Finding and Opening Records

Using the Record Selection Manager

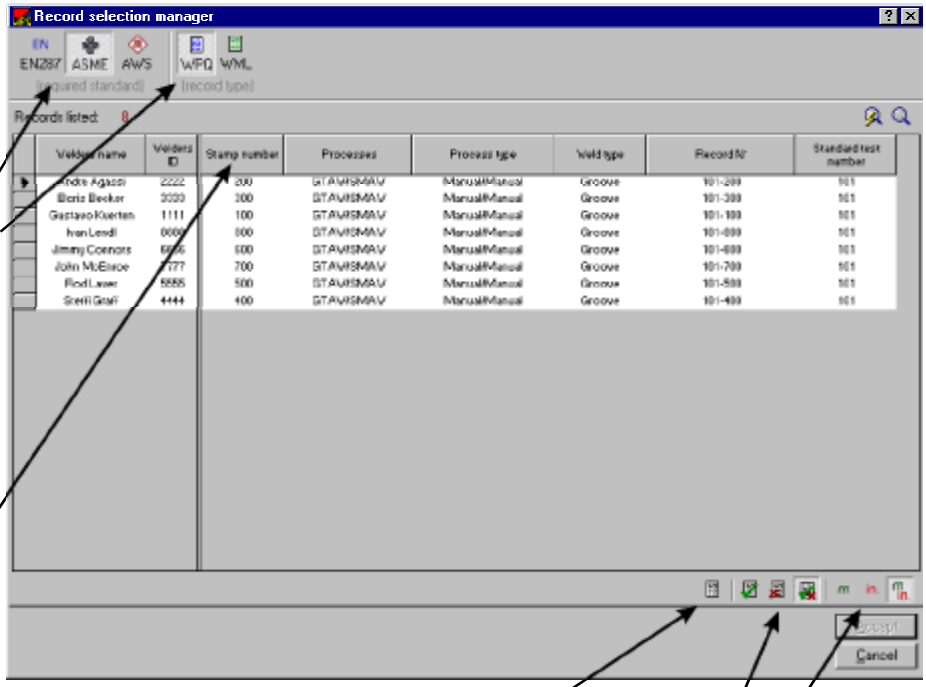
1 To open the Record Selection Manager, click on **File** and then **Open**.

2 Select the code applicable to the desired record. Then specify the type of record to be opened.
WPQ = (Welder Performance Qualification)
WML = (Welder Maintenance Log)

3 To easily locate specific records, use one or more of the following Sorting/Filtering tools:

A Clicking on a column header will sort the records alphabetically by that column. Use this feature to quickly scroll through all of the records.

B A series of filtering icons have been provided to hide undesirable records from view. By selecting one of these you can:



Allow only templates to be visible
Allow only active and/or inactive records to be visible.
Allow only metric and/or imperial records to be visible.

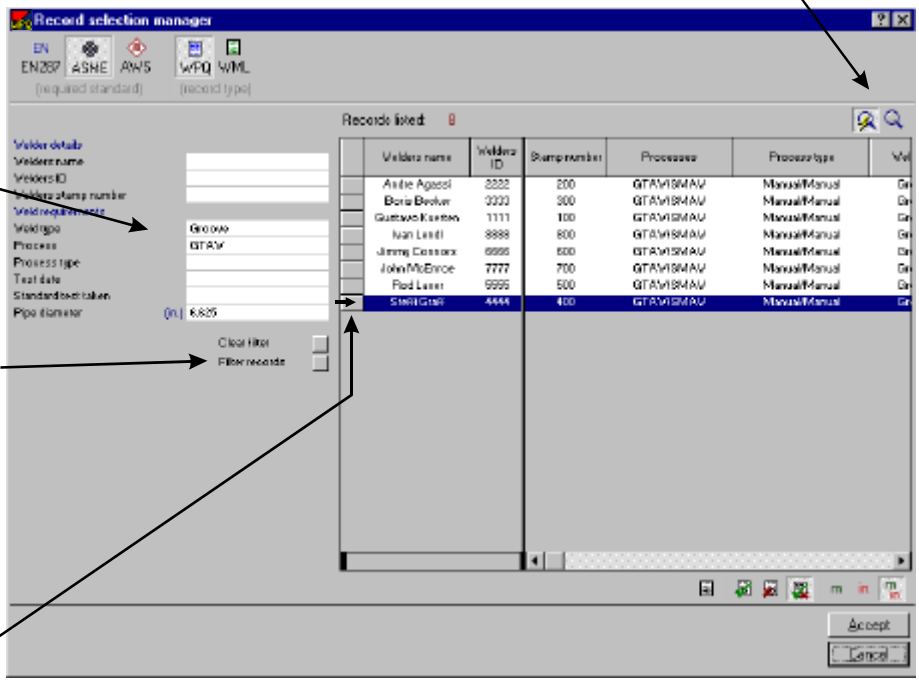
C For the most comprehensive searching capabilities, click on one of the search buttons to convert the Record Selection Manager into a Search Engine.

4 Using this search feature, specify one or more of the known parameters of the desired record in order to filter the data. The more information specified, the fewer records will appear.

5 Once filtering information has been specified, click on the **Filter records** icon. Records will appear based on the information that you specified.

If a new search is desired, simply press the **Clear filter** icon.

6 When the desired record has been located, select it by clicking the cursor in the box immediately to the left of the record. To select multiple records, hold the **Ctrl** key and click on any additional records.
With all desired record(s) selected, click on the **Accept** icon at the bottom right corner of the screen.



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