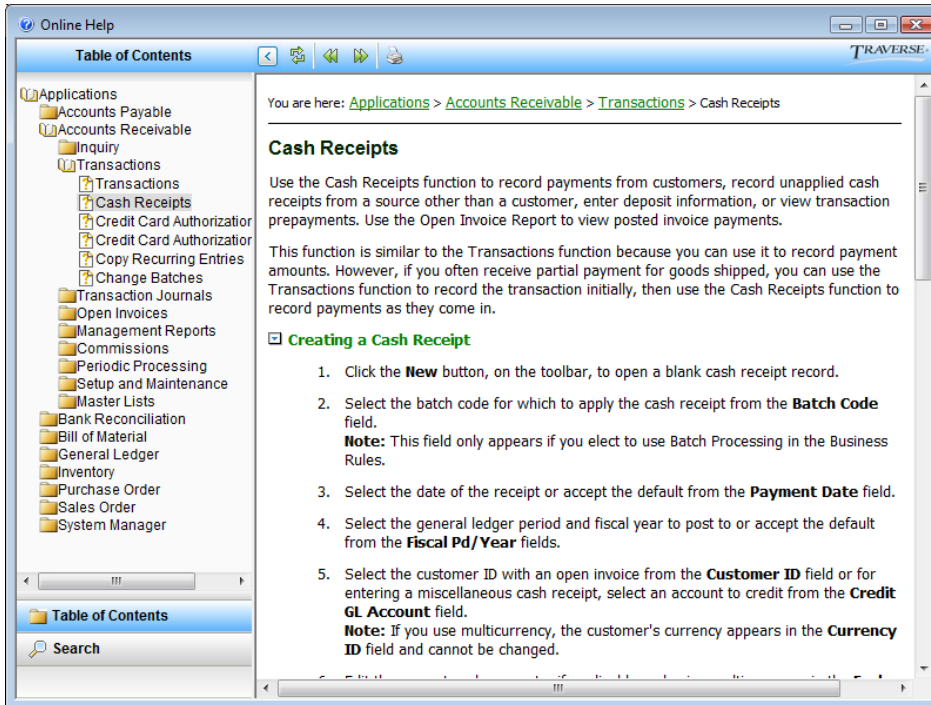
## Introduction

Congratulations on your purchase of TRAVERSE® Business and Accounting Software! We hope you find TRAVERSE useful in accomplishing your day-to-day tasks.

This introductory workstation guide is designed to show you the basic navigational structure of TRAVERSE; how to use the filters, views, and report screens; and some basic tips for making your tasks easier and more productive.

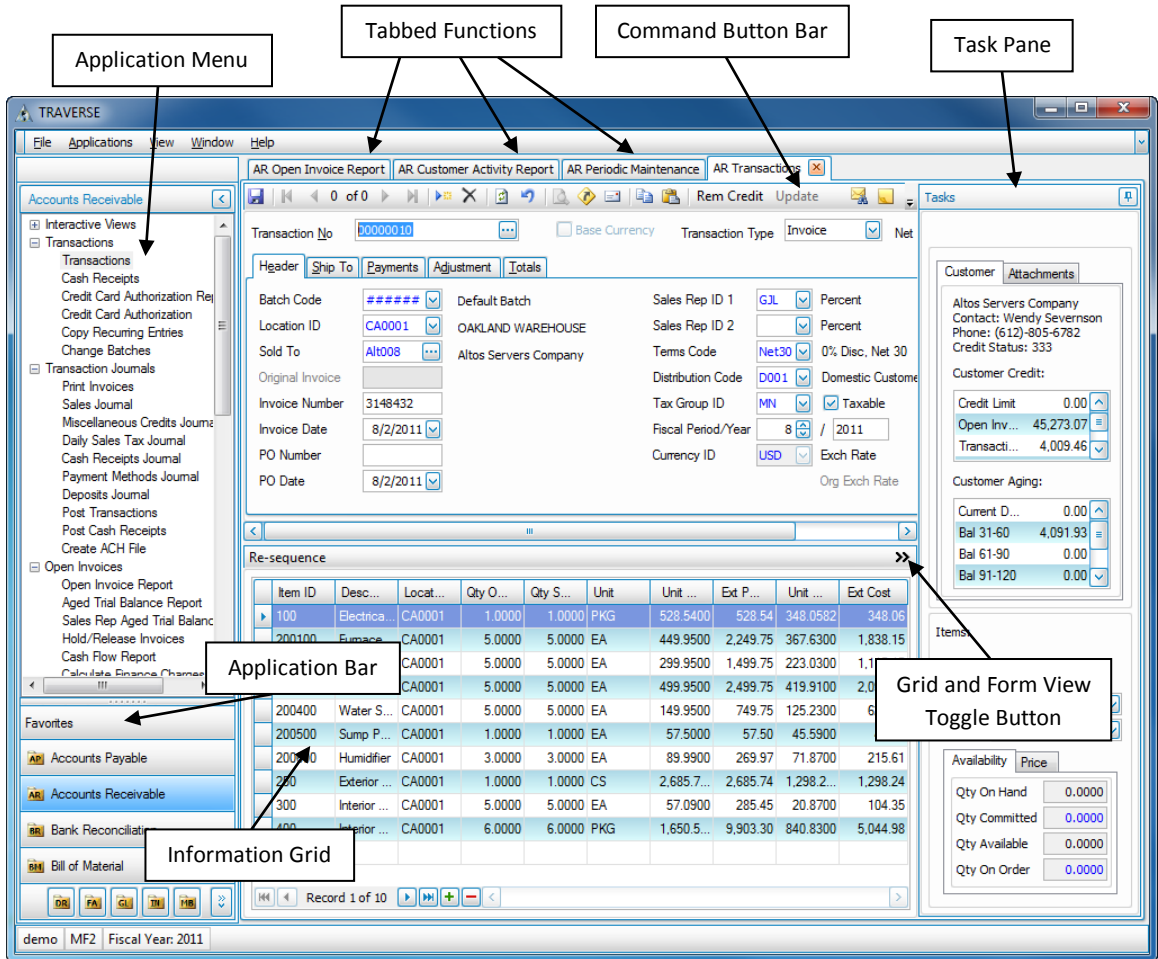
## Where to Find Help

TRAVERSE features context-sensitive help that can be accessed from any TRAVERSE screen. Simply press **F1** when you have a question, and a help topic relating to the function you are currently using will be displayed. In the left column of the help window, you will find a menu that can take you to help topics for any application in TRAVERSE. This is an interlinked table of contents that will help you find answers to your questions quickly and efficiently.



## Basic Menu Navigation

TRAVERSE’s main menu is designed to help you find and execute functions quickly. The default menu style is the Application Bar menu.



This menu is similar to those found in other Windows software—TRAVERSE applications are listed on the lower left side of the screen, with the selected application and its functions appearing in the open area above. With the tabbed function feature, you can open multiple functions at once and keep them neatly organized.

The Application Bar menu always opens with the Favorites menu showing. You can use this menu to consolidate the functions you use most often in a single place for faster access. For more information, press **F1** anywhere in the program to open the Help function, and search for “Favorites Menu.”

## How to Use Grids

Grids appear throughout TRAVERSE in a variety of uses: in views, in maintenance functions, and in order entry screens, among others. While these grids differ in purpose, they all have similar functionality.

The power of grids comes from your ability to change the sizing, layout, sorting, and filtering of the grid.

Click any column heading to sort the grid by that column.

Click the funnel symbol to set a column filter criteria.

Right-click in the column headers and select "Column Chooser" to add or remove columns.

Drag and drop the columns to put them into the order you choose.

Customization

- Ext Price
- Qty Shipped
- Req Ship Date
- Unit Price

Drag column headings to and from the Column Chooser to add or remove columns.

Easily view, edit, or delete column filter criteria.

Use the record tools to add or delete entries in maintenance grids.

Item ID	Description	Location ID	Qty Ordered	Unit	Unit Price
▶ 100	Electrical Package	CA0001	1.0000	PKG	528.5400
200100	Furnace	CA0001	5.0000	EA	449.9500
200200	Water Heater	CA0001	5.0000	EA	299.9500
200300	Air Conditioner	CA0001	5.0000	EA	499.
200400	Water Softener	CA0001	5.0000	EA	149.
		CA0001	1.0000	EA	57.
		CA0001	3.0000	EA	89.
250	Exterior Panels	CA0001	1.0000	CS	2,685.
300	Interior Door	CA0001	5.0000	EA	57.
400	Interior Materials	CA0001	6.0000	PKG	1,650.5500
*					

[Qty Ordered] >= '1.0000'

Record 1 of 10

## Drill-Down Information

Throughout TRAVERSE, you will see blue-highlighted text in fields, grids, and interactive views. Click on the blue-highlighted text to drill-down to related functions and information. Below are some examples from the AR Transactions screen.

Click the blue batch number to open the AR Transaction Batch Codes maintenance function.

Click the blue Location ID to view the Oakland Warehouse information in the Inventory Locations function.

Click the blue Sold To ID to edit information about the Customer Alt008 in the AR Customers function.

Batch Code: #####

Location ID: CA0001

Sold To: Alt008

## Interactive Views

Interactive Views replace the Inquiry functions in previous versions of TRAVERSE. Views are highly configurable data screens that allow you to sort, group, and output the information according to your unique needs. Using interactive views, you can easily and quickly build and manipulate the view to display information in exactly the way you need it.

The screenshot shows the 'AR Customer View' window. At the top, a toolbar indicates '21 of 43' records. Below it is the 'Apply Filter' section with three active filters: '[Status] Equals Active', '[Territory] Begins with North', and '[Class Code] Equals Retail'. Below the filters are dropdown menus for 'Region' (set to MN) and 'Sales Rep ID 1' (set to GJL). The main data table has columns: Customer ID, Name, City, Postal Code, Phone, Contact, and Status. The data is grouped by 'Region: MN' and 'Sales Rep ID 1: GJL'. A list of customer records is shown, with the row for 'Mou027 Mouse Products Inc.' highlighted in blue. Below this, another group for 'Sales Rep ID 1: MSL' is visible, containing records for 'Bur056' and 'Exc054'. At the bottom, there is a status bar with '[Customer ID] Is Not Null' and an 'Edit Filter' button.

Use the Apply Filter function to edit the criteria of your custom interactive view.

Easily arrange columns, group data, and sort the interactive view to your needs.

Click on blue-highlighted entries throughout TRAVERSE to drill down to source information about the entry.

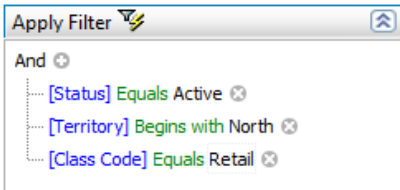
Customer ID	Name	City	Postal Code	Phone	Contact	Status
<b>Region: MN</b>						
<b>Sales Rep ID 1: GJL</b>						
Alt008	Altos Servers Company	Rollingstone	55969	(612)-805-6782	Wendy Sevemson	Active
Atm047	Asynchronous Networking Tech.	Deerwood	56444	(612)-906-3214		Active
Com005	Communicating PC's Inc.	Rochester	55901	(612)-268-4571	Henry Vernly	Active
Mic046	Microtronic Inc.	Faimont	56031	(612)-705-6012		Active
Mni048	Minnesota Northern Laboratory	St. Paul	55133	(612)-804-5612	Alison Ashbury	Active
Mon041	Monolithic Networks	Austin	55912	(612)-805-9023		Active
Mou027	Mouse Products Inc.	Isanti	55040	(612)-805-6023	Fred Evans	Active
Tek025	Teknographics	Saint Cloud	56301	(612)-681-0540		Active
Uni043	Unicircuit Devices	Bloomington	55425	(612)-805-6023		Active
Xly044	Xletek Software	Clinton Falls	56225	(612)-805-6023		Active
<b>Sales Rep ID 1: MSL</b>						
Bur056	Bumhaven Software Design	Minneapolis	55460	(612)-708-9451	Arijit Metha	Active
Exc054	Excelcor Technologies	Minneapolis	55406	(612)-805-4567	Carly Hilden	Active

The Apply Filter function is used to limit the data that is retrieved from the server. Once you retrieve a data set from the server, you can further refine it by filtering the data on the screen. For example, to limit the data using a 'Date Is greater than xx/xx/xxxx' filter in a history query, enter the criteria in the Apply Filter area and then click on the Apply Filter icon or use the F5 key to refresh the data.

There are three different kinds of views in TRAVERSE: Grid view, Parent/Child view, and Pivot view. Read more about these specific views on page 6, 7, and 8.

## Filtering Data in Views and Reports

You can use the Apply Filter function from interactive views and report pick screens to build a condition to filter the generated report.



Each option within the condition appears as a different color to help distinguish it from the other options, Black Text [Blue Text] Green Text <gray text>. The instructions below illustrate how quickly and easily you can build a condition.

1. Select how to group values by clicking the black text component.

<u>Button</u>	<u>Name</u>	<u>Button</u>	<u>Name</u>
	And		Add Condition
	Or		Add Group
	Not And		Clear All
	Not Or		

2. Select a field to filter by clicking the blue text component.
3. Select the filtering criterion by clicking the green text component.

<u>Button</u>	<u>Name</u>	<u>Button</u>	<u>Name</u>
	Equals		Does not contain
	Does not equal		Begins with
	Is greater than		Ends with
	Is greater than or equal to		Is like
	Is less than		Is not like
	Is less than or equal to		Is blank
	Is between		Is not blank
	Is not between		Is any of
	Contains		Is none of

4. Enter, if applicable, a string of text or numbers to complete the condition by clicking the gray text component.
5. Click the icon to add additional conditions if applicable.
6. Use the **Print**, **Preview**, or **Reset** buttons to generate the report or set all fields to their default values.

## Grid View

The screenshot shows the TRAVERSE software interface. The main window is titled "AR Detail History View" and displays a grid of data. The grid has columns for Transaction ID, Document ID, Document Date, Fiscal Year, Fiscal Period, Currency ID, and Amount. The data is grouped by Customer ID (Alt008) and History Type (Line Item and Sales Tax). A callout box points to the sorting area above the grid, which contains filters for Fiscal Year and Transaction Type. Another callout box points to a context menu for adding column summary fields, which includes options like Sum, Min, Max, Count, Average, and None.

Accounts Receivable

- Interactive Views
  - Customer View
  - Invoice View
  - Detail History View
  - Summary History View
  - Aged Trial Balance View
  - History View
- Transactions
- Transaction Journals
- Open Invoices

Apply Filter

And

- [Fiscal Year] Equals 2007
- [Transaction Type] Equals Invoice

Customer ID ↑ History Type ↑

Transaction ID	Document ID	Document Date	Fiscal Year	Fiscal Period	Currency ID	Amount
<b>Customer ID: Alt008</b>						
<b>History Type: Line Item</b>						
000000...	081000000001	1/7/2007	2007	1	USD	528.54
000000...	081000000002	1/7/2007	2007	1	USD	1,463.76
000000...	081000000003	1/7/2007	2007	1	USD	528.54
000000...	081000000002	1/7/2007	2007	1	USD	2,378.43
000000...	030100000003	3/1/2007	2007	2	USD	20,460.65
						25,359.9
<b>History Type: Sales Tax</b>						
000000...	081000000001	1/7/2007	2007	1		34.36
000000...	081000000002	1/7/2007	2007	1		95.14
000000...	081000000003	1/7/2007	2007	1		34.36
000000...	081000000002	1/7/2007	2007	1		154.60
000000...	081000000002	1/7/2007	2007	2		1,329.94
						1,648.4
						2,213,102.36

demo | 005

The Grid-style View organizes information into a highly customizable series of columns, drop-down boxes, and drill-down links. The columns can be arranged in whatever order you please, or can be dragged into the sorting area to group them into a series of staggered, drop-down groups.



## Parent/Child View

AR History View

2 of 3

Fiscal Year: 2006 Customer ID: Arg026

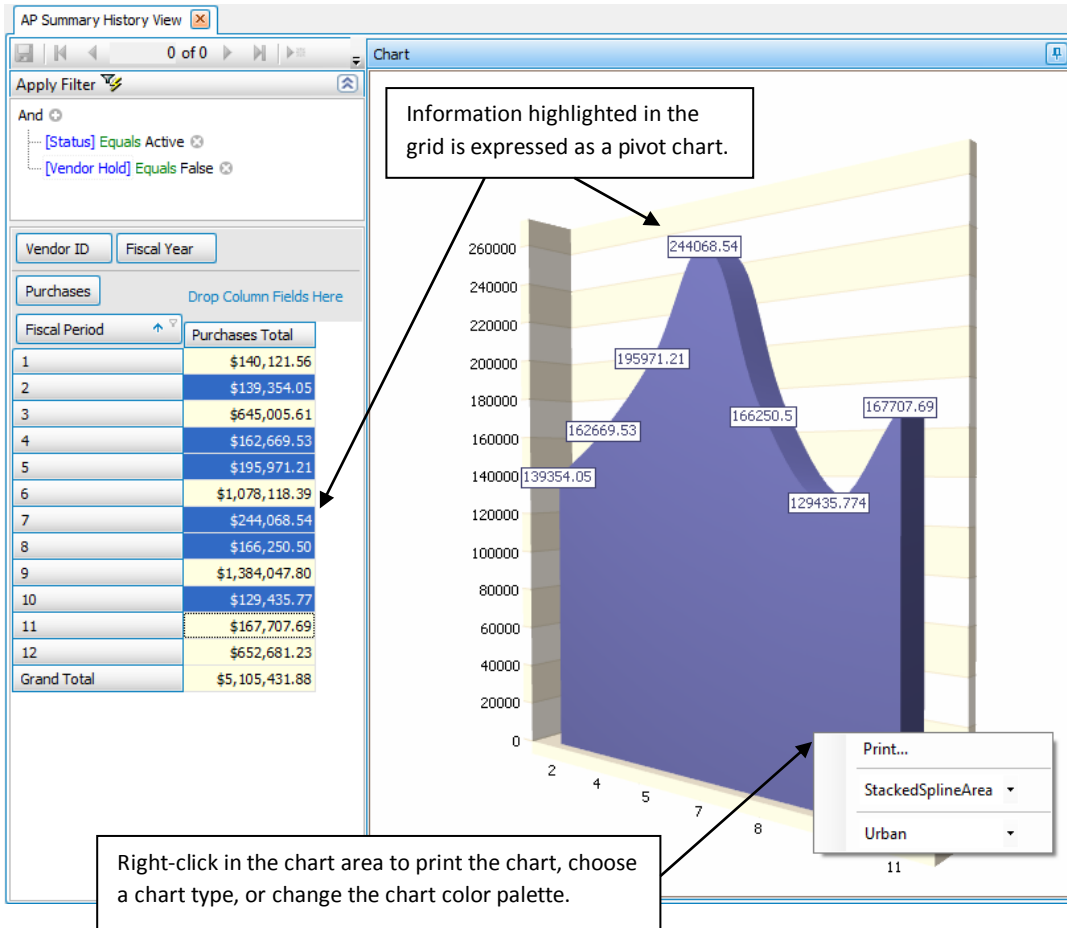
Fiscal Year	Customer ID	Transaction ID	Trans Type	Invoice Date	Total																														
Fiscal Year: 2006																																			
Customer ID: Arg026																																			
2006	Arg026	277	Invoice	9/16/2006	11,896.5																														
<table border="1"> <thead> <tr> <th>Item ID</th> <th>Description</th> <th>Quantity</th> <th>Unit</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>SOF047</td> <td>Photometrics Wireless LAN...</td> <td>3.0000</td> <td>Each</td> <td>3,630.0</td> </tr> <tr> <td>SOF059</td> <td>NetWare v3.12 (25 User/3...</td> <td>2.0000</td> <td>Each</td> <td>1,682.0</td> </tr> <tr> <td>SOF047</td> <td>Photometrics Wireless LAN...</td> <td>3.0000</td> <td>Each</td> <td>3,630.0</td> </tr> <tr> <td>SOF059</td> <td>NetWare v3.12 (25 User/3...</td> <td>2.0000</td> <td>Each</td> <td>1,682.0</td> </tr> <tr> <td colspan="4"></td> <td>SUM=10624</td> </tr> </tbody> </table>						Item ID	Description	Quantity	Unit	Amount	SOF047	Photometrics Wireless LAN...	3.0000	Each	3,630.0	SOF059	NetWare v3.12 (25 User/3...	2.0000	Each	1,682.0	SOF047	Photometrics Wireless LAN...	3.0000	Each	3,630.0	SOF059	NetWare v3.12 (25 User/3...	2.0000	Each	1,682.0					SUM=10624
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				SUM=21864.78																															
					46,997.8																														


Nested tables display relevant information conveniently within the interactive view grid.

Click the magnifying glass symbol to open the nested information into a larger view.

The Parent/Child view uses much the same organization as the Grid view, but adds nested information drawn from other tables when necessary. This allows you to review relevant information without needing to drill down or open another interactive view.

## Pivot View



The Pivot view takes the highlighted grid information and displays it in your choice of easy-to-read pivot charts. You can sort and select the columns to view the pivot table in a variety of ways, and can print or export the chart to a PDF or Excel Spreadsheet. Once you are satisfied with the view, you can save the view with a distinct name by clicking the **Save** button .



After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows/columns display as a chart below the table. Use the **CTRL**+ click (to select multiple rows/columns) and **SHIFT** + click (to select all rows/columns between the first and second click) shortcuts, after selecting an original row/column, to include multiple rows/columns in the chart.

## Saving, Printing, and Exporting Views and Reports

Once you have arranged your view to your satisfaction, you have a variety of methods of recalling, printing, and exporting it.




### Save Your View for Future Use

Saving your view allows you to recall the view in the future, allowing you to re-create it without resetting the parameters each time.



Click the **Named Views**  **Views**  button to save, edit, delete, or make views public. When you save a view, the data in the view is not saved, but rather the parameters you have set to make the view. When you load the view, the parameters of the view are loaded and used to re-create the interactive view with current data.

Also, if you selected **True** in the **SaveView** field in TRVERSE **Preferences**, TRVERSE automatically saves any changes you make while using the default view.








### Print Your View as a Report

To print the information in your view as a report, click the **Preview Report**  button. The preview for your report appears, allowing you to see what the report will look like before you print it. To print the report, click **Print** . To export the report to a PDF, HTML, MHT, RTF, Excel, CSV, Text, or image file, click the **Export Document**  button on the preview screen. Whichever file format you choose, this method will export the full report including any report header or detail.

### Export Your View as Data

Click the **Export Data**  **Export**  button on the main view screen to export the data found in the view in an Excel, HTML, Text, or XML file. Unlike the export found in the Report Preview screen, this method exports only the data found in the view; no additional report information (such as headers, footers, page numbers, etc.) are included. Use this option if you need to manipulate the raw data in an outside program.

## TRAVERSE Hot Keys

Key	Button	Function	Description
F1		Help	Show information about the function on which you are working.
F2		Home	Put cursor at beginning of text .
F3		Delete	Delete the current record.
F4		Lookup	Open lookup/drop down list for the current field.
F5		Refresh Data	Refresh the data retrieved from the server when using the Apply Filter function.
F6		Maintenance	Start the Maintenance command if the field displays link color.
Ctrl+F4		Save and Exit	Save and close the current window.
Ctrl+Insert		New record	When in the detail section of a screen, create a record.
Ctrl+Page Up		Previous screen /Previous record	Move the cursor to the previous screen of a multiscreen function.
Ctrl+Page Down		Next screen/Next record	Move the cursor to the next screen of a multiscreen function.
Ctrl+C		Copy	Copy the highlighted text to the clipboard.
Ctrl+E		Display Validation Errors	Display validation errors in grid mode.
Ctrl+F		Display Filter	Display the filter in grid mode.
Ctrl+M		Main menu	Move to the main menu.
Ctrl+P		Preview	Open the Preview dialog box.
Ctrl+S		Save	Save the current record.
Ctrl+V		Paste	Insert the contents of the clipboard at the cursor.
Ctrl+X		Clear Filter	Clear the filter in grid mode.
Ctrl+Z		Undo all	Undo the changes you made.
Ctrl+Home		Move to first	
Esc		Undo field	Undo the changes you made in the current field if changes have not been saved.
Tab		Next field	Move the cursor to the next field.
Shift+Tab		Previous field	Move the cursor to the previous field.

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