

# Navigating Records and Properties

## Using the Navigation Bar

- 1 To open the Navigation Bar, click on **View / Navigation Bar**.

This will enable the view of the Navigation Bar. Depending on the settings of the monitor, this bar may appear at the side or bottom of the screen.

- 2 At the bottom of the bar, click on the first tab to show the **Record Selection List**.

This provides a quick list of the records in the system. If a grouping sequence other than that provided is desired, the Navigation Bar grouping may be changed in the Options. For more information, refer to page 1.7.3 **Default Settings**.

- 3 Click on the second tab to show the **Record Search Results Selection List**.

The list of records that will be displayed are the records meeting the criteria of the last search performed. For more information on using the search features, see page 1.1 **Finding / Opening Records**.

- 4 Click on the third tab to show the **Current Record Properties**. This tab displays several settings and properties of the record that is currently in view. Changes to these setting may be necessary in certain circumstances. For example:

**-Record template** may need to be checked in order to turn a new record into a template. By indicating that a record is a template, it will be kept separate from all other records. **Implement record checking** allows control over the code checking. Turn this setting off if it is desired to keep the software from automatically entering code information into the records.

- 5 Click on the fourth tab to display the **Network Status**. This will show all the users that are currently logged on and all of those that are currently logged off of the network.

- 6 Another specific function of the Navigation Bar is found on the **Current Record Properties** (third tab) while viewing an **NDE General Report**. The setting entitled **Report headings** will appear which allows the user to input custom labels on all the fields in the **Equipment and Technique details** box. To change one of these labels, simply click on one of the Report headings and begin to type the new name. All eight labels may be changed allowing the creation of a custom NDE report.

