

Vision™ is a Windows based application so you will probably recognize familiar menus, buttons and tabs as you see in other Windows applications or databases.

Screen Layout

Annotations:

- Menus:** File, Masters, Week, Billing, Tools, Window, Help
- Buttons:** Icons in the toolbar
- Down Selectors:** Month (12/24/2005), BCC200, CULVER CITY, SHOW ALL, Stop Auto Refresh, Stop Auto Unconfirm
- Components of the Schedule:** Grid showing employee assignments, times, and locations (SAN DIEGO LOCATION, SAN FRANCISCO LOCATION, EXTRA COVERAGE)
- Tabs:** Schedule, Open, All Employees, Employee Hrs, Employee, Find, Unconfirmed, Confirm









Menus

Using the menus in Vision™ you select tasks you will perform. Many of the most commonly used menu selections are available in the buttons.

General Navigation Buttons

Icon	Button Name	Function
	New Week	Creates a New Week
	Open Week	Opens the week selector
	Customer	Opens the Customer Master screen
	Employee	Opens the Employee Master screen
	Location	Opens the Location Master screen
	Post	Opens the Post Master screen
	Tour	Opens the Tour Week Master screen
	Report	Opens the Vision™ Reports screen
	Calculation	Opens the Billing or Payroll Calculation screen
	Refresh Schedule	Refreshes the schedule
	Exit	Exits the Vision™ application

Other Navigation Buttons – on Masters

Icon	Button Name	Function
	Schedule	Located in the Employee Master File only. You can access the schedule for the employee from the Employee Master.
	New	Creates a new Master or a new record within the Master file.
	Edit	Edits an existing Master or record within the Master file.
	Save	Saves the new or edited Master or record within the Master file.
	Delete	Deletes or inactivates/terminates a record within the Master file.
	Undo	Allows changes to existing records to be undone.
	Locate	Search screen window of all Master records for selection by number or alphabetically.
	Exit	Allows Exit from Master file.

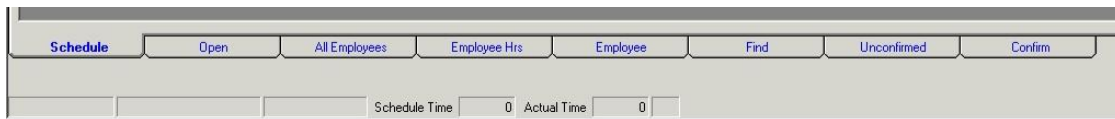
Drop Down Selectors

It is important to understand the Drop Down selectors and how they focus your view of the current schedule.



Drop Down Selector	Function
Week Selector	The week selector box allows you to select which week to display in the schedule window.
Customer Selector	The customer selector allows you to select the desired Customer schedule. You can only view one customer schedule at a time.
Location Selector	This selector box allows you to narrow the view of your schedule by location. The default SHOW ALL displays all locations.

Tabs



The tabs along the bottom of the screens display different views of the schedules.

*All **Open** time slots*

*All **Employees** scheduled for all customers*

***Employee Hour** totals at a specific customer*

***Employee** schedule information*

***Find** any record in the system that matches a word typed into this screen.*

***Unconfirmed** and **Confirmed** employees in the Vantage Telephony/Vision system.*