Section 16

16.1 Notes:-

Note's is simple screen where simple notes can be added to the data base relating to the project or subject that you working with. The idea is that hand notes are not seen by others or notes on personal computers. These notes are there for users of the network. Estimators could use for letting others know there is a site inspection on a certain date.


The heading numbers are automatically generated. The heading description are searchable, so attention should be made to information entered into this field.

When in the entry mode the Estimate number can be easily found by clicking on the "Find Estimate" tab this produces a list of Active estimates, by clicking on the list this will add the description and number to the entry line.

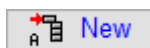"Reference" and "Date" fields can be any that are related to the project.
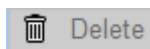
?   Tool Tips, click on to turn blue and rub mouse over object for the tip.
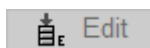
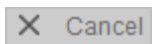**Edit**   This allows the record to be modified.

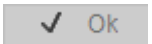**New**   This is for adding a new record number's will be generated automatically.

Delete   This is for deleting the current record. Please consider before using there is no Undo function.

X Cancel	Cancel entry.
✓ Ok	Click OK to add a new entry or write modifications to data base.
▯ Close	Closes this Window.

◀ This takes you to the previous record in the list.

▶ This takes you to the next record in the list.

◀◀ This takes you to the first record in the list.

▶▶ This takes you to the last record in the list.

🔍 Perform a search, by entering a name and clicking **"OK"** you will display the next record starting with
that name.

🖨 Print Current Record	Prints the current selected record.
🖨 Print Selected Records	Prints all of the selected record.

Notes