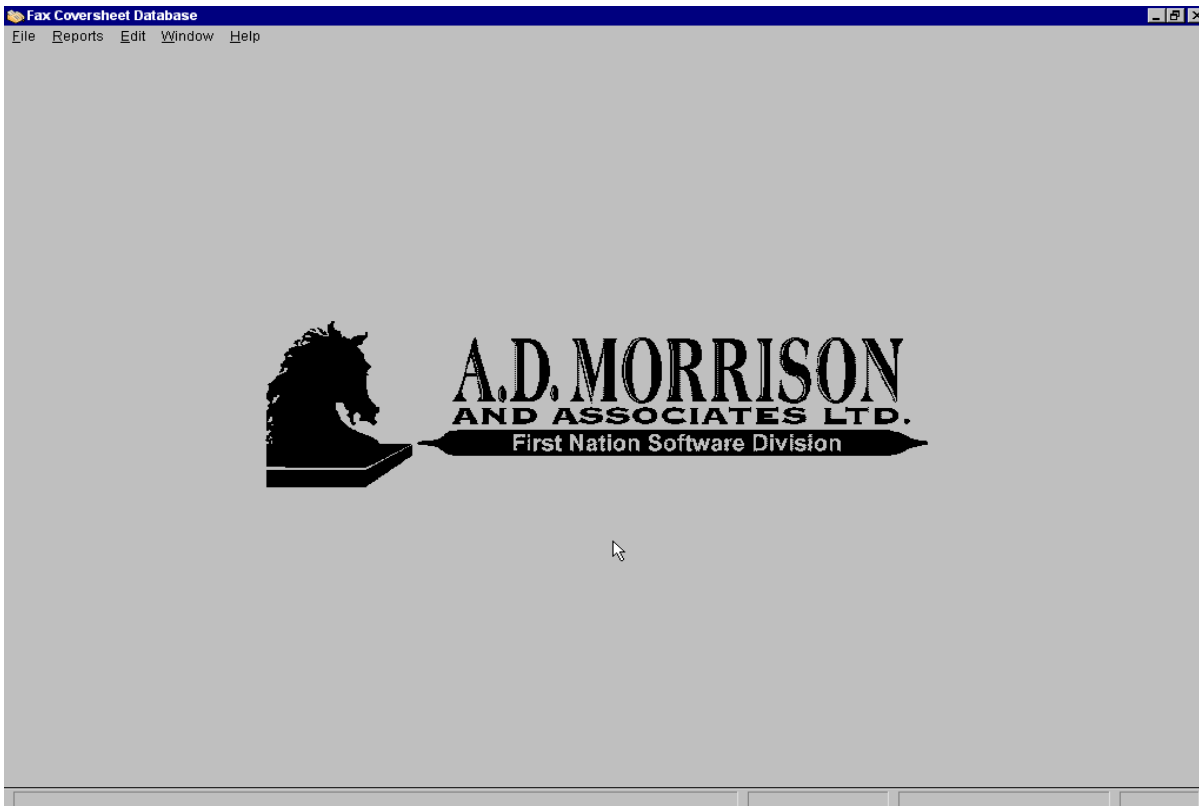
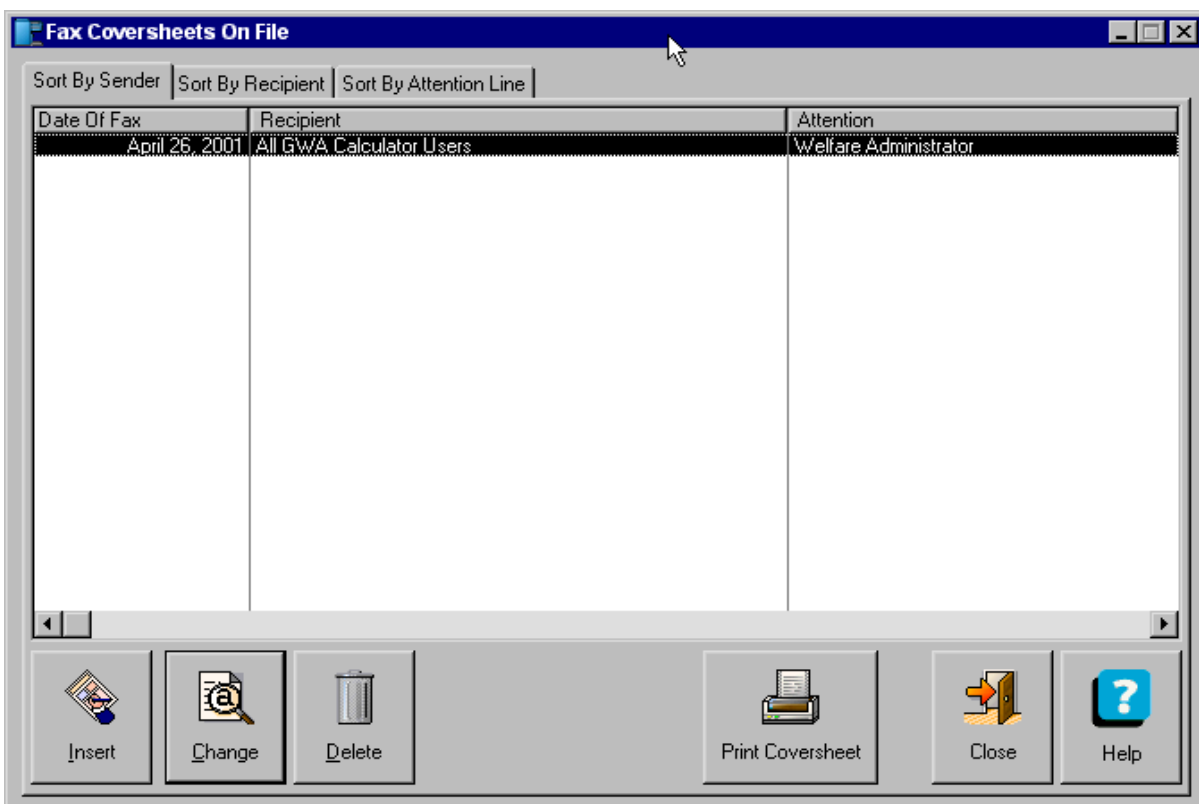


Fax Coversheets Database Screen Captures

Main Screen

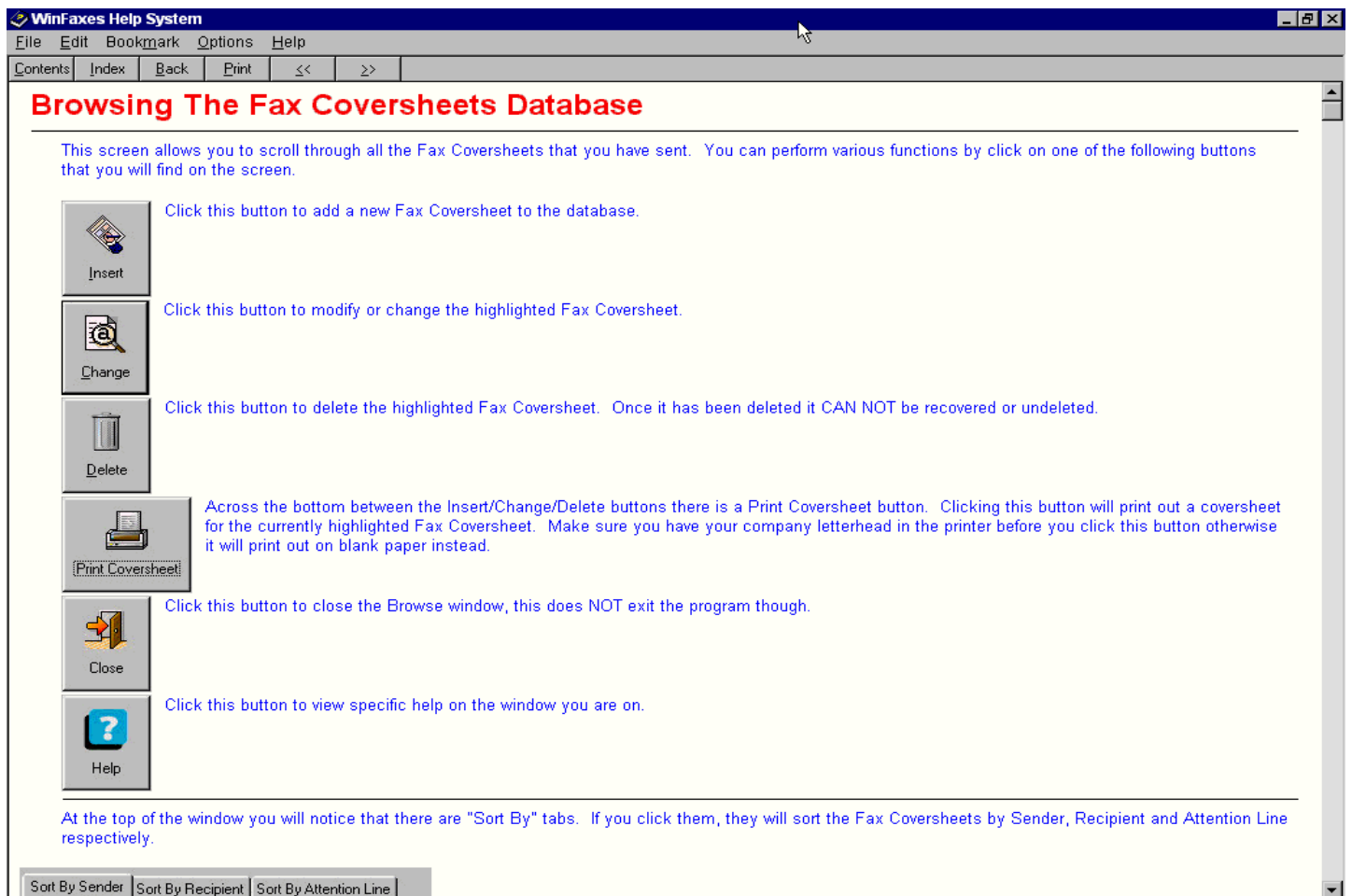


Fax Coversheets Table Screen



From the Fax Coversheets table, you can add, change or delete coversheets. You also have the ability to sort the information by the Sender, Recipient of the fax, or the person to whose Attention you made the fax. From this screen you can also print out a coversheet (it will let you preview it first though). The Close button is used to close the Fax Coversheets Table window. The Help button is used to popup screen specific help information.

Sample Help Screen



When you click on the HELP button, it will popup a help screen specific to the window you are on. This will explain what the various buttons and tabs do on that particular window.

Fax Coversheet Update Screen 1 of 2

Adding a Faxes Record

General | Message

Date Of Fax: 26/04/2001

Recipient: All GWA Calculator Users

Attention: Welfare Administrator

Their Fax Number: ()-000-0001

From: Al Morrison

Our Fax Number: (519)-679-6918

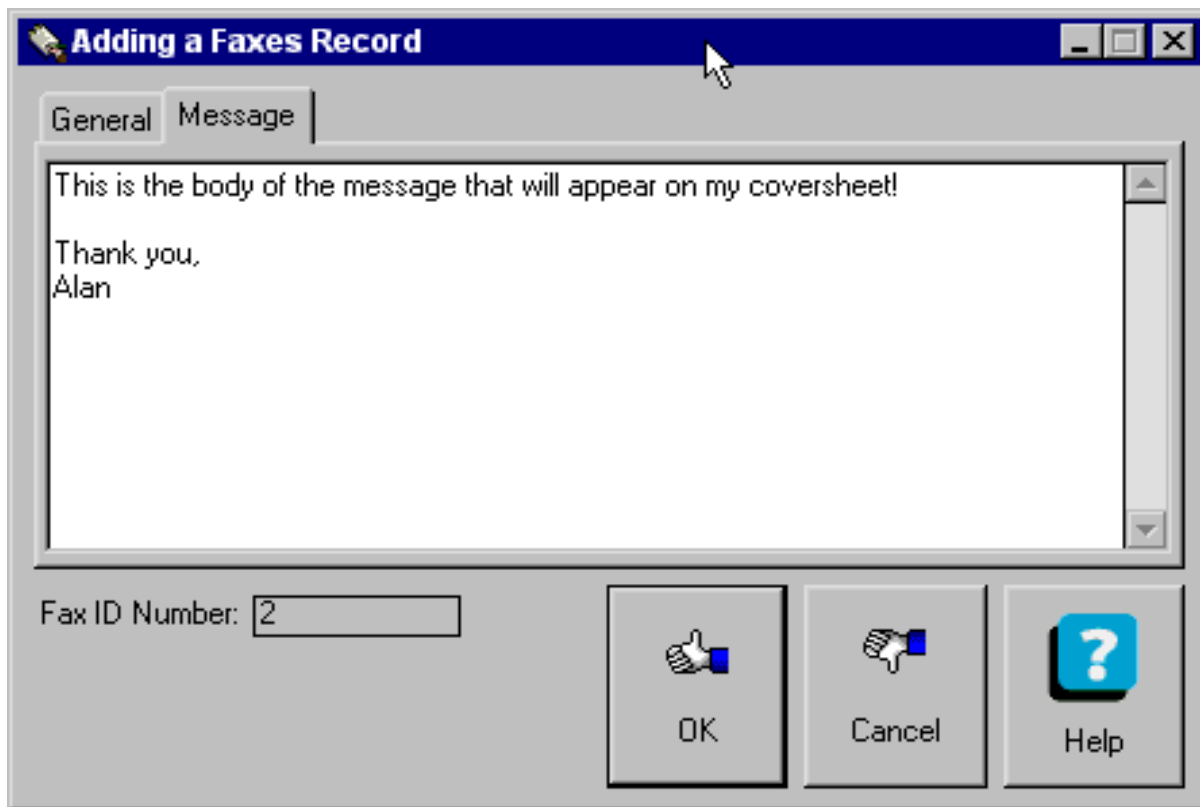
Pages: 2

Fax ID Number: 2

OK Cancel Help

When you press either the Insert or Change button the Update screen will appear. This screen has a field for the date of the fax, who the recipient will be (this will popup a list of companies for you to select from), who the fax is from (this will popup a list of senders for you to select from), and you have a field for the number of pages you will be faxing in total.

Fax Coversheet Update Screen 2 of 2

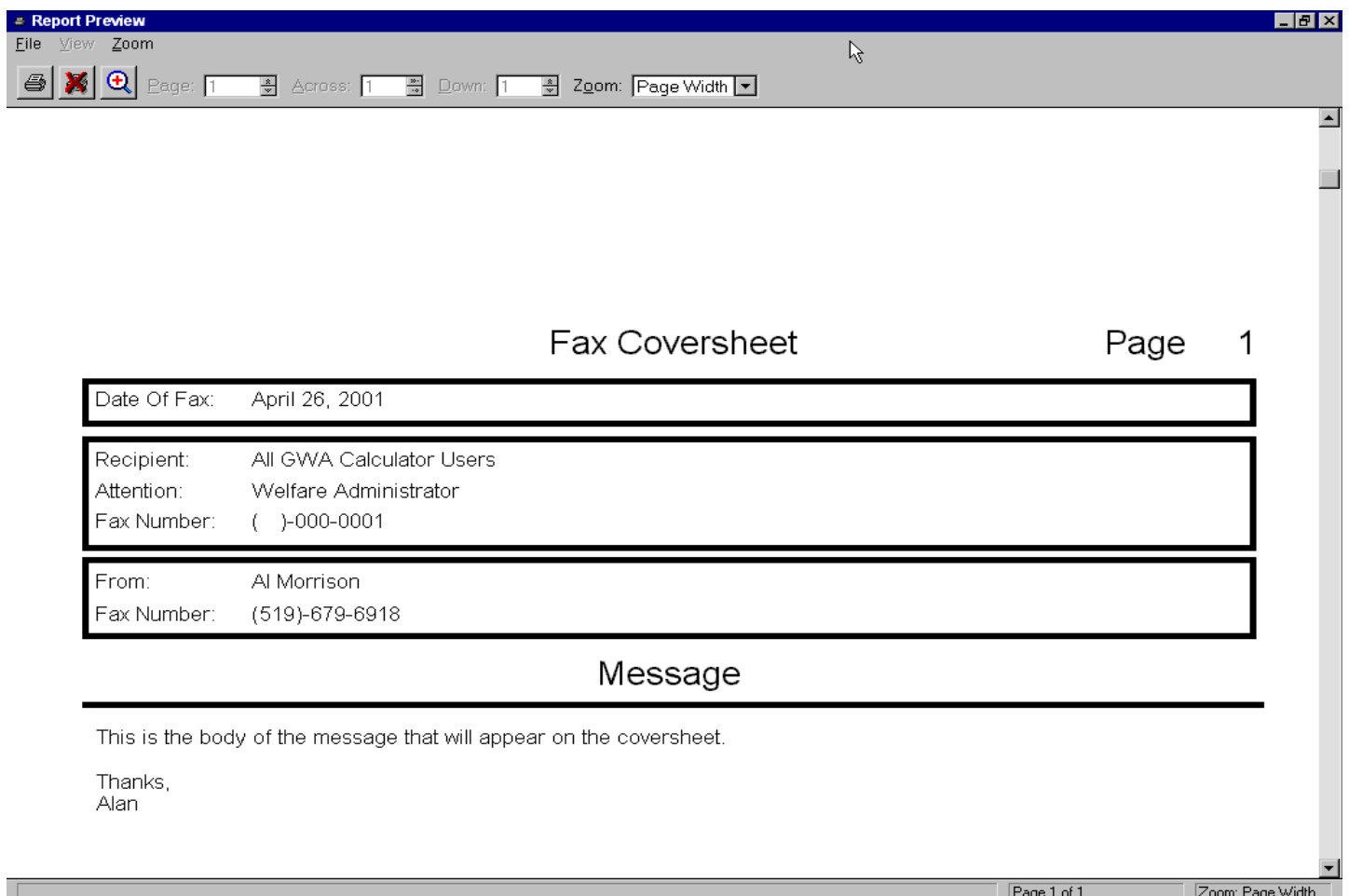


The screenshot shows a dialog box titled "Adding a Faxes Record" with two tabs: "General" and "Message". The "Message" tab is selected. The message text area contains the text: "This is the body of the message that will appear on my coversheet!" followed by "Thank you, Alan". Below the text area is a "Fax ID Number" field containing the value "2". At the bottom of the dialog are three buttons: "OK" (with a thumbs-up icon), "Cancel" (with a thumbs-down icon), and "Help" (with a question mark icon).

When you click on the Message tab at the top of the window, the Message field will appear. This is where you will enter the message you want to appear on your coversheet.

Click the OK button to save your coversheet, or click CANCEL to abort the entry. Click HELP for screen specific help information.

Fax Coversheet Preview Screen



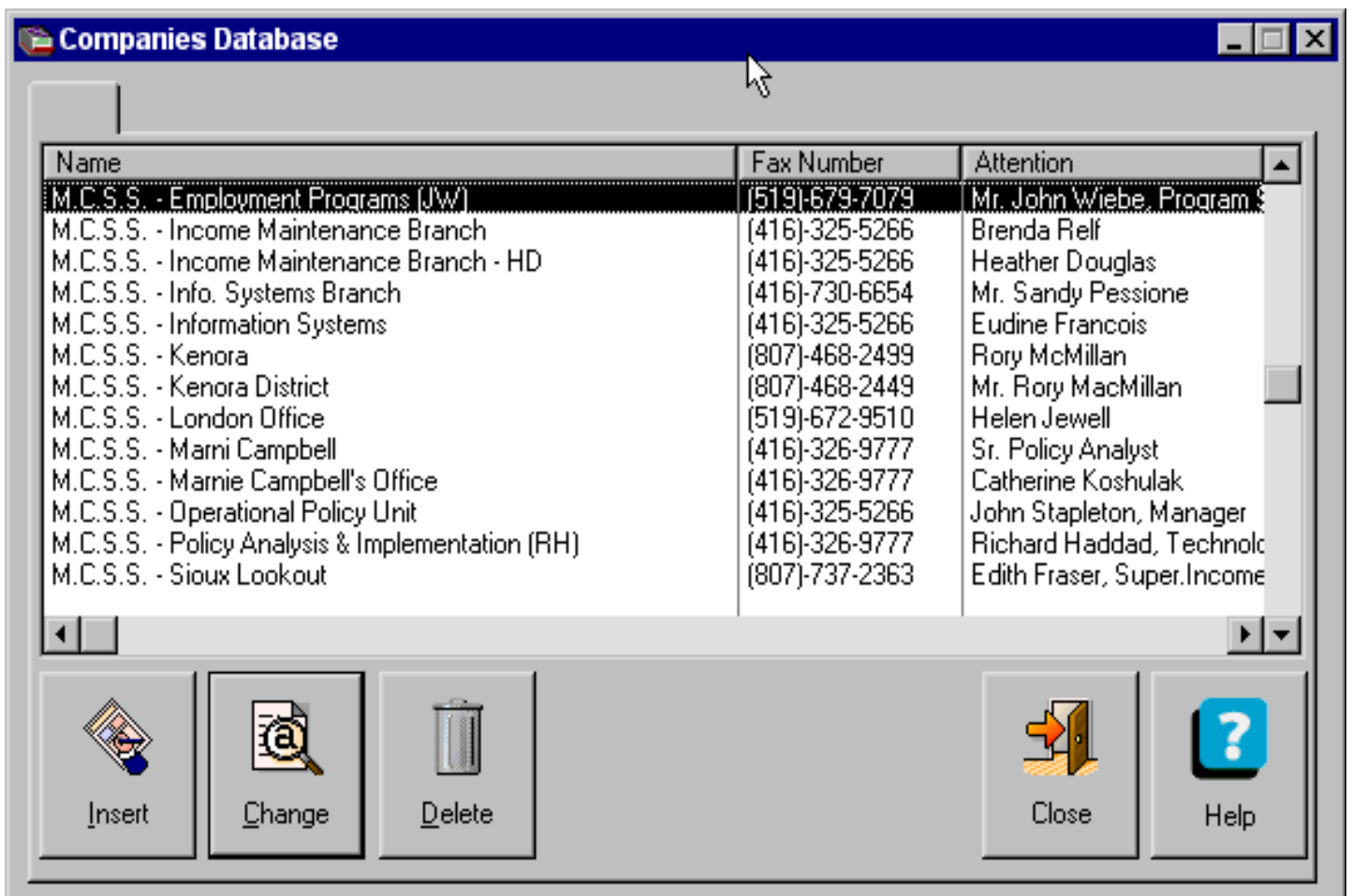
The screenshot shows a "Report Preview" window with a menu bar (File, View, Zoom) and a toolbar with icons for Print, Cancel, and Zoom. The toolbar also includes fields for Page (1), Across (1), Down (1), and Zoom (Page Width). The main content area displays a preview of a fax coversheet. At the top, it says "Fax Coversheet" on the left and "Page 1" on the right. Below this are three sections, each enclosed in a black border:

- Date Of Fax:** April 26, 2001
- Recipient:** All GWA Calculator Users
Attention: Welfare Administrator
Fax Number: ()-000-0001
- From:** Al Morrison
Fax Number: (519)-679-6918

Below these sections is the heading "Message" followed by a horizontal line. Under the line, the text reads: "This is the body of the message that will appear on the coversheet." followed by "Thanks, Alan". At the bottom of the window, the status bar shows "Page 1 of 1" and "Zoom: Page Width".

When you click on the Print Coversheet button it will popup a preview screen which will show you what your Fax Coversheet will look like. If you are satisfied with the look of the coversheet, you can click the Printer button at the top-left edge of the window to print out the Fax Coversheet (make sure you put your company letterhead in first if you are using letterheads).

Companies Table Screen

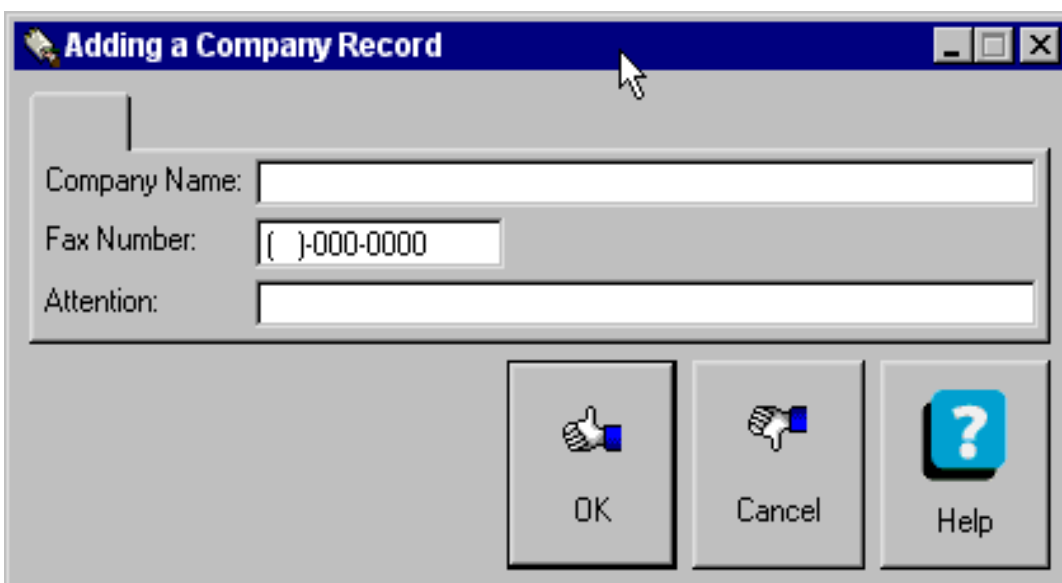


Name	Fax Number	Attention
M.C.S.S. - Employment Programs (JW)	(519)-679-7079	Mr. John Wiebe, Program S
M.C.S.S. - Income Maintenance Branch	(416)-325-5266	Brenda Relf
M.C.S.S. - Income Maintenance Branch - HD	(416)-325-5266	Heather Douglas
M.C.S.S. - Info. Systems Branch	(416)-730-6654	Mr. Sandy Pessione
M.C.S.S. - Information Systems	(416)-325-5266	Eudine Francois
M.C.S.S. - Kenora	(807)-468-2499	Rory McMillan
M.C.S.S. - Kenora District	(807)-468-2449	Mr. Rory MacMillan
M.C.S.S. - London Office	(519)-672-9510	Helen Jewell
M.C.S.S. - Marni Campbell	(416)-326-9777	Sr. Policy Analyst
M.C.S.S. - Marnie Campbell's Office	(416)-326-9777	Catherine Koshulak
M.C.S.S. - Operational Policy Unit	(416)-325-5266	John Stapleton, Manager
M.C.S.S. - Policy Analysis & Implementation (RH)	(416)-326-9777	Richard Haddad, Technolc
M.C.S.S. - Sioux Lookout	(807)-737-2363	Edith Fraser, Super.Income

Buttons: Insert, Change, Delete, Close, Help

From the Companies table, you can add, change or delete information about the companies that you send faxes to. The Close button is used to close the Companies Table window. The Help button is used to popup screen specific help information.

Company Information Update Screen



Adding a Company Record

Company Name:

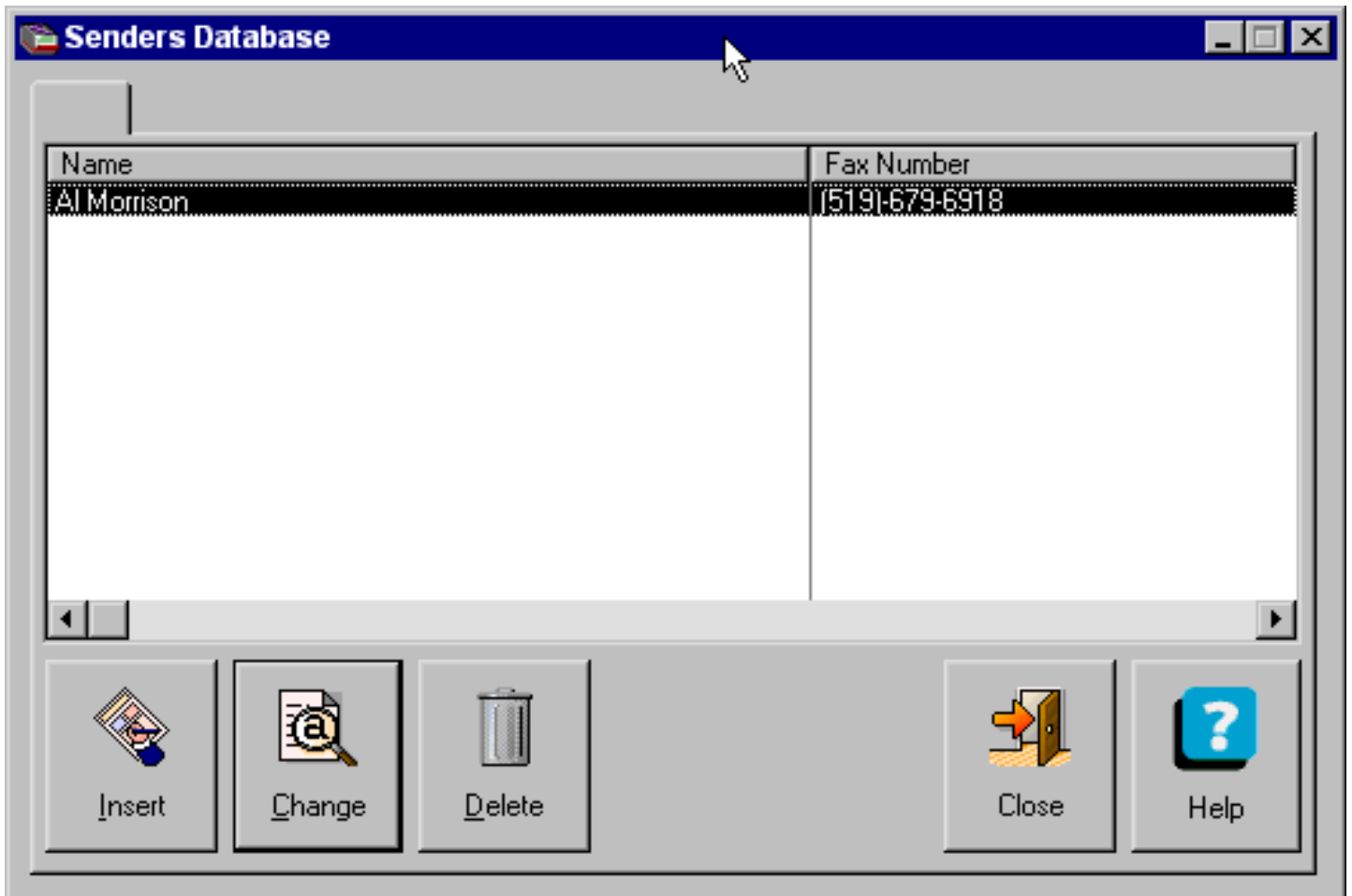
Fax Number:

Attention:

Buttons: OK, Cancel, Help

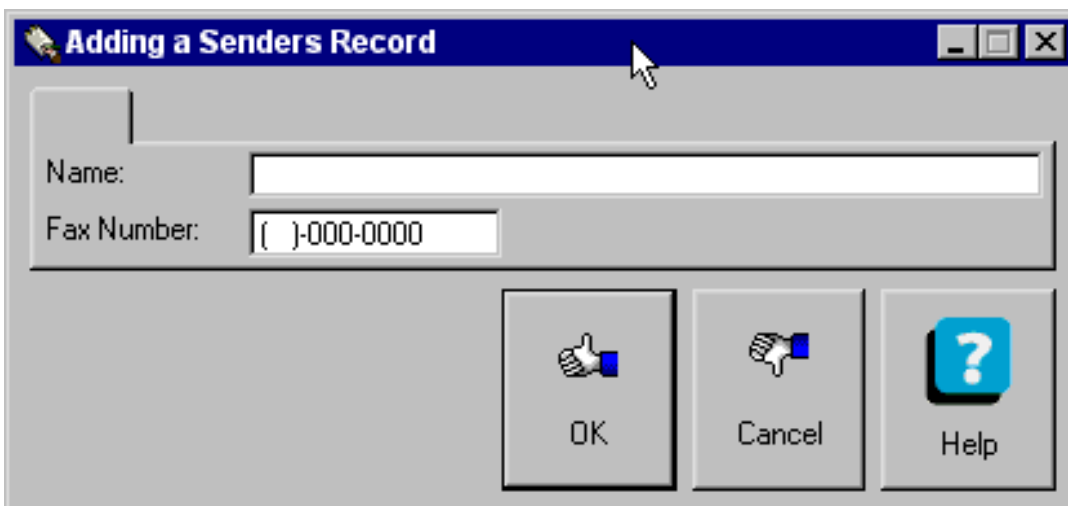
When you press either the Insert or Change button the Update screen will appear. This screen has a field for the name of the company, the company's fax number, and to whom's attention the fax should be.

Senders Table Screen



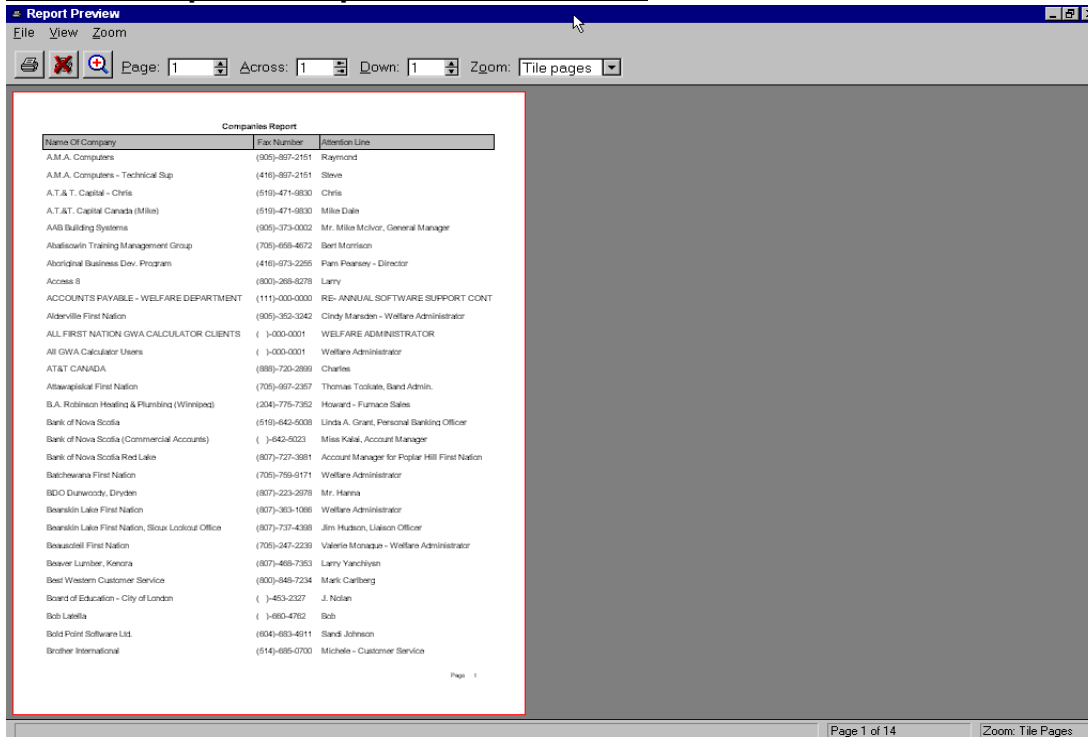
From the Senders table, you can add, change or delete information about the people in your company that send faxes. This will tell the recipient of the fax who sent it and what your fax number is. The Close button is used to close the Senders Table window. The Help button is used to popup screen specific help information.

Senders Information Update Screen



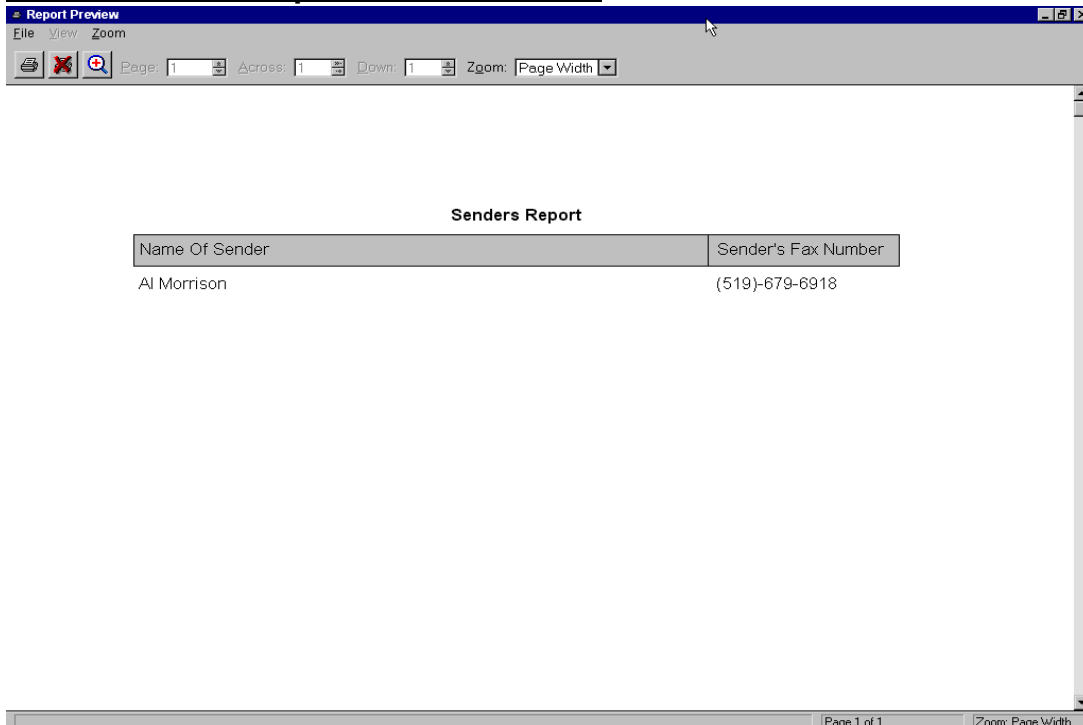
When you press either the Insert or Change button the Update screen will appear. This screen has a field for the name of the person sending the fax and your fax number.

List Of Companies Report Preview Screen



When you click on the Reports menu and select List Of Companies, it will generate this preview screen. This will show you what the report will look like when it prints out. It lists the company name, fax number and attention information. You have the ability to display multiple pages on screen, zoom in and out, etc.

List Of Senders Report Preview Screen



When you click on the Reports menu and select List Of Senders, it will generate this preview screen. This will show you what the report will look like when it prints out. It lists the name of the sender and your fax number. You have the ability to display multiple pages on screen, zoom in and out, etc.

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