





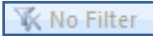
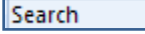


NAVIGATION BUTTONS IN FORM VIEW

It is possible to navigate from one record to another using the Navigation keys at the bottom left hand side of the Form View window. These keys are illustrated and explained in the table below.

Use		Description
First Record		This button is used to move to the first record in the table.
Previous Record		Use this button to move to the previous record in the table associated with the form.
Current Record		This box is used to display the current record number along with the number of records in the table. To display a different record from the table, highlight the number in the box, input a new number, and press Enter.
Next Record		This button is used to move from one record to the next in a form.
Last Record		Use this button to move to the last record in the table that the form is based on.
New Record		To add a new record to the table that is associated with this form, click this button.
Filter		In Form View, when a filter has been applied, this button is used to toggle between Filtered and Unfiltered. When Unfiltered is displayed all the records in the table will display. When Filtered is displayed on this button, only the records meeting the specified criteria will display. If a filter has not been applied to the data, No Filter will appear on the button.
Search		This button is used to search for a record in a table that meets specific criteria.