

# Risk for Windows Help Contents

To learn how to use Help, press F1 or choose Using Help from the Help menu

## **Navigating**

General

Menus

Icons

## **Database**

Fields and Controls

Finding Entries

## **Other Topics**

Printing

Tools

Help, Setup and System Requirements

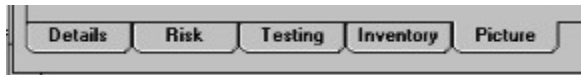
# General

## Move Between Controls and Input Boxes

To move between input boxes etc. use the TAB key to move to the next item or Shift + Tab key to move backwards. Alternatively click on the required box etc. with the Mouse.

## Sections

To move between the sections of a entry click on the tabs or use the File Menu.



The tabs are in the following order and have fast access keys F2 .. F6


Details	F2
Risk	F3
Test	F4
Inventory	F5
Picture	F6

## Drop down list boxes & Databases



To change the text in the drop down list boxes click on the down arrow with the mouse and then click on the required option.

Alternatively use the up and down arrow keys to scroll through the options or hold down the Alt key and press the arrow down key to display the list.

If the required option is not in the list then it can be directly typed in the space or added to the list by using the four file icons  or from the Edit menu.

## Scroll boxes



To change the contents in the scroll boxes click on the required section such as August and then use the arrows on the left of the box or the arrow keys on the keyboard to scroll through the options. Then click on the next segment such as 1995 and use the

arrows. Alternatively type in the required information using the keyboard.

Note :- Valid dates are between 1971 and 2070

### Copy, Cut and Paste

To copy data in a box select highlight the required text and hold down the Ctrl key and press C this will copy the selected text to the clip board

To cut data in a box select highlight the required text and hold down the Ctrl key and press X this will cut the selected text to the clip board

To Paste data in a box select the required position in the box required and hold down the Ctrl key and press V this will copy the text on the clip board into the box.

### Exit the application

To exit the application select File menu and Exit or press Ctrl + E

or Click on the Exit Icon



# Menus

## Moving Around the Menus

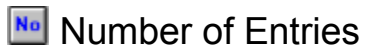
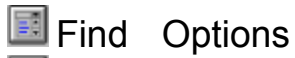
To select a menu item press the Alt Key and use the arrow keys to move Left, right, up and down the menus or click on the menu with the Mouse.

Fast access keys (Ctrl + Key) are included to access menu items with a Keyboard i.e. Without selecting any of the menus hold down the Ctrl key and press A this will add a new entry.

Each Menu item has a Underlined character by holding down the Alt key and pressing the relevant letter will access the menu or button etc. i.e. Alt + C will display the controls menu then press the relevant letter on the menu as required i.e. N to move to the next entry.

# Icons

## General Icons



## Database Icons



# Data Files, Fields and Controls

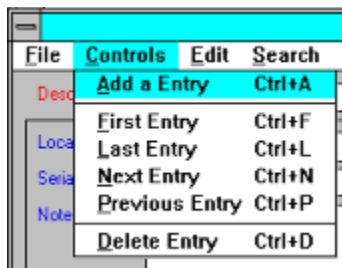
## Fields

Enter information in the fields in lowercase with a capital letter at the beginning.

## Database Controls

All data inputted into the application will be saved.

The Controls menu can be used to create, delete and move between records



or the data control buttons can be used with the mouse.



Also the keyboard can be used with the fast access keys

To **Add** a Entry                      Ctrl + A

To move to the **First** Entry              Ctrl + F

To move to the **Last** Entry              Ctrl + L


To move to the **Next** Entry              Ctrl + N

To move to the **Previous** Entry              Ctrl + P

To **Delete** a Entry                      Ctrl + D

The last record cannot be Deleted so create a new record first

## Finding / Searching for Entries

Click on the options Icon  or select Options from the Search menu and the search options screen will be displayed

Select the field to be searched in the top drop down list box.


Select the type of match to be found in the next drop down list box


Like	Finds any match in the field
=	Finds and Field exactly matching the Find string
>	Finds any match greater than the Find String
<	Finds any match Less than the Find String


Enter the search string in the white Text Input box.

Use the **and** / **or** to specify a second find String and select the second field match and Text etc.

Select OK to close the screen

Select the menus or F8 to find the first entry or click on the icon 

Select continue Find F9 to find the next entry or click on the icon 

Repeat item above F9 until the required entry is found. 

If a matching record is not found then a message will be displayed so re-enter new search strings etc.


### Notes :-

The find options will match any lower and upper case letters i.e. if the find string is Car, Both Car and car will be found with both upper and lower case 'C'.

The **Like** find option will also match any text within text i.e. if the find string is Car, and the text entered is motorcar the like find option will still find Car.

## Printing

### Selecting the Report

Click on the print Icon  and the print screen will be displayed

Select the field to be searched in the top drop down list box.

Select the type of match to be found in the next drop down list box

Like	Finds any match in the field
=	Finds and field exactly matching the find string
>	Finds any match greater than the find String
<	Finds any match Less than the find String

Enter the search string in the white text Input box.

Use the **and / or** to specify a second find string and select the second field match and text etc.

Select the required report from the drop down list box

Select the order which the report is to be listed

Select if the report is to be displayed to screen or direct to the printer.

### Printing the Report

Select Print button from the window



The report will be shown to the screen first if requested.

### Print Report Icons

Once the report has been displayed on the screen the following icons will be displayed at the bottom of the print window.



To move between pages click on the arrow icons.  
(Bottom left of the print screen)

Various layouts can be displayed by clicking on the icon with squares



Print out the report by clicking on the printer icon and a screen will be displayed which will allow you to select certain print requirements such as :-

Select the number of copies and pages required etc.

Click on the OK button to continue and print.

To close the report double click on the square box with a line in, at the top left of the print report screen or select close from the bottom of the print window.

### Notes :-

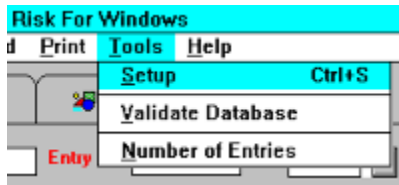
The case icon is used for exporting the report to other formats.

If a database entry is changed the report must be re-produced by selecting the report from the print menu etc.

Paper - All reports are set for printing on A4 paper.

# Tools

Various utilities can be accessed through the Tools menu



The tools menu can be used for the following

## Setup

This is used to enter the users company name

Fast access Keys Ctrl + S can be used

## Validate Database

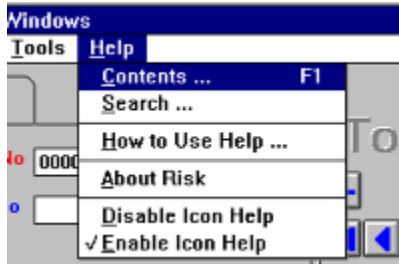
This is used to test the integrity of the database and reset the Entry no. from 0000001 onwards.

## Number of Entries

This will display the current number of entries in the database.

## Help, Setup, and System Requirements

Help can be obtained from the Help menu



### Contents... F1

To View Help press F1 or select the menu

### Search ...

Search for help on a Topic

### How to Use Help

This will display the Windows Help file

### About Risk

Display the about screen select from the help menu

### Enable Icon Help

This will allow the display of the help message if the mouse is left on a Icon for a short time.

### Disable Icon Help

This will stop the display of the help message if the mouse is left on a Icon for a short time.

### Setup / Installation

Should you encounter problems ensure that share is loaded this will enable file sharing which is sometimes required in a Windows environment. This is not required for Windows 3.11 onwards.

Make sure that share is in the path or the path to the file is included i.e.

Enter the following line in the Autoexec.bat file

```
C:\DOS\SHARE.EXE /L:500 /F5100
```

A Space is required before the /

Ensure that the Windows Date settings are set for the 4 digit year e.g. 1998 and not a 2 digit year i.e. 98

## System Requirements

Recommended system requirements.

Hard Disk.

Windows 3.1 or above and MSDOS 5 or above.

386 or above Processor and 4 Megabytes of RAM. (the more the better)

